



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 dais and inseting monitors, adding the seventh monitor. Dais 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