

**AGENDA**  
**CITY COUNCIL STUDY SESSION**  
**OCTOBER 23, 2023 - 6:00PM**  
**CITY OF FARMINGTON HILLS**  
**CITY HALL – COMMUNITY ROOM**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)

1. Call Study Session to Order
2. Roll Call
3. [City Clerk Employment Agreement](#)
4. Adjourn Study Session

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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



OFFICE OF CITY CLERK

**INTEROFFICE CORRESPONDENCE**

**TO:** Mayor and City Council  
**FROM:** Pamela B. Smith, City Clerk  
**DATE:** October 23, 2023  
**SUBJECT:** City Clerk Employment Agreement

At the study session meeting of October 9, 2023, City Council consensus was to consider an employment agreement for the City Clerk position. With this memo is a rough draft of a proposed employment agreement for discussion purposes.

**RECOMMENDATION:**

Staff would be seeking the consensus of Council to allow the City Attorney to initiate discussions with Carly Lindahl in conjunction with Mayor Barnett on terms of a mutually acceptable employment agreement. Such contract would be presented to the entire Council for approval prior to signature and execution.

EMPLOYMENT AGREEMENT

CITY OF FARMINGTON HILLS

CITY CLERK

This Employment Agreement (hereinafter referred to as “Agreement”), dated [REDACTED], 20 [REDACTED], is made and entered by and between the City of Farmington Hills (hereinafter sometimes referred to as “Employer”), a Michigan municipal corporation, and Carly Lindahl (hereinafter sometimes referred to as “Employee”), and Employee and Employer shall be referred to in this Agreement together as the “Parties.”

WITNESSETH:

WHEREAS, Section 3.09 of the Charter of the City of Farmington Hills, Michigan, provides for the appointment of a City Clerk by the City Council, and City Council and Employee have expressed a desire that said appointment shall be by contract between Employer and Employee; and

WHEREAS, accordingly, Employer and Employee execute this contract establishing her employment as the City Clerk, compensation, term of employment, and other terms and conditions of employment.

NOW, THEREFORE, the Parties agree as follows:

1. Employee is hereby employed as the City Clerk of the City of Farmington Hills and is hereby vested with the authority applicable to the position of City Clerk as set forth in the Charter of the City of Farmington Hills, the ordinances and resolutions of the City Council adopted thereunder, and the laws of the state of Michigan. Employee hereby assumes the duties, responsibilities, and obligations of that office, as set forth in the Charter of the City of Farmington Hills, the ordinances and resolutions of the City Council adopted thereunder, and the laws of the state of Michigan.

2. The appointment of Employee and the terms and conditions of this Agreement shall become effective at 12:01 A.M. on **January 22 2024**, and shall terminate at 12:00 midnight on **January 22, 2027**, unless renewed as provided herein for additional terms. This Agreement will be automatically renewed for additional **3-year terms** unless Employer gives notice of its intent not to renew this Agreement by written notice served upon Employee not less than one hundred and eighty (180) days prior to the end of any term.

3. As compensation for her services, Employer shall pay to Employee the annual salary of [REDACTED] Thousand (\$ [REDACTED],000.00) Dollars, such compensation to be paid in installments on regular Employer paydays. City Council shall review said salary compensation annually from the date hereof and, unless otherwise mutually agreed by the Parties, said salary shall be increased, at a minimum, in increments equal to salary increases provided to other non-union civilian executive level employees of Employer through Council’s approval of the annual budget or otherwise. This Agreement shall be automatically amended to include such annual salary increases without the need for a formal written amendment.

4. In addition to the compensation set forth in Section 3 of this Agreement, all provisions of the City Charter, City Ordinances, and all regulations, policies, and rules of Employer relating to

the vacation, sick leave, retirement and pension system contributions, deferred compensation, life insurance, dental insurance, optical reimbursement, medical and hospitalization insurance, disability insurance, and other fringe benefits and working conditions as they now exist or hereinafter may be amended shall also apply to Employee as they would to other department heads of the Employer, except as otherwise provided herein. Employer reserves the right to alter, modify, or terminate any or all of its benefits, including but not limited to insurance plans, provided to non-union employees during the term of this Agreement and Employee may not rely on any specific coverage or term of such plans or benefits being maintained by the Employer solely for Employee's benefit. Changes to the benefits provided to non-union employees after the date of this Agreement shall also apply to Employee.

5. Employer agrees to pay, in an amount as determined and approved by City Council annually in the City Budget, the professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation, growth, and advancement, and for the good of Employer.

6. Employer hereby agrees to pay, in an amount as determined and approved by City Council annually in the City Budget, the expenses of Employee for professional and official travel, meetings, and occasions considered desirable by City Council to allow Employee to continue the professional development of the City Clerk position and to adequately pursue necessary official and other functions for Employer, including but not limited to the annual conference of the International Institute of Municipal Clerks (IIMC) and conferences of the Michigan Association of Municipal Clerks (MAMC).

7. Employer also agrees to pay, in an amount as determined and approved by City Council annually in the City Budget, the expenses of Employee for short courses, institutes, and seminars that are necessary for her professional development and for the good of Employer.

8. Employer agrees to pay to Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of **\$4,440.00** per year, payable monthly in the amount of **\$370.00** per month, as a vehicle allowance to be used to purchase, lease, own, operate, and maintain a motor vehicle. Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.

9. Employee benefits will be consistent with all department heads with regard to the following:

- Annual vacation days
- Life Insurance
- Car allowance at outlined above
- Retirement multiplier

10. During the term this Agreement is in force, Employee agrees to devote all of her time and energy and give her best attention exclusively to the business of Employer and to carry out her duties and responsibilities as City Clerk under and in accordance with the City Charter, City Code, and this Agreement to the best of her ability. Employee agrees to remain an exclusive employee of Employer and agrees not to accept other employment or to become employed by any other employer

while this Agreement is in effect, provided this provision shall not be construed to preclude occasional teaching, writing, consulting, or military reserve service performed on Employee's time off.

11. City Council shall annually review and evaluate the performance of Employee, on a date to be mutually agreed upon by Employee and the Mayor. The performance review and evaluation shall be undertaken in a form and manner desired by City Council in consultation with Employee. The evaluation criteria, if any, may be added to or deleted from as the City Council may from time to time determine in consultation with Employee.

12. Unless otherwise agreed in writing by the Parties, in the event Employee resigns from her position with Employer, Employee shall give City Council at least thirty (30) days advance written notice, unless the Parties agree otherwise. Unless otherwise agreed in writing by the Parties, in the event Employee resigns from her position, she shall not be entitled to the severance pay described in Section 13, below, but she shall be compensated for all accrued vacation time and receive any other accrued benefits to which she may be entitled pursuant to the Employer's post-employment employee benefits policies and ordinances in existence at the time this Agreement is terminated.

13. Employer may terminate this Agreement at any time because of any violation by Employee of the terms of this Agreement or of the terms of the City Charter or of the ordinances, policies, rules, procedures, codes or resolutions adopted by the City Council or the City Manager (as they currently exist or may hereafter be adopted or amended), or because of a willful misrepresentation by Employee to the City Council or the City Manager, or because of Employee's conviction of: (i) any felony; (ii) a misdemeanor that would reflect negatively on Employer (such as, but not limited to, an offense involving illegal drug use or alcohol abuse, sexual misconduct, assault, assault and battery, fraud, embezzlement, or theft); or (iii) any illegal act involving personal gain to her or affecting the performance of her duties under this Agreement. Such action shall be taken only after a designee of the City Council has provided Employee with notice of the charge or charges proffered against her relating to any of the above causes for termination and she has had an opportunity to appear before City Council in her own defense. In the event Employee has been charged by a prosecuting authority with any of the aforementioned crimes or illegal acts, during the period of time between the issuance of any such charges against Employee and entry of a conviction in court, and after having been notified and given the opportunity to appear before City Council in her own defense, Employee may be suspended by the City Council. Employer also may terminate this Agreement at any time because of permanent disability such that Employee becomes unable to perform her duties and qualifies for long term disability insurance, provided Employee has been sent written notice of such termination at least thirty (30) days prior to the effective date of the termination. In the event that this Agreement is terminated as provided for in this Section, after the effective date of any such termination, Employee shall have no further right to compensation, deferred compensation plan contributions described above or any other benefits identified under this Agreement and shall not be entitled to severance pay under Section 13 below but shall be compensated for all accrued vacation time and receive any other accrued post-employment benefits to which she may be entitled pursuant to Employer's employee benefits policies and ordinances in existence at the time this Agreement is terminated.

14. Anything herein above to the contrary notwithstanding, it is distinctly understood between the Parties that Employee is an at-will employee, the term of her employment rests solely in the discretion of the City Council, and Employer reserves the right to terminate this Agreement for any reason at any time upon written notice served upon Employee stating when, not less than thirty (30) days thereafter, such termination shall become effective, and thereafter this Agreement shall be null

and void. Upon said termination under this Section, Employee shall receive any accrued post-employment benefits to which she may be entitled pursuant to Employer's employee benefits policies and ordinances in existence at the time this Agreement is terminated and Employee shall receive a severance payment equal to three (3) months' salary, and Employer shall pay required premiums in full to provide all health-related insurance coverage for the Employee and dependents as described in this Agreement for a duration of the severance payment under this Section not to exceed three (3) months.

15. General Provisions:

A. City Council shall fix any such other terms and conditions of employment relating to the performance of Employee as it may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any other law or ordinance.

B. All provisions of Employer's personnel rules and policies, as they now exist or hereafter may be amended, shall apply to Employee as they would to other non-union employees of the Employer, unless otherwise provided in this Agreement.

C. A waiver or non-enforcement by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

D. Employee agrees to submit appropriate and required documentation for expenses to be reimbursed under to this Agreement.

E. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, such provision or such portion thereof shall be deemed severed from this Agreement, and the remainder of this Agreement shall not be affected and shall remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have entered into this Agreement at the City of Farmington Hills, in the State of Michigan, and have signed the Agreement or caused it to be signed by their duly authorized representatives as of the date and year first above stated.

EMPLOYEE:

EMPLOYER:

City of Farmington Hills

\_\_\_\_\_  
Carly Lindahl

By: \_\_\_\_\_  
Vicki Barnett, Mayor

**AGENDA**  
**CITY COUNCIL MEETING**  
**OCTOBER 23, 2023 – 7:30PM**  
**CITY OF FARMINGTON HILLS**  
**3155 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
**Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)**  
**Cable TV: Spectrum – Channel 203; AT&T – Channel 99**  
**YouTube Channel: <https://www.youtube.com/user/FHChannel8>**

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

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

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

**REGULAR SESSION MEETING**

**CALL REGULAR SESSION MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. Approval of regular session meeting agenda
2. Proclamation recognizing November 1, 2023 as [Extra Mile Day](#)
3. Emergency Preparedness Commission Tip of the Month

**CORRESPONDENCE**

**CONSENT AGENDA** - (See Items No. 4 - 10)

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

**CONSENT AGENDA ITEMS FOR DISCUSSION**

**PUBLIC QUESTIONS AND COMMENTS**

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

**COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS**

**CITY MANAGER UPDATE**

**CONSENT AGENDA:**

4. Recommended approval of a [License Agreement](#) with Oakland County for Early Voting at the Costick Activities Center.
5. Acknowledgement of fourth and first quarter [financial summary reports and quarterly investment report](#).
6. Recommended approval of canceling the [December 25, 2023](#) City Council meeting.

7. Recommended approval of a [request for status change](#) under Section 10.01A of the City Charter for the Police Department.
8. Recommended approval of a [request for employment](#) under Section 10.01A of the City Charter for a Guest Services Assistant.
9. Recommended approval of City Council [study session meeting minutes](#) of October 9, 2023.
10. Recommended approval of City Council [regular session meeting minutes](#) of October 9, 2023.

**ADDITIONS TO AGENDA**

**ADJOURNMENT**

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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





**PROCLAMATION**  
**Extra Mile Day**  
**November 1, 2023**

**WHEREAS,** the City Farmington Hills acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism and service; and

**WHEREAS,** the City of Farmington Hills encourages its citizens to maximize their personal contributions to society by giving of themselves wholeheartedly and with total effort, commitment and conviction to their individual ambitions, family, friends and community; and

**WHEREAS,** the City Farmington Hills chooses to shine a light on, and celebrate, individuals and organizations who “go the extra mile” to make a difference and lift up fellow members of their community; and

**WHEREAS,** the City of Farmington Hills acknowledges the mission of Extra Mile America to create more than 550 Extra Mile cities in our country and is proud to support “Extra Mile Day” on November 1, 2023.

**NOW, THEREFORE,** I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim November 1, 2023 to be “**Extra Mile Day**” and urge all members of the community to not only go the extra mile in their own lives, but also to acknowledge individuals who are inspirational in their efforts and commitment to make their organizations, families, community, country and world a better place.

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

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Vicki Barnett, Mayor



OFFICE OF CITY CLERK

**INTEROFFICE CORRESPONDENCE**

**TO:** Mayor and City Council  
**FROM:** Pamela B. Smith, City Clerk  
**DATE:** October 23, 2023  
**SUBJECT:** License Agreement for Costick Activities Center

On September 18, 2023, City Council approved an agreement with Oakland County for election services related to early voting.

The Costick Activities Center was identified by the city and county as the local facility to be used for early voting for both Farmington and Farmington Hills residents. The attached license agreement is required by the County for use of the facility for those purposes.

Review and input on the agreement was provided by the City Attorney's Office as well as Director of Special Services Ellen Schnackel since her department manages the property.

**RECOMMENDATION:**

That the Farmington Hills City Council hereby approves the license agreement with the Board of County Election Commissioners for Oakland County for use of the Costick Activities Center as an early voting site.

## License Agreement

City of Farmington Hills (“Licensor”) hereby grants a license for use of its property as set forth herein to:

**Name of Entity or Person (“Licensee”): Board of County Election Commissioners for Oakland County**

**Address: 1200 N. Telegraph, Pontiac, Michigan 48341**

**Contact Person: Joseph Rozell, Director of Elections for Oakland County**

**Telephone Number: 248-452-2276**

**E-Mail Address: rozellj@oakgov.com**

For and in consideration of the issuance of this license, the Parties agree to the following terms and conditions:

1. **Use of Property.** Licensee may only use the property described below for the purposes set forth in this Agreement.
  - 1.1. **Property.** Costick Activities Center – Shannon Hall, 28600 W. Eleven Mile Rd., Farmington Hills, MI 48336. (“Property”)
  - 1.2. **Use.** The Property shall only be used as an Early Voting Site pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq* during the nine days of early voting at the election dates specified in Michigan Election Law (the “Election Dates”) and up to two days before and up to three days after early voting at the Election Dates to allow for equipment setup and equipment removal.
  - 1.3. **Term of Agreement.** This Agreement shall begin on the date this Agreement is fully executed (“**Effective Date**”), and notwithstanding a license generally being terminable at the will of the Licensor, it shall terminate on December 1, 2024 so as to cover more than one election cycle, however, Licensee may only occupy the Property during the nine days of early voting at the Election Dates and up to two days before and up to three days after early voting at the Election Dates to allow for equipment setup and equipment removal.
  - 1.4. **Fee.** Licensee shall pay Licensor \$100 for each election in which the Property is used as an Early Voting Site which shall be governed by the Parties’ Agreement for Election Services as applicable.
  - 1.5. **Condition of Property.** During this Agreement, Licensee shall keep the Property in good order, in a clean and safe condition, and free of trash. Except for normal wear and tear, Licensee’s use of the Property shall not cause damage to the Property. Licensee is responsible for putting all trash and debris into the appropriate indoor receptacles.

- 1.6. **Condition of Property upon Termination of Agreement.** Except for normal wear and tear, at the expiration or termination of this Agreement, Licensee shall leave or return the Property in the same condition that Licensee found it.
- 1.7. **Compliance with Law.** Licensee, including its employees, agents, volunteers, and subcontractors shall comply with all applicable federal, state, and local laws, regulations, rules, ordinances, and the provisions of this Agreement.
- 1.8. **Signs/Advertisement.** Licensor shall permit the placement of political signage on the Property during the period for early voting, provided that the signage is not placed within 100 feet of the entrance used by voters. The Election Inspectors responsible for the Early Voting Site shall be responsible for the enforcement of the 100-foot requirement.
- 1.9. **Alterations, Additions, Changes to Property.** Licensee shall not make any alterations, additions, or changes to the Property, without the prior written approval of Licensor.
- 1.10. **Property "AS IS".** Licensee accepts the property "as is." Licensee acknowledges that licensee had the opportunity to inspect the property and either inspected the property or chose not to inspect the property.
- 1.11. **No Smoking.** Property is smoke free and vape free. Guests may only smoke or vape in outside designated areas where ash containers are provided.
- 1.12. **Alcohol Use on Property.** Licensee shall not sell or consume or allow anyone to sell or consume alcoholic beverages on the Property.
2. **Licensee Responsibilities.**
  - 2.1. The Licensee shall coordinate the delivery of the necessary voting equipment and supplies on the Thursday or Friday prior to the start of early voting.
  - 2.2. The Licensee shall coordinate the removal of the voting equipment and supplies on the Monday or Wednesday after the end of early voting.
3. **Licensor Responsibilities.**
  - 3.1. The Licensor shall provide access to a clean space for the conduct of early voting and access to clean restroom facilities to be used by Election Inspectors and voters.
  - 3.2. The fee paid to the Licensor under Section 1.4 shall be exclusive and Licensor shall not surcharge Licensee for any additional costs such as electricity or water.
4. **Liability/Assurances.**
  - 4.1. **Damage to Licensor's Property/Facility.** Licensee shall be responsible for any damage to the Property that is caused by Licensee, its employees, agents, volunteers or subcontractors. If such damage occurs, Licensor may make the necessary repairs and/or replacements or cause a third party to make the necessary repairs and/or replacements. Licensee shall reimburse Licensor the costs for repairing and/or

replacing such damage to the Property. Licensor shall invoice Licensee for such costs and Licensee shall pay such costs within thirty (30) days of receiving the bill.

- 4.2. **Damage to Licensee's Property.** Licensee shall be solely and entirely liable and responsible for any loss or damage resulting from fire, theft or other means to its personal property located, kept, or stored on the Property.
- 4.3. **Liability for Claims.** Licensee shall be solely liable and responsible for any claims asserted by Licensee's employees, agents, volunteers or subcontractors occurring at or on the Property, which arise out of Licensee's use of the Property.
- 4.4. **Reservation of Rights/Limitation of Liability.** This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the Parties.
- 4.5. **Survival.** Section 4 and the duties and obligations contained herein shall survive the expiration or termination of this Agreement.
5. **Insurance.** Oakland County is self-insured and will provide a self-insurance certificate for use of the Property.
6. **Termination.**
  - 6.1. This Agreement shall terminate automatically at the end of its term.
7. **No Interest in Property.** Licensee, by virtue of this Agreement, shall not have any title to or interest in the Property or any portion thereof. Licensee has not, does not, and will not claim any such title, interest, or any easement over the Property.
8. **Waiver.** Waiver of any term or condition under this Agreement must be in writing. No written waiver, in one or more instances, shall be deemed or construed as a continuing waiver of any term or condition of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
9. **Cumulative Remedies.** A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.
10. **Amendments.** This Agreement cannot be modified unless reduced to writing and signed by both Parties.
11. **Severability.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.
12. **Governing Law.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.

