

# PONTIAC CITY COUNCIL

Kermit Williams, District 7  
President  
Randy Carter, District 4  
President Pro Tem



Patrice Waterman, District 1  
George Williams, District 2  
Mary Pietila, District 3  
Gloria Miller, District 5  
Dr. Doris Taylor Burks, District 6

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

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Garland S. Doyle, M.P.A.  
Interim City Clerk

## FORMAL MEETING (AMENDED AGENDA)

November 12, 2019

6:00 P.M.

123<sup>rd</sup> Session of the 10<sup>th</sup> Council

Call to order

Invocation

Pledge of Allegiance

Roll Call

Authorization to Excuse Councilmembers

Amendments to the Agenda (Remove Items 3 and 6; Amend the Resolution to go into Closed Session; Add Resolution Commemorating Veterans Day)

Approval of the Amended Agenda

Approval of the Minutes

1. November 7, 2019

Closed Session

2. ~~Closed Session to discuss an attorney-client privileged memorandum exempt from disclosure pursuant to MCL 15.243(1)(g) regarding Ottawa Towers II, LLC, et al. v. City of Pontiac, et al, United States District Court Case No. 2:12-cv-13134-AC-MKM.~~

Closed Session pursuant to MCL 15.268(e) to discuss pending litigation specifically Ottawa Towers II, LLC et al. v. City of Pontiac, et al., United States District Court Case No. 212-cv-13134-AC-MKM.

Special Presentations

3. ~~Senior Services~~

~~Presentation Presenter: Al Patrick, Deputy Director, Oakland-Livingston Human Services Agency (OLHSA)~~

4. Medical Marihuana Roles and Responsibilities, Application Review and Moratorium Update

Presentation Presenter: Garland Doyle, Interim City Clerk

5. Medical Marihuana Process and Next Steps

Presentation Presenter: Vern Gustafsson, Planning Manager

Recognition of Elected Officials

## **Agenda Address**

### **Resolutions**

#### **City Council**

**Add On** Resolution commemorating Veterans Day

#### **City Clerk**

- ~~6. Resolution to authorize the agreement between Fausone Bohn, LLP and the City for Fausone Bohn, LLP to serve as the Professional Expert Legal Advisor to the City Clerk under Ordinance 2357(B) City of Pontiac Medical Marihuana Facilities Ordinance and authorize the Mayor to sign the agreement not to exceed \$10,500. (This item was brought back from the November 7, 2019 City Council Meeting.)~~

#### **City Council**

7. Resolution honoring Gerald Lamarr Jennings

#### **Department of Public Works (DPW)**

8. Resolution to authorize Mayor to sign a one year contract with Clean Net of Greater Michigan, Inc., for custodial services in an amount not to exceed \$228,126.74.

### **Public Comment**

### **Mayor, Clerk and Council Closing Comments**

### **Adjournment**

**AMENDMENTS  
TO THE  
AGENDA**

## **City of Pontiac Resolution Commemorating Veterans Day**

**WHEREAS,** it is with warm and sincere gratitude that we graciously recognize November 11, the anniversary of the ending of World War I, by paying tribute to the heroes of the tragic struggle and by rededicating ourselves to the cause of peace; and,

**WHEREAS,** in the intervening years, the United States has been involved in subsequent military conflicts, which have added millions of veterans living and dead to the honor rolls of this Nation; and,

**WHEREAS,** Congress passed a concurrent resolution on June 4, 1928 (44 Stat. 1962), calling for the observance of November 11 with appropriate ceremonies, and later provided in an act approved May 13, 1938 (52 Stat. 351), that the eleventh of November should be a legal holiday and should be known as Armistice Day; and,

**WHEREAS,** in order to expand the significance of that commemoration and in order that a grateful nation might pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this Nation, the Congress, by an act approved June 1, 1954 (68 Stat. 168), changed the name of the holiday to Veterans Day.

**NOW, THEREFORE BE IT RESOLVED,** that we the members of the Pontiac City Council, hereby call upon the citizens of Pontiac, to observe Thursday, November 11 as Veterans Day and on that day, let us remember the sacrifices of those who fought so courageously on the seas, in the air, and on the foreign shores, to preserve our heritage of freedom, and let us commit ourselves, to the task of promoting and enduring peace, so that their efforts shall not have been in vain.

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*Kermit Williams, President*

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*Randolph Carter, Pro Tem*

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*Patrice Waterman, Councilwoman*

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*George Williams, Councilman*

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*Mary Pietila, Councilwoman*

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*Gloria Miller, Councilwoman*

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*Doris Taylor-Burks, Councilwoman*

**#1**

**MINUTES**

November 7, 2019 Study

**Official Proceedings  
Pontiac City Council  
122<sup>nd</sup> Session of the Tenth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Thursday, November 7, 2019 at 12:00 p.m. by Council President Kermit Williams.

Call to Order

Roll Call

Members Present: Carter, Miller, Pietila, Taylor-Burks, Waterman, G. Williams and K. Williams.

Mayor Waterman was absent.

Clerk announced a quorum.

19-539        **Motion to defer items #12 & #13 for two weeks.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

Ayes: Miller, Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams and Carter

No: None

**Motion Carried.**

19-540        **Motion to add a resolution regarding Giamarco, Mullins & Horton, P.C. to the agenda.** Moved by Councilperson Carter and second by Councilperson G. Williams.

Ayes: K. Williams, Carter, and Miller

No: Pietila, Taylor-Burks and Waterman

Abstain: G. Williams

**Motion Failed.**

19-541        **Approve the agenda as amended.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

Ayes: Taylor-Burks, Waterman, G. Williams, K. Williams, Carter, Miller and Pietila

No: None

**Motion Carried.**

19-542        **Approval of meeting minutes for October 29, 2019.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: Waterman, G. Williams, K. Williams, Carter, Miller, Pietila and Taylor-Burks

No: None

**Motion Carried.**

November 7, 2019 Study

Eleven (11) individuals addressed the body during public comment.

### **Discussions**

Status Update on the Posting and recruitment for the position of Assistant City Clerk. The Interim City Clerk gave a report.

Medical Marihuana Roles and responsibilities, Application Review and Moratorium Update. The presentation was deferred for one week.

### **Communication from the Mayor**

Phoenix Center Update Report

- a. Phoenix Center Request for Proposal (RFP) to lease and / or enter into a Public/Private Partnership
- b. Financing Options

19-543      **Motion to receive the Mayor's Communications regarding the Phoenix Center Update Report.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks and Waterman

No: None

Abstain: G. Williams

**Motion Carried.**

19-544      **Suspend the rules to vote on items # 6, #8, #9, #10, #11 and #16.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks, Waterman and G. Williams

No: None

**Motion Carried.**

19-545      **Resolution to authorize Mayor and/or designee to sign easement agreement as requested by DTE Electric Co. for parcel #14-29-258-004 commonly known as 60 Oakland Avenue, Pontiac, MI 48342.** Moved by Councilperson Waterman and second by Councilperson Pietila.

