



# Rochester Hills

## Minutes

### City Council Special Meeting

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

*David J. Blair, Susan M. Bowyer Ph.D., Ryan Deel, Dale A. Hetrick, Carol Morlan,  
Theresa Mungioli and David Walker*

**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, August 22, 2022

5:30 PM

1000 Rochester Hills Drive

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In accordance with the provisions of Act 267 of the Public Acts of 1976, as amended, the Open Meetings Act, notice was given that a Special Rochester Hills City Council Meeting would commence at 5:30 p.m. on Monday, August 22, 2022 to discuss the proposed 2023 budget.

#### CALL TO ORDER

*President Deel called the Special Rochester Hills City Council Meeting to order at 5:32 p.m. Michigan Time.*

#### ROLL CALL

**Present** 7 - David Blair, Susan M. Bowyer, Ryan Deel, Dale Hetrick, Carol Morlan, Theresa Mungioli and David Walker

#### Others Present:

*Bryan Barnett, Mayor  
Christy Bell, Administrative Specialist  
Nicholas Birchmeier, Battalion Chief  
Sheila Brown, Deputy Clerk  
Sean Canto, Fire Chief / Emergency Services Director  
Margaret Casey, Information Systems Administrator II  
Esther Chirodea, Building Technician Permits  
Rogers Claussen, Battalion Chief  
Bill Cooke, Assistant Chief / Fire Marshall  
Paul Davis, Deputy Public Service Director / City Engineer  
Chelsea Ditz, Human Resources Director  
Ann Echols, Captain / Assistant Fire Marshall  
Matt Einheuser, Natural Resources Manager  
Ken Elwert, Parks and Natural Resources Director  
Bill Fritz, Public Service Director  
Brendan Garwood, Firefighter / Paramedic  
Todd Gary, Deputy Fire Chief  
Larry Gambotto, Captain / Training Officer  
Doreen Groth, GIS Manager  
Lori Hamilton, Administrative Services Supervisor  
Tim Hollis, Deputy Building Director*

*Deborah Happy, Administrative Services Supervisor Fire*  
*Debby Hoyle, Senior Financial Analyst*  
*Lieutenant Frank Lens, Oakland County Sheriff's Office*  
*Rochelle Lyon, Information Systems Director*  
*Tim Matz, Captain / EMS Coordinator*  
*Denise McDonial, Financial Analyst*  
*Chris McLeod, Planning Manager*  
*Pat McKay, Museum Manager*  
*Nathan Mueller, Senior Advisor, Strategy & Communications*  
*Jason Murray, Lieutenant / Paramedic*  
*Gary Nauts, Facilities Manager*  
*Sarah Olson, Information Systems Administrator I*  
*Sara Roediger, Planning & Economic Development Director*  
*Leanne Scott, City Clerk*  
*Chris Shepherd, Field Services Manager*  
*Lieutenant Eric Shimmell, Oakland County Sheriff's Office*  
*Joe Snyder, Chief Financial Officer*  
*Karen Somerville, Deputy Assessing Director*  
*Helen Sultana-Kelly, Human Resources Program Coordinator*  
*Laurie Taylor, Assessing Director*  
*Leslie Turnbull, Human Resources Advisor*  
*Pam Valentik, Economic Development Manager*  
*Leslie Van Gieson, Human Resources Coordinator*  
*Mike Viazanko, Building / Ordinance / Facilities Director*  
*Jodi Welch, Manager of Ordinance Services*  
*Christine Wissbrun, Admin Associate II*  
*Captain Russ Yeiser, Oakland County Sheriff's Office*

## PLEDGE OF ALLEGIANCE

## APPROVAL OF AGENDA

**A motion was made by Walker, seconded by Hetrick, that the Agenda be Approved as Presented. The motion CARRIED by the following vote:**

**Aye** 7 - Blair, Bowyer, Deel, Hetrick, Morlan, Munglioli and Walker

## PUBLIC COMMENT

## LEGISLATIVE & ADMINISTRATIVE COMMENTS

## UNFINISHED BUSINESS

**2022-0389** Request to Rescind and Replace Resolution RES0218-2022 adopted at the August 15, 2022 regular meeting of City Council which acknowledged receipt of the OPC 2022-23 Proposed Budget and set a Public Hearing for September 12, 2022 with a revised resolution removing the Public Hearing

**Attachments:** [082222 Agenda Summary.pdf](#)  
[Resolution to be Rescinded.pdf](#)  
[Resolution \(Draft\).pdf](#)

**Joe Snyder**, Chief Financial Officer, explained that the request before Council is to rescind the resolution from the August 15, 2022 City Council Meeting that approved the Older Persons' Commission's (OPC) request to accept their proposed 2023 Budget and to set a public hearing for September 12, 2022; and to replace this request with the acceptance of the proposed 2023 OPC Budget, omitting the request of a public hearing. He explained that the OPC held a public hearing at its July 2022 meeting; therefore, they request that City Council accept receipt of their proposed 2023 Budget as of August 15, 2022.

**A motion was made by Hetrick, seconded by Walker, that this matter be Adopted by Resolution. The motion carried by the following vote:**

**Aye** 7 - Blair, Bowyer, Deel, Hetrick, Morlan, Mungioli and Walker

Enactment No: RES0220-2022

**Whereas**, at the August 15, 2022 City Council Meeting the OPC 2022-23 Proposed Budget was delivered for the Fiscal Year beginning October 1, 2022; and

**Resolved**, that the Rochester Hills City Council acknowledges receipt of the OPC 2022-23 Proposed Budget for the Fiscal Year beginning October 1, 2022.

## PROPOSED 2023 BUDGET DISCUSSIONS

**2022-0376** Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Joe Snyder**, Chief Financial Officer, shared that he is here for the presentation of the Older Persons' Commission (OPC), Rochester Avon Recreation Authority (RARA) and the City of Rochester Hills proposed 2023 - 2025 three-year budgets.

He introduced **Tim Soave**, OPC Finance Director, and **Renee Cortwright**, OPC Executive Director.

**Ms. Cortwright** recognized Mr. Walker and Mr. Hetrick for serving on the OPC Governing Board and thanked City Council for their ongoing support of the OPC. She reported that the OPC had another record year and she is pleased with the progress of OPC over the past three years. She explained that the OPC Supportive Services continue to ramp up their transportation services with 41,829 trips last year for medical appointments, shopping and social trips. She added that the Nutrition Department prepared 98,155 balanced meals last year, including meals delivered to homes. She shared that the OPC Senior Services consist of Information and Referrals, and programs such as the Medical Equipment Loan Closet, Support Groups, Community Development Block Grant (CDBG) Funds, Act of Kindness Program, Medicare and Medicaid Counseling. She added that the programs are expanding and are offered to individuals that are aging in place. She stated that the adult daycare services are three days a week and in the month of September they are looking to add a fourth day. She noted that there had been several staffing changes due to COVID-19 and that they are pleased to get the programs back up and running. She shared that the Fitness and Aquatics program had 106,769 participants, the

*Enrichment and Arts Program had 28,388 participants and the Performing Arts program had 2,100 participants. She noted that OPC had 28,959 volunteers this past year that contributed to delivering meals on wheels, assisted with special programs and helped at the fitness center. She shared that 722 participants participated in the travel program last year.*

*She stated that there were some incredible capital improvement projects over the last couple of years to the OPC, such as the History Wall, Atrium and Cardio/Weight Room renovations which have all enhanced the OPC experience. She added that the Stone Cottage Memorial Garden had the addition of new paver blocks to allow family and friends to purchase memorial blocks for loved ones, and the library and offices at OPC received new carpet.*

***Mr. Soave**, OPC Finance Director, shared that the Operating Budget had gone up by 2.1 percent from increased values in taxes. He added that the Expenditures are level with a 3 percent general wage increase that was approved by the OPC Board two years ago. He noted that the Operating Revenues exceed the Operating Expenditures by over \$400,000; therefore, the \$400,000 would be transferred to the Capital Improvement Fund. He added that last year the OPC Board set up the Capital Improvement Fund with approximately \$1.4 million and the fund is anticipated to grow every year. He shared that the largest proposed Capital Improvement Project within the next three years is the repair and replacement of the building roof.*

**Council Discussion:**

***Ms. Mungoli** commented that it is wonderful to see all the great things that have been done at OPC and all of the programming available. She questioned if the Oakland County Public Transportation Millage that is going to be voted on in November will impact OPC and to what extent.*

***Ms. Cortright** responded that it is their understanding that the millage will enhance the current OPC transportation service. She added that the public transportation will provide additional transportation opportunities to the community and will continue to support OPC transportation services as it has been supported previously.*

***Vice President Bowyer** also inquired about the public transportation millage and how it will affect OPC transportation program. She added that she is concerned that OPC might lose some funding if the millage passes.*

***Mr. Soave** responded that the ballot language states that one million dollars will be held for OPC and that covers all of the current direct and administrative costs which will allow them to keep the OPC transportation program running.*

***President Deel** questioned how many people utilized OPC transportation last year.*

***Ms. Cortright** answered approximately 42,000 rides.*

***President Deel** responded that 42,000 rides last year equates to roughly twenty*

dollars a ride and that is an excellent price and service that is offered to residents. He added that he is concerned that a public transportation service will not be able to offer the same value as what the OPC transportation program is currently offering.

