
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to **three (3) minutes**. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, LA 70161, (734) 384-9138. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 4, 2013
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATIONS.

Presentation by Patrick Lewis, Director of Engineering and Public Services, regarding online GIS.

V. PUBLIC HEARINGS.

7 Public hearing for the purpose of hearing comments on Proposed Ordinance No. 13-002, an ordinance to amend Part Two, Chapter 720, Zoning, Article IV, Zoning District Regulations, Section 720-33, C-O Office District, and Section 720-44, Schedule of Area, Height, Width and Setback Regulations, of the Code of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

7 Proposed Ordinance No. 13-002, an ordinance to amend Part Two, Chapter 720, Zoning, Article IV, Zoning District Regulations, Section 720-33, C-O Office District, and Section 720-44, Schedule of Area, Height, Width and Setback Regulations, of the Code of the City of Monroe, up for its final reading.

VII. CONSENT AGENDA. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item.)

A. Approval of the Minutes of the Regular City Council Meeting held on January 22, 2013 and Minutes of the Work Session held on January 28, 2013.

B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

- 14 Monroe County Convention and Tourism Bureau Custer Week Banner Request.
 1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention and Tourism Bureau for permission to display three overhead banners announcing the 15th Annual Custer Week on October 7 through 13, 2013, and recommending that Council approve the request for banner placement as modified, across Monroe Street, East Front and West First Streets from September 16 through 30, 2013.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 15 Monroe County Convention and Tourism Bureau Jazz Festival Banner Request.
 1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention and Tourism Bureau for permission to display three overhead banners announcing the 12th Annual River Raisin Jazz Festival on August 8 through 11, 2013, and recommending that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 16 Monroe County Convention and Tourism Bureau Labor Day Barbeque Festival Banner Request.
 1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention and Tourism Bureau for permission to display three overhead banners announcing the Annual River Raisin Labor Day Barbeque Festival on August 31, 2013, and recommending that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 17 VFW Memorial Day Parade Request.
 1. Communication from the City Manager's Office, reporting back on a request from the VFW Memorial Day Parade Committee to hold the Annual Memorial Day Parade on May 27, 2013, beginning at 2:00 p.m., to close the affected streets, hold a brief ceremony on the bridge and to waive all permits and fees, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, parade permit, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 18 Appointments Resolution.
 1. Communication from the City Manager's Office, submitting a proposed resolution for appointments to various boards, commissions and committees, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.

- 19 Traffic Committee Meeting.
 1. Communication from the Director of Engineering and Public Services, submitting the minutes of the Traffic Committee meeting on January 23, 2013, and recommending that the minutes be accepted and placed on file and that Traffic Control Orders 134-002 and 307-004 be adopted.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 20 ALCC – Professional Architectural Design Services Award.
 1. Communication from the Director of Engineering and Public Services, reporting back on a Request for Proposals received on January 23, 2013 to prepare plans and specifications for all remaining work items for the Arthur Lesow Community Center Professional Architectural Design Services, and recommending that Council authorize remaining design work as described above on a “Not to Exceed” basis as described in the attached documents to Mitchell & Mouat Architects in an amount not to exceed \$32,600 for the base project, and that up to \$1,000 be additionally authorized for any reimbursable expenses, and further recommending that the Director of Engineering and Public Services be authorized to execute any necessary and appropriate agreements on behalf of the City.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 21 Demolition of Garage at 621 Cass Street.
 1. Communication from the Building Official, reporting back on the garage located at 621 Cass Street, and recommending that Council approve demolition of the garage by the Department of Public Services at a cost of \$1,815.00.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 22 CDBG Subrecipient Agreement with Paula’s House.
 1. Communication from the Director of Economic and Community Development, submitting a CDBG Subrecipient Agreement with Paula’s House, establishing the scope of work and expenses for which Paula’s House will be reimbursed, specifying records that must be kept, and incorporating other standard items required by federal CDBG regulations, and recommending that Council approve the proposed agreement with Paula’s House and authorize the City Manager to execute the agreement.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 23 CDBG Subrecipient Agreement with Legal Services of South Central Michigan.
 1. Communication from the Director of Economic and Community Development, submitting a CDBG Subrecipient Agreement with Legal Services of South Central Michigan, establishing the scope of work and expenses for which LSSCM will be reimbursed, specifying records that must be kept, and incorporating other standard items required by federal CDBG regulation, and recommending that Council approve the proposed agreement with Legal Services of South Central Michigan and authorize the City Manager to execute the agreement.

2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 24 Proposed FY2013-2019 Capital Improvements Program Budget.
1. Communication from the Director of Economic and Community Development, submitting the Proposed Capital Improvements Program Budget for Fiscal Years 2013-2019, and recommending that Council set the public hearing and adoption of the proposed FY 2013-2014 Capital Improvements Program Budget for its regular meeting on February 19, 2013.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

VIII. MAYOR'S COMMENTS.

IX. COUNCIL COMMENTS.

X. CITY MANAGER COMMUNICATION.

XI. CITIZEN COMMENTS.

XII. CLOSED EXECUTIVE SESSION TO DISCUSS ATTORNEY'S OPINION.

XIII. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CONVENTION AND TOURISM BUREAU FOR PERMISSION TO DISPLAY THREE OVERHEAD BANNERS ANNOUNCING THE 15TH ANNUAL CUSTER WEEK ON OCTOBER 7 – 13, 2013

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from September 30 – October 13, 2013, announcing Custer Week on October 7 – 13, 2013.

The request has been sent to the various departments for their review. The Engineering Department has indicated that they do not have any objections to the request for placement on Front & First Streets. **However, Monroe Street is not available for the time requested.**

Therefore we recommend approval of the request for banner placement, **as modified**, across **Monroe Street, East Front and West First Streets from September 16 – 30, 2013.**

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$

Other Funds

\$
\$
\$
\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/28/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/4/13



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant John Patterson
 Name of Organization Monroe County Convention & Tourism Bureau
 Applicant's Affiliation with Organization Pres / CEO
 Applicant's Home Address 101 W. Front St.
 Mailing Address (if different) _____
 Day Phone 734.457.1030 Evening Phone 734.457.1097

Type of Banner o Overhead Banner (\$150)

Overhead Banner Locations: (List as 1 for first choice, 2 for second..)

E. Front St. Dates Requested SEPTEMBER 30 - OCTOBER 13, 2013
 W. First St. * 15th Annual Custer Week
 Monroe St.

Type of Banner o Vertical Pole Banner (\$25/banner)

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.) Dates Requested _____

No. of Banners: ___ Monroe St. (42) o Spring (March-May)
 ___ Elm Ave. (8) o Summer (June-Aug.)
 ___ First St. (8) o Fall (Sept.-Nov.)
 ___ Macomb St. (8) o Winter (Dec.-Feb.)

Company Fabricating Banners: FLAGS SALES & SERVICE

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

RECEIVED

Applicant [Signature]

Date 12.19.12

DEC 28 2012

MAYOR'S OFFICE

CUSTER WEEK



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CONVENTION AND TOURISM BUREAU FOR PERMISSION TO DISPLAY THREE OVERHEAD BANNERS ANNOUNCING THE 12TH ANNUAL RIVER RAISIN JAZZ FESTIVAL ON AUGUST 8 – 11, 2013

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from July 29 – August 11, 2013, announcing the 12th Annual River Raisin Jazz Festival on August 8 – 11, 2013.

The request has been sent to the various departments for their review. The Engineering Department has indicated that the date and locations are available and has no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of this request.

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

\$
\$
\$
\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/28/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/4/13



RECEIVED

DEC 28 2012

MAYOR'S OFFICE

CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant John Patteron
 Name of Organization Monroe County Convention & Tourism Bureau
 Applicant's Affiliation with Organization Pres/CEO
 Applicant's Home Address 101 W. Front St
 Mailing Address (if different) _____
 Day Phone 734.457.1070 Evening Phone 734.457.1095

Type of Banner Overhead Banner (\$150)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)

- E. Front St.
- W. First St.
- Monroe St.

Dates Requested July 29 - August 11, 2013
12th Annual River Run for Fellows

Type of Banner Vertical Pole Banner (\$25/banner)

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.)

- No. of Banners: _____
- | | |
|-----------------------|--|
| _____ Monroe St. (42) | <input type="radio"/> Spring (March-May) |
| _____ Elm Ave. (8) | <input type="radio"/> Summer (June-Aug.) |
| _____ First St. (8) | <input type="radio"/> Fall (Sept.-Nov.) |
| _____ Macomb St. (8) | <input type="radio"/> Winter (Dec.-Feb.) |

Company Fabricating Banners: FAGS SALES & SERVICE

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant [Signature]

Date DECEMBER 19, 2012

RIVER RAFTING FESTIVAL



CITY COUNCIL AGENDA FACT SHEET

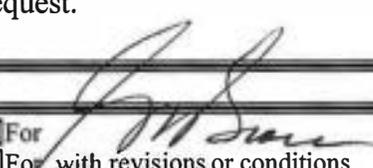
RELATING TO: REQUEST FROM THE MONROE COUNTY TOURISM BUREAU FOR PERMISSION TO DISPLAY THREE OVERHEAD BANNERS ANNOUNCING THE ANNUAL RIVER RAISIN LABOR DAY BARBEQUE FESTIVAL ON AUGUST 31, 2013

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from August 19 – 31, 2013, announcing the Labor Day Barbeque Festival on August 31, 2013.

The request has been sent to the various departments for their review. The Engineering Department has indicated that the date and locations are available and has no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of this request.

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended
- 

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$

Other Funds

\$
\$
\$
\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/28/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/4/13



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant John Patterson
 Name of Organization Monroe County Convention & Tourism Bureau
 Applicant's Affiliation with Organization Pres/CEO
 Applicant's Home Address 101 W. Front St.
 Mailing Address (if different) _____
 Day Phone 734.457.1030 Evening Phone 734.457.1098

Type of Banner Overhead Banner (\$150)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)

- E. Front St.
- W. First St.
- Monroe St.

Dates Requested August 19 - August 31, 2013
7th Annual River Raisin Labor Day BBQ Festival

Type of Banner Vertical Pole Banner (\$25/banner)

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.) Dates Requested _____

- | | | |
|-----------------------|-----------------|--|
| No. of Banners: _____ | Monroe St. (42) | <input type="radio"/> Spring (March-May) |
| _____ | Elm Ave. (8) | <input type="radio"/> Summer (June-Aug.) |
| _____ | First St. (8) | <input type="radio"/> Fall (Sept.-Nov.) |
| _____ | Macomb St. (8) | <input type="radio"/> Winter (Dec.-Feb.) |

Company Fabricating Banners: FIAG SALES & SERVICE

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant [Signature]

Date 12.19.12

RECEIVED
DEC 28 2012

MAYOR'S OFFICE

RIVER RAISING BOARD



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE VFW MEMORIAL DAY PARADE COMMITTEE TO HOLD THE ANNUAL MEMORIAL DAY PARADE ON MAY 27, 2013, BEGINNING AT 2:00 P.M., TO CLOSE THE AFFECTED STREETS, HOLD A BRIEF CEREMONY ON THE BRIDGE AND TO WAIVE ALL PERMITS AND FEES

DISCUSSION: The City received a request from the VFW Memorial Day Parade Committee for permission to hold the annual Memorial Day Parade on May 27, 2013 at 2:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue) and to hold a brief ceremony on the Monroe Street Bridge with a rifle volley. The parade will disband at the St. Mary's Parking lot.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met and a parade permit.

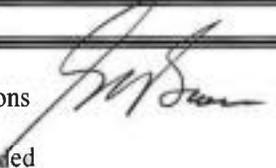
The Police Department will coordinate with DPS, the Monroe County Sheriff Department, City Engineer, Monroe Fire Department, as well as the event organizers to assure that all safety aspects are covered. A total of thirteen officers (12 patrol and one command officer) need to be assigned to the event to ensure a safe, smooth event. The estimated cost to staff the 2012 parade was \$1,068.70 and this year's costs should be slightly higher at \$1,849.07 (depending on the rank of officer that volunteers for the parade).

The Department of Public Services will staff the event as in the past, set up advance detour route, and move barricades the day of the event. The cost to staff this year's parade is estimated to be under \$1,000. After Council approval, advance notification will be sent to MDOT, and a detour will be posted.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended



APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, Community Development, Water, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/28/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/4/13



VETERANS OF FOREIGN WARS OF THE U.S.
CITY OF MONROE POST 1138
400 Jones Avenue
P.O. Box 1516
Monroe, Michigan 48161

1432 Yargerville Road
Ida, Mi. 48140

January 15, 2013

Mr. Charles D. Evans
City Clerk-Treasurer
120 E. First Street
Monroe, Mi. 48161

Dear Mr. Evans:

The VFW Memorial Day Parade Committee would like to request the city's approval for the 2013 Memorial Day Parade.

The parade will be Monday, May 27, 2013 at 2:00 P.M. The parade will line up at the Department of Public Works yard on Jones Avenue, turn right on Monroe Street and proceed north to St. Mary's parking lot and disband. There will be a brief ceremony at the Monroe Street Bridge to honor those who died at sea with a rifle volley. We are requesting that all permits and fees be waived.

We are actively pursuing participants for the parade and we would appreciate a response to our request confirming date and time as soon as possible.

If you need more information or have any questions regarding this matter, please feel free to contact me at 734-755-1808. Thanking you in advance for your kind consideration on this matter.

Sincerely,

A handwritten signature in black ink, which appears to read "Dan Burchfield".

Dan Burchfield
Parade Chairman

RECEIVED

JAN 15 2013

MAYOR'S OFFICE

RECEIVED
CHARLES D. EVANS
JAN 14 5 31 PM '13

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: January 17, 2013
Re: **Staff Study - 2013 Memorial Day Parade**

The annual Memorial Day Parade is scheduled for Monday, May 27, 2013 at 2:00 pm. The route will be the same as it has been in past years. The parade units will assemble in the DPS lot then stage in the 0-200 block of Jones Avenue. The parade will travel W/B Jones Avenue to N/B South Monroe Street and into the St. Mary's Parking Lot where it will disband. As in past years, there will be a ceremony on the Monroe St. Bridge, with a rifle volley, immediately after the parade. Last year's parade lasted thirty minutes. The ceremony on the Monroe St. Bridge usually lasts an additional thirty minutes.

As usual, barricades will be utilized at minor intersections to keep staffing costs to a minimum. I will coordinate with DPS to insure that all intersections are covered by actual police officers and/or barricades. The MCSO usually assists with two of their traffic units who handle a pair of intersections near the staging area of the parade route.

A total of thirteen officers (12 patrol officers and one command officer) are needed to ensure a safe, smooth event. One officer will lead the parade on a motorcycle and another officer is assigned to ride a bicycle and work as a "float" along the parade route, and the rest will be assigned to intersections along the parade route.

I will request that the MCSO once again provide traffic assistance at South Monroe Street & Jones Avenue as well as at Jones Avenue & LaPlaisance Avenue. I will coordinate this with the MCSO Traffic & Safety Division.

The total cost for 2012's parade was \$1,068.70. The estimated cost of this year's parade is higher due to raises that some of the officers have received as "PSOs." This figure includes two hours planning time as well as fringe benefits and the applicable shift premium. I have estimated the cost of the 2013 parade to be \$1,849.07. This figure was derived using the top pay rate of a Cpl/PSO. The figure may be less, depending on the rank of officer that volunteers for the parade.

Provided the proper permits are obtained, I recommend approval of this event.

As always, I am available for any questions, comments, or concerns you may have.



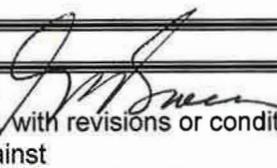
CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments

DISCUSSION: The attached Resolution recommends appointment to various City Boards and Commissions whose terms have expired and/or where there is a vacancy.

Therefore, it is recommended, that City Council approve the proposed Resolution making appointments to various City Boards and Commissions.

CITY MANAGER RECOMMENDATION:

- For
 For with revisions or conditions
 Against
 No Action Taken/Recommended
- 

REVISED
2-1-13

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 1/28/13

REVIEWED BY: Robert E. Clark, Mayor *R. Clark*

DATE:

COUNCIL MEETING DATE: 2/4/13

REVISED
2-1-13

RESOLUTION

WHEREAS, there are terms on various Boards, Commissions, and Committees which have vacancies; and

WHEREAS, a diligent effort has been made to fill these appointments;

THEREFORE BE IT RESOLVED that the following person is hereby appointed to the office and the term hereinafter indicated, February 4, 2013

BOARD OF REVIEW

Charlene Drumm	1 year term to January 13, 2014
Willie Hall	1 year term to January 13, 2014
Paula Nels	1 year term to January 13, 2014

BROWNFIELD REDEVELOPMENT AUTHORITY

Don Lieto	2 year term to January 12, 2015
Thomas Krzyston	3 year term to January 11, 2016
Mark Laboe	1 year term to January 13, 2014
Paul Livernois	2 year term to January 12, 2015
Rodney Welliver	3 year term to January 11, 2016

CITIZEN PLANNING COMMISSION

Andrew Smith	3 year term to January 11 2016
Kenneth Miller	3 year term to January 11, 2016

ETHICS COMMITTEE

Suzanne Wetzel	6 year term to January 14, 2019
Cheryl McIntyre	6 year term to January 14, 2019

LEGISLATIVE CONTACT PERSON

Robert E. Clark	1 year term to January 13, 2014
Jeremy Molenda (Alternate)	1 year term to January 13, 2014

METROPOLITAN WATER POLLUTION CONTROL BOARD

Robert E. Clark	1 year term to January 13, 2014
George Brown	1 year term to January 13, 2014
Jerry McKart (Alternate)	1 year term to January 13, 2014

MONROE COUNTY OPPORTUNITY PROGRAM

Ed Sell (Representative)	2 year term to January 12, 2015
Matt Wallace (Alternate)	2 year term to January 12, 2015

MONROE HISTORIC DISTRICT COMMISSION

Evans Bentley (preservation society)	3 year term to January 11, 2016
Audie Bates (architect)	3 year term to January 11, 2016

MONROE HOUSING COMMISSION

Mary Conner	5 year term to January 8, 2018
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CITY COUNCIL AGENDA FACT SHEET

RELATING TO: TRAFFIC COMMITTEE MINUTES OF JANUARY 23, 2013, APPROVAL OF TRAFFIC CONTROL ORDERS 134-002 AND 307-004

DISCUSSION: The Mayor's Traffic Committee meeting was held on January 23, 2013, and the minutes are attached for your information. There are two Traffic Control Orders being presented for your approval.

Traffic Control Order 134-002 would now allow parking on the south side of O'Brien Street where it previously was prohibited, from Island Street west to a point 25 feet east of the alley at the western dead end of the roadway.

Traffic Control Order 307-004 would now place a 1-hour time limit on thirteen (13) parking spaces on the east side of the entrance to the Riverfront Parking Lot (this entrance is located west of 12 West Front Street), and allow for 2 permit parking only spaces for 34 West Front Street, as specified within the purchase agreement where a portion of their property was transferred for use in the DDA parking lot project in 2012. The 1-hour spaces would be enforced from 8 A.M. to 5 P.M., Monday through Friday, consistent with other 1-hour zones in the downtown, and would be included in the downtown parking validation program administered by the Downtown Monroe Business Network (DMBN).

Lastly, one item of interest that was on the agenda was the issue of the posted speed limit for North Dixie Highway. While there appeared to the Engineering Department to be a general consensus of the committee that the speed limit should be lowered to 35 miles per hour between Elm Avenue and Detroit Avenue at the time the roadway is reconfigured to three (3) travel lanes with bicycle lanes from the present four (4), the issue was referred back to the Engineering Department for further study to also examine the section between Detroit Avenue and I-75 for consideration of a lower limit there as well. This will be presented to the City Council for action at a later date.

IT IS RECOMMENDED that the City Council place on file the minutes from the January 23, 2013 Mayor's Traffic Committee meeting, and adopt Traffic Control Orders 134-002 and 307-004.

