

AGENDA
CITY COUNCIL STUDY SESSION
JANUARY 10, 2022 – 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. Diversity, Equity, and Inclusion [Consultant Update](#)
4. [Proposed Amendment](#) to the Definition of Family within the Zoning Ordinance
5. 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.



FARMINGTON HILLS DATA ANALYSIS EXECUTIVE SUMMARY

November 2021

Valerie Wilson and Darlene King



Data Analysis Report

An evaluation of the organization's diversity demographics and employee workplace experiences for the most current three years.

Evaluates four diversity dimensions, gender, race, age, and tenure, and assess how they influence workplace experiences.

Goal of the data analysis is to use facts and data to define what diversity factors have the greatest influence and impact on the organization's performance, culture, and employee's workplace experience.



REPRESENTATION MATTERS

Including the voice of every employee and ensuring equitable opportunity and access to every individual is only impactful if your organization appropriately represents your community, constituency, and labor force.

Gender Race Age Tenure

- can be seen and counted
- overlap and connect every individual in the workplace.
- are fluid and overtime they can shift the workforce dynamics and directly influence the organizations overall effectiveness.
- predictable and measurable influence on the behaviors and experience of the workforce.

Overview

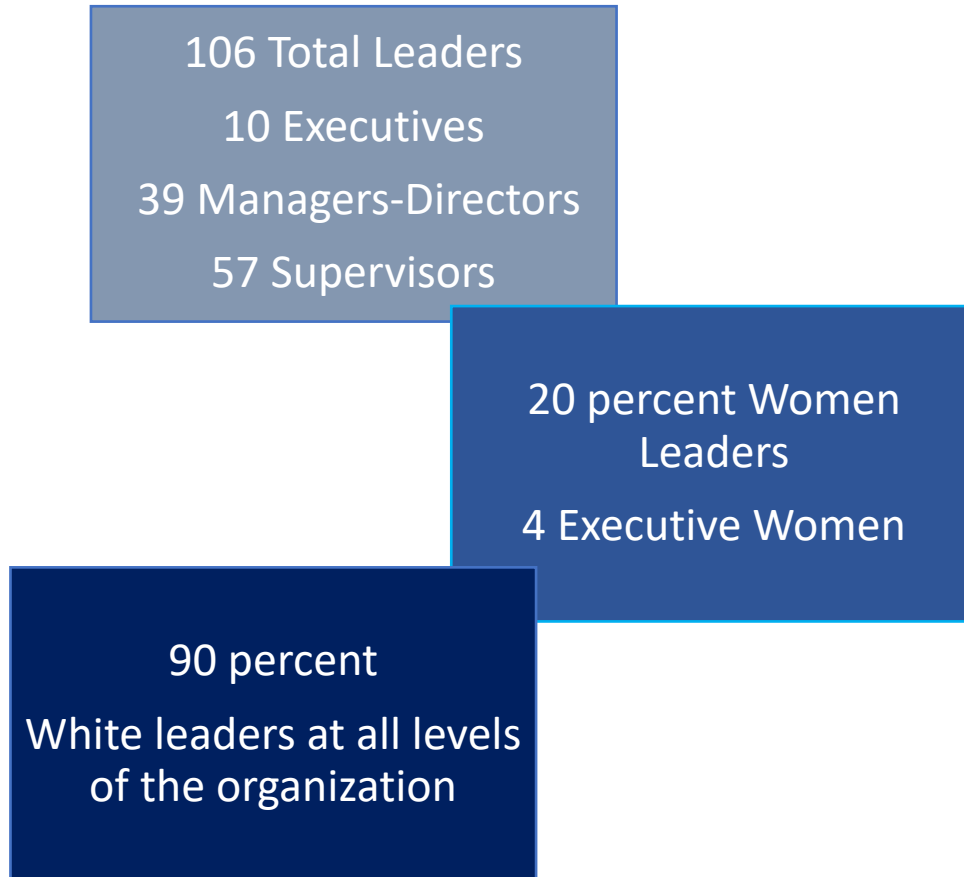
Resist the temptation to make assumptions about the workplace experience and use the data to gain awareness of the gaps in opportunity, access, and the contributions of diverse skills, talent, and perspectives.

- Predicted Diversity Shifts and Best Practices
- Organizations Actual Data and Trends
- Strengths, Trends, Gaps and Recommendations

Leadership Data Analysis

Gender & Race

For the past three years, 2018-2020, the Farmington leadership team has averaged:



Key Findings

- Significant underrepresentation of Women and People of Color leaders.
- Women represented 21 percent of supervisor positions and 15 percent of mid-level positions.
- In 2020, there were 11 minority leaders' company-wide, two female minority leaders and one minority executive.
- This trend indicates that the gender and racial perspective and workplace experiences that contribute to the City's decisions, practices, and overall culture are very disproportionate.
- There is an underrepresentation of diverse voices, experiences and perspectives that influence the community of Farmington Hills.

Leadership Business Case Gender and Race

Every Effective Diversity, Equity and Inclusion Strategy begins with a visible and committed leadership team.

Business Case (Diversity Shifts)

Higher percentage of women in senior executive roles were tied to greater financial success.

Companies with leadership in top quartile for racial and ethnic diversity were 35 percent more likely to have financial returns above their industry.

According to United States Census Bureau, 2019, the City of Farmington Hills population is 52 percent female, and last reported, 12 percent of the City's businesses were owned by women and 8 percent were minority owned.

With 10 percent minority leaders and 20 percent female leaders, it will remain a challenge to reach racial and gender parity in the leadership ranks through common recruitment strategies.

The Farmington Hills staffs' diversity dynamics coupled with the predicted leadership shortage in the United States, makes it very competitive to attract and hire racially diverse and gender diverse leadership talent.

Leadership Recommendations

Gender and Race

Commitment to a diverse leadership team is essential to gain trust and credibility from employees, constituency, business leaders and partners in the community.

Recommendations (Best Practice)

Visible, Diverse, and Committed Leadership Team

- Visible and tangible steps to combat racism, discrimination, systemic and systematic inequity, and oppression for people of color and marginalized groups.
- Communicate Diversity Representation Goals

Leadership Recruitment Strategy

- An intentional and systematic approach to attract, hire, develop, and retain racially diverse talent in all leadership positions.

Career Path and Succession Planning Strategy

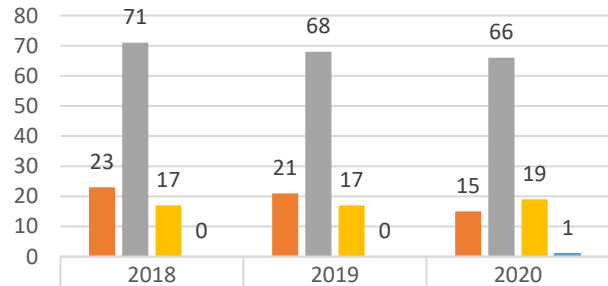
- Internal sponsorship and advocacy programs for People of Color and Women to equally advance within the workplace.
- Succession Plan and Career Paths for People of Color and Women currently within the ranks of leadership, and fast track programs for those entering leadership roles throughout the organization.
- Mentor and Sponsorship Program for mid-level and supervisor leadership roles is a proactive approach to managing the predicted leadership gap.

Leadership Data Analysis

Age and Tenure

For the past three years, 2018-2020, the Farmington Hills leadership team has averaged:

Farmington Hills Age
2018-2020

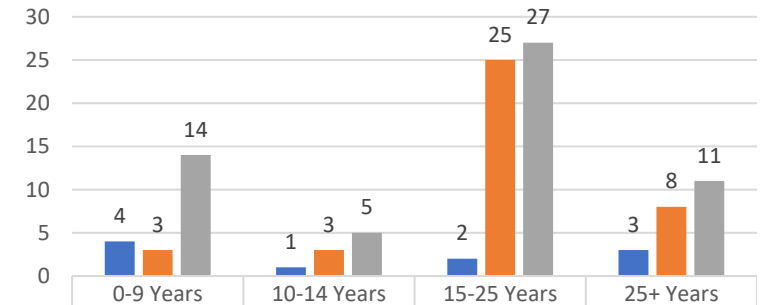


| | 2018 | 2019 | 2020 |
|----------------|------|------|------|
| ■ Baby Boomers | 23 | 21 | 15 |
| ■ Generation X | 71 | 68 | 66 |
| ■ Millennials | 17 | 17 | 19 |
| ■ Generation Z | 0 | 0 | 1 |

Key Findings

- 80 percent are above the age of 40.
- 69 percent have 15+ years of tenure.
- Predicted leadership turnover due to age and tenure over the next decade, will leave opportunities to grow and develop emerging leaders and diverse talent.

Farmington Hills Tenure
2018-2020



| | 0-9 Years | 10-14 Years | 15-25 Years | 25+ Years |
|---------------|-----------|-------------|-------------|-----------|
| ■ Executives | 4 | 1 | 2 | 3 |
| ■ Mid-Level | 3 | 3 | 25 | 8 |
| ■ Supervisors | 14 | 5 | 27 | 11 |

Leadership Business Case Age and Tenure

The aging leadership team provides a strong business case to grow and develop emerging leaders and diverse talent across all leadership levels.

As leaders approach the age of retirement it is important to ensure the next generations are prepared to assume leadership roles throughout the organization.

Business Case (Diversity Shifts)

The average United States employee is getting older, and the labor force will continue to age over the next decade.

In 2020, Farmington Hills data reflects 81 (80 percent) of all leaders over the age of 41 and 70 (69 percent) with 15+ years of service. This data indicates the leadership team will be losing a large segment of their talent during the next 5-10 years.

More than six in 10 Millennials reported feeling their leadership skills were not being developed fully within their current positions, and they look to work where their employer has an invested interest in professional development. Deloitte, 2016. Deloitte Millennial Survey.

The war on talent is predicted to be incredibly competitive and costly, for organizations without a strategy to internally develop, promote and retain diverse talent at all levels of the organization.

Leadership Recommendations

Age and Tenure

This turnover, in conjunction with the average tenure rate, indicates organizations should implement a comprehensive workforce and retention strategy to prevent turnover of top talent.

Recommendations (Best Practice)

Intentional, Proactive Leadership Recruitment Strategy

- Strategically hire and promote diverse leadership talent at the same pace leaders are predicted to leave the organization.
- Increase the internal talent pool with young diverse, skilled professionals.

Internal Workforce Management and Prevention Strategy

- An internal process to identify high risk positions and employees.
- Design action plan to manage risks and prevent turnover.

Talent Management Strategy for Millennial High-Potential Performers

- Capture the voices of the millennial employees through Focus Groups, or Employee Resource Groups
- Incorporate their experiences in internal corporate communications
- Organize workplace events and activities that are led by and engages the Millennial generation
- Offer work assignments that require problem solving and leverage multiple mediums of technology.

Workforce Data Analysis

Gender and Race

The employee data for the past three years, 2018-2020, indicates:

Key Findings

- Female representation averages 33 percent of the employee headcount.
- Female minorities average representation is 4 percent percent of the total employee population.
- White male representation is 60 percent of the workforce, and minority male representation is 7 percent.
- Average minority representation is 11 percent of the entire employee population.
- The Farmington Hills community represents 34 percent racial minority.
- Efforts to increase the racial minority representation from 11 percent to 34 percent will require years of commitment and accountability to the workforce and the community.

| Gender by Race | 2018-2020 Average # White | 2018-2020 Average # People of Color | 2018-2020 Average % White | 2018-2020 Average % People of Color |
|----------------|---------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Male | 210 | 25 | 68% | 62% |
| Female | 100 | 15 | 32% | 38% |
| Total | 310 | 40 | 100% | 100% |

Workforce Business Case Gender and Race

The predicted shift in gender and racial population in the United States will change the lens in which decision, policies, and practices are viewed and implemented.

Traditions, social behaviors, leadership, and the company culture will be influenced by the experiences of a diverse population.

Business Case (Diversity Shifts)

- Women make up 50.8 percent of the United States population, and they account for 47 percent of the current United States labor force. Women made up approximately 50 percent of all public sector employees, yet they held only 20 percent of the leadership positions
- Gender demographic shift will influence the decisions, practices, and policies in the workplace to be more focused on gender biases, equality, and fair treatment.
- 83-85% of the consumer spending in the United States is done or influenced by women.
- Women are holding organizations responsible for marketing directly to them and are speaking out against messages that they view as superficial, offensive or that feed into gender stereotypes and biases.
- Estimates have found that 5.1 percent of United States women identify as LGBTQ+ as do 3.9 percent of US men and often feel they are invisible in the workplace. This impacts employee satisfaction, productivity, and turnover.
- It is reported that the LGBTQ+ Community has 3.7 trillion dollars in buying power and 78% of the members are inclined to support companies that market to and support LGBTQ+ people.
- Projections from the U.S. Census Bureau data indicates that Whites as a proportion of the population will get smaller and the minority race groups will continue to get larger.
- Organizations are recognizing trends of disparate treatment of women and people of color in their workplace and are taking critical action to better support the workplace experiences of Black women and other marginalized employees, by removing barriers and obstacles that are rooted in racism, sexism, and exclusion. McKinsey & Company 2020 Women in the Workplace 2020 Report
- The events of 2020 have turned workplaces upside down. The pandemic has intensified challenges that women already faced.
- The racial unrest in 2020 became a breaking point for Black Americans and a waking point for many White Americans. The racial divide in America, ignited conversations and demands to evaluate the experiences of Black Americans in our communities and workplace.

Workforce Recommendations

Gender and Race

Traditionally, a gender and race homogeneous culture has embedded systemic and systematic biases, assumptions and traditional thinking that presents challenges and barriers to transitioning to an equitable and inclusive workplace. Understanding, embracing, and respecting racial and ethnic differences requires candid reflection of the current culture, the historical treatment and current workplace experiences of minority employees, residents, and business owners.

Recommendations (Best Practice)

Diversity Management Strategy

- Implement a set of behaviors and attitudes that define expectations of diversity competence and maturity.
- Dedicated and trained resources and defined process to proactively prepare for and effectively respond to trends and shifts in diversity demographics.
- Established guidelines and practices that ensures women, and all underrepresented groups are safe and respected, as well as provide access and opportunity for them at all levels of the company.

Diversity, Equity and Inclusion Awareness Training

- Facilitate DEI awareness and skills training for all levels of employees to build trust, respect and collaboration.
- Implement Focus Groups and Listening Sessions to understand and address the challenges that women and minorities experience in a vastly dominate male work environment.
- A Culture Assessment and DEI Competency Assessment should be completed to provide data and facts to better understand the current workplace culture.

Develop External Partnerships

- Invest funds, time, and resources in response to the needs and growth of the underrepresented and marginalized groups.
- Implement programs that establish meaningful partnerships with various ethnic and diverse sectors of the communities and local businesses.
- Track and report the selection of suppliers from a diverse pool and small business owned by women and people of color.

Strategic DE&I Goals and Objectives

- Establish a short-and long-term DEI strategy to increase racial/ethnic diversity, and to embed equitable & inclusive policies, practices, & behaviors throughout the workplace.

Workforce Data Analysis

Age and Tenure

The employee data for 2020 indicates:

Key Findings

- 62 (17 percent) employees are eligible for retirement during the next 5 years and 139 (39%) employees will be between the ages 51 and 66 in the next 10 years.
- 135 employees (38%) have 15+ years of services
- A positive trend is the number of Generation Z employees has more than doubled from 2018-2020.

| | 2018 | 2019 | 2020 |
|--------------|------------|------------|------------|
| 0-9 Years | 159 | 177 | 201 |
| 10-14 Years | 20 | 20 | 20 |
| 15+ Years | 166 | 152 | 135 |
| Total | 345 | 349 | 356 |

| Generations by Race | 2018-2020 Average # | 2018-2020 Average # White | 2018-2020 Average # People of Color |
|---------------------|------------------------|---------------------------------|---|
| Traditionalists | 0 | 0 | 0 |
| Baby Boomers | 70 | 65 | 5 |
| Generation X | 146 | 129 | 17 |
| Millennials | 116 | 105 | 10 |
| Generation Z | 18 | 17 | 2 |
| Total | 350 | 316 | 34 |

Workforce Business Case Age and Tenure

Five generations in the workplace presents a unique opportunity and challenge for organizations as they seek to manage the approaches, expectations and demands required to keep each generation motivated, engaged, and productive.

Business Case (Diversity Shifts)

- Millennials are the largest share of the United States workforce and are the most racially diverse generation to ever enter the labor force. The needs and expectations of this generation will result in a shift in businesses' priorities to diversity, equity, and inclusion and other social and political related initiatives.
- This younger generation of eligible workers, ages 16-24, are choosing to complete their education before entering the workplace, creating a gap in available talent over the next 5 years.
- The combination of tenure and age can create a talent gap, which can leave the organization void of critical knowledge, skills, and expertise.

Workforce Recommendations

Age and Tenure

Demographic shifts, slow population growth, low employment growth, and a decline in people entering the labor force, along with an aging population will create a quandary for those organizations that do not have a solid strategy and committed resources for attracting and recruiting diverse top talent.

Recommendations (Best Practice)

Talent Management Strategy

- A proactive and strategic process should be put in place to attract, hire and develop diverse talent from Generation Z and Millennials cohort to fill the talent gap. The strategy should include career development and retention plans that appeals to the diverse needs of these generations.
- Implement a comprehensive workforce and retention strategy to prevent turnover and to retain diverse top talent. Strategy should include, initiatives to better understand the employee experiences and to proactively create an environment where they can contribute, develop, and feel valued.

Build Relationships

- Adopt new and different methods to understand, appeal and relate to various generations, and groups of people based on culture differences, ethnicities, race, and generations.
- Leverage diverse workforce to identify biases, stereotypes, offensive and exclusive messaging in internal and external communications.

Recommendations Summary

Intentional, Proactive Leadership Recruitment Strategy

- An intentional and systematic approach to attract, hire, develop, and retain racially diverse talent in all leadership positions.
- Strategically hire and promote diverse leadership talent at the same pace leaders are predicted to leave the organization.
- Increase the internal talent pool with young diverse, skilled professionals.

Career Path and Succession Planning Strategy

- Internal sponsorship and advocacy programs for People of Color and Women to equally advance within the workplace.
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Talent Management Strategy for Millennial High-Potential Performers

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- Offer work assignments that require problem solving and leverage multiple mediums of technology.

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- Established guidelines and practices that ensures women, and all underrepresented groups are safe and respected, as well as provide access and opportunity for them at all levels of the company.

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- Facilitate DEI awareness and skills training for all levels of employees to build trust, respect and collaboration.
- Implement Focus Groups and Listening Sessions
- A Culture Assessment and DEI Competency Assessment should be completed to provide data and facts to better understand the current workplace culture.

Develop External Partnerships

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- Implement programs that establish meaningful partnerships with various ethnic and diverse sectors of the communities and local businesses.
- Track and report the selection of suppliers from a diverse pool and small business owned by women and people of color.

Recommendations Summary

Strategic DE&I Goals and Objectives

- Establish a short-and long-term DEI strategy to increase racial and ethnic diversity, to embed equitable and inclusive policies, practices, and behaviors throughout the workplace.

Talent Management Strategy

- A proactive and strategic process should be put in place to attract, hire and develop diverse talent from Generation Z and Millennials cohort to fill the talent gap. The strategy should include career development and retention plans that appeals to the diverse needs of these generations.
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Next Steps

Commitment and Accountability



DATA ANALYSIS REPORT

November 2021

Valerie Wilson
Darlene King



PURPOSE

The data analysis process is an evaluation of the organization's diversity demographics and representation gaps for the most current three years.

