

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday October 21, 2020

WEB MEETING @ <https://us02web.zoom.us/j/83318378030>

CALL-IN @ + 1-312-626-6799 Passcode: 83318378030

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion 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 October 7, 2020.
2. Regular City Council Meeting Minutes dated October 7, 2020.

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A" –

- | | |
|---|---------|
| 1. Letter from Mayor; Re: Purchase of Upgrades to the DPS Fire/Gas Safety System | Page 6 |
| 2. Letter from Mayor; Re: Purchase of Pickup Truck for Water Dept. | Page 13 |
| 3. Memo from Librarian; Re: Proposal to Amend Library Policy | Page 19 |
| 4. Memo from Director of Public Safety; Re: Traffic Control Order (Schafer Ct. & Reaume Pkwy) | Page 23 |
| 5. Memo from Director of Public Safety; Re: Traffic Control Order (Reaume Pkwy) | Page 27 |
| 6. Memo from Laura Walsh; Re: SMART CARES Funding Act | Page 34 |
| 7. Memo from Laura Walsh; Re: SMART Municipal and Community Credit Program | Page 42 |

Communications "B" – (Receive and File)

- | | |
|---|---------|
| 1. Letter from Mayor; Re: Appointment to Police & Fire Retirement Board | Page 52 |
|---|---------|

Ordinances:

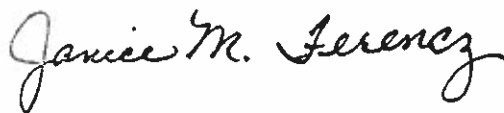
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1411 \$13,979,503.48

Adjournment:



Janice M. Ferencz, City Clerk

Work Study Session

October 7, 2020

_ An Informal Meeting of the Council of the City of Southgate was held on October 7, 2020 at 6:30 P.M (Due to the Covid-19 virus, this meeting was via Zoom in accordance with Governor Whitmer's executive order).

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phil Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, City Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, Acting DPS Director Kevin Anderson, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard.

Discussion took place on the following Agenda Items:

- Executive Session Skylir Kosiorek as PR of the Estate of Andrea Laughlin, deceased v. City of Southgate
- Boy Scout wreath sales
- Bix for roof Repairs – Fire Station
- Purchase of Positive Pressure Ventilation Fan
- Purchase of Rotary Lift for DPS and Water Department
- Senior Center Billiards Room - Flooring

This meeting ended at 6:49 pm.

City of Southgate

Regular City Council Meeting

October 7, 2020

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, October 7, 2020 and was called to order at 7:00 PM by Council President John Graziani. **(DUE TO COVID-19 VIRUS, THIS MEETING WAS HELD VIA ZOOM, IN ACCORDANCE WITH GOVERNOR WHITMER'S EXECUTIVE ORDER)**

This meeting began with the Pledge of Allegiance, followed by roll call.

Present: Bill Colovos, Mark Farrah, Karen George, John Graziani, Phil Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angileri, City Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, Acting DPS Director Kevin Anderson, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard.

Minutes:

Moved by Colovos, supported by George, RESOLVED, that the minutes of the City Council Work Study Session dated September 16, 2020 be approved as presented. Carried unanimously.

Moved by Zamecki, supported by Rauch, RESOLVED, that the minutes of the Regular City Council Meeting dated September 16, 2020 be approved as presented. Carried unanimously.

Moved by George, supported by Rauch; RESOLVED, that City Council enter into Closed Session at 7:01 p.m.

Roll call on Motion Yeas 7 Nays 0 Absent None Motion passes 7-0

Moved by Rauch, supported by Zamecki; RESOLVED that the regular meeting resume at 7:11 p.m.

Roll Call on Motion Yeas 7 Nays 0 Absent None Motion passes 7-0

Scheduled Persons in the Audience:

Moved by Zamecki, supported by George; RESOLVED THAT the Southgate City Council hereby waives any permit issuance and authorizes Boy Scout Troop 1783 permission to hold a Christmas wreath sale at the Southgate Shopping Center on the dates of November 27, 28 & 29 and December 5 & 6, 2020.

Motion carried unanimously.

Regular City Council Meeting

October 7, 2020

Consideration of Bids:

1. Letter from Mayor; Re: Bid – Roof Repairs – Fire Station moved by Farrah, supported by Zamecki, RESOLVED THAT the Southgate City Council concurs with the Mayor's recommendation and awards the bid for Roof Repairs at the Fire Station to Molnar Roofing, Inc. (22201 Pennsylvania Rd. Brownstown, MI 48193) in the amount of \$149,226. BE IT FURTHER RESOLVED THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE District Court Capital Fund to cover costs associated with this purchase.

Motion carried unanimously.

Communications "A":

1. Memo from Administrator; Re: Skylir Kosiorek as PR of the Estates of Andrea Laughlin, deceased v. City of Southgate moved by Zamecki, supported by George, RESOLVED THAT the Southgate City Council authorizes the settlement on behalf of the City.

Motion carried unanimously.

2. Letter from Mayor; Re: Purchase of Positive Pressure Ventilation Fan moved by George, supported by Colovos, RESOLVED THAT the Southgate City Council authorizes the purchase of a Positive Pressure Ventilation Fan to Westshore Fire (6620 Lake Michigan Drive, Allendale, MI 49401) in the amount of \$4,223. BE IT FURTHER RESOLVED THAT sufficient funds are available in the Fire Department Budget to cover costs associated with this purchase.

Motion carried unanimously.

3. Letter from Mayor; Re: Purchase of Rotary Lift for DPS and Water Dept moved by Farrah, supported by Zamecki, RESOLVED THAT the Southgate City Council concurs with the Mayor's recommendation waives the bid and authorizes purchase of a Rotary Lift to Sourcewell (2700 Lanier Dr., Madison, IN 47250) in the amount of \$17,439.68. BE IT FURTHER RESOLVED THAT sufficient funds are available in the Water Dept. and DPS budgets to cover costs associated with this purchase.

Motion carried unanimously.

4. Letter from Recreation Director; Re: Senior Center Billiards Room – Flooring moved by Colovos, supported by Zamecki, RESOLVED THAT the Southgate City Council accepts the donation of \$3,379.45 from Mrs. Anna Renaud to replace the carpet in the Senior Center Billiards room with Jabro Carpet One (13460 Northline Rd., Southgate, MI 48195).

Motion carried unanimously.

Regular City Council Meeting

October 7, 2020

Claims and Accounts:

Moved by Farrah, supported by Zamecki, RESOLVED, that Claims and Accounts be paid as outlined on Warrant # 1410 in the amount of \$1,472,469.90.

Motion carried unanimously.

Adjournment:

Moved by Colovas, supported by George, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:24 P.M. Carried unanimously.

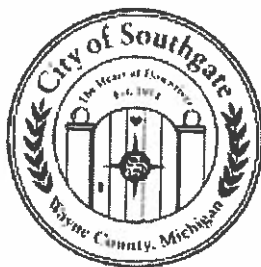
John Graziani
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

October 15, 2020

To the Honorable
City Council
Southgate, Michigan 48195

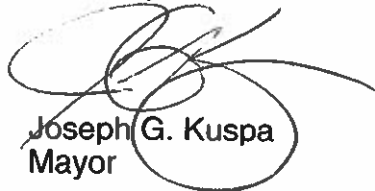
Re: Purchase of Upgrades to the DPS Fire/Gas Safety System
(Waiver of Bid)

Ladies and Gentlemen:

It is recommended by the Acting DPS Director and I concur to waive the bid and award the purchase of Upgrades to the DPS Fire/Gas Safety System to Ideal Calibrations, in the amount of \$11,237.50.

Your favorable consideration of this matter is requested.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER R. ROLLET

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: David Angileri, Assistant City Administrator/Finance Director 

DATE: October 15, 2020

RE: Recommendation for Purchase of Upgrades to the DPS Fire/Gas Safety System (Waiver of Bid)

I have reviewed the above with the Acting DPS Director and concur with his recommendation to award this purchase to Ideal Calibrations, Melvindale, Michigan in the amount of \$11,237.50.



City of Southgate

DEPARTMENT OF PUBLIC SERVICES

14719 Schafer Court • Southgate, Michigan 48195

Ph: (734) 258-3079 • Fax: (734) 246-1333

Memorandum

To: The Honorable Mayor and Members of City Council

From: Kevin Anderson, Acting DPS Director

Date: October 7, 2020

Re: Request for Waiver of Bid – DPS Fire/Gas Safety System Upgrade

I recommend that Ideal Calibrations perform the necessary upgrades to the Fire/Gas Safety System at the DPS garage for the amount of \$11,237.50. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Enclosure

KA/sb



Southgate Fire Department
14730 Reaume Parkway
Southgate, Michigan 48195
(734) 258-3080 / FAX (734) 246-1352
Fire Marshal Jeff Moore
Office: (734) 258-3071
Cell: (734) 216-5002
Email: jmoore@ci.southgate.mi.us



Date: October 7, 2020

To: City Administrator, Dustin Lent

From: Fire Marshal, Jeff Moore

Re: DPW Fire/Gas Safety System Upgrade

Administrator Lent,

In the process of inspecting the DPW Building I found that the current Fire Alarm/Communication and the Gas Detection Systems are not working.