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Engineering Department, Department of Public Services, Police Department, traveling public, adjacent residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$N/A
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
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Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 01/24/13

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: February 4, 2013

CITY OF MONROE
MAYOR'S TRAFFIC COMMITTEE MINUTES
January 23, 2013

Meeting was called to order by Mayor Clark on Wednesday, January 23, 2013 at 5:00 P.M. in the City Council Chambers.

Members Present: Mayor Clark, Councilman Beneteau, Councilman Hensley, Lt. Greg Morgel, Scott Davidson, Michael Miletti, Dennis Polczynski

Members Excused: James Crammond, Anthony Webb

Clerk / Staff: Patrick Lewis, Director of Engineering and Public Services

Citizens Commenting: Kathleen Vaden, Premier Industries, 513 North Dixie Highway
Frank Grzywacki, 116 Hollywood

1. Approval of the Traffic Committee minutes from the November 28, 2012 meeting.

Motion: It was moved by Michael Miletti and supported by Scott Davidson to approve the minutes from the November 28, 2012 meeting.

Action: The motion passed unanimously.

2. Request from Councilman Beneteau to consider reducing the speed limit on North Dixie Highway to 35 miles per hour.

Motion: It was moved by Councilman Beneteau and supported by Lt. Morgel to refer this issue back to the Engineering Department for further study.

Action: The motion passed unanimously.

3. Request from the Downtown Development Authority to place one-hour time limits on the portions of the Riverfront Parking Lot located west of 12 West Front Street (known as the former Steppingstone property).

Motion: It was moved by Michael Miletti and supported by Councilman Hensley to approve proposed Traffic Control Order 307-004, converting 13 spaces to 1-hour regulation from 8 A.M. to 5 P.M., Monday through Saturday, and 2 other spaces to permit parking only as specified in the purchase agreement for 34 West Front Street.

Action: The motion passed unanimously.

4. Request from citizen Heather Strack to consider a disabled parking space on the street adjacent to her home at 805 O'Brien Street

Motion: It was moved by Michael Milette and supported by Councilman Beneteau to allow parking on the south side of O'Brien Street from Island Street west to a location 25 feet east of the alley at the west end.

Action: The motion passed unanimously.

5. Request from citizen Donald Olszewski of 401 Huber Drive to install additional speed limit signs on Huber Drive.

Motion: It was moved by Councilman Hensley and supported by Scott Davidson to deny the request and refer the location to the Police Department for enforcement activities.

Action: The motion passed unanimously.

6. Citizen / Committee Member Comments:

a) Frank Grzywacki, 116 Hollywood Drive, wanted to discuss the existing motorcycle parking spaces in the Riverfront Parking Lot and along West Front Street, and plans to address this issue with the Downtown Development Authority at a future meeting.

7. Adjournment

Motion: It was moved by Michael Milette and supported by Councilman Beneteau to adjourn the meeting.

Action: The motion passed unanimously and the meeting was adjourned at 5:48 P.M.



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 134-002 PROPOSED

EFFECTIVE DATE: February 2013

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to O'Brien Street:

Parking

1. "No Parking" from the ~~western terminus~~ **Island Street** to West Front Street, south side.
2. **"No Parking" from the alley at the western terminus of the roadway to a location 25 feet east of the east property line of the alley, south side.**
3. "No Parking from 7:00 A.M. to 3:30 P.M. School Days" from West Front Street to a location 140 feet north and west of West Front Street, north side.
4. Permitted parking, with no time limitations, ~~from a location 140 feet north and west of West Front Street to the western terminus, north side~~ **All other locations, both sides.**

Intersection Control

5. O'Brien Street shall STOP at West Front Street.

The following Traffic Control Orders shall hereby be rescinded: 134-001

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE

TRAFFIC CONTROL ORDER

ORDER NO. 307-004 PROPOSED

EFFECTIVE DATE: February 2013

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following parking regulations shall apply to the municipal parking lot commonly referred to as the Riverfront Parking Lot, portions of which were formerly known as the Lauer-Finzel Parking Lot, former United Way Parking Lot, and the Steppingstone property, located between the River Raisin and West Front Street, and west of South Monroe Street, and including any and all adjacent parcels acquired in 2011 and 2012 as a part of the Downtown Development Authority construction project:

1. Designated "Disabled Parking" spaces with no time limitations, five (5) spaces within the lot.
2. **Signed 1-hour parking, with enforcement times of 8:00 A.M. through 5:00 P.M., Monday through Saturday, thirteen (13) spaces on the east side of the entrance drive located west of 12 West Front Street (former Steppingstone property).**
3. **Permit parking only, two (2) spaces on the west side of the entrance drive located west of 12 West Front Street (former Steppingstone property), said spaces lying closest to the main parking lot drive aisle. Said spaces will be permitted for the benefit of the business located at 34 West Front Street.**
4. 2. Permitted parking, with no time limitations, all remaining spaces, including those as may be designated for motorcycle parking.

The following Traffic Control Orders are hereby rescinded: 307-003

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ARTHUR LESOW COMMUNITY CENTER (ALCC) – PROFESSIONAL ARCHITECTURAL DESIGN SERVICES AWARD

DISCUSSION: In 2009, a facility evaluation study of the Arthur Lesow Community Center (ALCC), located at 120 Eastchester Street, was commissioned by the Engineering and Planning Departments and completed by James S. Jacobs Architects, PLLC. Since the center serves a large number of low-to-moderate income persons, it is eligible for funding through the City's annual Community Development Block Grant (CDBG) entitlement funding. As a result of the facility study, the City began making significant investments in the complete rehabilitation of the facility, through CDBG allocations in the 2010-11 and 2011-12 fiscal years. Total construction costs for this work, which included a complete overhaul of the mechanical / ventilation and electrical systems, along with some other related work, has exceeded \$400,000. As a part of the 2012-13 Capital Improvements Program (CIP), the City Council funded an additional \$150,000 toward the remaining interior building renovation elements, with another \$150,000 being recommended to Council for approval as a part of the 2013-14 CIP. It is expected that an additional \$250,000 may be needed over the 2014-15 and 2015-16 fiscal years to complete all remaining activities, which include, among other items, complete renovation of all toilet rooms, showers, and offices, and a number of other elements. The complete list of remaining work and relevant sketches are attached with this fact sheet and is drawn from the original 2009 facility report.

In accordance with the City's Purchasing Ordinance, a Request for Proposals (RFP) was prepared to solicit an architectural firm to prepare plans and specifications for all remaining work items, with the understanding that these would have to be prioritized for completion as funding allows. This RFP, which is attached with this fact sheet, was posted on the Michigan Intergovernmental Trade Network (MITN), and was directly mailed to those firms believed to have interest in this type of work in the area. Five (5) proposals were received by the due date of January 23, and the staff review team met on January 28 to review the proposals and make a selection based on the point factors contained within the RFP. The staff review team consisted of the Director of Engineering and Public Services, ALCC Executive Director, and the City's CDBG Coordinator, with additional review assistance by the City Manager.

As a result of the selection process, we are recommending awarding the remaining design activities to Mitchell and Mouat Architects of Ann Arbor, and their proposal is attached to this fact sheet for your review. They have extensive experience in renovation of existing buildings, including community and institutional uses similar to the proposed work at the ALCC. Their most recent public work in Monroe County was the construction and subsequent dispatch office modifications to the Lake Erie Transit (LET) transfer station on North Telegraph Road and Fredericks Drive, and the LET General Manager provided a highly favorable recommendation on their behalf. They have committed to completion of the work within the needed 60-day time period, and they have submitted a "Not-to-Exceed" price of \$32,600, plus reimbursable expenses, which include only printing costs. As this price represents approximately six percent (6%) of the remaining expected construction costs of \$550,000, their proposed fee is well in line with industry standards and is consistent with the other proposals submitted as well. They plan to commence work immediately upon award. It should be noted that we will solicit pricing for construction management services following completion of the design, and will recommend award at a later date, as specified in the RFP.

IT IS RECOMMENDED that the City Council authorize remaining design work as described above on a "Not to Exceed" basis as described in the attached documents to Mitchell & Mouat Architects in an amount not to exceed \$32,600 for the base project, and that up to \$1,000 be additionally authorized for any reimbursable expenses. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to execute any necessary and appropriate agreements on behalf of the City.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: We would like to expend as much of our 2012-13 CDBG allocation as possible during the present fiscal year ending June 30, 2013, bidding of the construction work cannot occur until design completion.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Planning Department, ALCC users and staff

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$550,000*
	Cost of This Project Approval (ALCC)	\$33,600**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes remaining design, construction, and inspection / management of remaining phases.

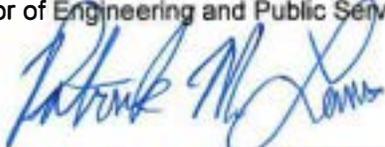
**Includes \$32,600 in base costs and up to \$1,000 in reimbursable expenses.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	ALCC Building Renovations	401-95.265-975.000 13C01	\$33,600

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 01/29/13

REVIEWED BY: 

DATE:

COUNCIL MEETING DATE: February 4, 2013

**CITY OF MONROE
REQUEST FOR PROPOSALS
ARCHITECTURAL DESIGN SERVICES
ARTHUR LESOW COMMUNITY CENTER**

1. Purpose of Work / Project Background:

The City of Monroe owns the facility at 120 Eastchester Street, commonly known as the Arthur Lesow Community Center (ALCC), which was originally constructed in 1968. This facility is operated by a non-profit organization whose primary purpose is to provide recreational, social, and educational opportunities for area residents that are generally in the low to moderate income range. In July 2009, a Maintenance / Feasibility Study was completed by James S. Jacobs Architects, PLLC, detailing options to expand and / or renovate the facility to ensure long-term functionality. Following this report, the City Council began allocating funding from the City's annual allocation of Community Development Block Grant (CDBG) funds through the United States Department of Housing and Urban Development (HUD) to begin addressing some of the recommended capital improvement items. To date, the following construction projects as detailed in Option "C" of the study report have been completed:

- Building-wide mechanical system upgrades and required electrical system work to support – awarded December 2010 (\$120,935 final cost)
- First Floor (lower level) air conditioning and associated work – awarded February 2011 (\$84,783 final cost)
- Second floor office air conditioning and building-wide lighting upgrades – awarded August 2011 (\$202,435 final cost)

At this point, the City of Monroe is soliciting proposals for design activities for all remaining interior building renovation items as detailed in Option "C" of the study report (attached with this RFP), in conformance with HUD requirements for CDBG projects. While the design is expected to be completed all at once, due to funding constraints the construction activities will need to be spread over multiple construction seasons, so the design shall be severable into smaller, discrete projects for bidding.

2. Supporting Documentation

Documentation for all of the above-referenced items are available for review, either for use in preparing project work plans and cost estimates, or following consultant award. All items listed below are available from the City Engineering Department if desired in electronic format at no charge prior to or following consultant selection. Parties interested in obtaining printed copies of these items will be charged appropriate copy charges by the Engineering Department. Contact City of Monroe Engineering Department, 120 East First Street, Monroe, MI 48161, (734) 384-9126, Monday through Friday, 8:00 A.M. to 4:30 P.M., or email patrick.lewis@monroemi.gov.

The following documentation is available at the present time. All items are prepared by James S. Jacobs Architects, PLLC.

- a) "Arthur Lesow Community Center Maintenance / Feasibility Study", dated July 2009. Document consists of 31 electronic pdf files, approximately total of 74 printed pages, electronic files total approximately 10 MB.
- b) Plan set entitled, "Building Improvements for City of Monroe Arthur Lesow Community Center", dated 11-08-10, 15 plan sheets, file size approximately 8 MB. This plan set includes work in the first project bidding that includes building-wide mechanical upgrades and electrical work to support these installations.

- c) Plan set entitled, "*Building Improvements Alternate #1 for City of Monroe Arthur Lesow Community Center*", dated 12-20-10, 9 plan sheets, file size approximately 7 MB. This plan set primarily includes air conditioning and associated work for the first floor.
- d) Plan set entitled "*Lighting Upgrade and Mechanical Improvements for City of Monroe Arthur Lesow Community Center*", dated 07-13-11, 13 plan sheets, file size approximately 6 MB (13 separate files). This work includes building-wide lighting upgrades and air conditioning improvements for the second floor office area.

3. Scope of Work:

The selected consultant for this project shall, at a minimum, review available and applicable background materials, including the Maintenance / Feasibility Study (Option "C", which is the direction the City is undertaking and attached at the end of this RFP, along with corresponding plan sheets C-1, C-2, and C-3), and the plan sets for the previous completed project work since 2010, to ascertain the scope of the remaining improvements. It should be noted that the study report details some exterior improvements that are not to be included at this time. The following work items delineated in plan sheets C-1, C-2, and C-3, are to be included in the design for this project, and are described with a generalized level of expected design activity:

Sheet C-1:

- Item 4 (Low wall repair and code verification of stairs) – Redesign existing
- Item 5 (Concrete stair replacement) – Redesign existing
- Items 1, 2, 3, 6, 7 – OMIT – to be designed later

Sheet C-2:

- Item 1 (Remove toilet room) – Removal / redesign existing
- Item 2 (Office renovation for accessibility) – Maintenance / reconfigure to code
- Item 3 (Renovate toilet rooms to single) – Redesign existing
- Item 3a (Renovate toilet / shower rooms) – Redesign existing
- Item 4 (Evaluate stairs) – Maintenance / reconfigure to code
- Item 4a (Renovate elevator) – Maintenance / reconfigure to code
- Item 4b (Evaluate exterior stair) – Maintenance / reconfigure to code
- Item 5 (Weight room furnishings) – Furnishings and finish upgrade / installation
- Item 5a (Exercise room furnishings) – Furnishings and finish upgrade / installation
- Item 5b – OMIT – boxing ring no longer exists at this location
- Item 6 (Miscellaneous repairs) – Maintenance / reconfigure to code

Sheet C-3:

- Item 1 (Computer laboratory renovation) – Maintenance / furnishings
- Item 2 (Renovate toilet rooms) – Redesign existing
- Item 3 (Office renovation) – Redesign existing
- Items 4 / 4a / 4c / 4d (Stair evaluation and replacement) – Maintenance / reconfigure to code
- Item 4b – OMIT – work was completed with earlier project
- Items 5 / 5a – OMIT – work was completed with earlier project
- Item 5b (Bleachers and guardrail replacement) – Furnishings
- Item 6 (Kitchen) – redesign / replace equipment to code

The selected consultant will be expected to prepare design plans for all remaining work activities (in printed form and electronic form), estimate of probable cost, and any required supplemental specifications needed to form a complete bid package for construction. As the total budget for each fiscal year is expected to be \$150,000 or less and the improvements are likely to be bid over a period of three years, the final design plans should break down improvements into smaller increments for prioritization and bidding, though one common set of bid documents may be prepared for the entire project.

The project (and all subdivisions thereof) will be bid using the City of Monroe Engineering Department's standard construction contract form, and the Engineering Department will be responsible for assembling contract documentation, copying plan sets, distributing addenda (with technical assistance from consultant in preparation), tabulation of bids, and awarding and processing of contract. Design plans may be prepared in any drawing format, and shall be printed to 22" x 34" size. Estimate of probable cost shall be prepared in Microsoft Excel, and all necessary supplemental specifications shall be prepared in Microsoft Word (though plan notes may also be used in lieu of supplemental specifications). Plan set shall include all views and details necessary to convey the required information to the ultimate project contractor(s).

The consultant will not generally be expected to participate in numerous public presentations on the proposed design. However, the scope of work will include various review meetings and phone conversations with City of Monroe and ALCC staff and other stake-holders normally and customarily associated with a project of this size.

The City of Monroe intends to award a separate consultant contract for construction inspection and administration following bid award, due to the fact that there is likely to be significant uncertainty of these costs at this time until design can be completed. These services are not to be included in the fee for this proposal. However, the capability of consultant to perform these services will be considered in the award for this proposal, as the City may desire to have the same consultant perform construction services without undertaking an additional selection process in the future.

4. Schedule:

It is anticipated that the Engineering Department will present selected proposal for City Council award at or before the February 19, 2013 City Council meeting. Consultant should be prepared to commence work activities as soon as possible following award, and complete all design activities within sixty (60) days of award.

5. Proposal Submission:

The successful consultant must have extensive experience in similar projects including, but not limited to, general spatial layout and general architectural design. As detailed in Section 3, though the City is not intending to award construction services as a part of this selection, the ability of the consultant to do so will be considered as a part of the qualifications.

The proposal shall consist of as few pages as possible, and shall include, at a minimum, a listing of available project personnel with resumes and listing of qualifications, certifications, and general experience, description of staff availability, statement of experience on similar projects, listing of quality control / quality assurance procedures, and any other relevant information. In no case shall proposals exceed 25 pages, excluding resumes.

A complete listing of all fees for service shall be provided, including hourly employee rates (including overtime if applicable), mileage charges, and a description of any additional fees and reimbursable expenses. As the City plans to use the professional services agreement form

provided by the consultant in lieu of a standard form of its own, consultant shall provide this with the submittal as well. Liability insurance must be provided by the consultant in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and evidence of this should be submitted in the proposal. **Proposals shall include an overall “Not to Exceed” fee for the entire Scope of Work defined in Section 3 of this Request for Proposals, which includes all work.**

Questions on this Request for Proposals (RFP) must be submitted in writing via fax or email by the close of business (4:30 P.M.) on Wednesday, January 16, 2013. No phone call responses to questions will be provided. All consultants desiring to submit proposals for review should notify the City of Monroe in writing or via email of their intention no later than this date, to ensure that all interested vendors will receive emailed answers to questions raised. Responses to all questions will be sent to all consultants that have notified the City of Monroe of their intention to submit by the close of business on Friday, January 18, 2013, and the responses and / or any revisions to the RFP will be posted on the Michigan Intergovernmental Trade Network (MITN). Interested consultants should submit five (5) copies of their proposal by 3:00 P.M. on Wednesday, January 23, 2013. The facility is available for walk-through if desired by prospective consultants, please contact Tracy Palm, Executive Director of the ALCC at (734) 241-4313 at least 24 hours prior to expected visit.

Proposal and all correspondence should be submitted to:
Patrick M. Lewis, P.E., Director of Engineering and Public Services
City of Monroe, 120 East First Street, Monroe, MI 48161
(734) 384-9126 / (734) 384-9108 (fax)
patrick.lewis@monroemi.gov

6. Costs:

All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote estimated costs or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm through the completion of the contract term.

7. Selection Process:

Selection of the consultant shall be based on the qualifications and past experience of all firms submitting proposals for the work, demonstration of the understanding of the service to be provided, availability of staff, and costs, where a substantial difference exists. As noted earlier, the ability of the consultant to undertake construction services in the future will also be considered as an inherent part of these items as well. The scoring will be as follows (total of 100 points possible):

- Understanding of Service 0-25 points
- Past Experience on similar projects 0-25 points
- Work Plan (includes personnel availability) 0-25 points
- Local Project Experience / Familiarity 0-10 points
- Cost 0-15 points

The selection team will consist of the Director of Engineering and Public Services, and one or more other representatives from the City of Monroe, ALCC, and / or other agencies, as deemed appropriate and in the best interest of the City.

6.0 OPTION "C"

MAINTENANCE/GENERAL REPAIRS TO EXISTING COMMUNITY CENTER ONLY

6.1 SCOPE OF WORK

Option "C" consists of renovating the existing Community Center only to the point of maintenance/general repairs throughout the facility and bringing the center up to the current building/barrier free codes to provide an accessible building to the general public at a minimal cost to the owner.

The site work would consist of making general repairs to the existing concrete plaza along Eastchester Street. This would include replacement of any cracked sections of concrete or any sections of concrete that are uneven and may cause a trip hazard. Any landscaping that appears to be in poor condition or is dead will be replaced with new, matching what is on site and meeting city standards. The low wall located on the south end of the Community Center will be repaired as necessary as the top stone cap is falling off causing water damage to the wall. The concrete stairs will be evaluated to make sure they meet code in all aspects (i.e. guardrails, tread depth, riser height, and slip resistance). The exterior stairs at the north end of the Community Center is deteriorating and needs to be completely removed and rebuilt to meet local codes. The existing parking lot would remain intact and should be resurfaced to provide proper drainage. Parking blocks should be re-installed to their proper locations and new blocks added where they are missing. The concrete walk along the west side of the Community Center needs to be evaluated to make sure it slopes away from building and any sections that are cracked or uneven would be replaced. A dumpster screen should be added to meet current City ordinance standards.

