



# CITY of NOVI CITY COUNCIL

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**Agenda Item C**  
**May 14, 2007**

**SUBJECT** Approval of Ordinance No. 07-124.17, an amendment to the Novi Code of Ordinances Chapter 11, to modify the requirements for the processing and submittal of record drawings.  
**Second Reading**

**SUBMITTING DEPARTMENT:** Engineering Department *EA*

**CITY MANAGER APPROVAL:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	<b>N/A</b>
<b>AMOUNT BUDGETED</b>	<b>N/A</b>
<b>APPROPRIATION REQUIRED</b>	<b>N/A</b>
<b>LINE ITEM NUMBER</b>	<b>N/A</b>

**BACKGROUND INFORMATION:**

Identifying the location of public utilities and roadways and their components is extremely critical to several key City departments, especially Public Works, Fire and Engineering. Once a project is completed, construction information is transmitted to the Engineering Department and then to the City's Geographic Information System (GIS) manager for mapping. In order to facilitate the efficient transfer of this data to GIS, several stringent data standards must be met.

Actual construction conditions are depicted on record drawings (f/k/a, "as-built" drawings). Currently, developers are given the option of having record drawings prepared either by their engineer, or by the City's civil engineering field services consultant (presently Spalding DeDecker) based on the field construction data obtained from a developer's engineer. The first option proved to be very difficult because it was nearly impossible to get several different developer engineers to comply with a uniform set of record drawing standards. Therefore, we are proposing that for private development sites, record drawing preparation be completed by the City's civil engineering field services consultant exclusively. This new procedure will streamline the overall site acceptance process by minimizing the number of re-submittals that are now commonplace. (We have experienced several delays in accepting public utilities and roadways because acceptance is premised on the approval of record drawings.)

As currently written, Chapter 11 of the Ordinance contains detailed instructions for the preparation and submittal of record drawings – some of which are obsolete. The attached proposed ordinance amendment assigns record drawing preparation to the City's consulting engineers and removes most of the procedural language, which now is in the process of being updated and will be provided as guidelines to the City's civil engineering field services consultant (for private sites), and to the City's roadway/utility engineering consultants (for public projects). The Engineering Department is working collaboratively with the City's GIS Manager to update these guidelines.

The term currently used in Chapter 11, "as-built drawings", is a misnomer because it is not possible to depict construction exactly as it was built. The proposed ordinance amendment has been revised using the generally-accepted construction industry term of "record drawings".

Developers who have opted to have the City prepare record drawings generally prefer this process. The City charges a fee equal to 0.25% of the cost of site construction to review developer-prepared record drawings and only 1.50% for the City to prepare record drawings

directly, as set by Council resolution. Several developers have expressed that the latter process is very cost-effective, and in several cases it has shortened their acceptance timeline.

The City Attorney's office has worked with Engineering staff in the preparation of this Chapter 11 text amendment (Secrest-Wardle letter dated April 25, 2007, attached).

**RECOMMENDED ACTION:** Consideration of Ordinance No. 07-124.17, an amendment to the Novi Code of Ordinances Chapter 11, to modify the requirements for the processing and submittal of record drawings. **Second Reading**

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				

April 25, 2007

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Novi, MI 48375

**RE: Ordinance Amendment to Provide for City Consultants to  
Prepare Record Drawings (First Reading)  
Our File No. 55142 NOV**

Dear Mr. Hayes:

Attached, pursuant to your request, is the proposed ordinance amending Article XIII of the City's Design and Construction Standards Ordinance regarding "as-built" preparation. In addition to changing the term "as-built" drawing to "record" drawing and defining the term, the purpose of the amendment is to provide for the City's consultants to prepare record drawings. Currently, for private developments and public projects, the developer or contractor is required to prepare and submit "as-built" drawings to the City's consultants for review. The amendment provides for the City consultants to complete the drawings, in accordance with the City's guidelines and standards, based on construction plans and other documentation submitted by the developer or contractor.

For private projects, the developer will pay a fee to cover the cost of preparation by the City consultant. For public project, the cost will be included within the contract calculation.

If you have any questions regarding the above, please do not hesitate to contact me.

Very truly yours,



Elizabeth M. Kudla

EMK

Enclosure

cc: Maryanne Cornelius, City Clerk (w/Enclosure)  
Pam Antil, Assistant City Manager (w/Enclosure)  
Marina Neumaier, Assistant Finance Director (w/Enclosure)  
John Hines, Building Official (w/Enclosure)  
Aaron Staup, Construction Engineering Coordinator (w/Enclosure)  
Thomas R. Schultz, Esquire (w/Enclosure)

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CITY OF NOVI

ORDINANCE NO. \_\_\_\_\_

**DESIGN AND CONSTRUCTION STANDARD ORDINANCE AMENDMENT**

**AN ORDINANCE TO AMEND CHAPTER 11, DESIGN AND CONSTRUCTION STANDARDS, ARTICLE XIII, "RECORD" DRAWINGS, PROCEDURES AND REQUIREMENTS, TO DEFINE THE TERM "RECORD" DRAWINGS, TO PROVIDE FOR PREPARATION OF RECORD DRAWINGS BY THE CITY'S CONSULTING ENGINEERS INSTEAD OF DEVELOPERS' OR CONTRACTORS' ENGINEERS, AND TO REPEAL STANDARDS PERTAINING TO THE MANNER OF PREPARATION OF RECORD DRAWINGS.**

**THE CITY OF NOVI ORDAINS:**

**Section 1 of Ordinance**

Section Chapter 11, Design and Construction Standards, Article XIII, "As-built" Drawings, Procedures, and Requirements, is hereby amended, in its entirety, to read as follows:

**ARTICLE XIII. RECORD DRAWINGS, PROCEDURES AND REQUIREMENTS**

**Sec. 11-301. Preparation of record drawings.**

No public utility, roadway or other improvement shall be accepted by the city prior to the completion of record drawings. "Record" drawings shall mean engineering drawings prepared after installation of utility, roadway or other improvement which shall contain a statement by a registered engineer or surveyor certifying this to be "record drawings" and shall include, but not be limited to, information regarding length, location, property lines, materials, and mechanical, electrical, and structural details of the improvement. The term "as-built" drawings, as used throughout this code, and within other applicable laws and regulations shall mean, and shall refer to the term "record" drawings. The city's consultants shall prepare all record drawings for approval by the city:

- (1) For private developments, the developer shall pay to the city a record drawing preparation fee in an amount set by resolution of the city council, for the preparation of such record drawings by the city's civil engineering field services consultant, and the conversion of such completed record drawings to an AutoCAD compatible

**CERTIFICATION**

It is hereby certified that the foregoing Ordinance was adopted by the Novi City Council, Oakland County, Michigan, at a meeting of the Council duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**CITY OF NOVI**

By: \_\_\_\_\_  
**Maryanne Cornelius, City Clerk**

**ADOPTED:**

**EFFECTIVE:**

**PUBLISHED:**

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