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FARMINGTON HILLS DIVERSITY DATA OVERVIEW

| | | 2018-2020 Average Count | 2018-2020 Average Percent to Average Head Count |
|------------------|------------------------|----------------------------|---|
| Workforce | Total Head Count | 350 | |
| Position | Individual Contributor | 244 | 70% |
| | Leader | 106 | 30% |
| Gender | Male | 235 | 67% |
| | Female | 115 | 33% |
| Race | White | 311 | 89% |
| | People of Color | 39 | 11% |
| Age | 40 & Above | 216 | 62% |
| | 39 & Below | 134 | 38% |
| Tenure | 0-5 Years | 97 | 28% |
| | 6-14 Years | 102 | 29% |
| | 15+ Years | 151 | 43% |

From 2018-2020, there has been no shift in the demographic representation of the Farmington Hills leadership team. The three-year average shows, White leaders represented 90 percent, male leaders held 80 percent, and 83 percent of all leaders were 40 and older.

REPRESENTATION MATTERS

The Diversity, Equity, and Inclusion Journey begins with representation. Representation is what we can see and count. Tracking data helps to define the trends of the multiple diversity dimensions within the organization.

Using facts, data, and business requirements, organizations can gain insight into how to leverage the diverse talent at all levels of the organization.



This data analysis report identifies the current representation at Farmington Hills in four diversity dimensions, gender, race, age, and tenure.

Representation in these four diversity dimensions can be seen and counted. In addition, they have a predictable and measurable influence on the behaviors and experience of the workforce.

It is not only important to track the trends of diversity that are present in the workplace, it is also equally imperative that organizations understand how individuals, teams and minority groups experience the workplace.

Organizations should resist the temptation to make assumptions about the workplace experience and the impact the work environment has on their employee's ability to contribute to their full potential. The representation data identifies what diversity dimensions contribute to the workplace and highlights where there are gaps in opportunities, access, and the contributions of diverse skills, talent, and perspectives.

When companies have strong individuals, teams, and leaders with diverse backgrounds, it sends the message that success is not limited to one specific type of person.

Including the voice of every employee and ensuring equitable opportunity and access to every individual is only impactful if your organization appropriately represents your community, customer, and labor force.

Gender, race, age, and tenure are four diversity dimensions that overlap and connect every individual in the workplace. These diversity dimensions are fluid and overtime they can shift the workforce dynamics and directly influence the organizations overall effectiveness.

The data analysis reviews the organizations current workforce diversity trends and examines how they are predicted to shift and shape the workplace over the next decade.

The goal of the data analysis is to use facts and data to define what diversity factors can have the greatest influence and impact on the organization's performance, culture, and employee's workplace experience.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

LEADERSHIP DATA-OVERVIEW-THREE YEAR AVERAGE

| | | 2018-2020 Average Count | 2018-2020 Average Percent to Leadership Average Head Count |
|-----------------|--------------------|----------------------------|---|
| Leaders | Total Head Count | 106 | |
| Position | Executive | 10 | 9% |
| | Managers-Directors | 39 | 37% |
| | Supervisors | 57 | 54% |
| Gender | Male | 85 | 80% |
| | Female | 21 | 20% |
| Race | White | 95 | 90% |
| | People of Color | 11 | 10% |
| Age | 40 & Above | 88 | 83% |
| | 39 & Below | 18 | 17% |

As a trend, women and people of color are underrepresented in leadership positions at all levels of the organization, most notably at the supervisor and manager level.

With such a small population of female and minority leaders at the entry level, it will remain a challenge to reach gender and racial parity in the leadership ranks through common recruitment strategies.

These diversity dynamics coupled with the predicted leadership shortage in the United States, makes it very competitive to attract and hire racially diverse and gender diverse leadership talent.

An intentional and systematic approach to attracting, hiring, developing, and retaining racially diverse talent in all leadership positions is foundational to an inclusive workplace.

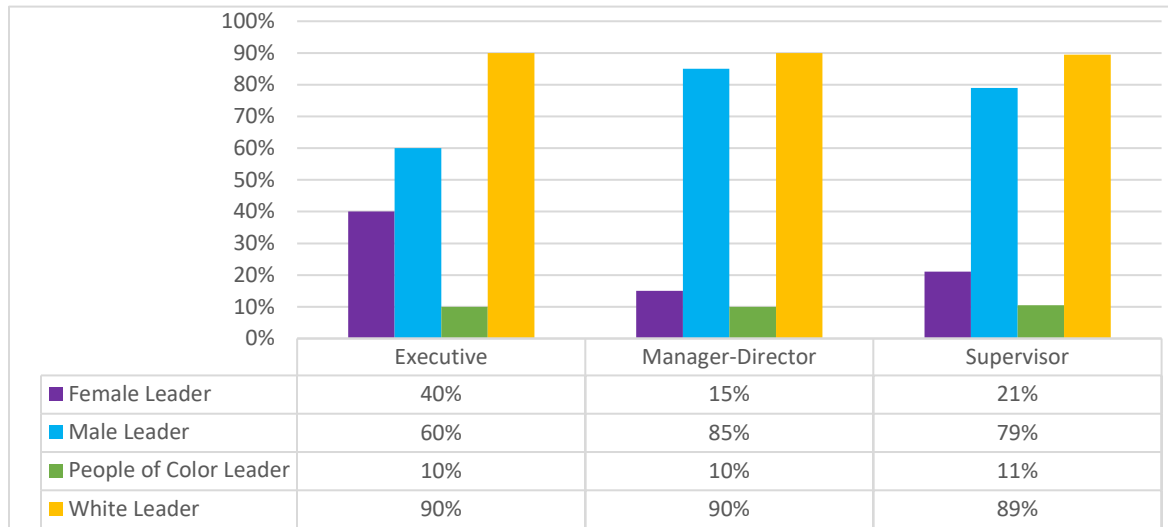
The disproportionate representation of leaders (white, male, over 40), significantly overshadows the contributions and influence of the minority, women, and young professionals. The imbalance in leadership representation lessens the effectiveness that diverse perspectives and workplace experiences can have on the company's decisions, practices, business results and overall culture.

DIVERSITY SHIFT

LEADERSHIP GENDER AND RACE

Research and studies of successful and unsuccessful leaders and organizations makes it clear that representation really matters. Dow Jones Study compared gender representation in successful companies and successful leaders and found that a higher percentage of women in senior executive roles were tied to greater financial success.

FARMINGTON HILLS GENDER AND RACE



McKinsey and Company reported in 2020 that companies with a racially diverse leadership team were 35 percent more likely to have financial returns above their industry median.

Studies further indicates that women remained significantly outnumbered in entry-level management at the beginning of 2020-they held just 38 percent of manager-level positions while men held 62 percent.” Women in the Workplace”-McKinsey

Farmington Hills leadership data indicates that for the past three years, (2018-2020), women have averaged 21 percent of supervisors position and 15 percent of mid-level positions.

In 2020, there was 11 minority leaders’ company-wide, two female minority leaders and one minority executive.

Every effective Diversity, Equity and Inclusion strategy includes a visible, diverse, and a committed leadership team, which is essential to gaining trust and credibility from employees, customers, and partners in the community.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

LEADERSHIP DATA-GENDER

| Gender | 2018 | 2019 | 2020 | 2018-2020 Average # |
|--------|------|------|------|------------------------|
| Male | 89 | 84 | 81 | 85 80% |
| Female | 22 | 22 | 20 | 21 20% |
| Total | 111 | 106 | 101 | 106 |

LEADERSHIP DATA-RACE

| Race | 2018 | 2019 | 2020 | 2018-2020 Average # |
|--------------|------|------|------|------------------------|
| Minority | 11 | 11 | 10 | 10 10% |
| Non-Minority | 100 | 95 | 91 | 95 90% |
| Total | 111 | 106 | 101 | 106 |

DIVERSITY SHIFT

LEADERSHIP AGE AND TENURE

The average United States employee is getting older, and the labor force will continue to age over the next decade. In the next 5-10 years, older members of Generation X, currently ages 40-55, will be in their early to mid-60's, while the Traditionalists and Baby Boomers will be beyond retirement age.

This shift in the labor force indicates that many organizations will lose a large segment of their workforce, during the next 5-10 years, especially those who are in the management and leadership positions. *Forbes*. Coaches Council 2019.

As these groups of leaders approach the age of retirement it is important to ensure the next generations are prepared to assume leadership roles throughout the organization.

According to the Bureau of Labor Statistics, Sept. 2020, the average number of years that wage and salary workers have worked for their current employers is 4.1 years.

Employees who work in an industry that is taxpayer funded, report a longer tenure median.



For the public-sector workers, they average 6.8 years of service.

Employees, ages 55-64 have an average tenure of 10 years, which is three times that of employee, ages 25-34 with 3-years of tenure.

The older population is expected to exit the workplace over the next 10, years, at an

expeditious rate.

This turnover, in conjunction with the average tenure rate, indicates organizations should implement a comprehensive workforce and retention strategy to prevent turnover of top talent.

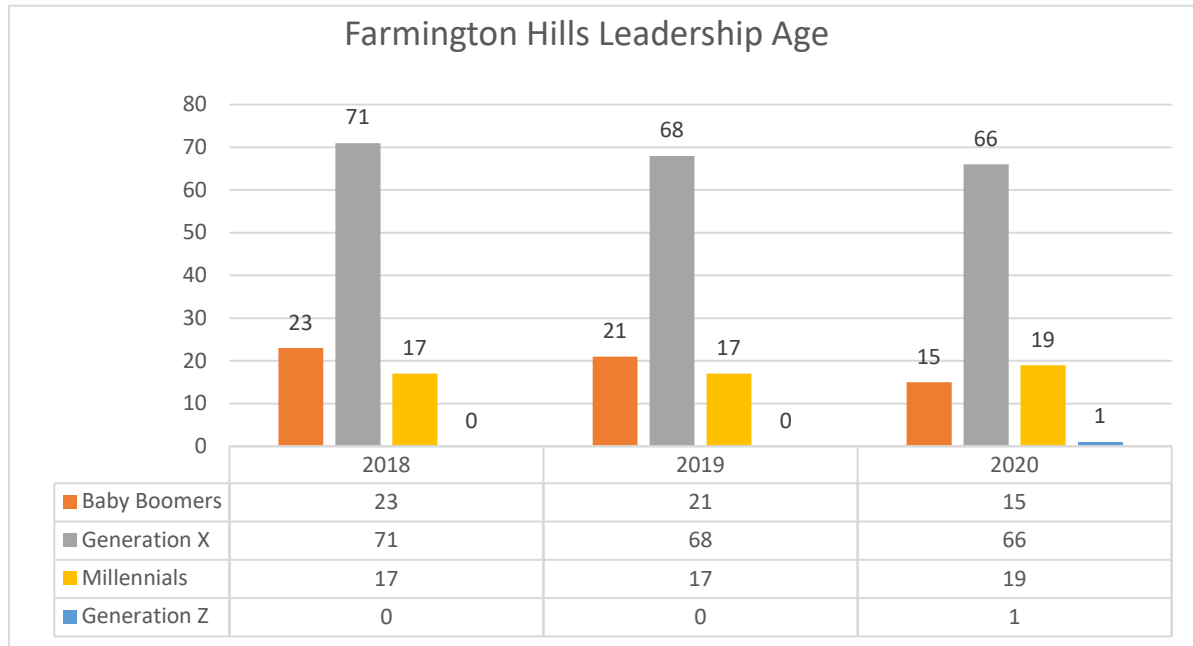
The war on talent will be incredibly competitive and costly, for organizations without a strategy to internally develop, promote and retain diverse talent at all levels of the organization.



FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

LEADERSHIP DATA-AGE

The Farmington Hills leadership team is aging. In 2020, Farmington Hills reported a total of 101 leaders, with 81 at the age of 40 or older. In 5-10 years, 15 of these leaders will be 65 years and older and 66 will be in their early to mid-60's.



Studies indicate that employees feel more comfortable or empowered to leave organizations in search of achieving higher levels of career success. More than six in 10 Millennials reported feeling their leadership skills were not being developed fully within their current positions, and they look to work where their employer has an invested interest in professional development. Deloitte, 2016. Deloitte Millennial Survey.

Talent development opportunities should focus on Millennial talent by implementing strategies for their advancement to senior leadership positions. For millennials specifically, the strategy should include but not limited to:

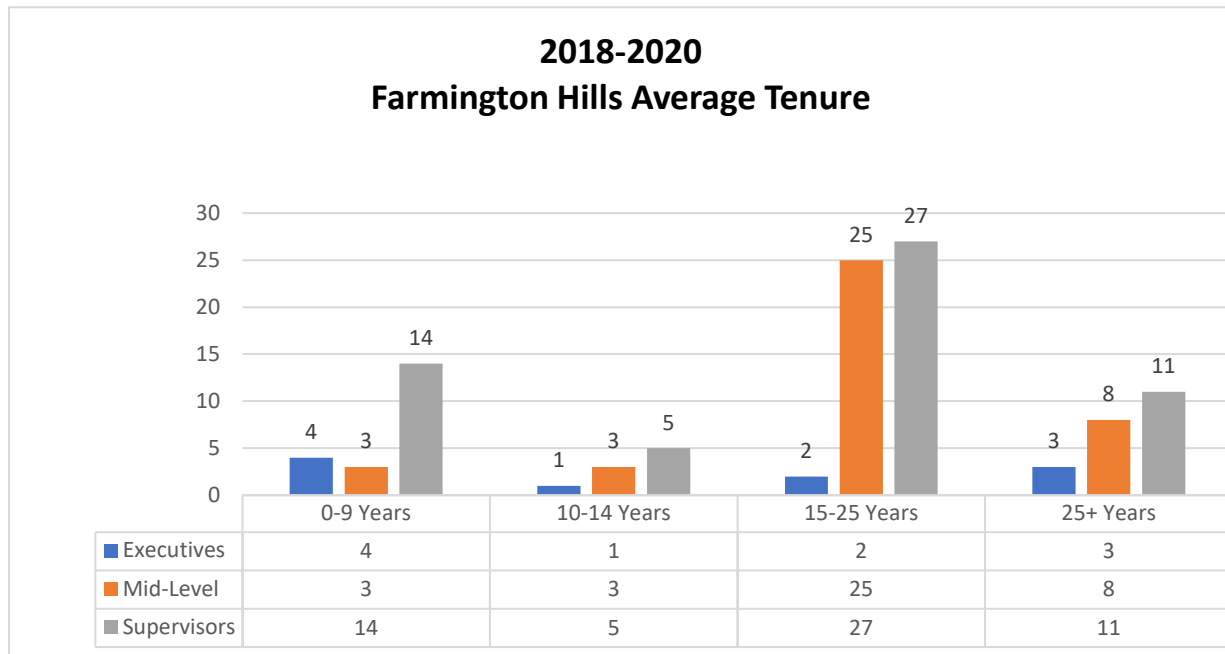
- Reworking training programs that are focused on the Millennial workplace experiences
- Capturing the voices of the millennial employees through focus groups or Employee Resource Groups
- Incorporating their experiences in internal corporate communications, organizing workplace events and activities to engage the generation
- Allowing work assignments that require problem solving and leveraging multiple mediums of technology. Efficient Strategies in Talent Management of Millennials, 2020

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

LEADERSHIP DATA-TENURE

A broader look at the 2020 data indicates 70 (69 percent) Farmington Hills leaders have over 15 years of service.

Predicting many of these leaders will retire within the next 5-10 years, it is important that Farmington Hills strategically hire and promote diverse leadership talent at the same pace leaders are predicted to leave the organization.



This shift in diversity dynamics presents the opportunity for Farmington Hills to intentionally increase their leadership talent pool with young, diverse, skilled professionals, that are prepared to fill these positions as they are vacated due to predicted turnover.

It is best practice to proactively implement a recruitment strategy, that includes policies and practices that will prepare the organization to build racial and gender parity at all levels of leadership.

Establishing a strong career and succession planning strategy that offers learning, mentoring and stretch assignments is a proactive approach to managing the predicted leadership gap. The Farmington Hills leadership team should take ownership as mentors, sponsors, and advocates to develop and retain diverse talent.

DIVERSITY SHIFT

WORKFORCE DATA-GENDER

A McKinsey Analysis, 2020, found that companies with greater gender diversity were 15 percent more likely to outperform more homogenous companies, and those with greater ethnic diversity were 35 percent more likely to outperform those companies without.



Women make up 50.8 percent of the United States population, and they account for 47 percent of the current United States labor force.

Gender demographic will continue to shift the decisions, practices, and policies in the workplace to be more focused on gender biases, equality, and fair treatment.

This shift in gender diversity prompts organizations to focus on the buying power of this large population of people. 83-85 percent of the consumer spending in the United States is done or influenced by women.

Women are holding organizations responsible for marketing directly to them and are speaking out against messages that they view as superficial, offensive or that feed into gender stereotypes and biases.



Organizations are leveraging women resource groups to help them understand how to better attract and retain women in the workplace and the marketplace.

Recognizing that gender diversity includes more than understanding the needs and expectations of male and females in the workplace, estimates have found that 5.1 percent of United States women identify as LGBTQ+ as do 3.9 percent of U.S. men. These groups often feel they are invisible in the workplace. This impacts employee satisfaction, productivity, and turnover.

Roughly 1.4 million adults in the United States are transgender and because of workplace experiences and barriers, trans people are expected to stay at their current company for less than a year. McKinsey and Company

It is reported that the LGBTQ+ Community has 3.7 trillion dollars in buying power and 78 percent of the members are inclined to support companies that market to and support LGBTQ+ people. Community Marketing & Insights.

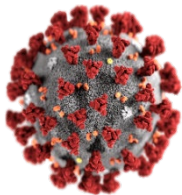
McKinsey & Company 2020 Women in the Workplace Report, states; “Compared with their colleagues of the other races and ethnicities, Black women have always had distinct, and by large worse experiences at work. They are promoted more slowly than other groups of employees and are significantly underrepresented in senior leadership.”

Organizations are recognizing these trends in their workplace and are taking critical action to better support the workplace experiences of Black women and other marginalized employees, by removing barriers and obstacles that are rooted in racism, sexism, and exclusion.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA-GENDER

| Count by Gender | 2018 | 2019 | 2020 | 2018-2020 Average # |
|-----------------|------------|------------|------------|---------------------|
| Male | 233 68% | 234 67% | 239 67% | 235 67% |
| Female | 112 32% | 115 33% | 117 33% | 115 33% |
| Total | 345 | 349 | 356 | 350 |



Events of 2020 have turned workplace experiences upside down. The pandemic has intensified challenges that women already faced. In addition to a full day of work, working mothers are caring for children and doing household labor. Now women are losing the support they once had with school and childcare responsibilities.

Over the past six months, women report, they are considering other options to managing all their responsibilities. More than one in four are contemplating downshifting their careers or leaving the workforce completely. In response, women are looking to organizations to build a more flexible and empathetic workplace to retain those employees affected by the Pandemic crisis. *Women in the Workplace*

Organizations are leveraging women resource groups to help them to implement more flexible and empathetic workplace practices and to understand how to better attract and retain female talent.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA-GENDER AND RACE

| Gender by Race | 2018-2020 Avg. # White | 2018-2019 Avg. # People of Color | 2018-2019 Avg. % White to Avg. Headcount | 2018-2019 Avg. % People of Color to Avg. Headcount |
|----------------|------------------------------|--|---|---|
| Male | 210 | 25 | 68% | 62% |
| Female | 100 | 15 | 32% | 38% |
| Total | 310 | 40 | 100% | 100% |

The female and minority representation gap at Farmington Hills has not changed over the past three years, (2018-2020). On average women and minorities have consistently been underrepresented throughout the organization.

Women represent 33 percent and female minorities represent 4 percent of the total Farmington Hills city employees. White males represent 60 percent of the workforce, and minority male representation is 7 percent.

