



REGULAR MEETING AGENDA

1. CALL TO ORDER

Roll Call

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF ITEMS ON CONSENT AGENDA

A. Approval of minutes

1. Minutes of the City Council - Budget - Apr 27, 2015 6:00 PM
2. Minutes of the City Council - Special - May 4, 2015 6:00 PM
3. Minutes of the City Council - Special Study Session - May 9, 2015 8:30 AM
4. Minutes of the City Council - Special - May 9, 2015 9:00 AM
5. Minutes of the City Council - Special - May 18, 2015 6:00 PM
6. Minutes of the City Council - Regular - May 18, 2015 7:00 PM

B. Board and Committee Appointments

C. Consideration to Approve Special Event Request for the Farmington Community Band

D. Consideration to Approve Up to Five Licensed Food Vendors to Operate at Swing Farmington on August 13

E. Consideration to Designate a MMRMA Member Representative

F. Farmington Monthly Payments Report

G. Farmington Public Safety Monthly Payments Report

4. APPROVAL OF REGULAR AGENDA

5. PUBLIC COMMENT

6. PRESENTATION/PUBLIC HEARINGS

- A. Public Hearing – Fiscal Year 2015-16 Budget and Millage Rates**
- B. Presentation of 2015 Miss Farmington contestants**

7. UNFINISHED BUSINESS**8. NEW BUSINESS**

- A. Consideration to Adopt Fiscal Year 2015-16 Budget and Establish Millage Rates**
- B. Consideration to Adopt Downtown Development Authority's Fiscal Year 2015-16 Budget and Confirm 2015 Principal Shopping District Special Assessment**
- C. Consideration to Adopt Fiscal Year 2015-16 47Th District Court, Brownfield Redevelopment Authority and Joint Agency Budgets**
- D. Consideration to Amend Fiscal Year 2014-15 Budget**
- E. Consideration to Adopt Resolution to Amend Residential Refuse/Recycling User Charge**
- F. Consideration to Amend Water and Sewer Rates Effective July 1, 2015**
- G. Consideration to Amend Employee Administrative Manual and Non-Union Pay Plan**
- H. Consideration to Amend City of Farmington Fee Schedule; Chapter 8 Dealing with Rubbish and Recycling; and Chapter 10 Dealing with Zoning**
- I. Consideration to Amend Downtown Development Authority's Fiscal Year 2014-2015 Budget**
- J. Make Appointments to the Parking Advisory Committee**
- K. Consideration to Approve Resolution Establishing a Temporary Suspension of the Issuance of New Special Events Permits for Riley Park and Sundquist Pavilion**
- L. Consideration to approve Supervisory Control and Data Acquisition (SCADA) Upgrades**
- M. Consideration to approve Budget Amendment: Variable Frequency Drive at 9 Mile Retention**

N. Consideration to Authorize Purchase of In-Car Cameras

O. Consideration to Adopt Freedom of Information Procedures and Guidelines

9. DEPARTMENT HEAD COMMENTS

10. COUNCIL COMMENT

11. ADJOURNMENT



**Budget City Council Meeting
6:00 PM, MONDAY, APRIL 27, 2015
Conference Room
Farmington City Hall
23600 Liberty St
Farmington, MI 48335**

DRAFT

BUDGET MEETING MINUTES

A Budget meeting of the Farmington City Council was held on April 27, 2015, in Conference Room, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:08 PM by Mayor William Galvin.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Absent	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

- City Clerk Halberstadt
- City Manager Pastue
- Treasurer Weber
- Controller Norgard
- Attorney Schultz

II. APPROVAL OF AGENDA

1. Motion to approve the agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Schneemann, Mayor Pro Tem
SECONDER:	Greg Cowley, Councilmember
AYES:	Greg Cowley, William Galvin, Steve Schneemann, Jeff Scott
ABSENT:	JoAnne McShane

III. PUBLIC COMMENT

No public comment was heard.

IV. CITY MANAGER'S PROPOSED BUDGET

Minutes Acceptance: Minutes of Apr 27, 2015 6:00 PM (Approval of minutes)

Pastue provided a power point presentation on the proposed FY 2015-16 budget. The proposed General Fund Budget is \$8,570,672 which is \$145,833 more than the current year adopted budget. The proposed budget has a deficit of \$112,778 attributable to additional funding for economic development planning associated with current redevelopment opportunities.

Pastue discussed General Fund Revenues that include a property value increase of 2.10% and an overall increase of 2.83%. He reviewed General Fund Expenditures that include a 2% wage increase. He discussed a number of staffing changes in the Treasurer's Department, Building Department, Public Safety and the addition of Park personnel.

Pastue continued to review the budgets for the major funds including: Street Funds, Capital Improvement Fund, Water and Sewer Fund, Civic Theater Fund and DPW Equipment Revolving Fund.

Pastue discussed two areas of concern with the proposed budget. The first concern deals with a 12% rate increase recommended for both water and sewer service. The second concern is the ongoing need for a reliable source of funding for capital improvements.

Pastue addressed other areas including \$81,000 allocated for the Governor Warner Mansion to address the problems with the back porch separating from the main structure; a sizable contribution of \$90,000 for economic development purposes; and \$48,000 for the update of the Downtown Master Plan and Parks and Recreation Master Plan.

Discussion followed regarding how to cap the court costs; no budget for parking; and the ability to seek grants once the Parks and Recreation Plan is in place.

Pastue noted the proposed General Fund balance of 25.55% is very conservative. He advised there will be modest growth in property values and other revenues.

Cowley recommended increasing the theatre ticket price by \$1.00. He would also like to see parking included in the Capital Improvement Fund.

Responding to a question from Galvin, Pastue stated he will send Council the 2-3 year budget plan.

V. OTHER BUSINESS

No other business was heard.

VI. ADJOURNMENT

1. Motion to adjourn the meeting.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Greg Cowley, Councilmember
SECONDER: Jeff Scott, Councilmember
AYES: Greg Cowley, William Galvin, Steve Schneemann, Jeff Scott
ABSENT: JoAnne McShane

The meeting adjourned at 8:05 PM

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of Apr 27, 2015 6:00 PM (Approval of minutes)



**Special City Council Meeting
6:00 PM, MONDAY, MAY 4, 2015
Conference Room
Farmington City Hall
23600 Liberty St
Farmington, MI 48335**

DRAFT

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on May 4, 2015, in Conference Room, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 PM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

- Director Christiansen
- Assistant to the City Manager Knowles
- Recording Secretary Murphy
- City Manager Pastue
- Attorney Schultz
- Treasurer Weber

2. APPROVAL OF AGENDA

Pastue requested moving Agenda Item No. 7, Review of Retiree Healthcare Actuarial Report, to follow Item No. 8, Review of Proposed Downtown Parking Advisory Committee Bylaws. McShane recommended removing Item No. 11, Instruction for May 9 Candidate Interviews, from the agenda.

Motion to move Agenda Item No. 7, Review of Retiree Healthcare Actuarial Report, to follow Item No. 8; and remove Item No. 11, Instruction for May 9 Candidate Interviews.

Minutes Acceptance: Minutes of May 4, 2015 6:00 PM (Approval of minutes)

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Cowley, Councilmember
SECONDER: JoAnne McShane, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

3. PUBLIC COMMENT

No public comment was heard.

4. PROCLAMATION IN RECOGNITION OF FARMINGTON YMCA

City Administration requested Council approve a proclamation in recognition of Farmington Family YMCA 50 years of service to the community. The proclamation will be presented on May 12th as part of their Farmington Family YMCA Day.

Motion to approve a proclamation in recognition of Farmington Family YMCA 50 years of service to the community.

RESULT: APPROVED [UNANIMOUS]
MOVER: JoAnne McShane, Councilmember
SECONDER: Jeff Scott, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

5. CONSIDERATION TO APPOINT DAN IRVIN TO THE BROWNFIELD REDEVELOPMENT AUTHORITY

Consideration to Appoint Dan Irvin to the Brownfield Redevelopment Authority

Motion to appoint Dan Irvin to the Brownfield Redevelopment Authority to fill an unexpired term ending February 29, 2017.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jeff Scott, Councilmember
SECONDER: Greg Cowley, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

6. REVIEW OF FISCAL YEAR 2015-16 DDA PROPOSED BUDGET

Farmington Downtown Development Authority Proposed 2015-16 Budget

Annette Knowles presented a proposed FY2015-16 Farmington Downtown Development Authority budget. She provided a handout of the FY2015-16 Work Plan.

Knowles advised work plans have been restructured to involve project based committees in the hope that committee work will be more unified. The core

themes include Infrastructure Improvements that Enhance Sense of Place, Downtown Marketing, and Business Development. She discussed the bond debt retirement that is included in the budget. She noted the downtown maintenance program is handled through the Department of Public Works. She stated the Riley Park Ice Rink is being transitioned away from a DDA responsibility, however, funds will continue to be allocated for marketing and promotion of the rink.

Knowles discussed an Historic District amendment that has been on the back burner, but they will continue to work towards that endeavor. She stated as part of historic property education they continually receive feedback from Oakland County concerning the wonderful resources available in Farmington that should be publicized more. She indicated the Design Committee is working on a project to emphasize same.

Responding to a question from McShane, Knowles stated it is the intention of the committee to work with the Historical Commission on this project.

Responding to a question from Cowley, Knowles confirmed there is still a Riley Park Ice Rink Committee.

Schneemann asked for clarification on the Historic District Amendment and the Historic Property Education and further discussion was held.

Discussion was held regarding the United Methodist Church receiving recognition and being placed on the National Register.

Scott inquired whether the amendment would hinder re-development. Knowles responded that being placed on the National Register is strictly an honorary designation with no restrictions.

Knowles continued to discuss DDA core themes, noting holiday decorations would continue, including white lights in the trees.

Knowles advised the Farmington Road Streetscape is listed but on hold until they work through some financial issues, opting out and deferring grant applications for 2016.

Scott inquired about the curb cut changes and their status.

Knowles indicated she is continuing to work with CVS through their property management and legal department. She advised there have been management changes, but a number of issues remain.

Cowley inquired whether money would be allocated for the Farmington Road Streetscape or whether it was dependent on securing curb cuts.

Pastue stated that funding is the critical issue. He indicated the DDA must generate additional tax increment revenue in order to deal with not only Farmington Road, but parking issues.

Scott expressed concern regarding placing the project too far on the back burner. He would like to see all of the City's ducks in a row so that the City will be ready to move forward when funds become available.

Knowles advised the agency that would be providing the Farmington Road Streetscape grant funds is excited for the project, but will give the application greater weight if all of the City's ducks are in a row before a new application is submitted.

Cowley asked if someone else on the DDA would be able to handle this issue and move it forward. Pastue responded that he believed Knowles is the best one to deal with it.

Pastue pointed out redevelopment of the Maxfield Training Center (MTC), as well as Fresh Thyme, will provide the DDA with more revenue.

Further discussion was held concerning the DDA's contribution to the Master Plan Update as well as way finding signage.

Galvin stated that a big part of the DDA Master Plan update and part of way finding signage was increased enforcement of parking and a request that employees park elsewhere. He noted they have yet to identify how this will be handled.

Pastue responded the parking issue will be addressed through enforcement and elimination employee parking in the north lot. He stated employees will be probably be re-routed to MTC and/or the Kimco lot, but that the dynamic will change as each project is undertaken.

Galvin stated his concern regarding reactive employee parking versus planned employee parking and further discussion was held.

Knowles discussed plans for Downtown marketing and the Business Development Plan.

McShane inquired about promoting more advertising for available properties in the community and further discussion was held.

Galvin suggested as part of a long term plan, providing free Wi-Fi access in the downtown.

Knowles noted a Mainstreet Visioning and Strategic Planning meeting is scheduled for Tuesday, June 2nd. She encouraged Council to submit ideas on what DDA should or could be doing.

Knowles then detailed the 2015-2016 Proposed Budget's highlights, revenue history, expenditures and cost centers.

Cowley inquired regarding cost information on the Riley Park ice rink. Galvin responded the data is available and to contact Knowles to get it.

Discussion was held regarding the investment in the ice rink and whether it is a good one.

Pastue expounded on the reasons it was moved out of the DDA budget and into the General Fund and further discussion was held.

Galvin stated they are working on opening up the rink for mini mite hockey games.

Knowles detailed revenue history from 2008-2016 as well as revenue streams, expenditures and cost centers.

Responding to a question from McShane, Knowles stated that as part of the cost centers no contribution was included for the Founders Festival.

Galvin requested a short update on Kimco.

Christiansen stated he met with the KIMCO construction supervisor and they are scheduled to submit their engineering construction drawings by May 22nd. The drawings will be reviewed by OHM to include demolition, staging and construction. He indicated discussion was held regarding the impact on parking in the downtown. KIMCO advised construction will not begin until after Founder Festival with an opening date of Spring 2016.

Mayor Galvin thanked Knowles for her hard work in preparing and presenting the DDA budget.

7. REVIEW OF PROPOSED DOWNTOWN PARKING ADVISORY COMMITTEE BYLAWS

Review of Proposed Downtown Parking Advisory Committee Bylaws

Pastue advised City Council approved forming a Downtown Parking Advisory Committee at their last meeting. The Committee will study, evaluate and make recommendations on an ongoing basis to City Council regarding parking in the downtown. They will not have any direct operational responsibilities but will serve in an advisory capacity. Pastue indicated Attorney Schultz has prepared Committee bylaws. He noted membership is structured for seven and the composition will be addressed at this study session. He pointed out no salary is associated with serving on this committee.

Pastue stated the bylaws address conflict of interest, officers, resignations, Open Meetings Act and procedures involving how the committee will operate, their structure, and meetings. The bylaws will need to be approved by Council. He stated the minutes will have to be presented and submitted to the City Clerk.

Schneemann addressed the make-up of the Committee and potential conflicts of interest existing with business owners in the downtown.

McShane stated she would like to see a representative from each quadrant of the DDA represented on the Committee so it is geographically balanced.

Galvin discussed a potential problem if no candidates come forward from each area.

McShane stated she did not want to be exclusionary in the selection.

Cowley suggested if the DDA is doing their job right and collecting information from businesses on the north and south side of Grand River that the voice of everyone will be heard on this issue.

Discussion was held and it was agreed upon that a seven member committee would be appropriate.

Galvin suggested if ex-officio members serve on the committee, they would provide their expertise and guidance but would have no voting rights and discussion followed.

Knowles expressed concern over finding a business owner to volunteer to serve on the committee.

Council agreed the Committee would be composed of seven volunteers to include: two residents at large, two Central Business District business owners and/or property owners, one DDA Board member, one Planning Commission member, one City Council member, plus two ex officio non-voting members to include the City Manager and/or designee, and a member of Public Safety and/or designee, with the DDA, Planning Commission and City Council

appointing such member to serve with Council approval.

8. REVIEW OF PROPOSED DOWNTOWN PARKING ENFORCEMENT PLAN

Review of Proposed Downtown Parking Enforcement Plan

Pastue introduced the proposed parking enforcement plan that would be conducted Wednesday through Friday from 11:00 a.m. to 5:00 p.m. and Saturdays from 9:00 a.m. to 3:00 p.m. He stated proposed costs of almost \$19,000 with the DDA providing a \$10,000 advance for this fiscal year and other funding coming from assessed fines.

McShane commented that someone had suggested extending the hours to 6:00 p.m. on Wednesdays through Fridays and further discussion was held.

Responding to a question from Schneemann, Pastue stated signage will be installed indicating hours of parking enforcement.

McShane asked if those calculations were based on a year or for the remaining seven months of this year. Pastue responded calculations were based on a year, however, for the remaining months of this year the cost will be \$11,000.

Further discussion was held regarding the language and location of the signage.

Pastue advised there would have to be enforcement on Grove Street and Galvin suggested a transitional period be put in place.

Discussion followed regarding how employees will be informed and alternative parking lots for their use.

Galvin indicated City Administration, Council and the new Parking Advisory Committee will need to connect the dots between signage, employee parking and parking enforcement.

McShane suggested putting this information in the next City newsletter to inform residents.

Council took a ten-minute recess at 7:56PM and returned at 8:06PM.

9. REVIEW OF RETIREE HEALTHCARE ACTUARIAL REPORT

Review Retiree Healthcare Actuarial Report

Treasurer Weber provided a handout to Council reflecting the seven year history of the Retiree Health Care Plan. He advised the Actuarial Accrued Liability is the amount of money set aside to date to pay for benefits earned. He stated plan assets are funds put aside in a trust that can only be used for Retiree Health Care. He stated the unfunded Actuarial Accrued Liability is the plan assets minus the Actuarial Accrued Liability. He reviewed the historical data provided from 2008 to 2014 and described the key changes utilized to lower the liability through the years. He emphasized that under the Actuarial Accrued Assets there

is actually more money set aside than needed to fund people's liability which is rare in the State of Michigan.

Cowley questioned whether monies could be borrowed against the trust. Weber responded monies could not be taken out of the trust, but some of the funds can be used to pay bonds off early and not considered a source of income.

Galvin asked regarding documentation of the Plan to ensure it is clear in the future how the funds are to be administered.

Pastue suggested formalizing the Plan.

Galvin advised the Retiree Health Care Board consists of the City Manager, the Mayor, City Treasurer and Brian Green from Morgan Stanley. He stated Morgan Stanley is the Financial Adviser who is managing the \$10 million bond asset. It is predicted the Plan will realize an 8% return over and above the increase in expenses from the premiums from year to year.

Responding to a question from Cowley, Galvin stated the Board meets on a quarterly basis.

Responding to a question from Scott, Galvin stated the Retiree Healthcare numbers can be found in the Financial Audit.

Discussion followed regarding the responsibility of the Retiree Health Care Board and the checks and balances in place in managing Plan funds.

Galvin advised minutes from the quarterly meetings are available.

Responding to a question from Cowley, Pastue advised retiree healthcare claims are processed as part of Farmington's participation in Farmington Hills group plan.

Weber reviewed details of the Actuarial Report with Council.

Responding to a question from Galvin, Weber stated the plan is closed to all new hires, so there will be no new members coming on. In terms of nonunion groups, there is only one person eligible to receive retiree health care, and everyone else is in the Defined Contribution plan. He stated all of the DPW employees are in the Defined Contribution Plan and James Wren was the last officer hired that is eligible for the Retiree Health Care Plan.

Pastue indicated that some of the younger members may opt to go into the Defined Contribution Plan in which case the City would buy them out.

Pastue thanked Weber for his presentation and Galvin indicated the next meeting of the Retiree Health Care Board is Friday, May 22nd, 2015 at 9:00 a.m.

10. CONSIDERATION TO APPROVE VENDOR LICENSE AGREEMENT FOR SHIAWASSEE PARK

Consideration to Approve Vendor License Agreement for Shiawassee Park

Pastue stated as a result of Bellacino’s desire to continue the tradition of selling hot dogs in Shiawassee Park City Attorney Schultz has prepared a license agreement including a requirement for proof of insurance.

Cowley indicated it should be for Farmington businesses only and McShane stated it should be a one-year agreement.

RESULT: APPROVED [UNANIMOUS]
MOVER: JoAnne McShane, Councilmember
SECONDER: Jeff Scott, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

11. COUNCIL COMMENT

Galvin congratulated Pastue on his last study session with Farmington.

12. CLOSED SESSION - REVIEW OF CITY ATTORNEY CONFIDENTIAL CORRESPONDENCE

a. Motion to enter closed session to review City Attorney confidential correspondence.

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Cowley, Councilmember
SECONDER: Steve Schneemann, Mayor Pro Tem
AYES: Cowley, Galvin, McShane, Schneemann, Scott

Council entered closed session at 8:35 p.m.

b. Motion to exit closed session.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jeff Scott, Councilmember
SECONDER: JoAnne McShane, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

Council exited closed session at 8:47 p.m.

13. ADJOURNMENT

1. Motion to adjourn the meeting.

Minutes Acceptance: Minutes of May 4, 2015 6:00 PM (Approval of minutes)

RESULT: **APPROVED [UNANIMOUS]**
MOVER: JoAnne McShane, Councilmember
SECONDER: Steve Schneemann, Mayor Pro Tem
AYES: Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 8:52 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of May 4, 2015 6:00 PM (Approval of minutes)



**Special Study Session City Council Meeting
 8:30 AM, SATURDAY, MAY 9, 2015
 Conference Room
 Farmington City Hall
 23600 Liberty St
 Farmington, MI 48335**

DRAFT

SPECIAL STUDY SESSION MEETING MINUTES

A Special Study Session meeting of the Farmington City Council was held on May 9, 2015, in Conference Room, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 8:30 AM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

City Clerk Halberstadt

2. APPROVAL OF AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Scott, Councilmember
SECONDER:	JoAnne McShane, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

3. PUBLIC COMMENT

No public comment was heard.

4. REVIEW CITY MANAGER INTERVIEW PROCESS WITH MICHIGAN MUNICIPAL LEAGUE, KATHY GRINZINGER

Present: Kathie Grinzinger, Lead Executive Recruiter, Michigan Municipal League

Discussion was held regarding the format and guidelines for conducting the interviews. The interviews will be conducted as follows:

Minutes Acceptance: Minutes of May 9, 2015 8:30 AM (Approval of minutes)

- From the predetermined list of 20 interview questions developed by Grinzinger, each Councilmember will ask the same four questions of each candidate, on a rotating basis.
- Each Councilmember will be allowed 15 minutes to ask their questions. The City Clerk will act as the timekeeper, alerting the Councilmember and candidate at the 5, 3 and 1 minute mark.
- Councilmembers will be allowed to ask follow-up questions.
- Fifteen minute break will be provided between each candidate.

Discussion followed regarding the specifics of each group of questions and how they were developed and grouped.

5. COUNCIL COMMENT

Schneemann noted the interview format seems rigid without the opportunity to ask questions outside of those that have been pre-determined.

6. ADJOURNMENT

1. Motion to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	Steve Schneemann, Mayor Pro Tem
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 8:55 AM.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of May 9, 2015 8:30 AM (Approval of minutes)



Special City Council Meeting
9:00 AM, SATURDAY, MAY 9, 2015
City Council Chambers
23600 Liberty Street
Farmington, MI 48335

DRAFT

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on May 9, 2015, in City Council Chambers, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 9:00 AM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

City Clerk Halberstadt

2. APPROVAL OF AGENDA

Motion to approve the agenda as amended, moving Public Comment to Item No. 6, following the Candidate Interviews for City Council.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	JoAnne McShane, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

3. OPENING REMARKS

Mayor Galvin provided instructions regarding how the interviews would proceed. Each Councilmember, on a rotating basis, will ask four questions in a 15-minute time period. In an effort to stay on track, Clerk Halberstadt will show 5, 3 & 1 minute cards alerting both Councilmember and candidate that their time period is up. Candidates will be allowed to offer opening remarks and will have the opportunity to ask questions of Council at the conclusion of the interview.

4. INTERVIEW CANDIDATES FOR CITY MANAGER POSITION

Minutes Acceptance: Minutes of May 9, 2015 9:00 AM (Approval of minutes)

Council interviewed five candidates for the position of City Manager in the following order:

Michael Rogers
 Bryce Kelley
 Michael Burns
 David Murphy
 Mark Kibby

5. PUBLIC COMMENT

No public comment was heard.

6. DISCUSSION REGARDING APPOINTMENT OF CITY MANAGER POSITION

Mayor Galvin discussed the deliberation process that will begin with Councilmembers offering their comments regarding the candidates. At the conclusion of the comments, Clerk Halberstadt will distribute index cards on which Councilmembers will record their top two candidate choices in no particular order.

Galvin thanked the volunteer webcast and production crew for coming in on a Saturday to record this momentous event. He thanked all the applicants, candidates, staff, community stakeholders and citizens for all their interest and participation throughout this process. He thanked Clerk Halberstadt for her involvement as well.

Most importantly, Galvin thanked his fellow Councilmembers. He stated this has been a long and time intensive effort with additional hours put forth for the benefit of the City of Farmington.

He thanked Kathie Grinzinger for her efforts and offered her the opportunity to provide any additional comments.

Ms. Grinzinger recognized the effort and commitment the City Council put into the recruitment process.

Council offered their comments regarding the candidates and the recruitment process.

Galvin then instructed the Clerk to distribute the cards on which Council will designate their top two candidate choices.

Clerk Halberstadt tallied the vote results as follows:

David Murphy - 5 votes
 Mike Rogers - 3 votes
 Mark Kibby - 1 vote

David Murphy being designated as one of the two top choices by all Councilmembers.

A. Motion to conditionally offer the position of City Manager of Farmington to David Murphy.

RESULT: APPROVED [UNANIMOUS]
MOVER: Steve Schneemann, Mayor Pro Tem
SECONDER: Greg Cowley, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

The votes were taken in the following order: Cowley, Galvin, McShane, Schneemann, Scott.

B. Motion to authorize the mayor and city attorney to negotiate an employment contract with David Murphy and present it at the May 18, 2015 regular meeting for council's final approval.

RESULT: APPROVED [UNANIMOUS]
MOVER: Steve Schneemann, Mayor Pro Tem
SECONDER: Jeff Scott, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

The votes were taken in the following order: Galvin, McShane, Schneemann, Scott, Cowley.

7. COUNCIL COMMENT

Schneemann stated it was great to see the outpouring of interest and support from our community for the recruitment of a city manager. He noted that this strong base of people who are active and involved is what makes this city special and sets us apart. He stated it is incumbent on not only Council, city staff, etc., but the whole community to help the new City Manager succeed and push our vision forward.

McShane thanked the Michigan Municipal League (MML) for their assistance in the recruitment process. She thanked her fellow councilmembers for being very open and working hard to come up with the best possible choice for Farmington. She stated we are at a unique time in our history and it has taken a number of years to get where we are today. The city is at a turning point of not only being a great community, but possibly becoming one of the best in the nation.

McShane was pleased that council came together to reach a consensus on a candidate. She believes the community will be happy with their choice and the direction of the city.

Scott thanked all the candidates for their efforts and interest in Farmington. He congratulated David Murphy on his selection by Council. He stated this process pulled together our community, demonstrating its uniqueness. He noted the great turnout from the community for the "candidate meet and greet." He stated the significant interest from the community was one of the things that impressed the candidates the most.

Minutes Acceptance: Minutes of May 9, 2015 9:00 AM (Approval of minutes)

Scott thanked his fellow councilmembers for their efforts. He believes they have made a good choice in David Murphy. He is looking forward to moving the city forward.

Cowley thanked the candidates for their interest in Farmington. He thanked all of the community members who participated in the "candidate meet and greet." He is pleased council was able to achieve a consensus in selecting the next city manager. He looks forward to the transition and moving city projects forward.

Galvin spoke about the transparency of the recruitment process. He thanked Kathie Grinzinger and the MML for their assistance. He thanked the candidates for their time and effort.

8. ADJOURNMENT

1. Motion to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	JoAnne McShane, Councilmember
SECONDER:	Jeff Scott, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 6:30 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of May 9, 2015 9:00 AM (Approval of minutes)



Special City Council Meeting
6:00 PM, MONDAY, MAY 18, 2015
Conference Room
Farmington City Hall
23600 Liberty St
Farmington, MI 48335

DRAFT

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on May 18, 2015, in Conference Room, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 PM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

City Clerk Halberstadt
City Manager Pastue
Attorney Schultz

2. APPROVAL OF AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	Steve Schneemann, Mayor Pro Tem
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

3. PUBLIC COMMENT

No public comment was heard.

4. DISCUSSION

A. City Manager's Recommendation to Consider Charter Amendment to Increase City Council Compensation

Pastue stated that it has been sixteen years since City Council's compensation has been increased and on review of other like communities he believed

Minutes Acceptance: Minutes of May 18, 2015 6:00 PM (Approval of minutes)

Farmington was on the light side. He recommended Council place on the November 2015 ballot a charter amendment to increase the compensation from \$1800 to \$3000 per year. He believed the level of community engagement of Farmington City Council members is dramatically more than that of other communities.

Pastue suggested Council consider an ad hoc committee to review the increase amount and instruct the City Attorney to prepare the necessary draft ballot language.

Schneemann stated it sounded logical to review City Council compensation. He pointed out some pros and cons about pursuing a possible increase, including broadening interest in serving on Council.

Scott indicated he is on Council to serve the community, not for financial benefit. He did not see a need for an increase except possibly for the position of Mayor, which serves as the face of Farmington and is called on to do more than other Council members.

McShane stated her belief that serving on Council was more of a volunteer position. She did not see a need to increase compensation, but would go along with Council if they deemed an increase for the Mayor was appropriate.

Cowley asked if the increase was in the budget. Pastue responded it would not happen this year, but could be incorporated into the next fiscal year budget. Cowley noted he puts in approximately 40 hours a month on Council related issues. He speculated that an increase could attract more interest in serving.

Galvin asked regarding the composition of the ad hoc committee. Pastue responded that in the past the committee included the City attorney, City Clerk, and a former Mayor. Schneemann added a Councilmember should be included in the mix.

Galvin expressed support for looking into this issue, especially in light of the information provided regarding compensation provided in other communities. He noted additional obligations of the Mayor. He pointed out that it would be the voters who would determine whether or not Council should receive an increase.

He then queried Council as to any opposition in referring this issue to the ad hoc committee.

There was Council consensus to refer this issue to the committee.

B. Addition of a Tuesday Farmers Market

Pastue presented a proposal to add a Tuesday Farmers Market in the Riley Park Pavilion from 1:00 to 6:00 p.m. for ten to twelve weeks beginning in July.

Scott asked if Fresh Thyme's approval was required and Pastue responded in the

negative. He inquired about parking of the trailers and further discussion was held.

Responding to a question from McShane, Pastue stated about ten to twelve vendors selling fruits and vegetables is planned. McShane expressed support for the Tuesday market stating it would be good for the community.

Cowley expressed his support as well.

Responding to a question from Schneemann, Pastue stated there would be only minimal use of the grassy area of the park.

Schneemann also expressed his support for the market.

Scott drew a comparison of the proposed Tuesday Farmers Market's impact on local businesses and that of food trucks.

Further discussion was held and it was agreed to move forward with this project on a trial basis starting in July.

5. REVIEW OF ITEMS ON THE REGULAR AGENDA

A. Consideration to Approve Amendment to Planning and Zoning Fees

Pastue discussed the proposed increase to Planning and Zoning fees, noting they have not been updated since the 1990's. He stated the proposed rates are reasonable relative to those of other communities and what has been historically provided. He reviewed the proposed fee structure, noting that with the increase in economic activity the time is right to make these changes.

McShane asked how these rates compare with other like communities. Christiansen responded the proposed fee schedule was a result of a comparison with other communities and input and recommendations from City consultants.

McShane asked if the new rates might deter prospective developers. Christiansen responded that the fees are consistent with industry standards.

Cowley expressed support for the increase to the fee schedule.

Schneemann asked what impact the new fee structure would have on Farmington's redevelopment readiness. Christiansen responded it would put the City's fees in line with what is being charged in other similar type communities.

Christiansen discussed the incentive program that was approved by Council in August of 2013 to promote development in the City. He stated with the upward trend in economic development, the fee increases should not be a deterrent.

Schneemann asked if incentives could be re-established in the future and Christiansen responded in the affirmative.

Scott stated he liked the idea of the pre-application meeting, but was concerned with the charges associated with it. He would prefer that the increase in fees be applied to the regular application. He does not want to deter consultants from coming in early on their project for advice and consult. He was also concerned with consulting fees drawing down from the escrowed funds and further discussion was held.

Schneemann requested clarification on the fee Scott was addressing in his comments. Scott replied that he would like to see the preliminary review fee set at \$1,000, combining the final and preliminary fee into one.

Christiansen explained the reasoning behind the fee schedule and Pastue expounded on it.

Galvin advised this issue requires further review and discussion. He recommended placing it on the next study session agenda.

6. ADJOURNMENT

1. Motion to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	Jeff Scott, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 6:45 P.M.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of May 18, 2015 6:00 PM (Approval of minutes)



**Regular City Council Meeting
 7:00 PM, MONDAY, MAY 18, 2015
 City Council Chambers
 23600 Liberty Street
 Farmington, MI 48335**

DRAFT

REGULAR MEETING MINUTES

A Regular meeting of the Farmington City Council was held on May 18, 2015, in City Council Chambers, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:00 PM by Mayor William Galvin.

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

- Director Christiansen
- Director Demers
- Superintendent Eudy
- City Clerk Halberstadt
- City Manager Pastue
- Attorney Saarela
- Treasurer Weber

2. PLEDGE OF ALLEGIANCE

David Murphy, recently appointed City Manager, led the Pledge of Allegiance.

3. PUBLIC COMMENT

Tom Wilkinson, YMCA Board member, provided an update on new programs available at the YMCA. He described the "Delay the Disease" program just implemented at the YMCA for Parkinsons sufferers. Beaumont Botsford Hospital will partner with the YMCA in this program with details to follow. The Farmington YMCA is only the second one in the country to initiate this program.

Wilkinson stated the Easter Egg Drop in Shiawassee Park was a huge success and was well attended.

Wilkinson indicated the 50th Anniversary of the Farmington YMCA was celebrated last week. He thanked Council for the proclamation they received from the City.

Minutes Acceptance: Minutes of May 18, 2015 7:00 PM (Approval of minutes)

Wilkinson stated they will be hosting the Cipriano 5K once again and look forward to raising money for this cause.

Wilkinson noted "Girls on the Run" event was held at Kensington last weekend with over 10,000 attendees in the 5K.

Wilkinson stated they will be participating in the Founder's Parade in July. They are currently working on a project to team up with local hotels to offer an exercise site for their guests in exchange for a donation of leftover hotel towels.

Wilkinson indicated they are wrapping up their fundraising efforts at the end of June hoping to achieve their \$140,000 goal. The funds would provide children who could otherwise not afford it, a camp experience at Camp Riley or enrollment in before and after school programs.

McShane inquired if there were programs available for the homeless children in the Farmington Public Schools. Wilkinson responded that he would bring it up at the next board meeting.

Mayor Galvin thanked Wilkinson for the update.

4. APPROVAL OF ITEMS ON CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	JoAnne McShane, Councilmember
SECONDER:	Greg Cowley, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

- A. Minutes of the City Council - Special - Apr 6, 2015 6:00 PM**
- B. Minutes of the City Council - Regular - Apr 20, 2015 7:00 PM**
- C. Proclamation in Recognition of the "New" Glen Aquatic Club Open House**
- D. Consideration to approve Financial Report, 47th District Court Quarter Ended March 31**
- E. Approve Investment Report City of Farmington Quarter Ended March 31, 2015**
- F. Consideration to Approve Financial Report, City of Farmington Quarter Ended March 31, 2015**
- G. Consideration to Approve Farmington Monthly Payments Report, April 2015**

H. Consideration to Approve Construction Estimate No. 3 for the 2014 Sanitary Sewer Rehabilitation

I. Public Safety Monthly Report

J. Consideration to Authorize Payment for Ten Mile Road Sidewalk

K. Consideration to Approve Public Hearing Notice for Proposed Fiscal Year 2015-16 Budget and Property Tax Rates

L. Consideration to Approve Job Description for Proposed Director of Finance and Administration

5. APPROVAL OF REGULAR AGENDA

Pastue indicated that Item Number 8A under New Business should be removed from tonight's agenda.

Motion to approve the agenda as amended, removing item No. 8A, Consideration to Adopt Downtown Parking Advisory Committee By-Laws.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Steve Schneemann, Mayor Pro Tem
SECONDER:	Greg Cowley, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

6. PRESENTATION/PUBLIC HEARINGS

A. Miss Oakland County Scholarship Program – Francesca Tuzzolino

Mackenzie Strom, Miss Oakland County 2014, spoke about the Miss America Organization and its goal to empower women in support of matters they find important. She noted the organization offers the leading scholarship program for women in America. She spoke about her year of service and her platform, Pure Michigan, with a focus on recycling. She introduced the candidates present at the meeting who are competing for Miss Oakland 2015.

Mayor Galvin pointed out that the City of Farmington is the third leading recycler in the State of Michigan.

B. Consideration to Approve City Manager Employment Agreement with David Murphy

Mayor Galvin advised that at the conclusion of the City Manager interviews conducted on May 9th, the City Council unanimously agreed to offer the City Manager Position to David Murphy and authorized the Mayor and City Attorney to negotiate an employment agreement. He stated Attorney Saarela was present to answer questions of Council.

Responding to a question from Schneemann, Attorney Saarela stated the agreement provides \$550 a month for vehicle allowance with no limitations.

Galvin pointed out that figure was derived from the allowance provided to Pastue.

Motion to approve a City Manager Employment Agreement with David Murphy as presented.

The votes were taken in the following order: Galvin, McShane, Schneemann, Scott, Cowley.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Schneemann, Mayor Pro Tem
SECONDER:	JoAnne McShane, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

C. Introduction - David Murphy

Mayor Galvin and Council welcomed Mr. Murphy to the City.

Scott stated he looked forward to working with Mr. Murphy and felt Council had made a good choice.

Schneemann welcomed him aboard as well.

Cowley asked regarding his viewpoint on the recruitment process.

Murphy stated he enjoyed the tour of the City and the candidate "meet and greet" which allowed him to see how engaged the community is.

Cowley congratulated everyone who attended the event, noting it demonstrated the City's enthusiasm in welcoming the new City Manager.

Galvin gave Murphy three directives: 1. Get to work on the parking in the downtown; 2) get to work on redevelopment of the Maxwell Training Center; and 3) take a half day to spend with Annette Knowles, Assistant to the City Manager, and the other half with Kevin Christiansen, Director of Economic Development. He welcomed Mr. Murphy to the City.

D. Discussion - Transition Items

Mayor Galvin stated this agenda item is intended to discuss the transition from Pastue's administration to the new City Manager.

Pastue spoke about what has already happened with the transition. He indicated Murphy attended a department head meeting, was given an update on the 2014/15 work plan and going forward the department heads will work with Dave on getting him acclimated.

Mayor Galvin stated this would be Pastue's last Council meeting and invited

Public Comment.

Tom Buck, former Mayor and current DDA President, congratulated Council on one of the more important decisions that has been made as well as congratulating Murphy. He praised Pastue and noted his accomplishments during his tenure as City Manager.

Schneemann stated it has been a pleasure serving with Pastue and he echoed former Mayor Buck's comments. He watched Pastue with reverence and respect as he guided the City through tumultuous financial times with calm and grace. He is leaving the City in an excellent position with his fingerprints left all over this town. He lauded his professionalism and wished him the best.

McShane noted Pastue is her third City Manager and one of the best. She described him as someone who walks softly, but can carry a big stick when needed. She pointed out he really helped this City through one of the most difficult periods this community has known. She stated Farmington is so much better for his leadership and thanked him for all he's done.

Scott stated he has known Vince for some time and that he was recruited by him to serve on Board of Zoning Appeals. He also got to know him personally as he coached his son in baseball for a number of years. Vince is one of the reasons he is serving on Council today. He appreciated the way Pastue ran things. He was conscientious of tax dollars and receptive to citizen concerns. He will be missed and Scott wished him the best.

Cowley stated he met Vince through his service on the Downtown Development Authority (DDA). He once challenged him that the DDA needed 100% TIF capture from Council. Vince agreed, recognizing that the DDA and the TIF opportunity was an important element in drawing financial stability to the downtown. He stated Pastue was instrumental in getting the City over the financial hump and lauded his creativity in doing so. He thanked him for his leadership, his vision, and fostering community involvement.

Mayor Galvin stated he has served with Pastue for the almost four years he has served on City Council. He thanked him for his twelve years of service to the City. He invited him to the podium and presented him with a proclamation honoring his time as City Manager.

Pastue stated he is leaving with mixed emotions. He is excited about his new opportunity in Mount Dora, a community similar to Farmington in many ways. However he is finding it difficult to leave behind the many cherished relationships that he's been fortunate to develop over the past twelve years.

Pastue cited an instance where he was asked to speak on what a City Manager does and his response was that he manages relationships for the betterment of the City. He indicated he is proud of what has been accomplished during his tenure including the transformation of the downtown. He thanked everyone for their input and support and for allowing him to be part of the community for the past twelve years.

7. UNFINISHED BUSINESS

A. Consideration to Adopt Downtown Parking Advisory Committee By-Laws

Pastue advised the composition of the Downtown Parking Advisory Committee was discussed at a recent study session. At that meeting it was decided the composition of the committee would include: City Council member, DDA Board member, two Downtown business or property owners, two residents, Planning Commission member, and the City Manager or Public Safety Director and/or their designees as ex-officios. City Administration is requesting Council adopt the by-laws as presented.

Motion to adopt Downtown Parking Advisory Committee by-laws as presented. [SEE ATTACHED BY-LAWS].

The votes were taken in the following order: McShane, Schneemann, Scott, Cowley, Galvin.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	JoAnne McShane, Councilmember
SECONDER:	Jeff Scott, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

B. Consideration to Approve Introductory Parking Enforcement Plan

City Administration requested Council approval of an introductory Downtown Parking Enforcement Plan. The plan was discussed at the May 4th Council study session and was also approved by the Downtown Development Authority. Parking enforcement would involve use of cadets, under supervision of the Public Safety Department, and would begin the week of June 1st. The hours of enforcement would be Wednesday, Thursday, Friday, 11:00 a.m. to 5:00 p.m. and Saturdays 9:00 a.m. to 3:00 p.m.

The costs for parking enforcement for the remainder of 2015 are estimated at \$12,000 with a commitment from the DDA of up to \$10,000. It was noted parking fines will probably defray some of those DDA costs. The Committee is charged with evaluating the enforcement plan after it is in place and will provide recommended changes as necessary. This plan covers the entire Downtown, not just the north lot.

McShane inquired about the signage and the timing of feedback to Council. She also stated she would like to see this information included in the next City newsletter.

Schneemann stated he would like to schedule a date for a report or update from the committee. He would like feedback from the cadets regarding how parking enforcement is progressing. He would also like feedback from users, business owners or the like, as to its effectiveness.

Demers stated currently there is no parking signage at the Groves Retail Center, but it is forthcoming and further discussion was held. He indicated supervisors will be working with cadets to train them on proper parking enforcement.

Schneemann asked if signage will identify times of enforcement. He expressed concern regarding moving forward with enforcement without the committee in place.

Cowley stated results should be communicated to Council every ninety days to evaluate the pros and cons of the enforcement. He noted signage may need to be adjusted to fit parking needs and will rely on the committee to provide information on same. He said the guest experience in Farmington will be much improved by the enforcement and is in favor of the project.

Scott stated this is a good opportunity to move the project forward and give the committee something to work on, find out how it impacts surrounding businesses and if need be, a larger, more permanent solution can be looked at and addressed down the road.

Galvin thanked Public Safety for taking on parking enforcement. He confirmed for the public that there are no meters going into downtown Farmington at this time.

Motion to approve introductory Downtown Parking Enforcement Plan to begin June 1, 2015 as presented. [SEE ATTACHED PLAN]

RESULT:	ADOPTED [4 TO 1]
MOVER:	Jeff Scott, Councilmember
SECONDER:	Greg Cowley, Councilmember
AYES:	Greg Cowley, William Galvin, JoAnne McShane, Jeff Scott
NAYS:	Steve Schneemann

8. NEW BUSINESS

A. Consideration to Certify 2015 Delinquent Invoices, and Water and Sewer Bills

Pastue stated each year the City Treasurer certifies invoices and water and sewer bills that are delinquent and should be placed on the 2015 City of Farmington tax roll. The total amount to be placed on the tax roll is \$172,222.92.

Minutes Acceptance: Minutes of May 18, 2015 7:00 PM (Approval of minutes)

Responding to a question from McShane, Weber stated 100 percent of the delinquent invoices are collected.

Motion to approve the attached lists of delinquent invoices and water and sewer bills for placement on the Farmington Tax Roll pursuant to City Code. [SEE ATTACHED LISTS]

RESULT:	APPROVED [UNANIMOUS]
MOVER:	JoAnne McShane, Councilmember
SECONDER:	Jeff Scott, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

9. DEPARTMENT HEAD COMMENTS

Treasurer Weber stated on behalf of his department he wished to thank City Manager Pastue for his leadership and wished him the best on his new venture.

Chief Demers praised Pastue and called him a world-class professional, with his incredible work ethic, and leadership skills.

Superintendent Eudy thanked Pastue for his guidance throughout his career and wished him well.

Attorney Schultz stated he appreciated the opportunity to work with Pastue and for the wonderful friendship they had formed.

Clerk Halberstadt praised Pastue on his management skills in making all of the members of the staff at City Hall feel part of an amazing team.

Christiansen stated it was a pleasure to serve under Pastue's leadership and indicated he was the best coach he has ever had and he will be missed.

10. COUNCIL COMMENT

McShane spoke about the phenomenon at the winery on Grand River where more than 50,000 Swifts enter the chimney every evening. She stated it is the greatest concentration of Chimney Swifts in North America.

McShane expressed her reservations regarding parking enforcement in the downtown.

Cowley stated he needed to clarify comments he made at the last meeting regarding the Riley Park ice rink. He is not anti-ice rink, but is questioning whether the rink is in the right location. He needs to see more events at the rink and greater effort in marketing it. He stated if the citizens of Farmington really like the ice rink in the downtown, they should use it more; if not, either move it to Shiawassee Park or make it legal size for outdoor hockey. He stated we need to challenge the Ice Rink Committee to develop an event every weekend.

On the parking front, Cowley thinks Council is putting the cart before the horse

regarding enforcement, but he is glad they're moving forward. He stated signage may have to be changed a couple of times as they figure out what works. He expressed the importance of moving employees to a designated employee lot.

Galvin noted he attended his neighborhood Chatham Hills Association meeting last week. He recognized the effort put forth by the Chatham Hills Board of Directors.

Scott spoke about programs for the ice rink. He recently attended the "Bark in the Park" event at Riley Park, noting it was a great event and well attended. He stated homegrown events like "Bark in the Park" should be expanded. He thanked Vera Luckstad for her oversight of the event. He challenged businesses on the east side of the pavilion to engage new people coming into town for events. He noted those businesses were closed during "Bark in the Park."

11. ADJOURNMENT

1. Motion to adjourn the meeting

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	JoAnne McShane, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 8:30 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of May 18, 2015 7:00 PM (Approval of minutes)

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1909)**

Submitted by: David Murphy, City Manager

Description: Board and Committee Appointments

Requested Action:

Consider approving committee and board appointments as presented.

Background:

The following proposed board and commission candidates are all reappointments, with the exception of Carol Ahmed, who has been on a waiting list for the Children Youth and Family Commission. Carol had agreed to serve on the Beautification Committee until a position was open on the Children Youth and Family Commission.

Reappointments:

Library Board:

Gerald Bosler

Planning Commission

Steve Majoros

Arts Commission

Sue Warner

Appointment from waiting list:

Children Youth and Family Commission

Carol Ahmed

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1911)**
Submitted by: David Murphy, City Manager

Description: Consideration to Approve Special Event Request for the Farmington Community Band

Requested Action:

Move to approve Special Event Request for the Farmington Community Band to host its annual concert on Monday, July 27, 2015, from 7 p.m. - 9 p.m., as well as approval for the following year on July 25, 2016 - this event is always last Monday in July.

Background:

The City received a special event request from Jim Liska, Vice President of the Farmington Community Band to host a free community concert in the Riley Park Pavilion Monday, July 27, 2015 from 7 - 9 p.m. There are 75 members in the band so to prepare for the concert they will set up the band equipment around 6 p.m.

They'd also like approval for the following year on July 25, 2016 - this event is always last Monday in July.

Exempt parking is requested only to unload equipment at the pavilion.

They expect about 200 in attendance. Concert-goers will either sit on the grass or bring their own chairs. No food or beverages will be sold and there is no need for special parking.

Agenda Review
Review:
David M. Murphy Pending
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1910)**

Submitted by: David Murphy, City Manager

Description: Consideration to Approve Up to Five Licensed Food Vendors to Operate at Swing Farmington on August 13

Requested Action:

Background:

Alexander Steward of Swing Farmington would like to have up to five food vendors at Swing Farmington in Riley Park and Sundquist Pavilion on August 13. Swing Farmington uses the pavilion every Thursday - as previously approved by council -- during the summer months for swing dancing. The group is planning to have a live band on August 13. Weekly, the event starts at 8 p.m. with a swing lesson, then dancing begins at 8:30 p.m.

Alexander plans to use local vendors, such as Basement Burger Bar; as well as Farmington Farmers Market vendors, such as Petey's donuts.

Set up will begin at 6:30 p.m. and will not require any parking lot closures.

Swing Farmington attracts up to 100 dancers to our community every Thursday in the summer. This year there has not been any security issue at this event.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1923)**

Submitted by: David Murphy, City Manager

Description: Consideration to Designate a MMRMA Member Representative

Requested Action:

Move to appoint City Manager David Murphy as the MMRMA Representative for the city of Farmington.

Background:

In the past, the city manager has served; David Murphy will be replacing Vincent Pastue as the city's representative.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1900)**

Submitted by: Amy Norgard, Controller

Description: Farmington Monthly Payments Report

Requested Action:

Approve Farmington Monthly Payments Report - May 2015

Background:

See attachment

Agenda Review

Review:

Amy Norgard Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT**MONTH OF MAY 2015**

FUND #	FUND NAME	AMOUNT:
101	GENERAL FUND	\$ 316,674.58
202	MAJOR STREET FUND	\$ 23,457.68
203	LOCAL STREET FUND	\$ 8,757.86
244	CORRIDOR IMPROVEMENT AUTHORITY	\$ 245.30
592	WATER & SEWER FUND	\$ 357,893.82
595	FARMINGTON COMMUNITY THEATER FUND	\$ 30,249.87
640	DPW EQUIPMENT REVOLVING FUND	\$ 133,633.15
701	AGENCY FUND	\$ 24,722.10
736	PUBLIC EMPLOYEE HEALTH CARE FUND	\$ 63,025.40
	TOTAL CITY PAYMENTS ISSUED:	\$ 958,659.76
136	47TH DISTRICT COURT FUND	\$ 200,496.02
248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 6,714.60
296	SWOCC FUND	\$ 9,121.87
	TOTAL OTHER ENTITIES PAYMENTS ISSUED:	\$ 216,332.49
	TOTAL PAYMENTS ISSUED	\$ 1,174,992.25

A detailed Monthly Payments Report is
on file in the Treasurer's Office.

CITY OF FARMINGTON - ACH PAYMENTS REPORT

MONTH OF MAY 2015

TRANSFER FROM:	TRANSFER TO:	DESCRIPTION:	AMOUNT:
General Fund	Chase (Disbursing Acct)	Direct Deposit Payroll	213,300.54
General Fund	Federal Gov't	W/H & FICA Payroll	77,180.25
General Fund	MERS	April Transfer	39,598.27
General Fund	MERS HCSP	April Transfer	3,865.00
	TOTAL CITY ACH TRANSFERS		333,944.06
Court Fund	Chase (Disbursing Acct)	Direct Deposit Payroll	81,063.00
Court Fund	Federal Gov't	W/H & FICA Payroll	29,512.95
SWOCC Fund	Chase (Disbursing Acct)	Dir.Dep. Pay & W/H & FICA	25,923.32
	TOTAL OTHER ENTITIES ACH TRANSFERS		136,499.27

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1899)**

Submitted by: Frank Demers, Director of Public Safety

Description: Farmington Monthly Payments Report

Requested Action:

Approve Farmington Monthly Payments Report

Background:

See attachment

Agenda Review

Review:

Frank Demers Completed 06/03/2015 2:36 PM

City Manager Pending

City Council Pending 06/15/2015 7:00 PM



City of
FARMINGTON Michigan

www.farmingtonpublicsafety.com

FARMINGTON PUBLIC SAFETY DEPARTMENT

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MONTHLY REPORT **MAY 2015**

Kitchen Fire

On May 1st at approximately 8:23 PM Engine 3 and patrol officers responded to a home on Hayden St for a report of a stove fire. Upon arrival the officers learned that the fire was out, but the home was still filled with smoke. Officers learned that the fire was caused by a careless cook who had left a pan filled with oil on the stove. When the oil started to catch fire the homeowner threw flour on the fire in an attempt to extinguish it. The flour caused the fire to immediately grow in size so the homeowner grabbed the pan and threw it outside the home. Officers used the department positive pressure fan to remove the smoke from the residence.

NOTE: The preferred method to extinguish a grease/oil fire is to use a Class B Fire Extinguisher and to turn off the stove. If a class B extinguisher is unavailable than baking soda could be used (it's not as effective as the class B). Never use flour or water to extinguish a grease or oil fire, it will only cause the fire to spread.

Suspicious Circumstance

On May 2nd at approximately 7:33 PM an officer was dispatched to an apartment on the 36000 block of Grand River Ave for a report of a possible malicious destruction of property. Upon arrival the officer interviewed the complainant who advised that he had noticed his tire low pressure alarm activate on his vehicle a day after one of his neighbors had moved out. The complainant advised that he did not know if the neighbor had been evicted or had moved out on his own, but advised that he had called the public safety department on the neighbor several days prior to the neighbor moving out. On May 2nd the complainant noticed that there was a screw in his tire and was concerned that the neighbor may have put it in the tread in order to exact revenge for the complainant calling the public safety department. The complainant did not have any further cause to believe that the neighbor may have caused the screw to damage the tire.

Lost Property

On May 2nd at approximately 8:30 PM a citizen came into the public safety department to report that he had lost his license plate off of his vehicle somewhere near the TJ Maxx.

Drove While License Suspended

On May 3rd at approximately 4:42 AM an officer on patrol stopped a vehicle in the area of Freedom and Drake for speeding. A subsequent investigation revealed that the driver had 5 suspensions on his license and 3 traffic warrants for his arrest out of a nearby jurisdiction. The driver was arrested for driving on a suspended license and was housed at the Farmington jail.

South Farmington Baseball Parade

On May 2nd Farmington Officers provided traffic control assistance for the season opening ceremonies of the South Farmington Baseball Parade. The parade started at Farmington City Hall and concluded at Farmington City Park. Areas of Grand River Ave, Farmington Road and Shiawassee were closed temporarily to allow for the parade route.

Novi Police Open House

On May 2nd Farmington Public Safety provided a marked patrol unit for Novi Police Department's "Jump into Spring" event.

Crop Walk

On May 3rd Farmington Public Safety provided traffic assistance for the Farmington Crop Walk.

Drove While License Suspended

On May 8th at approximately 5:26 AM an officer on patrol stopped a vehicle in the area of Orchard Lake and Lamar for an equipment violation. Further investigation revealed that the driver had a suspended driver's license and a warrant for his arrest out of a local jurisdiction. The man was arrested for driving on the suspended license and housed at the Farmington jail.

Warrant Arrest

On May 10th at 1:30 p.m. an officer on patrol in the 22800 block of Power Rd, observed a female walking whom he recognized as having an outstanding warrant for Probation Violation out of this department. The officer made contact with the female as she was walking up to her residence and took her into custody on the outstanding warrant. The female was transported to the station where she was held pending her arraignment on the warrant at the 47th District Court.

Fire Run-Wires Down

On May 11th Officers responded to a report of electrical wires down in the backyard of a residence in the 23000 block of Warner St. Upon arrival, the officer found that the wires down were actually a cable line. The homeowner was advised to contact Bright House Cable to have the cable line repaired.

DWLS Arrest

On May 11th an officer on patrol stopped a vehicle for an improper turn as it was exiting Marketplace St. onto Grand River Ave. Upon stopping the vehicle and making contact with the driver, it was found that the driver had a suspended driver's license along with

no insurance on the vehicle. The driver was subsequently arrested for DWLS and transported to the station to be processed.

Larceny of Fencing Materials

On May 11th an officer was dispatched to Flanders Park on a report of stolen fence brackets. The brackets had been removed by City of Farmington DPW to make way for the new residential housing development and the brackets had been left at the location. When the DPW returned, the brackets were gone. The fence brackets were going to be reused for future repairs throughout the city.

Larceny

On May 13th, an officer responded to the former site of Flanders Elementary for a report of stolen playground equipment. This was the second report of stolen items from the area. DPW personnel advised that they were dismantling the playground equipment so that it could be stored and used again once the construction of the new homes was completed. Sometime overnight, unknown suspect(s) used bolt cutters to cut 2 tire swings and 8 regular swings from swing sets and stole them. The total cost of this theft was approximately \$1800.00. Two teen girls were seen in the area prior to the theft and had been told by DPW staff to leave the materials alone. It was found that the two teen girls live on Whitlock St in Farmington Hills.

A follow-up interview with the two teens and their parents resulted in the teens admitting to taking the equipment for sentimental value. All stolen equipment was returned to the station to be turned over to DPW staff. The case will be forwarded to Farmington Youth Assistance to review for diversion.

Larceny from Auto

On May 14th at 10:35 am, an officer responded to the 30000 block of Shiawassee for the report of a vehicle break in. The resident advised that sometime overnight, unknown suspect(s) broke out the rear passenger window of her locked vehicle and stole the built in navigation system from her dashboard. Fingerprints were lifted from the scene but proved to be unusable. There are no suspects in this matter.

Operate While Intoxicated 2nd Offense

On May 15th at approximately 11:13 PM an officer stopped a vehicle in the Grand River and Drake area for erratic driving. Further investigation revealed that the driver exhibited signs of intoxication. The driver failed several sobriety exams and refused to take a preliminary breath test. The man was arrested for operating while intoxicated. Officers noted that the man had been convicted for the same offense several years prior, had a suspended driver's license and had a warrant for his arrest out of a Wayne County department. The man was arrested for OWI and transported to the public safety department for booking. The man refused to take a Datamaster breath test so a warrant was sought for his blood. The man was housed at the Farmington Jail.

Suspicious Persons

On May 16th at approximately 6:49 PM an officer was dispatched to a residence on Vicary Ln for a report of two subjects posing as landscapers and possibly breaking into a home. Upon arrival the officer discovered that the two subjects were actually neighbors who were doing a good deed and cleaning an elderly neighbor's garden.

Relay for Life

On May 16th the American Cancer Society conducted its annual 24 hour relay for life at the Shiawassee Park.

Resist and Obstruct / Operate While Intoxicated

On May 17th at approximately 2:08 AM an officer on patrol observed a vehicle speeding 70 mph in the 45 mph zone on Eight Mile near Farmington Rd. The officer activated his emergency lights and sirens and observed the vehicle nearly strike other traffic. The vehicle stopped at Eight Mile and Gill Rd. The officer approached the driver and noted that she was exhibiting signs of intoxication. The woman failed several sobriety exams and registered with a .14 BAC with a preliminary breath test. The woman was arrested for operating while intoxicated and transferred to the Farmington Jail.

Upon entering the booking room the arresting officer and a Sergeant began removing the woman's handcuffs. In the process the woman began kicking at the sergeant and the arresting officer. The woman was secured in a jail cell. The woman refused to take a Datamaster breath test and a warrant was sought for her blood. The woman was transported to Botsford Hospital where two vials of blood were withdrawn pursuant to a search warrant. The woman was charged with OWI and resisting arrest.

Assist other Police Agency

On May 17th at approximately 10:09 PM officers heard via dispatch radio that FHPD was heading to the Holiday Inn for a report of a larceny in progress. Two Farmington officers were nearby and responded to the scene to assist. Officers learned that two subjects had stolen two tool boxes from a parked pick-up truck in the parking lot of the Holiday Inn. The subjects then ran towards the Knights Inn Motel. A Farmington officer located the two tool boxes that had been ditched into a row of bushes. Farmington officers assisted in taking the two suspects into custody at their hotel room at the Knight's Inn.

Obstruct Police

On May 17th at approximately 11:07 PM an officer stopped a vehicle in the area of Orchard Lake and Astor for an equipment violation. As soon as the vehicle stopped, the front seat passenger exited the vehicle and ran into the subdivision. Officers canvassed the area but were unable to locate him. Officers know who the man is and the report was forwarded to the Detective Bureau to seek a warrant for his arrest on obstruction charges.

Unlawful Driving Away of Auto

On May 18th at 11:00 a.m. an officer was dispatched to the 31800 block of Grand River Ave on a report of a stolen automobile. Upon arrival, the vehicle owner stated that he last saw his vehicle on May 14th, but returned home on the day of the report to find his vehicle missing. There was no sign of forced entry, and the owner stated that he had the only set of keys for the vehicle.

Passing Counterfeit Currency Complaint

On May 19th at 2:30 p.m. officers were dispatched to a business in the 34700 block of Grand River Ave on a report of two suspects (1-male & 1-female) whom tried to pass a counterfeit \$100.00 bill for a carry out order of food. While still in route, dispatch gave

out a description of the suspect vehicle and occupants. A Farmington Hills PD unit located the suspect vehicle as it turned southbound on Farmington Rd from Grand River Ave. Upon making contact with the occupants of the vehicle, one of the occupants was still in possession of the counterfeit \$100 bill. The occupants were taken into custody for passing counterfeit currency and subsequently held pending their arraignment at the 47th District Court.

Warrant Arrest other Jurisdiction

On May 20th at 9:30 a.m. an officer on patrol in the area of Grand River & Cass stopped a vehicle for a traffic violation. The officer made contact with the driver and found that he had an outstanding warrant out of Huron Twp. The driver was able to post bond and was given a bond receipt. The driver was released with a court date to appear in Huron Twp.

Warrant Arrest this Department

On May 20th at 12:30 p.m. a subject turned himself in at the station on a misdemeanor traffic warrant out of this department. The subject was arrested and was able to post bond on the warrant. The subject was released pending an appearance at the 47th District Court on the case.

Larceny from a Building

On May 20th at 3:50 p.m. an officer was dispatched to a business in the 33000 block of Grand River Ave on a delayed Larceny from a Building report. Upon arrival, management advised that approximately one week prior a female patron stole a souvenir mug from the wall of the business. Management was able to review surveillance video from the date of the incident to get a description of the suspect, but at the time of the report, the suspect's identity was unknown. The case was forwarded to DB for further investigation.

Operating Under the Influence of Drugs

On May 20th at 3:08 AM, an officer stopped a vehicle on Grand River near Farmington Rd for improper lane use. The vehicle also made an improper left turn onto Grand River. The officer contacted the driver and upon questioning him, suspected that he was under the influence of either alcohol or drugs. The driver was asked to step out of his car and did so without putting the vehicle into park. He was able to jump back in and stop the vehicle before it ran him over. The officer administered field sobriety tests at which point the driver informed the officer that he had just smoked Marijuana at a friend's house and he "may still be high". The driver was arrested and a blood draw was conducted. The driver was booked and lodged in the Farmington Jail until he could post bond.

Open Intoxicants in a Motor Vehicle

On May 22nd at 6:50 PM, a commander was conducting laser speed enforcement in the area of Grand River and Lakeway. The commander stopped a vehicle for speeding 53 MPH in and posted 35 MPH zone. The commander made contact with the driver and observed an open beer can which had been thrown in the back seat and was spilling onto the floor. When questioned about the beer, he admitted to drinking and driving. The driver also stated that he had a suspended driver's license for having an

unsatisfactory driving record. The commander administered field sobriety tests and determined that the driver was not under the influence. The driver was arrested for driving on a suspended license and open intoxicants in a motor vehicle. The vehicle was impounded and the driver was transported to the police station where he was booked, issued a citation and released.

Misdemeanor Warrant other Jurisdiction

On May 21st at approximately 10:52 PM an officer on patrol stopped a vehicle in the area of M-5 and Farmington Rd for an equipment violation. Further investigation revealed that the passenger had a warrant for his arrest out of Oakland County for Home Invasion. The man was arrested and turned over to the Oakland County Sheriff's Office.

Operating with a high BAC

On May 23rd at 3:25 AM a commander was on patrol downtown when he was advised of a possible drunk driver on Grand River Ave from Orchard Lake. The vehicle was being followed by an FHPD officer who was responding to the report of an assault and could not stop the car. The commander stopped the vehicle on Wilmarth near Grand River. Upon contacting the driver, the commander noted a strong odor of intoxicants coming from inside the vehicle. The driver had bloodshot, watery eyes and stated that he and his friends had been drinking at the Tiger's game (which had ended many hours prior). The driver failed several field sobriety tests and was arrested for operating while intoxicated. The driver submitted to a breath test with a result of a .17 BAC. The driver was cited for operating with a high BAC ("super drunk"). The driver was housed in the Farmington jail until he was sober and could post bond.

Operate While Intoxicated

On May 24th at 1:36 AM an officer stopped a vehicle for speeding on Orchard Lake near Grand River. The driver exhibited signs of intoxication and admitted that she had 3 or 4 beers in Ferndale. The driver failed several field sobriety tests and had a preliminary breath test of .15%. The driver was arrested and lodged in the Farmington jail until sober and she could post bond.

Memorial Day Parade

On May 25th the City of Farmington and the City of Farmington Hills celebrated the annual Memorial Day Parade. Grand River Ave was closed between Orchard Lake Rd and Gill Rd. for the parade route. Twenty (20) Farmington Public Safety employees (consisting of 15 officers, 3 fire reserves, and 2 cadets) and 4 Farmington Hills Officers closed down roads and directed traffic away from the parade route so that citizens could watch the parade safely. There were no injuries and no incidents during the parade.

Warrant Arrest other Department

On May 25th at 8:00 a.m. officers were dispatched to an apartment complex in the 31600 block of Shiawassee Rd on a report of a suspicious male sleeping in the laundry room area. Upon arrival, officers met with the male whom stated that he had walked to the location from Detroit after being involved in a verbal domestic disturbance in Detroit. A LEIN check on the male returned with him having an outstanding warrant out of

Dearborn Heights PD for Domestic Violence. The male was arrested and transported back to the station where he was held for Dearborn Heights PD.

Possession of Heroin

On May 26th at approximately 4:00 AM an officer on patrol stopped a vehicle in the area of Eight Mile and Farmington Rd for squealing tires and speeding. Further investigation revealed that the driver had a suspended license and warrants for his arrest. The driver was arrested for driving on the suspended license. The officer noted an odor of marijuana in the vehicle and had the passenger exit the vehicle so the vehicle could be searched for drugs. The officer conducted a pat down of the passenger for weapons and as he did so, a plastic baggie fell from the passenger's person. Inside the baggie was 5 packets of heroin. The passenger was arrested for the heroin. Both the driver and the passenger were housed at the Farmington jail.

Neighbor Trouble

On May 29th at 4:00 p.m. a resident of a condo complex in the 23000 block of Farmington Rd came into the station to file a complaint against his neighbor over a verbal dispute. The resident stated that he felt threatened by his neighbor who started yelling obscenities at him as he was driving by. The resident stated the he and his neighbor have been having a long standing dispute over his neighbor accusing him of speeding in the complex. An officer made contact with the neighbor who admitted to having a verbal dispute with his neighbor, but stated that he was the one that felt threatened by his neighbor speeding past him while he was out walking his dog. Both residents were advised not to have any further contact with one another.

Misdemeanor Warrant other Jurisdiction

On May 30th at approximately 12:19 AM an officer was dispatched to a residence on the 23000 block of Colchester for a report of a barking dog. Upon arrival the officer ran a LEIN check of the dog's owner and learned that he had a warrant for his arrest out of the City of Novi for violating probation. The man was arrested and transported to the City of Novi.

Smoke Investigation

On May 30th at approximately 7:20 PM officers and Engine 3 responded to the 32000 block of Valley View Circle for a report of smoke in a building. Upon arrival officers determined that the cause of the smoke was from a dehumidifier with a burnt out motor. The dehumidifier was unplugged and no further action required.

DWLS/Warrant this PD Arrest

On May 30th at 8:00 a.m. an officer on patrol stopped a vehicle on M-5 at Farmington Rd for an expired license plate. Upon making contact with the driver, it was found that he had a suspended driver's license along with two warrants out of this department for traffic violations. The passenger in the vehicle also had an outstanding warrant out of another agency, but they stated they would not pick up on their warrant. The driver was arrested and transported to the station to be held pending his arraignment at the 47th District Court.

Fire Run-Wires Down

On May 30th at 12:30 p.m. officers were dispatched to a business in the 22900 block of Mooney St on a report of wires down in front of the business. Upon arrival, officers found that the wires were actually phone and cable lines and not an immediate hazard. The reporting party was advised to contact Bright House Cable to have the cable lines repaired.

Furnace Fire

On May 31st at approximately 9:56 PM officers and Engine 3 responded to the 33000 block of Glenview for a report of a furnace that had been smoking, but now was out. Upon arrival officers inspected the furnace and noted that a rubber washer had appeared to have broken off the furnace and onto the burner, causing the smoke. Officers advised the homeowners to have the furnace inspected by a repair man prior to using it again.

CLR-008 Monthly Summary Of Offenses (FC)

For The Month Of May

Classification	May/2014	May/2015	%Change
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	0%
09004 JUSTIFIABLE HOMICIDE	0	0	0%
10001 KIDNAPPING/ABDUCTION	0	0	0%
10002 PARENTAL KIDNAPPING	0	0	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	0%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	0	0	0%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	0%
12000 ROBBERY	1	0	-100%
13001 NONAGGRAVATED ASSAULT	4	4	0%
13002 AGGRAVATED/FELONIOUS ASSAULT	1	0	-100%
13003 INTIMIDATION/STALKING	1	1	0%
20000 ARSON	0	0	0%
21000 EXTORTION	0	0	0%
22001 BURGLARY -FORCED ENTRY	0	0	0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	0%
23001 LARCENY -POCKETPICKING	0	0	0%
23002 LARCENY -PURSES/NATCHING	0	0	0%
23003 LARCENY -THEFT FROM BUILDING	2	1	-50%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	1	0	-100%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	0	1	0%
23007 LARCENY -OTHER	3	2	-33.3%
24001 MOTOR VEHICLE THEFT	0	1	0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	0%
24003 MOTOR VEHICLE FRAUD	0	0	0%
25000 FORGERY/COUNTERFEITING	0	1	0%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	1	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	2	1	-50%
26003 FRAUD -IMPERSONATION	4	0	-100%
26004 FRAUD -WELFARE FRAUD	0	0	0%
26005 FRAUD -WIRE FRAUD	0	0	0%
27000 EMBEZZLEMENT	0	0	0%
28000 STOLEN PROPERTY	1	0	-100%
29000 DAMAGE TO PROPERTY	5	1	-80%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	0%
30002 RETAIL FRAUD -THEFT	0	0	0%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%
30004 ORGANIZED RETAIL FRAUD	0	0	0%

CLR-008 Monthly Summary Of Offenses (FC)

For The Month Of May

Classification	May/2014	May/2015	%Change
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	4	5	25%
35002 NARCOTIC EQUIPMENT VIOLATIONS	5	3	-40%
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	0%
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	0%
37000 OBSCENITY	0	0	0%
39001 GAMBLING- BETTING/WAGERING	0	0	0%
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	0%
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	0%
39004 GAMBLING -SPORTS TAMPERING	0	0	0%
40001 COMMERCIALIZED SEX -PROSTITUTION	0	0	0%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	0%
51000 BRIBERY	0	0	0%
52001 WEAPONS OFFENSE- CONCEALED	0	0	0%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	0%
52003 WEAPONS OFFENSE -OTHER	0	0	0%
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	0%
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	0%
Group A Totals	34	22	-35.2%
01000 SOVEREIGNTY	0	0	0%
02000 MILITARY	0	0	0%
03000 IMMIGRATION	0	0	0%
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	0%
14000 ABORTION	0	0	0%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%
22004 POSSESSION OF BURGLARY TOOLS	0	0	0%
26006 FRAUD -BAD CHECKS	0	0	0%
36003 PEEPING TOM	0	0	0%
36004 SEX OFFENSE -OTHER	0	0	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	0	0	0%
38002 FAMILY -NONSUPPORT	0	0	0%
38003 FAMILY -OTHER	0	0	0%
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	0%
41002 LIQUOR VIOLATIONS -OTHER	7	1	-85.7%
42000 DRUNKENNESS	0	0	0%
48000 OBSTRUCTING POLICE	0	2	0%
49000 ESCAPE/FLIGHT	0	0	0%
50000 OBSTRUCTING JUSTICE	6	2	-66.6%
53001 DISORDERLY CONDUCT	1	2	100%
53002 PUBLIC PEACE -OTHER	0	1	0%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	0	1	0%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	11	6	-45.4%
55000 HEALTH AND SAFETY	3	1	-66.6%
56000 CIVIL RIGHTS	0	0	0%

CLR-008 Monthly Summary Of Offenses (FC)

For The Month Of May

Classification	May/2014	May/2015	%Change
57001 TRESPASS	2	0	-100%
57002 INVASION OF PRIVACY -OTHER	0	0	0%
58000 SMUGGLING	0	0	0%
59000 ELECTION LAWS	0	0	0%
60000 ANTITRUST	0	0	0%
61000 TAX/REVENUE	0	0	0%
62000 CONSERVATION	0	0	0%
63000 VAGRANCY	0	0	0%
70000 JUVENILE RUNAWAY	0	0	0%
73000 MISCELLANEOUS CRIMINAL OFFENSE	4	4	0%
75000 SOLICITATION	0	0	0%
77000 CONSPIRACY (ALL CRIMES)	0	0	0%
Group B Totals	34	20	-41.1%
2800 JUVENILE OFFENSES AND COMPLAINTS	5	2	-60%
2900 TRAFFIC OFFENSES	28	14	-50%
3000 WARRANTS	27	20	-25.9%
3100 TRAFFIC CRASHES	29	23	-20.6%
3200 SICK / INJURY COMPLAINT	73	72	-1.36%
3300 MISCELLANEOUS COMPLAINTS	141	148	4.964%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	0%
3500 NON-CRIMINAL COMPLAINTS	153	89	-41.8%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	0%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	49	505	930.6%
3800 ANIMAL COMPLAINTS	17	16	-5.88%
3900 ALARMS	31	30	-3.22%
NON-CRIMINAL COMPLAINTS	0	0	0%
Group C Totals	553	919	66.18%
2700 LOCAL ORDINANCES - GENERIC	0	0	0%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	1	0	-100%
4200 PARKING CITATIONS	0	0	0%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	1	1	0%
4400 WATERCRAFT CITATIONS	0	0	0%
4500 MISCELLANEOUS A THROUGH UUUU	60	53	-11.6%
4600 LIQUOR CITATIONS / SUMMONS	0	0	0%
4700 COMMERCIAL VEHICLE CITATIONS	0	0	0%
4800 LOCAL ORDINANCE WARNINGS	0	0	0%
4900 TRAFFIC WARNINGS	0	0	0%
TRAFFIC WARNINGS	0	0	0%
MISCELLANEOUS A THROUGH UUUU	0	0	0%
Group D Totals	62	54	-12.9%
5000 FIRE CLASSIFICATIONS	16	7	-56.2%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%
FIRE CLASSIFICATIONS	0	0	0%

CLR-008 Monthly Summary Of Offenses (FC)

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Packet Pg. 56

Group E Totals	16	7	-56.2%
6000 MISCELLANEOUS ACTIVITIES (6000)	0	0	0%
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	0%
6200 ARREST ASSIST	0	0	0%
6300 CANINE ACTIVITIES	0	0	0%
6500 CRIME PREVENTION ACTIVITIES	0	0	0%
6600 COURT / WARRANT ACTIVITIES	0	0	0%
6700 INVESTIGATIVE ACTIVITIES	0	0	0%
MISCELLANEOUS ACTIVITIES (6000)	0	0	0%
CANINE ACTIVITIES	0	0	0%
COURT / WARRANT ACTIVITIES	0	0	0%
INVESTIGATIVE ACTIVITIES	0	0	0%
Group F Totals	0	0	0%
Totals for all Groups	699	1022	46.20%

CLR-008 Monthly Summary Of Offenses (FC)

Year To Date Through May

Classification	2014	2015	%Change
Group F Totals	0	0	0%
09001 MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%
09002 NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	0%
09004 JUSTIFIABLE HOMICIDE	0	0	0%
10001 KIDNAPPING/ABDUCTION	0	0	0%
10002 PARENTAL KIDNAPPING	0	0	0%
11001 SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	0	0	0%
11002 SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%
11003 SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	0%
11004 SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%
11005 SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%
11006 SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	0	0%
11007 SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	1	0	-100%
11008 SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	0%
12000 ROBBERY	1	1	0%
13001 NONAGGRAVATED ASSAULT	19	14	-26.3%
13002 AGGRAVATED/FELONIOUS ASSAULT	2	0	-100%
13003 INTIMIDATION/STALKING	5	11	120%
20000 ARSON	0	1	0%
21000 EXTORTION	0	0	0%
22001 BURGLARY -FORCED ENTRY	3	3	0%
22002 BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	0	0	0%
23001 LARCENY -POCKETPICKING	0	0	0%
23002 LARCENY -PURSESNAATCHING	0	0	0%
23003 LARCENY -THEFT FROM BUILDING	8	7	-12.5%
23004 LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	1	0%
23005 LARCENY -THEFT FROM MOTOR VEHICLE	4	8	100%
23006 LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	1	5	400%
23007 LARCENY -OTHER	12	8	-33.3%
24001 MOTOR VEHICLE THEFT	2	2	0%
24002 MOTOR VEHICLE, AS STOLEN PROPERTY	0	0	0%
24003 MOTOR VEHICLE FRAUD	0	1	0%
25000 FORGERY/COUNTERFEITING	2	1	-50%
26001 FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	5	0%
26002 FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	3	5	66.66%
26003 FRAUD -IMPERSONATION	8	7	-12.5%
26004 FRAUD -WELFARE FRAUD	0	0	0%
26005 FRAUD -WIRE FRAUD	0	1	0%
27000 EMBEZZLEMENT	0	1	0%
28000 STOLEN PROPERTY	2	0	-100%
29000 DAMAGE TO PROPERTY	15	5	-66.6%
30001 RETAIL FRAUD -MISREPRESENTATION	0	0	0%
30002 RETAIL FRAUD -THEFT	1	0	-100%
30003 RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%

CLR-008 Monthly Summary Of Offenses (FC)

Year To Date Through May

Classification	2014	2015	%Change
30004 ORGANIZED RETAIL FRAUD	0	0	0%
35001 VIOLATION OF CONTROLLED SUBSTANCE ACT	23	18	-21.7%
35002 NARCOTIC EQUIPMENT VIOLATIONS	18	14	-22.2%
36001 SEXUAL PENETRATION NONFORCIBLE -BLOOD/AFFINITY	0	0	0%
36002 SEXUAL PENETRATION NONFORCIBLE -OTHER	0	0	0%
37000 OBSCENITY	0	2	0%
39001 GAMBLING- BETTING/WAGERING	0	0	0%
39002 GAMBLING- OPERATING/PROMOTING/ASSISTING	0	0	0%
39003 GAMBLING -EQUIPMENT VIOLATIONS	0	0	0%
39004 GAMBLING -SPORTS TAMPERING	0	0	0%
40001 COMMERCIALIZED SEX -PROSTITUTION	1	0	-100%
40002 COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%
40003 HUMAN TRAFFICKING - PURCHASING PROSTITUTION	0	0	0%
51000 BRIBERY	0	0	0%
52001 WEAPONS OFFENSE- CONCEALED	4	0	-100%
52002 WEAPONS OFFENSE -EXPLOSIVES	0	0	0%
52003 WEAPONS OFFENSE -OTHER	0	0	0%
64001 HUMAN TRAFFICKING - COMMERCIAL SEX ACTS	0	0	0%
64002 HUMAN TRAFFICKING - INVOLUNTARY SERVITUDE	0	0	0%
Group A Totals	135	121	-10.3%
01000 SOVEREIGNTY	0	0	0%
02000 MILITARY	0	0	0%
03000 IMMIGRATION	0	0	0%
09003 NEGLIGENT HOMICIDE -VEHICLE/BOAT	0	0	0%
14000 ABORTION	0	0	0%
22003 BURGLARY - UNLAWFUL ENTRY (NO INTENT)	1	0	-100%
22004 POSSESSION OF BURGLARY TOOLS	0	0	0%
26006 FRAUD -BAD CHECKS	1	2	100%
36003 PEEPING TOM	0	0	0%
36004 SEX OFFENSE -OTHER	0	0	0%
38001 FAMILY -ABUSE/NEGLECT NONVIOLENT	1	1	0%
38002 FAMILY -NONSUPPORT	0	0	0%
38003 FAMILY -OTHER	1	0	-100%
41001 LIQUOR LICENSE -ESTABLISHMENT	0	0	0%
41002 LIQUOR VIOLATIONS -OTHER	18	7	-61.1%
42000 DRUNKENNESS	0	0	0%
48000 OBSTRUCTING POLICE	3	7	133.3%
49000 ESCAPE/FLIGHT	0	0	0%
50000 OBSTRUCTING JUSTICE	15	19	26.66%
53001 DISORDERLY CONDUCT	5	3	-40%
53002 PUBLIC PEACE -OTHER	1	3	200%
54001 HIT and RUN MOTOR VEHICLE ACCIDENT	4	1	-75%
54002 OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	57	28	-50.8%
55000 HEALTH AND SAFETY	4	1	-75%

CLR-008 Monthly Summary Of Offenses (FC)

Year To Date Through May

Classification	2014	2015	%Change
56000 CIVIL RIGHTS	0	0	0%
57001 TRESPASS	4	5	25%
57002 INVASION OF PRIVACY -OTHER	0	0	0%
58000 SMUGGLING	0	0	0%
59000 ELECTION LAWS	0	0	0%
60000 ANTITRUST	0	0	0%
61000 TAX/REVENUE	0	0	0%
62000 CONSERVATION	1	1	0%
63000 VAGRANCY	0	0	0%
70000 JUVENILE RUNAWAY	0	0	0%
73000 MISCELLANEOUS CRIMINAL OFFENSE	13	16	23.07%
75000 SOLICITATION	0	0	0%
77000 CONSPIRACY (ALL CRIMES)	0	0	0%
Group B Totals	129	94	-27.1%
2800 JUVENILE OFFENSES AND COMPLAINTS	14	8	-42.8%
2900 TRAFFIC OFFENSES	100	74	-26%
3000 WARRANTS	109	97	-11.0%
3100 TRAFFIC CRASHES	125	109	-12.8%
3200 SICK / INJURY COMPLAINT	364	389	6.868%
3300 MISCELLANEOUS COMPLAINTS	660	673	1.969%
3400 WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	0%
3500 NON-CRIMINAL COMPLAINTS	595	343	-42.3%
3600 SNOWMOBILE COMPLAINTS / ACCIDENTS	0	0	0%
3700 MISCELLANEOUS TRAFFIC COMPLAINTS	288	2431	744.0%
3800 ANIMAL COMPLAINTS	49	45	-8.16%
3900 ALARMS	129	131	1.550%
NON-CRIMINAL COMPLAINTS	0	0	0%
Group C Totals	2433	4300	76.73%
2700 LOCAL ORDINANCES - GENERIC	0	0	0%
4000 HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	2	0%
4100 NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	3	1	-66.6%
4200 PARKING CITATIONS	1	0	-100%
4300 LICENSE / TITLE / REGISTRATION CITATIONS	2	1	-50%
4400 WATERCRAFT CITATIONS	0	0	0%
4500 MISCELLANEOUS A THROUGH UUUU	319	248	-22.2%
4600 LIQUOR CITATIONS / SUMMONS	0	0	0%
4700 COMMERCIAL VEHICLE CITATIONS	0	0	0%
4800 LOCAL ORDINANCE WARNINGS	0	0	0%
4900 TRAFFIC WARNINGS	0	0	0%
TRAFFIC WARNINGS	0	0	0%
MISCELLANEOUS A THROUGH UUUU	0	0	0%
Group D Totals	325	252	-22.4%
5000 FIRE CLASSIFICATIONS	70	51	-27.1%
5100 18A STATE CODE FIRE CLASSIFICATIONS	0	0	0%

CLR-008 Monthly Summary Of Offenses (FC)

Year To Date Through May

Classification	2014	2015	%Change
FIRE CLASSIFICATIONS	0	0	0%
Group E Totals	70	51	-27.1%
6000 MISCELLANEOUS ACTIVITIES (6000)	0	0	0%
6100 MISCELLANEOUS ACTIVITIES (6100)	0	0	0%
6200 ARREST ASSIST	0	0	0%
6300 CANINE ACTIVITIES	0	0	0%
6500 CRIME PREVENTION ACTIVITIES	0	0	0%
6600 COURT / WARRANT ACTIVITIES	0	0	0%
6700 INVESTIGATIVE ACTIVITIES	0	0	0%
MISCELLANEOUS ACTIVITIES (6000)	0	0	0%
CANINE ACTIVITIES	0	0	0%
COURT / WARRANT ACTIVITIES	0	0	0%
INVESTIGATIVE ACTIVITIES	0	0	0%
Group F Totals	0	0	0%
Totals for all Groups	3092	4818	55.82%

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1912)**

Submitted by: David Murphy, City Manager

Description: Public Hearing – Fiscal Year 2015-16 Budget and Millage Rates

Requested Action:

Open public hearing, Finance Director/Treasurer to provide brief presentation, accept comments from the public, close public hearing.

Background:

At the May 18 meeting, City Council scheduled a public hearing regarding the proposed Fiscal Year 2015-16 budget and millage rates. The Finance Director/Treasurer will provide a brief power point presentation highlighting the proposed budget.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number**
Submitted by: David Murphy, City Manager

Description: Consideration to Adopt Fiscal Year 2015-16 Budget and Establish Millage Rates

Requested Action:

Move to adopt resolution regarding Fiscal Year 2015-16 Budget and Millage Rates.

Background:

The City Manager submitted the Proposed Fiscal Year 2015-16 Budget at the April 20 Council meeting as required by the City Charter. The City Council reviewed the proposed budget at the April 27 study session. No changes were made to the proposed budget.

As required by the City Charter and the Uniform Budgeting and Accounting Act, the City Council scheduled a budget and millage public hearing with the proposed overall millage rate set at 15.0000 mills. The public notice was published in the Farmington Observer and posted on the City's website.

Contained below is a summary of the overall fund budgets. The amounts in the resolution can be changed prior to the adoption of the budget. In addition, the resolution contains language to levy a total of 15.0000 mills. Fourteen mills are allocated for general operation purposes and one mill is levied for road improvements.

General Fund	\$ 8,585,672
Major Street Fund	608,319
Local Street Fund	203,051
Municipal Street Fund	95,740
Capital Improvements Fund	144,500
Water and Sewer Fund	5,719,772
Farmington Community Theatre Fund	551,784
2007 MTA 175 Debt Service Fund	142,695
Non voted Debt Service Fund	149,057
Special Assessment Debt Service Fund	155,248
Streetscape Debt Service	77,989
Drakeshire Special Assessment Debt Service	99,200
Grove Special Assessment Debt Service	89,483
OPEB - 2013 LTGO Bonds	451,100
Self-Insurance Fund	168,353
Employee Accrued Benefits	10,000
DPW Equipment Revolving Fund	542,163

Agenda Review**Review:****David M. Murphy Pending****City Manager Pending****City Council Pending 06/15/2015 7:00 PM**

RESOLUTION NO. (ID # 1913)

Attached file

CITY OF FARMINGTON

RESOLUTION _____

Motion by, _____ seconded by, _____, to adopt the following resolution:

WHEREAS, the City Manager has presented to the Council a proposed budget for the fiscal year beginning July 1, 2015 in accordance with the provisions of the City Charter; and

WHEREAS, the City Council has held public hearings in accordance with the provisions of the State Constitution and Statutes and the City Charter; now

THEREFORE BE IT RESOLVED that the Farmington City Council hereby adopts the FY 2015-16 budget as shown in the proposed FY 2015-16 budget document and including such changes to the proposed budget as approved by Council; and

BE IT FURTHER RESOLVED that the City Treasurer is hereby authorized to pay all claims and accounts properly chargeable to the appropriations contained in the FY 2015-16 budget, as may be amended by the Council from time to time, provided that said claims and accounts have been lawfully incurred and approved by Council or any other elected or appointed officer of the City authorized to make such expenditures; and

BE IT FURTHER RESOLVED that to meet the requirements for budgeted appropriations for the General Fund the City Treasurer is hereby directed to spread taxes on real and personal property in the amount of fourteen dollars (\$14.0000) per thousand dollars of Taxable Value; and

BE IT FURTHER RESOLVED that the City Treasurer is hereby directed to spread taxes on real and personal property in the amount of one dollar (\$1.00) per thousand dollars of Taxable Value to collect the voter approved, dedicated millage for road improvements; and

BE IT FURTHER RESOLVED that property tax payments which have been deferred in accordance with State of Michigan Statutes may be unpaid until February 28 without penalty; and

BE IT FURTHER RESOLVED that the City shall collect a one percent (1%) administration fee on all taxes collected by the City; and

BE IT FURTHER RESOLVED that all summer taxes unpaid as of September 1 will incur a 1% collection fee and interest will be charged at the rate of 1% per month in accordance with the provisions of the City Charter; and, that all winter taxes unpaid as of February 15 through the last day of February shall be assessed a three percent (3%) penalty in accordance with the provisions of the State of Michigan Statutes.

BE IT FURTHER RESOLVED that the following sums are hereby appropriated as the budget for the City of Farmington for fiscal year 2015-2016, beginning July 1, 2015 and ending June 30, 2016:

GENERAL FUND

Beginning Fund Balance (Projected)	\$	2,600,936
Revenues		
Property Taxes	\$	4,469,780
Licenses & Permits		101,600
Federal Grants		24,141
State Shared Revenues & Grants		1,001,840
Charges For Services		2,016,860
Fines & Forfeits		480,500
Other Revenues		230,106
Transfer, Capital Improvement Fund		144,500
Total Revenues	\$	8,469,327
Expenditures		
General Government	\$	1,736,254
Court		485,275
Public Safety		3,504,767
Public Services		1,031,212
Health & Welfare		7,600
Community & Economic Development		299,478
Recreation & Cultural		825,500
Transfer, Debt		695,586
Total Expenditures	\$	8,585,672
Ending Fund Balance	\$	2,484,591

Attachment: Resolution - Budget Adoption 15-16 (1913 : Consideration to Adopt Fiscal Year 2015-16 Budget and Establish Millage Rates)

MAJOR STREET FUND:	
Beginning Fund Balance (Projected)	\$ 219,008
Revenues	
State Shared Revenue	\$ 416,544
Contracts and Grants	95,320
Transfer, Municipal Street Fund	95,740
Total Revenues	\$ 607,604
Expenditures	
Construction	\$ 120,740
Operation & Maintenance	329,083
Transfer, Local Street Fund	15,801
Transfer, Debt Service Fund	142,695
Total Expenditures	\$ 608,319
Ending Fund Balance	\$ 218,293

LOCAL STREET FUND:	
Beginning Fund Balance (Projected)	\$ 100,000
Revenues	
State Shared Revenue	\$ 175,990
Special Assessments	11,250
Other Revenues	10
Transfer, Major Street Fund	15,801
Total Revenues	\$ 203,051
Expenditures	
Construction	\$ 1,875
Operation & Maintenance	201,176
Total Expenditures	\$ 203,051
Ending Fund Balance	\$ 100,000

MUNICIPAL STREET FUND:	
Beginning Fund Balance (Projected)	\$ 340,444
Revenues	
Property Taxes	\$ 300,083
Total Revenues	\$ 300,083
Expenditures	
Transfer, Major Street Fund	\$ 95,740
Total Expenditures	\$ 95,740
Ending Fund Balance	\$ 544,787

CAPITAL IMPROVEMENT FUND		
Beginning Fund Balance (Projected)	\$	426,368
Revenues		
Other Revenue	\$	2,000
Sale of Capital Assets, Gen Gov		400,000
Total Revenues	\$	402,000
Expenditures		
Transfer, General Fund	\$	144,500
Total Expenditures	\$	144,500
Ending Fund Balance	\$	683,868

WATER & SEWER FUND:		
Beginning Fund Balance (Projected)	\$	1,336,157
Revenues		
Water & Sewer Sales	\$	4,325,610
Other Revenues		117,025
Bond Proceeds		1,500,000
Total Revenues	\$	5,942,635
Expenditures		
Operations & Maintenance	\$	3,976,737
Capital Outlay		1,459,185
Debt, Principal and Interest		283,850
Total Expenditures	\$	5,719,772
Ending Fund Balance	\$	1,559,020

FARMINGTON COMMUNITY THEATER FUND:		
Beginning Fund Balance (Projected)	\$	53,305
Revenues		
Admissions/Rentals/Concessions	\$	532,900
Other Revenues		16,020
Total Revenues:	\$	548,920
Expenditures		
Operations & Maintenance	\$	507,584
Debt Service		31,200
Capital Outlay		13,000
Total Expenditures	\$	551,784
Ending Fund Balance	\$	50,441

2007 MTA 175 DEBT SERVICE FUND:	
Beginning Fund Balance (Projected)	\$ -
Revenues	
Transfer, Major Street Fund	\$ 142,695
Total Revenues	\$ 142,695
Expenditures	
Bonds, Principal	\$ 110,000
Bonds, Interest	32,370
Bonds, Paying Agent	325
Total Expenditures	\$ 142,695
Ending Fund Balance	\$ -

NONVOTED DEBT SERVICE FUND:	
Beginning Fund Balance (Projected)	\$ 207
Revenues	
Transfer, General Fund	\$ 149,057
Total Revenues	\$ 149,057
Expenditures	
Building Authority Lease	\$ 149,057
Total Expenditures	\$ 149,057
Ending Fund Balance	\$ 207

SPECIAL ASSESSEMENT DEBT SERVICE FUND	
Beginning Fund Balance (Projected)	\$ 2,767
Revenues	
Special Assessment	\$ 31,179
Other Revenues	6,097
Transfer, General Fund	117,972
Total Revenues	\$ 155,248
Expenditures	
Bonds, Principal	\$ 130,000
Bonds, Interest	25,023
Bonds, Paying Agent	225
Total Expenditures	\$ 155,248
Ending Fund Balance	\$ 2,767

STREETSCAPE DEBT SERVICE FUND	
Beginning Fund Balance (Projected)	\$ -
Revenues	
DDA Contribution	\$ 77,989
Total Revenues	\$ 77,989
Expenditures	
Bonds, Principal	\$ 40,000
Bonds, Interest	37,889
Bonds, Paying Agent	100
Total Expenditures	\$ 77,989
Ending Fund Balance	\$ -

Attachment: Resolution - Budget Adoption 15-16 (1913 : Consideration to Adopt Fiscal Year 2015-16 Budget and Establish Millage Rates)

DRAKESHIRE SPECIAL ASSESSMENT DEBT SERVICE

Beginning Fund Balance (Projected)	\$ 935
Revenues	
Other Revenues	\$ 19,200
Special Assessment	80,000
Total Revenues	\$ 99,200
Expenditures	
Bonds, Principal	\$ 80,000
Bonds, Interest	19,200
Total Expenditures	\$ 99,200
Ending Fund Balance	\$ 935

GROVE SPECIAL ASSESSMENT DEBT SERVICE FUND

Beginning Fund Balance (Projected)	\$ 4,298
Revenues	
Special Assessment	\$ 30,000
Other Revenues	24,300
DDA Contribution	35,183
Total Revenues	\$ 89,483
Expenditures	
Bonds, Principal	\$ 55,000
Bonds, Interest	34,233
Bonds, Paying Agent	250
Total Expenditures	\$ 89,483
Ending Fund Balance	\$ 4,298

OPEB - 2013 LTGO BONDS

Beginning Fund Balance (Projected)	\$ 5,003
Revenues	
Transfer, General Fund	\$ 428,557
Transfer, Water & Sewer	22,543
Total Revenues	\$ 451,100
Expenditures	
Bonds, Interest	\$ 50,000
Bonds, Interest	400,850
Bonds, Paying Agent	250
Total Expenditures	\$ 451,100
Ending Fund Balance	\$ 5,003

EMPLOYEE ACCRUED BENEFITS FUND	
Beginning Fund Balance (Projected)	\$ 7,291
Revenues	
Other Revenues	\$ 10,000
Total Revenues:	\$ 10,000
Expenditures	
Salaries, Accrued Benefits	\$ 10,000
Total Expenditures	\$ 10,000
Ending Fund Balance	\$ 7,291

SELF INSURANCE FUND:	
Beginning Fund Balance (Projected)	\$ 342,921
Revenues	
Charges for Service	\$ 168,353
Other Revenues	3,100
Total Revenues	\$ 171,453
Expenditures	
Claims Expense	\$ 10,000
Admin and Reinsurance	158,353
Total Expenditures	\$ 168,353
Ending Fund Balance	\$ 346,021

DPW EQUIPMENT REVOLVING FUND	
Beginning Fund Balance (Projected)	\$ 122,409
Revenues	
Equipment Rental	\$ 427,000
Other Revenues	-
Total Revenues	\$ 427,000
Expenditures	
Operations & Maintenance	\$ 292,963
Capital Outlay	249,200
Total Expenditures	\$ 542,163
Ending Fund Balance	\$ 7,246

BE IT FURTHER RESOLVED that the City Manager shall prepare for the Council a financial report each quarter on the status of City funds as contained within the City budget.

ROLL CALL:
AYES:
NAYS:
ABSENT:
RESOLUTION DECLARED ADOPTED

SUSAN K. HALBERSTADT, CITY CLERK

.....
I, Susan K. Halberstadt, duly authorized Clerk for the City of Farmington, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Farmington City Council at a regular meeting held on Monday, June 15, 2015, in the City of Farmington, Oakland County, Michigan.

SUSAN K. HALBERSTADT, CITY CLERK

Attachment: Resolution - Budget Adoption 15-16 (1913 : Consideration to Adopt Fiscal Year 2015-16 Budget and Establish Millage Rates)

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number**
Submitted by: David Murphy, City Manager

Description: Consideration to Adopt Downtown Development Authority's Fiscal Year 2015-16 Budget and Confirm 2015 Principal Shopping District Special Assessment

Requested Action:

Move to approve resolution to adopt the Fiscal Year 2015-2016 Downtown Development Authority Budget and confirm 2015 Principal Shopping District special assessment.

Background:

The Farmington Downtown Development Authority (DDA) presented their proposed Fiscal Year 2015-2016 Budget and work plan to the City Council at the May 4 study session. The Principal Shopping District special assessment shall remain constant at \$216,000.

Note the highlights of the budget include:

- Budget aligns with work plans
- Revenue based on TIF is expected to increase nominally
- Cost centers exist for General Fund, PSD Fund, Art on the Grand, Rhythmz in Riley Park and the Harvest Moon Celebration
- A fixed fee-for-service amount has been applied for public works support of maintenance activities
- Major projects include the Downtown Master Plan, Maxfield Training Center design competition and that portion of wayfinding signage project to be installed in the downtown

City Administration is recommending that the City Council adopt the attached resolution which will establish the DDA appropriation for Fiscal Year 2015-2016 in the amount of \$549,000 and will also maintain the PSD assessment at \$216,000.

Agenda Review
Review:
David M. Murphy Pending
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

RESOLUTION NO. (ID # 1914)
RESOLUTION

A RESOLUTION OF THE FARMINGTON CITY COUNCIL ADOPTING THE FISCAL YEAR 2015-2016 BUDGET FOR THE FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY.

WHEREAS, the Farmington Downtown Development Authority (DDA) presented a proposed budget to the City Council for Fiscal Year 2015-2016 in the amount of \$549,000; and

WHEREAS, the DDA also provides a work plan associated with the proposed budget; and

WHEREAS, the City Council adopted a resolution at its April 16, 2012 meeting to renew the Principal Shopping District (PSD) special assessment for five year period; and

WHEREAS, the PSD renewal resolution authorized the PSD assessment to be set at \$216,000 for Fiscal Year 2015-2016; and

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby adopts the Fiscal Year 2015-2016 Downtown Development Authority Budget in the amount of \$549,000.

BE IT FURTHER RESOLVED that the Farmington City Council hereby sets the Principal Shopping District special assessment for Fiscal Year 2015-2016 at \$216,000 in accordance with the attached assessment roll.

BE IT FURTHER RESOLVED that the City Treasurer is directed to collect incremental taxes eligible for capture under an incremental financing plan established by the Farmington Downtown Development Authority and disburse the captured tax revenues to the Authority.

Farmington City Council Staff Report

Council Meeting Date:
June 15, 2015

**Reference
Number**

Submitted by: David Murphy, City Manager

Description: Consideration to Adopt Fiscal Year 2015-16 47th District Court, Brownfield Redevelopment Authority and Joint Agency Budgets

Requested Action:

Move to adopt Fiscal Year 2015-16 Budget Resolution for the 47th District Court, Brownfield Redevelopment Authority, Corridor Improvement Authority and joint agency budgets.

Background:

City Administration is recommending that the City Council adopt separate budgets for the 47th District Court, the Brownfield Redevelopment Authority, the Corridor Improvement Authority, and the joint agency budgets. The Brownfield Redevelopment Authority and Corridor Improvement Authority are separate agencies of the City. While the City Council is responsible for adopting the budgets for these agencies, they are not involved with its day-to-day management and oversight.

City Administration is recommending that the Council adopt the Fiscal Year 2015-16 Brownfield Redevelopment Authority Budget at \$2,560. A couple of years ago, TCF Bank appealed its property assessment to the Michigan Tax Tribunal and won. This altered the repayment schedule as a result of the reduced tax increment capture to refund them for previous remediation work. There is approximately \$26,000 in fund balance that is available for future environmental studies and/or remediation projects.

The Fiscal Year 2015-16 Budget for the Corridor Improvement Authority is \$20,000. This is the final year of the implementation phase and the budget represents the amount of the original \$90,000 seed funding. We anticipate that the tax increment finance plan should begin with this Fiscal Year 2015-16 budget as well.

City Administration is recommending a separate budget approval for the 47th District Court that incorporates the total budget and contributions from the City of Farmington and Farmington Hills. The City of Farmington is involved with handling the general accounting, payroll, and administering the budget for the 47th District Court. The Court's budget is reviewed and recommended for approval by both Farmington and Farmington Hills City Councils. It is necessary to formalize this approval by a separate budget adoption procedure. The Fiscal Year 2015-16 Budget for the 47th District Court would be \$3,166,695. The City of Farmington's contribution for Fiscal Year 2015-16 is approximately \$53,000 more than the current fiscal year.

Finally, City Administration is recommending that the joint agency budgets with Farmington Hills also be incorporated into a separate budget approval. This would

Resolution (ID # 1915) Meeting of June 15, 2015
include budgets for the Children, Youth and Families; Farmington Area Arts
Commission; Farmington Youth Assistance; Mayor's Youth Council; Commission on
Aging; Citizens Corp for Emergency Preparedness; and Multicultural/Multiracial Council.
The total for these agency budgets would be \$7,250.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

RESOLUTION NO. (ID # 1915)
RESOLUTION

A RESOLUTION OF THE FARMINGTON CITY COUNCIL ADOPTING THE FISCAL YEAR 2015-16 BUDGETS FOR THE 47th DISTRICT COURT, BROWNFIELD REDEVELOPMENT AUTHORITY, CORRIDOR IMPROVEMENT AUTHORITY, AND JOINT AGENCY BUDGETS.

WHEREAS, the City of Farmington provides funding to agencies shared with the City of Farmington Hills; and

WHEREAS, the City Manager presented a Farmington Brownfield Redevelopment Authority Fiscal Year 2015-16 Budget for the Brownfield Redevelopment Fund in the amount of \$2,560; and

WHEREAS, City Administration recommends a Fiscal Year 2015-16 appropriation of \$20,000 for the Grand River Corridor Improvement Authority; and

WHEREAS, the City of Farmington shares district control unit responsibility for the 47th District Court and as a district control unit is responsible for approving the Court's annual budget and appropriating Farmington's share of funding required to fund the Court budget, and

WHEREAS, the City Councils for the City of Farmington and Farmington Hills reviewed and agreed on the requested budget from the 47th District Court; and

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby adopts the Fiscal Year 2015-16 budgets and approves Farmington's share of funding for the following City authorities and joint agencies:

1. Joint Agencies

Children, Youth and Families	\$ 300
Farmington Area Arts Commission	\$ 100
Farmington Youth Assistance	\$5,000
Mayor's Youth Council	\$ 450
Commission on Aging	\$ 200
Citizens Corp for Emergency Preparedness	\$ 275
Multicultural/Multiracial Council	\$ 925

2. Farmington Brownfield Redevelopment Authority \$ 2,560

3. Grand River Corridor Improvement Authority \$ 20,000

4. 47th District Court

Total Appropriation \$3,166,695

City of Farmington Hills Contribution \$2,526,983

Resolution (ID # 1915)	Meeting of June 15, 2015
City of Farmington Contribution	485,275
Other Revenues	167,167
Appropriation (To) From Fund Balance	<u>(12,730)</u>
	\$3,166,695

BE IT FURTHER RESOLVED that the City Treasurer is directed to collect incremental taxes eligible for capture under an incremental financing plan established by the Farmington Brownfield Redevelopment Authority and disburse the captured tax revenues to the Authority.

BE IT FURTHER RESOLVED that the City Treasurer is directed to collect incremental taxes eligible for capture under an incremental financing plan established by the Corridor Improvement Authority and disburse the captured tax revenues to the Authority.

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number**
Submitted by: David Murphy, City Manager

Description: Consideration to Amend Fiscal Year 2014-15 Budget

Requested Action:

Move to adopt resolution amending Fiscal Year 2014-15 Budget.

Background:

Each June, City Administration requests that the City Council adopt a year-end budget amendment. The year-end amendment is based on the estimates provided by departments during the budget process. It includes any construction fund carryovers from the preceding year, one-time items that were discussed during the budget presentation, and simply refining original budget estimates. These estimates were shown in the "FY 2014-15 Projected Activity" column of the budget document presented to City Council on April 20, 2015.

Items to highlight include the following:

General Fund
Revenues:

Increase to Transfer, Capital Improvement Fund \$40,766 - due to an increase for Riley Park Restoration totaling \$115,766 and and decrease of transfer for Flanders Park to \$0 (was \$75,000).

Expenditures:

Increase to General Government \$224,107 - primarily due to \$100,000 miscellaneous fringe expense for early retirements, \$65,000 for computer and network purchases related to the implementation of shared IT services with Farmington Hills and \$30,000 for additional attorney expenditures related to economic development.

Decrease to Public Safety \$69,486 - primarily due to salary expense, retirements of officers and hiring of new officers at lower rates.

Increase to Recreation & Cultural \$60,186 - relates to the Riley Park Restoration and ice rink contributions of \$20,000.

Major Street Fund

Increase to Other Revenue \$59,000 - due to DDA contribution of \$50,000 for Farmington Road Streetscape and \$9,000 from Farmington Hills for Drake Road

Resolution (ID # 1916)
engineering.

Meeting of June 15, 2015

Water & Sewer Fund

Decrease Water Service Charges \$213,388 & Sewer Service Charges \$306,888 - due to consumption being down in current year, overall 4.8% decrease budgeted.

DPW Equipment Revolving Fund

Decrease in Equipment Rental \$70,359 - due to lower than anticipated equipment rental in current year.

In addition to the changes shown in the Projected Activity column of the Budget Document presented on April 20, 2015, the following items require amendment:

General Fund

Revenues:

Increase Fines and Forfeits \$20,000 - higher than anticipated activity.

Expenditures:

Increase General Government \$30,000 - 1) \$20,000 for the City Attorney for additional work relating to economic development. There is a corresponding decrease in Economic and Community Development. 2) \$10,000 for Building Maintenance including the painting of City Hall.

Increase Recreation & Cultural \$5,000 - overtime in Parks Department resulting from Flanders Playground equipment removal. There is a corresponding decrease in Economic and Community Development.

Decrease Public Safety \$10,000 - The decrease in Public Safety is a net decrease comprised of 1) an increase in the Building Department of \$5,000 for addition of part-time staff that occurred earlier than anticipated; 2) a decrease in the Public Safety Department of \$13,000 for lower than anticipated repairs and maintenance expenditures; and, 3) a decrease of \$2,000 in the Public Safety Department for lower than anticipated gasoline expenditures.

Decrease Economic and Community Development \$25,000 - Amounts budgeted for economic development in this department were reallocated to the City Attorney and Parks.

DPW Equipment Revolving Fund

Increase Capital Outlay \$25,551 - Proposed amount included a reduction in the original budget amount in error. Capital Outlay should not have been adjusted.

Agenda Review**Review:****David M. Murphy Pending****City Manager Pending****City Council Pending 06/15/2015 7:00 PM**

RESOLUTION NO. (ID # 1916)

CITY OF FARMINGTON
RESOLUTION _____

Motion by, _____ seconded by, _____, to adopt the following resolution:

BE IT RESOLVED that the Farmington City Council hereby adjusts the FY 2014-15 budget as shown below; Budget Amendment No. 1; and

GENERAL FUND			
	From	To	Inc./((Decr)
Beginning Fund Balance	\$ 2,918,291	\$ 2,918,291	\$ -
Revenues			
Property Taxes	\$ 4,314,500	\$ 4,300,062	\$ (14,438)
Licenses & Permits	99,600	101,655	2,055
Federal Grants	42,108	42,108	-
State Shared Revenues & Grants	932,467	929,868	(2,599)
Charges For Services	1,890,349	1,903,355	13,006
Fines & Forfeits	480,500	492,598	12,098
Other Revenues	238,315	231,141	(7,174)
Transfer, Capital Improvement Fund	227,000	267,766	40,766
Total Revenues	\$ 8,224,839	\$ 8,268,553	\$ 43,714
Expenditures			
General Government	\$ 1,868,973	\$ 2,093,080	\$ 224,107
Court	431,959	431,959	-
Public Safety	3,320,100	3,250,614	(69,486)
Public Services	1,106,855	1,101,822	(5,033)
Health & Welfare	12,725	12,325	(400)
Community & Economic Development	402,131	353,826	(48,305)
Recreation & Cultural	596,857	657,043	60,186
Transfers to Other Funds	665,239	665,239	-
Contingency	20,000	-	(20,000)
Total Expenditures	\$ 8,424,839	\$ 8,565,908	\$ 141,069
Ending Fund Balance	\$ 2,718,291	\$ 2,620,936	\$ (97,355)

Attachment: Budget Resolution Amendment 1 revised (1916 : Consideration to Amend Fiscal Year 2014-15 Budget)

STREET FUNDS

MAJOR STREET FUND:			
	<u>From</u>	<u>To</u>	<u>Inc./ (Decr)</u>
Beginning Fund Balance	\$ 200,000	\$ 200,000	\$ -
Revenues			
State Shared Revenue	\$ 396,712	\$ 423,548	\$ 26,836
Contracts and Grants	93,015	95,320	2,305
Other Revenue	-	59,000	59,000
Transfer, Municipal Street Fund	35,000	45,000	10,000
Transfer, Capital Improvement Fund	110,000	110,000	-
Total Revenues	\$ 634,727	\$ 732,868	\$ 98,141
Expenditures			
Construction	\$ 145,625	\$ 214,431	\$ 68,806
Operation & Maintenance	320,677	351,860	31,183
Transfer to Local Street Fund	18,735	5,706	(13,029)
Transfer, Debt Service Fund	141,888	141,863	(25)
Total Expenditures	\$ 626,925	\$ 713,860	\$ 86,935
Ending Fund Balance	\$ 207,802	\$ 219,008	\$ 11,206
LOCAL STREET FUND:			
	<u>From</u>	<u>To</u>	<u>Inc./ (Decr)</u>
Beginning Fund Balance	\$ 100,000	\$ 100,000	\$ -
Revenues			
State Shared Revenue	\$ 167,534	\$ 179,035	\$ 11,501
Special Assessments	12,000	13,350	1,350
Other Revenues	10	-	(10)
Transfer, Municipal Street Fund	18,735	5,706	(13,029)
Total Revenues	\$ 198,279	\$ 198,091	\$ (188)
Expenditures			
Construction	\$ 1,875	\$ 3,010	\$ 1,135
Operation & Maintenance	196,404	195,081	(1,323)
Total Expenditures	\$ 198,279	\$ 198,091	\$ (188)
Ending Fund Balance	\$ 100,000	\$ 100,000	\$ -
MUNICIPAL STREET FUND:			
	<u>From</u>	<u>To</u>	<u>Inc./ (Decr)</u>
Beginning Fund Balance	\$ 91,566	\$ 91,566	\$ -
Revenues			
Property Taxes	\$ 294,415	\$ 293,748	\$ (667)
Other Revenue	-	130	130
Total Revenues	\$ 294,415	\$ 293,878	\$ (537)
Expenditures			
Transfer, Major Street Fund	\$ 35,000	\$ 45,000	\$ 10,000
Total Expenditures	\$ 35,000	\$ 45,000	\$ 10,000
Ending Fund Balance	\$ 350,981	\$ 340,444	\$ (10,537)

Attachment: Budget Resolution Amendment 1 revised (1916 : Consideration to Amend Fiscal Year 2014-15 Budget)

CAPITAL PROJECTS FUNDS

CAPITAL IMPROVEMENT			
CAPITAL PROJECTS FUND:	<u>From</u>	<u>To</u>	<u>Inc./.(Decr)</u>
Beginning Fund Balance	\$ 801,634	\$ 801,634	\$ -
Revenues			
Investment Income	\$ 7,000	\$ 2,500	\$ (4,500)
Sale of Capital Assets, Gen Gov	-	-	-
Total Revenues	\$ 7,000	\$ 2,500	\$ (4,500)
Expenditures			
Transfer, General Operating	\$ 227,000	\$ 267,766	\$ 40,766
Transfer, Major Street Fund	110,000	110,000	-
Total Expenditures	\$ 337,000	\$ 377,766	\$ 40,766
Ending Fund Balance	\$ 471,634	\$ 426,368	\$ (45,266)

Attachment: Budget Resolution Amendment 1 revised (1916 : Consideration to Amend Fiscal Year 2014-15 Budget)

ENTERPRISE FUNDS

WATER & SEWER FUND:

	<u>From</u>	<u>To</u>	<u>Inc./ (Decr)</u>
Beginning Fund Balance	\$ 2,076,370	\$ 2,076,370	\$ -
Revenues			
Water Service Charges	1,865,331	1,651,943	(213,388)
Sewer Service Charges	2,529,067	2,222,179	(306,888)
Other Revenues	115,100	117,025	1,925
Total Revenues	\$ 4,509,498	\$ 3,991,147	\$ (518,351)
Expenditures			
Operations & Maintenance	\$ 3,936,718	\$ 3,796,130	\$ (140,588)
Capital Outlay	328,300	705,617	377,317
Transfer, DPW Equip Revolving	-	-	-
Transfer, OPEB Debt Service	20,043	20,043	-
Debt, Principal and Interest	209,570	209,570	-
Total Expenditures	\$ 4,494,631	\$ 4,731,360	\$ 236,729
Ending Fund Balance	\$ 2,091,237	\$ 1,336,157	\$ (755,080)

FARMINGTON COMMUNITY THEATRE FUND:

	<u>From</u>	<u>To</u>	<u>Inc./ (Decr)</u>
Beginning Fund Balance	\$ 52,291	\$ 52,291	\$ -
Revenues			
Admissions/Rentals/Concessions	\$ 557,495	\$ 545,900	\$ (11,595)
Other Revenues	920	20	(900)
Total Revenues:	\$ 558,415	\$ 545,920	\$ (12,495)
Expenditures			
Operations & Maintenance	\$ 477,322	\$ 495,947	\$ 18,625
Capital Outlay	5,000	17,159	12,159
Debt Service	31,800	31,800	-
Total Expenditures	\$ 514,122	\$ 544,906	\$ 30,784
Ending Fund Balance	\$ 96,584	\$ 53,305	\$ (43,279)

INTERNAL SERVICE FUNDS

EMPLOYEE ACCRUED BENEFITS FUND			
	<u>From</u>	<u>To</u>	<u>Inc./((Decr)</u>
Beginning Fund Balance (Projected)	\$ 7,141	\$ 7,141	\$ -
Revenues			
Other Revenues	\$ 50	\$ 150	\$ 100
Transfer, General Fund	10,000	10,000	-
Total Revenues:	\$ 10,050	\$ 10,150	\$ 100
Expenditures			
Salaries, Accrued Benefits	\$ 10,000	\$ 10,000	\$ -
Total Expenditures	\$ 10,000	\$ 10,000	\$ -
Ending Fund Balance	\$ 7,191	\$ 7,291	\$ 100

DPW EQUIPMENT REVOLVING FUND			
	<u>From</u>	<u>To</u>	<u>Inc./((Decr)</u>
Beginning Fund Balance (Projected)	\$ 455,805	\$ 455,805	\$ -
Revenues			
Equipment Rental	\$ 456,359	\$ 386,000	\$ (70,359)
Total Revenues	\$ 456,359	\$ 386,000	\$ (70,359)
Expenditures			
Operations & Maintenance	\$ 274,872	\$ 279,647	\$ 4,775
Capital Outlay	465,300	465,300	-
Total Expenditures	\$ 740,172	\$ 744,947	\$ 4,775
Ending Fund Balance	\$ 171,992	\$ 96,858	\$ (75,134)

BE IT FURTHER RESOLVED that the City Treasurer is hereby authorized to pay all claims and accounts properly chargeable to the forgoing appropriations, as may be amended by the Council from time to time, provided that said claims and accounts have been lawfully incurred and approved by Council or any other elected or appointed officer of the City authorized to make such expenditures; and

BE IT FURTHER RESOLVED that the City Manager shall prepare for the Council a financial report each quarter on the status of City funds as contained within the City budget.

ROLL CALL:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

SUSAN K. HALBERSTADT, CITY CLERK

.....
I, Susan K. Halberstadt, duly authorized Clerk for the City of Farmington, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Farmington City Council at a regular meeting held on Monday, June 15, 2015, in the City of Farmington, Oakland County, Michigan.

SUSAN K. HALBERSTADT, CITY CLERK

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number**
Submitted by: David Murphy, City Manager

Description: Consideration to Adopt Resolution to Amend Residential Refuse/Recycling User Charge

Requested Action:

Move to adopt resolution to amend Residential Refuse/Recycling User Charge effective July 1, 2015

Background:

In 2008, the City established a separate user charge that would be placed on the July and December tax bills for residential units. The Refuse/recycling user charge is structured to cover the full cost of residential refuse collection, yard waste collection, recycling, the household hazardous waste collection program, RRRASOC administrative costs, and the cost associated with the fall leaf collection program.

The following condominium units do not receive the leaf collection service in the Fall: Tana Hill (6), Adams Manor (6), Pinewoods (40), Winset (55), Tall Pines (3), and Heritage Village (78). As a result, City Administration is recommending that we establish a separate fee that would exclude the leaf collection costs for these 188 units. The attached resolution establishes a separate charge for the units.

Chapter 16 of the City Code contains a provision which allows the City Clerk to waive the recycling fee based on applications verifying economic hardship or permanent physical handicap. Each year, the clerk receives five or six such applications. The contract with Waste Management implemented in October 2008, does not provide a per unit cost breakdown for the solid waste, recycling collection, and yard waste services. The Recycling Assessment, which was \$96.38 in 2007, was based on the cost of recycling, yard waste collection and the City leaf collection program. In 2014, the City Council set the recycling waiver fee at \$110.00. City Administration is recommending that the fee remain at \$110.00.

Agenda Review
Review:
David M. Murphy Pending
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

RESOLUTION NO. (ID # 1918)**RESOLUTION****A RESOLUTION OF THE FARMINGTON CITY COUNCIL AMENDING RESIDENTIAL REFUSE/RECYCLING USER FEE, AMENDING A REFUSE/RECYCLING FEE WITHOUT THE LEAF COLLECTION PROGRAM, AND AMENDING THE DOLLAR AMOUNT SUBJECT TO THE RECYCLING WAIVER, EFFECTIVE JULY 1, 2015.**

WHEREAS, the Farmington City Council is authorized by Section 16-34 of the Code of Ordinances to establish a residential user fee to defray the City's costs for providing solid waste collection and disposal, recycling collection and processing, recycling administration, yard waste collection and processing, leaf collection and processing, and household hazardous waste collection and processing services; and

WHEREAS, the City of Farmington contracts with Waste Management, Inc. to provide solid waste collection, yard waste collection, and recycling collection services for residential customers in the City, for which the City pays a contractual fee; and

WHEREAS, the City of Farmington has agreed to deliver recycled materials to the facility owned by the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC); and

WHEREAS, the City of Farmington, along with other participating communities, contracts with RRRASOC to administer the recycling facility and other recycling programs in exchange for a fee paid to RRRASOC; and

WHEREAS, the City of Farmington participates in the Household Hazardous Waste Collection Program administered by RRRASOC; and

WHEREAS, as part of the City's recycling program, each fall the Farmington Department of Public Works collects and disposes of leaves raked to the curb by residents; and

WHEREAS, the Refuse/Recycling User Fee is intended to defray the City's expenses in providing these services to its residents as estimated in the Fiscal Year 2015-16 Budget, effective July 1, 2015.

WHEREAS, there are 2,754 residential units that currently receive all of the refuse/recycling services within the City of Farmington; and

WHEREAS, there are 188 condominium units that receive all of the refuse/recycling services except for the leaf collection program; and

WHEREAS, in accordance with the preceding, the user fee would be based on the costs incurred by the City for the 2015-16 fiscal year in accordance with the following:

Resolution (ID # 1918)

Meeting of June 15, 2015

	Annual Budget	Per Unit Cost
Waste Management Service Contract	\$434,711	\$ 147.76
Recycling Administration	12,965	4.41
Hazardous Waste Collection and Services	15,000	5.10
Other Operating Expenses	<u>53,880</u>	<u>18.31</u>
Total	\$502,822	\$ 175.58

WHEREAS, the unit price for residential units receiving leaf collection program service is \$39.41 based on a budgeted cost of \$108,535 for Fiscal Year 2015-16 and 2,754 residential units; and

WHEREAS, Chapter 16, Garbage and Rubbish, of the City Code permits a waiver of the recycling fee based on economic hardship requirements specified in Section 16-34.5 or disability as contained in Section 16-27.5.

WHEREAS, City Administration is recommending that the amount for the recycling economic hardship waiver remain the same at \$110.00.

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby establishes a residential refuse/recycling user fees and recycling waiver amount as indicated below, effective July 1, 2015:

1. Residential Refuse/Recycling fee - \$214.99 with \$107.50 levied with the July 2015 tax bill and \$107.49 on the December 2015 tax bill
2. Residential Refuse/Recycling Fee, Condominiums without Leaf Collection Program - \$175.58 with \$87.79 levied with the July 2015 tax bill and \$87.79 levied on the December 2015 tax bill.
3. The amount to be waived from the user fee for those residents qualifying for the recycling waiver under Section 16-34.5 or the disability waiver pursuant to 16.27-5 of the City Code is \$110.00

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

CERTIFICATION

_____ I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of Farmington City Council at a regular meeting held on July 15, 2015.

Susan K. Halberstadt, City Clerk

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1919)**
Submitted by: David Murphy, City Manager

Description: Consideration to Amend Water and Sewer Rates Effective July 1, 2015

Requested Action:

Move to adopt Chapter 11 of the City Fee Schedule, as presented, which amends the water and sewer fees, effective July 1, 2015

Background:

The Detroit Water and Sewer Department (DWSD) proposed a 12% Water rate increase and a 4% Sewer increase. The proposed budget increases Farmington's rates 12% for both water and sewer. The 12% increase in water rates matches the DWSD increase. The 12% sewer increase is higher than the DWSD increase for 2 reasons. First, DWSD charges the City a fixed monthly amount for sewer processing. As the City's consumption decreases, the City has to charge more per unit to cover the fixed charge. Second, there are 3 significant projects that will need to be completed to keep the Wastewater system in good repair - Twin Valley Lift Station Replacement (\$850,000), Sewer Interceptor Restoration (\$225,000), and Sewer Lining (\$375,000).

The rates will change as follows:

	Rates Effective 7/1/14	Rates Effective 7/1/15
Water Consumption Charge (per 1,000 gallons)	\$4.31	\$4.83
Water Fixed Charge (per quarter)	\$25.27	\$28.30
Sewer Consumption Charge (per 1,000 gallons)	\$5.58	\$6.24
Sewer Fixed Charge (per quarter)	\$30.16	\$33.78

For a resident that uses 20,000 gallons per quarter, they will see an increase of \$30.25. City Administration is recommending that the City Council amend Chapter 11 of the City Fee Schedule, as presented, which amends the water and sewer rates, effective July 1, 2015. Customer bills would not increase until the September utility bill.

Agenda Review
Review:

David M. Murphy Pending
 City Manager Pending
 City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number**
Submitted by: David Murphy, City Manager

Description: Consideration to Amend Employee Administrative Manual and Non-Union Pay Plan

Requested Action:

Move to Adopt Resolution Amending Employee Administrative Manual and Non-Union Pay Plan, Effective July 1, 2015

Background:

City Administration is recommending that the City Council amend the employee administrative manual and non-union pay plan, effective July 1, 2015. Listed below are the specific amendments and the rationale behind the proposed change. All of the proposed changes are contained in the Fiscal Year 2015-16 Budget and incorporated into the five-year budget forecast. Funds are available for the proposed changes.

1. Amend Non-Union Pay Plan (attached) - The pay plan provides an across the board 2% increase and includes the newly reinstated Public Safety Deputy Director position and the newly created Director of Finance and Administration position.
2. Amend Employer Contribution for Medical and Prescription Coverage - As a matter of policy, the City complies with the monthly hard caps established by the Michigan Department of Treasury for medical and prescription plans. Paragraph 5 of the resolution specifies the monthly amounts the City will contribute based on the 2015 hard cap amounts established by the Michigan Department of Treasury.
3. Farmington Hills Blue Care Network Consolidation - Paragraph 8 indicates that for active non-union employees under the Healthy Living Blue 2 plan, they will continue with their current payroll deductions thru March 31. They will receive a one-time bonus that represents 80% of the difference between the monthly hard caps and the Healthy Living Blue 2 premiums with Farmington Hills.
4. Temporarily Amend Policy for Compensation of Unused Vacation Leave - This past year has been another extremely busy one for all departments within the organization. Again, there has been difficulty in department head (exempt) personnel being able to use their vacation leave. Therefore, City Administration is requesting that the City Council temporarily amend the policy to allow non-union Exempt personnel, upon approval of City Manager, to be compensated for two weeks from their existing vacation leave bank. If there remains a balance, they would be allowed to carry it forward into Fiscal Year 2015-16. The existing

Resolution (ID # 1920)

Meeting of June 15, 2015

policy allows for exempt employees to be compensated for up to one week of unused vacation leave.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

RESOLUTION NO. (ID # 1920)**A RESOLUTION OF THE FARMINGTON CITY COUNCIL AMENDING THE NON-UNION PAY PLAN AND AMENDING THE EMPLOYEE ADMINISTRATIVE MANUAL.**

WHEREAS, the Fiscal Year 2015-16 Budget provided a 2% increase for all non-union employees which is proposed for the non-union pay plan as attached; and

WHEREAS, the City of Farmington complies with the hard caps for medical and prescription benefits established by the Michigan Department of Treasury pursuant to Public Act 152 of 2011; and

WHEREAS, the City has undertaken numerous organizational changes and projects which has made it difficult for department head and supervisory personnel to utilize their vacation; and

WHEREAS, City Administration is recommending that, upon approval of the City Manager, non-union Exempt personnel be given the option of being compensated for up to two weeks of unused vacation leave and to be allowed to carry forward any compensated balances into Fiscal Year 2015-16.

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby amends the Non-Union Pay Plan and Administrative Manual as provided below.

1. Amend Non-Union Pay Plan as attached and made part of this resolution.
2. Blue Care Network (BCN) Healthy Living Blue 2 with a \$10/\$40 drug rider as the plan for all eligible non-union employees.
3. Maintain Blue Cross Dental Plan as the primary plan for all eligible non-union employees in which the employer provides 100% of the monthly premium.
4. The City of Farmington will provide the following monthly contributions toward employee medical and prescription coverage. The difference shall be provided by the employee via payroll deductions.

Single Coverage:	\$ 505.33
Two-Person Coverage:	\$1,161.19
Family Coverage:	\$1,316.02

5. The City of Farmington shall provide the Blue Cross Vision Plan as an option for employees to receive if they elect to pay for the full cost via payroll deductions.
6. Exempt Non-union employees shall be compensated up to two weeks of unused vacation leave and shall be allowed to carry forward the remaining amount upon approval of the City Manager.
7. Health Insurance

BCN Rates - July 1, 2015 thru March 31, 2016

- A. Non-union employees will continue existing payroll deductions for medical insurance for single, two-person, and family coverage.

Single:	\$ 54.72/month
Two-Person:	\$125.85/month
Family:	\$142.27/month

- B. Eligible Non-union employees will receive a one-time bonus in May 2016 that represents 80% of the difference between actual premiums through the City of Farmington Hills and the hard caps for such coverage by employee.

**NON-UNION PAY PLAN
EFFECTIVE JULY 1, 2015**

	<u>Starting Range</u>		<u>Maximum 1 Year</u>	<u>Maximum 2 Years</u>	<u>Maximum 3 Years</u>	<u>Maximum 4 Years</u>
	<u>From</u>	<u>To</u>				
<u>Pay Grade 1</u> Public Safety Director Director of Finance and Administration	84,047	88,248	90,895	93,623	96,432	99,325
<u>Pay Grade 2</u> Public Works Superintendent Economic and Community Development Director Public Safety Deputy Director	75,827	79,618	82,006	84,466	87,000	89,610
<u>Pay Grade 3</u> City Clerk	65,688	68,730	70,791	72,916	75,103	77,356
<u>Pay Grade 4</u> Controller Asst to City Manager Asst Public Works Superintendent	56,857	59,701	61,491	63,336	65,236	67,194
<u>Pay Grade 5</u> Deputy Treasurer Building Official/Code Officer	50,869	53,413	55,015	56,665	58,365	60,117
<u>Pay Grade 6</u> Executive Assistant Deputy Clerk	41,459	43,532	44,837	46,183	47,568	48,995
<u>Pay Grade 7</u> Administrative Assistant III	39,669	41,653	42,902	44,188	45,514	46,879
<u>Pay Grade 8</u> Administrative Assistant II	37,136	38,993	40,161	41,366	42,607	43,887
<u>Pay Grade 9</u> Administrative Assistant I Administrative Specialist II	33,826	35,517	36,582	37,680	38,811	39,975

Pay Grade - Part-Time, Permanent
Classified under the appropriate full-time classification with salary pro-rated

Pay Grade - Part-Time, Temporary
Salary set by the appointing officer or body within budgetary appropriations

City Manager's salary is established by employment agreement

Attachment: 2015 Non-Union Pay Plan (1920 : Consideration to Amend Employee Administrative Manual and Non-Union Pay Plan)

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1921)**

Submitted by: David Murphy, City Manager

Description: Consideration to Amend City of Farmington Fee Schedule; Chapter 8 Dealing with Rubbish and Recycling; and Chapter 10 Dealing with Zoning

Requested Action:

Move to Amend City of Farmington Fee Schedule; Chapter 8 Dealing with Rubbish and Recycling; and Chapter 10 Dealing with Zoning.

Background:

The treasurer's office is requesting that the City Council amend Chapter 8 of the Fee Schedule dealing with rubbish and recycling.

Economic and Community Development is recommending that Chapter 10 of the Fee Schedule dealing with zoning.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

CHAPTER 1

MISCELLANEOUS

Agenda sent	\$25.00 annually*
Minutes sent	\$40.00 annually*
Lighted baseball fields	\$100.00 per team annually/(Collected by Farmington Hills) organized adult teams
Bad checks	\$35.00
*Transfer of Delinquent Accounts to Tax Roll	10% of amount due, minimum \$50.00
*Weed cutting	Cost + 20% overhead (10% penalty after due date)
**Recycling	
Container	set at wholesale price
Cart	set at wholesale price
Weddings Solemnized by Mayor	\$50.00

*The following agencies are exempt from the fee:

- Chairs of City of Farmington Boards and Commissions
- Farmington School District
- Governmental planning agencies
- Other municipalities
- Print or broadcast media

* Amended: 6-04-07
 *** Amended: 6-4-04
 **** Amended: 8-4-03

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 2
PRINTED MATERIAL

Charter	\$7.50
Copies – Per page 8 ½ X 11 printed material	.50 in person
* - Per page larger than 8 ½ X 11	.75 in person
* - Mailing charge per envelope	\$2.00
- Tax receipt	\$1.00
- Tax bill	\$1.00
* - Assessing records per page	\$1.00
Land Use map	\$5.00
***Ordinance book	\$95.00
***Zoning book	\$20.00
*City Map	\$3.00
Zoning Map	\$5.00
Business name list	\$15.00
**Master Plan	\$10.00

*Amended 9-3-96
 **Amended 7-1-98
 ***Amended 6-18-01

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 3
CEMETERY

FEE SCHEDULE

GRAVE:

** Resident	\$ 450.00
** Non-Resident	\$ 950.00

OPENING & CLOSING:

** Weekday Service arriving before 3:00 p.m.	\$ 650.00
Service arriving after 3:00 p.m.	\$ 800.00
**Saturday/Holiday*	
Service arriving before 1:00 p.m.	\$ 900.00
Service arriving after 1:00 p.m.	\$1,000.00

CREMATION BURIAL:

** Weekdays Service arriving before 3:00 p.m.	\$ 300.00
Service arriving after 3:00 p.m.	\$ 450.00
**Saturday/Holiday*	
Service arriving before 1:00 p.m.	\$ 425.00
Service arriving after 1:00 p.m.	\$ 550.00

**DISINTERMENT: To re-enter

City Cemetery	\$ 800.00
Other Cemetery	\$ 650.00

TRANSFER OF OWNERSHIP:

** Resident	\$ 25.00
** Non-Resident	\$ 40.00

CONSTRUCTION OF FOUNDATIONS
FOR MEMORIALS AND MARKERS:

** Single up to 42" X 18"	\$ 150.00
** Double up to 60" X 18"	\$ 275.00

(\$.35 per square inch if larger)

*Holidays, include Martin Luther King, Jr.'s Birthday, Good Friday, day after Thanksgiving, day before or after Christmas and New Year's Day.

NO OPENING OR CLOSING ON SUNDAY, NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY.

** Amended 6-21-2013

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 4
ANIMAL LICENSING

EFFECTIVE OCTOBER 22, 2013, CHAPTER 4 ANIMAL
LICENSING IS ELIMINATED

CHAPTER 5

VOTER DATA

Data Provided on Diskette/CD:

*Each Date File: \$10.00 (Minimum charge of \$30.00)

Printed Lists:

All Registered Voters:	
Each Precinct:	\$ 30.00
All Precincts:	\$180.00

Voted in An Election:	
Each Precinct:	\$20.00
All Precincts:	\$120.00

All data proved through electronic mail is free of charge

The City of Farmington does not offer data requiring special preparation or that is not available on the State Qualified Voter File (QVF).

*(i.e., Data files may include all registered voters, registered voters by precinct and all voters who voted in a particular election or by precinct,)

Amended 6/16/14
Effective 7/01/14

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 6
DEPARTMENT OF PUBLIC SAFETY
SECTION 1 – MISCELLANEOUS

Bicycle license	\$2.00
Copies – First page	\$5.00
Additional pages	\$1.50 each
Photo - Black/white	\$10.00 + cost
Color	\$10.00 + cost
Accident Reports	\$10.00
Fingerprints (card) – Resident	\$5.00
Non-Resident	\$8.00
Local record clearance (non-governmental)	\$10.00
Permit Parking Fee – First two permits	(no cost)
Additional permits	\$2.00 per permit
Police Records (video, phone)	\$10.00 tape + hourly wage
Vehicle Impoundment (abandoned or Arrests) (Effective November 18, 2013)	\$25.00

SECTION 2 – ANIMAL CONFINEMENT

EFFECTIVE OCTOBER 22, 2013 SECTION 2 ANIMAL CONFINEMENT ELIMINATED

SECTION 3 – ALARMS

False Alarm –Up to 4	(no cost)
5 and up	\$25.00 per occurrence

Revised 10-22-13

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 4 – LIQUOR LICENSE INVESTIGATIONS

Class C or Private Club License	
New license or transfer of ownership	\$250.00
Relocation of existing license	\$75.00 (per person names on request)
SDD/SDM:	
New license or transfer of ownership	\$150.00
(per person named on request)	\$75.00
Add or drop space on license	\$75.00
Dance or entertainment permit	\$75.00
Special license and one day permits	\$75.00

These fees will be collected at the time of application. A receipt for the applicable fees is to be attached to the application **before** any investigations are started.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 7

BUSINESS LICENSE, PERMIT AND REGISTRATION FEES

REGISTRATION FEES:

Per Business (each location (Unless Chapter 7 establishes a specific fee)	Annual	\$40.00
Outside Sales	Annual	\$100.00
(Excluding sidewalk promotions) (Bond up to \$500 may be required)		
Vending Machines:		
Inside a registered business		No charge
Other locations (per machine)		
\$.50+ Machines	Annual	\$20.00
.01 to .49 Machines	Annual	\$5.00

LICENSING/PERMIT/REGISTRATION FEES:

Establishment offering alcohol (Sec. 3.26-3.37)	Application (see Ch. 3) Annual	\$100.00
Auction (Bond requirement per code: \$1,000 - \$50,000) (Sec. 6.26-6.28)	Daily Annual	\$30.00 \$150.00
Auctioneer (Sec. 6.46-6.49)	Daily Annual	\$20.00 \$100.00
Bed and Breakfast (Sec. 8-30)	Application Annual	\$150.00 \$40.00
Carnival/Circus/Exhibition (Bond: \$1,000 - \$10,000) (Sec. 4.91-4.92)	Daily	\$200.00

Coin Operated Amusement Device

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

Establishments	Application	\$150.00
	Annual	\$40.00
Distributor-per device (Does not apply to incidental Use on registered businesses) (Sec 4.111-4.140)	Annual	\$10.00
* Collecting/Disposing/Hauling Solid Waste within City (Sec. 16-26)	Annual	\$75.00
* Kennel License (Sec. 5.81-5.82)	Annual	\$75.00
Massage Parlor (Sec.18.26-18.31)	Application	\$250.00
	Annual	\$200.00
* Masseur	Application	\$150.00
	Annual	\$100.00
****Pawnbrokers (Effective November 18, 2013)	Application	\$50.00
	Annual	\$50.00
Pornographic Business (Sec.4.181-4.185)	Application	\$350.00
	Annual	\$300.00
****Precious Metal and Gem Dealers (Effective November 18, 2013)	Application	\$50.00
	Annual	\$50.00
Public Dances (Bond: \$500 to \$5,000) (Sec. 4.51)	Daily	\$100.00
** Solicitors (Annual application required) For daily registration (Sec. 22.4-22.9)	Application	\$20.00
	Daily	\$10.00
	Annual	\$100.00
Taxicabs (Sec. 33.46-33.54)	Application	\$150.00
	Annual	\$40.00
Theaters (Sec. 4.93)	Application	\$150.00
	Annual	\$40.00

NOTE: ***

1. Delinquent penalty of 10% will be levied after due date.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

2. Registrations in the last quarter of the year will be applied to the following year as well

- * Amended 7-1-98
- ** Amended 6-18-01
- *** Amended 10-17-11
- **** Amended 10-22-13

CHAPTER 8
RUBBISH AND RECYCLING

	Residential Single Family & Condominiums With Leaf Collection	Residential Condominiums Without Leaf Collection
*Per year annual recycling fees: Annual fees are not prorated for vacancy!	\$214.99	\$175.58
Fees collected through tax rolls.		
Recycling waiver	\$110.00	\$110.00

Amended 6/15/15
Effective 7/1/15

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 9

BUILDING DEPARTMENT

SECTION 1 – REGISTRATION AND LICENSING

All contractors and builders are required with the City of Farmington and any State or Reciprocal License must be verified before registration may be made or work commended within the City.

Contractors and builders are entitled to one (1) re-inspection covering corrections noted by inspectors on inspection cards.

Second corrections inspection.....\$30.00

The following registrations are issued for the calendar year and must be renewed each year:

- Building Contractor *
- Fence Contractor or Erectors *
- Billboard or Sign Erectors *
- Building Wrecker *
- Excavating Contractor *
- Fumigator *
- House Mover or Raiser *
- Sidewalk Builder *
- Electrical Contractor *
- Mechanical Contractor *
- Plumbing Contractor *

Effective 8-01-03

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 2 – BUILDING PERMIT FEE SCHEDULE

Miscellaneous Structures:

Plan Review and Administration Base Fee	\$50.00
+per square foot up to 500 square feet	\$00.08
+each additional square foot over 500	\$00.02

New Single Family Residential Construction:

Flat rate for single family construction	\$250.00
Up to 1,800 square feet	
+for each additional square foot	\$000.10
Over 1,800 (includes maximum of 3 Inspections and plan review and administration base fee	

Special Permit:

One and Two Family (Use Groups R-3 & R-4) Or Miscellaneous (Use Group T) not requiring Certificate of Occupancy and Mobile Homes (includes 1 inspection only)	\$80.00
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Planning Commission Review	\$50.00
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All Other Construction (Does not Include Plan Review Fees):

Total Cost of Improvement (Based on he Bureau of Construction Codes Square Foot Construction Cost Table)

To - \$1,000	\$40.00 (includes 1 inspection only)
\$1,000 - \$10,000	\$40.00 + \$15/\$1,000 over \$1,000
Over - \$10,000	\$8/\$1,000

Commercial Pre-manufactured Unit (Modular) Fee is based on 50% of the normal on-site construction fee.

Satellite Dishes (accessory Building):

10 ft from overhead wires/cable to be buried	\$30.00
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Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

Additional Charges:

Additional Inspections	\$50.00 per hour or fraction thereof
Overtime Inspection	\$70.00 per hour or fraction thereof
Special Inspections –VA, FHA, Etc.	\$50.00
Demolition – All Classes	\$20.00 Plan Review and Administration Base Fee +.02 square foot of demolition
Zoning Compliance Review	\$50.00
Certificate of Occupancy (when required by building code)	\$50.00
Outdoor Seating/Outside Sales	\$50.00

Any additional inspections will be invoiced in accordance with the charges listed above.

Sidewalk and Approach Permits:	Flat Rate \$20.00
Fence Permits:	Flat Rate \$30.00
Awning Permits:	Flat rate \$25.00

REFUNDS

No refunds on fees of \$30.00 or less.

Deductions shall be made as follows on all fees to be refunded:

Requests for refunds must be made within on (1) year from date the permits, licenses, or certificates were issued. Ten (\$10.00) dollars shall be deducted to cover general overhead expenses.

If refund covers fees paid for building permits requiring the examination of plans, an additional thirty (30%) percent shall be deducted from the balance as compensation for engineering service.

An additional twenty (\$20.00) dollars shall be deducted for every inspection made prior to refund application.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 3 – CASH OR SURETY BONDS

The City of Farmington will require a bond on all building permits issued. All bonds will be returned through the mail once a final inspection of the work has been completed and approved and cleanup has been determined to be satisfactory.

The following bonds shall apply to the various permits:

RESIDENTIAL BUILDING PERMITS:

New Residential Homes	\$500.00
Residential Additions, Alterations and Repairs Based on value of work	
\$0 – 10,000	\$50.00
\$10,001 – 25,000	\$250.00
\$25,000 +	\$500.00
Above Ground Swimming Pools	\$300.00
In-Ground Swimming Pools	\$500.00
Demolition (all structures)	\$500.00

MULTI/COMMERCIAL/INDUSTRIAL:

\$0-100,000	\$500.00
\$100,001 – 300,000	\$1,000.00
\$300,001 – 500,000	\$2,500.00
\$500,001 +	\$3,500.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 4 – SQUARE FOOT CONSTRUCTION COST TABLE*

To be used with the City of Farmington Building Permit Fee Schedule for computation of “Total Cost of Improvement”. The table below outlines the base cost per square foot for any given Use Group/Type of Construction combination. These figures are accurate for buildings up to two (2) stories or 30 feet in height. For buildings more than two (2) stories, the table figures per square foot for all stories must be adjusted downward approximately 2% for each story over two (2), up to and including ten (10). Adjust downward approximately 1% for each story over ten (10). Basements and cellars must be computed separately at 20% of table cost. These figures are not intended to reflect actual cost of construction but are only used as a basis for determination of fees related to services rendered for projects.

*Table is based on the BOCA Building Valuation Data Report, Table 1 “Square Foot Construction Costs”, May/June 1988 issue. All costs will be rounded to the next higher \$1,000.00.

SECTION 5 – PLANNING AND ZONING FEES

PART A

Engineering Review Minimum deposit of \$500.00
 Total: Actual cost of engineering services
 + ½% of project cost for administration and overhead

Volume of Building (Cubic Feet)	Building Code Review Fee BASE FEE	Energy Code Review Fee	Plumbing/Electrical/Mechanical Code Review Fee (per individual review)
Up to 20,000	\$100.00	\$60.00	\$60.00
20,001 to 40,000	\$130.00	\$60.00	\$60.00
40,001 to 60,000	\$175.00	\$60.00	\$60.00
60,001 to 80,000	\$215.00	\$70.00	\$65.00
80,001 to 100,000	\$250.00	\$80.00	\$67.00
100,001 to 150,000	\$290.00	\$88.00	\$75.00
150,001 to 200,000	\$315.00	\$95.00	\$85.00
Over 200,000	\$320 + 3.00 per each 10,000 cu ft over 200,000 cubic feet	35% of BASE FEE	30% of BASE Fee

Building code review fees for Assembly Institutional and Mercantile Covered Malls (over 40,000 cu ft) 1.5 times the indicated base fee

Preliminary plan review 0.50 times the Bldg. Code Base plan review fee (shall Be applied to the final review fee)

Re-submissions \$60.00/hr (1 hour minimum)

Consulting services up to one hour (minimum rate) \$70.00/hr
 Each additional hour computed to the nearest ½ hr \$70.00

Barrier free design review \$70.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

PART B

Escrow Fees

Subdivision

- 1. Tentative Preliminary Plat \$400 + \$3.00 per dwelling unit
- 2. Final Preliminary Plat \$300 + \$1.50 per dwelling unit
- 3. Final Plat \$200 + \$1.50 per dwelling unit

Condominium

- 1. Preliminary Site Plan \$400 + \$3.00 per dwelling unit
- 2. Final Site Plan \$300 + \$1.50 per dwelling unit

Multiple Family Residential

\$400 + \$3.00 per dwelling unit

Planned Unit Development

- 1. Preliminary/Concept \$500 + \$3.00 per dwelling unit
- 2. Final Site Plan \$400 + \$3.00 per dwelling unit

Non-residential Site Plan

\$450 + \$50.00 per acre

\$150

Sketch Plan Review

Special Lane Use – Fee in addition to site plan review \$375 per use plus site plan fee

Rezoning Review \$500 + \$25.00 per acre

SECTION 6 – ELECTRICAL PERMIT FEES

REGISTRATION AND LICENSING:

All contractors are required to register with the City of Farmington and any State or Reciprocal license must be verified before registration may be made or work commenced within the City.

Contractors are entitled to (1) re-inspection covering corrections noted by inspectors on inspection cards. Second inspection for corrections will not be made until a fee of \$30.00 has been paid to the City of Farmington.

Electrical Contractor Registration	\$30.00
Observable Inspection	\$50.00

PART A

A BASE FEE of \$30.00 is applied to each permit containing one fee item from PART A of this schedule.

A1 CIRCUITS

First 100 Circuits (new or extended) – Each circuit	\$6.00
Each additional circuit (over 100)	\$5.00

A2 ROUGH INSPECTION (Concealed Wiring – Each Permit)

Each inspection	\$20.00
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A3 FIXTURES

Each 25 lamps or tubes or fraction thereof	\$10.00
Each additional group of 25 lamps or tubes Or fraction thereof	\$5.00

- a. Floodlights or lamps of 1,000 watts capacity each or over shall be considered as powered units.
- b. Each cluster of floodlights consisting of lamps, each 1,000 watts over, shall be considered as one power unit of sum of lamp wattage.
- c. Each neon type gas-tube shall be counted as one unit.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

A4 ELECTRICAL POWER UNITS

Includes motors, transformers, supplemental heating units, furnaces, power plugs, generators, rectifiers, capacitors, welders, flood lamps of 1,000 watts or over, heating and/or power units based on horsepower, KW or KVA rating.

	<u>First 100 Units</u> <u>Each</u>	<u>Next 100 Units</u> <u>Each</u>	<u>Each Unit</u> <u>Over 200*</u>
¼ HP, KW or KVA to HP, KW, KVA or Power Plug	\$25.00	\$5.00	\$2.00
Over 10 to 20	\$35.00	\$6.00	\$2.00
Over 20 to 30	\$40.00	\$7.00	\$2.00
Over 30 to 50	\$40.00	\$12.00	\$2.00
Over 50 to 75	\$45.00	\$17.00	\$2.00
Over 75	\$50.00	\$27.00	\$2.00

(Above fees include branch circuit wiring to the equipment).

Permits for multi-motor utilization equipment such as machine tools, air conditioners, etc., shall include all motors, heaters, etc., on the equipment.

Fees for motors of less than ¼ HP on other than space heating furnaces shall be based on the number of circuits supplying such motors. See Item A1.

*This column applies when TOTAL units on a single permit for each category exceeds 200 units.

A5 SERVICE

NEW SERVICE (new buildings)	
100 Amperes or Less	\$35.00
Over 100 to 200 Amperes	\$45.00
Over 200 to 400 Amperes	\$45.00
Over 400 to 600 Amperes	\$50.00
Over 600 to 800 Amperes	\$60.00
Over 800 Amperes	\$75.00

CHANGE OF SERVICE (Service Presently Exists)	
Each service – includes repair, increase or relocation	
100 Amperes or Less	\$15.00
Over 100 to 200 Amperes	\$20.00
Over 200 to 400 Amperes	\$30.00
Over 400 to 600 Amperes	\$35.00
Over 600 to 800 Amperes	\$40.00
Over 800	\$60.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

TEMPORARY PRIMARY SERVICE	\$60.00
TEMPORARY SECONDARY SERVICE	\$30.00

(Plus charge under Item A1 for each circuit in use).

Connection of service for new single and 2-family dwellings may be granted without charge as a temporary secondary service, if requested when making application for the original wiring permit, and provided temporary is ready at the time of first inspection.

A6 ELECTRIC RANGES, OVENS, DRYERS, DISPOSALS, WATER HEATERS, GARAGE DOOR OPENERS, FURNACES, AIR CONDITIONERS

Washer & Dryer	\$12.00
Water Heater	\$12.00
Furnace & AC	\$12.00
Ranges, Ovens, Washer or Dryer, Furnace or Air Conditioner, Disposals, etc.	\$10.00

A7 FEEDERS

First 100 Feet or Less	\$12.00
Next 1,000 Feet each additional 100' or fraction thereof	\$7.00
Over 1,100 feet each additional 100" or fraction Thereof	\$2.00

A8 UNDERFLOOR RACEWAYS, HEADERS FOR CELLULAR FLOORS, ETC.

First 100 feet or less	\$12.00
Next 1,000 feet (each 100' or fraction thereof)	\$6.00
Next 10,000 feet (each 100' or fraction thereof)	\$2.00
Next 11,100 feet (each 1,000' or fraction thereof)	\$2.00

A9 RESIDENTIAL ELECTRICAL SPACE HEATING

First room	\$18.00
Each additional room	\$12.00

(For supplemental heating and other occupancies, use KW rating per unit under Item 4 in schedule).

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

A10 MOTION PICTURE APPARATUS

Each machine \$35.00

A11 SIGN CONNECTION TO EXISTING CIRCUITS

Each sign, first circuit \$20.00
Each additional circuit for same sign \$7.00

A12 SMALL SIGNS (CONNECTION)

Signs not exceeding 2 sq ft on any face and not exceeding two (2) faces to any sign.

Use a separate permit form and list the number of such signs under fixtures. Also write "SMALL SIGNS" under remarks on the permit form.

Each 20 small signs or fraction thereof \$15.00

A13 OUTLINE TUBING (CONNECTION)

Each 25 Feet or Fraction Thereof \$15.00

A14 RESIDENTIAL UNSUPERVISED SMOKE DETECTORS

(Over 30 volts, permanently connected)
First 10 smoke, detectors, each \$6.00
Next 50 smoke detectors, each \$4.00
Over 60 smoke detectors, each \$3.00

PART B

NOTE: Base fee does NOT apply to a permit containing ONLY Par B items.

B1 REPAIRS (GENERAL)

Repairs and alterations not specifically covered in this schedule, each hour \$50.00

B2 INSPECTIONS (SPECIAL, ADDITIONAL, INVESTIGATIONS, ETC.)

Inspections or investigations not specifically covered in this schedule, each hour \$50.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

B3 ELECTRIC METER CABINETS (Relocation in Existing Services)

Each location \$30.00

B4 ELECTRICAL SERVICE RECONNECT INSPECTIONS

Upon request of customer – each service \$ 50.00

B5 SPECIAL INSPECTIONS (ELECTRICAL)

Carnivals \$ 50.00

Circuses \$ 50.00

Shop Inspection Refrigeration, Etc.
Each unit – each visit \$200.00

Theatrical road shows \$ 50.00

Temporary wiring

Conventions, displays, exhibits, etc., including lighting, motors, and other electrical equipment:

Up to 100,000 sq ft of display area \$ 75.00

Over 100,000 to 200,000 sq ft of display area \$150.00

Over 200,000 to 300,000 sq ft of display area \$225.00

Over 300,000 to 400,000 sq ft of display area \$300.00

Over 400,000 sq ft of display area \$375.00

Temporary outdoor decorative displays \$ 50.00

B6 INDUSTRIAL & COMMERCIAL BUILDINGS

General maintenance and installation of electrical equipment in existing buildings based on power units (generators, motors, welders, transformers, feeders, circuits, fixtures, etc.)

First 100 power units, each \$15.00

Over 100 power units, each \$10.00

PERIODIC INSPECTIONS – CERTIFICATES

B7 ANNUAL INSPECTIONS (ELECTRICAL)

Convalescent Homes \$50.00

Dance halls and cabarets, rental halls \$50.00

Public storage houses \$50.00

Self-service laundries \$50.00

Hotels, rooming houses, theatres and recreation buildings:

Up to 5,000 sq ft \$50.00

Over 5,000 sq ft \$70.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

B8 CERTIFICATE OF OCCUPANCY AND COMPLIANCE

Such request must be in writing by owner (Special Inspection requested pertaining to sale of buildings):

Each Hour or Fraction Thereof \$60.00

B9 STOP PROCESSING

Each location put on stop \$ 6.00

Minimum fee \$40.00

B10 STANDBY GENERATOR (NOT Required by Law)

0 – 30 Total KW or KVA, each \$80.00

Over 30 Total KW or KVA, each \$160.00

Permits for standby and/or emergency generators shall include no other work on the same permit form.

PART C

Note: Base fee does NOT apply to a permit containing ONLY Part C items.

FIRE ALARM SYSTEMS

Not less than \$50.00 will be charged for the permit for fire alarm systems. Permits for fire alarm systems shall be on a separate permit form listing only fire alarm items. If an installation is not accepted upon initial inspection, a new permit is required for each additional inspections needed.

- A. City pull box (Gamewell) each box \$18.00
- B. Drill station \$18.00
- C. Pull stations
 - First station \$18.00
 - Each additional station \$ 8.00
- D. Telephone stations
 - (2-Way communication units) each \$ 8.00
- E. Combination pull & telephone station \$10.00
- F. Fire alarm signal devices (horn, bell or voice)
 - First device \$18.00
 - Each Additional Device \$ 8.00
- G. Heat or smoke detectors-sprinkler heads
 - First device \$18.00
 - Each additional detector or head \$ 8.00
- H. Fire door holders – each doorway \$ 8.00
- I. Combination door holders & smoke detector
 - Each doorway \$25.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

J.	Building Master panels each	\$25.00
K.	Building Master panel each circuit or zone	\$ 5.00
L.	Telephone control panel each circuit or zone	\$ 5.00
M.	Exit-way door electrical unlocking systems	
	First door	\$18.00
	Each additional door	\$ 8.00
N.	Sprinkler system flow switches each switch	\$15.00
O.	Sprinkler valve tamper switches each switch	\$18.00
P.	Sprinkler system dry each	\$55.00
Q.	Sub-panel annunciate\or each zone (floor)	\$ 6.00
R.	Ventilation fan dampers each	\$18.00
S.	Elevator capture each elevator	\$55.00
T.	Data gathering and reporting panel each panel	\$18.00
U.	Central computer	\$55.00
V.	Interfacing of fire alarm systems	\$18.00
W.	Exhaust hood fire control system each hood	\$30.00
X.	Fans controlled by fire alarm system each fan	\$18.00
Y.	Fire control system	
	Foam, CO2, halogen, dry chemical each	\$30.00

Alterations or additions to existing systems is considered new work and the above fees apply to all items, old or new, on the system.

All existing systems being connected to the Farmington Fire Department central system will be treated as new work.

Electric motors, circuits, fixtures, heater units, service changes, etc., will be charged at the rates established by the applicable fee schedules on a separate permit application.

C2 SELF-SERVICE FUEL PUMPS OR DISPENSING UNITS

Not less than \$80.00 will be charged for the permit for installation of the system for self-service installations. A separate permit form shall be used listing the number of nozzles used for self-service. Pump field alterations ca be added on the same permit form with nozzles by adding the \$50.00 per unit fee (Item C3).

Each nozzle	\$15.00
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C3 FIELD ALTERATION OF FUEL PUMP OR DISPENSING UNI

Any field alteration or addition to the electrical components of a unit.

Each fuel pump or dispensing unit	\$50.00
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Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

C4 SIGNS (TAG INSPECTION)

Each sign (1 circuit)	\$15.00
Each additional circuit in same sign	\$ 8.00

C5 SMALL SIGNS (Tag Inspection)

Signs not exceeding 2 sq ft on any face and not exceeding two (2) faces to any sign.

Each sign	\$10.00
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C6 OUTLINE TUBING (Tag Inspection)

Each 25 feet or fraction thereof	\$15.00
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C7 WINDOW SIGNS (Tag Inspection)

Each sign (1 circuit)	\$12.00
Each additional circuit in same sign	\$ 6.00

A connection permit will not be required provided an approved indoor type transformer supplied with a flexible cord 6' or less in length is connected to a properly installed and adequately rated receptacle within reach of the flexible cord.

SECTION 7 – PLUMBING PERMIT FEES

REGISTRATION AND LICENSING

All contractors are required to register with the City of Farmington. Any state or reciprocal license must be verified before registration may be made or work commenced within the city.

Contractors are entitled to one (1) re-inspection covering corrections noted by inspectors on inspection cards. A second inspection for corrections will not be made until a fee of \$30.00 has been paid to the City of Farmington.

Plumbing contractor registration	\$1.00
+ Administrative fee	\$15.00
Total:	\$16.00

NEW INSTALLATION OF FIXTURES

The minimum permit fee for the installation of any single item in the following schedule shall be: \$40.00

Each additional item shall require an additional amount in accordance with the list of fees indicated.

Before receiving a plumbing permit, the owner or his agent shall pay such fees as shall be established from time to time by the city council for the issuance of such permits. Such fees may be varied in relation to the charter and the value of the work, amount of inspection required, and other factors deemed pertinent by the city council.

REPLACEMENTS

The minimum permit fee for the replacement of any single item in the following schedule (no waste or water piping alteration) shall be \$40.00

Each additional item replaced shall require an additional amount in accordance with the list of fees indicated.

PLUMBING SURVEY CORRECTIONS

The minimum permit fee for the correction of any single item listed in the following schedule shall be \$40.00.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

Each additional item corrected shall require an additional amount in accordance with the list of fees indicated.

ADDITIONAL PERMITS

The minimum permit fee for the installation, replacement or correction of any one item of additional equipment prior to the completion of plumbing or drainage work involving a permit previously issued shall be \$25.00.

SUPPLEMENTAL INSPECTION FEE \$40.00

RE-INSPECTION FEE \$30.00

FIXTURES

Stacks (New or alteration-soil, waste, vent and inside conductor)

Water Closets

Baths

Lavatories

Laundry trays

Sinks (any description)

Floor drain traps (in san. & iron lines)

Shower traps

Sumps and interceptors

Urinals pump or water lift

Garbage disposal

Water softener

Drinking fountain

Hose bibs

Any fixture not listed \$10.00/each

ENERGY CONSERVATION DEVICES

Automatic vent dampers, gas-fired space heating equipment and gas-fired hot water heaters (individual installations or combined installations made at the same time)

\$30.00

Additional at same location – each \$20.00

SPECIAL EQUIPMENT

For each automatic laundry machine (domestic), humidifier or beverage vending machine installed separately, the minimum permit fee shall be \$40.00.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

If more than one unit is installed at the same time and at the same location, or if included on application for permit covering other fixtures, each additional unit shall require an additional fee of \$11.00

EVALUATION OF SPECIAL EQUIPMENT, DEVICES AND MATERIALS

For the physical examination, review of data and other information relating to the acceptance for installation of materials, devices and various equipment to cover the cost of service incidental to such an evaluation, each man hour or fraction thereof

	\$60.00
Minimum fee	\$60.00

CERTIFICATES OF INSPECTION OR RE-INSPECTION

Initial survey and biennial re-inspection:	
Per man-hour	\$50.00
Minimum fee	\$50.00
Each additional one-half hour or fraction thereof	\$25.00

WATER DISTRIBUTION SYSTEMS

Size:	
3/4"	\$ 20.00
1"	\$ 30.00
1 1/4"	\$ 30.00
1 1/2"	\$ 40.00
2"	\$ 60.00
2 1/2"	\$ 65.00
3"	\$ 80.00
4"	\$ 90.00
Exceeding 4"	\$200.00

Fees for complete new systems shall be based on the size of distribution pipe at the meter.

Maximum fees for the alteration, enlargement and extensions of existing systems \$180.00

Any additional cost for services rendered will be charged at the hourly rate in increments of one-half hour or fraction thereof.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

If water distribution piping is the only plumbing installed or replaced, the minimum permit shall be \$50.00

DRAINS

Storm drains inside of buildings, underground or above ground (Plumbing Permit)

Storm drains outside of buildings (Drainage Permit)

Lines not exceeding 6" in diameter	\$ 42.00
Lines not exceeding 8" in diameter	\$ 54.00
Lines not exceeding 10" in diameter	\$ 66.00
Lines not exceeding 12" in diameter	\$ 84.00
Lines not exceeding 14" in diameter	\$102.00
Lines not exceeding 16" in diameter	\$114.00
Lines not exceeding 18" in diameter	\$144.00
Lines over 18" in diameter	\$180.00
Manholes, catch basins each	\$ 15.00

SEWERS

(Sewer installations outside of buildings).

Lines not exceeding 6" in diameter	\$ 42.00
Lines not exceeding 8" in diameter	\$ 54.00
Lines not exceeding 10" in diameter	\$ 66.00
Lines not exceeding 12" in diameter	\$ 84.00
Lines not exceeding 14" in diameter	\$102.00
Lines not exceeding 16" in diameter	\$114.00
Lines not exceeding 16" in diameter	\$144.00
Lines not exceeding 18" in diameter	\$180.00
Manholes, Catch Basins each	\$ 15.00

BUILDING SEWER TO BUILDING DRAIN CONNECTION (Plumbing Permit) CROCK TO IRON

For each connection, when a new sewer and/or main drain in installed. Minimum permit fee: \$50.00

SEPTIC TANK BY-PASS \$50.00

LAWN SPRINKLER SYSTEMS \$40.00

SECTION 8 – MECHANICAL FEES

REGISTRATION AND LICENSING

All contractors are required to register with the Cit of Farmington. Any state or reciprocal license must be verified before registration may be made or work commended within the city. Per state law, registration of a contractor’s license is based on a three year period rather than annually.

Contractors are entitled to one (1) re-inspection covering corrections noted by inspectors on inspection cards. Second inspection for corrections will not be made until a fee of \$30.00 has been paid to the City of Farmington.

Mechanical contractor registration	\$15.00
+administrative fee	\$15.00
Total:	\$30.00

GAS-FIRED EQUIPMENT

Installation permits (new or replacement)

Burner with input rating not exceeding 50,000 BUT:

First 5 units at same location, each unit	\$40.00
Each unit over 5 at same location	\$25.00

50,001 – 75,000 BTU:

First 5 units at same location, each unit	\$45.00
Each unit over 5 at same location	\$25.00

75,001 – 500,000 BTU:

First 5 units at same location, each unit	\$55.00
Each unit over 5 at same location	\$35.00

Over 500,000 BUT:

Each unit	\$65.00
Combination gas and oil	\$95.00

Alterations to existing burner or furnace

Installation, each unit	\$40.00
Preliminary inspection, each visit	\$30.00

Room heater, wall heater, baseboard-type unit

First unit at each address	\$40.00
Each additional unit at same address	\$20.00
Special inspection fee for failure to obtain permit	\$50.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

INSTALLATION PERMITS – GAS FIRED INFRARED HEATERS

Heaters with Input Ratings Not Exceeding 50,000 BTU per hour:

First units at each occupancy each unit	\$35.00
Over 5 units to 15 units at same occupancy each unit	\$20.00
Over 15 units at same occupancy each unit	\$15.00
First 5 units at each occupancy each unit	\$45.00
Over 5 units to 15 units at same occupancy each unit	\$25.00
Over 15 units at same occupancy each unit	\$15.00

Heaters with input ratings over 75,000 to 500,000 BUT per hour:

First 5 units at each occupancy each unit	\$50.00
Over 5 units to 15 units at same occupancy each unit	\$35.00
Over 15 units at same occupancy each unit	\$22.00

Heaters with input ratings over 500,000 BTU per hour:

Each unit	\$60.00
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OTHER SPACE HEATING SYSTEMS AND EQUIPMENT

INSTALLATION AND LATERATION PERMITS

Installation of space heating distribution system in existing building	\$35.00
Alteration of space heating distribution system in existing building	\$28.00
Installation of solid fuel-fired or gas pre-fab fireplace	\$45.00
Heat pumps	\$25.00
Flue dampers	\$25.00
Gas piping system permit each system	\$35.00
Duct work	\$40.00
Chimney liner	\$25.00

INFORMATION INSEPCTION (OBSERVABLE COMPONENT)

Information inspection of existing residential heating and/or air conditioning equipment	\$50.00
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Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

BOILERS

Based on BTU's. See prices for gas-fired equipment.

Major repairs to existing boilers each \$40.00

No permit required for low pressure STEAM boilers not exceeding 300 sq ft of heating surface.

INSPECTIONS – CERTIFICATES FOR

Low pressure steam or hot water boilers (under 300 sq ft heating surface, when inspection is requested)

Each location \$40.00

Shop inspections of boilers and pressure vessels each inspection visit each unit \$45.00

Second-hand boilers and second-hand pressure vessels each inspection visit each unit \$45.00

**FUEL OIL FIRED EQUIPMENT
BURNERS, TANKS & EQUIPMENT**

INSTALLATION PERMITS – BURNERS

Room heaters (stoves and portable heaters) each \$30.00

All other oil burners (new or replacement)
5 GPH and under each (including above-ground fuel oil storage not exceeding 550 gals) \$50.00

Heaters and tanks or drums installed in house trailer each \$25.00

Oil burners (new or replacement) over 5 GPH each \$50.00

Combination gas-oil burner each \$90.00

Special inspection fee for failure to obtain permit \$50.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

INSTALLATION PERMITS – HOMEOWNER

Includes burner, connected above-ground fuel oil tank and examination.

Central heating unit, conversion burner, floor furnace each \$50.00

Room heater, wall heater

First unit at each address \$40.00

Each additional unit at same address \$25.00

REFRIGERATION SYSTEMS

INSTALLATION PERMITS

Self-contained systems activated by motors or engines 2 HP or less

First 5 units at each location each unit \$35.00

Each additional unit over 5 at same occupancy \$15.00

2 HP to 5HP each unit \$35.00

Remote systems activated by motors or engines

5HP or less each unit \$35.00

Systems and/or compressors activated by motors or engines

Over 5 HP to 50 HP each unit \$60.00

Over 50 HP to 100 HP each unit \$87.00

Over 100 HP each unit \$107.00

Alterations to each system

(This does not include additional compressors; these require installation permits based on their horsepower) \$35.00

Special or shop inspection of refrigeration equipment

Each unit – each visit \$40.00

Special inspection fee for failure to obtain permit \$50.00

Preliminary inspection each visit \$35.00

INFORMATION INSPECTION

Information inspection of existing residential heating and/or air conditioning equipment \$40.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

OVERTIME INSPECTIONS

Evenings and Saturdays

First one-half hour or fraction thereof	\$60.00
Each additional half-hour or fraction thereof	\$40.00

Sundays and Holidays

First one-half hour or fraction thereof	\$70.00
Each additional half-hour or fraction thereof	\$45.00

The above rates are to be charged in addition to the regular license and permit fees.

Fire Suppression Systems

Minimum permit fee of	\$30.00
Per head plus plan review charges	\$ 2.00
Commercial kitchen make-up air/exhaust system	\$70.00

Outside reviews are subject to rates established by city's consultants.

SECTION 9 – SIGNS

INSTALLATION PERMITS

Sign Erector Registration	\$25.00
All signs (including ground and pole signs, wall signs, marquee signs, and roof signs) shall be charged at a flat rate fee of (per sign)	\$50.00
Temporary signs (issued for a period for 30 days)	\$25.00
Awnings	\$30.00
Face change only (per face)	\$30.00

NOTE: The City of Farmington also requires that a Certificate of Insurance and/or a \$10,000 sign erectors bond be posted with the Building Department.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 10

ZONING

SECTION 1 – SITE PLAN REVIEWS

Residential & Commercial Site Plans and PUD Non-Refundable Application Fee

- \$225 Application Fee
- \$275 Pre-Application Meeting Fee
- \$500

Residential & Commercial Site Plans

- Planning Fees
 - Preliminary Review \$500
 - Final Review \$500
- Engineering Fees
 - Preliminary Review \$500
 - Final Review \$500

Total Residential & Commercial Site Plan Deposit \$2,225

PUD

- Planning Fees
 - Preliminary Review \$1,000
 - Final Review \$1,000

Total PUD Deposit \$2,225 plus Engineering & Attorney Fees

Add-Ons (Project Based)

	<u>Planning</u>	<u>Engineering</u>
Special Land Use	\$500	\$500
Traffic Impact	\$500	\$500
Easement, Development Agreement, Etc	\$500	\$500
Detailed Engineering Plan Review*	N/A	\$2K-\$24K (project cost based)
Parking Lot/Drainage Only Review*	N/A	\$2K-\$24K (project cost based)
Fire Marshall Review		\$250

*In accordance with adopted City Engineering Design Standards

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 2 – BOARD OF ZONING APPEALS, PLANNING COMMISSION

Fence Variance	\$50
Zoning Code Interpretation	\$150
Special meetings	\$500 Additional Charge
Rezoning	\$500
Ordinance Amendment	\$500
Dimensional/Use Variance – Multiple Family and All Non-Residential	\$500
Dimensional/Use Variance – Single Family	\$250

SECTION 3 – ADMINISTRATIVE REVIEW

Outdoor Seating	\$250
Façade	\$250
Outdoor Display & Sales	\$250
Landscaping	\$250 plus Planning Fees (if required)

SECTION 4 – CONSTRUCTION BOARD OF APPEALS

Single Family	\$100
Multiple Family and All Non-Residential	\$250

Amended 6-15-15
Effective 7-1-15

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 11

WATER AND SEWER RATES, FEES AND CHARGES

SECTION 1 – FARMINGTON METERED USERS

Water Consumption Charge	\$ 4.83 per 1,000 gallons of water used
Detroit Fixed Water Charge	\$28.30 per premise served, quarterly
Sewer Commodity Charge	\$6.24 per 1,000 gallons of water used
Detroit Fixed Sewer Charge	\$33.78 per premise served, quarterly

SECTION 2 – WHOLESALE AND OUTSIDE CUSTOMER WATER RATES

Farmington System to Other Systems	\$17.44 per thousand cubic feet
Farmington to Outside Customers	\$ 4.83 per 1,000 gallons of water used plus \$28.30 per premise served, quarterly
Farmington Evergreen System to Other system	\$17.87 per thousand cubic feet

SECTION 3 – WHOLESALE AND OUTSIDE CUSTOMER SEWER RATES

Farmington District to Other systems (wholesale)	\$55.65 per thousand cubic feet
Farmington Evergreen System to Other system (wholesale)	\$21.22 per thousand cubic feet
Farmington Evergreen District to Outside Customer	\$ 6.24 per 1,000 gallons of water used plus \$33.78 per premise served, quarterly

Note: The \$28.30 Detroit Fixed Water Charge and \$33.78 Detroit Fixed Sewer Charge will be assessed quarterly unless the account is closed and/or the meter removed.

SECTION 4 – CONNECTION FEES

Residential Water	\$300.00
Sewer	\$400.00
Non-residential Water	Based on unit factor water consumption schedule published by Oakland County times the residential rate.
Water	Based on unit factor water consumption schedule published by Oakland County times the residential rate.

Effective 7/01/15
Amended 6/15/15

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 5 - WATER TAP-INS

5/8 to 1 in. water tap & meter set	\$1,050.00
1 1/2 in water tap & meter set	\$1,450.00
2 in. water tap & meter set	\$2,800.00
Other size taps	Time & Material plus 20%

Meter replacements are at cost including labor, equipment and materials.

SECTION 6 – SEWER TAP-INS

Time & material plus 20%

SECTION 7 – METER REMOVAL

\$55.00 (Includes reinstallation of same meter)

SECTION 8 – METER TESTING

Up to 1 in.	\$50.00
1 inc and over	Cost + 10%

SECTION 9 – HYDRANT USE

Permit	\$30.00
Deposit	\$100.00
Water Consumption Charge	\$4.83 per 1,000 gals
Detroit Fixed Water Charge	\$1.29 per 1,000 gals plus 20% special handling & processing

SECTION 10 – CONSTRUCTION WATER

Residential	\$125.00
Commercial	\$170.00

SECTION 11 – POOL FILLINGS

Hydrant meter, host (pick-up & delivery)	\$55.00
*Water-usage	\$4.83 per 1,000 gals plus 20% special handling & processing

Effective 7/01/15
Amended 6/15/15

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

SECTION 12 – UNMETERED WATER AND SEWER USAGE

In the event metering of water usage and/or sewage disposal is not feasible, the Director of the Department of Public works shall estimate, based on city and county usage date, the amount of water and/or sewer usage to charge un-metered users of the system.

SECTION 13 – PENALTY ON DELINQUENT ACCOUNTS

10%

***SECTION 14 – WATER TURN-ON**

\$50.00 (\$200.00 if after regular hours)

SECTION 15 – ACCOUNT SET UP FEE

\$20.00

SECTION 16 – TRANSFER OF DELINQUENT ACCOUNTS TO TAX ROLL

10% OF AMOUNT DUE, MINIMUM
\$50.00

SECTION 17 – BAD CHECK CHARGE

\$35.00

***SECTION 18 – IWC CHARGES & INDUSTRIAL SURCHARGES**

INDUSTRIAL WASTE CONTROL CHARGE

<u>Meter Size</u>	<u>Quarterly Charge</u>
5/8"	\$ 16.50
3/4"	\$ 24.75
1"	\$ 41.25
1 1/2"	\$ 90.75
2"	\$ 132.00
3"	\$ 239.25
4"	\$ 330.00
6"	\$ 495.00
8"	\$ 825.00
10"	\$1,155.00
12"	\$1,320.00
14"	\$1,650.00
16"	\$1,980.00
18"	\$2,310.00

Effective 7/01/15
Amended 06/15/15

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

INDUSTRIAL SURCHARGE RATES, PER EXCESS POUND

	RATE
1. Biochemical Oxygen Demand (BOD) In excess of 275 mg/per liter	\$0.477
2. Total suspended Solids (TSS) In excess of 350 mg/per liter	\$0.483
3. Phosphorus (P) In excess of 12 mg/per liter	\$7.129
4. Fats, Oils & Grease (FOG) In excess of 100 mg/per liter	\$0.459

SECTION 19 – RULES AND REGULATIONS

1. BILLING:

Charges for water service and sewage disposal service shall be billed in the months of March, June, September and December of each year and such charges shall become due on the fifteenth day of the following April, July, October and January, respectively. The charge for water usage and sewage disposal may be billed as a combined charge per unit of usage. If such charges are not paid on or before such due date or within the grace period of seven days, then a penalty of ten (10) percent shall be added thereto, unless such penalty is waived by the City Treasurer for extenuating circumstances. In no case shall the penalty be waived more than once in any five-year period.

The following rules and regulations pertain to the use of hydrants by contractors:

1. Permit Requests for Hydrant Use shall be in writing and signed by the user.
2. Permits shall be issued by the Water and Sewer Department for the use of hydrants and the permit fee is nonrefundable.
3. A security deposit shall be required which may be refunded, provided that no damage occurs to the hydrant and that all charges for water used have been paid.
4. User will be charged on a monthly basis for water used. Water use shall be estimated by the Department of Water and Sewer.
5. The monthly charge shall be based on the water rate as approved by City Council.
6. All permits must be approved for location and time of use by the Department of Public Safety.

Effective 7/1/15, Amended 06/15/15

2. COLLECTION:

The charges for water service and sewage disposal service, which, under the provisions of Act No. 94 of the Public Acts of Michigan of 1933 (MCL 141.101 et seq., MSA 5.2731 et seq.), as amended, are made a lien on the premises to which furnished, are hereby recognized to constitute such lien; and the Director of Public Services of the department shall, annually, on May first, certify all unpaid charges for such services furnished to any premises to the City Assessor who shall place the same on the next tax roll of the city. Such charges so assessed shall be collected in the same manner as general city taxes. In addition to such charges the property owner shall be assessed an administrative charge of 10% of the amount owing with a minimum of fifty dollars (\$50.00). In cases where the city is properly notified in accordance with Act 94 of 1933, that a tenant is responsible for water or sewage disposal service charges, no such service shall be provided or continued to such premises until there has been deposited with the Department of Public Services, a sum sufficient to cover two (2) times the average quarterly bill for such premises as estimated by the Director of Public Services, such deposit to be in no case less than fifty dollars (\$50.00). Where the water service to any premises is turned off to enforce the payment of water service charges or sewage disposal service charges, the water service shall not be reinstated until all delinquent charges have been paid and a deposit as in the case of tenants is made, and there shall be a water turn-on charge of two hundred dollars (\$200.00) unless the turn-on is made during normal working hours, in which case the charge will be fifty dollars (\$50.00). In any other case where, in the discretion of the Director of Public Services, the collection of charges for water or sewage disposal service may be difficult or uncertain, the Director of Public Services may require a similar deposit. Such deposits may be applied against any delinquent water or sewage disposal service charges and the application thereof shall not affect the right of the Department of Public Services to turn off the water service and/or sewer service, to any premises for any delinquency thereby satisfied. No such deposit shall bear interest and such deposit, or any remaining balance thereof, shall be returned to the customer making the same when he shall discontinue receiving water and sewage disposal service or, except as to tenants as to whom notice of responsibility for such charges has been filed with the city, when any eight (8) consecutive quarterly bills shall have been paid by the customer with no delinquency.

Water and/or sewage disposal service to non-residential premises will be turned off if the payment of water service charges and/or sewage disposal service charges become delinquent and a payment plan for the delinquent charges has not been requested by the property owner and approved by the City Manager. Service will not be reinstated until all delinquent charges have been paid.

Amended 6/4/07 Effective 7/1/07

**SECTION 20 – EXHIBIT A
COMPONENTS OF CHARGES FOR WHOLESALE AND/OR OUTSIDE WATER
USERS:
WATER ONLY**

<u>Farmington System</u>	<u>Wholesale</u>
Detroit Consumption Rate	\$7.38 MCF
Detroit Fixed Water Charge	9.63 MCF
Transportation	<u>.43 MCF</u>
	<u>\$17.44 MCF</u>
	<u>Direct Service</u>
City Rate	\$ 4.83 per 1,000 gallons of water used
Detroit Fixed Water Charge	\$28.30 per bill
<u>Farmington-Evergreen Arm</u>	<u>Wholesale</u>
Detroit Consumption Rate	\$7.38 MCF
Detroit Fixed Water Charge	9.63 MCF
Oakland/Farmington Hills Transportation	.43 MCF
Farmington Transportation	<u>.43 MCF</u>
	<u>\$17.87 MCF</u>

**COMPONENTS OF CHARGES FOR WHOLESALE AND/OR OUTSIDE SEWER
USERS:**

SEWER ONLY

<u>Farmington System</u>	<u>Wholesale</u>
Detroit Fixed Sewer Charge	\$26.72 MCF
Farmington System Cost O & M	<u>28.93 MCF</u>
Total City Wholesale Rate:	\$55.65 MCF
<u>Farmington Evergreen System</u>	
Farmington Rate	\$21.22 MCF
	<u>Direct Service</u>
City Rate	\$6.24 per 1,000 gallons of water used
Detroit Fixed Sewer Charge	\$33.78 per bill

Effective 07/1/15
Amended 06/15/15

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 12

GOVERNOR WARNER MANSION
FEES, CHARGES AND POLICY

1. **Main Building:**

Admission:

Adults	\$3.00
Youth, 7-12 Years	\$1.00
Children, 6 and Under with Adult	N/C

Group Tours

Adults	\$3.00
Children, 12 and under	\$1.00

2. **Gazebo: (Weddings)/Group Rental**

2 ½ Hour Minimum Rental	
Farmington/Farmington Hills residents	\$250.00
Non-residents	\$300.00

Each additional hour (or portion thereof):	
Residents	\$100.00
Non-residents	\$125.00
\$50.00 Deposit Required	

3. **Other Charges and Rentals**

Commercial photography	\$ 50.00/hr
	\$1,000/annual
Tent (3-days)	\$500.00
Family groups (donations)	\$ 35.00
Non-wedding groups	\$100.00/hr
Porch (2 hours)	\$ 75.00
(each additional hour)	\$ 25.00

All rentals include use of electricity, cold water, and the outside restroom. The outside restroom will be open from May to October.

Extended usages such as tent setup, etc. are negotiated with the City for pricing.

Wedding/Solemnized by Mayor (any location in City)	\$50.00
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4. **Policy**

- There will be only one wedding party at a time on the grounds
- The wedding party is responsible for setting up chairs and any other requirements.
- Only the Museum grounds and gazebo can be used; no admittance to the house permitted during weddings.

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

- Any caterer must have self-contained facilities, no use of the house kitchen permitted.
- Reservations for events and commercial photography required

Amended 6/16/14
Effective 8/1/14

CHAPTER 13

PARK FEES

SHIAWASSEE PARK PAVILIONS

- 1. Picnic Pavilion (East end of Park)
 - Farmington and Farmington Hills residents \$20.00/hour
\$100.00 maximum per day
 - Non-residents \$25.00/hour
\$125.00 maximum per day
- 2. Shiawassee Park PlayScape Pavilion ** \$15/hour
 - Farmington/Farmington Hills Residents ** Maximum of 2 hrs per day
 - Non-residents ** \$20.00/hour
Maximum of 2 hrs per day

Exempt: Farmington/Farmington Hills non-profit groups are exempt from fees. (A \$25.00 refundable deposit is required for exempt reservations unless waived by the City Manager.)

Amended 11/1/00**

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

CHAPTER 14

ELECTRIC AND GAS SUPPLY FRANCHISE APPLICATION FEE

Application Franchise Fee

Electric Supply	\$3,500.00
Natural Gas Supply	\$3,500.00

Attachment: Fee schedule working document 2015 (1921 : Consideration to Amend City of Farmington Fee Schedule)

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number**
Submitted by: David Murphy, City Manager

Description: Consideration to Amend Downtown Development Authority's Fiscal Year 2014-2015 Budget

Requested Action:

Move to amend DDA's Fiscal Year 2014-2015 Budget to increase the overall appropriation by \$299,830 from \$624,400 to \$924,230.

Background:

Please find attached a proposed amended budget for Fiscal Year 2014-2015

To highlight the important changes, please note below:

- Increase in revenue from sale of property to Los Tres Amigos
- Decrease in revenue from lost rent due to sale of property
- Decrease in other revenue and contributions for Riley Park Ice Rink
- Increase in revenue from Harvest Moon Celebration; profit dedicated to ice rink capital improvements
- Increase in expense to debt service from loan repayment after sale of property
- Increase in expense for Harvest Moon Celebration

An entire activity history and comparison is contained in the attached document, with the updated projection in the far right column. The net change in revenue is \$235,100 to \$959,500. The net change in expenses is \$299,830 to \$924,230.

Agenda Review
Review:
David M. Murphy Pending
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

RESOLUTION NO. (ID # 1917)

**FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
PROPOSED 2014-2015 BUDGET**

DDA GENERAL FUND AND PSD FUND COST CENTERS

GENERAL FUND COST CENTER (248-000.00-XXX.XX)

REVENUES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
403.001	Property Taxes, Opr Rev	\$ (14,783.78)	\$ -	\$ -
403.003	Property Taxes, SmallTaxPayer	\$ -	\$ -	\$ 12,800.00
403.007	Property Taxes, TIFA	\$ 275,758.71	\$ 268,000.00	\$ 240,000.00
445.001	Interest, Prop Tax Rev	\$ -	\$ -	\$ -
580.000	Contribution, Grove	\$ 25,000.00	\$ -	\$ -
664.000	Investment Income	\$ 106.45	\$ 200.00	\$ 600.00
669.000	Rental-Lease Income	\$ 12,000.00	\$ 48,000.00	\$ 40,000.00
671.000	Revenues, Other	\$ -	\$ -	\$ 300.00
673.000	Sale of Capital Assets	\$ -	\$ -	\$ 332,000.00
698.000	Proceeds from Loan	\$ 419,776.43	\$ -	\$ -
	TOTAL	\$ 717,857.81	\$ 316,200.00	\$ 625,700.00

EXPENDITURES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
706.000	Salaries, Full Time	\$ 61,840.00	\$ -	\$ -
707.000	Salaries, Part Time	\$ 4,715.17	\$ -	\$ -
709.000	Salaries, Overtime	\$ 191.25	\$ -	\$ -
719.000	Fringe Benefits	\$ 4,244.10	\$ -	\$ -
720.000	Payment in Lieu of Hosp. Ins.	\$ 2,999.88	\$ -	\$ -
720.100	FICA, Employer's Share	\$ 5,397.32	\$ -	\$ -
720.900	Contribution, Retiree's Health	\$ -	\$ -	\$ -
727.000	Office Supplies	\$ 1,579.46	\$ 1,000.00	\$ 1,000.00
728.000	Postage, City Meter	\$ 1,498.35	\$ 1,500.00	\$ 1,000.00
728.001	Postage, Other	\$ 29.75	\$ 100.00	\$ -
740.000	Operating Supplies	\$ -	\$ 500.00	\$ 500.00
740.550	Non-Capitalized Assets	\$ -	\$ -	\$ -
801.000	Professional Services	\$ 44,126.08	\$ 2,500.00	\$ 12,000.00
818.000	Contractual Services	\$ 6,000.00	\$ 66,000.00	\$ 66,000.00
853.000	Telecommunications	\$ 1,773.71	\$ -	\$ 700.00
860.000	Transportation	\$ 754.01	\$ 1,000.00	\$ 1,000.00
941.000	Rentals	\$ 17,640.00	\$ 8,000.00	\$ 1,000.00
943.000	Equipment Rental	\$ -	\$ -	\$ -
956.000	Miscellaneous Expense	\$ 3,529.22	\$ 2,000.00	\$ 2,000.00
958.501	Memberships/Subscriptions	\$ 570.00	\$ 1,000.00	\$ 600.00
958.502	Prof. Dev./Conferences	\$ 454.54	\$ 2,000.00	\$ 2,000.00
967.001	Contingency	\$ -	\$ 5,600.00	\$ 1,000.00
967.002	Event Shortfall	\$ -	\$ 15,000.00	\$ -
968.000	Depreciation Expense	\$ 24,412.43	\$ -	\$ -
969.300	Contribution, Streetscape	\$ -	\$ -	\$ 50,000.00
970.000	Capital Outlay	\$ -	\$ 50,000.00	\$ 28,000.00
971.000	Capital Outlay, Land	\$ 439,776.43	\$ -	\$ -
990.000	Debt Service	\$ 90,463.76	\$ 160,000.00	\$ 480,000.00
	TOTAL	\$ 711,995.46	\$ 316,200.00	\$ 646,800.00

**FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
PROPOSED 2014-2015 BUDGET**

PSD COST CENTER (248-759.00-XXX.XXX)

REVENUES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
671.000	Revenues, Other	\$ 2,225.00	\$ -	\$ 15,000.00
672.001	DDA District, Special Assessment	\$ 216,000.00	\$ 216,000.00	\$ 216,000.00
	TOTAL	\$ 218,225.00	\$ 216,000.00	\$ 231,000.00

EXPENDITURES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
706.000	Salaries, Full Time	\$ -	\$ -	\$ -
707.000	Salaries, Part Time	\$ -	\$ -	\$ -
720.100	FICA, Employer's Share	\$ -	\$ -	\$ -
801.000	Professional Services	\$ -	\$ -	\$ 5,000.00
801.006	Seasonal Décor & Gardening	\$ 6,790.84	\$ 10,000.00	\$ 6,700.00
880.000	Community Promotions	\$ 12,330.55	\$ 20,500.00	\$ 25,500.00
880.009	Events	\$ -	\$ -	\$ -
880.015	Business Development	\$ 3,097.75	\$ 25,000.00	\$ 3,000.00
880.125	Organization Committee	\$ 13,732.60	\$ 15,500.00	\$ 14,000.00
920.000	Public Utilities	\$ 37,008.48	\$ 25,000.00	\$ 35,000.00
930.000	Repairs & Maintenance	\$ 116,630.57	\$ 120,000.00	\$ 85,000.00
972.000	Capital Outlay, Land	\$ -	\$ -	\$ -
	TOTAL	\$ 189,590.79	\$ 216,000.00	\$ 174,200.00

OP + PSD REVENUE GRAND TOTAL

\$ 856,700.00

OP + PSD EXPENDITURES GRAND TOTAL

\$ 821,000.00

SPECIAL FUNDS COST CENTERS - See Spreadsheet for Detail

ICE RINK COST CENTER (248-754.00-XXX.XXX)

REVENUES

Account Number	DESCRIPTION	ACTUAL 2012-2013	Approved 2013-2014	Amended 2014-2015
651.000	Admission Fees	\$ -	\$ -	\$ -
671.000	Revenues, Other	\$ -	\$ 550.00	\$ 1,400.00
675.502	Private Donations, Park	\$ -	\$ 120,786.00	\$ 4,000.00

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY

PROPOSED 2014-2015 BUDGET

678.001 Contributions, Farmington	\$ -	\$ 100,000.00	\$ 20,000.00
TOTAL	\$ -	\$ 221,336.00	\$ 25,400.00

EXPENDITURES

Account Number	DESCRIPTION	ACTUAL 2012-2013	Approved 2013-2014	Amended 2014-2015
880.000	Community Promotions	\$ -	\$ 1,095.00	\$ 2,400.00
920.000	Public Utilities	\$ -	\$ 1,400.00	\$ 3,000.00
930.000	Repairs & Maintenance	\$ -	\$ 15,000.00	\$ 25,000.00
977.000	Capital Outlay, Equipment	\$ -	\$ 253,825.00	\$ 9,000.00
TOTAL		\$ -	\$ 271,320.00	\$ 39,400.00

ART ON THE GRAND COST CENTER (248-762.00-XXX.XX)

REVENUES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
All		\$ 7,346.60	\$ 23,500.00	\$ 9,200.00

EXPENDITURES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
All		\$ 22,648.11	\$ 30,685.00	\$ 9,200.00

HARVEST MOON COST CENTER (248-764.00-XXX.XXX)

REVENUES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
All		\$ 45,788.56	\$ 39,000.00	\$ 54,100.00

EXPENDITURES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
All		\$ 52,202.03	\$ 38,250.00	\$ 41,630.00

RHYTHMZ IN RILEY PARK COST CENTER (248-766.00-XXX.XXX)

REVENUES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
All		\$ 7,637.50	\$ 10,400.00	\$ 14,100.00

PROPOSED 2014-2015 BUDGET

EXPENDITURES

Account Number	DESCRIPTION	Actual 2012-2013	Approved 2013-2014	Amended 2014-2015
All		\$ 9,923.63	\$ 9,710.00	\$ 13,000.00
SPECIAL FUNDS REVENUE GRAND TOTAL		<u>\$ 60,772.66</u>	<u>\$ 294,236.00</u>	<u>\$ 102,800.00</u>
SPECIAL FUNDS EXPENDITURES TOTAL		<u>\$ 84,773.77</u>	<u>\$ 349,965.00</u>	<u>\$ 103,230.00</u>



GRAND TOTALS

REVENUE - ALL COST CENTERS	<u>\$ 959,500.00</u>
EXPENSES - ALL COST CENTERS	<u>\$ 924,230.00</u>

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1922)**
Submitted by: David Murphy, City Manager

Description: Make Appointments to the Parking Advisory Committee

Requested Action:

Make appointments to the Parking Advisory Committee

Background:

The Parking Advisory Committee by-laws state that the follow members make up the committee:

One DDA Board member;
 Two Downtown (Central Business District) business or property owners;
 Two residents;
 One City Council member;
 One Planning Commission member; and
 Two Ex Officio members: City Manager and Public Safety Director, or their designees.

- **The DDA nominee is *Rachel Gallagher***
- **The Planning Commission nominee is *Kenneth Crutcher***
- **City Council nominee is *Greg Cowley***

On June 10, the city council conducted interviews for the Parking Advisory Committee business owner and resident position. The following candidates have been nominated to fill the roles:

- **Business Owners**
 - ***Joe Mantey of The Cheese Lady***
 - ***Michael Fera of Baby Bright***
- **Residents**
 - ***Elizabeth Turton***
 - ***Dwayne Hayes***

Agenda Review
Review:

David M. Murphy Pending
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1896)**
Submitted by: David Murphy, City Manager

Description: Consideration to Approve Resolution Establishing a Temporary Suspension of the Issuance of New Special Events Permits for Riley Park and Sundquist Pavilion

Requested Action:

Move to approve resolution establishing a temporary suspension of the issuance of new special events permits for Riley Park and Sundquist Pavilion

Background:

Last fall, the City Council started the process of reviewing its special events policy and the rules and regulations regarding the use of City parks. Riley Park was a particular concern of the Council, as it was beginning to garner more interest for people and organizations wanting to reserve it for use. The revisions to the policy and rules have not yet reached City Council, but the number of request to use is increasing further. This resolution would provide that the City will not issue any additional permits for the use of the Park and Pavilion for the next 6 months or so, while the policy and rules are completed.

The intention behind formalizing this is that it is a neutral, across-the-board policy applicable to all non-City sponsored events on an equal basis.

Recommendation

Set resolution of the establishing a temporary suspension on the issuance of new special events permits for Riley Park and Sundquist Pavilion for consideration at future meeting.

Agenda Review
Review:
City Council Pending 06/15/2015 7:00 PM
David M. Murphy Pending
City Manager Pending
City Council Pending 06/01/2015 6:00 PM

**CITY OF FARMINGTON
OAKLAND COUNTY, MICHIGAN**

**A RESOLUTION OF THE FARMINGTON CITY COUNCIL ESTABLISHING A
TEMPORARY SUSPENSION ON THE ISSUANCE OF NEW SPECIAL EVENTS
PERMITS FOR RILEY PARK AND SUNDQUIST PAVILION**

At a meeting of the City Council of the City of Farmington, Oakland County, Michigan, held on the ____ day of _____, 2015, at the City Hall, 23600 Liberty Street, Farmington, Michigan 48335.

The following resolution was offered by _____ and supported by _____.

WHEREAS, the City maintains a system of passive and active parks to meet the general interest and needs of the people of the City of Farmington and enhance the quality of life for residents of the community; and

WHEREAS, the City's parks provide a unique sense of place and identity for the City of Farmington and its residents, provide places to improve the health and wellness of area residents, create opportunities for enjoyment of the downtown area and surrounding community, and contribute to the economic vitality of the City; and

WHEREAS, Shiawassee Park and Drake Park comprise the two largest park systems within the City and are uniquely designed to provide opportunities for large group reservations and recreation activities; and

WHEREAS, Riley Park is a small park located adjacent to Sundquist Pavilion in the center of the downtown area and provides a centralized gathering place where people come to experience a sense of community and enjoy the downtown area; and

WHEREAS, the City's policy is to permit reservations of the pavilion and gazebo in Shiawassee Park for outdoor events, while reserving Riley Park and Sundquist Pavilion for use by the Farmington Farmers & Artisans Market and Friday Night Concerts, and other similar City-sponsored events; and

WHEREAS, the City has from time to time issued special events permits to allow the limited use of Riley Park and Sundquist Pavilion for non-City sponsored events; and

WHEREAS, in recent months the City has seen a sudden and significant increase in the demand for special events permits for Riley Park and Sundquist Pavilion which, if granted, will restrict opportunities for passive enjoyment of the park and expose the community to the negative effects of increased traffic, noise, parking overflow, trash, and other potentially detrimental impacts; and

WHEREAS, the Farmington City Council and staff will be undertaking a review of City ordinances and policies related to the use of Riley Park and Sundquist Pavilion,

Attachment: 2015-5-28 Resolution v2 (1896 : Consideration to Temporarily Suspend New Special Events Permits in Riley Park & Sundquist

and would benefit from a temporary suspension on the issuance of new special events permits at Riley Park and Sundquist Pavilion while that review is ongoing; and

WHEREAS, Farmington City Council concurs with the recommendation to establish a temporary suspension on the issuance of new special events permits at Riley Park and Sundquist Pavilion.

NOW, THEREFORE BE IT RESOLVED by the Farmington City Council that:

The issuance of new permits by the City under the Special Events Ordinance for events held at Riley Park or Sundquist Pavilion shall be and hereby are suspended from _____, 2015 through _____, 2015, to allow the Farmington City Council and staff to review, revise, and adopt any needed amendments to City ordinances and policies governing the use of Riley Park and Sundquist Pavilion.

AYES:
NAYS:
ABSTENTIONS:

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, SUE HALBERSTADT, the duly-qualified Clerk of the City of Farmington, Oakland County, 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 at a duly-called meeting held on _____ day of _____, 2015, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed by official signature this _____ day of _____, 2015.

SUE HALBERSTADT
Clerk, City of Farmington

Attachment: 2015-5-28 Resolution v2 (1896 : Consideration to Temporarily Suspend New Special Events Permits in Riley Park & Sundquist

**Farmington City Council
Staff Report**

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1908)**

Submitted by: Chuck Eudy,

Description: FY 2014/15 SCADA Improvements

Requested Action:

Move to authorize Oakland County WRC to begin SCADA improvements

Background:

SCADA: (Supervisory Control and Data Acquisition)

This system allows for WRC and Farmington DPW Supervisory staff to remotely monitor functions at all stations, review data, and measure pumping efficiency. This will also allow us to terminate two circuit accounts at Chesley and Twin Valley lift stations, which cost \$15,000 annually.

Fiscal Year 2014 budget included funding for SCADA improvements to the Oakland County WRC managed facilities in the City of Farmington (Nine Mile Retention, Nine Mile Booster, Farmington Meter Pit, Whittaker Meter Pit, Drake Meter Pit, Reservoir, Chesley Lift Station, and Twin Valley Lift Station). Improvements were delayed by WRC due to upgrades to their system. WRC completed initial review of City of Farmington locations and is recommending to proceed with SCADA upgrades at this time. The City of Farmington has increased the appropriation to \$63,000 in the Fiscal Year 2015 budget to complete this upgrade.

Agenda Review

Review:

Chuck Eudy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

City of Farmington SCADA Est. Costs

Site Name	Site Equivalents	SCADA Rental - Annual Allocation	Dispatch - Annual Allocation	Maintenance - Annual Allocation	Total Annual O&M	One Time On-Site Capital Expense
Farmington Booster	1	\$272.14	\$108.00	\$314.29	\$694.43	\$15,015.00
Farmington Reservoir	0.5	\$136.07	\$54.00	\$157.14	\$347.21	\$5,321.25
Drake and Grand River	0.5	\$136.07	\$54.00	\$157.14	\$347.21	\$5,321.25
Subtotal Water	2	\$544.29	\$216.00	\$628.57	\$1,388.86	\$25,657.50
Farmington Retention	1	\$272.14	\$108.00	\$314.29	\$694.43	\$15,015.00
Chesley PS	1	\$272.14	\$108.00	\$314.29	\$694.43	\$11,400.00
Shiawassee PS*	1	\$272.14	\$108.00	\$314.29	\$694.43	\$11,400.00
Subtotal Water	3	\$816.43	\$324.00	\$942.86	\$2,083.29	\$37,815.00
Total Estimated Cost	5	\$1,360.71	\$540.00	\$1,571.43	\$3,472.14	\$63,472.50

New Sites to System

Per Site Cost			
SCADA Rental - Annual Allocation (1)	Dispatch - Annual Allocation (2)	Maintenance - Annual Allocation (3)	Total
\$272.14	\$108.00	\$314.29	\$694.43

- 1) Common to All cost / by 15 year life
- 2) \$54 per quarter per site * 50% reduction
- 3) \$88,000 / 280 SCADA sites

*All SCADA hardware included but not limited to the PLC and radio will be included in the proposed station upgrade.

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1905)**
Submitted by: Chuck Eudy,

Description: Fiscal Year 2015/16 Budget Amendment

Requested Action:

Move to authorize Oakland County Water Resource Commissioner, emergency replacement of Number 1 Variable Frequency Drive (VFD) at 9 Mile Retention

Background:

The Fiscal Year 2015/16 budget will need to be amended to include option 1 from Oakland County Water Resource Commissioner. The estimated amount of \$27,859.00 for the emergency replacement of No. 1 VFD pump controller at 9 Mile retention. Funding will be drawn from the Water and Sewer fund balance.

9 Mile Retention (Environmental Quality) Basin was constructed in 1989-1991, with two dedicated pumps to output sewage to DWSD. Only one pump may operate at a time due to limited outfall sewer capacity. During normal dry weather conditions all sewage is immediately pumped to DWSD. Earlier this year, Number 1 VFD controller experienced a voltage surge. This voltage surge caused an internal failure of the VFD controller. It is not certain if the voltage surge originated from DTE or from the stand by generator. The original VFD lasted approximately 17 years. The unit which failed was only 3-5 years old.

WRC is recommending to install an I-sense voltage monitoring equipment, Mersen Surge trap and 75 KVA Isolation transformer. WRC has instituted this type of isolation system at other locations and has not experienced further failures. With this installation both VFD controllers will be protected.

Lou Meyetta, OHM Director of Mechanical/Electrical Engineering and Tom Watson, Michigan Electrical Services Master Electrician has reviewed Oakland County WRC proposals and agree with WRC option 1, being the best form of protection available.

Agenda Review
Review:
Chuck Eudy Pending
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

QUOTATION
WRC Systems Control Unit

City of Farmington - Retention Basin VFD #1

Date: 5/12/15

Option 1 - Recommended

Qty	Unit	Description	U/C	E/C
1	EA	VFD	\$10,352	\$10,352
1	EA	Isense Voltage Monitor (Installed on load side of transfer switch)	\$4,394	\$4,394
1	EA	Annual Isense license (recurring cost)	\$450	\$450
1	EA	75 KVA Isolation transformer (protects P1 and P4)	\$2,651	\$2,651
2	EA	Mersen Surge Trap	\$1,002	\$2,005
60	HR	WRC Labor for VFD and Electrical Equipment install	\$75	\$4,500
1	Misc	Miscellaneous Electrical materials	\$1,500	\$1,500
1	EA	VFD Panel redesign for electrical isolation of P1 and P4	\$2,000	\$2,000
			Total	\$27,852

Notes:

1. This isolation transformer option provides the best electrical surge protection.
2. The Isense monitor unit provides historical data for DTE and On-site generator monitoring. It will also provide incident notifications via email.
3. The Mersen Surge Trap is the last line of defense before the VFD power input. It is a sacrificial device and has an alarm output capability to SCADA.

Prepared By: Matt Carr - OC WRC - Systems Control Supervisor

Attachment: City of Farmington Retention Basin VFD Quote (1905 : Budget Amendment: Variable Frequency Drive at 9 Mile Retention)

QUOTATION
WRC Systems Control Unit

City of Farmington - Retention Basin VFD #1

Date: 5/12/15

Option 2

Qty	Unit	Description	U/C	E/C
1	EA	VFD	\$10,352	\$10,352
1	EA	Isense Voltage Monitor (Installed on load side of transfer switch)	\$4,394	\$4,394
1	EA	Annual Isense license (recurring cost)	\$450	\$450
2	EA	77 Amp Input Line Reactor	\$1,125	\$2,251
2	EA	Mersen Surge Trap	\$1,002	\$2,005
60	HR	WRC Labor for VFD and Electrical Equipment install	\$75	\$4,500
1	Misc	Miscellaneous Electrical materials	\$1,000	\$1,000
1	EA	VFD Panel redesign for electrical isolation of P1 and P4	\$2,000	\$2,000
Total				\$26,952

Notes:

1. This Line Reactor option is the next best thing to the isolation transformer.
2. The Isense monitor unit provides historical data for DTE and On-site generator monitoring. It will also provide incident notifications via email.
3. The Mersen Surge Trap is the last line of defense before the VFD power input. It is a sacrificial device and has an alarm output capability to SCADA.

Prepared By: Matt Carr - OC WRC - Systems Control Supervisor

Attachment: City of Farmington Retention Basin VFD Quote (1905 : Budget Amendment: Variable Frequency Drive at 9 Mile Retention)

QUOTATION
WRC Systems Control Unit

City of Farmington - Retention Basin VFD #1

Date: 5/12/15

Option 3 - Not Recommended

Qty	Unit	Description	U/C	E/C
1	EA	VFD	\$10,352	\$10,352
20	HR	WRC Labor for VFD and Startup	\$75	\$1,500
			Total	\$11,852

Notes:

1. This is just for a replacement VFD no additional protection provided

Prepared By: Matt Carr - OC WRC - Systems Control Supervisor

Attachment: City of Farmington Retention Basin VFD Quote (1905 : Budget Amendment: Variable Frequency Drive at 9 Mile Retention)

From: Tom Watson <tom@mielectricalserv.com>
To: Chuck Eudy <CEudy@farmgov.com>
Date: 5/13/2015 1:28 PM
Subject: Fwd: VFD replacement quotes

Sent from my iPhone

Begin forwarded message:

From: Tom Watson <tom@mielectricalserv.com<mailto:tom@mielectricalserv.com>>
Date: May 13, 2015 at 10:54:35 AM EDT
To: Tom Watson <watson870@yahoo.com<mailto:watson870@yahoo.com>>
Subject: Re: VFD replacement quotes

?Chuck,

After reviewing the 3 proposals, I would recommend going with the Isolation transformer. Isolation transformers and Input Line Reactor both add inductive impedance that slows the current change and prevents spikes.

In addition the Isolation transformer prevents the transfer of common-mode noise and transients which can cause bearing current. This would prolong the life of the VFD as well as the motor.

The Mersen Surge Trap is also a good second line of defense.

The Isense Voltage Monitor is an item that I feel could be left off if you are using both the Isolation transformer and Surge Trap. The Isolation transformer should eliminate damaging spikes, and if it doesn't the Surge Trap

would absorb the spike and notify you. Either way it would save the VFD.

Call me if you have any questions.

Thanks,

Tom Watson

Michigan Electrical Service, LLC

www.mielectricalserv.com<<http://www.mielectricalserv.com>>

734-748-7297

From: Tom Watson <watson870@yahoo.com<<mailto:watson870@yahoo.com>>>
Sent: Wednesday, May 13, 2015 10:25 AM
To: Tom Watson
Subject: Fwd: VFD replacement quotes

Begin forwarded message:

From: "Charles Eudy" <ceudy@farmgov.com<<mailto:ceudy@farmgov.com>>>
Date: May 12, 2015 at 3:15:21 PM EDT
To: "Tom Watson" <watson870@yahoo.com<<mailto:watson870@yahoo.com>>>
Subject: VFD replacement quotes

Tom,
Please review the attached quotes from WRC for the 9 Mile Retention. Please invoice me for your time.
Thank you
Chuck

Attachment: Fwd VFD replacement quotes (1905 : Budget Amendment: Variable Frequency Drive at 9 Mile Retention)

From: "Meyette, Louis" <Louis.Meyette@ohm-advisors.com>
To: Charles Eudy <ceudy@farmgov.com>
CC: "Parks, Matt" <matt.parks@ohm-advisors.com>
Date: 5/14/2015 2:40 PM
Subject: RE: VFD failures

Chuck,

I reviewed the three quotes that you sent me regarding replacement/modification of VFD's.

I do have a number of questions that if answered would help me better understand the nature of the problem, but I'm not certain time allows for this.

1. Was the failure an isolated event or has it happened before?
2. How long have the drives functioned before they failed?
3. Are you trying to gather data to convince DTE to modify the primary distribution system?
4. Are the drives in a common MCC? Or are they individual drives.

Here are my thoughts on the quotes without answers to the above questions.

1. Option 1 is a better solution than Option 2, especially if you suspect the problem is from DTE.
2. The Isense voltage monitor will not protect the drives, it simply gathers data (at a high cost) so unless you can use the data to convince DTE to change primary distribution it's a waste of money.
3. It would be much better for the drives if they each had their own isolation transformer instead of the common one proposed (may be due to your MCC arrangement). I would buy two drive isolation transformers and skip the Isense voltage monitor if the electrical arrangement allows.
4. The Mersen surge traps are a good investment.

Let me know if you want to discuss further, or if you want me to talk to Matt Carr.

LOUIS Meyette, PE
 PROJECT MANAGER / MEP ENGINEER

OHM Advisors | ARCHITECTS. ENGINEERS. PLANNERS.

T 906.482.0535
 F 906.482.6453
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From: Charles Eudy [mailto:ceudy@farmgov.com]
Sent: Tuesday, May 12, 2015 3:57 PM
To: Meyette, Louis
Cc: Parks, Matt
Subject: VFD failures

Louis,
Please review the attached proposals from WRC concerning the additional surge protection for the VFD at the 9 Mile EQ Basin.
Thank you
Chuck

Attachment: RE VFD failures (1905 : Budget Amendment: Variable Frequency Drive at 9 Mile Retention)

**Farmington City Council
Staff Report**
Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1892)**
Submitted by: Frank Demers, Director of Public Safety

Description: Consideration to Authorize Purchase of In-Car Cameras

Requested Action:

Move to authorize the purchase of six (6) Watch Guard 4RE In-Car Camera Systems including hardware, software and additional support in the amount of \$46,539.00

Background:

The Fiscal Year 2015/16 Budget has \$47,500.00 budgeted for the replacement of in-car cameras for each of the six (6) patrol vehicles. Based on research and proposals received from in-car camera vendors, the department is requesting authorization to purchase six (6) Watch Guard 4RE in-car camera systems. The Watch Guard system was not the least expensive system among those researched. However, it does provide a number of features that enhance the effectiveness of the camera, improve operational efficiencies, and longer term reliability. In addition, the Watch Guard System is supported by our current Information & Technology (IT) provider. The public safety department has applied for an MMRMA RAP Grant to offset some of the costs associated with the in-car camera system purchase.

Agenda Review
Review:
Frank Demers Completed 06/03/2015 2:04 PM
City Manager Pending
City Council Pending 06/15/2015 7:00 PM

415 Century Parkway
 Allen, TX 75013
 (800) 605-6734
 www.watchguardvideo.com



4RE Price Estimate

8.N.a

Provided By: Dave Lowry / 317-254-5676
dave@enforcementproducts.com

Agency Name:	Farmington Police Department (MI)
Contact Person:	Director Frank Demers
Address:	
Address:	
Date:	February 13, 2015

TOTAL PROJECT ESTIMATED AT
\$46,539.00

4RE Base System and Options

		Quantity
4RE-200-GPS-ZSL	4RE In-Car Camera System. Includes GPS, High definition Zero Sightline (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty. Includes Evidence Library Express software.	6
4RE ELITE	Upgrade to 4RE Elite. Adds support for up to 6 cameras.	0
4RE Audio Expansion	Upgrade to Audio Expansion. Adds support for dual HiFi Mics.	0
MOBILE APP	4RE Mobile App. Laptop interface software.	0

MSRP	Direct	Extended
\$ 5,450.00	\$ 4,424.00	\$ 26,544.00
\$ 300.00	\$ 275.00	\$ -
\$ 125.00	\$ 100.00	\$ -
\$ 85.00	\$ 50.00	\$ -

4RE Motorcycle System

		Quantity
4RE-64S-GPS-VTY	4RE Motorcycle Camera System. Includes GPS, Waterproof Display, Waterproof standard definition camera, DVR, integrated 64GB solid state hard drive, 16GB USB removable thumb drive, 900 MHz Hi Fidelity wireless microphone, hardware & cabling and 1 yr. warranty. Includes Evidence Library Express software.	0
4RE-64S-GPS-HND		0
4RE-64S-GPS-HAR		0
4RE-64S-GPS-BMW		0

MSRP	Direct	Extended
\$ 5,830.00	\$ 5,295.00	\$ -

Wireless Video Transfer and Networking Options

		Quantity
4RE-WRL-KIT-05C	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4GHz is available)	6
HDW-ETH-SWT-001	4RE, Power Over Ethernet / Gigabit 4-port Switch	0

MSRP	Direct	Extended
\$ 345.00	\$ 200.00	\$ 1,200.00
\$ 180.00	\$ 150.00	\$ -

Camera Configuration Options

		Quantity
CAM-BST-102-NEW	Infrared Color Cabin Camera, Additional	0
WGA00485	Auxiliary Camera	0

MSRP	Direct	Extended
\$ 220.00	\$ 195.00	\$ -
\$ 220.00	\$ 195.00	\$ -

Microphone Options

		Quantity
DUAL MIC UPGRADE	Dual Wireless Mics. Includes second wireless microphone kit.	0
DESKTOP CHARGER	Desktop Charging unit for Wireless Transmitter	0
TRANSMITTER	Wireless Transmitter (additional / replacement)	0

MSRP	Direct	Extended
\$ 789.00	\$ 699.00	\$ -
\$ 110.00	\$ 99.00	\$ -
\$ 385.00	\$ 345.00	\$ -

In-Car Hardware Warranties 1st year is included with a new 4RE purchase.

		Quantity
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	6
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	6
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	6
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	6

MSRP	Direct	Extended
\$ 155.00	\$ 100.00	\$ 600.00
\$ 255.00	\$ 200.00	\$ 1,200.00
\$ 380.00	\$ 325.00	\$ 1,950.00
\$ 505.00	\$ 450.00	\$ 2,700.00

Software Protection Plan Create, amend or extend a Software Protection Plan

		Quantity
SFW-MNT-ELB-2YR	Software Protection, Evidence Library, 2nd Year (per 4RE)	6
SFW-MNT-ELB-3YR	Software Protection, Evidence Library, 3rd Year (per 4RE)	6
SFW-MNT-ELB-4YR	Software Protection, Evidence Library, 4th Year (per 4RE)	6
SFW-MNT-ELB-5YR	Software Protection, Evidence Library, 5th Year (per 4RE)	6
5 Year HW/SW Warranty Discount	Discount for purchase of 5 year hardware and software warranty at time of 4RE purchase.	6

MSRP	Direct	Extended
\$ 110.00	\$ 95.00	\$ 570.00
\$ 110.00	\$ 95.00	\$ 570.00
\$ 110.00	\$ 95.00	\$ 570.00
\$ 110.00	\$ 95.00	\$ 570.00
\$ -	\$ (455.00)	\$ (2,730.00)

Watch Commander Live Video Streaming Application

		Quantity
SFW-WCM-KIT-100	Watch Commander Live Video Streaming Application	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 1st Year (Months 1-12)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 2nd Year (Months 13-24)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 3rd Year (Months 25-36)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 4th Year (Months 37-48)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 5th Year (Months 49-60)	0

MSRP	Direct	Extended
\$ 2,900.00	\$ 2,500.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -

Miscellaneous Options and Accessories

		Quantity
RADAR CABLE	Radar Interface Cable (Stalker, Decatur Genesis I and II Select, Kustom Eagle or Raptor, MPH Bee 3)	0
Quote valid for 30 days	Trade-In Credit, if applicable	1 of 3

MSRP	Direct	Extended
\$ 85.00	\$ 75.00	\$ -
\$ -	\$ -	\$ -

Attachment: Farmington PD MI Turnkey Quote for 6 Systems with install and 5 yr warr (1892 : Consideration to Authorize Purchase of In-Car

Attachment: Farmington PD MI Turnkey Quote for 6 Systems with install and 5 yr warr (1892 : Consideration to Authorize Purchase of In-Car

415 Century Parkway
Allen, TX 75013
(800) 605-6734
www.watchguardvideo.com



4RE Price Estimate

Provided By: Dave Lowry / 317-254-5676
dave@enforcementproducts.com

TOTAL PROJECT ESTIMATED AT
\$46,539.00

Agency Name:	Farmington Police Department (MI)
Contact Person:	Director Frank Demers
Address:	
Address:	
Date:	February 13, 2015

CUSTOM 1	Used for additional items, offers or discounts	0
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\$ -	\$ -	\$ -
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Total In-Car Hardware \$ 33,744.00

415 Century Parkway
 Allen, TX 75013
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 www.watchguardvideo.com



4RE Price Estimate

Provided By: Dave Lowry / 317-254-5676
dave@enforcementproducts.com

TOTAL PROJECT ESTIMATED AT
\$46,539.00

Agency Name:	Farmington Police Department (MI)
Contact Person:	Director Frank Demers
Address:	
Address:	
Date:	February 13, 2015

Evidence Library Server and Client Software		Quantity
KEY-ELB-SRV-300	Evidence Library 3 Server Software	1
SFW-ELB-CLI-300	Included Remote Client License Key, Evidence Library 3	5
SFW-ELB-CLI-301	Additional Remote Client License Key, Evidence Library 3	0
SFW-SQL-CAL-R25	Additional Software CALs, SQL Server 2008 R2, 5 CAL Pack	0
SFW-SQL-CAL-R21	Additional Software CAL, SQL Server 2008 R2, 1 CAL Pack	4

MSRP	Direct	Extended
\$ -	\$ 1,570.00	\$ 1,570.00
\$ 85.00	\$ -	\$ -
\$ 85.00	\$ 75.00	\$ -
\$ 460.00	\$ 410.00	\$ -
\$ 100.00	\$ 90.00	\$ 360.00

Server Hardware and Software		Quantity
HDW-4RE-SRV-002	Tower Server, Intel i7 3.40 GHz, 8GB RAM, 4x3TB SATA 7,200 RPM drives, 7.8TB usable video storage, Windows 7 Pro 64-bit, SQL Server 2008 R2 (1CAL), 3-Year full service (on-site or reimbursed) warranty. <i>This server includes tower, keyboard, monitor with built in speakers and mouse.</i>	1

MSRP	Direct	Extended
\$ 4,230.00	\$ 3,840.00	\$ 3,840.00

Video Storage <small>Drives will be added to server and/or JBOD</small>		Quantity
HDW-4RE-HDD-4TB	4TB Hard Drives, Server Class, 7,200 rpm, 64MB Cache	0
HDW-4RE-JBD-000	Optional JBOD Enclosure	0
HDW-4RE-RBT-000	Optional DVD Robot	0

MSRP	Direct	Extended
\$ 555.00	\$ 490.00	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Wireless Access Points		Quantity
WAP-BLD-245-001	Wi-Fi Access Point, 802.11n, 2.4/5GHz, Digital Steering	0
WAP-KIT-05G-001	WiFi Access Point Kit, 802.11n, 5GHz, Omni-Directional	0
WAP-BLD-05G-001	Wi-Fi Access Point, 802.11n, 5GHz, Sector Antenna	1

MSRP	Direct	Extended
\$ 3,270.00	\$ 2,955.00	\$ -
\$ 455.00	\$ 405.00	\$ -
\$ 285.00	\$ 250.00	\$ 250.00

Total IT Hardware and Software \$ 6,020.00

WatchGuard Video Technical Services		Quantity
SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	6
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	6
SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (Quantity represents number of sites)	1
SVC-WGV-ONS-300	Access Point installations including cable runs (Work may be performed by a sub-contractor)	1

MSRP	Direct	Extended
\$ 400.00	\$ 360.00	\$ 2,160.00
\$ 140.00	\$ 125.00	\$ 750.00
\$ 2,780.00	\$ 2,500.00	\$ 2,500.00
\$ 1,100.00	\$ 965.00	\$ 965.00

Total Technical Services \$ 6,375.00

Manual Adjustments

Description:		\$ -
Notes:	<p><i>Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.</i></p> <p>ESTIMATE VALID FOR 30 DAYS</p>	<p>Subtotal: \$ 46,139.00</p> <p>UPS Ground Shipping: \$ 400.00</p> <p>Taxes: 0.0% \$ -</p> <p style="background-color: yellow; border: 2px solid black;">ESTIMATE TOTAL: \$ 46,539.00</p>

Financing <small>Estimate Only Call for Detailed Quote</small>	<ul style="list-style-type: none"> Includes applicable warranty coverage You take ownership immediately. Fully paid off at end of term For a detailed quote, call WatchGuard to determine final project price, approximate date of first payment, desired financing term, and basic agency information 	Payments	3-Year	4-Year	5-Year
		Monthly	\$ 1,384	\$ 1,058	\$ 883
		Quarterly	\$ 4,136	\$ 3,162	\$ 2,637
		Semi-Annual	\$ 8,223	\$ 6,287	\$ 5,242
		Annual	\$ 16,259	\$ 12,432	\$ 10,366

Note: This is only an estimate for 4RE related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

Attachment: Farmington PD MI Turnkey Quote for 6 Systems with install and 5 yr warr (1892 : Consideration to Authorize Purchase of In-Car

Farmington City Council Staff Report

Council Meeting Date:
June 15, 2015

**Reference
Number
(ID # 1924)**

Submitted by: David Murphy, City Manager

Description: Consideration to Adopt Freedom of Information Procedures and Guidelines

Requested Action:

Move to adopt of Freedom of Information Procedures and Guidelines

Background:

The state Legislature recently overhauled several portions of Michigan's Freedom of Information Act ("FOIA"), MCL 15.231 *et seq.* While the final changes are not as harsh (for municipalities) as the earlier versions of the bill, the City must still make extensive changes to its existing FOIA policy on the issues of fees, reimbursement, and the specific protocol of how to respond to a FOIA request. The statutory changes will go into effect on July 1, 2015.

One of the most notable changes to the statute is the requirement that a municipality must affirmatively take steps to educate its citizens about FOIA. Specifically, the municipality must now make its FOIA policy readily available to the public, including posting the policy on its website (if it has one). Additionally, the FOIA policy must be written in manner that clearly and concisely informs the public about:

- How FOIA works;
- The statute's appeal process and right to sue; and
- The public body's fee structure and cost schedule.

A public body will not be able to charge for a FOIA response until it makes its FOIA policy available to the public. A public body must include a free copy of its FOIA policy and guidelines, including its fee schedule, with all of its responses to a FOIA request.

The attached policy is intended to fulfill the City's obligations under the amendments.

As an informational note, Council should be aware that the new policy does include references to and/or complies with the many other changes made in the new law, including:

- Changes to costs, fees, and third-party fees
- Records being required on the City's website
- Deposits and unclaimed requests
- Penalties and indigent parties
- Fee-based lawsuits
- Email requests

The City staff has been provided information and training on how best to implement the new statute and begin to work on the new policy and the new law.

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 06/15/2015 7:00 PM

CITY OF FARMINGTON

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees. The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of The City of Farmington's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, copies of the City's FOIA Procedures and Guidelines are available at no charge at City Hall and on the City's website: www.farmgov.com.

1. How do I submit a FOIA request to the City?

- A request must sufficiently describe a public record so as to enable the City to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the City in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted in writing (letter, fax, email, etc.).
- Written requests may be delivered to the City Hall in person or by mail to City Hall at 23600 Liberty Street, Farmington, MI, 48335.
- Requests may be faxed to: 248.473.7278. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: www.farmgov.com. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the City will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - 1) Grant the request,
 - 2) Issue a written notice denying the request,
 - 3) Grant the request in part and issue a written notice denying in part the request,
 - 4) Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond, or
 - 5) Issue a written notice indicating that the public record requested is available at no charge on the City's website
- If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City's deposit requirements?

- If the City has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - 1) The final fee for the prior written request is not more than 105% of the estimated fee;
 - 2) The public records made available contained the information sought in the prior written request and remain in the City's possession;
 - 3) The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the City to provide the records;
 - 4) Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - 5) The individual is unable to show proof of prior payment to the City; and
 - 6) The City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.

The City will not require the 100% estimated fee deposit if any of the following apply:

- 1) The person making the request is able to show proof of prior payment in full to the City;
- 2) The City is subsequently paid in full for all applicable prior written requests; or
- 3) Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

FOIA permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged as allowed in FOIA and the City's FOIA Procedures and Guidelines.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs may also include a charge to cover or partially cover the cost of fringe benefits. The City may add a multiplier of up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in the particular instance. The City must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The City will use the most economical method for making copies of public records, including using double-sided printing, if there will be cost-saving and is available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be charged at actual cost, not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will be charged at the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The City will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are not eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the City twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- 1) Is made directly on behalf of the organization or its clients.
- 2) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- 3) Is accompanied by documentation of its designation by the state, if requested by the City.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the City Manager by filing a written appeal of the denial with the office of the City Manager.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial.

\Within 10 business days of receiving the appeal the City Manager will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Manager, you may file a civil action in the Oakland County Circuit Court within 180 days after the City's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excessive FOIA Processing Fee

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the City Manager by filing a written appeal for a fee reduction to the office of the City Manager.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the City Manager will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Manager will respond to the written appeal.

Within 45 days after receiving notice of the City Manager's determination of the processing fee appeal, you may file a civil action in the Oakland County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If

the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

CITY OF FARMINGTON

Freedom of Information Procedures and Guidelines

Section 1: General Policies

The City Council, acting pursuant to the authority at MCL 15.236, designates the Clerk as the FOIA Coordinator. He or she is authorized to designate other City staff to act on his or her behalf to accept and process written requests for the City's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review City spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with City Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect City systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The City is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator, nor other City staff, is obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the City on file for a period of at least one year.

The City will make these Procedures and Guidelines document and the Written Public Summary publicly available without charge.

This Procedures and Guidelines document and the City's Written Public Summary will be maintained on the City's website at: www.farmgov.com, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted in writing (letter, fax, email, etc.). A request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record. Verbal requests for records may be processed, but will be documented by the City. The FOIA Coordinator may insist on a written request.

If a person makes a verbal, non-written request for information believed to be available on the City's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

Written requests for public records may be submitted in person or by mail to the City Hall. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The City will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the City of Farmington on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the City will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The City will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a written notice indicating that the public record requested is available at no charge on the City's website.
- Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. The FOIA Coordinator will use the City's Cost Itemization Form.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the City's website at: www.farmgov.com, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the City will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

If the request is denied or denied in part, the FOIA Coordinator will issue a written Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the City Manager or seek judicial review in the Oakland County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator or the Coordinator's designee.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

If there is a request to inspect public records, the City shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect City records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal City operations.

If there is a request for certified copies, the FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fees.

If a request for public records is from a person who has not paid the City in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the City's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- Ninety (90) days or more have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the City; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the City;
- The City is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will not be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in

unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the city's usual FOIA requests, not compared to the city's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the City:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one City department or whether various City offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The City may charge for the following costs associated with processing a request:

- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City. These labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City. These labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet. The cost to mail or send a public record to a requestor. These labor costs will be estimated and charged in one minute increments, with all partial time rounded down.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The City may add a multiplier up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The City will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the City's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be at the actual cost to the City but will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The City will provide records using double-sided printing, if there are cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the City will:

- Reduce the labor costs by 5% for each day the City exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - The City's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or

- The written request included the words, characters, or abbreviations for “freedom of information,” “information,” “FOIA,” “copy” or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Council may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence:

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the City twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals:

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from a non-profit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the City.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file a written appeal to the City Council.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

Within 10 business days of receiving the appeal the City Council will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the City Council shall respond to the written appeal. The City Council shall not issue more than 1 notice of extension for a particular written appeal.

If the City Council fails to respond to a written appeal, or if the City Council upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in the Oakland County Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the City Council, he or she may file a civil action in Oakland County Circuit Court within 180 days after the City's final determination to deny the request.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit. If a requestor believes that the fee charged by the City to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the City Council by submitting a written appeal for a fee reduction to the public body. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the City Council will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or

- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Council will respond to the written appeal. The City Council shall not issue more than 1 notice of extension for a particular written appeal.

Where the City Council reduces or upholds the fee, the determination must include a certification from the City Council that the statements in the determination are accurate and that the reduced fee amount complies with the City's publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the City Council's determination of an appeal, the requesting person may commence a civil action in the Oakland County Circuit Court for a fee reduction.

If a civil action is commenced against the City for an excess fee, the City is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The City does not provide for appeals of fees,
- The City Council failed to respond to a written appeal as required, or
- The City Council issued a determination to a written appeal.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by City Council or the City Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the City Commission or the City Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the City Commission or the City Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the City Commission of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.