



## City Administrator's Report: March 20, 2023

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### UP COMING MEETINGS

- **Planning Commission** – Tuesday, March 21, 2023 at 7:00 PM in Council Chambers
- **Study Session** – Monday, April 3, 2023 at 6:00 PM in the Meeting Place
- **City Hall Closed** – Friday, April 7, 2023 in observance of Good Friday
- **Study Session** – Monday, April 17, 2023 at 6:00 PM in the Meeting Place
- **Regular Council Meeting** – Monday, April 17, 2023 at 7:30 PM in Council Chambers
- **Planning Commission** – Monday, April 18, 2023 at 7:00 PM in Council Chambers
- **DDA Board Meeting** – Friday, April 21, 2023 at 12:00 PM in the Meeting Place

### OPERATIONS

- **City hall will close early** – Wednesday, March 22, 2023 at 3:00 PM for a staff meeting.

#### Training:

- Deputy Treasurer attended virtual training through BS&A
- City Clerk attended the week long Michigan Association of Municipal Clerk's Institute

#### Staffing Updates: Current Open Positions

- **NEW HIRES:**
  - Mike Morceri has replaced Jim Wright as the Building Official.
- **TERMINATIONS:**
  - Glynis Thornhill resigned on Tuesday, March 14, 2023.
- **APPLICANTS:**
  - Applications are being received for the vacant Utility Billing/Accounts Payable Specialist position and will accepted until April 11<sup>th</sup>.
- **Expired Contracts:**
  - LTV Audio Visual contract expired December 31, 2022

#### Grant Updates:

**OC-CISMA grant** request submitted on 3-17-23 to help combat phragmites and other invasive species on Rainbow Circle. Oakland County Cooperative Invasive Species Management Area's community projects grant sets aside money to help communities combat invasive species while supporting functioning ecosystems. Part of the grant, if awarded, is that OC-CISMA will retain the contractor(s) and provide all project related oversight pertaining to bidding and payment, permitting, and scheduling.

**Community Project Funding Request** through Congresswoman Rashida Tlaib's office was submitted on Monday, March 20. The project scope is to address Lathrup Village's aging water main infrastructure by seeking a grant in the amount of \$3,190,000. Congresswoman Tlaib's office will be submitting up to 15 projects for a one-time funding opportunity during this year's House Appropriations process. The Community Project Funding request must demonstrate an impact in the lives of the Lathrup Village's residents, show community support and must be within the 12<sup>th</sup> Congressional District. While we realize not all projects submitted to her office will be selected, we'll keep our fingers crossed that ours is. One further caveat is if the project is selected it must also be reviewed by the House Appropriations Committee. Stay tuned for further updates!

## LARGE CITY PROJECTS

FY 2022-2023		
Project Name	Status	Completed
<b>STREETS, SIDEWALKS</b>		
Sidewalk Replacement Program	The third year of the sidewalk replacement program will be starting in April. Walk throughs are taking place and sidewalks are being marked. Follow-up from last year's project will also be getting underway.	
2023 Pavement Program	A map Construction is slated to start mid-April. A map indicating where work will happen is on the city website and was included in the Spring <i>Your Town</i> publication.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION</b>		
Fire Hydrants	DPW has been working on replacing fire hydrants throughout the City.	
Gate Valve Replacement/Refurb	29 gate valves will be cleaned out by DVM, primarily along Southfield Road. Crews have been working to refurbish or replace gate valves throughout the City.	
Verification of Water Service Line Material	An RFP will be created to complete this task	
Lead Service Line Replacements	Each year the City replaces lead service lines and must complete all replacements by 2040.	
Water Meter Replacements	This project is on hold	
Water Main Replacements	The City will be replacing water mains on Bloomfield, San Diego and Lincoln in 2023 as part of the capital improvement project.	
Sanitary Sewer Repairs		
Sanitary Retention Tank (SRT) Upgrades	Agreement to upgrade the SRT was signed at the 3-6-23 Special Council meeting. Work is slated to start this year.	
<b>MOTOR VEHICLE POOL</b>		
<b>BUILDING, PROPERTY, EQUIPMENT</b>		
Backhoe for DPS	The City has been renting a backhoe at a cost of \$97K per year. A new backhoe costs a around \$98K and would belong to the city. Part of the proposed CIP is to purchase a backhoe for the city and stop renting.	Add to 23-24 FY
City Hall Roof	The roof at City Hall needs to be replaced. Quotes need to be obtained.	Add to 23-24 FY
DPS Roof	The roof at the DPS building needs to be replaced. Quotes need to be obtained.	Add to 23-24 FY
DPS parking lot	The parking lot at the DPS building needs to be redone. RFP will need to be done.	Add to 23-24 FY
City Hall parking lot	The parking lot at City Hall needs to be redone. RFP will need to be done	Add to 23-24 FY

## COUNCIL QUESTIONS UPDATE

Project or Question	Status	Notes / Issue	Follow-Up
Water loss investigation	Updated	Need to determine where loss is coming from and address. OHM will place a clamp on meter on the 11 Mile Rd meter to see if this is a large contributor.	Water loss has consistently stayed between 2-5% for several months.
CRM software	Updated	Look for ways to automate processes	Had a prelim discussion with a rep from Salesforce regarding tracking of internal tasks, projects, workflow, and citizen responses/follow-ups. I have a meeting scheduled later this month for a more in-depth discussion with a Salesforce rep involving department heads so that a truly integrated demo can be created. Things are siloed right now with people using a variety of methods to track these things. Stay tuned!
Road conditions	Updated	Gravel roads in poor shape, what are plans to address	DPS has ordered stone and is working to address the potholes. Roads are not dry enough to really make a difference with the addition of stone. Gravel gets flung out right now. Plan is to grade and add gravel to roads as the roads dry up more this Spring.
Set meeting with SFD, LVPD, Engineer. Schedule next town hall mtg.	Updated	Staff is continuing to meet with SFD and will update Council at the end of the week (3-24-23)	Update coming from meeting. A future town hall with residents will be scheduled to discuss water mains and placing a siren gat at the entrance of San Jose off Evergreen.
Eldorado SAD	Updated	Open house scheduled for April 4, 2023. Letters will be going out to all affected on Eldorado.	Staff will hold informational open house with residents of Eldorado SAD project.
Segregation of financial duties	Updated	Prepare what segregation of duties would look like and show council.	In the process of developing policy and will bring to the April meeting. Working with other small communities for examples.
Tracking of sick days	Updated	Pam is working with ADP to add this process and has had meetings/training with them.	Will be ready to implement within three weeks.
Road Asset mgmt plan	Updated	City does not have a road asset management plan. Will work with staff to create.	Will address in April.
Ditch assessment	Updated	look at adopted road and Ditch proposal and address issues using CE.	Code enforcement officer is putting together an exhaustive list of addresses that have existing parking in the ROW. Encroachment permit process needs to be updated and consistently used.
Lack of permitting		18400 Wiltshire put a parking pad in a ditch, have new CE officer look at it in Jan and follow through.	CE is working on creating an exhaustive list. Also auditing building department records to close out open cases.

Update fee schedule	Updated	Comparing fee schedule with other communities of similar size as well as communities near Lathrup Village.	Plan to complete prior to adoption of new budget.
12 Mile & Southfield Meter	In Process	Meter is not active. Need to talk with city engineer and SOCWA about this to understand why the power was cut and remains disconnected. Also determine what it will take to get power and meter restored so the City has two sources of water. (Is this feasible? Know whole back story)	In a meeting with OHM, Giffels Webster and SOCWA, we discussed what it would take to reconnect the 12 Mile Rd. meter and the implications or issues that go along with that. Concern over the high pressure in the water mains in this area. Concern was expressed about water mains breaking in that area due to higher pressures when the 12 Mile Rd. meter was active. Placing a pressure reducing valve either in the pit or downstream would help address this concern. Cost was discussed as well as exploring who would be responsible or whether this would be a shared expense. More information to come on this.
Dee Letvin claim	In Process	Part of the tree hanging over fence was removed. Getting quote on cutting down remainder of tree.	Need to bring this before Council for discussion at a study session to consider vacating this portion and split between adjacent landowners on both sides of Rainbow.
Encroachment policy	In Process	What is the ordinance language for ROW - create policy using language from ordinance.	Turned over to staff, planner, and planning commission to discuss.
City Entrance Signs	In Process	Place signage at entrance points to the city, to help really identify when entering the City.	Hand off to DDA, work with them to complete cost analysis, bring back to Council.
Laptops	In Process	A former council member still has two laptops that have not been returned. Has this person been billed? What is the status...next steps?	Staff has reached out multiple times. Discuss more with Council regarding age of computer(s) as value may not warrant further follow up.
Back billing	In Process	Need to back bill customers that were not charged appropriately for usage over a four-year period. Approx \$130K in lost revenue associated with this issue. The council approved a back billing program.	Staff is working to determine process for back billing.

Westbound Entrance Ramp to 696	In Process	As one approaches this on-ramp, there is a low gradual curb separating the on-ramp from the service drive. Because the separator is so short and gradual, cars exiting Meadowbrook Way regularly (dangerously and illegally) go straight out of Meadowbrook, over this low curb and onto the on-ramp. A higher, less gradual, and more perpendicular curb would eliminate this issue.	Working with MDOT to set a date to discuss the project and this issue.
Phone in council chambers	Need to start	Run a phone line to place a phone in council chambers.	Need to run a line and connect desk phone with conferencing ability. Will follow up with staff/IT.
18890 Rainbow	Need to start	Homeowners use ROW as their default driveway. ROW has a heaved culvert that needs to be replaced.	This is a two-step issue. 1. Need to address culvert. 2. Need to address the use of ROW as their driveway. Talk with staff about this, come back to Council with possible solutions.
Create a cost compensation agreement for developers	Need to start	A question was raised about charging developers for attorney fees, or fees outside of the normal cost to do business.	Need further discussion with Council and City Attorney to determine if a cost compensation agreement for developers is necessary. Add to future Council study session.
Cannabis Ord. update	Looking Into	What needs to be done now	Talk with city attorney more. Discuss at a future study session.
Recording of Council Mtgs	Looking Into	Looking into AV Ala Carte Pricing	Will bring to Council in April.

#### **COUNCIL TRAINING OPPORTUNITIES** *(please ask City Administrator to schedule if you're interested)*

May 19-20, 2023 – Elected Officials Academy Spring Weekenders in Bay City has two opportunities for training:

- The Core Weekender is a strategically condensed seminar focused on these fundamentals: effective public service, leadership, financial management, and planning & zoning.
- The Advanced Weekender focuses on: municipal budgeting 101, accessing and managing state and federal funding, strategic economic development with your community's backstory, financial statements and audits, and utility rate settings.