**Ms. Cortright** stated that the millage included pair transits, fixed routes and an uber type of transit. She added that the OPC transportation program does a phenomenal job and to the best of their knowledge, the millage will not interfere with the OPC transportation services.

**Vice President Bowyer** inquired how OPC is doing with staffing currently coming out of COVID-19.

**Ms. Cortright** responded that currently they have 95 employees and prior to COVIS-19 they had 110 employees. She added that they had many opportunities to enhance programming without increasing staff. She stated that most departments have remained steady with staffing.

**Mr. Walker** thanked Ms. Cortright and Mr. Soave for their hard work and added that OPC is a cherished amenity in the community. He added that even with the heavy lifting ahead of renovating the OPC roof, he is confident that the programming will remain world class.

**Mayor Barnett** commented that OPC is a gem in the community and thanked Ms. Cortright and Mr. Soave for their leadership. He added that everyone needs to keep communicating on the Public Transit Millage discussion because it is important that everyone is on the same page. He mentioned that the millage is ten times what the residents are currently paying for transportation in the City. He noted that he would love to double OPC's transportation budget and let them handle the transportation because they are doing a wonderful job.

**Discussed: O.P.C. Millage Fund.**

**2022-0346**

Discussion - O.P.C. Operating Fund (820) - FY 2023

**Attachments:** [082922 Agenda Summary.pdf](#)  
[082222 Budget Presentation Schedule.pdf](#)  
[081522 Agenda Summary.pdf](#)  
[2023-25 OPC Budget Package.pdf](#)  
[081522 Resolution.pdf](#)  
[Resolution \(Draft\).pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed: O.P.C. Operating Fund.**

Enactment No: RES0230-2022

**2022-0376**

Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Dave Word**, Executive Recreation Director for Rochester Avon Recreation

Authority (RARA) thanked Ms. Mungiolli who serves on the RARA Board as well as the other members of the RARA Board for their service and support. He acknowledged Mr. Snyder for his assistance with the RARA Budget and provided the following information regarding RARA's programming and services from the last year:

- There have been 769 activities offered which is 166 more activities offered than in 2021.
  - RARA had 6,267 participants compared to 4,247 participants in 2021.
  - Some of the programs offered included:
    - 160 Dance Camps
    - 97 Camps
    - 22 Early Childhood Programs
    - 40 Activities for Special Needs Population
    - 57 Sports Leagues and Lessons
  - RARA's Mom2Mom Sale had 450 participants and this program sold out quickly.
  - Heroes vs. Villains Kids Run will come back to RARA this fall on October 21, 2022. This program has not run since prior to COVID-19.
  - The Trunk or Treat Event will run again this year and is a popular event within the community.
  - RARA's Craft and Vendor Show was on hiatus for the last ten years and will take place this year. They have already sold 41 community booths for this event.
  - The Daddy/Daughter Dance and Mother/Son Date night will expand this year and take place at the Rochester Hills Banquet Center.
  - The 2022 Mayor's Play Ball Event was a success and the two kids that participated were invited to Chicago to the regional competition with an opportunity to participate in the World Series for Pitch Hit N Run if they qualify.
  - Rochester Community Schools (RCS) and RARA have a great partnership for the Middle School Cross Country Program.
  - Adaptive Programs have increased as well as Early Childhood Programs such as Challenge Island STEAM Classes, Budding Gardeners and SCAMP.
  - The dance program wrapped up in June and was very successful.
  - Summer Camps were a challenge coming out of 2021; RARA did everything they could to hire enough staff to fulfill the summer camp needs. They offered competitive wages and employee referral bonuses. In 2021, the summer camp program had 1,200 participants and in 2022, the summer camp program had 1,927 participants.
- RARA has exceeded the number of participants each year over the last three years.

**Joe Snyder**, Chief Financial Officer, explained that RARA sold the 480 E. Second Street Building this year. He added that the revenue earned from the sale of the building will allow RARA to pay off the existing mortgage on the entire RARA property and will result in RARA being debt-free moving forward. He stated that a portion of the revenue will be reinvested into the existing 500 E. Second Building with \$700,000 towards roof improvements and painting of the building. He noted that 2023 is anticipated to get back to normal for RARA with moderate increases in revenue, conservatively projected. He added that a draw from Fund Balance is proposed of \$195,000 to construct \$217,000 of proposed

*Capital Improvements next year. He mentioned that the improvements will include ADA upgrades, a new dumpster enclosure and library remodeling. He noted that RARA has a structurally surplus budget for 2023. He added that in 2024 and 2025 RARA is projected to continue with a structural surplus.*

**Council Discussion:**

**Mr. Hetrick** thanked Mr. Word and Mr. Snyder. He added that what RARA is offering for the youth in the community is outstanding. He stated that RARA is on the right track and he is happy to see that they are debt-free.

**Ms. Mungoli** stated that she is excited to see where RARA is currently given all the challenges that RARA had faced. She shared that it has been a long road and she is glad that the 500 E. Second Street building will get some necessary improvements. She thanked Mr. Word and his team and stated that she is proud to serve on the RARA Board.

**Vice President Bowyer** commended Mr. Word and his team for turning RARA around. She stated she remembered when RARA was not doing so well and there was discussion of closing RARA down altogether. She added that she is glad the other building sold and RARA is debt-free.

**President Deel** recalled that that shortly after meeting Mr. Word in 2017, RARA's fund balance was in the negative and things were not looking good. He stated that it is amazing what a difference a few years makes and how far RARA has come. He added that RARA has adapted and changed based on the needs of the youth in the community. He congratulated Mr. Word on his new position and for his hard work with RARA.

**Discussed: R.A.R.A. Millage Fund.**

**2022-0347** Discussion - R.A.R.A. Operating Fund (808) - FY 2023 Budget

**Attachments:** [092622 Agenda Summary.pdf](#)  
[091222 Agenda Summary.pdf](#)  
[Public Hearing Notice.pdf](#)  
[082222 Budget Presentation Schedule.pdf](#)  
[081522 Agenda Summary.pdf](#)  
[2023-25 RARA Budget Package.pdf](#)  
[081522 Resolution.pdf](#)  
[Resolution \(Draft\).pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed: R.A.R.A. Operating Fund.**

Enactment No: RES0252-2022

**2022-0345** General Budget Overview - 2023 - 2025



**Attachments:** [092622 Agenda Summary.pdf](#)  
[091222 Agenda Summary.pdf](#)  
[Public Hearing Notice.pdf](#)  
[082222 Agenda Summary.pdf](#)  
[082222 Budget Presentation Schedule.pdf](#)  
[SUPPL General Budget Overview.pdf](#)  
[081522 Agenda Summary.pdf](#)  
[081522 Resolution.pdf](#)  
[Resolution \(Draft\).pdf](#)

**Joe Snyder**, Chief Financial Officer, and **Debby Hoyle**, Senior Financial Analyst, were present.

**Mr. Snyder** shared the components in developing the City of Rochester Hills 2023-2025 Proposed Budget. He stated that the components include the following:

- The City of Rochester Hills three-year adopted Budget Plan includes fiscal years 2022 - 2024
- The City of Rochester Hills Capital Improvement Plan for 2023 - 2028
- The City of Rochester Hills Seven-Year Financial Forecast for 2023 - 2029
- The Rochester Hills City Council 2023 Goals and Objectives and the Governmental Fund Balance Reserve Policy

**Mr. Snyder** stated that this is the 13th consecutive year that the City has presented a three-year budget plan and noted the overview of the proposed 2023-2025 Budget included the following:

- Continue to present a three-year budget
- Budget is based on best estimates and projections for the future
- Conservative estimates of both revenues and expenditures
- Ensures that the service levels proposed in the Budget can be delivered

He spoke about the 2023 Budget/Proposed Expenditures and noted the following:

- A total budget of \$180,984,110 in expenditures, which represents a ten percent reduction as compared to Fiscal Year 2022 Budget, comprised largely of:
  - Public Service at 27 percent of the budget expenditures
  - Public Safety at 16 percent of the budget expenditures
  - Capital Outlay at 19 percent of the budget expenditures

Capital Proposed Projects for 2023 are largely made up of the following:

- Water and Sewer consists of 32 percent or \$11,000,000, including the following:
  - Drainage improvements in the Denison Acres Subdivision
  - Water Main improvement at Ascension Providence Hospital
  - Water Main replacement for the Rochester Knolls Subdivision
  - Replacement of the City's SCADA system
- Major Road and Local Streets consist of 32 percent or \$11,000,000, including the following proposed projects:
  - Rehabilitation of Drexelgate from Livernois to Rochester Road; this includes the installation of a dedicated pathway segment



- Reconstruction of Barclay Circle
- Rehabilitation of Avon Industrial Drive
- Facilities consists of 22 percent or \$7,000,000, including the following proposed projects:
  - Bloomer Park parking lot, upgrades to the Stone Shelter, new disc golf development and a new playscape addition
  - Roof replacements at the Stone Shelter and the Van Hoosen Jones Museum Farmhouse
  - New restroom at Innovation Hills
  - Replacement of the City's HVAC system
  - Replacement of playground at Wabash Park
  - Replacement of the pitching machines at Borden Park
  - Replacement of HVAC and energy management system and carbon dioxide sensors at the DPS garage

**Mr. Snyder** stated the City Budget is projecting \$156,395,710 in revenue with major sources of proposed revenue consisting of the following:

- Service Charges bringing in 34 percent; these charges consist of charges such as water and sewer charges and building department fees
- City Taxes bringing in 23 percent; there is no change in the bottom line millage rate proposed for 2023
- Intergovernmental funds bringing in 12 percent; this includes State shared revenue and Act 51 gas tax
- Transfers-In bringing in 16 percent; this represents the flip side of the transfer-out expenditures
- Fund Balance bringing in 13 percent or \$24,000,000 and there is a proposed \$34,000,000 in Capital Outlay. Overall this equates to a \$10,000,000 operating structural surplus for 2023.

**Mr. Snyder** shared that the City of Rochester Hills had received \$6,194,980 from the American Rescue Plan Act (ARPA) that must be expended by December 31, 2021. He stated the following is proposed for the ARPA Budget:

- CDBG Supplement - \$150,000 - 3-Year Program (2022-2024) / \$50,000 per Year
- Economic Development - \$225,000 - 3-Year Program (2022-2024) / \$75,000 per Year
- Not-for-Profit Assistance - \$300,000 - 3-year Program (2022-2024) / \$100,000 per Year
- Drexelgate Parkway & Pathway - \$2,103,800
- Ambulances (x3) - \$990,000
- Innovation Hills: Restroom - \$575,000
- Bloomer Park: Stone Shelter Upgrades - \$600,000
- City Hall: HVAC Replacement - \$1,012,000
- Citywide: LED Lighting Upgrades - \$239,180

**Mr. Snyder** explained that the Parks Millage Funding is proposed to receive \$680,000 and these funds are proposed for the following in 2023:

- Bloomer Park: Disc Golf Course - \$75,000
- Bloomer Park: Play Structure - \$180,000
- Borden Park: Pitching Machine Replacements - \$175,000

- Wabash Park: Playground Replacement - \$250,000

**Mr. Snyder** stated that the General Fund Budget is proposed at \$29.9 million and any funding above the 80 percent General Fund Operating line is transferred out to the Capital Improvement Fund. He noted that the City has been well above its target balance until this year. He added that there is no change proposed in the General Fund Balance for 2023.

He noted that the Capital Improvement Fund (CIF) is proposed at \$5.9 million and includes the following significant proposed projects:

- Bloomer Park Parking Lot replacement and Stone Shelter Roof replacement
- The Van Hoosen Jones Museum Farmhouse Roof replacement
- The HVAC replacement at the DPS Garage
- The Citywide Streetscape Plan implementation

He noted that Capital Improvement Projects projected for 2024 and beyond will continue to be monitored and reviewed based on the Capital Improvement Funds projected fund level.

He shared that the Major Road Fund is proposed at \$9.7 million and \$5.5 million is for significant major road projects including Avon Industrial, Barclay Circle and Drexelgate Parkway and Pathway. He added an increase of \$300,000 is proposed for Major Road Fund Balance next year largely due to the ARPA fund and grants received for the Drexelgate Parkway and Pathway project.

He explained that the Local Street Fund is proposed at \$10.8 million and include \$5.3 million for the annual Local Street Rehabilitation Program.

He stated that the Fire Operating Fund is proposed at \$13.6 million and there is a small increase in the Fire Operating Fund Balance in 2023 to stay in line with the fund balance target number. He added that the Fire Capital Fund is proposed at \$1.4 million and includes the purchase of a special rescue trailer and the replacement of Fire Engine No. 3. He noted that in 2023, the Fire Capital Fund is proposed to fund the design engineering for projected 2024 projects including locker room and restroom renovations and the replacement of the roof and HVAC system at Fire Station Number One.

He shared that the Special Police Fund is proposed at \$10.6 million and includes the addition of one deputy position. He noted that the Special Police Fund has been running higher than its target fund balance; therefore, it is proposed to slightly reduce the Special Police Fund balance closer to the 25 percent annual operating expenditures target balance.

**Mr. Snyder** ended the 2023 Budget overview by adding the following proposed personnel additions:

- Purchasing Analyst / Finance Department - Part-Time to Full-Time
- Park Ranger I / Parks Department - Part-Time to Full-Time
- Electrical Inspector / Building Department - Part-Time to Full-Time
- Building Inspector / Building Department - Departmental Overtime Reduced
- Deputy II / Oakland County Sheriff's Office - Assist with Staffing Levels
- Outdoor Engagement Assistant / Parks Department - Part-Time

He highlighted the proposed 2023 Budget:

- No Change in Tax Rates
- \$10 Million Structural Surplus proposed for 2023
- Fund Balances Maintained
- \$34 Million in Capital Projects Proposed
- ARPA and Parks Infrastructure Millage will supplement and preserve the CIF
- Four Full-Time Positions proposed and One Deputy proposed for 2023

**Public Comment:**

**Lee Zendel**, 1375 Dutton, questioned what "alternative energy infrastructure" on page 21 refers to. He stated that he has been attending the City of Rochester Hills City Council meetings for approximately 30 years and previous budget meetings were a mess. He added that things turned around for the better when Keith Sawdon took over as Director of Finance and then Joe Snyder as Chief Financial Officer, as well as Mayor Barnett. He noted that he could not find anything wrong with the proposed budget and that City Council, the Mayor and the Administration should be very proud on how they are running the City.

**Mr. Snyder** responded that there is not much in the 2023 proposed Budget directly related to alternative energy. He explained that there is a small pilot program with electric vehicles proposed and that there has been discussion of solar panels, however, the panels are not in the budget for 2023.

**Discussed: General Budget Overview.**

Enactment No: RES0251-2022

**2022-0375** Discussion - General Fund (100's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

**Discussed: GENERAL FUND REVENUE; MAYOR'S DEPARTMENT: Mayor's Department, Accounting, Legal Services, Treasury, Media Division, Building Authority, Street Lighting, Community Development Block Grant, Community Events, Community Programs; GENERAL FUND TRANSFER OUT.**

**2022-0376** Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

**Discussed: Parks Infrastructure Millage Fund, A.R.P.A. Fund.**

**2022-0377** Discussion - Debt Services Funds (300's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

Discussed: Debt Fund.

2022-0378 Discussion - Capital Funds (400's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

Discussed: Capital Improvement Fund.

2022-0379 Discussion - Water and Sewer Funds (500's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

Discussed: Solid Waste Fund.

2022-0380 Discussion - Internal Service Funds (600's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

Discussed: Insurance Fund.

2022-0381 Discussion - Trust and Agency Funds (700's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0345 for Council Discussion.**

Discussed: Retiree Healthcare Trust Fund.

2022-0375 Discussion - General Fund (100's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

**Assessing Department:**

*Laurie Taylor, Assessing Director, and Karen Somerville, Deputy Assessing Director, were in attendance to review the Assessing Department.*

*Ms. Taylor explained that the City has come along way over the past decade. She stated that the conservative budget approach has paid off and that in 2023 the estimated taxable value was anticipated to increase by 2.5 percent, however, the actual increase was 5.6 percent. She noted that the 2024 taxable value is estimated to increase by 4.4 percent and by 2.5 percent for 2025. She stated that the City has experienced a one billion dollar increase in taxable value over the last decade. She added that the spread between assessed value and taxable value continues to grow.*

*Ms. Somerville shared that the City of Rochester Hills continues to experience*

a strong residential real estate market. She explained that the spread between assessed value and taxable value on average is 26 percent. She noted as people continue to invest in the City, the values continue to increase even during a pandemic. She stated that the City is well prepared should the market begin to flatten or take a down turn. She added that the average residential home sale price increased 73 percent over the last decade. She explained that as the real estate market remains strong, the Board of Review Appeals remain low at 22 appeals this year.

**Ms. Taylor** added that in 2022, the Assessing Department earned a perfect 100 percent score on the State Tax Commission Audit. She stated that each team member is certified by the State of Michigan and they are proud to serve the City of Rochester Hills.

**President Deel** shared that he is fascinated by the gap between the assessed value and taxable value and thanked Ms. Taylor and Ms. Somerville for their presentation. He inquired if there are any long term predictions that the gap will narrow between the assessed value and taxable value.

**Ms. Taylor** responded that given the strong real estate market, she does not anticipate the gap narrowing between the assessed value and taxable value and added that the City has a large cushion to work with if the market did start to decline.

**Mr. Hetrick** questioned how the cushion would be used if there was a decline in the market.

**Ms. Taylor** responded that the assessed value would have to come down substantially.

**Mr. Snyder** added that the house value would have to decrease by 26 percent before the City's tax revenues were impacted.

**Ms. Mungoli** questioned that if the assessed value and the taxable value generated a billion dollars in growth, then why has more revenue not been generated into the City. She thanked the Assessing Department for their guidance with selling the Rochester Avon Recreation Authority (RARA) building.

**Ms. Taylor** responded that 2.5 percent was the anticipated increase taxable value, however, 5.6 percent was the actual increase based on properties that sold, new construction and increases in assessed values. She added that because they are conservative, the City is seeing more revenue.

**Mr. Snyder** responded that the City does not report revenue based on assessed values, however, the taxable value of 5.6 percent is what the City is limited to generate revenue from, which is based on the rate of inflation. He added that this is the first year the City has had a taxable value at 5 percent.

**Planning and Economic Development Department:**

**Sara Roediger**, Planning and Economic Development Director, **Pam Valentik**,

Economic Development Manager, and **Chris McLeod**, Planning Manager, were in attendance to review the Planning and Economic Development Department.

**Ms. Roediger** stated that the Planning and Economic Development (PED) Department continues daily to strive to Preserve, Enhance and Diversify the City of Rochester Hills. She added that the PED Department works hard along with a number of departments, boards, commissions and agencies to ensure that the City continues to preserve and enhance its high quality of life and diversify its options for living, working and raising a family in Rochester Hills. She introduced Chris McLeod as the new Planning Manager and stated that he has nearly 25 years of private and public planning experience. She noted that he officially starts his new position on September 7, 2022.

**Mr. McLeod** shared that it is an honor and privilege to work for the City of Rochester Hills.

**Ms. Roediger** shared that the Gateway and Streetscape Plan will begin this year and she thanked City Council for their support of this project. She added that this Plan will create a Rochester Hills look and feel to the main entry points and corridors into the Community. She stated that the PED Department is in the middle of the City's first Natural Features Inventory Update since 2005 and should be completed by the end of 2022. She shared that the City's Master Plan will be updated in 2023 and the updates will include the 2020 Census data as well as recent land use trends and desires in the City.

**Ms. Valentik** thanked City Council for their support of the City's economic development strategy and stated that the City is well on its way toward continuing positive economic momentum. She explained that in order to foster entrepreneurship, they have updated the City's PED Department website to assist entrepreneurs and business owners in the City. She added that they continue to attract national movers and shakers and stated that earlier this year the City welcomed Von Maur to the Village of Rochester Hills. She noted that Von Maur's grand opening in the City was advertised on the front page of a national retail magazine. She shared that the City continues to boost international business developments such as BOS, a German based company and NS Tool, a Japanese company. She stated that the economic development strategists continue to attract tenants and investors to the area and year-to-date Commercial Building Sales is at \$57,000,000 in the City. She added that the PED Department continues to welcome a talented workforce and shared that the City of Rochester Hills welcomed Secretary of Labor Marty Walsh last fall to the Mayor's Business Council.

**Ms. Roediger** stated that the PED Department helps to facilitate change in Rochester Hills moving forward and thanked Council for their continued support.

**Ms. Mungoli** questioned where the \$375,000 American Rescue Plan Act (ARPA) dollars will be spent over the next three years. She added that she would have liked the PED Department to receive more ARPA dollars in efforts to recruit and retain talent in Rochester Hills.

**Ms. Valentik** responded that the ARPA dollars will be spent on establishing a

full plan and structure to assure that the investment is reaching the target audience, that it aligns with the City's message and has a positive return on investment. She added that the focus of the ARPA funds is advertising and promotions, business development, sponsorships and perks offered to attract talent. She noted that the majority of what they have been doing is recruiting talent to Rochester Hills. She stated that they will receive \$75,000 each year for the next three years of APRA funds to be used to recruit talent in the City.

**Ms. Roediger** added that the Local Development Finance Authority (LDFA) has designated funds to economic development in the City. She stated that Ms. Valentik has been working with various agencies throughout Oakland County and the State and that they do not want to duplicate efforts or programs that are being offered at a larger scale.

**Mr. Blair** welcomed Mr. McLeod to the team and stated that he is looking forward to working with him. He commented that the Auburn Road Corridor was the major focus of this year's State of the City and added that the Corridor is absolutely amazing. He commended Ms. Roediger and her team for their great work.

**Mr. Hetrick** stated that the low amount of building vacancies within the City is a reflection of Ms. Valentik's hard work. He questioned how the Natural Features Inventory relates to the Planning and Economic Development Department.

**Ms. Roediger** responded that the updated evaluation is reflected in the City's wetlands. She added that when potential applicants want to build in the City, they refer to the Natural Features Map that was last updated over a decade ago. She stated that this map is used as a tool to gain knowledge on what can be developed in the City and where it can be developed based on the Natural Features Inventory. She noted that the PED Department works with the Forestry Team on this evaluation.

**President Deel** commented that in the past, many people would relocate to live in the same City that their employer was located. He stated that today, with many employers offering work from home opportunities, people are not tied to living near their employer and now live where the amenities and infrastructure are strong and where there is a better sense of community. He noted that all of the re-energizing that the City is doing with projects like Innovation Hills and the Auburn Road Corridor is what draws people to want to live in Rochester Hills. He added that the key component to recruiting talent into the City is creating a great place to live and raise a family. He commended the Planning and Economic Development Department for their hard work.

**Discussed:** ASSESSING: Assessing, Board of Review; **PLANNING DEPARTMENT:** Planning Commission, Planning Department, Zoning Board of Appeals.

**2022-0382** Discussion - Component Units (800's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0375 for Council Discussion.**



**Discussed:** Historic District Commission, Brownfield Revolving Fund, Brownfield Redevelopment/Legacy, Local Development Finance Authority.

**2022-0375** Discussion - General Fund (100's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Building Department:**

**Mike Viazanko**, Building/Ordinance/Facilities Director, **Tim Hollis**, Deputy Building Director, **Jodi Welch**, Manager of Ordinance Services, **Gary Nauts**, Facilities Manager, and **Jeff Schultz**, Manager of Inspection Services, were in attendance to present an overview of the Building Department.

**Mr. Hollis** shared that the Building Department continues to reach new heights in partnering with customers throughout the City and assisting them with meeting their goals. He explained that in 2021, there was a record number of permits issued, just under 2,500. He added that permits were issued for many large projects in 2021 and the Building Department is now working to complete the inspections on these new buildings. He stated that the total number of permits issued continues to trend upwards each year and that seven percent more permits were issued in the first six months of 2022 than in 2021. He added that this year's construction values are ahead of previous years by 33 percent. He noted that because of the increase in permits issued, the Building Department has had up to 120 inspections a day; this is an average workload increase of 36 percent. He provided information on some of the following major projects that continue to be constructed throughout the City:

- Legacy Apartments is anticipated to be complete in 2023
- Redwood Apartments at Dequindre and Avon Road
- Innovation Hills Ranger Station
- Borden Park Office

He added that the Building Department team has been working hard to process permits and inspections for these projects and many more. He thanked City Council for approving the purchase of Camino, the new virtual inspection tool that will allow virtual inspections as needed as well as the ability to record and store the inspections for future reference.

**Ms. Welch** shared that Ordinance and Compliance Division has gone through significant changes this year. She added that they are once again a fully staffed division and they are committed to excellence every day in every way. She explained that every day the Ordinance Inspectors patrol the City responding to resident concerns as well as looking for overgrown grass and weeds, inoperable vehicles, blight and other property maintenance issues. She added that in the first six months of 2022, Ordinance Inspectors have completed 43 percent more inspections than in previous years. She stated that the Ordinance Inspectors have been more proactive and that 77 percent of inspections are routine patrols. She noted that frequently the Ordinance Department is the first point of contact for many residents and the Ordinance Team strives to develop professional relationships with everyone they come in contact with. She added

that they aim to educate the residents on Ordinance Requirements to gain willful compliance. She added in an effort to continue to strengthen relationships, they hold Spring and Fall HOA Leadership Forums and noted that the next meeting is scheduled on October 12, 2022 at 6:30 p.m.

**Mr. Nauts** explained that the Facilities Department continues to raise the bar. He noted that Facilities is passionate about Parks including assistance at events like the Festival of the Hills. He stated that Facilities had been busy this year with many projects including the following:

- Painting the Bloomer Shelters
- Coordinating the new carpet and chairs for the City Hall Auditorium
- Coordinating with DTE on sustainability to ensure equipment maintainability

He noted the following upcoming Capital Improvement Projects that Facilities would be assisting with:

- Parking lot replacements
- Roof replacements
- LED lighting upgrades

**Mr. Viazanko** thanked City Council for their continued support and added that the Building Department had significant changes in 2022. He added those changes included:

- The retirement of Director Scott Cope and promotion of himself to Director
- Jodi Welch promoted to Ordinance Manager
- Jeff Schultz promoted to Manager of Inspections

He stated that he is extremely proud of the Building Departments' achievements and that their proposed budget reflects a conservative approach to the revenues and expenses. He added with City Council's support, the Building Department will continue to be leaders and remain the only accredited community in the State.

#### **Council Discussion:**

**Ms. Mungoli** inquired about the two new full-time employees that are proposed on the 2023 budget and asked for more information regarding these additions.

**Mr. Viazanko** responded that in the proposed budget, there is the conversion of a part-time electrical inspector position to a full-time position. He explained that during their recent IAS audit for reaccreditation, it was brought to their attention that there were times when the amount of electrical inspections slowed down due to the electrical inspector taking time off of work for vacation. He added that the current electrical inspector had informed him that he plans to retire within the next few years. He stated that the Building Department is exceeding over 100 inspections daily and that has been ongoing for over a year. He explained adding another full-time inspector would elevate the level of customer service they provide. He responded that the building inspector full-time position has the same concept as the electrical inspector position. He noted that the proposed building inspector position will also assist with the partnership the Building Department has with the Fire Department and handle the building concerns that deal with the fire compliance side as well. He added that the additional positions

*will also reduce the staff overtime hours.*

**Ms. Mungiolli** inquired about other communities of the same size and how many inspections they average.

**Mr. Viazanko** responded that he previously worked for the City of Sterling Heights for twenty-five years and from his past knowledge, he estimated that they perform 70-80 inspections per day.

**Vice President Bowyer** thanked Mr. Nauts for keeping his presentation exciting and fun. She questioned whether the inspections are performed on new buildings and homes or just on existing buildings and homes.

**Mr. Viazanko** responded that the inspections include everything from new builds to renovations, however, it does not include inspections on fire alarms and suppression systems.

**Vice President Bowyer** thanked Ms. Welch for her efforts with educating the residents and assisting them with their ordinance concerns. She stated that the HOA Contact List has been a concern for some time because it is in disarray. She questioned whether the list will be updated for the next HOA Leadership Forum. She explained that the City has not done a great job of maintaining the HOA contact list and it frustrates the HOA Leadership when they are asked to update their information on more than one occasion and never see an updated list with their correct information. She recommended starting fresh with a new HOA contact list or get the existing list updated correctly.

**Ms. Welch** responded that the City will work on the HOA list and change the format to make sure it gets updated correctly.

**Mr. Blair** inquired about the cost of a single charging station for electrical vehicles (ev) and does the \$350,000 that is currently budgeted include the charging stations for the ev program.

**Mr. Nauts** responded that the average cost for the charging station ranges anywhere from \$5,000 to \$10,000 based on the purchaser's preferences. He stated that there are two to three different suppliers that have provided pricing information. He added that he is not familiar with the pilot program and what it entails.

**President Deel** thanked the Building Department for their hard work every day.

**Parks and Natural Resources Department:**

**Ken Elwert**, Parks and Natural Resources Director, and **Pat McKay**, Museum Manager, were in attendance to present an overview of the Parks and Natural Resources Department.

**Mr. McKay** shared that the past year has been a busy year for the Parks Department. He added that Park and Museum visits are up almost 50 percent in the last five years at approximately 1.4 million visits. He explained that the

*Free Street Tree and Canopy Program has excelled and plants over 500 trees annually. He shared that the Grounds Maintenance Team keeps the City maintained and beautiful. He added that the Outdoor Engagement programs are a huge success with many opportunities to engage in programs held within the City. He noted that the average program satisfaction rating is 4.9 out of 5. He stated that archives are the core of the Museum and added that the knowledge discovered in historical collections and archives drives all of the Museum programs.*

**Mr. Elwert** stated that nature is a year-round experience with activities at Borden Park, Spencer Park, Bloomer Park and Innovation Hills. He noted that access to playgrounds like the one at Innovation Hills is the backbone of the Parks and a key element of childhood development. He added that this year's Festival of the Hills event had record breaking attendance with over 45,000 people attending. He shared that the new pickleball court at Borden Park is extremely popular and the Parks Department has proposed to add a pickleball court to Avondale Park in 2023. He noted that the Borden Park Office construction and Innovation Hills Ranger Station are both anticipated to be completed this year and a restroom at Innovation Hills is proposed for 2023. He added that the following projects are proposed for 2022 and 2023:

- Shade shelters to the Brooklands Splash Pad
- Adding lights to the pickleball court and roller hockey court at Borden Park
- Parkscape expansion at Bloomer Park
- Replacement of the Borden Park pitching machines
- New Playground at Wabash Park

*He noted that in 2022 the Michigan Barn Preservation Network recognized the Rochester Hills Museum at Van Hoosen and awarded the entire campus the Historic Farmstead Preservation Award.*

*He announced that Bloomer Park is celebrating its 100th Anniversary in 2022. He added that Bloomer Park consists of 210 acres of trails, open fields and playgrounds, and proposed projects at Bloomer Park include a new parking lot, stone shelter renovations and new restrooms.*

*He thanked City Council for their continuing support of the Parks and Natural Resources Department.*

### **Council Discussion:**

**President Deel** thanked Mr. Elwert and stated that the proposed improvements at Bloomer and Borden Park are necessary. He thanked Mr. McKay for all of his work at the Museum and added that it is important to keep the history alive in the community.

**Ms. Morlan** agreed with President Deel and added that history is a key ingredient that makes Rochester Hills the amazing City that it is. She inquired about the Museum Archivist position and stated that at one time it was a full-time position and now is part-time and asked how long ago it was changed and why it was changed to part-time. She noted that the amount of items

donated to the Museum has exploded over the last few years and there is a backlog of getting these items put into use.

**Mr. McKay** responded that the Museum Archivist position was changed to part-time in 2009.

**Mr. Elwert** responded that the Museum has about 15,000 items archived and about 34,000 estimated pieces not archived. He added that the Museum Archivist position is a key element of the Museum.

**Ms. Morlan** added that she had a conversation with Mr. Snyder about the part-time Museum Archivist position being moved to a full-time position in order to care for the items that are donated to the Museum. She requested that the Museum Archivist part-time position be considered as a full-time position.

**Mr. Snyder** responded that the net cost would be approximately \$65,000 from the General Fund to move the part-time Museum Archivist position to a full-time position.

**Mr. Elwert** added that Mr. McKay has worked hard over the last few years to get funding for archiving items and had an agreement with the City of Rochester to hire an intern to assist in archiving items at the Museum.

**Ms. Mungoli** stated that the Museum is beautiful and the work that has been done over the last few years is great. She added that she supports Ms. Morlan's request to get a full-time employee to preserve the City's history. She inquired about proposed projects at Bloomer Park including the Velodrome.

**Mr. Elwert** responded that the Parks Department is in the process of getting public input on a variety of desires and needs through the Parks Strategic Plan Update. He added that the Velodrome business has not renewed its contract with the City, therefore, they are brainstorming for other options for that area. He noted that the Bloomer Park parking lot is a significant project and thanked the Department of Public Services and Facilities for their assistance with the parking lot renovations. He added that they plan to functionally redesign the Bloomer Park parking lot to accommodate the whole parking lot area.

**Ms. Mungoli** asked how much of the seven million dollars that is budgeted will be used for Bloomer Park and also where would the disc golf course be located. She inquired about signage at Bloomer Park and if that will be updated as well.

**Mr. Elwert** responded that a significant amount of the seven million dollars will be used for Bloomer Park. He noted that the Bloomer Park parking lot is estimated to cost three million dollars. Mr. Elwert added that the disc golf course communities would be consulted to get their input on where to place the course and that a new Parks Manager will be starting soon who will also have input. Mr. Elwert responded that they would be working on the signage at Bloomer Park in regard to all of its trails.