The respective systems need to be upgraded and placed on a regular monitoring and maintenance/inspection schedule to keep them in working order. I recommend that Johnson Controls Security Inc. and Ideal Gases Inc. make the needed upgrades. These companies are Michigan based and provide professional and code driven service.

Respectfully,

Jeff Moore
Fire Marshal
EMS Coordinator
Southgate Fire Department

2750 Oakwood
Melvindale, MI 48122
<https://www.idealcalibrations.com>
734-956-0539



Southgate DPW
14719 Schafer Court
Southgate, MI 48195

Monitor
Estimate # 2700
Estimate Date 09-02-20
Total **\$11,237.50**

Item	Description	Unit Cost	Quantity	Line Total
MSA-A-TG5000-A1111111122C	120 VAC Dual CO Sensors 0-500ppm Demote mount sensor J box for each sensor (2) Red and Amber Strobes for Warning/Danger Mounting Bracket	\$5,618.75	2.0	\$11,237.50
NOTE	This covers 4 total detection points, at the same place as existing boxes are stored. Info on unit being used is attached to this email.	\$0.00	1.0	\$0.00

THIS IS AN ESTIMATE

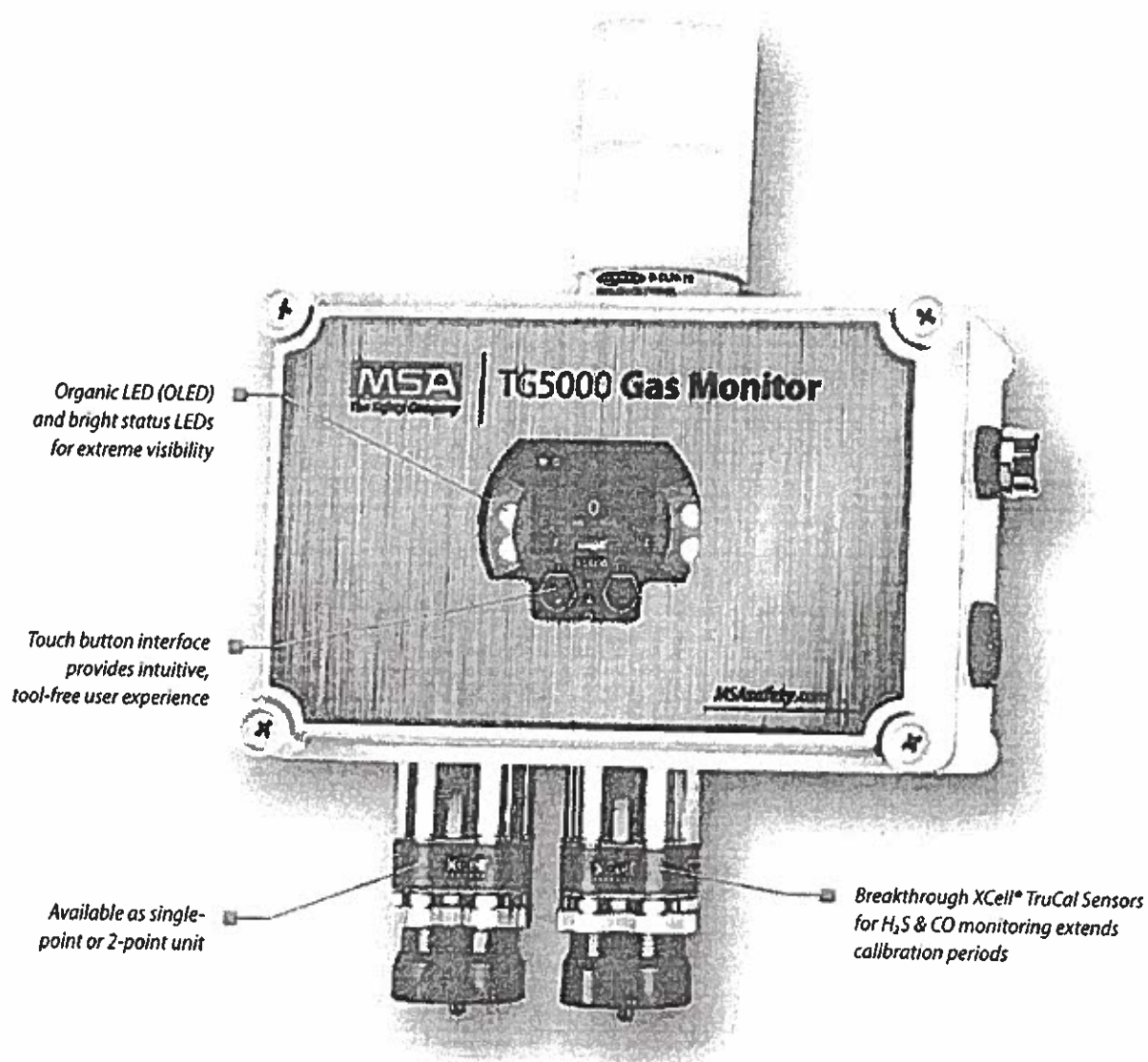
Subtotal **\$11,237.50**
Tax **\$0.00**
Estimate Total **\$11,237.50**

Signed: _____

Date: _____



TG5000 Monitoring System



Application

Industrial facilities possess a wide variety of gas detection needs. From boiler rooms, battery rooms, engineering and research labs, and transportation maintenance facilities, to a myriad of other industrial building and facility applications, each environment has its own monitoring needs. To enable personnel to work safely in these environments, monitoring of toxic gases, oxygen enrichment and deficiency, and combustible gases is necessary. Due to this wide variety, a flexible, versatile gas monitor is absolutely essential.

Solution

With abundant sensor offerings and a variety of configurations, the MSA TG5000 Monitoring System is an ideal, yet affordable, solution.

TG5000 Monitoring System

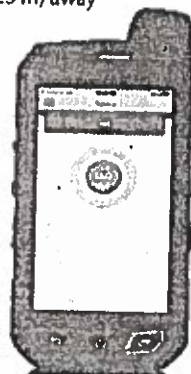


Additional Features

- Operates in diffusion mode, with factory-calibrated sensors ready to perform immediately after installation
- Available for remote sensing applications, where installation requires the sensor to be separated from the electronics
- Can operate on a completely stand-alone basis with its large LCD display, quick-check LEDs and four relay outputs (three alarm and one fault), or can be connected with a 4-20 mA output to a control system (PLC, DCS, etc.)
- SafeSwap enables safe and quick replacement of XCell Gas Sensors without turning off the instrument
- Pre-calibrated sensor modules are ready for installation out of the box
- Sensors can be replaced in the field without the use of tools. The unit quickly recognizes the new sensor type and reconfigures alarm and relay settings to optimize the new sensor.

Stay Connected. Work Smarter.

- Bluetooth wireless technology
- Check status and get alerts up to 75 ft. (23 m) away
- Modify settings/setpoints/alarms
- Initiate calibration and view progress



TG5000 Specifications	
GAS TYPE	Toxics, oxygen, & combustibles
GAS SAMPLING	Diffusion
OUTPUT TYPE	4-20 mA, HART
SENSOR LOCATION	Local or remote sensor up to 100 m (328 ft.)
RELAYS	6 Amp DPDT, 2 relays
HOUSING MATERIAL	General-purpose polycarbonate enclosure
TEMPERATURE RANGE	-20°C to +40°C
POWER INPUT	Internal 110VAC/24VDC power supply
ALARM TYPE	Piezo horn (95 dB) with horn silence button
BATTERY BACKUP	Optional (up to 24 hours)
WARRANTY	2 years

Sensor Specifications			
SENSOR TEMPERATURE RANGE	(may differ by gas, see manual)		
XCELL	-40°C to +60°C (-40°F to 140°F)		
XIR PLUS	-40°C to +60°C (-40°F to 140°F)		
SENSOR PERFORMANCE*	T90 (typical)	Repeatability	Zero Drift (per year)
XIR PLUS COMB.	< 2 sec.	< ± 1% LEL	N/A
XIR PLUS CO ₂	< 6 sec.	< ± 1% Vol	N/A
XCELL COMB.	< 22 sec.	< ± 3% LEL	< 5% LEL
XCELL CO	< 9 sec.	< ± 1%	< 1% full scale
XCELL CL ₂	< 12 sec.	± 1%	≤ 1% FS per mo.
H ₂	< 185 sec.	< ± 10%	< 1% FS per mo.
XCELL H ₂ S	< 23 sec.	< ± 1%	< 1% full scale
NO ₂	< 60 sec.	< ± 10%	< 1% FS per mo.
XCELL O ₂	< 11 sec.	< ± 1% Vol	< 0.2% Vol
XCELL SO ₂	< 6 sec.	± 1%	≤ 1% FS per mo.
SENSOR RELAYS	5 Amp SPDT; 4 relays (2 alarm, 1 fault) @220 VAC or 30 VDC		

* Typical response at standard temperature and pressure test conditions

Available Options

- Strobes (one or two)
- Internal 50 W power supply

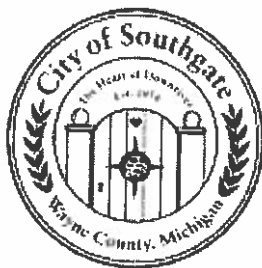
Note: This Bulletin contains only a general description of the products shown. While product uses and performance capabilities are generally described, the products shall not, under any circumstances, be used by untrained or unqualified individuals. The products shall not be used until the product instructions/user manual, which contains detailed information concerning the proper use and care of the products, including any warnings or cautions, have been thoroughly read and understood. Specifications are subject to change without prior notice.

