



# Rochester Hills

## Minutes - Draft

### City Council Regular Meeting

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
(248) 656-4600  
Home Page:  
[www.rochesterhills.org](http://www.rochesterhills.org)

*Erik Ambrozaitis, J. Martin Brennan, Greg Hooper, Vern Pixley, James Rosen,  
Michael Webber and Ravi Yalamanchi*

*Vision Statement: The Community of Choice for Families and Business*

*Mission Statement: "Our mission is to sustain the City of Rochester Hills as the premier community of choice to live, work and raise a family by enhancing our vibrant residential character complemented by an attractive business community."*

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Monday, May 19, 2008

7:30 PM

1000 Rochester Hills Drive

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## CALL TO ORDER

*President Hooper called the Regular Rochester Hills City Council Meeting to order at 7:31 p.m. Michigan Time.*

## ROLL CALL

**Present** 7 - Erik Ambrozaitis, J. Martin Brennan, Greg Hooper, Vern Pixley, James Rosen, Michael Webber and Ravi Yalamanchi

## Others Present:

*Dan Casey, Manager of Economic Development  
Scott Cope, Director of Building/Ordinance Compliance  
Ron Crowell, Fire Chief/Emergency Management Director  
Paul Davis, City Engineer  
Julie Jenuwine, Director of Finance  
Pam Lee, Director of Human Resources  
Jane Leslie, City Clerk  
Captain Robert Smith, Oakland County Sheriff's Office  
John Staran, City Attorney*

## PLEDGE OF ALLEGIANCE

## APPROVAL OF AGENDA

A motion was made by Pixley, seconded by Yalamanchi, that the Agenda be Approved as Amended, to Add under NEW BUSINESS Legislative File 2008-0256 Request for Approval of Agreement between the City of Rochester Hills and the International Association of Fire Fighters (IAFF). The motion CARRIED by the following vote:

**Aye** 7 - Ambrozaitis, Brennan, Hooper, Pixley, Rosen, Webber and Yalamanchi

## PUBLIC COMMENT

**David Mammel**, 2219 Highsplint, spoke on behalf of Cumberland Hills Subdivision. He stated the residents' concerns that Sunoco is attempting to exceed their easement in tree removal and land clearing. Eighty-four homes on Cumberland and Highsplint are involved with an easement that encompasses the rear 20 feet of each yard. This easement runs through additional subdivisions crossing Hamlin Road to the north. The reason Sunoco has given for the clearing is so low-flying planes are able to view the pipeline area. He stated this easement, first prepared in 1950 and then amended in 1977 and 1979, does not include any reference to bushes or trees. Cumberland residents requested Council look into this issue, as this will impact the privacy and pride of the homeowners. He mentioned the Cumberland residents were looking at taking legal action against Sunoco.

**Carolyn Wills**, 2019 Highsplint, stated that she has also had discussions with Sunoco's representatives, indicating she asked whether Sunoco could look at different technology that would not involve the clearing. She stated the representative indicated the clearing was being done for future maintenance issues, and that no maintenance was scheduled at this time. This is the first time this clearing is being planned in Michigan and their subdivision is the first. She commented that these trees have been in existence in this easement for over 25 to 30 years and wants answers as to why Sunoco is acting now. She stated Sunoco is using scare tactics with residents, and representatives indicated to one resident that this clearing is as a result of homeland security. Her conversation with Sunoco's representative indicated this was not the reason. She stated that the loss of trees will cause property values to decline and this will ultimately affect the City's budget. She asked whether Sunoco has been granted a tree removal permit by the City. She also requested Council's intervention.

**Lee Zendel**, 1575 Dutton, spoke about the Dispatch Study presented to Council on May 12, 2008. He commented on the Consultant's recommendation of Option Four in the Study; land line calls to the County with the Rochester Hills Dispatch Center being maintained. He stated that with all fire, police and dispatch services, no matter how shifts are scheduled, there is always some overtime pay involved. He commented that consideration needs to be made for vacation days, personal days, paid holidays, and additional benefit costs due to overtime. He stated that Police and Fire dispatch services anywhere, including County services, must have more personnel than daily manning needs would at first glance seem to require.

## LEGISLATIVE & ADMINISTRATIVE COMMENTS

**President Hooper** addressed the Cumberland Hills residents in attendance and stated that the City will follow this issue and do whatever it can to protect the trees and respect private property owners' rights.

**Mr. Brennan** stated the City would be an interested party in the Cumberland issue and he would recommend the City intervene in any way possible. He then

*congratulated Stoney Creek High School's school newspaper, The Source, in winning first place for student newspapers in the State of Michigan.*

**Mr. Ambrozaitis** reminded everyone of the Heritage Festival taking place in downtown Rochester this coming Memorial weekend.

**Mr. Pixley** announced that a 5k run organized through the Rochester Avon Recreation Authority will be a part of the Heritage Festival on Saturday, May 24, 2008. He also announced the Memorial Day celebration which will honor the community's Veterans.

**Mr. Webber** commented on the Cumberland Hills subdivision land clearing, stating he attended a neighborhood association meeting and that Paul Shumejko, Transportation Engineer, has been in contact with association members. It is his understanding that the City has not issued any tree removal permits as yet. He mentioned that he is looking forward to the upcoming Heritage Festival, and appreciated the community involvement to put the Festival together. He also stated he looked forward to participating in the upcoming Memorial Day Parade.

**Mr. Yalamanchi** echoed Council's comments regarding the Cumberland land clearing, and assured residents that the City will investigate this issue.

**President Hooper** stated he will look into whether a tree removal permit is required under the City's Tree Conservation Ordinance.

