

**AGENDA**  
**CITY COUNCIL STUDY SESSION**  
**JUNE 10, 2024 - 6:15PM**  
**CITY OF FARMINGTON HILLS**  
**CITY HALL – COMMUNITY ROOM**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)

1. Call Study Session to Order
2. Roll Call
3. Discussion on [Multicultural Multiracial Community Council strategy](#)
4. Discussion on [Panhandling Signs Program](#)
5. Discussion on [amendments to the Rules of City Council and Guidelines of Conduct](#)
6. Adjourn Study Session

Respectfully submitted,

Carly Lindahl, 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.



OFFICE OF CITY MANAGER

TO: Mayor and City Council

FROM: Gary Mekjian, City Manager 

DATE: June 10, 2024

RE: Replacement of the Farmington/Farmington Hills Multi-Cultural Multi-Racial Community Council (MCMR)

City Council reviewed the referenced during its January 2024 goal session with a priority “B”. This memo is an effort to provide City Council with some background on the creation of MCMR, its current bylaws and current challenges with the groups, and a potential replacement for MCMR with a bona fide board or commission of City Council

MCMR was created in the 1990’s largely around what I understand to be issues between certain ethnic groups and how those issues were impacting kids in the Farmington Public Schools. In recent years, however, the group has struggled with its purpose and has mostly been involved with helping to organize the MLK day walk, promoting Juneteenth events and other small events. Participation in the group has been a challenge, with the same few individuals meeting with very little to discuss. I have attached a copy of the most recent MCMR Bylaws and resolutions from the 1990’s for City Council’s review.

### **Draft Committee Mission, Vision, and Objectives**

I have also researched other communities in the state to understand similar efforts in this arena. Based on this research, I’ve drafted the following mission, vision, and objectives for City Council’s consideration:

#### **Basis for Existence**

The purpose of the (TBD) Community Committee is to provide a forum for discussion, fact-finding and develop recommendations regarding issues of concern to the various ethnic, religious, and racial communities within the Farmington and Farmington Hills and to aid in their interaction. The

committee reports its activities and issues as well as findings and conclusions to the city council in the form of a recommendation.

### **Goals and Objectives**

The goal of the (TBD) Community Committee is to enhance and facilitate a better understanding and awareness of those cultural differences that make the city's ethnic, religious and racial communities different and unique, while developing a foundation for improved understanding and cooperative living. The objectives of the committee will be to provide activities, recommendations or reports that will aid the city council in establishing public policies toward specific issues affecting all ethnic, religious, and racial groups.

### **Activities**

The (TBD) Community Committee shall meet monthly or quarterly and/or as the members of such advisory committee find necessary to complete a program, project or assigned task. The committee shall be provided the opportunity for hearing on advisory opinions issued to the city council in writing.

They may encourage participation of the community and solicit information and participation from segments of the community, which may provide enlightened information on the issue under study. They shall serve as an advisory committee in the form of recommendations or alternatives presented to the council on such subjects as the city council may deem appropriate.

### **Committee Structure**

The (TBD) Community Committee shall consist of eleven (11) members appointed by the mayor, subject to confirmation of a majority vote of the City Council. Members shall be appointed to serve for a term of three (3) years, except that of the members appointed for a term commencing (TBD), three shall be appointed for a term of one (1) year, four appointed for a term of two (2) years, and four appointed for a term of three (3) years. A member shall hold office until the members successor is appointed and qualified. An appointment to fill a vacancy shall be made by the Mayor, subject to confirmation of a majority vote of the City Council, for the unexpired term only. Members of the board shall serve without compensation.

Where there may be duplication or overlap in responsibilities or activities with any administrative agency, charter, ordinance or statutory created board or commission, they shall have no independent authority to act or assume those responsibilities.

### **Citizen Input**

As a resident committee, the (TBD) Community Committee shall provide resident input necessary through the issuance of advisory recommendations to the city council through the appropriate staff liaison, provided that such staff work in support of the committee's activities shall be approved by the city manager.

### **Administrative**

The staff resources assigned to support the activities of the committee shall be monitored and reviewed at all times by the City's DEI director or the City Managers designee. The necessary budgetary resources for the committee shall be provided through existing budgetary centers or such additional resources as recommended to the city manager upon the request of the committee or by the liaison.

The committee shall complete additional tasks, projects or assignments as required or requested by the city council in a timely manner subject only to the available staff support assigned.

### **Other Considerations**

1. Should the City of Farmington and the Farmington Public School District be a party to this committee? I have discussed with Dave Murphy, Farmington City Manager and he expressed a strong interest by the City of Farmington to participate.
2. If so, how should the appointments be broken down between the 3 entities?

Thank you for your consideration and truly welcome City Council input on this topic.





OFFICE OF CITY MANAGER

TO: Mayor and City Council

FROM: Gary Mekjian, City Manager 

DATE: June 10, 2024

RE: Panhandling Signs Program

### **Introduction**

Over the last few years, I've received many comments from residents and City Council members alike, regarding the increase in panhandlers in our city. In response, the City has installed signs strategically at locations where this activity has historically occurred, stating that aggressive panhandling is prohibited and citing an ordinance number. We've had minimal success with these signs.

Earlier this year, I shared with City Council an effort utilized in Scottsdale, Arizona and many other communities across the country that involves installing signs to discourage people from giving money to panhandlers. Rather, the signs encourage the public to donate their money to local charities and non-profit organizations that assist the homeless. The back of the sign also provides a list of organizations and phone numbers to call for individuals in need of food, clothing shelter, etc. I've included links to news articles from across the country for your review.

### **Proposed Scope**

Staff will monitor locations where steady panhandling activity is evident. This will vary depending on the time of year, with a typical uptick during the warmer months. Once the locations are determined, the City will contact the appropriate agencies (typically MDOT and RCOC) and apply for any necessary permits. Some locations may require signs on all legs of the intersections, where others may require fewer signs. Signs are proposed to be temporary and able to be rotated to other locations based on staff observations and resident requests.

## **Sign Management**

The Public Services Department (DPS) will assume responsibility for permitting, staking for underground utilities, producing and placement of the signs. DPS will also be responsible for repairing, replacing, relocating and removing signs as necessary.

## **Reporting**

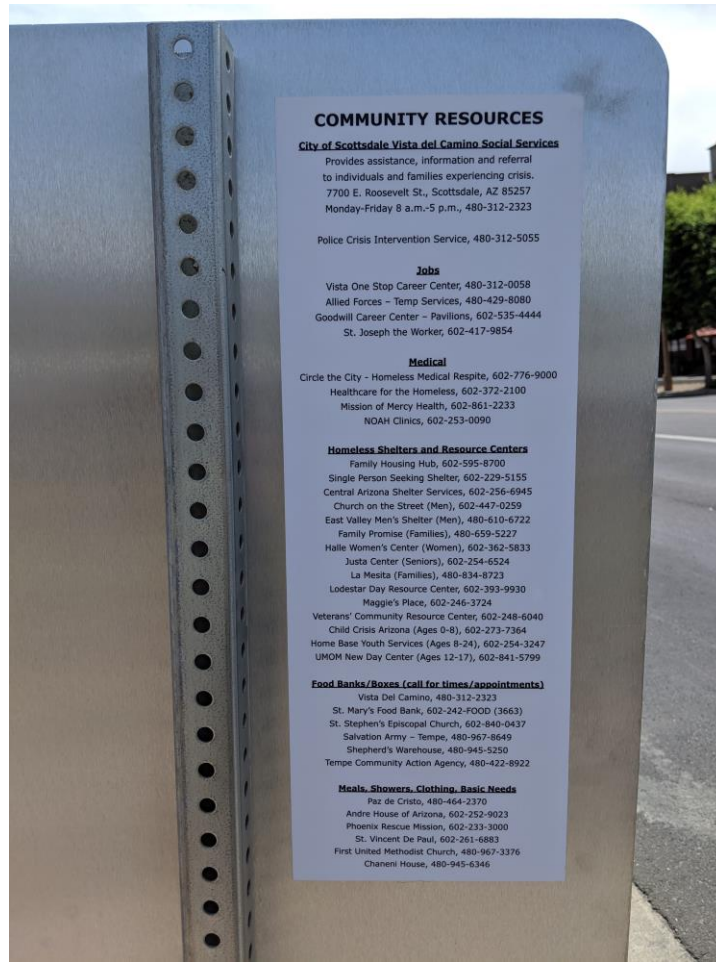
Residents are encouraged to continue calling or emailing the City regarding this issue. In addition, the Central Services Department will update the “Contact Us” page to include a check box for panhandling and a panhandling category will also be added to the Citizen Problem Reporter.

The City can also add a page to the website that again lists the organizations and phone numbers to call for individuals in need of food, clothing shelter or for residents to make a donation in support of these organizations.

## **Conclusion**

Administration is requesting a positive concurrence from City Council on this proposed effort.





## Links to News Articles

[Canton, OH](#)

[Evanston, IL](#)

[Daytona, FL](#)

[Scottsdale, AZ](#)

**CITY OF  
FARMINGTON HILLS**

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

| (As amended through ~~May 13, 2024, and effective~~ June 10, 2024)

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# CITY OF FARMINGTON HILLS RULES OF THE CITY COUNCIL

## A. REGULAR AND SPECIAL MEETINGS

### 1. REGULAR MEETINGS:

The Council shall meet regularly within the City at least twice each month at such times and places as the Council may prescribe. Council will adopt its meeting schedule annually pursuant to the Open Meetings Act, and will endeavor to hold ~~Regular meetings of the City Council will be held, at a minimum,~~ on the second and fourth Mondays of each month beginning at 7:30p.m., local prevailing time, at the City Hall. Regular meetings may be scheduled at or rescheduled to other times by a vote of the Council. Regular meetings may be canceled with notice to all members of Council and, if possible, notices to the public posted at City Hall's main entrance in emergency or weather-related circumstances by the Mayor or in the Mayor's unavailability or absence from the City, by the Mayor Pro Tem.

### 2. SPECIAL MEETINGS:

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

### 3. BUSINESS AT SPECIAL MEETINGS:

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

### 4. STUDY SESSIONS:

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

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

- A. For regular meetings of the Council, the Clerk shall post at the City Hall, within three (3) days after the first meeting of the Council in each calendar year, a public notice stating the dates, times and places of its regular meetings for the year.
- B. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting.

- C. However, such notice, as described in 5A and B above, is not required for a meeting of the Council in emergency session in the event of a widespread natural disaster or a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat.

6. MAILING OF MEETING AGENDAS:

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

7. MINUTES OF REGULAR AND SPECIAL MEETINGS:

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

**B. MEETING PROCEDURE**

1. MEETINGS TO BE PUBLIC:

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

2. ORDER OF BUSINESS:

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

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

3. QUORUM:

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

4. PRESIDING OFFICER:

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

5. PRESENTATIONS:

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



persons presenting or commenting during the regular session of a City Council meeting shall do so, in person, at the meeting.

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

### C. CLOSED SESSIONS

1. PURPOSE:

The City Council may only meet in closed session for purposes defined in the Michigan Open Meetings Act. Closed sessions may occur before or after the regular session portion of a regular meeting or at a special meeting.

2. CALLING CLOSED SESSIONS:

A roll call vote of the Council members elected or appointed and serving shall be required. The roll call vote shall be taken at an open meeting and the purpose for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

3. MINUTES OF CLOSED SESSIONS:

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

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

4. CONFIDENTIALITY OF CLOSED SESSION INFORMATION:

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

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

#### D. VOTING AND DISCUSSION

1. ROLL CALL:

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

2. RESULTS OF VOTING:

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

3. DUTY TO VOTE:

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

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

4. CONDUCT OF DISCUSSION:

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

5. COUNCIL MEMBER REQUESTS FOR POSTPONEMENTS:

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

6. RULES OF PARLIAMENTARY PROCEDURE:

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

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

7. RECONSIDERATION OF MOTIONS:

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

8. GENERAL CONSENSUS:

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

### E. CITIZEN PARTICIPATION

1. GENERAL:

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

2. LENGTH OF PRESENTATION:

Members of the public at the meeting shall not speak unless recognized by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes.

3. PERSONS ADDRESSING THE COUNCIL/ATTENDING MEETINGS:

- A. Persons shall not speak unless recognized by the Chair.
- B. Prior to addressing Council, members of the public shall come before the public microphone, state their name and, if appropriate, group affiliation.
- C. Comments shall be directed to Council and not to or at other persons.
- D. Persons must address Council by speaking, they shall not yield their time to other speakers, and they shall not play audio or video recordings.
- E. While comment upon the action, inaction, or performance of the Council and the City of Farmington Hills commissions, boards, employees and consultants is allowed, Council asks all speakers to

refrain from using profane, vulgar, or abusive language and personal attacks will not be tolerated. Additionally, City Council prohibits the use of any obscene, defamatory or similar disruptive language that substantially interrupts, delays, or disturbs the peace and good order of the proceedings of the City Council meeting or constitutes an imminent threat to the person or property of an individual or individuals.

F. If speakers have materials they wish to hand out to members of Council, they must inform or signal to the Clerk who will receive them from the speaker and hand them out.

G. Members of the public shall not disturb speakers at the podium and shall not interrupt Council members or staff while they are speaking during a meeting or otherwise disrupt a Council meeting.

H. Comments by persons in the audience by voice, clapping, or otherwise, showing approval or disapproval of any remarks of the speaker or member(s) of the public body are not allowed.

H.I. Microphones and speakers, megaphones, amplification systems or devices, and sound or noise distraction devices of any kind are prohibited, except those provided by the City for purposes of the meeting.

H.J. Persons wanting to address Council at a meeting shall fill-out a public participation registration form prepared by the Clerk, providing the date, name and address of the speaker, the topic and agenda item on which the speaker wishes to speak, and the organization (if any) that the speaker represents. The Chair shall have the discretion to decide the order in which to recognize and call speakers to the public microphone to speak and may call City residents and property owners ahead of others.

4. DEVIATION:

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

5. REQUESTS TO SPEAK DURING PUBLIC HEARINGS:

For the purpose of public participation during public hearings, every speaker must complete the public participation registration form and submit same to the City Clerk prior to the public comment period. After being recognized by the Chair, the speaker is to approach the public microphone and give his/her

name prior to speaking on the public hearing issue. Each speaker will be allowed three (3) minutes maximum to address the Council.

6. REQUESTS TO SPEAK DURING PUBLIC COMMENTS:

Any person who wishes to speak on a subject not on the printed agenda may do so during the period of time designated on the agenda as Public Comment by completing the required public participation registration form and submitting same to the City Clerk prior to the public comment period. Each speaker will be allowed three (3) minutes maximum to address the Council. All rules of conduct still apply.

7. REQUESTS TO SPEAK DURING REGULAR AGENDA ITEMS:

Any person who wishes to speak on an item included on the printed meeting agenda may do so by completing the required public participation registration form and submitting same to the City Clerk prior to that agenda item being discussed. Speakers will be recognized by the Chair, at which time they will be required to approach the public microphone, state their name and will be allowed three (3) minutes maximum to address the Council. The Council may in its discretion limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue.

8. SIGNS AND POSTERS:

Members of the public attending City Council meetings shall not display, hold, or place any signs, posters, or flags in the City Council Chambers. Although the public is not permitted under separate City Council policies to do so, members of the public may hold signs, posters, and flags in the corridor outside of City Council Chambers during evening meetings of City Council taking place in the City Council Chambers, subject to the following rules:

- A. The persons holding the signs, posters, or flags must position themselves along the glass window wall such that their signs, posters, and flags are facing inward toward the City Council dais;
- B. The signs, posters, and flags shall be motionless (i.e., not waved, bobbed, shaken, walked, or otherwise moved) such that they do not distract or draw attention away from persons speaking during the meeting or from the business, decorum, or order of the meeting;
- C. The signs, posters, and flags must be held in a manner that does not block, obstruct, or interfere, in any way, with any other person's ability to see and watch the meeting from the corridor outside the Council Chamber or with any other person's sign, poster, or flag; and
- D. The signs, posters, and flags must be handheld, shall be no more than four (4) square foot in size, shall not be attached to any pole or stick,

and shall not consist of any material other than paper, single-ply cardboard, poster board, or cloth material.

9. DISORDERLY CONDUCT AT MEETINGS:

A person in violation of these rules is disorderly. The Chairperson may call to order any person who is being disorderly. Such persons shall thereupon be seated until the Chair shall have determined whether the person is in order. If a person shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by the Council. If the person shall continue to be disorderly, the Chair may order the person to leave the room and upon a failure to comply, seek Police Department assistance in removal of the person from the meeting room and corridor area outside the meeting room such that the meeting can return to order, and City Council business can continue without disruption or distraction.

F. AGENDA

1. PREPARATION:

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

2. DISTRIBUTION:

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

3. AGENDA MATERIAL:

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

4. POSTING OF AGENDA MATERIAL:

For added public transparency purposes only, the agenda packet for each regular meeting of City Council are to be posted for public review on the City’s website

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

### G. CONSENT AGENDA

1. PURPOSE:

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

2. AGENDA ITEMS:

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

### H. RECORDING OF COUNCIL MEETINGS

1. MEETINGS MAY BE RECORDED, BROADCASTED & LIVESTREAMED:

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

2. RETENTION OF RECORDS:

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

## I. MISCELLANEOUS

### 1. AMENDMENTS TO RULES:

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

### 2. SUSPENSION OF RULES:

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

### 3. CONTROLLING AUTHORITY:

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

### 4. REVIEW OF CONSULTANTS:

City Council shall make an internal evaluation of consultants as needed to determine if the services being provided are satisfactory and if judged to be inappropriate, will move to proceed with establishing a more formal review process.

## J. COMMITTEE ASSIGNMENTS

### 1. ASSIGNMENTS:

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

### 2. RESPONSIBILITIES:

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

## CITY OF FARMINGTON HILLS GUIDELINES OF CONDUCT

### A. PUBLIC RELATIONS

Members of Council should refrain from argument with a member of the public or staff at Council meetings since these arguments seldom resolve concerns and many times



inflame feelings at a public meeting. Any concerns by a member of Council over the behavior or work of a City employee during a Council meeting should be directed to the City Manager to ensure the concern is addressed.

## **B. CITY COUNCIL RELATIONS WITH CITY STAFF**

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

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

1. Members of the City Council should not attempt to influence commission or committee recommendations, or to influence or lobby individual commission or committee members on any item under their consideration. It is important for commissions and committees to be able to make objective recommendations to the City Council on items before them. Members of Council that attempt to influence commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the City Council.
2. Individual Council members shall have the right to attend meetings but are cautioned about becoming involved in the meetings' discussions.

3. If a member of the City Council represents the City before another governmental agency or organization, the Council member should first indicate the majority position as an opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.

#### **D. RESOLUTIONS AND PROCLAMATIONS INVOLVING COMMUNITY RELATIONS AND OTHER MATTERS**

1. Proclamations issued by the Mayor on behalf of City Council shall be limited to providing positive recognition of and support for individuals, groups, or organizations that are within our City or provide benefit to individuals, groups, or organizations in our City.
2. Resolutions issued by City Council shall be limited to the following: (A) taking action on agenda items relating to the operations, administration, and management of the City; (B) enacting ordinances and adopting policies; (C) taking action or otherwise fulfilling the duties of the City and its City Council authorized by law, City Charter, or City Ordinances; (D) addressing issues that exist within our City; (E) addressing legislative issues that directly affect our City such as pending state or federal legislation that would limit the City's local control, involve grant money for the City, or similar matters relating to the operations and management of the City or the health, safety and welfare of its residents and businesses; or (F) providing positive recognition of and support for individuals, groups, or organizations that are within our City or provide benefit to individuals, groups, or organizations in our City.

**AGENDA**  
**CITY COUNCIL MEETING**  
**JUNE 10, 2024 – 7:30PM**  
**CITY OF FARMINGTON HILLS**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)  
Cable TV: Spectrum – Channel 203; AT&T – Channel 99  
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

*\*\*Children, Youth & Families Volunteer Award Reception – City Hall Community Room – 5:00 pm*  
*Award Ceremony to be held in the City Council Chamber at 5:20 pm\*\**

**REQUESTS TO SPEAK:** Anyone requesting to speak before Council must complete and turn in to the City Clerk a blue Public Participation Registration Form.

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

**STUDY SESSION (6:15 P.M. Community Room– See Separate Agenda)**

**REGULAR SESSION MEETING**

**CALL REGULAR SESSION MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. Approval of regular session meeting agenda
2. Proclamation recognizing [June 2024 as LGBTQ Pride Month](#)
3. Proclamation recognizing [June 19, 2024 as Juneteenth](#)

**ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS**

**CORRESPONDENCE**

**CONSENT AGENDA** - (See Items No. 11-31)

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

**CONSENT AGENDA ITEMS FOR DISCUSSION**

**COUNCIL MEMBERS' COMMENTS AND ANNOUNCEMENTS**

**CITY MANAGER UPDATE**

**PUBLIC HEARING:**

4. Public hearing and consideration of adoption of the 2024/2025 Fiscal Year Budget and 2024 Property Tax Millage Rates. [CMR 6-24-46](#)
5. Public hearing and consideration of approval authorizing the Gravel Road Conversion to Hard Surface Pavement for Westfield Street. [CMR 6-24-47](#)

**NEW BUSINESS:**

6. Consideration of adopting a [resolution to submit a ballot proposal to the voters for the amendment of City Charter Section 2.05 regarding terms of office of City Council Members and Mayor.](#)
7. Consideration of adopting a [resolution regarding a Charter Amendment for renewal of the Public Streets and Roads Millage.](#)
8. Consideration of adopting a resolution establishing water rates for fiscal year 2024/2025. [CMR 6-24-48](#)
9. Consideration of adopting a resolution establishing sewer rates for fiscal year 2024/2025. [CMR 6-24-49](#)
10. Consideration of [appointments](#) to various boards and commissions.

**CONSENT AGENDA:**

11. Recommended approval of setting the fee for marriages performed by the Mayor. [CMR 6-24-50](#)
12. Recommended approval of adopting a resolution for acceptance of the Greening Street Right-of-Way to the City's local street system. [CMR 6-24-51](#)
13. Recommended approval of [amendments to the Emergency Preparedness Commission Bylaws and Rules of Procedures.](#)
14. Recommended approval of annual bid waivers and awards for fiscal year 2024/2025. [CMR 6-24-52](#)
15. Recommended approval of the DTE Energy Line Extension Agreement. [CMR 6-24-53](#)
16. Recommended approval of granting an easement to DTE Electric Company on the City Hall Campus property. [CMR 6-24-54](#)
17. Recommended approval of granting an easement to DTE Electric Company on the Fire Station #4 property. [CMR 6-24-55](#)
18. Recommended approval of designation of City depositories. [CMR 6-24-56](#)
19. Recommended approval of a request for employment under Section 10.01A of the City Charter for a [Seasonal Golf Laborer.](#)
20. Recommended approval of a request for employment under Section 10.01A of the City Charter for a [Building Assistant – The Hawk.](#)
21. Recommended approval of a request for employment under Section 10.01A of the City Charter for an [Archery Instructor.](#)
22. Recommended approval of award of contract for the City Hall Security and Safety Enhancements Project to JG Morris Jr. Inc., in the amount of \$75,500. [CMR 6-24-57](#)
23. Recommended approval of award of bid for the shade structure project at The Hawk to DANICA Service Group LLC in an amount not to exceed \$30,921. [CMR 6-24-58](#)
24. Recommended approval of award of bid for the 2024 As Needed Catch Basin Stabilization Services to Havener Tech in the amount not-to-exceed the annual budgeted amount, with extensions. [CMR 6-24-59](#)
25. Recommended approval of award of purchase for the replacement and installation of an Inground Truck Lift at the DPW Garage to Allied, Inc. in the amount of \$205,282. [CMR 6-24-60](#)

26. Recommended approval of purchase of two John Deere 2400 Triplexes for Farmington Hills Golf Club maintenance to Deere & Company in the amount of \$87,713.78. [CMR 6-24-61](#)
27. Recommended approval of City Council [special study session meeting minutes](#) of May 7, 2024.
28. Recommended approval of City Council [study session meeting minutes](#) of May 13, 2024.
29. Recommended approval of City Council [regular session meeting minutes](#) of May 13, 2024.
30. Recommended approval of City Council [budget study session meeting minutes](#) of May 15, 2024.
31. Recommended approval of City Council [budget study session meeting minutes](#) of May 16, 2024.

#### **ADDITIONS TO AGENDA**

#### **PUBLIC COMMENTS**

Limited to three (3) minutes for any item of City business not on the agenda.

#### **CITY ATTORNEY REPORT**

#### **ADJOURNMENT**

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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



**PROCLAMATION  
LGBTQ Pride Month  
June 2024**

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

**NOW, THEREFORE, BE IT RESOLVED** that I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 2024 as **LGBTQ Pride Month** in Farmington Hills, and encourage our community to eliminate prejudice wherever it exists and to celebrate our great diversity by taking part in community events throughout June that focus on and celebrate our LGBTQ neighbors.

A handwritten signature in black ink, appearing to read "Theresa Rich".

Theresa Rich, Mayor



**PROCLAMATION  
Juneteenth Celebration  
June 19, 2024**

- WHEREAS,** the City of Farmington Hills formally acknowledges Juneteenth as a holiday marking the end of slavery in the United States; and,
- WHEREAS,** the City of Farmington Hills commemorates the word of emancipation finally reaching a group of enslaved Africans in Galveston, Texas on June 19, 1865, more than two and a half years after President Abraham Lincoln issued the Emancipation Proclamation, stating that “all persons held as slaves” within the rebellious states “are, and henceforth shall be free;” and,
- WHEREAS,** following his statement, June 19–Juneteenth–became the emancipation date of those long suffering for freedom; and,
- WHEREAS,** since then, as the oldest known celebration commemorating the end of slavery in America, the tradition of celebrating Juneteenth has remained strong, well into the 21<sup>st</sup> century, recognizing the triumph of the human spirit over the cruelty of slavery and honoring the strength, endurance, and faith of African American ancestors; and,
- WHEREAS,** on June 17, 2021, President Joseph R. Biden, Jr. signed into law Senate Bill 475 making Juneteenth a federal holiday; and,
- WHEREAS,** Juneteenth is a day of reflection, renewal and pride, as families and community members gather to celebrate the African American experience, and to measure and appreciate the great progress and significant contributions made by African Americans in our society; and,
- WHEREAS,** worldwide celebrations of Juneteenth are designed to acknowledge and honor history while looking toward the future with a renewed commitment to building coalitions, offering needed support, and praying for peace and liberty for all; and,
- WHEREAS,** the City of Farmington Hills Special Services Department Cultural Arts Division will host a free concert at 6 p.m. on June 19 at The Hawk Theatre for the community to come together in celebration of Juneteenth.

**NOW, THEREFORE, BE IT RESOLVED,** that I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 19, 2024, as **Juneteenth** in Farmington Hills. We encourage all community members to attend the City’s free Juneteenth celebration concert and urge the community to celebrate African American history and culture, while continuing to promote diversity, equality, and a strong sense of belonging in Farmington hills.

A handwritten signature in black ink, reading "Theresa Rich".

Theresa Rich, Mayor

**REPORT FROM CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT: Public Hearing on the City’s Annual FY 2024/25 Budget; after the Public Hearing, Approve a Resolution Adopting the FY 2024/25 Budget and 2024 City Property Tax Millage Rates**

**Administrative Summary**

The City Manager’s Proposed FY 2024/25 Budget was transmitted to the City Council on May 7<sup>th</sup>, 2024. The City Council conducted Budget Review Study Sessions on May 15, 2024 and May 16, 2024.

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

**Recommendation:**

**It is recommended that the City Council first conduct the Public Hearing on the Annual FY 2024/25 City Budget. It is further recommended that after the Public Hearing the City Council considers approval of the attached Resolution Adopting the FY 2024/25 City Budget and 2024 City Property Tax Millage Rates.**

Prepared by:

Thomas Skrobola  
Finance Director/Treasurer

Approved by:

Gary Mekjian  
City Manager



**BUDGET RESOLUTION FY 24-25**

WHEREAS, the appropriate City Officers have submitted to the City Manager an itemized estimate of expenditures for FY 2023/24 for the respective departments and/or activities under his/her direction; and,

WHEREAS, the City Manager has prepared a complete itemized budget proposal for FY 2024/25 including the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and the Component Units, and has submitted the same to the City Council pursuant to Article VI of the City Charter; and,

WHEREAS, a Public Hearing was held on the combined budgets for FY 2024/25 on June 10, 2024 and the property tax millage rate to be levied to support the FY 2024/25 budget; and,

WHEREAS, an appropriate public notice was published on June 3, 2024, notifying citizens of the Public Hearing on the proposed FY 2024/25 Budget and the proposed property tax levy to support these budgets and the City Council's intention to adopt the budgets and establish the property tax rates on June 10, 2024 after the Public Hearing; and,

WHEREAS, all necessary proceedings have been taken by the City of Farmington Hills, Oakland County, Michigan, for the adoption of its Budget for the FY 2024/25;

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

- 1) That the City Council for the City of Farmington Hills hereby adopts the General Fund Budget for FY 2024/25 in the aggregate amount of \$84,026,577 for expenditures and transfers-out funded by \$78,565,098 in revenues and transfers-in.
- 2) That the City Council for the City of Farmington Hills hereby appropriates the sum of \$84,026,577 in expenditures and transfers-out for FY 2024/25 for General Fund purposes on a departmental and activity total basis as follows:

| <b><u>Expenditures + Transfers Out</u></b> |                     |
|--|---------------------|
| Boards & Commissions                       | \$3,395,868         |
| General Government                         | \$16,434,554        |
| Public Safety                              | \$28,833,648        |
| Planning & Community Development           | \$2,193,893         |
| Public Services                            | \$8,945,235         |
| Special Services                           | \$14,949,593        |
| Operating Transfers Out                    | \$9,273,787         |
| <b>Total Expenditures + Transfers-out</b>  | <b>\$84,026,578</b> |

- 3) That the City of Farmington Hills shall levy 5.2723 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2024/25 for general operating purposes.
- 4) That the City of Farmington Hills shall levy 0.5866 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2024/25 for general debt service requirements (all 0.5866 mills are from within the City Charter Limit) and to adopt the 2024/2025 Debt Service Fund Budgets schedule as attached below.
- 5) That the City of Farmington Hills shall levy 2.4175 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2024/25 for Capital Improvements of which 0.4530 mills will be dedicated to Parks Development as approved by the electorate in August 2018 and to adopt the 2024/25 Capital Improvement Fund Budget and Parks & Recreation Capital Development Funds Budget as attached below.
- 6) That the City of Farmington Hills shall levy 3.0281 mills ad valorem (as approved by the electorate in November 2015 and November 2021) on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for the FY 2024/25 for the purposes of public safety.
- 7) That the City of Farmington Hills shall levy 0.6452 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2024/25 for refuse removal and disposal.

8) That the City of Farmington Hills shall levy 0.0110 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2024/25 for economic development and public information.

9) That the City of Farmington Hills shall levy 4.4632 mills ad valorem tax on the Taxable Value of all Real and Personal Property subject to taxation in the City of Farmington Hills for the FY 2024/25 for the City's local match to Major Road grant funded projects as well as preventative maintenance treatments on both Major and Local Roads.

10) That the City of Farmington Hills shall levy a total of 16.4240 mills ad valorem on the taxable value of all real and personal property subject to taxation in the City of Farmington Hills for FY 2024/25.

11) That the City of Farmington Hills estimates General Fund Revenues and transfers-in for the FY 2024/25 to total \$78,565,098 as follows:

| <u>Revenues</u>                     |                            |
|-------------------------------------|----------------------------|
| Property Taxes                      | \$40,612,943               |
| Business Licenses & Permits         | \$25,573                   |
| Other Licenses & Permits            | \$1,856,095                |
| Grants                              | \$439,367                  |
| State Shared Revenue                | \$10,644,878               |
| Fees                                | \$7,617,883                |
| Sales                               | \$491,886                  |
| Fines & Forfeitures                 | \$1,626,525                |
| Interest Earnings                   | \$1,273,271                |
| Recreation User Charges             | \$10,412,673               |
| Other Revenue                       | \$2,247,155                |
| Operating Transfers In              | \$1,316,850                |
| <b>Total Revenue + Transfers-in</b> | <b><u>\$78,565,098</u></b> |

**BUDGET RESOLUTION FY 24-25**  
**SPECIAL REVENUE FUNDS**

12) That the City of Farmington Hills adopts the Special Revenue Funds Budgets for the FY 2024/25 as follows:

|  | Total<br>Infrastructure<br>Funds | Total<br>Recreation<br>Funds | Total<br>Public<br>Safety<br>Funds | Total<br>Grant<br>Funds | Total<br>Special<br>Revenue<br>Funds |
|--|----------------------------------|------------------------------|------------------------------------|-------------------------|--------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>      | <b>\$11,016,018</b>              | <b>\$331,921</b>             | <b>\$4,484,563</b>                 | <b>\$0</b>              | <b>\$15,832,503</b>                  |
| <b>REVENUES</b>                          |                                  |                              |                                    |                         |                                      |
| Property Taxes                           | 20,058,423                       | 2,035,039                    | 13,551,277                         | 0                       | \$35,644,738                         |
| Intergovernmental                        | 11,406,990                       | 340,250                      | 200,513                            | 1,127,642               | \$13,075,394                         |
| Interest Income                          | 362,885                          | 66,812                       | 77,368                             | 1,050                   | \$508,114                            |
| Miscellaneous                            | 0                                | 212,692                      | 0                                  | 90,083                  | \$302,775                            |
| <b>Total Revenues</b>                    | <b>31,828,297</b>                | <b>2,654,792</b>             | <b>13,829,157</b>                  | <b>1,218,774</b>        | <b>49,531,021</b>                    |
| <b>EXPENDITURES</b>                      |                                  |                              |                                    |                         |                                      |
| Highways & Streets                       | 32,520,153                       | 0                            | 0                                  | 0                       | \$32,520,153                         |
| Public Safety                            | 0                                | 0                            | 12,243,471                         | 0                       | \$12,243,471                         |
| Appointed Council                        | 0                                | 0                            | 0                                  | 671,825                 | \$671,825                            |
| Contractual Services                     | 0                                | 0                            | 0                                  | 93,900                  | \$93,900                             |
| Debt Service - Principal                 | 755,000                          | 0                            | 0                                  | 0                       | \$755,000                            |
| Debt Service - Interest                  | 90,388                           | 0                            | 0                                  | 0                       | \$90,388                             |
| Land, Capital Improvements & Other       | 128,100                          | 1,593,665                    | 1,167,975                          | 453,050                 | \$3,342,790                          |
| <b>Total Expenditures</b>                | <b>33,493,641</b>                | <b>1,593,665</b>             | <b>13,411,446</b>                  | <b>1,218,775</b>        | <b>49,717,527</b>                    |
| Revenues over/(under)                    |                                  |                              |                                    |                         |                                      |
| Expenditures                             | (1,665,344)                      | 1,061,127                    | 417,711                            | (0)                     | (\$186,506)                          |
| <b>OTHER FINANCING</b>                   |                                  |                              |                                    |                         |                                      |
| <b>SOURCES AND USES</b>                  |                                  |                              |                                    |                         |                                      |
| Transfers In                             | 21,700,000                       | 68,951                       | 0                                  | 0                       | \$21,768,951                         |
| Transfers Out                            | (21,700,000)                     | (1,307,850)                  | 0                                  | 0                       | (\$23,007,850)                       |
| <b>Total</b>                             | <b>0</b>                         | <b>(1,238,899)</b>           | <b>0</b>                           | <b>0</b>                | <b>(1,238,899)</b>                   |
| Excess Revenues and Other                |                                  |                              |                                    |                         |                                      |
| Financing Sources over/(under)           |                                  |                              |                                    |                         |                                      |
| Expenditures and Other Uses              | (1,665,344)                      | (177,772)                    | 417,711                            | (0)                     | (1,425,405)                          |
| <b>FUND BALANCE AT JUNE 30, 2025</b>     | <b>\$9,350,673</b>               | <b>\$154,150</b>             | <b>\$4,902,273</b>                 | <b>\$0</b>              | <b>\$14,407,097</b>                  |
| <b>Percentage Change in Fund Balance</b> | <b>-15.12%</b>                   | <b>-53.56%</b>               | <b>9.31%</b>                       | <b>-8.93%</b>           | <b>-9.00%</b>                        |

**BUDGET RESOLUTION FY 24-25**  
**SPECIAL REVENUE FUNDS - INFRASTRUCTURE FUNDS**

|  | Municipal<br>Street<br>Fund #201 | Major<br>Roads<br>Fund #202 | Local<br>Roads<br>Fund #203 | Total<br>Infrastructure<br>Funds |
|--|----------------------------------|-----------------------------|-----------------------------|----------------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>  | <b>\$1,981,704</b>               | <b>\$8,389,395</b>          | <b>\$644,920</b>            | <b>\$11,016,018</b>              |
| <b>REVENUES</b>  |                                  |                             |                             |                                  |
| Property Taxes   | 20,058,423                       | 0                           | 0                           | 20,058,423                       |
| Intergovernmental  | 218,242                          | 8,194,167                   | 2,994,581                   | 11,406,990                       |
| Interest Income  | 21,218                           | 266,667                     | 75,000                      | 362,885                          |
| Special Assessments  | 0                                | 0                           | 0                           | 0                                |
| Miscellaneous  | 0                                | 0                           | 0                           | 0                                |
| <b>Total Revenues</b>  | <b>20,297,882</b>                | <b>8,460,834</b>            | <b>3,069,581</b>            | <b>31,828,297</b>                |
| <b>EXPENDITURES</b>  |                                  |                             |                             |                                  |
| Highways & Streets   | 0                                | 14,348,888                  | 18,171,265                  | 32,520,153                       |
| Debt Service - Principal   | 0                                | 0                           | 755,000                     | 755,000                          |
| Debt Service - Interest  | 0                                | 0                           | 90,388                      | 90,388                           |
| Other  | 0                                | 90,500                      | 37,600                      | 128,100                          |
| <b>Total Expenditures</b>  | <b>0</b>                         | <b>14,439,388</b>           | <b>19,054,253</b>           | <b>33,493,641</b>                |
| Revenues over/(under)<br>Expenditures  | 20,297,882                       | (5,978,554)                 | (15,984,672)                | (1,665,344)                      |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                                  |                             |                             |                                  |
| Bond Proceeds  | 0                                | 0                           | 0                           | 0                                |
| Transfers In   | 0                                | 5,800,000                   | 15,900,000                  | 21,700,000                       |
| Transfers Out  | (19,700,000)                     | (2,000,000)                 | 0                           | (21,700,000)                     |
|  | (19,700,000)                     | 3,800,000                   | 15,900,000                  | 0                                |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 597,882                          | (2,178,554)                 | (84,672)                    | (1,665,344)                      |
| <b>FUND BALANCE AT JUNE 30, 2025</b>   | <b>\$2,579,586</b>               | <b>\$6,210,840</b>          | <b>\$560,248</b>            | <b>\$9,350,674</b>               |
| <b>Percentage Change in Fund Balance</b>   | <b>30.17%</b>                    | <b>-25.97%</b>              | <b>-13.13%</b>              | <b>-15.12%</b>                   |

**BUDGET RESOLUTION FY 24-25**  
**SPECIAL REVENUE FUNDS - RECREATION FUNDS**

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|  | Nutrition<br>Fund #281 | Parks &<br>Recreation<br>Millage<br>Fund #410 | Total<br>Recreation<br>Funds |
|--|------------------------|---|------------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>  | <b>\$0</b>             | <b>\$331,921</b>                              | <b>\$331,921</b>             |
| <b>REVENUES</b>  |                        |   |                              |
| Property Taxes   | 0                      | 2,035,039                                     | <b>2,035,039</b>             |
| Intergovernmental  | 286,722                | 53,528  | <b>340,250</b>               |
| Interest Income  | 5,000                  | 61,812  | <b>66,812</b>                |
| Miscellaneous  | 152,692                | 60,000  | <b>212,692</b>               |
| <b>Total Revenues</b>  | <b>444,414</b>         | <b>2,210,378</b>                              | <b>2,654,792</b>             |
| <b>EXPENDITURES</b>  |                        |   |                              |
| Land Acquisition, Capital<br>Improvements and Other  | 513,365                | 1,080,300                                     | <b>1,593,665</b>             |
| <b>Total Expenditures</b>  | <b>513,365</b>         | <b>1,080,300</b>                              | <b>1,593,665</b>             |
| Revenues over/(under)<br>Expenditures  | (68,951)               | 1,130,078                                     | <b>1,061,127</b>             |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                        |   |                              |
| Transfers In   | 68,951                 | 0   | <b>68,951</b>                |
| Transfers Out  | 0                      | (1,307,850)                                   | <b>(1,307,850)</b>           |
| <b>Total</b>   | <b>68,951</b>          | <b>(1,307,850)</b>                            | <b>(1,238,899)</b>           |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 0                      | (177,772)                                     | <b>(177,772)</b>             |
| <b>FUND BALANCE AT JUNE 30, 2025</b>   | <b>\$0</b>             | <b>\$154,150</b>                              | <b>\$154,150</b>             |
| <b>Percentage Change in Fund Balance</b>   |                        | <b>-53.56%</b>                                | <b>-53.56%</b>               |

**BUDGET RESOLUTION FY 24-25**  
**SPECIAL REVENUE FUNDS - PUBLIC SAFETY FUNDS**

|  | Public<br>Safety<br>Fund #205 | Federal<br>Forfeiture<br>Fund #213 | State<br>Forfeiture<br>Fund #214 | Total<br>Public<br>Safety<br>Funds |
|--|-------------------------------|------------------------------------|----------------------------------|------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>  | <b>3,365,211</b>              | <b>\$760,245</b>                   | <b>\$359,106</b>                 | <b>\$4,484,563</b>                 |
| <b>REVENUES</b>  |                               |                                    |                                  |                                    |
| Property Taxes   | 13,551,277                    | 0                                  | 0                                | 13,551,277                         |
| Intergovernmental  | 200,513                       | 0                                  | 0                                | 200,513                            |
| Interest Income  | 63,780                        | 13,588                             | 0                                | 77,368                             |
| Miscellaneous  | 0                             | 0                                  | 0                                | 0                                  |
| <b>Total Revenues</b>  | <b>13,815,570</b>             | <b>13,588</b>                      | <b>0</b>                         | <b>13,829,157</b>                  |
| <b>EXPENDITURES</b>  |                               |                                    |                                  |                                    |
| Public Safety  | 11,948,376                    | 254,025                            | 41,070                           | 12,243,471                         |
| Land Acquisition, Capital<br>Improvements and Other  | 1,092,618                     | 75,357                             | 0                                | 1,167,975                          |
| <b>Total Expenditures</b>  | <b>13,040,994</b>             | <b>329,382</b>                     | <b>41,070</b>                    | <b>13,411,446</b>                  |
| Revenues over/(under)<br>Expenditures  | 774,575                       | (315,794)                          | (41,070)                         | 417,711                            |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                               |                                    |                                  |                                    |
| Transfers In   | 0                             | 0                                  | 0                                | 0                                  |
| Transfers Out  | 0                             | 0                                  | 0                                | 0                                  |
|  | 0                             | 0                                  | 0                                | 0                                  |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 774,575                       | (315,794)                          | (41,070)                         | 417,711                            |
| <b>FUND BALANCE AT JUNE 30, 2025</b>   | <b>\$4,139,787</b>            | <b>\$444,451</b>                   | <b>\$318,036</b>                 | <b>\$4,902,273</b>                 |
| <b>Percentage Change in Fund Balance</b>   | <b>23.02%</b>                 | <b>-41.54%</b>                     | <b>-11.44%</b>                   | <b>9.31%</b>                       |

**BUDGET RESOLUTION FY 24-25**  
**SPECIAL REVENUE FUNDS - GRANT FUNDS**

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|  | C.D.B.G.<br>Fund #275 | M.I.D.C.<br>Fund #262 | Total<br>Grant<br>Funds |
|--|-----------------------|-----------------------|-------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>  | <b>\$0</b>            | <b>\$0</b>            | <b>\$0</b>              |
| <b>REVENUES</b>  |                       |                       |                         |
| Property Taxes   | 0                     | 0                     | 0                       |
| Intergovernmental  | 385,000               | 742,642               | 1,127,642               |
| Interest Income  | 50                    | 1,000                 | 1,050                   |
| Miscellaneous  | 68,000                | 22,083                | 90,083                  |
| <b>Total Revenues</b>  | <b>453,050</b>        | <b>765,724</b>        | <b>1,218,774</b>        |
| <b>EXPENDITURES</b>  |                       |                       |                         |
| Appointed Council  | 0                     | 671,825               | 671,825                 |
| Contractual Services   | 0                     | 93,900                | 93,900                  |
| Land Acquisition, Capital<br>Improvements and Other  | 453,050               | 0                     | 453,050                 |
| <b>Total Expenditures</b>  | <b>453,050</b>        | <b>765,725</b>        | <b>1,218,775</b>        |
| Revenues over/(under)<br>Expenditures  | 0                     | (0)                   | (0)                     |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 0                     | (0)                   | (0)                     |
| <b>FUND BALANCE AT JUNE 30, 2025</b>   | <b>\$0</b>            | <b>\$0</b>            | <b>\$0</b>              |
| <b>Percentage Change in Fund Balance</b>   | <b>0.00%</b>          | <b>-8.93%</b>         | <b>-8.93%</b>           |

**BUDGET RESOLUTION FY 24-25**  
**DEBT SERVICE FUND**

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13) That the City of Farmington Hills adopts the 2024/25 Debt Service Fund Budgets as follows:

|  | General<br>Debt<br>Service<br>Fund #301 | Total<br>Debt<br>Service<br>Funds |
|--|---|-----------------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>  | <b>\$49,042</b>                         | <b>\$49,042</b>                   |
| <b>REVENUES</b>  |   |                                   |
| Interest Income  | 200                                     | 200                               |
| Special Assessments  | 0                                       | 0                                 |
| Intergovernmental Revenues   | 50,000                                  | 50,000                            |
| <b>Total Revenues</b>  | <b>50,200</b>                           | <b>50,200</b>                     |
| <b>EXPENDITURES</b>  |   |                                   |
| Bond Principal Payments  | 2,285,544                               | 2,285,544                         |
| Interest and Fiscal Charges  | 1,169,492                               | 1,169,492                         |
| Refunds  | 0                                       | 0                                 |
| Miscellaneous  | 2,500                                   | 2,500                             |
| <b>Total Expenditures</b>  | <b>3,457,536</b>                        | <b>3,457,536</b>                  |
| Revenues over/(under)<br>Expenditures  | (3,407,336)                             | (3,407,336)                       |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |   |                                   |
| Transfers In   |   |                                   |
| -General Fund  | 3,404,836                               | 3,404,836                         |
| -CIP Fund  | 0                                       | 0                                 |
| Total Transfers In   | 3,404,836                               | 3,404,836                         |
| <b>Total Other Financing Sources<br/>and Uses</b>  | <b>3,404,836</b>                        | <b>3,404,836</b>                  |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | (2,500)                                 | (2,500)                           |
| <b>FUND BALANCE AT JUNE 30, 2025</b>   | <b>\$46,542</b>                         | <b>\$46,542</b>                   |
| <b>Percentage Change in Fund Balance</b>   | <b>-5.10%</b>                           | <b>-5.10%</b>                     |



**BUDGET RESOLUTION FY 24-25**  
**CAPITAL PROJECTS FUNDS**

14) That the City of Farmington Hills adopts the 2024/25 Capital Projects Funds Budgets as follows:

|  | Capital<br>Improvement<br>Fund #404 | Community<br>Center<br>Renovations<br>Fund #406 | <b>Total<br/>Capital<br/>Project<br/>Funds</b> |
|--|-------------------------------------|---|--|
| <b>FUND BALANCE AT JULY 1, 2024</b>                  | <b>\$1,168,247</b>                  | <b>\$180,039</b>                                | <b>\$119,739</b>                               |
| <b>REVENUES</b>                                      |                                     |   |  |
| Grants   | 100,000                             | 0   | <b>100,000</b>                                 |
| Interest Income                                      | 500,000                             | 30,000  | <b>530,000</b>                                 |
| Miscellaneous  | 0                                   | 0   | <b>0</b>                                       |
| <b>Total Revenues</b>                                | <b>600,000</b>                      | <b>30,000</b>                                   | <b>630,000</b>                                 |
| <b>EXPENDITURES</b>                                  |                                     |   |  |
| Public Facilities                                    | 2,905,000                           | 90,000  | <b>2,995,000</b>                               |
| Drainage   | 6,475,000                           | 0   | <b>6,475,000</b>                               |
| Sidewalks  | 1,105,000                           | 0   | <b>1,105,000</b>                               |
| Equipment  | 3,956,000                           | 0   | <b>3,956,000</b>                               |
| Administration & Miscellaneous                       | 500                                 | 300   | <b>800</b>                                     |
| <b>Total Expenditures</b>                            | <b>14,441,500</b>                   | <b>90,300</b>                                   | <b>14,531,800</b>                              |
| Revenues over/(under)                                |                                     |   |  |
| Expenditures   | (13,841,500)                        | (60,300)  | <b>(13,901,800)</b>                            |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>          |                                     |   |  |
| Transfer from General Fund                           | 5,800,000                           | 0   | <b>5,800,000</b>                               |
| Transfer to Bond Fund                                | 0                                   | 0   | <b>0</b>                                       |
| Proceeds from Bond Sale                              | 1,595,000                           | 0   | <b>1,595,000</b>                               |
| Transfer from Local Road Fund                        | 0                                   | 0   | <b>0</b>                                       |
| <b>Total Other Financing Sources<br/>and Uses</b>    | <b>13,395,000</b>                   | <b>0</b>  | <b>13,395,000</b>                              |
| Revenues and Other<br>Financing Sources Over/(Under) |                                     |   |  |
| Expenditures and Other Uses                          | (446,500)                           | (60,300)  | <b>(506,800)</b>                               |
| <b>FUND BALANCE AT JUNE 30, 2025</b>                 | <b>\$721,747</b>                    | <b>\$119,739</b>                                | <b>(\$387,061)</b>                             |
| <b>Percentage Change in Fund Balance</b>             | <b>-38.22%</b>                      | <b>-33.49%</b>                                  | <b>-423.25%</b>                                |

**BUDGET RESOLUTION FY 24-25**  
**COMPONENT UNIT FUNDS**

15) That the City of Farmington Hills adopts the 2024/25 Component Unit Funds Budgets as follows:

|  | Corridor<br>Improvement<br>Authority<br>Fund #242 | Brownfield<br>Redevelopment<br>Authority<br>Fund #243 | <b>Total<br/>Component<br/>Units</b> |
|--|---|---|--------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2024</b>                      | <b>\$879,890</b>                                  | <b>\$2,068,253</b>                                    | <b>\$2,948,143</b>                   |
| <b>REVENUES</b>  |   |   |                                      |
| Property Taxes   | 264,169   | 623,457   | <b>887,626</b>                       |
| Intergovernmental  | 0   | 0   | <b>0</b>                             |
| Interest Income  | 1,331   | 17,312  | <b>18,644</b>                        |
| <b>Total Revenues</b>                                    | <b>265,500</b>                                    | <b>640,770</b>  | <b>906,270</b>                       |
| <b>EXPENDITURES</b>                                      |   |   |                                      |
| Audit Fees   | 100   | 400   | <b>500</b>                           |
| Marketing  | 0   | 0   | <b>0</b>                             |
| Business Improvement Grant                               | 250,000   | 0   | <b>250,000</b>                       |
| Miscellaneous/Others                                     | 0   | 36,870  | <b>36,870</b>                        |
| Consultants  | 0   | 200,000   | <b>200,000</b>                       |
| Reimbursement to Developers                              | 0   | 203,620   | <b>203,620</b>                       |
| <b>Total Expenditures</b>                                | <b>250,100</b>                                    | <b>440,890</b>  | <b>690,990</b>                       |
| Revenues over/(under)                                    |   |   |                                      |
| Expenditures   | 15,400  | 199,879   | <b>215,280</b>                       |
| <b>OTHER FINANCING SOURCES AND USES</b>                  |   |   |                                      |
| Transfer to General Fund                                 | 0   | (9,000)   | <b>(9,000)</b>                       |
| Total Transfers Out                                      | 0   | (9,000)   | <b>(9,000)</b>                       |
| <b>Total Other Financing Sources and Uses</b>            | <b>0</b>  | <b>(9,000)</b>  | <b>(9,000)</b>                       |
| Excess Revenues and Other Financing Sources over/(under) |   |   |                                      |
| Expenditures and Other Uses                              | 15,400  | 190,879   | <b>206,280</b>                       |
| <b>FUND BALANCE AT JUNE 30, 2025</b>                     | <b>\$895,291</b>                                  | <b>\$2,259,132</b>                                    | <b>\$3,154,423</b>                   |

16) That the City Council hereby authorizes the City Manager to make budgetary transfers within the appropriation centers established through the budget and that all transfers between appropriation centers may be made only by further action by the City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

17) That the FY 2024/25 Budgets of the General Fund, Special Revenue Funds and Capital Projects Funds shall be automatically amended on July 1, 2024 to re-appropriate fund balances for certain outstanding encumbrances and/or available capital project budget balances at June 30, 2024, as authorized by the City Manager.