14. **Entire Agreement.** This Agreement sets forth all covenants, promises, agreements, conditions, and understandings between the Parties concerning the use of the Property and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between the Parties other than are herein set forth, except the Parties' Agreement for Election Services as applicable.
15. **Authorization.** The Parties represent that their respective signatories have the requisite authority to execute and bind them to the duties and responsibilities contained herein.

**APPROVED AND AUTHORIZED BY LICENSEE:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

**APPROVED AND AUTHORIZED BY LICENSOR:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE



To: City Manager Gary Mekjian, P.E.

From: Thomas C. Skrobola, Finance Director/Treasurer

Date: October 19, 2022

Subject: **FY 2022/23 Fourth Quarter Financial Summary Report - Preliminary Year-End 6/30/2023**

Enclosed you will find the Preliminary Year-End 6/30/2023 Fourth Quarter Summary Financial Report of the General Fund, Major Road Fund, Local Road Fund and Capital Improvement Fund.

### **General Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$79.7 million, which is \$7.1 million more than the amount projected in the FY 2022-23 Amended Budget, due in part to better than anticipated revenues in the following areas:

- Interest Earnings (\$3.0 million), due to favorable market conditions created by recent Federal Reserve rate increases,
- Fees (\$1.2 million), due to increases in emergency transport fees,
- State Shared Revenues (\$1.1 million), due to State sales tax receipts and appropriations, and
- Special Services User Charges (\$0.7 million), due to increases in Parks and Recreation utilization.

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$70.5 million, which is \$3.0 million lower than the amount indicated in the Amended FY 2022-23 Budget, due to a combination of positive vacancy variance and some deferred expenditures due to short staffing that would normally handle critical projects.

#### **Fund Balance:**

Total Fund Balance is projected to be approximately \$56.3 million at June 30, 2023; when an estimated \$0.5 million of restricted funds are excluded, the remaining \$55.8 million would represent 79.8% of projected Total Expenditures at June 30, 2023.

### **Major Road Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$14.5 million, which is \$0.9 million more than the amount projected in the FY 2022-23 Amended Budget, due to higher state Gas and Weight collections and distributions.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$11.9 million, which is \$4.7 million less than the amount projected in the FY 2022-23 Amended Budget, due to the timing of capital project and major maintenance expenditures.

**Fund Balance:**

The projected Fund Balance of \$15.8 million is 132.6% of projected Total Expenditures at June 30, 2023.

**Local Road Fund**

**Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$15.2 million, which is \$0.4 million less than the amount projected in the FY 2022-23 Amended Budget, due to slightly lower than anticipated Gas and Weight Tax distributions from the State of Michigan.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$15.3 million, which is \$0.1 million more than the amount projected in the FY 2022-23 Amended Budget, due primarily to changes in the timing of capital project expenditures.

**Fund Balance:**

The projected Fund Balance of \$6.6 million is 43.2% of projected Total Expenditures at June 30, 2023.

**Capital Improvement Fund**

**Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$15.2 million, which is \$0.1 million more than the amount projected in the FY 2023-23 Amended Budget, due to higher than anticipated interest earnings.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$6.6 million, which is \$11.9 million lower than the amount projected in the Adopted FY 2022-23 Budget, due primarily to changes in the timing of capital project expenditures.

**Fund Balance:**

The Projected Fund Balance of \$16.0 million is 242.7% of projected Total Expenditures at June 30, 2023.

Please contact me if you have any questions.



FY 2022-23 4th Quarter Financial Report

**GENERAL FUND SUMMARY**

	2022/23 Amended Budget	2022/23 Year-To-Date (includes encumbrances)	2022/23 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Unassigned	35,554,064	35,554,064	35,554,064		
Nonspendable + Restricted + Assigned	11,660,097	11,660,097	11,660,097		
Total Fund Balance (actual)	47,214,161	47,214,161	47,214,161		
<b><u>Revenue</u></b>					
Property Taxes	36,181,817	36,241,570	36,241,570	59,753	0.17%
Business Licenses & Permits	27,405	27,529	27,529	124	0.45%
Other Licenses & Permits	1,599,901	2,123,874	2,123,874	523,973	32.75%
Grants	5,095,659	5,931,625	5,931,625	835,966	16.41%
State Shared Revenues	9,277,177	10,349,200	10,349,200	1,072,023	11.56%
Fees	6,413,513	7,651,538	7,651,538	1,238,025	19.30%
Sales	582,626	519,270	519,270	(63,356)	-10.87%
Fines & Forfeitures	1,331,800	1,522,951	1,522,951	191,151	14.35%
Interest Earnings	300,000	3,352,296	3,352,296	3,052,296	1017.43%
Recreation User Charges	7,597,321	8,257,763	8,257,763	660,442	8.69%
Other Revenue	2,797,037	2,417,952	2,417,952	(379,085)	-13.55%
Total Revenue	71,204,256	78,395,567	78,395,567	7,191,311	10.10%
<b><u>Expenditures</u></b>					
City Council	120,508	108,470	108,470	(12,038)	-9.99%
Planning Commission	121,537	123,619	123,619	2,082	1.71%
Boards and Commissions	2,799,459	2,795,243	2,795,243	(4,216)	-0.15%
City Administration	920,358	859,824	859,824	(60,534)	-6.58%
Public Information	588,083	468,555	468,555	(119,528)	-20.33%
Finance	354,873	511,716	511,716	156,843	44.20%
Accounting	586,894	455,703	455,703	(131,191)	-22.35%
Assessing	798,375	706,452	706,452	(91,923)	-11.51%
Treasury	417,144	447,728	447,728	30,584	7.33%
Corporation Counsel	744,844	701,890	701,890	(42,954)	-5.77%
City Clerk	920,215	868,034	868,034	(52,181)	-5.67%
Human Resources	720,110	445,218	445,218	(274,892)	-38.17%
Central Services	1,214,155	1,271,351	1,271,351	57,196	4.71%
Support Services	2,652,726	2,078,009	2,078,009	(574,717)	-21.67%
Post-Employment Benefits	2,232,149	2,232,149	2,232,149	-	0.00%
Police Department	17,088,643	16,710,306	16,710,306	(378,337)	-2.21%
Fire Department	7,713,052	6,910,447	6,910,447	(802,605)	-10.41%
Public Services Administration	551,442	473,337	473,337	(78,105)	-14.16%
Road Maintenance (Net)	302,797	535,184	535,184	232,387	76.75%
Planning & Community Development	1,948,237	1,699,740	1,699,740	(248,497)	-12.75%
Building Maintenance	517,596	473,127	473,127	(44,469)	-8.59%
Engineering	1,376,161	1,239,585	1,239,585	(136,576)	-9.92%
DPW Maintenance Facility	1,741,341	1,429,381	1,429,381	(311,960)	-17.91%
Waste Removal	3,920,762	3,905,350	3,905,350	(15,412)	-0.39%
Special Services Administration	4,637,577	4,835,448	4,835,448	197,871	4.27%
Youth Services	0	26,680	26,680	26,680	0.00%
Senior Services	1,008,523	908,057	908,057	(100,466)	-9.96%
Parks Maintenance	1,924,056	1,918,723	1,918,723	(5,333)	-0.28%
Cultural Arts	1,484,469	1,304,822	1,304,822	(179,647)	-12.10%
Golf Course	836,619	951,252	951,252	114,633	13.70%
Recreation Programs	2,415,422	2,468,084	2,468,084	52,662	2.18%
Ice Arena	1,097,840	871,195	871,195	(226,645)	-20.64%
Total Expenditures	63,755,967	60,734,677	60,734,677	(3,021,290)	-4.74%
Excess of Revenue Over (Under) Expenditures	7,448,289	17,660,890	17,660,890	10,212,601	137.11%
<b><u>Other Financing Sources (Uses)</u></b>					
Operating Transfers In	1,316,850	1,316,850	1,316,850	-	0.00%
Operating Transfers Out	(9,830,000)	(9,849,214)	(9,849,214)	(19,214)	0.20%
Total Other Financing Sources (Uses)	(8,513,150)	(8,532,364)	(8,532,364)	(19,214)	0.23%
Excess of Revenue and Other Financing	(1,064,861)	9,128,526	9,128,526	10,193,387	-957.25%
<b><u>Fund Balance, June 30</u></b>					
Unassigned	43,749,300		56,342,687		
Nonspendable + Restricted + Assigned	2,400,000		500,000		
Total Fund Balance, June 30	46,149,300		56,342,687	10,193,387	
Total Fund Balance - Percent of Expenditures	62.7%		79.8%		
Unassigned Fund Balance - Percent of Expendit	59.5%		79.8%		
Unassigned Fund Balance	43,749,300		56,342,687		
Revenue + Transfers-in	72,521,106		79,712,417	7,191,311	9.92%
Expenditures + Transfers-out	73,585,967		70,583,891	(3,002,076)	-4.08%