## ATTORNEY MATTERS

*City Attorney John Staran had nothing to report.*

## PRESENTATIONS

**(Mr. Rosen exited at 8:10 p.m.)**

**Present** 6 - Erik Ambrozaitis, J. Martin Brennan, Greg Hooper, Vern Pixley, Michael Webber and Ravi Yalamanchi

**Absent** 1 - James Rosen

**2008-0251** Request for Acceptance of Fiscal Year 2007 CAFR (Comprehensive Annual Financial Report) by the auditing firm of Plante & Moran, PLLC

**Attachments:** [Agenda Summary.pdf](#)  
[Presentation.pdf](#)  
[Resolution.pdf](#)

**Joe Heffernan**, Partner, Plante & Moran, PLLC, introduced the Comprehensive Annual Financial Report (CAFR). He also addressed the Federal Award Supplemental Information, which includes an audit of the way the City spends its Federal dollars. This year, the audit focused on the Older Persons Commission Nutrition Services Program. No instances of noncompliance were found with

*Federal Regulations. Also received was a Report to the City Council, part of the new Audit standards, which summarizes eight of the significant elements of the Audit Process.*

**Lisa C. Manetta**, CPA, Associate, Plante & Moran, PLLC reviewed the powerpoint presentation, City of Rochester Hills Audit Presentation, for Year Ended December 31, 2007:

**Governmental General Revenues** (excludes program revenues), Years Ended December 31 (in thousands)

	General Property Tax	State Shared Revenue	Investment Earnings	Cable Franchise Fees	Gain and Other
2005	\$ 27,492	\$ 5,396	\$ 2,619	\$ 647	\$ 2,150
2006	29,986	5,342	4,901	968	707
2007	31,851	5,361	5,578	944	635

**Ms. Manetta** indicated these numbers excluded program revenues, charges for services, and grants. She indicated those revenues often fluctuate along with expenses. General revenues indicate the community's ability to spend. The figures indicate a three-year positive trend of an increase in taxable values, highlighting the importance of general property tax revenue to the City.

She stated that challenges existing in the State and Southeast Michigan cannot be ignored. Much of Oakland County expects taxable values to remain flat or decrease in the coming years. Beginning with the December 1, 2008 property tax bills for the City, impacting Fiscal Year 2009, there is a good possibility that this revenue source will not continue on the trend to increase, and this will be felt potentially for a few years going forward.

She reported that State shared revenue has been flat for the last several years. She indicated the State has had discussions of some potential increase in State shared revenue for the State's fiscal year beginning October 2008. Most likely this would be seen as a percent increase of the statutory portion of revenue sharing, intended to offset an anticipated decrease in the constitutional portion, which is based on a percentage of the State's sales tax collections. This revenue source is still expected to be flat.

Ms. Manetta stated that one bright spot on the revenue front has been in investment earnings for the years shown. This trend may not continue to increase as interest rates level off, but will contribute to the City's revenues. In 2007, investment earnings outpaid State Shared Revenue in terms of revenue collected.

The revenues from Cable Franchise Fees and Other Sources make up approximately \$1.5 million in 2007 of the total \$44.4 million of general revenues.

**Governmental Program Expenses, Years Ended December 31 (in thousands)**

	General Government	Public Works	Public Safety	Community/ Economic Development	Recreation & Culture	Interest on Debt
2005	\$ 4,683	\$ 10,078	\$ 15,572	\$ 1,322	\$ 4,478	\$ 2,384
2006	6,299	10,138	16,632	1,153	4,745	2,231
2007	5,191	11,521	17,722	1,193	5,099	2,021

**Ms. Manetta** indicated these figures show the trend of City's growth as total expenses increased through inflationary cost increases and decisions made to spend differently in different categories. The numbers also show where the City chooses to allocate expenses each year. The most significant costs continue to be for Public Safety, followed by Public Works and General Government. The importance placed on the many Recreation and Cultural Activities in the City can be seen. Also shown is the interest expense on debt, which continues to decline as principal payments are made and no additional debt has been taken out for the years shown.

For 2007, the total revenues for the governmental activities exceeded the expenses, and this translates to a \$12.5 million increase to City's net assets, broken out in the next graph:

**Long-Term Measure of Fiscal Health - Governmental Net Assets, Years Ended December 31:**

	Invested in Capital Assets	Restricted	Unrestricted
2005	\$ 110,690	\$ 44,263	\$ 19,577
2006	114,284	49,911	20,563
2007	120,942	49,530	26,879

This views the government-wide net assets on a full-accrual basis. This is the basis that was brought in with GASB 34, and is not the basis the City adopts its Budget on. This is similar to how Corporations would account for their books, bringing in long-term capital assets and long-term debt carried on the balance sheet. Net assets invested in capital assets represent the largest portion of the City's equity. These are tangible assets such as infrastructure, buildings, and so forth. The other two sources of Governmental Net Assets are used to evaluate fiscal health: The Restricted amounts are restricted as to their intended future use based on their source (such as from a restricted property tax levy or Act 51 monies).

**Unrestricted Net Assets as a Percentage of General Revenues, Years ended December 31:**

2005	51.1%
2006	49.1%
2007	60.6%

One ratio that can be used to evaluate relative fiscal health is to compare the unrestricted net assets (\$27 million) to the general revenues (\$43 million). This percentage indicates that the City retained 61 percent for future use. In comparison to other communities, 50 or 60 percent indicates good financial health for the City because these general revenues are not being used up each year that they are brought in. There is some accumulation to allow stability and to address challenges seen in future years.

**Shorter Term Measure of Fiscal Health - Unreserved Fund Balance, Years Ended December 31 (in thousands):**

	General Fund	All Governmental Funds
2005	\$ 10,964	\$ 57,453
2006	10,136	62,811
2007	12,886	63,884

The shorter-term measure of fiscal health is to view the unreserved fund balance. This is the basis on which the City adopts the budget, the modified accrual basis, which is a more current measurement focus. The shortest term measure the auditor can look at is the General Fund in isolation, since this represents fund balance that does not have a specific purpose restriction on it. At the end of 2007, there was \$13 million available for the general needs of the City.

**Select Funds - Fund Balance, Years Ended December 31:**

The Select Fund - Fund Balance, broken by category, shows the various components between those reserved and those that are undesignated. This shows, particularly in the Major Street Fund, there is a portion not legally reserved, but earmarked. This shows the City's future intention for those revenues that have been accumulated.

**Water and Sewer Fund Activity, Years Ended December 31 (in thousands):**

	2005	2006	2007
Total Operating Revenue	\$20,516	\$21,357	\$24,458
Total Operating Expenses	23,062	22,710	23,983
Unrestricted Net Assets	19,971	21,866	15,378

This is a three-year comparison, comparing operating revenue to operating expenses. Revenue-to-expenses tend to be fairly close together, indicating the City's setting of rates to expenses. In 2007, unrestricted net assets did decline

by about \$6 million, as a result of the significant investment in the DPS Facility in 2007. Looking at the complete financial statements, there is a correlating increase to the net assets, invested in capital assets.

**Council Discussion:**

**Mr. Ambrozaitis** asked for the Auditor's comments on future predictions, based on projection reports given to Council.

**Mr. Heffernan** stated that the audit results indicate the City is starting off at December 31, 2007 in a strong position, much stronger than many of its peers. However, based on the recently updated five-year projection, the report shows that without any decisions by the City, there will be a declining fund balance each year. Property tax is the largest revenue source. Rochester Hills is a "Greenfield Community" and a more affluent community. The difference between Market Value (SEV) and Taxable Value is closer for many homes. As the market declines, it will impact more of the City's homes. This will impact the City. For more mature communities that have not seen as much growth, there is a higher percentage of homes in the gap. As the SEV goes down, it does not drop their taxable values.

Rochester Hills, on average, has larger home sizes, and those are the ones being impacted more than middle-income homes. The City must concern itself with what is going on with property taxes in Oakland County. The impact viewed in 2008, translates to the 2009 Budget. If this decrease continues into 2009, there will be even more impact. The concern is State-wide.

County-wide, the taxable value is flat. Projections are for at least one more year of this drop in taxable value. The City does need to concern itself with the two-to-four year cycle. There may be a delay in the impact, but there is predicted to be a delay in the turnaround as well.

He stated the good news is that the City is starting off in a stronger financial position. The City might find it acceptable to have a drop in Fund Balance. That is one of the reasons why the City maintains a Fund Balance, for rainy day contingencies.

**Mr. Yalamanchi** complimented Ms. Pam Lee, City Accountant, and her department, along with the Fiscal Department, stating that their projections to Council appear close to what is anticipated. He asked for Mr. Heffernan's observation on the changes projected in Cable Franchise Fees here, and in other communities.

**Mr. Heffernan** stated that with the change in the law a year ago, the credits given were not well defined, and it was not obvious what their impact would be. There is more experience now, and the credits have not been that significant. The cable franchise fees have been holding. His opinion is that the trend will sustain.

**Mr. Yalamanchi** asked for clarification on Designated versus Reserved Funds.

**Mr. Heffernan** stated that \$1 million is in reserve in the General Fund for stabilization purposes as a part of the budget process. In addition, there is \$2 million designated and reserved for Supplemental Health Benefits in the future.

**Mr. Yalamanchi** stated that a material weakness in communication was identified last year. He asked Mr. Heffernan if any material weaknesses were identified this year.

**Mr. Heffernan** indicated that one material weakness was found related to the recording of liabilities and accounts payable for some road projects. He stated that most of the City's obligations have evidence of invoices. There are not enough documents from the Road Commission as to what was owed as of December 31. This was identified by comparing budget to actual, and noticing the difference. The paperwork was not coming in from the Road Commission, therefore, it was not reported as a liability. Following that discovery, the City did determine what percentage of the projects had been completed and did record a liability, and this is shown in these numbers. The weakness comes from an understanding of what should be reported as a liability; whether the City should wait for paperwork or estimate and record. The liability should be estimated and recorded. There is a much better understanding today than when the audit began.

**Mr. Yalamanchi** asked for the Auditor's opinion on forming an audit committee.

**Mr. Heffernan** indicated that to date, it is unusual for a city or township in Michigan to have an audit committee. He believes there are only eight or ten communities in Michigan in total that have them. Audit committees do function differently in the public sector than the private sector, given the political process. It is not the same to have an audit committee made up of individuals who are not elected and responsible to the community.

**President Hooper** indicated that the creation of an audit committee was on the list of Council's Goals and Objectives, but was not ranked as highly as other Goals and Objectives. He stated that he and Mayor Barnett discussed the material weaknesses identified in the report and the proactive steps the City has taken to make sure there are no material weaknesses in the future.

**Mr. Webber** commented that he appreciated the presentation and the feedback it gave. He stated he is glad to hear franchise fees continue to hold. As someone who worked on that Bill, he believes the goal is to bring more companies into the market at a faster pace. This would bring more advertising, and a greater recognition of the product that is out there. A current drawback is that there is not a growth in the number of customers because of the economy. He stated that cable is more of a want than a need, and is one of the first things a household would look to cut. Hopefully as the economy improves, the market will show an increase in those numbers.

**Mr. Heffernan** mentioned that one of the benefits hoped for is more competition so that people would feel better about the fees they are paying to the cable companies.



*Mr. Pixley thanked the Auditors for their report. He stated the reports were presented in a positive light, with cautionary statements. He also reiterated the comments to the Accounting and Fiscal departments, and all the other department heads and Administration that have assisted the City to getting to the financial position that the City is currently in. He stated that, with the projections for the next several years, the City is at a minimum starting from a very good place.*

**A motion was made by Pixley, seconded by Webber, that this matter be Adopted by Resolution. The motion CARRIED by the following vote:**

**Aye** 6 - Ambrozaitis, Brennan, Hooper, Pixley, Webber and Yalamanchi

**Absent** 1 - Rosen

Enactment No: RES0126-2008

Resolved, that the Rochester Hills City Council hereby acknowledges receipt of the Comprehensive Annual Financial Report (CAFR) from the Administration and the auditing firm of Plante & Moran, PLLC, for the 2007 Fiscal Year.

## CONSENT AGENDA

All matters under Consent Agenda are considered to be routine and will be enacted by one motion, without discussion. If any Council Member or Citizen requests discussion of an item, it will be removed from Consent Agenda for separate discussion.

**2008-0252** Approval of Minutes - City Council Regular Meeting - January 7, 2008

**Attachments:** Resolution.pdf  
CC Min 010708.pdf

**This Matter was Adopted by Resolution on the Consent Agenda.**

Enactment No: RES0127-2008

Resolved, that the Minutes of a Rochester Hills City Council Regular Meeting held on January 7, 2008 be approved as presented.

**2008-0250** Approval of Minutes - City Council Regular Meeting - January 14, 2008

**Attachments:** [CC Min 011408.pdf](#)  
[Resolution.pdf](#)

**This Matter was Adopted by Resolution on the Consent Agenda.**

Enactment No: RES0128-2008

Resolved, that the Minutes of a Rochester Hills City Council Regular Meeting held on January 14, 2008 be approved as presented.