Whereas, the City of Pontiac has reviewed the documents provided by DTE, and;

Whereas, the Department of Public Works, Engineering Division finds that there are no concerns with the City granting the requested easement, and;

Now, Therefore, Be It Resolved, that the Pontiac City Council authorized the Mayor or deputy Mayor to sign the subject easement.

Ayes: Carter, Pietila, Taylor-Burks, Waterman, G. Williams and K. Williams

No: Miller

**Resolution Passed.**

19-546      **Resolution to authorize Mayor and/or designee to execute the termination agreement for the declaration of easement for the Pedestrian Bridge to the Silverdome parcel, and to take any and all other action reasonably necessary and prudent to consummate the termination of the easement.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

WHEREAS, in connection with the 2009 sale of the Pontiac Silverdome Parcel to Triple Investment Group, LLC, the City, through its then Emergency Financial Manager, reserved a pedestrian bridge easement for pedestrian access to the Pontiac Silverdome Parcel over M-59, the Declaration of Easement for Pedestrian Bridge was executed on November 30, 2009 and recorded December 2, 2009 in Liber 41662, page 881, Oakland County Records (the "Easement"); and

WHEREAS, in connection with the sale of the Pontiac Silverdome Parcel by Triple Investment Group, LLC for the development of the Amazon distribution facilities to be developed and constructed on the site, there is no longer a need for pedestrian access from M-59 and consequently no further need for the existence of the Easement.; and

WHEREAS, the Office of the City Attorney was provided with a proposed agreement to terminate the Easement (the "Termination Agreement") and made certain modifications to the Termination Agreement all of which were approved by Triple Investment Group, LLC and the developer purchasing and developing the site for Amazon; and

WHEREAS, it is for the mutual benefit of the City and future owners of the site to terminate the Easement (the "Termination Agreement").

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Mayor or her designee authorized to execute the Termination Agreement, and to take any and all other action reasonably necessary and prudent to consummate the termination of the Easement.

Ayes: Miller, Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams and Carter

No: None

**Resolution Passed.**

19-547      **Resolution to authorize Mayor to sign Local Road Improvement Matching Fund Pilot Program, Cost Participation Agreement, for the resurfacing of Mill Street, for a grant in the amount of \$262,325.00.** Move by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, the BOARD has established the Pilot Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A. The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

Whereas, the BOARD shall participate in a city or village road project in an amount not to exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, AND ALSO NOT EXCEEDING THE Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and,



Whereas, the COMMUNITY has identified the PROJECT as the Resurfacing of Mill Street, as more fully described in Attachment C, attached hereto, and made a part hereof, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

Whereas, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, and further acknowledge and agree that the PROJECT's purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

Whereas, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as a pilot program and there is no guarantee that the PROGRAM will be continued from year to year. The BOARD anticipates that the most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2020. There is no obligation on behalf of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

Whereas, the COMMUNITY has acknowledged and agreed that the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

Whereas, the estimated cost of the PROJECT is \$820,930; and

Whereas, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in the amount of \$262,325, which amount shall be paid to the COMMUNITY by the BOARD; and

Whereas, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

Now, therefore, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, finds that the PROJECT meets the purpose of the PROGRAM.
2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed \$262,325. The COMMUNITY shall submit an invoice to the COUNTY in the amount of \$262,325.

- a. The invoice shall be sent to:

Lynn Sonkiss, Manager of Fiscal Services  
Executive Office Building  
2100 Pontiac Lake road, Building 41 West  
Waterford, MI. 48328

- 3. Upon receipt of said invoice and upon execution of this Agreement, the BOARD shall pay the COMMUNITY the sum of \$262,325 from funds available in the PROGRAM.

Ayes: Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams, Carter and Miller  
No: None

**Resolution Passed.**

19-548      **Resolution to approve a Notice of Intent to Issue Capital Improvements Bonds, Series 2019 (Limited Tax General Obligation), in an amount not to exceed 19,500,000.00, for the purpose of paying all or part of the costs of acquiring, constructing, furnishing and equipping improvements to the parking deck, plaza and related improvement to the City's Phoenix Center.**

Moved by Councilperson Miller and second by Councilperson Taylor-Burks.

WHEREAS, the City of Pontiac, County of Oakland, State of Michigan (the "City"), intends to issue and sell its limited tax general obligation bonds in one or more series pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in the aggregate principal amount of not-to-exceed Nineteen Million Five Hundred Thousand Dollars (\$19,500,000) (the "Bonds") for the purpose of paying all or part of the costs of acquiring, constructing, furnishing and equipping improvements to the parking deck, plaza and related improvements to the facility commonly known as the Phoenix Center, together with all appurtenances and attachments thereto (the "Project"); and

WHEREAS, a notice of intent (the "Notice") to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the Notice will be published in accordance with Act 34, which provides that the capital improvement bonds may be issued without a vote of the electors of the City unless a proper petition for an election on the question of the issuance of the bonds is filed with the City Clerk within a period of forty-five (45) days from the date of publication and no petition was filed within said time.

NOW, THEREFORE, BE IT RESOLVED THAT:

1.      Notice of Intent; Publication. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the Oakland Press, a newspaper of general circulation in the City.
2.      Notice of Intent; Form. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.
3.      Notice of Intent; Determinations. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's electors and taxpayers residing in the boundaries of the City of the City's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.
4.      Reimbursement. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:
  - (a)      The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from funds of the City subsequent to sixty (60) days prior to today.
  - (b)      The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$19,500,000.
  - (c)      A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that

evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.

5. Authorization to Apply for Rating. Each of the Mayor and the Deputy Mayor may apply and pay the fees for bond ratings from such municipal bond rating agencies as is deemed appropriate in consultation with the Municipal Advisor of the City.

6. Municipal Advisor. Robert W. Baird & Co. is hereby confirmed as the municipal advisor to the City with respect to the Bonds (the "Municipal Advisor"). The fees and expenses of the Municipal Advisor shall be payable as a cost of issuance from proceeds of the Bonds or other available funds of the City.

7. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby confirmed as bond counsel for the Bonds, notwithstanding periodic representation in unrelated matters of other parties or potential parties to the transaction contemplated by this resolution. The fees and expenses of Miller, Canfield, Paddock and Stone, P.L.C. as Bond Counsel and other accumulated bond related fees and expenses shall be payable as a cost of issuance from proceeds of the Bonds or other available funds of the City.

8. Severability. If any one or more sections, clauses or provisions of this Resolution shall be determined by a court of competent jurisdiction to be invalid or ineffective for any reason, such determination shall in no way affect the validity and effectiveness of the remaining sections, clauses and provisions hereof.

9. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: None

No: Taylor-Burks, Waterman, G. Williams, K. Williams, Carter, Miller and Pietila

**Resolution Failed.**

19-549      **Resolution to approve the salary pay range for the Finance Director position between \$120,000.00 and \$140,000.00.** Moved by Councilperson Miller and second by Councilperson Taylor-Burks.

Whereas, a proper salary range will attract qualified candidates, and

Whereas, based on a recent compensation survey of other municipalities, it is deemed that a salary range between \$120,000.00 and \$140,000.00 is representative of the current job market.

Now, therefore, the City Council authorizes the Mayor to recruit candidates for the Finance Director Position, between the salary range of \$120,000.00 and \$140,000.00.

Ayes: None

No: Waterman, G. Williams, K. Williams, Carter, Miller, Pietila and Taylor-Burks

**Resolution Failed.**

19-550      **Resolution to direct the City Clerk to publish the notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment for the fiscal year 2019/2020 to decrease a total of \$320,035 from the General Fund's (101) fund balance and increase General Fund's – Police/Sheriff Department (301) line item for the city of Pontiac's Law Enforcement Service Agreement with the Oakland County Sheriff's Department, account 101-301-**

**818-068 Prof. Serv.-Oakland Co. Sheriff, for a total of \$320,035.** Moved by Councilperson Pietila and second by Councilperson Waterman.

Whereas, Pursuant to Paragraph 29 of the 2019-2021 Law Enforcement Services Agreement between the COUNTY and the CITY OF PONTIAC (the "Contract"), the parties hereby agree to amend said Contract to add one (1) Patrol Sergeant position, three (3) Deputy II (no-fill) positions, one (1) Technical Assistant position and delete two (2) Part Time Non-Eligible positions in accordance with the attached Exhibit 1 (Schedule A) beginning on the effective date of this Amendment 1; and

Whereas, the attached Exhibit 1 replaces and supersedes the Schedule A attached to the Contract beginning on the effective date of this Amendment 1; and

Whereas, Amendment 1 shall take effect on December 21, 2019 and shall continue until the Contract expires or is terminated. All other provisions in the Contract not otherwise affected by the attached Exhibit 1 remain in full force and effect; and

Whereas, section 5.106 of the Charter states "after adoption of the appropriations ordinance, and upon at least one week's notice in a newspaper of general circulation in the City, the Council by a resolution of five members, may amend such ordinance to authorize the transfer of an unused balance appropriated for one purpose to another purpose, or to appropriate available revenues not previously appropriated."; and

Whereas, the proposed budget amendment for the fiscal year 2019/2020 is to decrease a total of \$320,035 from the General Fund's (101) fund balance and increase General Fund's – Police/Sheriff Department (301) line item for the City of Pontiac's Law Enforcement Services Agreement with the Oakland County Sheriff's Department, account 101-301-818.068 Prof. Serv.-Oakland Co. Sheriff for a total of \$320,035.

Now therefore, be it resolved that the City Council hereby authorizes the City Clerk to publish the notice of the budget amendment in the Oakland Press.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks and Waterman

No: G. Williams

**Resolution Passed.**

### **Monthly Reports**

**Monthly Check Register** – The City Council adopted a resolution on February 5, 2019 for the Mayor to provide the monthly check register for the prior month, to the City Clerk, to be included in the Pontiac City Council Agenda, the first meeting of each month. The weekly check registers for September 13, 2019; October 4 and 11, 2019 are attached. (The Check registers for September 20 and 27, 2019; October 18 and 25, 2019 have not been posted on the website.)

**Staff Changes report** – The report was distributed at the meeting.

**City Credit Card Statement** – The City Council adopted a resolution on February 26, 2019 that the Mayor will provide the monthly credit card statement for the prior month to the City Clerk, to be included in the Pontiac City Council Agenda, the first meeting of each month. (The June, July, August, September and October statements have not been submitted. The City Council adopted a resolution on October 8, 2019 that suspended the use of the credit card by any city officer and or employee until the position of

November 7, 2019 Study

Finance Director is filled.) The statements for June, July, August, September and October were distributed at the meeting.

19-551        **Motion to receive the Mayor's Monthly Reports.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: K. Williams, Carter, Miller, Pietila, Taylor-Burks, Waterman and G. Williams

No: None

**Motion Carried.**

Council President Williams adjourned the meeting at 1:50 p.m.

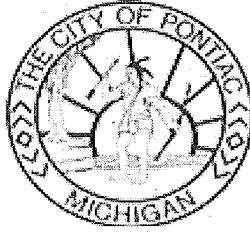
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GARLAND S. DOYLE  
INTERIM CITY CLERK

**#2**

**CLOSED  
SESSION**

## Pontiac City Council Resolution



Whereas, Michigan Open Meetings Act Section 8(h), MCL 15.268(h), allows a public body to go into closed session to consider material exempt from discussion or disclosure by state or federal statute; and

Whereas, Michigan Freedom of information Act Section 13(g) exempts from disclosure records subject to the attorney-client privilege; to discuss an attorney-client privileged memorandum exempt from disclosure pursuant to MCL 15.243(1)(g) regarding Ottawa Towers II, LLC, et al. v. City of Pontiac, et al, United State District Court Case No. 2:12-cv-13134-AC-MKM.

**#4**

# **PRESENTATION**



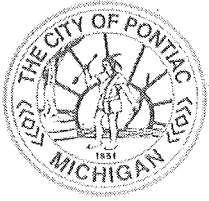
# Ordinance 2357 (B) City of Pontiac Medical Marihuana Facilities Ordinance Roles & Responsibilities

Ordinance Section	Ordinance Language	Responsible Party	Status
Section 4(b)	Members of the medical marihuana commission shall be appointed by the mayor to serve at the pleasure of the mayor for a term of three (3) years	Mayor	Appointments have not been made
	Reappointment of a member to serve an additional consecutive term is subject to council approval	City Council	N/A at this time
Section 4(c)	If a vacancy occurs on the medical marihuana commission, the mayor shall appoint a new member to fill the vacancy	Mayor	N/A at this time
Section 6(a)	The medical marihuana commission shall adopt such rules and regulations as it deems necessary to govern its proceedings and deliberations	Medical Marihuana Commission	Board has not been appointed by mayor
Section 6(b)	The rules and regulations adopted by the medical marihuana commission shall be subject to approval by the council	City Council	Board has not been appointed
Section 8(c)	Applications shall be made on forms provided by the clerk, shall be signed by the applicant, if an individual, or by a duly authorized agent thereof, if an entity, verified by oath or affidavit, and seal if available, and shall contain all of the following:	City Clerk	Completed
Section 8(d)	All applications must be accompanied by the appropriate fee to help defray administrative costs associated with the application for the medical marihuana facility, which shall be set by a resolution adopted by council, but shall not exceed five thousand dollars (\$5,000) per application	City Council	Completed
Section 9(a)	Upon receipt of a completed application meeting the requirements of this ordinance and the appropriate permit application fee, the clerk shall refer a copy of the application to the fire department and the department of building safety & planning	City Clerk	The Clerk has received three applications but <u>do to lack of staffing</u> has not processed the applications. Once Clerk receives requested staffing then he will be able to determine if any of the applications are considered completed applications. At that time he will refer the applications to Fire, Building & Planning
Section 9(b)(1)	The fire department and the department of building safety & planning or another relevant department have inspected the proposed location for compliance with all state and local building, electrical, fire, mechanical and plumbing requirements	Building Official, Planning Mgr, Fire Chief	N/A at this time
Section 9(b)(2)	The department of building safety & planning or another relevant department has confirmed that the proposed location complies with the zoning ordinance	Building Official, Planning Mgr, Fire Chief	N/A at this time

Ordinance Section	Ordinance Language	Responsible Party	Status
Section 9(b)(3)	The proposed medical marihuana facility has been issued a certificate of occupancy and, if necessary, a building permit	Building Official	N/A at this time
Section 9(c)	After this ordinance becomes effective, the clerk shall begin accepting medical marihuana facility applications within 60 days. Within 7 days of the date the clerk begins accepting medical marihuana facility permit applications, the clerk must set a 21-day application period during which applicants may apply for a permit to operate a provisioning center	City Clerk	Completed 21 day application period is now Jan 6-27, 2020 as result of the moratorium
Section 9(d)	The clerk shall award a permit to any applicant for a permit to operate a grower, processor, secure transporter, or safety compliance facility who submits a complete application, receives the approvals required in this section, and meets the requirements of this ordinance	City Clerk	N/A at this time
Section 9(e)	The clerk shall assess, evaluate, score and rank all applications for permits to operate a provisioning center submitted during the twenty-one (21) day application period set forth in this section	City Clerk and the City Clerk has designated the Planning Mgr, Prof. Exp-Financial Advisor and Prof. Exp-Legal Advisor to assist the City Clerk in scoring applications	N/A at this time
Section 9(f)	In its application assessment, evaluation, scoring, ranking, and deliberations related to permits to operate a provisioning center, the clerk shall assess, evaluate, score, and rank each application based upon a scoring and ranking procedure developed by the clerk consistent with the requirements, conditions, and provisions of this ordinance in each of the following categories	City Clerk	Completed
Section 9(j)	The clerk may engage professional expert assistance in performing the clerk's duties and responsibilities under this ordinance	City Clerk	The clerk has selected the law firm Fausone Bohn, LLP to serve as the Prof. Expert - Legal Advisor. The Clerk is awaiting approval of the Contract. The City Clerk is the process of evaluating CPA firms to to serve as the Prof. Expert - Financial Advisor.

**#5**

**PRESENTATION**



**CITY OF PONTIAC**  
**Department of Building Safety & Planning**  
**Planning Division**

47450 Woodward Avenue | Pontiac, MI 48342  
T: 248.758.2800 | F: 248.758.2827

*Mayor Deirdre Waterman*

**TO:** HONORABLE MAYOR, COUNCIL PRESIDENT, AND CITY COUNCIL

**FROM:** VERN GUSTAFSSON, PLANNING MANAGER  
THROUGH THE OFFICE OF DEPUTY MAYOR – JANE BAIS-DISESSA

**SUBJECT:** SPECIAL PRESENTATION  
MEDICAL MARIHUANA – PLANNING & DEVELOPMENT ROLES AND RESPONSIBILITIES

**DATE:** NOVEMBER 7, 2019

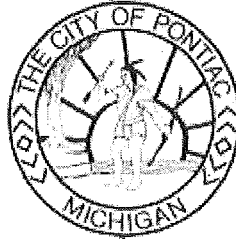
During this Special Presentation, the Planning Division looks forward to highlight our roles, responsibilities, and next steps to ensure a smooth application process. The following topics will be discussed:

- Buffer Distance Restriction Zoning Text Amendment | Scheduling and Approval
- Zoning Map Amendment and Application Process | Scheduling and Approval
- Special Exception Permit | Scheduling and Approval
- Medical Marihuana Application Scoring Criteria | Planning
- Approved Ordinance 2362 and Support Document | Verify Correct Version

**#6**

# **RESOLUTION**

## **Resolution of the Pontiac City Council**



Be It Further Resolved that the Pontiac City Council authorizes the agreement between Fausone Bohn, LLP and the City of Pontiac for Fausone Bohn, LLP to serve as the Professional Expert-Legal Advisor to the City Clerk under Ordinance 2357 (B) City of Pontiac Medical Marihuana Facilities Ordinance and authorize the Mayor to sign the agreement not to exceed \$10,500.

**FAUSONE BOHN, LLP**  
ATTORNEYS AT LAW

October 25, 2019

City of Pontiac  
ATTN: Garland Doyle, Interim City Clerk  
47450 Woodward Avenue  
Pontiac, Michigan 48342

Re: Professional Expert- City of Pontiac Medical Marihuana Facilities Ordinance  
2357(B)

Dear Interim City Clerk Doyle:

Thank you for the opportunity for this firm to serve as "Professional Expert- Legal Advisor to the City Clerk" under City of Pontiac Medical Marihuana Ordinance 2357(B) (the "Representation"). The following constitute the terms of our engagement.

**Client.** Our client in this matter will be the City of Pontiac/City Clerk (the "Client"). This engagement does not create an attorney-client relationship with any other person or entity. The point of contact will be the City Clerk.

**Scope of Representation.** In the course of the Representation, we will provide legal advice to the City Clerk, in his official capacity, in connection with his duties under the City of Pontiac Medical Marihuana Facilities Ordinance 2357(B) and matters related thereto. This includes legal advice with regard to applications for marihuana permits in the City of Pontiac, including but not limited to (1) advising on the legal consequences and effects of applicant criminal background information and staff/employee training and education materials; (2) advising the City Clerk and the Scoring Team on their legal duties relative to scoring applications; and (3) attendance of at least four in-person meetings with the Scoring Team (City Clerk, Planning Manager, and Professional Expert- Financial Advisor to the City Clerk), as directed by the City Clerk. The City Clerk shall, in all cases, be the decision maker with respect to any scoring decision. We will not provide any services or advice other than legal advice.

**Conflict Disclosure.** We do not, and during the course of this Representation will not, represent any person or entity in applying for a marihuana facilities license with the City of Pontiac. During the course of this Representation, we will not represent the City of Pontiac in any capacity, other than as identified herein.

