



Memorandum

Office of the Village Manager

TO: Honorable President Narsh and Village Council
FROM: Darwin D. P. McClary, Village Manager
DATE: February 26, 2024

RE: **VILLAGE MANAGER'S REPORT**

DEPUTY CLERK/TREASURER RECRUITMENT UPDATE

We have completed interviews for the Deputy Clerk/Treasurer position and have made a conditional offer of employment. The offer has been accepted. We are completing the background checks (pre-employment physical, criminal history check, credit check, and reference check). If the background check is clear, I will be submitting the proposed employment agreement to council for your approval at your March 11 regular meeting.

CIVICPLUS AGENDA MANAGEMENT SYSTEM PROJECT UPDATE

Clerk-Treasurer Stout and I have completed the first of three training sessions on the new agenda management system. All key staff will be attending next week's training session, and the Clerk-Treasurer and I will be completing the minutes module training shortly after. We anticipate the new system going live for the April 8 regular council meeting.

FY 2024-25 BUDGET PREPARATION UPDATE

Department directors will be submitting their budget requests to my office by Friday, and Clerk-Treasurer Stout and I will be reviewing those requests and following up with directors next week. I will be preparing the final proposed budget during March for submission to council at your April 8 regular meeting in accordance with village charter provisions.

SANITARY SEWER PUMP STATIONS IMPROVEMENT PROJECT UPDATE

I have received the proposed bond authorization resolution and contract documents from Oakland County Water Resources and am reviewing the documents. I will be consulting with our own bond counsel and financial advisor to determine whether Limited Tax General Obligation bonds or revenue bonds are the most appropriate debt instrument for this project before I submit the documents to council for approval.

2024 AND 2025 CONGRESSIONAL COMMUNITY PROJECTS GRANT UPDATE

I have contacted Congresswoman McClain's office to seek an update on the status of the village's 2024 grant funding request. Her staff informed me that we should be receiving confirmation of approval of our \$1.75 million grant award in early or mid-March. If awarded, the funding should be released by late summer.

Meanwhile, administration is working on the 2025 grant application for submission to Congresswoman McClain's office by the March 8 deadline. We may also submit requests to the offices of Senators Peters and Stabenow.

IMPORTANT DATES

- February 27, 2024 – Presidential Primary Election – 7:00 AM – 8:00 PM – Precinct 2 at Village Hall
- February 27, 2024 – Parks and Recreation Advisory Committee regular meeting – 6:30 PM
- March 4, 2024 – Planning Commission regular meeting – 6:30 PM
- March 7, 2024 – Board of Zoning Appeals regular meeting – 6:30 PM
- March 11, 2024 – Village Council regular meeting – 7:30 PM