18) That the City Council hereby authorizes the City Manager to assign General Fund – fund balance for future City budget amendment appropriations, which may be made only by further action by the City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**GENERAL FUND**

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19) That the FY 2023/24 departmental and activity budget amounts for the General Fund be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2024/25, as may be updated by the Finance Director:

**Revenues**

|                                     |                     |
|-------------------------------------|---------------------|
| Property Taxes                      | \$38,326,751        |
| Business Licenses & Permits         | \$24,733            |
| Other Licenses & Permits            | \$2,044,502         |
| Grants                              | \$1,391,679         |
| State Shared Revenue                | \$10,590,480        |
| Fees                                | \$7,348,795         |
| Sales                               | \$704,308           |
| Fines & Forfeitures                 | \$1,804,802         |
| Interest Earnings                   | \$2,848,739         |
| Recreation User Charges             | \$8,686,750         |
| Other Revenue                       | \$2,116,240         |
| Operating Transfers In              | \$1,316,850         |
| <b>Total Revenue + Transfers-in</b> | <b>\$77,204,629</b> |

**Expenditures**

|   |                     |
|---|---------------------|
| Boards & Commissions                      | \$3,331,021         |
| General Government                        | \$13,189,984        |
| Public Safety                             | \$27,635,390        |
| Planning & Community Development          | \$1,953,120         |
| Public Services                           | \$8,543,573         |
| Special Services                          | \$13,844,866        |
| Operating Transfers Out                   | \$7,973,951         |
| <b>Total Expenditures + Transfers-out</b> | <b>\$76,471,905</b> |

**Net Revenues/(Expenditures) \$732,723**

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**SPECIAL REVENUE FUNDS**

20) That the FY 2023/24 Special Revenue Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2024/25, as may be updated by the Finance Director:

|  | Total<br>Infrastructure<br>Funds | Total<br>Recreation<br>Funds | Total<br>Public<br>Safety<br>Funds | Total<br>Grant<br>Funds | Total<br>Special<br>Revenue<br>Funds |
|--|----------------------------------|------------------------------|------------------------------------|-------------------------|--------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>\$24,705,378</b>              | <b>\$815,662</b>             | <b>\$4,581,859</b>                 | <b>\$0</b>              | <b>\$30,102,899</b>                  |
| <b>REVENUES</b>  |                                  |                              |                                    |                         |                                      |
| Property Taxes   | 18,704,576                       | 1,899,271                    | 12,686,230                         | 0                       | \$33,290,077                         |
| Intergovernmental  | 12,434,133                       | 340,250                      | 200,513                            | 1,070,473               | \$14,045,369                         |
| Interest Income  | 368,935                          | 66,812                       | 77,368                             | 2,050                   | \$515,164                            |
| Miscellaneous  | 250                              | 212,692                      | 0                                  | 100,655                 | \$313,597                            |
| <b>Total Revenues</b>  | <b>31,507,894</b>                | <b>2,519,025</b>             | <b>12,964,111</b>                  | <b>1,173,178</b>        | <b>48,164,207</b>                    |
| <b>EXPENDITURES</b>  |                                  |                              |                                    |                         |                                      |
| Highways & Streets   | 44,204,253                       | 0                            | 0                                  | 0                       | \$44,204,253                         |
| Public Safety  | 0                                | 0                            | 12,680,163                         | 0                       | \$12,680,163                         |
| Appointed Council  | 0                                | 0                            | 0                                  | 517,178                 | \$517,178                            |
| Contractual Services   | 0                                | 0                            | 0                                  | 78,000                  | \$78,000                             |
| Debt Service - Principal   | 755,000                          | 0                            | 0                                  | 0                       | \$755,000                            |
| Debt Service - Interest  | 110,000                          | 0                            | 0                                  | 0                       | \$110,000                            |
| Land Acquisition, Capital<br>Improvements and Other  | 128,000                          | 1,763,866                    | 446,850                            | 578,000                 | \$2,916,716                          |
| <b>Total Expenditures</b>  | <b>45,197,253</b>                | <b>1,763,866</b>             | <b>13,127,013</b>                  | <b>1,173,178</b>        | <b>61,261,310</b>                    |
| Revenues over/(under)<br>Expenditures  | (13,689,359)                     | 755,159                      | (162,902)                          | (0)                     | (\$13,097,103)                       |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                                  |                              |                                    |                         |                                      |
| Transfers In   | 21,260,036                       | 68,951                       | 0                                  | 0                       | \$21,328,987                         |
| Transfers Out  | (21,260,036)                     | (1,307,850)                  | 0                                  | 0                       | (\$22,567,886)                       |
| <b>Total</b>   | <b>0</b>                         | <b>(1,238,899)</b>           | <b>0</b>                           | <b>0</b>                | <b>(1,238,899)</b>                   |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | (13,689,359)                     | (483,740)                    | (162,902)                          | (0)                     | (14,336,002)                         |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$11,016,017</b>              | <b>\$331,921</b>             | <b>\$4,418,956</b>                 | <b>(\$0)</b>            | <b>\$15,766,896</b>                  |
| <b>Percentage Change in Fund Balance</b>   | <b>-55.41%</b>                   | <b>-59.31%</b>               | <b>-3.56%</b>                      | <b>-171.43%</b>         | <b>-47.62%</b>                       |

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**SPECIAL REVENUE FUNDS - INFRASTRUCTURE FUNDS**

|  | Street<br>Fund #201 | Roads<br>Fund #202  | Roads<br>Fund #203 | Infrastructure<br>Funds |
|--|---------------------|---------------------|--------------------|-------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>\$2,304,679</b>  | <b>\$15,781,909</b> | <b>\$6,618,790</b> | <b>\$24,705,378</b>     |
| <b>REVENUES</b>  |                     |                     |                    |                         |
| Property Taxes   | 18,704,576          | 0                   | 0                  | 18,704,576              |
| Intergovernmental  | 211,885             | 9,227,667           | 2,994,581          | 12,434,133              |
| Interest Income  | 20,600              | 266,667             | 81,668             | 368,935                 |
| Special Assessments  | 0                   | 0                   | 0                  | 0                       |
| Miscellaneous  | 0                   | 250                 | 0                  | 250                     |
| <b>Total Revenues</b>  | <b>18,937,061</b>   | <b>9,494,584</b>    | <b>3,076,249</b>   | <b>31,507,894</b>       |
| <b>EXPENDITURES</b>  |                     |                     |                    |                         |
| Highways & Streets   | 0                   | 20,510,468          | 23,693,785         | 44,204,253              |
| Debt Service - Principal   | 0                   | 0                   | 755,000            | 755,000                 |
| Debt Service - Interest  | 0                   | 0                   | 110,000            | 110,000                 |
| Other  | 0                   | 90,400              | 37,600             | 128,000                 |
| <b>Total Expenditures</b>  | <b>0</b>            | <b>20,600,868</b>   | <b>24,596,385</b>  | <b>45,197,253</b>       |
| Revenues over/(under)<br>Expenditures  | 18,937,061          | (11,106,284)        | (21,520,136)       | (13,689,359)            |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                     |                     |                    |                         |
| Bond Proceeds  | 0                   | 0                   | 0                  | 0                       |
| Transfers In   | 0                   | 5,713,770           | 15,546,266         | 21,260,036              |
| Transfers Out  | (19,260,036)        | (2,000,000)         | 0                  | (21,260,036)            |
|  | (19,260,036)        | 3,713,770           | 15,546,266         | 0                       |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | (322,975)           | (7,392,514)         | (5,973,870)        | (13,689,359)            |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$1,981,704</b>  | <b>\$8,389,395</b>  | <b>\$644,920</b>   | <b>\$11,016,018</b>     |
| <b>Percentage Change in Fund Balance</b>   | <b>-14.01%</b>      | <b>-46.84%</b>      | <b>-90.26%</b>     | <b>-55.41%</b>          |

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**SPECIAL REVENUE FUNDS - RECREATION FUNDS**

|  | Nutrition<br>Fund #281 | Parks &<br>Recreation<br>Millage<br>Fund #410 | Total<br>Recreation<br>Funds |
|--|------------------------|---|------------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>\$0</b>             | <b>\$815,662</b>                              | <b>\$815,662</b>             |
| <b>REVENUES</b>  |                        |   |                              |
| Property Taxes   | 0                      | 1,899,271                                     | <b>1,899,271</b>             |
| Intergovernmental  | 286,722                | 53,528  | <b>340,250</b>               |
| Interest Income  | 5,000                  | 61,812  | <b>66,812</b>                |
| Miscellaneous  | 152,692                | 60,000  | <b>212,692</b>               |
| <b>Total Revenues</b>  | <b>444,414</b>         | <b>2,074,611</b>                              | <b>2,519,025</b>             |
| <b>EXPENDITURES</b>  |                        |   |                              |
| Land Acquisition, Capital<br>Improvements and Other  | 513,365                | 1,250,501                                     | <b>1,763,866</b>             |
| <b>Total Expenditures</b>  | <b>513,365</b>         | <b>1,250,501</b>                              | <b>1,763,866</b>             |
| Revenues over/(under)<br>Expenditures  | (68,951)               | 824,110                                       | <b>755,159</b>               |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                        |   |                              |
| Transfers In   | 68,951                 | 0   | <b>68,951</b>                |
| Transfers Out  | 0                      | (1,307,850)                                   | <b>(1,307,850)</b>           |
| <b>Total</b>   | <b>68,951</b>          | <b>(1,307,850)</b>                            | <b>(1,238,899)</b>           |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 0                      | (483,740)                                     | <b>(483,740)</b>             |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$0</b>             | <b>\$331,921</b>                              | <b>\$331,921</b>             |
| <b>Percentage Change in Fund Balance</b>   |                        | <b>-59.31%</b>                                | <b>-59.31%</b>               |

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**SPECIAL REVENUE FUNDS - PUBLIC SAFETY FUNDS**

|  | Public<br>Safety<br>Fund #205 | Federal<br>Forfeiture<br>Fund #213 | State<br>Forfeiture<br>Fund #214 | Total<br>Public<br>Safety<br>Funds |
|--|-------------------------------|------------------------------------|----------------------------------|------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>3,393,220</b>              | <b>\$877,814</b>                   | <b>\$310,825</b>                 | <b>\$4,581,859</b>                 |
| <b>REVENUES</b>  |                               |                                    |                                  |                                    |
| Property Taxes   | 12,686,230                    | 0                                  | 0                                | 12,686,230                         |
| Intergovernmental  | 200,513                       | 0                                  | 0                                | 200,513                            |
| Interest Income  | 63,780                        | 13,588                             | 0                                | 77,368                             |
| Miscellaneous  | 0                             | 0                                  | 0                                | 0                                  |
| <b>Total Revenues</b>  | <b>12,950,523</b>             | <b>13,588</b>                      | <b>0</b>                         | <b>12,964,111</b>                  |
| <b>EXPENDITURES</b>  |                               |                                    |                                  |                                    |
| Public Safety  | 12,531,682                    | 131,156                            | 17,325                           | 12,680,163                         |
| Land Acquisition, Capital<br>Improvements and Other  | 446,850                       | 0                                  | 0                                | 446,850                            |
| <b>Total Expenditures</b>  | <b>12,978,532</b>             | <b>131,156</b>                     | <b>17,325</b>                    | <b>13,127,013</b>                  |
| Revenues over/(under)<br>Expenditures  | (28,009)                      | (117,568)                          | (17,325)                         | (162,902)                          |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |                               |                                    |                                  |                                    |
| Transfers In   | 0                             | 0                                  | 0                                | 0                                  |
| Transfers Out  | 0                             | 0                                  | 0                                | 0                                  |
|  | 0                             | 0                                  | 0                                | 0                                  |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | (28,009)                      | (117,568)                          | (17,325)                         | (162,902)                          |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$3,365,211</b>            | <b>\$760,245</b>                   | <b>\$293,500</b>                 | <b>\$4,418,956</b>                 |
| <b>Percentage Change in Fund Balance</b>   | <b>-0.83%</b>                 | <b>-13.39%</b>                     | <b>-5.57%</b>                    | <b>-3.56%</b>                      |

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**SPECIAL REVENUE FUNDS - GRANT FUNDS**

---

|  | C.D.B.G.<br>Fund #275 | M.I.D.C.<br>Fund #262 | Total<br>Grant<br>Funds |
|--|-----------------------|-----------------------|-------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>\$0</b>            | <b>\$0</b>            | <b>\$0</b>              |
| <b>REVENUES</b>  |                       |                       |                         |
| Property Taxes   | 0                     | 0                     | 0                       |
| Intergovernmental  | 499,378               | 571,095               | 1,070,473               |
| Interest Income  | 50                    | 2,000                 | 2,050                   |
| Miscellaneous  | 78,572                | 22,083                | 100,655                 |
| <b>Total Revenues</b>  | <b>578,000</b>        | <b>595,178</b>        | <b>1,173,178</b>        |
| <b>EXPENDITURES</b>  |                       |                       |                         |
| Appointed Council  | 0                     | 517,178               | 517,178                 |
| Contractual Services   | 0                     | 78,000                | 78,000                  |
| Land Acquisition, Capital<br>Improvements and Other  | 578,000               | 0                     | 578,000                 |
| <b>Total Expenditures</b>  | <b>578,000</b>        | <b>595,178</b>        | <b>1,173,178</b>        |
| Revenues over/(under)<br>Expenditures  | 0                     | (0)                   | (0)                     |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 0                     | (0)                   | (0)                     |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$0</b>            | <b>(\$0)</b>          | <b>(\$0)</b>            |
| <b>Percentage Change in Fund Balance</b>   |                       |                       |                         |



**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**DEBT SERVICE FUNDS**

21) That the FY 2023/24 Debt Service Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2024/25, as may be updated by the Finance Director:

|  | General<br>Debt<br>Service<br>Fund #301 | Total<br>Debt<br>Service<br>Funds |
|--|---|-----------------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>\$146,090</b>                        | <b>\$146,090</b>                  |
| <b>REVENUES</b>  |   |                                   |
| Interest Income  | 200                                     | 200                               |
| Special Assessments  | 0                                       | 0                                 |
| Intergovernmental Revenues   | 50,000                                  | 50,000                            |
| <b>Total Revenues</b>  | <b>50,200</b>                           | <b>50,200</b>                     |
| <b>EXPENDITURES</b>  |   |                                   |
| Bond Principal Payments  | 1,845,000                               | 1,845,000                         |
| Interest and Fiscal Charges  | 974,748                                 | 974,748                           |
| Refunds  | 0                                       | 0                                 |
| Miscellaneous  | 2,500                                   | 2,500                             |
| <b>Total Expenditures</b>  | <b>2,822,248</b>                        | <b>2,822,248</b>                  |
| Revenues over/(under)<br>Expenditures  | <b>(2,772,048)</b>                      | <b>(2,772,048)</b>                |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |   |                                   |
| Transfers In   |   |                                   |
| -General Fund  | 2,675,000                               | 2,675,000                         |
| -CIP Fund  | 0                                       | 0                                 |
| -Local Road Fund   | 0                                       | 0                                 |
| -General Debt Fund   | 0                                       | 0                                 |
| -Park Millage Fund   | 0                                       | 0                                 |
| Total Transfers In   | <b>2,675,000</b>                        | <b>2,675,000</b>                  |
| <b>Total Other Financing Sources<br/>and Uses</b>  | <b>2,675,000</b>                        | <b>2,675,000</b>                  |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | <b>(97,048)</b>                         | <b>(97,048)</b>                   |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$49,042</b>                         | <b>\$49,042</b>                   |
| <b>Percentage Change in Fund Balance</b>   | <b>-66.43%</b>                          | <b>-66.43%</b>                    |

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**CAPITAL PROJECT FUNDS**

22) That the FY 2023/24 Capital Project Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2024/25, as may be updated by the Finance Director:

|   | Capital<br>Improvement<br>Fund #404 | Community<br>Center<br>Renovations<br>Fund #406 | Total<br>Capital<br>Project<br>Funds |
|---|-------------------------------------|---|--------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>               | <b>\$16,013,517</b>                 | <b>\$186,091</b>                                | <b>\$16,199,608</b>                  |
| <b>REVENUES</b>                                   |                                     |   |                                      |
| Grants  | 100,000                             | 0   | <b>100,000</b>                       |
| Interest Income                                   | 500,000                             | 30,000  | <b>530,000</b>                       |
| Miscellaneous                                     | 0                                   | 0   | <b>0</b>                             |
| <b>Total Revenues</b>                             | <b>600,000</b>                      | <b>30,000</b>                                   | <b>630,000</b>                       |
| <b>EXPENDITURES</b>                               |                                     |   |                                      |
| Public Facilities                                 | 4,682,742                           | 165,752   | <b>4,848,494</b>                     |
| Drainage  | 7,891,682                           | 0   | <b>7,891,682</b>                     |
| Sidewalks   | 798,000                             | 0   | <b>798,000</b>                       |
| Equipment   | 7,172,346                           | 0   | <b>7,172,346</b>                     |
| Administration & Miscellaneous                    | 500                                 | 300   | <b>800</b>                           |
| <b>Total Expenditures</b>                         | <b>20,545,270</b>                   | <b>166,052</b>                                  | <b>20,711,322</b>                    |
| Revenues over/(under)                             |                                     |   |                                      |
| Expenditures                                      | (19,945,270)                        | (136,052)                                       | <b>(20,081,322)</b>                  |
| <b>OTHER FINANCING SOURCES AND USES</b>           |                                     |   |                                      |
| Transfer from General Fund                        | 5,100,000                           | 130,000   | <b>5,230,000</b>                     |
| Transfer to Bond Fund                             | 0                                   | 0   | <b>0</b>                             |
| Proceeds from Bond Sale                           | 0                                   | 0   | <b>0</b>                             |
| Transfer from Local Road Fund                     | 0                                   | 0   | <b>0</b>                             |
| <b>Total Other Financing Sources and Uses</b>     | <b>5,100,000</b>                    | <b>130,000</b>                                  | <b>5,230,000</b>                     |
| Revenues and Other Financing Sources Over/(Under) |                                     |   |                                      |
| Expenditures and Other Uses                       | (14,845,270)                        | (6,052)   | <b>(14,851,322)</b>                  |
| <b>FUND BALANCE AT JUNE 30, 2024</b>              | <b>\$1,168,247</b>                  | <b>\$180,039</b>                                | <b>\$1,348,286</b>                   |
| <b>Percentage Change in Fund Balance</b>          | <b>-92.70%</b>                      | <b>-3.25%</b>                                   | <b>-91.68%</b>                       |

**BUDGET RESOLUTION FY 23-24 AMENDMENT**  
**COMPONENT UNIT FUNDS**

23) That the FY 2023/24 Component Unit Funds Budgets be amended to the following estimated revenues and projected actual expenditures as reflected in the budget document submitted for FY 2024/25, as may be updated by the Finance Director:

|  | Corridor<br>Improvement<br>Authority<br>Fund #242 | Brownfield<br>Redevelopment<br>Authority<br>Fund #243 | <b>Total<br/>Component<br/>Units</b> |
|--|---|---|--------------------------------------|
| <b>FUND BALANCE AT JULY 1, 2023</b>  | <b>\$642,141</b>                                  | <b>\$1,694,168</b>                                    | <b>\$2,336,309</b>                   |
| <b>REVENUES</b>  |   |   |                                      |
| Property Taxes   | 251,664   | 597,799   | <b>849,463</b>                       |
| Intergovernmental  | 0   | 0   | <b>0</b>                             |
| Interest Income  | 1,318   | 16,973  | <b>18,291</b>                        |
| <b>Total Revenues</b>  | <b>252,982</b>                                    | <b>614,772</b>  | <b>867,754</b>                       |
| <b>EXPENDITURES</b>  |   |   |                                      |
| Audit Fees   | 100   | 400   | <b>500</b>                           |
| Marketing  | 0   | 0   | <b>0</b>                             |
| Business Improvement Grant   | 0   | 0   | <b>0</b>                             |
| Miscellaneous/Others   | 0   | 37,086  | <b>37,086</b>                        |
| Consultants  | 15,133  | 0   | <b>15,133</b>                        |
| Reimbursement to Developers  | 0   | 194,201   | <b>194,201</b>                       |
| <b>Total Expenditures</b>  | <b>15,233</b>                                     | <b>231,687</b>  | <b>246,920</b>                       |
| Revenues over/(under)<br>Expenditures  | 237,749   | 383,085   | <b>620,834</b>                       |
| <b>OTHER FINANCING<br/>SOURCES AND USES</b>  |   |   |                                      |
| Transfer to General Fund   | 0   | (9,000)   | <b>(9,000)</b>                       |
| Total Transfers Out  | 0   | (9,000)   | <b>(9,000)</b>                       |
| <b>Total Other Financing Sources<br/>and Uses</b>  | <b>0</b>  | <b>(9,000)</b>  | <b>(9,000)</b>                       |
| Excess Revenues and Other<br>Financing Sources over/(under)<br>Expenditures and Other Uses | 237,749   | 374,085   | <b>611,834</b>                       |
| <b>FUND BALANCE AT JUNE 30, 2024</b>   | <b>\$879,890</b>                                  | <b>\$2,068,253</b>                                    | <b>\$2,948,143</b>                   |

# ***CITY OF FARMINGTON HILLS, MI FY 2024/25 PROPOSED ANNUAL BUDGET***



# Taxable Values

- The FY 24/25 City-Wide Taxable Value is increasing by 6.5% compared to FY 23/24, which is the net of a 6.0% increase in real property taxable value and a 4.9% decrease in personal property taxable value.
- The increase in Real Property taxable value is the result of a 6.3% increase in Residential values, a 4.9% increase in Commercial values, and a 6.3% increase in Industrial values.
- Personal Property accounts for 5.0% of the tax base in FY 24/25, down from 5.4% in FY 23/24.

# Taxable Values

- The City will be impacted by a Headlee Millage Rollback in FY 24/25:

| Purpose                                | Proposed Tax Rate FY 2023/24 | Proposed Tax Rate FY 2024/25 | Headlee Reduction |
|--|------------------------------|------------------------------|-------------------|
| <b>Total Charter Operating Millage</b> | 7.8510                       | 7.8235                       | 0.0275            |
| <b>Refuse Removal</b>                  | 0.6842                       | 0.6452                       | 0.0390            |
| <b>Advertising</b>                     | 0.0118                       | 0.0110                       | 0.0008            |
| <b>Road Millage</b>                    | 1.8635                       | 1.8569                       | 0.0066            |
| <b>Road Millage</b>                    | 2.6155                       | 2.6063                       | 0.0092            |
| <b>Parks</b>                           | 0.4546                       | 0.4530                       | 0.0016            |
| <b>Public Safety</b>                   | 1.6634                       | 1.6575                       | 0.0425            |
| <b>Public Safety</b>                   | 1.3755                       | 1.3706                       | 0.0049            |
| <b>Total Voted Millage</b>             | 7.9725                       | 7.9443                       | 0.0282            |
| <b>TOTAL TAX RATE</b>                  | <b>16.5195</b>               | <b>16.4240</b>               | <b>0.0955</b>     |

- Taxable value is projected to grow approximately 2.7% in FY 2025-26, 1% in FY 26-27, and 2% annually over the ensuing few years; with inflation slowing, so-called Headlee Rollbacks are assumed to continue.

# Millage Rates

| Source                      | Purpose                                | Date of Election | Date of Expiration | Last Tax Year | Actual Tax Rate<br>FY 2021/22 | Proposed Tax Rate<br>FY 2022/23 | Proposed Tax Rate<br>FY 2023/24 | Proposed Tax Rate<br>FY 2024/25 |
|-----------------------------|--|------------------|--------------------|---------------|-------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Charter<br>PA 298<br>PA 359 | Operations                             |                  |                    |               | 5.4072                        | 5.2909                          | 5.2909                          | 5.2723                          |
|                             | Capital                                |                  |                    |               | 2.0147                        | 1.9714                          | 1.9714                          | 1.9645                          |
|                             | Debt Service                           |                  |                    |               | 0.6017                        | 0.5887                          | 0.5887                          | 0.5866                          |
|                             | <b>Total Charter Operating Millage</b> |                  |                    |               | <b>8.0236</b>                 | <b>7.8510</b>                   | <b>7.8510</b>                   | <b>7.8235</b>                   |
|                             | Refuse Removal                         |                  |                    |               | 0.7530                        | 0.7333                          | 0.6842                          | 0.6452                          |
|                             | Advertising                            |                  |                    |               | 0.0134                        | 0.0125                          | 0.0118                          | 0.0110                          |
| Voted                       | Road Millage                           | 11/4/2014        | 6/30/2025          | 2024          | 1.9045                        | 1.8635                          | 1.8635                          | 1.8569                          |
| Voted                       | Road Millage                           | 11/6/2018        | Perpetual          |               | 2.6730                        | 2.6155                          | 2.6155                          | 2.6063                          |
| Voted                       | Parks                                  | 8/17/2018        | 6/30/2029          | 2028          | 0.4646                        | 0.4546                          | 0.4546                          | 0.4530                          |
| Voted                       | Public Safety                          | 11/4/2021        | 6/30/2032          | 2031          | 1.6187                        | 1.6634                          | 1.6634                          | 1.6575                          |
| Voted                       | Public Safety                          | 11/3/2015        | 6/30/2026          | 2025          | 1.4058                        | 1.3755                          | 1.3755                          | 1.3706                          |
|                             | <b>Total Voted Millage</b>             |                  |                    |               | <b>8.0666</b>                 | <b>7.9725</b>                   | <b>7.9725</b>                   | <b>7.9443</b>                   |
|                             | <b>TOTAL TAX RATE</b>                  |                  |                    |               | <b>16.8566</b>                | <b>16.5693</b>                  | <b>16.5195</b>                  | <b>16.4240</b>                  |



# YOUR 2023 TAX DOLLAR

Based on Principal Residence (Homestead) Rate

| School District | County/Other | Education * | City   |
|-----------------|--------------|-------------|--------|
| Farmington      | 16.75%       | 45.00%      | 38.25% |
| Walled Lake     | 18.52%       | 39.16%      | 42.32% |
| Clarenceville   | 18.35%       | 39.74%      | 41.91% |

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



County/Other  
16.75%

Education  
45.00%



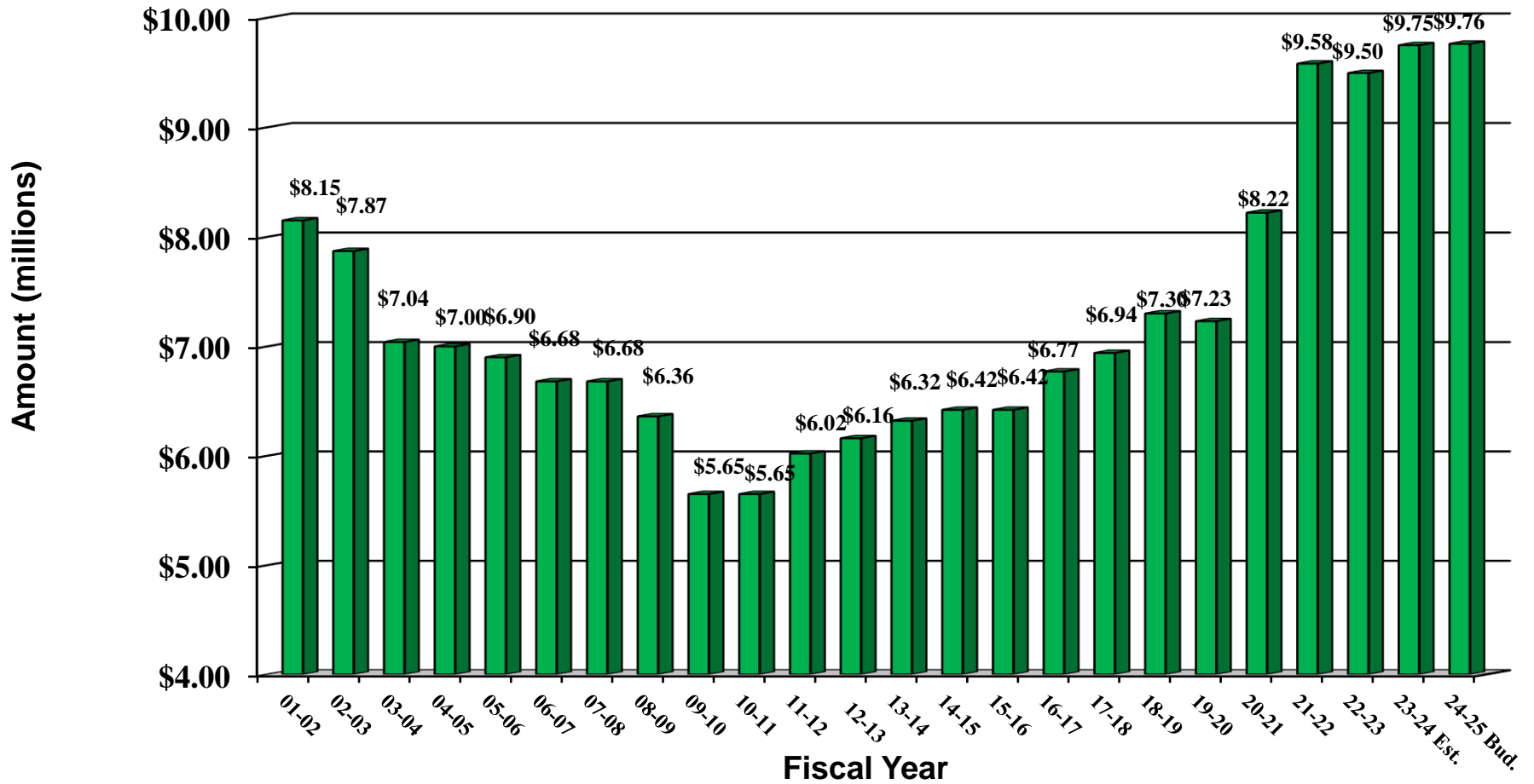
City  
38.25%



# General Fund Revenue

- The FY 24/25 General Fund Revenue Budget is increasing \$1.3 million or 1.8% compared to the FY 23/24 projected actual (final budget).
  - Property Taxes + \$2.3 million
  - Recreation User Fees + \$1.7 million
  - State Shared/Fees/Other - \$0.1 million
  - Grants - \$1.0 million
  - Interest Income - \$1.6 million

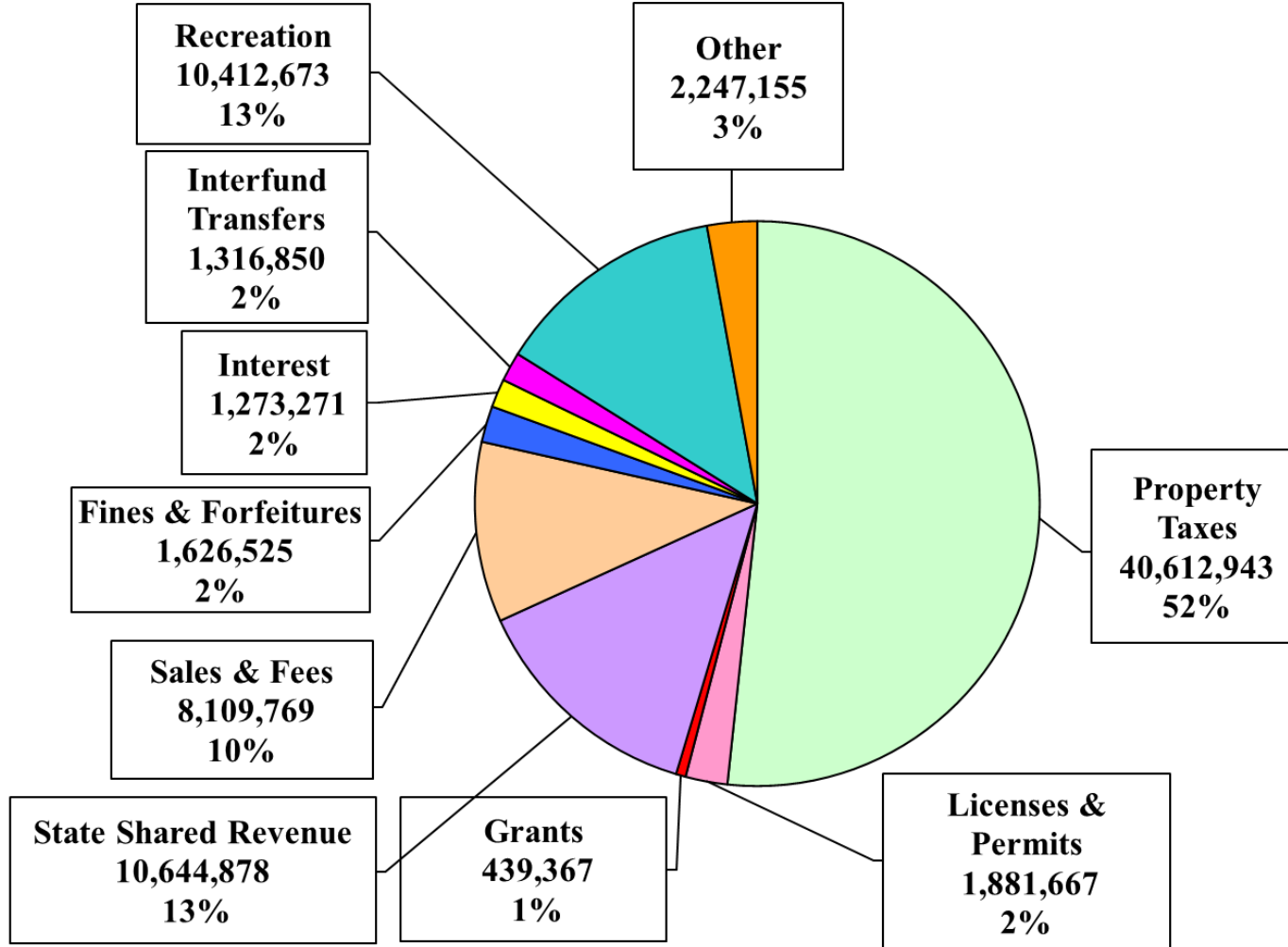
# State Shared Revenue



# General Fund Revenues

**Budgeted: \$ 78,565,098**

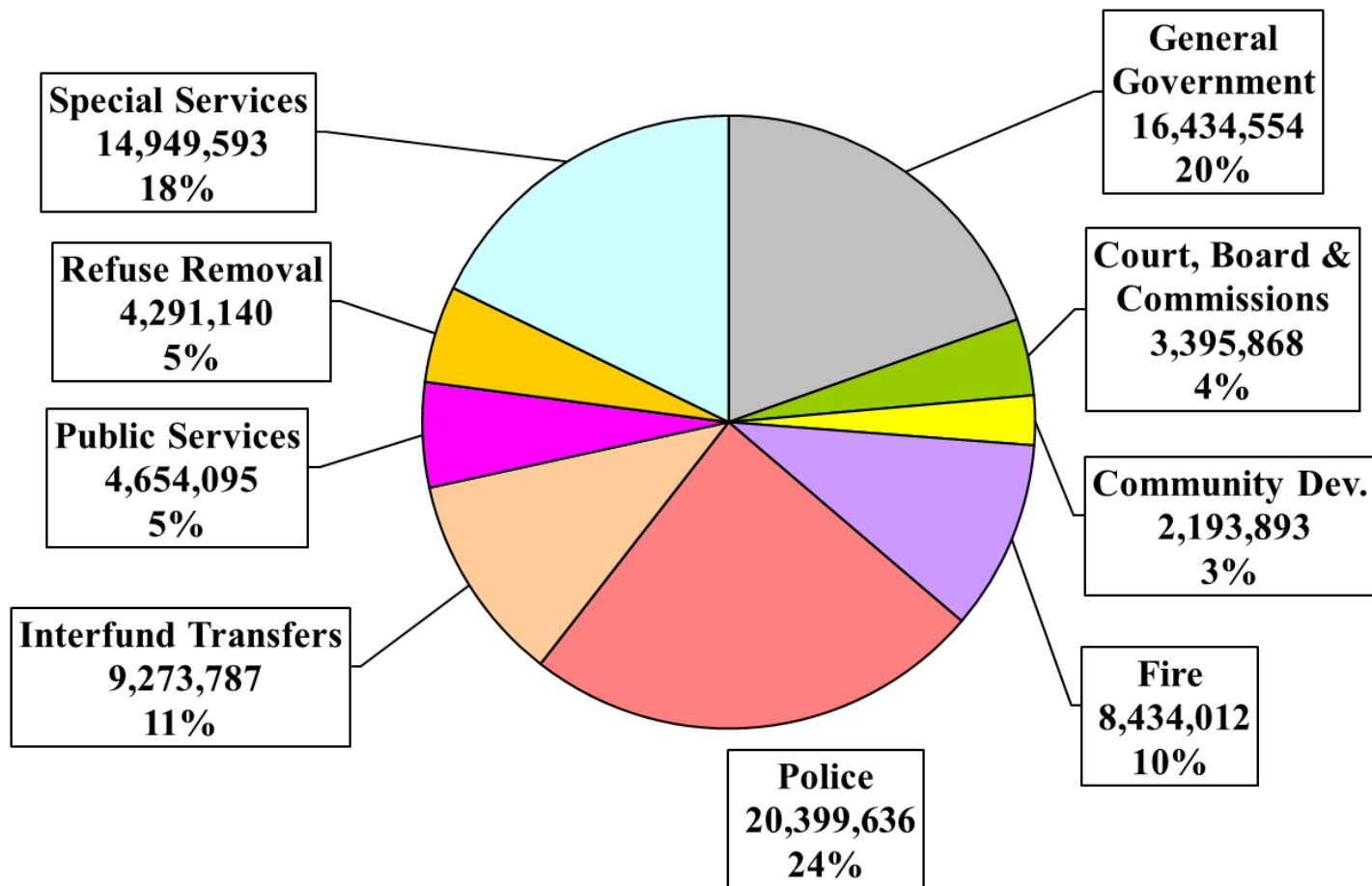
**Total General Fund Revenue and Transfers In**



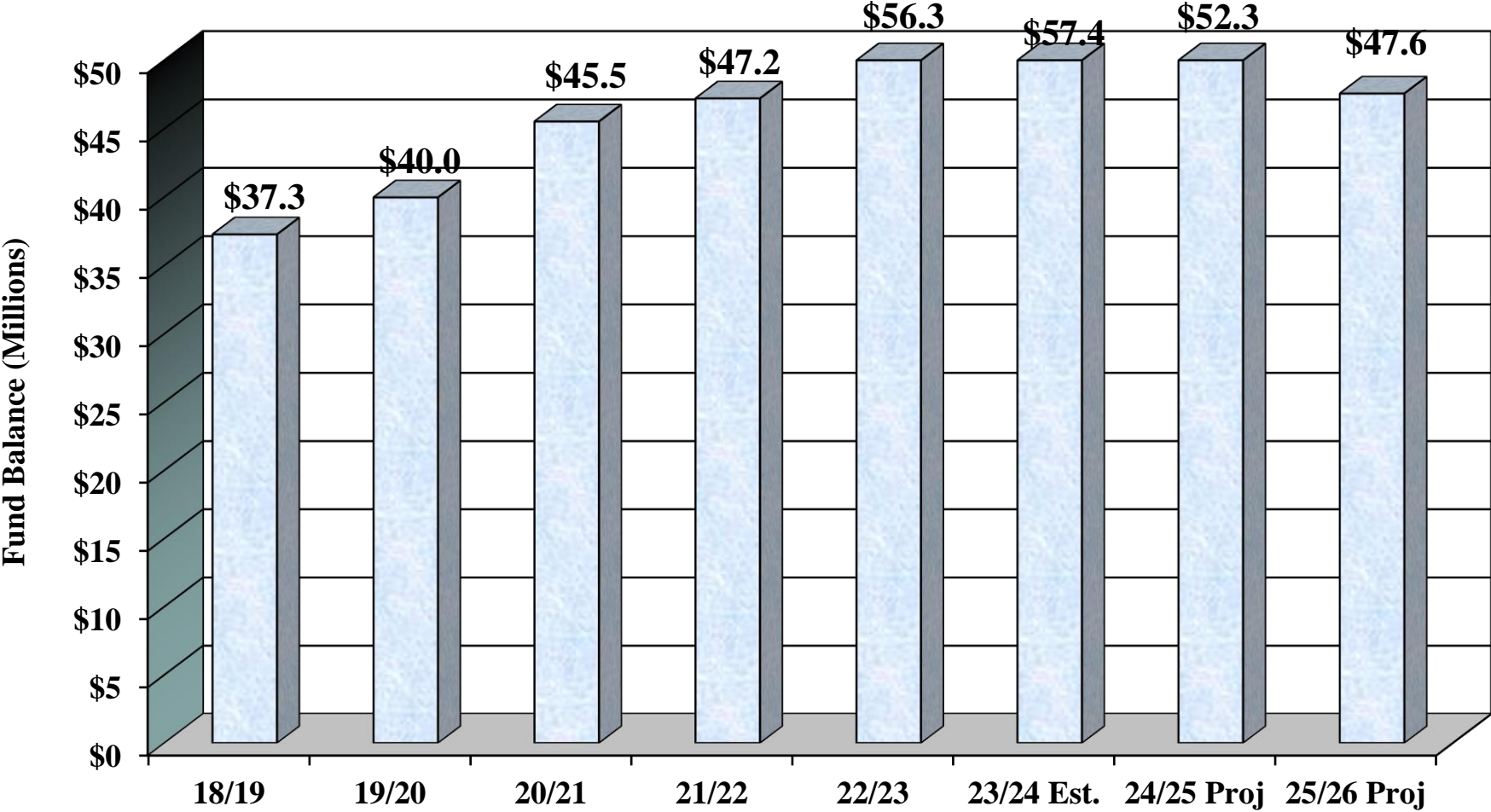
# General Fund Expenditures

**Budgeted: \$ 84,018,522**

## **Total General Fund Expenditures and Transfers Out**



# General Fund Total Fund Balance



# City-Wide Capital Expenditures

|   |                     |
|---|---------------------|
| Local Roads                                 | \$13,735,900        |
| Major Roads                                 | 9,748,100           |
| Drainage & Bridges                          | 6,475,000           |
| Sidewalks                                   | 1,105,000           |
| Equipment - Fire Vehicles                   | 1,120,000           |
| Equipment - Police Capital                  | 476,000             |
| Equipment - DPW Vehicles                    | 1,075,000           |
| Equipment - Technology                      | 1,285,000           |
| Public Facilities                           | 2,905,000           |
| Special Services (Comm. Ctr. + Park Equip.) | 1,071,000           |
| Total                                       | <u>\$38,996,000</u> |

Questions?

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – JUNE 10, 2024**

**SUBJECT:** Consideration of Authorizing the Gravel Road Conversion to Hard Surface Pavement for Westfield Street – Firwood Avenue to Northerly Terminus

**Administrative Summary**

- City Council previously approved the Policy for Converting Gravel Public Roads to Paved Roads by Petition in March of 2019.
- Based on this policy, over 50% of the property owners on Westfield Street signed a Paving Request Petition and submitted it to the City Engineering Department in the spring of 2023.
- Engineering staff performed preliminary engineering for the proposal and held an informational meeting on February 7, 2024. At the conclusion of this meeting, City staff circulated a second petition for property owners to sign, confirming their support for the paving proposal. City Staff also mailed this petition to all property owners in the proposal area who did not attend the meeting, allowing residents 60 days from February 7, 2024, to complete and return the petition to the City.
- Westfield Avenue only has 5 voteable properties. The East side of Westfield Avenue is the back portion of the Westfield Office Building (30201 Orchard Lake). The office building has no access to Westfield and is landscaped and screened from the residential stakeholders and is therefore not included in the voteable population.
- 3 of the 5 property owners (60%) signed the second petition in favor of moving forward with the project. Of the 2 remaining properties, 1 was not in support of the petition and 1 did not respond.
- All properties in this proposal have public sanitary sewer and public water main.
- As a result of the resident support for this proposal, staff has scheduled a public hearing for this evening's City Council Meeting. All property owners received notice of the public hearing 10 days in advance of this hearing.

**RECOMMENDATION**

IT IS RESOLVED, that the City Council of the City of Farmington Hills authorize the conversion of Westfield Street from gravel to hard surface, and;

FURTHER RESOLVED, that the City staff identify a specific project schedule for this conversion consistent with the Capital Improvement Program and within the City's Local Road budget and accounting for any specific issues presented by this conversion.



### **Support Documentation**

In November of 2018, a local road millage was passed by the residents of the City of Farmington Hills. This allowed for increased local road funding to address local road maintenance and the change over from a predominant SAD Local Road Improvement to a City millage-sponsored Local Road Improvement Program. The millage proposal also identified the inclusion of gravel road conversion to hard surface pavement for local roads where it was determined that the property owners abutting the gravel road supported a conversion. City Council directed staff to prepare a Gravel Road Conversion Policy, which City Council reviewed and adopted on March 25, 2019.

Since that time, several gravel roads have gone through the process identified in the Gravel Road Conversion Policy. Westfield Street is one of those streets and is being considered tonight.

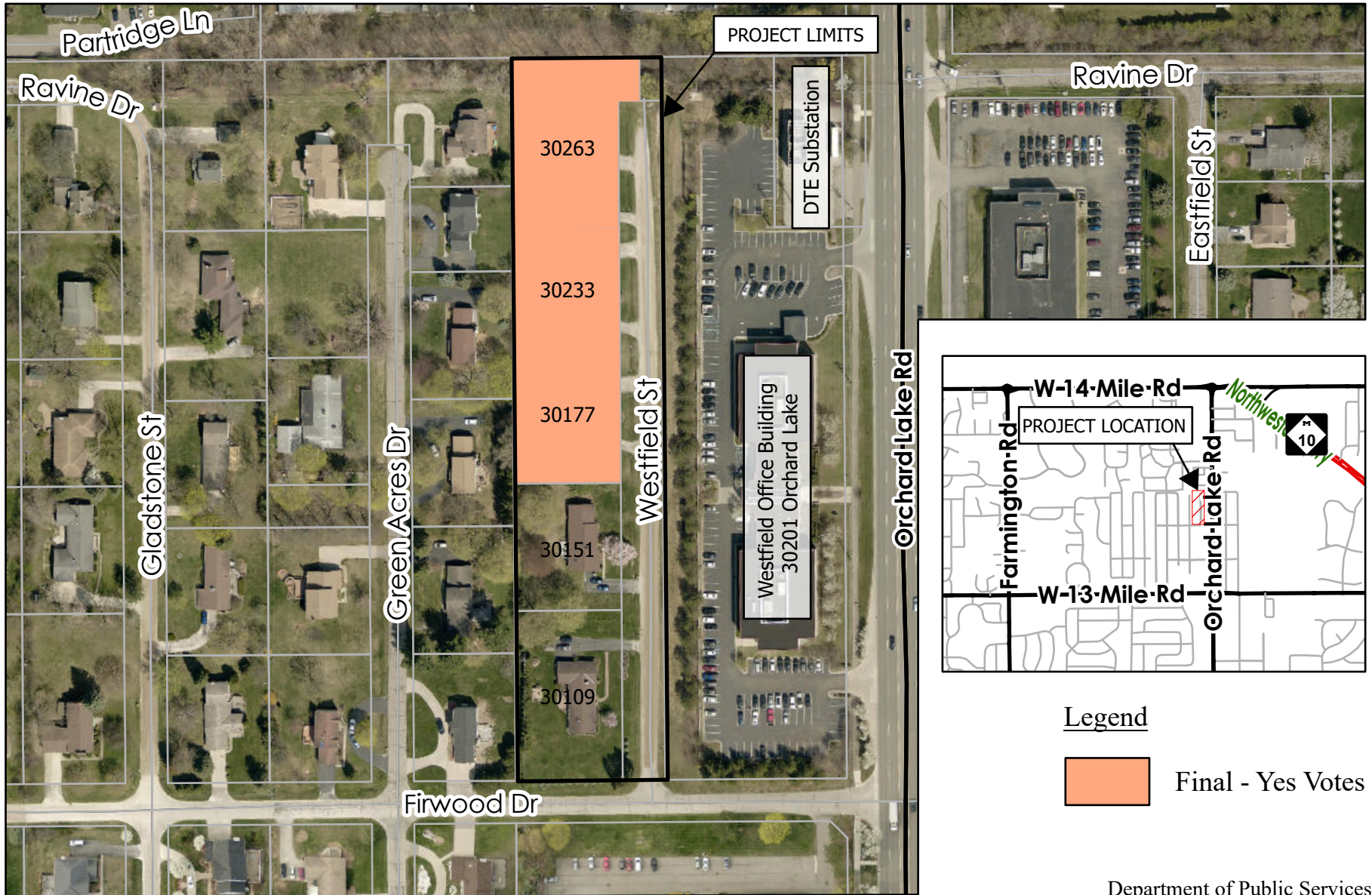
Prepared by: Mirandi Alexander, Civil Engineer

Reviewed by: James Cubera, P.E., City Engineer

Departmental Authorization by: Jacob Rushlow, P.E., Director of Public Services

Approved by: Gary Mekjian, City Manager

# City of Farmington Hills Westfield Street Gravel Road Conversion Final Petition



STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CITY OF FARMINGTON HILLS

**RESOLUTION TO SUBMIT A BALLOT PROPOSAL TO THE VOTERS FOR  
THE AMENDMENT OF CITY CHARTER SECTION 2.05 REGARDING TERMS  
OF OFFICE OF CITY COUNCIL MEMBERS AND MAYOR**

RESOLUTION NO. \_\_\_\_\_

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held in the City Council Chambers on \_\_\_\_\_, 2024, at 7:30 o'clock p.m., with those present and absent being:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

the following preamble and resolution were offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_:

WHEREAS, Section 2.05 of the City Charter currently states,

“Council members shall be elected at the odd-year general election. At each such election, three (3) council members and the mayor shall be elected. Each of the three (3) candidates for council member receiving the greatest number of votes *shall serve for a four-year term*, and the candidate for mayor receiving the greatest number of votes *shall serve for a two-year term*. No person may hold the office of mayor for more than two (2) successive terms. All council members elected at the odd year general election *shall take office effective at the first regularly scheduled council meeting following certification of the election.*”

WHEREAS, prior to recent amendments to state elections laws, elections of the City Council members and mayor have always been “certified” prior to the first regularly scheduled meeting of the City Council, but the changes to the election laws have resulted in elections of local officials not being certified for up to several weeks or longer after the election date, leaving questions as to whether the terms of the prior City Council members and mayor extend beyond the “four-year” and “two-year” terms stated in Section 2.05 such that City business can continue to be undertaken between the election date and certification of the election results; and

WHEREAS, to address the uncertainty created by the changes to the state election laws, City Council has determined and desires to submit to the electors a proposal to amend Section 2.05 of the City Charter to state that all council

members elected at the odd year general election shall take office effective at the first council meeting held following certification of the election, and shall serve until their successor is duly sworn in following election or until they are duly re-sworn in following re-election; and

WHEREAS, pursuant to Act No. 279 of the Public Acts of Michigan of 1909, the Home Rule Cities Act (HRCA), as amended, and pursuant to City Charter Sections 10.06 and 7.02.A., provisions of the City Charter may be amended for the above purpose by a Charter amendment proposal that has been approved by a majority vote of the electors of the City voting at a regular election or special election called for said purpose; and

WHEREAS, pursuant to the HRCA, a City Charter amendment may be proposed by the City Council on three-fifths (3/5) vote of its seated members.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmington Hills as follows:

- 1) The following proposition shall be submitted to the electors of the City at the regular election to be held on November 5, 2024:

**PROPOSAL TO AMEND FARMINGTON HILLS CITY CHARTER  
PROVISIONS RELATING TO THE TERMS OF OFFICE  
OF THE CITY COUNCIL MEMBERS AND MAYOR**

Shall Section 2.05 of the Farmington Hills City Charter be amended to provide that the City Council members and mayor shall serve until their successor is duly sworn in following election or until they are duly re-sworn in following re-election?

YES

NO

- 2) Upon adoption of the proposed amendment, Section 2.05 “Terms of Office” of the City Charter would be amended to read as follows:

“2.05. Terms of Office.

Council members shall be elected at the odd-year general election. At each such election, three (3) council members and the mayor shall be elected. Each of the three (3) candidates for council member receiving the greatest number of votes shall serve for a four-year term, and the candidate for mayor receiving the greatest number of votes shall serve for a two-year term. No person may hold the office of mayor for more than two (2) successive terms. All council members elected at

the odd year general election shall take office effective at the first ~~regularly scheduled~~ council meeting held following certification of the election, and shall serve until their successor is duly sworn in following election or until they are duly re-sworn in following re-election.”

- 3) The City Clerk is hereby directed to post and publish the proposed City Charter amendment set forth in Section 2 of this Resolution in a newspaper of general circulation in the City in the manner prescribed by law, and to do all other things necessary to provide for the submission of the ballot proposal set forth in Section 1 of this Resolution to the electors on the ballot for the November 5, 2024, regular election.

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

RESOLUTION DECLARED ADOPTED \_\_\_\_\_, 2024.

STATE OF MICHIGAN    )  
  )ss.  
COUNTY OF OAKLAND )

I, the undersigned, the duly qualified and acting City Clerk of the City of Farmington Hills, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Farmington Hills at a regular meeting held on \_\_\_\_\_, 2024, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

CARLY LINDAHL, City Clerk  
City of Farmington Hills

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CITY OF FARMINGTON HILLS

**RESOLUTION REGARDING CHARTER AMENDMENT  
FOR RENEWAL OF THE PUBLIC STREETS AND ROADS MILLAGE**

**RESOLUTION NO. \_\_\_\_\_**

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held in the City Council Chambers on \_\_\_\_\_, 2024, at 7:30 o'clock p.m., with those present and absent being:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

the following preamble and resolution were offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_:

WHEREAS, pursuant to Act No. 279 of the Public Acts of Michigan of 1909, the Home Rule Cities Act (HRCA), as amended, and pursuant to Section 7.02.A and 10.06 of the City Charter, provisions of the City Charter may be amended for the purposes stated herein by a Charter amendment proposal that has been approved by a majority vote of the electors of the City voting at a regular election or special election called for said purpose; and

WHEREAS, pursuant to City Charter Section 7.02.A, a Charter amendment that includes an increase of the tax rate may be made for a specially designated purpose, providing that the specially designated purpose shall be included in a ballot question stating the nature of such purpose and the amount of ad valorem tax to be raised to fund such purpose; and

WHEREAS, pursuant to the HRCA, a City Charter amendment may be proposed by the Council on a three-fifths vote of its seated members; and

WHEREAS, the voters previously approved a Charter Amendment on November 4, 2014, amending the City Charter Tax Rate Limits to add a special tax rate of 2.0 mills for the special purposes of the improvement, rehabilitation, repair and maintenance of public roads, streets and road drainage within the City, which special tax rate is currently set to expire on June 30, 2025; and

WHEREAS, such Charter Amendment is incorporated as Section 7.02e of the City Charter; and

WHEREAS, considering the City’s current and forecasted fiscal circumstances, and in an effort to continue to provide and enhance the current level of service to the public related to the City’s improvement, rehabilitation, repair and maintenance of public roads, streets and road drainage within the City, the City Council has determined that it is necessary and appropriate to submit a proposal to the voters for a renewal of this additional tax at the original rate for the special purpose of the improvement, rehabilitation, repair and maintenance of public roads, streets and road drainage within the City, at the regular election to be held on November 5, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmington Hills as follows:

- 1) The following proposition shall be submitted to the electors of the City at the regular election to be held on November 5, 2024:

CITY OF FARMINGTON HILLS  
CHARTER AMENDMENT  
PUBLIC ROADS AND STREETS MILLAGE

Shall Section 7.02e of the Farmington Hills City Charter be amended to allow a renewal of the previous voter-approved additional special tax rate for purposes of the improvement, rehabilitation, repair and maintenance of public roads, streets and road drainage within the City by authorizing the City to levy a millage in the amount of 2.0 mills (being \$2 per \$1,000 of taxable value) for a period of ten years, starting with the July 2025 levy and resulting in the authorization to collect an estimated \$9,000,000 in the first year if approved and levied?

[ ] YES

[ ] NO

- 2) Upon adoption of the proposed amendment, Section 7.02e “Special Tax Rate for Public Roads and Streets” of the City Charter would be amended to read as follows:





**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Farmington Hills Water Supply System FY 2024/2025 Rates

**Administrative Summary**

- The water rates in Farmington Hills are the result of several different components. By combining the costs associated with each of these components, a base unit rate is determined.
- The recommendation is to increase the base unit rate 7.3% from \$49.02 to \$52.60 per 1,000 cubic feet (Mcf) of water used. This would be effective July 1, 2024.
- The component breakdown is as follows:

| Rate Components |                                | 2023/2024<br>Current Rate | 2024/2025<br>Proposed Rate | Increase/<br>(Decrease) |
|-----------------|--------------------------------|---------------------------|----------------------------|-------------------------|
| A               | GLWA Water                     | \$29.71                   | \$30.18                    | \$0.47                  |
| B               | OCWRC Operations & Maintenance | 12.63                     | 14.42                      | 1.79                    |
| C               | Reserves                       | 6.03                      | 7.77                       | 1.74                    |
| D               | Debt Service                   | 2.83                      | 2.73                       | (0.10)                  |
| E               | Misc. Revenue/Interest Income  | (2.18)                    | (2.50)                     | (0.32)                  |
| <b>TOTAL</b>    |                                | <b>\$49.02</b>            | <b>\$52.60</b>             | <b>\$3.58</b>           |

All rates shown as \$ per Mcf

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

**Recommendation**

IT IS THEREFORE RECOMMENDED that in accordance with Article 8, Section 33-236, Division 4 of the City Code, City Council adopt the attached Resolution establishing water supply rates for fiscal year 2024/2025.

**Supporting Documentation**

- A. Great Lakes Water Authority (GLWA) Component:** This component of the rate structure is the cost GLWA charges its wholesale customers for their water. The current charge of \$29.71 from GLWA will increase \$0.47 to \$30.18 per Mcf.
- B. OCWRC Operations & Maintenance Component:** This component of the rate structure results from the expenses to operate the system including water system maintenance, pump maintenance, systems control, customer services, equipment rental and administration. Operation and maintenance expenses are reviewed annually. Oakland County is recommending an overall increase of \$1.79 from \$12.63 to \$14.42 per Mcf.

**C. Reserves:**

Major Maintenance Reserve Component: This component increased \$0.40 from \$1.51 to \$1.91 and pays for the following:

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

Capital Improvement Projects Reserve (Water Infrastructure Replacement Component): In 2012, the Water Resources Commissioner finalized a system wide study which identified high-priority projects that address fire flow, redundancy (looping of the system) and high break areas on the existing water supply system. Based on this study, as well as current field information, a series of water system replacement and/or rehabilitation projects have been identified. These improvements are necessary to improve and maintain our aging water system, protect and preserve public health, ensure continued fire-fighting capability, system pressure, and provide reliable service to our customers. The current rate component of \$4.52 will increase \$1.34 to \$5.86. This rate component will generate approximately \$2.0 million annually for capital needs. The increase in the reserve component is necessary to ensure that adequate funds are available for the upcoming capital needs of the system.

**D. Debt Service:** With the GLWA rate being offset with the revised post water storage contract values, 2024/2025 includes a debt service for these facilities. The annual debt requirement is projected to be \$931,700. This will be recovered from an additional volume charge of \$2.73 per Mcf.

**E. Miscellaneous Revenue and Interest Income Component:** Miscellaneous revenue is anticipated to increase \$0.32 to \$2.50 per Mcf primarily due to an increase in penalty charges and interest income.

If City Council approves the proposed rate, quarterly bills shall be prorated so that water use prior to July 1, 2024 will be billed at the current FY 2023/2024 water rate. Water use after July 1, 2024 will be billed at the new FY 2024/2025 water rate.

**Impact on Average Water Bill**

The average customer's quarterly bill, based on water use of 3.9 Mcf per quarter, will increase from \$191.18 to \$205.14 per quarter. This equates to an increase of \$13.96 per quarter or \$4.65 per month.

**Impact on Minimum Bill**

The minimum water bill for customers who consume 1.6 Mcf per quarter or less, will be \$84.16 per quarter. This equates to an increase of \$5.73 per quarter or \$1.91 per month.

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

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

Departmental Authorization: Jacob Rushlow, P.E., Director, Department of Public Services

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





June 4, 2024

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

**RE: Proposed 2024/2025 City of Farmington Hills Water Supply and Sewage Disposal System Rates**

Dear Mr. Mekjian:

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

We have reviewed the financial condition of the City of Farmington Hills Water Supply System fund for the operational period ending September 30, 2023. Based on the projected costs for operation and maintenance, the WRC recommends the standard rate increase from \$49.02 to \$52.60 per Mcf and the minimum charge be established at \$84.16 per quarter for the 2024/2025 rate year.

Similarly, we have reviewed the financial condition of the City of Farmington Hills Sewage Disposal System fund for the same period. The WRC recommends the standard rate increase from \$53.00 to \$56.19 per Mcf and the minimum charge be established at \$89.90 per quarter based on the projected costs for operation and maintenance for the 2024/2025 rate year.

We request that the enclosed charges be adopted by the City, effective July 1, 2024. At your earliest convenience, please provide my office with a copy of the adopted resolutions.

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

Sincerely,

*Steven Korth*

Steven A. Korth, P.E.  
Chief Manager

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



**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Farmington Hills Sewage Disposal System FY 2024/2025 Rates

**Administrative Summary**

- The sewage disposal rates in Farmington Hills are the result of several different components. By combining the costs associated with each of these components, a base unit rate is determined.
- The recommendation is to increase the base unit rate 6.0% from \$53.00 to \$56.19 per 1,000 cubic feet (Mcf). This would be effective July 1, 2024.
- The component breakdown is as follows:

| Rate Components |                               | 2023/2024<br>Current Rate | 2024/2025<br>Proposed Rate | Increase/<br>(Decrease) |
|-----------------|-------------------------------|---------------------------|----------------------------|-------------------------|
| A               | Evergreen-Farmington          | \$38.76                   | \$39.48                    | \$0.72                  |
| B               | OCWRC Operation & Maintenance | 5.04                      | 5.24                       | 0.20                    |
| C               | Misc. Revenue/Interest Income | (0.65)                    | (0.78)                     | (0.13)                  |
| D               | Reserves (includes EGLE)      | 5.69                      | 7.24                       | 1.55                    |
| E               | Debt Service                  | 4.16                      | 5.01                       | 0.85                    |
| <b>TOTAL</b>    |                               | <b>\$53.00</b>            | <b>\$56.19</b>             | <b>\$3.19</b>           |

All rates shown as \$ per Mcf

- Upon City Council approval, all customers will be notified of the rate change on their quarterly bill.
- Consistent with last fiscal year, there are no Highland Park arrearages being charged to sewer customers for FY 24/25.
- The recommendation is to increase the reserve component. This increase is necessary due to the required investments in the replacement and rehabilitation of the existing sanitary sewer system identified in the City’s recently completed Wastewater System Asset Management Plan. It is also necessary due to the inflationary impacts on our construction projects and to smooth rate increases in future years.
- Representatives from the Oakland County Water Resources Commissioner’s Office (OCWRC) will be available at the City Council meeting to answer questions.

**Recommendation**

It is therefore recommended that in accordance with Article 8, Section 33-265, Division 3 of the City Code, the attached Resolution be adopted by City Council to establish sewer rates for fiscal year 2024/2025.

**Support Documentation**

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

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

GLWA Charge: GLWA recently updated their methodology to provide a more simplified and stable approach to Sewer SHARES. This revised methodology applies a fixed charge based on a percentage of their total revenue requirements. The charges to the EFSD are projected at \$37,912,800.

Operation & Maintenance Charge: Operating expenses for the EFSD increased for FY 2024/2025. These expenses cause the current charge of \$6,357,040 to increase \$307,990 to \$6,665,030.

Debt Service: The current charge of \$1,251,620 will increase to \$1,252,500. This charge covers existing debt service associated with the 2010, 2012, 2018 and 2020 projects.

Reserves: The major maintenance reserve charge of \$1,391,460 will increase to \$2,000,000. The capital improvement reserve, which is used to cover system wide capital projects, will remain unchanged at \$6,200,000.

Miscellaneous Revenue: This charge is an offset to operating expenses and includes interest income. The current revenue offset of (\$373,270) will increase to (\$828,220).

Summary: The current EFSD charge of \$52,019,650 will increase by \$1,182,460 to \$53,202,110.

EFSD Charge: The EFSD implemented its own rate simplification methodology effective July 1, 2014. The County and the communities agreed to move to a fixed monthly charge based on a share of the overall EFSD requirements. Farmington Hills' share of the system for FY 2024/2025 is 23.326% or \$12,409,923 annually. This amount will be divided by 12 and charged monthly at \$1,034,160.25 to Farmington Hills.

- B. OCWRC Operation & Maintenance Component:** This component of the rate structure is the cost to operate and maintain Farmington Hills sanitary sewer system. The current rate of \$5.04 will increase \$0.20 to \$5.24 per Mcf. This reflects an increase in expenses associated with the operations of the system.
- C. Miscellaneous Revenue and Interest Income Component:** Accumulated interest income and miscellaneous revenue will increase from \$(0.65) to \$(0.78) per Mcf. These revenues are generated from inspection charges, penalties and interest paid.
- D. Reserves:** This portion of the rate component will increase from \$5.69 per Mcf to \$7.24 per Mcf. These reserves include Emergency - \$0.08 per Mcf, Capital Improvement - \$4.77 per Mcf (includes Michigan Department of Environment, Great Lakes and Energy (EGLE) Replacement Reserve), and Major Maintenance - \$2.39 per Mcf, which are necessary to maintain our system, prepare for emergency situations and fund future improvement programs. In 2020, the City, with assistance from the OCWRC, completed a system wide Wastewater Asset Management Plan through the Michigan EGLE's Stormwater, Asset Management and Wastewater (SAW) grant program. This plan identified project recommendations to horizontal and vertical system assets based on various risk assessments and level of service scenarios. These projects are necessary to improve and maintain our aging sewer infrastructure, protect and preserve public health, meet state and federal regulatory requirements, and provide reliable service to our residents. Programs funded by the reserves include ongoing video condition assessment of sanitary sewers and structures, cleaning of sewers, planned, unforeseen and emergency repairs and replacement of our aging infrastructure. The increase in the reserve component

is necessary to ensure that adequate funds are available for the upcoming capital and major maintenance needs of the system.

- E. Debt Service:** This was established in FY 2014/2015 to fund debt service payments for the Middlebelt Transport and Storage Tunnel project. For FY 2024/2025, we have included the debt service payment for the Corrective Action Plan's (CAP) 8 Mile Capacity Project. This portion of the rate component will increase from \$4.16 to \$5.01 per Mcf.

### **General**

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

The Evergreen Farmington Sanitary Drain District (EFSDD) is under an Administrative Consent Order (ACO) by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This ACO requires completion of Corrective Action Plan (CAP) Projects. The EFSDD is beginning to complete work on the second phase of the CAP projects with the City's share identified at just over \$36 Million. The EFSDD has procured a Low Interest State Revolving Loan to finance the project at a very attractive interest rate (approximately 1.875%) that the City would be unable to procure independently in the current market. This State Loan includes a 10% principal forgiveness component to further offset debt burden. The debt service payment on this loan began in FY 23/24.

If this increase is approved by City Council, quarterly sewer bills will be prorated so that sewer use prior to July 1, 2024 will be billed at the current FY 2023/2024 rate. Sewer use after July 1, 2024 will be billed at the new FY 2024/2025 rate.

### **Impact on Minimum Sewer Bill**

The FY 2024/2025 minimum sewer bill, for customers consuming 1.6 Mcf per quarter or less, will be \$89.90 per quarter or total of \$359.60 per year. This equates to an increase of \$5.10 per quarter or \$20.40 per year.

### **Impact on Flat Rate Quarterly Sewer Charge**

The flat rate quarterly sewer charge assigned to those customers who are not connected to public water main, has remained unchanged at 4.0 Mcf per quarter. Thus, the bill for a flat rate sewer customer will be \$224.76 per quarter or \$74.92 per month, for the FY 2024/2025 rate year.

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

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

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

Departmental Authorization: Jacob Rushlow, P.E., Public Services Director

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

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

**RESOLUTION NO. R-\_\_\_\_\_**

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

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

**WHEREAS**, the City of Farmington Hills was notified by the Oakland County Water Resources Commissioner, that sewage disposal charges for the Evergreen-Farmington Sanitary Drain Drainage District would increase effective for use on and after July 1, 2024 and the Gross Pollutant Surcharge and the Industrial Waste Control (IWC) charges approved the Great Lakes Water Authority (GLWA) would also go into effect on July 1, 2024; and

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

**WHEREAS**, in a letter dated June 4, 2024, the Oakland County Water Resources Commissioner, as operating agency for the City, recommended that sewage disposal rates be established effective July 1, 2024; and

**WHEREAS**, the sewage disposal charge has increased \$3.19 from \$53.00 per Mcf to \$56.19 per Mcf; and

**WHEREAS**, the minimum quarterly charge has been established at \$89.90 based upon an assigned use of 1.6 Mcf; and

**WHEREAS**, the flat rate quarterly charge has been established at \$224.76 for sewer users that do not have a water meter based upon an assigned use of 4.0 Mcf; and

**NOW, THEREFORE, BE IT RESOLVED** that the rates of \$56.19 per Mcf for sewage disposal, \$89.90 for a minimum quarterly charge and \$224.76 for the flat rate quarterly charge for the Farmington Hills Sewage Disposal System be established effective July 1, 2024 for all users of the Farmington Hills Sewage Disposal System and the Great Lakes Water Authority (GLWA) gross Pollutant Surcharge and the IWC charges be established in accordance with the following until further notification from GLWA on the net charges:



1. **Pollutant Surcharge**

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

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

| <u>Amounts of Pollutant Surcharge</u> | <u>Total Charge Per<br/>Pound of Excess Pollutants</u> |
|---------------------------------------|--|
| Biochemical Oxygen Demand (BOD)       | \$0.392  |
| Total Suspended Solids (TSS)          | 0.525  |
| Phosphorus (P)                        | 7.571  |
| Fats, Oils & Grease (FOG)             | 0.125  |

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

2. **Industrial Waste Control**

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

| <u>Meter Size</u> | <u>Industrial Waste<br/>Control (I.W.C.) Charge</u> |
|-------------------|---|
| 5/8"              | \$3.72  |
| 3/4"              | 5.58  |
| 1"                | 9.30  |
| 1-1/2"            | 20.46   |
| 2"                | 29.76   |
| 3"                | 53.94   |
| 4"                | 74.40   |
| 6"                | 111.60  |
| 8"                | 186.00  |
| 10"               | 260.40  |
| 12"               | 297.60  |
| 14"               | 372.00  |
| 16"               | 446.40  |
| 18"               | 520.80  |

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )  
  )  
COUNTY OF OAKLAND    )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Farmington Hills, Oakland County, Michigan at a regular meeting duly called and held on the \_\_\_\_ day of \_\_\_\_\_, 2024, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

\_\_\_\_\_  
Carly Lindahl, City Clerk



June 4, 2024

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

**RE: Proposed 2024/2025 City of Farmington Hills Water Supply and Sewage Disposal System Rates**

Dear Mr. Mekjian:

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

We have reviewed the financial condition of the City of Farmington Hills Water Supply System fund for the operational period ending September 30, 2023. Based on the projected costs for operation and maintenance, the WRC recommends the standard rate increase from \$49.02 to \$52.60 per Mcf and the minimum charge be established at \$84.16 per quarter for the 2024/2025 rate year.

Similarly, we have reviewed the financial condition of the City of Farmington Hills Sewage Disposal System fund for the same period. The WRC recommends the standard rate increase from \$53.00 to \$56.19 per Mcf and the minimum charge be established at \$89.90 per quarter based on the projected costs for operation and maintenance for the 2024/2025 rate year.

We request that the enclosed charges be adopted by the City, effective July 1, 2024. At your earliest convenience, please provide my office with a copy of the adopted resolutions.

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

Sincerely,

*Steven Korth*

Steven A. Korth, P.E.  
Chief Manager

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





**INTEROFFICE CORRESPONDENCE**

**DATE:** June 10, 2024  
**TO:** City Council  
**FROM:** Theresa Rich, Mayor  
**SUBJECT:** Recommendation for appointment.

I would like to recommend the following appointments at the June 10, 2024 City Council meeting.

**Commission on Community Health**

|                    |                                   |   |
|--------------------|-----------------------------------|---|
| Everald Leon Small | <b>Length of Term:</b><br>3 years | <b>Term ending:</b><br>February 1, 2027 |
|--------------------|-----------------------------------|---|

Everald will fill the regular vacancy left by Andrea Anderson who resigned. Attached, please find Everald's resume.

**Farmington Area Arts Commission**

|             |  |   |
|-------------|--|---|
| Craig Nowak | <b>Length of Term:</b><br>Unexpired Term | <b>Term ending:</b><br>February 1, 2027 |
|-------------|--|---|

Craig was appointed as a regular member in April 2024, at the request of the Arts Commission, he will switch seats with Nora Mason and be appointed to the alternate seat.

|            |  |   |
|------------|--|---|
| Nora Mason | <b>Length of Term:</b><br>Unexpired Term | <b>Term ending:</b><br>February 1, 2025 |
|------------|--|---|

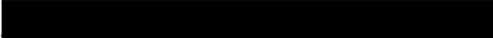
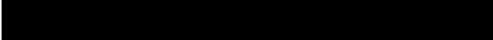
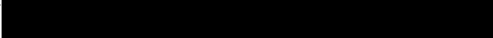
Nora was appointed as an alternate member in May 2022, at the request of the Arts Commission, she will switch seats with Craig Nowak and be appointed to the regular seat.

**Danielle King**

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**From:** postmaster@muniweb.com  
**Sent:** Wednesday, March 29, 2023 1:01 PM  
**To:** CMO  
**Subject:** Boards and Commissions Questionnaire

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

|                            |  |
|----------------------------|--|
| <b>Submittor's Name</b>    | Everald Leon Small   |
| <b>Submittor's Address</b> |  |
| <b>Submittor's Phone</b>   |  |
| <b>Submittor's Email</b>   |  |
| <b>Interest(s)</b>         | Commission on Community Health   |

**Resume**

I am a self-employed business owner of an organic insecticide company and an author. EXPERIENCE SEPTEMBER 2013 - CURRENT OWNER, ALLPERPLUS LLC Manufacture and production of product Distribution of products to stores Marketing and sale JULY 2008 – SEPTEMBER 2013 TRUCK DRIVER, LANDSTAR TRUCKING Transportation of goods nationwide MARCH 2005 – JULY 2008 TRUCK DRIVER, MAYFLOWER TRANSPORT Transportation of goods nationwide EDUCATION SEPTEMBER 2017 – MAY 2019 AUTOMOTIVE CERTIFICATION, WANYE COUNTY COMMUNITY COLLEGE . CAMPERDOWN HIGH SCHOOL 1992 – JUNE 1997 DIPLOMA

**References**

Letter of Interest. Dear Commission on Community Health, I am writing to express my interest in joining your esteemed organization as a member. As an author of a self help guide on health, with a passion for improving the wellbeing of communities, I believe that my skills and experience align with the goals and objectives of your commission. Throughout my career, I have been actively involved in community outreach programs and have witnessed firsthand the impact that community health initiatives can have on individuals and families. I have worked with diverse populations and understand the unique challenges that different communities face when it comes to accessing healthcare services. I am committed to advocating for policies that promote health equity and address the social determinants of health. I believe that by working together, we can create a healthier and more just society. I am excited about the opportunity to contribute to your commission's work and to learn from other members who share my passion for community health. Thank you for considering my application. Sincerely, [Leon Small]

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3/29/2023 1:00:19 PM

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Consideration of Setting Fee for Marriages Performed by the Mayor

**ADMINISTRATIVE SUMMARY:**

- Marriages have been performed by the Farmington Hills mayor since 1993.
  - The charged fees have been set at \$135 since 1993 and were formally adopted by City Council in 2008 as required by State Statute.
  - For each marriage ceremony performed, a \$100 goes to the Mayor’s Youth Council and the remaining portion going to Vital Statistics for processing fees of the paperwork.
- Staff recommends increasing this fee to \$175, with \$125 going to the Mayor’s Youth Council and \$50 going to support administrative processing fees.

**RECOMMENDATION:**

THEREFORE, IT IS RESOLVED, that the Mayor and City Council set the Marriage Fee at \$175 for all future weddings.

Prepared by: Karen Mondora, Assistant City Manager

Approved by: Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Consideration of Acceptance of Greening Street Right-Of-Way (Between Fordson and Northwestern Highway) to the City's Local Street System

**ADMINISTRATIVE SUMMARY**

- This section of Greening Street was originally platted in 1921 as a north/south road which extended to Northwestern Highway.
- In 1990, the 14/Orchard Plaza which includes Office Depot, Hand and Stone Massage, and Aqua Tots Swim School was developed. It is located immediately west of Greening Street and borders Orchard Lake Road and 14 Mile Road.
- In an effort to address traffic safety, the Michigan Department of Transportation (MDOT) requested that the northern section of Greening be shifted eastward away from the 14 Mile intersection and squared off to provide a perpendicular intersection with Northwestern Highway.
- MDOT offered use of their excess property in order to make this geometric adjustment and provided a loosely structured licensing agreement at the time to allow for this improvement.
- MDOT has recently been selling excess property under their ownership, including the portion of property which Greening Street extends through, therefore City staff felt it would be appropriate to consider converting the existing licensing agreement to a more formal arrangement and requested the right-of-way to be dedicated to the City.
- The Engineering Division has been working with MDOT on an agreement to transfer the 60' wide portion of the original excess property to the City of Farmington Hills at no cost, contingent upon an approved resolution indicating its use is solely as right-of-way for transportation purposes.
- In order to move forward with this agreement, a formal resolution requesting and accepting this excess property as ROW is necessary.
- The City Attorney has reviewed and approved the Resolution language.

**RECOMMENDATION**

IT IS THEREFORE RECOMMENDED, that the Farmington Hills City Council adopt the attached Resolution as required by the Michigan Department of Transportation for acceptance of the Greening Street Right-of-Way.

**SUPPORT DOCUMENTATION**

As part of the permitting process for government agencies, MDOT has previously required a Resolution to accept excess property as right-of-way. The attached exhibit shows the proposed property that is being requested from MDOT (highlighted in red).

Please note that separate from this consideration, the City is also exploring the opportunity to acquire some of the remaining excess property of this parcel as a separate acquisition (highlighted in yellow). This may be presented to City Council at a later date should it be advantageous to the City.

*Acceptance of Greening Street Right-of-Way*

*June 10, 2024*

*Page 2 of 2*

Prepared by: Mirandi Alexander, Civil Engineer

Division Head Approval by: James Cubera, P.E., City Engineer

Departmental Authorization by: Jacob Rushlow, P.E., Director of Public Services

Approval by: Gary Mekjian, City Manager





adopted at a regular meeting of the City Council held in said city on the \_\_\_\_\_, and the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of \_\_\_\_\_, 2024.

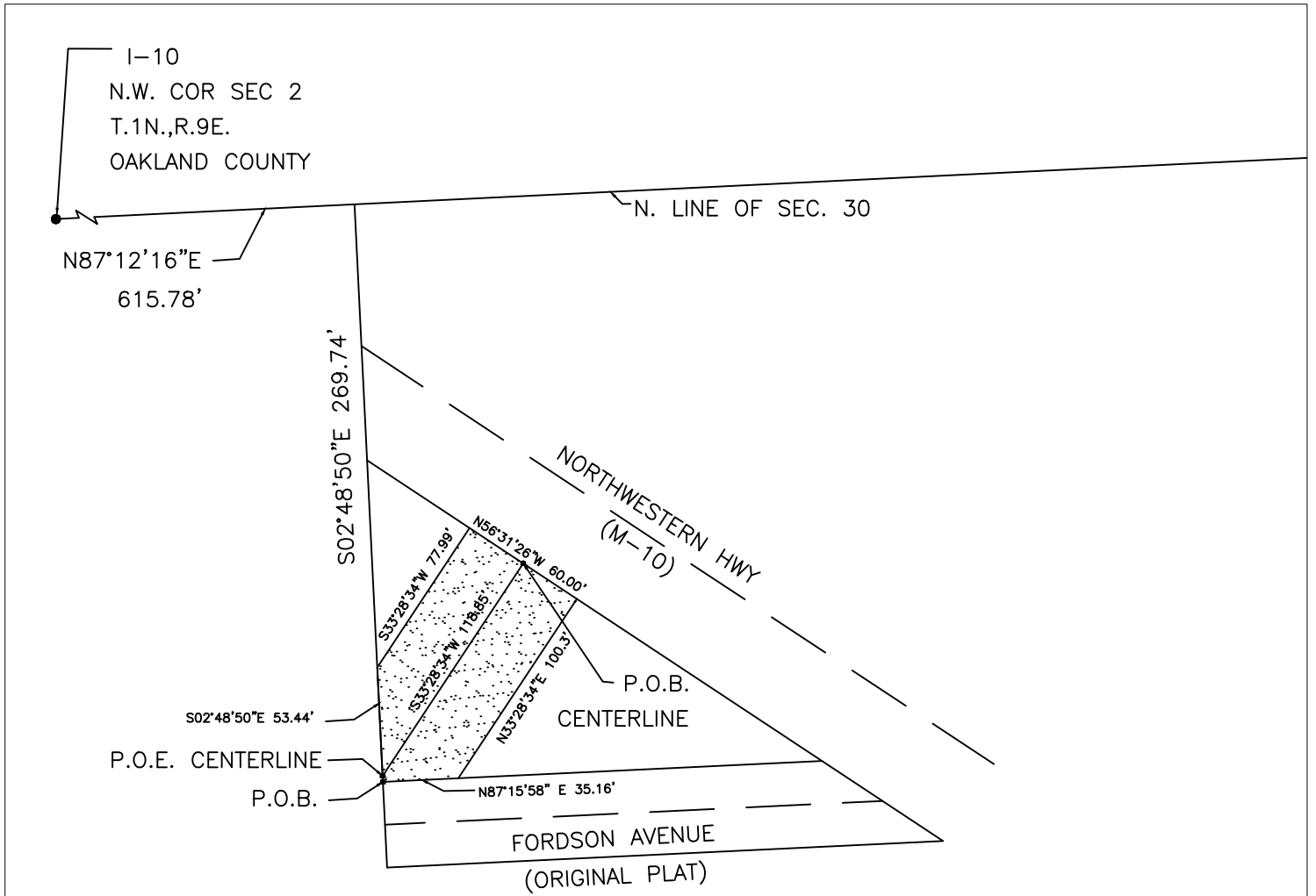
\_\_\_\_\_  
Carly Lindahl, City Clerk  
City of Farmington Hills

PREPARED BY:  
Mirandi Alexander, Engineering  
City of Farmington Hills  
31555 W. 11 Mile Road  
Farmington Hills, MI 48336

When Recorded RETURN TO:  
Carly Lindahl, City Clerk  
City of Farmington Hills  
31555 W. 11 Mile Road  
Farmington Hills, MI 48336

# EXHIBIT "A"

## GREENING STREET RIGHT-OF-WAY



**LEGAL DESCRIPTION:**

**GREENING STREET RIGHT-OF-WAY**

PART OF NORTHWEST  $\frac{1}{4}$  OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN, BEING A PORTION OF LOTS 145 THROUGH 150 INCLUSIVE OF SUPERVISORS SUBDIVISION NUMBER 7 AS RECORDED IN, LIBER 53 OF PLATS, PAGE 16, OAKLAND COUNTY RECORDS MORE PARTICULARLY DESCRIBED AS:  
 BEGINNING AT THE SOUTHWEST CORNER OF LOT 149, SUPERVISOR'S SUBDIVISION NO.7 ACCORDING TO THE RECORDED PLAT THEREOF IN LIBER 53 OF PLATS, PAGE 15, OAKLAND COUNTY RECORDS, SAID POINT BEING NORTH 87°12'16" EAST 615.78 FEET AND SOUTH 02°48'50" EAST 269.74 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 2; THENCE NORTH 87°15'58" EAST 35.16 FEET; THENCE NORTH 33°28'34" EAST 100.30 FEET; THENCE NORTH 56°31'26" WEST 60 FEET, THENCE SOUTH 33°28'34" WEST 77.99 FEET, THENCE SOUTH 2°48'50" EAST 53.44 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 6288 SQUARE FEET WHICH IS 0.147 ACRES OF LAND MORE OR LESS.

**RIGHT-OF-WAY CENTERLINE**

PART OF NORTHWEST  $\frac{1}{4}$  OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN, BEING A PORTION OF LOTS 145 THROUGH 150 INCLUSIVE OF SUPERVISORS SUBDIVISION NUMBER 7 AS RECORDED IN, LIBER 53 OF PLATS, PAGE 16, OAKLAND COUNTY RECORDS MORE PARTICULARLY DESCRIBED AS:  
 BEGINNING AT THE SOUTHWEST CORNER OF LOT 149, SUPERVISOR'S SUBDIVISION NO.7 ACCORDING TO THE RECORDED PLAT THEREOF IN LIBER 53 OF PLATS, PAGE 15, OAKLAND COUNTY RECORDS, SAID POINT BEING NORTH 87°12'16" EAST 615.78 FEET AND SOUTH 02°48'50" EAST 269.74 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 2; THENCE NORTH 87°15'58" EAST 35.16 FEET; THENCE NORTH 33°28'34" EAST 100.30 FEET; THENCE NORTH 56°31'26" WEST 30 FEET TO THE POINT OF BEGINNING OF THE RIGHT-OF-WAY CENTERLINE; THENCE SOUTH 33°28'34" WEST 118.85 FEET TO THE POINT OF ENDING OF THE RIGHT-OF-WAY CENTERLINE.

**LEGEND**



— RIGHT-OF-WAY

P.O.B.

— POINT OF BEGINNING

|                                 |     |            |
|---------------------------------|-----|------------|
| DIRECTOR, PUBLIC SERVICES DEPT. |     |            |
| DRAWN BY:                       | MLA | DATE: 5/24 |
| APPROVED BY:                    | JC  | DATE: 5/24 |
| SCALE: 1"=30'                   |     |            |
| SHEET                           | 1   | OF 1       |







**CITY OF FARMINGTON HILLS**

OAKLAND COUNTY, MI  
ENGINEERING DIVISION

# Greening Street MDOT Property Request



-  Greening Street ROW Request
-  Additional Property being considered for future acquisition
-  Current City Owned Property
-  Previously sold off to a developer



OFFICE OF CITY  
CLERK

**TO:** Mayor and City Council  
**FROM:** Carly Lindahl, City Clerk  
**DATE:** June 10, 2024  
**SUBJECT:** Emergency Preparedness Commission Bylaws

At their May 6, 2024 meeting, the Emergency Preparedness Commission approved revisions to their bylaws. Those revision include minor spelling and grammatical corrections, updates to reflect gender neutral terms, removing references to the Community Emergency Response Team (CERT) as it no longer exists as a city entity, and formally added a section for the Technology/Outreach sub-committee. The revisions have been reviewed by the City Attorney.

City ordinance requires that bylaws adopted by boards and commissions also be approved by City Council.

**RECOMMENDATION:**

IT IS RESOLVED, that the Farmington Hills City Council hereby approves the Emergency Preparedness Committee bylaw revisions as submitted to City Council with the City Clerk memo dated June 10, 2024.



**CITY OF FARMINGTON HILLS & CITY OF FARMINGTON**  
**Citizen Corps Council for Emergency Preparedness**  
(Emergency Preparedness Commission)

**BYLAWS AND RULES OF PROCEDURE**  
**(Amended and Restated, Effective June 10, 2024)**

ARTICLE I  
PURPOSES, AUTHORITY AND DUTIES

The Citizen Corps Council for Emergency Preparedness (also referred to as the Emergency Preparedness Commission or EPC, referred to in these Bylaws as the "commission") is formed under and pursuant to the City of Farmington Hills Code of Ordinances, Chapter 2, Article IV, (referred to in these Bylaws as the "Governing Authorization and Regulations"). The assigned and designated purposes, authority and duties of the commission are set forth in the Governing Authorization and Regulations as follows:

The commission is charged with the authority and responsibility of making recommendations to the two cities concerning public education on safety, helping citizens take an active role in protecting themselves from harm, teaching citizens what to do in the event of a crisis, and providing citizens with the skills and abilities to make their families, homes and communities safer from the threats of terrorism, crime, and disaster. The commission may develop and make available a resource and/or service information base. It may also coordinate with other agencies (such as the police and fire department), promote and encourage the implementation of any program consistent with the purpose for which the commission is established including but not limited to CPR, first aid, and other emergency situation training.

ARTICLE II  
MEMBERS & LIAISONS

Section 1. Members. The commission consists of 11 appointed regular commissioners and 2 appointed alternate members set forth in the Governing Authorization and Regulations. Of the 11 commissioners and 2 alternate members, 9 commissioners and 1 alternate member shall be appointed from the City of Farmington Hills and 2 commissioners and 1 alternate member shall be appointed from the City of Farmington

Section 2. Terms. Regular and alternate members shall hold office for terms as set forth in the Governing Authorization and Regulations and designated at the time of appointment and shall serve until a successor is appointed and seated, unless such member has been removed from office.

Section 3. Vacancies. Any vacancy occurring in the membership of the commission shall be filled for the remainder of the unexpired term in the manner provided for original appointment.

Section 4. Absences. Three absences in the course of a calendar year may subject a member to removal from office.

Section 5. Removal. Regular and Alternate members may be removed in accordance with Section 3.12 of the City Charter and any otherwise applicable state laws and City ordinances, policies and resolutions.

Section 6. Alternate Members. The chairperson of the commission shall call alternate members to serve on a rotating basis as a voting member in the absence of a regular member or when a member has abstained for reasons of conflict of interest. At all other times, the alternate members may participate in all discussions but shall not have a vote and shall not count in determining the existence of a quorum.

Section 7. Associate Members. The commission may appoint associate members to serve on subcommittees to work and advise on various matters consistent with the purposes, authority and duties of the commission. An associate member shall be appointed for a designated term not to exceed three (3) years, and if no term is designated then appointment shall be for a term of one (1) year. Associate members may participate in all discussions but shall not have a vote and shall not count in determining the existence of a quorum.

Section 8. Council Liaison. The Mayor~~s~~, subject to approval by majority vote of the members of Council may appoint a member of Council to serve as a liaison to the commission. The term of a Council liaison shall expire with his or her term on the City Council. An appointed Council liaison shall attend the meetings of and may participate in the deliberations and discussions of the commission but shall not have a vote on any matter coming before the commission unless otherwise provided by law or the City Code. The presence of a Council liaison at a meeting shall not count toward the establishment of a quorum.

Section 10. Staff Liaison. The City Manager~~s~~, or his or her designees, may assign a member of the City administration to assist and serve as a liaison to the commission, who shall serve at the pleasure and direction of the City Manager~~s~~. A staff liaison may attend the meetings of and provide information and input to the commission but shall not have a vote on any matter coming before the commission. The presence of a staff liaison at a meeting shall not count toward the establishment of a quorum.

### ARTICLE III VOTING

Section 1. Votes. Only the duly appointed regular members and alternate members, when ~~called~~ called to serve as provided above are authorized to vote on matters coming before the commission, and each such member shall be entitled to one vote.

Section 2. Quorum. The presence of a number of voting members equaling a majority of the appointed regular membership of the commission shall constitute a quorum for purposes of conducting business (i.e., open or vacant seats shall not count in determining the existence of a quorum and if alternate members called by the chairperson to serve at a meeting shall count in determining the existence of a quorum).

Section 3. Voting. Votes may be cast by a general voice vote, except where a roll call vote is requested by any voting member or required by law or other procedures established under these bylaws. If there is a question as to the number of yea or nay votes, a roll call shall be conducted.

Section 4. Transaction of Business. Unless otherwise provided by law, resolution, or other procedures established under these Bylaws, the concurring vote of the majority of members of the commission shall be necessary for the transaction of all business and decisions of the commission.

Section 5. Conflict of Interest. No member of the commission shall vote on any issue in which he or she may reasonably be considered to have a conflict of interest or the member's participation would result in a violation of Section 10.01 of the City Charter, the City of Farmington Hills Code of Ethics, the Incompatible Public Offices Act, 566 PA 1978 (MCL 15.181 et seq.), or any other state law or city charter, ordinance, ethics code or policy provision applicable to city officials and conflicts of interest. If a member could reasonably be considered to have such a conflict of interest pertaining to a matter that is to be addressed or considered by the commission, before participating in any discussion or casting a vote on such a matter, the member shall disclose the conflict of interest to the commission. Unless the commission concludes, upon a majority vote of the remaining members, that the member's participation does not constitute a conflict of interest and that his or her participation and vote will not be affected by his or her interest, the member shall leave his or her seat at the dais or meeting table and shall abstain from discussion and voting on the matter. A member shall not appear before the commission as an advocate in relation to any matter in which he or she has abstained for reasons of conflict of interest.

#### ARTICLE IV MEETINGS

Section 1. Open Meetings Act and Freedom of Information Act Compliance. All meetings and members of the commission shall comply, in all respects, with the Michigan Open Meetings Act and Freedom of Information Act.

Section 2. Frequency of Meetings: Records. The commission shall meet no less than one time per year but shall meet as often and regularly as necessary to conduct and complete the business and duties assigned to it, and, in coordination with its designated staff liaison, shall keep a record of its minutes, resolutions, transactions, findings, determinations, documents and other materials.



Section 3. Place of Meeting. Subject to the requirements of the Open Meetings Act, meetings of the commissions shall be held at the City Hall of either City or at such other suitable place convenient to the members and made available by either City.

Section 4. Meetings. In accordance with the Michigan Open Meetings Act, the commission, within ten (10) days after its first meeting of each calendar year, shall establish and, with the assistance of the staff liaisons or City Clerks, post a public notice stating the dates, times, and place of its regular meetings for the ensuing year, and shall post a notice of any changes in its schedule of regular meetings in accordance with the Open Meetings Act. Special meetings of the commission may be called and noticed, per the requirements of the Open Meetings Act, by the Chairperson, in his or her absence by the Vice-Chairperson or Secretary, upon written request of a majority of the regular members of the commission, by the Mayor of the City, or as may be otherwise allowed by law or ordinance. No business shall be transacted at any special meeting of the commission unless the same has been stated in the notice of such meeting. Notice of the time, place and subject matter of all meetings shall be given by telephone, electronic means, personal delivery, or mailing the same to each member. Notice of each meeting also shall be provided to the public in compliance with the Michigan Open Meetings Act. It shall be the duty of the Secretary (or other officer designated by the Chairperson in the Secretary's absence), with the assistance of the staff liaison or, if no staff liaison, the City Clerk, to serve and post the notices described in this Section on behalf of the commission.

Section 5. Rules of Procedure. Meetings shall be conducted according to the most recent edition of Roberts Rules of Order as a guideline in all cases to which they are applicable, provided they are not in conflict with these Bylaws or any applicable State law or City Code or policy.

Section 6. Agenda. In order to avoid undertaking business or activities beyond the scope of the purposes, authority and duties assigned by the City Code or by law, and to promote orderly and efficient meetings, each meeting of the commission shall have an agenda prepared in advance of the meeting which shall be distributed to all members and liaisons. If a staff liaison has been appointed, the agenda shall be prepared by the staff liaison with input from the chair and vice-chair. Otherwise, the agenda shall be jointly prepared by the chair and vice-chair. Other members of the commission may ask for items to be included on an agenda through the chair or vice-chair, or by a majority vote of the membership.

Section 7. Order of Business. The order of business at meetings of the commission shall be as follows:

- a. Call to Order
- b. Evacuation and Shelter Routes
- c. Approval of Agenda
- d. Approval of Minutes
- e. Unfinished Business
- f. New Business
- g. Liaison Reports
- h. Public Comment

1. Commissioners' Comments
- J. Adjournment

Section 8. Minutes. In coordination with its designated staff liaison, if any, the commission shall keep and approve minutes of its meetings in accordance with the Open Meetings Act. Minutes, resolutions, and any other similar record of the proceedings of the commission, when signed by the Chairperson or Secretary, shall be presumed truthfully to evidence the matters set forth therein. A recitation in a resolution or the minutes of any such meeting that notice of the meeting was properly given shall be prima facie evidence that such notice was given. Pursuant to the Michigan Open Meetings Act, minutes shall show the date, time, place, members present, members absent, any resolution ~~adopted~~adopted, and decision made at a meeting open to the public, and the purpose or purposes for which any closed session is held. The minutes shall include all roll call votes taken at the meeting. The commission shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. Proposed minutes shall be made available for public inspection within eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be made available for public inspection within five (5) business days after the meeting at which the minutes are approved. A member of the commission who did not attend the meeting to which the minutes refer should not vote on the minutes for that meeting.

Section 9. Rules for Citizen Participation at Meetings. The rules in this Section shall govern and apply to citizen participation at meetings of the commission. Members of the public may speak when recognized by the Chairperson during a formal public hearing, the open public comment period, an agenda item, or at the discretion of the Chairperson at other times. Upon being recognized, the speaker shall provide his or her name and the street upon which they live for the record, and the speaker shall address the commission only and shall not engage in direct dialogue with others attending the meeting. Members of the public who speak at a meeting shall be limited to five minutes per individual, unless additional time is granted in the discretion of the Chairperson. The Chairperson may limit an individual from speaking more than once on any specific item before the commission or during an open public comment period. Upon the request of a member of the commission or in the Chairperson's own discretion, the Chairperson may grant additional time to a speaker and may recognize and allow a member of the public to address the commission at a time other than as designated in these Bylaws; however, all other rules as provided herein shall apply.

Section 10. Disorderly Conduct at Meetings. Persons addressing the commission shall direct their attention and comment to the commission only and shall not engage in direct dialogue or communications of any kind with others attending the meeting. All speakers at meetings of the commission shall make responsible comments and shall refrain from making personal, impertinent, slanderous or profane remarks. The Chairperson may call to order any person who is being disorderly by speaking when not recognized by the Chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities, or otherwise violating the rules in this Section or Section 9, above. Such person shall

thereupon be seated until the Chairperson shall have determined whether the person is in order and that person shall not be permitted to speak at the same meeting, except upon special leave by the commission. If the person shall continue to be disorderly and disrupt the meeting, the Chairperson may request the Police Department to remove the person from the meeting.

Section 11. Time Limit for Meetings. No new agenda item will be considered after 1 hour after the start of the meeting. The meeting will conclude no later than an hour and half after the start of the meeting. All agenda items not considered will be carried over to the next regular or special meeting as determined by the commission. These time limits may be extended by a majority vote of members of the commission.

## ARTICLE V OFFICERS

Section 1. Officers. The commission shall have a Chairperson, Vice Chairperson, ~~and Secretary- and Community Emergency Response Team (CERT) Leader.~~

- a. Chairperson. The Chairperson shall preside at all meetings, rule on all points of order raised at meetings, call special meetings subject to the requirements of these Bylaws, consult with staff on the preparation of agendas, and shall perform all other duties necessary or incidental to the office of Chairperson. The Chairperson shall have a vote on all matters before the commission.
- b. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence, the duties set forth in these Bylaws and City Code, and any additional duties as determined by the commissioner.
- c. Secretary. The Secretary shall record the minutes of all commission meetings, shall cause a record to be kept of all plans, documents, books and papers approved by and brought before the commission, shall provide copies of all such records to the City Clerk upon request, shall perform such other tasks as may be delegated to him or her by the commission, and shall perform all other duties incident to the office of the Secretary.
- d. ~~Community Emergency Response Team (CERT) Coordinator. The CERT Coordinator shall be in charge of the CERT subcommittee and shall report to the Commission updates of CERT activities and training consistent with the purposes, authority and duties of the subcommittee.~~

Section 2. Term of Office. Officers shall serve terms of one (1) year, with eligibility for re-election, except that a member shall not be eligible to serve more than two (2) successive terms as Chairperson.

Section 3. Election. Officers shall be chosen annually by a vote of the majority of the commission membership within thirty (30) days after the Mayor's and/or City Council's annual appointments or re-appointments of members to the commission.

ARTICLE VI  
SUBCOMMITTEES

~~COMMUNITY EMERGENCY RESPONSE TEAM~~

~~The assigned and designated purposes, authority and duties of the subcommittee are set forth in the Governing Authorization and Regulations as follows:~~

- ~~A. Purpose: The subcommittee is charged with the leadership, oversight, planning, training and reporting on its activities in the Farmington area community to the commission. The subcommittee shall not conduct business without the approval of the commission.~~
- ~~B. Authority: To provide and coordinate operations of the subcommittee with approval of the commission.~~
- ~~C. Duties: The subcommittee shall not engage in or undertake business, activities, actions or efforts beyond the scope of the purposes, authority and duties assigned or designated in the Governing Authorization and Regulations.~~

~~Section 1. Members. The subcommittee will consist of 3 members appointed by the CERT Coordinator and approved by the commission by majority vote. 2 members must be from the City of Farmington Hills and 1 member must be from the City of Farmington, unless no member is available from one city. The members of subcommittee shall also serve on the Farmington Area CERT Executive Committee.~~

~~Section 2. Terms. Regular and alternate members shall hold office for terms as set forth in the Governing Authorization and Regulations and designated at the time of appointment and shall serve until a successor is appointed and seated, unless such member has been removed from office.~~

~~Section 3. Vacancies. Any vacancy occurring in the membership of the subcommittee shall be filled for the remainder of the unexpired term in the manner provided for in the original appointment.~~

~~Section 4. Absences. Three *unexcused* absences in the course of a calendar year may subject a member to removal from office at the discretion of the CERT Coordinator along with approval of the commission.~~

~~Section 5. Removal. Regular members may be removed in accordance with Section 3.12 of the City Charter and any otherwise applicable state laws and City ordinances, policies and resolutions.~~

~~Section 6. Associate Members. The commission may appoint associate members to serve on this subcommittee to work and advise on various matters consistent with the purposes, authority and duties of the commission. Associate members must be members of the CERT team. An associate member shall be appointed for a designated term not to exceed three (3) years, and if no term is designated then appointment shall be for a term of one (1) year. Associate members may participate in all discussions but shall not have a vote and shall not count in determining the existence of a quorum.~~

#### TECHNOLOGY/OUTREACH SUBCOMMITTEE

~~The assigned and designated purposes, authority and duties of the Technology/Outreach Subcommittee (“subcommittee”) are set forth in shall be consistent with those of the Governing Authorization and Regulations and shall include the as followings:~~

- ~~A. Purpose: The subcommittee is charged with the promotion of the commission’s activities through various channels, including but not limited to: City webpage, social media, physical printed media, etc. The subcommittee shall not conduct business without the approval of the commission.~~
- ~~B. Authority: To provide and coordinate operations of the subcommittee with approval of the commission.~~
- ~~C. Duties: The subcommittee shall not engage in or undertake business, activities, actions or efforts beyond the scope of the purposes, authority and duties assigned or designated in the Governing Authorization and Regulations.~~

~~Section 1. Members. The subcommittee will consist of no less than 2 members appointed by the Chairperson and approved by the commission by majority vote.~~

~~Section 2. Terms. Regular and alternate members shall hold office for terms as set forth in the Governing Authorization and Regulations and designated at the time of appointment and shall serve until a successor is appointed and seated, unless such member has been removed from office.~~

~~Section 3. Vacancies. Any vacancy occurring in the membership of the subcommittee shall be filled for the remainder of the unexpired term in the manner provided for in the original appointment.~~

~~Section 4. Absences. Three *unexcused* absences in the course of a calendar year may subject a member to removal from office at the discretion of the Chairperson along with approval of the commission.~~

~~Section 5. Removal. Regular members may be removed in accordance with Section 3.12 of the City Charter and any otherwise applicable state laws and City ordinances, policies and resolutions.~~

Section 6. Associate Members. The commission may appoint associate members to serve on this subcommittee to work and advise on various matters consistent with the purposes, authority and duties of the commission. An associate member shall be appointed for a designated term not to exceed three (3) years, and if no term is designated then appointment shall be for a term of one (1) year. Associate members may participate in all discussions but shall not have a vote and shall not count in determining the existence of a quorum.

## ARTICLE VII REPORTING AND BUDGET

Section 1. Fiscal Year. The fiscal year of the commission shall be the same as the City of Farmington Hills.

Section 2. Report to City Council. Pursuant to the Farmington Hills Code of Ordinances, the commission shall prepare a written report to City Council at ~~lea-t~~least one (1) time in each calendar year, and if requested by the Mayor or City Council, shall present said report at a meeting of the City Council. In addition to any other information required by law or City Council, the report shall inform and advise City Council on the number of meetings held, the activities and items of business that have been and are being undertaken by the commission, and any recommendations or advice the commission may have concerning City policy matters relating to the purposes, authority and duties of the commission.

Section 3. Budget. The commission shall work with its designated staff liaison, if any, to develop and submit an annual budget request to City Council for its approval.

## ARTICLE VII AMENDMENTS

Section 1. Method. These Bylaws may be amended at a duly constituted meeting of the commission by the affirmative vote of a 2/3 majority of its members.

Section 2. Proposal. Amendments to these Bylaws may be proposed by any active member of the commission or a member of the City Staff.

Section 3. Meeting. Upon any such amendment being proposed, the proposed amendment may be considered at the same or any subsequent regular meeting or a special meeting called for that purpose.

Section 4. City Council Approval. Pursuant to the Farmington Hills Code of Ordinances, the adoption of these Bylaws and all amendments to these Bylaws are subject to approval of the City eCouncil. Accordingly, these Bylaws and any amendments thereto, prior to becoming effective, shall be submitted to City Council for review and approval.

Section 5. Distribution. A copy of these Bylaws and each amendment to these Bylaws shall be furnished to every member of the commission after adoption, provided, however, that these Bylaws and any duly adopted amendment to them shall be binding upon all members irrespective of whether such persons actually receive a copy of the amendment.

Section 6. Regular Review of Bylaws. These Bylaws shall be reviewed by the commission on a regular basis to ensure that they remain up-to-date and consistent with existing laws, ordinances and practices.

#### ARTICLE VIII REPEALER, CONFLICTS AND SEVERABILITY

Section 1. Prior Bylaws Repealed. These Bylaws are adopted pursuant to Code of Ordinances Article IV, Division I, Section 2-126 et seq., and amend, restate and supersede any and all prior bylaws adopted by the commission. Any prior bylaws are repealed in their entirety.

Section 2. Conflicts. If any provision of these Bylaws is inconsistent or conflicts with the Governing Authorization and Regulations, the Governing Authorization and Regulations shall supersede these Bylaws and apply.

Section 3. Severability. In the event that any of the terms, provisions, or covenants of these Bylaws are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holding shall not affect, alter, modify, or impair any of the other terms, provisions or covenants of these Bylaws or the remaining portions of any terms, provisions or covenants held to be partially invalid or unenforceable.

**Adopted By: CITY OF FARMINGTON HILLS & CITY OF FARMINGTON Citizen Corps Council for Emergency Preparedness (also referred to as the Emergency Preparedness Commission or EPC) on May 6, 2024.~~March 12, 2018.~~**

**Approved By: City Council on June 10, 2024.~~September 23, 2019~~**

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL  
June 10, 2024**

**SUBJECT: BID WAIVERS AND AWARDS FOR FISCAL YEAR 24/25**

**ADMINISTRATIVE SUMMARY**

- 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.
- Bid waivers are requested for distinct reasons. These include:
  - The bid process may adversely affect the current costs. This has been demonstrated in the past when the current prices paid increased when bids were solicited.
  - The vendor is a sole source and bidding may actually increase prices paid. Purchasing staff typically negotiates prices in this situation.
  - The most competitive price is already being received which is verified through price surveys and comparisons.
  - The vendor was awarded the bid when the product was originally purchased by the City and has historical and or proprietary knowledge that benefits the City.
  - Due to a third party relationship, the City has no choice in the vendor selection.
  - Another governmental agency, such as the State of Michigan, Oakland County, a MITN member, OMNIA Partners or other national municipal cooperative working with a lead government agency has solicited bids/proposals; and the contract is available to the City as a cooperative bid.
  - The City has a vendor relationship with another government agency, such as Oakland County (CLEMIS).
- Bid waivers are an effective way to address unique procurement situations. Waiving the bid requirements allows staff to focus on other commodities where bidding would provide an economic or service improvement.
- Funding for all transactions listed on the attached are budgeted in fiscal year 2024/2025 departmental accounts or through approved grant and/or capital funding.

**RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager to issue purchase orders for budgeted products and services as listed on the attached for fiscal year 2024/25.

Prepared by: Michelle Aranowski, Director of Central Services  
 Reviewed by: Nikki Lumpkin, Senior Buyer  
 Approved by: Gary Mekjian, City Manager

| <b>VENDOR</b>                               | <b>COMMODITY</b>  | <b>DEPT.</b>  | <b>JUSTIFICATION</b>   | <b>LAST BID CONTRACT</b> | <b>EST. ANNUAL AMOUNT</b> |
|---|---|---------------|--|--------------------------|---------------------------|
| Accruent Systems                            | Facility Maintenance Software   | All           | O.E.M. vendor/ Bid OMNIA Partners                                      | Current                  | \$26,000                  |
| Adobe Authorized Resellers                  | PDF Imaging & forms licensing   | All           | OMNIA Partners, State of MI/REMC/NASPO contracts (or less)             | Current                  | \$25,000                  |
| Amazon                                      | Miscellaneous Supplies & Equipment  | All           | OMNIA Partners   | Current                  | \$150,000                 |
| Autodesk Authorized resellers               | AutoCAD & Fusion 360 Computer Aided Design licensing                      | DPS & SS      | OMNIA Partners, State of MI/REMC/NASPO (or less) Cooperative contracts | Current                  | \$16,000                  |
| BS&A  | Equalizer, Tax, Permits, Cash receipting software maintenance/updates     | DPCD, Finance | Sole Source O.E.M. vendor/ Original bid                                | N/A                      | \$45,000                  |
| Cummins Sales & Services                    | Miscellaneous service, repairs and parts                                  | DPW           | O.E.M. vendor  | N/A                      | \$40,000                  |
| Dell & Hewlett Packard authorized resellers | Software licenses, Computer Equipment, printers, peripherals & consulting | All           | OMNIA Partners, State of MI/REMC/NASPO (or less) Cooperative contracts | Current                  | \$125,000                 |
| DSS Corporation                             | Equature 911 Dispatch, recording software and Support                     | Police        | O.E.M. vendor  | Current                  | \$11,000                  |



| <b>VENDOR</b>  | <b>COMMODITY</b>  | <b>DEPT.</b>     | <b>JUSTIFICATION</b>                                       | <b>LAST BID CONTRACT</b> | <b>EST. ANNUAL AMOUNT</b> |
|--|---|------------------|--|--------------------------|---------------------------|
| ESRI   | GIS licensing/ maintenance and support  | All              | State of MI contract                                       | Current                  | \$18,000                  |
| Eden Systems/Tyler Technologies                                  | Financial software maintenance/updates  | All              | Sole Source O.E.M. vendor/ Original bid                    | N/A                      | \$92,000                  |
| Faster Solutions   | CCG Faster Fleet Maintenance Software   | DPW              | O.E.M. vendor  | Current                  | \$12,000                  |
| Global Solutions   | Laserfiche & Related Software Document Management systems.                        | All              | O.E.M. vendor  | Current Expires 2028     | \$60,000                  |
| Gordian Company  | Facilities Capital & Job Costing Software   | All              | O.E.M. vendor/ Bid OMNIA Partners                          | Current                  | \$17,000                  |
| Grainger   | Mechanical, Industrial and Janitorial Supplies                                    | All              | State of MI contract                                       | Current                  | \$100,000                 |
| Harrell's & HD Supply  | Fertilizer & Grounds Maintenance supplies   | Parks & Golf     | OMNIA Partners Contract(Cooperative)                       | Current                  | \$15,000                  |
| Hart Intercivic  | Election supplies & equipment   | City Clerk       | State & County Bid Contract                                | Contract                 | \$35,000                  |
| Home Depot   | Maintenance & Hardware Supplies   | All              | OMNIA Partners National Contract                           | Current                  | \$30,000                  |
| Kiesler Police Supply/Michigan Police Equipment & Vance Outdoors | Training & Duty Ammunition  | Police           | State of Michigan Contracts                                | Current                  | \$40,000                  |
| Kone Elevators   | Elevator Maintenance & Repair   | All              | OMNIA Partners Contract                                    | Current                  | \$25,000                  |
| LiquidSprings  | Parts for Fire & EMS vehicles   | DPW              | O.E.M. vendor  | N/A                      | \$15,000                  |
| MacQueen Emergency Equipment                                     | Parts for Fire & EMS vehicles   | DPW              | O.E.M. vendor  | N/A                      | \$20,000                  |
| Microsoft authorized resellers                                   | Microsoft Software Licensing/ Maintenance & Support                               | All              | OMNIA Partners, State of MI/REMC/NASPO contracts (or less) | Current                  | \$250,000                 |
| MobilEyes  | Fire Inspection Software Support  | Fire             | O.E.M. vendor  | Current                  | \$12,000                  |
| National Restoration   | Tuckpointing, Concrete Restoration and Repair                                     | All              | Oakland County G2G Bid Contract                            | Current                  | \$50,000                  |
| Oakland County   | CLEMIS radio, electronic, radar, IT services & Police equipment installs          | Police Fire      | CLEMIS system services including installations             | Current Agreement        | \$250,000                 |
| People Driven Technology   | Virtual Desktop Infrastructure Equipment, Security Software Maintenance & Support | All              | Oakland County G2G Bid Contract                            | Current                  | \$150,000                 |
| Printing Systems & Election Source                               | Election Supplies & Ballots   | City Clerk       | Oakland & State of Michigan County Contract                | Current                  | \$40,000                  |
| Rosenbauer South Dakota LLC                                      | Parts for Fire & EMS vehicles   | DPW              | O.E.M. vendor  | N/A                      | \$30,000                  |
| TAPCO, Inc.  | Sign Shop Supplies  | DPW              | OMNIA Partners Contract                                    | Current                  | \$20,000                  |
| TelNet Group   | Phone equipment, software licensing maintenance & support                         | IT               | O.E.M. vendor  | Current                  | \$25,000                  |
| Telus Communications   | AVL Access Fees   | DPW              | Sole Source O.E.M. vendor/ Original bid                    | N/A                      | \$15,000                  |
| Tire Hub   | Tires   | DPW              | State Bid Contract   | Current                  | \$60,000                  |
| Vermont Systems  | Recreation software maintenance/updates   | Special Services | Sole Source O.E.M. vendor/ Original bid                    | N/A                      | \$40,000                  |

| <b>VENDOR</b>               | <b>COMMODITY</b>  | <b>DEPT.</b> | <b>JUSTIFICATION</b>  | <b>LAST BID CONTRACT</b> | <b>EST. ANNUAL AMOUNT</b> |
|-----------------------------|---|--------------|---|--------------------------|---------------------------|
| VMware authorized resellers | Network Virtualization software maintenance/updates & consulting              | IT           | G2G, OMNIA Partners, State of MI/REMC/NASPO contracts (or less) | Current                  | \$65,000                  |
| Watch Guard                 | In-Car Camera System  | Police       | Clemis/Oakland County   | Current                  | \$50,000                  |
| Zoho Corporation            | Endpoint Security, Service Desk, Password Management & Ticketing applications | IT           | O.E.M vendor -Sole Source                                       | Current                  | \$25,000                  |

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** DTE Energy Line Extension Agreement

**ADMINISTRATIVE SUMMARY**

- The City currently has multiple facility projects being completed on the City Hall campus property and Fire Station #4 (Drake Road). This includes the SiFi Network Project, Fueling System Replacement Project and Police Station Automatic Transfer Switch Replacement Project.
- Each of these projects require a new electrical service. City staff and our Engineering consultant, Hubbell, Roth, and Clark, Inc. (HRC), have been working together with DTE Electric Company on this work.
- In order for DTE to process our request for new service at each of these project locations, the City is required to enter into an agreement with DTE for the extension of electrical lines across our private property.
- City staff has received the first DTE Line Extension Agreement including the electrical layout plan and certificate of grade for the work proposed as part of the SiFi Network and Fueling System Replacement Projects.
- The Public Services Department and HRC have reviewed the proposed electrical line layout and DTE Agreement documents and find them to be acceptable.
- The City Attorney has also reviewed the DTE Agreement documents and find them acceptable.
- As DTE submits the Agreement documents for the additional facility projects located on the City Hall campus property as well as Fire Station #4 property, City staff and the City Attorney will review for acceptance.

**RECOMMENDATION**

IT IS RESOLVED, that the Farmington Hills City Council authorize the City Manager to sign the attached DTE Energy Line Extension Agreement; and

IT IS FURTHER RESOLVED, the Farmington Hills City Council authorize the City Manager to sign any future DTE Energy Line Extension Agreements, subject to approval of the terms by the City Attorney.

**SUPPORT DOCUMENTATION**

The City of Farmington Hills Public Services Department and our engineering consultant, Hubbell, Roth, and Clark, Inc. (HRC) have been preparing plans for multiple City facility projects including the fueling system replacement/relocation, Police Station automatic transfer switch and transformer replacement, and future electric vehicle charging stations. SiFi Networks is also installing a telecommunications shelter (hut) on the City Hall campus property as well as the Fire Station #4 property as part of their City-wide fiber project. Each of the projects will require new service, the installation of separate transformer and the extension of new electrical service lines. City staff has been coordinating these projects with DTE Electric Company over the past year and recently finalized the locations, sizes and installation details. Prior to DTE completing the work, they require the City to enter into an Agreement which allows them to install the new transformer(s) and complete the service line extensions.

The City has received the DTE Energy Line Extension Agreement for the SiFi shelter and fueling system replacement project located at the City hall campus. The Agreement has been reviewed by the City Attorney and the terms are acceptable. DTE will submit a similar Agreement document for the remaining facility projects mentioned above. Once received, City staff and the City Attorney will review the terms and layout for acceptance.

Prepared by: Tammy Gushard, P.E., Senior Engineer  
Reviewed by: Jacob Rushlow, P.E., Director Public Services  
Approval by: Gary Mekjian, P.E., City Manager

**Line Extension Agreement for  
Commercial or Industrial Customers  
No. 67930245**



**"DTE Energy" and "Customer" make this agreement for consideration of the promises in the Agreement.**

**"DTE Energy" is:**

**"Customer" is:**

The DTE Energy Company  
8001 Haggerty Rd  
Belleville, MI 48111

CITY OF FARMINGTON HILLS  
31555 W 11 Mile Road  
Farmington Hills, MI 48336

**Background Statement:** Customer requests DTE Energy to install a 277/480 volt ac, three phase electric service at 31577 W 11 Mile Rd, Farmington Hills, Mi 48336-1103, Michigan, for a 31577 W 11 Mile Rd, Farmington Hills, MI 48336-1103 (SIC Code Gas and other services combined 44932) business. To do this, DTE Energy must construct a "Line Extension" shown on Attachment A, DTE Energy electrical layout No. 67930233 dated 04/15/2024 (which is part of this Agreement). Under Michigan Public Service Commission rules, DTE Energy is permitted to require payment before constructing the Line Extension

**DTE Energy and Customer agree to the following terms:**

**See details of this contract under the Terms and Conditions section**

**Payment Breakdown** - There are standard (fixed and variable) costs involved each time construction of a System is planned. DTE Energy calculates standard costs, which are divided into two categories:

A) Non-Refundable Costs and B) Refundable Construction Advance. If required, additional costs for upgrading the system to accomodate the new load of the customer are included as: C) System Work.

**A. Non-Refundable Costs**

|  |    |          |             |
|--|----|----------|-------------|
| 1. 551 trench feet x \$4.30  | \$ | 2,369.30 |             |
| 2. 500 transformer kVA x \$7.50                                    | \$ | 3,750.00 |             |
| 3. Acquiring Permits/Rights-of-Way                                 | \$ | 30.00    |             |
| 4. Underground vs. Overhead Costs for Perimeter/Offsite Extensions | \$ | 0.00     |             |
| 5. Winter Construction Costs 0 feet x \$1.00                       | \$ | 0.00     |             |
| 6. Unusual Construction Costs                                      | \$ | 0.00     |             |
| 7. Total Non-Refundable Costs                                      |    |          | \$ 6,149.30 |

**B. Refundable Construction Advance**

|  |    |              |         |
|--|----|--------------|---------|
| 1. Estimated Cost of Construction  | \$ | 66,925.23    |         |
| 2. Non-Refundable Contribution   | \$ | (6,119.30)   |         |
| 3. Standard Allowance (2 year Distribution Tariff Credit) Version 5<br><small>(Note: See Attachment C if this project involves more than one customer to be immediately served upon completion of this extension.)</small> | \$ | (321,283.03) |         |
| 4. Total Refundable Construction Advance   |    |              | \$ 0.00 |

**C. System Work**

|                                 |    |      |         |
|---------------------------------|----|------|---------|
| 1. System Modification          | \$ | 0.00 |         |
| 2. Remaining Standard Allowance | \$ | 0.00 |         |
| 3. Total System Work            |    |      | \$ 0.00 |

**Total Payment Due** \$ 6,149.30

DTE Energy:(sign) Tiffany S Davis /s/ Title: Supervisor Date: 4-15-2024  
Tiffany S Davis

Customer:(sign) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_  
(sign) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and Conditions

### Line Extension Agreement for Commercial or Industrial Customers

1. **MPSC Rules** - This Agreement is subject to the Michigan Public Services Commission ("MPSC") Rules, including but not limited to, Rule C6.1, "Extension of Service", Rule C6.2, "Overhead Extension Policy", Rule C6.3, "Underground Distribution Systems" and if applicable C6.4 "Underground Service Connections" which are incorporated herein by reference.
2. **Underground Installation** - DTE Energy or one of its contractors shall install the underground electric service and, if applicable, the meter and transformer, referred to herein, collectively, as (the "Work"). DTE Energy will only install electric service and is not responsible for any other utility service including, but not limited to, cable television, and telephone or internet service. Customer shall contact those companies responsible for installation of services other than electrical service.
3. **Customer Obligations** - Customer agrees to provide the following on Customer's property:
  - a. all necessary trenching, backfilling, conduits, and manholes, and
  - b. suitable space and necessary foundations for pad-mounted transformers, primary switching equipment and all other above-grade equipment. If a Certificate of Grade is required, then Customer shall not make any changes in the ground surface elevation of more than the limits prescribed in the Certificate of Grade unless DTE Energy has consented in writing.
4. **Customer Staking Requirements**
  - a. Customer shall visually identify, by either exposing or clearly staking through the use of flags or other appropriate identification device, all private underground property, including but not limited to:
    - a. private electrical lines
    - b. sprinkler systems
    - c. invisible fences
    - d. swimming pool hardware
    - e. septic tanks and fields
    - f. fiber optic lines
    - g. security systems
    - h. heated sidewalk and driveway equipment
    - i. burial sites of pets
    - j. geothermal systems
    - k. private water mains and lines
    - l. solar power equipment
    - m. privately owned gas
    - n. propane and petroleum lines
    - o. any other underground equipment not previously listed.
  - b. If Customer refuses the route suggested by DTE Energy for the Work and requests an alternative route, which is mutually agreed to by Customer and DTE Energy, Customer shall stake the alternative route as provided in paragraph 4(a) above.
  - c. If Customer fails to clearly stake all private underground property, then Customer releases DTE Energy from any and all liability for property damage related to the installation, operation or maintenance of the Work, including, but not limited to, loss of trees, shrubs or other landscape.
5. **Damage to the Work** - If Customer, its contractors, agents, and/or employees cause damage to the Work, then Customer shall reimburse DTE Energy for all costs related to damage to the installation, operation or maintenance of the Work.
6. **Total Payment** - By executing this Agreement, Customer agrees to pay DTE Energy the "Total Payment" calculated on page 1 of this Agreement. Total Payment consists of:
  - a. **Standard Allowance** - The Standard Allowance amount is calculated as follows: two (2) times the estimated annual revenue anticipated to be collected from Customer. This credit is based on a distribution tariff revenue. This is a standard amount that DTE Energy agrees to contribute to the servicing of a customer. This amount is seen as a credit and deducted from the "Estimated Cost of Construction" total as calculated on page 1 of this Agreement.
  - b. **Non-Refundable Costs** - The Customer agrees to contribute a portion of the cost needed to construct the Work. This amount is included in the "Estimated Cost of Construction" total and is calculated on page 1 of this Agreement. The "Non-Refundable Contribution" is calculated separately (in Payment Breakdown) on page 1 of this Agreement and then deducted from the "Refundable Construction Advance".
  - c. **Refundable Construction Advance** - The Customer pays an upfront portion of the cost to construct the Work, a portion of which may be refundable. (Refer to Refunds section.)
7. **Refunds** - At the end of the first complete twelve (12) month period immediately following the date of completion of the Work, DTE Energy will compute the actual revenue provided during the previous twelve (12) months. If the actual annual revenue multiplied by two (2) exceeds DTE Energy's estimated annual revenue, this amount will be refunded to the original Customer. Refunds will also be paid for additional new customers directly connected to the financed Work during the refund period and calculated as follows: the amount of any such Refund shall be equal to two (2) times the actual annual revenue or \$500.00 (whichever is greater) for each customer who is subsequently connected directly to the Work financed by the original Customer. Directly connected commercial and industrial customers are those who do not require payment of a Refundable Construction Advance. The total Refund shall not exceed the total Refundable Construction Advance. DTE Energy will retain any portion of the Refundable Construction Advance that has not been refunded within five (5) years after completion of the Work.

- 8. Easements** - Customer shall provide DTE Energy with a ten (10) foot wide, or wider if required by field conditions, easement for the Work.
- 9. Right-of-Way** - Before DTE Energy constructs the Work, Customer shall provide DTE Energy, at no cost to DTE Energy, all right-of-way and line clearance permits required for the Work. DTE Energy will assist Customer in this process by giving Customer the appropriate land owner's names, the right-of-way forms for signatures and a sketch of the proposed Work route. If customer cannot obtain the right-of-way, DTE Energy will determine an alternate route, which may result in additional costs to Customer. If an alternate route is required, this agreement shall be cancelled and DTE Energy and Customer may enter into a new Agreement. Any amounts already paid under this Agreement shall be applied to the new Agreement or refunded, less all reasonable costs incurred by DTE Energy, if a new Agreement is not executed.
- 10. Termination prior to Commencement of Work** - If the Customer fails to complete any obligations under this Agreement within twelve (12) months from the date DTE Energy executes this Agreement, then upon ten (10) days written notice, DTE Energy may cancel this Agreement and a refund may be issued, to the Customer, less all reasonable costs incurred by DTE Energy.
- 11. Failure to Execute Agreement; Changes to Agreement** - If the Customer fails to execute this Agreement and pay the Total payment due to DTE Energy within six (6) months of the date of this Agreement, then this Agreement shall become null and void. Further, Customer shall not make any changes to this Agreement, including but not limited to handwritten changes or striking any language. In the event Customer makes any changes to this Agreement then this Agreement shall become null and void.
- 12. Damages and Limitation on Liability** - If Customer, its contractors, agents, and/or employees cause damage to the Work, then Customer shall reimburse DTE Energy for all costs related to that damage. DTE Energy reserves the right to retain portions of the Refundable Construction Advance to offset such damages.
- DTE Energy's sole liability to Customer, its employees, agents, subcontractors and to all other persons arising out of or related to the performance of the Work, whether in contract, under any claims warranty, in tort, or otherwise shall be limited to either DTE Energy repairing or replacing the Work at its own expense or, at DTE Energy's option, refund the money paid for the Work. The foregoing shall be Customer's sole remedy. In no event will DTE Energy or its contractors be liable under this Agreement or under any cause of action relating to the subject matter of this Agreement, whether based on contract, warranty, tort (including negligence), strict liability, indemnity or otherwise, for any incidental or consequential damages including but not limited to loss of use, interest charges, inability to operate full capacity, lost profits or other similar claims of Customer.
- 13. Set Off** - DTE Energy shall be entitled at any time to set off any sums owing by Customer or any of Customer's affiliated companies with common ownership, to DTE Energy or any of DTE Energy's affiliated companies, against sums payable by DTE Energy.
- 14. Construction Postponement** - Scheduling of construction shall be done on a mutually agreeable basis to DTE Energy and the Customer. However, if DTE Energy believes that all of the customers on which the Standard Allowance is based, will not be prepared to receive electric service on the expected construction completion date, then DTE Energy may notify Customer in writing of the postponement of the construction start date and delay when electric service will be available to Customer. DTE Energy will begin to construct the Work when all of the customers of the project are prepared to receive electric service on the anticipated date of completion of the Work construction.
- 15. Assignment and Notices** - Customer shall not assign this Agreement without DTE Energy's prior written consent. All notices required by this Agreement must be in writing and sent by U.S. mail or delivered in person to the addresses listed on page 1 of this Agreement.
- 16. Saving Clause** - Each term and condition of this Agreement is deemed to have an independent effect and the invalidity of any partial or whole paragraph or section shall not invalidate the remaining paragraphs or sections. The obligation to perform all of the terms and conditions shall remain in effect regardless of the performance of any invalid term by the other party.
- 17. Governing Law and Jurisdiction** - This Agreement shall be construed in accordance with the law of the State of Michigan, without regard to conflict of law principals. The parties agree that any action with respect to this Agreement shall be brought in a court of competent jurisdiction located in the State of Michigan and the parties hereby submit themselves to the exclusive jurisdiction and venue of such court for the purpose of such action.
- 18. Entire Agreement** - This Agreement together with the Electrical Service Installation Guide, the DTE Energy Rate Book on file with the MPSC ("Rate Book") which is available at:

[www.dteenergy.com/businessCustomers/buildersContractors/electricService/standards.html](http://www.dteenergy.com/businessCustomers/buildersContractors/electricService/standards.html)

and the Commercial and Industrial Customers Requirements, referred to herein, collectively, as (the "Contract Documents") constitutes the entire Agreement between the parties regarding this transaction. Any agreements, negotiations or understanding of the parties prior to or contemporaneous to the date of the Agreement, whether written or oral, are superseded hereby. In the event of a conflict between the Contract Documents, then the Contract Document shall control in the order stated above.



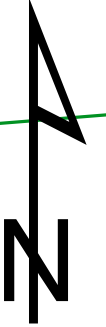
| On Site - Please Contact |                 |                          |
|--------------------------|-----------------|--------------------------|
| Name                     | Tammy Gushard   | Company                  |
|                          |                 | City of Farmington Hills |
| Phone Number             | .(248) 871-2535 |                          |

W 11 MILE RD

13.2KV AREA

MAP LOCATOR

|           |            |
|-----------|------------|
| I-696     |            |
| W 11 MILE | X          |
| JOB SITE  | ORCHARD LK |



| Trench-Bore Summary    |           |        |
|------------------------|-----------|--------|
| Type                   | Occupants | Length |
| CUST INSTALLED CONDUIT | E         | 551    |
| Total =                |           | 551    |

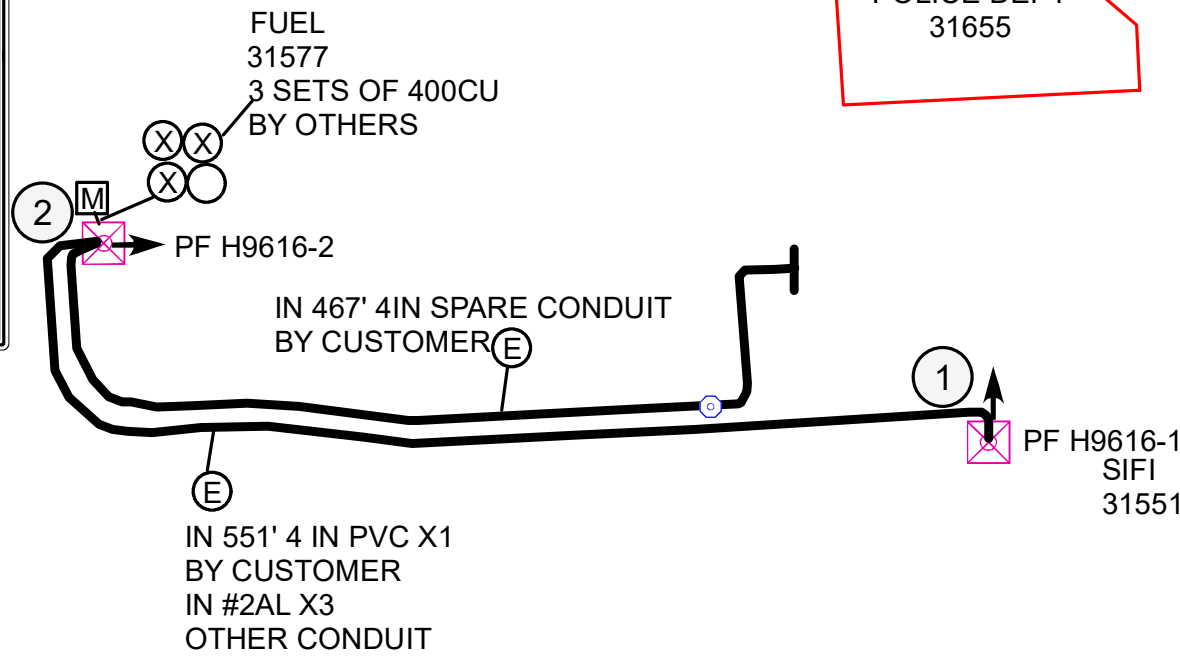
  

| Cable Summary      |                       |        |
|--------------------|-----------------------|--------|
| Type               | Legacy Stock # /SAP # | Length |
| IN 2CU_1CX3_XLPE-J | 713-3077/100002872    | 551    |

Created on: 4/10/2024 1:20:52 PM

| TRANSFORMER DATA |     |               |
|------------------|-----|---------------|
| Transformer No.  | KVA | GLNX-GLNY     |
| PF H9616-2       | 500 | 262010-360014 |
| Total KVA=500    |     |               |

Created on: 4/10/2024 1:20:46 PM



GLN # 263049-359980  
IN DET 2023 UG  
PF H9631  
SW QUAD  
3 100 S&C  
3 UNIV1 65K  
LW ORCHARD LAKE 3PS 11 MILE  
URD FAR 123

GLN # 263054-359875  
IN DET 2023 UG  
PF H9616  
NW QUAD  
3 100 S&C  
3 UNIV1 65K  
LW ORCHARD LAKE 4PS 11 MILE  
URD FAR 123

**CONSTRUCTION NOTES**

BUILT AS DESIGNED

SEE NOTED CHANGES FROM DESIGN SKETCH

NAME-ID# \_\_\_\_\_

DATE: \_\_\_\_\_

CREW LEADER SIGNATURE: \_\_\_\_\_

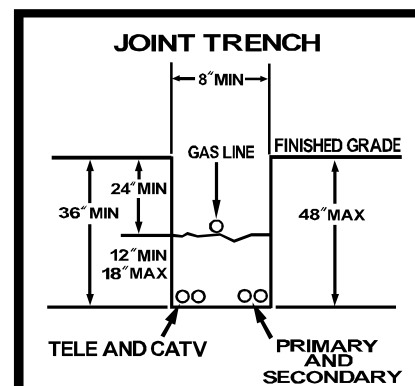
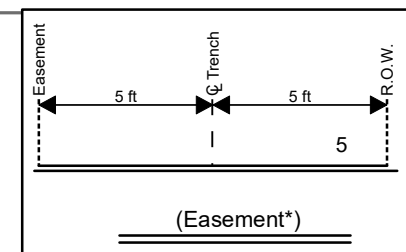
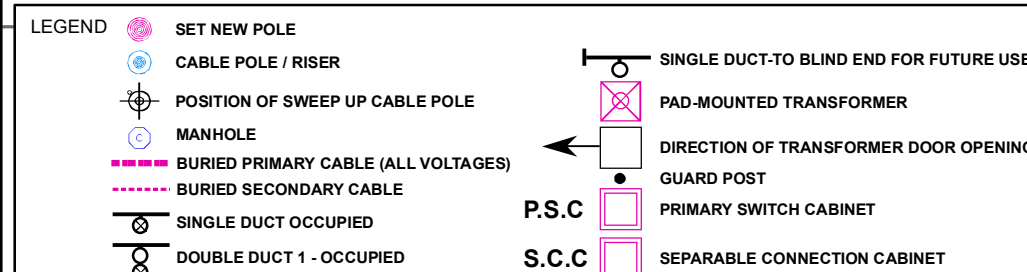
- ELECTRICAL CONTRACTOR NOTES**
- OPEN TRENCH INSPECTION REQUIRED. NOTIFY DECO SERVICE PLANNER BEFORE BACKFILLING. # 734-397-4063.
  - DUCT MUST BE RIGID, NON-METALLIC, SCH. 40 OR SCH. 80, ELECTRIC PVC.
  - DUCT MUST HAVE MINIMUM 36" COVER.
  - ALL HORIZONTAL BENDS MUST BE 10' RADIUS.
  - CONTRACTOR MUST INSTALL FISH-LINE AND PLUG ALL DUCT-ENDS.
  - TRANSFORMER MATS MUST BE BUILT AS SHOWN ON PAGE 3-6-3 ESIG. ARROW INDICATES DIRECTION OF TRANSFORMER DOOR OPENING.
  - CONTRACTOR MUST PROVIDE ELECTRICAL GROUNDING AT TRANSFORMER MAT PER PAGE 3-6-9 ESIG.
  - CONTRACTOR MUST INSTALL PROTECTIVE GUARD-POSTS AT LOCATIONS INDICATED ON THIS DRAWING, PER PAGE 3-6-10 ESIG.

**NOTICE**

LOCATIONS OF UNDERGROUND FACILITIES ON THIS DRAWING ARE ONLY APPROXIMATE. EXACT LOCATIONS MUST BE DETERMINED BY THE UTILITY COMPANIES. FOR EXACT LOCATIONS, TELEPHONE MISS DIG ON 1-800-482-7171 AS REQUIRED BY PUBLIC ACT 53 OF 1974 BEFORE DOING ANY POWER EXCAVATING.

**WORK LOCATION 1**  
GLN # 262423-359913  
DET 17270  
PF H9616-1  
IN 3 RADIAL DF 2  
IN 1 CLEANING KIT

**WORK LOCATION 2**  
GLN # 262010-360014  
IN DET 17270  
PF H9616-2  
IN 13.2KV 480/277V 500  
IN 3 RADIAL DF 2  
IN 12 LUG 2 HOLE 400 CU  
IN CUSTOMER INSTALLED GROUND  
IN PAD PROVIDED BY CUSTOMER  
IN 1 CLEANING KIT



**-GENERAL NOTES-**

TRENCHING TO BE DONE BY: DETROIT EDISON

TRENCH AND CABLE LENGTHS ARE APPROXIMATE

SEE SECTION 56 UG LINE CONSTRUCTION STANDARDS FOR TRANS. MAT. DETAILS

SEE PAGE 3-2-11 S.I.M. DETAIL \_\_\_\_\_ FOR ENTRANCE POINT DETAILS (APTS. ONLY)

SEE SECTION 43 UG LINE CONSTRUCTION STANDARDS FOR PLACEMENT OF CABLES, TRANSFORMERS AND PEDESTALS (SUB'DS ONLY)

DTE SERVICE PLANNER: NAZALYN HILL 248-885-1633

TEL. CO: \_\_\_\_\_

GAS CO: \_\_\_\_\_

CATV1: \_\_\_\_\_

CATV2: \_\_\_\_\_

OTHER: JEAN MILLER 315-694-6024

CONTACT MISS DIG (800-482-7171) BEFORE DOING ANY EXCAVATION.

EASEMENTS INDICATED BY OUR CENTERLINE ARE 12' IN WIDTH UNLESS OTHERWISE NOTED.

URD FAR 123

TRUCK ACCESSIBLE  
NO PERMIT REQUIRED  
NO LINE CLEARANCE REQUIRED

| SCOPE OF WORK- INSTALLING A THREE PHASE COMMERCIAL URD      |                         |          |               |                  |               |       |         |         |       |
|---|-------------------------|----------|---------------|------------------|---------------|-------|---------|---------|-------|
| <b>DTE Electric - Distribution Engineering and Planning</b> |                         |          |               |                  |               |       |         |         |       |
| Service Planner   | Hill, Nazalyn L         |          |               |                  |               |       |         |         |       |
| Work Order #  | 67930233                | 67930242 | CUL           | 67930254         | 67930255      | PLC   |         |         |       |
| Supervisor  | 734.397.4063            |          | Circuit #1    |                  | Circuit #2    |       | PH      |         |       |
| Tracie M Duncan   | Service Center          | WWS      | Worksite City | FARMINGTON HILLS | Worksites Twp | FAR   | County  | Oakland |       |
| Phone   | JU Work to be Performed |          |               |                  |               |       |         |         |       |
| Planning Engineer   | JU Company              | Contact  | Email         | Phone            |               |       |         |         |       |
| Phone   | JU Company              | Contact  | Email         | Phone            |               |       |         |         |       |
| CUE Number  | 1405504                 | Ver      | 2             | Plot Date        | 4/19/2024     | Scale | 1"= N/A | Town    | Range |
| Section   | Qtr                     |          |               |                  |               |       |         |         |       |



**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Consideration of Granting an Easement to DTE Electric Company on the City Hall Campus Property

**ADMINISTRATIVE SUMMARY**

- The City currently has multiple facility projects being completed on the City Hall Campus property. This includes the SiFi Network Project, Fueling System Replacement Project, and Police Station Automatic Transfer Switch Replacement Project.
- Each of these projects require a separate transformer to be installed as well as new electrical service line to be extended. City staff and our Engineering consultant, Hubbell, Roth, and Clark, Inc. (HRC), have been working together with DTE Electric Company in order to determine each transformer's size and location as well as the service line extension location.
- In order to process these requests for new service, DTE will need permission from the City to extend electrical lines on, in, and across our property to these new transformers. DTE is requiring a new 12-foot wide permanent utility easement from the City.
- The Public Services Department and HRC find the DTE easement location acceptable.
- The City Attorney has also reviewed the DTE easement documents and find them acceptable.

**RECOMMENDATION**

IT IS RESOLVED, that the Farmington Hills City Council authorize the City Manager to sign the attached DTE Electric Company Overhead and Underground Easement document for a 12 foot wide easement on the City Hall Campus properties.

**SUPPORT DOCUMENTATION**

The City of Farmington Hills Public Services Department and our engineering consultant, Hubbell, Roth, and Clark, Inc. (HRC) have been preparing plans for multiple City Hall campus facility projects including the fueling system replacement/relocation, Police Station automatic transfer switch and transformer replacement, and future electric vehicle charging stations. SiFi Networks is also installing a telecommunications shelter (hut) on the City Hall campus property as part of their City-wide fiber project. Each of the projects will require the installation of separate transformer as well as the extension of new electrical service lines. City staff has been coordinating these projects with DTE Electric Company over the past year and recently finalized the locations, sizes and installation details. Prior to DTE completing their work, they are requiring a 12 foot wide easement be dedicated by the City granting them permission to extend their facilities on, in and across our property. Should the City Council authorize this easement, it is anticipated that DTE will complete this work within the next few months.

Prepared by: Tammy Gushard, P.E., Senior Engineer  
Reviewed by: Jacob Rushlow, P.E., Director Public Services  
Approval by: Gary Mekjian, P.E., City Manager

**DTE Electric Company Overhead and Underground Easement (Right of Way) No. 67930233 – 67930244  
Farmington Hills City Hall Campus – SiFi Networks America**

On June \_\_\_\_\_, 2024, for the consideration of system betterment, Grantor grants to Grantee a permanent, non-exclusive overhead and underground easement ("Right of Way") in, on, under and across that part of Grantor's Land to be referred to herein as the "Right of Way Area".

"Grantor" is: City of Farmington Hills, a municipal corporation, whose address is 31555 Eleven Mile Road, Farmington Hills, Michigan 48336

"Grantee" is: DTE Electric Company, a Michigan corporation, whose address is One Energy Plaza, Detroit, Michigan 48226

SiFi Networks America, LLC, A Delaware limited liability company, whose address is 103 Foulk Road, Suite 500, Wilmington, Delaware 19803

"Grantor's Land" is in part of the East ½ of the Northeast ¼ of Section 22, Town 1 North, Range 9 East, Trestain's Little Farms Subdivision, City of Farmington Hills, County of Oakland, and State of Michigan, and is described as follows:

THE LEGAL DESCRIPTION IS MORE PARTICULARLY DESCRIBED ON EXHIBIT "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF.

Parcel Tax Identification Number(s): 22-23-22-226-025

More commonly known as: 31555 West Eleven Mile Road, Farmington Hills, Michigan 48334, and 31655 West Eleven Mile Road, Farmington Hills, Michigan 48331 (electric service address for SiFi Networks)

Parcel Tax Identification Number(s): 22-23-22-226-003

More commonly known as: 31841 West Eleven Mile Road, Farmington Hills, Michigan 48334

The "Right of Way Area" is a twelve (12') foot wide easement on part of Grantor's Land. The centerline of the Right of Way Area shall be established in the as-built location of the centerline of Grantee's facilities, and shall be installed on Grantor's Land in the approximate location described as follows:

THE EASEMENT DRAWING IS MORE PARTICULARLY DESCRIBED ON EXHIBIT "C" ATTACHED HERETO AND MADE A PART HEREOF.

1. **Purpose:** The purpose of this Right of Way is to construct, reconstruct, modify, add to, repair, replace, inspect, operate, and maintain overhead and underground utility facilities which may consist of underground vaults, pipelines, poles, guys, anchors, wires, manholes, conduits, pipes, cables, transformers, and accessories.

2. **Access:** Grantee has the right of pedestrian and vehicular ingress and egress to and from the Right of Way Area over and across Grantor's Land.

3. **Buildings or other Permanent Structures:** No buildings or other permanent structures or improvements may be constructed or placed in the Right of Way Area without Grantee's prior, written consent. Grantor agrees, at its own expense, to remove any improvement that interferes with the safe and reliable operation, maintenance, and repair of Grantee's facilities upon the written demand of Grantee. If Grantor fails to comply with such demand, Grantor agrees that Grantee may remove any such improvement and bill Grantor for the cost thereof, which cost Grantor shall pay within thirty (30) days after demand therefor.

4. **Excavation:** Pursuant to 2013 Public Act 174, MISS DIG (1-800-482-7171 or 811 in some areas) must be called before any excavation in the Right of Way Area may proceed.

5. **Trees, Bushes, Branches, Roots, Structures and Fences:** Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing or that could grow or fall in the Right of Way Area and remove any structures, improvements, fences, buildings or landscaping in the Right of Way Area that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's facilities. No landscaping, trees, plant life, structures, improvements or fences may be planted, grown or installed within eight (8') feet of the front door, or within two (2') feet of the other sides, of transformers or switching cabinet enclosures, and Grantee shall not be responsible for any damage to, or removal of, landscaping, trees, plant life, structures, improvements and/or fences located in such areas.

6. **Restoration:** If Grantee's agents, employees, contractors, subcontractors, vehicles or equipment damage Grantor's Land while entering Grantor's Land for the purposes stated in this Right of Way, then Grantee will restore Grantor's Land as nearly as is reasonably practicable to the condition in which it existed prior to such damage. Restoration with respect to paved surfaces shall consist of asphalt cold patching of the damaged portion of any asphalted surfaces when the weather conditions suggest such use and the cement patching of the damaged portion of any cemented surfaces. Grantee shall have no liability, however, for the restoration or cost of any improvements located within the Right of Way Area, including, but not limited to, parking islands, gutters, fences or landscaping such as trees, bushes, or flowers (but not a simple lawn which, if damaged, will be patched and re-seeded by Grantee) that are damaged by Grantee in the course of constructing, reconstructing, modifying, adding to, repairing, replacing, operating or maintaining its facilities as described in paragraph 1 above.

7. **Successors:** This Right of Way runs with the land and binds and benefits Grantor's and Grantee's successors and assigns.

8. **Exemptions:** This Right of Way is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

9. **Governing Law:** This Right of Way shall be governed by the laws of the State of Michigan.

10. **Representation and Warranty.** Grantor represents and warrants to Grantee as of the execution date of this Right of Way that Grantor has good and sufficient title and interest to the Grantor's Land and has full authority to enter into and grant this Right of Way.

11. **Indemnity and Assurance.** To the extent provided by law, Grantor agrees to be responsible to reimburse Grantee for any and all costs, expenses, fees, and/or damages Grantee may incur to move, replace or relocate Grantee Facilities under this Right of Way arising out of or related to any claim related to title to Grantor's Land. To the extent provided by law, Grantor agrees to defend, indemnify, and hold harmless Grantee for any and all claims for trespass, quiet title or any other action related to Grantor's Land.

12. **Authority.** Grantor represents and warrants: (a) that Grantor has complete and plenary authority to enter into this Agreement, (b) that Grantor has taken all action necessary to authorize execution of this Agreement and to ensure that the correct entity and signatory is executing the Agreement; (c) this Agreement and its terms are binding; (d) that the Grantor has the requisite power and authority to grant the easement of the Right of Way Area herein and to uphold its obligations and duties pursuant to the Agreement; (e) the undersigned signatory for Grantor has the full legal right, power and authority to bind Grantor; (f) that Grantor owns outright and controls the property described herein.

Grantor: City of Farmington Hills, a municipal corporation

By: \_\_\_\_\_

Gary Mekjian (sign as written)

Title: City Manager

Acknowledged before me in Oakland County, Michigan, on June \_\_\_\_\_, 2024, by Gary Mekjian, the City Manager of the City of Farmington Hills, a municipal corporation.

Notary's Stamp \_\_\_\_\_

Notary's Signature \_\_\_\_\_

Acting in Oakland County, Michigan

**Drafted by and when recorded, return to:** Kyra Froelich, DTE Energy, 8001 Haggerty Road, RM 104, Belleville, MI 48111

***PLEASE USE BLUE INK ONLY***

# CERTIFIED SURVEY

## OVERALL PROPERTY DESCRIPTIONS

PARCEL 23-22-226-025

LOTS 5 TO 20, INCLUSIVE AND ALSO LOT 4 EXCEPT THE WEST 10 FEET; ALSO EXCEPTING THE EAST 43.50 FEET OF LOTS 10 THRU 17 INCLUSIVE (QUIT CLAIM DEED IN LIBER 22242, PAGE 791 OAKLAND COUNTY RECORDS) IN "TRESTAIN'S LITTLE FARMS", A SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 22, CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 35, PAGE 42, OAKLAND COUNTY RECORDS.

SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

## CERTIFICATION

I, STEPHEN R. JACOBI, HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE MAPPED AND DESCRIBED PROPERTY, AND THAT THIS MAP COMPLIES WITH SECTION 3 (A-F), ACT 132, P.A. 1970, AS AMENDED.



STEPHEN R. JACOBI P.S.  
PROFESSIONAL SURVEY No. 4001043057



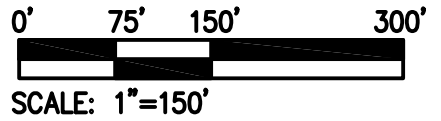
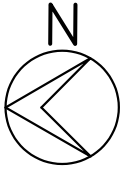
|                     |   |   |                              |           |
|---------------------|---|---|------------------------------|-----------|
| JOB NO.<br>20240150 | <br><b>HUBBELL, ROTH &amp; CLARK, INC</b><br>CONSULTING ENGINEERS SINCE 1915 | 555 HULET DRIVE<br>BLOOMFIELD HILLS, MICH.  | P.O. BOX 824<br>48303 - 0824 | SHEET NO. |
| DATE<br>02/26/24    |   | PHONE: (248) 454-6300<br>FAX (1st. Floor): (248) 454-6312<br>FAX (2nd. Floor): (248) 454-6359<br>WEB SITE: www.hrcenr.com |                              | 2<br>OF 2 |

# CERTIFIED SURVEY

2/28/2024 7:58 AM

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Piggott, Robert



NE CORNER  
SECTION 22  
T.1N., R.9E.  
L.16848, P.768

EAST LINE OF SECTION 22

E 1/4 COR.  
SECTION 22  
T.1N., R.9E.  
L.16848, P.769

**ORCHARD LAKE ROAD**

S00°01'30"E (RECORDED)  
S00°02'11"E 2667.88' (OVERALL MEASURED)

EAST LINE OF PLATTED LOTS  
S00°02'11"E 719.67'(M)

43.50'

43.50' QUIT CLAIM DEED  
LIBER 22242, PAGE 791

LOT 10 LOT 11 LOT 12 LOT 13 LOT 14 LOT 15 LOT 16 LOT 17

NORTH LINE OF SECTION 22  
N89°40'10"E 2621.61' (OVERALL MEASURED)

N89°40'10"E 946.50' (M)

TRESTAIN'S LITTLE FARMS  
LIBER 35, PAGE 42 O.C.R.

LOT 9 LOT 18

31555 W 11 MILE ROAD  
PARCEL ID NUMBER  
23-22-226-025

LOT 8 LOT 19

LOT 7 LOT 20

FIR 0.33'  
SE'LY

**11 MILE ROAD**

NORTH LINE OF SUBDIVISION

**HULL ROAD**

S89°40'10"W 656.50' (M)

LOT 6 LOT 21  
31700 HULL ROAD  
PARCEL ID NUMBER  
23-22-226-012

LOT 5 LOT 22  
31720 HULL ROAD  
PARCEL ID NUMBER  
23-22-226-011

LOT 4 LOT 23  
31872 HULL ROAD  
PARCEL ID NUMBER  
23-22-226-010

LOT 3 LOT 24  
31841 W 11 MILE ROAD  
PARCEL ID NUMBER  
23-22-226-003 31880 HULL ROAD  
PARCEL ID NUMBER  
23-22-226-009

LOT 2 LOT 25  
31893 W 11 MILE RD  
PARCEL ID NUMBER  
23-22-226-002

LOT 1 LOT 26

N 1/4 COR.  
SECTION 22  
T.1N., R.9E.  
L.17932, P.793

W. LINE OF SUBDIVISION

BEARINGS ARE BASED ON  
RECORDED SUBDIVISION  
PLAT.

LEGEND:  
FIR FOUND IRON ROD  
FIP FOUND IRON PIPE  
SIR SET IRON ROD  
R RECORDED  
M MEASURED

JOB NO.  
20240150  
DATE  
02/26/24

**HRC**  
**HUBBELL, ROTH & CLARK, INC**  
CONSULTING ENGINEERS SINCE 1915

555 HULET DRIVE  
BLOOMFIELD HILLS, MICH.  
P.O. BOX 824  
48303 - 0824  
PHONE: (248) 454-6300  
FAX (1st. Floor): (248) 454-6312  
FAX (2nd. Floor): (248) 454-6359  
WEB SITE: www.hrcenr.com

SHEET NO.  
1  
OF 2

EXHIBIT "B"

# CERTIFIED SURVEY

## OVERALL PROPERTY DESCRIPTIONS

PARCEL 23-22-226-003

LOT 3 AND THE WEST 10 FEET OF LOT 4 IN "TRESTAIN'S LITTLE FARMS", A SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 22, CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 35, PAGE 42, OAKLAND COUNTY RECORDS.

SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

## CERTIFICATION

I, STEPHEN R. JACOBI, HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE MAPPED AND DESCRIBED PROPERTY, AND THAT THIS MAP COMPLIES WITH SECTION 3 (A-F), ACT 132, P.A. 1970, AS AMENDED.



STEPHEN R. JACOBI P.S.  
PROFESSIONAL SURVEY No. 4001043057



|                     |   |   |                              |           |
|---------------------|---|---|------------------------------|-----------|
| JOB NO.<br>20240150 | <br><b>HUBBELL, ROTH &amp; CLARK, INC</b><br>CONSULTING ENGINEERS SINCE 1915 | 555 HULET DRIVE<br>BLOOMFIELD HILLS, MICH.  | P.O. BOX 824<br>48303 - 0824 | SHEET NO. |
| DATE<br>02/26/24    |   | PHONE: (248) 454-6300<br>FAX (1st. Floor): (248) 454-6312<br>FAX (2nd. Floor): (248) 454-6359<br>WEB SITE: www.hrcenr.com | 2                            | OF 2      |

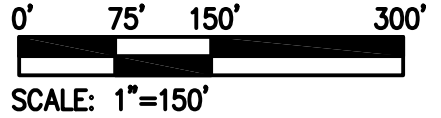
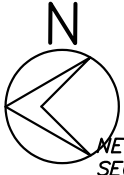
EXHIBIT "B" continued

# CERTIFIED SURVEY

2/27/2024 8:06 AM

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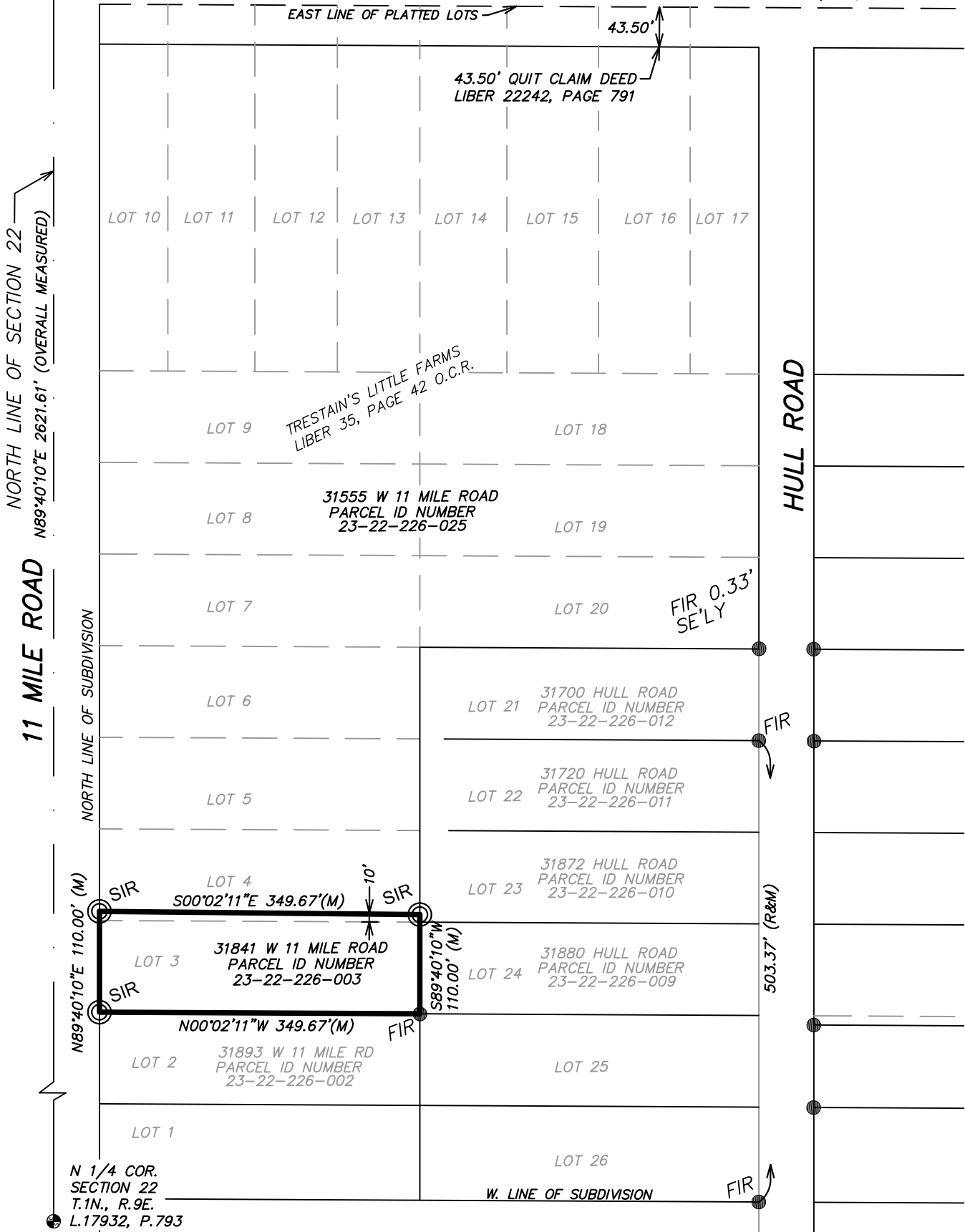
Piggott, Robert



NE CORNER  
SECTION 22  
T.1N., R.9E.  
L.16848, P.768

EAST LINE OF SECTION 22  
**ORCHARD LAKE ROAD**  
S00°01'30"E (RECORDED)  
S00°02'11"E 2667.88' (OVERALL MEASURED)

E 1/4 COR.  
SECTION 22  
T.1N., R.9E.  
L.16848, P.769



NORTH LINE OF SECTION 22  
N89°40'10"E 2621.61' (OVERALL MEASURED)

**11 MILE ROAD**

NORTH LINE OF SUBDIVISION

**HULL ROAD**

N89°40'10"E 110.00' (M)

S89°40'10"W 110.00' (M)

503.37' (R&M)

N 1/4 COR.  
SECTION 22  
T.1N., R.9E.  
L.17932, P.793

W. LINE OF SUBDIVISION

BEARINGS ARE BASED ON  
RECORDED SUBDIVISION  
PLAT.

LEGEND:  
FIR FOUND IRON ROD  
FIP FOUND IRON PIPE  
SIR SET IRON ROD  
R RECORDED  
M MEASURED

JOB NO.  
**20240150**

DATE  
**02/26/24**

**HRC**  
**HUBBELL, ROTH & CLARK, INC**  
CONSULTING ENGINEERS SINCE 1915

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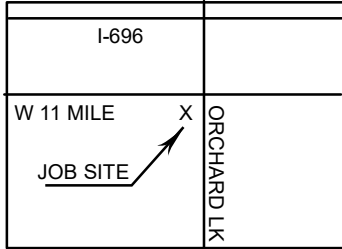
SHEET NO.  
**1**  
OF **2**

# DTE

N 1/4 COR. SECTION 22  
T.1N., R.9E.  
L17932, P793

## EXHIBIT "C"

MAP LOCATOR



**Owner:** City of Farmington Hills  
**Address:** 31555 W 11 Mile,  
 Farmington Hills, MI 48334  
**Tax Parcel No.:** 22-23-22-226-025  
**Address:** 31841 W 11 Mile,  
 Farmington Hills, MI 48334  
**Tax Parcel No.:** 22-23-22-226-003  
**Electric Service Address - SiFi:**  
 31655 West Eleven Mile Road,  
 Farmington Hills, Michigan 48331

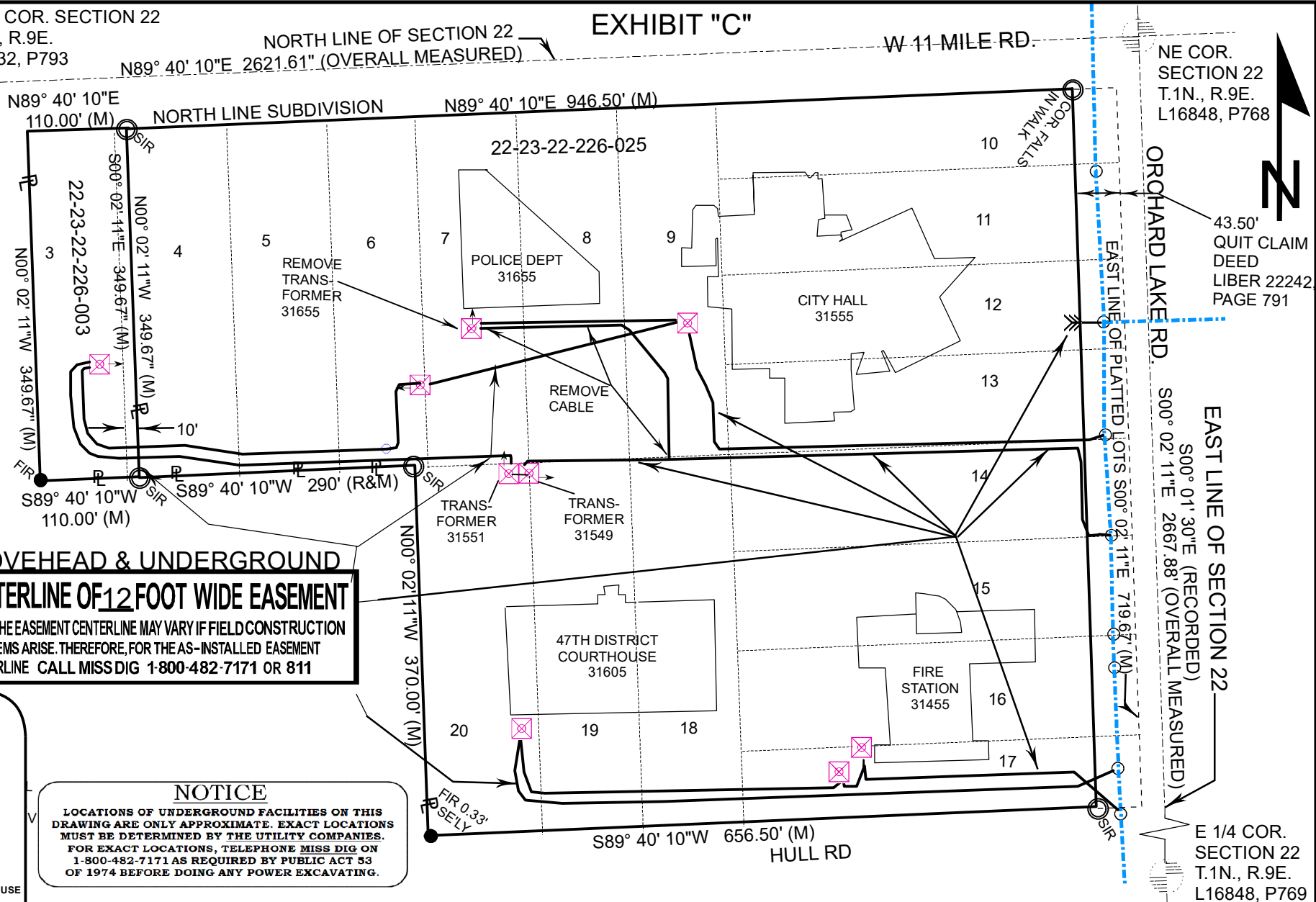
Trestain's Little Farms Subdivision,  
 as recorded in Liber 35, Page 4  
 Oakland County Records

**OVERHEAD & UNDERGROUND**  
**CENTERLINE OF 12 FOOT WIDE EASEMENT**  
 NOTE: THE EASEMENT CENTERLINE MAY VARY IF FIELD CONSTRUCTION  
 PROBLEMS ARISE. THEREFORE, FOR THE AS-INSTALLED EASEMENT  
 CENTERLINE CALL MISS DIG 1-800-482-7171 OR 811

**NOTICE**  
 LOCATIONS OF UNDERGROUND FACILITIES ON THIS  
 DRAWING ARE ONLY APPROXIMATE. EXACT LOCATIONS  
 MUST BE DETERMINED BY THE UTILITY COMPANIES.  
 FOR EXACT LOCATIONS, TELEPHONE MISS DIG ON  
 1-800-482-7171 AS REQUIRED BY PUBLIC ACT 53  
 OF 1974 BEFORE DOING ANY POWER EXCAVATING.

**LEGEND**

- SET NEW POLE
- CABLE POLE / RISER
- POSITION OF SWEEP UP CABLE POLE
- EXISTING ANCHOR & GUY WIRE
- BURIED PRIMARY CABLE (ALL VOLTAGES)
- BURIED SECONDARY CABLE
- MANHOLE
- SINGLE DUCT OCCUPIED
- DOUBLE DUCT 1 - OCCUPIED
- SINGLE DUCT-TO-BLIND END FOR FUTURE USE
- PAD-MOUNTED TRANSFORMER
- DIRECTION OF TRANSFORMER DOOR OPENING
- GUARD POST
- P.S.C. PRIMARY SWITCH CABINET
- S.C.C. SEPARABLE CONNECTION CABINET



|                                   |   |                          |                 |                                 |                 |                          |
|-----------------------------------|---|--------------------------|-----------------|---------------------------------|-----------------|--------------------------|
| Work Order #<br>67930233          | Work Order Description<br>31577 W 11 MILE RD, FARMINGTON HILLS, MI 48336-1103 | GIS-DSN<br>67930242      | SRW<br>67930244 | RSD                             | PH              | PLC                      |
| Service Center<br>WWS             | Circuit #1<br>FRMTN1717   | Circuit #2               | COH             | COS                             | CUG<br>67930255 | CUL<br>67930254          |
| Worksite City<br>FARMINGTON HILLS |   | Worksite Twp.<br>OAKLAND |                 | Worksite County<br>OAKLAND      |                 | SCMAT<br>67930253        |
| Town<br>T1N                       | Range<br>R9E  | Section<br>2             | Qtr<br>N 1/4    | Planner Name<br>Hill, Nazalyn L | 734-397-4063    | CUE Request #<br>1405504 |
| Version<br>2                      |   | Plot Date<br>4/22/2024   |                 | Scale<br>1" = N/A               |                 |                          |



**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Consideration of Granting an Easement to DTE Electric Company on the Fire Station #4 Property

**ADMINISTRATIVE SUMMARY**

- SiFi Networks is currently installing a telecommunications shelter (hut) on the Fire Station #4 property (28711 Drake) as part of their City-wide fiber project.
- The SiFi shelter will require a new service and electrical line to be extended across the Fire Station's private property. City staff has been working together with DTE Electric Company in order to determine the service line extension location.
- In order to process the request for new service, DTE will need permission granted from the City to extend electrical lines on, in, and across the Fire Station property. DTE is requiring a new 12-foot wide permanent utility easement from the City for this purpose.
- The Public Services Department has found the DTE easement location acceptable.
- The City Attorney has also reviewed the DTE easement documents and find them acceptable.

**RECOMMENDATION**

IT IS RESOLVED, that the Farmington Hills City Council authorize the City Manager to sign the attached DTE Electric Company Overhead and Underground Easement document for a 12 foot wide easement on the Fire Station #4 property.

Prepared by: Tammy Gushard, P.E., Senior Engineer  
Reviewed by: Jacob Rushlow, P.E., Director Public Services  
Approval by: Gary Mekjian, P.E., City Manager

**DTE Electric Company Overhead and Underground Easement (Right of Way) No. 67930233 – 67930244  
Farmington Hills Fire Station No. 4 – SiFi Networks America**

On \_\_\_\_\_, 2024, for the consideration of system betterment, Grantor grants to Grantee a permanent, non-exclusive overhead and underground easement ("Right of Way") in, on, under and across that part of Grantor's Land to be referred to herein as the "Right of Way Area".

"Grantor" is: City of Farmington Hills, a municipal corporation, whose address is 31555 Eleven Mile Road, Farmington Hills, Michigan 48336

"Grantee" is: DTE Electric Company, a Michigan corporation, whose address is One Energy Plaza, Detroit, Michigan 48226

SiFi Networks America, LLC, A Delaware limited liability company, whose address is 103 Foulk Road, Suite 500, Wilmington, Delaware 19803

"Grantor's Land" is in part of the East ½ of the Northeast ¼ of Section 8, Town 1 North, Range 9 East, City of Farmington Hills, County of Oakland, and State of Michigan, and is described as follows:

THE LEGAL DESCRIPTION IS MORE PARTICULARLY DESCRIBED ON EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

Parcel Tax Identification Number(s): 22-23-08-277-020

More commonly known as: 28711 Drake Road, Farmington Hills, Michigan 48331 (Fire Station No. 4), and 28667 Drake Road, Farmington Hills, Michigan 48331 (electric service address for SiFi Networks)

The "Right of Way Area" is a twelve (12') foot wide easement on part of Grantor's Land. The centerline of the Right of Way Area shall be established in the as-built location of the centerline of Grantee's facilities, and shall be installed on Grantor's Land in the approximate location described as follows:

THE EASEMENT DRAWING IS MORE PARTICULARLY DESCRIBED ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

1. **Purpose:** The purpose of this Right of Way is to construct, reconstruct, modify, add to, repair, replace, inspect, operate, and maintain overhead and underground utility facilities which may consist of underground vaults, pipelines, poles, guys, anchors, wires, manholes, conduits, pipes, cables, transformers, and accessories.
2. **Access:** Grantee has the right of pedestrian and vehicular ingress and egress to and from the Right of Way Area over and across Grantor's Land.
3. **Buildings or other Permanent Structures:** No buildings or other permanent structures or improvements may be constructed or placed in the Right of Way Area without Grantee's prior, written consent. Grantor agrees, at its own expense, to remove any improvement that interferes with the safe and reliable operation, maintenance, and repair of Grantee's facilities upon the written demand of Grantee. If Grantor fails to comply with such demand, Grantor agrees that Grantee may remove any such improvement and bill Grantor for the cost thereof, which cost Grantor shall pay within thirty (30) days after demand therefor.
4. **Excavation:** Pursuant to 2013 Public Act 174, MISS DIG (1-800-482-7171 or 811 in some areas) must be called before any excavation in the Right of Way Area may proceed.
5. **Trees, Bushes, Branches, Roots, Structures and Fences:** Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing or that could grow or fall in the Right of Way Area and remove any structures, improvements, fences, buildings or landscaping in the Right of Way Area that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's facilities. No landscaping, trees, plant life, structures, improvements or fences may be planted, grown or installed within eight (8') feet of the front door, or within two (2') feet of the other sides, of transformers or switching cabinet enclosures, and Grantee shall not be responsible for any damage to, or removal of, landscaping, trees, plant life, structures, improvements and/or fences located in such areas.
6. **Restoration:** If Grantee's agents, employees, contractors, subcontractors, vehicles or equipment damage Grantor's Land while entering Grantor's Land for the purposes stated in this Right of Way, then Grantee will restore Grantor's Land as nearly as is reasonably practicable to the condition in which it existed prior to such damage. Restoration with respect to paved surfaces shall consist of asphalt cold patching of the damaged portion of any asphalted surfaces when the weather conditions suggest such use and the cement patching of the damaged portion of any cemented surfaces. Grantee shall have no liability, however, for the restoration or cost of any improvements located within the Right of Way Area, including, but not limited to, parking islands, gutters, fences or landscaping such as trees, bushes, or flowers (but not a simple lawn which, if damaged, will be patched and re-seeded by Grantee) that are damaged by Grantee in the course of constructing, reconstructing, modifying, adding to, repairing, replacing, operating or maintaining its facilities as described in paragraph 1 above.
7. **Successors:** This Right of Way runs with the land and binds and benefits Grantor's and Grantee's successors and assigns.
8. **Exemptions:** This Right of Way is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).
9. **Governing Law:** This Right of Way shall be governed by the laws of the State of Michigan.

10. **Representation and Warranty.** Grantor represents and warrants to Grantee as of the execution date of this Right of Way that Grantor has good and sufficient title and interest to the Grantor's Land and has full authority to enter into and grant this Right of Way.

11. **Indemnity and Assurance.** To the extent provided by law, Grantor agrees to be responsible to reimburse Grantee for any and all costs, expenses, fees, and/or damages Grantee may incur to move, replace or relocate Grantee Facilities under this Right of Way arising out of or related to any claim related to title to Grantor's Land. To the extent provided by law, Grantor agrees to defend, indemnify, and hold harmless Grantee for any and all claims for trespass, quiet title or any other action related to Grantor's Land.

12. **Authority.** Grantor represents and warrants: (a) that Grantor has complete and plenary authority to enter into this Agreement, (b) that Grantor has taken all action necessary to authorize execution of this Agreement and to ensure that the correct entity and signatory is executing the Agreement; (c) this Agreement and its terms are binding; (d) that the Grantor has the requisite power and authority to grant the easement of the Right of Way Area herein and to uphold its obligations and duties pursuant to the Agreement; (e) the undersigned signatory for Grantor has the full legal right, power and authority to bind Grantor; (f) that Grantor owns outright and controls the property described herein.

Grantor: City of Farmington Hills, a municipal corporation

By: \_\_\_\_\_

Gary Mekjian (sign as written)

Title: City Manager

Acknowledged before me in Oakland County, Michigan, on \_\_\_\_\_, 2024, by Gary Mekjian, the City Manager of the City of Farmington Hills, a municipal corporation.

Notary's Stamp \_\_\_\_\_

Notary's Signature \_\_\_\_\_

Acting in Oakland County, Michigan

**Drafted by and when recorded, return to:** Kyra Froelich, DTE Energy, 8001 Haggerty Road, RM 104, Belleville, MI 48111

***PLEASE USE BLUE INK ONLY***

# CERTIFICATE OF SURVEY

**PARCEL DESCRIPTION (22-23-08-277-020)**  
 (BASED ON OAKLAND COUNTY TAX ROLLS)

A parcel of land being part of the NE 1/4 of Section 8, Town 1 North, Range 9 East, City of Farmington Hills, Oakland County, Michigan, described as follows:

The North 330.00 feet of the South 660.00 feet of the East 528.00 feet of the East 1/2 of the NE 1/4 of said Section 8.

Contains 174,240 square feet or 4 acres of land, more or less. Subject to all easements and restrictions of record, if any.

**PARCEL DESCRIPTION (22-23-08-277-020)**  
 (AS SURVEYED)

A parcel of land being part of the NE 1/4 of Section 8, Town 1 North, Range 9 East, City of Farmington Hills, Oakland County, Michigan, described as follows:

The North 330.00 feet of the South 660.00 feet of the East 528.00 feet of the East 1/2 of the NE 1/4 of said Section 8, more particularly described as:

Commencing at the East 1/4 corner of said Section 8; thence N 02°55'54" W 330.00 feet along the East line of said Section 8 to the Point of Beginning; thence S 87°38'06" W 528.00 feet; thence N 02°55'54" W 330.00 feet; thence N 87°38'06" E 528.00 feet; thence S 02°55'54" E 330.00 feet along the East line of said Section 8 to the Point of Beginning.

Contains 174,240 square feet or 4 acres of land, more or less. Subject to all easements and restrictions of record, if any.

**SECTION CORNER WITNESSES**

**EAST 1/4 CORNER SECTION 8, T1N,R9E (E-04)**  
 IRON ROD AND REMONUMENTATION CAP IN MONUMENT BOX

- N75°E 47.76' MAG NAIL & REMONUMENTATION DISC IN NORTH FACE OF UTILITY POLE
- S45°E 100.03' MAG NAIL & REMONUMENTATION DISC IN NORTH FACE OF 10" MAPLE
- S30°W 87.71' MAG NAIL & REMONUMENTATION DISC IN NORTHWEST FACE OF 3" MAPLE
- N70°W 64.57' MAG NAIL & REMONUMENTATION DISC IN TOP OF FENCE POST

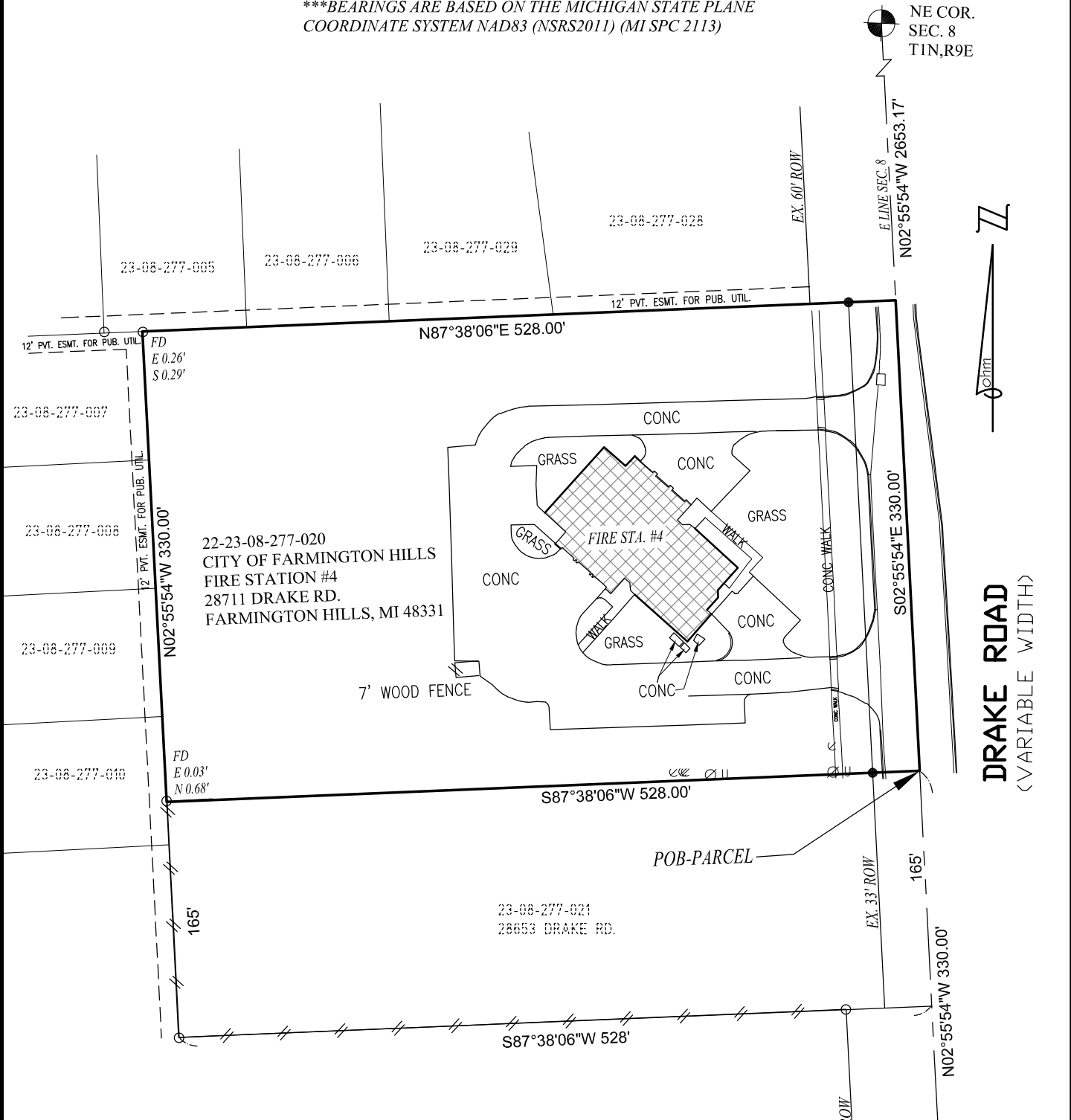
**NORTHEAST CORNER SECTION 8, T1N,R9E (E-03)**  
 IRON ROD AND REMONUMENTATION CAP IN MONUMENT BOX

- N40°E 86.90' MAG NAIL & REMONUMENTATION DISC IN SOUTH FACE OF UTILITY POLE
- S50°E 79.41' MAG NAIL & REMONUMENTATION DISC IN WEST FACE OF UTILITY POLE
- S55°W 101.93' MAG NAIL & REMONUMENTATION DISC IN SOUTHEAST FACE OF 20" POPLAR
- N20°W 151.05' MAG NAIL & REMONUMENTATION DISC IN EAST FACE OF 8" OAK

|   |                                     |   |   |
|---|-------------------------------------|---|---|
| <b>CERTIFICATE OF SURVEY</b><br>PART OF TOWN 1 NORTH, RANGE 9 EAST<br>CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN<br><b>PARCEL ID #22-23-08-277-020</b>  |                                     | SCALE<br>H:1"=100'<br>SHEET<br><b>2</b><br>OF 2 |  |
| DATE:<br>03-18-2024   | CLIENT:<br>CITY OF FARMINGTON HILLS | JOB #:<br>0145-23-0060                          |   |
| 34000 Plymouth Road   Livonia, MI 48150   P (734) 522-6711   F (734) 522-6427   WWW.OHM-ADVISORS.COM  |                                     |   |   |
| COPYRIGHT 2024 OHM ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF OHM AND THE SAME MAY NOT BE DUPLICATED, DISTRIBUTED, OR DISCLOSED WITHOUT PRIOR WRITTEN CONSENT OF OHM |                                     |   |   |

# CERTIFICATE OF SURVEY

\*\*\*BEARINGS ARE BASED ON THE MICHIGAN STATE PLANE  
COORDINATE SYSTEM NAD83 (NSRS2011) (MI SPC 2113)



NE COR.  
SEC. 8  
T1N,R9E

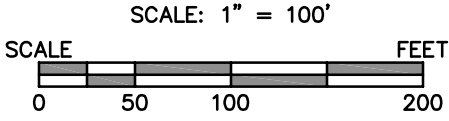


**DRAKE ROAD**  
(VARIABLE WIDTH)

E1/4 COR.  
SEC. 8  
T1N,R9E

**LEGEND**

- ROW RIGHT-OF-WAY
- POB POINT OF BEGINNING
- SET IRON ROD
- FOUND IRON ROD



I, Andrew Schripsema, being a surveyor licensed in the State of Michigan, hereby certify that I have surveyed and mapped the above parcel of land. The relative positional precision of the corners identified for this survey and shown on the map are within the limits accepted by the practice of professional surveying. I certify that the requirements for 1970 PA 132, MCL 54.213 have been met.

OHM Advisors  
  
 Andrew W. Schripsema, P.S.  
 Michigan Professional Surveyor No. 4001055483



|  |                                     |                           |
|--|-------------------------------------|---------------------------|
| <b>CERTIFICATE OF SURVEY</b>   |                                     | SCALE<br>H:1"=100'        |
| PART OF TOWN 1 NORTH, RANGE 9 EAST<br>CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN<br><b>PARCEL ID #22-23-08-277-020</b> |                                     | SHEET<br><b>1</b><br>OF 2 |
| DATE:<br>03-18-2024  | CLIENT:<br>CITY OF FARMINGTON HILLS | JOB #<br>0145-23-0060     |
| 34000 Plymouth Road   Livonia, MI 48150   P (734) 522-6711   F (734) 522-6427   WWW.OHM-ADVISORS.COM                           |                                     |                           |



# DTE

OVERHEAD & UNDERGROUND

EXHIBIT "B"

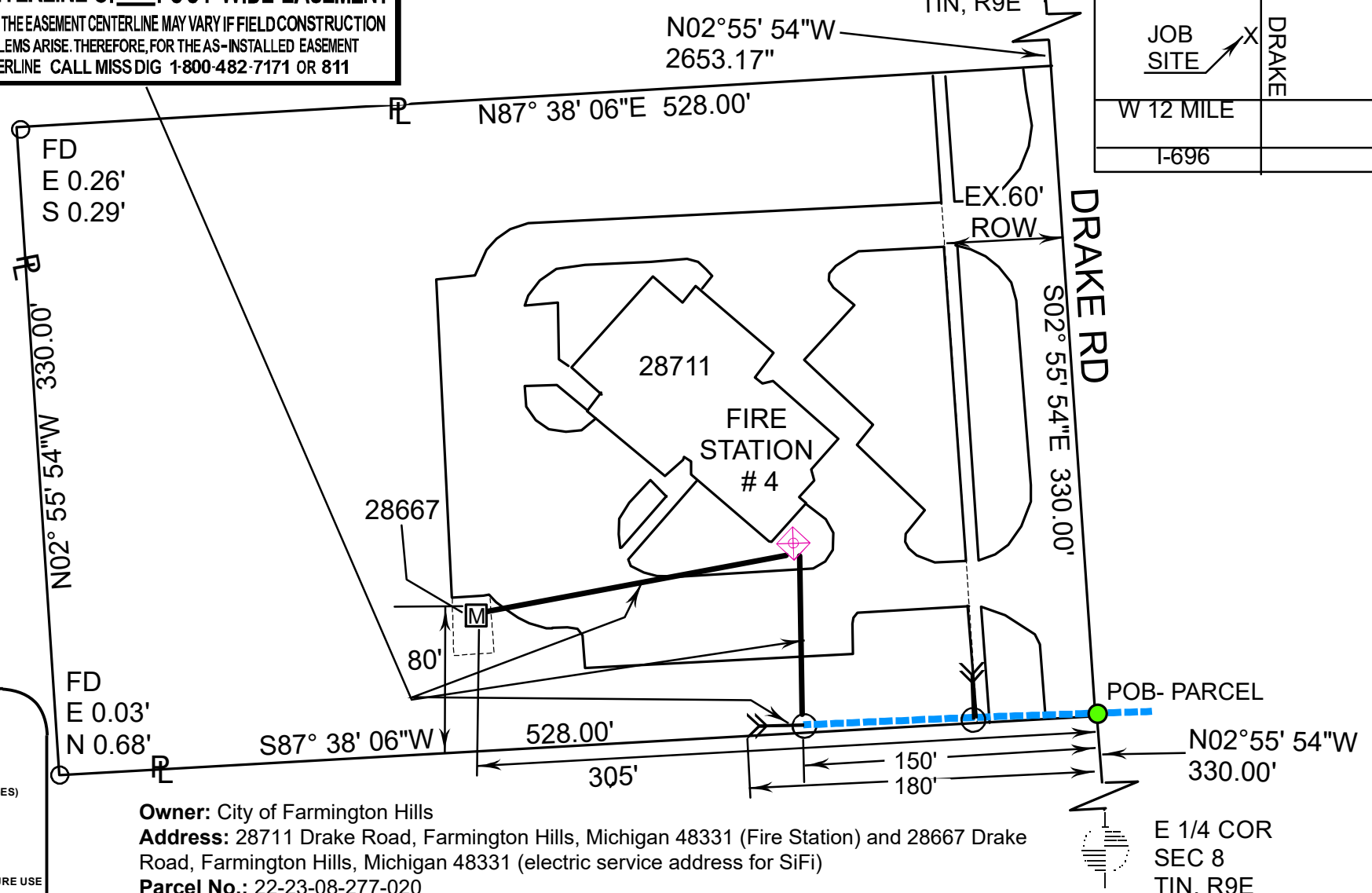
NE COR  
SEC 8  
T1N, R9E

MAP LOCATOR

**CENTERLINE OF 12 FOOT WIDE EASEMENT**

NOTE: THE EASEMENT CENTERLINE MAY VARY IF FIELD CONSTRUCTION PROBLEMS ARISE. THEREFORE, FOR THE AS-INSTALLED EASEMENT CENTERLINE CALL MISS DIG 1-800-482-7171 OR 811

|           |       |
|-----------|-------|
| W 13 MILE |       |
| JOB SITE  | DRAKE |
| W 12 MILE |       |
| I-696     |       |



**LEGEND**

- SET NEW POLE
- CABLE POLE / RISER
- POSITION OF SWEEP UP CABLE POLE
- BURIED PRIMARY CABLE (ALL VOLTAGES)
- BURIED SECONDARY CABLE
- SINGLE DUCT OCCUPIED
- DOUBLE DUCT 1 - OCCUPIED
- SINGLE DUCT-TO BLIND END FOR FUTURE USE
- PAD-MOUNTED TRANSFORMER
- DIRECTION OF TRANSFORMER DOOR OPENING
- GUARD POST
- P.S.C. PRIMARY SWITCH CABINET
- S.C.C. SEPARABLE CONNECTION CABINET

**Owner:** City of Farmington Hills  
**Address:** 28711 Drake Road, Farmington Hills, Michigan 48331 (Fire Station) and 28667 Drake Road, Farmington Hills, Michigan 48331 (electric service address for SiFi)  
**Parcel No.:** 22-23-08-277-020

|                                   |   |                          |                 |                                 |                        |                    |
|-----------------------------------|---|--------------------------|-----------------|---------------------------------|------------------------|--------------------|
| Work Order #<br>64218266          | Work Order Description<br>28667 DRAKE RD, FARMINGTON HILLS, MI 48331-2522 | GIS-DSN<br>64218267      | SRW<br>69617589 | RSD                             | PH                     | PLC                |
| Service Center<br>WWS             | Circuit #1<br>DREXL8848   | COH                      | COS             | CUG                             | CUL                    | CUS<br>64218271    |
| Worksite City<br>FARMINGTON HILLS |   | Worksite Twp.<br>OAKLAND |                 | Worksite County<br>OAKLAND      |                        | SCMAT<br>61073572  |
| Town<br>T1N                       | Range<br>R9E  | Section<br>8             | Qtr<br>NE 1/4   | Planner Name<br>Hill, Nazalyn L | 734-397-4063           | CUE Request #<br>1 |
|                                   |   |                          |                 | Version<br>1                    | Plot Date<br>3/21/2024 | Scale<br>1"= N/A   |

**REPORT FROM CITY MANAGER TO CITY COUNCIL  
June 10, 2024**

**SUBJECT: Designation of City Depositories**

**Administrative Summary**

- City Council is required by the laws of the State of Michigan to provide, by resolution, an approved list of financial institutions for the deposit of the City’s public monies. All depository institutions designated by the City are reviewed on a quarterly basis to ensure they remain qualified to provide for the City’s investment services.
- Independent Bank, of Rockland, MA, and Community Unity Bank, of Birmingham, MI, approached the City Finance Director/Treasurer seeking to be added to the City’s list of approved depository banks. The City researched these banks through Robinson Capital, our Investment Advisor, and they are suitable for addition.
- The following brokers, dealers, safekeeping institutions, pool accounts and banks are recommended as depository institutions for City funds and other public monies coming into the hands of said Treasurer:

**Brokers/Dealers/Safekeeping:**

|                                  |                              |
|----------------------------------|------------------------------|
| Comerica Securities              | Fifth Third Securities       |
| Huntington Capital Markets       | J.P. Morgan Securities LLC   |
| KeyBanc Capital Markets          | PNC Financial Services Group |
| Raymond James & Associates, Inc. | Robinson Capital             |
| UBS Financial Services, Inc.     |                              |

**Pooled Accounts:**

|  |
|--|
| Michigan CLASS / Public Trust Advisors, LLC                |
| Oakland County / Local Governmental Investment Pool (LGIP) |

**Banks:**

|                             |                         |
|-----------------------------|-------------------------|
| Bank of America             | Chemical Bank           |
| CIBC Bank                   | Comerica Bank           |
| Fifth Third Bank            | Flagstar Bank           |
| Huntington Bank             | JP Morgan Chase Bank    |
| First Merchants Bank        | PNC Bank                |
| TCF Bank                    | <b>Independent Bank</b> |
| <b>Community Unity Bank</b> |                         |

**Recommendation:**

It is recommended that the City Council approve the brokers, dealers, safekeeping institutions, pooled accounts and banks listed above.

Prepared by: Thomas C. Skrobola, Finance Director/Treasurer

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 Blake Bean  
Date: June 10, 2024

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: Blake Bean, who is related to an employee of the City, Maggie Bean, who is a Camp Counselor for the 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 Blake Bean.

Name: Blake Bean  
Position Applied For: Seasonal Golf Laborer  
Number of Employees Needed in this Position: 5  
Date Position Posted: 03/11/2024                      Open Until: Filled  
Number of Applicants for this position: 2                      Number of Applicants Interviewed: 2  
Salary: \$14.00/hr  
Relationship: Blake Bean is the brother of Maggie Bean who is employed in the Recreation Division of Special Services  
Justification: Blake Bean is the most qualified applicant and is available to begin work immediately.

Prepared by: Jim Priebe, Golf Supervisor  
Authorized by: 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 Rashad Williams  
Date: June 10, 2024

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: Rashad Williams, who is related to an employee of the City, Teneille Lamont, who is a Department Aide for 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 Rashad Williams.

Name: Rashad Williams  
Position Applied For: Building Assistant- The Hawk  
Number of Employees Needed in this Position: 2  
Date Position Posted: 11/4/2021 Open Until: Filled  
Number of Applicants for this position: 2 Number of Applicants Interviewed: 2  
Salary: \$14.00/hr  
Relationship: Rashad Williams is the son of Teneille Lamont who is employed as a Department Aide with Special Services.  
Justification: Rashad Williams is the most qualified applicant and is available to begin work immediately.

Prepared by: James Vayis, Facilities Supervisor  
Authorized by: Brian Moran, Deputy 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 Matthew Rose  
Date: June 10, 2024

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: Matthew Rose, who is related to an employee of the City, Dave Rose, who is an Archery Instructor for 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 Matthew Rose.

Name: Matthew Rose

Position Applied For: Archery Instructor

Number of Employees Needed in this Position: 7

Date Position Posted: 4/22/24                      Open Until: Filled

Number of Applicants for this position: 5                      Number of Applicants Interviewed: 5

Salary: \$15/hr

Relationship: Matthew Rose is the son of Dave Rose who is an Archery Instructor at The Riley Archery Range.

Justification: Matthew Rose is an accomplished archer and has experience leading archery programs. He is the most qualified applicant.

Prepared by: Liesl Blankenship, Recreation Specialist

Authorized by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT: Award of Contract for City Hall Security and Safety Enhancements Project**

**ADMINISTRATIVE SUMMARY**

- Following the completion of ALICE Training at City Hall, several recommendations were made by the Police Department for additional security and safety enhancements to the building. Some of the recommended measures include installation of egress windows, solid core doors, and security film to glass as well as the replacement/upgrade of transaction windows.
- City staff worked with our architectural consultant, Lindhout Associates, to prepare plans and specifications for these enhancements.
- This project was publicly advertised and competitively bid on the Michigan Inter-Governmental Trade Network (MITN) e-procurement system. Sealed bids were opened on May 16, 2024. Notification was sent to one thousand seventeen (1017) vendors (including two hundred eighty-eight (288) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with three (3) responding.
- Staff has reviewed the bids and the lowest bidder who has demonstrated the ability to complete the work is JG Morris Jr. Inc. References were checked and JG Morris Jr. Inc. has successfully completed projects similar to the City’s specifications.
- Funding for this project is provided in the Capital Improvement – Public Facilities Budget.

**BID TABULATION**

| <b>Company Name</b>   | <b>City, State</b> | <b>Total Bid</b> |
|-----------------------|--------------------|------------------|
| The Summit Company    | Livonia, MI        | \$134,950.00     |
| M1 Construction Group | Livonia, MI        | \$104,250.00     |
| JG Morris Jr. Inc     | Grosse Ile, MI     | \$68,650.00      |

**RECOMMENDATION**

IT IS RESOLVED, the City Hall Security and Safety Enhancements Project be awarded to the lowest qualified bidder, JG Morris Jr. Inc., in the amount of \$75,500 (\$68,650.00 bid + \$6,850 contingency for unforeseen change orders).

Prepared by: Tammy Gushard, P.E., Senior Engineer Public Services

Reviewed by: Nikki Lumpkin, Senior Buyer  
 Jacob Rushlow, P.E., Public Services Director  
 Michelle Aranowski, Central Services Director

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

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL  
June 10, 2024**

**SUBJECT: AWARD OF BID FOR SHADE STRUCTURE PROJECT AT THE HAWK**

**ADMINISTRATIVE SUMMARY**

- Sealed bids were solicited, posted on the Michigan Inter-Governmental Trade Network (MITN) e-procurement system, publicly opened after one postponement, and read aloud on May 29th, 2024, for the shade structure project between the pickleball and tennis courts at The Hawk Community Center. Bid notification was sent to one hundred twenty-six (126) contractors (including thirty-seven (37) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with four (4) responding. We received zero “No-Bids.”
- Currently, shading does not exist at the pickleball/tennis court complex at The Hawk Community Center and is one of our most utilized venues since opening in 2021. Three 12’ x 12’ shades will be installed.
- The recommended vendor, DANICA Service Group LLC of Kentwood, MI, is the lowest and most qualified bidder. DANICA Service Group LLC has been in business for over 20 years with experience as a recreation amenities provider, including play structures, shelters, shade structures, surfaces, and site design.
- The total project estimate is \$28,110.00. Staff is recommending authorization for 10% contingency (\$2,811.00) to address unexpected and unforeseen repairs that might be found once work begins.
- On January 17, 2023, the Farmington Hills Senior Center’s application was approved by the Healthy Aging Oakland County Ad Hoc Committee in the amount of \$150,000 for improvements such as capital, technology, infrastructure, and equipment improvements or professional development. On February 17, 2023, City Council approved the American Rescue Plan Act (ARPA) Interlocal Agreement between the City of Farmington Hills and Oakland County for these funds.
- Funding for the project will be provided by American Rescue Plan Act (ARPA) Interlocal Agreement between the City of Farmington Hills and Oakland County.

**BID TABULATION**

| <b>Company Name</b>       | <b>City, State</b> | <b>Total Bid</b> |
|---------------------------|--------------------|------------------|
| KAB Enterprises, Inc.     | Lincoln Park, MI   | \$40,668.83      |
| Comprehensive Contracting | Brighton, MI       | \$37,481.00      |
| Allied Building Service   | Detroit, MI        | \$33,450.00      |
| DANICA Service Group LLC  | Kentwood, MI       | \$28,110.00      |

**RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order for the shade structure project at The Hawk to DANICA Service Group LLC in an amount not to exceed \$30,921.00 (\$28,110.00 + \$2,811.00 contingency).

Prepared by: Brian Moran, Deputy Director of Special Services

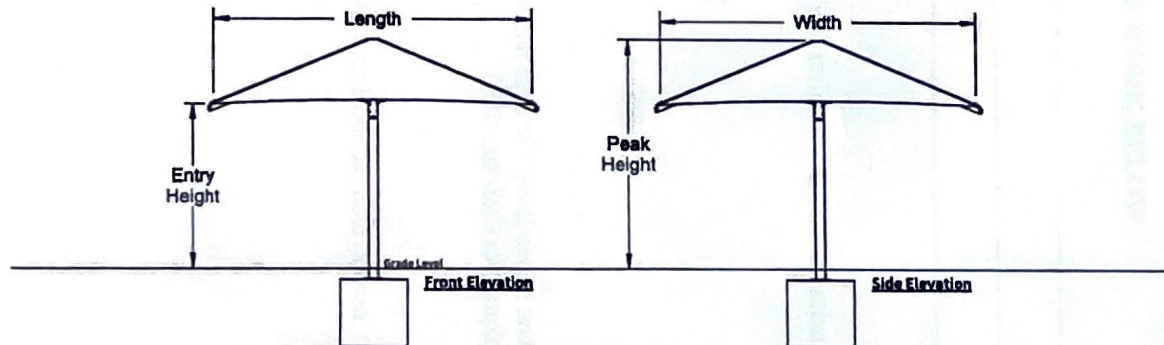
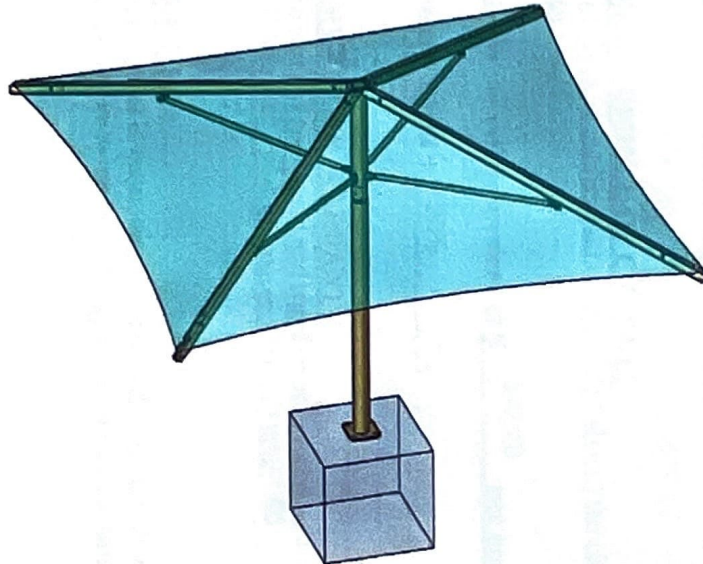
Reviewed by: Michelle Aranowski, Director of Central Services  
Nikki Lumpkin, Senior Buyer  
Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager

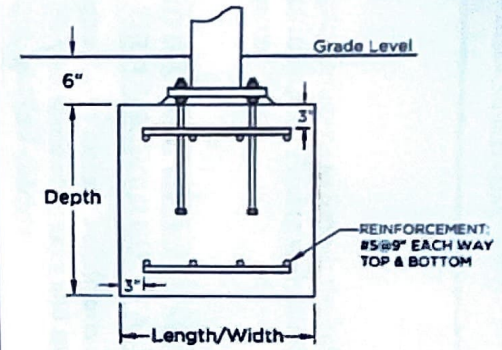


### Square Umbrella Shade

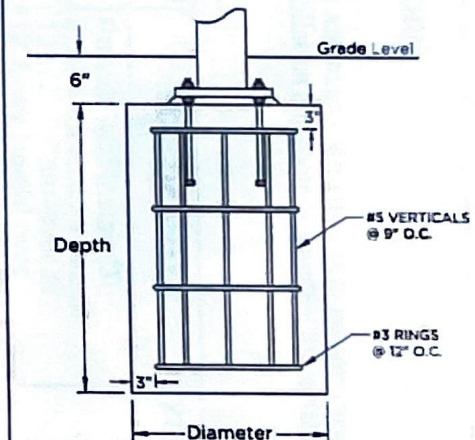
|               |             |               |               |              |              |
|---------------|-------------|---------------|---------------|--------------|--------------|
| Length        | 12'         | Width         | 12'           | Entry Height | 8'           |
| Peak Height   | 10.42'      | Elbow         | Glide         | Column Mount | Base Plate   |
| Column Size   | Ø6.0" 11-Ga | Rafter Size   | Ø2.875" 12-Ga | Strut Size   | Ø1.66" 13-Ga |
| Column Length | 10.996'     | Rafter Length | 8.84'         |              |              |
| Dome Qty.     | 1           | Column Qty.   | 1             |              |              |



| Square Footing |                |       |
|----------------|----------------|-------|
| Column         | Length & Width | Depth |
| Single Cap     | 3.04           | 3     |
| Double Cap     | N/A            | 3     |



| Auger Footing |                  |                  |
|---------------|------------------|------------------|
| Diameter      | Single Cap Depth | Double Cap Depth |
| 1'-6"         |                  |                  |
| 2'-0"         | Out of range     | N/A              |
| 2'-6"         | 4.51             | N/A              |
| 3'-0"         | 3.14             | N/A              |



**Superior Shade**

QUOTE

SHADE SIZE

12 X 12

SHADE STYLE

Square Umbrella Shade

*These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.*

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL—June 10, 2024**

**SUBJECT:** Award of Bid – 2024 As-Needed Catch Basin Stabilization Services

**ADMINISTRATIVE SUMMARY:**

- The 2024 As-Needed Catch Basin, Storm Water Pipe, and Concrete Slab Stabilization Services was publicly advertised and competitively bid on the Michigan Intergovernmental Trade Network (MITN) e-procurement system and opened on May 16, 2024, after a one-week postponement to gather additional interest. Notification was sent to eight hundred forty-four (844) vendors (including one hundred eighty-three (183) that hold classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled).
- This contracted service will provide repair services to the City's storm sewer system.
- The bid provides for a one-year contract with provisions for up to four (4) additional one-year extensions through mutual consent by the City and the Contractor (see attached bid tab).
- Funding for this program is provided in the Major and Local Road Maintenance accounts.
- The contractor recommended for award, Havener Tech of Troy, Michigan, has worked for Farmington Hills in the past and has proven to be professional and reliable with fourteen years of experience. Havener Tech has also completed successful projects for the City of Novi and the City of Troy.
- If awarded by Farmington Hills, the contract will be extended to the MITN group under the same prices, terms, and conditions.

**SUPPORT DOCUMENTATION:**

The Catch Basin Stabilization Services provides another tool that can be used by DPW staff to make repairs to our aging storm water infrastructure. The City is responsible for the repair and maintenance of over 4,000 catch basins and other storm water structures. As leaks occur in these catch basins and along storm pipes, this tool will allow, in some cases, the injection of an expanding polymer foam to fill the voids and seal the structures, thus eliminating the costly and disruptive process of excavating, rebuilding, and repaving.

| City of Farmington Hills<br>Bid Tabulation<br>itb-fh-23-24-2456<br>As needed Catch Basin, Storm Water Pipe & Concrete Slab Stabilization |            |  |  |                         |                      |   |
|--|------------|--|--|-------------------------|----------------------|---|
| Company Name   | City/State | 2024 Stabilization of Storm Water Catch Basin- Estimate 15 | 2024 Injection Stabilization of Storm Water Pipe or Concrete Slab- Estimate 10,000 | Mobilization Estimate 5 | 2024 Estimated Total | % per year to extend contract for an additional years |
| Havener Tech   | Troy, MI   | \$8,625.00   | \$30,000.00  | \$0.00                  | \$38,625.00          | 0%  |
| PER  |            | \$575.00   | \$3.00   |                         |                      |   |
| Bid Notification was sent to 844 MITN vendors. We received ZERO (0) "No-Bids."   |            |  |  |                         |                      |   |

**RECOMMENDATION:**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to approve the required contract and purchase orders to Havener Tech for the 2024 As-Needed Catch Basin Stabilization Services in the amount not-to-exceed the annual budgeted amount, with one or more administration approved extensions not-to-exceed a total of four (4) years.

Prepared by: Derrick Schueller, DPW Superintendent  
 Reviewed by: Nikki Lumpkin, Senior Buyer  
 Departmental Authorization: Jacob Rushlow, P.E., Director, Department of Public Services  
 Michelle Aranowski, Director, Department of Central Services  
 Approved by: Gary Mekjian, P.E., City Manager



**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 10, 2024**

**SUBJECT:** Award of Purchase and Installation of Replacement Inground Truck Lift at the DPW Garage

**ADMINISTRATIVE SUMMARY:**

- The removal and replacement of the existing three post heavy-duty truck lift was publicly advertised and competitively bid on the Michigan Inter-governmental Trade Network (MITN) e-procurement system and opened on May 29, 2024, after a one-week postponement to obtain additional bidding interest. Notification was sent to over one hundred twenty-one (121) vendors, (including sixty-nine (69) that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled).
- The DPW mechanic garage has multiple vehicle lifts which are utilized in the repair and preventative maintenance of City equipment. Public Works is proposing to replace a heavy-duty hoist that is approximately 30 years old. This is our only hoist capable of lifting up to 75,000 pounds and is used for our largest equipment like fire trucks and vactor truck.
- The recommended vendor and low bidder, Allied, Inc., is one of Michigan’s largest lift suppliers with over 60 years of experience including completed projects in Farmington Hills and Livonia.
- Funding for this purchase is available in the Capital Improvements Program – Equipment account.
- The price includes a five (5) year warranty on all lift components.

**SUPPORT DOCUMENTATION:**

Vehicle hoists are a necessity for servicing the City’s motor vehicle and equipment fleet. Acquisition of the new heavy-duty inground hoist will replace an existing lift that has met its service life. This hoist is used for our largest vehicles like fire trucks and vactor truck. The new rotary lift is capable of lifting up to 75,000 pounds, has upgraded safety features, and will provide additional flexibility for operations, allowing our fleet technicians the ability to work more efficiently.

**RECOMMENDATION:**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to issue a purchase order with Allied, Inc. of Ann Arbor, Michigan in the amount of \$205,282.00 (\$186,620.00 bid + 10% contingency for unforeseen change orders) for the purchase and installation of a heavy-duty truck lift.



*Award of Purchase and Installation of Replacement Inground Truck Lift at DPW Garage*

*June 10, 2024*

*Page 2 of 2*

City of Farmington Hills  
Bid Tabulation  
ITB-FH-23-24-2454  
Truck Lift Replacement Project  
Opened 05/29/2024

| Company Name | City/State           | Total                | Bid Bond | Labor Per Hour | Materials<br>(Cost + Percentage) | Project<br>Completion<br>(after receipt of<br>equipment) | Current Build<br>Time |
|--------------|----------------------|----------------------|----------|----------------|----------------------------------|--|-----------------------|
| Allied, Inc. | Ann Arbor, MI        | \$ 186,620.00        | Yes      | \$100          | 10%                              | 21 Calendar<br>Days                                      | 125 Days              |
|              | <b>Project Total</b> | <b>\$186, 620.00</b> |          |                |                                  |  |                       |

One (1) No - Bid was received

Prepared by: Derrick Schueller, DPW Superintendent  
Reviewed by: Nikki Lumpkin, Senior Buyer  
Departmental Authorization: Jacob Rushlow, P.E., Director, Department of Public Services  
Michelle Aranowski, Director, Department of Central Services  
Approved by: Gary Mekjian, P.E., City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL  
June 10, 2024**

**SUBJECT: PURCHASE OF TWO (2) JOHN DEERE 2400 TRIPLEXES FOR FARMINGTON HILLS GOLF CLUB MAINTENANCE**

**ADMINISTRATIVE SUMMARY**

- The 2400 triplexes will be replacing two (2) current triplexes in operation, which have high use of hours and multiple repair needs. These two units will be used to mow the golf course greens to keep up with current mowing technology.
- Sealed proposals were advertised, publicly opened and read aloud by the State of Michigan (MiDeal) for Agricultural, Grounds & Maintenance Equipment. The awarded contract with Deere & Company is offered to the City of Farmington Hills as a cooperative bid. Participating in a cooperative purchase provides cost savings for the City due to the buying power of a cooperative.
- The John Deere 2400 Triplexes will be used to mow the golf course greens and to improve the height of cut for a better putting experience.
- 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 John Deere Pro 2400 Triplexes is budgeted and available in the Special Services Parks Millage Fund.

**RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager to approve a purchase order in the amount of \$87,713.78 for two (2) John Deere 2400 Triplexes, to Deere & Company and to take delivery of the equipment via Revels Turf & Tractor as an authorized dealer.

Prepared by: James Priebe, Golf Maintenance Supervisor

Reviewed by: Nikki Lumpkin, Senior Buyer

Reviewed by: Michelle Aranowski, Director of Central Services

Reviewed by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager



2550 E-Cut Hybrid

## The only riding greens mowers everyone can appreciate.

The 2550 E-Cut™ Hybrid, the 2400 PrecisionCut™, and the 2550 PrecisionCut™ Triplex Mowers feature offset cutting units that virtually eliminate triplex ring with a simple change in direction. They also deliver a consistent height of cut through contour following, weight transfer, and cutting unit suspension.



### 2400 Precision Cut™

- 19 hp\* (14.2 kW) gas
- 62-in. (157.5 cm) cutting width
- 3 cutting units; offset design
- Bedknife-to-reel adjustment
- 3-QA5 22-in. (59.9 cm) cutting units
- 2-pedal hydrostatic transmission



### 2550 Precision Cut™

- 19.6 hp\* (14.6 kW) liquid-cooled diesel
- 62-in. (157.5 cm) cutting width
- 3 cutting units; offset design
- Bedknife-to-reel adjustment
- 3-QA5 22-in. (59.9 cm) cutting units
- 2-pedal hydrostatic transmission



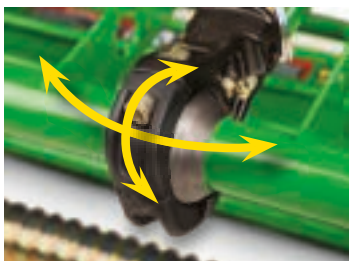
### 2550 E-Cut™ Hybrid

- 19.6-hp\* (14.6 kW) liquid-cooled diesel
- 62-in. (157.5 cm) cutting width
- Electric reel motors
- 3 cutting units; offset design
- Bedknife-to-reel adjustment
- 3-QA5 22-in. (59.9 cm) cutting units
- 2-pedal hydrostatic transmission





2400 Precision Cut™



### Superb contour following

The exclusive ball joint suspension system provides exceptional contour following, steering with up to 18 degrees of side-to-side motion, and can rotate in any direction.



### Grass catcher

Choose between direct-mounted catchers that are easy to put on and off and our unique weight-transferring catchers, which put less weight on the cutting unit.



### Reduce double rolling

The tires are located well inside the cutting units to reduce or eliminate double rolling during straight-line passes.



### Exclusive offset design

The offset cutting units greatly reduce triplex ring with a simple change in direction.

**MINUTES  
FARMINGTON HILLS CITY COUNCIL  
SPECIAL STUDY SESSION MEETING  
CITY HALL – COMMUNITY ROOM  
MAY 7, 2024 – 3:00PM**

The special study session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 3:03pm.

Council Members Present: Aldred, Boleware, Bridges, Bruce, Knol, and Rich

Council Members Absent: Dwyer

Others Present: Assistant City Manager Mondora, City Clerk Lindahl, Directors Harvey and Sullen-Winn, Police Chief King and City Attorney Joppich

**DISCUSSION ON MODIFICATIONS TO RULES OF THE CITY COUNCIL AND GUIDELINES OF CONDUCT**

Regarding the effective date of the 3-minute public comment rule:

Council discussed the changes to Citizen Participation Subsections E.2, E.5, and E.7 of the Rules, which were discussed at the March 18, 2024 City Council Study Session and approved at the March 25, 2024 regular City Council meeting, which limited individual public comment to 3 minutes each (changed from 5 minutes), effective at the first meeting in June, 2024. Discussion focused on whether the rules change to 3 minutes should be effective in May.

After discussion, it appeared that the majority of Council supported keeping the effective date of the change to 3 minutes to the first meeting in June. It was recommended to mention the change and the effective date at upcoming meetings in the meantime.

Regarding the possibility of allowing residents to speak first during public comment:

Occasionally there are issues that result in a large number of people offering public comment, with a portion (sometimes a majority) of those speakers not being residents of the City. Out of a large group of people speaking about a single subject, there have been a few residents waiting to bring matters forward that are more common in nature (zoning issues, road concerns, other concerns that affect a single resident, etc.), and sometimes must wait a long time during public comment before having an opportunity to present their concern. Council discussed ways to serve its residents more efficiently, while following the Open Meetings Act and hearing the concerns and opinions of the general public.

In response to questions, City Attorney Joppich stated that the Open Meetings Act enables the public body to implement rules for how the public comment portion of the public meeting will proceed (Section 3, MCL 15.263(5)). If a change is desired to prioritize City residents, the Rules should clarify that the Mayor (or whoever presides) has discretion regarding prioritization of individuals wishing to speak during public comment, e.g., giving priority or preference to property owners and residents of the City whenever possible. These are the people that pay taxes here and vote here, and these are good reasons to give them priority.

After discussion, it appeared to be the consensus of Council to develop protocols and rules that would give the Mayor the flexibility to allow residents to speak first, and when possible to prioritize those residents with specific unique issues, in order to bring their concerns forward first during public comment. One way would be to utilize the blue slips that had been used in the past, where people who

want to speak will identify their home city and the topic they want to address. While this is not a perfect system, it would give the Mayor (or meeting Chair) discretion when selecting the order of speakers, and move public comment forward in an orderly way.

City Attorney Joppich noted that he will draft an amendment to the Council Rules reflecting giving the Mayor (or whoever presides) discretion in terms of prioritizing speakers during public comment.

Regarding allowing signs in council chamber:

Recently people have been bringing signs in to the council chamber to express a particular point of view. The signs can be distracting, and even threatening in some circumstances. Additionally, it is interruptive when the Mayor has to tell someone to lower their sign. On the other hand, signs also reflect free speech.

City Attorney Joppich explained that the public forum doctrine includes a three-tiered classification: traditional public forum (public sidewalks, certain park areas), limited public forum, and non-public forum. Council chambers is defined as a *limited public forum*, per the City's Facility Use Policy. Regarding possible regulation, signs can be allowed in council chambers, can be banned, or can be allowed with certain limitations, such as size, consistency, material, time, place, manner.

However, if signs are allowed in the chamber, those signs cannot be regulated based on content. All sign regulations must be viewpoint neutral. But pornography and vulgarity were discussed as possible exceptions to the general rule. Banning signs completely can also be a viewpoint-neutral decision. There is legal precedent in other jurisdictions that supports the complete ban on signs on various grounds, and regulations on signs where the size and/or material can be safety issues.

Signs are prohibited from being posted by the public in the rest of City Hall per the Facility Use Policy, including outdoors and in planters. Special rules apply to the council chamber and that is the only place that signs are currently allowed during meetings.

Discussion regarding this issue included opinions on both sides, and included:

CONS:

- Signs are a distraction and can obscure the view of people sitting behind.
- Multiple signs about a single point of view inhibit free discussion.
- When people are asked multiple times to lower their signs the meeting is lengthened, and the discussion/city's business is interrupted.
- Other public bodies in the area do not allow signs within their buildings or meeting place, including the State Capitol.
- Public health, safety and welfare issues are sometimes at play:
  - Signs are sometimes used to intimidate and incite others, creating an environment that is uncomfortable and not welcoming for all residents. Banning all signs would create a more equitable, less intimidating, safe space for all.
  - Safety issues result when signs are on rigid poles or are made of rigid material such as plywood. Such materials can be a safety hazard generally and can be weaponized.
  - Recently police have been involved in escorting people from the chamber or otherwise gaining their compliance, relative to how signs are held and/or used during public meetings. This is not the best use of police officers, nor is it comfortable for anyone involved, and could be setting up the police officers for a confrontation.
- Signs do not support the decorum of a public meeting.
- Content of signs cannot be regulated, other than vulgar speech, and even that is open to interpretation.

PROS

- Signs are a form of protected free speech and are part of a long tradition of protest and free speech in the United States. For some council members, this was one of the most compelling considerations.
- Banning signs in the present moment might be inflaming to some, who would see the change as a reprimand.

In response to questions, City Attorney Joppich provided the following:

- There are different levels of “protection” for speech depending on the type of forum involved.
- When signs are allowed, the council chamber can be filled with signs, however, one of the cases he referenced earlier indicated that a public body meeting room was a limited public forum and justified a ban on signs because the public body’s meeting room is not a place for picketing like sidewalks and other traditional public forum places; the chamber is a place of business and getting governance done, which is probably why signs are banned at the Capitol and other places.
- The Facility Use Policy identified different areas in City Hall that are limited public forums.
- The Rules could be amended in such a way as to regulate signs in the council chamber, or to ban signs in the chamber but allow them in the corridor space outside chambers during meetings, or to ban them entirely, understanding the cautions he provided to Council.

After further discussion, Council decided to put the sign issue on the agenda for discussion and a vote at the May 13 meeting. City Attorney Joppich will draft an amendment to the Council Rules that will allow signs in the outside corridor area during meetings, but not in council chambers, not outside the building, and not in the building hallways. Also, signs should be regulated relative to public health, safety and welfare, in terms of not resulting in advertent harm or utilizing materials that could be weaponized.

**DISCUSSION ON PROCLAMATIONS AND RESOLUTIONS**

Mayor Rich introduced this discussion topic.

A *proclamation* is issued by the Mayor, and most are read by Council Members. Proclamations are generally used for recognition of positive things that are happening in the community. A *resolution* is voted on by Council, so if something is presented that requires a vote, it would be considered a resolution, not a proclamation.

Council is continuing to have requests from people inside and outside the community, to issue a proclamation or resolution regarding the situation in the Middle East. Requests have been made for other topics, such as gun safety.

Discussion was held on if the City wanted to continue doing proclamations and if it was time to sponsor a proclamation or resolution regarding the situation in the Middle East.

Chief King pointed out the benefits of proclamations that communicated recognition/appreciation for such things as Police Week, etc. as these proclamations have a positive impact on employees who feel that their elected officials recognize, support, and appreciate them.

Council comments included the following:

- Some members of the public have been continually asking for Council to vote on a resolution regarding Gaza, however, no Council Member should be put in a position of voting “no” on something that could be interpreted as not supporting a ceasefire. One could oppose Council offering a resolution and still support a ceasefire.



- The City should continue to do proclamations, as long those proclamations follow Council guidelines.
- Council policy states that City Council will not tell foreign governments how to operate.
- Council Members are not elected to involve themselves in foreign conflicts and affairs, they are elected to manage the City's business – its laws and resources.
- If Council wanted to offer a proclamation or resolution that called for a ceasefire, first Council would have to vote on changing its November 28, 2005 policy, “that the City of Farmington Hills will no longer adopt resolutions or make proclamations regarding foreign policy or diplomacy in other countries.”
- Council needs to do something to try and “bring down the temperature” at meetings and in the community.
- Anything less than a vote on a resolution supporting a ceasefire may not bring the temperature down at all.

Discussion was held on the difficulty of the present situation, in terms of how the situation in the Middle East is causing pain and suffering among City residents, and in terms of how Council is being perceived by some residents.

Council members shared conversations and comments made to them privately; and noted that not all residents supported the call for a resolution and it appeared that a significant number of residents did not want to attend City Council meetings due to intimidation.

Council was provided with proclamations and resolutions gathered from a number of communities regarding the situation in the Middle East. Some members of Council indicated that they liked aspects of the resolutions provided by Ferndale and the City of Northville.

Council asked Chief King to comment on issues related to enforcement. Chief King explained that when Police Officers enforce the law, they must put aside their personal opinions on issues as their goal is to support the Constitution, and to enforce the law fairly and consistently. He explained that each event that needs extra staffing, costs the City about \$7K per event, but the greater impact is on staff that is stretched tight, having to put in overtime for multiple events not just the Monday night Council meetings. He noted that some officers are working 16-18 hour shifts.

Council reviewed the Mayor's February 5, 2024 proclamation *Hate Has No Home*, and discussed what, if any, language could go further than this, such as addressing humanitarian concerns and needs. Any further proclamation or resolution would need to acknowledge the variety of viewpoints held by City residents, and should focus on anti-discrimination, supporting all residents, having constructive conversation, and recognizing a desire for peace. It was mentioned that the response to such a proclamation or resolution that does not specifically mention calling for a ceasefire, might inflame tempers further and if a ceasefire was mentioned in more neutral language, e.g., “some residents are asking for a ceasefire resolution,” the perception will still be that Council called for a ceasefire.

Council discussed drafting a new proclamation based on today's conversation and taking that to community leaders before making the decision to bring it to regular meeting for presentation to the community. If a new proclamation was presented, Council Members could address their support or lack of support for it during Council Member comments.

**OTHER RELATED DISCUSSION**

With reference to prior inquiries, Assistant City Manager Mondora suggested amending the Facility Use Policy to restrict the use of City Hall to City business. There are other community facilities available that can be used by HOAs and clubs, such as the Hawk, John Grant Center, Farmington Public Library, etc. Especially during this presidential election year, it would be appropriate to limit activities in City Hall.

Chief King reviewed in some detail police procedure for meetings and events when escalated conversations occur, noting that the top priority is safety, and this occurs through de-escalation efforts, communication, and preparedness. He stated that an operational plan is developed for every event and police officers will comply with all applicable laws and attempt to reduce exposure of potential liability to the city, the council, the officers, and everyone involved.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The special study session meeting adjourned at 5:40pm.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
FARMINGTON HILLS CITY COUNCIL  
CITY HALL – COMMUNITY ROOM  
MAY 13, 2024 – 6:00PM

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

Council Members Present: Aldred, Boleware, Bruce, Dwyer, Knol, and Rich

Council Members Absent: Bridges

Others Present: City Manager Mekjian, City Clerk Lindahl, Assistant City Manager Mondora, Directors Brockway, Rushlow, Schnackel and Skrobola, Fire Chief Unruh, Fire Lieutenant Pankow, Senior Engineer Gushard, and City Attorney Joppich

**REVIEW OF THE CITY’S EMERGENCY OPERATIONS PROGRAM AND LOCAL PLANNING TEAM**

Fire Department Lieutenant/Emergency Manager Pankow presented a PowerPoint presentation: *Emergency Management Program for the City of Farmington Hills.*

Lt. Pankow coordinates all Emergency Management Team activities and training, with the assistance of Fire Chief Unruh and semi-retired Fire Lieutenant Jamie Neufeld, both of whom are also emergency managers. The activities include frequent work with the Local Planning Team (LPT) consisting of managers and directors from each City department.

Public Act 390 of 1976 is the State’s Emergency Management Act. Farmington Hills is a PA 390 community. There are 61 cities, villages, and townships in Oakland County. Only 5 of those municipalities have earned the right to call themselves a PA 390 community: Farmington Hills, Southfield, Bloomfield Township, Birmingham, and Waterford.

Being a 390 community means that Farmington Hills has a much more capable and robust response to any emergency that may come, due to the City’s core capabilities and resources. The City’s emergency managers and Local Planning Team have established relationships and direct access to Michigan State Police Emergency Management Homeland Security Division, and the Oakland County Emergency Management Office. Farmington Hills trains and educates with its local, state, and federal partners, in order to be able to coordinate any emergency response appropriately and to ensure that City citizens and staff are safe.

A full-scale exercise in 2023 prior to the fireworks display celebrating the City’s 50<sup>th</sup> anniversary trained the team based on the enactment of a vehicle being driven through a crowd of people, creating a simulated mass casualty incident. This tested the Fire Department, Police Department, DPW, and other city departments. It also tested Corewell Health and other nearby hospitals, when over a hundred “patients” were transported to hospitals. Oakland County Sheriff, a drone team, the FBI and MSP all participated in this exercise. This was a very successful drill and reflects the kind of training being held in Farmington Hills.

Farmington Hills follows 5 phases of emergency management:

1. Mitigation

2. Prevention
3. Preparedness
4. Response
5. Recovery

Phase 1. Past and present mitigation activities include:

- Helped develop and adopted the Oakland Hazard Mitigation Plan
- Training personnel
- Minnow Pond Drain Project in conjunction with Halsted Road reconstruction
- Water Tower
- 14 Mile Road and 8 Mile Road water main projects

Phase 2. Prevention activities have included:

- Established goals, policies, and procedures
- Established roles and responsibilities
- Published Emergency Operations Plan (EOP)
- Published Emergency Action Plan (EAP)

Phase 3. Preparedness includes:

- Training to the EOP and EAP with all city personnel
- Work and train with Farmington Public schools as well as private schools/faith based communities
- Work with assisted living facilities to make sure there is an emergency plan in place. How is back-up power provided? Are evacuation procedures in place?
- Work with group homes and “extended stay” hotels to make sure there is an emergency plan in place. How is back-up power provided? Are evacuation procedures in place?

Phase 4. Emergency response:

- The goal is to protect life, property, and stabilize the community.
- Use of the Incident Command System (ICS)
- Activate mutual aid
- Activate the Emergency Operations Center (EOC)

Phase 5. Recovery phase:

- Restore life to normal for the community
- Conduct damage assessment
- Seek disaster relief
- Review plans, policies, and procedures
- Develop corrective action plans

During a recent extensive winter storm event, there was a multiple vehicle pile-up on 696. The Emergency Response Team coordinated with Farmington Public Schools to use their buses to get the non-injured off of 696. The Team also worked with MDOT (Michigan Department of Transportation) to use their trailers to shut down 696, which then put the City’s fire apparatus, police, and staff cars back in service so they could be used to respond to other emergencies. The Hawk was used for unification.

Another local emergency involved the 14-Mile water main break. Over 300,000 regional residents were affected by this event, causing a Regional State of Emergency. The Emergency Response Team worked

with the Great Lakes Water Authority, the Oakland County Water Resources Commissioner's Office, and with the Farmington Hills Department of Public Works (DPW) and Department of Public Services (DPS), all working together to re-establish water pressure in the affected Farmington Hills community.

The Emergency Management Team, along with Fire Prevention, works with known facilities where there are chemicals stored, in order to ensure the safety of all.

The key documents to the Emergency Management Team's success are the Emergency Operations Plan and the Emergency Action Plan. Combined with these two plans is the Incident Command System, which is a standardized approach that coordinates the City's response, resources, and how the community recovers.

The Emergency Operations Center (EOC) also serves a critical role. This is the physical hub where the EMT coordinates and facilitates activities, directing resources toward the emergency incident. Recovery and cleanup are also directed from the EOC.

Another example of how well the emergency management program has worked was the response to severe weather in July 2021. During that storm, Fire and Police responded to hundreds of calls from fire alarms, burglar alarms, house fires, medicals, event patients, and bedridden patients, as well as reports of downed trees and power lines. There were over 200 runs in 8 hours.

After the weather event was over, everyone had to deal with recovery, especially DPW who had to clear debris so that citizens could travel and emergency response could get to their calls. The Mayor activated the Emergency Operations Plan, which then activated the Emergency Operations Center. As things were handled, the Emergency Manager, DPW, DPS and Lt. Burris from Michigan State Police (MSP) handled damage assessment. Because this was all done correctly according to prior training, paperwork was able to be filed in a timely way. Because of the City's relationship with the Southeastern Oakland County Public Works Association, Oakland County Emergency Management, MSP Emergency Management Homeland Security Division, and because of the trained response and reliance on critical documents, the City was eventually awarded \$1M in Section 19 funding (state disaster assistance grant), or the maximum amount that could be awarded.

During an emergency, elected officials can most effectively help by supporting Incident Command, and by not going to the EOC until it's deemed safe. The media will follow city officials, and chaos at the EOC may result. On the other hand, if everyone carries one consistent message and timely updates are provided, recovery can occur in the most orderly way possible.

Moving forward:

- Continue to work with Karmanos Cancer Center in preparation for their Gamma Exchange.
- Continue to work with assisted living facilities, to get them to come up with relocation plans and emergency action plans.
- Continue to work with faith-based communities.
- Continue to participate in state-sponsored Cobalt Magnet drill(s). This is especially important relative to the new reactor coming in, to be known as Fermi 3.
- Grant-funded Station 5 updates will include an updated Emergency Operations Center, which will be located in the middle of the renovated Station 5 building.

In response to questions and discussion. Lt. Pankow provided the following further information:

- The Emergency Response Team is not mandated to plan a major event every year. No mandates are coming from the State at this time.
- Oakland County and Michigan State Police frequently train in Farmington Hills.
- The Farmington Hills program is self-funded, as is the Emergency Manager position.
- Residents need to be able to be self-sufficient for 72 hours.

### **WATER AND SEWAGE DISPOSAL SYSTEMS FY 2025 RATE PROPOSAL**

Oakland County Water Resources Commissioner's Office staff present to support tonight's discussion included Raphael Chirolla, Drew Sandahl and Amy Ploof.

Public Services Director Rushlow explained that over the last few years water and sewage disposal sales have remained relatively flat and stable. A slight increase is predicted in both the water and sewer sales divisions. There will be an increase in operational costs, both on routine operations and maintenance of the facilities, as well as water and sewer treatment costs, both from Great Lakes Water Authority, and some non-operating costs which go into debt service from large capital improvements that are either internal to the City's programs, or in regional participations with other communities in the Water Resource Commission area for Oakland County.

Utilizing the PowerPoint *City of Farmington Hills Water and Sewage Disposal Systems FY 2025 Rate Proposal*, Mr. Chirolla and his team explained the following:

#### Sewer rates, 2025:

- Basic rate calculation follows a straightforward formula: Total estimated costs are divided by projected sales, providing the rate.
- Projected sewer system sales are going up by 0.7%. GLWA (Great Lakes Water Authority)/Evergreen-Farmington Sanitary Drain Drainage District charges are going up 2.6%. Evergreen-Farmington charges will be up overall about 2.3%.
- A 5-year sewer volume average between Farmington Hills and Evergreen-Farmington's other customers determines Farmington Hills' share.
- Reserves are being increased to \$250K in the major maintenance reserve and \$250K in the capital reserve. The 8 Mile Road cap project for Evergreen-Farmington will account for a pretty significant increase in either 2027 or 2028, when the first principal payment will be due.
- Overall in 2025 there will be a 6.8% increase in costs, less the .7% increase in sales, leaving a net increase in cost of about 6.1%. A typical residential customer will see a \$12.44 quarterly increase, for a total quarterly bill of \$219.14, based on 3.9 thousand cubic feet of usage per quarter.

#### Water rates, 2025:

Water rates use a 3-year average.

- Overall, from FY 2023-24 to FY 2024-2025, there is a 2.8% increase in volume, with GLWA purchased water going up 4.4%.
- Operating expenses are going up 17.3%, due to the construction of water main replacements.
- Reserves are increasing \$650K, with \$150K going toward major maintenance, and \$500K going toward capital.
- There is a long-term expected spend rate of \$6M per year in capital expenditures on projects within the Farmington Hills system. This is requiring a drawdown of existing reserves, but if the reserves are increased at a consistent rate, the \$6M will be covered, without too much impact overall in years to come.
- Non-operating debt service applies to the water tower
- Non-rate revenue includes interest on bills not paid on time

- The overall cost increase is \$1,671,840 or 10.3%.

2025 rate increase:

- Based on the 3-year average, the overall water rate increase will be \$13.96 per residential customer per quarter, with a FY 2025 estimated quarterly bill of \$205.14.
- The minimum quarterly increase will be \$5.73.

Water tower:

- FY 2025 estimated savings including debt = \$3,054,000
- Estimated total savings through FY 2025 = \$25,981,000. The original water tower cost was ~\$14M.

Water and sewer combined rates:

- For 2025, combined rate increase will be 6.6%.

Council discussion/questions:

- Council requested current balances in the reserve funds.
- The average household will see a combined increase (water and sewer) of just over \$100/year, dependent on their water usage.
- Planned projects over the next 6 years (through 2030) include:
  - Major water system improvements in Kendallwood Subdivisions 2-4 (\$16M), Westbrook Manor Subdivisions 1-4 (\$16M) and Old Homestead Subdivision (\$6M).
  - Sanitary sewer system, Evergreen-Farmington Sanitary Drainage District Corrective Action Plan (FH share) of \$37M, and Annual system renewal of \$2.5M-\$4M/year.
- Water tower debt will be paid off in 2034-35.
- Combined water/sewer costs for minimum users, which includes many seniors, is about \$10-\$11 per quarter, or ~\$40 per year.
- Council requested more information relative to the Highland Park bad debt situation and how that impacts Farmington Hills.
- The proposed rates for Farmington Hills will be presented at the next Council meeting on June 10.

## **DISCUSSION ON THE HAWK INNOVATION CENTER AND STRUCTURE OF MANAGEMENT**

Economic Development Director Brockway explained that she would be discussing some items regarding the incubator that exists on the 3<sup>rd</sup> floor of the Hawk. Director Brockway will also be looking for input and direction from Council on the appropriate location, operation and management of the incubator.

Utilizing a PowerPoint presentation: *The Incubator, Operational Management and Location*, Director Brockway presented the following information:

- Overview of the history of the 3<sup>rd</sup> floor incubator, from 2018 to the present. The incubator space had been considered for this space because of the availability of the old science labs there.
  - After Phases 1 and 2 of the incubator study were complete, on June 13, 2022 Council passed a resolution for the “potential establishment of an innovation and economic development incubator.”
  - In August of 2022 Council approved the buildout of one lab on the 3<sup>rd</sup> floor for incubator space. Some Economic Development Corporation members were present to discuss their interest in creating a non-profit called “The Hawk Hatchery” to oversee the incubator project.

- In March 2023 the City received a state grant of \$750K for the building-out of an incubator or innovation center in the City.
- In June 2023 Council approved a Use and Participation Agreement between the City and Comprehensive GI Solutions PLLC. Discussion of an agreement between the City and The Hawk Hatchery occurred.
- At the August 28, 2023 study session Council and EDC members discussed the incubator space; no determination was made to move forward with an agreement between the City and The Hawk Hatchery. Instead it was decided to return to this discussion relative to the operational management with a review of the non-profit's operating procedures, rules, and information regarding the Board of Directors.
- The current business (Comprehensive GI Solutions) has a healthy, non-demanding operation.
- Sports Facilities Consultants' evaluation of the Hawk and Special Services may find that the incubator space should or should not continue on the 3<sup>rd</sup> floor:
  - If incubator space should remain at The Hawk:
    - The City could be the "landlord" of the space.
    - An outside group would be sought out and given responsibility for the incubator's operations.
  - If incubator space should NOT remain at The Hawk:
    - A private entity should manage the incubator in its new setting.
    - A private entity should work with their new landlord within the City of Farmington Hills on operating procedures.
    - A private entity could still reach out to the City as a resource for business-related questions/information.

Council discussion/questions:

- Council had long-term concerns with mixing The Hatchery with Special Services programming. Currently there is also electronic gaming space on the 3<sup>rd</sup> floor and it seems inappropriate to have that kind of activity or other Special Services programming in the same vicinity as the incubator space. If the two types of activities did remain on the same floor, they should be sealed off from each other.
- The \$750K grant is sitting unused, and is decreasing in value due to inflation. The grant was restricted for use for a build-out and the creation of the incubator or innovation space. It did not have to be used at the Hawk, nor did it have to have a wet lab. The funding needed to be used by December 2024, with a possible 2-year extension.
- Special Services was operating at a deficit, making this a difficult time to expand a program like the incubator space. On the other hand, due to the deadline requirement of the \$750K grant, it was time to move forward with The Hatchery, if that was what Council decided they wanted to do.
- The Hatchery has been incorporated as a non-profit 501(c)(3), in order to be authorized by City Council to manage the incubator space. The director would be paid from some of the funding received by the state. However, Council had never taken the step to authorize the establishment of this nonprofit or to turn the operating responsibility of the incubator over to the nonprofit.
- Should the incubator space be moved to a different location?
  - The City could be the landlord, with oversight under a professional management company that had long-term experience in managing wet labs and innovation centers. The board of the management company could include members of the EDC. The management company could be drawn from a local college or university, research laboratory, etc.
  - The primary purpose of developing the space at the Hawk was to hopefully increase revenues at the Hawk, to apply toward the Special Services deficit. Council was hesitant to move the space to another location, where the intersection between City interest and the incubator use was not easy to see.



- BSL-1 (biosafety level 1) lab systems have to have separate/independent mechanical HVAC systems. The Hawk has this.
- Innovation spaces were often stood up and run by universities or hospital systems.
- There was space in the City, particularly along 12 Mile Road, that might be a better location for an incubator or innovation space.
- City staff should not be involved in running an innovation space, which use is far afield from the City's normal operation.
- Council was resistant to starting a city-sponsored/operated innovation center outside of the Hawk. The incubator space was developed at the Hawk to meet certain needs; the City did not need to develop a space elsewhere separate from the Hawk.

Council will continue this discussion at a future study session.

**ADJOURNMENT**

The study session meeting adjourned at 7:25pm.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL MEETING  
CITY HALL – COUNCIL CHAMBER  
MAY 13, 2024 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 7:37pm.

Council Members Present: Aldred, Boleware, Bridges (arrived at 8:56pm), Bruce, Dwyer, Knol and Rich

Council Members Absent: None

Others Present: City Manager Mekjian; City Clerk Lindahl; Assistant City Manager Mondora; Directors Kettler-Schmult, Rushlow, Schnackel, and Skrobola, Police Chief King, Fire Chief Unruh and City Attorney Joppich

**PLEDGE OF ALLEGIANCE**

Alex Meyers led the pledge of allegiance.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

Councilmember Boleware motioned to move agenda item #3: Proclamation acknowledging the Impact of the Middle East Conflict on Residents of Farmington Hills and Seeking Peace as a Principle to after New Business, Mayor Rich supported.

MOTION by Bruce, support by Aldred, to amend the motion to remove Item #3 from the Agenda.

Discussion reflected Council’s concerns that the resolution was problematic, would be misunderstood, and Council and the public had not had time to study the resolution. While recognizing the positive intent, some Councilmembers felt that any proclamation or resolution on this topic was inappropriate; the business of City Council was to govern the City, and not to weigh in on international issues. Councilmember Boleware and Mayor Rich both stated that the intent of the proclamation was to recognize and support the diversity of the community, and to let all residents know that they are heard, and that they have a home in Farmington Hills. Mayor Rich thanked local community leaders who had helped craft the language of the resolution.

After discussion and amendment, the final motion read:

MOTION by Boleware, support by Aldred, to approve the agenda as amended with the removal of item #3, Proclamation acknowledging the Impact of the Middle East Conflict on Residents of Farmington Hills and Seeking Peace as a Principle.

MOTION CARRIED 5-1-1-0 (Rich opposed).

**PROCLAMATION RECOGNIZING JUNE 7, 2024 AS NATIONAL GUN VIOLENCE AWARENESS DAY**

The following proclamation was ready by Councilmember Dwyer and accepted by Sylvia Gorte of Moms Demand Action.

PROCLAMATION

National Gun Violence Awareness Day  
June 7, 2024  
Recognizing Gun Safety Initiatives in Farmington Hills

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

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

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

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

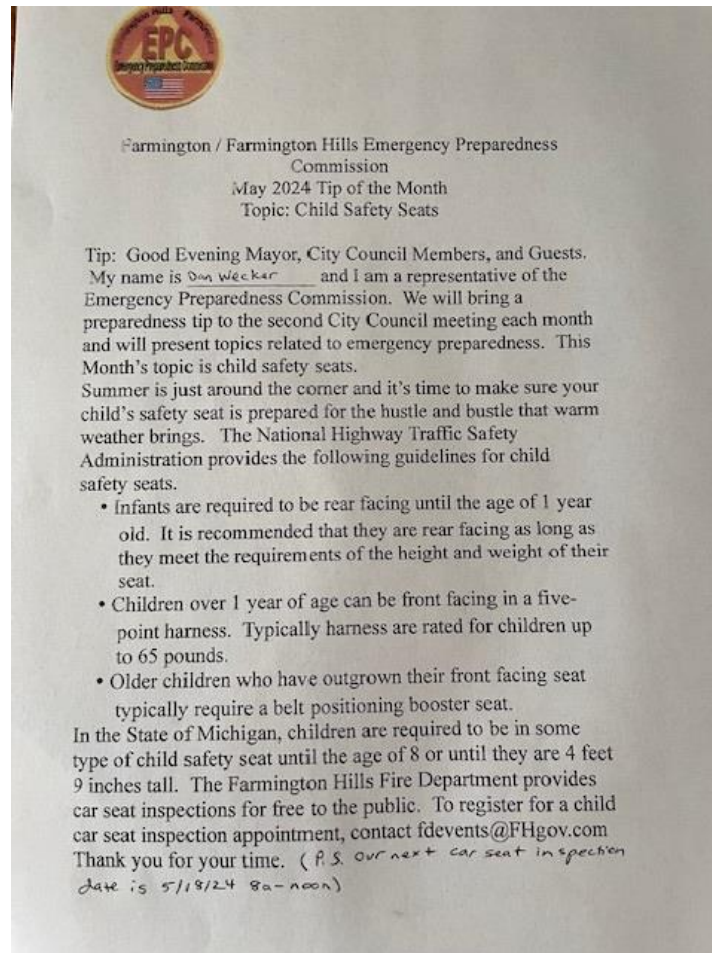
**WHEREAS**, any adult resident of Farmington Hills may obtain a free gun lock from the Police Department's front lobby Command Desk, 24 hours a day, 365 days a year through the City and County-Wide Gun Safety Lock Give-Away Programs; and

**WHEREAS**, the City also seeks to protect public safety by acknowledging that mental illness is a strong component of gun violence and encourages those with violent or suicidal thoughts to seek help and find support through the vast network of resources available to our residents.

**NOW, THEREFORE, BE IT RESOLVED** that I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 7, 2024 as Gun Violence Awareness Day in the City of Farmington Hills and call upon our citizens to help save lives by taking steps to prevent the tragedy of gun violence and encourage everyone to seek help rather than turn to violence and harm innocent members of society.

**ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS**

Dan Wecker provided the following Emergency Preparedness Commission Tip of the Month:



Dan Fantore, Chair of the Farmington Area Commission on Aging, spoke to the fact that consultants have been reengaged by Council regarding the future and use of the Costick Center. He stated that Mayor Pro-Tem Bridges attended the Commission's recent meeting and the seniors at the meeting were able to convey their needs regarding the center to him. He encouraged Council to reach out to the Commission through Marsha Koet, Staff Liaison, or Mayor Pro-Tem Bridges, Council Liaison, if there are any questions concerning the Commission's requests in connection with the Costick Center.

**CORRESPONDENCE**

The following correspondence was acknowledged:

- Letters and emails regarding the future of the Costick Center were received by councilmembers and forwarded to the City Manager.

**CONSENT AGENDA**

MOTION by Bruce, support by Knol, to approve items 9 through 20 of the consent agenda, as read.

Roll Call Vote:

- Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH
- Nays: NONE
- Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

MOTION by Dwyer, support by Bruce, to approve items 21 and 22 of the consent agenda, as read.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: DWYER

MOTION CARRIED 5-0-1-1.

### **COUNCIL MEMBERS' COMMENTS AND ANNOUNCEMENTS**

There were no Councilmember comments or announcements.

### **CITY MANAGER UPDATE**

The City Manager provided the following update:

- The City of Farmington Hills participated in the National League of Cities Roadshow, celebrating the 100<sup>th</sup> anniversary of the National League of Cities. April Heier, Recreational Supervisor, served as the tour guide for the event.
- Municipal Magazine had an article concerning the overpopulation of deer in Michigan and the Midwest.
- Over 1,483 residents participated in the Household Hazardous Waste Day last weekend. This is a 20% increase from last year.
- Assistant City Manager Mondora did an excellent job providing coverage while the City Manager was out of town.

### **PUBLIC HEARING**

#### **PUBLIC HEARING AND CONSIDERATION OF APPROVAL OF THE INTRODUCTION OF AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 5.0, "SITE STANDARDS," SECTION 5.5, "SIGNS," TO INCLUDE A NEW SUBSECTION 3.A.IX.H ADDRESSING THE AREA OF ELECTRONIC DISPLAY AREAS.**

City Planner Perdonik introduced this zoning text amendment, which addressed the area of electronic display areas (EDA) in the City. Per the International Sign Association (2024) an electronic display area is a sign that is capable of displaying words, symbols, figures, or images that can be changed by remote or automatic means.

There appear to be two (2) particularly noteworthy existing examples of large EDAs within the City of Farmington Hills:

- 1) On the west side of M-5, just north of Grand River Avenue (378 square feet in area per face); and
- 2) On the west side of I-275, just south of Ten Mile Road (360 square feet in area per face).

After showing several examples of EDAs within the city and the state, City Planner Perdonik stated that limiting the size of EDA is important for four reasons:

1. Light pollution – EDAs have the potential to create sky glow which can have a blinding effect on older drivers.
2. Traffic safety – some studies have shown a correlation between the number of these signs along roadways and increased accidents.
3. Visual blight – EDAs have a visual impact, particularly at night, which could become a community aesthetic character issue.
4. Energy consumption – EDAs run 24 hours a day, with one sign using as much energy as 15 US households.

The proposed amendment states that the electronic display area of a sign would not exceed 30% of the total sign area or 30 square feet, whichever is larger. Based on data collected regarding sign sizes in Farmington Hills, Planner Perdonik stated that while the amendment would affect each sign differently, this would allow the ability to advertise electronically without impacting the four areas mentioned previously.

When asked about the status of the two existing signs that are 378 square feet and 360 square feet, Planner Perdonik stated that one of the signs was approved through a variance and the other was part of a consent judgment, so neither would be impacted by the amendment.

Council asked about the new sign that was recently installed for the ice arena; that sign should be in compliance so that the city is following the same requirements expected of other businesses.

Mayor Rich asked if there are any businesses with existing signs that would be disadvantaged by the proposed amendment. Planner Perdonik stated that there were none, and that the amendment was crafted to allow gas stations, banks, and other businesses with signs to operate as normal.

Mayor Rich opened the Public Hearing. As no public indicated they wished to speak on this topic, Mayor Rich closed the public hearing.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the INTRODUCTION of an Ordinance to amend the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," Article 5.0, "Site Standards," Section 5.5, "Signs," to include a new Subsection 3.A.ix.h addressing the area of electronic display areas.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

**UNFINISHED BUSINESS:**

**CONSIDERATION OF APPROVAL OF THE ENACTMENT OF AN ORDINANCE C-5-2024 AMENDING THE FARMINGTON HILLS CITY CODE, CHAPTER 4, "ALCOHOLIC LIQUORS," ARTICLE II, "LICENSING," TO REPEAL SECTION 4-43 AND AMEND SECTION 4-46 TO REMOVE THE REQUIREMENT OF A BONA FIDE RESTAURANT OPERATION FOR ON-PREMISES LIQUOR LICENSES, AND SUMMARY FOR PUBLICATION.**

MOTION by Knol, support by Aldred, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-5-24 amending the Farmington Hills City Code, Chapter 4, “Alcoholic Liquors,” Article II, “Licensing,” to repeal Section 4-43 and amend Section 4-46 to remove the requirement of a bona fide restaurant operation for on-premises liquor licenses, and summary for publication.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**NEW BUSINESS**

**CONSIDERATION OF APPROVAL OF REQUEST FROM DHARMIK LLC FOR THE TRANSFER OF OWNERSHIP OF AN ESCROWED 2023 RESORT B-HOTEL & SDM LIQUOR LICENSE WITH SUNDAY SALES (AM & PM), OUTDOOR SERVICE, DANCE ENTERTAINMENT PERMIT AND 3 BARS LOCATED AT 33103 HAMILTON COURT.**

City Clerk Lindahl explained that the City received a request to transfer ownership of the 2023 Resort B Hotel and SDM Licenses with permits from FH Hospitality to Dharmic LLC. This establishment is operating as a Holiday Inn and Suites located at 33103 Hamilton Court, and the license will be used at the existing location.

A representative of Dharmic LLC, stated that the hotel was purchased in December 2023 and the application is for a liquor license for the property.

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby recommends approval to the Michigan Liquor Control Commission for the request from Dharmik LLC for the transfer of ownership of an escrowed 2023 Resort B-Hotel License and SDM License with Sunday Sales (AM & PM), Outdoor Service Area, Dance-Entertainment Permit, 133 rooms and (3) Bars located at 33103 Hamilton Ct, Farmington Hills, MI 48334.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**CONSIDERATION OF APPROVAL OF THE DISTRIBUTION OF THE DRAFT 2024 MASTER PLAN FOR FUTURE LAND USE.**

Jill Bahm, Partner, Giffels Webster, presented the final working draft of the City’s Master Plan. The Planning Commission has been working on this document for nearly two years, strategizing for the future of the city. The request presented is to release the working draft as required to the reviewing agencies and surrounding neighbors in order to comply with the Michigan Planning Enabling Act, which requires the

plan to be available for 63 days before the Planning Commission can hold the required public hearing prior to adoption.

MOTION by Aldred, support by Boleware, that the City Council of Farmington Hills hereby approves the distribution of the draft 2024 Master Plan for Future Land Use as required under the Michigan Planning Enabling Act.

Motion Discussion:

City Manager Mekjian encouraged community members to review the Master Plan document as it is a very important planning document for the city, and sets the tone and vision for the City for the next 10-20 decades.

Council commented that the Master Plan is a document that visualizes what the city will look like in the future, providing private industry with guidelines relative to city zoning, should they wish to consider locating in Farmington Hills. This is also an opportunity for the residents to provide feedback.

Planning Consultant Bahm stated that the document will be available for review on the city's website during the 63-day review period. The public hearing will likely be held in July and that residents can comment through the website, email, letter writing, and during the public hearing. Bahm pointed out that the plan provides guidance for the City, the development community, and residents, providing an action plan, zoning recommendations, and education, all related to the city's future.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**CONSIDERATION OF ADOPTION OF A RESOLUTION AMENDING THE RULES OF THE CITY COUNCIL AND GUIDELINES OF CONDUCT.**

City Attorney Joppich explained that the draft amendments to City Council meeting rules were discussed by Council during study session meeting. The items are being brought back to Council this evening in the form of a resolution to be adopted if the resolution is approved. The modifications will become effective the first meeting of June, 2024.

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CITY OF FARMINGTON HILLS

RESOLUTION NO. R -100-24

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held on May 13, 2024, at 7:30 p.m., with those present and absent being,

PRESENT: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
ABSENT: BRIDGES



the following resolution was offered by Councilperson Dwyer and supported by Councilperson Bruce:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Farmington Hills that said Council does hereby adopt the following amendments to Section E of the Rules of the City Council and Guidelines of Conduct, effective at the first regular meeting in June, 2024:

**E. CITIZEN PARTICIPATION**

1. **GENERAL:**

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

2. **LENGTH OF PRESENTATION:**

Members of the public at the meeting shall not speak unless recognized by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes.

3. **PERSONS ADDRESSING THE COUNCIL:**

A. Persons shall not speak unless recognized by the Chair.

B. Prior to addressing Council, members of the public shall come before the public microphone, state their name and, if appropriate, group affiliation.

C. Comments shall be directed to Council and not to or at other persons.

D. Persons must address Council by speaking, they shall not yield their time to other speakers, and they shall not play audio or video recordings.

E. While comment upon the action, inaction, or performance of the Council and the City of Farmington Hills commissions, boards, employees and consultants is allowed, profane, vulgar, or abusive language and personal attacks will not be tolerated.

F. If speakers have materials they wish to hand out to members of Council, they must inform or signal to the Clerk who will receive them from the speaker and hand them out.

G. Members of the public shall not disturb speakers at the podium and shall not interrupt Council members or staff while they are speaking during a meeting or otherwise disrupt a Council meeting.

H. Comments by persons in the audience by voice, clapping, or otherwise, showing approval or disapproval of any remarks of the speaker or member(s) of the public body are not allowed.

I. Persons wanting to address Council at a meeting shall fill-out a public participation registration form prepared by the Clerk, providing the date, name and address of the speaker, the topic and agenda item on which the speaker wishes to speak, and the organization (if any) that the speaker represents. The Chair shall have the discretion to decide the order in which to recognize and call speakers to the public microphone to speak and may call City residents and property owners ahead of others.

4. **DEVIATION:**

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

5. **REQUESTS TO SPEAK DURING PUBLIC HEARINGS:**

For the purpose of public participation during public hearings, every speaker must complete the public participation registration form and submit same to the City Clerk prior to the public comment period. After being recognized by the Chair, the speaker is to approach the public microphone and give his/her name prior to speaking on the public hearing issue. Each speaker will be allowed three (3) minutes maximum to address the Council.

6. **REQUESTS TO SPEAK DURING PUBLIC COMMENTS:**

Any person who wishes to speak on a subject not on the printed agenda may do so during the period of time designated on the agenda as Public Comment by completing the required public participation registration form and submitting same to the City Clerk prior to the public comment period. Each speaker will be allowed three (3) minutes maximum to address the Council. All rules of conduct still apply.

7. REQUESTS TO SPEAK DURING REGULAR AGENDA ITEMS:

Any person who wishes to speak on an item included on the printed meeting agenda may do so by completing the required public participation registration form and submitting same to the City Clerk prior to that agenda item being discussed. Speakers will be recognized by the Chair, at which time they will be required to approach the public microphone, state their name and will be allowed three (3) minutes maximum to address the Council. The Council may in its discretion limit public comments to new information or matters not fully addressed at any previous meeting regarding the agenda item at issue.

8. SIGNS AND POSTERS:

Members of the public attending City Council meetings shall not display, hold, or place any signs, posters, or flags in the City Council Chambers. Although the public is not permitted under separate City Council policies to do so, members of the public may hold signs, posters, and flags in the corridor outside of City Council Chambers during evening meetings of City Council taking place in the City Council Chambers, subject to the following rules:

- A. The persons holding the signs, posters, or flags must position themselves along the glass window wall such that their signs, posters, and flags are facing inward toward the City Council dais;
- B. The signs, posters, and flags shall be motionless (i.e., not waved, bobbed, shaken, walked, or otherwise moved) such that they do not distract or draw attention away from persons speaking during the meeting or from the business, decorum, or order of the meeting;
- C. The signs, posters, and flags must be held in a manner that does not block, obstruct, or interfere, in any way, with any other person's ability to see and watch the meeting from the corridor outside the Council Chamber or with any other person's sign, poster, or flag; and
- D. The signs, posters, and flags must be handheld, shall be no more than four (4) square foot in size, shall not be attached to any pole or stick, and shall not consist of any material other than paper, single-ply cardboard, poster board, or cloth material.

9. DISORDERLY CONDUCT AT MEETINGS:

A person in violation of these rules is disorderly. The Chairperson may call to order any person who is being disorderly. Such persons shall thereupon be seated until the Chair shall have determined whether the person is in order. If a person shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by the Council. If the person shall continue to be disorderly, the Chair may order the person to leave the room and upon a failure to comply, seek Police Department assistance in removal of the person from the meeting room and corridor area outside the meeting room such that the meeting can return to order and City Council business can continue without disruption or distraction.

|              |  |
|--------------|--|
| AYES:        | ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH |
| NAYS:        | NONE   |
| ABSENT:      | BRIDGES  |
| ABSTENTIONS: | NONE   |

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN            )  
  )ss.  
COUNTY OF OAKLAND        )

**CONSENT AGENDA**

**RECOMMENDED APPROVAL OF THE TEMPORARY POLLING LOCATION CHANGES FOR PRECINCT 10 FROM KENBROOK ELEMENTARY TO PRINCE OF PEACE LUTHERAN CHURCH, AND PRECINCT 11 FROM FARMINGTON CENTRAL HIGH SCHOOL TO WOODCREEK ELEMENTARY FOR THE AUGUST 6, 2024 ELECTION ONLY; AND THE APPROVAL OF THE PERMANENT POLLING LOCATION CHANGE FOR PRECINCT 1 FROM WARNER MIDDLE SCHOOL TO WOODSIDE BIBLE CHURCH.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves the temporary polling location changes for Precinct 10 and Precinct 11 for the August 6, 2024 State Primary Election only and the permanent polling location change for Precinct 1.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF PERMIT TO BE ISSUED TO WOLVERINE FIREWORKS DISPLAY, INC. TO HOLD A FIREWORKS DISPLAY AT FRANKLIN HILLS COUNTRY CLUB ON MAY 26, 2024 (WITH A RAIN DATE OF MAY 27, 2024).**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves a permit to be issued to Wolverine Fireworks Display, Inc., to hold a Fireworks Display at the Franklin Hills Country Club on May 26, 2024 (rain date of May 27, 2024), as outlined on the application and request form submitted to the Fire Department and subject to the following conditions:

- The event shall comply with NFPA 1123, Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), and Minimum Fire Prevention code requirements
- The minimum display site radius is being increased from 70' per inch to 100' per inch of mortars used during the display for an additional safety factor
- Based on the proposal of the show provided, proponent has committed to a minimum secured diameter of 1000' for the site
- Wolverine Fireworks shall be responsible for general cleanup after the display. Any unfired shells shall be properly packaged and disposed of according to the ATF. Franklin Hills Country Club has agreed to any remaining cleanup if necessary
- Franklin Hills Country Club shall schedule an annual fire safety inspection prior to May 15, 2024, by calling Fire Prevention at 248-871-2820
- The City of Farmington Hills reserves the right to inspect the site prior to the event and/or

cancel its recommendation of approval if it is determined that weather conditions or site conditions are not favorable for this event to occur

- Applicant is not requesting any assistance from the Police Department currently
- All parking will be on-site at Franklin Hills Country Club and will be away from the fireworks display
- This event is not open to the general public and will be open for members only to park onto the property

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF A SPECIAL EVENT PERMIT FOR THE 6<sup>TH</sup> ANNUAL FARMINGTON AREA JUNETEENTH CELEBRATION TO BE HELD ON FRIDAY, JUNE 14, 2024, AND SATURDAY, JUNE 15, 2024.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves a Special Event Permit for the 6<sup>th</sup> Annual Farmington Area Juneteenth Celebration outdoor events to be held on Friday, June 14, 2024, from 7:00pm-11:00pm and Saturday, June 15, 2024, from 10:00am-4:00pm, and subject to the following conditions:

- There will be a portable generator and an inflatable screen at the event and applicant has been advised of the noise ordinance
- There is ample on-site parking for attendees of the event that is open to the public
- Food trucks, bounce houses and 10x10 tents will be on property, not obstructing vehicular traffic
- The location will be free of obstacles that would inhibit emergency police and fire response
- The applicant has requested Crime Prevention for this event
- Proponent shall contact the Fire Department to schedule food truck(s) inspection
- There shall be no parking within 20' of any tent or the inflatable screen
- Egress shall be maintained throughout the building
- Fire lanes shall not be blocked or restricted
- Cooking/open flame devices shall not be used under tents and shall be at least 20' away
- Food trucks shall operate according to NFPA and Fire Prevention Code Standards, and specifically:
  - Ensure that fuel tanks are filled to the capacity needed for uninterrupted operation for the duration of the event
  - All connections/piping shall be checked for leaks prior to operating
  - Any cooking system which produces grease laden vapors shall be protected by listed fire extinguishing equipment
  - Fire extinguishers shall be installed and maintained according to NFPA 10
- Bounce house and inflatable screen shall be properly anchored according to manufacturer's recommendation to prevent movement during unexpected winds
- All applicable permits shall be applied for through the Building Department
- Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event

- Event shall comply with minimum Fire Prevention Code requirements
- Proponent will need to apply for an electrical permit for a festival safety inspection

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF OAKLAND COUNTY TACTICAL TRAINING CONSORTIUM (OAK-TAC) MEMBERSHIP AGREEMENT, CMR 5-24-42**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves the 2024 Oakland County Tactical Training Consortium (OAK-TAC) membership agreement to be signed by Chief of Police Jeff King.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED ADOPTION OF A RESOLUTION FOR REIMBURSEMENT OF ELIGIBLE EXPENSES RELATED TO THE OAKLAND COUNTY WEST NILE VIRUS FUND PROGRAM, CMR 5-24-43**

**RESOLUTION R-105-24  
AUTHORIZING WEST NILE VIRUS FUND EXPENSE REIMBURSEMENT**

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held on the 13th day of May 2024, at 7:30 o'clock p.m., with those present and absent being,

PRESENT: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, RICH

ABSENT: BRIDGES

The following preamble and resolution were offered by Councilperson Bruce and supported by Councilperson Knol:

WHEREAS, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages and townships to apply for reimbursement of eligible expenses incurred in connection with mosquito larviciding; and

WHEREAS, the City of Farmington Hills, Oakland County, Michigan, has incurred expenses in

connection with mosquito control activities that are eligible for reimbursement under Oakland County's West Nile Virus Fund Program; and

NOW THEREFORE BE IT RESOLVED, that this Council authorizes and directs its DPW Superintendent, Derrick Schueller, as agent for the City of Farmington Hills, to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.

AYES: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, RICH

NAYS:

ABSENT: BRIDGES

RESOLUTION DECLARED ADOPTED.

**RECOMMENDED APPROVAL OF AS NEEDED PURCHASE OF OEM ENGINE PARTS AND REPAIRS FOR EMERGENCY AND DPW VEHICLES TO CUMMINS SALES AND SERVICE FOR AN ANNUAL AMOUNT OF \$38,000. CMR 5-24-44**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue purchase orders to Cummins Sales and Service for an annual amount of \$38,000.00.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A CONCESSION ATTENDANT.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Che Wilson as a Concessions Attendant for the Special Services Department. Che is related to Cay Wilson who is employed in Concession at the Hawk.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

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

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Quinn Wilson as a Camp Instructor for the Special Services Department. Quinn is related to Shelby Wilson who is employed in the Recreation Division of Special Services.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A PRESCHOOL INSTRUCTOR – SPORTS AND RECREATION.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Elise Whelan as a Preschool Instructor- Sports and Recreation for the Special Services Department. Elise is related to Gary Whelan who is employed in the Cultural Arts Division of Special Services.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A LIFEGUARD.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Amina Bacha as a Lifeguard for the Special Services Department. Amina is related to Samira Bacha who is employed in the Recreation Division of Special Services.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES  
Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A PRO SHOP/CART ATTENDANT.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Casey Kujawski as a Pro Shop/Cart Attendant for the Special Services Department. Casey is related to Joe Kujawski who is employed in the Golf Division of Special Services.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH  
Nays: NONE  
Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF PURCHASE OF A SCOUT PLUS PORTABLE VIDEO-BASED TRAFFIC DATA COLLECTION DEVICE AND RELATED PRODUCTS TO MIOVISION TECHNOLOGIES INCORPORATED IN THE AMOUNT OF \$9,363.70, AND DATALINK USAGE RATES IN THE ANNUAL ESTIMATED AMOUNT OF \$15,000. CMR 5-24-45**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Miovision Technologies Incorporated for the Scout Explore Device, rechargeable battery and two years of annual connectivity in the amount of \$9,363.70;

IT IS FURTHER RESOLVED, that the City Council of Farmington Hills authorizes the City Manager to issue a purchase order to Miovision Technologies Incorporated for datalink usage rates to download data and reports that will be generated for the City of Farmington Hills in the annual estimated amount of \$15,000.00.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL, AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF APRIL 22, 2024.**

MOTION by Dwyer, support by Bruce, that the City Council of Farmington Hills hereby approves the study session meeting minutes of April 22, 2024.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH

Nays: NONE

Absent: BRIDGES

Abstentions: DWYER

MOTION CARRIED 5-0-1-1.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF APRIL 22, 2024.**

MOTION by Dwyer, support by Bruce, that the City Council of Farmington Hills hereby approves the regular session meeting minutes of April 22, 2024.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRUCE, DWYER, KNOL AND RICH

Nays: NONE

Absent: BRIDGES



Abstentions: DWYER

MOTION CARRIED 5-0-1-1.

**ADDITIONS TO AGENDA**

There were no additions to the agenda.

**PUBLIC COMMENTS**

Mayor Rich reviewed the process and rules relative to public comment. Those speakers who gave their names are listed below. Many names are spelled phonetically.

**Regarding the Costick Center**

Anita, Farmington Hills  
Linda Bodson, Farmington Hills  
Darcy Scott, Farmington Hills

The speakers emphasized the well-attended programs at the Costick Center, the warm pool water which is essential for seniors, and the sense of community people feel at the Costick Center. All opposed moving senior programs to the Hawk, where it is hard to hear, programs are geared to other demographics, and pool water is cold.

**Sewer charges:**

Mr. Tyson, Farmington Hills, addressed his concern about his sewer charges, which were high for a single sewer lines, used by a single person, with no current municipal water use.

**Regarding the Israeli/Hamas-Gaza conflict, and the request for a City proclamation calling for a cease fire.**

Merv Khan, Farmington Hills  
Gerald Dotson, Canton  
Dr. Nadal Jabor, Dearborn MI, Doctors against genocide  
Dana, Farmington Hills  
Nina Jamaluddin  
Yasmin, Dearborn  
Mike Ortella, Canton  
Sreela Datta, Code Pink Women for Peace  
Jenna, Farmington Hills  
Mandy Sullivan, Farmington Hills  
Haley, Huntington Woods  
Stella Krsiak, Pleasant Ridge MI  
Eric Shelley, Southfield  
Iman Ismail, West Bloomfield  
Darcy Scott, Farmington Hills Steering Committee for the Interfaith Council for Farmington Area  
Interfaith Association  
Farah Khan, Farmington Hills  
Rania Masri, Farmington Hills  
Dr. Motaz Ibrahim, Sterling Heights  
Adam, Farmington Hills  
Claire Romanchuk, Farmington Hills  
Jacob, Farmington Hills

Dakshini Sivakumaran, Farmington Hills  
Megna Kory, Farmington Hills  
Maria, Canton  
Helima, Farmington Hills  
Patrick Demers, “up north”  
Rana, Farmington Hills  
Shadia Bushaban, Grand Blanc  
Sarah, Troy  
Ms. Hurra, Dearborn  
Ravia, Bloomfield Hills  
Tommy Airy  
Alexandra, Farmington Hills  
Melina Peratsakis, Farmington Hills  
Mohammad Halilovic, Farmington Hills  
Maria Feisting, Farmington Hills  
Irfan Shuttari, Farmington Hills  
Jenna, Farmington Hills  
Jenny  
Lena, Farmington Hills  
Pete Paratsakis, Farmington Hills  
Hanan, Dearborn MI  
Ms. Gill, Farmington Hills

Specifically speaking in support of the Mayor and Council:

Pam Gerald, Farmington Hills  
Richard Ensley, Farmington Hills  
Ryan, Farmington Hills

**CITY ATTORNEY REPORT**

The City Attorney report was received by Council.

**ADJOURNMENT**

The regular session City Council meeting adjourned at 12:41am.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL SPECIAL BUDGET STUDY SESSION MEETING  
CITY HALL – COMMUNITY ROOM  
MAY 15, 2024 – 4:00PM

The special budget study session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 4:05pm.

Council Members Present: Aldred, Boleware, Bridges, Dwyer, Knol and Rich

Council Members Absent: Bruce

Others Present: City Manager Mekjian, City Clerk Lindahl, Assistant City Manager Mondora, Directors Harvey, Schnackel and Skrobola and Fire Chief Unruh, Police Chief King and City Attorney Joppich

Tom Skrobola, Finance Director, reviewed the budget process. According to the city charter and state law, the budget hearing notice must be provided to the City Clerk by May 29th, with the hearing to be held on June 10th. The charter requires that the budget be adopted no later than the first meeting in June.

The FY 24/25 budget reflects an increase in improvements and new construction, resulting in a 6.5% increase in taxable value. This increase comprises a 6.3% rise in residential, a 4.9% rise in commercial, and a 6.3% rise in industrial property values. He also noted that the decrease in personal property is due to state law phasing out certain elements of personal property, which include business-related equipment and improvements, excluding the actual property itself.

The proposed budget does not reflect any changes in the road millage. Should any changes occur, the budget will be amended accordingly. Under the Economic Development Act, the Economic Development Millage cannot generate more than \$50,000, as stipulated by state law. The expiration dates of various millages impact their listing in the budget, given that some expirations occur before the budget's adoption date each year.

Director Skrobola reviewed the breakdown of tax-based expenditures, highlighting that approximately one-sixth is allocated to the county, one-half to education, and the remaining balance to the city. He pointed out areas where revenue and expenditures varied from previous years. The general fund balance was identified as an area requiring reduction, and he recommended using surplus funds to benefit taxpayers by investing in drainage systems, addressing outstanding capital infrastructure needs, maintaining facilities, and stabilizing general fund support for capital projects.

Additionally, Director Skrobola reviewed the status of other budget areas, specifically Special Services, Roads, Capital Expenditures, Fire, Police, Vehicles, Technology, and Public Facilities.

**Council questions, comments and suggestions:**

- Council inquired about the 10% drop in commercial property value projected for FY 25/26, specifically asking for the dollar amount of that decrease. Director Skrobola explained that the actual dollar amount of the projected drop in commercial property value for FY 25/26 is calculated to be 10% relative to the actual amount of the previous year.
- Council asked how much the unassigned portion of the General Fund has increased from year to year. Director Skrobola explained that the unassigned portion of the General Fund continues to

increase due to increased revenue. This increased revenue is generated by rising taxable values and interest income.

- Council inquired about the future challenges that might impact maintaining the unassigned portion of the General Fund. Director Skrobola identified several challenges, including the need to maintain aging assets, which encompass facilities, infrastructure, and the fleet.
- Council asked about the accepted unassigned fund balance that Wall Street looks for when maintaining an AAA bond rating. Director Skrobola stated that for an AAA bond rating, an unassigned fund balance above 30-35% is considered outstanding, which would equate to approximately \$25 million.
- Council noted that based on the fund balance, the city is in very good financial shape. They emphasized the importance of ensuring that taxpayer dollars are adequately funding the city's needs and that the community's needs are being met. Director Skrobola responded that one reason for the large fund balance is the influx of federal funds, which supplanted funds originally budgeted for city services such as police and fire.
- Council asked if the fund balance is expected to increase in next year's projection. Director Skrobola explained that the expectation is for the fund balance to decrease in accordance with the submitted fiscal plan. He noted that a series of one-time events have previously benefited the city's revenue, and it is important to budget conservatively as outside funding opportunities come to an end.
- Council inquired about other communities with a similar fund balance. Director Skrobola stated that quite a few communities are experiencing the same situation due to federal funding, increased property values, and higher interest income.
- Council asked if the millage rates for refuse removal (PA 298) are decreasing due to the new vendor contract. Director Skrobola explained that the refuse millage rates are indeed decreasing, partially due to the new vendor contract. Additionally, as property tax values increase and the vendor contract price remains fixed, the community rate is projected to decrease each year.
- Council emphasized that a large percentage of the city's financial revenue comes from residential property taxes. With the strong demand for housing in Farmington Hills, the revenue generated from residential property taxes remains robust. The administration needs to consider funding the delivery of quality services more efficiently. Improving zoning enforcement for both commercial and residential properties is important for an aging community; therefore, this priority should be considered while funding is available.
- The proposed budget does not account for potential grants or other future funding that the city may receive. Council noted that the fund balance at 74% is more than double the benchmark of 33%. Council stressed the importance of ensuring that taxpayer monies are used effectively, recognizing that the current balance is due to one-time external funding, not overcharging taxpayers.
- To maximize grant opportunities for the city, it was recommended to consider hiring a contractual grant writer, which could benefit all city departments.
- Council requested the collection of data to determine the taxpayer benefit of a one-mill reduction.
- Council mentioned that the city of Wixom has introduced a pilot program to recycle food waste for composting. Council is monitoring this initiative to assess the feasibility of implementing a similar program in Farmington Hills.
- Council inquired whether the current budget includes funding for financial software that would enable residents to pay all their city fees through a single account. Director Skrobola responded that this is planned for inclusion in next year's budget. Other technology software programs need to be implemented first; these are included in this year's budget.

Director Skrobola concluded his presentation by emphasizing that the budget presented is intended to allocate funds for proposed projects, but it does not constitute an approval of those projects. If a project is not approved when the contract is brought forward, the budget can be amended accordingly.

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

### **CITY ATTORNEY**

Steve Joppich, City Attorney, affirmed his office's longstanding commitment to the City of Farmington Hills, highlighting that their main office has been in Farmington Hills for over 20 years, and they have recently renewed their lease for an additional seven years. He expressed his gratitude for the opportunity to represent the city. A significant achievement for the past year was the resolution of the Greenfield class action lawsuit, which was won at the trial court level and upheld by both the Court of Appeals and the Supreme Court.

### **Council questions, comments and suggestions:**

Council inquired about the City Attorney's approach to providing advice during meetings, specifically whether it is their policy to only offer advice when asked a direct question. Attorney Joppich responded that he will offer unsolicited advice if the council appears to be acting in an illegal or unlawful manner. However, council is working through an issue, he will provide assistance as needed. He emphasized that he is cautious about providing unsolicited advice to avoid influencing the council's policy decisions.

### **DIVERSITY, EQUITY, INCLUSION, AND EMPLOYEE DEVELOPMENT**

Latoya Harvey, Director of Diversity, Equity, Inclusion (DEI) & Employee Development, had provided a comprehensive presentation at a sub-session.

### **Council questions, comments and suggestions:**

Council inquired whether there was a need for additional staff in the upcoming fiscal year's budget. In response, Directory Harvey indicated that there are no plans to add staff during the upcoming fiscal year. Harvey explained that the decision would be deferred until next year, after the implementation of the strategic plan, which would help to determine the appropriate level of staffing based on the progress towards the outlined goals and initiatives.

### **SPECIAL SERVICES/PARKS MILLAGE FUND/NUTRITION GRAND FUND/COMMUNITY CENTER RENOVATIONS FUND/RELATED CAPITAL**

Ellen Schnackel, Director of Special Services, provided an update on the services delivered over the past year. Director Schnackel reported an increase in programming in profitable areas, higher fees in several areas, including non-resident fees, and a growth in public and private partnerships. The department is exploring the use of external staffing services to reduce expenses. Additionally, they are collaborating with the Communications Department to develop a strategic marketing plan to ensure residents are well-informed about Special Services initiatives. The Department's annual report highlights the accomplishments of the past year, and the department plans to build on their successful areas.

### **Council questions, comments and suggestions regarding Administration:**

- Page 204 should reflect a correction in the Requested Positions. The Recreation Supervisor should be zero, and the Aquatics Coordinator should be 1.

- Council inquired whether these positions were allocated at both The Hawk and the Costick Center. Director Schnackel clarified that the facility supervisor, all aquatic staff, and some building maintenance staff support both facilities.
- In response to questions, Director Schnackel explained that the department collaborates closely with the court district for the community service program. On Saturdays, full-time staff are assigned to oversee the care of court workers. Previously, funding for this initiative came from the administration budget, but it is now sourced from the Parks and Rehabilitation budget.
- Council inquired about potential programs that could generate additional revenue. Director Schnackel noted that although pickleball is very popular, it is not feasible to offer more pickleball times due to space limitations. However, she identified youth basketball as an area that could be expanded, given its increasing popularity. Additionally, there have been requests for a golf simulator and various camps, which could also bring in additional funds.
- On page 26, line 038 indicated a 20% decrease in the request for part-time staffing. Director Schnackel explained that fitness attendants working at The Hawk were reallocated to the recreation department to facilitate easier tracking of expenditures. Additionally, it was acknowledged that the administrative facility has been overstaffed at times, prompting adjustments to staff schedules.
- Mayor Rich noted that during a recent visit to Nissan, there was no information available about Farmington Hills programs and events. She suggested that as the department visits businesses, it would be beneficial to provide their HR departments with program guides so employees can stay informed about what is happening in the city where they work.
- Council requested additional information regarding the fees paid by the City of Farmington to enable their residents to receive Farmington Hills residential rates for programs and services. It was suggested that an analysis be conducted to determine the number of Farmington residents utilizing Farmington Hills services, in order to assess whether an adjustment to the fee amount is warranted.

**Council questions, comments and suggestions regarding Senior Services:**

- Councilmember Bridges shared a general comment regarding a recent meeting he attended with the Council on Aging. The Council on Aging expressed concerns that renovating the Costick Center would be very expensive and voiced their support for building a new center on the same site, closer to 11 Mile Road. They are opposed to relocating Senior Services to The Hawk due to a variety of reasons. The Council on Aging has requested a study session to discuss the situation with the Mayor and City Manager. Director Schnackel responded that when the initial study and discussions began, there was understandable concern that the Costick Center might be closed. She emphasized that this concern was reasonable, as the department has worked diligently to create a community of individuals who deeply value the facility, its programming, and the services offered there.
- Council inquired whether the usage of the Costick Center by seniors has increased and requested information on the types of programs and activities available at the center. Director Schnackel stated that the Costick Center is highly popular with the senior community. She referenced page 208, which lists the various activities offered by the senior division. She emphasized that there is a diverse range of activities available, with seniors often participating in morning activities, staying for lunch, and engaging in afternoon activities. This is why seniors have expressed concerns about relocating, as they prefer to have all their activities consolidated in one location.-

**Council questions, comments and suggestions regarding Parks:**

- Council inquired about any planned expenditures on signage for parks this year. Director Schnackel stated that there is a budget allocated for updating signs. The department aims to be very selective about the content of the signs, avoiding excessive "Do not..." statements, and limiting the quantity of signs. Council noted that the signs at Pioneer Park should be considered for replacement.
- Council inquired about improvements to Heritage Park and whether there was a budget allocated for these enhancements. Director Schnackel stated that funds originally designated under Parks Millage in the Capital Improvement budget have been reallocated to Heritage Park. She also noted that the splash pad is entering its 14th season and other areas of the park's playgrounds require attention. An appropriations request has been submitted to address these needs.

**Council questions, comments and suggestions regarding Cultural Arts:**

- Page 219 indicates a decrease of seven part-time positions from the previous year. Council asked if this information is accurate, and Director Schnackel responded that she would need to verify this.

**Council questions, comments and suggestions regarding Golf:**

- Council noted an increase of one full-time laborer. Director Schnackel explained that it has become increasingly difficult to recruit part-time staff, and the golf course requires additional personnel to maintain it. During the golf season, this staff member would be responsible for tasks such as mowing, trimming, and fertilizing. In the off-season, they would handle snow shoveling, sidewalk clearing, and plowing.
- Council inquired whether the use of the golf course has increased over the years. Director Schnackel reported that last year was a record year, with over 50,000 rounds played. She noted that the course has become a significant draw for the city, attracting people from the entire metropolitan area.
- Council inquired about the lease on the restaurant and the need to replace the tables and chairs. Director Schnackel stated that there is a concession agreement with the restaurant, but she would need to verify the length and terms of the lease. She mentioned that the capital request includes funding for tables, chairs, and carpeting, with some of these items budgeted for this year's capital budget and the remainder planned for next year's capital budget.

**Council questions, comments and suggestions regarding Recreation:**

- On page 229, the department shows a significant increase in total expenditures for Recreation Programs. Director Schnackel explained that this increase is offset by corresponding revenue. As the number of programs expands, expenditures will rise, but this also leads to increased revenue and profit.

**Council questions, comments and suggestions regarding Ice Arena Division:**

- Page 231 indicates a slight budget increase for an improved sound system. The current system, which dates back to 1985, has prompted complaints from parents who cannot hear announcements clearly.

**Council questions, comments and suggestions regarding Parks Millage Fund:**

- Page 270 indicates an expenditure \$175K for the dog park. This is incorrect; the expenditure is not for the dog park. Director Skrobola has provided a revised page with the correct information.

**Council questions, comments and suggestions regarding Nutrition Grant Fund:**

- Council noted that the fund balance is traditionally zero. They also mentioned that this is a wonderful program, highly appreciated by the residents.

**Council questions, comments and suggestions regarding Community Center Renovation Fund:**

- The council pointed out the absence of a handicapped curbside access to the theater. Director Schnackel responded that there is an ADA line item in the capital funding to address such needs. It was also mentioned that the Arts Commission has discussed the need for benches to assist individuals who need support or are waiting for transportation.

**Council questions, comments and suggestions regarding Related Capital:**

- The items on page 311 are all millage funded and should be moved from the 404 fund to 410 fund.

**FIRE/PUBLIC SAFETY MILLAGE FUND/RELATED CAPITAL**

Jon Unruh, Fire Chief, provided a department update, highlighting the significant contributions of his trusted associates, Deputy Fire Chief Jason Olszewski and Fire Marshal Jason Baloga. He noted that both are part of the executive staff and are responsible for managing the day-to-day operations of the department.

Chief Unruh reported that last year was the busiest year in the department's history, with a total of 12,254 calls. The state of the department is excellent, particularly with the career staff, who have high morale, enjoy their working conditions, and appreciate the new trucks. The 24-hour schedule, implemented about 18 months ago, has been very successful.

On January 6th, the department transitioned Fire Station Three, located at Grand River and Middlebelt, to a 24-hour station. Chief Unruh expressed his gratitude for the council's support in making this change. Another milestone this year was the initiation of EMS services for the city of Farmington on March 15th. Today marks the 60-day milestone of this service. Feedback from both residents and Farmington Public Safety officers has been overwhelmingly positive, with many stating that this change should have been made a long time ago.

Chief Unruh emphasized the department's ongoing efforts to secure grants. Over the past year, the department received a \$10,000 AAA grant for responding to emergencies involving electric vehicles, including fires and crashes. Additionally, the State of Michigan awarded the department a mobile classroom grant worth nearly \$100,000. The most significant grant received was a \$3 million State of Michigan grant for the redesign of the fire headquarters and emergency operations center.

This week, Deputy Chief Olszewski completed a grant application with the State of Michigan for a second set of turnout gear for all career firefighters, with the grant amount expected to be approximately \$250,000. Chief Unruh elaborated on the significance of the grant for a second set of turnout gear, explaining that currently, firefighters have only one set of gear. When this gear gets dirty or contaminated during a fire, it needs to be thoroughly washed and dried before it can be used again. The State of Michigan recognizes the importance of health and safety, thus providing funding for a second set of turnout gear. This allows firefighters to have a clean set ready while the other is being cleaned, ensuring they can continue their duties without interruption.

Chief Unruh highlighted two significant challenges within the department. The paid-on-call program is facing difficulties, primarily due to generational shifts and changes in attitudes towards community



service. In the past, firefighters were more willing to live at the station and respond to calls as needed. Currently, paid-on-call firefighters prefer set shifts, which has impacted recruitment efforts. Despite an intensive recruiting effort each year, the department has seen a decline in new recruits, struggling to attract six new firefighters this year compared to 20-25 in previous years.

Chief Unruh acknowledged that while the program is currently sustainable, it is likely to phase out in the future. The department has discussed this with the finance director and the city manager. As the number of paid-on-call firefighters decreases, the plan is to reallocate the budget to hire more career staff, ensuring the department remains adequately staffed.

Chief Unruh discussed the need to transition Station 4 to a 24/7 career station staffed with career paramedics. Currently, the station is staffed with paid-on-call EMTs in the evenings, who work only three or four days a month, limiting their ability to hone their skills. The department believes that the residents in that area deserve career and highly-trained paramedics.

To compensate for the current staffing, Station 4 is backed up by Stations 1, 2, or 5, depending on the area within Station 4's district. This arrangement pulls resources from other parts of the city, making the operation less efficient.

During discussions, there was concern that there might not be enough funds to add the necessary four paramedics, however, with additional funding from the new EMS service agreement with Farmington, this transition could be achieved at zero additional cost. The revenue from providing EMS services to Farmington will help support this enhancement, ensuring a fifth ALS ambulance is available to Farmington.

Discussion included the need for council to finalize the agreement with Farmington, as an interagency agreement has not yet been adopted or brought before council and an agreement with Farmington needs to be solidified before proceeding with hiring additional full-time firefighters.

**Council questions, comments and suggestions:**

- Council asked if the fire department was fully staffed. Chief Unruh responded that there are currently three open positions. He explained that the department has always encouraged its paid-on-call staff to advance their careers by becoming paramedics, promising to find them positions within the department. He noted that three individuals are currently finishing paramedic school.
- Council asked Chief Unruh if the zero cost for Station 4 included equipment and capital needs, or if it covered only staff costs. Chief Unruh replied that it referred to zero staff costs, as there were no additional expenses anticipated since the necessary equipment was already in place.
- Council inquired about the expected revenue from the City of Farmington. Chief Unruh stated that Farmington paid a flat fee of \$275,000, and the department is projecting an additional \$300,000 in EMS transport fees, bringing the total expected revenue to \$575,000.
- Council inquired about the number of fires the department responds to. Chief Unruh stated that there is typically one fire per week. This can include house fires or apartment fires. Council noted the benefits of having Advanced Life Support (ALS) services, emphasizing that the advanced licensing helps save lives by providing critical care during emergencies.
- Council inquired if Chief Unruh's vision is to transition from an on-call system to employing only full-time employees (FTEs). Chief Unruh confirmed that this is the goal, but clarified that the transition is planned to take place over the next eight to nine years.

- Council asked where the majority of EMS calls in the city of Farmington originate. Chief Unruh responded that most EMS calls come from assisted living facilities. He mentioned that a study conducted in 2017 revealed that, on average, there is one EMS call per year for each resident in these facilities.
- Council asked City Manager Mekjian if there was a timeline for the negotiation with Farmington. He responded that he would like to have an agreement in place by August.
- Council sought clarification regarding the four additional positions at Fire Station 4, emphasizing that these positions are intended to enhance service for Farmington Hills, not specifically to service Farmington. Chief Unruh confirmed this. Several council members expressed support for approving these four positions, noting that the funds are available in the budget. They stated that even if the agreement with Farmington is not finalized, Farmington Hills residents would still benefit from improved service and protection.
- Council inquired about the types of incidents classified as "other" on page 155, which account for about one-third of the total incidents. Chief Unruh explained that these incidents include lift assists, fire alarms, and similar types of calls.

**Council questions, comments and suggestions on the Public Safety Millage:**

- Council inquired about the number of firefighters whose salaries are funded by the public safety millage. Chief Unruh responded that the millage funds the salaries of 37 firefighters. Additionally, there are 44 paid-on-call firefighters.

**Capital Requests**

- A new engine to replace a 15-year-old model
- A utility vehicle to replace a 13-year-old model
- Station furnishings

**Council questions, comments and suggestions on Capital Requests:**

- Council inquired about the delivery time for the approved new engine. Chief Unruh responded that it takes between 24 and 28 months to build and deliver the engine. The entire department uses Rosenbauer engines because they consistently offer the lowest prices. The department was placed in line for a new engine about 12 months ago. Rosenbauer has agreed to honor their pricing from that time, and if the budget is not approved, they will sell the engine to another buyer.
- Council inquired about how the department discovers grant opportunities. Chief Unruh explained that some opportunities are identified through associations, such as fire chief associations and fire prevention associations. Additionally, elected officials sometimes inform the department about various grant opportunities available at the state level.
- Council inquired whether any additional modifications or furnishings were needed for Station 4. Chief Unruh responded that no additional modifications are required, as the station already has a dormitory and the necessary accoutrements in place. When asked specifically about the need for extra beds or lockers, he confirmed that no extra costs would be incurred, as the station is ready to accommodate the additional four personnel as is.

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

Jeff King, Police Chief, expressed appreciation to Assistant Chief Piggott for his critical role in developing and implementing the primary budget submitted to the city. He also acknowledged the

contributions of several other individuals involved in succession planning, training, and staff development.

The department continues to be recognized annually at state, local, and national levels for its accomplishments, despite facing extremely challenging conditions, including expanding duties beyond traditional law enforcement, increased community engagement, and heightened service demands. Last year, the Farmington Hills Police Department responded to over 54,000 calls for service, marking the busiest year in the city's history. This represents a 22% increase compared to 2022, and a 36% increase over the 2016-2020 average. The department now operates with 114 officers, down from 122 in 2008.

Mental health interventions in 2023 totaled 412, a 2% increase from the previous year and a 249% increase from 2008. Violent crime rose by 3.73%, while property crime decreased by 0.84%. Arrests increased by 75%, and citations rose by 46%. Vehicle pursuits numbered 57, and foot pursuits increased by 30%, totaling 12. There were 67 arrests for carrying concealed weapons (CCW), and assaults on officers increased by 14% last year and 54% since 2020. Year-to-date in 2024, the trend suggests these numbers will match or exceed those of the previous year.

The department faces increased physical and mental trauma incidents, higher performance expectations, and rising scrutiny and accountability. Staffing dynamics have changed, with significant overtime demands. In 2023, officers worked an average of 248 hours of overtime, compared to 113 hours in 2008, with projections indicating 564 hours of overtime per officer this year.

The FY 24/25 budget focuses on enhancing the agency's overall effectiveness and efficiency in various areas, including training, education, crime prevention, investigative capabilities, emergency response, community policing, and public outreach. The budget emphasizes staffing, equipment, and technology to achieve goals related to crime prevention, public safety, and increased transparency. It aims to maintain a superior level of police services, ensuring low crime rates, safety, and a high quality of life in the community, ensuring that the Farmington Hills Police Department can continue to provide exceptional services without partiality or prejudice.

**Council questions, comments and suggestions:**

- Council inquired about the use of smart policing and data analytics to assist in determining officer deployment. Chief King said the budget includes data analytics provided by the CLEMIS system, which facilitates communication and the sharing of criminal justice information throughout Oakland County.
- Council noted the substantial increase in frequent information requests and asked if the budget includes any additional resources to accommodate this demand. Chief King said that last year the department appointed a coordinator with two FOIA technicians under their supervision. Additionally, the Axon records management system, provided by Council, assists in managing the flow of information to the prosecutor's office and handling FOIA requests and processes. The Axon system has only been in place for a couple of months.
- Council asked if the new system is providing more efficiency. Chief King said that while the new system is expected to improve efficiency, there are initial challenges due to its recent implementation. The department is currently undergoing training and transitioning from the old WatchGuard system to the new Axon system, necessitating the maintenance of both systems during this period, and it is too early to evaluate the system's full effectiveness. The department plans to fully implement the new system and then assess its efficiency moving forward. This assessment is already in progress for next year's budget.

- Council inquired whether the current level of overtime required for the staff is sustainable over a long period and, if not, why additional officers have not been requested. Chief King said the current level of overtime is not sustainable, and additional officers have been requested.
- Council inquired about the recognition of the data analytics issue and asked if there will be a staff person dedicated to this task. Chief King said that while data analytics will be part of the new role being implemented, it will not be filled by a police officer.
- Council noted improvements in the latest transparency data on the department's website, specifically regarding citations. They highlighted that the percentage of citations issued to African Americans has decreased from 65% to about 39%, which is a substantial improvement. Council also inquired about the tracking of traffic warnings and the availability of racial breakdown data for council review. Chief King acknowledged the improvements and explained that collecting this data requires a manual review of about 1,500 pieces of paper each month. To address this, the department is requesting a data analyst. While the primary focus of this position will be on data-driven and intelligence-led policing, it will also support transparency efforts and the development of a public-facing dashboard.
- Council inquired about the specific inputs requested from CLEMIS to disaggregate the data they collect. Chief King explained that the list includes breakdowns based on race, gender, time, date, demographics, location, vehicle stops, and pedestrian stops. When asked if a copy of these inputs could be provided to Council, Chief King confirmed that the general order detailing these requests would be supplied.
- Council asked for thoughts on focusing on serious traffic offenses versus non-serious ones. Chief King explained that the department has always prioritized serious traffic offenses, such as speeding, reckless driving, alcohol-related offenses, marijuana-related offenses, and other violations that cause injury to drivers, pedestrians, and bike riders.
- Chief King responded to a number of questions regarding enforcement patterns and training, and also regarding police involvement in mental health crisis situations.
- Council asked about additional staff and why that addition wasn't reflected in the budget on page 138. Chief King explained that this was a position upgrade. The department promoted a crime prevention technician from a full-time staff member to a data analyst. This new position will have a higher salary and be classified as a general employee.
- Council asked if converting a current staff member into a data analyst would be sufficient to answer questions about proper personnel deployment and if additional staff were necessary. Chief King emphasized that the new data analyst position would be critical for analyzing data and making recommendations, but ultimately, the decisions on deployment would be made by the department. He highlighted the need for the right person to perform data analytics and transparency dashboard tasks, integrating with the CLEMIS system. Additionally, \$35,000 has been allocated for technology support for this position, recognizing the specialized skills required. CLEMIS is expected to re-evaluate, redesign, and implement these systems. Chief King clarified that the position is currently vacant, and a new person with a new job description would be hired. The resignation of the previous individual created this opportunity, allowing the department to upgrade the position while being fiscally responsible.
- Council voiced concerns that, based on the data presented in the introductory presentation, there may be a need for additional staffing. The City Manager recommended that the Finance Director and the Police Chief review the budget needs and return tomorrow with a proposal if the data supports additional staffing.
- Council inquired about the number of school liaison officers (SLOs) and the funding breakdown. They asked for clarification on how many officers there are, the financial contributions from the school, and the city's involvement. Chief King explained that the school district pays \$100,000

for three SLOs. Their primary assignment is at the schools, and any overtime for events outside the school day is paid by Farmington.

- Council inquired about the entry for "001 - Gas and Oil" on page 142, noting that it shows a zero value. Chief King explained that when preparing the budget, certain items like gas and oil, rental equipment, fleet insurance, and vehicle maintenance are provided to Finance. Council noted the presence of several zeros in the budget and recommended checking for errors.
- Council referred to page 146, which shows key departmental trends, and requested data on domestic violence (DV). Chief King noted that DV is a complicated crime and that complaints are often retracted during the course of an investigation.
- Council asked if the department is fully staffed with dispatchers. Chief King confirmed that they were fully staffed. The dispatchers have been on 12-hour shifts for a year and a half, and it is going well.

### **Federal and State Forfeiture Funds**

Council noted that there are \$544,000 in state forfeiture funds. Chief King explained that to comply with federal law, forfeiture funds cannot supplant the budget but must supplement it. The department tries to integrate these funds accordingly. Recently, significant state funds were used to build the communications center, nearly exhausting the state fund, although it is beginning to build up again.

The federal forfeiture fund typically pays between \$100,000 and \$200,000, depending on needs. This year, \$100,000 from federal forfeiture funds has been allocated for education and training, specifically for PIT (Precision Immobilization Technique) training for sworn staff. This technique involves using a police car to spin out a suspect's vehicle to terminate a pursuit before it becomes too dangerous.

The department aggressively pursues grant funding to supplement their budget. The department initially budgeted \$100,000 for PIT training but also applied for a federal grant, receiving \$65,000, which helps offset the need for the full \$100,000 initially allocated. Over the past four years, the police department has secured over \$700,000 in grants, including funding for body cameras, mental health training, and reimbursement for officers attending the academy.

### **Capital Requests**

- K9 Team Expansion – Discussion included the request for two additional dogs, bringing the K9 Team to three members. All K9 dogs are patrol-rated first, focusing on tracking (e.g., missing children, elderly adults, suspects), and then receive specialized training. The current K9 dog specializes in explosives detection, while the new request is for two narcotics detection dogs. A K9 dog's life cycle is approximately nine years. The budget cost includes both the dogs and vehicle outfitting.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURNMENT**

The special budget study session adjourned at 8:07pm.

Respectfully submitted,

Carly Lindahl, City Clerk



MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL SPECIAL BUDGET STUDY SESSION MEETING  
CITY HALL – COMMUNITY ROOM  
MAY 16, 2024 – 4:00PM

The special budget study session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 4:01pm.

Council Members Present: Aldred, Boleware, Bridges, Dwyer, Knol, Bruce, and Rich

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Lindahl, Assistant City Manager Mondora, Directors Aranowski, Kettler-Schmult, Brown, Sullen-Winn, Rushlow, Brockway and Skrobola

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

**CENTRAL SERVICES/SUPPORT SERVICES**

Michelle Aranowski, Director of Central Services; Jack Li, Information Technology Manager; and Nikki Lumpkin, Senior Buyer.

Director Aranowski explained that over the past year, the IT department has exceeded expectations, supporting approximately 750 employees, two cities, 600+ workstations, 60 servers, 600+ mobile devices, 200+ software applications, and temporarily the 47th District Court's IT needs.

Significant initiatives include deploying disaster recovery services and enhancing network security with the AT&T Managed NextGen cloud-based solution, Zscaler. A full-scale penetration test is planned to assess network vulnerabilities and the effectiveness of security upgrades. Additionally, 200 workstations have been upgraded to Windows 11, with over 400 more to be upgraded by October 2025.

The department is also implementing new ERP (Enterprise Resource Planning), timekeeping, and HRIS (Human Resources Information Systems) solution platforms to streamline operations. Two additional IT Analysts have been requested to support the expanding infrastructure and enhance geographic information system (GIS) capabilities, as well as an additional buyer position to assist with the department's purchasing needs.

The Central Services team has managed land leases generating over \$120,000 annually, overseen bids for various projects, and functioned as the lead agency for the MITN Cooperative. The team has actively utilized the Michigan Minority Supplier Development Council's (MMSDC) Matchmaker 365 (MM365), connecting the team with diverse suppliers and aiding in navigating the city's bid process. The department also supports the city's web and social media platforms and handles mail and UPS functions.

Director Aranowski noted that the department's goal is to transition to a paperless process and improve contract management, including contract evaluations, as this will enhance the efficiency and effectiveness of handling all purchasing requests and contract management for the city.

The department will continue implementing smart city technology by adding cameras to city locations and smart digital signage, enhancing Wi-Fi service, collect traffic data, and provide security video

Additionally, the department recently renewed an agreement with the City of Farmington for computer networking support, generating approximately \$50,000 annually, and managed the surplus auction website, bringing in over \$150,000 last fiscal year.

**Council questions, comments and suggestions:**

- Council inquired if large contracts are monitored to ensure compliance with the original agreements. Director Aranowski confirmed that all contracts go through compliance checks and upon reaching their sunset, contracts are either renewed, allowed to expire, or a new resolution is found. She added that if a contractor is not performing adequately, multiple attempts are made to resolve the issue and if these attempts are unsuccessful, another vendor is sought.
- Council asked if there are any consolidation opportunities planned for next year. Director Aranowski confirmed that there are no such opportunities for the upcoming fiscal year.
- Council inquired about the efforts to promote, support, and expand purchasing with small minority-owned businesses. Director Aranowski stated that the department monitors these efforts by utilizing the MMSDC Matchmaker 365 platform. Bids are posted on this website, and matches with diverse suppliers are identified. The department has been collaborating with the current DEI director to identify needs and explain their processes and this has helped ensure that the department's efforts align with DEI goals. She noted that the table on page 119 shows the number of awarded solicitations to minority-owned, women-owned, veteran-owned, disabled, disadvantaged, or service-disabled businesses.
- Council inquired about efforts to encourage, expand, and promote cooperative purchasing. Director Aranowski explained that the department actively engages in these efforts through monthly meetings with the MITN group, where they discuss cooperative purchasing opportunities, such as police and fire uniforms, and collaborate closely with cities like Rochester Hills.
- Council asked for details on the need for three new positions. Director Aranowski and her team explained that the buyer position is necessary to keep up with the population size and purchasing demands compared to cities like Rochester Hills, which has more purchasing staff. This additional role would help manage and evaluate contracts more effectively, reducing strain on current employees. In terms of technology, Jack Li, Information Technology Manager, explained that the current IT staff is stretched thin, handling numerous upgrades and new technologies, such as the year-long firewall upgrade, frequent router upgrades and implementation of ERP and HRIS.
- Council asked if moving to more cloud-based resources would affect the division of costs, specifically regarding an increase in operational expenses and a decrease in hardware and maintenance expenses. Manager Li confirmed that currently, both cloud and existing systems need to be maintained, but over time, hardware capital expenses are expected to decrease.

**HUMAN RESOURCES**

Lori Brown, Director of Human Resources, provided HR highlights from the past year and outlined expectations and budgetary needs for the upcoming year. Since July 1, 2023, the department has hired or promoted over 43 full-time employees and more than 150 part-time seasonal staff, while addressing retirements and other attrition. Administrative tasks such as data input, handling telephone calls, conducting one-on-one meetings, and managing a high volume of emails have significantly increased, adding to the HR staff's workload.



The department managed 34 retirements and resignations since July 20, 2023, and implemented the new HRIS system. Occupational health services transitioned from Ascension to Henry Ford, and there has been a notable increase in participation in HR benefit programs like FMLA, workers' compensation, and leave requests. Compliance with workplace laws and regulations remains a top priority.

The role of HR is evolving to adapt to changing employee mindsets and workplace dynamics. The focus includes continuous HR training, strategic recruitment, development of equitable internal labor markets, enhancing leadership and managerial effectiveness, collaborating with the Diversity, Equity, and Inclusion (DEI) Director to improve the employee experience, supporting mental health, and promoting diversity, equity, and inclusion. There is also an emphasis on automating HR processes to minimize time spent on administrative tasks and updating handbooks, policies, and procedures to mitigate risks associated with lawsuits and federal agency enforcement actions.

The requested budget increase is essential to support these initiatives. Additional funds will be allocated towards training and memberships for HR staff, consultants for policy updates, vendor management, employee relations, safety committees, wage studies, benefit programs, and additional office furniture to accommodate growing staffing needs. Despite the challenges posed by major turnover, the department has effectively managed all issues, demonstrating resilience and ongoing commitment to improvement.

Director Brown expressed her commitment to driving positive change and fostering a productive and inclusive work environment for all employees.

**Council questions, comments and suggestions:**

- Council noted that the full-time turnover rate is very low, indicating that most employees are satisfied with their working conditions and benefits. Director Brown confirmed that, for the most part, employees are satisfied. There has been a downward trend in turnover over the past couple of years, with projections showing continued improvement this year.
- Council asked if the department is involved in performance management of employees. Director Brown confirmed that the DEI Director has taken the lead on setting up the performance management system, and HR will implement it.
- Council noted that the consultant fees are rising from \$22,000 to \$93,000, while salaries are increasing from approximately \$351,000 to almost \$546,000 and requested an explanation. Director Brown explained that the increase in consultant fees is for the wage and salary surveys which are necessary to ensure the city's wages remain competitive with other cities, particularly with upcoming police and fire wage negotiations. Regarding salaries, it was noted that the implementation of the NeoGov HRIS system requires updating and continuously maintaining all policies, necessitating additional help.
- Council noted the addition of two positions. Director Brown confirmed that these positions are being added to address the issues faced when there is one person responsible for benefits and another for recruiting as this structure causes problems when employees were on vacation or leave. To avoid this, and to address compliance and legal issues, additional staff is necessary.

**PLANNING AND COMMUNITY DEVELOPMENT**

Charmaine Kettler-Schmult, Director of Planning and Community Development, provided an overview of their budget and highlighted key achievements and future plans. The department's primary responsibility is to monitor and guide the city's development, redevelopment, and property maintenance through the

review and enforcement of critical codes and ordinances and is comprised of four divisions: planning, community development, building, and code enforcement, with a staff of 20 full-time employees.

Significant achievements include nearing the completion of the master plan for future land use, which has been a major project for over two years, optimizing a tracking system to electronically track all projects and enforcement activities, assisted with many low and moderate-income residents through the Community Development Block Grant fund.

Director Kettler-Schmult noted that last fall, questions about code enforcement staffing led to an analysis comparing similar-sized communities like Southfield, Novi, and Rochester Hills, which confirmed that the current full-time staffing of four zoning inspectors and one supervisor is adequate.

The department has requested additional staff for the building department, including a part-time clerk, a full-time plumbing inspector (transitioning from part-time), and an assistant building official. This increase is due to the additional workload within the department. Permit fees were adjusted last summer to match neighboring communities, which has increased revenue to help cover additional costs.

**Council questions, comments and suggestions:**

- Council asked about the percentage of zoning enforcements that were complaint-based versus self-enforced and suggested a more proactive city enforcement of code violations. Director Kettler-Schmult responded that zoning enforcement has primarily been complaint-driven.
- Council inquired if one of the building inspectors listed on page 165 is assigned to the apartment inspection program. Director Kettler-Schmult clarified that the position in question is for the rental inspection of single-family homes which overlaps with the housing rehab specialist, splitting time between single-family rental inspections and home repair duties.

**Council discussion regarding the Fire Department budget request:**

At the request of the Mayor, City Manager Mekjian addressed council regarding the Fire Department's budget request for four full-time firefighters at Station 4, which was discussed the previous day. Mekjian explained that the proposal had not been approved by administration.

City Manager Mekjian noted that last year, eight new full-time firefighters were hired to fully staff Station 3 and currently, Station 4 is staffed by full-time career firefighters during the day and paid-on-call firefighters in the evening, without any complaints about the level or quality of service. Mekjian acknowledged the challenges of attracting and retaining paid-on-call firefighters, especially with the recent unionization efforts. He recommended postponing the hiring of the four full-time firefighters to allow for an in-depth assessment of the fire department's operations, evaluation of the hybrid staffing model and determine the community's long-term direction before making essentially a 30-year budget commitment for the additional staff.

Councilmember Bruce also expressed concerns about the request for four new firefighters after the recent addition of eight firefighters and emphasized that department heads should follow the proper chain of command, presenting proposals through the city manager. He pointed out several upcoming financial challenges, including union negotiations, structural budget deficits, and significant expenses related to the Costick Center and the discussion to move from on-call fire fighters to full time only needed to take place outside of budget review.

Councilmember Bridges concurred and appreciated the clarification on the process. He supported the suggestion to withdraw the previous consensus regarding hiring the 4 firefighters, and to allow the City Manager to have a conversation with the chief, conducting further investigation and research regarding this request.

**Council discussion regarding additional full-time employees:**

Councilmember Knol expressed concern about the number of full-time employees being added to the budget and that these additions commit the city to long-term expenses, especially as wages are rising due to inflation and contractual obligations. She stressed the need to find a sustainable solution without continuously adding staff as the city has already added numerous employees in recent years, including positions in fire, police, DEI, and communications and noted the importance of making compromises and managing the budget responsibly. She pointed out that while expenditures are increasing by \$5.9 million, revenue is only going up by \$1.3 million, and despite progress in reducing the deficit at the Hawk, there is still a significant shortfall, and no plan has been established to address it.

City Manager Mekjian noted that last year's staffing decisions for police and fire were not his recommendations but were ultimately decided by Council and staff requests are only made when absolutely necessary and involve extensive scrutiny and evaluation. He explained the importance of the budget process, emphasizing the thorough vetting conducted by the departments and administration and the extensive efforts of staff, who spend three months preparing the budget before it is reviewed by the council.

Councilmember Boleware noted that the addition of firefighters last year was based on the understanding that increased billing to Medicare would cover the costs, making it revenue-neutral and the growing demands on the HR department due to increased compliance issues requires the need for more staff to manage these challenges. She expressed confidence in the budget figures if those who prepared them are comfortable with the numbers.

Councilmember Boleware acknowledged the challenges faced by part-time, paid-on-call firefighters in meeting necessary skill requirements, as mentioned by Chief Unruh and that public safety is crucial and one of the main focuses of the council. She highlighted the need to ensure delivery of appropriate services and suggested that if concerns arise, the budget should be flexible enough to allow for revisions, additions, or deletions during the fiscal year, rather than being fixed for the entire 12 months.

Director Skrobola responded by explaining that once the budget is adopted, items approved in the current year's budget but unspent, can be rolled over, affecting various figures, particularly around capital and at any point, council can authorize projects or expenses, signaling to the administration to include these in the year-end budget amendments.

City Manager Mekjian emphasized the importance of adhering to the established processes to maintain organizational morale. If one department head bypasses the standard procedures, it can send a negative message to other department heads, potentially leading to inefficiency, causing a detrimental impact on strategic management.

City Manager Mekjian recognized the need for integration of council goals into the budget process and to address this, it would be a good idea to have Director Skrobola attend the council's goal-setting sessions in January to help identify potential budgetary issues early in the process, ensuring that council goals are considered in the budget planning from the outset.

**Council discussion regarding one-time excess funds or “windfall”:**

Director Skrobola provided a short presentation on how the excess funds came about. He explained that there were three main sources of the windfall:

- Federal Relief Funds: \$11 million total, comprised of \$9 million from the American Rescue Plan Act (ARPA) and \$2 million from the CARES Act.
- Property Tax Revenue: An additional \$6 million due to increased property inflation driven by high demand and limited housing supply.
- Interest Income: An extra \$6 million resulting from higher interest rates set by the Federal Reserve.

Director Skrobola emphasized that these three sources together amount to \$23 million in one-time windfall money and without this, the city's fund balance would be around \$34 million, which is about 38-40% of expenditures. Skrobola stressed the importance of prudently spending this one-time money on one-time expenses rather than operational costs as this approach will help manage the budget sustainably, especially considering potential future changes in revenue streams.

Director Skrobola provided an overview of the deficit management strategy noting that the goal is to gradually reduce the deficit from \$6 million to around \$2 million by FY 29-30, when the current parks millage expires and at that point, there will be a discussion with the community about the future size of the parks and recreation millage.

Director Skrobola highlighted the effort behind the scenes to piece together different decisions and numbers to achieve the city's financial goals and the aim is to reach these goals within the planning horizon, even if it isn't this year or next year. He noted that communicating the city's progress to the community and securing the parks and recreation millage renewal will help ensure financial sustainability for the next decade.

**Council questions, comments and suggestions:**

- Council inquired if the proposed budget, with all its details, would ensure the city stays on track to meet its financial goals. Director Skrobola confirmed, adding that achieving these goals depends on resolving issues identified in the Sports Facilities Advisory's (SFC) study phase two, which must address a \$4 million shortfall now and reduce it to around \$2 million in the coming years.
- Council asked if additional IT staff would drive efficiencies. Director Skrobola confirmed that additional IT staff would help the city get through the ERP upgrade. He explained that he has been consolidating files to create a more cohesive system which is essential for transitioning to the new cloud-based ERP products and the goal is to transform the city's processes through these new systems so they can be used as effectively and efficiently as possible.
- Council commented that the 74% fund balance indicates the City is on a solid path, but the City needs to stay conservative to ensure continued stability.
- Council suggested a study to redistribute the full-time firefighters who are fully certified EMTs from other stations to Station 4 during the evenings. City Manager Mekjian said he would follow up with the Fire Chief regarding the issues discussed this evening.

**CITY CLERK**

Carly Lindahl, City Clerk, offered an overview of the department's budget.

**Council questions, comments and suggestions:**

- Council commented on Clerk Lindahl's performance, noting that she is off to a great start and has done an excellent job. They particularly appreciated her preparation of reports, mentioning the historical record provided on the road funding proposal as a standout example. The thorough backup provided in her reports was also commended. Overall, Council expressed satisfaction with Clerk Lindahl's performance and confidence in her abilities.

### **COMMUNICATIONS AND COMMUNITY ENGAGEMENT**

Vickie Sullen-Winn, Director of Communications and Community Engagement emphasized the department's commitment to strengthening Farmington Hill's communication capabilities and enhancing organizational effectiveness and highlighted several successes of the department over the past year.

The city's communication output has significantly increased with the addition of a new communications manager, a part-time communications specialist, and a marketing specialist. The team now consists of six full-time and one part-time staff members. Director Sullen-Winn expressed pride in her team's ability to support various city departments, the City Manager's Office, council, boards and commissions, and the community.

Director Sullen-Winn explained that a proactive media strategy has been implemented, resulting in numerous radio, broadcast, and newsprint stories initiated by the city and this strategy has been successful due to securing an experienced PR expert, leading to valuable media relationships. The city has received significant coverage, including a recent 12-minute interview segment on WDET promoting city events.

She noted that a new media monitoring tool, Critical Mention, has been adopted, allowing for better tracking and sharing of media coverage and monthly reports from this tool are included in the city manager's updates to the council. The department has also implemented a strategic advertising strategy to promote programming at the Hawk and raise awareness of Farmington Hills which included ads on WKQI and WNIC, digital streaming, and targeted social media ads, resulting in sold-out shows and record attendance.

Director Sullen-Winn expressed her commitment to serving the needs of internal and external customers, aim to focus on four critical areas: crisis communication, internal communications, branding, and staff development and requested support for the 2024-25 fiscal year budget.

### **Council questions, comments and suggestions:**

- Council inquired about the budget request for 2024-25 is \$1.1 million, representing a 10% increase. Director Sullen-Winn explained that the initial budget was more of a foundational estimate rather than a realistic budget and with a full year of experience, the department now has a clearer understanding of its actual needs.
- Council inquired if the Special Services department or the Communications department was responsible for tracking expenditures on advertising for the Hawk and the resulting increase in membership sales and class enrollments. Director Sullen-Winn responded that the responsibility is shared between the two departments and that she tracks advertising spent and can see the impact of digital ads on their objectives.
- City Manager Mekjian emphasized the crucial role this department will play in future special services and marketing efforts. Additionally, despite recent challenges, the communication team have been actively monitoring social media to stay informed about public mentions and sentiments regarding the city. The software used to monitor discussions locally and globally has been invaluable for maintaining the city's positive image and addressing issues promptly.

**DEPARTMENT OF PUBLIC SERVICES**

Jacob Rushlow, Director of Public Services, began by acknowledging his team members Jim Cubera, Derrick Schueller, and Tammy Gushard. He offered a brief overview of the department's budget and highlighted key projects for the upcoming fiscal year. He noted that the budget for this year has not seen significant changes and the department continues to focus on capital projects and planning through a street asset management approach, addressing underground infrastructure before road construction. This comprehensive method has been reflected in improved road conditions over recent years.

For major roads in the 2024-25 fiscal year, the department plans to reconstruct Nine Mile Road from Walshingham to Farmington, Sinacola Court and Freedom Road from Nine Mile to Grand River. Regarding local roads, potential projects under consideration include Farm Meadows subdivision, Camelot subdivision, Wood Creek subdivision, and a gravel road conversion on Shady Ridge.

The department is also planning the second phase of a multi-year water main replacement in the Kendallwood subdivision and will continue implementing the asset management plan with an annual sewer structural lining program across various city locations. Drainage projects are being coordinated with road construction efforts which includes replacing underground storm sewers ahead of the Nine Mile Road reconstruction and replacing a large culvert under Biddestone in preparation for a gravel road conversion the following year.

**Council questions, comments and suggestions regarding Roads:**

- Councilmember Bridges inquired about the deterioration of certain sections of Old Timber Road, where a concrete job was completed last year and asked who was responsible for the testing and design of the road. City Engineer Cubera confirmed that Hubble, Roth, and Clark (HRC) handled both the design and testing of the project, and they are aware of the deterioration. He explained that similar issues are being experienced across the metro area and it is linked to a regulatory change from the EPA in 2021 which is causing the top layer of the concrete to flake off, although it does not impact structural integrity. Efforts are being made, in collaboration with the Michigan Concrete Association and other communities, to find solutions to prevent future occurrences.
- City Manager Mekjian confirmed that HRC conducted specific analysis concerning the area and a copy of the report can be provided to the council along with a link to a Channel 7 report covering the regional nature of the issue.
- Council inquired about the redevelopment plans for the area between I-696 and 12 Mile Road at Orchard Lake. City Manager Mekjian acknowledged that the area is currently in poor condition and he has reached out to the Road Commission for Oakland County (RCOC), who have two projects planned, both involving the intersection of 12 Mile and Orchard Lake.
- Council inquired whether something could be done about the curb cuts with the development of the nursing home at 12 Mile and Orchard Lake. City Engineer Cubera responded that the redevelopment of commercial uses in the area includes significant changes.
- Assistant City Manager Mondora provided an update on the transportation improvement plan, referencing the document published by RCOC. She stated that Orchard Lake Road, from 12 Mile to 13 Mile, is projected for improvement in 2025 and the following year, 12 Mile Road, from Orchard Lake to Middle Belt, is scheduled for improvement.

**Council questions, comments and suggestions regarding DPW:**

- Council inquired about the impact of the light winter on the budget for snow and ice control and winter maintenance, noting that it did not appear to affect the expenditure figures. DPW Superintendent Schueller explained that despite the mild winter, the department continued to

ensure the salt dome was fully stocked and noted that there were numerous small salting events, and these smaller events required frequent salting and the deployment of crews, which quickly added up in costs.

- City Manager Mekjian asked if additional salt was purchased due to the light winter. Schueller confirmed that they met their minimum salt purchase requirements.
- Council inquired about offering smaller trash receptacles for residents with less garbage. DPW Superintendent Schueller noted that while it's still a possibility, there have been few inquiries in the last six months. Schueller also addressed general trash issues, acknowledging initial challenges with the current system and noted that GFL's performance has improved significantly.
- Council inquired whether the introduction of larger garbage cans has led to a reduction in recycling. DPW Superintendent Schueller responded that he hasn't noticed a decrease in recycling.
- Council inquired about the length of the contract with GFL. Assistant City Manager Mondora confirmed that the original contract was for five years with three one-year extensions and when the carts were added to the contract, the five-year term was reset so there are now four years remaining on the contract.

### **BOARDS AND COMMISSIONS**

#### **Council questions, comments and suggestions regarding 47<sup>th</sup> District Court:**

Council inquired about the discrepancy in contributions to court expenses, noting that Farmington Hills is paying more while Farmington is paying less for 2024-2025. Councilmember Knol explained that the contributions are determined by a formula based on taxable value and caseload as part of a longstanding local agreement and adjusts yearly based on the number of cases from each city.

Councilmember Bridges requested a review of the agreement, suggesting an assessment to determine whether contributions should be adjusted to ensure fair use of tax dollars. City Manager Mekjian agreed to investigate the matter further, acknowledging a lack of familiarity with the specifics of the agreement and its approval process.

Director Skrobola added that the courts typically provide an annual presentation on the formula and its updates, though this has not occurred recently. City Manager Mekjian stated that arrangements can be made for a presentation to council from the court administrators.

Mayor Rich provided additional comments regarding court expenses, noting that several Oakland County mayors have expressed concerns about court fees, feeling that their contributions are exorbitant compared to the services received and the expectation was that the fees would be neutral to the cities. She added that while the total disbursed to Farmington Hills is approximately \$1.7 million, the city is paying nearly \$3 million, which represents a significant disparity.

City Administration expressed strong concerns about the financial burden imposed by the Indigent Defense Fund and while the city receives a fixed amount of money for indigent defense, any expenses beyond that must be covered by the general fund. The city is responsible for processing accounts payable, providing backup for quarterly reports and annual reviews, and addressing even minor discrepancies, which can be a prolonged and onerous process.

#### **Council questions, comments and suggestions regarding Boards and Commissions:**

Council inquired about the oversight and auditing of spending by boards and commissions, expressing concerns about potential misuse of funds. Director Skrobola explained that while boards and commissions are not audited separately for their own policies and procedures, their expenditures are included in the city's overall audit scope. All expenses go through the city's normal procedures for governing expenses, ensuring proper oversight.

City Clerk Lindahl added that boards and commissions are generally aware of spending rules due to the involvement of staff liaisons who are knowledgeable about city expenditure policies and ensure that funds are spent appropriately, adhering to city guidelines.

**Council questions, comments and suggestions regarding the Arts Commission:**

Councilmember Boleware raised concerns about the funding disparity in the joint Arts Commission with Farmington, noting that Farmington Hills allocated \$7,500 for the year, while Farmington only contributed \$116 budget.

City Manager Mekjian acknowledged the issue and agreed to discuss the matter with Farmington's leadership to seek more balanced support for joint activities.

**Council questions, comments and suggestions regarding the Historic District Commission and Beautification Commission:**

Councilmember Knol discussed funding requests from the Historic District Commission noting that they are seeking additional funds to continue improvements at the Utley Cemetery following progress at the Halsted Cemetery. She added that the Beautification Commission requested more funding for their three main events: the annual Litter Walk, the Beautification Award Ceremony, and the bi-annual Plant Swap.

Mayor Rich supported the funding increase and suggested exploring sponsorship opportunities to offset costs, similar to past donations from Plum Market. She emphasized the value of the Litter Walk and the significant amount of waste collected, which highlights the commission's positive impact on the community.

Councilmembers echoed support for the increase, recognizing the community-wide benefits and suggested giving the commission a couple of years to secure sponsorships and ensuring any funding increase is sustainable. It was agreed that the commission should be informed about seeking future sponsorships to help manage costs.

**Council questions, comments and suggestions regarding the Planning Commission:**

Mayor Rich inquired about a request from Planning Commission Chair John Trafelet to increase their meeting stipend from \$50 to \$100, noting that this was not discussed in the budget.

Assistant City Manager Mondora clarified that the stipend change would need to be approved by a council resolution before being integrated into the budget. Currently, Planning Commission members receive \$50 per meeting, with meetings typically held twice a month, though they are scheduled for three meetings, often canceling one.

Mayor Rich mentioned that the request was driven by the length of the meetings, sometimes lasting late into the night. It was suggested that the recommendation should come from the staff liaison, including a study of stipend rates in other communities to determine if an increase is warranted. The same stipend applies to the Zoning Board of Appeals, which also receives \$50 per meeting.



**Council questions, comments and suggestions regarding the Economic Development Corporation (EDC):**

City Manager Mekjian mentioned that the chair of the Economic Development Corporation (EDC) requested funding, noting that historically, the EDC has not had a budget due to statutory changes. EDC Chair expressed interest in attending economic development functions and events, possibly in Detroit, to promote Farmington Hills.

Councilmember Bridges, who serves as the staff council liaison for the EDC, supported the idea, emphasizing the importance of investing in workshops to promote the city and asked for a recommendation on the funding amount. City Manager Mekjian suggested allocating \$2,500, and there was consensus to include this amount in the economic development budget.

**Council questions, comments and suggestions regarding the City Council:**

City Manager Mekjian proposed adopting a summer schedule for City Council meetings, similar to Farmington's approach, noting that council has had many long meetings and suggested this change to provide some relief during the slower months of July and August. According to the city charter, council is required to meet twice a month, but it was suggested meeting once a month during these months, with the option to schedule special meetings as needed. He explained that Farmington manages this by having a special meeting before the regular council meeting, where they can take action if necessary, and then adjourn to the regular session.

City Manager Mekjian stated that from an administrative perspective, July and August are typically slower months, making it logistically easier to manage with fewer meetings and reassured that any urgent matters could be addressed through special meetings. He invited council members to consider this proposal and provide feedback at their convenience.

Councilmembers discussed the proposal to adopt a summer schedule and acknowledged that this approach could be helpful in managing the workload during July and August.

Council discussed the amount budgeted for memberships and conference attendance.

**Council questions, comments and suggestions regarding City Administration:**

Councilmember Boleware asked about the city manager intern position, questioning who it was intended for. City Manager Mekjian clarified that it is a placeholder, potentially for a summer intern. Assistant City Manager Mondora added that having interns has always been challenging due to the need for meaningful work. Mekjian shared his previous experience of creating a structured program for an intern, involving rotations through various departments, but acknowledged the difficulty in providing substantial exposure to city operations. Director Skrobola noted that the position is rarely utilized.

**ECONOMIC DEVELOPMENT**

Cristia Brockway, Director of Economic Development, highlighted several significant initiatives and insights shaping the department's focus for the upcoming fiscal year. She explained that research conducted since January has revealed that the office industry is unlikely to rebound, underscoring the urgent need for a corridor study and this study would focus on three key areas, with particular attention to the 12 Mile corridor. The study aims to assess current inventory, explore potential zoning changes to allow for diverse uses, and identify healthy market opportunities, such as research and development, manufacturing, and medical industries, that could utilize the available office space.

Director Brockway noted that the inventory of available office space, ranging between 80,000 to 150,000 square feet, is projected to increase over the next three years and the corridor study will evaluate how to repurpose this space effectively, considering necessary infrastructure and potential costs. The Richmond Road area, particularly between 12 and 13 Mile, is another focus due to its high concentration of available office space and the need for retail development. Director Brockway pointed out that this busy corridor, sought after by investors, currently lacks retail, presenting an opportunity for zoning changes to attract new retail businesses.

City Manager Mekjian asked Director Brockway to explain the difference between a corridor study and the master plan. Director Brockway clarified that the master plan encompasses the entire city and in contrast, a corridor study focuses in-depth on a specific area, as not all aspects of the master plan are applicable to every corridor.

The budget request for the corridor study is \$140,000 and this funding will support a Request for Proposals (RFP) for studies on two specific corridors: 12 Mile Road and Orchard Lake Road.

The study for 12 Mile Road will focus on the stretch between Orchard Lake and Haggerty and for Orchard Lake Road, the primary focus will be between 12 Mile and 14 Mile, with additional consideration for the area just below the School of Psychology due to its significant redevelopment potential. This area, currently undeveloped, could be used for various purposes, including housing, and the study aims to explore and understand the best uses for this land.

**Council questions, comments and suggestions:**

- Council inquired about the corridor study for Grand River Avenue and whether it is included in the \$140,000 budget. Director Brockway clarified that the Grand River Corridor Improvement Authority has a separate budget of \$60,000 allocated for its corridor study which covers a smaller area, primarily focusing on properties fronting Grand River between Inkster Road and Orchard Lake Road. She noted that the 12 Mile corridor study will be more extensive, covering a broader area without exclusions and will examine the synergy and compatibility of the zoned properties along 12 Mile to ensure cohesive development.
- Council inquired about the office vacancy rates on 12 Mile Road, mentioning a previous presentation that indicated a growing vacancy rate. Director Brockway clarified that the current vacancy rate was projected to be 14.7% but has recently climbed to 15% and she projected that within the next three to five years, the vacancy rate could increase to between 17% and 18%.
- Council asked about the common issue of reoccupying office complexes and whether there have been discussions regarding legislative or congressional incentives to assist with converting these spaces into residential structures, especially given the need for affordable housing. Director Brockway responded that the State of Michigan has significantly increased incentives for affordable housing through the Michigan State Housing Development Authority (MSHDA) and various incentive programs like payment in lieu of taxes and tax abatements. She noted that converting office spaces to residential use must be practical, and some office buildings have large floor plans and lack window accessibility, making conversions challenging, while some office complexes have shown interest in conversion, the process is expensive and complex due to infrastructure and usage requirements.
- Council asked for confirmation that the master plan would serve as a blueprint, with consultants adding specifics to help market the corridor and attract investment. Director Brockway confirmed, noting that having professionals, could effectively represent the city and market the

blueprint to potential investors. This approach can also help property owners understand the value of redeveloping their properties for new uses.

- Council asked about brownfield redevelopment. Director Skrobola explained that each brownfield project has its own tax calculation, and funds are allocated based on approved plans under the Brownfield Redevelopment Authority (BRA) Act. Director Brockway added that the city has a \$200,000 grant fund for Act 381 eligible projects, including lead and asbestos removal, environmental studies, and limited demolition.
- Council inquired about corridor improvements. Director Skrobola explained that the Corridor Improvement Authority (CIA) fund is simpler than other projects, capturing growth in property value within the district since its inception and has built up a fund balance of nearly \$900,000, which can be used for eligible projects within the district. Director Brockway highlighted two key initiatives for this year: 1) Site Improvement Grant: Up to \$90,000 per fiscal year, with a maximum of \$30,000 per applicant which requires recipients to provide receipts for approved improvements; and 2) Corridor Study and Landscaping: \$60,000 is allocated for the corridor study, and \$100,000 for streetscape projects. This includes exploring low-cost, high-impact landscaping options such as foliage, flowers, irrigation, and shrubs to enhance the appearance of the area and make it less industrial.

### **FINANCE DEPARTMENT**

Tom Skrobola, Director of Finance, stated that the department is undergoing several updates to enhance efficiency and support professional development. First, the department is considering the adoption of pivot point software and tablets for field staff, aimed at reducing the redundancy of handwriting notes and subsequently translating them into the system and is projected to cost approximately \$10,000 in the 2024-25 fiscal year and \$13,000 in 2026-27.

Additionally, the department plans to invest in updating receipt printers for Treasury, a \$2,500 allocation for educational opportunities, supporting Deputy Treasurer Ashanti Stringfellow in her pursuit of becoming a CPA and beyond these initiatives, no major changes are anticipated for the department.

### **Council questions, comments and suggestions:**

- Council asked about the request for a part-time position. Director Skrobola explained that the part-time help is intended to support his assistant by handling basic tasks, allowing the assistant to focus on more administrative duties, especially related to various software projects.
- Council inquired about post-employment benefits, specifically pages 120 to 129. Director Skrobola explained that the adjustment for post-employment benefits was anticipated to be about \$1.3 million for 2022-2024. He noted that there were savings in 2023-2024 due to not needing to budget for Defined Contribution (DC) pension contributions, as there was no study yet to determine contributions for new Defined Benefit (DB) plans. This resulted in a one-year break from those contributions and the \$1.3 million figure align with expectations.
- Council asked about the inter-fund transfer detailed on pages 130 to 132. Director Skrobola explained that the inter-fund transfers include typical amounts for the nutrition fund, the debt service fund for handling debt payments, and contributions to the capital improvement fund for cash outlays on capital projects.
- Council asked about the debt service funds detailed on pages 291 to 296. Director Skrobola explained that, to fund anticipated capital projects, the city plans to cash finance most capital projects in the CIP and 404 funds, with exceptions for drains and fire vehicles, which will be financed through debt. The debt service for these purchases will begin in 2025, with initial payments covering half a year, followed by regular principal and interest payments. He noted that

the amortization of debt related to long-term assets like drains represents a significant investment. While interest rates are currently higher than usual, they remain affordable and do not pose a significant financial burden.

- Council asked about the city's debt status. Director Skrobola confirmed that Farmington Hills is considered a low-debt community, which allows the city to secure better interest rates in the market. He also confirmed that both the ice arena and the golf course have been fully paid off, contributing to the city's strong financial position and ability to secure favorable rates.

**Council questions, comments and suggestions regarding Support Services:**

Director Skrobola explained that this section includes various city-wide contracts and services that do not fit into any specific operational department. The support services budget covers significant items like IT memberships and subscriptions, public relations consultants, fleet insurance, and general insurance, totaling \$920,000.

He noted that the education and training budget, previously set at \$200,000, has been split to specifically allocate funds for DEI (Diversity, Equity, and Inclusion) training.

Director Skrobola also mentioned an increase in the budget for consultants, which now totals \$515,000. This includes \$165,000 for the sports facilities contract, an additional \$75,000 for lobbying, and \$75,000 added for a fire staffing study as discussed earlier. These adjustments account for the increase from the previous budget of approximately \$440,000.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The special budget study session adjourned at 7:58pm

Respectfully submitted,

Carly Lindahl, City Clerk