



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

NOTICE OF MEETING AND AGENDA

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, February 29, 2016, at 7:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Public Safety Dispatch/Lockup Consolidation
 - A. Competitive Grant Assistance Program (CGAP) Award for Three-City 911 Dispatch Center and Joint Lockup Facility
 1. Memo 02/24/16 – City Administrator
 2. Index
 3. Treasury Intent to Award 04/01/14
 4. Memo 04/11/14 – Retired City Administrator/Consultant
 5. Council Resolution 04/28/14
 6. Council Excerpt 04/28/14 Grosse Pointe Farms Council Excerpt 04/12/14
 7. Grosse Pointe Shores Resolution 05/20/14
 8. Letter 05/22/14 – Department of Treasury – Final Award
 9. Competitive Grant Assistance Program Forms
 - a. Reimbursement Request
 - b. Narrative Report
 - c. Financial Status Report
 10. Grosse Pointe Shores/Woods Consolidated Dispatch and Lockup Services Contract
 11. Email 09/01/15 – AEW
 12. Preliminary Opinion of Cost 10/30/15 – AEW
 13. First Floor Plan 11/02/15
 14. Basement Floor Plan 11/02/15
 15. Photos (17)

5. Memorial Recognition - Commission Members
6. Fiscal Forecasting
7. New Business/Public Comment
8. Adjournment

Tom Colombo
City Administrator/Assessor

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

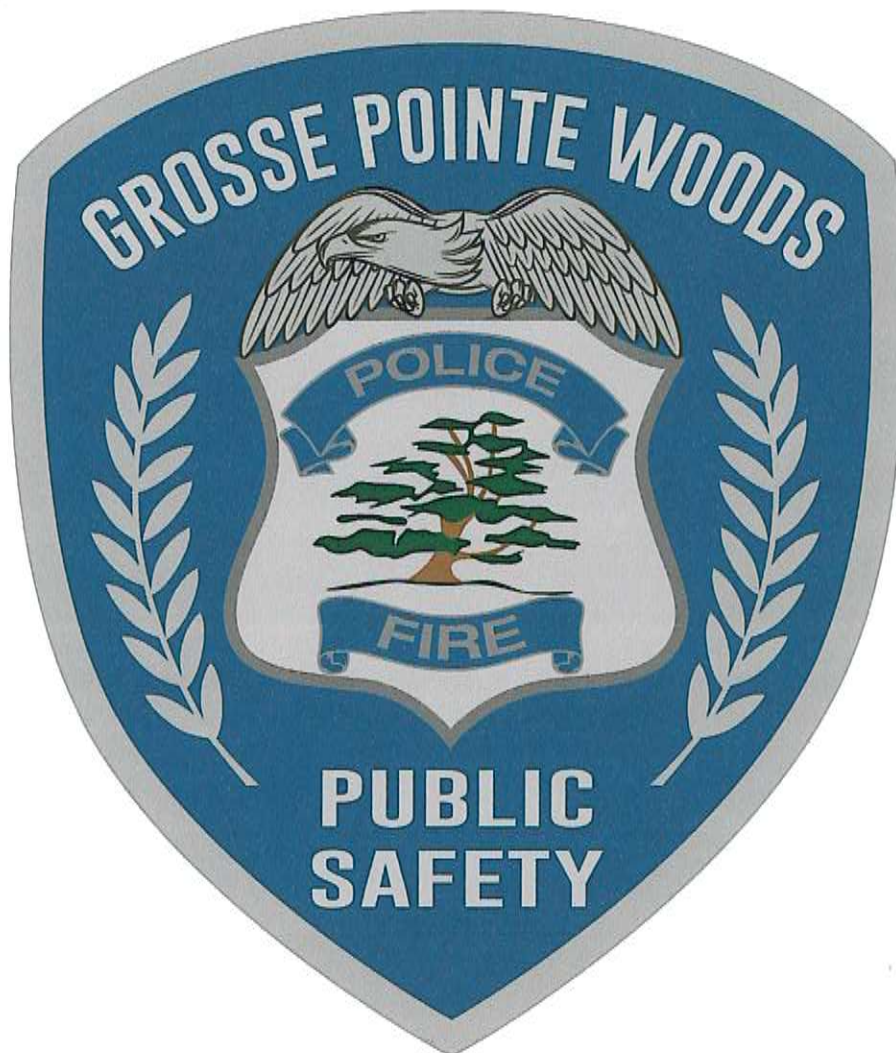
The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmi.us.

cc:
Council – 7
Berschback
Colombo
Hathaway

Rec. Secretary
Email Group
Media - Email
Post -8

File

CONSOLIDATED DISPATCH AND LOCKUP





CITY OF GROSSE POINTE WOODS MEMORANDUM

Date: February 24, 2016
To: Mayor and City Council
From: Tom Colombo, City Administrator *T*
Subject: Competitive Grant Assistance Program (CGAP) Award for
Three-City 911 Dispatch Center and Joint Lockup Facility

On April 1, 2014, the City of Grosse Pointe Woods received a Notice of Intent to Award (pgs. 1-3) from the Michigan Department of Treasury to award \$500,000, through the Competitive Grant Assistance Program, for a 911 Dispatch Center and Joint Lockup Facility to be located in Grosse Pointe Woods. The grant would cover the capital costs associated with a consolidation that would serve the cities of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe Shores. As required, each of the three cities passed a resolution indicating the intent to move forward.

Since then, there have been many discussions regarding the consolidation. Attached is a draft contract between Grosse Pointe Woods and Grosse Pointe Shores as mutually created by Directors Smith and Schulte with the input from the city attorneys from the Grosse Pointe Woods and Grosse Pointe Shores. The city of Grosse Pointe Farms will enter into an agreement for lockup only, as of this date.

Administration had AEW do a preliminary walk thru of the public safety building on two separate occasions. AEW has submitted an estimate of their costs to handle this project from beginning to end at a cost of \$18,400 (pg. #21). This cost would not be covered by the grant; however, Grosse Pointe Woods, Grosse Pointe Shores, and Grosse Pointe Farms have agreed to equally share the cost (\$6,133). This grant will reimburse the Grosse Pointes for the capital costs, \$400,000 building improvements and \$100,000 for equipment. The funds will be distributed on a reimbursement basis.

The dispatch build out will create a safer environment for officers, citizens, and the prisoners themselves. In addition, it will provide a much needed upgrade to the 911 dispatch system.

We appreciate the opportunity to discuss this with council at the Committee-of-the-Whole meeting. The Director Of Public Safety Bruce Smith, City Administrator Tom Colombo, former City Administrator Al Fincham, and I.T. Manager Gary Capps have all been involved in this process and have attended several meetings regarding this issue.

**Competitive Grant Assistance Program (CGAP) Award for Three-City 911
Dispatch Center and Joint Lockup Facility**

Treasury Intent to Award.....	Pgs.1-3
Memo to Council, April 11, 2014.....	Pg. 4
Woods, Farms and Shores Resolutions.....	Pg. 5-9
Treasury Final Award.....	Pg. 10-15
Grosse Pointe Shores-Grosse Pointe Woods Contract.....	Pgs. 16-20
AEW Fee & Preliminary Opinion of Cost.....	Pgs. 21-24



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

R. KEVIN CLINTON
STATE TREASURER

April 1, 2014

Alfred J. Fincham
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

Dear Mr. Fincham:

Re: Notification of Intent to Award - CGAP FY 2014 (Round 1)

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled *Three-City Grosse Pointe Dispatch Consolidation* has been selected for a grant award in the maximum amount of **\$500,000.00**.

Enclosed is the intent to award approved budget for your grant project.

Grant Application Conditions

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

Next Step

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Monday, June 2, 2014. If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.

Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

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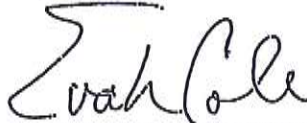
City of Grosse Pointe Woods
April 1, 2014
Page 2

Please send the required documents by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,



Evah Cole, Administrative Manager
Office of Revenue & Tax Analysis

Enclosures

c: Mr. R. Kevin Clinton, State Treasurer
Mr. Brom Stibitz, Director, Bureau of Executive Operations
Mr. Jay Wortley, Director, Office of Revenue & Tax Analysis
Mr. Edward Koryzno, Director, Bureau of Local Government Services
Ms. Claire Allard, Senior Strategy Advisor and Director of Good Government
Mr. Terry Stanton, Administrator, Communications Division

Enclosure: Intent to Award Approved Budget Amounts

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests.

Budget Category	Budget Description	Application Budget Amount	Intent to Award Budget Amount	Comments
Infrastructure/Equipment	Four Position Communication Equipment for ATT/Positron	\$200,000.00	\$100,000.00	Funding will cover the cost of up to 2 positions.
Infrastructure/Equipment	Dispatch/Lockup Facility Build-out	\$400,000.00	\$400,000.00	Funding will include the cost of the supreme court video project.
	Budget Total	\$600,000.00	\$500,000.00	

***Reimbursement requests must include copies of invoices and cancelled checks supporting the costs.**



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CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: April 11, 2014
To: Mayor and Council
From: Al Fincham, City Administrator *AF*
Subject: Competitive Grant Assistance Program (CGAP) Intent to Award for Three-City 911 Dispatch Center and Joint Lockup Facility

On April 1, 2014, the City of Grosse Pointe Woods received a Notice of Intent (attached) from the Michigan Department of Treasury to award \$500,000, through the Competitive Grant Assistance Program, for a 911 Dispatch Center and Joint Lockup Facility to be located in Grosse Pointe Woods. The grant would cover the capital costs associated with a consolidation that would serve the cities of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe Shores.

To receive the grant's Notice of Final Award, the Department of Treasury must receive the required Council Resolutions, Council meeting minutes, or Inter-Local Agreements from all the participating communities, by Monday, June 2, 2014. If not, the potential to receive the grant will be forfeited. In an effort to meet this deadline, a draft Resolution (attached) has been circulated to Grosse Pointe Farms, and Grosse Pointe Shores.

This grant would reimburse the Grosse Pointes for the capital costs actually expended in building out a facility to perform dispatch and prisoner lockup. The funds will be distributed on a reimbursement basis.

In February of 2012, all five Grosse Pointes attempted to implement a Dispatch Center and Joint Lockup Facility. At that time, the Mayors and Council from all five communities adopted Resolutions to do so under that Grant awarded through the Economic Vitality Incentive Program. However, the endeavor proved too costly and a new plan for a 3 city/2 city alternative plan was recommended by the Public Safety Ad Hoc Committee. Currently, Administration is in discussions with Grosse Pointe Farms and Grosse Pointe Shores to accomplish this three city goal.

By Council passing this Resolution, the City of Grosse Pointe Woods will not be committed to expending any funds.

In conclusion, it is recommended that City Council approve the Resolution supporting the project for implementation of a proposed 911 Dispatch Center and Joint Lockup Facility that would serve Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe Shores.

Attachments



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

RESOLUTION

A regular meeting of the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan (the "City"), was held on April 28, 2014, at 7:30 o'clock p.m., Eastern Standard Time.

Present: Bryant, Granger, Ketels, Koester, Novitke, Shetler
Absent: McConaghy

The following preamble and resolution were offered by Koester, and seconded by Granger:

WHEREAS, the State of Michigan Department of Treasury has given preliminary notice of its intent to award a Competitive Grant Assistance Program (CGAP) grant in the amount of \$500,000 toward reimbursement of capital expenditures required to implement a Three-City Grosse Pointe Dispatch Consolidation/Joint Lockup Facility, and

WHEREAS, the State of Michigan requires each municipality's governing body to approve a resolution authorizing participation in the proposed project prior to finalizing the award of grants from the State of Michigan's CGAP program, and

WHEREAS, the State of Michigan requires a resolution and copies of the minutes from the date of the meeting at which the resolution was approved to be provided by Monday, June 2, 2014;

NOW, THEREFORE, BE IT RESOLVED THAT the City of Grosse Pointe Woods Mayor and City Council hereby authorize participation in the Three-City Grosse Pointe Dispatch Consolidation and Joint Lockup Facility project and on behalf of the City of Grosse Pointe Woods authorize City Administrator Alfred J. Fincham and City Clerk Lisa K. Hathaway to provide this resolution and minutes indicating its approval to the State of Michigan, and to submit and execute documents requested by the State of Michigan relating to the CGAP grant requirements, subject to approval by the City Attorney.

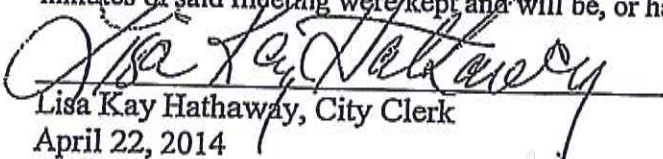
Ayes: Bryant, Granger, Ketels, Koester, Novitke, Shetler

Nays: None

Absent: McConaghy

RESOLUTION DECLARED ADOPTED.

I, Lisa Kay Hathaway, Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Council on April 28, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be, or have been, made available as required by said Act.


Lisa Kay Hathaway, City Clerk
April 22, 2014

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COUNCIL
04-28-14

Motion by Koester, seconded by Granger, regarding **Competitive Grant Assistance Program – 911 Dispatch Center/Joint Lockup Facility**, that the City Council adopt the Proposed Resolution authorizing participation in the Three-City Grosse Pointe Dispatch Consolidation project, subject to review and approval by the City Attorney.6

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler

No: None

Absent: McConaghy

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EXCERPT FROM THE MINUTES
REGULAR MEETING OF THE CITY COUNCIL
CITY OF GROSSE POINTE FARMS, MICHIGAN
MAY 12, 2014

Present on Roll Call: Mayor James C. Farquhar, Jr.; Councilmembers Lev Wood, Martin F. West, Therese M. Joseph; Louis Theros, Joe Ricci and Peter W. Waldmeir.

Those Absent: None.

Also Present: Messrs., William Burgess, City Attorney; Shane L. Reeside, City Manager; Derrick Kozicki, Assistant City Manager; John M. Lamerato, City Controller/Treasurer; Terry Brennan, Director of Public Service; Dan Jensen, Director of Public Safety and Pamela J. Baker, Executive Assistant/Deputy City Clerk.

Mayor Farquhar presided at the Meeting.

14-038 COMPETITIVE GRANT ASSISTANCE PROGRAM (CGAP) INTENT TO AWARD
FOR THREE CITY 911 DISPATCH CENTER AND JOINT LOCKUP FACILITY

Communications Received:

- 1-Memorandum from City Manager Shane Reeside, dated May 5, 2014
- 2-Proposed Resolution.

Persons Addressing the Council:
None.

It was moved by Councilman West and supported by Councilman Wood that the Council hereby approves the Resolution, as follows:

A Regular Meeting of the City Council of the City of Grosse Pointe Farms, county of Wayne, State of Michigan (the "City"), was held on May 12, 2014 at 7 O'Clock p.m.

PRESENT: Mayor Farquhar; Councilmembers Wood, West, Joseph, Theros, Ricci and Waldmeir.

ABSENT: None.

The following preamble and resolution were offered by Councilmember Martin West, and seconded by Councilmember Lev Wood:

WHEREAS, the State of Michigan Department of Treasury has given preliminary notice of its intent to award a Competitive Grant Assistance Program (CGAP) grant in the amount of \$500,000 toward reimbursement of capital expenditures

required to implement a Three-City Grosse Pointe Dispatch Lock-Up Consolidation, and

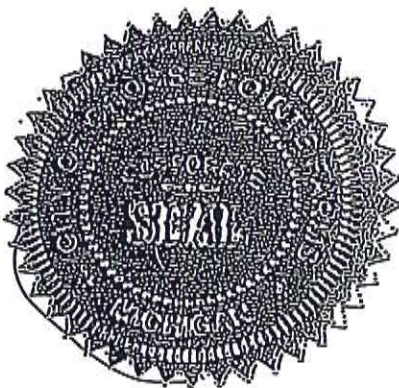
WHEREAS, the State of Michigan required each municipality's governing body to approve a resolution authorizing participation in the proposed project prior to finalizing the award of grants from the State of Michigan's CGAP program, and

WHEREAS, the State of Michigan required a resolution and copies of the minutes from the date of the meeting at which the resolution was approved to be provided by Monday, June 2, 2014:

NOW, THEREFORE, BE IT RESOLVED THAT the City of Grosse Pointe Farms Mayor and City Council hereby authorize participation in the Three-City Grosse Pointe Dispatch Consolidation and/or Joint LockUp Project on behalf of the City of Grosse Pointe Farms authorize City Manager/City Clerk Shane L. Reeside to provide this resolution and minutes indicating it approval to the State of Michigan, and to submit and execute documents requested by the State of Michigan relating to the CGAP grant requirements, subject to approval by the City Attorney.

