

AGENDA
CITY COUNCIL STUDY SESSION
JUNE 12, 2023 - 6:00PM
CITY OF FARMINGTON HILLS
CITY HALL – COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com

1. Call Study Session to Order
2. Roll Call
3. [Amendment to Rules of the City Council and Guidelines of Conduct](#)
4. [City Clerk Succession Plan](#)
5. Discussion on [Early Voting Options](#)
6. Adjourn Study Session

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made. Thank you.

**CITY OF
FARMINGTON HILLS**

**RULES OF THE CITY
COUNCIL AND
GUIDELINES OF
CONDUCT**

(As Amended Through June 28, 2021)

CONTENTS

RULES OF THE CITY COUNCIL

- A. Regular and Special Meetings
- B. Meeting Procedure
- C. Closed Meetings
- D. Voting and Discussion
- E. Citizen Participation
- F. Agenda
- G. Consent Agenda
- H. Recording of Council Meetings
- I. Miscellaneous
- J. Committee Assignments

GUIDELINES OF CONDUCT

- A. Public Relations
- B. City Council Relations with City Staff
- C. City Council Relations with City Commissions and Committees
and Council Member Representation to other Agencies and Groups

CITY OF FARMINGTON HILLS RULES OF THE CITY COUNCIL

A. REGULAR AND SPECIAL MEETINGS

1. REGULAR MEETINGS:

Regular meetings of the City Council will be held, at a minimum, on the second and fourth Mondays of each month beginning at 7:30p.m., local prevailing time, at the City Hall. Regular meetings may be rescheduled to other times by a vote of the Council.

2. SPECIAL MEETINGS:

A special meeting may be called by the Mayor, or any of four (4) or more members of Council and upon at least eighteen (18) hours notice to each member.

3. BUSINESS AT SPECIAL MEETINGS:

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting.

4. STUDY SESSIONS:

Study sessions of the Council will be held as necessary and as scheduled by Council. The City Manager and City Clerk will prepare an agenda for these meetings prior to the start of such meetings.

5. REGULAR AND SPECIAL MEETING NOTICE (POSTING) REQUIREMENTS:

- A. For regular meetings of the Council, the Clerk shall post at the City Hall, within three (3) days after the first meeting of the Council in each calendar year, a public notice stating the dates, times and places of its regular meetings for the year.
- B. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting.
- C. However, such notice, as described in 5A and B above, is not required for a meeting of the Council in emergency session in the event of a widespread natural disaster or a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

6. MAILING OF MEETING AGENDAS:

Upon written request of an individual, organization, firm or corporation, and upon the requesting party's payments of an annual fee of not more than the reasonable estimated cost for printing and postage of such notices, the Clerk shall send to the requesting party, by first class mail, a copy of regular meeting agendas. The Clerk shall also notify any requesting party that a copy of each regular meeting agenda is posted on the City's website for public access prior to each such meeting. Upon written request, the Clerk shall electronically provide a copy of such notices of meetings to any newspaper published in the State of Michigan and to any radio and television station located in the State free of charge.

7. MINUTES OF REGULAR AND SPECIAL MEETINGS:

- A. A journal of the proceedings of each regular and special meeting will be kept in the English language by the Clerk and shall be signed by the City Clerk, upon approval by Council.
- B. Proceedings of the Council, or a brief synopsis thereof, will be published in a newspaper of general circulation within the City within 15 days following each meeting.
- C. Proposed minutes of regular or special meetings will be available for public inspection not more than eight business days after such meeting.
- D. Approved minutes will be available for public inspection not later than five business days after the meeting at which the minutes were approved.

B. MEETING PROCEDURE

1. MEETINGS TO BE PUBLIC:

All regular and special meetings of the City Council shall be open to the public and citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe.

2. ORDER OF BUSINESS:

An agenda for each Regular Council meeting shall be prepared by the Mayor, City Manager and City Clerk in accordance with the following order of business:

- a. Call Meeting to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Approval of Agenda
- e. Correspondence
- f. Consent Agenda
- g. Consent Agenda Items for Discussion
- h. Public Questions & Comments
- i. Council Members' Comments and Announcements
- j. City Manager Update
- k. Public Hearings
- l. Unfinished Business
- m. New Business
- n. City Manager Reports
- o. Additions to Agenda
- p. City Attorney Report (first meeting of the month)
- q. Adjournment

3. QUORUM:

Four (4) members of the Council in office at the time shall be a quorum for the transaction of business.

4. PRESIDING OFFICER:

The presiding officer shall be responsible for enforcing the Rules of the City Council, contained herein, as well as the Code of Conduct. The Mayor shall be the presiding officer of the Council. In the absence of or disability of the Mayor, the Mayor Pro Tem shall be the presiding officer of the Council. In the absence or disability of both, the Council may designate another of its members to serve as presiding officer during such absence or disability.

5. PRESENTATIONS:

- a. During the regular session of a City Council meeting, those who have been invited by the City Council or Administration to make presentations and those who have an application or proposal as an item of business on the agenda and wish to make a presentation, may, if allowed by Council and upon the direction of the Mayor at the meeting, do so by coming before the public microphone, stating their name and, if appropriate, group or business affiliation, and making their presentation to Council for such duration as may be allowed by the Mayor or chair of the meeting. All persons presenting or commenting during the regular session of a City Council meeting shall do so, in person, at the meeting.

- b. Those who have been invited by the City Council or Administration to make a presentation relating to a study session agenda item may, upon direction of the Mayor or City Manager, make their presentation for such duration as may be allowed by the Mayor or chair of the meeting. Presentations at study sessions shall be in person, **except** presenters may make remote study session presentations by a secure remote audio and video communication connection established by the City to avoid incurring costs and expenses for the presenter's long-distance travel to the City or in bona fide emergency circumstances, as determined in the City Manager's discretion, and not for convenience, provided the City Manager and Clerk have been given sufficient advance notice to make the necessary arrangements.

[STAFF ALTERNATE "EXCEPTION" PROVISION FOR COUNCIL DISCUSSION AND CONSIDERATION: ". . .**except** presenters may make remote study session presentations by a secure remote audio and video communication connection established by the City in circumstances where in person attendance by the presenter is impractical for reasons determined acceptable by the City Manager, in his discretion, and provided the City Manager and Clerk have been given sufficient advance notice to make the necessary arrangements."]

C. CLOSED SESSIONS

1. PURPOSE:

The City Council may only meet in closed session for purposes defined in the Michigan Open Meetings Act as follows:

- A. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or if permitted by the City Charter or applicable ordinances to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing

may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open session.

- B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- D. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
- E. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. All interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the Michigan Open Meetings Act.
- F. To consider material exempt from discussion or disclosure by state or federal statute.

2. CALLING CLOSED SESSIONS:

A two-thirds roll call vote of the Council members elected or appointed and serving shall be required, except under Sections (a) and (b) above. The roll call vote shall be taken at an open meeting and the purpose for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

3. MINUTES OF CLOSED SESSIONS:

A separate set of minutes shall be taken by the Clerk or the designated Secretary at the closed session. These minutes will be retained by the Clerk of the Council for the period of time required by the Michigan Open Meetings Act, shall not be available to the public and shall be disclosed if required by a civil action.

Closed meeting minutes may be distributed to Council for review at a closed meeting and may be approved, in Council's discretion, and returned to the Clerk.

4. CONFIDENTIALITY OF CLOSED SESSION INFORMATION:

A City Council member shall not divulge to any unauthorized person confidential information discussed in a closed session. Council members shall honor the confidentiality of the debate, discussion and preliminary action, if any, taken in

closed session; and be aware of the potential financial liability and/or harm to the reputation of the City by premature disclosure.

D. VOTING AND DISCUSSION

1. ROLL CALL:

In all roll call votes, the names of the members of the Council shall be called. A vote upon all ordinance enactments, rezoning issues and liquor license requests shall be taken by a roll call vote and entered upon the records.

2. RESULTS OF VOTING:

In all cases where a vote is taken, the Chair shall declare the result.

3. DUTY TO VOTE:

Whenever a question is put before the Chair, every member shall vote, provided however, that no member shall be required to vote if that member shall have a conflict of interest and shall state his/her conflict of interest. If a member is precluded from voting pursuant to a conflict of interest, that member shall refrain from participating in the discussion on the issue.

EXCEPTION: A Councilmember should not vote on the question of approving, correcting or amending minutes of meetings at which the member was absent for the reason that such member is unable to determine the accuracy of such minutes.

4. CONDUCT OF DISCUSSION:

The maker of the motion shall speak first; the supporter of the motion shall speak second. During Council discussion and debate, no member shall speak until recognized for the purpose by the Chair. After such recognition, the member shall confine discussion to the question at hand. Personal comments about other individuals should be avoided. When addressing other members of Council they should be addressed by title and/or last name but not by first name. No member should request to speak a second time on a motion as long as another is requesting recognition to speak for a first time.

5. COUNCIL MEMBER REQUESTS FOR POSTPONEMENTS:

Requests for postponements on agenda items from members of council requires approval by a majority of Council present.

6. RULES OF PARLIAMENTARY PROCEDURE:

The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable,

provided they are not in conflict with these Rules or with the Ordinances and Charter of the City of Farmington Hills.

7. RECONSIDERATION OF MOTIONS:

When a question has been decided, it shall be in order for any Council member who voted on the prevailing side of the question to move the reconsideration at the same meeting or at the next regularly scheduled meeting, provided no action has been taken as a result of the previous vote.

8. GENERAL CONSENSUS:

General consent or consensus may be used to give direction and the minutes should indicate that a majority consented.

E. CITIZEN PARTICIPATION

1. GENERAL:

Each council meeting agenda shall provide for reserve time for audience participation, as requested, hereby known as Public Questions and Comments.

2. LENGTH OF PRESENTATION:

Members of the public at the meeting shall not speak unless recognized by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes during any public hearing or public comment.

3. PERSONS ADDRESSING THE COUNCIL:

Prior to addressing Council, members of the public shall come before the public microphone, state their name and, if appropriate, group affiliation. The Council may in its discretion limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue.

4. DEVIATION:

Upon the request of a member of the Council, the Mayor may recognize a member of the audience who shall be permitted to address the Council at a time other than audience participation; however, all other rules as provided herein shall apply.

5. REQUESTS TO SPEAK DURING PUBLIC HEARINGS:

For the purpose of public participation during public hearings, every speaker, after being recognized by the Chair, is to approach the public microphone and give his/her name prior to speaking on the public hearing issue. Each speaker will be allowed five (5) minutes maximum to address the Council.

6. REQUESTS TO SPEAK DURING PUBLIC QUESTIONS AND COMMENTS:

Any person who wishes to speak on a subject not on the printed agenda may speak at this time. All rules of conduct still apply.

7. REQUESTS TO SPEAK DURING REGULAR AGENDA ITEMS:

Any person who wishes to speak on an item included on the printed meeting agenda may do so by filling in the required speakers request form and submitting same to the City Clerk prior to that agenda item being discussed. Speakers will be recognized by the Chair, at which time they will be required to approach the public microphone, state their name and will be allowed five (5) minutes maximum to address the Council.

8. DISORDERLY CONDUCT AT MEETINGS:

Persons addressing the Council shall make responsible comments and shall refrain from making personal, impertinent, slanderous or profane remarks. The Chairperson may call to order any person who is being disorderly by speaking when not recognized by the Chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such persons shall thereupon be seated until the chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the Police Department to remove the person from the meeting.

F. AGENDA

1. PREPARATION:

The Mayor, City Manager and City Clerk shall prepare an agenda for each regular or special meeting of the City Council. The deadline for submitting items for a Council agenda is 12:00 noon on the Thursday preceding the Monday Council meeting. Agenda items from Council should be submitted in writing by this same time. Requested items will appear on a meeting agenda within three meetings after request is made.

2. DISTRIBUTION:

The agenda and material related to the agenda (“agenda packet”) for each regular meeting of City Council will be made available to City Council members through computer access, and if requested, delivered to their residence, at least 48 hours before the scheduled regular meeting, or at least 12 hours before a scheduled special meeting.

3. AGENDA MATERIAL:

Department Heads and all others shall submit requests for inclusion on the agenda to the City Manager with all necessary supporting data. Written presentations shall be submitted by 12:00 noon on the Thursday preceding the Monday Council meeting for circulation with agendas. Agenda requests could be delayed if related information is not received in a timely manner.

3. POSTING OF AGENDA MATERIAL:

For added public transparency purposes only, the agenda packet for each regular meeting of City Council are to be posted for public review on the City’s website on the Monday morning in advance of the meeting to which they relate, except as provided below. The posting of agenda packets on the website under this section is voluntary, not required by law, and does not create any added notice or due process obligations or rights. As such, if an agenda packet is not posted on the website, it shall not require a meeting or any agenda item to be canceled, postponed, or adjourned, and it shall not be a due process or notice defect or violation. This provision does not relate to public hearing notices posted on the website, and it does not apply to special meetings. Also, the agenda packet materials posted on the website may exclude confidential or privileged material and material that the Freedom of Information Act permits the City to exempt from public disclosure.

G. CONSENT AGENDA

1. PURPOSE:

A consent agenda will be used to allow Council to act on numerous administrative or non-controversial items at one time.

2. AGENDA ITEMS:

A consent agenda will be developed by the City Manager and City Clerk. Items that could be included on this agenda include non-controversial items such as approval of minutes, payment of bills, approval of recognition resolutions, pay raises, etc. Any member of Council or the public may request that an item be

removed from the consent agenda and placed on the regular agenda for discussion.

H. RECORDING OF COUNCIL MEETINGS

1. MEETINGS MAY BE RECORDED, BROADCASTED & LIVESTREAMED:

All regular or special meetings of the City Council may be recorded by the City through the use of electronic and/or digital recording devices. City Council meetings may also be broadcast for public viewing on public access television channels and livestreamed on YouTube or another similar web-based livestreaming service. Links to livestream videos of meetings will be maintained on the City's website for public access.

2. RETENTION OF RECORDS:

Any separate digital and/or electronic recordings of Council meetings shall be retained by the City Clerk until such time as the minutes of the recorded meeting are approved by City Council.

I. MISCELLANEOUS

1. AMENDMENTS TO RULES:

The rules of the City Council may be altered or amended by a majority vote of two-thirds of the entire Council.

2. SUSPENSION OF RULES:

The rules of the City Council may be suspended for good cause for a specified portion of a meeting by a two-thirds majority of the entire Council.

3. CONTROLLING AUTHORITY:

These rules shall control unless preempted by City Charter, State laws or the Courts.

4. REVIEW OF CONSULTANTS:

City Council shall make an internal evaluation of consultants as needed to determine if the services being provided are satisfactory and if judged to be

inappropriate, will move to proceed with establishing a more formal review process.

J. COMMITTEE ASSIGNMENTS

1. ASSIGNMENTS:

The Mayor may assign Council members to any committee as is deemed necessary, with approval of Council.

2. RESPONSIBILITIES:

Council members' responsibilities as committee members will be generally limited to policy and not the administration of a department or appointed organization.

CITY OF FARMINGTON HILLS
GUIDELINES OF CONDUCT

A. PUBLIC RELATIONS

Members of Council should refrain from argument with a member of the public or staff at Council meetings since these arguments seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of Council over the behavior or work of a City employee during a Council meeting should be directed to the City Manager to ensure the concern is addressed.

B. CITY COUNCIL RELATIONS WITH CITY STAFF

1. There shall be mutual respect from both staff and Council members of their respective roles and responsibilities when and if expressing criticism in public session.
2. Requests for information or questions by the City Council shall be directed to the City Manager or the appropriate Department Head. All non-routine requests should be submitted to the City Manager's office. All complaints should be submitted to the City Manager.
3. All written information material requested by individual Council members shall be submitted by staff to the City Manager who will transmit them to all Council members with the notation indicating which Council member requested the information.
4. Council shall not attempt to correct or influence staff in the selection of employees, recommendations for the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
5. Incoming mail clearly marked as personal shall not be opened when addressed to individual Council members or staff unless requested.
6. A Council member shall not direct staff to initiate any action or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the City Council. All such requests will be first directed to the City Manager.

C. CITY COUNCIL RELATIONSHIP WITH CITY COMMISSIONS AND COMMITTEES AND COUNCIL MEMBER REPRESENTATION TO OTHER AGENCIES AND GROUPS

1. Members of the City Council should not attempt to influence commission or committee recommendations, or to influence or lobby individual commission or committee members on any item under their consideration. It is important for commissions and committees to be able to make objective recommendations to the City Council on items before them. Members of Council that attempt to influence commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the City Council.
2. Individual Council members shall have the right to attend meetings but are cautioned about becoming involved in the meetings' discussions.
3. If a member of the City Council represents the City before another governmental agency or organization, the Council member should first indicate the majority position as an opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.

K:/Shared/City Policy/CC Meeting Rules & Procedures.doc



OFFICE OF CITY CLERK

INTEROFFICE CORRESPONDENCE

TO: Mayor and City Council
FROM: Pamela B. Smith, City Clerk
DATE: June 12, 2023
SUBJECT: Succession Plan for City Clerk's Office

Several years ago, under the direction of City Manager Mekjian and Human Resources Director John Randall, Department Heads/Directors were asked to prepare a succession plan for key positions within their department. At that time, I had already had discussions with some of my staff and their goals for moving up in the organization and put in place opportunities for education and certification for respective positions.

As I have mentioned recently, I am planning on retiring at the end of this year. My actual retirement date is January 21, 2024; however, I plan to use time accrued to leave as of December 1, 2023. The reason for my early departure is due to the upcoming Presidential Primary Election and need to get key positions filled in advance of this Election.

While the appointment of a new City Clerk is at the discretion of City Council, I am strongly endorsing Carly Lindahl, Deputy City Clerk to be appointed effective as of my retirement. This supports my succession plan in place for my department. Carly started working for the city in the Engineering Division in April, 2000 and then was hired full time in July, 2007. She was promoted to the Secretary of the City Clerk in 2012 and then to Deputy City Clerk in 2014.

She has earned her bachelor's degree in public administration while working with the city and has also earned the following certifications:

- Certified Municipal Clerk (CMC) certification through the International Institute of Municipal Clerks
- Michigan Professional Municipal Clerk certification – Level Two (MiPMC) through the Michigan Association of Municipal Clerks
- State accreditation to administer Elections through the State Bureau of Elections

Carly is also working towards her Master Municipal Clerk (MMC) through the International Institute of Municipal Clerks and has served on the Oakland County Clerk's Association Board as secretary. She has attended many legislative committee meetings of the MAMC to keep up to date on proposed legislation and changes with the administration of elections including Proposal 3 that passed in 2018 and Proposal 2 that passed in November 2022. She has a great rapport with members of City Council, the administration and staff from all departments.

Several reasons for having a succession plan in place for this position include:

- Ensuring there is no gap period without a City Clerk between the time the former Clerk leaves and another is appointed. This is important for signing of specific documents including certified copies of vital records issued by the city.
- Only persons accredited through the State of Michigan can administer elections
- It provides for a smooth transition when a qualified employee is hired from within for existing staff and other departments and better morale amongst employees when succession plans and employees are respected for their commitment to their profession

With probably the busiest election year yet upon us in 2024 that will include early voting and other aspects of Proposal 2 coming into play, it is important for the city to make sure key positions within the City Clerk's Office are filled prior to heading into that election cycle. Preparation for the February/March, Presidential Primary Election will begin in December, 2023.

The appointment of Carly to City Clerk would create further openings in the office and other key positions to fill including Deputy City Clerk. Ashley Hopper, Administrative Secretary to the City Clerk, has expressed interest in the position and has already earned her MiPMC – Michigan Professional Municipal Clerk Certification and has received accreditation through the State of Michigan to administer elections. This also is part of my department's succession plan and consistent with discussions with city administration and my staff and their future goals with the city. The Deputy Clerk position is an appointment by the City Clerk with city administration approval.

Carly is ready to assume this role. I have the utmost respect for her and her work ethic and have come to rely upon her. I believe we have complimented each other to run an efficient department but just as important a department that respects each other, fellow employees, the administration and City Council and who work together to serve the residents of Farmington Hills.

RECOMMENDATION:

To obtain consensus of Council to proceed with the following timeline:

- Human Resources to post the City Clerk position internally following this meeting
- Schedule City Clerk interviews before City Council on July 10th at the study session meeting
- Schedule appointment of the new City Clerk for the next regular Council meeting (following the interview process and consensus of Council). The clerk would be appointed with an effective starting date of January 22, 2024

This schedule would allow for additional positions within the clerk's office to be posted and filled as needed to ensure a full staff prior to my retirement date.

This succession plan has been discussed with the City Attorney's Office and Human Resources Director, Lori Brown, to ensure that it meets all legal and procedural requirements and has approval of the City Manager.



OFFICE OF CITY CLERK

INTEROFFICE CORRESPONDENCE

TO: Mayor and City Council
FROM: Pamela B. Smith, City Clerk
DATE: June 12, 2023
SUBJECT: Early Voting Options

With the passing of Proposal 2 in November, 2022, early voting is now required for all state and federal elections. Early voting is required for a minimum of nine days prior to an Election for at least 8 hours per day starting with the second Saturday preceding the Election date and ending on the Sunday prior to the Election date. Early voting may be offered for additional days/hours and for local and special elections.

Legislation provides several options for communities to provide early voting. Municipalities can provide for early voting on their own, partner with surrounding local communities or partner with the County if the County offers that option.

Oakland County has decided to offer regional early voting sites and have created a proposed plan/map outlining 18 different locations that included the communities that would be party to those potential locations. Farmington and Farmington Hills have been grouped together as having a potential regional early voting site in our area.

The county has met with all of the municipal clerks to discuss their plans in order for the clerks to determine if they are interested in partnering, what resources are available in terms of facilities and for the county to determine and request appropriate funding. They are seeking a verbal commitment by the end of the month for those that want to participate. Formal agreements would follow sometime in August.

Since local legislative bodies will be required to authorize any future agreement as well as a resolution to offer early voting for all Elections (not just state and federal), I wanted to bring Council into the loop and obtain thoughts and feedback.

If the city were to enter into an agreement as a regional site, the county would provide:

- All equipment – one tabulator, additional electronic pollbooks, ballot on demand and voting booths
- Scheduling and training of all election workers
- Pre-testing of equipment and ballots
- Daily supervision or back-up – as much or as little as wanted by the municipalities to be outlined in the agreement

City responsibilities would include:

- A dedicated city facility for the 9 days of early voting

- Notification to all voters of the early voting location, days and hours and other required postings
- Compensation for election workers – the State has asked for funding for early voting that would include compensation for the first three workers per site per day. Additional workers would be paid for by the municipality
- The Clerk’s Office must be open or available for inquiries for all 9 days during hours open and provide supervision as it would for precincts on election day
- Nightly downloading and uploading of information and tabulation of results after 8pm on Election Day
- Resolution of the legislative body to authorize early voting for all elections – we would want to do this for consistency for voters

Regardless of which option the city chooses, the city’s responsibilities largely remain the same. The benefit of the regional site is cost, initial set-up, and support staff, if needed. Regional sites will offer more consistency to voters, at least in Oakland County, since all counties are not offering this option. The County plans to also have a central voting site at or near the county offices that would be a second site available to all Oakland County voters.

The initial agreement for a regional site would run from November, 2023 through November, 2024 and there would then be an opt out window for any municipality and/or the county. If a subsequent agreement is approved and signed by a municipality and county, that agreement would run in perpetuity.

The intentions are to have early voting for ALL Elections in order to provide further consistency for voters.

AGENDA
CITY COUNCIL MEETING
JUNE 12, 2023 – 7:30PM
CITY OF FARMINGTON HILLS
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
Cable TV: Spectrum – Channel 203; AT&T – Channel 99
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

REQUESTS TO SPEAK: Anyone requesting to speak before Council on any agenda item other than an advertised public hearing issue must complete and turn in to the City Clerk a blue, Public Participation Registration Form (located in the wall rack by the south door entering the council chambers).

REGULAR SESSION MEETING BEGINS AT 7:30P.M. IN THE CITY COUNCIL CHAMBER

STUDY SESSION (6:00 P.M. Community Room – See Separate Agenda)

REGULAR SESSION MEETING

CALL REGULAR SESSION MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of regular session meeting agenda
2. Proclamation recognizing June 2023 as [LGBTQ Pride Month](#)
3. Proclamation recognizing June 19, 2023 as [National Observance of Juneteenth](#)
4. Economic Development Corporation Update on [Incubator At The Hawk](#)

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 10 - 17)

All items listed under Consent Agenda are considered routine, administrative, or non-controversial by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council Member or citizen so requests, in which event the items may be removed from the Consent Agenda for consideration.

CONSENT AGENDA ITEMS FOR DISCUSSION

PUBLIC QUESTIONS AND COMMENTS

Limited to five (5) minutes for any item of City business not on the agenda.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

CITY MANAGER UPDATE

PUBLIC HEARING:

5. Public hearing and consideration of adoption of the 2023/2024 Fiscal Year Budget and 2023 Property Tax Millage Rates. [CMR 6-23-68](#)

UNFINISHED BUSINESS:

6. Consideration of approval of the ENACTMENT of [Ordinance C-7-2023](#) amending City Code, Chapter 34, “Zoning”, to amend the official Zoning Map in order to rezone the property located at 29400 Orchard Lake Road from B-4, Planned General Business District to B-3, General Business District; Rezoning Request 1-2-2023, and approval of summary for publication.

NEW BUSINESS:

7. Consideration of adopting a resolution establishing water rates for fiscal year 2023/2024. [CMR 6-23-69](#)
8. Consideration of adopting a resolution establishing sewer rates for fiscal year 2023/2024. [CMR 6-23-70](#)
9. Consideration of approval of an Incubator Use and Participation Agreement with Comprehensive GI Solutions PLLC. [CMR 6-23-71](#)

CONSENT AGENDA:

10. Recommended approval of amending the contract amount to Fonson Company to include additional quantity to Heritage Hills and Wedgwood Commons Subdivision Road Reconstruction Program, Phase III, extending the contract to a total amount of \$5,344,952.56. [CMR 6-23-72](#)
11. Recommended approval of purchase of two BMW Motorcycles for the Police Department from Motorcycles of Southeast Michigan in an amount not to exceed \$56,925.68. [CMR 6-23-73](#)
12. Recommended approval of award of bid for generator preventative maintenance to American Generator Sales & Service LLC in the amount of \$11,900 per year for one year, with extensions. [CMR 6-23-74](#)
13. Recommended approval of request for employment under Section 10.01A of the City Charter for a [Hawk Concessions Attendant](#).
14. Recommended approval of request for employment under Section 10.01A of the City Charter for an [Art and Music Camp Specialist](#).
15. Recommended approval of City Council [budget study session meeting minutes](#) of May 15, 2023.
16. Recommended approval of City Council [budget study session meeting minutes](#) of May 16, 2023.
17. Recommended approval of City Council [regular session meeting minutes](#) of May 22, 2023.

ADDITIONS TO AGENDA

18. Attorney Report

ADJOURNMENT

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/ accommodations will be made.



**PROCLAMATION
LGBTQ Pride Month
June 2023**

- WHEREAS,** the struggle for dignity and equality for lesbian, gay, bisexual, transgender, and questioning (LGBTQ) people is reflected in the tireless dedication of advocates and allies who strive to forge a more inclusive society; and
- WHEREAS,** June is declared as Pride Month to commemorate the June 1969 Stonewall Uprising in Lower Manhattan targeting LGBTQ patrons and other marginalized people, in violation of their civil rights, leading to the birth of the Gay Rights Movement; and
- WHEREAS,** LGBTQ Americans, including our neighbors, coworkers, friends, and family members, face discrimination simply for being who they are and there remains much work to do to extend the promise of our country to every person; and
- WHEREAS,** the landmark Supreme Court decision of 2015 guaranteeing marriage equality in all 50 States was a historic victory for LGBTQ Americans which affirmed our belief that we all deserve to be treated as equals; and
- WHEREAS,** in 2015, the City of Farmington Hills enacted a Human Rights Ordinance stating the City's intent that no person be denied equal protection of the laws, nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family status, sexual orientation or gender identity.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 2023 as **LGBTQ Pride Month** and encourage our community to eliminate prejudice wherever it exists and to celebrate our great diversity by taking part in community events throughout June that focus on and celebrate our LGBTQ neighbors.

A handwritten signature in black ink that reads 'Vicki Barnett'.

Vicki Barnett, Mayor



PROCLAMATION
Juneteenth Celebration
National Observance June 19, 2023

- WHEREAS,** The City of Farmington Hills formally acknowledges Juneteenth as a holiday marking the end of slavery in the United States; and,
- WHEREAS,** this year marks the 18th annual State of Michigan Juneteenth Freedom Day Recognition; and, the City of Farmington Hills commemorates the word of emancipation finally reaching a group of enslaved Africans in Galveston, Texas on June 19, 1865, which was two and a half years after President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, stating that “all persons held as slaves” within the rebellious states “are, and henceforth shall be free;” and
- WHEREAS,** following his statement, June 19th (Juneteenth) became the emancipation date of those long suffering for freedom; and,
- WHEREAS,** since then, as the oldest known celebration commemorating the end of slavery in America, the tradition of celebrating Juneteenth has remained strong well into the 21st century, recognizing the triumph of the human spirit over the cruelty of slavery and honoring the strength, endurance, and faith of African American ancestors;
- WHEREAS,** Juneteenth is a day of reflection, renewal, and pride as families and community members gather to celebrate the African American experience and to measure and appreciate the great progress and significant contributions made by African Americans in our society; and
- WHEREAS,** celebrations of Juneteenth throughout Farmington Hills and worldwide are designed to acknowledge and honor history while looking toward the future with a renewed commitment to building coalitions and praying for peace and liberty for all; and
- WHEREAS,** on June 17, 2021, President Joseph R. Biden, Jr. signed into law Senate Bill 475 (S. 475) making “Juneteenth” a federal holiday.

NOW, THEREFORE, BE IT RESOLVED, that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 19, 2023, as **Juneteenth**, and urge everyone to acknowledge the inspirational efforts of the African American community and all communities, and to applaud our collective commitment to furthering the cause of freedom for all.

A handwritten signature in black ink that reads 'Vicki Barnett'.

Vicki Barnett, Mayor



OFFICE OF CITY MANAGER

MEMORANDUM

FROM: Cristia Brockway, Economic Development Director
DATE: June 12, 2023
SUBJECT: Economic Development Corporation Update on Incubator at
The Hawk

As requested by the Economic Development Corporation (EDC), Chairman, T.R. Carr will be providing a brief presentation before Council regarding the Incubator project put into motion by the EDC.

The presentation attached was generously created by EDC Vice Chairman, Lew Cantor. As it relates to where the incubator shares its space, the presentation also describes some of the great amenities and services located within, and offered by, The Hawk Farmington Hills Community Center.