The first floor plan of the Community Center would receive general repairs throughout and renovated in areas that require barrier free access or areas that are considered a code violation. The existing toilet room located in the conference room does not meet barrier free requirements and is not in working condition. It should be removed adding additional space to this room. The offices would be modified so clearances are met at all doors per code. Existing lavatories located in these rooms would be removed and the plumbing capped at the wall. The (2) small toilet rooms do not meet current barrier free requirements and would be renovated to create (1) larger barrier free unisex toilet room. The stairs would be evaluated and repaired making sure that local codes are met (i.e. guardrails). The elevator would be inspected and brought up to current codes if it does not meet code already. The snack bar located in the social hall would be renovated to provide a working sink and proper power for appliances being used. The toilet/locker/shower room does not meet current barrier free requirements. The shower area in the men's toilet does not work and the space is being utilized as storage, causing men and women to both use (1) shower room while having an employee keep watch. These rooms would be renovated to create both men's and women's toilet/locker/shower rooms meeting current barrier free requirements. Egress requirements throughout the floor would be evaluated to verify means of egress requirements are met. Coat racks and/or lockers would be added in the weight and exercise rooms. New mirrors will be added to these rooms along with new mirrors around the boxing area. All existing doors, frames and hardware would be evaluated and replaced as needed to meet the current building code. Existing floor finishes, wall finishes, and ceilings will be replaced and/or repaired as necessary. Also, existing radiator covers should be replaced throughout.

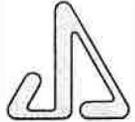
The second floor plan of the Community Center would receive general repairs throughout and renovated in areas that require barrier free access or areas that are considered a code violation. The gymnasium has recently received a new wood floor, freshly painted walls, bleachers and wall pads so minimal work would be completed in this area. Doors, frames and hardware within this space would be replaced with new, along with, new grille covers set flush with block wall on the north end of the gym. The kitchen would be renovated to make this space more useful for the type of use it is intended for, along with, adding a floor drain to keep water from getting on to the gym floor. The counter would be replaced with a new counter that would not encroach into the gym area. Kitchen appliances would be evaluated to make sure they are operating correctly and meet code. The balcony would be renovated by providing new bleachers and guardrails that meet the current building code. The men's and women's toilet rooms do not meet current barrier free requirements. They would be renovated to meet the current barrier free requirements. The single occupancy toilet room does not meet current barrier free requirements, however, this room could be renovated to create a private toilet room for the adjacent office, and not take up anymore space. The computer lab would remain as-is with additional computers added and existing computers updated to current software. It is our understanding that a grant has been approved for new computers although they have not been installed at this time. The check-in office area would be renovated to provide a more efficient office space and the adjacent office would be renovated to become the director's office. All existing doors, frames and hardware would be evaluated and replaced as needed to meet the current building code. Existing floor finishes, wall finishes, and ceilings will be replaced and/or repaired as necessary. Also, existing radiator covers should be replaced throughout.

The overall appearance of the Community Center would need some "cosmetic" work. Gutters and downspouts need to be removed and replaced with new. Gable end louvers need to be replaced with new maintenance free louvers. Flashings around all roof penetrations, valleys, and areas where roofs abut walls, should be addressed and corrected if found to be inadequate and/or not to code. This appears to be where the water problems are occurring and causing water damage inside the facility. Also, all trim along fascias and rakes should be removed and replaced with new maintenance free material. Exterior lighting should be removed and replaced as necessary to meet local codes.

For Mechanical/Plumbing/Electrical system upgrades and preliminary costs, refer to Section 7.0. When upgrading these systems in the current facility, it would be advisable to take into consideration future additions and interior renovations. This will ensure that the upgraded systems will be capable of handling the additional square footages.

The following attachments are included with this section and are as follows.

- 6.2 Overall Site Plan (Drawing C-1)
- 6.3 First Floor Plan (Drawing C-2)
- 6.4 Second Floor Plan (Drawing C-3)



JAMES S. JACOBS ARCHITECTS, PLLC
 25 WASHINGTON STREET
 MONROE, MICHIGAN 48111
 TEL: (734) 241-7933
 FAX: (734) 241-1181
 URL: www.jsj.com

**FEASIBILITY
 STUDY FOR:**

**ARTHUR LESOW
 COMMUNITY
 CENTER**

120 EASTCHESTER STREET
 MONROE, MICHIGAN 48111

PROPERTY OWNER & CONTACT:
 PATRICK LEWIS
 THE CITY OF MONROE
 120 E. FIRST STREET
 MONROE, MICHIGAN 48111
 TELEPHONE: (734) 364-8124

**OVERALL
 SITE PLAN
 OPTION "C"**

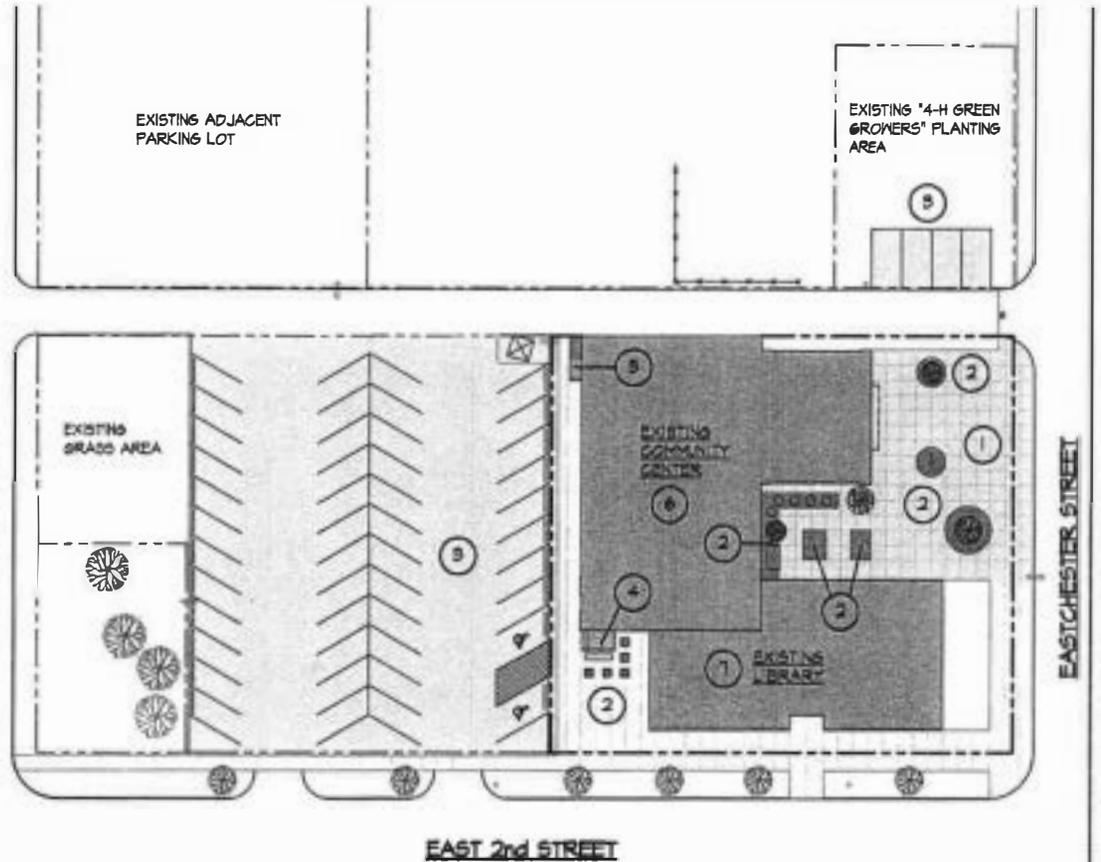
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REVIEWED:	JSL
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C-1

1 OF 3

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- ① GENERAL REPAIRS OF PLAZA AREA (REPLACE CRAKED/UNEVEN SECTIONS OF CONCRETE)
- ② REPLACE LANDSCAPING THAT IS DEAD OR IN POOR LOCATION
- ③ RE-SURFACE PARKING LOT TO PROVIDE PROPER DRAINAGE - REPLACE MISSING PARKING BLOCKS
- ④ REPAIR LOW WALL AND VERIFY STAIR MEETS CURRENT CODES
- ⑤ REMOVE CONCRETE STAIR AND REPLACE WITH NEW TO MEET CURRENT CODES
- ⑥ EXISTING COMMUNITY CENTER TO BE RENOVATED TO MEET CURRENT BUILDING CODES
- ⑦ EXISTING LIBRARY TO REMAIN AS-IS



EAST 2nd STREET



OVERALL SITE PLAN - OPTION "C"



GRAPHIC SCALE IN FEET



JAMES S. JACOB ARCHITECTS, PLLC
 25 WASHINGTON STREET
 LANSING, MICHIGAN 48201
 TELE: (313) 241-7633
 FAX: (313) 241-1161
 EMAIL: jacob@jacobarch.com

FEASIBILITY STUDY FOR

ARTHUR LESOW COMMUNITY CENTER

120 E. FORT STREET
 LANSING, MICHIGAN 48201

PREPARED BY:
 JAMES S. JACOB ARCHITECTS, PLLC
 THE CITY OF LANSING
 120 E. FORT STREET
 LANSING, MICHIGAN 48201
 TELEPHONE: (313) 368-1114

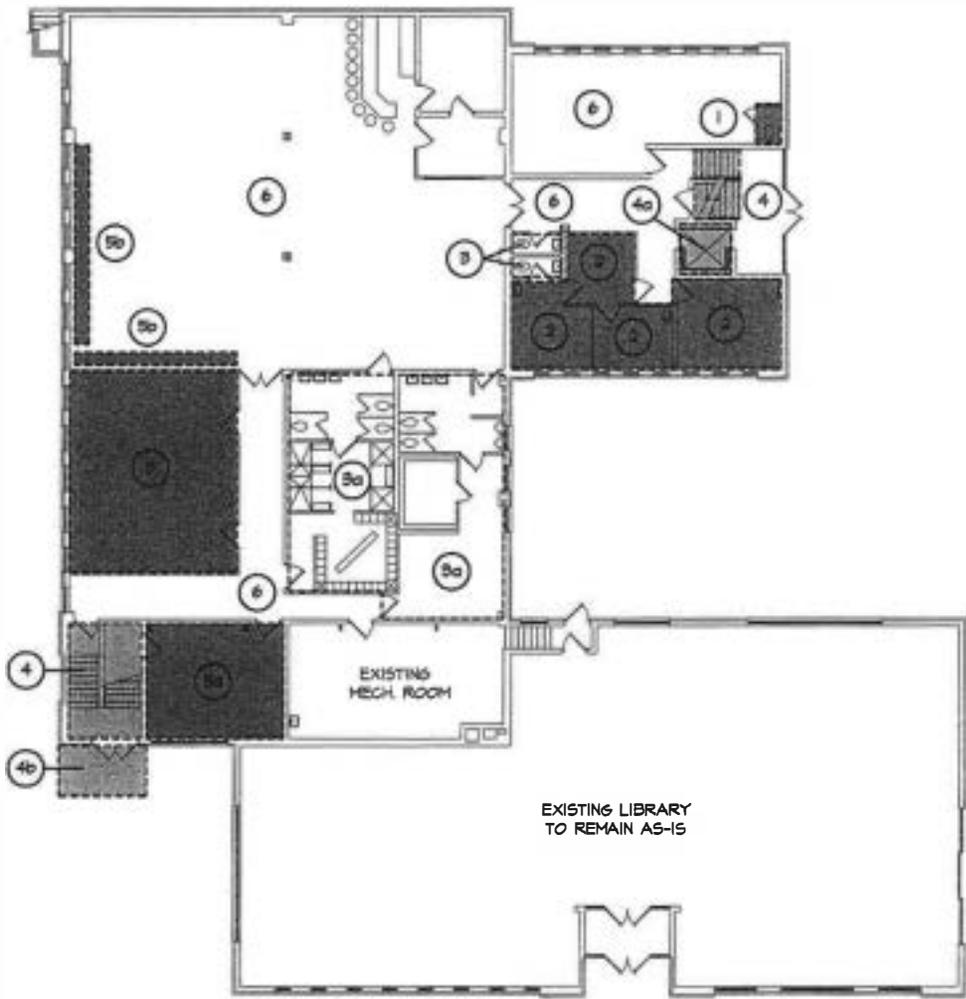
FIRST FLOOR PLAN OPTION "C"

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DESIGN:	CLB
REVISION:	JSL
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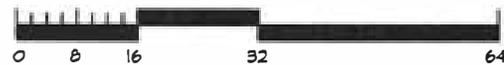
C-2

3 OF 3

- 3** RENOVATE EXISTING TOILETS TO CREATE (1) UNISEX BARRIER FREE TOILET ROOM
- 3a** RENOVATE EXISTING MENS AND WOMENS TOILET/SHOWER/LOCKER ROOMS TO MEET BARRIER FREE REQUIREMENTS
- 4** EVALUATE STAIRS TO SEE IF THEY MEET CURRENT CODES AND REPAIR AS NECESSARY
- 4a** RENOVATE ELEVATOR TO BRING UP TO CURRENT CODE
- 4b** EVALUATE EXTERIOR STAIR TO SEE IF IT MEETS CURRENT CODES AND REPAIR AS NECESSARY
- 6** MISCELLANEOUS REPAIRS TO EXISTING FINISHES (CEILING/WALLS/FLOOR) AND ACCESSIBILITY REQUIREMENTS THROUGHOUT



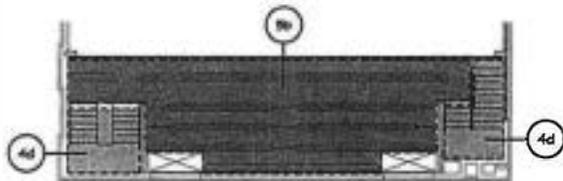
FIRST FLOOR PLAN - OPTION "C"



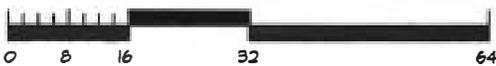
GRAPHIC SCALE IN FEET

- 1. EXISTING COMPUTER LAB TO RECEIVE ADDITIONAL COMPUTERS AND OPERATING SOFTWARE
- 2. RENOVATE EXISTING MEN'S AND WOMEN'S TOILET ROOMS TO MEET BARRIER FREE REQUIREMENTS
- 3. EXISTING OFFICE AREA TO BE RENOVATED EXISTING ROOMS
- 4. EVALUATE STAIRS AND ENTRY TO SEE IF THEY MEET CURRENT CODES AND REPAIR AS NECESSARY
- 4c. RENOVATE ELEVATOR TO BRING UP TO CURRENT CODE
- 4d. REPLACE HALL SKILLES WITH NEW RECESSED SKILLES
- 4e. REMOVE EXISTING STAIR AND REPLACE WITH NEW EXTERIOR STAIR

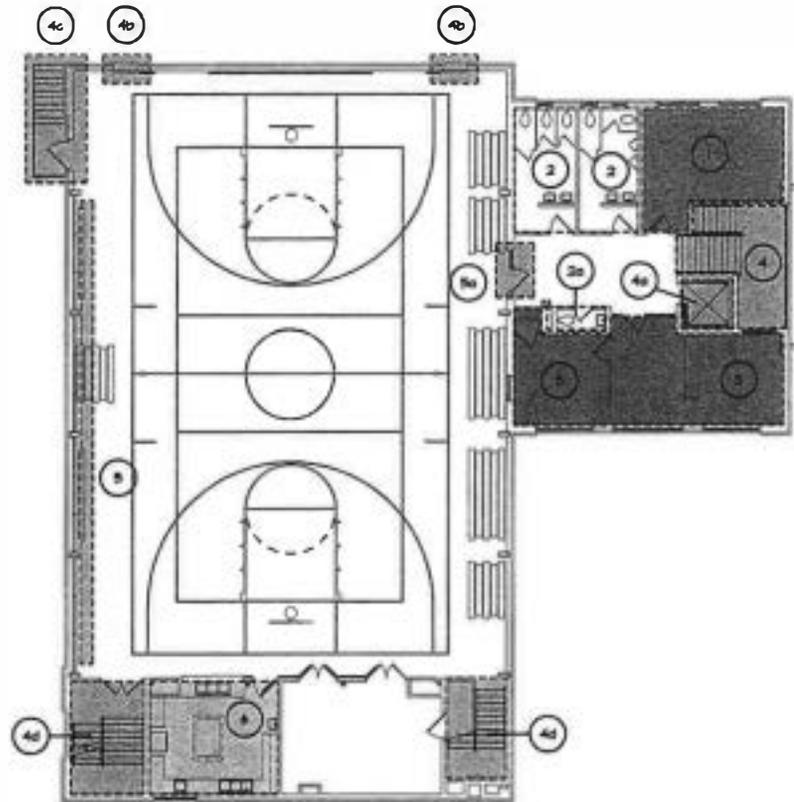
- 4d. EVALUATE STAIRS TO SEE IF THEY MEET CURRENT CODES AND REPAIR AS NECESSARY
- 5. REPLACE EXISTING RADIATOR COVERS THROUGHOUT GYM AREA
- 5a. REPLACE EXISTING DOOR, FRAME AND HARDWARE WITH NEW DOOR, FRAME AND HARDWARE TO MEET CURRENT CODES
- 5b. PROVIDE NEW BALUSTERS AND HANDRAIL TO MEET CURRENT CODES
- 6. RENOVATE EXISTING KITCHEN TO MAKE SPACE MORE USEFUL. ADD FLOOR DRAIN, EVALUATE CONDITION OF APPLIANCES AND PROVIDE NEW COUNTERTOP



BALCONY PLAN - OPTION "C"



GRAPHIC SCALE IN FEET



SECOND FLOOR PLAN - OPTION "C"



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FEASIBILITY STUDY FOR

ARTHUR LESOW
 COMMUNITY
 CENTER

120 CHESTER STREET
 MONROE, LOUISIANA 70131

PROSODY, GRISSEL & COMPANY
 PATRICK LEHR
 THE CITY OF MONROE
 120 S. PINE STREET
 MONROE, LOUISIANA 70131
 TELEPHONE: (754) 384-9124

**SECOND FLOOR
 PLAN
 OPTION "C"**

DATE	REVISION

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C-3

3 OF 3

Proposal for Architectural Design Services

Arthur Lesow Community Center

City of Monroe



January 23, 2013

Mitchell
and **Mouat**

113 South Fourth Avenue Ann Arbor, Michigan 48104
734-662-6070 FAX 734-662-3802 MaMA@MitchellandMouat.com



Mitchell
and Mouat

architects

January 23, 2013

Patrick M. Lewis, P.E., Director of Engineering and Public Services
City of Monroe
120 E. First Street
Monroe, Michigan 48161

Re: Proposal for Architectural Design Services
Arthur Lesow Community Center

Dear Mr. Lewis,

Mitchell and Mouat Architects would like to thank the City of Monroe for the opportunity to provide a Proposal for Architectural Design Services.

We believe our Team is well suited to work with you the next three years completing improvements to the Arthur Lesow Community Center (ALCC) for two primary reasons:

Experience - The vast majority of our work involves remodeling existing buildings. Our team is accustomed to retrofitting existing systems to support new uses. We have provided similar services for many small and medium sized projects and to a number of public and institutional clients. We have worked with many of our clients for over twenty years.

Individual Quality of Team Members – The Design Team members proposed for the ALCC are experienced. Principals of Mitchell and Mouat and our consulting MEP engineering firm, MEEC, will manage this project and be supported by individuals with many years under their belts working on projects like the ALCC.

Please feel free to contact us by phone or email (rmitchell@mitchellandmouat.com) if you need any further information.

Sincerely,
Mitchell and Mouat Architects, Inc.