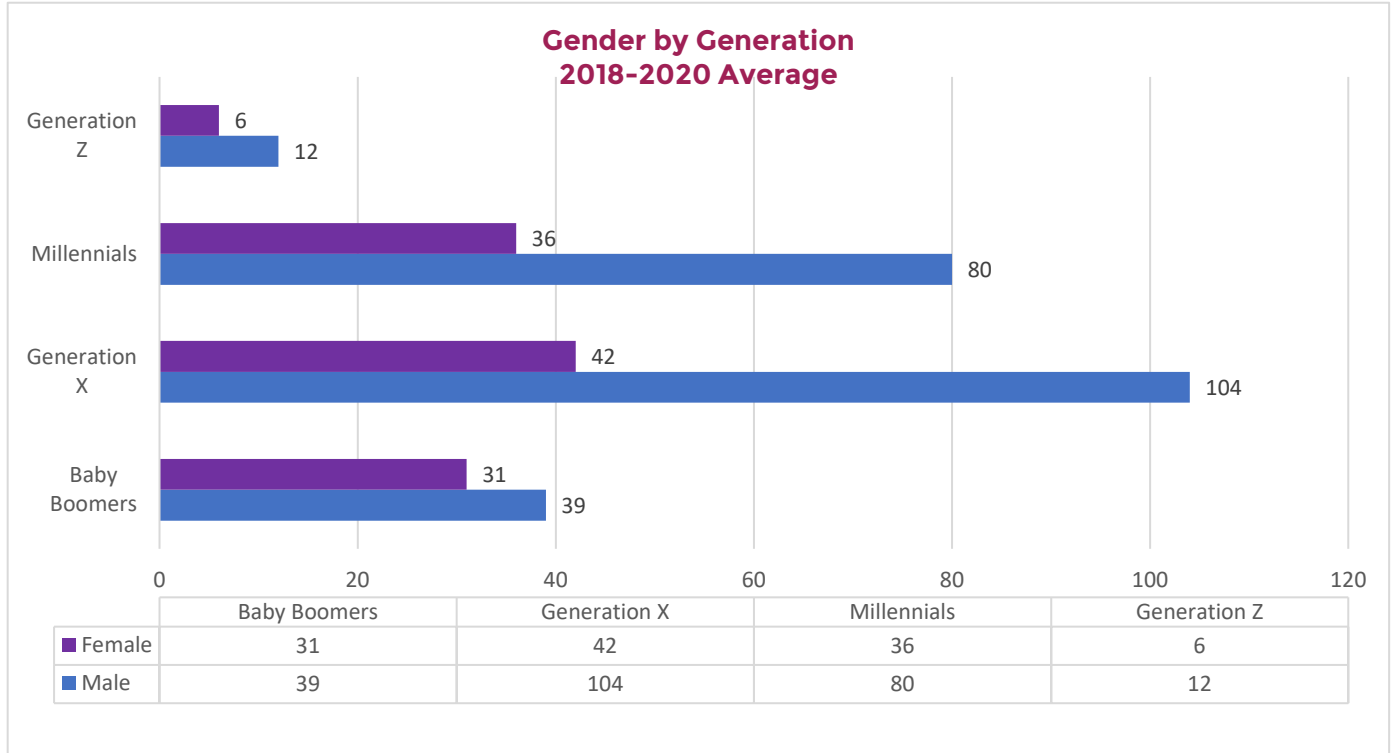
Understanding and addressing the challenges that women and minorities experience in a vastly dominate white male work environment, is critical to identifying what action is needed to create a diverse, equitable, and inclusive workplace.

The city of Farmington Hills should consider following the steps of many organizations, agencies and Cities with a successful Diversity, Equity, and Inclusion strategy, which is to make a clear and explicit commitment to advancing and supporting women and people of color. There should be established guidelines and practices that ensures women, and all underrepresented groups are safe and respected, as well as provide access and opportunity for them at all levels of the company.

Achieving gender and racial parity is a matter of fairness. When women and underrepresented groups are excluded, they are denied power to make decisions, they are denied status and privilege to lead, and denied the opportunity to earn wealth and achieve personal success.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA-GENDER AND AGE



In 2020, 68 women of the Farmington Hills employee population were 40 years and older. Over the next 5-10 years 24 percent of the Farmington Hills female population will be approaching retirement age.

In 2020, 49 women (42 percent) are between the ages of 24-39. This would be a great cohort of women to target in effort to understand their workplace experience, and to identify ways to attract, motivate, develop, and retain top talented women.

Research shows the generation of millennials in the U.S. labor force have and continue to grow with reports that every one-in-three worker is a Millennial, making the average age group of the workforce between 35-44 years of age. The U.S. Bureau of Labor Statistics (BLS) estimates this generation will increase to 4.5 million and by 2030, Millennials will make up 75 percent of the workforce. Pew Research, 2018 Projections from 2019-2029; U.S. Bureau of Labor Statistics, 2020; Burgess-Wilkerson et al., 2018; Fry, 2018

DIVERSITY SHIFT

WORKFORCE DATA-RACE

Today, the United States racial majority is White American. Due to the forecasted birth and death rates by race, it is predicted the United States will not have a single racial or ethnic majority by 2044.

For the next decade, by 2030, the racial demographics is expected to shift significantly. The White population will have dropped to 55.8 percent and Hispanics will have grown to 21.1 percent, followed closely by significant growth in Black and Asian populations.



Projections from the U.S. Census Bureau data indicates that Whites as a proportion of the population will get smaller and the minority race groups will continue to get larger. Today, Whites under the age of 18 are already the minority and for people 65 and older, whites remain the majority.

As the white population continues to age out of the workforce and the racial minority groups age into the workforce, organizations will continue to see racial proportions in the workforce shift significantly over the next 10 years and beyond.

This shift will change the lens in which decision, policies, and practices are viewed and implemented. Traditions, social behaviors, leadership, and the company culture will be influenced by the experiences of a diverse population.

The racial unrest in 2020 became a breaking point for Black Americans and a waking point for many White Americans. The racial divide in America, ignited conversations and demands to evaluate the experiences of Black Americans in our communities and workplace.

People of Color and under marginalized groups are demanding organizations to take visible and tangible steps to combat racism, discrimination, systemic and systematic inequity, and oppression for all people in the workplace. The racial and ethnic majority will require leaders and organizations to be responsible corporate citizens and to openly demonstrate their commitment to social justice.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA -RACE

| Actual Count | 2018 | 2019 | 2020 |
|---|------|------|------|
| American Indian/Alaskan Native | 2 | 2 | 3 |
| Asian | 6 | 6 | 5 |
| Black/African American | 18 | 20 | 21 |
| Hispanic Latino | 12 | 12 | 11 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 | 0 |
| Two or More Races | 0 | 0 | 0 |
| White | 307 | 309 | 316 |
| Not Disclosed | 0 | 0 | 1 |
| Total | 345 | 349 | 356 |

Although the Business Case and sense of urgency for racial and ethnic diversity can readily be identified, much more research and assessments are needed to determine the next steps, resources and timing needed to effectively customize a Business Case and Strategic Plan for Farmington Hills.

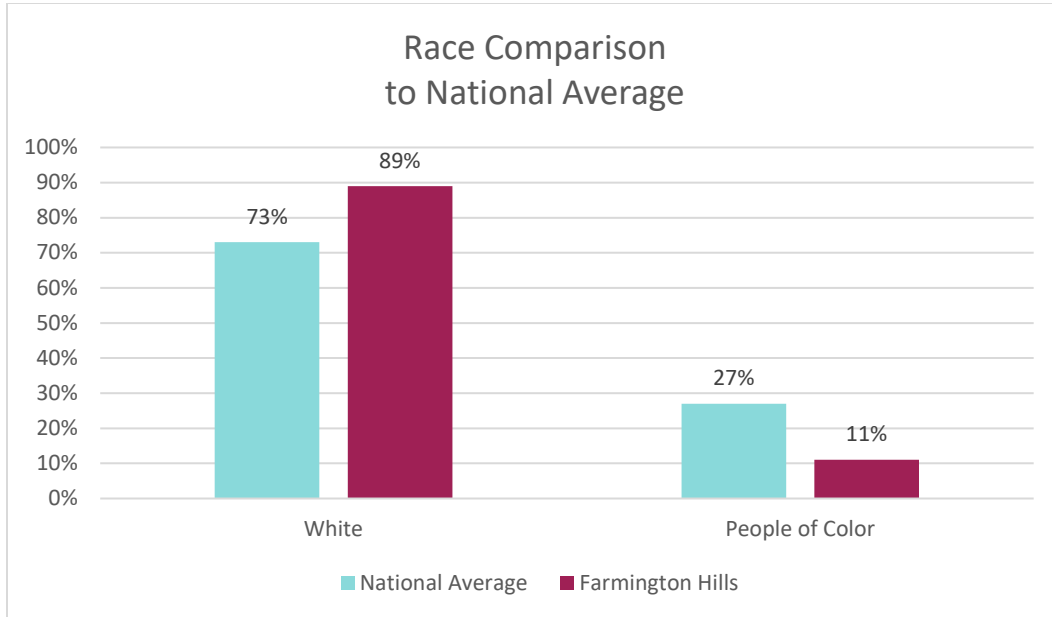
A Culture Assessment and DEI Competency Assessment should be completed to provide data and facts to better understand the current workplace culture and to establish a short- and long-term DEI strategy to increase racial and ethnic diversity, to embed equitable and inclusive policies, practices, and behaviors throughout the workplace.

Traditionally, a racially homogeneous culture has embedded systemic and systematic biases, assumptions and traditional thinking that presents challenges and barriers to transitioning to an equitable and inclusive workplace.

Understanding, embracing, and respecting racial and ethnic differences requires candid reflection of the current culture, the historical treatment and current workplace experiences of minority employees, residents, and business owners. The transition cannot happen in a vacuum and requires dedicated resources that are trained and skilled to manage diversity-related tensions, define processes to prepare for and effectively respond to trends and shifts in the diversity demographics.

FARMINGTON HILLS DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA -RACE



| Race | Farmington Hills | Michigan | National |
|-----------------|------------------|----------|----------|
| White | 65.77% | 78.89% | 73.35% |
| Black | 20.26% | 13.89% | 12.63% |
| Asian | 10.86% | 2.79% | 5.22% |
| American Indian | 0.19% | 0.53% | 0.82% |
| Native Hawaiian | 0.00% | 0.03% | 0.18% |
| Mixed race | 2.36% | 2.74% | 3.06% |
| Other race | 0.55% | 1.12% | 4.75% |

Best practice, toward DEI effectiveness is to begin with a workforce that reflects the diversity of the community. The Farmington Hills community represents 34 percent racial minority, the State of Michigan has 21 percent minority representation, and the National minority representation is 27 percent.

Increasing the racial minority representation from 11 percent to 34 percent will require years of commitment and accountability to the workforce and the community.

DIVERSITY SHIFT

WORKFORCE DATA-AGE

Organizations are seeing a significant increase in the percentage of people between the ages of 60-80 that continue to work, both in full-time and part-time positions, creating five generations in the workplace.

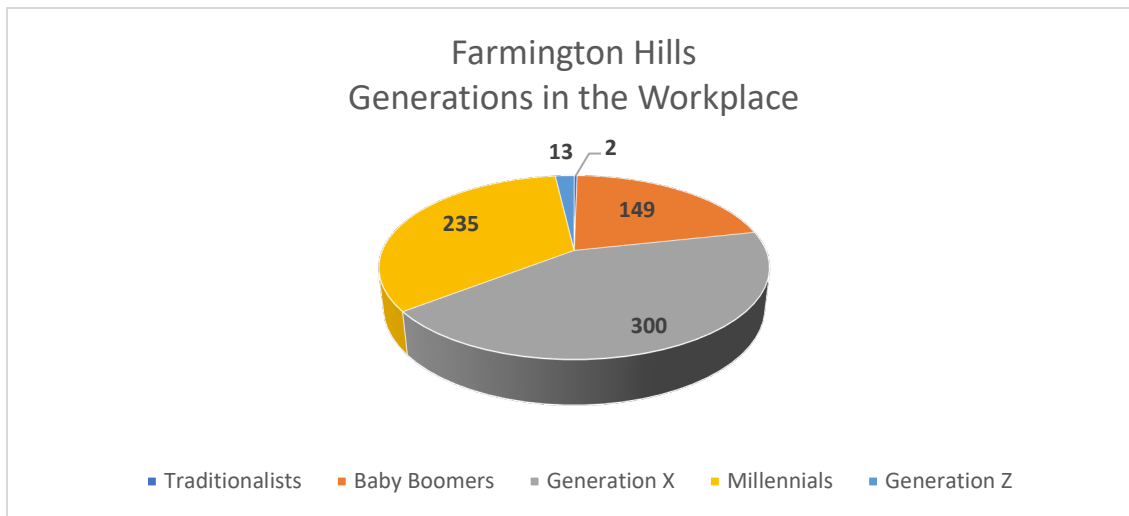


Five generations in the workplace presents a unique opportunity and challenge for organizations as they seek to manage the approaches, expectations and demands required to keep each generation motivated, engaged, and productive.

Millennials are the largest share of the United States workforce and are the most racially diverse generation to ever enter the labor force. The needs and expectations of this generation will result in a shift in businesses' priorities to diversity, equity, and

inclusion and other social and political related initiatives.

The most recent generation, Gen Z, are predicted to enter the labor force at a much lower rate than those leaving the workforce. This younger generation of eligible workers, ages 16-24, are choosing to complete their education before entering the workplace, creating a gap in available talent over the next 10 years.



Demographic shifts, slow population growth, low employment growth, and a decline in people entering the labor force, coupled with an aging population will create a quandary for those organizations that do not have a solid strategy and committed resources for attracting and recruiting diverse top talent.

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA-AGE

| Count by Generations | 2018 | 2019 | 2020 |
|----------------------|------|------|------|
| Traditionalists | 0 | 0 | 0 |
| Baby Boomers | 78 | 70 | 62 |
| Generation X | 150 | 149 | 139 |
| Millennials | 106 | 115 | 126 |
| Generation Z | 11 | 15 | 29 |
| Total | 345 | 349 | 356 |

| Generations by Race | 2018-2020 Average # | 2018-2020 Average # White | 2018-2020 Average # People of Color |
|---------------------|------------------------|---------------------------------|---|
| Traditionalists | 0 | 0 | 0 |
| Baby Boomers | 70 | 65 | 5 |
| Generation X | 146 | 129 | 17 |
| Millennials | 116 | 105 | 10 |
| Generation Z | 18 | 17 | 2 |
| Total | 350 | 316 | 34 |

| Generations by Tenure | 2018-2020 Average # 0-5 Years | 2018-2020 Average # 6-14 years | 2018-2020 Average # 15-25 Years | 2018-2020 Average # 25+ Years |
|--------------------------|-------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|
| Traditionalists | 0 | 0 | 0 | 0 |
| Baby Boomers | 10 | 19 | 29 | 12 |
| Generation X | 18 | 34 | 73 | 22 |
| Millennials | 51 | 49 | 15 | 0 |
| Generation Z | 18 | 0 | 0 | 0 |
| Total | 97 | 102 | 117 | 34 |

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA-AGE

| | 2018-2020 Average # | 2018-2020 Average % of Average Headcount | 2018-2020 Average # Minority | 2018-2020 Average % of the Generation |
|-----------------|------------------------|---|------------------------------------|---|
| Traditionalists | 0 | .0% | 0 | 0% |
| Baby Boomers | 70 | 20% | 5 | 15% |
| Generation X | 146 | 42% | 17 | 50% |
| Millennials | 116 | 33% | 10 | 29% |
| Generation Z | 18 | 5% | 2 | 6% |
| Total | 350 | 100% | 34 | 100% |

Farmington Hills 2020 data indicates there are 62 employees (17 percent) that may be eligible for retirement during the next 5-10 years and 135 employees (38 percent) with 15-25 years of service.

This combination of tenure and age can create a talent gap, which can leave the organization void of critical knowledge, skills, and expertise.

Focusing on an internal strategy that will develop diverse talent from the Generation X and Millennials cohorts as the first step to fill the talent gap. The strategy should include a career, development and retention plans that appeals to the diverse needs of these generations.

A positive trend is the number of Generation Z employees has more than doubled from 2018-2020. It is important to create a workplace that appeals to this racial and gender diverse generation of talent.

DIVERSITY SHIFT

WORKFORCE DATA-TENURE

According to the Bureau of Labor Statistics, Sept. 2020, the average number of years that wage and salary workers have worked for their current employers is 4.1 years.



Average employment tenure for men in the United States is 4.3 years, just slightly higher than the 3.9 years of average employment tenure for women.

Average employee tenure was overall higher among older workers than younger workers. Employees, ages 55-64 have an average tenure of 10 years, which is three times that of employee, ages 25-34 with 3-years of tenure.

The older population is expected to exit the workplace over the next 10 years, at an expeditious rate.

This turnover, in conjunction with the average tenure rate, indicates organizations should implement a comprehensive workforce and retention strategy to prevent turnover and to retain diverse top talent.

The war on talent will be incredibly competitive and costly, for organizations without a strategy to internally develop, promote and retain diverse talent at all levels of the organization.

This diversity shift will challenge organizations to better understand the employee experiences and to proactively create an environment where they can contribute, develop, and feel valued.



FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

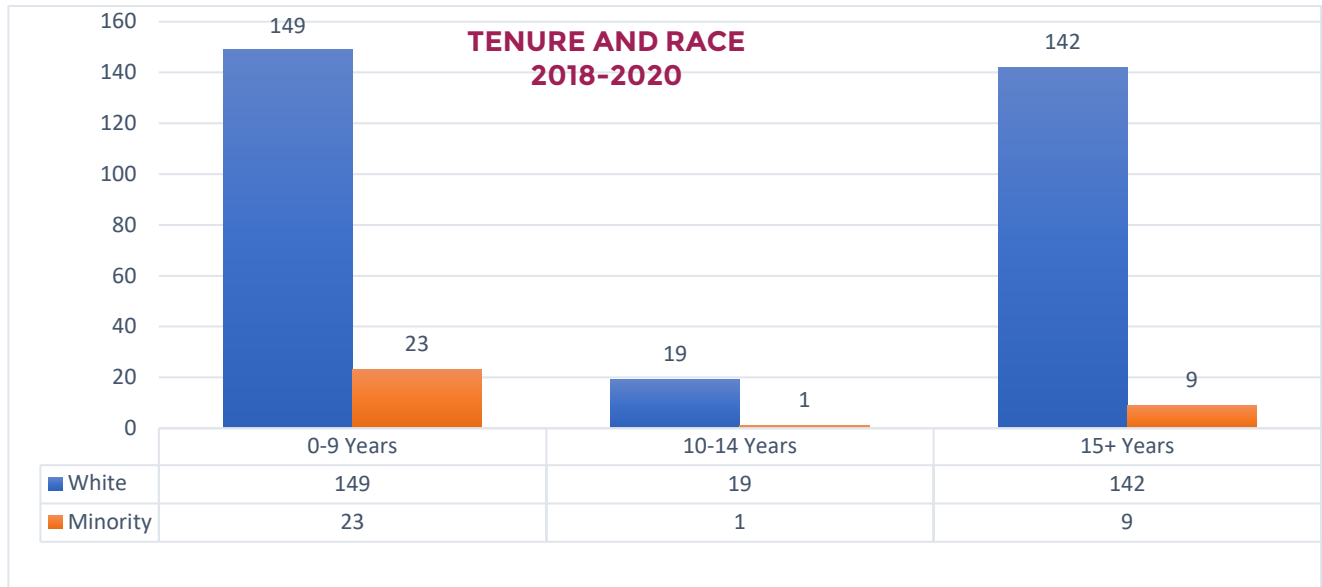
WORKFORCE DATA-TENURE

| | 2018 | 2019 | 2020 |
|-------------|------|------|------|
| 0-9 Years | 159 | 177 | 201 |
| 10-14 Years | 20 | 20 | 20 |
| 15+ Years | 166 | 152 | 135 |
| Total | 345 | 349 | 356 |

| | | 2018-2020 Average # | 2018-2020 Average % to Average Head Count |
|----------------------------|-------------|------------------------|---|
| Tenure | 0-9 Years | 179 | 51% |
| | 10-14 Years | 20 | 6% |
| | 15+ Years | 151 | 43% |
| Tenure Minority | 0-9 Years | 29 | 74% |
| | 10-14 Years | 1 | 3% |
| | 15+ Years | 9 | 23% |

FARMINGTON HILLS ACTUAL DATA & ORGANIZATIONAL TRENDS

WORKFORCE DATA-TENURE AND RACE



Farmington Hills is challenged with identifying, attracting, and recruiting young professionals, minorities, and women to fill the positions for the leaders and professionals that are predicted to exit the company during the next 5-10 years.