FY 2022-23 4th Quarter Financial Report

**MAJOR ROADS FUND SUMMARY**

	2022/23 Amended Budget	2022/23 Year-To-Date (includes encumbrances)	2022/23 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	13,175,293	13,175,293	13,175,293		
Total Fund Balance (actual)	13,175,293	13,175,293	13,175,293		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	8,194,167	8,696,516	8,696,516	502,349	6.13%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	8,194,167	8,696,516	8,696,516	502,349	6.13%
Other Revenues					
Miscellaneous	190	417,152	417,152	416,962	219453.65%
Interest Earnings	75,000	419,864	419,864	344,864	459.82%
Total Other Revenues	75,190	837,016	837,016	761,826	1013.20%
Total Revenue	8,269,357	9,533,532	9,533,532	1,264,175	15.29%
<b><u>Expenditures</u></b>					
Construction	11,943,251	8,201,751	8,201,751	(3,741,500)	-31.33%
Routine Maintenance	2,920,786	2,593,744	2,593,744	(327,042)	-11.20%
Traffic Services - Maintenance	495,727	275,581	275,581	(220,146)	-44.41%
Winter Maintenance	1,217,231	784,941	784,941	(432,290)	-35.51%
Administration, Records & Engineering	89,200	47,119	47,119	(42,082)	-47.18%
Total Expenditures	16,666,195	11,903,135	11,903,135	(4,763,060)	-28.58%
Excess of Revenue Over (Under) Expenditures	(8,396,838)	(2,369,603)	(2,369,603)	6,027,235	-71.78%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	5,381,577	4,976,220	4,976,220	(405,357)	-7.53%
Operating Transfers Out	0	0	0	0	0.00%
Total Other Financing Sources (Uses)	5,381,577	4,976,220	4,976,220	(405,357)	-7.53%
Excess of Revenue and Other Financing	(3,015,261)	2,606,617	2,606,617	5,621,878	-186.45%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	10,160,032		15,781,910		
Total Fund Balance, June 30	10,160,032		15,781,910		
Total Fund Balance - Percent of Expenditures	61.0%		132.6%		
Revenue + Transfers-in	13,650,934		14,509,751	858,817	6.29%
Expenditures + Transfers-out	16,666,195		11,903,135	(4,763,060)	-28.58%

FY 2022-23 4th Quarter Financial Report

**LOCAL ROADS FUND SUMMARY**

	2022/23 Amended Budget	2022/23 Year-To-Date (includes encumbrances)	2022/23 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	6,750,914	6,750,914	6,750,914		
Total Fund Balance (actual)	6,750,914	6,750,914	6,750,914		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	2,936,790	2,894,156	2,894,156	(42,634)	-1.45%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	2,936,790	2,894,156	2,894,156	(42,634)	-1.45%
Other Revenues					
Miscellaneous					
Interest Earnings	81,668	510,463	510,463	428,795	525.05%
Total Other Revenues	81,668	510,463	510,463	428,795	525.05%
Total Revenue	3,018,458	3,404,619	3,404,619	386,161	12.79%
<b><u>Expenditures</u></b>					
Construction	10,709,345	9,968,122	9,968,122	(741,223)	-6.92%
Routine Maintenance	3,399,793	4,272,009	4,272,009	872,216	25.65%
Traffic Services - Maintenance	25,851	41,493	41,493	15,642	60.51%
Winter Maintenance	124,898	142,245	142,245	17,347	13.89%
Administration, Records & Engineering	925,500	894,805	894,805	(30,695)	-3.32%
Total Expenditures	15,185,387	15,318,674	15,318,674	133,287	0.88%
Excess of Revenue Over (Under) Expenditures	(12,166,929)	(11,914,056)	(11,914,056)	252,873	-2.08%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	11,781,926	11,781,926	11,781,926	-	0.00%
Operating Transfers Out	0	0	0	-	0.00%
Total Other Financing Sources (Uses)	11,781,926	11,781,926	11,781,926	0	0.00%
Excess of Revenue and Other Financing	(385,003)		(132,130)	252,873	-65.68%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	6,365,911		6,618,784		
Total Fund Balance, June 30	6,365,911		6,618,784		
Total Fund Balance - Percent Of Expenditures	41.9%		43.2%		
Revenue + Transfers-in	14,800,384		15,186,545	386,161	2.61%
Expenditures + Transfers-out	15,185,387		15,318,674	133,287	0.88%

FY 2022-23 4th Quarter Financial Report

**CAPITAL IMPROVEMENT FUND SUMMARY**

	2022/23 Amended Budget	2022/23 Year-To-Date (includes encumbrances)	2022/23 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	7,372,950	7,372,950	7,372,950		
Total Fund Balance (actual)	7,372,950	7,372,950	7,372,950		
<b><u>Revenue</u></b>					
Grants	68,000	68,000	68,000	-	-
Miscellaneous	0	(6,768)	(6,768)	(6,768)	-
Interest Earnings + Bond Proceeds	7,431,234	7,577,047	7,577,047	145,813	1.96%
Total Revenue	7,499,234	7,638,280	7,638,280	139,046	1.85%
<b><u>Expenditures</u></b>					
Capital and Equipment	8,684,538	3,310,493	3,310,493	(5,374,045)	-61.88%
Construction	9,437,514	3,287,113	3,287,113	(6,150,401)	-65.17%
Miscellaneous	500	106	106	(394)	-78.80%
Debt Payment	452,543	0	0	(452,543)	-100.00%
Total Expenditures	18,575,095	6,597,712	6,597,712	(11,977,383)	-64.48%
Excess of Revenue Over (Under) Expenditures	(11,075,861)	1,040,567	1,040,567	12,116,428	-109.39%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	-
Operating Transfers In	7,600,000	7,600,000	7,600,000	-	0.00%
Operating Transfers Out	0	0	0	-	-
Total Other Financing Sources (Uses)	7,600,000		7,600,000	-	0.00%
Excess of Revenue and Other Financing	(3,475,861)		8,640,567	12,116,428	-348.59%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	3,897,089		16,013,517		
Total Fund Balance, June 30	3,897,089		16,013,517		
Total Fund Balance - Percent of Expenditures	21.0%		242.7%		
Revenue + Transfers-in	15,099,234		15,238,280	139,046	0.92%
Expenditures + Transfers-out	18,575,095		6,597,712	(11,977,383)	-64.48%



To: Mayor and City Council Members

From: Thomas C. Skrobola, Finance Director/Treasurer

Date: October 19, 2023

Subject: **FY 2023/24 First Quarter Financial Summary Report**

Enclosed you will find the 9/30/2023 First Quarter Summary Financial Report of the General Fund, Major Road Fund, Local Road Fund and Capital Improvement Fund.

### **General Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$71.6 million, which is the same as the amount projected in the FY 2023-24 Adopted Budget.

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$76.1 million, which is the same amount indicated in the Adopted FY 2023-24 Budget.

#### **Fund Balance:**

Total Fund Balance is projected to be approximately \$51.8 million at June 30, 2024.

### **Major Road Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$14.4 million, which is the same amount projected in the FY 2023-24 Adopted Budget.

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$17.9 million, which is the same amount projected in the Adopted FY 2023-24 Budget.

**Fund Balance:**

The projected Fund Balance of \$12.3 million is 69.2% of projected Total Expenditures at June 30, 2024.

**Local Road Fund****Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$18.6 million, which is the same amount projected in the FY 2023-24 Adopted Budget.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$21.5million, which is the same amount projected in the Adopted FY 2023-24 Budget.

**Fund Balance:**

The projected Fund Balance of \$3.6 million is 17.0% of projected Total Expenditures at June 30, 2024.

**Capital Improvement Fund****Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$5.4 million, which is the same as the amount projected in the FY 2023-24 Adopted Budget.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$9.1 million, which is the same amount projected in the Adopted FY 2023-24 Budget.

**Fund Balance:**

The Projected Fund Balance of \$12.3 million is 134.5% of projected Total Expenditures at June 30, 2024.

Please contact me if you have any questions.

FY 2023-24 1st Quarter Financial Report

**GENERAL FUND SUMMARY**

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned	500,000	500,000	500,000		
Unassigned	56,342,687		56,342,687		
Total Fund Balance (actual)	56,842,687	500,000	56,842,687		
<b><u>Revenue</u></b>					
Property Taxes	38,040,134	36,962,645	38,040,134	-	0.00%
Business Licenses & Permits	27,953	5,365	27,953	-	0.00%
Other Licenses & Permits	1,631,902	542,548	1,631,902	-	0.00%
Grants	370,500	285,598	370,500	-	0.00%
State Shared Revenues	9,483,781	0	9,483,781	-	0.00%
Fees	7,041,782	999,968	7,041,782	-	0.00%
Sales	594,278	62,862	594,278	-	0.00%
Fines & Forfeitures	1,358,435	443,240	1,358,435	-	0.00%
Interest Earnings	303,000	0	303,000	-	0.00%
Recreation User Charges	8,585,969	1,942,610	8,585,969	-	0.00%
Other Revenue	2,852,976	284,883	2,852,976	-	0.00%
Total Revenue	70,290,710	41,529,718	70,290,710	-	0.00%
<b><u>Expenditures</u></b>					
City Council	132,215	12,558	132,215	-	0.00%
Planning Commission	77,653	113,169	77,653	-	0.00%
Boards and Commissions	3,200,137	1,017,365	3,200,137	-	0.00%
City Administration	833,149	217,248	833,149	-	0.00%
Public Information	1,035,727	125,046	1,035,727	-	0.00%
Finance	250,392	68,951	250,392	-	0.00%
Accounting	599,698	164,687	599,698	-	0.00%
Assessing	847,580	187,259	847,580	-	0.00%
Treasury	443,002	136,551	443,002	-	0.00%
Corporation Counsel	782,400	142,062	782,400	-	0.00%
City Clerk	1,110,201	219,435	1,110,201	-	0.00%
Human Resources	632,906	153,648	632,906	-	0.00%
Central Services	1,380,246	366,155	1,380,246	-	0.00%
Support Services	3,097,769	907,641	3,097,769	-	0.00%
Post-Employment Benefits	2,254,673	0	2,254,673	-	0.00%
Police Department	19,124,212	5,332,655	19,124,212	-	0.00%
Fire Department	8,229,941	1,948,336	8,229,941	-	0.00%
Public Services Administration	554,806	213,671	554,806	-	0.00%
Road Maintenance (Net)	341,181	416,118	341,181	-	0.00%
Planning & Community Development	1,832,377	473,174	1,832,377	-	0.00%
Building Maintenance	541,110	128,075	541,110	-	0.00%
Engineering	1,564,270	406,056	1,564,270	-	0.00%
DPW Maintenance Facility	1,370,768	908,512	1,370,768	-	0.00%
Waste Removal	4,319,592	756,903	4,319,592	-	0.00%
Special Services Administration	4,385,912	1,180,270	4,385,912	-	0.00%
Youth Services	0	0	0	-	0.00%
Senior Services	1,178,795	358,112	1,178,795	-	0.00%
Parks Maintenance	1,943,169	428,711	1,943,169	-	0.00%
Cultural Arts	1,614,550	388,922	1,614,550	-	0.00%
Golf Course	884,015	240,522	884,015	-	0.00%
Recreation Programs	2,792,177	785,404	2,792,177	-	0.00%
Ice Arena	1,119,048	269,812	1,119,048	-	0.00%
Total Expenditures	68,473,670	18,067,027	68,473,670	0	0.00%
Excess of Revenue Over (Under) Expenditures	1,817,040	23,462,692	1,817,040	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Operating Transfers In	1,316,850	0	1,316,850	-	0.00%
Operating Transfers Out	(7,623,951)	0	(7,623,951)	-	0.00%
Total Other Financing Sources (Uses)	(6,307,101)	-	(6,307,101)	-	0.00%
Excess of Revenue and Other Financing	(4,490,061)	23,462,692	(4,490,061)	-	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	500,000		500,000		
Unassigned	51,852,625		51,852,625		
Total Fund Balance, June 30	52,352,625		52,352,625		
Total Fund Balance - Percent of Expenditures	68.8%		68.8%		
Unassigned Fund Balance - Percent of Expendit	68.1%		68.1%		
Unassigned Fund Balance	51,852,625		51,852,625		
Revenue + Transfers-in	71,607,560		71,607,560	-	0.00%
Expenditures + Transfers-out	76,097,621		76,097,621	-	0.00%

FY 2023-24 1st Quarter Financial Report

**MAJOR ROADS FUND SUMMARY**

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	15,781,910	15,781,910	15,781,910		
Total Fund Balance (actual)	15,781,910	15,781,910	15,781,910		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	8,194,167	1,411,314	8,194,167	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	8,194,167	1,411,314	8,194,167	-	0.00%
Other Revenues					
Miscellaneous	190	78	190	-	0.00%
Interest Earnings	75,000	0	75,000	-	0.00%
Total Other Revenues	75,190	78	75,190	-	0.00%
Total Revenue	8,269,357	1,411,393	8,269,357	-	0.00%
<b><u>Expenditures</u></b>					
Construction	11,252,516	7,491,331	11,252,516	-	0.00%
Routine Maintenance	2,765,447	1,205,984	2,765,447	-	0.00%
Traffic Services - Maintenance	506,425	234,834	506,425	-	0.00%
Winter Maintenance	1,245,689	50,260	1,245,689	-	0.00%
Administration, Records & Engineering	90,400	425	90,400	-	0.00%
Total Expenditures	15,860,477	8,982,834	15,860,477	-	0.00%
Excess of Revenue Over (Under) Expenditures	(7,591,120)	(7,571,441)	(7,591,120)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	6,175,770	0	6,175,770	-	0.00%
Operating Transfers Out	(2,000,000)	0	(2,000,000)	0	0.00%
Total Other Financing Sources (Uses)	4,175,770	0	4,175,770	-	0.00%
Excess of Revenue and Other Financing	(3,415,350)	(7,571,441)	(3,415,350)	-	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	12,366,560		12,366,560		
Total Fund Balance, June 30	12,366,560		12,366,560		
Total Fund Balance - Percent of Expenditures	69.2%		69.2%		
Revenue + Transfers-in	14,445,127		14,445,127	-	0.00%
Expenditures + Transfers-out	17,860,477		17,860,477	-	0.00%



FY 2023-24 1st Quarter Financial Report

**LOCAL ROADS FUND SUMMARY**

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	6,618,784	6,618,784	6,618,784		
Total Fund Balance (actual)	6,618,784	6,618,784	6,618,784		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	2,994,581	491,136	2,994,581	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	2,994,581	491,136	2,994,581	0	0.00%
Other Revenues					
Miscellaneous					
Interest Earnings	75,000	0	75,000	-	0.00%
Total Other Revenues	75,000	0	75,000	-	0.00%
Total Revenue	3,069,581	491,136	3,069,581	-	0.00%
<b><u>Expenditures</u></b>					
Construction	16,979,759	8,577,903	16,979,759	-	0.00%
Routine Maintenance	3,530,580	1,189,991	3,530,580	-	0.00%
Traffic Services - Maintenance	29,078	985	29,078	-	0.00%
Winter Maintenance	127,496	0	127,496	-	0.00%
Administration, Records & Engineering	902,500	425	902,500	-	0.00%
Total Expenditures	21,569,413	9,769,303	21,569,413	-	0.00%
Excess of Revenue Over (Under) Expenditures	(18,499,832)	(9,278,167)	(18,499,832)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	15,546,266	0	15,546,266	-	0.00%
Operating Transfers Out	0	0	0	-	0.00%
Total Other Financing Sources (Uses)	15,546,266	0	15,546,266	0	0.00%
Excess of Revenue and Other Financing	(2,953,566)		(2,953,566)	0	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	3,665,218		3,665,218		
Total Fund Balance, June 30	3,665,218		3,665,218		
Total Fund Balance - Percent Of Expenditures	17.0%		17.0%		
Revenue + Transfers-in	18,615,847		18,615,847	-	0.00%
Expenditures + Transfers-out	21,569,413		21,569,413	-	0.00%

FY 2023-24 1st Quarter Financial Report

**CAPITAL IMPROVEMENT FUND SUMMARY**

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	16,013,517	16,013,517	16,013,517		
Total Fund Balance (actual)	16,013,517	16,013,517	16,013,517		
<b><u>Revenue</u></b>					
Grants	100,000	0	100,000	-	-
Miscellaneous	0	0	0	-	-
Interest Earnings	200,000	0	200,000	-	0.00%
Total Revenue	300,000	0	300,000	-	0.00%
<b><u>Expenditures</u></b>					
Capital and Equipment	5,910,000	7,464,435	5,910,000	-	0.00%
Construction	2,767,000	7,293,791	2,767,000	-	0.00%
Miscellaneous	500	0	500	-	0.00%
Total Expenditures	8,677,500	14,758,226	8,677,500	-	0.00%
Excess of Revenue Over (Under) Expenditures	(8,377,500)	(14,758,226)	(8,377,500)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	-
Bond Payments	(452,543)	0	(452,543)	-	0.00%
Operating Transfers In	5,100,000	0	5,100,000	-	0.00%
Operating Transfers Out	0	0	0	-	-
Total Other Financing Sources (Uses)	4,647,457		4,647,457	0	0.00%
Excess of Revenue and Other Financing	(3,730,043)		(3,730,043)	-	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	12,283,474		12,283,474		
Total Fund Balance, June 30	12,283,474		12,283,474		
Total Fund Balance - Percent of Expenditures	134.5%		134.5%		
Revenue + Transfers-in	5,400,000		5,400,000	-	0.00%
Expenditures + Transfers-out	9,130,043		9,130,043	-	0.00%



## **MEMORANDUM**

**To: Gary Mekjian, City Manager**  
**From: Thomas C. Skrobola, Finance Director/Treasurer**  
**Date: October 19, 2023**  
**Subject: The City's Quarterly Investment Report as of September 30, 2023**

Attached you will find the City's Quarterly Investment Report (exclusive of the investments of the Pension Trust Funds) as of September 30, 2023.

In comparison to the quarter ended June 30, 2023, the City's total investment/bank balance is \$192.7 million, an increase of \$45.2 million or 30.6%, which is typical for the commencement period for Summer (2023) Property Tax collections.

In comparison to the same quarter a year ago, i.e., the quarter ended September 30, 2022, the City's total investment/bank balance has increased by \$14.3 million or 8.0%, which reflects a positive cash flow that is the net of FY 2022-23 year-end performance which added a net \$8 million to the General Fund balance.

The City's average Rate of Return (R.O.R.) on investments was 5.01% compared to 4.58% the previous quarter. The City's R.O.R. was below the benchmark Fed Funds Rate by a modest 0.12%. This small gap represents short-term Treasury rates increases that trail increases in Federal Reserve Rates by the Federal Reserve Open Market Committee. The Treasurer's Office has shortened maturities to "climb the ladder" through the prudent and timely diversification of investment options, which is why the difference between the benchmark and actual performance is relatively small. We are also instituting \$25 million of multi-year investments to lock-in historically high interest rates.

We will continue to work within the primary objectives of the City's Investment Policy, which, in priority order, are; safety, diversification, liquidity and return on investment, as highlighted below:

1. Safety of principal is the primary objective of the City of Farmington Hills investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate risk through the utilization of FDIC insured and collateralized investments;
2. The investments shall be diversified by type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The City has investments in certificate of deposits, CDARS, cash equivalents, mutual funds, checking accounts, savings accounts, money market accounts, and U.S. instruments, diversified between financial institutions as indicated in this report;

3. The investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which may be reasonably anticipated, by the use of cash flow forecasting models; and
4. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio. At minimum, the City's average rate of return on investments should earn more than the 3-month Treasury Bill Rate and Fed Funds Rate.

Please let me know if you have any questions.

City of Farmington Hills								
Quarterly Investment Report								
As of September 30, 2023								
				\$192,716,794			5.01%	
Financial Institution	Fund	Account Type	Investment	Bank Total	Date of Maturity	Current % Interest Rate	Average R.O.R.	Percentage of Portfolio
Comerica Bank	All funds	*CK	146,358		Immediate	0.18%	0.0001%	
Comerica Bank	All Funds-J-Fund	MF	152,802,634	152,948,992	Immediate	5.19%	4.1151%	79.36%
Michigan Class	All Funds	MMIP	26,226,633	26,226,633	Immediate	5.47%	0.7445%	13.61%
Oakland County Investment Pool	All Funds	LGIP	11,178,596	11,178,596	Immediate	2.49%	0.1442%	5.80%
PNC Bank	All Funds	*CK	2,362,573	2,362,573	Immediate	0.19%	0.0023%	1.23%
<b>Total</b>				<b>192,716,794</b>			<b>5.0062%</b>	<b>100.00%</b>
1-Year Treasury Bill Rate-trailing six months							5.31%	
3-Month Treasury Bill Rate-trailing six months							5.34%	
Quarterly Fed Funds Rate-trailing six months							5.13%	
City's Avg. R.O.R. over/(under) the 1-year T-Bill Rate							-0.31%	
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate							-0.33%	
City's Avg. R.O.R. over/(under) the Fed Funds Rate							-0.12%	
<b>Type Codes</b>								
CD - Certificate of Deposit			MF - Mutual Fund			MUNI - Municipal Bonds		
CE - Cash Equivalent			MM - Money Market Account					
CK - Regular Checking			***MMIP - Money Market Investment Pool					
CP - Commercial Paper			SV - Savings Account					
IBC- Interest bearing checking			USI - United States Instrumentality					
LGIP - Local Government Investment Pool			UST - United States Treasury					
*CK = Earnings Credit applied to Bank Service Fees.								
**CK = Non-interest bearing account.								
***Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is rated 'AAAm' by Standard & Poor's. The rating signifies extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. This is accomplished through conservative investment practices and strict internal controls. Standard & Poor's monitors the portfolio on a weekly basis. The Pool invests in US Treasury obligations, federal agency obligations of the U.S. government, high grade commercial paper (A-1 or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by Treasuries and agencies) and approved money market funds. The credit quality of the Pool is excellent with greater than 50% of the securities invested in A-1+ securities and the remainder in A-1 paper. The portfolio's weighted average maturity is kept under 60 days, which further helps to enhance liquidity and limits market price exposure. Portfolio securities are priced to market on a weekly basis.								
			Previous 1/4	\$147,509,239			76.5%	
			\$ Change	\$45,207,555				
			% Change	30.65%				
			Previous Year	\$178,441,770			92.6%	
			\$ Change	\$14,275,024				
			% Change	8.00%				



OFFICE OF CITY CLERK

**INTEROFFICE CORRESPONDENCE**

**TO:** Mayor and City Council  
**FROM:** Pamela B. Smith, City Clerk  
**DATE:** October 23, 2023  
**SUBJECT:** Canceling the December 25, 2023 City Council Meeting

It is requested that City Council consider canceling the regular City Council meeting scheduled for December 25, 2023 due to the holidays.

The regular City Council meeting schedule would resume January 8, 2024.

**RECOMMENDATION:**

IT IS RESOLVED, that City Council hereby cancels the regular City Council meeting scheduled for December 25, 2023.

**REPORT TO THE CITY COUNCIL FROM THE CITY MANAGER**

October 23, 2023

**Subject:** Approval of change of status for Officers Jessika Bragole and Prescott Line, who plan on being married upon approval of their status change.

**ADMINISTRATIVE SUMMARY**

- The Police Department and the City have historically approved status change requests, for employee marriage.
- The Police Department has informed both employees and their bargaining unit, who have acknowledged and agreed, to stipulations associated with this status. Consistent with past practice, we (Chief King, POAM, Officers Bragole and Line) have discussed, fully understand and have agreed to the following:
  1. *Officers shall not work selected, regularly scheduled shifts together.*
  2. *Officers shall not be selected or assigned to specific-special assignments together.*
  3. *Shift selection shall be by Department seniority, regardless of assignment or rank.*
  4. *Direct Supervision (of either party, by either party) is strictly prohibited.*
- Based on these agreements, we see no conflict of interest with this status change.
- Both Officers are valued employees, in good standing.

**RECOMMENDATION**

IT IS RESOLVED THAT the City Council approve the status change of Officers Bragole and Line, pursuant to City Charter, Article X, Section 10.01A.

Prepared by: Chief Jeff King  
Police Department

Reviewed by: Lori Brown  
Human Resources Director

Approved by: Gary Mekjian  
City Manager



# FARMINGTON HILLS POLICE

DEPARTMENT OF POLICE  
JEFF KING, CHIEF

***This is NOT an endorsement or authorization of your requested status change.***

Based on the prospect of approval of your requested status change by City Council, I am addressing the following concerns and provisions to fully inform, clarify and avoid potential Operational and Departmental issues associated with the Council's review and tentative approval of your request and the subsequent Departmental implementation.

These operational concerns and provisions are supported and governed by the Employee Handbook-Employment of Relatives, 3.02 of the Standards Practice Guide, City Charter 10.01A and your current POAM CBA-Article III, Scope of Contract- "Matters not specifically included with this contract shall be governed by the provisions of the Municipal Code and the Rules and Regulations which are promulgated thereunder, as well as the Laws of the State of Michigan".

Consistent with past practice, we (Chief King, POAM, Officers Jessika Bragole and Prescott Line) have discussed, fully understand and agree to the following, in support of Officer Bragole and Line requested status change:

- 1. Officers shall not work selected, regularly scheduled shifts together.***
- 2. Officers shall not be selected or assigned to specific-special assignments together.***
- 3. Shift selection shall be by Department seniority, regardless of assignment or rank.***
- 4. Direct Supervision (of either party, by the other party) is strictly prohibited.***

Officer Jessika Bragole:

Jessika Bragole  
P. Line

Date: 10/05/23

Officer Prescott Line:

P. Line

Date: 10/5/23

POAM/Witness:

Jendrey McDonald

Date: 10/5/23

Chief King:

Jeff King

Date: 10/5/2023





**INTEROFFICE CORRESPONDENCE**

To: Gary Mekjian, City Manager  
From: Ellen Schnackel, Director of Special Services  
Subject: Consideration of Employment for Alicia Lamont  
Date: October 23, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Alicia Lamont, who is related to an employee of the City, Teneille Lamont who is a Department Aide for Special Services.

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

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Alicia Lamont.

Name: Alicia Lamont  
Position Applied For: Guest Services Assistant  
Number of Employees Needed in this Position: 5  
Date Position Posted: 11/1/2021                      Open Until: Filled  
Number of Applicants for this position: 2                      Number of Applicants Interviewed: 2  
Salary: \$12.00  
Relationship: Alicia Lamont is the mother of Teneille Lamont who is employed as a Department Aide for Special Services.  
Justification: Alicia Lamont is the most qualified applicant and is available to begin work immediately.

Prepared by: Kristen Amolsch, Secretary to the Director of Special Services

Authorized by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager



MINUTES  
CITY OF FARMINGTON HILLS  
FARMINGTON HILLS CITY COUNCIL  
CITY HALL - COMMUNITY ROOM  
OCTOBER 9, 2023 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by City Clerk Smith at 6:03pm

Council Members Present:                   Boleware, Bridges, Bruce (arrived at 6:35pm), Knol, Massey and Newlin

Council Members Absent:                   Barnett

Others Present:                               City Manager Mekjian, City Clerk Smith, Directors Brown and Kettler-Schmult and City Attorney Joppich

City Manager Mekjian stated that Mayor Barnett is ill and would not be in attendance at tonight's meetings and Mayor Pro-Tem Bruce would be arriving late.

City Clerk Smith explained that in the absence of the Mayor and Mayor Pro-Tem, the councilmembers in attendance must designate a member to serve as the presiding officer for tonight's study session and regular session meetings until Mayor Pro-Tem Bruce arrives.

City Attorney Joppich confirmed that this was a procedural matter, and a motion would be appropriate at this time.

MOTION by Bridges, support by Newlin, that the City Council of Farmington Hills hereby selects Councilmember Massey to serve as the presiding officer in the absence of the Mayor and Mayor Pro-Tem until such time that Mayor Pro-Tem Bruce arrives.

MOTION CARRIED 5-0.

**CITY CLERK EMPLOYMENT AGREEMENT**

City Clerk Smith stated that this topic was brought up by members of Council during past reviews and/or succession planning discussions for the City Clerk's Office but was never formally discussed. This matter was scheduled for discussion this evening to determine if there is a consensus of Council to further review such an agreement for the City Clerk position and have staff bring back more information at a future meeting. She added that staff has been working with the City Attorney's Office to draft a proposed employment agreement based on other clerk agreements the city has researched.

It was mentioned by Council that this topic came about as the City Council is responsible for hiring three employees, including the City Clerk yet the Clerk was the only employee of those three without an employment agreement and for consistency it seemed this may be appropriate.

Council inquired about other City Clerks and whether or not they have contracts. Attorney Joppich stated that the City Clerk position varies throughout the state and many clerks are elected and not appointed; but they did find two area clerks with employment agreements.

There was a general consensus of City Council to bring back more information and a draft employment agreement to a future study session for discussion purposes. It was suggested that the employment agreement is broader and not too specific on details of the position as the position is already outlined in the City Charter.

### **COMMERCIAL CODE ENFORCEMENT**

Charmaine Kettler-Schmult, Director of Planning and Community Development, stated that this topic was brought up by City Council at their goals session at which time they requested a future study session and the reason for the meeting tonight. She stated that Dennis Randt, Zoning Supervisor, would be presenting on code enforcement for the department.

Dennis Randt, Zoning Supervisor, reviewed a sampling of code enforcement efforts as outlined to City Council. He stated that some issues take more time to resolve as they are required to go through the court system. He discussed ways that the department receives complaints that include through resident phone calls, internal code enforcement efforts, emails or online complaints. He explained that the department attempts to resolve complaints informally and gain compliance through conversations but if that does not work and there is continued non-compliance it may have to go through the court.

Council expressed concern over commercial development issues including potholes in parking lots and on limited access drives. It was requested that the department review the approach near Einstein Bagels at 12 Mile and Orchard Lake Roads and the plaza with Gordon Foods at 13 Mile and Orchard Lake Roads.

Council inquired if the approach to code enforcement by the city was proactive or reactive. Mr. Randt stated that the city takes a proactive approach but often especially with the larger strip developments, staff needs to meet with multiple tenants. He addressed some previous areas of concern brought up by Council and how those issues were currently being addressed.

Discussion was held on the department staffing and if it was sufficient to handle the workload. City Manager Mekjian stated that this would depend on the level of enforcement Council expects and that could be part of a discussion for a future goals session and during budget sessions.

(Mayor Pro-Tem Bruce arrived at 6:35pm)

Council also requested that the Planning Commission take into consideration landscape plans and when approving those make sure that they are something that can be easily maintained. Council also inquired about signage and lighting and what businesses are provided if they have questions.

Director Kettler-Schmult stated that the department can make recommendations but that the landscaping is at the discretion of the property owner.

Erik Perdonik, City Planner, stated that the sign/light ordinance is a bit technical and he feels the department could put together a summary that would be easier for business owners to understand; but anyone with questions can contact their office for explanation.

In response to forcing compliance, Director Kettler-Schmult stated that the department has not yet utilized the option for formal hearings but has that ability particularly for reoccurring issues.

Several residential properties that were in disrepair were also brought to the department's attention and some of which they were already aware and actively enforcing upon. It was questioned whether CDBG

funding could be used to help with repairs. Staff responded that CDBG funding could only be used for home repairs but also required full cooperation of the property owner.

Attorney Joppich stated that city staff has been good about taking the temperature of the situation and attempting to handle issues without going to court when they can; but that obviously depends on the matter of degree and taking into consideration public health, safety and welfare.

#### **COMMERCIAL VEHICLE PARKING**

Erik Perdonik, City Planner, stated that this issue was also brought up in the Council goals session and specifically mentioned when vehicles were being used as additional signage for a business. He noted that the new sign ordinance approved in 2017 addresses vehicle signage and allowing that under certain conditions so the department has tools to address each instance on a case-by-case basis.

Council indicated that one concern of an area real estate broker was that businesses were not allowed to have vans that they used for delivery and catering with their business name on it parked on site overnight.

City Planner Perdonik clarified that the ordinance does not prohibit commercial vehicles with signage being used for legitimate business purposes such as deliveries and catering to be parked overnight. The ordinance states that where possible these vehicles shall be parked in specific areas so not be parked in the front abutting the right-of-way area permanently and used as additional signage.

The consensus of Council was to further clarify the language of the ordinance as this appears to have been misunderstood and could be a deterrent for businesses who want to lease property.

#### **ADJOURNMENT**

The study session meeting adjourned at 7:18pm.

Respectfully submitted,



Pamela B. Smith, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL MEETING  
CITY HALL – COUNCIL CHAMBER  
OCTOBER 9, 2023 – 7:30 PM

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

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

Council Members Absent:       Barnett

Others Present:                 City Manager Mekjian, City Clerk Smith, Directors Aranowski, Kettler-Schmult and Mondora, Fire Chief Unruh and City Attorney Joppich

**PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Bruce led the pledge of allegiance.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

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

MOTION CARRIED 6-0.

**CORRESPONDENCE**

There was no correspondence acknowledged.

**CONSENT AGENDA**

MOTION by Knol, support by Massey, to approve consent agenda items #6 through #9.

Roll Call Vote:

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

Nays:   NONE

Absent:   BARNETT

Abstentions:   NONE

MOTION CARRIED 6-0.

MOTION by Massey, support by Knol, to approve consent agenda item #10.

Roll Call Vote:

Yeas:   BOLEWARE, BRIDGES, KNOL, MASSEY AND NEWLIN

Nays:   NONE

Absent:   BARNETT

Abstentions:   BRUCE

MOTION CARRIED 5-0-1-1.

MOTION by Boleware, support by Newlin, to approve consent agenda items #11 and #12.

Roll Call Vote:

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

MOTION CARRIED 4-0-1-2.

**PUBLIC QUESTIONS AND COMMENTS**

Dan McRoberts, Greencastle, expressed concern with the construction along 12 Mile between Middlebelt and Inkster Roads and suggested the following:

- Extending the white line where the right lane ends at Inkster and Middlebelt Roads to show the lane is ending
- Signs to not block intersections and a white line to show the intersections due to traffic back-up and possibly a traffic light to slow traffic.
- Noise study from I-696

Rebecca Lasecki, resident, commented that the trash carts that were provided to residents were too large for some and requested that the smaller carts be provided to residents sooner than later.

Jackie Thomason, District Director for State Senator Mary Cavanagh, introduced herself and stated she is here this evening to learn what issues are important to the constituents.

Saif Boij, owner of Blu Hookah, requested that City Council consider an amendment to the smoking lounge ordinance with regard to hours of operation to allow for later hours.

**COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS**

The following Councilmember comments or announcements were made:

- Requested to look into construction on Middlebelt Road north of 696 and Orchard Lake Road, 11 to 12 Mile Roads that is making it very difficult to navigate these areas and causing significant traffic back-ups

City Manager Mekjian explained that the state moved up the project timeline for 696 while other projects have been planned for several years and it comes down to when funding is available for the projects. He thanked everyone for their patience.

- The success of the following events:
  - City Wide Open House
  - Trunk or Treat Event
- Presentation of a \$3 million check to the city for a state of the art command center at Fire Headquarters and thank you to the Senators for assisting with having this money come back to be used within the city

**CITY MANAGER UPDATE**

City Manager Mekjian provided an update on the following:

- Recognized City Assessor Matt Dingman for receiving the exclusive Assessment Administration Specialist (AAS) designation from the International Association of Assessing Officers (IAAO).

Mr. Dingman is only the fourth person in the State of Michigan to receive the specialized designation.

- Thanked and congratulated staff for the success of the City Wide Open House
- Trash cart roll out program. He understands that the size may not be appropriate for some residents and the city will try to address those concerns as smaller carts become available

**UNFINISHED BUSINESS**

**CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-8-2023 AMENDING THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," IN ORDER TO ADD A DEFINITION OF "SHIPPING CONTAINER" AND AMEND THE DEFINITION OF "BUILDING," AND TO AMEND ARTICLE 5 TO INCLUDE A NEW SUBSECTION ADDRESSING VEHICLES, COMMERCIAL VEHICLES, RECREATIONAL EQUIPMENT, TRAILERS, STORAGE PODS, AND SHIPPING CONTAINERS AND SIMILAR OFF-SITE-BUILT ENCLOSURES THAT ARE USED AS AN ACCESSORY BUILDING OR USE; AND APPROVAL OF SUMMARY FOR PUBLICATION.**

Charmaine Kettler-Schmult, Director of Planning and Community Development, explained that this is the second reading of this ordinance and the action before Council is a request for enactment of the ordinance. She noted there were two typos corrected from the original ordinance presented at the last meeting and noted that the public hearing was held at the last City Council meeting.

Attorney Joppich pointed out that if there had been major changes to the ordinance, it would come back again for a first reading but since the corrections made were only typos, legally he felt it was appropriate to move forward with the second reading of the ordinance.

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby approves of the ENACTMENT of Ordinance C-8-2023 amending the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," in order to add a definition of "Shipping Container" and amend the definition of "Building," and to amend Article 5 to include a new Subsection addressing vehicles, commercial vehicles, recreational equipment, trailers, storage pods, and shipping containers and similar off-site-built enclosures that are used as an accessory building or use; and approval of summary for publication.

Roll Call Vote:

Yeas: BOLEWARE, BRIDGES, BRUCE, KNOL, AND MASSEY

Nays: NEWLIN

Absent: BARNETT

Abstentions: NONE

MOTION CARRIED 5-1-1-0.

**CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-9-2023 AMENDING THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," TO AMEND THE DEFINITION OF "MOTEL"; AND APPROVAL OF SUMMARY FOR PUBLICATION.**

Charmaine Kettler-Schmult, Director of Planning and Community Development, explained that this is the second reading of this ordinance and the action before Council is a request for enactment. The public hearing was held at the last City Council meeting. She clarified that this amendment does not change uses permitted within the city but defines motel more clearly. The city does not currently allow for short-term rentals and this ordinance would not change that fact. She also confirmed that this ordinance would

also not affect the ability for a homeowner selling their home to stay in the house for an additional amount of time until they move.

Attorney Joppich confirmed this as well and pointed to the definitions within the ordinance that speaks to offering and making available to the public, which would not be the case in the sale of a home.

Council also pointed out that this ordinance does not prohibit someone from renting out their home; however, there is a rental inspection program and the homeowner must register their home as a rental. The issues the city was experiencing with residents renting out their homes for an evening for parties was mentioned and the reason this ordinance was being brought forward.

Kevin Halprin, area realtor, expressed concern with property owners being allowed to utilize their property. He pointed out that the city currently has ordinances that address noise, trash, disturbances, etc. and is opposed to this ordinance that would restrict a homeowner from using their property as they wish.

Teri Spiro, representing The Greater Metropolitan Association of Realtors, commented that other than a homeowner, she would argue that nobody cares more about the integrity of the community than those that sell the community and realtors advocate and serve as an ally for the cities they work in. Private property rights are integral to their philosophy and there is ambiguity with what is considered a short-term rental. She agreed that there are other ordinances in place to address concerns of noise, parking, etc. but feels that residents should have the right to supplement their income if needed.

Councilmember Newlin expressed concern that this amendment would be looking backward instead of forward and controls the rights of a private property owner.

City Manager Mekjian spoke to the very high level of administrative costs associated with enforcing ordinances in place to address the short-term rentals that the city is experiencing and does not believe the area realtors are aware of these issues.

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-9-2023 amending the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," to amend the definition of "Motel"; and approval of summary for publication.

Roll Call Vote:

Yeas: BOLEWARE, BRIDGES, BRUCE, KNOL, AND MASSEY

Nays: NEWLIN

Absent: BARNETT

Abstentions: NONE

MOTION CARRIED 5-1-1-0.

### **NEW BUSINESS**

#### **CONSIDERATION OF APPROVAL OF THE FIRST AMENDMENT TO PLANNED UNIT DEVELOPMENT (PUD) 6, 1993 (TIMBERCREST) AGREEMENT.**

Erik Perdonik, City Planner, explained that on April 24, 2023, City Council approved an amendment to the PUD Plan for Timbercrest following a public hearing to approve the proposed use of a drive-thru coffee shop within the plan. Before Council this evening is an amendment to the original agreement based

on the amended plan to permit the drive-thru use for a particular space. He noted that outdoor seating was discussed and would be permitted through this agreement.

Dr. Jusino, who has a business on site, expressed concern with the drive-thru use and causing traffic back-up and he has great concern for his patients safety if exiting through the back of his building and having to walk through the drive-thru area.

Kathleen Jusino agreed that there should be greater consideration for safety on site as there is already cut-through traffic through the parking lot. She is not opposed to a business on this site but they are concerned for the safety of their patients with allowing the drive-thru business in such close proximity to their building.

Masroor Ahmed, applicant, commented that he had suggested a crossing lane and fencing and then a loading zone lane to allow for layers of protection before anyone would approach the drive-thru area when exiting the back of the orthodontist building. He noted that the plan exceeds parking requirements and that they are taking all safety measures into consideration with regard to the drive-thru. He mentioned a traffic study still has to be completed to ensure that a drive-thru would meet safety requirements.

Discussion was held on the traffic study and if approval could be contingent upon the traffic study. Attorney Joppich stated that Council could make such a motion; however, he feels the language of the agreement covers that by requiring an engineering review and compliance.

It was noted that when the proposed amended plan came before Council in April, Council stated that the business could not include air fryers in order to limit the use to a bakery/coffee shop that would tend to have less traffic and that a traffic study would be part of site plan approval. Council at that time suggested putting the drive-thru on the north side of the building so the traffic flow would be pushed to the north and Council is hoping that staff takes that suggestion into consideration.

Mr. Ahmed stated that he would be considering all options and taking safety into consideration.

MOTION by Massey, support by Knol, to approve the first amendment to planned unit development (PUD) 6, 1993 (Timbercrest) agreement.

Members of Council expressed concern with a drive-thru in this location due to safety or fact there is no buffer to the neighboring subdivision. Comments were made regarding the lack of parking in the parking lot and that there would be even less if outdoor seating was allowed and that there was a preference to have the traffic study completed before approving this agreement.

MOTION FAILED 3-3 (Boleware, Bridges and Newlin opposed)

Attorney Joppich indicated that the agreement brought back to Council this evening was based on the amendment to the plan that was approved by Council on a 5-1 vote in April; therefore, he requested further direction from Council on the agreement as to whether the contents is not in keeping with that prior approval or if there were other reasons for denial.

Members of Council expressed concern with not approving an agreement that was developed based on the prior direction of Council.



The motion from the April 24, 2023 meeting was read to clarify what was previously approved. It was noted that the use was approved at that time with direction that the traffic engineers would be encouraged to develop a circulation plan that minimized the impact on existing neighboring businesses and the attorney was directed to prepare the appropriate agreement, which is before Council this evening.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby approves and authorizes the City Manager to execute the First Amendment to the Timbercrest Planned Unit Development, PUD 6, 1993.

MOTION CARRIED 4-2 (Boleware and Newlin opposed.)

**CONSIDERATION OF APPROVAL OF APPOINTMENTS TO THE FARMINGTON COMMUNITY LIBRARY BOARD AND EMPLOYEE RETIREMENT SYSTEM.**

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby confirms the Mayor's recommendation to appoint and reappoint the following individuals:

**Farmington Community Library Board**

	<b>Length of Term:</b>	<b>Term ending:</b>
Sharon Snodgrass	4 years	February 1, 2027

**Employee Retirement Board**

	<b>Length of Term:</b>	<b>Term ending:</b>
Eric Gould	3 years	December 31, 2026

MOTION CARRIED 6-0.

**CONSENT AGENDA**

**RECOMMENDED APPROVAL OF COST PARTICIPATION AGREEMENT WITH THE ROAD COMMISSION FOR OAKLAND COUNTY FOR THE PAVEMENT REHABILITATION OF THE ROUNDABOUT AT THE INTERSECTION OF 14 MILE ROAD AND FARMINGTON ROAD. CMR 10-23-112**

MOTION by Knol, support by Massey, that the City Council of Farmington Hills hereby authorizes the City Manager and City Clerk to sign and enter into a cost participation agreement for Board Project #57271 with the Road Commission of Oakland County to reimburse the City of Farmington Hills for costs associated with the 14 Mile/Farmington roundabout pavement rehabilitation.

Roll Call Vote:

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

MOTION CARRIED 6-0.

**RECOMMENDED AUTHORIZATION OF EVENT PARTICIPATION AGREEMENT WITH OAKLAND COUNTY FOR THE 2023 MICAREERQUESTSE TO BE HELD ON NOVEMBER 14, 2023. CMR 10-23-113**

MOTION by Knol, support by Massey, that the City Council of Farmington Hills hereby authorizes the City Manager to sign the Event Participant Agreement for the 2023 MiCareerQuestSE to be held on November 14, 2023.

Roll Call Vote:

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

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF AWARD OF BID FOR PICK-UP TRUCK UPFITTING AND SNOWPLOWS TO TRUCK & TRAILER SPECIALTIES IN THE AMOUNT OF \$42,140. CMR 10-23-114**

MOTION by Knol, support by Massey, that the City Council of Farmington Hills hereby authorizes the City Manager to approve a purchase order with Truck & Trailer Specialties in the amount of \$42,140.00 for the purchase and installation of five (5) pick-up truck snowplows and cab guards.

Roll Call Vote:

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

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF AWARD OF BID FOR MEDICAL USE OXYGEN TO BLUE WATER INDUSTRIAL PRODUCTS IN THE ESTIMATED ANNUAL AMOUNT OF \$25,000, WITH EXTENSIONS. CMR 10-23-115**

MOTION by Knol, support by Massey, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the required contract and purchase orders to Blue Water Industrial Products for the Medical Use Oxygen in the estimated annual of \$25,000 with one or more administration approved extensions not-to-exceed a total of five (5) additional years.

Roll Call Vote:

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

MOTION CARRIED 6-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF SEPTEMBER 11, 2023.**

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves the City Council regular session meeting minutes of September 11, 2023.

Roll Call Vote:

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

MOTION CARRIED 5-1.

**RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF SEPTEMBER 18, 2023.**

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves the City Council study session meeting minutes of September 18, 2023

Roll Call Vote:

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

MOTION CARRIED 4-2.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF SEPTEMBER 18, 2023.**

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves the City Council regular session meeting minutes of September 18, 2023

Roll Call Vote:

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

MOTION CARRIED 4-2.

**ADDITIONS TO AGENDA**

There were no additions to the agenda.

**ATTORNEY REPORT**

The attorney's report was received.

**ADJOURNMENT**

MOTION by Massey, support by Bridges, to adjourn the regular session City Council meeting at 9:09pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk