

Manager Report
City Council Goals Revisited

City Council Goals 13/14
Status Report as of December 12, 2013

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

Goal	Strategy	Budget Document Identification	Comments
Ensure Public Safety Services Meets the Needs of the Community (Police, Fire, Public Services)			
Short-Term			
1	Begin relocation planning for Fire Station No. 1	Completing comprehensive facility analysis for Fire Department and Public Services Buildings & Grounds	Professional Services budgeted Public Services \$19,470 Fire \$15,263 Police \$15,009
2	Immediately add one or two Police Officers	Added one new position in February for a current total of 61 sworn officers. Currently interviewing for two replacement positions which will bring the authorized total to 63 sworn officers within weeks.	Included in operating budget FY 2013/14 with addition. Using review of data and officer busy time to evaluate
3	Study needs for Public Safety staffing using crime, medical assistance and fire metrics to ensure that staff are added as needed to ensure public safety goals	Public Safety staff meets weekly to discuss and analyze data to make data driven decisions as it relates to public safety.	The principals of what COMPSTAT means and its uses can be found in the budget document on page 65. Weekly COMPuTer STATistics (COMPSTAT) meetings held
Long-Term			
1	Build a new Fire Station No. 1 at a new location	City Council approved at its October 14, 2013 meeting to engage Sidock Group, Inc. for a needs assessment for Public Services and Public Safety Departments for \$49,742.	CIP 2013-19: Project Number 163 "Construction of Fire Station #1" \$225,000 in 2015-16 and \$2,625,000 in 2016-17 for total of \$2,850,000
2	Fund capital improvements to Public Services facilities based on long-term plan	City Council approved at its October 14, 2013 meeting to engage Sidock Group, Inc. for a needs assessment for Public Services and Public Safety Departments for \$49,742.	CIP 2013-19: Project Number 155 "DPS Mezzanine Build-Out" budgeted in 2015-16 for \$456,500; Project Number 156 "DPS Field Service Complex Improvements – Electrical" budgeted in 2015-16 for \$430,628; Project Number 157 Mezzanine build-out completed; additional storage space available.

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
			"DPS Field Services Complex – Building Expansion Project" budgeted in 2015-16 \$951,100 and 2016-17 \$16,835,100	
Improve Infrastructure (Roads, Water and Sewer)				
Short-Term				
1	Fund Northwest Ring Road in collaboration with private development and State funds		Council assigned \$697,500 to fund balance at their 4/15/13 budget session for the NW Ring Road.	
2	Continue funding for sidewalks with priority on sidewalk gaps	On October 24, 2013 the Walkable Novi Committee approved the Annual Non-Motorized Prioritization: 2013-2014 Update. In 2012/13 the City installed nearly 4,700 feet of pathways, sidewalks and regional/recreational trails.	Multiple projects are included in CIP 2013-19 Sidewalks and Pathways City budget for 2013-14 \$784,383 and additional Leveraged Funds total \$741,200	
3	Fund at least one major trail improvement (ITC Corridor, for example)	Phase 1A of the pathway (1.5 miles long) from ITC Community Sports Park along corridor and end at Nine Mile Road	CIP 2013-19: Project Number 101 "ITC Community Sports Park Trailhead and Trail" \$295,000 budgeted in 2013-2014	
Long-Term				
1	Commit to completing ITC Corridor trail in five years (approximately one mile per year)	Design of Phase 1A for 1.5 miles budgeted in 2013-14	CIP project # 102 , design budgeted for FY 13/14 and construction listed in FY 15/16	
2	Build the Northwest Quadrant Ring Road		Council assigned \$697,500 to fund balance at their 4/15/13 budget session for the NW Ring Road.	
3	Work with Road Commission to develop a plan of improvements for 10 Mile Road			Bi-Annual meeting with RCOC held in April 2013. Currently, there is not a project listed in either the short-

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
	corridor that improves traffic flow but respects residential areas			range Transportation Improvement Plan or the long-range Regional Transportation Plan.
4	Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.	Reviewing Master Plan for Land Use, Zoning Ordinance and Wayfinding Signage for Town Center Study Area with Carlisle/Wortman Associates, Inc. approved by City Council at its May 6, 2013 meeting for Town Center only.		City Council approved at its September 16, 2013 meeting to approve Master Agreements for Municipal Street Lighting and lighting replacement project with DTE for Novi Town Center. No plans for funding major commercial corridors outside the Town Center area.
Encourage Economic Development to Maximize City Revenue and Job Growth				
Short-Term				
1	Continue to invest in SE Novi older neighborhoods to help promote community stability and neighborhood values		Rotary Park and Middle Rouge River Stream bank Stabilization Streambank stabilization and new pathways at Brookfarm Park completed and replacement of pedestrian bridge proposed winter 2014. Segment 119, Meadowbrook Road; Segment 88, 9 Mile Road; Segment 84, Meadowbrook Road; Segment 154, Ten Mile Road; Haggerty & 9 mile Road Pedestrian Improvements. 9 Mile Road Rehabilitation	Continue evaluation of Grants for Homeowner Entrances Rehabilitation using the Fishers, IN example including finalizing a draft policy shared with Council in August 2013. Grants Committee continually searches for additional funding opportunities for public projects.
2	Continue to improve blighted commercial and residential properties	Ensure that site plan review procedures allow for efficient review timeframes for redevelopment opportunities, while applying the ordinance standards consistently.		A number of private investments in commercial buildings were approved by the Planning Commission in 2013, including <ul style="list-style-type: none"> • New IHOP restaurant on Grand River (remodel of

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
		Work with new and existing businesses to identify any possible resources or incentives to assist with property development.		former Mirchi Restaurant), <ul style="list-style-type: none"> • Rebuild of the McDonalds at Eight Mile and Haggerty, • Renovation of existing vacant building on Grand River (former Jimmie's Rustics) for Interior Environments, • Approval to complete Charneth Fen on 12 ½ Mile Road, Approval of a number of commercial storefront façade improvements
3	Leverage our growing cultural arts offerings including Villa Barr Art Park and Cultural Education Center to attract business and residents	The City plans to make necessary improvements as programming at Villa Barr expands.	Roof replacement and HVAC upgrade completed in 2013	Programming at Villa Barr Art Park and Cultural Education Center is beginning to be promoted via Engage!, eBiz, and City of Novi social media pages and included in promotional materials.
4	Foster private development on Main Street	The City plans to update the existing Master Plan, zoning regulations, design guidelines, lighting & way finding in the Main Street area, as necessary, after the Town Center Area Study is completed.		The Town Center Area Study is investigating ways to build on the rejuvenation of the Main Street Area. Encourage development after City-led dissolution of condominiums. Many properties transitioned to new ownership and are currently evaluating options.
5	Partner with the development community to bring new businesses to Novi	Economic Development staff will continue to hold retention visits and meetings with prospective companies. Meetings are held jointly with state and county economic development partners to maintain cooperative relationship and maximize	The City conducted the first-ever Business Survey to get feedback from the business community; to be repeated bi-annually. The Retail Specialist position was included in the 13-14 Budget; recruitment is currently	The City releases quarterly reports on efforts to further Council-adopted Economic Development Goals.

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
		development efforts. Staff will also continue to host networking and educational events like the CEO Breakfast and the State of the City address to maintain a relationship with local businesses and developers. Communicate with the business community on current events and opportunities via social media, investnovi.org and the monthly electronic newsletter E-Biz.	underway.	
Long-Term				
1	Establish plan to develop east side of Novi commercial development	Encourage the use of the recommendations of the Meadowbrook / Ten Mile Commercial Rehabilitation Study for properties in that area as redevelopment occurs		Staff has shared the Meadowbrook / Ten Mile Commercial Rehabilitation Plan with property owners in the area, and have it available on the City's webpage for easy access.
2	Focus on new business attraction Grand River/Main Street area	Partner with and support the attraction efforts of the Detroit Regional Chamber, Michigan Economic Development Corporation, Oakland County Economic Development and Automation Alley to bring new businesses to Novi.		The Town Center Area Study includes both the Main Street and Grand River areas.
3	Develop Plan for benefits to Novi from Regional Transit Authority			The recently established Regional Transit Authority has not yet established a funding structure. The City continues to monitor its progress.
4	Work with Community Development Department to identify and attract redevelopment opportunities for highly visible large parcels	Staff has attended MEDC "Redevelopment Ready" training, and is working to identify obstacles to redevelopment that can be	No fee is required for this training	Engage with the Adell family on development options for property at Novi Road & I-96

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
		addressed through ordinance amendments or changes in workflow procedures.		
5	Look into potential development options for Grand River Corridor between Taft and Beck Roads	Staff is working with the MEDC Fellows on a planning exercise to consider redevelopment opportunities for the north side of Grand River, east of Beck Road	No fee is required for this service, but staff time is being expended	
6	Review ordinances to eliminate barriers to new development	Reformatting of ordinance into a new electronic version will facilitate use and understanding of ordinance standards	Clearzoning Upgrade listed in SIP: \$39,000	Clearzoning project to reformat existing Zoning ordinance into an electronic version approved at August, 28, 2013 Council meeting.
Develop Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with Community				
Short-Term				
1	Begin the process of reviewing the City Charter	Request for additional members to Charter Review Committee tentatively on January 6, 2014 Council agenda		Five Proposals on the November 5, 2013 General Election Ballot (3 of 5 passed)
2	Develop a long-term plan for administrative compensation	Administration commissioned a study to be completed by Novak Consulting group with an anticipated completed report due in February 2014		
3	Conduct additional Mayor's Exchanges	Participated with Fishers, Indiana in June 2013		City Manager and Community Relations Departments continue to evaluate comparable communities to engage
Long-Term				
1	Create commission focused on needs/services of seniors	First meeting held in September 2013; continue to meet monthly		City Council presented with the creation of a Parks, Recreation and Cultural Services Older Adult Advisory Board at its March 25, 2013 meeting.
2	Develop a plan to recruit for			City Council approved a resolution

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
	City Boards and Commissions			at its December 2, 2013 meeting to change the way in which interviews are conducted; changes will be reflected in the updated Council Organization Rules and Order of Business at the December 17, 2013 Council meeting.
Be a Community that Values Natural Areas, Natural Features and Community Character				
Short-Term				
1	Develop commercial and retail façade improvement program for Southeast Quadrant			City Council approved at its May 21, 2012 meeting to approval Final Tax Abatement Policy and Area Plan (Commercial Rehabilitation Act PA 210) for Ten Mile and Meadowbrook Commercial Rehabilitation Area consistent with Tax Abatement Policy adopted by City Council in October 2011
2	Develop plan to recognize historical sites and buildings	Novi Public Library offers programming		Novi Historical Commission developed map listing landmarks in September 2013
3	Improve code enforcement efforts in neighborhoods	Ordinance officers have been focusing on the following issues to assure compliance with ordinance standards in residential neighborhoods: <ul style="list-style-type: none"> • Sump and roof water drainage • Property maintenance efforts • Monitoring of foreclosed properties • Recreational and commercial vehicle enforcement • Grass and weeds • Personal and telephone 		

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
		contact to explain ordinance and non-ordinance violations		
4	Acquire parkland while property values are still historically low			Grant Committee criteria is followed for land acquisitions
Long-Term				
1	Develop plans to manage natural areas that City owns (invasive plants, public access, etc.)	Management of natural areas include the following new or improved efforts: <ul style="list-style-type: none"> • Cleared brush to allow open access to Guernsey Trail • Initiated a demonstration project to reduce/eliminate invasive species in the right of way on Taft Road, south of Grand River • Defined service levels for parks and natural areas • Continued to monitor parks and open areas for unauthorized activities 		
2	Develop a plan for acquisition of land			Grant Committee criteria is followed for land acquisitions
Maintain a Fiscally Responsible Government				
Short-Term				
1	Fund additional retirement and healthcare contributions (plan to smooth projected peak in coming years)			City of Novi Retiree Health Care Plan Actuarial Valuation Report as of June 30, 2013 available November 7, 2013. MERS Annual Actuarial Valuation Report December 31, 2012

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
				available October 10, 2013
2	Budget with the elimination of Personal Property Tax factored in	Multi-year revenue projections include Personal Property Tax (PPT) elimination		Multi-year budget is recognizes legislated elimination of industrial PPT in FY 2015-16
3	Increase intern opportunities throughout City departments	Engineering Intern worked over summer 2013, IT Intern recruitment begins FY 13-14 3 rd quarter, current Management Intern working through April	2013-14 Service Improvement Plan: IT Intern, DPS Engineering Intern	Utilize several interns within City, specifically in the departments of City Manager, Engineering and an unpaid Intern in IT. Project Management Intern budgeted and to be brought onboard in the 3 rd Quarter.
4	Maintain Fund Balance within the policy range	As reported in FY 12/13 CAFR the combined Fund Balance total for Governmental City Funds stands at \$39,761,255		
Long-Term				
1	Continue to fund additional contributions for retiree health care obligations		Approved in FY 13/14 for additional contributions of \$100,000, processed in December 2013.	
2	Develop debt policy as suggested in the latest Standard and Poor credit review to add to financial polices	Debt Policy update issued in November 2013. Updates to be issued annually.		City Council adopted a formal debt management policy at the March 11, 2013 meeting.
3	Create plan to ensure funding of capital improvements long-term			City continues reduction of outstanding debt freeing formerly committed dollars to finance capital projects.
4	Include the elimination of Personal Property Tax in long-term budget and capital improvement programs	City Assessor includes elimination of Personal Property Tax in long-term revenue projections		City Assessor to present Personal Property Tax changes at December 17, 2013 City Council meeting
Enhance Parks, Recreation and Cultural Services				
Short-Term				
1	Develop a plan for a dog park		OHM has been awarded the	Location will be behind the Novi

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
			engineering design; incorporating Project Management philosophy to facilitate design and construction	Ice Arena with the anticipated opening in Summer 2014
2	Reduce cost of all senior citizen transportation to less than \$4 a ride either by a multi-ride car discount of overall rate reduction			On July 1, 2013 farebox rates were reduced from \$6 each way for out of the City to \$5 and in Novi from \$4 to \$3.
3	Improve Lakeshore Park to be able to successfully and consistently operate twelve months per year			Replaced play structure Summer 2013
Long-Term				
1	Acquire more parkland	Grant Committee criteria is followed for land acquisitions		City Council purchased and dedicated 5 acres as parkland located south of 10 Mile and east of Wixom (SOMOCO) to be contiguous to 70.66 acres of open city-owned space.
2	Increase number of local neighborhood parks	<ul style="list-style-type: none"> • Created Park definitions and development standards • Created Grant Committee for the purpose of coordinating future park acquisition and development • Developed potential park site document • Developed potential parks project rating sheet 		
3	Long-term plan for grant funding opportunities-identify projects and funding sources and prioritize	Grant Committee criteria is followed for land acquisitions		

CITY COUNCIL SHORT AND LONG TERM GOALS 2013-2014 Update on Status

	Goal	Strategy	Budget Document Identification	Comments
4	Work with State for connections to regional trail networks opportunities-identify projects and funding sources and prioritize	On October 24, 2013 the Walkable Novi Committee approved the Annual Non-Motorized Prioritization: 2013-2014 Update. In 2012/13 the City installed nearly 4,700 feet of pathways, sidewalks and regional/recreational trails.		

City Council Goals FY 12/13

Additional information included with
Fiscal Year 12/13 Proposed
Budget Document

MEMORANDUM



TO: CLAY PEARSON, CITY MANAGER
FROM: ROB PETTY, CIO
SUBJECT: COUNCIL GOAL SETTING RECONCILIATION
DATE: 4/2/12

In January of this year City Council met to discuss and formulate goals around the seven major themes previously outlined. The tables below list the Council goals and how they are addressed in the 2012-2013 Budget.

Theme 1: Ensure Public Safety Services Meet the Needs of the Community - (Police, Fire, Public Services)

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Maintain four fire stations operating 24x7	Short Term		Continuing with combination Fire, CEMS, and contracted medical.
Continue to pursue providing services to other communities (dispatch, etc.)	Short Term		This is a continued operational priority for City staff.
Explore having AEDs at all City facilities and parks	Short Term	Service Improvement Request; Budget Book 2 page 38.	
Determine long-term facility requirements/plans for fire stations	Long Term		Public Safety to evaluate and bring forth future CIP/Service Improvement requests as determined.
Fund capital improvements for DPS facility based on a long term plan	Long Term	CIP Item 162	This goal is being addressed through multiple CIP requests.
Explore a Regional Fire District	Long Term		Not addressed in the budget document.

Theme 2: Improve Infrastructure (Roads, Water and Sewer)

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Relocation and addition of handicap parking in front of Civic Center	Short Term	CIP Item 151	
Increase neighborhood road replacement/repair budget to keep up with aging road system	Short Term	CIP Item 2	This goal is also addressed in the City Manager's Budget Transmittal Letter – Postscript: Looking Ahead.
Fund "initial investments" portion of Non-Motorized Master Plan	Short Term	CIP Items 35, 36, and 37	
Rebalance millage to ensure increased funding for road improvements and maintenance	Short Term	CIP Item 2	This goal is also addressed in the City Manager's Budget Transmittal Letter.
Develop funding mechanism to complete sidewalk gaps along commercial/apartment properties (50/50 SAD)	Long Term		Not addressed in the budget document.
Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc. Make our main roads look good!	Long Term		A strategy to address this goal will be brought forward for future discussion.
Ensure increased funding for roads by rebalancing millage	Long Term	CIP Item 2	This goal is also addressed in the City Manager's Budget Transmittal Letter – Postscript: Looking Ahead.

Theme 3: Service Improvements to Encourage Economic Development to Maximize City Revenue and Job Growth

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Work with developers and landowners to finalize new main street plan and get it moving forward to complete it 1. Provide Main Street with the tools necessary to succeed	Short Term	CIP Item 9	This goal will also require future discussion with the property owner.
Go after blighted and run-down properties that detract from surrounding properties to bring them to current standards (Grand River and Trans-X for examples)	Short Term		This is a continued operational priority for City staff.
Do in-depth review of SE Novi to look at ways City can invest in and assist older neighborhoods to maintain community stability and housing values	Short Term		This goal continues to be addressed and will be brought forward for Council discussion. (PA210)
Identify properties that will be challenging to develop and/or require environmental remediation prior to development/redevelopment and start planning a means to accomplish	Long Term		City staff is currently working to identify these properties.
Explore TIFs or similar for Main Street area and/or Grand River Corridor	Long Term	CIP Item 9	This goal will also require future discussion with the property owner.
Maintain balance of residential/commercial growth	Long Term	Additional information provided in the Program Strategies related to balanced tax base.	This is a continued operational priority for City staff.

Theme 4: Develop Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with Community

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Hold Council meetings outside Civic Center...at Fox Run for example	Short Term		This goal will require future discussion with City Council.
Encourage more citizen involvement in Boards and Commissions - develop leadership "bench strength" among residents	Short Term		This is a continued operational priority for City staff.
Expand the existing communication network with neighborhood associations to help increase the flow of information and decision making with the City	Short Term		This is a continued operational priority for City staff.
Set up formal program to look at best practices from other communities	Long Term	Service Improvement Request submitted by Managers Department "Center for Performance Measurement"	
Continue use of 'stop-list' or the like to review services (internal and external) to eliminate if no longer value added	Long Term		This is a continued operational priority for City staff.

Theme 5: Service Improvements to Be a Community that Values Natural Areas, Natural Features and Community Character

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Create plan to recognize historic sites and buildings in Novi	Short Term		Completed
Take advantage of current property values to acquire parkland and environmental areas before development returns full-force	Short Term	CIP Item 99	This goal will require future discussion with City Council.
Apply for grants to acquire land for preservation and public use	Long Term		This goal will require future discussion with City Council.
Ensure properties that are under duress/foreclosures/etc. are maintained	Long Term		This is a continued operational priority for City staff.
Continue to focus resources on increasing walking opportunities for all including senior friendly paths	Long Term	The CIP includes multiple sidewalk/pathway items.	

Theme 6: Maintain a Fiscally Responsible Government

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Bring operating revenue and expenses together as close as possible	Short Term	The multiple-year budget strategy reflects addressing this goal.	
Reduce personal services costs by \$1,000,000 during the next two years	Short Term	The multiple-year budget strategy provides the balanced revenue and operational expenditures.	
Make additional contribution to reduce retiree health care obligations	Short Term	An additional payment of \$157,000 is proposed in this budget.	The City intends to continue funding the annual required contributions in an actuarially sound manner.
Negotiate changes to union contracts to reduce long-term liabilities for pensions and health care	Long Term		This is a continued operational priority for City staff.
Partner more with schools and surrounding governments for services where possible	Long Term		This is a continued operational priority for City staff.


Theme 7: Enhance Park, Recreation and Cultural Services

Goal	Strategy Timetable	2012-13 Budget Document Identification	Comment
Continue efforts to expand services to seniors	Short Term	CIP 151	This is a continued operational priority for City staff; see Program Strategies - Community Perception Survey for Older Adults.
Plan for providing seniors more cost friendly transportation services	Short Term		Options to be brought forward for Council discussion.
Fund Phase 2 of Landings Park - grant, Parks foundation, donations, etc.	Short Term		Completed
Fund and build first mile of ITC corridor/greenway path including Medilodge and Providence segment	Short Term	CIP Item 38	
Re-vamp senior transit program, including outsourcing	Long Term		Options to be brought forward for Council discussion.
Plan for dramatic increase in senior population...needs and demands	Long Term		This is a continued operational priority for City staff. Update to Older Adult Strategy forthcoming.
Increase number of local neighborhood parks	Long Term		Not addressed in the budget document.

Information shared with City Council –
Long-Term Goals for two budget years
February 14, 2013

MEMORANDUM



TO: CLAY J. PEARSON, CITY MANAGER
FROM: VICTOR CARDENAS, ASSISTANT CITY MANAGER 
SUBJECT: CITY COUNCIL LONG TERM GOALS
DATE: FEBRUARY 12, 2013

At the City Council *Early Input Budget Session* on **January 7, 2012**, Council began establishing the precedent setting Short-term (0-18 months) and Long-term goals (18-36 months) for each of the seven strategic categories. Between the Budget Session in the 2012 and the most recent *Early Input Budget Session* on **January 5, 2013** City Administration has begun to investigate and work toward Council's long-term objectives. During deliberations for long term goals starting in budget year 2013-14 Councilmembers were asked to consider previously arrived goals when considering providing direction to City Administration for the next 36 months.

Attached is a matrix recognizing the two sets of long-term goals from the last two budget sessions in 2012 and 2013. A column has been inserted that denotes if a goal carried over to the most recent set of established goals for administration to keep in mind for the next 36 months. As noted in the attached matrix only three goals were carried over. For reference purposes many of the 2012-13 goals have progress updates.

City Council Early Input Budget Session Long Term Goal Comparison 2012-13 to 2013-14

Progress Update Year to Date

Ensure Public Safety Services Meets the Needs of the Community (Police, Fire, Public Services)

2012-13 Long Term Goals

1	Determine long-term facility requirements/plans for fire stations.	Retained the services of Sidock Architects and will deliver a evaluation report by 4th quarter Fiscal year 2012-13.
2	Fund capital improvements for DPS facility based on a long- term plan.	Mechanical Improvements have been underway along with window replacement which should materialized in energy savings
3	Explore a Regional Fire District.	An Automatic Aid agreement has been established with the City of Wixom. Additional agreements have been pursued with other neighboring communities

2013-14 Long Term Goals

2	Fund capital improvements to DPS facilities based on long-term plan
1	Build a new Fire Station No. 1 at a new location

Improve Infrastructure (Roads, Water and Sewer)

2012-13 Long Term Goals

1	Develop funding mechanism to complete sidewalk gaps along commercial/apartment properties (50/50 SAD).	Several sidewalk segments are currently in the works to fill sidewalk gaps throughout the City.
2	Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.	
3	Ensure increased funding for roads by rebalancing millage.	Voters approved a rebalanced millage in November 2012, essentially doubling the dollar amount able to spend on road repair annually.

2013-14 Long Term Goals

4	Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.
1	Commit to completing ITC Corridor trail in 5 years (approx. 1 mile per year)
2	Build the NW Ring Road
3	Work with Road Commission to develop a plan of improvements for 10 Mile Road Corridor that improves traffic flow but respects residential areas

Encourage Economic Development to Maximize City Revenue and Job Growth

2012-13 Long Term Goals

1	Identify properties that will be challenging to develop and/or require environmental remediation prior to development/redevelopment and start planning a means to accomplish.		
2	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Explore Tax Incremental Finance Districts (TIFs) or similar for Main Street area and/or Grand River Corridor.</td> <td style="width: 50%;">Evaluation and creation of a Commercial Rehabilitation District for the 10 Mile and Meadowbrook intersection. Investigation and research is being conducted regarding the merits of corridor improvement district, similar to the efforts of the City Farmington Hills along Grand River Ave.</td> </tr> </table>	Explore Tax Incremental Finance Districts (TIFs) or similar for Main Street area and/or Grand River Corridor.	Evaluation and creation of a Commercial Rehabilitation District for the 10 Mile and Meadowbrook intersection. Investigation and research is being conducted regarding the merits of corridor improvement district, similar to the efforts of the City Farmington Hills along Grand River Ave.
Explore Tax Incremental Finance Districts (TIFs) or similar for Main Street area and/or Grand River Corridor.	Evaluation and creation of a Commercial Rehabilitation District for the 10 Mile and Meadowbrook intersection. Investigation and research is being conducted regarding the merits of corridor improvement district, similar to the efforts of the City Farmington Hills along Grand River Ave.		
3	Maintain balance of residential/commercial growth.		

2013-14 Long Term Goals

1	Establish plan to develop east side of Novi commercial development
2	Focus on new business attraction Grand River / Main Street Area
3	Development Plan for benefits to Novi from Regional Transit Authority
4	Work with Community Development to identify and attract redevelopment opportunities for highly visible large parcels
5	Look into potential development options for Grand River Corridor between Taft and Beck
6	Review ordinances to eliminate barriers to new development

Develop Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with Community

2012-13 Long Term Goals

2013-14 Long Term Goals

1	Set up formal program to look at best practices from other communities.	The City enrolled in ICMA's Center for Performance Measurement that allows City Administration to report performance measures to one clearing house where annual reports are comprised. In doing so the City will be able to benchmark performance across each department.
2	Continue use of 'stop-list' or the like to review services (internal and external) to eliminate if no longer value added.	The Stop-list was utilized when development the FY 12-13 budget. Many redundant processes were eliminated during this process

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2013-14 Long Term Goals

1	Create commission focused on needs/services of seniors
2	Develop a plan to recruit for City Boards and Commissions

Be a Community that Values Natural Areas, Natural Features and Community Character

2012-13 Long Term Goals

1	Apply for grants to acquire land for reservation and public use.	The City has applied for the Michigan Trust Fund Grant, however, was unable to secure a award. Projects are being identified for future grant windows opening in 2013
2	Ensure properties that are under duress/foreclosures/etc. are maintained.	The Community Development Department has been in regular contact with Financial Institutions who are responsible for maintaining foreclosed properties.
3	Continue to focus resources on increasing walking opportunities for all including senior friendly paths.	All new pathways and sidewalks are being constructed with ADA guidelines in mind to ensure all Novi residents can appreciate and enjoy.

2013-14 Long Term Goals

1	Develop plans to manage natural areas that City owns (invasive plants, public access, etc.)
2	Develop a plan for acquisition of land

Maintain a Fiscally Responsible Government

2012-13 Long Term Goals

1	Negotiate changes to union contracts to reduce long-term liabilities for pensions and health care.	All new employees with the City of Novi will be receiving a Defined Contribution retirement plan and will not be eligible for retiree health insurance. Instead Health Savings plans will be available for employees to pay into.
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2013-14 Long Term Goals

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2	Partner more with schools and surrounding governments for services where possible.	The City just submitted the second category of the 2013 EVIP program outlining all of the City's shared or consolidated services. A number of the noted shared and consolidated services are with neighboring communities and schools.
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1	Continue to fund additional contributions for retiree health care obligations
2	Develop debt policy as suggested in the latest Standard and Poor credit review to add to financial policies
3	Create plan to ensure funding of capital improvements long-term
4	Include the elimination of PPT in long-term budget and capital improvement programs

Enhance Parks, Recreation and Cultural Services

2012-13 Long Term Goals

1	Re-vamp senior transit program, including outsourcing.	Currently evaluating means of including but not limited to increasing revenue including new advertising possibilities and reducing costs for in town trips.
2	Plan for dramatic increase in senior population...needs and demands.	Older Adult Services have moved their offices from Meadowbrook Commons to the Civic Center in order to expand the service delivery and programs offered to the City's expanding older adult community.
3	Increase number of local neighborhood parks.	The City has continued to identify property when it has become available and acquired particular parcels after evaluation and compliment the Department of Parks, Recreation and Cultural

2013-14 Long Term Goals

2	Increase number of local neighborhood parks
1	Acquire more parkland
3	Long-term plan for grant funding opportunities – identify projects and funding sources and prioritize
4	Work with State for connections to regional trail networks

City Council Agenda Item

May 20, 2013



CITY of NOVI CITY COUNCIL

Agenda Item 4
May 20, 2013

SUBJECT: Approval and adoption of "Red Box" Objectives/Goals Resolution for FY 2013-14.

SUBMITTING DEPARTMENT: City Manager

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

The City Council held its annual Early Input Budget Session on January 5, 2013 to establish goals to set priorities as the City Manager and City Administration began to create the Fiscal Year 2013-14 annual budget. City Council discussed various issues and weighed the respective council member's priorities to arrive on short-term and long-term goals. City Administration used the established Strategic Theme and Broad Goal Categories to create the attached "Red Box" Objectives for the 2013-14 Budget.

The objectives are a mix of Capital Improvement, Service Improvement, and various policy initiatives/projects and are found in the budget document. With the start of the fiscal year on July 1, 2013, each goal will be assigned to a specific staff member who will serve as lead or point person for that particular initiative/project. The initiative/project lead is responsible for reporting on the progress of their assigned goal(s) at the close of every quarter. Enclosed is the most recent update, third quarter, of the 2012-13 Red Box Objectives. The City Manager's office maintains the reporting document and will report quarterly to City Council. Some goals may be carried over to the next budget year because of size and complexity of the project and usually are unable to be completed one budget year.

RECOMMENDED ACTION: Approval and adoption of "Red Box Objectives/Goals Resolution for FY 2013-14.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

Approved Budget Red Box Objectives - Fiscal Year 2012/13 Progress Reporting and Accountability Form

Submission Date: April 24, 2013

Red Box Objective Item Number	Item Description	Category	Staff Lead(s)	Target Quarter for Initiation	Target Quarter for Completion	Project/Activity Status Q1 (September 30, 2012)	Project/Activity Status Q2 (December 31, 2012)	Project/Activity Status Q3 (March 31, 2013)
Develop a Collaborative Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with the Community								
0	Purchase of single axle dump truck with front plow and underbody scraper	Citizen-Focused Government	Rob Hayes	Q1	Q2	Truck replacement for # 670 is anticipated to be delivered before the end of Q2	Specifications are nearly complete. After discovering some small suspension concerns with the new trucks, the specifications required some modifications. Award is expected to take place in Q3	Specifications scheduled to go to purchasing the week of 4/22. Award will take place in Q4.
1	Complete the renovation and enhancements of the City Council Chambers technology (audio, visual and broadcast)	Citizen-Focused Government	Sheryl Walsh	Q1 FY 11/12	Q2 FY 12/13	Room location and equipment installation completed. Punch list items being addressed for final project completion. Staff training to occur in October.	Installation complete. Adding a seventh monitor to dias, following dias resurfacing. Staff continues to acclimate to new equipment.	Resurfacing dias and inseting monitors, adding the seventh monitor. Dias fabrication is underway.
2	Construct additional parking for older adults and expectant mothers on the north side of the Civic Center	Citizen-Focused Government	Rob Hayes/Rob Petty	Q2	Q4	N/A	Design to be awarded Q3	Design is about 30% complete; plan is to award construction in late June or early July.
3	Retain the services of a graduate level intern to enhance the City's fiscal analysis and investigate best practices for the delivery of services	Citizen-Focused Government	Victor Cardenas	Q1	Q2	MLGMA Fellow finished service in September, advertisement for Intern will be done in the beginning of second quarter	John McCarter of Oakland University was hired in December 2012 and immediately started work the in the beginning of January 2013	Mr. McCarter has been brought on-board and has already show is worth by working with the Charter Review Committee and assisting in the budget preparation.
4	Improve the customer service deliverables to the citizens and stakeholders of Novi	Citizen-Focused Government	Tia Gronlund-Fox	Q1	Q3	Customer Service Guarantee pilot project was presented and rolled out in Departments of Community Development and Parks, Recreation and Cultural Services	Identifying and evaluating vendors who will complete the secret shopper project is currently underway.	Bids have been received and contract is being finalized along with legal consent from employees to participate in every facet of the secret shopper program, i.e. recorded phone conversations etc.
Encourage Economic Development to Maximize City Revenue and Job Growth								
5	Implement Economic Development Goals (as amended and updated) as adopted by City Council	Economic Development	Ara Topouzian	Q1	Ongoing Effort (Through Q4)	Quarterly report to be provided on September 30, 2012	Year End report to be reported on January 28, 2013.	Qty report to be provided on April 30, 2013
6	Continue to work with property owners of the Main Street development to assist in the economic vitality of the area	Economic Development	Ara Topouzian/ Charles Boulard	Q1	Q2	The City Attorney has negotiated the dissolution of the existing condominium agreements and shared parking agreements allowing City Council approval of a new overall plan for the project. Approved by various property owners, this work allows greater development flexibility going forward	Work is ongoing in support of property owners, developers, potential users and businesses to take advantage of revised agreements and overall plan.	Preliminary Site Plan approval granted for Detroit Metropolitan Credit Union. Effort continues in support of property owners, developers, potential users and businesses to take advantage of revised agreements and overall plan.
7	Promote the availability of the City Council Public Act 210 policy and assist the property owners of the commercial sites at the 10 Mile and Meadowbrook Roads intersection to make development vibrant: application and proceed with plans to redevelop	Economic Development	Ara Topouzian	Q1	Ongoing Effort (Through Q4)	Quarterly report to be provided on September 30, 2012	Year End report to be reported on January 28, 2013.	Quarterly report to be provided on April 30, 2013
8	Continue to conduct retention visits with companies which call Novi "home"	Economic Development	Ara Topouzian	Q1	Ongoing Effort (Through Q4)	Quarterly report to be provided on September 30, 2012	Year End report to be reported on January 28, 2013.	Quarterly report to be provided on April 30, 2013

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Maintain a Fiscally Responsible Government								
9	Maintain Novi's minimum General Fund-Fund Balance policy of 18-22% of General Fund expenditures	Fiscally Responsible Government	Nevrus Nazarko	Q1	Q2 (Presented in November following the audit report)	First quarter FY 2012-13 budget amendment completed and maintains General Fund reserves within established policy range.	Second Quarter FY 2012-13 Budget Amendment was prepared and approved accordingly by the city council and maintains the General Fund Reserve within the policy range of 18-22%.	
10	Continue to implement technology enhancements (document imaging, software packages for providing services, PC replacement program, motion tablets for building inspectors to use in field, etc.)	Fiscally Responsible Government	Rob Petty	Q1	Q4	The Technology Portfolio that reflects these items is 25% complete.	The Technology Portfolio that reflects these items is 50% complete.	The Technology Portfolio that reflects these items is 85% complete.
11	Continue to seek out and evaluate potential partnerships and sharing of services with neighboring governmental entities	Fiscally Responsible Government	Victor Cardenas	Q1	Q4	Partnered with the City of Northville in the advertising of an RFP for EMS Services in both communities	Rob Petty has been meeting with Administrators in Northville Twp. and the Village of Franklin regarding possible opportunities to collaborate on IT network facilitation.	Automatic Aid agreements have been finalized with Wixom and currently being negotiated with the City of Northville. Rob Petty is still in talks with the Village of Franklin as the City of Northville went with Northville Township for IT services.
Improve Infrastructure (Roads, Water, and Sewer)								
12	Provide additional funding for maintenance and repair of neighborhood roads (likely with millage rebalancing and increase) to close the funding gap needed to maintain or improve the City's overall pavement condition PASER rating for the next decade	Infrastructure	Rob Hayes	Q2	FY 13/14	Design awarded 9/10/12	Design in progress	Design of the 2013 concrete program is complete; construction award to be considered on 4/22. Design of the 2013 asphalt program is nearing completion, with construction award in 4th Qtr.
13	Begin planning necessary improvements to the Field Services Complex	Infrastructure	Rob Hayes	Q1	Q4	RFP for work is in preparation and will be advertised in Q2	Awarded HVAC evaluation project; specifications to be prepared in Q3.	Design of HVAC improvements in progress. Installation to be in 4th Qtr.
14	Assist the Road Commission for Oakland County to commence the Eight Mile Road Rehabilitation between Beck and Napier Roads	Infrastructure	Brian Coburn	Q1	FY 13/14	Design in progress	Design in progress	Design complete. Bid letting scheduled for June 2013.
15	Complete drainage improvements downstream of the proposed northwest quadrant ring road south of Grand River Avenue	Infrastructure	Brian Coburn	Q1	Q2	Project was bid, however the bids were higher than expected so all bids were rejected will re-evaluate in spring 2013	Project cancelled.	Project cancelled.
16	Replace the roadway and pedestrian street lighting along public roads in the Town Center area.	Infrastructure	Rob Hayes	Q2	Q4	N/A	The City continues to discuss design and implementation timelines with DTE. It is anticipated that DTE will have designs back to the City for review in Q3	DTE will meet with DPS and Planning staff the week of 4/22 to provide a cost estimate and roll out design. Review and construction award should take place in Q4.
17	Continue the annual implementation of the American with Disabilities Act (ADA) compliance plan for public sidewalks	Infrastructure	Brian Coburn	Q2	Q4	2012 program construction has been awarded. 2013 program design has been awarded.	2013 program design in progress	2013 program design complete. To be bid with Novi Road Pathway which is still in easement acquisition phase.
18	Repair culverts carrying Munro Creek under Christina Lane	Infrastructure	Brian Coburn	Q3	Q4	Not started.	Not started.	Design to be awarded Q4.
19	Work with Oakland County Water Resources Commissioner to make improvements to the Walled Lake/Novi Waste Water Treatment Plant	Infrastructure	Tim Kuhns	Q2	FY13/14	Not started.	Preliminary meeting held regarding the cost participation agreement. Draft agreement to be prepared in Q3.	Project is in permitting phase with DEQ. Draft agreement to be provided by OCWRC in April 2013.

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20	Construct a new water main along Garfield Road from Tuscany Reserve to Nine Mile Road	Infrastructure	Brian Coburn	Q1	Q2	Construction is underway.	Construction substantially complete. Tuscany Reserve water main was completed by the developer.	Construction substantially complete. Tuscany Reserve water main was completed by the developer.
21	Begin the preliminary engineering phase of a 1 million gallon elevated water storage facility	Infrastructure	Tim Kuhns	Q1	Q3	Engineering to be awarded in Q2	Engineering awarded.	Design phase is underway.
Be a Community that Preserves Natural Areas, Natural Features, and Community Character								
22	Continue annual tree planting and pruning program	Natural Areas and Features	Matt Wiktorowski/ Dave Beschke	Q1	Q4	Nearly 100 trees planted at the beginning of the season throughout the City, with another 150 trees in Q2	The City planted 150 trees in Q2 and is scheduled to plant another 150 in Q4 per the City 5 year tree planting strategy.	The City planted 150 trees in Q2 and is scheduled to plant another 150 in Q4 per the City 5 year tree planting strategy.
23	Complete replacement of the play structures at Rotary and Lakeshore Parks	Natural Areas and Features	Scott Pratt	Q1	Q4	In Progress. Coordinating with playground manufacturing companies to determine playscape design.	Playground scope has been determined. Preparing for RFP process.	Contract award was given at the April 8th City Council meeting, construction will begin.....
24	Complete the preliminary engineering for Phase I of M-5/I-275 Trail Connector (10' pathway) on east side of Meadowbrook Road from I-96 to 12 Mile	Natural Areas and Features	Brian Coburn	Q2	Q4	Design was awarded 7/2/12.	Engineering is in progress. Initial meeting was held with MDOT regarding non-motorized crossing of I-96 at Meadowbrook Road.	Federal grant awarded for 80% of construction costs. Design to be complete in Q4 with plan to be submitted to MDOT on 4/26/13. Easement acquisition to be completed by the end of Q4 for 2014 construction.
25	Construct pathway Segment 144, the west side of Meadowbrook, Grand River to Cherry Hill (8' concrete pathway)	Natural Areas and Features	Brian Coburn	Q1	Q3	Construction awarded 8/27	Construction is substantially completed. Pathway is open.	Construction is substantially completed. Pathway is open.
26	Construct pathway Segment 36, the west side of Taft Road, 11 Mile Road to Andes Court (8' concrete pathway)	Natural Areas and Features	Brian Coburn	Q1	Q3	Construction awarded 8/27	Construction is substantially completed. Pathway is open.	Construction is substantially completed. Pathway is open.
27	Extension of 10 ft. wide Regional Pathway from Medilodge Site to Beck Road (ITC Corridor Phase 3)	Natural Areas and Features	Brian Coburn	Q1	Q4	Design awarded 7/2/12	Engineering is in progress. Pre-application meeting was held with MDEQ regarding the wetland areas.	A scoping study and preliminary plan for the pathway to be completed in Q4 to start the process for a license agreement with ITC. Final design of Phase 1A requested in FY13-14 budget.
28	Segment 92--Novi Rd., 9 Mile to 10 Mile (6' Sidewalk for West side)-Concrete	Natural Areas and Features	Brian Coburn	Q2	FY13/14	Design awarded 7/2/12	Engineering and easement acquisition is in progress.	Design is about 90% complete. Easement acquisition is still in progress. On target for construction in summer 2013.
Enhance Parks, Recreational, and Cultural Services								
29	Complete Pavilion Shores Park improvements (Phase 1 of 2)	Parks, Recreation, and Cultural Services	Jason Mangum	Q1	Q4	Awarded Construction Contract September 10, 2012. Construction is scheduled to begin in 2Q 2012.	Construction began in 2Q. Progress is ongoing.	Construction is ongoing. Completion expected Summer 2013.
30	Seek to acquire new park properties in anticipation of next ring of development and City build-out	Parks, Recreation, and Cultural Services	Jason Mangum	Q1	Q4	In Progress. City Council approved contract to purchase Barr property at 22600 Napier Road to be used as a City Park, Sculpture Garden and Cultural Education Center.	Ongoing. The City closed on the Barr Property, December 26, 2012. Potential future parks were researched in 2Q. Park definitions, development standards and maintenance standards were developed.	Ongoing. Potential park site memo was presented to City Council. Parks Grant Committee was created to determine priorities for acquiring park properties.

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31	Enhance services, including transportation, utilized by Novi's older adult population	Parks, Recreation, and Cultural Services	Rachel Zagaroli	Q1	Q2	Moved the transportation program to the Civic Center in July 2012.	Ongoing. Transportation advertising program was developed in 2Q. Sales to begin in 3Q.	Transportation advertising has secured \$3,600 in revenue to date. Advertising sales are ongoing.
32	Complete restoration of Novi's historic cemetery on Novi Road	Parks, Recreation, and Cultural Services	Jason Mangum	Q2	Q3	In Progress. Work has begun to clean, repair and reset historic stones in the cemetery. DPS coordinated clean-up of overgrown vegetation.	In Progress. Several historic stones were repaired. Fencing to be installed in spring.	Additional Stones are scheduled for restoration during Q4.
Ensure Public Safety Services Meet the Needs of the Community (Police, Fire, Public Services)								
33	Expand the positioning of Automatic External Defibrillators (AED) in high traffic City-owned facilities	Public Safety	Jerrold Hart	Q2	Q3	Completed. Public Safety assisted Parks & Rec with the purchase and installation of six (6) new AED's. AED's placed at Lakeshore lifeguard house and camp room, ICS soccer and baseball concession stands, Power Park concession stand and Civic Center theatre hall.	Completed. Public Safety assisted Parks & Rec with the purchase and installation of six (6) new AED's. AED's placed at Lakeshore lifeguard house and camp room, ICS soccer and baseball concession stands, Power Park concession stand and Civic Center theatre hall. AED also added to the Range due to increased usage.	Completed. Public Safety assisted Parks & Rec with the purchase and installation of six (6) new AED's. AED's placed at Lakeshore lifeguard house and camp room, ICS soccer and baseball concession stands, Power Park concession stand and Civic Center theatre hall. AED also added to the Range due to increased usage.
34	Continue to implement recommendations of ICMA study for staffing and resource utilization	Public Safety	David Molloy	Q1	Ongoing Effort (Through Q4)	Ongoing effort	Ongoing effort	Ongoing effort
35	Purchase and deploy a replacement of Engine # 4 fire engine tanker (750 gallons)	Public Safety	Jeff Johnson	Q1 - order and purchase	FY 13/14 - Delivery	Bids received on 9-7-12 and in the process of being reviewed.	Bid awarded to HME Ahrens-Fox for the purchase of new engine. PO#93804. Estimated delivery is Fall of 2013.	Manufacturer has indicated that assembly is anticipated to begin in June 2013.
36	Continue to implement the Fire Department Strategic Plan	Public Safety	Jeff Johnson/ Victor Lauria	Q1	Ongoing Effort (Through Q4)	Ongoing effort. Updates prepared quarterly.	Ongoing effort. Updates prepared quarterly.	Two-Year Update Memo (4-10-13) prepared for City Manager and shared with CC.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION ADOPTING CITY COUNCIL RED BOX OBJECTIVES FOR FISCAL YEAR 2013-14

Minutes of a meeting of the City Council of the City of Novi, County of Oakland, Michigan held in the City Hall of said City on May 20, 2013 at 7 o'clock P.M. Prevailing Eastern Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

The following Preamble and Resolution were offered by Council Member _____ and supported by Council Member _____.

WHEREAS; the City of Novi City Council annually sets its Strategic Themes and Broad Goal Categories to provide overall policy direction to City staff and to communicate its intent to the community; and

WHEREAS; on January 5, 2013 at an Early Input Budget Session the Novi City Council approved their Strategic Themes and Broad Goal Categories; and

WHEREAS; the "Red Box Objectives" are specific projects and services created under the respective Strategic Themes included in the annual operating budget of the City of Novi; and

WHEREAS; the City Manager will produce a comprehensive quarterly report detailing the progress of each of the objectives; and

NOW THEREFORE, IT IS THEREFORE RESOLVED that the City Council of the City of Novi hereby adopts the attached Red Box Objectives for Fiscal Year 2013-14 as shown as Exhibit A to this resolution.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Maryanne Cornelius, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 20th day of May, 2013, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Maryanne Cornelius, City Clerk

City of Novi

Ensure Public Safety Services Meets the Needs of the Community (Police, Fire, Public Services)

Short Term Goals

- Begin relocation planning for Fire Station No. 1
- Immediately add one or two police officers
- Study needs for public safety staffing using crime, medical assistance and fire metrics to ensure that staff are added as needed to ensure public safety goals

Long Term Goals

- Build a new Fire Station No. 1 at a new location
- Fund capital improvements to Public Services facilities based on long-term plan

Improve Infrastructure (Roads, Water and Sewer)

Short Term Goals

- Fund Northwest Ring Road in collaboration with private development and State funds
- Continue funding for sidewalks with priority on sidewalk gaps
- Fund at least one major trail improvement (ITC Corridor, for example)

Long Term Goals

- Commit to completing ITC Corridor trail in five years (approximately one mile per year)
- Build the Northwest Quadrant Ring Road
- Work with Road Commission to develop a plan of improvements for 10 Mile Road Corridor that improves traffic flow but respects residential areas
- Create a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.

Encourage Economic Development to Maximize City Revenue and Job Growth

Short Term Goals

- Continue to invest in SE Novi older neighborhoods to help promote community stability and neighborhood values
- Continue to improve blighted commercial and residential properties
- Leverage our growing cultural arts offerings including Villa Barr Art Park and Cultural Education Center to attract business and residents
- Foster private development on Main Street
- Partner with the development community to bring new businesses to Novi

Long Term Goals

- Establish plan to develop east side of Novi commercial development

- Focus on new business attraction Grand River / Main Street Area
- Develop Plan for benefits to Novi from Regional Transit Authority
- Work with Community Development Department to identify and attract redevelopment opportunities for highly visible large parcels
- Look into potential development options for Grand River Corridor between Taft and Beck Roads
- Review ordinances to eliminate barriers to new development

Develop Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with Community

Short Term Goals

- Begin the process of reviewing the City Charter
- Develop a long-term plan for administrative compensation
- Conduct additional Mayor's Exchanges

Long Term Goals

- Create commission focused on needs/services of seniors
- Develop a plan to recruit for City Boards and Commissions

Be a Community that Values Natural Areas, Natural Features and Community Character

Short Term Goals

- Develop commercial and retail façade improvement program for Southeast Quadrant
- Develop plan to recognize historical sites and buildings
- Improve code enforcement efforts in neighborhoods
- Acquire parkland while property values are still historically low

Long Term Goals

- Develop plans to manage natural areas that City owns (invasive plants, public access, etc.)
- Develop a plan for acquisition of land

Maintain a Fiscally Responsible Government

Short Term Goals

- Fund additional retirement and healthcare contributions (plan to smooth projected peak in coming years)
- Budget with the elimination of Personal Property Tax factored in
- Increase intern opportunities throughout City departments
- Maintain Fund Balance within the policy range

Long Term Goals

- Continue to fund additional contributions for retiree health care obligations
- Develop debt policy as suggested in the latest Standard and Poor credit review to add to financial policies
- Create plan to ensure funding of capital improvements long-term
- Include the elimination of Personal Property Tax in long-term budget and capital improvement programs

Enhance Parks, Recreation and Cultural Services

Short Term Goals

- Develop a plan for a dog park
- Reduce cost of all senior citizen transportation to less than \$4 a ride either by a multi-ride car discount or overall rate reduction
- Improve Lakeshore Park to be able to successfully and consistently operate twelve months per year

Long Term Goals

- Acquire more parkland
- Increase number of local neighborhood parks
- Long-term plan for grant funding opportunities – identify projects and funding sources and prioritize
- Work with State for connections to regional trail networks opportunities – identify projects and funding sources and prioritize

Red Box Objectives Quarterly Update
for FY 13/14

(Information shared with City Council
October 17, 2013)

MEMORANDUM



TO: CLAY J. PEARSON, CITY MANAGER
FROM: VICTOR CARDENAS, ASSISTANT CITY MANAGER
SUBJECT: 2013-14 PROJECT UPDATE/RED BOX OBJECTIVES
DATE: OCTOBER 10, 2013

10/17/13
To: Mayor & City
Council Members
FY 13/14 off and running

Attached is the first quarter update for the **2013-14 Fiscal Year**. The projects listed come directly from the items approved in the budget, many originating with the City Council's early budget input meeting that occurs every year in January. The projects are prominently displayed, by a red box, in City's annual budget book under the respective Program Category: *Public Safety, Infrastructure, Economic Development, Citizen-Focused Government, Natural Areas, Features and Community Character, Fiscally Responsible Government, and Parks, Recreation & Cultural Services.*

At the beginning of the budget year, July 1st, each goal is assigned to specific staff member who is the lead or point person on that particular initiative. The project leads are responsible for reporting on the progress of their goal at the close of every quarter. The spreadsheet attached is the tracking mechanism utilized to track the progress of each of the Council's goals. End of quarter status updates can be found in the columned shaded in yellow. As you can see some goals are carried over from the previous budget year and others, established in the current budget year, will carry over to the following budget year. Carry overs are attributed to the size and complexity of certain projects and are usually able to be completed in one budget year. If you have any questions regarding the 1st Quarter 2013-14 Project Update please let me know.

Progress on the 2nd quarter FY 2013-14 projects will be shared in early winter toward the end of December.

Approved Budget Red Box Objectives - Fiscal Year 2013/14

Progress Reporting and Accountability Form

Submission D October 16, 2013

Red Box objective Item Number	Item Description	Category	Staff Lead(s)	Quarter for Initiation	Quarter for Completion	Project/Activity Status Q1 (September 30, 2013)
Ensure Public Safety Services Meet the Needs of the Community (Police, Fire, Public Services)						
1	Deploy Rescue 4 replacement apparatus (Expedition EL 4x4)		Jeff Johnson	Q1	Q4	Order placed on 8/28/13. PO#94041 ✓
2	Recruit and hire additional police officer to further enhance services and reduce criminal activity		Victor Lauria	Q1	Q1	Current approved sworn staff at 63. Recruitment ongoing, 2 offers in process.
3	Complete comprehensive facility analysis for Fire Department and Department of Public Services buildings and grounds		Jeff Johnson/ Brandon McCullough/ Rob Hayes	Q1	Q2	Proposals received on 9/19/13. In the processing of reviewing the proposals in anticipation of 10/14 award. <i>Awarded</i>

Develop a Collaborative Government Structure and Staff Skills for Effective Delivery of Customer Services and Communication with the Community

4	Expand and enhance Novi's mobile device Internet presence		Sheryl Walsh	Q1	Q3	Contract was awarded on 8/26/13. Responsive Web Design in development phase.
5	Convene Charter Review Committee to propose select modernizations to Novi's City Charter		Cortney Hanson	Q1	Q2	Charter Amendments will appear on November 2013 Ballot. ✓
6	Complete an Administrative Compensation Study/Long-term Plan		Tia Gronlund-Fox	Q1	Q2	Have received quotes for the project, will be awarded in the next 30-60 days *

Maintain a Fiscally Responsible Government

7	Make an additional payment of \$100,000 to Other Post-Employment Benefits (OPEB) obligation; continue to make 100% actuarial-prescribed payments		Victor Cardenas	Q1	Q3	Currently queued up for the third quarter of current fiscal year
8	Maintain debt levels within newly adopted policy		Victor Cardenas	Q1	Ongoing Effort (Through Q4)	First quarter FY 2013-14 budget amendment proposed and maintains General Fund reserves within established policy range.
9	Monitor ongoing State of Michigan 'Reforms' of Industrial-classified Personal Property Tax		Glenn Lemmon	Q1	Ongoing Effort (Through Q4)	Deliberation still occurring on what municipalities will be receive in lieu of the PPT. A final proposal is forthcoming.
10	Leverage internship opportunities as outlined by recently established policy		John McCarter	Q1	Q3	Two interns remain on staff (Mgrs. And DPS) and a third will be brought on board in IT in the 3rd Qtr.

Approved Budget Red Box Objectives - Fiscal Year 2013/14

Progress Reporting and Accountability Form

Submission D October 16, 2013

Red Box objective Item Number	Item Description	Category	Staff Lead(s)	Quarter for Initiation	Quarter for Completion	Project/Activity Status Q1 (September 30, 2013)
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Improve Infrastructure (Roads, Water, and Sewer)

11	Construct Water Storage Facility		Tim Kuhns	Q1	Q1 FY 14/15	Land acquisition underway and likely to delay final completion as originally scheduled (August 2014).
12	Continue ADA Compliance plan implementation for non-motorized facilities		Ben Croy	Q1	Ongoing Effort (Through Q4)	Construction of the 2013 ADA Compliance Program is underway
13	Continue to implement the Novi Enterprise Asset Management System (NEAMS) as a tool to continuously monitor, maintain, and evaluate Novi's infrastructure assets		Keri Blough/ Matt Wiktorowski	Q1	Ongoing Effort (Through Q4)	Project initiation documents will be prepared before Oct. 30 and implemented into Basecamp. The project will add Forestry assets into the CW asset mgt. program.
14	Rehabilitate Town Center Drive from Crescent Blvd. to 11 Mile Road, and Town Center Drive from 11 Mile Road to Grand River Avenue		Brian Coburn	Q1	Q1 FY 14/15	Design Engineering was awarded on 8/26/13.
15	Begin to increase the City's average pavement PASER rating through rehabilitation and reconstruction with the additional revenues provided by the Municipal Street Fund millage adjustment		Brian Coburn	Q1	Ongoing Effort (Through Q4)	2014 Neighborhood Road Program design engineering was awarded on 9/30/13.
16	Install a new traffic signal on Wixom Rd at Glenwood Drive in front of Deerfield Elementary School		Brian Coburn	Q1	Q4	Design engineering was awarded on 8/12/13.
17	Complete Phase I of M-5/I-275 Metro Connector Pathway on east side of Meadowbrook Road from I-96 to 12 Mile Road.		Brian Coburn	Q4 FY 12/13	Q1 FY 14/15	Easement acquisition is completed and the final revisions requested for a permit by MDOT are nearing completion.
18	Construct pedestrian improvements to Haggerty Road and Nine Mile Road		Brian Coburn	Q4 FY 12/13	Q2	Project design was completed and bid, but no bids were received. Project will be combined with two signal projects for bidding in Q3.
19	Construct concrete pathway Segment NC1 - East Lake Drive to Novi Road.		Brian Coburn	Q4 FY 12/13	Q2	Original alignment was rejected by Walled Lake Schools. Engineering re-design proposed to occur in Q2.
20	Rehabilitate Heslip Drive		Brian Coburn	Q2	Q1 FY 14/15	Design to begin in Q2.

Approved Budget Red Box Objectives - Fiscal Year 2013/14

Progress Reporting and Accountability Form

Submission D October 16, 2013

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Economic Development						
23	Continue to conduct retention visits with companies which call Novi home		Lauren Royston	Q1	Ongoing Effort (Through Q4)	Conducted retention visits to 5 businesses and 3 new businesses.
24	Continue to implement Economic Development Goals and Strategies as adopted by City Council		Lauren Royston	Q1	Ongoing Effort (Through Q4)	Activity detailed in quarterly report.
25	Monitor development at southwest corner of I-96 and Novi Road		Lauren Royston	Q1	Ongoing Effort (Through Q4)	Met with Adell property owner to learn of proposed development plans.
26	Leverage future designation as a Redevelopment Ready Communities (RRC) from the State's Michigan Economic Development Corporation		Lauren Royston	Q1	Ongoing Effort (Through Q4)	The City of Novi has applied for the RRC program and has been selected for evaluation of best practices. Community Development and Economic Development staff have attended Best Practice Training Series I, II, and III.
27	Bring on board a Part-Time Retail Specialist		Lauren Royston	Q3	Q3	Will complete position description in early October and begin search thereafter.
28	Highlight growing cultural art amenities for business executives and investment		Lauren Royston	Q1	Ongoing Effort (Through Q4)	Ongoing marketing of cultural art amenities by providing current and prospective businesses with brochures and other material on Novi cultural and art offerings. Include upcoming events in eBiz and Facebook postings.
29	Monitor Regional Transit Authority to create benefits to the Novi business and residential communities		Lauren Royston	Q1	Ongoing Effort (Through Q4)	Continue partnering with ITS, hosting subcommittee meetings for the 2014 ITS Detroit World Congress.
Be a Community that Preserves Natural Areas, Natural Features, and Community Character						
30	Continue annual tree planting and pruning program		David Beschke	Q1	Q2	Ongoing, gearing up for the Spring planting <i>Fall Planting 150-270 trees</i>
31	Examine land open space preservation possibilities with all schools		Jason Mangum	Q1	Ongoing Effort (Through Q4)	Currently engaged in conversations with all three districts, specifically with Walled Lake Schools and some property on the northside.
Enhance Parks, Recreational, and Cultural Services						
32	Construct a new Dog Park at Novi Ice Arena property		Jason Mangum	Q2	Q4	Ongoing. Project currently in engineering phase
33	Program and promote Phase I and II of Pavilion Shore Park targeting a public opening Summer of 2013		Jason Mangum	Q1	Q2	Ongoing. Park open to public, nearing completion of Phase I&II
34	Convene newly established Parks and Recreation Grant Committee to prioritize projects for future grant opportunities		Jason Mangum	Q2	Q2	Ongoing. Committee has met and is in the process of rating potential park acquisitions
35	Implement Older Adults Services Strategic Plan 2013-2015		Rachel Zagaroli	Q1	Ongoing Effort (Through Q4)	Ongoing - working to complete the 25 strategic goals over the next 3 years
36	Highlight expanded an consistent year-round Novi Public Library hours		Julie Farkas	Q2	Ongoing Effort (Through Q4)	Continually publicizing the new expanding hours
37	Barr property - begin property improvements to studio and grounds for public use		Jason Mangum/Cultural Arts Coordinator	Q3	Q4	Ongoing. Roof improvements complete.
38	Begin the implementation of the Novi Public Library 2013-2018 Strategic plan		Julie Farkas	Q1	Ongoing Effort (Through Q4)	Staff is underway with completing goals related to the SP for 2013-2014. A monthly update is provided to the Library Board.

Approved Budget Red Box Objectives - Fiscal Year 2013/14**Progress Reporting and Accountability Form**

Submission D October 16, 2013

Red Box objective Item Number	Item Description	Category	Staff Lead(s)	Quarter for Initiation	Quarter for Completion	Project/Activity Status Q1 (September 30, 2013)
39	Implement, within the Novi Public Library, a requirement for a library card for check-out and service usage effective September 1st		Julie Farkas	Q2	Q4	Patrons responded well to the requirement for a library card for service. This was due to a 6 month communication campaign. No significant issues reported. Library added the use of library card on smartphone for an additional means for check-out. New scanners were installed in the library to read smartphone barcodes.
40	Make available electronic magazines for downloading in the summer of 2013 at the Novi Public Library		Julie Farkas	Q3	Q4	Zinio is in full swing. We are averaging close to 500 downloads per month.