Unanimously Adopted

TRUE COPY
RESOLUTION NO 14-038
May 12, 2014



I hereby certify the foregoing is a true and correct copy of a Resolution made and adopted at a Regular Meeting of the City Council on the twelfth day of May, 2014.

Signed: Shane L. Reeside, City Manager/City Clerk
90 Kerby Road
Grosse Pointe Farms, Michigan 48236
13 May, 2014

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**VILLAGE OF GROSSE POINTE SHORES,
A MICHIGAN CITY**

**RESOLUTION REGARDING A THREE-CITY GROSSE POINTE DISPATCH
AND/OR LOCKUP CONSOLIDATION**

A regular meeting of the City Council of the Village of Grosse Pointe Shores, A Michigan City, Counties of Wayne and Macomb, State of Michigan (the "City"), was held on May 20, 2014, at 7:00 o'clock p.m., Eastern Standard Time.

WHEREAS, the State of Michigan Department of Treasury has given preliminary notice of its intent to award a Competitive Grant Assistance Program (CGAP) grant in the amount of \$500,000 toward reimbursement of capital expenditures required to implement a Three-City Grosse Pointe Dispatch and/or Lockup Consolidation Project between the Village of Grosse Pointe Shores, A Michigan City, the City of Grosse Pointe Woods, and the City of Grosse Pointe Farms (the "Proposed Project"), and

WHEREAS, the State of Michigan requires the governing body of each municipality that will participate in the Proposed Project to approve a resolution authorizing participation in the Proposed Project prior to finalizing the award of grants from the State of Michigan's CGAP program, and

WHEREAS, the purpose of this resolution is to give the City's consent to earmarking by the State of Michigan Department of Treasury of the grant funds for purposes of construction of the Proposed Project, subject in all events to further negotiations between the participating municipalities over the details of the Proposed Project, and.

WHEREAS, the State of Michigan requires a resolution and copies of the minutes from the date of the meeting at which the resolution was approved, to be provided by Monday, June 2, 2014;

NOW THEREFORE, BE IT HEREBY RESOLVED that the Village of Grosse Pointe Shores Mayor and City Council hereby authorize participation in the Three-City Grosse Pointe Dispatch and/or Lockup Consolidation Project, and on behalf of the Village of Grosse Pointes Shores they authorize City Manager Mark Wollenweber and City Clerk Bruce Nichols to provide this resolution and minutes indicating the City's approval to the State of Michigan, and to submit and execute documents required by the State of Michigan relating to the CGAP grant requirements, subject to any further approval by the Grosse Pointe Shores City Attorney.

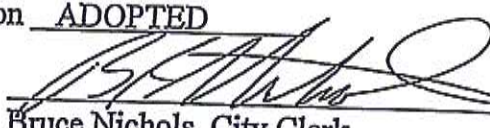
The foregoing resolution offered by City Council Member Felt and supported by City Council Member Barrette.

Upon roll call vote, the following voted:

"Aye": Ajlouni, Barrette, Bisballe, Felt, Gesell, Kedzierski, Schulte

"Nay": None

The City Clerk declared the resolution ADOPTED


Bruce Nichols, City Clerk

May 20th, 2014
Date



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

May 22, 2014

Alfred J. Fincham
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

RECEIVED

MAY 30 2014

CITY OF GROSSE POINTE WOODS

Dear Mr. Fincham:

Re: Grant No. 103032-14
Final Award - CGAP Grant FY 2014 (Round 1)

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received the required resolutions, minutes and/or agreements related to your grant application for Competitive Grant Assistance Program (CGAP) funding. We are pleased to inform you that the project your governmental unit submitted entitled *Three-City Grosse Pointe Dispatch Consolidation* for the amount of \$500,000.00 has received final approval for the grant period of October 1, 2013 through September 30, 2018. The final approved budgeted items are enclosed. The project has been assigned the grant number 103032-14. Please be sure to reference the grant number on all communications with the Department of Treasury.

Reimbursements

CGAP funds will be released on a reimbursement basis. Payment reimbursement requests must include a completed CGAP Reimbursement Request Form (form 4923) and copies of source documentation supporting the requested reimbursement amount, including but not limited to invoices and cancelled checks.

The continuation of grant funding is subject to appropriation and availability of funds. If appropriations to enable the State to effect continued payment under this grant are reduced, the State shall have the right to terminate this grant. Notice of grant termination shall be given in writing at least thirty (30) days in advance of termination.

A copy of Form 4923 - CGAP Reimbursement Request is enclosed for your reference. An electronic fillable form is located on Treasury's website:

http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html.

Reporting Requirements

The reporting requirements for the CGAP include quarterly narrative and financial status reports. The reports are due thirty (30) days after the end of a quarter (i.e. due by 1/30; 4/30; 7/30; 10/30). In addition, the final narrative and financial status reports are due within thirty (30) days after the completion date of the project. Failure to submit any required reports may result in termination of the grant.

City of Grosse Pointe Woods
May 22, 2014
Page 2

Copies of Form 4971 – CGAP Narrative Report (NR) and Form 4972 – CGAP Financial Status Report (FSR) are enclosed for your reference. Electronic fillable forms are located on Treasury's website:
http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html.

We are requesting that the first filing for Form 4971 and Form 4972 cover the period of October 1, 2013 to June 30, 2014. All subsequent reporting will be completed on a quarterly basis. Completion of these forms is a requirement of the grant conditions, even if there has been no activity during the reporting period.

Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) may access any books, documents, papers, and/or records of the grantee which are related to this project for purposes of inspection, audit, examination, or review. This grant may be terminated if Treasury concludes that the grant is not in compliance with conditions and provisions of the grant or has falsified any information.

Grant Conditions

Please review the conditions of the grant award that were previously sent with the Notification of Intent to Award letter. The conditions contain important information pertaining to the grant award (i.e. requirements for reimbursements, reporting, etc.). The conditions are also available on Treasury's website in the FY 2013 - Round 2 Application Packet:
http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422_62427---,00.html.

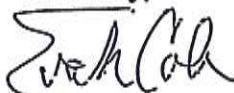
Source of Funds

The CGAP is supported by revenues from the state sales tax. There is no single audit requirement associated with this grant program.

Congratulations on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this final award notice.

If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,



Evah Cole, Administrative Manager
Office of Revenue & Tax Analysis

Enclosures

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Three-City Grosse Pointe Dispatch Consolidation

Budget Category	Budget Description	Application Budget Amount	Final Award Budget Amount	Comments
Infrastructure/Equipment	Four Position Communication Equipment for ATT/Positron	\$200,000.00	\$100,000.00	Funding will cover the cost of up to 2 positions.
Infrastructure/Equipment	Dispatch/Lockup Facility Build-out	\$400,000.00	\$400,000.00	Funding will include the cost of the supreme court video project.
	Budget Total	\$600,000.00	\$500,000.00	

*Reimbursement requests must include copies of invoices and cancelled checks supporting the costs.

