



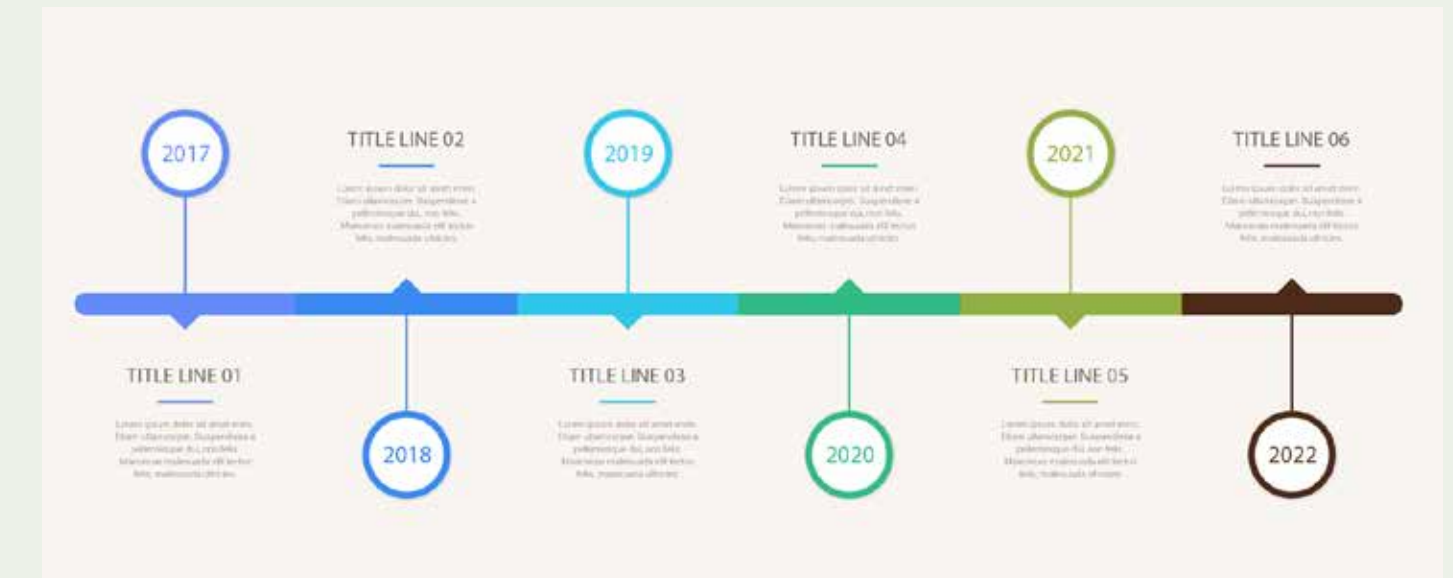
**City Council Meeting
7:00 p.m., Tuesday, Sept. 5
Conference Room
23600 Liberty Street
Farmington, MI 48335**

MEETING AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Farmington Bicentennial Celebration**
- 5. Sundquist Pavilion and Riley Park Audio System Upgrade**
- 6. Farmgov.com Upgrade and Redesign**
- 7. Rental Ordinance**
- 8. Planning Commission Appointment**
- 9. Other Business**
- 10. Council Comment**
- 11. Adjournment**

The City will follow its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk (248) 474-5500, ext. 2218 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Farmington City Council Staff Report	Council Meeting Date: September 5, 2023	Item Number 4
Submitted by: Maria Taylor, Farmington City Councilmember		
Agenda Topic: Bicentennial Proposal & Budget Amendment		
Proposed Motion: Approve the Farmington Bicentennial Steering Committee’s recommendations and budget amendment proposal as presented in the amount of \$49,000, and extend the authority of the Farmington Bicentennial Steering Committee from July 31, 2024 to December 31, 2024 to support implementation throughout the bicentennial year.		
<p>Background: 2024 marks Farmington’s 200th anniversary. On June 5, 2023, City Council approved a resolution establishing the Farmington Bicentennial Steering Committee. The 9-member temporary work group was charged with making the following recommendations: elements of a bicentennial celebration, calendar, and critical resources and relationships needed to execute celebration elements.</p> <p>The Committee met four times, gathering input from residents and key stakeholders (DDA, Farmers Market, Founders Festival, and local organizations) and curating a brainstorming list into a slate of high-impact, year-round recommendations, including a custom branding deck to be applied across all City materials throughout 2024. The Committee is requesting \$49,000 for the execution of its recommendations. Of that, about \$10,000 is expected to be recaptured through merch sales.</p> <p>This will cover:</p> <ul style="list-style-type: none"> -Limited run of merch: hoodies/shirts, hats, postcards, pint glasses, magnets, stickers, tote bags -Video production -Photography: capture content at events, digitization of Farmington antiquities -Hard costs for promotional materials: kiosks, signs, posters, flags, lamppost banners (conceptual design work provided pro bono by Chris Halas and Carl Johnson) -Direct mail, including water bill -Paid media: digital display banners, paid social posts -Launch event (Harry Potter and the Bicentennial Ball Drop) -Seed money for Warner Gala <p>Additional recommended items, to be funded through sponsorships and fundraising, include:</p> <ul style="list-style-type: none"> -Then-and-now VR (virtual reality) app -Immersive timeline of Farmington history -Commemorative art piece 		
Materials: Bicentennial Branding, Bicentennial Calendar of Events, Recommended Activities & Budget Breakdown.		



The purpose of the Farmington Bicentennial campaign and roll-out should be 3-fold.

CELEBRATION

To bring jubilation to this exciting moment in our history and amplify our community pride.

APPRECIATION

To express a genuine gratitude to all who have made Farmington a welcoming community and to those who continue to contribute to the vibrancy of our town.

AWARENESS

To create an impact befitting this occasion that resonates across the region and through everyone who lives, works and visits Farmington.

Moving forward, Everything we create, display and communicate should reflect these core principles.

Let's Celebrate!

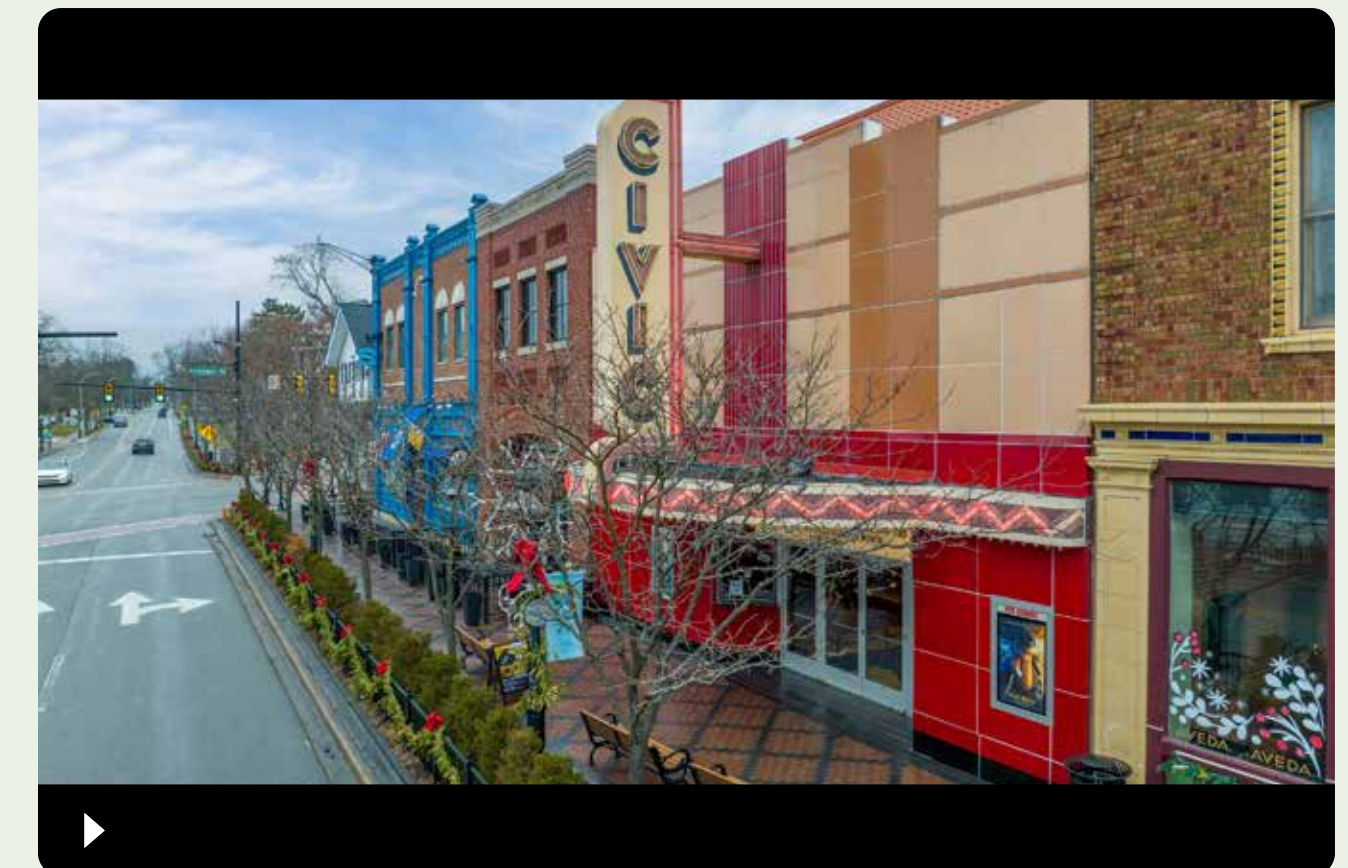
For 200 years, the welcoming nature of Farmington has come to define us. The people, the ideas, the cultures, the can-do spirit that we invite into our town every day have all contributed to the look, feel, vibe and genuine character of our community. You see it everywhere you look. On our sidewalks, in our restaurants, on the faces of our merchants, at our markets, on our ball fields, in our schools and throughout all of our neighborhoods.



From our historic district to our newest homes to all of the big plans we have in the works, the past, present and future coexist in Farmington unlike anywhere else. All this and more is characterizing our bicentennial. So what do we do with all that makes us Farmington? We do what we have done since 1824. Welcome everyone to share in the moment. To celebrate with us. To collaborate with us. And to have some fun with us. The inviting energy you feel today has been thriving in our town for centuries, welcoming all since 1824.



Our welcome mat stretches across 200 years.
Inviting all to share moments, ideas, melodies and flavors.
We're the destination where generations have gathered for generations.
Where the traditions meet up with the spontaneous.
Our character comes alive everywhere you look.
Now our past, present and future are set to parade through the years,
hundreds of them.
Celebrating a festive and inviting spirit centuries in the making.
We've rung in more than a few New Years.
This one is a touch more welcoming...
The Farmington Bicentennial, 1824 - 2024.



Welcoming...

FAMILIES
COMMUNITY
KINDNESS
ORIGINALITY
TRADITIONS
IDEAS
CREATIVITY
CELEBRATION
ARTS
GROWTH
EVENTS
ENTREPRENEURS



BICENTENNIAL
LOGO LOCKUP
OPTIONS



Logo Lockup Option 1



Logo Lockup Option 2





Welcoming
SINCE 1824



FARMINGTON BICENTENNIAL

Welcoming

GOOD VIBES

SINCE 1824





FARMINGTON BICENTENNIAL

Welcoming

THE SEASON'S BEST

SINCE 1824





FARMINGTON BICENTENNIAL

Welcoming

TRUE ORIGINALITY

SINCE 1824





FARMINGTON BICENTENNIAL

Welcoming

TIMELESS TRADITIONS
SINCE 1824





FARMINGTON BICENTENNIAL

Welcoming

PERSONAL BESTS

SINCE 1824





FARMINGTON BICENTENNIAL

Welcoming

COMMUNITY SPIRIT

SINCE 1824



VOTED #1 FARMERS MARKET
IN 2017 & 2018!

FARMINGTON BICENTENNIAL

Welcoming

ALL THE MOVES
SINCE 1824







Date	Event	Host	Description	Notes/sponsors
Dec. 2023	Launch event: Harry Potter and the Bicentennial Ball Drop	Riley Park Ice Rink Committee	<p>Theme the Harry Potter event (runs until 9:30pm; start this at 10) for bicentennial.</p> <ul style="list-style-type: none"> • Debut merch for sale; have giveaways starting 10pm. • Launch Postcards To Farmington project. • Create new 200-themed ball to drop from ladder truck. • Logo on rink board and banner, potentially projected onto ice. • TV screens: Play Harry Potter clips, display countdown, debut bicentennial promo video right after ball drops. • Serve chili (Dagwoods), hot dog cart (Bellacino's) • Post press release the next day. 	Have merch and video ready.
Mar. 8	Commemoration	City staff/council	<p>An awareness campaign marking the date Farmington began (Mar. 8, 1824).</p> <ul style="list-style-type: none"> • Council meeting closest to Mar. 8: Council proclamation, Mayor speech (record speech in advance for video), reception with cake afterward. • Big push on social media including video. • Corner Barber window (Maria S-G). • Put up bicentennial flags: Memorial Park, City Hall, Riley Park, schools. • Hang banners on lampposts. • Library to do programming: history talks, old-fashioned games/crafts for kids. 	
May-Nov.	Farmers Market	Walt Gajewski	<p>Walt to review input from Bicentennial Steering Committee, gather input from market volunteers in order to create buy-in, and share special bicentennial programming during presentation to City Council (December 2023/January 2024) on 2024 market season, along with any funding requests to support programming.</p> <p>Suggestions discussed:</p> <ul style="list-style-type: none"> • Add bicentennial element to opening day, secure celebrity guest speakers (example: Stabenow/author of farm bill). • Fold 200th into legacy market events (Shortcake Day, Corn Roast). • Volunteers have expressed interested in doing something with old recipes. • Sell merch at info booth. 	
Spring/Fall	Ladies Night Out	DDA	<ul style="list-style-type: none"> • Sell merch at DDA table. • Guinness Book of World Records: 200 cupcakes (Kitchen Creations) 	

Date	Event	Host	Description	Notes/sponsors
June	Art on the Grand	FH Cultural Services	<ul style="list-style-type: none"> • Flower battle: Have florists do 200 in flowers (battle of the flower shops). • Chalk art “coloring book” with bicentennial theme (time-lapse video). • Have booth for Postcards To Farmington project. Booth is approved, will need to provide markers and volunteers to staff the booth. 	Work with florists Line up chalk artist Booth volunteers
May-July or Founders Week	Bicentennial Ball at Warner Mansion	Joint: F/FH Education Foundation and City	<p>A high-dollar ticket event with sponsors, hosted at Warner Mansion and run by F/FH Education Foundation.</p> <ul style="list-style-type: none"> • Brand as partnership (Education Foundation/City of Farmington). Potentially invite other nonprofits. • Create committee to run gala: Chris Greig, involve Warnerettes. Have Phil Power speak as honorary chair. Invite Warner family/founding families. • High-profile featured guest: ideally Gov. Whitmer, backups: Lieutenant Gov. Gilchrist, Secretary of State Benson, Stabenow. Invite all reps. • Short-term art installation or collection of historic photos. • Funding use: Education Foundation: Expand scholarships and grants. City: Warnerettes scholarship, Warner repairs, etc. • City to provide liquor license (Melissa Andrade checking into this). • Branded champagne flutes, banner in front of Warner Mansion. 	Ed Foundation requested \$2,500 in seed money, will cover most other expenses City: Help make connections for sponsorships. Focus on non-retail, broaden to FH.
July	Farmington Founders Festival	Julie Law	<p>Theme the event as a Bicentennial Bash.</p> <ul style="list-style-type: none"> • Recommendation: Council should negotiate bicentennial elements during Julie Law’s presentation on the 2024 event. • Bring back bingo: PTA will run if tables/chairs/tent provided. FH Parks & Rec will supply these at no cost. Use bicentennial swag as prizes. <p>Theme Founders parade as a “Decades” parade: entrants sign up for historical eras.</p> <ul style="list-style-type: none"> • Get old fire trucks to drive in parade (call departments). • Bicentennial float contest (could be modification of Mayor’s Choice). • City to create commemorative float for all 3 parades. 	Arts Commission, Beautification Commission, Kickstart to assist with float.

Date	Event	Host	Description	Notes/sponsors
First Wed. in August	Kids Day in the Park	CARES	An augmentation of the CARES duck race. Todd Lipa has agreed to give the event a bicentennial flair. CARES to run. <ul style="list-style-type: none"> • Old-fashioned games: PTA has expressed interest. • City sponsor a bicentennial duck (think one with Fred Warner’s face). 	
Sept.	Harvest Moon Festival	DDA	<ul style="list-style-type: none"> • Sell merch at ticket booth. • Put “200” in the moon decoration? (Vines) • Potential: Farm-to-table dinner. Brand for 200th. Walt Gajewski to run. 	
Oct.	Grand Raven Festival	DDA	Add bicentennial elements to existing Grand Raven festival. <ul style="list-style-type: none"> • Ravenscrow contest: Grand Raven committee to create Ravenscrow of Fred Warner, Arthur Power, etc. • New Orleans parade: Hold up bicentennial-related signs. • Pumpkin contest: Pumpkin artist to create bicentennial pumpkins. • Cemetery walk (Brian Golden). • Light the Night luminary event across town (Beautification Committee). • Potential: Masquerade event to be hosted by DDA. Gabriel Hall will do a light show (ideally, on west side of GLP, across from Dinan Park) if sponsorships can be secured to cover hard costs. • Potential: Trivia night at local breweries (Sarah Davies). 	DDA: Secure light show sponsorship
Dec.	Holly Days	City/Chamber	<ul style="list-style-type: none"> • Holiday home tour (Linda Deskins planning); coordination anticipated with Oakland Street carolers. Get Metromode coverage. • Bicentennial committee to decorate tree at Mason’s Park. • Gingerbread house contest of old Farmington buildings (Kitchen Creations). Display at library. Categories for bakeries and general public. 	Tree donation

NOTE: Organizations and individuals listed on this calendar have been approached with these ideas and have expressed a preliminary willingness to participate.

LIST OF BICENTENNIAL ELEMENTS & EXPECTED COST BREAKDOWN

Branding/Content Creation

Logo/branding package

- Use on all print and digital City assets. Share logo with participating organizations. Distribute one-pager to businesses/organizations: bicentennial events, opportunities to participate.

Merch

- T-shirts, sweatshirts, beanie hats, tote bag, postcards, drink glasses, champagne flutes (gala).
- Investigate collaborations: custom bourbon (Meadows Fine Wine and Liquor), Browndog ice cream.

Communication assets

- Bicentennial page on farmgov.com, City and DDA social media, Metromode, water bill (with QR code), lamppost banners, DDA A-frames and kiosks.
- Examples: Throwback Thursday campaign on website, social media, local news. Break down historic marker tour into series. Use QR codes to promote special programming, then-and-now app, etc.

PROJECTED COSTS | \$49,000. Estimates below; funds may be reallocated across bicentennial program.

\$13,500	Limited run of merch
\$1,000	Pint glasses
\$2,000	Jute tote bags (Suggestion: Print on reverse side of farmers market bags.)
\$5,000	Video production
\$1,600	Direct mail, including water bill
\$5,000	Photography/digital asset management: events, digitizing of antiquities
\$1,000	Launch event
\$12,000	Paid media, including social media boosting
\$2,500	Seed money for Warner Gala
\$5,000	Hard costs for production of signage
\$3,400	Lamp post banners and flags

Suggested Projects | Bicentennial Committee to pursue sponsors, collaborations with City support.

Then-and-now VR app

- Gabriel Hall to create using projection mapping, Farmington historic photo archive.
- Sponsor suggestions: DTE, Corwell Health. Use Friends of Governor Warner Mansion 501c3.

Immersive timeline experience

- Visual snapshot of 200 years. Location: Cut-through between Fresh Thyme/Fitness 19. Carl Johnson to design. Per Kate Knight, Glen Una is open to idea.
- Cost: \$5,000 (based on Northville installation).

Commemorative art piece

- Recommendation: Fundraise and install at Mason's Park (corner of Grand River/Farmington).
- Ideas: Metal art, fire pit feature. Include a time capsule element.
- Fundraising: Include an opportunity to donate at all events. Utilize matching funds with different matches, drawing, etc. or burst events every month. Run through DDA 501c3.

Bicentennial logo for Council Chambers

- Debut for March 8 event.

Traveling pop-up museum

- Include at all events. Repurpose content from social media. Change up throughout the year.
- Involve historical groups in content curation.

Farmington City Council Staff Report	Council Meeting Date: Sept. 5, 2023	Item Number 5
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Riley Park & Sundquist Pavilion Audio System Upgrade		
Proposed Motion: Move to approve the quote from <i>Sound Planning Communications</i> to upgrade the audio system at Riley Park Pavilion in the amount of \$14,787.37.		
<p>Background: Riley Park and the Sundquist Pavilion continue to grow in popularity as a gathering spot and as home to the Farmers Market, Riley Park Ice Rink, Rhythms in Riley Park and more community-loved events.</p> <p>The current audio system at the pavilion is nearly 20-years old. It was upgraded a few years ago, but the new system failed in April and the old system was reinstalled as a stop gap.</p> <p>The existing audio system served us well for many years; however, technological advancements and the increasing demand for high-quality sound experiences have prompted us to consider an upgrade.</p> <p>The proposed system will help us to enhance the event experience – it will have multiple channels, allowing different volumes in various areas of the park, e.g., the music under the pavilion can be softer than what is projected toward the ice rink. The sound will be improved, and the system will operate with several different media type, such as wireless, CD, flash drive, etc. The system would also be user friendly, which is important because many different groups use the system.</p> <p>To summarize, we envision an audio system that incorporates the latest advancements in sound engineering, including directional speakers, wireless connectivity, and user-friendly control interfaces.</p> <p>We received three quotes. The lowest did not include labor or installation. <i>Sound Planning</i> was the next lowest. The third bidder submitted three different quotes – good, better and best – all three were higher than <i>Sound Planning</i>.</p> <p>The funding for this will come from Farmers Market FY 22/23 proceeds.</p>		
Materials: Quotes from three bidder.		

Gordon Stutzman
313.913.3191

Billed To
Walt Gajewski
City of Farmington

Date of Issue
04/15/2023

Due Date
05/15/2023

Invoice Number
1270

Amount Due (USD)
\$4,000.00

Description	Rate	Qty	Line Total
Quotation	\$0.00	1	\$0.00
Rockville WET-6525B 6.5" 70V Commercial Indoor/Outdoor Wall Speakers in Black	\$80.00	18	\$1,440.00
Rockville RCS650-6 650 Watt 6 Zone 70v Commercial Amplifier	\$395.00	1	\$395.00
1U,2U,4U Blank Panel Metal Rack Mount Filler Panel Mount Panel Spacer 19 Inches Rack Blanking Panel Kit for Enclosure Server Rack Cabinet Black	\$65.00	1	\$65.00
12AWG Speaker Wire, GearIT Pro Series 12 Gauge Speaker Wire Cable (200 Feet / 60.96 Meters) Great Use for Home Theater Speakers and Car Speakers, Black	\$60.00	3	\$180.00
System Consultation / Reconfigure	\$1,850.00	1	\$1,850.00
Misc. Pole Mount Hardware	\$17.50	4	\$70.00

Subtotal 4,000.00

Tax 0.00

Total 4,000.00

Amount Paid 0.00

Amount Due (USD) **\$4,000.00**



Complete Solutions for Communication Technologies

Ms. Melissa Andrade, Asst. to City Manager
City of Farmington
Farmington, MI 48336

P#23045-R3
8-30-23

RE: Revised estimate for upgrading the sound system at the Riley Park Pavilion

Melissa,

Enclosed is our revised estimate for the sound system improvements needed at the Riley Park Pavilion. We have revised our estimate to include the following,

- Installation of an additional amplifier to power the existing speakers inside of the pavilion instead of utilizing the pavilion's older existing power amplifier for that purpose.
- Adding a bluetooth wireless receiver on the north side of the pavilion for wireless music playback capability when the outdoor skating rink is in use.
- Installation of wired audio inputs in the rack cabinet for connection of auxiliary audio equipment to the pavilion sound system.
- Installation of a shelf in the rack cabinet to provide storage space for external audio equipment. I-pads, I-phones, etc.
- Replacement of the existing front door of the rack cabinet with a fully ventilated, locking front door to prevent heat build up in the rack cabinet in the summer.
- Installation of a new hand held wireless mic system with drop in battery charger and batteries.

design

sound

sales

video

installation

intercom

service

acoustics

rentals

All new equipment, materials and labor will be covered by a one-year warranty from Sound Planning Communications. Please contact me at our office if you should need additional information or further revisions of our estimate.

Best Regards,

James Mueller, President
Sound Planning Communications
313-255-4100
jim@soundplanning.net



Sound System Improvements for the Pavilion Sound System at the Riley Park Pavilion

Farmington Riley Park - Sundquist Pavilion Outdoor Sound System R-3

Equipment and Materials Required

REVISED BASIC IMPROVEMENTS + Eight Outdoor Speakers

Qty	Manuf	Model		Extension
1	Shure	SM-48S-LC	Wired hand held dynamic mic with on/off switch + mic stand +25ft mic cable	\$ 168.75
1	Denon	DN-300Z	Media Player & Digital Tuner plays CD's, SD cards, USBs, + Bluetooth wireless	\$ 425.25
1	Denon	DN-200BR	Bluetooth wireless audio receiver mounted outside on the North side of the building	\$ 133.65
1	Denon	DN-312X	Stereo audio mixer with six mic/line inputs and three stereo inputs	\$ 189.00
1	SPC	Custom	Rack mounted auxiliary input for wired connection of external audio devices to system	\$ 120.15
1	Atlas IED	HPA1204	Four channel power amplifier with 4 x 300W	\$ 1,611.35
1	Atlas IED	HPA602	Two channel power amplifier with 2 x 600W	\$ 1,111.14
2	Community	R.35COAXB	Two-way full range outdoor weatherproof speakers for North Side of Pavilion	\$ 1,093.50
2	Community	R.35COAXB	Two-way full range outdoor weatherproof speakers for South Side of Pavilion	\$ 1,093.50
2	Community	R.35COAXB	Two-way full range outdoor weatherproof speakers for East Side of Pavilion	\$ 1,093.50
2	Community	R.35COAXB	Two-way full range outdoor weatherproof speakers for West Side of Pavilion	\$ 1,093.50
1	SPC	WP01	Replace the existing mic plug in jack for wired mic connection	\$ 21.60
1	Lowell	LFD-10FV	Replace existing rack door with a fully vented front door with lock	\$ 247.05
			Wireless Hand Held Mic System with Recharging Station and Batteries	\$ -
1	ElectroVoice	RE3-ND-76-5L	Hand held wireless mic system with dynamic mic capsule	\$ 595.35
2	Panasonic	2500Ah	Extra high capacity rechargeable batteries	\$ 18.90
1	ElectroVoice	RE3-ACC-BC2	Drop in storage and battery charging station	\$ 218.70
design	SPC	MISC	Rack shelf, installation hardware, fasteners, connectors, consumable supplies	\$ 438.75
sound	SPC	WARRANTY	One year on site Warranty	<u>included</u>
			Equipment and Materials	\$ 9,673.64
			Installation Labor Required	\$ 3,936.96
sales			Set-up, Programming, Engineering	\$ 645.67
			Shipping	\$ 483.68
video			Environmental Fee	<u>\$ 47.42</u>
			Grand Total	\$ 14,787.37

installation

intercom

service

acoustics

rentals



Paulsons' Audio & Video

Phone: 248-553-4100

Fax: 248-553-2678

37670 W. 12 Mile Rd

Farmington Hills, MI 48331

Paulson's

audio/video & more!**Quote**No.: **16272**

Date: 5/10/2023

Prepared for:
 Mellissa Andrade (248) 699-5121
 City of Farmington
 23600 Liberty Street
 Farmington, MI 48335 USA

Prepared by: Parker Kitze
 Account No.: 14953
 Phone: (248) 474-5500

Quantity	Item ID	Description	UOM	Sell	Total
1. Market Speakers					
2	PS-S83T BLACK	Pro Series 8" Surface-Mount Indoor/Outdoor Speakers (Pair) Black	PR	\$760.00	\$1,520.00
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 1. Market Speakers:					\$3,266.54
2. Pavillion Speakers					
2	PS-S83T BLACK	Pro Series 8" Surface-Mount Indoor/Outdoor Speakers (Pair) Black	PR	\$760.00	\$1,520.00
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 2. Pavillion Speakers:					\$3,266.54
3. Ice Rink Speakers					
2	PS-S83T BLACK	Pro Series 8" Surface-Mount Indoor/Outdoor Speakers (Pair) Black	PR	\$760.00	\$1,520.00
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 3. Ice Rink Speakers:					\$3,266.54
5. Audio System					
2	Special Order	Brand: Episode Model: EA-AMP-HYB-2D-1000 Description: Hybrid 2ch x 500W Amplifier	EA	\$1,359.84	\$2,719.68
1	Special Order	Brand: JBL Pro Model: CSM 28 Description: Commerical 8x2 Audio Mixer	EA	\$589.00	\$589.00
1	Special Order	Brand: Denon Pro Model: DN-200BR Description: Stereo Bluetooth Audio Receiver	EA	\$149.00	\$149.00
1	EVERG02MR	Evergreen 3.5M>RCA Analog Audio: Interconnect	EA	\$95.95	\$95.95

Quote

No.: **16272**

Date: 5/10/2023

Quantity	Item ID	Description	UOM	Sell	Total
1	Special Order	Brand: Liberty Model: MMX62AM/A Description: Apple Certified Adapter Lightning (M) to 3.5mm Audio	EA	\$14.89	\$14.89
2	Special Order	Brand: Binary Model: B6-XLR-3FM-2FT Description: 2' Balanced Audio Cable	EA	\$21.41	\$42.82
1	Special Order	Brand: Liberty Model: 22-1P-CMP-EZ-BLK-250 Description: Shielded audio cable	EA	\$105.37	\$105.37
	Install	Process to complete the Scope of Work			\$627.48
SubTotal for 5. Audio System:					\$4,344.19

6. Microphones

2	SLXD24/B58	Wireless Microphone System	EA	\$749.00	\$1,498.00
2	UA8	Omni Directional Antenna	EA	\$79.00	\$158.00
2	Special Order	Brand: Shure Model: UA834WB Description: Active Antenna Amplifier	EA	\$179.00	\$358.00
2	Special Order	Brand: Shure Model: UA221 Description: Passive Antenna Splitter	EA	\$179.00	\$358.00
2	Special Order	Brand: Shure Model: UA8100 Description: 100' Antenna Cable	EA	\$276.00	\$552.00
2	Special Order	Brand: Shure Model: UABIAS T Description: Bias-T Module	EA	\$125.00	\$250.00
2	Special Order	Brand: Binary Model: B6-XLR-3FM-2FT Description: 2' Balanced Audio Cable	EA	\$21.41	\$42.82
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
	Install	Process to complete the Scope of Work			\$859.05
SubTotal for 6. Microphones:					\$4,120.86

7. Equipment Rack

1	MR4300	MR4300 Power Management	EA	\$424.95	\$424.95
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
	Install	Process to complete the Scope of Work			\$450.69
SubTotal for 7. Equipment Rack:					\$920.63

8. Additional Fees

	Equipment Rental	Equipment Rental			\$796.00
	Fuel Surcharge	fuel surcharge			\$10.00
SubTotal for 8. Additional Fees:					\$806.00

Your Price: _____ **\$19,991.30**
Sales Tax \$855.60
SubTotal: **\$20,846.90**

Total: **\$20,846.90**

Prices are firm until 5/24/2023

Terms: 1. See Payment Terms

Quote

No.: **16272**

Date: 5/10/2023

Prepared by: Parker Kitze, parker.kitze@paulsonsav.com

Date: 5/10/2023

Market Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on side of building facing Farmer's Market area
Install 2 speakers on opposite corners of building facing Farmer's Market area
Install 2 speakers at outside ends of center awning facing Farmer's Market area
Set all speaker taps to 60W each

Pavilion Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on inside of Pavilion
Install 2 speakers at opposite corners of building facing inward
Install 2 speakers under awning facing inward
Set all speaker taps to 60W each

Ice Rink Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on side of building facing Ice Rink area
Install 2 speakers on opposite corners of building facing Ice Rink area
Install 2 speakers at outside ends of center awning facing Ice Rink area
Set all speaker taps to 60W each

Audio System

Install 8x2 audio mixer in rack
Connect sources to mixer:
- 2x wireless microphone (priority inputs 1 and 5)
- Bluetooth receiver
- 3.5mm aux cable (with detachable Apple lightning adapter included)
Enable Vox ducking on microphone inputs 1 and 5
Enable input router on mixer to send all inputs to both outputs
Install 2 amplifiers in rack to power speakers
Amp 1 Channel 1 to power Farmer's Market zone (4 speakers)
Amp 1 Channel 2 to power Pavilion zone (4 speakers)
Amp 2 Channel 1 to power Ice Rink zone (4 speakers)
Connect 2 outputs of mixer into 2 amplifiers
All zones will share the same source, but volume can be controlled in each zone independently via each amplifier's front panel controls

Microphones

Run 2x antenna cable from equipment rack to 2 antennas in Pavilion ceiling
Install 2 antennas and antenna splitters
Install 2 wireless microphone receiver in rack
2 handheld wireless microphones for use with audio system

Equipment Rack

Remove existing audio equipment from wall-mounted rack
Install new audio equipment in existing rack
Standard surge protection for all audio components

Accepted by: _____

Date: _____

Quote

No.: **16272**

Date: 5/10/2023

Disclaimer

Payment Terms:

All Orders- 100% paid in full at time of purchase in order to be procured and scheduled for installation

Minimum of 15% Restocking charge on all Returns. No Refunds on Special Orders.

Are you ready for your install?

Do you have your Service Provider set up (Cable)?

Do you have the electrical outlets installed?

Is the carpet laid and the room painted?

Do you have the furniture ready for us to install your new gear?

Paulsons' Audio & Video

Phone: 248-553-4100

Fax: 248-553-2678

37670 W. 12 Mile Rd

Farmington Hills, MI 48331

Paulson's

audio/video & more!**Quote**

No.:

16271

Date:

5/9/2023

Prepared for:
 Mellissa Andrade (248) 699-5121
 City of Farmington
 23600 Liberty Street
 Farmington, MI 48335 USA

Prepared by: Parker Kitze
 Account No.: 14953
 Phone: (248) 474-5500

Quantity	Item ID	Description	UOM	Sell	Total
1. Market Speakers					
4	Special Order	Brand: JBL Pro Model: Control 29AV-1 Description: Premium Indoor / Outdoor Monitor Speaker	EA	\$465.00	\$1,860.00
4	Special Order	Brand: JBL Pro Model: MTC-29UB Description: U-Bracket for Control 29AV speaker	EA	\$97.95	\$391.80
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 1. Market Speakers:					\$3,998.34
2. Pavillion Speakers					
4	Special Order	Brand: JBL Pro Model: Control 29AV-1 Description: Premium Indoor / Outdoor Monitor Speaker	EA	\$465.00	\$1,860.00
4	Special Order	Brand: JBL Pro Model: MTC-29UB Description: U-Bracket for Control 29AV speaker	EA	\$97.95	\$391.80
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 2. Pavillion Speakers:					\$3,998.34
3. Ice Rink Speakers					
4	Special Order	Brand: JBL Pro Model: Control 29AV-1 Description: Premium Indoor / Outdoor Monitor Speaker	EA	\$465.00	\$1,860.00
4	Special Order	Brand: JBL Pro Model: MTC-29UB Description: U-Bracket for Control 29AV speaker	EA	\$97.95	\$391.80
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 3. Ice Rink Speakers:					\$3,998.34
4. Ice Rink Roadside Speakers					
2	Special Order	Brand: JBL Pro Model: Control 29AV-1 Description: Premium Indoor / Outdoor Monitor Speaker	EA	\$465.00	\$930.00
2	Special Order	Brand: JBL Pro Model: MTC-29UB Description: U-Bracket for Control 29AV speaker	EA	\$97.95	\$195.90

QuoteNo.: **16271**

Date: 5/9/2023

Quantity	Item ID	Description	UOM	Sell	Total
2.00	Mounting Hardware	Banding to strap speaker to metal pole	EA	\$39.95	\$79.90
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$747.00
SubTotal for 4. Ice Rink Roadside Speakers:					\$2,703.34

5. Audio System

2	Special Order	Brand: Episode Model: EA-AMP-HYB-2D-2000 Description: Hybrid 2ch x 1000W Amplifier	EA	\$1,859.91	\$3,719.82
1	Special Order	Brand: JBL Pro Model: CSM 28 Description: Commerical 8x2 Audio Mixer	EA	\$589.00	\$589.00
1	Special Order	Brand: Denon Pro Model: DN-200BR Description: Stereo Bluetooth Audio Receiver	EA	\$149.00	\$149.00
1	EVERG02MR	Evergreen 3.5M>RCA Analog Audio: Interconnect	EA	\$95.95	\$95.95
1	Special Order	Brand: Liberty Model: MMX62AM/A Description: Apple Certified Adapter Lightning (M) to 3.5mm Audio	EA	\$14.89	\$14.89
2	Special Order	Brand: Binary Model: B6-XLR-3FM-2FT Description: 2' Balanced Audio Cable	EA	\$21.41	\$42.82
1	Special Order	Brand: Liberty Model: 22-1P-CMP-EZ-BLK-250 Description: Shielded audio cable	EA	\$105.37	\$105.37
	Install	Process to complete the Scope of Work			\$627.48
SubTotal for 5. Audio System:					\$5,344.33

6. Microphones

2	SLXD24/B58	Wireless Microphone System	EA	\$749.00	\$1,498.00
2	UA8	Omni Directional Antenna	EA	\$79.00	\$158.00
2	Special Order	Brand: Shure Model: UA834WB Description: Active Antenna Amplifier	EA	\$179.00	\$358.00
2	Special Order	Brand: Shure Model: UA221 Description: Passive Antenna Splitter	EA	\$179.00	\$358.00
2	Special Order	Brand: Shure Model: UA8100 Description: 100' Antenna Cable	EA	\$276.00	\$552.00
2	Special Order	Brand: Shure Model: UABIAST Description: Bias-T Module	EA	\$125.00	\$250.00
2	Special Order	Brand: Binary Model: B6-XLR-3FM-2FT Description: 2' Balanced Audio Cable	EA	\$21.41	\$42.82
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
	Install	Process to complete the Scope of Work			\$859.05
SubTotal for 6. Microphones:					\$4,120.86

7. Equipment Rack

1	PD-915R-SP	Rackmount Power, 9 Outlet, 15A, Series Surge	EA	\$850.00	\$850.00
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99

Quote

No.: **16271**

Date: 5/9/2023

Quantity	Item ID	Description	UOM	Sell	Total
	Install	Process to complete the Scope of Work			\$450.69
SubTotal for 7. Equipment Rack:					\$1,345.68

8. Additional Fees

Equipment Rental	Equipment Rental				\$796.00
Fuel Surcharge	fuel surcharge				\$10.00
SubTotal for 8. Additional Fees:					\$806.00

Your Price:	\$26,315.23
Sales Tax	\$1,190.22
SubTotal:	\$27,505.45
Total:	\$27,505.45

Prices are firm until 5/23/2023

Terms: 1. See Payment Terms

Prepared by: Parker Kitze, parker.kitze@paulsonsav.com

Date: 5/9/2023

Market Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on side of building facing Farmer's Market area
Install 2 speakers on opposite corners of building facing Farmer's Market area
Install 2 speakers at outside ends of center awning facing Farmer's Market area
Set all speaker taps to 110W each

Pavilion Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on inside of Pavilion
Install 2 speakers at opposite corners of building facing inward
Install 2 speakers under awning facing inward
Set all speaker taps to 110W each

Ice Rink Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on side of building facing Ice Rink area
Install 2 speakers on opposite corners of building facing Ice Rink area
Install 2 speakers at outside ends of center awning facing Ice Rink area
Set all speaker taps to 110W each

Ice Rink Roadside Speakers

Run 14/4 speaker wire from equipment rack to 2 poles along sidewalk by road
*** Speaker wires will run along string lights
Install 2 speakers on existing poles on outside edge of Ice Rink area facing inward toward Pavilion
Set all speaker taps to 110W each

Audio System

Install 8x2 audio mixer in rack
Connect sources to mixer:
- 2x wireless microphone (priority inputs 1 and 5)
- Bluetooth receiver

Quote

No.: **16271**

Date: 5/9/2023

- 3.5mm aux cable (with detachable Apple lightning adapter included)
- Enable Vox ducking on microphone inputs 1 and 5
- Enable input router on mixer to send all inputs to both outputs
- Install 2 amplifiers in rack to power speakers
- Amp 1 Channel 1 to power Farmer's Market zone (4 speakers)
- Amp 1 Channel 2 to power Pavilion zone (4 speakers)
- Amp 2 Channel 1 to power Ice Rink zone (4 speakers)
- Amp 2 Channel 2 to power Ice Rink roadside speakers (2 speakers)
- Connect 2 outputs of mixer into 2 amplifiers
- All zones will share the same source, but volume can be controlled in each zone independently via each amplifier's front panel controls

Microphones

-
- Run 2x antenna cable from equipment rack to 2 antennas in Pavilion ceiling
- Install 2 antennas and antenna splitters
- Install 2 wireless microphone receiver in rack
- 2 handheld wireless microphones for use with audio system

Equipment Rack

-
- Remove existing audio equipment from wall-mounted rack
- Install new audio equipment in existing rack
- Series-mode surge elimination for all audio components

Accepted by: _____ **Date:** _____

Disclaimer

Payment Terms:
All Orders- 100% paid in full at time of purchase in order to be procured and scheduled for installation

Minimum of 15% Restocking charge on all Returns. No Refunds on Special Orders.

- Are you ready for your install?
- Do you have your Service Provider set up (Cable)?
- Do you have the electrical outlets installed?
- Is the carpet laid and the room painted?
- Do you have the furniture ready for us to install your new gear?

Paulsons' Audio & Video

Phone: 248-553-4100
 Fax: 248-553-2678
 37670 W. 12 Mile Rd
 Farmington Hills, MI 48331

Paulson's

audio/video & more!

Quote
 No.: **16255**
 Date: 5/8/2023

Prepared for:
 Mellissa Andrade
 City of Farmington
 23600 Liberty Street
 Farmington, MI 48335 USA

Prepared by: Parker Kitze
 Account No.: 14953
 Phone: (248) 474-5500

Quantity	Item ID	Description	UOM	Sell	Total
1. Market Speakers					
4	Special Order	Brand: JBL Pro Model: Control 30 Description: Three-Way High Output Indoor / Outdoor Monitor Speaker	EA	\$819.00	\$3,276.00
4	Special Order	Brand: JBL Pro Model: MTC-30UB Description: U-Bracket for Control 30 speaker	EA	\$106.85	\$427.40
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 1. Market Speakers:					\$5,449.94
2. Pavillion Speakers					
4	Special Order	Brand: JBL Pro Model: Control 30 Description: Three-Way High Output Indoor / Outdoor Monitor Speaker	EA	\$819.00	\$3,276.00
4	Special Order	Brand: JBL Pro Model: MTC-30UB Description: U-Bracket for Control 30 speaker	EA	\$106.85	\$427.40
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 2. Pavillion Speakers:					\$5,449.94
3. Ice Rink Speakers					
4	Special Order	Brand: JBL Pro Model: Control 30 Description: Three-Way High Output Indoor / Outdoor Monitor Speaker	EA	\$819.00	\$3,276.00
4	Special Order	Brand: JBL Pro Model: MTC-30UB Description: U-Bracket for Control 30 speaker	EA	\$106.85	\$427.40
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$996.00
SubTotal for 3. Ice Rink Speakers:					\$5,449.94
4. Ice Rink Roadside Speakers					

QuoteNo.: **16255**

Date: 5/8/2023

Quantity	Item ID	Description	UOM	Sell	Total
2	Special Order	Brand: JBL Pro Model: Control 30 Description: Three-Way High Output Indoor / Outdoor Monitor Speaker	EA	\$819.00	\$1,638.00
2	Special Order	Brand: JBL Pro Model: MTC-30UB Description: U-Bracket for Control 30 speaker	EA	\$106.85	\$213.70
2.00	Mounting Hardware	Banding to strap speaker to metal pole	EA	\$39.95	\$79.90
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
1	Bulk Burial 14/4 Speaker 500	Burial 14/4 Black speaker wire	EA	\$705.55	\$705.55
	Install	Process to complete the Scope of Work			\$747.00
SubTotal for 4. Ice Rink Roadside Speakers:					\$3,429.14

5. Audio System

2	Special Order	Brand: Episode Model: EA-AMP-HYB-2D-2000 Description: Hybrid 2ch x 1000W Amplifier	EA	\$1,859.91	\$3,719.82
1	Special Order	Brand: JBL Pro Model: CSM 28 Description: Commerical 8x2 Audio Mixer	EA	\$589.00	\$589.00
1	Special Order	Brand: Denon Pro Model: DN-200BR Description: Stereo Bluetooth Audio Receiver	EA	\$149.00	\$149.00
1	EVERG02MR	Evergreen 3.5M>RCA Analog Audio: Interconnect	EA	\$95.95	\$95.95
1	Special Order	Brand: Liberty Model: MMX62AM/A Description: Apple Certified Adapter Lightning (M) to 3.5mm Audio	EA	\$14.89	\$14.89
2	Special Order	Brand: Binary Model: B6-XLR-3FM-2FT Description: 2' Balanced Audio Cable	EA	\$21.41	\$42.82
1	Special Order	Brand: Liberty Model: 22-1P-CMP-EZ-BLK-250 Description: Shielded audio cable	EA	\$105.37	\$105.37
	Install	Process to complete the Scope of Work			\$627.48
SubTotal for 5. Audio System:					\$5,344.33

6. Microphones

2	SLXD24/B58	Wireless Microphone System	EA	\$749.00	\$1,498.00
2	UA8	Omni Directional Antenna	EA	\$79.00	\$158.00
2	Special Order	Brand: Shure Model: UA834WB Description: Active Antenna Amplifier	EA	\$179.00	\$358.00
2	Special Order	Brand: Shure Model: UA221 Description: Passive Antenna Splitter	EA	\$179.00	\$358.00
2	Special Order	Brand: Shure Model: UA8100 Description: 100' Antenna Cable	EA	\$276.00	\$552.00
2	Special Order	Brand: Shure Model: UABIAST Description: Bias-T Module	EA	\$125.00	\$250.00
2	Special Order	Brand: Binary Model: B6-XLR-3FM-2FT Description: 2' Balanced Audio Cable	EA	\$21.41	\$42.82
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
	Install	Process to complete the Scope of Work			\$859.05
SubTotal for 6. Microphones:					\$4,120.86

7. Equipment Rack

Quote

No.: **16255**

Date: 5/8/2023

Quantity	Item ID	Description	UOM	Sell	Total
1	PD-915R-SP	Rackmount Power, 9 Outlet, 15A, Series Surge	EA	\$850.00	\$850.00
1.00	Termination Materials	CutIn Rings, Plates, Ends, Screws, Zipties...Miscellaneous Parts required to complete setup.	EA	\$44.99	\$44.99
	Install	Process to complete the Scope of Work			\$450.69
SubTotal for 7. Equipment Rack:					\$1,345.68

8. Additional Fees

Equipment Rental	Equipment Rental	\$796.00
Fuel Surcharge	fuel surcharge	\$10.00
SubTotal for 8. Additional Fees:		\$806.00

Your Price:	\$31,395.83
Sales Tax	\$1,495.06
SubTotal:	\$32,890.89
Total:	\$32,890.89

Prices are firm until 5/22/2023

Terms: 1. See Payment Terms

Prepared by: Parker Kitze, parker.kitze@paulsonsav.com

Date: 5/8/2023

Market Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on side of building facing Farmer's Market area
 Install 2 speakers on opposite corners of building facing Farmer's Market area
 Install 2 speakers at outside ends of center awning facing Farmer's Market area
 Set all speaker taps to 150W each

Pavilion Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on inside of Pavilion
 Install 2 speakers at opposite corners of building facing inward
 Install 2 speakers under awning facing inward
 Set all speaker taps to 150W each

Ice Rink Speakers

Run 14/4 speaker wire from equipment rack to 4 speakers on side of building facing Ice Rink area
 Install 2 speakers on opposite corners of building facing Ice Rink area
 Install 2 speakers at outside ends of center awning facing Ice Rink area
 Set all speaker taps to 150W each

Ice Rink Roadside Speakers

Run 14/4 speaker wire from equipment rack to 2 poles along sidewalk by road
 *** Speaker wires will run along string lights
 Install 2 speakers on existing poles on outside edge of Ice Rink area facing inward toward Pavilion
 Set all speaker taps to 150W each

Audio System

Quote

No.: **16255**

Date: 5/8/2023

Install 8x2 audio mixer in rack

Connect sources to mixer:

- 2x wireless microphone (priority inputs 1 and 5)
- Bluetooth receiver
- 3.5mm aux cable (with detachable Apple lightning adapter included)

Enable Vox ducking on microphone inputs 1 and 5

Enable input router on mixer to send all inputs to both outputs

Install 2 amplifiers in rack to power speakers

Amp 1 Channel 1 to power Farmer's Market zone (4 speakers)

Amp 1 Channel 2 to power Pavilion zone (4 speakers)

Amp 2 Channel 1 to power Ice Rink zone (4 speakers)

Amp 2 Channel 2 to power Ice Rink roadside speakers (2 speakers)

Connect 2 outputs of mixer into 2 amplifiers

All zones will share the same source, but volume can be controlled in each zone independently via each amplifier's front panel controls

Microphones

Run 2x antenna cable from equipment rack to 2 antennas in Pavilion ceiling

Install 2 antennas and antenna splitters

Install 2 wireless microphone receiver in rack

2 handheld wireless microphones for use with audio system

Equipment Rack

Remove existing audio equipment from wall-mounted rack

Install new audio equipment in existing rack

Series-mode surge elimination for all audio components

Accepted by: _____

Date: _____

Disclaimer

Payment Terms:

All Orders- 100% paid in full at time of purchase in order to be procured and scheduled for installation

Minimum of 15% Restocking charge on all Returns. No Refunds on Special Orders.

Are you ready for your install?

Do you have your Service Provider set up (Cable)?

Do you have the electrical outlets installed?

Is the carpet laid and the room painted?

Do you have the furniture ready for us to install your new gear?

**Farmington City Council
Staff Report**

**Council Meeting
Date: Sept. 5, 2023**

**Reference
Number
6**

Submitted by: Melissa Andrade, Assistant to the City Manager

Description

Consideration to accept proposed agreement from Municipal Web Services (Muniweb) for the upgrade and redesign of farmgov.com in the amount of \$15,300.

Requested Action

Move to accept proposed agreement from Municipal Web Services (Muniweb) for the update and redesign of the City Website.

Background

Farmgov.com hasn't been updated in nearly a decade. As technology continues to advance, it is important that our digital presence is up-to-date and user-friendly, providing residents, businesses, and visitors with easy access to information and services on several devices.

Project Overview:

Our current municipal website is functional but lacks the necessary features and design elements to meet the growing needs of our community. With this project, we intend to revamp the website to improve its usability, accessibility, and overall appearance. It will also ensure the site is compatible with new and updated web browsers. The key objectives of the update include:

Enhanced user experience: A user-friendly interface that facilitates effortless navigation and quick access to information about city services, events, regulations, and more. The upgrade will allow us to use temporary pop-ups, have our social media feeds on the home page and incorporate more images.

Mobile responsiveness: The website will be optimized for various devices, ensuring that users can access information from their desktops, laptops, tablets, and smartphones seamlessly.

Accessibility Compliance: The updated website will adhere to accessibility standards (such as WCAG) to ensure that all residents, including those with disabilities, can access and use the information and services available.

Engagement and Communication: Enhancement of interactive features like contact forms, event calendars, and community forums to encourage citizen engagement and open communication. We are also planning a text function.

Muniweb is our current website developer and manager. They have been great to work with, are very responsive and have helped to build in new features whenever requested. They also provide the Farmers Market and the Farmington Hills sites, which provides some synergies with IT being shared as well.

This is budgeted in the 23/24 budget.

Materials: Muniweb proposal



City of Farmington, MI

Proposal for Website Design & Development Services
February 09, 2023 Revised March 15, 2023

Lisa Purr
lisa@muniweb.com
888-MUNI-WEB



2510 S. Telegraph Rd, Suite L/320, Bloomfield Twp., Michigan 48302
www.muniweb.com

Table of Contents

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Dear Melissa Andrade,

Thank you for reaching out to Laura inquiring about our Texting feature. I have revised our February 9, 2023 proposal pricing to include the Texting feature. It has been a pleasure being the City of Farmington, MI's website partner for over twelve years. Since the launch of your current website back in 2017, design trends and technology have evolved to accommodate today's users. Current website design trends tend to take advantage of the vertical space available and utilize a mobile-first approach. We are very excited that the city has decided upon a website redesign.

Based upon the information discussed during our meeting, I put this proposal together. Our proposal includes, but is not limited to, design elements and functionality such as:

- Homepage Design - a modern design with elements like sticky quick links, news carousel, upcoming events, and social media call-out area.
- Review and evaluate all interior website page content display and make improvements, i.e., PDF pop-ups, playing cards and embedding third-party software and videos.
- Departmental Landing Page Template
- Boards and Commissions Landing Page Template
- Accessibility Widget (User Way)
- Additional Search Indexes
- Texting

This proposal's price includes all the above as well as all functionality/modules on the city's current website and new ones in which you expressed an interest. I hope this proposal is helpful for budgeting purposes.

Let me know if you have any questions. Looking forward to continuing our conversation regarding the City of Farmington's website redesign project this summer.

Regards,

Lisa Purr

Lisa Purr
Business Development
muniweb®
lisa@muniweb.com
Direct: 248.639.4442



Pricing	
One-time fee 30% due at contract signing, 30% due upon design approval and balance due after website is deployed	\$15,300
Monthly Recurring Includes hosting and software and hardware maintenance. Includes two hours of monthly website content services. Begins after website is deployed (5% annual increase each year beginning year 5)	\$395
Package Pricing Includes:	
Hosting on muniweb® Servers - Up to 30GB of storage; muniCMS® software licensing and maintenance updates. \$2/1GB/mo additional storage of need.	Included
Customer Support 8a-6p ET, M-F – 4-hour normal request response time and 24/7/365 Emergency Response with 1 hour response time	Included
Warranty - muniweb® warranties work for one year and will address technical problems that arise during the first twelve months after completion of website.	Included
Website Development - RWD Templated Design– with up to 8 hours of design changes Homepage Slideshow Accessibility Widget (User Way) Boards and Commissions Landing Page Template Departmental Landing Page Template FAQ Google Translate How Do I Share Buttons Review and evaluate all interior website pages' content display and make improves () 3 Search Indexes – indexes for full site, forms, & meetings Available Buildings & Sites Bids/Proposals Boards & Commissions Directory Business Directory Calendar- Premium Department/Employee Directory Document & Media Libraries Emergency/Alert Banner Employment Opportunities eNotification List– includes one e-Newsletter template Forms Library Image Gallery Meetings Module News and Announcements Online Contact Us Form Online Submittable Forms – all on current website Polls Press Release Surveys Texting * text fees apply Video Services	Included *add'l' texting fees apply \$0.04/ text 1 to 2000 text \$0.03/text 2001 to 5000 text, \$.02/text 5001 and >
Content Migration – all content (boards/commissions agendas and minute and news items migration limited to 3 years)	Included
Training - Training for up to 4 people is included in the cost of this proposal. Each additional training class of 4 people is \$750	Included



Pricing Assumptions

Pricing is valid for 90 days from the date of this proposal.

The following assumptions have been made in preparing the timeline and pricing in this proposal. Deviations from the assumptions may impact the pricing and timing of the project.

- Clean, appropriately sized graphical objects (maps, pictures, logos, seals, etc.) will be specified by muniweb® and provided by your website committee. If approved by your committee, muniweb® may use other images.
- Material for the site will be provided in electronic format.
- PDF documents will be migrated as is.

The following labor rates will be used for work outside of scope, additional content or for future development and enhancements:

Web/HTML construction	\$60/hr.
Graphics and Design	\$70/hr.
Software Dev., Scripting and IT Support	\$90/hr.

Cost for Future Website Redesign

Five years after launch, you are eligible for a complimentary website refresh with a 3-year contract renewal. A Website Refresh utilizes your existing design and includes:

- Changes to banner graphics.
- Changes to Quick Link section, including special icons.
- Changes to color palette, re-styles buttons, font type, separators, and background to coordinate with new graphics.
- Changes to sectional elements in utilities menu, news section, calendar, etc.
- Includes cross browser testing.
- Includes content review for style and presentation consistency and updates any formatting issues, page layouts, etc.

As website design trends change, you may decide to totally revamp your website and add additional functionality. For clients that want more than just a cosmetic refresh, we offer 25% off website design services and modules with a 3-year contract renewal.



Milestone One- Execution of contract.

Initial Consultation: Design Consulting/Systems Analysis

Phase duration: Approximately 3 weeks

During this phase of development, we will meet with members of the website committee to discuss the design including the look, feel and layout of the site. We also review several websites to ascertain preferences for certain design elements such as color, abstraction, imagery, placement of navigation, etc. Using this feedback, we create the unique home page design customized for your community.

Then we create a web-based Client Workshop that facilitates communication between your project manager and our web developers. The workshop tracks required content, acceptable formats/media, project status, and includes an area where your project manager or website committee can view material under development.

Phase Deliverable: At the end of phase one of the project, the city will be provided flat images of the new website's homepage design.

If muniweb® is contracted to develop a custom application such as a permitting application, we will conduct a requirements analysis including a review of infrastructure hardware and software and develop cost estimates and a project plan for the system.

Second Consultation: Design/Content/Navigation Review

Phase duration: Approximately 1½ weeks

During this phase, we review the home page design and make requested changes. After home page design signoff, we create a complimentary interior page design to be used throughout the site to ensure consistency.

Milestone Two - Home page design approval.

We also review the navigation layout. During the navigation review we look at primary and secondary level navigation to ensure information is easy to find.

We review the proposed material for the site with content creators to determine the status of content (on the existing website if available) and to discuss any potential new content. Our project managers and web steward can answer questions about typical and best practices approaches to content.

Phase Deliverable: During this phase the city will be provided, interior page, and mobile flat images. At the end of phase two of the project, the city will be provided access to view the new website skeleton (without content).

Website Construction: Template Creation/Content Migration/Training

Phase duration: Approximately 4-6 weeks

During this phase we construct the template pages for each section of the website, cut and optimize graphics and build scripted navigation components. We build the various content pages using the appropriate templates. Once content is in place, both muniweb® and client review takes place and cross browser/mobile testing is completed.

During this phase, the city will provide feedback regarding any needed adjustments prior to the website going live.



Phase Deliverable: By the end of this phase the city will receive access to the development website for review, testing, and muniCMS® training.

Website Deployment: Go Live

Phase duration: Approximately 2-3 days

During this phase, we relocate the website to production servers, perform DNS setup activities if appropriate, and register the website at search engines where necessary.

Milestone Three – Launch of new website.

Phase Deliverable: A new responsive ADA compliant website that is engaging and fully functional with intuitive navigation.

Implementation Summary

The typical development timeframe is normally 12 to 16 weeks. Development can be shorter if content is provided to muniweb® immediately. Development can be longer if content/imagery/data is not provided in a timely manner.

Statement of ADA Compliance

All our websites go through Web Accessibility Evaluation Tool, an online tool that highlights all the areas where accessibility can be improved. This is performed during the design phase to make sure our design is compliant and then we run it again after content has been entered to ensure that our content meets the standard, too. When we train your website editors, we go over the steps that must be taken to make sure that your website remains compliant.

Training

muniweb® provides training to your staff on how to update content on the website. Training is provided via an Internet-based technology. This allows for students to each work at their own workstation without the need for a centralized training facility. Training is performed using your new website as a training tool while performing typical update tasks such as adding agendas and minutes to the website. Training for up to 4 people is included in the cost of this proposal. We use a Train-the-Trainer approach, to facilitate internal training. Reference Material is provided.

Client's Overall Project Role:

Our client's primary role will be to share their vision for the new website's overall look and provide direction for various display elements. They need to provide any branding requirements, logos and imagery that needs to be incorporated into the new website.

The client is responsible for providing the content for the new site. If the client has an existing website, we will retrieve the content from the current site. Although we do ask that the client review and edit the current website's content as needed to ensure it is up to date prior to the construction phase of the project. This is important because your current website's content will be migrated as is into the new site.

Throughout the design, develop and deployment process, Clients are responsible for providing guidance, instructions, and approvals (home page, landing page, interior page, and mobile view design and site map) required to launch the new site. Most website design projects require an average of three to five meetings with muniweb®. Meetings are usually held via virtual/online.



This timeline provides a representation of the typical timeline for a website redesign project after contracts are signed.

Task	Who	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	
Design		[Dark Blue Bar]																
Design Consultation	MWS & Client	[Dark Blue]																
Design Mock-Up	MWS	[Dark Blue]	[Dark Blue]	[Dark Blue]														
Design Review	MWS & Client			[Dark Blue]														
Design Modifications	Client				[Dark Blue]	[Dark Blue]												
Content Consultation	MWS & Client		[Dark Blue]	[Dark Blue]	[Dark Blue]													
Construct				[Dark Red Bar]														
Create CMS Templates	MWS					[Dark Red]												
Website Construction	MWS					[Dark Red]	[Dark Red]											
Provide Content	Client			[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]											
Content Migration	MWS					[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]						
Review of Website	MWS								[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]						
Browser and Mobil Testing	MWS									[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]					
Website Reveal & Review	MWS & Client												[Dark Red]	[Dark Red]				
Training														[Blue Bar]				
Website Editor Training	MWS & Client													[Blue]	[Blue]	[Blue]		
Deploy														[Dark Red Bar]				
Go Live / Deployment													[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]	[Dark Red]	
Software Maintenance	MWS																[Dark Red] →	
Content Updates	Client																[Dark Red] →	
Customer Support	MWS																[Dark Red] →	



muniCMS© Standard Features

ADA Compliance

Analytics Tools

Archive & Restore Features

Audit Trail

- Customized roles and permissions
- Customized workflow
- Unique credentials for each editor

Breadcrumbs (Dynamic)

Browser Based Administration for Non-Technical Users

Cascading Style Sheet (CSS)

Content Scheduling (Publishing and Unpublishing)

Control Access by Function and Levels

Cross Browser Compatibility

Hyperlink Reports

Libraries (documents/ media/ images)

On-Page Revisions Archive and Restore

Page Preview

Responsive Web Design (RWD)

Scheduled Publishing

Search Engine Optimization (SEO)

Site Administration

Spell Check

SSL Certs- if muniweb manages DNS, if not additional charge of \$150 every two years applies

Third Party Links

Workflow Process and Management

User Permissions and Roles

Version Control

Viewable HTML Code



<p>Data Center</p>	<p>muniweb® Tier III servers are in multiple, secure, redundant data centers, and server cabinets with security card access only. Servers have:</p> <ul style="list-style-type: none"> • 24/7/365 system monitoring • On site power • Natural gas-powered generator • Battery back-up • Redundant managed infrastructure network • Multiple telecommunication provider networks, • On-site / Online Daily Backups • Off-site / Online Archival • Data Redundancy, all servers have RAID-5 hot swappable disks
<p>Hosting</p>	<p>muniweb® hosting includes:</p> <ul style="list-style-type: none"> • Maintenance of our hardware and software • Automated software updates • Multi-Tiered software architecture, we separate the data and the actual webserver and only the webserver have access to the data servers. • Software and hardware upgrades • Server management and on-line monitoring of power and temperature control and all critical components, such as intranet connectivity, servers and router, etc. • Software updates and security patches • Database updates and security patches • Antivirus management and updates • Hardware is server-class hardware • Redundant firewall solutions, we have separate data center muniweb® firewall • Monitoring of firewall for any unauthorized attempts to implement counter measures and blocks against those IP • High performance SAN with N+2 reliability
<p>Bandwidth</p>	<p>muniweb® servers provide multiple telecommunication provider networks with a burst bandwidth of 1Gb and 500mb sustained. Xfinity, your fastest ISP claims to deliver 1Gb.</p>
<p>Disaster Recovery</p>	<p>Our disaster recovery includes:</p> <ul style="list-style-type: none"> • 24/7/365 emergency support • Online status monitor • Event notification emails, • Recovery time objective is 30 minutes, and the recovery point objective is a maximum of 24 hours. • Pre-emptive monitoring for disasters with: • Redundant back-ups -Incremental backups every 24 hours with a full back-up every week, stored online as well as offsite • Data security measures like: <ol style="list-style-type: none"> 1. OS Security always updated 2. Router level port blocking and reporting 3. Router level packet filtering and reporting



	<ol style="list-style-type: none"> 4. Server level port blocking and reporting 5. Weekly penetration and security tests 6. Weekly intrusion scans
DDoS Mitigation	<p>We have multiple levels of security, as noted in this proposal. We also utilize a third-party security service that is constantly monitoring. If an attack is attempted, our security service looks at the IP address and initiates the proper counter measure to block those IP addresses. Muniweb is automatically notified of any attempts. In the event of any type of attack, we shut down the infected server, bringing the server that stores all of our backups online. Because we perform incremental backups every 24 hours and full backups weekly, at most you may lose the last 24 hours of content updates.</p>



muniweb® has worked with many of our clients to expand services on their website past the initial development. We will work with department heads to develop a strategy for web enabling services for your community. When our clients express a need or desire to enhance their site, we work with them to select the best approach, whether off-the-shelf software or a custom system, and then work toward that goal. Infrastructure or back-end software greatly influences the approach taken on web-enabling services. muniweb® will assess your readiness to move forward with these projects and to budget appropriately for the costs of these services.

Website Content Updates - muniweb® can add content to the website as requested by authorized personnel. The periodicity of change for pages at a municipal site varies from weekly to annually. We can use a combination of telephone, email and courier/mail to interact with your content creators. Both a primary and secondary web steward will be assigned to maintain the website. Each web steward is trained to make modifications to a site quickly while maintaining the design standards that give our municipal websites their consistent, professional look and feel. Our processes ensure that updates from emergency changes to low priority additions are handled quickly. Charges are assessed on a 0.10-hour basis so that you won't get charged a full hour for a change that only takes a half hour to make. A billing report is provided each month that details maintenance activities on the website. Best of all, our web stewards guarantee a four-business hour response time for routine maintenance items.

Date	Task	Initial	Time
2/1	Add HOV info	TH	0.25
2/1	post 2/22/13 agenda, post HOV events on calendar	TH	0.75
2/8	City News 2-7-13	CLC	0.75
2/8	Printed 3 P&EA agenda and minutes; posted 2-4 CC minutes; posted 9-12 and 10-18 Arts minutes; posted short on Woods tabs; 3 items, logo and 4 photos images posted volunteer notice on Mill Race Village overview page; updated Mill Race board of directors; updated captions on all Mill Race photos	ID	1.00
2/11	update Police Office web posting	TH	0.25
2/12	post 11/14 P&R minutes	TH	0.25
2/13	Printed 2/20 historic agenda; 2/13 Act agenda and 2/19 planning agenda; updated site plan applications; updated short on woods tabs; posted Road Michigan tabs and PDF application form; posted Act Commission meeting cancellations	ID	0.75
2/14	Printed March Art House exhibit tabs and pictures; posted Art House Workshop tabs and flyer	ID	0.50
2/14	City News 2-14-13	CLC	0.75
2/15	Printed 2/19 CC agenda and packet; posted SAC 2/21 agenda and 10/18 minutes	ID	0.50
2/20	Printed amended Budget Session meeting notice; posted 2/18 Liquor License Review agenda; updated Smart Advisory member list; posted 1-7, 1-22 and 1-14 CC minutes	ID	0.50
2/20	City News 2-20-13	CLC	1.00
2/21	Printed 14 and 4/19 CC special meeting notices; updated Executive Commission members and descriptions	TH	0.25
2/25	post 1/18 Minutes minutes; 1/18 PC minutes; Mill Race Calendar update	TH	0.25
2/27	issue 11/5/13 Election page; add Loan Funds tabs to Property Tax Relief page; add 2013 Inflation Rate Multiplier; prepare post: 12-1-10, 11-14-12, 12-1-14, 1-9-13 Housing Commission minutes	TH	1.5
2/27	City News 2-26-13	CLC	0.75
2/28	prepare post View of Center Call for Entries; post 3/2 PC agenda; post Active Times Capital/Trade Assessment RFP; post 3/20/13 minutes; post 2/13 NAC minutes; post 7/13-12 & 8/20/12 Election Commission Minutes additional 11/5/13 Election page changes; post 2/12/12, 8/21/12, 9/18/12, 10/16/12, 11/20/12, 12/19/12, 1/10/13 12/13 DDAA minutes	TH	1.0
Total Hours			10.75

Website Content Training - muniweb® can provide training for your staff to update content on the website. Training is typically provided via an Internet-based technology such as GoToMeeting. This allows for students to each work at their own workstation without the need for a centralized training facility. Training is performed using your new website as a training tool while performing typical update tasks such as adding agendas and minutes to the website.

Action Center – A comprehensive online form that gives visitors to your website the ability to report areas of concern to your staff.

Action Center with Workflow - When Citizens requests or reports an area of concern, the requestor receives email progress notices and can also search the website for request status, reducing the number of phone calls and paper forms. Four workflow stages are standard and can be expanded to meet the specific number of steps related to the request.

Available Buildings/Sites – Allows you to provide an important tool to commercial realtors to make their inventory of buildings and sites readily available to interested merchants and site selection consultants. Customize your own ABS system including search criteria, search results, building and site details. You decide who is able to add/edit/delete properties from the database and what information is displayed for each property. The system makes it simple to send periodic reminders to realtors to keep their information up to date.

Bids/Proposals Module – Your editors simply fill in the blanks of this online form and the information is displayed in a professional manner. With our publish from / publish to fields, you decide when you want the information to start displaying and when you want it to come down.

Blogs – Create a blog for your website. Choose when and how long to publish your posts, allow commenting on your blog posts, and appoint a moderator (recommended).



Business Directory – Community members can use your Business Guide to look up businesses. Search by Business Name, Business Type, or view a List of Businesses by Letter. Business listings can include email addresses, website addresses, images, business description, hours of operation, marketing text and current promotions.

Content Strategy Services - We offer content management and creation services. If the village is interested in utilizing these services, we would be delighted to discuss the depth and breadth of the service required and provide pricing.

Decision-based Questionnaire - 5 questions – Online assistance to assist community members with finding answers. For example, who is responsible for maintenance of the sidewalks and pathway?

Document Library – Used primarily for members-only areas of a website, this module allows for the sharing of documents between registered members.

Do Not Knock Registry – Residents can sign-up online and be put on a non-solicitation community list.

Emergency Notifications – Email your website and the information is posted in a prominently placed area on every page in your website, a text notification is sent to subscribers, and an email is sent to subscribers. Updating and removing the message can also be done with an email.

Employee Directory – Create Departments and place your employees in departments to create a comprehensive employee and department directory that is easily edited to always be up to date.

Employment Opportunities – Easily post job openings that can be scheduled to appear and disappear. Editors can choose between multiple employment application forms.

Home Watch Request – Residents can request a home watch online while away from their home.

Image Gallery – Upload your photos by event and have thumbnails of all images display on an overview page. Clicking an image displays a larger view. You can even add captions.

Intranet – Many functions of the Human Resources office can be presented in a password-protected website that employees can access 24/7. Intranets typically post Benefits/Enrollment information, Payroll information and forms, Policies/Procedures, Employee Review/Evaluation documents, Internal Job Postings, Training/Education information, Employee Directories, etc. Having an Intranet puts all this information at employees' fingertips 24/7.

eNotification List

Communicating with the numerous interest groups in your community can be a challenge: Job seekers, soccer moms and dads, community members, and the trades. They'd all appreciate getting tailored information as soon as it's available. Our List Serve can help. It reduces the administrative burden of keeping track of email distribution lists. It also automates the subscribe and unsubscribe process, making it convenient for your constituents to join and leave your mailing lists at their convenience.

Meetings Module – All of your agendas, packets, minutes, additional documents, video links are in one place organized by year and board/commission.

Millage Calculator – Upcoming millage vote? This module allows for homeowner to identify how much passing of the millage will affect their property tax.

Mobi Apps – Create specialized apps for mobi devices specific to your needs.

Monthly Support – Pay for two hours of support each month and enjoy a savings! These hours can be used for anything you want, extra training, content updates, even graphic changes.



Online Submittable Forms with Captcha Technology - Annoyed with spam email generated from the online forms on your website? We can help! We've implemented technology that stops "form spam" with 100% success rate. Say good-bye to those pesky and unwanted sales messages from your web forms!

Online Submittable Form with Workflow – When Citizens make request for information and/or work through your website's online form, the requestor receives email progress notices and can also search the website for request status, reducing the number of phone calls and paper forms. Four workflow stages are standard and can be expanded to meet the specific number of steps related to the request.

Password Protected Pages – Maybe you want to make some documents available to just one committee for review before they are finalized. We can allow access to just certain users. Forgotten passwords? Not a problem, muniCMS can generate and email without using staff.

Polls – Create a single question poll that can be integrated into any section of your website. Allows visitors to view current and previous poll results.

Press Releases Module – Contains all the fields for a standard press release.

Registered User Forum – Create an online discussion area for registered users to hold conversations by posting messages.

Registration System – A CPR class at the fire station or paying for Breakfast with the Mayor, we can register your guests for all types of events.

Reservation System – Allows for community members to reserve facilities online.

Secure Pages with SSL Certificates - Typically, SSL is used to secure credit card transactions, data transfer and logins.

Social Media Share - Our Share feature allows your social media editors to share content to your accounts from the front end.

Surveys – Set up multi-question surveys. Features fully functional admin system, 30+ different question types, data export to Excel/CSV file and advanced reporting console.

Syndicated Content (RSS Feeds) - muniweb® will work with your team to implement an RSS feed with support for top news aggregators like Feedly, Google News and Flipboard. Users receive these feeds on their custom RSS pages at these sites.

Text Notification System – If you need to get a short message out in a hurry, our Text Notification System makes it easy. Visitors to your site can sign up for one or more custom text notifications lists such as Emergencies, Cancellations, Closings, etc.

Video Services- Services Includes live streaming, on demand and video storage all for a low monthly cost.



Farmington City Council Agenda Item	Council Meeting Date: 9-5-23	Item Number 7	
Submitted by: Kevin Christiansen, Planning and Building Department Director			
Agenda Topic: Proposed Amendments to Article IX of the Farmington City Code to Include Registration and Inspections for all Single and Two-Family Rental and Vacant Residential Properties			
Proposed Motion: To adopt Ordinance _-_____-2023 Amending Article IX of the Farmington City Code of Ordinances to Include Registration and Inspections for all Single and Two-Family Rental and Vacant Residential Properties - SECOND READING			
Background: On March 6, 2023, the City Council introduced this ordinance, relating to the registration and inspection of all single family and two-family rental and vacant residential properties in the city, but asked that some amendments be considered before second reading and adoption. The attached version contains an edit relating to the “Type B” inspections, which are mostly external, to allow a narrow “look in” to the interior primarily for structural integrity purposes. The draft does not include revisions relating to deconstruction bonds, which are addressed in separate correspondence from the City Attorney’s office.			
Materials Attached: Minutes of March 6, 2023; red-lined ordinance, clean ordinance			
Agenda Review			
Department Head	Finance/Treasurer	City Attorney	City Manager



Regular City Council Meeting
7:00 p.m., Monday, March 6, 2023
Council Chambers
23600 Liberty Street
Farmington, MI 48335

FINAL

REGULAR MEETING MINUTES

A regular meeting of the Farmington City Council was held on March 6, 2023 at Farmington City Hall, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:00 p.m. by Mayor Bowman.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Johnna Balk	Councilmember	Present	
Sara Bowman	Mayor	Present	
Joe LaRussa	Mayor Pro Tem	Present	
Steve Schneemann	Councilmember	Absent	
Maria Taylor	Councilmember	Present	

City Administration Present

Building Official Bowdell
Director Christiansen
City Clerk Mullison
City Manager Murphy
City Attorney Schultz (arrived at 8:09 pm)

2. APPROVAL OF AGENDA

Move to approve the agenda as presented.**

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Balk, Councilmember
SECONDER:	Taylor, Councilmember

3. PUBLIC COMMENT

Carrie Dukes, 23231 Cass, thanked the City for its responsiveness in the recent emergencies and was glad to learn about what the City had been doing. She suggested that activity information would be good to share more widely with the public. She also expressed frustration with DTE's response to frequent outages.

Mark Dukes, 23231 Cass, appreciated feedback from several Councilmembers and made suggestions to help the City communicate with residents who are not on social media.

Katie Hartsock, 23196 Cass, was concerned about power supply problems recently experienced and asked what residents can be doing to help.

4. ACCEPT THE RESIGNATION OF TOM BUCK AND MIGUEL WILLIAMS FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

City Manager Murphy stated that Tom Buck and Miguel Williams submitted emails stating their desire to resign from the DDA Board. Both terms were to expire on Feb. 28, 2024, and if their resignations are accepted, Administration would post the vacancies on Tuesday, March 7th.

Bowman thanked both Buck and Williams for their work and involvement, wishing them well in their future endeavors.

Move to accept the resignations of Tom Buck and Miguel Williams for the Farmington Downtown Development Authority Board of Directors effective immediately.**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	LaRussa, Mayor Pro Tem
SECONDER:	Balk, Councilmember

5. INTRODUCTION OF PROPOSED AMENDMENTS TO ARTICLE IX OF THE FARMINGTON CITY CODE TO INCLUDE REGISTRATION AND INSPECTIONS FOR ALL SINGLE AND TWO-FAMILY RENTAL AND VACANT RESIDENTIAL PROPERTIES

Director Christiansen introduced amendments to Farmington City Code that would facilitate a process for the registration and inspection of all single family and two-family rental and vacant residential properties in the city.

Bowman noted that this project had been a long time in the making, including the addition of staff this year in anticipation of this amendment. She appreciated that Christiansen and Bowdell had looked at Berkley and Farmington Hills as related communities to promote consistency. Specific notification processes were discussed, including identification of and communication with the rental properties for the initial roll out. Bowman also requested additional training for the Board of Appeals, as they will be hearing appeals. She asked about the fee structure

anticipated for the fair implementation of the ordinance. Christiansen showed a draft of a fee structure that would cover the cost of administrating this new ordinance amendment. Bowman was concerned that it be similar to surrounding communities' fees. In response to a further question by Bowman, Christiansen assured her that all the homes impacted by the amendment are expected to be in the system and inspected within three years.

LaRussa questioned some of the definitions in the amendment and discussion ensued on the effect of legislation on the ordinance, exposure to challenges, short-term rental considerations, and vacancy limitations. He requested that language be added to require at least a "look in" inspection of vacant properties in addition to external inspection. LaRussa questioned whether the City had the resources to enforce this amendment and wanted to be sure the data was appropriately retained and recorded. LaRussa asked questions of staff about deconstruction bonds and interior inspection of vacant properties.

Taylor supported the idea of adding language for going into a vacant property to inspect. She asked what the present inspector requirements are for apartments and rental condominiums. Christiansen and Bowdell explained that the current process for apartments and rental condominiums is more of a reactive than proactive one and not included in the scope of this amendment. She noted that she was supportive of this amendment but indicated that she would be coming back to request a Phase 2 for this project that would include inspections of all types of rental properties.

Balk asked for a few minor proof-reading adjustments to be made before the second reading. She expressed concern with contacting property owners that were not close by or interested in being compliant, including business properties. She requested that there be a check-in period including a report to Council on the progress of these inspections.

In answer to LaRussa's legal questions about this amendment, City Attorney Shultz reminded Council that Farmington does not allow short-term rentals at this time, so this ordinance amendment does not make property owners get an inspection between each short-term rental. Schultz indicated that this amendment is consistent with current rental policy. LaRussa also asked about adding a deconstruction bond to the penalty and enforcement clause to have an instrument for penalizing unpermitted work or unpermitted use of a vacant property. Schultz indicated that such a bond would be speculative and perhaps impermissible but added that he would provide more information to Council before the second reading occurred. Discussion ensued about vacant versus rental properties and how each would be handled.

Move to approve the introduction of Ordinance _-_____-2023 Amending Article IX of the Farmington City Code of Ordinances to Include Registration and Inspections for all Single and Two-Family Rental and Vacant Residential Properties - FIRST READING.**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Taylor, Councilmember
SECONDER:	Balk, Councilmember

6. OTHER BUSINESS

Murphy apologized for the mix up in the starting time for the meeting tonight.

7. CITY COUNCIL COMMENT

LaRussa gave an update from his membership on the Southeast Michigan Council of Governments (SEMCOG) executive committee including the regional growth rate and Farmington's position within the report. He indicated that he will investigate the recent SPARK Grant placement in order to improve chances for the next submission. He went on to speak of DTE reliability in circuits and provided Council with graphs and tables highlighting specific Farmington circuits with improvement or lack thereof. He also reported on DTE's metrics on underground versus overhead lines and handed out a one-page excerpt of DTE's response to questions from the Michigan Public Service Commission's open case before them. He concluded that underground, even partial, consistently performs better on all metrics. LaRussa requested that this data be the focal point of the next discussion with DTE.

Taylor asked Schultz about whether a city can mandate that DTE underground lines on new non-residential construction. Schultz agreed to research that question. She moved on to the topic of what people want to see as the City's response to storms, comparing Farmington to other nearby cities. She requested that City of Farmington department heads create a city-wide severe weather response playbook for both winter and summer emergencies that can be communicated to residents. Her request included designating places in Farmington for people to go for warming, cooling, and charging devices and a provision for hauling away giant branches and tree chunks in the winter when there is no yard waste pickup. Taylor also wants the information to be gotten out quickly to residents during a weather emergency. She felt that, in addition to the City taking swift action during the storm, it was important for the City to reassure residents that there is a plan in place and that the City is taking steps. She stated that if people do not see it, they think it is not going on. Murphy reminded her that larger cities have entire departments dedicated to communication, and that Farmington does not have the budget for hiring more staff. Taylor then suggested that current Farmington staff create a bank of standard posts with FAQs on "what to do" for summer and winter storms, such as who to call when their car is stuck in a snow drift or a tree needs to be hauled away, and that the City is on the job during the weather event. She requested that this be accomplished before the summer storm season hits. She also asked that the Emergency Preparedness Committee (EPC) be involved.

Bowman noted that it has been a rough couple of weeks and that it is difficult to communicate with the community since there are no news outlets to call on for help, calling it the biggest void in our ability to reach people. She also noted that it was difficult to get out information about what the City is doing while it is actually handling the work. With regard to branch and deadfall pickup, she reminded Council that the City has to prioritize City properties first and it is the responsibility of homeowners to take care of branches from their private trees.

Discussion ensued on possible communication avenues for emergency response and what is city responsibility versus property owner responsibility. Notable points were the fact the Farmington has no venue for warming stations and emergency shelter, and that the availability of the Hawk and Costick Center in Farmington Hills for those services is communicated to the community during times of emergency. Bowman acknowledged that Farmington was fortunate

to be part of a larger community that has those assets. Suggested avenues for communication were a mass text tool or Nixle. Council requested that Murphy come back with communication suggestions.

8. ADJOURNMENT

Move to adjourn the meeting.

RESULT:	APPROVED AS PRESENTED [UNANIMOUS]
MOVER:	Balk, Councilmember
SECONDER:	Taylor, Councilmember

Meeting adjourned 8:49 p.m.

Sara Bowman, Mayor

Mary J. Mullison, City Clerk

Approval Date: March 20, 2023

******To view approved documents, please see the Agenda Packet link that is relevant to this meeting at <http://farmgov.com/City-Services/Government/Agendas-and-Minutes/City-Council.aspx> or contact the City Clerk.

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON
ORDINANCE NO. C-____-2023

AN ORDINANCE TO AMEND THE CITY OF FARMINGTON CODE OF ORDINANCES, CHAPTER 19, "NUISANCES," ARTICLE IX "ABANDONED RESIDENTIAL PROPERTY REGISTRATION AND MAINTENANCE," TO INCLUDE REGISTRATION AND INSPECTIONS FOR ALL SINGLE AND TWO-FAMILY RENTAL AND VACANT RESIDENTIAL PROPERTIES AND TO REVISE PROVISIONS RELATING TO MAINTENANCE, ENFORCEMENT, AND PENALTIES.

THE CITY OF FARMINGTON ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

Chapter 19, "Nuisances," of the City of Farmington Code of Ordinances is hereby amended to read as follows:

ARTICLE IX. ~~– VACANT, RESIDENTIAL AND NON-OWNER OCCUPIED SINGLE AND TWO-FAMILY (RENTAL) PROPERTY REGISTRATION AND MAINTENANCE;~~ ABANDONED RESIDENTIAL PROPERTY REGISTRATION AND MAINTENANCE

Sec. 19-200. - Purpose.

~~A. The City of Farmington finds that the number of home foreclosures within the city has increased dramatically recently, and that many of these homes are frequently vacated before completion of foreclosure proceedings. The city further finds that many of the affected homes are retaken by banks and other large financial institutions that have little connection to the city. Many of these homes sit empty for months or years at a time, often creating a nuisance condition. The purpose of this article is to help protect the health, safety and welfare of city residents and citizens, to prevent blight and property deterioration in neighborhoods, and to promote and maintain healthy, sanitary conditions in all single-family rental dwellings located throughout the city, recognizing the importance of such to the persons who do or may reside therein or in the vicinity. The city also recognizes a compelling interest in establishing standards for the maintenance of sanitary and safe single and two-family rental dwellings, as well as vacant properties, within the city which will provide for the maintenance of property values of nearby properties; and the reduction and elimination of blight; and other deleterious factors affecting neighborhoods and the quality of life within the city.~~

B. It is the purpose and intent of the City of Farmington, through the adoption of this article requiring the registration and maintenance of ~~vacant, or non-owner occupied~~ abandoned residential ~~rental~~ properties by parties asserting a collateral or other legal or other interest

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in such properties, to establish a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and to provide for the security of vacant or abandoned properties. All vacant and non-owner occupied single and two-family rental properties shall obtain a registration and subsequent certificate of compliance subject to the rules as set forth in this article.

C. Nothing in this article shall be construed as waiving, relieving or otherwise excusing an owner of residential property from compliance with applicable property maintenance rules and regulations, and such owner or owners shall at all times remain responsible and liable therefore.

Sec. 19-201. – Scope.

The provisions of this article shall apply to single and two-family rental dwellings, vacant residential property, and abandoned residential property of any type, and the properties on which they are located.

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Sec. 19-~~201~~202. - Definitions.

For the purposes of this article, certain words and phrases are defined as follows:

Abandoned means a property that is vacant and is under a current complaint for foreclosure or notice of foreclosure and/or notice of trustee's sale, pending tax sale, and/or properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary of a mortgage involved in the foreclosure, and/or that have transferred under a deed in lieu of foreclosure/sale.

Accessible property means a property that is accessible through a compromised/breached gate, fence, wall, etc.

Accessible structure means a structure/building that is unsecured and/or breached in such a way as to allow access to the interior space by unauthorized persons.

Agreement means any agreement or written instrument that provides that title to residential property shall be transferred or conveyed from one (1) owner to another owner after the sale, trade, transfer, or exchange.

Assignment of rents means an instrument that transfers the beneficial interest under a mortgage from one (1) lender/entity to another.

Building means a structure with a roof supported by columns or walls to serve as a shelter or enclosure.

Buyer means any person, co-partnership, association, corporation, or fiduciary who agrees to transfer anything of value in consideration for *property* described in an agreement of sale, as defined in this subsection.

Certificate of compliance means a certificate issued by the director of the department which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of such certification. The Certificate shall be issued as either Vacant or Rental, upon completion of necessary inspection type, and upon finding that there is no condition that would constitute a hazard to the health and safety of the occupants, and the premises are otherwise fit for occupancy, the certificate of compliance shall then be issued. Rental certificates shall be valid for up to three (3) years, or upon change of tenant or property use for rental property, and vacant certificates shall be valid up to three hundred and sixty (360) days or until change of use.

Certificate of compliance (Rental) means a certificate issued by the building official which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of Rental Certification. The certificate shall consist of a complete inspection (Type A) and will remain valid for a period not to exceed three (3) years, or until change of tenant or the property becomes occupied.

Certificate of compliance (Vacant) means a certificate issued by the building official which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of Vacant Certification. The certificate shall consist of an external inspection (Type B) and will remain valid for a period not to exceed three hundred and sixty (360) days, or until change of use.

Certificate of compliance (Vacant to Single-family/Re-occupancy) means a certificate issued by the building official which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of Certification. The certificate shall consist of a complete inspection (Type A) and will remain valid until the property use changes from owner occupied to rental or vacant.

Certified rental dwelling means a building or structure which has a valid certificate of compliance.

Change of Use means when the principal use of the property changes to any of the following: (1) owner occupied dwelling, (2) a rental occupant, (3) or from vacant to a different use.

Change of Principal Occupant: means when the principal occupant of the property changes, whether that be the (1) owner occupant, (2) rental occupant, (3) or becomes vacant. (Is this still necessary?)

Code official means a city building official, building inspector, code enforcement officer, the director of the department and other city employees designated and legally authorized by that director or the city manager to administer and enforce this article.

Dangerous building means any building/structure that is in violation of any condition referenced in chapter 19, article II, of the City Code.

Days means consecutive calendar days.

Deed in lieu of foreclosure/sale means a recorded document that transfers ownership of a property from the trustor to the holder of a mortgage upon consent of the beneficiary of the mortgage.

Default means the failure to fulfill a contractual obligation, whether monetary or conditional.

Department means the city's department of economic and community development.

Distressed means a property that is under a current notice of default and/or notice of trustee's sale and/or pending tax assessor's lien sale or has been foreclosed upon by the trustee or has been conveyed to the beneficiary/trustee via a deed in lieu of foreclosure/sale.

Evidence of vacancy means any condition that on its own or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, flyers and/or mail, past due utility notices and/or disconnected utilities, accumulation of trash, junk and/or debris, the absence of window coverings such as curtains, blinds and/or shutters, the absence of furnishings and/or personal items consistent with residential habitation, statements by neighbors, passersby, delivery agents, government employees that the property is vacant.

Family means an individual or group of two (2) or more persons related by consanguinity, marriage or adoption, together with foster children or servants of the principal occupants, with not more than one additional unrelated person, who are domiciled together as a single, domestic, housekeeping unit in a dwelling unit; or a collective number of individuals domiciled together, up to six persons, in one (1) dwelling unit whose relationship is of a continuing non-transient domestic character and who are cooking and living as a single nonprofit housekeeping unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization or group of students or other individuals whose domestic relationship is of a transitory or seasonal nature or for an anticipated limited duration of a school term or terms or other similar determinable period. This definition also does not include halfway houses for prisoner re-entry and similar facilities. It also does not include medication-assisted treatment for substance abuse patients, substance abuse disorder treatment facilities and similar facilities for those not recovered from substance abuse treatment.

Foreclosure means the process by which a property, placed as security for a real estate loan, is sold at auction to satisfy the debt if the borrower defaults.

Inspection guidelines means the guidelines to be used by the code official in conducting inspections under this article, setting forth the minimum requirements for single-family rental dwellings.

Inspection Type (A) Complete: An inspection that consists of both Internal and External inspection types. Such inspection shall be required to obtain a Rental Certificate of Compliance, and also required upon change of use from Vacant to Single-family dwelling.

Inspection Type (B) External/Limited Internal: An inspection that occurs on the property of the exterior of a structure or dwelling; the front, side and rear yards; and the interior, but only to ensure that the structure is structurally safe, free of roof leaks and broken windows, and contains no more fire load than a normally occupied home, i.e. it cannot be utilized for storage. An Inspection Type B External/Limited Internal is the only inspection requirement to obtain a Vacant Certificate of Compliance.

Lease means a lease agreement, rental agreement or other written or oral agreement or arrangement for the use and occupancy of a single-family rental dwelling by one (1) or more persons that are not an owner.

Local means within ~~forty~~fifty (~~40~~50) road/driving miles distance of the subject *property*.

Mortgage means by which an interest in land is created by a written instrument providing security for the performance of a duty or obligation or the payment of a debt.

Neighborhood standard means those conditions that are present on a simple majority of properties within a three hundred-foot radius of an individual property. A property that is the subject of a neighborhood standard comparison, or any other abandoned property within the three hundred-foot radius, shall not be counted toward the simple majority.

Non-owner occupied means single and two-family dwellings which are occupied by persons other than the owner, which may be evidenced by the homestead declaration on the property being less than 100 percent and a dwelling unit not occupied by the titled owner of the property, or a one or two-family dwelling for which an owner is offering to others, including friends, acquaintances, or relatives, for purposes of occupancy through rental or lease agreements, or by other mutually acceptable agreements, leading to occupancy including land contracts.

Occupants means tenants, lessees, renters, and/or persons residing in or occupying a single-family or two-family rental dwelling, who are not owners.

Out of area means in excess of fifty (50) road/driving miles distance of the subject property.

Out of area owner means an owner who resides or has their principal place of business more than 50 miles from the City, as measured from the City's closest border to the owner's residence or principal place of business.

Owner means any person, agent or entity having a recorded legal or equitable ownership interest in a single or two-family rental dwelling, which ownership interest is established by a written document that has been recorded at the Oakland County register of deeds office or is reflected on a property transfer affidavit filed with the city. **Owner also** means every person, entity, service company, property manager, ~~or~~ real estate broker, or lending institution, who alone or severally with others:

- (1) Has a recorded legal or equitable interest in any dwelling, dwelling unit, mobile dwelling unit, or parcel of land, vacant or otherwise; or
- (2) Has care, charge, or control of any dwelling, dwelling unit, or parcel of land, vacant or otherwise, in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the holder or legal title; or
- (3) Is a mortgagee of any such property; or
- (4) Is an agent, trustee, or other person appointed by the courts and vested with possession or control of any such property; or

- (5) Is an officer or trustee of the association of unit owners of a condominium. Each such person is bound to comply with the provisions of these minimum standards as if he were the owner. However, this article shall not apply to a condominium association created pursuant to MCL 569.1 et seq. to the extent that such Association forecloses on or initiates the foreclosure process for unpaid assessments due or owing to the association; or
- (6) Is a trustee who holds, owns or controls mortgage loans for mortgage-backed securities transactions and has initiated the foreclosure process.

Owner occupied means any person, agent, or entity having a recorded legal or equitable ownership interest in a single or two family dwelling, in which they reside.

Property means any unimproved or improved real property, or portion thereof, situated in the city, and includes the buildings or structures located on the property regardless of condition.

Rent or rented means a lease whereby a person is to pay or provide monetary or other consideration to another person for the right or privilege to use and occupy a residential rental unit for any period of time.

Residential building means any improved real property, or portion thereof, situated in the city, designed, or permitted to be used for dwelling purposes, and shall include the buildings and structures located on such improved real property. This includes any real property being offered for sale, trade, transfer, or exchange as residential whether or not it is legally permitted and/or zoned for such use.

Secure or secured means such measures as may be directed by the City of Farmington Code Official or his or her designee that render the property inaccessible to unauthorized persons, including but not limited to the repairing of fences and walls, chaining/padlocking of gates, and the repair or boarding of doors, broken windows and/or other openings. In the case of broken windows, securing means the reglazing or boarding of the window. Boarding shall be completed to a minimum of the current HUD securing standards at the time the boarding is completed or required. In addition, secure or secured means closing and locking windows, doors (walk-through, sliding and garage), gates and any other opening of such size that it may allow a person to access the interior of a property and/or structure(s).

Single-family dwelling means a building or structure designed exclusively for occupancy by one (1) family for residential purposes. This definition does not include structures or buildings the principal use of which results in licensing and/or inspection by the state.

Single-family rental dwelling means a single-family dwelling that is not occupied by an owner and that is rented or available to be rented.

Structure means anything constructed or erected the use of which requires location on or attachment to the ground and includes buildings.

Tenant means a person who rents or has a lease for a single-family rental dwelling.

Vacant means a building/structure that is not legally occupied.

Sec. 19-~~202~~203. – Registration required.

~~Any owner shall perform an inspection, to the extent permitted by law, within five (5) days after either filing a complaint for foreclosure (if foreclosure is by judicial action) or publishing a notice of foreclosure (if foreclosure is by advertisement). If the property is found to be vacant or shows evidence of vacancy, it is, by this article, deemed abandoned and the owner shall, within ten (10) days of the inspection, register the property with the City of Farmington Code Official head or his or her designee on forms provided by the city.~~

~~If the property is occupied but remains in default it shall be inspected, to the extent permitted by law, by the owner, or a designee, monthly until (1) the owner of record remedies the default or (2) the property is found to be vacant or shows evidence of vacancy, at which time it is deemed abandoned and the owner shall, within ten (10) days of that inspection, register the property with the City of Farmington Code Official head or his or her designee on forms provided by the city.~~

~~The registration shall contain the name of the owner (corporation or individual), the direct street/office mailing address of the beneficiary/trustee (no P.O. boxes), a direct contact name and phone number for the beneficiary/trustee and, in the case of a corporation or out-of-area owner, the local property management company responsible for the security, maintenance, and marketing of the property. Registration fees will not be prorated.~~

~~An annual registration fee shall accompany the registration form. The fee and registration shall be valid for the calendar year, or the remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1 of each year and must be received no later than January 31 of the year due.~~

~~For properties that are not registered within the required time, an additional fee for the added cost of the city's expenses in having to determine ownership, which may include, but is not limited to, title searches, shall be assessed and immediately payable. The payment of all fees required under this article is secured by a lien against the property which may be placed on the tax roll for collection in the same manner and subject to the same interest and penalties applicable to delinquent special assessments.~~

~~This section shall also apply to properties that have been the subject of a foreclosure sale where the title was transferred to the mortgagee involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale. Such properties shall be registered with the city in accordance with the terms of this section upon transfer even if occupied at the time of the transfer.~~

~~Properties subject to this article shall remain under the annual registration requirement, security, and maintenance standards of this section as long as they remain vacant.~~

~~Any person, firm, or corporation that has registered a property under this article must report any change of information contained in the registration to the City of Farmington Building Department within ten (10) days of the change.~~

- (A) Owners of vacant non-occupied property, or single and two-family rental dwellings, which are occupied by persons other than the owner, which may be evidenced by the homestead declaration, or as otherwise defined in section 19-202, shall register such dwellings with the department as provided in this section if they are vacant, or before they are rented or offered for rent. A fee shall be paid upon registration pursuant to the City of Farmington's fee schedule, as set forth by City Council resolution. Such registrations shall be issued to the owner of record and will remain valid until the property becomes owner occupied, or change of ownership has been established. In the event of a change in property ownership, a new registration shall be required and obtained, except that a new registration shall not be required when changing from rental to vacant, or vacant to rental. Properties in which the use reverts from rental or vacant to owner occupied shall be exempted from registration, so long as the property remains as owner occupied and a certificate of compliance is obtained. Owners of vacant and rental properties who reside or have their principal place of business more than 50 miles from the City must provide either an on-site supervisor or a local property management company, and provide the contact information to the City.
- (B) Within 30 days after change of ownership or change of agent, the new owner or agent shall register with the Department of Building Safety in the same manner as previously set forth. After registration, and before occupancy or re-occupancy, owners of a single-family or two-family rental dwelling or vacant properties within the city must first obtain a certificate of compliance pursuant to section 19-204, Certificate of Compliance Required, which shall remain valid for a period as defined in section 19-202.- Definitions.
- (C) A property with a land contract recorded with the Oakland County Register of Deeds, which names the occupant of the dwelling unit as the purchaser, shall be exempt from the requirements of this division.
- (D) Owners of vacant residential property shall register such dwellings as vacant and obtain a certificate of compliance within 30 days of the vacancy occurring, pursuant to section 19-204, Certificate of Compliance Required. Such registration will remain valid until a change of property ownership or use has been established. Upon registration, the property owner will be required to obtain a certificate of compliance, which will remain valid for a period not to exceed three hundred and sixty (360) days.
- (E) An owner shall register the single-family or two-family rental dwelling with the city, and obtain a certificate of compliance, to be entitled to collect rent from tenants and occupants residing or located in the single-family rental dwelling. The certificate of compliance shall remain valid for a period not to exceed three (3) years, or upon change of occupancy of a dwelling unit after having been occupied.
- (F) An owner shall register rental property as vacant if the rental dwelling has been vacant for a period equal to or greater than 181 days. If a rental dwelling remains vacant or unoccupied for a period equal to or greater than 181 days, the property owner must apply to register the property as vacant and obtain a Certificate of Compliance (Vacant).
- (G) Failure to register within 30 days shall result in a penalty fee as established by City Council, and the penalty fee will accrue monthly.

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(H) Registration shall be on a form provided by the department. Required information shall include the name, address and telephone number of the owner and any managing agent. For each individual owner and agent, a driver's license number or State of Michigan identification number must be provided. The department may require any additional information as may be relevant and necessary to the proper implementation and enforcement of this article. The form must be signed by all owners and agents.

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(I) Any changes, at any time, in the information provided by an owner on a registration form must be provided to the department in writing within thirty (30) days of the change.

(J) If an owner is a business entity other than an individual, the names, addresses and telephone numbers of corporate officers, partners, members, and managers as applicable to the form of the organization shall be listed. If such business entity has no substantial assets other than the single-family rental dwelling to be registered and is controlled in whole or in part by one (1) or more other business entities, then the name, address and telephone numbers of those entities and their officers, partners, members and/or managers shall be listed.

(K) All single and two-family rental dwellings existing at the effective date of this article shall be registered within ninety (90) days of the effective date of this article, and property owners must obtain a Certificate of Compliance. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership has been established. In the event of a change of ownership, a new registration is required, and a Certificate of Compliance shall be required and obtained, as defined in section 19-202.

Sec. 19-204. - Certificate of compliance required.

Persons shall not occupy, and owners shall not rent or allow occupancy, of a single or a two-family dwelling unless a certificate of compliance has been applied for and issued, except single and two-family rental dwellings existing on the effective date of the ordinance establishing this article may continue to be rented and occupied after such effective date without a certificate of compliance provided the owner timely complies with the registration requirements under section 19-203, pays all applicable fees established by City Council resolution, complies with the requirements of section 19-205 for the scheduling and performance of all inspections necessary for issuance of a certificate of compliance, and diligently and timely undertakes all actions necessary to meet the requirements for and obtain a certificate of compliance under this article. Owners of vacant residential property shall also be required to obtain a Certificate of Compliance and comply with sections 19-202, 19-203, 19-205, and 19-213.

(A) A certificate of compliance shall not be issued until all outstanding costs, assessments, and/or liens owed to the city have been paid in full.

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(B) Any existing certificate of compliance for the registered holder or new owner's single-family rental dwelling shall be transferred to the new owner and shall be valid until its expiration or revocation, and the fee shall be paid for the registration. Registration shall not be required to change the property use from either rental or vacant to an owner-occupied dwelling, however, a certificate of compliance is required and must first be

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obtained. The certificate of compliance shall remain valid for a period not to exceed three (3) years or upon change of occupancy of a dwelling unit after having been occupied.

- (C) All existing, non-rental single-family dwellings that are converted to single-family rental dwellings after the effective date of this article shall first be registered and must obtain a certificate of compliance prior to the date on which the property is first occupied for rental purposes. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership occurs. In the event of a change of ownership, a new registration is required, a fee shall be paid for the registration, and certificate of compliance must be obtained.
- (D) All other single-family and two-family rental dwellings shall be registered and obtain a certificate of compliance prior to any occupancy as a rental dwelling. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership occurs. In the event of a change of ownership, a new registration is required, a fee shall be paid for the registration, and certificate of compliance must be obtained. Registration shall not be required to change the property use from either rental or vacant to an owner-occupied dwelling, however, a certificate of compliance is required and must first be obtained. The certificate of compliance for single and two-family rental dwellings shall remain valid for a period not to exceed three (3) years or upon change of occupancy of a dwelling unit.
- (E) A new owner shall register a single-family or two-family rental dwelling that is sold, transferred or conveyed, within thirty (30) days after the date of the sale, including corporate entity/name changes. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership occurs. In the event of a change of ownership, a new registration is required, a fee shall be paid for the registration, and a certificate of compliance must be obtained. Registration shall not be required to change the property use from either rental or vacant to an owner-occupied dwelling; however, a certificate of compliance must first be obtained prior to occupancy. Any existing certificate of compliance for the new owner's single-family or two-family rental dwelling shall be transferred to the new owner and shall be valid until its expiration or revocation.
- (F) After the registration of each individual single and two-family residential rental dwelling with the city, the owner of each rental dwelling shall be responsible to schedule an inspection and is required to obtain a certificate of compliance. Failure to obtain inspections within 60 days of registering shall result in a delinquent inspection fee, as established by City Council. In addition, failure to obtain a certificate of compliance within 30 days after the completion of a rental inspection shall be subject to a delinquent inspection fee, as established by City Council. The certificate of compliance shall remain valid for a period not to exceed three (3) years or upon change of occupancy of a dwelling unit after having been occupied.
- (G) Failure to obtain a certificate of compliance within 30 days shall require the issuance of a penalty fee added monthly until compliance with the ordinance is obtained. The amount of the penalty fee will be established by resolution in accordance with the City of Farmington Fee Schedule.

Sec. 19-205. – Inspection frequency.

- (A) The frequency of regular inspections of single-family or two-family rental dwellings under this article shall be at least one (1) such inspection every three (3) years, or whenever there is a change of tenant. Duplex units shall be considered two (2) separate individual rental spaces for the purposes of this ordinance.
- (B) Vacant single or two-family dwellings shall be inspected every three hundred and sixty-five (365) days in order to verify exterior maintenance in compliance with this article.
- (C) Single and two-family rental dwellings and vacant residential property may be inspected any time there is a credible complaint or other indication of a violation of this article.

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Sec. 19-206. – Inspection procedures.

- (A) The owner shall be responsible to ensure inspections are scheduled. Failure to comply may result in the issuance of a violation notice. The department shall then schedule and mail the registered owner or agent a notice of the date and time for all inspections and the fees that must be paid before the inspection.
- (B) Prior to receipt of a notice under subsection (A), a registered owner or their agent may provide written notice to the department of dates and times that inspections are requested to be or not be scheduled. Such requests shall not be binding on the department, but the department shall make a reasonable effort to accommodate reasonable and timely requests from registered owners or their agents.
- (C) An inspection may be rescheduled for just cause. Once a date and time for inspection is scheduled, an owner or an owner's agent shall:
 - (1) Notify the tenant(s) of the date and time when the inspection is scheduled to occur and, regardless of whether the owner or agent has a right to enter the residential dwelling under the lease with the tenant(s), request and obtain tenant permission for such entry. This notice shall be delivered both by mail and by posting at an entry door of the residential home at least twenty-one (21) calendar days prior to the date of the scheduled inspection.
 - (2) Notify each tenant or occupant that the property owner or agent is required to accompany the inspector during the performance of all inspections and in the event that the tenant or occupant is not present, the property owner/agent must provide access to the inspector by unlocking the door, verifying that no occupant is present and securing the unit after the inspection is completed.
 - (3) On the date and time for inspection, provide the code official with access to the single or two-family rental dwelling. If entry is refused or not obtained, the inspector shall conduct the inspection only as permitted by law. This article shall not be construed to require a tenant, occupant or owner to consent to a warrantless inspection except as provided by law.

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Sec. 19-207. – Inspection and maintenance guidelines.

- (A) The Director of the Department shall prepare and maintain a list of inspection guidelines to be used in making inspections relating to the enforcement of this article. The inspection guidelines shall be based on this article and applicable code and ordinance requirements and shall set forth the requirements and conditions and scope of repairs necessary for the issuance of a certificate of compliance.
- (B) In all circumstances, single-family rental dwellings and the premises upon which they are located shall be maintained in a manner consistent with the criteria set forth in the current version of the International Property Maintenance Code adopted and amended under Chapter 24 of this Code.
- (C) Regular inspections under this article shall be of the exterior of the single-family rental dwelling and the premises upon which it is located. The interior of single-family rental dwellings shall only be subject to inspections under this article if one or more of the following conditions have been reported to the City or been identified by an exterior inspection as likely existing:
- (1) The single-family rental dwelling is, or is in or part of, a structure that is unsafe, unfit for human occupancy, unlawful, dangerous or that includes unsafe equipment, as defined and regulated under the current version of the International Property Maintenance Code administered and enforced under Chapter 24 of this Code.
 - (2) The single-family rental dwelling is, or is in or part of, a dangerous or unsafe building as determined by the City Building Official or their authorized designee.
 - (3) A violation of any maintenance standard in the current version of the International Property Maintenance Code in Chapter 24 of this Code that may allow rain, moisture, surface or roof drainage, or animals to enter the exterior walls, structure or living space of the single-family rental dwelling it is in or part of.
 - (4) The single-family rental dwelling is, or is in or part of, a structure that includes an unsafe condition pursuant to any other provision of this Code or any other code adopted by reference in this Code.
 - (5) Multiple or recurring violations of the inspection and maintenance guidelines under this article.

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Sec. 19-208. – Transfer and termination of certificates of compliance.

- (A) The department shall transfer a certificate of compliance to a new owner when the new owner supplies the registration information required by section 19-203. A fee shall be paid upon new registration.

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(B) Upon receipt of a written notice and documentation of a sale or transfer of a single-family rental dwelling to a new owner that will occupy the premises with no portions rented, the owner shall then apply for a new certificate of compliance and an inspection fee shall be paid. After the owner obtains the certificate of compliance, the department shall terminate any former certificate of compliance (rental or vacant) and remove the unit from the city's registry of single-family rental dwellings or vacant property registry, as appropriate.

Sec. 19-209. Suspension of certificate of compliance.

(A) The Building Official or their authorized designee shall suspend a rental dwelling certificate of compliance if the owner or responsible local agent has not complied with a complaint notice. The building official or their authorized designee shall issue a notice of suspended certification to the owner or responsible local agent. The notice of suspended certification will inform the owner or responsible local agent:

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(1) That the rental dwelling certificate of compliance has been suspended as of the date of the notice.

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(2) State the reason for the suspension.

(3) That it is unlawful for any rental unit to continue to be occupied for more than six (6) days after the date of suspension of the rental dwelling certificate of compliance.

(4) That any rental unit which is vacant at the time of suspension or which becomes vacant during the period of suspension shall not be rented or reoccupied until the rental dwelling certificate of compliance is reinstated or a new rental dwelling certificate of compliance is issued.

(B) Failure to comply with the terms of suspension as set out in this subsection shall be a violation of this article and may be subject to a delinquent inspection fee as determined by City Council.

Sec. 19-210. Reinstatement of suspended certificate of compliance.

(A) A suspended rental dwelling certificate of compliance shall be reinstated if the building department director determines that a rental dwelling has been brought into compliance with the standards of this article. The city shall notify the owner or responsible agent by regular mail, noting the reinstatement of the rental dwelling certificate of compliance. Reinstatement of the certificate shall not extend or change the expiration date of the certificate. The owner shall pay a reinstatement fee and all inspection fees and amounts to be determined by the City Council prior to reinstatement of the certificate.

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(B) Appeal. Suspension of a rental dwelling certificate of compliance may be appealed to the Construction Board of Appeals.

(C) Notifying tenants of suspended certificate. The city shall send a copy of a notice of suspended certificate to each dwelling unit within a certified rental dwelling. The copy shall be addressed to occupant and shall be sent by regular mail. Failure of an occupant to receive a copy shall not invalidate any other proceedings authorized by this article.

Sec. 19-211. – Abandoned property registration.

(A) Any owner shall perform an inspection, to the extent permitted by law, within five (5) days after either filing a complaint for foreclosure (if foreclosure is by judicial action) or publishing a notice of foreclosure (if foreclosure is by advertisement). If the property is found to be vacant or shows evidence of vacancy, it is, by this article, deemed abandoned and the owner shall, within ten (10) days of the inspection, register the property as vacant with the City of Farmington Code Official head or his or her designee on forms provided by the city.

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(B) If the property is occupied but remains in default it shall be inspected, to the extent permitted by law, by the owner, or a designee, monthly until (1) the owner of record remedies the default or (2) the property is found to be vacant or shows evidence of vacancy, at which time it is deemed abandoned and the owner shall, within ten (10) days of that inspection, register the property with the City of Farmington Code Official head or his or her designee on forms provided by the city.

(C) The registration shall contain the name of the owner (corporation or individual), the direct street/office mailing address of the beneficiary/trustee (no P.O. boxes), a direct contact name and phone number for the beneficiary/trustee and, in the case of a corporation or out-of-area owner, the local property management company responsible for the security, maintenance, and marketing of the property. Registration fees will not be prorated.

(D) An annual Certificate of Compliance inspection fee shall accompany the initial registration form. The registration shall be valid until a change of ownership, and the inspection shall be valid for the calendar year, or the remaining portion of the calendar year, in which the registration was initially required. Subsequent inspections shall be scheduled and fees shall be paid 30 days prior to the expiration of the existing certificate.

(E) For properties that are not registered within the required time, an additional fee for the added cost of the city's expenses in having to determine ownership, which may include, but are not limited to, title searches, shall be assessed and immediately payable. The payment of all fees required under this article is secured by a lien against the property which may be placed on the tax roll for collection in the same manner and subject to the same interest and penalties applicable to delinquent special assessments.

(F) This section shall also apply to properties that have been the subject of a foreclosure sale where the title was transferred to the mortgagee involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale. Such properties shall be registered with the city in accordance with the terms of this section upon transfer even if occupied at the time of the transfer.

(G) Properties subject to this article shall remain under the annual registration and inspection requirements, security, and maintenance standards of this section as long as they remain vacant.

(H) Any person, firm, or corporation that has registered a property under this article must report any change of information contained in the registration to the City of Farmington Building Department within ten (10) days of the change.

Sec. 19-~~203~~212. - Maintenance requirements for vacant or abandoned property.

(A) Vacant and abandoned properties subject to this section must comply with Chapter 24, Property Maintenance. In addition, such property shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items, including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.

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(B) The property shall be maintained free of graffiti, tagging, or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.

(C) Visible front and side yards shall be maintained in accordance with property maintenance standards in this City Code, including Chapter 24, Property Maintenance.

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(D) Maintenance includes but is not limited to regular watering, irrigation, cutting, pruning, and moving of required landscape and removal of all trimmings.

(E) Pools and spas shall be kept in working order so the water remains clear and free of pollutants and debris or drained and kept dry, and must comply with the minimum security fencing requirements of the State of Michigan.

(F) Adherence to this section does not relieve the owner of any obligations set forth in any covenants, conditions, and restrictions and/or homeowners' association rules and regulations which may apply to the property.

Sec. 19-~~204~~213. - Security requirements for vacant or abandoned property.

(A) Properties subject to this section shall be secured so as not to be accessible to unauthorized persons.

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(B) If the owner is out-of-area, 50 miles or greater, a local property management company shall be contracted to perform weekly inspections to verify that the requirements of this section, and any other applicable laws, are being met.

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Sec. 19-~~205~~214. - Additional authority.

In addition to the enforcement remedies established in this Chapter 19, or in Chapter 24 of the City of Farmington Code of Ordinances relating to property maintenance, the City of Farmington Code Official head or his or her designee shall have the authority to require the owner and/or owner of record of any property affected by this section to implement additional maintenance and/or security measures including but not limited to securing any/all doors, windows, or other openings, installing additional security lighting, increasing on-site inspection frequency, employment of an on-site security guard or other measures as may be reasonably required to arrest the decline of the property.

Sec. 19-~~206~~215. – Fees for rental, vacant or abandoned property.

The fees for registering and inspecting rental, vacant or abandoned residential property shall be set by resolution of the City of Farmington City Council.

Sec. 19-~~207~~216. – Inspections for vacant or abandoned property.

The city and/or its agents shall conduct inspections annually or as necessary permitted by law to assure compliance with the requirements of this Code and to determine if there are emergency or hazardous health and safety conditions in existence.

Sec. 19-~~208~~217. – Reoccupancy of vacant or abandoned property.

A vacant or An abandoned residential structure shall not be occupied until a certificate of compliance, occupancy has been issued by the city, and all violations have been corrected in accordance with the applicable requirements of the Michigan Building/Residential Code, Michigan Electrical Code, Michigan Mechanical Code, Michigan Plumbing Code, International Property Maintenance Code, and applicable provisions of the City of Farmington Code of Ordinances. All mechanical, electrical, plumbing, and structural systems shall be certified by a licensed contractor as being in good repair. In addition, a certificate of compliance, occupancy shall not be issued until all outstanding costs, assessments and/or liens owed to the city have been paid in full.

Sec. 19-~~209~~218. - Violation/abatement.

Failure to timely register a rental dwelling, or any other violation of this article shall be a municipal civil infraction. The requirements of this article are in addition to, and not in lieu of, all other city ordinances, rules and regulations. Violations of this article may be enforced as allowed in Chapter 24, Property Maintenance, of the City of Farmington Code of Ordinances. Alternatively, at the sole discretion of the city, the city may issue to the beneficiary/trustee/owner and/or owner of record a notice to abate. The notice to abate shall include:

- (1) The nature and location of the violation;
- (2) The time within which the violation must be abated;
- (3) Notice that the city may act to abate the violation if it is not abated by the owner within a reasonable time stated in the notice, but which may not exceed fifteen (15) days;
- (4) Notice that the cost of such action by the city, plus an administrative fee, shall be a personal debt of the owner, which may be assessed as a lien against the property until paid; and
- (5) Notice that any refusal to allow the city to abate an uncorrected violation shall be a separate violation under this Code.

Sec. 19-~~219~~219 - Authorization for city abatement.

Upon failure of an owner to abate a violation as ordered in a notice to abate, the city may abate the nuisance. This abatement may be performed by the city, by a contract vendor, or by other means determined by the city.

Sec. 19-~~219~~220 - Administrative fees.

The fees necessary for the administration of this article and authorized by section 19-~~213~~-215 shall be established from time to time by resolution of the City Council. Such administrative fees may include the following:

- (1) Notice to abate;
- (2) Search warrant;
- (~~4~~3) Warning letter;
- (~~5~~4) Civil infraction preparation;
- (~~6~~5) Additional inspections;
- (~~7~~6) Abatement.

Sec. 19-~~212~~221 - Charge to owner.

When the city has abated a cited nuisance, the cost of abatement, plus any applicable administrative charges as established by City Council resolution, shall be billed to the property

owner. Such billing shall be a personal debt of the owner to the city, which may be assessed as a lien against the property, including interest thereon, until paid.

Sec. 19-~~213~~222. - Appeals.

Any person aggrieved by any of the requirements of this section may appeal to the Construction Board of Appeals~~city council~~ of the City of Farmington, provided that a written application for appeal is filed within twenty (20) days after the day the decision, notice, or order was served. An application for appeal shall be based on a claim that the true intent of this Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, the requirements of this Code are adequately satisfied by other means, or the strict application of any requirement of this Code would cause an undue hardship.

Sec. 19-223. – Fees.

Except as may be otherwise provided in section 19-215, the owner of the single or two-family rental dwelling, or vacant property shall be responsible for payment of registration, inspection, certificate of compliance and other fees, including late fees, involved in the administration and enforcement of this article, which fees shall be established by resolution of the City Council.

Sec. 19-224. – Collection of fees.

- (A) All required fees shall be paid at the time of submitting application materials and before commencement of scheduled inspections, unless otherwise authorized by the department.
- (B) In the event of repeated complaints from a tenant necessitating multiple inspections of a particular single-family rental dwelling between regular inspection periods, the director of the department may, in their discretion, require advance payment of inspection fees by the tenant.
- (C) If for any reason, fees that are due and payable under this article are not paid, a statement of the fees shall be mailed to the owner or, if applicable, the tenant.

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Sec. 19-~~214~~225. – Violation and Ppenalty.

- (A) A violation of any provision of this article shall constitute a municipal civil infraction in accordance with Chapter 1 of the City Code.
- (B) In addition, any use or activity in violation of the terms of this article is hereby declared to be a nuisance per se and may be abated by order of any court of competent jurisdiction. The City, in addition to other remedies, may institute any appropriate action or proceeding to vacate the premises and/or prevent, abate or restrain the violation.

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Section 2 of Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City of Farmington Code of Ordinances in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3 of Ordinance. Severability.

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

Section 4 of Ordinance. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5 of Ordinance. Effective Date.

This ordinance shall be effective upon publication in the manner prescribed by law.

Section 6 of Ordinance. Enactment.

This Ordinance is declared to have been enacted by the City Council of the City of Farmington at a meeting called and held on the ____ day of _____, 2021, and ordered to be given publication in the manner prescribed by law.

Ayes:
Nays:
Abstentions:
Absent:

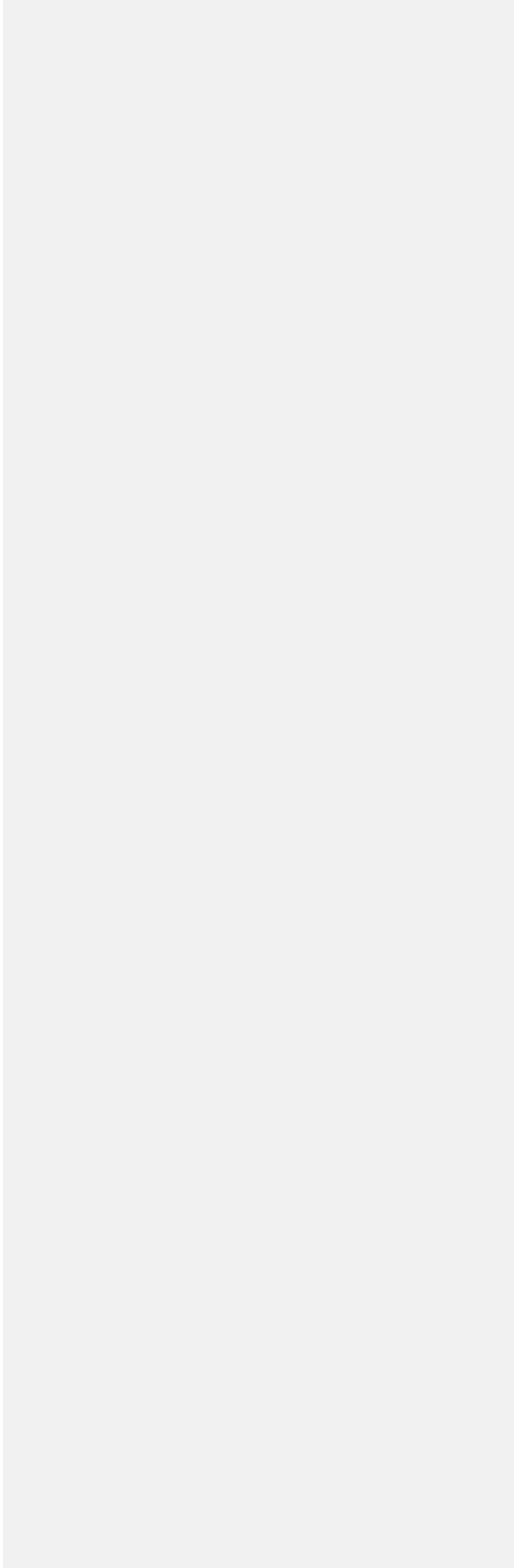
STATE OF MICHIGAN)
)ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington at a meeting held on the ____ day of _____, 2021, the original of which is on file in my office.

MARY MULLISON, City Clerk
City of Farmington

Adopted:

Published:
Effective:



STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF FARMINGTON

ORDINANCE NO. C-____-2023

AN ORDINANCE TO AMEND THE CITY OF FARMINGTON CODE OF ORDINANCES, CHAPTER 19, "NUISANCES," ARTICLE IX "ABANDONED RESIDENTIAL PROPERTY REGISTRATION AND MAINTENANCE," TO INCLUDE REGISTRATION AND INSPECTIONS FOR ALL SINGLE AND TWO-FAMILY RENTAL AND VACANT RESIDENTIAL PROPERTIES AND TO REVISE PROVISIONS RELATING TO MAINTENANCE, ENFORCEMENT, AND PENALTIES.

THE CITY OF FARMINGTON ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

Chapter 19, "Nuisances," of the City of Farmington Code of Ordinances is hereby amended to read as follows:

ARTICLE IX. – VACANT, RESIDENTIAL AND NON-OWNER OCCUPIED SINGLE AND TWO-FAMILY (RENTAL) PROPERTY REGISTRATION AND MAINTENANCE; ABANDONED RESIDENTIAL PROPERTY REGISTRATION AND MAINTENANCE

Sec. 19-200. - Purpose.

- A. The purpose of this article is to help protect the health, safety and welfare of city residents and citizens, to prevent blight and property deterioration in neighborhoods, and to promote and maintain healthy, sanitary conditions in all single-family rental dwellings located throughout the city, recognizing the importance of such to the persons who do or may reside therein or in the vicinity. The city also recognizes a compelling interest in establishing standards for the maintenance of sanitary and safe single and two-family rental dwellings, as well as vacant properties, within the city which will provide for the maintenance of property values of nearby properties; and the reduction and elimination of blight; and other deleterious factors affecting neighborhoods and the quality of life within the city.
- B. It is the purpose and intent of the City of Farmington, through the adoption of this article requiring the registration and maintenance of vacant, or non-owner occupied residential rental properties by parties asserting a collateral or other legal or other interest in such properties, to establish a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and to provide for the security of vacant or abandoned properties. All vacant and non-owner occupied single and two-family rental properties shall obtain a registration and subsequent certificate of compliance subject to the rules as set forth in this article.

- C. Nothing in this article shall be construed as waiving, relieving or otherwise excusing an owner of residential property from compliance with applicable property maintenance rules and regulations, and such owner or owners shall at all times remain responsible and liable therefore.

Sec. 19-201. – Scope.

The provisions of this article shall apply to single and two-family rental dwellings, vacant residential property, and abandoned residential property of any type, and the properties on which they are located.

Sec. 19-202. - Definitions.

For the purposes of this article, certain words and phrases are defined as follows:

Abandoned means a property that is vacant and is under a current complaint for foreclosure or notice of foreclosure and/or notice of trustee's sale, pending tax sale, and/or properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary of a mortgage involved in the foreclosure, and/or that have transferred under a deed in lieu of foreclosure/sale.

Accessible property means a property that is accessible through a compromised/breached gate, fence, wall, etc.

Accessible structure means a structure/building that is unsecured and/or breached in such a way as to allow access to the interior space by unauthorized persons.

Agreement means any agreement or written instrument that provides that title to residential property shall be transferred or conveyed from one (1) owner to another owner after the sale, trade, transfer, or exchange.

Assignment of rents means an instrument that transfers the beneficial interest under a mortgage from one (1) lender/entity to another.

Building means a structure with a roof supported by columns or walls to serve as a shelter or enclosure.

Buyer means any person, co-partnership, association, corporation, or fiduciary who agrees to transfer anything of value in consideration for *property* described in an agreement of sale, as defined in this subsection.

Certificate of compliance means a certificate issued by the director of the department which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of such certification. The Certificate shall be issued as either Vacant or Rental, upon completion of necessary inspection type, and upon finding that there is no condition that would constitute a hazard to the health and safety of the occupants, and the premises are otherwise fit

for occupancy, the certificate of compliance shall then be issued. Rental certificates shall be valid for up to three (3) years, or upon change of tenant or property use for rental property, and vacant certificates shall be valid up to three hundred and sixty (360) days or until change of use.

Certificate of compliance (Rental) means a certificate issued by the building official which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of Rental Certification. The certificate shall consist of a complete inspection (Type A) and will remain valid for a period not to exceed three (3) years, or until change of tenant or the property becomes occupied.

Certificate of compliance (Vacant) means a certificate issued by the building official which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of Vacant Certification. The certificate shall consist of an external inspection (Type B) and will remain valid for a period not to exceed three hundred and sixty (360) days, or until change of use.

Certificate of compliance (Vacant to Single-family/Re-occupancy) means a certificate issued by the building official which certifies compliance with this article and other applicable codes and city ordinances and indicates the date of Certification. The certificate shall consist of a complete inspection (Type A) and will remain valid until the property use changes from owner occupied to rental or vacant.

Certified rental dwelling means a building or structure which has a valid certificate of compliance.

Change of Use means when the principal use of the property changes to any of the following: (1) owner occupied dwelling, (2) a rental occupant, (3) or from vacant to a different use.

Change of Principal Occupant: means when the principal occupant of the property changes, whether that be the (1) owner occupant, (2) rental occupant, (3) or becomes vacant. (Is this still necessary?)

Code official means a city building official, building inspector, code enforcement officer, the director of the department and other city employees designated and legally authorized by that director or the city manager to administer and enforce this article.

Dangerous building means any building/structure that is in violation of any condition referenced in chapter 19, article II, of the City Code.

Days means consecutive calendar days.

Deed in lieu of foreclosure/sale means a recorded document that transfers ownership of a property from the trustor to the holder of a mortgage upon consent of the beneficiary of the mortgage.

Default means the failure to fulfill a contractual obligation, whether monetary or conditional.

Department means the city's department of economic and community development.

Distressed means a property that is under a current notice of default and/or notice of trustee's sale and/or pending tax assessor's lien sale or has been foreclosed upon by the trustee or has been conveyed to the beneficiary/trustee via a deed in lieu of foreclosure/sale.

Evidence of vacancy means any condition that on its own or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, flyers and/or mail, past due utility notices and/or disconnected utilities, accumulation of trash, junk and/or debris, the absence of window coverings such as curtains, blinds and/or shutters, the absence of furnishings and/or personal items consistent with residential habitation, statements by neighbors, passersby, delivery agents, government employees that the property is vacant.

Family means an individual or group of two (2) or more persons related by consanguinity, marriage or adoption, together with foster children or servants of the principal occupants, with not more than one additional unrelated person, who are domiciled together as a single, domestic, housekeeping unit in a dwelling unit; or a collective number of individuals domiciled together, up to six persons, in one (1) dwelling unit whose relationship is of a continuing non-transient domestic character and who are cooking and living as a single nonprofit housekeeping unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization or group of students or other individuals whose domestic relationship is of a transitory or seasonal nature or for an anticipated limited duration of a school term or terms or other similar determinable period. This definition also does not include halfway houses for prisoner re-entry and similar facilities. It also does not include medication-assisted treatment for substance abuse patients, substance abuse disorder treatment facilities and similar facilities for those not recovered from substance abuse treatment.

Foreclosure means the process by which a property, placed as security for a real estate loan, is sold at auction to satisfy the debt if the borrower defaults.

Inspection guidelines means the guidelines to be used by the code official in conducting inspections under this article, setting forth the minimum requirements for single-family rental dwellings.

Inspection Type (A) Complete: An inspection that consists of both Internal and External inspection types. Such inspection shall be required to obtain a Rental Certificate of Compliance, and also required upon change of use from Vacant to Single-family dwelling.

Inspection Type (B) External/Limited Internal: An inspection that occurs on the property of the exterior of a structure or dwelling; the front, side and rear yards; and the interior, but only to ensure that the structure is structurally safe, free of roof leaks and broken windows, and contains no more fire load than a normally occupied home, i.e. it cannot be utilized for storage. An Inspection Type B External/Limited Internal is the only inspection requirement to obtain a Vacant Certificate of Compliance.

Lease means a lease agreement, rental agreement or other written or oral agreement or arrangement for the use and occupancy of a single-family rental dwelling by one (1) or more persons that are not an owner.

Local means within fifty (50) road/driving miles distance of the subject *property*.

Mortgage means by which an interest in land is created by a written instrument providing security for the performance of a duty or obligation or the payment of a debt.

Neighborhood standard means those conditions that are present on a simple majority of properties within a three hundred-foot radius of an individual property. A property that is the subject of a neighborhood standard comparison, or any other abandoned property within the three hundred-foot radius, shall not be counted toward the simple majority.

Non-owner occupied means single and two-family dwellings which are occupied by persons other than the owner, which may be evidenced by the homestead declaration on the property being less than 100 percent and a dwelling unit not occupied by the titled owner of the property, or a one or two-family dwelling for which an owner is offering to others, including friends, acquaintances, or relatives, for purposes of occupancy through rental or lease agreements, or by other mutually acceptable agreements, leading to occupancy including land contracts.

Occupants means tenants, lessees, renters, and/or persons residing in or occupying a single-family or two-family rental dwelling, who are not owners.

Out of area means in excess of fifty (50) road/driving miles distance of the subject property.

Out of area owner means an owner who resides or has their principal place of business more than 50 miles from the City, as measured from the City's closest border to the owner's residence or principal place of business.

Owner means any person, agent or entity having a recorded legal or equitable ownership interest in a single or two-family rental dwelling, which ownership interest is established by a written document that has been recorded at the Oakland County register of deeds office or is reflected on a property transfer affidavit filed with the city. Owner also means every person, entity, service company, property manager, real estate broker, or lending institution, who alone or severally with others:

- (1) Has a recorded legal or equitable interest in any dwelling, dwelling unit, mobile dwelling unit, or parcel of land, vacant or otherwise; or
- (2) Has care, charge, or control of any dwelling, dwelling unit, or parcel of land, vacant or otherwise, in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the holder or legal title; or
- (3) Is a mortgagee of any such property; or
- (4) Is an agent, trustee, or other person appointed by the courts and vested with possession or control of any such property; or
- (5) Is an officer or trustee of the association of unit owners of a condominium. Each such person is bound to comply with the provisions of these minimum standards as if he were the owner. However, this article shall not apply to a condominium

association created pursuant to MCL 569.1 et seq. to the extent that such Association forecloses on or initiates the foreclosure process for unpaid assessments due or owing to the association; or

- (6) Is a trustee who holds, owns or controls mortgage loans for mortgage-backed securities transactions and has initiated the foreclosure process.

Owner occupied means any person, agent, or entity having a recorded legal or equitable ownership interest in a single or two family dwelling, in which they reside.

Property means any unimproved or improved real property, or portion thereof, situated in the city, and includes the buildings or structures located on the property regardless of condition.

Rent or rented means a lease whereby a person is to pay or provide monetary or other consideration to another person for the right or privilege to use and occupy a residential rental unit for any period of time.

Residential building means any improved real property, or portion thereof, situated in the city, designed, or permitted to be used for dwelling purposes, and shall include the buildings and structures located on such improved real property. This includes any real property being offered for sale, trade, transfer, or exchange as residential whether or not it is legally permitted and/or zoned for such use.

Secure or secured means such measures as may be directed by the City of Farmington Code Official or his or her designee that render the property inaccessible to unauthorized persons, including but not limited to the repairing of fences and walls, chaining/padlocking of gates, and the repair or boarding of doors, broken windows and/or other openings. In the case of broken windows, securing means the reglazing or boarding of the window. Boarding shall be completed to a minimum of the current HUD securing standards at the time the boarding is completed or required. In addition, secure or secured means closing and locking windows, doors (walk-through, sliding and garage), gates and any other opening of such size that it may allow a person to access the interior of a property and/or structure(s).

Single-family dwelling means a building or structure designed exclusively for occupancy by one (1) family for residential purposes. This definition does not include structures or buildings the principal use of which results in licensing and/or inspection by the state.

Single-family rental dwelling means a single-family dwelling that is not occupied by an owner and that is rented or available to be rented.

Structure means anything constructed or erected the use of which requires location on or attachment to the ground and includes buildings.

Tenant means a person who rents or has a lease for a single-family rental dwelling.

Vacant means a building/structure that is not legally occupied.

Sec. 19-203. – Registration required.

- (A) Owners of vacant non-occupied property, or single and two-family rental dwellings, which are occupied by persons other than the owner, which may be evidenced by the homestead declaration, or as otherwise defined in section 19-202, shall register such dwellings with the department as provided in this section if they are vacant, or before they are rented or offered for rent. A fee shall be paid upon registration pursuant to the City of Farmington's fee schedule, as set forth by City Council resolution. Such registrations shall be issued to the owner of record and will remain valid until the property becomes owner occupied, or change of ownership has been established. In the event of a change in property ownership, a new registration shall be required and obtained, except that a new registration shall not be required when changing from rental to vacant, or vacant to rental. Properties in which the use reverts from rental or vacant to owner occupied shall be exempted from registration, so long as the property remains as owner occupied and a certificate of compliance is obtained. Owners of vacant and rental properties who reside or have their principal place of business more than 50 miles from the City must provide either an on-site supervisor or a local property management company, and provide the contact information to the City.
- (B) Within 30 days after change of ownership or change of agent, the new owner or agent shall register with the Department of Building Safety in the same manner as previously set forth. After registration, and before occupancy or re-occupancy, owners of a single-family or two-family rental dwelling or vacant properties within the city must first obtain a certificate of compliance pursuant to section 19-204, Certificate of Compliance Required, which shall remain valid for a period as defined in section 19-202.- Definitions.
- (C) A property with a land contract recorded with the Oakland County Register of Deeds, which names the occupant of the dwelling unit as the purchaser, shall be exempt from the requirements of this division.
- (D) Owners of vacant residential property shall register such dwellings as vacant and obtain a certificate of compliance within 30 days of the vacancy occurring, pursuant to section 19-204, Certificate of Compliance Required. Such registration will remain valid until a change of property ownership or use has been established. Upon registration, the property owner will be required to obtain a certificate of compliance, which will remain valid for a period not to exceed three hundred and sixty (360) days.
- (E) An owner shall register the single-family or two-family rental dwelling with the city, and obtain a certificate of compliance, to be entitled to collect rent from tenants and occupants residing or located in the single-family rental dwelling. The certificate of compliance shall remain valid for a period not to exceed three (3) years, or upon change of occupancy of a dwelling unit after having been occupied.
- (F) An owner shall register rental property as vacant if the rental dwelling has been vacant for a period equal to or greater than 181 days. If a rental dwelling remains vacant or unoccupied for a period equal to or greater than 181 days, the property owner must apply to register the property as vacant and obtain a Certificate of Compliance (Vacant).
- (G) Failure to register within 30 days shall result in a penalty fee as established by City Council, and the penalty fee will accrue monthly.

- (H) Registration shall be on a form provided by the department. Required information shall include the name, address and telephone number of the owner and any managing agent. For each individual owner and agent, a driver's license number or State of Michigan identification number must be provided. The department may require any additional information as may be relevant and necessary to the proper implementation and enforcement of this article. The form must be signed by all owners and agents.
- (I) Any changes, at any time, in the information provided by an owner on a registration form must be provided to the department in writing within thirty (30) days of the change.
- (J) If an owner is a business entity other than an individual, the names, addresses and telephone numbers of corporate officers, partners, members, and managers as applicable to the form of the organization shall be listed. If such business entity has no substantial assets other than the single-family rental dwelling to be registered and is controlled in whole or in part by one (1) or more other business entities, then the name, address and telephone numbers of those entities and their officers, partners, members and/or managers shall be listed.
- (K) All single and two-family rental dwellings existing at the effective date of this article shall be registered within ninety (90) days of the effective date of this article, and property owners must obtain a Certificate of Compliance. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership has been established. In the event of a change of ownership, a new registration is required, and a Certificate of Compliance shall be required and obtained, as defined in section 19-202.

Sec. 19-204. - Certificate of compliance required.

Persons shall not occupy, and owners shall not rent or allow occupancy, of a single or a two-family dwelling unless a certificate of compliance has been applied for and issued, except single and two-family rental dwellings existing on the effective date of the ordinance establishing this article may continue to be rented and occupied after such effective date without a certificate of compliance provided the owner timely complies with the registration requirements under section 19-203, pays all applicable fees established by City Council resolution, complies with the requirements of section 19-205 for the scheduling and performance of all inspections necessary for issuance of a certificate of compliance, and diligently and timely undertakes all actions necessary to meet the requirements for and obtain a certificate of compliance under this article. Owners of vacant residential property shall also be required to obtain a Certificate of Compliance and comply with sections 19-202, 19-203, 19-205, and 19-213.

- (A) A certificate of compliance shall not be issued until all outstanding costs, assessments, and/or liens owed to the city have been paid in full.
- (B) Any existing certificate of compliance for the registered holder or new owner's single-family rental dwelling shall be transferred to the new owner and shall be valid until its expiration or revocation, and the fee shall be paid for the registration. Registration shall not be required to change the property use from either rental or vacant to an owner-occupied dwelling, however, a certificate of compliance is required and must first be

obtained. The certificate of compliance shall remain valid for a period not to exceed three (3) years or upon change of occupancy of a dwelling unit after having been occupied.

- (C) All existing, non-rental single-family dwellings that are converted to single-family rental dwellings after the effective date of this article shall first be registered and must obtain a certificate of compliance prior to the date on which the property is first occupied for rental purposes. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership occurs. In the event of a change of ownership, a new registration is required, a fee shall be paid for the registration, and certificate of compliance must be obtained.
- (D) All other single-family and two-family rental dwellings shall be registered and obtain a certificate of compliance prior to any occupancy as a rental dwelling. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership occurs. In the event of a change of ownership, a new registration is required, a fee shall be paid for the registration, and certificate of compliance must be obtained. Registration shall not be required to change the property use from either rental or vacant to an owner-occupied dwelling, however, a certificate of compliance is required and must first be obtained. The certificate of compliance for single and two-family rental dwellings shall remain valid for a period not to exceed three (3) years or upon change of occupancy of a dwelling unit.
- (E) A new owner shall register a single-family or two-family rental dwelling that is sold, transferred or conveyed, within thirty (30) days after the date of the sale, including corporate entity/name changes. Such registrations shall be issued to the owner of record and shall remain valid until a change of ownership occurs. In the event of a change of ownership, a new registration is required, a fee shall be paid for the registration, and a certificate of compliance must be obtained. Registration shall not be required to change the property use from either rental or vacant to an owner-occupied dwelling; however, a certificate of compliance must first be obtained prior to occupancy. Any existing certificate of compliance for the new owner's single-family or two-family rental dwelling shall be transferred to the new owner and shall be valid until its expiration or revocation.
- (F) After the registration of each individual single and two-family residential rental dwelling with the city, the owner of each rental dwelling shall be responsible to schedule an inspection and is required to obtain a certificate of compliance. Failure to obtain inspections within 60 days of registering shall result in a delinquent inspection fee, as established by City Council. In addition, failure to obtain a certificate of compliance within 30 days after the completion of a rental inspection shall be subject to a delinquent inspection fee, as established by City Council. The certificate of compliance shall remain valid for a period not to exceed three (3) years or upon change of occupancy of a dwelling unit after having been occupied.
- (G) Failure to obtain a certificate of compliance within 30 days shall require the issuance of a penalty fee added monthly until compliance with the ordinance is obtained. The amount of the penalty fee will be established by resolution in accordance with the City of Farmington Fee Schedule.

Sec. 19-205. – Inspection frequency.

- (A) The frequency of regular inspections of single-family or two-family rental dwellings under this article shall be at least one (1) such inspection every three (3) years, or whenever there is a change of tenant. Duplex units shall be considered two (2) separate individual rental spaces for the purposes of this ordinance.
- (B) Vacant single or two-family dwellings shall be inspected every three hundred and sixty-five (365) days in order to verify exterior maintenance in compliance with this article.
- (C) Single and two-family rental dwellings and vacant residential property may be inspected any time there is a credible complaint or other indication of a violation of this article.

Sec. 19-206. – Inspection procedures.

- (A) The owner shall be responsible to ensure inspections are scheduled. Failure to comply may result in the issuance of a violation notice. The department shall then schedule and mail the registered owner or agent a notice of the date and time for all inspections and the fees that must be paid before the inspection.
- (B) Prior to receipt of a notice under subsection (A), a registered owner or their agent may provide written notice to the department of dates and times that inspections are requested to be or not be scheduled. Such requests shall not be binding on the department, but the department shall make a reasonable effort to accommodate reasonable and timely requests from registered owners or their agents.
- (C) An inspection may be rescheduled for just cause. Once a date and time for inspection is scheduled, an owner or an owner's agent shall:
 - (1) Notify the tenant(s) of the date and time when the inspection is scheduled to occur and, regardless of whether the owner or agent has a right to enter the residential dwelling under the lease with the tenant(s), request and obtain tenant permission for such entry. This notice shall be delivered both by mail and by posting at an entry door of the residential home at least twenty-one (21) calendar days prior to the date of the scheduled inspection.
 - (2) Notify each tenant or occupant that the property owner or agent is required to accompany the inspector during the performance of all inspections and in the event that the tenant or occupant is not present, the property owner/agent must provide access to the inspector by unlocking the door, verifying that no occupant is present and securing the unit after the inspection is completed.
 - (3) On the date and time for inspection, provide the code official with access to the single or two-family rental dwelling. If entry is refused or not obtained, the inspector shall conduct the inspection only as permitted by law. This article shall not be construed to require a tenant, occupant or owner to consent to a warrantless inspection except as provided by law.

Sec. 19-207. – Inspection and maintenance guidelines.

- (A) The Director of the Department shall prepare and maintain a list of inspection guidelines to be used in making inspections relating to the enforcement of this article. The inspection guidelines shall be based on this article and applicable code and ordinance requirements and shall set forth the requirements and conditions and scope of repairs necessary for the issuance of a certificate of compliance.
- (B) In all circumstances, single-family rental dwellings and the premises upon which they are located shall be maintained in a manner consistent with the criteria set forth in the current version of the International Property Maintenance Code adopted and amended under Chapter 24 of this Code.
- (C) Regular inspections under this article shall be of the exterior of the single-family rental dwelling and the premises upon which it is located. The interior of single-family rental dwellings shall only be subject to inspections under this article if one or more of the following conditions have been reported to the City or been identified by an exterior inspection as likely existing:
 - (1) The single-family rental dwelling is, or is in or part of, a structure that is unsafe, unfit for human occupancy, unlawful, dangerous or that includes unsafe equipment, as defined and regulated under the current version of the International Property Maintenance Code administered and enforced under Chapter 24 of this Code.
 - (2) The single-family rental dwelling is, or is in or part of, a dangerous or unsafe building as determined by the City Building Official or their authorized designee.
 - (3) A violation of any maintenance standard in the current version of the International Property Maintenance Code in Chapter 24 of this Code that may allow rain, moisture, surface or roof drainage, or animals to enter the exterior walls, structure or living space of the single-family rental dwelling it is in or part of.
 - (4) The single-family rental dwelling is, or is in or part of, a structure that includes an unsafe condition pursuant to any other provision of this Code or any other code adopted by reference in this Code.
 - (5) Multiple or recurring violations of the inspection and maintenance guidelines under this article.

Sec. 19-208. – Transfer and termination of certificates of compliance.

- (A) The department shall transfer a certificate of compliance to a new owner when the new owner supplies the registration information required by section 19-203. A fee shall be paid upon new registration.

- (B) Upon receipt of a written notice and documentation of a sale or transfer of a single-family rental dwelling to a new owner that will occupy the premises with no portions rented, the owner shall then apply for a new certificate of compliance and an inspection fee shall be paid. After the owner obtains the certificate of compliance, the department shall terminate any former certificate of compliance (rental or vacant) and remove the unit from the city's registry of single-family rental dwellings or vacant property registry, as appropriate.

Sec. 19-209. Suspension of certificate of compliance.

- (A) The Building Official or their authorized designee shall suspend a rental dwelling certificate of compliance if the owner or responsible local agent has not complied with a complaint notice. The building official or their authorized designee shall issue a notice of suspended certification to the owner or responsible local agent. The notice of suspended certification will inform the owner or responsible local agent:
 - (1) That the rental dwelling certificate of compliance has been suspended as of the date of the notice.
 - (2) State the reason for the suspension.
 - (3) That it is unlawful for any rental unit to continue to be occupied for more than six (6) days after the date of suspension of the rental dwelling certificate of compliance.
 - (4) That any rental unit which is vacant at the time of suspension or which becomes vacant during the period of suspension shall not be rented or reoccupied until the rental dwelling certificate of compliance is reinstated or a new rental dwelling certificate of compliance is issued.
- (B) Failure to comply with the terms of suspension as set out in this subsection shall be a violation of this article and may be subject to a delinquent inspection fee as determined by City Council.

Sec. 19-210. Reinstatement of suspended certificate of compliance.

- (A) A suspended rental dwelling certificate of compliance shall be reinstated if the building department director determines that a rental dwelling has been brought into compliance with the standards of this article. The city shall notify the owner or responsible agent by regular mail, noting the reinstatement of the rental dwelling certificate of compliance. Reinstatement of the certificate shall not extend or change the expiration date of the certificate. The owner shall pay a reinstatement fee and all inspection fees and amounts to be determined by the City Council prior to reinstatement of the certificate.
- (B) Appeal. Suspension of a rental dwelling certificate of compliance may be appealed to the Construction Board of Appeals.

- (C) Notifying tenants of suspended certificate. The city shall send a copy of a notice of suspended certificate to each dwelling unit within a certified rental dwelling. The copy shall be addressed to occupant and shall be sent by regular mail. Failure of an occupant to receive a copy shall not invalidate any other proceedings authorized by this article.

Sec. 19-211. – Abandoned property registration.

- (A) Any owner shall perform an inspection, to the extent permitted by law, within five (5) days after either filing a complaint for foreclosure (if foreclosure is by judicial action) or publishing a notice of foreclosure (if foreclosure is by advertisement). If the property is found to be vacant or shows evidence of vacancy, it is, by this article, deemed abandoned and the owner shall, within ten (10) days of the inspection, register the property as vacant with the City of Farmington Code Official head or his or her designee on forms provided by the city.
- (B) If the property is occupied but remains in default it shall be inspected, to the extent permitted by law, by the owner, or a designee, monthly until (1) the owner of record remedies the default or (2) the property is found to be vacant or shows evidence of vacancy, at which time it is deemed abandoned and the owner shall, within ten (10) days of that inspection, register the property with the City of Farmington Code Official head or his or her designee on forms provided by the city.
- (C) The registration shall contain the name of the owner (corporation or individual), the direct street/office mailing address of the beneficiary/trustee (no P.O. boxes), a direct contact name and phone number for the beneficiary/trustee and, in the case of a corporation or out-of-area owner, the local property management company responsible for the security, maintenance, and marketing of the property. Registration fees will not be prorated.
- (D) An annual Certificate of Compliance inspection fee shall accompany the initial registration form. The registration shall be valid until a change of ownership, and the inspection shall be valid for the calendar year, or the remaining portion of the calendar year, in which the registration was initially required. Subsequent inspections shall be scheduled and fees shall be paid 30 days prior to the expiration of the existing certificate.
- (E) For properties that are not registered within the required time, an additional fee for the added cost of the city's expenses in having to determine ownership, which may include, but are not limited to, title searches, shall be assessed and immediately payable. The payment of all fees required under this article is secured by a lien against the property which may be placed on the tax roll for collection in the same manner and subject to the same interest and penalties applicable to delinquent special assessments.
- (F) This section shall also apply to properties that have been the subject of a foreclosure sale where the title was transferred to the mortgagee involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale. Such properties shall be registered with the city in accordance with the terms of this section upon transfer even if occupied at the time of the transfer.

- (G) Properties subject to this article shall remain under the annual registration and inspection requirements, security, and maintenance standards of this section as long as they remain vacant.
- (H) Any person, firm, or corporation that has registered a property under this article must report any change of information contained in the registration to the City of Farmington Building Department within ten (10) days of the change.

Sec. 19-212. - Maintenance requirements for vacant or abandoned property.

- (A) Vacant and abandoned properties subject to this section must comply with Chapter 24, Property Maintenance. In addition, such property shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items, including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.
- (B) The property shall be maintained free of graffiti, tagging, or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.
- (C) Visible front and side yards shall be maintained in accordance with property maintenance standards in this City Code, including Chapter 24, Property Maintenance.
- (D) Maintenance includes but is not limited to regular watering, irrigation, cutting, pruning, and moving of required landscape and removal of all trimmings.
- (E) Pools and spas shall be kept in working order so the water remains clear and free of pollutants and debris or drained and kept dry, and must comply with the minimum security fencing requirements of the State of Michigan.
- (F) Adherence to this section does not relieve the owner of any obligations set forth in any covenants, conditions, and restrictions and/or homeowners' association rules and regulations which may apply to the property.

Sec. 19-213. - Security requirements for vacant or abandoned property.

- (A) Properties subject to this section shall be secured so as not to be accessible to unauthorized persons.
- (B) If the owner is out-of-area, 50 miles or greater, a local property management company shall be contracted to perform weekly inspections to verify that the requirements of this section, and any other applicable laws, are being met.

Sec. 19-214. - Additional authority.

In addition to the enforcement remedies established in this Chapter 19, or in Chapter 24 of the City of Farmington Code of Ordinances relating to property maintenance, the City of Farmington Code Official head or his or her designee shall have the authority to require the owner and/or owner of record of any property affected by this section to implement additional maintenance and/or security measures including but not limited to securing any/all doors, windows, or other openings, installing additional security lighting, increasing on-site inspection frequency, employment of an on-site security guard or other measures as may be reasonably required to arrest the decline of the property.

Sec. 19-215. – Fees for rental, vacant or abandoned property.

The fees for registering and inspecting rental, vacant or abandoned residential property shall be set by resolution of the City of Farmington City Council.

Sec. 19-216. – Inspections for vacant or abandoned property.

The city and/or its agents shall conduct inspections annually or as necessary to assure compliance with the requirements of this Code and to determine if there are emergency or hazardous health and safety conditions in existence.

Sec. 19-217. – Reoccupancy of vacant or abandoned property.

A vacant or an abandoned residential structure shall not be occupied until a certificate of compliance has been issued by the city, and all violations have been corrected in accordance with the applicable requirements of the Michigan Building/Residential Code, Michigan Electrical Code, Michigan Mechanical Code, Michigan Plumbing Code, International Property Maintenance Code, and applicable provisions of the City of Farmington Code of Ordinances. All mechanical, electrical, plumbing, and structural systems shall be certified by a licensed contractor as being in good repair. In addition, a certificate of compliance shall not be issued until all outstanding costs, assessments and/or liens owed to the city have been paid in full.

Sec. 19-218. - Violation/abatement.

Failure to timely register a rental dwelling, or any other violation of this article shall be a municipal civil infraction. The requirements of this article are in addition to, and not in lieu of, all other city ordinances, rules and regulations. Violations of this article may be enforced as allowed in Chapter 24, Property Maintenance, of the City of Farmington Code of Ordinances. Alternatively, at the sole discretion of the city, the city may issue to the beneficiary/trustee/owner and/or owner of record a notice to abate. The notice to abate shall include:

- (1) The nature and location of the violation;
- (2) The time within which the violation must be abated;
- (3) Notice that the city may act to abate the violation if it is not abated by the owner within a reasonable time stated in the notice, but which may not exceed fifteen (15) days;
- (4) Notice that the cost of such action by the city, plus an administrative fee, shall be a personal debt of the owner, which may be assessed as a lien against the property until paid; and
- (5) Notice that any refusal to allow the city to abate an uncorrected violation shall be a separate violation under this Code.

Sec. 19-219. - Authorization for city abatement.

Upon failure of an owner to abate a violation as ordered in a notice to abate, the city may abate the nuisance. This abatement may be performed by the city, by a contract vendor, or by other means determined by the city.

Sec. 19-220. - Administrative fees.

The fees necessary for the administration of this article and authorized by section 19-215 shall be established from time to time by resolution of the City Council. Such administrative fees may include the following:

- (1) Notice to abate;
- (2) Search warrant;
- (3) Warning letter;
- (4) Civil infraction preparation;
- (5) Additional inspections;
- (6) Abatement.

Sec. 19-221 - Charge to owner.

When the city has abated a cited nuisance, the cost of abatement, plus any applicable administrative charges as established by City Council resolution, shall be billed to the property

owner. Such billing shall be a personal debt of the owner to the city, which may be assessed as a lien against the property, including interest thereon, until paid.

Sec. 19-222. - Appeals.

Any person aggrieved by any of the requirements of this section may appeal to the Construction Board of Appeals of the City of Farmington, provided that a written application for appeal is filed within twenty (20) days after the day the decision, notice, or order was served. An application for appeal shall be based on a claim that the true intent of this Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, the requirements of this Code are adequately satisfied by other means, or the strict application of any requirement of this Code would cause an undue hardship.

Sec. 19-223. – Fees.

Except as may be otherwise provided in section 19-215, the owner of the single or two-family rental dwelling, or vacant property shall be responsible for payment of registration, inspection, certificate of compliance and other fees, including late fees, involved in the administration and enforcement of this article, which fees shall be established by resolution of the City Council.

Sec. 19-224. – Collection of fees.

- (A) All required fees shall be paid at the time of submitting application materials and before commencement of scheduled inspections, unless otherwise authorized by the department.
- (B) In the event of repeated complaints from a tenant necessitating multiple inspections of a particular single-family rental dwelling between regular inspection periods, the director of the department may, in their discretion, require advance payment of inspection fees by the tenant.
- (C) If for any reason, fees that are due and payable under this article are not paid, a statement of the fees shall be mailed to the owner or, if applicable, the tenant.

Sec. 19-225. – Violation and penalty.

- (A) A violation of any provision of this article shall constitute a municipal civil infraction in accordance with Chapter 1 of the City Code.
- (B) In addition, any use or activity in violation of the terms of this article is hereby declared to be a nuisance per se and may be abated by order of any court of competent jurisdiction. The City, in addition to other remedies, may institute any appropriate action or proceeding to vacate the premises and/or prevent, abate or restrain the violation.

Section 2 of Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City of Farmington Code of Ordinances in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3 of Ordinance. Severability.

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

Section 4 of Ordinance. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5 of Ordinance. Effective Date.

This ordinance shall be effective upon publication in the manner prescribed by law.

Section 6 of Ordinance. Enactment.

This Ordinance is declared to have been enacted by the City Council of the City of Farmington at a meeting called and held on the ____ day of _____, 2021, and ordered to be given publication in the manner prescribed by law.

Ayes:
Nays:
Abstentions:
Absent:

STATE OF MICHIGAN)
)ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington at a meeting held on the ____ day of _____, 2021, the original of which is on file in my office.

MARY MULLISON, City Clerk
City of Farmington

Adopted:

Published:
Effective:

Farmington City Council Staff Report	Council Meeting Date: Sept.5, 2023	Item Number 8
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Planning Commission Interviews		
Proposed Motion: Move to appoint _____ to the Farmington Planning Commission for a 3-year term ending June 30, 2026.		
Background: Council has interviewed Josh Morell, Matt Schiffman, Joe Fritch and DeWayne Gray for the vacancy on the Planning Commission.		
Materials:		