MSA operates in over 40 countries worldwide. To find an MSA office near you, please visit MSAsafety.com/offices.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

October 15, 2020

To the Honorable
City Council
Southgate, Michigan 48195

Re: Purchase of a Pick Up Truck for the Water Department
(Waiver of Bid)

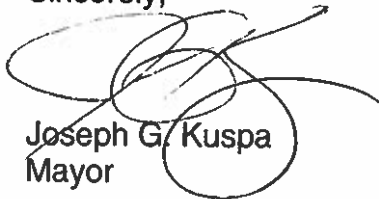
Ladies and Gentlemen:

It is recommended by the Acting DPS Director and I concur to waive the bid and award the purchase of a Pick Up Truck for the Water department through the State Bid to Southgate Ford, in the amount of \$25,771.00.

Adequate funds are budgeted and available in the Water Department for this purchase. The funds for this purchase are available in the 2020/2021 Budget.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

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: October 14, 2020

RE: Recommendation for Purchase of a Pick-up Truck for the Water Department State Bid. **(Waiver of Bid)**

I have reviewed the above with the Acting DPS Director and concur with his recommendation to award this bid to Southgate Ford (they have agreed to match the State Bid) in the amount of \$25,771.00 the F-150.

Adequate funds are budgeted and available in the Water Department for this purchase. The Funds for this purchase are available in the 2020/2021 Budget.

Acct: 591-000-142-0000: Water & Sewer-Vehicles

Memorandum

To: The Honorable Mayor and Members of City Council
From: Kevin Anderson, Acting DPS Director
Date: October 14, 2020
Re: Request for Waiver of Bid – Trucks

The Water Department is need of replacing 1 aging utility pick-up truck. Adequate funding has be set aside by the Finance Director for this purpose.

Southgate Ford has agreed to match the State of Michigan bid for F-150 utility pick-up trucks. The following price includes standard manufacture equipment, options requested by the State contract (#LDT-0081A), and options requested by the City. The cost for this F-150 is \$25,771.00. This truck will replace a current truck in the Water Department fleet which in turn will be passed on to other departments.

I recommend that the purchase of the truck be awarded to Southgate Ford, 16501 Fort St., Southgate, MI 48195 for the amount of \$25,771.00. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Enclosure

KA/sd



SOUTHGATE FORD

"The Home Of Quality Sales & Service"

16501 Fort St. • Southgate, MI 48195
Phone 734-282-3636 • Fax 734-282-1770
southgateford.com

September 21, 2020

City of Southgate
1470 Reaume Parkway
Attention: John Ianucci
Fleet Supervisor

Dear John,

The following bid (with attachment) reflects the State Bid Award for;

2021 Ford F-150 Super Cab 4x2 (State reference LDT-0081A).

Your price = \$25,771.00 with the following breakdown;

State Bid award = \$20,935.00
2021 Price Increase = \$925.00
City of Southgate Upgrades = \$2210.00
Government Price Concession Reduction = \$1686.00
Title Fee = \$15.00

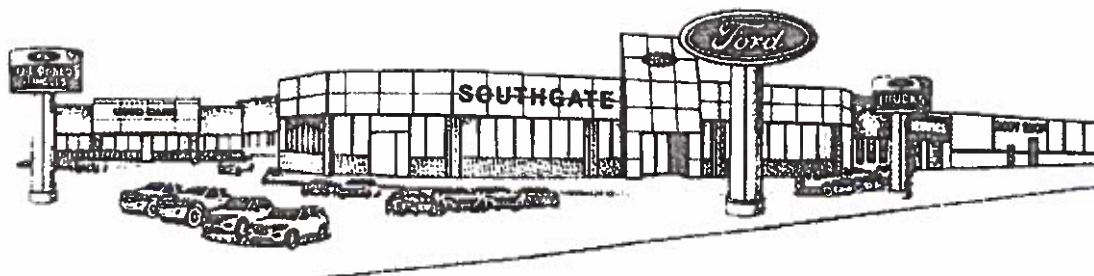
Delivery may be expected within 8-12 weeks.

Sincerely yours,



Don Daniel

Sales/Fleet Specialist
Southgate Ford
734-324-9808



Memorandum

To: The Honorable Mayor and Members of City Council

From: Kevin Anderson, Acting DPS Director

Date: October 14, 2020

Re: Request for Waiver of Bid – Trucks

The Water Department is need of replacing 1 aging utility pick-up truck. Adequate funding has be set aside by the Finance Director for this purpose.

Southgate Ford has agreed to match the State of Michigan bid for F-150 utility pick-up trucks. The following price includes standard manufacture equipment, options requested by the State contract (#LDT-0081A), and options requested by the City. The cost for this F-150 is \$25,771.00. This truck will replace a current truck in the Water Department fleet which in turn will be passed on to other departments.

I recommend that the purchase of the truck be awarded to Southgate Ford, 16501 Fort St., Southgate, MI 48195 for the amount of \$25,771.00. I respectfully request this item be placed on the City Council's agenda for purposes of a waiver of bid request and purchase approval.

If you have any questions, please contact me. I would appreciate your favorable consideration of this request.

Enclosure

KA/sd



SOUTHGATE FORD

"The Home Of Quality Sales & Service"

16501 Fort St. • Southgate, MI 48195
Phone 734-282-3636 • Fax 734-282-1770
southgateford.com



September 21, 2020

City of Southgate
1470 Reaume Parkway
Attention: John Ianucci
Fleet Supervisor

Dear John,

The following bid (with attachment) reflects the State Bid Award for;

2021 Ford F-150 Super Cab 4x2 (State reference LDT-0081A).

Your price = \$25,771.00 with the following breakdown;

State Bid award = \$20,935.00

2021 Price Increase = \$925.00

City of Southgate Upgrades = \$2210.00

Government Price Concession Reduction = \$1686.00

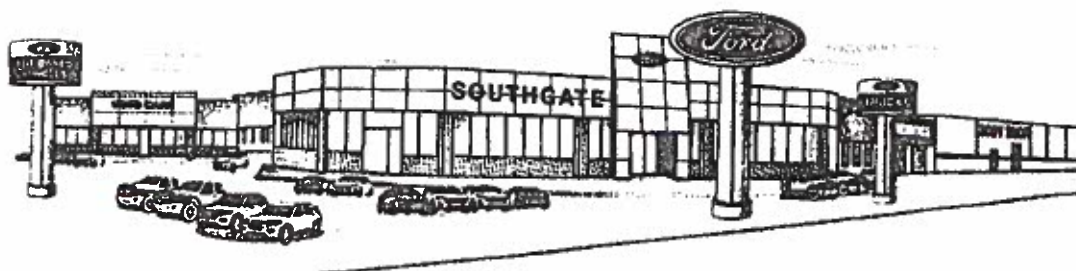
Title Fee = \$15.00

Delivery may be expected within 8-12 weeks.

Sincerely yours,

Don Daniel

Sales/Fleet Specialist
Southgate Ford
734-324-9808



JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate
Celebrating 100 Years!

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMO

TO: Mayor Joseph Kuspa

FROM: Don Priest, Southgate Veterans Memorial Library

DATE: October 14th, 2020

SUBJECT: Proposal to amend library policy

Situation: A local teacher had asked if students can sign up for a library card during a library visit. Library policy requires patrons to sign up for library cards at the library, in person; minors must have a responsible adult present at that time. While this is fine for most cases, it prevents the library from signing up patrons in unusual circumstances such as this.

Solution: Amending the policy to allow for looser restrictions on when and how patrons sign up for cards, at the discretion of the Director.

Attached is a copy of the current Circulation of Materials policy, concerning signing up for library cards, as well as a copy of the proposed changes. These changes have been reviewed and approved of by the Library Commission.

Don Priest
Director
Southgate Veterans Memorial Library

CIRCULATION OF MATERIALS

In order to make materials available to all patrons on an equal basis, the library will set policies for length of loan period, renewals, reserves, and fines. The library will determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

I. Library Cards

A. Registration

1. Residents

a) Residents may register at the Library during regular hours. ~~(see appendix for *Application for Borrowers Card*)~~, during events attended by library staff that allow for registration, or under other special circumstances with the approval of the Director.

(I) Proof of residency must be shown at the time of registration, or upon the first visit to the library if registration was completed under circumstances that make providing proof difficult at the time.

(II) Registration must be made in person; the Director may, at their discretion, waive this requirement to allow for registration at special events, or under unusual circumstances.

b) The following are considered proof of residency:

(I) Driver's license or Michigan ID

(II) Tax receipt

(III) Voter registration

(IV) Current utility bill with name and address

c) Minors must have a parent, guardian, or other responsible adult authorize registration, sign the registration application, and ~~show~~ provide proof of residency.

(I) Registration must be made in person; the Director may, at their discretion, waive this requirement to allow for registration at special events, or under unusual circumstances.

(II) Adult authorizing registration assumes responsibility for choice of material.

(III) Adult authorizing registration assumes responsibility for return of materials borrowed by minors.

2. Non-residents

a) Southgate Veterans Memorial Library honors library cards issued by TLN member libraries.

b) Southgate Veterans Memorial Library will issue temporary library cards to residents of communities that are members of The Library Network.

c) Citizens of any community outside the TLN membership may be issued a card only if they attend a school or work in the city of Southgate. In these cases, the card is good only at the Southgate Library and does not include interlibrary loan privileges.

(I) School

(A) Proof of current enrollment must be shown to register for a card. Proof includes: tuition receipt or other document provided by the school.

(B) Cards issued to non-resident school attendees expire on June 15.

(II) Work

(A) Proof of employment must be shown at the time of registration such as a business card or pay stub.

(B) Card must be renewed annually.

(C) The Southgate Veterans Memorial Library does not sell library cards to non-residents.

3. ~~Public school attendees~~

- a) ~~Students who attend the Southgate Public Schools may register for a library card in their school library, following the procedures as established by the school librarian.~~
- b) ~~Teachers at the school may register for library cards according to resident/non-resident requirements.~~

B. Confidentiality of records

All circulation records identifying the names of library users with specific materials are confidential in nature. These records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power. The issuance or enforcement of any such process, order, or subpoena will be resisted until such time as a proper show of good cause has been made in a court of competent jurisdiction.

- C. A library card issued ~~to~~ by the Southgate library may be used at any public library in Wayne and Oakland Counties, with the exception of the Detroit Public Library system, and excepting cards issued to patrons who live outside the TLN service area as described above.

MEMO

To: Mayor Kuspa

From: Director of Public Safety Jeffrey Smith

Re: Traffic Control Order (Schafer Court and Reaume Pkwy)

Date: 10/15/2020

Sir,

There has been an ongoing problem with vehicles entering the Department of Public Works lot without any official business. The vehicles enter from both the Reaume Parkway area and Schafer Court. Over the years this problem has gotten worse due to the heavy traffic seen on Eureka Rd. Vehicles can cut through the lot and avoid the traffic signal on Dix-Toledo Rd.

With Rapid Response Ambulance now located on the back side of the DPW there is a safety need to keep the exits clear of unnecessary traffic to avoid an accident.

The police administration is recommending large size traffic signs (No Thru Traffic) posted in front of both of the entrance points to the DPW. This will assist, educate and promote proper traffic flow and also allow violations to be issued if witnessed to those who violate the signs.

I respectfully request that this be placed on the City Council Agenda for the October 21, 2020 meeting so they can review and approve the Traffic Control Order. See attached diagram for placement at both of the locations. Should you have any question please feel free to contact me.

Respectfully,



Jeffrey Smith
Director of Public Safety

SOUTHGATE POLICE DEPARTMENT
REQUEST FOR TRAFFIC CONTROL DEVICE (T.C.O.)

Petitioner: [Signature] Chief of Police Public Date: 10-22-2020
Submitted By: [Signature] ~~Director of Public~~ Safety Traffic Safety Bureau Date: 10-22-2020
Type of Uniform Traffic Control Device: _____

Description and Section Number of Device from "Michigan Manual of Uniform Traffic Control Devices":
(Include Size, Colors and Legend)

"NO THRU TRAFFIC"

Location of Posting: DPW Entrance at Schaefer Court & Reame Area
Entrance

Reason Device Requested: Traffic Control "No Thru Traffic"

Diagram and Additional Comments:

SEE MAP FOR LOCATIONS

City Clerk: _____ Date: _____

Received by: _____ Chief of Police

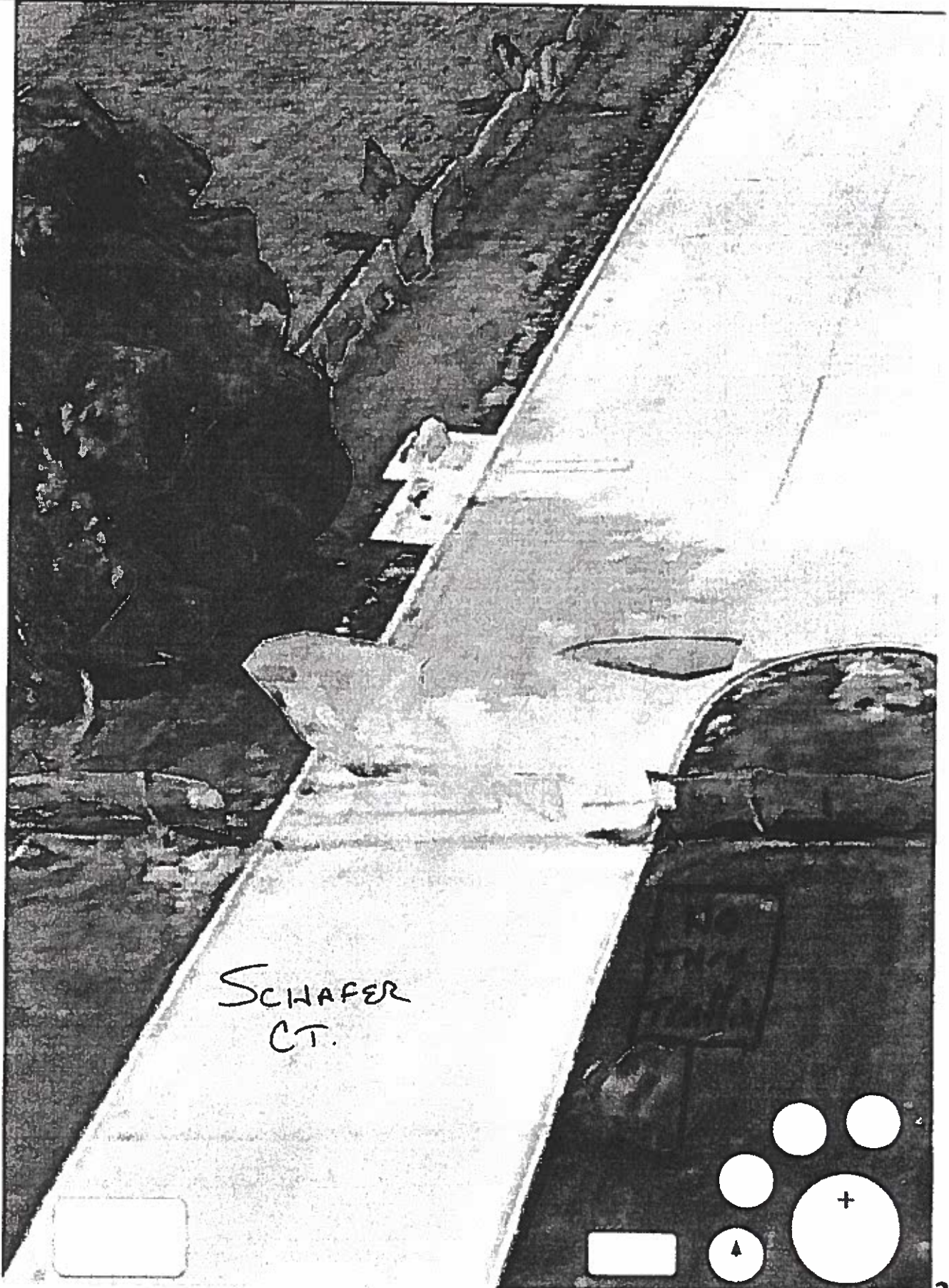
DPS Verification of Installation:

Installed by: _____ Date: _____

White: CITY CLERK

Canary: POLICE

Pink: DPS



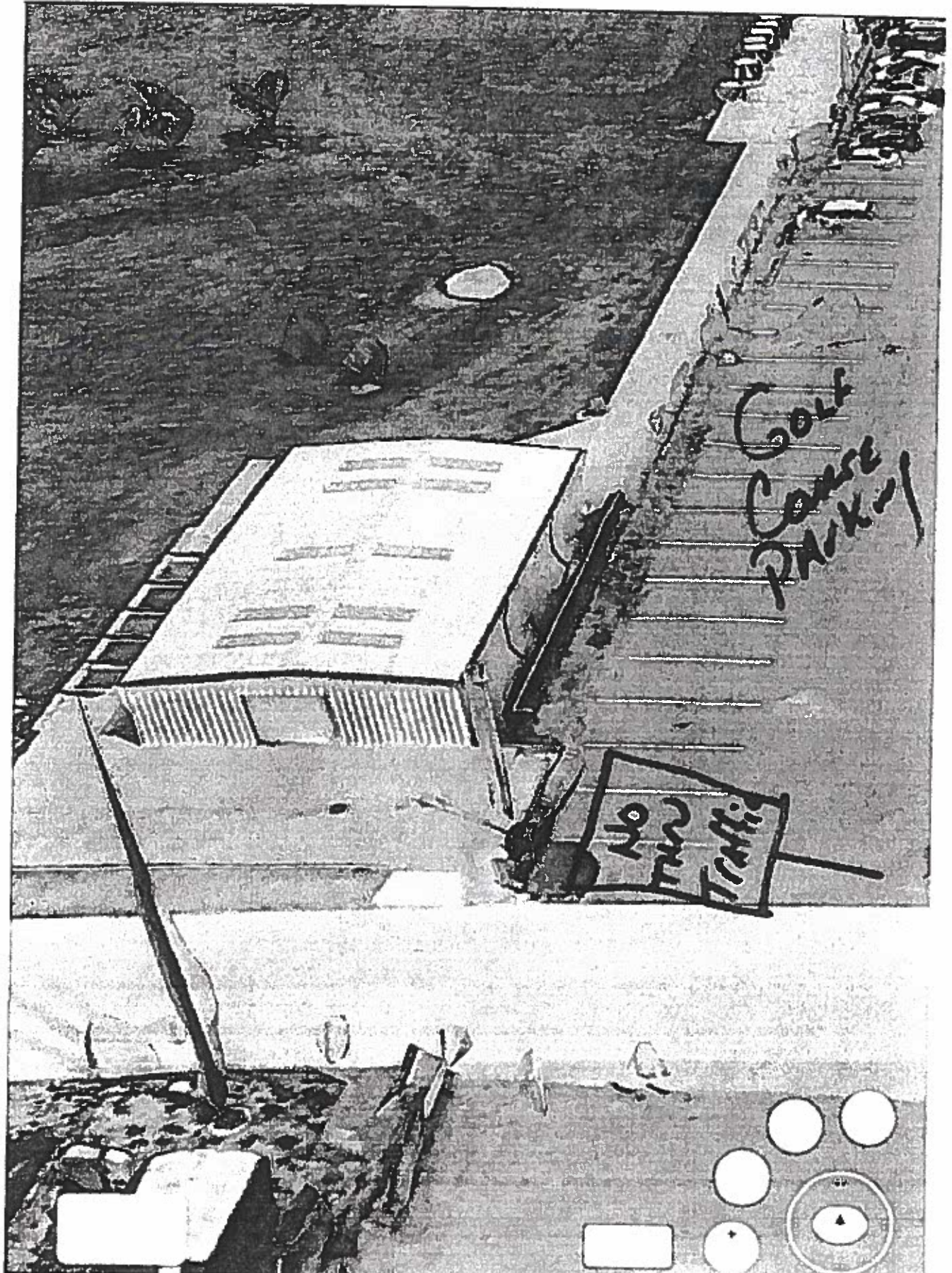
SCHAFER
CT.

100%

Camera: 211 m 42°12'03"N 83°12'47"W

19.1 m

page 25



100%

Camera: 232 m 42°12'13"N 83°12'33"W 182 m

page 26

MEMO

To: Mayor Kuspa

From: Director of Public Safety Jeffrey Smith

Re: Traffic Control Order (Reaume Pkwy)

Date: 10/15/2020

Sir,

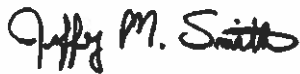
Lately there has been some confusion as to the direction of travel on Reaume Parkway. Vehicles that are traveling into the municipal complex are at times traveling on both sides of the road in the wrong direction. Over the years this problem has gotten worse there is only one sign posted and it is improper as it is on the ground in front of the golf course exit.

There is no other traffic control signage to indicate directional traffic flow.

The police administration is recommending (6) traffic signs (R4-7) posted in locations indicated on the attached diagrams. This will assist, educate and promote proper traffic flow and also allow violations to be issued if witnessed to those who violate the signs.

I respectfully request that this be placed on the City Council Agenda for the October 21, 2020 meeting so they can review and approve the Traffic Control Order. See attached diagram for placement at both of the locations. Should you have any question please feel free to contact me.

Respectfully,



Jeffrey Smith
Director of Public Safety

**SOUTHGATE POLICE DEPARTMENT
REQUEST FOR TRAFFIC CONTROL DEVICE (T.C.O.)**

Petitioner: [Signature] Chief of Police Date: 10-15-2020
Submitted By: [Signature] Director of Public Safety Date: 10-15-2020
Traffic Safety Bureau
Type of Uniform Traffic Control Device: (R4-7) Keep Right

Description and Section Number of Device from "Michigan Manual of Uniform Traffic Control Devices":
(Include Size, Colors and Legend)

(R4-7) Keep Right

Location of Posting: SEE Attached diagrams
Reason Device Requested: Assist, Educate & Promote proper traffic flow.

Diagram and Additional Comments:

SEE Attached

City Clerk: _____ Date: _____

Received by: _____ Chief of Police

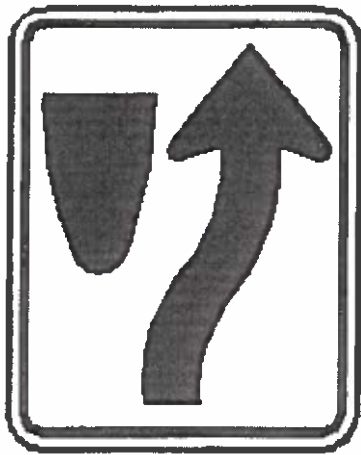
DPS Verification of Installation:

Installed by: _____ Date: _____

White: CITY CLERK

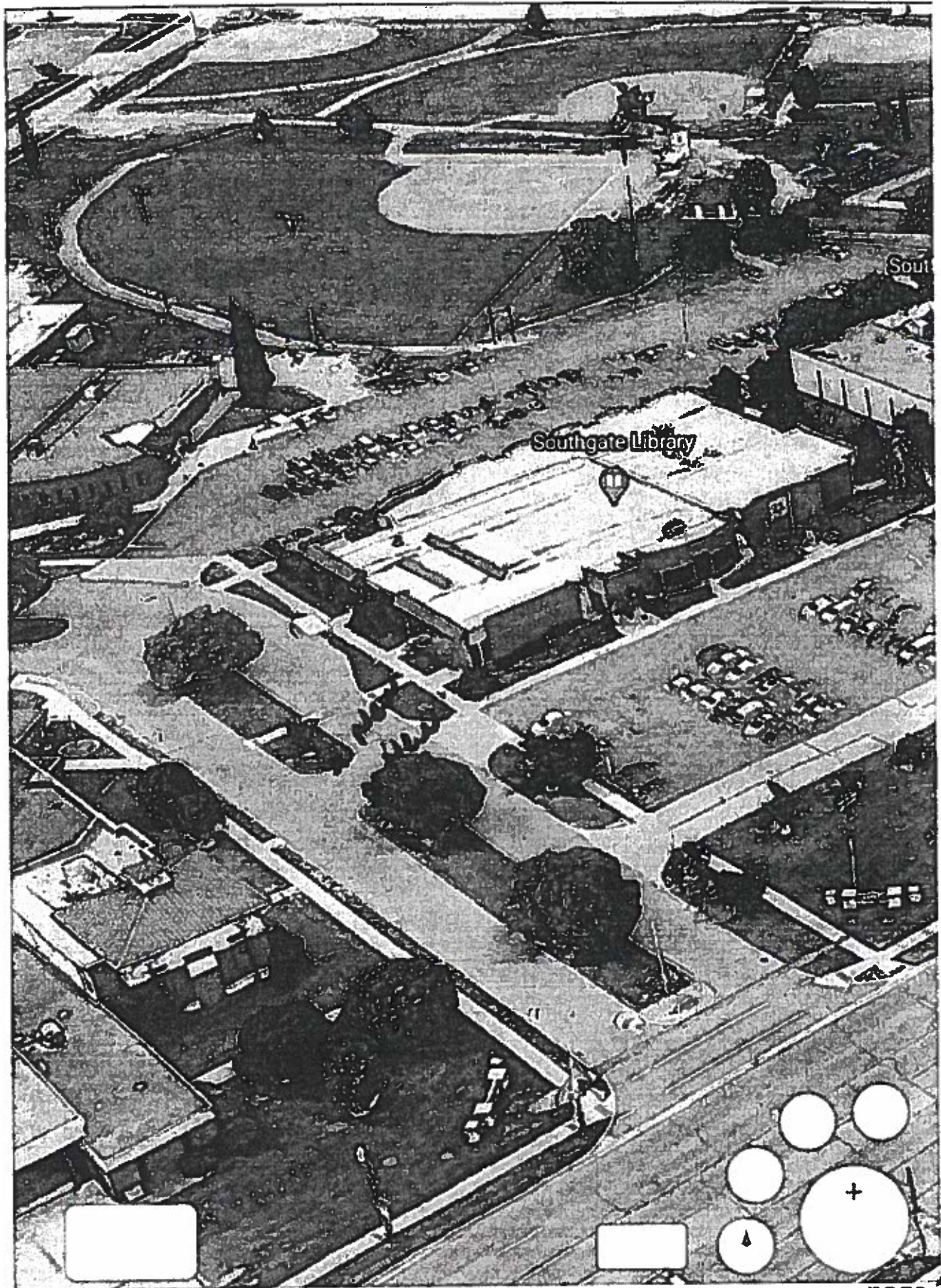
Canary: POLICE

Pink: DPS



R4-7



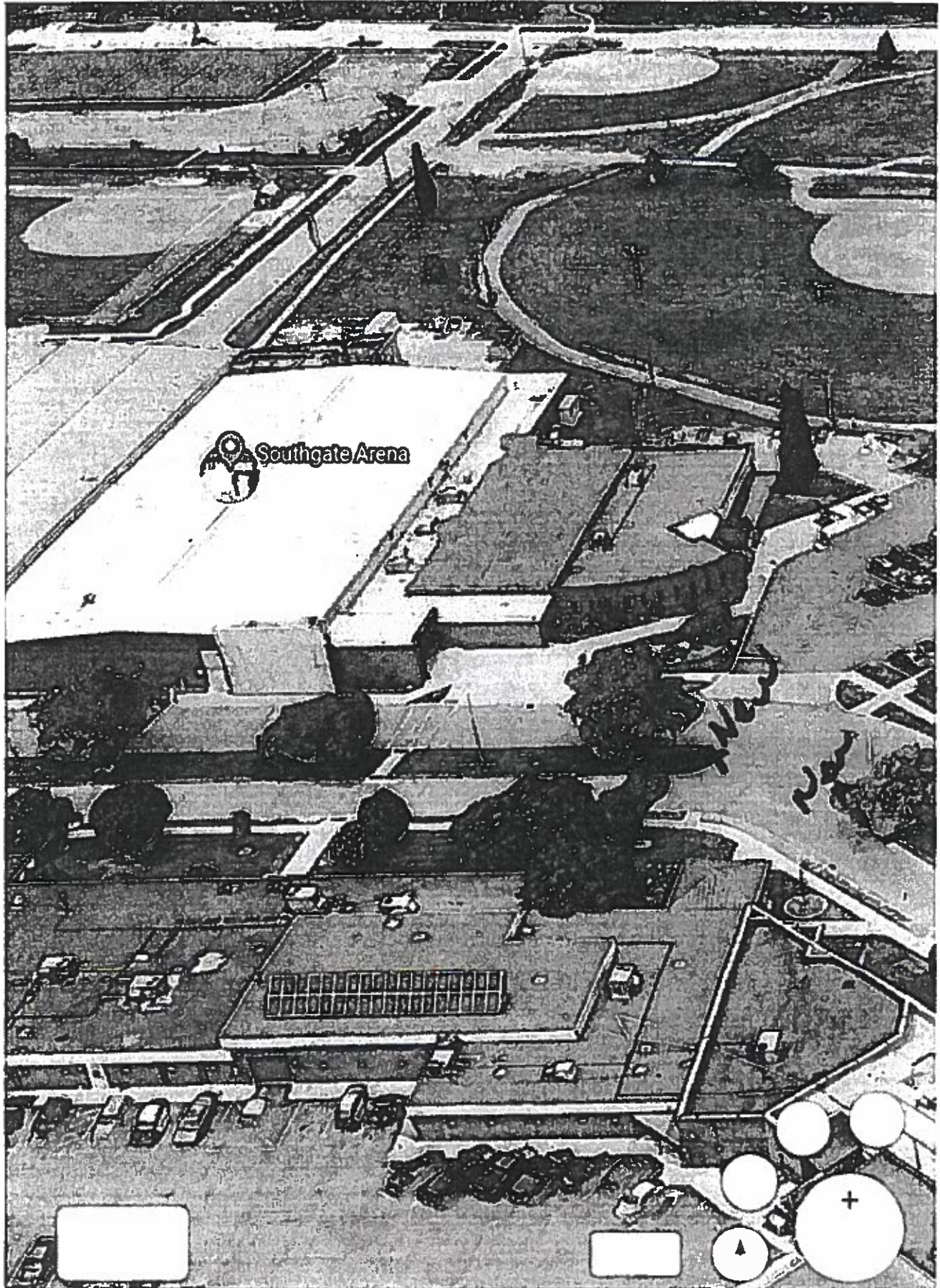


100%

Landsat / Copernicus

Camera: 298 m 42°12'22" N 83°12'09" W

page 31

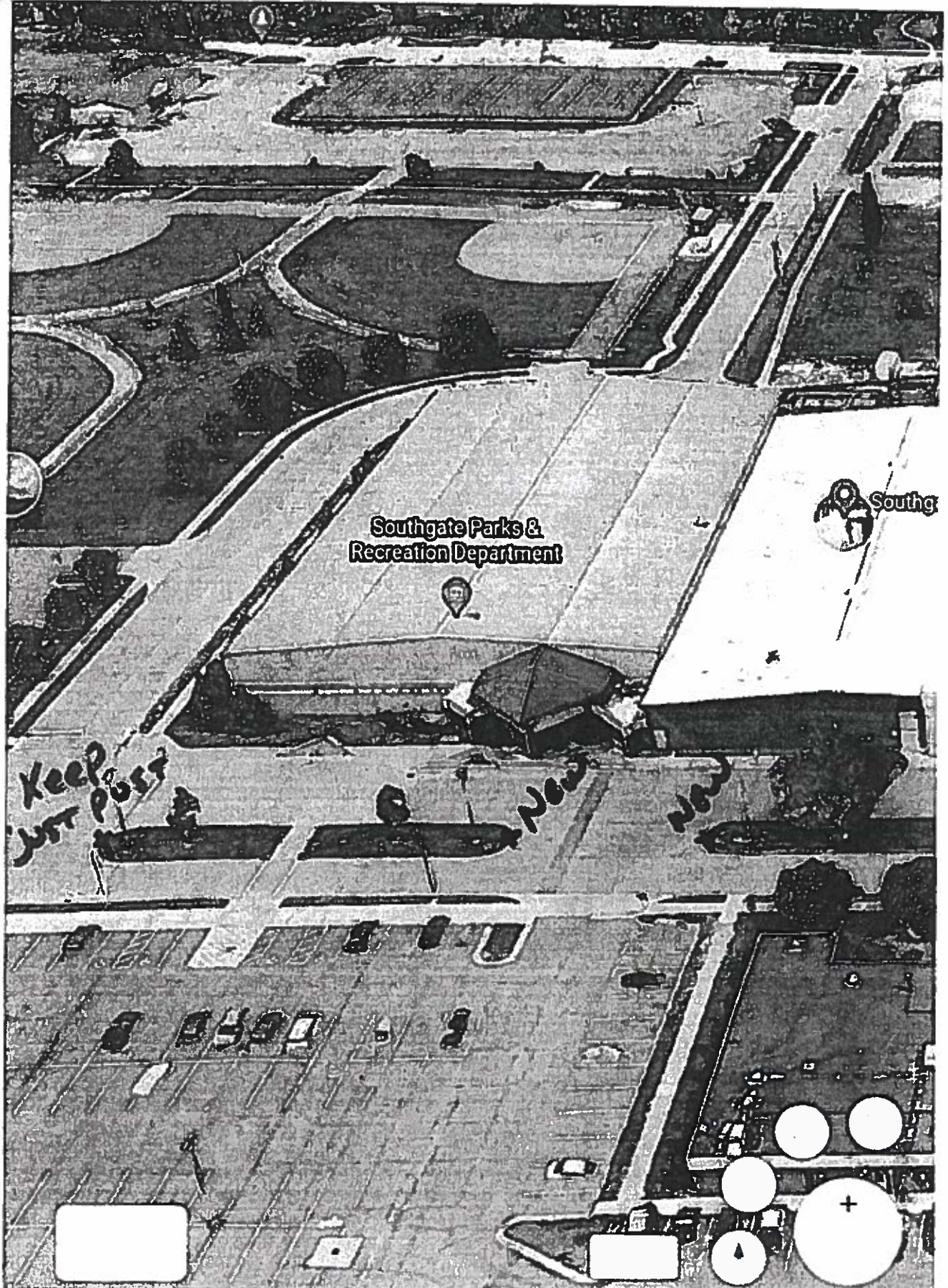


100%

Landsat / Copernicus

Camera 298 m 42°12'23"N 83°12'13"W

page 32



100%

Landsat / Copernicus

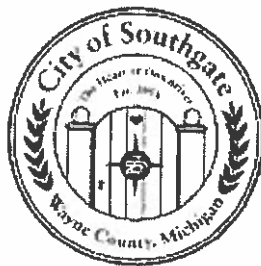
Camera: 298 m 42°12'23"N 83°12'16"W

page 33

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Laura Walsh

Date: October 12, 2020

Re: SMART CARES Act Funding Agreement

Enclosed please find documents for the City of Southgate CARES Act Funding Agreement available for the SMART program to aid in the purchase of PPE supplies for the safety of our drivers and riders.