Richard W. Mitchell, AIA, President



Understanding of Service

Past Experience on Similar Projects

- **Firm Profile**
- **Experience Summary**
- **Sample Projects**
- **Personnel Biographies**

Work Plan

- **Methodology**

Local Project Experience

- **Lake Erie Transit Transfer Facility**
- **Monroe County Health Department**

Costs

- **Not-to-exceed Proposal**
- **Certificate of Insurance**

UNDERSTANDING OF SERVICE

Understanding of Service

Arthur Lesow Community Center
Monroe, Michigan



Background:

The City of Monroe is in the process of upgrading the Arthur Lesow Community Center (ALCC), a 1968-era facility, in order to improve the services the facility offers to the community. ALCC is owned by the City of Monroe and operated by a non-profit organization who oversees the recreational, educational and social opportunities the ALCC provides.

The City commissioned a maintenance/feasibility study in 2009. The study presented three options for the City, known as A, B and C. The City has chosen to implement the improvements outlined by Option C and has completed three of the tasks already.

At this time, the City is requesting architectural design services to complete other work associated with Option C.

Understanding of Roles:

Owner: City of Monroe

Consulting Architect: Mitchell and Mouat Architects, Inc.

2009 Maintenance/Feasibility Study :

The 2009 Maintenance/Feasibility Study outlined the scope of work (site and building) under Option C to represent a budget of \$917,125 in construction costs.

Work Completed Since 2009:

Since that time, the City of Monroe has successfully completed three projects included in that scope of work, totaling \$408,152:

1. Building-wide mechanical and electrical support: \$120,935
2. First floor air conditioning and associated work: \$84,783.
3. Second floor office air-conditioning and building-wide lighting upgrades: \$202,434.

Remaining Scope of Work – Option C:

Note: "Sheets C-1, C-2 and C-3" reference excerpted drawings from the 2009 Maintenance/Feasibility Study.

Sheet C-1:

Item 4: Redesign existing low wall and verify code compliance of existing stair.

Item 5: Redesign existing concrete stair to be replaced.

Sheet C-2 (first floor items):

Item 1: Redesign existing northeast toilet room.

Item 2: Redesign existing offices and improve accessibility.

Item 3: Redesign existing north-central toilets rooms for conversion to single occupancy ADA.

Item 3a: Redesign existing central toilet/shower rooms.

Item 4: Evaluate existing stairs and potential redesign for code conformance.

Item 4a: Evaluate existing elevator and specify appropriate upgrades.

Item 4b: Evaluate existing stair (also indicated on Sheet C-1, Item 4) for potential redesign.

Item 5: Design and specify furnishing and finish upgrades to existing weight room.

Item 5a: Design and specify furnishing and finish upgrades to existing exercise room.

Item 6: Design and specify miscellaneous repairs/upgrades to northwest multi-purpose room.

Sheet C-3:

Item 1: Design and specify new furnishings and upgrades to existing computer lab.

Item 2: Redesign two existing north-central toilet rooms for ADA.

Item 3: Redesign existing office.

Items 4/4a/4c/4d: Evaluate existing stairs for potential redesign. Also, specify appropriate upgrades to existing elevator.

Item 5b: Design and specify replacement of existing bleachers and guardrail system as necessary.

Item 6: Redesign upgrades to existing kitchen and kitchen equipment for code compliance.

Project Budget:

It is understood that the working budget for construction costs is not to exceed \$150,000/year for a period of three years – a maximum total of \$450,000.

Commencement of Work:

Mitchell and Mouat understands that the Monroe City Council plans to award this contract on or before February 19, 2013. Mitchell and Mouat is ready to begin work immediately thereafter.

It is further understood that all design activities are scheduled to be complete within 60 days of that award date.

Project Phasing and Documentation:

Because funding will be limited to this amount each year, the owner desires the construction document packaging to be done in a way that makes the scope of work for each phase clear to potential bidders.

Mitchell and Mouat offers to prepare document in one of two ways, according to the preference of the City of Monroe:

1. Mitchell and Mouat could prepare one comprehensive set of documents that contains all three phases of the work. The owner would have the option of asking bidders to quote the first phase and either or both of the remaining phases.
2. Mitchell and Mouat could prepare one set of documents each year for three consecutive years. This would allow the owner to continue to evaluate the program, budget and contractor with the passage of each phase and reflect any changes in thinking within each subsequent phase.

Mitchell and Mouat understands that the construction documents, consisting of drawings and specifications are to be done in an electronic format (AutoCAD and Microsoft Word) and provided to the Owner in both printed and electronic form.

Estimates of Probable Costs:

It is understood that Mitchell and Mouat is responsible to produce an estimate of probable costs using the Microsoft Excel format.

Public Meetings:

Mitchell and Mouat understands and looks forward to the number of meetings and communications necessary with the Owner and with user group representatives of ALCC to ensure the needs of the project are understood.

Construction Administration:

Mitchell and Mouat understands that costs for the construction administration phase of the work are not desired at this time by the Owner and are, therefore, not included in this proposal.

Mitchell and Mouat does, however, maintain the staff capable of such services and is ready to serve the Owner in that capacity if a proposal is requested by the Owner.

Past Experience on Similar Projects

- **Firm Profiles**
- **Experience Summary**
- **Sample Projects**
- **Personnel Biographies**

FIRM PROFILE

Mitchell and Mouat Architects

Established 1984

Address 113 S. Fourth Avenue
Ann Arbor, Michigan 48104

Telephone (734) 662-6070
Fax (734) 662-3802

E-mail rMitchell@MitchellandMouat.com
jMouat@MitchellandMouat.com

Partners **Richard W. Mitchell, AIA**
Michigan Registration
NCARB

John H. Mouat, LEED AP
Michigan Registration
Colorado Registration

Associate Architects Mark Borys, Architect
Kevin Stansbury, Architect

Corporate Structure **Mitchell and Mouat Architects, Inc.**

Insurance \$1,000,000 professional liability coverage plus general liability coverage.
Certificate available upon request.

Mission We refer to our area of specialization as Community Architecture. Mitchell and Mouat clients are typically from the public sector and, as such, projects require the wise use of public funds and resources. Projects that are embraced by the community and can stand the test of time are our measure of success.

Specialization Areas of specialization include educational, historic preservation and restoration, municipal, transportation, religious, performing arts, and recreation facilities.

In addition to full service architectural design and construction administration services, Mitchell and Mouat, Inc., provides specialized services in:

- Master Planning
- Site Planning
- Site Evaluations
- Zoning and Code Analysis
- Historic Preservation
- ADA Compliance Assessments
- Interior Design
- Space Planning
- Programming
- Adaptive Reuse
- Feasibility Assessments
- Green Building Design

Staff Our staff of 7 people includes 5 registered architects licensed to practice in Michigan. The core staff at Mitchell and Mouat Architects has worked together for 10 years on average. They share similar values, enabling a high degree of integrity in the design of projects and the relationships developed with our clients.

- We maintain a strong line of **communication**.
- We maintain defined **standards** for quality, cost, and schedule.
- We maintain the **flexibility** to adapt to the conditions of the project.



Recognition: Although Mitchell and Mouat Architects has never solicited design awards, the firm has been honored with the following recognitions:

113 S. Fourth Ave, Ann Arbor, MI

- Ann Arbor Historic District Commission Award, 2010

Evelyn Hall, Bay View Association, Bay View, MI

- AIA, Northern Michigan Chapter Restoration Award, 1995

Fourth and Washington Parking Structure, Ann Arbor, MI

- International Parking Award of Merit, 2001

Hannah Community Center, East Lansing, MI

- City Certificate of Appreciation, 2002

Kempf House, Ann Arbor, MI

- Ann Arbor Historic District Commission Award, 2010

Pardon Block, Ann Arbor, MI

- Ann Arbor Historic District Commission Award, 1989

Schwaben Building, Ann Arbor, MI

- Ann Arbor Historic District Commission Award, 2004

Sigma Epsilon Pi Fraternity, Ann Arbor, MI

- Ann Arbor Historic District Commission Award, 2001

Skyline High School, Ann Arbor, MI

- USGBC LEED Silver Certification, 2009
- Learning by Design 2009, Outstanding Project 2009 – The National School Board Association and Schools and University's Leader's Guide
- Construction & Design Award Winner - The Engineering Society of Detroit
- WCA Pyramid Award – Washtenaw Contractors Association
- 2008 Michigan Build Award – Michigan AGC
- Sierra Club Conservation Accomplishment Award

Spiritus Sanctus Academy, Ann Arbor, MI

- AIA Michigan Honor Award, 1997

Wade Administration Building, Bay View Association, Bay View, MI

- Emmet County Project of the Year, 1997

Whitmore Lake High School, Whitmore Lake, MI

- USGBC LEED Silver Certification, 2007
- Engineering Society of Detroit Construction and Design Award, 2007
- AS&U Outstanding High School, 2007
- SP&M Impact on Learning – High Performance Schools, 2007
- Education Design Showcase, Outstanding Green Design / Project of Distinction, 2008

Past Experience on Similar Projects

FIRM EXPERIENCE:

Mitchell and Mouat has considerable experience in working with clients who are charged with the responsibility of managing public funds, and who oftentimes need to work under challenging project scopes, budgets and timelines.

A good example of this is the remodeling of schools. It is common that we design, document, and provide field services for an entire school remodeling/renovation project that has to be completed in as little as eight weeks during the summer break or phased to allow a building to continue to function. Smaller projects are done in a matter of a week or two during appropriate breaks during the school year. We are proud to say that we have never had one of our projects prevent the opening of school on time.

The Arthur Lesow Community Center may need to continue providing service while taking advantage of breaks in the calendar. We can help the Owner and the ALCC staff manage that process.

Mitchell and Mouat has extensive experience in working with client project managers in developing timelines, budgets, and identifying potential pitfalls in the design and construction process before they become a problem. Realistically, most construction projects have bumps in the road. We take it very seriously that issues need to be identified and defined, the necessary expertise engaged to resolve issues, and the solution brought to the client as quickly as possible. It is a cliché but we do partner with all the individuals necessary to complete a successful project including client representatives, project users, consultants, contractors, subcontractors, and code/standards officials.

Our firm has experience in working with a single client contact or with committees and other user input groups, depending on the characteristics of a given project. In addition we have worked with all forms of construction delivery methods including traditional general contractors, construction managers, program managers, and design/build.

Approximately 80% of our work involves the renovation of an existing facility. We recognize that surprises will surface in any building that is 44 years old, such as the ALCC.

Descriptions of relevant projects are noted below. The successes we have achieved in these Projects are the result of building a team that works well together and enjoys the challenges of working with existing buildings and input from many voices.

SAMPLING of SIMILAR REMODELING AND RENOVATION PROJECTS:

Ann Arbor Public Schools

Ann Arbor, Michigan

The Ann Arbor Public Schools have been a client for over twenty-five years and we have worked in most every building in the school district. Several years ago we provided design services for remodeling and renovation work in twenty-two K-8 buildings four existing high schools, which included architectural, civil, M/E, structural, information technology, and other disciplines. This is work that was carried out through the

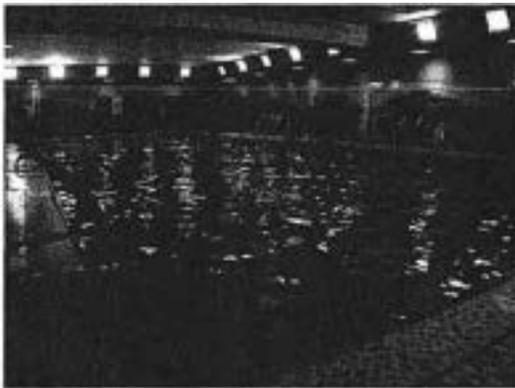


school year under challenging circumstances while the buildings are being occupied. These projects required the same type of creative design solutions, understanding of client needs, cooperation with contractors, and fast response time that is expected for County projects.

Ann Arbor Parks and Recreation Facilities

Ann Arbor, Michigan

AAPR is another client for which we have done projects for just about twenty years ranging from Fuller and Buhr Parks pool and bath house facilities, to the historic Kempf House and Cobblestone Farm, to a current project at the Gallup Park Canoe Livery. In 2011, Mitchell and Mouat remodeled the existing Ann Arbor Senior Center for AAPR. The center is a building considerably older than ALCC but with similar issues in the areas of accessibility, code compliance and the need for refreshed finishes and furnishings.



Washtenaw Intermediate School District

Ann Arbor, Michigan

Mitchell and Mouat has provided design services for many remodeling projects at WISD over the last ten years. Amongst those projects have been administrative office renovations, swimming pool renovations, remodeling of an area of the facility into a cosmetology suite, remodeling of a previous media center space into a new conferencing center including support offices, kitchen, restrooms, and other associated service spaces.

University of Michigan Health System

Ann Arbor, Michigan

Our role is to support the Facilities Planning Department at the UM Health System based on a continuing services contract. Projects have varied from the design of a clinic suite, to conversion of space to a call center, to exam room conversions, to the exterior repair and renovation of a series of buildings at Briarwood. Due to the medical environment and exacting UM standards we work with project managers and contractors to allow continuing operations of the facility while minimizing impacts on staff and patients.





Hannah Community Center

East Lansing, Michigan

The adaptive reuse and renovation of the former Junior High School to a Community Center provided a new life to a historic building in East Lansing. New program spaces for seniors, teens, and other groups were developed to compliment refurbished gymnasiums, a pool, and a classic auditorium. Significant alterations were required to bring the building up to current codes, to provide new building systems and finishes, and to significantly upgrade the site, including significant public services upgrades for this community landmark.



Riverside Arts Center

Ypsilanti, Michigan

The Riverside Arts Center is one of a number of projects that we have worked on for Downtown Development Authorities. DDA projects have included streetscape projects, parking structures as well as facility upgrades such as the RAC. The Riverside Arts Center was the adaptive reuse of the historic Masonic Lodge in downtown Ypsilanti. This project included a "pocket park" adjacent to the building.

Albion Community Projects

Albion, Michigan

Mitchell and Mouat has enjoyed a long standing relationship with the Albion community dating back nearly thirty years. Projects vary from schools to a new public safety building to city hall renovations and to the current restoration of a historic movie house.



MECHANICAL ELECTRICAL ENGINEERING CONSULTANTS, PC.

Mechanical and Electrical Engineers
1415 Goldsmith
Plymouth, Michigan 48170

Mechanical Electrical Engineering Consultants, PC has been working together as a team since 1990 to provide complete mechanical, plumbing and electrical engineering consulting services to architects, developers, owners and design/build contractors.

Mechanical Electrical Engineering Consultants, PC services include all phases of a facilities design development from preliminary conceptual planning and design to final working drawings, construction specifications, and construction supervision.

Mechanical Electrical Engineering Consultants, PC design services include plumbing, heating, ventilating and air conditioning, interior lighting, low and medium voltage power distribution, site lighting, on-site power generation, central control and monitoring systems for interior building environment, fire alarm and life safety systems, energy conservation programs, and building construction cost saving value engineering.

Mechanical Electrical Engineering Consultants, PC has established a solid record of successful projects and satisfied clients. This is the result of our professional design team, which includes a competent staff of licensed professional engineers, designers, CAD technicians, drafters and office support personnel, representing many years of experience and expertise, who strive to provide our clients with the most functional, well designed, and cost-effective design solution possible.

The Firm's design experience encompasses all general categories of building types in the public, private and governmental sectors. In the private sector, members of our firm have successfully completed projects which include multi-family and single family housing, restaurants, retail strip stores, health care facilities, nursing homes/elderly housing projects, office building, schools, and houses of worship. In the public sector, projects have been completed for local governments, educational facilities, the State of Michigan and the Federal Government.

The Mechanical Electrical Engineering Consultants, PC team stays with the project from its inception through construction and follows up to assure the client of a successfully completed project. This team processes shop drawings, provides field observations, assistance during estimating, bidding and construction, and supports commissioning activities.

The Firm has complete in-house computer facilities which are used extensively to provide computerized lighting analysis, short circuit analysis, emergency power generation analysis, energy conservation studies and life cycle analysis on buildings, heating, ventilation and air conditioning systems design and solar energy studies. Mechanical Electrical Engineering Consultants, PC has complete computer aided design (CAD) facilities utilizing AUTOCAD software.

Our extensive geothermal design experience has assisted our clients on a number of LEED projects including two projects that received gold certification.

Mechanical Electrical Engineering Consultants, PC

PERSONNEL BIOGRAPHIES

DESIGN TEAM

Over the years Mitchell and Mouat has designed everything from a \$5K office remodeling to a new \$64M comprehensive high school. However, our mainstay is remodeling, comprising the majority of our work. Our team is experienced in gaining a quick understanding of existing conditions and designing improvements that make the most of the work that has come before.

Key personnel are listed below and biographies follow:

MITCHELL AND MOUAT ARCHITECTS

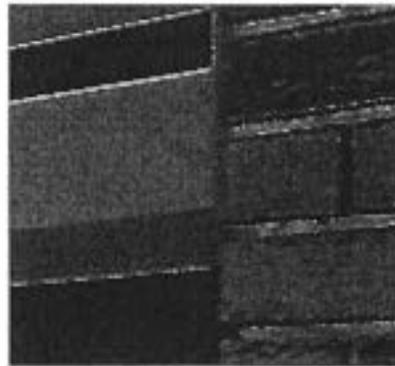
Richard Mitchell, Principal in Charge
John H. Mouat, Architect
Kevin Stansbury, Project Manager
Mark Borys, Project Architect

STRUCTURAL DESIGN INC.

Andy Greco *- Principal / Project Manger
Elisabeth Wong - Structural Engineer

MEEC, Inc.

Jim Busha, Principal / Project Manager



Please refer to the following Firm Profiles and Resumes for more information about the firms and the individuals that will be assigned to the ALCC project.

RICHARD W. MITCHELL, AIA
Mitchell and Mouat Architects, Inc.



Role	Richard will provide the following services: Schematic Design Project Management	
Professional Affiliations	Ann Arbor Design Guidelines Committee American Institute of Architects, Michigan Chapter, Past Board of Directors American Institute of Architects, Huron Valley Chapter, Former President Ann Arbor Township Planning Commission and Zoning Board of Appeals	
Professional Experience	Registered in Michigan, 1982 NCARB Certified, 1984 Mitchell and Mouat Architects, Inc., 1994 Mitchell Associates, 1986 Poley/Mitchell, 1984 GBKB Associates, 1978 Wah Yee and Associates, 1976	
Education	Lawrence Technological University Bachelor of Science, Architecture 1975 Albion College Bachelor of Arts, 1972 Economics and Business Administration	
Relevant Experience	Richard has designed and managed projects since 1982, including:	
Relevant Projects	Lake Erie Transit / S.M.A.R.T. Monroe, Michigan New Telegraph Transfer Center Monroe County Health Dept. Monroe, Michigan Study Comparing Expansion vs. Relocation Relocation to Remodeled Facility Washtenaw County Government Services Ann Arbor, Michigan New Government Service Office Building Riverside Arts Center Ypsilanti, Michigan Restoration and Renovation City of Ann Arbor DDA Ann Arbor, Michigan Street Improvement Projects City of Ann Arbor Ann Arbor, Michigan Kempf House Accessibility Mack Pool Renovation Cobblestone Kitchen Renovation Hannah Community Center East Lansing, Michigan Restoration and Renovation	Ann Arbor Public Schools – Various Projects, Ann Arbor, Michigan Chelsea County Courthouse Chelsea, Michigan Feasibility Study and Restoration Chippewa County Courthouse Sault Ste. Marie, Michigan Feasibility Study and Restoration Albion Community Library Albion, Michigan Additions and Interior Renovations Albion Children's Library Albion, Michigan Library Renovation Mary Sheldon Ismon House Albion, Michigan Historic Re-Use of Library to Community Center Jewish Community Center Ann Arbor, Michigan Classroom and Multi-Purpose Room Renovations

JOHN H. MOUAT, LEED AP
Mitchell and Mouat Architects, Inc.



