



City Administrator's Report: January 23, 2023

IMPORTANT DATES:

- **January 27, 2023** – Bingo Night from 6-8PM in the Community Room
- **February 14, 2023** – Senior Valentine's Day Luncheon 12PM in the Community Room
- **February 20, 2023** – City Hall closed in observance of Presidents' Day
- **March 7, 2023** – Council Training with Lew Bender 6-9PM in the Meeting Place

UP COMING MEETINGS

- **Town Hall Meeting** – Monday, February 6, 2023 at 6:00 PM in the Community Room
- **Planning Commission** – Tuesday, February 21, 2023 at 7:00 PM in Council Chambers
- **DDA Board Meeting** – Friday, February 17, 2023 at 12:00 PM in the Meeting Place
- **Study Session** – Monday, February 27, 2023 at 6:00 PM in the Meeting Place
- **Regular Council Meeting** – Monday, February 27, 2023 at 7:30 PM in Council Chambers

OPERATIONS

- As an FYI, next year's inflation rate multiplier that assessors will use for property values is 5%. The inflation rate is 7.9% but 5% is the max they can use and the highest we have ever seen.

Training:

- The Clerk finished her 2022 continuing education credits for election training.
- The Treasurer and Deputy Treasurer attended County Settlement training on January 19th.
- City Administrator is attending multi-course training in Local Government Law – A Practical Guide for Public Officials; also attending multi-course training in priority-based budgeting.

Staffing Updates: Current Open Positions (1 but not posted yet)

- **NEW HIRES:**
 - None
- **TERMINATIONS:**
 - None
- **APPLICANTS:**
 - No open positions posted at this moment. I am working on combining a position for a communications/special events coordinator to post soon
- **Expired Contracts:**
 - LVTV Audio Visual contract expired December 31, 2022

Grant Updates:

A grant application has been submitted to Oakland County Road Commission Federal Aid Committee call for projects in the amount of \$432,768 with a 50/50 match. The project will be on WB 11 Mile Rd from Santa Barbara to Southfield Road. We are hopeful to be competitive by increasing the match amount to score higher on the funding score sheet. More information to come. **UPDATE – It does not appear we will have enough points to be considered for this grant.**

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.	Staff met with Giffels Webster, OHM, and SOCWA to discuss results of the clamp on meter data. The 11 Mile Rd meter is oversized and does not read low flows correctly. Previously, meter reads were only going down to around 200 gallons per minute during the night. However, July – August patterns reversed back to previous usage flow rates and now flows are dropping down to zero. SOCWA does an annual check to make sure the meter calibrations meet required specifications and did this in September. Water loss rates have dropped from 40-45% down to 2-5% per month. The team discussed a combination of things that could have led to higher loss rates such as the leak at the athletic field, Michigan 1 st meters not being in the billing system (which they have since paid for the amount used), the apartment complex on 11 Mile and Lathrup Blvd not being in the system, water main breaks, and other leaks. A suggestion was made to have a water modeling done.
12 Mile & Southfield Meter	Updated	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.
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.

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.
Eldorado SAD	In Process	Create SAD roll - Get price estimates from GF - Create cost sharing agreement - Publish public hearing notice for SAD	Will need to take next step in the SAD process
Send doodle poll for dates to meet with SFD, LVPD, Engineer	In Process	Sent Doodle poll with various dates to hold Town Hall for discussion on opening streets in LV	Sent doodle poll with various dates for Town Hall, waiting for everyone to respond.
Segregation of financial duties	In Process	Prepare what segregation of duties would look like and show council.	Working with staff on this, will bring to January regular meeting.
Tracking of sick days	In Process	Can this be automated in any way?	Staff is looking into this.

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.
Update fee schedule	Need to start	Determine if fee schedule is out of date	Research other communities to compare and update where needed. Bring to Council when ready.
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.
Road Asset mgmt plan	Looking Into	Does the city have a Road Asset Management Plan	Looking into, will address in January
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 January.
Lack of permitting		18400 Wiltshire put a parking pad in a ditch, have new CE officer look at it in Jan and follow through.	Will turn over to new CE officer in January to investigate and report on.
Ditch assessment		look at adopted road and Ditch proposal and address issues using CE.	Will turn over to new CE officer in January to investigate and report on.
Current texting plan		Not clear on what is being asked	Need to clarify what the exact ask is.

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

Follow-Up Training Session with Lew Bender – March 7, 2023 6:00 – 9:00 PM in the Meeting Place