



City Council Regular Meeting

Monday, September 15, 2025 at 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)

6. **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

- i. 8-18-25 - Council Study Session
- ii. 8-18-25 - Council Regular Meeting
- iii. 9-8-25 - Council Study Session

B. Building & Code Enforcement Reports

C. Finance Department Reports

D. Community & Economic Development Report

E. LVPD Reports

F. Request to Approve Board & Commission Recruitment Policy

7. **Public Hearings**

A. 27700 Southfield Road (Annie Lathrup School Workforce Housing) - PILOT Request

8. **Action Requests - For Consideration / Approval**

A. Request to Approve Resolution #2025-18 - A Resolution to Approve Tax Exemption & A Payment in Lieu of Taxes (PILOT) for a Workforce Housing Project to be Located at 27700 Southfield Road

B. Request to Approve Personnel Manual of Employment Regulations Updates

C. Request to Appoint Planning Commissioner

9. City Administrator Report

10. City Attorney Report

11. Reports of Boards, Commissions, and Committees

- i. Finance Review Committee
- ii. Downtown Development Authority
- iii. Planning Commission
- iv. Parks & Recreation
- v. Tree Committee
- vi. Southfield Public Schools

12. Unfinished / New Business

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

14. Mayor and Council Comments

15. Closed Session

A. Request to enter into Closed Session per MCL 15.268(e) - to discuss pending litigation on Michigan Tax Tribunal Case Numbers 24-001634, 24-001640, and 24-001646

16. Request to Approve the Retention of Hallahan & Associates as Trial Counsel for Michigan Tax Tribunal Case Numbers 24-001634, 24-001640, and 24-001646

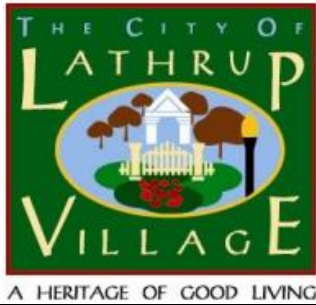
17. Adjourn

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.
- Attendees are permitted to make video and sound recordings of the public meeting. However, video recording devices shall only be permitted in a designated area, and the device shall remain there through the duration of the meeting.
- 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.



City Council Study Session

Monday, August 18, 2025 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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

2. **Discussion Items**

A. LVPD OWL Program

Lt Zang explained that the program was utilized in the past, and during an increase in home invasions, and helped residents with security awareness regarding their home and their neighborhood, and an OWL sticker was given out. Lt. Zang mentioned that Mayor Garrett was interested in restarting this program and including education about fraud and cybercrimes.

Mayor Garrett, Councilmembers, City Administrator Greene, and City Attorney Baker discussed:

- The importance of reminding residents about safety and cybercrimes
- That the program would be free
- When the program could start
- How to measure the effectiveness of the program
- Shared a recent fraud scam that victimized a Council member, which utilized an online party invitation that you click to open, which then allowed credit cards to be hacked

B. ZBA - Sign Variance Request

DDA Director Colson explained that Holbrook Auto Parts at 26600 Southfield Rd., occupies what was a 5-business front location, that would have had 5 different signs, and their building has 2 sides that face residential streets, but they are only going to have one sign on their building facing Southfield Road. They are requesting a sign variance of 22 square feet for the sign in order to have better visibility on Southfield Road. DDA Director Colson mentioned that there is an existing Monument sign, and in the future, they are going to request to move the current monument sign from its current location to the middle of the parking lot.

Mayor Garrett, Councilmembers, City Administrator Greene, and City Attorney Baker discussed:

- To keep in mind the upcoming Monument sign move when considering this request
- The hardship or justification, practical difficulty for granting this request
- The speed of traffic on Southfield Rd., the distance of the building from the Road
- The Size of the printed area of the sign versus the outer edges of the sign

- The Ordinance allows 64 sq ft for a sign, per business front, and this used to be multiple businesses; the ordinance should address when a multiple-business front becomes a single business, and explore revisions to the Ordinance
- Does the ordinance encourage multiple small businesses and not one large business
- Due to vacancies, there might be a reason to consider allowing larger signage for larger tenants
- Timeline of the sign installation
- Visibility of the sign
- Putting signs in the parking lot stating that you cannot repair cars in the parking lot

C. Bond Payment Acceleration

City Administrator Greene explained that the City will save money on interest and save staff time if this bond payment is accelerated and closed.

3. Public Comments

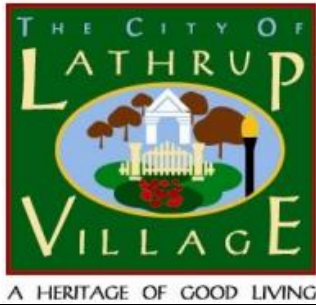
Diane Anderson passed out some papers to Councilmembers and then spoke about comments that she thought were made against her that were defamatory by Mayor Garrett, and began making certain comments, which Council deemed inappropriate.

Laurne Beras commented on behavior and comments made during Council meetings, being held to a higher standard, and that she never felt disrespected by comments that were made by Mayor Garrett.

4. Mayor and Council Comments

None

5. Adjourn at 6:26 pm



City Council Regular Meeting

Monday, August 18, 2025, at 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett at 7:30 pm
2. **Roll Call**

Present: Garrett, Kantor, Jennings, Hammond, Mannarino Thompson

Absent: N/A

Also Present: CA Greene, Attorney Baker, City Clerk Emanuel, DDA Director Colson

3. **Pledge of Allegiance**
4. **Approval of Agenda**

Moved by Mayor Pro Tem Kantor, seconded by Councilmember Jennings, to approve the agenda with the addition of item 8L approval of Verkada Cameras License Renewal.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

5. **Zoning Board of Appeals**

Moved by Councilmember Hammond, seconded by Mayor Pro Tem Kantor, to adjourn the City Council meeting and go into the Zoning Board of Appeals meeting at 7:32 pm.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

Roll Call

Present Garrett, Kantor, Jennings, Hammond, Mannarino Thompson

Absent: N/A

Also Present: CA Greene, Attorney Baker, City Clerk Emanuel, DDA Director Colson

A. ZBA Bylaws

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to adopt the proposed Zoning Board of Appeals Bylaws as written.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

B. Public Hearing

i. Request to Approve Variance Request - 26600 Southfield Road (Holbrook Auto Parts) - Wall Sign

DDA Director Colson explained that this was a five-business storefront location, which had five different signs; now it is one business. Even though the building faces two residential streets, the company will not be putting up any signs that face the residential streets. The company is requesting a variance of 22 square feet for the single sign that will face Southfield Road. DDA Director Colson mentioned that Holbrook Auto Parts will also be asking for a variance to move the monument sign into the center of the parking lot in the future.

The contractor on site, Max, and a representative of the sign company for this site, explained that the sign will comply with all of the City's illumination of signs and sign ordinances; they just want it to be larger, to fit the building better, and for better visibility from Southfield Road.

Moved by Councilmember Hammond, seconded by Mayor Pro Tem Kantor, to open the Public Hearing at 7:43 pm.

Diane Anderson expressed opposition to the signage, stating concerns about keeping a Historic look to buildings in Lathrup Village.

Roger Lynn expressed support for the sign variance, sharing that the design of 5 stores into one with one sign looks first-class and professional, and that he welcomes the company.

Ellen Greenia, Santa Ann, expressed support, saying in part that she lives across the street and is looking forward to this business that she thinks will help Lathrup Village.

Moved by Councilmember Jennings, seconded by Mayor Pro Tem Kantor, to close the Public Hearing at 7:49 pm.

Moved by Mayor Pro Tem Kantor, seconded by Councilmember Jennings, to approve the variance request for 26600 Southfield Rd., Holbrook Auto, to allow for a single wall sign up to 84 square feet.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried.

Moved by Mayor Pro Tem Kantor, seconded by Councilmember Jennings, to close the Zoning Board of Appeals meeting and reconvene the City Council meeting at 7:56 pm.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

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

7. **Consent Agenda**

A. Approval of Minutes

- i. 7-21-25 - Council Study Session
- ii. 7-21-25 - Council Regular Meeting
- iii. 8-4-25 - Council Study Session
- B. Building & Code Enforcement Reports
- C. Finance Department Reports
- D. LVPD Monthly Reports
- E. Community & Economic Development Report

Moved by Councilmember Hammond, seconded by Mayor Pro Tem Kantor, to approve the Consent Agenda.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

8. Action Requests - For Consideration / Approval

A. Request to Approve Ordinance #2025-03 - An Ordinance to Amend Article 2 Sign Ordinance

Moved by Mayor Pro Tem Kantor, seconded by Councilmember Jennings, to adopt the ordinance #2025-03 – An Ordinance to Amend Article 2 Sign Ordinance.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

B. Request to Approve Ordinance #2025-04 - An Ordinance to Amend Chapter 10. Animals, by Amending Article IV. Chickens, Section 10-131. Number Limits, and Section 10-132. Structure

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to approve #2025-04 - An Ordinance to Amend Chapter 10. Animals, by Amending Article IV. Chickens, Section 10-131. Number Limits, and Section 10-132. Structure.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

C. Request to Approve Ordinance #2025-05 - An Ordinance to Amend Chapter 18. Businesses, Article IV. Landlords & Tenants, Section 18-181 Definitions & Section 18-184 Rental Licenses

Moved by Councilmember Jennings, seconded by Mayor Pro Tem Kantor, to adopt Ordinance #2025-05 - An Ordinance to Amend Chapter 18. Businesses, Article IV. Landlords & Tenants, Section 18-181 Definitions & Section 18-184 Rental Licenses.

Yes: Hammond, Jennings, Mannarino Thompson, Kantor

Abstain: Garrett

No: N/A

Motion Carried

D. Request to Approve Ordinance #2025-06 - An Ordinance to Amend Article 18. Businesses, by Adding a New Article, Article VII. Short-Term Rentals, to Provide for the Licensing & Regulation of Short-Term Rentals in the City of Lathrup Village

Moved by Mayor Pro Tem Kantor, seconded by Councilmember Jennings, to adopt Ordinance #2025-06 - An Ordinance to Amend Article 18. Businesses, by Adding a New Article, Article VII. Short-Term Rentals, to Provide for the Licensing & Regulation of Short-Term Rentals in the City of Lathrup Village.

Yes: Hammond, Jennings, Mannarino Thompson, Kantor

Abstain: Garrett

No: N/A

Motion Carried

E. Request to Approve Police Department Floor Replacement Project

Moved by Councilmember Jennings, seconded by Councilmember Hammond, to award the Police Department Floor replacement to Comer and Cross Concrete for an estimated price of \$14,350.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

F. Request to Approve the Purchase of Police Department Body Cameras

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to approve the purchase from Getac for an estimated cost of \$16,674.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Carried

G. Request to Approve EGLE Cross Connection Control Contractor

Moved by Councilmember Jennings, seconded by Mayor Pro Tem Kantor, to approve the two-year cross connection control program renewal service agreement with HydroCorp.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

H. Request to Approve Water Meter Cell Tower Gateway Electrical

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to award Lighthouse Electrical Service the water meter cell tower gateway electrical project for a total estimated cost of \$15,360.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

I. Request to Approve City Hall RTU-2 Compressor Replacement

Moved by Mayor Pro Tem Kantor, seconded by Councilmember Hammond, to approve Denny's Heating and Cooling RTU-2 first-stage Compressor Replacement for an estimated cost of \$7,556.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

J. Request to Approve 2007 General Obligation Bond Payment Acceleration

Moved by Councilmember Jennings, seconded by Councilmember Hammond, to approve the 2007 General Obligation Limited Tax Bond payment acceleration and allow staff to file all necessary paperwork to redeem and close this bond.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

K. Request to Approve Master Plan & Parks/Recreation Plan Update Proposal

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to approve the Lathrup Village Comprehensive Plan update via Giffels Webster for a cost of \$39,350.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried

L. Request to Approve the Verkada Camera license renewal

Moved by Councilmember Jennings, seconded by Mayor Pro Tem Kantor, to approve a one-year extension for Verkada Licenses with Trendset Communication Group for a cost of \$6,249.81.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried.

9. City Administrator Report None

10. City Attorney Report None

11. Reports of Boards, Commissions, and Committees

- i. Finance Review Committee – Mayor Pro Tem Kantor commented that they are moving forward with Town Halls to educate residents on the Headlee Override; there was one last week, 7 to 8 in residents' homes, there will be some next week, and one on September 16th at 7:00 pm at City Hall.
- ii. Downtown Development Authority – The last meeting was canceled due to no Quorum.

- iii. Planning Commission – Councilmember Hammond shared that there is a meeting tomorrow at 7:00 pm, with a site plan review and discussion to schedule a public hearing regarding the new proposed ordinance language for cryptocurrency machines.
- iv. Parks & Recreation – Mayor Pro Tem Kantor reported that on August 20th, there will be a Climate Action Household presentation at Dennis Nordmoe’s house, he has brought his utility costs down through Green Initiatives, Food Truck Friday (Aug. 22nd), will be Wetzel’s Pretzels, September 5th there is a flower arranging class, September 13th is the Lathrup Village Music Festival and Parks and Recreation will have a Kids Zone, Sept 26th, is the next Trivia Night, and October 8th is a Puzzle night.
- v. Tree Committee – No Report
- vi. Southfield Public Schools - No Report

12. Unfinished / New Business – None

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

Jonathan Tara commented on the water meter cell tower and asked for a progress report on the “Save” bagged promotional advertising that is littering the neighborhoods, and the letter that the City Attorney was going to send to the company that distributes them.

Diane Anderson asked Councilmember Jennings and Mayor Garrett about the Lathrup Village Chamber of Commerce and commented on the mentorship program Boys 2 Men. She also commented about the Lions Club no longer being active at Lathrup Village City Hall.

Lauren Beras promoted the Lathrup Village Music Festival and its sponsors, including both the Southfield and Lathrup Village Chamber of Commerce, and said she is glad that Boys 2 Men is in Lathrup Village.

14. Mayor and Council Comments

Mayor Garrett’s comments:

- She asked about the letter regarding the “Save” distributions, and CA Greene said that it was sent, and they received no response from the company.
- She said that she was able to go online, and she has not received another “Save” packet
- Commented to Diane that her questions being directed to her and Councilmember Jennings gave her pause, and that they stand out for one particular reason.
- She does not know why the Lathrup Village Chamber of Commerce was formed; it was not put together by the City
- Boys 2 Men was not put together for “deadbeat dads”
- Questioned Ms. Anderson, commenting and complaining about individuals who live in Lathrup Village, when Ms. Anderson hasn’t lived in Lathrup Village for 20 years
- She has donated to the Women’s Club, bought a ticket to an event where they did not have a place for her to sit down

Councilmember Hammond’s comments:

- The Women’s Club has a partnership agreement in place
- He has never seen anyone who was a member of the Lions Club in this room, been contacted by them, been asked by them to participate, and had no idea that they were folding, and if he had been contacted, he would have tried to do something about that.

- Apologized to Mayor Garrett, regarding being incomplete in how he spoke regarding her stance on Flag Flying at a prior Study Session

Councilmember Mannarino Thompson's comments:

- Promoted opportunities to serve in Lathrup Village and encouraged people to become involved, and in response to her question about open positions, CA Greene shared that there is one opening on the Planning Commission and one on the Historic District Commission

Councilmember Jennings's comments:

- Read from the Boys 2 Men website, "Welcome to Boys 2 Men, a Non-profit organization dedicated to empowering young boys to become strong independent men," and shared that it does not indicate that it is a program for children with no dads or with deadbeat parents
- To Diane," It is disgusting that you would say that on camera, and I am disappointed in you," stating that sometimes she has great points, but today she has been disgusting.

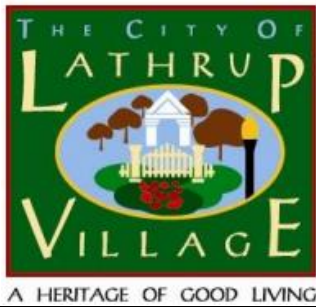
15. **Adjourn**

Moved by Councilmember Hammond, seconded by Mayor Pro Tem Kantor, to adjourn at 8:45 pm.

Yes: Garrett, Hammond, Jennings, Mannarino Thompson, Kantor

No: N/A

Motion Carried



City Council Study Session

Monday, September 08, 2025, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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

2. **Discussion Items**

A. Planning Commission Member Appointments

DDA Director Colson informed Council that there were 3 applications received for the Planning Commission's two open seats.

B. 27700 Southfield Road - PILOT Request

Mayor Garrett, Councilmembers, DDA Director Colson, Community Economic Development/DDA Project Coordinator Kennedy, and Attorney Baker discussed:

- Wording of a recommended motion that was in the meeting packet
- The specific district in the covenant regarding the area median income
- References in the wording are based on our Ordinances
- The initial thought of 10% but then seeing that many PILOTs are at 4% online, and if we go much higher, their debt ratio gets too high to qualify for MSHDA
- Debt ratio is a critical component to qualify
- One way to lower the debt ratio would be for the applicant to put more of their own money into the project:
- **Applicants Sam Surnow and Jordan Sherman** showed referenced Spreadsheets that were shown on the monitor, and answered questions from the Council referencing:
 - This is a 40+ million-dollar development, which is a considerable amount of investment
 - They went to HUD, MSHDA, and Banks, who required them to have at least 10% invested, and they are just over that threshold. They reached out to other developers, too, and that's all they are going to put in
 - They are required to show everything open their books with the PILOT
 - The Pro-forma Report
 - They talked about the Project Cash Flow Schedule, which they created based on a completed building (a stabilized year) with annual rental income from the development with every unit rented, and charging between \$1400 –

\$2200 a month, based on floor and view, which at 52 West, they are charging between \$1,600 - \$2,200 a month.

- The attainable rent of \$3,533.240 if fully occupied
- Minus operating expenses, typically, that you would see, around 28-35%
- Replacement Reserves – lease up turn over unit, shown at a small amount to show net operating income, paid to lender 1st, annual debt service \$2,137,703, Cash Flow, Debt Service Coverage Ratio of 1.20
- Debt Service – Construction budget 31,500,000 Construction Period Interest, all in cost \$42,000,000
- A \$27,300,000 Bank Loan, and Developer Funding of \$4,200,000
- Construction interest
- MSHDA is waiting to see if they get a PILOT, and they may get a better interest rate
- A Maintenance Tech living in the building
- Maybe raise the rent a little bit
- Conservative but achievable numbers
- Of course, developers are trying to maximize the dollar; all developers do
- They will be getting audited every year
- The original plan was larger and had 170 units; every inch of this matters
- Other developers are competing for MSHDA; they have a shot, and MSHDA wants to know where we are with this PILOT
- If MSHDA does not approve it, what could happen, they might look for other funding
- Surnow Company is not giving up; this goes along with Gov. Whitmer wanting building/construction to occur in Michigan
- Provide information if requested
- Debt Service Coverage Ratio, important to lenders, to know they will be able to be paid back
- Along with the Community Track and Park, can there be some small project every year that will benefit the Community?
- Sam Surnow mentioned that although developers are not required to make the \$120,000 payments until after the completion of the project, they were going to pay \$120,000 during construction and do the Park, and said they can try to figure out how to make a small project work.
- Working within the framework that MSHDA required for the terms
- Referenced a PILOT in Ferndale

3. Public Comments

Jonathan Tara asked how long PILOTs have existed, and Sam Surnow responded for 60 years.

Mr. Tara asked about the 15-year mark and what he believes would be a “15-year tax bomb,” and urged Council to study that, and mentioned the idea of a “hole in the ground bond” or a completion bond.

Karen Harris emphasized that without a Pilot, there will be “no project” and expressed that she is in favor of it.

Diane Anderson expressed thoughts of losing Lathrup Village’s heritage and mentioned wanting to ask FOIA questions related to a lot of different subjects.

Lauren Beras promoted the LVMF-Lathrup Village Music Festival this Saturday and expressed support for the PILOT and thanked the Surnow Company for investing in Lathrup Village, not just the properties.

Timothy Hillman mentioned that the digital flyer states a Sept. 4th, 2025, deadline for the Planning Commission applications, but that September 15th, 2025, was mentioned as the deadline earlier in the meeting.

Larry Sherman, who is an Attorney for Surnow, mentioned PILOT programs in Madison Heights, including Senior Towers, and reiterated that the Surnow Company is agreeing to start payments earlier than required.

4. Mayor and Council Comments

Councilmember Mannarino-Thompson expressed that without the PILOT, the site development will not happen.

CED/DDA Project Coordinator Kennedy defined a hole in the ground bond.

Mayor Pro Tem Kantor suggested that Diane Anderson subscribe to Bridge magazine, and that they have articles about the shortage of affordable housing.

Mayor Pro Tem Kantor also relayed that the Parks and Recreation Committee wants to do a presentation to Council, expressing some of their concerns, including:

- Regarding their mission and their goals,
- They feel unsupported
- They were to assist the City, not be party planners
- Their desire to work on and improve Parks
- The City is not moving forward with Park plans
- Their Mission Statement

5. Adjourn 6:53 pm

Permits Issued: August 2025

Building

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PB250041	08/01/2025	LATHRUP VILLAGE PLAZA LL	27320 SOUTHFIELD RD	40-24-13-353-001	\$678.80	\$27,000
Work Description: Build out clothing store inside white box tenant space						
PB250072	08/13/2025	HAYGOOD, SHIEDA ADGERS	18131 KILBIRNIE AVE	40-24-23-278-010	\$447.82	\$12,588
Work Description: Partial interior system w/ clean out tap in .						
PB250074	08/01/2025	HALLE PROPERTIES LLC	27000 SOUTHFIELD RD	40-24-13-359-052	\$394.00	\$10,000
Work Description: constructing of an interior temporary showroom in Bay #1 and a luxury restroom trailer and ADA porta john outside the building.						
PB250078	08/13/2025	DANIELS, WILLIAM L	19593 SAN JOSE BLVD	40-24-14-304-026	\$324.61	\$5,663
Work Description: Installing 5 basement jacks						
PB250080	08/15/2025	ALEXANDER, JOEL	27491 GOLDENGATE W DR	40-24-14-476-021	\$297.17	\$3,949
Work Description: Install Sub floor drainage system						
PB250081	08/22/2025	MORSE, AMY	28280 WOODWORTH WAY	40-24-14-181-001	\$2,446.80	\$125,000
Work Description: Interior renovation. Move basement stairs to allow for a larger kitchen. New kitchen, interior doors, flooring, etc						
PB250085	08/29/2025	BALIAN, LESLIE	27577 RACKHAM DR	40-24-14-330-007	\$600.50	\$22,100
Work Description: INSTALL 12 X 20 TREX DECK - \$18600 REMOVE OLD DECK & DEBRIS - \$3500						
PB250087	08/22/2025	PERREMAN, DEAN M	27450 LATHRUP BLVD	40-24-13-355-010	\$225.00	\$33,572
Work Description: Replacing 24 windows, same size & same style.						
PB250088	08/27/2025	BOZEMAN, BRENDA	18131 CORAL GABLES AVE	40-24-23-229-008	\$310.00	\$4,750
Work Description: REMOVE 24 COURSE OF SCALED BRICK 12 BRICK PER COURSE. REPLACE WITH NEW BRICK & BRICK CAP - FLU REMAIN INTACT						
PB250091	08/29/2025	JORDON, KENNETH	18756 SUNNYBROOK AVE	40-24-14-453-013	\$155.00	\$3,282
Work Description: Install (5) vinyl replacement windows						

Total Permits For Type: 10

Total Fees For Type: \$5,879.70

Total Const. Value For Type: \$247,904

Electrical

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PE250075	08/06/2025	HOLLEY, MARVIN J	27654 LATHRUP BLVD	40-24-13-355-003	\$315.00	\$0

Work Description: FURNACE WIRING, A/C, SERVICE,

Item 6B.

PE250076	08/07/2025	KEENAN, MICHAEL D	18841 SARATOGA BLVD	40-24-14-401-002	\$140.00	\$0
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Work Description: AC

PE250078	08/07/2025	DISCOUNT TIRE CO INC	27000 SOUTHFIELD RD	40-24-13-359-052	\$296.00	\$0
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Work Description: Electrical for showroom remodel

PE250079	08/07/2025	BALIAN, LESLIE	27577 RACKHAM DR	40-24-14-330-007	\$290.00	\$0
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Work Description: Convert overhead 200amp service to underground service.
Install 26kW standby generator.

PE250081	08/13/2025	JOSEPH, JOHN	17410 REDWOOD AVE	40-24-13-152-010	\$260.00	\$0
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Work Description: Service Upgrade. Connect 2 HVAC units. (11 IS NOW 3 UNITS)

PE250083	08/19/2025	CITY OF LATHRUP VILLAGE	19101 W 12 MILE RD	40-24-14-126-007	\$0.00	\$0
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Work Description: Removal and disposal of existing unused equipment as needed
Supply and install (1) new 100A service rated disconnect
Supply and install (1) new 60A fused disconnect at Neptune Gateway.
Supply and install 1" IMC 6" below grade from disconnect to Neptune
Supply and install # 3 copper through piping

PE250085	08/26/2025	BEAUTY HUNTERS	26720 SOUTHFIELD RD	40-24-24-103-032	\$140.00	\$0
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Work Description: One Wall Sign Connection for Curl M Crazy

Total Permits For Type: 7

Total Fees For Type: \$1,441.00

Total Const. Value For Type: \$0

Electrical Reconnect

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
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PE250073	08/01/2025	JANNUZZI, KIMBERLY	18815 LACROSSE AVE	40-24-14-205-001	\$65.00	\$0
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Work Description: replace a/c

PE250074	08/05/2025	FRENCHER, GWENDOLYN	17640 AVILLA BLVD	40-24-13-105-018	\$70.00	\$0
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Work Description: FURNACE & A/C RECONNECT

PE250084	08/19/2025	J D ADVISING	17401 W 12 MILE RD STE A	40-99-00-025-009	\$95.00	\$0
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Work Description: Reconnect furnace and AC

PE250086	08/27/2025	OLDFORD, THERESA M	27255 GOLDENGATE W DR	40-24-14-456-020	\$95.00	\$0
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Work Description: Installing a replacement 80% efficient 110,000 BTU furnace, humidifier and a 14 seer 3.5 ton AC

Total Permits For Type: 4

Total Fees For Type: \$325.00

Total Const. Value For Type: \$0

EXTRA CEMENT PERMIT

Item 6B.

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PEXC-25-015	08/26/2025	WINN, GEORGE E	28650 SUNSET W BLVD	40-24-14-207-001	\$80.00	\$0
Work Description: ADDITION TO DRIVEWAY AND SLAB FOR SHED AT REAR						

Total Permits For Type: 1
Total Fees For Type: \$80.00
Total Const. Value For Type: \$0

Fence

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PF-25-022	08/22/2025	BLUST, BRIANNA	28051 SANTA BARBARA DR	40-24-14-182-005	\$160.00	\$0
Work Description: Erecting 254 linear ft of 6' high wood privacy fence.						

Total Permits For Type: 1
Total Fees For Type: \$160.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PM250054	08/06/2025	HOLLEY, MARVIN J	27654 LATHRUP BLVD	40-24-13-355-003	\$165.00	\$0
Work Description: INSTALL MINI SPLIT SYSTEM						
PM250055	08/05/2025	FRENCHER, GWENDOLYN	17640 AVILLA BLVD	40-24-13-105-018	\$190.00	\$0
Work Description: REPLACE FURNACE & A/C						
PM250056	08/07/2025	KEENAN, MICHAEL D	18841 SARATOGA BLVD	40-24-14-401-002	\$165.00	\$0
Work Description: AC						
PM250059	08/19/2025	J D ADVISING	17401 W 12 MILE RD STE A	40-99-00-025-009	\$190.00	\$0
Work Description: Install 120K btu furnace and 4 ton AC						
PM250060	08/27/2025	OLDFORD, THERESA M	27255 GOLDENGATE W DR	40-24-14-456-020	\$200.00	\$0
Work Description: Installing a replacement 80% efficient 110,000 BTU furnace, humidifier and a 14 seer 3.5 ton AC						

Total Permits For Type: 5
Total Fees For Type: \$910.00
Total Const. Value For Type: \$0

Plumbing

Item 6B.

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PP250039	08/14/2025	HALLE PROPERTIES LLC	27000 SOUTHFIELD RD	40-24-13-359-052	\$375.00	\$0
Work Description: rework exiting Restroom group with Minor Underground, Minor wall rough, install new fixtures . Install new fixtures in 2 existing restrooms						
PP250040	08/14/2025	MOUHAJER DEVELOPEMENT	28317 SOUTHFIELD RD	40-24-14-277-031	\$180.00	\$0
Work Description: Water heater replacement.						
PP250041	08/28/2025	TUDRICK, WILLIAM M	18835 SAN JOSE BLVD	40-24-14-402-003	\$235.00	\$0
Work Description: excavate in front yard to install an outside clean out we will then sleeve new 4" pvc out approximately 70 feet and install a second outside clean out.						
We will then install sewer liner from the new outside clean out ending just before the city connection.						

Total Permits For Type: 3

Total Fees For Type: \$790.00

Total Const. Value For Type: \$0

Roofing Permit

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PB250077	08/07/2025	JOHNSON, ANDREW L	18162 SAN ROSA BLVD	40-24-14-230-013	\$120.00	\$6,000
Work Description: REROOF						
PB250079	08/12/2025	KLAUSMEIER, HOWARD M	28075 LATHRUP BLVD	40-24-13-155-010	\$195.00	\$0
Work Description: Strip and re-roof dwelling with attached garage roof. Per our customer's request, we will not be doing anything to the "all seasons" room's roof portion (the 1 story portion in the rear of the home).						
PB250084	08/19/2025	DANFORTH, KALYN	18750 W GLENWOOD BLVD	40-24-14-252-011	\$210.00	\$0
Work Description: Tear off and re-roof house and attached garage.						
cost of construction: \$21,780						
PB250086	08/22/2025	KANT, DANIEL M	28050 SUNSET W BLVD	40-24-14-279-003	\$195.00	\$0
Work Description: strip roof and re-shingle. drip edge, ice shield, felt, starter, shingle, vents, flashings.						
PB250090	08/28/2025	ALLISON, SHANI J	17525 CORAL GABLES AVE	40-24-24-103-021	\$210.00	\$0
Work Description: Complete tear off and reroof of the main house, 26 sq. with GAF Timberline HDZ shingles.						

Total Permits For Type: 5

Total Fees For Type: \$930.00

Total Const. Value For Type: \$6,000

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PS25004	08/22/2025	MARA GREENS, LLC	28317 SOUTHFIELD RD	40-24-14-277-031	\$185.00	\$0
Work Description: WALL SIGN FOR MARA GREENS						
PS25009	08/27/2025	SURNOW CO	26720 SOUTHFIELD RD	40-24-24-103-032	\$200.00	\$3,800
Work Description: WALL SIGN FOR CURL ME CRAZY HAIR CO.						

Total Permits For Type: 2

Total Fees For Type: \$385.00

Total Const. Value For Type: \$3,800

Report Summary

Grand Total Permit Fees: \$10,900.70

Grand Total Permits: 38

Grand Total Const. Value: \$257,704

Permit.Status = ISSUED AND
Permit.DateIssued in <Previous month>
[08/01/25 - 08/31/25]

DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
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26621 SOUTHFIELD RD	SMJ BUILDING LLC	BUSINESS LICENSE REQUIRED	Operating Without Business License	Door Tagged, Letter Sent
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Sec. 18-29. - Unlicensed Businesses.
 No person required to obtain and maintain a license under section 18-30 shall conduct business in this city unless the person is licensed, and no natural person or individual shall, by actions taken within this city, aid or abet another in the conduct of such unlicensed business.

INSPECTOR COMMENTS: BUSINESS LICENSE REQUIRED

28871 SOUTHFIELD RD	G & A REAL ESTATE INVESTORS	DEBRIS, PALLETS, APPLIANCES STORED IN PUBLIC VIEW AT REAR - REMOVE	Debris	Letter Sent
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308.1 Accumulation of rubbish or garbage.
 Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

INSPECTOR COMMENTS: DEBRIS, PALLETS, APPLIANCES STORED IN PUBLIC VIEW AT REAR - REMOVE

308.3 Disposal of garbage.
 Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

INSPECTOR COMMENTS: DEBRIS, PALLETS, APPLIANCES STORED IN PUBLIC VIEW AT REAR - REMOVE

Sec. 54-66. - Use of outside storage for unsightly or offensive materials.
 No person shall cause or permit the premises he owns or otherwise has under his occupancy or control or the adjoining right-of-way to be used for the outside storage (outside of an appropriate container or building) of garbage, sewage, filth, refuse, dead or cut tree branches, waste, including yard waste, trash, debris, litter, rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any unsightly, offensive or obnoxious materials. All land areas found to be used for such purposes or to be strewn with such materials are declared to be public nuisances.

INSPECTOR COMMENTS: DEBRIS, PALLETS, APPLIANCES STORED IN PUBLIC VIEW AT REAR - REMOVE

28871 SOUTHFIELD RD	G & A REAL ESTATE INVESTORS	REMOVE DONATION BIN FROM PARKING LOT	Parking Lot Maintenance	No Cause for Action
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DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
<p>5.13 OFF-STREET PARKING Limitation of parking facility use. No off-street parking facility shall be used for the repair or service of motor vehicles, for the display of vehicles or goods for sale, for display signs (whether attached to vehicles or otherwise) or for any commercial purpose other than the parking of passenger vehicles not exceeding a net weight of three tons for periods of less than 48 hours by occupants, employees, patrons and invitees of buildings and uses providing such parking. Any area once designated and developed for off-street parking shall not be changed to any other use unless or until equal facilities are provided elsewhere. Off-street parking existing at the effective date of this article in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.</p>				

INSPECTOR COMMENTS: REMOVE DONATION BIN FROM PARKING LOT

27601 SOUTHFIELD RD	OAKLAND DEVELOPMENT COMPANY	ANIMATED SIGNS NOT PERMITTED - RITA'S ICE "OPEN SIGN" - DISCONTINUE USE - FINAL NOTICE	Sign Violation	Complied
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Sec. 52-28. - Prohibited signs.
The following signs are prohibited:

(1)Add-on signs(2)Animated signs(3)Beacon lights(4)Banners (except street banners advertising community/special events)(5)Feather and flutter signs(6)Festoons(7)Inflatable signs(8)Mirrors or mirrored signs(9)Moving signs(10)Obsolete signs(11)Pennants(12)Pole signs(13)Roof signs(14)Snipe signs

INSPECTOR COMMENTS: ANIMATED SIGNS NOT PERMITTED - RITA'S ICE "OPEN SIGN" - DISCONTINUE USE - FINAL NOTICE

27601 SOUTHFIELD RD	OAKLAND DEVELOPMENT COMPANY	TRAILERS NOT PERMITTED TO BE STORED ON PROPERTY - REMOVE	Trailer Storage Violation	Complied
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4.1 OUTSIDE STORAGE AND PARKING REGULATIONS, VEHICLES, ETC.
5. The outside storage of garden trailers, snowmobiles, all-terrain vehicles, trailers for the aforementioned, or the like, unless they are stored in the rear or side yards and screened from the view of persons on public streets. The aforementioned shall not be stored closer than five feet to any building or within five feet of the rear or side yard property line, nor shall they be more than six feet in height above the surface upon which the aforementioned are parked or stored. All such storage shall be upon a parking surface of concrete, asphalt or brick pavers and the driveway access to the parking surface shall be of the same or similar material. A violation of this subsection shall be a civil infraction.

INSPECTOR COMMENTS: TRAILER NOT TO BE STORE IN PUBLIC VIEW - REMOVE

28821 SOUTHFIELD RD Un	G & A REAL ESTATE INVESTORS	SIGN BACKLIGHTING NOT TO SPREAD FURTHER THAN 4" FROM SIGN COMPONENTS AND MUST BE WHITE IN COLOR	Sign Violation	Letter Sen
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DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
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Sec. 52-23. - (k) (5) Illumination.
Backlit signs shall use only white for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign limits.

INSPECTOR COMMENTS: SIGN BACKLIGHTING NOT TO SPREAD FURTHER THAN 4" FROM SIGN COMPONENTS AND MUST BE WHITE IN COLOR ONLY

Records: 6

Residential Enforcement Report August 2025

Address	Property Owner	Violation	Violation Type	Status/Action
27560 CALIFORNIA SE DR	ROBINSON, REANNON	PARKING ON GRASS PROHIBITED	Parking on Grass	Complied
27040 LATHRUP BLVD	FERRELL, JAMES E	LOGS STORED NEAR STREET - REMOVE FROM PUBLIC VIEW	Debris	Complied
18551 W GLENWOOD BLVD	DARMANIN, JOSEPH	PARKING ON GRASS PROHIBITED	Parking on Grass	Complied
27035 MEADOWBROOK WAY	ROBERTS, DERINDA R	GRASS/WEEDS NOT TO EXCEED 7" IN HEIGHT	Tall Grass/ Weeds	Door Tagged, Letter Sent
18823 SAN QUENTIN DR	ALLEN, BRYAN	R/V TRAILER STORED AT PROPERTY - REMOVE	Trailer Storage Violation	Complied
27725 CALIFORNIA NE DR	HOWARD, ELANA	RENTAL PROPERTY REGISTRATION AND INSPECTION REQUIRED	Unregistered Rental Violation	Complied
18856 SAN QUENTIN DR	MARTIN SR, HERBERT L	SHED ERECTED IN REAR YARD WITHOUT PERMIT - PERMIT AND REVIEW REQUIRED	Accessory Structure	Door Tagged, Letter Sent
18761 SAN QUENTIN DR	EPSTEIN, ELAINE	CONTINUED LOUD, UNNECESSARY NOISE FROM AIR CONDITIONER UNIT - DISCONTINUE USE	Noise	Spoke W/ Resident

Residential Enforcement Report August 2025

Address	Property Owner	Violation	Violation Type	Status/Action
19010 WILTSHIRE BLVD	MOHSEN, NAWAL	TRAILER PARKED IN DRIVEWAY - DISCONTINUE TRAILER STORAGE ON PROPERTY	Trailer Storage Violation	Letter Sent
28860 LATHRUP BLVD	FIELDS, DONYA C	INOPERABLE/UNLICENSED VEHICLES NOT TO BE STORED ON PROPERTY - REMOVE	Inoperable Vehicle	Door Tagged, Letter Sent
27451 GOLDENGATE W DR	EBBING, ROBERT	INOPERABLE/UNLICENSED VEHICLES NOT TO BE STORED ON PROPERTY	Inoperable Vehicle	Letter Sent
28511 LATHRUP BLVD	BUSTO, JONATAN MARTINEZ F	TRAILER STORAGE NOT PERMITTED - REMOVE FROM PUBLIC VIEW	Trailer Storage Violation	Letter Sent
18840 ROSELAND BLVD	MOORE, DEAN	2 INOPERABLE VEHICLES IN DRIVEWAY - REMOVE FROM PROPERTY	Inoperable Vehicle	Door Tagged, Letter Sent

Records: 13

Memorandum

To: Mayor and City Council

From: Mike Greene, City Administrator

Date: September 10, 2025

Re: Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of August 2025.

MOTION:

August DISBURSEMENTS W/ SALARY INCLUDED			
FUND			
101	GENERAL FUND	\$	399,918.15
FUND			
202	MAJOR ROADS	\$	59,036.02
FUND			
203	LOCAL ROADS	\$	18,388.65
FUND			
258	CAPITAL FUND	\$	-
FUND			
397	ROAD MILLAGE FUND	\$	-
FUND			
494	DOWNTOWN DEV. AUTH	\$	178,945.93
FUND			
592	WATER & SEW	\$	167,869.09
TOTAL DISBURSEMENTS		\$	824,157.84

BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED August 31, 2025

	Revenues Through 8/31/2025	Expenses Through 8/31/2025	Revenues Over (Under) Expenses
101-GENERAL FUND	824,897	778,003	46,894
202-MAJOR STREET FUND	3,293	67,149	(63,856)
203-LOCAL STREET FUND	3,293	20,578	(17,285)
397-ROADS MILLAGE BOND FUND	120,905	-	120,905
494-DOWNTOWN DEVELOPMENT AUTHORITY	243,150	94,186	148,964
592-WATER & SEWER FUND	458,515	234,215	224,300
GRAND TOTAL ALL FUNDS	1,654,053	1,194,131	459,922

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 08/01/2025-08/15/2025

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$23,860.40	Greene, Miller, Townsend, Bobcean, Colliau, Emanuel, Singleton
DDA	\$4,554.17	Colson, Kennedy
Bldg Mnt	\$0.00	
Police	\$47,411.40	Alexander, Button, Gijsbers, Cehic, Mateyak, Huston, Hutson, Cory, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$75,825.97

Deductions \$32,749.87

Net Payroll \$43,076.10

* Fund Totals Include Gross Payroll

General Fund	\$71,271.80
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$4,554.17
Water & Sewer Fund	\$0.00
Total	\$75,825.97

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 08/15/2025-08/31/2025

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$23,860.40	Greene, Miller, Townsend, Bobcean, Colliau, Emanuel, Singleton
DDA	\$4,241.67	Colson, Kennedy
Bldg Mnt	\$0.00	
Police	\$49,505.04	Alexander, Button, Cehic, Mateyak, Gijsbers, Huston, Hutson, Cory, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$77,607.11

Deductions \$34,531.01

Net Payroll \$43,076.10

* Fund Totals Include Gross Payroll

General Fund	\$328,646.35
Major Road Fund	\$59,036.02
Local Road Fund	\$18,388.65
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$174,391.76
Water & Sewer Fund	\$167,869.09

Total	\$748,331.87
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-028.096	TAXES RECEIVABLE-PERSONAL PRO	OAKLAND COUNTY TREASURER	10350 CITY OF LATHRUP VILLAGE	1,692.93	51504
101-000.000-206.000	TAX OVERAGE REFUND	KL&A	TAX OVERPAYMENT 40-24-14-280-009	3,901.23	51488
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS.	POLICE OFFICERS- GROUP BILLING 211156	56.34	51507
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	445.04	51587
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ALAN HARDY	COMMUNITY ROOM DEPOSIT REFUND	300.00	51447
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ANNABELLE CHESTNUT	COMMUNITY ROOM DEPOSIT REFUND	300.00	51449
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DANA STARKS	COMMUNITY ROOM DEPOSIT REFUND	300.00	51468
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KEVIN WATKINS	COMMUNITY ROOM DEPOSIT REFUND	300.00	51486
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KIM TALLEY-COLLEY	COMMUNITY ROOM DEPOSIT REFUND	300.00	51487
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	BEAONCA STINSON	PARK RENTAL DEPOSIT REFUND	100.00	51591
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CHRISTINE LONGROY	COMMUNITY ROOM DEPOSIT REFUND	300.00	51603
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KALVIN HARVELL	COMMUNITY ROOM DEPOSIT REFUND	300.00	51618
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	SOWING INTO YOU, INC	PARK RENTAL	100.00	51641
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. O	DUES TACKETT/ZANG	138.52	51463
101-000.000-295.000	DEFERRED REVENUE-PERSONAL PRO	OAKLAND COUNTY TREASURER	10350 CITY OF LATHRUP VILLAGE	(1,692.93)	51504
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	MISSIONSQUARE - 300179	ICMA DEF COMP 457	2,976.21	51496
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	MISSIONSQUARE - 300179	ICMA DEF COMP 457	3,800.81	51624
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	OAKLAND COUNTY TREASURER	10350 CITY OF LATHRUP VILLAGE	1,692.93	51504
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	CLIFTON GRANT	COMMUNITY ROOM RENTAL	(75.00)	51459
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	CLIFTON GRANT	COMMUNITY ROOM RENTAL	(75.00)	51605
Total For Dept 000.000				15,161.08	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	MML LIABILITY AND PROPER	POOL RENEWAL PREMIUM 09/01/25-09/01/2	40,321.00	51499
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	VACUUM SQUEEGEE	47.80	51448
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	136.13	51589
101-100.000-726.000	OFFICE SUPPLIES	FNBO	CC EXPENSE - M. GREENE	99.00	51612
101-100.000-726.000	OFFICE SUPPLIES	FNBO	CC EXPENSE-ALISA EMANUEL	34.32	51612
101-100.000-732.000	CODE ENFORCEMENT	PARADISE GARDEN LANDSCAP	LATHRU VILLAGE NUISANCE CUT 5	258.00	51506
101-100.000-732.000	CODE ENFORCEMENT	FNBO	CC EXPENSE - M. GREENE	170.00	51612
101-100.000-732.000	CODE ENFORCEMENT	PARADISE GARDEN LANDSCAP	26470 MEADOWOOD CT-NUISANCE CUT	258.00	51630
101-100.000-732.000	CODE ENFORCEMENT	PARADISE GARDEN LANDSCAP	18740 LACROSSE AVE NUISANCE CUT	258.00	51630
101-100.000-732.000	CODE ENFORCEMENT	PARADISE GARDEN LANDSCAP	27035 MEADOWBROOK WAY NUISANCE CUT 3	258.00	51630
101-100.000-804.000	BUILDING TRADE INSPECTION	GIFFELS-WEBSTER ENG INC	LATHRUP VILLAGE DDA-PLANNING SERVICES	3,292.56	51479
101-100.000-804.000	BUILDING TRADE INSPECTION	GIFFELS-WEBSTER ENG INC	2026 SOUTHFIELD ROAD WATER MAIN	1,470.00	51614
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	LVTV SERVICES	4,605.00	51601
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM AND ADDITIONAL EVENTS	1,605.00	51459
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SE	LINEN	58.98	51460
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM AND ADDITIONAL EVENTS	1,565.00	51605
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SE	LINEN	58.98	51606
101-100.000-832.000	CITIZEN COMMUNICATION/PR	FNBO	CC EXPENSE - M. GREENE	311.69	51612
101-100.000-848.000	GOVERNMENT OPERATIONS	ADP, INC	WORKFORCE NOW ESSENTIAL TIME AND ATTE	111.30	51446
101-100.000-848.000	GOVERNMENT OPERATIONS	OAKLAND COUNTY CLERKS AS	OCCA LUNCH AND LEARN	40.00	51502
101-100.000-848.000	GOVERNMENT OPERATIONS	RICOH	COPY MACHINE 08/26/25-09/25/25	146.50	51521
101-100.000-848.000	GOVERNMENT OPERATIONS	RICOH-EQUIPMENT	PAPER FEED UNIT	350.00	51522
101-100.000-848.000	GOVERNMENT OPERATIONS	FNBO	CC EXPENSE - M. GREENE	27.54	51612
101-100.000-848.001	TECHNOLOGY	VC3 INC	LENOVO GEN 5 DESKTOP COMPUTER	1,881.98	51520
101-100.000-848.001	TECHNOLOGY	CIVICPLUS	UNLIMITED GOV USER LICENSES FOR SERVI	2,320.86	51604
101-100.000-848.001	TECHNOLOGY	FNBO	CC EXPENSE - M. GREENE	23.19	51612
101-100.000-848.001	TECHNOLOGY	POINT & PAY	MONTHLY FEE JULY	50.00	51632
101-100.000-848.001	TECHNOLOGY	VC3 INC	[RENEWAL OF] - MICROSOFT OFFICE HOST	330.82	51649
101-100.000-848.001	TECHNOLOGY	VC3 INC	CLOUD PROTECTION AND CLOUD DATA RECOV	299.73	51649

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-850.000	TELEPHONE EXPENDITURES	BSB COMMUNICATIONS, INC.	ELEVATE - ONE TIME REMOTE INSTALLATI	4,396.00	51452
101-100.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	TECHNOLOGY MONTHLY CHARGES JUL 02 - A	641.53	51482
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICE	213.69	51650
101-100.000-900.000	PRINTING/PUBLICATION COSTS	21ST CENTURY MEDIA- MICH	OAKLAND PRESS	160.19	51444
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	NEWSPAPER AD	321.50	51453
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	NEWSPAPER AD ORDINANCE 2025-01-WORKFO	147.50	51453
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	NEWSPAPER AD	295.00	51600
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES GLOBAL FINA	POSTAGE	418.03	51631
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	FNBO	CC EXPENSE	(468.63)	51612
Total For Dept 100.000 GOVERNMENT SERVICES				66,514.19	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	327.46	51497
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 0	1,017.95	51593
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	5,545.27	51595
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	RETIREE HEALTH CARE 09/01/25-09/03/25	448.65	51596
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	327.46	51625
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER LEGAL	LEGAL SERVICES	1,397.50	51451
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	PERMANENT BALLOT LIST SELF-MAILER	680.05	51508
101-101.000-718.000	ELECTIONS	AMAZON CAPITAL SERVICES	TONER CARTRIDGES 2 BLACK COMBO	61.27	51589
101-101.000-718.000	ELECTIONS	FNBO	CC EXPENSE-ALISA EMANUEL	12.68	51612
101-101.000-722.000	LEGAL SERVICES	BAKER LEGAL	LEGAL SERVICES	4,222.50	51451
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ & ASS	LEGAL SERVICES RENDERED THROUGH 7/31/	1,250.00	51518
Total For Dept 101.000 ADMINISTRATION				15,290.79	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	GENERAL MAINTENACE	467.02	51459
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	SPOUSAL SUPPORT	601.75	51459
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	238.44	51587
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	SPOUSAL SUPPORT	601.75	51605
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	GENERAL MAINTENANCE	467.02	51605
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE,	UTILTIES 07/01/25-07/31/25 SOUT-02740	236.80	51455
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE,	UTILITIES 07/01/25-07/31/25 SOUTH-027	1,006.36	51456
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE,	UTILITIES 07/01/25-07/31/25 TWEL-0191	86.19	51458
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES 07/09/25-08/07/25 ACCT 0920	182.16	51465
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES 07/09/25-08/07/25 ACCT 2370	26.94	51467
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES JUL 1, 2025-JUL 30, 2025 AC	2,564.80	51470
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES JUL 1, 2025-JUL 30, 2025 AC	69.92	51471
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES JUL 1, 2025-JUL 30, 2025 AC	139.89	51472
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES JUL 1, 2025-JUL 30, 2025 AC	32.45	51474
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	AMAZON CAPITAL SERVICES	YELLOW GAFFERS TAPE	292.80	51448
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING	A/C COMPRESSOR	929.00	51469
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVIC	MAINTENANCE SUPPLIES	81.94	51480
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVIC	MAINTENANCE SUPPLIES	14.97	51480
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRLICH	PEST CONTROL	131.63	51484
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KONE INC.	ELEVATOR MAINTENANCE	272.00	51489
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DOORS OF PONTIAC	INSTALLATION OF ROTON HINGE	674.00	51608
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ERC-LED	MAINTENANCE	451.81	51611
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	IMPERIALDADE	CLEANING SUPPLIES	165.63	51617
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MISTER MAT RENTAL SERVIC	MAT RENTAL	196.40	51627
101-201.000-938.000	PARKING LOT & GROUNDS	PARADISE GARDEN LANDSCAP	MULCH INSTALLATION SARRACKWOOD PARK	4,023.05	51506
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	COMMUNITY ROOM AND ADDITIONAL EVENTS	100.00	51605

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 201.000 BUILDING & GROUNDS					
		Total For Dept 201.000 BUILDING & GROUNDS		14,054.72	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	INTERNATIONAL ASSOC. OF	ASSESSMENT CENTER	500.00	51483
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	48.62	51497
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH SAVINGS (RHS) PLAN	991.39	51498
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	6,627.37	51595
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	RETIREE HEALTH CARE 09/01/25-09/03/25	2,691.90	51596
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH CARE GROUP 7006048 DIVISION 00	8,703.75	51597
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH CARE GROUP 7006048 DIVISION 00	3,884.09	51598
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	48.62	51625
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH SAVINGS (RHS) PLAN	991.39	51626
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	MML LIABILITY AND PROPER	POOL RENEWAL PREMIUM 09/01/25-09/01/2	40,000.00	51499
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	39.98	51448
101-301.000-726.000	OFFICE SUPPLIES	FNBO	CC EXPENSE-SCOTT MCKEE	267.20	51612
101-301.000-727.000	ROAD SUPPLIES	FNBO	CC EXPENSE-SCOTT MCKEE	462.10	51612
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	XEROX CORPORATION	METER USAGE	60.33	51651
101-301.000-822.000	TRAINING	SUZANNE CORY	CIJS CONFERENCE	1,158.97	51645
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING	276.75	51500
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY,	POLICE UNIFORM	615.96	51509
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY,	DELUXE HIDDEN BADGE WALLET BLACKONTON	87.98	51634
101-301.000-848.001	TECHNOLOGY	CIVICPLUS	UNLIMITED GOV USER LICENSES FOR SERVI	500.00	51604
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	UTILITIES ACCT 3139	55.19	51450
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	UTILITIES ACCT 17836	25.94	51461
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICE	213.70	51650
101-301.000-860.000	VEHICLE EXPENSE	CANFIELD EQUIPMENT SERVI	FURNISH AND INSTALL EQUIPMENT INTO 20	16,024.67	51454
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS EXPENSE	4,140.69	51519
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHICLE EXPENSE	116.95	51592
101-301.000-860.000	VEHICLE EXPENSE	CANFIELD EQUIPMENT SERVI	REMOVAL OF RADION AND SAVED TO BE INS	290.00	51602
101-301.000-860.000	VEHICLE EXPENSE	CANFIELD EQUIPMENT SERVI	INSTALLATION OF TINT AND ANTENNA ON 2	870.98	51602
101-301.000-860.000	VEHICLE EXPENSE	FNBO	CC EXPENSE-SCOTT MCKEE	577.88	51612
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	MOTORPOOL EXT PRODUCTIVE LABOR	962.42	51629
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS EXPENSE	4,297.49	51648
		Total For Dept 301.000 PUBLIC SAFETY		95,532.31	
Dept 401.000					
101-401.000-920.000	UTILITIES	COMCAST	UTILITIES ACCT 35838	293.80	51462
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES 07/09/25-08/07/25 ACCT 5921	137.86	51464
101-401.000-920.000	UTILITIES	DTE ENERGY	UTILITIES JUL 2, 2025- JUL 31, 2025 A	73.77	51476
101-401.000-921.000	CONTRACTUAL SERVICES	GIFFELS-WEBSTER ENG INC	2022 SIDEWALK REPAIR PROGRAM	2,932.50	51479
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (JULY/2025)	10,750.73	51490
		Total For Dept 401.000		14,188.66	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE/ WASTE JULY 2025 MONTH END	17,919.00	51515
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE/WASTE AUGUST 2025 MID-MONTH	16,271.00	51639
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE/WASTE JULY 2025 SPECIAL CHARG	279.16	51639
		Total For Dept 502.000		34,469.16	
Dept 601.000 RECREATION					
101-601.000-812.000	COMMUNITY EVENTS	CLIFTON GRANT	COMMUNITY ROOM AND ADDITIONAL EVENTS	50.00	51459
101-601.000-812.000	COMMUNITY EVENTS	CLIFTON GRANT	COMMUNITY ROOM AND ADDITIONAL EVENTS	20.00	51605
		Total For Dept 601.000 RECREATION		70.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Total For Fund 101 GENERAL FUND				255,280.91	
Fund 202 MAJOR STREET FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	21.22	51595
202-702.000-856.000	ADMINISTRATION & ENGINEERING	GIFFELS-WEBSTER ENG INC	2022 CITY WIDE PAVING PROGRAM APPROX.	2,688.13	51479
202-702.000-856.000	ADMINISTRATION & ENGINEERING	CIVICPLUS	UNLIMITED GOV USER LICENSES FOR SERVI	1,500.00	51604
202-702.000-856.000	ADMINISTRATION & ENGINEERING	GIFFELS-WEBSTER ENG INC	2022 PAVING PROGRAM	1,627.59	51614
202-702.000-858.000	ROAD CONSTRUCTION	GIFFELS-WEBSTER ENG INC	EB 11 MILE RESURACING (SOUTHFIELD RD	7,337.63	51479
202-702.000-858.000	ROAD CONSTRUCTION	GIFFELS-WEBSTER ENG INC	EB ELEVEN MILE RESURFACING	7,627.25	51614
202-702.000-858.000	ROAD CONSTRUCTION	STATE OF MICHIGAN	MDOT CONSTRUCTION CONTRACT W 11 MILE	29,302.21	51642
202-702.000-864.000	TRAFFIC CONTROLS	DTE ENERGY	UTILITIES JUN 1, 2025-JUN 30, 2025 AC	2,613.05	51475
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKL	SIGNAL MAINTENANCE	172.24	51512
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKL	SIGNAL MAINTENANCE	596.27	51636
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (JULY/2025)	5,550.43	51490
Total For Dept 702.000				59,036.02	
Total For Fund 202 MAJOR STREET FUND				59,036.02	
Fund 203 LOCAL STREET FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	21.22	51595
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (JULY/2025)	5,550.43	51490
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	RAINBOW CIRCLE PAVEMENT RESURFACING	5,364.00	51479
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	RAINBOW CIRCLE PAVEMENT RESURFACING	7,453.00	51614
Total For Dept 703.000				18,388.65	
Total For Fund 203 LOCAL STREET FUND				18,388.65	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-407.000	TIFA-CAPTURE TAXES	OAKLAND COUNTY TREASURER	12095 CITY OF LATHRUP VILLAGE-DDA	81,808.85	51503
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	107.70	51497
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 0	113.11	51593
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	1,201.80	51595
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	107.70	51625
494-000.000-822.000	TRAINING/MEMBERSHIP	SOUTHFIELD AREA CHAMBER	SMALL BUSINESS LEVEL	500.00	51517
494-000.000-822.000	TRAINING/MEMBERSHIP	MICHIGAN DOWNTOWN ASSOC.	MUNICIPAL OR PUBLIC AGENCY MEMBERSHIP	350.00	51623
494-000.000-844.000	MAIN STREET PROGRAM	JOS. KUTCHEY AND SONS LL	SOIL MIX WITH FLOWERING PLANTS	1,820.00	51485
494-000.000-845.000	STREETSCAPING	PARADISE GARDEN LANDSCAP	LANDSCAPE MAINTENANCE CONTRACT & 11 M	5,869.00	51506
494-000.000-845.000	STREETSCAPING	PARADISE GARDEN LANDSCAP	LANDSCAPE MAINTENANCE CONTRACT	2,863.00	51630
494-000.000-845.000	STREETSCAPING	PARADISE GARDEN LANDSCAP	11 MILE SERVICE DR	1,125.00	51630
494-000.000-845.000	STREETSCAPING	PARADISE GARDEN LANDSCAP	LANDSCAPE MAINTENANCE CONTRACT	1,313.00	51630
494-000.000-846.000	MUSIC FESTIVAL EXP	ACRISURE GREAT LAKES PAR	LIQUOR LIABILITY INSURANCE COVERAGE F	575.00	51445
494-000.000-846.000	MUSIC FESTIVAL EXP	AMAZON CAPITAL SERVICES	WHITE PAPER STICKERS FOR LOGOS	30.98	51448
494-000.000-846.000	MUSIC FESTIVAL EXP	AMAZON CAPITAL SERVICES	CLASP KRAFT ENVELOPES	13.50	51448
494-000.000-846.000	MUSIC FESTIVAL EXP	LAUREN ZAJDEL	FACE PAINTING FOR LVMF	270.00	51491
494-000.000-846.000	MUSIC FESTIVAL EXP	LAUREN ZAJDEL	FACE PAINTING (CHERYL WOOD)	270.00	51492
494-000.000-846.000	MUSIC FESTIVAL EXP	NV RENTAL, INC	SOUND SERVICES FOR THE 2025 LVMF	1,525.00	51501
494-000.000-846.000	MUSIC FESTIVAL EXP	PURPLE HEART PARTY KIDS,	BOUNCE HOUSE	487.50	51510
494-000.000-846.000	MUSIC FESTIVAL EXP	ROBERT JENSON	STAGE AND BACKLINE FOR 2025 LVMF	2,850.00	51513
494-000.000-846.000	MUSIC FESTIVAL EXP	SMILE TIME EVENTS	CLOWN & BALLON TWISTING SERVICES FOR	200.00	51514
494-000.000-846.000	MUSIC FESTIVAL EXP	ALISE WILLIAMS	FINAL PAYMENT FOR PERFORMACE AT THE 2	1,125.00	51588
494-000.000-846.000	MUSIC FESTIVAL EXP	AMAZON CAPITAL SERVICES	CANOPY	259.98	51589

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-846.000	MUSIC FESTIVAL EXP	ANGELA COURTNEY	FINAL PAYMENT FOR PERFORMANCE AT 2025	900.00	51590
494-000.000-846.000	MUSIC FESTIVAL EXP	BRIAN WHITE	FINAL PAYMENT FOR PERFORMANCE AT 2025	200.00	51599
494-000.000-846.000	MUSIC FESTIVAL EXP	DANIEL GAMLIN	FINAL PAYMENT FOR PERFORMANCE AT 2025	300.00	51607
494-000.000-846.000	MUSIC FESTIVAL EXP	DUANE HEWINS	FINAL PAYMENT FOR PERFORMANCE AT 2025	300.00	51609
494-000.000-846.000	MUSIC FESTIVAL EXP	FNBO	CC-AUSTIN COLSON	1,913.49	51612
494-000.000-846.000	MUSIC FESTIVAL EXP	GLENNWOOD HAYES	FINAL PAYMENT FOR PERFORMANCE AT 2025	500.00	51615
494-000.000-846.000	MUSIC FESTIVAL EXP	LAUREN ANN-SOOK ZAJDEL	FINAL PAYMENT FOR FACE PAINTING SERCI	270.00	51619
494-000.000-846.000	MUSIC FESTIVAL EXP	LAUREN ANN-SOOK ZAJDEL	FIANL PAYMENT FOR FACE PAINTING SERVI	270.00	51620
494-000.000-846.000	MUSIC FESTIVAL EXP	MAGNATE MEDIA GROUP LLC	FINAL PAYMENT FOR PERFORMANCE AT 2025	500.00	51621
494-000.000-846.000	MUSIC FESTIVAL EXP	MICHAEL O'BRIEN	FINAL PAYMENT FOR PERFORMANCE AT 2025	250.00	51622
494-000.000-846.000	MUSIC FESTIVAL EXP	NV RENTALS, INC.	FINAL PAYMENT FOR SOUND SERVICES AT 2	762.50	51628
494-000.000-846.000	MUSIC FESTIVAL EXP	PURPLE HEART PARTY KIDS,	FINAL PAYMENT FOR INFLATABLE PLAY STR	487.50	51635
494-000.000-846.000	MUSIC FESTIVAL EXP	ROBERT JENSON	STAGE AND BACKLINE FINAL PAYMENT FOR	2,850.00	51637
494-000.000-846.000	MUSIC FESTIVAL EXP	SMILE TIME EVENTS	FINAL PAYMENT CLOWN/BALLON TWISTING S	200.00	51638
494-000.000-846.000	MUSIC FESTIVAL EXP	STEVE GULIAN	FINAL PAYMENT FOR PERFORMANCE AT 2025	125.00	51643
494-000.000-846.000	MUSIC FESTIVAL EXP	TDMK	LVMF T-SHIRTS	1,339.00	51646
494-000.000-846.000	MUSIC FESTIVAL EXP	TIMOTHY AVERY	FINAL PAYMENT FOR PERFORMACE AT 2025	75.00	51647
494-000.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	NEWSPAPER AD P.C. PUBLIC HEARING 2602	121.00	51453
494-000.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2025 DDA ALLEY APROACHES AND ALLEY RE	118.00	51479
494-000.000-970.000	CAPITAL EXPENDITURE	MIERZWA PAVING LLC	2025 ALLEY RECONSTRUCTION	51,912.56	51495
494-000.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	SOUTHFIELD/MARGATE HAWK SIGNAL DESIGN	1,969.92	51614
Total For Dept 000.000				170,150.09	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				170,150.09	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	51497
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	3,151.40	51594
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	393.43	51595
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	51625
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	MML LIABILITY AND PROPER	POOL RENEWAL PREMIUM 09/01/25-09/01/2	11,000.00	51499
592-536.000-856.000	ADMINISTRATION & ENGINEERING	GIFFELS-WEBSTER ENG INC	2021-2023 GATE VALVE REFURBISHMENT/RE	172.00	51479
592-536.000-856.000	ADMINISTRATION & ENGINEERING	GIFFELS-WEBSTER ENG INC	2021-2023 HYDRANT REFURBISHMENT/REPLA	172.00	51479
592-536.000-856.000	ADMINISTRATION & ENGINEERING	CIVICPLUS	UNLIMITED GOV USER LICENSES FOR SERVI	1,000.00	51604
592-536.000-856.000	ADMINISTRATION & ENGINEERING	GIFFELS-WEBSTER ENG INC	DEAD END WATER MAINS	105.00	51614
592-536.000-900.000	PRINTING/PUBLICATION COSTS	PRINTING SYSTEMS, INC.	UTILITY FORMS/ UTILITY BILLS	647.64	51508
592-536.000-902.000	BILLING SERVICES	UNITED STATES POSTAL SER	WTR BILL MAILINGS+PERMITFEE	1,441.77	51365
592-536.000-902.000	BILLING SERVICES	POSTMASTER	USPS PERMIT FEE FROM JULY 2025 BUSINE	375.79	51633
592-536.000-921.000	CONTRACTUAL SERVICES	HYDROCORP	CROSS CONNECTION JULY 2025	532.00	51481
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (JULY/2025)	6,236.94	51490
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SOUTHEAST OAKLAND COUNTY	LEAD SERVICE LINE REP REVENUE	446.52	51640
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER PURCHASE 07/01/25 - 07/31/25	28,177.83	51516
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TOP SOIL / SUN/SHADE	356.97	51478
592-536.000-974.000	WATER MAIN PROJECT	GIFFELS-WEBSTER ENG INC	2026 SOUTHFIELD ROAD WATER MAIN	350.00	51479
592-536.000-974.000	WATER MAIN PROJECT	GIFFELS-WEBSTER ENG INC	2025 WATER MAIN PROGRAM (5 WATER MAIN	876.00	51479
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TOP SOIL	145.00	51610
Total For Dept 536.000 WATER DEPARTMENT				55,690.67	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	51497
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE 09/01/25-09/30/25 GROUP 1	393.43	51595
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	51625

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 537.000 SEWER DEPARTMENT					
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	MML LIABILITY AND PROPER	POOL RENEWAL PREMIUM 09/01/25-09/01/2	10,550.00	51499
592-537.000-856.000	ADMINISTRATION & ENGINEERING	CIVICPLUS	UNLIMITED GOV USER LICENSES FOR SERVI	1,000.00	51604
592-537.000-856.000	ADMINISTRATION & ENGINEERING	GIFFELS-WEBSTER ENG INC	2024 MANHOLE INSTALLATIONS	1,290.00	51614
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (JULY/2025)	6,236.94	51490
592-537.000-939.000	SEWER SYSTEM MAINTENANCE	DTE ENERGY	UTILITIES JUL 4, 2025-AUG 4, 2025 ACC	18.38	51477
592-537.000-939.000	SEWER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	INSTALLATION AND REPAIRS MADE IN THE	800.00	51644
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SPECIAL ASSESSMENTS JULY 2025	89,696.84	51505
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	UTILITIES JUL 1, 2025-JUL 30, 2025 AC	433.18	51473
592-537.000-946.000	RETENTION TANK UTIL-WATER	CITY OF LATHRUP VILLAGE,	UTILITIES 07/01/25-07/31/25 SUNN-1960	91.66	51457
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	UTILITIES 07/09/25-08/07/25 ACCT 6517	18.36	51466
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	GREAT LAKES WATER AUTHOR	IWC CHARGES JULY 2025	1,539.25	51616
Total For Dept 537.000 SEWER DEPARTMENT				112,178.42	
Total For Fund 592 WATER & SEWER FUND				167,869.09	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund Totals:					
Fund 101 GENERAL FUND				255,280.91	
Fund 202 MAJOR STREET				59,036.02	
Fund 203 LOCAL STREET				18,388.65	
Fund 494 DOWNTOWN DEVE				170,150.09	
Fund 592 WATER & SEWER				167,869.09	
Total For All Funds:				<hr/> 670,724.76	

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDDT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000.000						
101-000.000-401.000	CITY TAXES	3,035,000.00	526,660.35	234,755.51	2,508,339.65	17.35
101-000.000-402.000	REFUSE COLLECTION TAXES	461,300.00	78,991.40	35,210.08	382,308.60	17.12
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	3,000.00	(1,538.59)	0.00	4,538.59	(51.29)
101-000.000-415.000	MISCELLANEOUS REVENUE	8,000.00	1,885.75	1,748.48	6,114.25	23.57
101-000.000-416.000	WORK COMP DIVIDEND REVENUE	7,000.00	0.00	0.00	7,000.00	0.00
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	8,000.00	0.00	0.00	8,000.00	0.00
101-000.000-419.000	AT & T LEASE PAYMENTS	61,200.00	10,655.64	5,327.82	50,544.36	17.41
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	48,960.00	21,055.50	5,527.75	27,904.50	43.01
101-000.000-423.000	WORK COMP REIMBURSEMENT	0.00	9,182.80	4,591.40	(9,182.80)	100.00
101-000.000-427.033	SPECIAL ASSESSMENT - PA 33 PUBLIC SAFET	370,000.00	78,753.66	44,560.76	291,246.34	21.28
101-000.000-445.000	PENALITIES AND INTEREST ON TAXES	43,900.00	0.00	0.00	43,900.00	0.00
101-000.000-446.000	INVESTMENT INTEREST	100,000.00	0.00	0.00	100,000.00	0.00
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	110,500.00	20,268.56	11,729.48	90,231.44	18.34
101-000.000-448.000	INSURANCE REIMBURSEMENT	0.00	2,357.20	495.00	(2,357.20)	100.00
101-000.000-455.000	METRO AUTHORITY-FEE	18,000.00	0.00	0.00	18,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	50,000.00	11,050.70	6,678.73	38,949.30	22.10
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	7,500.00	6,557.00	2,787.00	943.00	87.43
101-000.000-458.000	PLUMBING/HEATING PERMITS	20,000.00	5,088.00	2,608.00	14,912.00	25.44
101-000.000-459.000	ELECTRICAL PERMITS	15,000.00	3,856.00	2,421.00	11,144.00	25.71
101-000.000-460.000	LICENSES/REGISTRATIONS & ETC DUE TO CIT	17,500.00	1,356.00	675.00	16,144.00	7.75
101-000.000-461.000	DOG & CAT LICENSES	500.00	189.50	14.50	310.50	37.90
101-000.000-465.000	CABLE TV REVENUES	90,000.00	0.00	15,692.05	90,000.00	0.00
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	4,000.00	340.00	340.00	3,660.00	8.50
101-000.000-470.002	COMMUNITY GARDEN REVENUE	500.00	0.00	0.00	500.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	90,000.00	18,922.50	7,252.50	71,077.50	21.03
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	2,000.00	0.00	0.00	2,000.00	0.00
101-000.000-543.000	FEDERAL/STATE GRANT	0.00	2,765.72	765.72	(2,765.72)	100.00
101-000.000-545.000	POLICE ACTIVITY - CPE REVENUE	11,000.00	0.00	0.00	11,000.00	0.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	1,203.90	392.00	13,796.10	8.03
101-000.000-569.000	OTHER STATE GRANTS	0.00	79.18	0.00	(79.18)	100.00
101-000.000-573.001	LCSA REVENUE	25,000.00	0.00	0.00	25,000.00	0.00
101-000.000-574.000	STATE SHARED REVENUES	512,425.00	0.00	0.00	512,425.00	0.00
101-000.000-607.000	FOIA FEES	250.00	207.50	207.50	42.50	83.00
101-000.000-607.718	FOIA-VOTING/ELECTIONS	0.00	30.00	30.00	(30.00)	100.00
101-000.000-612.000	DISTRICT COURT FINES	70,000.00	3,791.95	3,616.95	66,208.05	5.42
101-000.000-627.000	SIDEWALK REVENUES	80,000.00	0.00	0.00	80,000.00	0.00
101-000.000-628.000	WEED/CODE ENFORCEMENT REVENUE	10,000.00	0.00	0.00	10,000.00	0.00
101-000.000-631.000	RECYCLING CHARGES BIN/BILLING	0.00	12.00	0.00	(12.00)	100.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	35,000.00	0.00	0.00	35,000.00	0.00
101-000.000-664.000	INTEREST INCOME- LEASES	77,000.00	0.00	0.00	77,000.00	0.00
101-000.000-665.000	INVESTMENT INTEREST	0.00	17,650.95	9,205.43	(17,650.95)	100.00
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	0.00	0.00	4,917.00	0.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	35,000.00	3,318.56	3,318.56	31,681.44	9.48
101-000.000-681.000	SALE OF ABANDONED PROPERTY	0.00	5.40	5.40	(5.40)	100.00
101-000.000-682.000	SALE OF FIXED ASSET	0.00	200.00	200.00	(200.00)	100.00
Total Dept 000.000		5,451,452.00	824,897.13	400,156.62	4,626,554.87	15.13
TOTAL REVENUES		5,451,452.00	824,897.13	400,156.62	4,626,554.87	15.13

Expenditures
Dept 100.000 - GOVERNMENT SERVICES

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	58,000.00	0.00	0.00	58,000.00	0.00
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	1.36	0.00	48.64	2.72
101-100.000-712.000	WORKER'S COMP INSURANCE	7,000.00	4,882.00	0.00	2,118.00	69.74
101-100.000-713.000	MERS-RHFV CONTRIBUTION	50,000.00	0.00	0.00	50,000.00	0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	1,148.02	317.25	4,851.98	19.13
101-100.000-732.000	CODE ENFORCEMENT	3,000.00	428.00	170.00	2,572.00	14.27
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,000.00	0.00	0.00	1,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	8,500.00	664.00	0.00	7,836.00	7.81
101-100.000-804.000	BUILDING TRADE INSPECTION	37,500.00	1,470.00	1,470.00	36,030.00	3.92
101-100.000-805.000	CABLE TELEVISION	55,500.00	8,918.00	4,605.00	46,582.00	16.07
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	43,500.00	9,192.14	3,228.98	34,307.86	21.13
101-100.000-810.000	AUDITING & ACCOUNTING	27,000.00	0.00	0.00	27,000.00	0.00
101-100.000-822.000	TRAINING	7,000.00	1,500.00	1,500.00	5,500.00	21.43
101-100.000-832.000	CITIZEN COMMUNICATION/PR	5,000.00	311.69	311.69	4,688.31	6.23
101-100.000-840.000	LIBRARY PAYMENT	190,735.00	0.00	0.00	190,735.00	0.00
101-100.000-848.000	GOVERNMENT OPERATIONS	40,000.00	3,523.59	903.85	36,476.41	8.81
101-100.000-848.001	TECHNOLOGY	69,500.00	10,371.18	4,134.72	59,128.82	14.92
101-100.000-850.000	TELEPHONE EXPENDITURES	35,000.00	5,482.78	855.22	29,517.22	15.67
101-100.000-860.000	VEHICLE EXPENSE	5,000.00	375.00	250.00	4,625.00	7.50
101-100.000-880.000	CDBG EXPENDITURES	7,000.00	0.00	0.00	7,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	52,350.00	0.00	0.00	52,350.00	0.00
101-100.000-900.000	PRINTING/PUBLICATION COSTS	11,000.00	1,023.82	616.50	9,976.18	9.31
101-100.000-901.000	POSTAGE FEES	6,000.00	1,842.26	418.03	4,157.74	30.70
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	10,000.00	22.31	(468.63)	9,977.69	0.22
Total Dept 100.000 - GOVERNMENT SERVICES		735,635.00	51,156.15	18,312.61	684,478.85	6.95
Dept 101.000 - ADMINISTRATION						
101-101.000-701.000	SALARIES FULL-TIME	400,000.00	47,528.59	31,685.74	352,471.41	11.88
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	186,600.00	56,054.07	30,529.44	130,545.93	30.04
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00	0.00	0.00	20,000.00	0.00
101-101.000-718.000	ELECTIONS	25,000.00	861.20	754.00	24,138.80	3.44
101-101.000-719.000	OFFICIALS EXPENSE	5,000.00	0.00	0.00	5,000.00	0.00
101-101.000-721.000	DATA PROCESING & ASSESSING SVCS	58,000.00	50,000.00	0.00	8,000.00	86.21
101-101.000-722.000	LEGAL SERVICES	60,000.00	7,390.00	0.00	52,610.00	12.32
101-101.000-723.000	BOARD OF REVIEW	600.00	0.00	0.00	600.00	0.00
101-101.000-803.000	MEMBERSHIPS & MEETINGS	2,000.00	644.80	0.00	1,355.20	32.24
101-101.000-955.000	MISCELLANEOUS EXPENDITURES	9,000.00	0.00	0.00	9,000.00	0.00
Total Dept 101.000 - ADMINISTRATION		766,200.00	162,478.66	62,969.18	603,721.34	21.21
Dept 201.000 - BUILDING & GROUNDS						
101-201.000-702.000	SALARIES PART-TIME	30,000.00	4,751.96	2,375.98	25,248.04	15.84
101-201.000-920.000	UTILITIES	85,000.00	5,450.76	1,538.45	79,549.24	6.41
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	40,000.00	6,164.55	1,887.01	33,835.45	15.41
101-201.000-930.001	BUILDING - GRANTS	5,359.00	0.00	0.00	5,359.00	0.00
101-201.000-936.000	EQUIPMENT MAINTENANCE	7,500.00	0.00	0.00	7,500.00	0.00
101-201.000-938.000	PARKING LOT & GROUNDS	5,000.00	4,123.05	100.00	876.95	82.46
101-201.000-970.000	CAPITAL EXPENDITURE	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 201.000 - BUILDING & GROUNDS		197,859.00	20,490.32	5,901.44	177,368.68	10.36
Dept 301.000 - PUBLIC SAFETY						

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-701.000	SALARIES FULL-TIME	1,070,000.00	111,826.82	74,998.18	958,173.18	10.45	
101-301.000-702.000	SALARIES PART-TIME	50,000.00	18,081.43	12,581.06	31,918.57	36.16	
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	589,000.00	77,482.84	45,037.98	511,517.16	13.15	
101-301.000-704.000	SALARIES-OVERTIME	40,000.00	11,553.75	9,337.18	28,446.25	28.88	
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	40,000.00	0.00	0.00	40,000.00	0.00	
101-301.000-710.000	UNEMPLOYMENT INSURANCE	110.00	1.34	0.00	108.66	1.22	
101-301.000-712.000	WORKER'S COMP INSURANCE	14,000.00	9,764.00	0.00	4,236.00	69.74	
101-301.000-726.000	OFFICE SUPPLIES	6,000.00	1,327.70	267.20	4,672.30	22.13	
101-301.000-727.000	ROAD SUPPLIES	2,500.00	462.10	462.10	2,037.90	18.48	
101-301.000-728.000	EVIDENCE SUPPLIES	1,000.00	80.00	0.00	920.00	8.00	
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	1,500.00	60.33	0.00	1,439.67	4.02	
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	0.00	0.00	1,000.00	0.00	
101-301.000-803.000	MEMBERSHIPS & MEETINGS	5,500.00	0.00	0.00	5,500.00	0.00	
101-301.000-821.000	POLICE RESERVES	500.00	0.00	0.00	500.00	0.00	
101-301.000-822.000	TRAINING	15,500.00	3,559.57	1,158.97	11,940.43	22.96	
101-301.000-823.000	FIREARMS TRAINING	9,000.00	0.00	0.00	9,000.00	0.00	
101-301.000-825.000	ANIMAL CONTROL	200.00	0.00	0.00	200.00	0.00	
101-301.000-826.000	COMMUNITY POLICING	1,100.00	0.00	0.00	1,100.00	0.00	
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	4,000.00	0.00	0.00	4,000.00	0.00	
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	821,450.00	179,347.25	0.00	642,102.75	21.83	
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	2,016.69	703.94	12,983.31	13.44	
101-301.000-836.000	PRISONER LOCKUP	3,000.00	0.00	0.00	3,000.00	0.00	
101-301.000-839.000	CPE - CONTINUED PROFESSIONAL EDUCATION	2,725.00	1,275.00	0.00	1,450.00	46.79	
101-301.000-848.001	TECHNOLOGY	25,000.00	5,337.32	0.00	19,662.68	21.35	
101-301.000-850.000	TELEPHONE EXPENDITURES	11,000.00	728.93	320.77	10,271.07	6.63	
101-301.000-851.000	RADIO COMMUNICATIONS	14,250.00	500.00	0.00	13,750.00	3.51	
101-301.000-860.000	VEHICLE EXPENSE	65,000.00	31,921.91	4,992.32	33,078.09	49.11	
101-301.000-970.000	CAPITAL EXPENDITURE	72,500.00	36,487.00	0.00	36,013.00	50.33	
Total Dept 301.000 - PUBLIC SAFETY		2,880,835.00	491,813.98	149,859.70	2,389,021.02	17.07	
Dept 401.000							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	20,000.00	2,484.89	1,276.79	17,515.11	12.42	
101-401.000-860.000	VEHICLE EXPENSE	4,000.00	0.00	0.00	4,000.00	0.00	
101-401.000-890.000	PARK MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00	
101-401.000-891.000	TREE MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00	
101-401.000-893.000	MAILBOXES	500.00	0.00	0.00	500.00	0.00	
101-401.000-920.000	UTILITIES	25,000.00	910.76	365.08	24,089.24	3.64	
101-401.000-921.000	CONTRACTUAL SERVICES	151,000.00	13,683.23	0.00	137,316.77	9.06	
101-401.000-936.000	EQUIPMENT MAINTENANCE	4,000.00	0.00	0.00	4,000.00	0.00	
101-401.000-970.000	CAPITAL EXPENDITURE	60,000.00	0.00	0.00	60,000.00	0.00	
Total Dept 401.000		276,500.00	17,078.88	1,641.87	259,421.12	6.18	
Dept 501.000 - LEAF COLLECTION							
101-501.000-955.000	MISCELLANEOUS EXPENDITURES	750.00	0.00	0.00	750.00	0.00	
101-501.000-976.000	ROAD EQUIPMENT MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00	
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	7,000.00	0.00	0.00	7,000.00	0.00	
Total Dept 501.000 - LEAF COLLECTION		8,750.00	0.00	0.00	8,750.00	0.00	
Dept 502.000							
101-502.000-801.001	SOCRRA	415,578.00	34,469.16	16,550.16	381,108.84	8.29	

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	MONTH INCREASE	08/31/2025 (DECREASE)	NORMAL BALANCE	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 502.000		415,578.00	34,469.16		16,550.16		381,108.84	8.29
Dept 601.000 - RECREATION								
101-601.000-712.000	WORKER'S COMP INSURANCE	750.00	0.00		0.00		750.00	0.00
101-601.000-806.000	ADULT PROGRAMS	3,000.00	0.00		0.00		3,000.00	0.00
101-601.000-807.000	BUS TRANSPORTATION	1,000.00	0.00		0.00		1,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	3,000.00	0.00		0.00		3,000.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	10,000.00	70.00		70.00		9,930.00	0.70
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	4,000.00	0.00		0.00		4,000.00	0.00
101-601.000-815.000	COMMUNITY GARDEN	500.00	0.00		0.00		500.00	0.00
101-601.000-843.000	DOG PARK EXPENSES	250.00	0.00		0.00		250.00	0.00
101-601.000-882.000	PLANNING/CONSULTING FEES	9,800.00	0.00		0.00		9,800.00	0.00
101-601.000-884.000	CONCERTS IN THE PARK	750.00	446.00		0.00		304.00	59.47
Total Dept 601.000 - RECREATION		33,050.00	516.00		70.00		32,534.00	1.56
TOTAL EXPENDITURES		5,314,407.00	778,003.15		255,304.96		4,536,403.85	14.64
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		5,451,452.00	824,897.13		400,156.62		4,626,554.87	15.13
TOTAL EXPENDITURES		5,314,407.00	778,003.15		255,304.96		4,536,403.85	14.64
NET OF REVENUES & EXPENDITURES		137,045.00	46,893.98		144,851.66		90,151.02	34.22

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GCL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 702.000						
202-702.000-574.000	STATE SHARED REVENUES	415,000.00	0.00	(32,875.85)	415,000.00	0.00
202-702.000-665.000	INVESTMENT INTEREST	8,000.00	3,293.05	1,856.32	4,706.95	41.16
Total Dept 702.000		423,000.00	3,293.05	(31,019.53)	419,706.95	0.78
TOTAL REVENUES		423,000.00	3,293.05	(31,019.53)	419,706.95	0.78
Expenditures						
Dept 702.000						
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	5,000.00	159.31	99.68	4,840.69	3.19
202-702.000-705.000	SALARIES-ADMIN	6,750.00	754.17	502.78	5,995.83	11.17
202-702.000-810.000	AUDITING & ACCOUNTING	3,200.00	0.00	0.00	3,200.00	0.00
202-702.000-856.000	ADMINISTRATION & ENGINEERING	5,000.00	4,315.72	1,627.59	684.28	86.31
202-702.000-858.000	ROAD CONSTRUCTION	0.00	49,914.91	36,929.46	(49,914.91)	100.00
202-702.000-861.000	ROAD MAINTENANCE	15,000.00	1,297.24	0.00	13,702.76	8.65
202-702.000-862.000	ROADSIDE MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
202-702.000-864.000	TRAFFIC CONTROLS	30,000.00	5,157.47	0.00	24,842.53	17.19
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	0.00	0.00	5,500.00	0.00
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	0.00	0.00	5,000.00	0.00
202-702.000-870.000	FORESTRY	30,000.00	0.00	0.00	30,000.00	0.00
202-702.000-921.000	CONTRACTUAL SERVICES	70,000.00	5,550.43	0.00	64,449.57	7.93
202-702.000-999.203	TRANSFER OUT TO LOCAL ROADS	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 702.000		276,450.00	67,149.25	39,159.51	209,300.75	24.29
TOTAL EXPENDITURES		276,450.00	67,149.25	39,159.51	209,300.75	24.29
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		423,000.00	3,293.05	(31,019.53)	419,706.95	0.78
TOTAL EXPENDITURES		276,450.00	67,149.25	39,159.51	209,300.75	24.29
NET OF REVENUES & EXPENDITURES		146,550.00	(63,856.20)	(70,179.04)	210,406.20	43.57

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	250,000.00	0.00	0.00	250,000.00	0.00	
203-703.000-574.000	STATE SHARED REVENUES	195,000.00	0.00	(15,373.16)	195,000.00	0.00	
203-703.000-665.000	INVESTMENT INTEREST	8,000.00	3,293.05	1,856.32	4,706.95	41.16	
203-703.000-690.202	TRANSFER IN FROM MAJOR ROADS	100,000.00	0.00	0.00	100,000.00	0.00	
Total Dept 703.000		553,000.00	3,293.05	(13,516.84)	549,706.95	0.60	
TOTAL REVENUES		553,000.00	3,293.05	(13,516.84)	549,706.95	0.60	
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	5,000.00	159.31	99.68	4,840.69	3.19	
203-703.000-705.000	SALARIES-ADMIN	6,750.00	754.17	502.78	5,995.83	11.17	
203-703.000-810.000	AUDITING & ACCOUNTING	3,200.00	0.00	0.00	3,200.00	0.00	
203-703.000-861.000	ROAD MAINTENANCE	25,000.00	1,297.24	0.00	23,702.76	5.19	
203-703.000-862.000	ROADSIDE MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00	
203-703.000-864.000	TRAFFIC CONTROLS	10,000.00	0.00	0.00	10,000.00	0.00	
203-703.000-866.000	SNOW & ICE REMOVAL	5,500.00	0.00	0.00	5,500.00	0.00	
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	0.00	0.00	2,000.00	0.00	
203-703.000-868.000	NON-MOTOR FACILITIES	5,000.00	0.00	0.00	5,000.00	0.00	
203-703.000-870.000	FORESTRY	30,000.00	0.00	0.00	30,000.00	0.00	
203-703.000-921.000	CONTRACTUAL SERVICES	0.00	5,550.43	0.00	(5,550.43)	100.00	
203-703.000-970.000	CAPITAL EXPENDITURE	589,990.00	12,817.00	7,453.00	577,173.00	2.17	
Total Dept 703.000		687,440.00	20,578.15	8,055.46	666,861.85	2.99	
TOTAL EXPENDITURES		687,440.00	20,578.15	8,055.46	666,861.85	2.99	
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		553,000.00	3,293.05	(13,516.84)	549,706.95	0.60	
TOTAL EXPENDITURES		687,440.00	20,578.15	8,055.46	666,861.85	2.99	
NET OF REVENUES & EXPENDITURES		(134,440.00)	(17,285.10)	(21,572.30)	(117,154.90)	12.86	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 397 - ROAD MILLAGE BOND FUND						
Revenues						
Dept 000.000						
397-000.000-403.000	ROAD BOND DEBT TAXES	688,845.00	119,659.89	53,337.75	569,185.11	17.37
397-000.000-665.000	INVESTMENT INTEREST	0.00	1,245.00	622.13	(1,245.00)	100.00
Total Dept 000.000		688,845.00	120,904.89	53,959.88	567,940.11	17.55
TOTAL REVENUES		688,845.00	120,904.89	53,959.88	567,940.11	17.55
Expenditures						
Dept 000.000						
397-000.000-720.000	INTEREST EXPENSE	162,750.00	0.00	0.00	162,750.00	0.00
397-000.000-905.000	BOND PRINCIPAL PAYMENTS	440,000.00	0.00	0.00	440,000.00	0.00
Total Dept 000.000		602,750.00	0.00	0.00	602,750.00	0.00
TOTAL EXPENDITURES		602,750.00	0.00	0.00	602,750.00	0.00
Fund 397 - ROAD MILLAGE BOND FUND:						
TOTAL REVENUES		688,845.00	120,904.89	53,959.88	567,940.11	17.55
TOTAL EXPENDITURES		602,750.00	0.00	0.00	602,750.00	0.00
NET OF REVENUES & EXPENDITURES		86,095.00	120,904.89	53,959.88	(34,809.89)	140.43

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDG USE
		AMENDED BUDGET	NORMAL	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00		219,417.01	278,713.91		203,082.99	51.93
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00		14,449.64	9,989.97		23,550.36	38.03
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		0.00	0.00		23,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		0.00	0.00		40,000.00	0.00
494-000.000-614.000	MUSIC FEST REV	10,000.00		5,990.00	140.00		4,010.00	59.90
494-000.000-665.000	INVESTMENT INTEREST	0.00		3,293.05	1,856.32		(3,293.05)	100.00
Total Dept 000.000		533,500.00		243,149.70	290,700.20		290,350.30	45.58
TOTAL REVENUES		533,500.00		243,149.70	290,700.20		290,350.30	45.58
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	130,000.00		16,193.19	10,795.46		113,806.81	12.46
494-000.000-702.000	SALARIES PART-TIME	28,000.00		3,200.00	1,712.50		24,800.00	11.43
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000.00		8,657.14	4,989.03		31,342.86	21.64
494-000.000-722.000	LEGAL SERVICES	900.00		0.00	0.00		900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,500.00		41.32	0.00		3,458.68	1.18
494-000.000-810.000	AUDITING & ACCOUNTING	2,500.00		0.00	0.00		2,500.00	0.00
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000.00		350.00	350.00		4,650.00	7.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00		23.98	0.00		12,476.02	0.19
494-000.000-845.000	STREETSCAPING	20,500.00		5,869.00	0.00		14,631.00	28.63
494-000.000-846.000	MUSIC FESTIVAL EXP	10,000.00		5,439.69	3,856.95		4,560.31	54.40
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		0.00	0.00		15,300.00	0.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		411.10	0.00		1,588.90	20.56
494-000.000-901.000	POSTAGE FEES	250.00		0.00	0.00		250.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00		0.00	0.00		64,500.00	0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00		0.00	0.00		24,000.00	0.00
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000.00		0.00	0.00		40,000.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	100,000.00		54,000.48	53,882.48		45,999.52	54.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		0.00	0.00		10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00	0.00		20,000.00	0.00
Total Dept 000.000		528,950.00		94,185.90	75,586.42		434,764.10	17.81
TOTAL EXPENDITURES		528,950.00		94,185.90	75,586.42		434,764.10	17.81
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		533,500.00		243,149.70	290,700.20		290,350.30	45.58
TOTAL EXPENDITURES		528,950.00		94,185.90	75,586.42		434,764.10	17.81
NET OF REVENUES & EXPENDITURES		4,550.00		148,963.80	215,113.78		(144,413.80)	3,273.93

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	20,000.00	3,558.00	1,776.00	16,442.00	17.79	
592-536.000-543.000	FEDERAL/STATE GRANTS	2,459,000.00	0.00	0.00	2,459,000.00	0.00	
592-536.000-640.000	WATER SERVICE	827,750.00	132,596.60	72,752.01	695,153.40	16.02	
592-536.000-640.001	BOND REVENUE	229,000.00	38,050.90	18,994.20	190,949.10	16.62	
592-536.000-641.000	WATER & SEWER PENALTIES	30,000.00	5,592.59	3,024.26	24,407.41	18.64	
592-536.000-642.000	METER CHARGE REVENUE	81,000.00	12,516.36	6,475.80	68,483.64	15.45	
592-536.000-665.000	INVESTMENT INTEREST	40,000.00	5,399.65	2,803.50	34,600.35	13.50	
Total Dept 536.000 - WATER DEPARTMENT		3,686,750.00	197,714.10	105,825.77	3,489,035.90	5.36	
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-641.000	WATER & SEWER PENALTIES	45,000.00	8,120.56	4,479.85	36,879.44	18.05	
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,877,200.00	244,422.64	132,123.40	1,632,777.36	13.02	
592-537.000-651.000	INDUSTRIAL SURCHARGE	45,000.00	4,500.16	2,101.39	40,499.84	10.00	
592-537.000-665.000	INVESTMENT INTEREST	40,000.00	3,757.62	1,982.97	36,242.38	9.39	
Total Dept 537.000 - SEWER DEPARTMENT		2,007,200.00	260,800.98	140,687.61	1,746,399.02	12.99	
TOTAL REVENUES		5,693,950.00	458,515.08	246,513.38	5,235,434.92	8.05	
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	65,000.00	8,300.58	5,533.72	56,699.42	12.77	
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	120,000.00	20,626.66	10,784.06	99,373.34	17.19	
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	11,000.00	0.00	0.00	11,000.00	0.00	
592-536.000-726.000	OFFICE SUPPLIES	300.00	0.00	0.00	300.00	0.00	
592-536.000-803.000	MEMBERSHIPS & MEETINGS	2,500.00	0.00	0.00	2,500.00	0.00	
592-536.000-810.000	AUDITING & ACCOUNTING	3,200.00	0.00	0.00	3,200.00	0.00	
592-536.000-856.000	ADMINISTRATION & ENGINEERING	345,000.00	449.00	105.00	344,551.00	0.13	
592-536.000-875.000	PENSION EXPENSE	25,000.00	0.00	0.00	25,000.00	0.00	
592-536.000-900.000	PRINTING/PUBLICATION COSTS	2,500.00	647.64	647.64	1,852.36	25.91	
592-536.000-902.000	BILLING SERVICES	11,000.00	1,849.77	1,817.56	9,150.23	16.82	
592-536.000-921.000	CONTRACTUAL SERVICES	90,000.00	6,768.94	0.00	83,231.06	7.52	
592-536.000-935.000	EQUIPMENT REPLACEMENT	2,500.00	0.00	0.00	2,500.00	0.00	
592-536.000-937.000	WATER SYSTEM MAINTENANCE	80,000.00	7,613.36	446.52	72,386.64	9.52	
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	5,000.00	0.00	0.00	5,000.00	0.00	
592-536.000-944.000	WATER PURCHASES	384,000.00	28,177.83	0.00	355,822.17	7.34	
592-536.000-968.000	DEPRECAATION WATER SYSTEM	400,000.00	0.00	0.00	400,000.00	0.00	
592-536.000-970.000	CAPITAL EXPENDITURE	57,000.00	0.00	0.00	57,000.00	0.00	
592-536.000-974.000	WATER MAIN PROJECT	2,944,700.00	38,258.94	145.00	2,906,441.06	1.30	
Total Dept 536.000 - WATER DEPARTMENT		4,548,700.00	112,692.72	19,479.50	4,436,007.28	2.48	
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	65,000.00	8,300.58	5,533.72	56,699.42	12.77	
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	60,000.00	12,044.66	6,461.56	47,955.34	20.07	
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	10,550.00	0.00	0.00	10,550.00	0.00	
592-537.000-720.000	INTEREST EXPENSE	140,000.00	0.00	0.00	140,000.00	0.00	
592-537.000-725.000	PAYING AGENT FEES	1,650.00	825.00	825.00	825.00	50.00	
592-537.000-810.000	AUDITING & ACCOUNTING	3,200.00	0.00	0.00	3,200.00	0.00	
592-537.000-856.000	ADMINISTRATION & ENGINEERING	36,000.00	1,290.00	1,290.00	34,710.00	3.58	
592-537.000-905.000	BOND PRINCIPAL PAYMENTS	335,000.00	0.00	0.00	335,000.00	0.00	

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 592 - WATER & SEWER FUND								
Expenditures								
592-537.000-921.000	CONTRACTUAL SERVICES	160,500.00	6,236.94	0.00		154,263.06	3.89	
592-537.000-939.000	SEWER SYSTEM MAINTENANCE	100,000.00	1,027.41	18.38		98,972.59	1.03	
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,076,362.00	89,696.84	0.00		986,665.16	8.33	
592-537.000-945.000	RETENTION TANK-UTIL ELEC	20,000.00	433.18	0.00		19,566.82	2.17	
592-537.000-946.000	RETENTION TANK UTIL-WATER	35,000.00	91.66	91.66		34,908.34	0.26	
592-537.000-947.000	RETENTION TANK UTIL-GAS	1,300.00	36.36	18.36		1,263.64	2.80	
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	1,000.00	0.00	0.00		1,000.00	0.00	
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	0.00	0.00		500.00	0.00	
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	6,000.00	0.00	0.00		6,000.00	0.00	
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	9,100.00	0.00	0.00		9,100.00	0.00	
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	20,000.00	1,539.25	0.00		18,460.75	7.70	
592-537.000-970.000	CAPITAL EXPENDITURE	145,000.00	0.00	0.00		145,000.00	0.00	
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	15,000.00	0.00	0.00		15,000.00	0.00	
Total Dept 537.000 - SEWER DEPARTMENT		2,241,162.00	121,521.88	14,238.68		2,119,640.12	5.42	
Dept 537.200 - SEWER DEPARTMENT								
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	140,000.00	0.00	0.00		140,000.00	0.00	
Total Dept 537.200 - SEWER DEPARTMENT		140,000.00	0.00	0.00		140,000.00	0.00	
TOTAL EXPENDITURES		6,929,862.00	234,214.60	33,718.18		6,695,647.40	3.38	
Fund 592 - WATER & SEWER FUND:								
TOTAL REVENUES		5,693,950.00	458,515.08	246,513.38		5,235,434.92	8.05	
TOTAL EXPENDITURES		6,929,862.00	234,214.60	33,718.18		6,695,647.40	3.38	
NET OF REVENUES & EXPENDITURES		(1,235,912.00)	224,300.48	212,795.20		(1,460,212.48)	18.15	
TOTAL REVENUES - ALL FUNDS		13,343,747.00	1,654,052.90	946,793.71		11,689,694.10	12.40	
TOTAL EXPENDITURES - ALL FUNDS		14,339,859.00	1,194,131.05	411,824.53		13,145,727.95	8.33	
NET OF REVENUES & EXPENDITURES		(996,112.00)	459,921.85	534,969.18		(1,456,033.85)	46.17	

27 S. Broadway St. Suite 2
Lake Orion, Michigan 48362

sbaker@bakerpllc.com



August 22, 2025

Via Email

Mike Greene
City Administrator

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

Re: Legal Department Billing for July 1 through July 31, 2025

Dear Mr. Greene:

The following is our law firm's billing to the City of Lathrup Village for the month of July 2025:

General Retainer	\$ 2,500.00
Prosecution/Code Enforcement	\$ 910.00
Special Legal Services	\$ 2,730.00
Downtown Development Authority	
Project Reimbursement	
	<hr/>
	\$6,140.00

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

Very truly yours,

Baker Legal Group, PLLC

Scott R. Baker

Enclosures



27 S. Broadway St. Suite 2 Lake Orion, Michigan 48362
SBaker@bakerpllc.com
 (248) 230-4103

August 22, 2025

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

Invoice Number: 1858

Invoice Period: 07-01-2025 - 07-31-2025

RE: General Retainer

Time Details

Date	Professional	Description	Hours	Amount
07-01-2025	SRB	Draft correspondence to City Administrator re encroachment licenses.	0.50	No Charge
07-02-2025	SRB	Receipt and review of correspondence from City Administrator re: 7/7 City Council Study Session	0.25	No Charge
07-03-2025	SRB	Receipt and review of correspondence from City Administrator re: 7/7 City Council Study Session	0.25	No Charge
07-07-2025	SRB	Receipt and review of correspondence from City Administrator re: encroachment license holder maintenance requirements.	0.25	No Charge
07-07-2025	SRB	Receipt and review of correspondence from City Administrator re: 7/21 City Council meeting	0.25	No Charge
07-07-2025	SRB	Prepare for and attend City Council Study Session	1.50	No Charge
07-09-2025	SRB	Receipt and review of correspondence from City Administrator re: Tree Removal	0.25	No Charge
07-09-2025	SRB	Receipt and review correspondence from T. Kennedy re solar ordinance; respond to same.	0.25	No Charge
07-14-2025	SRB	Receipt, review and draft correspondence to Councilman Hammond re PILOT Ordinance	0.50	No Charge
07-14-2025	SRB	Receipt and review correspondence from Mayor Pro-Tem re PA 33	0.25	No Charge
07-14-2025	SRB	Receipt and review of correspondence from City Administrator re:	0.25	No Charge

We appreciate your business

Page 1 of 4

Date	Professional	Description	Hours	Amount	Item 6C.
		rental ordinances			
07-14-2025	SRB	Receipt and review of correspondence from City Administrator re: assessing services contract	0.25	No Charge	
07-14-2025	SRB	Receipt and review of correspondence from City Administrator re: PA 33 tracking	0.25	No Charge	
07-15-2025	SRB	Receipt, review and respond to correspondence from Mayor Garrett re citizen correspondence.	0.25	No Charge	
07-15-2025	SRB	Receipt and review of correspondence from Community & Economic Development director.	0.25	No Charge	
07-15-2025	SRB	Receipt and review of correspondence from Community & Economic Development director.	0.25	No Charge	
07-15-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-15-2025	SRB	Receipt and review of correspondence from City Clerk re Council candidate packets	0.25	No Charge	
07-16-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-16-2025	SRB	Receipt and review of correspondence from City Administrator re: FOIA request	0.25	No Charge	
07-16-2025	SRB	Receipt, review and respond to correspondence from Mayor Garrett re citizen correspondence.	0.25	No Charge	
07-17-2025	SRB	Receipt and review of correspondence from City Administrator re: FOIA request	0.25	No Charge	
07-17-2025	SRB	Receipt and review of correspondence from City Administrator re: Assessing services contract	0.25	No Charge	
07-17-2025	SRB	Receipt and review of correspondence from City Administrator re: PILOT FAQ	0.25	No Charge	
07-18-2025	SRB	Receipt and review of correspondence from City Administrator re: 7/21 City Council Meeting	0.25	No Charge	
07-18-2025	SRB	Receipt and review of correspondence from City Administrator re: 7/21 City Council Meeting	0.25	No Charge	
07-18-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-18-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-21-2025	SRB	Receipt and review of correspondence from City Clerk re Charter amendment process	0.25	No Charge	

We appreciate your business

Page 2 of 4

Date	Professional	Description	Hours	Amount	Item 6C.
07-21-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-21-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-21-2025	SRB	Receipt and review of correspondence from City Clerk re commercial landlord licensing	0.25	No Charge	
07-21-2025	SRB	Receipt and review of correspondence from City Administrator re: summons received Zimmerman v. Lathrup Village	0.25	No Charge	
07-21-2025	SRB	Receipt and review of correspondence from Finance Director re FOIA request	0.25	No Charge	
07-21-2025	SRB	Prepare for and attend City Council Study Session	2.00	No Charge	
07-21-2025	SRB	Prepare for and attend City Council Study Session	2.50	No Charge	
07-22-2025	SRB	Receipt and review of correspondence from Finance Director re FOIA request	0.25	No Charge	
07-22-2025	SRB	Receipt and review of correspondence from Deputy Treasurer re FOIA request	0.25	No Charge	
07-22-2025	SRB	Receipt and review of correspondence from City Administrator re: ordinance publication	0.25	No Charge	
07-22-2025	SRB	Receipt and review of correspondence from City Clerk re City Council candidate eligibility requirements	0.25	No Charge	
07-22-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-22-2025	SRB	Receipt and review of correspondence from City Clerk re FOIA request	0.25	No Charge	
07-23-2025	SRB	Receipt and review of correspondence from City Clerk re Headlee override ballot proposal	0.25	No Charge	
07-23-2025	SRB	Receipt and review of correspondence from City Clerk re City Council term dates	0.25	No Charge	
07-23-2025	SRB	Receipt and review of correspondence from City Administrator re: Headlee override ballot proposal	0.25	No Charge	
07-23-2025	SRB	Receipt and review of correspondence from City Administrator re: candidate filing review	0.25	No Charge	
07-23-2025	SRB	Receipt and review of correspondence from City Administrator re: Public hearing request	0.25	No Charge	
07-23-2025	SRB	Receipt and review of correspondence from City Administrator re: Headlee override ballot proposal	0.25	No Charge	

We appreciate your business

Page 3 of 4

Date	Professional	Description	Hours	Amount	Item 6C.
07-23-2025	SRB	Receipt and review of correspondence from City Administrator re: election law inquiry	0.25	No Charge	
07-24-2025	SRB	Receipt and review of correspondence from City Administrator re: Zimmerman v. Lathrup update	0.25	No Charge	
07-24-2025	SRB	Receipt and review of correspondence from Community & Economic Development director.	0.25	No Charge	
07-28-2025	SRB	Receipt and review of correspondence from City Administrator re: charter amendment correspondence from office of the Governor.	0.25	No Charge	
07-31-2025	SRB	Services Rendered		2,500.00	
			Total	2,500.00	

Time Summary

Professional	Hours	Amount
Scott Baker	18.75	2,500.00
Total		2,500.00
Total for this Invoice		2,500.00



27 S. Broadway St. Suite 2 Lake Orion, Michigan 48362
SBaker@bakerpllc.com
 (248) 230-4103

August 22, 2025

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

Invoice Number: 1859

Invoice Period: 07-01-2025 - 07-31-2025

RE: Prosecution/Code Enforcement

Time Details

Date	Professional	Description	Hours	Amount
07-01-2025	SRB	Receipt and review correspondence from 46th District Court re 7/9 prosecution docket	0.25	32.50
07-09-2025	SRB	Prepare for and appear in 46th District Court for Prosecution Docket	3.00	390.00
07-14-2025	SRB	Receipt and review correspondence from 46th District Court Probation Officer; Draft requested Motion for Nolle Prosequi re 23LV01758B	0.50	65.00
07-15-2025	SRB	Receipt and review correspondence from code enforcement officer re 18740 Lacrosse Ave.	0.25	32.50
07-16-2025	SRB	Receipt and review of correspondence form PD clerk; telephone conference with same	0.25	32.50
07-24-2025	SRB	Receipt, review and respond to correspondence from defense attorney re 25LV00618A	0.25	32.50
07-24-2025	SRB	Receive and respond to correspondence from Police Clerk; Review attached defendant records re prosecution records request	0.25	32.50
07-24-2025	SRB	Draft correspondence to police clerk for record request re prosecution cases	0.25	32.50
07-30-2025	SRB	Telephone conference with personal representative of estate., draft correspondence to code enforcement officer re 18740 Lacrosse Ave.	0.50	65.00
07-30-2025	SRB	Receipt and review of correspondence from 46th District Court re	0.25	32.50

We appreciate your business

Page 1 of 2

Date	Professional	Description	Hours	Amount	Item 6C.
		November and December prosecution dockets			
07-30-2025	SRB	Receipt and review of correspondence from 46th District Court re August 13th prosecution docket	0.25	32.50	
07-31-2025	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 25LV00618A	0.75	97.50	
07-31-2025	SRB	Draft correspondence to police clerk for record request re prosecution cases	0.25	32.50	
			Total	910.00	
Time Summary					
Professional			Hours	Amount	
Scott Baker			7.00	910.00	
		Total		910.00	
		Total for this Invoice		910.00	



27 S. Broadway St. Suite 2 Lake Orion, Michigan 48362
SBaker@bakerpllc.com
 (248) 230-4103

August 22, 2025

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

Invoice Number: 1860

Invoice Period: 07-01-2025 - 07-31-2025

RE: Special Legal Services

Time Details

Date	Professional	Description	Hours	Amount
07-01-2025	SRB	Receipt and review correspondence from City Planner re 26701 Southfield Road proposed expansion; Research and draft response re same.	0.50	65.00
07-02-2025	SRB	Receipt, review and respond to multiple correspondence from Staff and City Planner re solar ordinance draft.	0.50	65.00
07-07-2025	SRB	Receipt and review correspondence from appellate counsel re JMC litigation	0.25	32.50
07-07-2025	SRB	Receipt and review correspondence from City Planner re 26701 Southfield Road proposed expansion; Research and draft response re same.	0.50	65.00
07-07-2025	SRB	Telephone conference with attorney for Surnow company re PILOT ordinance	0.25	32.50
07-08-2025	SRB	Research and draft correspondence to City Planner re parking standards for multi-tenant buildings	0.50	65.00
07-10-2025	SRB	Research, review and draft amendments to proposed solar ordinance; forward same to T. Kennedy.	1.50	195.00
07-10-2025	SRB	Research, review and draft amendments to animal ordinance.	0.50	65.00
07-10-2025	SRB	Research, review and draft Resolution establishing flag display policy.	2.00	260.00
07-10-2025	SRB	Receipt and review multiple correspondence from City Planner and property owner re 26701 Southfield Road	0.50	65.00

We appreciate your business

Page 1 of 3

Date	Professional	Description	Hours	Amount	Item 6C.
07-11-2025	SRB	Research and review correspondence from City Planner re money service businesses and small box retail discount stores.	0.50	65.00	
07-11-2025	SRB	Research, review and draft legal opinion re Police Chief candidate search	2.00	260.00	
07-11-2025	SRB	Research, review and draft amendments to PILOT ordinance	0.50	65.00	
07-11-2025	SRB	Research, review and draft amendments to Landlord Tenant ordinance	0.75	97.50	
07-11-2025	SRB	Research, review and finalize draft of Short-Term rental ordinance	2.00	260.00	
07-15-2025	SRB	Telephone conference with attorney for Surnow company re PILOT ordinance	0.25	32.50	
07-16-2025	SRB	Receipt and review of correspondence and notice of PH Conference re MTT 24-001640	0.25	32.50	
07-17-2025	SRB	Receipt and review of correspondence and notice of PH Conference re MTT 24-001634	0.25	32.50	
07-17-2025	SRB	Receipt, review and respond to correspondence from Surnow Co. attorney re PILOT ordinance.	0.25	32.50	
07-17-2025	SRB	Review amended assessing services contract	0.50	65.00	
07-21-2025	SRB	Prepare for and attend Planning Commission meeting	1.75	227.50	
07-22-2025	SRB	Draft notice of adoption for PILOT Ordinance; forward same to City Administrator	0.50	65.00	
07-22-2025	SRB	Receipt and review of correspondence and notice of PH Conference re MTT 24-001646	0.25	32.50	
07-23-2025	SRB	Receipt, review and respond to correspondence from Surnow Co re PILOT application	0.25	32.50	
07-23-2025	SRB	Receipt, review and respond to correspondence from Surnow Co re PILOT application	0.25	32.50	
07-23-2025	SRB	Receipt and review of correspondence from Oakland County Equalization re JMC tax appeals	0.25	32.50	
07-23-2025	SRB	Receipt, review and respond to correspondence from Oakland County Elections re 2025 Ballot proposals and current term limits for office of city council.	0.50	65.00	
07-24-2025	SRB	Receipt, review and respond to correspondence from Surnow Co re PILOT application	0.25	32.50	
07-24-2025	SRB	Research and draft legal opinion re candidate disqualification for incomplete affidavits of identity	1.50	195.00	

We appreciate your business

Page 2 of 3

Date	Professional	Description	Hours	Amount	Item 6C.
07-28-2025	SRB	Receipt and review of correspondence from Oakland County Equalization re JMC tax appeals	0.25	32.50	
07-29-2025	SRB	Meeting with Oakland County Equalization re JMC tax appeals	1.00	130.00	
			Total	2,730.00	

Time Summary

Professional	Hours	Amount
Scott Baker	21.00	2,730.00
Total		2,730.00
Total for this Invoice		2,730.00

MEMORANDUM

To: LVDDA Board of Directors
From: Austin Colson, CED/DDA Director
Date: September 19, 2025
RE: Department/Director Report

In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly report is submitted for your review.

Upcoming DDA Events

- Southfield Chamber of Commerce: Business, Bio & Branding: September 30th, 11am-2pm (Location: Southfield)
- Oakland Thrive: Get your Money: Access to Capital and Funding: October 14th, 5:30pm-7:30pm (Location: Pontiac)
- AI at *OneStream: Innovations, Insights, and Hallucination Mitigation*: September 25th, 2:30pm-6:30pm (Location: Birmingham)

Past DDA Events

- Southfield Chamber of Commerce Economic Vitality Breakfast: August 6th, 9am-10:30am (Location: Plum Hollow Country Club)
- Networking luncheon and public art exploration: August 12th, 10:30am-1pm (Location: Meet at the "SFLD" letters in front of Southfield City Hall)
- Developing a Business Plan: August 19th, 10am-12pm (Location: Community Room)
- Lathrup Village Third Annual Music Festival: September 13th, 12pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10:30am (Oak Park)

Business/Property Updates

- 26710 Southfield Road (Babylon Printing) – Installation of equipment for new screen-printing business.
- 26720 Southfield Road (Curl M Crazy) – Installation of wall sign for new salon.
- 27000 Southfield Road (Discount Tire) – Interior buildout of updated showroom.
- 27320 Southfield Road (Modern Suits & Clothing) – Interior build out of clothing store.

Infrastructure

- Continuation installation of two EV charging stations in city hall parking lot.

Miscellaneous

- Interview filmed with owner of new golf simulator business, Mara Greens, to be edited into PSA.
- Met with Lathrup Village Chamber of Commerce to discuss coordination of future activities and events.

ALARM SUMMARY FOR AUGUST 2025

August 1-31st, 2025: 2 B&E Alarms (C3902)
August 1-31st 2025: 10 False Alarms (L5060)

All alarms were considered false or operator error. Two were cancelled prior to dispatching LVPD officers

Total unregistered alarms for the month:

Commercial: 2
Residential: 3

Citations issues for excessive alarms:

Commercial: 1
Residential: 0

Letters will be mailed in September to the addresses that have an unregistered alarm. Citations will be sent via certified mail.



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Violation Summary**

For 8/1/2025 12:00:00 AM - 9/1/2025 12:00:00 AM



Primary Officer Selected: All Values Selected

Secondary Officer Selected: All Values Selected

Primary Officer Shift Selected: All Values Selected

Local Use Selected: All Values Selected

Type Selected: All Values Selected

Status Selected: All Values Selected

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
ALEXANDER, RYAN	DISOBEY STOP SIGN	1	
	DISOBEY TRAFFIC CONTROL DEVICE	1	
	EQUIPMENT VIOL-DEFECTIVE/MISSING	1	
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD	2	
	IMPEDING/BLOCKADING TRAFFIC	3	
	IMPROPER LANE USAGE	1	
	IMPROPER TURN	2	
	NO PROOF OF INSURANCE	1	
	USE OF HAND HELD CELLULAR PHONE	1	
		13	13



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Violation Summary**

For 8/1/2025 12:00:00 AM - 9/1/2025 12:00:00 AM



Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
CEHIC, ANES	1-5 MPH OVER LIMIT	1	
	DISOBEY STOP SIGN	1	
	DISOBEY TRAFFIC CONTROL DEVICE	1	
	DISOBEY TRAFFIC SIGNAL/FLASHERS	2	
	DROVE WHILE LICENSE SUS/REV/DENIED	1	
	EXPIRED PLATES	3	
	FAIL TO SIGNAL AND/OR OBSERVE	1	
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD	1	
	IMPEDING/BLOCKADING TRAFFIC	11	
	IMPROPER LANE USAGE	3	
	IMPROPER TURN	1	
	IMPROPER USE OF LIGHTS	1	
	NO PROOF OF INSURANCE	2	
	USE OF HAND HELD CELLULAR PHONE	5	
	VIOLATION OF SAFETY BELT LAW	4	
		38	38

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
HUSTON, JEREMY	11-15 MPH OVER LIMIT		1
	1-5 MPH OVER LIMIT	3	2
	1-5 MPH OVER/LIMITED ACCESS HWY		1
	DISOBEY STOP SIGN		1
	DISOBEY TRAFFIC CONTROL DEVICE		2
	DROVE WHILE UNLICENSED/LIC NOT VALID		1
	EXCESSIVE FALSE ALARMS	1	
	EXPIRED PLATES		3
	IMPEDING/BLOCKADING TRAFFIC	2	4
	IMPROPER LANE USAGE		2
	VIOLATION OF INSTRUCTION PERMIT		1
		24	18



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Violation Summary**

For 8/1/2025 12:00:00 AM - 9/1/2025 12:00:00 AM



Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
LAWRENCE, TERANCE	DISOBEY STOP SIGN	3	
	DISOBEY TRAFFIC CONTROL DEVICE	1	
	HOLDING/USING MOBILE DEVICE WHILE OPERATING VEHICLE (\$215),	1	
	PROHIBITED TURN	4	
		9	9

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
MATEYAK, ELLIOT	11-15 MPH OVER LIMIT	2	
	1-5 MPH OVER LIMIT	2	
	1-5 MPH OVER/LIMITED ACCESS HWY	1	
	DISOBEY STOP SIGN	2	
	DISOBEY TRAFFIC CONTROL DEVICE	2	
	DROVE WHILE UNLICENSED/LIC NOT VALID	1	
	EXCESSIVE FALSE ALARMS		1
	EXPIRED PLATES	3	
	IMPEDING/BLOCKADING TRAFFIC	3	
	IMPROPER LANE USAGE	2	
	NO PROOF OF INSURANCE	1	
	USE OF HAND HELD CELLULAR PHONE	2	
	VIOLATON OF INSTRUCTION PERMIT	1	
		23	22
			1



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Violation Summary**

For 8/1/2025 12:00:00 AM - 9/1/2025 12:00:00 AM



Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
ROBERTS, KEITH	11-15 MPH OVER LIMIT		1
	1-5 MPH OVER LIMIT		1
	DISOBEY STOP SIGN	1	2
	DISOBEY TRAFFIC CONTROL DEVICE	2	1
	DROVE WHILE LICENSE SUS/REV/DENIED		1
	EXPIRED PLATES		3
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD		1
	IMPEDING/BLOCKADING TRAFFIC	3	6
	IMPROPER LANE USAGE		3
	IMPROPER TURN	1	1
	IMPROPER USE OF LIGHTS		1
	NO PROOF OF INSURANCE		2
	USE OF HAND HELD CELLULAR PHONE		6
	VIOLATION OF SAFETY BELT LAW	2	3
	41	9	32



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Violation Summary**

For 8/1/2025 12:00:00 AM - 9/1/2025 12:00:00 AM



Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
STAJICH, MICHAEL	21 MPH OVER LIMIT	1	
	25 MPH OVER LIMIT	1	
	CARELESS DRIVING	1	
	DISOBEY STOP SIGN	6	
	DISOBEY TRAFFIC CONTROL DEVICE	1	
	DROVE WHILE LICENSE SUS/REV/DENIED	1	
	EXPIRED PLATES	2	
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD	1	
	FAIL TO YIELD RIGHT OF WAY	2	
	IMPEDING/BLOCKADING TRAFFIC	1	
	IMPROPER LANE USAGE	1	
	IMPROPER TURN	2	
	OPERATING WHILE READING TYPING OR TEXTING 1ST OFFENSE	1	
	VIOLATION OF BASIC SPEED LAW	1	
	VIOLATION OF SAFETY BELT LAW	1	
		23	23

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
ZANG, MICHAEL	DISOBEY STOP SIGN	1	
	DISOBEY TRAFFIC SIGNAL/FLASHERS		2
	FAIL TO SIGNAL AND/OR OBSERVE		1
	IMPEDING/BLOCKADING TRAFFIC	1	4
	NO PROOF OF INSURANCE		1
	USE OF HAND HELD CELLULAR PHONE		1
	VIOLATION OF SAFETY BELT LAW		1
		12	2
			10
	Totals:	122	61

CLEAR-1996 Departmental CLEAR & CAD Statistics by Officer
CLEAR & CAD Stats

08/01/2025 - 09/01/2025



Officer Name	Officer Badge	Days Work	Days Sick	Tickets	CFS	CR	Arrests	Charges	Public Relation	Traffic Stops	Building Check	Plaza Check	Sub Check	Comm Policing
LV										1				
LVALEXANDERR	46960			9	203	5				6				
LVBUTTONE	26288				8									
LVCEHICA	01010			38	185	13	2	2		32				
LVCORYS	003				3	3								
LVGIJSBERSR	47833				8	4								
LVHUSTONJ	42410			6	8	1				6				
LVHUTSONN	43905				220	2	1	1		1				
LVJARIETTK	42532									1				
LVLAURENCET	23960			9	150					9				
LVIMATEYAKE	57154			21	149	19	1	1		17				
LVROBERTSK	00316			9	19	2				8				
LVSTAJICHM	41054			21	121	5	1	1		21				
LVZANGM	00793			1	16	6				4				
Total:				Sum:	1090	60	5	5		106				
* Includes Empty	Average:				77.86	2.31	0.36	0.36		7.57				
** Excludes Empty	Average:				90.83	6	1.25	1.25		9.64				



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Ticket Type Summary
For 08/01/2025 - 09/01/2025**



Primary Officer Selected: All Values Selected

Secondary Officer Selected: All Values Selected

Primary Officer Shift Selected: All Values Selected

Local Use Selected: All Values Selected

Type Selected: All Values Selected

Status Selected: All Values Selected

Officer Name	Type	Prim Viol Count	Sec Viol Count
ALEXANDER, RYAN	CIVIL INFRACTION	7	
	WAIVE	1	
	WARNING	5	
		13	13

Officer Name	Type	Prim Viol Count	Sec Viol Count
CEHIC, ANES	CIVIL INFRACTION	22	
	MISDEMEANOR	1	
	WARNING	15	
		38	38

Officer Name	Type	Prim Viol Count	Sec Viol Count
HUSTON, JEREMY	CIVIL INFRACTION	6	12
	MISDEMEANOR		2
	WARNING		4
		24	18

Officer Name	Type	Prim Viol Count	Sec Viol Count
LAWRENCE, TERANCE	CIVIL INFRACTION	9	
		9	9



**Citations - Officer Violations & Citations Summary For Lathrup
Village PD - Officer Ticket Type Summary
For 08/01/2025 - 09/01/2025**



Officer Name	Type	Prim Viol Count	Sec Viol Count
MATEYAK, ELLIOT	CIVIL INFRACTION	12	1
	MISDEMEANOR	2	
	WARNING	8	
		23	1
Officer Name	Type	Prim Viol Count	Sec Viol Count
ROBERTS, KEITH	CIVIL INFRACTION	6	16
	MISDEMEANOR		1
	WARNING	3	15
		41	32
Officer Name	Type	Prim Viol Count	Sec Viol Count
STAJICH, MICHAEL	CIVIL INFRACTION	10	
	MISDEMEANOR	1	
	WARNING	12	
		23	23
Officer Name	Type	Prim Viol Count	Sec Viol Count
ZANG, MICHAEL	CIVIL INFRACTION	1	6
	WARNING	1	4
		12	10
Totals:		122	61

August 2025

DATE	EVENT	WHO PARTICIPATED	ACTIONS
8/5/2025	Building Financial Strength in First Responder Families	Mateyak	
8/6/2025	July 2025 Warrant Audit Validated	Cory	
8/12/2025	Conviction Integrity Unit Meeting	Zang	
8/13/2025	Cyber Crime Seminar	Zang	
8/13 - 8/14	AR-15/M4 Armorer Course	McKee	
8/14/2025	Crisis Intervention Training Overview	Zang	
8/14/2025	Crisis Management	Zang	
8/14/2025	Introduction to Rape Crisis	Zang	
8/14/2025	Birmingham PD Promotional Interviews	Zang	
8/17 - 8/20	CJIS Conference	Cory	
8/18/2025	City Council Meeting	Zang	
8/18/2025	Active Shooter Preparation&Response for Schools	Zang	
8/19-8/20	FTO Mateyak	Zang	
8/19/2025	Staff Meeting	Zang	
8/19/2025	Advanced Defensive Driving Techniques	Zang	
8/19/2025	Ambush Awareness and Preparation	Zang	
8/20/2025	Computer Install	Zang	
8/21/2025	Investigators Meeting	Zang	
8/22/2025	Uniform Fitting for Molanen & Holley	Zang	
8/25/2025	CJIS Security Training	Alexander	
8/25-8/27	FTO Mateyak	Zang	
8/26/2025	Bloodborne Pathogens for First Responders	Cehic / Mateyak	
8/26/2025	Hazmat First Responder Awareness Level 1	Cehic / Mateyak	
8/26/2025	Distracted Driving for Law Enforcement	Zang	
8/27/2025	CJIS Security Training	Roberts	
8/28/2025	Building Financial Strength in First Responder Families	Stajich	
8/28/2025	Advanced Defensive Driving Techniques	Stajich	
8/29/2025	LVMF Meeting	Zang	

2025 Run Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Alexander	230	238	247	155	206	146	144	203					1569
Button	33	9	31	48	109	64	0	8					302
Gijbbers	97	88	127	140	127	121	114	8					822
Huston	68	38	5	Injured	8/Injured	5/Injured	27	8					159
Hutson	297	265	196	161	288	181	249	220					1857
Lawrence	28	55	112	89	74	116	170	150					794
Roberts	149	143	136	199	150	93	82	19					971
Stojich	160	121	151	175	159	156	157	121					1200
Tackett	86	69	88	76	28/Injured	0/Injured	0/Injured	0/Injured					347
Cehic	n/a	n/a	n/a	n/a	n/a	n/a	56	185					241
Matayak	n/a	n/a	n/a	n/a	n/a	n/a	43	149					192
Chickensky/Fisher	95	42	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	137

Reserve Hodges	1/24/25 25-871	2/28/25 25-2139	0	0	5/23/25 25-5033	6/13/25 25-5707	0	8/23/25 25-7944						5
Reserve Lietzke	0	0	0	4/29/25 25-4183	0	0	0	0						1
Reserve Sovinsky	1/26/25 25-956	02/09/25 25-1428	0	4/20/25 25-3900	0	6/16/25 25-5769	7/13/25 25-6619	0						5

2025 Ticket Totals	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Alexander	31	21	31	35	16	13	10	8					165
Alexander warning	0	0	0	1	0	1	12	5					19
Button	1	1	2	4	6	5	0	0					19
Button warning	2	0	0	1	1	2	0	0					6
Gjlsbers	23	4	23	21	25	10	9	0					115
Gjlsbers warning	5	2	8	6	5	3	2	0					31
Huston	7	3	1	0/Injured	0/Injured	0/Injured	3	6					20
Huston warning	2	2	0	0/Injured	0/Injured	0/Injured	4	0					8
Hutson	7	5	7	5	17	3	7	0					51
Hutson warning	4	1	2	1	4	3	2	0					17
Lawrence	5	1	5	9	3	5	12	9					49
Lawrence warning	0	0	0	0	0	0	0	0					0
Roberts	13	11	16	41	28	5	10	6					130
Roberts warning	5	4	13	25	5	2	10	3					67
Stojich	17	6	4	14	21	10	6	11					89
Stojich warning	0	0	0	1	2	19	28	12					62
Tackett	4	3	7	2	2/Injured	0/Injured	0/Injured	0/Injured					18
Tackett warning	2	1	0	0	0/Injured	0/Injured	0/Injured	0/Injured					3
Cehic	n/a	n/a	n/a	n/a	n/a	n/a	3	23					26
Cehic warning	n/a	n/a	n/a	n/a	n/a	n/a	5	15					20

Matveyok	n/a	n/a	n/a	n/a	n/a	n/a	n/a	7	14					21
Matveyok Warning	n/a	n/a	n/a	n/a	n/a	n/a	n/a	5	8					13
Chickensky/Fisher Citations	22	3	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	27
Chickensky/Fisher Warnings	2	2	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4

WARNING VIOLATIONS

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	25LV00755	8/1/2025	OAK PARK	MI	SOUTHFIELD	11 MILE	IMPROPER LANE USAGE	CEH
3	25LV00758	8/2/2025	SOUTHFIELD	MI	TWELVE MILE	SOUTHFIELD	1-5 MPH OVER LIMIT SPEED: 45/40	CEH
4	25LV00759	8/2/2025	SOUTHFIELD	MI	TWELVE MILE	SOUTHFIELD	USE OF HAND HELD CELLULAR PHONE	CEH
5	25LV00762	8/3/2025	FARMINGTON HILLS	MI	12 MILE	SOUTHFIELD	USE OF HAND HELD CELLULAR PHONE	CEH
6	25LV00765	8/4/2025	SOUTHFIELD	MI	11 MILE	SOUTHFIELD	EXPIRED PLATES	MAT
7	25LV00767	8/4/2025	ROMULUS	MI	SOUTHFIELD	LINCOLN	EXPIRED PLATES	CEH
8	25LV00768	8/4/2025	OAK PARK	MI	SOUTHFIELD	11 MILE	IMPROPER TURN	CEH
9	25LV00780	8/7/2025	MUSKEGON	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	STA
10	25LV00783	8/8/2025	CICERO	IL	SOUTHFIELD	12 MILE	EXPIRED PLATES	CEH
11	25LV00787	8/8/2025	WIXOM	MI	SOUTHFIELD	11 MILE	IMPROPER TURN	ALE
12	25LV00791	8/8/2025	SOUTHFIELD	MI	SOUTHFIELD	AVILLA	21 MPH OVER LIMIT SPEED: 66/45	STA
13	25LV00797	8/11/2025	HUNTINGTON WOODS	MI	12 MILE	SOUTHFIELD	USE OF HAND HELD CELLULAR PHONE	CEH
14	25LV00798	8/11/2025	ROYAL OAK	MI	12 MILE	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	MAT
15	25LV00799	8/12/2025	OAK PARK	MI	12 MILE	SOUTHFIELD	USE OF HAND HELD CELLULAR PHONE	CEH
16	25LV00800	8/12/2025	LATHRUP VILLAGE	MI	BLOOMFIELD	SARATOGA	DISOBEY STOP SIGN	CEH
17	25LV00805	8/13/2025	REDFORD	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	STA
18	25LV00807	8/14/2025	SOUTHFIELD	MI	SOUTHFIELD	GLENWOOD	IMPROPER USE OF LIGHTS	CEH
19	25LV00808	8/14/2025	BIRMINGHAM	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	STA
20	25LV00809	8/14/2025	SOUTHFIELD	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	STA
21	25LV00811	8/15/2025	FARMINGTON	MI	11 MILE	SOUTHFIELD	USE OF HAND HELD CELLULAR PHONE	CEH
22	25LV00813	8/15/2025	SOUTHFIELD	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	STA
23	25LV00814	8/15/2025	SOUTHFIELD	MI	11 MILE	SOUTHFIELD	IMPROPER TURN	STA
24	25LV00817	8/16/2025	DETROIT	MI	11 MILE	SOUTHFIELD	IMPROPER TURN	STA
25	25LV00818	8/16/2025	SOUTHFIELD	MI	11 MILE	LATHRUP	25 MPH OVER LIMIT SPEED: 65/40	STA
26	25LV00823	8/17/2025	SOUTHFIELD	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	ROB

WARNING VIOLATIONS

[illegible]



27400 Southfield Rd
 Lathrup Village, MI 48076
 (248) 557 - 2600
www.lathrupvillage.org

To: City Council

From: Tom Kennedy – Community & Economic Development/DDA Project Coordinator

Date: August 26, 2025

RE: Redevelopment Ready Community Best Practice 4.1: Recruitment Process

In line with the cities' continued efforts to restore Redevelopment Ready Community Certification, the Community and Economic Development Department is asking the City Council to formally review and approve a Recruitment Process guideline for all of our boards and commissions. It should be noted that the city has operated with the standards that have been codified below; however, these were never in formal writing.

Once these guidelines are approved, two things will happen:

- First, a copy of the document will be sent to the Michigan Economic Development Corporation for their review and approval, completing Best Practice 4.1: Recruitment Process.
- Second, the document will be put on the city's website under the Documents section, as well as the Boards, Commissions & Study Groups tab to allow for residents and applicants to review the guidelines the city follows.

The draft for discussion is below this memorandum for further discussion and approval. We thank you for your time and continued consideration as we move closer to RRC Certification. We understand that we have been asking much from the City Council as of late with these documents for approval, but assure everyone that the value of the RRC Certification is indescribable for the community's benefit.

City of Lathrup Village**Policy for Appointments to Boards and Commissions****Adopted: [N/A]****Purpose**

The purpose of this policy is to establish a clear, fair, and transparent process for appointing individuals to City boards and commissions. These advisory and decision-making bodies play a critical role in supporting City operations, ensuring community representation, and fostering civic engagement.

Scope

This policy applies to all standing boards and commissions established by City ordinance, resolution, or charter, whose members are appointed by the City Council.

Appointment Process**1. Vacancy Identification**

When a position becomes vacant—due to term expiration, resignation, removal, or other reasons—the City Clerk or designee shall notify the City Council and initiate the recruitment process.

2. Public Notice and Solicitation of Applications

Vacant positions shall be advertised using the following communication channels:

- City website
- City social media platforms
- City newsletter (electronic or print)
- Additional outreach as deemed appropriate to reach underrepresented or interested community groups

3. Application Submission and Retention

Interested individuals must complete and submit a City-provided application form by the stated deadline. Applications may be retained for up to one year and considered for future vacancies unless withdrawn by the applicant.

4. Interview Process (if applicable)

At the Mayor's discretion, or for positions receiving multiple applicants, interviews may be conducted. Interviews may be held by the Mayor or a designated committee and shall follow a standardized set of questions for consistency and fairness.

5. Mayoral Recommendation

The Mayor shall review the applications and interview results (if applicable), and submit a recommendation for appointment at a regular City Council meeting.

6. City Council Confirmation

The City Council shall vote to confirm or deny the Mayor's recommendation. A majority vote is required for approval of the appointment.

7. Notification and Onboarding

Following appointment, the City Clerk shall notify the appointee in writing and provide:

- Orientation materials
- Meeting schedule
- Contact information for staff support
- Training requirements, if applicable

General Provisions

A. Eligibility

All appointees must meet any legal, residency, or professional requirements as set forth by ordinance, resolution, or state law.

B. Term Limits and Reappointment

Appointees shall serve terms as defined by the board or commission's enabling legislation. Reappointments are not automatic. Prior to reappointment, the Mayor and/or City Council may consider:

- Attendance history
- Level of participation
- Contribution to board work
- Compliance with ethical and conduct standards

C. Filling Unexpired Terms

In the event of a mid-term vacancy, a new appointee shall be selected following the same process and shall serve for the remainder of the unexpired term.

D. Diversity, Equity, and Inclusion

The City encourages broad representation across boards and commissions and actively seeks applicants from all backgrounds, ages, ethnicities, professions, and lived experiences to reflect the diversity of the community.

E. Training and Orientation

Newly appointed members shall attend an orientation session provided by City staff. The orientation may include:

- Roles and responsibilities
- Open Meetings Act requirements
- Ethics and conflict of interest guidance
- Procedures and expectations specific to their board or commission

F. Conflict of Interest and Ethics

Appointees must avoid conflicts of interest and comply with all relevant ethics policies and ordinances. Members must disclose any personal, professional, or financial interests that could conflict with their duties. Violations may result in removal from board/commission.

G. Removal from Office

Members may be removed from office in accordance with City ordinance, resolution, or by vote of the City Council for:

- Failure to meet attendance requirements
- Misconduct or unethical behavior
- Ineligibility due to residency or legal status
- Failure to comply with board/commission responsibilities

H. Application Records and Privacy

Applications for boards and commissions are public records and may be subject to disclosure under the Freedom of Information Act (FOIA), unless otherwise protected by law. The City will handle all applicant information with respect for privacy and confidentiality to the extent permitted by law.

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

**NOTICE OF PUBLIC HEARING FOR CONSIDERATION OF
PILOT RESOLUTION – 27700 SOUTHFIELD ROAD**

Notice is hereby given that the City of Lathrup Village City Council will hold a public hearing on the review and consideration of an application for a workforce housing PILOT for the property located at 27700 Southfield Road on September 15th, 2025 at 7:30 p.m. in the City Council Chambers located in the upper level of the Municipal Building, 27400 Southfield Road, Lathrup Village, Michigan.

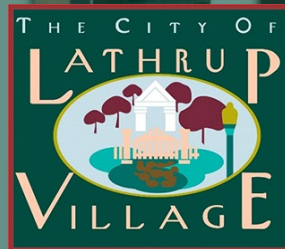
Any member of the public may express their view on this PILOT application in writing, by submitting their written comments to the City Clerk before 4:30 p.m. on the date of the hearing, or you may appear in person to express your opinion. Any written communication may be sent to the City Clerk at the address of the City Hall at 27400 Southfield Road, Lathrup Village, Michigan 48076 before the hearing.

Alisa Emanuel, City Clerk
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600

City Council Meeting

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 15, 2025



SURNOW

CONFIDENTIAL

The Surnow Company

We're a family-owned real estate development firm that specializes in historic restoration, retail and commercial.

Our Mission

To create spaces for people to thrive.

- Family
- Teamwork
- Dependability
- Best-in-Class
- Never Fear a Challenge



Our Commitment to Lathrup Village

1978

The Surnow Company
starting in Lathrup Village
with our first building
nearly 50 years ago



LANE BRYANT

20+

We've been committed
to transforming this
school site for 20+
years

Our Track Record in Adaptive Re-Use: Birmingham Post Office

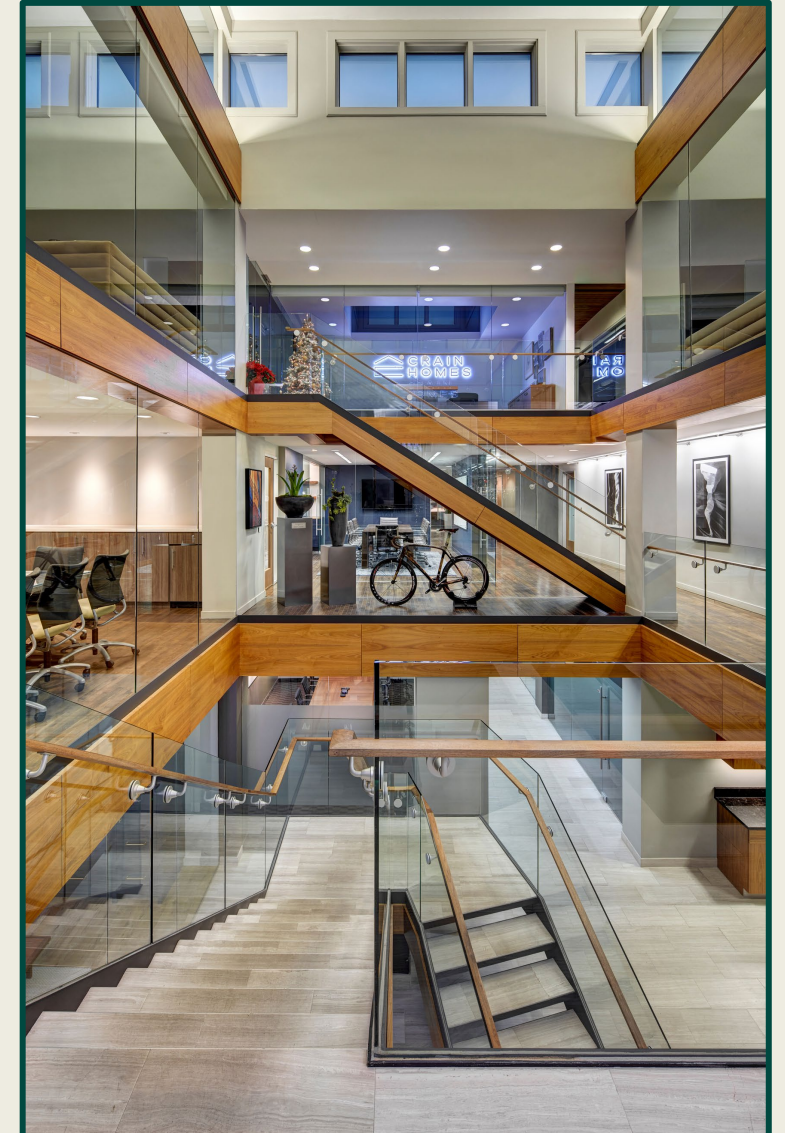
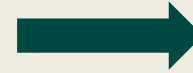


1940

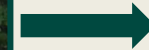


2025

Our Track Record in Adaptive Re-Use: Birmingham Post Office



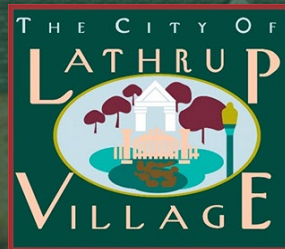
Our Track Record in Adaptive Re-Use: Church; Birmingham Administration Building



MACROECONOMIC BACKGROUND

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



CONFIDENTIAL

“Build Baby Build”

Governor Whitmer announces new investment to expand affordable housing across Michigan



State-Wide Affordable Housing Criss

Item 8A.

Whitmer proposes \$2 billion boost to combat Michigan's crippling housing shortage

by Courtney Bennett | Fri, February 28th 2025 at 12:08 AM



Michigan agency wants developers to ask for help getting housing projects off the ground

Michigan Public | By [Tracy Samilton](#)
Published August 22, 2025 at 8:58 PM EDT




Crain's Content Studio

Unlocking Michigan's potential starts with housing

Michigan is scaling housing solutions to meet urgent statewide demand

By Amy Hovey, CEO and Executive Director, Michigan State Housing Development Authority

 Reprints

 Share

Why These Programs Exist



Amy Hovey, CEO and
Executive Director, Michigan
State Housing Development
Authority (MSHDA)

"We definitely have a housing crisis still happening. MSHDA estimates the state is short by 140,000 housing units, a significant hurdle in addressing the crisis. The cost of building and rentals continues to rise. The difference between what Michigan families make and the cost of housing remains a significant gap." – *May 26, 2025*

Progress is Being Made ... Quickly

‘We are moving fast’: Whitmer gives update on 5-year housing goal

Published: Aug. 27, 2025, 8:55 a.m.

LOCAL NEWS

Whitmer awards \$4 million for 171-unit apartment complex in Grand Rapids

Gov. Whitmer Announces 96 New Jobs in Shelby Township, 56 Residential Units in Downtown Clawson

February 25, 2025

Gov. Whitmer Announces 140 New Housing Units in Hastings, Coldwater Redevelopment Projects

June 18, 2025

Gov. Whitmer Announces Funding for New Housing in U.P., Adding 22 Homes

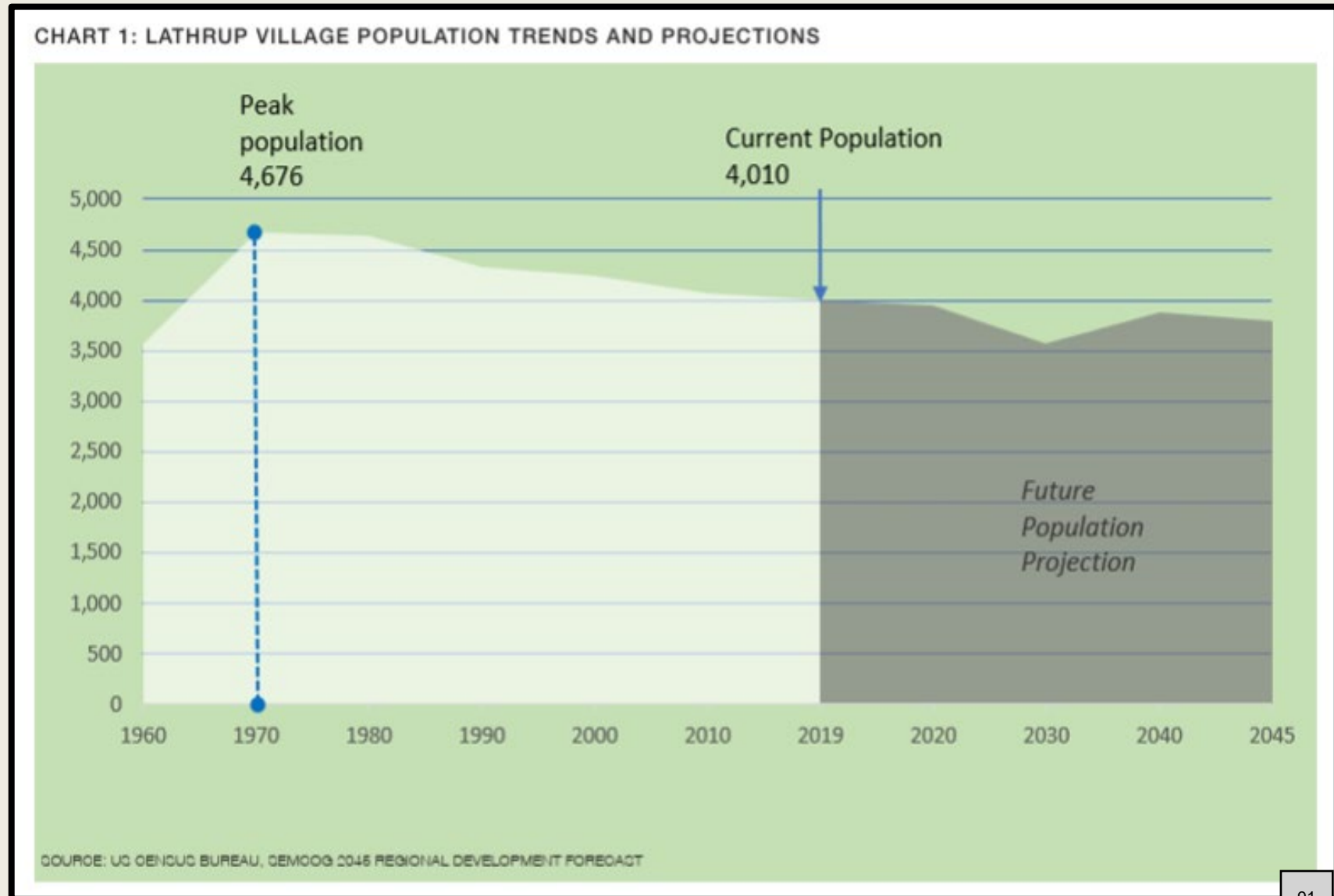
MEDC Communications

Tuesday, May 20, 2025

Lathrup Village Population Statistics

Item 8A.

- Lathrup Village's population peaked in 1970
- Current population down 15% from that peak
- Projected to keep trending downwards thru 2045
- The City's current tax revenue shortage is connected to the overall housing shortage and the lack of housing turnover



Lathrup Village Master Plan's Commentary on Attainable Housing

“ **Finding attainable housing can be a challenge in Lathrup Village and it can stress family finances.** Many people find themselves spending more on housing, leaving less of their income available for other household expenses.

”

Lathrup Village Master Plan, April 2021

2021 Lathrup Village Master Plan Vision Outline for the Annie Lathrup School

Rehabilitation + Growth

Compliance Item 8A.

“The existing structure will be rehabilitated while new buildings are also expected and should be placed in a way that complements the school”



Parking

“Off-street parking lots in front of buildings detract from the pedestrian-focused site layout that is desired”



Size

“Buildings are envisioned to be at least two stories in height and may be a maximum of five stories”



Gathering Spaces

“Opportunities for people to gather formally, such as for art fairs, concerts, or other events, as well as informally, for a rest, a chance meeting, or to people-watch.”



Materials

“The use of low-impact design, pervious paving materials , and native landscape materials should be prioritized.”



Master Plan Visuals

Item 8A.

Imagery from Master Plan



Our Renderings



Aging Housing Stock

92% of all apartment units in the Lathrup Village area were developed prior to 1989.

Item 8A.

Year Opened	Projects	Units	Vacant Units	Vacancy Rate
Before 1970	5	2,068	100	4.8%
1970 to 1979	4	914	3	0.3%
1980 to 1989	5	1,064	22	2.1%
1990 to 1999	0	0	0	-
2000 to 2009	0	0	0	-
2010 to 2014	1	85	1	1.2%
2015	1	114	3	2.6%
2016	0	0	0	-
2017	1	103	3	2.9%
2018	0	0	0	-
2019	0	0	0	-
2020	0	0	0	-
2021	0	0	0	-
2022	0	0	0	-
2023	1	78	0	0.0%
2024*	0	0	0	-
Total	18	4,426	132	3.0%

Source: VSI Telephone Survey

New Development Lacking

Since 2018, there have been **ZERO** new housing developments in Lathrup Village and only one new housing development in the entire market radius

Year Opened	Projects	Units	Vacant Units	Vacancy Rate
Before 1970	5	2,068	100	4.8%
1970 to 1979	4	914	3	0.3%
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2019	0	0	0	-
2020	0	0	0	-
2021	0	0	0	-
2022	0	0	0	-
2023	1	78	0	0.0%
2024*	0	0	0	-
Total	18	4,426	132	3.0%

Source: VSI Telephone Survey

High Demand for New Units

The only new housing unit is fully leased up and has a 0% vacancy rate – showcasing a high demand for housing.

Item 8A.

Year Opened	Projects	Units	Vacant Units	Vacancy Rate
Before 1970	5	2,068	100	4.8%
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2022	0	0	0	-
2023	1	78	0	0.0%
2024*	0	0	0	-
Total	18	4,426	132	3.0%

Source: VSI Telephone Survey

Big Picture

Item 8A.

1.
Aging Housing
Stock

2.
Lacking New
Developments

3.
Clear Demand
for Housing

4.
Overall Vacancy
Rate = Shortage

Year Opened	Projects	Units	Vacant Units	Vacancy Rate
Before 1970	5	2,068	100	4.8%
1970 to 1979	4	914	3	0.3%
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2017	1	103	3	2.9%
2018	0	0	0	-
2019	0	0	0	-
2020	0	0	0	-
2021	0	0	0	-
2022	0	0	0	-
2023	1	78	0	0.0%
2024*	0	0	0	-
Total	18	4,426	132	3.0%

Source: VSI Telephone Survey

Multi-Family Buildings Deep Dive

There are 4,426 total units in the Lathrup Village Proximity and 4,294 are occupied.

This represents a **97% occupancy rate** and showcases a low supply and high demand for housing

Map ID	Project Name	Project Type	QR	Year Built/ Renovated	Total Units	Vacant	Occupancy Rate	DTS
1	42 West	MRR	N	2015	114	3	97.4%	0.8
2	Keswick Manor Apts.	MRR	B	1981	50	1	98.0%	1.3
3	Cambridge Square	MRR	C+	1964 / 2017	104	3	97.1%	1.8
4	Spring Haven Apts.	MRR	N	2017	103	3	97.1%	1.3
5	Country Court North & South	MRR	C	1971 / 2009	176	0	100.0%	2.1
6	The Crossroads at Southfield	MRR	B+	1965 / 2023	588	23	96.1%	2.3
7	Arbor Lofts	MRR	A	2013	85	1	98.8%	1.9
8	The Loop on Greenfield	MRR	B+	1965 / 2017	717	55	92.3%	2.0
9	Lincoln Towers Apts.	MRR	B	1974 / 2000	480	0	100.0%	2.3
10	Chatsford Manor Apts.	MRR	B-	1976 / 2015	48	0	100.0%	2.6
11	Monticello Apts.	MRR	N	1988 / 2021	106	0	100.0%	3.3
12	Park Lane Apts.	MRR	N	1986 / 2010	184	0	100.0%	3.4
13	The Addison at Southfield	MRR	N	1988 / 2015	396	10	97.5%	3.6
14	Franklin River Apts.	MRR	N	1987 / 2010	328	11	96.6%	3.8
15	Radius at Ten Mile	MRR	N	1971 / 2010	210	3	98.6%	4.2
16	IVY Lofts	MRR	N	2023	78	0	100.0%	2.7
17	The Oxley	MRR	B+	1966 / 2017	346	6	98.3%	3.4
18	The Sapphire	MRR	B	1968 / 2023	313	13	95.8%	3.5

Project Type		Projects Surveyed	Total Units	Vacant	Occupancy Rate	U/C
MRR		18	4,426	132	97.0%	0

Benefits to a PILOT Program

Increase the number of available
workforce housing units in the City



Item 8A.

Encourage expansion of the population
of the City



Facilitate the addition of attractive and
viable housing units in locations consistent
with the goals & objectives of the City's
Master Plan



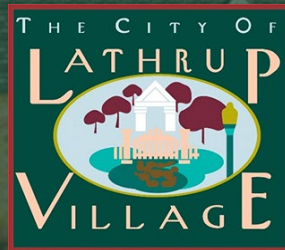
Protect and improve the health, safety and
general welfare of the City's residents,
business ownership, property owners &
community as a whole



SITE PLAN REVIEW

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



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Historic Building

Item 8A.

The project involves the adaptive re-use and rehabilitation of a historic structure which was originally built in 1927 and is now a non-utilized building



Current Situation State of the Building

Item 8A.

- Building has been vacant & unusable since 2012
- Requires massive financial investment into crumbling infrastructure to sustain
- Insurance companies reluctant to insure
- Time is running out to make the existing structure viable



Current Situation State of the Building

Item 8A.



Architectural Renderings

Item 8A.



Current State of The Building

Item 8A.



Architectural Renderings

Item 8A.



Renderings: New Tenant Entrance

Item 8A.



Current State of the Building

Item 8A.



Renderings: Historic Building Interior

Item 8A.



Renderings: Historic Building Interior

Item 8A.



Renderings: Historic Building Interior

Item 8A.



Historic Gymnasium

Item 8A.



Renderings: Restored Gymnasium into Clubhouse

Item 8A.



Current State of the Building

Item 8A.



Renderings: Amenities for Tenants

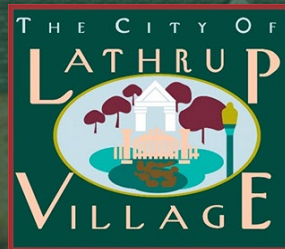
Item 8A.



HISTORIC

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



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Renderings: Historic Notch

Item 8A.



Architectural Renderings: Historic Notch

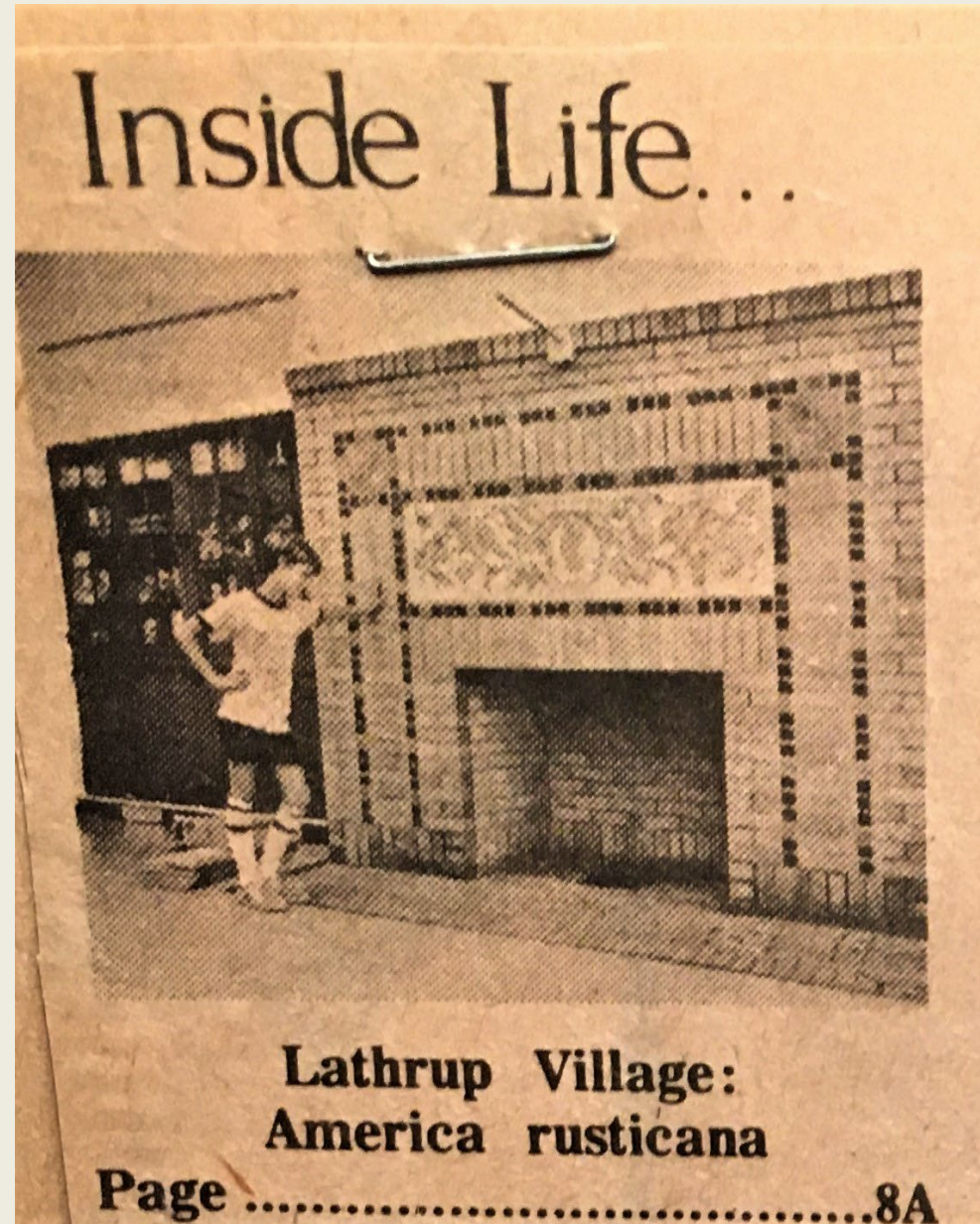
Item 8A.

The recommendation from the Historic District Commission was to add in a singular notch on the Southfield Road View to increase chimney visibility. **We've since increased this notch by 300% post HDC approval** for even greater visibility on both sides of the building.



Historic Image

Item 8A.



Current State of the Building

Item 8A.



Renderings: Restored Pewabic Fireplace

Item 8A.



Renderings: Historic Entrance

Item 8A.



Project Specifics

Item 8A.



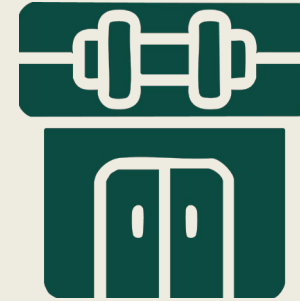
24/7 Property Management

Surnow Company will hire a full-time property management company and manager to live on-site



Dedicated Security

Surnow Company will hire a dedicated security team to monitor the property



Tenant Amenities

- Clubhouse
- Open Workspaces
- Workout facilities
- Breakrooms



Commercial Elements

Classrooms will be commercial co-working accessible for the Lathrup Village Residents and Tenants

Site Plan Overview

Item 8A.

BUILDING AREAS PER FLOOR	
FIRST FLOOR AREA	54,312 s.f. TOTAL
SECOND FLOOR AREA	53,930 s.f. TOTAL
THIRD FLOOR AREA	43,358 s.f. TOTAL
FOURTH FLOOR AREA	41,168 s.f. TOTAL
TOTAL BUILDING AREA	192,768 s.f. TOTAL

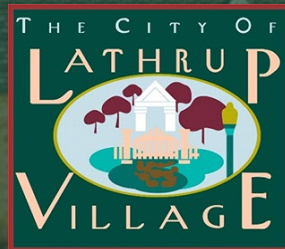
UNIT COUNT PER FLOOR					
UNIT TYPE	FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	TOTAL
1 BEDROOM	23	23	22	15	83
2 BEDROOM	15	15	15	17	62
				TOTAL	145



DEAL OVERVIEW

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



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PILOT Program

Item 8A.

~Total Annual Rent	\$3,378,240																
~3% Growth Per Year																	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL Payment	~City/DDA Revenue
Current Taxes	\$ 23,000	\$ 23,690	\$ 24,401	\$ 25,133	\$ 25,887	\$ 26,663	\$ 27,463	\$ 28,287	\$ 29,136	\$ 30,010	\$ 30,910	\$ 31,837	\$ 32,793	\$ 33,776	\$ 34,790	\$ 427,775	\$ 205,332.01
4% - PILOT	\$ 135,130	\$ 139,183	\$ 143,359	\$ 147,660	\$ 152,090	\$ 156,652	\$ 161,352	\$ 166,192	\$ 171,178	\$ 176,313	\$ 181,603	\$ 187,051	\$ 192,662	\$ 198,442	\$ 204,396	\$ 2,513,264	\$ 1,206,366.62
5% - PILOT	\$ 168,912	\$ 173,979	\$ 179,199	\$ 184,575	\$ 190,112	\$ 195,815	\$ 201,690	\$ 207,740	\$ 213,973	\$ 220,392	\$ 227,004	\$ 233,814	\$ 240,828	\$ 248,053	\$ 255,495	\$ 3,141,580	\$ 1,507,958.28
6% - PILOT	\$ 202,694	\$ 208,775	\$ 215,038	\$ 221,490	\$ 228,134	\$ 234,978	\$ 242,028	\$ 249,289	\$ 256,767	\$ 264,470	\$ 272,404	\$ 280,576	\$ 288,994	\$ 297,664	\$ 306,593	\$ 3,769,896	\$ 1,809,549.93
7% - PILOT	\$ 236,477	\$ 243,571	\$ 250,878	\$ 258,405	\$ 266,157	\$ 274,141	\$ 282,366	\$ 290,837	\$ 299,562	\$ 308,549	\$ 317,805	\$ 327,339	\$ 337,159	\$ 347,274	\$ 357,692	\$ 4,398,212	\$ 2,111,141.59
8% - PILOT	\$ 270,259	\$ 278,367	\$ 286,718	\$ 295,320	\$ 304,179	\$ 313,304	\$ 322,704	\$ 332,385	\$ 342,356	\$ 352,627	\$ 363,206	\$ 374,102	\$ 385,325	\$ 396,885	\$ 408,791	\$ 5,026,528	\$ 2,412,733.24
9% - PILOT	\$ 304,042	\$ 313,163	\$ 322,558	\$ 332,234	\$ 342,201	\$ 352,468	\$ 363,042	\$ 373,933	\$ 385,151	\$ 396,705	\$ 408,606	\$ 420,865	\$ 433,491	\$ 446,495	\$ 459,890	\$ 5,654,844	\$ 2,714,324.90
10% - PILOT	\$ 337,824	\$ 347,959	\$ 358,397	\$ 369,149	\$ 380,224	\$ 391,631	\$ 403,380	\$ 415,481	\$ 427,945	\$ 440,784	\$ 454,007	\$ 467,627	\$ 481,656	\$ 496,106	\$ 510,989	\$ 6,283,159	\$ 3,015,916.55
Minimum Payment	\$ 120,000	\$ 126,000	\$ 129,780	\$ 133,673	\$ 137,684	\$ 141,814	\$ 146,069	\$ 150,451	\$ 154,964	\$ 159,613	\$ 164,401	\$ 169,333	\$ 174,413	\$ 179,646	\$ 185,035	\$ 2,272,877	\$ 1,090,980.89
~Taxable Value Payment	\$ 670,000	\$ 690,100	\$ 710,803	\$ 732,127	\$ 754,091	\$ 776,714	\$ 800,015	\$ 824,015	\$ 848,736	\$ 874,198	\$ 900,424	\$ 927,437	\$ 955,260	\$ 983,918	\$ 1,013,435	\$ 12,461,272	\$ 5,981,410.71

**The applicant and the City have agreed to a 4.5% annual fee, as reflected in the payment and revenue projections outlined in the attached spreadsheet.*

PILOT Resolution: High Level Deal Terms

Item 8A.

\$22,000

Current Real
Estate Taxes

4.5%

PILOT
Percentage

\$120,000

Minimum Yearly Real
Estate Taxes Collected

\$158,500

Year 1 Taxes Collected at
100% Occupancy

120% AMI

All units must be attainable
housing units priced up to
120% area median income

2026

Estimated date to begin
construction

2027

Estimated date for initial
increased tax payment

Oakland County PILOT Percentages

13 of the 19 PILOT Programs in Oakland County are 4% or lower

#	City	Facility Name	Address	Units	MSHDA Notice	PILOT Percentage
1	Township of Milford	Heritage Place @ Ridge Valley	700 Napa Valley Dr	130	10/4/2006; 06/27/2012	1%
2	City of Pontiac	Village of Oakland Woods I (Pres. Village)	420 S Opdyke	150	1/20/2022	3%
3	City of Birmingham	Baldwin House	200 S Chester St	130	6/21/1993	4%
4	City of Ferndale	Vester Flats Apartments	141 Vester Street	72	4/23/2025	4%
5	City of Ferndale	Devon Trace Apartments	1225 Orchard St	60	5/21/2010	4%
6	City of Hazel Park	Baldwin House	749 E Woodward Hts	125	6/19/1990; 12/22/2021	4%
7	City of Hazel Park	Hazelcrest Place	100 Hazelcrest	241	4/11/1979; 12/22/2021	4%
8	City of Pontiac	American House Oakland (Lakehaven)	1915 Baldwin Ave	161	12/07/2021 (06/26/2019)	4%
9	City of Pontiac	North Hill Farms I & II	550 W Kennett Rd	525	1/13/2022	4%
10	City of Pontiac	Phoenix Place	47251 Woodward	201	8/4/2010	4%
11	City of Pontiac	Crystal Lake Apartments	850 Golf	144	5/20/2020	4%
12	City of Pontiac	Spring Lk Village (Aub Hls Twnhs)	252 Carriage Circle Dr	250	1/6/2011	4%
13	City of Pontiac	Village of Oakland Woods II	440 S Opdyke	66	2/2/2006	4%
14	City of Ferndale	Raymond E. Shepherd House	410 Vester St	53	10/2/2024	4.5%
15	City of Pontiac	Winston Commons	69 Douglas St	54	07/20/2022 (11/16/2020)	6%
16	City of Pontiac	The Hamilton	5 Carter St	42	9/3/2019	6%
17	City of Pontiac	Carriage Place Apts.	255 Carriage Circle Dr	234	8/10/2021	6%
18	City of Pontiac	Newman Court Apts	630 Kettering	172	7/16/2018	7%
19	Village of Milford	South Hills II / MHT	101 Gwendolyn Blvd	120	12/13/2006	10%

Oakland County PILOT Percentages

At 4.5% the proposed PILOT Program for Annie Lathrup School would be among the highest percentages of shelter rents captured in Oakland County

#	City	Facility Name	Address	Units	MSHDA Notice	PILOT Percentage
1	Township of Milford	Heritage Place @ Ridge Valley	700 Napa Valley Dr	130	10/4/2006; 06/27/2012	1%
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8	City of Pontiac	American House Oakland (Lakehaven)	1915 Baldwin Ave	161	12/07/2021 (06/26/2019)	4%
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11	City of Pontiac	Crystal Lake Apartments	850 Golf	144	5/20/2020	4%
12	City of Pontiac	Spring Lk Village (Aub Hls Twnhs)	252 Carriage Circle Dr	250	1/6/2011	4%
13	City of Pontiac	Village of Oakland Woods II	440 S Opdyke	66	2/2/2006	4%
14	City of Ferndale	Raymond E. Shepherd House	410 Vester St	53	10/2/2024	4.5%
15	Lathrup Village	Annie Lathrup School	20700 Southfield Road	145	TBD	4.5%
16	City of Pontiac	Winston Commons	69 Douglas St	54	07/20/2022 (11/16/2020)	6%
17	City of Pontiac	The Hamilton	5 Carter St	42	9/3/2019	6%
18	City of Pontiac	Carriage Place Apts.	255 Carriage Circle Dr	234	8/10/2021	6%
19	City of Pontiac	Newman Court Apts	630 Kettering	172	7/16/2018	7%
20	Village of Milford	South Hills II / MHT	101 Gwendolyn Blvd	120	12/13/2006	10%

Proposed Real Estate Taxes Breakdown

Item 8A.

Total Real Estate Taxes	\$22,318	→	Total Real Estate Taxes at 4% PILOT	\$152,000
Lathrup Village Tax Collection	\$9,678	→	Lathrup Village Tax Collection at 4% PILOT	\$64,462
DDA % Share of Taxes	100%	→	DDA Share of Taxes	TBD

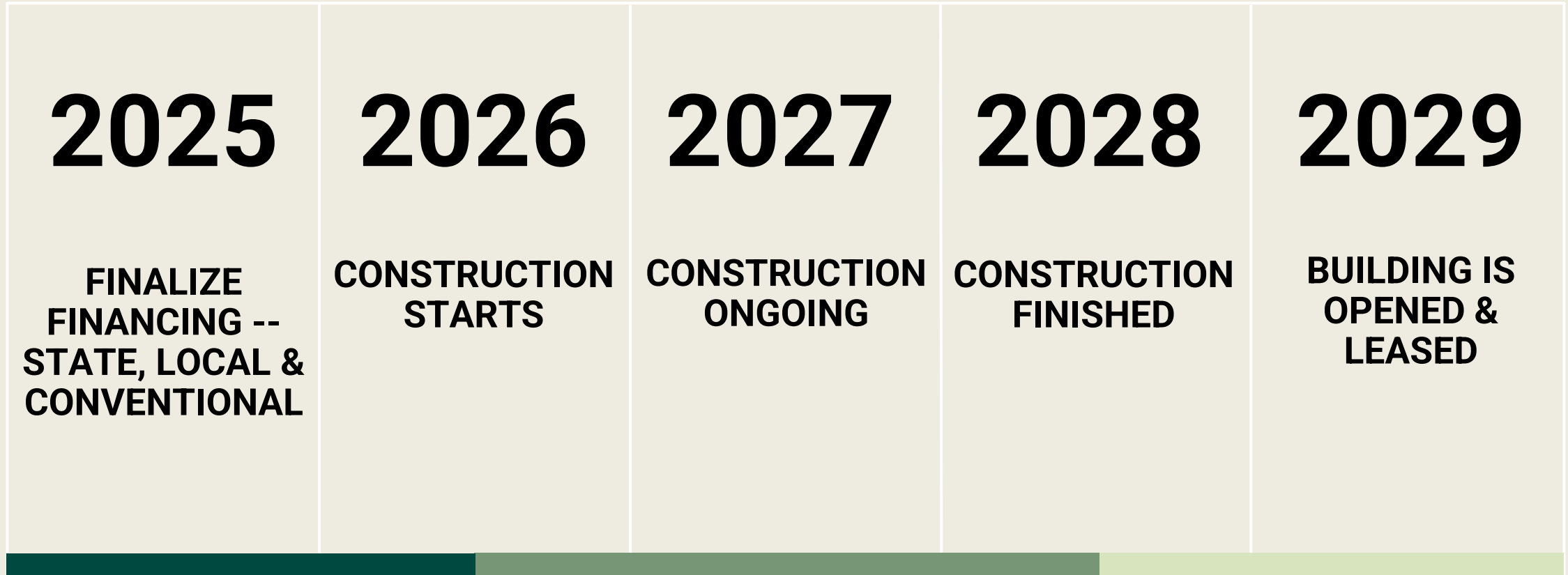
Debt Service: Funding Sources

Line Item	Yearly Cost	Term	Interest Rate	Annual Payment
Bank Permanent Financing	\$31,500,000	40 years	5.00 %	\$1,822,703
MSHDA CPE Program	\$6,300,000	10 years	5.00 %	\$315,000
Developer Funding	\$4,200,000	n/a		
Local Funding	\$0	n/a		

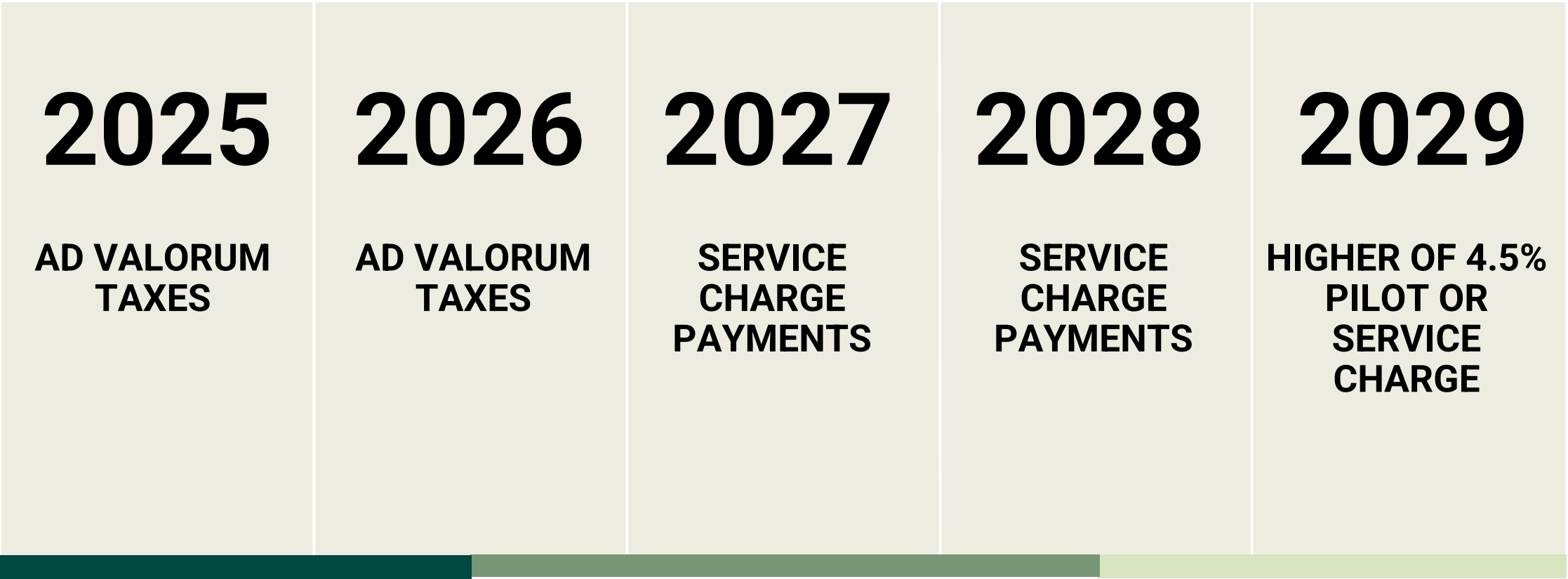
Total Debt Service Payment Per Year	\$2,137,703
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Sample Timeline

Item 8A.



Sample Timeline



Debt Service Ratio: Sensitivity Analysis

Various PILOT Rates

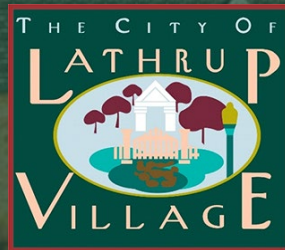
Item 8A.

	Year 1	Year 2	Year 3	Year 4	Year 5
5% PILOT	1.15	1.18	1.21	1.23	1.26
6% PILOT	1.14	1.17	1.19	1.22	1.25
7% PILOT	1.13	1.16	1.17	1.19	1.21
8% PILOT	1.11	1.14	1.16	1.18	1.19

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ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



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Estimated Income Breakdown

Bedrooms	Apartment Units	Square Feet	Monthly Rent Per Unit	Income at 100% Occupied
1	69	780	\$1,440	\$1,639,440
1	14	780	\$1,980	\$241,920
2	10	1,098	\$1,344	\$161,280
2	14	1,098	\$1,680	\$282,240
2	38	1,098	\$2,310	\$1,053,360
Gross Rent Collected				\$3,378,240

PILOT Payment Calculation

Item 8A.

$$\begin{array}{ccccc} \text{Gross Rent} & & \text{Pilot} & & \text{Estimated Real Estate} \\ \text{Collected} & \times & \text{Percentage} & = & \text{Taxes Collected} \\ \downarrow & & \downarrow & & \downarrow \\ \$3,378,240 & \times & 4.5\% & = & \sim \$152,000 \end{array}$$

Net Operating Income

Item 8A.

$$\text{Total Project Revenue} - \text{Operating Expenses} = \text{Net Operating Income}$$

Total Project Revenue

Item 8A.

Bedrooms	Apartment Units	Square Feet	Monthly Rent Per Unit	Income at 100% Occupied
1	69	780	\$1,440	\$1,639,440
1	14	780	\$1,980	\$241,920
2	10	1,098	\$1,344	\$161,280
2	14	1,098	\$1,680	\$282,240
2	38	1,098	\$2,310	\$1,053,360
Gross Rent Collected				\$3,378,240
Non-Rental Income				\$155,000
Total Project Revenue				\$3,533,240

Operating Expenses

Item 8A.

Line Item	Yearly Cost
Management	\$115,465
Administrative	\$248,488
Project-Paid Fuel	\$30,589
Common Electricity	\$76,478
Water & Sewer	\$45,887
Operating & Maintenance	\$157,914
PILOT Fees	\$152,000
Insurance	\$69,525
Replacement Reserves	\$30,000
Miscellaneous	\$79,701

**Total Operating
Expenses Per Year**

\$976,047

Net Operating Income

Item 8A.

$$\text{Total Project Revenue} - \text{Operating Expenses} = \text{Net Operating Income}$$

Line Item	Yearly Cost
Total Project Revenue	\$3,533,240
Total Operating Expenses	\$976,047
Net Operating Income	\$2,542,193

Debt Service Ratio

Item 8A.

$$\frac{\text{Net Operating Income}}{\text{Debt Service}} = \text{Debt Service Ratio}$$

Debt Service Ratio

Item 8A.

$$\frac{\text{Net Operating Income}}{\text{Debt Service}} = \text{Debt Service Ratio}$$

Debt Service: Funding Sources

Line Item	Yearly Cost	Term	Interest Rate	Annual Payment
Bank Permanent Financing	\$31,500,000	40 years	5.00 %	\$1,822,703
MSHDA CPE Program	\$6,300,000	10 years	5.00 %	\$315,000
Developer Funding	\$4,200,000	n/a		
Local Funding	\$0	n/a		

Total Debt Service Payment Per Year	\$2,137,703
-------------------------------------	-------------

Debt Service Ratio

$$\frac{\text{Net Operating Income}}{\text{Debt Service}} = \text{Debt Service Ratio}$$

$$\frac{\$2,544,193}{\$2,137,703} = 1.20$$

Debt Service Ratios Years 1-5 at 100% Occupancy

Item 8A.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Project Revenue	\$3,533,240	\$3,621,571	\$3,712,110	\$3,804,913	\$3,900,913
Total Operating Expenses	\$974,047	\$1,003,268	\$1,033,366	\$1,064,367	\$1,096,298
Net Operating Income	\$2,544,193	\$2,602,853	\$2,662,830	\$2,724,155	\$2,786,855
Annual Debt Service	\$2,137,703	\$2,137,703	\$2,137,703	\$2,137,703	\$2,137,703
Cash Flow	\$406,490	\$465,149	\$525,127	\$586,452	\$649,152
Debt Service Ratio	1.20	1.22	1.25	1.27	1.30

Yield Comparison

Item 8A.

$$\frac{\$2,544,193}{\$42,137,703} = 5\%$$

Capital Preservation (Ultra-Safe, Lower Growth)

Treasury Bills, Notes, and Bonds

Backed by the U.S. government, these are among the safest investments. Laddering maturities reduces interest rate risk.

FDIC-Insured Bank Accounts / CDs

Yields are lower, but the money is essentially risk-free up to FDIC insurance limits (though with \$42M you'd spread across multiple banks)

Money Market Funds (Government-backed)

Invest primarily in short-term government securities, giving liquidity and safety.

Return range: ~4–5% annually in today's rate environment.

Expenses Breakdown without PILOT Program

Item 8A.

Line Item	Yearly Cost
Management	\$115,465
Administrative	\$248,488
Project-Paid Fuel	\$30,589
Common Electricity	\$76,478
Water & Sewer	\$45,887
Operating & Maintenance	\$157,914
Property Taxes	\$650,000
Insurance	\$69,525
Replacement Reserves	\$30,000
Miscellaneous	\$79,701

**Total Operating
Expenses Per Year**

\$1,474,047

Cash Flow without PILOT Program

Item 8A.

Line Item	Year 1
Total Project Revenue	\$3,533,240
Total Operating Expenses	\$1,474,047
Net Operating Income	\$2,003,893
Annual Debt Payment	\$2,137,703
Cash Flow	(\$133,810)
Debt Service Ratio	0.94

Debt Service Ratio Without PILOT Program

Item 8A.

Without a PILOT program in place; the project is not fundable to a 1.20 Debt Service Ratio until Year 15

Line Item	Year 1	Year 2	Year 3	Year 4	Year 5
Total Project Revenue	\$3,533,240	\$3,565,196	\$3,654,326	\$3,745,684	\$3,839,326
Total Operating Expenses	\$1,474,047	\$1,518,268	\$1,563,816	\$1,610,731	\$1,659,053
Net Operating Income	\$2,003,893	\$2,046,619	\$2,090,191	\$2,134,625	\$2,179,936
Annual Debt Payment	\$2,137,703	\$2,137,703	\$2,137,703	\$2,137,703	\$2,137,703
Cash Flow	(\$133,810)	(\$91,085)	(\$47,512)	(\$3,078)	\$42,232
Debt Service Ratio	0.94	0.96	0.98	1.00	1.02

Project Summary

Project Qualifications

- Adaptive reuse of vacant or under-utilized buildings
- New mixed-use or multi-family residential developments
- Significant commercial renovations or expansions
- Affordable housing developments



Public Benefits

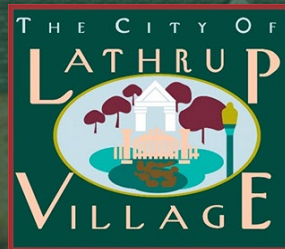
- Expansion of the City's tax base in the long term
- Improvement of blighted or vacant property
- Expanded provision of affordable housing units
- Creation or retention of permanent jobs



COMMUNITY BENEFITS

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

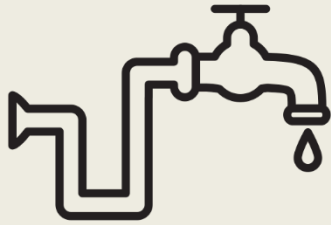
September 2025



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Potential Community Benefits

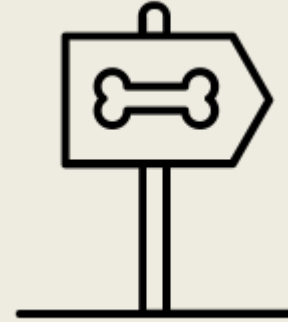
The Surnow Company is willing to invest into beautifying Annie Lathrup Park as part of our Community Benefits to the residents of Lathrup Village; examples include:



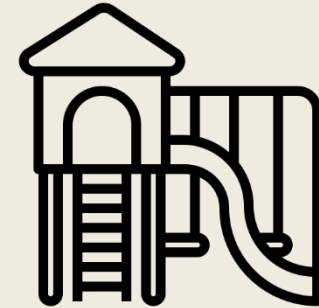
**Water Main
Repair**



**Walking Path
Enhancements**



**Dog Park
Refurbishment**



**Children's
Playgrounds**



Landscaping



Farmers Market



Hosting Events

Current: Green Space Buffer Zone POV

Item 8A.



**Walking Path
Enhancements**



Current: Green Space Buffer Zone POV

Item 8A.



**Walking Path
Enhancements**



Project Summary

Project Qualifications

- Adaptive reuse of vacant or under-utilized buildings
- New mixed-use or multi-family residential developments
- Significant commercial renovations or expansions
- Affordable housing developments



Public Benefits

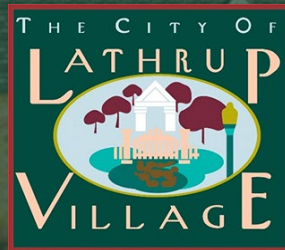
- Expansion of the City's tax base in the long term
- Improvement of blighted or vacant property
- Expanded provision of affordable housing units
- Creation or retention of permanent jobs



APPENDIX

ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



SURNOW

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HDC & Site Plan Approval Letters

Item 8A.



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

VIA Email

February 20, 2025

Lathrup Village Building Department
27400 Southfield Rd.
Lathrup Village, MI 48076

RE: 27700 Southfield Road – Lathrup Village HDC Decision

Lathrup Village Building Department:

This letter will be considered the Lathrup Village Historic District Commission (HDC) certificate of approval. On February 19th, 2025, the HDC met and acted on the application received for 27700 Southfield Road – Annie Lathrup School Partial Demolition & Rehabilitation plans. Below are the motions:

Moved by Warner, seconded by Johnson to approve the 27700 Southfield Road – Annie Lathrup School partial Demolition & Rehabilitation proposal.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

Moved by Roberts, seconded by Johnson to approve the 27700 Southfield Road – Annie Lathrup School partial Demolition & Rehabilitation plan.

Commissioner Warner – While Section 40-29(e)(8) remains a concern, when only one item does not meet the ordinance requirements, it shows the developer is making an effort. This is a rare project and if the project saves the truly historical portion of the site, then it should continue to move forward.

Secretary Khamo – The ultimate concern is the building being torn down and that may be a possibility. The size (Section 40-29(e)(8)) is still a concern.

Chair Johnson – Believes the petitioners have acted in good faith and the true historical building stays intact. To achieve 9 out of 10 elements of compliance is an achievement. The HDC must stop the potential of the building being demolished.

Vice-Chair Roberts – 9 out of 10 elements appear to be met. The economics make sense, and the original school stays intact.

Commissioner Kenez – The preservation of the building was a major concern. Maintaining the integrity of the area will be needed to showcase the property. Wants to see the relationship in the Village Center district expand if this project proceeds.

Yes: Johnson, Roberts, Warner, Kenez, Khamo

No: N/A

Motion Carried

Based upon the approved motion, this letter will serve as the certificate of approval and the HDC ask the building department to file this in its usual manner and take such action as necessary to require compliance with the approved building plan.

If you have any questions, please feel free to reach out.

Sincerely,

Dane Johnson
LV HDC Chairman

cc: Akiva Investments, LLC

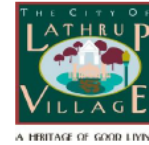
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member



27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600
www.lathrupvillage.org

June 25, 2025

Akiva Investments, LLC
320 Martin Street, Ste. 100
Birmingham, MI 48009

RE: Site Plan Approval – 27700 Southfield Road (Parcel ID #24-13-303-021)

Site Plan Submitted: October 22, 2024

Revised Site Plan Submitted: March 21, 2025

Planning Commission Approval: April 15, 2025

Dear Akiva Investments,

The City of Lathrup Village has completed its review of the revised site plan submitted on March 21, 2025, for the property located at 27700 Southfield Road (PZE 24-019). On April 15, 2025, the Planning Commission granted approval for the site plan, subject to the conditions outlined below. This letter serves as the formal confirmation of that approval.

All signage must comply with Chapter 52 of the City of Lathrup Village Code of Ordinances. Any new or modified signage will require a separate sign permit and must meet the dimensional, placement, and illumination standards set forth in the ordinance.

The approved site plan includes improvements to the site layout, landscaping, and parking configuration, including the proposed use of 18 parking spaces located within the public right-of-way.

On June 3, 2025, the Lathrup Village City Council approved a revocable Encroachment License authorizing the installation of landscaping and a concrete parking pad for 18 parking spaces within the city right-of-way along the south side of Goldengate Drive East. As a condition of this license, you are required to:


- Maintain \$1,000,000 in liability insurance, naming the City as an additional insured.
- Ensure free flow of storm water drainage through the right-of-way area.
- Accept full responsibility for maintenance and repair of improvements being installed into right-of-way.
- Comply with all provisions for indemnification and relocation at the City's request, as specified in the license agreement.

City of Lathrup Village

Support Letters

Item 8A.

PO. BOX 30036
LANSING, MI 48205-7536
PHONE: (517) 373-7888
WEB: senatemoos@senate.michigan.gov
EMAIL: senjmoos@senate.michigan.gov


MICHIGAN SENATE
JEREMY MOSS
STATE SENATOR, 7TH DISTRICT
PRESIDENT PRO TEMPORE

COMMITTEES:
ELECTIONS & ETHICS (CHAIR)
REGULATORY AFFAIRS (CHAIR)
ECONOMIC & COMMUNITY
DEVELOPMENT
GOVERNMENT OPERATIONS
LOCAL GOVERNMENT

October 2, 2024

Michele Wildman, Chief Place Officer
Michigan Economic Development Corporation
300 N. Washington Sq
Lansing, MI 48913

RE: Lathrup Village Community Revitalization Program Request

Dear Ms. Wildman,

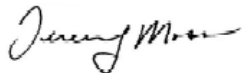
As the State Senator and State Representative serving the City of Lathrup Village, we are writing to express our support for the proposed adaptive reuse and revitalization project at the historic Annie Lathrup School, led by Surnow Companies and the City of Lathrup Village. This transformative development is seeking an investment from the Michigan Economic Development Corporation's (MEDC) Community Revitalization Program (CRP).

Originally built in 1926, the Annie Lathrup School is a beloved local landmark that has unfortunately stood vacant since 2013. The proposed project will restore this iconic building, preserving its historic English Gothic architecture while making essential updates to mechanical, electrical, plumbing, and elevator systems. Additionally, the project will construct a new 128-unit multi-family residential complex, offering one- and two-bedroom apartments to address local housing needs.

The redevelopment will not only provide attainable housing but also include co-working and event spaces, enhancing the area's appeal and creating new economic opportunities. This project will have a profound economic and social impact. It will attract new residents, create jobs during construction and long-term property management, contribute to the revitalization of the city and preserve a valuable piece of its history. By securing MEDC's financial commitment through the CRP, we can ensure the ongoing financial feasibility of the project and help bring this vision to life. We urge support for this important investment in the shared future of all residents of Lathrup Village and the surrounding areas.

Thank you for your consideration of Surnow Companies and the City of Lathrup Village's proposal. Please do not hesitate to contact our offices with any questions or concerns.

Sincerely,



Jeremy Moss, President Pro Tempore
State Senator, The Seventh District



Jason Hoskins, State Representative
The Eighteenth District



Commissioner Yolanda Smith Charles, District 17
(248) 807-4363 | CharlesY@OakGov.com

September 26, 2024

Michigan Economic Development Corporation
Attn: Michigan Strategic Fund Board Members
300 N. Washington Square
Lansing, MI 48913

RE: The Surnow Company Lathrup Village School Site Redevelopment Project Support

Michigan Strategic Fund Board Members:

I am writing in support of the proposed redevelopment of the historic former school site, a landmark location at the core of the City of Lathrup Village's Main Street District. As Commissioner of District 17 for the Oakland County Board of Commissioners, I can attest to the importance of this project in continuing to meet the community's needs. Over the years, I have had the pleasure of interacting with the community members in and around this site and enthusiastically support this much-needed improvement.

This project is not merely a construction endeavor; it is a transformative opportunity to reinvigorate a key hub of our community. This initiative offers an unparalleled chance to rejuvenate a vital area of our community, turning a longstanding eyesore into a dynamic space that supports the creation of a lively urban environment, and the preservation of our city's rich history.

I hope the MEDC will give careful consideration to the City of Lathrup Village's proposed redevelopment project. I am confident that it will have a profound and positive impact on Lathrup Village, fostering economic growth, enhancing the quality of life, and strengthening our local economy.

Thank you for your consideration of this request. We look forward to working together to bring this exciting development to life.

Sincerely,



Yolanda Smith Charles, Commissioner
District 17
Oakland County Board of Commissioners

Support Letters

Item 8A.

PO. BOX 30036
LANSING, MI 48205-7536
PHONE: (517) 373-7888
WEB: senate.dems.com/moss
EMAIL: senjmos@senate.michigan.gov



COMMITTEES:
ELECTIONS & ETHICS (CHAIR)
REGULATORY AFFAIRS (CHAIR)
ECONOMIC & COMMUNITY
DEVELOPMENT
GOVERNMENT OPERATIONS
LOCAL GOVERNMENT

October 2, 2024

Michele Wildman, Chief Place Officer
Michigan Economic Development Corporation
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Lansing, MI 48913

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Thank you for your consideration of Surnow Companies and the City of Lathrup Village's proposal. Please do not hesitate to contact our offices with any questions or concerns.

Sincerely,

Jeremy Moss, President Pro Tempore
State Senator, The Seventh District

Jason Hoskins, State Representative
The Eighteenth District



Commissioner Yolanda Smith Charles, District 17
(248) 807-4363 | CharlesY@OakGov.com

September 26, 2024

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Attn: Michigan Strategic Fund Board Members
300 N. Washington Square
Lansing, MI 48913

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Thank you for your consideration of this request. We look forward to working together to bring this exciting development to life.

Sincerely,

Yolanda Smith Charles, Commissioner
District 17
Oakland County Board of Commissioners

Term Language from Ferndale PILOT Ordinance (2023)

(E) “Restrictive Covenant” means a recorded agreement between Sponsor and the City of Ferndale running with the land that restricts the use of the housing project to workforce housing, as defined in this ordinance, for a period not to exceed 15 years, or such greater or lesser period of time as may be authorized by state law and as may be required by the PILOT Resolution.

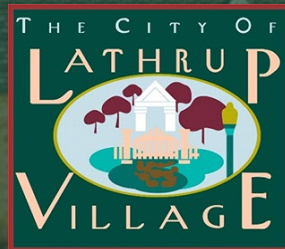
Term Language from Ferndale PILOT Resolution with Vester Flats (2023)

RESOLVED, that the PILOT for the Housing Project shall be for a period of fifteen (15) years beginning in year 2025. Provided, however, in the event that the Housing Project continues to provide workforce housing, as defined in Workforce Housing Ordinance, after expiration of the initial fifteen (15) years, the City shall administratively approve up to two (2) additional fifteen (15) year extensions of the PILOT for the Housing Project upon the Sponsor's recording of a new fifteen (15)-year Restrictive Covenant for each such extension in a form acceptable to the City Attorney and as executed by the City. Any such new Restrictive Covenant must be recorded with the Oakland County Register of Deeds;

THANK YOU

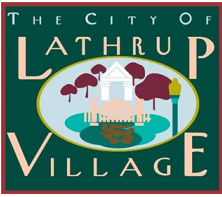
ANNIE LATHRUP SCHOOL MIXED USE PROJECT SITE PLAN

September 2025



SURNOW

CONFIDENTIAL



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 Austin Colson – Community & Economic Development Director
 DATE: September 15, 2025
 RE: 27700 Southfield Road – PILOT Resolution

Background Brief: Over this past year, the City Council has considered and then adopted a Payment in Lieu of Taxes (PILOT) Ordinance. A PILOT ordinance establishes the framework for the City to enter into an agreement with a developer, where the developer pays a specified amount instead of traditional property taxes, primarily used to incentivize affordable housing projects.

The property owner of 27700 Southfield Road (Annie Lathrup School) has submitted a PILOT application for the Council to consider.

Previous Action:

7/21/25 – City Council Adoption of PILOT Ordinance
 9/8/25 – Study Session Discussion
 9/15/25 – Study Session Discussion

Economic Impact: Utilizing assumptions of 3% year-over-year Taxable Value growth and estimates for total annual rent, on the following page, are estimated payments the City could receive under the PILOT program for this project. This includes what the property currently pays in taxes and what the estimated taxable value payments would be IF the project (as approved) were constructed with no need for PILOT assistance. REMINDER – Each year shows the TOTAL estimated tax bill paid; this bill is then split among the taxing jurisdictions. ~48% stays with the City to cover expenses (operating/library/refuse/street bond).

If approved at 4% the City would ~6X the yearly revenue received by this property.

The developer has elected to provide voluntary Community Benefits, including improvements to the walking path and park behind the property, which exceed the requirements of the PILOT ordinance.

Additionally, if the project proceeds, the City will receive one-time revenues associated with trade (building/plumbing/mechanical/electrical) reviews/permits. Formal estimates for that are unknown without seeing formal building plans. Example: 27777 Southfield Road (Panera) paid a \$20,004 building permit fee based on the job evaluation being \$1.5 million.

Recommendation: *“I recommend approving the PILOT agreement for 27700 Southfield Road.”*

Recommended Motion:

Moved by Council Member _____ seconded by Council Member _____ to approve Resolution #2025-18, a resolution to approve tax exemption and a payment in lieu of taxes for a workforce housing project to be located at 27700 Southfield Road.

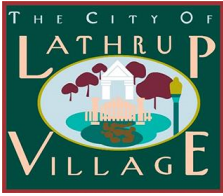
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member



City of Lathrup Village

27400 Southfield Road

Lathrup Village, MI 48076

www.lathrupvillage.org | (248) 557-2600

~Total Annual Rent	\$3,378,240																
~3% Growth Per Year																	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	TOTAL Payment	~City/DDA Revenue
Current Taxes	\$ 23,000	\$ 23,690	\$ 24,401	\$ 25,133	\$ 25,887	\$ 26,663	\$ 27,463	\$ 28,287	\$ 29,136	\$ 30,010	\$ 30,910	\$ 31,837	\$ 32,793	\$ 33,776	\$ 34,790	\$ 427,775	\$ 205,332.01
4% - PILOT	\$ 135,130	\$ 139,183	\$ 143,359	\$ 147,660	\$ 152,090	\$ 156,652	\$ 161,352	\$ 166,192	\$ 171,178	\$ 176,313	\$ 181,603	\$ 187,051	\$ 192,662	\$ 198,442	\$ 204,396	\$ 2,513,264	\$ 1,206,366.62
5% - PILOT	\$ 168,912	\$ 173,979	\$ 179,199	\$ 184,575	\$ 190,112	\$ 195,815	\$ 201,690	\$ 207,740	\$ 213,973	\$ 220,392	\$ 227,004	\$ 233,814	\$ 240,828	\$ 248,053	\$ 255,495	\$ 3,141,580	\$ 1,507,958.28
6% - PILOT	\$ 202,694	\$ 208,775	\$ 215,038	\$ 221,490	\$ 228,134	\$ 234,978	\$ 242,028	\$ 249,289	\$ 256,767	\$ 264,470	\$ 272,404	\$ 280,576	\$ 288,994	\$ 297,664	\$ 306,593	\$ 3,769,896	\$ 1,809,549.93
7% - PILOT	\$ 236,477	\$ 243,571	\$ 250,878	\$ 258,405	\$ 266,157	\$ 274,141	\$ 282,366	\$ 290,837	\$ 299,562	\$ 308,549	\$ 317,805	\$ 327,339	\$ 337,159	\$ 347,274	\$ 357,692	\$ 4,398,212	\$ 2,111,141.59
8% - PILOT	\$ 270,259	\$ 278,367	\$ 286,718	\$ 295,320	\$ 304,179	\$ 313,304	\$ 322,704	\$ 332,385	\$ 342,356	\$ 352,627	\$ 363,206	\$ 374,102	\$ 385,325	\$ 396,885	\$ 408,791	\$ 5,026,528	\$ 2,412,733.24
9% - PILOT	\$ 304,042	\$ 313,163	\$ 322,558	\$ 332,234	\$ 342,201	\$ 352,468	\$ 363,042	\$ 373,933	\$ 385,151	\$ 396,705	\$ 408,606	\$ 420,865	\$ 433,491	\$ 446,495	\$ 459,890	\$ 5,654,844	\$ 2,714,324.90
10% - PILOT	\$ 337,824	\$ 347,959	\$ 358,397	\$ 369,149	\$ 380,224	\$ 391,631	\$ 403,380	\$ 415,481	\$ 427,945	\$ 440,784	\$ 454,007	\$ 467,627	\$ 481,656	\$ 496,106	\$ 510,989	\$ 6,283,159	\$ 3,015,916.55
Minimum Payment	\$ 120,000	\$ 126,000	\$ 129,780	\$ 133,673	\$ 137,684	\$ 141,814	\$ 146,069	\$ 150,451	\$ 154,964	\$ 159,613	\$ 164,401	\$ 169,333	\$ 174,413	\$ 179,646	\$ 185,035	\$ 2,272,877	\$ 1,090,980.89
~Taxable Value Payment	\$ 670,000	\$ 690,100	\$ 710,803	\$ 732,127	\$ 754,091	\$ 776,714	\$ 800,015	\$ 824,015	\$ 848,736	\$ 874,198	\$ 900,424	\$ 927,437	\$ 955,260	\$ 983,918	\$ 1,013,435	\$ 12,461,272	\$ 5,981,410.71

**The applicant and the City have agreed to a 4.5% annual fee, as reflected in the payment and revenue projections outlined in the attached spreadsheet.*

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member

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

**RESOLUTION NO. 2025-
A RESOLUTION TO APPROVE TAX EXEMPTION AND
A PAYMENT IN LIEU OF TAXES
FOR A WORKFORCE HOUSING PROJECT
TO BE LOCATED AT 27700 SOUTHFIELD ROAD**

WHEREAS, the City of Lathrup Village ("City"), City Council enacted Ordinance No. 2025-01 (the "Workforce Housing Ordinance") pursuant to Section 15a of the State Housing Development Authority Act, Act 346 of the Public Acts of 1966, MCL 125.1401 *et seq* (the "Act");

WHEREAS The Surnow Company (the "Sponsor"), a Michigan limited liability company, whose address is 320 Martin Street, Suite 100, Birmingham, MI 48009, intends to construct on the property located at 27700 Southfield Road, Lathrup Village, Michigan (tax parcel identification no. 40-24-13-303-021) (the "Housing Project") and to operate the Housing Project as "workforce housing," as defined in the Workforce Housing Ordinance and the Act;

WHEREAS, the Sponsor has applied to the City for tax exemption and a service charge or payment in lieu of taxes ("PILOT") as provided by the Workforce Housing Ordinance and the Act and has agreed to subject the Housing Project to a covenant running with the land that will restrict the occupancy of the Housing Project for a period of not less than fifteen (15) years, or other period of time that may be required by the Michigan State Housing Development Authority("MSHDA"), or the Michigan Economic Development Corporation ("MEDC") or any other state, federal or any conventional lending institution, to individuals and families whose household income is not greater than 120% of area median income, as published by the U.S. Department of Housing and Urban Development, adjusted for family size, and at rents that are reasonably affordable to such persons (the "Restrictive Covenant");

WHEREAS, the Housing Project will increase the supply of safe, decent and affordable housing in the City, will encourage the growth of the population of the City, and will facilitate the provision of attractive, viable housing units in locations consistent with the goals and objectives of the City's Master Plan;

WHEREAS, the City Council hereby finds that the Housing Project qualifies for an exemption from all *ad valorem* property taxes and a PILOT as contemplated by the Act and the Workforce Housing Ordinance because the Project will:

- increase the number of available workforce housing units in the City;
- encourage expansion of the population of the City;
- facilitate the addition of attractive, viable housing units in locations consistent with the goals and objectives of the City's Master Plan;
- protect and improve the health, safety, and general welfare of the City's residents, business owners, property owners, and the community as a whole;

WHEREAS, those terms not otherwise defined herein shall have the meaning set forth in the Ordinance and/or the Act;

THEREFORE, IT IS RESOLVED, that a PILOT for the Housing Project is hereby approved such that the Housing Project shall be exempt from all *ad valorem* property taxes after December 31 of the year in which the construction of the Housing Project begins. Further, the Sponsor shall pay under the PILOT a service charge equal to an amount that is the greater of the minimum annual service charge (\$120,000 increased annually 5% or the rate of inflation, whichever is less,) or 4.5% of the Annual Shelter Rents (as defined in the Workforce Housing Ordinance), subject to the terms of the Act and the Workforce Housing Ordinance; provided, however, that the PILOT service charge paid each year in lieu of taxes for that part of the Housing Project that is tax exempt under this resolution and the Ordinance but not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the project as if the Housing Project were not tax exempt;

RESOLVED, that the Term of the PILOT for the Housing Project shall be for a period of fifteen (15) years, commencing twelve months after both (i) the construction of the Housing Project has been completed and (ii) the Housing Project has received a certificate of occupancy, in order to allow for an appropriate lease-up time for the residential units. Notwithstanding the foregoing, the minimum annual service charge shall commence after December 31st of the year in which the construction of the Housing project begins. In the event that the Housing Project continues to provide workforce housing, as defined in Workforce Housing Ordinance, after expiration of the initial fifteen (15) years, the parties may exercise up to three (3), five (5) year options to extend the PILOT Resolution or for as long as required by MSHDA, MEDC or any other state, federal, or conventional lending institution.

RESOLVED, that units in the Housing Project will continue to qualify as workforce housing units hereunder despite a temporary noncompliance with this resolution, if the noncompliance is caused by increases in the incomes of existing tenants and if actions satisfactory to the City are being taken to ensure that all vacancies are otherwise filled in accordance with this this resolution until the noncompliance is corrected.

RESOLVED, that no later than December 1 of each year after the December 31 on which tax exemption first becomes effective and every year thereafter so long as the Housing Project is tax exempt, the Sponsor shall provide the City Assessor and the City Administrator with a copy of the Sponsor's operating budget showing the projected Annual Shelter Rent for the next calendar year; and no later than April 30 of each year beginning in the calendar year following the first calendar year during which the tax exemption is effective and every year thereafter, including the year after the exemption terminates, a copy of the Sponsor's financial statements for the preceding calendar year, which may consist of: (i) audited financial statements prepared in accordance with generally accepted auditing standards, if available, or (ii) in the absence of audited financial statements, compiled financial statements prepared in accordance with generally accepted accounting principles and certified by the Sponsor's CPA as correct and complete.

RESOLVED, the PILOT payment for each calendar year shall be due no later than April 15th of the following year;

RESOLVED, that all portions of the Workforce Housing Ordinance are hereby incorporated by reference;

RESOLVED, that the effectiveness of the tax exemption approved by this resolution is subject to the following:

- a. The Sponsor shall provide documentation to the City substantiating its ownership of the Housing Project.
- b. Construction of the Housing Project must commence no later than twenty-four (24) months from the date of this resolution, or this resolution shall be void and of no effect.
- c. 100% of the dwelling units in the Housing Project must be restricted to use as Workforce Housing and will be reasonably affordable to, and occupied by, individuals and families whose total household income is not greater than 120% of area median income, as published by the U.S. Department of Housing and Urban Development, adjusted for family size.
- d. The Sponsor shall submit an affidavit to the Michigan State Housing Development Authority in the form required by MSHDA, MEDC or any other state, federal or any conventional lending institution for certification that the Housing Project is eligible for the workforce housing exemption.
- e. Upon receipt of notification from MSHDA, MEDC or any other state, federal or any conventional lending institution that the Housing Project is eligible for a workforce housing exemption, the Sponsor or MSHDA shall file the certified notification of exemption with the City Assessor before November 1 of the year preceding the first tax year for which the exemption is to be effective.
- f. The Sponsor shall record a Restrictive Covenant in a form acceptable to the City Attorney. The Restrictive Covenant must be recorded with the Oakland County Register of Deeds.

RESOLVED, that the City Administrator is authorized to take necessary administrative actions to implement this resolution.

The above resolution was offered by _____ and supported by _____.

AYES, Council Members:

NAYS, Council Members:

ABSTAIN, Council Members:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

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 regular meeting duly called and held on the 15th day of September, 2025, 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.

ALISA EMANUAL, CLERK

WORKFORCE HOUSING RESTRICTIVE COVENANT

(27700 Southfield Road, Lathrup Village, MI)

This Workforce Housing Restrictive Covenant (“Restrictive Covenant”) is made as of _____, 2025 by and between the City of Lathrup Village (“Municipality”), a Michigan municipal corporation, whose address is 27400 Southfield Road, Lathrup Village, MI 48076, and The Surnow Company. (“Sponsor”) a Michigan limited liability company, whose address is 320 Martin Street, Suite 100, Birmingham, MI 48009.

R E C I T A L S:

A. Sponsor is the owner of certain real property in the City of Lathrup Village, County of Oakland, Michigan, as more particularly described in the attached Exhibit A (the “Property”), which is incorporated by reference into this Restrictive Covenant.

B. Sponsor has offered to construct one or more buildings located on the Property to provide one hundred forty-five (145) units of workforce housing (the “Project”) and has applied to Municipality for a workforce housing exemption from *ad valorem* property taxes under Section 15a of the State Housing Development Authority Act, being Public Act 346 of 1966, as amended (the “Act”).

C. In consideration of Sponsor’s offer to undertake the Project, Municipality has agreed to exempt the Project from all *ad valorem* property taxes imposed by any taxing jurisdiction and to accept in lieu thereof payment of an annual service charge for a period of fifteen (15) years as provided by Workforce Housing PILOT Ordinance, Ordinance No. 2025-01 and Workforce Housing PILOT Resolution No. _____ (the “PILOT Resolution”).

D. The annual service charge paid in lieu of all *ad valorem* property taxes for the Property is equal to the greater of the minimum annual service charge (\$120,000 increased annually 5% or the rate of inflation, whichever is less,) or 4.5% of the Annual Shelter Rents collected from the Project and must be paid as provided in the PILOT Resolution.

E. Sponsor and Municipality agree that the economic feasibility of the Project depends upon the continuing effect of the annual service charge in lieu of all *ad valorem* taxes approved by Municipality for the 15-year exemption period.

F. Accordingly, upon recording with the Oakland County Register of Deeds, this Restrictive Covenant will restrict use of the Project to workforce housing for the 15-year exemption period.

NOW, THEREFORE, in consideration of Municipality’s acceptance of payment of the annual service charge in lieu of all *ad valorem* property taxes and Sponsor’s commitment to construct the Project, Sponsor and Municipality hereby covenant as follows:

1. **Definitions.** All words and phrases used in this Restrictive Covenant have the same meaning as defined in the Act and/or the PILOT Resolution.

2. **Workforce Housing Covenant.** The Project will, upon completion of the proposed construction, constitute workforce housing with rents reasonably affordable to households consisting of persons and families whose household income is not greater than 120% of the area median income, as published by the U.S. Department of Housing and Urban Development, adjusted for family size. All of the housing units in the Project will be rented, or available for rental, on a continuous basis to members of the general public throughout the term of this Restrictive Covenant.

3. **Term of Exemption.** The exemption from *ad valorem* property taxes approved by Municipality shall remain in effect in accordance with this Restrictive Covenant restricting use of the Project to workforce housing for a period of fifteen (15) years, the Term of the PILOT shall commence twelve months after both (i) the construction of the Housing Project has been completed and (ii) the Housing Project has received a certificate of occupancy, in order to allow for an appropriate lease-up time for the residential units. , or so long as the Project is used as workforce housing, whichever is less, and subject to any extension(s) as further outlined herein. Notwithstanding the foregoing, the minimum annual service charge shall commence after December 31st of the year in which the construction of the Housing project begins. The exemption shall automatically terminate upon the foreclosure or the giving of a deed in lieu of foreclosure for the Property.

4. **No Violation.** Sponsor agrees that it will not knowingly take or permit any action that would result in a violation of the requirements of this Restrictive Covenant, the PILOT Ordinance or the PILOT Resolution which are each incorporated herein as if a part of this Restrictive Covenant. Further, Sponsor agrees to take any required action, including the amendment of this Restrictive Covenant, as may be necessary, in the determination of the Municipality or of the Michigan State Housing Development Authority (the "Authority"), to comply with the PILOT Ordinance and PILOT Resolution.

5. **No Violation for Increase in Income.** Units in the Project will continue to qualify as workforce housing units hereunder despite a temporary noncompliance with this Restrictive Covenant, if the noncompliance is caused by increases in the incomes of existing tenants and if actions satisfactory to the Municipality are being taken to ensure that all vacancies are otherwise filled in accordance with the PILOT Resolution until the noncompliance is corrected.

6. **Sponsor to Demonstrate Compliance.** Sponsor will provide Municipality with such certifications, reports, and other information as required by the PILOT Resolution to demonstrate compliance with the PILOT Ordinance and PILOT Resolution. Sponsor will provide Municipality and Authority with an annual verification of compliance with this Restrictive Covenant, in a form specified by the Authority.

7. **Transfer of Ownership.** Sponsor will, prior to a sale or other voluntary transfer of ownership of the Project or any part thereof, notify Municipality in writing, and will enter into any agreements with the purchaser or transferee as may be reasonably prescribed by Municipality to ensure such purchaser's or transferee's compliance with this Restrictive Covenant and Michigan law.

8. **Enforceability.** This Restrictive Covenant is enforceable by Municipality in any court in the State of Michigan having jurisdiction thereof.

9. **Covenant Running with the Land; Binding Effect.** This Restrictive Covenant shall encumber the Property and constitute and be enforced as a covenant running with the land under Michigan law and shall be binding on all successors or assigns of Sponsor or Municipality and any future owner or operator of the Project for the full fifteen (15)-year exemption period.

10. **Extension.** In the event that the Housing Project continues to provide , workforce housing, as defined in Workforce Housing Ordinance, after expiration of the initial fifteen (15) years, the parties may exercise up to three (3), five (5), year options or for as long as required by MSHDA, MEDC or any other state, federal or conventional lending institution, to extend the PILOT Resolution and shall record a new restrictive covenant for each such extension in a form acceptable to the Municipality’s attorney and as executed by the Municipality. Any such new restrictive covenant must be recorded with the Oakland County Register of Deeds.

11. **Miscellaneous.** In the event of any conflict between the terms of this Restrictive Covenant and the requirements of the PILOT Resolution, the requirements of the PILOT Resolution shall prevail. This Restrictive Covenant may only be amended or terminated by a writing signed by both Sponsor and Municipality or by operation of law. The invalidity of any clause or provision of this Restrictive Covenant shall not affect the validity of the remaining portions thereof.

IN WITNESS WHEREOF, is this Restrictive Covenant is effective as of _____, 2025.

[Signature Pages Follow]

[SIGNATURE PAGE TO WORKFORCE HOUSING RESTRICTIVE COVENANT]

CITY OF LATHRUP VILLAGE,
a Michigan municipal corporation

By: _____
Mykale Garrett, Mayor

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this day of _____, 2025
by Mykale Garrett, as Mayor of the City of Lathrup Village, a municipal corporation of the State of
Michigan, on behalf of the Municipality.

Notary Public, _____ County, MI

My Commission Expires: _____

Acting in _____ County, MI

[SIGNATURE PAGE TO WORKFORCE HOUSING RESTRICTIVE COVENANT]

SPONSOR:

The Surnow Company
a Michigan limited liability company

By: _____

Print Name: _____

Title: _____

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this day of _____, 2024
by _____, the _____ of The Surnow Company L.L.C., a
Michigan limited liability company, on behalf of Sponsor.

Notary Public, _____ County, MI

My Commission Expires: _____

Acting in _____ County, MI

DRAFTED BY:

Scott Baker ,Esq, Lathrup Village City Attorney
27400 Southfield Road
Lathrup Village, MI
48076

WHEN RECORDED RETURN TO:

Lathrup Village Clerk
27400 Southfield Road
Lathrup Village, MI
48076

EXHIBIT A**LEGAL DESCRIPTION OF PROPERTY**

*LAND SITUATED IN THE CITY OF LATHRUP VILLAGE, COUNTY OF OAKLAND, STATE OF MICHIGAN,
DESCRIBED AS FOLLOWS:*

*LOT 1677 AND VACATED SOUTHFIELD SQUARE, FORMERLY KNOWN AS MONTEREY STREET LYING
EASTERLY OF LOT 1677 AND WESTERLY OF LOTS 1665 TO 1689, EXCEPT THAT PART OF VACATED
SOUTHFIELD SQUARE LYING SOUTH OF A LINE DRAWN BETWEEN THE NORTHWEST CORNER OF OF
LOT 1680 AND A POINT 150 FEET FROM THE SOUTHEAST CORNER OF LOT 1677, ALONG THE
EASTERLY BOUNDARY OF SAID LOT 1677, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBDIVISION
NO. 3, AS RECORDED IN LIBER 32 OF PLATS, PAGE 26, OAKLAND COUNTY RECORDS.*

TAX ID NUMBER: 40-24-13-303-021

ADDRESS: 27700 SOUTHFIELD ROAD, LATHRUP VILLAGE, MI 48076

DRAFT

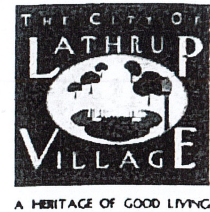
MJ_DMS 36659451v5

DRAFT

City of Lathrup Village

Office of the City Clerk

City Hall
27400 Southfield Road
Lathrup Village, MI 48076
(248) 557-2600
aemmanuel@lathrupvillage.org



City of Lathrup Village
Payment in Lieu of Taxes (PILOT)

Municipal Review of Payment in Lieu of Tax (PILOT)
(LATHRUP VILLAGE ORDINANCE CHAPTER 77-50)

Dear PILOT Applicant:

Please read the following information carefully for an overview of the City's Payment in Lieu of Tax (PILOT) application process.

After you complete and submit a Payment in Lieu of Tax (PILOT) application to the City Clerk's Office, the city's review process begins. Our office will forward your application for review to various departments.

The following departments may contact you:

- City Manager
- City Civil Engineering Consultant
- City Planning Consultant
- City Clerk
- Community and Economic Development Director

Upon concurrence from all necessary departments- *applications will be placed on the appropriate City Council agenda for final approval*; applicants will be notified of this meeting.

Application Fee - All fees are to be paid in full upon submission. *Applications received without payment will not be reviewed.*

Applications for new or renewal applications Payment in Lieu of Tax (PILOT). **\$2,300**

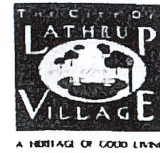
We recognize the importance of providing you with a response as quickly as possible – the City of Lathrup Village is committed to working with you diligently. Should you have any questions, please feel free to contact me.

Best wishes in your entrepreneurial endeavors, and thank you for choosing Lathrup Village

Sincerely,

Alisa Emanuel
City Clerk

City of Lathrup Village
 Application for PILOT – Payment in Lieu of Tax
 (Please submit 90 days prior)



Please complete the following information even if preliminary. This will help to expedite the process. We will schedule a meeting with pertinent departments and the applicant as soon as possible.

Please read the following information carefully for an overview of the City's payment in lieu of taxes application process.

Please indicate the type of application being filed (check all that apply):

- ☒ New
☐ Renewal
☐ Transfer of Ownership
☐ Other

Applicant: THE SURNOW COMPANY

Developer, if different than above: —

Name of Organization, if any: —

Owners of Organization: SAM SURNOW

Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
 Street City State Zip

Authorized Applicant Representative: JORDAN SHERMAN

Phone No: (248) [REDACTED] E-Mail: [REDACTED]

(Must include - name, address, e-mail address and telephone number of the applying entity, and the legal entity that will own the project, if different from the applying entity. Name of applying entity's representatives, financial guarantors of the project, and name of principals of those entities, addresses, emails, and telephone numbers.)

Type of ownership of project:

- ☐ Partnership ☐ Subchapter S corporation ☐ Individual proprietorship
☐ Corporation ☐ Cooperative ☒ Limited liability company

Federal Identification No. or Social Security No. [REDACTED]

If a corporation, specify the state and date of incorporation: MICHIGAN, 1999

Name and title of individual to contact: JORDAN SHERMAN

Email address: [REDACTED]

Mailing address: 320 Martin Street, Suite 100

City, State, Zip BIRMINGHAM, MI Phone No. [REDACTED]

Indicate the tax incentives applied for and terms:

Property Tax Exemption Payments In Lieu of Taxes:

30 Number of years 2026 Beginning year 2056 Ending year 4% Percent of shelter rents
[including options]
 Minimum payment amount _____ Amount of annual payments (attach schedule if needed)
[SEE ATTACHED PRO-FORMA]

For Transfer of Ownership Only:

TRANSFEROR: CORPORATION, INDIVIDUAL, OR PARTNERSHIP NAME:

---- [not applicable] ----

(First, Middle, Last Name of Officers and/or Directors)

(Phone)

(Address)

(Email)

(First, Middle, Last Name of Officers and/or Directors)

(Phone)

(Address)

(Email)

Have you submitted an application for a similar request to the City of Lathrup Village? ☐ Yes ☒ No

Do you owe city funds for delinquent taxes or utilities bills? ☐ Yes ☒ No

Did you include names of all officers and/or directors as it relates to this application? ☒ Yes ☐ No

Check all that has been included with this application, if an item is not included; please provide a brief explanation why.

- ☒ Legal description of project's real property.
- ☒ Complete list of owners/ownership interests of the project.
- ☒ Background information on applicant and guarantors, including development experience, if any, and all other relevant information pertaining to the PILOT project.
- ☒ Site plan.
- ☒ Attach a detailed narrative describing the PILOT – Include in this section the following:
 - a. Intended usage/target market
 - b. Economic impact
 - c. Environmental impact, including any measures taken to mitigate negative impact or improve the natural environment
 - d. Impact on City infrastructure, including transportation and utilities
 - e. Impact on City services, such as police, fire, emergency medical transport, code enforcement
 - f. Square footage of the building and land area to be renovated
 - g. Architectural renderings, including number and types of units
 - h. Any other information needed to fully explain the project
- ☒ Will the project be located in a new structure or an existing facility?
- ☒ If existing facility, when was it constructed?
- ☒ If new construction, complete the below questions:
 - ☒ Estimated start date for construction of the project outlined in this application.
- ☒ Describe the marketing plan for the project, identifying the intended market. List the types of lessees anticipated. If the project is speculative, how long is full occupancy expected to take and who will manage the project?
- ☒ Briefly describe the ownership and tax information for this project. Include in this section the following:
 - a. State the location of the proposed project by street address and legal description
 - b. Name the property owner at the time of application submittal
 - c. If the applicant does not presently own the property, attach a valid option to purchase the property
 - d. Describe any and all existing financing, options, and liens on the property

- e. State the tax parcel number for all property involved with the project and the current assessed value of the property
- f. Are any assessments presently under appeal? If so, describe the status of the appeal(s)
- g. Will the Project result in the subdivision of any present tax parcel?

- ☒ Provide a detailed development pro forma outlining proposed hard, soft, and financing costs associated with proposed development. Pro forma must also identify all sources of financing and terms, including Applicant equity, construction and permanent financing and any government assistance. Proposals will contain detailed cost breakdowns.
- ☒ Provide a detailed operating pro forma that will include all anticipated major revenues and expenses for the full term of the requested PILOT.
- ☒ Are changes proposed to the public space around the project (Example; sidewalks, lighting, and planting)? If yes, describe.
- ☒ State proposed time schedule for the project including anticipated dates for the following:
 - a. Closing of the loan or contributing financing availability
 - b. First expenditure of funds with regard to the project
 - c. Anticipated date construction will begin
 - d. Anticipated completion date
- ☒ Financial Background:
 - a. Attach current audited financial statements of the applicant and guarantors. If audited financial statements are unavailable, please submit non-audited statements
 - b. State the relationship any applicant or grantor has had with any accounting firm over the last five years and reason for change, if any
 - c. Give three credit references for the applicant
- ☒ Development Team: Name any of the following that will be involved with the Project (with mailing addresses, e-mail addresses, and phone numbers):
 - a. Applicant Primary Point of Contact
 - b. Architects and engineers.
 - c. Construction Project Manager
 - d. General Contractor for project
 - e. Other professionals
- ☒ Please describe any potential conflicts of interest the applicant or any guarantor may have with any City Personnel or City Council members.
- ☒ Describe the following as to any applicant, guarantor, or other person involved with this project:
 - a. Any pending civil litigation involving this property or other business holdings
 - b. Any pending criminal proceedings involving this property or other business holdings
 - c. Any conviction, or other pending criminal matter, that is for any felony offense or any theft-related misdemeanor, involving this property or other business holdings

- ☐ Include a copy of the completed MSHDA application for Low Income Housing Tax Credits within thirty (30) days of submittal to MSHDA. → NOT APPLICABLE, THIS IS NOT A LIHTC DEAL

Applicant or applicant's representatives must execute the following statement and provide it as part of the application.

The person(s) completing this application hereby declares that:

1. They will not violate any of the laws of the State of Michigan or of the United States or any ordinance of the City.
2. Should any of the information provided in this application or any attachment thereto change during the term of the license or any renewal thereof, they will notify the City Clerk in writing within thirty (30) days of such change.
3. They have contacted the Michigan State Housing Development Authority (MSHDA) to ensure eligibility.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: August 8, 2025

Authorized Applicant Representative:

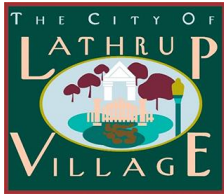
JORDAN SHERMAN

(Please print)

Jordan Sherman

(Signature)

Alisa Emanuel
City Clerk
(248) 663-6037
Aemanuel@lathrupvillage.org
www.Lathrupvillage.org



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: September 15, 2025
 RE: Personnel Manual Updates

Background Brief: It is the best practice to conduct a periodic review of a City’s personnel manual to update necessary information to match current practices, changes in state/federal regulations, or removal of old non-applicable language.

Enclosed in your packet are the requested updates to the City’s personnel manual. The majority of the updates mirror the language approved in the recent PD union agreements. Updates include:

- Updated PTO accrual rollover language to limit employee payout impact on future budgets.
- Updating the sick leave use clause to meet Earned Sick Time Act regulations
- Addition of 80 hours of parental leave
- Updated insurance language to mirror current insurance policies

This update has been reviewed by Labor Attorney Schwartz. Final formatting updates will be completed once approved.

Previous Action: July 17, 2023 – Personnel Manual Updates Approved

Economic Impact: N/A

Recommendation: I recommend approving the personnel manual updates.

Recommended Motion:

Moved by Council Member _____ seconded by Council Member _____
 to approve the Lathrup Village Personnel Manual of Employment Regulations updates as presented.

Kelly Garrett
 Mayor

Bruce Kantor
 Mayor Pro-Tem

Jalen Jennings
 Council Member

Jason Hammond
 Council Member

Maria Mannarino
 Council Member

PERSONNEL MANUAL OF EMPLOYMENT REGULATIONS

INTRODUCTION

The general purpose of this Personnel Manual of Employment Regulations, hereinafter referred to as the 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 set forth hereinafter, 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 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 that is expected of them and that the rules and procedures will be administered in a systematic, fair, and impartial manner.

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 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 refers to many 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 their designee shall be the 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 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 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 based on his/her qualifications for the position without regard to race, color, creed, national origin, sex, sexual preference, sexual orientation, **gender identification**, age, height, weight, marital status, religion or disability. The City of Lathrup Village is an Equal Opportunity Employer.

Hiring practices shall be per 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 based on 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 cause.
- C. An "Information Systems Policy Acknowledgement" that outlines regulations and restrictions that govern the 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 filling a position established as part of the regular workforce 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.

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 whether the new position meets their expectations. 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.

2.03 Special

Temporary, Seasonal, Student, and Specially funded employees are those filling jobs that 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 that is cyclical, collapsible, or intermittent, as the needs of the city may dictate, and are not considered to be part of the permanent workforce of the city. They are, in this sense, irregular, impermanent, or casual laborers and are termed "Special Employees".

2.04 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 Standards Act's ("FLSA") requirements concerning minimum wage and overtime.

Exempt employees are typically managers, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that 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 ~~per the recommendations contained in the City of Lathrup Village Classification and Compensation Study, February 2017. Following 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. The City desires 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 under Section 3.02.

3.02 Administering the Compensation Plan

The City Administrator shall administer the compensation plan following 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 and 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 under 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, they will be based on performance and compensation reviews conducted by the City Administrator per established rules and guidelines.

3.05 Salary Review-Performance Evaluation

Before 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 that 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 the last day of each month (paydays) and are issued after 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 payday 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 before 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 according 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

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 a 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.

If 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. **In the event of an overpayment, the City will discuss a repayment schedule with the employee to correct the overpayment.**

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 8:00 am-4:30 pm 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 every week, but such employees will be permitted flexibility in 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 employees' time worked during the week, considering the employees' job duties and functions. In addition, necessary operational considerations will be given relative to the functions that each employee participating in must perform in connection with such employee's job duties and functions.

Article 5. OVERTIME

5.01 General Provisions – Exempt Employees

- 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 per 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. Employees shall be allowed to bank up to 40 60 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 carryover into a subsequent fiscal year.
- C. 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 Standards 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. Exempt employees shall be allowed to bank up to 40 60 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 carry-over into a subsequent fiscal year.

- D. Non-FLSA compensatory time is not subject to payment upon termination of employment.

5.04 ADP 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 the 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. President's 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. Veterans 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 July 1st ~~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, and Specially Funded employees are not eligible to receive holiday pay.

Article 7. **VACATION LEAVE**

7.01 Vacations Defined

Annual vacation leave is an authorized time off from employment duties, with pay. It is intended that the employee will use the time for rest and relaxation so that they 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, according 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 ~~July 1st~~ June 1st. On that date, all eligible employees are credited with the number of days of vacation ~~that 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 ~~July 1st~~ 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 are 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 ~~July 1st~~ 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 before ~~July 1st~~ 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).

An employee may carry over up to eighty (80) hours of accrued, unused vacation to the following fiscal year. In no event shall the employee's vacation bank exceed the current year's credited vacation and the accrued, unused vacation from the prior fiscal year. Any accumulated hours over eighty (80) shall be paid out to the employee without being forfeited during the first pay period of the fiscal year.

7.05 Vacation Payout

An employee who ends employment in good standing is entitled to pay at their regular rate for credited and unused leave days, and also accrued and uncredited 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 ~~July 1st~~ ~~June 1st~~ if any of the following applies:

- A. They are discharged, including being absent for 3 consecutive days without authorized leave
- B. They resign/quit without at least two (2) weeks or four (4) weeks prior written notice per Section 17.21.

7.06 Exception to Accrual

An employee who does not work and is not entitled to their 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 with the advanced approval of the City Administrator. Reasonable care in scheduling the Leaves will be considered 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 an 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 be accrued while an employee receives sick benefits or Workers' Compensation payments or is otherwise absent from the job. Sick leave may not be granted in anticipation of future service.

The amount of time allowed an eligible employee for sick leave shall, if not used during the year earned, be accumulated until a total of one hundred (100) days is reached and shall be kept to his/her credit for future sick leave, with pay.

A part-time employee shall accrue sick leave at a rate of one (1) hour for every thirty (30) hours the employee actually works, up to a total of seventy-two (72) hours per calendar year. A part-time employee may use up to seventy-two (72) hours per calendar year for sick leave allowed under this Article or under the Earned Sick Time Act. A part-time employee may use accrued sick leave after ninety (90) calendar days of service. A part-time employee may roll over up to seventy-two (72) hours of sick leave to the following calendar year; however, no unused sick leave shall be paid to the part-time employee upon separation of employment for any reason.

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 before the beginning of a scheduled shift, if the need for the leave is not foreseeable. If the need for leave is foreseeable, such as planned surgery or medical procedure, then the employee shall give seven (7) calendar days' notice. Failure to give the required notice ~~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 disabled from working.~~

Employees can use earned sick leave time for any of the following reasons allowed by the Earned Sick Time Act:

- A. The employees' mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition, or preventative medical care for the employee.
- B. For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- C. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- D. For meetings at a child's school or place of care related to the child's health or disability, or the effect of domestic violence or sexual assault on the child;
- E. For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Family member" includes all of the following:

- A. Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;
- B. Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;
- C. A person to whom the employee is legally married under the laws of any state or a domestic partner;
- D. A grand parent;
- E. A grandchild;
- F. A biological, foster or adopted sibling;
- G. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

- B. Evidence of disability must be provided by a 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 is 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. The City shall pay for any out-of-pocket expenses of obtaining such verification.

- C. 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.
- D. Routine or special appointments with medical doctors, dentists, etc. will be chargeable to sick leave only when the employee can't schedule an appointment at a time other than during his/her regularly scheduled working hours.
- E. 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 before July 1, 2008) who ends employment in good standing is entitled to pay at 50% of their regular rate for credited and unused sick leave days. Each July, employees (hired before July 1, 2008) shall request and receive a payout for up to one hundred (100) hours of sick time at 50% of their 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 before July 1, 2008).~~

8.05 Excess Accumulation Buyback

~~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.~~

The City will "buy back" unused sick leave days accumulated from each employee who retires or dies at the rate of one-half day of pay for the first eight hundred (800) hours of accumulation. For employees who separate employment from the City, for any reason other than retirement or death, the City will pay at the rate of one-quarter pay for the first eight hundred (800) hours of accumulation. If an employee is terminated from the City, any unused sick leave shall be canceled and not paid.

8.06 Sick Leave Donation

In the unfortunate event that an employee (or spouse, child, stepchild, wards, and parents of the employee or spouse) experiences a catastrophic illness or severe medical condition, resulting in their sick leave and other leave banks being exhausted, other employees may choose to donate their own accrued sick leave to assist. Such donations require the City Administrator's approval and are conditioned upon the existence of a documented severe illness or severe medical condition. The transfer of sick leave from one employee to another shall be made on a prorated wage basis. A worker can only transfer sick leave if their bank exceeds eighty (80) hours, and their donation cannot bring their bank below eighty (80) hours. The amount of sick leave hours from the donating employee shall be converted to wages, which will then be divided by the wage rate of the receiving employee

to determine the amount of sick leave hours donated. All provisions and limitations related to Family Medical Leave apply.

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 Emergency Leave

An employee will be permitted up to eight (8) hours off under the emergency leave provisions when she has a baby, or their partner has a baby.

An employee will be permitted up to an additional eighty (80) hours of paid leave for parenting leave if taken within the first three (3) months after the birth or adoption of the child. Parenting leave shall run concurrently with FMLA leave.

Bereavement leave and parenting leave day shall not be charged to sick leave or any other leave but shall be in addition to all other paid leaves.

9.03 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.

9.04 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 Finance Department. 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 that do not qualify for FMLA leave, may be granted at the discretion of the City Administrator when the employee requests such leave ~~30~~ 45 days in advance of the proposed start of the leave, unless the City Administrator waives the requirement for advance notice. 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 the 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. **WORKERS 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 Workers' Compensation benefits in accordance with applicable Workers' 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 that 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 the Worker's Compensation benefit rate until he/she can 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 Workers' 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 \$1,000 for \$1,000 of base compensation, as long as the employee qualifies 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. Active employees 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 a 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 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. Employees must show periodic proof of the existence of the alternate health care coverage to become and remain eligible to receive the semi-annual payments. 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. Full-time employees who waive their right to Medical Insurance but enroll in the City Dental/Optical coverage shall be compensated \$2,800 per year and will receive payments of \$1,400.

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 part of this Manual.~~

The City will provide employees with long-term disability benefits through the Municipal Employees' Retirement System or substantially equivalent (or better) benefits to those provided in the prior Agreement from any other carrier. The benefit waiting period is one hundred eighty (180) days. The maximum benefit is \$5,000 per month, before reduction by Deductible Income (as defined by the policy), based on a benefit of 60% of the first \$8,333 of Predisability Earnings, reduced by Deductible Income (as defined by the policy).

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 – NO ACTIVE ADMINISTRATIVE EMPLOYEES QUALIFY

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

- ~~A. Full-time 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 and 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 the age of 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 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 Finance Department 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 Mission Square (or similar) 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 Finance Department 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 Mission Square (or similar) 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 before 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 that 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. All

employees using their personal vehicles 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.

- C. 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.
- D. 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. 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 utilizing the US General Services Administration M&IE breakdown. For the calendar year 2025, meals and incidental expenses are \$55.50 for the first & last day of travel and \$74.00 for each additional day.

16.04 Air Travel

Employees who fly to a destination must first receive prior authorization from the City Administrator. If approved, the airfare 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. If 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 employees for any expenses relating to a spouse or a travel companion. In addition, the City will not reimburse 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 their 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 always conduct themselves efficiently and professionally. 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 ("unlawful drugs" includes recreational or medical marijuana);
10. Falsify or misuse City forms, records, or reports, including timesheets and employment applications;
11. Steal, misappropriate, remove, abuse, destroy, 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, due to their sex, race, ethnicity, sexual orientation or gender identity;
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 that 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 that 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 workplace 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.

18.01 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.~~

A record of time worked is kept via the City's ADP system, which is utilized by each employee. All requests for vacation, sick leave, bereavement leave, and personal days should be requested via ADP and approved by the appropriate supervisor.

18.02 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 their supervisor or City Administrator before starting time. All absences must be charged to 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.

18.03 Tardiness

Unless on 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.

18.04 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.

18.05 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 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 during business hours or 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 their citizens and receive service from their 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 people 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 stayover.

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 that 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 that 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 backup purposes.
- D. No employee shall take any original or duplicate copy of any software owned by the City for the employee's personal use. No employee shall give any original or duplicate 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 the advantage of any outside third party, nor in any other way except per 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 are owned by the City and are 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

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 that resides on the City's network file server or any City personal computer, except for the City's backup purposes, or per 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 per 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 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 per 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 per 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 under established policies and procedures.

17.12 Network Access Security

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.
- 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 that 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 that 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 that 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 to save 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 the 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" before 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/offensive 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 concerning 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, gender identity, 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 that 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 incidents 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 the 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 witnesses 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 jeopardize safety, lower productivity, and undermine public confidence.

As such, all City premises, including work sites, and all City vehicles are declared to be drug/alcohol-free workplaces. 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 marijuana to be illegal under federal law, 21 USC § 801 *et seq.*; therefore, the use of medical and recreational marijuana is prohibited.

Employees found to violate 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 the complexity of the employee's position or difficulty on the part of the City in finding a replacement, a longer period may be reasonable. According to Section 7.05, no vacation time shall be paid out if the employee fails to give proper notice of resignation.

Before 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 their 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 their designated representative and the department head. The department head shall give their 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 the 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 wages 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 the 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 their 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. Finance Director
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 the 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 that 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 or 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 recertifications 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, and pension calculation may be suspended depending 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 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 any state or local law or collective bargaining agreement that 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 an eligible employee's 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 workload: 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 that 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

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 you 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: - Employee Copy

PERSONNEL MANUAL STATEMENT AND ACKNOWLEDGMENT

Property of the City of Lathrup Village

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, **with formal approval by the City Council,** ~~or designee of the City~~ has the authority to agree to 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 me 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 – City Copy

PERSONNEL MANUAL STATEMENT AND ACKNOWLEDGMENT

Property of the City of Lathrup Village

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.

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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 me 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 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, creditor 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 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.

Signature

Date

Witness

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 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, the use of social media also presents certain risks and carries 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 & 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 & 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 that would apply to misuse or misappropriation of any other City property, or for violations of other City policies.

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: _____

Appendix F:
Americans with Disabilities Act

The City complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The City does not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant.

If an employee is pregnant, she is encouraged to discuss with the City Administrator if there is any reasonable accommodation that will assist them to continue to work during their pregnancy and the City Administrator shall consider her request.

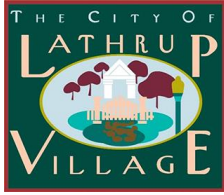
A person with a disability must notify the City Administrator in writing of the need for accommodation 182 days after the date the person with a disability knew or reasonably should have known that accommodation was needed.

Appendix G
Social Security Numbers

All employees provide their Social Security numbers to the City for tax reporting. The City is committed to protecting the confidentiality of Social Security numbers that are obtained by anyone during City business. Documents containing a Social Security number will be kept in confidential files, such as employee personnel files and payroll records for which access is limited, and such files which be treated as confidential.

Except as required for necessary and legitimate business purposes, no employee is permitted to have access to Social Security numbers or to keep, view, use, copy, share or distribute another person's Social Security number, or in any other way disclose another's Social Security number. Access is limited to those persons who have a need to know, and only to those persons. Employees with this limited access must take care to not openly reveal Social Security numbers on computer screens or on their desks. Anyone with access to a Social Security number for necessary and legitimate business purposes may not use it for any other purpose and may not allow any unauthorized individual to obtain it.

When a document containing a Social Security number is no longer needed and is to be discarded, the document must be disposed of in a manner that ensures the confidentiality of the Social Security number. Documents must be shredded or electronically destroyed or otherwise disposed of in a way that prevents unauthorized disclosure of a Social Security number.



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: September 15, 2025
 RE: Planning Commission Appointment

Background Brief: Due to a term expiration and that Planning Commissioner not seeking reappointment, the City has been soliciting applicants to fill the one vacancy. Enclosed in your packet are the applications the City received as of September 4.

Previous Action: N/A

Economic Impact: N/A

Recommendation: Recommendations for committee appointments come via the Mayor for consideration by the City Council.

Recommended Motion:

Moved by _____ seconded by _____ to appoint _____
 to the Planning Commission for a term expiring August 31, 2028.

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member

Tracey F. Williams
Lathrup Village, MI

September 4, 2025

Lathrup Village Planning Commission
27400 Southfield Road
Lathrup Village, MI 48076

Dear Members of the City of Lathrup Village,

As an advocate for small business growth, community engagement, and sustainable development, I am passionate about contributing my skills and experience to support Lathrup Village's vision for thoughtful, inclusive, and balanced growth.

In my role as a Business Forward Consultant with Oakland Thrive, I have worked closely with local entrepreneurs, city officials, and regional partners to drive economic vitality throughout Southfield, Lathrup Village, and surrounding communities. Through these collaborations, I have successfully designed and executed programs that strengthen our local business ecosystem, attract investment, and enhance community participation.

I believe my experience in stakeholder engagement, strategic planning, and economic development uniquely positions me to support the Commission's mission of guiding land use, zoning, and development decisions that reflect the needs of our residents while fostering long-term growth and sustainability. I am committed to bringing a collaborative, data-informed perspective to ensure decisions align with the city's vision and values.

I would welcome the opportunity to contribute my experience, passion, and insights to the Planning Commission and help shape the future of Lathrup Village. Thank you for considering my application. I look forward to the opportunity to discuss how I can best serve our community.

Sincerely,

Tracey F. Williams

Tracey F. Williams

Lathrup Village, MI • [REDACTED]
[REDACTED]

Community & Economic Development Leader | Candidate for Lathrup Village Planning Commission

Professional Summary

Dynamic community advocate and strategic leader with 10+ years of experience driving small business growth, economic vitality, and cross-sector collaboration. Passionate about supporting Lathrup Village's long-term development through informed decision-making, sustainable land-use strategies, and strong resident engagement. Proven success working alongside city leaders, business owners, chambers of commerce, and regional partners to promote inclusive growth, attract investment, and strengthen neighborhood vibrancy.

Core Competencies

Community & Economic Development Strategy | Urban Planning & Land-Use Collaboration | Stakeholder & Public Engagement | Policy & Zoning Awareness | Small Business Advocacy & Support | Strategic Partnerships & Regional Growth | Project Management & Cross-Functional Leadership | Public Speaking & Community Outreach

Professional Experience

Oakland Thrive & Oakland County — Pontiac, MI

Business Forward Consultant (2022 – Present)

Lead economic development initiatives supporting 700+ small businesses across Southfield, Lathrup Village, and surrounding communities. Serve as a strategic advisor and liaison between entrepreneurs, chambers of commerce, city officials, and regional partners to drive innovation and community revitalization.

Key Achievements:

- Partnered with the City of Southfield, Lathrup Village DDA, and Centrepolis Accelerator to advance economic growth initiatives.
- Designed and executed 15+ high-impact programs resulting in record community participation and engagement.
- Guided businesses through digital transformation, marketing strategies, and operational enhancements to improve competitiveness.

Charles H. Wright Museum — Detroit, MI

Director of Customer Experience & Retail Operations (2015 – 2022)

Directed strategic initiatives to modernize retail operations and improve visitor experiences for one of the nation's largest cultural institutions.

Key Achievements:

- Tripled retail revenue from <\$100K to nearly \$300K through innovative product development and marketing.
- Launched an e-commerce platform, generating 13% of total retail revenue online within the first year.
- Partnered with local artists to expand community-driven product offerings and strengthen cultural engagement.

Rabah Consulting — Southfield, MI

Founder & Marketing Consultant (2012 – 2015)

Founded and led a boutique marketing consultancy specializing in strategic planning, branding, and business growth.

Key Achievements:

- Increased retail presence in 30+ locations through custom marketing strategies and sales enablement.
- Negotiated partnerships with Walgreens and Detroit-area schools, boosting product sales by 30%.

Hawks & Associates, Inc. — Detroit, MI

Partner / Sales & Marketing Director (2011)

Led business development efforts for an energy consulting firm focused on Fortune 500 clients and financial institutions.

Key Achievements:

- Generated \$300K in new revenue within six months by targeting high-value corporate clients.
- Secured multiple Fortune 500 contracts through relationship-building and strategic proposals.

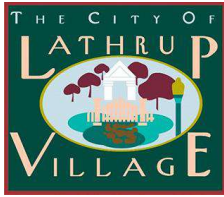
Education

Master of Science, Internet Marketing — Full Sail University

Bachelor of Arts, Marketing — Michigan State University

Community Leadership & Volunteer Engagement

- Ambassador Fine Art Collection – Lifetime Achievement Award | 2024
- Detroit City Council Special Recognition | 2024
- Torch of Wisdom Foundation — Event Committee Lead | 2023
- Christian Tabernacle Church — Media & Communications Coordinator | 2005–Present



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 9/4/2025

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Tracey F. Williams

Address: 18625 Bungalow Drive, Lathrup Village, MI 48076

Phone: 248-302-9301 Street, City, State, Zip Email: traceywilliams.werkz@gmail.com

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Tracey Williams Verified by pdfFiller 09/04/2025 Date: 9/4/2025

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

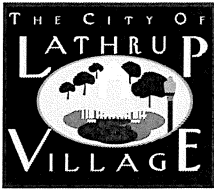
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

RECEIVED

AUG 15 2025

City of Lathrup Village

2:07pm

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 08/15/2025

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Jenanne Clarke

Address: [REDACTED]
Street, City, State, Zip

Phone: [REDACTED] Email: _____

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: [Signature] Date: 08/15/2025

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member

Jerianne Clarke

[REDACTED]
Lathrup Village, MI 48076

[REDACTED]
August 15, 2025

City of Lathrup Village

Attn: Planning Commission Selection Committee
27400 Southfield Road
Lathrup Village, MI 48076

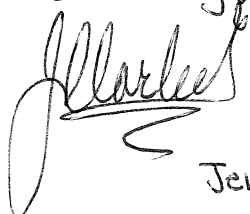
Dear Members of the Planning Commission Selection Committee,

I am writing to express my interest in serving on the Lathrup Village Planning Commission. Having called Lathrup Village home since 2008, I have a deep appreciation for our city's unique character and a vested interest in ensuring its thoughtful growth and development. My academic background in Political Science and Environmental Studies, combined with hands-on legislative experience and technical collaboration, has equipped me with the skills and perspective necessary to contribute meaningfully to the Commission's work.

During my tenure as a Legislative Intern in the United States Senate, I engaged with policy development processes, analyzed legislation, and observed the interplay between constituent priorities and regulatory frameworks. This experience strengthened my ability to evaluate proposals critically, balance competing interests, and communicate effectively with diverse stakeholders. All of which are skills that are beneficial to the Planning Commission's mission.

Beyond my work in legislative and technical settings, I have engaged directly with communities through grassroots organizing and advocacy with Clean Water Action and Greylock Campaigns, mobilizing residents on various policy issues and raising support for both state and local initiatives. These experiences have strengthened my ability to listen to diverse perspectives, build consensus, and translate community concerns into actionable solutions; an approach I believe is essential in city planning.

I am eager to bring this experience to the Planning Commission while continuing to learn from the dedicated members who serve our community. I look forward to contributing to thoughtful planning decisions that support Lathrup Village's future while deepening my own understanding of municipal processes. It would be an honor to serve in a role that allows me to give back to the place I have proudly called home for over fifteen years.

Sincerely,

Jerianne Clarke

Jerianne Clarke

Education

University of Michigan

Majors: *Political Science & Afro-American and African Studies*

Minor: *Environmental Sciences*

Ann Arbor, MI

Expected May 2026

Professional Experience

Clean Water Action

Field Canvasser

Ann Arbor, MI

June 2025 - July 2025

- Engaged community members on the impact of proposed legislation and clean water initiatives, leading to increased petition signatures mobilizing grassroots support and membership enrollment.
- Secured financial contributions from new and returning donors to fund advocacy efforts, consistently meeting or exceeding daily fundraising targets.

Office of Senator Gary Peters

Legislative Intern

Washington, D.C.

September 2024 - December 2024

- Attended committee hearings and legislative briefings, preparing detailed summaries to keep senior staff informed on policy developments and stakeholder positions specifically on the environmental portfolio.
- Assisted with constituent services by responding to inquiries and managing casework, ensuring timely and effective communication between the Senator's office and the public.

Greylock Campaigns

Fundraiser

Ann Arbor, MI

June 2024 - August 2024

- Conducted in-person canvassing and phone banking to raise awareness and funds for contracted political campaigns, while building a monthly donor base in the state of Michigan.
- Collaborated with team members to refine persuasive communication strategies, achieving daily fundraising

Bentley Historical Library, University of Michigan

Researcher

Ann Arbor, MI

April 2024- Present

- Utilized historical artifacts to create engaging content for community programming.
- Analyzed primary and secondary sources to uncover the contributions of black individuals to the University's history, resulting in a more inclusive historical narrative

Campus Leadership

The University of Michigan's Caribbean Student Association

Co-President

Ann Arbor, MI

August 2022 - Present

- Planned events to build community and promote the organization.
- Developed ideas for maintenance and future expansion of CSA; collaborated with other organizations.
- Composed Instagram posts to engage & inform our community members creatively.

Skills

- Public Speaking, Data Entry & Record Management, Microsoft 365 & Google Workspace
- Languages: Spanish (intermediate)

August 22, 2025
City Planning Commission
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Dear City Planning Commission Members,

This letter expresses strong interest in serving on the Lathrup Village Planning Commission. I, Beverly Banks, a resident of Lathrup Village at 17586 Sunnybrook, Lathrup Village, Michigan 48076 since 1998, and a Librarian with over 15 years of experience, am confident that my skills and commitment to community service would be a valuable asset to the Commission.

Throughout my career as a Librarian, I have cultivated a range of skills directly applicable to the responsibilities of a Planning Commissioner. Librarians are trained in information organization, critical analysis, and research methodologies. We are adept at gathering, analyzing, and synthesizing complex information, skills crucial for understanding and interpreting planning policies and development proposals. Librarians are inherently community-oriented. We are dedicated to serving the public interest and facilitating access to information for all residents. This aligns perfectly with the Planning Commission's role in engaging diverse segments of the community and ensuring that planning decisions reflect the collective vision for Lathrup Village's future.

My expertise in these areas is offered:

- **Research and Analysis:** Experience as a Librarian and Teacher has honed my ability to analyze demographic information, interpret relevant data, and assess potential land use impacts.
- **Community Engagement:** Skills include developing and implementing public engagement strategies, essential for fostering productive dialogues between residents, staff, and the Planning Commission.
- **Organization and Attention to Detail:** The role of a Librarian requires meticulous attention to detail and a commitment to organization. This translates directly to reviewing proposals and ensuring compliance with zoning ordinances and other regulations.

I have a passion for Lathrup Village and an eagerness to contribute time and skills to its continued growth and success. I am available to attend meetings, review materials thoroughly, and engage in constructive discussions to make informed decisions that benefit the entire community.

Thank you for considering this application. I look forward to discussing how this experience and these skills can support the Lathrup Village Planning Commission.

Sincerely,

Beverly Banks

[REDACTED]

[REDACTED]

[REDACTED]

Beverly Banks

Lathrup, Michigan, 48076

Contact

Lathrup Village, MI 48076

Education

**Master of Library and
Information Science**
Wayne State University

Teacher Certifications
University of Detroit Mercy

BA in Liberal Arts
Wayne State University
Communications Major

Key Skills

Project Management
Budget Management
Microsoft Office
(PowerPoint, Word)
Cataloging
Research
Customer Service
Detailed organization

Objective

Dedicated, experienced Librarian seeking a position in a cutting-edge Information environment, where my work experience as a Librarian and Media Specialist will be applied in helping, creating and maintaining a dynamic enterprise.

Professional Experience

2024-present

Adjunct Librarian-Macomb Community College

Reference desk management including:

- Student research and assistance navigating software
- Catalogue search and retrieval
- Online assistance through Help Chat with a Librarian
- General assistance for patrons navigating library resources

2021-present

Librarian- Baldwin Public Library, Birmingham, Michigan

Substitute Adult Librarian

- Answer patron reference questions
- Locate materials for patrons
- Create book blog monthly
- Monitor Adult desk phone and in person queries.
- Instruct on use of technology

Substitute Youth Librarian

- Reference question assistance
- Technology assistance
- Assist patrons locating preferred items
- Register patrons for library programs

Circulation Assistant

- Check in/out library items
- Registration and renewal of patron cards
- Processing fees for lost materials
- Information desk representative for the library

Walled Lake, MI

Library Media Specialist • Walled Lake Consolidated School District

- Responsible for directing and supervising the essential services as Library Media Specialist and Computer Resource Technician for assigned schools each year of service from elementary to middle schools.
- Managed budget for middle school and two elementary school libraries of 14,000 + collections on an annual basis
- Sourced and curated collection of media for students based on trend analysis, driving high engagement across grade levels
- Managed upkeep of technology purchases for computer lab and library to ensure students had equitable access to latest available machinery and library materials
- Led presentations on technology at district level and building level as info-share with colleagues
- Provided leadership in the planning and management of library programs
- Ensured media resources are available to students, teachers, and parents through various platforms (YouTube, Media Center Webpage, in-person learnings and Zoom sessions)

Berkley, MI

Practicum • Berkley High School Library Media Center • Berkley School District

- Assisted in the creation of diverse school summer reading list based on trends analysis and appropriate reading grade levels
- Created presentation to educate students on authoritative websites for academic research, shared with 1,000 students
- Played strategic role in implementing transfer of fiction books into new digital library system

Leadership

Teacher of the Year, 2018 Wixom Elementary, Walled Lake Consolidated Schools

Certifications

Library School Media Specialist endorsement K-12

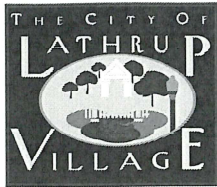
Elementary Education certification-K-5 All Subjects

English certification- grades 6-9,

Speech certification- grades 6-9

Professional Affiliations

American Library Association (ALA)
Michigan Association for Media in Education (MAME)
MAME Board Member and former Newsletter Editor
Michigan Reading Council



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 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

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AUG 22 2025

City of Lathrup Village

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 8-22-25

*this
application
ONLY AE
10/3/25*

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Beverly Banks

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Beverly Banks

Date: 8-22-25

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:

Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

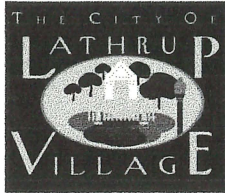
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

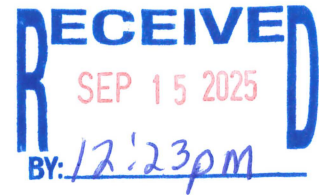
Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600



APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 9/15/25

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
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| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Sharon Abraham

Address: 26336 Lathrup

Phone: 313-608-3416 Street, City, State, Zip Email: sharonabraham60@gmail.com

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Sharon L. Abraham Date: 9/15/25

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Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member

Sharon L. Abraham
Lathrup Village, MI

September 15, 2025

Planning Commission Evaluation Committee
City of Lathrup Village

Dear Committee Members,

Please accept my application and supporting materials for the open position on the Planning Commission.

I retired in 2019 from Eastern Michigan University, following a career that spanned higher education, corporate, and city government. I currently serve part-time as a Benefits Counselor with AON Corporation and as a Board Member of the St. Patrick Senior Center—Detroit's largest health, wellness, and activities hub for adults over 55.

My planning experience includes serving on the Master Planning Committee at Oakland University, a 1,500-acre campus with operations similar to a small city. Our committee was responsible for determining the best use of campus resources to support students, staff, and surrounding communities. The growth and expansion the university has achieved over the past 20 years reflect the strength of that planning process, and I am proud to have contributed to that foundation.

As a Lathrup Village resident of 35 years, I have witnessed the city's changes and growth firsthand. My long-standing connection to the community, combined with active participation in local events and strong neighbor relationships, gives me valuable perspective on the needs and aspirations of residents. I am committed to helping ensure the city's thoughtful growth and vitality for the next generation, and I would be honored to bring my professional experience and community insight to the Planning Commission.

Thank you for your time and consideration. I look forward to the opportunity to contribute to the continued success of Lathrup Village.



Sincerely,
Sharon L. Abraham

Sharon L. Abraham, MBA

Lathrup Village, MI • (313) 608-3416 • slabraham@sbcglobal.net

Professional Summary

Accomplished senior executive with extensive experience in compliance, human resources, conflict resolution, and organizational leadership. Proven ability to manage investigations, enforce policies, and guide teams to peak performance. Skilled in policy development, strategic planning, training, and staff supervision, with a strong record of improving processes, ensuring regulatory compliance, and delivering organizational results.

Core Competencies

- Policy Development & Implementation
- Regulatory Compliance (EEO/AA, HR Legal)
- Conflict Management & Investigations
- Strategic Planning & Change Management
- Staff Development & Coaching
- Process Improvement & Team Leadership

Professional Experience

Eastern Michigan University – Ypsilanti, MI

Director, Office of Diversity | 2006–2019

- Directed compliance programs for 20,000 students and 2,000 employees.
- Oversaw investigations of complaints, grievances, and regulatory violations.
- Delivered training in compliance, HR policy, and workplace conduct.
- Developed and enforced processes to ensure adherence to federal and state regulations.

SLAbraham & Associates – Lathrup Village, MI

President | 2004–present

- Provided consulting services in employee relations, compliance, leadership development, and investigations.
- Conducted trainings in HR compliance, harassment prevention, and policy enforcement

Oakland University – Rochester, MI, 1996-2004

Director, Public School Academics & Urban Partnerships | 2002–2004

- Led academic compliance strategies for 7,000+ K–12 students.

Director, Office of Diversity & Compliance | 1996–2002

- Managed compliance and HR-related programs for 19,000 students and 1,500 staff.

Page 2

Sharon L. Abraham resume

Education

MBA – University of Michigan, Ross School of Business

BA, Organizational Behavior & Industrial Relations – University of Michigan

Recognition & Affiliations

- Recognized for leadership and compliance excellence with multiple awards
- Active contributor to statewide HR, compliance, and professional associations