

and website the preceding Friday.

**4.02 REVISION** - Adopted by Council January 9, 2014: The agenda and supporting materials shall be prepared for the Mayor and City Council , City Attorney, press and public and be distributed to council members the Thursday preceding the regular council meeting. The agenda shall then be posted the Friday preceding the regular council meeting by no later than 4:30 p.m. The council shall have the option of deleting any item from the agenda or postponing an item on the agenda to a subsequent council meeting. Should an item be tabled but not to a certain date, it shall not appear until it is requested to be removed from the table by council.

**4.03 Additional Materials** - Additional supporting materials relating to any agenda item shall be furnished by the City Manager to the City Council at least 24 hours prior to the City Council meeting, if practical.

**4.04 Format** - The agenda of a Regular Meeting of the City Council shall be prepared in accordance with the following format:

- Meeting Called to Order
- Pledge of Allegiance
- Roll Call of Council Members
- Report of City Administration
- Consent Agenda
- Considerations
- Pending Items of Unfinished Business
- Report of Mayor/City Council/New Business
- Citizen Participation
- Closed Session ( If needed and approved)
- Adjournment

**4.05 Call to Order** - The meetings of the Council shall be called to order by the Presiding Officer. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Manager/Clerk for the election of an Acting Mayor during such absence.  
(Charter § 4.4, 4.5)

#### **4.06 Public Hearings**

(a) The Presiding Officer opens and closes the Public Hearing. All persons who wish to be heard shall be heard. However, the Presiding Officer may change the order of speakers so that testimony is heard in the most logical grouping (e.g., Petitioners, Proponents, Opponents, Adjacent Owners, Vested Interests, etc.) If a member of the public is addressing the Council at a scheduled public hearing, he or she shall stand or signal to obtain recognition by the Presiding Officer at the opening of the hearing, or at the conclusion of the remarks of the previous speaker.

(b) The Presiding Officer introduces the agenda item, opens the public hearing, and may announce the following rules of order:

- (1) "All comments by proponents, opponents, or the public shall be made from the speaker's table and any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made."
- (2) "It is not necessary to be a proponent or opponent in order to speak."
- (3) "No comments shall be made from any other location, and anyone making 'out of order' comments may be subject to removal from the meeting."
- (4) "There will be no demonstrations during or at the conclusion of anyone's remarks or presentations."
- (5) "These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right of free speech."

#### **4.07 Consent Agenda**

(a) The consent agenda is defined as those items on the

**5.02 REVISION** – Adopted by Council July 27, 2006: To Approve **Part A:** Citizen participation for up to 5 minutes on any agenda item at the beginning, no participation on agenda items during the meeting and at the end of the meeting up to 5 minutes on city business. **Part B:** Citizen participation for those who have not spoken previously on citizen participation will have up to 5 minutes on each agenda item during the meeting and up to an additional 5 minutes on any city business at the end of the meeting.

**5.03 Profanity, Topicality, and Personal Remarks.**

- (a) Persons addressing the Council shall make responsible comments relating to matters before the Council, City business or policy, or issues of community concern or interest. Such persons shall refrain from making defamatory or profane remarks, or remarks constituting a personal attack upon a Councilperson or City official or employee which is totally unrelated to the manner in which the Councilperson, official, or employee performs his or her public duties. While commenting upon the actions, inactions, or performance of the Council or any of the City's commissions, boards, employees, or consultants, profane, vulgar, or abusive language will not be tolerated. (Personal attacks, OAG, 1977-1978, No 5332, p 536 (July 13, 1978))
- (b) The Mayor shall call to order any person who is being disorderly or disruptively boisterous by speaking when not recognized by the Mayor or otherwise disrupting the proceedings by failing to be germane, or by making personal attacks or vulgar or defamatory remarks. Such persons shall thereupon be seated until the Mayor 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 a person shall continue to be disorderly and disrupt the meeting, the Mayor may order the Sergeant-at-arms or the Department of Public Safety to remove the person from the meeting.

- 5.04 **Response to Public Comment** - Council members shall not respond to general audience participation, unless permitted to do so by the Mayor. Matters raised by the public may also be referred to the City Manager, the appropriate department head, or to the City Attorney by the Mayor.
- 5.05 **Council Position on Citizen Participation** - The Mayor and Council encourage citizen participation so that the views of each citizen may be heard and expressed in an amicable, professional manner. Council members and citizens should refrain from disparaging remarks, confining their comments to the matter at hand and not personalizing any issue so as to arouse, demean, or defame any Council member, employee or citizen.

## **VI. CERTIFICATES**

- 6.01 **Certificates of Appreciation, Thanks or Goodwill** - The City Council may issue plaques, awards, and certificates to express appreciation, thanks, or goodwill. The following certificates may be issued on behalf of the City by the City Manager/Clerk without prior vote or approval of the Council:
- (a) Certificates of appreciation for work done on a strictly voluntary basis by any person or group.
  - (b) Awards for merit in areas of academics, service to the city, or service to the community at large.
  - (c) Certificates of appreciation for retiring employees.
  - (d) Certificates of appreciation from the City Council may be awarded by the Mayor (or in his/her absence, the Mayor Pro Tem) whenever delaying the award for the next scheduled meeting would be detrimental to the City's image or timeliness of the award. These instances include, but are not limited to, death or injury of an employee while serving in the line of duty, or death or injury of a former or retired employee.

## **VII. COUNCIL DECORUM**

- 7.01 **Conduct** - Each Council member shall conduct himself or herself in a manner consistent with the dignity and decorum of the office and shall act in a manner which accords respect to the public, staff members, the Mayor, and fellow Council members.
- 7.02 **Time Limits/Order** - There shall be no formal time limit for Council members to discuss a topic, except when Council agrees to set a temporary limit on discussion for a particular topic, by means of a vote of the majority of Council.
- 7.03 **Seating Assignments** - The Mayor has the discretionary authority at the beginning of each elective term of office, or when a vacancy occurs or is filled, to decide seating arrangements for members of Council. In case of disability, long hospitalization, or death of the Mayor, those decisions will remain in effect until a new Mayor is elected.
- 7.04\* **Requests by Council** - All requests for written information or research from the City Manager or City Attorney by a Council member must first be submitted to the City Manager. If the City Manager finds that the request would involve any substantial costs to the City, such requests shall be submitted to Council for discussion and vote.
- 7.04 **REVISION** – Adopted by Council September 12, 2002:  
If a request to the City Attorney would involve any substantial costs to the City such requests shall first be submitted to the City Manager who will decide if the request is warranted. If the City Manager finds that the request would involve any substantial costs to the City, such request shall be submitted to Council for discussion and vote.
- 7.04 **REVISION** – Adopted by Council January 12, 2012:  
If a request to the City Attorney, City Manager or a Department Head would involve any substantial costs to the City, such requests shall first be submitted to the City Manager who will decide if the request is warranted. If

the City Manager finds that the request would involve any substantial costs to the City, such request shall be submitted to Council for discussion and vote.

**7.05 Voting and Discussion.**

- (a) Roll call votes shall be taken when required by policy/law, at the request of any member of Council, or when the Presiding Officer cannot determine the results of a voice vote. In all roll call votes, the names of the members of the Council shall be called in alphabetical order. (Charter § 6.7)
- (b) The following actions require the affirmative vote of five members of the Council:

- Creation or abolition of an office
- Imposition of a tax or assessment
- Vacation or abolishment of a street, lane, alley, or other public place
- Sale or disposition of real estate or any interest therein
- Condemnation of private property for public use
- Appropriation of money; authorization to incur obligations and to expend public funds for a stated purpose.
- Reconsideration or rescission of any vote of the Council (Charter § 7.7)

- 7.06 **Duty to Vote** - Whenever a question is put before the Presiding Officer, every member who is present shall vote, provided that no member shall be required to vote if:
- That member has a financial interest in the question before the Council;
  - The question concerns the member's own conduct; or
  - The member is excused from voting by unanimous consent of the remaining members present. (Charter § 6.7)
- 7.07 **Conduct of Discussion** - During Council discussion and debate, no member shall speak until recognized by the Presiding Officer. 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 the Council they should be addressed by title and/or last name but not by first name. No member shall be permitted to speak a second time on a motion as long as another is requesting recognition to speak for a first time.
- 7.08 **Interruptions** - A member of Council once recognized, shall not be interrupted when speaking, unless the Mayor calls the meeting or the member to order. If a member, while speaking, is called to order, the member shall cease speaking until the question(s) of order are determined and if in order, shall be permitted to proceed.
- 7.09 **Liaison Appointments** - The Mayor may appoint, upon concurrence of Council, a member of Council to serve as an official liaison between Council and any City commission, board, or committee.

- 7.10 **Public Comment** - A Council member is free to give his/her opinion, free to say which way he/she plans to vote, and free to speculate on which way he/she thinks the Council will vote, but shall not speak as if the vote has already taken place.
- 7.11 **Standing Committees** - Any standing committee of the Council shall be composed of at least three (3) members. (Charter § 6.7)
- 7.12 **Vacancies in Office/Removal from Office.**
- (a) Any elective city office shall be declared vacant by the Council upon the occurrence of any of the following events before the expiration of the term of such office:
- For any reason specified by statute or by the City Charter as creating a vacancy in office;
  - If no person is elected to, or qualifies for, the office at the election at which such office is to be filled;
  - If the officer shall be found guilty by a competent tribunal of any act constituting misconduct in office under the provisions of the Charter;
  - If the officer shall absent himself/herself continuously from the City for more than thirty consecutive days in any one year without the permission of the Council; or
  - If a Council member shall miss four consecutive regular meetings of the Council, or twenty-five per



cent of such meetings in any fiscal year of the City, unless such absences shall be excused by the Council and the reason therefore entered in the proceedings of the Council at the time of each absence. (Charter § 5.2)

(b) The office of any member of any board or commission created by, or pursuant to, the Charter shall be declared vacant by the Council:

- (1) For any reason specified by statute or by the Charter as creating a vacancy in office
- (2) If the officer shall be found guilty by a competent tribunal of any act constituting misconduct in office under the provisions of the Charter;
- (3) If such officer shall miss four consecutive regular meetings of such board or commission, or twenty-five per cent of such meetings in any fiscal year of the City, unless such absences shall be excused by such board or commission and the reason therefore entered in the proceedings of the Council at the time of each absence. (Charter § 5.2)

(c) Removals of officers by the Council shall be made for either of the following reasons:

- (1) For any reason specified by statute for removal of city officers by the governor; or
- (2) For misconduct in officer under the provisions of the Charter.

(d) Such removals by the Council shall be made only

after hearing of which such officer has been given notice by the Clerk at least ten days in advance, either personally or by delivering the same at his/her last known place of residence. Such notice shall include a copy of the charges against such officer. The hearing shall afford an opportunity to the officer, in person or by attorney, to be heard in his/her defense, to cross-examine witnesses, and to present testimony. If such officer shall neglect to appear at such hearing and answer such charges, his/her failure to do so may be deemed cause for his/her removal. A majority vote of the members of the Council in office at the time, exclusive of any member whose removal is being considered, shall be required for any such removal. (Charter § 5.2)

- (e) Resignations of elective officers shall be made in writing and filed with the Clerk and shall be acted upon by the Council at its next regular meeting following receipt thereof by the Clerk. Resignations of appointive officers shall be made in writing to the appointing officer or body and shall be acted upon immediately. (Charter § 5.3)
- (f) Vacancies in elective offices shall be filled by appointment of the Council of a person possessing the qualifications for the office. Any person appointed to a vacancy in any such elective offices shall hold office until such vacancy is filled at the next regular City election. If three or more vacancies exist simultaneously in the positions of Mayor and Council members, the Clerk shall within 10 days call a special election to be held within 60 days to fill such vacancies for the unexpired terms of the officers whose offices have become vacant. This section shall not apply to the filling of vacancies resulting from

recall. Vacancies in appointive offices shall be filled in the manner provided for making the original appointment. (Charter § 5.4)

## **VIII. SUSPENDING RULES OF CONDUCT**

- 8.01 **Suspension of Rules** - Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a roll call vote of a majority of Council.

**At the Regular Fraser City Council Meeting of Thursday February 14, 2002:**

- 7a. Discussion of Special Television Committee Report (Members Hale, Jennings and Wolber)

Member Hale stated that the Committee has agreed on wording to be considered by Council as follows, "All regularly scheduled Council Meetings shall be televised and all other Council Meetings involving the majority of members of Council shall be televised unless Council shall expressly decide by a simple majority vote at a televised Council Meeting that a future meeting shall not be televised."

Further discussion ensued with Mayor and Council regarding this issue and the motion was brought forth.

Member Sadowski moved, seconded by Member Jennings to APPROVE LANGUAGE AS DISCUSSED: "ALL REGULARLY SCHEDULED COUNCIL MEETINGS SHALL BE TELEVISED AND ALL OTHER COUNCIL MEETINGS INVOLVING THE MAJORITY OF MEMBERS OF COUNCIL SHALL BE TELEVISED UNLESS COUNCIL SHALL EXPRESSLY DECIDE BY A SIMPLE MAJORITY VOTE AT A TELEVISED COUNCIL MEETING THAT A FUTURE MEETING SHALL NOT BE TELEVISED".

The motion carried unanimously.

CITY OF WILLIAMSTON  
RULES OF THE CITY COUNCIL

A. REGULAR AND SPECIAL MEETINGS

1. Regular Meetings

Regular business meetings of the City Council will be held on the second and fourth Monday of each month beginning at 7:00 p.m.

2. Special Meetings

A special meeting of the Council shall be called by the City Clerk upon the written request of the Mayor or any 2 members of the Council.

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. Regular and Special Meeting Notice (posting) Requirements

All meetings will be held in Accordance with the Open Meetings Act (PA 267 of 1976) and all applicable State and Federal Laws.

- A. For regular meetings of the Council, the Clerk shall post at City Hall and on the City's website, within 10 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. If there is a change in the schedule of regular meetings of the City Council, the Clerk shall post, within 3 days after the meeting at which the change is made, a notice at City Hall and on the City's website stating the new dates, times and places of the regular meetings.
- 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 City Hall and on the City's website at least 18 hours before the meeting.
- C. A meeting of the City Council recessed for more than 36 hours shall be reconvened only after notice equivalent to that required under Paragraph B has been posted.
- D. The City council may meet without notice in an emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the Council members

determine that delays in the posting of notice would be detrimental to efforts to lessen or respond to the threat.

5. Mailing of Notices

Upon written request (registration) 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 any notice required to be posted pursuant to Section 3 above. Upon written request, the Clerk shall 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 at a rate of \$60 annually.

7. Minutes of Regular and Special Meetings

- A. A journal of the proceedings of each regular and special meeting shall be kept and signed by the Clerk of the meeting. The journal shall show the date, time, place, members present, members absent, any decisions made at the meeting, and the purpose or purposes for which a closed session of the meeting is held and shall include all roll call votes taken at the meeting.
- B. Proposed minutes of regular and special meetings shall be available for public inspection and posted on the City's website not more than 8 business days after the meeting to which the minutes refer.
- C. Approved minutes will be available for public inspection and posted on the City's website not later than 5 business days after the meeting at which the minutes are approved.
- D. Council members will be provided proposed minutes with their agenda packets for the next scheduled meeting following the meeting for which the proposed minutes are recorded.

B. CONDUCT OF MEETINGS

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 City Clerk or his/her designee in accordance with the following order of business:

- a. Pledge of Allegiance
- b. Roll Call of Council
- c. Approval of Agenda
- d. Audience Participation – Non-Reserved
- e. Approval of Previous Meeting Minutes
- f. Proclamations and/or Presentations
- g. Accounts Payable
- h. Action Items
- i. Discussion Items
- j. Correspondence Received/Information Only
- k. Staff Reports
- l. Committee/Sub-Committee Reports
- m. Audience Participation – Non-Reserved
- n. Council Member Comments
- o. Adjournment

Footnotes:

1. For each reserve time participant, list citizen's name and address and purpose for speaking.

3. Quorum

Four (4) members of the Council in office at the time shall be a quorum for the transaction of business at all Council meetings; in the absence of a quorum, a lesser number may adjourn any meeting to a later time or date, and in the absence of all members, the Clerk may adjourn any meetings for not longer than eight (8) days.

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 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 Acting Mayor.

C. CLOSED MEETINGS

1. Purpose

The City Council may meet in closed session only for the purposed allowed under Section 8 of the Open Meeting Act, Act 267, PA 1976, as amended.

2. Calling Closed Session

A closed session may be called during a regular or special meeting of the City Council. A two-thirds roll call vote of members elected or appointed and serving shall be required to call a closed session, except for closed sessions permitted under Sections 8(a), (b), (c), and (g) of the Open Meetings Act. No action may be taken at closed session.

3. Minutes of Closed Meetings

Minutes of closed meetings shall be recorded by the Clerk and kept confidential in the custody of the Clerk. Minutes shall not be available to the public and shall only be disclosed if required by a civil action.

D. VOTING AND DISCUSSION

1. Ordinances and Resolutions

A vote upon all ordinances and resolutions shall be taken by a roll call vote and entered upon the records except where the vote is unanimous, it shall only be necessary to so state.

2. Roll Call

For the attendance roll call at the beginning of the meeting the names of the members of the Council shall be called in descending alphabetical order. Each roll call vote thereafter will be in random order.

3. Results of Voting

A vote of at least 4 Council members shall be required for official action by the Council unless a larger majority is required by law. In all cases where the vote is taken, the Chair shall declare the result.

4. Abstention

No member of the Council may vote on any question upon which the member has a substantial direct or indirect financial interest, otherwise, each member of the Council shall vote on each question before the Council for determination, unless excused by the affirmative vote of all remaining members able to vote on the question. If a question is raised under this section at any Council meeting, the question shall be decided before the question to which it applies and the Council member affected may not vote on the determination.



5. Conduct of Discussion

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.

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 Williamston.

E. CITIZEN PARTICIPATION

1. General

Each Council meeting agenda shall provide for reserve time audience participation, as requested, in addition to an opportunity for general audience participation.

2. Reserved Time Participation

Any person or group wishing to make an oral communication to the Council may, by notifying the City Manager or Clerk not later than 4:00 p.m. on the day of the scheduled Council meeting, be granted reserved time, up to five minutes for such presentation. A group may reserve time without indicating any specific speaker.

3. Length of Presentation

All presentations before the City Council shall be limited in length to five minutes per individual presentation. The Clerk or his/her designee will maintain the official time.

4. Persons Addressing the Council

Persons addressing the City Council shall be requested to stand, state their name, home address, and the subject of their presentation.

5. 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.

6. Public Hearings

The provisions of paragraphs 2 and 3 are not applicable to declared public hearings during which members of the audience may address the Council upon the subject of the public hearing. Except the Chair shall designate the time limits for each individual speaker and the total time limit for all speakers. Each speaker at a public hearing shall be limited to a one-time presentation not to exceed 10 minutes unless additional time is granted by Council.

7. Audience Participation – Non-reserved

A maximum of 5 minutes will be allowed to any person who wished to speak on a subject not on the agenda and who did not reserve time for a specific subject. All rules of conduct still apply.

F. AGENDA

1. Preparation

The City Clerk or his/her designee shall prepare an agenda of the business to be considered at each regular or special Council meeting. No business shall be considered by the Council unless placed upon the agenda for the meeting not later than 12:00 p.m. on the Thursday preceding the meeting, except upon the approval of 5 or more members of the Council.

2. Distribution

Agenda, ordinances and all related background material will be delivered by a police officer or other designated courier to the City Council members at their residence on Thursday evening before the scheduled regular meeting, or at least 9 hours before a scheduled special meeting.

3. Agenda – Order of Action

Under each agenda category for action, old and/or unfinished business of Council shall be placed on the agenda first for consideration by Council; then other new business shall be considered.

G. CONSENT AGENDA

1. A consent agenda may be used to allow council to act on numerous administrative items at one time.

2. A consent agenda may be developed by the City Manager. Items that could be included on this agenda including noncontroversial items such as approval of minutes, payment of bills, approval of recognition resolutions, pay raises, etc. Any member of Council may request that an item may be removed from the consent agenda and placed on the regular agenda for discussion. A majority of council present must support such requests.

#### H. RECORDING OF COUNCIL MEETINGS

1. Meetings May be Recorded

All regular or special meetings of the City Council may be recorded through the use of a tape recorder or other electronic device. Such recordings will be under the control and supervision of the City Clerk.

2. Retention of Records

Retention of records shall be in accordance with General Record Retention and Disposal Schedule #8 as revised and pursuant to State Law and the Charter of the City of Williamston.

#### I. MISCELLANEOUS

1. Amendments to Rules

The rules of the City Council may be altered or amended by a vote of five or more members of the Council.

2. Suspension of Rules

The rules of the City Council may be suspended for a specified portion of a meeting by a majority of the members present.

3. Bid Awards & Bid Openings

All bids shall be opened in conformance with the Williamston City Charter and Article V. Finance of the Williamston City Code.

4. Controlling Authority

These rules shall prevail, unless preempted by City Charter, State laws or the courts.

J. COMMITTEES/BOARDS AND COMMISSIONS

1. The City Manager may request the presence of a council representative at any meeting he/she deems necessary. A Council representative should be requested to attend meetings where other elected governmental representatives are to be present.