Farmington Hills, MI
introduces the HAWK



INNOVATION CENTER

Developed by the
**Farmington Hills Economic Development
Corporation**

- The EDC Mission:
 - In cooperation with the City, to ensure the long-term economic growth and vitality of the City of Farmington Hills
 - The HAWK Innovation Center is one piece of the overall economic puzzle

FARMINGTON HILLS

HAWK

INNOVATION CENTER

Like NO other

WHY “Like NO other”??

- *Our unique* facility taps into the *energy* of sharing space with a full featured community activity center. Full bore adrenaline!
- *Mixed use facility* stimulates your creativity; supports networking and collaboration
- *We’re dedicated* to your success
- **Your** workspace is designed to *fit your unique needs*

The Farmington Hills Activity Center

3rd floor = HAWK INNOVATION CENTER
1st & 2nd floor = Community Activity Center
Lots of amenities!



SEPARATE Entrance to
3rd floor Innovation Center = SECURITY



Customizable BSL1 lab space



We've got the GOODS!



FLEXIBILITY/ACCOMMODATION & YOUR SUCCESS is our MISSION



YOUR UNIQUE LAUNCH PAD



MAKER'S SPACE* SUPPORTS YOUR IMAGINATIVE IDEAS



QUALIFIED, KNOWLEDGEABLE GUIDANCE to develop *PROTOTYPES**



ON SITE CHILD CARE*

FROM TRAINED, HAPPY PEOPLE

*restrictions apply



- * Child care, access to Makers' Space and certain other Activity Center features require *nominal separate* membership fee.

TOP LINE EQUIPMENT TO SHARE



SHARED

Commonly used lab equipment:

- Centrifuges
- Unique refrigeration
 - HPLC / FPLC
 - PCR
 - Balances
- And more

ONSITE SNACK BAR AND CONFERENCE ROOMS= *NETWORKING OPPORTUNITIES GALORE*



MORE NETWORKING AND CONFERENCE SPACE THAN IMAGINABLE!



WHEN YOU NEED A BREAK, THROUGH
EXERCISE WE'VE GOT YOUR BACK



*SWIMMING POOL, WORKOUT SPACE,
FREE WEIGHTS, GYMS, TRACK, MORE...



The HAWK INNOVATION CENTER
Farmington Hills, MI
Like NO other!!
OPENING SOON



CONTACT INFO For Hawk Innovation Ctr. Call Farmington Hills Economic Development 248- 871-2506

• CONTACT INFORMATION

- Name: _____ Interested as innovator? (Y N)
- Company name/title: _____
- Interested as corporate partner/sponsor? (Y N)
- Interested as other? _____
- Contact info: Phone _____ Email _____
- Upon completion, please return to TR Carr, Chair, Farmington Hills Economic Development Corp. (FH EDC)

- Make a copy, fill in the blanks and email to: trcarr08@gmail.com



REPORT FROM CITY MANAGER TO CITY COUNCIL – June 12, 2023

SUBJECT: Public Hearing on the City’s Annual FY 2023/24 Budget; after the Public Hearing, Approve a Resolution Adopting the FY 2023/24 Budget and 2023 City Property Tax Millage Rates

Administrative Summary

The City Manager’s Proposed FY 2023/24 Budget was transmitted to the City Council on May 8, 2023. The City Council conducted Budget Review Study Sessions on May 15, 2023 and May 16, 2023.

The Public Hearing has been noticed in the City’s Newspaper of Record.

Recommendation:

It is recommended that the City Council first conduct the Public Hearing on the Annual FY 2023/24 City Budget. It is further recommended that after the Public Hearing the City Council considers approval of the attached Resolution Adopting the FY 2023/24 City Budget and 2023 City Property Tax Millage Rates.

Prepared by:

Thomas Skrobola
Finance Director/Treasurer

Approved by:

Gary Mekjian
City Manager

BUDGET RESOLUTION

WHEREAS, the appropriate City Officers have submitted to the City Manager an itemized estimate of expenditures for FY 2022/23 for the respective departments and/or activities under his/her direction; and,

WHEREAS, the City Manager has prepared a complete itemized budget proposal for FY 2023/24 including the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and the Component Units, and has submitted the same to the City Council pursuant to Article VI of the City Charter; and,

WHEREAS, a Public Hearing was held on the combined budgets for FY 2023/24 on June 12, 2023 and the property tax millage rate to be levied to support the FY 2023/24 budget; and,

WHEREAS, a public notice was published on June 9, 2023, notifying citizens of the Public Hearing on the proposed FY 2023/24 Budget and the proposed property tax levy to support these budgets and the City Council's intention to adopt the budgets and establish the property tax rates on June 12, 2023 after the Public Hearing; and,

WHEREAS, all necessary proceedings have been taken by the City of Farmington Hills, Oakland County, Michigan, for the adoption of its Budget for the FY 2023/24;

THEREFORE, be it resolved by the City Council as follows:

- 1) That the City Council for the City of Farmington Hills hereby adopts the General Fund Budget for FY 2023/24 in the aggregate amount of \$76,097,618 for expenditures and transfers-out funded by \$71,607,558 in revenues and transfers-in.
- 2) That the City Council for the City of Farmington Hills hereby appropriates the sum of \$76,097,618 in expenditures and transfers-out for FY 2023/24 for General Fund purposes on a departmental and activity total basis as follows:

Boards & Commissions	\$3,277,790
General Government	\$13,399,957
Public Safety	\$27,354,153
Planning & Community Development	\$1,832,378
Public Services	\$8,691,724
Special Services	\$13,917,665
Operating Transfers Out	\$7,623,951
Total Expenditures + Transfers-out	<u><u>\$76,097,618</u></u>

- 3) That the City of Farmington Hills shall levy 5.2909 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2023/24 for general operating purposes.
- 4) That the City of Farmington Hills shall levy 0.5887 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of

Farmington Hills for the FY 2023/24 for general debt service requirements (all 0.5887 mills are from within the City Charter Limit) and to adopt the 2023/2024 Debt Service Fund Budgets schedule as attached below.

- 5) That the City of Farmington Hills shall levy 2.4260 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2023/24 for Capital Improvements of which 0.4546 mills will be dedicated to Parks Development as approved by the electorate in August 2018 and to adopt the 2023/24 Capital Improvement Fund Budget and Parks & Recreation Capital Development Funds Budget as attached below.
- 6) That the City of Farmington Hills shall levy 3.0389 mills ad valorem (as approved by the electorate in November 2015 and November 2021) on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for the FY 2023/24 for the purposes of public safety.
- 7) That the City of Farmington Hills shall levy 0.6842 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2023/24 for refuse removal and disposal.
- 8) That the City of Farmington Hills shall levy 0.0118 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2023/24 for economic development and public information.
- 9) That the City of Farmington Hills shall levy 4.4790 mills ad valorem tax (as approved by the electorate in November 2014 and in November 2018) on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2023/24 for the City's local match to Major Road grant funded projects as well as preventative maintenance treatments on both Major and Local Roads.
- 10) That the City of Farmington Hills shall levy a total of 16.5195 mills ad valorem on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for FY 2023/24.
- 11) That the City of Farmington Hills estimates General Fund Revenues and transfers-in for the FY 2023/24 to total \$71,607,558, as follows:

Property Taxes	\$38,040,133
Business Licenses & Permits	\$27,953
Other Licenses & Permits	\$1,631,900
Grants	\$370,500
State Shared Revenues	\$9,483,780
Fees	\$7,041,782
Sales	\$594,279
Fines & Forfeitures	\$1,358,436
Interest Earnings	\$303,000
Recreation User Charges	\$8,585,969
Other Revenue	\$2,852,976
Operating Transfers In	\$1,316,850
Total Revenue + Transfers-in	<u>\$71,607,558</u>

12) That the City of Farmington Hills adopts the Special Revenue Funds Budgets for the FY 2023/24 as follows:

SPECIAL REVENUE FUNDS SUMMARY

	Total Infrastructure Funds	Total Recreation Funds	Total Public Safety Funds	Total Grant Funds	Total Special Revenue Funds
FUND BALANCE AT JULY 1, 2023	\$18,112,114	\$276,704	\$3,553,098	\$0	\$21,941,916
REVENUES					
Property Taxes	18,704,576	1,878,197	12,686,231	0	\$33,269,004
Intergovernmental	11,821,080	311,722	200,513	718,616	\$13,051,931
Interest Income	170,600	27,000	73,780	150	\$271,530
Miscellaneous	190	212,692	1,000	89,729	\$303,611
Total Revenues	30,696,446	2,429,611	12,961,524	808,495	46,896,076
EXPENDITURES					
Highways & Streets	36,436,989	0	0	0	\$36,436,989
Public Safety	0	0	12,659,406	0	\$12,659,406
Appointed Council	0	0	0	316,021	\$316,021
Contractual Services	0	0	0	40,560	\$40,560
Debt Service - Principal	755,000	0	0	0	\$755,000
Debt Service - Interest	110,000	0	0	0	\$110,000
Land Acquisition, Capital Improvements and Other	127,900	1,320,665	522,207	451,914	\$2,422,686
Total Expenditures	37,429,889	1,320,665	13,181,613	808,495	52,740,662
Revenues over/(under) Expenditures	(6,733,442)	1,108,946	(220,089)	0	(\$5,844,585)
OTHER FINANCING SOURCES AND USES					
Transfers In	21,260,036	68,951	0	0	\$21,328,987
Transfers Out	(21,260,036)	(1,307,850)	0	0	(\$22,567,886)
Total	(0)	(1,238,899)	0	0	(1,238,899)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(6,733,443)	(129,953)	(220,089)	0	(7,083,485)
FUND BALANCE AT JUNE 30, 2024	\$11,378,670	\$146,751	\$3,333,008	\$0	\$14,858,430

SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY

	Municipal Street Fund #201	Major Roads Fund #202	Local Roads Fund #203	Total Infrastructure Funds
FUND BALANCE AT JULY 1, 2023	\$1,626,908	\$10,160,033	\$6,325,173	\$18,112,114
REVENUES				
Property Taxes	18,704,576	0	0	18,704,576
Intergovernmental	211,885	8,656,167	2,953,028	11,821,080
Interest Income	20,600	75,000	75,000	170,600
Miscellaneous	0	190	0	190
Total Revenues	18,937,061	8,731,357	3,028,028	30,696,446
EXPENDITURES				
Highways & Streets	0	15,770,077	20,666,912	36,436,989
Debt Service - Principal	0	0	755,000	755,000
Debt Service - Interest	0	0	110,000	110,000
Other	0	90,400	37,500	127,900
Total Expenditures	0	15,860,477	21,569,412	37,429,889
Revenues over/(under) Expenditures	18,937,061	(7,129,120)	(18,541,384)	(6,733,442)
OTHER FINANCING SOURCES AND USES				
Transfers In	0	5,713,770	15,546,266	21,260,036
Transfers Out	(19,260,036)	(2,000,000)	0	(21,260,036)
	(19,260,036)	3,713,770	15,546,266	(0)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(322,975)	(3,415,350)	(2,995,118)	(6,733,443)
FUND BALANCE AT JUNE 30, 2024	\$1,303,933	\$6,744,683	\$3,330,055	\$11,378,671

SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY

	Nutrition Fund #281	Parks & Recreation Millage Fund #410	Total Recreation Funds
FUND BALANCE AT JULY 1, 2023	\$0	\$276,704	\$276,704
REVENUES			
Property Taxes	0	1,878,197	1,878,197
Intergovernmental	286,722	25,000	311,722
Interest Income	5,000	22,000	27,000
Miscellaneous	152,692	60,000	212,692
Total Revenues	444,414	1,985,197	2,429,611
EXPENDITURES			
Land Acquisition, Capital Improvements and Other	513,365	807,300	1,320,665
Total Expenditures	513,365	807,300	1,320,665
Revenues over/(under) Expenditures	(68,951)	1,177,897	1,108,946
OTHER FINANCING SOURCES AND USES			
Transfers In	68,951	0	68,951
Transfers Out	0	(1,307,850)	(1,307,850)
Total	68,951	(1,307,850)	(1,238,899)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(129,953)	(129,953)
FUND BALANCE AT JUNE 30, 2024	\$0	\$146,751	\$146,751

SPECIAL REVENUE FUNDS PUBLIC SAFETY FUNDS SUMMARY
--

	Public Safety Fund #205	Federal Forfeiture Fund #213	State Forfeiture Fund #214	Total Public Safety Funds
FUND BALANCE AT JULY 1, 2023	2,805,066	\$477,305	\$270,727	\$3,553,098
REVENUES				
Property Taxes	12,686,231	0	0	12,686,231
Intergovernmental	200,513	0	0	200,513
Interest Income	63,780	5,000	5,000	73,780
Miscellaneous	0	0	1,000	1,000
Total Revenues	12,950,524	5,000	6,000	12,960,524
EXPENDITURES				
Public Safety	12,531,681	111,275	16,450	12,659,406
Land Acquisition, Capital Improvements and Other	446,850	75,357	0	522,207
Total Expenditures	12,978,531	186,632	16,450	13,181,613
Revenues over/(under) Expenditures	(28,007)	(181,632)	(10,450)	(220,089)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(28,007)	(181,632)	(10,450)	(220,089)
FUND BALANCE AT JUNE 30, 2024	\$2,777,059	\$295,673	\$260,277	\$3,333,008

SPECIAL REVENUE FUNDS GRANT FUNDS SUMMARY
--

	C.D.B.G. Fund #275	M.I.D.C. Fund #262	Total Grant Funds
FUND BALANCE AT JULY 1, 2023	0	\$0	\$0
REVENUES			
Property Taxes	0	0	0
Intergovernmental	383,832	334,784	718,616
Interest Income	50	100	150
Miscellaneous	68,032	21,697	89,729
Total Revenues	451,914	356,581	808,495
EXPENDITURES			
Appointed Council	0	316,021	316,021
Contractual Services	0	40,560	40,560
Land Acquisition, Capital Improvements and Other	451,914	0	451,914
Total Expenditures	451,914	356,581	808,495
Revenues over/(under) Expenditures	0	0	0
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	0	0
FUND BALANCE AT JUNE 30, 2024	\$0	\$0	\$0

- 13) That the City of Farmington Hills adopts the 2023/24 Debt Service Fund Budgets as follows:

DEBT SERVICE FUNDS SUMMARY

	General Debt Service Fund #301	Total Debt Service Funds
FUND BALANCE AT JULY 1, 2023	\$134,929	\$134,929
REVENUES		
Interest Income	200	200
Intergovernmental Revenues	50,000	50,000
Total Revenues	50,200	50,200
EXPENDITURES		
Bond Principal Payments	1,845,000	1,845,000
Interest and Fiscal Charges	974,747	974,747
Miscellaneous	2,500	2,500
Total Expenditures	2,822,247	2,822,247
Revenues over/(under)		
Expenditures	(2,772,047)	(2,772,047)
OTHER FINANCING SOURCES AND USES		
Transfers In		
-General Fund	2,325,000	2,325,000
-CIP Fund	452,543	452,543
-Local Road Fund	0	0
-General Debt Fund	0	0
-Park Millage Fund	0	0
Total Transfers In	2,777,543	2,777,543
Total Other Financing Sources and Uses	2,777,543	2,777,543
Excess Revenues and Other Financing Sources over/(under)		
Expenditures and Other Uses	5,496	5,496
FUND BALANCE AT JUNE 30, 2024	\$140,425	\$140,425

- 14) That the City of Farmington Hills adopts the 2023/24 Capital Projects Funds Budgets as follows:

CAPITAL PROJECTS FUNDS SUMMARY

	Capital Improvement Fund #404	Community Center Renovations Fund #406	Total Capital Project Funds
FUND BALANCE AT JULY 1, 2023	\$3,897,090	\$240,281	\$4,137,372
REVENUES			
Grants	100,000	0	100,000
Interest Income	200,000	30,000	230,000
Miscellaneous	0	0	0
Total Revenues	300,000	30,000	330,000
EXPENDITURES			
Public Facilities	1,710,000	160,000	1,870,000
Drainage	2,220,000	0	2,220,000
Sidewalks	547,000	0	547,000
Equipment	4,200,000	0	4,200,000
Administration & Miscellaneous	500	300	800
Total Expenditures	8,677,500	160,300	8,837,800
Revenues over/(under)			
Expenditures	(8,377,500)	(130,300)	(8,507,800)
OTHER FINANCING			
SOURCES AND USES			
Transfer from General Fund	5,100,000	130,000	5,230,000
Transfer to Bond Fund	(452,543)	0	(452,543)
Proceeds from Bond Sale	0	0	0
Transfer from Local Road Fund	0	0	0
Total Other Financing Sources and Uses	4,647,457	130,000	4,777,457
Revenues and Other			
Financing Sources Over/(Under)			
Expenditures and Other Uses	(3,730,043)	(300)	(3,730,343)
FUND BALANCE AT JUNE 30, 2024	\$167,047	\$239,981	\$407,029

- 15) That the City of Farmington Hills adopts the 2023/24 Component Unit Funds Budgets as follows:

COMPONENT UNIT FUNDS SUMMARY

	Corridor Improvement Authority Fund #242	Brownfield Redevelopment Authority Fund #243	Total Component Units
FUND BALANCE AT JULY 1, 2023	\$646,111	\$1,650,921	\$2,297,031
REVENUES			
Property Taxes	251,665	597,799	849,463
Intergovernmental	0	0	0
Interest Income	1,318	16,973	18,291
Total Revenues	252,983	614,772	867,755
EXPENDITURES			
Audit Fees	100	400	500
Marketing	0	0	0
Business Improvement Grant	0	0	0
Miscellaneous/Others	0	25,000	25,000
Consultants	15,133	0	15,133
Reimbursement to Developers	0	194,201	
Total Expenditures	15,233	219,601	40,633
Revenues over/(under) Expenditures	237,750	395,171	632,920
OTHER FINANCING SOURCES AND USES			
Transfer to General Fund	0	(9,000)	(9,000)
Total Transfers Out	0	(9,000)	(9,000)
Total Other Financing Sources and Uses	0	(9,000)	(9,000)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	237,750	386,171	623,920
FUND BALANCE AT JUNE 30, 2024	\$883,861	\$2,037,091	\$2,920,952

- 16) That the City Council hereby authorizes the City Manager to make budgetary transfers within the appropriation centers established through the budget and that all transfers between appropriation centers may be made only by further action by the City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.
- 17) That the FY 2023/24 Budgets of the General Fund, Special Revenue Funds and Capital Projects Funds shall be automatically amended on July 1, 2023 to re-appropriate fund balances for certain outstanding encumbrances and/or available capital project budget balances at June 30, 2023, as authorized by the City Manager.
- 18) That the City Council hereby authorizes the City Manager to assign General Fund – fund balance for future City budget amendment appropriations, which may be made only by further action by the City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.
- 19) That the FY 2022/23 departmental and activity budget amounts for the General Fund be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2023/24, as may be updated by the Finance Director:

Revenues

Property Taxes	\$36,181,817
Business Licenses & Permits	\$27,405
Other Licenses & Permits	\$1,599,902
Grants	\$5,095,659
State Shared Revenues	\$9,277,177
Fees	\$6,413,512
Sales	\$582,626
Fines & Forfeitures	\$1,331,800
Interest Earnings	\$300,001
Recreation User Charges	\$7,597,321
Other Revenue	\$2,797,035
Operating Transfers In	\$1,312,350
Total Revenue + Transfers-in	\$72,516,605

Expenditures

Boards & Commissions	\$2,920,997
General Government	\$12,272,937
Public Safety	\$24,864,041
Planning & Community Development	\$1,948,237
Public Services	\$8,473,132
Special Services	\$13,381,801
Operating Transfers Out	\$9,830,000
Total Expenditures + Transfers-out	\$73,691,144

20) That the FY 2022/23 Special Revenue Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2023/24, as may be updated by the Finance Director:

SPECIAL REVENUE FUNDS

	Total Infrastructure Funds	Total Recreation Funds	Total Public Safety Funds	Total Grant Funds	Total Special Revenue Funds
FUND BALANCE AT JULY 1, 2022	\$20,436,284	\$846,741	\$3,517,059	\$0	\$24,800,084
REVENUES					
Property Taxes	17,642,620	1,771,893	11,966,873	0	\$31,381,386
Intergovernmental	11,748,671	385,000	200,513	1,232,743	\$13,566,927
Interest Income	176,668	52,508	82,012	120	\$311,308
Miscellaneous	190	212,692	2,586	161,697	\$377,165
Total Revenues	29,568,149	2,422,093	12,251,984	1,394,560	45,636,786
EXPENDITURES					
Highways & Streets	30,836,881	0	0	0	\$30,836,881
Public Safety	0	0	11,789,991	0	\$11,789,991
Appointed Council	0	0	0	316,021	\$316,021
Contractual Services	0	0	0	40,560	\$40,560
Debt Service - Principal	750,000	0	0	0	\$750,000
Debt Service - Interest	138,000	0	0	0	\$138,000
Land Acquisition, Capital Improvements and Other	126,700	1,753,231	425,953	1,037,979	\$3,343,863
Total Expenditures	31,851,581	1,753,231	12,215,944	1,394,560	47,215,317
Revenues over/(under) Expenditures	(2,283,432)	668,861	36,039	0	(\$1,578,531)
OTHER FINANCING SOURCES AND USES					
Transfers In	16,751,503	68,951	0	0	\$16,820,454
Transfers Out	(16,751,503)	(1,307,850)	0	0	(\$18,059,353)
Total	0	(1,238,899)	0	0	(1,238,899)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	(2,283,432)	(570,038)	36,039	0	(2,817,430)
FUND BALANCE AT JUNE 30, 2023	\$18,152,851	\$276,704	\$3,553,097	\$0	\$21,982,653

SPECIAL REVENUE FUNDS INFRASTRUCTURE FUNDS SUMMARY

	Municipal Street Fund #201	Major Roads Fund #202	Local Roads Fund #203	Total Infrastructure Funds
FUND BALANCE AT JULY 1, 2022	\$510,077	\$13,175,293	\$6,750,914	\$20,436,284
REVENUES				
Property Taxes	17,642,620	0	0	17,642,620
Intergovernmental	205,714	8,606,167	2,936,790	11,748,671
Interest Income	20,000	75,000	81,668	176,668
Miscellaneous	0	190	0	190
Total Revenues	17,868,334	8,681,357	3,018,458	29,568,149
EXPENDITURES				
Highways & Streets	0	16,576,994	14,259,887	30,836,881
Debt Service - Principal	0	0	750,000	750,000
Debt Service - Interest	0	0	138,000	138,000
Other	0	89,200	37,500	126,700
Total Expenditures	0	16,666,194	15,185,387	31,851,581
Revenues over/(under) Expenditures	17,868,334	(7,984,837)	(12,166,929)	(2,283,432)
OTHER FINANCING SOURCES AND USES				
Transfers In	0	4,969,577	11,781,926	16,751,503
Transfers Out	(16,751,503)	0	0	(16,751,503)
	(16,751,503)	4,969,577	11,781,926	0
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	1,116,831	(3,015,260)	(385,003)	(2,283,432)
FUND BALANCE AT JUNE 30, 2023	\$1,626,908	\$10,160,033	\$6,365,911	\$18,152,852

SPECIAL REVENUE FUNDS RECREATION FUNDS SUMMARY

	Nutrition Fund #281	Parks & Recreation Millage Fund #410	Total Recreation Funds
FUND BALANCE AT JULY 1, 2022	\$0	\$846,741	\$846,741
REVENUES			
Property Taxes	0	1,771,893	1,771,893
Intergovernmental	360,000	25,000	385,000
Interest Income	5,047	47,461	52,508
Miscellaneous	152,692	60,000	212,692
Total Revenues	517,739	1,904,354	2,422,093
EXPENDITURES			
Land Acquisition, Capital Improvements and Other	586,690	1,166,541	1,753,231
Total Expenditures	586,690	1,166,541	1,753,231
Revenues over/(under) Expenditures	(68,951)	737,812	668,861
OTHER FINANCING SOURCES AND USES			
Transfers In	68,951	0	68,951
Transfers Out	0	(1,307,850)	(1,307,850)
Total	68,951	(1,307,850)	(1,238,899)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	(570,038)	(570,038)
FUND BALANCE AT JUNE 30, 2023	\$0	\$276,704	\$276,704

SPECIAL REVENUE FUNDS PUBLIC SAFETY FUNDS SUMMARY
--

	Public Safety Fund #205	Federal Forfeiture Fund #213	State Forfeiture Fund #214	Total Public Safety Funds
FUND BALANCE AT JULY 1, 2022	2,660,307	\$586,138	\$270,614	\$3,517,059
REVENUES				
Property Taxes	11,966,873	0	0	11,966,873
Intergovernmental	200,513	0	0	200,513
Interest Income	63,780	11,729	6,502	82,012
Miscellaneous	0	0	2,586	2,586
Total Revenues	12,231,166	11,729	9,088	12,249,398
EXPENDITURES				
Public Safety	11,660,454	120,562	8,976	11,789,991
Land Acquisition, Capital Improvements and Other	425,953	0	0	425,953
Total Expenditures	12,086,407	120,562	8,976	12,215,944
Revenues over/(under) Expenditures	144,759	(108,833)	113	36,039
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	144,759	(108,833)	113	36,039
FUND BALANCE AT JUNE 30, 2023	\$2,805,066	\$477,305	\$270,727	\$3,553,097

SPECIAL REVENUE FUNDS GRANT FUNDS SUMMARY
--

	C.D.B.G. Fund #275	M.I.D.C. Fund #262	Total Grant Funds
FUND BALANCE AT JULY 1, 2022	0	\$0	\$0
REVENUES			
Property Taxes	0	0	0
Intergovernmental	897,959	334,784	1,232,743
Interest Income	20	100	120
Miscellaneous	140,000	21,697	161,697
Total Revenues	1,037,979	356,581	1,394,560
EXPENDITURES			
Appointed Council	0	316,021	316,021
Contractual Services	0	40,560	40,560
Land Acquisition, Capital Improvements and Other	1,037,979	0	1,037,979
Total Expenditures	1,037,979	356,581	1,394,560
Revenues over/(under) Expenditures	0	0	0
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	0	0	0
FUND BALANCE AT JUNE 30, 2023	\$0	\$0	\$0

- 21) That the FY 2022/23 Debt Service Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2023/24, as may be updated by the Finance Director:

DEBT SERVICE FUNDS SUMMARY

	General Debt Service Fund #301	Total Debt Service Funds
FUND BALANCE AT JULY 1, 2022	\$102,189	\$102,189
REVENUES		
Interest Income	200	200
Intergovernmental Revenues	50,000	50,000
Total Revenues	50,200	50,200
EXPENDITURES		
Bond Principal Payments	1,530,000	1,530,000
Interest and Fiscal Charges	684,960	684,960
Miscellaneous	2,500	2,500
Total Expenditures	2,217,460	2,217,460
Revenues over/(under) Expenditures	(2,167,260)	(2,167,260)
OTHER FINANCING SOURCES AND USES		
Transfers In		
-General Fund	2,200,000	2,200,000
-CIP Fund	0	0
-Local Road Fund	0	0
-General Debt Fund	0	0
-Park Millage Fund	0	0
Total Transfers In	2,200,000	2,200,000
Total Other Financing Sources and Uses	2,200,000	2,200,000
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	32,740	32,740
FUND BALANCE AT JUNE 30, 2023	\$134,929	\$134,929

- 22) That the FY 2022/23 Capital Projects Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2023/24, as may be updated by the Finance Director:

CAPITAL PROJECTS FUNDS SUMMARY

	Capital Improvement Fund #404	Community Center Renovations Fund #406	Total Capital Project Funds
FUND BALANCE AT JULY 1, 2022	\$7,372,952	\$373,055	\$7,746,006
REVENUES			
Grants	68,000	0	68,000
Interest Income	431,234	30,000	461,234
Miscellaneous	0	0	0
Total Revenues	499,234	30,000	529,234
EXPENDITURES			
Public Facilities	2,450,778	162,474	2,613,252
Drainage	8,259,814	0	8,259,814
Sidewalks	1,177,700	0	1,177,700
Equipment	6,233,761	0	6,233,761
Administration & Miscellaneous	500	300	800
Total Expenditures	18,122,553	162,774	18,285,326
Revenues over/(under)			
Expenditures	(17,623,318)	(132,774)	(17,756,092)
OTHER FINANCING			
SOURCES AND USES			
Transfer from General Fund	7,600,000	0	7,600,000
Transfer to Bond Fund	(452,543)	0	(452,543)
Proceeds from Bond Sale	7,000,000	0	7,000,000
Transfer from Local Road Fund	0	0	0
Total Other Financing Sources and Uses	14,147,457	0	14,147,457
Revenues and Other			
Financing Sources Over/(Under)			
Expenditures and Other Uses	(3,475,861)	(132,774)	(3,608,635)
FUND BALANCE AT JUNE 30, 2023	\$3,897,090	\$240,281	\$4,137,372

- 23) That the FY 2022/23 Component Units Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2023/24, as may be updated by the Finance Director:

COMPONENT UNITS FUNDS SUMMARY

	Corridor Improvement Authority Fund #242	Brownfield Redevelopment Authority Fund #243	Total Component Units
FUND BALANCE AT JULY 1, 2022	\$441,493	\$1,260,687	\$1,702,180
REVENUES			
Property Taxes	203,412	555,558	758,970
Intergovernmental	0	0	0
Interest Income	1,305	52,615	53,920
Total Revenues	204,717	608,172	812,890
EXPENDITURES			
Audit Fees	100	0	100
Marketing	0	0	0
Business Improvement Grant	0	0	0
Miscellaneous/Others	0	30,267	30,267
Consultants	0	0	0
Reimbursement to Developers	0	178,671	
Total Expenditures	100	208,938	30,367
Revenues over/(under) Expenditures	204,617	399,234	603,851
OTHER FINANCING SOURCES AND USES			
Transfer to General Fund	0	(9,000)	(9,000)
Total Transfers Out	0	(9,000)	(9,000)
Total Other Financing Sources and Uses	0	(9,000)	(9,000)
Excess Revenues and Other Financing Sources over/(under) Expenditures and Other Uses	204,617	390,234	594,851
FUND BALANCE AT JUNE 30, 2023	\$646,111	\$1,650,921	\$2,297,031

CITY OF FARMINGTON HILLS, MI

FY 2023/24

PROPOSED ANNUAL BUDGET



The Budget Process

BUDGET CALENDAR FY 2023/24

November-December 2022	Finance Department prepares budget documents and instructions for Department Directors
January 11, 2023	Electronic distribution of budget documents and instructions and forms to Department Directors
January 12-24, 2023	Finance Pre-submittal Meetings with Departments (optional) as requested by department heads
January 21, 2023	City Council Goal Setting Meeting
By February 8, 2023	Departmental Budget Requests submitted to Finance Department
By February 24, 2023	Major and Local Road Budgets submitted to Finance Department
March 7-10, 2023	Finance Department Budget Review Meetings with Departments
April 3-10, 2023	City Manager Budget Review meetings with Departments and District Court on General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Component Units.
April 17-May 8, 2023	Budget Document Preparation
May 8, 2023	Transmittal of FY 2023/24 draft budget document to City Council
May 15, 2023	Budget Overview presented to City Council at Study Session
May 15-16, 2023	Budget review study sessions with City Council
June 6, 2023	In accordance with City Charter Section 6.04 and MCL Section 141.412, the City Clerk: <ul style="list-style-type: none">- files a Public Notice of the Public Hearing on Proposed FY 2023-24 Budget and tax rates to support the Proposed Budget, and- makes a copy of the Proposed FY 2023-24 Budget document available to public.
June 12, 2023	Public Hearing and Adoption of Proposed FY 2023/24 Budget Resolution and tax rates to support the Proposed Budget.

