



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: April 10, 2023

RE: **VILLAGE MANAGER'S REPORT**

FY 2023-24 BUDGET PREPARATION

Village council is expected to schedule budget work sessions for the week of April 11 to review the Village Manager's Proposed FY 2023-24 Budget. Council will be receiving the proposed budget at your April 10 regular meeting in accordance with village charter requirements.

2023 WATER AND SEWER RATES STUDY

Michigan Rural Water Association (MRWA) and Public Works Director Sanchez have completed the draft model of the water and sewer rates study, and I am reviewing the work for accuracy and completeness. Once my review is complete, we will schedule a time for Joe Vandommelon from MRWA to provide council with a presentation on the results of the rates study. Council and administration will use the information from the study to determine the necessary water and sewer rates for FY 2023-24 and beyond.

ROAD COMMISSION EASEMENT ON CEMETERY PROPERTY

The village has executed the easement for the road commission along the southeast corner of the East Lawn Cemetery property, and the village has received payment from the road commission in the amount of \$12,964.00 (\$10,164 for the easement and \$2,800 for tree replacement).

DELINQUENT UTILITY BILLS

It has come to my attention that administration has not been complying with village code for at least the past several years in the handling of delinquent utility bills, and, more specifically, the levying of penalties and interest for delinquencies and shutting off water to customers with extended delinquent bills. As a result of this lack of enforcement, as of the last billing in February, the village currently has more than \$155,000 in unpaid water and sewer charges. Administration will begin complying with the strict provisions of village code commencing with the July 2023 utility billing cycle and will be providing notice to the public in April regarding Administration's

intent, including placing a message on the April bills. A review and possible revision of the code may be needed prior to July 1 to reflect the current desires and priorities of the village council in collecting utility charges. The purpose of the penalties and interest and shut-off provisions is to promote timely payment of utility bills. I have also directed village administrative staff to inform the public of the several regional and statewide water bill assistance programs available for those struggling to pay their water bills. Information on the programs is available through the Oakland County Water Resource Commissioner's web site at <https://www.oakgov.com/water/affordability/Pages/default.aspx>.

Attached are the relevant sections of village code pertaining to utility bills and delinquent payments.

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WEB SITE REDESIGN PROJECT UPDATE

ELECTRONIC AGENDA PACKETS

I would like council approval to transition back to electronic agenda packets beginning July 1 for all boards and commissions. Our current copier is not equipped to handle the large volume of copying and collating that is necessary to continue printing hard copy packets, and the copier frequently breaks down in the middle of print jobs. Furthermore, printing hard copy packets is costly and not environmentally friendly. Alternatively, we will need to consider leasing a much more robust copier when the current lease expires. We can discuss this in more detail during the budget work sessions.

SIDEWALK TRIP HAZARD INVENTORY

The Public Works Department has completed its sidewalk trip hazard inventory and has uploaded the data to the village's GIS system. This data will be used to assist in the formulation of a comprehensive sidewalk capital improvement program.

REVIEW OF COUNCIL MEMBER LAMB'S DDA PRESENTATION INFORMATION

At council's March 27 regular meeting, council directed me to review Council Member Lamb's presentation on the financial impact of the DDA on the village's budget. I am in the process of reviewing the information and am hoping to be able to submit a report to council at your April 24 meeting.

NORTH SHORE DRAINAGE IMPROVEMENT PROJECT

Administration will be recommending indefinite postponement of this project due to the fact that the property owner (Mr. David Iafrate, 449 N. North Shore) on the west side of N. North Shore Drive has informed the village that he would not agree to an easement to run storm sewer along the side of his property to the lake.

IMPORTANT DATES

- March 28 2023 – Parks and Recreation Advisory Committee meeting