



500 West Big Beaver
Troy, MI 48084
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FROM THE OFFICE OF THE CITY MANAGER

Date: February 20, 2020
To: Troy City Council Members
From: Mark F. Miller, City Manager
Subject: City Manager Status Report

Background

On March 18, 2019 the City Council adopted Resolution #2019-03-031: RESOLVED, that Troy City Council hereby ADOPTS the 2019-2020 Strategies for the upcoming fiscal year as presented by City Management. The purpose of this memo is to provide a status report on the 2019-2020 Strategies and other important projects.

2019 – 2020 Strategies

1. Re-evaluate the Trails & Pathways program with a focus on public participation and creative problem-solving to build community support.

Anderson, Eckstein, and Westrick, Inc. (AEW) has submitted the wetland application to the State of Michigan's Environment, Great Lakes and Energy Department (EGLE) for Sylvan Glen Lake Park. Some of the trail crosses through regulated wetlands and our proposal to the state is the least impactful to the area.

The City of Troy was approached by members of the Troy First Methodist Church located at 6363 Livernois (Livernois between South Boulevard and Square Lake) about allowing the church to connect its property to the subdivision to the east with a trail. This would require a partnership since the City of Troy owns the parcel between the church and the subdivision. This also presents an excellent opportunity since the city was having difficulty connecting the natural area to Livernois. After meeting with church members we set a date to walk the property and determine where the trail would best be positioned. The meeting was very energetic and all partners involved are excited to move forward. We will continue to work on this partnership with presenting a few options to the church as the next steps.

2. Gather community input, reassess the most recent Town Center initiative, and develop a plan for the future of the Civic Center property.

No change since the December report. The customer service needs of City Hall are being assessed through Strategy #3 and community input will be gathered through Strategy #10. Both are described below. Planning for the future of the Civic Center property will be discussed with the City Council during the fiscal year 2020-2021 strategic planning process.



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3. Determine the customer service needs of City Hall and incorporate the findings of the Facilities Condition Assessment into the maintenance plan of the facilities.

Department heads continued to meet with OHM in February to discuss the different uses of the areas within City Hall and if there are additional space needs for each department. OHM will be presenting its solutions based on the department heads' input to the steering committee in early March. Once the concept is agreed upon, OHM will present cost estimates to the city for future consideration.

4. Establish a comprehensive Capital Improvement Program and planning process that is reviewed and implemented on an annual basis.

No change since the December report. City staff is establishing a capital improvements program consistent with the Michigan Planning Enabling Act, Act 33 of 2008. Special City Council meetings for presentation of the proposed budget are scheduled for Monday, April 20, 2020 and Wednesday, April 22, 2020. The City Council must adopt the fiscal year 2020-2021 budget on or before Monday, May 18, 2020 (City Charter Section 8.3).

5. Convene the Charter Revision Committee to evaluate charter language and millage limitations, and develop a strategy to fund the Library past 2021.

No change since the December report. A report regarding library funding was included in the November 25, 2019 City Council agenda packet. City Council has scheduled a special meeting on Monday, June 8th to weigh its options and prepare ballot wording for the November 3, 2020 general election.

6. Determine public transportation service needs, and implement a revised plan for the Big Beaver Shuttle and Medi-Go.

The City of Troy launched Troy R.Y.D.E. (Reach Your Destination Easily) on October 1, 2019. This service continues to grow with an increasing request for service. Staff will continue to monitor the demand for service to ensure we are meeting current service demands.

7. Update the Parks and Recreation Plan and incorporate the Green Space Subcommittee recommendations to protect and invest in the City's parks.

City Council approved the plan during the January 27th, 2020, City Council Meeting. The plan was forwarded to the State of Michigan and SEMCOG. Staff has requested funding for some of the action plan items and will be vetted through the budgeting process.



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8. Evaluate the Volunteer Firefighters Incentive Plan to ensure the policy is reasonable and sustainable.

An action item regarding the VFIP is included in this City Council agenda packet. City Council will be asked to take action at its February 24, 2020 regular meeting.

9. Study the feasibility of a Rochester Road Improvement District.

A report regarding this strategy was included in the November 25, 2019 City Council agenda packet, with City Management recommending no additional action be taken at this time. Please let City Management know if you have any further comments or questions.

10. Develop a plan to effectively engage residents and businesses through community conversations.

City Management has been researching various methods of community engagement, including a revised resident/business survey, City Branding and signage, and the development of a comprehensive Public Participation Plan as a part of this strategy. In addition, the Downtown Development Authority has begun discussions as to how to use its marketing budget to promote the Big Beaver Corridor.

Each of these various topics are still in the development stage, and City Management will provide additional updates in the coming months.

Other Projects

Classification and Compensation Study

Following the presentation by GovHR on December 12, 2019, employees and their supervisors had the opportunity to submit requests for appeal/reevaluation. Appeals were received and the review is in process to determine if changes should be made to prior to finalizing the report.

Forensic Accounting Investigation Corrective Action Plan (CAP)

No change since the December report. A memo dated September 18, 2019 was included in the September 23, 2019 City Council agenda packet (P-02b) and a memo dated September 30, 2019 was included in the October 7, 2019 City Council agenda packet (P-02a). These memos summarized the corrective actions taken related to expenses and City Council agenda memos. Training on the new electronic agenda memo approval process was conducted during the week of November 11, 2019 and the process is being used for the November 25, 2019 City Council agenda packet.

Additional reports will be provided regarding the remaining corrective actions in the coming months.



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Citizens Academy

A graduation ceremony was held during the November 25, 2019 City Council meeting. After considering the costs and feedback, City Management plans to hold Citizens Academy on an annual basis on the autumn of each year. Planning for the 2020 Citizens Academy will begin in late Q2 of 2020.

City Council Orientation

The third and final orientation session was held on January 27. It is City Management's hope that the orientation sessions were helpful for both on-boarding new Council Members and expanding the knowledge and understanding of previously seated members. Please let City Management know if you have any additional questions or concerns, or desire additional training.

City Council Personnel Evaluations

City Attorney and City Manager evaluation forms were distributed to City Council on February 10 and are due on February 24. The consultant will compile the results and distributed them on February 28. Special City Council meetings for personnel evaluations are scheduled for Monday, March 2, 2020 and Monday, March 23, 2020. However, it may be possible to conduct both evaluations on March 2 if evaluation forms are completed on time.

City Council & Planning Commission Joint Meeting

City Council held a joint meeting with the Troy Planning Commission on February 4. City Management is working to address the issues discussed at the meeting. Many are likely to become goals for the coming fiscal year.

Strategy Development

City Council held its annual strategy development meeting on February 13. City Management is preparing a list of strategies that reflect the outcomes of that meeting for City Council's consideration in March.

Capital Project Updates

Through the budget process, City Council approves capital projects and then is presented with contracts to fulfill the budgeted projects using a competitive bid process. Some capital projects are subdivided using the Facilities and Ground Staff to manage the project in phases. The individual phases often do not meet the purchasing financial threshold to have City Council resolve on the expenditure. Therefore, we will report on these projects using this format to inform City Council of their progress.



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Capital Project 2020C0065 Sewer – Storage Building and Workshop

Total Project cost - \$150,000

The Storage Building and Workshop project renovates 4,000 ft² that was shared between the Fleet Operation Division and the Water/Sewer Operation Division and repurposes it into usable heated storage and workshop space for the Water/Sewer Operation Division. The Facilities and Grounds Division has acted as the general contractor on this project and has performed a significant portion of the work with in-house staff. To date the following work has taken place:

- Unit Heater Replacement
- North Man Door Replacement
- Metal roofing repair
- Electrical plan
- Purchase of compressor and airline piping
- Installation of 3” of open cell spray on foam insulation (Expected to be completed 02/11/2020)
- Replacement of Electrical service panel and branch circuits
- Relocation of Unit Heater
- CMU Block Repairs
- Air Compressor has been installed
- Airline Piping has been installed
- Service panel has been replaced along with all branch circuits.

Forthcoming work to be completed

- Gas Line replacement
- Plumbing and sewer
- Steel Frame Painting
- Exterior metal paneling repairs
- Exterior painting
- Interior storage
- Equipment installation

The Facilities and Grounds Operations Division will continue perform as the general contractor for this project. This project is anticipated to be under budget and will be completed by June 30, 2020.

Capital Project 2020C0079 Motor Pool – Garage/Parts Room Renovation

Total Project cost \$60,000

The Motor Pool – Garage/Parts Room Renovation project was created to renovate the 1,400 ft² new parts storage room, technician library and supervisor work space. The Facilities and Grounds Division will serve as the General Contractor on this project. Facilities will coordinate trades as



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needed with the intention to perform a portion of the work with in-house staff. To date the following work has taken place:

Completed to date:

- Painting
- Floor burnishing
- Shelving
- Work stations

Forthcoming work to be completed:

- Access control for vehicle and equipment keys
- Installation of:
 - Windows and doors

The Facilities and Grounds Operations Division will continue acting as the General Contractor for this project. This Project will be completed within the existing budget and will be completed by June 30, 2020.