## CITY OF WILLIAMSTON

### CODE OF CONDUCT

#### A. PUBLIC RELATIONS

1. Members of Council should not get into a debate with a member of the public or staff at Council meetings since these debates seldom resolve concerns and may at 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, privately, to ensure the concern is resolved.

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

1. City Staff and council should not debate each other during a Council meeting.
2. 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.
3. City Staff shall acknowledge the Council as policy makers and the City Council shall acknowledge Staff as administering the council's policies.
4. All requests for information or questions by the City Council shall be directed to the City Manager. All complaints should be submitted to the City Manager.
5. All written informational material requested by individual council members shall be submitted to the City Manager who will transmit them to all Council members with the notation indicating which Council member requested the information.
6. Mail that is addressed to the City Council shall be reviewed by the City Manager and referred to the City Council as may be necessary.
7. 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 except through the Office of the City Manager and upon approval of the majority of the City Council.

#### CITY COUNCIL RELATIONSHIP WITH CITY COMMISSIONS AND COUNCIL MEMBER REPRESENTATION TO OTHER AGENCIES AND GROUPS

1. 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.

**CITY OF STANDISH  
RULES OF PROCEDURE FOR  
CITY COUNCIL MEETINGS**

**REGULAR AND SPECIAL MEETINGS**

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act. 1976 PA 267 as amended, and with these rules.

**1. Regular Meetings**

Regular Meetings of the City Council will be held on the third Monday of each month beginning at 7:00 p.m. at City Hall, 399 E. Beaver Street, Standish Michigan, unless otherwise rescheduled by a majority vote of the Council. Council meetings shall conclude no later than 10:00 p.m., subject to extension by majority vote of the Council.

**2. Special Meetings**

A special meeting shall be called by the Clerk upon the written request of the mayor or any two members of the Council on at least 24 hours written notice to each member of the Council served personally or left at the Council member's usual place of residence. Such special meetings may be held on shorter notice if all members of the Council do, in writing, consent thereto. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

**3. Posting Requirements for Regular and Special Meetings**

Within 10 days after the first meeting of the Council following the election, a public notice stating the dates, times and places of the regular monthly Council meetings will be posted at City Hall.

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 at City Hall. Such notice is not required for a meeting of the Council in emergency session in the event of 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 cities efforts in responding to the threat.

**4. Minutes of Regular and Special Meetings**

The City Clerk shall attend the Council Meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

## **CONDUCT OF MEETINGS**

### **1. Meeting to be Public**

All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

### **2. Agenda Preparation**

The City Administrator shall prepare an agenda for each regular City Council meeting. Agenda requests must be made in writing to the City Administrator, with the appropriate detailed supplementary information provided. The agenda deadline is noon on the Wednesday immediately prior to the meeting.

### **3. Agenda Distribution**

Agendas, along with appropriate support information, will be provided to the City Council no later than Friday prior to the meeting.

As a professional courtesy to staff, Councilpersons shall make every effort to indicate to staff if technical questions are going to be asked. Councilpersons shall review information regarding the City Council meeting prior to the meeting.

Councilpersons shall direct all inquiries regarding City Council meeting agenda items or City activities, policies, or issues to the City Administrator. The City Administrator may direct other staff persons to respond, unless inquiries are relevant to statutorily required or assigned responsibilities of the staff person.

### **4. Quorum**

A majority of the entire elected or appointed and sworn members of the City Council shall constitute a quorum for the transaction of business at all City Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

### **5. Attendance at City Council Meetings**

Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in City Council activities and represent the residents of the City of Standish. Attendance at City Council meetings is critical to fulfilling this responsibility.



The City Council may excuse absences for cause. If a City Council member has more than three unexcused successive absences for regular or special City Council meeting, or is absent for over 25% of the meetings in any year of his term of office, the City Council may, after a public hearing, declare a vacancy in his office.

**6. Presiding Officer**

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor, and in his absence the Mayor Pro-tempore, shall be the presiding officer.

**7. Disorderly Conduct**

The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Chair determines whether the person is in order.

If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

**CLOSED MEETINGS**

**1. Purposes**

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are as follows:

- To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
- To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- To consider material exempt from discussion or disclosure by state or federal statute.

**2. Calling Closed Meetings**

At a regular or special meeting, the council members, elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

**3. Minutes of Closed Meetings**

A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the Closed Session. These minutes will be retained by the Clerk, and shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

**4. Confidentiality of Closed Meeting Information**

A City Councilperson shall not divulge to an unauthorized person confidential information discussed in a closed session in advance of the time prescribed for its authorized release to the public by the City Council. Councilpersons shall honor the confidentiality of the debate, discussion, and preliminary action taken in closed session, and be aware of the potential financial liability and/or harm to the reputation of the City by premature disclosure.

**DISCUSSION AND VOTING**

**1. Rules of Parliamentary Procedure**

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, City Ordinances or applicable State Statutes.

The Chair shall preserve order and decorum and may speak to points of order in preference to other Council Members. The Chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Council Members present.

Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise it is overruled.

**2. Conduct of Discussion**

During the Council discussion and debate, no member shall speak until recognized for that purpose by the Chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.

The Chair, at his discretion and subject to the appeal process mentioned herein may permit any person to address the Council during its deliberations.

**3. Ordinance and Resolutions**

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes as such.

**4. Roll Call**

In all roll call votes, the City Clerk shall rotate the roll call, with the presiding officer voting last.

**5. Duty to Vote**

Election to a deliberative body carries with it the obligation to vote. Council members present at a Council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Council member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or telephone is not permitted.

**6. Results of Voting**

In all cases where a vote is taken, the Chair shall declare the result. It shall be in order for any Council Member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

## **CITIZEN PARTICIPATION**

### **1. General**

Each regular City Council meeting agenda shall provide for reserved time for audience participation. The presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

### **2. Length of Presentation**

Any person who addresses the City Council during a council meeting or public hearing shall be limited to three (3) minutes in length per individual presentation. The Clerk will maintain the official time and notify the speakers when their time is up. The presiding officer reserves the right to extend the comment time.

### **3. Addressing the Council**

When a person addresses the Council, he shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the Chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

## **MISCELLANEOUS**

### **1. Guidelines of Conduct**

Members of Council shall refrain from argument with a member of the public or staff at City 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 Administrator to ensure the concern is addressed.

There shall be mutual respect from both Staff and Councilpersons of their respective roles and responsibilities when and if expressing criticism in public session.

### **2. Adoption and Amendment of Rules of Procedure**

City Council may alter or amend these rules at any time by a majority vote.

### **3. Suspension of Rules**

The rules of the City Council may be suspended for a specified portion of a meeting by a majority vote, except that Council shall conform to state statutes and to the Michigan and the United States Constitutions.

### **4. Committees**

Special committees may be established for a specific period of time by the Mayor that specifies the task of the special committee.

## **5. Minutes**

Minutes are recorded to provide an accurate written history of the proceedings of a board, commission, or committee meeting. They are not transcripts of the meeting or verbatim renderings or summaries.

The Clerk shall obtain the names of members of the public and guests attending the meeting by having them sign in as they enter the room and indicate if they desire to provide public comment.

The only actions that must be recorded in the minutes are motions made, seconds to motions, and votes taken. Although motions that are withdrawn are not required to be recorded, they shall be recorded to assure accuracy and a consistent record of Council deliberations.

The record of each motion will include the name of the person making the motion, and the name of the seconder. The minutes must also indicate the action taken on the motion, generally "carried" or "defeated."

Amendments to motions will be entered in the order in which they are made. They must be voted on in reverse order with the last amendment being voted on before the first amendment. When the first amendment is voted on, it includes amendments made after it. After all amendments have been voted on, the main motion is voted on "as amended." The entire motion, including all of the motions passed, must be voted on as a total unit.

Unapproved minutes of regular or special meetings shall be available for public inspection not more than eight business days after such meeting. Approved minutes shall be available for public inspection not later than five business days after the meeting at which the minutes were approved.

## **6. Tape Recordings, Videotaping, Telecasting, Media**

In accordance with the Michigan Open Meetings Act, the right of a person to attend a public meeting includes the right to tape record, videotape or telecast the proceedings. However, Council requires that this not be done in a disruptive or intimidating manner.

## **Resolution Setting Procedures for Council Deliberations**

Motion by Kivell, supported by Wedell

Whereas, the City Council desires to promulgate guidelines and rules for its proceedings and deliberations, and

Whereas, the Council pursuant to the "Home Rule City" Act may control its deliberations as provided by State Law,

Now Therefore, the City Council adopts the following rules to govern its proceedings

- 1) A "Council Comment" section shall be added to the agenda following "New Business".
- 2) That during the "Public Comment" portion of the meeting, Council Members will use this period as their opportunity to:
  - a. Make comments or direct questions to the Mayor, other Council Members, City Manager, Department Heads, Clerk, City Attorney, or make general announcements to the community.
  - b. Add an item or subject to a future meeting's agenda.
- 3) An item may be added to the current agenda upon approval of a simple majority of Council Members under the following conditions:
  - a. An item as a discussion piece, meaning an item where no action is to be taken, or
  - b. An item as an emergency situation initiated by the City Manager or his representative, meaning an item that was unforeseeable and / or must be acted on prior to the next scheduled meeting, or
  - c. All other items upon approval of a super-majority of five (5) of the Council Members.
- 4) Immediately subsequent to a vote, any member of the council may request a roll call vote (recording of individual votes of Council Members) on any matter before Council.
- 5) All deliberations of Council shall be governed by "Robert's Rules of Order" including the most recent amendments unless the requirements are waived by affirmative vote of four (4) Council Members

VOTE:

MOTION CARRIED UNANIMOUSLY

6 Yea

0 Nay

I, Julie Zemke, City Clerk/Treasurer of the City of South Lyon certify that the Resolution is adopted by the City of South Lyon City Council on the 23<sup>rd</sup> day of January 2006.

  
Julie C. Zemke, City Clerk/Treasurer

CM 1-4-06 – APPROVAL OF RESOLUTION – PROCEDURE FOR COUNCIL DELIBERATIONS

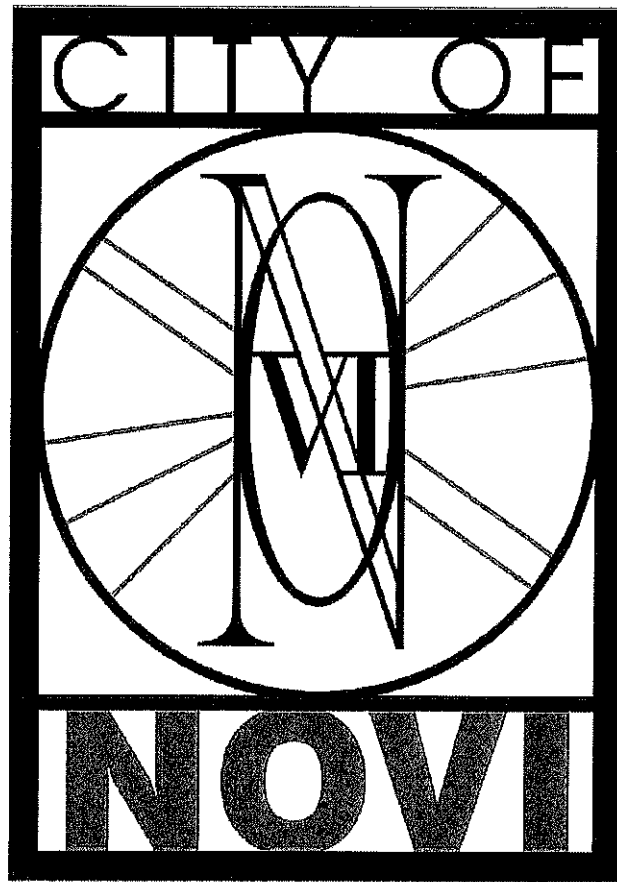
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  - b. An item as an emergency situation initiated by the City Manager or his representative, meaning an item that was unforeseeable and / or must be acted on prior to the next scheduled meeting, or
  - c. All other items upon approval of a super-majority of five (5) of the Council Members.
4. Immediately subsequent to a vote, any member of the council may request a roll call vote (recording of individual votes of Council Members) on any matter before Council.
5. All deliberations of Council shall be governed by "Robert's Rules of Order" including the most recent amendments unless the requirements are waived by affirmative vote of four (4) Council Members



cityofnovi.org

**COUNCIL ORGANIZATION RULES AND ORDER OF BUSINESS**

**ADOPTED:** December 15, 1997  
**AMENDED:** January 5, 2009  
**AMENDED:** November 4, 2009  
**AMENDED:** December 7, 2010  
**AMENDED:** December 19, 2011  
**AMENDED:** December 17, 2013  
**AMENDED:** June 2, 2014  
**AMENDED:** 11/13/14 appt Council  
**AMENDED:** November 9, 2015



**CITY OF NOVI  
COUNCIL ORGANIZATION RULES  
AND ORDER OF BUSINESS**

**PROLOGUE**

The City Council of the City of Novi consists of seven members, including the Mayor, elected at large in a non-partisan election. These Rules shall serve as guidelines for the organization and the conduct of the Council so that the City is governed and conducts its business in an orderly fashion. This document shall be reviewed every two years, following the Regular City Election. The Rules are subject to compliance with the City of Novi Charter, ordinances, and State Statutes.

**1. ORGANIZATION**

A regular meeting of the Council shall be held on the Monday following each Regular City Election (Charter, Sec. 6.1), or following secular day, if there is a holiday. The Mayor shall, at the first regular meeting of the Council after the election of the Mayor, appoint another member of the Council to serve as Mayor Pro Tem, who, during the absence or inability of the Mayor to perform his duties shall act in the name and stead of the Mayor and shall, during the time of such absence or inability, exercise all the duties and possess all the powers of the Mayor. (Charter, Sec. 4.5a) In the absence of both the Mayor and the Mayor Pro Tem, the most senior member of Council shall preside. The seniority shall be determined by the length of the concurrent terms as listed below. In those instances where concurrent terms are of equal length, seniority shall be determined by the number of votes received in the most recent election of the members with such equal terms:

Mayor Gatt – Re-Elected November, 2015 (elected 2011)  
Mayor Pro Tem Staudt – Re-Elected November 2015 (elected 2007)  
Council member Burke – Elected November 2015  
Council member Casey – Re-Elected November 2015 (elected 2011)  
Council member Markham – Elected November 2013  
Council member Mutch – Re-Elected November 2013 (elected 2005)  
Council member Wrobel – Re-Elected 2015 (appointed December 2010, elected 2011)

**2. REGULAR MEETINGS**

The Council shall hold two Regular Meetings per month in accordance with the Schedule of Regular Meetings to be established by the City Council by the end of November of the preceding year. These public business meetings shall be held at 7:00 P.M. in the Council Chambers of the Novi Civic Center and shall begin promptly at the appointed time.

In addition to the regular meetings above, the Council shall hold a regular meeting the Monday following the Regular City Election or following secular day, if there is a holiday. This meeting is intended to include an organizational meeting of the Council. The Council shall request staff to organize and present orientations as described in Section 19 herein, voluntary for new Council members and open to returning Council members as they deem necessary.

The Council will have as a goal to conclude all meetings no later than 10:00 P.M. If the Council meets at a place other than its regular meeting place, then public notice to such effect shall be published in a newspaper circulated in the City. (Charter, Sec. 6.1)

### 3. **SPECIAL MEETINGS**

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor or by any two members of the Council. There shall be at least twenty-four (24) hours' written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members. Any special meeting of the Council at which all members of the Council are present or have in writing waived the requirements that the required notice be given, and at which a quorum of the Council is present, shall be a legal meeting. (Charter, Sec. 6.2) It is the preference of Council that special meetings are held on Mondays. Every effort will be made to schedule special meetings on Thursdays when a Monday is unavailable.

### 4. **JOINT MEETINGS**

The City Council may hold Joint Meetings with School Boards, Boards, Commissions, Committees, and municipal governments who share a community of interest with the City of Novi. Such meetings shall be scheduled for a specific purpose or goal, agreed to by the Council and other entity or entities before the meeting.

### 5. **EXECUTIVE SESSIONS**

A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be required to call a closed session, except for those circumstances where the Open Meetings Act, 1976 PA 267 permits the calling of an executive session by a lesser vote. Those circumstances not requiring a two-thirds (2/3) vote are sessions:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

The purpose of the meeting will be stated in the motion to call the closed session and shall

be in accordance with the Open Meetings Act.

6. **AGENDA - REGULAR MEETINGS**

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council Meeting. Items of business must generally be submitted by 12 noon of the Monday preceding the next regular meeting, subject to the discretion of the City Manager. The Mayor and Administration will strive to have agendas resulting in consistent length of meetings.

City Council Members shall have the use, for City business and for City Council meetings, of a City-issued electronic device. Agenda materials will primarily be provided to Council members on disks (CD) or by other electronic delivery method and the member shall be responsible for installing the materials on the electronic device. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials.

The Meetings will be held in the Council Chambers UNLESS OTHERWISE NOTED ON THE AGENDA. No items will be added to the published agenda unless approved by a majority vote of the City Council. The Agenda of Regular Meetings of the City Council shall be prepared in accordance with the following format:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Public Hearings
- F. Presentations
- G. Reports:
  - 1. Manager/Staff
  - 2. Attorney
- H. Audience Comment
- I. Consent Agenda – Removals and Approvals (Items removed from Consent Agenda will be discussed under Item O).

Only the following kinds of items may be included on the Consent Agenda:

  - 1. Personnel matters requiring Council action, not including reviews of employee grievances or appointments and terminations
  - 2. Routine financial management actions, such as approval of warrants, transfer of funds, approval to advertise for bids
  - 3. Approval of licenses
  - 4. Setting dates of Public Hearings
  - 5. Ordinances at second reading and/or resolutions which do not require public hearings prior to adoption
  - 6. Approval of minutes

7. Approval of contracts and agreements not to exceed \$100,000
  8. Referral to committees
  9. Approval of easements
  10. Additional items which administration feels could be included on Consent Agenda for final approval
- J. Matters for Council Action - PART I
1. Proposed Zoning Ordinance Map Amendments
  2. Other Ordinances - First Reading (Introduction)
  3. Action on Special Reports
  4. Appointments to Boards and Commissions
  5. Other matters to be acted upon by Council
- K. Audience Comment
- L. Matters for Council Action - PART II (if necessary)
1. Other matters to be acted upon by the Council
- M. Committee Reports
- N. Mayor and Council Issues
- This item shall be limited to matters as to which a Council member is seeking to receive comments or other reaction from other Council members, or to gain a consensus for giving direction to City staff. For an item to be listed on the printed agenda, Council members must request that the item be placed on the agenda by 3:00 P.M. of the Wednesday preceding the meeting and provide the language for the item in writing or verbally. Each Council member present at a meeting may also request placement of one (1) additional item on the agenda under Mayor and Council issues for that meeting. With respect to any such issue placed on the agenda, if a Council member is requesting information from City staff as part of the item, the Council member shall have first called the City Manager and requested such information prior to the meeting, and shall so state at the time of placement of the item on the agenda.*
- O. Consent Agenda Removals for Council Action
- In order to limit the number of items removed from the Consent Agenda, all members of Council will make an effort to contact the administration before the meeting to have questions answered. Unless a member of the Council specifically requests that an item listed on the Consent Agenda be removed therefrom and action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.*
- P. Adjournment

## 7. **AGENDA - 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. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be

transacted at a special meeting, if all the members of the Council present consent thereto and all the members absent file their written consent. (Charter Section 6.3). The notice of such meeting, setting forth the time, place and purpose, together with the agenda shall be served in accordance with the City Charter upon each member of the Council.

8. **AUDIENCE COMMENT RULES**

- A. All members of the Audience addressing the meeting (hereinafter speaker) shall direct their remarks to the person in charge of the meeting (hereinafter Chair).
- B. No speaker shall address the meeting unless recognized by the Chair for that purpose.
- C. Remarks shall be limited to those pertaining to matters before the Council, to City business or policy, or to issues of community concern or interest. While comment upon the action, inaction, or performance of the Council and the City of Novi commissions, boards, employees and consultants is allowed, inappropriate, profane, vulgar or abusive language and personal attacks will not be tolerated.
- D. No speaker shall continue to address the meeting after being advised by the Chair that the speaker's time for addressing the meeting has expired.
- E. There shall be no audience comment by voice, clapping, or otherwise, showing approval or disapproval of any remarks of the speaker or member(s) of the public body.
- F. Each speaker may address the meeting for 3 minutes. The Chair has the authority to grant additional time, if requested by a speaker, for good cause.
- G. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to City staff for screening no later than 5:00 P.M. five days before the meeting. For example, for a Monday meeting, the materials must be provided to City staff by 5:00 P.M. on the preceding Wednesday. The materials submitted will be reviewed by the City Clerk (or designee) to ensure that (1) the materials are in a format capable of broadcast or presentation over the City's audiovisual system; (2) the materials relate to a permitted purpose under Paragraph C above; and (3) the material is legally appropriate for broadcast over the audiovisual system and/or cable system. Visual materials include any visual or textual items that are to be displayed through the audiovisual system irrespective of their specific format or media. This includes, without limitation, photographs, audio and video presentations, charts, computer presentations, computer screen images, posters and fliers, whether in physical or electronic format. Once the materials have been submitted for review, they cannot be changed before the meeting. Notwithstanding the foregoing, the Chair may allow a speaker to utilize the City's audiovisual system to display a limited number (no more than three) of non-electronic, physical documents (e.g., photographs of potholes), provided that the documents are presented to the Clerk for review under Paragraph G above, before the documents are displayed.
- H. Speakers using visual materials are subject to the same time limitation set forth in Paragraph F above.
- I. Taped or recorded audio presentations not presented through the City's audiovisual system (i.e., with sound only, not displaying visual materials) shall also be submitted

for review as described in Paragraph G above.

- J. Council Members or the Mayor shall not respond to general Audience Comment. The Mayor or Council members can bring up a point of order in regard to false information and direct it to the parliamentarian for a response. The Mayor may direct the administration to respond to the speaker, if appropriate, during or outside of the meeting. The Mayor may also respond with an indication of the appropriate action to be taken.
- K. Committee Reports will not be accepted during Audience Comment. An Applicant or Representative may present proposals for a period of time at the discretion of the Chair.

9. **CABLE TV VIDEO AND AUDIO TAPES POLICY**

- A. All Regular, Special, and Joint Council meetings shall be held in the Council Chambers and will be cablecast/video streamed, except interview meetings unless Council Chambers are unavailable or otherwise specified.
- B. Meetings will be cablecast/video streamed live. City Council Meeting videos will be archived on the City website for 90 days. The video archive is not the official record of the meeting.
- C. Only City Council, Parks Recreation & Cultural Services, Planning Commission, Library Board and Zoning Board of Appeals Meetings will be cablecast/video streamed live, whenever possible.
- D. Audio tapes will be retained by the City Clerk until the approval of the minutes.

10. **RECONSIDER/RESCIND/REPEAL A QUESTION**

When a question has been taken, it shall be in order for any member who was on the prevailing side in the original action to move for reconsideration thereof at the same or next regular meeting. If a matter is to be brought for reconsideration at a succeeding meeting, the Councilmember making the request must notify the City Manager or City Clerk in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

11. **VOTING**

A Roll Call vote shall be required on all ordinances and the "Yes" or "No" vote shall be entered upon the records opposite the name of the Councilmember. Whenever the vote is unanimous, it shall only be necessary to so state.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct.

12. **QUORUM**

Four members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, the Mayor or any two members may adjourn any regular or special meeting to a later date. (Charter, Sec. 6.5)

13. **COMMITTEES**

Council Committee assignments will be established by the 2nd regular meeting following the Election.

**Standing Citizen Boards, Commissions, and Committees:** The descriptions provided within this section stating the purposes, functions and membership of Boards, Commissions and Committees are for informational purposes. The provisions of the Charter, the Novi Code of Ordinances and the resolutions establishing such bodies shall define the purposes, functions and membership of such bodies.

Economic Development Corporation, Library Board and Planning Commission are Mayoral appointments with consent of a majority of Council.

Council will be provided with the attendance record of all applicants for reappointment at the time of interview.

**Annual interview schedule for Boards, Commissions, and Committees**

| <u>Interview Date /<br/>Committee Name</u> | <u>Terms Expire On</u> | <u>Approx. # of<br/>Vacancies per year</u> |
|--|------------------------|--|
| <b>EARLY FEBRUARY</b>                      |                        |  |
| Beautification Commission                  | March 1                | 1 to 3                                     |
| Building Authority                         | March 1                | 1  |
| Library Board                              | March 1                | 1  |
| Cable Access Committee                     | March 1                | 1  |
| Construction Board of Appeals              | March 1                | 2  |
| <b>APRIL</b>                               |                        |  |
| Youth Council                              | June 1                 | 6 to 7                                     |
| <b>EARLY-MID JUNE</b>                      |                        |  |
| Planning Commission                        | June 30                | 3  |
| Parks & Recreation Commission              | June 30                | 2 to 3                                     |
| Historical Commission                      | Jan. 1                 | 2 to 3                                     |
| <b>LATE NOVEMBER/EARLY DECEMBER</b>        |                        |  |

## Housing and Community

|                                  |         |        |
|----------------------------------|---------|--------|
| Development Advisory Committee   | Jan. 1  | 1 to 2 |
| Election Commission              | Jan. 1  | 0 to 1 |
| Zoning Board of Appeals          | Jan. 1  | 2      |
| Board of Review                  | Jan. 1  | 2 to 4 |
| Economic Development Corporation | March 1 | 1 to 3 |

Applications/Interviews will be considered current until the next annually scheduled interview date for the particular body for which the applicant applied. Council may schedule other interview sessions for newly created committees on an as-needed basis.

For any mid-term vacancy, Council may opt to hold, or refer to the Commission Interview Committee, an additional interview session.

Those appointed to fill a vacancy and have interviewed in the past 12 months need not re-interview, unless requested by a Council member, but must apply to be considered for re-appointment.

The Commission Interview Committee shall interview applicants for all Board, Commission and Committee vacancies, with the exception of Mayoral appointments, the Zoning Board of Appeals, and the Parks, Recreation & Cultural Services Commission. Following the interviews, the Interview Committee shall make the recommendations to City Council for applicants to Youth Council only; no recommendations shall be made as to the applicants for other vacancies. Minutes of the interviews for Boards, Commissions and Committees shall be provided for all interviews, and appointments shall be acted upon by the City Council at a subsequent regular meeting.

### Council action on Interviewing and appointing newly-created committees:

Any new committee adopted by Council shall have in its resolution language to the effect of the following:

That the position will be publicized for applications within ten days of the adoption of the resolution creating the committee.

That Council or Commission Interview Committee will hold interviews within three weeks of adoption of the resolution.

That Council will make appointments at the Regular Meeting following the interview meeting.

Board and Commission meetings shall be open to the public and a notice of the date, time and location of each meeting shall be posted within the lobby of the City Hall no less than 18 hours before the meeting.

Minutes of the proceedings shall be taken and available to the City Clerk of all Board and



Commission meetings. Board and Commissions shall endeavor to hold their meetings in the City Council Chambers for consistent public access.

Appointments to Standing Committees:

The following standing committees of the Council shall be composed of at least three members who shall be appointed from time-to-time by the Mayor. (Charter, Sec. 6.7(e))

1. Capital Improvements Program - Three Council representatives.
2. Consultant Review Committee - Three members of Council appointed on a rotation basis with one new member each year.
3. Rules Committee - The Mayor and two members of Council appointed on a rotation basis to begin their review of the Council Rules immediately following the first meeting following the November Election.
4. Ordinance Review Committee - The Mayor and two members of Council appointed on a rotation basis.
5. Interview Committee – Three members of Council appointed by Mayor on a rotation basis.

Council representation on regional bodies/inter-governmental bodies:

1. Southwest Oakland Cable Commission (SWOCC) - City Manager, or the City Manager's designee, and One member of Council appointed by Council for a two-year term
2. SEMCOG - one Delegate (Elected Official) and one Alternate (Elected or Appointed) appointed by the Council for a two-year term.

Boards and Commissions established by Charter or Ordinance:

1. Beautification Advisory Commission - Nine members appointed to three-year terms by the Council. Terms expire January 1<sup>st</sup> (Sec. 2-171 City Code).
2. Board of Review Three members and one alternate member - appointed to two-year terms by the Council. Terms expire January 1<sup>st</sup> of each odd year (Sec. 9.6 City Charter).
3. Construction Board of Appeals - Five members and two alternate members - Appointed to four-year terms by the City Council. Terms Expire March 1st. (Sec. 7-19 City Code)
4. Economic Development Corporation -Nine members - Appointed to five-year terms

by the Mayor with advice and consent of Council. Terms Expire March 1st (EDC Articles of Incorporation)

5. Election Commission - Three members, including the City Clerk – Appointed to three-year terms by the Council. Terms expire January 1st (Sec.3.4 City Charter)
6. Historical Commission -Five members - Appointed to three-year terms by the Council. Commission also includes a representative of the Novi School District and the Novi Library. Terms expire January 1st. (Sec. 17-18 City Code)
7. Library Board - Seven members - appointed to three-year terms by the Mayor with approval of Council. Terms expire March 1st. (Sec.19-21 City Code)
8. Parks and Recreation Commission - Seven members - Appointed to three-year terms by the Council. Terms expire June 30th (Sec. 25-37 City Code)
9. Planning Commission - Seven members - Appointed to three year terms by the Mayor with approval by the Council. Terms expire June 30th (Sec. 27-18 City Code)
10. Street Name Review Committee -Representatives of the Department of Community Development, Police Department, Fire Department and Building Department. (Sec. 31-51 City Code).
11. Zoning Board of Appeals - Seven members and one alternate member appointed to three-year terms by the Council. Terms expire January 1st (Sec. 3100 Zoning Ordinance)

Advisory/implementation and current *ad hoc* committees established by Council:

1. Housing & Community Development Advisory Committee - Six members – 5 voting resident members, appointed to three-year terms by the Council, 1 Administrative non-voting Member shall serve on the Committee. Terms expire January 1st.
2. Public Access Promotion Committee -Three members - Appointed to three-year terms by the City Council. Terms expire March 1st. (Cable TV Administration Resolution)
3. Walkable Novi Committee – 2 members of Council, 3 members of Planning Commission, 2 members of Parks, Recreation and Cultural services, 2 members of Parks Foundation.
4. *Ad Hoc* Charter Review Committee – Mayor, 2 members of Council, City Manager, City Clerk, 4 community members. (Initially approved by resolution of Council 3-11-2013)

Council Advisory Committees will not establish any separate *Ad Hoc* Committee without the

approval of the Council. This does not prevent a committee from appointing subcommittees of their members.

Councilmember Liaison to Youth Council:

A Councilmember Liaison to the Novi Youth Council shall be appointed by the Mayor from time to time as he or she determines to be appropriate. The position of Councilmember Liaison shall be non-voting, and the Councilmember Liaison shall not be required to attend meetings of the Youth Council. (Approved by resolution of Council 11-12-2013)

14. **STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

- A. General Rules. City Council members will be governed by the Standards of Conduct of Novi Officers, Employees, and Consultants, as adopted and amended from time to time by City Council Resolution. Those standards generally include (but are not limited to) the following:
1. Confidential Information. A Council member shall not divulge to an unauthorized person, confidential information acquired in the course of the Council member's duties in advance of the time prescribed for its authorized release to the public.
  2. Representations. A Council member shall not represent his or her personal opinion as that of the City.
  3. City resources. A Council member shall use personnel resources, property, and funds under the Council member's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
  4. Gifts. A Council member shall not solicit or accept a gift or loan of money, goods, services, or other thing of substantial value for the benefit of a person or organization, other than the City, which tends to influence the manner in which the Council member performs official duties. It shall be presumed that a non-monetary gift having a value of less than fifty dollars (\$50.00) does not evidence a violation of the above paragraph. "Non-monetary gifts" do not include gift certificates, vouchers, or any other item which is readily used in place of cash.
  5. Profit from Position. A Council member shall not engage in a business transaction in which the Council member may receive a substantial profit from his or her official position or authority or a substantial financial benefit from confidential information which the Council member has obtained or may obtain by reason of that position or authority. A Council member shall not use, or attempt to use, his or her official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or

preferential treatment for themselves or others.

B. Financial Interest in Contract, Purchase, or Employment

1. No Council member shall vote on any question in which the member has a financial interest other than the common public interest or on any question concerning his or her own conduct. (Charter, Sec. 6.7)
2. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Council member's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. If such employment or services for a private or public interest (except the City of Novi) requires the appearance, directly or indirectly, by a Council member before any employee, agency or body of the City of Novi, it shall be conclusively presumed that such appearance is incompatible and in conflict with the Council member's official duties. Except as otherwise provided by State law (including all disclosure requirements), a Council member shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating directly to a business entity in which the Council member has a financial or personal interest.
3. No Council member shall be a party, directly or indirectly, to any contract between himself and the City, except as provided by state law and City Charter.
4. Members of the City Council shall disclose, upon a form provided by the City Clerk, the following information: Any interest in any property within the City of Novi held by the member, the member's spouse, any child of the member, a trust for the member, any corporation in which the member is an officer, director, or shareholder, or by any partnership, limited partnership, or co-partnership in which the member has an interest. The disclosure shall be submitted by City Council members upon taking the oath of office, and annually thereafter.

**15. DEBATE AND DECORUM**

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

- A. The maker of a motion is entitled to speak first.
- B. A Council member must obtain the floor by being recognized by the Mayor.

- C. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
- D. A Council member may not speak against his/her own motion, but may vote against it.
- E. Remarks must be confined to the merits of the pending question.
- F. Questions and remarks must be addressed through the Mayor. Council members are not to speak directly to each other or to a staff member.
- G. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited.
- H. Use of a Council member's name is to be avoided, if at all possible; for example, you should refer to "the maker of the motion" or "the previous speaker" whenever possible.
- I. Reading from books, reports, etc. is only allowed with general consent of the Council by vote or general consent, that is, if there are no objections.
- J. No Council member may comment adversely on any prior act of the Council that is not pending.

#### **16. USE OF COMMUNICATION DEVICES DURING MEETINGS**

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

#### **17. USE OF CITY-ISSUED ELECTRONIC DEVICES**

City-issued electronic devices are intended to be used for City business and City-related purposes. Personal use is discouraged and should occur infrequently and shall be incidental to the intended use of the electronic device. The following rules shall apply to Council members' use of City-issued electronic devices:

- A. The City shall supply the electronic device and all associated hardware and software. Council members shall not install any hardware or software on the electronic device without prior approval through the City's Chief Information Officer.
- B. Council members shall have the use of the electronic device during the member's term of office, and such right shall terminate at the same time as the member's term of office ends, at which time the electronic device and all associated equipment shall be returned to the City.
- C. Council members shall be responsible for maintaining the electronic device in good condition, and to reasonably protect it from theft, loss, or damage. City policies applicable to City staff with regard to damaged or lost equipment shall apply.

- D. Council members may not use the electronic device in connection with election or re-election efforts or campaigning, either for the member or any other candidate for public office.
- E. Council members shall not use the electronic device, or the internet access or e-mail provided with it, for any commercial, illegal, or illicit purpose or activity, or for financial gain. Council members shall not use the electronic device to download or store inappropriate or obscene material. Council members shall not knowingly violate copyright laws or site guidelines in connection with internet access. Council members shall not knowingly use the electronic device, or the internet access or e-mail provided with it, to propagate any virus, worm, "Trojan horse," "trap door," or back door" program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network, or organization.
- F. Council members should recognize that many, and perhaps most, of the documents that exist on the electronic device or that are created during internet usage or while using the e-mail function may be subject to the Freedom of Information Act, MCL 15.231 *et seq.*, or other means of discovery, and should govern their use accordingly.
- G. Council members shall not use the electronic device for any purpose that violates the Open Meetings Act, MCL 15.261, *et seq.*
- H. The electronic device shall at all times remain City property, and therefore subject to return to the City upon request, for inspection, repair, installation of additional hardware or software or other applications, and the like, or to ensure compliance with these rules.
- I. The Council member to whom an electronic device is issued is responsible to insure the proper use of the electronic device in accordance with these rules.

**18. COUNCIL APPROVAL OF INDIVIDUAL COUNCIL MEMBER NON-ROUTINE REQUESTS FOR INFORMATION OR INVESTIGATIONS BY CITY STAFF**

Prior to any individual Council members request to City staff for reports or other information, other than routine (requests that can be answered within 5-10 minutes), the requests must be raised at the Council table and approved. (Motion made July 7, 2003 meeting.)

**19. NEW COUNCIL MEMBER ORIENTATION AND IN-SERVICE PROGRAM**

Each new member of Council shall, upon taking the oath of office, be given the following materials unless the member has or has access to a current copy of:

- Charter and Code of Ordinances
- Master Plan for Land Use
- Current year Budget
- Council Rules
- City of Novi Internet Usage and E-Mail Usage Policies
- City of Novi rules regarding damaged or lost equipment (e.g., for City-issued

electronic device)

Each new member of Council shall, upon taking the oath of office, be offered an opportunity by the City Manager to tour the various City facilities (i.e., City Hall, DPW, Police/Fire stations, and the like).

After each City election at which a new member of Council is elected, the City staff shall arrange a series of presentations or programs, conducted generally between December and February following a City election, to inform new members of the operations of City government. Generally, and subject to member availability, these shall occur before City Council meetings, and shall cover basic subjects such as land use and planning, finance/taxation/assessing, police/fire, and infrastructure maintenance and construction. The programs shall be open to all members of the City Council as in-service educational opportunities.

**20. SUSPENSION AND AMENDMENT OF RULES**

These rules may be suspended or amended at any time, in accordance with the Charter of the City of Novi by a vote of the majority of the Council elected and serving.

## MARSHALL CITY COUNCIL RULES OF PROCEDURE

### 1. AUTHORITY

These rules are adopted by the City Council of the City of Marshall pursuant to the City Charter adopted May 23, 1978. Council amended these rules on September 8, 1982, January 18, 1999, September 18, 2006, and February 22, 2011.

### 2. MEETINGS

#### 2.1 Regular Schedule:

The Council shall meet on the first and third Monday of each month in regular session. If any regularly scheduled meeting falls on one of the following legal holidays, New Years Day, President's Day, Memorial Day, Fourth of July, Labor Day or Christmas Day, the regular meeting shall be held on the next business day that is not a holiday.

#### 2.2 Special Meetings

Special meetings may be called by the Clerk-Treasurer upon the written request of the Mayor or four (4) members of the council. Notice of Special Meetings shall be given to each member of the Council at least 18 hours in advance of the Special Meeting. Such notice shall be served personally or left at the members usual place of residence by the Clerk-Treasurer or designee. The notice shall contain the time, place and purpose of the meeting.

#### 2.3 Place of Meeting:

Regular scheduled meetings will be held in the Council Chambers at Town Hall. Whenever the regular meeting place shall appear to be inadequate for members of the public to attend, the Mayor and City Council may change the meeting to a larger facility. A notice of such change shall be prominently posted on the door of the regular meeting place. If time permits, the Clerk-Treasurer or designee shall publish the change of the meeting place in the newspaper.

#### 2.4 Time of Meetings:

Regularly scheduled meetings shall begin at 7:00 p.m. unless the *Council*, by majority vote, sets a different starting time. The Council shall not begin considering any matter on the agenda not yet under consideration by 10:00 p.m., except by a majority vote of the members present. Matters on the agenda and not yet acted upon at the time adjournment will be placed on the agenda for the next regular meeting or special meeting if one is called.

#### 2.5 Changes in Schedule

Changes in the regular schedule of meetings may be made upon the approval of a majority of members in session.



### 3. PUBLIC NOTICE OF MEETINGS:

The Clerk-Treasurer shall be responsible for providing the proper notice for all meetings of the Council.

#### 3.1 Regular Meeting:

The Clerk-Treasurer shall post a notice within ten (10) days after the first meeting of the Council in each calendar year indicating the dates, times and places of the regular meeting schedule.

#### 3.2 Schedule Change:

Whenever the Council shall change its regular scheduled meeting, the Clerk-Treasurer shall post a notice of the change within three (3) days following the meeting in which the change was made.

#### 3.3 Emergency Meetings:

If the Council shall reschedule a meeting under the provisions of Rule 2.5 or call a special meeting under Rule 2.2, the Clerk-Treasurer shall post a notice of such a change immediately, and no meeting except an emergency meeting shall be held until the notice shall have been posted 18 hours. An emergency meeting shall be held only upon the consent of 2/3 of the members and only if a delay would threaten severe and imminent danger to the health, safety and welfare of the public.

### 4. QUORUM

Four (4) members shall constitute a quorum for the transaction of business at all meetings of the Council.

### 5. MEETING AGENDAS

5.1 The City Manager shall prepare the agenda of business for all regularly scheduled Council meetings. Any other member or representative of Committees, Boards or Commissions desiring to place a matter on the agenda shall notify the City Manager of such items by 12 o'clock noon on the Wednesday preceding the next regular meeting. The agenda of business and all related materials shall be available for Council in the afternoon of the Friday preceding the next regular meeting.

Items that the City Manager does not receive by the stated deadline shall not be considered by the Council except upon majority consent of the members present.

## 5.2 Order of Business:

The Agenda shall be arranged in the following order of business:

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance
- Approval of Agenda
- Public Comment on Agenda Items
- Consent Agenda
- Presentations and Recognitions
- Informational Items
- Public Hearings and Subsequent Council Action
- Old Business
- Reports and Recommendations
- Appointments/Elections
- Public Comment on Non-Agenda Items
- Council and Manager Communications
- Adjournment

## 5.3 Special Meetings Agenda:

Whenever the Council shall be called into a Special Meeting, the matters to be considered shall be stated in the call of the meeting. No other matter shall be considered except when all members are present and a majority of the body concurs.

## 6. CONDUCT OF MEETINGS:

### 6.1 Chairperson:

The Mayor shall moderate and chair all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall assume the duties of the chair. In the event of the absence or disability of the Mayor and the Mayor Pro-Tem the Council shall appoint one of its elected members to act as Mayor during the absence or disability of the Mayor and Mayor Pro-Tem.

### 6.2 Public Participation

Members of the public, both residents of the City of Marshall and others, are invited to address the Council during two portions of the regular Council agenda. Prior to the Council discussion of regular agenda items, members of the public are invited to provide comment upon those agenda items. Comments related to any other matters will be welcomed during a second "public comment" time noted later on the agenda. The Chair will first recognize any member of the public wishing to address the Council. Individuals will speak from the podium or a hand held microphone, state their name and address and limit their comments to a total of five (5) minutes during each of these "public comment" times. Members of the public will not routinely be involved in Council discussion or deliberation upon agenda items unless called upon by the Chair.

### 6.3 Meeting Decorum

Persons attending meetings of the Marshall City Council will at all times exhibit orderly behavior, respectful of others. A person exhibiting disorderly behavior may be asked by the Chair to be seated and refrain from further comment, or may be asked to leave the meeting.

## 7. RECORD OF MEETINGS:

### 7.1 Recording Responsibility:

The Clerk-Treasurer shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all of the actions of the Council with respect to motions. The records shall include the names of the mover and supporter and the vote of the Council. The record shall also state if the vote was by roll call, and when by roll call, the record shall show the "Yes," "No," or abstention for each member.

The Clerk-Treasurer shall maintain in the office of the Clerk-Treasurer copies of each Resolution and Ordinance or other matter acted upon by the Council.

### 7.2 Record of Discussion:

The Clerk-Treasurer shall not be responsible for maintaining a written record or summary written record of the discussion or comments of the members and of comments made by the public. The Clerk-Treasurer shall be responsible for making an electronic tape recording of each entire meeting, and such recording shall be maintained by the Clerk-Treasurer for a period of not less than 60 days following the date of the meeting.

### 7.3 Request for Remarks to be Included:

Any Council member may request to have his or her comments printed as part of the record. If there are no objections by any Council Member, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments are to be included as part of the official record and shall be transcribed exactly by the Clerk-Treasurer from the electronic tape recording.

### 7.4 Public Access to Meeting Records:

The Clerk-Treasurer shall make available to members of the public the records and minutes of an official meeting in accordance with the Freedom of Information Act and the City's Freedom of Information Act policy. Minutes prepared by the Clerk-Treasurer, but not approved by the Body, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Council shall

be available within five (5) business days following the meeting at which they were approved.

7.5 Publication of Minutes:

The Clerk-Treasurer shall be responsible for publication of a summary of the minutes in a local newspaper of general circulation in the City within ten (10) days after a meeting.

## 8. EXECUTIVE SESSIONS

### 8.1 Procedure:

The Council may meet in executive session, closed to the public, upon the motion of any member and concurrent of 2/3 of the members present. The vote shall be recorded in the minutes of the meeting at which the decision to hold an executive session was made.

### 8.2 Purposes:

The Council shall hold executive sessions only for the following purposes:

1. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or 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 sessions.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
4. 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 public body.
5. 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. However, except as provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.
6. To consider material exempt from discussion or disclosure by state or federal statute.

### 8.3 Minutes:

At each executive session, the Clerk-Treasurer or designee shall keep a separate record. This record of minutes shall not be disclosed to the public except upon court order. The Clerk-Treasurer or designee may destroy said minutes after one year and one day have passed following the approval of the minutes of the meeting at which the Council approved the closed session.

### 8.4 Approving Executive Session Minutes:

Minutes of executive sessions will be distributed to the members of the Council immediately prior to the meeting at which they are to be approved. The Clerk-Treasurer shall collect the

copies of the minutes given to the members at the end of the meeting at which they are approved.

## 9. MOTIONS AND RESOLUTIONS:

### 9.1 Statement by Chair:

No motion or resolution shall be adopted until the motion or resolution is restated by the person chairing the meeting.

### 9.2 Order of Motions:

Whenever a question is under debate, no motion shall be received except a motion to:

Fix. the time of the next meeting.

Adjourn.

Recess.

Vote immediately.

Lay on the table.

Postpone to a certain time.

Postpone indefinitely.

Amend.

Approve abstention from voting.

These motions shall take precedence in the order in which they are stated above.

### 9.3 Non-Debatable Motions:

The motions to adjourn, to recess, to lay on the table and to vote immediately shall be ordered and voted upon without debate.

### 9.4 Chairpersons:

The Chair of the City Council shall not be allowed to be the mover or the supporter of any motion.

## 10. VOTING:

Whenever a question is put by the Chair, every member present shall vote. No member present shall abstain from voting "yes" or "no" unless excused by a majority of the other members of the Council present. Conflict of interest shall be the sole reason for a request to abstain from voting. Once a member has been excused from voting on a particular item due to a conflict of interest (Policy adopted December 6, 2010). That member remains excused from further voting on the item unless or until the conflict has been removed and Council so notified.

### 10.1 Roll Call Vote:

Roll call votes will be taken on any ordinance or any action involving money.

10.2 On demand by any member the vote on any pending question shall be taken by a roll call vote.

10.3 In all roll call votes, the names of the members of the Council shall be called in alphabetical order and the name called first on any roll call shall be called last on the next roll call vote.

## 11. PARLIAMENTARY PRACTICE RULES

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, with the Ordinances or Charter of the City of Marshall, or the laws of the state of Michigan.

## 12. ORDINANCE ADOPTION:

### 12.1 Introduction:

Every proposed ordinance shall be introduced in writing. Following introduction of a proposed ordinance, the Council may accept the proposed ordinance for first reading and set a date for the Public Hearing on the proposed ordinance.

### 12.2 Publication:

Following introduction of a proposed ordinance, the Clerk-Treasurer shall publish a summary of the proposed ordinance in a local newspaper of general circulation in the City. The Public Hearing may not be held sooner than five (5) days after the publication.

### 12.3 Addition:

After the Public Hearing, the Council may consider enacting the proposed ordinance. The enactment of the ordinance shall require a majority vote of the entire Council.

### 12.4 Changes:

If there are any substantive changes in an ordinance after the Public Hearing as determined by Council, the Council must set another Public Hearing.

### 12.5 Publication After Adoption:

Each ordinance shall be published in full in a local newspaper of general circulation in the City at least one time within ten (10) days after its adoption by Council.

## 13. APPOINTMENTS:

Where no appointment procedure is defined by law, the City Charter or ordinance, such appointments will be made by the Mayor and be subject to the approval of a majority of the Council.



CITY OF GARDEN CITY  
COUNTY OF WAYNE  
STATE OF MICHIGAN

## CITY COUNCIL RULES OF PROCEDURE

### 1. AUTHORITY

**1.010 Legal Citations.** These rules of procedure for the conduct of city council meetings are hereby adopted by the City of Garden City council under the authority of Sec. 2.07(C) of the City of Garden City charter. These rules are subordinate to the city charter, code of ordinances, and laws of the State of Michigan and the United States of America.

### 2. MEETINGS OF THE CITY COUNCIL

**2.010 Regular Meetings.** The city council shall meet regularly at least twice each month. Pursuant to the Michigan Open Meetings Act, before the end of each calendar year, the city council shall approve by resolution its regular meeting schedule for the ensuing calendar year.

**2.020 Special Meetings.** Special meetings of the city council may be called by the city clerk upon the written request of the mayor or of five or more members of the city council. No less than 18 hours written notice designating the time and purpose of such meeting shall be delivered personally to each council member or left at his usual place of residence by the city clerk or his designate. No business shall be transacted at any special meeting of the council unless the agenda has been stated in the notice of such meeting and visibly posted in the city hall.

**2.030 Place of Meetings.** All regular and special meetings of the city council shall be held in the council chambers in the city hall unless otherwise stated in the meeting notice.

**2.040 Time of Meetings.** All regular meetings of the city council shall begin at 7:00 PM unless the city council, by majority vote, sets a different starting time. Special meetings may be scheduled for other times.

**2.050 Changes in Meeting Schedule.** Changes in the regular meeting schedule may be made with the approval of a majority vote of the city council and will be properly noticed in accordance with the Michigan Open Meetings Act.

**2.060 Public Notice of Meetings.** The city clerk shall post a notice of the regular meeting schedule for the ensuing calendar year at the city hall and in accordance with the Michigan Open





Meetings Act. The city clerk shall post notices of special meetings and public hearings at the city hall and in accordance with the city charter and the Michigan Open Meetings Act.

**2.070 Presiding Officer.** The mayor shall preside at all meetings of the city council. In the absence of the mayor, the mayor pro tem shall preside. In the absence of both the mayor and mayor pro tem, the council member who has served on the city council for the longest period of time shall preside.

**2.080 Quorum for Conduct of Business.** Four members of the city council shall constitute a quorum for the conduct of business at all meetings.

**2.090 Rules of Order.** The current edition of Robert's Rules of Order Newly Revised is adopted and made part of these rules of procedure except as modified by the city charter, code of ordinances, or these rules. The city clerk shall serve as the parliamentarian for the city council and shall advise the presiding officer and council members on matters pertaining to parliamentary procedure.

**2.100 Voting Duty.** Whenever a question is called by the presiding officer, every member of the city council shall vote on that question by an aye or nay roll call vote, except on procedural motions. No member shall abstain from voting unless that member states a bona fide conflict of interest. Conflict of interest shall be the only reason for a request to abstain from voting. The city council shall, by a majority vote of the remaining members, determine if the member will be allowed to abstain from such vote. A majority vote of the entire membership of the city council shall be necessary to approve any action of the council unless otherwise required by law.

**2.110 Public Participation at Meetings.** Members of the public shall speak only when recognized by the presiding officer. Members of the public shall be limited to speaking only during the "Public Comment – General" for issues not on the meeting agenda and following city council discussion on each agenda item prior to a vote by the city council on that item. Each speaker shall be limited to three (3) minutes unless the rules are waived by a majority vote of the city council. Prior to addressing the city council, members of the public shall register with the city clerk on a form provided by the clerk and shall identify themselves by name and city of residence at the podium prior to speaking. The city clerk shall record in the meeting minutes the name, city of residence, and/or organizational affiliation of persons addressing the city council and the topic to which they speak. A person shall not be excluded from a meeting that is otherwise open to the public except for a breach of the peace actually committed at the meeting.

**2.120 Disorderly Conduct at Meetings Prohibited.** The presiding officer may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, applauding, failing to be germane to the topic or issue being considered, speaking longer than the allotted time, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the presiding officer to be disruptive to the meeting. Any person so disrupting a lawful public meeting of the city council may be removed or excluded from a meeting that is otherwise open to the public in accordance with the Michigan Open Meetings Act and shall be guilty of a misdemeanor pursuant to state statute, being MCL 750.170 et seq, and §131.03(B) of the city code of ordinances. The chief of police or his designate shall serve as the sergeant-at-arms at council meetings for purposes of enforcement of the rules under this section.



**2.130 Minutes of Proceedings.** A journal of the proceedings of each meeting of the city council shall be prepared and maintained by the city clerk, and shall be available to the public, in accordance with the Michigan Open Meetings Act. The minutes shall be summary in nature but shall properly record all actions of the city council with respect to motions, including the name of the maker of the motion, the member seconding the motion, and the result of the vote. The city clerk shall not be required to maintain a written record of discussion or comments of the city council or members of the public made at council meetings unless directed to do so by a majority vote of the city council. If a member of the city council is permitted to abstain from a vote in accordance with Sec. 2.100, the abstention shall be recorded in the meeting minutes together with the reason for abstention. The city council shall make any corrections to the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction.

**2.140 Proclamations.** Proclamations shall be included on the meeting agenda under "Petitions and Communications" and may be brought before the city council by any member of the council.

**2.150 Publication of Proceedings.** Within ten (10) days after each meeting of the city council, a synopsis of the proceedings showing the substance of each separate proceeding of the council, prepared by the city clerk and approved by the mayor, shall be published in a newspaper of general circulation in the city.

### **3. MEETING AGENDAS**

**3.010 Preparation.** The Mayor/City Manager shall be responsible for the preparation of the agenda for all meetings of the city council. The city manager, or his designate, shall prepare and deliver to the council members the agenda with supporting materials and explanations on or before the Thursday prior to the scheduled meeting.

**3.020 Submission of Items for Consideration.** Agenda items shall be submitted to the office of the city manager by noon on the Tuesday preceding the scheduled meeting of the city council. The city manager shall determine the appropriateness of placement of items on the agenda for consideration by the city council, except that any request by a member of the city council for council consideration shall be included on the agenda. Requests by the public for placement of items on a council meeting agenda shall be submitted in writing to the office of the city manager and placed under "Petitions and Communications", or presented to city council at a meeting, and shall be placed on a meeting agenda for study and consideration only after a member of council requests such placement.

**3.025 Community Events.** Announcements concerning events of interest to the general public may be presented during the *Community Events* portion of the agenda subject to city manager approval. A written summary shall be submitted to the city manager prior to the council meeting as provided in the *Submission of Items for Consideration* section of these Rules.

**3.030 Agenda Format and Changes.** The agenda may be changed at a regular meeting by a majority vote of the city council under the "Approval of Agenda" section of the meeting . A special



## CITY COUNCIL RULES OF PROCEDURE

Page | 4

meeting agenda shall only consist of those matters stated in the notice of the meeting. The order of business at regular meetings shall be placed on the agenda as follows:

1. Opening Ceremony
2. Call to Order
3. Roll Call
4. Approval of Agenda
5. Community Announcements
6. Comments from State and County Officials
7. Petitions and Communications
8. Public Hearings
9. Items for Consideration
  - A. Consent Agenda
  - B. Study Session
  - C. Action Items
10. Public Comment – General (non-agenda items only)
11. Report from City Manager
12. City Council Comments
13. Closed Session
14. Other Business
15. Adjournment

**PUBLIC HEARINGS.** The presiding officer shall announce each public hearing and the purpose of the public hearing and shall open the hearing to the public for comment, noting the time. The rules of public participation established in Sec. 2.110 shall apply. After receiving public comments, the presiding officer shall close the public hearing and note the time. The city clerk shall record in the meeting minutes the names and addresses of all members of the public who comment during a public hearing. Public hearings may be held separately or in connection with a regular or special council meeting and may be adjourned from time to time. In the case of hearings on proposed ordinances, the public hearing shall follow the publication of the ordinance and notice of the hearing by at least seven (7) days.

**CONSENT AGENDA.** Consent Agenda items shall consist of the approval of meeting minutes, receipt and file of reports, approval of mayoral appointments, and other routine matters. Any council member may request that an item be removed from the Consent Agenda and placed under the Study Session for further discussion and consideration.

**ITEMS FOR CONSIDERATION.** All items for consideration by the city council, other than Consent Agenda items, shall be initially placed under Study Session for discussion by the city council only. After discussion, the city council shall give its concurrence to the transfer of a study item to the Action Items portion of the agenda for final action by the council. The city council, by majority vote of its members, may remove an item from the Study Session and, thereby, from consideration or action by the city council.

**CLOSED SESSIONS.** The city council may convene into closed session only for those purposes permitted by the Michigan Open Meetings Act or other law. The city clerk shall prepare and maintain minutes of the proceedings of closed sessions in accordance with the Michigan Open Meetings Act. Closed Session



items shall be listed separately on the agenda and shall include a citation of the section of the Michigan Open Meetings Act or other law under which the city council is permitted to convene into closed session for that matter.

**4. ADJOURNMENT OF MEETINGS**

**4.010 Adjournment by Presiding Officer.** The presiding officer shall adjourn all meetings of the city council.

**5. AMENDMENTS TO COUNCIL RULES OF PROCEDURE**

**5.010 Procedure for Amending Rules.** Any member of the city council may request that the city council meeting rules of procedure be amended by submitting such request in writing to the city manager together with the specific change being recommended. The city manager shall submit the request to the city council at the council's next regularly scheduled meeting by placement of the request on the council's Study Session agenda. A majority vote of the council shall be necessary to approve any amendment to the rules of procedure. Upon approval, the city clerk shall revise the rules of procedure and provide a copy of the revised rules to each member of council and to the city manager not later than the next regularly scheduled meeting of the council after approval of the amendment.

**6. COPIES OF RULES**

**6.010 Posting and Distribution of Rules.** The duly adopted City Council Rules of Procedure shall be posted on the city web site and be available at the city clerk's office, and copies of the Rules shall be made available for the general public at all council meetings.

**DATE OF ADOPTION BY CITY COUNCIL:** December 5, 2011

**REVISIONS** September 10, 2012

# **AGENDA NOTE**

New Business: Item # 1

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:**

**AGENDA TOPIC:** Resignations of Frank Fogarty from Zoning Board of Appeals and Cheryl Wickham from the DDA

**EXPLANATION OF TOPIC:**

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Resignation emails from Mr. Fogarty and Ms. Wickham

**POSSIBLE COURSES OF ACTION:** Accept/do not accept resignations from Frank Fogarty for the Zoning Board of Appeals and Cheryl Wickham from the DDA

**RECOMMENDATION:** to accept the resignations with thanks

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to accept the resignations of Frank Fogarty from the Zoning Board of Appeals, and Cheryl Wickham from the DDA Board of Directors and offer thanks for their service

## Lloyd Collins

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**From:** Frank Fogarty <fogartyfrank3@gmail.com>  
**Sent:** Tuesday, February 13, 2018 2:25 PM  
**To:** Dan Pelchat; Lloyd Collins; Tim Wilhelm (twilhelm@jrsjlaw.com); Philip Weipert  
**Subject:** Resignation from ZBA

Effective immediately, I resign from the Zoning Board of Appeals.

It has been a pleasure serving the City of South Lyon in this capacity.

I wish to continue serving the City of South Lyon as a member of the Board of Review.

Respectfully,

Frank Fogarty

## Lisa Deaton

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**From:** Divine Yoga <contact@divineyogacompany.com>  
**Sent:** Tuesday, January 23, 2018 2:08 PM  
**To:** Lisa Deaton  
**Subject:** Re: term expirations

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

Lisa,

I appreciate the consideration and have taken some time with this decision. It is not an easy one for me, as I have been actively involved with the DDA for several years. While I have enjoyed making this contribution, I regretfully must step down from my position on the board and do not want to be reappointed at this time. I have recently expanded my downtown business and I find the additional time demands are starting to get in the way of me being able to fully step into my role on the board.

With all of the new businesses in our town, I am looking forward to my position making room for someone new. I am excited to see what great things come together in the City of South Lyon.

Sincerely,

Cheryl Wickham

On Jan 16, 2018, at 2:55 PM, Lisa Deaton <[lideaton@southlyonmi.org](mailto:lideaton@southlyonmi.org)> wrote:

Good Afternoon,

We will be reappointing people at a February Council meeting. Could you please let me know if you're interested in being reappointed to the DDA Board?

Thank you,

Lisa Deaton, CMMC  
City Clerk/Treasurer  
335 S Warren  
South Lyon, MI 48178  
248-437-1735

# AGENDA NOTE

New Business: Item # 2

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** Mayor Pelchat

**AGENDA TOPIC:** Re-Appointments

**EXPLANATION OF TOPIC:** In March of each year, the staggered terms of the various boards and commissions members expire.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** N/A

**POSSIBLE COURSES OF ACTION:** Affirm/Not Affirm the re-appointments made by Mayor Pelchat

**RECOMMENDATION:** Affirm the re-appointments made by Mayor Pelchat

**SUGGESTED MOTION:** Moved by, \_\_\_\_\_ seconded by, \_\_\_\_\_ To affirm the re-appointments made by Mayor Pelchat of the following:

|               |                          |                                 |
|---------------|--------------------------|---------------------------------|
| Frank Fogarty | Board of Review          | 3-year term, expires March 2021 |
| Jason Rose    | Planning Commission      | 3-year term, expires March 2021 |
| Scott Lanam   | Planning Commission      | 3-year term, expires March 2021 |
| Wayne Chubb   | Planning Commission      | 3-year term, expires March 2021 |
| Josie Kerns   | Cultural Arts Commission | 3-year term, expires March 2021 |
| Ron Morelli   | Zoning Board of Appeals  | 3-year term, expires March 2021 |
| Rose Peruski  | Parks and Recreation     | 3-year term, expires March 2021 |
| Erica Wilson  | Parks and Recreation     | 3-year term, expires March 2021 |
| Norm Somers   | Historical Commission    | 3-year term, expires March 2021 |



# AGENDA NOTE

New Business: Item # 3

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** Interim City Manager

**AGENDA TOPIC:** Reappointments for DDA

**EXPLANATION OF TOPIC:** The By-laws for the Downtown Development Board states the Board is filled by an appointment by the City Manager with approval by City Council

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Mark Childs application for appointment

**POSSIBLE COURSES OF ACTION:** approve appointments to DDA Board

**RECOMMENDATION:**

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to appoint Mark Childs to the DDA Board of Directors, and to re-appoint Gene Carrol, Marsha Calus; all for 4-year terms expiring March 2022.

|              |                    |                                 |
|--------------|--------------------|---------------------------------|
| Gene Carrol  | Downtown Dev Auth. | 4-year term, expires March 2022 |
| Marsha Calus | Downtown Dev Auth. | 4-year term, expires March 2022 |
| Mark Childs  | Downtown Dev Auth. | 4-year term, expires March 2022 |

# AGENDA NOTE

New Business Item # 4

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** City Attorney

**AGENDA TOPIC:** First Reading of Zoning Ordinance Amendment to reduce the number of Zoning Board of Appeals members

**EXPLANATION OF TOPIC:** The City Zoning Board of Appeals (ZBA) has experienced difficulty in maintaining full membership of the Board, and it has no appointed alternates. The City recently encountered an issue in which the Zoning Board of Appeals did not have enough eligible members to take action. Because the law requires an affirmative vote of a majority of the full membership of the ZBA in order to take action, maintaining full membership and having good attendance is important.

To address this issue, an ordinance amending Section 102-81(b) of the Zoning Ordinance to reduce the number of ZBA members from seven (7) to five (5), as authorized under MCL 125.3601(3), is presented. The proposed ordinance allows for one of the ZBA members to also be a member of the Planning Commission. This is a change from the mandatory requirement and is permitted under the Zoning Enabling Act. Note, there is no change to the ordinance allowing for a member of City Council to also be a member of the ZBA, provided the council member is not the ZBA Chairperson.

## **MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Proposed Ordinance – blackline copy showing proposed changes
- Existing Zoning Ordinance pertaining to ZBA (Sec. 102-81 through Sec. 102-88)
- MCL 125.3601 (Michigan Zoning Enabling Act)

**POSSIBLE COURSES OF ACTION:** Approve/Deny/No Action/Postpone

**RECOMMENDATION:** Approve the first reading of the ordinance amendment.

**SUGGESTED MOTION:** Motion to approve the first reading of an Ordinance Amending the City of South Lyon Zoning Ordinance, Sec. 102-81(b) to reduce the number of Zoning Board of Appeals members from seven to five.

ORDINANCE NO. \_\_-18

CITY OF SOUTH LYON  
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE CITY OF SOUTH LYON CODE OF ORDINANCES, CHAPTER 102 - ZONING, ARTICLE II - ADMINISTRATION AND ENFORCEMENT, DIVISION 3 - ZONING BOARD OF APPEALS, SECTION 102-81(b) - CREATION AND MEMBERSHIP TO REDUCE THE NUMBER OF ZONING BOARD OF APPEALS MEMBERS

THE CITY OF SOUTH LYON ORDAINS:

**PART I. Amendment of Section 102-81(b).** Chapter 102 - Zoning, Article II- Administration and Enforcement, Division 3 - Zoning Board of Appeals, Section 102-81(b) - Creation and Membership, is hereby amended as follows:

Sec. 102-81. - Creation and Membership.

...

(b) The board shall consist of ~~seven~~five (5) members appointed by the city council. Appointments shall be as follows: Appointments for the first year shall be for a period of one, two and three years, respectively, so as nearly as may be to provide for the appointment of an equal number each year, thereafter each member to hold office for the full three-year term. One member ~~shall~~may also be a member of the planning commission. The remaining members shall be selected from the electors residing in the zoning jurisdiction. Membership shall be representative of the population distribution and of the various interests present in the local unit of government.

**PART II. Severability.** Should any division, section, subsection, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

**PART III. Savings Clause.** The amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance.

**PART IV. Repealer.** All other Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**PART V. Effective Date; Publication.** This Ordinance shall take effect upon the later of ten (10) days after adoption or upon publication thereof as provided by the Charter of the City of South Lyon.

Made, passed and adopted by the South Lyon City Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Daniel L. Pelchat, Mayor

\_\_\_\_\_  
Lisa Deaton, City Clerk

**Certificate of Adoption**

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the South Lyon City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Lisa Deaton, City Clerk

Adopted:  
Published:  
Effective:

## DIVISION 3. - BOARD OF ZONING APPEALS

## Sec. 102-81. - Creation and membership.

- (a) There is established a board of zoning appeals which shall perform its duties and exercise its powers as provided in Article VI of Public Acts 110 of 2006 as amended, and in such a way that the objectives of this title be observed, public safety secured, and substantial justice done.
- (b) The board shall consist of seven members appointed by the city council. Appointments shall be as follows: Appointments for the first year shall be for a period of one, two and three years, respectively, so as nearly as may be to provide for the appointment of an equal number each year, thereafter each member to hold office for the full three-year term. One member shall also be a member of the planning commission. The remaining members shall be selected from the electors residing in the zoning jurisdiction. Membership shall be representative of the population distribution and of the various interests present in the local unit of government.
- (c) One regular member may be a member of the city council but shall not serve as chairperson of the zoning board of appeals.
- (d) An employee or contractor of the city may not serve as a member of the zoning board of appeals.
- (e) The city may also if it so desires appoint not more than two alternate members for the same term as regular members of the board of appeals using the same criteria to select a regular board member. The alternate members may be called to sit as regular members of the board of appeals in the absence of any regular member if the regular member is unable to attend one or more meetings. An alternate member may also be called to serve in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the board of appeals.
- (f) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.
- (g) A member of the zoning board of appeals may be removed by the city council for misfeasance, malfeasance, or nonfeasance in office upon written charges and after public

hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

- (h) A successor shall be appointed not more than one month after the term of the preceding member has expired. Vacancies for unexpired terms shall be filled for the remainder of the term.

(Ord. of 2-13-95(2), § 5.710; Ord. of 4-14-08)

#### Sec. 102-82. - Meetings.

All meetings of the board of appeals shall be held at the call of the chairman and at such times as the board may determine. All hearings conducted by the board shall be open to the public. The city clerk, or his representatives, shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact; and shall also keep records of its hearing and other official action. The minutes shall be filed in the office of the city clerk. Five members of the board shall constitute a quorum for the conduct of its business. The board shall have the power to subpoena and require the attendance of witnesses, administer oaths, compel testimony and the production of books, papers, files and other evidence pertinent to the matters before it.

(Ord. of 2-13-95(2), § 5.715; Ord. of 4-14-08)

#### Sec. 102-83. - Appeal.

- (a) An appeal may be taken to the board of appeals by any person, firm, or corporation, or by any officer, department, board or bureau aggrieved by a decision of the building inspector. Such appeal shall be taken within such time as shall be prescribed by the board of appeals by general rule, by filing with the building inspector and with the board of appeals a notice of appeal, specifying the grounds thereof. The building inspector shall forthwith transmit to the board all of the papers constituting the record upon which the action appealed from was taken. An appeal shall stay all proceedings in furtherance of the action appealed from unless the building inspector certifies to the board of appeals after notice of appeal has been filed with him that by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property, in which case the proceedings shall not be stayed, otherwise than by a restraining order, which may be granted by a court of record.
- (b) The board shall select a reasonable time and place for the hearing of the appeal and give notice thereof in the same manner as a variance hearing to the parties and shall render a

decision on the appeal without unreasonable delay. Any person may appear and testify at the hearing, either in person or by duly authorized agent or attorney.

(c) The appeals board shall have the authority to hear appeals concerning:

(1) All questions that arise in the administration of zoning ordinance, including interpretation of the zoning map.

(2) All administrative orders, requirements, decision or determination made by an administrative official or body charged with enforcement of the zoning ordinance.

(3) All decisions of the zoning administrator.

(4) All decisions concerning site plan review.

(5) All decisions of the planning commission concerning planned unit developments.

(d) Upon receipt of a demand for appeal, the administrator will review the demand for appeal to insure it is complete and the fee is paid. If the application is not complete the administrator will return the application to the applicant with a letter that specifies the additional material required, otherwise the administrator and chairman of the appeals board shall establish a date to hold a hearing on the appeal.

(e) The appeals board shall hold a hearing on the demand for appeal. Those wishing representation at said hearing are entitled to appear by agent or attorney. The appeals board will base its decisions on variances from the strict requirements of this article so that the spirit of the ordinance is observed, public safety secured, and substantial justice done based on the following standards:

(1) For dimensional variances: A dimensional variance may be granted by the zoning board of appeals only in cases where the applicant demonstrates in the official record of the public hearing that practical difficulty exists by showing all of the following:

- a. That the need for the requested variance is due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water, or topography and is not due to the applicants personal or economic difficulty.
- b. That the need for the requested variance is not the result of actions of the property owner or previous property owners.
- c. That strict compliance with regulations governing area, setback, frontage, height, bulk, density or other dimensional requirements will unreasonably prevent the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.

- d. That the requested variance is the minimum variance necessary to do substantial justice to the applicant as well as to the other property owners in the district.
- e. That the requested variance will not cause an adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district.

(Ord. of 2-13-95(2), § 5.720; Ord. of 4-14-08)

#### Sec. 102-84. - Fees.

The city council may from time to time prescribe and amend by resolution a reasonable schedule of fees to be charged to applicants for appeals to the zoning board of appeals, which the secretary shall forthwith pay over to the city treasurer to the credit of the general revenue fund of the City of South Lyon.

(Ord. of 2-13-95(2), § 5.725)

#### Sec. 102-85. - Jurisdiction.

(a) The zoning board of appeals shall not have the power to alter or change the zoning district classification of any property, nor to make any change in the terms of this chapter, nor to permit any use in a district in which it is not permitted, but does have power to act on these matters where this chapter provides for an administrative review, interpretation, exception or special approval permit and to authorize a variance as defined in this section and laws of the State of Michigan. Said powers include:

- (1) Administrative review. To hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirements, permit, decision or refusal made by the building inspector or any other administrative official in carrying out or enforcing any provisions of this chapter.
- (2) Variance. To authorize, upon an appeal, a variance from the strict application of the provisions of this chapter where it is found:
  - a. That there are circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning classification.
  - b. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity, provided that possible increased financial return shall not of itself be deemed sufficient to warrant a variance.
  - c. That authorization of such variance will not be of substantial detriment to



adjacent property, and will not materially impair the intent and purpose of this chapter or the public health, safety and general welfare of the community.

- d. That the condition or situation of the specific piece of property or the intended use of said property for which the variance is sought, is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situation, a part of this chapter.
  - e. If a condemning agency seeks a variance pursuant to MCL 213.54(2), the potential benefits of the public use shall be considered.
- (3) Exceptions and special approvals. To hear and decide, in accordance with the provisions of this chapter, requests for exceptions, for interpretations of the zoning map, and for decisions on special approval situations on which this chapter specifically authorizes the board to pass. Any exception or special approval shall be subject to such conditions as the board may require to preserve and promote the character of the zone district in question and otherwise promote the purpose of this chapter, including the following:
- a. Interpret the provisions of this chapter in such a way as to carry out the intent and purpose of the plan, as shown upon the zoning map fixing the use districts, accompanying and made part of this chapter, where street layout actually on the ground varies from the street layout as shown on the map aforesaid.
  - b. Permit the erection and use of a building or use of premises for public utility purposes, upon recommendation of the planning commission.
  - c. Permit the modification of the automobile parking space or loading space requirements where, in the particular instance, such modification will not be inconsistent with the purpose and intent of such requirements.
  - d. Permit such modification of the height and area regulations as may be necessary to secure an appropriate improvement of a lot which is of such shape, or so located with relation to surrounding development or physical characteristics, that it cannot otherwise be appropriately improved without such modification.
  - e. Permit temporary buildings and uses for periods not to exceed two years in undeveloped sections of the city and for periods not to exceed six months in developed sections.
  - f. Permit, upon proper application, the following character of temporary use, not otherwise permitted in any district, not to exceed 12 months with the granting of 12-month extensions being permissible: uses which do not require the erection

of any capital improvement of a structural nature.

The board of appeals, in granting permits for the above temporary uses, shall do so under the following conditions:

1. The granting of the temporary use shall in no way constitute a change in the basic uses permitted in the district nor on the property wherein the temporary use is permitted.
  2. The granting of the temporary use shall be granted in writing, stipulating all conditions as to time, nature of development permitted and arrangements for removing the use at the termination of said temporary permit.
  3. All setbacks, land coverage, off-street parking, lighting and other requirements to be considered in protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city shall be made at the discretion of the board of appeals.
  4. In classifying uses as not requiring capital improvement, the board of appeals shall determine that they are either demountable structures related to the permitted use of land; recreation developments, such as, but not limited to: golf driving ranges and outdoor archery court; or structures which do not require foundations, heating systems or sanitary connections.
  5. The use shall be in harmony with the general character of the district.
    6. No temporary use permit shall be granted without first giving notice to owners of adjacent property of the time and place of a public hearing to be held as further provided for in this chapter. Further, the board of appeals shall seek the review and recommendation of the planning commission prior to the taking of any action.
- (b) In consideration of all appeals and all proposed variations to this chapter, the board shall, before making any variations from the chapter in a specific case, first determine that the proposed variation will not impair an adequate supply of light and air to adjacent property, or unreasonably increase the congestion in public streets, or increase the danger of fire or endanger the public safety, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair health, safety, comfort, morals or welfare of the inhabitants of the City of South Lyon. The concurring vote of two-thirds of

the members of the board shall be necessary to reverse any order, requirements, decision, or determination of the building inspector, or to decide in favor of the applicant any matter upon which it is authorized by this chapter to render a decision. Nothing herein contained shall be construed to give or grant to the board the power or authority to alter or change this chapter or the zoning map, such power and authority being reserved to the City Council of the City of South Lyon, in the manner provided by law.

(Ord. of 2-13-95(2), § 5.730; Ord. of 10-11-04(3); Ord. of 4-14-08)

#### Sec. 102-86. - Orders.

In exercising the above powers, the board may, upon the concurring vote of the majority of the members, reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the building inspector from whom the appeal is taken.

(Ord. of 2-13-95(2), § 5.735; Ord. of 4-14-08)

#### Sec. 102-87. - Notice.

The board shall make no recommendation except in a specific case and after a public hearing conducted by the board. It shall by general rule or in specific cases determine the Interested parties who, in the opinion of the board, may be affected by any matter brought before it. Notice will be given as follows:

- (1) The notices shall be given not less than 15 days before the date of the hearing on a proposed zoning amendment and notices shall be sent to:
  - a. The applicant.
  - b. The owner(s) of the property, if different.
  - c. If the zoning amendment is for less than 11 adjacent properties: the owner(s) and occupant(s) of all real property within 300 feet of the boundary for the property for which the approval has been requested, as shown by the latest assessment roll,

regardless of whether the owner  
and property is located in the  
zoning jurisdiction or not.

- d. The general public by publication in a newspaper which circulates in the City of South Lyon.
  - e. Members of the planning commission, or city council and planning commission if the hearing is being held by the city council.
- (2) The notice shall include:
- a. The nature of the zoning amendment being requested.
  - b. The property(ies) for which the zoning amendment has been made.
  - c. If the zoning amendment is for less than 11 adjacent properties, also a listing of all existing street addresses within the property(ies) which is (are) subject to the zoning amendment.
  - d. The location where the application documents can be viewed and copied prior to the date of the zoning amendment hearing.
  - e. The date, time and location of when the hearing on the zoning amendment will take place.
  - f. The address at which written comments should be directed prior to the hearing on the zoning amendment.
  - g. For members of the planning commission only, a copy of the request for the zoning amendment, the draft of the zoning amendment, and supporting documents in the record.

(Ord. of 2-13-95(2), § 5.740; Ord. of 4-14-08)

Sec. 102-88. - Miscellaneous.

- (a) No order of the board permitting the erection of a building shall be valid for a period longer than one year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.
- (b) No order of the board permitting a use of a building or premises shall be valid for a period longer than one year unless such use is established within such period; provided, however, that where such use permitted is dependent upon the erection or alteration of a building,

such order shall continue in force and effect if a building permit for said erection or alteration is obtained within such period and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

(Ord. of 2-13-95(2), § 5.745)

Secs. 102-89—102-100. - Reserved.

**MICHIGAN ZONING ENABLING ACT (EXCERPT)**  
**Act 110 of 2006**

**125.3601 Zoning board of appeals; appointment; procedural rules; membership; composition; alternate member; per diem; expenses; removal; terms of office; vacancies; conduct of meetings; conflict of interest.**

Sec. 601. (1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act. Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection (2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the

legislative body. However, the member may consider and vote on other unrelated matters involving the same property.

**History:** 2006, Act 110, Eff. July 1, 2006;—Am. 2008, Act 12, Imd. Eff. Feb. 29, 2008;—Am. 2010, Act 330, Imd. Eff. Dec. 21, 2010.

# AGENDA NOTE

New Business: Item # 5

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** Econ Dev & DDA Director

**AGENDA TOPIC:** Approval of National Main Street Conference in Kansas City, MO, March 25-28, 2018, Attendance by Econ Dev & DDA Director

**EXPLANATION OF TOPIC:** As a member of the Main Street Oakland County (MSOC) Program (South Lyon joined MSOC in October, 2016), it is a requirement for the DDA Director to attend the Annual National Main Streets Conference titled "Main Street Now", held this year in Kansas City, which is the national conference for downtown development. Not just for professional development, continuing education is important in the downtown development world for many reasons. This conference is an opportunity to speak with downtown managers from downtowns across the country about typical downtown issues (working with developers, historic preservation, sense of place, budget revenue sources, parking, store hours, business recruitment & retention, market analysis, design issues, event issues, etc) and new trends in downtown development (platform dining, commercial tax abatement, window display, wayfinding, merchandising, promotions). Private Developers and contractors also attend this conference. I attended this conference last year and feel that it provides valuable information and contacts. I hope to focus upon business recruitment & retention, private development, event planning & event financing, and sponsorships. The total cost of \$1,791.05 includes registration, airfare and hotel. I attended last year after approval by the City Manager.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Conference Registration Information and Conference Program Info

**POSSIBLE COURSES OF ACTION:** Approve/Do Not Approve

**RECOMMENDATION:** Approve

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Attendance and Travel in the amount of \$1,800, to the National Main Streets Conference in Kansas City, MO, March 25 – 28, 2018, for the Economic Development & DDA Director.



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## Join us!

Join your fellow commercial district revitalization professionals in Kansas City at the **2018 Main Street Now Conference**, March 26-28, for three exciting days of educational sessions, mobile workshops, special events, and plenty of opportunities for exploring all the great things Kansas City and the surrounding area has to offer.

### About #NOW18

The 2018 conference is expected to bring over 1,600 attendees from around the

registration support.

## Hotel Information

### Conference Headquarters Hotel

Kansas City Marriott Downtown  
200 West 12th Street  
Kansas City, MO 64105

**As of January 10, availability at the Kansas City Marriott Downtown is extremely limited:**

<https://aws.passkey.com/e/49487049>

*All education sessions will be held at the Kansas City Marriott Downtown.*

### Overflow Hotel

Crowne Plaza Kansas City Downtown  
1301 Wyandotte St  
Kansas City, MO 64105

Rates start at \$169

*Book a room in our discounted block>*

*\*Promotion rates are only available if you book through the links provided.*

*Registration is open for the Main Street America Institute's **Leadership Development Workshop**, held March 24-25 in conjunction with the conference.*

**Are you a planner?** We're now offering sessions and mobile workshops for **American Planning Association (APA)** Continuing Education Units (CEUs)! Learn more on APA's site or view courses tracked "APA CEU-approved" on EventMobi.

**Are you an architect?** We're also offering courses approved for CES credit by the **American Institute of Architects (AIA).** View courses, or search the track "AIA CES approved" on EventMobi.

Many thanks to our conference co-host,  
**Missouri Main Street Connection!**

## Perfect Learning Lab

**“ Recently named one of the 'Best Cities to Live in America,' Kansas City thrives as the Midwestern hub of arts, innovation, entrepreneurship, and historically interesting places. From City Market to Power & Light District, boutique shopping to historic city fountains, and world-class museums to a vibrant nightlife, Kansas City is the perfect learning lab for Main Streeters.”**

**Contact Us**

P 312.610.5611

F 202.588.6050

mainstreet@savingplaces.org

The National Main Street Center, Inc.

53 West Jackson Blvd., Suite 350

Chicago, IL 60604

**About Us**

Main Street America has been helping revitalize older and historic commercial districts for more than 35 years. Today it is a network of more than 1,600 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, Inc., a subsidiary of the National Trust for Historic Preservation.

**MAIN STREET AMERICA OUR WORK**

The Movement  
The Approach  
The Programs  
Main Street Awards

Meet the Team  
Project Spotlight  
Partners & Supporters

**HOW WE CAN HELP**

Main Street Now Conference  
Main Street America Institute  
Resource Center  
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# AGENDA NOTE

New Business: Item # 6

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** Councilmember Parisien

**AGENDA TOPIC:** Capital Improvement Plan

**EXPLANATION OF TOPIC:** Councilmember Parisien has requested a discussion item on the agenda regarding a Capital Improvement Plan.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Sample Capital Improvement Plan – City of Farmington (Draft); Capital Improvements Plan Guide; Links to City of Farmington Hills, City of Dexter, and City of Farmington Capital Improvement Plans – Farmington Hills and Dexter Plans not printed for packet due to length.

<http://www.fhgov.com/Government/Reference/Capital-Improvements-Plan/CapitalImprovementsPlan.aspx>

[http://dextermi.gov/sites/dextermi.gov/files/client\\_files/planning/2015/Packets/Complete\\_Draft\\_CIP\\_2015-2020.pdf](http://dextermi.gov/sites/dextermi.gov/files/client_files/planning/2015/Packets/Complete_Draft_CIP_2015-2020.pdf)

<http://www.ci.farmington.mi.us/City-Services/Economic-Community-Development/Planning-and-Redevelopment/Capital-Improvement-Program-2018-2023-Draft.aspx>

**POSSIBLE COURSES OF ACTION:** N/A

**RECOMMENDATION:** N/A

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to \_\_\_\_\_

02/26/18



DRIFT

Capital Improvement Program FY 2018-2023

CITY OF FARMINGTON  
OAKLAND COUNTY, MICHIGAN  
**PLANNING COMMISSION RESOLUTION No.**

At a meeting of the Planning Commission of the City of Farmington, Oakland County Michigan, held on the \_\_\_\_\_ at City Hall, 23600 Liberty Street, Farmington, Michigan 48336: The following resolution was offered by Planning Commission member \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, adhering to Michigan P.A. 33 of 2008 and Farmington City Code section 23-39, a Capital Improvement Program (CIP) shall be created for the ensuing six years; and

WHEREAS, the CIP will further the goals of the City to promote the safety, well-being, and general welfare of its residents; and

WHEREAS, the CIP is a road map for future funding and planning of capital improvement projects, not an appropriation of funds and;

WHEREAS, the City has created a number of plans to help guide the creation of a CIP, including, the Farmington Master Plan, the Farmington Recreation Master Plan, the Farmington Vision Plan, the Farmington Downtown Area Plan, the Downtown Master Plan, the Grand River Corridor Vision Plan, the Rouge River Nature Trail Project, and the Orchard Lake & 10 Mile Roads Intersection Report, and;

WHEREAS, the Capital Improvement Program Steering Committee was created to evaluate and finalize the CIP, and;

WHEREAS, appropriate stakeholders including the public, City Council, and the Capital Improvement Plan Steering Committee have developed a comprehensive list of potential capital improvement projects; and

WHEREAS, the components of the CIP have been subject to public hearing, review and a duly noticed full public hearing on \_\_\_\_\_, therefore;

BE IT RESOLVED, the Capital Improvement Program presented for review on \_\_\_\_\_, is adopted by the City of Farmington Planning Commission with corrections per the meeting minutes on \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

I, SUSAN K. HALBERSTADT, the duly-qualified Clerk of the City of Farmington, Oakland County Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Planning Commission of the City at a duly-called meeting held \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereto affixed by official signature this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
SUSAN K. HALBERSTADT, Clerk, City of Farmington

# Introduction

## What is a Capital Improvement Program (CIP)?

A Capital Improvement Program (CIP) is a short-term plan for identifying and categorizing large and/or very expensive projects. Like a household's budgeting plan for big-ticket items, a CIP is a city's plan to find funding for projects that cannot be accomplished in one year.

A "Capital Improvement" for the City's purposes here is any improvement that is at least one of the following:

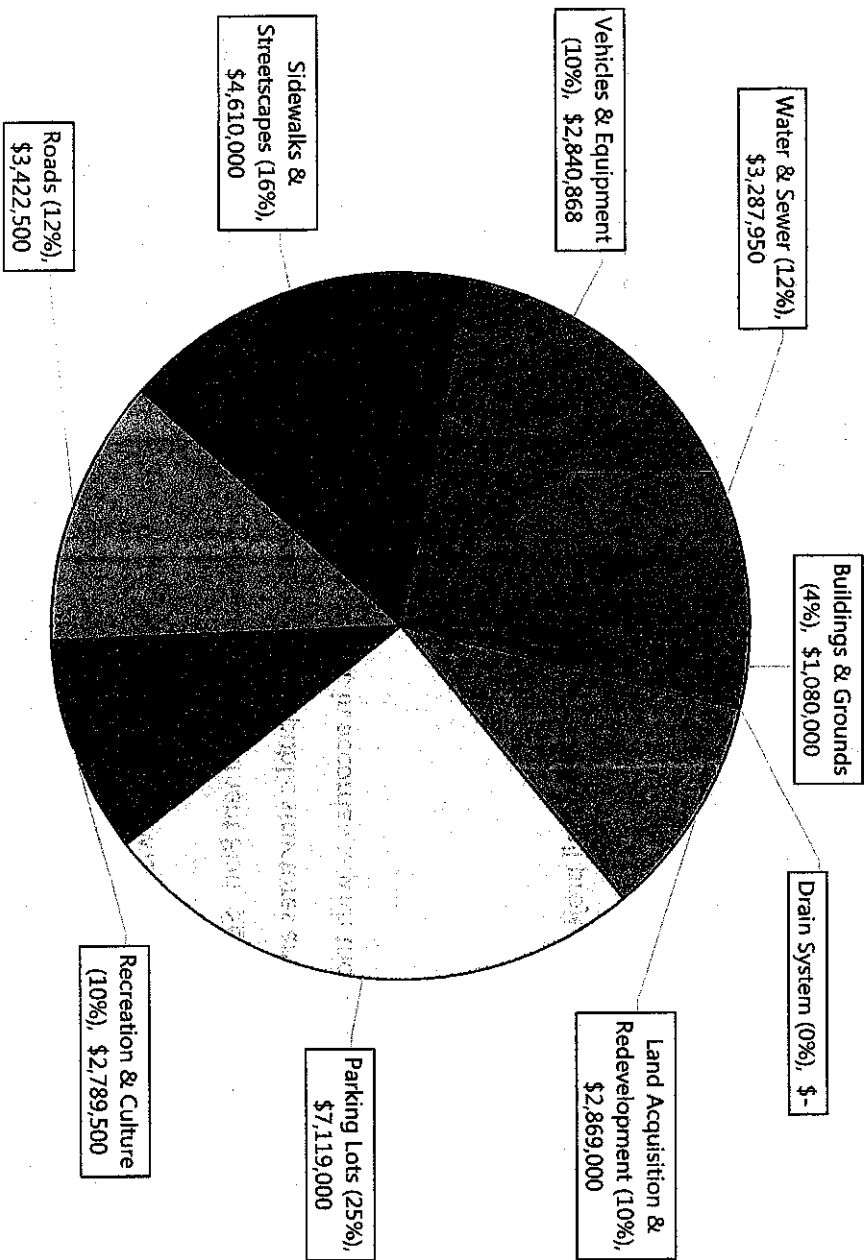
- A purchase or improvement of a facility, system, infrastructure, or piece of equipment that Costs \$10,000 or more, with an expected service life of more than 1 year
- Is a non-recurring expenditure
- Is a study that leads to such purchases

## CIP vs City Budget

A Capital Improvement Program is not the same as a city budget. A city budget appropriates funds, a CIP is merely an identification of projects. The CIP assists City Council and the City Administration by having a comprehensive list of projects that need to be accomplished. This list helps prioritize and plan for the budget year after year. A CIP cannot spend funds on projects, rather, its purpose is to examine each of the projects in detail and determine estimated costs, timelines and funding sources for each project.

# Executive Summary

## FY2018-FY2023 Funding Need



## Quick View

|                   |                |
|-------------------|----------------|
| Total Projects:   | 141            |
| Total Value:      | \$28.0 Million |
| Projects by Year: |                |
| 2018              | 41             |
| 2019              | 37             |
| 2020              | 41             |
| 2021              | 27             |
| 2022              | 66             |
| 2023              | 33             |



## **Project Prioritization**

Projects are prioritized. Their prioritization is a result of several factors including: need, funding status, citizen safety and well-being, and time restraints. As would be expected, the projects with the higher priority are likely to be accomplished earlier than those with lower priority. Items on the CIP were categorized in terms of priority. Ranked from low to high they are: Desired, Not Necessary → Necessary, Long Term → Necessary, Short Term → Urgent. Within each ranking, a score of 1-5 was assigned with 5 being the highest priority within that ranking.

## **Capital Improvement Program**

The Capital Improvement Program is broken down into nine categories:

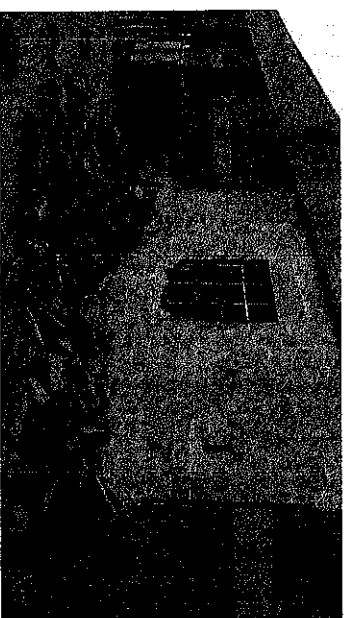
- Buildings and Grounds
- Drain System
- Land Acquisition and Redevelopment
- Parking Lots
- Recreation and Culture
- Roads
- Sidewalks and Streetscapes
- Vehicles and Equipment
- Water and Sewer System

These categories each have the most notable projects listed as well as project values by year. To keep this document succinct, not all projects are listed. The full list of projects is in Appendix A. In addition, the appendix spreadsheet includes a total of 10 (ten) years of projects. This document will be updated annually to include new project ideas and remove those that have been completed or are deemed no longer to be necessary. This document is not a directive to spend money, only a tool to guide possible projects by showing their importance level, judged by the community. Not all projects will be completed. Some may never happen, others will.

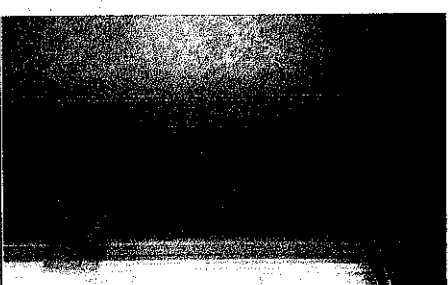
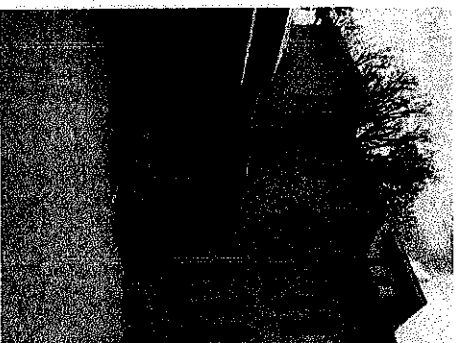
## Buildings & Grounds - Continued

### Significant Building & Grounds projects include:

**DPW Building Wall Replacement** – in 2016 a portion of the façade on the DPW Building on 9 Mile Road collapsed. There is concern that the remaining façade may also collapse. The City is currently researching alternatives for its replacement.



**Mansion Addition Foundation Repairs** - For the past several years, the foundation under the Governor Warner Mansion addition at the rear of the house has been deteriorating. As a result, the addition is pulling away from the main building structure creating large cracks in the wall and roof and preventing some of the doors from closing inside the Mansion.

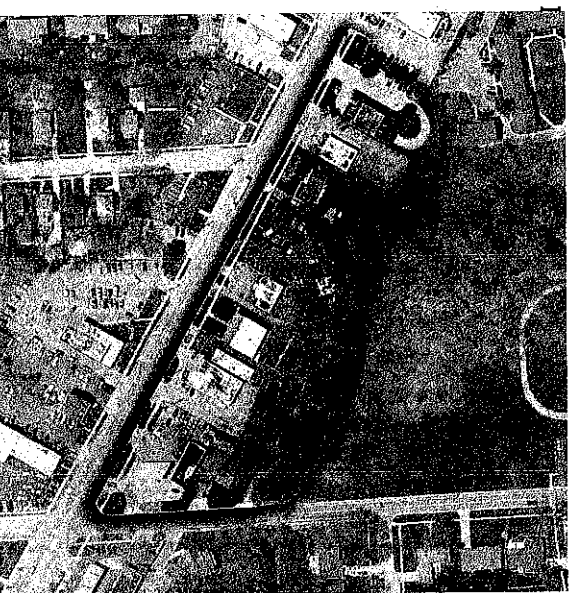


# Land Acquisition and Redevelopment

## Quick View

**Significant Land Acquisition & Redevelopment projects include:**

**Land Acquisition and Redevelopment** – Several studies have been completed in the last several years that have recommended an increase in the density of the downtown area. In order to increase the density, smaller buildings/land parcels would have to be consolidated. To facilitate the consolidation, the City may have to purchase some of these parcels. These concepts are shown in detail in the Farmington Vision Plan, Downtown Area Vision Plan and Grand River Corridor



Total Projects: 2  
Total CIP: \$2,869,000  
Projected cost by Year:

|      |             |
|------|-------------|
| 2018 | \$369,000   |
| 2019 | \$-         |
| 2020 | \$2,500,000 |
| 2021 | \$-         |
| 2022 | \$-         |
| 2023 | \$-         |

DRAFT

## Parking Lots - Continued

### **Significant Parking Lot projects include:**

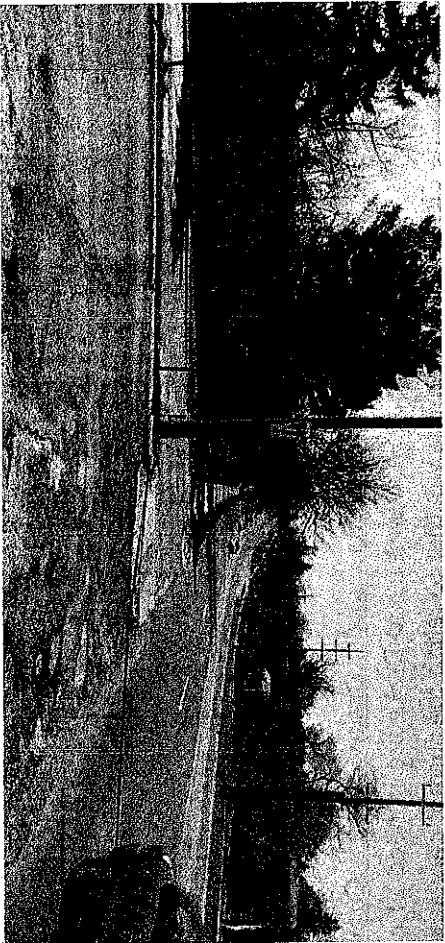
The City owns or maintains 23 parking lots, driveways, and alley ways. Routine maintenance of these items is anticipated to cost approximately \$10,000 on an annual basis. Maintenance includes crack sealing, sealcoating, and striping. Occasional resurfacing is also required and the City anticipates needing approximately \$50,000 per year, although more is recommended for the next 6 years to bring the lots up to an adequate standard.

# Roads

## Significant Road projects include:

The City levies property taxes of 1 mill for roads. This levy, together with Act 51 Gas and Weight taxes, provide funding to resurface all of the roads in the City of Farmington. Unlike many communities, the City does not special assess for road projects.

**Smithfield Street Entrance** - The entrance to Chatham Hills Subdivision at Smithfield Street is in need of repair. The entrance has been patched many times and has a number of potholes. In addition, the grading of the entranceway should be modified, and the sidewalk that crosses the entrance should be redesigned to improve safety. This work should be performed in the 2017/18 fiscal year. Projects occurring after 2017/18 are being discussed by the City's Road Committee. Approximately \$600,000 per year is recommended to be spent on roads.



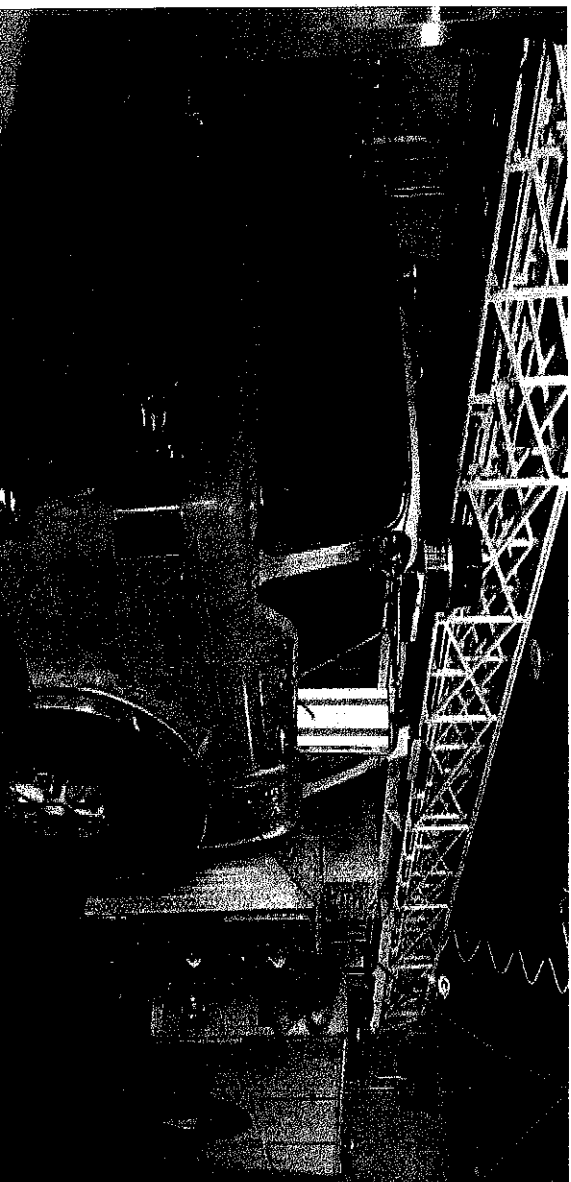
## Quick View

|  |           |             |
|--|-----------|-------------|
| Miles of Major Street roads in Farmington: |           | 7.36        |
| Miles of Local Street roads in Farmington: |           | 26.35       |
| Total Projects:                            |           | 6           |
| Total CIP:                                 |           | \$3,422,500 |
| Projected cost by Year:                    |           |             |
| 2018                                       | \$422,500 |             |
| 2019                                       | \$600,000 |             |
| 2020                                       | \$600,000 |             |
| 2021                                       | \$600,000 |             |
| 2022                                       | \$600,000 |             |
| 2023                                       | \$600,000 |             |

# Vehicles and Equipment

## Significant Vehicle and Equipment projects include:

**Replacement of Ladder Fire Truck** – The City has one ladder fire truck. The truck was purchased in 1983, and is well beyond its useful life. Replacement parts are very difficult to locate and are frequently purchased from salvage yards and modified by a mechanic. The water pump no longer passes pump testing; the ladder oftentimes does not retract without a mechanic's assistance; and the truck failed inspection in 2016 and had to be taken out of service for three months while repairs were made.



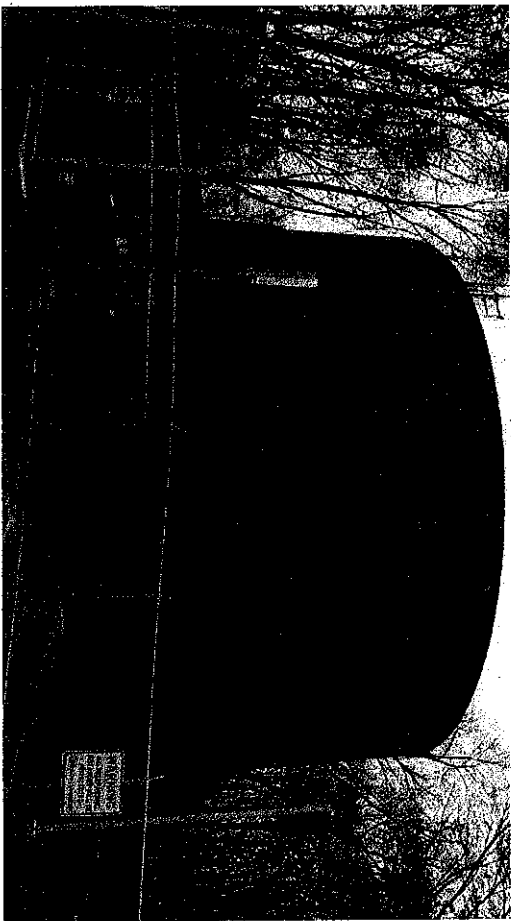
## Quick View

|                         |             |
|-------------------------|-------------|
| Total CIP:              | \$2,840,868 |
| Total Projects:         | 26          |
| Projected cost by Year: |             |
| 2018                    | \$930,268   |
| 2019                    | \$487,708   |
| 2020                    | \$365,487   |
| 2021                    | \$277,250   |
| 2022                    | \$377,035   |
| 2023                    | \$403,120   |

# Water and Sewer System

**Significant Water and Sewer projects include:**

**Water Tower Painting** – The water tower located behind Oakwood Cemetery is in need of painting.



**US 16 Drain** – The City separated the storm and sanitary sewer systems in the early 1990s. Several homes were inadvertently missed during the separation process and are currently connected to the storm system. These homes will be disconnected from the storm system and connected to the sanitary sewer system.

**Quick View**

|                         |             |
|-------------------------|-------------|
| Total Projects:         | 6           |
| Total CIP:              | \$3,287,950 |
| Projected cost by year: |             |
| 2018                    | \$447,500   |
| 2019                    | \$563,500   |
| 2020                    | \$551,750   |
| 2021                    | \$613,500   |
| 2022                    | \$603,600   |
| 2023                    | \$508,100   |

City of Farmington  
Capital Improvement Plan  
Appendix A  
Overview

| Project Category       | Project Name                                | Prioritization Rank    | Degree (1-5 with 5 the highest) | Funding Source |      |                |         |             |             |      |      |      |      | Fiscal Year Ended June 30 |      |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|                        |   |                        |                                 | City           | Fund | Outside Source | Total   | Prior Years |             | 2018 | 2019 | 2020 | 2021 | 2022                      | 2023 | 2024-2027 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                        |   |                        |                                 |                |      |                |         | City Cost   | Future Cost |      |      |      |      |                           |      |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recreation and Culture | ADA Accessible Path - Shed Hill to Downtown | Desired, Not Necessary | 3                               | 50% GF         |      | 50% Grant      | 400,000 |             | 400,000     |      |      |      |      |                           |      |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

DRAFT



City of Farmington  
Capital Improvement Plan  
Appendix A  
DPW Equipment

| Project Category | Project Name | Prioritization Rank | Funding Source                  |  |      |  |      |  |                |  |       |  | Fiscal Year Ended June 30 |  |                  |  |      |  |      |  |      |  |      |  |      |  |      |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|                  |              |                     | Degree (1-5 with 5 the highest) |  | City |  | Fund |  | Outside Source |  | Total |  | Prior Years               |  | Future City Cost |  | 2018 |  | 2019 |  | 2020 |  | 2021 |  | 2022 |  | 2023 |  | 2024-2027 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                  |              |                     |                                 |  |      |  |      |  |                |  |       |  |                           |  |                  |  |      |  |      |  |      |  |      |  |      |  |      |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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City of Farmington  
Capital Improvement Plan  
Appendix A  
Public Safety Equipment

| Project Category       | Project Name                              | Prioritization Rank   | Degree (1-5 with 5 the highest) | Funding Source |      |                |         | Fiscal Year Ended June 30 |            |             |        |        |        |         |        |           |
|------------------------|---|-----------------------|---------------------------------|----------------|------|----------------|---------|---------------------------|------------|-------------|--------|--------|--------|---------|--------|-----------|
|                        |   |                       |                                 | City           | Fund | Outside Source | Total   | Prior Years               |            | Future City |        |        |        |         |        |           |
|                        |   |                       |                                 |                |      |                |         | City Cost                 | Flare City | 2018        | 2019   | 2020   | 2021   | 2022    | 2023   | 2024-2027 |
| Vehicles and Equipment | Patrol Vehicles                           | Urgent                | 5                               | 50% GF         |      | 50% Drug Forf  | 299,000 | -                         | 299,000    | 26,000      | 27,000 | 28,000 | 29,000 | 30,000  | 31,000 | 128,000   |
| Vehicles and Equipment | Administration Vehicles                   | Urgent                | 4                               | 100% GF        |      | 0% N/A         | 76,000  | -                         | 76,000     |             | 25,000 |        |        |         |        | 26,000    |
| Vehicles and Equipment | Emergency Siren Controls                  | Necessary, Short Term | 4                               | 100% GF        |      | 0% N/A         | 36,000  | -                         | 36,000     |             |        |        |        |         | 36,000 |           |
| Vehicles and Equipment | Firearms                                  | Necessary, Short Term | 4                               | 80% GF         |      | 20% Resale     | 15,000  | -                         | 15,000     |             |        |        |        | 15,000  |        |           |
| Vehicles and Equipment | Fire Turnout Gear                         | Necessary, Short Term | 3                               | 50% GF         |      | 50% Grant      | 55,000  | -                         | 55,000     |             |        |        |        | 55,000  |        | 5,000     |
| Vehicles and Equipment | Defibrillators (AED)                      | Necessary, Short Term | 3                               | 75% GF         |      | 25% RAP Grant  | 10,000  | -                         | 10,000     | 5,000       |        |        |        |         | 8,000  |           |
| Vehicles and Equipment | Thermal Imaging Camera                    | Necessary, Short Term | 3                               | 50% GF         |      | 50% RAP Grant  | 16,000  | -                         | 16,000     | 8,000       |        |        |        |         | 16,000 |           |
| Technology             | In-Car Computers                          | Necessary, Short Term | 3                               | 100% GF        |      | 0% N/A         | 18,000  | -                         | 18,000     |             |        |        |        |         |        |           |
| Vehicles and Equipment | Portable Radios                           | Necessary, Short Term | 2                               | 50% GF         |      | 50% CLEMIS     | 23,000  | -                         | 23,000     |             | 23,000 |        |        |         |        | 80,000    |
| Vehicles and Equipment | Self Contained Breathing Apparatus (SCBA) | Necessary, Long Term  | 3                               | 50% GF         |      | 50% Grant      | 80,000  | -                         | 80,000     |             |        |        |        |         |        | 18,000    |
| Technology             | Phone Recording System                    | Necessary, Long Term  | 2                               | 50% GF         |      | 50% Drug Forf  | 18,000  | -                         | 18,000     |             |        |        |        |         |        | 10,000    |
| Technology             | Live-Scan Fingerprinting                  | Necessary, Long Term  | 2                               | 50% GF         |      | 50% RAP Grant  | 10,000  | -                         | 10,000     |             |        |        |        |         |        |           |
| TOTAL                  |   |                       |                                 |                |      |                | 656,000 | -                         | 656,000    | 39,000      | 75,000 | 28,000 | 29,000 | 125,000 | 93,000 | 267,000   |

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City of Farmington  
Capital Improvement Plan  
Appendix A  
Recreation and Culture

| Project Category       | Project Name  | Prioritization Rank    | Funding Source                        |         |           |         |       |                          |                     |                           |         |        |      |        |      |           |
|------------------------|---|------------------------|---------------------------------------|---------|-----------|---------|-------|--------------------------|---------------------|---------------------------|---------|--------|------|--------|------|-----------|
|                        |   |                        | Degree (1-5<br>with 5 the<br>highest) | City    | Fund      | Outside |       | Prior Years<br>City Cost | Future City<br>Cost | Fiscal Year Ended June 30 |         |        |      |        |      |           |
|                        |   |                        |                                       |         |           | Source  | Total |                          |                     | 2018                      | 2019    | 2020   | 2021 | 2022   | 2023 | 2024-2027 |
| Recreation and Culture | Ball Diamond Fencing                                  | Necessary, Short Term  | 5                                     | 50% GF  | 50% Grant | 25,000  | -     | 25,000                   | 25,000              | -                         | -       | -      | -    | -      | -    | -         |
| Recreation and Culture | Shawasee Park Play Structure and Wooden Fence Repairs | Necessary, Short Term  | 4                                     | 50% GF  | 50% Grant | 25,000  | -     | 25,000                   | -                   | -                         | 25,000  | -      | -    | -      | -    | -         |
| Recreation and Culture | Shawasee Park Restrooms                               | Necessary, Short Term  | 1                                     | 50% GF  | 50% Grant | 20,000  | -     | 20,000                   | -                   | -                         | 20,000  | -      | -    | -      | -    | -         |
| Recreation and Culture | Shawasee Park Pavilion Upgrades                       | Necessary, Long Term   | 4                                     | 50% GF  | 50% Grant | 10,000  | -     | 10,000                   | -                   | -                         | 10,000  | -      | -    | -      | -    | -         |
| Recreation and Culture | Park Signage  | Necessary, Long Term   | 1                                     | 100% GF | 0% N/A    | 10,000  | -     | 10,000                   | 10,000              | -                         | -       | -      | -    | -      | -    | -         |
| Recreation and Culture | Tennis Court-Drake                                    | Desired, Not Necessary | 3                                     | 50% GF  | 50% Grant | 60,000  | -     | 60,000                   | 60,000              | -                         | -       | 60,000 | -    | -      | -    | -         |
| Recreation and Culture | Tennis Court-Shawasee                                 | Desired, Not Necessary | 3                                     | 50% GF  | 50% Grant | 60,000  | -     | 60,000                   | -                   | -                         | -       | -      | -    | 60,000 | -    | -         |
| TOTAL                  |   |                        |                                       |         |           | 210,000 | -     | 210,000                  | 35,000              | -                         | 115,000 | -      | -    | 60,000 | -    | -         |

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City of Farmington  
Capital Improvement Plan  
Appendix A  
Water and Sewer

| Water and Sewer  |   |                       | Funding Source                  |      |         |        |                |           |       |             |           |             | Fiscal Year Ended June 30 |         |         |         |           |      |      |           |
|------------------|---|-----------------------|---------------------------------|------|---------|--------|----------------|-----------|-------|-------------|-----------|-------------|---------------------------|---------|---------|---------|-----------|------|------|-----------|
| Project Category | Project Name                            | Prioritization Rank   | Degree (1-5 with 5 the Highest) |      | City    |        | Outside Source |           | Total | Prior Years |           | Future City |                           | 2018    | 2019    | 2020    | 2021      | 2022 | 2023 | 2024-2027 |
|                  |   |                       | City                            | Fund | Outside | Source | City Cost      | Cost      |       | Cost        | Cost      |             |                           |         |         |         |           |      |      |           |
| Sewer System     | US-16                                   | Urgent                | 5                               | 100% | WS      | 0%     | N/A            | 145,000   | -     | 145,000     | 145,000   | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Meter Software                          | Urgent                | 3                               | 100% | WS      | 0%     | N/A            | 11,000    | -     | 11,000      | 11,000    | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Frederick Water Main                    | Necessary, Short Term | 3                               | 100% | WS      | 0%     | N/A            | 247,500   | -     | 247,500     | -         | 247,500     | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Water Tower Painting                    | Necessary, Short Term | 5                               | 100% | WS      | 0%     | N/A            | 165,000   | -     | 165,000     | 165,000   | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Auto Read Meters                        | Necessary, Short Term | 5                               | 100% | WS      | 0%     | N/A            | 530,000   | -     | 530,000     | 106,000   | 106,000     | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Beairst Substation                      | Necessary, Short Term | 5                               | 100% | WS      | 0%     | N/A            | 200,000   | -     | 200,000     | 200,000   | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Sewer System     | 9 Mile Retention Storage Basin Repairs  | Necessary, Short Term | 5                               | 100% | WS      | 0%     | N/A            | 34,000    | -     | 34,000      | -         | 34,000      | -                         | -       | -       | -       | -         | -    | -    | -         |
| Sewer System     | Pump Stations                           | Necessary, Short Term | 5                               | 100% | WS      | 0%     | N/A            | 100,000   | -     | 100,000     | 10,000    | 10,000      | -                         | -       | -       | -       | -         | -    | -    | -         |
| Sewer System     | Sewer Replacement Program               | Necessary, Short Term | 5                               | 100% | WS      | 0%     | N/A            | 2,000,000 | -     | 2,000,000   | 2,000,000 | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Sewer System     | Portable Electronic Devices             | Necessary, Short Term | 1                               | 100% | WS      | 0%     | N/A            | 21,000    | -     | 21,000      | 10,500    | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Watermain Replacement, 2 Miles per Year | Necessary, Long Term  | 5                               | 100% | WS      | 0%     | N/A            | 1,841,850 | -     | 1,841,850   | -         | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Water Tower Watermain                   | Necessary, Long Term  | 5                               | 100% | WS      | 0%     | N/A            | 500,000   | -     | 500,000     | -         | 500,000     | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Water Meter Pit Installation            | Necessary, Long Term  | 5                               | 100% | WS      | 0%     | N/A            | 750,000   | -     | 750,000     | -         | 750,000     | -                         | -       | -       | -       | -         | -    | -    | -         |
| Water System     | Beairst Sewer Lining                    | Necessary, Long Term  | 5                               | 100% | WS      | 0%     | N/A            | 2,000,000 | -     | 2,000,000   | -         | 2,000,000   | -                         | -       | -       | -       | -         | -    | -    | -         |
| Sewer System     | Cresley Lift Station                    | Necessary, Long Term  | 5                               | 100% | WS      | 0%     | N/A            | 250,000   | -     | 250,000     | -         | -           | -                         | -       | -       | -       | -         | -    | -    | -         |
| TOTAL            |   |                       | 15                              |      |         |        |                | 8,795,350 | -     | 8,795,350   | 447,500   | 583,500     | 551,750                   | 613,500 | 603,600 | 508,100 | 5,567,400 |      |      |           |

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# CAPITAL IMPROVEMENTS PLAN GUIDE



A tool for Michigan communities looking to establish  
a capital improvements plan

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MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION

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# INTRODUCTION

The Capital Improvements Plan (CIP) guide is a tool for Michigan communities looking to establish a capital improvements plan, a requirement of the Michigan Planning Enabling Act<sup>1</sup> for all cities and villages and some townships. For more information about the benefits of capital improvement planning, please reference the Michigan Association of Planning's article<sup>2</sup>. In addition, Michigan State University Extension has a useful checklist<sup>3</sup> for the adoption of a CIP.

The first part of this guide describes a recommended process for drafting a capital improvements plan. Following information on the CIP process, sample language for the content of a CIP is included. Every community has different needs and capacities so the process and document should be tailored to fit your community's requirements. This guide recommends methods that have been successful in other communities; however, as long as the community meets the intent of long term, collaborative, fiscal planning as outlined in the act, this RRC best practice<sup>4</sup> is being met.

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<sup>1</sup> [www.legislature.mi.gov/\(\(S\(eo2fxv55gbt3ldvqv4f1af2\)\)\)/documents/mcl/pdf/mcl-33-2008-IV.pdf](http://www.legislature.mi.gov/((S(eo2fxv55gbt3ldvqv4f1af2)))/documents/mcl/pdf/mcl-33-2008-IV.pdf)

<sup>2</sup> [www.planningmi.org/downloads/capital\\_improvements\\_program.pdf](http://www.planningmi.org/downloads/capital_improvements_program.pdf)

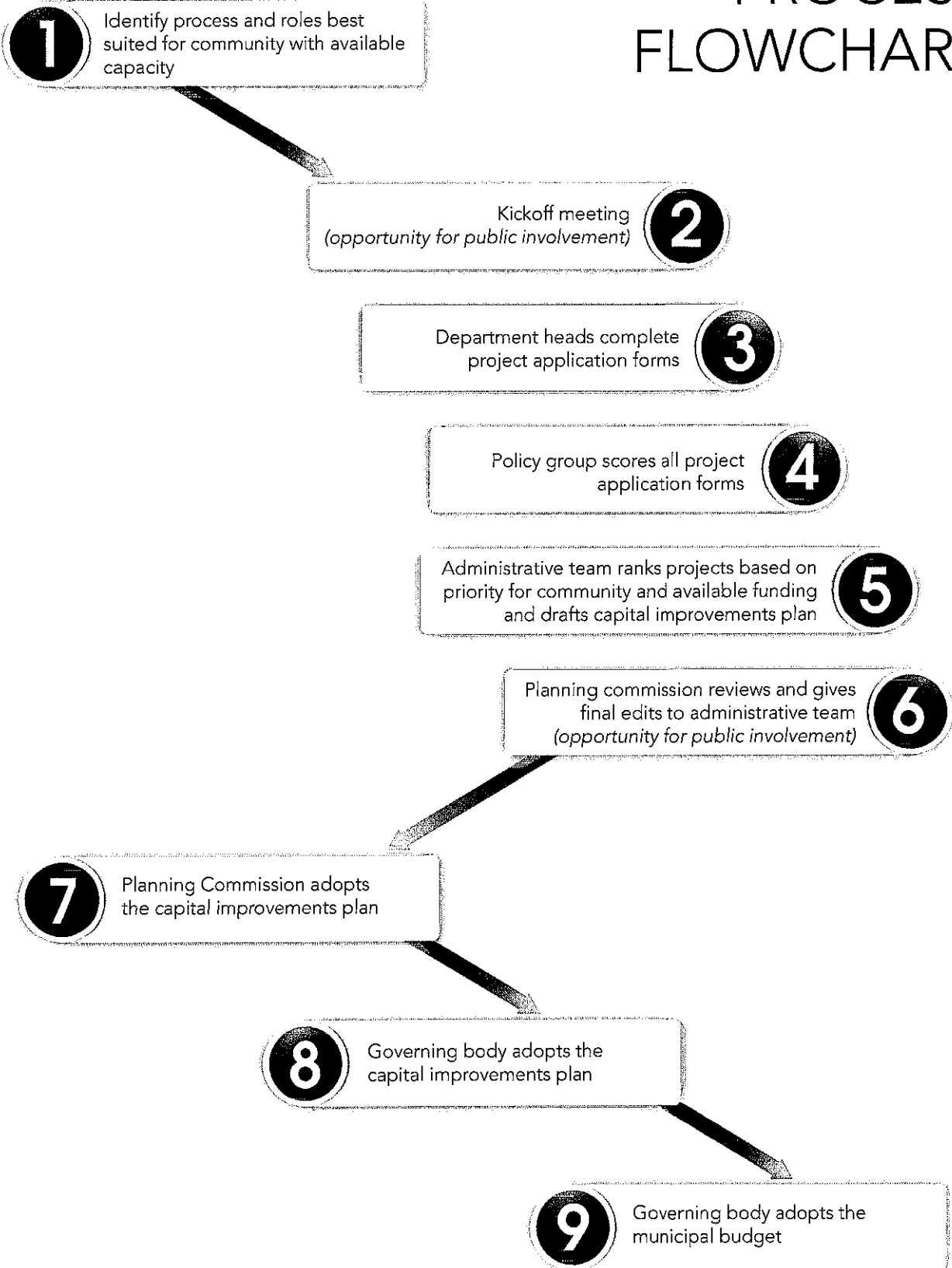
<sup>3</sup> [www.lu.msue.msu.edu/pamphlet/bclsam/pamphlet1J%20CIP.pdf](http://www.lu.msue.msu.edu/pamphlet/bclsam/pamphlet1J%20CIP.pdf)

<sup>4</sup> [www.michiganadvantage.org/cm/files/redevelopment\\_ready\\_communities/rrc-best-practices.pdf](http://www.michiganadvantage.org/cm/files/redevelopment_ready_communities/rrc-best-practices.pdf)

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# PROCESS FLOWCHART





# STEP ONE

## Identify process and roles

The first step in the creation of the capital improvement plan is to identify the best process for your community. Creating a flowchart of the steps helps participants to visualize the process. The pictured flowchart is an example of a process that has worked in many Michigan communities. Your community may decide to alter the process to fit your needs and time lines.

Next, your community should identify participants. The following are roles to be identified:

- **Project lead**

Although the planning commission is charged with the task of completing the capital improvements plan in the act<sup>5</sup>, one person should be identified as the project lead. This is the person responsible for organizing the different department heads, mediating conflict and organizing the drafting of the capital improvements plan to present to the planning commission. This project lead could be anyone from a planning commissioner, the manager or supervisor, or a consultant but most often falls upon to the planning director. It is important that this task be supported by the manager or supervisor and mayor as the process requires collaboration between most department heads, the planning commission and the governing body.

- **Policy group**

The policy group is made up of department heads relevant to the capital improvements program and other important representatives. At a minimum, the capital improvements of the municipal roads, sewers and parks should be included. Many communities include the capital improvements of police and fire as well. The department heads will fill out a project application form for each requested in their department project that will occur in the next six years. Once all project application forms are completed by all department heads, the policy group will rank all applications using a score sheet. It is recommended that two planning commissioners and one elected official serve as part of this group. The community must involve the planning commission and governing body throughout the process. The following individuals or roles should be represented in the policy group:

- Director of Planning and Development

- Recreation Director

- Municipal Treasurer

- Municipal Clerk

- Director of Public Services

- Director of Finance

- Police Chief (*if police department capital improvements are being included in the CIP*)

- Fire Chief (*if fire department capital improvements are being included in the CIP*)

- Governing Body Representative (*if possible*)

- Planning Commission Representatives (*two if possible*)

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<sup>5</sup> Article IV, Section 65 of Act 33 of 2008

- **Administrative team**

This group is responsible for final scoring of the project requests and crafting the capital improvements plan to present to the planning commission. Most often, the administrative group consists of the manager or supervisor, the director of community and economic development and the director of finance. If all of these positions do not exist in the community, look for a team that fully understands the goals and direction of growth in the community, the priorities for spending in the community and the community's finances.

- **Planning commission**

The planning commission is given responsibility by the act<sup>6</sup> to adopt the capital improvements plan after the adoption of the master plan unless exempted by charter, thus should be involved throughout the process for seamless adoption. It is recommended that at least two commissioners are involved with the process from start to finish. The planning commission should fully understand the value and process of the capital improvements program. A training session may need to be held before the process begins if a capital improvements program is new to the community. Once the draft is complete, the planning commission should hold a working session open to the public to review the CIP draft and give the project lead and administrative team final edits. After these edits have been incorporated, the planning commission will adopt the CIP in an open meeting.

- **Governing body**

The governing body should use the capital improvements plan to aid in the adoption of the municipal budget. This is most effective when the governing body fully understands the benefits and process of the CIP. It is recommended that one elected official be a part of the CIP process from start to finish. The governing body is expected to adopt the CIP after the planning commission adopts it, but before the budget is adopted. If the planning commission is exempted by charter from preparing and adopting the capital improvements plan, the task falls to the governing body.

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<sup>6</sup> Article IV, Section 65 of Act 33 of 2008

# STEP TWO

## Kickoff meeting

Once all roles have been identified, the administrative team hosts a kickoff meeting to explain the reasons and benefits of a capital improvements program and everyone's role in the process. The project lead organizes this meeting and both the administrative team and policy group in their entirety should be present. The kickoff meeting may be an opportunity for public involvement by allowing any member of the community to observe. This would allow for the public to understand what the CIP is and how they can become involved.



*It is helpful to reference Article IV of the Michigan Planning enabling Act (P.A. 33 of 2008) for the legal foundation of the capital improvements plan.*

If a six year projection seems daunting to your community as the CIP is developed for the first time, you may decide to draft a CIP that covers two or three years. A shorter time period will allow you to establish an effective and thorough process which will enable your community to add on to the projection the following year. Although beneficial for establishing the process, a capital improvements plan that projects less than six years still does not meet the requirements of the law or RRC best practice.



*The enabling act states, "The capital improvements program shall show those public structures and improvements in the general order of their priority, that in the (planning) commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period"<sup>7</sup>*

<sup>7</sup> Article IV, Section 65 of Act 33 of 2008

# STEP THREE

## Complete project application forms

The capital improvements projects will be identified by completing project application forms. Each department head will fill out a project application form for each project to occur in the next six years. Each identified capital improvement should have a separate project application form filled out. For example, if the parks and recreation department is requesting trail improvements in three different parks, three different project application forms need to be filled out. After the completion of all project applications, policy group members receive a copy of all project application forms, then rank them based off of the scoring criteria developed by the project lead. At the end of the kickoff meeting, the department heads should have a thorough understanding and be ready to support the community's chosen CIP process, project application forms and be ready to identify next steps.

It is important that the project lead give the department heads enough time to complete this project as the process can be overwhelming, especially for the first time. It is important that the project application form be filled out in its entirety. This will allow all projects to be evaluated with the same information.



*Appendix A contains a sample project application form.*

The actual form will look different depending on the capacity of the community. The project lead should develop an ID mechanism to be attached to each project application request. For example, all capital improvements being requested by the police department would begin with "P" (P-001, P-002, etc.). The ID mechanism will be useful when writing the capital improvements plan in referencing specific projects in the project summary section discussed in part two of this guide.

# STEP FOUR

## Project scoring

After the department heads identify and complete the project application forms for all capital improvements that will occur in the next six years, each member of the policy group receives one copy of every project application form submitted along with the appropriate amount of score sheets.

The three basic questions that should be answered when ranking projects are:

- Is the project legal?
- Is the project a high priority for the community?
- Is the project contained in the master plan or the parks and recreation plan?

Appendix B contains a sample of a more complex score sheet. The length and intensity of the score sheet is dependent on the capacity and goals of the community. Each member for the policy group will score and then rank the projects and submit the score sheets to the administrative team.

# STEP FIVE

## Rank projects and draft the CIP

The administrative team will ultimately draft the capital improvements plan based on the priority of the projects for the city and available funds. The length of the plan will depend on the amount of projects, the years projected out and the capacity of the community. It is important for the administrative team to work closely with the planning commission and governing body as they will be ultimately adopting it.



*The next section of this guide contains sample language to use in the CIP*

It is recommended the administrative team presents a draft CIP to the planning commission during a working session. This session allows the planning commission to give input and feedback and hear public comment before it is finally adopted. Once the planning commission adopts the CIP, the plan then goes to the governing body for adoption.

# SAMPLE LANGUAGE

This section provides sample CIP language your community may use in the drafting of a capital improvements plan.

## SAMPLE INTRODUCTION LANGUAGE

A Capital Improvements Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Anywhere's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Anywhere residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- Master land use plan
- Redevelopment plan
- Downtown development plan
- Corridor improvement plan
- Recreation plan
- Transportation plan
- Non-motorized transportation plan
- Goals and objectives of council
- Administrative policies

# SAMPLE LANGUAGE

*continued*

## **Mission statement**

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP should be to implement the master plan and to assist in the community's financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

## **CIP and the budget process**

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained within the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors—not only its merit, but also its location, cost, funding source, and logistics.

The community of Anywhere should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.



# SAMPLE LANGUAGE

*continued*

## SAMPLE CIP PROCESS LANGUAGE

**Capital Improvements Plan Policy group:** reviews the policy, develops the project rating and weighting criteria, rates and weights project applications, reviews funding options, and presents the recommendation to the Administrative Group.

- Director of Planning and Development
- Recreation Director
- Municipal Treasurer
- Municipal Clerk
- Director of Public Services
- Director of Finance
- Police Chief
- Fire Chief
- Governing Body Representative
- Planning Commission Representative (2)

**Administrative group:** clarifies any issues, finalizes the ratings and brings the CIP draft forward at the planning commission workshop and presents the CIP at the planning commission public hearing.

- Community Manager
- Director of CED
- Director of Finance

**Planning commission:** works with the policy group during the plan development, conducts workshops (if necessary), reviews the policy group's recommendation, receives public input, conducts public hearings, adopts the plan, and requests the governing body to consider incorporating funding for the first year projects into the budget plan.

**Governing body:** encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

**Residents:** encouraged to participate in plan development by working with various boards and commissions at the planning commission workshops, the planning commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, planning commission representatives, and staff.

# SAMPLE LANGUAGE

*continued*

## SAMPLE CIP POLICY LANGUAGE

As used in the community of Anywhere Capital Improvements Program, a capital improvements project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, major/local roadways, recreational facilities), an addition to, or extension of such a facility, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$10,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.
6. Any acquisition of land for a public purpose that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects provided that the cost is \$25,000 or more.

# SAMPLE LANGUAGE

*continued*

## **SAMPLE PROGRAM FUNDING LANGUAGE**

Because the capital improvements projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the community of Anywhere's park maintenance and repair millage must be used for the purposes that were stated when the voters approved the millage. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in the capital improvements program.

### **Enterprise (reserve) funds**

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund, i.e., only water system funds can only be used on water system funds.

# SAMPLE LANGUAGE

*continued*

## **Bonds**

When the community of Anywhere sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them. Anywhere issues bonds in two forms

### **General Obligation (G.O.) bonds**

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Anywhere’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes

### **Revenue bonds**

Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

## **Weight and gas tax**

Based on a formula set by the State of Michigan, the community of Anywhere receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

## **Tax Increment Financing (TIF)**

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. For purposes of financing activities within the community of Anywhere’s downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1982. Public Act 281 of 1986, the Local Development Finance Authority Act and Public Act 450 of 1980, the Tax Increment Financing Act authorizes TIF.

## **Millages**

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property’s net value, following the application of all exemptions and a 50 percent equalization ratio. Millages are voter-approved taxes that are specifically earmarked for a particular purpose. For example, the parks maintenance and repair millage helps support parks and recreation capital projects. The community is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act.

# SAMPLE LANGUAGE

*continued*

## **Federal and state funds**

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

## **Special assessments**

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

## **Developer contributions**

Sometimes capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

# PROJECT SUMMARY SECTION

The project summaries can be scaled to address the needs, capacity and circumstances for each community. The project summary section is sub-divided by department, and should include a capital improvement summary for each project and why the project was selected. The following is encouraged to be included for each capital improvement project:

- Description of the project

- CIP ID #

- Time line for completion

- Cost

- Source of funding

- What plan or community goal the project ties to

# APPENDIX

The project application form (pages 20–24) and score sheet (page 26) are included for your use. There are also examples of how the form (page 25) and score sheet (page 27) could be filled out.

### Section 1A

Project title: \_\_\_\_\_ Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date prepared: \_\_\_\_\_

CIP ID#: \_\_\_\_\_ Anticipated start date: \_\_\_\_\_

### Section 1B

**Project description:** Provide a brief (1–2) paragraph description of the project

### Section 1C

**Planning context:** Is the project part of an adopted program, policy or plan?

☐ NO

☐ YES (must identify): \_\_\_\_\_

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives:

### Section 1D

**Planning context:** Is the community legally obligated to perform this service?

☐ NO

☐ YES

Please describe the community's legal obligation:



### Section 1E

**Project time line:** Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:

### Section 1F

**Coordination:** Please identify if this project is dependent upon one or more other CIP projects and please describe what the relationship is:

### Section 1G

**Project priority:** low, medium, high

Priority within department: \_\_\_\_\_ Priority community-wide: \_\_\_\_\_

### Section 2A

**Prior approval:** Is this project included in the 2013 adopted or prior year's budget? Has this project been approved by any board, commission or governing body?

☐ YES: Please check all appropriate box(es)

☐ Governing body

☐ Planning Commission

☐ 2013 budget

☐ Prior year budget: \_\_\_\_\_

☐ NO

## Section 2B

Total estimated cost: in 2013 dollars: \$ \_\_\_\_\_

List all funding options available for this project:

Recommended funding option(s) to be used? (i.e.: operating revenues, fund balance, bond issue, etc.)

## Section 2C

Basis of cost estimate: Please check one of the following:

- ☐ Cost of comparable facility/equipment
- ☐ Cost estimate from engineer/architect
- ☐ Rule of thumb indicator/unit cost
- ☐ Preliminary estimate
- ☐ Ball park "guesstimate"

## Section 3A

Equipment: \_\_\_\_\_ Date prepared: \_\_\_\_\_

Department: \_\_\_\_\_

## Section 3B

Form of acquisition: Please check one of the following

- ☐ Purchase
- ☐ Rental/lease

Number of units requested: \_\_\_\_\_

Estimated service life (years): \_\_\_\_\_

**Section 3C**

(Include Return on Investment section if the administration team and department heads have time to complete. Forgoing this section will save time.)

| DIRECT COSTS                            | PER UNIT (\$) | TOTAL COST (\$) |
|---|---------------|-----------------|
| Purchase price or annual rent /lease    |               |                 |
| Plus: installation or related charges   |               |                 |
| Plus: annual operational costs          |               |                 |
| Less: annual operational savings        |               |                 |
| Less: trade-in, salvage value, discount |               |                 |
| <b>Net purchase cost/annual rent</b>    |               |                 |

**Section 3D**

**Purpose of expenditure:** Please check appropriate box(es)

- ☐ Scheduled replacement  
☐ Replace worn-out equipment  
☐ Expanded service life  
☐ Increased safety  
☐ Present equipment obsolete  
☐ Reduce personnel time  
☐ New operation  
☐ Improved service to community, procedures, etc.  
☐ Other: \_\_\_\_\_

**Section 3E**

**Replaced items(s):** Attach a separate sheet if necessary

| ITEM | MAKE | AGE | PRIOR YEAR'S MAINTENANCE | PRIOR YEAR'S RENTAL COST |
|------|------|-----|--------------------------|--------------------------|
|      |      |     | \$                       | \$                       |
|      |      |     | \$                       | \$                       |
|      |      |     | \$                       | \$                       |
|      |      |     | \$                       | \$                       |
|      |      |     | \$                       | \$                       |
|      |      |     | \$                       | \$                       |
|      |      |     | \$                       | \$                       |

# Project application form

pg 5

Date: \_\_\_\_\_

Project title: \_\_\_\_\_

CIP ID#: \_\_\_\_\_

| Project construction              | Cost before 2011 |
|-----------------------------------|------------------|
| Preliminary engineering           | \$               |
| Right-of-Way services             | \$               |
| Land acquisition (ROW)            | \$               |
| Geotechnical engineering          | \$               |
| Construction                      | \$               |
| Construction engineering          | \$               |
| Other construction costs          | \$               |
| Equipment/vehicle purchase        | \$               |
| <b>Total project construction</b> | <b>\$</b>        |

| Budget 2011 | Budget 2012 | Budget 2013 | 2014 | 2015 | 2016 | 2017 | Total | City share | Total city |
|-------------|-------------|-------------|------|------|------|------|-------|------------|------------|
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$          | \$          | \$          | \$   | \$   | \$   | \$   | \$    |            | \$         |

| Future net operating costs/savings | Cost before 2011 |
|------------------------------------|------------------|
| Est. staffing impact               | \$               |
| Est. operational impact            | \$               |
| Est. maintenance impact            | \$               |
| Est. other impact                  | \$               |
| <b>Total operating impact</b>      | <b>\$</b>        |
| <b>Project grand total</b>         | <b>\$</b>        |

| 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | Total | City share | Total city |
|------|------|------|------|------|------|------|-------|------------|------------|
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |
| \$   | \$   | \$   | \$   | \$   | \$   | \$   | \$    |            | \$         |

\* Coordinate with:

\* Note:

# Project application form EXAMPLE

Date: April 26, 2013

Project title: Sample Project #1

CIP ID#: CIP-01

| Project construction              | Cost before 2011 |
|-----------------------------------|------------------|
| Preliminary engineering           | \$ -             |
| Right-of-Way services             | \$ -             |
| Land acquisition (ROW)            | \$ -             |
| Geotechnical engineering          | \$ -             |
| Construction                      | \$ -             |
| Construction engineering          | \$ -             |
| Other construction costs          | \$ -             |
| Equipment/vehicle purchase        | \$ -             |
| <b>Total project construction</b> | <b>\$ -</b>      |

| Budget 2011 | Budget 2012 | Budget 2013 | 2014 | 2015     | 2016 | 2017 | Total    | City share | Total city |
|-------------|-------------|-------------|------|----------|------|------|----------|------------|------------|
| \$          | \$          | \$          | \$   | \$50,000 | \$   | \$   | \$50,000 | 100%       | \$50,000   |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$          | \$          | \$          | \$   | \$       | \$   | \$   | \$ -     | 100%       | \$ -       |
| \$ -        | \$ -        | \$ -        | \$ - | \$50,000 | \$ - | \$ - | \$50,000 |            | \$50,000   |

| Future net operating costs/savings | Cost before 2011 |
|------------------------------------|------------------|
| Est. staffing impact               | \$ -             |
| Est. operational impact            | \$ -             |
| Est. maintenance impact            | \$ -             |
| Est. other impact                  | \$ -             |
| <b>Total operating impact</b>      | <b>\$ -</b>      |
| <b>Project grand total</b>         | <b>\$ -</b>      |

| 2011 | 2012 | 2013 | 2014 | 2015     | 2016 | 2017 | Total    | City share | Total city |
|------|------|------|------|----------|------|------|----------|------------|------------|
| \$   | \$   | \$   | \$   | \$       | \$   | \$   | \$       | 100%       | \$ -       |
| \$   | \$   | \$   | \$   | \$       | \$   | \$   | \$       | 100%       | \$ -       |
| \$   | \$   | \$   | \$   | \$       | \$   | \$   | \$       | 100%       | \$ -       |
| \$   | \$   | \$   | \$   | \$       | \$   | \$   | \$       | 100%       | \$ -       |
| \$ - | \$ - | \$ - | \$ - | \$ -     | \$ - | \$ - | \$ -     |            | \$ -       |
| \$ - | \$ - | \$ - | \$ - | \$50,000 | \$ - | \$ - | \$50,000 |            | \$50,000   |

\* Coordinate with:

\* Note:

| 2014–2019 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM                 |             |             |              |              |  |
|---|-------------|-------------|--------------|--------------|--|
| Project name:   |             |             | Project #:   |              |  |
| Department:   |             |             | Total score: |              |  |
| Rater name:   | Score range | Rater score | Weight       | Total points |  |
| <b>1. Contributes to health, safety and welfare</b>                 |             |             |              |              |  |
| Eliminates a known hazard (accident history)                        |             |             |              |              |  |
| Eliminates a potential hazard                                       |             |             |              |              |  |
| Materially contributes  |             |             |              |              |  |
| Minimally contributes   |             |             |              |              |  |
| No impact   |             |             |              |              |  |
| <b>2. Project needed to comply with local, state or federal law</b> |             |             |              |              |  |
| Yes   |             |             |              |              |  |
| No  |             |             |              |              |  |
| <b>3. Project conforms to adopted program, policy or plan</b>       |             |             |              |              |  |
| Project is consistent with adopted city council policy or plan      |             |             |              |              |  |
| Project is consistent with administrative policy                    |             |             |              |              |  |
| No policy/plan in place   |             |             |              |              |  |
| <b>4. Project remediates an existing or projected deficiency</b>    |             |             |              |              |  |
| Completely remedy problem   |             |             |              |              |  |
| Partially remedy problem  |             |             |              |              |  |
| No  |             |             |              |              |  |
| <b>5. Will project upgrade facilities?</b>                          |             |             |              |              |  |
| Rehabilitates/upgrades existing facility                            |             |             |              |              |  |
| Replaces existing facility  |             |             |              |              |  |
| New facility  |             |             |              |              |  |
| <b>6. Contributes to long-term needs of community</b>               |             |             |              |              |  |
| More than 30 years  |             |             |              |              |  |
| 21–30 years   |             |             |              |              |  |
| 11–20 years   |             |             |              |              |  |
| 4–10 years  |             |             |              |              |  |
| 3 years or less   |             |             |              |              |  |
| <b>7. Service area of project</b>                                   |             |             |              |              |  |
| Regional  |             |             |              |              |  |
| City-wide   |             |             |              |              |  |
| Several neighborhoods   |             |             |              |              |  |
| One neighborhood or less  |             |             |              |              |  |
| <b>8. Department priority</b>                                       |             |             |              |              |  |
| High  |             |             |              |              |  |
| Medium  |             |             |              |              |  |
| Low   |             |             |              |              |  |
| <b>9. Project delivers level of service desired by community</b>    |             |             |              |              |  |
| High  |             |             |              |              |  |
| Medium  |             |             |              |              |  |
| Low   |             |             |              |              |  |

# Score sheet EXAMPLE

| 2014-2019 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM                 |             |             |              |              |  |
|---|-------------|-------------|--------------|--------------|--|
| Project name:   |             |             | Project #:   |              |  |
| Department:   |             |             | Total score: |              |  |
| Rater name:   | Score range | Rater score | Weight       | Total points |  |
| <b>1. Contributes to health, safety and welfare</b>                 |             |             |              |              |  |
| Eliminates a known hazard (accident history)                        | 5           |             | 5            |              |  |
| Eliminates a potential hazard                                       | 4           |             |              |              |  |
| Materially contributes  | 3           |             |              |              |  |
| Minimally contributes   | 1           |             |              |              |  |
| No impact   | 0           |             |              |              |  |
| <b>2. Project needed to comply with local, state or federal law</b> |             |             |              |              |  |
| Yes   | 5           |             | 5            |              |  |
| No  | 0           |             |              |              |  |
| <b>3. Project conforms to adopted program, policy or plan</b>       |             |             |              |              |  |
| Project is consistent with adopted city council policy or plan      | 5           |             | 4            |              |  |
| Project is consistent with administrative policy                    | 3           |             |              |              |  |
| No policy/plan in place   | 0           |             |              |              |  |
| <b>4. Project remediates an existing or projected deficiency</b>    |             |             |              |              |  |
| Completely remedy problem   | 5           |             | 3            |              |  |
| Partially remedy problem  | 3           |             |              |              |  |
| No  | 0           |             |              |              |  |
| <b>5. Will project upgrade facilities?</b>                          |             |             |              |              |  |
| Rehabilitates/upgrades existing facility                            | 5           |             | 3            |              |  |
| Replaces existing facility  | 3           |             |              |              |  |
| New facility  | 1           |             |              |              |  |
| <b>6. Contributes to long-term needs of community</b>               |             |             |              |              |  |
| More than 30 years  | 5           |             | 2            |              |  |
| 21-30 years   | 4           |             |              |              |  |
| 11-20 years   | 3           |             |              |              |  |
| 4-10 years  | 2           |             |              |              |  |
| 3 years or less   | 1           |             |              |              |  |
| <b>7. Service area of project</b>                                   |             |             |              |              |  |
| Regional  | 5           |             | 2            |              |  |
| City-wide   | 4           |             |              |              |  |
| Several neighborhoods   | 3           |             |              |              |  |
| One neighborhood or less  | 1           |             |              |              |  |
| <b>8. Department priority</b>                                       |             |             |              |              |  |
| High  | 5           |             | 2            |              |  |
| Medium  | 3           |             |              |              |  |
| Low   | 1           |             |              |              |  |
| <b>9. Project delivers level of service desired by community</b>    |             |             |              |              |  |
| High  | 5           |             | 2            |              |  |
| Medium  | 3           |             |              |              |  |
| Low   | 1           |             |              |              |  |

# AGENDA NOTE

New Business: Item # 7

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** Councilmember Richards

**AGENDA TOPIC:** Memorial plaque of recognition for man by the name of Wilber Beckstine who lead the ground work for everything that has become SLARA and other recreational monuments

**EXPLANATION OF TOPIC:** further research of topic and presentation to Council

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** N/A

**POSSIBLE COURSES OF ACTION:** approve/deny

**RECOMMENDATION:** Approve research of the mans historical record in the community

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by  
\_\_\_\_\_



# **AGENDA NOTE**

New Business: Item # 8

**MEETING DATE:** February 26, 2018

**PERSON PLACING ITEM ON AGENDA:** Councilmember Richards

**AGENDA TOPIC:** Creation of a Cemetery Commission

**EXPLANATION OF TOPIC:** Create a 10-12-member board for the first year then downsize to 6 members after 1 year to cover all aspects of our cemetery situation; not to include charges and fees set by administration

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** see attached

**POSSIBLE COURSES OF ACTION:** approve/deny

**RECOMMENDATION:** Review in 1 month and decide to go to a vote or postpone

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by  
\_\_\_\_\_