Please review the attached resolution for your approval and authorization.

Thank you.

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT FUNDING AGREEMENT

**BETWEEN
SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
AND
CITY OF SOUTHGATE**

This Coronavirus Aid, Relief, and Economic Security Act Funding Agreement (hereinafter "Agreement") is made between the Suburban Mobility Authority for Regional Transportation (hereinafter "SMART"), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, of 535 Griswold, Suite 600, Detroit, Michigan 48226 and City of Southgate (hereinafter "Sub-recipient"), a municipality, whose address is 14400 Dix Toledo, Southgate, MI 48195, for the use of grant funding provided by the Federal Transit Administration (hereinafter "FTA"), pursuant to the Coronavirus Aid, Relief, and Economic Security Act (hereinafter "CARES Act"). SMART and Sub-recipient are collectively referred to as the "Parties" herein.

WHEREAS, SMART, pursuant to the provisions of Act 204, has been vested with the authority to acquire, plan, construct, operate and maintain transportation systems and facilities within its jurisdiction; and

WHEREAS, Sub-recipient is within SMART's jurisdiction and desires to manage and operate certain public transportation services for purposes consistent with §5307; and

WHEREAS, the CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic, including funding for transportation to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19; and

WHEREAS, the purpose of this Agreement is to state the responsibilities and obligations of Sub-recipient and SMART, as well as the conditions for the Sub-recipient's use of the CARES Act funding distributed by SMART; and

NOW THEREFORE, in consideration of the mutual covenants, and representations contained herein, the Parties agree as follows:

1. FUNDING

SMART, as a direct recipient of CARES Act funding, shall pass through designated CARES Act funding to Sub-recipient in the amount of **\$23,340**. This funding shall be spent in accordance to the CARES Act Budget in **Exhibit A**. The funding will be distributed as approved by the SMART Board of Directors and in accordance with federal regulations and SMART's policies and procedures, and subject to the terms and conditions of this Agreement. The Parties agree that SMART's disbursement of the CARES Act funding is contingent upon SMART receiving the funding from FTA. SMART will periodically reimburse communities for eligible CARES Act expenses upon receipt of Sub-recipient's required Quarterly Expense Report, and as described in the Community Transit Manual, and/or any and all required supporting documentation.

Eligible CARES Act expenses are those that are normally eligible under the Section 5307 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19. CARES Act funding must be spent on or before June 30, 2023. If the CARES Act funds allocated as above are not spent in their entirety on or before that date, SMART reserves the right to reallocate those funds.

If Sub-recipient has requested reimbursement of Municipal Credit or Community Credit ("MC/CC") funding for expenses that are also eligible for CARES Act funding, Sub-recipient may request that the funds be re-allocated from their MC/CC funding to their SMART share of CARES Act funding. Sub-recipient shall submit the re-allocation request via an email to the following email addresses: (1) FinanceAdmin@smartbus.org; (2) HShepherd@smartbus.org; and (3) MColson@smartbus.org. Sub-recipient shall specify and include in the email the following: (1) a revised Quarterly Expense Report indicating the quarter in which the reimbursement was requested for MC/CC funds that the Sub-recipient would like to be reallocated to CARES Act eligible funds (i.e., April 2020 – June 2020; (2) all relevant CARES Act eligible revenues; (3) all relevant CARES Act eligible expenses; (4) all relevant CARES Act eligible non-financial data; and (5) the amount of the CARES Act Funding eligible expense, specifically stating the entire expense amount is not CARES Act eligible. SMART's Finance Department shall review the originally submitted Quarterly Expense Report(s) against the revised Quarterly Expense Report(s) the Community submitted in re-allocating eligible CARES Act Funding expense. Upon completion of the review, SMART's Finance Department shall determine if the request for reimbursement is CARES Act eligible and if a transfer of the funds is permitted. A template of the Quarterly Expense Report can be obtained by your County ombudsperson. CARES Act funding cannot supplant existing grant local contribution requirements. Eligible expenditures reimbursed under MC/CC cannot also be reimbursed under CARES Act funding.

The Parties agree that should the CARES Act funding amount be reduced by the FTA from that which is anticipated, SMART shall reduce the CARES Act funding amount passed through to Sub-recipient. SMART may make reductions by project, by line item expenditure, or by dollar amount. SMART retains sole discretion to budget and spend all CARES Act funding dollars it receives. If the expenses applied for by Sub-recipient are found to be ineligible for

funding, SMART will immediately notify Sub-recipient. Within thirty (30) days, Sub-recipient shall return all CARES Act funding for the ineligible expenses to SMART.

2. TERM OF THE AGREEMENT

This Agreement shall remain in effect as long as Sub-recipient receives CARES Act funding provided by this Agreement. SMART shall have sole discretion to terminate this Agreement upon written notice to Sub-recipient. Within thirty (30) days of receipt of written notice, Sub-recipient shall return all CARES Act funding for the terminated program to SMART for repayment to the FTA.

3. RECORDS AND AUDITS

Sub-recipient shall keep accurate financial and operating records for the project for at least six (6) years from the date of expenditure or request for reimbursement, whichever is later. Such records including but not limited to: records of all expenses paid for its operations, records of the use of its services (ridership), all accident reports, maintenance records, dispatch records, personnel records, and all other supporting documents. SMART may request, and Sub-recipient shall permit, SMART or its designee to review all records relating to the project either by formal audit or periodic administrative review.

4. SUBRECIPIENT REPORTING AND MONITORING

Pursuant to 2 CFR Part 900 (hereinafter "Super Circular") §200.331, Sub-recipient agrees to complete all available information required by **Exhibit B** of this Agreement at the time of the Agreement's execution, and Sub-recipient further agrees to supplement all additional information required by **Exhibit B** immediately as it becomes available following the execution of the Agreement. **Exhibit B** may be completed in one or more counterparts, each of which shall be deemed to be an original, but all of which taken together shall constitute one and the same document.

5. INDEMNIFICATION

Notwithstanding anything to the contrary contained herein, Sub-recipient shall indemnify, defend and save harmless SMART, its officers, agents, employees, and members of its Board of Directors from any and all claims, losses and damages, including costs and attorney fees occurring or resulting from any act or omission of the Sub-recipient or its officers, agents, employees, subcontractors, successors and/or assigns arising out of or pursuant to this Agreement without regard to the negligence of the Sub-recipient.

This Agreement is not intended to alter or increase SMART or Grantee's liability for tort claims, to other third-parties. Nor is this indemnity provision intended to be a third-party beneficiary contract, and therefore it confers no rights or third-party status on anyone other than the parties hereto.

6. PROCUREMENT

The Sub-recipient's procurement of any property, supplies, services, or equipment using CARES Act funds must comply with the FTA procurement requirements at 49 CFR Part 18 if Sub-recipient is, or established by, a State or Local Government and 49 CFR Part 19 if Sub-recipient is a private, non-profit entity, and the guidance contained in the current FTA Circular 4220.1.

7. GENERAL

This Agreement may be executed and delivered (including by facsimile transmission) in two or more counterparts, each of which when executed shall be deemed to be an original and all of which taken together shall constitute one and the same instrument. This Agreement constitutes the entire agreement between the parties and supersedes all previous understandings and agreements between the parties, whether oral or written. This Agreement may be modified by SMART at its sole discretion and written notice to Sub-recipient.

Should any part of this Agreement be declared to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such decision will not affect the validity of the remainder of this Agreement, which will continue in full force and effect.

This Agreement is not intended to be a third-party beneficiary Agreement and confers no rights on anyone other than SMART and the Sub-recipient.

Parties' failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

The Parties agree that the responsibilities and benefits under this Agreement shall not be assigned unless such assignment is approved by SMART in advance in writing. This agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

The Sub-recipient shall, in the performance of this Agreement, comply with all applicable State, Federal and local statutes, ordinances and regulations. This Agreement shall be governed by the laws of the State of Michigan.

This Agreement shall become effective upon the date the Agreement is signed by SMART.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed

versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

THE PARTIES HEREBY ACKNOWLEDGE that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Parties.

**SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION**

CITY OF SOUTHGATE

Signature

Signature

Printed Name

Laura Walsh

Printed Name

Title

Administrative Assistant

Title

Date

Date

EXHIBIT A
CARES ACT FUNDING BUDGET

Sub-recipient: City of Southgate
Contract Period: January 20, 2020 through June 30, 2023
Account Number: _____

CARES ACT SMART ALLOCATION

CARES ACT ANTICIPATED EXPENSES

OPERATING EXPENSES:

State Administrative Wages

Driver Wages

Fringe Benefits

Gasoline & Lubricants

Vehicle Insurance

Parts, Maintenance Supplies and

Contractual Services*

\$23,340.00

Mechanic Wages

Fringe Benefits

Dispatch Wages

Other (Specify) _____

Sub-Total

PURCHASED SERVICE:

Taxi Service

Charter Service

SMART Bus Tickets

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify) _____

Sub-Total

CAPITAL EQUIPMENT:

*(Only list purchases to be made with
CARES Act Funding)*

Computer Equipment

Software

Vehicle

Maintenance Equipment

Other (Specify) _____

Sub-Total

TOTAL EXPENSES:

CARES ACT SMART ALLOCATION MINUS

TOTAL EXPENSES:

\$23,340.00

*Contractual Services= Please detail what services are being performed with an attachment to this budget.

EXHIBIT B

- 1) **Sub-recipient Name:** City of Southgate
- 2) **DUNS Number:** 038786281
- 3) **FAIN:** MI-2020-052
- 4) **Fed Award Date:** 08/18/2020
- 5a) **Sub-Award Start:** 01/20/2020
- 5b) **Sub-Award End:** 06/30/2023
- 6) **Fed Funds Obligated by this Action:** \$23,340
- 7) **Total Fed Funds Obligated to Sub by FAIN:** \$23,340
- 8) **Total Amount of Fed Award Committed:** \$0
- 9) **Fed Award Project Description:** Operating Assistance
- 10) **SMART Vehicle Number:** N/A
- 11) **Name of Fed Awarding Agency:** Federal Transit Administration
- 12) **Name of Pass-Through Entity:** SMART
- 13) **Contact Information for Pass-Through Awarding Official:** Ryan Byrne, SMART
Director of Finance
- 14) **CFDA Number & Name:** 20.507-Urbanized Area Formula Grants (CARES Act)
- 15) **R&D:** No
- 16) **Indirect Cost Rate for Federal Award:** N/A

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

Memorandum

To: Honorable City Council Members

From: Laura Walsh

Date: October 12, 2020

Re: SMART Municipal and Community Credit Program Agreement

Enclosed please find documents for the City of Southgate Transportation Program and Funding programs available for the SMART program under the following title:

Municipal and Community Credits Program for FY 2021

Please review the attached contract for your approval and authorization.

Thank you.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2021

I, Laura Walsh, as the Administrative Asst. of City of Southgate (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2020 through June 30, 2021 (Section 1 below), and **Community Credits** available for the period July 1, 2020 to June 30, 2021 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$29,564 in **Municipal Credit** funds as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 29,564.00
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$29,564

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2023; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$47,139 in **Community Credit** funds available as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 43,139.00
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ 4,000.00
(Including Tickets, Shuttle Services/Dial-a-Ride)

(d) Capital Purchases

At the cost of: \$ _____

(e) Services Purchased from Subcontractor

At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)

(See attached Subcontractor Service Agreement)

Total \$47,139

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2021, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2024; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION**

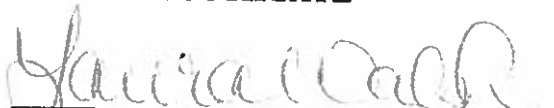
Signature

Printed Name

Title

Date

CITY OF SOUTHGATE



Signature

Laura Walsh

Printed Name

Administrative Assistant

Title

October 5, 2020

Date

City/Agency Name: City of Southgate

Primary Contact Person Name: Laura Walsh

Title: Administrative Assistant

Office Telephone Number: 734-258-3022

Fax Number: 734-246-1414

Email Address: lwalsh@ci.southgate.mi.us

Street Address, City, Zip Code: 14400 Dix-Toledo Rd., Southgate, 48195

Secondary Contact Person Name: Julie Goddard

Title: Parks & Recreation Director

Office Telephone Number: 734-258-3032

Cell Phone Number:

Fax Number: 734-246-1414

Email Address: jgoddard@ci.southgate.mi.us

Street Address, City, Zip Code: 14700 Reaume Pkwy., Southgate, 48195

*Other Name(s): Diane Grabowski

Title: Senior Coordinator

Office Telephone Number: 734-258-3066

Cell Phone Number:

Fax Number: 734-258-7794

Email Address: dgrabowski@ci.southgate.mi.us

Street Address, City, Zip Code: 14700 Reaume Pkwy, Southgate, 48195

**Please indicate the staff person who sends the weekly and quarterly reports*

EXHIBIT A

PROJECT DESCRIPTION

Overall Project Description (Provide a descriptive narrative):

Southgate operates a transportation service that is available to senior citizen and handicapped residents of the city. This transportation service operates Monday-Thursday, 8:30am to 4:00pm. In the last year, Southgate continued to expand the amount of services available within the time frames listed above. This has been accomplished by purchasing new buses and assigning additional drivers to the daily service. In the coming years, it is estimated that an average of 400 hours of service will be conducted each month.

Service Area (Provide geographic boundaries):

We pick up Southgate residents but will travel the the whole downriver area.

Service Times (Provide days and hours of service):

Monday through Thursday - 8:30am to 4:00pm

Eligible User Groups (Users eligible to use the service):

~~Transportation is available to seniors aged 55 and older, and handicapped individuals. We have 3 vans with lifts. Persons 55 or older may utilize the service if they are on a disability retirement.~~

Fare Structure: (Cost to use service)

Trips for medical appointments, shopping, banking, health services in the City have a nominal charge of \$1 one-way per seven (7) additional miles of travel.

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

Two Fourteen passenger vehicles and one van. All 3 vehicles have lifts.

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: CITY OF SOUTHGATE

Contract Period: July 1, 2020 through June 30, 2021

Account Number: 48131

OPERATING EXPENSES:

Administrative Fee: *(All employees
other than drivers and dispatchers)*

(10% max. of MC & CC funds) 7900.00

Driver Wages 49,000.00

Fringe Benefits

Gasoline & Lubricants 11,000.00

Vehicle Insurance 3,600.00

Parts, Maintenance Supplies 23,340.00 PPE - SANITIZERS

Mechanic Wages

Fringe Benefits

Dispatch Wages 3000.00

Other (Specify) 5403.00

Sub-Total (Operating Expenses) \$103,243.00

PURCHASED SERVICE:

Taxi Service

Charter Service

SMART Bus Tickets \$4,000.00

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify)

Sub-Total (Purchased Service) \$4000.00

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment

Software

Vehicle

Maintenance Equipment

Other (Specify)

Sub-Total (Capital Equipment)

TOTAL EXPENSES Operating
Expenses, Purchased Service, and
Capital Equipment:

\$107,243.00

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>29,564</u>
Community Credit Funds	<u>47139</u>
Specialized Services Funds	<u></u>
CARES Funds	<u>23,340</u>
General Funds	<u></u>
Farebox Revenue	<u>7,200</u>
In-Kind Service	<u></u>
Special Fares (Contracted Service)	<u></u>
Other (Specify)	<u></u>

TOTAL REVENUE:

\$107,243.00

(Note: ***TOTAL EXPENSES*** must equal ***TOTAL REVENUE***)

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

Agency/Community Information

Program Type: Community Partnership Program (CPP) ☒ Specialized Service ☐ New Freedom ☐ JARC ☐ 5310 ☐

Name of Agency/Community: City of Southgate

Address: 14400 Dix-Toledo Rd.

City: Southgate

State:

Zip: 48195

Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts from SMART in the past year?

Yes ☐ No ☒

2) Does your agency/community employ over fifty (50) transit related employees?

Yes ☐ No ☒

If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:

Buhl Building
535 Griswold Street, Suite 600
Detroit, MI 48226
Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes ☐ No ☐ N/A ☐

Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)

Yes ☒ No ☐

Who is your testing program manager? Dustin Lent

Contact Number: 734-258-3021

Please Proceed to Employment Data Section on Back

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

Employment Data																				
Report all Transit related permanent, temporary, or part-time employees including apprentices and on-the-job trainees. Enter the appropriate figures in the boxes below relating to an employee's race and gender.																				
Job Classification	Total				Race															
					Non Minority		Minority													
	White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race							
	Employees	Male	Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials/Manager	1		1																	
Professionals																				
Technicians																				
Sales Workers																				
Office and Clerical Staff	2		2																	
Craftsmen (Skilled)																				
Operators (Semi-Skilled)	3		3																	
Laborers (Unskilled)																				
Service Workers																				
Journey Workers																				
Apprentices																				
Total																				

Certification	
How was this information obtained?	Visual Survey: Yes ☐ No ☐ Employment Records: Yes ☒ No ☐
Name of Authorizing Official(Print):	Laura Walsh Title: Administrative Assistant
Signature:	 Date:
Contact Person for report:	Laura Walsh Title:

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

Telephone:

734-258-3022

Email: lwalsh@ci.southgate.mi.us

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate

- CITY COUNCIL -

JOHN GRAZIANI
Council President

MARK FARRAH

KAREN E. GEORGE

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

October 16, 2020

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointments to Boards/Commissions

Ladies and Gentlemen:

Please be advised I have made the following appointment:

Police & Fire Retirement Board – For a term expiring December 2021:

Marc Hatfield 4343 Pheasant Run – Newport, MI

This appointment fills the vacancy created by the passing of Lary Lynn.

Sincerely,

Joseph G. Kuspa
Mayor

JGK/law