



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 6/9/25

**PREPARED BY:** Cheryl Rottmann - Deputy City Manager/City Clerk

**AGENDA ITEM CONTENT:** Franchise Fee Audit

**AGENDA ITEM SECTION:** Bid Awards/Purchases

**BUDGETED AMOUNT:** 0

**FUNDS REQUESTED:** 0

**FUND:**

**EXECUTIVE SUMMARY:**

Staff is requesting consideration of a Professional Services Agreement with Azavar to conduct an audit of franchise fees collected by the Wide Open West and Comcast cable companies to be paid the city to make sure the city is receiving what is contractually obligated. This will be done at no cost to the city and any fees recovered will be split 37% to Azavar and 63% to Madison Heights. If nothing is recovered, we do not have to pay. There is a 36-month payment period from when the recovered funds begin to be properly submitted (if applicable). Other municipalities, such as Rochester Hills have utilized Azavar's services. The City Attorney has reviewed and approved the contract.

**RECOMMENDATION:**

Staff recommends a motion to approve the Professional Services Agreement with Azavar for a franchise fee audit for the City of Madison Heights and authorize the City Manager to sign on behalf of the city.