Role John will provide the following services:
 Back-up Project Management

Professional/Community Affiliations City of Ann Arbor -
 Downtown development Agency, Board of Directors
 Housing Policy Board, Past Board of Directors
 Washtenaw Area Transportation Study (WATS) -
 Policy Committee
 Ann Arbor YMCA, Past Board of Directors
 Ann Arbor Civic Theater, Past Board of Directors

Professional Experience Registered in Michigan, 1983
 Leadership in Energy & Environmental Design –
 Accredited Professional (LEED AP)
 Mitchell and Mouat Architects, Inc. 1994
 Mitchell Associates, Inc. 1991
 John H. Mouat, Architect, 1989
 Continental Capital Development, 1982

Education University of Michigan
 Bachelor of Science, Architecture 1979

Relevant Projects

**State of Michigan
 Lansing, Michigan**
 Pontiac Intermodal Station
 General Services ISID Contract
 Bay City DNR District Office Study

**Monroe County
 Monroe, Michigan**
 Health Department Remodeling

**Washtenaw County
 Ann Arbor, Michigan**
 Washtenaw County Youth Center
 Washtenaw County Courthouse Remodeling
 Mail Room Canopy
 Master Plan Study
 Service Center Site Upgrades
 Downtown Administration Building

**City of Ann Arbor Parks and Recreation
 Ann Arbor, Michigan**
 Buhr Park Pool and Ice Rink Facility
 Fuller Park Pool Facility
 Veterans Memorial Park Renovation
 Fuller Park Solar Installation
 Veterans Memorial Park Solar Installation
 Buhr Park Site Upgrades
 Gallup Park Livery Remodeling and Site

**Ann Arbor Public Schools
 Ann Arbor, Michigan**

**City of Wayne
 Wayne, Michigan**
 Wayne Public Services Facility Study

**Cromaine District Library
 Hartland, Michigan**
 Historic Renovation of Carnegie Melon
 Building Shell Renovations
 Main Library Remodeling
 New Branch Library Interiors

**Whitmore Lake Public Schools
 Whitmore Lake, Michigan**
 Comprehensive High School and Community Pool
 Middle School Remodeling
 Early Childhood Center / District Office Remodeling
 Elementary School Remodeling

**Ann Arbor Housing Commission
 Ann Arbor, Michigan**
 Baker Commons Remodeling
 Broadway Renovations
 Green Road Renovations
 Hikone Renovations
 Miller Manor Remodeling
 North Maple Renovations
 Platt (Colonial Square) Renovations
 South Maple Renovations
 Seventh and Washington Renovations
 Multi Family Units
 Miller Manor Unit Study
 Baker Commons Unit Study

**Riverside Arts Center
 Ypsilanti, Michigan**
 Historic Restoration and Renovation

KEVIN S. STANSBURY

Mitchell and Mouat Architects, Inc.



Arthur Lesow Community Center

Role Kevin will provide the following services:
Schematic Design
Design Development
Construction Documents

Professional Experience Registered in Michigan, 1996
Mitchell and Mouat Architects, Inc. 1999
Cranbrook Educational Community 1997
Mitchell and Mouat Architects, Inc. 1994
Mitchell and Associates, Inc. 1988

Education University of Michigan
Master of Architecture 1990
Bachelor of Science, Architecture 1987

Relevant Projects Lake Erie Transit / S.M.A.R.T.
Monroe, Michigan
New Telegraph Transfer Center

Fuller Road Station
Ann Arbor, Michigan
New Inter-Modal Transportation Center
and Parking Structure

Pontiac Transportation Center
Pontiac, Michigan
New Amtrak/Greyhound Facility for MDOT

Oakland County Juvenile Center
Waterford Township, Michigan
Addition/Renovations to Juvenile Detention Center

City of Ann Arbor
Ann Arbor, Michigan
Buhr Park Renovation
Fuller Park Renovation
Mack Pool Renovation
Veterans Memorial Park Renovation

Hannah Community Center
East Lansing, Michigan
Restoration and Renovation

Ann Arbor Public Schools
Ann Arbor, Michigan
New Construction and Renovations

Riverside Arts Center
Ypsilanti, Michigan
Restoration and Renovation

City of Ann Arbor DDA
Ann Arbor, Michigan
Street Improvement Projects

Duquette Cottage
Bay View, Michigan
Private Residence Renovation and Additions

Bay View Association
Bay View, Michigan
Crouse Memorial Chapel Renovation
Theater Arts
Nature Center
Country Club
Hall Auditorium Renovations
Girls and Boys Club Addition and Renovation

County of Monroe
Monroe, Michigan
Public Health Department Building

Jewish Community Center
Ann Arbor, Michigan
Classroom and Multi-Purpose Room Renovations

Walled Lake Schools
Walled Lake, Michigan
New High School and Middle School Renovations

Tecumseh Public Schools
Tecumseh, Michigan
Herrick Park Elementary Addition/Remodeling
Tecumseh Acres Elementary School Addition/Remodeling
Sutton Elementary School Addition/Remodeling
Patterson Elementary School Addition/Remodeling

Whitmore Lake Public Schools
Whitmore Lake, Michigan
New Construction and Renovations

Albion Children's Library
Albion, Michigan
Library Renovation

St. John Church
Albion, Michigan
New Parish Church

Stair Public Library
Morenci, Michigan
Addition and Renovation to Library

RESUME

MARK E. BORYS
Mitchell and Mouat Architects, Inc.



Role Mark will provide the following services:
 Project Documents

Professional Experience
Registered in Michigan, 1986
 Mitchell and Mouat Associates, Inc., 1997
 A•3•C, 1994
 Corporate Design Group, 1987
 ISO Designs, 1985
 Kadushin Associates, 1982
 The Inter-Arch Group, 1980

Education
University of Michigan
 Master of Architecture 1980
 Bachelor of Science, Architecture 1978

Relevant Projects

Pontiac Transportation Center
Pontiac, Michigan
 New Amtrak/Greyhound Facility for MDOT

Lake Erie Transit / S.M.A.R.T.
Monroe, Michigan
 New Telegraph Transfer Center

East Lansing Intermodal Center
East Lansing, Michigan
 Intermodal Facility Study

City of Ann Arbor – Parks & Rec. Dept.
Ann Arbor, Michigan
 Kempf House Accessibility
 Buhr Park Renovation
 Fuller Park Renovation
 Cobblestone Farms Kitchen Upgrade
 Veterans Memorial Park Renovation

Ann Arbor Public School District
Ann Arbor, Michigan

Hannah Community Center
East Lansing, Michigan
 Restoration and Conversion to new Use
 Natatorium Renovation

Kempf House
Ann Arbor Parks & Rec. Dept.
Ann Arbor, Michigan
 ADA Accessibility

African American Museum
Ann Arbor, Michigan
 Relocation/Restoration of house to Museum

Cobblestone Farms
Ann Arbor Parks & Rec. Dept.
Ann Arbor, Michigan
 Service Kitchen Renovation

Washtenaw Intermediate School District and High Point School
Ann Arbor, Michigan
 Nick Ianni Educational Center – New Facility
 W.I.S.D. Administrative Office Renovations
 High Point School – Pool Tank Renovation
 High Point School Modular Expansion
 High Point Center Interior Renovations
 Cosmetology Suite Remodeling
 Teacher Learning Conference Center Remodeling

Washtenaw County Government. Services
Ann Arbor, Michigan
 New Government Services Office Building

Washtenaw County Courthouse Renovation
Ann Arbor, Michigan
 Restoration/Renovation of County Facilities

Ann Arbor Township,
Ann Arbor, Michigan
 Township Offices Remodeling

Comcast – Technical Center Suite
Ann Arbor, Michigan
 Office Renovation

Alpha Epsilon Pi
Ann Arbor, Michigan
 Fraternity House Renovation

Applied Process
Livonia, Michigan
 Office Build Out

Mary Sheldon Ismon House
Albion, Michigan
 Historic Re-Use of Library to Community Center

Cromaine District Library
Hartland, Michigan
 Renovation

James F. Busha, P.E.*Mechanical Engineer, President**Mechanical Electrical Engineering Consultants, PC**Education*

Bachelor of Science in Mechanical Engineering
Lawrence Technological University - Southfield, Michigan

Professional Registration

MI, GA, IN, NH, NJ, OH, TN, WV, LA, NE, FL, CO, NM

Professional Experience

Mr. Busha is responsible for company administration, engineering, and design of HVAC and plumbing systems for industrial, commercial, institutional and healthcare projects, including specifications and owner project coordination. Mr. Busha has in excess of 20 years of experience as a mechanical engineer.

Projects

ABN AMRO Mortgage & Interfirst Facility – Ann Arbor, Michigan: Project consists of a 253,000 sq. ft. 3-story office building with central chilled water and boiler plants, with custom variable volume air handlers and full building automation systems.

Millender Center Cooling Tower Replacement: Replaced the existing cooling towers located on the roof of the 35 story mixed use building located in downtown Detroit. New cooling towers with variable fan speed controls shall reduce energy consumption by more than 50%.

Ford Motor Company Flat Rock Plant Addition: MEEC collaborated with a local mechanical contractor to provide a design/build solution for the 175,000 sq. ft. addition. Mechanical systems included; heating and ventilation, compressed air, cooling water, natural gas, Argon, CO₂ and storm drainage.

Professional Affiliations

Member - American Society of Heating and Air Conditioning Engineers

Member - American Society of Plumbing Engineers

Member - Engineering Society of Detroit

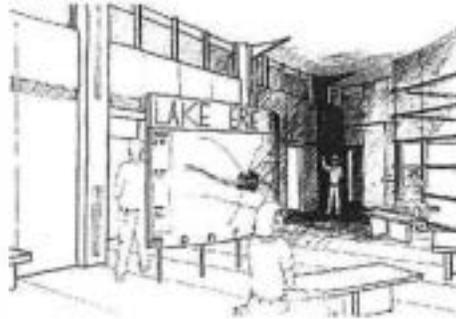
WORK PLAN

- **Methodology**

Work Plan

METHODOLOGY:

The sequence of work tasks for the completion Of the Option C components desired by the owner will need to be managed carefully due to the need to have design work done within 60 days.



DOCUMENT REVIEW PHASE:

Significant documentation existing of the Arthur Lessow Community Center (ALCC) including:

- *Arthur Lesow Community Center Maintenance/Feasibility Study*, dated July 2009
- *Building Improvements for City of Monroe Arthur Lesow Community Center*, dated 11-08-10
- *Building Improvements, Alternate #1 for City of Monroe Arthur Lesow Community Center*, Dated 12-20-10.
- *Lighting Upgrade and Mechanical Improvements for City of Monroe Arthur Lesow Community Center*, dated 07-13-11

The City of Monroe has sent electronic versions of each of these document sets to Mitchell and Mouat, which we have reviewed. A thorough review will be undertaken upon verbal notification and before City Council meets to sward the project.

SITE REVIEW PHASE:

Within 48 hours of being awarded the project by the Monroe City Council, the Mitchell and Mouat team will visit the ALCC with two purposes in mind:



1. To verify the documents reviewed above
2. To meet with the Owner's representative and the facility users chosen by the Owner's representative to review in detail the work proposed.

All relevant personnel from Mitchell and Mouat will be in attendance.

The information gathered and comments heard during this period of one or two days will be developed in minute form by Mitchell and Mouat for review and acceptance by all attendees.

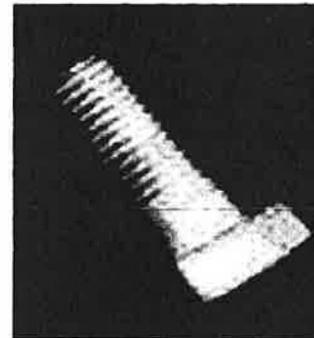
PROGRAM ANALYSIS and VERIFICATION PHASE:

The project scope of work will be reviewed with the Owner's representative. Any issues that may have surfaced during the Site Review will be discussed and reconciled with the project scope and budget. A final project program will be accepted by the project team.



CODE REVIEWS

The Preliminary Code Search by the Design Team will identify any initial code concerns regarding the building. Such issues as building use and occupancy, exiting, fire separations, barrier free accessibility, elevator usage, etc. will be considered as part of the review.



SCHEMATIC DESIGN

The Design Team will use the project program to develop a Schematic Design package. This is the phase during which we produce graphic designs (floor plans, design sketches, etc.) to present options to the Owner.

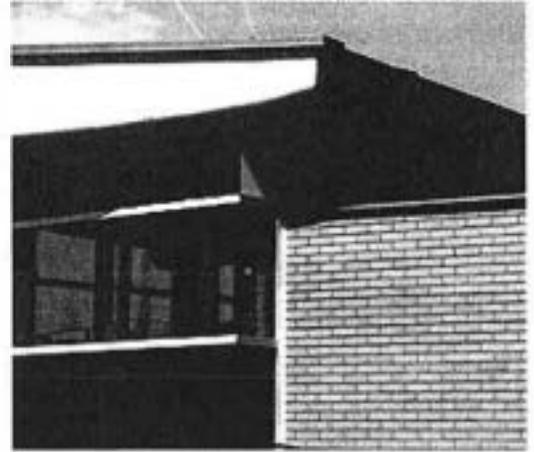
Early design is also a good point at which to consider and identify options such as the best method of project delivery, critical path or long-lead items, input from vendors (such as the elevator maintenance company), the potential for the reuse of existing building materials to save project dollars or increase the speed of project delivery, etc.

STRUCTURAL, MECHANICAL AND ELECTRICAL

As the schematic design is developed, any potential structural modifications will be identified and options of how to cost effectively meet structural criteria will be considered.

The Design Team will develop the fundamental design criteria for mechanical systems modifications required and consider viable options for HVAC changes that may be required.

The Design Team will evaluate the existing electrical to determine the capacity of the existing circuits and changes that may be necessary to accommodate the proposed architectural and mechanical remodeling.



SCHEMATIC DESIGN REVIEW AND APPROVAL

At this point, three project components will be reviewed seeking approval.

1. **Project Cost:** Mitchell and Mouat will develop a project estimate of probable costs for review.
2. **Project Schedule:** A preliminary project critical path will be developed by Mitchell and Mouat for review. This discussion will center around determining the appropriate scope of work for the first of three construction phases, each not to exceed \$150,000.
3. **Project Scope and Design:** The scope of the project will be reviewed in three phases.

FINALIZATION OF PROJECT PHASING:

With the schematic design information reviewed and project phasing discussed, Mitchell and Mouat will verify and clearly define each of the three proposed project phases for review by the Owner.

CONSTRUCTION DOCUMENTS:

At this time, the Owner may instruct Mitchell and Mouat to proceed with the entire package and clearly define each of the three phases to assist bidders. Or, the Owner may instruct Mitchell and Mouat to document the first not-to-exceed \$150,000 phase and repeat that pattern in the subsequent two fiscal years. This would allow for any budget shortfalls or excess to be taken into account during subsequent phases. It would also facilitate potential uneasiness on the part of bidders who cannot control material and wage cost increases for work to be undertaken more than 12 months after bidding.



ARCHITECTURAL DOCUMENTATION

The Final Design drawings will be drawn in AutoCAD and plotted at the appropriate scale to allow the Project Team to review the documents and provide input. The drawings and electronic files will be made available per the conditions of the contract.

STRUCTURAL, MECHANICAL AND ELECTRICAL

The systems approved in Schematic Design will be developed into complete construction documents.



CONSTRUCTION CODES

The construction documents will be developed to conform to all applicable codes and jurisdictional requirements.

CONSTRUCTION BIDDING

The Design Team has many years of experience working with qualified contractors in southeastern Michigan and is familiar with procedures for public bidding and contract award.

CONSTRUCTION ADMINISTRATION:

Not included at the time, at the Owner's request.

LOCAL PROJECT EXPERIENCE

- **Lake Erie Transit Transfer Facility**
Monroe, Michigan
- **Monroe County Health Department**
Monroe, Michigan

Local Project Experience / Familiarity

Lake Erie Transit Transfer Facility Monroe, Michigan

Mitchell and Mouat was the architect for the design of the Lake Erie Transit Transfer Facility on Telegraph in Monroe when it was built in 2004.

Six years later, LETI hired Mitchell and Mouat to return to redesign the office area of the facility to expand the dispatch function of the system.

This remodeling had to be undertaken without interruption of service to the bus transfer facility and was Successfully completed within budget and schedule.

2004 Construction Cost: \$1,250,000
2011 Remodeling Cost: \$ 200,000

Reference:

Mark Jagodzinski, General Manager Lake Erie Transit
734-242-6672
mark@letbus.com



Monroe County Health Department Monroe, Michigan



In 1992, the Monroe County Health Department needed additional space to consolidate services offered.

At the same time a nearby (South Custer Road) existing and much newer bank facility became available, which the County purchased and hired Mitchell and Mouat to remodel and furnish. The approximate 15,000 sf facility includes spaces for Administration functions, Environmental Health, a Clinic, Dental Health, WIC while also retaining space for a branch bank operation.

1992 Remodeling Costs: \$160,000

Reference:

Michael Bosanac
Director of Administrative Services
Monroe County
734-240-7250
Michael_bosanac@monroemi.org

COSTS

- **Not-to-exceed Proposal**
- **Certificate of Insurance**

Not to Exceed Proposal

Mitchell and Mouat proposes to provide the services outlined in this proposal for a not-to-exceed amount of thirty-two thousand, six hundred dollars – \$32,600, based upon the following assumptions:

Assumptions:

- Based upon a maximum annual construction budget of \$150,000/year for three consecutive years, or a total construction budget of \$450,000.
- Based upon completion of design within 60 days of notice to proceed.
- Based upon the preparation of a single set of construction documents that clearly define three phases that will be bid at one at a time for three consecutive fiscal years. The Owner has the option of retaining Mitchell and Mouat to update the construction documents prior to bidding of Phases 2 and 3, if desired, based upon an hourly rate basis (see following page) or a not to exceed fee negotiated at that time.
- Based upon Option “C” as defined in the RFP for this project. Exterior (site) items in the scope of work are not included and certain items are clarified by the RFP.
- Based upon services through the bidding phase only. Construction observation services will be negotiated at another time and the cost for construction phase work is not included.
- Based upon a reasonable number of meetings with the Owner, ALCC staff, or other stakeholders, as requested by the owner. Public presentations are to be minimized.
- Reimbursable expenses will be for printing costs only (see following page). Travel expenses are not to be reimbursed.

Current Hourly Rates

ARCHITECTS

Mitchell and Mouat Architects, Inc.

Principal / Project Manager \$120/hr.
Richard Mitchell
John Mouat

Design Team Manager \$100/hr.
Mark Borys
Kevin Stansbury

CAD Support \$ 85/hr.
Craig Spiegel
Greg McLane

Reimbursable Expenses

Vehicle Mileage (Fed. Rate) No charge
B&W Plots (up to 30"x42") \$ 4/plot
Color Plots (up to 30"x42") \$ 6/plot
Copies (8 1/2 x 11) No Charge
Shipping per carrier No Mark up

STRUCTURAL DESIGN

Structural Design, Inc.

Principal / Project Manager \$120/hr.
Andy Greco

Structural Engineer \$ 88/hr.
Elizabeth Wong

MECHANICAL / ELECTRICAL ENGINEERING

MEEC

Principal / Project Manager \$ 145/hr.
Jim Busha

Engineer \$ 120/hr.

CAD Support \$ 85/hr.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
01/23/2013

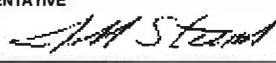
PRODUCER DESIGNPRO INSURANCE GROUP P.O. BOX 511106 LIVONIA, MI 48151 (734) 425-9710	734-425-9710	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE		NAIC#
INSURED MITCHELL AND MOUAT ARCHITECTS, INC. 113 S. 4TH AVENUE ANN ARBOR, MI 48104	INSURER A: HANOVER INSURANCE COMPANY		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES Serial # 101216

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	START DATE (MM/DD/YYYY)	EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER ARCHITECTS/ENGINEERS PROFESSIONAL LIABILITY	#LHB8004127-02	04-16-12	04-16-13	PER CLAIM LIMIT : \$1,000,000 AGGREGATE LIMIT : \$2,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER CITY OF MONROE 120 E. FIRST STREET MONROE, MI 48161	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE 



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: The demolition of the garage at 621 Cass Street.