Taxable Values

- The FY 23/24 City-Wide Taxable Value is increasing by 6.5% compared to FY 22/23, which is the net of a 6.8% increase in real property taxable value and a 0.3% decrease in personal property taxable value.
- The increase in Real Property taxable value is the result of a 6.85% increase in Residential values, a 7.5% increase in Commercial values, and a 6.3% increase in Industrial values.
- Personal Property accounts for 5.4% of the tax base in FY 23/24, down slightly from 5.8% in FY 22/23.

Taxable Values

- The City will NOT be impacted by a Headlee Millage Rollback in FY 23/24 in any of its Millages, for the first time in seven years.
- Taxable value is projected to grow approximately 5% in FY 2024-25, and 2% annually over the ensuing few years, assuming that inflation slows. In this case, the limits on property tax revenue growth due to the interaction of Headlee and Proposal A, will likely again temper growth in Property Tax Revenue going forward, due to the return of so-called Headlee Rollbacks.

Millage Rates

The Total Proposed Tax Rate for FY 23/24 is decreasing by 0.0498 Mills to 16.5195 Mills. This is due to the following:

- A decrease in the Economic Development Millage (from 0.0125 mills to 0.0118 mills in Proposed FY 23-24, a .0007 reduction or 5.6%, which is driven largely by the Tax Base increase of 6%)
 - This reduction is required by State Law, which requires that the overall Property Tax Revenue derived from this Millage be limited to not more than \$50,000.
- A decrease in the Refuse Removal Millage (from 0.7333 mills to 0.6842 mills in Proposed FY 23-24, a .0481 reduction or 6.7%, which is driven largely by the Tax Base increase of 6%)
 - This reduction is also influenced by a modest decline in the Waste Collection/Recycling Budget (\$4.3 million for Proposed FY 23-24 vs. \$4.4 million for Adopted FY 22-23); this is caused by savings from the new GFL Waste Removal contract.

Millage Rates

Source	Purpose	Date of Election	Date of Expiration	Last Tax Year	Actual Tax Rate FY 2020/21	Actual Tax Rate FY 2021/22	Proposed Tax Rate FY 2022/23	Proposed Tax Rate FY 2023/24
Charter PA 298 PA 359	Operations				5.5514	5.4072	5.2909	5.2909
	Capital				1.8109	2.0147	1.9714	1.9714
	Debt Service				0.7383	0.6017	0.5887	0.5887
	Total Charter Operating Millage				8.1006	8.0236	7.8510	7.8510
	Refuse Removal				0.7530	0.7530	0.7333	0.6842
	Economic Development				0.0139	0.0134	0.0125	0.0118
Voted	Road Millage	11/4/2014	6/30/2025	2024	1.9228	1.9045	1.8635	1.8635
Voted	Road Millage	11/6/2018	Perpetual		2.6987	2.6730	2.6155	2.6155
Voted	Parks	8/17/2018	6/30/2029	2028	0.4691	0.4646	0.4546	0.4546
Voted	Public Safety	11/4/2021	6/30/2032	2031	1.6343	1.6187	1.6634	1.6634
Voted	Public Safety	11/3/2015	6/30/2026	2025	1.4193	1.4058	1.3755	1.3755
	Total Voted Millage				8.1442	8.0666	7.9725	7.9725
	Total City Millage				17.0117	16.8566	16.5693	16.5195

YOUR 2022 TAX DOLLAR

Based on Principal Residence (Homestead) Rate

<u>School District</u>	<u>County/Other</u>	<u>Education*</u>	<u>City</u>
Farmington	16.68%	45.11%	38.21%
Walled Lake	18.52%	39.05%	42.43%
Clarenceville	18.32%	39.69%	41.99%

*Local Schools (including State support) + Oakland Intermediate Schools + Community College



County/Other
16.68%

Education
45.11%

City
38.21%

Based on Principal Residence (Homestead) Rate

Revenue Assumptions

2023/24 – 2023/24

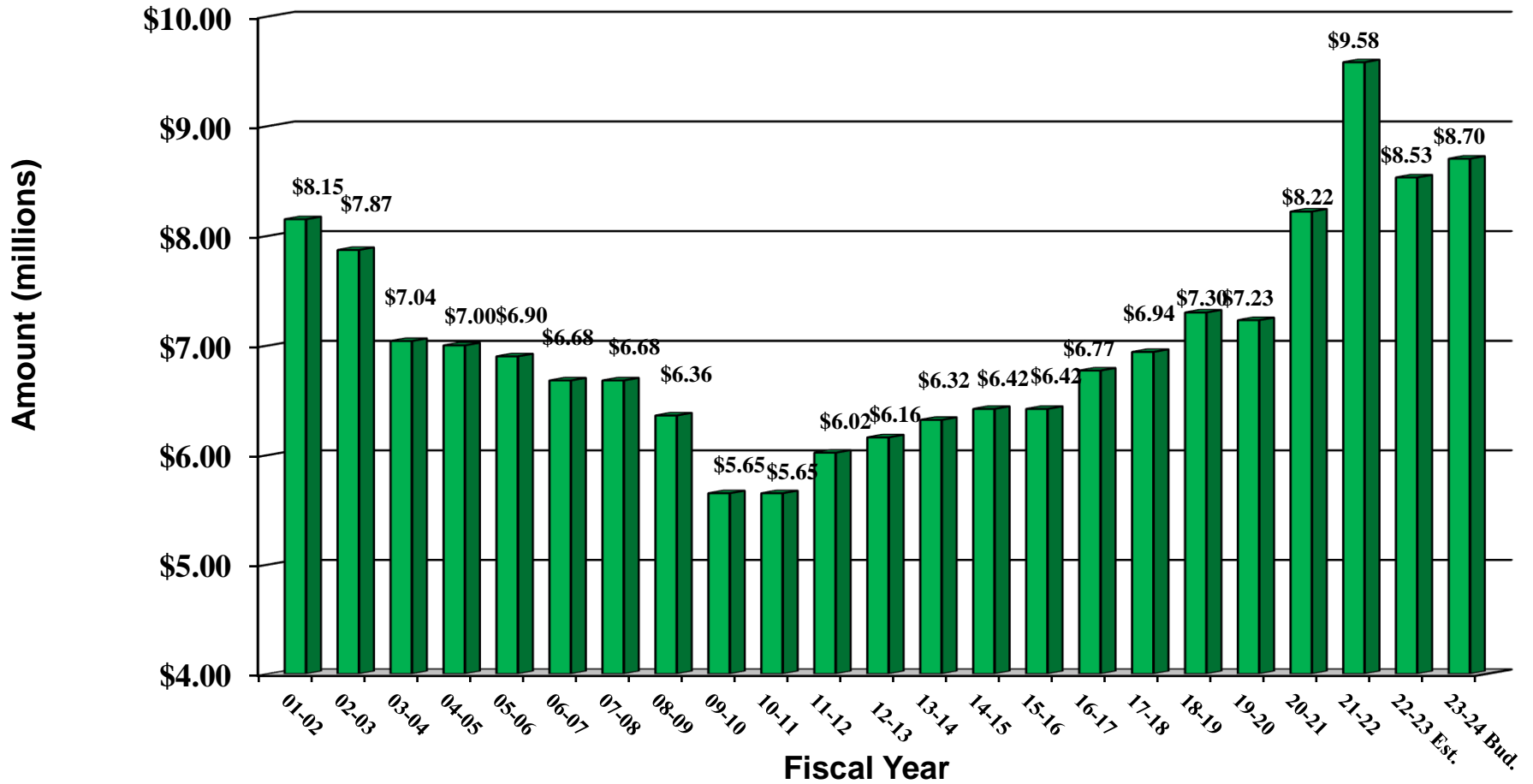
- **Property Taxes**
 - 2022/23: Budgeted: Increase of \$1.5 million
 - 2022/23: Proj: Increase of \$1.5 million (as Budgeted)
 - 2023/24: Budgeted: Increase of \$1.9 million vs 22/23 Proj.
- **State Shared Revenue**
 - 2022/23: Budgeted: Decrease of \$1.0 million (2022/23 one-time 2020 Census adj. “bump”)
 - 2022/23: Proj: Decrease of \$1.1 million (close to Budgeted)
 - 2023/24: Budgeted: Increase of \$0.2 million vs 22/23 Proj. (State Treasury Projection)
- **Recreation User Charges**
 - 2022/23: Budgeted: Increase of \$0.8 million (second year of Hawk operation)
 - 2022/23: Proj: Increase of \$0.8 million (as Budgeted)
 - 2023/24: Budgeted: Increase of \$1.0 million vs 22/23 Proj. (2nd full year Post-COVID)
- **Fees**
 - 2022/23: Budgeted: Increase of \$0.2 million
 - 2022/23: Proj: Increase of \$0.1 million
 - 2023/24: Budgeted: Increase of \$0.6 million vs. 22/23 Proj. (ALS Fee Increase)

General Fund Revenue

- The FY 23/24 General Fund Revenue Budget is decreasing \$0.9 million or 1.3% compared to the FY 22/23 projected actual (final budget).
 - Property Taxes + \$1.9 million
 - Recreation User Fees + \$1.0 million
 - State Shared/Fees/Other + \$1.0 million
 - Grants - \$4.7 million

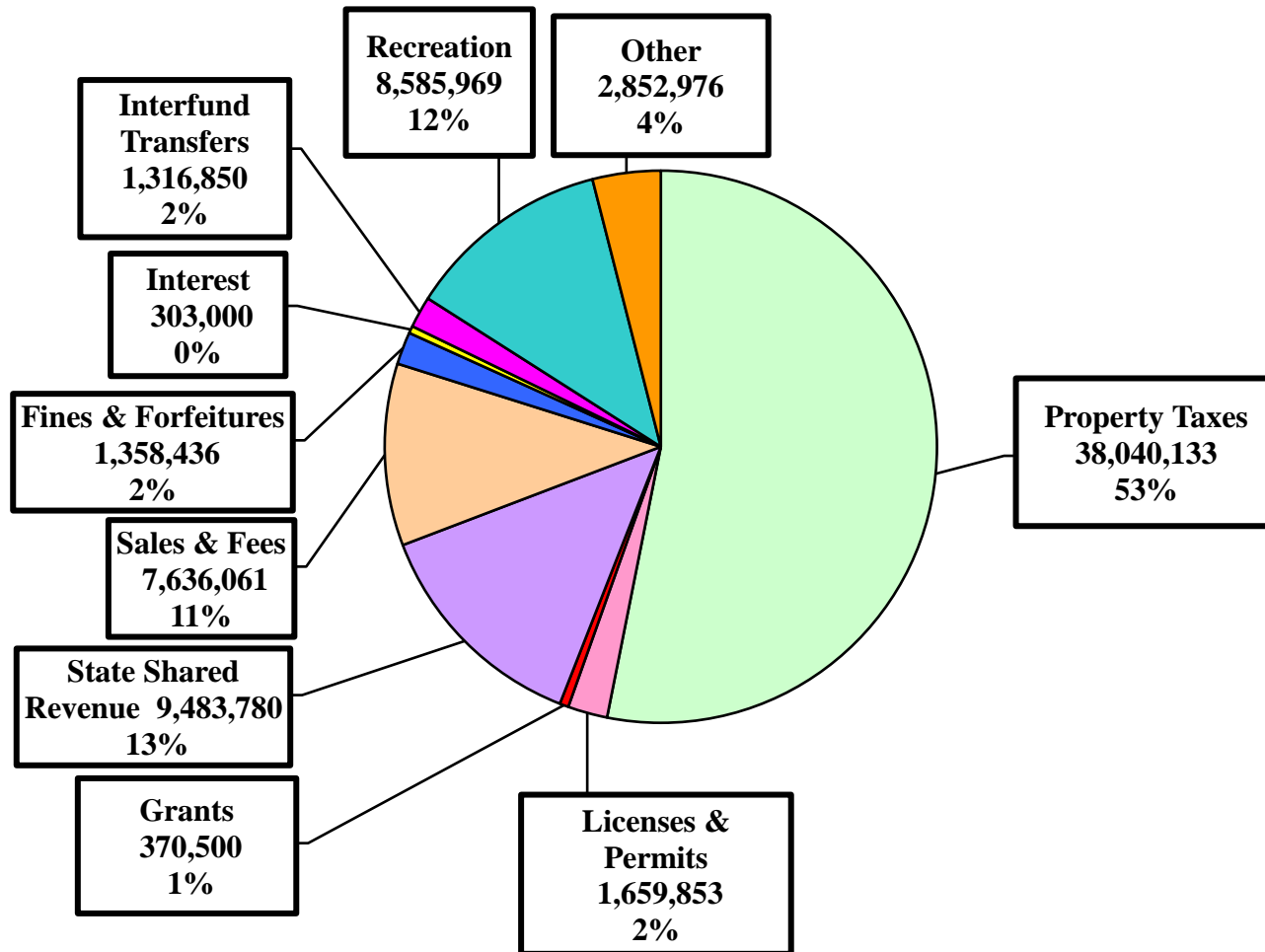
- Property Taxes and State Shared Revenue comprise nearly 67% of the General Fund's \$71.6 million Revenue Budget. The remaining 33% is comprised of Licenses & Permits, Service/User Charges, Fines & Forfeitures, Grants, Interest Earnings, Miscellaneous Revenue and Transfers from Other Funds.

State Shared Revenue



General Fund Revenues

**Total General Fund Revenue and Transfers In
Budgeted \$71,607,558**



Expenditure Assumptions

2023/24 – 2024/25

➤ Salaries & Wages:

Per Collective Bargaining Agreements

Existing:

- Non-bargained, Teamsters, Dispatch, Fire – 4%
- Police Patrol & Command – 5%

Expiring Contracts: (steps)

- AFSCME

➤ Medical Insurance: +4.0% each year

➤ Transfer to Capital Improvement Fund: \$5.1/\$7.1/\$6.8 million

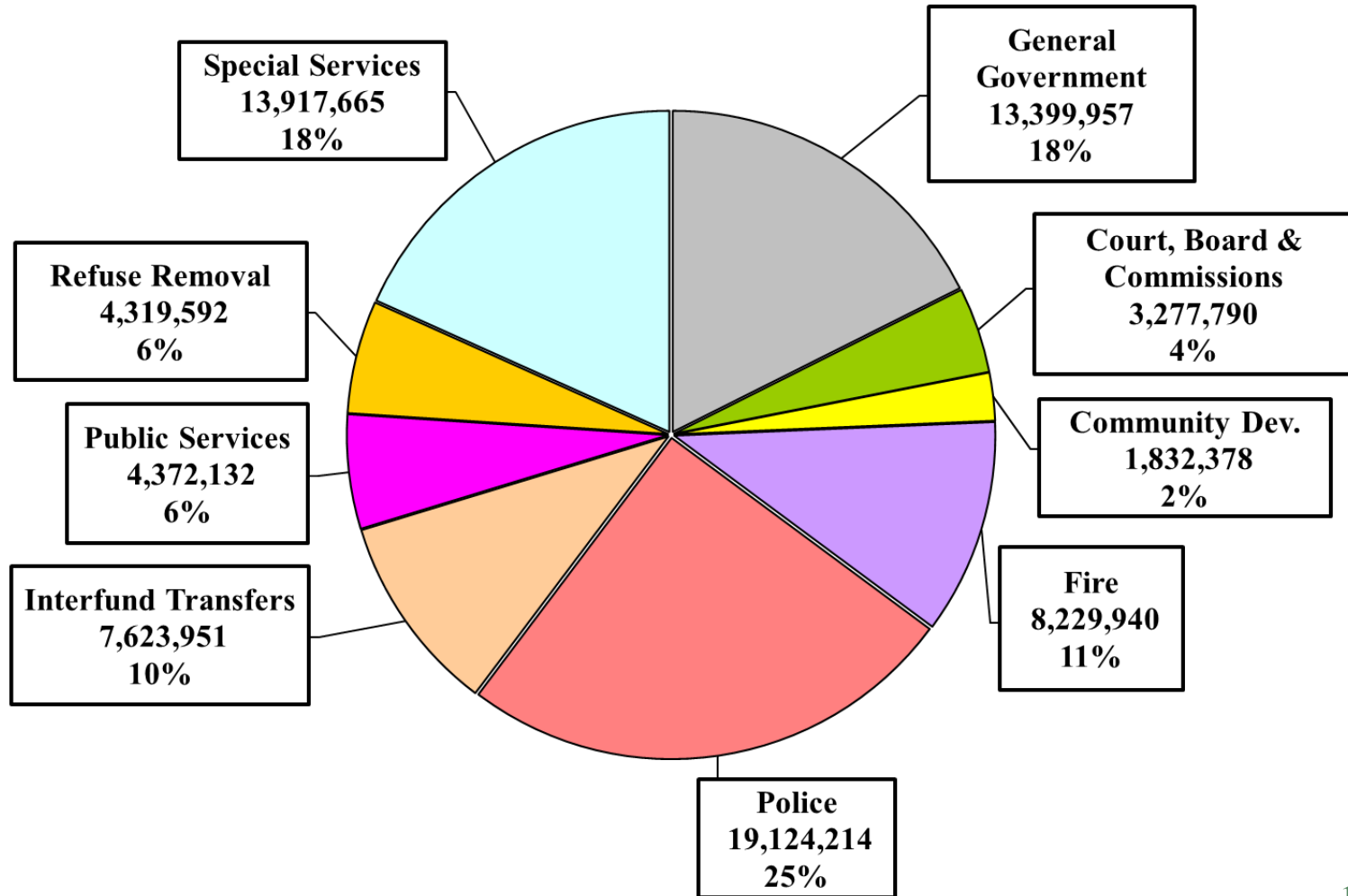
General Fund Expenditures

- The \$76.1 million General Fund Expenditure Budget is \$1.7 million or 2.3% higher than the FY 22/23 projected actual expenditures (final budget). The proposed budget maintains City services, implements recent collective bargaining agreements, including the re-opening of the Defined Benefit Retirement system (which is cost-neutral), and includes:
 - Investments in staff training and certification of \$0.3 million to improve skills, competencies, job performance, and culture,
 - Increases in Fire staffing of \$0.4 million to restore 24x7 operations to Station 3, in addition to Police and Fire staffing in the Public Safety Millage Fund of \$0.8 million
- Public Safety (Police & Fire) and Court Expenditures comprise 38% of the General Fund's Budget, Transfers to Other Funds (primarily for capital and debt) comprise 13% of the budget, and the remaining 49% of the budget funds public services, special services, planning & community development, and general government activities.

General Fund Expenditures

Total General Fund Expenditures and Transfers Out

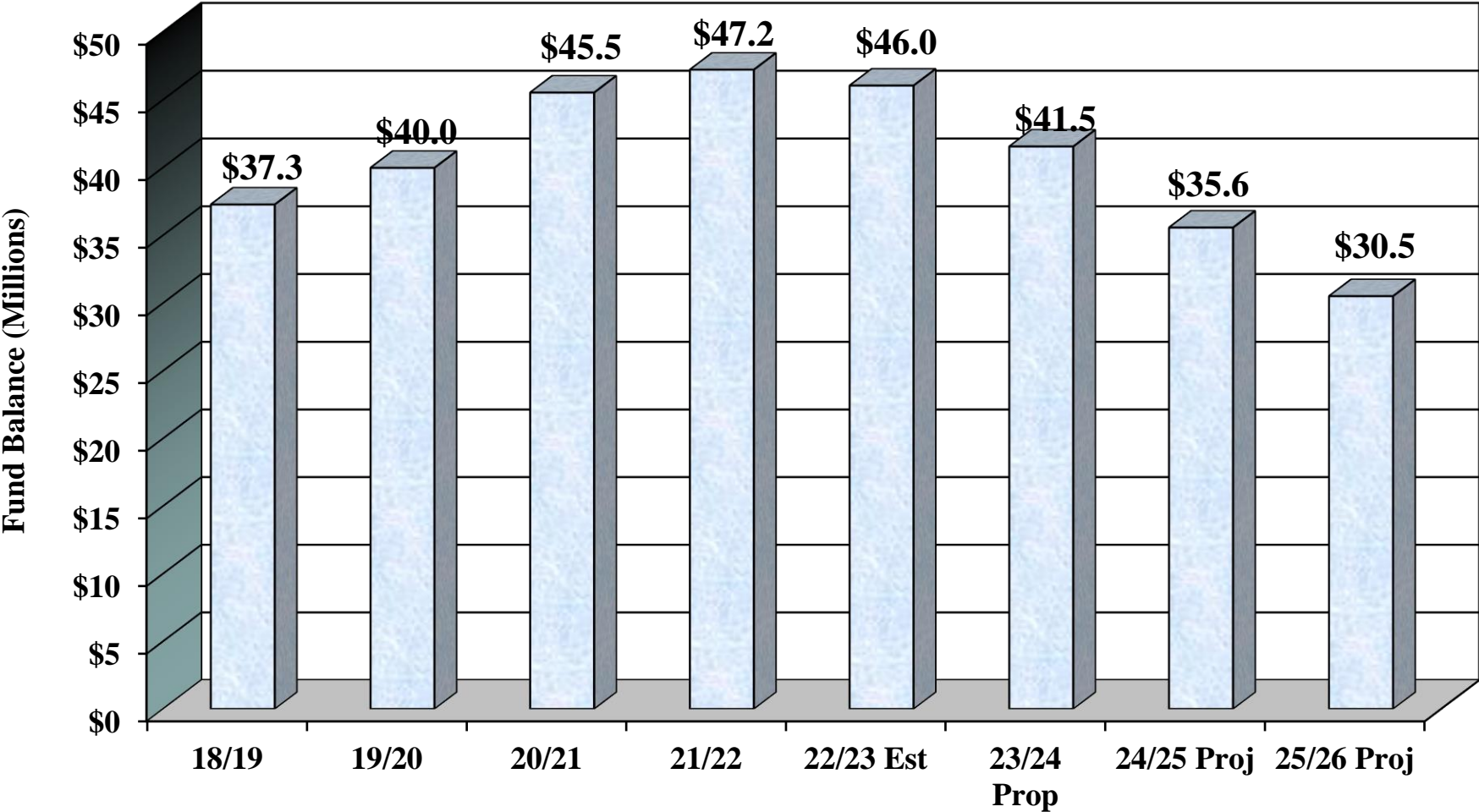
Budgeted \$76,097,618



General Fund Summary

	Revenue	Expenditures	Change in Fund Balance	Ending Fund Balance
2020/21:				
Final Actual	\$66,370,272	\$60,968,070	\$5,402,203	\$45,528,887
Fund Balance % of Expenditures				74.68%
2021/22:				
Final Actual	\$68,988,420	\$67,303,138	\$1,685,282	\$47,214,169
Fund Balance % of Expenditures				70.15%
2022/23:				
Projected	\$72,516,605	\$73,691,144	(\$1,174,539)	\$46,039,630
Fund Balance % of Expenditures				62.48%
2023/24:				
Proposed Budget	\$71,607,558	\$76,097,618	(\$4,490,061)	\$41,549,569
Fund Balance % of Expenditures				54.60%
2024/25:				
Projected Budget	\$74,392,066	\$80,372,925	(\$5,980,858)	\$35,568,710
Fund Balance % of Expenditures				44.25%
2025/26:				
Projected Budget	\$77,217,878	\$82,277,757	(\$5,059,879)	\$30,508,831
Fund Balance % of Expenditures				37.08%

General Fund Total Fund Balance



Optimizing Capital Investment

The Budget calls for the use of General Fund balance in a planned and deliberate fashion:

- § **To “catch up” with unmet capital needs over the next 6 years**, such as the City’s stormwater collection and conveyance system, sidewalks, vehicles and equipment, and public facilities, boosting capital reinvestment to catch-up on priority needs in a sustainable way.
- § **The optimal mixture of cash and debt financing to support capital projects by issuing new bonds (between \$2.5 – 5.0 million per year for 5 years starting in FY 24-25) for priority storm sewer/drain projects.** This will:
 - | Improve the handling of runoff and the preservation of roads and other City infrastructure.
 - | Protect homes and other property.
 - | These facilities will be designed to last over 75 years – much longer than the 15-year bond payoff schedules, and providing a very efficient return on investment.
- § **Bottom line: the above strategies will enable the City to:**
 - | Triple our normal investment in Drains
 - | Eliminate unmet capital/infrastructure needs
 - | Maintain our commitment to facilities and other capital improvements, and
 - | We will not increase the General Fund’s support of CIP projects.

Special Services Study: UPDATE



The Hawk Community Center has taken its place among the premiere public facilities in the Midwest for recreational programming, theatre, and much more. Special Services Revenue projections for FY 21-22 and FY 22-23 have been met, though much work lies ahead to reduce the current \$6 million annual Special Services deficit to a sustainable level.

The Administration has fulfilled its commitments, presented in the Adopted FY 22-23 Budget, to provide a study from the Sports Facilities Company, which recommends an optimized mix of programming and aligned funding sources and a strategic plan including major capital expenditures that will optimize Special Services facilities to meet the current and future needs of the community; and that this would be accomplished in a way that will reduce the existing annual Special Services deficit to a manageable and sustainable level.

The SFC Study was presented to the City Council in March 2023, and includes recommendations that would reduce the annual \$6 million deficit by \$4 million per year over a 5 year period. The highlights of the Study include:

- § Increasing existing fees by 3% per year to catch up with recent inflation
- § Increasing membership and participation in Special Services programs through improved marketing
- § Construction of a Hawk Annex to replace the aging Costick Center, to be paid for by a dedicated millage, that would be put before the voters for their approval.

The Administration has recommended that the City Council appoint a Study Committee to review the SFC recommendations and to put forward a final plan to the City Council in FY 23-24.

Major Road Fund Summary

	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Proposed	2024/25 Projected	2025/26 Projected
Beginning Fund Balance	\$3,003,878	\$9,246,238	\$13,175,293	\$10,160,033	\$6,744,683	\$4,176,691
Revenue	12,271,688	12,863,509	13,650,934	14,445,127	14,154,540	14,331,095
Expenditures:						
Operations	3,698,440	5,711,715	4,722,944	6,607,961	6,722,532	6,838,518
Road Construction	2,330,888	3,222,739	11,943,250	11,252,516	10,000,000	10,000,000
Total	6,029,328	8,934,454	16,666,194	17,860,477	16,722,532	16,838,518
Ending Fund Balance	\$9,246,238	\$13,175,293	\$10,160,033	\$6,744,683	\$4,176,691	\$1,669,269

2023/24 Major Road Projects

Tri-Party 2023-2024

Bi-Party 2023

FFIP No. 1, 2, 3 (Phase 3) - CONSTRUCTION

Orchard Lake Rd ROW Acquisition

Non Motorized Grant

Signal Modernization Grant

12 Mile Road Signals

Local Road Fund Summary

	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Proposed	2024/25 Projected	2025/26 Projected
Beginning Fund Balance	\$5,472,890	\$1,864,009	\$6,750,914	\$6,325,173	\$3,330,055	\$5,257,483
Revenue	14,607,355	16,979,264	14,759,646	18,574,294	19,038,798	19,516,655
Expenditures:						
Operations	3,969,068	3,752,716	4,476,042	4,589,654	4,611,370	4,651,061
Road Construction	14,247,166	8,339,643	10,709,345	16,979,758	12,500,000	12,500,000
Total	18,216,235	12,092,359	15,185,387	21,569,412	17,111,370	17,151,061
Ending Fund Balance	\$1,864,011	\$6,750,914	\$6,325,173	\$3,330,055	\$5,257,483	\$7,623,077

2023/24 Local Road Projects

Residential Speed Control

Local Road Geotech

Local Road Mill & Fill - Design 23/24 (TBD)

Gravel Road Conversion Projects - Design (TBD)

Local Road - Construction (TBD)

Gravel Road Conversion - Construction (TBD)

Local Rd Mill & Fill 2024 - Construction (TBD)

Heritage Hills/Wedgewood Commons Phase 4 - Construction

Quaker Valley Sub Roads - Construction

Local Road - Design

City-Wide Capital Expenditures

Local Roads	\$16,979,758
Major Roads	11,252,516
Drainage & Bridges	2,220,000
Sidewalks	547,000
Equipment - Fire Vehicles	895,000
Equipment - Police Vehicles	495,000
Equipment - DPW Vehicles	1,035,000
Equipment - Technology	1,775,000
Public Facilities	1,710,000
Special Services (Comm. Ctr. + Park Equip.)	573,000
Total	<u>\$37,482,274</u>

Questions?

CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN
ZONING AMENDATORY ORDINANCE
ORDINANCE NO. C-7-2023

An ordinance to amend the City Code, Chapter 34 Zoning Chapter, of the City of Farmington Hills, to amend the Zoning Map and district boundaries established under Section 34.3.2 to reclassify certain property as hereinafter described:

THE CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 1. That the City Code of the City of Farmington Hills, Chapter 34, Zoning Chapter, is hereby amended in part to amend the Zoning Map and district boundaries established under Section 34.3.2 to rezone and reclassify the following described property in the City from the B-4, Planned General Business District to B-3, General Business District:

Sidwell No. 22-23-11-101-003 described as T1N, R9E, SEC 11 OAKLAND HILLS ORCHARDS LOT 2 EXC N 48 FT OF W 130FT, City of Farmington Hills, Oakland County, Michigan, located at 29400 Orchard Lake Road.

Section 2. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3. The provisions of this Ordinance are hereby ordered to take effect on the date provided by applicable law following publication.

Section 4. This Ordinance is hereby declared to have been duly adopted by the City Council of the City of Farmington Hills, at a duly called meeting held on the ____ day of ____, 2023 and ordered to give publication in the manner prescribed by law.

YEAS:
NAYS:
ABSTENTIONS:
ABSENT:

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington Hills, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the ordinance adopted by the City Council of the City of Farmington Hills at a meeting held on the _____ of _____, 2031, the original of which is on file in my office.

PAMELA B. SMITH, City Clerk
City of Farmington Hills

Introduced:
Enacted:
Effective:
Published:

SUMMARY
ORDINANCE NO. C-7-2023
CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

NOTICE of an Ordinance amending City Code of the City of Farmington Hills, Chapter 34, "Zoning", Section 34.3.2 to rezone and reclassify 29400 Orchard Lake Road from the B-4, Planned General Business District to B-3, General Business District.

A full copy of the Ordinance is on file in the Clerk's Office for public review between the hours of 8:30am and 4:30pm Monday through Friday.

Section 1, Ordinance Amendment

Section 2, Repealer

Section 3, Effective Date The provisions of this Ordinance are hereby ordered to take effect on the date provided by applicable law following publication.

Section 4, Enactment

PAMELA B. SMITH, City Clerk

Publish: Oakland Press 6/18/2023

REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 12, 2023

SUBJECT: Farmington Hills Water Supply System FY 2023/2024 Rates

Administrative Summary

- The water rates in Farmington Hills are the result of several different components. By combining the costs associated with each of these components, a base unit rate is determined.
- The recommendation is to increase the base unit rate 8.4% from \$45.21 to \$49.02 per 1,000 cubic feet (Mcf) of water used. This would be effective July 1, 2023.
- The component breakdown is as follows:

Rate Components		2022/2023 Current Rate	2023/2024 Proposed Rate	Increase/ (Decrease)
A	GLWA Water	\$28.19	\$29.71	\$1.52
B	OCWRC Operations & Maintenance	12.13	12.63	0.50
C	Reserves	4.46	6.03	1.57
D	Debt Service	2.74	2.83	0.09
E	Misc. Revenue/Interest Income	(2.31)	(2.18)	0.13
TOTAL		\$45.21	\$49.02	\$3.81

All rates shown as \$ per Mcf

- The recommendation is to increase the reserve component. This increase is necessary due to the required investments in the replacement and rehabilitation of portions of the existing water system identified in the City’s Capital Improvement Plan. It is also necessary due to the inflationary impacts on our construction projects and to smooth rate increases in future years.
- Upon City Council approval, customers would be notified of the rate changes on their quarterly bill.
- Representatives from the Oakland County Water Resources Commissioner’s Office (OCWRC) will be available at the City Council meeting to answer questions.

Recommendation

It is therefore recommended that in accordance with Article 8, Section 33-236, Division 4 of the City Code, City Council adopt the attached Resolution establishing water supply rates for fiscal year 2023/2024; and

It is further recommended that City Council adopt the attached Resolution acknowledging and affirming miscellaneous water and sewer charges to facilitate ongoing operation and maintenance of the City’s public water supply and sanitary sewage disposal systems.

Supporting Documentation

- A. *Great Lakes Water Authority (GLWA) Component:*** This component of the rate structure is the cost GLWA charges its wholesale customers for their water. The current charge of \$28.19 from GLWA will increase \$1.52 to \$29.71 per Mcf.
- B. *OCWRC Operations & Maintenance Component:*** This component of the rate structure results from the expenses to operate the system including water system maintenance, pump maintenance, systems control, customer services, equipment rental and administration. Operation and maintenance expenses

are reviewed annually. Oakland County is recommending an overall increase of \$0.50 from \$12.13 to \$12.63 per Mcf.

C. Reserves:

Major Maintenance Reserve Component: This component increased \$0.02 from \$1.49 to \$1.51 and pays for the following:

- Michigan Department of Environment, Great Lakes and Energy (EGLE) mandated Cross-Connection Elimination Program
- Valve maintenance and repair program as necessary to inspect, test and maintain valves on a regular basis (every five years)

Capital Improvement Projects Reserve (Water Infrastructure Replacement Component): In 2012, the Water Resources Commissioner finalized a system wide study which identified high-priority projects that address fire flow, redundancy (looping of the system) and high break areas on the existing water supply system. Based on this study, as well as current field information, a series of water system replacement and/or rehabilitation projects have been identified. These improvements are necessary to improve and maintain our aging water system, protect and preserve public health, ensure continued fire-fighting capability, system pressure, and provide reliable service to our customers. The current rate component of \$2.97 will increase \$1.55 to \$4.52. This rate component will generate approximately \$1.5 million annually for capital needs. The increase in the reserve component is necessary to ensure that adequate funds are available for the upcoming capital needs of the system.

D. Debt Service: With the GLWA rate being offset with the revised post water storage contract values, 2023/2024 includes a debt service for these facilities. The annual debt requirement is projected to be \$939,200. This will be recovered from an additional volume charge of \$2.83 per Mcf.

E. Miscellaneous Revenue and Interest Income Component: Miscellaneous revenue will decrease \$0.13 to \$2.18 per Mcf primarily due to a decrease in penalty charges and interest income.

If City Council approves the proposed rate, quarterly bills shall be prorated so that water use prior to July 1, 2023 will be billed at the current FY 2022/2023 water rate. Water use after July 1, 2023 will be billed at the new FY 2023/2024 water rate.

Impact on Average Water Bill

The average customer's quarterly bill, based on water use of 3.9 Mcf per quarter, will increase from \$176.32 to \$191.18. This average quarterly bill amounts to \$764.72 annually. The impact to the average bill customer equates to an increase of \$14.86 per quarter.

Impact on Minimum Bill

The 2023/2024 minimum water bill will be \$78.34 per quarter. This minimum quarterly bill amounts to \$313.72 annually. The impact to a minimum water bill customer will be an increase of \$6.09 per quarter or \$24.36 per year.

Prior to the submission of a formal recommendation, the Oakland County Water Resources Commissioners Office met with the Great Lakes Water Authority, the City's Public Services and Finance staff to review the various components and documentation. This resulted in the attached recommendation from the Oakland County Water Resources Commissioner. The staff is satisfied that the recommendation represents appropriate and equitable rates.

Prepared by: Tammy Gushard, P.E., Senior Engineer, and the Oakland County Water Resources Commissioner's Office

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services

Approved by: Gary Mekjian, P.E., City Manager

**CITY OF FARMINGTON HILLS
AMENDED WATER SUPPLY RATES**

RESOLUTION NO. R-_____

WHEREAS, the Oakland County Water Resources Commissioner (WRC) has performed a review of the finances for the City of Farmington Hills water supply system including the cost to purchase water from the Great Lakes Water Authority, the cost for WRC to operate and maintain the water supply system, and reserve funds including a capital improvement reserve, an emergency maintenance reserve, and a major maintenance reserve; and

WHEREAS, in a letter dated May 12, 2023, the Oakland County Water Resources Commissioner has recommended that water supply rates be established for the next fiscal year effective July 1, 2023; and

WHEREAS, the water consumption charge has increased \$3.81 from \$45.21 per Mcf to \$49.02 per Mcf; and

WHEREAS, the minimum quarterly charge has been established at \$78.43 plus a meter maintenance fee based upon an assigned use of 1.6 Mcf; and

NOW, THEREFORE, BE IT RESOLVED that the rates of \$49.02 per Mcf for water consumption, and \$78.43 for a minimum quarterly charge for the City of Farmington Hills Water Supply System be established effective July 1, 2023 for all users of the City of Farmington Hills Water Supply System.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Farmington Hills, Oakland County, Michigan at a regular meeting duly called and held on the ___ day of _____, 2023 the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Pamela B. Smith, City Clerk

**CITY OF FARMINGTON HILLS
MISCELLANEOUS WATER AND SEWER CHARGES**

RESOLUTION NO. R- _____

WHEREAS, in a letter dated June 6, 2023, the Oakland County Water Resources Commissioner (OCWRC) has recommended that the City adopt a Resolution acknowledging and affirming miscellaneous water and sewer charges that the City and OCWRC must routinely charge to facilitate on-going operation and maintenance of the City’s public water supply and sanitary sewage disposal systems; and

NOW, THEREFORE, BE IT RESOLVED that the following miscellaneous water and sewer charges within the City of Farmington Hills are hereby acknowledged, affirmed and adopted in their entirety, as set forth below, and shall become effective July 1, 2023.

Tap Charges

Tap Size x Meter Size	Total			
	Existing HDPE	New HDPE	Existing Copper	New Copper
1" x 5/8"	\$1,500	\$1,540	\$1,880	\$1,920
1" x 1"	\$1,620	\$1,660	\$2,010	\$2,050
1.5" x 1"	\$2,330	\$2,380	\$2,860	\$2,910
1.5" x 1.5"	\$2,710	\$2,760	\$3,240	\$3,290
2" x 1"	\$3,030	\$3,080	\$4,000	\$4,050
2" x 1.5"	\$3,410	\$3,460	\$4,380	\$4,430
2" x 2"	\$3,620	\$3,670	\$4,580	\$4,630

Corner lots

Additional charge for corner lots choosing **NOT** to connect to the nearest water main:

1"	\$ 570
1 1/2"	\$ 780
2"	\$ 1,210

Sprinkler Meters

Meter Size	Total
5/8"	\$306
3/4"	\$327
1"	\$388
1 1/2"	\$715
2"	\$855
3"	\$2,600
4" (14-inch length)	\$3,290
4" (20-inch length)	\$3,595
6" (18-inch length)	\$5,450
6" (24-inch length)	\$5,366

Sewer-Only Customer Meters (Optional Program to meter private wells)

Meter Size	Meter and Reading Device	Permit and Fixed Charges	Total WRC Meter Charge
1"	\$510	\$180	\$690
1.5"	\$860	\$290	\$1,150
2"	\$1,050	\$420	\$1,470

Large Meter Prices

Meter Description	Total
3" Procoder	\$4,560
4" Procoder	\$6,240
6" Procoder	\$10,010
3" Mach10	\$3,360
4" Mach10	\$4,300
6" Mach10	\$7,320
8" Mach10	\$10,220
10" Mach10	\$12,750
12" Mach10	\$15,050

Meter and R900 Replacement Costs due to customer damage, etc.

Meter Size	Replacement Cost
5/8"	\$ 180
1"	\$ 290
1.5"	\$ 640
2"	\$ 830
R900 only	\$ 150

Meter Upgrade Charges – Used only when upgrading smaller meter to size of service line. Existing meter must be returned.

Meter Size	Meter Upgrade Charge
5/8" to 1"	\$170
1" to 1.5"	\$410
1.5" to 2"	\$250

FARMINGTON HILLS WATER CAPITAL CHARGES

Farmington “A”, “NE”, “IND” \$ 75.00 per unit

Farmington “NW” \$1,500.00 per unit (sprinklers are \$75.00)

Farmington Hills Dual Meter Systems (DMS) – customer must provide a copy of the Dual Meter Plumbing permit from Farmington Hills. Fees are \$50.00 plus meter & installation charge.

FARMINGTON HILLS WATER DIRECT CONNECTION CHARGE

Levied against addresses connecting directly to large water mains – mainly the “Mile Roads.” New buildings must pay \$500.00 at the time of application. Existing buildings may pay over 60 consecutive quarters at \$8.34 per quarter.

Parts of:	Drake Road	Inkster Road	Orchard Lake Road
	Farmington Road	Middlebelt Road	Thirteen Mile Road
	Fourteen Mile Road	Nine Mile Road	Twelve Mile Road
	Grand River	Northwestern Hwy	Valley Road
	Halsted	Old Colony	

OTHER WATER SYSTEM CHARGES

Other Water System Charges

Overtime Maintenance/Inspection	\$ 650 per day
Repair/Location of Stop Box	\$ 1,400 per stop box
Disconnect Water Service - (2” and smaller)	\$ 1,670 per tap
Water Service Turn- On - (except for repairs)	\$ 75 per visit
Water Service Shut-Off - (except for repairs)	\$ 75 per visit
Water Meter Test	\$ 200 per meter

UNCUSTOMARY WRC WATER UNIT SERVICES – Including, but not limited to, standby time for turn-on’s and turn-off’s, emergency meter installations and other special services requested by the customer. The rates below include labor, benefits, administration, transportation, equipment and overhead costs.

STRAIGHT TIME \$60 per hour minimum

OVERTIME \$80 per hour minimum

ONE TIME CONNECTION CHARGE where water main is not available across property frontage (i.e. former Direct Temporary Connection and/or where no Payback District or SAD has been established)

\$28,000 per connection as of June 12, 2023. Amount to be adjusted based on the US Army Corp of Engineers – Civil Works Construction Cost Index System (Buildings, Grounds & Utilities) updated quarterly.

SEWER SYSTEM CHARGES

SEWER CONNECTION/ DISCONNECTION PERMIT \$ 200 per connection

ONE TIME CONNECTION CHARGE where sanitary sewer is not available across property frontage (i.e. former Direct Temporary Connection and/or where no Payback District or SAD has been established)

\$28,000 per connection as of June 12, 2023. Amount to be adjusted based on the US Army Corp of Engineers – Civil Works Construction Cost Index System (Buildings, Grounds & Utilities) updated quarterly.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Farmington Hills, Oakland County, Michigan at a regular meeting duly called and held on the ____ day of _____, 2023 the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Clerk



May 12, 2023

Mr. Gary Mekjian
Manager
City of Farmington Hills
31555 West Eleven Mile Road
Farmington Hills, MI 48336

RE: Proposed 2023/2024 City of Farmington Hills Water Supply and Sewage Disposal System Rates

Dear Mr. Mekjian:

The Water Resources Commissioner's Office provides operation and maintenance services for the City of Farmington Hills Water Supply System and Sewage Disposal System. Each year, the WRC conducts a review of the financial condition of the funds used for these systems and provides recommendations for the operation, maintenance and capital improvements needed to maintain these systems. Additionally, the WRC develops a budget, establishes a quarterly charge to be paid by the customer, and maintains a reserve fund in trust for the City.

We have reviewed the financial condition of the City of Farmington Hills Water Supply System fund for the operational period ending September 30, 2022. Based on the projected costs for operation and maintenance, the WRC recommends the standard rate increase from \$45.21 to \$49.02 per Mcf and the minimum charge be established at \$78.43 per quarter for the 2023/2024 rate year.

Similarly, we have reviewed the financial condition of the City of Farmington Hills Sewage Disposal System fund for the same period. The WRC recommends the standard rate increase from \$47.12 to \$53.00 per Mcf and the minimum charge be established at \$84.80 per quarter based on the projected costs for operation and maintenance for the 2023/2024 rate year.

We request that the enclosed charges be adopted by the City, effective July 1, 2023. At your earliest convenience, please provide my office with a copy of the adopted resolutions.

If you have questions regarding this matter, please feel free to contact Amy Ploof, Chief Engineer for water systems at 248-431-7985 or Drew Sandahl, Chief Engineer for sewer systems at 248-285-8375.

Sincerely,

Steven Korth

Steven A. Korth, P.E.
Chief Manager

c: William Miller, Oakland County Commissioner-District 16
Joseph Valentine, Assistant City Manager
Thomas Skrobola, Finance Director/ Treasurer



REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 12, 2023

SUBJECT: Farmington Hills Sewage Disposal System FY 2023/2024 Rates

Administrative Summary

- The sewage disposal rates in Farmington Hills are the result of several different components. By combining the costs associated with each of these components, a base unit rate is determined.
- The recommendation is to increase the base unit rate 12.5% from \$47.12 to \$53.00 per 1,000 cubic feet (Mcf). This would be effective July 1, 2023.
- The component breakdown is as follows:

Rate Components		2022/2023 Current Rate	2023/2024 Proposed Rate	Increase/ (Decrease)
A	Evergreen-Farmington	\$37.40	\$38.76	\$1.36
B	OCWRC Operation & Maintenance	5.14	5.04	(0.10)
C	Misc. Revenue/Interest Income	(1.00)	(0.65)	0.35
D	Reserves (includes EGLE)	1.50	5.69	4.19
E	Debt Service	4.08	4.16	0.08
TOTAL		\$47.12	\$53.00	\$5.88

All rates shown as \$ per Mcf

- Upon City Council approval, all customers will be notified of the rate change on their quarterly bill.
- Consistent with last fiscal year, there are no Highland Park arrearages being charged to sewer customers for FY 23/24.
- The recommendation is to increase the reserve component. This increase is necessary due to the required investments in the replacement and rehabilitation of the existing sanitary sewer system identified in the City’s recently completed Wastewater System Asset Management Plan. It is also necessary due to the inflationary impacts on our construction projects and to smooth rate increases in future years.
- Representatives from the Oakland County Water Resources Commissioner’s Office (OCWRC) will be available at the City Council meeting to answer questions.

Recommendation

It is therefore recommended that in accordance with Article 8, Section 33-265, Division 3 of the City Code, the attached Resolution be adopted by City Council to establish sewer rates for fiscal year 2023/2024.

Support Documentation

A. Evergreen-Farmington Component: This component of the rate structure covers the cost of operating the Evergreen-Farmington Sanitary Drain Drainage District (EFSD) and includes the costs incurred to

transport and treat wastewater at the Great Lakes Water Authority (GLWA) Water Resource Recovery Facility (WRRF). The related elements that make up this total component are as follows:

GLWA Charge: GLWA recently updated their methodology to provide a more simplified and stable approach to Sewer SHARES. This revised methodology applies a fixed charge based on a percentage of their total revenue requirements. The charges to the EFSD are projected at \$37,192,800.

Operation & Maintenance Charge: Operating expenses for the EFSD increased for FY 2023/2024. These expenses cause the current charge of \$5,886,190 to increase \$470,850 to \$6,357,040.

Debt Service: The current charge of \$1,256,440 will decrease to \$1,251,620. This charge covers existing debt service associated with the 2010, 2012, 2018 and 2020 projects.

Reserves: The major maintenance reserve charge of \$1,391,460 will remain unchanged. The capital improvement reserve, which is used to cover system wide capital projects, will remain unchanged at \$6,200,000.

Miscellaneous Revenue: This charge is an offset to operating expenses and includes interest income. The current revenue offset of (\$523,210) will decrease to (\$373,270).

Summary: The current EFSD charge of \$50,406,480 will increase by \$1,613,170 to \$52,019,650.

EFSD Charge: The EFSD implemented its own rate simplification methodology effective July 1, 2014. The County and the communities agreed to move to a fixed monthly charge based on a share of the overall EFSD requirements. Farmington Hills' share of the system for FY 2023/2024 is 23.255% or \$12,097,170 annually. This amount will be divided by 12 and charged monthly to Farmington Hills.

- B. OCWRC Operation & Maintenance Component:** This component of the rate structure is the cost to operate and maintain Farmington Hills sanitary sewer system. The current rate of \$5.14 will decrease \$0.10 to \$5.04 per Mcf. This reflects a reduction in expenses associated with the operations of the system.
- C. Miscellaneous Revenue and Interest Income Component:** Accumulated interest income and miscellaneous revenue will decrease from \$(1.00) to \$(0.65) per Mcf. These revenues are generated from inspection charges, penalties and interest paid.
- D. Reserves:** These portions of the rate component will increase from \$1.50 per Mcf to \$5.69 per Mcf. These reserves include Emergency - \$0.08 per Mcf, Capital Improvement - \$4.01 per Mcf (includes Michigan Department of Environment, Great Lakes and Energy (EGLE) Replacement Reserve), and Major Maintenance - \$1.60 per Mcf, which are necessary to maintain our system, prepare for emergency situations and fund future improvement programs. In 2020, the City, with assistance from the OCWRC, completed a system wide Wastewater Asset Management Plan through the Michigan EGLE's Stormwater, Asset Management and Wastewater (SAW) grant program. This plan identified project recommendations to horizontal and vertical system assets based on various risk assessments and level of service scenarios. These projects are necessary to improve and maintain our aging sewer infrastructure, protect and preserve public health, meet state and federal regulatory requirements, and provide reliable service to our residents. Programs funded by the reserves include ongoing video condition assessment of sanitary sewers and structures, cleaning of sewers, planned, unforeseen and emergency repairs and replacement of our aging infrastructure. The increase in the reserve component is necessary to ensure that adequate funds are available for the upcoming capital and major maintenance needs of the system.

E. Debt Service: This was established in FY 2014/2015 to fund debt service payments for the Middlebelt Transport and Storage Tunnel project. For FY 2023/2024, we have included the anticipated debt service payment for the Corrective Action Plan's (CAP) 8 Mile Capacity Project. This portion of the rate component will increase from \$4.08 to \$4.16 per Mcf.

General

The recommended resolution does include the gross charges of the Industrial Surcharges and the Industrial Waste Control charges which are levied against industrial and commercial customers contributing sewage to the system with concentrations of pollutants exceeding the level described in the attached resolution. It is assumed that normal domestic customers do not contribute sewage with concentrations of pollutants exceeding the described levels. Therefore, the industrial surcharge shall not apply to domestic customers.

The Evergreen Farmington Sanitary Drain District (EFSDD) is under an Administrative Consent Order (ACO) by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This ACO requires completion of Corrective Action Plan (CAP) Projects. The EFSDD is beginning to complete work on the second phase of the CAP projects with the City's share identified at just over \$36 Million. The EFSDD has procured a Low Interest State Revolving Loan to finance the project at a very attractive interest rate (approximately 1.875%) that the City would be unable to procure independently in the current market. This State Loan includes a 10% principal forgiveness component to further offset debt burden. The debt service on this loan will begin in the upcoming fiscal year.

If this increase is approved by City Council, quarterly sewer bills will be prorated so that sewer use prior to July 1, 2023 will be billed at the current FY 2022/2023 rate. Sewer use after July 1, 2023 will be billed at the new FY 2023/2024 rate.

Impact on Minimum Sewer Bill

Minimum bill customers (those consuming 1.6 Mcf/quarter or less) will see an increase in their sewer rate of \$9.41 per quarter or \$37.64 per year. The FY 2023/2024 minimum sewer bill will be \$84.80 per quarter or \$339.20 per year.

Impact on Flat Rate Quarterly Sewer Charge

The flat rate quarterly sewer charge assigned has remained unchanged at 4.0 Mcf per quarter. Thus, the bill for a flat rate sewer customer will be \$212.00 per quarter or \$848.00 annually, for the FY 2023/2024 rate year.

A policy has been established giving sewer only customers the option to purchase and install a meter on their private well system. This would change their quarterly sewer bill from a flat rate charge to a calculated amount based upon metered well water usage or the minimum bill of 1.6 units, whichever is higher.

Prior to the submission of a formal recommendation, the Oakland County Water Resources Commissioners Office met with the Great Lakes Water Authority, the City's Public Services and Finance staff to review the various components and documentation. This resulted in the attached recommendation from the Oakland County Water Resources Commissioner. The staff is satisfied that the recommendation represents appropriate and equitable rates.

Prepared by: Tammy Gushard, P.E., Senior Engineer, and the Oakland County Water Resources Commissioner's Office
Departmental Authorization: Karen Mondora, P.E., Public Services Director
Approved by: Gary Mekjian, P.E., City Manager

**CITY OF FARMINGTON HILLS
AMENDED SEWAGE DISPOSAL RATES**

RESOLUTION NO. R-_____

WHEREAS, the County of Oakland, through its Oakland County Water Resources Commissioner, under the Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, on September 27, 2018, entered into contract with the City of Farmington Hills for the construction, operation, and maintenance of the Farmington Sewage Disposal System; and

WHEREAS, the City shall provide, by proper ordinance or resolution for the sewage disposal rate to be charged to all premises within the City connected to the Farmington Sewage Disposal System; and

WHEREAS, the City of Farmington Hills was notified by the Oakland County Water Resources Commissioner, that sewage disposal charges for the Evergreen-Farmington Sanitary Drain Drainage District would increase effective for use on and after July 1, 2023 and the Gross Pollutant Surcharge and the Industrial Waste Control (IWC) charges approved the Great Lakes Water Authority (GLWA) would also go into effect on July 1, 2023; and

WHEREAS, the Oakland County Water Resources Commissioner (WRC) has performed a review of the finances for the Farmington Hills Sewage Disposal System including the cost for disposal to the Great Lakes Water Authority, the charges for operation and maintenance of the Evergreen – Farmington Sewage Disposal System, the cost for WRC to operate and maintain the City’s sewage disposal system, and reserve funds including an emergency reserve, capital improvement reserve, and a major maintenance reserve; and

WHEREAS, in a letter dated May 12, 2023, the Oakland County Water Resources Commissioner, as operating agency for the City, recommended that sewage disposal rates be established effective July 1, 2023; and

WHEREAS, the sewage disposal charge has increased \$5.88 from \$47.12 per Mcf to \$53.00 per Mcf; and

WHEREAS, the minimum quarterly charge has been established at \$84.80 based upon an assigned use of 1.6 Mcf; and

WHEREAS, the flat rate quarterly charge has been established at \$212.00 for sewer users that do not have a water meter based upon an assigned use of 4.0 Mcf; and

NOW, THEREFORE, BE IT RESOLVED that the rates of \$53.00 per Mcf for sewage disposal, \$84.80 for a minimum quarterly charge and \$212.00 for the flat rate quarterly charge for the Farmington Hills Sewage Disposal System be established effective July 1, 2023 for all users of the Farmington Hills Sewage Disposal System and the Great Lakes Water Authority (GLWA) gross Pollutant Surcharge and the IWC charges be established in accordance with the following until further notification from GLWA on the net charges:

1. **Pollutant Surcharge**

A Pollutant Surcharge shall be levied against industrial and commercial customers contributing sewage to the system with concentrations of pollutants exceeding the levels described as follows:

- A. 275 milligrams per liter (mg/l) of Biochemical Oxygen Demand (BOD).
- B. 350 milligrams per liter (mg/l) of Total Suspended Solids (TSS).
- C. 12 milligrams per liter (mg/l) of Phosphorus (P).
- D. 100 milligrams per liter (mg/l) of Fats, Oils & Grease (FOG).

<u>Amounts of Pollutant Surcharge</u>	<u>Total Charge Per Pound of Excess Pollutants</u>
Biochemical Oxygen Demand (BOD)	\$0.361
Total Suspended Solids (TSS)	0.496
Phosphorus (P)	6.629
Fats, Oils & Grease (FOG)	0.115

It is assumed that normal domestic customers do not contribute sewage with concentrations of pollutants exceeding the above levels, therefore, the Pollutant Surcharge will not apply to domestic customers. Further, restaurants shall be exempt from Pollutant Surcharge per Federal Court Order, "Second Interim Order," dated July 10, 1981.

2. **Industrial Waste Control**

Based on the size of the water meter, actual or assigned, each non-residential user of the system shall pay a monthly Non-residential Surcharge in accordance with the following schedule:

<u>Meter Size</u>	<u>Industrial Waste Control (I.W.C.) Charge</u>
5/8"	\$3.64
3/4"	5.46
1"	9.10
1-1/2"	20.02
2"	29.12
3"	52.78
4"	72.80
6"	109.20
8"	182.00
10"	254.80
12"	291.20
14"	364.00
16"	436.80
18"	509.60

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Farmington Hills, Oakland County, Michigan at a regular meeting duly called and held on the ____ day of _____, 2023, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Pamela B. Smith, City Clerk



May 12, 2023

Mr. Gary Mekjian
Manager
City of Farmington Hills
31555 West Eleven Mile Road
Farmington Hills, MI 48336

RE: Proposed 2023/2024 City of Farmington Hills Water Supply and Sewage Disposal System Rates

Dear Mr. Mekjian:

The Water Resources Commissioner's Office provides operation and maintenance services for the City of Farmington Hills Water Supply System and Sewage Disposal System. Each year, the WRC conducts a review of the financial condition of the funds used for these systems and provides recommendations for the operation, maintenance and capital improvements needed to maintain these systems. Additionally, the WRC develops a budget, establishes a quarterly charge to be paid by the customer, and maintains a reserve fund in trust for the City.

We have reviewed the financial condition of the City of Farmington Hills Water Supply System fund for the operational period ending September 30, 2022. Based on the projected costs for operation and maintenance, the WRC recommends the standard rate increase from \$45.21 to \$49.02 per Mcf and the minimum charge be established at \$78.43 per quarter for the 2023/2024 rate year.

Similarly, we have reviewed the financial condition of the City of Farmington Hills Sewage Disposal System fund for the same period. The WRC recommends the standard rate increase from \$47.12 to \$53.00 per Mcf and the minimum charge be established at \$84.80 per quarter based on the projected costs for operation and maintenance for the 2023/2024 rate year.

We request that the enclosed charges be adopted by the City, effective July 1, 2023. At your earliest convenience, please provide my office with a copy of the adopted resolutions.

If you have questions regarding this matter, please feel free to contact Amy Ploof, Chief Engineer for water systems at 248-431-7985 or Drew Sandahl, Chief Engineer for sewer systems at 248-285-8375.

Sincerely,

Steven Korth

Steven A. Korth, P.E.
Chief Manager

c: William Miller, Oakland County Commissioner-District 16
Joseph Valentine, Assistant City Manager
Thomas Skrobola, Finance Director/ Treasurer



REPORT FROM THE CITY MANAGER TO CITY COUNCIL

June 12, 2023

SUBJECT: CONSIDERATION OF AGREEMENT FOR PARTICIPATION AND USE OF SPACE IN THE HATCHERY BUSINESS INCUBATOR**ADMINISTRATIVE SUMMARY**

- At its August 15, 2022 meeting, the Farmington Hills City Council approved a resolution endorsing the buildout and providing the necessary equipment for the establishment of one (1) laboratory on the third floor of the Hawk and also earmarked funds for maintenance and future building needs of the Innovation Center.
- Staff has worked very closely with the EDC throughout this entire process and together, significant progress has been made on the Incubator on the third floor of The Hawk, now known as The Hatchery.
- The Hatchery is currently planned to be organized as follows: The City owns The Hawk facility. Individual members of the EDC have established a separate nonprofit called “The Hawk Hatchery, Inc.”, which will enter into a Concession Agreement with the City (similar to other currently existing Concession Agreements with SOAR and HSE Sports at The Hawk) for purposes of operating and managing the Incubator in a designated portion of the 3rd Floor of The Hawk on behalf of the City. Under that Concession Agreement with the City, the Executive Director (E.D.) of The Hawk Hatchery, Inc. will perform the day-to-day operations of the Incubator for the City. The nonprofit is in the process of finding an E.D. to serve in this capacity. The Concession Agreement with the Hawk Hatchery, Inc., and all its details, will come to City Council for approval in the near future.
- Comprehensive GI Solutions, PLLC is a company that indicates it is ready to participate in and use the Incubator right now. As such, the Agreement for Participation and Use of Space in The Hatchery business incubator presented to Council this evening will be an interim arrangement, with provisions to merge into and under the management of the Incubator by The Hawk Hatchery, Inc. in the future. Until that time, the City will directly provide for the management and operation of the Incubator under this Agreement.
- The Agreement allows this company to use an approximately 1,000 sq. ft. lab space area on the 3rd Floor of The Hawk (formerly part of lab classroom #347) for an initial term ending on December 31, 2024, with up to five one-year extensions that may be administratively approved under the Agreement. The company will pay \$1,950.00/mo., plus real and personal property taxes, for the initial term, plus an additional \$65.00/mo. for any extended terms. The company has indicated that it is ready to commence its use immediately.
- The City Attorney and Staff have prepared the Agreement for Council consideration.

RECOMMENDATION

It is recommended that City Council approve the Agreement for Participation and Use of Space in The Hatchery Business Incubator and authorize the City Manager to execute said Agreement on behalf of the City, subject to City Attorney and City Manager approval of necessary adjustments, if any, to the contract language to finalize its terms with the Incubator Participant company.