**Rates and Charges.** In order to manage costs, Brandon M. Grysko will be principally responsible for the Representation. Other attorneys and professional staff may be utilized as appropriate. A short bio of Mr. Fausone and Mr. Grysko is attached. The hourly rates will be as follows for this unique assignment:

\$300 for partners,

41700 West Six Mile • Suite 101 • Northville, MI 48168  
(248) 380-0000 tel. • (248) 380-3434 fax • [www.fb-firm.com](http://www.fb-firm.com)

# FAUSONE BOHN, LLP

ATTORNEYS AT LAW

\$200 for associates.

The initial cost of this Representation will not exceed \$10,500. Invoices will be addressed to *City of Pontiac, c/o Interim City Clerk Garland Doyle, 47450 Woodward Avenue Pontiac, Michigan 48342*. Annual increases in attorney rates are the norm. Out-of-pocket expenses, if any, will be sent directly to the Client for payment, or we will pay those expenses and invoice the Client for the expense. A detailed invoice will be provided on a monthly basis and due net 30 days. Interest at 1% per month is charged to late payments. If necessary, costs of collection, including attorney fees, are chargeable to the Client.

**Federal Law.** As you are aware, marihuana is currently still illegal under federal law. The laws of the State of Michigan and the City of Pontiac that allow for medical marihuana are not recognized by the federal government or by federal law enforcement authorities. State and local law has no effect on applicable federal laws, which may impose criminal and civil penalties for the possession, transportation, sale, or distribution of marihuana or for any activity related to marihuana products, services, businesses, or other activities. We are not providing any advice with respect to any federal law, including federal marijuana laws, implicated by the City of Pontiac's decision to regulate and license medical marihuana facilities.

**Other Legal Matters.** We are Special Counsel to the Client, and we only represent the Client to the extent provided herein. We will not provide advice, including legal advice, on any matter outside the scope of this letter. Client should contact its General Counsel on any matters falling outside the scope of this Representation.

**Dispute Resolution.** If any dispute arises regarding the services provided to the Client by us or the charges for those services and related expenses, then we and the Client will first try in good faith to settle the dispute directly. If the dispute is not resolved, it shall be submitted to a third-party neutral facilitator in accordance with the mediation rules of the American Arbitration Association. If the dispute is not resolved in mediation, the dispute shall be settled through binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association except as modified here. Judgment upon the award may be entered in any court of competent jurisdiction. The mediation and arbitration proceedings, including any hearings, shall be held in the Detroit metropolitan area. Client and we agree that neither is entitled to or shall request punitive or exemplary damages and that the arbitrators shall not have the authority to award such damages or any damages in excess of actual pecuniary damages.

**Termination.** The City of Pontiac, by a resolution of the City Council, or Mr. Fausone, by written notice to the City Clerk, may terminate this engagement at any time, with or without cause, upon 30 days' notice to the other party, whereupon a final invoice will be provided and all accounts settled.

**Document Retention.** Generally, a client must be given advanced written notice of an attorney's intent to destroy retired files. It is our policy to destroy a file after a period of three (3) years from the date of last service. By agreeing to this Representation, Client consents to the destruction of the closed file after three (3) years, without advanced written notice to the Client of



**FAUSONE BOHN, LLP**

ATTORNEYS AT LAW

our intention to destroy the file. Should you wish a copy of that file before that deadline, the obligation of contact resides with the Client.

Please sign below and return this letter to me electronically or by mail. By signing this letter you acknowledge that you have read, understood, consent to, and have had the opportunity to consult with independent counsel regarding the terms of this letter, and that you have the actual authority to enter into this Representation.

Very truly yours,

**FAUSONE BOHN, LLP**

---

James G. Fausone, Partner

---

Brandon M. Grysko, Associate

TERMS AND CONDITIONS APPROVED BY:

**THE CITY OF PONTIAC**

Dated: \_\_\_\_\_

---

By Deirdre Waterman, Its Mayor

**FAUSONE BOHN, LLP**  
ATTORNEYS AT LAW

October 2, 2019

**Firm Profile and Attorney Biographies**

The law firm Fausone Bohn, LLP has extensive experience in municipal and governmental law. The firm has represented the City of Westland for 10 years and has been general or special counsel for other communities, such as: the Charter Township of Northville, the City of Rockwood, the City of Wayne, and other municipal and governmental entities. Mr. Fausone, Mr. Grysko, and other attorneys at the firm have been counseling the City of Westland in both medical and adult-use marijuana zoning and licensing regulations and related matters since the November 2018 ballot initiative.

James G. Fausone is a founding partner at the firm. Mr. Fausone has been the City Attorney in Westland for 10 years and has been practicing law for over 30 years. Mr. Fausone concentrates his practice in business matters, municipal representation, and environmental regulation. Mr. Fausone has extensive experience advising business and municipal clients in industries that are subject to strict governmental regulations and oversight. He also represents the Great Lakes Water Authority, the Downriver Utility Wastewater Authority, and the Conference of Western Wayne, among other local governmental entities.

Brandon M. Grysko is an associate at the Firm. Since joining the firm in 2018, Mr. Grysko has practiced extensively in municipal law, including assisting the City of Westland in drafting proposed marijuana zoning and licensing regulations. Mr. Grysko also has experience with matters related to marijuana and other drugs from his time as a City Prosecuting Attorney and from over six years of experience as a police officer, during which time Mr. Grysko had a variety of roles and participated in numerous drug investigations.

**#7**

# **RESOLUTION**

### **City of Pontiac Resolution for Gerald Lamarr Jennings**

**WHEREAS,** It is the sense of this legislative body to pay proper tribute to individuals of remarkable character and whose lives have been dedicated to uplifting, inspiring and empowering the community; and;

**WHEREAS,** it is feelings of the deepest regret that the Pontiac City Council mourns the passing of Gerald Lamarr Jennings, a giving and loyal member of this community; and,

**WHEREAS,** Gerald Lamarr Jennings was born on June 24, 1949 in McComb, Mississippi to the late Alphonce and Cleo Jennings; and,

**WHEREAS,** Gerald Lamarr Jennings accepted Christ at a young age and joined Society Hill Missionary Baptist Church in McComb, Mississippi; and,

**WHEREAS,** Gerald Lamarr Jennings displayed his ambitious nature and scholastic ability by earning a Bachelor's degree from Albany State College in Business Administration in 1971; and,

**WHEREAS,** Gerald Lamarr Jennings upon graduation, migrated to Pontiac, Michigan where he later met the love of his life of 44 years, his wife Carolyn, and to this union, the couple had one daughter, Nikia; and,

**WHEREAS,** Gerald Lamarr Jennings embraced the gift of laughter and was known to be the life of the party, for these reasons, he was affectionately given the nicknames "squirrel" and "biscuit;" and,

**WHEREAS,** Gerald Lamarr Jennings without question, lived life to the fullest, as there was never any doubt that the essential components were family and friends; and,

**WHEREAS,** Gerald Lamarr Jennings selflessly devoted 32 years to the City of Pontiac where he attained the rank of Superintendent in the Department of Public Works & Utilities, where he subsequently retired in 2004 and where he was proven to be a master at balancing work and enjoying life's pleasures; and,

**WHEREAS,** Gerald Lamarr Jennings joined Liberty Missionary Baptist Church where he served on the Usher Board and later moved his membership to Welcome Baptist Church.

**NOW, THEREFORE BE IT RESOLVED,** that the Pontiac City Council and members of this great community will greatly miss Gerald Lamarr Jennings, as his life was a portrait of service, a legacy that will long endure the passage of time and will remain as a comforting memory to all those whose lives he touched; we give our sincerest condolences to the family and friends of Gerald Lamarr Jennings.

*Kermit Williams*

**Kermit Williams, President**

*Randy Carter*

**Randy Carter, President Pro-Tem**

*George Williams*

**George Williams, Councilman**

*Gloria Miller*

**Gloria Miller, Councilwoman**

*Patrice Waterman*

**Patrice Waterman, Councilwoman**

*Mary Pietila*

**Mary Pietila, Councilwoman**

*Doris-Taylor Burks*

**Doris Taylor-Burks, Councilwoman**

**#8**

# **RESOLUTION**



# CITY OF PONTIAC

*Executive Branch*

---

**TO:** Honorable Mayor, Council President and City Council Members

**FROM:** Jane Bais-DiSessa, Deputy Mayor, at the request of  
Dan Ringo, Deputy Director of Public Works

**DATE:** October 31, 2019

**RE: Resolution to Approve Custodial Contract with CleanNet of Greater Michigan, Inc.**

In September 2019, the City of Pontiac publicly published a Request For Proposals (RFP) for Janitorial Services for seven buildings owned and operated by the city. The contract between the city and its current provider The Kristel Group expires November 30<sup>th</sup> 2019. Interested vendors were provided an opportunity to attend a guided walk-through of city buildings listed under the RFP and ask city officials questions regarding the language or concept of the RFP. The walk-through was voluntary and occurred October 4<sup>th</sup> 2019.

There were ten (10) companies that appeared. The sign-in sheet of the walk-through is included in this packet for your review. Of the ten that appeared, five (5) submitted formal proposals. The initial five bid totals are included in your packet for review. Selection of a custodial provider was presented and discussed at the September Department of Public Works (DPW) Sub-Committee meeting. During this meeting, Council President Kermit Williams requested an analysis of the cost to in-service the custodial operations juxtaposed with continuing with outsourcing this function. That analysis was performed by our Financial Analyst, Ben Plassman and is included in this packet for your review.

The Department of Public Works further conducted interviews of all vendors that submitted formal bids. Interrogatories were provided via email a week in advance of the formal interviews. Formal interviews occurred October 15<sup>th</sup> 2019. A list of the interrogatories asked of all interviewed vendors has been included in your packet for your review.

After interviewing all five vendors, the committee consisting of Dan Ringo, Purchasing Agent, Jessica Massey and Financial Analyst, Ben Plassman found the lowest qualified vendor for the RFP was CleanNet of Greater Michigan (CleanNet). A copy of the final scoring sheet of all vendors has been included in your packet for your review.

The committee moved forward with interviewing CleanNet's references after determining based on submitted pricing and interview scores that CleanNet was the lowest qualified bidder. A questionnaire was sent to the supplied references of CleanNet. The questionnaire is included in this packet for your review.

CleanNet, Inc. is a Michigan based company headquartered in Farmington Hills, Michigan. Clean.net USA, Inc is the parent company and is a certified Minority Business Enterprise. Clean.net has over 32 years' experience maintaining 160 million square feet in 35,000 commercial facilities nationwide.

By providing significant infrastructure, CleanNet operates to common standards, including but not limited to: Quality Control, Cost Savings for Customers, Safety in Work Place, Guidelines to Property Security, Hiring Procedures, Background Checks, Training, Certification, Cleaning Processes, Cleaning Procedures for Resilient/Non-Resilient Floors, Green Cleaning, Sustainability, Equipment Maintenance, Work Place Behavior, Uniforms, Management Processes, Staff Etiquette, Fire Prevention and Electrical Safety, and Chemical Handling.

There is an alternative model proposed where two full-time employees would become City of Pontiac employees. Under this model there would be a base reduction from the subsequent proposed price. With two full-time employees the price for CleanNet would be \$127,820.83. This does not take into account the additional minimum \$87,360 in salary and benefits including contingent costs the city would incur for insourcing these positions.

With that, the Department of Public Works is requesting that the committee's recommendation to award CleanNet of Greater Michigan the custodial contract in the amount of \$228,126.74 annually.

WHEREAS, The City of Pontiac has advertised and received responses to a request for proposals for Custodial Services on 9/24/2019, 2019 and publically opened bids on October 15, 2019, and;

WHEREAS, a review panel has reviewed the submittal and held interviews, and;

WHEREAS, after review and interviews, the most qualified contractor was CleanNet, with an annual cost of \$228,126.74.

NOW, THEREFORE,  
BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to enter a one year contract with CleanNet of Greater Michigan, Inc., for Custodial services for an annual amount of \$228,126.74.

JVB

attachments

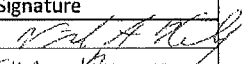
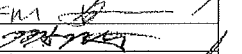
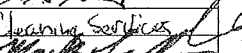
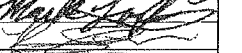
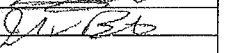

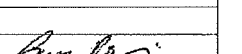
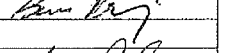
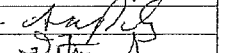
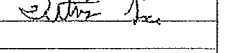

City Hall	\$0.00
Police	\$0.00
50th Dist. Court	\$4,021.07
Pruth Peterson	\$975.19
Bowen Center	\$1,625.31
Youth Center	\$4,030.18
Total Monthly	\$10,651.74
Annual	\$127,820.83



# City of Pontiac Custodial Walk-through

10/4/19

## Sign-In Sheet

Name	Email	Company	Signature
Vince Hebel	<del>Vince Hebel</del> Vince Hebel@vco.net	BRM	
Kim Futrell	Kimberly.Futrell@lccorp.com	LCCFM	
Mike McIntyre	MMcIntyre@grbsinc.com	GRBS	
Lynn Copeland	CopelandLynn@gmail.com	Copeland Cleaning Services	
Mark Langkos	marklangkos@dmh.com	DMH Burr	
Ben Danton	bdanton@cleannetusa.com	CleanNet	
John Bellini		City of Pontiac	
Dean Rizzo		" " "	
Larry Robinson		" " "	
Victor Stevens		" " "	
Ben Pilypas	ben@krstelgroup.com	KRSTEL GROUP	
Grant	grant@grant.com	Grant	
DAKON DANEK	daakon@parker.com	Professional Building Services	
KHUS Lee	hrc@hrcsclan.com	hrcsclan LLC	
	info@hrcsclan.com		

## Cleaning Services Bid Tabulation

This unofficial tabulation is for your information and only included what was read at the bid opening. The information has not been evaluated or confirmed.

	Kristel Group, Inc.	Giant Janitorial Service, Inc.	All Inclusive	CleanNet of Greater Michigan	Professional Clean CSM Services
	136 S. Rochester Road Clawson, MI 48017	18485 Mack Ave. Detroit, MI 48236	1580 Woodcreek Blvd. Ann Arbor, MI 48104	30665 Northwestern Hwy. Suite 203 Farmington Hills, MI 48393	3536 Highland Dr. Hudsonville, MI 49426
City Hall 34,210 sq. ft. Cost/Month	\$3,695	\$4,000	\$5,545	\$3,190	\$9,339
Police Building 49,920 sq. ft. Cost/Month	\$3,850	\$4,900	\$5,961	\$3,490	\$8,708
District Court 32,102 sq. ft. Cost/Month	\$3,950	\$3,900	\$4,956	\$3,190	\$4,804
Robert Bowens Center 10,110 sq. ft. Cost/Month	\$1,650	\$2,200	\$574	\$1,645	\$1,345
Ruth Peterson Center 10,987 sq. ft. Cost/Month	\$950	\$1,900	\$384	\$988	\$1,952
Youth Recreation Center 50,000 sq. ft. Cost/Month	\$3,640	\$5,100	\$4,924	\$2,879	\$8,103
Monthly Rate	\$17,735	\$22,000	\$22,344	\$15,382	\$34,251
Rate/Hour over 8 hours in a day	\$19.75	\$25.00	\$22.00	\$19.00	\$35.00
Special Event Cleaning					
Supervisor \$/Hour	\$17.00	\$35.00	\$34.00	\$22.00	\$27.00
Labor \$/Hour	\$15	\$22	\$24	\$19	\$18.50
Annual Rate	\$212,820	\$264,000	\$268,128	\$184,584	\$411,012

Name/Work Activity of RFP: Janitorial and Custodial Services

City of Pontiac  
47450 Woodward Ave.

In-Sourcing Estimates for Janitorial Services at the City of Pontiac

Building	Weekly Hours Spent	Cost per hour of staff	Weekly Salary & Benefits	Annual Salary & Benefits
City Hall 34,210 sq. ft.	40	\$ 21.00	\$ 840.00	\$ 43,680.00
Police Building 49,920 sq. ft.	40	\$ 21.00	\$ 840.00	\$ 43,680.00
District Court 32,102 sq.ft.	45	\$ 21.00	\$ 945.00	\$ 49,140.00
Robert Bowens Center 10,110 sq. ft.	20	\$ 21.00	\$ 420.00	\$ 21,840.00
Ruth Peterson Center 10,987 sq. ft	9	\$ 21.00	\$ 189.00	\$ 9,828.00
Youth Recreation Center 50,000 sq. ft.	35	\$ 21.00	\$ 735.00	\$ 38,220.00
Supervisor	40	\$ 25.20	\$ 1,008.00	\$ 52,416.00
				\$ 258,804.00

Variable Costs	
Cost of Training	\$ 1,000.00
Cost of Supplies	\$ 12,000.00
Cost of OverTime	\$ 8,190.00

**Total Cost** \$ 279,994.00

Salary & Benefits = 1.4 times the hourly wage

# City of Pontiac

## Custodial RFP Interrogatories

10/22/19

1. Did you attend the building walk-through on 10/4/19?
2. What immediate improvements would your company make to improve the facilities appearance based on the condition of the buildings today?
3. Tell us about the team member that will oversee this account? What is their background and relevant experience that will benefit the City of Pontiac?
4. How does your company handle vacancies and call-offs?
5. What method of reporting do you provide customers to indicate performance?
6. Are you opposed to providing KPIs and Benchmark to the City of Pontiac on a monthly basis?
7. Are you familiar with "Fees at Risk"?
8. What technology are you using in other accounts that help you manage provided services to customer expectations?
9. Would you be open to perform quality checks or building walk-through with a city representative?
10. What chemicals do you currently use in your other accounts?
11. Walk us through how your employees are trained to perform their jobs?
12. Do you have a safety plan in place?

# City of Pontiac

## Custodial RFP Interrogatories

10/22/19

	All-Inclusive	Kristel	Professional	Clean Net	Giant
Question 1	8	10	8	9	10
Question 2	8	3	8	9	8
Question 3	8	3	8	9	8
Question 4	8	3	8	9	8
Question 5	8	3	8	9	6
Question 6	8	1	8	9	7
Question 7	7	1	8	9	7
Question 8	8	1	8	9	7
Question 9	8	8	8	9	8
Question 10	8	8	8	9	8
Question 11	5	4	8	9	5
Question 12	5	4	8	9	8
<b>Total Score</b>	<b>89</b>	<b>49</b>	<b>96</b>	<b>108</b>	<b>90</b>

## Reference Check Questionnaire

Date: 10/30/2019

Title: Janitorial and Custodial Services

Company Name: CleanNet of Greater Michigan

Name & Number of Reference: Cleary University Jeff Cole 317-650-5026

Good Morning/Afternoon, I am calling on behalf of the City of Pontiac in regards to Janitorial and Custodial Services performed by CleanNet of Greater Michigan. We had a bid opening for Janitorial and Custodial Services and the contractor listed above had you down as a reference. I was hoping you had a few moments to answer the following questions.

Question:		Response:
1.	How long have you worked with this company?	Since July.
2.	On a scale of 1-5, with 5 being the highest: how would you rate their overall quality of service?	4.
3.	How would you rate their communication? Did they respond to problems & Submit invoices in a timely manner?	Submit invoices consistently, communication is good. Handle specific things. Accommodating to last minute request for extra work outside of normal scope. The company does a good job.
4.	Did you receive many (if any) complaints about their conduct or service?	No complaints.
5.	Would you recommend this company? If no, please explain why.	Yes. No issues so far. Good price, accommodating to needs. Different schedules for each building which CleanNet has been able to handle with no problem.
6.	Any additional Comments?	Works with Ben. Able to accommodate changes and schedules fairly easy.

## Reference Check Questionnaire

Date: 10/30/2019

Title: Janitorial and Custodial Services

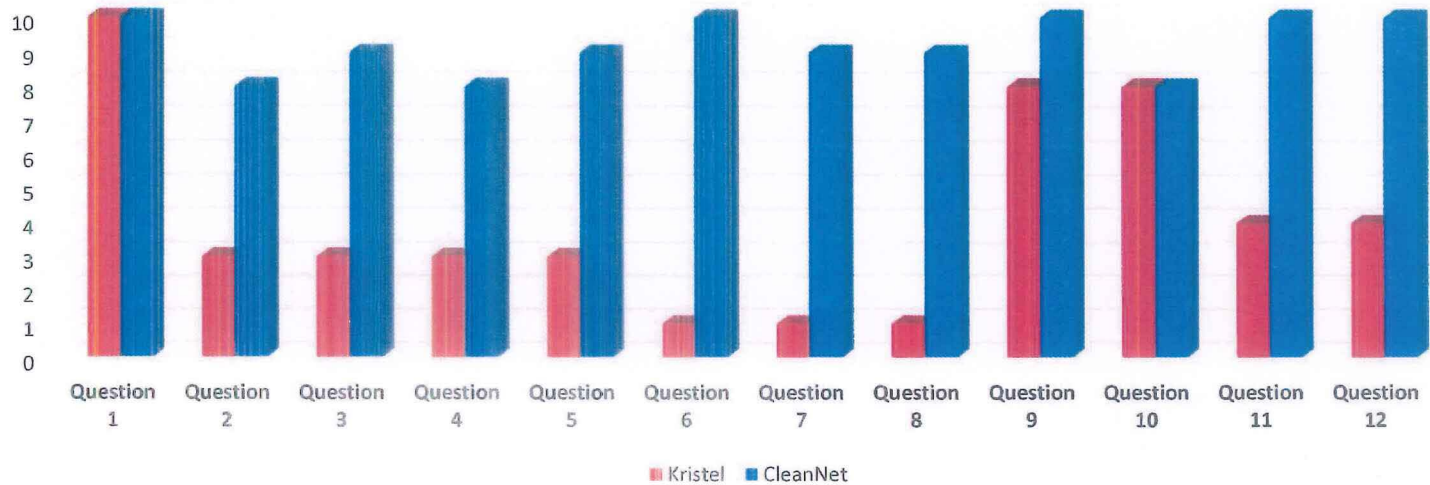
Company Name: CleanNet of Greater Michigan

Name & Number of Reference: Pontiac Hospital John Krieger 248-857-6778

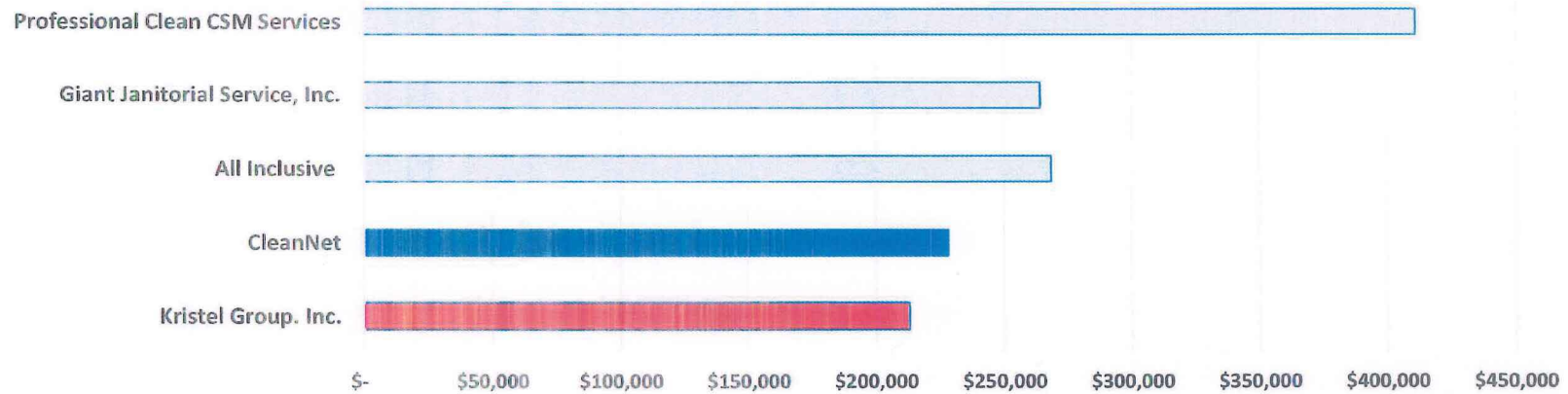
Good Morning/Afternoon, I am calling on behalf of the City of Pontiac in regards to Janitorial and Custodial Services performed by CleanNet of Greater Michigan. We had a bid opening for Janitorial and Custodial Services and the contractor listed above had you down as a reference. I was hoping you had a few moments to answer the following questions.

Question:	Response:
1. How long have you worked with this company?	6-7 years.
2. On a scale of 1-5, with 5 being the highest: how would you rate their overall quality of service?	4
3. How would you rate their communication? Did they respond to problems & Submit Invoices in a timely manner?	Good Communication. Didn't have any issues with response time or invoices.
4. Did you receive many (if any) complaints about their conduct or service?	No.
5. Would you recommend this company? If no, please explain why.	Yes. Had no issues with the company.
6. Any additional Comments?	

### Contractor Ratings Based on Answers to Interrogatories



### City of Pontiac- Janitorial Bids





# City of Pontiac

## Custodial RFP Interrogatories

10/22/19

1. Did you attend the building walk-through on 10/4/19?
2. What immediate improvements would your company make to improve the facilities appearance based on the condition of the buildings today?
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4. How does your company handle vacancies and call-offs?
5. What method of reporting do you provide customers to indicate performance?
6. Are you opposed to providing KPIs and Benchmark to the City of Pontiac on a monthly basis?
7. Are you familiar with "Fees at Risk"?
8. What technology are you using in other accounts that help you manage provided services to customer expectations?
9. Would you be open to perform quality checks or building walk-through with a city representative?
10. What chemicals do you currently use in your other accounts?
11. Walk us through how your employees are trained to perform their jobs?
12. Do you have a safety plan in place?

### In-Sourcing vs. Out-Sourcing Estimates for Janitorial Services at the City of Pontiac For Two Buildings

#### In-Sourcing

Building	Weekly Hours Spent	Cost per hour of	Weekly Salary	Annual Salary & Benefits
City Hall 34,210 sq. ft.	40	\$ 18.75	\$ 750.00	\$ 39,000.00
Police Building 49,920 sq. ft.	40	\$ 18.75	\$ 750.00	\$ 39,000.00
				\$ 78,000.00

Variable Costs	
Cost of Supplies	\$ 15,000.00
Cost of OverTime	\$ 11,793.60

<b>Total Cost</b>	<b>\$ 104,793.60</b>
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Salary & Benefits = 1.25 times the hourly wage

#### Out-Sourcing

#### CleanNet Totals for two buildings

City Hall	\$48,071.69
Police	\$52,234.21
<b>Total Cost</b>	<b>\$100,305.91</b>