DISCUSSION: On September 27, 2012, the property owners of 621 Cass Street were sent a notice in accordance with the 2009 International Property Maintenance Code to repair their garage. Due to their failure to comply with this order, a notice of demolition was sent on October 26, 2012. After receipt of the notice, the Building Department spoke with one of the owners who indicated they would make necessary repairs but that due to his financial situation it would take some time. In an effort to work with the owners, the Building Department granted an extension. An inspection was done on January 28, 2013 and there has been no progress.

Therefore, it is recommended that City Council approve demolition of the garage by the Department of Public Services at a cost of \$1,815.00

CITY MANAGER RECOMMENDATION:

J. S. B.

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: February 4, 2013

REASON FOR DEADLINE: Council meeting on this date.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Building/Zoning Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Public Services, Building Zoning Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$1,815.00
Cost of This Project Approval	\$1,815.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Demolition	101-65.805-818.030	\$1,815.00
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Joseph A. Lehmann Building Official

DATE: 1/29/13

REVIEWED BY: Joseph A. Lehmann Building Official 

DATE: 1/29/13

COUNCIL MEETING DATE: 2/4/13



Building Department
120 East First Street
Monroe, MI 48161-2169
(734) 384-9186

FILE COPY

September 27, 2012

DURAN, JOE JR
621 CASS ST
MONROE, MI 48161

RE: 621 CASS ST

DEAR DURAN, JOE JR

An exterior inspection of the detached garage was conducted at this property on 09/27/2012. At the time of inspection, the following is a list of violations according to the 2009 International Property Maintenance Code.

Uncorrected 304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Uncorrected 304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

Uncorrected 304.1.1 #8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;

It is, therefore, required that the conditions described above be repaired or improvements made to abate the unsafe condition and that you contact us within 14 calendar days of 09/27/2012 to secure all required permits, the work must show progress within 30 days after issuance of the permit and all work shall be completed within 180 days from the date of this order.

Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Please be advised that if the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Your Cooperation in this matter is appreciated.

Respectfully,


Randy Harris
Building Inspector

CC: File
Joseph A. Lehmann
Building/Zoning Director



CITY OF MONROE
BUILDING DEPARTMENT
120 East First Street
Monroe, Michigan 48161-2169
734-384-9186

10/26/2012

DURAN, JOE JR
621 CASS ST
MONROE, MI 48161

Re: 621 CASS ST

Dear DURAN, JOE JR:

NOTICE AND ORDER

Due to the present condition and the failure to repair the structure (Garage) at 621 CASS ST it has become so old, dilapidated and out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair that the structure be demolished and removed. (**Section 110 of the 2009 International Property Maintenance Code**).

ACTION TO BE TAKEN

It is, therefore, required that you shall secure the required demolition permit within 20 days of October 26, 2012 and demolition completed within 30 days of issuance. That should you fail to comply with this order within the time prescribed, I shall cause the structure to be demolished per the City of Monroe demolition specifications and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate. The cost shall also be the personal obligation of the property owner which may be collected by the use of any and all appropriate legal remedies.

Any person directly affected by a decision of the code official, the Building Official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 21 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means or that the strict application of any requirement of this code would cause an undue hardship.

If you have any questions, please feel free to contact this office.

Sincerely,

Joseph A. Lehmann
Building Official
City of Monroe



CITY OF MONROE
BUILDING DEPARTMENT
120 East First Street
Monroe, Michigan 48161-2169
734-384-9186

January 18, 2013

DURAN, JOE JR
621 CASS ST
MONROE, MI 48161

RE: 621 CASS ST

DEAR DURAN, JOE JR

A Notice and Order was sent to you on October 26, 2012 requiring you to demolish the structures at 803 East Elm Ave. According to the 2009 International Property Maintenance Code, Section 110, Demolition.

If the owner of a premises fails to comply with a demolition order within the time prescribed, the code official shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

If you would like to show cause to why this should not be carried out, the authorization to award a contract for demolition will be brought in front of Monroe City Council on **February 4, 2013 at 7:30 pm** in the City of Monroe, Council Chambers.

If you have any questions please feel free to contact me at (734) 384-9186.

Thank You

Joseph A. Lehmann
Building Official
City of Monroe

Cc. File.
Posted on structure.





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CDBG Subrecipient Agreement with Paula's House

DISCUSSION: In its Community Development Block Grant (CDBG) Annual Action Plan for 2012-13, the City of Monroe approved a budget item to reimburse Paula's House up to \$15,000 for the services provided at this transitional shelter. Paula's House provides homeless women who are struggling with substance abuse and/or emerging from incarceration for non-violent crimes with a training and treatment program intended to allow them to transition to independent living.

The provision of these services to a homeless population makes financial assistance to Paula's House an eligible activity under the CDBG Program. Receiving CDBG funds from the City will also enable Paula's House to pursue other grants with these funds considered as leverage, thereby allowing the facility's continued operation.

According to CDBG regulations, in order to provide these funds the City must execute a subrecipient agreement. This agreement establishes the scope of work and expenses for which Paula's House will be reimbursed, specifies records that must be kept, and incorporates other standard items required by federal CDBG regulations.

IT IS THEREFORE RECOMMENDED that City Council approve the proposed agreement with Paula's House and authorize City Manager to execute the agreement.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: February 4, 2013

REASON FOR DEADLINE: Assist recipient

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe, Paula's House, Homeless population

FINANCES

<u>COST AND REVENUE PROJECTIONS:</u>	Cost of Total Project	\$ 15,000
	Cost of This Project Approval	\$ 15,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

<u>SOURCE OF FUNDS:</u>	<u>City</u>	Account Number	Amount
Budget Approval: 	<u>Other Funds</u>	Community Development Block Grant	\$ 15,000

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: January 29, 2013

REVIEWED BY: Dan Swallow, Director of Economic and Community Development

DATE: January 29, 2013

COUNCIL MEETING DATE: February 4, 2013



**SUBRECIPIENT AGREEMENT
BETWEEN
PAULA'S HOUSE AND CITY OF MONROE**

THIS SUBRECIPIENT AGREEMENT (AGREEMENT) is made and entered into this ____ day of _____, 2013, by and between the CITY OF MONROE (City) and the Paula's House as an expression of their mutual interest in working toward the provision of transitional housing within the boundaries of the City. The terms and conditions of this program follow, as do the responsibilities of the subrecipient and the City.

1. Statement of work Paula's House agrees that for the City of Monroe's fiscal year spanning the period of time from July 1, 2012 to June 30, 2013 they will be compensated an amount not to exceed \$15,000 for the provision of services in the City of Monroe at the transitional shelter, Paula's House, located at 902 North Monroe Street. These funds are expected to reimburse Paula's House for the payroll expenses of providing 24-hour staffing of the Paula's House facility as described in Exhibit A. The facility is a transitional shelter for homeless women with substance abuse problems. The purpose of the facility is to provide residents with a means to move from assisted living to independent, permanent housing.

2. Records and reports Paula's House is expected to maintain records which support any and all costs associated with this agreement. These should include employee time sheets and hourly rates, invoices supporting eligible costs, and any other documents which serve as evidence that activities to be completed as part of this agreement have taken place.

In addition to the records anticipated to accumulate throughout the year, the Paula's House is expected to present the City with a report of its progress either quarterly or with the submission of invoices for reimbursement, whichever is more frequent. Paula's House is also expected to submit an annual report detailing its accomplishments relative to stated goals within sixty (60) days of the end of the City's fiscal and program year.

Upon the receipt of the annual report, the City will complete its annual audit, as required by 24 CFR 85.40. This audit will include a site visit to Paula's House and a review of records (any information pertaining to residents will remain confidential) to ensure proper recordkeeping, cost eligibility and compliance with all applicable requirements and regulations.

3. Program Income Paula's House and the City agree no activities associated with this agreement shall generate program income. Paula's House will not charge fees for services provided as part of this agreement, and their only reimbursement will be the result of activities detailed in this agreement in the amount detailed in this agreement.

4. Uniform administrative requirements Paula's House agrees to comply with all applicable uniform administrative requirements, as described in 24 CFR 570.502, which are included as Attachment B.

5. Other program requirements Paula's House agrees to carry out each activity carried out as part of this agreement in compliance with all Federal laws and regulations described in 24 CFR 570.600, also referred to as Subpart K and included as Attachment C, except that:

a. The subrecipient does not assume the recipient's environmental responsibilities described at 24 CFR 570.604; and

b. The subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR part 52.

6. Suspension and termination In accordance with 24 CFR 85.43, suspension or termination may occur if the Paula's House materially fails to comply with any term of the award, and the award may be terminated for convenience in compliance with 24 CFR 85.44.

7. Reversion of assets Paula's House will not receive any CDBG funds except as a reimbursement of costs eligible as part of this agreement. If for some reason at the expiration of the agreement, Paula's House should have CDBG funds on hand, they shall be transferred to the City. Paula's House is not to acquire any real property with CDBG funds.

8. Indemnification Paula's House, its successors and assigns, hereby agrees to indemnify, defend, and hold harmless the City and any of its representatives, elected or appointed officials, officers, or employees from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by the performance, preparation for performance or nonperformance of any provision of this agreement by Paula's House. Representatives of both the City and Paula's House have read this agreement, reviewed and understand the conditions and attachments detailed within, and are willing to carry out the agreement as described.

Signature, Subrecipient representative

Signature, City representative

Name, Subrecipient representative

Name, City representative

EXHIBIT A – JOB DESCRIPTIONS

CLINICAL PROGRAM DIRECTOR

GENERAL JOB DESCRIPTION: The Clinical Program Director reports to the Board of Directors and is responsible for overall management of the Paula's House including fund raising and grants management, strategic planning, public advocacy and fiscal and personnel management. The director will perform responsible intake assessments and develop and implement programs and services that support WEW's mission. The Clinical Program Director will act as a liaison to the Board of Directors and the community.

KEY ACTIVITIES OF THE CLINICAL PROGRAM DIRECTOR WILL INCLUDE:

- Interview applicants to obtain information necessary to make eligibility determinations, conduct initial interviews and periodic case review interviews
- Assist women in the identification and development of plans for self-sufficiency
- Develop plans and determine resources to address client problems in housing, transportation, child care, training, counseling, and other areas that are barriers to employment
- Write and maintain case histories, case summaries, case records and related reports
- Solicit government and foundation grants as well as individual donations and fund raising activities.
- Will oversee the day-to-day operations of the organization and two paid staff (Clinical Program Director, Support Coordinator) with the expectation that some activities will be carried out by outside contractors.
- Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees
- Identify staff development and training needs and ensures that training is obtained
- Ensures proper labor relations and conditions of employment are maintained
- Provide training to volunteers and college interns
- Maintains records and prepares reports and correspondence related to the work
- Perform research studies related to psychological, educational or treatment techniques
- Coordinate the recruitment, orientation, placement and evaluation of volunteer
- Increase public awareness about the needs of women substance abusers, offenders, and their children and of the programs that serve them.
- Evaluate program effectiveness to develop and implement improved methods, analyze results and take proper action based on outcome

PERSONAL ATTRIBUTES AND RESPONSIBILITIES:

- Must maintain the necessary professional credentials for certification and licensing
- Responsible for consistent and punctual attendance.
- Required to follow safety and health policies and practices at all times
- Required to cooperate, communicate, and be a team participant and leader with co-worker(s)
- Work effectively with Board of Directors, while ensuring that decisions get made in a timely way
- Build relationships with other people, the community and other organizations involved in nonprofit organizational effectiveness
- Participate in workshops, meetings, and conferences and serve on committees
- Ability to work well under pressure.
- Display self-control, paying attention to conduct, language, and grooming.

JOB QUALIFICATIONS:

The Clinical Program Director must have:

- A Masters Degree in Social Work or Psychology with current Certified Addiction Certification
- A minimum of 3 years experience in substance abuse and criminal justice
- Knowledge of treatment approaches utilized with drug and alcohol abuse patients
- Effective written and oral communication skills
- Experience in research and data collection techniques
- Knowledge of 12 Step programs
- Ability to train and educate others about substance abuse
- Ability to assess resident needs and assist in developing personal goal plan
- Have an understanding of victimology and the recovery process
- Ability to identify community resources that meet resident needs.
- A general knowledge of state and federal social warfare services
- A sense of Cultural sensitivity
- An ability in crisis situations to be rational and decisive

CASE MANAGER

This job description is subject to change as the program grows and develops. Regular evaluation by staff, residents, board members and volunteer will help to design the evolving position.

GENERAL JOB DESCRIPTION: The Case Manager focuses on following the treatment plan set for the residents. She links and coordinates services necessary for the residents to obtain their desired goals. She guides each resident toward successful community living and assists them in developing the sense of security needed to process growth and change.

REQUIRED SKILLS: The Case Manager will have a deep respect for women in transition and good communication skills. She will model trust and confidence. She must have a working knowledge of services offered within the community and a working knowledge of HUD requirements as well as the HMIS (Homeless Management Information System). A time card must be maintained and submitted weekly.

KEY ACTIVITIES OF THE CASE MANAGER/ACCOUNTANT:

- Establish routine appointments and meeting times donated to case management for each resident.
- Be current in documentation of charts, notes and entry of HMIS data.
- Be a resource in the event of a crisis or emergency
- Encourage, organize in-house activities: games, celebrations, hobbies, reading, etc.
- Maintain communication be accountable to Program Director.
- Interview those coming to Paula's House as part of the in-take process, focusing on treatment goals.

PERSONAL ATTRIBUTES AND RESPONSIBILITIES:

- Provide a consistent, pleasant, dependable, supportive presence in the house
- Maintain public relations with neighbors and visitors and the public
- Develop a support system to allow necessary breaks and time away
- Live a balanced personal life within the structure of the Paula's House community
- Be available to provide emergency assistance and/or transportation
- Respect confidentiality
- Develop confidence; earn the trust of each resident

JOB QUALIFICATIONS:

- Budgeting experience and willingness to the resident's needs
- Mature and experienced in community supports
- Able to document, link and coordinate services for the residents
- Experienced in group activities and conflict resolution
- Knowledgeable of the recovery process
- Have a zeal for life, people and challenge
- ***Able to maintain personal hygiene, mental and physical health.***

HOUSE MANAGER

DESCRIPTION:

THE HOUSE MANAGER POSITION IS A LIVE-IN POSITION. THE MANAGER MAY HAVE OUTSIDE EMPLOYMENT BUT IS FULLY RESPONSIBLE FOR THE DUTIES THAT ENTAIL THIS POSITION.

OBJECTIVE:

- Responsible to provide support and guidance for all Transitional Housing residents.
- Responsible to collaborate with the Executive Director in establishing and maintaining house rules as well as policies and procedures.
- Responsible for the overall efficient, effective and safe operation of Paula's House.

QUALIFICATIONS:

- Should possess a high school diploma, GED or higher certification.
- Ability to lead and motivate people.
- Ability to work in a team setting.
- Able to avoid personal use of alcohol and narcotics.
- Good communication skills.
- Good personal hygiene and health habits.
- Valid Michigan drivers license
- Possess a working knowledge of Addiction Recovery
- Experience in group dynamics and conflict resolution
- Understand and work within Paula's House Policies and Procedures

RESPONSIBLE TO:

EXECUTIVE DIRECTOR

SERVICE RESPONSIBILITIES:

- Provide 24 hour coverage to the home or have volunteers in place for when she is absent.
- Provide orientation to all new residents on house rules and policies and procedures.
- Present a positive, courteous, professional role model at all times.
- Provide for the safety, comfort and security of residents.
- Maintain adherence to the established house rules as well as policies and procedures.
- Assist to establish sanctions for violations of house rules as well as policies and procedures.
- Serve as first level of resolution for resident grievance procedure.
- Able to work collectively with the Executive Director Support Staff.
- Participate in weekly house meetings.
- Report all home maintenance needs to Executive Director Support Staff.
- Discuss all concerns and questions to Executive Director Support Staff in regard to residents.
- Give guidance and direction to residents in the completion of their assigned chores, ensuring the building is kept in a healthy, clean and safe manner.
- Able to shop for house needs and groceries.
- Able to maintain the grounds and inside of the home.
- Offer positive support to residents who may be experiencing difficulties.
- All unusual incidents must be recorded and given to the Executive Director.
- Maintain a daily sign in/out sheet for residents.
- Collect and receipt resident's rent.
- Adhere to confidentiality policies.
- Maintain knowledge of emergency procedures (fire, tornado, bomb threats) and review evacuation routes with residents
- Establish personal visits away from Paula's House, except in extreme emergencies
- Additional duties and responsibilities as assigned by the Executive Director

ADMINISTRATIVE ASSISTANT

Administrative Assistant must have:

- Excellent customer service skills
- Excellent organization skills
- A professional, helpful demeanor both on the phone and in person
- Excellent written and oral communication skills
- Good judgment skills

The Administrative Assistant will provide assistance to the Executive Director of Paula's House and Women Empowering Women, Inc. The following job description outlined is an overview of the position's responsibilities, however in order to maintain a "team concept" everyone may be called upon to assist in other areas in order to provide our clients with the best possible service.

- Develop and maintain basic bookkeeping for the client accounts at the transition house.
- Develop and maintain a Volunteer Handbook.
- Provide training Volunteers.
- Maintain charts and provide accurate record keeping.
- Communicate daily with the Executive Director.
- Report only to the Executive Director.
- Assist Women Empowering Women, Inc with fund raising, addressing and sorting community contacts and resource lists.
- Maintain documentation for Donations made to Women Empowering Women, Inc.
- Provide basic case management for residents.
- Accounts Receivable data entry, such as, deposits, invoicing, adjustment and preparation and distribution of payment plans.
- Assist at General and Annual Meetings with sign-in and proxy verification
- Prepare packets for new board members and assist with preparation of monthly board package and meetings.
- Assist the House Manager with day to day responsibilities.
- Attend community meetings.
- Maintain correspondence with accountant and Financial Officer of Women Empowering Women, Inc.
- Daily mailing, copies, emails and filing.

SUPPORT STAFF JOB DESCRIPTION

This job description is subject to change as the program grows and develops. Regular evaluation by staff, residents, board members and volunteer will help to design the evolving position.

GENERAL JOB DESCRIPTION: *The Support Staff person will focus on supporting Women Empowering Women, Inc. and Paula's House to be successful in all they endeavor as a business.*

REQUIRED SKILLS: *The Support Staff will have good communication skills. She will model trust and confidence. She must have a working knowledge of services offered within the community and a working knowledge of HUD requirements. A time card must be maintained and submitted bi-weekly.*

KEY ACTIVITIES OF THE SUPPORT STAFF:

- **Establish routine appointments and meeting times donated to coordinating volunteers**
- **Interview volunteers coming to Paula's House and maintains the Volunteer Handbook**
- **Collect and document all financial transactions, assisting and delivering such transactions to Monroe Income Tax.**
- **Pick up check for Kroger from Monroe Income Tax and pick up Kroger grocery card from transitional house to be refilled at store and returned to transitional house.**
- **Create individual accounts for each resident.**
- **Gather statistics crucial to future grants and community interest.**
- **Pick up mail from post office and deliver to Monroe Income Tax for processing.**
- **Complete all draw-downs from HUD as requested.**
- **Be a resource in the event of a crisis or emergency**
- **Encourage, organize and assist fund raising activities and for Women Empowering Women, Inc. projects.**
- **Maintain communication and be accountable to Executive Program Director.**

• **PERSONAL ATTRIBUTES AND RESPONSIBILITIES:**

- **Provide a consistent, pleasant, dependable, supportive presence in the house**
- **Maintain public relations with neighbors and visitors and the public**
- **Develop a support volunteer system to allow necessary breaks and time away**
- **Live a balanced personal life within the structure of the Paula's House community**
- **Be available to provide emergency assistance and/or transportation**
- **Respect confidentiality**
- **Develop confidence; earn the trust of each resident**

• **JOB QUALIFICATIONS:**

- **Accounting experience and organizational skills**
- **Knowledge and experience in community supports**
- **Able to document, link and coordinate services for the residents**
- **Experienced in group activities and conflict resolution**
 - **Knowledgeable of the recovery process**
- **Have a zeal for life, people and challenge**
- **Able to maintain personal hygiene, mental and physical health.**

Plw/10/09

EXHIBIT B

§ 570.502 Applicability of uniform administrative requirements.