Prepared by: Gary Mekjian, City Manager

Reviewed by: Cristia Brockway, Economic Development Director

Approved by: Gary Mekjian, City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL**AUGUST 15, 2022****SUBJECT: APPROVAL TO ADVANCE PLANS FOR THE BUILDOUT OF ONE (1) LAB ON THE 3rd FLOOR OF THE HAWK FOR AN INNOVATION AND ECONOMIC DEVELOPMENT INCUBATOR.****ADMINISTRATIVE SUMMARY**

- Since 2019, the Farmington Hills Economic Development Corporation (EDC), City Council, and City Administration have undertaken efforts to study and evaluate the feasibility of establishing an innovation and economic development incubator on the third floor of The Hawk facility.
- The overall expectation is to grow local businesses in the innovation and economic development incubator and with the appropriate support allow them to succeed and take up permanent residence in the community. This will encourage healthy and sustainable business, employment and tax base growth into the future. The State of Michigan agrees and is supporting the innovation center with a \$750,000 grant for the innovation center development.
- On June 13, 2022, City Council adopted Resolution Number R-110-22 which, in part, authorized the EDC and City Administration to initiate and engage in discussions regarding the concept of establishing aforementioned innovation and economic development incubator on the third floor at The Hawk facility and report back to City Council with a revised development plan, viable financial model, and recommendations for additional support as needed.
- The EDC has refined their approach and budget based on analysis by Public Sector Consultants to focus on a progressive initial buildout of one laboratory from funding awarded by the State of Michigan and continue to a phased buildout of the innovation center as tenants are secured.
- In addition to the awarded State funding, the EDC is requesting the reassignment of funds that were made in the prior fiscal year budget to cover costs associated with 3rd floor improvements (painting, ceiling and floor tiles, restroom facilities, etc.) and the mechanical and plumbing systems on the third floor of The Hawk. This assignment is not an authorization to spend the funds, but rather an earmark of funds to pull from as further improvement needs on the third floor are identified. Use of these funds would come before City Council.
- Following general clean-up of the space by the City, the initial funding allocation from the State of \$750,000 is intended to provide \$500,000 for the buildout of the core lab space, \$100,000 to provide shared equipment and \$150,000 for the initial management of the operation going forward. Lease revenues are intended to cover ongoing operating expenses.
- The EDC is also working with the City Attorney to pursue creation of a not-for-profit (*e.g.*, 501c3) governance model to receive private funds to support the innovation and economic development incubator.
- Private funding grants, such as the SBIR grants, that support wet lab and small business development initiatives must be submitted by September 5, 2022 for consideration. Approving this initial phase of the innovation and economic development incubator now will allow for The Hawk to be a viable location for additional start-up companies.

RECOMMENDATION

In view of the above, it is recommended that City Council endorse the initial buildout and provide the necessary equipment for one (1) laboratory on the third floor of The Hawk to be paid from funds awarded by the State of Michigan, and *reassign* \$1.5 million of the General Fund as an earmark for maintenance and future building needs of the Innovation Center on the third floor of The Hawk in the current fiscal year, and also to authorize staff to begin a mechanical and structural assessment of the third floor of The Hawk.

Prepared by: Joseph A. Valentine, Assistant City Manager

Reviewed by: Farmington Hills Economic Development Corporation

Approved by: Gary Mekjian, City Manager

**STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS**

**AGREEMENT FOR PARTICIPATION AND USE OF SPACE IN
THE HATCHERY BUSINESS INCUBATOR**

THIS AGREEMENT, dated _____, 2023, is between the City of Farmington Hills (“City”) and Comprehensive GI Solutions, PLLC (“Participant”).

RECITALS:

WHEREAS, City owns the building located at 29995 Twelve Mile Road, Farmington Hills, Michigan 48334, commonly known as “The Community Center” and referred to in this Agreement as the “Building”.

WHEREAS, in order to foster and enable the establishment, growth, and location of businesses in the community and to promote and provide for the general economic development and well-being of the community, City has (a) established a business incubator known as “The Hatchery Business Incubator,” which is located in the portion of the Building described on the attached **Exhibit A** and referred to in this Agreement as the “Incubator Area”; and (b) designated the City Economic Development Director as its “Incubator Manager”, which will perform the day-to-day operation and management of The Hatchery Business Incubator, including, without limitation, the Participant Business Area, Incubator Area, Shared Facilities, communications with Participant and other businesses located in The Hatchery Business Incubator, and the activities, training, services, equipment, and facilities provided by The Hatchery Business Incubator.

WHEREAS, Participant is a small start-up business that desires the opportunity (a) to locate its business within the portion of the Incubator Area described on the attached **Exhibit B** and referred to in this Agreement as the “Participant Business Area” for the period of time described in this Agreement; (b) to actively participate in and utilize the business incubation program, including among other things activities, training, services, equipment, and facilities provided by The Hatchery Business Incubator described in and pursuant to this Agreement; and (c) to grow its business while participating in and using the Incubator with the intent, upon graduation from incubation program, to locate its business in the City of Farmington Hills.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1.0. PARTICIPANT BUSINESS AREA.

1.01. License and Permitted Use. Subject to the terms and conditions of this Agreement, City hereby grants to Participant the right and license to use the Participant Business Area and the City-owned equipment, furniture, and fixtures therein solely for the following business: Biosafety Level 1 Laboratory (referred to hereinafter as “BSL-1 Laboratory”) performing pathology services that include processing tissue specimens and producing and staining microscopic slides delivered by or received from off-site medical office clients (referred to hereinafter as the “Permitted Business Use”). The City-owned equipment, furniture, and fixtures in the Participant Business Area are described on the attached **Exhibit C** and are referred to hereinafter as the “Business Area Amenities”.

1.02. Participant Business Area and City Business Area Amenities. Prior to executing this Agreement, Participant has inspected the Participant Business Area and the Business Area Amenities and found them to be acceptable in their “AS IS” condition for the Permitted Business Use. Participant shall be responsible, at its expense, for the proper use, cleaning, care, and upkeep of the Participant Business Area and Business Area Amenities, and City shall be responsible, at its expense, for repairs, maintenance, and replacement of any of the Business Area Amenities that can no longer be used due to normal wear and tear

and the need for replacement is not due to neglect of, improper use of, or failure to properly clean or otherwise care for such item of equipment, furniture, or fixture. If the need for repair or replacement of any of the Business Area Amenities is due to Participant's neglect of, improper use of, or failure to properly clean or otherwise care for any such Business Area Amenities, Participant shall reimburse the City for the repair or replacement within thirty (30) days of a billing for same.

1.03. Participant Supplies, Equipment, and Furniture. Participant shall be responsible, at its own expense, for providing all supplies and all other equipment and furniture necessary for the Permitted Business Use. Participant shall be responsible, at its expense, for all necessary care, cleaning, upkeep, maintenance, repairs, and replacement of all Participant's equipment, furniture, and supplies. A list of all equipment and furniture the Participant will place and use in the Participant Business Area is provided in the attached **Exhibit D**. During the term or terms of this Agreement, Participant shall be responsible for providing written notification to City's designated Incubator Manager of additional equipment and furniture that Participant places in the Participant Business Area, such that City is aware of same and the list remains accurate and current. City retains the right, in its discretion, to prohibit the addition of equipment and furniture. The equipment and furniture listed on **Exhibit D** and any added equipment and furniture listed in any subsequent written notice of same shall remain under the ownership of Participant and may be removed by Participant within seven (7) calendar days after the termination or expiration of this Agreement. Any equipment or furniture in the Participant Business Area that is not removed within seven (7) calendar days after the termination or expiration of this Agreement or not listed on **Exhibit D** or on any subsequent written notice of added equipment and furniture provided to the City pursuant to the requirements of this Section 1.03 at the termination or expiration of this Agreement, is hereby deemed and agreed by Participant to be the property of the City and shall not be removed from the Participant Business Area, except by City or with City's permission.

1.04. Prohibited Use. Participant is not permitted to use any area, space, facility, equipment, furniture, or supplies in the Incubator Area, Building, or elsewhere in the City of Farmington Hills, except as specifically permitted in this Agreement or unless specifically approved or directed by authorized representatives of City in writing.

2.0. SHARED FACILITIES AND SERVICES.

2.01. Incubator Shared Facilities. Subject to the terms and conditions of this Agreement, Participant is permitted to share, with other Hatchery Business Incubator participants, use of the facilities, equipment, furniture, business resources, and materials in the areas described on the attached **Exhibit E** (the "Shared Facilities") for purposes associated with its Permitted Business Use and its use of and participation in the Incubator Services. City owns all equipment, furniture, business resources, supplies, and other materials in the Shared Facilities, and Participant shall not remove any equipment, furniture, business resources, supplies, or other materials from the Shared Facilities area. At all times, Participant shall comply with any and all rules, regulations, restrictions, and instructions established or communicated by City or its Incubator Manager regarding Participant's use of the Shared Facilities. If the need for repair or replacement of any of the equipment, furniture, business resources, supplies, and other materials in the Shared Facilities is due to Participant's improper use of them, Participant shall reimburse the City for the repair or replacement within thirty (30) days of a billing for same.

2.02. Incubator Services. City, through its Incubator Manager, may offer and provide Participant business consulting, business education, and other services described on the attached **Exhibit F** or hereafter offered by City through its designated Incubator Manager (the "Incubator Services"). City or its Incubator Manager may charge fees for certain Incubator Services. The extent, if any, to which City and its Incubator Manager staff, equip, and supply the Shared Facilities and provide business consulting, business education, and other services to Participant shall be within the sole discretion of City and its Incubator Manager.

3.0 COMMENCEMENT AND DURATION.

3.01. Commencement Date. This Agreement shall become effective on June [REDACTED], 2023 (the “Commencement Date”).

3.02. Expiration and Extensions. This Agreement shall expire on December 31, 2024 (“Initial Term”); provided, however, the Parties may extend this Agreement for up to five (5) additional one (1) year terms (“Extended Terms”) if: (a) no less than six (6) months prior to the expiration of the Initial Term and any Extended Term, Participant sends a written notice to City and its Incubator Manager stating its request and agreement to extend for an additional one (1) year term with a \$65.00 increase in its monthly payments to City; and (b) after receipt of Participant’s written notice, City and its Incubator Manager send a written notice to Participant approving and agreeing to the extended term and monthly payment increase. The term of any approved and agreed upon Extended Term shall run from January through December of the subsequent calendar year.

3.03. Termination. Participant shall have the right to terminate this Agreement by written notice upon a material breach by City, which written notice shall identify the material breach and provide City thirty (30) days to cure the breach and state a date no more than thirty (30) days after the aforementioned thirty (30) day cure period on which the termination shall become effective if City fails to cure and by which Participant shall discontinue its use and vacate the Participant Business Area. City or its Incubator Manager shall have the right to terminate this Agreement by written notice upon a material breach by Participant that has not been cured in accordance with this Agreement, which written notice of termination shall require Participant to discontinue its use and vacate the Participant Business Area no less than thirty (30) days after the date of the notice. Either Party shall have the right to terminate this Agreement at any time without cause, provided such termination shall be effective upon at least (6) months advance written notice to the other Party, and Participant shall discontinue its use and vacate the Participant Business Area no later than the effective date of such notice.

3.04. Surrender. Upon expiration or termination of this Agreement, Participant shall surrender the Participant Business Area in good condition and repair, reasonable wear and tear and damage by casualty excepted. Participant may remove from the Participant Business Area only its personal property and shall repair any damage to the Participant Business Area caused by such removal. Any property of Participant not so removed within seven (7) days will be deemed abandoned by Participant.

4.0 USE FEES AND OTHER CONSIDERATION.

4.01. Monthly Use Fees and Other Consideration. In consideration for the rights and privileges granted to Participant under this Agreement, Participant agrees to do and comply with the following:

A. Participant shall locate, operate, and conduct its business operations at and within the Incubator Area in accordance with this Agreement and otherwise comply with this Agreement.

B. Participant agrees to attend and participate in the Incubator Services offered and provided by the City or its Incubator Manager. Participant agrees to pay the City or its Incubator Manager the fees, if any, associated with Incubator Services that Participant attends, participates in, or utilizes.

C. Participant shall pay to City a use fee on or before the first (1st) day of each month starting on the Commencement Date (the “Monthly Use Fee”). During the Initial Term, the Monthly Use Fee shall be in the amount of \$1,950.00 for each month or portion of a month, and the Monthly Use Fee shall increase by \$65.00 annually for each Extended Term thereafter, if any. It is agreed that Participant shall not be in material breach of this Agreement unless a Monthly Use Fee has not been paid to City on or before the tenth (10th) day of each month. Any Monthly Use Fee paid after the 10th day of any month shall include an additional amount equal to seven (7%) percent of the overdue Monthly Use Fee for that month (the “Late Charge”). The Parties agree that the Late Charge represents a fair and reasonable estimate of the costs that City will incur by reason of any such late payment by Participant. Acceptance of the Late Charge by City shall not constitute a waiver of Participant’s breach with respect to the overdue amount, nor prevent City from exercising any other rights and remedies available to City under this Agreement.

D. If, prior to expiration of this Agreement or the effective date of a notice of termination pursuant to Section 3.03, Participant vacates or discontinues use of the Participant Business Area, Participant shall pay City an early termination fee equaling six-times (6X) the Monthly Use Fee that is applicable under Section 4.01(C) at the time of such vacation or discontinuation of use (the “Early Termination Fee”), as liquidated damages.

E. Participant has this day deposited with City the sum of \$1,950.00, receipt of which is hereby acknowledged by City, as security for Participant’s full and faithful performance of the terms and conditions of this Agreement and for the cost of any trash removal, housecleaning, and repair or correction of damage in excess of normal wear and tear within the Participant Business Area (the “Security Deposit”). The Security Deposit or any balance thereof shall be returned without interest within thirty (30) days after Participant has vacated and left the premises in an acceptable condition (following a personal inspection by City) and surrendered all keys. If City determines that any loss, damage, or injury chargeable to the Participant hereunder exceeds the Security Deposit, City, at its option, may retain the said sum as liquidated damages or may apply the sum against any actual loss, damage, or injury and the balance thereof will be the responsibility of Participant. It is further understood and agreed that the Security Deposit is not to be considered as the last Monthly Use Fee under this Agreement.

5.01 **GENERAL TERMS AND CONDITIONS.**

5.01. Utility Services and Property Taxes.

A. Service facilities and outlets for utilities provided by City are limited to those existing in the Participant Business Area at the Commencement Date. Any updating, modification or addition of service facilities and outlets for utilities after the Commencement Date shall be at the sole cost and expense of Participant, must be approved in advance and in writing by City, and must be made in compliance with the pertinent provisions of the applicable building codes, ordinances, laws, and regulations. City will, at its cost and expense, provide the Participant Business Area with electrical, gas, water, heat, air conditioning, and sewer service, as exists at the Commencement Date. If Participant requires any additional or enhanced utility services, it will be at Participant’s sole cost and expense and subject to approval of City and the Incubator Manager. Participant releases City and Incubator Manager from any liability for any loss or damage caused by reason of interruption of any utility service to the Participant Business Area or Incubator Area.

B. Participant shall pay all real and personal property taxes levied against the Participant Business Area and personal property of the Participant located therein, coming due from and after the Commencement Date of this Agreement.

5.02. Insurance. Participant shall, at its own cost and expense, maintain the insurance policy coverages and provisions described in the attached **Exhibit G** in full force and effect at all times for the duration of this Agreement. Participant shall provide City with proof of said insurance, in a form satisfactory to City, prior to the Commencement Date, and at any time City requests such proof thereafter.

5.03. Indemnity. To the fullest extent permitted by law, Participant agrees to defend, pay on behalf of, indemnify, and hold harmless City, with respect to any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from City, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arises out of Participant’s use or occupancy of the Participant Business Area, Incubator Facilities, Incubator Services, or Incubator Area, or the actions or inactions of Participant or Participant’s agents, officers, members, directors, managers, volunteers, contractors and/or employees. For purposes of this Section 5.03, the term “City” shall be deemed to include the City of Farmington Hills, and its Incubator Manager, elected officials, appointed officials, officers, directors, board members, council members, authorities, boards, committees, commissions, employees, managers, departments, divisions, volunteers, agents, attorneys, representatives, consultants, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative, or official capacities), and/or any persons acting by, through, under, or in concert with any of them.

5.04. Liaisons, Communications and Meetings. For purposes of all communications between the Parties, City hereby designates the Incubator Manager as its liaison and sole point of contact and Participant designates its [REDACTED] as its liaison. Participant agrees to meet with the Incubator Manager, upon request, to review the performance of this Agreement, the day-to-day operations of the Permitted Business Use, and the condition of the Participant Business Area.

5.05. Standard Operating Procedures; Rules and Regulations. Participant shall comply, at all times, with all Standard Operating Procedures (“SOPs”) and Rules and Regulations (“R&Rs”) established by the City or the Incubator Manager pertaining to the use of the Building, Participant Business Area, Shared Facilities, and/or Incubator Area, as now exist or may hereafter be adopted. City or its Incubator Manager shall provide Participant a written copy of all such SOPs and R&Rs, as well as any revisions or restatements of same as may established from time to time. It is understood and agreed that all such SOPs and R&Rs, and any amendments and restatements of them from time to time, shall have retroactive effect, unless otherwise specifically stated in the SOPs and R&Rs, amendments, or restatements.

5.06. Signage and Advertising. Participant is not permitted to affix or otherwise place any signage or advertising inside or outside of the Building. Upon Participant’s request, and only with the approval of the Incubator Manager, Participant may be permitted to place one nameplate for identifying Participant on or near the entry door to the Participant Business Area.

5.07. Personnel.

A. Participant warrants that all personnel and employees of Participant (“Employees”) who are assigned by Participant to perform work within the Incubator Area shall be fully qualified and trained to properly, safely, and lawfully perform such work.

B. Participant shall be responsible for the hiring, management, benefits (if any), and remuneration of all Employees. Participant shall provide the necessary Employees to undertake the work associated with the Permitted Business Use in a safe, proper, and lawful manner, and all such Employees shall be the employees, volunteers or contractors of Participant, and not City or the Incubator Manager. Participant shall be responsible for hiring its own Employees and shall comply with all state and federal laws and regulations relating to employment.

C. Upon request, Participant will provide City or its Incubator Manager with a list of all current Employees who will be Incubator Area at any time, including name, address, and driver’s license number.

D. City reserves the right to request that Participant remove any of Participant’s Employees from the Building for reasonable cause. Such causes shall include, but are not limited to, the following:

1. Engaging in loud, boisterous, or unprofessional conduct.
2. Unauthorized use, disposition, or misappropriation of City and/or personal property.
3. Engaging in unlawful and unauthorized acts.
4. Misrepresentation of facts.
5. Failure to meet acceptable standards of personal conduct, bearing, or demeanor.

5.08. Specifications; Standards and Conduct.

A. Participant shall be responsible for emptying the wastebaskets and vacuuming the carpets, if any, in the Participant Business Area, and disposing it in a manner designated by the Incubator Manager and/or the SOPs. Participant shall be responsible for the cleaning of the equipment, tables, furniture, and fixtures that are located in the areas of the Participant Business Area or other areas it is using.

B. Participant shall permit no nuisance to accompany its operations in connection with this Agreement and shall promptly abate the same upon notification thereof.

C. City shall have the right to enter and inspect the Participant Business Area at any time, and to impose reasonable regulations or requirements to ensure proper care, maintenance, and upkeep, as reasonably determined by City.

5.09. Complaints. Participant shall respond to all complaints relative to Participant’s Employees, Participant’s uses of the Participant Business Area or the Shared Facilities, and shall forward copies of all written complaints and the responses thereto to the Incubator Manager and City’s designated liaison under Section 5.05 within (10) days after receipt of the original complaint.

5.10. Hours of Operation. Participant shall have access to the Incubator Area, including Participant Business Area, during the normal hours of operation of The Hawk Community Center established and posted on the Building or City's website from time to time by City in its discretion. The normal hours of operation do not include any special shows or events at The Hawk Community Center. Participant may be permitted access outside the normal hours of operation if requested in writing to and approved by the City's Special Services Department Director, or her designee, in her sole discretion.

5.11. Improvements and Installations. Unless otherwise agreed by the Parties in writing, any changes and improvements made, and any installations and fixtures added, by Participant to the Participant Business Area shall be at Participant's sole expense and shall become City's property upon completion. Participant shall make no improvements or installations in or to the Participant Business Area, or any other area of the Building, without the prior written consent of City. Participant shall not demolish, destroy, damage or alter the whole or any part of the Building, Participant Business Area, Shared Facilities, or Incubator Area, in the event of any such demolition, destruction, damage, or alteration, Participant shall pay City all costs and expenses of repair and replacement within thirty (30) days of the date of the City invoicing Participant for same.

5.12. Destruction of Premises. In the event of the partial or complete destruction of the Participant Business Area, Participant assumes all of the risk of loss. If Participant is not responsible for the Participant Business Area's destruction and the destruction is such that Participant is not able to perform its Permitted Business Uses, then the Monthly Use Fees set forth in paragraph 4.01.C shall abate until such time as the Participant Business Area are restored, at the expense of City or its insurance provider.

5.13. Compliance with Applicable Laws. Participant shall comply with all applicable federal, state and city laws, codes, ordinances and regulations, and all applicable City policies, as now exist or may hereafter be adopted, and shall take any additional actions considered by City to be reasonably necessary to the protection of the health, safety and well-being of the public.

5.14. Non-discrimination in Services. Participant agrees that the Incubator Area, Shared Facilities, and Incubator Services shall be equally available for use by all approved small businesses and their employees regardless of race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family status, sexual orientation or gender identity of that person, that person's relatives, or that person's associates, unless such discrimination is allowed under federal, state or City laws or ordinances.

5.15. Non-discrimination in Employment. Participant agrees that it will not discriminate against any Employee or applicant for employment based in whole or in part on the race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, source of income, family status, sexual orientation or gender identity of that person, that person's relatives, or that person's associates, unless such discrimination is allowed under federal, state or City laws or ordinances.

5.16. Assignment. Participant shall not assign this Agreement in whole or in part without the prior written approval of City, which the City may withhold for any reason or no reason at all in its sole discretion.

5.17. Subcontracting. Participant shall not enter into any subcontract of any nature, formal or informal, concerning the Participant Business Area with any individual, partnership, company or corporation without prior approval of City; it being understood that the only activities that Participant, alone, may conduct on, upon, or from the Participant Business Area and the Incubator Area are as authorized under the terms of this Agreement.

5.18. Encumbrances. Participant shall not lease, license, hypothecate, or mortgage the whole or any part of the Building, Incubator Area, or Participant Business Area, nor assign or encumber directly or indirectly any interest whatsoever in the Building, Incubator Area, Participant Business Area, or City's personal property, and shall not transfer any interest or rights in the same (whether by assignment or other contract).

5.20. Environmental. Participant shall not use, store or dispose of any hazardous substances in the Participant Business Area or anywhere else in the Building, except for the use and storage of substances

that are customarily used in the Permitted Business Use and approved by the Incubator Manager. Any such use and storage must comply with all federal, state and local environmental laws and regulations as well as safe laboratory practice, appropriate for the material, procedure and use. Participant further agrees that it will comply with all of City's SOPs, R&Rs, policies, rules, and procedures, including, but not limited to those relating to the storage, use, and handling of hazardous substances, including, but not limited to radioactive materials, pathogens, toxins, recombinant DNA, blood borne pathogens, hazardous chemicals or select agents. The term hazardous substances means any hazardous waste, substance or toxic materials regulated under any federal or state environmental laws or local regulations or ordinances that apply to the Participant Business Area or the Building. Participant will defend, indemnify and hold harmless City against and from any all claims, suits, actions, debts, damages, costs, losses, obligations, judgments, charges and expenses, of any nature whatsoever, including, without limitation, attorney fees and costs, suffered or incurred by City resulting from Participant's discharge of hazardous substances on, in, or under the Building, the Participant Business Area, or the land upon which the Building is located, including but not limited to any resultant loss of value of said Building or land. Participant will be responsible for the cost of cleaning and decontamination of any and all chemical fume hoods in the Participant Business Area, including the ductwork up to the Phoenix valve, and City will perform the work or have the work performed by an approved City contractor.

5.20. Showings. City may show the Participant Business Area to prospective Incubator participants, on not less than one business days' notice to Participant.

5.21. Material Breach and Remedies. Failure to comply with any of Participant's obligations set forth above in Sections 1.0, 2.0, 3.0, 4.0, or 5.0 shall constitute a material breach of this Agreement. In the event of a material breach of this Agreement, Participant shall have a period of thirty (30) days after the date of written notice from City or its Incubator Manager to cure the breach in a manner set forth in the notice or otherwise satisfactory to City and its Incubator Manager. Upon Participant's failure to cure the breach as provided in this Section, City may: (A) terminate this Agreement as provided under Section 3.03 and Participant shall be obligated to pay City liquidated damages equaling six-times (6X) the Monthly Use Fee that is applicable under Section 4.01(C) at the time of such termination; and (B) pursue any other remedies available by law or in equity. Also upon Participant's failure to cure the material breach as provided in this Section, Participant shall pay to City the actual reasonable fees and disbursements (including, without limitation, reasonable attorneys' fees and costs) incurred by City in enforcing this Agreement. All rights and remedies of City shall be cumulative.

6.0. MISCELLANEOUS TERMS AND CONDITIONS.

6.01. Notices. All notices, demands, requests, and replies provided for or permitted by this Agreement shall be in writing and shall be delivered by any one of the following methods: (1) personal delivery with receipt acknowledged in writing; (2) by deposit with the United States Postal Service as certified or registered mail, return receipt requested, postage prepaid to the addresses stated below; or (3) by deposit with an overnight express delivery service addressed to the party's address stated below with receipt acknowledged in writing. Notice by personal delivery shall be deemed effective at the time of personal delivery. Notice deposited with the United States Postal Service in the manner described above shall be deemed effective two (2) business days after deposit with the Postal Service. Overnight express delivery service shall be deemed effective one (1) business day after deposit with the overnight express delivery service. Notice also may be given by means of electronic facsimile transmission ("fax") or email; provided, however, that in order for a fax or email notice to be deemed effective, the party giving notice by fax or email shall provide a "hard copy" of the faxed or email notice thereafter to the other party pursuant to one of the three methods of "hard copy" delivery specified in this Section. Unless specifically indicated otherwise in this Agreement, all notices, demands, requests or replies shall be addressed to the respective parties as follows:

City:
City of Farmington Hills
Attn: City Manager
31555 West Eleven Mile Rd.
Farmington Hills, MI 48336

Incubator Manager:
City of Farmington Hills
Attn: Economic Development Director
31555 West Eleven Mile Rd.
Farmington Hills, MI 48336

Participant:
Comprehensive GI Solutions, PLLC
Attn: [REDACTED]
[REDACTED]
[REDACTED]

Each party shall have the right to designate a different address within the State of Michigan by the giving of notice to the other party in conformity with this Section.

6.02. Recitals and Attachments. The Recitals above and the several Exhibits hereto are incorporated herein by reference and expressly made an integral and component part of this Agreement for all purposes and shall be binding upon both parties. References to any Exhibit in this Agreement shall be deemed to include this reference and incorporation of the Exhibit at the point of reference.

6.03. City Approval. Any provision of this Agreement indicating that the consent or approval of City is necessary may be satisfied by the written and signed approval of the City Manager as the officer authorized to administer this Agreement on behalf of City or the City Manager’s designee, unless specifically stated otherwise in said provision or unless the City Manager, in his discretion, desires to submit the matter to the City Council for approval.

6.04. Parties and Party Defined. For purposes of this Agreement, the term “Parties” shall mean and include both Participant and City, and the term “Party” shall mean and include either Participant or City.

6.05. Incubator Manager. Participant has been advised and acknowledges that it is the first participant to locate its business in The Hatchery Business Incubator and that City intends to enter into an agreement with an independent contractor/corporation to operate and manage The Hatchery Business Incubator in the near future, which company, or an employee thereof, will assume the duties of the Incubator Manager in this Agreement at the time that contract is entered into. City or its current Incubator Manager will notify Participant of, and Participant agrees to accept, any such assumption of the Incubator operation and management by another party and Participant agrees to, upon request by City, enter into a restated agreement for its use and participation in The Hatchery Business Incubator with the independent contractor/corporation upon its taking over the operation and management of said Incubator, and in such event, the Parties agree that this Agreement shall be terminated by mutual consent and without any breach, penalties, or fees imposed on any Party.

6.06. No Tenant. Participant shall not by virtue of this Agreement be deemed to have become the tenant or lessee of City in the Participant Business Area, nor to have been given or accorded, as against City, possession of the Participant Business Area. Upon any termination of this Agreement, City shall have the right through such means as it sees fit to remove and exclude therefrom Participant and any of Participant’s employees, without being deemed guilty of or liable or responsible for, any unlawful entry, trespass or injury of any sort whatsoever.

6.07. Nonwaiver. Unless otherwise expressly provided herein, no waiver by any Party of any provision of this Agreement shall be deemed to have been made unless expressed in writing and signed by the waiving Party. No delay or omission in the exercise of any right or remedy accruing to any Party upon any breach under this Agreement by the other Party shall impair such right or remedy or be construed as a waiver of any such breach theretofore or thereafter occurring. The waiver by either Party of any breach of any term, covenant, or condition stated in this Agreement shall not be deemed to be a waiver of any other term, covenant, or condition. All rights or remedies afforded to the Parties under this Agreement or by law shall be cumulative and not alternative, and the exercise of one right or remedy shall not bar other rights or remedies allowed under this Agreement or by law.

6.08. Governmental Immunity. It is declared that the actions of City under this Agreement are a governmental function. It is the intention of the Parties hereto that this Agreement shall not, in any manner, be construed to waive the defense of governmental immunity, which City possessed prior to the execution of this Agreement and which City may hereafter acquire.

6.09. Entire Agreement. This Agreement contains the entire agreement among the Parties pertaining to the subject matter hereof and all prior negotiations and agreements are merged herein. Neither Party has made any representations except those expressly set forth herein, and no rights or remedies are or shall be acquired by Participant or City by implication or otherwise unless expressly set forth herein.

6.10. Waiver of Default. Any waiver by City or Participant of any default or breach of this Agreement shall not be construed to be a continuing waiver of said default or breach, or as a waiver or permission, express or implied, of any other or subsequent default or breach.

6.11. Force Majeure. Neither City nor Participant shall be responsible to the other for damages, loss, injury, or delay caused by conditions that are beyond the reasonable control, and without the intentional misconduct or negligence, of that Party. Such conditions include, but are not limited to, acts of God, acts of other government agencies, strikes, labor union disputes, fire, explosions, pandemics, or other casualties, thefts, vandalism, riots or war, and acts of terrorism.

6.12. Governing Law; Jurisdiction. This Agreement is governed by, subject to, and construed according to the laws of the State of Michigan. Any action relating to the validity, construction, interpretation, and enforcement of this Agreement shall be filed with jurisdiction and venue stipulated as being in Oakland County, Michigan.

6.13. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of City and Participant, and their respective successors and assigns, if permitted under this Agreement.

6.14 No Third-Party Beneficiaries. This Agreement is not intended to confer any benefit on any person or entity that is not a Party to this Agreement.

6.15. Severability. If any section, subsection, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that portion shall be considered a separate, distinct, and independent portion of this Agreement, and the remaining portions of this Agreement shall remain in full force and effect.

6.16. Headings; Plural/Singular; Gender. The headings contained in this Agreement are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement. As used herein, the singular shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

6.17. Amendments. This Agreement may be amended at any time, in writing, by mutual consent of the Parties. No amendment to this Agreement shall be effective and binding upon the Parties unless it expressly makes reference to this Agreement, is in writing, and is signed and acknowledged by duly authorized representatives of both parties and approved by the City.

6.18. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Parties, their respective heirs, legal representatives, successors. and assigns.

6.19. Authority. Each of the named parties to this Agreement have been duly authorized by its respective governing body to enter into this Agreement.

IN WITNESS WHEREOF, City and Participant, by and through their duly authorized officers and representatives, have executed this Agreement as of the date first above written.

*
*
*

[Intentionally blank. Signatures on Next Page.]

*
*
*

WITNESS:

COMPREHENSIVE GI SOLUTIONS, PLLC,
a Michigan limited liability company

BY: _____
_____, Its _____

STATE OF MICHIGAN)
) SS
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by _____, the _____ of Comprehensive GI Solutions, PLLC, a Michigan professional limited liability company, on its behalf.

Notary Public: _____
Notary Public, State of Michigan, County of Oakland
Acting in the County of _____
My Commission Expires: _____

Attested by:

CITY OF FARMINGTON HILLS, a
Michigan municipal corporation

PAMELA B. SMITH, Its City Clerk

BY: _____
GARY MEKJIAN, Its City Manager

STATE OF MICHIGAN)
) SS
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by Gary Mekjian, City Manager, and attested to by Pamela B. Smith, Clerk, on behalf of the City of Farmington Hills.

Notary Public: _____
Notary Public, State of Michigan, County of Oakland
Acting in the County of _____
My Commission Expires: _____

EXHIBIT A

THE HATCHERY BUSINESS INCUBATOR
(Floor Plan)

The Hatchery Business Incubator includes the areas depicted and identified below as Tech Lab Spaces A, B, and C:

Proposed Configuration

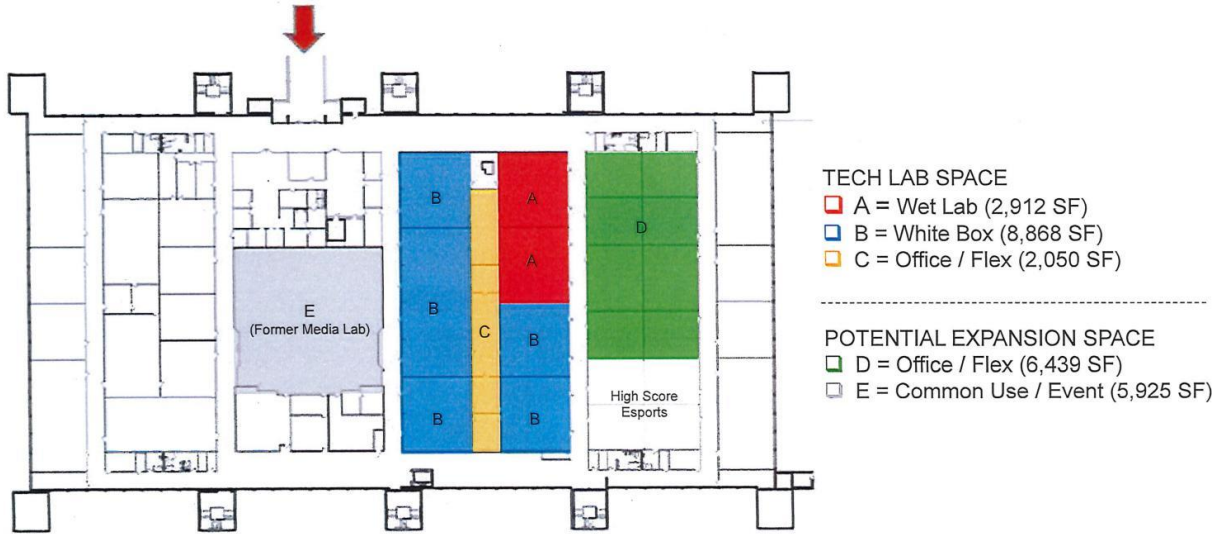
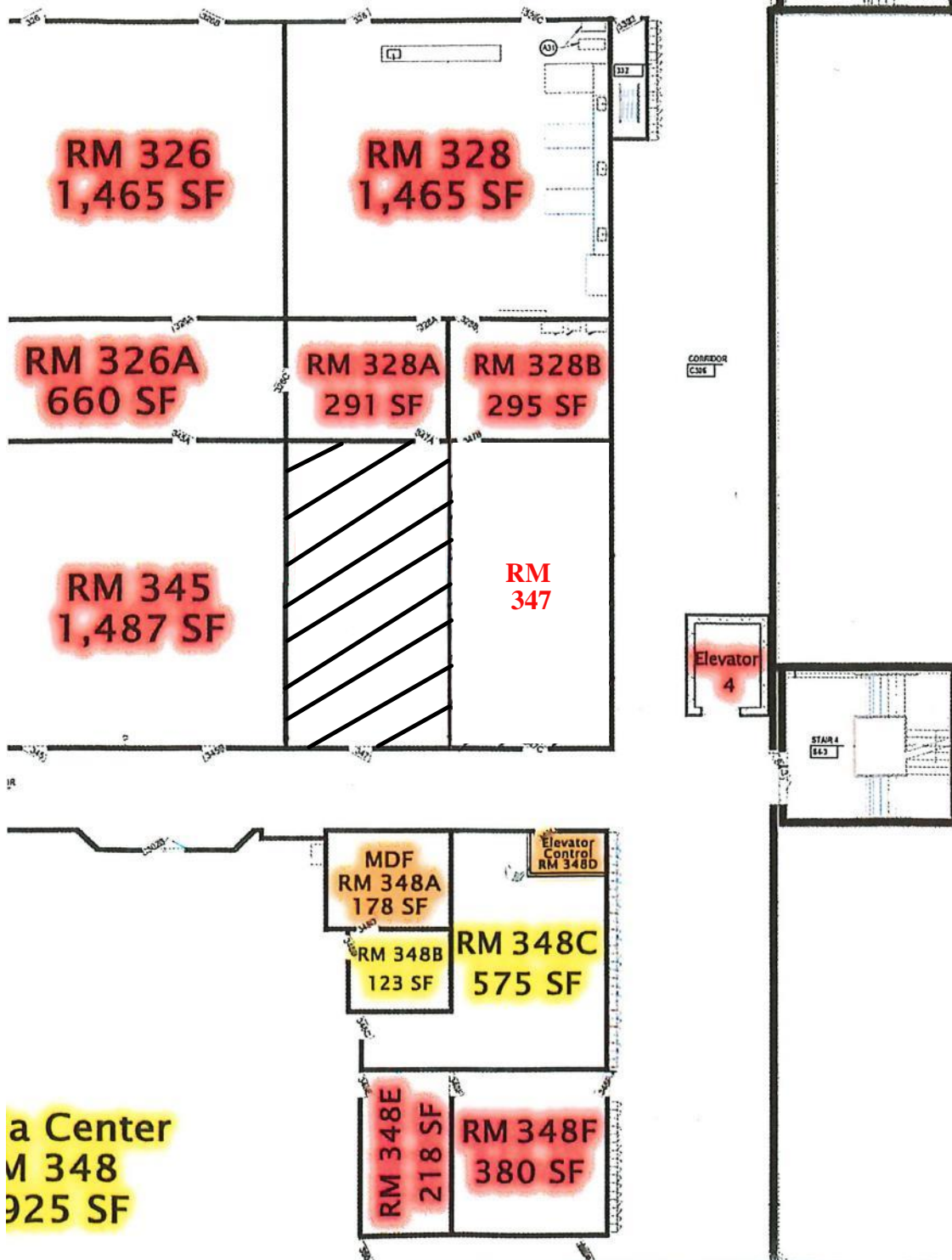


EXHIBIT B

PARTICIPANT BUSINESS AREA

(Floor Plan)

The 1,000 square foot portion of Room 347 that is shown with cross-hatching on the floor plan below:



a Center
M 348
925 SF

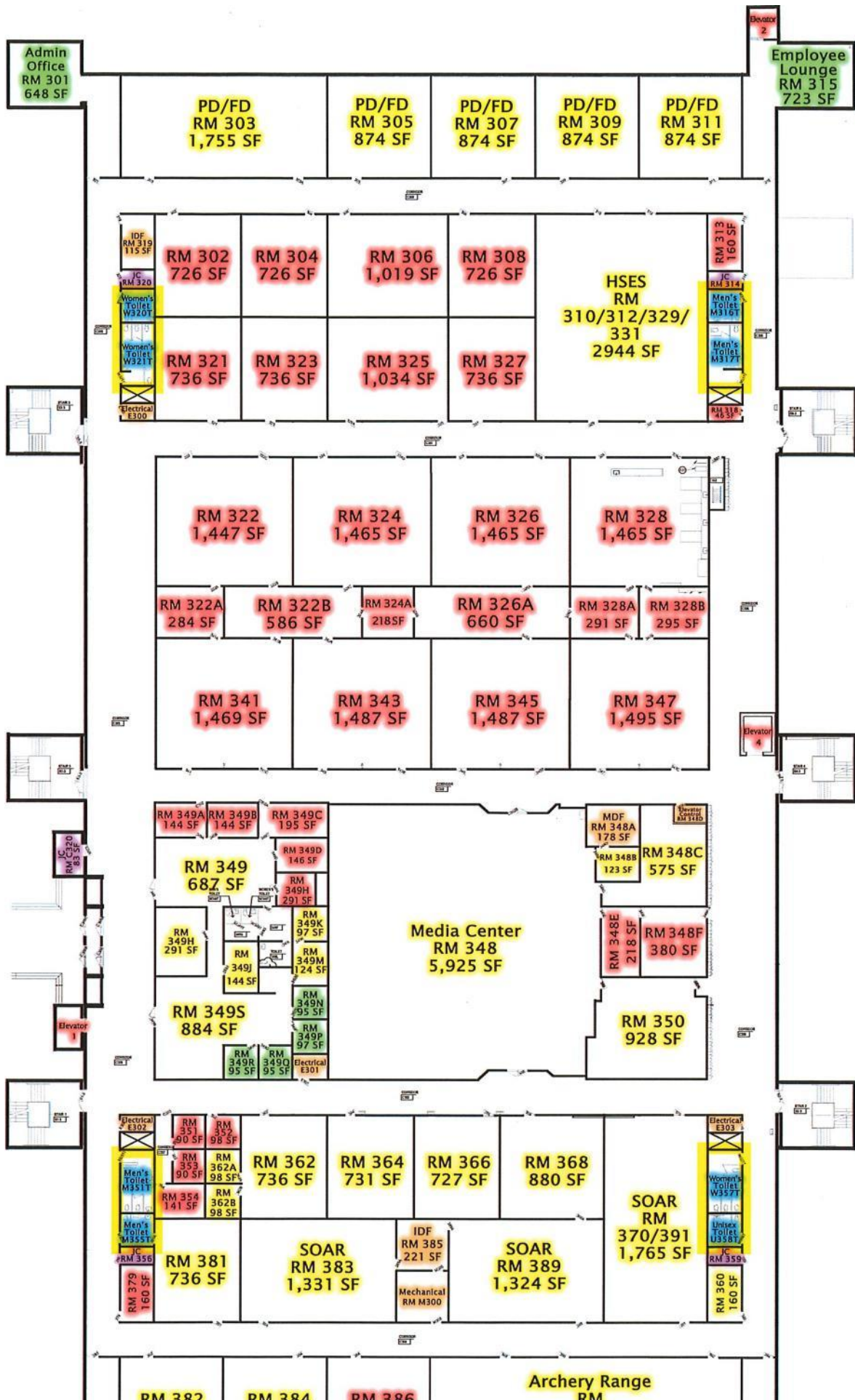


EXHIBIT C

BUSINESS AREA AMENITIES

(List)

- Countertops and cabinetry
- Emergency shower and eye wash station
- Fume hood
- Sinks and associated fixtures
- See pictures attached



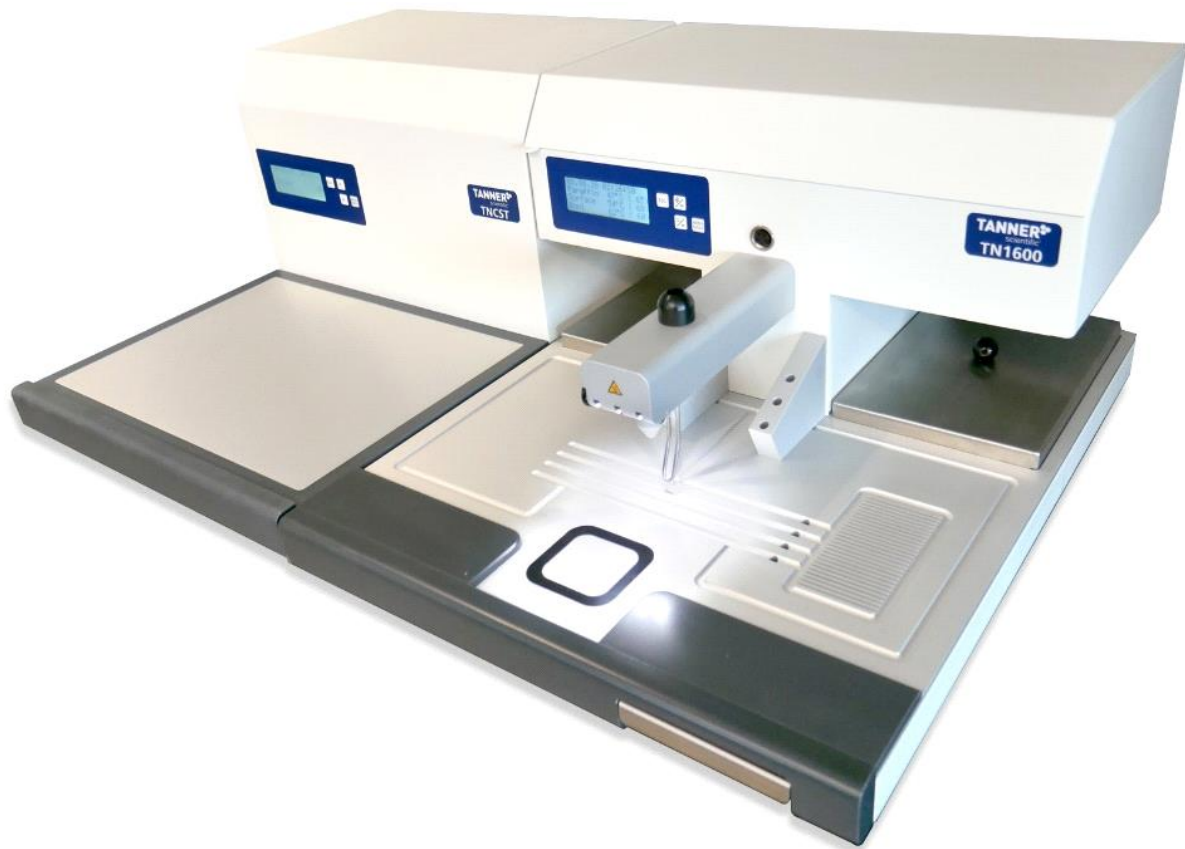
EXHIBIT D

PARTICIPANT EQUIPMENT AND FURNITURE

(List)

Equipment Specifications

1. Embedding Center- Tanner TN1600- Dimensions- 33"x 22"x 12" weighs 50 lbs. Electrical Rating 115 V; 50-60 Hz
2. Manual Rotary Microtome- Tanner TN6000- Dimensions- 18"x 24"x 13" weighs 73 lbs. No electrical connection needed
3. Fume Hood- Airfiltronix G50- Dimensions- 50"x 18"x 32.5" weighs 98 lbs. Electrical Rating 115V AC, 100 watts, 50/60 Hz
4. Tissue Bath- Premier XH-1003- Dimensions 14"x 14"x 4.5" weighs 5 lbs. Voltage Rating 100/200 Volt.
5. Freezer/Refrigerator ADA compliant 2.68 cu. Ft.- Dimensions- 20"x 22"x 32" weighs 50 lbs. Electrical Rating 115 V; 50-60 Hz. Will not go on the countertop. Will be placed on the floor.
6. Oven-Quincy 2 cu. Ft.- Dimensions- 20"x 14"x 25" weighs 50 lbs. Electrical Rating 115 Volt, 10.5 Amp, 1200 Watt
7. Tissue Stainer- Giotto- Dimensions- 40"x 24.5"x 30" weighs 209 lbs. Supply voltage 115-230V +/- 10%
8. Tissue Processor- Milestone KOS- Dimensions: 13"x 21"x 22" weighs 88 lbs. Power supply **Dedicated** 115v 60 Hz 1.6 KW.





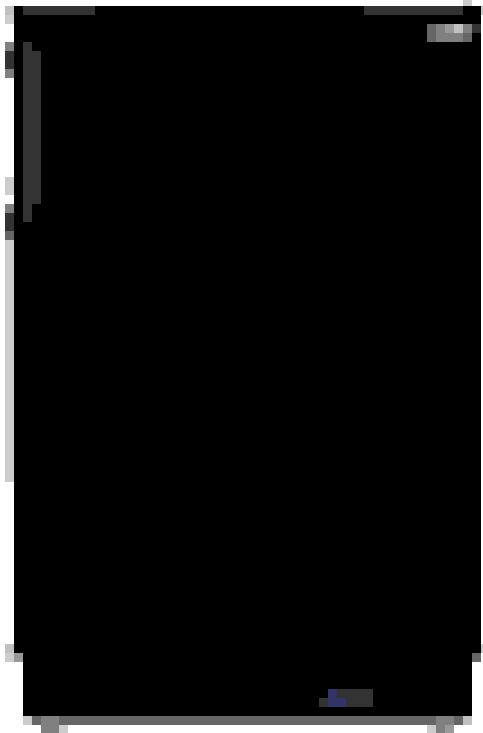
2



3



4



5



6

7

EXHIBIT E

SHARED FACILITIES

(List)

Subject to the SOPs and R&Rs, the following shared facilities may be provided or made available on an as-needed basis in various areas of The Hawk Community Center:

- Parking lot
- Loading dock area
- Custodial closets
- Restrooms
- Common hallways
- Mailroom
- Conference rooms (charges may apply)
- Kitchen/vending area (charges apply)
- Future shared equipment area and equipment in it, including, if any, autoclaves

EXHIBIT F

INCUBATOR SERVICES

(List)

Participant has been advised and acknowledges that it is the first participant to locate its business in The Hatchery Business Incubator and that City does not currently, but intends to, provide the some or all of the following resources and services, and possibly others, as part of the Hatchery Business Incubator program through an independent contractor/corporation in the near future, which company, or an employee thereof, will assume the duties of the Incubator Manager in this Agreement and provide services at the time that contract is entered into per Section 6.05 of this Agreement:

- A company link and brief description on an incubator web site.
- Periodic progress reviews.
- Assistance in enhancing Participant's business plan.
- Assistance in preparing presentations for potential investors and press releases.
- Access to business and technical advice from incubator staff and volunteer advisors.
- Access to incubator-sponsored trainings and events.
- Referrals to service providers, many of whom may offer discounts to incubator participants.
- Consulting services provided by the professional staff of the incubator.
- Access to the Shared Facilities, potentially including shared office and scientific equipment, computer resources and consulting services as available, certain equipment, computer, and consulting services in the areas of business development, strategic planning, marketing, finance, operations management, and information systems when available.
- Some services may be provided on a trial basis for up to one fiscal year quarter, and possibly thereafter. Services may be discontinued at any time.

EXHIBIT G

INSURANCE REQUIREMENTS

- (A) **Workers' Compensation Insurance** - Participant shall procure and maintain, during the life of this Agreement, Worker's Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) **General Liability** - Participant shall procure and maintain, during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits no less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include all of the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; and (D) Broad Form General Liability Extensions or equivalent, if not already included, with deletion of all Explosion, Collapse, and Underground (XCU) Exclusions (if applicable).
- (C) **Motor Vehicle Liability** - Participant shall procure & maintain, during the life of this Agreement, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- (D) **Umbrella Liability** - Participant shall procure and maintain, during the life of this Agreement, Umbrella Liability Insurance with limits of liability not less than \$1,000,000.00 per occurrence and aggregate.
- (E) **Additional Insured** - All insurance as described above shall include an endorsement stating the following shall be ADDITIONAL INSURED: The City of Farmington Hills, including all elected and appointed officials, all employees and volunteers of the City of Farmington Hills, all boards, commissions and/or authorities of the City of Farmington Hills, and their board members, employees and volunteers. It is understood and agreed by naming The City of Farmington Hills as additional insured, coverage afforded is considered primary and any other insurance City may have in effect shall be secondary and/or excess.
- (F) **Cancellation Notice** - All Insurance listed above shall be endorsed "Thirty days advanced written notice of cancellation, reduction or material change will be provided."
- (G) **Proof of Insurance Coverage** - An ACORD form outlining insurance coverage is required prior to the start of this Agreement. All documents will be forwarded to the City of Farmington Hills, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165.

REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 12, 2023

SUBJECT: Consideration of adding additional quantity to Heritage Hills and Wedgwood Commons Subdivision Road Reconstruction Program, Phase III in Section 4

ADMINISTRATIVE SUMMARY:

- Heritage Hills and Wedgwood Commons Subdivision is a large project area and includes 6.4 miles of local roads. The project is currently planned to be constructed in five (5) phases over a multi-year period.
- Phase 3 of this project was publicly bid and advertised on the Michigan Intergovernmental Trade Network (MITN) with bids opened on February 10, 2023. On February 27, 2023, City Council awarded the project to the lowest bidder is Fonson Company Inc., Brighton, MI in the amount of \$3,762,982.56.
- Verona Drive and Stonegate Court were originally planned to be in the final phase (5) of the overall project, however, recent water main breaks and recent freeze-thaw cycles have resulted in very poor pavement conditions to the point where it is cost prohibitive to continue to patch and maintain the pavement in its current condition.
- After thorough discussion with the City's consulting engineer for the project, a revised phasing plan was reviewed and determined to be feasible in the event that the City desired to advance the reconstruction of a portion of Verona Drive and Stonegate Court from Phase 5 to Phase 3 as shown on the attached exhibit.
- Several factors make this proposal advantageous to the City:
 - The current 2023 construction project of Phase 3 is ahead of schedule.
 - Fonson Company has agreed to hold their unit rate pricing except for lump sum pay items which will be adjusted proportionately based on percentage.
 - The substantial completion date of October 2023 will remain unchanged even with the additional scope of work.
 - Project savings for future phases by locking in 2023 pricing and a reduced scope for the remaining work in future years.
- If this amendment is approved, City staff will communicate with the affected residents regarding the overall project, along with the adjusted project limits and schedule. There have been many inquiries and requests by the subdivision residents to address Verona Drive and it is anticipated that most of the residents will be supportive of this change.
- Funding for the additional work including contingencies which is estimated at \$1,582,000 is available in the Local Road fund.

RECOMMENDATION:

IT IS RESOLVED, that the City Council of Farmington Hills amend the contract amount to Fonson Company to add additional work to the Heritage Hills and Wedgwood Common Subdivision Road Rehabilitation Program, Phase III, extending these contracts to a total amount of \$5,344,952.56.

SUPPORT DOCUMENTATION:

Heritage Hills and Wedgwood Commons subdivision is a large multi-phase road reconstruction project currently in its third year of construction. The existing pavement conditions on portions of Verona drive and Stonegate court have deteriorated such that they are currently in very poor condition and need to be addressed

at this time. The current phase of construction is ahead of schedule and the contractor has availability to include this work in the current construction season. It is advantageous to the City from a financial perspective to include this additional work to lock in current pricing and reduce potential inflationary pressures in future years and mitigate this portion of roadway. Adding this additional work, also potentially provides flexibility to potentially combine phases 4 and 5 into a larger one-year project for next season. Staff will evaluate this option and its viability in the coming months.

Prepared by: Karen Mondora, PE, Director of Public Services

Reviewed by: Kelly Monico, Director of Central Services

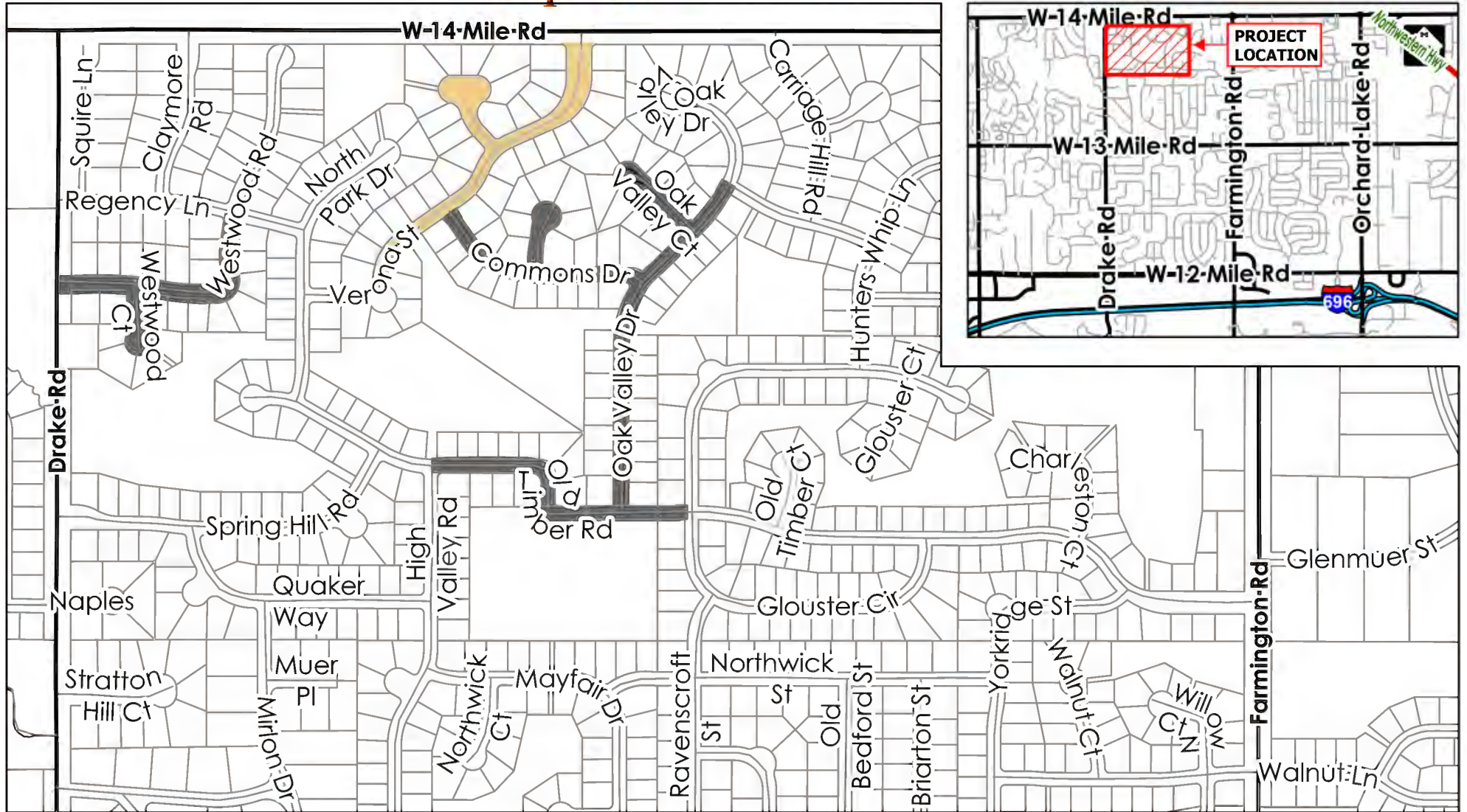
James Cubera, PE, City Engineer

Approval by: Gary Mekjian, P.E., City Manager



City of Farmington Hills

Heritage Hills & Wedgwood Commons - Phase III

Proposed Contract Extension



Legend

-  Heritage Hills and Wedgwood Commons - Phase 3 Road Rehabilitation
-  Proposed Contract Extension

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
June 12, 2023

SUBJECT: PURCHASE OF BMW MOTORCYCLES FOR THE POLICE DEPARTMENT

ADMINISTRATIVE SUMMARY

- The Police Department currently has two BMW patrol motorcycles, these motorcycles were purchased in 2012. The vehicles are currently out of warranty and maintenance costs associated with their regular use are increasing. It is recommended that these motorcycles be replaced.
- Sealed proposals were advertised, publicly opened and read aloud by Macomb County for the purchase of new BMW motorcycles. The awarded contract, with BMW of Southeast Michigan, is offered to the City as a cooperative bid through the Michigan Intergovernmental Trade Network (MITN). Participating in a cooperative purchase provides cost saving for the city due to the buying power of a cooperative.
- The Farmington Hills Police Department has been using motorcycles for over 45 years. Motorcycles are used because they are quicker and more maneuverable than a car, and able to catch up to and stop violators in heavy traffic. They can also be used for providing policing, public relations and parades.
- The Police Department would like to replace both existing motorcycles that have reached their useful life with the purchase two (2) new BMW R 1250 RT-P motorcycles.
- The existing motorcycles will be traded in at the time of purchase and once their value is determined, will be used to offset the purchase price.
- Funding for this expense is budgeted in the Police Department Capital account.

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to BMW Motorcycles of Southeast Michigan for the purchase of two (2) BMW R 1250 RT-P motorcycles in an amount not to exceed the amount of \$56,925.68.

Prepared by: Michelle Aranowski, Senior Buyer
Reviewed by: Kelly Monico, Director of Central Services
Reviewed by: Jeff King, Chief of Police
Approved by: Gary Mekjian, City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
June 12, 2023

SUBJECT: AWARD OF BID – GENERATOR PREVENTATIVE MAINTENANCE

ADMINISTRATIVE SUMMARY

- Invitations to bid were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Tuesday, May 23, 2023, for Preventative Generator Maintenance at City owned facilities. Notification was sent to over one-hundred thirty (130+) vendors, (including thirty-two (32) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with four (4) responding.
- Specifications require the awarded contractor to provide semi-annual inspection and preventive maintenance visits for emergency generators at all City owned facilities. Included in the base program are spring and fall “start-up/shutdown”, adjustments, services and reports for each unit noting the preventative maintenance performed, unfavorable conditions found with recommendations on improvements and/or repairs with cost estimates. In addition, specifications require the awarded contractor to provide pricing for repairs found during inspection, repairs needed on an emergency basis and provision & installation of new equipment on an as needed basis.
- Staff reviewed all the bids and has determined that American Generator Sales & Service LLC is the lowest most qualified bidder. American Generator Sales & Service LLC has been in business for over 30 years and their references are excellent. They have provided this service for several other municipalities in the past with positive results.
- Funding for the maintenance and repair services is budgeted in the departmental building maintenance accounts. New equipment installation will be approved by City Council through the budget approval process and Capital Improvement Plan as needed.