It is an extremely competitive market, and young professionals, minorities and women are demanding organizations to have an internal infrastructure that is free from systemic bias and barriers and there is equitable access and opportunities for every employee.

In addition, a talent retention strategy should include listening to understand and enhancing the workplace experiences for young professionals, minorities, and women.

A heightened focus on internal practices and policies that support their development, engagement, and satisfaction is needed to retain and grow the skills and human resources the organization already has in the talent pool.

According to United States Census Bureau, The Farmington Hills population is 52 percent female, and last reported 12 percent of the City’s businesses were owned by women and 8 percent were minority owned.

This three-year trend indicates that the racial perspective and workplace experiences that contributes to the City’s decisions, practices, policies, and overall culture are very disproportionate. There is an underrepresentation of the voices, experiences and perspectives of people of color and the women that live, work, and play in the community of Farmington Hills.

FARMINGTON HILLS GAPS AND TRENDS

DIVERSE LEADERSHIP

- From 2018-2020, there has been no shift in the demographic representation of the Farmington Hills leadership team. The three-year average shows, White leaders represented 90 percent, male leaders held 80 percent, and 83 percent of all leaders were 40 and older.
- Farmington Hills leadership data indicates that for the past three years, (2018-2020), women have averaged 21 percent of supervisors position and 15 percent of mid-level positions.
- In 2020, there was 11 minority leaders' company-wide, two female minority leaders and one minority executive.
- With such a small population of female and minority leaders at the entry level, it will remain a challenge to reach gender and racial parity in the leadership ranks through common recruitment strategies.
- In 2020, Farmington Hills reported a total of 101 leaders, with 81 at the age of 40 or older. In 5-10 years, 15 of these leaders will be 65 years and older and 66 will be in their early to mid-60's.
- The disproportionate representation of leaders (white, male, over 40), significantly overshadows the contributions and influence of the minority, women, and young professionals. The imbalance in leadership representation lessens the effectiveness that diverse perspectives and workplace experiences can have on the company's decisions, practices, business results and overall culture.
- A broader look at the data indicates that 25 percent of the leaders are the age of 55. Predicting many of these leaders will retire within the next ten years, it is important that the rate in which Farmington Hills hires and promotes leadership talent exceeds the rate in which leaders leave organization.

WORKFORCE DIVERSITY-GENDER

- Women represent 33 percent and female minorities represent 7 percent of the total Farmington Hills population. Understanding and addressing the challenges that women and minorities experience in a vastly dominate white male work environment, is critical to identifying what action is needed to create a diverse, equitable, and inclusive workplace.
- In 2020, 68 women of the Farmington Hill population were 40 years and older. Over the next 5-10 years 24 percent of the Farmington Hills female population will be approaching retirement age.
- No tracking/reporting of LGBTQ+ employees.

FARMINGTON HILLS GAPS AND TRENDS

RACIAL AND ETHNIC DIVERSITY

- Over the past three years, the employee head count averaged 350 people and each year the diversity demographics has averaged 38-40 People of Color, representing 11 percent of the total workforce.
- It is an extremely competitive market, and young professionals, minorities and women are demanding organizations to have an internal infrastructure that is free from systemic bias and barriers and there is equitable access and opportunities for every employee.
- Women represent 33 percent and female minorities represent 4 percent of the total Farmington Hills city employees. White males represent 60 percent of the workforce, and minority male representation is 7 percent.
- In addition, a talent retention strategy should include listening to understand and enhancing the workplace experiences for young professionals, minorities, and women. A heightened focus on internal practices and policies that support their development, engagement, and satisfaction is needed to retain and grow the skills and human resources the organization already has in the leadership pipeline

AGE AND TENURE DIVERSITY

- Farmington Hills 2020 data indicates there are 62 employees (17 percent) that may be eligible for retirement during the next 5-10 years and 135 employees (38 percent) with 15-25 years of service.
- A positive trend is the number of Generation Z employees has more than doubled from 2018-2020. It is important to create a workplace that appeals to this racial and gender diverse generation of talent.
- The combination of tenure and age can create a talent gap, which can leave the organization void of critical knowledge, skills, and expertise. Focusing on an internal strategy that will develop diverse talent from the Generation X and Millennials cohorts as the first step to fill the talent gap.

FARMINGTON HILLS BEST PRACTICES

BEST PRACTICES

LEADERSHIP

Every effective Diversity, Equity and Inclusion strategy includes a visible, diverse, and committed leadership team, which is essential to gaining trust and credibility from employees, customers, and partners in the community.

- Require leaders and organizations to be responsible corporate citizens and to openly demonstrate their commitment to social justice.
- Visible and tangible steps to combat racism, discrimination, systemic and systematic inequity, and oppression for people of color and marginalized groups.
- Engage the voice, experiences, and contributions of the company's diverse population at all levels of the leadership ranks.
- Mentor and Sponsorship program for mid-level and supervisor leadership roles.
- Communicate Diversity Representation goals.
- Diversity Management Business Case, Goals and Expectations.

GENDER

Many organizations with a successful Diversity, Equity, and Inclusion strategy, has a clear and explicit commitment to advancing and supporting women. There are established guidelines, practices, and expectations that are reinforced to ensure women are safe and respected, as well as provides access and opportunity for them at all levels of the company.

- Clear and explicit commitment to advancing and supporting women.
- Guidelines and practices that are reinforced to ensure women are safe and respected.
- Review equity practices to ensure fair and equitable access and opportunity for women to develop, contribute, and excel at all levels of the company.
- Track and report gender diversity to include LGBTQ+ at all levels of the organization.
- Increase awareness of and response to workplace experiences for women in the workplace.

RACE

The racial diversity shift will change the lens in which decision, policies, and practices are viewed and implemented. Traditions, social behaviors, leadership, and the company culture will be influenced by the experiences of a diverse population.

- Increase awareness of and response to workplace experiences for People of Color in the workplace.
- Actionable Learning and Development plan for emerging leaders and diverse talent.
- Engage Internal Focus Groups and Resource Groups to represent the voice of underrepresented employee groups.

FARMINGTON HILLS BEST PRACTICES

BEST PRACTICES

AGE AND TENURE

Demographic shifts, slow population growth, low employment growth, and a decline in people entering the labor force, coupled with an aging population will create a quandary for those organizations that do not have a solid strategy and committed resources for attracting and recruiting diverse top talent.

- Talent Management Strategy to combat predicted talent gaps due to projected retirement and lack of workforce entering the industry.
- Comprehensive and proactive Workforce and Retention Strategy-predicts shifts in workforce for key positions throughout the organization.
- Talent Acquisition Strategy-an intentional and systematic approach to attract and hire diverse and skilled talent throughout the organization.
- Performance Management Strategy to coach, educate and promote top talent throughout the organization.
- Current, enforceable career and succession planning strategy.



Inter-Office Correspondence

DATE: January 6, 2022

TO: Gary Mekjian, City Manager

FROM: Edward Gardiner, Director, Planning and
Community Development Department

SUBJECT: January 10, 2022 City Council Study Session (Definition of Family)

The City Attorney has advised staff that recent changes to the Fair Housing Act together with recent court decisions has necessitated reviewing for possible amendment the definition of "Family" within the Zoning Ordinance.

The Planning Commission reviewed the proposed amendment at their October 21, 2021 meeting (Minutes) and recommended obtaining Council input prior to their public hearing and recommendation to Council.

Planning staff together with the City Attorney will be present at the study session to address this issue.

Attachments:

[Zoning Text Amendment 2, 2021](#)
[October 21, 2021 Planning Commission Minutes](#)

Existing Definitions

Family means:

1. An individual or group of two (2) or more persons related by blood, marriage or adoption, together with foster children or servants of the principal occupants, with not more than one additional unrelated person, who are domiciled together as a single, domestic, housekeeping unit in a dwelling unit; or
2. A collective number of individuals domiciled together in one (1) dwelling unit whose relationship is of a continuing nontransient domestic character and who are cooking and living as a single nonprofit housekeeping unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization or group of students or other individuals whose domestic relationship is of a transitory or seasonal nature or for an anticipated limited duration of a school term or terms or other similar determinable period.

Approach to Update Ordinance

- 1) Add definitions for Reasonable Accommodation, Update Family Definition and add Special Accommodation Residence.
- 2) Add use standards for Special Accommodation Residence. A Special Accommodation Residence is a living arrangement that is entitled to a reasonable accommodation by the Fair Housing Act, ADA or Rehabilitation Act. This can be a transitional or permanent housing arrangement. Approval requires a sketch plan and is granted by the City Manager or his / her designee in order to provide a faster response.

New Definitions

Family (updated)

1. An individual or group of two (2) or more persons related by consanguinity, marriage or adoption, together with foster children or servants of the principal occupants, with not more than one additional unrelated person, who are domiciled together as a single, domestic, housekeeping unit in a dwelling unit; or
2. A collective number of individuals domiciled together, up to six persons, in one (1) dwelling unit whose relationship is of a continuing non-transient domestic character and who are cooking and living as a single nonprofit housekeeping unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization or group of students or other individuals whose domestic relationship is of a transitory or seasonal nature or for an anticipated limited duration of a school term or terms or other similar determinable period. This definition also does not include halfway houses for prisoner re-entry and similar facilities. It also does not include medication-assisted treatment for substance abuse patients, substance abuse disorder treatment facilities and similar facilities for those not recovered from substance abuse treatment.

Reasonable Accommodation – A change, modification, exception or adjustment to the ordinance that is needed for a person with a disability to use and enjoy a dwelling. A Reasonable Accommodation does not include an accommodation which would (1) impose an undue financial or administrative burden on the City; or (2) require a fundamental alteration to the nature of the City’s land use and zoning ordinance or policies.

Special Accommodation Residence – A use that provides equal housing opportunities particularly suited to the needs of persons entitled to a reasonable accommodation under state or federal law, such as but not limited to, the Federal Fair Housing Act, as amended, 42 USC § 3604(f)(1) et seq, the Americans with Disabilities Act, as amended, 42 USC §12131 et seq, and the Rehabilitation Act, as amended, 29 USC §794(a). The definition of Special Accommodation Residence shall be applicable to various types of transitional and permanent homes or living arrangements that occupy dwellings or other structures and may include, but not be limited to, adult foster care large group homes and sober living homes.

New Regulations for Special Accommodation Residence

Section 4.60 Special Accommodation Residence is hereby added:

A. Intent. This section is intended to authorize the grant of relief from the strict terms of this Ordinance in order to provide equal housing opportunities particularly suited to the needs of persons entitled to reasonable accommodation under state or federal law, such as but not limited to, the Federal Fair Housing Act, as amended, 42 USC § 3604(f)(1) et seq, the Americans with Disabilities Act, as amended, 42 USC §12131 et seq, and the Rehabilitation Act, as amended, 29 USC §794(a). This Section of the Ordinance responds to the prohibition of housing discrimination based on a disability which is defined as:

- (1) A physical or mental impairment which substantially limits one or more of such person’s major life activities;
- (2) A record of having such an impairment; or
- (3) Being regarded as having such a physical or mental impairment that limits one or more of such person’s major life activities.

This section is further intended to advance a legitimate governmental interest by regulating Special Accommodation Residences in a manner that ensures that the use of land is situated in appropriate locations and with proper relationships particularly to the surrounding land uses, limits inappropriate overcrowding of land or particular uses and/or congestion of population, and it ensures that public streets and facilities are not overburdened.

B. Applicability. The provisions of this section shall be applicable to various types and capacities of transitional and permanent homes and structures which occupy dwellings and may include, but not be limited to, adult foster care large and small group homes, other

congregate living facilities, and sober living facilities. The City Manager or his/her designee may approve a Special Accommodation Residence, subject to and in accordance with this section.

C. Conditions of Approval. As a condition to approval of a Special Accommodation Residence, the applicant must comply with all the terms of this section, and must demonstrate all of the following:

- (1) The ultimate residential user or users of the property shall be persons for whom state or federal law mandates the City to make reasonable accommodations in connection with proposed uses of land under the existing circumstances;
- (2) Taking into consideration the needs, facts, and circumstances which exist throughout the City and the population to be served by the use, the proposed reasonable accommodation shall be necessary to afford such person equal opportunity to the proposed use and enjoyment within the City;
- (3) Approval of the proposed housing shall not require or will not likely result in a fundamental alteration in the nature of the Zoning District and neighborhood in which the property is situated, or result in an excess concentration of such proposed housing in a particular area, considering cumulative impact of one (1) or more other uses and activities in, or likely to be in, the area, and shall not impose undue financial and administrative burden. The interests of the City shall be balanced against the need for accommodation on a case-by-case basis; and

D. Application Provisions. The application for a Special Accommodation Residence within an existing or proposed structure shall include the following, in addition to all other applicable permits required by the City:

- (1) A sketch plan, drawn to scale, showing the proposed use and development. At a minimum, the sketch submittal shall include the following information:
 - a) Evidence of ownership; location and description of site; dimensions and areas;
 - b) Scale, north arrow, date of plan;
 - c) A recent aerial photograph from an available resource (City GIS portal at fhgov.com), Google Earth, or similar platform showing site and area within at least 100 feet of property boundaries;
 - d) Location, type and land area of each proposed land use and number of dwelling units in structure or structures to be occupied.
 - e) Sketch of floor plan showing layout and number of persons to occupy each bedroom or similar sleeping area.
 - f) General description of proposed water, sanitary and storm drainage systems;

- g) General location of proposed parking and number of spaces required and provided.

(2) A separate document that provides the following:

- a) A summary of the basis on which the applicant asserts entitlement to approval of a Special Accommodation Residence, covering each of the requirements of this ordinance.
- b) The number of residents served, resident services provided and the anticipated length of stay, and staffing and duties performed.

E. Standards and Regulations. In order to determine whether a Special Accommodation Residence should be granted, the need to provide a reasonable accommodation under state or federal law shall be considered and weighed by the City Manager in relationship to the following:

- (1) If the proposed housing does not constitute a permitted use in the zoning district in which the property is situated, the intensity of the use (e.g., number of residents in the residential facility) shall be the minimum required in order to achieve feasibility of the use; and
- (2) The use, and all improvements on the property shall be designed and constructed to meet the following standards and conditions:
 - a) Taking into consideration the size, location and character of the proposed use, the proposed use shall be established in such a manner to be compatible and harmonious, as determined by the application of generally accepted planning standards and/or principles, with:
 - i. The surrounding uses; and/or
 - ii. The orderly development of the surrounding neighborhood and/or vicinity.
 - b) The proposed use shall be designed to ensure that vehicular and pedestrian traffic shall be no more hazardous than is normal for the district involved, taking into consideration traffic volume, proximity and relationship to intersections, adequacy of sight distances, on-site parking, pedestrian traffic safety, and location and access of off-street parking;
 - c) The proposed use shall be such that the location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development or use of adjacent land and buildings and will not have a detrimental effect upon their value;
 - d) The proposed use shall be designed, located, planned and operated in such a manner that the public health, safety and welfare will be protected; and

- e) The proposed use shall be designed and operated so as not to cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

F. Conditions. In connection with the approval of a Special Accommodation Residence, the City Manager may impose such conditions as are authorized by law. If a standard in this ordinance is reduced or modified to be less stringent, any condition imposed shall be proportional to mitigate the impact of the reduction or modification granted and shall be in keeping with protecting the health, safety and general welfare of the City.

G. Timeframe for Application Review. The City Manager or his/her designee will review the request for a special accommodation and approve or deny the application within fifteen (15) business days of submittal of a complete application.

H. Effect of Approval.

(1) Approval of a Special Accommodation Residence shall be solely for the benefit of the particular class of users who were the basis of requiring the City to make a reasonable accommodation under applicable state and/or federal law, and not for the benefit of any other persons. Accordingly, the effect of an approval under this section shall be for the exclusive benefit and occupancy of such class of persons. If a change in such use occurs such that it is occupied by others, the regulations applicable within the district in which the property is situated shall thereupon immediately and fully apply, unless application is made and approved for another Special Accommodation Residence based on the change.

(2) An approval under this section shall be effective for a period of one (1) year and shall thereafter be void unless there is an occurrence of actual occupancy by persons for whom the special accommodation has been made in granting approval.

NOTE: This use is proposed to be added as a principal permitted use in the following districts: RA-1A, RA-1B, RA-2B, RA-1, RA-2, RA-3, RA-4, RP-1, and RP-2.

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION PUBLIC HEARING/REGULAR MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
OCTOBER 21, 2021, 7:30 P.M.**

CALL MEETING TO ORDER

The Planning Commission Regular Meeting was called to order by Chair Stimson at 7:30 p.m.

ROLL CALL

Commissioners Present: Brickner, Countegan, Mantey, Orr, Schwartz, Stimson, Trafelet, Varga, Turner

Commissioners Absent: None

Others Present: City Planner Stec, City Attorney Joppich, Planning Consultant Arroyo,

APPROVAL OF AGENDA

MOTION by Orr, support by Countegan, to amend and approve the agenda as follows:

- Add: *F. Green Site Ordinance*

MOTION carried unanimously by voice vote.

REGULAR MEETING

A. LANDSCAPE PLAN 63-9-2021

| | |
|-------------------|--|
| LOCATION: | 30955 Northwestern Hwy |
| PARCEL I.D.: | 23-12-126-037 |
| PROPOSAL: | Revised landscape plan for an existing building in an RA-1A One-Family Residential District permitted to be used for OS-1 Office Service District by consent judgement |
| ACTION REQUESTED: | Planning Commission approval |
| APPLICANT: | Sapphire Landscaping |
| OWNER: | Blackstone 13, LLC |

City Planner Stec explained that this parcel was under a consent judgement permitting it to be utilized for office purposes. The consent judgment required several items for the west side of the lot facing residential zoning:

- 40-foot setbacks and 10-foot parking setbacks
- A 5-foot berm within the setback, with a minimum width of 10 feet, to be planted and maintained as a permanent greenbelt in accordance with Section 1910 of the zoning ordinance, which was in force at the time.
- Driveway access from Davis Lane had to occur within 125 feet of 13 Mile Road.

A new owner who had purchased this property and was in the process of getting it ready for a potential sale had removed the existing landscaping, and a revised landscape plan had been submitted. The original landscape plan had also been provided. The Planning Commission should determine if the site could be treated as a clean site under today's ordinance requirements, or whether the original plan, developed under old ordinance requirements, should apply.

Referencing his October 13, 2021 memorandum, Planning Consultant Arroyo gave the background and review for this request for landscape plan approval:

- Generally the plantings along the west of the property were in conformance with the consent judgement. The greenbelt on the west side of the property was required to comply with the provisions of the old ordinance's Section 1900. The width of the existing greenbelt was maintained on the plan, though it was not labeled.
- There was a requirement for the plantings to be 4' from the property line. Distances were not dimensioned, but it appeared that the trees on the southern side of the property were on the property line; there was no room to place them 4 feet off the line. The Commission should determine what was appropriate and reasonable in this case.
- Height needs to be provided for large shrubs and hedge shrubs.
- 15 trees were listed as being provided to meet the parking lot tree requirement. The trees were located throughout the site, but none were internal to the parking lot; the parking lot was not being modified at this time. The Commission must determine if the intent of the ordinance was met by this arrangement.
- It appeared that most of the site's existing trees would be removed, but no tree inventory was provided, nor was a plan provided showing the existing trees in place on the site. Based on a site visit, the originally approved landscape plan for the site does not match what is present. However, there were very few locations where trees could be added because the site was so tight.

