

Southgate City Council Agenda

Council Chambers

Wednesday November 21, 2018

6:30pm **Work Study Session**

1. Officials Reports
2. Discussions regarding agenda items.

7:00 pm **Regular Meeting**

Pledge of Allegiance

Roll Call: Colovos, Farrah, George, Graziani, Rauch, Rollet, Zamecki.

Minutes:

1. Work Study Session Minutes dated November 7, 2018.
2. Regular City Council Meeting Minutes dated November 7, 2018.

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A" –

1. Letter from Mayor; Re: Purchase of Building and Ordinance Management
Software & Training Page 2
2. Letter from Mayor; Re: Recommendation for Elevator Repair and Maintenance Page 17
3. Memo from Administrator; Re: Lease Agreement with
Southgate Community School District for Dog Park Page 21

Communications "B" – (Receive and File)

Ordinances:

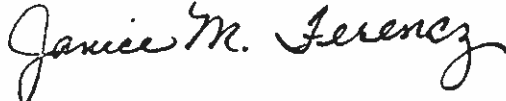
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1365 See Warrant

Adjournment:



Janice M. Ferencz, City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate
Celebrating 60 Years!

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JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS


DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: November 15, 2018

RE: Recommendation for Purchase of Bldg. and Ordinance Management Software and Training

I have reviewed the above with the Asst. Finance Director and concur with her recommendation to award this purchase to BS&A of, Bath, Michigan in the amount of \$27,885.00. The City has money available through the Building Dept. Escrow funds for this purchase. The City currently uses BS&A software for most of its nonpublic safety functions and these additional modules would tie in with them (Finance Accounts Payable, Payroll, Treasurer, DPS/Water billing and Assessor/Tax accounts).

Building Dept
online services

Proposal for BS&A Online - Community Development, Presented to...
City of Southgate, Wayne County MI

October 1, 2018

Quoted by: Steve Rennell

BS&A

S O F T W A R E

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

On-Line Services for BS&A Building Department (requires the use of Building Department .NET)

Annual Service Fee

\$5,565

Due to continuous changes and improvements in technology, BS&A Software reserves the right to increase the Annual Service Fee yearly, based on the CPI.

Application Fee

\$2/application

This fee is for permit application submission only. Fees are accumulated and billed to the municipality.

Remote Implementation/Setup/Training on the use of BS&A Online – Community Development

\$1,000

Includes implementation of the items selected below. On-site training is available as an option, and will be quoted separately.

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).
- Includes all features below:
 - View My Activity (always enabled): Enables contractors and the general public to easily access inspections and permits they have requested.
 - Inspection Scheduling: Enables contractors and the general public to submit requests for inspections online.
 - Building Department Search: Performs a search by any record number, including addresses, permits, and certificates.
 - Rental Property Search: Enables users to search for addresses that are flagged as rental properties.
 - Permit Applications: Enables contractors and the general public to submit permit applications online (see "Application Fee," below). This feature requires the Payment of Fees feature.
 - Payment of Fees: Enables contractors and the general public to pay for permit and other fees online (see "Payment Processing Requirements," below).

\$250

Connection Requirements

BS&A Online requires a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

Cost Totals

Annual Service Fee (<i>to commence at time of purchase</i>)	\$5,565
Remote Implementation/Setup/Training	\$1,000
Project Management and Implementation Planning	\$250
Total Proposed	\$6,815

Payment Schedule

- 1st Payment: **\$250** to be invoiced upon execution of this agreement.
2nd Payment: **\$5,565** to be invoiced at start of training.
3rd Payment: **\$1,000** to be invoiced upon completion of training.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
2. Agreement with the proposed Annual Service Fee

Signature

Date

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the setup process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Support Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

Big / Orange

Field Inspec.

Proposal for Software and Services, Presented to...

City of Southgate, Wayne County MI

October 1, 2018

Quoted by: Steve Rennell

BS&A

SOFTWARE

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Applications and Annual Service Fee prices based on an approximate parcel count of 12,447 and population of 30,136. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Community Development

Field Inspection .NET **\$8,925**

Data Conversions/Database Setup

No conversion or database setup to be performed.

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$1,375

Implementation and Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Community Development Applications	Days:	5	\$5,500
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Cost Totals

Not including Annual Service Fees

Applications	\$8,925
Project Management and Implementation Planning	\$1,375
Implementation and Training	\$5,500
Total Proposed	\$15,800
<i>Travel Expenses</i>	<i>\$1,170</i>

Payment Schedule

- 1st Payment: **\$1,375** to be invoiced upon execution of this agreement.
2nd Payment: **\$8,925** to be invoiced at start of training.
3rd Payment: **\$6,670** to be invoiced upon completion of training.

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Community Development	
Field Inspection .NET	\$1,785

Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



Training
for existing
.net
software

Proposal to...
City of Southgate, Wayne County MI
October 1, 2018

Project Contact: Steve Rennell
Account Executive: Steve Rennell

Training

Community Development Four days @ \$1,100/day Training and processes review	\$4,400
Travel Expenses	\$870
Total Proposed	\$5,270

*If used for multiple entities or for more than 15 attendees, please contact BS&A for appropriate pricing.
If BS&A must perform application installations for training purposes, please contact BS&A for installation fees.*

Signature constitutes an order for products and services as quoted.

Signature	Date
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Please complete the following for our records:

Project Contact Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



14965 Abbey Lane, Bath, MI 48808
(855) 272-7638 | (517) 641-8960 FAX
inquiry@bsasoft.com **page 16**

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate
Celebrating 60 Years!

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JOHN GRAZIANI
Council President
MARK FARRAH
KAREN E. GEORGE
BILL COLOVOS
DALE W. ZAMECKI
PHILLIP J. RAUCH
CHRISTOPHER P. ROLLET

November 16, 2018

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation for Elevator Repair and Maintenance

Ladies and Gentlemen:

I have reviewed the above recommendation from the Administration and concur with their recommendation to extend the current contract with Kone, Inc. The current pricing in the amount of \$213.60 per hour weekdays and \$363.13 per hour weekends, will remain in effect for 2019.

Adequate funds are available in various departmental budgets to cover the repair and maintenance costs.

Your concurrence would be greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



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CHRISTOPHER P. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: November 16, 2018

RE: Recommendation for Elevator Repairs & Maintenance

I have reviewed the above with the DPS Director and concur with his recommendation to award this contract for to Kone Inc., Livonia, Michigan in the amount of \$ 213.60 per hour Weekdays and \$363.13 per hour Weekends and \$427.21 per hour Holidays for 2019. This is the same pricing that is in place for 2018.

Adequate funds are budgeted in various departments in the City to cover the cost of Elevator Repairs & Maintenance.

From the Desk of:
Robert Tarabula
Director, D.P.S.



November 14, 2018

To: David Angileri
Finance Director

Re: Bid Extension Recommendation for Elevators – Repair & Maintenance

I respectfully request to extend the bid for the Repair & Maintenance of the Elevators located at City Hall and Recreation to Kone Inc., 11864 Belden Ct., Livonia, Michigan 48150. They are our current contractor and have extended their current fee schedule. In addition they have provided excellent service; therefore, I believe it would be in the best interest of the City to extend this contract for one year.

If you have any questions, please contact me.

Enclosure

RT/dm

(D/Bids-A: Bid extension: Elevators – Repair & Maintenance)



Elevators Escalators

CONTRACT NAME: City of Southgate

BUILDING ADDRESS 14719 Schafer Court
Southgate, MI 48195

TO: Bob tarabula

Bob, KONE and City of Southgate have a maintenance agreement established for the elevators located at the Southgate City Hall, 14400 Dix-Toledo Rd and the Southgate Civic Center, at 14700 Reaume Pkwy. KONE would like to continue the elevator service for the City of Southgate for the 2019 term at existing pricing. If you have any questions please contact me. Thanks

KONE Inc.

Kevin Strasser

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



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DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

November 16, 2018

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of Building and Ordinance Management Software and Training

Ladies and Gentlemen:

The attached proposal for the purchase of Building and Ordinance Management Software and Training has been reviewed by the Assistant City Administrator/Finance Director and the Deputy Finance Director and I concur with their recommendation to award this purchase to BS&A of Bath, Michigan in the amount of \$27, 885.00. The City currently uses BS&A software for most non-public safety functions, therefore this purchase would tie in all departments.

Funds are available in the Building Department Escrow fund for this purchase.

Your concurrence would be greatly appreciated.

Sincerely,

Joseph G. Kuspa
Mayor

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



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PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Dustin Lent, City Administrator *DL*

Date: November 15, 2018

Re: Lease agreement with Southgate Community School District for Dog Park

At the last School Board meeting on November 13th, they unanimously approved leasing the land behind Asher school to the City of Southgate for \$1 a year for the next 30 years. Attached please find the leasing agreement, and proposed Dog Park that will be located on the land. We are looking for council's approval to enter into the lease agreement so we may begin work on creating Southgate's first dog park.

Please do not hesitate to contact me with any additional questions.

PROPERTY LEASE

(1) This Lease made this day of _____, 2018 by and between Southgate Community School District, Lessor, hereinafter designated as the "Landlord," and City of Southgate, Lessee, hereinafter designated as the "Tenant."

(2) Description: PART OF THE SOUTHEAST 1/4 OF SECTION 36, TOWN 3 SOUTH, RANGE 10 EAST, CITY OF SOUTHGATE, WAYNE COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE SOUTH 87 DEGREES 37 MINUTES 01 SECONDS WEST 1327.27 FEET ALONG THE SOUTH LINE OF SAID SECTION 36; THENCE NORTH 02 DEGREES 43 MINUTES 59 SECONDS WEST 1031.35 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 87 DEGREES 37 MINUTES 01 SECONDS WEST 416.46 FEET; THENCE NORTH 02 DEGREES 05 MINUTES 59 SECONDS WEST 760.00 FEET; THENCE NORTH 87 DEGREES 37 MINUTES 04 SECONDS EAST 408.06 FEET; THENCE SOUTH 02 DEGREES 43 MINUTES 59 SECONDS EAST 760.00 FEET TO THE POINT OF BEGINNING, CONTAINING 7.19 ACRES OF LAND, MORE OR LESS.

(3) Term: For the term of thirty (30) years from and after the 1st day of _____ 2019, fully to be complete and ended, the Tenant yielding and paying during the continuance of this Lease unto the Landlord for the rent of said premises for said term, the sum of TOTAL RENT TO BE PAID \$1.00 (One Dollar) per year commencing _____ 1, 2019.

(4) Insurance: The Parties agree that the Tenant will obtain at its own expense an adequate liability insurance policy.

(5) No Assignment: The Tenant covenants not to assign or transfer this Lease or sublet said premises or any part thereof.

(6) Use and Occupancy: It is understood and agreed between parties hereto that said premises during the continuance of this Lease shall be used and occupied for the use of the Tenant as a public park. The Tenant will not use the premises for any purpose in violation of any law, municipal ordinance or regulation, and that on any breach of this agreement the Landlord may at its option terminate this Lease forthwith and reenter and repossess the leased premises.

(7) Tenant to Indemnify: The Tenant agrees to indemnify and hold harmless the Landlord from any liability for damages to any person or property in, on or about said leased premises from any cause whatsoever.

(8) Repairs and Maintenance: The Tenant further covenants and agrees that it will, at its own expense, during the continuation of this Lease, keep the said premises and every part thereof in as good repair and at the expiration of the term yield and deliver up the same in like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. The Tenant shall not commence any alterations, additions or improvements to said premises without the Landlord's written consent, and all alterations, additions or improvements made by either of the parties hereto, shall be the property of the Landlord, and shall remain upon and be surrendered with the premises at the termination of this Lease, without molestation or injury.

(9) Reservation: The Landlord reserves the right of free access at all times to any and all leased premises.

(10) The Tenant shall at its own expense under penalty of forfeiture and damages promptly comply with all lawful laws, orders, regulations or ordinances of all municipal, County and State authorities affecting the premises hereby leased and the cleanliness, safety, occupation and use of same.

(11) The Tenant further acknowledges that it has examined the said leased premises prior to the taking of this Lease, and knows the condition thereof, and that no representations as to the condition or state of repairs thereof have been made by the Landlord, it's agent, which are not herein expressed, and the Tenant hereby accepts the leased premises in their present condition at the date of the execution of this Lease. The Tenant will, at its own expense, be responsible for any necessary renovations prior to commencement of the Property Lease agreement.

(12) It is hereby agreed that in the event of the Tenant herein holding over after the termination of this Lease, thereafter the tenancy shall be from month to month in the absence of a written agreement to the contrary.

(13) It is further agreed that all signs and advertising displayed in and about the premises shall be such only as advertise the park, and that the Landlord shall control the character and size thereof, and that no sign shall be displayed excepting such as shall be approved in writing by the Landlord.

(14) In case any rent shall be due and unpaid or if default be made in any of the covenants herein contained, or is said leased premises shall be deserted or vacated, then it shall be lawful for the Landlord, it's certain attorney, heirs, representatives and assigns, to reenter into, repossess the said premises and the Tenant and each and every occupant to remove and put out.

(15) One or more waivers of any covenant or condition by the Landlord shall not be construed as a waiver of a further breach of the same covenant or condition.

(16) The parties agree that this Lease may be extended by mutual agreement of both parties. Any extension will be memorialized in a subsequent writing adopted by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Joseph G. Kuspa Date
Southgate Mayor

Jan Ferencz Date
Southgate City Clerk

Southgate School Board Date
President

Jill Pastor Date
Southgate Schools Superintendent