2008-0241 Community Development Block Grant 2009-2011 Cooperation Agreement

**Attachments:** [Agenda Summary.pdf](#)  
[Resolution.pdf](#)

**This Matter was Adopted by Resolution on the Consent Agenda.**

Enactment No: RES0129-2008

Whereas, the City of Rochester Hills and the Oakland County Community & Home Improvement Division currently participate in a Cooperation Agreement for administrative Community Development Block Grant (CDBG) assistance, and

Now Therefore Be It Resolved, that the Rochester Hills City Council authorizes that the City participate in Oakland County's Urban County Community Development Block Grant (CDBG) programs for the years 2009, 2010 and 2011.

Furthermore, we resolve to remain in the Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the City of Rochester Hills to terminate the Cooperative Agreement.

### Passed the Consent Agenda

**A motion was made by Brennan, seconded by Webber , including all the preceding items marked as having been adopted on the Consent Agenda. The motion carried by the following vote:**

**Aye** 6 - Ambrozaitis, Brennan, Hooper, Pixley, Webber and Yalamanchi

**Absent** 1 - Rosen

### NEW BUSINESS

**(Mr. Rosen re-entered at 8:15 p.m.)**

**Present** 7 - Erik Ambrozaitis, J. Martin Brennan, Greg Hooper, Vern Pixley, James Rosen, Michael Webber and Ravi Yalamanchi

2008-0256 Request for Approval of Agreement between the City of Rochester Hills and the International Association of Fire Fighters (IAFF)

**Attachments:** [Agenda Summary.pdf](#)  
[Resolution.pdf](#)

**Mr. Yalamanchi** requested a roll call vote on this item.

**Mr. Rosen** expressed concern, stating that he understands the value of the contract, however, he feels that the City does not have a great deal of fund balance to support these operations.

**President Hooper** thanked Pam Lee, Director of Human Resources, and Ron Crowell, Fire Chief/Emergency Management Director, for their efforts in bringing this forward.

**A motion was made by Pixley, seconded by Webber, that this matter be Adopted by Resolution. The motion CARRIED by the following vote:**

**Aye** 5 - Brennan, Hooper, Pixley, Rosen and Webber

**Nay** 2 - Ambrozaitis and Yalamanchi

Enactment No: RES0130-2008

Whereas, negotiations between the City of Rochester Hills and the International Association of Fire Fighters Local #3472 have resulted in a tentative six-year agreement, for the period of January 1, 2005 through December 31, 2010.

Now, Therefore, Be It Resolved, that the Rochester Hills City Council hereby approves the agreement between the City of Rochester Hills and the International Association of Fire Fighters Local #3472 as presented on May 19, 2008.

**2008-0192** Request for Approval of a Conditional Land Use to construct outdoor seating for 18 for Crust Pizza & Wine Bar located at 2595 Rochester Road in Barclay Square, on the southeast corner of Barclay and Rochester Road, zoned B-2, General Business, Crust Pizza, applicant.

**Attachments:** [Agenda Summary.pdf](#)  
[Map.pdf](#)  
[Site Plans.pdf](#)  
[Staff Report 050608.pdf](#)  
[Barclay Square Letter 040808.pdf](#)  
[Resolution.pdf](#)

**Jon Sherer**, Owner of Crust Pizza and Wine, and **Paul Weisberger** of Barclay Square, LLC were in attendance.

**Mr. Delacourt**, Deputy Director of Planning, indicated that the applicant is requesting Conditional Land Use Approval for eighteen seasonal outdoor seats to be located in the north side of the building, centered on two existing parking spaces. The site was approved with two additional parking spaces, therefore the temporary loss of the two spaces does not create a situation where they fall below required parking. The plan has been reviewed by the Planning Commission and the Commission did hold a Public Hearing and recommends approval. The proposed plans have been reviewed by the Fire Department, Engineering Department and Building Department. All have recommended approval, or conditional approval. The applicant is aware he will have to submit full documentation for building permits, if the Conditional Land Use is approved, and intends to do so.

**Mr. Rosen** commented on the temporary nature of the decking and its location within the parking lot, and stated that he felt obligated, because of his planning background, not to support the Conditional Land Use in this configuration.

**Mr. Yalamanchi** indicated he had concerns about the traffic flow. He also stated that this would be setting a precedent.

**Mr. Delacourt** indicated this was a temporary structure, and the parking could be restored at a later date. The Fire Department and Traffic Engineers did review the application and requested some large concrete planters be added to

surround the patio. The Planning Commission also requested it be centered between two parking spaces as opposed to one. This alleviated the Planning Commission issues because it puts permanent impediments to it. The plan calls for a wood deck to match grade as opposed to an extension of the sidewalk, and the Commission did not feel that there was enough of a difference to recommend denial. If this does not work or if it is an issue, it can be moved.

In response to Mr. Yalamanchi's comment, **President Hooper** asked that an end of the season status report be added as a condition.

**Mr. Sherer** indicated their impetus is to improve their business this time of the year and show more visibility to Rochester Road. They are trying not to impede traffic.

**Mr. Brennan** stated it was his opinion that this is an innovative concept and all of the proper safeguards have been obtained.

**Mr. Pixley** stated he thought this was a great, creative idea. He hoped this would be successful for them.

**Mr. Rosen** asked that Condition No. 2 be changed to reflect that the deck will be removed at the end of the season, outside of those dates.

**A motion was made by Ambrozaitis, seconded by Pixley, that this matter be Adopted by Resolution. The motion CARRIED by the following vote:**

**Aye** 6 - Ambrozaitis, Brennan, Hooper, Pixley, Webber and Yalamanchi

**Nay** 1 - Rosen

Enactment No: RES0131-2008

Resolved, that the Rochester Hills City Council hereby approves a Conditional Land Use Permit for Crust Pizza & Wine Bar, City File No. 86-745.3, located at 2595 Rochester Road in Barclay Square, zoned B-2, General Business, Parcel No. 15-26-351-019, Crust Pizza, applicant, based on plans dated received by the Planning and Development Department on April 24, 2008, with the following findings and subject to the following conditions:

Findings:

1. The subject site will utilize parking spaces for the seating, retaining the required number of parking spaces, and does not appear that it will be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or the public welfare.
2. The existing development promotes the intent and purpose of this chapter.
3. The subject site has been designed, constructed, operated, maintained and managed so as to be compatible, harmonious and appropriate in appearance with the existing or planned character of the general vicinity, adjacent uses of land, the natural environment, the capacity of public services and facilities affected by the land use, and the community as a whole.
4. The subject site is served adequately by essential public facilities and services, such as highways, streets, police and fire protection, establishment of the land use or activity

shall be able to provide adequately any such service.

5. The subject site does not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.

Conditions:

1. Correct Parcel Number under Legal Description on Sheets C-01 and SPA-2 to 15-26-351-019, prior to Final Approval by Staff.
2. Dates of operation for outdoor seating will be from April 15th until October 31st. Deck will be removed at the end of the season outside those dates.
3. Move seating area to the west and center it on parking line between two parking spaces.
4. Administration will report back to City Council at the end of the season.

**2008-0222** Request to schedule a Public Hearing to establish an Industrial Development District at 1939 Northfield Drive, Rochester Hills, MI 48309

**Attachments:** [051908 Agenda Summary.pdf](#)  
[Letter Requesting IDD.pdf](#)  
051208 Agenda Summary.pdf  
051208 Resolution.pdf  
[051908 Resolution.pdf](#)

**Dan Casey**, Manager of Economic Development, indicated that Raval USA, Inc. is an Israeli-based company. This will be its first facility in the United States, other than a sales office. Raval does plastic injection molding for the auto industry and manufactures vapor valves. The company performed a site search for leased space which targeted Auburn Hills. They made application to the Michigan Economic Growth Authority (MEGA) for MEGA to support operations in Auburn Hills. Shortly before the MEGA Board was scheduled to set its agenda, Raval USA brought in the ownership of the company to tour the facility. While they were here, they decided to look at a couple of buildings they had heard were for sale in Rochester Hills. They immediately began negotiating. They changed plans to go from leased space to purchased space. The first site reviewed was on Rochester Industrial Drive, an existing owner-occupied facility, and they applied for a tax abatement on it. He stated the MEGA board is meeting on May 20 and likes to have knowledge of local community support in advance of their action, whenever possible.

Since last week, Raval Inc. has successfully negotiated to acquire the building on Northfield. This building has been vacant for the last three years. In addition, Raval has upped their investment in personal property from \$2.8 to \$5.7 million. Mr. Casey indicated he will be representing the City at the MEGA Board meeting tomorrow morning. He will be indicating that the City Administration is in support of this request, subject to Council approval. He noted that the company does have an "out" in the Purchase Agreement that it is subject to all incentives being approved.

*A vote for the proposed resolution tonight will result in the company coming before Council to make a presentation on June 9.*

**A motion was made by Yalamanchi, seconded by Webber, that this matter be Adopted by Resolution. The motion CARRIED by the following vote:**

**Aye** 7 - Ambrozaitis, Brennan, Hooper, Pixley, Rosen, Webber and Yalamanchi

Enactment No: RES0153-2008

Whereas, Diversified B & D, LLC has filed a request for the establishment of an Industrial Development District for property it owns, identified as 1939 Northfield Dr., also known as Parcel number 15-28-352-002, and further identified as:

T3N, R11E, SEC 28 NORTHFIELD INDUSTRIAL PARK E 40 FT OF LOT 2 & ALL OF LOTS 3 & 4, and

Whereas, Public Act 198, of 1974, as amended, requires that City Council hold a public hearing before considering the request.

Resolved to schedule the Pubic Hearing for City Council's Regular Meeting of June 9, 2008, and

Be it Further Resolved, to send a certified copy of this Resolution to Diversified B & D, LLC, located at P.O. Box 759, New Baltimore, MI 48047-0759 no later than Tuesday, May 20, 2008, and

Be it Further Resolved to send a certified copy of this Resolution to all taxing authorities and the City's Assessor no later than Tuesday, May 20, 2008, and

Be it Finally Resolved to print a notice of the Public Hearing in the Rochester Hills Eccentric or another paper of general circulation on Sunday, June 1, 2008.

**2008-0223** Request to schedule a Public Hearing regarding the request for an Industrial Facilities Exemption Certificate (IFT) for Raval USA, Inc., 1939 Northfield Drive., Rochester Hills, MI 48309

**Attachments:** [051908 Agenda Summary.pdf](#)  
[Application.pdf](#)  
[Fiscal Statement.pdf](#)  
[Raval Financial Analysis.pdf](#)  
[051908 Resolution.pdf](#)  
051208 Agenda Summary.pdf  
051208 Resolution.pdf  
051208 Application.pdf  
051208 Springfield Letter.pdf

**A motion was made by Yalamanchi, seconded by Webber, that this matter be Adopted by Resolution. The motion CARRIED by the following vote:**

**Aye** 7 - Ambrozaitis, Brennan, Hooper, Pixley, Rosen, Webber and Yalamanchi

Enactment No: RES0154-2008

Whereas, Diversified B & D, LLC has filed a request for the establishment of an Industrial Development District for property it owns, located at 1939 Northfield Dr., also known as Parcel number 15-28-352-002, further described as:

T3N, R11E, SEC 28 NORTHFIELD INDUSTRIAL PARK E 40 FT OF LOT 2 & ALL OF LOTS 3 & 4, and

Whereas, Raval USA filed an application for an Industrial Facilities Exemption Certificate on May 5, 2008 for the same property, which it proposes to acquire after concluding its due diligence and pending approval of all state and local incentives, and

Whereas, Public Act 198, of 1974, as amended, requires that City Council hold a public hearing before considering the request and must render a decision within 60 days of receipt of the application.

Resolved to schedule the Pubic Hearing for City Council's Regular Meeting of June 9, 2008, and

Be It Further Resolved, to authorize the City Clerk's office to publish notice of the public hearing in the Rochester Eccentric on Sunday, June 1, 2008, and

Be It Further Resolved, to send a certified copy of the notice to Raval USA, attention Dennis Rainwater, 18400 W. 12 Mile Rd., Southfield, MI 48076 no later than Tuesday, May 20, 2008, and

Be It Finally Resolved, to send a certified copy of the notice to all taxing jurisdictions and the City's Assessor no later than Tuesday, May 20, 2008.

**2008-0246** Request for Approval for the 2008/2009 Police School Liaison Program Agreement between the Rochester Community School District, the City of Rochester, Oakland Township and the City of Rochester Hills.

**Attachments:** [051908 Agenda Summary.pdf](#)  
[2008-09 Pol Liaison Calc.pdf](#)  
[2007-08 Pol Liaison Calc.pdf](#)  
[Resolution.pdf](#)

***President Hooper*** introduced the item, stating this is a four-way quasi-governmental authority sharing in the cost for this.

***Julie Jenuwine***, Director of Finance, stated that Rochester Schools' share has been 19.6 percent for many years. The balance of those costs are shared between the three communities, Rochester Hills, Oakland Township and Rochester, based on head count of where those students live within those cities. This year, Rochester Hills' percentage stayed constant. Oakland Township's increased one percent, Rochester's decreased one percent.

**Council Discussion:**

***Mr. Rosen*** stated that this topic has come up a number of times as part of the

*Police and Road Funding Committee discussions. This agreement has been in existence for a long time, and it is a good program. Avondale School District has expressed an interest in getting back into the Agreement. He asked Captain Smith to describe the manpower involved with this program.*

**Captain Robert Smith**, Oakland County Sheriff's Department, stated the program consists of three Oakland County Deputies and a Sergeant, as well as two City of Rochester Officers.

**Mr. Rosen** stated the Committee's discussions have revolved around the funding and how it is apportioned. Funding over eighty percent of the budget was not a substantial sum when it was one officer, but now it is a significant amount. He stated he wanted to see discussion opened with the school system and the other communities to divide up the funding a little better, whereby the school system pays more and the cities pay less. He related that discussions have included charging the Mayor and Staff to get together over the next year, to come up with a more equitable funding.

**Mr. Webber** echoed Mr. Rosen's comments, and requested that Captain Smith give some history on the program.

**Captain Smith** indicated the program started approximately 30 years ago and was at one time one Deputy Sheriff and one City of Rochester Officer. The emphasis was on programming, and prevention through teaching. As things changed and the schools increased in size, there was more activity, and officers were added for the high schools. Approximately nine years ago, the social phenomenon of school violence came on the scene. Now there is an officer at each High School and two officers that take all of the Elementary Schools and most of the Junior High Schools. They spend their time in the buildings and if something needs to be investigated further, it then goes to the supervisor of the unit, Detective Sergeant. The school system does rely on the program. Captain Smith acknowledged that the numbers have continued to increase. He stated he did not know where the schools stood on changes, but he was certain they would be open for discussion.

**Mr. Webber** stated that he was aware that the school district is probably as strapped for cash as everybody is in these tough economic times, but that 19.6 percent does seem awfully low for the benefit that they are getting. He stated it was worth opening a dialogue.

**Mr. Brennan** agreed that this matter needs to be reviewed, as he feels that Rochester Hills' share seems disproportionate. He would also welcome having Avondale get involved and possibly spread the costs even more. He suggested delaying a vote on this tonight if possible.

**President Hooper** requested that the Administration engage the Police School Liaison Steering Committee for review of the cost sharing agreement for the 2009/2010 school year and recommended proceeding with the 2008-2009 funding tonight. He indicated Mr. Pixley was Council's representative on that committee.



**Mr. Yalamanchi** stated he was a strong proponent of community policing. He suggested giving a month for discussion, and at the end of that time, Council could move forward.

**President Hooper** agreed and asked Captain Smith if anything would be lost by waiting one month.

**Captain Smith** believed there was some time for discussion.

**Mr. Pixley** complimented Captain Smith and the Police School Liaison Program. He stated he has been personally involved with that program for many years and it is a tremendous program. As the Council representative to that committee, he is supportive of getting the committee together and discussing it. He encouraged this be done in a prudent, expeditious fashion.

**Mr. Ambrozaitis** stated that he supports the program and does not wish to do anything that will take the program away. At the same time, he agrees that Council would be doing the right thing in reaching out to the other participants. He believed the Mayor should be involved, along with Council President, to make a presentation to the School Board.

**A motion was made by Rosen, seconded by Pixley, that this matter be Posponed by Resolution. The motion CARRIED by the following vote:**

**Aye** 7 - Ambrozaitis, Brennan, Hooper, Pixley, Rosen, Webber and Yalamanchi

Enactment No: RES0211-2008

Resolved, that City Council directs the Police Liaison Steering Committee to meet with Administration to discuss the funding of the 2008/2009 Police School Liaison Program and report back to City Council by the first meeting of July 2008.

**2008-0089** Discussion regarding the City's Financial Forecast and Financial Policies

**Attachments:** [Agenda Summary.pdf](#)  
[Financial Policies 2009.pdf](#)  
[Resolution.pdf](#)  
[051908 Agenda Summary.pdf](#)  
[Memo J. Jenuwine 031408.pdf](#)  
[Financial Policies Feedback.pdf](#)  
[031008 Agenda Summary.pdf](#)  
[031008 Financial Forecast Presentation.pdf](#)  
[031008 Financial Policies Review.pdf](#)

**Ms. Jenuwine** stated that back in March, Council gave specific comments regarding the financial policies. Proposed new policies were directed to be put in writing. She referred to the memo of May 14 which summarized Council's comments.

**2009 Financial Policies**

- General Fund 0.1 mill transfer to Major Road Fund - Keep or cut
- General Fund 0.1 mill transfer to Capital Improvement Fund - keep or cut
- Facilities future replacement cost collection - keep, eliminate or phase-out
- Total millage will not be increased without the vote of residents - eliminate

- Budget Adjustments - allow, limit, begin in 2008

**Council Discussion:**

**Mr. Yalamanchi** stated he would like to keep the 0.1 mill General Fund transfer. At one time it was 0.25 and has been dropped to 0.1. He stated there was discussion about eliminating the 0.1 mill transfer to the Capital Improvement Fund transfer. Regarding Facilities, he suggested eliminating this completely. He asked Ms. Jenuwine how much this would entail.

**Ms. Jenuwine** indicated that in total, it was about \$750,000 between all funds. The General Fund portion was \$450,000.

**Mr. Yalamanchi** questioned the reference to eliminating the Facilities Fund policy.

**Ms. Jenuwine** stated the options were to keep doing it as it is, to eliminate it altogether, or to phase it out.

**Mr. Yalamanchi** suggested keeping the General Fund, which is \$450,000. He requested clarification regarding the total millage language.

**Ms. Jenuwine** stated that it was discussed at the March meeting to eliminate that entire line from the policy statements. On page two, it indicates that the total City Millage Rate will not be increased without a vote of the residents. She gave the Solid Waste issue coming up, as an example that would not require a vote.

**Mr. Yalamanchi** suggested keeping this language. He asked for clarification on the budget adjustment options.

**Ms. Jenuwine** stated that the Administration is asking to include language within the budget approval resolution, authorized by the Charter and also the State's Uniform Budgeting Act, that allows municipalities to do adjustments within the operating budget. For example, if someone wanted to buy operating equipment for \$2,000 and did not have it in their line item, they could take from another operating line item such as Travel and not necessarily wait for a budget amendment. It would be for managerial-type adjustments that directors are requested to do. Simply by adding the language in the resolution, it would authorize Directors to do that.

**Mr. Yalamanchi** stated he supports that language.

**Mr. Ambrozaitis** asked, relative to the March presentation, what the City's financial outlook was.

**Ms. Jenuwine** stated that the only difference between the March forecast to the current forecast is that the Taxable Value increase was forecast at 6/10 of a percent and after the Board of Review it is 4/10 of a percent. As well, interest income may need to be adjusted downward, as rates have plummeted in CDs and Treasury Bills. Taxable values are a great source of the City's revenues,

*and this is not looking as good and is expected to impact the next four to five years, just as the forecast stated in March.*

**Mr. Ambrozaitis** questioned if in the meantime there was the possibility of looking at using Fund Balances.

**Ms. Jenuwine** stated that Fund Balances are used for situations that Council will be encountering. This is another reason Council needs to look at the Fund Balance Policy. As the City is going into these difficult years, the intent is they are rainy day balances. Currently, the City is managing the expenditures, but in the future there will need to be adjustments made.

**President Hooper** stated that the assumptions were a decrease of four and-a-half to five percent over the next four years, and stabilize by 2014. With that and the auditor's potential, these numbers are very real. The City will probably be spending its fund balance, and that is the purpose of that rainy day fund.

**General Fund transfer to Major Road Fund - currently 0.1 mill.**

**Ms. Jenuwine** indicated she had response that Mr. Yalamanchi and Mr. Webber were in favor of keeping this.

**President Hooper** stated he was in favor of dropping this, commenting that even if this were kept, there would not be enough money to fund all the future projects.

**Ms. Jenuwine** stated that as long as the Act 51 money continues to come in, it will allow the Major Road Fund to stay stable. The intent is that the Major Road Fund does use up that significant fund balance. There is a projection in 2015 where the fund does dip into the negative, but it does come right back up, indicating it is merely a timing issue. She stated there are some administrative costs that cannot be funded with Act 51 dollars and this transfer would help fund those types of costs.

**Council concurred to keep this transfer.**

**General Fund 0.1 mill transfer to Capital Improvement Fund.**

No Council member expressed support for keeping it.

**Council concurred to drop this transfer.**

**Facilities future replacement cost collection**

Council discussion ensued as to the different options.

**Ms. Jenuwine** indicated that Mr. Yalamanchi had suggested an elimination of the General Fund portion, moving to 60 percent, rather than phase out.

**President Hooper** stated he would accept that. His thought was to temporarily

*phase this out and if taxable values continue to go down and revenues go down, this would be the first cut.*

**Mr. Yalamanchi** stated he agreed and that the General Fund portion estimated at \$450,000 will help shift to one of the more critical needs. He questioned the amounts included regarding depreciation.

**Ms. Jenuwine** stated that the depreciation expense Facilities takes includes a portion that is not collected. For instance, some items are depreciated such as land clearing and land improvements, which are lifted from future replacement costs. The total is well below \$1 million.

**Mr. Yalamanchi** stated he thought there is about \$9 million in the Facilities Replacement Fund, and there were no serious Capital Projects coming up, only maintenance improvements. He stated that the general operating costs could cover this. In March, he was in favor of phasing out the entire transfer this year, but he now believes just the General Fund. But in listening to Ms. Jenuwine about the Fire Fund and what was discussed earlier, he would be in favor of that as well.

**Mr. Pixley** questioned eliminating the entire transfer.

**Mr. Yalamanchi** stated he was in favor of eliminating the General Fund and the Fire Fund transfer.

**Mr. Hooper** saw that the consensus was only to drop the General Fund transfer for now, and if taxable values continue to decrease, a budget amendment could be done to drop the transfer.

**Council concurred to drop the General Fund transfer only.**

**Language on total millage will not be increased without vote of residents.**

**Ms. Jenuwine** indicated as a result of discussions in March it was agreed to eliminate this wording all together due to situations such as solid waste.

**Mr. Rosen** stated that if this referenced the actual total allowable millage rate, nothing could be done without a vote. If it is regarding the amount levied, he could not understand why Council would want to limit what could be levied, subject to the vote of the people. That would mean a vote would be necessary every year to decide what the millage rate for the next year would be. He questioned if the one mill solid waste was the only reference.

**Mr. Hooper** indicated that the language stated the Total City Millage Rate will not be increased without the vote of the people.

**Mr. Staran** stated debt millages could be added as well.

**Ms. Jenuwine** added that the drain millage would be a perfect example.

**Mr. Staran** also included some bonds, but not all; Chapter 20 bonds would not

be included.

**Ms. Jenuwine** stated that unlimited bonds and general obligation bonds would need a vote of the people. The intent of this is to get direction. For example, if the Fire Department costs increase and the 1.8 mills would no longer suffice and the City needed more to support Fire, is it appropriate to raise that to 1.9 still within an authorized levy and increase the bottom line, or does the City take from the General Levy if we had to increase the Fire Levy. This gives direction that if the Fire or General Levy need to increase that cuts need to be made elsewhere, because the bottom line cannot increase. That is the intent of the language proposed. Therefore, Administration is made totally aware of what Council's intentions are when the budget is delivered August 1. Either a bottom line increase is, or is not, acceptable.

**President Hooper** indicated that he agreed in philosophy, but not in writing. There is only 0.1 mills left in the General Fund Levy and 0.15 left in the Fire Fund Levy. Council can raise the current tax rate. But certainly the philosophy is to keep the millage rate the same. To say no matter what, the City will not do it; he will not support that.

**Mr. Rosen** stated that in large measure, he agrees with President Hooper for the following reasons: If it is something like a trash hauling millage, that will get significant visibility, and Council will know the sentiment of the community. The other items, 0.1 under the General Fund, and the amount under Fire, are essentially all of the leeway that the State and the City Charter allows. He believes the discussion is moving toward artificial limits that should not be made. The 9.7 amount that has been the City's bottom line for years is an artificial creation. A prior Council decided this and current Councils have continued to follow it. The question should be whether this amount should be lowered or increased, or kept the same, and why. He believes this wording is putting more unnecessary restrictions on the City. Because the amount of tax flexibility is so limited, he is not worried about a situation where the City would somehow increase the tax burden significantly without anyone having a chance to say so.

**Mr. Ambrozaitis** agreed with Mr. Rosen. He concurred that he did not want to add anything in writing.

**Council concurred that this sentence should be dropped from the policy statements.**

### **Budget Adjustments**

**Ms. Jenuwine** indicated this was a request for Council's thoughts on the Budget Adjustments. The request is to allow this, but also set a limitation amount. If Council is in agreement and would like to authorize this for the next budget amendment, Administration could proceed with that process in the 2008 Fiscal Year.

**President Hooper** stated he supports this within the operating budget, and within line items within a fund. He agreed that this could begin with this next

quarter's budget amendment.

**Mr. Yalamanchi** concurred, and stated it needed to stay within a fund, and the bottom line fund totals were supported.

**Ms. Jenuwine** stated that bottom line fund totals would not be allowed to change through an adjustment.

**Mr. Rosen** asked what the largest fund adjustments could be within line items within a fund.

**Ms. Jenuwine** stated that Council could limit the adjustment to \$25,000, for example. The bottom line would still stay the same.

**Mr. Webber** stated he supports this as well and stated it will help the City to be more efficient.

**Mr. Ambrozaitis** indicated that he agreed with setting a limit, such as \$25,000.

**Council concurred to allow Budget Adjustments, and agreed on \$25,000 as the limit.**

#### **Health Care Costs Discussions**

**Ms. Jenuwine** asked for discussion on future forecasting for health care cost.

**President Hooper** stated he thought projections for increases of ten percent were too conservative, and he would rather see projections of 15 percent.

**Mr. Webber** asked Ms. Jenuwine to comment on past years.

**Ms. Jenuwine** indicated the fluctuations of increases included amounts of seven percent, 23 percent, ten percent, and so forth. Fifteen percent has been close to the average, however it is slightly lower.

**Mr. Webber** stated he would not be opposed to using 15 percent in projections.

**Mr. Ambrozaitis** indicated that whether the amounts can be sustained or not, there are contractual obligations involved. He concurred with President Hooper that this amount should be 15 percent, in the hopes that this number would be wrong.

**Mr. Yalamanchi** stated that he would rather use ten percent.

**Mr. Rosen** concurred that 15 percent was sensible for projections.

**Council concurred, with the exception of Mr. Yalamanchi, that the amount for budgeting should be 15 percent.**

**President Hooper** directed Ms. Jenuwine to draft the final policies and bring them back to Council on June 9.

**This matter was Discussed.**

**2008-0247** Request for Approval to proceed with the Hamlin Road Right-of-Way Acquisitions

**Attachments:** [Agenda Summary.pdf](#)  
[Map.pdf](#)  
[Hamlin Easements Summary 050908.pdf](#)  
[Resolution.pdf](#)

**A motion was made by Yalamanchi, seconded by Brennan, that this matter be Adopted by Resolution. The motion CARRIED by the following vote:**

**Aye** 6 - Brennan, Hooper, Pixley, Rosen, Webber and Yalamanchi

**Nay** 1 - Ambrozaitis

Enactment No: RES0134-2008

Whereas, present conditions necessitate the reconstruction and widening of Hamlin Road as a 4-lane boulevard between Crooks and Livernois Roads; and

Whereas, detailed plans showing such improvement have been prepared and are now on file in the City Engineer's office.

Now, Therefore, It Is Resolved that the City of Rochester Hills declares and determines that it is necessary to reconstruct and widen Hamlin Road as a 4-lane boulevard between Crooks and Livernois Roads in the City of Rochester Hills as is more fully described and detailed on the construction plans.

It Is Further Resolved that it is necessary to acquire fee simple or lesser estate in real property, and other property and access rights to certain parcels of land described and shown on the exhibit attached hereto, with or without the agreement of the owners thereof, for the purposes of reconstructing and widening Hamlin Road, that said parcels are necessary for the use and benefit of the public, and that good faith written offers to purchase said property interests are being made.

It Is Finally Resolved that for those property interests the City is unable to acquire through agreement with the owner, the City Administration and City Attorney are authorized to institute condemnation proceedings against the owners and other parties of interest in said private property necessary for the reconstruction and widening of Hamlin Road as a 4-lane boulevard, between Crooks and Livernois Roads.

## **COUNCIL COMMITTEE REPORTS**

### **Brownfield Redevelopment Authority**

**Mr. Webber** reported that the Authority had a consultant review the State Act 381 changes. Dialogue began with regard to adopting a City Brownfield Policy, and the Authority members wanted Council's thoughts on this policy. Mr.

*Delacourt will come back to Council to do a presentation on how other communities have put together a policy, and how the City could adopt a unique policy.*

**Environmental Oversight Committee**

*Mr. Yalamanchi stated that the Committee discussed a Brownfield Policy as well. He strongly recommends the City adopt a Brownfield Policy.*

**Older Persons Commission**

*Mr. Yalamanchi stated that the Commission has a strategic planning process going on, and will be requesting elected officials' input from the three communities.*

**Human Resources Technical Review Committee**

*Mr. Rosen indicated that the Committee met before tonight's Closed Session and will be preparing final recommendations to present to Council some time in June.*

**Police and Road Funding Technical Review Committee**

*Mr. Rosen indicated that the Committee was assembling a draft of recommendations to bring to Council in June.*

**Charter Non-Structural Technical Review Committee**

*President Hooper indicated that the Committee has had several meetings and would have a report for Council soon.*

**Sister City Committee / Auburn Hills**

*Mr. Ambrozaitis announced the upcoming Committee meeting for Thursday, May 22, 2008.*

**ANY OTHER BUSINESS**

*None.*

**NEXT MEETING DATE**

*Regular Meeting - June 9, 2009 - 7:30 PM*

**ADJOURNMENT**

*There being no further business before Council, President Hooper adjourned the meeting at 9:55 p.m.*



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*GREG HOOPER, President  
Rochester Hills City Council*

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*JANE LESLIE, Clerk  
City of Rochester Hills*

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*MARY JO WHITBEY  
Administrative Secretary  
City Clerk's Office*

*Approved as presented at the (insert date, or dates) Regular City Council Meeting.*