

## **CITY OF LATHRUP VILLAGE CITY GOAL SETTING MEETING MINUTES MARCH 30, 2021**

MINUTES OF THE CITY COUNCIL GOAL SETTING MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON TUESDAY, MARCH 30, 2021 HELD REMOTELY VIA-ZOOM.

The meeting was called to order at 5:07 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor  
Council members Ian Ferguson

Excused: Council members Saleem Siddiqi and Donna Stallings

Present: City Administrator, Dr. Sheryl L. Mitchell Theriot, Assist. City Administrator/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Police Chief, Scott McKee, Director, Community and Economic Development/DDA, Susie Stec, Chris Clough, Director of Recreation, Government Operations, Kelda London and City Clerk, Yvette Talley

This meeting was held remotely. All City Council Members stated they are located in Lathrup Village, Michigan, Oakland County.

The purpose of this meeting is to discuss Goals and Priorities of City Council, City Administrator and City Staff.

### **Discussion Items**

#### **A. City Council Goals & Priorities**

Dr. Sheryl Mitchell gave an overview and answered specific questions.

City Council Goals - Transparent, Open and Honest Government - Discussed social media and how the city should respond. City will respond to city events but will not respond to social media conversations. City Council stated - City Attorney advised Council not to respond via social media, it's not an official city response. Council welcome residents to meetings and being involved. Objectives – improve communications with residents and local businesses through a variety of ways: Electronic weekly newsletter, city administrator reports are on website, improving City website design and have more town hall meetings/council coffee hours.

Discussed: Dedication to service – Our primary duty is the people we serve. Maintain high quality neighborhoods, housing stock, maintain robust and attractive business corridors, promote a safe and secure community. Develop and prioritize improvements to parks and playgrounds, improve quality of life for residents of all ages, continue improvement in response time to residents for any type of contact, increase code enforcement in business district including a quarterly assessment/walk-through of every property, provide a maximum 1 work day initial response to See Click Fix reports with an additional response every 3 business days until the issue is resolved, develop initiatives for blighted buildings along business corridor. Continue best practices in maintaining city grounds, parks and entrances. Code enforcement classes (e.g. how do I maintain my ditch & culvert) Identify cross functional opportunities (e.g. Police Officers & Code Enforcement)

## City Council Goals & Priorities

Fiscal Responsibility - creating a timely budget and budget consistency

-Support economic vitality to attract and retain local businesses, support City Attorney effort to keep the city from legal harm, review all contracts to maintain infrastructure, continue reviewing contracts/suppliers/business arrangements to ensure we are spending as little as possible for goods and services.

Personal Honesty and Integrity -

Update Council Rules/Board Rules Procedures

Code of Ethics provided to all new elected/appointed council and board members once per year

Personal accountability: Attend all scheduled meetings and provide 24-hour notification for absences (and when absent watch the missed meeting on YouTube)

Review entire meeting packets before meetings, respond by agreed upon deadlines and be on time.

Excellence - Register and participate in training offered by MML and other organizations

Subscribe/read journals organizations and periodicals

Teamwork - Provide teamwork opportunities to City staff (e.g. workshops, cross functional work, social outings, retreat for City Council/Staff etc.

## A Humane and Diverse Organization

Appointments to Boards and Commissions – there are no legacy seats on boards/commissions – all can apply

Hiring practices at the City of Lathrup Village reflective of the cultural and social diversity of the community

Provide Cooperative Education opportunities to Student Residents (paid or unpaid)

## B. City Wide - Goals & Performance Measures - City Council Goals

Number of Regular Meetings, number of special meetings, number of zoning board of appeals meetings, number of town halls, number of ordinances adopted, number of resolutions adopted, number of proclamations presented, number of subscribers to eNewsletter, number of Users of City's Facebook Page, Joint meetings with Southfield Public Schools, Joint meetings with Planning Commission, Joint meetings with DDA, joint meeting with Beverly Hills and Southfield, Annual meeting with Planning Commission, ZBA - refresher course.

### Community & Economic Development - Planning Zoning

Adopt Comprehensive Plan and implementation of action strategies, evaluate and adopt revisions to the zoning ordinance in accordance with comprehensive Plan recommendations. Adopt sign ordinance revisions, Implement non-motorized transportation plan including wayfinding signage, implement city council goals related to cannabis uses, more effectively utilize BS & A software to improve workflow and project tracking in Community and Economic Development and integrate efforts with other departments, obtain recertification of the city's Redevelopment Ready Certification utilizing updated MEDC metrics, work with Tree committee to establish standards inventory, regular maintenance plan and charging stations. Updating the zoning ordinance to reflect technology.

Adopt Comprehensive Plan and implementation of action strategies

Evaluate and adopt revisions to the zoning ordinance in accordance with the Comprehensive Plan recommendations, adopt

### Street Paving Bond Projects – Performance Measures

Provide monthly reports on status of projects, work with city engineer to update notices and information for residents via website, social media, mailings, etc., track progress and invoices, develop and implement the project plan for any special Assessment district's notices public hearings, etc.

### Capital Improvement Bond Projects Performance Measures – Performance Measures

Provide monthly reports on status of projects, work with City engineer to update notices and information for residents via website, social media, mailings, etc., track progress and invoices.

### Downtown Development Authority – Performance Measures

Refine and streamline Commercial Landlord and Business licensing, Increase Business and Property owner engagement by hosting monthly events, Increase volunteer-base by way of new/expanded opportunities for involvement, Enhance social media outreach, Distribution of grant funds including relief, façade, sign etc. Increase number of new businesses

### Special Projects – Performance Measures

Produce weekly eNewsletters, produce quarterly Your Town Magazine, Produce periodic print and video updates for DDA/businesses, assist with updates on website

### Police Department -Performance Measures

The Police Department is committed to professional excellence in providing public safety services for the City. Chief Scott McKee gave an overview.

Continue with PowerDMS and Taser contacts

Purchase of new patrol vehicle to replace an older unit

Purchase Guardian Tracking software for early intervention for employees

Purchase Police One Academy subscription for virtual training classes

Focus on hiring qualified police candidates preferable with experience by in icing them with lateral pay incentive

Enroll in the Accreditation program through MACP (July 2021)

Purchase portable radios to be compatible with the new county wide radio system

Recruit and hire candidates that reflect the diversity of the community

Monthly updates on Transparency Dashboard of: calls for service; citations; and arrests

Monthly report to City Council

Work with Architect on completion of department space study

Host at least 2 community education/engagement events

Provide City administrator monthly report on accomplishments:

Community outreach projects including fundraisers

Public education

Meetings/trainings of Command Staff

Apply for Accreditation and the fee is \$1,500 to add to budget. The accreditation will address: hiring practices, transparency, human trafficking training and annual subscription to virtual academy

### Parks and Recreation Goals/Objectives – Performance Measures

Offer at least three classes, events, trips or special programs per month

Engage 20 percent more households from under-represented neighborhoods in recreational programming

Host at least one event or activity at each neighborhood park

### Community Building

Partner with at least one community group for each major Lathrup Village event

Host at least four community park cleanups

Host at one community service project

### Building & Grounds Goals/Objectives – Performance Measures

Clean and safe environment, tracking systems, building review, adherence to social distancing standards

### Code Enforcement – Performance measures

Providing timely review and services, Identify best practices ex.- 48 hours for non-emergencies, measure between BS & A -vs- SeeClickFix, develop and disseminate a survey tool, provide report, produce monthly report of inspections with status for Council and DDA, provide articles for quarterly Your Town publication, provide articles/reminders at least 6 times a year for eNewsletter, respond to initial posts on SeeClickFix within 1 business day; and update every 3 business days until file is closed

### Building Department - Permits, Inspections, Licensed (Business, Landlord, Rental)

Provide monthly report of all permits issued, provide monthly report of all inspections, provide monthly report of licensed issued, establish baseline or timeframes from applications to time that permits/licenses being issued

Identify best practices; measure activity for Year 1

Establish and implement plan to inspect all businesses annually or bi-annually

Measure compliance with business licensed, landlord licenses and rental licenses, update rental building file, implement rental inspections – annual inspections

### City Clerk/Elections – Performance Measures

Recruit and train elector workers for each precinct

Maintain current safety standards for election worksites

Maintain separate folder and post on website: resolutions, proclamations, ordinances, public notices and minutes(City Council Planning Commission -on Municode Meetings)

#### Finance Department – Performance Measures

Produce monthly financial reports for City Council

Invest all cash in conformance with the adopted Investment Policy and Provide quarterly investment report for City Council

Establish and monitor Bond Funds and Projects; issue timely payments

Timely payment of invoices

Monthly bank reconciliations of all accounts by 15<sup>th</sup> of next month

Timely tax proceeds disbursements to other governmental entities

Update Chart of Accounts in accordance with State requirements

Address any outstanding audit findings/comments

Obtain unqualified independent audit opinion

Reduce number of water billing complaints and billing adjustments

#### Human Resources- Performance Measures

Provide training and cross-training for staff on BS&A and Point & Pay

Produce New Employee Orientation Packet

#### Department of Public Services (DPS) Lathrup Services – Performance Measures

Meet weekly with City Administrator and review the projected weekly job assignments/work orders

Maintain an inventory of such materials within the DPS yard

Catch Basin Maintenance – inspect annually

Complete and submit monthly Storm Water Pollution Prevention Plan (SWPPP)

Provide compost to residents

Respond to posts on SeeClickFix within 1 business date; and update until file is closed

Update Water Service Line Material when checking, replacing water meters

### Department of Public Services (DPS) – Lathrup Services – Performance Measures

Minor repairs/pruning of trees when possible

Maintenance of DPS vehicles and equipment – Monthly Report

Identify and correct Cross-Connection at DPS Garage

### LTV – Performance Measures

Provide services and produce monthly and annual report:

Regular Programming – Council Meetings, Planning Commission, DDA, Special/Joint/Town Hall

Special Programming

Video Snaps, News/Events, Public Service Announcements

Misc – Additional Services provided

### City Administrator – Performance Measures

Recommend budget and amendments; maintain balanced budget

Monitor Monthly Water Lose Reports

Review New Vendors list monthly

Produce monthly City Administrator reports for council packets

Monthly meetings with staff

Conduct annual performance evaluations of all department heads and direct reports

Review annual self-evaluations of performance evaluations of all employees

Respond within 1 business day to residents in the same way contacted

### City Attorney – Performance Measures

Provide written feedback within 3 business days of request

Provide reports on tax appeals and status

Provide draft of ordinances within 30 days

Prosecutions – provide a monthly report of closed cases/files: charge(s), case/ticket#, offense & date, disposition (ex. Pled guilty, dismissed)

Establishing process Identify which ordinances we'll be working on

### Mayor and Council Comments

Mayor Garrett stated - April 17th there will be a food distribution at City of Lathrup Village in the parking lot.

Dr. Sheryl Mitchell Theriot - Congresswoman Brenda Lawrence stated there are funds/grants to apply for due on Monday, April 5th - will apply for grants to support space expansion for the Police Department.

Mayor Garrett - Southfield corridor- there are an over-abundance of trash/debris on the roads from businesses. Dr. Mitchell Theriot will submit code enforcement report. Susie Stec stated - she is preparing a letter to be mailed to all businesses and it will be mentioned in the weekly newsletter.

Mayor Pro Tem Kantor discussed he's working with City Engineer on a schedule for the road construction, postal service, garbage pick-up and parking.

On the City's website there is an online form for residents to share their concerns.

### Public Comments

No Public Comments

### Adjourn

Meeting adjourned at 7:22 p.m.