(a) Recipients and subrecipients that are governmental entities (including public agencies) shall comply with the requirements and standards of OMB Circular No. A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; OMB Circular A-128, "Audits of State and Local Governments" (Implemented at 24 CFR part 44); and with the following sections of 24 CFR part 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" or the related CDBG provision, as specified in this paragraph:

- (1) Section 85.3, "Definitions";
- (2) Section 85.6, "Exceptions";
- (3) Section 85.12, "Special grant or subgrant conditions for 'high-risk' grantees";
- (4) Section 85.20, "Standards for financial management systems," except paragraph (a);
- (5) Section 85.21, "Payment," except as modified by §570.513;
- (6) Section 85.22, "Allowable costs";
- (7) Section 85.26, "Non-federal audits";
- (8) Section 85.32, "Equipment," except in all cases in which the equipment is sold, the proceeds shall be program income;
- (9) Section 85.33, "Supplies";
- (10) Section 85.34, "Copyrights";
- (11) Section 85.35, "Subawards to debarred and suspended parties";
- (12) Section 85.36, "Procurement," except paragraph (a);
- (13) Section 85.37, "Subgrants";
- (14) Section 85.40, "Monitoring and reporting program performance," except paragraphs (b) through (d) and paragraph (f);
- (15) Section 85.41, "Financial reporting," except paragraphs (a), (b), and (e);
- (16) Section 85.42, "Retention and access requirements for records," except that the period shall be four years;
- (17) Section 85.43, "Enforcement";
- (18) Section 85.44, "Termination for convenience";

(19) Section 85.51 "Later disallowances and adjustments" and

(20) Section 85.52, "Collection of amounts due."

(b) Subrecipients, except subrecipients that are governmental entities, shall comply with the requirements and standards of OMB Circular No. A-122, "Cost Principles for Non-profit Organizations," or OMB Circular No. A-21, "Cost Principles for Educational Institutions," as applicable, and OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions" (as set forth in 24 CFR part 45). Audits shall be conducted annually. Such subrecipients shall also comply with the following provisions of the Uniform Administrative requirements of OMB Circular A-110 (Implemented at 24 CFR part 84, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations") or the related CDBG provision, as specified in this paragraph:

(1) Subpart A—"General";

(2) Subpart B—"Pre-Award Requirements," except for §84.12, "Forms for Applying for Federal Assistance";

(3) Subpart C—"Post-Award Requirements," except for:

(i) Section 84.22, "Payment Requirements." Grantees shall follow the standards of §§85.20(b)(7) and 85.21 in making payments to subrecipients;

(ii) Section 84.23, "Cost Sharing and Matching";

(iii) Section 84.24, "Program Income." In lieu of §84.24, CDBG subrecipients shall follow §570.504;

(iv) Section 84.25, "Revision of Budget and Program Plans";

(v) Section 84.32, "Real Property." In lieu of §84.32, CDBG subrecipients shall follow §570.505;

(vi) Section 84.34(g), "Equipment." In lieu of the disposition provisions of §84.34(g), the following applies:

(A) In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which CDBG funds were used to acquire the equipment); and

(B) Equipment not needed by the subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;

(vii) Section 84.51 (b), (c), (d), (e), (f), (g), and (h), "Monitoring and Reporting Program Performance";

(viii) Section 84.52, "Financial Reporting";

(ix) Section 84.53(b), "Retention and access requirements for records." Section 84.53(b) applies with the following exceptions:

(A) The retention period referenced in §84.53(b) pertaining to individual CDBG activities shall be four years; and

(B) The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;

(x) Section 84.61, "Termination." In lieu of the provisions of §84.61, CDBG subrecipients shall comply with §570.503(b)(7); and

(4) Subpart D—"After-the-Award Requirements," except for §84.71, "Closeout Procedures."

[53 FR 8058, Mar. 11, 1988, as amended at 60 FR 1916, Jan. 5, 1995; 60 FR 56915, Nov. 9, 1995]

EXHIBIT C

§ 570.600 General.

(a) This subpart K enumerates laws that the Secretary will treat as applicable to grants made under section 106 of the Act, other than grants to states made pursuant to section 106(d) of the Act, for purposes of the Secretary's determinations under section 104(e)(1) of the Act, including statutes expressly made applicable by the Act and certain other statutes and Executive Orders for which the Secretary has enforcement responsibility. This subpart K applies to grants made under the Insular Areas Program in §570.405 and §570.440 with the exception of §570.612. The absence of mention herein of any other statute for which the Secretary does not have direct enforcement responsibility is not intended to be taken as an indication that, in the Secretary's opinion, such statute or Executive Order is not applicable to activities assisted under the Act. For laws that the Secretary will treat as applicable to grants made to states under section 106(d) of the Act for purposes of the determination required to be made by the Secretary pursuant to section 104(e)(2) of the Act, see §570.487.

(b) This subpart also sets forth certain additional program requirements which the Secretary has determined to be applicable to grants provided under the Act as a matter of administrative discretion.

(c) In addition to grants made pursuant to section 106(b) and 106(d)(2)(B) of the Act (subparts D and F, respectively), the requirements of this subpart K are applicable to grants made pursuant to sections 107 and 119 of the Act (subparts E and G, respectively), and to loans guaranteed pursuant to subpart M.

[53 FR 34456, Sept. 6, 1988, as amended at 61 FR 11477, Mar. 20, 1996; 72 FR 12536, Mar. 15, 2007]



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CDBG Subrecipient Agreement with Legal Services of South Central Michigan

DISCUSSION: In its Community Development Block Grant (CDBG) Annual Action Plan for 2012-13, the City of Monroe approved a budget item to reimburse Legal Services of South Central Michigan (LSSCM) up to \$7,500 for the services provided by this organization. LSSCM provides “legal services to low- and moderate-income persons with an emphasis on homelessness prevention, domestic violence prevention, and assistance in accessing health care, food, and need-based income programs.” (from LSSCM 2010 Annual Report).

Public services are an eligible activity under CDBG regulations and therefore the City of Monroe proposes to reimburse the organization for their work in homelessness prevention for City of Monroe residents. The proposed rate for these services is \$100 per case with a maximum reimbursement of \$7,500. This will help this organization continue to operate in Monroe County and pays for only a portion of their estimated 225 homelessness prevention cases in the prior year.

According to CDBG regulations, in order to provide these funds the City must execute a subrecipient agreement. This agreement establishes the scope of work and expenses for which LSSCM will be reimbursed, specifies records that must be kept, and incorporates other standard items required by federal CDBG regulations.

IT IS THEREFORE RECOMMENDED that City Council approve the proposed agreement with Legal Services of South Central Michigan and authorize City Manager to execute the agreement.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: February 4, 2013

REASON FOR DEADLINE: Assist recipient

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe, Legal Services of South Central Michigan, Low-income population at risk for homelessness

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$ 7,500
	Cost of This Project Approval	\$ 7,500
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
Budget Approval: 	<u>Other Funds</u>	Community Development Block Grant	\$ 7,500

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: January 29, 2013

REVIEWED BY: Dan Swallow, Director of Economic and Community Development

DATE: January 29, 2013

COUNCIL MEETING DATE: February 4, 2013



**SUBRECIPIENT AGREEMENT
BETWEEN LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN AND
CITY OF MONROE**

THIS SUBRECIPIENT AGREEMENT (AGREEMENT) is made and entered into this ____ day of _____, 2013, by and between the CITY OF MONROE (City) and the Legal Services of South Central Michigan (Subrecipient) as an expression of their mutual interest in working toward the provision of counseling for City of Monroe citizens facing eviction and/or foreclosure within the boundaries of the City. The terms and conditions of this agreement follow, as do the responsibilities of the subrecipient and the City.

1. Statement of work Subrecipient agrees that for the City of Monroe's fiscal year spanning the period of time from July 1, 2012 to June 30, 2013 they will be compensated an amount of \$100 per case with a total not to exceed \$7,500 for the provision of legal services and counseling to residents living in the City of Monroe. These funds are expected to reimburse the subrecipient for costs related to the provision of legal counsel to city residents facing either eviction and/or foreclosure from their apartment or owner-occupied home.

2. Records and reports The subrecipient is expected to maintain records which support any and all costs associated with this agreement. These records should include case logs documenting that the client lives in the City, that they are low- or moderate-income (as determined by the U.S. Department of Housing and Urban Development, see Attachment A) and that the client faced eviction and/or foreclosure.

In addition to the records anticipated to accumulate throughout the program year, the subrecipient is expected to present the City with a summary of its progress with each submission of an invoice for reimbursement. The subrecipient shall submit no less than two such invoices. The subrecipient is also expected to submit an annual report detailing its accomplishments relative to stated goals within sixty (60) days of the end of this agreement.

Upon the receipt of the annual report, the City will complete its annual audit, as required by 24 CFR 85.40. This audit will include a site visit to the subrecipient's offices and a review of records (any information pertaining to residents will remain confidential) to ensure proper recordkeeping, cost eligibility and compliance with all applicable requirements and regulations.

3. Program Income The subrecipient and the City agree no activities associated with this agreement shall generate program income. The subrecipient will not charge fees for services provided as part of this agreement, and their only reimbursement will be the result of activities detailed in this agreement in the amount detailed in this agreement.

4. Uniform administrative requirements The subrecipient agrees to comply with all applicable uniform administrative requirements, as described in 24 CFR 570.502, which are included as Attachment B.

5. Other program requirements The subrecipient agrees to carry out each activity carried out as part of this agreement in compliance with all Federal laws and regulations described in 24 CFR 570.600, also referred to as Subpart K and included as Attachment C, except that:

a. The subrecipient does not assume the recipient's environmental responsibilities described at 24 CFR 570.604; and

b. The subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR part 52.

6. Suspension and termination In accordance with 24 CFR 85.43, suspension or termination may occur if the subrecipient materially fails to comply with any term of the award, and the award may be terminated for convenience in compliance with 24 CFR 85.44.

7. Reversion of assets The subrecipient will not receive any CDBG funds except as a reimbursement of costs eligible as part of this agreement. If for some reason at the expiration of the agreement, the subrecipient should have CDBG funds on hand, they shall be transferred to the City. The subrecipient is not to acquire any real property with CDBG funds.

8. Indemnification The subrecipient, its successors and assigns, hereby agrees to indemnify, defend, and hold harmless the City and any of its representatives, elected or appointed officials, officers, or employees from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by the performance, preparation for performance or nonperformance of any provision of this agreement by the subrecipient.

Representatives of both the City and subrecipient have read this agreement, reviewed and understand the conditions and attachments detailed within, and are willing to carry out the agreement as described.

Signature, Subrecipient representative

Signature, City representative

Name, Subrecipient representative

Name, City representative

Income Requirements for 2012 FIX Program

<u>Size of Household</u>	<u>Maximum Income</u>
1 person	\$35,800
2 people	\$40,900
3 people	\$46,000
4 people	\$51,100
5 people	\$55,200
6 people	\$59,300
7 people	\$63,400
8 people	\$67,500

Attachment A

HUD Income Requirements For 2012-13

<u>Size of Household</u>	<u>Maximum Income</u>
1 person	\$35,800
2 people	\$40,900
3 people	\$46,000
4 people	\$51,100
5 people	\$55,200
6 people	\$59,300
7 people	\$63,400
8 people	\$67,500

EXHIBIT B

§ 570.502 Applicability of uniform administrative requirements.

(a) Recipients and subrecipients that are governmental entities (including public agencies) shall comply with the requirements and standards of OMB Circular No. A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; OMB Circular A-128, "Audits of State and Local Governments" (implemented at 24 CFR part 44); and with the following sections of 24 CFR part 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" or the related CDBG provision, as specified in this paragraph:

- (1) Section 85.3, "Definitions";
- (2) Section 85.6, "Exceptions";
- (3) Section 85.12, "Special grant or subgrant conditions for 'high-risk' grantees";
- (4) Section 85.20, "Standards for financial management systems," except paragraph (a);
- (5) Section 85.21, "Payment," except as modified by §570.513;
- (6) Section 85.22, "Allowable costs";
- (7) Section 85.26, "Non-federal audits";
- (8) Section 85.32, "Equipment," except in all cases in which the equipment is sold, the proceeds shall be program income;
- (9) Section 85.33, "Supplies";
- (10) Section 85.34, "Copyrights";
- (11) Section 85.35, "Subawards to debarred and suspended parties";
- (12) Section 85.36, "Procurement," except paragraph (a);
- (13) Section 85.37, "Subgrants";
- (14) Section 85.40, "Monitoring and reporting program performance," except paragraphs (b) through (d) and paragraph (f);
- (15) Section 85.41, "Financial reporting," except paragraphs (a), (b), and (e);
- (16) Section 85.42, "Retention and access requirements for records," except that the period shall be four years;
- (17) Section 85.43, "Enforcement";
- (18) Section 85.44, "Termination for convenience";

(19) Section 85.51 "Later disallowances and adjustments" and

(20) Section 85.52, "Collection of amounts due."

(b) Subrecipients, except subrecipients that are governmental entities, shall comply with the requirements and standards of OMB Circular No. A-122, "Cost Principles for Non-profit Organizations," or OMB Circular No. A-21, "Cost Principles for Educational Institutions," as applicable, and OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions" (as set forth in 24 CFR part 45). Audits shall be conducted annually. Such subrecipients shall also comply with the following provisions of the Uniform Administrative requirements of OMB Circular A-110 (implemented at 24 CFR part 84, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations") or the related CDBG provision, as specified in this paragraph:

(1) Subpart A—"General";

(2) Subpart B—"Pre-Award Requirements," except for §84.12, "Forms for Applying for Federal Assistance";

(3) Subpart C—"Post-Award Requirements," except for:

(i) Section 84.22, "Payment Requirements." Grantees shall follow the standards of §§85.20(b)(7) and 85.21 in making payments to subrecipients;

(ii) Section 84.23, "Cost Sharing and Matching";

(iii) Section 84.24, "Program Income." In lieu of §84.24, CDBG subrecipients shall follow §570.504;

(iv) Section 84.25, "Revision of Budget and Program Plans";

(v) Section 84.32, "Real Property." In lieu of §84.32, CDBG subrecipients shall follow §570.505;

(vi) Section 84.34(g), "Equipment." In lieu of the disposition provisions of §84.34(g), the following applies:

(A) In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which CDBG funds were used to acquire the equipment); and

(B) Equipment not needed by the subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;

(vii) Section 84.51 (b), (c), (d), (e), (f), (g), and (h), "Monitoring and Reporting Program Performance";

(viii) Section 84.52, "Financial Reporting";

(ix) Section 84.53(b), "Retention and access requirements for records." Section 84.53(b) applies with the following exceptions:

(A) The retention period referenced in §84.53(b) pertaining to individual CDBG activities shall be four years; and

(B) The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;

(x) Section 84.61, "Termination." In lieu of the provisions of §84.61, CDBG subrecipients shall comply with §570.503(b)(7); and

(4) Subpart D—"After-the-Award Requirements," except for §84.71, "Closeout Procedures."

[53 FR 8058, Mar. 11, 1988, as amended at 60 FR 1916, Jan. 5, 1995; 60 FR 56915, Nov. 9, 1995]

EXHIBIT C

§ 570.600 General.

(a) This subpart K enumerates laws that the Secretary will treat as applicable to grants made under section 106 of the Act, other than grants to states made pursuant to section 106(d) of the Act, for purposes of the Secretary's determinations under section 104(e)(1) of the Act, including statutes expressly made applicable by the Act and certain other statutes and Executive Orders for which the Secretary has enforcement responsibility. This subpart K applies to grants made under the Insular Areas Program in §570.405 and §570.440 with the exception of §570.612. The absence of mention herein of any other statute for which the Secretary does not have direct enforcement responsibility is not intended to be taken as an indication that, in the Secretary's opinion, such statute or Executive Order is not applicable to activities assisted under the Act. For laws that the Secretary will treat as applicable to grants made to states under section 106(d) of the Act for purposes of the determination required to be made by the Secretary pursuant to section 104(e)(2) of the Act, see §570.487.

(b) This subpart also sets forth certain additional program requirements which the Secretary has determined to be applicable to grants provided under the Act as a matter of administrative discretion.

(c) In addition to grants made pursuant to section 106(b) and 106(d)(2)(B) of the Act (subparts D and F, respectively), the requirements of this subpart K are applicable to grants made pursuant to sections 107 and 119 of the Act (subparts E and G, respectively), and to loans guaranteed pursuant to subpart M.

[53 FR 34456, Sept. 6, 1988, as amended at 61 FR 11477, Mar. 20, 1996; 72 FR 12536, Mar. 15, 2007]



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed Capital Improvements Program Budget – Fiscal Years 2013-2019

DISCUSSION: Attached for review and consideration is the proposed Capital Improvements Program (CIP) Budget for fiscal years 2013-2019. With this proposed budget, the City continues to pursue an aggressive capital improvements program particularly related to public infrastructure and improvements to city-owned facilities, such as city streets, water and wastewater facilities and the ALCC Building. The proposed budget continues more significant investments in the parks system with projects proposed for Munson Park and St. Mary’s Park, and preliminary engineering and design funds proposed for project planning activities. The goal is to make improvements that address some of the deferred maintenance, in accordance with the City Council’s objective to provide premier facilities to the residents.

The CIP Budget Team reviewed proposals and met with department heads and agency directors to develop the proposed capital budget for FY 2013-2014, as well projections for the next five years. This budget was transmitted to City Council and the Citizens Planning Commission (CPC) for review prior to a joint work session held by the two boards on Monday, January 14, 2013. The joint session provided an opportunity for Council Members and Planning Commissioners to hear presentations on the various projects being proposed for the upcoming year.

The proposed capital budget for FY 2013-2014 totals \$6,967,900; reflecting several funding sources which include: the General Fund at \$843,500; \$647,000 in Major Streets; \$196,000 in Local Streets; \$13,300 from the Airport Fund; \$3,555,900 from the City’s enterprise funds (Water and Wastewater); \$15,000 from the Partnership Reserve Fund; \$845,200 from a variety of funding sources and mechanisms that comprise the Additional/Alternate Funding category; as well as \$797,000 in prior funding allocations.

Per City Charter and the Michigan Planning Enabling Act (PA 33 of 2008), the Citizens Planning Commission reviewed the proposed budget and recommended approval on Monday, January 28, 2013. The Commission members noted they would like to see maximum use of available grants, particularly for the proposed parks improvements. The Commissioners also inquired if interns could be used to complete some of the proposed projects such as the sign and tree inventory.