In response to a question from Commissioner Orr, Planning Consultant Arroyo said existing trees were along the property line.

Commissioner Schwartz pointed out that the existing berm on the west side was only 1'-2' tall, and did not serve a screening function. Per the consent judgment, there should be a berm there, and Commissioner Schwartz wasn't sure the Commission could change that requirement.

Planning Consultant Arroyo said that there should never have been a requirement for a 5' berm at this narrow location. A 5' berm would require steep slopes, which would not meet current ordinance requirements, and which would encourage berm erosion.

Chair Stimson invited the applicant to make her presentation.

Amy Ackerman, Sapphire Landscaping, 210 S. Woodward, Birmingham, was present on behalf of this application for landscape plan approval. Ms. Ackerman said the old ordinance referenced a berm "or a wall." She agreed it was impossible to place a 5-foot berm in the narrow space available – for safety as well as other reasons. The intent of the requirement was to screen headlights from the neighbors and that was being taken care of.

Commissioner Orr said the original 1987 plan did not show any development along 13 Mile Road where there was now a brick wall. It was likely the consent judgement was not considered when that wall was constructed.

Commissioner Brickner wondered whether a 40-year-old consent judgement would actually still govern the property.

City Attorney Joppich said he could not answer the question definitively, but amending the consent judgement was a fairly simple process, although it would require action from City Council.

After brief discussion regarding consent judgement process and how that might impact tonight's action, the following motion was offered:

MOTION by Brickner, support by Trafelet, that revised Landscape Plan 63-9-2021 for 30955 Northwestern Hwy., dated September 20, 2021, submitted by Sapphire Landscaping, be approved because it appears to meet all applicable requirements of the Zoning Chapter, subject to the following condition:

- Revised plan addressing the items identified in the 10-13-2021 Giffels Webster review report be submitted for administrative review.

And with the following recommendation:

- If it is determined that the consent judgment needs to be amended to allow for this landscape plan approval, the amendment to the consent judgment should reflect the final revised plans approved at this meeting, and which are in conformance with the current ordinance.

Motion carried unanimously by voice vote.

B. ZONING TEXT AMENDMENT 2, 2021

| | |
|---------------------|---|
| CHAPTER OF CODE: | 34, Zoning Ordinance |
| PROPOSED AMENDMENT: | Amend the definition of "Family" and various sections of Chapter 34, Zoning to provide equal housing opportunities particularly suited to the needs of persons entitled to reasonable accommodation under state or federal law within One Family and Planned Residential zoning districts |
| ACTION REQUESTED: | Set for public hearing |
| SECTIONS: | 34-2.2, 34-3.1.1 through 34-3.1.9, add new Section 34-4.60 |

City Attorney Joppich gave the background for this request to set Zoning Text Amendment 2, 2021 for public hearing:

- Changes had occurred regarding the interpretation of the Fair Housing Act during the period the City has used its current definition of family, which had been in place for some time.
- There had been litigation regarding the Fair Housing Act, specifically as the Act applied to group homes.
- For many years the State Zoning Enabling Act had required that any house that was occupied by a group home licensed by the state with 6 or fewer residents must be treated as a single family home, regardless of the definition of family in a local ordinance.
- If a group home had more than 6 residents, the City had interpreted the use not to be single family.
- Court cases had been decided that in certain circumstances, based on the character of the neighborhood and nearby zoning uses, 7 or more residents in a group home could be considered a single family use, and in one city case it was argued that 13 residents in a group home should be considered a single family use for purposes of reasonable accommodation under the law.

- At that point the City began to look at: 1) Does the City need to look at its definition of family? and 2) Does the City need to consider standards to use to make a determination of reasonable accommodation?
- The Fair Housing Act requires that the City provide reasonable accommodation for certain protected classes, such as individuals who live in a group home.
- The draft ordinance provided this evening takes into consideration some of the factors that court decisions have taken into consideration regarding the definition of a group home as being a single family residence, including: the character of the area, neighborhood, and surrounding zoning districts and uses. The new ordinance language would give city staff the ability to make a determination as to whether a reasonable accommodation was being provided, and to address the question of reasonableness.
- A number of Michigan communities had this type of ordinance.

Discussion included:

- Group homes were almost universally non-profit.
- The ordinance also applied to a group of 6 or fewer people who wanted to live together who did not have a disability.
- This ordinance was not intended to apply to Airbnb and other similar rentals.

Planning Consultant Arroyo reviewed the draft changes to the definition of *Family*, along with new definitions for *Reasonable Accommodation*, and *Special Accommodation Residence*. There were also new proposed regulations for Special Accommodation Residence, providing the intent: *to authorize the grant of relief from the strict terms of this Ordinance in order to provide equal housing opportunities . . .* under the Federal Fair Housing Act, the Americans with Disabilities Act, and the Rehabilitation Act. Topics with accompanying narrative and sub-paragraphs included:

- A. Intent
- B. Applicability
- C. Conditions of Approval
- D. Application Provisions
- E. Standards and Regulations
- F. Conditions
- G. Effect of Approval

The use was proposed to be added as a principal permitted use in all districts that permitted single-family use.

Discussion:

- The Planning Department was comfortable with this ordinance amendment, in terms of how group home applications would be approved and enforced.
- In the traditional definition of family (Par. 1 under Family definition) for persons related by consanguinity, marriage, or adoption, etc., not more than one unrelated person could also be living in the home, thereby allowing for an exchange student, for example, or other unrelated person to be living there.
- Homeowner Association deed restrictions were not enforced by the City. Deed restrictions could be stricter than the zoning ordinance, but could not violate Federal and State law.

Chair Stimson indicated he was ready to entertain a motion to set the Zoning Text Amendment to a date uncertain, in order to give City Council a chance to review the language and provide input prior to action being taken.

MOTION by Countegan, support by Turner, that Zoning Text Amendment 2, 2021, be set for public hearing to a date uncertain by the Planning Commission, such date to be after the draft ordinance has been provided to, and input has been received by, the City Council.

Motion carried unanimously by voice vote.

C. APPOINTMENT OF MEMBERS TO JOINT CITY COUNCIL AND PLANNING COMMISSION AD HOC SUBCOMMITTEE ON MASTER PLAN AND VISIONING PROCESS

The Joint City Council and Planning Commission Ad Hoc Subcommittee on Master Plan and Visioning Process will be comprised of 3 members each of the City Council and the Planning Commission. The Ad Hoc Committee will dissolve upon commencement and implementation of the master planning process. City Council had appointed Mayor Barnett and Council Members Strickfaden and Knoll.

MOTION by Countegan, support by Trafelet, to appoint Chair Stimson and Commissioners Varga and Brickner to the Joint City Council and Planning Commission Ad Hoc Subcommittee on Master Plan and Visioning Process.

Motion carried unanimously by voice vote.

D. 2020 US CENSUS DATA PRESENTATION

City Planner Stec led a discussion of the 2020 U.S. Census Data, provided by Charmaine Kettler-Schmult, Community Development Coordinator. The data was just beginning to be released, and more data, including detailed population by age, households, and housing units by type, will be released in phases by the Census Bureau during the fall and winter.

SEMCOG had updated their web site with community profiles and interactive maps also utilizing the 2020 data.

The Commission discussed the importance of this data as it related to future planning.

E. PAST PLANNING COMMISSION INITIATIVES REPORT

City Planner Stec said that in response to recent meetings with City Council regarding the City's vision and upcoming Master Plan update process, Commissioner Schwartz had put together a presentation regarding past Planning Commission initiatives.

Commissioner Schwartz said he felt the information contained in the presentation was important as an overall review of some of the history of development in the City that had resulted from Planning Commission vision and action, as well as some of the initiatives the Planning Commission had attempted to put forward that had not come to pass. Topics included:

- Obstacles to "cool things" being implemented.
- Other obstacles to implementation of "cool things."

- Common misperceptions about land use planning
- “Cool Things” that did not get implemented
- Some things have worked
- Where do we go from here?

Discussion:

- The Commission supported this presentation which explained overall process, the role of the Commission, the purpose and potential results of successful PUD plans, etc.
- The presentation also explained why certain aspects of the Commission’s vision were not implemented, even after lengthy discussions and the development of ordinance/master plan language, including the mixed use redevelopment of Orchard Lake Road and the vision of the redevelopment of the Grand River Corridor.
- On the other hand there had been notable successes, as listed under “Some Things Have Worked”.
- The impact of the recession of 2008-2009 could not be minimized, and it was remarkable what had been achieved during and following that time, including the redevelopment of the 12 Mile Road corridor. Council was unaware of some of the most innovative projects, which were approved by the Planning Commission and did not go to City Council.
- It remained important for the Planning Commission to be open to innovative ideas when it reviewed and acted upon certain PUD projects.

After discussion regarding the desire of the Commission to be present during this potential presentation to City Council, and acknowledging the need to act in accordance with the Open Meetings Act, a motion was made and then amended to read as follows:

MOTION by Countegan, support by Orr, that the Planning Commission request a joint study session meeting with City Council in order to present the Past Planning Commission Initiatives Report as discussed this evening.

Motion carried unanimously by voice vote.

F. GREEN SITE ORDINANCE

Commissioner Schwartz led a discussion regarding his memo to the Commission regarding a potential ordinance for public property, regarding green development and redevelopment of City buildings.

Commissioner Schwartz said that during recent meetings with the City Council, green development and technologies were encouraged. However, the City’s own most recent redevelopment effort – The Hawk – did not implement many of the desired strategies and components of green development. At some point in the future the City will have to renovate the Ice Arena, five fire stations, the Costick Center, and the DPW building. The purpose of the memorandum was to begin a dialogue about a potential ordinance requiring green redevelopment of those properties.

Discussion:

- Perhaps the information presented would be best adopted in the form of a policy, and not as an ordinance requirement.
- The consensus of the Commission was to present this proposed policy as a discussion topic at the joint meeting requested for the presentation of the *Past Planning Commission Initiatives Report*.

APPROVAL OF MINUTES September 20, 2021, Special Joint Meeting
September 23, 2021

MOTION by Orr, support by Trafelet, to approve the September 20, 2021 Special Joint Meeting minutes and the September 23, 2021 regular Planning Commission meeting minutes, with the following correction:

- September 20, 2021 Special Joint Meeting, page 1, under Planning Commission Members
Absent: ~~None~~ Orr

Motion carried unanimously by voice vote.

PUBLIC COMMENT

None

COMMISSIONERS' COMMENTS

As this was City Planner Stec's last meeting, the Commission thanked him for his years of service to the City and to the Commission, and relayed memories of working with Planner Stec on projects that impacted the City and the area.

In response to comments from Commissioner Orr, the Commission discussed the interrelationship of the Capital Improvement Plan and the Fire and Police millage funds.

The next meeting will be November 18.

ADJOURNMENT

MOTION by Orr, support by Varga, to adjourn the meeting at 9:30 p.m.

MOTION carried unanimously.

Respectfully Submitted,
John Trafelet
Planning Commission Secretary

/cem

AGENDA
CITY COUNCIL MEETING
JANUARY 10, 2022 – 7:30PM
CITY OF FARMINGTON HILLS
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

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

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 4 – 13)

All items listed under Consent Agenda are considered routine 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

NEW BUSINESS:

2. Consideration of approval of Revised Guidelines for Poverty Exemption and Deferred Special Assessments.
3. Consideration of approval of the INTRODUCTION of an Ordinance amending the Farmington Hills Code of Ordinances, Chapter 2, “Administration,” Article V, “Employee Benefits,” to amend Section 2-360 to add a new subsection relating to reemployment of court employees. [CMR 1-22-01](#)

CONSENT AGENDA:

4. Recommended approval of award of bid for golf course maintenance equipment to Revels Turf & Tractor in the amount of \$20,831.80, to Spartan Distributors, Inc. in the amount of \$31,046.31, and to Midwest Golf and Turf in the amount of \$9,444.67. [CMR 1-22-02](#)
5. Recommended approval of award of contract for the Quaker Valley Subdivision Water Main Extension and the Salvador Avenue between Whitlock Street and Hugo Avenue Water Main and Sanitary Sewer Extension Project to Bricco Excavating in the amount of \$1,456,369.00. [CMR 1-22-03](#)

6. Recommended approval of award of proposal for Employee Recognition Program to MTM Recognition in an estimated amount of \$15,000 for three years; with possible extensions. [CMR 1-22-04](#)
7. Recommended approval of award of bid for Makerspace Woodshop Dust and Woodchip Collection System to Madison Street Holdings DBA AGET Manufacturing in an amount not to exceed \$70,257.00. [CMR 1-22-05](#)
8. Recommended approval of purchase of Stryker Power Load Stretcher System and Related Equipment with Stryker Medical in the amount of \$108,485.40. [CMR 1-22-06](#)
9. Recommended approval of request for employment under Section 10.01A of the City Charter for the position of [Building Assistant](#).
10. Recommended approval of request for employment under Section 10.01A of the City Charter for the position of [Hawk Building Attendant](#).
11. Recommended approval of request for employment under Section 10.01A of the City Charter for the position of [Swim Instructor](#).
12. Recommended approval of the City Council [study session meeting minutes](#) of December 13, 2021.
13. Recommended approval of the City Council [regular session meeting minutes](#) of December 13, 2021.

ADDITIONS TO AGENDA:

14. Attorney Report

CLOSED SESSION:

15. Consideration of entering into a closed session to discuss pending litigation regarding *Dwane Robinson v City of Farmington Hills, et al*, U.S. District Court Case No. 2:21-cv-10150-SFC-CI. (Note: Council will return to open session immediately following the closed session to take action if needed and to close the meeting).

ADJOURNMENT

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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).

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.

REPORT TO THE CITY COUNCIL FROM THE CITY ASSESSOR – JANUARY 10, 2022

SUBJECT: Consideration of adoption of the revised Guidelines and Application for Deferment of Special Assessments.

ADMINISTRATIVE SUMMARY:

- The City of Farmington Hills guidelines and application for Deferment of Special Assessment has not been updated since 2016.
- The previous guidelines called for a prior application and denial to the State of Michigan Department of Treasury.
- In 2020, the State of Michigan Department of Treasury ceased granting Deferments of Special Assessments.
- While all road special assessments are now covered through the local road millage, the guidelines and applications must still be updated for water or sewer special assessments.
- The proposed changes to the guidelines include:
 - Updating dates and average assessed value
 - Removing language requiring a prior denial by the State of Michigan Department of Treasury
 - Adjusting the income guidelines to correlate with the Poverty Guidelines with respect to the Federal Poverty levels.

RECOMMENDATION:

RESOLVED, that the City Council hereby adopts and approves the revised “Guidelines and Application for Special Assessment Deferment,” dated January 10, 2022 and authorizes the City Assessor to annually update and revise the “Household Income” amounts in order to maintain the same percentage difference between the City’s Household Income amounts and the federal poverty standards as adjusted annually by the federal government.

Reviewed by:

Thomas Skrobola, Finance Director

Submitted by:

/s/ Matthew A. Dingman

Matthew A. Dingman, City Assessor

Petition Number _____ Parcel Number: 22-23- _____
SAD Current Year Assessment _____ TOTAL REMAINING ASSESSMENT _____

City of Farmington Hills
Application For 2016 2022 Special Assessment Deferment

This application must be filled out carefully and completely, and it must be signed by ALL of the owners of the property for which the deferral is requested. A copy of Applicant's previous years State and Federal Income Tax Returns, including the Michigan Property Homestead Form, for each person residing in the homestead, must be submitted with this application. All information supplied will be kept confidential to the extent allowed by law. All applications MUST be complete and contain accurate information or they will not be considered. Applications submitted without completed forms or income tax returns will NOT be considered.

Exemption Qualifiers (must meet all to be considered)

1. **Must** be a Farmington Hills resident for at least five (5) years and have owned and occupied the property at least five (5) years.
2. **Must** be a citizen of the United States
3. **Must** conform to income guidelines as established and attached to this application.
4. **Must** attach income tax information, both federal and state including a Michigan 1040CR Homestead Property Tax Form (or income verification if you do not file) for each person residing in the homestead.
5. **Must** have insufficient liquid assets to meet the annual SAD obligation and the assessed value of the principal residence cannot exceed the citywide average of \$82,334 131,520 for 2016 2021.
6. **Must** complete and sign the "Deferred Special Assessment Agreement and Lien" as required by the Standards and Procedures.
7. ~~If an owner of the residence is 65 years old or older or totally and permanently disabled as defined by 42 USC section 416, such owner must have properly applied for a special assessment deferment to the State of Michigan Department of Treasury by using Form 2748 and been denied such deferment.~~

8. The total **annual** special assessment payment must be \$300 or more, excluding interest.

APPLICATION DEADLINE

FOR ASSESSMENTS LEVIED ON THE SUMMER TAX BILL MAY 1
FOR ASSESSMENTS LEVIED ON THE WINTER TAX BILL OCTOBER 1

CITY OF FARMINGTON HILLS

SPECIAL ASSESSMENT DEFERMENT
INCOME GUIDELINES

Income Guidelines

The income guidelines used for consideration in determination for special assessment deferral shall be established by the City every year in March. The guideline amounts established by the City for households consisting of one person shall be the same as the maximum household income amount stated on Michigan Department of Treasury Form 2748 — Senior Citizen or Totally and Permanently Disabled Person's Affidavit Requesting Special Assessment Deferment in the City of Farmington Hills Guidelines for Poverty Tax Exemption (which is ~~is~~ are adjusted on an annual basis) and the income guideline amounts for households consisting of more than one person shall increase by the incremental increase for each additional person in the family/household, per Federal Poverty Guidelines as shown on the following guidelines, which shall constitute the initial maximum household income guidelines hereby established for 2016 2022.

| <u>Family size</u> | <u>Max. Household Income (2015-<u>2021</u>)</u> |
|--------------------|---|
| 1 | \$22,587 <u>23,930</u> |
| 2 | \$26,727 <u>29,600</u> |
| 3 | \$30,867 |
| 3 | \$35,007 |
| 4 | \$39,147 |
| 5 | \$43,287 |
| 6 | \$47,437 |
| 7 | \$51,597 |

For families/households with more than 8 persons, add \$4,160 5,670 for each additional person.

For purposes of this Policy and the consideration of any deferral applications, household income is as defined by the State of Michigan Income Tax Regulations and as evidenced by Schedule MI 1040 CR-4 of the Michigan Income Tax Return defining household income and shall also include all money coming into the household from any source or person.

Petition Number _____ Parcel Number: 22-23- _____

SAD Current Year Assessment _____ TOTAL REMAINING ASSESSMENT _____

City of Farmington Hills
Application For 2022 Special Assessment Deferment

This application must be filled out carefully and completely, and it must be signed by **ALL** of the owners of the property for which the deferral is requested. **A copy of Applicant’s previous years State and Federal Income Tax Returns, including the Michigan Property Homestead Form, for each person residing in the homestead, must be submitted with this application.** All information supplied will be kept confidential to the extent allowed by law. All applications **MUST** be complete and contain accurate information or they will not be considered. Applications submitted without completed forms or income tax returns will **NOT** be considered.

Exemption Qualifiers (must meet all to be considered)

1. **Must** be a Farmington Hills resident for at least five (5) years and have owned and occupied the property at least five (5) years.
2. **Must** be a citizen of the United States
3. **Must** conform to income guidelines as established and attached to this application.
4. **Must** attach income tax information, both federal and state including a Michigan 1040CR Homestead Property Tax Form (or income verification if you do not file) for each person residing in the homestead.
5. **Must** have insufficient liquid assets to meet the annual SAD obligation and the assessed value of the principal residence cannot exceed the citywide average of \$131,520 for 2021.
6. **Must** complete and sign the “Deferred Special Assessment Agreement and Lien” as required by the Standards and Procedures.
8. The total **annual** special assessment payment must be \$300 or more, excluding interest.

APPLICATION DEADLINE

FOR ASSESSMENTS LEVIED ON THE SUMMER TAX BILL MAY 1
FOR ASSESSMENTS LEVIED ON THE WINTER TAX BILL OCTOBER 1

CITY OF FARMINGTON HILLS
SPECIAL ASSESSMENT DEFERMENT
INCOME GUIDELINES

Income Guidelines

The income guidelines used for consideration in determination for special assessment deferral shall be established by the City every year in March. The guideline amounts established by the City for households consisting of one person shall be the same as the maximum household income amount stated in the City of Farmington Hills Guidelines for Poverty Tax Exemption (which are adjusted on an annual basis) and the income guideline amounts for households consisting of more than one person shall increase by the incremental increase for each additional person in the family/household, per Federal Poverty Guidelines as shown on the following guidelines, which shall constitute the initial maximum household income guidelines hereby established for 2022:

| <u>Family Size</u> | <u>Max. Household Income (2021)</u> |
|---------------------------|--|
| 1 | \$23,930 |
| 2 | \$29,600 |

For families/households with more than 8 persons, add \$5,670 for each additional person.

For purposes of this Policy and the consideration of any deferral applications, household income is as defined by the State of Michigan Income Tax Regulations and as evidenced by Schedule MI 1040 CR-4 of the Michigan Income Tax Return defining household income and shall also include all money coming into the household from any source or person.

REPORT TO THE CITY COUNCIL FROM THE CITY ASSESSOR – JANUARY 10, 2022

SUBJECT: Consideration of adoption of the revised Board of Review Guidelines for Poverty Exemption Review Pursuant to Public Act 390 of 1994 and Public Act 253 of 2020.

ADMINISTRATIVE SUMMARY:

- On December 23, 2020, Governor Whitmer signed into law Public Act 253 of 2020. This act was initiated by the legislature as Senate Bill 1234 and deals with the exemptions from ad valorem taxes for reasons of economic hardship. The act establishes the minimum requirements for application for exemption under MCL 211.7u and requires that guidelines established by a local municipality must be adopted by the governing body of the local municipality.
- The City of Farmington Hills Guidelines for Economic Hardship Exemption Review was adopted by Resolution on February 26, 2018.
- The revisions to the Poverty Exemption Guidelines attached include changes required by Public Act 253 of 2020. These changes include:
 - o Removal of the language allowing the Board of Review to deviate from the guidelines based on substantial and compelling reasons.
 - o Adding the requirements that the exemption must be either 100% of taxable value, 50% of taxable value, or 25% of taxable value.

RECOMMENDATION:

RESOLVED, that the City Council hereby adopts and approves the revised Board of Review “Guidelines for Poverty Exemption Review,” dated January 10, 2022, for use in compliance with Public Act 390 of 1994 and Public Act 253 of 2020, and authorizes the Board of Review, on Council’s behalf, to annually update and revise the “Household Income” amounts stated in Section IV of the Guidelines in order to maintain the same percentage difference between the City’s Household Income amounts and the federal poverty standards as adjusted annually by the federal government.

Reviewed by:

Thomas Skrobola, Finance Director

Submitted by:

s/ Matthew A. Dingman

Matthew A. Dingman, City Assessor

4/17 M
1/12 J
2/18 D
7/47 TOTAL

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY EXEMPTION REVIEW

I. General Overview

The Board of Review of the City of Farmington Hills recognizes the need to have available a procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief. The Board further recognizes that pursuant to statute and case law, they must adopt procedures and guidelines, approved by City Council, to be used as standards when considering appeals made based on financial hardship. The Board of Review understands that these guidelines must be adhered to when reviewing poverty appeals. The Board of Review may reject any form submitted that is inaccurate or not fully completed by the time of the Board's consideration. All information in the form is subject to verification by the Board of Review or Assessors Office.

II. Basic Filing Requirements

In order to be considered for exemption under MCL 211.7u each applicant must:

- A. Own and occupy the property as a principal residence, as defined by law, for which the request is being made. This may include vacant, contiguous property as long as it is considered part of the principal residence.
- B. Complete and submit an Application for Tax Exemption on a form designated and supplied by the City of Farmington Hills Assessors Office.
- C. Submit income verification as required. This must include current Federal and State Income Tax Returns, State Homestead Property Tax Credit Forms, bank statements, or any additional information requested by the Board of Review.

III. Processing Applications

Once an Application for Tax Exemption is completed and returned to the Assessor's Office, it will be reviewed by the Assessing staff. The Assessing staff will complete and attach a Hardship Worksheet to each appeal. The worksheet will summarize the application and provide the Board of Review with specific information, income of the applicant, an estimated tax amount for the property, a summary of the estimated Homestead Property Tax Credit for the property and the estimated net property tax liability to the homeowner.

After the above referenced information is compiled, the entire packet will be submitted to the Board of Review to be considered for tax relief ~~in a work session~~. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete.

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY TAX EXEMPTION

IV. Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994 and shall be adhered to unless accompanied substantial and compelling reasons which will be communicated to the applicant in writing ~~P.A. 253 of 2020~~. In determining qualifications for tax exemption, the Board of Review shall consider every variable on the application, including total household income, the nature and duration of the income stream, the state equalized value of the subject property, the quality and accuracy of the information submitted and any other such evidence as it feels appropriate in making their decision. In general however these guidelines shall be used by the Board of Review in making its decisions. The income amounts below relate directly to the Federal Poverty Guidelines and are adjusted accordingly each year.

| <u>Persons</u> | <u>Household</u> | | <u>Recommended Board Action</u> |
|---------------------|---|--|---|
| <u>in Household</u> | <u>Income</u> | | |
| 1 | \$ 0 - \$ 15,690 16,100 | | Consideration from not more than 3.5% of net tax liability to total removal from assessment roll. 100% reduction in Taxable Value |
| | \$ 15,690 - \$ 23,330 16,100 - 23,930 | | Try to establish SEV so that total tax liability is 3.5% of income plus the maximum relief granted by the Homestead Credit. 50% reduction in Taxable Value |
| | \$ 23,330 - \$ 32,880 23,930 - 33,730 | | Try to establish net tax liability within 5-10% of income depending on specifics of application. 25% reduction in Taxable Value |
| | Over \$ 32,880 33,730 | | Generally, no hardship relief will be granted unless accompanied by unusual circumstances. |
| | | | |
| 2 | \$ 0 - \$ 21,210 21,770 | | Consideration from not more than 3.5% of net tax liability to total removal from assessment roll. 100% reduction in Taxable Value |
| | \$ 21,210 - \$ 28,850 21,770 - 29,600 | | Try to establish SEV so that total tax liability is 3.5% of income plus the maximum relief granted by the Homestead Credit. 50% reduction in Taxable Value |
| | \$ 28,850 - \$ 38,400 29,600 - 39,400 | | Try to establish net tax liability within 5-10% of income depending on specifics of application. 25% reduction in Taxable Value |
| | Over \$ 38,400 39,400 | | Generally, no hardship relief will be granted unless accompanied by unusual circumstances. |
| | | | |

For each additional person over 2 in the household, add \$ 5,520 ~~5,670~~ to income levels to determine income qualifications.

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY TAX EXEMPTION

V. Asset Guidelines

As required by P.A. 390 of 1994 and P.A. 253 of 2020, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall be considered when applying an asset test to determine qualification for tax exemption:

- i. The value of all “liquid assets” shall not exceed ten (10) times the estimated annual property tax on the homestead property. Examples of “liquid assets” may include, but is not limited to, the cash value of life insurance policies, mutual funds, bonds or stocks as well as money market accounts, savings accounts, or checking accounts.
- ii. The value of all assets of the applicant shall not exceed five (5) times the annual household income of the applicant or those contributing to the expenses of the household. Totals assets may include, but is not limited to, cars, boats, real estate that is not the homestead (including rental properties and vacant properties), and all liquid assets.

All asset information, as requested in the Application for Property Tax Exemption must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject any application if assets are not properly identified.

VI. Summary

In conclusion, the Board of Review has been given exclusive statutory jurisdiction over the granting of property tax relief due to poverty. The Board of Review for the City of Farmington Hills takes this task seriously and attempts to provide relief to all deserving residents within the city. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the application. The Board of Review reserves the right to modify these guidelines as necessary.

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY EXEMPTION REVIEW

I. General Overview

The Board of Review of the City of Farmington Hills recognizes the need to have available a procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief. The Board further recognizes that pursuant to statute and case law, they must adopt procedures and guidelines, approved by City Council, to be used as standards when considering appeals made based on financial hardship. The Board of Review understands that these guidelines must be adhered to when reviewing poverty appeals. The Board of Review may reject any form submitted that is inaccurate or not fully completed by the time of the Board's consideration. All information in the form is subject to verification by the Board of Review or Assessors Office.

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In order to be considered for exemption under MCL 211.7u each applicant must:

- A. Own and occupy the property as a principal residence, as defined by law, for which the request is being made. This may include vacant, contiguous property as long as it is considered part of the principal residence.
- B. Complete and submit an Application for Tax Exemption on a form designated and supplied by the City of Farmington Hills Assessors Office.
- C. Submit income verification as required. This must include current Federal and State Income Tax Returns, State Homestead Property Tax Credit Forms, bank statements, or any additional information requested by the Board of Review.

III. Processing Applications

Once an Application for Tax Exemption is completed and returned to the Assessor's Office, it will be reviewed by the Assessing staff. The Assessing staff will complete and attach a Hardship Worksheet to each appeal. The worksheet will summarize the application and provide the Board of Review with specific information, income of the applicant, an estimated tax amount for the property, a summary of the estimated Homestead Property Tax Credit for the property and the estimated net property tax liability to the homeowner.

After the above referenced information is compiled, the entire packet will be submitted to the Board of Review to be considered for tax relief. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete.

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY TAX EXEMPTION

IV. Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994 and P.A. 253 of 2020. These guidelines shall be used by the Board of Review in making its decisions. The income amounts below relate directly to the Federal Poverty Guidelines and are adjusted accordingly each year.

| <u>Persons in Household</u> | <u>Household Income</u> | <u>Board Action</u> |
|---------------------------------|-----------------------------|------------------------------------|
| 1 | \$ 0 - \$ 16,100 | 100% reduction in Taxable Value |
| | \$ 16,100 - \$ 23,930 | 50% reduction in Taxable Value |
| | \$ 23,930 - \$ 33,730 | 25% reduction in Taxable Value |
| | Over \$ 33,730 | No hardship relief will be granted |

.....

| | | |
|---|-----------------------|------------------------------------|
| 2 | \$ 0 - \$ 21,770 | 100% reduction in Taxable Value |
| | \$ 21,770 - \$ 29,600 | 50% reduction in Taxable Value |
| | \$ 29,600 - \$ 39,400 | 25% reduction in Taxable Value |
| | Over \$ 39,400 | No hardship relief will be granted |

.....

For each additional person over 2 in the household, add \$ 5,670 to income levels to determine income qualifications.

CITY OF FARMINGTON HILLS

GUIDELINES FOR POVERTY TAX EXEMPTION

V. Asset Guidelines

As required by P.A. 390 of 1994 and P.A. 253 of 2020, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall be considered when applying an asset test to determine qualification for tax exemption:

- i. The value of all “liquid assets” shall not exceed ten (10) times the estimated annual property tax on the homestead property. Examples of “liquid assets” may include, but is not limited to, the cash value of life insurance policies, mutual funds, bonds or stocks as well as money market accounts, savings accounts, or checking accounts.
- ii. The value of all assets of the applicant shall not exceed five (5) times the annual household income of the applicant or those contributing to the expenses of the household. Totals assets may include, but is not limited to, cars, boats, real estate that is not the homestead (including rental properties and vacant properties), and all liquid assets.

All asset information, as requested in the Application for Property Tax Exemption must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject any application if assets are not properly identified.

VI. Summary

In conclusion, the Board of Review has been given exclusive statutory jurisdiction over the granting of property tax relief due to poverty. The Board of Review for the City of Farmington Hills takes this task seriously and attempts to provide relief to all deserving residents within the city. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the application. The Board of Review reserves the right to modify these guidelines as necessary.

CITY MANAGER REPORT TO THE CITY COUNCIL – JANUARY 10, 2022

SUBJECT: Pension Ordinance Amendment – Reemployment of Court Employees.

ADMINISTRATIVE SUMMARY:

Recently, Court Administrator Stacey Parke, on behalf of the 47th District Court leadership, requested that the City amend Section 2-360 of the City’s Code of Ordinances so that District Court employees are able to be rehired after retirement from the District Court.

Under the provisions of Section 2-360, the City is currently able to rehire retired City employees as long as certain restrictions are adhered to. These restrictions are set forth by the Internal Revenue Service Code (IRC), to ensure that pensions are being provided “in good faith” as retirement benefits

All of the existing bargaining units of the City, as well as general non-bargained-for employees, are included in Section 2-360 and are eligible to be re-hired after retirement from the City. Adding Court employees would not place any additional financial burden on the City or on the Pension system, but rather would provide flexibility for the District Court with regards to Court retirees in the same manner currently enjoyed by the City Administration with regards to City retirees.

Attached is a Resolution which has been drafted by the City’s Pension Attorney, Michael VanOverbeke.

RECOMMENDATION:

The City Council approve the attached Resolution titled “AN ORDINANCE TO AMEND THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 2, “ADMINISTRATION,” ARTICLE V, “EMPLOYEE BENEFITS,” TO AMEND SECTION 2-360 TO ADD A NEW SUBSECTION RELATING TO REEMPLOYMENT OF COURT EMPLOYEES.”

Reviewed by:

Joe Valentine, Assistant City Manager
Gary Mekjian, City Manager

Submitted by:

Thomas Skrobola, Finance Director

ORDINANCE NO. C- _____ -2022

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

AN ORDINANCE TO AMEND THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 2, "ADMINISTRATION," ARTICLE V, "EMPLOYEE BENEFITS," TO AMEND SECTION 2-360 TO ADD A NEW SUBSECTION RELATING TO REEMPLOYMENT OF COURT EMPLOYEES.

THE CITY OF FARMINGTON HILLS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 2, "Administration," Article V, "Employee Benefits," is hereby amended to read as follows:

Sec. 2-360. - Reemployment by city—Effect on pension payments.

If a retired member becomes employed by the city in a position that would entail membership in the defined benefit retirement system were the individual not a retired member, the following rules shall apply:

- (a) The retired member's pension payments will be suspended effective as of the first of the month following the retired member's rehire date, unless reemployment by the city has ended by that date.
- (b) The retired member's pension payments will be reinstated as of the first of the month following termination of the retired member's reemployment.
- (c) The amount of the reinstated pension shall be the amount the retired member would have received had the retired member not become reemployed by the city. Pension payments shall not be suspended provided:
 - (1) The retired member is employed on or after July 1, 2006, and is a member of Benefit Group A, E or G; or
 - (2) The retired member is employed on or after January 1, 2007, and is member of Benefit Group D; or
 - (3) The retired member is employed on or after January 1, 2008, and is a member of Benefit Group T; or
 - (4) The retired member is employed on or after January 1, 2022, and is a member of Benefit Group J; or

~~(4)~~(5) The retired member meets all of the following requirements:

- (i) The retired member is reemployed by the city in a part-time or temporary position;
 - (ii) The retired member will not be employed for more than one thousand (1,000) hours during any period of twelve (12) consecutive calendar months;
 - (iii) The retired member will not be eligible for city-sponsored fringe benefits; and
 - (iv) The retired member's reemployment shall not qualify the member for membership in the defined benefit retirement system.
- (d) Former employees who were one hundred (100) percent vested in the city's 401(a) Defined Contribution Pension Plan when their employment terminated with the city, may be reemployed by the city at the discretion of the city and may be eligible for participation in the city's 401(a) Defined Contribution Pension Plan.

Section 2 of Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City Code in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect, and the Farmington Hills Ordinance Code shall remain in full force and effect, amended only as specified above.

Section 3 of Ordinance. Savings.

The amendments of the Farmington Hills Code of Ordinances set forth in this Ordinance do not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Farmington Hills Code of Ordinances set forth in this Ordinance.

Section 4 of Ordinance. Severability.

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated, and such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 5 of Ordinance. Effective Date.

The provisions of this ordinance are ordered to take effect twenty-one (21) days after

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
January 10, 2022

SUBJECT: AWARD OF BID FOR GOLF COURSE MAINTENANCE EQUIPMENT

ADMINISTRATIVE SUMMARY

- Sealed bids were solicited, posted on the MITN e-procurement system, and after one postponement to encourage additional bids, opened and read aloud on November 23, 2021, for the purchase of a Utility Cart and Dump Bed, 3 Point Attached Fairway Aerifier and a Gasoline Powered Golf Course Bunker Rake for the Parks & Golf Division of the Department of Special Services. Bid notification was sent to over one-hundred forty-five (145+) vendors with three (3) responding & and zero (0) “No-Bids”.
- The utility cart will be utilized for daily transportation on the golf grounds for golf course maintenance work. The aerifier will be used to improve the health of the golf course fairways and sports fields in the parks department through the aerification process. The bunker rake will be used to rake and prepare the golf course bunkers for daily play.
- After staff evaluated the John Deere TX Gator vs the Club Car Carryall it was determined the Club Car Carryall was the lowest most qualified option. The Club Car Carryall has an aluminum body which was specified, and it also has a “push pedal and go” function for less fuel consumption. The John Deere Gator has a steel body and a key start which is cumbersome and less fuel efficient when frequent stops and starts.
- The Equipment will be stored at Parks and Golf Maintenance building.
- A two-year warranty for all parts & labor was required as part of the specifications.
- Funding for the utility cart is available in the Special Services Parks Millage Fund.

BID TABULATION -ATTACHED

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order for a John Deer 1200 Hydro Bunker Rake from Revels Turf & Tractor in the amount of \$20,831.80, a Toro ProCore SR70-S from Spartan Distributors, Inc. in the amount of \$31,046.31 and a Club Car Carryall 502 from Midwest Golf and Turf in the amount of \$9,444.67.

Prepared by: Jim Priebe, Golf Supervisor
Reviewed by: Michelle Aranowski, Senior Buyer
Reviewed by: Ellen Schnackel, Director of Special Services
Approved by: Gary Mekjian, City Manager

City of Farmington Hills

Bid Tabulation

itb-fh-21-22-2306

Golf Course Maintenance Equipment

Opened 11/23/2021

RECOMMEND FOR AWARD

| ITEM | Revels Turf & Tractor Brighton, MI | Spartan Distributors, Inc Auburn Hills, MI | Midwest Golf & Turf Commerce Twp., MI |
|---|--|--|--|
| | Unit Price | Unit Price | Unit Price |
| Gasoline Powered Golf Course Utility Cart Make & Model | \$ 9,132.66 John Deere TX Gator * | \$ 10,696.92 TORO Workman GTX EFI (#07409) | \$ 9,444.67 Club Car, Carryall 502 |
| 3 Point Attached Fairway Aerifier Make & Model | \$ 44,825.97 Weidenmann XF 6 | \$ 31,046.31 TORO ProCore SR70-S (#09934) | No bid |
| Gasoline Powered Golf Course Bunker Rake Make & Model | \$ 20,831.80 John Deere 1200 Hydro Bunker Rake | \$ 24,585.60 TORO Sand Pro 3040 (#08743) | No bid |

Bid notification was sent to over 145 vendors. We received zero (0) "No-Bids."

REPORT FROM THE CITY MANAGER TO CITY COUNCIL – January 10, 2022

SUBJECT: Consideration of Award of Contract for the Quaker Valley Subdivision Water Main Extension and the Salvador Avenue between Whitlock Street and Hugo Avenue Water Main and Sanitary Sewer Extension Project.

Administrative Summary

- This project includes the construction of new water main in that portion of Quaker Valley Subdivision that currently does not have public water main. It also includes the installation of new water main and sanitary sewer for Salvador Avenue between Whitlock Street and Hugo Avenue.
- Both neighborhoods are targeted for road improvement in the next few years.
- Asset Management best practices recommend reviewing infrastructure needs concurrently or in advance of any road reconstruction or gravel road conversion projects.
- The project was publicly bid and advertised on the Michigan Inter-Governmental Trade Network (MITN) with bids opened on November 30, 2021.
- The lowest bidder who has demonstrated the ability to complete the work is Bricco Excavating of Oak Park, Michigan. Their bid was in the amount of \$1,456,369.00.
- Funding for this project is available in the City's Water and Sewer Funds and the project is within the budgeted amounts. The paybacks for these projects were approved on December 13, 2021, subject to final cost establishment at project completion.
- Project information will be mailed to residents prior to the start of construction. Phone consultation meetings with residents will also be available upon request.
- The contractor will be allowed to start construction immediately after award and the signing of the contract. They are anticipating a February 2022 start date, and final completion is expected by June 30, 2022.

RECOMMENDATION

IT IS RESOLVED, the Quaker Valley Subdivision Water Main Extension and the Salvador Avenue between Whitlock Street and Hugo Avenue Water Main and Sanitary Sewer Extension Project be awarded to the lowest competent bidder, Bricco Excavating of Oak Park, Michigan, in the amount of \$1,456,369.00, and

IT IS FURTHER RESOLVED, the City Manager and the City Clerk be authorized to execute the contract on behalf of the City.

Support Documentation

The City of Farmington Hills has budgeted for the construction of new water main within the west half of Quaker Valley Subdivision as well as new sanitary sewer and water main along Salvador Avenue, between Whitlock Street and Hugo Avenue, as shown on the attached maps. Both portions of this project were identified in the City's Capital Improvement Program.

Funding is available from the City's water and sewer funds and the bid is within the budgeted amounts. Ultimately, these utilities will predominately be paid for by the benefiting property owners who connect into these utilities through the establishment of payback district, which was previously approved by City Council on Monday, December 13, 2021. A minor amount of City funds will be spent separately to accommodate

system improvements, particularly at locations with no benefiting property frontage. The project will include the installation of a high-density polyethylene pipe (HDPE) or similar pipe by using mostly a directional drill construction technique, thereby minimizing the construction impact to the area.

On November 30, 2021, seven (7) bids were received for the above referenced project (see Bid Summary). The low bid, provided by Bricco Excavating is competitive with current prices in today’s market. Bricco Excavating has successfully completed similar projects for local municipalities in the Metropolitan Detroit area as well as the Forest Park (aka Villa Capri) water main project in the City of Farmington Hills in 2019/2020. Our Engineering consultant, OHM Advisors, has completed reference checks and indicates that their work was satisfactory. It is our opinion they can adequately perform the work as outlined in the contract.

BID SUMMARY

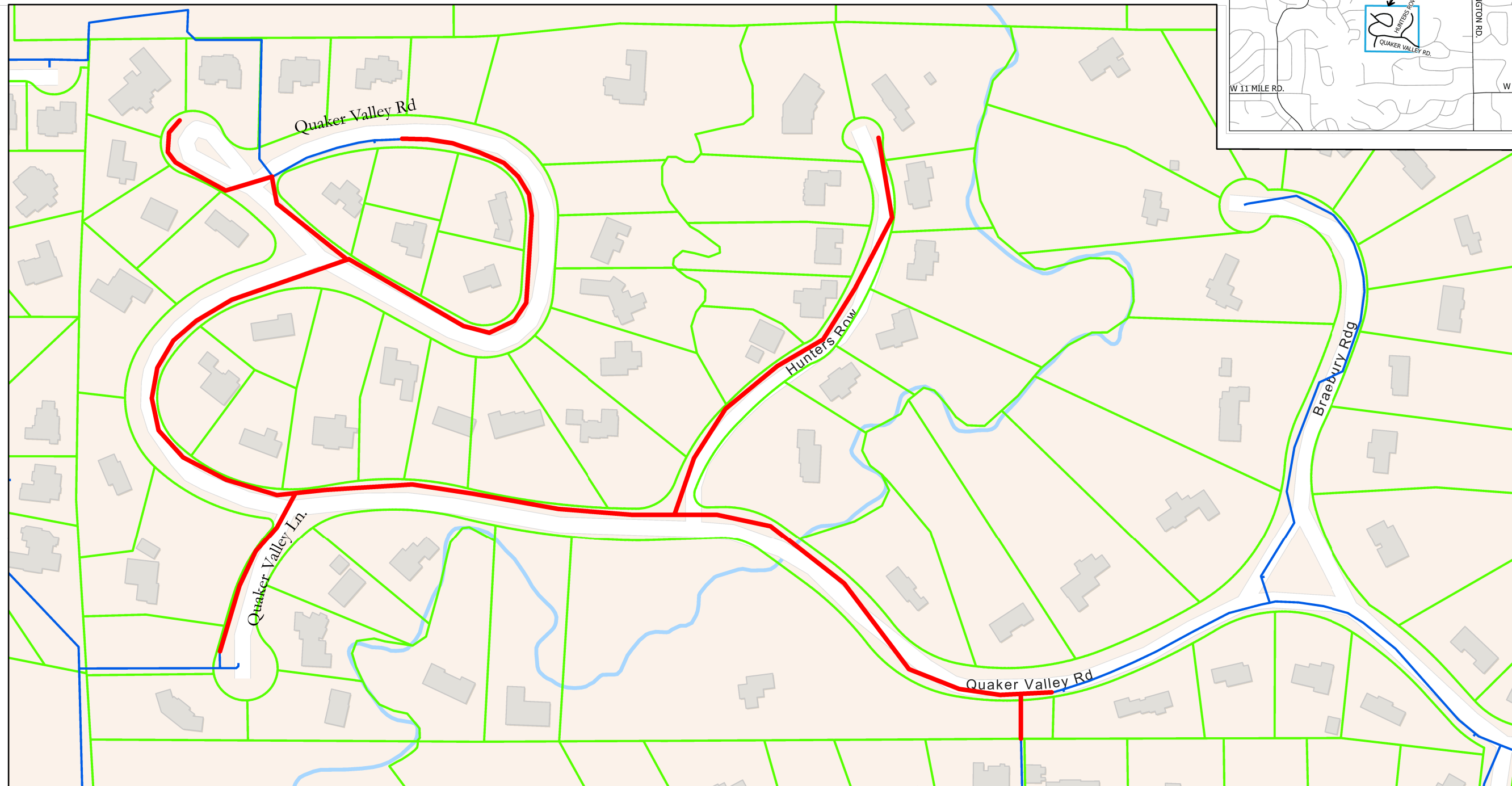
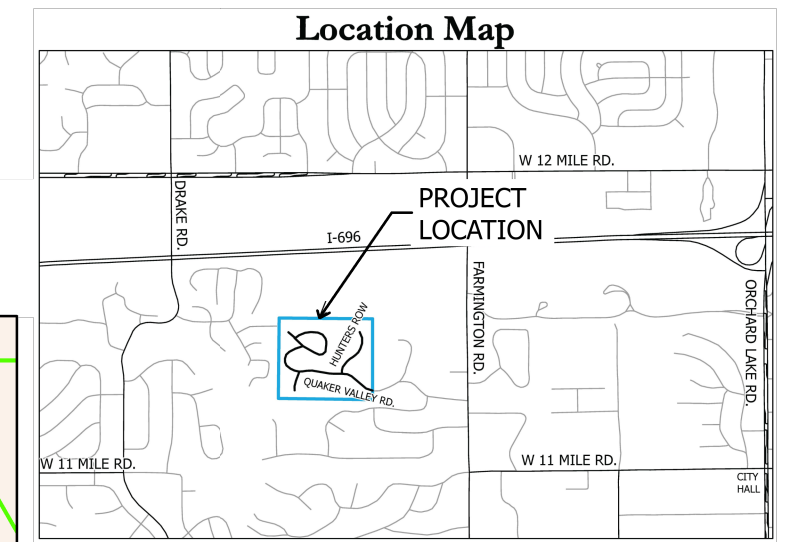
| <u>CONTRACTOR</u> | <u>TOTAL</u> |
|---|---------------------|
| Pamar Enterprises, Inc. New Haven, MI | \$2,228,857.48 |
| Lawrence M. Clarke, Inc. Belleville, MI | \$2,116,260.00 |
| FDM Contracting. Shelby Township, MI | \$1,958,615.00 |
| Bidgare Contractor, Inc. Plymouth, MI | \$1,701,599.00 |
| Superior Excavating, Inc. Auburn Hills, MI | \$1,681,283.00 * |
| Springline Excavating Farmington Hills, MI | \$1,614,265.98 |
| Bricco Excavating Company, L.L.C. Oak Park, MI | \$1,456,369.00 |

Table Description: Summary of bid results for the Quaker Valley Lane Water Main Extension and Salvador Avenue Water main & Sanitary Sewer Extension Project



*Corrected Total

Prepared by: Natasha Sonck, Civil Engineer
 Reviewed by: James Cubera, P.E., City Engineer
 Kelly Monico, Director of Central Services
 Departmental Authorization by: Karen Mondora, P.E., Director of Public Services
 Approval by: Gary Mekjian, P.E., Acting City Manager

City of Farmington Hills Quaker Valley Farms Subdivision Water Main Extension Project

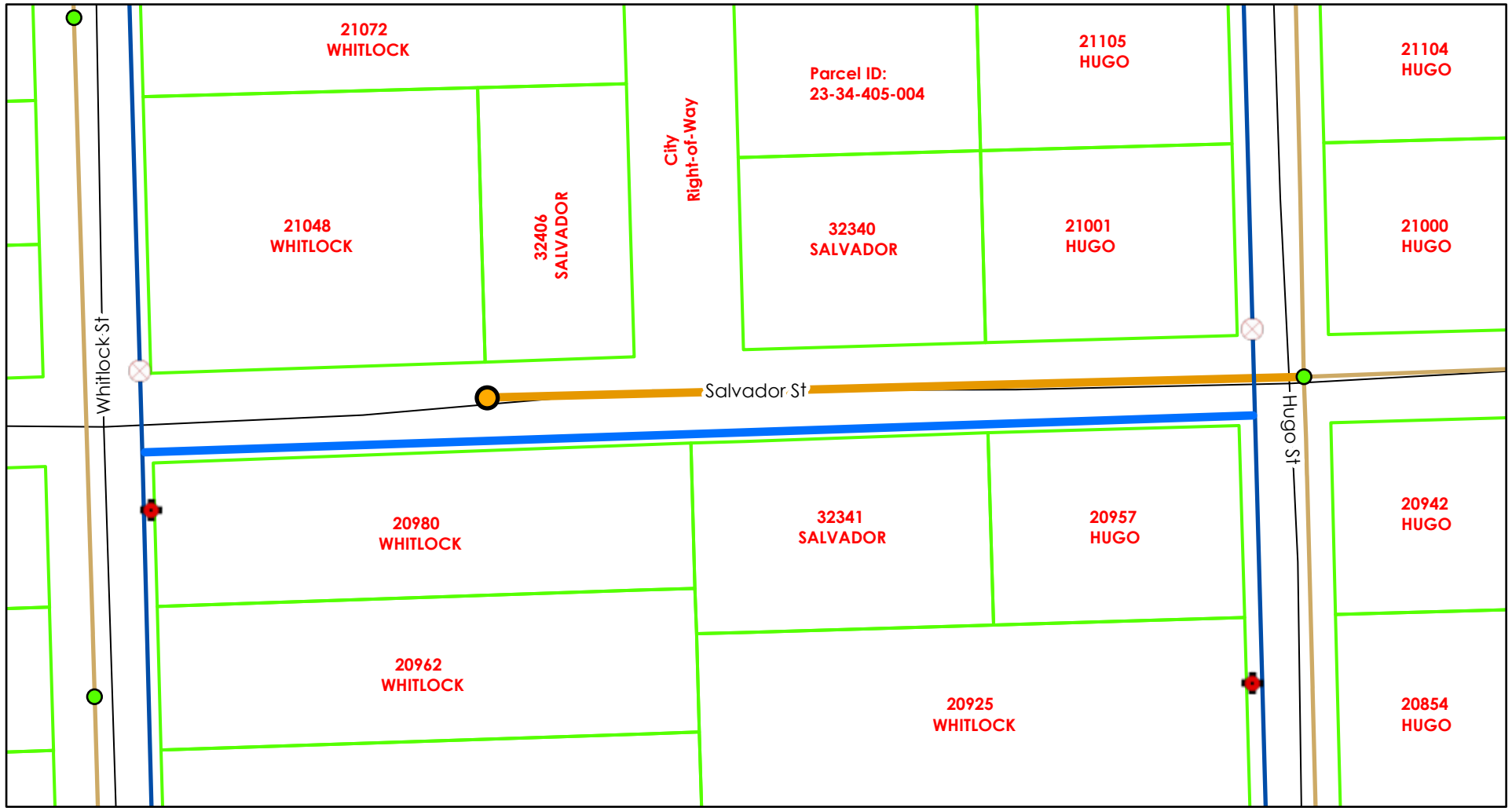


Legend



-  - Proposed Watermain
-  - Existing Watermain



Salvador Street Water Main & Sanitary Sewer Project



LEGEND

-  Proposed Sanitary Sewer
-  Proposed Water Main

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
January 10, 2022

SUBJECT: AWARD OF PROPOSAL FOR EMPLOYEE RECOGNITION PROGRAM

ADMINISTRATIVE SUMMARY

- Request for proposals were advertised, available on the MITN e-procurement system and after one postponement to encourage additional responses, opened on December 7, 2021, for the Employee Recognition Program. Notification of solicitation was sent to 38 firms with one (1) responding; MTM Recognition.
- The Employee Recognition (Service) Program has been in place for over 30 years. The Employee Recognition Program reflects our high regard and appreciation for our employees and their many years of service. Each year the City recognizes the employee's years of service beginning at 5 years and continuing in increments of 5 up to 40+ years of service. The City's primary objective is to continue to offer an excellent selection of awards for employees in this highly visible program.
- Several years ago, the City made the decision to utilize a standard gift selection program. Employees who have achieved benchmarked years of service beginning at year five are given the opportunity to select from a collection of gifts specifically designated for their years of service category.
- In addition, employees are invited to an after-work reception sponsored by the City Council honoring both the outstanding employees and the service award recipients. The employees often attend with their families. The City Manager presents the gifts, and the Mayor participates in acknowledging the employee's service to the City.
- MTM Recognition is a fully integrated reward and recognition company with proven success. Oakland County has been using this company for years and has been happy with their service. The company is offering 2% off the manufacturer's list price for gifts they are offering. The City has spent a range of \$12,000.00-\$15,000.00 for this program in past years. The Human Resource staff have reviewed their proposal and are confident they can provide the service for this program.
- Funding for this service is available in the Public Relations General Ledger account.

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to approve a contract and issue Purchase Orders to MTM Recognition in an estimated amount of \$15,000 Employee Recognition Program for three (3) years and for three (3) additional one-year terms under the same terms and conditions by mutual consent between the City of Farmington Hills and MTM Recognition.

Prepared by: Michelle Aranowski, Senior Buyer

Reviewed by: Kelly Monico, Director of Central Services

Reviewed by: John Randle, Director of Human Resources

Approval by: Gary Mekjian, City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
January 10, 2022

SUBJECT: AWARD OF BID FOR MAKERSPACE WOODSHOP DUST AND WOODCHIP COLLECTION SYSTEM

ADMINISTRATIVE SUMMARY

- Sealed bids were solicited, posted on the MITN e-procurement system and after on postponement to encourage additional responses, publicly opened and read aloud on November 30, 2021, for the Design, Build and Install Makerspace Woodshop Dust and Woodchip Collection System for the Cultural Arts Division of the Department of Special Services. Bid notification was sent to over two-hundred fifty-two (252+) vendors with two (2) responding & and zero (0) “No-Bids”.
- The scope of the project is to design, build and install a system that will collect the woodshop dust and chips then remove them from the Makerspace room 240 at the HAWK (Farmington Hills Community Center). The air that is removed from the space needs to be filtered and returned with clean air. Dust and chips will be collected out the north wall of the building.
- The following machines will be attached to the system: Table saw, ShopBot CNC Mill, Lathe, Band Saw, Drum Sander, Planer, Jointer, Belt Sander, Drill Press and Spindle Sander. Optional items include a Panel Saw and Miter Saw.
- The awarded firm will set-up and train community center employees on proper use & everyday maintenance of all equipment
- The total project estimate is \$63,870.00. Staff is recommending authorization for 10% contingency (\$6,387.00) to address unexpected and unforeseen repairs that might be found once work begins.
- Funding for the Makerspace Woodshop Dust and Woodchip Collection System project is available in the makerspace expense account which will be transferred from the grant/Friends of the Parks account at the end of the fiscal year.

BID TABULATION

| Company Name | City/State | Total Bid |
|--|-------------------|------------------|
| Greene Manufacturing | Chelsea, MI | \$219,500.00 |
| Madison Street Holdings DBA AGET Manufacturing | Adrian, MI | \$63,870.00 |

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to sign an agreement and issue a purchase order for the Makerspace Woodshop Dust and Woodchip Collection System project to Madison Street Holdings DBA AGET Manufacturing in an amount not to exceed \$70,257 (\$63,870 + 6,387 contingency).

Prepared by: Rachel Timlin, Cultural Arts Supervisor
 Reviewed by: Michelle Aranowski, Senior Buyer
 Reviewed by: Kelly Monico, Director of Central Services
 Reviewed by: Ellen Schnackel, Director of Special Services
 Approved by: Gary Mekjian, City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

January 10, 2022

SUBJECT: PURCHASE OF STRYKER POWER LOAD STRETCHER SYSTEM & RELATED EQUIPMENT**ADMINISTRATIVE SUMMARY:**

- The Farmington Hills Fire Department would like to purchase the Power Load Stretcher System from Stryker Medical. The Power Load cot fastener improves operator and patient safety by supporting the cot throughout the loading and unloading process. This system will help minimize the danger of patient drops due to a missed hook, by supporting the cot until the wheels are on the ground. Missed hooks can result in severe injury or death to patients. Stryker guarantees “no-missed hooks,” when utilize the full Powered System. In addition, some patients are excessive in weight and this system will lift the patients up to 700 lb. which will reduce the strain on first responders when loading the patients. The Stryker Powered System is dynamically crash tested for increased first responder and patient safety during transport.
- This system has become the industry standard across the nation and throughout Metro Detroit for EMS Transporting agencies. All other members of Western Wayne Fire Association and OAKWAY utilize the system.
- The City Charter requires sealed competitive bidding of commodities that individually or aggregately exceed \$10,000 in one fiscal year. The Charter also requires a waiver if it is in the best interest of the City to not competitively bid a product or service. Stryker Powered Systems is the manufacturer of this equipment which is designed and manufactured in Michigan and results in localized support and service, as well as supporting the local Michigan economy.
- FHFHD is requesting to purchase of two (2) new Power Load Stretcher system including the cot in the amount of \$83,819.00. Stryker will also provide annual onsite preventive maintenance inspection and unlimited repairs including parts, labor, and travel with battery coverage for the system for six (6) years and the cots for five (5) years for the amount of \$23,766.40. Installation for the two (2) systems will be \$3,900.00. Stryker will give a credit of \$3,000.00 for the trade-in value of the two (2) Ferno manual cot and fastener.
- Funding for this expense is budgeted in the capital account.

RECOMMENDATION:

In view of the above, it is recommended that City Council waive the sealed bid process & authorize the City Manager to issue a purchase order to Stryker Medical in the amount of \$108,485.40 to purchase the Power Load Stretcher Systems & related equipment.

Prepared by: Jason Olszewski, Deputy Chief
Reviewed by: Michelle Aranowski, Senior Buyer
Reviewed by: Kelly Monico, Director of Central Services
Reviewed by: Jon Unruh, Fire Chief
Approved by: Gary Mekjian, City Manager



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Alexander Smith
Date: January 10, 2022

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Alexander Smith, who is related to an employee of the City, Debbie Giulianelli-Smith, who is a Senior Adult Programmer with the Special Services Department.

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 the work hours typically include nights and/or weekends. 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 of Alexander Smith.

Name: Alexander Smith
Position Applied For: Building Assistant
Number of Employees Needed in this Position: 15
Date Position Posted: 11/9/2021 Open Until: Filled
Number of Applicants for this position: 6 Number of Applicants Interviewed: 1
Salary: \$12.00/hour
Relationship: Alexander is the son of Debbie Giulianelli-Smith who is a Senior Adult Programmer with the Special Services Department.
Justification: Alexander Smith is a qualified applicant and is available to begin work immediately.

Prepared by:
/s/ Chris Fcasni (Parks Maintenance Supervisor)

Name & Title

Authorized by:

/S/ Ellen Schnackel

Ellen Schnackel
Director of Special Services

Approved by:

Gary Mekjian
City Manager



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Tristen Hoke
Date: January 10, 2022

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Tristen Hoke, who is related to an employee of the City, Robyn Hoke, Concessions Programmer for The Hawk Community Center.

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 the work hours typically include nights and/or weekends. 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 of Tristen Hoke.

Name: Tristen Hoke

Position Applied For: Hawk Building Attendant

Number of Employees Needed in this Position: 6

Date Position Posted: 4/12/21

Open Until: Filled

Number of Applicants for this position: 6

Number of Applicants Interviewed: 6

Salary: \$12.50/hour

Relationship: Tristen is the son of Robyn Hoke who is a Concessions Programmer for The Hawk Community Center.

Justification: Tristen Hoke is a qualified applicant and is available to begin work immediately.

Prepared by:

Warren Richardson Recreation Supervisor (Aquatics & Facilities)

Name & Title

Authorized by:

Approved by:

/S/ Ellen Schnackel

Ellen Schnackel
Director of Special Services

Gary Mekjian
City Manager



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Faith Keyes
Date: January 10, 2022

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Faith Keyes, who is related to an employee of the City, Abigail Keyes, who is an Aquatics Coordinator for Department of Special Services.

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 the work hours typically include nights and/or weekends. 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 of Faith Keyes.

Name: Faith Keyes

Position Applied For: Swim Instructor

Number of Employees Needed in this Position: 6

Date Position Posted: 4/12/21

Open Until: Filled

Number of Applicants for this position: 6

Number of Applicants Interviewed: 6

Salary: \$10/hour

Relationship: Faith Keyes is the sister of Abigail Keyes who is an Aquatics Coordinator for the Department of Special Services.

Justification: Faith Keyes is a qualified applicant and is available to begin work immediately.

Prepared by:

Warren Richardson Recreation Supervisor (Aquatics & Facilities)

Name & Title

Authorized by:

Approved by:

/S/ Ellen Schnackel

Ellen Schnackel
Director of Special Services

Gary Mekjian
City Manager

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL STUDY SESSION MEETING
COMMUNITY ROOM
DECEMBER 13, 2021 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:01pm.

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 Mondora, Schnackel and Skrobola and City Attorney Joppich

2022 ROAD CONSTRUCTION & PASER RATING UPDATE

Karen Mondora, Director of Public Services, provided a presentation on the following:

- 2021 accomplishments for major and local road projects
- 2022 local road and major road proposed projects
- County and State future projects
- Paser rating update for city roads that improved from a 4.2 rating in 2014 to 5.2 in 2021

Discussion was held on the timing of projects and coordinating local projects with county and state projects when possible.

City Engineer Cubera indicated while the 14 Mile Road project mentioned is an MDOT project, they have tightened timelines for completion with the contract to ensure projects do not go on longer than they should.

Director Mondora noted that there is federal money tied to some of the projects that requires them to be completed in certain years so there will be some overlap of projects.

Local artwork was suggested for the bridge at Orchard Lake Road/12 Mile and I-696. Director Mondora explained that MDOT allows for gateway signage at one location within the community and they are currently looking at options for artwork at that location and that council will most likely see that included in the Capital Improvement Project (CIP) submission.

As part of the notification process to residents regarding upcoming road projects in their area, it was suggested that Everbridge is used as another tool for notification.

SPECIAL SERVICES DEPARTMENT FISCAL OVERVIEW

City Manager Mekjian stated that staff wanted to discuss with council the financial realities with maintaining the Costick Center and opening the new Community Center (HAWK) and the financial impact on the city as a whole. He stated that staff is seeking consensus from Council to hire a consultant to conduct a full operational study of both facilities. The contract for the consultant would be back to City Council at a regular meeting for consideration.

Tom Skrobola, Director of Finance, presented a power point outlining the city's operational expenses and revenue pre-covid and the financial forecast as it pertains to maintaining the Costick Center and opening of

the HAWK. He explained that major repairs needed for both facilities over the next 5 years amounted to \$36 million and when staff reviewed the most immediate needs, they identified \$12 million in priority needs for the facilities. He noted that the post-covid deficit to the city is unsustainable.

Director Skrobola explained one option was hiring a consultant to evaluate and make recommendations for a sustainable future as it pertains the maintenance and operations of these facilities.

Mayor Barnett inquired about bonding since interest rates are currently so low. Director Skrobola responded that bonding is another very good option.

The consensus of City Council was to move forward with hiring a consultant as outlined but to also review interest rates for bonding.

Director of Special Services Schnackel concurred with having a consultant conduct a study and the need to also review options for partnerships and consolidation of programs.

ADJOURNMENT

The study session meeting adjourned at 7:17pm.

Respectfully submitted,



Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
DECEMBER 13, 2021 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:36pm.

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 Mondora, Monico, Schnackel and Skrobola and City Attorney Joppich

PLEDGE OF ALLEGIANCE

Mayor Barnett led the pledge of allegiance.

APPROVAL OF REGULAR SESSION MEETING AGENDA

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

MOTION CARRIED 6-0.

ADMINISTRATION OF OATH OF OFFICE TO MAYOR PRO-TEM MARY NEWLIN

City Clerk Smith administered the Oath of Office to Mayor Pro-Tem Newlin.

PRESENTATION AND ACCEPTANCE OF THE CITY'S FY 2020/2021 AUDIT RESULTS

Jamie Rivette of Yeo and Yeo provided a presentation on the city's comprehensive annual financial report.

CORRESPONDENCE

The following correspondence was received and acknowledged regarding:

- Questions from residents regarding periodic power outages

CONSENT AGENDA

MOTION by Massey, support by Boleware, 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

There were no public questions or comments.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

The following council member comments and announcements were made:

- Holiday concert performance by the Farmington Community Chorus will be held on December 17th at 8pm and December 18th at 4pm at the Hawk
- Ehnes Quartet performance on December 19th at 2pm at the Hawk
- The Hawk Open House will be held January 8th from 10am-Noon

CITY MANAGER UPDATE

City Manager Mekjian made the following comments:

- Yard Waste pick up ends the week of December 13th
- American Red Cross will host a blood drive on January 12th from 8am-8pm at Costick Center
- The Police and Fire Department held a Toys for Tots event on December 11th
- Farmington Area Goodfellows will distribute donations on December 18th

NEW BUSINESS

RECOMMENDED ADOPTION OF A RESOLUTION EXTENDING THE TERM OF THE FARMINGTON HILLS MUNICIPAL BROADBAND TASK FORCE.

City Manager Mekjian explained that the Broadband Task Force successfully completed the task of establishing city-wide broadband services, which includes opportunities for the City to take advantage of Smart City initiatives, and with that he is suggesting that the term of Task Force be extended for three months so that they can provide input on Smart City strategies as it pertains to the city-wide broadband installations and services.

Discussion was held questioning if three months was enough time, and it was suggested that the Task Force be extended six months to allow for groundbreaking and to ensure that their work is complete.

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS

RESOLUTION NO. R-213-21

RESOLUTION EXTENDING THE TERM OF THE FARMINGTON HILLS MUNICIPAL BROADBAND TASK FORCE

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held on December 13, 2021, at 7:30 o'clock p.m., Eastern Daylight Savings Time, with those present and absent being,

PRESENT: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
ABSENT: BRIDGES

The following preamble and resolution were offered by Council Member Massey and supported by Council Member Bruce:

WHEREAS, on May 14, 2018, City Council adopted a resolution (R-62-18) establishing the Broadband Task Force for the purpose and with the objective of studying and reporting to City Council any available options and the necessary undertakings in order to establish a municipal broadband system and services in the City of Farmington Hills, potential obstacles or issues involved with doing so, and the possibility of public-private partnerships and interlocal partnerships for the provision of municipal broadband services; and

WHEREAS, on February 11, 2019, City Council extended the expiration term of the Task Force from February 1, 2019 to August 1, 2019, as the Task Force required more time to carry out its purpose and objectives and report back to City Council; and

WHEREAS, on July 22, 2019, City Council extended the expiration term of the Task Force from August 1, 2019 to April 1, 2020, as the City had issued a “Request for Proposals for Municipal Broadband Network Assessment and Feasibility Analysis for the Cities of Farmington and Farmington Hills” and desired the Task Force to participate in the RFP process and presentation to City Council; and

WHEREAS, on February 24, 2020, City Council extended the expiration term of the Task Force from April 1, 2020, to April 1, 2021, as City Council awarded a contract for the Municipal Broadband Network Assessment and Feasibility Analysis and wanted the Task Force to participate in the network assessment and feasibility analysis process and final presentation to City Council; and

WHEREAS, on December 15, 2020, City Council again extended the expiration term of the Task Force from April 1, 2021 to December 31, 2021 to enable the Task Force to continue its participation in the network assessment and feasibility analysis process and to provide input regarding possible public-private cooperative arrangements for the provision of broadband services; and

WHEREAS, earlier this year, the City was presented with and approved an application under the METRO Act for the installation and provision of city-wide broadband services by SiFi Networks, which includes opportunities for the City to take advantage of Smart City initiatives and applications; and

WHEREAS, City Council desires to have the Task Force provide input to the Cities of Farmington Hills and Farmington on Smart City strategies and applications as it pertains to the city-wide broadband installations and services to be provided by or through SiFi, and therefore, is extending the term of the Task Force for such purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmington Hills, that the term of the Broadband Task Force, set to expire on December 31, 2021, is hereby extended until June 30, 2022, and its current members shall remain appointed for the duration of said period.

AYES: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
NAYES: NONE
ABSENT: BRIDGES
ABSTENTIONS: NONE

RESOLUTION DECLARED ADOPTED.

CONSIDERATION OF APPROVAL OF EXTENSION OF TERMS FOR BROADBAND TASK FORCE MEMBERS.

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby confirms the Mayor’s recommendation of the following extension of terms:

Broadband Task Force

| | Length of Term: | Term ending: |
|---------------|------------------------|---------------------|
| Aaron Paluzzi | Extension | June 30, 2022 |
| Mark Seals | Extension | June 30, 2022 |

MOTION CARRIED 6-0.

CONSENT AGENDA

RECOMMENDED APPROVAL OF SETTING THE CITY COUNCIL GOALS SESSION DATE OF JANUARY 22, 2022.

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby schedules the annual goals study session meeting for Saturday, January 22, 2022, beginning at 9:00 a.m.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF WATER TOWER LEASE AMENDMENT WITH VERIZON WIRELESS. CMR 12-21-114

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby approves and authorizes the City Manager and City Clerk to sign the Third Amendment to Lease Agreement with Cellco Partnership d/b/a Verizon Wireless for the Halsted Road DPW site and City water tower.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CONSTRUCTION CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) FOR THE 14 MILE ROAD PAVEMENT RECONSTRUCTION PROJECT FROM FARMINGTON ROAD TO ORCHARD LAKE ROAD. CMR 12-21-115

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager and City Clerk to enter into Contract #21-5428 on behalf of the City with the Michigan Department of Transportation for the reconstruction and resurfacing of 14 Mile Road from Farmington Road to Orchard Lake Road.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED ADOPTION OF A RESOLUTION DESIGNATING THE CITY MANAGER AS THE CITY'S STREET ADMINISTRATOR. CMR 12-21-116

MOTION by Massey, support by Boleware, , that the City Council of Farmington Hills hereby approves the Resolution Designating City Manager, Gary Mekjian, as the City's Street Administrator.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF ESTABLISHING THE SALVADOR STREET WATER MAIN AND SANITARY SEWER PAYBACK BETWEEN WHITLOCK STREET AND HUGO AVENUE IN SECTION 34 OF THE CITY. CMR 12-21-117

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby approves the Salvador Street Water Main Payback and Sanitary Sewer Payback Districts subject to final costs being determined upon completion of construction; and it is the staff's recommendation that funds be utilized from the City of Farmington Hills Water Reserve Fund and Sewer Reserve Fund to construct these improvements.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF ESTABLISHING THE QUAKER VALLEY FARMS ADDITION WATER MAIN PAYBACK IN SECTION 16 OF THE CITY. CMR 12-21-118

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby approves the Quaker Valley Farms Addition Water Main Payback District subject to final costs being determined upon completion of construction; and it is the staff's recommendation that funds be utilized from the City of Farmington Hills Water Reserve Fund to construct these improvements.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED ADOPTION OF A RESOLUTION APPROVING OPTING-IN TO THE NATIONAL OPIOID LITIGATION SETTLEMENT. CMR 12-21-119

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS

RESOLUTION NO. R-221-21

**RESOLUTION APPROVING OPTING-IN TO THE
NATIONAL OPIOID LITIGATION SETTLEMENT**

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held on December 13, 2021, at 7:30 o'clock p.m., Eastern Daylight Savings Time, with those present and absent being,

PRESENT: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
ABSENT: BRIDGES

The following preamble and resolution were offered by Council Member Massey and supported by Council Member Boleware:

WHEREAS, after several years of negotiation, two nationwide settlements have been reached against the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen and one manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson. The settlements require the distributors to pay up to \$21 billion dollars over 18 years and for Janssen to pay up to \$5 billion over 9 years, for a total of \$26 billion. Of the settlement amount, approximately \$22.7 billion is earmarked for participating states and state subdivisions to remediate and abate the impacts of the opioid crisis.

WHEREAS, the settlements require the distributors to implement safeguards to prevent the over prescription of opioids and place restrictions on the marketing, sale and distribution of opioids. Michigan has chosen to participate in each settlement. The distributors will be required to carefully review and report suspicious orders to the state. There will be a national Enforcement Committee to review compliance with the settlements and compliance committees established in the states. Janssen is banned from manufacturing, selling or promoting the sales of opioids in the United States.

WHEREAS, the City of Farmington Hills is eligible to participate in the settlements. The settlement with the Distributors indicates that Farmington Hills is eligible to receive approximately .27632 percent of the 15% allocation the state will receive to distribute to participating subdivisions. The allocation percentage may be modified if the state of Michigan enters into a state specific agreement with the settling parties.

WHEREAS, any funds received from the settlements must be spent on opioid remediation, which is defined in the settlement agreements. However, if a majority of governments that sued the companies do not accept the settlement, the proposed deal will fail, and litigation will continue.

WHEREAS, the two proposed settlements require the participating subdivisions to agree to the settlement terms. The settlements require: (i) an agreement to the terms of the settlements; (ii) a release of claims; (iii) an agreement that monies received can only be spent on opioid remediations and (iv) consent to the jurisdiction of the court where the settlement judgment is filed. The Distributor Release is a release of claims against distributors and J&J Release is a release of claims against Janssen and Johnson & Johnson.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmington Hills, that the City of Farmington Hills elects to participate in the proposed settlements with pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen and the proposed settlement with one manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson.

BE IT FURTHER RESOLVED that the City of Farmington Hills agrees to the terms of the settlements, a release of claims against the companies named in the litigation, the funds received from the settlements to be spent on opioid remediation, as defined in the settlements, and consents to the jurisdiction of the court where the settlement judgments are filed.

BE IT FURTHER RESOLVED that the City of Farmington Hills authorizes the City Manager to register the City on the National Opioid Settlement website, opt-in to the settlements, consent to the terms of the settlement and such further action as is necessary to receive the settlement funds.

BE IT FURTHER RESOLVED that the authorization in this Resolution is subject to completion of all other necessary actions by the Court and the other parties required to finalize the settlements as described herein.

AYES: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
NAYES: NONE
ABSENT: BRIDGES
ABSTENTIONS: NONE

RESOLUTION DECLARED ADOPTED.

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 CONTRACT FOR CONCESSION MANAGEMENT AT THE FARMINGTON HILLS GOLF CLUB RESTAURANT WITH LPS GRILLE CORP. FOR A FIVE (5) YEAR TERM; WITH POSSIBLE EXTENSIONS. CMR 12-21-120

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to sign a contract with LPS Grille Corp. (restaurant name TBD) for a five (5) year term for concession management at the Farmington Hills Golf Club Restaurant; and

IT IS FURTHER RESOLVED, that the City Council authorizes the City Manager to approve extension to the contract in five (5) each one-year terms through mutual consent with Katherine Zervos and the City.

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 AGREEMENT FOR THE ENTERPRISE STORAGE PROJECT WITH ACCESS INTERACTIVE IN THE AMOUNT OF \$314,412. CMR 12-21-121

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to enter into an agreement and issue a purchase order to Access Interactive for the Enterprise Storage Project in the amount of \$314,412.00 (\$262,010 bid plus \$52,402 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 AWARD OF CONTRACT FOR CATERING/EVENT PLANNING SERVICES FOR LONGACRE HOUSE, WILLIAM COSTICK CENTER, THE HAWK AND GRANT COMMUNITY CENTER WITH GOURMET EXPRESS FOR A FIVE (5) YEAR TERM; WITH POSSIBLE EXTENSIONS. CMR 12-21-122

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to sign a contract with Gourmet Express for catering and event planning services for a five (5) year term for Longacre House, William Costick Activities Center, The Hawk and Grant Community Center; and

IT IS FURTHER RESOLVED, that the City Council authorizes the City Manager to approve two (2) each two (2) year extensions through mutual consent with Gourmet Express and the City.

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 JANITORIAL SUPPLIES FOR CITY HALL AND POLICE DEPARTMENT TO EMPIRE EQUIPMENT & SUPPLY IN AN APPROXIMATE AMOUNT OF \$25,000 PER YEAR; WITH POSSIBLE EXTENSIONS. CMR 12-21-123

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to approve all budgeted purchases and issue purchase orders to Empire Equipment & Supply for janitorial supplies in an approximate amount of \$25,000 per year with the option to renew for five (5) additional one-year extensions under the same terms and conditions upon mutual consent by the City and vendor.

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 AGREEMENTS FOR AS NEEDED ARCHITECTURAL AND ENGINEERING SERVICES FOR CITY FACILITY PROJECTS TO HUBBELL ROTH & CLARK, INC. AND LINDHOUT ASSOCIATES ARCHITECTS PARTNERING WITH IMEG CORPORATION FOR ONE YEAR; WITH POSSIBLE EXTENSIONS. CMR 12-21-124

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to approve contracts and issue purchase orders to Hubbell Roth & Clark, Inc. and Lindhout Associates Architects Partnering with IMEG Corporation for one (1) year, for Architectural & Engineering Services for City Facility Projects and for five (5) each one-year terms under the same terms and conditions, utilizing their contract price escalator, by mutual consent between the City of Farmington Hills and the firms.

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 WAIVERS FOR ALL BUDGETED INSTRUCTORS, SPEAKERS, ARTISTS, MUSICIANS AND PERFORMERS FOR A PERIOD OF THREE YEARS. CMR 12-21-125

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to approve all independent contractor agreements and issue purchase orders for all budgeted instructors, speakers, artists, musicians, and performers for three (3) 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 THE CITY COUNCIL REGULAR SESSION MEETING MINUTES OF NOVEMBER 22, 2021.

MOTION by Massey, support by Boleware, to approve the City Council regular session meeting minutes of November 22, 2021.

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.

ATTORNEY REPORT

The attorney report was received by Council.

ADJOURNMENT

MOTION by Knol, support by Newlin, to adjourn the regular session City Council meeting at 8:15pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk