



# Memorandum

Office of the Village Manager

**TO:** Honorable President Narsh and Village Council  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** December 30, 2022

**RE:** **VILLAGE MANAGER'S REPORT**

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2023 APPLICATION**

The village's PY 2023 Community Development Block Grant (CDBG) application was completed and submitted to the Oakland County Neighborhood and Home Improvement Division on December 23.

## **DPW SALT STORAGE BUILDING**

The construction of the DPW salt storage building at the department garage facility on Cass Street was completed earlier this month and is now being utilized by the department.

## **FY 2023-24 BUDGET PREPARATION**

As part of the budget preparation process for the ensuing fiscal year, council will conduct its FY 2023-24 goal setting work sessions for January 16, 18, and 24 (alternate if needed). Attached are copies of SMART goals work sheets to assist council members in formulating possible goals and objectives. The work sheets help to ensure that proposed goals are specific, measurable, attainable, relevant, and time-bound. The goals and objectives adopted by council will serve as an important guide for administration in preparing the proposed budget.

## **STARBOARD PUD DEVELOPMENT ADMINISTRATIVE MEETING**

I met with the village planning team and Mocerri regarding the developer's revised plans for the Starboard development project (former Orion Marine property). The developer will no longer be seeking a PUD development but will, instead, comply with existing zoning code requirements. He will be seeking some lot combinations/splits. The revised plans will call for a substantial reduction in housing units.

## **SNOW REMOVAL POLICY AND RECENT SNOW EVENT**

I met with the police and public works departments on December 28 to discuss last weekend's snow event and the process for clearing streets and sidewalks of snow and ice. While our Department of Public Works does an outstanding job of keeping our roads safe for travel and sidewalks around village properties cleared, we were all in agreement that we can do better. We discussed several areas in which we can improve our performance, including (1) training of police and DPW employees on the snow removal policy and procedures and the limitations on snow removal efforts during extreme weather (high winds/blowing snow and extreme temperatures rendering road salt snow melt ineffective); (2) enhancing communication between the police department and DPW during DPW non-working hours about the conditions of roads and the determination to call in for snow removal; and (3) village compliance with sidewalk snow removal ordinance regulations to ensure that the village is in compliance with its own properties prior to enforcing the code with private owners. We will continue to monitor the quality of our performance with these important public services and make process improvements where needed.

## **WEB SITE UPDATE**

CivicPlus continues to work on the final design and content migration from our old web site to the new. Key village staff will gain access to the new site and backend next week and will be receiving training on web site navigation and maintenance in January. We expect the new site to be active by the end of January.

## **NEW YEAR'S RESOLUTION RUN EVENT**

As I had indicated to council previously, if I received no objections from any council member, I would approve the New Year's Resolution Run event administratively this year. The sponsor did not submit its event application until mid-November, well past the 120-day deadline established by council. Administration will be placing the special event application procedures policy on the council's January 9 meeting agenda for review. If the current policy remains in place after that meeting, administration will mail a notice to all organizations submitting event applications in 2022 that applications will be automatically denied by administration, subject to an appeals process before council.

## **COUNCIL/MANAGER INDIVIDUAL MEETINGS**

I have reached out to council members by email to invite you to set up regular monthly individual meetings with me. These meetings provide an opportunity for us to share information and for council members to share with me their concerns, questions, and insights regarding village operations. If you have not already responded to the invitation, please do so. I welcome the opportunity to connect with each of you.

## **TENTATIVELY SCHEDULED COUNCIL MEETING AGENDA ITEMS**

Attached please find a list of items tentatively scheduled to come before council during the next month (this is a list of items tentatively scheduled to date and will change).

### **IMPORTANT DATES**

- **December 26, 2022 – January 2, 2023** – Village offices closed for the Christmas and New Year holidays
- **January 1, 2023** – Lake Orion New Year’s Resolution Run
- **January 3, 2023** – Planning Commission regular meeting
- **January 5, 2023** – Board of Zoning Appeals regular meeting - CANCELLED
- **January 9, 2023** – Village Council regular meeting
- **January 10, 2023** – DDA Work Session – Lumber yard property priorities – 6:30 PM
- **January 11, 2023** – ONTV Board meeting
- **January 17, 2023** – DDA Board regular meeting
- **January 18, 2023** – Village Council Goal Setting Work Session #1 – 6:30 PM
- **January 19, 2023** – Board of Zoning Appeals regular meeting – CANCELLED
- **January 23, 2023** – Village Council regular meeting
- **January 24, 2023** – Village Council Goal Setting Work Session #2 – 6:30 PM
- **January 26, 2023** – Village Council Goal Setting Work Session #3 (if needed) – 6:30 PM
- **January 27, 2023** – Parks and Recreation Advisory Committee regular meeting



# VILLAGE OF LAKE ORION FY 2023-24 BUDGET OBJECTIVES WORKSHEET






	<b>PROJECT NAME</b>
<b>AUTHOR</b>	<p>Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives. SMART stands for <b>S</b>pecific, <b>M</b>easurable, <b>A</b>chievable, <b>R</b>elevant, and <b>T</b>ime-bound. <u>Cost</u> should be addressed in the "Achievable" section. If the goal is to improve native habitat in the village, an objective should look like this:</p> <p><b><i>"To increase the native plants between South Lane and Giles Streets by 50% by March 31, 2022."</i></b></p>
<b>DATE</b>	
<b>GOAL</b>	
<p><b>SPECIFIC:</b> Who? What? When? Where? Why? Which?</p>	
<p><b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?</p>	
<p><b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?</p>	
<p><b>RELEVANT:</b> Does it fit with overall organizational objectives?</p>	
<p><b>TIME-BOUND:</b> Intermediate and final deadline</p>	
<b>OBJECTIVE 1</b>	
<p><b>SPECIFIC:</b> Who? What? When? Where? Why? Which?</p>	
<p><b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?</p>	
<p><b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?</p>	
<p><b>RELEVANT:</b> Does it fit with overall organizational objectives?</p>	
<p><b>TIME-BOUND:</b> Intermediate and final deadline</p>	
<b>OBJECTIVE 2</b>	
<p><b>SPECIFIC:</b> Who? What? When? Where? Why? Which?</p>	
<p><b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?</p>	
<p><b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?</p>	
<p><b>RELEVANT:</b> Does it fit with overall organizational objectives?</p>	
<p><b>TIME-BOUND:</b> Intermediate and final deadline</p>	
<b>OBJECTIVE 3</b>	

<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
<b>OBJECTIVE 4</b>	

<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
<b>OBJECTIVE 5</b>	

<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	
<b>OBJECTIVE 6</b>	

<b>SPECIFIC:</b> Who? What? When? Where? Why? Which?	
<b>MEASURABLE:</b> Metrics and milestones. How much? What percentage?	
<b>ACHIEVABLE:</b> Do you have skills and tools to accomplish this objective?	
<b>RELEVANT:</b> Does it fit with overall organizational objectives?	
<b>TIME-BOUND:</b> Intermediate and final deadline	

Doc ID	Status	 	Short Title	Departme	Meeting
5295	Draft		LOPD - New Officers	Village...	01/09/23 12:00 AM
5552	Draft		Amendments to Council Bylaws and Rules of Procedure	Village...	01/09/23 12:00 AM
5561	Draft		Michigan Fire Insurance Withholding Program	Village...	01/09/23 12:00 AM
5569	Draft		Award of Contract - Engineering - North Shore Drainage Project Construction Plans/Permitti...	Village...	01/09/23 12:00 AM
5581	Draft		Act 152 Publicly Funded Employee Health Insurance Contribution Limits	Village...	01/09/23 12:00 AM
5582	Draft		Eagle Scout Project Presentation - Paavo Nurmi	Village...	01/09/23 12:00 AM
5583	Draft		Green's Park Fees 2023	Village...	01/09/23 12:00 AM
5584	Draft		Amendments to Ordinance - Pelton Boat Docks Regulations	Village...	01/09/23 12:00 AM
5585	Draft		Pedal Boat Pub and Orion Tours Boat Dock Use Agreement	Village...	01/09/23 12:00 AM
5588	Draft		Modification to Short Term Rental Ordinance	Village...	01/09/23 12:00 AM
5590	Draft		Appointment of Alternate Reepresentative to NOTA Board	Village...	01/09/23 12:00 AM
5592	Draft		Appointment of Village Manager to Planning Commission	Village...	01/09/23 12:00 AM
5597	Draft		Village Council Goal Setting Work Session	Village...	01/18/23 06:30 PM
5586	Draft		Budget Amendments - Second Quarter FY 2022-23	Village...	01/23/23 12:00 AM
5591	Draft		Data Sharing Agreement - Michigan Department of State - Driving Record Subscription Serv...	Village...	01/23/23 12:00 AM
5598	Draft		Village Council Goal Setting Work Session	Village...	01/24/23 06:30 PM
5599	Draft		Village Council Goal Setting Work Session	Village...	01/26/23 06:30 PM