IT IS RECOMMENDED: based upon the recommendation of the Capital Improvements Program Budget Team and the Citizens Planning Commission; that City Council schedule the public hearing and adoption of the proposed FY 2013 – 2014 Capital Improvements Program Budget for its regular meeting on February 19, 2013.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

Proposed FY 2013/2014
Capital Budget

Department	Project	General Fund	Major Streets	Local Streets	Parking	Airport	Enterprise	Capital Project Fund	Additional / AB Funding	Prior Funding	Total Project Cost	
ALCC	Building Renovations (3)								\$150,000	\$150,000	\$300,000	
	SUB-TOTAL								\$150,000	\$150,000	\$300,000	
Building	Water Line City Hall	\$20,000									\$20,000	
	Elevator control upgrade	\$12,000									\$12,000	
	SUB-TOTAL	\$32,000									\$32,000	
Public Services/Parks	North Custer Non-Motorized Pathway Resurfacing	\$50,000									\$50,000	
	Munson Park Ball Diamonds Drainage Improvements	\$20,000									\$20,000	
	Munson Park Ball Diamonds Restroom Rehabilitation	\$40,000									\$40,000	
	St. Mary's Park Tennis Court Resurfacing	\$60,000									\$60,000	
	Veteran's Park Riverbank Erosion Control/Landscaping	\$7,500							\$22,500		\$30,000	
	St. Mary's Park and Riverwalk Lighting	\$40,000									\$40,000	
	St. Mary's Park Bandshell Rehab - Architecture & Design	\$10,000									\$10,000	
	Play Equipment Replacement									\$50,000		\$50,000
	SUB-TOTAL	\$227,500							\$22,500	\$50,000	\$250,000	
Engineering Streets	N. Dixie Resurfacing - Elm to Spaulding		\$372,000						\$318,000	\$25,000	\$715,000	
	E. Noble Resurfacing - Monroe to Dixie (design)		\$60,000								\$60,000	
	Monroe St. Parking Lane Resurfacing		\$80,000								\$80,000	
	Lavender Reconstruction - Calumet to Handicks (6)	\$166,000		\$150,000				\$24,000			\$340,000	
	Western Resurfacing - Huron to Erie	\$145,000									\$145,000	
	Western Resurfacing - Winston to Huron (design)	\$20,000									\$20,000	
	Huron Resurfacing - Western to Woodville	\$105,000									\$105,000	
	Western Court Resurfacing - Full length			\$31,000							\$31,000	
	Custer Court Resurfacing - Full length	\$33,000									\$33,000	
	W. Front Curb Replacement - Roosevelt to Island		\$30,000								\$30,000	
	E. Second Resurfacing - Monroe to Washington		\$90,000								\$90,000	
SUB-TOTAL	\$489,000	\$632,000	\$181,000	\$0	\$0	\$0	\$0	\$342,000	\$25,000	\$1,669,000		
Infrastructure	Sidewalk Replacement Program	\$72,000						\$53,000			\$125,000	
	Airport Terminal Apron Rehabilitation					\$12,800		\$243,200			\$256,000	
	Airport Runway Crack Sealing					\$500		\$8,500			\$9,000	
	Sign and Tree Inventory Development		\$15,000	\$15,000				\$20,000			\$50,000	
	DPS Parking Lot Paving	\$50,000								\$101,000	\$151,000	
	Storm Sewers	\$25,000								\$80,000	\$105,000	
	Downtown Brick Paver Replacement (18)	\$20,000							\$10,000	\$181,000	\$211,000	
SUB-TOTAL	\$95,000	\$15,000	\$15,000	\$0	\$13,300	\$0	\$20,000	\$315,700	\$262,000	\$668,000		

Proposed FY 2013/2014
Capital Budget

Department	Project	General Fund	Major Streets	Local Streets	Parking	Airport	Enterprise	Capital Reserves	Additional / Alt Funding	Prior Funding	Total Cost by Project
Public Safety	Public Safety Facility Preliminary Design Study							\$50,000		\$20,000	\$70,000
	SUB-TOTAL							\$50,000		\$20,000	\$70,000
Info Tech											
	SUB-TOTAL										
MCLS											
	SUB-TOTAL										
WWTP	Pump Station Rehabilitation-Sunset and Detroit Beach						\$285,000				\$285,000
	Sanitary Sewer System Rehabilitation / Replacement						\$315,000				\$315,000
	SUB-TOTAL						\$600,000				\$600,000
Water	<i>Distribution Division</i>										
	Western Ave Water Main-Western Ct to S. Custer Rd						\$146,700				\$146,700
	Huron St Water Main - Western to Jefferson Ct						\$57,100				\$57,100
	Borjess Ave Water Main - Invs Drain to Stedman						\$347,100				\$347,100
	N. Monroe St Water Main Modifications						\$150,000				\$150,000
	Distribution Service Truck Replacement						\$70,000				\$70,000
	W. Dunbar Rd - Shilohburg to W of Raisinville*						\$750,000				\$750,000
SUB-TOTAL							\$1,520,900				\$1,520,900
<i>Filtration</i>	Ozone System Upgrade & MCC 'C' Replacement*						\$1,405,000			\$190,000	\$1,595,000
	Boiler Room & WHSPS Roof						\$30,000				\$30,000
	SUB-TOTAL						\$1,435,000			\$190,000	\$1,625,000
<i>Water Partnership</i>	PAP Frenchtown #2 VFD Replacement								\$15,000		\$15,000
	SUB-TOTAL								\$15,000		\$15,000
FUND TOTALS	General Fund	\$843,500									\$843,500
	Major Streets		\$647,000								\$647,000
	Local Streets			\$196,000							\$196,000
	Parking				\$0						\$0
	Airport					\$13,300					\$13,300

Proposed FY 2013/2014
Capital Budget

	WWTP Enterprise Fund				\$600,000	\$600,000
	Water Enterprise Fund				\$2,955,000	\$2,955,000
	Capital Reserves		\$70,000			\$70,000
	Add / Alt Funding			\$845,200		\$845,200
	Prior Funding				\$797,000	\$797,000
	TOTAL PROJECT COSTS					\$4,967,000
Add / Alt Funding Source Key:	* NOTE: Water Department System Improvements to be financed by bond sale					
	(1) Grants					
	(2) Technology Fund/Information Systems Fund					
	(3) CDBG Funds					
	(4) Monroe County Self-Help Fund					
	(5) Federal Urban Area Funds					
	(6) Assessments					
	(7) Economic Development Fund					
	(8) Funded in Prior Year					
	(9) Parking Fund					
	(10) Refuse Fund					
	(11) State					
	(12) Federal					
	(13) Airport Fund					
	(14) South County Water					
(15) Transfer from Existing Fund						
(16) Monroe County						
(17) Installment Purchase Agreement						
(18) DDA TIF						
(19) Building Safety Fund						
	TOTAL					
						<i>Prepared: 01/30/13</i>

CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET

ALCC

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Building Renovations	\$150,000	\$150,000	\$100,000				\$150,000	\$550,000
Concrete Plaza Area Repair and Restoration				\$60,000				\$60,000
TOTALS	\$150,000	\$150,000	\$100,000	\$60,000	\$0	\$0	\$150,000	\$610,000

**CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET**

(Enter Department) Building

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Landscape City Hall		\$150,000						\$150,000
Restroom Remodel		\$100,000						\$100,000
TOTALS								\$250,000

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**CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET**

Monroe Multi-Sports Complex

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Bounce Mania Replacements		\$35,000						
Building Painting Project (Interior)		\$15,000						
Computer System Upgrades			\$15,000					
Turf for Soccer Field			\$51,000					
Ice Resurfacers				\$100,000				
TOTALS		\$50,000	\$66,000	\$100,000				

CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Parks

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
North Custer Non-Motorized Path Resurfacing	\$50,000	\$300,000						\$350,000
Munson Park Ball Diamond Drainage Improvements	\$20,000							\$20,000
Munson Park Ball Diamond Restroom Rehabilitaion	\$40,000							\$40,000
St. Mary's Park Tennis Court Resurfacing	\$60,000							\$60,000
Veterans Park Riverbank Erosion Control/Landscape	\$30,000							\$30,000
St. Mary's Park & Riverwalk Lighting	\$40,000							\$40,000
St. Mary's Park Band Shell Rehabilitation	\$10,000	\$40,000						\$50,000
Play Equipment Replacement		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$50,000	\$175,000
Munson Park Ball Diamond Parking Lot Resurfacing		\$100,000						\$100,000
Munson Park Rear Parking Lot Paving		\$75,000						\$75,000
Riverwalk Extension- Soildiers & Sailors, WWTP		\$75,000	\$750,000					\$825,000
Plum Creek Park Site Improvements			\$25,000					\$25,000
Munson Park Ball Diamond Fencing Replacement			\$12,000					\$12,000
Portable Toilet Enclosures Installation			\$15,000					\$15,000
Hellenberg Field Restroom Rehabilitation			\$10,000					\$10,000
Munson Park Play Structure Rehabilitation			\$20,000					\$20,000
Altrusa Park Stairs Installation, Stage Rehabilitation				\$25,000				\$25,000
Mill Race Park Kayak / Canoe Launch and Access				\$75,000				\$75,000
Soldiers & Sailors Park Tennis Court Resurfacing				\$100,000				\$100,000
Park Signage Replacement - Various Parks				\$20,000	\$20,000			\$40,000
Lavender Park Renovations and Repurposing					\$25,000			\$25,000
River Aux Raisins Park Development					\$40,000			\$40,000
Cappuccilli Park Riverfront Improvements						\$75,000		\$75,000
Hendricks Park Disc Golf Course						\$15,000		\$15,000
TOTALS	\$250,000	\$615,000	\$857,000	\$245,000	\$110,000	\$115,000	\$50,000	\$2,242,000

CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Engineering / Streets

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
N. Dixie Resurfacing - Elm to Spaulding (Fed.)	\$690,000						\$25,000	\$715,000
E. Noble Resurfacing - Monroe to Dixie (Fed.)	\$60,000	\$465,000						\$525,000
Monroe St. Parking Lane Resurfacing	\$80,000							\$80,000
Lavender Reconstruction - Calkins to Hendricks	\$336,000							\$336,000
Western Resurfacing - Huron to Erie	\$145,000							\$145,000
Western Resurfacing - Winston to Huron	\$20,000	\$150,000						\$170,000
Huron Resurfacing - Western to Woodville	\$105,000							\$105,000
Western Court Resurfacing - Full length	\$31,000							\$31,000
Custer Court Resurfacing - Full length	\$33,000							\$33,000
W. Front Curb Replacement - Roessler to Island	\$30,000							\$30,000
E. Second Resurfacing - Monroe to Wash.	\$90,000							\$90,000
Maple Resurfacing - Scottwood to Maywood		\$147,000						\$147,000
Roessler Street Bridge Rehabilitation		\$1,150,000					\$100,000	\$1,250,000
E. Fifth Resurfacing - Monroe to Scott		\$80,000						\$80,000
Winston Ct. Resurfacing		\$32,000						\$32,000
E. Sixth Resurfacing - Monroe to Scott		\$170,000						\$170,000
S. Roessler Reconstruction - Fifth to dead end		\$65,000						\$65,000
Borgess Construction - Sylvan to Stedman		\$200,000					\$40,000	\$240,000
E. Third Resurfacing - Scott to Winchester (Fed.)		\$50,000	\$550,000					\$600,000
Stockton Resurfacing - full length			\$112,000					\$112,000
Stone Resurfacing - US-24 to Front			\$250,000					\$250,000
Jefferson Ct. Resurfacing - Western to Huron			\$112,000					\$112,000
Sackett Resurfacing - Noble to Lorain			\$103,000					\$103,000
N. Macomb Resurfacing - E. Elm to E. Grove (Fed.)			\$20,000	\$255,000				\$275,000
Riverview Reconstr. - Oakwood to Cole (Fed.)			\$15,000	\$135,000				\$150,000
Winchester Resurfacing - First to River (Fed.)			\$30,000	\$220,000				\$250,000
E. Third Resurfacing - S. Monroe to Scott (Fed.)			\$15,000	\$160,000				\$175,000
Union Resurfacing - Eighth to Sixth				\$53,000				\$53,000
W. Sixth Resurfacing - Union to Smith				\$121,000				\$121,000
Conant Resurfacing - Wood to Third				\$290,000				\$290,000
W. Front Resurfacing - Telegraph to First (Fed.)				\$30,000	\$570,000			\$600,000
Harrison Reconstruction - Fourth to Eighth					\$315,000			\$315,000
W. Lorain Reconstruction - John Rolfe to US-24					\$350,000			\$350,000
Kentucky Reconstruction - Sixth to First (Fed.)					\$40,000	\$270,000		\$310,000
W. First Reconstr. - Harrison to Monroe (Fed.)					\$25,000	\$175,000		\$200,000
Toll Reconstruction - Lorain to Roessler						\$565,000		\$565,000
John L Resurfacing - N. Roessler to Calgary						\$304,000		\$304,000
TOTALS	\$1,620,000	\$2,509,000	\$1,207,000	\$1,264,000	\$1,300,000	\$1,314,000	\$165,000	\$9,232,000

**CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET**

Engineering / Infrastructure

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Sidewalk Replacement Program	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000		\$750,000
Airport Terminal Apron Rehabilitation	\$256,000							\$256,000
Airport Runway Crack Sealing	\$10,000							\$10,000
Sign and Tree Inventory Development	\$50,000							\$50,000
DPS Parking Lot Paving	\$50,000	\$50,000	\$50,000				\$101,000	\$251,000
Storm Sewers	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$80,000	\$230,000
Downtown Brick Paver Replacement	\$30,000		\$60,000				\$181,000	\$271,000
Mason Run Drain Cleanout - City Share		\$100,000						\$100,000
Alley Reconstruction - Various Locations		\$50,000	\$50,000	\$50,000	\$50,000			\$200,000
River Raisin Heritage Trail Ext. / Trail Heads		\$25,000	\$25,000	\$25,000	\$25,000			\$100,000
Airport Taxi Lane Rehabilitation			\$315,000	\$93,000				\$408,000
Airport Weather Station Component Replacement					\$65,000			\$65,000
Airport Roadway Resurfacing						\$180,000		\$180,000
TOTALS	\$546,000	\$375,000	\$650,000	\$318,000	\$290,000	\$330,000	\$362,000	\$2,871,000

**CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET**

Public Safety Department

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Public Safety Department Facility Needs Analysis / Concept Design	\$50,000						\$20,000	\$70,000
Public Safety Department Facility Design & Construction		\$8,000,000						\$8,000,000
TOTALS	\$50,000	\$8,000,000	\$0	\$0	\$0	\$0	\$20,000	\$8,070,000

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CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Wastewater

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Pump Station Rehabilitation-Sunset and Detroit Beach	\$285,000						\$120,000	\$405,000
Sanitary Sewer System Rehabilitation / Replacement	\$315,000	\$270,000	\$160,000	\$97,000	\$230,000	\$0	\$4,940,833	\$6,012,833
Settled Waste Drive Controls		\$45,000					\$0	\$45,000
Pump Station Rehabilitation-Ravenwood and Winchester		\$285,000					\$0	\$285,000
Pump Station Rehabilitation-Lavender South, Dartmoor and Keegan			\$425,000				\$0	\$425,000
Back-up Main Auger Rebuild			\$15,000				\$0	\$15,000
Drain Line Replacement-South Tunnel				\$18,000			\$0	\$18,000
Roof Replacement-Chlorine Room/Rear of Primary Building				\$30,000			\$0	\$30,000
Pole Barn Repairs(Roof, Overhead Doors, drains & walls)				\$15,000			\$0	\$15,000
Effluent Water pH Adjustment System				\$15,000			\$0	\$15,000
Settled Waste Wet Well Room Repairs				\$200,000			\$0	\$200,000
#3 & #4 Primary Tank Rehabilitation				\$60,000			\$0	\$60,000
Valve Replacement-Mixed Liquor Valves, Tunnel Valves & Splitter Box Valves				\$205,000			\$0	\$205,000
Collection System TV Truck Replacement				\$150,000			\$0	\$150,000
Plant Interior Lighting				\$30,000			\$0	\$30,000
Non-Potable Water Treatment System				\$30,000			\$0	\$30,000
Settled Waste Pumps and Check Valves					\$350,000		\$0	\$350,000
Pump Station Rehabilitation-Stony Point #1 and #2					\$270,000		\$0	\$270,000
Lift Station Truck Replacement					\$100,000		\$0	\$100,000
Pump Station Rehabilitation-Stony Point #4						\$180,000	\$0	\$180,000
Transformer T-3 Replacement						\$30,000	\$0	\$30,000
Vactor Replacement						\$475,000	\$0	\$475,000
Lime System Rehabilitation						\$75,000	\$0	\$75,000
Laboratory Rehabilitation						\$50,000	\$0	\$50,000
Concrete Repairs (Walkways and Loading Dock)						\$250,000	\$0	\$250,000
TOTALS	\$600,000	\$600,000	\$600,000	\$850,000	\$950,000	\$1,060,000	\$4,940,833	\$9,600,833

CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET

Water Distribution Division

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Western Ave Water Main-Western Ct to S. Custer Rd	\$146,700							\$146,700
Huron St Water Main - Western to Jefferson Ct	\$57,100							\$57,100
Borgess Ave Water Main - Ives Drain to Stedman	\$347,100							\$347,100
N. Monroe St Water Main Modifications	\$150,000							\$150,000
Distribution Service Truck Replacement	\$70,000							\$70,000
W. Dunbar Rd - Strasburg to W. of Raisinville	\$750,000							\$750,000
E. Noble Ave Water Main Loop - Monroe to E. of RR		\$500,800						\$500,800
Western Ave Water Main-Winston Ct to Western Ct		\$187,600						\$187,600
Roessler St Bridge Water Main - River Crossing		\$112,500						\$112,500
Stockton Dr Water Main - Borgess to Monroe			\$120,900					\$120,900
Stedman Dr Water Main - Borgess to Monroe			\$34,080					\$34,080
Dump Truck Replacements			\$166,000					\$166,000
Jefferson Ct Water Main - Western to Huron			\$127,800					\$127,800
Winchester St Water Main - First to River			\$290,600					\$290,600
E. Third St Water Main - Scott to Winchester			\$381,980					\$381,980
Union St Water Main - 8th to 5th				\$237,000				\$237,000
N. Macomb St Water Main - Elm to Grove				\$355,000				\$355,000
Conant Ave Water Main - Wood to Third				\$210,160				\$210,160
W. Maple Blvd Water Main - Linswood to North End				\$309,560				\$309,560
Smith St and Harrison St Water Main Loop				\$49,700				\$49,700
E. Ninth Water Main - Reisig to Kentucky *				\$83,780				\$83,780
Standish Dr Water Main - Borgess to Monroe				\$58,220				\$58,220
W. Front St Water Main-Telegraph to First					\$332,860			\$332,860
Arbor Ave Water Main - Linswood to Orchard					\$244,240			\$244,240
Linswood Ave Water Main - Riverview to Maple					\$83,780			\$83,780
Parkwood Ave Water Main - Hollywood to Maple					\$144,840			\$144,840
Scottwood Ave Water Main - Hollywood to Maple					\$144,840			\$144,840
Sylvan Dr Water Main - Borgess to Monroe					\$100,820			\$100,820
Stanford Dr Water Main - Borgess to Monroe					\$86,620			\$86,620
Albain Rd Water Main - East & West of Keegan						\$225,000		\$225,000
Borgess Ave Water Main - Elm to Willow						\$85,200		\$85,200
Kentucky Ave Water Main - First to Fourth						\$187,000		\$187,000
Toll/Roessler Rear Water Main-Elm to North of Noble						\$241,400		\$241,400
Excavator Replacement						\$70,000		\$70,000
Hollywood Dr - Elm to Maywood						\$576,520		\$576,520
TOTALS	\$1,520,900	\$800,900	\$1,121,360	\$1,303,420	\$1,138,000	\$1,385,120	\$0	\$7,269,700

* Project to include a Special Assessment District

**CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET**

Water Filtration Division

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
Ozone System Upgrade & MCC 'C' Replacement	\$1,405,000						\$190,000	\$1,595,000
Boiler Room & WHSPS Roof	\$30,000							\$30,000
Stand-By Power Generator Rehabilitation/Replacement					\$50,000	\$50,000		\$100,000
South Custer Booster Station Service Area Upgrades-Phase II: Eng. & Const.					\$225,000	\$225,000	\$531,125	\$981,125
TOTALS	\$1,435,000	\$0	\$0	\$0	\$275,000	\$275,000	\$721,125	\$2,706,125

**CITY OF MONROE, MICHIGAN
2013-2019 CAPITAL IMPROVEMENTS PROGRAM BUDGET**

Raw Water Partnership

Project Title	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Prior Funding	Total
PAP: Frenchtown #2 VFD Replacement	\$15,000						\$0	\$15,000
PAP: Addition of Raw Water Pump		\$133,900	\$133,900				\$736,100	\$1,003,900
PAP: Potassium Permanganate Feed System							\$15,000	\$15,000
PAP: Motor and Variable Frequency Drive Upgrades				\$133,900	\$133,900	\$133,900	\$0	\$401,700
TOTALS	\$15,000	\$133,900	\$133,900	\$133,900	\$133,900	\$133,900	\$751,100	\$1,435,600