



**Special City Council Meeting
9:00 AM, SATURDAY, JANUARY 25, 2014
City Council Chambers
23600 Liberty Street
Farmington, MI 48335**

SPECIAL MEETING AGENDA

1. ROLL CALL

Roll Call

2. APPROVAL OF AGENDA

3. CITY OF FARMINGTON 2014-15 WORK PLAN

1. City of Farmington 2014-15 Work Plan

4. PUBLIC COMMENT

5. ADJOURNMENT

**Farmington City Council
Staff Report****Council Meeting Date:**
January 25, 2014**Reference
Number
(ID # 1463)****Submitted by:** Vincent Pastue, City Manager**Description:** City of Farmington 2014-15 Work Plan**Requested Action:****Background:****Agenda Review****Review:**

Vincent Pastue Pending

City Manager Pending

City Council Pending

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City of Farmington 2014-2015 Work Plan

Draft Vision Statement

The vision for 2019 is one in which residents and businesses are proud and happy to call Farmington home given the warm and welcoming nature of its people, the high level of engagement by its members in the broader community, its economically and socially viable neighborhoods and commercial districts that are attractive and well maintained, the reliable high-quality municipal services that are financially sustainable and market competitive supporting a community recognized regionally and nationally as a great place to live and work.

Citizen Engagement and Communication

Engagement – meaningful boards and commission directed toward making Farmington a desirable place to live and own a business. ***City Administration and City Council must recognize social media has changed the rules of citizen engagement – participants drive the process.*** Also, means creating a sense of place: community activities such as festivals, farmers markets, Warner Mansion, ice rink, walkable infrastructure leading to commercial and public space nodes.

- Item 1 Continue support for existing activities and events that promote place making
 - 1A Farmers Market, Summer Concert Series, Festival, Art on the Grand, Swing Dancers, Art on the Grand, Memorial Day Parade, August Run through the Hills, Governor Warner Mansion
 - 1B Create a mindset in which volunteers are encouraged to initiate activities that create a sense of place within our city. For example: Thursday night swing dancers, food caravan, and special concerts.
 - 1C Conduct a comprehensive review of special event requests to improve application and streamline approval process.

Responsibility: **City Manager**, Public Safety Director,
Executive Assistant
Completion Date: April 2014

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- 1D Continue to encourage and support neighborhood block parties. Place information and application on website, in spring utility bill newsletter, and on Cable 15 bulletin board.

Responsibility: City Manager, Executive Assistant
 Completion: Utility Bill Update-Spring 2014 and 2015
 Website – April 2014
 Cable 15 Bulletin Board – April 2014

- Item 2 Meet annually with all City Boards and Commissions.

- 2A Schedule as part of special meetings in January thru April prior to the budget being finalized

Responsibility: City Manager, Executive Assistant
 Completion: April 2014

- 2B Assign staff (and possibly City Council member) as a staff liaison to boards and commissions

Responsibility: City Manager, City Council
 Completion: Discussion for March 2014 Study Session

- 2C Meet with the 47th District Court in September to review annual report.

Responsibility: City Manager and Executive Assistant
 Completion: September 2014

- 2D Schedule presentation of RRRASOC annual report in April or May each year.

Responsibility: City Manager and Executive Assistant
 Completion: June 2014

- 2E City Council to develop on-going strategy to recruit and retain board and committee members.

Responsibility: City Council
 Completion: December 2014

- Item 3 Public Speaking opportunities

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- 3A Actively solicit service club to have City staff or Council provide annual reports or project updates

Responsibility: City Manager, Department Heads, City Council
Completion: On-going

- 3B State of City presentation in February each year

Responsibility: Mayor, City Manager
Completion: February 2014

- 3C Meet with neighborhood groups as projects develop

Responsibility: City Manager, Department Heads, City Council
Completion: On-going

- 3D Attend annual homeowner association meetings when possible.

Responsibility: City Manager
Completion: On-going

Item 4 Improve Electronic Communications

- 4A. Improve City website by posting meeting materials for Planning Commission and Downtown Development Authority

Responsibility: Executive Assistant, Assistant to City Manager
Economic and Community Development Dir
Completion: April 2014, on-going thereafter

- 4B. Complete City Hall Chamber renovations to allow for Planning Commission, DDA Board, and Board of Zoning Appeals meetings be televised and placed on Cable 15 for replay.

Responsibility: City Manager
Completion: June 2014

- 4C Expand use of City Facebook and Twitter to inform residents of special events, changes in services, election information, and utility bill and tax deadlines.

Responsibility: Clerk (website), Department Heads, City Manager, Assistant to City Manager
Completion April 2014, on-going thereafter

DRAFT**Economically and socially viable neighborhoods and commercial districts that are attractive and well maintained.**

- Item 1 Repurpose Existing Public Government Properties
- 1A Collaborate with Farmington Public Schools to insure that Flanders school site is sold and redevelopment approved by May 2014
- Responsibility: City Manager, Economic and Community Development Director
Completion: May 2014
- 1B Continue coordination with Farmington Public Schools to insure that Maxfield Training Center is available for sale by June 2014.
- Responsibility: City Manager, Economic and Community Development Director
Completion: June 2014
- 1C Open dialogue with Farmington Public Schools to redevelop east portion of Cloverdale School site for ballfields and a neighborhood park.
- Responsibility: City Manager, Economic and Community Development Director
Completion: Initiate Discussion by April 2014
- 1D Courthouse Property – Coordinate PUD process with Balfour for redevelopment of property.
- Responsibility: Economic and Community Development Dir.
Completion: PUD Plan – Delivered by March 31, 2014
PUD Review/Approval –Complete by July 2014
Sale Closing – August 2014
- 1E Orchards Development Project
- Responsibility: Assistant to the City Manager, Economic and Community Development Director, City Manager, DDA Board
Completion: RFP received by February 28, 2014
Review/Recommendation – Completed by April 2014
PUD Plan – Delivered by August 2014

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PUD Review/Approval – Complete by
November 2014
Sale Closing – December 2014

- Item 2 Grand River Corridor Improvement Authority
- 2A Work with Corridor Improvement Authority to have development and tax increment financing plan completed by May 2014
- Responsibility: Economic and Community Development Director and LSL Planning
Completion: Draft Plans to CIA – April 2014
CIA Board Approval – May 2014
City Council Approval – June 2014
Oakland County Approval – October 2015
- 2B Meet with owners of Winery to discuss redevelopment opportunities
- Responsibility: Economic and Community Development Director
Completion: Initiate process by March 2014, on-going thereafter
- 2C Work closely with Farmington Plaza receiver regarding development of the outdated commercial property consistent with Corridor Improvement Authority's vision.
- Responsibility: Economic and Community Development Director, City Manager
Completion: December 2013, on-going thereafter
- Item 3 Improve general commercial property maintenance of the City by strengthening enforcement and encouraging redevelopment. (Comment: the most efficient and effective code enforcement is for property owners to feel their property is valuable)
- Responsibility: Code Enforcement Officer, Economic and Community Development Director, City Manager
Completion: On-going

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3A Revise outdoor display ordinance by March 2014

Responsibility: Economic and Community Development Director, LSL Planning, City Manager

Completion: Discuss with Planning Comm. – January 2014
LSL/Staff – Present Recommendation and Schedule Ordinance Public Hearing – February 2014

Planning Commission hold public hearing and submit recommendation to City Council – March 2014

City Council introduces ordinance – April 2014
City Council adopts ordinance – May 2014

3B Work with Main Street Design Committee to restructure Downtown A-frame sign regulations. Discuss with DDA Board offering incentive to comply.

Responsibility: Assistant to City Manager, Design Committee, DDA Board, City Manager

Completion: June 2014

3C Target commercial centers for improved maintenance.

3D Strengthen Commercial Rental Housing Property Maintenance. I would like to also see the residential rental maintenance strengthen. It is my understanding many issues public safety has to deal with are connected with rental houses in our neighborhoods. We need to make sure they are being properly maintained to high standards so that neighbors will not be discouraged to invest and improve their properties.

Responsibility:

Completion:

Item 4 Staff to work with consultants and citizen participants to create pedestrian and bicycle network that is connected to networks outside the City of Farmington and directed toward commercial and public spaces nodes within the city.

4A Adopt resolution to formally dissolve Traffic and Safety Board

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- 4B Create ad hoc committee to work on pedestrian and bicycle network.
- Item 5 Address Downtown Parking Challenges
 - 5A Establish Downtown parking committee by April 2014
 - 5B
- Item 6 Land Use Planning
 - 6A Initiate process to update of master plan - early 2015 (five years as required by statute)
 - 6B Develop new parks and recreation master plan. This will be an element of the City Master Plan to begin in the summer of 2014.
 - 6C Develop new downtown master plan. This will be an element of the city master plan to begin in the fall of 2014. (It has been ten years)
 - 6D Develop area plan connecting Riley Park to Old Courthouse site. This will be presented to the Planning Commission by May 2014.
 - 6E Capital Improvements Program to be adopted by June 2014
- Item 7 Recruitment and Retention
 - 7A
- Item 8 Consider decreasing the front yard setback requirements (15' less?) and the floor area coverage requirements for some of our neighborhoods consisting of primarily outdated housing stock. I would foresee neighborhoods such as Floral Park and Bellaire would be included.**
 - a. Encouraging redevelopment reverses the current trend of couples leaving Farmington for other communities once they begin to raise families.**
 - b. The reduction in requirements would promote redevelopment of our neighborhood by not only the existing residents or contractors who are willing to invest and improve and then sell to future residents.**

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c. Due to the current size of many of the homes, just expanding vertically does not resolve the spatial limitations such as kitchen size, living room or main floor master bedroom with bath.

d. By allowing the expansion to occur to the front, valuable private space in the backyard is preserved while development toward the street encourages greater neighborhood interaction.

Item 9 **Update City Signs – This would involve all City entry way signs, park signs, city buildings, way finding signs, historic district signs, and downtown signs.**

Responsible Party: City Manager, 2 volunteers from Historic Commission, 2 from Beautification Commission, and 2 from Design Committee.

Completion:

- 1. Design Concept to City Council: May 2014**
- 2. Bid Phase Completed: early summer 2014**
- 3. Installation: late summer 2014**

Infrastructure reliability

Reliable – city infrastructure: water and sewer services in particular, good streets and roads, public works and public safety vehicles, urban forestry, electronic interfaces with residents and businesses.

Item 1 **Grand River Avenue**

- 1A.** Engage MDOT in early 2014 to discuss another mill and overlay.
- 1B.** Discuss a long-term transfer to the City that would involve the City of Farmington Hills and the Road Commission for Oakland County.

1C. Grand River Ave. road diet between Orchard Lake Road and Downtown. I believe this is a pivotal implementation item to make the redevelopment of not only the Grand River Corridor but other areas of the

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city a success. It's implementation addresses a number of the goals identified in the City's Vision Plan.

- a. Creating greater non-motorized linkage from downtown through to the east side. (Item 4)
 - b. Greater pedestrian and bicycle usage would result ultimately in linking the river corridor with Shiawassee Park
 - c. Greater linkage from downtown to the east side
 - d. Slowing traffic down will create a more business friendly environment
 - e. Knowing this may be a longer term goal, it is best to start working on it now.
 - f. Coordination will be required not only the CIA but the yet to be formed walkability committee.
- Item 2 Develop comprehensive urban forestry program and policy.
- 2A. Establish on-going funding source to remove and replace dangerous trees and limbs from the public right-of-way.
 - 2B. Discuss with City Attorney the feasibility of a voluntary special assessment by which property owners can coordinate with the City removal dangerous trees from private property (nuisance abatement) and have cost special assessed over a period of years.
 - 2C. Evaluate the financial and operational feasibility of having Public Works employees chip brush on a regular basis delivered to the curb by property owners. The purpose would be to improve general property maintenance and remove dangerous limbs from the public right-of-way and on private property.
- Item 3 Maintain and Improve City Streets
- 3A. Develop updated five-year road improvement program based on Pacer system.

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- 3B. Place on the August or November 2014 ballot a 20-year renewal of the City road millage.

Item 4. Maintain and Improve City Water and Sewer System

- 4A. Develop five-year capital improvements plan that includes lining sanitary sewer collection system in the Bel Aire subdivision.
- 4B. Develop a fire hydrant maintenance and replacement program.
- 4C. Incorporate into five-year capital improvements plan the installation of water meters that allow for remote electronic reads.
- 4D. Evaluate for each road reconstruction project whether the sanitary main needs to be lined and/or water main to be replaced.
- 4E. Work with Oakland County Water Resources Commission and City consult OHM to comply with administrative consent order for the Evergreen Farmington Sanitary Sewer District.
- 4F. Continue to reduce unaccounted water percentage by installing meters at City facilities and by periodically monitoring flow of large commercial and multi-family customers.

Item 5 Sidewalks

- 5A.

Item 6 Focus on technology over the next five years

- 6A. Develop a financial plan to install meter reads that will allow all residents and commercial meters to be read electronically. The purpose would be to reduce amount of the DPW personnel time reading meters and focusing on higher-end functions. This allows City to consider monthly billings.
- 6B. Expand convenience and reduce cost for residents and businesses to pay utility bills and taxes electronically

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- 6C Utilize communication applications in which residents can communicate with public works and other departments regarding service issues: potholes, downed power line, etc.

Maintain high quality and convenient municipal services

- Item 1 Maintain excellent public safety response times.
- Item 2 Maintain public works fall leaf collection program.
- Item 3 Continue practice of plowing all streets within one day of a major snow storm.
- Item 4 Develop and maintain a good parks system.
- Item 5 Connect pedestrian (sidewalks) and bike trails.
- Item 6 Maintain good customer service regarding building department and planning review.
- Item 7 Expand use of electronic invoicing and payment receipt for water/sewer bills, taxes.

Financially Sustainability

- Item 1 Do not engage in long-term deficit spending for operating purposes.
- Item 2 Continue to examine alternatives to reduce operating costs while maintaining or improving services.
- Item 3 Develop five-year capital improvements program in which projects will be financed on a pay as you go basis (presumes on-going funding source) or short-term financing.
- Item 4 Develop a two-year budget within the construct of Council 2014-2015 Work Plan.
- Item 5 Maintain overall millage rate at 15 mills exploring strategy to modestly reduce over time.
- Item 6 Align cost of services with fee structure to equitably finance various services.

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- Item 7 Maintain AA bond rating.
- Item 8 Continue to provide five-year budget forecast when developing proposed budget.

Market Competitiveness

- Item 1 Continue to benchmark per capita costs for public safety (typically half General Fund expenditures for most communities).
- Item 2 Monitor Overall Homestead and Non-Homestead millage rates of surrounding communities and comparable sized communities in Metro Detroit.
- Item 3 Monitor wage and benefits of surrounding communities and communities of comparable size with the intent of providing a competitive compensation package to attract and retain good employees and to insure financial resources are utilized effectively.
- Item 4 Monitor water and sewer rates of surrounding communities

DRAFT**CITY CLERK****CLERK**

Records Management System
Step One: Scan all minutes

Website

Add all businesses to the city's website
Add facebook

MANSION

Paid part-time administrator

Friends of Mansion

Re-establish boards with terms of office
Develop campaign to solicit membership

ELECTIONS

Propose moving City Election to even November

CITY

Complete renovations of Chamber
Repaint hallway/lobby walls; add art

Farmington Civic Theater

Goals

The Farmington Civic Theater will:

1. Work to increase awareness of the theater within the greater Farmington area and surrounding markets.
2. Increase attendance, which drives most revenue, through continued marketing efforts.
3. Increase profitability through right-pricing revenue sources and limiting expenditures without negatively affecting the operation. Increased profitability allows for continued improvements and maintenance of infrastructure.
4. Continue to exhibit movies as soon as available to capture audience momentum.
5. Test expansion of theater hours at various time periods.
6. Ensure the customers' experience is enjoyable throughout each visit. This is accomplished with proper hiring and training, building and equipment maintenance, cleanliness, empowering employees, efficiency at the box office and concessions counter and selecting the most entertaining movies possible.
7. Increase use of technology while retaining old-fashioned feel.

Vision

The Farmington Civic Theater is well known in the greater Farmington area as a fun place to visit for high quality cinema with a hometown atmosphere. The theater is also visited regularly by residents of adjacent communities, visualized favorably as a component of a destination outing which often includes a meal before or after a theater visit.

The theater is embraced by the community and valued as an asset. The value is emotional with a tie to history and practical with its family-friendly, won't-bust-your-budget ticket and concession prices.

The theater's annual attendance continues to support upkeep, technological advancement and effective marketing and advertising.

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Employees of the FCT are the backbone of the theater. Empowered to run the operation and make decisions, they understand the importance of public perception and work to ensure visitors are comfortable, movies look and sound good, wait times are kept as short as possible and the building is kept clean. They are the politest bunch there is.

The Farmington Civic Theater is a magnet that attracts many who otherwise may not have visited downtown Farmington. Consequently, eyes are opened, money is spent in Farmington and people talk about the city's wonderful theater.

DRAFT**PUBLIC SAFETY DEPARTMENT**

1. To maintain pace with technology for in-car computers, station computers, and video recording systems for officers in the field. This will allow the department to meet the demands of society.
2. In this day of technology, to stay focused with professional and personal contacts with citizen when possible.
3. To maintain training to stay current on trends in the emergency first responder fields (police, fire, EMS).
4. To continue the training and development of department staff.
5. To place an officer in a concept team.
6. Always seek ways to improve efficiency.
7. Work to maintain traffic and pedestrian safety in the community.