Competitive Grant Assistance Program (CGAP) Reimbursement Request

SEE PAGE 2 FOR INSTRUCTIONS TO COMPLETE THE REQUEST

PART 1: PROJECT INFORMATION

1. Grant Number		2. Project Title		
3. Request Number	4. Period Start Date	5. Period End Date	6. Request Type <input type="checkbox"/> Partial <input type="checkbox"/> Final	7. Primary Grantee FEIN
8. Primary Grantee Name			9. Telephone Number	
10. Payment Mailing Address		City	State	ZIP Code

PART 2: EXPENDITURE DETAIL

A. Budget Category	B. Total Expenditure Incurred for Period	C. Percentage Funded	D. Amount Incurred this Period	E. Amount Incurred to Date
11. Feasibility Study		25.0%	\$0	
12. Contracted Services		0.0%	\$0	
13. Administration		0.0%	\$0	
14. Training		0.0%	\$0	
15. Merger Expenses		0.0%	\$0	
16. Infrastructure/Equipment		0.0%	\$0	
17. Other		0.0%	\$0	
18. ADJUSTMENTS DUE TO OTHER FUNDING - Reimbursements by other funding sources or the use of cash on hand			()	()
19. TOTAL AMOUNT INCURRED THIS PERIOD - Sum of the amounts shown in Column D			\$0	
20. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE - Sum of the amounts shown in Column E				\$0
21. AMOUNT PREVIOUSLY REIMBURSED - Line 20 on the previous reimbursement request form			()	
22. AMOUNT REQUESTED FOR REIMBURSEMENT - Subtract Line 21 from Line 20				\$0

PART 3: CERTIFICATION

I hereby certify that the information in this request is complete and accurate and all expenditures for which reimbursement is requested are the eligible scope items as defined in the Final Grand Award Letter for the above project, and that all expenditures have been made during the project period as listed in the Final Grand Award Letter, and are identified and filed according to accounting procedures set forth by the Michigan Department of Treasury.

Printed Name of Primary Grantee Chief Financial Officer	Title
Signature of Primary Grantee Chief Financial Officer	Date

Competitive Grant Assistance Program (CGAP) Narrative Report (NR)

Completion is a condition of the grant.

SEE PAGE 2 FOR INSTRUCTIONS

PART 1: PROJECT INFORMATION

1. Grant Number	2. Project Title			
3. Primary Local Unit Name			4. Telephone Number	
5. Mailing Address		City	State	ZIP Code
6. Period Start Date	7. Period End Date	8. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Final	9. Percentage Completed %	10. Estimated Completion Date

PART 2: PROJECT NARRATIVE

11. Provide a brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the proposed work plan and timeline.

12. Provide a brief outline of the work to be completed during the subsequent reporting period.

13. Provide a brief description of any problems or delays, real or anticipated, experienced.

14. For FINAL reports only, provide a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project.

15. For FINAL reports only.

Are you willing to complete a follow-up questionnaire with Treasury one year after the grant project is finalized?

☐ Yes

☐ No

PART 3: CERTIFICATION

I hereby certify that all statements in this report, including all supplemental information, are true, complete and accurate to the best of my knowledge.

Printed Name of Primary Local Unit Representative

Title

Signature of Primary Local Unit Representative

Date

Competitive Grant Assistance Program (CGAP) Financial Status Report (FSR)

Completion is a condition of the grant.

SEE PAGE 2 FOR INSTRUCTIONS

PART 1: PROJECT INFORMATION

1. Grant Number		2. Project Title			
3. Primary Local Unit Name				4. Telephone Number	
5. Mailing Address			City	State	ZIP Code
6. Period Start Date	7. Period End Date	8. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Final		9. Percentage Completed %	10. Estimated Completion Date

PART 2: FINANCIAL REPORTING

A. Budget Category	B. Amount Incurred to Date	C. Projected Future Expenditures to be Incurred	D. Total Projected Expenditures for Project	E. Approved Original or Amended Budget	F. Difference Between Projection and Budget
11. Feasibility Study			\$0		\$0
12. Contracted Services			\$0		\$0
13. Administration			\$0		\$0
14. Training			\$0		\$0
15. Merger Expenses			\$0		\$0
16. Infrastructure/ Equipment			\$0		\$0
17. Other			\$0		\$0
18. ADJUSTMENTS DUE TO OTHER FUNDING- Reimbursements by other funding sources or the use of cash on hand	()	()	\$0	()	\$0
19. TOTAL AMOUNTS- Sum of amounts shown in the column			\$0		\$0

PART 3: CERTIFICATION

I hereby certify that the information in this financial status report is complete and accurate and all expenditures which are presented are for eligible scope items as defined in the Final Grant Award Letter for the above project, and that all expenditures have been made during the project period as listed in the Final Grant Award Letter, and are identified and filed according to accounting procedures set forth by the Michigan Department of Treasury.

Printed Name of Primary Local Unit Chief Financial Officer	Title
Signature of Primary Local Unit Chief Financial Officer	Date

GROSSE POINTE SHORES – GROSSE POINTE WOODS CONSOLIDATED DISPATCH AND LOCKUP SERVICES CONTRACT

THIS CONSOLIDATED DISPATCH AND LOCKUP SERVICES CONTRACT is entered into between the City of Grosse Pointe Shores (hereinafter "GPS"), and the City of Grosse Pointe Woods (hereinafter "GPW") on this _____ day of _____, 2015.

WHEREAS, GPS and GPW have previously entered into a Mutual Aid Agreement and an Automatic Aid Agreement to provide mutual assistance for the purpose of providing police, fire, and emergency medical services to the citizens of the GPS and GPW.

WHEREAS, since entering into the Mutual Aid Agreement, the public safety departments of the respective jurisdictions have effectively coordinated fire and emergency medical services. However, dispatching emergency and non-emergency calls for the jurisdictions requires duplication of effort and results in higher costs for personnel and equipment.

WHEREAS, The responses to police, fire, and medical emergencies through a consolidated dispatch provides efficient dispatch services with reduced costs to the citizens of each city without reducing emergency response times.

WHEREAS, GPS and GPW have determined that it is in the best interests of the citizens of both communities for the police, fire, and emergency medical dispatch services to be consolidated and located in GPW.

NOW, THEREFORE, in consideration of the foregoing recitals, each of which is hereby incorporated into this Contract as if set forth herein in its entirety, the Parties hereby agree as follows:

DISPATCH SERVICES

Consolidation of Dispatch Services. Through its Dispatch Center (the "Dispatch Center"), GPW will process all requests for police, fire, and emergency medical calls for service and all other related service and notification requests (hereinafter "Dispatch Services".) GPW will provide communications with dispatched units by providing Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC) information via radio. GPW agrees to turn over to GPS all information and documents, whether contained on paper or electronic format, necessary for the efficient delivery of service required in this agreement. GPW will support the provision of the Dispatch Services for both GPS and GPW to the extent that funding is available, budgeted and appropriated by the GPW City Council, as follows:

- I a. **Staffing:** The Dispatch Center will staff the position of dispatcher/clerk twenty-four (24) hours a day, seven (7) days a week 365 days a year with a combination of full-time and part-time personnel. All personnel will be GPW employees.

b. **Transitional Costs:** GPS shall be responsible for all transitional costs for the transferring of Dispatch Services to GPW.

c. **Operations.** The Dispatch Center shall be equipped with a stand-alone and dedicated non-emergency phone and phone line for GPS non-emergency calls to the dispatch center. This GPS non-emergency line shall be answered, "*Grosse Pointe Shores Police and Fire.*" If and when a second call is received simultaneously from GPS, the second call can, if necessary, be routed into the regular non-emergency GPW dispatch lines.

2. **Costs of Operating the Dispatch Center:** The annual cost attributable to GPS, to be paid by GPS to GPW, to cover all of the costs of salary, benefits and training of GPW employees in GPS dispatch and lock-up policies and procedures, and to cover GPA's share of the costs of operating the Dispatch Center, shall be \$80,000, for the fiscal year beginning on October 1, 2015 and ending September 30, 2016. GPS shall pay GPW in four (4) equal quarterly payments in arrears commencing on January 1, 2016. Prior to the conclusion of the three year term, the parties will meet to review and evaluate the future annual costs of these contracted services.

Notwithstanding anything to the contrary above, GPS' cost for the first fiscal year will be prorated per diem for each day in which this contract has not been implemented following the Effective Date.

Furthermore, in the event that this Contract is terminated by either party, the final quarterly payment will be calculated on a pro-rated daily basis.

3. **GPW Dispatchers:** GPS public safety administration shall have an active and supportive role in the selection and hiring of future GPW dispatchers. In addition, GPS and GPW will have collective responsibility in the resolution of citizen, officer or administrative complaints regarding dispatch services. With input from both Directors, the final resolution of any conflict shall rest with GPW.

4. **Effective Date:**

5. **Term:** The initial term of this Contract (the "Initial Term") shall be for a period of three years, commencing on the Effective Date. This Contract shall thereafter automatically renew for additional terms of one year each (each an "Additional Term"; the Initial Term and each Additional Term hereinafter referred to as a "Term"), unless terminated under paragraph 18.

6. **Emergency Calls:** All calls for GPS police, fire, and emergency medical services and other related service requests that are received by GPW dispatch center shall be promptly dispatched per GPS established procedures. GPS civilian clerks shall be responsible for contacting off duty GPS DPW employees for emergency city services.

7. **Radio Frequencies:** All radio communications between and among the Dispatch Center and dispatched units responding to police, fire, and emergency medical services and other related service requests will be conducted on the 800Mhz., Channel #1 series zone and talk groups. Additional talk groups may become necessary based upon operational needs established through protocols similar to the Grosse Pointe/Harper Woods Radio System. GPW shall notify GPS as soon as practical of any significant changes in its radio system due to regulation changes, system enhancements, or interoperability capabilities.

8. **Mobile Data Computers:** GPW and GPS shall each be responsible for the purchase and maintenance of the mobile data computers to serve their respective police, fire, and emergency medical units. GPW will be responsible for network availability and maintenance through its IT Department. All equipment must be compatible with the CLEMIS system.

9. **Courts for Law Enforcement Management Information Systems (CLEMIS):** GPW and GPS shall be responsible for upgrades and maintenance of their respective CLEMIS systems.

10. **Geographic Information System:** GPS will provide an annual update of its Geographic Information System data file (the "GIS Data File") to GPW no later than the beginning of each new fiscal year. Notwithstanding the preceding sentence, no update will be required if there are no changes to the GIS Data File provided for the previous year; rather, the GPS will provide written notice to GPW of the same no later than the beginning of the new fiscal year.

11. **Lockup Services:** Lock up services shall include but not limited to:

- a) Detention of persons awaiting processing, booking, court appearances, or transportation to the jail for a period not to exceed 48 hours.
- b) Providing meals to detainees in the lockup in accordance with GPW Department of Public Safety rules and regulations.
- c) Providing conditions of detention in accordance with GPW rules and regulations.
- d) Testifying in court at depositions or any required criminal or any required administrative hearing.
- e) Releasing detained persons pursuant to GPW/GPS Public Safety policies and procedures.
- f) Taking, processing and accounting for bonds from detained persons
- g) Providing other lockup services as agreed to by the parties.

12. **Searching, Lodging and Release of Prisoners and Detainees:** When GPS desires to have a prisoner detained, the GPS officer shall turn the subject over to the GPW intake officer with all booking, intake and property forms as requested by the GPW officer in charge. The GPS officer transporting the subject shall conduct a thorough and appropriate search of the subject prior to turning the subject over to GPW. GPW may conduct its own search of the subject prior to accepting the subject for lodging. OWI prisoners with a BAL at or over .30% shall be conveyed to the closest appropriate hospital for observation. OWI prisoners shall have reached a .05% BAL by PBT prior to being considered for release.

GPW will house GPS prisoners only after they have been processed and thoroughly searched by GPS Public Safety personnel at the GPS facility unless otherwise stipulated. A GPS prisoner shall be allowed to remain in the GPW lock-up until he/she is released from custody. GPW shall be responsible for securing and the feeding of the GPS detainees. GPS will be responsible for the costs of feeding its prisoners while housed in GPW. A per-diem invoice of meals provided will be forwarded monthly to GPS for prisoner food payments.

GPW personnel shall process the administrative paperwork and release those bondable GPS prisoners directly from the GPW facility. Bonds, bond receipts and prisoner property forms shall be forwarded to GPS in an accounting practice acceptable to both GPS and GPW. GPS shall be responsible for the retention of any GPS prisoner property from a subject that is lodged in any county or other facility where upon intake their property is not accepted.

13. **Medical Services:** GPS shall be responsible for the costs of medical services provided to any of its detainees under this agreement for the full duration of detention. If any detainee accepted by GPW for lockup services necessitates medical care or treatment, GPW medic personnel shall evaluate the patient and make the necessary determination of whether emergency or non-emergency services are required for the patient. If the GPW medical evaluation determines the nature to be non-emergency, GPS shall provide medics to transport the patient to a medical facility.

If however the GPW medical evaluation determines that a true medical emergency exists, GPW shall provide the required medical treatment and transportation to the appropriate medical facility. In cases of both emergency and non-emergency transports, GPS shall provide officers to guard the detainee while in custody and throughout his treatment at the medical facility. The determination of the GPW medical evaluation shall be adhered to as it relates to the proper response and level of required medical care.

GPS shall be responsible for transportation of its detainees lodged in the GPW lockup to court hearings, county jail or other facilities as required. GPS and GPW will have collective responsibility in the resolution of citizen, officer or administrative complaints regarding lock up services related to GPS detainees.

14. **Oversight Committee:** An oversight committee (the "Oversight Committee") will be created that will be composed of the GPS and GPW Public Safety Directors, or their designee(s), of each jurisdiction participating in the consolidated police, fire, and emergency medical dispatch services. The Oversight Committee will meet quarterly, if needed, to address policies, procedures and protocols relating to the subject of this contract and to assess the efficiency and reliability of the consolidated dispatch services. The Oversight Committee will research policies, procedures or protocols for the dispatch center and will make recommendations for consideration and implementation. The Oversight Committee shall investigate all complaints related to the delivery of dispatch services. Complaints related to dispatch services may have a GPW dispatcher assigned to assist in the investigation. Cancellation of a scheduled meeting will require the consent of the Public Safety Directors.

15. **Policies and Procedures:** The Oversight Committee shall review the GPW Public Safety Communications policies, procedures and protocols to insure responsive and professional dispatch services. GPW dispatch procedures will be followed by all employees in the Dispatch Center.

16. **Indemnification:** Except for damage or injury resulting from the negligent or intentional acts of GPS or its agents or employees, GPW hereby agrees to indemnify, defend and hold GPS harmless from any and all claims or assertions of injury or damage to person or property of every kind and nature. Except for damage or injury resulting from the negligent or intentional acts of GPW or its agents or employees, GPS hereby agrees to indemnify, defend and hold GPW harmless from any and all claims or assertions of injury or damage to person or property of every kind and nature.

17. **Mutual Aid Agreements:** Nothing in this Contract shall be construed to in any way amend, alter, modify or in any other way impact the Mutual Aid Agreement, Automatic Aid Agreement or any other mutual aid/assistance agreement to which either GPW or GPS are parties or any other rules, regulations, or practices regarding a multi-jurisdictional incident response.

18. **Termination:** This Contract may be terminated by either party at the end of a term with at least 180 days notice prior to the end of a term by providing a resolution from either City Council.

19. **Modifications:** All modifications, amendments and/or changes to this Contract shall be in

writing and signed on behalf of both Parties.

20. **Miscellaneous:** Headings and captions are provided in this Contract for ease of reference only and shall not be used to construe or interpret any provision of this Agreement.

21. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original; but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Contract to be duly executed, intending to be bound thereby.

CITY OF GROSSE POINTE WOODS

BY:
ITS:
DATE:

CITY OF GROSSE POINTE SHORES

BY:
ITS:
DATE:

Alfred Fincham

From: Jason Arlow [jarlow@aeuinc.com]
Sent: Tuesday, September 01, 2015 3:18 PM
To: Alfred Fincham
Cc: Bruce Smith; Scott Lockwood
Subject: GPW Public Safety Facility Improvements

Skip, below is our estimated AE fee for the improvements to the Public Safety Facility.

Design / Existing Documentation -	\$4,800.00
CD's -	\$7,200.00
<u>Construction Admin. -</u>	<u>\$6,400.00</u>

Total A/E Fee - \$18,400.00 (or 4.6% of the \$400K construction budget)

General Work Scope – Construction budget is \$400,000.00 for upgrades to the Public Safety Facility including...

1. Sally Port added in existing apparatus bay
2. ADA Ramp up to cell area
3. Upgrades to cells, including new toilets / removal of cell bars
4. Interview rooms w/ a possible bullpen
5. Relocate detectives, possibly to basement level
6. Update security, separate armed officers from cell / prison area
7. Modify existing plumbing, electrical and mechanical systems (minimal, relocate and modify existing) as needed
8. Construction admin. limited too
 - a. Bidding and bid review and recommendation
 - b. Assistance with grant administration
 - c. Certified payroll review
 - d. Shop drawing review
 - e. RFI's
 - f. Field visits (limited monthly or as needed as issues arise)
 - g. Pay application review and approval
 - h. Punch list

If you would like a formal proposal please let me know.

Thank you for this opportunity, feel free to call with any questions you may have.

Jason R. Arlow, AIA, LEED AP
 Senior Project Architect

Anderson, Eckstein, and Westrick, Inc.
 51301 Schoenherr Road, Shelby Twp., MI 48315
 Phone: 586-726-1234 Fax No: 586-726-8780
 E-mail: jarlow@aeuinc.com

Engineering Strong Communities

Please consider the environment before printing this email.



ANDERSON, ECKSTEIN & WESTRICK, INC.
 51301 Schoenherr Road
 Shelby Township, MI 48315
 Phone: 586-726-1234
 Fax No: 586-726-8780

**PRELIMINARY
 OPINION OF COST**

AEW PROJECT NO.
 0160-0290

PROJECT: Public Safety Interior Improvements

OWNER: City of Grosse Pointe Woods

PREPARED BY: Jason Arlow, AIA

DATE: 10/30/2015

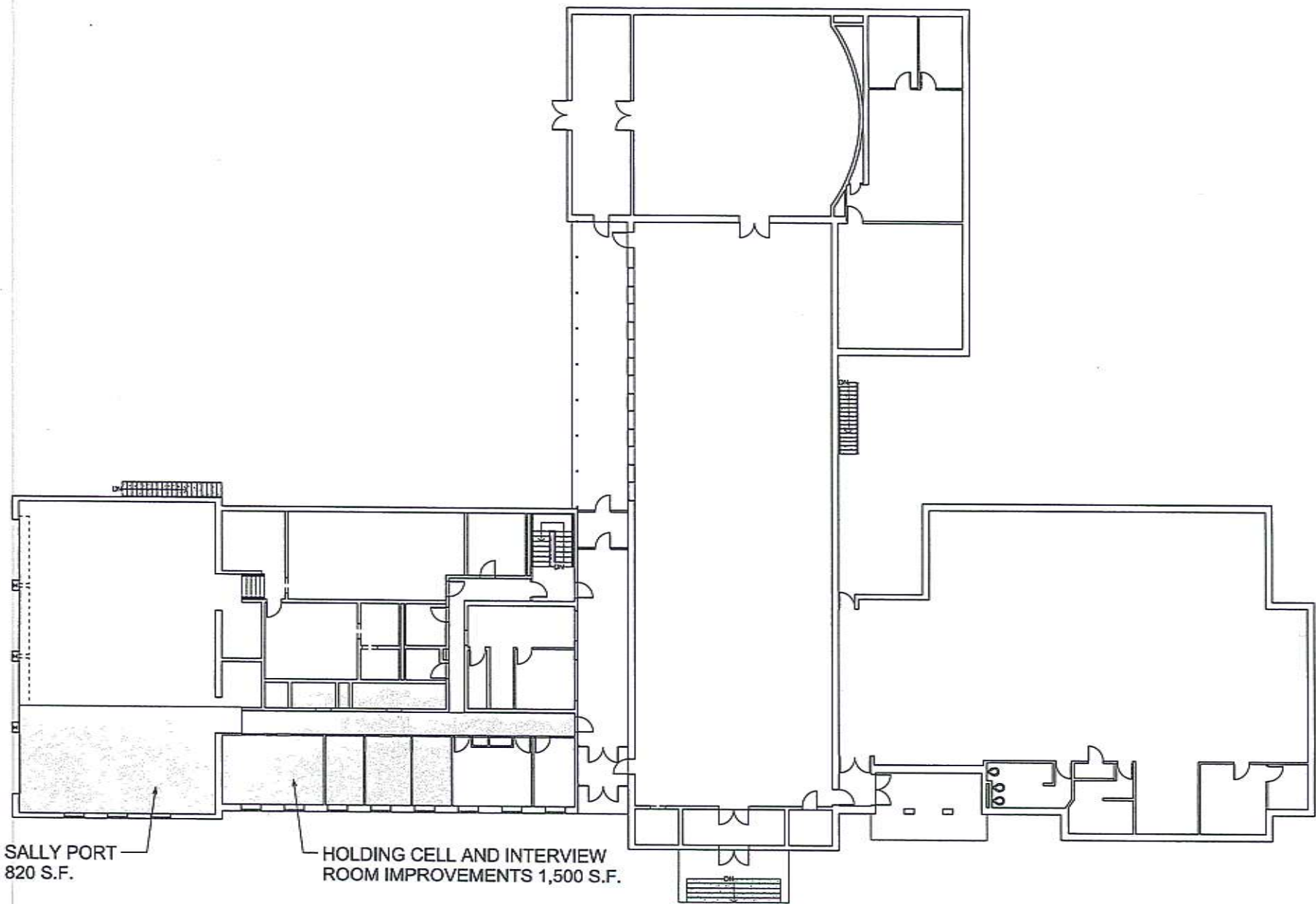
CHECKED BY: Scott Lockwood, PE

DATE: 10/30/2015

WORK ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Mobilization, Max 5%	1	LS	\$ 15,360.00	15,360.00
<u>Demolition</u>	2300.00	S.F.	\$ 4.00	\$ 9,200.00
<u>Abatement Allowance</u>	1	LS	\$ 12,000.00	12,000.00
<u>Sally Port Improvements</u>	820.00	S.F.	\$ 50.00	\$ 41,000.00
Security fencing				
Limited mechanical system improvements				
ADA Ramp				
<u>Holding Cell and Interview Improvements</u>	1500.00	S.F.	\$ 150.00	\$ 225,000.00
Holding cell upgrades				
Window security upgrades				
Interview rooms and bullpen				
Limited mechanical and electrical improvements				
Finishes				
<u>Detectives Office Improvements</u>	800.00	S.F.	\$ 40.00	\$ 32,000.00
Finishes and limited improvements				
Construction Sub Total				\$ 334,560.00
Contractor Overhead and Profit 20%				\$ 66,912.00
Construction Contingency 5%				\$ 16,728.00
Total Estimated Construction Cost				\$ 418,200.00

Assumptions:

1. Bid alternates including ADA ramp from sally port will be included to meet maximum project budget of \$400,000.00
2. Opinion of cost is based upon general square foot costs and visible elements during walk through
3. Abatement allowance is based upon typical square foot costs, a hazardous material survey should be completed prior to design and bidding to determine amounts and scope
4. Permit and plan review fees are assumed to be waived by city



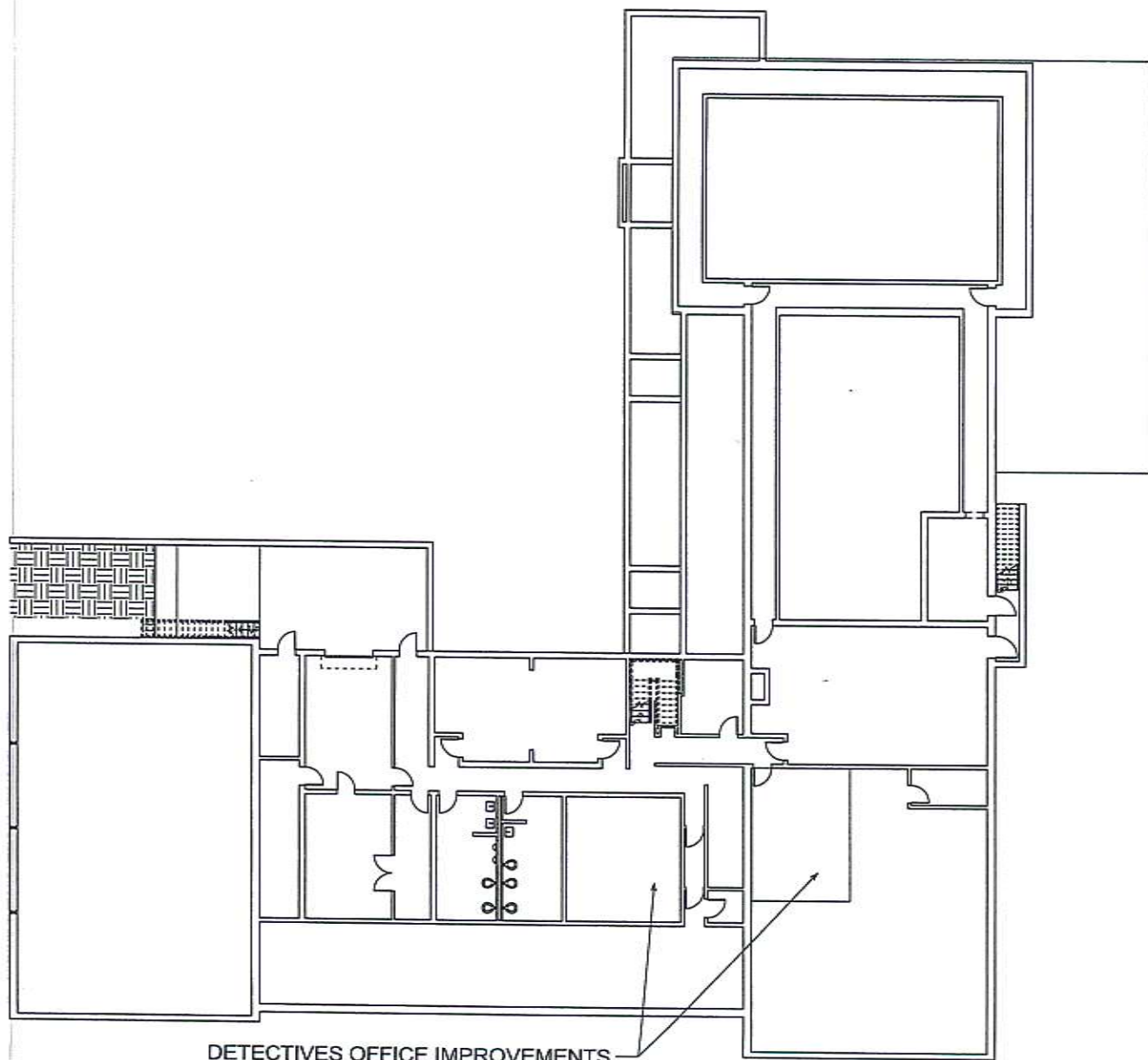
GROSSE POINTE WOODS
PUBLIC SAFETY IMPROVEMENTS
11/2/15



NORTH

EXISTING FIRST FLOOR

NOT TO SCALE



DETECTIVES OFFICE IMPROVEMENTS
800 S.F.

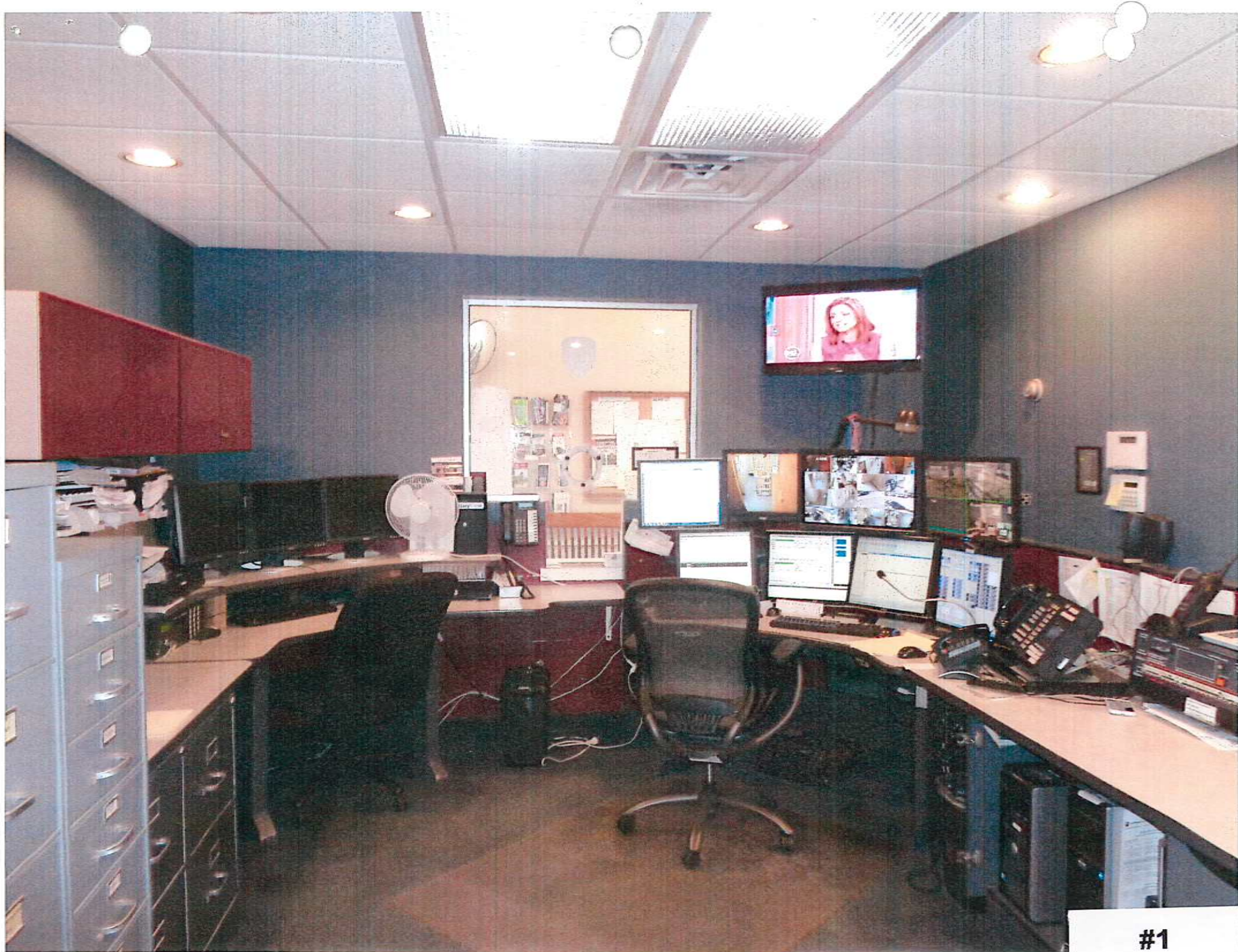


GROSSE POINTE WOODS
PUBLIC SAFETY IMPROVEMENTS
11/2/15



EXISTING BASEMENT PLAN

NOT TO SCALE



#1



#2





#4







#7

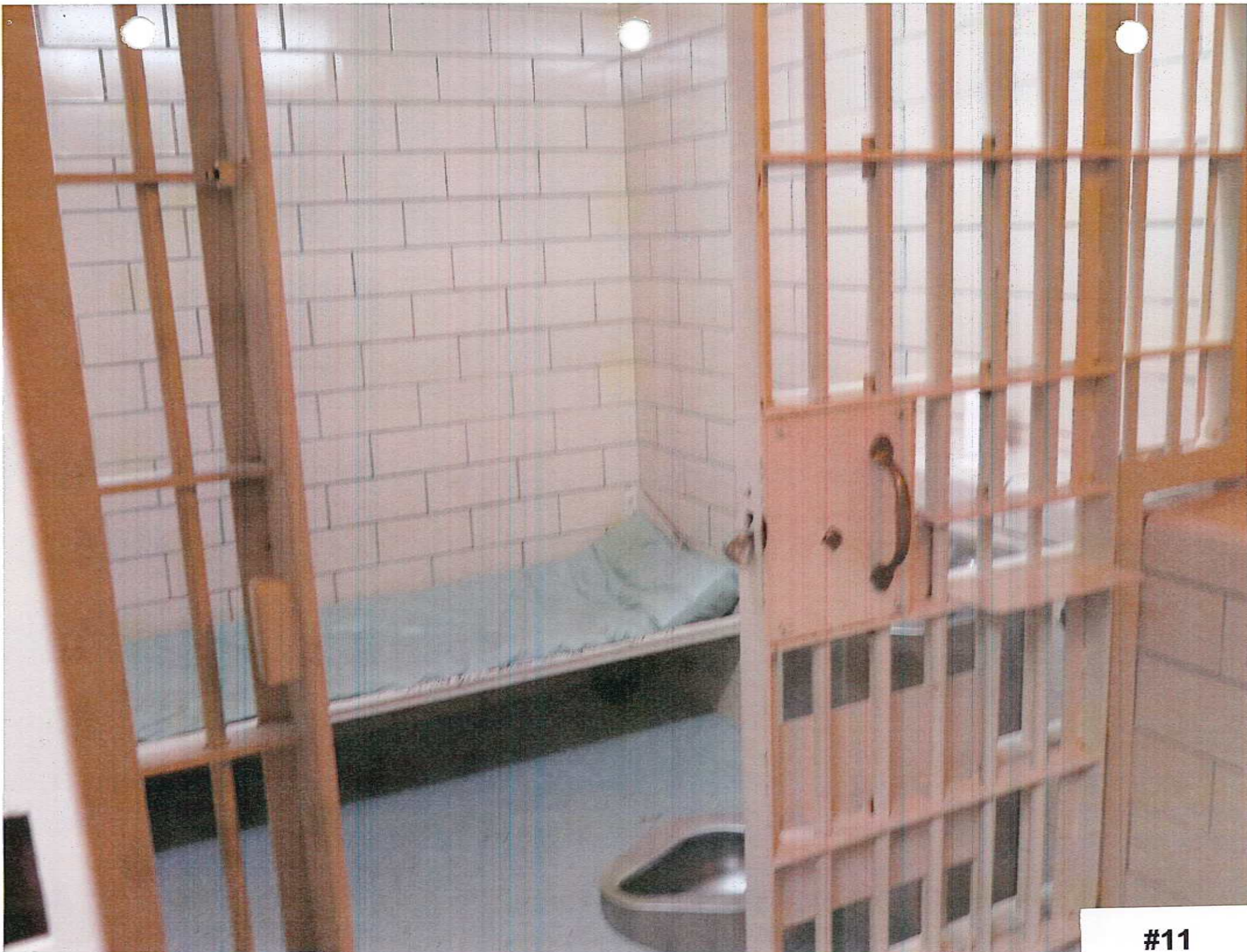


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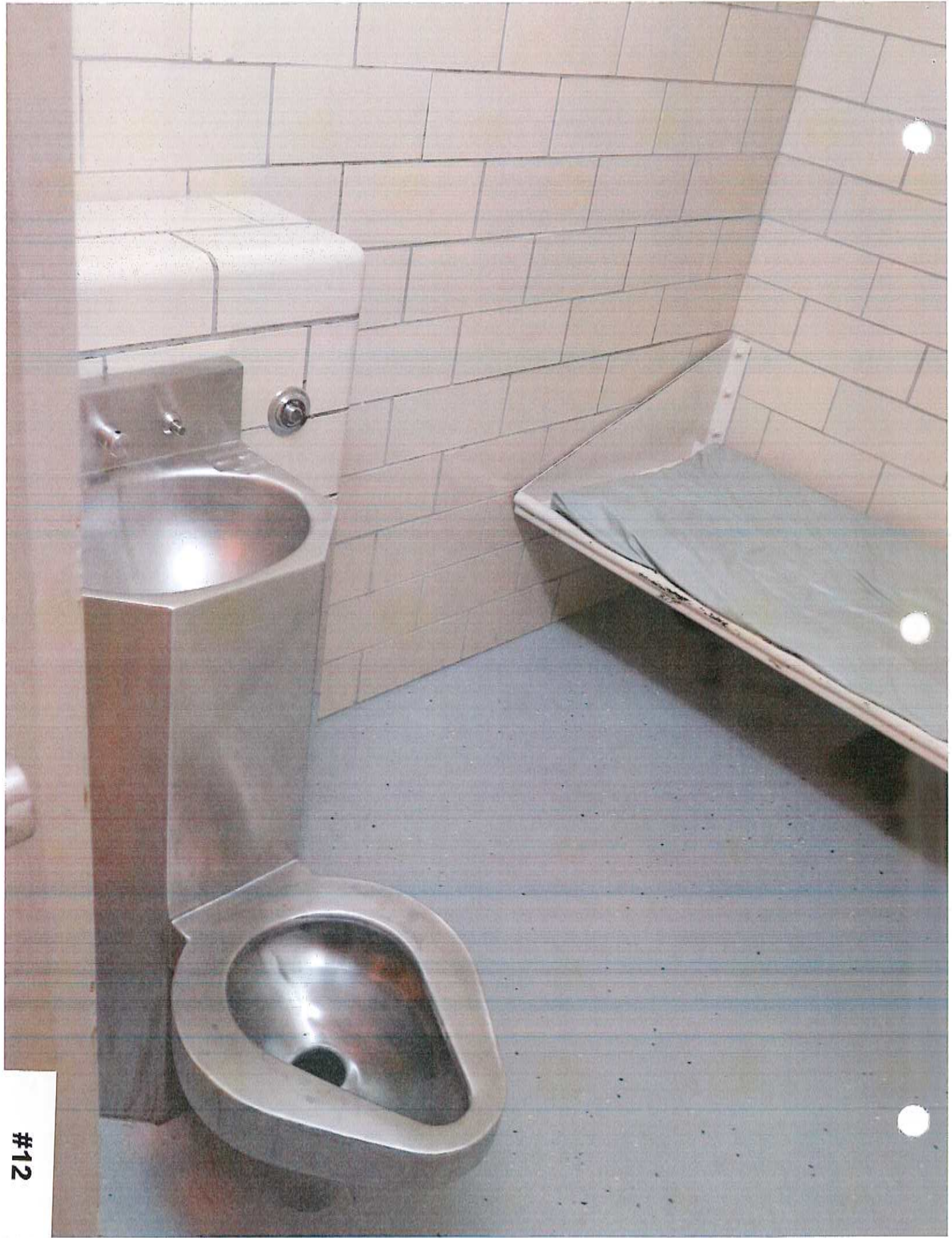




#10



#11



#12



#13

THIS AREA UNDER VIDEO
AND AUDIO SURVEILLANCE



The image shows a clipboard with a metal clip at the top. The clipboard holds a piece of lined paper with a header section containing several small boxes and labels, and a large table area with many rows and columns. The paper is yellowed and shows signs of age. The background is dark and textured.

JUVENILE HOLDING AREA

- RUNAWAYS AND STATUS OFFENDERS SHALL NOT BE PLACED IN A LOCKED AREA
- JUVENILES CHARGED WITH A CRIME CAN BE PLACED IN A LOCKED AREA FOR A MAXIMUM OF SIX (6) HOURS FOR PROCESSING PURPOSES
- JUVENILES 15 YEARS AND OLDER CAN BE PLACED IN ISOL ONLY BY COURT ORDER
- EIGHT AND SOUND SEPARATION FROM ADULT DETAINEE'S MUST BE MAINTAINED AT ALL TIMES

NO EXCEPTIONS

James J. [Signature]
Director of Public Safety

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#15



#16



#17