**Ms. Mungoli** stated that she is looking forward to hearing about more improvements and renovations to Bloomer Park.

**Mr. Hetrick** commented that this presentation reminds everyone that the park system is a high priority for the residents of Rochester Hills. He added that investing capital into improving the parks is important and is a perfect use for the newly voter approved Parks Millage.

**Mr. Blair** inquired about an item in the Capital Improvement Plan under Pending Projects labeled PK14 Development of 35-Acre Nowicki Park and questioned when that project would be put into place. He added that he would like this project to be worked into the three-year budget and stated that there has been tremendous support to the parks to the south and east, however, he has received a number of requests from residents in his district that are concerned and frustrated about the lack of park facilities and Nowicki Park is mentioned frequently.

**Mr. Elwert** responded that Nowicki Park is on their radar and that the Parks Department is soliciting the public's input, and depending on their input there will be new proposed renovations in the upcoming years' Capital Improvement Plan.

**Mr. Blair** added that he fully supports Ms. Morlan's request for a full-time Museum Archivist and he stated that digitizing the Museum assets are extremely important.

**Vice President Bowyer** stated that she supports the full-time Museum Archivist position and questioned whether the current Archivist is interested in a full-time position.

**Mr. McKay** responded that the current part-time Museum Archivist is interested in a full-time position and she is qualified for the position, however, they will need to go through the Human Resources hiring process.

**Vice President Bowyer** thanked Mr. Elwert for all he does for the Parks and Natural Resources in the City.

**Discussed: BUILDING / ORDINANCE / FACILITIES:** Building Department, Ordinance Compliance, Weed Control, Facilities Fund; **PARKS & NATURAL RESOURCES:** Parks Department, Grounds Maintenance Division, Natural Resources Division.

**2022-0382** Discussion - Component Units (800's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0375 for Council Discussion.**

**Discussed: Museum Division.**

**2022-0376** Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0375 for Council Discussion.**

Discussed: Tree Fund, Green Space.

2022-0381 Discussion - Trust and Agency Funds (700's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

See Legislative File 2022-0375 for Council Discussion.

Discussed: Green Space Perpetual Care Trust.

2022-0382 Discussion - Component Units (800's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

See Legislative File 2022-0375 for Council Discussion.

Discussed: RH Museum Foundation Trust Fund.

2022-0375 Discussion - General Fund (100's) - FY 2023 Budget

Attachments: [082222 Budget Presentation Schedule.pdf](#)

**Leanne Scott**, City Clerk, and **Sheila Brown**, Deputy Clerk, were in attendance to provide an overview of the Clerk's Department.

**Clerk Scott** shared that the Clerk's Office has adopted the mantra Building Bridges. She explained that the Clerk's Office connects people through serving, partnering, supporting, and cultivating relationships both professionally and personally. She continued that last year, the Clerk's Office focused on staffing changes that had taken place and she is pleased to report that this year the Clerk's Office is moving forward with a strong team. She added that the Clerks Team has a unified focus and a common goal of serving customers. She noted that the Clerk's Office is the only department that serves customers from birth to death.

**Deputy Clerk Brown** shared that the Rochester Hills Government Youth Council (RHGYC) was 100 percent back and in full swing this year. She added that the RHGYC hosted a variety of events and activities including its largest event; the Cultural Fair. She stated that the RHGYC members bridged together local businesses, organizations and families to learn more about the many different traditions and cultures in the community. She added that the Clerk's Office believes in operating as a bridge of connectivity and that the Clerk's Office provides connectivity between the Administration, the Legislative Body, city departments, businesses and residents. She explained that the foundation of the bridge is the Mayor and City Council, the substructure of the bridge is the City Departments and services and the Superstructure of the Bridge is the People Served in the Community. She provided an update on the following projects:

- Passport services increased by 32 percent
- Additional Notary



- Vault/Office Renovation
- Redistricting for Elections
- Reapportion City Council Districts
- Michigan Liquor License Commission (MLLC) Training
- Liquor License Technical Review Committee (LLTRC) - New Application and Scoring Matrix

**Clerk Scott** provided the following Van Hoosen Cemetery updates:

- Cemetery lot sales increased by 33 percent
- Cemetery Chapel Office renovation
- 2nd Columbarium to be installed this fall

**Clerk Scott** added that currently the Clerk's Office is continuing to recruit election workers by partnering with local schools to hire student workers, however, the Clerk's Office is also working with local businesses to create new relationships with the intent to create educational and community relation opportunities. She announced that the Clerk's Office will begin an Enterprise Document Management project that will include collaboration with each department in the City. She added that off-site record storage can be inconvenient and costly and the amount of Freedom of Information Act (FOIA) requests have increased, putting the Enterprise Document Management project a top priority for 2023.

She stated that the Clerk's Team is strong and thanked City Council for their support.

#### **Council Discussion:**

**President Deel** thanked Clerk Scott and stated that it has been a pleasure working with her since she has taken over the department. He added that Clerk Scott has created a great team and presides over successful elections every year. He stated that he fully supports the proposed digitization project and that it will ultimately save time and labor for the Clerk's Office.

**Ms. Mungoli** stated that the Organization Chart is incorrect in the 2023 Budget as it stated that the Clerk's Office reports to the Mayor, however, the Clerk's Office reports to City Council. She inquired about the election workers and the increase in payment to election workers.

**Clerk Scott** responded that they have requested to increase election workers pay and that there was a point when the City of Rochester Hills was at the top of election workers pay range and now the City is in the middle of the pay range. She added that it is very difficult to recruit and retain election workers because it is a long day. She stated that it is a very important job and increasing the pay rate has been brought to their attention a few times by election workers. She noted that the increase is a flat rate increase as follows:

- Chair from \$230 to \$300,
- Co-Chair from \$210 to \$250
- Inspectors from \$180 to \$200
- Mandatory Training Session from \$15 to \$30 for 2 hours of training

**Ms. Mungiola** shared that she works on the City's receiving board team and sees the election chairworkers and co-chairworkers at the end of the night and they are exhausted. She stated that she is glad to see this increase and hopes that it will help retain workers for future elections. She inquired about the Police Millage Education Budget and questioned why it is under City Council's Budget and if this millage is up for renewal in 2023.

**Clerk Scott** responded that generally materials related to millage proposals falls under City Council's Budget.

**Mr. Snyder** responded that the Police Millage is in place through 2024, and since 2024 will be a Presidential Election, this millage would be placed on the 2023 ballot. He noted that the Police Millage would still go into effect in 2025.

**Vice President Bowyer** thanked Clerk Scott for her hard work and stated that she has worked elections and it is anywhere from a 16 to 20-hour day. She added that most of the election workers are over 50 years old and she is glad to see a pay increase for election workers.

**Discussed: CLERKS: City Council, Elections, Clerk's Department, Cemetery.**

**2022-0381** Discussion - Trust and Agency Funds (700's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0375 for Council Discussion.**

**Discussed: VHJSC Cemetery Perpetual Care Trust.**

**2022-0375** Discussion - General Fund (100's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Chelsea Ditz**, Human Resources Director, **Leslie Turnbull**, Human Resources Advisor, **Helen Sultana-Kelly**, Human Resources Program Coordinator, and **Leslie VanGieson**, Human Resources Benefits Coordinator were in attendance to review the Human Resources Department.

**Ms. Ditz** shared that the Human Resources Team is dedicated to recruiting, developing, engaging and retaining the best City of Rochester Hills staff to meet and exceed the needs of city residents, businesses and visitors. She noted that the key to their success as an internal service is their intentional approach to strategic partnerships. She added that Ms. Turnbull is an all-star when it comes to recruiting and has recruited 24 new employees within the last 12 months. She stated that Ms. Sultana-Kelly leads the safety and benefits administration efforts and her advocacy has led to the City's recent designation as a Best in Class Employer in a nationwide survey. She added that Shannon Smith works hard on employee engagement efforts throughout the City and also leads the Human Resources administrative functions. She stated that Celeste Mansour joined the Human Resources Team this year and has revamped the seasonal recruitment and leads the Development and Performance Management

programs and Sue Rehse also joined the team this year and assists with administrative functions.

**Ms. Ditz** shared that retirement activity accounts for nearly 75 percent of record improvement efforts this year.

She stated that Ms. Sultana-Kelly announced that she will be retiring this September after 15 years of service with the City. She congratulated Ms. Sultana-Kelly and thanked her for her service to the City.

She shared that the Human Resources Department will welcome Ms. VanGieson to their team.

**Ms. Turnbull** explained that between July 1, 2021 and June 30, 2022 the City had received the following in regard to recruitment:

- 1,408 Employment Applications
- 219 Applicants Tested
- 187 Interviews Conducted
- 35 Positions Filled

**Ms. Ditz** shared that the City Team reflects a strong culture through activities outside of their daily work, such as RH Leadership, 30 Days of Giving, Kickball and many other events. She added that behind every engagement is the City's focus on culture and creating a workplace environment that people want to be a part of. She stated that the Human Resources Department will continue to promote the City as an employer of choice by recruiting the best, providing employees opportunity for growth and development and engaging employees to serve the community.

#### **Council Discussion:**

**Mr. Blair** mentioned that the employee turnover rate at the City is six and a half percent, according to the Human Resources Department Budget. He added that he researched the average turnover rate for local government agencies and discovered that it is 22 percent. He commended the Human Resources Team for their tremendous work and for retaining City's employees.

**Ms. Mungoli** stated that Union contracts were also approved this year and that is a significant piece of the City's Budget. She thanked the Human Resources Team for their hard work, especially with their assistance to the Rochester Avon Recreation Authority's (RARA) hiring process.

**Mr. Hetrick** shared that recruiting the top two percent of employees in their field is outstanding. He added that having the best employees adds to the capabilities of the City's ability to deliver excellent results. He stated that the low turnover rate proves that the City of Rochester Hills is a great place to work.

**President Deel** congratulated Ms. Sultana-Kelly on her upcoming retirement and thanked the Human Resources Department for all of their hard work. He noted that hiring the top two percent of talent and having a low employee turnover rate is important and ensures that the residents are receiving the best

*talent that results in the best services.*

**Discussed:** HUMAN RESOURCES: Human Resources Department.

**2022-0382** Discussion - Component Units (800's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Rochelle Lyon**, Information Systems Director, and **Doreen Groth**, GIS Manager, were present to review the MIS Department.

**Ms. Lyon** shared that the MIS Team is a group of dedicated professionals with diverse talents and backgrounds. She added that they provide services to every department in the City through network, management, infrastructure, software and staff services.

She explained that Margaret Casey, Information Systems Administrator II, Eric Krause, Information Systems Administrator II, and Sarah Olson, Information Systems Administrator I, work to provide a stable Network Environment, Infrastructure, Hardware/Software, Technical Support and Website maintenance. She added that Christy Bell, Administrative Specialist, supports the MIS Department by providing Phone and Email Support, Maintains Processes, Staff and Subscriber Updates and News and Events on the Website. She continued that Ms. Groth and Linda Kuhn, GIS Specialist, are tasked with the GIS Enterprise Systems and are recent award recipients of the ESRI Special Achievement in GIS Award and GIS Innovation Award.

**Ms. Groth** explained that GIS is a location based technology that is used to meet the needs of the City. She added that GIS assists City employees in making data driven decisions, enhances work flows and processes, improves efficiency and effectiveness and extend relationships with other organizations, business partners and the community at-large. She noted that by utilizing GIS to its full potential, innovative changes can be made that improve how the residents live and engage with City staff.

**Ms. Lyon** shared that Cyber Security is a big part of the MIS Budget and the City's digital assets must always be protected. She noted that tools such as perimeter and insider defense tools, fire walls, next-gen antivirus, security awareness and many more to strengthen the digital fortress to protect the City's digital assets. She stated that all of these tools are used while anticipating the next move of an intruder and that the MIS Team works hard to continually move the needle in a safer direction each day. She added that the City is a participating member with GMIS, Multi-State ISAC, Cybersecurity & Infrastructure Security Agency, Infragard, and Cybersecurity Collaborative. She added that by partnering with these agencies, the City is able to collaborate with government peers, share IT strategies and continue to develop and improve the City's IT Strategic Plan.

**Council Discussion:**

**Mr. Blair** questioned the infrastructure and how much technology will be on-premises verses in the cloud, especially with the digitizing of documents that

the Clerk's Office is proposing. He noted that City Council just approved a request for Microsoft software and he added that personally, he prefers on-premise technology. He added that cloud is a tool, however, it should not be looked at to store everything.

**Ms. Lyon** responded that they look at every project individually to analyze if it would be a good fit in the cloud or a good fit on-premise. She stated that the RFP's have come back and in general they look for a cloud fit strategy, but it has to make sense in the end. She added that the Microsoft software approval that was just passed was to support the existing on-premises Microsoft. She stated that with the new document management system, depending on which proposal is accepted, it would be either in the cloud or on-premises.

**Mr. Hetrick** stated three words caught his attention: innovation, next-gen, and cybersecurity. He added that the City wants to make sure they are staying ahead of cyber intruders and stated that the MIS Team is doing a great job.

**Ms. Mungoli** congratulated Ms. Lyon in her new position as Director. She questioned the MIS Ratio to User and the MIS Ratio to Tools and whether the numbers are within industry standards.

**Ms. Lyon** replied that the numbers are pretty close to industry standards and that in comparison to other local government agencies, it depends on whether they use cloud based technology or on-premise technology. She noted that if an agency uses cloud based technology, they tend to have less staff and if they use on-premise technology, they tend to have more staff.

**President Deel** expressed his appreciation to the MIS Department. He added that in a digital world, the protection of assets is vital.

**Discussed: MIS: MIS FUND.**

**2022-0376** Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Bill Fritz**, Public Services Director, **Paul Davis**, Deputy Public Service Director/City Engineer, **Lori Hamilton**, Administrative Services Supervisor, **Chris Shepard**, Field Services Manager, and **Nick Watterson**, Fleet Manager, were in attendance to provide an over of the Department of Public Services (DPS).

**Mr. Fritz** explained that there were personnel changes in the department this year that included the retirement of Allan Schneck, Public Services Director, and Bud Clark, Traffic and Sign Shop Operator.

**Mr. Davis** shared that the western portion of the Avon and Dequindre Project has been completed. He added that the eastern portion of this project is anticipated to start the first of November and the Great Lakes Water Authority will manage this project. He stated that the City's annual repair programs continue with Concrete Replacement, Asphalt Rehabilitation and Water Main Project. He stated that 2023 projects include the following:

- \$5.5 million planned for Local Road Improvement
- \$3.4 million Water Main Replacement Project in the Rochester Mills Subdivision
- Update to the SCADA Program

**Mr. Shepard** shared that technology is constantly changing and DPS is always looking for technology that will make their jobs more efficient and safer. He added that the RedZone Project has embraced new technology and is delivering a huge amount of data to the City regarding all of the underground pipe work.

**Mr. Watterson** explained that electric vehicles were introduced to the City this year: three Chevrolet Bolt vehicles. He added that he has received good feedback from City employees that have utilized the vehicles and that they are looking to add more electric vehicles to the fleet in the future. He shared that the Fleet Department had also utilized two dump trucks that have a Hook Lift attached, adding that this lift allows interchangeable parts to perform different tasks.

**Mr. Fritz** stated that the Auburn Road Corridor is a gem within the City and received seven awards at the American Public Works Association Conference. He added that he is honored and proud to be part of an amazing team and thanked City Council for their continued support.

#### **Council Discussion:**

**Mr. Hetrick** mentioned by adding innovative technologies, electric vehicles and having a strong infrastructure, DPS continues to keep the City safe for its residents.

**Ms. Mungoli** questioned why \$2 million of ARPA funds have been proposed to be used for the Drexelgate Parkway Project. She also questioned whether the existing pathways will be preserved before placing new pathways in the City.

**Mr. Snyder** responded that the City had received \$6.2 million in ARPA funds and the final ruling stated that any community that received under \$10 million can use the funds for any general governmental revenue replacement. He added that the City wanted the ARPA funds that are used to be impactful. He stated that the Drexelgate Parkway Project is an impactful project in the City and the road diet will provide safety, with a dedicated pathway on the side of the road with connectivity to the Clinton River Trail.

**Mr. Davis** responded that there is not a rating system for the City's existing pathway system like there is for the roads. He noted that they receive feedback from residents and non-residents if a pathway needs attention or for requests for new pathways. He explained that the Pathway Millage is broken into 3 equal parts; maintenance, rehabilitation, new pathway construction. He mentioned that the City has over 100 miles of pathways and that the millage should shift to allow for more maintenance of the pathways.

**Ms. Mungoli** asked about storm water in the City and whether it should still be a concern. She questioned whether the City had budgeted for storm water

issues within neighborhoods.

**Mr. Davis** replied that storm water issues are still a concern and the City will need to address storm water. He noted that some neighborhood Homeowner's Associations own the storm water area and sometimes the City owns the area.

**President Deel** thanked DPS for their presentation. He expressed the importance of the Drexelgate Parkway Project for the safety of pedestrians. He added that DPS handles the visible problems such as potholes and snow, but they also handle the invisible parts of the City such as the miles of pipes underground. He commended DPS and their approach to handling all aspects of the City's infrastructure.

**Discussed:** D.P.S.: Major Road Fund, Local Street Fund, Pathway Maintenance Fund.

2022-0378 Discussion - Capital Funds (400's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed:** Pathway Construction Fund.

2022-0376 Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed:** Water Resources Fund.

2022-0379 Discussion - Water and Sewer Funds (500's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed:** Sewer-Operating Division, Water-Operating Division, Water & Sewer - Capital Fund, Water & Sewer - Debt Fund.

2022-0380 Discussion - Internal Service Funds (600's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed:** Fleet Fund.

2022-0376 Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Sean Canto**, Fire Chief/Emergency Services Director, **Todd Gary**, Deputy Fire



Chief, **Bill Cooke**, Assistant Chief/Fire Marshall, **Ann Echols**, Captain/Assistant Fire Marshall, **Tim Matz**, Captain/EMS Coordinator, **Larry Gambotto**, Captain/Training Officer, **Nicholas Birchmeier**, Battalion Chief, **Rogers Claussen**, Battalion Chief, **Jason Murray**, Lieutenant/Paramedic, and **Deborah Happy**, Administrative Services Supervisor Fire, were in attendance to provide an overview of the Fire Department.

**Chief Canto** explained that the last few years have been unique for the Fire Department. He added that although the Fire Department successfully operated during the pandemic they did encounter supply chain issues. He stated despite these obstacles, the Fire Department continued to provide the highest level of services through the team of dedicated members. He shared that the Fire Department continues to base its decisions on what is best for the community, what is best for the department and what is best for the member. He noted that the Rochester Hills Fire Department is and will continue to be the best. He thanked City Council for their commitment to and support of public safety.

He shared that this year, the Fire Department is on track to respond to 7500 incidents that include structure fires, EMS incidents, vehicle accidents and numerous other service calls. He added that one of the Fire Department's biggest accomplishments of 2022 was working alongside the MIS Department to create a dashboard that assisted the Department in identifying incident volume and run types throughout the City. He added that this program allows the Fire Department to identify areas of concern within the City and also to understand needs related to personnel. He thanked MIS for their hard work in assisting with this venture.

He shared that the Department remains committed to provide the best training to its members. He added that this allows members to arrive quickly and solve problems promptly. He noted that as part of their commitment to leadership, some of the command staff attended training in Gettysburg, Pennsylvania. He stated that this program assessed the leadership opportunities and influences within the context of the organization while developing plans to exercise adaptive leadership to meet the identified opportunities within the Fire Department.

He stated that the Fire Department continues to be a steward of taxpayers funds and are extremely grateful of the community support. He added that the Fire Capital Fund remains strong and allows the department to make modern purchases such as apparatus, ambulances and equipment. He noted that in 2023 the Fire Department will be purchasing three new ambulances that will be fully funded by the American Rescue Plan Act (ARPA). He added that the Department has identified several upgrades needed to the Headquarters Facility that include outdoor maintenance, new roof and a modern heating and cooling system.

#### **Council Discussion:**

**President Deel** commented that the Fire Department is doing a great job of using data to save lives. He added that he really appreciates the Department's hard work.

**Mr. Hetrick** stated that he remembers when Chief Canto came on board and was driven to reduce response time. He added that Chief Canto was determined to use data to prove that his recommendations would reduce response time. He noted that the Fire Department collaborated with the MIS Department to create another data tool to assist in response times.

**Vice President Bowyer** thanked Chief Canto and his staff for the amazing job they do and expressed her appreciation for the Fire Department hosting the September 11th Ceremony each year.

**Mr. Walker** thanked the Fire Department for keeping the residents of Rochester Hills safe. He questioned whether there are plans to fill the vacant Fire and Life Safety Educator position that previously was held by John Lyman.

**Chief Cooke** responded that the Department is working together with Human Resources to fill the Fire and Life Safety Educator position. He noted that they received 22 applicants and anticipated interviewing eight of those applicants.

**Ms. Mungoli** thanked the Fire Department for keeping the community safe.

**Discussed: FIRE DEPARTMENT: Fire Department Fund.**

**2022-0378** Discussion - Capital Funds (400's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed: Fire Capital Fund.**

**2022-0376** Discussion - Special Revenue Funds (200's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**Captain Russ Yeiser**, Oakland County Sheriff's Office (OCSO), **Lieutenant Eric Shimmell**, and **Lieutenant Frank Lens**, were in attendance to provide an overview of the Oakland County Sheriff's Office.

**Captain Yeiser** shared that the OCSO currently employs 62 personnel that include the following:

- 1 Captain
- 2 Lieutenants
- 6 Patrol Sergeants
- 1 Detective Sergeant
- 8 Detectives
- 1 Community Resource Deputy
- 3 School Resource Deputies
- 38 Deputy II
- 2 Administrative Assistants

**Lieutenant Lens** shared that the OCSO Total Calls for Service had increased

to 36,160 calls in 2021 compared to 30,740 calls in 2020. He stated that Group A Crimes have decreased to an average of less than three per day and added that Group A Crimes consist of crimes such as arson, burglary, motor vehicle theft, and many more. He stated that Group B Crimes consist of curfew violations, driving under the influence, nonviolent family crimes and more and these crimes are at a historic low with 245 in 2021.

**Lieutenant Shimmell** explained that with more people working from home and a great City educating residents and business owners, the false alarm calls are lower than they have ever been at two percent for 2021.

**Captain Yeiser** stated that the OCSO Overtime Hours are at a consistent level with 2,741 hours in 2021. He added that the OCSO is proposing to add one Deputy II position to the midnight shift.

**Lieutenant Shimmell** shared that a new technology was introduced to Oakland County that reads license plates. He added that it is a pilot program and there are currently four automated license plate readers (LPR) in the City of Rochester Hills. He noted that the OCSO has had great success with this technology and are proposing to purchase ten additional LPR.

**Captain Yeiser** shared that the 2021 Resident Safety - Public Opinion Survey had the following results:

- 97 percent of residents feel safe in their homes
- 95 percent of residents feel safe in their neighborhoods
- 96 percent of residents feel safe in the City of Rochester Hills

He thanked Council for their support and commitment to their partnership with the OCSO.

#### **Council Discussion:**

**Mr. Hetrick** commented that the data shown is proving that the OCSO is keeping the City safe and added that the addition of a Deputy will assist with keeping the City safe. He expressed his appreciation to Captain Yeiser and his team for all that they do for the City of Rochester Hills.

**Ms. Mungoli** inquired about the LPR and whether it will obtain additional information other than license plate data and if the readers are portable or permanently placed.

**Lieutenant Shimmell** responded that the LPR specifically captures license plates and is only utilized to assist in investigations. He added that the OCSO would like a stationary option rather than a portable LPR.

**Mr. Walker** thanked the OCSO for making the commitment to serve and protect Rochester Hills.

**Vice President Bowyer** questioned whether the LPR detects vehicle speed.

**Lieutenant Shimmell** replied that the LPR cannot detect vehicle speed.

**Mr. Blair** commented that the Cub Boy Scout Pack 421 toured the OCSO Substation and added that every child that toured the facility received a book to read. He noted that the kids were very excited and commended the OCSO for being engaged and part of the community.

**President Deel** questioned whether the LPR would trigger the OCSO if it read a license plate for someone who had a bench warrant or other offense and how is the data shared with the OCSO. He inquired whether the information from the LPR is subject to being subpoenaed.

**Lieutenant Shimmell** responded that the LPR would indicate if a license plate was flagged for a felony and he reiterated that the primary use of the LPR is for investigations. He added that the data is provided to the program purchaser through a company called Flock and is in database form. He noted that information is shared between substations and other agencies that utilize Flock and after 30 days the data is erased unless they request to keep specific information for investigative purposes.

**Captain Yeiser** responded that the data from the LPR would legally be eligible for subpoena.

**President Deel** shared that Public Safety is the number one priority in the City of Rochester Hills and he thanked the OCSO for all they do to keep the City safe.

**Discussed: SPECIAL POLICE FUND: Special Police Fund.**

**2022-0375** Discussion - General Fund (100's) - FY 2023 Budget

**Attachments:** [082222 Budget Presentation Schedule.pdf](#)

**See Legislative File 2022-0376 for Council Discussion.**

**Discussed: Crossing Guards.**

## **NEXT MEETING DATE**

*Regular Meeting - Monday, August 29, 2022 - 7:00 p.m.*

## **ADJOURNMENT**

*There being no further business before Council, it was moved by Mungioli and seconded by Walker to adjourn the meeting at 9:51 p.m.*

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RYAN DEEL, President  
Rochester Hills City Council

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*LEANNE SCOTT, MMC, Clerk  
City of Rochester Hills*

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*AMBER BEAUCHAMP  
Administrative Coordinator  
City Clerk's Office*