

**AGENDA**  
**CITY COUNCIL MEETING**  
**JUNE 26, 2023 – 7:30PM**  
**CITY OF FARMINGTON HILLS**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
**Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)**  
**Cable TV: Spectrum – Channel 203; AT&T – Channel 99**  
**YouTube Channel: <https://www.youtube.com/user/FHChannel8>**

*City Council will be touring the Fire Department mobile classroom at 6:30pm at Fire Headquarters (31455 Eleven Mile Road) prior to the regular City Council meeting. No official business will take place during the tour.*

**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 (No Study Session Meeting Scheduled for June 26, 2023)**

**REGULAR SESSION MEETING**

**CALL REGULAR SESSION MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. Approval of regular session meeting agenda
2. Proclamation recognizing July 2023 as [National Parks and Recreation Month](#)
3. Proclamation honoring Avery Hill, [Miss Teen Michigan 2023](#)

**CORRESPONDENCE**

**CONSENT AGENDA** - (See Items No. 4 - 20)

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 revised Department of [Planning and Community Development fee schedule](#).
5. Recommended approval of revised [Building Division Fee Schedule](#).
6. Recommended approval of the Engineering Division fee schedule. [CMR 6-23-75](#)
7. Recommended approval of the Fire Department EMS Transport Fee Schedule. [CMR 6-23-76](#)

8. Recommended approval of amendment to [Rules of the City Council and Guidelines of Conduct](#).
9. Recommended approval of annual bid waivers and awards for fiscal year 2023/2024. [CMR 6-23-77](#)
10. Recommended approval of award of bid for 2023 Liquid Calcium Chloride and As-Needed Dust Control to Liquid Calcium Chloride Sales, Inc. in an amount not to exceed \$150,000 per year, with possible extensions. [CMR 6-23-78](#)
11. Recommended approval of award of agreement for removal and replacement of the Spicer House Roof to Source One Construction, LLC in the amount of \$198,217. [CMR 6-23-79](#)
12. Recommended approval of extension of bid for a utility vehicle to Carleton Equipment Company, Inc. in the amount of \$28,741.21. [CMR 6-23-80](#)
13. Recommended approval of award of bid for purchase and installation of replacement vehicle hoist units at the DPW Garage to Allied, Inc. in the amount of \$37,835. [CMR 6-23-81](#)
14. Recommended approval of award of bid for As Needed Installation, Maintenance and Service of Commercial Doors throughout city facilities to Christy Glass Company in an estimated amount of \$50,000 per year, with possible extensions. [CMR 6-23-82](#)
15. Recommended approval for an Invasive Species Inventory and Management Plan to PlantWise LLC in an amount not to exceed \$19,750. [CMR 6-23-83](#)
16. Recommended approval of award of bid to remove and replace windows at the Nature Center to DePorre Building LLC in the amount of \$17,513.43. [CMR 6-23-84](#)
17. Recommended approval of the Ice Arena lobby restroom remodeling project with Allied Building Services in an amount not to exceed \$162,660. [CMR 6-23-85](#)
18. Recommended approval of a [special event permit](#) for the Farmington Community Library Outdoor Family Event to be held on July 31, 2023.
19. Recommended approval of City Council [study session meeting minutes](#) of June 12, 2023.
20. Recommended approval of City Council [regular session meeting minutes](#) of June 12, 2023.

#### **ADDITIONS TO AGENDA**

#### **CLOSED SESSION**

21. Consideration of approval to enter into a closed session to discuss an employee requested review for City Clerk, Pam Smith (Note: Council will return to open session immediately following the closed session to take action if needed and to close the meeting).

#### **ADJOURNMENT**

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

**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**  
**National Parks and Recreation Month**  
**July 2023**

- WHEREAS,** Parks and Recreation programs are an integral part of communities throughout our state and country; and
- WHEREAS,** the City of Farmington Hills Special Services Department is vitally important to establishing and maintaining our quality of life, ensuring the health of our citizens, and contributing to the economic and environmental well-being of the entire community and region; and
- WHEREAS,** Parks and Recreation programs are shown to increase a community's property values, expand the local tax base, increase tourism, attract and retain businesses, and reduce crime; and
- WHEREAS,** the programs that are created and managed by the City's Special Services Department that take place at The Hawk, the Costick Center, and other facilities throughout the City all help to build a healthy, active community and positively impact the physical, mental, and emotional health of everyone who participates; and
- WHEREAS,** the City's parklands and natural recreation areas enhance the ecological beauty of our community and provide a place for children and adults to connect with nature and enjoy the outdoors.

**NOW, THEREFORE, BE IT RESOLVED** that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim July 2023 as **National Parks and Recreation Month** and encourage all citizens to pursue enjoyment of the outdoors and take part in one of the Special Services Department's many wonderful programs including cultural arts, golf, archery, aquatics, ice skating, fishing, senior activities, Nature Center classes, athletics, camps, special events, and more.

*Vicki Barnett*

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Vicki Barnett, Mayor



**PROCLAMATION**  
**Honoring Avery Hill**  
*Miss Teen Michigan 2023*

- WHEREAS,** Farmington Hills native Avery Hill was crowned Miss Teen Michigan on June 3, 2023, and will proudly represent our community at the upcoming Miss Teen USA 2023 pageant in Reno, Nevada; and
- WHEREAS,** Avery Hill has attended Farmington Public Schools since kindergarten and is currently entering senior year at North Farmington High School where she has participated in Band, Choir, Theater, Musicals, Link and Buddies, Varsity Cheer, Varsity Track, and the Step Team; and
- WHEREAS,** she entered pageants at 14, won the crown by her third year at the age of 17, and was chosen as the fan favorite all three years; and
- WHEREAS,** as a high school freshman, Avery was diagnosed with Tourette’s Syndrome, depression, and anxiety, but with professional help and her involvement in pageants, she grew stronger and gained confidence; and
- WHEREAS,** during her reign, Avery’s mission is to create public awareness about adoption and Tourette’s Syndrome, as she shatters misconceptions and serves as a role model for young people from diverse backgrounds encouraging them to work hard and follow their dreams; and
- WHEREAS,** Avery Hill was recognized for her poise, self-confidence, beauty, work ethic, and dedication to the betterment of society when she was chosen as Miss Teen Michigan 2023.

**NOW, THEREFORE, BE IT RESOLVED** that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby honor **Miss Teen Michigan 2023 Avery Hill** and call upon our citizens to recognize her outstanding achievement and her commitment to serving as a role model for the young people of our state.

\_\_\_\_\_  
Vicki Barnett, Mayor



## **Inter-Office Correspondence**

**DATE:** June 26, 2023

**TO:** Gary Mekjian, City Manager

**FROM:** Charmaine Kettler-Schmult, Director of Planning and Community Development

**SUBJECT:** Revised Department of Planning and Community Development Fee Schedule

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### **Executive Summary:**

Staff is recommending an [update to the Department of Planning and Community Development fee schedule](#), which covers application fees for the Planning Office and Zoning Division. The schedule provides itemized fees for various types of approvals, inspections, permits, and reviews.

The revisions to the fee schedule reflect several fee adjustments and a new/improved layout/formatting intended to be significantly more user-friendly than the previous layout. The fee schedule layout/formatting has remained the same for over twenty-six (26) years and was not easy to navigate. The proposed revised schedule is just two (2) pages in length, whereas the previous schedule was eight (8) pages in length.

The simplified layout makes it much easier for both residents and developers to determine the precise costs associated with each type of development application. Site plan reviews, for example, were previously broken down into several use categories and included separate engineering fees not included in the base application fee, whereas the proposed revised schedule consolidates these items into a single application fee.

The [existing fee schedule](#) was previously updated every three (3) years but was last updated back in 2016.

Several factors went into determining the fees provided on the proposed revised schedule, including but not limited to:

- Review fees provided in the City's contract with planning consultant, Giffels Webster (adopted by Council in 2016)
- Fees charged by neighboring/similar municipalities, such as Canton, Livonia, Novi, Rochester Hills, Southfield, Troy, and West Bloomfield
- Costs incurred in terms of staff (engineering, building, fire, legal, planning, and zoning) wages/fringe benefits
- Costs incurred in terms of advertising, mailing, and supplies
- Costs incurred in terms of board and/or commission per diem and other expenses

The proposed revised schedule includes a few new fee categories to cover new/updated processes/initiatives, including a completeness fee to disincentivize repeated submission of incomplete

applications and associated re-reviews, and a fee for home occupation registration. The new categories are highlighted in **yellow** in the proposed [revised fee schedule](#).

**Requested Council Action:**

*Resolve that City Council approve the revised Department of Planning and Community Development fee schedule with an effective date of July 1, 2023.*

Prepared by: Erik Perdonik, City Planner

Department Authorization by: Charmaine Kettler-Schmult, Director of Planning and Community Development

Approved by: Gary Mekjian, City Manager

**Electronic Attachments:**

- [Revised Department of Planning & Community Development Fee Schedule](#)
- [Existing Department of Planning & Community Development Fee Schedule \(adopted by Council in 2016\)](#)

# DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT FEE SCHEDULE

## INDEX

### PAGE #

1	Requests for Rezoning
1	Plats (Subdivision Review/Open Space Plat)
2	Review/Inspection of SOSP, PRD or Cluster Open Space Plans
2	Multiple-Family Housing
2	Commercial, Industrial or Other Site Plans
2	Uses in B-4, OS-2 Districts (Marginal Access Drives)
2	Uses in OS-3 Districts
3	Planned Residential Development
3	One-Family Cluster Qualification
3	One-Family Cluster Option
3	Two-Family Dwelling Option
3	Mobile Home Park
3	Review of Greenbelts, Buffer Yards, Berms, Parking Lot Landscaping or Other Planting Plans
3	Division of Land or "Lot Splits"
4	Land Transfer, (Combinations apply at Assessing 5-9-2012)
4	Certificate of Occupancy
4	Alley or Street Vacation
4	Review of Expired Site Plans
4	Special Approval
4	One-Family Construction Review
4	Addressing: Commercial and Residential
4	Commercial Fence Permit
4	Tree Permit
4	Zoning Verification Letter
4	Cellular Tower Removal Bond
5	Application to the Zoning Board of Appeals
5	P.U.D. Qualification/P.U.D. Plans
5	Application for Medical & Sales Trailers
5	Revision Fee Schedule Guidelines
6	Tree Inventories/Tree Protection Plans

**CITY OF FARMINGTON HILLS**

**FEE SCHEDULE  
FOR**

**DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

(Revised 1/27/2014)

**1. Request for Rezoning or Amendment to Zoning Ordinance**

(1 acre or less)	\$750.00
(over 1 to 20 acres)	\$900.00
(over 20 to 40 acres)	\$1,100.00
(over 40 acres)	\$1,400.00

(\$150.00 to be refunded to applicant if request is withdrawn by the proponent on or before Regular Hearing).

**2. Review of all plats will be charged at the following rate (per lot or acre, whichever is greater).**

**a. Subdivision Review:**

- Review of Preliminary Plat/ Site Condominium Plan	\$700.00 + 135.00* + \$4.60/lot or acre
- For each major revision initiated by the proprietor, an additional charge	\$480.00 + \$3.90/lot or acre
- Mylar charge	\$210.00 + \$1.70/lot

**b. Subdivision Open Space Plat/Site Condominium Plan**

- Review of one-family lot layout plus general review of open space areas (not including open space plan and inspection)	\$1,020.00 + \$135.00* + \$5.50/lot or acres
- For each major revision initiated by the proprietor, an additional charge	\$655.00 + \$4.30/lot or acre
- Mylar charge	\$210.00 + \$1.70/lot

3. Review and inspection of SOS, PRD or Cluster Open Space plans shall be charged at the following rate:

- a. Initial review of open space \$1,000.00 for 5 acres or less, plus \$53.00 for each additional acre over 5.
- b. Inspection of completed open space
  - For one or two inspections; provided that second inspection is requested within one hundred eighty (180) days of the first inspection. \$350.00 plus \$27.00/acre for one or two inspections.
  - For each additional inspection thereafter \$260.00 An additional (100.00) will be charged if the Planning Consultant meets on the site with the proprietor (at the request of the City.)

4. Review of all site plans will be charged at the following rates:

- a. Multiple-Family Housing:
  - Review of site plan \$470.00 + \$135.00\* + \$5.00/d.u.
  - For each major revision initiated by developer \$350.00 + \$3.00/d.u.
- b. Commercial, Industrial or Other Site Plan:
  - Review of site plan \$650.00 + \$135.00\* + \$30.00/acre
  - For each revision initiated by the developer Same as Second Revision.
- c. Uses in B-4, OS-2 District or other site plan requiring a "marginal access drive"
  - Review of site plan \$800.00 + \$135.00\* + \$30.00/acre
- d. Uses in the OS-3 District
  - Review of site plan \$820.00 + \$135.00\* + \$30.50/acre.

- e. **Planned Residential Development:**
  - Preliminary plan \$1,160.00 + \$135.00\* + \$6.00/lot and dwelling.
  
- f. **One-Family Cluster Option:**
  - Review of qualification for Cluster \$500.00
  - Review of site plan \$1,040.00 + \$135.00\* + \$7.00/d.u.
  - For each revision initiated by developer \$490.00 + \$5.40/d.u.
  
- g. **Two-Family Dwelling Option:**
  - Review of site plan \$675.00 + \$135.00\* + \$4.35/d.u.
  - For each revision initiated by developer. \$280.00 + \$3.15/d.u.
  
- h. **Mobile Home Park:**
  - Review of site plan \$525.00 + \$135.00\* + \$4.45/d.u.
  - For each revision initiated by developer. \$340.00 + \$3.25/d.u.
  
- 5. **Review of greenbelts, buffer yards, berms, parking lot landscaping or other planting plans:**
  - a. **Review of Plans:**
    - Each submission \$600.00 + \$15.00/acre
  - b. **Field inspections, each** \$420.00 + \$25.00/acre
  
- 6. **Division of land or "lot splits":**
  - a. **Two Divisions** \$300.00 + \$135.00\*
  - b. **Three or four divisions** \$435.00 + \$135.00\*
  - c. **Five or more divisions** as applicable in 2.a above.

7.	Land Transfer	\$85.00***
8.	Certificate of Occupancy	
	a. Field Inspection:	
	- Initial request includes one or two inspections	\$70.00
	- For each additional inspection thereafter	\$70.00
9.	Miscellaneous Fees:	
	a. Alley or Street Vacation	\$190.00
	b. Review of Expired Site Plans	\$70.00
	c. Special Approval:	
	- Publication and mailing	\$300.00 Required mailings over 25 will be charged at \$1.25 each.
	d. One-Family Construction Review	\$50.00
	e. Addressing:	
	- Commercial Development	\$70.00
	- Residential Development	\$370.00
	f. Commercial Fence Permit	\$10.00
	g. Tree Permit (except occupied single-family)	\$60.00
	h. Zoning verification letter	\$80.00
	i. Cellular tower removal bond	\$5,000.00

**10. Application to the Zoning Board of Appeals:**

- **Single-Family use or zone** **\$110.00** Required mailings over 25 will be charged at \$1.25 each.
- **All other applications** **\$340.00** Required mailings over 25 will be charged at \$1.25 each.
- **Special Meetings** **\$960.00**

- 11. a. P.U.D. Qualification** **\$650.00 + \$12.00/acre+ \$135.00\***
- b. Individual P.U.D. Plans**
- Original Submittal** **\$1,060.00 + \$35.00/acre+ \$135.00\***
  - Site Plans** **As applicable in 4.a and b above.**
  - Plats/Site Condominium Plans** **As applicable in 2.a above.**

**12. Application for Medical & Sales Trailers\*\*** **\$300.00**

**13. There will be no charge for the first revisions of items that are resubmitted within ninety (90) days of the original submission. Such first revisions submitted after ninety (90) days of the original sub-mission will be charged for at the "second revision" rate. Any revisions submitted after one hundred and fifty (150) days of previous submission will be charged at the original submission fee.**

**14. Re-Review of all development plans (after second review) 50% of the original fee.**

**15. Per acre charges will be rounded up to the nearest acre.**

**\* \$135.00 fee for Engineering approved by City Council in July, 2009, and collected by the Planning Division.**

**\*\* Fee adopted by City Council on August 27, 2007.**

**\*\*\* Fee adopted by City Council on December 1, 2011.**

## TREE INVENTORIES/TREE PROTECTION PLANS

### REVIEW FEES

Fees will be based on the number of protected trees indicated on surveys/plans and verified in the field. The base fee covers the initial review and the review of first revisions if submitted within 90 days. Additional fees would be charged for subsequent reviews, if any are required, in accordance with the schedule below.

The fees are as follows:

<u>NO. TREES OF 6" DBH OR MORE<sup>1</sup></u>	<u>FEE<sup>2</sup></u>	<u>EACH ADDITIONAL SUBMISSION</u>
Five or less	\$320.00	\$180.00
6 - 50	\$580.00	\$300.00
51 - 100	\$750.00	\$400.00
101 - 200	\$940.00	\$500.00
201 - 500	\$1,040.00	\$560.00
OVER 500	\$1,200.00	\$650.00



Edward R. Gardiner, Director  
Planning and Community Development Department

Adopted by City Council January 27, 2014  
Effective January 27, 2014

<sup>1</sup> If the number of trees is not indicated, the fee will be based on the number observed in the field. If the number is different from the number indicated on the tree survey, the consultant will charge for the difference.

<sup>2</sup> Including first revised submission of survey/plan.



## FEE SCHEDULE

TYPE OF APPLICATION	FEE*
Address Assignment	\$150 + \$10/address
Cellular Tower Removal Bond	\$5,000
<b>Completeness Review</b>	\$750**
Fence Permit (Commercial)	\$150
Fence Permit (Residential)	\$100
Home Occupation Registration	\$150
Home Occupation Registration Renewal	\$75
Land Division ("Lot Split")	\$1,000 + \$10/lot or unit ^
Land Transfer	\$150
Landscape Inspection	\$350 + \$25/acre
Landscape Plan Review	\$475 + \$15/acre
Major Road Frontage Option (Duplexes)	\$1,500 + \$5/unit ^
Revision Initiated by Applicant	\$1,000 + \$5/unit ^
Medical/Sales Trailers	\$300
One-Family Cluster Option (Qualification)	\$815 ^
One-Family Cluster Option (Site Plan)	\$2,000 + \$12/lot or unit ^
Revision Initiated by Applicant	\$1,000 + \$12/lot or unit ^
Planned Residential Development (PRD)	\$1,500 + \$12/lot or unit ^
Revision Initiated by Applicant	\$1,000 + \$12/lot or unit ^
Planned Unit Development (PUD) Qualification	\$815 ^
Planned Unit Development (PUD) Plan/Agreement	\$3,000 + \$150/acre or part of ^
<b>Planned Unit Development (PUD) Amendment</b>	\$2,500 + \$150/acre or part of ^
Preliminary Plat (Tentative)	\$1,500 + \$30/lot ^
Preliminary Plat (Final)	\$1,500 + \$15/lot ^
Plat (Final)	\$1,500 + \$75/lot ^
Plat (Subdivision Open Space)	\$1,500 + \$75/lot ^
Revision Initiated by Applicant	\$1,000 + \$75/lot ^
Single-Family Rental Registration	\$140



## FEE SCHEDULE

Site Condominium Plan	\$1,500 + \$75/unit ^
Revision Initiated by Applicant	\$1,000 + \$75/unit ^
Site Inspection (Final)	\$350 + \$25/acre
Reinspection	\$175
<b>Site Plan (Administrative)</b>	\$815 ^
Site Plan (Commercial/Industrial New)	\$1,500 + \$150/acre or part of ^
Revision Initiated by Applicant	\$1,000 + \$150/acre or part of ^
<b>Addition to Existing Structure</b>	\$1,000 + \$150/acre or part of ^
Site Plan (Multi-Family/Mobile Home New)	\$1,500 + \$30/unit ^
Revision Initiated by Applicant	\$1,000 + \$30/unit ^
<b>Addition to Existing Structure</b>	\$1,000 + \$30/unit ^
Special Approval Use Review (New)	\$1,500 + \$30/acre or part of
Special Approval Use Review (Existing Building)	\$1,000
Temporary Sign	\$100
Tree Permit (Except Occupied One-Family)	\$100 + \$50/acre or part of
Tree Survey/Protection Plan Reviews	See NOTES below***
Zoning Board of Appeals (Residential)	\$475 + \$75 for each additional variance
Zoning Board of Appeals (Commercial)	\$565 + \$75 for each additional variance
Zoning Board of Appeals (Interpretation)	\$600 + \$50 for each additional request
Zoning Board of Appeals Special Meeting	\$960
Zoning Map Amendment	\$1,500
Zoning Text Amendment	\$1,800
Zoning Verification Letter	\$100

NOTES: ^ Engineering review fee of \$200 within total

\*Per acre charges shall be rounded up to the nearest acre (e.g., 4.1 acres = 5 acres).

\*\*For second review and each additional review thereafter; first completeness review free of charge.

***Number of Regulated Trees Onsite	Fee	Fee for Each Additional Review
5 or fewer	\$320	\$180
6-50	\$580	\$300
51-100	\$750	\$400
101-200	\$940	\$500
201-500	\$1,040	\$560
Over 500	\$1,200	\$650



## **Inter-Office Correspondence**

**DATE:** June 26, 2023

**TO:** Gary Mekjian, City Manager

**FROM:** Charmaine Kettler-Schmult, Director of Planning and Community Development

**SUBJECT:** Approval of revised Building Division fees

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### **Executive Summary:**

Staff is recommending an update to the Building Division Permit Fees and Building Construction Valuation Schedule. The Building Division permit schedule and associated trades permits provide itemized fees for various types of approvals, inspections, permits and reviews. The schedule is used to determine permit fees for all construction projects within the City of Farmington Hills.

The **existing schedule** was last updated in 2011. Several factors went into consideration for the rates shown on the new schedule, a comparison of expenditures versus revenue for the Building Division; fees to account for new technologies (such as EV chargers) and best practices of surrounding communities.

The current fee schedules for plumbing, mechanical and electrical have been in effect since 2008. Staff is recommending modifications to the fee schedules to cover increased Building Division costs and permit fees for new technologies. The **revised fee schedules** have yellow highlights to indicate a new fee category and red text to indicate a change in rate.

In addition to adjusting fees on trade permits to reflect increased cost over time, the Building Division is recommending a different method for calculating the Building Construction Valuation. Instead of a point in time value adjustment we are recommending adopting the **International Code Council (ICC) Building Construction Valuation Data Report**. The organization is an independent council that operates throughout the United States. This report is updated two times a year, February and August. The report utilizes industry information to determine the construction values for all types of construction. By adopting this standard valuation it will automatically adjust (up or down) as the values change over time. [A sample comparison of the Building Valuation data](#) used to calculate permit fee cost is attached as follows: 1) using existing building valuation, 2) using valuation provided by the applicant and 3) using ICC building valuation.

The ICC Building Construction Valuation has been adopted by many surrounding communities including: Novi, Livonia, Troy, Royal Oak, Southfield and West Bloomfield.

The proposed increases will allow the City to cover the cost of services provided and are in line with the fees charged by other communities with similar construction code enforcement responsibilities.

Authority to adopt Permit Fee Schedules is authorized by Chapter 7, Article II Section 7-27.

**Requested Council Action:**

*RESOLVE that City Council approve the attached Building Division permit fees (attachments A, B, C & D) with the current International Code Council (ICC) Building Valuation Data Report, as amended, with an effective date of July 1, 2023.*

Prepared By: Scott Lenhart, Building Official

Department Authorization by: Charmaine Kettler-Schmult, Director of Planning and Community Development

Approved by: Gary Mekjian, City Manager

**Electronic Attachments:**

- [Existing Building Division Fee Schedule](#)
- [Revised Building Division Fees \(Exhibits A, B, C & D\)](#)
- [ICC Building Construction Valuation Report February 2023](#)
- [Building Valuation Comparison](#)



DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

Effective July 1, 2006

**BUILDING PERMIT FEE SCHEDULE**

*(based on cost of construction)*

Charge for first \$1,000 of valuation	\$40.00
\$1,001 to \$50,000	\$ 9.00 per thousand
\$50,001 and above	\$ 8.00 per thousand

**PLAN REVIEW FEE SCHEDULE**

Single Family Residence (collected at time of application) \$590.00 \*\*  
*(balance due prior to issuance of permit)*

Garage, Addition and/or Accessory Structure (collected at time of application) \$ 50.00  
*(balance due prior to issuance of permit)*

Multiple Residential, Commercial and Industrial (collected at time of application) \$250.00  
*(balance due prior to issuance of permit)*

Valuation: \$1.00 to \$500,000 = Valuation x .0015 (\$250.00 Minimum)

Valuation: \$500,000 and over = \$750.00 (plus valuation over \$500,000 x .0005)

Outside Consultant – Cost Plus 50% (to nearest \$)

\*\* Trade Review Fee's are based upon the construction value and are charged at the time the permit is issued.

**SIGN PERMITS**

Wall Sign (mounted or painted on building) \$75.00

Free Standing Sign (each face) \$1.00/sq ft \$75.00 (minimum)  
*(add \$30.00 if post hole inspection is required. If sign has a foundation, an additional \$50.00 will be collected along with a completed Building Permit Application)*

Free standing sign with continuous foundation \$50.00  
*(building permit and sign permit required)*

**DEMOLITION PERMIT**

Single Family Residential \$150.00

Accessory Structures \$ 50.00

All Others \$100.00

*(refundable clean up bond of \$500.00 may be required)*

Administration 248.871.2550 248.871.2521 Fax	Building Division 248.871.2450 248.871.2451 Fax	Community Development 248.871.2549 248.871.2521 Fax	Planning Office 248.871.2540 248.871.2521 Fax	Zoning and Code Enforcement 248.871.2520 248.871.2521 Fax
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BUILDING FEE SCHEDULE– PAGE 2

**CHANGE OF OCCUPANCY/EXISTING STRUCTURE**      \$100.00

**ADDITIONAL FEES** When work is started prior to the issuance of a permit, the fee charged shall be twice the normal permit fee.

**CLEAN UP BOND – RESIDENTIAL**

(Deposit to be returned upon demand within one year after approval)

Single Family Dwellings	\$ 500.00
Above Ground Pools	\$ 250.00
In-Ground Pools	\$1000.00
All other Residential Work: (Value of work)	
\$ 1.00 to \$ 5,000	\$ 50.00
\$ 5,001 to \$ 10,000	\$ 100.00
\$10,001 to \$ 20,000	\$ 200.00
\$20,001 to \$ 30,000	\$ 300.00
\$30,001 to \$ 40,000	\$ 400.00
\$40,001 to \$ 50,000	\$ 500.00

**CLEAN UP BOND – COMMERCIAL, MULTIPLE RESIDENTIAL, INDUSTRIAL**

(Deposit to be returned upon demand within one year after approval)

Value of Work:

\$100,000	\$ 500.00
\$100,001 to \$250,000	\$1,000.00
\$250,001 to \$500,000	\$2,500.00
\$500,001 and above	\$3,500.00

**MASTER CLEAN UP BOND**

Master clean up bond shall serve as a maximum bond for builders who are building seven (7) or more single family residential units. The entire bond shall only be returned upon successful completion of all residential units. If all or a portion of the bond is required to be forfeited and the builder fails to re-establish the required bond amount, the City shall withhold all inspections and permits to the development in question until the required bond is re-established.

**TRANSFER OF BUILDING PERMIT** – written authorization required      \$40.00

**TEMPORARY CERTIFICATE OF OCCUPANCY** – Residential      \$25.00  
(with necessary bonds)

**TEMPORARY CERTIFICATE OF OCCUPANCY** – Commercial      \$75.00  
(with necessary bonds)

BUILDING FEE SCHEDULE – PAGE 3

**INSPECTION FEES**

Re-inspection Fee (work not ready for inspection)	\$45.00
First re-inspection for original violation	No Charge
Subsequent Re-inspections	\$45.00
Special Inspections – two (2) hour minimum	\$60.00 per hour x 2 - \$120.00

**ADMINISTRATIVE FEE**    each site                      \$50.00

**PERMIT RENEWAL**    The fee for renewing an expired building permit shall be 20% of the original building permit fee.

**PLAN REVISIONS**    After initial approval is obtained    \$45.00

**CANCELLATION AND REFUND**    Upon written request by the permit holder, prior to the commencement of any work, a permit may be cancelled and the permit fee refunded. A fee of **\$40.00** (base fee) shall be retained by the City of Farmington Hills to defer administrative expenses. Review fees are not refundable.

<b><u>BOARD OF APPEAL FEES</u></b>	Building Code Board of Appeals	\$125.00
	C-9-83 (Single family review board)	\$125.00

\*\*Revised February 11, 2011



City of Farmington Hills

INTEROFFICE CORRESPONDENCE

**DATE:** October 23, 2008  
**TO:** Building Division Plan Reviewers:  
**FROM:** Lawrence R. Andree, Building Official  
**SUBJECT:** Cost of Construction Values

Effective this date, the cost of construction values used to calculate construction valuation for one and two family dwellings and appurtenant structures is as follows:

<u>Description</u>	<u>Cost Per Square Ft.</u>
New habitable area	\$88.00
Basement (Unfinished-New)	14.00
Basement (Finished-New)	68.00
Basement (Finished-Existing)	17.00
Attached Garage	22.00
Detached Garage	28.00
Deck (No stair or railing)	22.00
Deck (Stair and railing)	28.00
Enclosed Porch	33.00
Enclosed Porch (Under Existing Roof)	17.00
Residential Interior	17.00
Commercial Interior/Add/Alt	22.00



**MECHANICAL PERMIT APPLICATION**

31555 Eleven Mile Rd, Farmington Hills MI 48336-1165  
 Office: 248-871-2450 Inspection: [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com)

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_  
 PROPERTY OWNER/TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 MECHANICAL LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FEE CHART – ENTER NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE**

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
<b>Base Fee (Non-refundable)</b>	\$40.00	1	\$40.00	Humidifier(s)	\$12.00		
Registration Fee	\$15.00			Chimney Liner w/furnace	\$10.00		
<b>RESIDENTIAL</b>				Chimney Liner Only	\$40.00		
Gas Piping	\$6.00			Electronic Air Cleaner	\$35.00		
Duct	\$50.00			Exhaust Fan	\$10.00		
Fireplace(s)	\$45.00			Generator (Site Plan Required)	\$35.00		
Gas Logs w/fireplace	\$10.00			Furnace/Boiler	\$40.00		
Gas Logs only	\$40.00			Unit Heater/Geothermal	\$40.00		
Water Heater	\$12.00			Pool Heater	\$60.00		
Manufactured Home	\$60.00			Air Conditioning (Site Plan Required)	\$45.00		
w/Basement	\$95.00			New _____ Replacement _____	\$12.00		
				*Electrical Required For A/C & Furnace			
<b>AIR HANDLERS - COMMERCIAL</b>				<b>AIR CONDITIONING/REFRIGERATION</b>			
(Fan Coil Units, Exhaust Fans)	\$35.00			Split System	\$60.00		
Under 1500 cfm				Under 5 ton			
1500 – 10,000 cfm	\$45.00			Over 5 ton	\$75.00		
Over 10,000 cfm	\$100.00			<b>UNIT HEATERS/GEOTHERMAL</b>	\$40.00		
<b>ROOF TOP UNITS -- A/C or COMBO</b>				<b>FIRE SUPPRESSION HYDRO/SPRINKLERS</b>			
Each compressor: Under 15 Ton	\$75/100			1 - 50	Base Fee		
15 – 50 Ton	\$90/120			51 - 400	\$40.00		
Over 50 Ton	\$120/150			401 - 1000	\$80.00		
<b>DUCTS, INSULATION, PIPING</b>				Over 1000 Heads	\$120.00		
Up to 200' of Duct/Pipe	\$40.00			<b>COMMERCIAL HOOD</b>			
Each additional 200'	\$20.00			Ansul/Smoke	\$40.00		
V.A.V. Boxes	\$20.00			<b>TOTAL PERMIT FEES:</b>			

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of Section 23a are subject to civil fines.

I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
**MUST BE SIGNED BY LICENSE HOLDER/HOMEOWNER**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.



**PLUMBING PERMIT APPLICATION**

31555 Eleven Mile Rd, Farmington Hills MI 48336-1165  
 Office: 248-871-2450 Inspection: [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com)

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_  
 PROPERTY OWNER/TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PLUMBING LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FEE CHART - ENTER NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE**

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
Base Fee (Non-refundable)	\$40.00	1	\$40.00	Water Heater	\$13.00		
Registration Fee	\$15.00			w/Liner	\$16.00		
<b>FIXTURES/APPLIANCES</b>				Water Heater Electric Hook-up	\$12.00		
Stacks	\$9.00			Pump/Water Lift	\$13.00		
Water Closet	\$9.00			Inside Drains	\$28.00		
Bathtub	\$9.00			Backflow Preventer	\$35.00		
Lavatory	\$9.00			Septic Bypass	\$30.00		
Laundry Tray	\$9.00			Floor Before Pour	\$40.00		
Sinks (Any description)	\$9.00			Modular/Manufactured Home	\$100.00		
Floor Drain Trap	\$9.00			Fire Suppression Backflow	\$135.00		
Shower Trap	\$9.00			Dual Water Meter	\$45.00		
Roof Drain/Sump	\$9.00			Basement Waterproofing (Inside Drains)	\$100.00		
Urinal	\$9.00			Lawn Sprinkler/Commercial	\$80.00		
Humidifier	\$9.00			Lawn Sprinkler/Residential	\$35.00		
Sump	\$9.00			Medical Gas	\$75.00		
Dishwashing Machine	\$9.00			Water Distribution Pipe Size	_____		
Automatic Washer	\$9.00			Water Service Size	_____		
Garbage Disposer	\$9.00			Building Sewer Size	_____		
Drinking Fountain	\$9.00			Storm Sewer Size	_____		
Hose Bibb	\$9.00			Other:	\$		
Interceptor	\$28.00						
Grease Traps	\$13.00						
				<b>TOTAL PERMIT FEES:</b>			

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of Section 23a are subject to civil fines.

I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
**MUST BE SIGNED BY LICENSE HOLDER/HOMEOWNER**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.



**ELECTRICAL PERMIT APPLICATION**

31555 Eleven Mile Rd, Farmington Hills MI 48336-1165  
 Office: 248-871-2450 Inspection: [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com)

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_  
 PROPERTY OWNER/TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 ELECTRICAL LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FEE CHART - ENTER NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE**

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
Base Fee (Non-refundable)	\$40.00	1	\$40.00	Fire Alarm (w/panel) (Rough Insp. Req.)	\$50.00		
				1 - 10 Devices			
Registration Fee	\$15.00			11 - 20 Devices	\$100.00		
Fixtures Lamps/Tubes (per 25)	\$9.00			Over 20 Devices	\$7.00 Ea		
Wiring Circuits (New or Extended)	\$9.00			Solar Panels	\$50.00		
Heaters (room)	\$9.00			Buss Duct/Feeders (Per 100' Each)	\$20.00		
Heaters (water)	\$9.00			Air Conditioner	\$12.00		
Oven	\$9.00			Service:			
Range-Watts	\$9.00			Temporary	\$30.00		
Dryer	\$9.00			100 - 200 amp	\$25.00		
Furnace	\$10.00			201 - 600 amp	\$40.00		
Dishwasher	\$9.00			601 - 800 amp	\$55.00		
Disposal	\$9.00			801 - 1000 amp	\$70.00		
Smoke Detectors	\$8.00			Sign Circuit	\$40.00		
Motors Up To 20 hp	\$12.00			Sign Connection (Per Connection)	\$30.00		
21 hp To 30 hp	\$15.00			Well Pump	\$9.00		
31 hp To 50 hp	\$20.00			Sump Pump	\$9.00		
51 hp & Over	\$25.00			HVAC Unit/Geothermal	\$12.00		
Generators/Transformer 0 To 30 KVA	\$40.00			SPA	\$50.00		
Over 30 KVA	\$55.00			Above Ground Pool	\$30.00		
Over 50 KVA	\$75.00			In-Ground Pool	\$50.00		
Residential Back-up Generator (Site-Plan Required For All Generators)	\$50.00			Data/Telecommunication Outlets Up to 10 Drops	\$50.00		
Fairs/Festivals	\$80.00			11 to 20 Drops	\$100.00		
Manufactured Home	\$60.00			Over 20 Drops	\$5.00 Ea		
Detached Garage	\$50.00			<b>TOTAL PERMIT FEES:</b>			

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of Section 23a are subject to civil fines.

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**MUST BE SIGNED BY LICENSE HOLDER/HOMEOWNER**

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A

DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

Effective ~~July 1, 2006~~ **Effective July 1, 2023 (potentially)**

**BUILDING PERMIT FEE SCHEDULE**

*(based on cost of construction as computed from the current International Code Council Building Valuation Data Report)*

Charge for first \$1,000 of valuation	<del>\$40.00</del> <b>\$100.00</b>
\$1,001 to \$50,000	\$ 9.00 per thousand <b>Minimum \$100.00</b>
\$50,001 and above	\$ 8.00 per thousand

**PLAN REVIEW FEE SCHEDULE**

Single Family Residence (collected at time of application) ~~\$590.00~~ **\*\***  
(balance due prior to issuance of permit)

Garage, Addition and/or Accessory Structure (collected at time of application) \$ 50.00  
(balance due prior to issuance of permit)

Multiple Residential, Commercial and Industrial (collected at time of application) ~~\$250.00~~  
(balance due prior to issuance of permit)

Valuation: \$1.00 to \$500,000 = Valuation x .0015 (\$250.00 Minimum)

Valuation: \$500,000 and over = \$750.00 (plus valuation over \$500,000 x .0005)

Outside Consultant – Cost Plus 50% (to nearest \$)

\*\* Trade Review Fee's are based upon the construction value and are charged at the time the permit is issued.

**SIGN PERMITS**

Wall Sign (mounted or painted on building) \$75.00

Free Standing Sign (each face) \$1.00/sq ft \$75.00 (minimum)  
(add ~~\$30.00~~ **\$45.00** if post hole inspection is required. If sign has a foundation, an additional \$50.00 will be collected along with a completed Building Permit Application)

Free standing sign with continuous foundation \$50.00  
(building permit and sign permit required)

**CHANGE OF OCCUPANCY/EXISTING STRUCTURE** ~~\$100.00~~ **\$150.00**

**ADDITIONAL FEES** When work is started prior to the issuance of a permit, the fee charged shall be twice the normal permit fee.

Administration 248.871.2550 248.871.2521 Fax	Building Division 248.871.2450 248.871.2451 Fax	Community Development 248.871.2549 248.871.2521 Fax	Planning Office 248.871.2540 248.871.2521 Fax	Zoning and Code Enforcement 248.871.2520 248.871.2521 Fax
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BUILDING FEE SCHEDULE– PAGE 2

**DEMOLITION PERMIT**

Single Family Residential / Commercial	\$150.00
All Others	\$100.00

(refundable clean up bond will be required)

**CLEAN UP BOND – RESIDENTIAL**

(Deposit to be returned upon demand within one year after approval)

Single Family Dwellings	\$ 500.00
Above Ground Pools	\$ 250.00
In-Ground Pools	\$1000.00
All other Residential Work: (Value of work)	
\$ 1.00 to \$ 5,000	\$ 50.00
\$ 5,001 to \$ 10,000	\$ 100.00
\$10,001 to \$ 20,000	\$ 200.00
\$20,001 to \$ 30,000	\$ 300.00
\$30,001 to \$ 40,000	\$ 400.00
\$40,001 to \$ 50,000	\$ 500.00

**CLEAN UP BOND – COMMERCIAL, MULTIPLE RESIDENTIAL, INDUSTRIAL**

(Deposit to be returned upon demand within one year after approval)

Value of Work:	
\$100,000	\$ 500.00
\$100,001 to \$250,000	\$1,000.00
\$250,001 to \$500,000	\$2,500.00
\$500,001 and above	\$3,500.00

**MASTER CLEAN UP BOND**

Master clean up bond shall serve as a maximum bond for builders who are building seven (7) or more single family residential units. The entire bond shall only be returned upon successful completion of all residential units. If all or a portion of the bond is required to be forfeited and the builder fails to re-establish the required bond amount, the City shall withhold all inspections and permits to the development in question until the required bond is re-established.

BUILDING FEE SCHEDULE – PAGE 3

**TRANSFER OF BUILDING PERMIT** – written authorization required   ~~\$40.00~~ **\$50.00**





A

DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

Effective ~~July 1, 2006~~ **Effective July 1, 2023 (potentially)**

**BUILDING PERMIT FEE SCHEDULE**

*(based on cost of construction as computed from the current International Code Council Building Valuation Data Report)*

Charge for first \$1,000 of valuation	<del>\$40.00</del> <b>\$100.00</b>
\$1,001 to \$50,000	\$ 9.00 per thousand <b>Minimum \$100.00</b>
\$50,001 and above	\$ 8.00 per thousand

**PLAN REVIEW FEE SCHEDULE**

Single Family Residence (collected at time of application) \$590.00 \*\*  
(balance due prior to issuance of permit)

Garage, Addition and/or Accessory Structure (collected at time of application) \$ 50.00  
(balance due prior to issuance of permit)

Multiple Residential, Commercial and Industrial (collected at time of application) \$250.00  
(balance due prior to issuance of permit)

Valuation: \$1.00 to \$500,000 = Valuation x .0015 (\$250.00 Minimum)  
Valuation: \$500,000 and over = \$750.00 (plus valuation over \$500,000 x .0005)  
Outside Consultant – Cost Plus 50% (to nearest \$)

\*\* Trade Review Fee's are based upon the construction value and are charged at the time the permit is issued.

**SIGN PERMITS**

Wall Sign (mounted or painted on building) \$75.00

Free Standing Sign (each face) \$1.00/sq ft \$75.00 (minimum)  
(add ~~\$30.00~~ **\$45.00** if post hole inspection is required. If sign has a foundation, an additional \$50.00 will be collected along with a completed Building Permit Application)

Free standing sign with continuous foundation \$50.00  
(building permit and sign permit required)

**CHANGE OF OCCUPANCY/EXISTING STRUCTURE** ~~\$100.00~~ **\$150.00**

**ADDITIONAL FEES** When work is started prior to the issuance of a permit, the fee charged shall be twice the normal permit fee.

Administration 248.871.2550 248.871.2521 Fax	Building Division 248.871.2450 248.871.2451 Fax	Community Development 248.871.2549 248.871.2521 Fax	Planning Office 248.871.2540 248.871.2521 Fax	Zoning and Code Enforcement 248.871.2520 248.871.2521 Fax
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BUILDING FEE SCHEDULE– PAGE 2

**DEMOLITION PERMIT**

Single Family Residential / Commercial	\$150.00
All Others	\$100.00

(refundable clean up bond will be required)

**CLEAN UP BOND – RESIDENTIAL**

(Deposit to be returned upon demand within one year after approval)

Single Family Dwellings	\$ 500.00
Above Ground Pools	\$ 250.00
In-Ground Pools	\$1000.00
All other Residential Work: (Value of work)	
\$ 1.00 to \$ 5,000	\$ 50.00
\$ 5,001 to \$ 10,000	\$ 100.00
\$10,001 to \$ 20,000	\$ 200.00
\$20,001 to \$ 30,000	\$ 300.00
\$30,001 to \$ 40,000	\$ 400.00
\$40,001 to \$ 50,000	\$ 500.00

**CLEAN UP BOND – COMMERCIAL, MULTIPLE RESIDENTIAL, INDUSTRIAL**

(Deposit to be returned upon demand within one year after approval)

Value of Work:	
\$100,000	\$ 500.00
\$100,001 to \$250,000	\$1,000.00
\$250,001 to \$500,000	\$2,500.00
\$500,001 and above	\$3,500.00

**MASTER CLEAN UP BOND**

Master clean up bond shall serve as a maximum bond for builders who are building seven (7) or more single family residential units. The entire bond shall only be returned upon successful completion of all residential units. If all or a portion of the bond is required to be forfeited and the builder fails to re-establish the required bond amount, the City shall withhold all inspections and permits to the development in question until the required bond is re-established.

BUILDING FEE SCHEDULE – PAGE 3

**TRANSFER OF BUILDING PERMIT** – written authorization required   ~~\$40.00~~ **\$50.00**



B



**MECHANICAL PERMIT APPLICATION**

31555 Eleven Mile Rd, Farmington Hills MI 48336-1165  
Office: 248-871-2450 Inspection: [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com)

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

PROPERTY OWNER/TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

MECHANICAL LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Type of Job**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Single Family Home | <input type="checkbox"/> Inground Pool      | <input type="checkbox"/> New Commercial Building | <input type="checkbox"/> Generator-site plan required |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Above Ground Pool  | <input type="checkbox"/> Commercial Addition     | <input type="checkbox"/> Service Only                 |
| <input type="checkbox"/> Remodel            | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Commercial Remodel      | <input type="checkbox"/> Other-Describe Below         |
| <input type="checkbox"/> Basement Finish    |   |  |   |

**Detailed Description of Work**

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EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**Instructions for Completing Application**

Mechanical work shall not be started until an application for permit has been filled with and issued by Farmington Hills Building Department. All installation shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. When ready for inspection, go online to [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com) or call 248-871-2450. You will need your permit number and job location. Your request will be scheduled for the next availability.

**FEE CHART – ENTER NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE**

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
<b>Application Fee (Non-refundable)</b>	<b>\$40.00</b>	<b>1</b>	<b>\$40.00</b>	<b>COMMERCIAL</b>			
Registration Fee	\$15.00			Commercial Hoods - Ansul/Smoke	\$40.00		
<b>RESIDENTIAL</b>				Exhausters	\$20.00		
Residential Heating System (includes duct & vent pipe) New Building Only	\$50.00			Heat Recovery Units	\$20.00		
				Coils	\$20.00		
				Heat Pumps (pipe not included)	\$20.00		
Gas Piping	\$6.00			V.A.V. Boxes	\$20.00		
Geothermal	\$40.00			PTAC	\$20.00		
Mini Splits	\$40.00			Refrigeration (split system)	\$40.00		
Exhaust- dryer, bath & kitchen	\$10.00			Air Conditioning (split system)	\$40.00		
Heat Pumps (split system)	\$40.00			Chiller	\$40.00		
Humidifiers/Air Cleaners	\$12.00			Cooling Tower	\$40.00		
Air Conditioning (site plan required) New _____ Replacement _____	\$45.00			<b>Fire Suppression/Protection</b>			
Manufactured Home	\$60.00			1 – 50 Heads	\$40.00		
with basement	\$95.00			51 – 400 Heads	\$60.00		
<b>RESIDENTIAL or COMMERCIAL</b>				401 – 1000 Heads	\$80.00		
Furnace	\$40.00			Over 1000 Heads	\$120.00		
Chimney Liner	\$10.00			<b>Air Handlers</b>			
Generator (site plan required)	\$35.00			Under 10,000 CFM	\$45.00		
Boiler	\$40.00			Over 10,000 CFM	\$100.00		
Water Heater	\$12.00			<b>Piping - up to 200'</b>			
Gas Burning Fireplace	\$40.00			Fuel Gas Piping	\$40.00		
Solid Fuel Burning Equipment (includes chimney)	\$40.00			Process Piping	\$40.00		
Chimney Factory Built - B Vent, PVC venting (installed separately)	\$20.00			Hydronic Piping	\$40.00		
Unit Heaters	\$40.00			Refrigeration Piping	\$40.00		
Pool Heater	\$40.00			Commercial Air Conditioning Piping	\$40.00		
				<b>Each additional 200' of piping</b>	\$20.00		
<b>Roof Top Units – A/C or COMBO</b>							
Each Compressor: Under 15 Ton	\$75.00			<b>Ducts – up to 200'</b>	\$40.00		
15 – 50 Ton	\$90.00			Each additional 200' of duct	\$20.00		
Over 50 Ton	\$120.00						
Under 15 Ton Combo	\$100.00			<b>Rough/Additional Inspection</b>	\$45.00		
15 - 50 Ton Combo	\$120.00			<b>Final Inspection</b>	\$45.00	1	\$45.00
Over 50 Ton Combo	\$150.00						
				<b>TOTAL PERMIT FEES:</b>			

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of Section 23a are subject to civil fines.

I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
**MUST BE SIGNED BY LICENSE HOLDER/HOMEOWNER**



**PLUMBING PERMIT APPLICATION**

31555 Eleven Mile Rd, Farmington Hills MI 48336-1165  
Office: 248-871-2450 Inspection: [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com)

C

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

PROPERTY OWNER/TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PLUMBING LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Type of Job**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Single Family Home | <input type="checkbox"/> Inground Pool      | <input type="checkbox"/> New Commercial Building | <input type="checkbox"/> Generator-site plan required |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Above Ground Pool  | <input type="checkbox"/> Commercial Addition     | <input type="checkbox"/> Service Only                 |
| <input type="checkbox"/> Remodel            | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Commercial Remodel      | <input type="checkbox"/> Other-Describe Below         |
| <input type="checkbox"/> Basement Finish    |   |  |   |

**Detailed Description of Work**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**Instructions for Completing Application**

Plumbing work shall not be started until an application for permit has been filled with and issued by Farmington Hills Building Department. All installation shall be in conformance with the Michigan Electrical Code. No work shall be concealed until it has been inspected. When ready for inspection, go online to [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com) or call 248-871-2450. You will need your permit number and job location. Your request will be scheduled for the next availability.

**FEE CHART – ENTER NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE**

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
Application Fee (Non-refundable)	\$40.00	1	\$40.00				
Registration Fee	\$15.00			Basement Waterproofing (Inside Drains)	\$100.00		
<b>FIXTURES/APPLIANCES</b>							
Stacks	\$9.00			Septic Bypass	\$30.00		
Water Closet	\$9.00						
Bathtub	\$9.00			Modular/Manufactured Home	\$100.00		
Lavatory	\$9.00						
Laundry Tray	\$9.00			Dual Water Meter	\$45.00		
Sinks (Any description)	\$9.00			Private Well Meter	\$45.00		
Floor Drain Trap	\$9.00						
Shower Trap	\$9.00			Lawn Sprinkler/Commercial	\$80.00		
Roof Drain/Sump	\$9.00			Lawn Sprinkler/Residential	\$35.00		
Urinal	\$9.00						
Humidifier	\$9.00			Fire Suppression Backflow	\$135.00		
Sump	\$9.00			Medical Gas	\$75.00		
Dishwashing Machine	\$9.00						
Automatic Washer	\$9.00			<b>Water Distribution</b>			
Garbage Disposer	\$9.00			3/4"	\$35.00		
Drinking Fountain	\$9.00			1"	\$40.00		
Hose Bibb	\$9.00			1 1/4" & 1 1/2"	\$45.00		
Interceptor	\$28.00			2"	\$55.00		
Grease Traps	\$13.00			Over 2"	\$65.00		
Water Heater	\$13.00			<b>Water Service Size</b>			
w/Liner	\$16.00			Up to 2"	\$40.00		
Water Heater Electric Hook-up	\$12.00			Over 2" to 4"	\$45.00		
Pump/Water Lift	\$13.00			<b>Building Sewer Size _____</b>			
Inside Drains	\$28.00			Up to 10"	\$20.00		
Backflow Preventer	\$35.00			<b>Storm Sewer Size _____</b>			
				Up to 10"	\$20.00		
				<b>Underground Inspection</b>	\$45.00		
				<b>Rough/Additional Inspection</b>	\$45.00		
				<b>Final Inspection</b>	\$45.00	1	\$45.00
				<b>TOTAL PERMIT FEES:</b>			

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of Section 23a are subject to civil fines.

I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
**MUST BE SIGNED BY LICENSE HOLDER/HOMEOWNER**



**ELECTRICAL PERMIT APPLICATION**

D

31555 Eleven Mile Rd, Farmington Hills MI 48336-1165  
Office: 248-871-2450 Inspection: [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com)

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

PROPERTY OWNER/TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

ELECTRICAL LICENSE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Type of Job**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Single Family Home | <input type="checkbox"/> Inground Pool      | <input type="checkbox"/> New Commercial Building | <input type="checkbox"/> Generator-site plan required |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Above Ground Pool  | <input type="checkbox"/> Commercial Addition     | <input type="checkbox"/> Service Only                 |
| <input type="checkbox"/> Remodel            | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Commercial Remodel      | <input type="checkbox"/> Other-Describe Below         |
| <input type="checkbox"/> Basement Finish    |   |  |   |

**Detailed Description of Work**

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EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**Instructions for Completing Application**

Electrical work shall not be started until an application for permit has been filled with and issued by Farmington Hills Building Department. All installation shall be in conformance with the Michigan Electrical Code. No work shall be concealed until it has been inspected. When ready for inspection, go online to [bdinspectrequest@fhgov.com](mailto:bdinspectrequest@fhgov.com) or call 248-871-2450. You will need your permit number and job location. Your request will be scheduled for the next availability.

**FEE CHART – ENTER NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE**

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
<b>Application Fee (Non-refundable)</b>	\$40.00	1	\$40.00	<b>Fire Alarm (w/panel) (Rough Insp. Req.)</b>	\$50.00		
Registration Fee	\$15.00			1 – 10 Devices	\$100.00		
Fixtures Lamps/Tubes (per 25)	\$9.00			11 – 20 Devices	\$7.00 Ea		
Wiring Circuits (New or Extended)	\$9.00			Over 20 Devices	\$30.00		
Heaters (room)	\$9.00			<b>Wireless Communicator</b>			
Heaters (water)	\$9.00			<b>Solar Panels</b>	\$50.00		
Oven	\$9.00			Solar panel Circuits	\$9.00		
Range-Watts	\$9.00			Buss Duct/Feeders (Per 100' Each)	\$20.00		
Dryer	\$9.00			<b>Service:</b>			
Furnace	\$10.00			Temporary	\$30.00		
Air Conditioner	\$12.00			100 – 200 amp	\$25.00		
Dishwasher	\$9.00			201 – 600 amp	\$40.00		
Disposal	\$9.00			601 – 800 amp	\$55.00		
Smoke Detectors	\$8.00			801 – 1000 amp	\$70.00		
<b>Motors Up To 20 hp</b>	\$12.00			<b>Electric Vehicle Charger</b>	\$30.00		
21 hp To 30 hp	\$15.00			Sign Circuit	\$40.00		
31 hp To 50 hp	\$20.00			Sign Connection (Per Connection)	\$30.00		
51 hp & Over	\$25.00			Well Pump	\$9.00		
<b>Generators/Transformer</b>	\$40.00			Sump Pump	\$9.00		
<b>0 To 30 KVA</b>							
Over 30 KVA	\$55.00			HVAC Unit/Geothermal	\$12.00		
Over 50 KVA	\$75.00			<b>Data/Telecommunication Outlets</b>	\$50.00		
Residential Back-up Generator (Site-Plan Required For All Generators)	\$50.00			Up to 10 Drops	\$100.00		
<b>Pools</b>				11 to 20 Drops	\$5.00 Ea		
Above Ground Pool	\$30.00			Over 20 Drops			
In-ground Pool	\$50.00						
Pool Circuits	\$9.00						
Pool Feeders	\$9.00						
Spa	\$50.00						
Manufactured Home	\$60.00						
Detached Garage	\$50.00						
Fairs/Festivals safety inspection (no license required)	N/A			<b>Rough/Additional Inspection</b>	\$45.00		
				<b>Final Inspection</b>	\$45.00	1	\$45.00
				<b>TOTAL PERMIT FEES:</b>			

Section 23a of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of Section 23a are subject to civil fines.

I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

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

**MUST BE SIGNED BY LICENSE HOLDER/HOMEOWNER**

## Building Valuation Data – FEBRUARY 2023

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	338.88	327.46	319.76	307.63	289.42	280.47	298.24	268.37	259.83
A-1 Assembly, theaters, without stage	310.12	298.70	291.00	278.87	260.66	251.71	269.48	239.62	231.07
A-2 Assembly, nightclubs	275.09	266.93	259.34	250.54	234.96	228.26	241.54	213.57	206.65
A-2 Assembly, restaurants, bars, banquet halls	274.09	265.93	257.34	249.54	232.96	227.26	240.54	211.57	205.65
A-3 Assembly, churches	314.65	303.24	295.53	283.41	265.65	256.70	274.02	244.61	236.06
A-3 Assembly, general, community halls, libraries, museums	268.44	257.02	248.32	237.19	218.26	210.31	227.80	197.22	189.68
A-4 Assembly, arenas	309.12	297.70	289.00	277.87	258.66	250.71	268.48	237.62	230.07
B Business	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
E Educational	280.42	270.83	263.70	252.34	235.54	223.64	243.64	205.87	199.45
F-1 Factory and industrial, moderate hazard	161.70	154.21	144.70	139.94	124.72	118.51	133.72	103.40	96.83
F-2 Factory and industrial, low hazard	160.70	153.21	144.70	138.94	124.72	117.51	132.72	103.40	95.83
H-1 High Hazard, explosives	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	N.P.
H234 High Hazard	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	86.28
H-5 HPM	263.16	253.51	244.15	233.85	213.00	204.65	224.67	187.98	179.49
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	438.26	428.62	419.26	408.96	386.98	N.P.	399.78	361.97	N.P.
I-2 Institutional, nursing homes	304.86	295.22	285.86	275.55	256.23	N.P.	266.37	231.21	N.P.
I-3 Institutional, restrained	298.67	289.02	279.66	269.36	250.30	240.95	260.18	225.29	214.80
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	205.22	197.06	188.47	180.67	164.83	159.13	171.67	143.44	137.53
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family <sup>d</sup>	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	149.85	142.36	132.84	128.08	113.17	106.96	121.87	91.86	85.28
S-2 Storage, low hazard	148.85	141.36	132.84	127.08	113.17	105.96	120.87	91.86	84.28
U Utility, miscellaneous	115.48	108.95	102.64	98.13	88.49	81.89	93.86	69.76	66.48

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

## Permit fee cost comparison

Example:

New House, unfinished basement, no deck

**Example #1** – using current building valuation schedule (last updated 2008)

House =  $2149 \times 88 = \$189,112$

Basement =  $884 \times 14 = \$12,376$

Garage =  $630 \times 22 = \$13,860$

Porch =  $118 \times 17 = \$2,006$

Total Const. value =  $\$217,354 = \$1825$  building permit fee

**Example #2** – using total building valuation provide by applicant

Total Const. value =  $\$253,602 = \$2113$  building permit fee

**Example #3** – using I.C.C. building valuation schedule (February 2023)

House =  $2149 \times 167.37 = \$359,678.13$

Basement =  $884 \times 31.50 = \$27,846$

Garage =  $630 \times 66.48 = \$41,882.40$

Porch =  $118 \times 66.48 = \$7,844.64$

Total Const. value =  $\$437,251.17 = \$3585$  building permit fee

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Example:

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Total Const. value =  $\$437,251.17 = \$3585$  building permit fee

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

**SUBJECT:** Department of Public Services – Engineering Division – Recommended Fee Changes

**Administrative Summary:**

- The Engineering Division has conducted a review of the various fees charged for design, review, inspections, and other Engineering activities.
- The last time fees were reviewed and altered for the Engineering Division was July 13, 2009.
- It is recommended that the fees be updated per the attached fee schedule and the effective date for the proposed fee changes be July 1, 2023.

**Recommendation:**

IT IS RECOMMENDED THAT the attached Proposed Fee Schedule for the Engineering Services be approved and become effective July 1, 2023.

**Support Documentation:**

Many of the listed permit fees are for the cost to process the application. These are processed by City staff. We try to keep the permit fees as low as possible to encourage compliance.

For much of our civil engineering site development work, we utilize consultants. Their contracts are procured using Request for Proposals with Quality Based Selection criteria. Their contracts are approved periodically by City Council, most recently as February 8, 2021. These contracts identify the fees and hourly rates charged to the City for professional services.

We utilize consultants for many general inspections and soil erosion inspections to supplement the City's full-time inspection staff. This new fee schedule will allow us to collect these consultant charges as charged to the City. In the event that the City has appropriately qualified in-house staff available for any of these inspections, an updated hourly rate has been identified in the fee schedule.

With regards to specialty studies, the City currently does not have authorization to charge for them and specialty studies are being proposed to be set up as a pass thru charge to cover our consultant costs with a \$500 minimum charge.

Prepared by:	James Cubera, PE, City Engineer
Departmental Authorization by:	Karen Mondora, PE, Director of Public Services
Approval by:	Gary Mekjian, PE, City Manager

## City of Farmington Hills Engineering Division - Proposed Fee Schedule

	Current Amount	Proposed Amount
<b>Miscellaneous</b>		
Residential R.O.W. Permit	\$65	\$75
Commercial R.O.W. Permit	\$115	\$175
Residential Soil Erosion Permit	\$35	\$75
Commercial Solil Erosion Permit	\$35	\$150
0-1000 Yards Landfill Permit	\$65	\$100
Over 1000 Yards Landifll Permit	\$255	\$500
Cab Cards/Overweight Permit	\$100	\$200
House Move Permit	\$50	\$100
<b>Inspection</b>		
General	\$50/hr; \$62/hr O.T.	\$110/hr; \$165/hr O.T.*
Residential Soil Erosion	\$50/hr	\$95/hr; \$142.50/hr O.T. *
Commercial Soil Erosion	\$50/hr	\$95/hr; \$142.50/hr O.T.*
<b>Review</b>		
Planning Commission	\$135	\$200
Single Family	\$400	\$500
Site Plan Review Fee * and ***	2.5% (Minimum \$500)	2.5% (Minimum \$1000)
Traffic Studies to Include Traffic, Drainage, Flood Plains, Fema Requests, Retaining Walls, Etc.	\$0	Varies**(Minimum \$500)
<p>*The City Engineering Division uses consultants for reviews, as-built reviews and many inspections. These consultants are retained via Proposal based Quality Based Selection and their contracts with hourly rates, approved by City Council. When the Engineering Division utilizes consultants for the above, these rates will be passed to the proponent with no additional mark-up. In the event that the City utilized in-house staff for inspections, the hourly rates noted above will apply.</p>		
<p>**Many specialty studies are necessary for site review. These can include traffic studies, drainage studies, including flood plains, FEMA requests such as LOMAs and LOMRs, retaining wall analysis and other studies unique to the site. Many of these are complex and reviewed by City consultants and some are reviewed by City staff, as appropriate. A \$500 mininum charge will be collected for in-house reviews. Those reviews performed by a consultant will be a pass thru fee of the amount charged to the City.</p>		
<p>***For any site plan where the review is two or more years old as determindd from the City's last formal dated review letter/email and where a formal re-submittal has not occurred, the proponent will be obligated to pay a new fee of 2.5% of the proposed site improvement to reactivate the plan and process new/updated permits.</p>		

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL****Date: June 26, 2023**

SUBJECT: EMS Transport Fee

Administrative Summary

- The Farmington Hills Fire Department has a contract with AccuMed Group as approved by Council Resolution (R-85-19) which bills for EMS services rendered.
- These fees are paid by the individual who requests EMS service/their medical insurance carrier.
- Annually AccuMed Group provides suggested fees based on level of care provided.
- Pursuant to direction given during the May 15, 2023, Budget Study Session the fees have been adjusted as attached.

Recommendation

It is recommended that the City Council approves the attached AccuMed Group Fee Schedule and authorize the City Manager or his designee to approve annual adjustment to fees as needed on behalf of the City and continue to monitor the recommended fees annually as provided by AccuMed Group.

Prepared by: Jason Olszewski, Deputy Chief

Reviewed by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager

Attachment: EMS Service Fees



P.O. Box 2122  
Riverview, MI 48193  
Phone: 800.926.6985

**Farmington Hills Fire Department**  
**Current Fees**  
**June 9, 2023**

**Account Review**

<b>Level of Service</b>	<b>Current Fees</b>
ALS Emergency	\$900.00
ALS II Emergency	\$1,250.00
ALS Non-Emergency	\$550.00
BLS Emergency	\$750.00
BLS Non-Emergency	\$500.00
Treat No Transport	\$300.00
Mileage	\$19.00
Return Check Fee	\$30.00

**CITY OF  
FARMINGTON HILLS**

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

(As Amended Through June 26, 2023)

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## **RULES OF THE CITY COUNCIL**

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

## **GUIDELINES OF CONDUCT**

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

# **CITY OF FARMINGTON HILLS RULES OF THE CITY COUNCIL**

## **A. REGULAR AND SPECIAL MEETINGS**

1. **REGULAR MEETINGS:**

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

2. **SPECIAL MEETINGS:**

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

3. **BUSINESS AT SPECIAL MEETINGS:**

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

4. **STUDY SESSIONS:**

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

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

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

6. MAILING OF MEETING AGENDAS:

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

7. MINUTES OF REGULAR AND SPECIAL MEETINGS:

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

## B. MEETING PROCEDURE

### 1. MEETINGS TO BE PUBLIC:

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

### 2. ORDER OF BUSINESS:

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

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

### 3. QUORUM:

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

### 4. PRESIDING OFFICER:

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

5. PRESENTATIONS:

- a. During the regular session of a City Council meeting, those who have been invited by the City Council or Administration to make presentations and those who have an application or proposal as an item of business on the agenda and wish to make a presentation, may, if allowed by Council and upon the direction of the Mayor at the meeting, do so by coming before the public microphone, stating their name and, if appropriate, group or business affiliation, and making their presentation to Council for such duration as may be allowed by the Mayor or chair of the meeting. All persons presenting or commenting during the regular session of a City Council meeting shall do so, in person, at the meeting.
- b. Those who have been invited by the City Council or Administration to make a presentation relating to a study session agenda item may, upon direction of the Mayor or City Manager, make their presentation for such duration as may be allowed by the Mayor or chair of the meeting. Presentations at study sessions shall be in person, except presenters may make remote study session presentations by a secure remote audio and video communication connection established by the City to avoid incurring costs and expenses for the presenter's long-distance travel to the City or in bona fide emergency, or unexpected circumstances, as determined in the City Manager's discretion, and not for convenience, provided the City Manager and Clerk have been given sufficient advance notice to make the necessary arrangements.

C. CLOSED SESSIONS

1. PURPOSE:

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

- A. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or if permitted by the City Charter or applicable ordinances to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open session.
- B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

- D. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
- E. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. All interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the Michigan Open Meetings Act.
- F. To consider material exempt from discussion or disclosure by state or federal statute.

2. CALLING CLOSED SESSIONS:

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

3. MINUTES OF CLOSED SESSIONS:

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

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

4. CONFIDENTIALITY OF CLOSED SESSION INFORMATION:

A City Council member shall not divulge to any unauthorized person confidential information discussed in a closed session. Council members shall honor the confidentiality of the debate, discussion and preliminary action, if any, taken in closed session; and be aware of the potential financial liability and/or harm to the reputation of the City by premature disclosure.

## D. VOTING AND DISCUSSION

1. ROLL CALL:

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

2. RESULTS OF VOTING:

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

3. DUTY TO VOTE:

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

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

4. CONDUCT OF DISCUSSION:

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

5. COUNCIL MEMBER REQUESTS FOR POSTPONEMENTS:

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

6. RULES OF PARLIAMENTARY PROCEDURE:

The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with these Rules or with the Ordinances and Charter of the City of Farmington Hills.

7. RECONSIDERATION OF MOTIONS:

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

8. GENERAL CONSENSUS:

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

## E. CITIZEN PARTICIPATION

### 1. GENERAL:

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

### 2. LENGTH OF PRESENTATION:

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

### 3. PERSONS ADDRESSING THE COUNCIL:

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

### 4. DEVIATION:

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

### 5. REQUESTS TO SPEAK DURING PUBLIC HEARINGS:

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

### 6. REQUESTS TO SPEAK DURING PUBLIC QUESTIONS AND COMMENTS:

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

### 7. REQUESTS TO SPEAK DURING REGULAR AGENDA ITEMS:

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

8. DISORDERLY CONDUCT AT MEETINGS:

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

## F. AGENDA

1. PREPARATION:

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

2. DISTRIBUTION:

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

3. AGENDA MATERIAL:

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

3. POSTING OF AGENDA MATERIAL:

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

G. CONSENT AGENDA

1. PURPOSE:

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

2. AGENDA ITEMS:

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

H. RECORDING OF COUNCIL MEETINGS

1. MEETINGS MAY BE RECORDED, BROADCASTED & LIVESTREAMED:

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

2. RETENTION OF RECORDS:

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

I. MISCELLANEOUS

1. AMENDMENTS TO RULES:

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

2. SUSPENSION OF RULES:

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

3. CONTROLLING AUTHORITY:

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

4. REVIEW OF CONSULTANTS:

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

## J. COMMITTEE ASSIGNMENTS

### 1. ASSIGNMENTS:

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

### 2. RESPONSIBILITIES:

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

## CITY OF FARMINGTON HILLS GUIDELINES OF CONDUCT

### **A. PUBLIC RELATIONS**

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

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

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

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

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

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

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL  
June 26, 2023**

**SUBJECT: BID WAIVERS AND AWARDS FOR FISCAL YEAR 23/24**

**ADMINISTRATIVE SUMMARY**

- The City Charter requires sealed competitive bidding of commodities that individually or aggregately exceed \$10,000 in one fiscal year. The Charter also requires a waiver if it is in the best interest of the City to not competitively bid a product or service.
- Bid waivers are requested for distinct reasons. These include:
  - The bid process may adversely affect the current costs. This has been demonstrated in the past when the current prices paid increased when bids were solicited.
  - The vendor is a sole source and bidding may actually increase prices paid. Purchasing staff typically negotiates prices in this situation.
  - The most competitive price is already being received which is verified through price surveys and comparisons.
  - The vendor was awarded the bid when the product was originally purchased by the City and has historical and or proprietary knowledge that benefits the City.
  - Due to a third party relationship, the City has no choice in the vendor selection.
  - Another governmental agency, such as the State of Michigan, Oakland County, a MITN member, OMNIA Partners or other national municipal cooperative working with a lead government agency has solicited bids/proposals; and the contract is available to the City as a cooperative bid.
  - The City has a vendor relationship with another government agency, such as Oakland County (CLEMIS).
- Bid waivers are an effective way to address unique procurement situations. Waiving the bid requirements allows staff to focus on other commodities where bidding would provide an economic or service improvement.
- Funding for all transactions listed on the attached are budgeted in fiscal year 2023/2024 departmental accounts or through approved grant and/or capital funding.

**RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager to issue purchase orders for budgeted products and services as listed on the attached for fiscal year 2023/24.

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

<b>VENDOR</b>	<b>COMMODITY</b>	<b>DEPT.</b>	<b>JUSTIFICATION</b>	<b>LAST BID CONTRACT</b>	<b>EST. ANNUAL AMOUNT</b>
Accruent Systems	Facility Maintenance Software	All	O.E.M. vendor/ Bid OMNIA Partners	Current	\$26,000
Adobe Authorized Resellers	PDF Imaging & forms licensing	All	OMNIA Partners, State of MI/REMC/NASPO contracts (or less)	Current	\$25,000
Amazon	Miscellaneous Supplies & Equipment	All	OMNIA Partners	Current	\$150,000
Autodesk Authorized resellers	AutoCAD & Fusion 360 Computer Aided Design licensing	DPS & SS	OMNIA Partners, State of MI/REMC/NASPO (or less) Cooperative contracts	Current	\$16,000
BS&A	Equalizer, Tax, Permits, Cash receipting software maintenance/updates	DPCD, Finance	Sole Source O.E.M. vendor/ Original bid	N/A	\$45,000
Dell & Hewlett Packard authorized resellers	Software licenses, Computer Equipment, printers, peripherals & consulting	All	OMNIA Partners, State of MI/REMC/NASPO (or less) Cooperative contracts	Current	\$125,000
DSS Corporation	Equature 911 Dispatch, recording software and Support	Police	O.E.M. vendor	Current	\$11,000
ESRI	GIS licensing/ maintenance and support	All	State of MI contract	Current	\$18,000

<b>VENDOR</b>	<b>COMMODITY</b>	<b>DEPT.</b>	<b>JUSTIFICATION</b>	<b>LAST BID CONTRACT</b>	<b>EST. ANNUAL AMOUNT</b>
Eden Systems/Tyler Technologies	Financial software maintenance/updates	All	Sole Source O.E.M. vendor/ Original bid	N/A	\$92,000
Faster Solutions	CCG Faster Fleet Maintenance Software	DPW	O.E.M. vendor	Current	\$12,000
Global Solutions	Laserfiche & Related Software Document Management systems.	All	O.E.M. vendor	Current Expires 2028	\$60,000
Gordian Company	Facilities Capital & Job Costing Software	All	O.E.M. vendor/ Bid OMNIA Partners	Current	\$17,000
Grainger	Mechanical, Industrial and Janitorial Supplies	All	State of MI contract	Current	\$100,000
Harrell's & HD Supply	Fertilizer & Grounds Maintenance supplies	Parks & Golf	OMNIA Partners Contract(Cooperative)	Current	\$15,000
Hart Intercivic	Election supplies & equipment	City Clerk	State & County Bid Contract	Contract	\$35,000
Home Depot	Maintenance & Hardware Supplies	All	OMNIA Partners National Contract	Current	\$30,000
Kiesler Police Supply/Michigan Police Equipment & Vance Outdoors	Training & Duty Ammunition	Police	State of Michigan Contracts	Current	\$40,000
Kone Elevators	Elevator Maintenance & Repair	All	OMNIA Partners Contract	Current	\$25,000
Matheson Tri-Gas, Inc.	Medical Use Oxygen and Services	Fire	City of Mount Clemens Extendable Contract	Current	\$50,000
Microsoft authorized resellers	Microsoft Software Licensing/ Maintenance & Support	All	OMNIA Partners, State of MI/REMC/NASPO contracts (or less)	Current	\$250,000
MobilEyes	Fire Inspection Software Support	Fire	O.E.M. vendor	Current	\$12,000
National Restoration	Tuckpointing, Concrete Restoration and Repair	All	Oakland County G2G Bid Contract	Current	\$50,000
Oakland County	CLEMIS radio, electronic, radar, IT services & Police equipment installs	Police Fire	CLEMIS system services including installations	Current Agreement	\$250,000
People Driven Technology	Virtual Desktop Infrastructure Equipment, Security Software Maintenance & Support	All	Oakland County G2G Bid Contract	Current	\$150,000
Printing Systems & Election Source	Election Supplies & Ballots	City Clerk	Oakland & State of Michigan County Contract	Current	\$40,000
TAPCO, Inc.	Sign Shop Supplies	DPW	OMNIA Partners Contract	Current	\$20,000
TelNet Group	Phone equipment, software licensing maintenance & support	IT	O.E.M. vendor	Current	\$25,000
Tire Hub	Tires	DPW	State Bid Contract	Current	\$60,000
Vermont Systems	Recreation software maintenance/updates	Special Services	Sole Source O.E.M. vendor/ Original bid	N/A	\$40,000
VMware authorized resellers	Network Virtualization software maintenance/updates & consulting	IT	G2G, OMNIA Partners, State of MI/REMC/NASPO contracts (or less)	Current	\$65,000
Watch Guard	In-Car Camera System	Police	Clemis/Oakland County	Current	\$50,000
Zoho Corporation	Endpoint Security, Service Desk, Password Management & Ticketing applications	IT	O.E.M vendor -Sole Source	Current	\$25,000

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 26, 2023**

**SUBJECT:** Award of Bid for 2023 Liquid Calcium Chloride Purchase and As-Needed Dust Control Program for Unpaved Public Streets

**ADMINISTRATIVE SUMMARY:**

- The 2023 Liquid Calcium Chloride Purchase and As-Needed Dust Control Program was publicly advertised and competitively bid on the MITN e-procurement system. Bids were opened on May 24, 2023, after a one-week postponement to obtain additional vendor interest. Only one bid was received, which is historically consistent for this program. Notification was sent to over 120 vendors (including twenty-six (26) vendors that hold classification of minority owned, woman owned, veteran owned, disabled disadvantaged or service disabled).
- The bid provides pricing for a 12-month period with provisions for up to four (4), one-year extensions upon mutual consent by the City and the vendor.
- The purpose of the dust control program is to abate road dust using applications of liquid calcium chloride on the unpaved public streets. The City has approximately 20 miles of unpaved public streets. The calcium chloride bid also includes “winter chloride” used as a salt brine additive, which assists winter maintenance operations during certain weather conditions.
- The bid process provided unit prices for a variety of materials and delivery options that may be required throughout the life of the contract (see attached bid tab). The quantities of the materials bid were estimates (using historic data) for bid comparison and evaluation only. These materials and services will be purchased as needed, up to the approved annual amount.
- The recommended contractor, Liquid Calcium Chloride Sales, Inc., of Kawkawlin, Michigan, is an experienced and reliable chloride contractor, and has provided many years of quality service to the City of Farmington Hills.
- Funding for this program and material is provided in the Major Road and Local Road Maintenance accounts.

**RECOMMENDATION:**

IT IS RESOLVED, that the City Council of Farmington Hills authorize the City Manager to approve the required contract and purchase orders to Liquid Calcium Chloride Sales, Inc. for the 2023 Liquid Calcium Chloride Purchase and As-Needed Dust Control Program in the amount not-to-exceed \$150,000 per year with one or more administration approved extensions not-to-exceed a total of four (4) additional years.

Prepared: Derrick Schueller, DPW Superintendent  
Michelle Aranowski, Senior Buyer

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

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

**BID TABULATION:**

DESCRIPTION	UNIT	EST. QTY.	Liquid Calcium Chloride Sales, Inc. Kawkawlin, MI	
			Unit Price	Extended
38% SOLUTION CALCIUM CHLORIDE – APPLIED (RATE OF 1,000 GAL/LANE-MILE)	Gallon	80,000	\$0.743	\$59,440.00
38% SOLUTION CALCIUM CHLORIDE – APPLIED (RATE OF 900 GAL/LANE-MILE)	Gallon	100,000	\$0.743	\$74,300.00
38% SOLUTION CALCIUM CHLORIDE - DELIVERED TO DPW (3 INCH FILL POINT) (5,000 GALLON MINIMUM DELIVERY)	Gallon	80,000	\$0.703	\$56,240.00
32% SOLUTION CALCIUM CHLORIDE – WINTER – DELIVERED TO DPW (3 INCH FILL POINT) (5,000 GALLON MINIMUM DELIVERY)	Gallon	25,000	\$0.596	\$14,900.00
HEADWATER HOT SALT BRINE ENHANCER OR APPROVED EQUIVALENT DELIVERED TO THE DPW (1500 GALLON MINIMUM DELIVERY)	Gallon	6,000	\$5.100	\$30,600.00
<b>YEAR 1 ITEMIZED BID</b>			<b>\$ 235,480.00</b>	
<b>Prices listed will increase percentage each year beginning at the 2nd year of award</b>				<b>3%</b>

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**June 26, 2023**

**SUBJECT: AWARD OF AGREEMENT FOR REMOVAL AND REPLACEMENT OF SPICER HOUSE ROOF**

**ADMINISTRATIVE SUMMARY**

- Sealed bids were solicited, posted on the MITN e-procurement system, opened, and read aloud on June 6, 2023, for the removal and replacement of the Spicer House roof. Bid notification was sent to one hundred eighty-nine (189) vendors (including fifty-five (55) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with six (6) responding. We received zero “No Bids.”
- The bid includes removal and replacement of the existing roofing, replacing roof decking as needed, replacing fascia boards as needed, new copper metal flashings, and adding ridge vent and caps. The current roofing has a Class A fire rating (highest protection) and the replacement would be rated for the same.
- The city used consultants Hubbell, Roth, & Clark, Inc, which provided a dedicated consultant with an expertise in historical structures for this project.
- Due to the historical nature of the Spicer House, the city worked with the Historic District Commission to select a suitable roofing replacement. The Historic District Commission granted a Certificate of Appropriateness on January 12, 2023, allowing the city to remove the existing cedar wood shake shingle roof and replace it with a synthetic shake roof. After providing the Historic District Commission several different options, the Brava Roof Tile was chosen as the preferred synthetic selection. All of Brava’s products are covered by a 50-year transferable limited warranty. With proper routine care and maintenance, the new roof should last sixty (60) plus years.
- Funding for the project is available in Special Services Parks Millage Fund.

**BID TABULATION-ATTACHED**

Source One Construction, LLC, is a one of two preferred installers in the state of Michigan for Brava Roof Tiles with over twenty-five (25) years of experience in the industry.

**RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager to approve the required contracts and purchase orders to Source One Construction, LLC, for the removal and replacement of the Spicer House roof, in the amount of \$198,217.00 (\$168,217.00 which includes copper flashings, Class A fire rating, and ridge vent and caps, plus an estimated \$30,000 for additional replacement costs which will not be known until the roofs are removed).

Prepared by:	Brian Moran, Deputy Director of Special Services
Reviewed by:	Ellen Schnackel, Director of Special Services
Reviewed by:	Michelle Aranowski, Senior Buyer
Reviewed by:	Kelly Monico, Director of Central Services
Approved by:	Gary Mekjian, City Manager

City of Farmington Hills  
 Bid Tabulation  
 itb-fh-22-23-2386  
 Spicer House Roof Project - Remove & Replace  
 Opened 06/06/2023

ITEM	Schena Roofing and Sheet Metal Co. Inc. Chesterfield, MI	JD Candler Roofing Company Sterling Heights, MI	Great Lakes Roofing Troy, MI	Weatherseal Home Improvements Co. Inc. Shelby Twp., MI	Cedar Preservation Systems, LLC Wixom, MI	Source One Construction, LLC Wixom, MI
	Bond - Yes	Bond - Yes	Bond - Yes	Bond - Yes	Bond - No	Bond - Yes
Description - Base Bid	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
A. DEMOLITION & DISPOSAL	Included	\$ 26,555.00	\$ 14,000.00	\$ 17,500.00	Included	\$ 22,500.00
B. ALL NEW ROOFING, COMPLETE	Included	\$ 162,437.00	\$ 200,124.00	\$ 194,649.00	Included	\$ 113,923.00
C. NEW METAL FLASHINGS & TRIM	Included	\$ 48,502.00	\$ 14,080.00	\$ 6,756.00	Included	\$ 7,500.00
D. REPLACEMENT FASCIA BOARDS ALLOWANCE (20 LINEAL FEET)	\$ 2,000.00	\$ 1,850.00	\$ 400.00	\$ 300.00	Included	\$ 400.00
E. REMOVE AND REINSTALL TERRA COTTA RIDGE CAP TILES	Included	\$ 7,900.00	\$ 5,440.00	\$ 6,615.00	Included	\$ 3,000.00
F. REPLACEMENT TERRA COTTA RIDGE CAP TILES ALLOWANCE (60 TILES)	\$ 12,000.00	\$ 9,000.00	\$ 3,900.00	\$ 9,180.00	Included	\$ 2,500.00
<b>PROJECT TOTAL BASE BID</b>	<b>\$ 385,729.00</b>	<b>\$ 256,244.00</b>	<b>\$ 237,944.00</b>	<b>\$ 235,000.00</b>	<b>\$ 148,650.00</b>	<b>\$ 149,823.00</b>
<b>BID ALTERNATE #1</b>						
Description	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
IN LIEU OF PREFINISHED ALUMINUM FLASHINGS AND TRIM, PROVIDE COPPER FLASHINGS & TRIM	\$ 18,055.00	\$ 1,054.00	\$ 42,600.00	\$ 7,155.00	\$ 7,825.00	\$ 5,000.00
<i>Add this amount to Base Bid</i>						
<b>PROJECT TOTAL BID ALTERNATE #1</b>	<b>\$ 403,784.00</b>	<b>\$ 257,298.00</b>	<b>\$ 280,544.00</b>	<b>\$ 242,155.00</b>	<b>\$ 156,475.00</b>	<b>\$ 154,823.00</b>
<b>BID ALTERNATE #2</b>						
Description	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
IN LIEU OF CLASS C RATED SHAKE ROOFING SYSTEM, PROVIDE CLASS A RATED ROOFING SYSTEM	\$ 38,390.00	\$ 45,562.00	\$ 18,274.00	\$ 23,450.00	\$ 14,150.00	\$ 8,394.00
<i>Add this amount to Base Bid</i>						
<b>PROJECT TOTAL BASE BID ALTERNATE #2</b>	<b>\$ 424,119.00</b>	<b>\$ 301,806.00</b>	<b>\$ 256,218.00</b>	<b>\$ 258,450.00</b>	<b>\$ 162,800.00</b>	<b>\$ 158,217.00</b>
<b>BID ALTERNATE #3</b>						
Description	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
IN LIEU OF REINSTALLING EXISTING TERRA COTTA RIDGE CAP TILES AND INSTALLING NEW CAN VENTS, PROVIDE NEW RIDGE VENTS AND SYNTHETIC SPANISH TILE RIDGE/HIP CAPS	\$ 25,937.00	\$ 22,529.00	\$ 9,200.00	\$ 1,620.00	\$ 7,250.00	\$ 5,000.00
<i>Add OR deduct this amount to Base Bid</i>						
<b>PROJECT TOTAL BASE BID ALTERNATE #3</b>	<b>\$ 411,666.00</b>	<b>\$ 278,773.00</b>	<b>\$ 247,144.00</b>	<b>\$ 236,620.00</b>	<b>\$ 155,900.00</b>	<b>\$ 154,823.00</b>
<b>TTOTAL BID WITH SELECTED ALTERNATES</b>	<b>\$ 468,111.00</b>	<b>\$ 325,389.00</b>	<b>\$ 308,018.00</b>	<b>\$ 267,225.00</b>	<b>\$ 177,875.00</b>	<b>\$ 168,217.00</b>

Bid notification was sent to over 189 vendors. We received zero (0) "No-Bids.



June 19, 2023

City of Farmington Hills  
Special Services Department  
29995 W. 12 Mile Rd.  
Farmington Hills, MI 48334

Attn: Mr. Brian Moran, Deputy Director

Re: Spicer House ReRoofing  
Recommendation of Award and Bid Tabulation

HRC Job No. 20220410

Dear Mr. Moran:

We have reviewed the bids received on Tuesday, June 6, 2023 for the Spicer House ReRoofing Project and have found them to be in order. Bids were received from (6) separate roofing contractors, but the lowest bidder was deemed non-responsive for not including a bid bond or price breakdown. The bids were solicited as a Base Bid with several Adder Alternates. The City is opting to proceed with all (3) of the listed Alternates. The apparent low bidder was **Source One Construction** of Wixom, Michigan. Please refer to the Bid Tabulation for an itemized breakdown of their bid. The current scope of work includes demolition and replacement of the roofing at the Spicer House building at Heritage Park, located at 24915 Farmington Road.

Source One has submitted the required information with their proposal, as well as acknowledging Addendum #1. HRC has contacted (3) of their references, all of whom were very satisfied with Source One's quality of work and communications. Additionally, Source One is listed as one of only (2) preferred installers in the state of Michigan for Brava Tile products. They have indicated that they will be using the specified Brava Tile Roofing materials and can get them delivered to the jobsite quickly in 3 months as they are already in the Company's material queue, being a preferred installer.

Based on the above, this office recommends award of the Contract to **Source Once Construction** of Wixom, Michigan, with a total bid of **\$168,217.00**, subject to the submission of the necessary bonds and insurance, which comply with the contract specifications. The reroofing improvements are anticipated to be constructed this fall.

Given potential unforeseen conditions with a roof of this age and complexity, we also recommend that the City include a Contingency Allowance of **\$30,000** with their budget request, to accommodate any potential issues, should they occur.

Should you have any questions or require any additional information, please contact me directly at (248) 454-6361 or via email at [amelchior@hrcenr.com](mailto:amelchior@hrcenr.com).

Very truly yours,  
HUBBELL, ROTH & CLARK, INC.



Adrianna Melchior, AIA LEED AP BD+C  
Associate

pc: HRC; C. Hart, File



January 12, 2023

**CITY OF FARMINGTON HILLS  
HISTORIC DISTRICT COMMISSION**

**Certificate of Appropriateness 22-2**

**APPLICANT:** Adrianna Melchior, Hubbell, Roth & Clark, Inc.

**OWNER:** City of Farmington Hills

**ADDRESS:** 31555 W. Eleven Mile Road, Farmington Hills, Michigan 48334

THIS SHALL CERTIFY THAT THE CHANGES, AS OUTLINED BELOW, HAVE BEEN APPROVED FOR HISTORIC DISTRICT SITE NO. 508, KNOWN AS SPICER HOUSE.

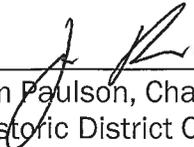
**LOCATED AT:** 24915 Farmington Road (Heritage Park); 22-23-21-401-004

- Removal of existing cedar wood shake shingle roof and replacement with synthetic shake roof, and minor stucco and trim repairs.
- All repair work shall be completed in accordance with the Secretary of the Interior's Standards for Rehabilitation, Title 36, Code of Federal Regulations, Part 67.

**CONDITIONS OF APPROVAL:**

- The Historic District Commission shall make the final selection of the color of the roofing product.
- The existing ridge cap shall be refurbished and reused or an alternative ridge cap that resembles the existing cap be used, if feasible.
- The existing copper gutters shall be refurbished and retained.
- New copper valleys shall be installed.

VOTED 4-0 in favor of approval at the Historic District Commission's **January 11, 2023**, meeting in Farmington Hills, Michigan.

  
\_\_\_\_\_  
Jim Paulson, Chairperson,  
Historic District Commission

Date: 1.13.23

  
\_\_\_\_\_  
Charmaine Kettler-Schmult, Director,  
Planning and Community Development

Date: 1/12/2023

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 26, 2023****SUBJECT:** Extension of Bid - Utility Vehicle**ADMINISTRATIVE SUMMARY:**

- On February 27, 2023 the Farmington Hills City Council awarded Carleton Equipment a bid for a Utility Cart with Plow, for the Golf & Parks Division. The Department of Public Works determined that the equipment awarded would meet the needs of the department. The utility vehicle will be utilized for various activities including seasonal cleanup, West Nile briquette distribution and winter maintenance. The new unit will replace a 2005 John Deere Gator which will be sold at public auction.
- A two-year warranty for all parts and labor was required as part of the specifications.
- Below is the original bid tabulation from the previous award.
- Funding for the utility vehicle is available in the Capital Improvements Program – Equipment Account.

**BID TABULATION:**

<b>Company Name</b>	<b>City/State</b>	<b>Model</b>	<b>Total Bid including Discharge Chute</b>
Spartan Distributors, Inc.	Auburn Hills, MI	Toro Workman UTX (#08102) Boss V-Blade (MSC12060)	\$38,991.24
King's Equipment Group Inc.	Jackson, MI	Kubota RTV X1100 CWL - H Boss V Plows 78 Inch	31,199.00
Weingartz Supply Co.	Utica, MI	Kubota RTV X1100 CWL - H Boss 6' 6 Inch V Blade	\$30,270.00
Carleton Equipment Co, Inc.	Livonia, MI	Kubota RTV X1100 CWL - H Boss 6'6 Inch V Blade	\$28,741.21

**RECOMMENDATION:**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to issue a purchase order to Carleton Equipment Company, Inc. located in Livonia, Michigan, in the amount of \$28,741.21 for a Kubota Utility Vehicle.

Prepared by: Derrick Schueller, DPW Superintendent  
Michelle Aranowski, Senior Buyer

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

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

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – June 26, 2023**

**SUBJECT:** Award of Purchase and Installation of Replacement Vehicle Hoists/Lifts at the DPW Garage

**ADMINISTRATIVE SUMMARY:**

- The purchase of two (2) replacement vehicle hoists was publicly advertised and competitively bid on the Michigan Inter-governmental Trade Network (MITN) e-procurement system and opened on June 13, 2023, after a one-week postponement to obtain additional bidding interest. Notification was sent to over 60 (sixty) vendors, including 12 (twelve) that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled.
- The DPW mechanic garage has multiple vehicle lifts which are utilized in the repair and preventative maintenance of City equipment. Public Works is proposing to replace a light-duty hoist that is approximately 35 years old and a medium-duty hoist that is about 25 years old.
- The recommended vendor and low bidder, Allied, Inc., is Michigan's top rotary lift supplier and has multiple municipal references including the City of Sterling Heights DPW.
- Funding for this purchase is available in the Capital Improvements Program – Equipment account.
- The price includes a five (5) year structural warranty, a two (2) year parts warranty and a one (1) year labor warranty.

**RECOMMENDATION:**

IT IS RESOLVED, that the City Council of Farmington Hills authorize the City Manager to issue a purchase order to Allied, Inc. of Ann Arbor, Michigan in the amount of \$37,835.00 for the purchase and installation of two vehicle hoist units.

**SUPPORT DOCUMENTATION:**

Vehicle hoists are a necessity for servicing the City's motor vehicle fleet. Acquisition of the new hoists will replace two existing lifts that have met their service life. The new rotary post lifts have upgraded safety features and will provide additional flexibility for operations, allowing our fleet technicians the ability to work more efficiently.



<b>City of Farmington Hills</b>		
<b>Bid Tabulation</b>		
<b>itb-fl-22-23-2406</b>		
<b>Provision, Installation and Removal of Automotive and Medium Truck Lifts (Above Ground)</b>		
<b>Opened 6/13/2023</b>		
	<b>EDI Ira, MI</b>	<b>Allied, Inc. Ann Arbor, MI</b>
<b>ITEM</b>	<b>Unit Price</b>	<b>Unit Price</b>
<b>Rotary SPO16NOTO 16,000 lbs., Symmetrical Two Post Lift</b>	<b>\$24,708.00 + Install</b>	<b>\$27,445.00 (Includes removing the existing lift)</b>
<b>Rotary SPO10N8TO 10,000 lbs., Symmetrical Two Post Lift</b>	<b>\$8,764.80 + Install</b>	<b>\$ 10,390.00</b>
<b>TOTAL PROJECT BID</b>	<b>\$ 38,696.87</b>	<b>\$ 37,835.00</b>
<b>OPTIONAL ITEM</b>		
<b>Shockwave Technology</b>	No Bid	Add \$3,395.00 for SPO16 and \$2,400.00 for SPO10
<b>ADDITIONAL WORK SCHEDULE OF CHARGES</b>		
<b>Labor per hour straight time</b>	\$ 150.00	\$ 105.00
<b>Materials will be invoiced at cost + %</b>	20%	10%
<b>Contract Time</b>	120	90 calendar days (Lead time for the SPO10 is 60 days , the SPO16 is 90 days)
<b>Bid notification was sent to 62 vendors. We received zero (0) "No-Bids.</b>		
<b>Red font indicates a corrected total.</b>		

Prepared by: Derrick Schueller, DPW Superintendent  
Michelle Aranowski, Senior Buyer

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

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

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL****June 26, 2023****SUBJECT: AWARD OF BID FOR AS NEEDED INSTALLATION, MAINTENANCE & SERVICE OF COMMERCIAL DOORS THROUGHOUT CITY FACILITIES****ADMINISTRATIVE SUMMARY**

- Sealed bids were solicited, and after one postponement, publicly opened and read aloud on May 31, 2023, for As Needed Installation, Maintenance & Service of Commercial Doors throughout City Facilities. The invitations were sent to one hundred eighty-six (186) contractors (including fifty-six (56) contractors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with two (2) responding. Zero (0) "No-Bids" were received.
- Throughout the year, miscellaneous door repairs are required at all City facilities. Due to the nature of these repairs, specialized experience and licensing is required. Such repairs include installation, replacement, and general maintenance repairs of door systems, i.e., hinges, openers, closers, door jambs, frames, mullions, sills, glazing, thresholds, casing, weather-stripping, sweeps, transoms, and locksets.
- The bid requires contractors to quote an hourly labor rate plus a fixed percentage addition on all parts and materials used in repair.
- The contract period is for one (1) year with the option to renew for five (5) additional one (1) year extensions with a 3% escalator beginning in year two (2). Department of Special Services, Department of Public Services and Central Services Staff evaluated the bids. Contractors were evaluated on price, experience, and references. Staff determined that Christy Glass Company is the lowest most qualified bidder. They have experience in all areas required, their pricing was competitive, and they have been in business for fifty (50) plus years.
- Funding for the installation, maintenance & service of doors is budgeted in the departmental building maintenance accounts.

**BID TABULATION-ATTACHED****RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager to issue purchase orders to Christy Glass Company (veteran owned) for all repairs as needed for an estimated amount of \$50,000 per year with one or more administration approved extensions, not to exceed a total of five (5) additional years, under the same terms and conditions, through mutual consent by the City of Farmington Hills and Christy Glass Company.

Prepared by: Michelle Aranowski, Senior Buyer

Reviewed by: Kelly Monico, Directory of Central Services

Approved by: Karen Mondora, Director of Public Services

Approved by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager

ITEM	Allied Building Service Company of Detroit, Inc. Detroit, MI	Christy Glass Company Ferndale, MI
	FEE	FEE
<b>AS NEEDED MAINTENANCE &amp; SERVICE OF COMMERCIAL DOORS</b> Hourly rate for Labor to install or repair doors normal business hours (8:30 to 4:30 M-F)	\$90.00	63.00
<b>AS NEEDED MAINTENANCE &amp; SERVICE OF COMMERCIAL DOORS</b> Hourly rate for Labor to install or repair doors after business hours (4:30 to 8:30 M-F)	\$135.00	93.00
<b>AS NEEDED MAINTENANCE &amp; SERVICE OF COMMERCIAL DOORS</b> Hourly rate for Labor to install or repair doors Weekends & Holidays	\$180.00	123.00
<b>CAPITAL IMPROVEMENT (PROVISION &amp; INSTALLATION OF NEW DOORS)</b> Performed after receipt of City purchase order	\$90.00	63.00
<b>PARTS &amp; MATERIALS WILL BE BILLED AT COST + %</b> A copy of your supplier's invoice for parts will be provided upon request	15-20%	15%
<b>SUBCONTRACTOR CHARGES WILL BE BILLED AT INVOICE + %</b> (A copy of the sub's invoice for will be provided with each invoice)	10%	5%
<b>% Increase beginning at the second year extension of award.</b>	5%	3%
<b>NOTES</b>	<p>Over thirty years in business. Allied considers it's position as one of a vendor-partner with the clients. Main Contact is Kurt Davis, dock and door service manager. 10 for customer service, not because they don't make a mistake it's because when they do, they know how to own, solve and avoid it next time. No Subcontractors. References: Sterling Heights, Milford Fire Department and Farmington Hills</p>	<p>Over fifty years' experience in this work. Largest showroom in MI for commercial doors hardware and related material. Project Manager is David Christy, the President of the company. Large stock supply of parts and materials enables us to resolve workorders quickly and efficiently. 10 is customer service, 6 dedicated individuals. No Subcontractors. References: Wayne County Building Dept., City of Troy, Michigan Dept. of Corrections</p>

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**June 26, 2023**

**SUBJECT: INVASIVE SPECIES INVENTORY AND MANAGEMENT PLAN**

**ADMINISTRATIVE SUMMARY**

- The Special Services, Parks Division needs an invasive species inventory or management plan. A clear plan will enable us to prioritize the best use of staff and resources to make the greatest impact on the natural areas.
- Sealed proposals were advertised, publicly opened and read aloud by Oakland County for the purchase of Invasive Species Inventory and Management Plan. The awarded contract, PlantWise LLC., is offered to the City as a cooperative bid through the Michigan Intergovernmental Trade Network (MITN). Participating in a cooperative purchase provides cost saving for the city due to the buying power of a cooperative.
- We are looking to hire PlantWise LLC to create a 5-year management plan for nine locations to include the following:
  - delineation of plant communities within each area,
  - inventory of current and invasive threats and their likely impact on the operation, utilization, and enjoyment of the park natural areas,
  - assessment of the ecological health of each area, recommended activities and timelines to contain invasive threats now and into the future,
  - developing systematic approaches and prioritization of the areas to focus on high-quality natural areas to implement as funding becomes available,
  - methods of removal and restoration using best management practices, and a budget estimate to control and potentially eradicate invasive species threats at each location.
- PlantWise would conduct site visits and provide a management plan that will create clear criteria for prioritizing short-term and long-term operation and maintenance tasks for the Special Services, Parks Division. Allowing us to better use our staff time and resources.
- Funding for this expense is budgeted in the Sustainability account. In addition, a private donor has donated \$70,000 to cover the development of the inventory/plan.

**RECOMMENDATION**

In view of the above, it is recommended that City Council waive formal bid requirements and authorize the City Manager to issue a purchase order to PlantWise LLC., Ann Arbor, MI in an amount not to exceed the amount of \$19,750.

Prepared by: April Heier, Special Services, Parks Supervisor

Reviewed by: Michelle Aranowski, Senior Buyer

Reviewed by: Kelly Monico, Director of Central Services

Reviewed by: Ellen Schnackel, Director of Special Services

Reviewed by: Bryan Farmer, Deputy Director of Special Services

Approved by: Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**June 26, 2023**

**SUBJECT:     AWARD OF BID – REMOVE & REPLACE WINDOWS AT THE NATURE CENTER**

**ADMINISTRATIVE SUMMARY**

- Invitations to bid were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Tuesday, June 20, 2023, to Remove & Replace Windows at the Nature Center. Notification was sent to over one-hundred sixty-two (162) vendors, (including fifty-four (54) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with four (4) responding.
- The windows at the Nature Center are in disrepair and are in need of replacement. Some of the windows are broken, missing screen, and some do not even open.
- Specifications require the awarded contractor to remove the existing windows and replace with new double hung windows. In addition to the replacement, the frame of each windows will be painted on the outside to match the current color pattern. The inside frame will be stained to match the windows frames throughout the facility.
- Staff reviewed all the bids and has determined that DePorre Building LLC of Bloomfield Hills is the lowest most qualified bidder. DePorre Building LLC has been in business for over 10 years and their references are excellent.
- Funding for the project will be provided from a grant from Caring for MI Future: Facilities Improvement Fund.

**BID TABULATION -ATTACHED**

**RECOMMENDATION**

- In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to DePorre Building LLC of Bloomfield Hills in the amount of \$17,513.43 to Remove & Replace Windows at the Nature Center.

Prepared by:   Michelle Aranowski, Senior Buyer  
Approved by:   Ashlie Smith, Recreation Supervisor  
Approved by:   Kelly Monico, Director of Central Services  
Approved by:   Brian Moran, Deputy Director of Special Services  
Approved by:   Gary Mekjian, City Manager

City of Farmington Hills  
 Bid tabulation  
 Bid #itb-Fh-23-24-2408  
 Remove and Replace Windows at the Nature Center  
 Bid Opened 06/20/2023

ITEM	QTY	Optimum Contracting Solutions Bloomfield Hills, MI		CTI Contractor Services, LLC White Lake, MI		Regal Constructions Inc. Chesterfield, MI		DePorre Building LLC Bloomfield Hills, MI	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
DOUBLE HUNG WINDOWS	11	\$3,435.00	<b>\$37,785.00</b>	\$3,208.00	\$35,288.00	\$2,454.00	\$26,994.00	\$1,592.13	\$17,513.43
	<b>Brand Name</b>	Jeld-Wen Clad W-5500		Pella or Quaker		Anderson E-Series		Anderson	
<b>PROJECT TOTAL</b>			<b>\$37,785.00</b>		<b>\$35,288.00</b>		<b>\$26,994.00</b>		<b>\$17,513.43</b>

Bid notification was sent to 96 vendors. We received zero "No Bids."

Red font indicates a corrected total

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL  
June 26, 2023**

**SUBJECT: AWARD OF PURCHASE ORDER FOR FARMINGTON HILLS ICE ARENA  
LOBBY RESTROOMS REMODELING PROJECT**

**ADMINISTRATIVE SUMMARY**

- The Farmington Hills Ice Arena opened in 1995. The lobby restrooms are currently in their original state from its opening in 1995, including toilets, sinks, urinals, faucets, partitions, and rubber flooring.
- The scope of the project is to remove and replace all existing toilets, toilet seats, urinals, flush valves, traps, faucets, temper valves, beauty escutcheon rings and shut off valves, rubber flooring, partitions, female waste bins, hand soap dispensers, toilet paper dispensers, and baby changing tables. To help with daily maintenance, the project will also add wall tile in both restrooms, top hung partitions, and a stainless steel recessed floor trench drain in the men’s restroom.
- In 2019 City Council approved an agreement with Allied Building Services for As Needed Architectural Maintenance, Repairs & Renovations. Since that time, they have done several projects for the Department of Special Services with satisfactory results, including adding a wall at the Costick Activities Center for the Senior Meals on Wheels program and refurbishing several classrooms on the third floor of the Hawk for the Society of Active Retirees, the Multi-Purpose/Archery room, the Hawk Fitness room, and the new incubator spaces.
- The total project quote is for \$147,872.32. City staff is recommending a 10% contingency for any unforeseen issues.
- Funding for the Farmington Hills Ice Arena lobby restrooms remodeling project is budgeted and available from the Special Services Parks Millage Fund (\$100,000) as well as Farmington Hills Ice Arena Building Maintenance and Supplies accounts.

**QUOTE**

<b>Company Name</b>	<b>City/State</b>	<b>Total Quote</b>
Allied Building Services	Detroit, MI	\$147,872.32

**RECOMMENDATION**

In view of the above, it is recommended that City Council authorize the City Manager issue a purchase order for the Farmington Hills Ice Arena lobby restrooms remodeling project to Allied Building Services in an amount not to exceed \$162,660 (base bid + 10% contingency).

Prepared by: Dan Phelps, Ice Arena Manager

Reviewed by: Kelly Monico, Director of Central Services

Reviewed by: Michelle Aranowski, Senior Buyer

Reviewed by: Ellen Schnackel, Director of Special Services

Reviewed by: Brian Moran, Deputy Director of Special Services

Approved by: Gary Mekjian, City Manager

**REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – JUNE 26, 2023**

**SUBJECT:** Consideration of approval of a Special Event Permit for the Farmington Community Library Outdoor Family Event to be held July 31, 2023

**ADMINISTRATIVE SUMMARY:**

- The City received a formal application from Kristel Sexton, representing the Farmington Community Library, for a Special Event Permit to hold the Farmington Community Library Outdoor Family Event on July 31, 2023 at the Farmington Community Library located at 32737 W. 12 Mile Road, Farmington Hills from 6:30pm to 8:30pm.
- This will be an outdoor event for families including a petting farm, games/activities and fire truck in the west parking lot of the library as outlined on the map included with this report. The Farmington Hills Fire Department will be on site for the duration of the event.
- The required insurance and/or indemnification agreement was received by the City.
- The application was reviewed by all appropriate Departments. There were no objections to the event, subject to the following conditions and details as verified by the applicant:
  - There will be plenty of parking provided for attendees at the event
  - The applicant is expecting approximately 300 participants
  - The applicant has not asked for assistance from the Police Department at this time and there are no issues with emergency vehicle access
  - Egress shall be maintained at all times
  - Fire lanes shall be accessible for responding apparatus. Any obstructions proposed shall be removeable
  - Event shall comply with minimum Fire Prevention requirements
  - Applicant shall contact Fire Prevention to schedule an inspection prior to the event

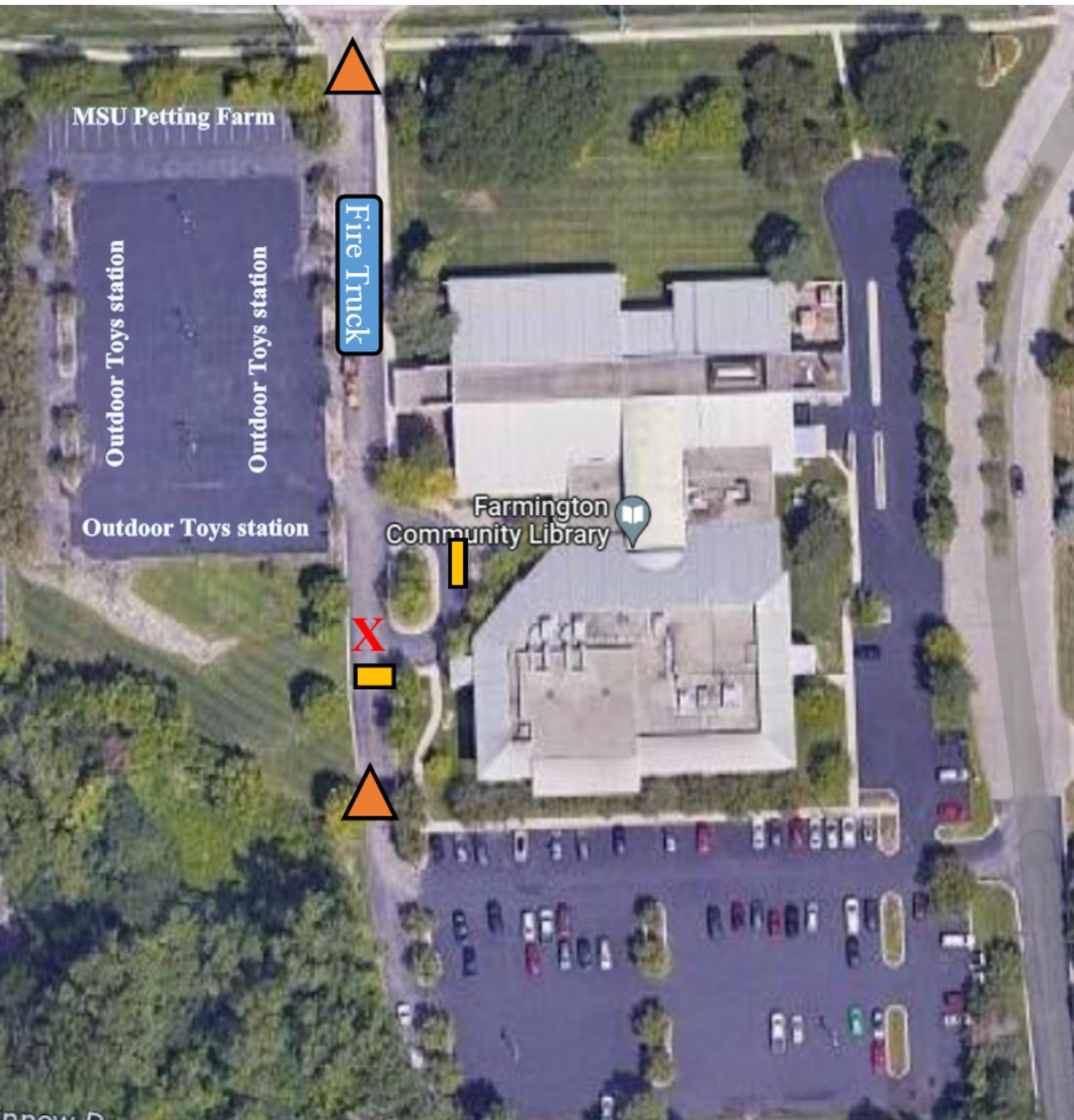
**RECOMMENDATION:**

IT IS RESOLVED, that City Council hereby approves a Special Event Permit for the Farmington Community Library Outdoor Family Event to be held on July 31, 2023 at the Farmington Community Library located at 32737 W. 12 Mile Road, Farmington Hills from 6:30pm to 8:30pm, subject to the terms and conditions outlined in the City Clerk report dated June 26, 2023.

Respectfully submitted,



Pamela B. Smith, City Clerk



Map Key:

 indicates driveway closures (using traffic cones); all traffic will enter/exit at light by post office

**X** = 8x8 pop-up awning

 = table

MINUTES  
CITY OF FARMINGTON HILLS  
FARMINGTON HILLS CITY COUNCIL  
CITY HALL - COMMUNITY ROOM  
JUNE 12, 2023 - 6:00PM

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

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

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Director Brown and City Attorney Joppich

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

Gary Mekjian, City Manager, explained that the amendment that was previously discussed with City Council at their goals setting session was to allow for remote participation from vendors at study session meetings only under certain circumstances. At that time, Council discussed the options and provided some direction for the city attorney to make such an amendment.

Steve Joppich, City Attorney, reviewed the new section title “Presentation” that was proposed to be added to the Rules and Guidelines of Conduct. He stated that provided to Council was a proposed amendment as requested by Council at the goals session that would include remote attendance by presenters at City Council study session due to long distance travel or in a bona fide emergency circumstance as determined by the City Manager. After discussion with staff, alternate language is also being provided that is a bit broader and allows for remote attendance by presenters where in person attendance is impractical for reasons determined acceptable by the City Manager.

Council inquired why the Mayor would not also make the determination whether the reasons were acceptable for remote attendance. City Manager Mekjian and Attorney Joppich confirmed that while the City Manager consults the Mayor, there could be last minute requests or times the Mayor is unavailable.

Council suggested also considering travel expenses when negotiating contracts with vendors.

Discussion was held on both options. Some members of Council preferred that this option is used sparingly and not used for convenience and others did not want to only limit this option to extreme emergencies.

City Attorney Joppich suggested including language for unexpected circumstances so the suggested wording would read “. . . *except presenters may make remote study session presentations by a secure remote audio and video communication connection established by the City to avoid incurring costs and expenses for the presenter’s long-distance travel to the City or in a bona fide emergency **or unexpected** circumstances, as determined in the City Manager’s discretion, . . .*”

City Manager Mekjian confirmed that the intent was to use remote attendance as the exception when needed and not as a rule or for convenience.

The consensus of Council was to go with the language outlined in (b) under Presentations with the additional wording as proposed by the City Attorney.

### **CITY CLERK SUCCESSION PLAN**

City Clerk Smith informed City Council that she would be retiring as of January 21, 2024 but planned to use accrued time to leave in December, 2023. She stated that several years ago, department directors were asked to put together a succession plan for key positions in their office, which she had done at that time and included a plan for her position. She reviewed the succession plan that requested Council consideration of promoting the Deputy City Clerk to City Clerk and posting the position internally for a period of one week, which was standard practice for Human Resources and then holding interviews at the City Council study session on July 10, 2023. If it were Council's intent to move forward with promoting the Deputy Clerk to the City Clerk position following the interview process, this would be scheduled for action at the next regular meeting with an appointment date of January 22, 2024 upon her retirement. Clerk Smith added that if the Deputy Clerk was appointed to City Clerk, this would create other key openings in the office and the succession plan and timeline would assist the department in filling those positions prior to heading into a major election year.

Council inquired about posting the position externally for transparency and to allow for other candidates and also inquired when the new Clerk would be sworn in to avoid a gap period where there was no City Clerk officially appointed.

Mayor Barnett explained the reasoning behind the succession plans put in place for certain positions and that those internal candidates are generally trained and ready to step into that next position.

City Clerk Smith stated that the official oath of office could take place at a time that would avoid such a gap and that the oath is typically administered by one of the District Court Judges.

Council consensus was to move forward with the succession plan and timeline as outlined by City Clerk Smith in her memo to Council.

### **DISCUSSION ON EARLY VOTING OPTIONS**

City Clerk Smith explained that with the passing of Proposal 2 last November, 2022 early voting was now required for all state and federal elections. Early voting is required for a minimum of nine days prior to an Election and at least for 8 hours per day starting with the second Saturday before an election and ending on the Sunday before Election Day. The legislation also outlined various options for municipalities to offer early voting that included a municipality providing for early voting on their own, partnering with neighboring communities or partnering with the county. She informed Council that Oakland County has decided to offer early voting county-wide with regional voting sites and has extended this partnership to all municipalities. The county plan includes 18 different regional voting sites, with Farmington and Farmington Hills being proposed as one area. Clerk Smith stated that after meeting with the county, many of her initial concerns or questions were answered and she wanted to share that information with City Council as they are the legislative body that would be required to authorize any agreement as well as authorize early voting for all elections, including local and special elections.

City Clerk Smith explained that the county plan would include the county providing for all equipment, scheduling and training of election inspectors, pre-testing of all equipment and ballots and daily supervision on-site if wanted. She added that municipalities could have as much or as little control over the daily supervision as they wanted. This plan would also provide for consistency for voters in Oakland County and the city could maintain control over daily operations. The site would be located in Farmington Hills and the proposed locations would be the Costick Activities Center or the HAWK. She reviewed both options and pros and cons of both locations and emphasized that one main city responsibility would be to have a dedicated city facility for those 9 days as outlined.

City Council inquired about the cost between the options. Clerk Smith stated that she does not yet have information on costs for items that may be required such as ballot on demand so she would not be able to provide exact figures; however, the county would be providing for all of the equipment and supplies if the city entered into that partnership.

Clerk Smith added that the county is seeking a verbal commitment by the end of the month so that they can request the appropriate funding and formal agreements would follow for Council consideration in August.

The consensus of Council was to move forward with a verbal commitment to enter into an agreement with the Oakland County for early voting.

**ADJOURNMENT**

The study session meeting adjourned at 7:24pm

Respectfully submitted,



Pamela B. Smith, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL MEETING  
CITY HALL – COUNCIL CHAMBER  
JUNE 12, 2023 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:32pm.

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

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Brockway, Mondora, Monico, and Schnackel, Police Chief King and City Attorney Joppich

**PLEDGE OF ALLEGIANCE**

Theresa Rich led the pledge of allegiance.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

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

MOTION CARRIED 7-0.

**PROCLAMATION RECOGNIZING JUNE 2023 AS LGBTQ PRIDE MONTH**

The following Proclamation was read Councilmember Newlin and accepted by Cultural Arts Programmer, Sam Koeppel:

**PROCLAMATION  
LGBTQ Pride Month  
June 2023**

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

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

**PROCLAMATION RECOGNIZING JUNE 19, 2023 AS NATIONAL OBSERVANCE OF JUNETEENTH**

The following Proclamation was read Councilmember Bridges and accepted by Dr. Patricia Coleman-Burns:

**PROCLAMATION**  
**Juneteenth Celebration**  
*National Observance June 19, 2023*

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

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

**ECONOMIC DEVELOPMENT CORPORATION UPDATE ON INCUBATOR AT THE HAWK**

Economic Development Director, Cristia Brockway, explained that the Economic Development Corporation (EDC) has been working on the proposed incubator space on the 3<sup>rd</sup> floor of the HAWK, now known as the

Hatchery, to house business start-ups in the wet lab industry. She reviewed the improvements being made to the third floor to accommodate the Hatchery and noted that with this white box concept coming to fruition, interested parties have reached out to the city about occupying space.

Director Brockway introduced EDC Chair T.R. Carr and Vice Chair Lew Cantor to walk Council through the vision for the Hatchery.

EDC Chair and Vice Chair T.R. Carr and Lew Cantor noted that the intent is for this to be a stand-alone venture and they are now going through the process of obtaining the 501C3 status for the Hatchery. Joint meetings have been held with the Corridor Improvement Authority and Director Brockway to discuss the overall needs of the community and the goal of the EDC is to assist Director Brockway with business expansion and retention and work with staff to be a part of the master plan update. They reviewed the proposed plans for the Hatchery and how that would operate and mentioned that the first tenant that is interested fits the model for a 3-5 year incubator business with intent to relocate a full-time business in the community. They also added that other businesses are reaching out with interest in occupying space and they have not yet even marketed the space so they feel that is a good sign.

Council thanked Director Brockway and the EDC members for their hard work and time on this project.

### **CORRESPONDENCE**

Council acknowledged correspondence received on the following:

- Ed and Jillian Hill, residents, informing that their daughter Avery Hill was crowned Miss Michigan Teen. It was suggested that a proclamation could be done in her honor at the next regular meeting.
- Residents of Verona requesting to be included as part of the road rehabilitation project in their neighborhood.

### **CONSENT AGENDA**

MOTION by Bridges, support by Knol, to approve consent agenda items #10 through #14, as read.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 7-0.

MOTION by Knol, support by Boleware, to approve consent agenda items #15 through #17, as read.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: BRIDGES

MOTION CARRIED 6-0-0-1.

### **PUBLIC QUESTIONS AND COMMENTS**

Pam Gerald, resident, urged residents and drivers to be aware of emergency and public safety vehicles and their sirens and to pull over and stop when needed. She also commented on the need for more participation and discussion on DEI efforts and welcoming diversity and being inclusive and thanked the community for how well she has been treated as a resident.

Joe Babcock, Verona St., thanked the city for the unanimous support to include Verona Street under the road rehabilitation project. He implored the city to accountability for the road conditions after they are repaired and to utilize the warranties in the contracts with vendors.

**COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS**

Council made the following comments and announcements:

- Thank you to Verona St. residents for their correspondence
- Recognized the following:
  - Success of the Art on the Grand event
  - The art sculptures at the HAWK
  - Juneteenth events throughout the city
  - Farmington Suicide Awareness For Everyone (SAFE) May Day Middle School event

**CITY MANAGER UPDATE**

City Manager Mekjian made the following announcements:

- Red Cross Blood Drive is being held Wednesday, June 14th from 8am-7:45pm at the Costick Activities Center
- City’s 50<sup>th</sup> anniversary event is scheduled for July 6<sup>th</sup> from 7pm-10pm at the Founders Sports Park with fireworks to follow

Information on both events is posted on the city’s website.

**PUBLIC HEARING**

**PUBLIC HEARING AND CONSIDERATION OF ADOPTION OF THE 2023/2024 FISCAL YEAR BUDGET AND 2023 PROPERTY TAX MILLAGE RATES. CMR 6-23-68**

Tom Skrobola, Finance Director, provided a brief overview of the budget for FY 2023/24 and 2023 property millage rates.

In response to Council, Director Skrobola noted that the percentage of residential versus commercial is approximately 70/30 and the housing market is strong. The city has not yet seen a significant impact on commercial/industrial taxes to date from COVID but could see a decline as leases expire in the future.

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

MOTION by Bridges, support by Bruce, that the City Council of Farmington Hills hereby approves the attached resolution adopting the Fiscal Year 2023/24 City Budget and 2023 City Property Tax Millage Rates.

**\*\*INSERT RESOLUTION**

Roll Call Vote:

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

MOTION CARRIED 7-0.

**UNFINISHED BUSINESS**

**CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-7-2023 AMENDING CITY CODE, CHAPTER 34, “ZONING”, TO AMEND THE OFFICIAL ZONING MAP IN ORDER TO REZONE THE PROPERTY LOCATED AT 29400 ORCHARD LAKE ROAD FROM B-4, PLANNED GENERAL BUSINESS DISTRICT TO B-3, GENERAL BUSINESS**

**DISTRICT; REZONING REQUEST 1-2-2023, AND APPROVAL OF SUMMARY FOR PUBLICATION.**

City Attorney Joppich explained that this is the second reading of the ordinance to rezone a parcel of property and there have been no changes from the first reading.

MOTION by Knol, support by Newlin, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-7-2023 amending City Code, Chapter 34, "Zoning", to amend the official Zoning Map in order to rezone the property located at 29400 Orchard Lake Road from B-4, Planned General Business District to B-3, General Business District; Rezoning Request 1-2-2023; and summary for publication.

Councilmember Newlin left at 9:06PM

**NEW BUSINESS**  
**CONSIDERATION OF ADOPTING A RESOLUTION ESTABLISHING WATER RATES FOR FISCAL YEAR 2023/2024. CMR 6-23-69**

Tammy Gushard, Senior Engineer in Public Services, explained that before Council are two resolutions for consideration, the first being the resolution establishing water rates for FY 2023/24 and the second is a resolution to update miscellaneous water and sewer charges. She noted that the water rates proposed are the same as discussed with Council at their April 24, 2023 study session and the recommendation is for an increase from \$45.49 to \$49.02 per mcf or \$1,000 cubic feet of water used. This equates to an increase of \$6.09 per quarter for the minimum water bill customer and an increase of \$14.86 per quarter for the average water bill customer. She stated that is worth noting that the city water tower continues to save the city rate payers money each year and it is estimated that the savings for FY23/34 will be approximately \$2.57 million with an overall savings of \$22.6 million since the initial construction.

Mayor Barnett mentioned that for individuals who are water only customers because they live on a septic field will now have the option to purchase a separate water meter for their home so they will have a meter reading and will only be paying for actual water used. She also noted that city staff has been working with residents who need financial assistance and she thanked staff for both of these efforts to help the residents.

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

**RESOLUTION NO. R-126-23a**

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

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

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

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

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

YEAS: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, AND MASSEY  
 NAYS: NONE

RESOLUTION DECLARED ADOPTED.

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

**RESOLUTION NO. R-126-23b**

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

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

**Tap Charges**

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

**Corner lots**

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

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

**Sprinkler Meters**

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

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

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

**Large Meter Prices**

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

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

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

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

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

**FARMINGTON HILLS WATER CAPITAL CHARGES**

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

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

**FARMINGTON HILLS WATER DIRECT CONNECTION CHARGE**

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

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

**OTHER WATER SYSTEM CHARGES**

**Other Water System Charges**

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

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

STRAIGHT TIME \$60 per hour minimum

OVERTIME \$80 per hour minimum

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

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

**SEWER SYSTEM CHARGES**

SEWER CONNECTION/ DISCONNECTION PERMIT \$ 200 per connection

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

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

YEAS: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, AND MASSEY

NAYS: NONE

RESOLUTION DECLARED ADOPTED.

**CONSIDERATION OF ADOPTING A RESOLUTION ESTABLISHING SEWER RATES FOR FISCAL YEAR 2023/2024. CMR 6-23-70**

Tammy Gushard, Senior Engineer, explained that the proposed sewer rates were also presented and discussed at the April 24, 2023 Council study session and the increase proposed is from \$47.12 to \$53.00 per mcf or 1,000 of cubic feet of water used. This equates to an increase of \$9.41 per quarter for the minimum sewer bill customer and an increase of \$23.52 for flat rate or sewer only customers. As the Mayor mentioned, Mrs. Gushard explained that there is now an option available for sewer only customers to purchase a separate meter to install on their private well systems in order to reduce their quarterly billing from a flat rate charge to a calculate amount based on the metered well water usage or the minimum quarterly bill, whichever is higher. Staff is currently working on resident outreach for this new procedure for those residents impacted should they choose that option.

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

**RESOLUTION NO. R-127-23**

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

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

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

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

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

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

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

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

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

***1. Pollutant Surcharge***

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

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

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

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

2. **Industrial Waste Control**

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

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

YEAS: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, AND MASSEY

NAYS: NONE

RESOLUTION DECLARED ADOPTED.

**CONSIDERATION OF APPROVAL OF AN INCUBATOR USE AND PARTICIPATION AGREEMENT WITH COMPREHENSIVE GI SOLUTIONS PLLC. CMR 6-23-71**

Cristia Brockway, Director of Economic Development, explained that following the presentation earlier regarding the Hatchery and first tenant, the proposed license agreement has been reviewed by the Hatchery and city staff and city attorney and is the first step in the business incubator operations.

Mayor Barnett confirmed with staff that the basic rate for this agreement is \$1,950 per month and would increase by \$65 per month for any extended terms.

MOTION by Bridges, support by Massey, that the City Council of Farmington Hills hereby approves the Agreement for Participation and Use of Space in The Hatchery Business Incubator and authorizes the City Manager to execute said Agreement on behalf of the City, subject to City Attorney and City Manager approval of necessary adjustments, if any, to the contract language to finalize its terms with the Incubator Participant company.

MOTION CARRIED 6-0 (Newlin absent).

**CONSENT AGENDA**

**RECOMMENDED APPROVAL OF AMENDING THE CONTRACT AMOUNT TO FONSON COMPANY TO INCLUDE ADDITIONAL QUANTITY TO HERITAGE HILLS AND WEDGWOOD COMMONS SUBDIVISION ROAD RECONSTRUCTION PROGRAM, PHASE III, EXTENDING THE CONTRACT TO A TOTAL AMOUNT OF \$5,344,952.56. CMR 6-23-72**

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby approves amending the contract amount to Fonson Company to add additional work to the Heritage Hills and Wedgwood Common Subdivision Road Rehabilitation Program, Phase III, extending these contracts to a total amount of \$5,344,952.56.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF PURCHASE OF TWO BMW MOTORCYCLES FOR THE POLICE DEPARTMENT FROM MOTORCYCLES OF SOUTHEAST MICHIGAN IN AN AMOUNT NOT TO EXCEED \$56,925.68. CMR 6-23-73**

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to BMW Motorcycles of Southeast Michigan for the purchase of two (2) BMW R 1250 RT-P motorcycles in an amount not to exceed the amount of \$56,925.68.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF AWARD OF BID FOR GENERATOR PREVENTATIVE MAINTENANCE TO AMERICAN GENERATOR SALES & SERVICE LLC IN THE AMOUNT OF \$11,900 PER YEAR FOR ONE YEAR, WITH EXTENSIONS. CMR 6-23-74**

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby authorize the City Manager to issue a purchase order to American Generator Sales & Service LLC in the amount of \$11,900 per year, for one (1) year for Emergency Generator Maintenance and for an additional five (5) years under the same terms and conditions, utilizing their contract price escalator of 15%, by mutual consent between the City of Farmington Hills and American Generator Sales & Service LLC.

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

Roll Call Vote:

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

MOTION CARRIED 7-0.

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

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Dino Borkowski as a Hawk Concessions Attendant in the Special Services Department. Dino is the grandson of Charles Durst, who works as a Guest Services Attendant in the Special Services Department.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR AN ART AND MUSIC CAMP SPECIALIST.**

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Matthew Ellison as an Art and Music Camp Specialist for the Cultural Arts Division of the Special Services Department. Matthew is the spouse of Jacinta Ellison who is a Theatre Camp Specialist in the Special Services Department.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL BUDGET STUDY SESSION MEETING MINUTES OF MAY 15, 2023.**

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby approves the City Council budget study session meeting minutes of May 15, 2023.

Roll Call Vote:

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

MOTION CARRIED 6-0-0-1.

**RECOMMENDED APPROVAL OF CITY COUNCIL BUDGET STUDY SESSION MEETING  
MINUTES OF MAY 16, 2023.**

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby approves the City Council budget study session meeting minutes of May 16, 2023.

Roll Call Vote:

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

MOTION CARRIED 6-0-0-1.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING  
MINUTES OF MAY 22, 2023.**

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby approves the City Council regular session meeting minutes of May 22, 2023.

Roll Call Vote:

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

MOTION CARRIED 6-0-0-1.

**ADDITIONS TO AGENDA**

There were no additions to the agenda.

**ATTORNEY REPORT**

The attorney's report was received.

**ADJOURNMENT**

MOTION by Bruce, support by Knol, to adjourn the regular session City Council meeting at 9:14pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk