

City Council Regular Meeting

Monday, July 17, 2023

27400 Southfield Road, Lathrup Village, Michigan 48076

Location: City Council Chambers

Webinar ID: 546 088 3579

Password: LV2023

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

CLICK HERE: [Public Comment Form Link](#)

ADDRESSING THE CITY COUNCIL

- Your comments shall be made during times set aside for that purpose.
- Stand or raise a hand to indicate that you wish to speak.
- When recognized, state your name and direct your comments and/or questions to any City official in attendance.
- Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes duration during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
- In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.
- No speaker may make personal or impertinent attacks upon any officer, employee, or City Council member or other Elected Official, that is unrelated to the manner in which the officer, employee, or City Council member or other Elected Official performs his or her duties.
- No person shall use abusive or threatening language toward any individual when addressing the City Council.
- Any person who violates this section shall be directed by the Mayor to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.

1. **Call to Order** by Mayor Garrett

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Agenda**

5. **Presentations**

A. Revize Brian Rohen

6. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)

7. Consent Agenda

All items listed under "Consent Agenda" are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.

A. Approval of Minutes

Council Study Session 06.26.23

Regular City Council Meeting 06.26.23

Council Study Session 07.10.23

B. Police Department Monthly Reports

C. June Building Permit Report

D. June 2023 Disbursement Report

E. June Fire Department Report

8. Action Requests - For Consideration / Approval

A. Employment Agreement Amendment for Scott McKee

B. Budget Amendment

C. Charter Amendment

D. Personnel Manual Amendment

9. City Administrator Report

10. City Attorney Report

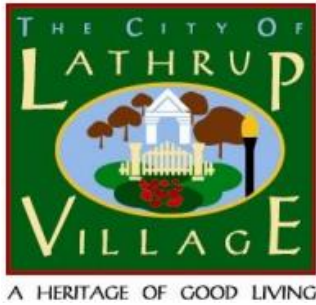
11. Reports of Boards, Commissions, and Committees

12. Unfinished / New Business

13. Public Comment (speakers are limited to 3 minutes)

14. Mayor and Council Comments

15. Adjourn



City Council Study Session

Monday, June 26, 2023 – 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

Draft Meeting Minutes

1. **Call to Order** by Mayor Garrett 6:00 pm

2. **Discussion Items**

A. Fiscal Year 2023/24 Budget Discussion

Administrator Montenegro started with council questions regarding the budget. Each Councilmember was allowed to ask questions.

B. Fiscal Year 2022/23 Budget Amendments

Administrator Montenegro presented Council with an updated list of budget amendments. There are some discrepancies in the total. The discussion will continue after the Treasurer clarifies the total.

C. Personnel Manual Amendment

Mayor Garrett requested this item for discussion, as employees have a large bank of flextime, per the personnel manual section 5.03.

Mayor Garrett suggests tabling this issue and having a separate meeting for employee benefits.

D. Employee Agreement Amendment for Scott McKee

Chief McKee's original contract states, "the city shall pay healthcare premiums for him and his spouse upon retirement." This is just clarification to ensure that it is intended to be a lifetime benefit.

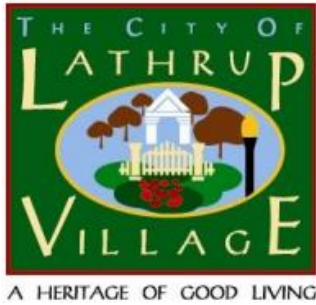
City Attorney Baker will invite Labor Attorney Steve Schwartz to clarify employee benefits questions.

3. **Public Comments**

None

5. **Adjourn**

Meeting adjourned at 7:30 pm.



City Council Regular Meeting

Monday, June 26, 2023 – 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

Draft Meeting Minutes

1. **Call to Order** by Mayor Garrett @ 8:02

2. **Roll Call**

Present: Mayor Garrett, Mayor Pro Tem Kantor Councilmember Jennings, Councilmember Kenez,

Also Present: City Administrator Susan Montenegro, CED Susan Stec, City Attorney Scott Baker, City Clerk Kelda London

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Motion by Mayor Pro Tem Kantor to approve the agenda as presented. Motion seconded by Councilmember Jennings.

Yes: Jennings, Kantor, Kenez, Miller, Garrett

No: None

Motion carried.

5. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)

Don Eichstaedt – Opposed to staff raises

Carol Greene - Opposed to lifetime benefits

6. **Consent Agenda**

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A. Approval of Minutes

Study Session 05.15.23
Regular Council Meeting 05.15.23
Special Council Meeting 06.05.23
Special Council Meeting 06.12.23

B. CED Report - June 2023

C. Lathrup Village Police Department Monthly Reports

D. April 2023 Fire Department Report

E. May 2023 Fire Department Report

F. May 2023 Code Enforcement Report

G. May 2023 Disbursement Report

Mayor Pro Tem Kantor moved to consent agenda minus Item G. May 2023 Disbursement Report. Motion seconded by Councilmember Kenez.

Yes: Kantor, Kenez, Miller, Garrett, Jennings

No: None

Motion carried.

Councilmember Miller discussed some items on the disbursement report to share with the community.

Motion by Councilmember Miller to approve May 2023 Disbursement Report. Motion seconded by Councilmember Kenez.

Yes: Kenez, Miller, Garrett, Jennings, Kantor

No: None

Motion carried.

9. **Public Hearings**

A. Fiscal Year 2023-24 Budget - Budget Hearing

Public Hearings Opened at 8:15 pm

No comments

Public Hearing Closed 8:16 pm

10. Action Requests - For Consideration / Approval

A. Adopt the Fiscal Year 2023/24 Budget

Motion by Mayor Pro Tem Kantor to approve the -Fiscal Year 2023/24 Budget. Motion seconded by Councilmember Jennings.

Yes: Garrett, Jennings, Kantor, Kenez
No: Miller
Motion carried.

B. Fiscal Year 2022/23 Budget Amendments

Motion by Mayor ProTem Kantor to approve the 2022/2023 PY Budget Amendments with an addition of \$132,000 from the library line item removed. Motion seconded by Councilmember Jennings.

Yes: Garrett, Jennings, Kantor, Kenez
No: Miller
Motion carried.

C. Police Dept. Report - Lathrup Blvd / 696 Cross-Over

Lieutenant Zang stated that it has come to the Police Department’s attention that the intersection of 11 Mile Road and Lathrup Blvd. has become very dangerous with several traffic accidents. The Traffic Improvement Association (TIA) has studied the intersection and suggested that the overpass be blocked off and accessible to emergency vehicles only. Giffels Webster approximates the cost at roughly \$15,572.

Mayor Pro Tem Kantor moved to approve the bridge crossover closure at the intersection of 11 Mile Road and Lathrup Blvd. Councilmember Jennings seconded motion.

Yes: Kantor
No: Jennings, Kenez, Miller, Garrett
Motion denied.

D. Ordinance Amendment - 2nd Reading Amending Chapter 18 Article VI - Cannabis Businesses

One addition has been included to repeal the remainder of the Cannabis Ordinance.

Motion by Mayor Pro Tem Kantor to approve the 2nd reading of Chapter 18 Article VI- Cannabis Business. Motion seconded by Councilmember Kenez.

Yes: Kantor, Kenez, Miller, Garrett, Jennings
No: None
Motion carried.

E. Fire/EMS/Dispatch Contract with the City of Southfield

Administrator Montenegro presented Council with the contract from the City of Southfield for Fire, EMS, and dispatch services. The contract is for a two-year period. each year there will be a 5% increase in year one, \$684,620.21, and the following year \$718,851.22. There will be a 120-day written notice of termination.

Motion by Councilmember Miller to approve the Fire/EMS/Dispatch service contract with the City of Southfield. Motion seconded by Mayor Pro Tem Kantor.

Yes: Kenez, Miller, Garrett, Jennings, Kantor
No: None
Motion carried

F. Tower Lease Amendment Proposal

American Tower Alliance has expressed interest in amending the current agreement.

Motion to approve the suggested amendments to the tower lease agreement and authorize the Mayor and City Clerk to sign amendment documents after review by the City Attorney by Councilmember Jennings. Motion seconded by Mayor Pro Tem Kantor.

Yes: None
No: Miller, Garrett, Jennings, Kantor, Kenez
Motion denied.

G. Personnel Manual Amendment

Kantor moved to update Personal Manual section 5.03c to read that employees shall not be allowed to bank compensatory, and Section 5.03b adding shall be done outside regular job duties. These changes shall be in effect as of July 1, 2023. Motion seconded by Councilmember Miller.

Yes: Garrett, Jennings, Kantor, Kenez, Miller
No: None
Motion carried.

H. Employment Agreement Amendment for Scott McKee

Councilmember Miller motioned to table Item H. Employment Agreement Amendment for Scott McKee. Motion seconded by Mayor Pro Tem Kantor.

Yes: Jennings, Kantor, Kenez, Miller, Garrett

No: None

Motion carried.

I. RAP 2.0 - Revitalization and Placemaking Grant Resolution of Support

DDA Director Susan Stec requested a Resolution of Support for the RAP 2.0 Grant. This grant is being offered through the State of Michigan. The proposed project is to renovate Municipal Park, reconstruct the City Hall parking lot, and landscape the east side of City Hall. The request is \$100,000, and the remaining funds would be secured through crowdfunding with the DDA.

Motion by Mayor Pro Tem Kantor to approve the resolution of support for the RAP 2.0 grant. Motion seconded by Councilmember Jennings.

Yes: Garrett, Jennings, Kantor, Kenez

No: Miller

J. DDA Board of Directors Appointments

Mayor Pro Tem Kantor moved to appoint Police Chief Scott McKee to the DDA Board to fill the vacancy until a new City Administrator is hired. Motion seconded by Councilmember Jennings.

Yes: Garrett, Jennings, Kantor, Kenez

No: Miller

Motion carried.

Mayor Pro Tem Kantor moved to appoint Patricia Felton to the DDA Board of Directors term ending February 1, 2027. Motion seconded by Councilmember Jennings.

Yes: Miller, Garrett, Jennings, Kantor, Kenez,

No: No

Motion carried.

K. Appointment – SOCRRA Representative and Alternate for Fiscal Year Ending June 30, 2024

Councilmember Kenez nominated Councilmember Miller as the SOCRRA Representative.

Motion by Councilmember Kenez to appoint Karen Miller as the SOCRRA representative and Susan Stec as the alternate. Motion seconded by Councilmember Jennings.

Yes: Jennings, Kantor, Kenez, Miller, Garret
No: None
Motion carried.

L. Appointment - SOCWA Representative and Alternate for Fiscal Year Ending June 30, 2024

Councilmember Jennings moved to appoint Karen Miller as the SOCWA Representative and Susan Stec as an alternate. Motion seconded by Councilmember Kenez.

Yes: Kantor, Kenez, Miller, Garrett, Jennings
No: None
Motion carried.

M. Website Design Proposals

Councilmember Miller moved to table Action Item M Website Design. Motion seconded by Councilmember Jennings.

Yes: Kenez, Miller, Garrett, Jennings,
No: Kantor
Motion carried.

11. City Administrator Report

The Treasurer position has been posted. The new Code Enforcement Officer will start on July 17th.

Mayor Pro Tem Kantor moved the Council Study Session from July 3rd to July 10th. Motion seconded by Councilmember Jennings.

Yes: Miller, Garrett, Jennings, Kantor, Kenez
No: None
Motion carried.

12. City Attorney Report

No report

13. Reports of Boards, Commissions, and Committees

A. Parks and Recreation Commission

The event for June 30th is postponed.

B. SEMCOG

No report.

C. Southfield Public School Board

No report.

D. Planning Commission

At the last Planning Commission meeting, there was discussion if a laundry mat is allowed in the mixed-use district.

14. Unfinished / New Business

15. Public Comment (speakers are limited to 3 minutes)

Lauren Bares – Thanked staff and Council for staying and passing the budget
Laurie Kunz – Examples of staff service.

16. Mayor and Council Comments

Mayor Garrett addressed the question regarding the interim City Administrator search. No interim has been named. The MML has been contacted for the search for the permanent search. Mayor Garrett also mentioned that there was a ceremony honoring Barbara Talley, who was a member of the Southfield City Council.

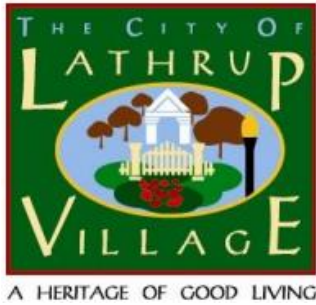
Mayor Pro Tem Kantor stated that the Garden Tour was phenomenal. He thanked Susie Stec for the RAP grant and her hard work.

Councilmember Jennings thanked everyone who participated in the Juneteenth celebration.

Councilmember Miller sent her regards to Barabara Talley.

17. Adjourn

The meeting adjourned at 10:48



City Council Study Session

Monday, July 10, 2023, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

Draft Meeting Minutes

1. Call to Order by Mayor Garrett at 6:00 pm

A. Updated Budget

Interim City Administrator Bratschi presented Council with an updated budget. She also changed the beginning fund balance. And she stated that she still needs to change the final budget amount that was previously given.

B. Updated Budget Amendments

On the original budget amendment sheet listed the tax revenue, there was a line item for the library. That has never been split out before. It's always been in the General Fund.

C. Website

Mayor Garrett directed staff to invite a representative from Revize, our current website host, to the meeting to discuss adding additional features to our website.

D. Personnel Policy

There was a discussion regarding the personnel policy, all employee salaries, and how they relate to the budget.

E. Interim City Administrator

Mayor Garrett suggested that Assistant City Administrator/Treasurer Pamela Bratschi be appointed Interim City Administrator as Council searches for a permanent City Administrator. If you bring on a new interim administrator, they will need time to learn the job from the administrative staff, and by the time they know the job, there will be a new Administrator who will also need time to learn the job from the administrative staff.

Because of the MML one-year guarantee, we do qualify for them to do another Administrator search. Joyce Parker from MML has been informed of our requirements to start the examination with a clean slate.

3. Mayor and Council Comments

4. Public Comments

Charles Batcheller – Commercial Property

5. Adjourn

Meeting adjourned at 7:58pm

2023 RUN TOTALS

Item 7B.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	0	0	106	97	105	134							442
ROBERTS	147	133	155	131	99	14							679
McNEILL	221	298	284	325	287	310							1725
HUSTON	0	0	0	0	0	0							0
HUTSON	268	255	226	251	266	231							1497
GIJSBERS	139	174	140	193	160	112							918
CHICKENSKY	134	155	171	170	196	158							984
FISHER	238	101	296	281	285	231							1432
STAJICH	164	211	223	259	226	216							1299
LAWRENCE	80	91	29	105	68	81							454
BUTTON	45	38	23	35	48	14							203
													9633

2023 TICKET TOTALS

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	0	0	14	49	36	45							144
Tackett warning	0	0	0	16	9	7							
ROBERTS	15	8	17	7	4	1							52
Roberts warnings	7	3	6	0	1	0							
McNEILL	39	48	61	56	55	52							311
McNeill warnings	5	7	6	7	10	13							
HUSTON	0	0	0	0	0	0							0
Huston warnings	0	0	0	0	0	0							
HUTSON	45	40	53	38	49	25							250
Hutson warnings	13	10	14	7	8	6							
GIJSBERS	33	25	32	43	37	9							179
Gijsbers warnings	4	6	7	8	10	0							
CHICKENSKY	27	42	42	41	46	36							234
Chickensky warnings	0	0	0	1	0	0							
FISHER	60	19	44	55	46	26							250
Fisher warnings	16	5	8	11	4	3							
STAJICH	14	26	25	31	29	29							154
Stajich warnings	0	1	0	0	0	0							
LAWRENCE	12	19	7	21	19	8							86
Lawrence warnings	0	0	0	0	0	0							
BUTTON	1	5	3	5	12	3							29
Button warnings	0	2	3	4	7	2							
													1689

City of Lathrup Village Police Department - Monthly Activity Summary

June 2023

06/01/2023 23-8072 Stolen Vehicle

An Officer was called to a residence regarding a stolen vehicle. It was determined the owner was in possession of the keys, the vehicle was stolen during the night time hours, and there were no suspects or witnesses. Later in the day, the vehicle was recovered in Inkster, Michigan.

06/02/2023 23-8145 Assault and Battery

An Officer responded to a residence regarding an Assault and Battery. It was determined that a pool party was occurring at the residence. The victim was walking from the home to her vehicle when she felt her hair get pulled. When the victim turned around chemical spray (mace) was sprayed in her face. The case is being investigated by the Detective Bureau.

06/03/2023 23-8168 Found Property

An Officer responded to a residence regarding a larceny from vehicle. It was determined that during the night time hours the resident's vehicle was ransacked, but nothing was taken. The resident did find a piece of jewelry on his front lawn and turned it over to the police department.

06/03/2023 23-8169 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed \$24 from the vehicle. There are no suspect or witnesses at this time.

06/03/2023 23-8170 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left his vehicle unlocked. An unknown person removed loose change from the vehicle. There are no suspect or witnesses at this time.

06/03/2023 23-8172 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed \$5 from the vehicle. There are no suspect or witnesses at this time.

06/03/2023 23-8173 Embezzlement

An Officer responded to a local business regarding an embezzlement. It was determined that 3 employees were refunding false purchases on to their own personal credit cards. The total amount of theft was \$10,000. The case is being investigated by the Detective Bureau.

06/03/2023 23-8175 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left his vehicle unlocked. An unknown person removed a figurine from the vehicle. There are no suspect or witnesses at this time.

06/03/2023 23-8180 Stolen Vehicle

An Officer was called to a residence regarding a stolen vehicle. It was determined the owner was in possession of the keys, the vehicle was stolen during the night time hours, and there were no suspects or witnesses. The vehicle was entered into LEIN as stolen.

06/03/2023 23-8182 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed loose change from the vehicle. There are no suspect or witnesses at this time.

06/03/2023 23-8185 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed \$20 from the vehicle. There are no suspect or witnesses at this time.

06/03/2023 23-8203 Driving While License Suspended

An Officer stopped a vehicle for disobeying a stop sign. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and a warning for Disobeying the Stop Sign. The vehicle was turned over to a licensed passenger.

06/04/2023 23-8262 Driving While License Suspended

An Officer stopped a vehicle for disobeying a stop sign. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS, Expired Plates, and Disobeying the Stop Sign. The vehicle was impounded.

06/05/2023 23-8264 Driving While License Suspended

An Officer stopped a vehicle for speeding. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and speeding. The vehicle was turned over to a licensed passenger.

06/05/2023 23-8288 Found Child

An Officer was dispatched to a residence regarding a found child. It was determined that a 7-year-old child walked into the resident's home. The child suffered from downs syndrome and had walked away from his home. The child was returned home and turned over to his parents who had been looking for him.

06/05/2023 23-8289 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed small personal items from the vehicle. There are no suspect or witnesses at this time.

06/05/2023 23-8292 Missing Amazon Package

An Officer was dispatched to the police station to speak to a resident. It was determined that an Amazon package was stolen from their porch on March 29th, 2023. There are no suspects or witnesses. Due to the delay in reporting the issue, an investigation is not viable.

06/05/2023 23-8293 Felony Warrant Arrest

An Officer was dispatched to Taylor Police regarding a subject wanted for a felony warrant out of Lathrup Village. The Officer took custody of the individual, processed the individual, and lodged the individual pending 46th District Court adjudication.

06/07/2023 23-8390 Assist Citizen - Lock out

An Officer was dispatched to a business to assist a citizen. It was determined the citizen had locked their keys in their vehicle. The Officer had the owner sign a waiver form and then gained entry into the vehicle without causing damage.

06/07/2023 23-8394 Possession of Marijuana

An Officer assigned to the high school as the school resource officer investigated a marijuana complaint. It was determined that three juveniles entered into the bathroom and consumed THC gummies. The case was turned over to school administrators.

06/08/2023 23-8446 Driving While License Suspended

An Officer stopped a vehicle for speeding. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and speeding. The vehicle was turned over to a licensed passenger.

06/09/2023 23-8467 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person ransacked the vehicle, but nothing was taken. There are no suspect or witnesses at this time.

06/09/2023 23-8469 Found Marijuana

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person ransacked the vehicle, but nothing was taken. Outside of the vehicle, a small bag of marijuana was found. There are no suspect or witnesses at this time.

06/09/2023 23-8470 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left his vehicle unlocked. An unknown person removed \$70 and a backpack from the vehicle. There are no suspect or witnesses at this time.

06/09/2023 23-8471 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed \$10, gloves, a wallet, and credit cards from the vehicle. There are no suspect or witnesses at this time.

06/09/2023 23-8472 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left his vehicle unlocked. An unknown person ransacked the vehicle, but nothing was taken. There are no suspect or witnesses at this time.

06/09/2023 23-8474 Suspicious Circumstances - Found Property

An Officer was dispatched to a residence regarding found property. It was determined a woman driving a vehicle stopped and threw out a tote bag that contained an I-pad onto the resident's front yard. The resident turned the tote and I-pad over to the officer. Sometime later, the woman returned to the area looking for her tote bag and was advised by the resident it was turned over to the police.

06/09/2023 23-8475 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left his vehicle unlocked. An unknown person removed loose change and jumper cables from the vehicle. There are no suspect or witnesses at this time.

06/09/2023 23-8477 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person ransacked the vehicle, but nothing was taken. There are no suspect or witnesses at this time.

06/09/2023 23-8478 Larceny from Auto

An Officer was dispatched to a residence regarding a larceny from auto. It was determined that the resident left her vehicle unlocked. An unknown person removed a tool kit, tire jack, and a spare tire from the vehicle. There are no suspect or witnesses at this time.

06/09/2023 23-8482 Recovered Luggage

An Officer was dispatched to the station to speak to a citizen regarding his missing luggage. It was determined that the luggage went missing in Chicago, had an apple id tag within the luggage, and the luggage was pinging to a Lathrup Village residence. The Officer went to the home and recovered the luggage. The resident had been working with the hotel in Chicago to return the luggage that was accidentally taken.

06/09/2023 23-8492 Warrant Arrest

An Officer observed a vehicle disobey a stop sign. It was determined that the driver had a friend of the court warrant. The driver was arrested and transported to Oakland County Jail. The vehicle was turned over to a licensed passenger.

06/09/2023 23-8496 Driving While Licensed Suspended

An Officer stopped a vehicle for speeding. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and speeding. The vehicle was impounded.

06/09/2023 23-8518 Larceny from Auto

An Officer was dispatched to a residence regarding a Larceny from Auto. It was determined during the night that an unknown person entered an unlocked vehicle and took a purse. There are no suspects or witnesses at this time.

06/10/2023 23-8546 Driving While License Suspended

An Officer stopped a vehicle for illegal window tint. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and illegal window tint. The vehicle was turned over to the licensed owner.

06/10/2023 23-8548 Driving While License Suspended

An Officer stopped a vehicle for impeding traffic. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and a warning for impeding traffic. The vehicle was turned over to a licensed passenger.

06/10/2023 23-8549 Animal Complaint

An Officer was dispatched to a residence regarding an animal complaint. It was determined that while the resident was walking his dog another individual walking their dog crossed paths. The other persons dog attacked the residents dog causing minor injuries. At the time of report, the other person and dog were not in the area to be interviewed.

06/10/2023 23-8553 Hospice Death

An Officer stopped a vehicle for disobeying a stop sign. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and Disobeying a Stop Sign. The vehicle was impounded.

06/11/2023 23-8572 LFA - Property Found

An Officer responded to a residence regarding evidence found in her vehicle. It was determined that someone entered the residents unlocked vehicle and stole nothing, but left a glove behind. The glove was taken as evidence.

06/11/2023 23-8590 Assault and Battery

An Officer was dispatched to a residence regarding an assault and battery. It was determined that two women were attending a large pool party. An argument ensued between the women and became violent causing minor injuries. A report was taken and forwarded to the Detective Bureau for investigation.

06/12/2023 23-8616 Criminal Sexual Conduct

The Detective Bureau received an investigation from Child Protective Services alleging a father may have inappropriately touched his daughter. The Detective Bureau is investigating the complaint.

06/12/2023 23-8622 Larceny of Mail

An Officer responded to the Post Office to speak to an employee reporting mail theft. It was determined that a postal box located behind the post office had mail taken from it. The suspect had a postal mailbox key. The investigation is being handled by the Post Master General.

06/12/2023 23-8625 No Driver's License Acquired

An Officer stopped a vehicle for an illegal turn. During the traffic stop it was discovered the driver never applied for a driver's license. The driver was issued a violation for NOLEA and prohibited turn. The vehicle was turned over to the licensed owner.

06/12/2023 23-8629 Death Investigation

Officers responded to a residence regarding a welfare check. It was determined that an 86-year-old female who lived alone passed away a few days prior to the dispatched call. There were no signs of foul play and the Oakland County Medical Examiners Office released the deceased to the family/funeral home.

06/12/2023 23-8362 Assist Other Department

An Officer received a radio broadcast that a vehicle was wanted out of Troy Police Department for an armed robbery involving an AK47 type weapon. The Officer located the vehicle, the suspects were taken into custody and turned over to Troy Police Department.

06/12/2023 23-8635 Illegal Use of Credit Card

An Officer responded to the police station regarding a credit card fraud report. It was determined unknown person/s used the residents credit card at various location, including out of state. There are no suspects or witnesses and the case has been turned over to the Detective Bureau

06/13/2023 23-8665 Suspicious Circumstances

An Officer was dispatched to a residence regarding a suspicious circumstance. The resident reports that there were two parcels left on his porch with his name and address on them, but he didn't order anything online. It was determined that the parcel came from an unknown company and contained CBD products. The items were turned over to the police department for destruction.

06/14/2023 23-8702 Driving While License Suspended

An Officer stopped a vehicle for improper lane usage. During the traffic stop it was discovered the driver had a suspended driver license. The driver was issued a violation for DWLS and improper lane use. The vehicle was turned over to the licensed owner.

06/15/2023 23-8754 Recovered Stolen Vehicle

An Officer was notified that a recently stolen vehicle from Lathrup Village was recovered in Detroit. There were no arrests made and there are no suspects.

06/18/2023 23-8890 Warrant Arrest

An Officer was dispatched to Macomb County Jail regarding a subject wanted for a misdemeanor warrant out of Lathrup Village. The Officer took custody of the individual, processed the individual, and lodged the individual pending 46th District Court adjudication.

06/20/2023 23-8955 Animal Complaint

An Officer was dispatched to a residence regarding an animal complaint. It was determined that two neighbors' dogs had been fighting and both dogs were injured. A report was taken for documentation purposes.

06/20/2023 23-8957 Damage to Mailboxes

An Officer was dispatched to a resident's home regarding a destruction of property. It was determined that a resident in the area backed out of their driveway and accidentally hit 4 mailboxes. A report was generated to document the event.

06/20/2023 23-8959 Fraud

An Officer was dispatched to a business regarding fraudulent use of a business credit card. It was determined that an unknown person used the credit card at various locations and charged over \$14,000. The case has been turned over to the Detective Bureau for further investigation.

06/20/2023 23-8968 Driving While License Suspended

An Officer stopped a vehicle for disobeying a stop sign. It was determined that the driver had a suspended driver's license. The driver was issued a violation for Disobeying a Stop Sign and Driving While License Suspended. The vehicle was impounded.

06/24/2023 23-9143 Trespassing Complaint

Officers were dispatched to a residence regarding a trespass complaint. It was determined that the resident's ex-boyfriend was at location and refused to leave. Officer issued the subject a trespass warning and the subject left the location.

06/24/2023 23-9165 Reckless Driving

An Officer was dispatched to a residence regarding a Reckless Driving complaint. It was determined that an unknown person driving a black Chevrolet Corvette was driving at a high rate of speed and struck a No Parking Sign and a mailbox. The case is currently being investigated.

06/24/2023 23-9185 Driving While License Suspended

An Officer stopped a vehicle for disobeying a traffic signal. It was determined that the driver had a suspended driver's license. The driver was issued a violation for Disobeying a Traffic Signal and Driving While License Suspended. The vehicle was impounded.

06/26/2023 23-9243 Recovered Stolen Vehicle

An Officer was on patrol and observed a U-Haul box truck behind a local business. A LEIN check revealed the truck was a stolen vehicle out of Troy PD. The vehicle was recovered and turned over to Troy PD for further investigation.

06/27/2023 23-9298 Driving While License Suspended

An Officer stopped a vehicle for disobeying a traffic signal. It was determined that the driver had a suspended driver's license. The driver was issued a violation for Disobeying a Traffic Signal and Driving While License Suspended. The vehicle was impounded.

06/28/2023 23-9348 Assist Adult Protective Services

The Lathrup Village Police Department received a referral from Adult Protective Services. Within the referral, the complaint was an elderly woman was being abused, denied her medication, and not permitted to shower. An Officer went to the home and investigated the complaint. It was determined that the complaint was unsubstantiated and not truthful.

06/28/2023 23-9359 Larceny

An Officer was dispatched to a residence regarding the larceny of \$800. It was determined that unknown person (s) entered the victim's vehicle and took \$800 that was left inside the vehicle overnight. Although there was no damage to the vehicle, the victim contends the vehicle was locked.

06/28/2023 23-9364 Driving While License Suspended

An Officer stopped a vehicle for disobeying a stop sign. It was determined that the driver had a suspended driver's license. The driver was issued a violation for Disobeying a Stop Sign and Driving While License Suspended. The vehicle was turned over to a licensed passenger.

06/30/2023 23-9426 Felonious Assault

An Officer was dispatched to a business regarding an individual struck by a motor vehicle. It was determined that two men engaged in an argument. One of the men entered his vehicle, struck the other man with his vehicle, and fled the location. The victim was treated for his injuries and the case has been forwarded to the Detective Bureau for investigation.

06/30/2023 23-9435 Hit and Run Accident

An Officer was dispatched to a residence regarding a hit and run accident. It was determined that during the night, unknown person struck the residents vehicle and fled the scene of the accident. There are no investigative leads at this time.

JUNE 2023 WARNING VIOLATIONS

Item 7B.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	23LV01212	6/2/2023	ROCHESTER HILLS	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	HUT
2	23LV01240	6/7/2023	CLAWSON	MI	11 MILE ROAD	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	FIS
3	23LV01241	6/7/2023	ROSEVILLE	MI	11 MILE ROAD	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	FIS
4	23LV01252	6/9/2023	SOUTHGATE	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	HUT
5	23LV01289	6/15/2023	SOUTHFIELD	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	BUT
6	23LV01295	6/16/2023	FARMINGTON HILLS	MI	12 MILE ROAD	BLOOMFIELD	SPEED 54/40	MCN
7	23LV01315	6/19/2023	FARMINGTON HILLS	MI	12 MILE ROAD	SOUTHFIELD	SPEED 60/40	BUT
8	23LV01318	6/19/2023	LIVONIA	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	HUT
9	23LV01341	6/23/2023	DETROIT	MI	EVERGREEN	SAN JOSE	DROVE WITHOUT LIGHTS	MCN
10	23LV01344	6/23/2023	STERLING HTS	MI	11 MILE ROAD	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	FIS
11	23LV01351	6/24/2023	SOUTHFIELD	MI	SOUTHFIELD	GOLDENGATE	DISOBEY TRAFFIC CONTROL DEVICE	HUT
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

ALARM SUMMARY FOR JUNE 2023

2	burglar alarms	(C3902)	(June 1 – June 30)
15	false alarms	(L5060)	(June 1 – June 30)

All alarms were considered false or operator error

of these alarms were un-registered

0	commercial
7	residential

Letters will be sent to all unregistered alarms requesting they register their alarms.

DATE	EVENT	WHO PARTICIPATED
6/1/2023	SEMACP	McKee/Zang
6/1/2023	Intoxilyzer 9000 training	Zang
6/6/2023	Body armor fittings	McKee/Zang
6/6/2023	Department head meeting	McKee
6/6/2023	Advanced Vehicle Detection Concealment	Roberts/Hutson
6/8-6/9	Active Assailant conference	McKee/Zang
6/13/2023	annual firearms qualification	department
6/15/2023	Taser re-certification	department
6/15/2023	Hazard mitigation seminar	McKee
6/20/2023	CPR/First aid training	department
6/21/2023	Code enforcement interviews	McKee
6/22/2023	Pre-mock accreditation meeting	McKee/Zang/Knoll
6/22/2023	Radio update meeting	McKee/Zang
6/23/2023	annual evaluation with city administrator	McKee
6/26/2023	City council meeting	Zang
6/24-6/28	MACP Summer conference meeting	McKee
6/29/2023	CLEMIS/MDC switch over	Zang
6/29/2023	OakTac meeting	Zang
6/29/2023	staff meeting	Zang/Knoll
6/1-6/30	Crisis Intervention Training Overview	department
6/1-6/30	Legal Update	department
6/1-6/30	Defensive Tactics	department
6/1-6/30	Defensive Driving Basics	department
6/1-6/30	Use of Force	department
6/1-6/30	De-Escalation and Minimizing Use of Force	department
6/1-6/30	De-Escalation and Reasonable Use of Force	department
6/1-6/30	Use of Force Situations	department
6/1-6/30	Bloodborne Pathogens	department
6/1-6/30	Diversity in the Workplace	department
6/1-6/30	Hazmat First Responder Awareness	department
6/1-6/30	Ethis in Law Enforcement	department
6/1-6/30	Airborne and Bloodborne Pathogens	department
6/1-6/30	Bloodborne Pathogens for First Responders	department

weekly	Mrs. Blair	Hutson/Stajich
weekly	Mrs. Bloom	Gijsbers
weekly	Mr. Davis	Hutson
weekly	Mrs. McReynolds	Gijsbers
weekly	Mrs. Egan	Knoll
weekly	Mrs. Brady	McNeill
weekly	Mrs. Rasmussen	Knoll

ACTIONS

Nye Uniform

training

Woodside Bible - Troy

firearm qualifications

taser re-certification

Schoolcraft college

Birmingham Captain

Oakland county update meeting

11/Lathrup traffic safety presentation

on-site computer update

monthly meeting

check on adopt a senior member
check on adopt a senior member
check on adopt a senior member
check on adopt a senior member
Mrs. Egan gets weekly phone calls, she needs assistance with getting her trash wheeled out.
check on adopt a senior member
Mrs. Rasmussen gets a weekly phone call to check on her.

Monthly Permit List

07/06/2022

Item 7C.

Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB210125	09/22/2021	HALLE PROPERTIES LLC	27000 SOUTHFIELD RD	40-24-13-359-052	\$3,908.50	\$0
Work Description: Construction of 1670 SF Existing Tire Storage						
PB220052	05/19/2022	WRIGHT, LARRY D	28771 SANTA BARBARA DR	40-24-14-127-022	\$330.00	\$0
Work Description: TEAR OFF AND RE-ROOF 47SQUARE						
PB220055	05/31/2022	WELSH, ALBERT	28251 LATHRUP BLVD	40-24-13-153-011	\$355.00	\$0
Work Description: TEAR OFF & RE-ROOF WITH CERTAINTeed LANDMARK SHINGLES TO HOME & ATTACHED GARAGE, ICE/WATER & VENTING TO CODE.						
PB220056	05/31/2022	10280 TROY STREET, LLC	26530 MEADOWOOD N CT	40-24-24-104-023	\$125.00	\$0
Work Description: installing subsoil drain tiles interior exterior basement waterproofing						
PB220057	06/10/2022	TOOKES, MARVIN L	19126 SUNNYBROOK AVE	40-24-14-380-001	\$170.00	\$0
Work Description: REPLACING 2 WINDOWS SIZE FOR SIZE						
PB220058	06/10/2022	BRADLEY, DAVID	17610 LINCOLN DR	40-24-24-154-027	\$170.00	\$0
Work Description: Install (5) vinyl replacement windows. Cost: \$4681						
PB220059	06/10/2022	White, Christine	17620 MARGATE AVE	40-24-24-152-019	\$170.00	\$0
Work Description: Install (1) vinyl replacement window. Cost: \$1558						
PB220060	06/10/2022	WALTON, GLORIA RUTLEDGI	17350 CORAL GABLES AVE	40-24-24-102-024	\$312.50	\$0
Work Description: Pool Demo						
PB220061	06/13/2022	ANSARI, KATRINA	27770 EVERGREEN RD UNIT	140-24-14-306-025	\$270.40	\$0
Work Description: Basement Egress replacement						
PB220062	06/14/2022	WRIGHT, SHEILAH D	28711 SUNSET W BLVD	40-24-14-204-008	\$425.00	\$0

Work Description: Roof and window replacement

PB220064	06/21/2022	HILL, LINCOLN S	17611 CAMBRIDGE BLVD	40-24-13-357-004	\$185.00	\$0
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Work Description: Replacement of 8 Windows

PB220065	06/21/2022	EATON II, MALCOLM ANTHONY	18240 W 11 MILE RD	40-24-14-478-035	\$330.00	\$0
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Work Description: tear off and reroof to code - eastern building - 1st building in complex

PB220066	06/21/2022	GREECH, DOUG	27680 LATHRUP BLVD	40-24-13-355-001	\$330.00	\$0
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Work Description: Roof recover for house and garage

Total Permits For Type: 13
Total Fees For Type: \$7,081.40
Total Const. Value For Type: \$0

Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE220048	05/19/2022	SMITH, DAJUAN	18930 RAINBOW CT	40-24-23-201-017	\$160.00	\$0
Work Description: 10 kW Generac with-enabled generator with 200amp whole house ATS						
PE220055	06/10/2022	SCOTT, DANIEL	18793 SAN DIEGO BLVD	40-24-14-451-005	\$140.00	\$0
Work Description: Electrical for Bathroom remodel						
PE220057	06/15/2022	LEICESTER, DAVID	18475 SAN JOSE BLVD	40-24-14-403-007	\$210.00	\$0
Work Description: Generator/ATS Info: 14kw/16 circuit						
PE220059	06/21/2022	OCCUPANT	18921 RAINBOW CT	40-24-23-201-021	\$120.00	\$0
Work Description: Generator/ATS Info: 18kw/150amp						
PE220061	06/27/2022	WILLCOCKS, STEPHEN G	19228 BUNGALOW DR	40-24-14-330-009	\$120.00	\$0
Work Description: electrical for new pool						
PE220062	06/29/2022	MYERS, MELANIE J	19420 W 11 MILE RD	40-24-14-378-056	\$105.00	\$0

Work Description: Replace 2 gang w/4 gang switch box, replace 4 switches, replace receptacle w/GFCI receptacle and replace existing lighting fixtures in ceiling & wall

PE220063	06/29/2022	SKYWAY HOLDINGS, LLC 2855 28551 SOUTHFIELD RD STE 2040-24-14-232-027	\$95.00	\$0
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Work Description: FURNACE, AC

Total Permits For Type: 7
Total Fees For Type: \$950.00
Total Const. Value For Type: \$0

Electrical Reconnect

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE220051	05/23/2022	KNEIP, AUSTIN J	18144 SUNNYBROOK AVE	40-24-14-483-012	\$65.00	\$0

Work Description: Replace air conditioner and humidifier.

Total Permits For Type: 1
Total Fees For Type: \$65.00
Total Const. Value For Type: \$0

EXTRA CEMENT PERMIT

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PEXC-009-22	06/02/2022	MORGAN, DALE	17554 CAMBRIDGE BLVD	40-24-13-353-011	\$80.00	\$0

Work Description: Parking pad

*The extra cement permit that was pulled yesterday (6/2) to install a parking pad at 17554 Cambridge is not approved and the payment received (\$80) needs to be refunded to the applicant. It has been denied because the city has spent a significant amount of time and resources to design a stormwater management solution for that stretch of Cambridge. The residents are paying a substantial cost for the drainage upgrades and the installation of extra parking pads has the potential to negatively impact the new stormwater system.

PEXC-010-22	06/07/2022	THOMPSON, LEON	27525 RAINBOW CIR	40-24-14-351-027	\$80.00	\$0
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Work Description: New approach

PEXC-011-22	06/07/2022	EXXON	28939 SOUTHFIELD RD	40-99-00-002-064	\$90.00	\$0
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Work Description: sidewalk and approach replacement

PEXC-012-22	06/14/2022	BABCOCK, BYRON	27661 LATHRUP BLVD	40-24-13-306-011	\$80.00	\$0
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Work Description: new approach

PEXC-013-22	06/21/2022	BELL, MELISSA	18880 LINCOLN DR	40-24-23-256-033	\$80.00	\$0
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Work Description: Tear out and replace drive way approach

Total Permits For Type: 5
Total Fees For Type: \$410.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PM220042	05/19/2022	SMITH, DAJUAN	18930 RAINBOW CT	40-24-23-201-017	\$215.00	\$0
Work Description: 18 kW Generac WiFi-enabled generator with 200Amp whole house ATS						
PM220044	05/23/2022	KNEIP, AUSTIN J	18144 SUNNYBROOK AVE	40-24-14-483-012	\$120.00	\$0
Work Description: Replace air conditioner and humidifier.						
PM220046	05/31/2022	WALTER, SEAN S	27055 ELDORADO PL	40-24-14-477-019	\$65.00	\$0
Work Description: a/c replacement						
PM220047	06/06/2022	SCOTT, DANIEL	18793 SAN DIEGO BLVD	40-24-14-451-005	\$80.00	\$0
Work Description: Bath Vents						
PM220048	06/15/2022	ROEDER, NICKOLAS	27811 LATHRUP BLVD	40-24-13-304-014	\$140.00	\$0
Work Description: FURNACE AND AC RECONNECT						
PM220049	06/15/2022	LEICESTER, DAVID	18475 SAN JOSE BLVD	40-24-14-403-007	\$120.00	\$0

Work Description: Generator/ATS Info: 14kw/16 circuit

PM220051	06/21/2022	OCCUPANT	18921 RAINBOW CT	40-24-23-201-021	\$120.00	\$0
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Work Description: Generator/ATS Info: 18kw/150amp

PM220052	06/29/2022	SKYWAY HOLDINGS, LLC 2855 28551 SOUTHFIELD RD STE 2040-24-14-232-027			\$100.00	\$0
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Work Description: FURNACE, AC

PM220053	06/29/2022	MOORE, CATHERINE	18281 RAINBOW DR	40-24-23-276-015	\$65.00	\$0
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Work Description: a/c replacement

PM220054	06/29/2022	MYERS, MELANIE J	19420 W 11 MILE RD	40-24-14-378-056	\$65.00	\$0
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Work Description: Bathroom Exhaust Fan Replacement

Total Permits For Type: 10
Total Fees For Type: \$1,090.00
Total Const. Value For Type: \$0

Outside Refuse Container

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PORC-220010	06/14/2022	WRIGHT, SHEILAH D	28711 SUNSET W BLVD	40-24-14-204-008	\$25.00	\$0

Work Description: dumpster

Total Permits For Type: 1
Total Fees For Type: \$25.00
Total Const. Value For Type: \$0

Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP220024	06/07/2022	THOMPSON, LEON	27525 RAINBOW CIR	40-24-14-351-027	\$55.00	\$0

Work Description: Sump pump drain line						
PP220025	06/10/2022	10280 TROY STREET, LLC	26530 MEADOWOOD N CT	40-24-24-104-023	\$70.00	\$0
Work Description: sump install						
PP220026	06/10/2022	SCOTT, DANIEL	18793 SAN DIEGO BLVD	40-24-14-451-005	\$140.00	\$0
Work Description: Plumbing for remodel						
PP220027	06/21/2022	ROBINSON, MICHAEL A	18805 CAMBRIDGE BLVD	40-24-14-453-002	\$80.00	\$0
Work Description: sewer repair						
PP220028	06/24/2022	WRIGHT, SHEILAH D	28711 SUNSET W BLVD	40-24-14-204-008	\$215.00	\$0
Work Description: Installing plumbing fixtures						
PP220031	06/29/2022	MYERS, MELANIE J	19420 W 11 MILE RD	40-24-14-378-056	\$125.00	\$0
Work Description: Replace H/C water shutoff valves at vanity/shower and C shutoff valve at toilet, replace shower mixing valve						
PP220032	06/29/2022	KELLY E KENNEDY TR OF TF 28684 BLACKSTONE DR		40-24-14-232-008	\$55.00	\$0
Work Description: Replacing the old bathtub with a new bathtub in the exact same location						

Total Permits For Type: 7
Total Fees For Type: \$740.00
Total Const. Value For Type: \$0

Right of Way Construction

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PROW-220006	05/31/2022	PARKER, TALEATHA	26297 MEADOWBROOK WAY	40-24-23-254-020	\$1,250.00	\$0
Work Description: Gas service renewal						
PROW-220007	06/01/2022	COREY, JAMES F	18821 SUNBRIGHT AVE	40-24-23-254-007	\$208.33	\$0
Work Description: gas service renewals						
PROW-220008	06/01/2022	JACKSON, SHERRI	18839 SUNBRIGHT AVE	40-24-23-254-005	\$208.33	\$0

Work Description: gas service renewals						
PROW-220009 06/01/2022	CARTER, STEVEN	18850 SUNBRIGHT AVE	40-24-23-252-008	\$208.33	\$0	
Work Description: gas servsice renewals						
PROW-220010 06/01/2022	SMITH, MARION	18865 SUNBRIGHT AVE	40-24-23-254-002	\$208.33	\$0	
Work Description: gas service renewals						
PROW-220011 06/01/2022	LEWIS, CHRISTINA	18877 SUNBRIGHT AVE	40-24-23-254-001	\$208.33	\$0	
Work Description: gasservice renewals						
PROW-220012 06/01/2022	BROCK JR, FRANK M	18878 SUNBRIGHT AVE	40-24-23-252-005	\$208.33	\$0	
Work Description: gas service renewals						
PROW-220013 06/01/2022	PHYLIS E WINDHAM REVOCA	27530 SUNSET E BLVD	40-24-13-303-006	\$1,208.64	\$0	
Work Description: gas service renewals						
PROW-220014 06/01/2022	WASHINGTON, TAQUETA	27650 STANFORD CT	40-24-14-427-003	\$1,250.00	\$0	
Work Description: gas service renewals						
PROW-220015 06/01/2022	CALHOUN JR, OTIS	18481 SARATOGA BLVD	40-24-14-426-007	\$138.88	\$0	
Work Description: gas servsice renewal						
PROW-220016 06/01/2022	LINDHARDT, MATTHEW	18500 SARATOGA BLVD	40-24-14-256-015	\$138.88	\$0	
Work Description: gas service renewal						
PROW-220017 06/01/2022	WATTS, RALPH G	18530 SARATOGA BLVD	40-24-14-256-013	\$138.88	\$0	
Work Description: gas service renewal						
PROW-220018 06/01/2022	TIMMA, SUZANNE	18564 SARATOGA BLVD	40-24-14-256-011	\$138.88	\$0	
Work Description: gas service renewal						
PROW-220020 06/01/2022	FUCHS, NATHAN	19110 SARATOGA BLVD	40-24-14-182-007	\$138.88	\$0	
Work Description: gas service renewal						
PROW-220021 06/01/2022	RAUDSZUS, NORALIE	19111 SARATOGA BLVD	40-24-14-331-002	\$138.88	\$0	
Work Description: gas service renewal						

PROW-220022	06/01/2022	PARKS, JONATHAN	19135 SARATOGA BLVD	40-24-14-331-001	\$138.88	\$0
Work Description: gas service renewal						
PROW-220023	06/01/2022	GILPIN, LEARY	19441 SARATOGA BLVD	40-24-14-302-003	\$138.88	\$0
Work Description: gas service renewal						
PROW-220024	06/01/2022	FUERST, ROBERT S	27220 SANTA BARBARA DR	40-24-14-453-008	\$312.50	\$0
Work Description: gas service renewal						
PROW-220025	06/01/2022	STRAUGHTER, WALTER	27621 SANTA BARBARA DR	40-24-14-333-007	\$312.50	\$0
Work Description: gas service renewal						
PROW-220026	06/01/2022	ADAMS, PAUL	27757 SANTA BARBARA DR	40-24-14-332-005	\$312.50	\$0
Work Description: gas service renewal						
PROW-220027	06/01/2022	HILL, TIMOTHY LEE	28250 SANTA BARBARA DR	40-24-14-252-001	\$312.50	\$0
Work Description: gas service renewal						
PROW-220028	06/01/2022	JETER JR, KENNETH A	18501 SAN DIEGO BLVD	40-24-14-476-009	\$625.00	\$0
Work Description: gas service renewal						
PROW-220029	06/01/2022	VANDYKE, SHARON M	18512 SAN DIEGO BLVD	40-24-14-405-016	\$625.00	\$0
Work Description: gas service renewal						
PROW-220030	06/01/2022	DAWSON II, MARKARL A	17380 ROSELAND BLVD	40-24-13-102-013	\$96.15	\$0
Work Description: gas service renewal						
PROW-220031	06/01/2022	SADLER, JAMES L	17401 ROSELAND BLVD	40-24-13-104-004	\$96.15	\$0
Work Description: gas service renewal						
PROW-220032	06/01/2022	NORRIS, SAMUEL L	17536 ROSELAND BLVD	40-24-13-101-020	\$96.15	\$0
Work Description: gas service renewal						
PROW-220033	06/01/2022	PRZYBYLSKI, KAREN L	17552 ROSELAND BLVD	40-24-13-101-019	\$96.15	\$0
Work Description: gas service renewal						
PROW-220034	06/01/2022	17570 ROSELAND INVESTMEN	17570 ROSELAND BLVD	40-24-13-101-018	\$96.15	\$0

Work Description: gas service renewal

PROW-220035	06/01/2022	WOODGET, LAAIARIA	17590 ROSELAND BLVD	40-24-13-101-017	\$96.15	\$0
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Work Description:

PROW-220036	06/01/2022	WISE, ROBERT CHARLES	17627 ROSELAND BLVD	40-24-13-103-003	\$96.15	\$0
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Work Description: gas service renewal

PROW-220037	06/01/2022	GREEN, GRACE	17630 ROSELAND BLVD	40-24-13-101-015	\$96.15	\$0
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Work Description: gas service renewal

PROW-220038	06/01/2022	BOLADIAN, MARILYN S	17656 ROSELAND BLVD	40-24-13-101-014	\$96.15	\$0
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Work Description: gas service renewal

PROW-220039	06/01/2022	FINANCIAL ASSOCIATES OF A	18130 ROSELAND BLVD	40-24-14-227-040	\$96.15	\$0
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Work Description: gas service renewal

PROW-220040	06/01/2022	ROBINSON JR, CURTIS WARRE	18140 ROSELAND BLVD	40-24-14-227-039	\$96.15	\$0
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Work Description: gas service renewal

PROW-220041	06/01/2022	KISHMISHYAN, MR SARGIS	18141 ROSELAND BLVD	40-24-14-230-002	\$96.15	\$0
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Work Description: gas service renewal

PROW-220042	06/01/2022	MCGHEE, JAMES	18175 RAINBOW DR	40-24-23-276-023	\$73.53	\$0
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Work Description: gas service renewal

PROW-220043	06/01/2022	PATRICK, WILMA J	18180 RAINBOW DR	40-24-23-279-004	\$73.53	\$0
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Work Description: gas service renewal

PROW-220044	06/01/2022	STEPHENS, INEZ V	18185 RAINBOW DR	40-24-23-276-022	\$73.53	\$0
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Work Description: gas service renewal

PROW-220045	06/01/2022	NELAMS, MARIO	18190 RAINBOW DR	40-24-23-279-003	\$73.53	\$0
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Work Description: gas service renewal

PROW-220046	06/01/2022	MAHER, JAMES RICHARD	18210 RAINBOW DR	40-24-23-278-005	\$73.53	\$0
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Work Description: gas service renewal

PROW-220047	06/01/2022	KEMP, ROBIN L	18230 RAINBOW DR	40-24-23-278-004	\$73.53	\$0
Work Description: gas service renewal						
PROW-220048	06/01/2022	BUSBEE, JULIAN J	18241 RAINBOW DR	40-24-23-276-018	\$73.53	\$0
Work Description: gas service renewal						
PROW-220049	06/01/2022	EDWARDS, ALLAN C	18250 RAINBOW DR	40-24-23-278-003	\$73.53	\$0
Work Description: gas service renewal						
PROW-220050	06/01/2022	STILLE, RICARDO	18251 RAINBOW DR	40-24-23-276-017	\$73.53	\$0
Work Description: gas service renewal						
PROW-220052	06/01/2022	SWIFT, FAYE A	18271 RAINBOW DR	40-24-23-276-016	\$73.53	\$0
Work Description: gas service renewal						
PROW-220053	06/01/2022	MOORE, CATHERINE	18281 RAINBOW DR	40-24-23-276-015	\$73.53	\$0
Work Description: gas service renewal						
PROW-220054	06/01/2022	HIGGS, ERIC	18301 RAINBOW DR	40-24-23-276-014	\$73.53	\$0
Work Description: gas service renewal						
PROW-220055	06/01/2022	ALLEN, RONALD D	18311 RAINBOW DR	40-24-23-276-013	\$73.53	\$0
Work Description: gas service renewal						
PROW-220056	06/01/2022	PICKETT, GERALD	18318 RAINBOW DR	40-24-23-277-003	\$73.53	\$0
Work Description: gas service renewal						
PROW-220057	06/01/2022	CARTER, GLYNE A	18325 RAINBOW DR	40-24-23-276-012	\$73.53	\$0
Work Description: gas service renewal						
PROW-220058	06/01/2022	DUNCAN, ANTHONY D	18330 RAINBOW DR	40-24-23-277-002	\$73.53	\$0
Work Description: gas service renewal						
PROW-220059	06/01/2022	LINZY, BRIAN	18355 RAINBOW DR	40-24-23-276-011	\$73.53	\$0
Work Description: gas service renewal						
PROW-220060	06/02/2022	CLAYTON, JOHN L	17380 REDWOOD AVE	40-24-13-152-012	\$178.57	\$0

Work Description: gas service renewal

PROW-220061	06/02/2022	PALMER, MR LAWRENCE R	17381 REDWOOD AVE	40-24-13-154-010	\$178.57	\$0
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Work Description: gas service renewal

PROW-220062	06/02/2022	BLANKINSHIP, ERIC	17411 REDWOOD AVE	40-24-13-154-006	\$178.57	\$0
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Work Description:

PROW-220063	06/02/2022	MORRIS, ALAN	18131 REDWOOD AVE	40-24-14-278-008	\$178.57	\$0
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Work Description: gas service renewal

PROW-220064	06/02/2022	MASSE, MARK	18140 REDWOOD AVE	40-24-14-277-016	\$178.57	\$0
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Work Description: gas service renewal

PROW-220066	06/02/2022	HRETZ, JOHN	18157 REDWOOD AVE	40-24-14-278-006	\$178.57	\$0
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Work Description: gas service renewal

PROW-220067	06/02/2022	JONES, PETER JOHN	27851 RED RIVER DR	40-24-14-302-004	\$625.00	\$0
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Work Description:

PROW-220068	06/02/2022	MARVIN ANTHONY MOORE, '	28050 RED RIVER DR	40-24-14-178-001	\$625.00	\$0
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Work Description: gas service renewal

PROW-220069	06/02/2022	WEEMS, DIANNE	18150 RAMSGATE DR	40-24-23-229-016	\$156.25	\$0
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Work Description: gas service renewal

PROW-220070	06/02/2022	WALKER, DURAND A	18151 REDWOOD AVE	40-24-14-278-007	\$178.57	\$0
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Work Description: gas service renewal

PROW-220071	06/02/2022	THE BANK OF NEW YORK ME	18151 RAMSGATE DR	40-24-23-230-010	\$156.25	\$0
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Work Description: gas service renewal

PROW-220072	06/02/2022	HARVEY, CATHERINE	18160 RAMSGATE DR	40-24-23-229-015	\$156.25	\$0
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Work Description: gas service renewal

PROW-220073	06/02/2022	ANDREWS, GWENDOLYN	18161 RAMSGATE DR	40-24-23-230-009	\$156.25	\$0
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Work Description: gas service renewal

PROW-220074	06/02/2022	WILLIAMS, SHAVELLA	18180 RAMSGATE DR	40-24-23-229-014	\$156.25	\$0
Work Description: gas service renewal						
PROW-220075	06/02/2022	BICKLE, BARBARA R	18181 RAMSGATE DR	40-24-23-230-008	\$156.25	\$0
Work Description: gas service renewal						
PROW-220076	06/02/2022	ROLAND, DEWAYNE	18199 RAMSGATE DR	40-24-23-230-007	\$156.25	\$0
Work Description: gas service renewal						
PROW-220077	06/02/2022	ARNOSASH PROPERTY RENT/	18231 RAMSGATE DR	40-24-23-230-005	\$156.25	\$0
Work Description: gas service renewal						
PROW-220078	06/02/2022	MORRISON, ANDREA	27800 RAINBOW CIR	40-24-14-307-005	\$1,250.00	\$0
Work Description: gas service renewal						
PROW-220079	06/02/2022	CLARK, CAL	27600 RACKHAM DR	40-24-14-333-002	\$1,250.00	\$0
Work Description: gas service renewal						
PROW-220080	06/02/2022	SIEBERT, APRIL	18760 HAMPSHIRE ST	40-24-23-253-007	\$89.29	\$0
Work Description: gas service renewal						
PROW-220081	06/02/2022	ZOLKOWER, DANIEL	18761 HAMPSHIRE ST	40-24-23-254-009	\$89.29	\$0
Work Description: gas service renewal						
PROW-220082	06/02/2022	FRANIA, KEITH MICHAEL	18780 HAMPSHIRE ST	40-24-23-253-006	\$89.29	\$0
Work Description: gas service renewal						
PROW-220083	06/02/2022	JOHNSON, CHARLOTTE D	18800 HAMPSHIRE ST	40-24-23-253-005	\$89.29	\$0
Work Description: gas service renewal						
PROW-220084	06/02/2022	CARTER, CARVEL	18820 HAMPSHIRE ST	40-24-23-253-004	\$89.29	\$0
Work Description: gas service renewal						
PROW-220085	06/02/2022	ROBINSON, JUANDISHA H	18838 HAMPSHIRE ST	40-24-23-253-003	\$89.29	\$0
Work Description: gas service renewal						
PROW-220086	06/02/2022	WILLIAMS, ANN M	18841 HAMPSHIRE ST	40-24-23-252-011	\$89.29	\$0

Work Description: gas service renewal						
PROW-220087 06/02/2022	WILSON, ROBERT E	18850 HAMPSHIRE ST	40-24-23-253-002	\$89.29	\$0	
Work Description: gas service renewal						
PROW-220088 06/02/2022	PALMER, RONALD	18870 HAMPSHIRE ST	40-24-23-253-001	\$89.29	\$0	
Work Description: gas service renewal						
PROW-220089 06/02/2022	WILLIAMS, DEMETRIUS D	18918 HAMPSHIRE ST	40-24-23-206-006	\$89.29	\$0	
Work Description: gas service renewal						
PROW-220090 06/02/2022	RUSSAW, EDDIE L	18940 HAMPSHIRE ST	40-24-23-206-005	\$89.29	\$0	
Work Description: gas service renewal						
PROW-220091 06/02/2022	WILLIAMS, HERMAN	18960 HAMPSHIRE ST	40-24-23-206-003	\$89.29	\$0	
Work Description: gas service renewal						
PROW-220092 06/02/2022	KEELING, RICHARD M	18990 HAMPSHIRE ST	40-24-23-206-001	\$89.29	\$0	
Work Description: gas service renewal						
PROW-220093 06/02/2022	BEVERLY, MICHELLE D	18991 HAMPSHIRE ST	40-24-23-251-001	\$89.23	\$0	
Work Description: gas service renewal						
PROW-220103 06/02/2022	STONE, LAWRENCE R	18166 MEADOWOOD AVE	40-24-23-230-018	\$104.16	\$0	
Work Description: gas service renewal						
PROW-220104 06/02/2022	CARBAJO, DR ROQUE	18171 MEADOWOOD AVE	40-24-23-277-013	\$104.16	\$0	
Work Description: gas service renewal						
PROW-220105 06/02/2022	BURKS, PHILIP	18180 MEADOWOOD AVE	40-24-23-230-017	\$104.16	\$0	
Work Description: gas service renewal						
PROW-220106 06/02/2022	HEWINS, SONDRRA	18190 MEADOWOOD AVE	40-24-23-230-016	\$104.16	\$0	
Work Description: gas service renewal						
PROW-220107 06/02/2022	DAVIS, MILDRED L	18191 MEADOWOOD AVE	40-24-23-277-011	\$104.16	\$0	
Work Description: gas service renewal						

PROW-220108	06/02/2022	HUDSON JR, LAWRENCE	18210 MEADOWOOD AVE	40-24-23-230-015	\$104.16	\$0
Work Description: gas service renewal						
PROW-220109	06/02/2022	MOORE-WILLIS, JACQUELINE	18211 MEADOWOOD AVE	40-24-23-277-010	\$104.16	\$0
Work Description: gas service renewal						
PROW-220110	06/02/2022	SMITH, MAVIS J	18221 MEADOWOOD AVE	40-24-23-277-042	\$104.16	\$0
Work Description: gas service renewal						
PROW-220111	06/02/2022	DIXON, TYRONE A	18241 MEADOWOOD AVE	40-24-23-277-041	\$104.16	\$0
Work Description: gas service renewal						
PROW-220112	06/02/2022	ROSS, ERIK	18254 MEADOWOOD AVE	40-24-23-230-012	\$104.16	\$0
Work Description: gas service renewal						
PROW-220113	06/02/2022	ANYADIKE, NKECHI	18255 MEADOWOOD AVE	40-24-23-277-006	\$104.16	\$0
Work Description: gas service renewal						
PROW-220114	06/02/2022	WILLIAMS, BRUCE	18271 MEADOWOOD AVE	40-24-23-277-005	\$104.16	\$0
Work Description: gas service renewal						
PROW-220115	06/02/2022	PETER-KOYI, CHARLES O	17501 MARGATE AVE	40-24-24-153-033	\$312.50	\$0
Work Description: gas service renewal						
PROW-220116	06/02/2022	STANLEY-BURTON, TAJUANN	18150 MARGATE AVE	40-24-23-278-013	\$312.50	\$0
Work Description:						
PROW-220117	06/02/2022	CHANEY, MARION	18160 MARGATE AVE	40-24-23-278-012	\$312.50	\$0
Work Description: gas service renewal						
PROW-220118	06/02/2022	DAVIS, ANGELA J	18180 MARGATE AVE	40-24-23-278-011	\$312.50	\$0
Work Description: gas service renewal						
PROW-220119	06/02/2022	SIMMONS-LOFTON, SHARON	19015 LACROSSE AVE	40-24-14-179-003	\$416.66	\$0
Work Description: gas service renewal						
PROW-220120	06/02/2022	PLANTE, JOHN M	19040 LACROSSE AVE	40-24-14-127-013	\$416.66	\$0

Work Description: gas service renewal					
PROW-220121 06/02/2022	BROWN, ALICIA	19061 LACROSSE AVE	40-24-14-179-002	\$416.66	\$0
Work Description: gas service renewal					
PROW-220122 06/02/2022	HAYGOOD, SHIEDA ADGERS	18131 KILBIRNIE AVE	40-24-23-278-010	\$156.25	\$0
Work Description: gas service renewal					
PROW-220123 06/02/2022	MCDAY, DELILAH JANELLA	18151 KILBIRNIE AVE	40-24-23-278-009	\$156.25	\$0
Work Description: gas service renewal					
PROW-220124 06/02/2022	VOGEL, THOMAS	18191 KILBIRNIE AVE	40-24-23-278-007	\$156.25	\$0
Work Description: gas service renewal					
PROW-220125 06/02/2022	GARDNER, JUDITH	18200 KILBIRNIE AVE	40-24-23-277-019	\$156.25	\$0
Work Description: gas service renewal					
PROW-220126 06/02/2022	HILL, RUDOLPH C	18218 KILBIRNIE AVE	40-24-23-277-018	\$156.25	\$0
Work Description: gas service renewal					
PROW-220127 06/02/2022	ROBINSON, COREY	18221 KILBIRNIE AVE	40-24-23-278-006	\$156.25	\$0
Work Description: gas service renewal					
PROW-220128 06/02/2022	CLAXTON, GENE	18230 KILBIRNIE AVE	40-24-23-277-017	\$156.25	\$0
Work Description: gas service renewal					
PROW-220129 06/02/2022	PARKER, CORA	18250 KILBIRNIE AVE	40-24-23-277-016	\$156.25	\$0
Work Description: gas service renewal					
PROW-220130 06/02/2022	GILLERAN, DANIEL	28030 GOLDENGATE E DR	40-24-13-158-004	\$416.66	\$0
Work Description: gas service renewal					
PROW-220131 06/02/2022	CLEMMONS, HERSCHEL	28225 GOLDENGATE E DR	40-24-13-154-012	\$416.66	\$0
Work Description: gas service renewal					
PROW-220132 06/02/2022	FORNEY, JOE W	28245 GOLDENGATE E DR	40-24-13-154-011	\$416.66	\$0
Work Description: gas service renewal					

PROW-220133	06/02/2022	BROOKS, MELVIN	18444 W GLENWOOD BLVD	40-24-14-255-013	\$250.00	\$0
Work Description: gas service renewal						
PROW-220134	06/02/2022	LUBANSKI, TERRI A	18492 W GLENWOOD BLVD	40-24-14-255-011	\$250.00	\$0
Work Description: gas service renewal						
PROW-220135	06/02/2022	KELLY JR, RANDY	18535 W GLENWOOD BLVD	40-24-14-256-002	\$250.00	\$0
Work Description: gas service renewal						
PROW-220136	06/02/2022	MUGRIDGE, RODNEY F	19051 W GLENWOOD BLVD	40-24-14-182-004	\$250.00	\$0
Work Description: gas service renewal						
PROW-220137	06/02/2022	LUTHER, RONNI RENEE	19070 W GLENWOOD BLVD	40-24-14-181-007	\$250.00	\$0
Work Description: gas service renewal						
PROW-220138	06/02/2022	JENNINGS, FREDDIE	18921 ELDORADO PL	40-24-23-252-004	\$208.33	\$0
Work Description: gas service renewal						
PROW-220139	06/02/2022	CROSS, MAKI	18941 ELDORADO PL	40-24-23-252-003	\$208.33	\$0
Work Description: gas service renewal						
PROW-220140	06/02/2022	WHITE, DARLENE	18950 HAMPSHIRE ST	40-24-23-206-004	\$250.00	\$0
Work Description: gas service renewal						
PROW-220141	06/02/2022	WEBSTER JR, BENJAMIN S	18959 ELDORADO PL	40-24-23-252-002	\$208.33	\$0
Work Description: gas service renewal						
PROW-220142	06/02/2022	SMITH, TELITHA	18970 ELDORADO PL	40-24-23-251-002	\$208.33	\$0
Work Description: gas service renewal						
PROW-220143	06/02/2022	MOMOM JR, VAN C	28541 ELDORADO PL	40-24-14-207-017	\$208.33	\$0
Work Description: gas service renewal						
PROW-220144	06/02/2022	MILLER, VERONICA Y	17347 CORAL GABLES AVE	40-24-24-105-003	\$416.66	\$0
Work Description: gas service renewal						
PROW-220145	06/02/2022	WALTON, GLORIA RUTLEDGE	17350 CORAL GABLES AVE	40-24-24-102-024	\$416.66	\$0

Work Description: gas service renewal						
PROW-220146	06/02/2022	POWE, BRUCE	17535 CORAL GABLES AVE	40-24-24-103-020	\$416.66	\$0
Work Description: gas service renewal						
PROW-220147	06/02/2022	HERVEY, MICHAEL	27930 CALIFORNIA NE DR	40-24-13-155-012	\$1,250.00	\$0
Work Description:						
PROW-220148	06/02/2022	BROWN, ANTONIO	26861 BLOOMFIELD S DR	40-24-23-204-011	\$1,250.00	\$0
Work Description: gas service renewaal						
PROW-220149	06/02/2022	HOUSTON, ELIZABETH C	17370 AVILLA BLVD	40-24-13-106-010	\$250.00	\$0
Work Description: gas service renewal						
PROW-220150	06/02/2022	THOMPSON JR, OLLIE	18127 AVILLA BLVD	40-24-14-232-006	\$250.00	\$0
Work Description: gas service reneweal						
PROW-220151	06/02/2022	PORTER, MICHAEL	18139 AVILLA BLVD	40-24-14-232-005	\$250.00	\$0
Work Description: gas service renewal						
PROW-220152	06/02/2022	JOHNSON, MICHELLE	18140 AVILLA BLVD	40-24-14-231-004	\$250.00	\$0
Work Description: gas service renewal						
PROW-220153	06/02/2022	CLIFTON, BRUCE B	18180 AVILLA BLVD	40-24-14-231-003	\$250.00	\$0
Work Description: gas service renewal						
PROW-220154	06/02/2022	PRATER, DEITRA	19041 ALHAMBRA CT	40-24-14-127-009	\$1,250.00	\$0
Work Description: gas service renewal						
PROW-220155	06/08/2022	LORRAINE A EGAN TRST OF J	17537 ROSELAND BLVD	40-24-13-103-009	\$96.15	\$0
Work Description: gas service renewal						
PROW-220156	06/10/2022	BLAIR, ROSALYN	18730 SARATOGA BLVD	40-24-14-253-012	\$138.88	\$0
Work Description: gas services renewal						

Total Permits For Type: 139

Total Fees For Type: \$33,750.00
Total Const. Value For Type: \$0

Report Summary

Permit.DateIssued Between
6/1/2022 12:00:00 AM AND
6/30/2022 11:59:59 PM AND
Permit.Status = ISSUED

Grand Total Fees: \$44,111.40

Grand Total Permits: 183

Grand Total Const. Value: \$0

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Assistant City Administrator/Treasurer

Date: July 12, 2023

Re: Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of June 2023.

MOTION:

To approve the Monthly Disbursements for the month of June 2023 as:

JUNE DISBURSEMENTS W/ SALARY INCLUDED			
FUND 101	GENERAL FUND	\$	618,171.54
FUND 202	MAJOR ROADS	\$	494,426.70
FUND 203	LOCAL ROADS	\$	495,678.72
FUND 258	CAPITAL FUND	\$	-
FUND 397	ROAD MILLAGE FUND	\$	-
FUND 494	DOWNTOWN DEV. AUTH	\$	24,373.42
FUND 592	WATER & SEW	\$	358,403.23
TOTAL DISBURSEMENTS		\$	1,991,053.61

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 6/1/2023-6/15/2023

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$31,516.89	Bobcean, Bratschi,Dodd, London, Montenegro,Miller,
DDA	\$5,247.80	Stec, Dorsey
Bldg Mnt	\$0.00	
Police	\$38,681.90	Button, Carmack, Chickensky, Fisher, Gijsbers, Huston, Hutson, Knoll, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$75,446.59

Deductions \$26,247.31

Net Payroll \$49,199.28

* Fund Totals Include Gross Payroll

General Fund	\$70,198.79
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$5,247.80
Water & Sewer Fund	\$0.00
Total	\$75,446.59

CITY OF LATHRUP VILLAGE
Disbursement Report

Item 7D.

Period covered 6/16/2023-6/30/2023

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$22,189.50	Bobcean, Bratschi, Dodd, London, Montenegro, Miller,
DDA	\$5,247.80	Stec, Dorsey
Bldg Mnt	\$0.00	
Police	\$41,672.15	Button, Carmack, Chickensky, Fisher, Gijbsers, Huston, Hutson, Knoll, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$69,109.45

Deductions \$23,290.23

Net Payroll \$45,819.22

* Fund Totals Include Gross Payroll

General Fund	\$547,972.75
Major Road Fund	\$494,426.70
Local Road Fund	\$495,678.72
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$19,125.62
Water & Sewer Fund	\$358,403.23
Total	\$1,915,607.02

GL Desc	Vendor	Invoice Description	Amount	Check #
and 101 GENERAL FUND				
3pt 000.000				
31-000.000-020.000	BLUE CARE NETWORK	HEALTH INSURANCE	7,431.36	47817
31-000.000-020.000	BLUE CARE NETWORK	HEALTH INSUR	2,113.92	47817
31-000.000-020.000	BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	18,962.55	47818
31-000.000-020.000	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 07.01.23- 07.31.23	13,161.23	47819
31-000.000-020.000	OAKLAND COUNTY TREASURER	ASSESSING CONTRACT	34,701.96	47854
31-000.000-020.000	BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	5,082.48	47872
31-000.000-020.000	STANDARD INSURANCE COMPA	HEALTH INSURANCE	629.24	47903
31-000.000-020.000	AFLAC	AFLAC INSURANCE	989.68	47805
31-000.000-232.000	POLICE & FIREMEN'S INS.	INSURANCE-GROUP 2111560-2	56.34	47857
31-000.000-232.000	AFLAC	INSURANCE	1,335.50	47868
31-000.000-232.000	GIFFELS-WEBSTER ENG INC	21498 GOLDEGATE CMS DAPP	852.50	47836
31-000.000-243.002	ENGINEERING DEPOSIT - CMS	CMS DAPP SAN JOSE 21500	1,335.00	47836
31-000.000-243.002	ENGINEERING DEPOSIT - CMS	21499 RED RIVER CMS DAPP	1,007.50	47836
31-000.000-243.002	ENGINEERING DEPOSIT - CMS	COMMUNITY ROOM REFUND	300.00	47813
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	PAVILION RENTAL DEPOSIT REFUND	100.00	47813
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	EVENT DEPOSIT REFUND	300.00	47815
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	COMMUNITY ROOM REFUND	300.00	47830
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DEPOSIT REFUND OF COMMUNITY ROOM RENT	300.00	47841
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	PAVILION RENTAL DEPOSIT REFUND	100.00	47844
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	COMM ROOM DEPOSIT REFUND	300.00	47851
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	COMM ROOM RENTAL DEPOST REFUND	300.00	47862
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	COMM ROOM DEPOSIT REFUND	300.00	47870
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	EVENT DEPOSIT REFUND	100.00	47884
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	EVENT DEPOSIT REFUND	400.00	47904
31-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	EVENT DEPOSIT REFUND	300.00	47908
31-000.000-245.000	POLICE UNION DUES	JUNE FEES	265.68	47827
31-000.000-246.000	POLICE UNION DUES	MONTHLY POLICE DUES	1,062.76	47858
31-000.000-246.000	POLICE UNION DUES	OFFICERS ASSOCIATION OF MICHIGAN MEMB	132.84	47878
31-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	MISSIONS SQUARE - 300179	4,003.28	47848
31-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA DEF COMP 457	5,544.44	47889
31-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	COMMUNITY ROOM REFUND	100.00	47813
31-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	COMMUNITY ROOM REFUND	100.00	47830
		Total For Dept 000.000	101,968.26	
3pt 100.000 GOVERNMENT SERVICES				
31-100.000-732.000	CODE ENFORCEMENT	NUISANCE CUT	195.00	47882
31-100.000-804.000	BUILDING TRADE INSPECTION	PLANNING RETAINER/SITE PLAN REVIEW	4,030.75	2983
31-100.000-804.000	BUILDING TRADE INSPECTION	INSPECTION FEES	1,702.35	47886
31-100.000-804.000	BUILDING TRADE INSPECTION	INSPECTION FEES	4,786.75	47886
31-100.000-805.000	CABLE TELEVISION	FEES FOR MONTH OF MAY 2023	4,173.00	47822
31-100.000-805.000	CABLE TELEVISION	ELECTRICAL SERVICE CHARGES	68.20	47832
31-100.000-808.000	COMMUNITY CENTER EXPENDITURE	RENTALS/ADD WORK	1,550.00	47824
31-100.000-808.000	COMMUNITY CENTER EXPENDITURE	WEBINAR TRAINING	955.00	47877
31-100.000-822.000	TRAINING	CREDIT CARD SUSAN MONTENEGRO	150.00	47820
31-100.000-822.000	TRAINING	CREDIT CARD SUSAN MONTENEGRO	464.47	47823
31-100.000-822.000	TRAINING	CREDIT CARD REIMBURSEMENT SUSAN MONTIE	20.00	47823
31-100.000-822.000	TRAINING	GAS MILEAGE	156.81	47855
31-100.000-822.000	TRAINING	CREDIT CARD PURCHASES	355.78	47875
31-100.000-822.000	TRAINING	CREDIT CARD SUSAN MONTENEGRO	8.72	47875
31-100.000-822.000	TRAINING	CREDIT CARD KELDA LONDON	75.00	47875
31-100.000-822.000	TRAINING	SUSAN STEC - FLAGSTAR CC	70.00	47893
31-100.000-848.000	GOVERNMENT OPERATIONS	CREDIT CARD REIMBURSEMENT SUSAN MONTIE	748.62	47893
31-100.000-848.000	GOVERNMENT OPERATIONS			4

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GL Desc	Vendor	Invoice Description	Amount	Check #
nd 101 GENERAL FUND				
pt 100.000 GOVERNMENT SERVICES				
11-100.000-848.000	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	70.00	47875
11-100.000-848.000	CARDMEMBER SERVICE	CREDIT CARD SUSAN MONTENEGRO	300.00	47875
11-100.000-848.000	CARDMEMBER SERVICE	CREDIT CARD KELDA LONDON	119.18	47875
11-100.000-848.000	POINT & PAY	MONTHLY SERVICE FEE	50.00	47897
11-100.000-848.000	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	102.37	47875
11-100.000-848.001	COMCAST	CABLE	10.00	47826
11-100.000-850.000	DTE ENERGY	ELECTRICAL SERVICE CHARGES	68.19	47832
11-100.000-850.000	INTERMEDIA.NET INC	GOVERNMENT TELECOMMUNICATION SERVICE	333.71	47838
11-100.000-850.000	BSB COMMUNICATIONS, INC.	MISC TELEPHONE REPAIRS	407.50	47873
11-100.000-850.000	VERIZON WIRELESS	MONTHLY WIRELESS CELL	190.81	47907
11-100.000-850.000	US BANK VOYAGER FLEET SY	GAS CARD	106.50	47906
11-100.000-860.000	US BANK VOYAGER FLEET SY	GAS CARD	69.00	47906
11-100.000-860.000	GIFFELS-WEBSTER ENG INC	ENGINEERING FEES	1,797.00	47883
11-100.000-882.000	POSTMASTER	JUNE2023 WATER BILL POSTAGE	800.00	2977
11-100.000-900.000	C & G NEWSPAPERS	NEWSPAPER	147.50	47821
11-100.000-900.000	OAKLAND SCHOOLS	OC SUMMER TAX	1,303.56	47895
11-100.000-900.000	PRINTING SYSTEMS, INC.	A/P LASER CHECKS	107.99	47899
11-100.000-900.000	PRINTING SYSTEMS, INC.	LASER CHECKS - GENERAL FUND	257.27	47899
11-100.000-900.000	PITNEY BOWES GLOBAL FINA	INTEGRATED SCALE & IMI METER	407.94	47856
11-100.000-901.000	PITNEY BOWES GLOBAL FINA	POSTAGE MACHINE CHARGES	15.68	47896
11-100.000-901.000	DES ELECTRIC LLC	GENERATOR & INSTALL	121,976.00	47879
11-100.000-955.003	ARPA EXPENDITURES			
Total For Dept 100.000 GOVERNMENT SERVICES			148,150.65	
pt 101.000 ADMINISTRATION				
11-101.000-702.000	ULLIANCE, INC	LIFE ADVISOR ASSISTANCE PROGRAM	2,166.66	47905
11-101.000-703.000	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 06/01/2023 - 06/31/20	1,336.71	47804
11-101.000-703.000	ASCENSION MICHIGAN EMPLO	NEW EMPLOYEE DRUG SCREEN	116.00	47808
11-101.000-703.000	MISSIONSQUARE - 803046	HEALTH SAVINGS 803046	220.10	47849
11-101.000-703.000	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS	197.60	47890
11-101.000-703.000	BAKER & ELOWSKY, PLLC	ATTORNEY FEES	1,894.00	47811
11-101.000-717.000	BAKER & ELOWSKY, PLLC	ATTORNEY FEES	5,035.00	47811
11-101.000-722.000	LEGAL SERVICES			
Total For Dept 101.000 ADMINISTRATION			10,966.07	
pt 201.000 BUILDING & GROUNDS				
11-201.000-702.000	AFIAC	AFIAC INSURANCE	138.72	47805
11-201.000-702.000	CLIFTON GRANT	CUSTODIAL SERVICES	517.06	47824
11-201.000-702.000	MICHIGAN ST. DISBURSEMEN	MICHIGAN ST DISBURSEMENT-CLIFTON GRAN	601.75	47846
11-201.000-702.000	AFIAC	INSURANCE	138.72	47868
11-201.000-702.000	CLIFTON GRANT	MISC	1,445.38	47877
11-201.000-702.000	CLIFTON GRANT	CUSTODIAL SERVICES 6/16/203 TO 06/30/	517.06	47877
11-201.000-702.000	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	601.75	47888
11-201.000-702.000	CONSUMERS ENERGY	UTILITIES	224.75	47828
11-201.000-920.000	HOME DEPOT CREDIT SERVIC	HOME DEPOT CC	35.94	2984
11-201.000-930.000	CLS CONTINENTAL LINEN SE	MIS SUPPLIES/TABLECLOTHS	45.36	47825
11-201.000-930.000	ERC-LED	CURRENT MONTH EQUIPMENT CITY HALL/DPW	698.60	47834
11-201.000-930.000	IMPERIALDADE	SUPPLIES	85.30	47837
11-201.000-930.000	J.C. EHRLICH CO.INC	PEST CONTROL	112.89	47839
11-201.000-930.000	KONE INC.	ELEVATOR REPAIR	140.39	47842
11-201.000-930.000	KONE INC.	MAINTENANCE FROM 6.01.23-6.30.23	238.65	47842
11-201.000-930.000	MR. MAT RENTAL SERVICE	MAT RENTAL	175.40	47852
11-201.000-930.000	BUILDING MAINTENANCE & REPAIR	INSTALLATION OF CAMERAS	9,865.42	47864
11-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MONTHLY FEE	451.81	4
11-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLEANING SUPPLIES	196.45	4

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L Number	GL Desc	Vendor	Invoice Description	Amount	Check #
and 101 GENERAL FUND					
apt 201.000 BUILDING & GROUNDS	BUILDING MAINTENANCE & REPAIR	MISTER MAT RENTAL SERVICE	MAT RENTAL	175.40	47892
01-201.000-930.000		Total For Dept 201.000 BUILDING & GROUNDS		16,406.80	
apt 301.000 PUBLIC SAFETY		ULLIANE, INC	LIFE ADVISOR ASSISTANCE PROGRAM	2,166.67	47905
01-301.000-702.000	SALARIES PART-TIME	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 06/01/2023 - 06/30/20	13,161.23	47803
01-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 06/01/2023 - 06/31/20	16,132.74	47804
01-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS 803046	41.95	47849
01-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	MISSIONSQUARE - 803061	817.57	47850
01-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS	41.95	47890
01-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH SAVINGS RHS PLAN	817.57	47891
01-301.000-703.000	EMPLOYEE TAXES & BENEFITS	CARDMEMBER SERVICE	CREDIT CARD SCOTT MCKEE	14.99	47823
01-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	474.07	47869
01-301.000-728.000	OFFICE SUPPLIES	MICHIGAN STATE POLICE	DRY GAS CANISTER - POLICE DEPT	110.00	47847
01-301.000-729.000	EVIDENCE SUPPLIES	XEROX CORPORATION	XEROX - POLICE DEPT	68.19	47866
01-301.000-822.000	OFFICE MACHINE MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD SCOTT MCKEE	908.81	47823
01-301.000-822.000	TRAINING	EMERGENT HEALTH PARTNERS	BLS E-CARDS	75.00	47833
01-301.000-822.000	TRAINING	MR. MICHAEL LONG	BASIC LIFE SUPPORT TRAINING-POLICE	500.00	47893
01-301.000-822.000	TRAINING	SCHOOLCRAFT COLLEGE	FIRST AID TRAINING	200.00	47901
01-301.000-822.000	TRAINING	PRIMARY ARMS, LLC	FIREARMS SUPPLIES	1,936.20	47898
01-301.000-823.000	FIRE SERVICE/DISPATCH CONTRACT	CITY OF SOUTHFIELD	DISPATCH SERVICES	57,351.00	47876
01-301.000-828.000	POLICE UNIFORMS & CLEANING	TERANCE LAWRENCE	POLICE OFFICER BOOTS	46.64	47863
01-301.000-829.000	POLICE UNIFORMS & CLEANING	MICHAEL ZANG	COAM YEARLY STIPEND FOR DETECTIVE	400.00	47887
01-301.000-829.000	TELEPHONE EXPENDITURES	AT & T	052023	56.04	47809
01-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	XFINITY - POLICE DEPT.	18.40	47826
01-301.000-850.000	TELEPHONE EXPENDITURES	DTE ENERGY	ELECTRICAL SERVICE CHARGES	68.19	47832
01-301.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	GOVERNMENT TELECOMMUNICATION SERVICE	333.71	47838
01-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	MONTHLY WIRELESS CELL	190.81	47907
01-301.000-850.000	TELEPHONE EXPENDITURES	BIRMINGHAM OIL CHANGE CE	OIL CHANGE - LIC # 118X834	73.95	47816
01-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	FULL SERV OIL CHANGE	113.96	47816
01-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	CREDIT CARD SCOTT MCKEE	149.94	47823
01-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY	POLICE VEHICLES REPAIR	1,332.67	47853
01-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	OIL CHANGE CHARGE	57.97	47871
01-301.000-860.000	VEHICLE EXPENSE	O'REILLY	VEHICLE PARTS	9.49	47894
01-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS CARD	2,865.87	47906
01-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS CARD	2,846.85	47906
01-301.000-860.000	VEHICLE EXPENSE	Total For Dept 301.000 PUBLIC SAFETY		103,382.43	
apt 401.000 PUBLIC SERVICE		GIFFELS-WEBSTER ENG INC	SIDEWALK REPAIR PROGRAM	1,837.50	47836
01-401.000-892.000	SIDEWALK MAINTENANCE	KD CEMENT INC	CONSTRUCITON PAYMENT - SIDEWALK	56,834.15	47840
01-401.000-892.000	SIDEWALK MAINTENANCE	CONSUMERS ENERGY	UTILITIES	154.97	47828
01-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SY	GAS CARD	1,229.15	47906
01-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SY	GAS CARD	967.89	47906
01-401.000-920.000	UTILITIES	LATHRUP SERVICES, LLC	MISC ROAD REPAIRS	10,766.55	47843
01-401.000-921.000	CONTRACTUAL SERVICES	Total For Dept 401.000 PUBLIC SERVICE		71,790.21	
apt 502.000		SOCRRA	MONTHLY FEE	16,232.00	47861
01-502.000-801.001	SOCRRA	SOCRRA	SPECIAL WASTE	410.89	47902
01-502.000-801.001	SOCRRA	SOCRRA	MEMBER MSW	14,584.00	47902
01-502.000-801.001	SOCRRA	Total For Dept 502.000		31,226.89	

EXP CHECK RUN DATES 06/01/2023 - 06/30/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

ser: PAM
 3: Lathrup

GL Desc	Vendor	Invoice Description	Amount	Check #
nd 101 GENERAL FUND				
3pt 601.000 RECREATION				
01-601.000-811.000	DIANA LEVICY	REFUND FOR CANCELED SENIOR PROM	10.00	47880
01-601.000-812.000	BARBARA KENEZ	APRIL GAME NIGHT/MAY TRIVIA NIGHT	87.71	47812
01-601.000-812.000	CLIFTON GRANT	RENTALS/ADD WORK	100.00	47877
01-601.000-884.000	ASCAP	MISC LICENSE FEE	22.08	47807
	Total For Dept 601.000 RECREATION		219.79	
	Total For Fund 101 GENERAL FUND		484,111.10	
nd 202 MAJOR ROAD FUND				
3pt 702.000				
02-702.000-861.000	CADILLAC ASPHALT L.L.C.	COLD PATCH	118.12	47874
02-702.000-864.000	ROAD COMM. FOR OAKLAND C	MISC SERVICES FROM THE OCR	150.55	47859
02-702.000-864.000	ROAD COMM. FOR OAKLAND C	SIGNAL MAINTENANCE	1,210.84	47900
02-702.000-870.000	BIG DAVES TREE SERVICE	TREE REMOVAL	6,000.00	47814
02-702.000-870.000	BIG DAVES TREE SERVICE	TREE SERVICE	375.00	47814
02-702.000-921.000	LATHRUP SERVICES, LLC	MISC ROAD REPAIRS	5,388.25	47843
	Total For Dept 702.000		13,242.76	
3pt 702.100 CAPITAL IMP - STREET BOND				
02-702.100-970.000	ALLIED CONSTRUCTION CO,	2023 PAVEMENT REPAIR PROGRAM	465,876.44	47806
02-702.100-970.000	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	310.00	47836
02-702.100-970.000	GIFFELS-WEBSTER ENG INC	PAVEMENT REPAIR	14,997.50	47836
	Total For Dept 702.100 CAPITAL IMP - STREET BOND		481,183.94	
	Total For Fund 202 MAJOR ROAD FUND		494,426.70	
nd 203 LOCAL ROAD FUND				
3pt 703.000				
03-703.000-861.000	CADILLAC ASPHALT L.L.C.	COLD PATCH	118.13	47874
03-703.000-862.000	DORNBOSS SIGN & SAFETY IN	1" CC GREEN U-CHANNEL POST	1,252.00	47831
03-703.000-864.000	ROAD COMM. FOR OAKLAND C	MISC SERVICES FROM THE OCR	150.55	47859
03-703.000-864.000	ROAD COMM. FOR OAKLAND C	SIGNAL MAINTENANCE	1,210.84	47900
03-703.000-870.000	BIG DAVES TREE SERVICE	TREE REMOVAL	6,000.00	47814
03-703.000-870.000	BIG DAVES TREE SERVICE	TREE SERVICE	375.00	47814
03-703.000-921.000	LATHRUP SERVICES, LLC	MISC ROAD REPAIRS	5,388.25	47843
	Total For Dept 703.000		14,494.77	
3pt 703.100 CAPITAL IMP - STREET BOND				
03-703.100-970.000	ALLIED CONSTRUCTION CO,	2023 PAVEMENT REPAIR PROGRAM	465,876.45	47806
03-703.100-970.000	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	310.00	47836
03-703.100-970.000	GIFFELS-WEBSTER ENG INC	PAVEMENT REPAIR	14,997.50	47836
	Total For Dept 703.100 CAPITAL IMP - STREET BOND		481,183.95	
	Total For Fund 203 LOCAL ROAD FUND		495,678.72	
nd 494 DOWNTOWN DEVELOPMENT AUTHORITY				
3pt 000.000				
34-000.000-703.000	MISSIONSQUARE - 803046	HEALTH SAVINGS 803046	115.22	47849
34-000.000-703.000	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS	90.22	47890
34-000.000-726.000	CARDMEMBER SERVICE	SUSAN STEC - FLAGSTAR CC	103.90	47823
34-000.000-726.000	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	15.89	47875
34-000.000-822.000	CARDMEMBER SERVICE	SUSAN STEC - FLAGSTAR CC	696.66	47823
34-000.000-822.000	MICHIGAN DOWNTOWN ASSOC.	MI DOWNTOWN ASSOC MEMBERSHIP DUES	300.00	47823

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L Number	GL Desc	Vendor	Invoice Description	Amount	Check #
ind 494 DOWNTOWN DEVELOPMENT AUTHORITY					
3pt 000.000		AVA STEWART	ENTERTAINMENT FOR JUNETEENTH	600.00	47810
34-000.000-844.000	MAIN STREET PROGRAM	ULTIMATE BOOM PARTY RENT	BOUNCE HOUSE RENTAL	490.00	47865
34-000.000-844.000	MAIN STREET PROGRAM	STEVEN STURKEY	ENTERTAINMENT FOR JUNETEENTH CELEBRAT	325.00	47867
34-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	212.89	47875
34-000.000-845.000	STREETSCAPING	CARDMEMBER SERVICE	SUSAN STEC - FLAGSTAR CC	9.27	47823
34-000.000-900.000	PRINTING/PUBLICATION COSTS	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	3.46	47875
34-000.000-900.000	PRINTING/PUBLICATION COSTS	EXCELL SNOW & TURF MAINT	LAWN MAINTENANCE	960.00	47835
34-000.000-933.000	REPAIRS & MAINTENANCE	GIFFELS-WEBSTER ENG INC	APPROACH/ALLEYS	3,531.25	47836
34-000.000-933.000	REPAIRS & MAINTENANCE	GIFFELS-WEBSTER ENG INC	SOUTHFIELD HAWK SIGNAL	6,414.28	47836
34-000.000-955.000	MISCELLANEOUS EXPENDITURES	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	9.78	47875
Total For Dept 000.000				13,877.82	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				13,877.82	
ind 592 WATER & SEWER FUND					
3pt 536.000 WATER DEPARTMENT		MISSIONSQUARE - 803046	HEALTH SAVINGS 803046	18.25	47849
32-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS	18.25	47890
32-536.000-703.000	EMPLOYEE TAXES & BENEFITS	LATHRUP SERVICES, LLC	MISC ROAD REPAIRS	6,054.70	47843
32-536.000-921.000	CONTRACTUAL SERVICES	HOME DEPOT CREDIT SERVIC	HOME DEPOT CC	165.80	2984
32-536.000-935.000	EQUIPMENT REPLACEMENT	DURST LUMBER COMPANY	BLDG SUPPLIES	70.13	2980
32-536.000-937.000	WATER SYSTEM MAINTENANCE	GIFFELS-WEBSTER ENG INC	WATER STUDY	542.50	2983
32-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	MONTHLY UNDERGROUND SERVICES FOR APRI	3,575.00	2989
32-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	MAY REPAIRS AND SERVICES 2023	4,625.00	2993
32-536.000-937.000	WATER SYSTEM MAINTENANCE	SOUTHEAST OAKLAND COUNTY	WATER SERVICE CHGS - 11/SOUTHFIELD &	25,244.31	2988
32-536.000-944.000	WATER PURCHASES				
Total For Dept 536.000 WATER DEPARTMENT				40,313.94	
3pt 536.100 WATER DEPARTMENT					
32-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEM	EAGLE LANDSCAPING & SUPP	25LB SEED/TOP SOIL	606.00	2981
32-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEM	GIFFELS-WEBSTER ENG INC	LEAD/COPPER INVENTORY	1,357.50	2983
32-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEM	SUNDE BUILDING INC.	REPLACED STOP BOX	1,650.00	2989
32-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEM	SUNDE BUILDING INC.	WATER	6,450.00	2993
Total For Dept 536.100 WATER DEPARTMENT				10,063.50	
3pt 536.400 WATER DEPARTMENT					
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	CORE&MAIN	CURB BOX	698.20	2979
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	DEBRIS HAUL OUT DIRT/CLAY	990.00	2981
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	DEBRIS HAUL OUT DIRT/CLAY FILL SAND	2,187.00	2981
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	DOWN LIMESTONE DEBRIS HAUL OUT DIRT/C	5,544.00	2981
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	GIFFELS-WEBSTER ENG INC	WATER MAIN PROGRAM	1,317.50	2983
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	SUNDE BUILDING INC.	INSTALLED WATER MAIN	27,025.00	2989
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	MISC WTR REPAIR	250.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	FILL SAND-DPS	872.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	HAULING CHGS	990.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	HAULING CHGS - DPS	990.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	HAULING & FILL SAND - DPS	3,177.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	FILL SAND - DPS	4,374.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	HAULING/FILL SAND - DPS	7,731.00	2990
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EJ USA INC	CIP BOND	2,113.83	2991
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	SUNDE BUILDING INC.	MAY REPAIRS AND SERVICES 2023	5,875.00	2993
32-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	SUNDE BUILDING INC.	WATER SYSTEM MAINTENANCE	120,995.00	2993
Total For Dept 536.400 WATER DEPARTMENT				185,129.53	

EXP CHECK RUN DATES 06/01/2023 - 06/30/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

ser: PAM
 3: Lathrup

GL Desc Vendor Invoice Description Amount Check #

and 592 WATER & SEWER FUND					
Dept 536.500 WATER DEPARTMENT					
32-536.500-970.000	CAPITAL FIRE HYDRANTS	EJ USA INC	FIRE HYDRANT PROGRAM	467.21	2982
32-536.500-970.000	CAPITAL FIRE HYDRANTS	GIFFELS-WEBSTER ENG INC	HYDRANT REFURBISH	465.00	2983
32-536.500-970.000	CAPITAL FIRE HYDRANTS	SUNDE BUILDING INC.	ASSEMBLE NEW FIRE HYDRANTS	3,000.00	2989
32-536.500-970.000		Total For Dept 536.500 WATER DEPARTMENT		3,932.21	
Dept 536.600 WATER DEPARTMENT					
32-536.600-970.000	CAPITAL EXP - GATE VALVES	GIFFELS-WEBSTER ENG INC	GATE VALVE REPLACEMENT	387.50	2983
32-536.600-970.000	CAPITAL EXP - GATE VALVES	SUNDE BUILDING INC.	VALVES, BOLTS & GASKETS	2,850.00	2989
32-536.600-970.000	CAPITAL EXP - GATE VALVES	SUNDE BUILDING INC.	GATE VALVE REPLACEMENT	950.00	2993
32-536.600-970.000		Total For Dept 536.600 WATER DEPARTMENT		4,187.50	
Dept 537.000 SEWER DEPARTMENT					
32-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS 803046	18.25	47849
32-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS	18.25	47890
32-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	MISC ROAD REPAIRS	6,054.70	47843
32-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SEWAGE DISPOSAL FEES MAY 2023	87,035.16	2987
32-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	UTILITIES	17.58	47828
32-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	INTERNET	119.85	2978
32-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	GREAT LAKES WATER AUTHOR	INDUSTRIAL WASTE CONTROL	1,415.89	2992
32-537.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	ELDORADO PAVING SAD	4,382.50	2983
32-537.000-977.000	ENVIRONMENT COMPL - NON CAPITA	HUBBELL, ROTH & CLARK, I	PROFESSIONAL SERVICES	254.37	2985
32-537.000-977.000	ENVIRONMENT COMPL - NON CAPITA	HYDROCORP	WATER AUTH	460.00	2986
32-537.000-977.000		Total For Dept 537.000 SEWER DEPARTMENT		99,776.55	
Dept 537.100 SEWER DEPARTMENT					
32-537.100-970.000	CAPITAL EXP - SANITARY SEWER RE	D.V.M. UTILITIES	2022 CURED-IN-PLACE-PIPE	15,000.00	47829
32-537.100-970.000		Total For Dept 537.100 SEWER DEPARTMENT		15,000.00	
		Total For Fund 592 WATER & SEWER FUND		358,403.23	

ser: PAM
3: Lathrup

EXP CHECK RUN DATES 06/01/2023 - 06/30/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Desc	Vendor	Invoice Description	Amount	Check #
		Fund Totals:		
		Fund 101 GENERAL FUND	484,111.10	
		Fund 202 MAJOR ROAD FU	494,426.70	
		Fund 203 LOCAL ROAD FU	495,678.72	
		Fund 494 DOWNTOWN DEVE	13,877.82	
		Fund 592 WATER & SEWER	358,403.23	
		Total For All Funds:	<u>1,846,497.57</u>	



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SCOTT R. BAKER
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

June 13, 2023

Via Email

Susan Montenegro
City Administrator

Pam Bratschi, MiCPT, CPFA
City Treasurer

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Re: Legal Department Billing for May 1 through May 31, 2023

Dear Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of May 2023:

1. General Retainer	\$2,500.00
2. Prosecution/Code Enforcement	\$2,535.00
3. Special Legal Services	\$1,894.00
4. Downtown Development Authority	<u> </u>
	\$6,929.00

If you should have any questions, please feel free to contact me.

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



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June 13, 2023

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Invoice Number: 1577

Invoice Period: 05-01-2023 - 05-31-2023

RE: General Retainer

Time Details

Date	Professional	Description	Hours	Amount
05-01-2023	SRB	Receipt and review of correspondence from S. Stec re 27707 Southfield Road SLUP	0.25	No Charge
05-01-2023	SRB	Prepare for and attend City Council Study Session	3.00	No Charge
05-02-2023	SRB	Receipt and review of correspondence from City Admin re JMC properties	0.25	No Charge
05-03-2023	SRB	Receipt and review of correspondence from Mayor Garrett re council goal setting	0.25	No Charge
05-03-2023	SRB	Receipt and review of correspondence from Councilmember Kenez re Saratoga	0.25	No Charge
05-03-2023	SRB	Receipt and review of correspondence from City Admin re council goal setting	0.25	No Charge
05-04-2023	SRB	Receipt and review of correspondence from City Admin re council goal setting	0.25	No Charge
05-04-2023	SRB	Receipt and review of correspondence from Councilmember Kenez re Saratoga	0.25	No Charge
05-04-2023	SRB	Receipt and review of correspondence from Clerk re FOIA request	0.25	No Charge
05-04-2023	SRB	Receipt and review of correspondence from Clerk re FOIA request	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re Saratoga	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re Saratoga	0.25	No Charge

We appreciate your business

Page 1 of 4

Date	Professional	Description	Hours	Amount
05-05-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re Administrative meeting	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from Councilmember Kenez re Saratoga	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from Councilmember Kenez re Saratoga	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from Mayor Garrett re council goal setting	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from City Admin re council goal setting	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from City Admin re meeting with mayor	0.25	No Charge
05-05-2023	SRB	Receipt and review of correspondence from City Admin re budget workshop	0.25	No Charge
05-08-2023	SRB	Receipt and review of correspondence from City Admin re budget workshop	0.25	No Charge
05-08-2023	SRB	Receipt and review of correspondence from City Admin re budget workshop	0.25	No Charge
05-08-2023	SRB	Receipt and review of correspondence from S. Stec re goldengate park	0.25	No Charge
05-11-2023	SRB	Receipt and review of correspondence from S. Stec re goldengate park	0.25	No Charge
05-11-2023	SRB	Receipt and review of correspondence from City Admin re Council Meeting packet	0.25	No Charge
05-12-2023	SRB	Receipt and review of correspondence from City Admin re Council Study Session packet	0.25	No Charge
05-12-2023	SRB	Receipt and review of correspondence from S. Stec re goldengate park	0.25	No Charge
05-12-2023	SRB	Receipt and review of correspondence from S. Stec re goldengate park	0.25	No Charge
05-12-2023	SRB	Receipt and review of correspondence from Clerk re agenda packet	0.25	No Charge
05-15-2023	SRB	Prepare for and attend City Council Study Session	1.75	No Charge
05-15-2023	SRB	Prepare for and attend City Council Meeting	1.00	No Charge
05-16-2023	SRB	Receipt and review of correspondence from City Admin re Trivia Night inquiry	0.25	No Charge

Item 7D.

We appreciate your business

Page 2 of 4

Date	Professional	Description	Hours	Amount	Item 7D.
05-16-2023	SRB	Receipt and review of correspondence from City Admin re Trivia Night inquiry	0.25	No Charge	
05-17-2023	SRB	Receipt and review of correspondence from City Admin re parking blocks	0.25	No Charge	
05-17-2023	SRB	Receipt and review of correspondence from City Admin re parking blocks	0.25	No Charge	
05-17-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re parking blocks	0.25	No Charge	
05-18-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re Red River right-of-way issue	0.25	No Charge	
05-18-2023	SRB	Receipt and review of correspondence from City Admin re goals and objectives meeting	0.25	No Charge	
05-18-2023	SRB	Receipt and review of correspondence from City Admin re red River right-of-way	0.25	No Charge	
05-18-2023	SRB	Receipt and review of correspondence from City Admin re red River right-of-way	0.25	No Charge	
05-18-2023	SRB	Receipt and review of correspondence from City Admin re council goal setting meeting	0.25	No Charge	
05-19-2023	SRB	Receipt and review of correspondence from Councilmember Kenez	0.25	No Charge	
05-22-2023	SRB	Receipt and review of correspondence from Clerk re Budget Public hearing	0.25	No Charge	
05-22-2023	SRB	Receipt and review of correspondence from Mayor Garrett re council goal setting	0.25	No Charge	
05-23-2023	SRB	Receipt and review of correspondence from Mayor Garrett re Gorbe social media post	0.25	No Charge	
05-23-2023	SRB	Receipt, review and respond to multiple correspondence from City Admin; telephone conference with same re Gorbe social media post, media inquiry.	2.00	No Charge	
05-23-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re Gorbe social media post	0.25	No Charge	
05-23-2023	SRB	Receipt and review of correspondence from Mayor Pro Tem Kantor re Gorbe social media post	0.25	No Charge	
05-24-2023	SRB	Receipt and review of correspondence from S. Stec re DDA Budget	0.25	No Charge	
05-24-2023	SRB	Receipt and review of correspondence from S. Stec re JMC properties	0.25	No Charge	

We appreciate your business

Page 3 of 4

Date	Professional	Description	Hours	Amount
05-25-2023	SRB	Receipt and review of correspondence from Clerk re Budget Public hearing	0.25	No Charge
05-25-2023	SRB	Receipt and review of correspondence from Clerk re Charter Amendment	0.25	No Charge
05-30-2023	SRB	Receipt and review of correspondence from S. Stec re JMC properties	0.25	No Charge
05-30-2023	SRB	Receipt and review of correspondence from City Admin re construction notifications	0.25	No Charge
05-30-2023	SRB	Receipt and review of correspondence from City Admin re Roderick Owens v. Lathrup Village	0.25	No Charge
05-31-2023	SRB	Services Rendered		2,500.00
			Total	2,500.00

Item 7D.

Time Summary

Professional	Hours	Amount
Scott Baker	20.25	2,500.00
Total		2,500.00

Total for this Invoice 2,500.00



LAW OFFICE
BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
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Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

June 13, 2023

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Invoice Number: 1578
Invoice Period: 05-01-2023 - 05-31-2023

RE: Prosecution/Code Enforcement

Time Details

Date	Professional	Description	Hours	Amount
05-01-2023	SRB	Exchange correspondence with Police Clerk concerning 05/10/2023 docket.	0.25	32.50
05-02-2023	SRB	Receipt and review of correspondence from code enforcement officer re JMC Properties	0.25	32.50
05-03-2023	SRB	Receipt and review of correspondence from Lt. Zang re discovery request	0.25	32.50
05-04-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00350A	0.50	65.00
05-05-2023	SRB	Review of file materials and Notices to Appear for 05/10/2023 docket and correspondence to Police Clerk concerning records re: 23LV00719A; 23LV00744AB; 23LV00590A; 23LV00388AB; 22LV01304A.	1.00	130.00
05-09-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00513A	0.50	65.00
05-09-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00314A/B	0.50	65.00
05-09-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 22LV0107A/B	0.50	65.00
05-09-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00350A	0.50	65.00

We appreciate your business

Page 1 of 3

Date	Professional	Description	Hours	Amount	Item 7D.
05-09-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00562A	0.50	65.00	
05-09-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00610A	0.50	65.00	
05-09-2023	SRB	Receipt and review of correspondence from code enforcement officer re DiMaggio Jewelry	0.25	32.50	
05-09-2023	SRB	Search archived records and document review and draft correspondence to code enforcement officer re DiMaggio Jewelry	0.75	97.50	
05-09-2023	SRB	Receipt and review of correspondence from code enforcement officer re 28801 Southfield Road	0.25	32.50	
05-10-2023	SRB	Prepare for and appear in 46th District Court for LV prosecution docket.	4.00	520.00	
05-12-2023	SRB	Receipt and review of correspondence from code enforcement officer re Goldengate Park property	0.25	32.50	
05-15-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00599A	0.50	65.00	
05-15-2023	SRB	Conduct telephone pre-trial conference , prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV00719A	0.50	65.00	
05-16-2023	SRB	Receipt and review of correspondence from Lt Zang; review warrant request; issuance and transmittal of Denial to Lt. Zang re 23-6644	0.75	97.50	
05-17-2023	SRB	Receipt and review of correspondence from 46th District Court re June 7th Docket	0.25	32.50	
05-17-2023	SRB	Prepare for and appear in 46th District Court for LV prosecution docket.	2.00	260.00	
05-17-2023	SRB	Receipt and review of correspondence from code enforcement officer re parking blocks	0.25	32.50	
05-17-2023	SRB	Receipt and review of correspondence from code enforcement officer re Goldengate Park property	0.25	32.50	
05-18-2023	SRB	Receipt and review of correspondence from code enforcement officer re Goldengate Park property	0.25	32.50	
05-18-2023	SRB	Receipt and review of correspondence from code enforcement officer re Goldengate Park property	0.25	32.50	
05-18-2023	SRB	Receipt and review Order on Application to Set Aside Convictions re: 10LV02639A.	0.25	32.50	

We appreciate your business

Page 2 of 3

Date	Professional	Description	Hours	Amount	
05-31-2023	SRB	Review of file materials and Notices to Appear for 06/07/2023 docket and correspondence to Police Clerk concerning records re: 23LV00886AB, 23LV00680AB, 23LV00640ABC, 23LV00781A, 23LV00757ABC, 23LV00785AB, 23LV00638A, 23LV00686A, 23LV00885A, 23LV00764AB, 23LV00963A, 23LV00786A, 23LV00778A, 23LV00737A, 21LV00762ABC, 23LV00656ABC, 20LV02038A, 23LV00818A, 23LV00777A, 23LV00690AB, 21LV00334B, 23LV00671AB.	3.50	455.00	Item 7D.

Total 2,535.00

Time Summary

Professional	Hours	Amount
Scott Baker	19.50	2,535.00
Total		2,535.00

Total for this Invoice 2,535.00



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June 13, 2023

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Invoice Number: 1579
Invoice Period: 05-01-2023 - 05-31-2023

RE: Special Legal Services

Time Details

Date	Professional	Description	Hours	Amount
05-01-2023	SRB	Prepare for and attend Zoning Board of Appeals Meeting	1.00	130.00
05-02-2023	SRB	Receipt and review of correspondence from property manager re JMC Properties	0.25	32.50
05-04-2023	SRB	Draft and file witness and exhibit list re Owens v. Lathrup Village SC220309	0.75	97.50
05-09-2023	SRB	Meeting with City Administrator, Mayor and Mayor Pro-Tem	2.00	260.00
05-10-2023	SRB	Receipt and review of correspondence from City liability carrier attorney re Gorbe Litigation	0.25	32.50
05-12-2023	SRB	Trial Prep for Bench Trial re Owens v. City of Lathrup Village	1.00	130.00
05-12-2023	SRB	Research Title history and relevant property transfers re Goldengate Park property ownership issue	1.00	130.00
05-15-2023	SRB	Appear in 46th District Court for Bench Trial re Owens v. City of Lathrup Village	2.50	325.00
05-16-2023	SRB	Prepare for and attend Planning Commission meeting	1.00	130.00
05-18-2023	SRB	Receipt and review of correspondence from City Engineer re Goldengate Park property	0.75	97.50
05-18-2023	SRB	Receipt and review of correspondence from City Planner re Goldengate Park property	0.75	97.50
05-18-2023	SRB	Receipt and review Order for Directed Verdict re: Roderick Owens, GC 23-0416.	0.25	32.50

We appreciate your business

Page 1 of 2

Date	Professional	Description	Hours	Amount	
05-23-2023	SRB	Receipt and review of multiple correspondence from City liability carrier attorney; multiple telephone conferences with same re Gorbe social media post and press inquiry	1.50	195.00	Item 7D.
05-23-2023	SRB	Receipt and review of correspondence from Chief McKee re Gorbe social medial post; review multiple social media post; telephone conference with Chief McKee	0.75	97.50	
05-25-2023	SRB	Receipt and review of correspondence from City liability carrier attorney re Gorbe Litigation	0.25	32.50	
05-25-2023	SRB	Draft Notice of Public Hearing for the 2023-2024 Budget; transmit same to Clerk for publication	0.50	65.00	
			Total	1,885.00	

Time Summary

Professional	Hours	Amount
Scott Baker	14.50	1,885.00
Total		1,885.00

Expenses

Date	Description	Amount
05-12-2023	Oakland County Register of Deeds document search fees re Goldengate Park	9.00
Total Expenses		9.00

Total for this Invoice 1,894.00

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2023 NORM (ABNORM)	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	MONTH 06/30/23 INCR (DECR)	BALANCE	BALANCE	
Fund 101 - GENERAL FUND										
Revenues										
Dept 000.000										
101-000.000-401.000	CITY TAXES	2,845,012.00	2,646,687.00	2,646,686.72		0.00		0.28		100.00
101-000.000-402.000	REFUSE COLLECTION TAXES	426,724.00	397,308.00	397,308.12		0.00		(0.12)		100.00
101-000.000-409.000	DELO PERSONAL PROPERTY REVENU	3,000.00	4,170.21	4,170.21		0.00		(0.21)		100.01
101-000.000-414.000	TAX PENALTIES	35,000.00	32,569.00	32,568.82		0.00		0.18		100.00
101-000.000-415.000	MISCELLANEOUS REVENUE	15,000.00	9,200.00	35,699.54		26,642.85		(26,499.54)		388.04
101-000.000-416.000	WORK COMP DIVIDEND REVENUE	0.00	7,614.00	7,613.62		0.00		0.38		100.00
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	6,500.00	8,845.00	8,845.00		0.00		0.00		100.00
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	61,143.03	61,143.03		5,327.82		(254.03)		100.42
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	48,000.00	58,805.29	58,805.29		5,527.75		(6,805.29)		113.09
101-000.000-423.000	WORK COMP REIMBURSEMENT	0.00	20,277.00	20,277.19		0.00		(0.19)		100.00
101-000.000-424.000	UNEARNED REVENUE	200,000.00	100,000.00	100,000.00		0.00		0.00		100.00
101-000.000-446.000	INVESTMENT INTEREST	15,000.00	46,500.00	48,652.10		4,226.09		(2,152.10)		104.63
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	88,000.00	92,190.00	92,189.60		0.00		(0.37)		100.00
101-000.000-455.000	METRO AUTHORITY-FEE	18,000.00	19,532.00	19,532.37		19,532.37		3,099.74		95.92
101-000.000-456.000	BUILDING PERMITS	95,000.00	76,000.00	72,900.26		6,040.00		(1,175.00)		110.68
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	8,500.00	11,000.00	12,175.00		2,715.00		(205.00)		101.46
101-000.000-458.000	PLUMBING/HEATING PERMITS	10,000.00	14,000.00	14,205.00		460.00		109.00		99.09
101-000.000-459.000	ELECTRICAL PERMITS	10,000.00	12,000.00	11,891.00		432.00		(205.00)		101.46
101-000.000-460.000	LICENSES & REGISTRATIONS	14,000.00	12,000.00	12,405.00		970.00		(405.00)		103.38
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	223.00	2,249.10		67.00		(2,026.10)		1,008.57
101-000.000-470.000	CABLE TV REVENUES	120,000.00	106,000.00	80,218.63		0.00		25,781.37		75.68
101-000.000-470.001	RECREATION SPECIAL PROGRAMS	15,000.00	2,527.00	2,667.50		0.00		(140.50)		105.56
101-000.000-470.002	COMMUNITY GARDEN REVENUE	1,600.00	185.00	185.00		0.00		0.00		100.00
101-000.000-471.000	DONATIONS-OTHER	1,800.00	1,000.00	670.00		135.00		330.00		67.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	1,400.00	0.00	0.00		0.00		0.00		0.00
101-000.000-475.000	302 TRAINING FUNDS-REVENUES	65,000.00	68,000.00	68,938.00		4,955.00		(938.00)		101.38
101-000.000-540.000	SMART CREDITS	1,000.00	0.00	0.00		0.00		0.00		0.00
101-000.000-542.000	FEDERAL/STATE GRANT	9,685.00	0.00	0.00		0.00		0.00		0.00
101-000.000-543.000	POLICE CHARGES FOR SERVICES	15,000.00	17,500.00	18,192.56		805.00		(692.56)		100.00
101-000.000-546.000	STATE SHARED REVENUES	477,151.00	477,151.00	335,039.00		0.00		142,112.00		70.22
101-000.000-574.000	DISTRICT COURT FINES	70,000.00	77,000.00	79,502.09		17,007.79		(2,502.09)		103.25
101-000.000-612.000	COMMUNITY DEVELOPMENT	8,000.00	3,262.00	0.00		0.00		3,262.00		0.00
101-000.000-626.000	COMMUNITY DEVELOPMENT	200,000.00	356,440.00	357,347.82		(2,729.57)		(907.82)		100.25
101-000.000-627.000	SIDEWALK REVENUES	14,788.00	74,953.00	75,053.43		(637.46)		(100.43)		100.13
101-000.000-628.000	WEED/CODE ENFORCEMENT REVENUE	20,000.00	20,000.00	17,180.66		0.00		2,819.34		85.90
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	4,917.00	4,917.00	4,917.00		0.00		0.00		100.00
101-000.000-632.000	DPS BLDG RENT FROM WATER	4,000.00	4,000.00	4,000.00		0.00		0.00		100.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	22,000.00	22,000.00	22,000.00		0.00		0.00		100.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	150,000.00	142,700.00	142,700.00		0.00		0.00		100.00
101-000.000-681.000	SALE OF ABANDONED PROPERTY	0.00	14,329.00	14,329.00		9,575.00		0.00		100.00
101-000.000-682.000	SALE OF FIXED ASSET	0.00	14,329.00	14,329.00		9,575.00		0.00		100.00
Total Dept 000.000		5,101,066.00	5,017,468.00	4,884,757.66		101,051.64		132,710.34		97.36
TOTAL REVENUES		5,101,066.00	5,017,468.00	4,884,757.66		101,051.64		132,710.34		97.36
Expenditures										
Dept 100.000	- GOVERNMENT SERVICES									
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	40,000.00	40,164.00	40,164.00		0.00		0.00		100.00
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	55.00	51.73		0.00		3.27		0.00
101-100.000-712.000	WORKER'S COMP INSURANCE	7,000.00	7,000.00	7,000.00		0.00		0.00		100.00
101-100.000-713.000	MERS CITY CONTRIBUTIONS	50,000.00	50,000.00	0.00		0.00		50,000.00		0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	4,889.39		0.00		1,110.61		9.00

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD	USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET	06/30/2023 NORM (ABNORM)	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	BALANCE NORM (ABNORM)				
Fund 101 - GENERAL FUND											
Expenditures											
101-100.000-732.000	CODE ENFORCEMENT	4,500.00	1,000.00	660.00	195.00	340.00	66.00				
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,500.00	10,366.00	10,365.94	0.00	0.06	100.00				
101-100.000-803.000	MEMBERSHIPS & MEETINGS	6,000.00	7,266.00	7,266.39	0.00	(0.39)	100.01				
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	60,000.00	58,933.71	10,519.85	1,066.29	98.22				
101-100.000-805.000	CABLE TELEVISION	55,000.00	52,000.00	47,346.95	4,241.20	4,653.05	91.05				
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	30,000.00	28,487.69	2,505.00	1,512.31	94.96				
101-100.000-810.000	AUDITING & ACCOUNTING	34,840.00	43,845.00	43,845.00	0.00	0.00	100.00				
101-100.000-822.000	TRAINING	5,000.00	12,000.00	9,902.45	1,230.78	2,097.55	82.52				
101-100.000-832.000	CITIZEN COMMUNICATION/PR	15,000.00	10,174.00	10,173.82	0.00	0.18	100.00				
101-100.000-840.000	LIBRARY PAYMENT	132,000.00	120,000.00	59,969.00	0.00	60,031.00	49.97				
101-100.000-848.000	GOVERNMENT OPERATIONS	25,000.00	40,000.00	36,498.39	529.06	3,501.61	91.25				
101-100.000-848.001	TECHNOLOGY	45,000.00	60,000.00	56,978.23	102.37	3,021.77	94.96				
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	13,500.00	10,199.35	1,010.21	3,300.65	75.55				
101-100.000-860.000	VEHICLE EXPENSE	6,500.00	327.00	502.47	175.50	(175.47)	153.66				
101-100.000-880.000	CDBG EXPENDITURES	2,000.00	3,262.00	3,262.17	0.00	(0.17)	100.01				
101-100.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	13,705.50	1,797.00	1,594.50	89.58				
101-100.000-900.000	PRINTING/PUBLICATION COSTS	12,000.00	12,000.00	11,510.82	2,616.32	489.18	95.92				
101-100.000-901.000	POSTAGE FEES	6,000.00	6,000.00	5,491.27	423.62	508.73	91.52				
101-100.000-955.003	ARPA EXPENDITURES	200,000.00	200,000.00	154,205.00	121,976.00	45,795.00	77.10				
Total Dept 100.000 - GOVERNMENT SERVICES		781,690.00	800,259.00	621,409.27	147,321.91	178,849.73	77.65				
Dept 101.000 - ADMINISTRATION											
101-101.000-701.000	SALARIES FULL-TIME	441,036.00	415,000.00	397,142.51	43,318.43	17,857.49	95.70				
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	307,165.00	307,165.00	219,624.00	7,341.65	87,541.00	71.50				
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00	20,000.00	15,475.50	1,894.00	4,524.50	77.38				
101-101.000-718.000	ELECTIONS	10,000.00	17,118.00	17,117.50	0.00	0.50	100.00				
101-101.000-721.000	DATA PROCESSING & ASSESSMENTS	36,057.00	36,044.00	36,044.46	0.00	(0.46)	100.00				
101-101.000-722.000	LEGAL SERVICES	50,000.00	56,896.00	51,396.25	5,035.00	5,499.75	90.33				
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	500.00	0.00	100.00	83.33				
Total Dept 101.000 - ADMINISTRATION		864,858.00	852,823.00	737,300.22	57,589.08	115,522.78	86.45				
Dept 201.000 - BUILDING & GROUNDS											
101-201.000-920.000	UTILITIES	45,000.00	60,000.00	56,130.98	3,960.44	36.93	99.89				
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	38,000.00	54,000.00	46,230.94	12,221.61	7,769.06	85.61				
101-201.000-930.001	BUILDING - GRANTS	5,359.00	5,359.00	5,358.65	0.00	0.35	99.99				
101-201.000-936.000	EQUIPMENT MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00				
101-201.000-938.000	PARKING LOT & GROUNDS	8,000.00	6,000.00	4,882.14	0.00	1,117.86	81.37				
Total Dept 201.000 - BUILDING & GROUNDS		127,859.00	160,359.00	147,565.78	16,406.80	12,793.22	92.02				
Dept 301.000 - PUBLIC SAFETY											
101-301.000-701.000	SALARIES FULL-TIME	793,250.00	793,250.00	792,470.42	67,515.44	779.58	99.90				
101-301.000-702.000	SALARIES PART-TIME	50,000.00	67,000.00	66,162.63	8,663.17	837.37	98.75				
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	641,229.00	570,000.00	535,962.60	40,490.99	34,037.40	94.03				
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	40,000.00	34,790.94	3,475.31	5,209.06	86.98				
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	26,106.00	26,106.00	26,106.00	0.00	0.00	100.00				
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	150.00	100.43	0.00	49.57	66.95				
101-301.000-712.000	WORKER'S COMP INSURANCE	10,000.00	14,265.00	14,265.00	0.00	0.00	0.00				
101-301.000-726.000	OFFICE SUPPLIES	4,000.00	4,000.00	3,867.54	489.06	132.46	9.00				
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,500.00	2,169.80	0.00	330.20	9.00				

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GL NUMBER	DESCRIPTION	2022-23		2022-23		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 101 - GENERAL FUND									
Expenditures									
101-301.000-728.000	EVIDENCE SUPPLIES	1,000.00	1,000.00	535.74	110.00	464.26	53.57		
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	2,000.00	1,000.00	787.73	68.19	212.27	78.77		
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	500.00	0.00	0.00	0.00	0.00	0.00		
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	4,200.00	3,967.00	0.00	233.00	94.45		
101-301.000-821.000	POLICE RESERVES	500.00	0.00	0.00	0.00	0.00	0.00		
101-301.000-822.000	TRAINING	15,500.00	15,000.00	8,717.23	1,683.81	6,282.77	58.11		
101-301.000-823.000	FIREARMS TRAINING	9,000.00	9,000.00	7,983.70	1,936.20	1,016.30	88.71		
101-301.000-825.000	ANIMAL CONTROL	200.00	215.00	214.70	0.00	0.30	99.86		
101-301.000-826.000	COMMUNITY POLICING	2,000.00	500.00	65.22	0.00	434.78	13.04		
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	1,000.00	822.32	0.00	177.68	82.23		
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	709,371.00	709,371.00	711,152.94	57,351.00	(1,781.94)	100.25		
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	10,000.00	5,871.30	446.64	4,128.70	58.71		
101-301.000-836.000	PRISONER LOCKUP	4,000.00	4,000.00	2,300.00	0.00	1,700.00	57.50		
101-301.000-850.000	TELEPHONE EXPENDITURES	9,500.00	12,000.00	10,269.60	667.15	1,730.40	85.58		
101-301.000-851.000	RADIO COMMUNICATIONS	12,500.00	12,500.00	8,001.00	0.00	4,499.00	64.01		
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	60,000.00	60,538.85	7,450.70	(538.85)	100.90		
Total Dept 301.000 - PUBLIC SAFETY		2,400,256.00	2,357,057.00	2,297,122.69	190,347.66	59,934.31	97.46		
Dept 401.000 - PUBLIC SERVICE									
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	20,000.00	31,000.00	29,313.16	0.00	1,686.84	94.56		
101-401.000-890.000	PARK MAINTENANCE	7,000.00	500.00	145.45	0.00	354.55	29.09		
101-401.000-892.000	SIDEWALK MAINTENANCE	334,247.00	772,576.00	521,408.59	58,671.65	251,167.41	67.49		
101-401.000-920.000	UTILITIES	21,000.00	32,000.00	30,140.90	2,352.01	1,859.10	94.19		
101-401.000-921.000	CONTRACTUAL SERVICES	126,479.00	126,479.00	117,072.45	10,766.55	9,406.55	92.56		
101-401.000-936.000	EQUIPMENT MAINTENANCE	4,200.00	8,000.00	7,561.40	0.00	438.60	94.52		
Total Dept 401.000 - PUBLIC SERVICE		512,926.00	970,555.00	705,641.95	71,790.21	264,913.05	72.70		
Dept 501.000 - LEAF COLLECTION									
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	7,000.00	7,000.00	2,939.56	0.00	4,060.44	41.99		
Total Dept 501.000 - LEAF COLLECTION		7,000.00	7,000.00	2,939.56	0.00	4,060.44	41.99		
Dept 502.000									
101-502.000-801.001	SOCRRA	369,794.00	369,794.00	354,381.78	31,226.89	15,412.22	95.83		
101-502.000-801.002	REFUSE COLLECTION CONTRACT	0.00	0.00	0.00	(17,033.71)	0.00	0.00		
Total Dept 502.000		369,794.00	369,794.00	354,381.78	14,193.18	15,412.22	95.83		
Dept 601.000 - RECREATION									
101-601.000-701.000	SALARIES FULL-TIME	30,000.00	0.00	0.00	0.00	0.00	0.00		
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	5,642.00	0.00	0.03	0.00	(0.03)	100.00		
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	800.00	0.00	0.00	100.00		
101-601.000-806.000	ADULT PROGRAMS	1,000.00	500.00	101.70	0.00	398.30	20.34		
101-601.000-807.000	BUS TRANSPORTATION	1,000.00	0.00	0.00	0.00	0.00	0.00		
101-601.000-811.000	SENIOR ACTIVITIES	800.00	250.00	192.78	10.00	57.22	77.11		
101-601.000-812.000	COMMUNITY EVENTS	8,500.00	10,000.00	10,034.14	187.71	(34.14)	100.34		
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	500.00	11.00	11.03	0.00	(0.03)	7		
101-601.000-815.000	COMMUNITY GARDEN	1,000.00	1,000.00	0.00	0.00	1,000.00	0		
101-601.000-817.000	FITNESS CENTER EXP	500.00	500.00	146.90	0.00	353.10	8		
101-601.000-843.000	DOG PARK EXPENSES	500.00	250.00	15.00	0.00	235.00	0		

Item 7D.

User: PAM
 DB: Lathrup
 PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
Fund 101 - GENERAL FUND							
Expenditures		400.00	442.00	442.08	22.08	(0.08)	100.02
101-601.000-884.000	CONCERTS IN THE PARK	50,642.00	13,753.00	11,743.66	219.79	2,009.34	85.39
Total Dept 601.000	- RECREATION	157,924.00	157,924.00	157,924.00	0.00	0.00	100.00
101-811.000-970.000	CAPITAL EXPENDITURE	157,924.00	157,924.00	157,924.00	0.00	0.00	100.00
Total Dept 811.000		5,272,949.00	5,689,524.00	5,036,028.91	497,868.63	653,495.09	88.51
TOTAL EXPENDITURES							
Fund 101 - GENERAL FUND:		5,101,066.00	5,017,468.00	4,884,757.66	101,051.64	132,710.34	97.36
TOTAL REVENUES		5,272,949.00	5,689,524.00	5,036,028.91	497,868.63	653,495.09	88.51
TOTAL EXPENDITURES		(171,883.00)	(672,056.00)	(151,271.25)	(396,816.99)	(520,784.75)	22.51
NET OF REVENUES & EXPENDITURES							

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2023	NORM (ABNORM)	MONTH 06/30/23	INCR (DECR)	NORM (ABNORM)	BALANCE			
Fund 202 - MAJOR ROAD FUND												
Revenues												
Dept 702.000	STATE SHARED REVENUES	373,671.00	373,671.00	299,861.53		0.00		73,809.47			80.25	
202-702.000-574.000	INVESTMENT INTEREST	600.00	600.00	0.00		0.00		600.00			0.00	
202-702.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	952,207.00	952,207.00	0.00		0.00		952,207.00			0.00	
Total Dept 702.000		1,326,478.00	1,326,478.00	299,861.53		0.00		1,026,616.47			22.61	
TOTAL REVENUES												
		1,326,478.00	1,326,478.00	299,861.53		0.00		1,026,616.47			22.61	
Expenditures												
Dept 702.000	EMPLOYEE TAXES & BENEFITS	11,472.00	2,500.00	912.00		66.08		1,588.00			36.48	
202-702.000-703.000	SALARIES-ADMIN	5,750.00	6,500.00	6,209.55		863.78		290.45			95.53	
202-702.000-720.000	INTEREST EXPENSE	98,333.00	98,333.00	0.00		0.00		98,333.00			0.00	
202-702.000-725.000	PAYING AGENT FEES	0.00	250.00	250.00		0.00		0.00			100.00	
202-702.000-810.000	AUDITING & ACCOUNTING	5,741.00	6,500.00	6,500.00		0.00		0.00			100.00	
202-702.000-856.000	ADMINISTRATION & ENGINEERING	4,000.00	4,000.00	4,000.00		0.00		0.00			100.00	
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	3,681.51		118.12		1,318.49			73.63	
202-702.000-862.000	ROADSIDE MAINTENANCE	1,000.00	500.00	204.83		0.00		295.17			40.97	
202-702.000-864.000	TRAFFIC CONTROLS	5,500.00	19,999.50	18,006.69		1,361.39		1,992.81			90.04	
202-702.000-866.000	SNOW & ICE REMOVAL	5,000.00	2,936.00	2,936.48		0.00		(0.48)			100.02	
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	0.00	0.00		0.00		0.00			0.00	
202-702.000-870.000	FORESTRY	36,000.00	34,000.00	30,482.50		6,375.00		3,517.50			89.65	
202-702.000-921.000	CONTRACTUAL SERVICES	65,299.00	65,299.00	59,590.85		5,388.25		5,708.15			91.26	
Total Dept 702.000		268,095.00	245,817.50	132,774.41		14,172.62		113,043.09			54.01	
TOTAL EXPENDITURES												
		1,058,196.00	2,187,500.00	1,670,682.66		481,183.94		516,817.34			76.37	
Fund 202 - MAJOR ROAD FUND:												
TOTAL REVENUES												
TOTAL EXPENDITURES												
NET OF REVENUES & EXPENDITURES												
		187.00	(1,106,839.50)	(1,503,595.54)		(495,356.56)		396,756.04			135.85	
Total Dept 702.100 - CAPITAL IMP - STREET BOND		1,058,196.00	2,187,500.00	1,670,682.66		481,183.94		516,817.34			76.37	
TOTAL EXPENDITURES												
		1,326,291.00	2,433,317.50	1,803,457.07		495,356.56		629,860.43			74.12	
Fund 202 - MAJOR ROAD FUND:												
TOTAL REVENUES												
TOTAL EXPENDITURES												
NET OF REVENUES & EXPENDITURES												
		187.00	(1,106,839.50)	(1,503,595.54)		(495,356.56)		396,756.04			135.85	

Item 7D.

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	13,603.00	13,603.00	25,370.23	0.00	(11,767.23)	186.50
203-703.000-574.000	STATE SHARED REVENUES	175,843.00	175,843.00	140,029.95	0.00	35,813.05	79.63
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
203-703.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	1,376,707.00	1,376,707.00	0.00	0.00	1,376,707.00	0.00
Total Dept 703.000		1,566,753.00	1,566,753.00	165,400.18	0.00	1,401,352.82	10.56
TOTAL REVENUES							
		1,566,753.00	1,566,753.00	165,400.18	0.00	1,401,352.82	10.56
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	11,472.00	2,500.00	911.99	66.08	1,588.01	36.48
203-703.000-705.000	SALARIES-ADMIN	5,750.00	6,500.00	6,209.55	863.78	290.45	95.53
203-703.000-720.000	INTEREST EXPENSE	98,333.00	98,333.00	0.00	0.00	98,333.00	0.00
203-703.000-725.000	PAYING AGENT FEES	0.00	0.00	250.00	0.00	(250.00)	100.00
203-703.000-810.000	AUDITING & ACCOUNTING	3,516.00	6,500.00	6,500.00	0.00	0.00	100.00
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	50,000.00	14,189.47	118.13	35,810.53	28.38
203-703.000-862.000	ROADSIDE MAINTENANCE	1,000.00	2,000.00	1,456.81	1,252.00	543.19	72.84
203-703.000-864.000	TRAFFIC CONTROLS	25,000.00	5,000.00	3,155.74	1,361.39	1,844.26	63.11
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	2,936.50	2,936.50	0.00	(0.50)	100.02
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	0.00	0.00	0.00	0.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	5,000.00	0.00	0.00	0.00	0.00	0.00
203-703.000-870.000	FORESTRY	36,000.00	34,000.00	30,482.50	6,375.00	3,517.50	89.65
203-703.000-921.000	CONTRACTUAL SERVICES	65,299.00	65,299.00	59,590.85	5,388.25	5,708.15	91.26
Total Dept 703.000		508,370.00	273,068.00	125,683.41	15,424.63	147,384.59	46.03
Dept 703.100 - CAPITAL IMP - STREET BOND							
203-703.100-970.000	CAPITAL EXP - STREET BOND	1,058,196.00	2,187,500.00	1,671,592.72	481,183.95	515,907.28	76.42
Total Dept 703.100 - CAPITAL IMP - STREET BOND		1,058,196.00	2,187,500.00	1,671,592.72	481,183.95	515,907.28	76.42
TOTAL EXPENDITURES							
		1,566,566.00	2,460,568.00	1,797,276.13	496,608.58	663,291.87	73.04
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES							
		1,566,753.00	1,566,753.00	165,400.18	0.00	1,401,352.82	10.56
TOTAL EXPENDITURES							
		1,566,566.00	2,460,568.00	1,797,276.13	496,608.58	663,291.87	73.04
NET OF REVENUES & EXPENDITURES							
		187.00	(893,815.00)	(1,631,875.95)	(496,608.58)	738,060.95	182.57

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GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000		400.00	3,576.00	3,560.98	367.71	15.02	99.58
258-000.000-446.000	INVESTMENT INTEREST	157,924.00	157,924.00	157,924.00	0.00	0.00	100.00
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND						
Total Dept 000.000		158,324.00	161,500.00	161,484.98	367.71	15.02	99.99
TOTAL REVENUES		158,324.00	161,500.00	161,484.98	367.71	15.02	99.99
Expenditures							
Dept 000.000		157,924.00	170,431.00	170,431.07	0.00	(0.07)	100.00
258-000.000-970.000	CAPITAL EXPENDITURE	157,924.00	170,431.00	170,431.07	0.00	(0.07)	100.00
Total Dept 000.000		157,924.00	170,431.00	170,431.07	0.00	(0.07)	100.00
TOTAL EXPENDITURES		157,924.00	170,431.00	170,431.07	0.00	(0.07)	100.00
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		158,324.00	161,500.00	161,484.98	367.71	15.02	99.99
TOTAL EXPENDITURES		157,924.00	170,431.00	170,431.07	0.00	(0.07)	100.00
NET OF REVENUES & EXPENDITURES		400.00	(8,931.00)	(8,946.09)	367.71	15.09	100.17

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 PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			NORM (ABNORM)	BALANCE	
Fund 397 - ROAD MILLAGE BOND FUND								
Revenues								
Dept 000.000								
397-000.000-446.000	INVESTMENT INTEREST	0.00	88,000.00	93,096.15	7,259.29	(5,096.15)	105.79	
Total Dept 000.000		0.00	88,000.00	93,096.15	7,259.29	(5,096.15)	105.79	
TOTAL REVENUES								
Expenditures								
Dept 000.000								
397-000.000-720.000	INTEREST EXPENSE	0.00	0.00	218,750.00	0.00	(218,750.00)	100.00	
397-000.000-905.000	BOND PRINCIPAL PAYMENTS	0.00	0.00	340,000.00	0.00	(340,000.00)	100.00	
397-000.000-999.202	TRANSFER OUT TO MAJOR ROADS	0.00	0.00	425,000.00	0.00	(425,000.00)	100.00	
397-000.000-999.203	TRANSFER OUT TO LOCAL ROADS	0.00	0.00	425,000.00	0.00	(425,000.00)	100.00	
Total Dept 000.000		0.00	0.00	1,408,750.00	0.00	(1,408,750.00)	100.00	
TOTAL EXPENDITURES								
Fund 397 - ROAD MILLAGE BOND FUND:								
TOTAL REVENUES		0.00	88,000.00	93,096.15	7,259.29	(5,096.15)	105.79	
TOTAL EXPENDITURES		0.00	0.00	1,408,750.00	0.00	(1,408,750.00)	100.00	
NET OF REVENUES & EXPENDITURES		0.00	88,000.00	(1,315,653.85)	7,259.29	1,403,653.85	1,495.06	

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	400,197.00	400,196.55	0.00	0.45	100.00
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	37,187.00	37,187.29	0.00	(0.29)	100.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	22,364.00	22,364.11	0.00	(0.11)	100.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	29,648.00	36,862.03	3,559.75	(7,214.03)	124.33
Total Dept 000.000		363,776.00	489,396.00	496,609.98	3,559.75	(7,213.98)	101.47
TOTAL REVENUES							
		363,776.00	489,396.00	496,609.98	3,559.75	(7,213.98)	101.47
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	165,327.00	162,928.52	13,970.42	2,398.48	98.55
494-000.000-702.000	SALARIES PART-TIME	5,000.00	0.00	0.00	0.00	0.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	58,846.00	53,708.08	1,200.44	5,137.92	91.27
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	0.00	0.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,360.00	2,000.00	507.07	119.79	1,492.93	25.35
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	8,175.00	9,390.00	7,599.65	996.66	1,790.35	80.93
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	5,000.00	2,600.41	1,415.00	2,399.59	52.01
494-000.000-845.000	STREETSCAPING	33,300.00	12,000.00	8,968.23	212.89	3,031.77	74.74
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,497.00	15,497.00	0.00	0.00	100.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.55	12.73	1,028.45	48.58
494-000.000-901.000	POSTAGE FEES	200.00	0.00	0.00	0.00	0.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	505,624.00	260,000.00	67,786.44	10,905.53	192,213.56	26.07
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	2,000.00	1,007.06	9.78	992.94	50.35
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	0.00	0.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		828,911.00	534,860.00	322,374.01	28,843.24	212,485.99	60.27
TOTAL EXPENDITURES							
		828,911.00	534,860.00	322,374.01	28,843.24	212,485.99	60.27
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES							
		363,776.00	489,396.00	496,609.98	3,559.75	(7,213.98)	101.47
TOTAL EXPENDITURES							
		828,911.00	534,860.00	322,374.01	28,843.24	212,485.99	60.27
NET OF REVENUES & EXPENDITURES							
		(465,135.00)	(45,464.00)	174,235.97	(25,283.49)	(219,699.97)	383.24

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 PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		2022-23		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORM	ABNORM					
Fund 592 - WATER & SEWER FUND										
Revenues										
Dept 536.000 - WATER DEPARTMENT										
592-536.000-415.000 MISCELLANEOUS REVENUES		40,000.00	40,000.00	38,648.27	1,778.00	1,351.73	96.62	(21,825.40)	103.08	
592-536.000-640.000 WATER SERVICE		708,737.00	708,737.00	730,562.40	71,035.80	(1,637.10)	100.72	1,683,301.00	0.00	
592-536.000-640.001 BOND REVENUE		227,268.00	227,268.00	228,905.10	0.00	(8,183.77)	132.74	11,085.25	86.25	
592-536.000-640.002 CAPITAL BOND REVENUE		1,683,301.00	1,683,301.00	33,183.77	3,530.12	182,410.00	0.00	(73,619.75)	1,735.99	
592-536.000-641.000 WATER & SEWER PENALTIES		25,000.00	25,000.00	69,559.75	5,757.87	0.00	0.00			
592-536.000-642.000 METER CHARGE REVENUE		80,645.00	80,645.00	0.00	0.00					
592-536.000-643.000 REPLACEMENT RESERVE REVENUE		182,410.00	182,410.00							
592-536.000-665.000 INVESTMENT INTEREST		4,500.00	4,500.00	78,119.75	6,594.64					
Total Dept 536.000 - WATER DEPARTMENT		2,951,861.00	2,951,861.00	1,178,979.04	107,742.43	1,772,881.96	39.94			
Dept 537.000 - SEWER DEPARTMENT										
592-537.000-415.000 MISCELLANEOUS REVENUES		0.00	0.00	4,989.73	0.00	(4,989.73)	100.00	680,783.00	0.00	
592-537.000-640.002 CAPITAL BOND REVENUE		680,783.00	680,783.00	0.00	0.00	5,486.76	112.94	(5,564.67)	82.45	
592-537.000-641.000 WATER & SEWER PENALTIES		43,000.00	43,000.00	48,564.67	5,486.76	296,320.96	82.45	7,212.91	83.23	
592-537.000-645.000 SEWAGE DISPOSAL REVENUE		1,688,140.00	1,688,140.00	1,391,819.04	134,583.17	2,980.68	1,529.56			
592-537.000-651.000 INDUSTRIAL SURCHARGE		43,000.00	43,000.00	35,787.09	2,980.68					
592-537.000-665.000 INVESTMENT INTEREST		4,500.00	4,500.00	68,830.03	6,594.67					
Total Dept 537.000 - SEWER DEPARTMENT		2,459,423.00	2,459,423.00	1,549,990.56	149,645.28	909,432.44	63.02			
TOTAL REVENUES		5,411,284.00	5,411,284.00	2,728,969.60	257,387.71	2,682,314.40	50.43			
Expenditures										
Dept 536.000 - WATER DEPARTMENT										
592-536.000-701.000 SALARIES FULL-TIME		20,004.00	20,004.00	19,951.54	2,286.54	52.46	99.74	54,820.80	65.36	
592-536.000-703.000 EMPLOYEE TAXES & BENEFITS		158,268.00	158,268.00	103,447.20	211.42	0.00	100.00	0.00	100.00	
592-536.000-708.000 PROPERTY & LIABILITY INSURANC		7,959.00	7,959.00	7,959.00	0.00	0.00	100.00	0.00	100.00	
592-536.000-810.000 AUDITING & ACCOUNTING		5,441.00	6,500.00	6,500.00	0.00	0.00	82.72	1,728.44	82.72	
592-536.000-902.000 BILLING SERVICES		10,000.00	10,000.00	8,271.56	0.00	6,054.70	91.26	6,414.60	65.84	
592-536.000-921.000 CONTRACTUAL SERVICES		73,376.00	73,376.00	66,961.40	165.80	22,559.35	74.93	0.00	100.00	
592-536.000-935.000 EQUIPMENT REPLACEMENT		2,000.00	2,000.00	1,316.86	8,812.63	39,999.73	86.84	0.04	100.00	
592-536.000-937.000 WATER SYSTEM MAINTENANCE		90,000.00	90,000.00	67,440.65	0.00	0.00	100.00	(0.25)	100.00	
592-536.000-940.000 RENT & UTILITIES WATER & SEWE		4,917.00	4,917.00	4,917.00	0.00	2,475.00	75.25			
592-536.000-944.000 WATER PURCHASES		454,416.00	304,010.00	264,010.27	25,244.31	128,733.31	81.59			
592-536.000-955.000 MISCELLANEOUS EXPENDITURES		1,880.00	1,522.00	1,521.96	0.00	5,839.81	93.51			
592-536.000-970.000 CAPITAL EXPENDITURE		0.00	10,761.00	10,761.25	0.00					
592-536.000-974.000 WATER MAIN PROJECT		356,600.00	10,000.00	7,525.00	0.00					
Total Dept 536.000 - WATER DEPARTMENT		1,184,861.00	699,317.00	570,583.69	42,775.40	128,733.31	81.59			
Dept 536.100 - WATER DEPARTMENT										
592-536.100-970.000 CAPITAL EXP - STOP BOX REPLACEMENT		24,000.00	90,000.00	84,160.19	10,063.50	5,839.81	93.51			
Total Dept 536.100 - WATER DEPARTMENT		24,000.00	90,000.00	84,160.19	10,063.50	5,839.81	93.51			
Dept 536.200 - WATER DEPARTMENT										
592-536.200-970.000 CAPITAL EXP - LEAD & COPPER LINE REPLACE		100,000.00	100,000.00	82,312.96	0.00	17,687.04	1			
Total Dept 536.200 - WATER DEPARTMENT		100,000.00	100,000.00	82,312.96	0.00	17,687.04	1			

GL NUMBER	DESCRIPTION	PERIOD ENDING 06/30/2023		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 592 - WATER & SEWER FUND							
Expenditures							
Dept 536.300 - WATER DEPARTMENT							
592-536.300-970.000 CAPITAL EXP - WATER METER REPLACE		860,000.00	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 536.300 - WATER DEPARTMENT		860,000.00	150,000.00	0.00	0.00	150,000.00	0.00
Dept 536.400 - WATER DEPARTMENT							
592-536.400-970.000 CAPITAL EXP - WATER MAIN REPLACE		475,000.00	900,000.00	780,284.37	185,129.53	119,715.63	86.70
Total Dept 536.400 - WATER DEPARTMENT		475,000.00	900,000.00	780,284.37	185,129.53	119,715.63	86.70
Dept 536.500 - WATER DEPARTMENT							
592-536.500-970.000 CAPITAL FIRE HYDRANTS		84,000.00	290,000.00	262,181.89	3,932.21	27,818.11	90.41
Total Dept 536.500 - WATER DEPARTMENT		84,000.00	290,000.00	262,181.89	3,932.21	27,818.11	90.41
Dept 536.600 - WATER DEPARTMENT							
592-536.600-970.000 CAPITAL EXP - GATE VALVES		224,000.00	200,000.00	158,890.06	4,187.50	41,109.94	79.45
Total Dept 536.600 - WATER DEPARTMENT		224,000.00	200,000.00	158,890.06	4,187.50	41,109.94	79.45
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000 SALARIES FULL-TIME		20,004.00	22,004.00	19,951.54	2,286.54	2,052.46	90.67
592-537.000-703.000 EMPLOYEE TAXES & BENEFITS		55,346.00	55,346.00	51,411.18	211.42	3,934.82	92.89
592-537.000-708.000 PROPERTY & LIABILITY INSURANC		7,803.00	7,803.00	7,803.00	0.00	0.00	100.00
592-537.000-720.000 INTEREST EXPENSE		174,679.00	171,724.00	171,723.75	0.00	0.25	100.00
592-537.000-725.000 PAYING AGENT FEES		1,500.00	1,250.00	1,250.00	0.00	0.00	100.00
592-537.000-810.000 AUDITING & ACCOUNTING		5,441.00	6,500.00	6,500.00	0.00	0.00	100.00
592-537.000-921.000 CONTRACTUAL SERVICES		73,376.00	73,376.00	66,961.40	6,054.70	6,414.60	91.26
592-537.000-939.000 SEWER SYTEM MAINTENANCE		273,000.00	273,000.00	56,868.86	0.00	216,131.14	20.83
592-537.000-940.000 RENT & UTILITIES WATER & SEWE		500.00	0.00	0.00	0.00	0.00	0.00
592-537.000-942.000 SEWAGE DISPOSAL EXPENSE		1,059,290.00	1,059,290.00	957,386.76	87,035.16	101,903.24	90.38
592-537.000-945.000 RETENTION TANK-UTIL ELEC		18,707.00	26,000.00	22,205.45	0.00	3,794.55	85.41
592-537.000-946.000 RETENTION TANK UTIL-WATER		5,000.00	9,000.00	6,460.52	0.00	2,539.48	71.78
592-537.000-947.000 RETENTION TANK UTIL-GAS		1,200.00	1,500.00	1,290.60	17.58	209.40	86.04
592-537.000-948.000 RETENTION TANK UTIL-TELEPHONE		3,000.00	2,500.00	1,959.01	119.85	540.99	78.36
592-537.000-949.000 RETENTION TAN GENERATOR FUEL		500.00	0.00	0.00	0.00	0.00	0.00
592-537.000-951.000 RETENTION TANK BUILDING/EQUIP		6,000.00	6,000.00	4,114.88	0.00	1,885.12	68.58
592-537.000-953.000 RETENTION TANK EXCESS LIABIL		9,078.00	9,078.00	9,078.00	0.00	0.00	100.00
592-537.000-957.000 INDUSTRIAL SURCHARGE/NON-RESI		20,000.00	20,000.00	15,574.79	1,415.89	4,425.21	77.87
592-537.000-970.000 CAPITAL EXPENDITURE		145,000.00	50,000.00	27,480.23	4,382.50	22,519.77	54.96
592-537.000-977.000 ENVIRONMENT COMPEL - NON CAPITA		30,000.00	20,000.00	10,711.42	714.37	9,288.58	53.56
Total Dept 537.000 - SEWER DEPARTMENT		1,909,424.00	1,814,371.00	1,438,731.39	102,238.01	375,639.61	79.30
Dept 537.100 - SEWER DEPARTMENT							
592-537.100-970.000 CAPITAL EXP - SANITARY SEWER REPAIRS		0.00	829,760.00	830,154.86	15,000.00	(394.86)	100.05
Total Dept 537.100 - SEWER DEPARTMENT		0.00	829,760.00	830,154.86	15,000.00	(394.86)	100.05

Item 7D.

User: PAM
 DB: Lathrup
 PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 592 - WATER & SEWER FUND							
Expenditures							
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	550,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 537.200 - SEWER DEPARTMENT		550,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		5,411,285.00	5,073,448.00	4,207,299.41	363,326.15	866,148.59	82.93
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		5,411,284.00	5,411,284.00	2,728,969.60	257,387.71	2,682,314.40	50.43
TOTAL EXPENDITURES		5,411,285.00	5,073,448.00	4,207,299.41	363,326.15	866,148.59	82.93
NET OF REVENUES & EXPENDITURES		(1.00)	337,836.00	(1,478,329.81)	(105,938.44)	1,816,165.81	437.59
TOTAL REVENUES - ALL FUNDS		13,927,681.00	14,060,879.00	8,830,180.08	369,626.10	5,230,698.92	62.80
TOTAL EXPENDITURES - ALL FUNDS		14,563,926.00	16,362,148.50	14,745,616.60	1,882,003.16	1,616,531.90	90.12
NET OF REVENUES & EXPENDITURES		(636,245.00)	(2,301,269.50)	(5,915,436.52)	(1,512,377.06)	3,614,167.02	257.05

Investment Account Balances and Interest Earnings
June 30, 2023

Fiscal Year	Flagstar Savings		Flagstar Savings		Flagstar Savings		Flagstar Savings		Chase Money Market		MBIA Class Road Bond		MBIA Class CIP Bond		Michigan First Credit Union		Total
	258	494	101	101	101	592	Account Closed	592	592	Pool	Pool	Pool	Pool	592	592	592	
12/22-2023	128,087.06	1,364,469.57	12,670.10	839,527.25	85,007.07	504,908.98	-	3,063,780.55	3,871,717.58	100.18	-	-	-	-	-	-	9,870,288.04
January	128,252.77	1,366,234.78	12,686.49	840,613.35	85,117.04	505,562.18	-	3,071,682.28	3,879,074.29	100.18	-	-	-	-	-	-	9,889,323.36
February	128,448.00	1,368,314.45	12,705.80	841,892.92	85,246.60	506,331.74	-	3,078,216.07	3,887,325.49	100.18	-	-	-	-	-	-	9,908,581.25
March	128,698.91	1,370,987.35	12,730.62	843,537.49	85,413.12	507,320.82	-	3,086,466.26	3,897,744.22	100.18	-	-	-	-	-	-	9,932,998.97
April	129,001.44	1,374,210.11	12,760.55	845,520.38	85,613.90	508,513.37	-	2,243,500.06	3,057,301.56	100.18	-	-	-	-	-	-	8,256,521.55
May	129,333.31	1,377,745.41	12,793.38	847,695.57	85,834.15	509,821.57	-	2,251,639.69	3,068,393.74	100.18	-	-	-	-	-	-	8,283,357.00
June	129,695.80	1,381,606.87	12,829.24	850,071.44	86,074.72	511,250.47	-	2,260,360.59	3,080,278.05	100.18	-	-	-	-	-	-	8,312,267.36
July	130,036.56	1,385,236.90	12,862.95	852,304.92	86,300.87	512,593.73	-	2,268,575.48	3,091,472.80	100.18	-	-	-	-	-	-	8,339,484.39
August	112,535.92	1,089,450.98	12,902.37	854,916.71	86,565.33	514,164.51	-	2,277,945.28	3,098,176.89	100.18	-	-	-	-	-	-	8,046,758.17
September	112,882.78	1,088,450.98	12,942.14	857,551.73	86,832.14	515,749.26	-	2,287,361.17	3,117,072.82	100.18	-	-	-	-	-	-	8,088,943.20
October	113,260.24	1,092,505.88	12,985.42	860,419.24	87,122.49	517,473.84	-	2,297,400.99	3,130,754.46	100.18	-	-	-	-	-	-	8,112,022.74
November	113,627.95	1,100,022.80	13,027.58	863,212.66	87,405.34	519,153.86	-	1,004,660.28	1,890,997.05	100.18	-	-	-	-	-	-	5,592,207.70
December	1,483,860.74	15,369,236.08	153,896.64	10,197,263.66	1,032,532.77	6,132,844.33	-	29,191,588.70	39,070,308.95	1,202.16	-	-	-	-	-	-	102,632,734.03
rest																	8,552,727.84
Date	3,560.98	36,474.26	369.63	24,490.35	2,479.78	14,728.99	-	93,096.15	98,892.62	-	-	-	-	-	-	-	295,587.56
																	Total
																	Interest

Account	Balance as of	Rate	Maturity Date	Fund	6/30/2023	Percent	Interest Per Fund	Percent	Average Monthly Balance	
									Per Fund	Percent
FLAGSTAR BANK (CD)	06/30/23	2.700%	09/13/23	Capital Acquisition General, Major Rd & Local Rd Funds	113,627.95	1.23%	3,560.98	1.20%		
MICHIGAN FIRST CU (CD)	06/30/23	2.020%	10/02/23	DDA	5,226,673.15	56.43%	237,792.50	80.45%		
				Forfeiture	1,089,450.98	11.76%	36,474.26	12.34%		
				Water	13,027.58	0.14%	369.63	0.13%		
					2,819,003.57	30.44%	17,390.19	5.88%		
				Total	9,261,783.23	100.00%	295,587.56	100%		
Interest Earned	06/30/23									
Interest	06/30/23									
Interest	7/21,702.40									
Interest	2,160,563.67									
Interest	195,893.72									
Interest	3,078,159.79									
Interest	21,494.80									

/R2/K19:\Redirected\Folders\IPBratsch\My Documents\Reports for Council\Investment Balances Interest.xls\FY 22-23

Item 7D.

JUNE 2023

SOUTHFIELD FIRE

MONTHLY ACTIVITY



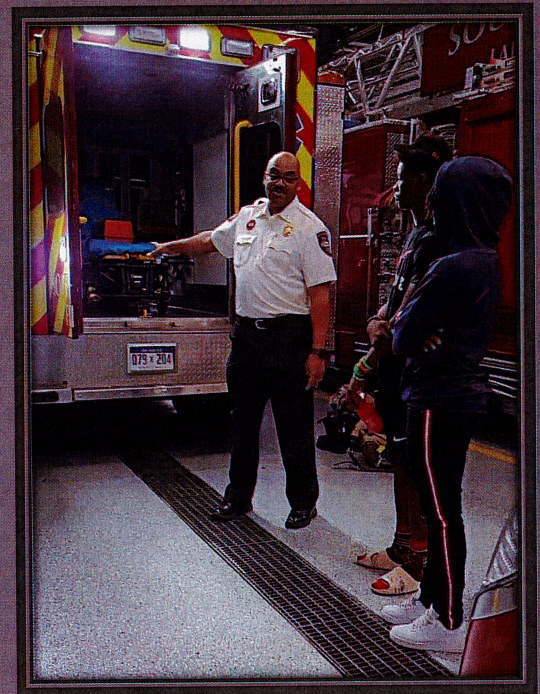
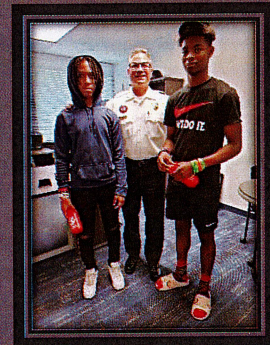
Submitted By
Chief Johnny L. Meniffee
Office of the Chief

**** Confidential-For Fire Use ****

CHIEF'S MESSAGE

PUBLIC CONNECTION

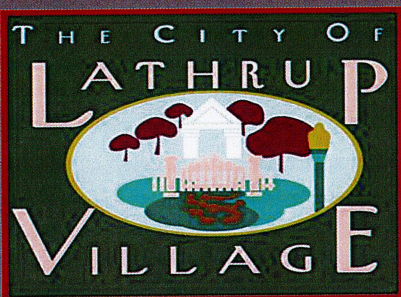
- 🔥 Fire Command Meeting
- 🔥 NAAAC Pre-Conference Swat Medic
- 🔥 St. Anne's Mead – First Responder Luncheon
- 🔥 Swearing-in Ceremony for new Officer and Firefighters
- 🔥 Mentoring Meetings with Southfield Youth
- 🔥 Oakway Mutual Aid Meeting
- 🔥 Fire Department Operations – Round Table
- 🔥 FEMA Drill Set-up
- 🔥 Metro Detroit Jewish Community Resilience Tabletop Exercise
- 🔥 Councilman Donald Fracassi Funeral
- 🔥 6-Month Probation Meeting with New Firefighters
- 🔥 Meeting with Sponsorship Candidate



SERVE-ELEVATE-EDUCATION

LATHRUP VILLAGE

TOTAL RUNS
344



FIRE RUNS 8
YEAR-TO-DATE
108

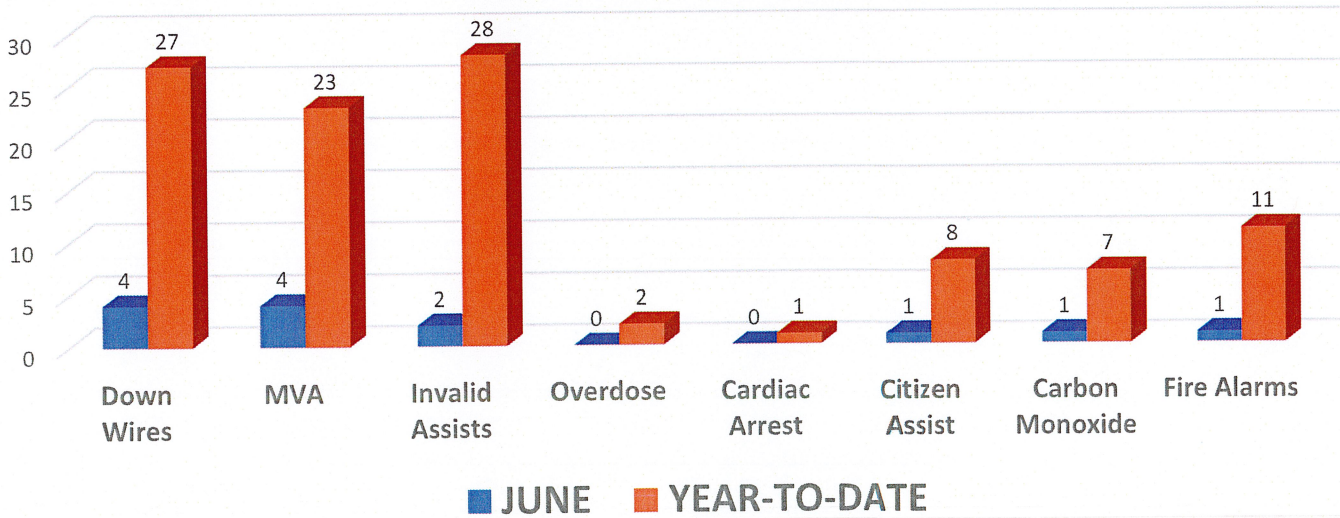
2022 Totals - 495
• FIRE - 96
• EMS - 399



EMS RUNS 34
YEAR-TO-DATE
236

*MAIN RUN TYPES

* Run types do not reflect total number of runs.



**AMENDMENT OF EMPLOYMENT AGREEMENT BETWEEN THE CITY OF LATHRUP VILLAGE
AND SCOTT M. MCKEE, POLICE CHIEF
ADDING LIFETIME INSURANCE BENEFITS**

Retiree Health Insurance: The City shall provide lifetime health insurance for Mr. McKee and his spouse, upon retirement from the City. The City shall continue hospitalization coverage, after retirement for Mr. McKee and his spouse at the level provided to the City's Command Officers at the time of his retirement. The City shall provide lifetime health insurance for the surviving spouse of Mr. McKee. If the surviving spouse remarries, the City has no obligation to provide insurance, and the coverage mentioned above will cease.

IN WITNESS WHEREOF, the parties have duly executed this Amendment between the City of Lathrup Village and Scott M. McKee, Police Chief, as of the day and year written below.

SIGNED AND EXECUTED on this _____ day of June, 2023.

Scott M. McKee

SIGNED AND EXECUTED on this _____ day of June, 2023.

City of Lathrup Village

By: _____
Its: Mayor

By: _____
Its: City Clerk

**Proposed FY 2023-2024 Budget Amendments
Submitted for City Council Approval July 17, 2023**

EXPENDITURES	ORIGINAL BUDGET	ACTUAL July 17, 2023	AMENDED July	OVER (UNDER)	NOTES
FISCAL YEAR - 23-24					
PUBLIC SERVICES					
DPS					
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	20,000	0	20,000	0	
Office Supplies	0	0	0	0	
Utilities	21,000	0	21,000	0	
Park Maintenance	1,500	0	1,500	0	
Equipment Maintenance	4,200	0	4,200	0	
Sidewalk Maintenance	300,150	0	80,150	(220,000)	
Contractual Services	129,009	0	129,009	0	
Total - DPS	475,859	0	255,859	(220,000)	
LEAF COLLECTION					
Salaries & Wages - Temp.	0	0	0	0	
Miscellaneous	0	0	0	0	
Refuse Equipment Expense	7,000	0	7,000	0	
Total - Leaf Collection	7,000	0	7,000	0	
REFUSE COLLECTION					
SOCRRA Fees	387,925	0	387,925	0	
Collection Contract	0	0	0	0	
Total - Refuse Collection	387,925	0	387,925	0	
Total - Public Services	870,784	0	650,784	(220,000)	



To: Mayor and Council
From: City Clerk
Re: Charter Amendment

As part of the new constitutional amendment that was passed with Proposal 2-22, which allows military and overseas voters to have their votes counted on election day. The new law states that all military and overseas votes shall be counted as long as they are postmarked on the election date, which moves the certification of the election one week.

The City of Lathrup Village Charter states, "The terms of the office of Council shall commence at 8:00 pm on Monday next following the regular city election at which they are elected." This is in direct conflict with the new law. So, we must now amend the charter to read the Monday following the certification of the election.

As you are aware, all charter amendments must go before a vote of the electors. So, this change must be put on the November ballot.

Suggested motion:

To approve the Charter amendment and direct the City Attorney to draft language to be put on the November ballot.

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION ESTABLISHING CHARTER AMENDMENT BALLOT
PROPOSAL LANGUAGE**

At a Regular meeting of the City Council of the City of Lathrup Village, Oakland County, Michigan (the "City"), held on the _____ day of _____ 2023.

PRESENT: _____

ABSENT: _____

The following preamble and Resolution were offered by _____ and seconded by _____.

WHEREAS, the City of Lathrup Village City Council desires to Amend the City Charter to be consistent with voter-initiated changes to the Michigan Constitution and election laws, Proposal 2-22, which allows military and overseas voters to have their votes counted on election day. The new law states that all military and overseas votes shall be counted as long as they are postmarked on the election date, which moves the certification of the election one week, creating conflict with Sections 4.5, 5.10 and 6.1 of the Charter of the City of Lathrup Village; and

WHEREAS, MCL 117.21 states "The form in which a proposed charter amendment or question shall appear on the ballot, unless provided for in the initiatory petition, shall be determined by resolution of the legislative body, and if provided for by the initiatory petition, the legislative body may add an explanatory caption."; and

NOW, THEREFORE, BE IT RESOLVED as follows:

1. By a 3/5 vote of its members, pursuant to the authority granted by Public Act 279 of 1909, as amended, City Council proposes that Chapters 4, 5 and 6 of the Charter of the City of Lathrup Village be amended to read as follows:

Section 4.5. Elective Officers and Terms of Office:

The elective officers of the city shall be five Councilpersons and a Justice of the Peace, all of whom shall be nominated and elected from the city at large.

At each regular city election there shall be elected three Councilpersons and such additional number as may be required to fill vacancies pursuant to the provisions of Section 5.7. For the regular city election of November, 1996 the two receiving the highest number of votes shall be elected for a term of office of three years, the one receiving the third highest number of votes shall be elected for a term of office of one year. Beginning at the regular city election in November, 1997 and at each odd year regular city election thereafter, the two receiving the highest number of votes shall be elected for a term of four years, the one receiving the third highest number of votes shall be elected for a term of two years. The terms of office of Councilpersons shall commence at 8:00 p.m. on the Monday next following the regular city election at which they are elected after certification of the election results by the board of county canvassers, as provided in MCL 168.822, and upon taking the oath of office, as provided in Section 5.10 of this charter.

~~At the regular city election in 1955 and every fourth year thereafter there shall be elected one Justice of the Peace for a term of four years commencing on the fourth day of July next following his election.~~

Section 5.10. Oath of Office and Bond:

Every officer, elected or appointed, before entering upon the duties of his their office, shall take the oath of office prescribed by Section 2 of Article XVI of the Constitution of the State [now Mich. Const. 1963 art. XI, § 1] and shall file the same with the Clerk, together with any bond required by statute, this charter, or by the Council. In case of failure to comply with the provisions of this section on or before the date of the first regular meeting, following election or appointment, within ten days from the date of his election or appointment, such officer shall be deemed to have declined the office and such office shall thereupon become vacant unless the Council shall, by resolution, extend the time in which such officer may qualify as above set forth.

Section 6.1. Regular Meetings:

The Council shall provide by resolution for the time and place of its regular meetings and shall hold at least one regular meeting each month. An organizational meeting shall be held ~~on the Monday~~ at the first regular meeting following each regular city election.

- 2. That the City of Lathrup Village determines the charter amendment question shall appear on the ballot of the next regular election as follows:

CHARTER AMENDMENT
PROPOSAL 1

Shall the City of Lathrup Village Charter be amended to eliminate conflicts with the state constitution and election laws.

This proposed Charter amendment would:

- Modify the commencement date of an elected official's term until after certification of the election results,
- Extend the time for elected officials to take the oath of office to allow for certification of the election results,
- Delay the organizational meeting of City Council until after certification of the election results.

Should this proposal be adopted?

[YES]

[NO]

- 3. The city clerk shall transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval and transmit a copy of the foregoing statement of purpose of such proposed amendment to the Attorney General of the State of Michigan for approval, as required by law.
- 4. The proposed charter amendment shall be submitted to the qualified electors of this city at a regular election to be held in the City of Lathrup Village on

_____, and the city clerk is directed to give notice of the election and notice of registration in the manner prescribed by law.

- 5. The City Clerk is directed to give notice of the election and notice of registration in a manner prescribed by law and to do all things and to provide all supplies necessary to submit the Charter amendment to a vote of the electors as required by law.
- 6. The proposed amendment shall be published in full together with the existing charter provision altered or abrogated by the amendment as part of the notice of election.

YEAS: _____

NAYS: _____

ABSENT/
ABSTAIN _____

STATE OF MICHIGAN)
_____)ss
COUNTY OF OAKLAND

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Lathrup Village, Oakland County, Michigan at a special meeting duly called and held on the _____, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed

in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan,
1976, as amended.

Kelda London
City Clerk

DRAFT

PERSONNEL MANUAL OF EMPLOYMENT REGULATIONS

INTRODUCTION

The general purpose of this Personnel Manual of Employment Regulations, hereinafter referred to as Manual, is to set forth terms and conditions of employment and to promote orderly employee relations for the mutual interest of the City, its residents and its employees. The rules and procedures hereinafter set forth, together with any future additions or amendments, shall govern the conditions of employment for all staff.

These rules and procedures have been promulgated by the City Administrator and approved by the City Council in order for you to better understand your duties, privileges, and responsibilities as a City employee. All personnel should be thoroughly knowledgeable of the contents of this document. It is important that employees be aware of the conduct which is expected of them and that the rules and procedures will be administered in a systematic, fair and impartial manner.

Any and all statements and policies in this Personnel Manual are subject to unilateral change, in whole or in part, by the City. The City will notify employees of changes and updates to this Personnel Manual in writing. Also, the City retains the right to, in its sole discretion, change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished personnel policies or procedures without advance notice and without having to give cause, justification, or consideration to any employee. Recognition of these rights and prerogatives of the City is a term and condition of employment and of continued employment. In addition, nothing contained in this Personnel Manual, including any policies regarding termination, performance evaluation, or discipline, shall be construed to grant anything other than at-will employment. This is not a contract for employment or a collective bargaining agreement.

This manual makes reference to a number of City employment policies. If there is a discrepancy between the contents of this manual and the official policy documents (i.e. insurance policies and terms, Summary Plan Description, etc.) the official documents shall govern.

ADMINISTRATION

The City Administrator or his designee shall be Personnel Director of the City and shall enforce and administer all personnel rules, procedures and employee programs. Just as any employee may resign at any time for any reason or for no reason, the City reserves the right to release an employee, with or without cause and with or without notice, at any time. No employee, supervisor, or other representative of the City has the authority to enter into an employment agreement for any specified period of time or to make any agreement contrary to the provisions contained in this Personnel Manual, except as authorized by the City Administrator. Any such changes and/or agreements made by the City must be in writing and directed to you personally.

SCOPE OF COVERAGE

This Personnel Manual of Employment Regulations shall apply to employees of the City. In instances where an individual employee is covered by a collective bargaining agreement or an individual employment agreement, the terms of that agreement will supersede the terms of this Personnel Manual where there is a conflict.

(Amended: July 17, 2023)

PERSONNEL MANUAL OF EMPLOYMENT REGULATIONS

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Article 1. **ELIGIBILITY AND PROCEDURES FOR EMPLOYMENT**

1.01 Citizenship

All employees of the City of Lathrup Village must be either United States citizens or aliens who are authorized by State and Federal laws to work in the United States.

1.02 Age

The minimum age for regular full-time employment in all departments is eighteen (18) years.

1.03 Recruitment

The primary objective of the City's recruitment and selection process is to employ the applicant best suited for each vacancy on the basis of his/her qualifications for the position without regard to race, color, creed, national origin, sex, sexual preference, sexual orientation, age, height, weight, marital status, religion or disability. The City of Lathrup Village is an Equal Opportunity Employer.

Hiring practices shall be in accord with federal and state law. Department Heads may hire employees for their departments as authorized by the City Administrator, provided:

- A. The position vacancy has been advertised and includes a statement that the City of Lathrup Village is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual preference, age, height, weight, marital status, religion or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
- B. Applications have been received.
- C. Personal interviews have been conducted.
- D. The employee takes a pre-employment physical and/or psychological examination done by a physician designated by the City at the request and expense of the City, as contained in the City's conditional offer of employment.

Falsification of information submitted to the City for purposes of application for City employment may result in disqualification or termination of the prospective employee.

1.04 Employment Relationship

Upon employment with the City, all non-union employees must sign as a condition of employment:

- A. A "Personnel Manual Statement and Acknowledgment" that he/she has received a copy of, understands, and agrees to work within the guidelines outlined in this Manual.
- B. An "Employment at Will" statement acknowledging that employment is at the total discretion of the City and can be terminated by either party at any time without notice and without cause.
- C. An "Information Systems Policy Acknowledgement" that outlines regulations and restrictions that govern use of City computer systems, software, internet use etc.

Article 2. **EMPLOYEE CLASSIFICATIONS**

2.01 Regular Full-Time

A regular full-time employee covered under this Manual is one who is filling a position established as part of the regular work force of the City by action of the City Council and where the regularly scheduled work periods of the position call for service of not less than 160 hours in each 4 consecutive weeks, exclusive of over-time, but including compensatory over-time, paid holidays, and paid leaves.

2.02 Part-time Employees

A part-time employee covered under this Manual is an individual who is hired for an indefinite period, but who works less than a regular full-time employee. If the City requires, or pursues, the use of part-time employees the hours will generally not exceed 128 hours in each 4 consecutive weeks. Employees hired under this section are not entitled to any benefits provided to full-time employees.

2.03 Introductory Period

It is the policy of the City that all new employees and all present employees transferred or promoted to a new job covered under this Manual are to be carefully monitored and evaluated for an initial introductory period of 6 months. This introductory period is intended to give new, transferred, and promoted employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine the new position meets their expectation. The City uses this period to evaluate employee capabilities, work habits, and overall performance. The employee is reminded that at all times, including after the successful completion of the introductory period, employment with the City is considered to be "at-will," and the employment may be terminated at any time without cause.

2.04 Special

Temporary, Seasonal, Student, and Specially-funded employees are those filling jobs which have not been established as regular full-time or part-time positions by action of the City Council or who fill-in for regular employees in temporarily vacant positions. Such employees are hired with the understanding that their service is for a particular program or service which is cyclical, collapsible, or intermittent as the needs of the City may dictate and are not considered to be part of the permanent work force of the City. They are, in this sense, irregular, impermanent, or casual labor and are termed "Special Employees".

2.05 FLSA Status

All employees are designated as either Non-Exempt or Exempt under Federal wage and hour laws.

Non-Exempt employees are employees NOT exempt from the Fair Labor Standard Act's ("FLSA") requirements concerning minimum wage and overtime.

Exempt employees are generally managers, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor.

Article 3. **COMPENSATION POLICY**

3.01 Compensation Plan

The compensation plan for City employees consists of a base pay rate per set period for each non-union position falling under this Manual and provides for increases based on merit, time on the job, and other economic factors as determined by the City Administrator in accordance with the recommendations contained in the City of Lathrup Village Classification and Compensation Study, February 2017. In accordance with the recommendations found therein, a compensation philosophy is adopted that will strive to remain competitive with the market (salaries at or near the range midpoint), thus providing compensation at an average, competitive level. It is the City's desire to follow this policy to the extent allowed by budgetary constraints.

In addition to the compensation philosophy, a compensation structure is utilized that provides minimum to maximum ranges. The compensation ranges for selected positions, as attached to this Manual, will provide the starting point for all future reviews in accordance with Section 3.02.

3.02 Administering the Compensation Plan

The City Administrator shall administer the compensation plan in accordance with the provisions of this Manual and will conduct, or cause to be conducted, a periodic review and survey to ensure that the compensation structure and established ranges remain current recommend any changes to the compensation plan for the consideration of the City Council during the presentation of the annual budget or other times as deemed necessary. The City Administrator shall have the ability to establish compensation rates within the established compensation range based on the annual salary review/performance evaluation found in Section 3.05.

3.03 Classification Plan

The City Administrator shall prepare and maintain a written position classification plan setting forth the proper structure of position classification in accordance with Section 3.01 of this Article.

3.04 Merit Increases

Compensation adjustments may be provided after periodic salary and performance reviews. They are not automatic increases but, if warranted, will be based on performance and compensation reviews conducted by the City Administrator in accordance with established rules and guidelines.

3.05 Salary Review-Performance Evaluation

Prior to the submission of the annual fiscal year budget, the City Administrator shall meet with each employee covered under this Manual to discuss, review and agree upon goals and objectives to be sought and problems to be addressed during the upcoming fiscal year.

During such time, the City Administrator shall evaluate those operations which were subject to such an agreement during the past year which may be considered in the salary review process. The evaluation of departmental and administrative operations may include:

- Examination of past budget and spending plans.
- The delivery of new or improved services to the public.
- Cost reductions based upon reorganization and realignment of services.
- The maintenance of departmental capital.
- Response to service requests and problems of the public.
- Future planning.
- Other related criteria as determined through the review process.

It is fully recognized that certain administrative positions and operations are defined by law and have various other limitations relative to alterations of service. It is not the intent of this merit plan in any way to change such operations but to foster an atmosphere of management development where potential improvements are encouraged and are to the mutual benefit of employees. Goals and objectives shall at all times be reasonable, objective and subject to mutual review.

3.06 Method of Payment

- A. Paychecks for regular full-time employees covered under this Manual are issued semi-monthly (24 pay periods per year) on the 15th of each month and on the last day of each month (paydays) and are issued after 12:00 noon on each payday. If the scheduled payday falls on a recognized City holiday, employees will receive their paycheck the day before the regularly scheduled payday.
- B. The City Administrator establishes various other pay periods for part-time, seasonal and other special employees with cut-off times sufficiently in advance of pay day to enable the check to be processed.

3.07 Pay Advance

Payroll advances preceding vacations or other authorized leaves may be granted upon request of the employee. All requests must be submitted to the City Treasurer at least one week prior to the payroll period preceding the payroll period in which the employee will be on approved leave. For example, if an employee will be on approved leave on the last day of the month, the employee must submit the request for an advance payroll check one week before the 15th of the month payroll check.

Paychecks will not be issued before the regularly scheduled time unless approved by the City Administrator for a special emergency, and pursuant to the requirements of the City payroll contractor, currently ADP. The supervisor, when requested, should forward requests and his/her approval to the Treasurer for action.

3.08 Payroll Deductions

A. Certain payroll deductions are made on all paychecks. There are compulsory deductions for State and Federal income tax and social security. Covered employees also have mandatory deductions for retirement. Arrangements can be made with the Treasurer for a payroll deduction for United States Savings Bonds, the I.C.M.A. Retirement Corporation, or for other deductions such as insurance programs or alternative retirement programs.

3.09 Direct Deposit

The City requires direct deposit of an employee's payroll check into their financial institution. Requests for such deposits should be made to the City Treasurer's Office.

3.10 Pay Corrections

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. While great care is taken in this responsibility, mistakes sometimes occur and disputes may arise.

In the event that there is an error in the amount of pay and it is called to our attention, the City will promptly make any corrections necessary. All employees should review their paychecks when received to make sure they are correct. If a mistake has occurred, the paycheck is not accurate, or an employee has questions regarding their deductions, they should bring the concern to the attention of their immediate Supervisor as quickly as possible.

Article 4. HOURS AND WORK WEEK

4.01 Work Week and Hours

A normal work week for full-time employees shall constitute forty (40) hours, with normal hours of 8:00am-4:30pm with an unpaid one-half (.5) hour lunch. When required by operating needs, the City may change the regular work schedule for any employee covered by this Manual.

4.02 Flextime

The City reserves the option of establishing a flexible work week as directed and administered by the City Administrator. A flextime plan will provide that:

- A. Participating employees work forty (40) hours in every week, but such employee will be permitted flexibility of the hours to be worked on each day of each week.
- B. The schedule will make the most economical, efficient and effective use of the employee's time worked during the week considering the employee's job duties and function. In addition, necessary operational considerations will be given relative to the functions which each employee participating must perform in connection with such employee's job duties and function.

Article 5. OVERTIME

5.01 General Provisions

- A. All overtime work must receive prior authorization from the employee's immediate Supervisor.
- B. When operating requirements or needs cannot be met during regular working hours, employees may be scheduled to work overtime hours.
- C. Occasional meetings and duty functions where presence is required outside of normal duty hours in and out of the City are considered part of the duties of the job and are not separately compensated unless approved by the City Administrator in advance.

5.02 Non-Exempt Employees

- A. Overtime compensation is paid to all non-exempt employees in accordance with State and Federal wage and hour requirements.
- B. Overtime compensation shall be either in the form of compensatory time off, pay, or a combination of both, both at the rate of time and one/half, at the option of the employee.

- C. Employees shall be allowed to bank up to 40 hours of compensatory time in any given fiscal year. Unused compensatory time will be paid in the first pay period of each fiscal year unless the City Administrator approves a carry over into a subsequent fiscal year.
- D. Upon termination of employment, a non-exempt employee will be paid for all FLSA compensatory time.

5.03 Exempt Employees

- A. Exempt salaried employees fall under the provisions of the Fair Labor Standard Act and are exempt from the overtime provisions therein.
- B. Exempt employees may receive an allowance for overtime in the form of equal non-FLSA compensatory time off upon request and at the discretion of the City Administrator for approved overtime work. All non-FLSA compensatory time shall be earned at the rate of one (1) hour of non-FLSA compensatory time earned for one (1) hour of overtime worked and approved for non-FLSA compensatory time. All overtime carried as a credit for non-FLSA compensatory time off may be taken upon request by the employee and approval of the City Administrator.
- C. E Employees shall be allowed to bank up to 40 hours of non-FLSA compensatory time. This amount may be extended with the approval of the City Administrator. Unused non-FLSA compensatory time will be paid in the first pay period of each fiscal year unless the City Administrator approves a carryover into a subsequent fiscal year.
- D. Non-FLSA compensatory time is not subject to payment upon termination of employment.

5.04 APD Payroll Time Tracker

- A. **All employees must sign up for ADP online to track their time earned and used. This will be in effect starting September 1, 2023. Time must be approved by Supervisor before it can be taken off.**

Article 6. **HOLIDAYS**

6.01 Paid Holidays

- A. Holidays at full pay are granted to all regular full-time employees including their introductory period based on the following schedule:
 1. New Year's Day- January 1
 2. Martin Luther King Day - Third Monday in January
 3. Presidents Birthday - Third Monday in February
 4. Good Friday
 5. Memorial Day- Fourth Monday in May
 6. Juneteenth – June 19th
 7. Independence Day- July 4th
 8. Labor Day- First Monday in September
 9. Indigenous Peoples' Day- Second Monday in October
 10. Veteran's Day – November 11
 11. Thanksgiving Day- Fourth Thursday in November
 12. Friday After Thanksgiving Day
 13. Christmas Eve Day- December 24th
 14. Christmas Day- December 25th
 15. New Year's Eve Day- December 31st
 16. Employee's Birthday (effective 01-01-2019)
- B. When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.
- C. When a holiday falls on a Sunday, the following Monday will be observed as a holiday.
- D. The Employee's Birthday holiday shall be taken within one month of the employee's birthday with supervisor/City Administrator approval

6.02 Eligibility

To be eligible for the holiday pay, the employee must work the regular working day before and the regular working day after the holiday except for the following occurrences:

- A. Sick and unable to work.
- B. On authorized leave.
- C. Leave without pay.
- D. Authorized compensatory time.

6.03 Personal Leave

Three (3) personal paid leave days shall be allowed for each regular full-time employee for personal business. Employees will be credited each January 1st. If not used, such personal leave days will be forfeited and not carried over to subsequent periods. Selection of the days by the employee shall be subject to approval of the employee's supervisor (if any) or the City Administrator.

6.04 Temporary, Part-time, and Seasonal Specially Funded Employees

Temporary, Part-time, Seasonal Specially Funded employees are not eligible to receive holiday pay.

Article 7. VACATION LEAVE

7.01 Vacations Defined

Annual vacation leave is authorized time off from employment duties, with pay. It is intended that the employee will use the time for rest and relaxation so that he/she may serve the City more effectively upon return to duty. Authorized leave days not taken within the applicable fiscal year will be canceled unless a carryover is expressly authorized in writing in advance by the City Administrator.

7.02 Eligible Employees

Vacation leave is granted to Regular Full-time employees only, including employees in their introductory period, pursuant to the provisions of Section 7.04.

7.03 Vacation Crediting - Administrative Employees

Annual Vacation Leave is administered on a fiscal year basis beginning each June 1st. On that date all eligible employees are credited with the number of days of vacation which may be taken during the following 12 months based on their period of service to the City starting with their first day worked. The following schedule applies to employees covered under this Manual:

Years of Service	Paid Days Off
1-4	10
5	15
6	16
7	17
8	18
9	19
10 or more	20

7.04 Vacation Accrual

Vacation days begin to accrue from the first day worked and will be credited the next June 1st, but the time off may not be taken during the first 6 months of employment unless specifically authorized by the City Administrator. If the initial 6 months of service is never completed, the employee will not be paid for the unused accrued time. Employees will not be entitled to take paid leave in advance of being credited on June 1st unless express prior authorization is given in writing by the City Administrator. In cases of re-employment after severance, credit will be allowed for the current period of service only.

An otherwise eligible employee with less than one full year, but more than six months of service prior to June 1st, will be allowed annual vacation leave in the proportion that his actual service bears to a full year of service (6.667 hours per month).

7.05 Vacation Payout

An employee who ends employment in good standing is entitled to pay at his/her then regular rate for credited and unused leave days and also accrued and un-credited leave days as of the date of separation. Employees shall not be considered in good standing and shall not be entitled to leave accrued beyond the applicable June 1st if any of the following applies:

- A. He/she is discharged, including being absent for 3 consecutive days without authorized leave
- B. He/she resigns/quits without at least two (2) weeks or four (4) weeks prior written notice pursuant to Section 17.21.

7.06 Exception to Accrual

An employee who does not work and is not entitled to his/her wages from the City shall not accrue leave during the period for which no pay is due.

7.07 Leave Schedules

Leave schedules shall be developed by the covered employee in consultation with and the advanced approval of the City Administrator. Reasonable care in scheduling the Leaves will be considered so as to maintain departmental services.

7.08 Leave Accruals and Payoff Calculations

The City Administrator may promulgate official calculation worksheets for use by the Treasurer in calculating vacation leave accruals and payoffs.

7.09 Emergency Suspension of Leave

The City Administrator may declare an emergency and temporarily suspend scheduled leaves during the period of such emergency. Such leaves will be rescheduled promptly after the emergency is over.

Article 8. SICK LEAVE

8.01 Sick Leave Accrual

A regular full-time employee shall accrue sick leave at the rate of one (1) working day per month of actual service, including vacation leaves, beginning with the first full month of service. Sick leave shall not accrue while an employee receives sick benefits or Worker's Compensation payments or is otherwise absent from the job. Sick leave may not be granted in anticipation of future service.

8.02 Notification of Sick Leave Usage

To be eligible for sick leave pay, the employee shall notify the immediate supervisor or City Administrator that he/she will not report for work that day, as soon as possible prior to the beginning of a scheduled shift. Failure to do so may be cause for denial of sick leave with pay.

8.03 Sick Leave Use

- A. Sick leave shall be taken only when the employee is actually disabled from working. Evidence of disability must be provided by medical certificate or other suitable proof for all sick leave granted beyond three (3) consecutive days, provided that the granting of all sick leave pay be subject to such verification as the supervisor and the City Administrator may see fit to require, including examination by a physician selected by the City.
- B. Sick leave may be allowed in case of total disability occurring during a vacation period. Evidence of such disability from the first day must, however, be provided to the satisfaction of the supervisor and the City Administrator in all such cases.
- C. Routine or special appointments with medical doctors, dentists, etc. will be chargeable to sick leave only when it is impossible for the employee to schedule an appointment at a time other than during his/her regularly scheduled working hours.

D. Sick leave may be charged in cases of injury or illness in the employee's immediate family. For purposes of this section, "immediate family" shall be limited to the employee's spouse and children who reside in the employee's home. Exceptions to this rule may be granted by the City Administrator. The employee is encouraged to review Article 22, Family Medical Leave Act, for further information on sick leave absences.

8.04 Termination of Employment

Sick leave shall be considered for most purposes as continuing, however, in the event of termination of employment all unused sick leave shall be canceled and not paid with the following exception:

A retiring employee (hired prior to July 1, 2008) who ends employment in good standing is entitled to pay at 50% of his/her then regular rate for credited and unused sick leave days. Each July, employees (hired prior to July 1, 2008) shall request and receive payout for up to one hundred (100) hours of sick time at 50% of his/her then regular rate of pay. There shall be no cap on the number of hours of unused sick leave days paid out at 50% for the retiring employee (hired prior to July 1, 2008).

8.05 Excess Accumulation Buy-Back

The City will not buy back excess sick time on an annual basis. However, there shall be no cap on the accumulation of sick time in the employee's sick leave bank.

Article 9. EMERGENCY LEAVES

9.01 Bereavement Leave

- A. In the case of death in the "immediate family" a regular full-time employee may be granted a leave of absence with pay for a period not to exceed three (3) days. Such leave may be subject to verification of conditions by the City Administrator or supervisor as required. Up to an additional three (3) days may be taken, if necessary, and with approval of the City Administrator. The additional days will be paid from the employee's personal, vacation or sick bank, in that order. If the employee has no available paid time, the time may be taken as unpaid time subject to City Administrator approval.
- B. For purposes of this section, "immediate family" is defined as current spouse, children, brother, sister, parent or parent-in-law, grandparent and grandparent-in-law, and relatives living in the same household regardless of relationship.

9.02 Family and Medical Leave Act ("FMLA")

The City will comply with the provisions of the federal Family and Medical Leave Act (FMLA). Article 22 of this manual outlines the FMLA's requirements, including the rights and obligations of employees, notification requirements, and the City's requirements.

9.03 Emergency Leaves Charged to Sick Time

All emergency leave days, as determined by the City Administrator, shall be charged to sick leave, unless otherwise noted by this policy.

Article 10. MILITARY LEAVE

10.01 Military Leave Granted

Any employee who leaves the City's service for compulsory military duty shall be placed on military leave without pay for the period of service or duty required and for a period of up to ninety (90) calendar days, as applicable, following the period of actual required service or discharge from a hospital.

10.02 Reinstatement

An employee returning from military leave of thirty (30) days or less shall be entitled to restoration to his/her former position, returning to work on his/her next scheduled workday after his/her release from the military, provided the next scheduled workday permits the employee travel time home and eight hours for rest before return to duty.

An employee returning from military leave of thirty-one (31) to one hundred eighty (180) days shall be entitled to restoration to his/her former position, provided he/she makes application within 14 days following release from duty and the employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

An employee returning from military leave of one hundred and eighty-one (181) days or more shall be entitled to restoration to his/her former position, provided he/she makes application within 90 days after his release from duty and the employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

10.03 Former Position Non-Existent

In the event the employee's former position is non-existent, the employee will be restored to a comparable position within the City. This section should not be perceived as a guarantee of future employment.

10.04 National Guard or Other Military Reserve Service

All employees belonging to the National Guard are permitted to take leaves of absence without pay during the annual training period. This leave is generally two (2) weeks per fiscal year ending June 30.

Article 11. OTHER LEAVES

11.01 Jury Duty

When on jury duty the employees will be granted their full pay. Any jury pay or fees must be turned over to the City Treasurer. Jurors, when not assigned to cases, must report to their work for the remainder of the day.

11.02 Unpaid Leaves of Absence

Leaves of absence, including any leave for medical reasons which do not qualify for FMLA leave, may be granted at the discretion of the City Administrator when the employee requests such leave 30 days in advance of the proposed start of the leave unless the requirement for advance notice is waived by City Administrator. Such leaves, if granted, are unpaid and may be revoked by the City at any time for any reason. Any non-FMLA leave of absence must be approved in writing by the City Administrator. The City does not guarantee that it will hold a position open for an employee who has been granted a leave of absence. There is no guarantee that your job, or any job, will be available at the end of your leave of absence. This policy does not apply to military leaves, jury duty leaves and workers' compensation leaves.

Requests for personal leaves of absence will be reviewed on a case-by-case basis. The City Administrator will review the request and approve or disapprove each request based on the merits of the case. The demands of the workplace and the duties of the position will be reviewed to determine if approval of the leave request will allow the department to meet its objectives during the absence of the employee requesting the leave.

All accrued paid time off must be used before an unpaid leave of absence will be considered for approval. Employees may request unpaid personal leaves of absence in combination with paid time off, provided the paid time off is used first, followed by unpaid leave of absence.

The City's approval of a personal leave of absence does not alter the City's "at will" employment policy, nor does it imply that a position, whether the same position, a similar position, or indeed any position at all, will be available to an employee following a leave of absence. The City of Lathrup Village will make an effort to retain the position of the employee, but will not guarantee a return to work to the position or to a similar position as that held by the employee at the time the leave commenced. In the event of a change in the staffing needs of the City during the leave of absence, the City reserves the right to make staffing decisions consistent with effective management of business needs.

Benefits during a leave of absence may be suspended during the leave, and reinstated upon return to work, subject to the eligibility requirements in the City's benefit plans. At the City's discretion, employees may be allowed to continue to receive certain benefits if the employee pays 100% of the cost of the benefit. Vacation, sick time, and personal time will not accrue during the leave, and holidays will not be paid during the leave. Seniority and vesting do not accrue during an unpaid personal leave of absence.

Requests for a personal leave of absence must include the beginning and ending dates of the requested leave time, the reason for the leave, and the employee's signature. Leaves must be submitted to the City Administrator with as much advance notice as possible. If an employee fails to report to work promptly at the end of the leave, the City will assume that the employee has resigned, and will begin to process his/her termination of employment.

Article 12. WORKER'S COMPENSATION

12.01 Worker's Compensation Eligibility

Any employee who sustains a disabling injury in the performance of his/her regular duties may be eligible for Worker's Compensation benefits in accordance with applicable Worker's Compensation laws of the State of Michigan. To be eligible for benefits under Worker's Compensation all employees shall report all work-related illnesses, accidents and injuries immediately to their immediate supervisor. On-the-job injury must be reported, no matter how minor the injury may appear. Employees are expected to accept any first aid or other medical treatment tendered or waive the same in writing. Supervisors must complete an Injury Report as soon as possible after receiving a report of injury and send this report to the City Administrator. The City retains the right to require a physical examination, at any time, at the City's expense, of any employee who has suffered a work-related injury or illness.

12.02 Disability Leave

Regular full-time employees are eligible to apply for and receive a salary continuation benefit from the City if they suffer an illness, accident, or injury covered by Worker's Compensation under a program which is intended to relieve them of the adverse consequences of the statutory compensation scheme under the following procedures:

- A. Upon receiving a report of absence from work which appears to be the result of covered illness, accident or injury, the City shall pay the employee his/her basic weekly wage during the first seven days of disability as a charge against his/her sick leave bank.
- B. After the first seven days, an employee who is eligible for, and receives Worker's Compensation may reimburse the City for the first week of sick leave use and have his/her sick leave bank credited.
- C. Thereafter, the employee shall be entitled to receive a salary supplement equal to the difference between his/her full base pay and Worker's Compensation benefit rate until such time as he/she is able to return to work or his/her sick leave bank is exhausted.

Article 13. UNEMPLOYMENT INSURANCE

13.01 Unemployment Compensation

The City participates in the Michigan Municipal Worker's Unemployment Compensation Group Account established by the Michigan Municipal League. Questions regarding this benefit should be directed to the City Treasurer.

Article 14. GROUP INSURANCE PROGRAMS

14.01 Group Life and AD & D Insurance

The City provides group life and Accidental Death and Dismemberment insurance coverage for each regular full-time employee upon completion of six (6) months of continuous service. The current amount of insurance is based on a \$1,000 for \$1,000 of base compensation as long as the employee can qualify for such coverage.

14.02 Hospitalization Insurance - Regular Full-time Employees Only

Health care insurance benefits are provided for regular full-time employees only. Specific coverage for employees is defined below.

- A. Employee will be required to contribute 20% of premiums (deducted with each pay period).

- B. For employees hired before December 31, 2007 covered under this Manual the City provides Blue Care, Network (or similar) coverage with a co-pay for prescription drug through the Blue Care Network of Southeast Michigan(or similar) **and shall be lifetime benefit for the employee only upon retirement from the City of Lathrup Village.**
- C. For full time employees (hired before December 31, 2007) the City shall continue hospitalization coverage after retirement for the retiree and spouse.
- D. For full time employees hired between January 1, 2008 and June 30, 2013, the City will provide coverage for up to two (2) persons with Healthy Blue Living Blue Cross Coverage or similar for the employee/spouse. In addition, the City will contribute 2% of the base salary into a Health Savings Account (MERS, ICMA or similar) account for retirement health care.
- E. For full time employees hired after July 1, 2013, the City will provide coverage for up to two (2) persons with Healthy Blue Living Blue Cross Coverage or similar for the employee/spouse. In addition, the City will contribute 2% of the base salary into a Health Savings Account (MERS, ICMA or similar) account for retirement health care.
- F. As of July 23, 2015, the City will provide coverage, upon request of the employee, for his/her spouse and/or dependent children under age twenty-seven (27), but shall not be required to provide coverage for additional persons.

14.03 Health Insurance Opt-Out

Each full-time employee who chooses not to join the City provided health care plan and has equivalent health care coverage from another source (such as a spouse's employer) shall be entitled to compensation during the period that he/she has no City provided coverage at the rate of \$3,000 per year. Payments of \$1,500 will be made semi-annually as of June 30 and December 31 of each year to each employee who has not been covered for the previous six (6) months. Payments will be prorated to meet the dates the employee first participates and/or ends participation in the program. Electing employees must show periodic proof of the existence of the alternate health care coverage in order to become and remain eligible to receive the semi-annual payments. Electing employees must notify the Employer promptly when the relevant alternate health care coverage ceases for any reason and will be added to the Employer's coverage as soon as permitted by carrier regulations and/or procedures and coverage will be afforded under the Plan then in effect for employees which has the least cost to the City.

14.04 Disability Insurance

The City will provide long term disability benefits through Standard Insurance Company (or substantially equivalent) benefits to those provided in prior years from any carrier for all full-time employees. The coverage includes compensation of up to 60% of the employee's base wage and begins 180 days after disability occurs. The employee should refer to the benefit booklet provided as a part of this Manual.

14.05 Dental/Optical Insurance Plan

For all regular full-time employees covered under this Manual the City will provide dental and optical plans through Blue Cross Blue Shield (or similar).

Article 15. RETIREMENT

15.01(a) Defined Benefit Plan Designation

All full-time employees hired on or before June 30, 2013 are members of the Michigan Employee's Retirement System (MERS) defined benefit plan and will receive such benefits as are provided by Public Act 135 of 1945.

- A. Fulltime employees hired before December 31, 2007, receive benefit program B-4 with FAC-3. Voluntary retirement will be provided at age 55 after 15 years of service without reduction of pension benefits will be provided to Department Heads only with an effective date of January 1, 2000.
- B. Full-time employees hired between December 31, 2007 and June 30, 2013, receive benefit program B-2 with FAC 5. Normal retirement will be at age 60 with 10 years of service. For these employees, voluntary retirement will be provided at age 55 with 25 years of service.

15.01(b) Defined Contribution Plan Designation

All full-time employees hired after July 1, 2013, are members of the MERS Defined Contribution (DC) plan. Section 15.02 outlines employee contributions and vesting within the DC plan.

15.02 Member's Contributions

Each active member contributes to the Retirement System in the amount of 5% of annual compensation.

- A. If an employee (hired before July 1, 2013) leaves the employment of the City before the employee has become vested, the member's contributions to the retirement system will be returned, if living, or to the nominated beneficiary.
- B. If an employee who qualifies for a MERS DC plan (hired after July 1, 2013) leaves the employment of the City the member's contributions to the retirement system will be returned, if living, or to the nominated beneficiary along with the City's matching contributions according to the following scale:

Years of Service	City Contribution
1 – 2	0%
3	25%
4	50%
5	100%

15.03 Additional Plan Information

The City Treasurer can provide additional details regarding: Regular Retirement Allowance, Deferred Retirement Allowance, Non-duty Death Retirement Allowance, Duty Death Benefits, Disability Retirement Allowance, Scope of coverage, and other features of the plan.

15.04 Deferred Compensation Plan

All regular full-time employees covered under this Manual are eligible to enroll in the ICMA Retirement Corporation Plan if they so desire. The Plan allows employees to contribute a portion of their wages to the Plan on a tax deferred basis. The City Treasurer will make materials available to interested employees, but it must be understood that each affected employee must assume full responsibility for investigating all factors relating to whether enrollment would be beneficial to him/her without relying upon any advice or opinions of City representatives.

15.05 City Match Program

For employees covered under this Manual the City agrees to provide a program through the ICMA RC that will contribute up to 2% for Department Heads of the employee's annual compensation, provided that the employee matches or exceeds this contribution.

Article 16. EXPENSE REIMBURSEMENT

16.01 Mileage

Employees required to use their own vehicles for City business will be reimbursed by the City at the then current IRS mileage rate (this fee is intended to repay employees for expenses in operating the vehicle, including the cost of gas, oil, tires, maintenance and the cost of insurance), provided:

- A. The employee has the consent of the City Administrator prior to using his/her private vehicle.
- B. The employee is properly insured. The City requires that all employees who drive personal vehicles on City business carry at least \$300,000 liability protection and \$50,000 uninsured/underinsured motorist coverage. A Certificate of Insurance from your insurance agent or insurance company will be required if you utilize your personal vehicle. The purchase of "comprehensive" and collision insurance is your choice. The City's automobile insurance policy provides no physical damage coverage for your vehicle. It is your personal insurance policy which will protect you on or off City time. If you are using your personal vehicle on City business, it is your responsibility to provide the City with a Certificate of Insurance.

- C. All employees using their personal vehicle for approved business travel will be reimbursed for such use at the current IRS approved rate. This fee is intended to repay you for your expenses in operating the vehicle, including the cost of gas, oil, tires, maintenance and the cost of insurance.
- D. In the event of an accident, while you are driving on City business, you should notify your Supervisor immediately, as well as your own insurance company.
- E. The employee submits a properly filled out travel voucher to the City Administrator.

16.02 Parking

The cost of parking will be paid by the City. The City assumes no responsibility for any traffic violations incurred by the employee.

16.03 Meal Compensation

Reimbursement for meals will be determined by the City Administrator and shall not include alcoholic beverages. The maximum daily rate for meal reimbursements is \$55.00 per day. Meals are reimbursed based on actual cost, not to exceed the maximum daily reimbursement rate. Receipts are required. The maximum daily rate may be updated by the City Administrator.

16.04 Air Travel

Employees who fly to a destination must first receive prior authorization from the City Administrator. If approved, the air fare on a commercial airline will not exceed coach rates.

16.05 Lodging

Employees requiring overnight lodging must submit a receipt, and it must reflect the most economical rate available at that facility. In the event that the travel does not involve staying at a conference site, then the employee must make a conscientious attempt to obtain economical, yet comfortable lodging.

16.06 Ineligible Expenses

The City will not reimburse employee for any expenses relating to spouse or a travel companion. In addition, the City will not reimburse for expenses that are not directly related to City business, such as entertainment, travel insurance, alcoholic beverages and personal expenses such as laundry and valet services. Any expenses not clearly identified should be brought to the attention of the City Administrator for his/her decision.

16.07 Education/Tuition Expenses

The City will grant tuition reimbursement for enrollment and completion of continuing education in approved courses. Approved courses are those that are directly related to the employee's current job duties or duties associated with a promotional position. Employees are eligible for reimbursement in the amount of fifty percent (50%) of the actual cost of individual classes taken, including required books, up to a maximum of fifteen hundred dollars (\$1,500) in a fiscal year. To be eligible for this reimbursement, an employee must pass the course with a C or better and provide proof of the passing grade within four (4) weeks of the end of the semester. Employees must receive written approval from the City Manager prior to taking the course.

Article 17. GENERAL PERSONNEL RULES

17.01 Ethics and Code of Conduct

Each employee is required to conduct him/herself efficiently and in a professional manner at all times. No employee of the City shall:

- 1. Use their public office or employment for private gain;
- 2. Give preferential treatment to any organization or person except as expressly permitted by law, ordinance, resolution or policy;
- 3. Impede government efficiency or economy for personal gain or profit;

4. Engage in private or other public employment or render services for private or other public interests when such employment or service is incompatible with the proper discharge of his/her duties of the City;
5. Expend public funds unlawfully or without proper authorization;
6. Verbally, physically or psychologically abuse any citizen, elected official, supplier, vendor, guest or co-worker;
7. Be insubordinate, or refuse to carry out work assignments or day-to-day instructions pertaining to the job which are properly issued by the employee's immediate Supervisor;
8. Be excessively absent or tardy;
9. Work or report for work under the influence of alcohol or unlawful drugs, and/or possess alcohol or unlawful drugs on the premises of the City;
10. Falsify or misuse City forms, records or reports, including time sheets and employment applications;
11. Steal, misappropriate, remove, abuse, destruct, or misuse property belonging to the City or another employee. The City reserves the right to inspect all City offices, desks, files, vehicles and packages;
12. Fail to return from an authorized leave of absence or vacation at the designated time;
13. Discriminate against or harass others;
14. Possess weapons, firearms or explosives on City property (except for law enforcement officers);
15. Disclose or misuse confidential information;
16. Fail to maintain proper grooming, dress cleanliness and hygiene.
17. Misrepresent time worked;
18. Gamble on City property;
19. Engage in fraud, embezzlement, misrepresentation or any other act of dishonesty;
20. Engage in any conduct which reflects adversely on the City

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. These rules are not all-inclusive, and the City reserves the right to discipline employees for acts or omissions which are not listed above.

With regard to general work rules, it is impossible to create an exhaustive list of behaviors or potential infractions. The City expects that common sense, professionalism and general decency will govern personal conduct. Employees should at all times act as good stewards of the public's trust and resources.

The work place brings together many different types of people whose unique perspectives and individual skills and talents add tremendous value to the organization. We serve the public best when functioning enthusiastically as a coordinated team of professionals. All employees, at every level within the organization, are expected to treat each other as respected and valuable colleagues.

17.01 Time and Personnel Records

A record of time worked is kept by each employee on a weekly time card supplied by the City. Weekly Time Cards are to be turned in to the appropriate supervisor at the end of each week. The City Treasurer will collect and retain all time cards.

All requests for vacation, sick leave, bereavement leave, personal days and compensation time should be reported to the appropriate supervisor or City Administrator at least 48 hours in advance on the City's Absence Report. It is the responsibility of the supervisor to report granted requests to the City Administrator.

17.02 Absences

Employees are expected to maintain good attendance records. Excessive absences shall be cause for dismissal. Absences for 3 consecutive work days without notifying the supervisor is considered a voluntary termination.

An employee who is absent for any reason is required to notify his/her supervisor or City Administrator prior to starting time. All absences must be charged to accrued compensatory time, accrued vacation,

sick leave or personal time, whichever is appropriate. When no time is available, unpaid leave may be granted pursuant to Section 11.02.

17.03 Tardiness

Unless on an approved leave, employees are expected to be at work and to observe the working hours established by the City. All employees who report late may be penalized by the way of a pay deduction in multiples of 1/10 of an hour. Habitual tardiness shall be cause for discharge.

17.04 Personal Hygiene

Employees are expected to observe and practice good taste in dress and appearance. Although the City does not specify a dress code, employees are expected to dress to accommodate their daily responsibilities.

17.05 Safety

The City makes every effort to provide for the safety of all employees while on the job. Employees, in turn, are required to promote safe working conditions by following all safety rules. No employee shall in any way alter a safety device or interfere with the use of a safety device. Employees shall take no unnecessary chances, and must use all safeguards and safety equipment required.

Employees must immediately report any and all potentially dangerous work practices, unsafe work conditions, failure to follow safety rules, horseplay, negligence and carelessness to their supervisor or the City Administrator. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations, may be subject to disciplinary action.

In the cases where damage to, or an accident involving City equipment or property occurs, employees should immediately notify their supervisor, even if an injury did not take place.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor that an injury has taken place. Such notifications are necessary to safeguard life and health, comply with applicable laws, and initiate insurance and workers' compensation benefit procedures.

17.06 Political Activity

No employee shall participate in any personal political election activity on City property or in City vehicles during business hours.

17.07 Solicitation and Gifts

No employee or individual shall solicit for an organization's product or service during regular hours unless specifically authorized by the City Administrator. City employees shall provide service to its citizens and receive service from its suppliers for the wages they are paid, and should not expect other favors. Therefore, the policy is established under which an employee may not accept any gift or consideration of any kind or nature if its acceptance might reasonably be construed as tending to prevent him/her from acting solely in the best interests of Lathrup Village. The acceptance of gifts of more than nominal value (below \$30.00) is considered to be a direct violation of the intent of this policy.

17.08 Telephone Use

Telephones are provided for business purposes. Telephones should not be used for personal reasons, except for emergencies or absolute necessity. Employees should discourage persons from calling them at work. At no time is an employee permitted to charge a personal call to the City.

Each employee is to pay for personal calls, except when an employee must stay over at work in which case the employee may notify the family of the stay over.

17.09 INFORMATION SYSTEMS POLICY

The purpose of this policy is to inform all City employees about the legal requirements and restrictions concerning the acquisition and use of software programs on the City's computer equipment, the responsibilities of each employee to protect the security and integrity of the City Information System's programs and data, the City's investment in that system, and restrictions regarding the use of email and the Internet.

17.10 Copyright Protected Software

Unauthorized duplication of copyrighted software is a violation of the Federal Copyright Law, and can be subject to civil damages of as much as \$100,000 per copyright violation, and criminal penalties including fines and imprisonment. Both the City as an organization and the City's employees as individuals are responsible for compliance with this Law.

Compliance with software copyright requirements is in the City's best interests. In addition to protecting the City from possible legal prosecution, it helps support the development of new and improved software products, which make the City's operations more efficient, and it entitles the City to receive technical support and discounted product upgrades.

It is the City's policy to comply fully with the Federal Copyright Law, and the specific terms and conditions in the licenses for all software which is used on the City's computer equipment. Specifically, every employee shall be responsible for complying with the following policies:

- A. Every employee shall use the City's Information Systems only in a manner, which does not violate the Federal Copyright Law, or the terms of the license related to the software being used.
- B. No software program shall be used by more employees at any one time than are allowed under the program's licensing agreement. The use of programs on the network is controlled to avoid such a violation. No employee shall transfer any software from the City's Information Systems to any personal computer's hard disk, directly or indirectly, without the specific permission of the City Administrator.
- C. No employee shall make a copy of any software on the City's Information Systems or any City personal computer, except for the City's own backup purposes.
- D. No employee shall take any original or duplicated copy of any software owned by the City for the employee's personal use. No employee shall give any original or duplicated copy of any software owned by the City to any outside third party
- E. No employee shall use any program on the City's Information Systems or any City personal computer for personal gain, nor for the advantage of any outside third party, nor in any other way except in accordance with the policies of the City.
- F. No software shall be loaded onto the City's Information Systems or any City personal computer, unless the original copy and proper license is owned by the City and is on file at City Hall. No employee shall load any software onto the City's network file server or any City personal computer without the specific permission of the City Administrator. The City shall conduct periodic audits on all computer equipment to verify compliance with this policy.

17.11 Network Data Use and Security

In order to maintain the security and integrity of the data on the City's Information Systems, all employees shall comply with the following policies:

- A. No employee shall make a copy of any data record or file which resides on the City's network file server or any City personal computer, except for the City's own backup purposes, or in accordance with other specific written policy of the City.
- B. No employee shall use any data or other information on the City's Information Systems or any City personal computer for personal gain, nor for the advantage of any outside third party, nor in any other way except in accordance with the policies of the City.
- C. Employees of the City have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. Employees must not divulge information contained in the records and files of the City, except to other employees who may need such information in connection with their duties and to authorized

parties in accordance with proper procedures such as requests under the Freedom of Information Act.

- D. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, or refer the requestor to the employee's immediate supervisor.
- E. It is a very serious offense (with a penalty as severe as dismissal), for an employee to release or use for personal purposes, confidential information obtained in the course of employment. Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

17.12 Network Access Security

In order to maintain the security and integrity of the City's network computer system, all employees shall comply with the following policies:

- A. Every employee shall keep his or her personal network access passwords strictly secret. No employee shall reveal those passwords to any other person, including any other employee. If the network system is accessed in an unauthorized manner using an employee's password, that employee will be held personally accountable regardless of the circumstances. If any employee is uncertain about the security of any personal password, it should be changed immediately.
- B. No employee shall permit any unauthorized person to gain access to the City's information systems system.
- C. No employee shall furnish any information to any unauthorized person about the hardware or the software used by the City, nor the method of accessing the City's Information Systems, without the expressed written consent of the City Administrator.

17.13 Software Specification Policy

The goal of the City is to establish an Information System, which is efficient and effective for both the employees and the public, and at the same time, is economical to operate and maintain. To this end, the following standards for purchasing and developing City software shall be observed:

- A. To the greatest extent possible, the City departments shall purchase software applications which are expected to have long-term publisher support available, and which do not require extensive in-house technical knowledge and support to operate. To achieve this, departments shall attempt to modify internal operations to conform to the software selected, to the greatest extent possible, and shall not contract for custom modifications to any City software without the specific approval of the City Administrator.
- B. The City shall standardize on one database management system, and shall develop all in-house programs on the basis of a standard well-documented procedure for using that system, so that the City will not be dependent on the knowledge or presence of any individual employee in order to operate and maintain such programs.
- C. If any program or application is proposed to be acquired or developed which does not meet the above standards, the City Administrator shall advise the City Council of such intention at a regular meeting of the Council, along with the reason for that decision, before proceeding with such purchase.

17.14 Electronic Data Created by City Employees

All electronic data, including software programs, created by City employees, using the City's equipment and licensed software, are the property of the City of Lathrup Village, and shall be subject to the same restrictions as provided for licensed software in Section 17.10, except as provided otherwise in any agreement between the City and such employee which has been approved by the City Council.

17.15 E-mail

It is the intent of the City to provide a structure in which electronic mail can be used effectively by the City while not being abused. Electronic mail messages are official records when they are created or received in the transaction of public business and retained as documentation of official policies, actions, decisions

or transactions. It is the responsibility of the users of the electronic mail system to use the system for legitimate City business purposes.

Access to electronic files including email and information which you send or receive over the Internet and data contained in City computers and the computer network may also be provided to third parties, such as law enforcement, or under the FOIA when requested.

17.16 Monitoring of Electronic Mail

All electronic mail messages are the property of the City. As a matter of general policy, the City **will not** monitor electronic mail messages. However, the City reserves the right to access messages under the following circumstances or whenever it is determined by the City Administrator that the reasons for doing so are consistent with the City's need for supervision, control and efficiency in the workplace:

- Upon leaving employment with the City for any reason, a user's mail may be accessed for the purpose of saving those messages that pertain to City business
- If required by law to do so
- When necessary to investigate a possible violation of a City policy
- In the event there is reasonable suspicion that a user has committed or is committing a crime against the City or for which the City could be held liable
- In the event there is reasonable suspicion that a user has violated any of the prohibited uses listed in this policy

No City employee will conduct monitoring of electronic mail messages unless directed by the City Administrator to do so.

17.17 Internet

This policy applies to use of the Internet utilizing the City authorized user ID thereby covering the employees' representation of the City. In general, City employees have an obligation to use their access to the Internet in a responsible and informed way, conforming to Internet etiquette, customs and courtesies, and representing the City in a positive manner. Use of the Internet by City employees constitutes acknowledgment of this policy.

Employees are further required to sign a copy of the "City of Lathrup Village's Information Systems Policy Acknowledgment" prior to Internet access and comply with the provisions included in this policy, as well as those in other policies that relate to the topics included. Prohibited use of the Internet includes, but is not limited to, the following:

- Illegal activities
- Threats
- Harassment
- Slander
- Defamation
- Sexually obscene/offense messages, materials, or images
- Racially offensive or derogatory material/messages
- Political endorsements
- Commercial activities
- To send chain letters
- To send copies of documents in clear violation of copyright laws
- Using non-business software including games or entertainment software
- Activities resulting in, or relating to, personal gain or for-profit enterprise
- Activities that compromise the integrity of the City in any way

17.18 Social Media

The City expects that staff participation in personal social networking sites will not be disruptive or subversive to the City's interest in maintaining an efficient and effective workplace.

Any information provided on a personal social networking site with regard to the City or your employment with the City is expected to conform to established policies regarding access to and release of information and communications procedures. The City's logo or other proprietary information or images are not to be used.

Further, employees should be thoughtful in how they present themselves and how their online presence may reflect on them as employees of the City. Social networking that includes your status as an employee of the City must be done in good taste and reflect sound judgment. Social networking that adversely affects the City or is disruptive or subversive to the City's interest in maintaining an efficient and effective workplace, is subject to corrective and disciplinary action, up to and including discharge.

The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on its social media sites, and therefore has established a social media policy detailed in the attached Appendix D. All employees shall abide by the guidelines contained in the City's Social Media Use Policy when using the City's social media sites.

17.19 Sexual and Other Unlawful Harassment

It is the policy of the City that harassment in the workplace will not be allowed or tolerated. Each employee has a right to work in an environment free from all forms of discrimination, intimidation, and conduct that can be considered harassing, coercive, or disruptive. This policy applies equally to all unlawful forms of harassment in the work place, including: sexual harassment and harassment or discrimination based on race, color, sex, sexual orientation, age, religion, national origin, marital or veteran status, height, weight, disability, political affiliation, or any other legally protected status or characteristic.

Harassment may include: joking remarks; stories; nicknames; abusive conduct or speech; epithets; slurs; negative stereotyping; threatening, intimidating or hostile acts; and written or graphic materials that denigrate or show hostility or aversion toward an individual or group.

The City will not tolerate or condone harassment of its employees by their supervisors, co-workers, or third parties on City premises or at City functions over which the City has control. The City will not permit any situation where an employee's submission to or rejection of harassment is used as a basis for employment decisions, or where harassment has the purpose or effect of unreasonably interfering with an individual's work performance, creating an intimidating, hostile, or offensive work environment or otherwise adversely affecting an individual's employment opportunities.

Any violation of this policy may subject the violator to disciplinary action including immediate discharge, at the sole discretion of the City.

Sexual Harassment

All of the above provisions also apply to conduct or communication constituting sexual harassment. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and visual, verbal, or physical conduct or communication of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occur:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct is used as a factor in decisions affecting the person's employment.

- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment, or otherwise adversely affects a person's employment opportunities.

The following is a partial list of examples of sexual harassment: unwanted sexual advances; offering employment benefits in exchange for sexual favors (quid pro quo); making or threatening reprisals after a negative response to sexual advances; verbal conduct that includes making or using derogatory comments, epithets, slurs, jokes, kidding, teasing, foul or obscene language; visual conduct that includes leering, making sexual gestures, or the display of foul, suggestive, or obscene printed or visual material; and physical contact that includes touching, assaulting, impeding or blocking movements, suggestive gestures, patting, pinching, groping or rubbing against another's body.

Reporting potential violations

Any employee who believes that he or she has been harassed or who has witnessed another employee who has been harassed in violation of this policy shall immediately report the conduct or communication to any supervisor, a supervisor or the City Administrator. If the employee does not feel he or she can report to these persons, the employee shall report the incident to the City Attorney.

An employee is not required to make a determination of whether the conduct or communication is a violation of this policy. For that reason, an employee shall report any offensive conduct or communication which occurs while the employee is conducting City business or as a result of the employee's employment with the City, whether on or off City premises.

It is stressed that the employee may choose to report the conduct or communication to any of the above-named persons. An employee is under no obligation to report the conduct or communication to any person who is the subject of or perpetrator of the conduct or communication.

Supervisory personnel are expressly obligated to educate employees on this policy; manage staff in a way that proactively prevents harassment; and report any incidences of harassment to the City Administrator or the City Attorney if the City Administrator is the subject of the complaint. Failure to do so renders the supervisor complicit in the harassment and subject to corresponding disciplinary action related to harassment and dereliction of duty.

Investigations

All complaints and reports shall be referred immediately to the City Administrator for review, or to the City Council or City Attorney if the City Administrator is the subject of complaint.

A prompt and thorough investigation of the alleged harassment will be initiated, with concern for the principles of due process and fairness. Outside experts, consultants, or attorneys may be enlisted to assist with the investigation.

Every effort will be made to keep all complaints (and their details) as confidential as possible; however, it is understood that in the course of an investigation, some information may become known to others. A typical investigation includes one or more meetings with the person making the complaint, the accused, and any witness(es) to the alleged occurrence(s) of harassment.

If the complaint involves a direct supervisory relationship, the City may suspend the reporting relationship between the employee and the supervisor and designate another supervisor to whom the employee shall report during the period of investigation. During the investigation, the City may take other measures to limit contact between employees involved in the investigation to prevent retaliation and limit any potential for ongoing hostility.

Following completion of the investigation, if the report has merit, disciplinary action up to and including dismissal will be taken against the perpetrator to remedy the situation. It is the City's intent that remedies in no way disadvantage the victim of harassment.

Retaliation

There will be no retaliation against an employee for reporting harassment or for cooperating with the investigation of a complaint of harassment. Retaliatory action or conduct of any kind is strictly prohibited and shall be regarded as a separate and distinct violation of the City's policies and procedures, also subject to disciplinary action up to and including immediate discharge.

Any questions, concerns, or other inquiries regarding the conduct that is prohibited by this policy or the procedures contained herein shall be directed immediately to the City Administrator or City Attorney.

17.20 Drug-Free Workplace

The City is committed to providing a safe drug- and alcohol-free working environment. Substance abuse and the use of alcohol/drugs in the workplace jeopardizes safety, lowers productivity, and undermines public confidence.

As such, all City premises, including work sites, and all City vehicles are declared to be drug/alcohol-free work places. City employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, selling, using, or testing positive for controlled substances and/or alcohol in the workplace.

Employees who are taking prescription medication that may affect their performance or impair their ability to drive and/or operate equipment/machinery shall notify their supervisor prior to beginning work. It is a violation of this policy to use prescription drugs illegally.

The City considers medical marihuana to be illegal under federal law, 21 USC § 801 *et seq.*, therefore the use of medical and recreational marihuana is prohibited.

Employees found to be in violation of this policy will be subject to appropriate personnel/disciplinary action up to and including immediate discharge. The City reserves the right to require drug or alcohol testing at any time for safety sensitive positions and in the case of reasonable suspicion for other job categories.

Employees and contractors required to maintain a Commercial Driver's License as a condition of their employment are subject to much stricter state and federal provisions regarding Department of Transportation (DOT) random drug testing.

17.21 Resignations

Any employee in good standing intending to resign from City service shall give the City reasonable notice, of at least two (2) weeks. Department Heads, Supervisors and Managers shall give at least four (4) weeks' notice. In some instances, due to complexity of the employee's position or difficulty on the part of the City in finding a replacement a longer period may be reasonable. Pursuant to Section 7.05, no vacation time shall be paid out if the employee fails to give proper notice of resignation.

Prior to leaving the employment of the city, an exit interview will be conducted to determine the reasons the employee is leaving the city, to provide an opportunity for the airing of unresolved grievances, and to solicit constructive feedback to improve the city. The exit interview form is attached to this Manual as Appendix A.

17.22 Accident Reports

Any employee involved in any accident involving personal injury or property damage while in the service of the City, shall promptly report said accident and any property damage and physical injury sustained by said employee or others. An employee, within 48 hours, shall make out an accident report in writing

on forms furnished by the city and shall turn in all available names and addresses of witnesses to the occurrence.

Article 18. **GRIEVANCE PROCEDURE**

18.01 Resolving Grievances

Should a dispute arise between the City and one or more employees as to whether the City has breached or violated any of the provisions of this Manual, an earnest effort shall be made to resolve such dispute promptly and the following procedure shall be adhered to:

- A. Step 1. Any employee having a grievance shall first take up the matter with his/her immediate supervisor. If not settled it shall be reduced to writing and signed by the grievant within 10 days of an alleged violation. The written form shall contain all the facts in detail; shall define the alleged violation of a specific article of this Manual; shall state the date of occurrence of the alleged violation; and shall state a correction or solution to the alleged regulation violation.
- B. Step 2. The written grievance shall be discussed between the employee or his/her designated representative and the department head. The department head shall give his/her written response within 5 working days (excluding Saturdays, Sundays, and Holidays) of the receipt of the written grievance. Acceptance or rejection of the receipt of the department head's response will be promptly written on the grievance form by the employee and delivered to the City Administrator.
- C. Step 3. In the event the grievance is not settled in Step 2, the Grievant shall submit grievance to the City Administrator within 5 working days. The City Administrator and his/her representative(s) and the employee and his/her representative(s) shall meet to discuss and attempt to resolve said grievance. This meeting shall be scheduled at a mutually agreeable time, which time shall not exceed, however, five (5) working days from the time the grievance form is filed with the City Administrator unless a longer time is mutually agreed upon. If the parties in this meeting are unable to resolve the grievance and reduce their agreement to writing, the matter may be submitted to the City Council.

All claims for back wages shall be limited to the amount of wage that the employee would otherwise have earned less, any unemployment compensation or compensation for personal services that he/she may have received, or could have received from any source during the period in question.

Article 19. **TRAINING AND PROMOTIONS**

19.01 In-Service Training

The City may authorize in-service training programs with pay, for employees to take schooling directly related to the job of the employee, the interests of the City, and improvement of job effectiveness.

19.02 Outside Training

An employee may be authorized to attend outside job-related training courses. In such cases, the City shall reimburse the employee for tuition and necessary supplies upon satisfactory completion of the course or training specified and approved in advance, provided that said tuition and supply allowance is not reimbursed or cannot be reimbursed from any other source outside the City. The employee shall be expected to arrange to attend such courses on his/her own time without additional compensation from the City.

19.03 Promotions

It is the policy of the City to fill vacancies whenever possible by promotion from within. It is sometimes necessary to employ persons from outside the City staff for positions that require special experiences or skills. Promotions are based on many factors, including previous performance and the ability to do the work. All applications will be given due consideration.

Article 20. **EMERGENCY AUTHORITY**

In the event a set of circumstances should arise such that the powers and authority of the City Administrator should be exercised when the City Administrator is unable to perform the necessary duties of his/her office, such powers may be exercised by a Temporary Acting City Administrator who shall be the person holding the following position (in order of descending priority) who is available and able to perform the duties of the office.

1. Acting City Administrator (see Charter Section 3.9)
2. Assistant City Administrator.
3. Police Chief
4. City Clerk.
5. The Department Head who has the longest period of service to the City as a Department Head.

The powers and authority of a Temporary Acting City Administrator shall continue until such time as the person of higher ranking authority is in fact available to perform the duties necessary to exercise the powers and authority of the City Administrator. For example; (a) An absent or disabled City Clerk or a more senior Department Head may become available; (b) the Council may meet and appoint a new City Administrator or Acting City Administrator.

Within 24 hours of undertaking to act as a Temporary Acting City Administrator, the person shall give notice either through e-mail or other method of communication to all members of Council.

Article 21. **FAMILY MEDICAL LEAVE ACT**

Notice to employees regarding the Family and Medical Leave Act of 1993. The City will comply with all applicable requirements of the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons.

22.01 Employee Eligibility

The FMLA defines eligible employees as employees who: (1) have worked for the employer for at least 12 months; and (2) have worked for at least 1250 hours in the previous 12 months. Employees returning from military leave who are entitled to protection under USERRA may count the time which they would have worked had they not been called to military service toward these requirements.

22.02 Leave Entitlement

Eligible employees may take leave for the following reasons:

- (1) the birth of a child and to care for the newborn child within one year of birth or upon placement for adoption or foster care and to care for the newly placed child within one year of placement;
- (2) to care for the employee's parent, spouse, or child with a serious health condition;
- (3) when an employee is unable to work because of the employee's own serious health condition.
- (4) for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on covered active duty or called to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Eligible employees may take leave of up to 26 unpaid, job-protected workweeks during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

According to the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves; (1) inpatient care (i.e., an overnight stay), including any period of incapacity or any subsequent treatment in connection with the inpatient care; or (2) "continuing treatment"

by a health care provider. For further information on what is considered "continuing treatment," contact the City Administrator.

Spouses employed by the same employer are limited to a combined leave of 12 workweeks of family leave for the birth and bonding with a newborn, placement and bonding with a child for adoption of foster care, and to care for a parent who has a serious health condition.

Eligible employees may take FMLA leave immediately (for example, in blocks of time) or by reducing a work schedule in certain circumstances. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the employer's permission. If the FMLA leave is because of the employee's serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

22.03 Notice and Certification

Employees who want to take FMLA leave ordinarily must provide the employer at least 30 days notice of the need to leave, if the leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable. When leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the employer's operations.

In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the serious health condition. The employer also may require a second or third opinion (at the employer's expense), periodic recertification's of the serious health condition, and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The employer may deny leave to employees who do not provide proper advance leave notice or medical certification.

22.04 Benefits During FMLA Leave

Employees taking leave under FMLA are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. All other benefits, including vacation, sick time, personal time, longevity, pension calculation me be suspended dependent on the duration of the leave. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. If the employee fails to return to work after his/her FMLA leave entitlement has expired, the City may recover premiums it paid to maintain health coverage during any period of unpaid FMLA leave. If the reason that the employee does not work is due to (a) continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave or (b) "other circumstances beyond the control of the employee" as defined in the FMLA, the City will not recover the premiums paid during your unpaid FMLA leave.

22.05 Paid Leave Time and FMLA Leave

The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

The City requires that an employee must use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave for the employee's own serious health condition or for a seriously ill family member.

The City requires that an employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave for the birth/placement and bond with a newborn or newly placed child.

22.06 Job Restoration After FMLA Leave

The employer will reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay benefits, and other employment terms and conditions. However, an employee on an FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

22.07 Other Provisions

The FMLA does not affect any federal or state law prohibiting discrimination or supersede and state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Salaried executive, administrative, and professional employees of the employer who meet the Fair Labor Standards Act ("FLSA") criteria for exemption from minimum wage and overtime do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employee' use of leave required by FMLA.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the employer's operation. A "key" employee is a salaried eligible employee who is among the highest paid ten percent of employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Appendix A: **EXIT INTERVIEWS**

It is the policy of the City of Lathrup Village to conduct exit interviews to determine and document the reasons employees leave the City, to provide an opportunity for the airing of unresolved grievances, and to solicit constructive feedback to improve the City. All exit interviews will be conducted by the City Administrator or his/her designee.

City supervisors will refer separating employees to the City Administrator for an exit interview as soon as possible after the separation decision has been communicated. The City Administrator will use the exit interview form (copy following) to cover the following points:

- Job duties and work load: understanding of the job, match with interests and abilities, quality of training.
- City policies and practices: working environment, opportunities for advancement, salary and benefits.
- Quality of supervision: fairness, supportiveness.
- Reasons for leaving.

If it is felt the information covered during the interview might become a point of contention in the future, the City Administrator should ask the employee to sign the exit interview form. The employee may be given a copy upon request.

EXIT INTERVIEW

JOB CONTENT

- 1. What factors contributed to you accepting a job with the City? Have your feelings changed?
- 2. Did you understand the job expectations when you were hired?
- 3. Did you receive sufficient training to meet those expectations? Did you know how or where to get information you needed to succeed in your job?
- 4. How would you rate your own contribution or performance on the job?

THE CITY AS A PLACE TO WORK

5. How would you rate the following aspects of your employment here?

	Excellent	Good	Fair	Poor	Comments
Opportunity For Advancement					
Physical Working Conditions					
Your Salary					
Vacation/Holiday					
Other City Benefits					
Feeling of Belonging					

- 6. If you were leading the City, what would you do differently?
- 7. What made your employment enjoyable?
- 8. What would make you interested in returning to work for the City?

QUALITY OF SUPERVISION

9. How would you rate your supervisor in the following areas?

	Excellent	Good	Fair	Poor	Comments
Demonstrates Fair & Equal Treatment					
Provides Appropriate Recognition					
Resolves Complaints/ Difficulties in a Timely Fashion					
Follows Policy & Procedures					
Informs Employee of Matters Relating to Work					
Encourages Feedback					
Is Knowledgeable in Own Job					
Expresses instructions Clearly					
Develops Cooperation					

10. If you came back to work for the City, would you work for the same supervisor?

11. Are you leaving for a similar job?

12. How is your new job different from your old one? Are you staying in the same industry?

13. What part does salary play in your decision to leave?

14. What made you begin looking for another position, or, if appropriate, what made you listen to the offer to interview for another position?

15. What could the City have done to prevent you from leaving?

16. If you are going to another job, what does that job offer you that your job here did not?

ADDITIONAL COMMENTS

Are there any other comments that you would like to make about your employment with the City?

Appendix B: **PERSONNEL MANUAL STATEMENT AND ACKNOWLEDGMENT**
Property of the City of Lathrup Village

Employee Copy

I, _____, the undersigned employee of the City of Lathrup Village ("City"), acknowledge receipt of this Manual and that I am responsible for knowing its contents and keeping it updated. I also understand that this Manual is City property that must be returned when I leave this organization.

I understand that the contents of the Personnel Manual I have received today supersede all prior versions of the Personnel Manual. I also understand that this Personnel Manual Statement Acknowledgment supersedes any prior written or oral communications to me concerning my job and employment status.

I understand that only the City Administrator or designee of the City has the authority to enter into an agreement, regarding my employment, beyond the terms set forth in this Manual.

I acknowledge and accept all the terms set forth in the Personnel Manual.

I acknowledge that my employment with the City is terminable "at-will" by the City or myself unless covered by a bargaining unit agreement. This means that the City has the right to terminate my employment at any time, with or without cause, or for any reason whatsoever in accordance with the terms of this Manual. I understand that I have the same right.

I understand that if the City must notify me of any employment-related matter that it will do so by hand delivery or regular mail to the last address known by the City. After the third business day from the mailing post-date, the City considers me to have been officially notified and to have fulfilled its obligation to do so.

I acknowledge that if any portion of this Personnel Manual Statement and Acknowledgment is determined to be unenforceable, the remaining part or parts of the document shall remain in full force and effect.

Please print and then sign your name below:

Acknowledged by (Employee):

Print Name: _____

Signature: _____ Date: _____

Witnessed by (City Representative):

Print Name: _____

Signature: _____ Date: _____

Appendix B: **PERSONNEL MANUAL STATEMENT AND ACKNOWLEDGMENT**

Property of the City of Lathrup Village

City Copy

I, _____, the undersigned employee of the City of Lathrup Village ("City"), acknowledge receipt of this Manual and that I am responsible for knowing its contents and keeping it updated. I also understand that this Manual is City property that must be returned when I leave this organization.

I understand that the contents of the Personnel Manual I have received today supersede all prior versions of the Personnel Manual. I also understand that this Personnel Manual Statement Acknowledgment supersedes any prior written or oral communications to me concerning my job and employment status.

I understand that only the City Administrator or designee of the City has the authority to enter into an agreement, regarding my employment, beyond the terms set forth in this Manual.

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I understand that if the City must notify me of any employment-related matter that it will do so by hand delivery or regular mail to the last address known by the City. After the third business day from the mailing post-date, the City considers me to have been officially notified and to have fulfilled its obligation to do so.

I acknowledge that if any portion of this Personnel Manual Statement and Acknowledgment is determined to be unenforceable, the remaining part or parts of the document shall remain in full force and effect.

Please print and then sign your name below:

Acknowledged by (Employee):

Print Name: _____

Signature: _____ Date: _____

Witnessed by (City Representative):

Print Name: _____

Signature: _____ Date: _____

Appendix C: **AUTHORIZATION TO RELEASE INFORMATION**

I, _____ (applicant for employment), hereby authorize any duly empowered representative of the City of Lathrup Village bearing this release, or copy thereof, within one year of its date, to obtain any information in your files or other sources pertaining to my employment, military, credit or educational records and personal background including, but not limited to, academic, achievement, attendance, driver's license records, athletic, personal history, disciplinary actions and records, medical records, and credit reports or any other records you may have regarding me.

I understand that my Rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those Rights with the understanding that information furnished will be used by the City of Lathrup Village in conjunction with employment procedures.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Lathrup Village. Consent is for the City of Lathrup Village to furnish such information as described above, to third parties in the course of fulfilling its official responsibilities.

I hereby indemnify and hold harmless you, as the custodian of such records, and any agency, institution or establishment which you represent including its officers, employees and related personnel, or business, both collectively or individually, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain any original writing of my signature. This waiver is valid for a period of 180 days from the date of my signature. Should there be any question as to the validity of this release, you may contact me as indicated below on this form.

I have carefully read this authorization and consent form and affirm that I fully understand its contents. I also affirm that I voluntarily consent to any background check the City of Lathrup Village may wish to conduct in connection with my application for employment. I also acknowledge that I have received a copy of the Summary of Rights under the Fair Credit Reporting Act.

By signing below, I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the City or any of its affiliates or carriers. I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the term of my contract.

Applicant Signature

Date

Witness Signature

Date

APPENDIX D: SOCIAL MEDIA POLICY

Purpose

To establish a policy concerning personal web pages or internet sites when referencing the City of Lathrup Village and to ensure that City employees use appropriate discretion and do not discredit the City. This Policy does not apply to non-employee elected officials or members of boards or commissions of the City of Lathrup Village.

The City believes that social media provides a valuable means of assisting in meeting community education, community information and other related organizational and community objectives. The City endorses the use of social media to enhance communication and information exchange, streamline processes and to foster productivity.

The City acknowledges an employee’s right to have personal web pages or sites and encourages employees to exercise that right to the extent possible without causing a decline in public confidence or respect for the City of Lathrup Village, any Department of the City, or any employee of the City. The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, use of social media also present certain risk and carries with its certain responsibilities. As such, the City shall impose restrictions and oversight, when direct or indirect reference to the City, a Department or its employees is made within these forums.

Guidelines

Social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated with the City of Lathrup Village, as well as any form of electronic communication. This includes communication via “temporary” social media, where the media is only available for a short period of time.

The same principles and guidelines found in other City policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow coworkers or otherwise adversely affects members of the public, contractors, people who work on behalf of the City or the City’s legitimate interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines and related policies, including, but not limited to the City’s policies concerning harassment, discrimination, work rules, etc., to ensure your postings are consistent with these policies. Inappropriate posting that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

General Rules

Be Respectful

Be fair and courteous to fellow coworkers, persons who serve on boards or commissions/committees, elected and appointed officials, members of the public, contractors or people who work for the City of Lathrup Village.

Generally, you are more likely to resolve issues by speaking directly with your coworkers or by speaking with your supervisors than by posting complaints to a social media outlet. If you decide to post complaints

or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages members of the public, coworkers, contractors or that might constitute bullying or harassment. Examples of this conduct include posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, age, national origin, religion or any other status protected by law or City of Lathrup Village policy.

Be Honest and Accurate

Honesty and accuracy are essential when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you altered. Remember, the internet archives almost everything, therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City, fellow coworkers, members of the public, contractors, people working on behalf of the City, or others.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of City of Lathrup Village private or confidential information. This may include information regarding the development of systems, processes, technology or products. Do not post internal reports, policies, procedures or other internal business-related confidential communication. You may learn of confidential or embarrassing information about our residents, property owners and business people through your work at the City. Do not disclose this information on social media or in personal conversations—respect the privacy of others as you would expect others to respect yours. Do not create a link from your blog, website or other social networking site to the City of Lathrup Village website without express permission from the City Administrator or his/her designee.

Express only your personal opinions. Do not represent yourself as a spokesperson for the City of Lathrup Village. If the City is subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City of Lathrup Village, fellow coworkers, citizens, contractors or those who work on behalf of the City. It is best to include a disclaimer “The postings on this site are my own and do not necessarily reflect the view of the City of Lathrup Village.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment provided by the City of Lathrup Village unless it is work-related and authorized by your supervisor. Do not use the City email addresses to register on social network blogs, or any other online tools utilized for personal use. Any conduct pertaining to this policy that adversely affects job performance, the performance of a coworker or otherwise adversely affects members of the public or those who work on behalf of or represent the City of Lathrup Village may result in disciplinary action.

Retaliation is Prohibited

Any employee becoming aware of or having knowledge of a posting or any website or web page in violation of the provisions of this policy may notify his or her supervisor immediately for follow-up action. The City of Lathrup Village prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another coworker for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including termination.

Media Contact

Employees should not speak to the media on behalf of the City of Lathrup Village without first obtaining permission from a supervisor.

Internet Privacy and FOIA

All workplace computer activity, Internet usage and e-mail messages are for the intended use of the City, therefore, the City reserves the right to monitor, read and inspect any electronic data, files and/or e-mail

messages stored, distributed, viewed, printed, edited or recorded using the City’s network or computing resources. Furthermore, the City reserves the right to require an employee to disclose access information (user name, password, login information, etc.) to operate any computer, phone or other electronic device paid for in whole or in part by the City, or for access to any account or service provided by the City, obtained as a result of your employment relationship with the City, or used for the City’s business purpose. The City will not request access to an employee’s personal internet account or private phone or electronic device.

Any emails or messages sent using a City email address, City phone or City computer are subject to FOIA (Freedom of Information Act) and may be released as a result of a FOIA request.

Personal Use/Precautions and Prohibitions

City of Lathrup Village employees shall abide by the following when using social media:

- A. City employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the City for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, discuss the home addresses of City personnel or negatively affect the public perception of the City.
- B. City employees should be aware that there is a distinction between the extent of the protections of the freedoms of expression they have as citizens and as public employees. Specifically, public employees have freedom of expression as to statements they make as a citizen on matters of public concern. As such, statements not made as a public citizen (i.e. in their official capacity as a City employee), and/or that are not matters of public concern (e.g. derogatory, inflammatory or other speech that has no value to the public) are not constitutionally protected. Further, some statements are not protected because the statements affect the efficient operation of the City and its various departments, even though they involve a matter of public concerns. As such, City employees are cautioned that speech on or off duty, made pursuant to their official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the City. City employees should be aware that their speech and related activity on social media sites may reflect upon their positions and the City and may be a cause for discipline if deemed detrimental to the City or in violation of this policy.
- C. City employees shall not post, transmit or otherwise disseminate any information to which they have access as a result of their employment without written permission from the City Administrator or his/her designee.
- D. For safety and security reasons, City employees shall not post information pertaining to any other employee of the City without their permission. As such, City employees are cautioned not to do the following whether it be about themselves or other City employees:
 - 1. Display City logos, uniforms or similar identifying items on personal web pages, except in connection with a labor dispute with the City.
 - 2. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a City employee.
- E. When using social media, City employees should be mindful that their speech becomes part of the worldwide electronic domain. As such, City employees are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparages, or otherwise express bias against any race, any religion or any protected class of individuals.

- b. Speech involving themselves or other City employees reflecting behavior that would reasonably be considered reckless or irresponsible.
 - c. Employees shall not publicly criticize or ridicule the City, its guidelines, or other employees by speech, writing, or other expression, where such speech, writing or other expression undermines the effectiveness of the City, interferes with the maintenance of discipline, or is made with reckless disregard for the truth.
- F. City employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or public materials that could reasonably be considered to represent the views or positions of the City or any of its Departments without express authorization of the City Administrator or his/her designee. Employees shall not post blogs or other messages on social media, address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge information, or any other matters of the City while holding themselves out as representing the City in such matters without prior approval of the City Administrator or his/her designee.
- G. When providing any speech outside of their official duties, employees should make it clear that the speech is not that of the City or the Department to which they are assigned, but rather, that of the employee.
- H. City employees should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- I. City employees should expect that any information created, transmitted, downloaded, exchanged or discussed in a public online forum may be accessed by the City at any time without prior notice.

For More Information

Inquiries regarding this policy should be directed to the City Administrator.

Appendix E: **INFORMATION SYSTEMS POLICY ACKNOWLEDGMENT**
(AMENDED 4-15-2019)

The purpose of this acknowledgment is to inform you of the City's Information systems Policy. Employers are liable under Federal Law for violations of copyright restrictions by their employees, and are also legally responsible for the proper use and distribution of the information stored on their computers.

The City has adopted this Information Systems Policy to inform you about your obligations as a City Information Systems Operator, and to let you know that the City views this policy very seriously. Your access to the City's Information Systems is a valuable opportunity, in terms of learning technical job skills, obtaining information, communicating with fellow employees and citizens, and being a more productive worker. Along with this opportunity, you have important legal responsibilities, which are outlined in the attached policy. The policy includes the following topics:

- (17.10) Copyright Protected Software
- (17.11) Network Data Use and Security
- (17.12) Network Access Security
- (17.13) Software Specification Policy
- (17.14) Electronic Data Created by City Employees
- (17.15) Email Policy
- (17.16) Monitoring of Email
- (17.17) Internet Policy
- (17.18 and Appendix D) Social Media Policy

The City expects all employees to comply fully with this policy. Any employee found to be violating the Information Systems Policy will be subject to reprimand or termination, on the same basis which would apply to misuse or misappropriation of any other City property, or for violations of other City policies.

Sheryl Mitchell
City Administrator

Acknowledgment: I hereby acknowledge that I have received a copy of the City Information Systems Policy, that I understand the policy, and that I will comply fully with it.

Date: _____ Signed: _____