BID TABULATION -ATTACHED

RECOMMENDATION

- In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to American Generator Sales & Service LLC in the amount of \$11,900 per year, for one (1) year for Emergency Generator Maintenance and for an additional five (5) years under the same terms and conditions, utilizing their contract price escalator of 15%, by mutual consent between the City of Farmington Hills and American Generator Sales & Service LLC.
- In addition, it is recommended that Council authorize the City Manager to issue purchase orders to American Generator Sales & Service LLC for all budgeted new generators and equipment as needed, for one (1) year and for an additional five (5) years following under the same terms and conditions, utilizing their contract price escalator of 15%, by mutual consent between the City of Farmington Hills and American Generator Sales & Service LLC.

Prepared by: Michelle Aranowski, Senior Buyer
Approved by: Kelly Monico, Director of Central Services
Approved by: Karen Mondora, Director of Public Services
Approved by: Ellen Schnackel, Director of Special Services
Approved by: Gary Mekjian, City Manager

RECOMMEND FOR AWARD

LOCATION	Michigan CAT Novi, MI	Ancona Controls, Inc. Wixom, MI	Total Energy Systems Wixom, MI	American Generators Sales & Service LLC Waterford, MI
City Hall Fall	\$ 819.00	\$ 700.00	\$ 1,745.00	\$ 800.00
City Hall Spring	\$ 1,329.00	\$ 700.00	\$ 197.00	\$ 250.00
City Hall Load Bank Test	\$ 604.00	\$ 750.00	\$ 680.00	\$ 600.00
Police Fall	\$ 819.00	\$ 700.00	\$ 1,745.00	\$ 800.00
Police Spring	\$ 1,329.00	\$ 700.00	\$ 197.00	\$ 250.00
Police Load Bank Test	\$ 604.00	\$ 750.00	\$ 680.00	\$ 600.00
Fire #2 Fall	\$ 732.00	\$ 350.00	\$ 441.00	\$ 400.00
Fire #2 Spring	\$ 447.00	\$ 350.00	\$ 197.00	\$ 250.00
Fire #2 Load Bank Test	\$ 604.00	\$ 625.00	\$ 450.00	\$ 475.00
Fire #3 Fall	\$ 732.00	\$ 425.00	\$ 456.00	\$ 475.00
Fire #3 Spring	\$ 731.00	\$ 425.00	\$ 197.00	\$ 250.00
Fire #3 Load Bank Test	\$ 604.00	\$ 625.00	\$ 575.00	\$ 475.00
Fire #4 Fall	\$ 732.00	\$ 375.00	\$ 790.00	\$ 475.00
Fire #4 Spring	\$ 774.00	\$ 375.00	\$ 197.00	\$ 250.00
Fire #4 Load Bank Test	\$ 604.00	\$ 625.00	\$ 500.00	\$ 475.00
Fire #5 Fall	\$ 732.00	\$ 475.00	\$ 758.00	\$ 525.00
Fire #5 Spring	\$ 765.00	\$ 475.00	\$ 197.00	\$ 250.00
Fire #5 Load Bank Test	\$ 604.00	\$ 750.00	\$ 575.00	\$ 475.00
DPW Fall	\$ 732.00	\$ 625.00	\$ 730.00	\$ 650.00
DPW Spring	\$ 896.00	\$ 625.00	\$ 197.00	\$ 250.00
DPW Load Bank Test	\$ 604.00	\$ 750.00	\$ 680.00	\$ 600.00
Fire #1 Fall	\$ 732.00	\$ 375.00	\$ 790.00	\$ 475.00
Fire #1 Spring	\$ 774.00	\$ 375.00	\$ 197.00	\$ 250.00
Fire #1 Load Bank Test	\$ 604.00	\$ 625.00	\$ 500.00	\$ 475.00
Hawk Fall	\$ 732.00	\$ 400.00	\$ 457.00	\$ 400.00
Hawk Spring	\$ 630.00	\$ 400.00	\$ 197.00	\$ 250.00
Hawk Load Bank Test	\$ 604.00	\$ 625.00	\$ 500.00	\$ 475.00
Total Maintenance	\$ 19,873.00	\$ 14,975.00	\$ 14,825.00	\$ 11,900.00
Special Service Hourly Rate	\$ 170.00	\$ 129.00	\$ 150.00	\$ 140.00
Special Service Parts Billed at cost + %	33%	15%	35%	25%
Emergency Service Hourly Rate weekdays 7am-5pm	\$ 170.00	\$ 129.00	\$ 200.00	\$ 140.00
Emergency Service Hourly Rate weekday 5pm-7am	\$ 213.00	\$ 189.00	\$ 150.00	\$ 210.00
Emergency Service Hourly Rate weekends & holidays	\$ 240.00	\$ 209.00	\$ 200.00	\$ 210.00
Special Service Parts Billed at cost + %	33%	15%	35%	25%
Percentage increase beginning in year 2	4.5	5%	9%	15%

Bid Notification was sent to 132 MITN vendors. We received zero (0) "No-Bids." We received one (1) no responsive bid



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Matthew Ellison
Date: June 12, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from City Council, the approval to consider for employment, the following individual: Matthew Ellison. Matthew is related to an employee of the City, Jacinta Ellison, who is a summer Theatre Camp Specialist with the Cultural Arts Division.

The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and it is seasonal. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval Matthew Ellison as an Art and Music Camp Specialist.

Name: Matthew Ellison

Position Applied For: Art and Music Camp Specialist, PT Seasonal

Number of Employees Needed in this Position: 8

Date Position Posted: 2/7/2023

Open Until: Filled

Number of Applicants for this Position: 34

Number of Applicants Interviewed: 15

Salary: \$25.00/hour

Relationship: Matthew Ellison is the spouse of Jacinta Ellison who is a Theatre Camp Specialist.

Justification: Matthew Ellison is the most qualified applicant as he is a K-12 Art Educator and a professional musician. His abilities will make for exciting art and music camps. Although both Jacinta and Matthew will both be working camps, they will never be assigned to work within the same camp and neither will be supervising the other. Jacinta and Matthew were both excellent Cultural Arts Camp Staff in 2022 and proved professional in all interactions with each other.

Prepared by:

/s/ Rachel Timlin
Rachel Timlin
Cultural Arts Supervisor

Authorized by:

/s/ Ellen Schnackel
Ellen Schnackel
Director of Special Services

Approved by:

Gary Mekjian
City Manager

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL SPECIAL BUDGET STUDY SESSION MEETING
CITY HALL – COMMUNITY ROOM
MAY 15, 2023 – 6:00PM

The special budget study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:00pm.

Council Members Present: Barnett, Boleware, Bruce, Knol, Massey and Newlin

Council Members Absent: Bridges

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Kettler-Schmult, Schnackel and Skrobola and Fire Chief Unruh, Police Chief King and City Attorney Joppich

Gary Mekjian, City Manager, commented that the budget reflects the council goal objectives including appointments for a DEI Director and Director of Communications and Community Engagement. The city is financially stable and the budget is fiscally responsible while maintaining core services for residents. He noted that the Police Department is fully staffed per the authorized positions at this time and while Police and Fire Departments have requested additional staffing, he is not recommending additional full-time staffing for those departments at this time. The Fire Department just recently moved to a 24-hour shift schedule and he would like to see if that new schedule reduces over time as anticipated. City Manager Mekjian recognized the department heads and their staff for the hard work they have put into their budgets, particular Finance Director Tom Skrobola who has been short-staffed during this entire budget cycle.

Tom Skrobola, Finance Director, thanked his staff and in particular Stephanie Keimer for all of her hard work putting together the budget document for Council. Director Skrobola reviewed the budget process that will include a public hearing and request for adoption at their regular meeting of June 12, 2023. He reviewed the taxable values, property tax income, millage rates, the division of the tax dollar by entity, revenue assumptions, general fund revenue, expenditure assumptions and general fund expenditures and the general fund total fund balance. He noted that special services revenue projections were met or exceeded projections and mentioned that following the Sports Facilities Company study and report that was presented, city administration had recommended that council develop a study committee to put forth a final plan of action. Director Skrobola went on to review the major and local road funds and city -wide capital expenditures.

Council questions, comments and suggestions:

- Concern with riparian homeowners not clearing the riverbeds and clogging the drains. Suggested reviewing how to fund this sooner than later and consider a special assessment. Utilizing Council of Homeowner’s Association (COHA) as a means of communication to those residents was suggested
- Inquired if the numbers that they repeatedly heard were “typical” was that for Farmington Hills or of a community of this size
- Inquired why neighborhoods had pulled out of projects according to one of the bullets in the budget introduction

- Inquired the money value for the increase in healthcare costs at 4% and whether that figure was for active or retired employees

Director Skrobola explained that the budget figures for Farmington Hills are great figures and the right numbers when looking at other communities. He noted that healthcare costs are captured per department and that is for active employees; but that he would provide an overall value for that to Council at the next budget meeting tomorrow night.

In response to Council regarding delayed projects, City Manager Mekjian explained that some projects were delayed due to the need to obtain access easements in order to move forward or there was not enough interest by residents for a particular project such as gravel road conversion.

City Council reviewed the following budgets with the City Attorney and respective Department Directors and the following highlights, significant changes in budgets, requests, or amendments were noted:

CITY ATTORNEY

Steve Joppich, City Attorney, reviewed his proposed budget that included a 2% increase for rates that have not been increased in a few years. He explained that his contract is ongoing and reviewed during the budget process typically but could be reviewed by Council at any time.

Mayor and Council thanked Attorney Joppich and his staff for their service and excellent representation and advice.

PLANNING & COMMUNITY DEVELOPMENT/CDBG FUND

Charmaine Kettler-Schmult, Director of Planning and Community Development, explained that her department has 4 divisions – Planning, Community Development, Building and Zoning. She currently has one full-time and one part-time position still vacant and 1/3 of the department are new employees or new to their position. The department intends to continue to contract with the Planning Consultants to help with workload and staff is undertaking a comprehensive review of departmental fees as this has not been updated since 2017 and any proposed fee increases will be brought to Council for consideration in June, 2023. Director Kettler-Schmult noted that expenditure of the Community Development Block Grant Funds was recently brought to Council for a public hearing and approved by Council at that time.

Council questions, comments and suggestions:

- Pg 138 should reflect 13 positions requested under administrative and clerical – they shifted positions but did not reduce the number of employees in the department
- Council would like to see the department get caught up with the backlog of issuing permits and certificate of occupancies. Council suggested considering OCC students/retirees/apprenticeship programs within the city and hiring more part-time positions if they cannot fill the full-time positions
- There was a concern with shifting to consultants versus utilizing city staff
- Questioned the turn around on zoning complaints. Staff noted that turn-around was typically the same day or next day. Staff recommended the citizen complaint portal as a great option for residents and then staff has a contact with whom they can follow up to let them know when issues are being handled or resolved

SPECIAL SERVICES/PARKS MILLAGE FUND/NUTRITION GRAND FUND/COMMUNITY CENTER RENOVATIONS FUND/RELATED CAPITAL/PUBLIC INFORMATION

Ellen Schnackel, Director of Special Services, stated that the city just celebrated the one year anniversary of the HAWK Community Center. She reviewed the activity generated at the HAWK including active passes and day passes purchased and spoke about the opening of the maker space at the HAWK. She noted that 110,000 meals on wheels were delivered and the department saw over 18,000 volunteer hours. Director Schnackel reviewed activity in the camp programs and at the golf course.

Council questions, comments and suggestions:

- Suggested revisiting having the video division staff under the Communications Director. City Manager Mekjian commented that this would be discussed during that department's budget review tomorrow evening.
- Uncertain about annex at HAWK to replace programs at Costick Center due to the lack of parking. Staff reiterated that the city administration suggested a study committee to review the final report on facilities conducted by SFC to bring forth a final plan of action for Council consideration
- Mentioned concern with dogs being brought to Heritage Park and Park Rangers not answering phone numbers listed on signs on the weekends to address these types of concerns
- Suggested review of a policy on cleaning of riverbeds at Heritage Park and to monitor the landscaping and drainage systems and flooding near Quaker Valley so not to clog the drainage systems. Staff suggested more education is needed on this issue as mentioned for the homeowners and those areas on private property
- In response to Council regarding enhanced site security, staff noted that cameras were being installed at most facilities
- Suggested opening the grass tees at the golf course
- When discussing adaptive playground equipment and moving that timeline forward, stock exchange options were suggested

Fire/Public Safety Millage Fund/Related Capital

Jon Unruh, Fire Chief, commented on the recruitment and retention challenges faced last year and was happy to note that with the recent schedule changes and changed the city made to go back to a defined benefit, plan the department is now a gold standard for the region. He noted that the 9 openings were quickly filled from both in and out of state candidates. Chief Unruh commented that the stations and fire apparatus are in good shape but that fire headquarters will need a reconfiguration or expansion in the near future due to additional staffing. The challenge the department faces now is the increase in runs and calls for service. Chief Unruh stated that all departments are open 24 hours with the exception of Station #3 that is sometimes closed at midnight or on occasion all day due to staffing issues. This station was the easiest to cover with other station staffing.

Discussion was held on the EMS transports and fees, average response time that was noted at approximately 6-7 minutes.

Discussion was held on staffing. The department requested 8 positions and 4 positions were recommended by administration. Chief Unruh explained that 4 positions would help reduce overtime and mutual aid and would increase personnel safety; 8 positions would also allow for Station #3 to remain open 24 hours at all times.

Council questions, comments and suggestions:

- Consensus of Council to fund the 8 additional full-time staff needed to keep Station #3 open 24 hours at all times and direction for staff to look at transportation fees and potential increases to help offset costs for the additional staff and report back to Council; administration to review options to fund the additional 8 full-time staff. It was noted that the public safety millage could help fund some of those positions
- Council wants to continue to move towards a full-time, professional Fire Department as the Paid-On-Call (POC) system may no longer be the best system for the city with the increased runs and lack of response/retention from that system

CAPITAL REQUESTS

- Two ambulance replacements and one fleet vehicle
- Holistic Protection (bullet proof vests) for an active assailant incident where firefighters would be entering with Police Officers to care for the wounded

POLICE/PUBLIC SAFETY MILLAGE FUND/FEDERAL FORFEITURE FUND/STATE FORFEITURE FUND/RELATED CAPITAL

Jeff King, Police Chief, spoke to the many programs offered by the department including drill exercises, public safety education, crime prevention capabilities, communing policing engagements, training on equipment and officer wellness. Chief King mentioned that there continues to be an increase in calls for service and there has been an increase in mental health calls. Police Officers face increased performance expectations today. He noted that overtime has gone down from the previous budget due to full staffing numbers for 2023 and they now have 111 sworn officers.

Discussion was held on staffing and the request for 6 additional Police Officers and proposed retirements in the next FY budget.

CAPITAL REQUESTS

- Drone Replacement

Discussion was held on the request for a mobile command post. City Manager Mekjian commented on the cost versus how often it is used given past history. Chief King stated that their request is not for the type of mobile command post that was used in the past but a shelter with a few amenities to be used not only for mass casualty incidents but also for community policing efforts. It would not include built-in technology as it becomes outdated too quickly.

Council questions, comments and suggestions:

- Request for more discretion with regard to issuing tickets for moving violations but to log that information and include that in the budget as well as other reports where possible
- Police Chief and City Manager to continue discussion on the mobile command unit and potential use of forfeiture funds for that purchase

Public Comment

There were no public comments.

Adjournment

The special budget study session adjourned at 9:59pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Smith', with a stylized flourish at the end.

Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL SPECIAL BUDGET STUDY SESSION MEETING
CITY HALL – COMMUNITY ROOM
MAY 16, 2023 – 6:00PM

The special budget study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:05pm.

Council Members Present: Barnett, Boleware, Bruce, Knol (arrived at 6:29), Massey and Newlin

Council Members Absent: Bridges

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Harvey, Mondora, Monico, Skrobola and Winn

City Manager Mekjian outlined staff's recommendation for additional staffing for the Police and Fire Departments discussed at last night's budget session and funding based on Council's direction at that time. Considerable discussion was held on the appropriate number of staffing for each department and how those positions would be funded.

Council consensus was to include in the budget 8 additional positions for the Fire Department with the caveat that no additional personnel will be granted in FY 24/25 budget and 3 additional positions for the Police Department.

Finance Director Skrobola stated that the public safety millage could probably fund the majority of those positions and that he would suggest including two of the fire department positions in the general fund for now with the understanding that staff would continue to research increasing EMS fees as another source of funding.

Director Skrobola also reported to Council based on an inquiry at last night's budget session that the 4% healthcare costs for active employees totals \$170,000 overall in the budget.

CENTRAL SERVICES/SUPPORT SERVICES/RELATED CAPITAL

Kelly Monico, Director of Central Services, explained that the Central Services Department supports approximately 750 employees in two cities and the 47th District Court. Some of the current projects include:

- Disasters recovery module
- Upgrading operating systems to windows 11 on over 600 workstations
- Supporting virtual work for employees out in the field
- Installation of cameras at city buildings
- The new ERP and HR module software installation
- SMART cities efforts including signage and lighting throughout the city
- Citizen Problem Solver
- Interactive maps for various departments and resident use
- Land/lease for cellular towers
- Various bid project
- Lead agency for purchasing rock salt

- Business outreach efforts – How to do Business with the City of Farmington Hills
- Website and social media oversight
- City Mail

Director Monico noted that the city is currently reviewing a single sign-on platform for all payments with the city so residents will have a single log in to pay for recreation programs, taxes, permits, etc.

Council questions, comments and suggestions:

- Would like to continue security mentor training. Staff noted that they will continue the trainings but are looking into another module to keep training fresh as they have completed trainings through Security Mentor
- Would like to see website platform updated. Staff indicated that this is on the Communication Director's agenda in next year or so
- Inquired if there was a way to create an entity or middle manager to handle credit card payments to reduce fees currently absorbed by the city. Staff indicated that this would need to be a state-wide model with mandatory participation by municipalities. Staff is also reviewing current fees charged in order to cover some city costs
- Council was supportive of the single sign-on for all city payments

HUMAN RESOURCES

Lori Brown, Director of Human Resources, reported that her department processed 1506 applications last FY and hired 36 full-time and 153 part-time staff since July 1, 2022. Recruitment continues to be a challenge due to sparse pool of applicants and a competitive market.

Other highlights include:

- 18 planned retirements are included in the budget
- The city switched its occupational health partner from Ascension to Henry Ford
- The department has a new employee, Kelly Ingram
- The outstanding employee annual awards ceremony is planned for Monday, May 22nd
- The city is implementing a new human resources software, NEOGOV that will be used for onboarding and training.
- Department account increases include personnel testing, advertising recruitment and consultants to assist with updating policies and job descriptions for the new software system
- Physical exams have increased under Henry Ford
- Additional office furniture is being purchased for staff changes.

Director Brown commented that Human Resources is evolving. In response to Council, she noted that trades are a difficult position to fill as there are not many people getting into those fields any longer and Michigan needs more programs to develop students in these areas. The city is reviewing the potential for city internship/apprenticeship programs with the DEI Director. She feels recruitment continues to be a challenge for many reasons including COVID creating the desire and ability to work from home, generational changes where Gen Z's are more entrepreneurs and don't typically want a 9am-5pm job. Retention is also a challenge and Gen Z's are more transient than past generations that might stay with a company for 25+ years.

Council questioned the salary study that was supposed to be completed last year. Assistant City Manager Joe Valentine stated that the study conducted was complete but was not a comprehensive study and only focused on certain positions and left gaps so staff is now working on a comprehensive salary study.

Council questions, comments and suggestions:

- The city needs to do a better job at marketing public sector jobs
- Suggestion to consider an apprenticeship program within the city
- Request to add the following goal: Work with department heads on succession planning and cross-training between departments

CITY CLERK

City Clerk Smith noted that the department budget includes the retirement of two staff members, the City Clerk and Voter Registration Coordinator.

She outlined the following increases proposed for the department budget:

- Legal notices are increasing due to the need to switch from publishing in the Observer that is no longer distributing newspapers in the area to Oakland Press
- Consultant fees - a per meeting increase is being requested for recording secretarial services to keep those rates in line with other communities
- Several election related accounts are also increasing in anticipation of the implementation of Proposal 2 that includes 9 days of early voting; vendor increases for supplies and services and rental fees for precinct locations
- The Clerk's Office purchased a new software through IT budget this year to assist with scheduling and processing payroll spreadsheets for election inspectors. The annual fee maintenance fee will be paid from the City Clerk's budget going forward
- The largest increase is a request for an increase in election inspector compensation. Election inspectors have not received a raise since 2016 and they are often working 14.5-16+ hour days. This is included in the proposed budget but will also come before City Council at the next regular meeting for consideration

City Clerk Smith also mentioned that due to legislation changes allowing for military and overseas ballots to be counted up to 6 days following Election Day as long as the ballots were postmarked by Election Day, Elections may not be certified as quickly as they were in the past including this year's local Election. This change could affect the swearing in day for Mayor and City Council and that will most likely take place the second meeting in November following the Election rather than the first meeting. This is still consistent with the City Charter as the Charter states that the Mayor and Council shall take office effective at the first regularly scheduled meeting following certification of the Election.

Clerk Smith also mentioned the overtime that is required of her office, including the Clerk and Deputy Clerk which is not reflected in the budget as they are not paid for over time, but which is 100+ hours per Election. She mentioned that her succession plan will be brought to City Council in the near future.

PUBLIC SERVICES/MUNICIPAL STREET FUND/MAJOR AND LOCAL ROAD FUNDS/RELATED CAPITAL

Karen Mondora, Public Services Director, mentioned the following highlights for the Public Services budget:

- Operating budget remains flat
- The department has a robust major and local road program with the millages in place. The 2014 road millage renewal will be up for renewal in 2024 and is targeted for the November, 2024 ballot
- The 2023 pacer ratings have been completed for the roads

- There are a number of federal grants available for 2024 that the city is seeking
- The road maintenance and supervision account is proposed to decrease in FY 23/24 due to an anticipated painting project that was initially in the capital budget but was completed this year so there is an increase this year and then it will go back down to the normal range
- Salt usage is decreasing due to the use of liquid and anti-icing
- The Building Maintenance Supervisor is retiring so there is an increase in sick/vacation for that division

Council inquired about meetings with developers and various staff members to discuss proposed development projects and the process with the city. Director Mondora responded that her department has a standing meeting every Tuesday as a placeholder to meet with developers and that is typically coordinated through Tia, the Economic Development Coordinator and encouraged through Planning staff as well.

Derrick Schueller, DPW Superintendent, commented on the waste collection and challenges in moving to a new waste hauler but they are meeting with the company monthly and are hoping to see more improvements. He noted that the previous waste hauler, Waste Management, is focusing more on businesses and their rates have increased significantly. Staff did not feel this is a service that should be handled in-house due to all that is involved with having to get equipment, mechanics, environmental issues, etc.

City Manager Mekjian commented on the on-line reporting module and stated that he would send that link to City Council so they could see how that service works.

CAPITAL REQUESTS

Director Mondora stated that in the last FY budget she requested \$6 million in drain funding but a couple of projects had to be moved forward as they were based on other projects such as gravel road conversion projects that didn't have enough support of the residents or Woodcreek that requires easements to be granted from residents. She mentioned that a grant request was submitted for the Caddell drain crossing at Nine Mile and Drake Roads

SIDEWALKS AND DPW EQUIPMENT AND PUBLIC FACILITIES

Director Mondora reviewed the proposed sidewalk projects.

DPW Superintendent Schueller noted that the fueling stations at DPW will be under construction this winter to remove the old fueling pumps with remediation and install a new 12,000 gallon above ground tank.

Discussion was held on electric vehicle (EV) stations and potential funding.

Council questions, comments and suggestions:

- Need to develop a plan to address clearing the drainage system with riparian homeowners – suggested viewing options including a special assessment district
- Requested timing of lights at certain locations need to be longer – WB 12 Mile to SB Orchard Lake Road and at Ice Arena in particular. Mark Saksewski, Traffic Engineer, would review those locations.

- Council commented on the many complaints still be received about the waste hauler and questioned the education for residents. Staff suggested that if a house is missed, the homeowner leave their garbage or recycling at the curb and contact DPW so they can get the waste hauler back out as soon as possible
- Request to review grant opportunities for EV stations and be sure to contract with a good service provider for maintenance. Staff indicated they are reviewing all options – leasing, owning, partnering with the county, free stations provided and maintained, etc.
- Council consensus was they would not object to receiving free EV stations in exchange for allowing the dealership that provided the stations to advertise on the units; but confirmed they want standardized units.
- A sun dial was suggested for the city gateway signage at the Orchard Lake Road bridge.

BOARDS AND COMMISSIONS/CITY COUNCIL/CITY ADMINISTRATION/COMMUNICATIONS AND COMMUNITY ENGAGEMENT

Director Skrobola explained that \$2,500 was allocated to all boards and commissions and a balance remains to be allocated as needed, per the direction of City Council.

Councilmember Knol expressed the need for more funding for the Historic District Commission for cemetery and headstone repairs.

Discussion was held on the eliminating the funding and line item in the budget for the Multi-Cultural/Multi-Racial Community Council (MCMR) and creating a similar commission under the city boards and commissions ordinance.

Boards and Commissions

Council questions, comments and suggestions:

- Consensus to budget additional \$10,000 for next 3 years over and above \$2,500 for the Historic District Commission for cemetery headstone repairs
- Eliminate funding and line item for Multi-Cultural/Multi-Racial Community Council and start the process of creating a similar board/commission under the city that is standardized as other board/commissions with Farmington and Farmington Hills members and the DEI Director serving as staff liaison
- Earmark \$2,500 for benches for the Arts Commission

City Council

City Manager Mekjian stated that the budget includes a wage increase for City Council based on the CPI increase as of July 1, 2023. Conferences have increased due to once again becoming a member of National League of Cities (NLC) and participating in those conferences. He noted that the miscellaneous line item has increased due to funding the master plan and 50th anniversary celebrations.

Council questions, comments and suggestions:

- Add West Bloomfield to the 5th bullet under City Council performance objectives

City Administration

City Manager Mekjian stated that this budget includes the new DEI Director position and he introduced Latoya Harvey, DEI Director, to talk about her role and projects she has been working on in the city.

Director Harvey updated Council on the DEI efforts in working with Consultant Darlene King and the city's focus groups and department heads. She stated that the DEI Council made up of city employees has formalized a code of conduct and plan to meet monthly and there will be a strategy session with Darlene King next month.

She noted that she has also been working on the following:

- Education and employee training programs to include new hire training and to formalize annual training for all staff that will eventually be tracked through NEOGOV
- New hire recruitment process starting in August that will be held monthly and include a power point put together with information provided by all departments and a brief presentation by each department head
- Professional development plans
- Community alignment with the schools, YMCA, MCMR, etc. She has met with Farmington Public Schools and OCC to date and has worked on connecting DPW with the schools automotive programs.

Council questions, comments and suggestions:

- Request for the DEI Director to also reach out to other school districts in the city including Walled Lake, Clarenceville, Mercy and Oakland as part of her outreach

Communications and Community Engagement

City Manager Mekjian stated that this new position was added as a goal of City Council. Vickie Sullen-Winn, Director of Communications and Community Engagement, started in November, 2022. He explained the history of what used to be the Southwestern Oakland Cable Commission and how that dissolved and staff came to be placed over at the HAWK. He stated that Assistant City Manager Valentine began monthly meetings with the video division approximately last June so that there was a clear understanding that staff would be under the direction of the new Communications Director. A couple months after Director Winn started, she met with Ellen to begin standing up the department.

Discussion was held on how this position was rolled out to other staff and Department Heads. Council did not have a clear understanding that this would be a new Director position and while there may be a need for this position, perhaps the video division staff did not need to be under this Director. Comments were made about the different types of communication and whether those should all be under the same "umbrella". Others remarked that consistency with marketing and branding is important.

Director Sullen-Winn reviewed the following with City Council with regard to her department:

- Mission Statement
- Team members – it was noted that staff was not physically moving to city hall but would remain at the HAWK and Vickie works from that location at times during the week so there is staff engagement weekly
- Department functions
- Interna/external operations that are supported by her department
- Core strategies and tactics including branding "One Farmington Hills", reviewing two-way feedback with staff, offering more equitable communication support, a Team tour with departments to better understand their needs and elevating visibility of high-priority departments and marketing the HAWK (this is the media buying that is coming back to Council for consideration). Tactics would include owned advertising such as the website, FAlert, Facebook, Twitter; earned advertising such as broadcast media, printed news and radio and paid advertising that includes digital and traditional advertising.

Director Sullen-Winn presented Council with samples of advertisements and marketing and money spent by other communities.

Discussion was held on what the city would be marketing. Director Skrobola offered that the final draft of the Sports Facilities Company report outlines the revenue from all programs and where the city should focus.

Council questions, comments and suggestions:

- Consensus to discuss the media buying consultant at Monday's meeting when the contract will be before Council again for consideration and whether to budget the full \$150,000 initially requested. Council suggested for one year to start in order to get metrics. City Manager Mekjian suggested authorizing him to expend "up to" \$150,000. Staff stated metrics could be provided as campaigns are pushed out. Council would further discuss the options outlined Monday night.

FINANCE/POST EMPLOYMENT BENEFITS/INTER-FUND TRANSFERS/DEBT FUNDS

Finance

- Director Skrobola confirmed he is not increasing staff levels
- The annual audit increased slightly
- The budget included a one-time study when the city transitioned back to defined benefit plans and that line item will go back down some but more studies may be needed in the future as the city continues to transition
- A few positions have been upgraded

Brownfield Redevelopment Authority

The Authority adopted their budget and all districts are not capturing funding

Grand River Corridor Improvement Authority (CIA)

The CIA adopted their first budget and the EDC is providing ideas to the authority for what that corridor could potentially look like

Post-Employment Benefits

It was noted there was a one year hiatus on contributions due to the transition to defined benefit

Inter-fund Transfers

There was a one year hold as drain projects that were originally included in the CIP did not move forward but that will go up as projects are added back in.

Debt Funds

The city has issued no new debt this year but future years will include the drain projects mentioned. It was noted that the \$7 million bond approved by Council has been fully allocated.

CITY MANAGER WRAP UP

City Manager Mekjian noted that the Communications Department will be bringing to City Council in the near future a communications policy for the city.

Public Comment

There were no public comments.

Adjournment

The special budget study session adjourned at 10:42pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Smith', with a stylized flourish at the end.

Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
CITY HALL – COUNCIL CHAMBER
MAY 22, 2023 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:30pm.

Council Members Present: Barnett, Boleware, Bruce, Knol, Massey and Newlin

Council Members Absent: Bridges

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Kettler-Schmult, Mondora, Monico, Schnackel and Sullen-Winn, Police Chief King, and City Attorney Joppich

PLEDGE OF ALLEGIANCE

Danny Haki, Employee of the Year, led the pledge of allegiance.

APPROVAL OF REGULAR SESSION MEETING AGENDA

MOTION by Massey, support by Boleware, to approve the agenda as published.

MOTION CARRIED 6-0.

RECOGNITION OF 2022 OUTSTANDING EMPLOYEES AND POLICE OFFICER AND FIREFIGHTER OF THE YEAR

Gary Mekjian acknowledged Employee of the Year, Danny Haki. Mr. Haki thanked the City Council and staff for the recognition.

Police Chief Jeff King and Deputy Fire Chief Jason Olszewski acknowledged Police Officer of Year Kyle Baldwin and Firefighter of the Year Todd Kolchinsky and spoke of their accomplishments.

PROCLAMATION RECOGNIZING MAY 21 – 27, 2023 AS NATIONAL PUBLIC WORKS WEEK

The following Proclamation was read Councilmember Knol and accepted by DPW Superintendent Derrick Schueller:

PROCLAMATION
National Public Works Week
May 21 – 27, 2023
“Connecting the World Through Public Works”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and successful communities such as the City of Farmington Hills; and

WHEREAS, National Public Works Week recognizes the people who provide and maintain the services collectively known as public works, which are an integral part of the health, safety, high quality of life, and well-being in the everyday lives of Farmington Hills residents; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water supply, sanitary sewers, roadways, public buildings and properties, signage, traffic control, and solid waste collection and recycling; and

WHEREAS, the health, safety, and comfort of this community all depend upon the effectiveness of public works programs and the vital contributions and daily service of the dedicated and hard-working professionals of the City's Public Services Department and the Division of Public Works; and

WHEREAS, this year's theme, "Connecting the World Through Public Works," illustrates how public works connects us all through infrastructure and service, enhancing the quality of life for the communities these professionals serve; and

WHEREAS, National Public Works Week was instituted by the American Public Works Association as a public education campaign designed to call attention to the importance of public works in the lives of present and future generations.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim May 21 – 27, 2023 as **National Public Works Week** in the City of Farmington Hills and call upon all citizens to recognize and acknowledge the vital services provided daily by the City's public works professionals to maintain the high quality of life in Farmington Hills.

PROCLAMATION RECOGNIZING JUNE 2, 2023 AS NATIONAL GUN VIOLENCE AWARENESS DAY

The following Proclamation was read Councilmember Newlin and accepted by gun safety advocate Sylvia Gorte:

PROCLAMATION
National Gun Violence Awareness Day
June 2, 2023
Recognizing Gun Safety Initiatives in Farmington Hills

WHEREAS, National Gun Violence Awareness Day is celebrated annually on the first Friday in June to honor and remember all victims and survivors of gun violence and to declare that we must do more to reduce gun violence in our country; and

WHEREAS, citizens are encouraged to wear orange, the color worn by hunters and gun violence safety activists on Gun Violence Awareness Day to bring attention to gun deaths, which take many forms including suicide, homicide, domestic violence, and unintentional shootings; and

WHEREAS, the City of Farmington Hills is working to end senseless gun violence with evidence-based solutions and encourages responsible gun ownership that complies with State legislation requiring all handguns to be registered with a Police Department; and

WHEREAS, gun safety and firearms security are issues of great concern in our City and the Farmington Hills Police Department encourages all gun owners to properly secure their firearms and store them in areas not accessible to children; and

WHEREAS, any adult resident of Farmington Hills may obtain a free gun lock from the Police Department's front lobby Command Desk, 24 hours a day, 365 days a year through the City and County-Wide Gun Safety Lock Give-Away Programs; and

WHEREAS, the City also seeks to protect public safety by acknowledging that mental illness is a strong component of gun violence and encourages those with violent or suicidal thoughts to seek help and find support through the vast network of resources available to our residents such as Farmington SAFE (Suicide Awareness for Everyone).

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 2, 2023 as **Gun Violence Awareness Day** in the City of Farmington Hills and call upon our citizens to help save lives by taking steps to prevent the tragedy of gun violence and encourage everyone to seek help rather than turn to violence and harm innocent members of society.

PROCLAMATION RECOGNIZING MAY 2023 AS MENTAL HEALTH AWARENESS MONTH

The following Proclamation was read Councilmember Massey and accepted by SAFE Committee member Dr. Tara Consolino:

**PROCLAMATION
Mental Health Awareness Month
May 2023**

WHEREAS, mental health is important for our individual well-being and vitality, as well as that of our families, communities, and businesses; and

WHEREAS, younger adults, racial/ethnic minorities, essential workers, and adult caregivers report having disproportionately worse mental health outcomes, increased substance use, and elevated suicidal ideation since the isolation and trauma of the COVID-19 pandemic; and

WHEREAS, two in five adults report anxiety and depression, and two in five teens describe experiencing persistent sadness or hopelessness, exacerbated by social media, bullying, and gun violence; and

WHEREAS; drug overdose deaths are near record highs, and suicide is the second leading cause of death among young people; and

WHEREAS, mental illness is a biologically based brain disorder that cannot be overcome through willpower and is not related to a person's character or intelligence; and

WHEREAS, mental health recovery not only benefits individuals with mental health disorders by focusing on their abilities to live, work, learn, and fully participate and contribute to our society, but also enriches the culture of our community life.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim May 2023 as **Mental Health Awareness Month** and call upon our citizens, government agencies, public and private institutions, businesses, and schools

to help increase awareness and understanding of mental illness and recognize the need for increased access to mental health care services in order to promote recovery and facilitate full and happy lives.

CORRESPONDENCE

The following correspondence was acknowledged:

- Email from resident on Green Willow regarding work done by the Oakland County Drain Commission and sunken asphalt where drainage repairs were done.
- Email from resident on Mayfair regarding zoning violations.
-

Both communications were sent to the City Manager's Office and respective departments for further investigation and follow-up.

CONSENT AGENDA

MOTION by Newlin, support by Knol, to approve the consent agenda as read.

Roll Call Vote:

- Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

PUBLIC QUESTIONS AND COMMENTS

Mary Ellen Hopke, EPC member, read the EPC Tip of the Month on emergency preparedness. Pam Gerald, resident, called attention to the youth involvement shown by the youth in attendance this evening on gun violence awareness and mental health awareness. She also commented on people driving too fast through subdivisions and suggested the city explore speed bumps and slowing down for buses and pulling over for emergency vehicles.

Mayor Barnett commented on the Safe-te3 Program the city has for speed bumps and requested Director Mondora who was present this evening to provide Mrs. Gerald with information on that program.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

The following Councilmember comments or announcements were made:

- The next SAFE Community Conversations will be held on June 7th at 7pm in the Council chamber and will focus on military veterans and PTSD.
- Acknowledge the Children, Youth and Families rock painting project, the Kindness Garden at Heritage Park

CITY MANAGER UPDATE

City Manager Mekjian provided an update on the following:

- A red cross blood drive is being held on June 14th from 8am-8pm at the Costick Activities Center
- The Memorial Day Parade is scheduled for Monday, May 29th at 10am along Grand River in downtown Farmington

PUBLIC HEARING

PUBLIC HEARING AND CONSIDERATION OF THE INTRODUCTION OF AN ORDINANCE AMENDING CITY CODE, CHAPTER 34, "ZONING", TO AMEND THE OFFICIAL ZONING

MAP IN ORDER TO REZONE THE PROPERTY LOCATED AT 29400 ORCHARD LAKE ROAD FROM B-4, PLANNED GENERAL BUSINESS DISTRICT TO B-3, GENERAL BUSINESS DISTRICT; REZONING REQUEST 1-2-2023.

Eric Perdonik, City Planner, explained that the property in question is located on the east side of Orchard Lake Road, south of 13 Mile road and the request is to rezone the property from B-4, Planned General Business District to B-3, General Business District. The Planning Commission recommended approval of the rezoning at their public hearing meeting held April 20, 2023 and tonight's meeting is a public hearing and council consideration of the request.

Jill Bahn, Planning Consultant from Giffels Webster, explained that the B-3 District allows for more uses of the property that are typically automotive related and allows for smaller setbacks giving the developer more flexibility for marketing the property.

Frank Jamil, proponent, mentioned that the property has been vacant for some time and he looks forward to developing the site. The rezoning would provide for more flexibility to market development of the site and the smaller setbacks would allow for more visibility. In response to Council asking if he would be considering an addition to the building to move it closer to Orchard Lake Road, he stated that he would be considering all options for marketing the parcel under the new zoning if approved.

Mayor Barnett opened the public hearing.

Pam Gerald, resident, inquired the reason for the change and if approved would that dictate what could be built or who would be making that decision, the Planning Commission or City Council.

Mayor Barnett responded that if the property were rezoned, any uses allowed under that zoning would be available to the developer.

City Attorney Joppich explained that the Planning Commission is a recommending body for the rezoning of the property but would have approval authority over the site plan.

There being no further comments, Mayor Barnett closed the public hearing.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the INTRODUCTION of an ordinance amending City Code, Chapter 34, "Zoning", to amend the official Zoning Map in order to rezone the property located at 29400 Orchard Lake Road from B-4, Planned General Business District to B-3, General Business District; Rezoning Request 1-2-2023.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

PUBLIC HEARING AND CONSIDERATION OF AMENDMENT TO PLANNED UNIT DEVELOPMENT PLAN 2, 2023, INCLUDING REVISED SITE PLAN 59-5-2022 LOCATED AT 27400 TWELVE MILE ROAD.

Charmaine Kettler-Schmult, Director of Planning and Community Development, explained that the development of this site has spanned over a period of almost three years. In September, 2020 the Historic District Commission (HDC) approved a notice to proceed for changes to the site. Plans were last before City Council in August, 2022 and following that meeting the proponents determined to make modifications to the plans to transition from townhouses to single-family homes. The Planning Commission reviewed the revised plans and held a public hearing meeting in April and recommended approval with certain conditions, which has been provided to Council for this meeting.

Jill Bahn, Planning Consultant from Giffels Webster, explained that this is a Planned Unit Development (PUD) request and a PUD is a tool in the zoning ordinance that helps to facilitate development or redevelopment of property with unique characteristics by offering some flexibility in return of goals of the city. The proposed site is 31 acres and largely developed and is a historic site. Requests from the developer include:

- Use for a 100-bed skilled nursing facility on the south end of the property
- Most of the buildings on site would be demolished and the HDC granted a notice to proceed, with the Chapel remaining as part of the new building
- 51 detached single-family homes on the north end
- Reduction in front setbacks to 30 feet from Inkster Road
- Density at 3.6 dwelling units per acre on the 14 acre portion on the north end of the site

Consultant Bahn noted that the development will meet all requirements of the landscape, tree and parking standards and the Planning Commission has made a favorable recommendation to Council regarding the PUD plan. If the PUD plan is approved by City Council, the matter will go back to the Planning Commission for site plan review. She noted that one outstanding issue and that which is part of the recommendation of the Planning Commission is to have a drive access off Inkster and a secondary access off Cheswick for the residents of the single-family home portion of the development. This secondary access would not connect to the skilled-nursing facility and only the single-family homes would have access.

Council inquired about the secondary access and if that was necessary. Consultant Bahn noted it was required by ordinance due to the number of units being proposed and a recommendation of both the Fire Department and Engineering Division.

Council inquired about other options for a secondary access rather than off of Cheswick and tying that into the nursing home site. Consultant Bahn explained that the applicant had proposed a break-away access at that point but the Fire Department suggested that a full access was needed and from a Planning standpoint they would agree that full access is better for safety reasons and would not be problematic from a visibility or volume standpoint and that there would be limited use of the secondary access.

Council inquired about the density and deviation from ordinance standards. Consultant Bahn was going to review the ordinance and report back to Council later in the meeting.

In response to Council, it was noted that the ordinance requires a secondary access for anything greater than 30 homes.

Jim Clark, representing Robertson Homes, explained that the current plan proposed is for less density and more expensive homes, which is what Council had requested two years ago. The original plan brought to Council proposed 94 units with a mix of detached ranch-style condominiums and 3-story townhouses that had full approval from both the Planning Commission and City Council. He stated that there are no

changes proposed to the skilled nursing facility and the only change they are now seeking is for 43 less units to develop as an enclave, detached, ranch-style, age-targeted, single-family home community. He noted that with the plan that included townhomes, they were willing to make a secondary connection to the nursing facility site; but they are not wanting to do this with the single-family home development now proposed. Mr. Clark stated that they are willing to move forward with this development with one access or a secondary access that is gated or anywhere other than opening it up to the commercial nursing facility. He added that these are age-targeted homes by design and would have less traffic trips than single-family homes with young families. Mr. Clark added that they were told by staff that they had to resubmit plans showing a secondary access per ordinance so that is what they submitted. He reiterated that they were willing to do a break-away in that area but staff did not agree with that option.

Council suggested that the secondary access could be a gated access to the nursing facility site for emergency purposes only with the only access for residents of the enclave development off Inkster. Mr. Clark explained that it is impossible to screen an open road and they are not interested in opening this single-family home development up to the nursing facility. He is willing to only have the one access or have a secondary access that ties into a public road.

Consultant Bahn reported that the deviation for the density is 26 homes as the ordinance allows for 1.86 units/acre. In terms of the access, she clarified that the ordinance has specific standards about the length of roads and need for turnarounds or cul-de-sacs and the observations of the Fire Department and Engineering Division was that this site might not be capable of accommodating that without an additional drive. She noted that the drive is not required to be from Cheswick but based on the layout that is the proposed secondary access.

Mayor Barnett opened the public hearing.

Mayor Barnett acknowledged the following email communications received for this hearing:

- Keith Hudson, who was opposed to a secondary access off Cheswick
- Ron Hughes, who was also opposed to the secondary access of Cheswick and who submitted a map showing various access points from Inkster Mayor Barnett pointed out; however, the map provided was still showing the townhome development that is no longer being proposed
- EHM Senior Solutions, former owner of the property, who was in favor of the development as proposed

The following persons spoke during the public hearing on the proposed development:

Jeff Dawkins, President of the Hickory Oaks Association, spoke in opposition to the connection to Cheswick and agrees to some comments made that it doesn't appear to be needed.

Scott Lawrence, Bradmoor Ct., stated that he feels most residents are very happy with the work of the developer to get to this point and have no concerns with the nursing facility to the south but agree that there is no need for an access from Cheswick and feel that the secondary access could be through the care facility. It is a safety concern as Cheswick is a narrow, winding road and there are already many cars cutting through the subdivision due to construction in the area. He is also concerned this connection could decrease the value of the homes in his subdivision and could almost be considered a constructive taking by the city if approved. He is in favor of either a second access onto Inkster or only having one access.

Mayor Barnett stated that the speaker mentioned "constructive taking" and asked the City Attorney to comment.

Attorney Joppich stated that the comment has somewhat of a legal connotation although he is not sure what the speaker meant by it and if it was an indication to bring legal action on that grounds; but he would have to do thorough research as it pertains to this specific scenario and if that would constitute a constructive taking of someone's property.

Ron Hughes, spoke to several blind spots on Cheswick and thought it would be best to have the second entrance from Inkster for better site lines for traffic. He also expressed concern that there is a bus stop at Cheswick and Inkster Roads.

Cyrill Weems, Bradmoor Ct., stated that he is not in favor of the second entrance from Cheswick but he is in favor of the development and the decrease in density, single-family homes and reduction in traffic volumes on Inkster. He believes there is a safety issue. Residents often keep cars lined up on Cheswick in the mornings to slow traffic so children can get on the bus. He previously saw other plans showing the second connection to the nursing development and feels that development is already designed for those types of vehicles. He also expressed concern with the removal of trees to necessitate a wider turnaround for emergency vehicles accessing Cheswick. Mr. Williams also doesn't feel the homes are only marketable to seniors and that there will be families also purchasing these homes.

Mayor Barnet inquired about moving lot 51 between lots 19 and 28 to accommodate a second entrance in another location. Mr. Clark commented that he is not sure he could locate two drives within that proximity and that is probably a question for the engineering division.

Linda Roberts, Bradmoor Ct., expressed her opposition for the access from Cheswick as the residents already are seeing more traffic from Woodcreek and traffic due to the construction in the area on other main roads. She feels it is a safety concern.

Terri Weems, Bradmoor Ct., stated she is opposed to the second entrance from Cheswick, but in favor of the new development otherwise. Concerns include safety and the impact on property values. She mentioned she had sent Council a picture and video of the street.

Jim Fleszar, Bradmoor Ct., stated he is pleased with the progress of the proposed development but not with the second entrance proposed from Cheswick. He is also concerned with safety and the removal of trees. He stated that other alternatives have been discussed and he would like Council to consider those alternatives.

Mike Roberts, Bradmoor Ct., also expressed concern with blind spots and curves on Cheswick creating a safety issue and even if the homes were purchased by seniors, families would be over to visit. He is opposed to the second entrance on Cheswick.

Scott Griffin, Bradmoor Ct., mentioned that he had also submitted an email to City Council. He stated that Robertson Brothers has been great to work with and he thanked Council for recommending changes to the development. He stated that throughout this process, the developer said they could not do a project with less units or without townhouses but he feels there are other alternatives. He suggested the second entrance could be to the proposed nursing facility with landscaping or could be relocated by moving some of the units as suggested. He is also concerned with traffic and that causing a safety issue and is opposed with the entrance from Cheswick. The residents purchased their homes for this drive access.

Scott Elliott, listing broker, commented that it has taken a long time to get to this point and the developer and listened to concerns of the residents. He feels the development will enhance the property values as the empty property is run down and has been broken into. He stated it is a quality development and that there would not be that much traffic exiting on to Cheswick.

There being no further comments, Mayor Barnett closed the public hearing.

Further discussion was held by Council on the need for two entrances to the development and other alternatives to be sensitive to the existing residents in the area.

Mr. Clark stated that some of the options proposed do not work with engineering standards. He had proposed a gated access but staff wanted full access but he does not want to propose access from residential to a commercial site as it would be impossible to completely screen. He added that the road alignment may also not allow another drive off Inkster in certain locations. Mr. Clark pointed out that they already have an approved townhouse development if this proposal is not approved.

City Manager Mekjian stated that Cheswick is a public street and designed as such. He added that there is no reference to speeding or site distance issues as part of the engineering review and a gate on Cheswick would not be aesthetically pleasing or functional. He stated that extensive landscaping could be required for the entrance on Cheswick as well as requesting sidewalks as part of the PUD. He also cautioned that even if there were two entrances off Inkster, people will still cut through using Cheswick as it is a public street.

Discussion continued by Council on whether there is a need for a second entrance.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the amendment to Planned Unit Development Plan 2, 2021, including Revised SP 59-5-2022, dated February 21, 2023, and modified with the replacement of Sheet C-3.0 with a new one dated April 10, 2023, subject to the following conditions:

- 1) The applicant shall post a cash deposit or irrevocable and automatically renewing letter of credit with the City, in a form, manner, and amount acceptable to the City Engineer and City Attorney, to insure and guarantee completion of the improvements for the PUD according to a schedule approved by the City Engineer;
- 2) Any conditions and requirements stated in the Planning Commission's April 20, 2023, motion recommending approval of the PUD plan and Giffels Webster's review shall be complied with or addressed to the satisfaction of the Planning and Community Development Department;
- 3) Any conditions and requirements stated in the reviews of the City Engineer and City Fire Marshal are complied with or addressed to the satisfaction of the City Engineer and Fire Marshal;
- 4) There shall be no connection to Cheswick or the Optalis Healthcare site and no required turn-around or cul-de-sac on the stub street abutting Cheswick, notwithstanding Giffels-Webster's review
- 5) Public sanitary sewer service access needs shall be provided to Twelve Mile Road to the satisfaction of the City Engineer; and

IT IS FURTHER RESOLVED, that the City Council directs the City Attorney prepare the appropriate PUD agreement stipulating the final PUD approval conditions and authorizing the

identified zoning deviations for City Council consideration and final approval.

MOTION CARRIED 6-0.

Mayor Barnett commented that a fire hydrant in that area may be required. She asked that staff work with the developer to make the proposed development work based on this direction from City Council.

UNFINISHED BUSINESS

RECOMMENDED APPROVAL OF AWARD OF PROPOSAL FOR AS NEEDED MEDIA BUYING AND CONSULTING SERVICES TO EMERALD MEDIA FOR ONE YEAR FOR UP TO \$150,000, WITH OPTION TO RENEW. (POSTPONED FROM 3-20-23) CMR 5-23-59

Vickie Sullen-Winn, Director of Communications, spoke to the various ways that the city disseminates information and how the city can achieve more visibility through media buying. In response to Council, she confirmed that the request is to hire a consultant who has the specific skill set as a media buyer.

Members of Council indicated they would like to see some metrics before approving the full \$150,000 and others felt that a consultant was needed and liked the language of approving up to \$150,000.

MOTION by Boleware, support by Bruce, that the City Council of Farmington Hills hereby authorizes the City Manager to enter into an agreement with Emerald Media for one (1) year up to \$150,000 (10-mth targeted paid digital strategy to include FB, paid search, targeted display, YouTube, SnapChat, OTT streaming for cable), with an option to renew with one or more administration-approved extensions not to exceed a total of five (5) additional one year extensions under the same terms and conditions upon mutual consent by the City and firm.

Councilmember Massey suggested receiving metrics after 4 months. The following amendment was offered to include in the motion:

MOTION by Massey, support by Knol, to amend the motion to include quarterly updates to City Council for the first year to determine if the City wishes to continue the service.

MOTION TO AMEND CARRIED 6-0.

Mayor Barnett called for a vote on the original motion including the amendment:

MOTION by Boleware, support by Bruce, that the City Council of Farmington Hills hereby authorizes the City Manager to enter into an agreement with Emerald Media for one (1) year up to \$150,000 (10-mth targeted paid digital strategy to include FB, paid search, targeted display, YouTube, SnapChat, OTT streaming for cable) with quarterly updates to City Council for the first year to determine if the City wishes to continue this service; with an option to renew with one or more administration-approved extensions not to exceed a total of five (5) additional one year extensions under the same terms and conditions upon mutual consent by the City and firm.

MOTION CARRIED 6-0.

CONSENT AGENDA

RECOMMENDED ADOPTION OF A RESOLUTION FOR ELECTION INSPECTOR COMPENSATION INCREASES EFFECTIVE FOR THE NOVEMBER 7, 2023 GENERAL ELECTION.

**RESOLUTION
ELECTION INSPECTOR COMPENSATION
R-110-23**

At a regular meeting of the Farmington Hills City Council held May 22, 2023 at 7:30pm at City Hall, Council Chamber, 31555 W. Eleven Mile Road, Farmington Hills, MI 48336, the following motion was made by Councilperson Newlin, and supported by Councilperson Knol:

IT IS HEREBY RESOLVED, that the City Council of the City of Farmington Hills, confirms the following increase in compensation for Farmington Hills Election Inspectors, effective with the November 7, 2023 General Election, as follows:

	CURRENT RATE	NOV 2023 RATE
Chairpersons	\$225	\$310
Asst. Chairs	\$200	\$270
General Election Inspectors	\$180	\$240
Student Inspectors Limited hours per labor laws	\$12.50/hr	\$16.50
Training	\$15 per session	\$20 per session
Use of Cell Phone Chairs/Asst. Chairs only	\$10/Election	Included in base pay
Inspector returning to City Hall w/Chairperson	\$10/Election	\$16.50
Precinct Captains	\$300	\$300
Absent Voter Counting Board (AVCB)		
Chair(s)	\$300	\$310
Asst. Chair	\$250	\$270
General Inspectors	\$180	\$240

Asst. Chairs and General Inspectors will be paid an additional \$16.50/hr for any hours worked over 15 hours in the same day and Chairs an additional \$16.50/hr for any hours worked over 16 hours in the same day.

Receiving Board Members	\$50	\$50
Receiving Board Members	\$75	\$75 - (Late shift)

AYES: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
NAYS: NONE

RECOMMENDED APPROVAL OF AWARD OF BID FOR THE 2023 OVERBANDING PROGRAM TO WOLVERINE SEALCOATING, LLC IN AN AMOUNT NOT TO EXCEED \$176,400 PER YEAR, WITH POSSIBLE EXTENSIONS. CMR 5-23-61

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the required contracts and purchase orders to Wolverine Sealcoating, LLC for the 2023 Overbanding Program in an amount not to exceed \$176,400 per year with one or more administration-approved extensions not to exceed a total of four (4) additional years.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR THE 2023 JOINT AND CRACK SEALING PROGRAM TO MICHIGAN JOINT SEALING, INC. IN AN AMOUNT NOT TO EXCEED \$94,250 PER YEAR, WITH POSSIBLE EXTENSIONS. CMR 5-23-62

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the required contracts and purchase orders to Michigan Joint Sealing, Inc. for the 2023 Joint and Crack Sealing Program in the amount not to exceed \$94,250 per year with one or more administration-approved extensions not to exceed a total of four (4) additional years.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR ENCLOSED EQUIPMENT LANDSCAPE TRAILER TO KELLEY & SONS TRAILERS IN THE AMOUNT OF \$18,488. CMR 5-23-63

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Kelley & Sons Trailers (a woman owned company) located in Carleton, Michigan, in the amount of \$18,488 for a Sure-Trac enclosed landscape trailer.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR AS NEEDED PLUMBING AT CITY FACILITIES TO THOMAS LANE PLUMBING IN THE ESTIMATED AMOUNT OF \$55,000 PER YEAR, WITH POSSIBLE EXTENSIONS. CMR 5-23-64

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue purchase orders to Thomas Lane Plumbing (veteran owned) for all repairs as needed for an estimated amount of \$55,000 per year with one or more administration-approved extensions, not to exceed a total of four (4) additional years, under the same terms and conditions, through mutual consent by the City of Farmington Hills and Thomas Lane Plumbing.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF BID FOR THE PURCHASE AND INSTALLATION OF WINDOW TREATMENT (SHADES) AT THE HAWK TO BAKER BLINDS & VESALIA HOME IN AN AMOUNT NOT TO EXCEED \$18,562.17. CMR 5-23-65

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order for purchasing and installing window treatment (shades) to Baker Blinds & Vestalia Home in an amount not to exceed \$18,562.17 (\$16,874.70 + \$1,687.47 contingency).

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF PURCHASE AND INSTALLATION OF AN ADA LIFT AT THE COSTICK CENTER WITH BARUZZINI AQUATICS IN THE AMOUNT OF \$13,790. CMR 5-23-66

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby waives the sealed bid process & authorizes the City Manager to issue a purchase order for purchasing and installing the S.R. Smith - Splash! Pool Lift to Baruzzini Aquatics in the amount of \$13,790.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A SPECIAL EVENT PERMIT FOR THE 12TH ANNUAL CIPRIANO CLASSIC 5K RACE TO BE HELD ON FRIDAY, JUNE 19, 2023.

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approves a Special Event Permit for the 12th Annual Cipriano Classic 5K Race to be held on Friday, June 9, 2023 from 6pm-9pm, subject to the following conditions:

- The event shall not block or restrict fire lanes
- The event must comply with Fire Prevention Code requirements
- The route shall be as proposed, mainly in the residential area behind the YMCA
- There will be approximately 400 runners
- There will be 40-50 volunteers throughout the race route to assist the runners
- The applicant has been in contact with the Fire Department for medical response
- There will be ample parking for all attendees in the area of the event
- There will be a DJ playing music at a volume that will not disturb neighbors
- The residents of Kendallwood Subdivision will be notified the week prior to the run
- Reimbursement for Police Department overtime as outlined in the Police Chief's recommendation memo for this event

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A SPECIAL EVENT PERMIT FOR THE FARMINGTON AREA JUNETEENTH CELEBRATION TO BE HELD ON FRIDAY, JUNE 16, 2023 AND MONDAY, JUNE 19, 2023.

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approves a Special Event Permit for Farmington Area Juneteenth Celebration to be held on Friday, June 16, 2023 from 8:00pm to 10:30pm and Monday, June 19, 2023 from 11:00am-2:00pm, subject to the following terms and conditions:

- There will be a portable generator and an inflatable screen at the event and applicant has been advised of the noise ordinance
- There is ample on-site parking for attendees of the event. Friday will be set up as a drive-in movie platform, where participants will remain in their vehicles during the movie
- The event will be open to the general public and applicant is expecting no more than 300 people during the course of each day
- The location will be free of obstacles that would inhibit emergency police and fire response
- The applicant is requesting Crime Prevention on Monday, June 19th from 11-2 to set up a police display
- Proponent shall contact the Fire Department to schedule food truck inspections
- There shall be no parking within 20' of any tent
- Egress shall be maintained throughout the building
- Fire lanes shall not be blocked or restricted

- Cooking/open flame devices shall not be used under tents and shall be at least 20' away
- Food trucks shall operate according to NFPA and Fire Prevention Code Standards, and specifically:
 - Ensure that fuel tanks are filled to the capacity needed for uninterrupted operation for the duration of the event
 - All connections/piping shall be checked for leaks prior to operation
 - Any cooking system which produced grease laden vapors shall be protected by listed fire extinguishing equipment
 - Fire extinguishers shall be installed and maintained according to NFPA 10
- Bounce house and inflatable screen shall be properly anchored according to manufacturer's recommendation to prevent movement during unexpected winds
- All applicable permits shall be applied for through the Building Department
- Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event
- Event shall comply with minimum Fire Prevention requirements
- No parking within 20' of inflatable screen

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF THE 2023 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) OAKLAND COUNTY SUBRECIPIENT AGREEMENT. CMR 5-23-67

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approve that the City Manager be authorized to execute the High Intensity Drug Trafficking Area (HIDTA) Oakland County Subrecipient Agreement and any associated documents or agreements.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A DPW SEASONAL LABORER.

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Michael Downs as a DPW Seasonal Laborer in the Public Services Department. Michael is the son of Tom Downs, who works in the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A HAWK CONCESSIONS ATTENDANT.

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Sarah Davis as a Hawk Concessions Attendant in the Special Services Department. Sarah is the niece of Timothy Davis, who works as a Hawk Concessions Attendant in the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A CAMP INSTRUCTOR.

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Olivia Lincourt as a Camp Instructor for the Recreation Division in the Special Services Department. Olivia is the daughter of Kendra Lincourt, who works as a Camp Specialist for the Cultural Arts Division in the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF MAY 8, 2023.

MOTION by Newlin, support by Knol, that the City Council of Farmington Hills hereby approves the regular session meeting minutes of May 8, 2023.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

ADDITIONS TO AGENDA

There were no additions to the agenda.

ADJOURNMENT

MOTION by Newlin, support by Massey, to adjourn the regular session City Council meeting at 10:08pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk