



# City Council Regular Meeting

Monday, May 20, 2024 at 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentations**
  - A. Southfield School Board Updates
  - B. National Gun Violence Awareness Day Proclamation
6. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)
7. **Consent Agenda**

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

  - A. Approval of Minutes
    - i. City Council Regular Meeting 4-15-24
    - ii. City Council Study Session 4-15-24
    - iii. City Council Study Session 5-6-24
  - B. Lathrup Village Police Department Monthly Reports
  - C. April 2024 CED Report
  - D. Building Department Reports
  - E. Disbursement Report
  - F. Request to Appoint SOCRRA & SOCWA Representative & Alternate

## 8. Public Hearings

- A. Fiscal Year 2024-2025 Budget

## 9. Action Requests - For Consideration / Approval

- A. Request to Approve Resolution #2024-05 - Annual Fiscal Resolution - Fiscal Year 2024-2025 Budget
- B. Request to Approve the 2024-2029 Capital Improvement Plan
- C. Request to Approve Special Land Use - 26727 Southfield Road (BP Gas Station)
- D. Request to Approve 2024 Sewer Cleaning & Televising
- E. Second Reading - Request to Amend Ordinance Chapter 10 - Animals, Article IV. Pet Acquisition
- F. Request to Approve Resolution #2024-06 - Opposing DTE Energy's Proposed Electric Rate Increase
- G. Request to Approve Resolution #2024-07 - Approving MDOT Transportation Economic Development Fund Category B Grant Application for Fiscal Year 2025
- H. Request to Approve Boys 2 Men Partnership Agreement
- I. Request to Approve the Lathrup Village Historical Society Partnership Agreement
- J. Request to Approve the Lathrup Village Women's Club Partnership Agreement
- K. Request to Appoint Temporary Finance Review Committee
- L. Request to Appoint Historic District Commission (HDC) Representatives
- M. Request to Approve City Administrator Performance Goals

## 10. City Administrator Report

## 11. City Attorney Report

## 12. Reports of Boards, Commissions, and Committees

- A. Downtown Development Authority
- B. Planning Commission
- C. Parks & Recreation

D. Tree Committee

E. Southfield School Board

**13. Unfinished / New Business**

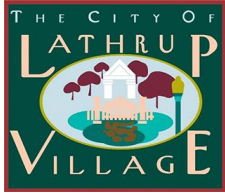
**14. Public Comment (speakers are limited to 3 minutes)**

**15. Mayor and Council Comments**

**16. 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.
- 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 of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

**2024 Proclamation**  
**DECLARING THE FIRST FRIDAY IN JUNE TO BE**  
**NATIONAL GUN VIOLENCE AWARENESS DAY/WEAR ORANGE DAY**

This proclamation declares the first Friday in June to be National Gun Violence Awareness Day in the City of Lathrup Village to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

**WHEREAS**, every day, more than 110 Americans are killed by gun violence, alongside more than 200 who are shot and wounded, and on average, there are nearly 16,000-gun homicides every year; and

**WHEREAS**, Americans are 26 times more likely to die by gun homicide than people in other high-income countries; and

**WHEREAS**, Michigan has 1,270-gun deaths every year, with a rate of 12.7 deaths per 100,000 people. Michigan has the 29<sup>th</sup> highest rate of gun deaths in the US; and

**WHEREAS**, cities across the nation, including Lathrup Village, are working to end the senseless violence with evidence-based solutions; and

**WHEREAS**, protecting public safety in the communities they serve is the mayors' and councils' highest responsibility; and

**WHEREAS**, support for the Second Amendment rights of law-abiding citizens goes hand in hand with keeping guns away from people with dangerous histories; and

**WHEREAS**, mayors, councils, and law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

**WHEREAS**, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 2, 2022, to recognize the 25<sup>th</sup> birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States recognized National Gun Violence Awareness Day by wearing orange in tribute to 1) Hadiya Pendleton and other victims of gun violence; and 2) the loved ones of those victims; and

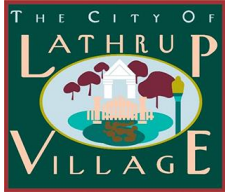
**WHEREAS**, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods, and orange is a color that symbolized the value of human life; and

**WHEREAS**, anyone can join this campaign by pledging to wear orange on June 7<sup>th</sup>, the first Friday in June 2024, to help raise awareness about gun violence; and

**WHEREAS**, by wearing orange on June 7<sup>th</sup>, 2024 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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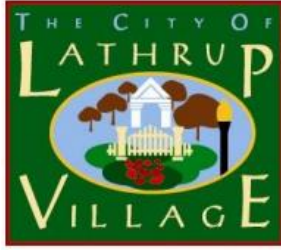
**WHEREAS**, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep children safe.

**NOW, THEREFORE BE IT RESOLVED**, that Mayor Kelly Garrett of the City of Lathrup Village declares the first Friday in June, June 7<sup>th</sup>, 2024, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

On this 20<sup>th</sup> Day of May 2023.

\_\_\_\_\_  
Kelly Garrett – Mayor

<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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# City Council Regular Meeting

Monday, April 15, 2024, 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: Mayor Garrett, Mayor Pro-Tem Kantor, Councilmembers Barksdale, Jennings, and Hammond

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Moved by Councilmember Hammond, Seconded by Councilmember Jennings to approve the agenda as presented.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond

No: N/A

Motion Carried

5. **Presentations**

- A. Lathrup Village Police Department Accreditation
- B. New Staff Introduction

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

7. **Consent Agenda**

- A. Approval of Minutes
  - i. City Council Regular Meeting 3-18-24
  - ii. City Council Study Session 3-18-24
- B. Police Department Monthly Reports
- C. Building Department Reports
- D. Disbursement Report
- E. Request to Set the Fiscal Year 2024-2025 Budget Public Hearing

Moved by Mayor Pro-Tem Kantor, seconded by Councilmember Jennings to approve the consent agenda.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond

No: N/A

Motion Carried

8. **Public Hearings**

- A. Delinquent Water & Sewer Billing Special Assessments

Michael Etters - 18866 Middlesex – Purchased a home in October 2022 and received an estimated card when final billing was received. Had the water meter fixed and realized there was a problem with the billing which realized the estimated billing was off resulting in a large bill. Seeking Council assistance.

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

**A. Request to Adopt Special Assessment Roll 2024-02 – Outstanding Water/Sewer Bills**

Moved by Mayor Pro-Tem Kantor, seconded by Councilmember Barksdale to adopt the special assessment resolution – roll no. 2024-02 with the removal of 18866 Middlesex.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**B. Request to Confirm City Clerk Appointment**

Moved by Councilmember Hammond, seconded by Mayor Pro-Tem Kator to confirm Alisa Emaneul as City Clerk for the City of Lathrup Village.

Yes: Kantor, Jennings, Barksdale, Hammond  
No: Garrett  
Motion Carried

**C. Request to Adopt Arbor Day Proclamation**

Moved by Mayor Pro-Tem Kantor, seconded by Councilmember Jennings to adopt the Arbor Day Proclamation as presented.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**D. Request to Adopt Resolution 2024-24 –Protect MI Kids Tobacco Legislation**

Moved by Councilmember Jennings, seconded by Councilmember Hammond adopt Resolution 2024-04 – A Resolution Supporting the Protect MI Kids Bill Package in the Michigan Legislature That Will Address the Lack of Effective Statewide Tobacco Prevention Polices.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**E. Request to Adopt Resolution 2024-05 – Decertification of Local Street**

Moved by Councilmember Hammond, Seconded by Councilmember Barksdale to adopt Resolution 2024-05, Decertification of Catalpa Drive between Goldengate and Lathrup Boulevard.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**F. Request to Approve Cost Participation Agreement – Southfield Road**

Moved by Mayor Pro-Tem Kantor, Seconded by Councilmember Hammond to approve the Southfield Road Cost Share Agreement as presented.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**G. Request to Set 2024 City-Wide Garage Sale Dates & Waive Fees**

Moved by Councilmember Hammond, Seconded by Councilmember Jennings to set the City-Wide Garage Sale for June 15 & June 16, 2024, and waive any associated garage sale fee for those dates only.

Yes: Jennings, Hammond  
No: Garrett, Kantor, Barksdale  
Motion Failed

Moved by Councilmember Hammond, Seconded by Mayor Pro-Tem Kantor to set the City-Wide Garage Sale for June 21 – 23, 2024, and waive any associated garage sale fee for those dates only.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**H. Request to Approve Maner Costerisan as City Auditor**

Moved by Councilmember Barksdale, Seconded by Councilmember Hammond to approve Maner Costerisan as the City of Lathrup Village Auditor for a period of three years.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**I. Request to Approve LEXIPOL Grant Assistance Services**

Moved by Councilmember Hammond, Seconded by Mayor Pro-Tem Kantor to approve Lexipol Grant Assistance Services for a base fee of \$7,500 per fiscal year.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried



**J. Request to Approve the Oakland County Tactical Consortium Agreement**

Moved by Councilmember Hammond, Seconded by Mayor Pro-Tem Kantor to approve the Oakland County Tactical Consortium Agreement and authorize Administrator Green to sign.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**K. First Reading of an Ordinance to Amend Chapter 10 – Animals, Article IV. Pet Acquisition**

Moved by Councilmember Hammond, Seconded by Councilmember Jennings, to schedule the second reading of an update to Ordinance Chapter 10 – Animals, Article IV Pet Acquisition for the May 20, 2024, City Council Regular Meeting.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

**L. Request to Appoint a Planning Commissioner**

Moved by Mayor Pro-Tem Kantor, Seconded by Councilmember Hammond to appoint Timothy Hillman to the Planning Commission.

Yes: Garrett, Kantor, Barksdale, Hammond  
No: Jennings  
Motion Carried

**M. Request to Appoint Historic District Commission (HDC) Representatives**

Moved by Mayor Pro-Tem Kantor, Seconded by Councilmember Hammond to appoint Scott Warner to the Historic District Commission.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

Moved by Councilmember Hammond, Seconded by Councilmember Jennings to appoint Gina Khamo to the Historic District Commission.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

Moved by Councilmember Hammond, Seconded by Councilmember Barksdale to appoint Tom Kenez to the Historic District Commission.

Yes: Garrett, Kantor, Jennings, Barksdale, Hammond  
No: N/A  
Motion Carried

- 10. **City Administrator Report**
- 11. **City Attorney Report**
- 12. **Reports of Boards, Commissions, and Committees**
  - A. Downtown Development Authority
  - B. Planning Commission

Councilmember Hammond informed the Council and the public of the upcoming April 16<sup>th</sup> Planning Commission meeting and noted the significance of items on the agenda.

C. Parks & Recreation

Councilmember Barksdale informed the Council of the upcoming events Parks & Recreation is hosting which includes partnering with the Tree Committee for an Arbor Day event on April 27<sup>th</sup>, and Trivia Night scheduled for May 2<sup>nd</sup>.

D. Tree Committee

Mayor Garrett noted the Tree Committee is meeting on April 16<sup>th</sup>.

- 13. **Unfinished / New Business**
- 14. **Public Comment** (speakers are limited to 3 minutes)

Ian Ferguson: May 27<sup>th</sup>, Memorial Day – City used to partner with Southfield for an event; Broken water meter process; Final meter read process; Clerk experience is necessary; Susie Stec Goodbye; pedestrian crossing on Southfield Road; Auditor Process; Southfield School Board Liaison; comradery between Council appears to be working well.

Adam Lore: Lathrup Village Music Festival Artist Submissions Extended

Rodger Lynn: Businesses South of 12-Mile, parking issues; business identification

Michael Ethers: Middlesex block does not have sidewalks; process/project planned to install sidewalks; street signage uniformity

Ann: Announced she & husband installed a Free Little Library at the property

Page: El Dorado Place spelling between streets; Friday for Garage Sales is positive

Brandon Wynn: Arbor Day Event; Tree Committee

15. **Mayor and Council Comments**

Councilmember Jennings: Serves as School Board Liaison; Dog Bags are Empty in the Parks; Congratulations to the Police Department

Mayor Garrett: Garage Sales will happen on Friday; Staff will look into El Dorado; Will reach out to Southfield regarding Memorial Day; Signage may be limited on specific buildings due to sign regulations; All residents pay for sidewalks; We should all show grace to those who work during the day and volunteer after; Proud of the Police Department for the Accomplishment

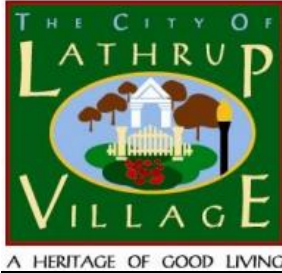
Mayor Pro-Tem Kantor: Three pedestrian crossings on Southfield Road; the City does have a complete street plan that includes sidewalks; Lead Line Identification Update; Water Main Projects currently ongoing; 12-Mile Vault Hatch Meter Construction and the reconnection of the 12-Mile Water Line into the City; Fire Hydrant Flow Testing Update; Water Meter Replacement Program has not been discussed with Council; Corridor Cleanup Event Modified; Congratulations to the Police Department; Susie Stec will be missed

Councilmember Barksdale: El Dorado Place signage spelling; Thank you for the Free Little Libraries; Parks & Rec Trivia Night

Councilmember Hammond: Congratulations to the Police Department; Thank you to Susie Stec; Uniform Street Signage throughout the City.

**17. Adjourn**

Moved by Councilmember Hammond, Seconded by Mayor Pro-Tem Kantor at adjourn at 8:55 PM.



# City Council Study Session

Monday, April 15, 2024, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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

## 2. **Discussion Items**

### A. DRAFT FY 24-25 Budget Review

City Administrator Greene presented the first draft of the balanced FY 24-25 budget for initial feedback. City Council and staff discussed the budget reviewing each category throughout the document. CA Greene noted that the categories and line item titles will most likely be changing over the next year as the City implements the state-mandated chart of accounts update. The City Council discussed the opportunity to utilize fund balance in the enterprise funds to continue the momentum of infrastructure projects instead of drastically raising fees. CA Greene noted that is an option if the City Council wishes to do more than what is proposed.

CA Greene will bring back another draft budget for discussion at the next study session meeting.

### B. Finance Review Committee

Mayor Garrett discussed the Finance Review Committee presentation she received at the Oakland County Mayor's Association meeting and discussed if the City should implement something similar to what the City of Ferndale completed.

City Council discussed this opportunity to seek volunteers to sit on this committee who have financial backgrounds and partner with staff to review potential revenue sources for a finite period.

Consensus to move forward with developing an application for this temporary committee with the intent to appoint committee members during the May City Council meeting.

### C. Opening of Closed Streets

Mayor Garrett provided background information on this topic for those council members and staff who were not part of the previous discussions. Based on feedback from the Southfield Fire Department, the City should explore accessibility for public safety purposes on certain closed streets throughout the City.

Mayor Pro-Tem Kantor mentioned the City was previously exploring the option of siren-activated gates.

The City Council would like staff to explore the cost of this type of gate and bring it back to the Council for discussion.

D. City Administrator – Performance Measures

May 6<sup>th</sup> – Study Session

E. City Council Goal Setting

May 6<sup>th</sup> – Study Session

F. Social Media

Mayor Garrett mentioned that the City’s contract with Archive Social only applies to city-operated pages. Attorney Baker provided his recommendation for social media usage for City Council members, by not engaging in City-related discussions on social media sites or if needed, the creation of a dedicated Councilmember page to host those conversations.

G. Short-Term Rental Legislation

Mayor Pro-Tem Kantor discussed legislation that is currently being discussed at the state level. Mayor Garrett wanted to keep this topic on the City Council’s radar.

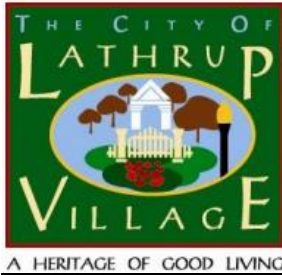
Attorney Baker mentioned that short-term rentals would fall under the City’s general rental ordinances.

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

- Ann – Listing of overdue water bills that were posted. What is the procedure to get property owners to pay the outstanding balances?
  - Mayor Garrett – any unpaid bills get rolled onto taxes which get collected by Oakland County and sent to the City.
  - Mayor Pro-Tem Kantor – Mentioned that some property owners due to this for perceived tax purposes. Additionally, this Council has not discussed plans to do a full water meter replacement program.
- Amyle More – Ditch questions, and flags next to their home.

4. **Mayor and Council Comments**

5. **Adjourn** at 7:17 PM.



# City Council Study Session

Monday, March 6, 2024, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

## DRAFT MINUTES

1. **Call to Order** by Mayor Garrett at 6:00 pm
2. **Discussion Items**
  - A. **DRAFT FY 24-25 Budget Review**

City Administrator Greene presented the second draft of the balanced FY 24-25 budget, which included feedback from the April 15, 2024, Study Session. The City Council and staff discussed the budget reviewing each category throughout the document. CA Greene reiterated that the categories and line-item titles will likely change over the next year as the City implements the state-mandated chart of accounts update. The Council discussed numerous Capital Improvement items that are included in the budget and what has been deferred to future years. It was discussed that numerous taxes and benefits lines throughout the budget include payments for retirees from the City.

The council asked about additional tax revenue based on what unpaid bills were approved to be rolled. It was noted by CA Greene that the City should see additional tax revenue gained throughout the FY 24-25 budget due to rolling unpaid bills onto taxes. However, CA Greene does not include that amount in the budget due to the conservative nature of budgeting and limiting the exposure to increased expenses based on one-time revenue increases.

### B. City Council Goal Setting

The City Council discussed their first round of priorities for FY 24-25.

#### Transparency

- **Customer Relationship Management (CRM) Program**
  - Separate Platforms for Staff & Council
  - Pending Cost / Funding
- **Establishment of a Communication Plan for the City Council**
  - Staff Input
  - How City Council Communicates
  - Town Halls / Office Hours

Measurement = creation of Communication Plan

- Plan Includes Response Times & How

- Inquires being responded to in a timely manner (timeline)
- City Council, Residents, Administration, Businesses
- SeeClickFix – Code Enforcement Reports
- Monthly Department Head Reports

Budget / Fiscal Viability

- Creation of Finance Review Committee
- Surplus Budget – FY 25/26
  - Reasonable Budget Amendments
- Revenue Increase / Expenses Decrease
- Growth in Individual Funds
- Justifiable Expenses
- Increase Bond Rating
- Budget Education Session (After Approval)
  - What is Prop A / Headlee
  - What is included in the FY 24-25 Budget

Community Enhancement

- Monthly Business Updates (Reports)
- Council Appointed Committees
- Volunteer Acknowledgements / Awards
- Teamwork → Residents, businesses, and City Council/Staff
- New Marketing Strategy (separate LV from Southfield)
  - Wayfinding Signage
  - Label City Hall (above columns)
- Downtown Development Authority
  - Update Street Light Banners

Business & Economic Development

- Lathrup Village Business Profile (informational packet)
- Reestablish MEDC RRC Certified Status

Dedication to Service

- City Council Meetings to run more efficiently (technology works)
- Be prepared for meetings / Professionalism
- Respectful

The next step is to refine these goals and ensure what the City Council wants to accomplish is measurable.

**C. City Administrator Performance Goals**

As outlined in the approved City Administrator contract, the employer (City) and Employee (City Administrator) agreed to set specific performance goals within each of the following areas:

- Budget/Finance – up to \$2,000 Annually
- City Staff – up to \$1,000 Annually
- Residents/Community – up to \$500 Annually

City Council & the City Administrator discussed the topics and narrowed down which goals would be appropriate.

Budget / Finance

- On Time & Balanced Budgets
- Rationale Expenses

City Staff

- Filling Vacant Positions in Timely Manner
- Employee Retention
- Each Staff Member Attends At Least One Professional Development Training Per Fiscal Year
- Develop A Succession Plan

Residents/Community

- Attend At Least One Community Event Per Quarter

The next step is to refine these goals and ensure that the agreed-upon finalized goals are measurable and realistic.

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

Don Ansted – commending CA Greene for taxes not changing.

Rick Wisz - when residents are looking for information, it should be easily available, so there is less FOIA, and we should have an easy-to-understand rationale for any decisions that the City Council makes. He suggested that we send a survey to residents, asking what their 5 top concerns are, about the city.

4. **Mayor and Council Comments**

Mayor Garrett – FOIA rules depend on the situation; Surveys have been conducted before and response rates are not conducive to a successful survey. Mayor Garrett confirmed that money is set aside via the DDA for a Juneteenth event.

Mayor Pro-Tem Kantor – Requested a website update.

5. **Adjourn 8:10 pm**



2024 RUN TOTALS

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	119	111	144	104									478
ROBERTS	177	170	150	209									706
McNEILL	252	308	166	257									983
HUSTON	88	118	65	146									417
HUTSON	310	305	267	304									1186
GIJSBERS	168	121	138	132									559
CHICKENSKY	172	91	152	148									563
FISHER	162	198	118	163									641
STAJICH	200	167	157	127									651
LAWRENCE	31	50	64	55									200
BUTTON	10	4	59	26									99
													6483

**City of Lathrup Village Police Department - Monthly Activity Summary**

**April 2024**

04/01/2024 24-04665 Suspicious Person

A resident reported that the same man had knocked on her door in the middle of the night that knocked a few weeks prior. The man was identified through facial recognition software by the State Police. The man was located and interviewed by Officers. It was determined to be a misunderstanding.

04/02/2024 24-04719 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was discovered that the driver had a suspended license. He was cited and released on scene with a misdemeanor citation for DWLS. The vehicle was impounded.

04/04/2024 24-04801 Felony Arrest Warrant

An Officer located a stalled and blocking vehicle on the roadway. Once he ran the plate he discovered that both occupants had felony fraud warrants out of Birmingham PD. The Officer located \$16,000 in cash, suspected from fraudulent activity. Both subjects were arrested and turned over to BPD along with the money.

04/06/2024 24-04898 Misdemeanor Arrest Warrant

An Officer initiated a traffic stop for an expired registration violation. It was determined that the driver had many outstanding warrants out of many jurisdictions. Southfield PD confirmed on their warrant. The Officer arrested the driver and transported him to SPD.

04/07/2024 24-04917 Single Vehicle Traffic Crash

An officer observed a vehicle in the ditch on the side of the road. After investigating the incident, it was determined that there was a mechanical issue with the vehicle which caused it to go off the road. The vehicle was impounded and an accident report was completed.

04/08/2024 24-04975 Fraud

A citizen was contacted by someone posing as a local bank employee. They convinced the victim to give them her temporary passcode, giving them access to her account. One Thousand dollars was then taken from the account via an ATM transaction in LV. The investigation is ongoing.

04/08/2024 24-04983 Hit & Run Traffic Crash

An Officer took a report of a hit and run crash. The victim obtained a proper license plate number and the suspect was positively identified. They were interviewed and issued a citation.

04/08/2024 24-05003 DWLS Arrest

An Officer initiated a traffic stop for an equipment violation. It was determined that the driver had a suspended driver's license. They were cited and released on scene with a misdemeanor citation for DWLS. The vehicle was turned over to a licensed driver.

04/10/2024 24-05108 Civil Matter

An Officer took a report from a citizen who claimed she was being defrauded by a debt consolidation company. The incident was documented, but it was determined that it was a civil matter. She was advised on how to file a civil suit.

04/10/2024 24-05129 Misdemeanor Arrest Warrant

An Officer initiated a traffic stop for a prohibited left turn. The driver was found to have an outstanding warrant for probation violation (OWI) out of Southfield PD. The Officer arrested the man and transported him to SPD.

04/12/2024 24-05221 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver had a suspended driver's license. They were cited and released on scene with a misdemeanor citation for DWLS. The vehicle was not impounded due to inclement weather and small children inside.

04/14/2024 24-05317 DWLS Arrest

An Officer initiated a traffic stop for a red-light violation. It was determined that the driver had a suspended driver’s license. They were cited and released on scene with a misdemeanor citation for DWLS. The vehicle was impounded per policy.

04/14/2024 24-05341 Fraud

A resident reported that she found her bank account was short over \$6,000.00 from what the balance was supposed to be. The bank required a police report to investigate. The incident is being investigated further as the reporting party has outstanding warrants for NSF checks.

04/15/2024 24-05356 Suspicious Vehicle

Officers conducted a felony stop on a vehicle which, according to the return on the license plate, was stolen. It was determined that the Detroit PD failed to remove the vehicle from the system once it was recovered.

04/15/2024 24-05363 Fraud

A resident was contacted by someone posing as a local bank employee. They convinced the victim to give them her temporary passcode, giving them access to her account. One Thousand dollars was then taken from the account via an ATM transaction in Detroit. The investigation is ongoing.

04/15/2024 24-05374 Fraud

A citizen was contacted by someone posing as a local bank employee. They convinced the victim to give them her temporary passcode, giving them access to her account. One Thousand dollars was then taken from the account via an ATM transaction in LV. The investigation is ongoing.

04/16/2024 24-05392 Threat of School Shooting

A note was found in the bathroom of the high school threatening to shoot specific students and teachers. The author of the note was identified and interviewed. After the investigation was completed, the case was sent to the Oakland County Prosecutors Office for review. Suspect is a juvenile.

04/16/2024 24-05416 Flee & Elude

An Officer attempted to stop a vehicle after it was seen making a prohibited turn. The vehicle fled. The Officer pursued the vehicle until the vehicle eventually stopped and the driver was taken into custody. Charges were issued by the Oakland County Prosecutors Office and the man was arraigned.

04/16/2024 24-05419 Felony Arrest Warrant

An Officer stopped a vehicle for an expired registration violation. The driver was found to have a felony warrant out of Detroit. DPD advised they wanted the subject. The LV Officer transported him to the Detroit Detention Center where he was turned over to DPD.

04/17/2024 24-05465 Retail Fraud

An Officer took a report of a retail fraud when 2 subjects left with clothes they did not pay for at a local clothing shop. Suspect descriptions were obtained, but they have not been identified as of yet.

04/17/2024 24-05477 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was discovered that the driver had a suspended license. He was cited and released on scene with a misdemeanor citation for DWLS. The vehicle was impounded.

04/19/2024 24-05572 Hit & Run Injury Traffic Crash

A woman fled the scene of an injury accident after not providing any information to the other driver. Officers investigated and located the suspect. They were interviewed and admitted to leaving the scene because of an arrest warrant they had. They were issued the applicable citations.

04/19/2024 24-05575 Suspicious Person

A resident reported that he caught on his security cameras, a man driving through his circle driveway and parking at the end for a period of time. A few days later, the same man parked at the end of it and walked behind his home, and around on his deck for a couple of minutes. A license plate or clear photo of the suspect was unable to be obtained.

04/20/2024 24-05643 Suspicious Death

Officers responded to a residence for a 59-year-old female who was found deceased. She had no known health problems. Officers investigated the scene and the deceased was turned over to the Oakland County Medical Examiners Office for an autopsy. We are awaiting results.

04/20/2024 24-05646 Suspicious Circumstance

A resident reported receiving a package she did not order. It was initially sent to a different home nearby with the reporting parties name on it. Her bank account was charged. The bank refunded her charges.

04/21/2024 24-05689 Family Trouble

Officers responded to a report of a father and daughter arguing. The incident was verbal only. No action was taken. Father was advised on the eviction process.

04/21/2024 24-05697 Misdemeanor Warrant Arrest

An Officer met with Auburn Hills PD to take possession of a subject who had an outstanding warrant out of LVPD. The subject was transported to Berkley PD, processed and secured to await arraignment.

04/22/2024 24-05701 Fraud

A resident was contacted by someone posing as a local bank employee. They convinced the victim to give them her temporary passcode, giving them access to her account. The account is now missing over \$2,000.00. The investigation is ongoing.

04/23/2024 24-05790 DWLS Arrest

An Officer initiated a traffic stop for a red-light violation. It was determined that the driver had a suspended driver's license. They were cited and released on scene with a misdemeanor citation for DWLS. The vehicle was impounded per policy.

04/25/2024 24-05915 Threat of School Shooting

Officers investigated a threat to shoot up the high school after a student reported overhearing another student talking about it. The student was identified and parent contacted. After the investigation and interviews were completed, the case was sent to the Oakland County Prosecutors Office for review. Suspect is a juvenile.

04/26/2024 24-05966 Larceny

A bank employee reported her apple watch was stolen. She believes it fell off sometime during the day. When she noticed it was missing, she tracked it and found it was miles away and moving. No suspect information was able to be obtained.

04/27/2024 24-05994 Fraud

A LVPD Officer reported that he did not receive his paycheck. It was determined that the city treasurer received an email requesting to change the Officers direct deposit information. The incident was investigated, but the fraud originated overseas and the case was closed.

04/27/2024 24-06015 Flee and Elude

An Officer located a vehicle that had just been involved in a retail fraud. When the Officer initiated a traffic stop, the vehicle fled. The pursuit was promptly terminated due to the disregard for safety of the driver and the nature of the crime. The driver was identified and an investigation is ongoing.

04/28/2024 24-06054 Attempt Breaking & Entering

A gas station owner reported that he saw on his surveillance camera, two men attempt to break into the building by throwing a brick at the front door. No entry was gained. No suspect information was able to be obtained due to the quality of the video.

04/28/2024 24-06056 Suspicious Circumstance

A citizen reported that her savings account had been compromised when a suspect posing as a bank employee called her and convinced her to provide him with account information. Multiple cash withdrawals were taken from an ATM in New York. The investigation is ongoing.

04/29/2024 24-06088 Fraud

A local business owner reported that they were swindled into wiring over \$23,000.00 to a fraudulent recipient. She was expecting an invoice from a vendor, and the correct information was on the invoice, but it was not the vendor who received the funds. Investigation is ongoing.

04/29/2024 24-06091 Marijuana Possession

A minor at the high school passed out and became sick after eating a marijuana laced brownie. The other minor who provided her the brownie was identified. She admitted bringing them to school and had additional marijuana in her possession. The case was petitioned to prosecutor's office for charges.

04/29/2024 24-06095 Suspicious Circumstance

An Officer found a broken-out window of a local medical building. It was unclear if it was a break in, accidental, or MDOP. The keyholder was notified and a report was taken, but no crime has been reported yet.

04/30/2024 24-06120 Fraud

Officers were called to a local bank where security noticed a suspicious person with a ski mask on, at an ATM. The man was interviewed and identified. There was not enough probable cause at the time to arrest the man. The next day, it was determined that the man was a suspect in many other Fraud cases in Lathrup Village. LVPD is currently awaiting arrest warrants from the Prosecutors Officer on the subject.

04/30/2024 24-06133 Stolen Vehicle

A resident reported her vehicle was stolen from her driveway by her estranged son. A report was taken. Later that evening, Officers were called to the home when the son returned. He was arrested for UDAA. The Oakland County Prosecutor approved charges and he was arraigned. He remains in custody at OCJ awaiting his court date.



2024 TICKET TOTALS

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	1	14	16	10									41
Tackett warning	0	6	7	3									
ROBERTS	19	22	13	47									101
Roberts warnings	7	7	6	6									
McNEILL	49	70	24	49									192
McNeill warnings	6	6	4	4									
HUSTON	14	20	12	45									91
Huston warnings	4	8	1	4									
HUTSON	21	40	24	49									134
Hutson warnings	8	10	6	9									
GIJSBERS	68	78	52	41									239
Gijsbers warnings	14	12	6	1									
CHICKENSKY	27	15	31	19									92
Chickensky warnings	0	1	1	1									
FISHER	16	42	37	17									112
Fisher warnings	1	5	6	2									
STAJICH	23	35	27	12									97
Stajich warnings	0	0	0	2									
LAWRENCE	4	7	7	6									24
Lawrence warnings	0	0	0	0									
BUTTON	0	0	7	6									13
Button warnings	1	0	4	4									
													1136

ALARM SUMMARY FOR APRIL 2024

burglar alarms (C3902) (April 1 – April 30)  
false alarms (L5060) (April 1 – April 30)

All alarms were considered false or operator error

of these alarms were un-registered

- 1 commercial
- 4 residential

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

DATE	EVENT	WHO PARTICIPATED	ACTIONS
4/2/2024	city staff meeting	McKee/Zang	
4/2/2024	Lathrup Village music festival planning meeting	Zang	
4/3/2024	interviews for new police clerk	McKee/Zang	
4/4/2024	union/city contract meeting	McKee/Zang	
4/4/2024	SEMACP	McKee/Zang	monthly meeting
4/8/2024	radio update meeting	McKee/Zang	
4/10/2024	OCACP	McKee/Zang	monthly meeting
4/11/2024	Clemis Advisory	McKee	monthly meeting
4/11/2024	Clemis membership and security	McKee	monthly meeting
4/11/2024	SATG update meeting	Zang	
4/15/2024	City Council meeting - received Accreditation award	McKee/Zang/Knoll	
4/16/2024	Disaster Debris mgmt review plan - Southfield	McKee	
4/17/2024	Birmingham Mock Accreditation	Zang	
4/18/2024	Bloomfield Twp interviews	McKee	
4/18/2024	meeting with FLOCK	Zang	
4/19/2024	DDA meeting	Zang	
4/19/2024	Pre construction road with MDOT and RCOC	McKee	
4/23/2024	EEOC training	McKee/Zang	
4/24/2024	Michigan First CU for License plate readers	Zang	
4/25/2024	meeting with FLOCK	Zang	
4/25/2024	OakTac meeting	Zang	monthly meeting
4/25/2024	grant meeting - Lexipol	McKee/Zang	
4/30/2024	Lathrup Village music festival planning meeting	Zang	
weekly	Mrs. Blair	Roberts	check on adopt a senior member
weekly	Mrs. Bloom	Gijsbers	check on adopt a senior member
weekly	Mr. Davis	Fisher	check on adopt a senior member
weekly	Mrs. McReynolds	Gijsbers	check on adopt a senior member
weekly	Mrs. Egan	Knoll	Mrs. Egan gets weekly phone calls, she needs assistance with getting her trash wheeled out.
weekly	Mrs. Brady	McNeill	check on adopt a senior member

<b>weekly</b>	<b>Mrs. Rasmussen</b>	<b>Knoll</b>	<b>Mrs. Rasmussen gets a weekly phone call to check on her.</b>

APRIL 2024 WARNING VIOLATIONS

Item 7B.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	24LV00685	4/2/2024	SOUTHGATE	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC SIGNAL	STA
2	24LV00687	4/3/2024	DETROIT	MI	BLOOMFIELD	SUNSET	DISOBEY STOP SIGN	ROB
3	24LV00689	4/3/2024	DETROIT	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC SIGNAL	HUT
4	24LV00701	4/5/2024	DEARBORN	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC SIGNAL	HUT
5	24LV00746	4/10/2024	ROYAL OAK	MI	11 MILE	LATHRUP	DISOBEY STOP SIGN	HUT
6	24LV00762	4/12/2024	DETROIT	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	HUT
7	24LV00783	4/14/2024	LATHRUP VILLAGE	MI	LATHRUP	CORAL GABLES	SPEED 37/25	BUT
8	24LV00783	4/14/2024	LATHRUP VILLAGE	MI	LATHRUP	CORAL GABLES	EXPIRED PLATES	BUT
9	24LV00801	4/16/2024	THREE RIVERS	MI	11 MILE	LATHRUP	DISOBEY TRAFFIC CONTROL DEVICE	CHI
10	24LV00807	4/17/2024	DETROIT	MI	11 MILE	SOUTHFIELD	DISOBEY TRAFFIC SIGNAL	STA
11	24LV00832	4/19/2024	LATHRUP VILLAGE	MI	11 MILE	LATHRUP	DISOBEY STOP SIGN	HUT
12	24LV00844	4/22/2024	BIRMINGHAM	MI	SOUTHFIELD	11 MILE	HOLDING MOBILE DEVICE WHILE OPERATING VEHICLE	ROB
13	24LV00866	4/24/2024	DEARBORN	MI	11 MILE	LATHRUP	DISOBEY STOP SIGN	HUT
14	24LV00878	4/24/2024	SOUTHFIELD	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	HUS
15	24LV00912	4/28/2024	DEARBORN HTS	MI	SOUTHFIELD	11 MILE	DISOBEY STOP SIGN	HUT
16	24LV00919	4/29/2024	SOUTHFIELD	MI	LATHRUP	AVILLA	DISOBEY STOP SIGN	ROB
17	24LV00921	4/29/2024	OAK PARK	MI	LATHRUP	AVILLA	DISOBEY STOP SIGN	BUT
18								
19								
20								
21								
22								
23								
24								
25								
26								

APRIL 2024 WARNING VIOLATIONS

Item 7B.

27								
28								



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

## MEMORANDUM

To: LVDDA Board of Directors  
 From: Susie Stec, CED/DDA Director  
 Date: April 18, 2024  
 RE: Department/Director Report

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

### Upcoming DDA Events

- Morning Business Mixer, May 14<sup>th</sup>, 8 -10 am (Location: Southfield)
- Plant Swap: May 18<sup>th</sup>, time TBD, LV Pavilion
- Southfield Road Corridor Clean-up: June 8<sup>th</sup>, time TBD
- Juneteenth Celebration: Unity in the Community, June 14<sup>th</sup>/15<sup>th</sup>
- LV Music Festival, August 10<sup>th</sup>, 12 – 9 pm
- Business Beautification Workshop, September 25<sup>th</sup>, 5 – 7 pm (Location: Oak Park)
- Succession Planning Workshop, November 14<sup>th</sup>, 8:30 – 10:30 am (Location: Lathrup Village)
- Holiday Business Mixer, December 4<sup>th</sup>, 4 – 6 pm (Location: Oak Park)

### Past DDA Events

- Social Media/Marketing Workshop, April 9<sup>th</sup>, 8 – 10 am (Location: Southfield)  
 \* Tri-City Partnership

### Commercial Business/Property Updates

- 28901 Southfield Rd (Papa's Pizza & BBQ) – OPEN. Business sought variance for signage and was denied. Property owner is required submit for Site Plan Review and remove excess signage.
- 27300 Southfield Road –Permits have been pulled. Construction to begin in the next few weeks.
- 27411 Southfield Road (Jay Birds Bar & Grill) – New restaurant! The owner is working to complete renovations and expects to be open sometime in May.
- 27777 Southfield Road (Panera Bread) – OPEN. They received approval from the PC on April 16<sup>th</sup> to amend their PUD Agreement and install a monument sign.



27400 Southfield Rd  
 Lathrup Village, MI 48076  
 (248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

- 27601 Southfield Road (Surnow LV Center) – The contractor has begun seeking permits for construction.
- 26727 Southfield Road (BP Gas Station) – Received a favorable Special Land Use recommendation from the PC on April 16<sup>th</sup> to sell alcohol. They will appear before City Council on May 20<sup>th</sup> for final consideration.
- 27770 Southfield Road (Annie Lathrup School) – Conceptual plans were presented to the PC on April 16<sup>th</sup>. Surnow Company will take the comments to refine their design as desired.

#### Infrastructure

- SOCWA completed work in the 12 Mile at-grade meter pit.
- Resurfacing of Southfield Road is scheduled to begin April 29<sup>th</sup> and be completed by July.
- Alley & approach work has begun and is expected to be completed by Memorial Day.

#### Miscellaneous

- Staff is finalizing content for the standalone website. It is anticipated to launch at the beginning of April. It will be linked to the city's website to ensure users can locate all information.
- Planning Commission is beginning to explore ways to mitigate parking challenges throughout the district. They have expressed an interest in working more closely with the DDA.
- A funding request has been submitted to Sen. Gary Peter's office to support the Municipal Park Renovation project. Staff is still seeking additional funding.



## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB240018	ANDERSON, GARY	18530 SAN DIEGO BLVD	\$130.00	\$0
<b>Work Description:</b> Basement gutter 146 LNFT and 1 pump				
PB240023	BRINE'S REFRIGERATION H & C	26400 SOUTHFIELD RD	\$140.00	\$0
<b>Work Description:</b> Renovate restroom, separate (1) office into (2). Install cabinets in employee breakroom.  Building Department - Required Plan Review for Demolition and permitting needed.				
PB240029	MITCHELL, MAURICE	28770 BLOOMFIELD DR	\$215.00	\$0
<b>Work Description:</b> install (12) vinyl replacement windows				
PB240039	GARDNER, ODETTE	18430 MIDDLESEX AVE	\$782.76	\$0
<b>Work Description:</b> INSTALLATION OF ROOFTOP MOUNTED PHOTOVOLTAIC SOLAR SYSTEM				
PB240044	LEVY TAX PROFESSIONALS	28400 SOUTHFIELD RD STE 200	\$484.00	\$0
<b>Work Description:</b> REPLACING 22 WINDOWS				
PB240045	Casselman, Michael	28510 SUNSET W BLVD	\$263.60	\$0
<b>Work Description:</b> DRIVEWAY INSTALL				
PB240050	27470 LATHRUP LLC	27470 LATHRUP BLVD	\$205.00	\$0
<b>Work Description:</b> Excavate a hole on the south side of the house. Miss Dig to mark all utilities. Cut rough openings on the south side of the house in the basement wall under existing basement window , approximate 20" down. Height of window opening to not exceeds the 44" above the basement floor. Install escape window size 28"x46" inside wolmanized wood framing (2"x10") under existing iron angle header. Minimum net clear opening for egress window 5.7sq ft. Install drain and tie into drain in the well. Install a galvanized steel well @52"x36"x 60" with grate and ladder. Back fill well with pea stone, back fill last 8" with top soil for vegetation and re-grade. Cap on exterior with exterior casing, aluminum trim and seal with quad sealant.				
PB240051	GREY, ADAM	18535 SANTA ANN AVE	\$155.00	\$0
<b>Work Description:</b> STRIP AND REROOF				
PB240053	BAKER, HAROLYN	27335 ELDORADO PL	\$230.00	\$0
<b>Work Description:</b> Cement Driveway from the side of the house to sidewalk extend Apron to match driveway excavate as required apply crushed concrete gravel base pour and finish				
PB240055	MILLER, VERONICA Y	17347 CORAL GABLES AVE	\$450.00	\$0
<b>Work Description:</b> Tear off and re-roof house and garage				

**Total Permits For Type: 10**

**Total Fees For Type: \$3,055.36**  
**Total Const. Value For Type: \$0**

Item 7D.

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE240021	GARDNER, ODETTE	18430 MIDDLESEX AVE	\$80.00	\$0
<b>Work Description:</b> INSTALLATION OF ROOFTOP MOUNTED PHOTOVOLTAIC SOLAR SYSTEM				
PE240023	27470 LATHRUP LLC	27470 LATHRUP BLVD	\$105.00	\$0
<b>Work Description:</b> HOT TUP (SPA) INSTALLATION				
PE240024	ALLISON, SHANI J	17525 CORAL GABLES AVE	\$177.00	\$0
<b>Work Description:</b> 1-120 Volt circuit to the garage				
PE240026	IRVIN, ROBERT	27215 GOLDENGATE W DR	\$327.00	\$0
<b>Work Description:</b> 10 Circuits, 25 Fixtures, 1 New/Temp Services				
PE240027	Rita's Italian Ice, Aroya Inc.	27601 SOUTHFIELD RD	\$505.00	\$0
<b>Work Description:</b>				
PE240028	MOMON JR, VAN C	28541 ELDORADO PL	\$110.00	\$0
<b>Work Description:</b> FURNACE				
PE240029	BROOKS, MELVIN	18444 W GLENWOOD BLVD	\$175.00	\$0
<b>Work Description:</b> Furnace & ac replacement				
PE240031	LATHRUP VILLAGE PLAZA LLC	27300 SOUTHFIELD	\$512.00	\$0
<b>Work Description:</b> Building permit #PB240041 / Laundromat #30 circuits + #50 lights				
PE240032	LATHRUP VILLAGE PLAZA LLC	27300 SOUTHFIELD	\$295.00	\$0
<b>Work Description:</b> Building permit #PB240042 #70 lights				

**Total Permits For Type: 9**  
**Total Fees For Type: \$2,286.00**  
**Total Const. Value For Type: \$0**

## Electrical Reconnect

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE240020	JACKSON, CRAIG	18805 W GLENWOOD BLVD	\$185.00	\$0
<b>Work Description:</b> furnace and a/c replacement				

PE240022

HOSKINS, VERONICA

28280 ELDORADO PL

\$150.00

Item 7D.

**Work Description:** furnace and humidifier replacement

PE240025

BURTON, LESLIE M

17601 MARGATE AVE

\$145.00

\$0

**Work Description:** Reconnect AC**Total Permits For Type: 3****Total Fees For Type: \$480.00****Total Const. Value For Type: \$0**

## Fence

Permit #	Contractor	Job Address	Fee Total	Const. Value
PF240001	Casselman, Michael	28510 SUNSET W BLVD	\$120.00	\$0
<b>Work Description:</b> INSTALLATION OF WOOD PRIVACY FENCE. 6FT TALL AND 60FT OF LINEAR FEET OF FENCE. CORNER LOT.				
PF240005	WYNN, BRANDON	18911 BUNGALOW DR	\$120.00	\$0
<b>Work Description:</b> INSTALLING A FENCE				
PF240006	CHRISTOF STOLARCZYK	19080 LACROSSE AVE	\$120.00	\$0
<b>Work Description:</b>				
PF240007	WOODALL, JOHN N	28071 ELDORADO PL	\$120.00	\$0
<b>Work Description:</b> NEW FENCE ON PROPERTY				

**Total Permits For Type: 4****Total Fees For Type: \$480.00****Total Const. Value For Type: \$0**

## Garage Sale

Permit #	Contractor	Job Address	Fee Total	Const. Value
PGS-001-24	RICHARDS, ROBIN LEE	27220 RAINBOW DR	\$0.00	\$0
<b>Work Description:</b> City Wide Garage Sale, June 21st -23rd, 2024 NO Fees				

**Total Permits For Type: 1****Total Fees For Type: \$0.00****Total Const. Value For Type: \$0**

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PM240021	DAVID ARTHUR GREENE & CA	28230 LATHRUP BLVD	\$205.00	
<b>Work Description:</b> Moving Laundry from Basement to First Floor and updating Bathroom				
PM240023	BURTON, LESLIE M	17601 MARGATE AVE	\$105.00	\$0
<b>Work Description:</b> Replace AC				
PM240024	MOMON JR, VAN C	28541 ELDORADO PL	\$115.00	\$0
<b>Work Description:</b> FURNACE				
PM240025	BROOKS, MELVIN	18444 W GLENWOOD BLVD	\$140.00	\$0
<b>Work Description:</b> Furnace, ac & humidifier replacement				
PM240026	HURT, LEON	27410 LATHRUP BLVD	\$150.00	\$0
<b>Work Description:</b> furnace replacement				
PM240027	KAYLOR, MARY	18734 WILTSHIRE BLVD	\$165.00	\$0
<b>Work Description:</b> HOT WATER HEATER				

**Total Permits For Type: 6**  
**Total Fees For Type: \$880.00**  
**Total Const. Value For Type: \$0**

## Outside Refuse Container

Permit #	Contractor	Job Address	Fee Total	Const. Value
PORC-240006	WYNN, BRANDON	18911 BUNGALOW DR	\$25.00	\$0
<b>Work Description:</b> DUMPSTER PERMIT - OUTSIDE REFUSE CONTAINER				
PORC-240007	ENDRES, JOANNE	27605 CALIFORNIA SW DR	\$25.00	\$0
<b>Work Description:</b> POD PLACED FOR 1 WEEK AT PROPERTY				

**Total Permits For Type: 2**  
**Total Fees For Type: \$50.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP230048	MASON SARA	18625 CAMBRIDGE BLVD	\$260.00	\$0
<b>Work Description:</b> bath remod				
PP240020	RAPID REFILL INK	27601 SOUTHFIELD RD	\$260.00	\$0
<b>Work Description:</b> update fixtures, toilet, sinks, grease trap, 3/4 water distribution				

PP240021	WIGGINS, SARAH	26079 SOUTHFIELD RD	\$80.00	Item 7D.
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**Work Description:** SEWER REPAIR AT US REHAB

PP240022	FIELDS, LEROY	27363 RAINBOW CIR	\$95.00	\$0
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**Work Description:** water heater replacement

PP240023	ALMON JR, LANNY H	18240 CORAL GABLES AVE	\$105.00	\$0
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**Work Description:** Replacing 25' of sewer line on private property

**Total Permits For Type: 5**  
**Total Fees For Type: \$800.00**  
**Total Const. Value For Type: \$0**

## Right of Way Construction

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PROW-240007	KATHERINE A CALKIN TRUST	27325 BLOOMFIELD DR	\$1,250.00	\$0
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**Work Description:** REPLACE LONG SIDE SERVICE. THE MAIN IS IN THE GREEN SPACE 18FT SOUTH OF THE CENTER LINE OF CAMBRIDGE BLVD LANE/SHOULDER CLOSURE FOR CREW SAFETY AND BORE REQUIRED. NO ROAD CUTS. PROPOSED SERVICE TO BE INSTALLED IN SAME LOCATION AS THE EXISTING SERVICE.

START DATE OF PROJECT: 4/19/2024  
 END DATE OF PROJECT: 10/19/2024

**Total Permits For Type: 1**  
**Total Fees For Type: \$1,250.00**  
**Total Const. Value For Type: \$0**

## Sign

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PS240001	SKZ PROPERTY HOLDINGS, LL	27411 SOUTHFIELD RD	\$255.00	\$0
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**Work Description:** MONUMENT SIGN

**Total Permits For Type: 1**  
**Total Fees For Type: \$255.00**  
**Total Const. Value For Type: \$0**

# Report Summary

**Grand Total Fees: \$9,536.36**

Population: All records

Permit.DateIssued Between  
4/1/2024 12:00:00 AM AND  
4/30/2024 11:59:59 PM

**Grand Total Permits: 42**

Item 7D.

**Grand Total Const. Value: \$0**

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
28851 SOUTHFIELD RD	G & A REAL ESTATE INV	28851 Southfield, Simply Lick Smackin' Soul Food: New enforcement discovered. Spoke with Terrance the owner about the signage violation. Letter sent to owner as well.	Re-inspection	Sign Violation	Closed

28645 SOUTHFIELD RD	CASH GIANT	NO BUSINESS LICENSE	Ordinance	No Business License	
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28305 SOUTHFIELD RD	BASSETT INSURANCE	WINDOW SIGNAGE NOT TO EXCEED 10% COVERAGE	Follow-up	Sign Violation	VIOLATION
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52-24 Sign  
 Window Sign - Ten (10%) percent of the total glass area on that side of the building and on the floor where the sign will be located.

INSPECTOR COMMENTS: ADVERTISEMENT AND SIGNAGE OF WINDOW NOT TO EXCEED 10% COVERAGE

28305 SOUTHFIELD RD	BASSETT INSURANCE	NO BUSINESS LICENSE	Follow-up	No Business License	
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18-29 Unlicensed Businesses

1. 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: APPLY FOR BUSINESS LICENSE

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
28635 SOUTHFIELD RD	ZIP PRINTING LLC	28635 Southfield, Zip Printing: Spoke with part owner. He stated that the signage will be removed from the windows. Letter sent and will follow up in 30 days.	Re-inspection	Sign Violation	Closed

52-24 Sign

Window Sign - Ten (10%) percent of the total glass area on that side of the building and on the floor where the sign will be located.

INSPECTOR COMMENTS: WINDOW SIGNAGE/ADVERTISEMENTS NOT TO EXCEED 10% COVERAGE

28651 SOUTHFIELD RD	DOMINOS	28651 Southfield, Domino's Pizza: Enforcement made on 2/27/24 but no evidence of a letter in BS&A. Following up and mailing letter to owner.	Re-inspection	Sign Violation	VIOLATION
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52-24 Sign

Window Sign - Ten (10%) percent of the total glass area on that side of the building and on the floor where the sign will be located.

INSPECTOR COMMENTS: SIGNAGE/ADVERTISEMENTS ON WINDOWS NOT TO EXCEED 10% COVERAGE

28600 SOUTHFIELD RD	LATHFIELD PARTNERS   "FOR LEASE" SIGN OBSTRUCTING VIEW		Re-inspection	Items in R. O. W.	
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5.1 VISION CLEARANCE AND FENCES

1. No wall, fence, shrubbery, trees, or other landscaping shall be erected, maintained, or planted which shall obstruct or interfere with pedestrian or vehicular traffic visibility on a curve of any street or at the intersection of any streets or any sidewalk. Fences shall be of ornamental iron, wooden or vinyl construction, not over six feet in height, and shall not be erected in any required front yard. Separate fence regulations apply in the PS district as specified in Section 4.6.

INSPECTOR COMMENTS: "FOR LEASE" SIGN OBSTRUCTING VIEW

28820 SOUTHFIELD RD	LATHFIELD HOLDINGS   "FOR LEASE" SIGN OBSTRUCTING VIEW		Re-Inspection	Items in R. O. W.	
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5.1 VISION CLEARANCE AND FENCES



# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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1. No wall, fence, shrubbery, trees, or other landscaping shall be erected, maintained, or planted which shall obstruct or interfere with pedestrian or vehicular traffic visibility on a curve of any street or at the intersection of any streets or any sidewalk. Fences shall be of ornamental iron, wooden or vinyl construction, not over six feet in height, and shall not be erected in any required front yard. Separate fence regulations apply in the PS district as specified in Section 4.6.

INSPECTOR COMMENTS: "FOR LEASE" SIGN OBSTRUCTING VIEW

<b>17656 SAN ROSA BLVD</b>	<b>ELGINCOLIN, AVELINA</b>	<b>LATTICE ERECTED NEAR SIDE FENCE WITHOUT APPROVAL - REMOVE</b>	<b>Re-inspection</b>	<b>Work w/o a permit</b>	
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1. 5.16 Accessory Structure - Fence

H. Fences shall be of ornamental iron, wooden, COMPOSITE or vinyl construction, not over six feet in height, and shall not be erected in any required front yard. Fences of an ornamental nature may be located in a front yard of any lot of record up to a height of 42 inches, provided that for corner lots adequate sight distance is provided as described in Section 5.1. Ornamental fences shall be of an open design (non-sight obscuring) materials.

INSPECTOR COMMENTS: LATTICE ERECTED NEAR SIDE FENCE WITHOUT APPROVAL - REMOVE

<b>28950 LATHRUP BLVD</b>	<b>ROBERTS, JOHN</b>	<b>UNLICENSED/INOPERABLE VEHICLE STORED ON PROPERTY</b>	<b>Re-Inspection</b>	<b>Unregistered Vehicle</b>	
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**5/6/24 - OWNER STOPPED IN AND SAID THE HOME WILL BE ON MARKET AND THAT THE DUMPSTER, CAR, MOWER AND BINS WILL BE TAKEN CARE OF WITHIN 2 WEEKS**

Inoperable Vehicles- Sec 416 & Sec. 5.6

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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This notice is to inform you that the above-described property is in violation of the City of Lathrup Village Building Code and City of Lathrup Village Zoning Ordinance Sec. 416. Inoperable and abandoned motor vehicles. No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city such vehicles shall otherwise be kept, stored, and parked within a garage. 5.6 Inoperable and Abandoned Motor Vehicles "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets.

INSPECTOR COMMENTS: UNLICENSED/INOPERABLE VEHICLE STORED ON PROPERTY

<b>28950 LATHRUP BLVD</b>	<b>ROBERTS, JOHN</b>	<b>DEBRIS IN DRIVEWAY, LAWN MOWER STORED AT SIDE OF PROPERTY</b>	<b>Re-Inspection</b>	<b>DEBRIS</b>	<b>Closed</b>
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### 5.3 WASTE AND RUBBISH

1. No garbage, sewage, filth, refuse, waste, trash, debris, or rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any offensive or obnoxious matter, shall be kept in open containers or piled, placed or stored on the open ground. The owners and occupants of every building shall provide proper receptacles for said waste and keep receptacles clean and not exposed on the grounds outside of a building. Rubbish may, however, be placed at roadside for pickup on designated days in conformity with the city's ordinances regulating rubbish collections.

INSPECTOR COMMENTS: DEBRIS IN DRIVEWAY, LAWN MOWER STORED AT SIDE OF PROPERTY - REMOVE

<b>28950 LATHRUP BLVD</b>	<b>ROBERTS, JOHN</b>	<b>TRASH BINS IN PUBLIC VIEW</b>	<b>Re-Inspection</b>	<b>Trash Container in Pul</b>	<b>Closed</b>
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Refuse Cans stored in Public View

Placement at curb. All solid waste shall be stored inside a building or in an inconspicuous location on private property not exposed to public view until the collection date designated by the city for collection. After 4:00 p.m. of the day before collection, properly prepared solid waste may be placed at the curbside for pickup.

INSPECTOR COMMENTS: TRASH BINS NOT TO BE STORED IN PUBLIC VIEW

<b>27723 RED RIVER DR</b>	<b>MOTLEY REVOCABLE T</b>	<b>WATER BEING PUMPED FROM BASEMENT AND INTO YARD - REPAIRS REQUIRED</b>	<b>Re-Inspection</b>	<b>Other</b>	
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### 304.1 General.

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

INSPECTOR COMMENTS: WATER BEING PUMPED FROM BASEMENT AND INTO YARD - REPAIRS REQUIRED

05/16/2024

# Code Enforcement Report

Item 7D.

Address	Business name	Violation	Inspection Type	Category	Status
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**Records: 13**

Page: 5

## Memorandum

**To:** Mayor and City Council

**From:** Mike Greene, City Administrator

**Date:** May 10, 2024

**Re:** Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of April 2024.

**MOTION:**

To approve the Monthly Disbursements for the month of April 2024 as:

<b>APRIL DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND			
101	GENERAL FUND	\$	535,852.62
FUND			
202	MAJOR ROADS	\$	3,632.47
FUND			
203	LOCAL ROADS	\$	1,155.21
FUND			
258	CAPITAL FUND	\$	-
FUND			
397	ROAD MILLAGE FUND	\$	-
FUND			
494	DOWNTOWN DEV. AUTH	\$	33,992.47
FUND			
592	WATER & SEW	\$	888,929.01
<b>TOTAL DISBURSEMENTS</b>		<b>\$</b>	<b>1,463,561.78</b>

**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

Period covered 4/1/2024-4/15/2024

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$26,232.34	Dodd, London, Greene, Townsend Miller, Harris, Bobcean
DDA	\$4,990.79	Stec, Dorsey
Bldg Mnt	\$0.00	
Police	\$42,693.97	Button, Carmack, Chickensky, Fisher, Gijbsers, Huston, Hutson, Knoll, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$73,917.10

Deductions \$31,928.41

Net Payroll \$41,988.69

\* Fund Totals Include Gross Payroll

101	General Fund	\$68,926.31
202	Major Road Fund	\$0.00
203	Local Road Fund	\$0.00
258	Capital Acquisition Fund	\$0.00
395	Debt Service Fund SDS Bonds	\$0.00
494	Downtown Development Authority	\$4,990.79
592	Water & Sewer Fund	\$0.00
	<b>Total</b>	<b>\$73,917.10</b>

**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

Period covered 4/16/2024-4/30/2024

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$27,565.12	Dodd, Colliau, Greene, Townsend, Emanuel Miller, Bobcean
DDA	\$4,990.79	Stec, Dorsey
Bldg Mnt	\$0.00	
Police	\$47,751.68	Button, Carmack, Chickensky, Fisher, Gijbsbers, Huston, Hutson, Knoll, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$80,307.59

Deductions \$40,977.29

Net Payroll \$39,330.30

\* Fund Totals Include Gross Payroll

General Fund	\$411,047.11
Major Road Fund	\$3,632.47
Local Road Fund	\$1,155.21
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$24,010.89
Water & Sewer Fund	\$888,929.01
<b>Total</b>	<b>\$1,328,774.69</b>

**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

**Period covered 4/16/2024-4/30/2024**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$16,688.12</b>	<b>Dodd, Colliau, Greene, Townsen Miller, Bobcean</b>
<b>DDA</b>	<b>\$4,990.79</b>	<b>Stec, Dorsey</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$39,191.08</b>	<b>Button, Carmack, Chickensky, F Huston, Hutson, Knoll, Lawrence Roberts, Stajich, Tackett, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$0.00</b>	
<b>Recreation</b>	<b>\$0.00</b>	

**Total Gross \$60,869.99**

**Deductions \$21,539.69**

**Net Payroll \$39,330.30**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$55,879.20</b>
<b>Major Road Fund</b>	<b>\$0.00</b>
<b>Local Road Fund</b>	<b>\$0.00</b>
<b>Capital Acquisition Fund</b>	<b>\$0.00</b>
<b>Road Bond</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$4,990.79</b>
<b>Water &amp; Sewer Fund</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$60,869.99</b>



LAW OFFICE

# BAKER & ELOWSKY, PLLC

41800 WEST ELEVEN MILE ROAD, SUITE 215  
NOVI, MICHIGAN 48375  
Phone: (248) 230-4103 Fax: (248) 929-0835  
[www.bakerelowsky.com](http://www.bakerelowsky.com)

SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

May 14, 2024

Via Email

Mike Greene  
City Administrator

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

Re: Legal Department Billing for April 1 through April 30, 2024

Dear Mr. Greene:

The following is our law firm's billing to the City of Lathrup Village for the month of February 2024:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,300.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,625.00</u>
	<u>\$5,425.00</u>

**Please note our new address: 41800 W. 11 Mile Rd., Suite 215, Novi, MI 48375**

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures





LAW OFFICE

# BAKER & ELOWSKY, PLLC

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May 14, 2024

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

**Invoice Number: 1736**  
Invoice Period: 04-01-2024 - 04-30-2024

**RE: General Retainer**

**Time Details**

Date	Professional	Description	Hours	Amount
04-01-2024	SRB	Receipt, review and respond to correspondence from City Admin re attorney correspondence	0.25	No Charge
04-02-2024	SRB	Receipt and review of correspondence from City Admin , review police/fire dispatch contract, respond to Admin re same.	0.50	No Charge
04-03-2024	SRB	Receipt, review and respond to correspondence from S.Stec re 28901 Southfield Road ZBA follow-up	0.25	No Charge
04-04-2024	SRB	Receipt and review of correspondence from Admin re City van usage policy	0.25	No Charge
04-04-2024	SRB	Receipt, review and respond to correspondence from S.Stec re 26727 Southfield Road SLU application	0.25	No Charge
04-05-2024	SRB	Receipt and review of correspondence from Mayor Garret re finance committee	0.25	No Charge
04-05-2024	SRB	Receipt, review and respond to correspondence from Mayor Pro-Tem re budgetary committee	0.50	No Charge
04-05-2024	SRB	Receipt, review and respond to correspondence from Mayor re budgetary committee	0.25	No Charge
04-05-2024	SRB	Receipt, review and respond to correspondence from Mayor Pro-Tem re finance committee	0.25	No Charge
04-05-2024	SRB	Receipt and review of correspondence from S. Stec re Lathrup Village music festival.	0.25	No Charge
04-05-2024	SRB	Receipt and review of correspondence from S. Stec re special land use publication 26727 Southfield Rd.	0.25	No Charge

We appreciate your business

Page 1 of 3

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>	<i>Item 7E.</i>
04-08-2024	SRB	Receipt and review of correspondence from S. Stec re special land use publication 26727 Southfield Rd.	0.25	No Charge	
04-08-2024	SRB	Receipt and review of correspondence from Admin re pet shop ordinance.	0.25	No Charge	
04-08-2024	SRB	Receipt and review of correspondence from Admin re road millage assessment.	0.25	No Charge	
04-08-2024	SRB	Receipt and review of correspondence from Admin re road millage assessment.	0.25	No Charge	
04-08-2024	SRB	Receipt and review of correspondence from Admin re ordinance adoption procedure	0.25	No Charge	
04-09-2024	SRB	Receipt and review of correspondence from S. Stec re 27700 Southfield Road Conceptual site plan review	0.25	No Charge	
04-09-2024	SRB	Receipt and review of correspondence from S. Stec re 27700 Southfield Road Conceptual site plan review	0.25	No Charge	
04-10-2024	SRB	Receipt and review of correspondence from S. Stec re 27700 Southfield Road Conceptual site plan review	0.25	No Charge	
04-10-2024	SRB	Receipt and review of correspondence from S. Stec re 26727 Southfield Road special land use materials	0.25	No Charge	
04-10-2024	SRB	Receipt, review and respond to correspondence from Mayor Pro-Tem re finance committee	0.25	No Charge	
04-10-2024	SRB	Receipt and review of correspondence from Mayor Garret re finance committee	0.25	No Charge	
04-10-2024	SRB	Receipt and review of correspondence from Mayor Garret re finance committee	0.25	No Charge	
04-12-2024	SRB	Receipt and review of correspondence from Admin re social media policy and use	0.25	No Charge	
04-12-2024	SRB	Receipt and review of correspondence from Admin re 4/15 Council agenda	0.25	No Charge	
04-12-2024	SRB	Receipt and review of correspondence from Admin re 4/15 Council agenda	0.25	No Charge	
04-15-2024	SRB	Receipt and review of correspondence from S. Stec re 4/16 Planning commission agenda	0.25	No Charge	
04-15-2024	SRB	Receipt and review of correspondence from S. Stec re 26727 Southfield Road special land use materials	0.25	No Charge	
04-15-2024	SRB	Prepare for and attend City Council Study session	2.00	No Charge	
04-15-2024	SRB	Prepare for and attend City Council regular meeting	2.00	No Charge	

We appreciate your business

Date	Professional	Description	Hours	Amount
04-16-2024	SRB	Receipt and review of correspondence from S. Stec re Lathrup Townhomes site plan	0.25	No Charge
04-16-2024	SRB	Receipt and review of correspondence from S. Stec re JMC litigation	0.25	No Charge
04-16-2024	SRB	Receipt and review of correspondence from Admin re budget hearing public notice	0.25	No Charge
04-16-2024	SRB	Receipt and review of correspondence from Admin re mobile food vendors	0.25	No Charge
04-17-2024	SRB	Receipt and review of correspondence from Admin re mobile food vendors	0.25	No Charge
04-22-2024	SRB	Receipt and review of correspondence from Admin re Village on the Circle property dispute	0.25	No Charge
04-22-2024	SRB	Receipt and review of correspondence from S. Stec re public hearing notices	0.25	No Charge
04-22-2024	SRB	Receipt and review of correspondence from S. Stec re planning commission agendas	0.25	No Charge
04-26-2024	SRB	Receipt and review of correspondence from S. Stec re Roseland Parking lot parcel ID	0.25	No Charge
04-30-2024	SRB	Receipt and review of correspondence from S. Stec re Lathrup Townhomes	0.25	No Charge
04-30-2024	SRB	Receipt and review of correspondence from S. Stec re transition documents	0.25	No Charge
04-30-2024	SRB	Receipt and review of correspondence from S. Stec re transition documents	0.25	No Charge
04-30-2024	SRB	Services Rendered		2,500.00
			<b>Total</b>	2,500.00

**Time Summary**

Professional	Hours	Amount
Scott Baker	14.50	2,500.00
<b>Total</b>		2,500.00
<b>Total for this Invoice</b>		2,500.00



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May 14, 2024

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

**Invoice Number: 1737**  
Invoice Period: 04-01-2024 - 04-30-2024

## RE: Prosecution/Code Enforcement

### Time Details

Date	Professional	Description	Hours	Amount
04-02-2024	LKK	Phone call and email correspondence to S. Stec concerning OMA issues.	0.50	65.00
04-04-2024	SRB	Receipt and review video evidence re: 24LV001842.	0.50	65.00
04-04-2024	SRB	Receipt, review and respond to correspondence from City Admin re 18805 Delores ordinance violation	0.25	32.50
04-04-2024	SRB	Receipt, review and respond to correspondence from 46th District Court re Nolle Prosequi re 100691321B	0.25	32.50
04-08-2024	SRB	Receipt, review and respond to correspondence from Police Clerk re FOIA request.	0.25	32.50
04-08-2024	SRB	Receipt, review and respond to correspondence from City Admin re Pet shop ordinance	0.25	32.50
04-08-2024	SRB	Receipt, review and respond to correspondence from City Admin re road millage special assessment	0.25	32.50
04-08-2024	SRB	Receipt and review final updated docket for 04/10/2024; correspondence to Police Clerk concerning records re: 24LV00530ABC.	0.25	32.50
04-08-2024	SRB	Receipt, review and respond to correspondence from Police Clerk re FOIA request.	0.25	32.50
04-08-2024	SRB	Receipt, review and respond to correspondence from 46th District Court re April 10th prosecution docket	0.25	32.50
04-09-2024	SRB	Receipt and review of correspondence from 46th District Court re July and August prosecution dockets	0.25	32.50

We appreciate your business

Page 1 of 3

Date	Professional	Description	Hours	Amount	Item 7E.
04-09-2024	SRB	Receipt and review 46th District Court calendars for July and August 2024.	0.25	32.50	
04-10-2024	SRB	Prepare for and appear in 46th District Court for prosecution of pre-trials and formal hearings.	3.00	390.00	
04-16-2024	SRB	Receipt and review of correspondence from Admin re 18805 Dolores	0.25	32.50	
04-17-2024	SRB	Receipt and review of correspondence from Admin re 18805 Dolores	0.25	32.50	
04-19-2024	SRB	Receipt and review of correspondence from 46th District Court re August prosecution docket update	0.25	32.50	
04-22-2024	SRB	Receipt and review of correspondence from 46th District Court re May 9th prosecution docket	0.25	32.50	
04-22-2024	SRB	Receipt and review of correspondence from defense attorney re 24LV00705	0.25	32.50	
04-22-2024	SRB	Receipt and review updated calendar information from 46th District Court for Judge Johnson's August Dockets.	0.25	32.50	
04-23-2024	SRB	Receipt and review of correspondence from defense attorney re 24LV00705	0.25	32.50	
04-23-2024	SRB	Receipt and review of correspondence from S. Stec re 18805 Dolores	0.25	32.50	
04-25-2024	SRB	Review of file materials and Notices to Appear for 04/10/2024 docket and correspondence to Police Clerk concerning records re: 24LV00110A, 24LV00572AB, 24LV00606A, 24LV00616AB, 24LV00667A, 24LV00603A, 24LV00605A, 24LV00744A.	2.00	260.00	
04-26-2024	SRB	Receipt and review of correspondence from 46th District Court; Prepare order of Nolle Prosequi and respond to same re nolle prosequi of 99L774603A	0.50	65.00	
04-26-2024	SRB	Receipt and review of correspondence from 46th District Court; Prepare order of Nolle Prosequi and respond to same re nolle prosequi of 100691321A	0.50	65.00	
04-30-2024	SRB	Receipt and review of correspondence from defense attorney re 24LV00753a	0.25	32.50	
04-30-2024	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 24LV00705	0.50	65.00	
04-30-2024	SRB	Receipt and review of correspondence from defense attorney re 24LV00705	0.25	32.50	
			<b>Total</b>	1,625.00	

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>	<i>Item 7E.</i>
Leann Kimberlin	0.50	65.00	
Scott Baker	12.00	1,560.00	
	<b>Total</b>	1,625.00	
	<b>Total for this Invoice</b>	1,625.00	



LAW OFFICE

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May 14, 2024

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

**Invoice Number: 1738**  
Invoice Period: 04-01-2024 - 04-30-2024

## RE: Special Legal Services

### Time Details

Date	Professional	Description	Hours	Amount
04-01-2024	LKK	Phone call with attorneys X 2 concerning BP gas station liquor license.	0.50	65.00
04-08-2024	SRB	Receipt and review of correspondence from Director of Oakland Equalization, respond to same re MFCU v. Lathrup 23-001156	0.25	32.50
04-08-2024	SRB	Receipt and review of correspondence from Director of Oakland Equalization, respond to same re MFCU v. Lathrup 23-001156	0.25	32.50
04-09-2024	SRB	Receipt and review of correspondence from Director of Oakland Equalization, respond to same re MFCU v. Lathrup 23-001156	0.25	32.50
04-09-2024	SRB	Receipt and review of correspondence from City Planner re 27700 Southfield Road	0.25	32.50
04-09-2024	SRB	Receipt and review of correspondence from City Planner re 27700 Southfield Road	0.25	32.50
04-09-2024	LKK	Review of correspondence from Police Clerk concerning FOIA response and MCOLES information; research and provide response re: same.	0.50	65.00
04-10-2024	SRB	Receipt and review of correspondence from City Engineer re 27700 Southfield Road	0.25	32.50
04-10-2024	SRB	Receipt and review of correspondence from City Planner re 27700 Southfield Road	0.25	32.50
04-10-2024	SRB	Receipt and review of correspondence from City Planner re 27700 Southfield Road	0.25	32.50
04-11-2024	SRB	Receipt and review of correspondence from liability carrier attorney re JMC litigation update.	0.25	32.50

We appreciate your business

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<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>	<i>Item 7E.</i>
04-15-2024	SRB	Receipt and review of correspondence from liability carrier attorney re JMC litigation update.	0.25	32.50	
04-16-2024	SRB	Receipt and review of correspondence from City liability carrier re JMC litigation	0.25	32.50	
04-16-2024	SRB	Prepare for and attend Planning Commission Meeting	2.00	260.00	
04-17-2024	SRB	Receipt and review of correspondence from developer re Lathrup townhomes	0.25	32.50	
04-18-2024	SRB	Receipt and review of correspondence from City liability carrier re JMC litigation	0.25	32.50	
04-18-2024	SRB	Receipt and review of correspondence from City Engineer re bid bond requirements	0.25	32.50	
04-22-2024	SRB	Receipt and review of correspondence from City Planner re public notice procedure for public hearings	0.25	32.50	
04-22-2024	SRB	Prepare for and attend 27700 Southfield Road Brownfield Kick-off Meeting	2.00	260.00	
04-26-2024	SRB	Receipt and review of correspondence from MFCU attorney re tax appeal 23-001156	0.50	65.00	
04-29-2024	SRB	Receipt and review of correspondence from Oakland equalization re parcel identification number assignment for Roseland parking lot.	0.25	32.50	
04-29-2024	SRB	Receipt and review of correspondence from applicant re 28901 Southfield road ZBA follow-up	0.25	32.50	
04-30-2024	SRB	Receipt and review of correspondence from developer re Lathrup Townhomes	0.25	32.50	
			<b>Total</b>	<b>1,300.00</b>	

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Leann Kimberlin	1.00	130.00
Scott Baker	9.00	1,170.00
<b>Total</b>		<b>1,300.00</b>

**Total for this Invoice** 1,300.00



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS.	POICE/FIRE INSURANCE	56.34	48958
101-000.000-243.002	ENGINEERING DEPOSIT - CMS	GIFFELS-WEBSTER ENG INC	CMS R.O.W. PERMIT REVIEW	165.00	48941
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ANDREA PILLOW	COMMUNITY ROOM DEPOSIT REFUND	275.00	3248
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	JOHN FLOWERS	COMMUNITY ROOM DEPOSIT REFUND	300.00	48976
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KATRINA ANSARI	COMMUNITY ROOM RENTAL DEPOSIT REFUND	300.00	48977
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DAJAI SCOTT	COMMUNITY ROOM DEPOSIT REFUND	300.00	48997
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	NIAMBI FREEMAN	COMMUNITY ROOM DEPOSIT REFUND	300.00	49006
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	YVONNE SOLOMON	COMMUNITY ROOM DEPOSIT REFUND	100.00	49018
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	MISSIONSQUARE - 300179	300179 FOR 457 PLAN - HEALTH INSURANC	4,022.90	48908
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	MISSIONSQUARE - 300179	300179 FOR 457 PLAN	3,975.57	48981
101-000.000-401.000	CITY TAXES	FIRST CENTENNIAL TITLE A	SUMMER TAX OVERPYMT REFUND	1,760.79	2797
Total For Dept 000.000				11,555.60	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-712.000	WORKER'S COMP INSURANCE	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT	209.00	48950
101-100.000-726.000	OFFICE SUPPLIES	PRINTING SYSTEMS, INC.	EARLY VOTING POSTCARDS	365.86	48986
101-100.000-802.000	TAX TRIBUNAL RETURNS	MGFOA	REGISTRATION - TREASURY	270.00	48978
101-100.000-803.000	MEMBERSHIPS & MEETINGS	AFRICAN AMERICAN MAYORS	MEMBERSHIP DUES 2024	500.00	48989
101-100.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY CLERKS AS	MEMBERSHIP - CLERK (ALISA)	35.00	49008
101-100.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY CLERKS AS	CONFERENCE - CLERK ASSOC	40.00	49009
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	INSPECTION SERVICES	11,317.57	49002
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	INSPECTION SERVICE FEE	1,573.00	49003
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	TECHNOLOGY - EDITING PROGRAM	250.00	48907
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	TECHNOLOGY	4,596.00	48907
101-100.000-805.000	CABLE TELEVISION	COMCAST	INTERNET	128.65	48932
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	TECHNOLOGY	4,029.00	48992
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	1,205.00	48930
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS/ADDITIONAL WORK	1,305.00	48995
101-100.000-822.000	TRAINING	CARDMEMBER SERVICE	PLANNING COMMISSION WORKSHOP-SUSIE	40.00	48972
101-100.000-822.000	TRAINING	CARDMEMBER SERVICE	PLANNING COMMITTEE TRAINING	200.00	48973
101-100.000-822.000	TRAINING	JESSICA MILLER	TREASURER TRAINING - JESSICA MILLER	840.64	48999
101-100.000-848.000	GOVERNMENT OPERATIONS	AMERICAN DATA SECURITY I	TECHNOLOGY	125.00	48914
101-100.000-848.000	GOVERNMENT OPERATIONS	ZIP ETC.INC.	ABSCENSE REPORT PRINTING	118.00	48963
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	MONTHLY ENEWSLETTER-SUSIE	81.00	48970
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	MISC EXPENSES - SUSIE STECK	81.00	48994
101-100.000-848.001	TECHNOLOGY	VC3 INC	TECHNOLOGY	249.00	48988
101-100.000-848.001	TECHNOLOGY	VC3 INC	TECHNOLOGY	294.50	48988
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	128.64	48932
101-100.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	TECHNOLOGY	341.19	48944
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	TELEPHONE	211.72	49016
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	VEHICLE EXPENSE - PETRO	1,145.79	48962
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS CARD - ALL DEPT'S	57.65	49013
101-100.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	ENGINEERING PLANNING SERVICES	3,237.50	48942
101-100.000-900.000	PRINTING/PUBLICATION COSTS	21ST CENTURY MEDIA- MICH	PRINTING COSTS	1,210.95	48911
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	TAX NOTICES	1,075.00	48919
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MICHIGAN ASSOCIATION OF	DDA ADVERTISEMENT	75.00	48949
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	CARDMEMBER SERVICE	MISC EXPENSES - SUSIE STECK	1,950.00	48994
Total For Dept 100.000 GOVERNMENT SERVICES				37,286.66	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 RHS PLAN	284.62	48909
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	ASCENSION MICHIGAN EMPLO	NEW EMPLOYEE DRUG TEST	116.00	48915
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	ASCENSION MICHIGAN EMPLO	NEW EMPLOYEE DRUG TEST	116.00	4891

Item 7E.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	RETIREEES UNDER 65 HEALTH CARE	881.77	48964
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	RETIREE 65 HEALTH CARE	352.32	48965
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	990.31	48966
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH INSURANCE - 803046	284.62	48982
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	PROFESSIONAL LEGAL SERVICES	1,202.50	48990
101-101.000-718.000	ELECTIONS	OAKLAND COUNTY TREASURER	ELECTION DAY CONTRACT WORKER	513.94	48956
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	11.07.23 ELECTION PRECINCTS KITS	84.78	48985
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	VOTER INSTRUCTION SHEETS	153.94	48985
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ & ASS	LEGAL SERVICES	1,530.00	48961
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	PROFESSIONAL LEGAL SERVICES	3,377.50	48990
101-101.000-723.000	BOARD OF REVIEW	REGINA JONES	COMPENSATION FOR SERVICE ON BOARD OF	200.00	49011
101-101.000-723.000	BOARD OF REVIEW	YOLANDA ARNOLD	COMPENSATION FOR SERVICE ON BOARD OF	200.00	49017
Total For Dept 101.000 ADMINISTRATION				10,288.30	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	GENERAL MAINTENANCE	467.02	48931
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	601.75	48980
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	GENERAL MAINTENANCE	467.02	48996
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	601.75	49005
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE	CITY WATER BILL	149.94	48928
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE	CITY WATER USAGE	455.98	48928
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE	CITY WATER - TANK REPAIRS	7,145.49	48928
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIS	16.00	48933
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES	1,760.15	48933
101-201.000-920.000	UTILITIES	DTE	UTILITIES	37.58	48935
101-201.000-920.000	UTILITIES	DTE	UTILITIES	2,371.17	48936
101-201.000-920.000	UTILITIES	DTE	UTILITIES	174.51	48937
101-201.000-920.000	UTILITIES	DTE	UTILITIES	76.90	48938
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING	HEATING SYSTEM REPAIR	404.36	48934
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVIC	QUICKCRETE	11.73	48943
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	PEST CONTROL	112.89	48945
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KONE INC.	4.01.24-4.30-24 - MAINTENANCE	254.78	48947
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MR. MAT RENTAL SERVICE	MAT RENTAL/CLEANING	180.40	48951
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING	REPAIR/REPLACE HEAT-A/C DEVICES	3,009.00	48998
Total For Dept 201.000 BUILDING & GROUNDS				18,298.42	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 RHS PLAN	47.19	48909
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH INSURANCE - 803061 RHS PLAN	950.23	48910
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	RETIREE 65 HEALTH CARE	352.32	48965
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	1,814.42	48966
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	ACTIVE EMPLOYEE HEALTH CARE	13,362.61	48967
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH CARE	7,448.77	48968
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH INSURANCE - 803046	47.19	48982
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH SAVINGS RHS PLAN	950.23	48983
101-301.000-712.000	WORKER'S COMP INSURANCE	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT	209.00	48950
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLY - POLICE	99.68	48913
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	OFFICE SUPPLY - POLICE	19.99	48924
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MISC EXPENSES - SCOTT MCKEE	19.99	48993
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	XEROX CORPORATION	OFFICE SUPPLY	90.58	3266
101-301.000-802.000	TAX TRIBUNAL RETURNS	MICHIGAN ASSOC OF CHIEFS	CONFERENCE - SCOTT	280.00	48948
101-301.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN ASSOC OF CHIEFS	ACCREDITED AGENCY FEES	40.00	49004
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	CONFERENCE EXPENSE - SCOTT	189.95	4892

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	MACP CONFERENCE-SCOTT	330.00	48921
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	TRANING-POLICE	400.00	48922
101-301.000-823.000	FIREARMS TRAINING	CARDMEMBER SERVICE	MISC EXPENSES - SCOTT MCKEE	211.98	48993
101-301.000-823.000	FIREARMS TRAINING	VANCE OUTDOORS, INC.	POLICE AMMO	1,713.62	49015
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	OAKLAND COMMUNITY COLLEG	POLICE ACADEMY TRAINING	2,089.00	48954
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	CITY OF SOUTHFIELD	FIRE SERVICE CONTRACT	170,995.00	48929
101-301.000-829.000	POLICE UNIFORMS & CLEANING	AMANDA MCNEIL	POLICE EXPENDITURE - BOOTS	69.34	48912
101-301.000-836.000	PRISONER LOCKUP	CITY OF BERKLEY	JAN-FEB-MARCH PRISONER BOARDING	900.00	48927
101-301.000-848.001	TECHNOLOGY	LEXIPOL, LLC	POLICE ACADEMY	1,250.58	49001
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	TECHNOLOGY-POLICE	59.27	48917
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	TELEPHONE-POLICE	21.58	48932
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	128.65	48932
101-301.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	TECHNOLOGY	341.19	48944
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	TELEPHONE	211.72	49016
101-301.000-851.000	RADIO COMMUNICATIONS	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP -POLICE	2,691.00	48955
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHICLE MAINTENANCE	84.95	48918
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	VEHICLE MAINTENANCE-POLICE	24.99	48923
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	VEHICLE MAINTENANCE	124.95	48925
101-301.000-860.000	VEHICLE EXPENSE	JAX KAR WASH	VEHICLE MAINTENANCR	4.00	48946
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	VEHICLE EXPENSE	41.98	48952
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	VEHICLE MAINTENANCE	16.82	48953
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	MOTORPOOL PARTS - POLICE	1,554.53	48957
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	VEHICLE EXPENSE - PETRO	2,291.58	48962
101-301.000-860.000	VEHICLE EXPENSE	MICHIGAN DEPART. OF STAT	SUPRESSED LICENSE PLATES - POLICE	26.00	48979
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	POLICE VEHICLE EXPENSE	84.95	48991
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	MISC EXPENSES - SCOTT MCKEE	149.94	48993
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	VEHICLE EXPENSE	8.73	49007
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS CARD - ALL DEPT'S	3,444.98	49013
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	FLEET GAS CARD	3,943.59	49014
Total For Dept 301.000 PUBLIC SAFETY				219,137.07	
Dept 401.000 PUBLIC SERVICE					
101-401.000-892.000	SIDEWALK MAINTENANCE	GIFFELS-WEBSTER ENG INC	2023 SIDEWALK PROGRAM	2,165.00	48975
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES	702.75	48933
101-401.000-920.000	UTILITIES	DTE	UTILITIES	139.83	48939
101-401.000-920.000	UTILITIES	COMCAST	TECHNOLOGY	348.25	48974
101-401.000-936.000	EQUIPMENT MAINTENANCE	US BANK VOYAGER FLEET SY	GAS CARD - ALL DEPT'S	1,311.98	49013
101-401.000-936.000	EQUIPMENT MAINTENANCE	US BANK VOYAGER FLEET SY	FLEET GAS CARD	1,096.86	49014
Total For Dept 401.000 PUBLIC SERVICE				5,764.67	
Dept 502.000					
101-502.000-801.000	PROFESSIONAL & CONTRACTUAL	SOCRRA	APRIL 2024 - MID-MONTH	15,313.00	48987
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE/WASTE PICK UP	16,961.00	48959
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE SERVICES	267.12	48960
Total For Dept 502.000				32,541.12	
Dept 601.000 RECREATION					
101-601.000-712.000	WORKER'S COMP INSURANCE	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT	209.00	48950
101-601.000-812.000	COMMUNITY EVENTS	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	25.00	48930
101-601.000-812.000	COMMUNITY EVENTS	ROGER LYNN	TREE/SUPPLIES FOR BUNGALOW TREE PLANT	152.60	49012
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	CAROLE GREENE	PARKS/REC	52.45	48926
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	NICOLE LOWRY	BREAKFAST W/BUNNY EVENT	419.42	48984

Item 7E.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 601.000 RECREATION					
Total For Dept 601.000 RECREATION				858.47	
Total For Fund 101 GENERAL FUND				<u>335,730.31</u>	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	18.96	48966
202-702.000-864.000	TRAFFIC CONTROLS	DTE	UTILITIES	2,217.66	48940
Total For Dept 702.000				<u>2,236.62</u>	
Dept 702.100 CAPITAL IMP - STREET BOND					
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2023 PAVING PROGRAM	1,136.25	48975
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	EB 11 MILE RESURFACING	259.60	48975
Total For Dept 702.100 CAPITAL IMP - STREET BOND				<u>1,395.85</u>	
Total For Fund 202 MAJOR ROAD FUND				<u>3,632.47</u>	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	18.96	48966
Total For Dept 703.000				<u>18.96</u>	
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	2023 PAVING PROGRAM	1,136.25	48975
Total For Dept 703.100 CAPITAL IMP - STREET BOND				<u>1,136.25</u>	
Total For Fund 203 LOCAL ROAD FUND				<u>1,155.21</u>	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 RHS PLAN	125.68	48909
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	RETIREEES UNDER 65 HEALTH CARE	97.97	48964
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	905.74	48966
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH INSURANCE - 803046	125.68	48982
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	TECHNOLOGY - SUSIE	21.19	48971
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MISC EXPENSES - SUSIE STECK	49.94	48994
494-000.000-822.000	TRAINING/MEMBERSHIP	CARDMEMBER SERVICE	MEMBERSHIP-SUSIE	375.00	48969
494-000.000-933.000	REPAIRS & MAINTENANCE	GIFFELS-WEBSTER ENG INC	SIGNAL DESIGN ENGINEERING FEES	5,530.17	48941
494-000.000-933.000	REPAIRS & MAINTENANCE	GIFFELS-WEBSTER ENG INC	2024 ALLEY/APPROACHES	1,819.77	48941
494-000.000-933.000	REPAIRS & MAINTENANCE	GIFFELS-WEBSTER ENG INC	ENGINEERING FEES-SOUTHFIELD RESURFACI	82.50	48941
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	PAMELA SHERMEYER	SUPPLIES TO PAINT CITY SIGN	136.46	49010
494-000.000-971.000	SIGN GRANT PROGRAM	LEVY & ASSOCIATES	DDA SIGN AWARD	9,750.00	49000
Total For Dept 000.000				<u>19,020.10</u>	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				<u>19,020.10</u>	
Fund 592 WATER & SEWER FUND					
Dept 000.000					
592-000.000-202.999	SHORT TERM PORTION OF LTD	HUNTINGTON NATIONAL BANK	2021 UNL. TAX GO BOND ROADS ACCT#3584	375,000.00	3245
Total For Dept 000.000				<u>375,000.00</u>	
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS 803046	16.54	3247
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	RETIREE 65 HEALTH CARE	2,172.65	3267
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	348.61	326

Item 7E.

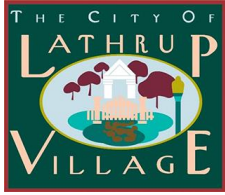
GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-900.000	PRINTING/PUBLICATION COSTS	PRINTING SYSTEMS, INC.	WTR BILL PRINTING	630.72	3274
592-536.000-902.000	BILLING SERVICES	UNITED STATES POSTAL SER	WATER BILL MAILING	800.00	3246
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (MO/YEAR)	17,162.74	3262
592-536.000-937.000	WATER SYSTEM MAINTENANCE	CITY OF SOUTHFIELD	SEWER JETTING - GOLDENGATE	1,397.77	3249
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EAGLE LANDSCAPING & SUPP	DEBRIS HAUL	990.00	3254
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EAGLE LANDSCAPING & SUPP	LIMESTONE/DEBRI HAUL	3,495.00	3255
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	INSTALLATIONS/REPAIRS	7,750.00	3265
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	CATALPA WTR MAIN PROJECT	28,475.00	3278
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER SERVICE	19,847.05	3264
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TOPSOIL	135.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	WKLY TRACTOR RENTAL	250.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	WKLY TRACTOR RENTAL	250.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND/DEBRI REMOVAL	2,235.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND-DEBRI REMOVAL	4,470.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	LIMESTONE/DEBRI REMOVED	3,495.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND	1,245.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND/DEBRI REMOVAL	4,470.00	3276
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND/DEBRIS REMOVAL	2,235.00	3276
Total For Dept 536.000 WATER DEPARTMENT				101,871.08	
Dept 536.100 WATER DEPARTMENT					
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEM	GIFFELS-WEBSTER ENG INC	LEAD/COPPER MATERIAL DIST	1,575.00	3270
Total For Dept 536.100 WATER DEPARTMENT				1,575.00	
Dept 536.400 WATER DEPARTMENT					
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND/DEBRIS HAUL	5,454.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND/DEBRIS HAUL	6,790.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND	1,197.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND/DEBRIS HAUL	6,785.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	DEBRIS HAUL/SAND	7,344.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND/DEBRIS HAUL	7,731.00	3254
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	3256
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND/DEBRI HAUL	5,730.00	3257
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	DEBRI HAUL	990.00	3258
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAND/DEBRI HAUL	3,225.00	3259
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EJ USA INC	WTR DEPT MATERIALS	565.15	3260
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	CORE&MAIN	20' PVC PIPE - WTR	2,103.60	3269
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	GIFFELS-WEBSTER ENG INC	2025 WTR MAIN PROGRAM	1,072.50	3270
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	GIFFELS-WEBSTER ENG INC	2024 WTR MAIN PROGRAM	1,215.00	3271
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	CORE&MAIN	WTR DEPT SUPPLIES	49,606.94	3275
Total For Dept 536.400 WATER DEPARTMENT				100,559.19	
Dept 536.500 WATER DEPARTMENT					
592-536.500-970.000	CAPITAL FIRE HYDRANTS	SUNDE BUILDING INC.	FIRE HYDRANT INSTALL	1,900.00	3265
592-536.500-970.000	CAPITAL FIRE HYDRANTS	GIFFELS-WEBSTER ENG INC	2021-2023 HYDRANT REFURB	660.00	3270
Total For Dept 536.500 WATER DEPARTMENT				2,560.00	
Dept 536.600 WATER DEPARTMENT					
592-536.600-970.000	CAPITAL EXP - GATE VALVES	SUNDE BUILDING INC.	MISC WTR DEPT REPAIRS	4,700.00	3265
592-536.600-970.000	CAPITAL EXP - GATE VALVES	GIFFELS-WEBSTER ENG INC	2021-2023 GATE VALVE REFURB	660.00	3270

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 536.600 WATER DEPARTMENT					
Total For Dept 536.600 WATER DEPARTMENT				5,360.00	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS PLAN RHS 803046	16.54	3247
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	348.61	3268
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH INSURANCE - 803046 RHS PLAN	33.08	3272
592-537.000-720.000	INTEREST EXPENSE	HUNTINGTON NATIONAL BANK	2021 UNL. TAX GO BOND ROADS ACCT#3584	100,875.00	3245
592-537.000-720.000	INTEREST EXPENSE	HUNTINGTON NATIONAL BANK	2021 CAP. IMP. BOND W/S ACCT#35842751	70,593.75	3245
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES FOR (MO/YEAR)	17,162.73	3262
592-537.000-921.000	CONTRACTUAL SERVICES	OAKLAND COUNTY WATER RES	SEWER SYSTEM MAINTENANCE CHG	18,750.00	3273
592-537.000-939.000	SEWER SYSTEM MAINTENANCE	DTE	UTILITIES	25.83	3253
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SANITARY DRAIN ASSESSMENT-MARCH	89,560.49	3263
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	GREAT LAKES WATER AUTHOR	INDUSTRIAL WASTE CONTROL	1,439.62	3277
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE	UTILITIES	2,383.27	3252
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	UTILITIES	159.97	3251
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	TELEPHONE	122.85	3250
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION SERVICE	532.00	3261
Total For Dept 537.000 SEWER DEPARTMENT				302,003.74	
Total For Fund 592 WATER & SEWER FUND				888,929.01	

Item 7E.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	335,730.31	
			Fund 202 MAJOR ROAD FU	3,632.47	
			Fund 203 LOCAL ROAD FU	1,155.21	
			Fund 494 DOWNTOWN DEVE	19,020.10	
			Fund 592 WATER & SEWER	888,929.01	
			Total For All Funds:	<u>1,248,467.10</u>	



**City of Lathrup Village**  
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TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20<sup>th</sup>, 2024  
RE: SOCRRA / SOCWA Appointments

**Background Brief:** Each SOCRRA / SOCWA fiscal year, the authorities require their member committees to appoint representatives and alternates to the authority boards. This is a standard process that takes place each year.

**Previous Action:** January 22, 2024 – Appointment of newly hired staff to SOCRRA & SOCWA

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to approve the staff appointments to the respective boards.

**Recommended Motion:**

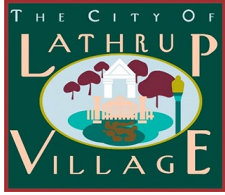
Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve City Administrator Greene as City Representative to SOCRRA and Community & Economic Development Director Colson as Alternate.

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve City Administrator Greene as City Representative to SOCWA and Community & Economic Development Director Colson as Alternate.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
RE: Budget Message – Fiscal Year 2024-2025  
DATE: May 20<sup>th</sup>, 2024

I am pleased to present my recommended City of Lathrup Village Fiscal Year 2024-2025 budget of **\$10,225,007** with the General Fund constituting **\$5,246,230**. The General Fund is balanced and in compliance with the Michigan Uniform Budgeting and Accounting Act, Generally Accepted Accounting Principles (GAAP), and aligned with the priorities of City staff, City committees, and the City Council.

It should be noted that the State of Michigan has adopted a new version of the Uniform Chart of Accounts. The Uniform Chart of Accounts is designed to serve basic legislative, budgetary, and accounting objectives. In addition, it provides a means for local units to meet additional legal requirements of the unit for budgeting and uniform accounting and reporting, regardless of the size of the unit. With this adoption, the City is required to update our current chart of accounts to mirror the adopted State version. This conversion is slated to take place after the adoption of the Fiscal Year 2024-2025 budget, meaning that account numbers and account titles will change.

**FISCAL YEAR 2024-2025 BUDGET**

The next fiscal year’s budget presented a few challenges requiring difficult decisions and creative problem-solving. Our primary goals were to present a balanced budget that included no tax increase, preserve high-quality service delivery to citizens, and accomplish as many goals as funding would allow.

**REVENUES**

***Ad Valorem (Property Tax)***

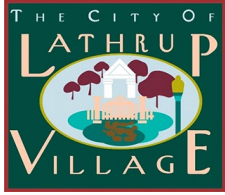
The Recommended Budget includes **no property tax increase**, keeping the City millage rate flat at 17.5618 mills for General Operations, 2.6341 mills for Refuse (garbage/recycling), 3.9307 mills for Roads (bond payment), and 1.8823 mills for those properties located within the Downtown Development Authority district. The City Council will consider this and potentially approve this millage rate during their May 20, 2024, Council Meeting, resulting in **no change** in the millage rate that was set in 2023.

The projected City taxable value for Fiscal Year 2024-2025 is \$185,509,210 (comprised of only real property). This is an **8.07 percent increase** over the current year’s taxable value (\$171,660,710). This increase was driven by home sales and investment in commercial properties. Changes in values, compared to the current year's adopted budget, are described below:

- Residential Assessed Values **increased** by 11.72 percent, driven by home sales and investment into properties.
- Commercial Assessed Values **increased** by 3.41 percent, driven by the investment in real commercial property.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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The Recommended Budget applies a tax collection rate of 98 percent to real property. Due to this increase in tax base and estimated collection rate, total ad valorem revenues are projected to be **\$3,232,000**, or an increase of \$211,370 from the current year's budgeted amount.

Tax	Annual Statutory Millage Mage	Fiscal Year 2023 - 2024	Fiscal Year 2024 - 2025
LV – General Operating	20.0000	17.5618	17.5618
Refuse	3.0000	2.6341	2.6341
Road Millage	3.9307	3.9307	3.9307
LV – DDA	2.0000	1.8823	1.8823

**Other Key Revenue Changes**

Key revenue changes outside property and sales tax are detailed below (based on the FY 23-24 approved budget).

*General Fund*

- **Refuse Collection Taxes (increase of \$31,715)** – This revenue is expected to increase next year based on increased taxable values throughout the community.
- **Tax 1% Administrative Fee (increase of \$15,000)** – This revenue is expected to increase next year based on increased taxable values throughout the community.
- **Building Permit (decrease of \$15,000)** – This revenue is expected to decrease as the previous year was increased due to approved commercial construction plans.
- **Cable TV Revenues (decrease of \$10,000)** – This revenue is decreased to better align with previous actuals.
- **Community Room & Building Rent Revenue (increase of \$15,000)** – Anticipated increase due to updated rate structure.
- **State Shared Revenues (increase of \$11,292)** - Anticipated increase based on State of Michigan projections.
- **Sidewalk Revenues (decrease of \$150,000)** – This decrease is due to the ending of the City sidewalk program and reflects only the payments expected to be received from those properties who entered into the payment plan.

*Local Street Fund*

- **Transfer from Major Streets (increase of \$102,500)** – Act 51 regulations allow municipalities to transfer a portion of Act 51 Major Road funding to local streets each year. This transfer will allow the City to begin building up the local street fund balance to enact local road projects in the future.

*Downtown Development Authority*

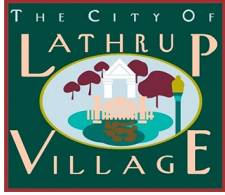
- **Revenue Control (increase of \$42,099)** – This revenue is expected to increase next year based on increased taxable values throughout the DDA district.

*Water Fund*

- **Water Service (increase of \$39,560)** – This revenue is expected to increase based on recommended rate increases (5%) to offset the pass-through cost from GLWA/SOCWA.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Sewer Fund

- Sewage Disposal Revenue (increase of \$53,732) – This revenue is expected to increase based on recommended rate increases (3%) to cover recommended sewer projects and begin the increase of rates based on anticipated project debt that will be issued by the Evergreen Farmington Sewage District in the upcoming years that will be passed onto member communities.

EXPENDITURES

Positions

Below is a summary of the City’s budgeted permanent positions and the salary split applied to those positions:

Table with 7 columns: Position, General, DDA, Water, Sewer, Major Roads, Local Roads. Rows include City Administrator, Finance Director, Deputy Treasurer, DDA Director, DDA Projects Manager, Code Enforcement, Admin. Assistant, AP/Utility Billing, City Clerk, Police Chief, Lieutenant, Sergeant, Police Clerk, and PD FT (11) & PD PT (2).

These full-time positions account for approximately 48% of the total General Fund budget.

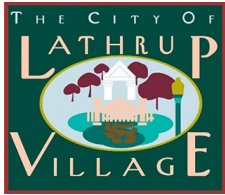
Employee Pay

A two percent cost-of-living pay adjustment (COLA) increase is included in the recommended budget for all non-union full-time employees of the City.

Capital

Funding capital needs (purchases of significant value that have a useful life of greater than one year) is an aspect of the budget that demands careful consideration during the review process. Some capital needs are predictable based on normal life cycles for items like vehicles and computers. Others can be large one-time expenses such as significant facility repairs or large technology purchases.

Table with 5 columns: Kelly Garrett (Mayor), Bruce Kantor (Mayor Pro-Tem), Jalen Jennings (Council Member), Dalton Barksdale (Council Member), Jason Hammond (Council Member).



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It is not uncommon to see fluctuations in capital from year to year and many capital requests are typically not funded. This year, I have requested departments present all their capital needs to build a more predictable cycle overall. This in turn allows the City to make the best possible decision on an annual basis rather than reactively appropriating funds mid-year.

The Fiscal Year 2024-2029 Capital Improvement Plan (CIP) is included in this document. There are currently thirteen (13) CIP projects that are included in the recommended budget:

- General – Remote Cameras (Council Chambers (\$7,798)
- General – City Hall Drinking Fountain Replacement (\$6,000)
- General – Axon Taser Replacement Year 1 of 5 (\$13,500)
- General (50%) & Water/Sewer (50%) – Plow Ready Pickup (\$52,000)
- General – 2011 GMC Plow Assembly (\$7,500)
- General – Zero-Turn Lawnmower (\$10,000)
- General – DPS Building Furnace Replacement (\$10,000)
- General – DPS Storage Blocks (\$5,000)
- DDA – Alleys & Approaches (\$345,000)
- DDA – HAWK Pedestrian Signals (\$100,000)
- DDA – Flock Safety Cameras (\$15,000)
- Water – Water Main Projects (\$325,000)
- Sewer – Sewer Lining & Manhole Installation (\$100,000)

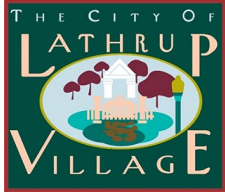
***Future Budget Pressures***

While the Recommended Budget lays forth a financial plan for the upcoming year, there are a few long-term items we must continue to monitor for their impact on future budgets.

- **Proposal A** – This proposal (1994) places an artificial cap on Taxable Value growth limiting it to five percent (5%) or cost of living in each given year.
- **Headlee Amendment** – The Michigan Constitution creates an additional strain on the City’s ability to cover costs and fund activities for our residents. The “Headlee Rollback” references the 1978 amendment to the Michigan Constitution that requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. Consequently, the local unit’s millage rate gets “rolled back” so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. The major variables that impact the Headlee rollback calculation include:
  - Taxable value uncapping from property transfers (“pop-ups”). The greater the number of pop-ups, the greater the impact on rollback.
  - Change in CPI – the lower the CPI, the greater the impact on rollback. The higher the CPI, the less impact on rollback.
  - Property tax exemptions – for low-income residents, veterans, and nonprofit organizations.
- **Inflation** – Inflation has averaged over 4% per year over the past five (5) years, and has peaked as high as 7%, which has drastically impacted the cost of goods and services. The City needs to consistently monitor purchases and explore different vendors to ensure the City is receiving the greatest benefit for the lowest cost.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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- **Police Department Union Negotiations** – The current Police Department union contracts are set to expire on December 31, 2024. While the recommended budget does include some funding for anticipated cost increases, until negotiations are underway, it is difficult to project accurate numbers in terms of personnel costs.
- **Facilities** – The City’s facilities were built in the 1970s and have seen only minor updates throughout the years. The City should be aware that numerous capital items will need to be addressed over the next few years and should budget accordingly.
- **Infrastructure** – While the City has done an admirable job of addressing infrastructure over the past few years, it is important to continue the momentum and continue investment into water/sewer/streets.
- **Grant Matching** – The City is emphasizing seeking grants over the next few years. Typically, grants will require matching funds, and these funds are not normally budgeted for due to the uncertainty of receiving funding. The City should anticipate recommended budget amendments that may need to utilize fund balance to cover required grant matches.

**Recommendations**

While this budget presents some challenges, due to numerous factors, future budgets will be more challenging. With the creation of a temporary Finance Review Committee, the City will be able to gather information that will be able to guide how the City moves forward with future budgets.

**Conclusion**

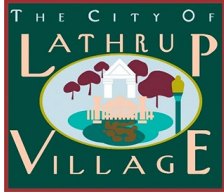
Next year’s budget presents some challenges as well as significant opportunities. This Recommended Budget maintains the high quality of service the City of Lathrup Village citizens expect, awards employees for good performance, and makes strategic investments in high-priority services, all while maintaining a millage rate that has not increased. I would like to thank the City staff for their assistance in the development of this Recommended Budget, and I look forward to working with each of you to develop a final budget for Fiscal Year 2024-2025 that will meet the service needs and expectations of our citizens and community.

Respectfully submitted,

Mike Greene  
City Administrator

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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**RESOLUTION #2024-05  
ANNUAL FISCAL RESOLUTIONS  
Fiscal Year 2024- 2025**

**(1) RESOLUTION ADOPTING BUDGET**

**WHEREAS**, the City Administrator has prepared and submitted to the City Council a recommended budget covering the next fiscal year, a public hearing has been held after due notice, and all other Charter requirements for the adoption of an annual budget have been met; and

**WHEREAS**, a Proposed Budget has been studied, reviewed, modified, reduced to writing, and filed with the City Clerk, which meets with the approval of the City Council and is now ready for adoption in final form;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby adopt the Proposed Budget now on file with the City Clerk, and has been modified to date as being the Budget of the City of Lathrup Village for the fiscal year commencing on July 1, 2024; and

**BE IT FURTHER RESOLVED** that the City Clerk be directed to date and initial such budget document for purposes of identification.

**(2) GENERAL PURPOSES TAX LEVY**

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property for general municipal purposes;

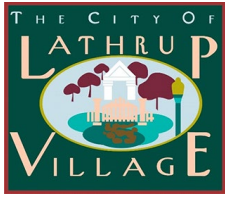
**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1st upon all real and personal property subject to such taxation within the City at the maximum rate of 17.5618 mills upon each dollar of State Taxable Valuation assessed thereon according to the law (such levy is calculated to raise the sum of \$3,232,000 more or less) to be used for general municipal purposes; that this levy is made according to the authority of Section 9.1 of the Charter and is exclusive of, and in addition to, all other special purpose levies for such year.

**(3) REFUSE COLLECTION AND DISPOSAL TAX LEVY**

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property to defray the costs of collecting and disposing of "garbage" (in this City termed "refuse"),

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on next July 1st upon all real and personal property subject to such taxation within the City at the maximum rate of 2.6341 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of \$484,780 more or less) to be used to pay the cost of establishing and maintaining a system for the collection and disposal of refuse; that this

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levy is made according to the statutes in such case made and provided, and specifically 1917 PA 298, 1947 PA 179, and MSA 5.2681, all as amended to date.

**(4) STREET IMPROVEMENT BOND MILLAGE**

**WHEREAS**, during the November 2020 election, the voters approved a Street Improvement Bond Proposal to pay the cost of constructing street improvements throughout the City, consisting of paving, repaving, resurfacing, reconstructing, and improving streets.

**NOW, THEREFORE, BE IT RESOLVED**, that the City does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1<sup>st</sup> upon all real and personal property subject to such taxation within the City at the maximum rate of 3.9307 upon each dollar of State Taxable Valuation assessed thereon according to the law (such levy being calculated to raise the sum of \$590,000 more or less) to be used to pay the cost of the street improvement bond; that this levy is made according to the voter-approved ballot measure.

**(5) DOWNTOWN DEVELOPMENT AUTHORITY**

**WHEREAS**, the City council has adopted a budget for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property within the City's Downtown Development Authority District, as recommended and submitted by the Downtown Development Authority;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1st upon all real and personal property subject to such taxation within the Downtown Development Authority District at a maximum rate of 1.8823 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of \$410,000 more or less) to be used exclusively for Downtown Development Authority purposes or as authorized by an adopted agreement with the City of Lathrup Village.

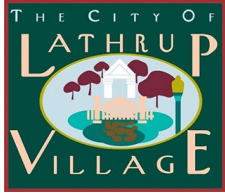
**(6) ANNUAL APPROPRIATIONS RESOLUTION**

**WHEREAS**, the City Council has adopted a budget for the next fiscal year which is now on file with the City Clerk,

**NOW, THEREFORE, BE IT RESOLVED** that the Council does hereby appropriate the following sums for the following purposes for the fiscal year commencing the next July 1st:

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Government Services & Library	652,300
Administration	926,990
Buildings & Grounds	153,859
Public Safety	2,816,556
Public Services/Refuse	674,025
Recreation	22,500
Contingencies/Capital Reserves	-
Major Streets	273,200
Local Streets	180,700
Road Millage Bond Fund	588,000
Water	1,080,180
Sewer	1,949,680
Debt Service	-
Capital Acquisitions	-
Downtown Development Authority	907,017
Total	10,225,007

**(7) WATER RATES**

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a fee of the amounts necessary to be raised by a rate per thousand cubic feet to defray the costs of operating the water system of the City hereinafter detailed,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual fee of \$47.98 per thousand cubic feet on all water customers of the City commencing next July 1<sup>st</sup>; that said fee is set according to Sections 78-222 and 34-491 of the Code of Ordinances for the City of Lathrup Village.

**(8) SEWER RATES**

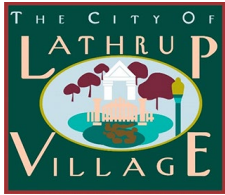
**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a fee of the amounts necessary to be raised by a rate per thousand cubic feet to defray the costs of operating the sewer system of the City hereinafter detailed,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual fee of \$89.99 per thousand cubic feet on all sewer customers of the City as well as necessary surcharges for certain wastewater imposed upon the City by the Evergreen-Farmington Sewage Disposal System commencing the next July 1st; that said fee is set according to Sections 78-383, 34-496, and 34-487 of the Code of Ordinances for the City of Lathrup Village.

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**Goals & Performance Measures**  
**Fiscal Year 2024/2025**

**Transparent, Open & Honest Government**

*This value reflects our first and most important responsibility. We maintain an organizational reputation for openness, honesty, and integrity.*

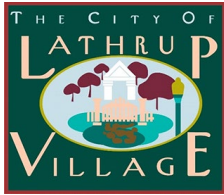
<ul style="list-style-type: none"> <li>• Improve communications with residents and local businesses</li> </ul>	Use all possible media to communicate events, meetings, and updates promptly. Develop a clear and concise timeline for when items need to be turned in for the media and be consistent with the timing of posting.
<ul style="list-style-type: none"> <li>• Create a Formal Communication Plan</li> </ul>	Develop the process of what information should be communicated, who should receive that information, when that information should be delivered, where communication will be shared, and how those communications will be analyzed.
<ul style="list-style-type: none"> <li>• Develop effective document management and paperless processes</li> </ul>	Develop processes and policies that allow residents to conduct business online and make payments with ease.
<ul style="list-style-type: none"> <li>• Improve website/mobile app design to make information more easily accessible</li> </ul>	Online payments are easily conducted, checking for available rentals (i.e. community room, meeting place, gazebo), proactive alerts for happenings throughout the City
<ul style="list-style-type: none"> <li>• Do more Town Halls</li> </ul>	Conduct as many in-person meetings as possible that the general public can attend. Provide quarterly open houses with Council Members and City Administrator.

**Dedication to Service**

*Our primary duty is to the people we serve. We are accessible, responsive, consistent, and understanding. We provide assistance beyond our customer's expectations, and we find effective solutions to problems that are brought to our attention.*

<ul style="list-style-type: none"> <li>• Improve operations through upgrades in technology</li> </ul>	Develop processes and policies that allow residents to conduct business online and make payments with ease.
<ul style="list-style-type: none"> <li>• Maintain robust and attractive business corridors</li> </ul>	Code enforcer and City Administrator conduct business inventory quarterly not only to provide feedback for improvement but also to increase business relationships.
<ul style="list-style-type: none"> <li>• Promote a safe and secure community</li> </ul>	Continue to patrol the City, engaging with the residents and assisting when a resident is in need.
<ul style="list-style-type: none"> <li>• Promote a clean and vibrant community</li> </ul>	Continue to utilize Code Enforcement patrols throughout the City to enhance the quality of life for all businesses and residents.

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<ul style="list-style-type: none"> <li>Develop and prioritize improvements to parks and playgrounds</li> </ul>	<p>We will ensure that our parks and playgrounds are clean and safe. When available financial upgrades will be done.</p>
<ul style="list-style-type: none"> <li>Increase Recreational Offerings</li> </ul>	<p>Utilize the Parks and Recreation Committee and City staffing to hold recreational events for members of the entire community.</p>
<ul style="list-style-type: none"> <li>Improve quality of life for residents of all ages</li> </ul>	<p>We will respond to residents professionally and respectfully in a timely manner. Even if we do not have the answer immediately we will return phone calls, emails, and messages within 48 hours.</p>
<ul style="list-style-type: none"> <li>Provide a maximum of one (1) workday initial response to See Click Fix reports with an additional response every three (3) business days until the issue is resolved</li> </ul>	<p>Residents will be updated regularly until their inquiry is completed. The City Council will be updated with open issues from See Click Fix bi-weekly consistently.</p>

**Fiscal Responsibility**

*Proper use of community resources in a public trust which we continually guard. In the management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we will strive for the greater possible efficiency and effectiveness.*

<ul style="list-style-type: none"> <li>Fiscal Reviews</li> </ul>	<p>Improve oversight of both revenues and expenditures throughout all funds.</p>
<ul style="list-style-type: none"> <li>Employee Time Off</li> </ul>	<p>All vacation days, personal days, and sick days will be communicated to the employee's direct supervisor and recorded properly in a time management system.</p>
<ul style="list-style-type: none"> <li>Contracts</li> </ul>	<p>Contracts will be reviewed annually, and RFPs will be submitted when appropriate for new contractual services. All business conducted with the City will have a written agreement and/or contract in place.</p>
<ul style="list-style-type: none"> <li>Support economic vitality to attract and retain local businesses</li> </ul>	
<ul style="list-style-type: none"> <li>Maintain and evaluate current infrastructure to make improvements when necessary.</li> </ul>	

**Personal Honesty and Integrity**

*Each of us demonstrates the highest standards of personal integrity and honesty in public activities to inspire confidence and trust in government.*

<ul style="list-style-type: none"> <li>Update Council Rules and Procedures</li> </ul>	
<ul style="list-style-type: none"> <li>Code of Ethics provided to all newly elected/appointed Council and Board members</li> </ul>	
<ul style="list-style-type: none"> <li>All members of appointed and elected boards will come to meetings prepared to conduct business</li> </ul>	
<ul style="list-style-type: none"> <li>Respond by agreed-upon deadlines</li> </ul>	<p>Clear Expectations of due dates and assignments will be communicated. Reminders will be sent 24 hours before the due date</p>
<ul style="list-style-type: none"> <li>All staff, and members of appointed and elected boards will be as timely as possible with their arrival to meetings unless they have communicated otherwise.</li> </ul>	

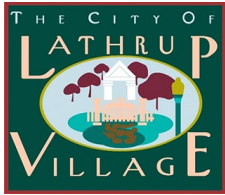
**Kelly Garrett**  
Mayor

**Bruce Kantor**  
Mayor Pro-Tem

**Jalen Jennings**  
Council Member

**Dalton Barksdale**  
Council Member

**Jason Hammond**  
Council Member



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**Excellence**

*We continually pursue excellence by being creative, and professional, taking risks, showing initiative, and being committed to our team. In this pursuit, we support continuing education and training for all team members.*

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>All staff and members of appointed and elected boards will participate in training that will increase knowledge and help the City progress</li> </ul>   | Register and participate in training offered by MML and other organizations. |
| <ul style="list-style-type: none"> <li>Subscribe/read journals, organizations, and periodicals (e.g. Inside 208, Bridge, MML magazine, etc.)</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>All staff, and members of appointed and elected boards will be proactive and take initiatives to improve community relations (i.e. residents, businesses, and surrounding communities)</li> </ul> |  |

**Teamwork**

*We are a team that emphasizes high levels of trust, cooperation, and commitment to excellent communication with the organization. We encourage employees to exercise independent judgment in meeting customer needs through professional behavior that is consistent with our values.*

- We will provide professional development and team development opportunities bi-annually
- We will work by the “golden rule” when it comes to interacting with staff, residents, and the general community

**A Humane and Diverse Organization**

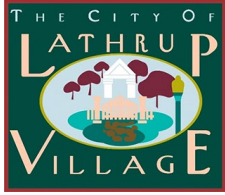
*We are a humane organization that honors diversity and protects individual rights. Open communication, respect for others, compassion, and a sense of humor contribute to our positive working environment. We make every attempt for every employee to reach their full potential. We value cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings us.*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Appointments to boards and commissions:</li> </ul>  | Reflective of the cultural and social diversity of the community. |
| <ul style="list-style-type: none"> <li>We will provide cultural events for the community during holidays and for general celebrations.</li> </ul>          |   |
| <ul style="list-style-type: none"> <li>We will respect all people regardless of their ethnicity, race, age, sexual orientation, and preference.</li> </ul> |   |

**Other**

- Continue best practices in maintaining city grounds, parks, and entrances.
- Code enforcement classes (e.g. how do I maintain my ditch & culvert).
- Identify cross-functional opportunities (e.g. police officers & Code Enforcement)

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**GENERAL FUND – REVENUE LINE-ITEM DEFINITIONS**

The following definitions apply to all line items within the General Fund Revenues section of the budget.

**General Operating Tax:** Reflects the tax levied on all property within the City and is unrestricted revenue that can be used for any budgetary purpose.

**Public Safety Tax:** Reflects the tax based on a combination of three (3) separate police tax rates. The three rates comprise the voter-approved rates in 1974, 1985, and 1992. While the total revenues raised are not sufficient to cover the entire public safety operation, this tax is exclusively used for police and fire operations. This tax is not currently in effect.

**Refuse Collection:** Reflects the tax based on the cost for all refuse collection and disposal operations. Included is funding for the collection and disposal of all categories of refuse as well as our leaf pickup program.

**Library:** Reflects the tax levied to pay for the cost of library services in the City of Southfield.

**Streets:** Reflects the tax levied to pay for the cost of our annual street resurfacing program.

**Administrative Fees:** As the collection agency for all units of government levying taxes on property, we are allowed to charge a one (1%) percent administrative fee on taxes collected on behalf of taxing agencies. This is to compensate the City for the administrative time to collect, account for, and forward all monies to each taxing agency.

**Interest & Penalties:** Reflects the revenue related to those property taxpayers who do not pay their taxes within the allowable period.

**State Shared Revenues:** Reflects the Constitutional State Revenue Sharing and Economic Vitality Incentive Program (EVIP) that distributes state-collected sales tax to local governments as unrestricted revenues.

**Federal & State Grants:** Reflects the receipt of any grant funds from federal or state sources.

**Other Revenues:**

The following is a breakdown and definition for each line item under this category:

**Miscellaneous:** Reflects a catch-all category for unexpected revenues that are received for which there is no specific line item established. An example would be the sale of surplus vehicles, one-time payments, etc.

**Investment Interest:** Reflects the interest earned through the investment of excess funds in statutorily approved investments.

**Workers Compensation Dividend:** Reflects a return of funds from the Michigan Municipal League Workers Compensation Fund to all participating members. The level of return is based on the approved dividend by the worker's compensation Board of Directors and is returned to participating members based on a percentage of premiums paid.

**Building Permits:** Reflects fees received for issuance of building permits.

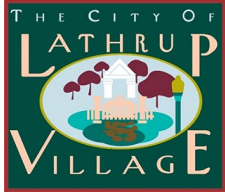
**Zoning, Site Plan, Special Use Permits:** Reflects fees received for applications to the City for exceptions to our zoning ordinance. This may involve appearances before the Zoning Board of Appeals or the City Council.

**Plumbing and/or Heating Permits:** Reflects fees received for issuance of plumbing and heating permits.

**Electrical Permits:** Reflects fees received for issuance of electrical permits.

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**Licenses and Registrations:** Reflects fees collected for the licensing and registration of contractors doing work in the City.

**Dog and Cat Licenses:** Reflects fees for registering and licensing dogs and cats in the City.

**Cable TV Franchise Fees:** Reflects fees received from Media One based on an approved franchise agreement that allows the provision of cable services for the City.

**Michigan Job Training Council Funds:** Reflects revenue from the State of Michigan for justice-related training programs for police department employees.

**SMART Municipal Credits:** Reflects funds received through the State of Michigan Act 51 Municipal Credit funding program for transportation-related activities. This is used to offset the cost of bus transportation services within the Recreation Department.

**District Court Fines:** Reflects fees that are returned to the City through the District Court as our percentage of ticket-related fines and fees.

**Community Development Block Grants:** Reflects reimbursements made to the City through our participation in the Oakland County program. Funds are distributed to the County from the federal government.

**Sidewalk Permits and Repairs:** Reflects fees from permits to repair or replace sidewalks. Also included is revenue from the annual sidewalk replacement program.

**Nextel Lease:** Reflects a line item used to show the lease payments from Nextel for the cell tower at the DPS Building and the Red River/11 Mile Site.

**AT & T Lease:** Reflects a line item used to show the lease payments from AT & T Wireless for the cell tower at the DPS Building. (These payments are generated from AT&T, T-Mobile, and Metro-PCS.)

**American Tower/Metro PCS Lease:** Reflects a line item used to show the lease payments from American Tower. (These payments are generated from AT&T and Metro PCS.)

**Water Fund Lease of DPS Building:** Reflects a fee charged to the Water and Sewer fund for the use of the DPS building.

**Equipment Rentals - Brush Chipping:** Reflects fees collected for the City's brush chipping program.

**Road Funds Lease of DPS Building:** Reflects a fee charged to the major and local street fund for the use of the DPS building.

**Retirees Spouse Medical Coverage:** Reflects the fact that the City provided medical coverage for retirees who retired before 1999. If the retiree wished to cover a spouse then they must pay for the coverage. This line item reflects these payments.

**Recreation Fees:** Reflects all fees collected for recreation activities.

**Tree Sales, Wood Chip Sales:** Reflects fees collected for the replacement of right-of-way trees.

**Community Center Rental:** Reflects the net fees received for the rental of space within the Municipal Building.

**Police Charges for Services:** Reflects fees charged by the Police Department for copies of police reports, alarm fees, weapon permits, and overtime reimbursement by the school system for school events.

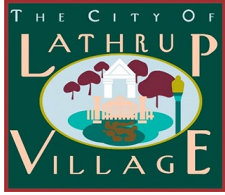
**Donations:** Reflects donations received from community groups, businesses, etc.

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
ESTIMATED REVENUES								
Revenue								
101-000.000-401.000	CITY TAXES	2,563,680.00	2,646,687.00	3,020,630.00	2,902,440.00		3,232,000.00	7%
101-000.000-402.000	REFUSE COLLECTION TAXES	384,523.00	397,308.00	453,065.00	426,380.00		484,780.00	7%
101-000.000-404.000	PUBLIC SAFETY MILLAGE							
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	2,782.00	16,977.00	3,000.00	33.00		3,000.00	0%
101-000.000-410.001	SPEC ASSESSEMENT-ELDORADO							
101-000.000-414.000	TAX PENALTIES	29,231.00	32,569.00	35,000.00	8,509.00		30,000.00	-14%
101-000.000-415.000	MISCELLANEOUS REVENUE	21,893.00	8,416.00	15,000.00	8,878.00		15,000.00	0%
101-000.000-416.000	WORK COMP DIVIDEND REVENUE		7,614.00	7,000.00			7,000.00	0%
101-000.000-416.001	PROPERTY & LIABLITY DIVIDEND REVENUE	10,010.00	8,845.00	10,000.00	7,920.00		10,000.00	0%
101-000.000-417.000	MML POOL DIVIDENDS							
101-000.000-418.000	TAX APPEALS				(2,074.00)			
101-000.000-419.000	AT & T LEASE PAYMENTS	43,405.00	43,659.00	60,889.00	31,967.00		60,000.00	-1%
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	46,027.00	47,273.00	48,000.00	31,086.00		48,000.00	0%
101-000.000-422.000	NEXTEL LEASE PAYMENTS							
101-000.000-423.000	WORK COMP REIMBURSEMENT		20,277.00	20,000.00			20,000.00	0%
101-000.000-424.000	UNEARNED REVENUE	379,526.00	154,205.00					
101-000.000-446.000	INVESTMENT INTEREST	6,133.00	23,004.00	30,000.00	36,264.00		30,000.00	0%
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	89,107.00	92,190.00	90,000.00	97,320.00		105,000.00	17%
101-000.000-448.000	INSURANCE REIMBURSEMENT	101.00			218.00			
101-000.000-448.001	INSURANCE RECOVERIES							
101-000.000-455.000	METRO AUTHORITY-FEE	18,319.00	19,532.00	18,000.00			18,000.00	0%
101-000.000-456.000	BUILDING PERMITS	172,102.00	72,900.00	95,000.00	34,954.00		80,000.00	-16%
101-000.000-456.001	MI FIRST PERMITS REVENUE							
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	7,401.00	12,175.00	8,500.00	4,234.00		7,500.00	-12%
101-000.000-458.000	PLUMBING/HEATING PERMITS	14,577.00	14,205.00	10,000.00	37,881.00		20,000.00	100%
101-000.000-459.000	ELECTRICAL PERMITS	12,128.00	11,891.00	10,000.00	7,875.00		15,000.00	50%
101-000.000-460.000	LICENSES & REGISTRATIONS	17,000.00	12,405.00	14,000.00	4,925.00		12,000.00	-14%
101-000.000-461.000	DOG & CAT LICENSES	1,175.00	2,249.00	1,100.00	2,190.00		2,000.00	82%
101-000.000-465.000	CABLE TV REVENUES	111,105.00	106,071.00	120,000.00	57,561.00		110,000.00	-8%
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	2,297.00	2,668.00	2,500.00	950.00		2,500.00	0%
101-000.000-470.001	DOG PARK REVENUE	1,556.00	185.00		35.00			
101-000.000-470.002	COMMUNITY GARDEN REVENUE	1,815.00	670.00	1,800.00			500.00	-72%
101-000.000-471.000	DONATIONS-OTHER				200.00			
101-000.000-472.000	ANNIVERSARY PROGRAMS							
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	72,112.00	68,938.00	65,000.00	39,285.00		80,000.00	23%
101-000.000-530.000	FEDERAL GRANT REVENUE - ARPA	50,392.00						
101-000.000-536.000	POLICE FORFEITURES REV - STATE							
101-000.000-536.001	POLICE FORFEITURES REV - FEDERAL							
101-000.000-537.000	CITY DEVELOPMENT REVENUES							
101-000.000-538.000	HVAC GRANT REVENUE							
101-000.000-539.000	RECREATION GRANT REVENUES							
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,512.00		1,000.00				-100%
101-000.000-541.000	SARRACKWOOD PARK GRANT REVENU							
101-000.000-542.000	SMART CREDITS							

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
101-000.000-543.000	FEDERAL/STATE GRANT	7,245.00	14,632.00	2,000.00				-100%
101-000.000-545.000	POLICE ACTIVITY REIMBURSEMENT							
101-000.000-546.000	POLICE CHARGES FOR SERVICES	12,663.00	18,193.00	15,000.00	7,811.00		15,000.00	0%
101-000.000-573.001	LCSA REVENUE		26,586.00					
101-000.000-574.000	STATE SHARED REVENUES	496,982.00	500,330.00	499,818.00	174,470.00		511,110.00	2%
101-000.000-588.000	CONCERTS IN THE PARK							
101-000.000-612.000	DISTRICT COURT FINES	71,992.00	79,502.00	70,000.00	35,272.00		70,000.00	0%
101-000.000-626.000	COMMUNITY DEVELOPMENT			8,000.00			7,000.00	-13%
101-000.000-627.000	SIDEWALK REVENUES	27,175.00	362,189.00	250,000.00	156,045.00		100,000.00	-60%
101-000.000-628.000	WEED/CODE ENFORCEMENT REVENUE	6,110.00	70,212.00	50,000.00	34,534.00		30,000.00	-40%
101-000.000-629.000	MAILBOX REVENUE							
101-000.000-630.000	REFUSE CAN REVENUE							
101-000.000-631.000	RECYCLING CHARGES BIN/BILLING							
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	25,887.00	32,174.00	25,000.00	14,993.00		25,000.00	0%
101-000.000-650.000	PLASTIC BAG SALES							
101-000.000-664.000	INTEREST INCOME- LEASES	81,604.00	80,284.00				77,000.00	
101-000.000-667.000	MUNICIPAL BUILDING RENT							
101-000.000-668.000	TREE SALES							
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	4,917.00			4,917.00	0%
101-000.000-670.000	EQUIPMENT POOL RENTALS							
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	4,000.00	4,000.00	4,000.00			4,000.00	0%
101-000.000-672.000	HISTORICAL DISTRICT COMMITTEE							
101-000.000-673.000	DONATIONS-RECREATION							
101-000.000-674.000	LIBRARY REVENUE							
101-000.000-675.000	DONATIONS FUN RUN							
101-000.000-676.000	BC/BS RETIREES SPOUSES							
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	15,825.00	22,000.00	22,000.00			22,000.00	0%
101-000.000-677.000	ELECTION REIMBURSEMENTS							
101-000.000-678.000	SOCRRA - Revenues							
101-000.000-679.000	DETROIT EDISON REFUND							
101-000.000-680.000	MUSTAFA-REIMBURSEMENT							
101-000.000-681.000	SALE OF ABANDONED PROPERTY		142,700.00					
101-000.000-682.000	SALE OF FIXED ASSET	2,650.00	14,329.00					
101-000.000-690.101	TRANSFER IN FROM GENERAL FUND							
101-000.000-690.202	TRANSFER IN FROM MAJOR ROADS							
101-000.000-690.203	TRANSFER IN FROM LOCAL ROADS							
101-000.000-690.257	TRANSFER IN FROM BUDGET STAB							
101-000.000-690.271	TRANSFER IN FROM LIBRARY FUND							
101-000.000-690.303	TRANS IN FROM DEBT RETIREMENT							
101-000.000-690.317	TRANS IN FROM SANITARY SEWER							
101-000.000-690.369	TRANS IN FROM BLDNG AUTHORITY							
101-000.000-690.395	TRANSFER IN FROM DRAINS FUND							
101-000.000-690.396	TRANSFER IN FROM STORM SEWER							
101-000.000-690.402	OPERATING TRANSFER IN FROM PA							
101-000.000-690.592	TRANSFER IN FROM WATER & SEWE							
101-000.000-695.000	PRIOR RESERVE							
TOTAL REVENUE		4,816,959.00	5,194,961.00	5,090,219.00	4,162,156.00		5,258,307.00	3%

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
<b>TOTAL ESTIMATED REVENUES</b>		<b>4,816,959.00</b>	<b>5,194,961.00</b>	<b>5,090,219.00</b>	<b>4,162,156.00</b>		<b>5,258,307.00</b>	3%





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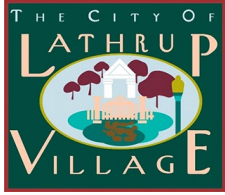
**Government Services** – The Government Services budget contains expenditures that are attributable to the general operation of the City. Expenditures under this budget do not include any full or part-time staff. This budget pays for services that are provided by outside agencies such as services for the Library, building inspections, engineering, planning services, and other professional services purchased by the City. It also includes expenditures for such areas as cable and citizen communications, memberships, conferences, meetings and expenses, printing and publications, postage, and liability insurance.

The following definitions apply to all line items within the Government Services budget.

- **Unemployment Insurance:** Reflects the cost for required payments into our Michigan Employment Securities Commission (MESC) account to cover costs for the provision of unemployment benefits to qualified individuals.
- **Workers Compensation Insurance:** Reflects the cost for the provision of workers' compensation insurance as required by the State of Michigan. We participate in the Michigan Municipal League Workers Compensation Fund. Payments for this insurance are based on payroll levels and rates established by the State for various job classifications.
- **Office Supplies:** Reflects the cost of necessary office supplies.
- **Tax Tribunal Appeal Refunds:** Reflects the projected amount of refunds for Michigan Tax Tribunal downward adjustments on property values.
- **Memberships and Meetings:** Reflects the cost for professional membership, registration, and attendance at meetings for staff and elected officials.
- **Building Inspection Contract:** Reflects the anticipated cost for inspection services for all building-related activities paid to City Municipal Services.
- **Code Enforcement:** Reflects the cost of nuisance cuts.
- **Cable TV Productions:** Reflects the cost to operate our cable department. The expenditure includes funding for the contracted Cable Coordinator and staff based on an Independent Contractor relationship.
- **Citizen Communication:** Reflects the printing and mailing cost for the City's newsletter and costs associated with our Web Page.
- **Auditing Services:** Reflects the cost for a portion of our annually required independent audit. The total projected cost for this service, currently being provided by the accounting firm, is spread among all funds since all funds must be audited.
- **Telephone Billings:** Reflects the cost for telephone, pager, fax, voicemail, and Internet services.
- **Vehicle Expense:** Reflects the cost for the maintenance of vehicles assigned to administration.
- **City Appreciation Functions:** Reflects the cost for the City's periodic appreciation gathering for staff and members of the City's Boards and Commissions and appreciation dinner for outgoing Council Members.
- **Training:** Reflects the costs for staff and elected officials to obtain training and attend conferences.
- **City Planning Services:** Reflects the costs associated with professional planning services for the City. This has included the services of Giffels Webster for engineering for the planning, engineering, and zoning.
- **City Beautification Projects:** Reflects the costs associated with beautification projects throughout the City. An example would be the Home & Garden Awards program.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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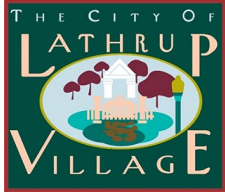


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- **C.D.B.G. Funded Projects:** Reflects a corresponding expenditure for projected revenues. Expenditures under this line item are pre-determined during a public hearing process held in December of each year for the following year.
- **Printing Costs:** Reflects the cost of all necessary publications. For example, all legal notices for public hearings, publication of adopted ordinances, and other miscellaneous printing needs are included in this line item.
- **Postage Meter:** This line item reflects the costs for mailing. This was previously included on the Printing Cost line item but has been broken out to monitor both costs separately.
- **Liability Insurance:** Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles, and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.
- **Miscellaneous:** Reflects a small figure for unanticipated expenses.
- **Government Operations:** Reflects the cost for other government-related activities, such as office machine maintenance, ADP payroll services, and printing.
- **Library Contract Payments:** Reflects the cost for library services through the City of Southfield.
- **Community Center Payments:** Reflects the payments for community center expenditures.

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 100.000 - GOVERNMENT SERVICES								
UNK_EXP								
Expenditure								
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	38,003.00	40,164.00	41,000.00	42,011.00		45,000.00	10%
101-100.000-709.000	UNFUNDED PENSION LIABILITY							
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	52.00	50.00	4.00		50.00	0%
101-100.000-712.000	WORKER'S COMP INSURANCE	6,427.00	7,000.00	7,000.00			7,000.00	0%
101-100.000-713.000	MERS CITY CONTRIBUTIONS	150,000.00	50,000.00	50,000.00			50,000.00	0%
101-100.000-715.000	ICMA CITY CONTRIBUTION							
101-100.000-726.000	OFFICE SUPPLIES	6,176.00	4,889.00	6,000.00	1,797.00		6,000.00	0%
101-100.000-726.001	SUPPLIES - COVID 19	100.00						
101-100.000-730.000	LATHRUP VILLAGE FOUNDATION							
101-100.000-732.000	CODE ENFORCEMENT	3,283.00	369,633.00	3,000.00			3,000.00	0%
101-100.000-733.000	CASH SHORT/OVER							
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,197.00	10,366.00	1,500.00	71.00		2,000.00	33%
101-100.000-803.000	MEMBERSHIPS & MEETINGS	4,751.00	7,266.00	6,500.00	1,578.00		6,000.00	-8%
	Treasurers Associations; Clerk Association; SOCPWA; Municipal Code Association							
101-100.000-804.000	BUILDING TRADE INSPECTION	83,376.00	63,901.00	60,000.00	43,869.00		56,250.00	-6%
101-100.000-804.001	MI FIRST INSPECTIONS- EXPENSE							
101-100.000-805.000	CABLE TELEVISION	65,033.00	51,737.00	40,000.00	29,084.00		58,500.00	46%
	LVTV Contract					48,000.00		
	Chambers Camera Upgrade					8,000.00		
	MISC					2,500.00		
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	30,958.00	28,488.00	25,000.00	11,135.00		25,000.00	0%
	Oversight/Cleaning Services; Food Service Licenses					25,000.00		
101-100.000-810.000	AUDITING & ACCOUNTING	34,157.00	43,845.00	45,000.00	8,967.00		40,000.00	-11%
	Audit Services					25,000.00		
	Accounting Consulting					15,000.00		
101-100.000-818.000	APPRECIATION DINNER							
101-100.000-822.000	TRAINING	4,516.00	9,902.00	8,000.00	5,414.00		7,000.00	-13%
	Treasurers Conference; Clerks Conference; Code Conference; BS&A Training							
101-100.000-830.000	HISTORICAL DIST COMMITTEE							
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,235.00	10,174.00	5,000.00	800.00		5,000.00	0%
101-100.000-840.000	LIBRARY PAYMENT	119,938.00	119,938.00	172,000.00			185,000.00	8%
101-100.000-848.000	GOVERNMENT OPERATIONS	30,315.00	39,082.00	25,000.00	5,226.00		32,500.00	30%
101-100.000-848.001	TECHNOLOGY	46,097.00	57,028.00	60,000.00	44,265.00		65,000.00	8%
	VC3 Contract; New Computers (2); Firewall Upgrade							
101-100.000-850.000	TELEPHONE EXPENDITURES	17,523.00	10,723.00	18,000.00	4,358.00		15,000.00	-17%
101-100.000-860.000	VEHICLE EXPENSE	5,863.00	502.00	5,000.00	1,483.00		5,000.00	0%
101-100.000-874.000	RETIREMENT BENEFITS							
101-100.000-880.000	CDBG EXPENDITURES		3,262.00	2,000.00			2,000.00	0%
101-100.000-882.000	PLANNING/CONSULTING FEES	7,717.00	14,989.00	10,000.00			10,000.00	0%
101-100.000-883.000	CITY BEAUTIFICATION							
101-100.000-885.000	PLASTIC BAG EXPENSE							

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
101-100.000-886.000	RENT PAYMENT							
101-100.000-900.000	PRINTING/PUBLICATION COSTS	10,942.00	11,511.00	10,000.00	8,214.00		11,000.00	10%
101-100.000-901.000	POSTAGE FEES	4,822.00	5,491.00	6,000.00	3,326.00		6,000.00	0%
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	3,960.00			120.00		10,000.00	
	Lexipol Grant Services					7,500.00		
	Other					2,500.00		
101-100.000-955.001	19600 FOREST DRIVE-EXPENDITURES							
101-100.000-955.002	27907 CALIFORNIA DR., N.E. -EXPENDITURES							
101-100.000-955.003	ARPA EXPENDITURES	50,392.00	154,205.00		12,000.00			
101-100.000-970.000	CAPITAL EXPENDITURE							
TOTAL EXPENDITURE		735,831.00	1,114,148.00	606,050.00	223,722.00		652,300.00	8%



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**Administration** – The Administration budget contains expenditures for the main office operations through the funding of several Departments. Included in this budget are the City Administrator, City Clerk, Finance, office support staff, legal services, Board of Review, and assessing services through Oakland County Equalization. Included in this budget is the funding for full-time employees.

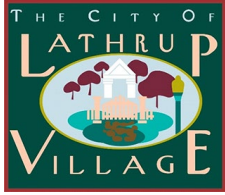
The following definitions apply to all line items within the Administration budget.

- **Salaries & Wages – Permanent:** Reflects the costs associated with the salaries for employees.
- **Salaries & Wages – Part-Time:** Reflects the costs for any supplemental part-time office help.
- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Code Enforcement – Legal Services:** Reflects the cost for the City Attorney’s office to represent the City in District Court for traffic and code enforcement issues.
- **Elections:** Reflects the costs of providing the required number of elections in any given fiscal year.
- **Legal Services:** Reflects the cost to retain and utilize necessary legal services.
- **Board of Review:** Reflects the costs to compensate Board of Review members for their required service in any given fiscal year.
- **County Equalization Services:** Reflects the cost of our contractual relationship for the provision of assessing services through the Equalization Division of Oakland County.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 101.000 - ADMINISTRATION								
UNK_EXP								
Expenditure								
101-101.000-701.000	SALARIES FULL-TIME	381,305.00	397,143.00	424,403.00	216,524.00		453,440.00	7%
	City Administrator (68%), Finance Director (70%), Deputy Treasurer (70%), Comm. & Econ Development Dir (10%), City Clerk, UB/AP (50%), Admin Assistant, DDA Special Projects (10%)					405,330.00		
	Code Enforcement (55%)							
	2% COLA					8,110.00		
	Employee Payouts					40,000.00		
101-101.000-702.000	SALARIES PART-TIME	3,465.00		30,000.00	1,083.00			-100%
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	240,950.00	242,629.00	277,500.00	125,028.00		294,150.00	6%
101-101.000-704.000	SALARIES-OVERTIME							
101-101.000-707.000	NET PENSION EXPENSE							
101-101.000-716.000	CODE ENFORCEMENT OFFICER	1,003.00			361.00			
101-101.000-717.000	CODE ENFORCEMENT LEGAL	22,035.00	19,237.00	20,000.00	5,525.00		20,000.00	0%
101-101.000-718.000	ELECTIONS	36,980.00	17,118.00	60,000.00	9,933.00		50,000.00	-17%
	Two Elections - Includes workers, supplies, etc.							
101-101.000-719.000	OFFICIALS EXPENSE						5,000.00	
	Council Trainings/Conference					5,000.00		
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	34,622.00	36,044.00	36,000.00	34,702.00		37,800.00	5%
101-101.000-722.000	LEGAL SERVICES	58,141.00	53,678.00	50,000.00	22,925.00		55,000.00	10%
101-101.000-723.000	BOARD OF REVIEW	600.00	500.00	600.00			600.00	0%
101-101.000-803.000	MEMBERSHIPS & MEETINGS						2,000.00	
	ICMA; MME; APA							
101-101.000-955.000	MISCELLANEOUS EXPENDITURES		53.00				9,000.00	
	Employee Assistance Program							
<b>TOTAL EXPENDITURE</b>		<b>779,101.00</b>	<b>766,402.00</b>	<b>898,503.00</b>	<b>416,081.00</b>		<b>926,990.00</b>	<b>3%</b>



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**Buildings & Grounds** - The Buildings & Grounds budget contains expenditures for the care and maintenance of the Municipal Building and surrounding grounds. Expenditures under this budget provide for part-time contractual building maintenance employees and for the costs associated with the operation and maintenance of the Municipal Building and surrounding grounds. This includes janitorial, building rental set-up and teardowns, equipment maintenance, and other related services.

The following definitions apply to all line items within the Building & Grounds budget.

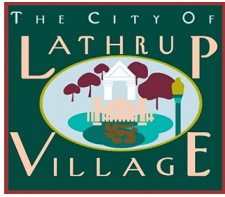
- **Salaries & Wages - Temporary:** Reflects the cost for contracted services.
- **Building Utility Billings:** Reflects the costs for electrical, gas, and water and sewer billings.
- **Building Maintenance:** Reflects the costs for building maintenance supplies. Examples would be cleaning and polishing supplies, repairs for the building, floor wax, and small improvements to the building such as paint, bathroom supplies, etc.
- **Building Authority Lease Payments:** Reflects the cost to service the debt for the building bond issue of 1997 and has been paid in full.
- **Equipment Maintenance & Repairs:** Reflects the cost of repairing and maintaining all building-related equipment. Examples would be the heating and air conditioning, kitchen equipment, lighting, elevator, etc.
- **Parking Lot & Grounds:** Reflects the cost of maintaining the grounds around the Municipal Building.
- **Vehicle Maintenance Expense:** Reflects the cost to maintain vehicles used for building and grounds maintenance.

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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 201.000 - BUILDING & GROUNDS								
UNK_EXP								
Expenditure								
101-201.000-701.000	SALARIES FULL-TIME							
101-201.000-702.000	SALARIES PART-TIME	30,123.00	34,963.00	30,000.00	14,586.00		30,000.00	0%
	<b>Custodial</b>					30,000.00		
101-201.000-703.000	EMPLOYEE TAXES & BENEFITS							
101-201.000-704.000	SALARIES-OVERTIME							
101-201.000-712.000	WORKER'S COMP INSURANCE							
101-201.000-860.000	VEHICLE EXPENSE							
101-201.000-920.000	UTILITIES	49,682.00	59,343.00	45,000.00	29,405.00		60,000.00	33%
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	48,966.00	54,057.00	38,000.00	13,617.00		40,000.00	5%
	<b>Pest Control, Mat Cleaning, Cleaning Supplies, HVAC Maintenance, Utility Maintenance, ETC, Elevator</b>					40,000.00		
101-201.000-930.001	BUILDING - GRANTS	6,341.00	5,359.00	5,359.00			5,359.00	0%
101-201.000-930.002	COVID EXP - BUILDING	455.00						
101-201.000-931.000	BUILDING AUTHORITY EXPENDITUR							
101-201.000-934.000	TAXES FOR RENTAL PROPERTY							
101-201.000-936.000	EQUIPMENT MAINTENANCE			1,500.00			7,500.00	400%
	Elevator Contract							
101-201.000-938.000	PARKING LOT & GROUNDS	2,234.00	4,882.00	8,000.00	400.00		5,000.00	-38%
101-201.000-970.000	CAPITAL EXPENDITURE						6,000.00	
	<b>City Hall Drinking Fountain Replacement (Units + Install)</b>					6,000.00		
TOTAL EXPENDITURE		137,801.00	158,604.00	127,859.00	58,008.00		153,859.00	20%





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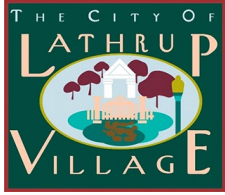
**Public Safety** – The Public Safety budget contains expenditures for the provision of police, fire (Southfield contract), dispatch, and Advance Life Support (ALS) services. The goal of the Department is to protect life, property, and all rights guaranteed by law by preserving the peace and maintaining order. Included in this budget is funding for full-time sworn officers, part-time employees, and a full-time police clerk, and the all-necessary and incidental costs for all associated services.

The following definitions apply to all line items within the Police Department budget.

- **Salaries & Wages - Permanent:** Reflects the cost for full-time employees.
- **Part-Time Employees:** Reflects the cost for Part-Time Officers.
- **Salaries & Wages - O.T.:** Reflects the costs for overtime payments. Overtime comes in the form of shift coverage, court activities, training, traffic details, investigations, and miscellaneous details.
- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Unemployment Insurance:** Required payments into our MESC account to cover costs for the provision of unemployment benefits to qualified individuals.
- **Uniforms:** Reflects the cost for all uniform items such as vests, rain gear, shoe allowance, patches, leather, and cleaning.
- **Workers Compensation Insurance:** Reflects a portion of the premium costs for this mandated coverage.
- **Office Supplies:** Reflects the cost of office supplies. In the Police Department, this item is somewhat different than what one might think of as normal office supplies. This line item includes costs for physicals, psychological, drug screens, auctioned vehicle fees, coffee, postage, manual printing, filing supplies, police reports, and furniture, the majority of which occurs infrequently.
- **Office Machines:** Reflects the cost for smaller items, which would primarily cover the maintenance and supplies for office equipment such as copy machines, printers, computers, etc.
- **Publications:** Reflects the costs for printed materials that the Department purchases such as law books containing statutes, training periodicals, software for investigations, etc.
- **Document Reducing:** Reflects the costs for microfilming and CD scanning of documents.
- **Code Enforcement/Training & Supplies:** Reflects the costs for training and supplies for Code Enforcement-related activities.
- **Road Supplies:** Reflects the cost for flares, batteries, first aid, traffic vests, and any lighting apparatus.
- **Evidence Supplies:** Reflects the cost for film and processing, narcotics kits, camera equipment, tape, and crime scene supplies.
- **Police Reserve Force:** Reflects the cost of training, uniforms, and supplies for reserve officers.
- **Training Programs:** Reflects the cost of officer training programs.
- **Firearms Training:** Reflects the cost for ammunition, range fees, and equipment for regular firearms training.
- **Fire Services/Dispatch Payments:** Reflects the contractual cost for fire, dispatch, and Advanced Life Support (ALS) services through the City of Southfield.
- **Telephone Billings:** Reflects the cost for telephone, pager, voicemail, and Internet services.
- **Radio Communications Agreements:** Maintains radios, MDT, and radar units.
- **Vehicle Maintenance Expense:** Reflects the cost for the maintenance of vehicles.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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### City of Lathrup Village

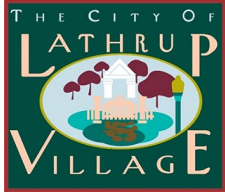
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- **Liability Insurance:** Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles, and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.
- **Memberships & Meetings:** Reflects the cost for training, investigation associations, chief’s associations, crime prevention associations, and related meetings.
- **Michigan Justice Training Programs:** Reflects the cost for State-funded training entitled 302 funds.
- **Crime Prevention Programs:** Reflects the cost for community meetings, contributions to City functions, and related printed materials.
- **Animal Control:** Reflects the cost of animal control services.
- **Prisoner Lockup:** The cost of prisoner lockup through the City of Beverly Hills.
- **Youth and Drug Programs:** Reflects the cost of printed materials on drug prevention

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 301.000 - PUBLIC SAFETY								
UNK_EXP								
Expenditure								
101-301.000-701.000	SALARIES FULL-TIME	765,030.00	792,470.00	887,007.00	453,987.00		1,050,000.00	18%
101-301.000-702.000	SALARIES PART-TIME	93,153.00	70,915.00	50,000.00	34,164.00		50,000.00	0%
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	417,864.00	511,750.00	658,068.00	306,399.00		690,000.00	5%
101-301.000-704.000	SALARIES-OVERTIME	40,613.00	37,062.00	50,000.00	25,359.00		40,000.00	-20%
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,594.00	26,106.00	26,106.00	26,106.00		26,106.00	0%
101-301.000-709.000	UNFUNDED PENSION LIABILITY							
101-301.000-710.000	UNEMPLOYMENT INSURANCE	97.00	106.00	100.00	4.00		100.00	0%
101-301.000-712.000	WORKER'S COMP INSURANCE	6,427.00	14,265.00	10,000.00			10,000.00	0%
101-301.000-726.000	OFFICE SUPPLIES	2,914.00	3,888.00	3,500.00	2,165.00		4,000.00	14%
101-301.000-726.001	SUPPLIES - COVID 19	54.00						
101-301.000-727.000	ROAD SUPPLIES	2,455.00	2,170.00	2,500.00	1,877.00		2,500.00	0%
101-301.000-728.000	EVIDENCE SUPPLIES		536.00	1,000.00	417.00		1,000.00	0%
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	2,169.00	868.00	1,500.00	380.00		1,500.00	0%
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN			500.00			500.00	0%
101-301.000-732.000	CODE ENFORCEMENT							
101-301.000-802.000	TAX TRIBUNAL RETURNS							
101-301.000-803.000	MEMBERSHIPS & MEETINGS	2,525.00	3,967.00	3,500.00	1,925.00		5,500.00	57%
	IAFCI, MACP, IACP, OCACP, SEMACP, TIA, MLEAC							
101-301.000-820.000	SOUTHFIELD SAFETY PROJECT							
101-301.000-821.000	POLICE RESERVES			500.00			500.00	0%
101-301.000-822.000	TRAINING	9,794.00	13,122.00	15,500.00	4,369.00		15,500.00	0%
	Policeone Academy, Advanced police courses, conferences					15,500.00		
101-301.000-823.000	FIREARMS TRAINING	7,865.00	8,344.00	9,000.00	1,522.00		9,000.00	0%
	Mandatory semi annual qualifications, AMMO, range rental, gun parts					9,000.00		
101-301.000-824.000	CRIME PREVENTION	36.00		40.00			-	-100%
101-301.000-825.000	ANIMAL CONTROL	693.00	215.00	200.00			200.00	0%
101-301.000-826.000	COMMUNITY POLICING	434.00	65.00	1,000.00	256.00		1,100.00	10%
	Community Events (Thanksgiving Dinner, Chilli for Charity, Bike Rodeo, etc)							
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	1,968.00	822.00	2,000.00			2,000.00	0%
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	695,462.00	709,370.00	744,840.00	504,995.00		782,150.00	5%
	Southfield Fire Contract					718,900.00		
	Southfield Dispatch					63,250.00		
101-301.000-829.000	POLICE UNIFORMS & CLEANING	16,315.00	7,350.00	15,000.00	5,979.00		15,000.00	0%
	Uniform allowance, boots, and cleaning by CBA							
101-301.000-831.000	COUNTY CLEMIS BLLING							
101-301.000-833.000	PUBLICATIONS/DOCUMENTS							
101-301.000-834.000	OFFICE MACHINE MAINTENANCE							
101-301.000-835.000	MOTORCYCLE LEASE							
101-301.000-836.000	PRISONER LOCKUP	3,200.00	3,900.00	2,500.00	1,900.00		3,000.00	20%
101-301.000-837.000	STATE OF MI LEIN USE							
101-301.000-838.000	POLICE FORFEITURES							

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
101-301.000-848.001	TECHNOLOGY			15,700.00	12,855.00		21,900.00	39%
	Radar Unit					3,000.00		
	PD Computer					2,500.00		
	PowerDMS					4,700.00		
	Getac Cloud Storage					7,600.00		
	Guardian Tracking					1,100.00		
	Misc.					3,000.00		
101-301.000-850.000	TELEPHONE EXPENDITURES	11,929.00	10,835.00	9,500.00	4,800.00		11,000.00	16%
101-301.000-851.000	RADIO COMMUNICATIONS	10,815.00	10,668.00	12,500.00	2,691.00		13,500.00	8%
101-301.000-860.000	VEHICLE EXPENSE	64,757.00	62,345.00	37,000.00	29,488.00		47,000.00	27%
	Fleet Upkeep & Maintenance on 7 vehicles							
101-301.000-955.000	MISCELLANEOUS EXPENDITURES							
101-301.000-970.000	CAPITAL EXPENDITURE						13,500.00	
	Taser Replacement (Year 1 of 5)					13,500.00		
TOTAL EXPENDITURE		2,182,163.00	2,291,139.00	2,559,061.00	1,421,638.00		2,816,556.00	10%



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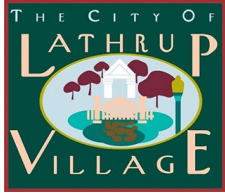
**Recreation** – The Recreation budget contains limited funding for special events and activities within the City. The goals for the Department are as follows: To provide a variety of quality recreational activities for the enjoyment of the residents of the City; To provide leisure education and awareness of recreational opportunities; To encourage a healthier lifestyle, both physically and emotionally for the residents of the City. To encourage and develop community relations with the businesses in the City, as well as with the community organizations that support recreation events.

The following definitions apply to all line items within the Recreation budget.

- **Bus Transportation:** Reflects the cost of transportation services for various programs.
- **Special Programs:** Reflects the anticipated registration for various programs and outings arranged by the department.
- **Senior Activities:** Reflects the cost for special Senior events.
- **Children/Youth Activities:** Reflects the cost for children and youth, activities, such as Breakfast with Santa and Breakfast with the Bunny.
- **Community Events:** Reflects the cost for special events.
- **Community Center Expense:** Now under the Community Room Budget.
- **Concert in the Parks:** Reflects the cost for our concerts in the park program. This is primarily funded through grants from the Lathrup Village Community Foundation.

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 601.000 - RECREATION								
UNK_EXP								
Expenditure								
101-601.000-701.000	SALARIES FULL-TIME	8,043.00						
101-601.000-702.000	SALARIES PART-TIME							
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	2,510.00						
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00					
101-601.000-726.000	OFFICE SUPPLIES	119.00						
101-601.000-726.001	SUPPLIES - COVID 19							
101-601.000-806.000	ADULT PROGRAMS	350.00	102.00	5,000.00	124.00		5,000.00	0%
101-601.000-807.000	BUS TRANSPORTATION			1,000.00	449.00		1,000.00	0%
101-601.000-808.000	COMMUNITY CENTER EXPENDITURE							
101-601.000-809.000	SARRACKWOOD PARK EXPENDITURES							
101-601.000-811.000	SENIOR ACTIVITIES	783.00	193.00	5,000.00			5,000.00	0%
101-601.000-812.000	COMMUNITY EVENTS	14,349.00	10,034.00	5,000.00	2,738.00		5,000.00	0%
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES		11.00	5,000.00			5,000.00	0%
101-601.000-814.000	RECREATION CENTER EXPEND							
101-601.000-815.000	COMMUNITY GARDEN	335.00		1,000.00			500.00	-50%
101-601.000-816.000	RECREATION GRANT EXP							
101-601.000-817.000	FITNESS CENTER EXP	353.00	147.00	350.00				-100%
101-601.000-819.000	ANNIE LATHRUP PARK							
101-601.000-841.000	SPECIAL PROG/SPORTING EVENTS							
101-601.000-843.000	DOG PARK EXPENSES	19.00	15.00	500.00			250.00	-50%
101-601.000-860.000	VEHICLE EXPENSE							
101-601.000-884.000	CONCERTS IN THE PARK	781.00	442.00	400.00	842.00		750.00	88%
TOTAL EXPENDITURE		28,442.00	11,744.00	23,250.00	4,153.00		22,500.00	-3%

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 401.000 - PUBLIC SERVICE								
UNK_EXP								
Expenditure								
101-401.000-701.000	SALARIES FULL-TIME							
101-401.000-702.000	SALARIES PART-TIME							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	15,134.00	31,540.00	20,000.00	7,704.00		20,000.00	0%
101-401.000-704.000	SALARIES OVERTIME							
101-401.000-712.000	WORKER'S COMP INSURANCE							
101-401.000-726.000	OFFICE SUPPLIES							
101-401.000-860.000	VEHICLE EXPENSE	8.00						
101-401.000-890.000	PARK MAINTENANCE	1,155.00	145.00	1,500.00	1,428.00		2,000.00	33%
101-401.000-891.000	TREE MAINTENANCE						10,000.00	
101-401.000-892.000	SIDEWALK MAINTENANCE	290,102.00	740,119.00	300,150.00	111,861.00			-100%
101-401.000-893.000	MAILBOXES							
101-401.000-920.000	UTILITIES	26,656.00	30,254.00	21,000.00	11,454.00		25,000.00	19%
101-401.000-921.000	CONTRACTUAL SERVICES	114,803.00	117,072.00	129,009.00	84,297.00		145,000.00	12%
	Lathrup Services					135,000.00		
	Engineering					10,000.00		
	Misc.					5,000.00		
101-401.000-936.000	EQUIPMENT MAINTENANCE	1,063.00	7,561.00	4,200.00			4,000.00	-5%
101-401.000-970.000	CAPITAL EXPENDITURE		50,897.00				58,500.00	
	Plow Ready Pick-Up (50%)					26,000.00		
	2011 GMC Plow Assembly					7,500.00		
	Zero-Turn Lawnmower					10,000.00		
	DPS Building Furnace Replacement					10,000.00		
	Outside Storage Cement Blocks					5,000.00		
TOTAL EXPENDITURE		448,921.00	977,588.00	475,859.00	216,744.00		264,500.00	-44%



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**Public Services** – The Public Services budget contains expenditures for all activities other than roads and water and sewer. Three distinct sections of this budget pertain to specific Public Service functions. The basic goal for this Division of the DPS is to improve the overall image of the City and for the collection and disposal of yard waste, municipal solid waste, and recyclables. For the Public Services budget, this is accomplished through the maintenance and repairs of our parks, trees, sidewalks, leaf collection, and refuse collection and disposal.

The following definitions apply to all line items within the Public Services budget.

- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Equipment Maintenance:** Reflects the cost for the maintenance of the various pieces of equipment.
- **Park Maintenance:** Reflects the cost for repairs of fencing, tree and shrub trimming, drainage repairs, planting, mowing and trimming, park improvements, etc.
- **Sidewalk Maintenance Program:** Reflects the cost of the sidewalk repair program and other miscellaneous sidewalk repairs.
- **Contractual Services:** Reflects the services contracted with Lathrup Services, LLC.
- **Refuse Equipment & Roll-Off Expense:** Reflects the cost for repairs and maintenance of leaf vacuums and the expense for roll-off dumpsters and equipment rental fees through the SOCRRA contract.
- **SOCRRA Refuse Collection Contract:** Reflects the cost for collection and disposal of refuse and yard waste and the collection of recycling materials through the Southeastern Oakland County Resource Recovery Authority (SOCRRA).

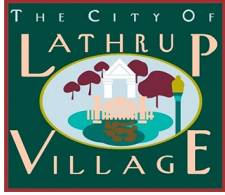
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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 502.000								
Expenditure								
101-502.000-801.000	PROFESSIONAL & CONTRACTUAL				66,196.00			
101-502.000-801.001	SOCRRA	354,965.00	369,792.00	387,925.00	112,135.00		401,525.00	4%
	3.5% Increase SOCRRA Projection							
101-502.000-801.002	REFUSE COLLECTION CONTRACT							
101-502.000-955.000	MISCELLANEOUS EXPENDITURES							
TOTAL EXPENDITURE		354,965.00	369,792.00	387,925.00	178,331.00		401,525.00	4%

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 501.000 - LEAF COLLECTION								
UNK_EXP								
Expenditure								
101-501.000-701.000	SALARIES FULL-TIME							
101-501.000-702.000	SALARIES PART-TIME							
101-501.000-955.000	MISCELLANEOUS EXPENDITURES				267.00		1,000.00	
101-501.000-976.000	ROAD EQUIPMENT MAINTENANCE							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	8,530.00	7,213.00	7,000.00	1,230.00		7,000.00	0%
TOTAL EXPENDITURE		8,530.00	7,213.00	7,000.00	1,497.00		8,000.00	14%



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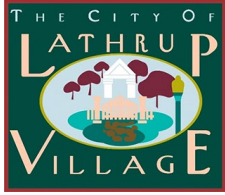
**General Contingencies & Capital Purchases** – The General Contingencies & Capital Purchases budget contains expenditures for unanticipated activities and programs that may occur throughout the fiscal year. This budget also contains funding for capital purchases and transfers to the local street fund, if any. The second part of this budget reflects the cost of capital purchases for the fiscal year. Funding under Capital Purchases, if any, is transferred to the Capital Acquisition Fund. This method has allowed us to build a fund that will systematically replace our equipment without having to budget large blocks of money in a single fiscal year. Also, if the City decides to direct any General Fund monies to the Local Street system, then the line item exists to accomplish this. Details of the Adopted capital purchases for the General Fund, if any, can be found in the Capital Acquisition Fund narrative of this budget document. General Contingencies and Capital Purchases play an important role in our street resurfacing program. No funds will be used from this account this year because the local street fund can absorb the costs.

The following definitions apply to all line items within the General Contingencies & Capital Purchases budget.

- **Miscellaneous:** Reflects an amount that is set aside for unforeseen activities throughout the year.
- **Budget Stabilization Fund:** Reflects an amount that may be designated for transfer into the City’s Budget Stabilization Fund. This line item was used to assist in the increase of our General Fund Balance as recommended by the City’s Auditors.
- **Capital Purchases:** Reflects the cost associated with requested capital purchases by various departments.
- **Transfer to Local Street Fund:** Reflects the amount of General Fund money to be transferred into the Local Street Fund for street maintenance.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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**City of Lathrup Village**  
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Lathrup Village, MI 48076  
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**Major Streets**

**Revenues** – Revenues for the Major Street Fund are based on a distribution formula established by the State of Michigan under the provisions of Act 51 of the Public Acts of 1951, as amended. The source of the revenues that the State receives under this Act comes from specific taxes on motor vehicles and motor vehicle fuels.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
<b>Fund 202 - MAJOR ROAD FUND</b>								
ESTIMATED REVENUES								
Revenue								
202-000.000-556.000	OTHER STATE GRANTS							
TOTAL REVENUE								
Total - Function Unclassified								
Function: Unclassified								
Dept 702.000								
Revenue								
202-702.000-415.000	MISCELLANEOUS REVENUES							
202-702.000-446.000	INVESTMENT INTEREST							
202-702.000-574.000	STATE SHARED REVENUES	384,226.00	398,304.00	404,143.00	167,028.00		410,000.00	1%
202-702.000-583.000	RESERVE FOR FUND BALANCE							
202-702.000-640.001	BOND REVENUE		580,350.00					
202-702.000-665.000	INVESTMENT INTEREST	1,876.00	10,949.00	600.00				-100%
202-702.000-690.101	TRANSFER FROM GENERAL FUND							
202-702.000-690.203	TRANSFER IN FROM LOCAL ROADS							
202-702.000-690.258	TRANSFER IN FROM CAPITAL ACQ							
202-702.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	375,000.00	1,618,420.00	300,000.00				-100%
TOTAL ESTIMATED REVENUES		761,102.00	2,608,023.00	704,743.00	167,028.00		410,000.00	-42%



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**Major Streets**

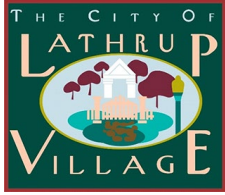
**Expenditures** – The major street budget contains expenditures for the maintenance of the 7.36 miles of major streets. The overall goal is to provide an adequate level of road maintenance within the major street system. Expenditures from this budget are applied to maintenance for the 11 Mile/Service Drive grass cutting, traffic control charges through the Road Commission for Oakland County for signalization maintenance, local traffic control signage, trimming and/or removal of trees within the major streets rights-of-way, street maintenance and repairs, road drainage, and the costs for personnel services.

The following definitions apply to all line items within the Major Streets budget.

- **Salaries & Wages - Permanent:** Reflects the cost for full-time equivalent employees.
- **Salaries & Wages - Administration:** Reflects the cost for allowable administrative costs for the fund. For example, a percentage of the Administrator's salary is charged to this budget for work in connection with Major Street activity.
- **Salaries & Wages - Temporary:** Reflects the cost for a part-time employee.
- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Workers Compensation Insurance:** Reflects a portion of the premium costs for this mandated coverage.
- **Office Supplies:** Reflects the cost of necessary office supplies.
- **Public Service Building:** Reflects the cost for the upkeep and repair of the DPS building where all operations are housed. This line item has also been used to reflect the cost of building improvements in past years.
- **Auditing Services:** Reflects the cost to pay for a portion of the cost for our annual required independent audit. The total projected cost for this service, currently being provided by the accounting firm, is spread among all funds since all funds must be audited.
- **Roadside Parks:** Reflects the cost for maintenance of parks that are adjacent to major streets. Grass cutting and tree maintenance are examples.
- **Transfer to Local Streets:** Reflects the allowable transfer of funds to the local street system according to the provisions of Act 51.
- **Administration and Engineering:** Reflects the cost for engineering services not connected with specific improvement projects. This is used on occasion, but in most cases, these costs are assigned to a more specific project and line item such as road maintenance.
- **Road Construction:** Reflects the cost for large-scale road projects that require complete reconstruction of a road.
- **Road Maintenance:** Reflects the cost of the routine maintenance of the road surface. This can include the resurfacing of streets if it does not require a complete reconstruction. Examples are road patching, gravel road maintenance, crack and joint sealing, etc.
- **Roadside Maintenance:** Reflects the cost for right-of-way maintenance. This may take the form of drainage and ditch work.
- **Equipment Rental:** Reflects the charge for the rental of equipment in the Major Street fund based on approved rental rates. These rates are transferred into the Capital Acquisition Fund for future equipment replacements.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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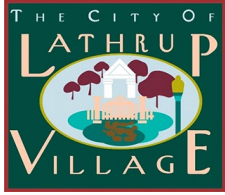
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- **Traffic Controls:** Reflects the cost for signage, poles, and traffic signal maintenance. The Road Commission for Oakland County performs traffic signal maintenance.
- **Snow & Ice Removal:** Reflects the cost for materials to perform snow and ice removal. Road salt, repairs to plow blades, and new blades are examples of this line item.
- **Non-Motor Facilities:** Reflects the cost associated with facilities and services for non-motorized transportation. Any improvements that will help this category will be posted to this line item. For example, this line item could be used to offset the paving of gravel roads since it will help non-motorized traffic.
- **Forestry:** Reflects the cost for the maintenance and removal of street trees.

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
APPROPRIATIONS								
Function: Unclassified								
Dept 702.100 - CAPITAL IMP - STREET BOND								
Expenditure								
202-702.100-970.000	CAPITAL EXPENDITURE	607,763.00	2,157,424.00	300,000.00	466,858.00			-100%
TOTAL EXPENDITURE		607,763.00	2,157,424.00	300,000.00	466,858.00			-100%
Total - Function Unclassified		607,763.00	2,157,424.00	300,000.00	466,858.00			-100%
Function: Unclassified								
Dept 702.000								
Transfers-Out								
202-702.000-999.203	TRANSFER OUT TO LOCAL ROADS						102,500.00	
202-702.000-999.258	TRANSFER OUT TO CAPITAL ACQUI							
TOTAL TRANSFERS-OUT								
Expenditure								
202-702.000-701.000	SALARIES FULL-TIME							
202-702.000-702.000	SALARIES PART-TIME							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	1,328.00	998.00	11,507.00	45.00		5,000.00	-57%
202-702.000-704.000	SALARIES OVERTIME							
202-702.000-705.000	SALARIES-ADMIN	3,974.00	6,210.00	6,038.00	619.00		6,500.00	8%
202-702.000-712.000	WORKERS COMPENSATION INSURANC							
202-702.000-720.000	INTEREST EXPENSE			98,333.00				-100%
202-702.000-725.000	PAYING AGENT FEES	250.00	250.00	250.00				-100%
202-702.000-726.000	OFFICE SUPPLIES							
202-702.000-810.000	AUDITING & ACCOUNTING	8,221.00	6,500.00	6,700.00	6,029.00		3,700.00	-45%
202-702.000-852.000	PUBLIC SERVICE BUILDING							
202-702.000-854.000	ROADSIDE PARKS							
202-702.000-856.000	ADMINISTRATION & ENGINEERING	4,000.00	4,000.00	4,000.00			4,000.00	0%
202-702.000-858.000	ROAD CONSTRUCTION							
202-702.000-860.000	VEHICLE EXPENSE							
202-702.000-861.000	ROAD MAINTENANCE	2,285.00	3,682.00	5,000.00	11,816.00		10,000.00	100%
202-702.000-862.000	ROADSIDE MAINTENANCE	222.00	205.00	1,000.00			1,000.00	0%
202-702.000-864.000	TRAFFIC CONTROLS	33,756.00	18,524.00	25,000.00	8,148.00		30,000.00	20%
202-702.000-866.000	SNOW & ICE REMOVAL	4,392.00	2,936.00	5,500.00			5,500.00	0%
202-702.000-867.000	EQUIPMENT RENTAL			5,000.00			5,000.00	0%
202-702.000-868.000	NON-MOTOR FACILITIES							
202-702.000-870.000	FORESTRY	21,521.00	30,483.00	36,000.00	16,213.00		30,000.00	-17%
202-702.000-921.000	CONTRACTUAL SERVICES	59,271.00	59,591.00	66,605.00	29,067.00		70,000.00	5%
202-702.000-970.000	CAPITAL EXPENDITURE				1,320.00			
TOTAL EXPENDITURE		139,220.00	133,379.00	270,933.00	73,257.00		273,200.00	1%
NET OF REVENUES/APPROPRIATIONS - FUND 202		14,119.00	317,220.00	133,810.00	(373,087.00)		136,800.00	2%
BEGINNING FUND BALANCE		938,107.00	952,226.00	1,269,447.00	1,269,447.00		1,403,257.00	11%



BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
ENDING FUND BALANCE		952,226.00	1,269,446.00	1,403,257.00	896,360.00		1,540,057.00	10%



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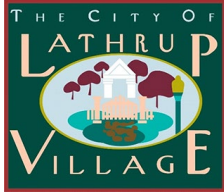
**Local Streets**

**Revenues** – As with Major Streets, revenues for the Local Street Fund are based on a distribution formula established by the State of Michigan under the provisions of Act 51 of the Public Acts of 1951, as amended. The source of the revenues that the State receives under this Act comes from specific taxes on motor vehicles and motor vehicle fuels.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Fund 203 - LOCAL ROAD FUND								
Function: Unclassified								
Dept 703.000								
Revenue								
203-703.000-415.000	MISCELLANEOUS REVENUE	21,761.00	25,370.00	15,000.00				-100%
203-703.000-505.000	SPEC ASSESS INTEREST REVENUES							
203-703.000-510.041	SA 04-1 LACROSSE PAVING							
203-703.000-510.042	SA - ROSELAND							
203-703.000-510.043	SA - SARATOGA							
203-703.000-510.882	SA 88-2 REVENUE-DOLORES							
203-703.000-510.883	SA 88-3 REVENUES-REDWOOD							
203-703.000-510.911	SA 91-1 REVENUES-GLENWOOD							
203-703.000-510.941	SA 94-1 SUNNYBROOK PAVING							
203-703.000-510.953	SA 95-3 MEADOWBROOK PAVING							
203-703.000-510.982	SA 98-2 GOLDEN/GLENWOOD PAVIN							
203-703.000-573.000	STATE REVENUES-RIGHT OF WAYS							
203-703.000-574.000	STATE SHARED REVENUES	179,483.00	186,023.00	190,185.00	78,108.00		190,000.00	0%
203-703.000-583.000	RESERVE FOR FUND BALANCE							
203-703.000-640.001	BOND REVENUE		431,867.00					
203-703.000-665.000	INVESTMENT INTEREST	2,063.00	7,008.00	600.00				-100%
203-703.000-690.101	TRANSFER IN FROM GENERAL FUND							
203-703.000-690.202	TRANSFER IN FROM MAJOR ROADS						102,500.00	
203-703.000-690.258	TRANSFER IN FROM CAPITAL ACQ							
203-703.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	375,000.00	1,618,419.00	300,000.00				-100%
TOTAL ESTIMATED REVENUES		578,307.00	2,268,687.00	505,785.00	78,108.00		292,500.00	-42%



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**Local Streets**

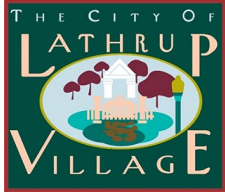
**Expenditures** – The local street budget contains expenditures for the maintenance of the 21.14 miles of local streets. The overall goal is to provide an adequate level of road maintenance within the local street system. Expenditures from this budget are applied to the maintenance for the grass cutting, traffic control measures in our interior streets, trimming and/or removal of trees within the local street rights-of-way, street maintenance and repairs, road drainage, and the costs for personnel services.

The following definitions apply to all line items within the Local Streets budget.

- **Salaries & Wages - Permanent:** Reflects the cost for full-time equivalent employees.
- **Salaries & Wages - Administration:** Reflects the cost for allowable administrative costs for the fund. For example, a percentage of the Administrator's salary is charged to this budget for work in connection with Local Street activity.
- **Salaries & Wages - Temporary:** Reflects the cost for one part-time employee.
- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Workers Compensation Insurance:** Reflects a portion of the premium costs for this mandated coverage.
- **Office Supplies:** Reflects the cost of necessary office supplies.
- **Public Service Building:** Reflects the cost for the upkeep and repair of the DPS building where all operations are conducted. This line item has also been used to reflect the cost of building improvements in past years.
- **Auditing Services:** Reflects the cost for a portion of our annual required independent audit. The total projected cost for this service, currently being provided by the accounting firm, is spread among all funds since all funds must be audited.
- **Roadside Parks:** Reflects the cost for maintenance of parks that are adjacent to local streets. Grass cutting and tree maintenance are examples.
- **Administration and Engineering:** Reflects the cost for engineering services not connected with specific improvement projects. This is used on occasion, but in most cases, these costs are assigned to a more specific project and line item such as road maintenance.
- **Road Construction:** Reflects the cost for large-scale road projects that require complete reconstruction of a road or the paving of gravel streets.
- **Road Maintenance:** Reflects the cost for the routine maintenance of the road surface. This can include resurfacing of streets if it does not require a complete reconstruction. Examples are road patching, gravel road maintenance, crack and joint sealing, etc.
- **Roadside Maintenance:** Reflects the cost for right-of-way maintenance. This may take the form of drainage and ditch work.
- **Equipment Rental:** Reflects the cost charge for the rental of equipment in the major street fund based on approved rental rates. These rates are transferred into the Capital Acquisition Fund for future equipment replacements.
- **Traffic Controls:** Reflects the cost for signage, poles, and traffic signal maintenance. The Road Commission for Oakland County performs traffic signal maintenance.

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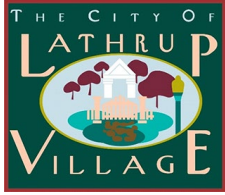
<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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- **Snow & Ice Removal:** Reflects the cost for materials to perform snow and ice removal. Road salt, repairs to plow blades, and new blades are examples of this line item.
- **Non-Motor Facilities:** Reflects the cost associated with facilities and services for non-motorized transportation. Any improvements that will help this category will be posted to this line item. For example, this line item could be used to offset the paving of gravel roads since it will help non-motorized traffic.
- **Forestry:** Reflects the cost for the maintenance and removal of street trees.

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
APPROPRIATIONS								
Expenditure								
203-703.100-970.000	CAPITAL EXP - STREET BOND	608,013.00	2,158,334.00	300,000.00	434,732.00		190,000.00	-37%
Totals for dept 703.100 - CAPITAL IMP - STREET BOND								
		608,013.00	2,158,334.00	300,000.00	434,732.00		190,000.00	-37%
Function: Unclassified								
203-703.000-999.101	TRANS TO GENERAL FUND							
203-703.000-999.202	TRANSFER OUT TO MAJOR ROADS							
TOTAL TRANSFERS-OUT								
Expenditure								
203-703.000-701.000	SALARIES FULL-TIME							
203-703.000-702.000	SALARIES PART-TIME							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	1,328.00	998.00	11,893.00	45.00		14,000.00	18%
203-703.000-704.000	SALARIES OVERTIME							
203-703.000-705.000	SALARIES-ADMIN	3,974.00	6,210.00	5,923.00	619.00		6,500.00	10%
203-703.000-712.000	WORKER'S COMP INSURANCE							
203-703.000-720.000	INTEREST EXPENSE			98,333.00				-100%
203-703.000-725.000	PAYING AGENT FEES	250.00	250.00	15,000.00				-100%
203-703.000-726.000	OFFICE SUPPLIES							
203-703.000-810.000	AUDITING & ACCOUNTING	6,081.00	6,500.00	6,700.00	6,700.00		3,700.00	-45%
203-703.000-852.000	PUBLIC SERVICE BUILDING							
203-703.000-856.000	ADMINISTRATION & ENGINEERING							
203-703.000-858.000	ROAD CONSTRUCTION							
203-703.000-860.000	VEHICLE EXPENSE							
203-703.000-861.000	ROAD MAINTENANCE	4,379.00	162,674.00	75,000.00	2,728.00		20,000.00	-73%
203-703.000-862.000	ROADSIDE MAINTENANCE	222.00	1,457.00	1,000.00	117.00		5,000.00	400%
203-703.000-864.000	TRAFFIC CONTROLS	23,787.00	3,673.00	10,000.00	1,748.00		10,000.00	0%
203-703.000-866.000	SNOW & ICE REMOVAL	4,392.00	2,937.00	5,000.00			5,500.00	10%
203-703.000-867.000	EQUIPMENT RENTAL			2,000.00			2,000.00	0%
203-703.000-868.000	NON-MOTOR FACILITIES	12,004.00		5,000.00			5,000.00	0%
203-703.000-870.000	FORESTRY	21,521.00	30,483.00	36,000.00	16,213.00		30,000.00	-17%
203-703.000-921.000	CONTRACTUAL SERVICES	59,271.00	59,591.00	74,844.00	29,067.00		79,000.00	6%
203-703.000-970.000	CAPITAL EXPENDITURE							
203-703.000-977.003	BOND EXPENSE - CONSTRUCTION							
TOTAL APPROPRIATIONS		745,222.00	2,433,107.00	646,693.00	491,969.00		180,700.00	-72%
NET OF REVENUES/APPROPRIATIONS - FUND 203								
		(166,915.00)	(164,420.00)	(140,908.00)	(413,861.00)		111,800.00	-179%
BEGINNING FUND BALANCE		871,856.00	704,940.00	540,523.00	540,523.00		399,615.00	-26%
FUND BALANCE ADJUSTMENTS			2.00					
ENDING FUND BALANCE		704,941.00	540,522.00	399,615.00	126,662.00		511,415.00	28%



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**Capital Acquisitions**

The Capital Acquisition Funds continue to provide for the systematic replacement of equipment and to provide funding for other capital projects. The budget has been set up so that you can view the specific areas where revenues have been transferred into the Capital Acquisition Fund.

The following definitions apply to all line items within the Capital Acquisition Fund.

- **Equipment Purchases:** Reflects the amount transferred to fund various equipment purchases. For vehicles there may be an annual charge to reflect an established rental rate based on hours of usage. In other cases, there may be a charge for a one-time purchase.
- **Transfer From Capital Purchases:** Reflects the transfer from the General Fund Capital Purchases budget into the Capital Acquisition Fund.
- **Replacement Reserve:** Reflects the amount of additional revenue generated from water and sewer rates for future improvements to the water and sewer system.
- **Meter Charge:** Reflects the amount of meter charge revenue produced from water and sewer billings. Currently this revenue is being used to offset the repayment for the installment contract for the meter replacement program.
- **Meter Installment Payment:** Reflects the transfer from the Water Expenditure budget for a portion of the repayment for the meter replacement program.
- **Retained Earnings Transfer:** Reflects the transfer of excess funds from the water and sewer expenditure budgets for system improvements.
- **Fund Balance:** Reflects any excess funds remaining in the fund.
- **Investment Interest:** Reflects any interest earned from the investment of funds.

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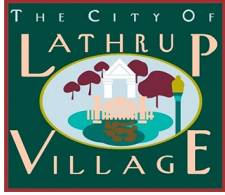
<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Fund 258 - CAPITAL ACQUISITION FUND								
ESTIMATED REVENUES								
TOTAL TRANSFERS-IN								
Revenue								
258-000.000-406.001	REVENUE - GRANTS							
258-000.000-446.000	INVESTMENT INTEREST	217.00	3,338.00	400.00	2,378.00			-100%
258-000.000-502.000	PROCEEDS FROM GEN OB DEBT							
258-000.000-639.000	LEAF COLLECTION EQUIP REV							
258-000.000-642.000	METER CHARGE REVENUE							
258-000.000-644.000	REPLACEMENT RESERVE REVENUE							
258-000.000-647.000	METER INSTALLMENT PAYMENT							
258-000.000-665.000	INVESTMENT INTEREST							
258-000.000-670.000	EQUIPMENT POOL RENTALS							
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	110,450.00	157,924.00					
258-000.000-690.202	TRANSFER IN FROM MAJOR ROADS							
258-000.000-690.203	TRANSFER IN FROM LOCAL ROADS							
258-000.000-690.592	TRANSFER IN FROM WATER & SEWE							
TOTAL ESTIMATED REVENUES		110,667.00	161,262.00	400.00	2,378.00			-100%
APPROPRIATIONS								
Function: Unclassified								
Dept 000.000								
UNK_EXP								
Expenditure								
258-000.000-720.000	INTEREST EXPENSE							
258-000.000-856.000	ADMINISTRATION & ENGINEERING							
258-000.000-905.000	BOND PRINCIPAL PAYMENTS							
258-000.000-937.000	WATER SYSTEM MAINTENANCE							
258-000.000-970.000	CAPITAL EXPENDITURE	62,520.00	217,691.00	56,000.00	27,304.00			-100%
TOTAL EXPENDITURE		62,520.00	217,691.00	56,000.00	27,304.00			-100%
Function: Unclassified								
Dept 811.000								
Transfers-Out								
258-811.000-999.202	TRANSFER OUT TO MAJOR ROADS							
258-811.000-999.203	DUE TO LOCAL ROADS							
258-811.000-999.592	TRANSFER OUT TO SEWER							
TOTAL TRANSFERS-OUT								
TOTAL APPROPRIATIONS		62,520.00	217,691.00	56,000.00	27,304.00			-100%



BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
NET OF REVENUES/APPROPRIATIONS - FUND 258		48,147.00	(56,429.00)	(55,600.00)	(24,926.00)			-100%
BEGINNING FUND BALANCE		48,883.00	97,030.00	40,602.00	40,602.00			-100%
ENDING FUND BALANCE		97,030.00	40,601.00	(14,998.00)	15,676.00			-100%

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Fund 397 - ROAD MILLAGE BOND FUND								
ESTIMATED REVENUES								
Revenue								
397-000.000-446.000	INVESTMENT INTEREST	9,206.00	93,096.00		10,470.00			
397-000.000-502.000	PROCEEDS FROM GEN OB DEBT							
397-000.000-502.001	NEW DEBT ISSUED							
397-000.000-510.983	SPECIAL ASSESSMENT-ROAD BOND	563,640.00	618,956.00				590,000.00	
397-000.000-640.001	BOND REVENUE							
397-000.000-690.101	TRANSFER IN FROM GENERAL FUND							
397-000.000-697.550	DEBT PREMIUM							
TOTAL ESTIMATED REVENUES		572,846.00	712,052.00		10,470.00		590,000.00	
APPROPRIATIONS								
Transfers-Out								
397-000.000-999.202	TRANSFER OUT TO MAJOR ROADS	375,000.00	1,618,420.00					
397-000.000-999.203	TRANSFER OUT TO LOCAL ROADS	375,000.00	1,618,419.00					
TOTAL TRANSFERS-OUT		750,000.00	3,236,839.00					
Expenditure								
397-000.000-720.000	INTEREST EXPENSE	196,667.00	218,749.00				183,000.00	
397-000.000-856.000	ADMINISTRATION & ENGINEERING							
397-000.000-869.000	COST OF DEBT ISSUANCE							
397-000.000-905.000	BOND PRINCIPAL PAYMENTS	345,000.00	340,000.00				405,000.00	
397-000.000-908.000	BOND FEES							
397-000.000-909.000	ROAD-SA BONDS							
397-000.000-911.000	CONSTRUCTION FEES							
TOTAL APPROPRIATIONS		1,291,667.00	3,795,588.00				588,000.00	
NET OF REVENUES/APPROPRIATIONS - FUND 397		(718,821.00)	(3,083,536.00)		10,470.00		2,000.00	
BEGINNING FUND BALANCE		3,802,358.00	3,083,538.00	1.00	1.00		1.00	0%
FUND BALANCE ADJUSTMENTS			(1.00)					
ENDING FUND BALANCE		3,083,537.00	1.00	1.00	10,471.00		2,001.00	200000%



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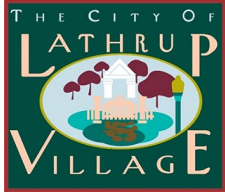
**Water Department**

**Revenues** – Revenues necessary to fund water operations are based on the cost of operating our water department. To provide water service to residents, we must purchase our water from external entities. The rates we pay for water are included in the projections for water expenditures. Once the expenditure side has been calculated, the rate necessary to fund water operations is based on the following factors: The water rate charged to the Southeastern Oakland County Water Authority (SOCWA) by the Great Lakes Water Authority to cover their operations; An additional rate applied to the above by SOCWA to cover their operational costs; An additional rate applied to the above by the City to cover our operations; The City’s water loss ratio; Revenues earned through investments and penalties.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 536.000 - WATER DEPARTMENT								
Revenue								
592-536.000-415.000	MISCELLANEOUS REVENUES	59,019.00	38,648.00	40,000.00	12,480.00		20,000.00	-50%
592-536.000-420.000	RENT REVENUE-REPAYMENT							
592-536.000-425.000	PENSION REIMBURSEMENT							
592-536.000-640.000	WATER SERVICE	708,405.00	737,217.00	730,440.00	424,691.00		770,000.00	5%
592-536.000-640.001	BOND REVENUE	228,713.00	228,905.00	227,268.00	133,686.00		229,000.00	1%
592-536.000-640.002	CAPITAL BOND REVENUE			899,000.00				-100%
592-536.000-641.000	WATER & SEWER PENALTIES	28,855.00	33,184.00	25,000.00	16,925.00		25,000.00	0%
592-536.000-642.000	METER CHARGE REVENUE	69,125.00	69,560.00	80,830.00	48,521.00		81,000.00	0%
592-536.000-643.000	REPLACEMENT RESERVE REVENUE			185,416.00				-100%
592-536.000-646.000	TAP-IN FEES							
592-536.000-665.000	INVESTMENT INTEREST	6,520.00	80,857.00	4,500.00	36,041.00		10,000.00	122%
Total - Function Unclassified		1,100,637.00	1,188,371.00	2,192,454.00	672,344.00		<b>1,135,000.00</b>	-48%



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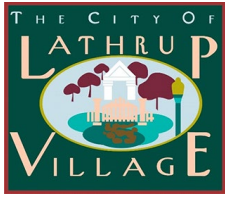
**Sewer Department**

**Revenues** – Revenues necessary to fund sewer operations are based on the cost of operating our sewer department. As part of the cost for the provision of sewer service to residents, we must pay for the disposal of sewage to outside entities. The rates that we pay for sewer are included in the projections for sewer expenditures. Once the expenditure side has been calculated, the sewer rate necessary to fund sewer operations is based on the following factors: The sewer rate charged to the Evergreen/Farmington Sewage Disposal System (EFSDS) operated by the Water Resources Commissioner by the Great Lakes Water Authority to cover their operations; An additional rate applied to the above by EFSDS to cover their operational costs; An additional rate applied to the above by the City to cover our operations; The City’s water loss ratio; Revenues earned through investments and penalties.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Dept 537.000 - SEWER DEPARTMENT								
Revenue								
592-537.000-406.000	TAX REVENUE-DRAINS							
592-537.000-415.000	MISCELLANEOUS REVENUES		4,990.00					
592-537.000-543.000	FEDERAL/STATE GRANTS	213,826.00	130,945.00					
592-537.000-640.002	CAPITAL BOND REVENUE			1,034,405.00				-100%
592-537.000-641.000	WATER & SEWER PENALTIES	41,022.00	48,565.00	43,000.00	25,615.00		40,000.00	-7%
592-537.000-643.000	REPLACEMENT RESERVE REVENUE							
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,378,674.00	1,395,414.00	1,751,268.00	811,403.00		1,805,000.00	3%
592-537.000-646.000	TAP-IN FEES							
592-537.000-649.000	ENVIRONMENTAL INFRAST-REVENUE							
592-537.000-651.000	INDUSTRIAL SURCHARGE	30,670.00	35,787.00	43,000.00	21,281.00		42,000.00	-2%
592-537.000-652.000	ENVIRONMENTAL ENFOR-REVENUE							
592-537.000-653.000	CAPITAL CONTRIBUTIONS (ARRA FUNDS)							
592-537.000-665.000	INVESTMENT INTEREST	6,520.00	71,567.00	4,500.00	36,041.00		10,000.00	122%
592-537.000-665.001	INVESTMENT INTEREST - BOND							
592-537.000-682.000	SALE OF FIXED ASSET							
592-537.000-690.258	TRANSFER IN FROM CAPITAL ACQ							
592-537.000-697.001	PREMIUM ON BONDS	19,352.00						
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,790,701.00</b>	<b>2,875,639.00</b>	<b>5,068,627.00</b>	<b>1,566,684.00</b>		<b>1,897,000.00</b>	<b>-63%</b>



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**Water Department**

**Expenditures** – The water budget includes expenditures for the maintenance of the City’s water system. The department is cognizant of the ever-increasing cost of water and is attuned to the fact that most of the customers’ water bills will continue to increase into the near future as the Great Lakes Water Authority (GLWA) continues its investment in capital improvements. The goal of the GLWA is to ensure that the supply of water is provided without interruption and to the satisfaction of the consumer.

The following definitions apply to all line items within the Water budget.

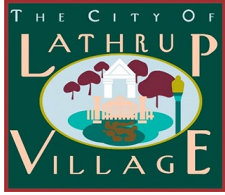
- **Salaries & Wages - Permanent:** Reflects the cost for full-time equivalent employees.
- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Workers Compensation Insurance:** Reflects a portion of the premium costs for this mandated coverage.
- **Office Supplies:** Reflects the cost of necessary office supplies.
- **Water System Maintenance:** Reflects the cost for repairs to the water system. This may take the form of leak detection surveys, water breaks, gate valve repairs, water meter replacements, etc.
- **Water Billing Expense:** Reflects the cost of mailing water bills, and warranty cost for meter reading devices and software.
- **Auditing Services:** Reflects the cost to pay for a portion of our annually required audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.
- **Telephone Billings:** Reflects the cost for telephone, pager, voice mail, and internet services.
- **Liability Insurance:** Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles, and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.
- **Water Purchase:** Reflects the cost to purchase water from the Southeastern Oakland County Water Authority.
- **Rent & Utilities:** Reflects the cost for utilities and rent of the DPS building for water operations.
- **System Depreciation:** Reflects the anticipated cost for depreciation expense for the system. This line item is not used for budgeting purposes.
- **Capital Expense:** Reflects the cost for any anticipated capital purchases. This has been succeeded by the Vehicle and Equipment Expense line item.
- **Vehicle & Equipment Expense:** Reflects the cost for a portion of vehicle maintenance and equipment replacement.
- **Miscellaneous/Meetings/Training:** Reflects a small figure for unanticipated expenses and training.
- **Transfer to the Capital Acquisition Fund:** Reflects the expense to the Capital Acquisition Fund for meter charges and for replacement reserves. It is an offset for the corresponding revenue side.
- **OPEB:** Reflects the cost for retiree health care expenses.
- **Contractual Services:** Reflects allocated costs for the DPS/Lathrup Services contract.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Expenditure								
592-536.000-701.000	SALARIES FULL-TIME <i>City Administrator (10%); Finance Director (10%); Deputy Treasurer (15%); AP/Utility Billing (25%)</i>	4,699.00	20,093.00	20,626.00	9,538.00		49,980.00	142%
592-536.000-702.000	SALARIES PART-TIME							
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	115,154.00	114,808.00	143,453.00	54,933.00		140,000.00	-2%
592-536.000-704.000	SALARIES OVERTIME							
592-536.000-706.000	OPEB EXPENSE	(951,233.00)	(274,557.00)					
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,959.00	8,000.00	8,000.00		8,000.00	0%
592-536.000-709.000	UNFUNDED PENSION LIABILITY							
592-536.000-712.000	WORKER'S COMP INSURANCE							
592-536.000-720.000	INTEREST EXPENSE							
592-536.000-723.000	BOARD OF REVIEW							
592-536.000-726.000	OFFICE SUPPLIES	107.00						
592-536.000-803.000	MEMBERSHIPS & MEETINGS			1,880.00			2,500.00	33%
592-536.000-810.000	AUDITING & ACCOUNTING	7,732.00	6,500.00	6,700.00	6,700.00		3,700.00	-45%
592-536.000-850.000	TELEPHONE EXPENDITURES							
592-536.000-856.000	ADMINISTRATION & ENGINEERING						10,000.00	
592-536.000-860.000	VEHICLE EXPENSE							
592-536.000-869.000	COST OF DEBT ISSUANCE							
592-536.000-875.000	PENSION EXPENSE	(1,362.00)	36,661.00				25,000.00	
592-536.000-900.000	PRINTING/PUBLICATION COSTS						2,500.00	
592-536.000-902.000	BILLING SERVICES	9,723.00	8,272.00	10,000.00	4,845.00		10,000.00	0%
592-536.000-921.000	CONTRACTUAL SERVICES	66,602.00	66,961.00	74,844.00	48,976.00		78,000.00	4%
592-536.000-935.000	EQUIPMENT REPLACEMENT	1,091.00	1,317.00	2,000.00	1,273.00		2,500.00	25%
592-536.000-937.000	WATER SYSTEM MAINTENANCE	66,276.00	67,699.00	90,000.00	37,771.00		70,000.00	-22%
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	4,917.00			5,000.00	2%
592-536.000-941.000	INFRASTRUCTURE ANALYSIS							
592-536.000-943.000	WATER USE-CLEANING & FLUSHING							
592-536.000-944.000	WATER PURCHASES	395,597.00	291,641.00	454,416.00	134,815.00		360,000.00	-21%
592-536.000-955.000	MISCELLANEOUS EXPENDITURES		1,522.00					
592-536.000-968.000	DEPRECIATION WATER SYSTEM	325,056.00	356,260.00					
592-536.000-970.000	CAPITAL EXPENDITURE <i>Plow Ready Pick-Up (25%)</i>	1,814.00	10,761.00		27,323.00	13,000.00	13,000.00	
592-536.000-972.000	WATER SYSTEM CAPITAL EXPEND							
592-536.000-974.000	WATER MAIN PROJECT <i>2025 Water Main Projects</i>	118.00	7,525.00	434,000.00			300,000.00	-31%
592-536.000-998.000	AMORTIZATION OF CONTRIBUTED C							
Totals for dept 536.000 - WATER DEPARTMENT		54,094.00	728,339.00	1,250,836.00	334,174.00		1,080,180.00	-14%





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**Sewer Department**

**Expenditures** – The sewer budget contains expenditures for the maintenance of the City’s sewer system. The overall goal of the department is to provide a high quality of life for the customers through the provision of a high-quality sewer system.

The following definitions apply to all line items within the Sewer budget.

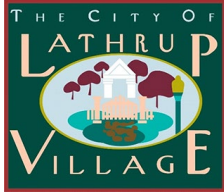
- **Salaries & Wages - Permanent:** Reflects the cost for full-time equivalent employees.
- **Contractual Services:** Reflects allocated costs for the DPS/Lathrup Services contract.
- **Fringe Benefits:** Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.
- **Sewer System Maintenance:** Reflects the cost for repairs and maintenance to the sewer system. This may take the form of sewer main collapses, sewer cleaning, etc. Includes contract with Oakland County Water Resource Commission for the operation/maintenance of the Sanitary Retention Tank and repair of the Rummel Drain.
- **Auditing Services:** Reflects the cost for a portion of our annually required independent audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.
- **Liability Insurance:** Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles, and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.
- **Sewage Disposal:** Reflects the cost for sewage disposal from the Evergreen/Farmington Sewage Disposal System.
- **Rent & Utilities:** Reflects the cost for utilities and rent of the DPS building for sewer operations.
- **Retention Tank:** Reflects the cost for the operation and maintenance of the City’s retention tank.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
Expenditure								
592-537.000-701.000	SALARIES FULL-TIME	4,699.00	20,093.00	20,626.00	9,538.00		49,980.00	142%
	City Administrator (10%); Finance Director (10%); Deputy Treasurer (15%); AP/Utility Billing (25%)							
592-537.000-702.000	SALARIES PART-TIME							
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	61,916.00	60,569.00	47,806.00	34,165.00		48,000.00	0%
592-537.000-704.000	SALARIES OVERTIME							
592-537.000-706.000	OPEB EXPENSE							
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,959.00	7,803.00	7,803.00	7,803.00		8,000.00	3%
592-537.000-712.000	WORKER'S COMP INSURANCE							
592-537.000-720.000	INTEREST EXPENSE	173,696.00	162,850.00	174,679.00	183,481.00		152,200.00	-13%
592-537.000-725.000	PAYING AGENT FEES	1,250.00	1,250.00	1,500.00	790.00		1,500.00	0%
592-537.000-726.000	OFFICE SUPPLIES							
592-537.000-810.000	AUDITING & ACCOUNTING	7,732.00	6,500.00	6,700.00	6,700.00		3,700.00	-45%
592-537.000-850.000	TELEPHONE EXPENDITURES							
592-537.000-856.000	ADMINISTRATION & ENGINEERING						18,000.00	
592-537.000-902.000	BILLING SERVICES				626.00			
592-537.000-905.000	BOND PRINCIPAL PAYMENTS						250,000.00	
592-537.000-907.000	CAP IMP BOND PAYMENT							
592-537.000-921.000	CONTRACTUAL SERVICES	66,602.00	66,961.00	74,844.00	48,976.00		153,000.00	104%
	Lathrup Services					78,000.00		
	WRC (SRT)					75,000.00		
592-537.000-935.000	EQUIPMENT REPLACEMENT							
592-537.000-936.000	EQUIPMENT MAINTENANCE							
592-537.000-939.000	SEWER SYTEM MAINTENANCE	35,938.00	175,718.00	273,000.00	48,723.00		100,000.00	-63%
	Sewer Lining & Manhole Installation							
592-537.000-940.000	RENT & UTILITIES WATER & SEWE			500.00				-100%
592-537.000-941.000	INFRASTRUCTURE ANALYSIS							
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,056,825.00	1,044,422.00	1,074,726.00	537,363.00		1,058,000	-2%
592-537.000-945.000	RETENTION TANK-UTIL ELEC	19,679.00	22,205.00	18,707.00	2,811.00		20,000.00	7%
592-537.000-946.000	RETENTION TANK UTIL-WATER	3,260.00	6,461.00	5,000.00	22,385.00		20,000.00	300%
592-537.000-947.000	RETENTION TANK UTIL-GAS	495.00	1,307.00	1,200.00	324.00		1,200.00	0%
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	3,741.00	1,959.00	3,000.00	862.00		2,500.00	-17%
592-537.000-949.000	RETENTION TAN GENERATOR FUEL			500.00			500.00	0%
592-537.000-950.000	RETENTION TANK SUPPLIES/TOOLS							
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP		4,115.00	6,000.00			6,000.00	0%
592-537.000-952.000	RETEN TANK CONTRACT OPERATION							
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	9,078.00	9,078.00	9,078.00	9,078.00		9,100.00	0%
592-537.000-955.000	MISCELLANEOUS EXPENDITURES							
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	16,829.00	16,991.00	20,000.00	7,198.00		20,000.00	0%
592-537.000-958.000	REPLACEMENT RESERVE FUNDS							
592-537.000-969.000	DEPRECIATION SEWER SYSTEM							
592-537.000-970.000	CAPITAL EXPENDITURE	8,315.00	29,940.00	450,000.00	330.00		13,000.00	-97%
	Plow Ready Pick-Up (25%)					13,000.00		
592-537.000-973.000	SEWER SYSTEM CAPITAL EXPEND							
592-537.000-975.000	LARVACIDE EXPENDITURES							
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	17,269.00	10,761.00	30,000.00	3,550.00		15,000.00	-50%

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE								
		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	
		ACTIVITY	ACTIVITY	ORIGINAL	ACTIVITY	Detail	Requested	% Change
GL NUMBER	DESCRIPTION			BUDGET	As of 1/31/24			
592-537.000-977.001	EVIRONMENT COMPL-CONST EXP							
592-537.000-977.002	BOND EXPENSE - NON - CAPITAL							
592-537.000-977.003	BOND EXPENSE - CONSTRUCTION							
<b>TOTAL APPROPRIATIONS</b>		1,568,890.00	2,423,280.00	4,929,731.00	2,147,280.00		<b>1,949,680.00</b>	-60%



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Water & Sewer Rate Proposed Increases

Water Rate

Current Water Fee: \$45.69 per thousand cubic feet (4-unit minimum monthly charge \$18.27)

Proposed Water Fee: \$47.98 per thousand cubic feet (4-unit minimum monthly charge \$19.19)

- Recommended 5% Increase
Recommendation = \$0.92 increase per month or \$11.04 per year/account

Sewer Rate

Current Sewer Fee: \$87.37 per thousand cubic feet (4-unit minimum monthly charge \$34.94)

Proposed Sewer Fee: \$89.99 per thousand cubic feet (4-unit minimum monthly charge \$35.99)

- Recommended 3% Increase
Recommendation = \$1.05 increase per month or \$12.60 per year/account

Monthly Meter Service Charge Proposed Changes

Table with 4 columns: Code, Meter, Current Rate/Month, Proposed Rate/Month. Rows include surcharges for 5/8, 3/4, 1, 1 1/2, 2, 3, 4, and 6 inch meters.

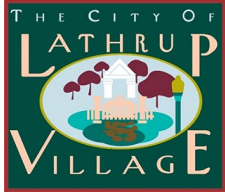
Additional Rate Information

Capital Improvement Surcharge

Current Surcharge: \$10.70 per month
Proposed: No Change

Monthly Bill Charge

Current Charge: \$1.00 per month
Proposed: No Change



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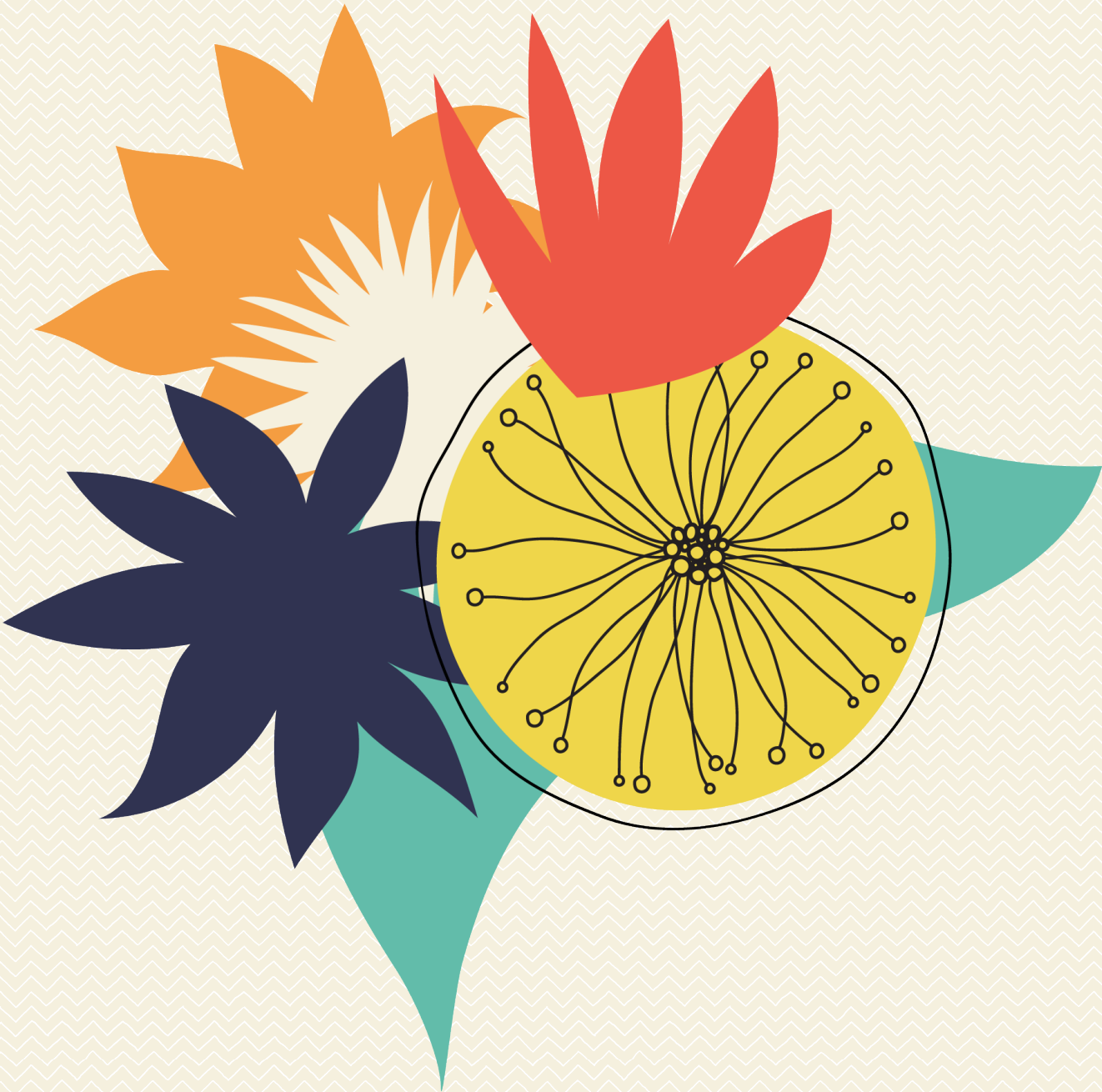
**Debt Service**

The Debt Service budget contains expenditures that will satisfy the necessary principal and interest payment for all bonds and installment contracts approved and authorized by the City. As you will see from the Summary of Adopted Expenditures, there are currently two outstanding issues that require repayment. They are:

1. Sanitary Sewer Capital Improvement Bonds. This bond leveraged grant funds from Oakland County. This is a 20-year issue.
2. SRF Bond, starting in 2010, was sold through the State of Michigan at a discounted rate and included almost \$500,000 of Federal stimulus funds that lowered the principal through “principal forgiveness.” This is also a 20-year issue.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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# Lathrup Village Downtown Development Authority

Fiscal Year 2024/2025  
Budget





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

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## Mission

The Lathrup Village Downtown Development Authority’s mission is to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments. To serve this mission, the DDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders.

## Board of Directors

- Fred Prime, Chair
- Bryan Ford, Vice Chair
- Pam Shermeyer, Secretary
- Kelly Garrett, Mayor
- Charlotte Jones
- Danielle Huey
- Mike Greene, City Administrator
- Dan Sugg
- Dr. Patricia Felton

## Staff

- Susie Stec, DDA Director
- Brittany Dorsey, DDA & Special Projects Manager
- Michelle Townsend, Treasurer
- Steve Colliau, Code Enforcement



## Historical Snapshot

Over the years, DDA activities included hosting events, implementing business assistance programs such as a façade improvement grant, sign grant, and streetscaping initiatives. These activities demonstrate the DDA’s desire to foster a business-friendly environment while transforming the commercial corridor into an identifiable & desirable destination. While the DDA intends to continue and expand these activities, the circumstances of the pandemic challenged us to refine and find new ways to support our business community more fully. The 2023 DDA Annual Report details how the pandemic continued to influence our activities last year.

Southfield Road is the main commercial corridor; however, this thoroughfare poses many challenges to fostering a thriving business district. Some of these challenges include a wide public right-of-way, lack of curbing and pedestrian crossings, high travel speeds, and an old stormwater ditch system. The Road Commission for Oakland County (RCOC) has spent numerous years working with Lathrup Village, Southfield, and Beverly Hills to develop a preferred alternative for the reconstruction of Southfield Road. While this project is slow-moving, it is progressing through the necessary federal and state approval processes. The city, DDA and RCOC submitted a joint application for funding to implement this project; if successful, construction would begin in 2027. In the meantime, RCOC will be resurfacing Southfield Road and making drainage improvements from 11 Mile to 12 Mile in 2024.

The DDA continues to make strides in its streetscaping and accessibility. The Board of Directors initiated a 3-year Sidewalk Replacement Program to coincide with the city program, which saw the direct investment of DDA funds into the district infrastructure. The DDA also adopted a 5-year alleyway and approach program, and has already replaced 3 alleys and 15 approaches.

## Planned Activities: 2024/2025

### *Business Development*

Lathrup Village is a great location for small business startups – space is affordable and major transportation arteries are easily accessible. While attracting new business remains a priority, supporting and retaining current business is our current focus. At the outset of the pandemic the Lathrup Village DDA established an incubator program – Lovin’ Lathrup Village Business Relief Mini-Grants. Implementation of this mini grant has faltered, and staff continues to explore the best path forward.

LVDDA assistance has not been exclusively financial but has included a concerted effort to provide opportunities for increased digital marketing, virtual events and trainings. LVDDA has partnered with the cities of Oak Park and Southfield to develop a series of

free learning opportunities for our businesses; these efforts are supported by Main Street Oakland County and the Southfield Regional Chamber of Commerce. Other programs to be rejuvenated and reimagined include Live in LV videos, Featured Fridays, and reestablishing a quarterly e-newsletter specifically for businesses.

*Streetscaping and Beautification*

In previous years, the DDA budget allocated funds for a façade improvement and sign grant programs. The sign grant program continues to be well-utilized by businesses. The façade improvements program was revamped to include site beautification activities such as landscaping and parking lot improvements. There has been a modest increase in the use of these funds since making adjustments to the parameters.

Enhancing the “curb appeal” of Southfield Road continues to be a DDA priority. In the past, the uncertainty of *when* the long-awaited Southfield Road reconstruction will occur put the DDA in limbo and resulted in an overall lack of investment. Over the past three (3) years, beautification & streetscaping efforts have included the installation of banners, flowers, and flower planters, increased the number of corridor cleanups, and landscaping improvements at both gateway flowerbeds and at City Hall. Streetscaping and accessibility improvements have been pervasive over the past two years. The business district saw the direct investment of DDA funds into the infrastructure through the DDA Sidewalk Replacement Program and the implementation of the alleyway and approach program, which has already replaced 3 alleys and 15 approaches.

The DDA continues to advocate to the Road Commission for Oakland County (RCOC) for improved pedestrian safety and accessibility along the Southfield Road corridor. RCOC granted the DDA permission to install a HAWK signal near the Margate/Southfield Road intersection, and a Safety Grant was awarded to LVDDA to install the signal (CY 2025). Two additional signals will be installed as part of the 2024 RCOC project work.

*Events*

DDA-sponsored events include the annual Southfield Corridor Cleanup, Juneteeth Celebration, and Lathrup Village Music Festival. There is close coordination of events & programming between the DDA & the city. Opportunities to expand the DDA presence at events will be explored, as will adding new events such as an art fair and movie in the park. The DDA will continue partnering with the Southfield Regional Chamber of Commerce to provide ribbon-cuttings to new businesses.

*Training & Strategic Planning*

It is extremely important to ensure staff is being trained and keeping up-to-date on the latest best practices. It is equally as important that ensure board members have access to

training and they are actively encouraged to take advantage of these opportunities. The Board of Directors participated in strategic planning efforts lead by the National Main Street Center to guide our COVID-19 recovery efforts. These workplans will be the foundation to guide our activities over the next few years. Board members will be encouraged to attend the National Main Street Conference.

*Joint Meetings*

The DDA Board of Directors will continue participating in joint meetings with City Council and Planning Commission to ensure consistent communication and collaboration on planning projects, zoning ordinance amendments, and related initiatives.

*Future Development*

Interest in (re)developing commercial properties in the city has steadily been increasing over the past few years. As of April 2024, there are a dozen projects for which the city is anticipating plans or in-process. In nearly all of these instances, physical improvements to the commercial properties are proposed, which will have a positive impact on the DDA’s revenue.

*Main Street Oakland County*

Lathrup Village is an associate level community – the second rung of Main Street Oakland County’s three-tiered system. The DDA’s goal is to strengthen our volunteer-base and community engagement with the intent to move up to the Select level. Advancing through the tiers at MSOC will provide greater access to MSOC resources and enhanced funding opportunities. The DDA continues to work closely with MSOC on numerous programs and initiatives.

**DDA Revenue**

*Revenue 2010 through 2023*

The district has seen revenues fluctuate in response to the various economic stressors. Revenues gradually began to climb in 2015, and by FY 19/20 the LVDDA district had exceed the highpoint from a decade ago. While investment in commercial properties happens at a slower pace than perhaps in neighboring communities, overall, the district sees a consistent number of redevelopment projects annually. This has led to increased property values.

*Revenue Sources*

The revenue sources for the DDA are outlined and briefly described below:

*Tax Increment Financing (TIFA-CAPTURE TAXES):* Tax increment financing is the largest funding source. This funding mechanism captures increases in taxable value for the DDA.

*DDA Millage (TAX COLLECTED OTHER):* The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. For the past two years, the millage rate has remained consistent at **1.8823 mils** for every dollar of taxable value in the DDA District. This rate will remain the same in 2024/2025.

*Special Assessment:* No revenues are planned in this category.

*Investment Interest:* The DDA earns interest on its saved fund balance.

*Federal/State Grants:* The DDA routinely seeks out and applies for grant funding to support its programs & initiatives.

*Miscellaneous Revenues:* This is comprised of personal property taxes paid to the state and passed on to the DDA.

*Table: 2024-2025 Budget Revenue Summary*

REVENUES	ACTUAL 21/22	ACTUAL 22/23	ADOPTED 23/24	AMENDED MARCH 23/24	ACTUAL 3/31/2024	BUDGETED 24/25	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	364,258	396,236	367,901	367,901	26,761	410,000	42,099
TAX COLLECTED OTHER	37,117	37,187	37,488	37,488	7,459	37,488	-
MISC. REVENUES	21,757	22,364	21,974	21,974	3,000	23,000	1,026
INVESTMENT INTEREST	4,104	39,300	10,000	40,000	35,471	40,000	30,000
FEDERAL/STATE GRANTS	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>427,237</b>	<b>495,087</b>	<b>437,364</b>	<b>467,364</b>	<b>72,691</b>	<b>510,488</b>	<b>73,125</b>

## DDA Expenditures

Throughout the fall of 2020, the DDA Executive Committee and City worked to develop a Cost-Share Agreement that clearly articulated shared expenses and areas ripe for formalized collaboration. This agreement was adopted in January 2021 and is included in the appendix. The expenditures outlined below are aligned with this agreement. A detailed breakdown is included in the appendix.

### *Proposed 2024-2025 Expenditures*

*Salary & Wages:* The DDA pays the salary for the DDA Director, DDA & Special Manager, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

*Employee Taxes & Benefits:* The DDA pays the taxes and benefits for the DDA Director, DDA & Special Projects Manager, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

*Part Time Seasonal Crew:* This will fund any additional staff that may be needed.

*Legal Services:* This fund covers the costs of legal advice and/or the drafting of agreements.

*Office Supplies:* This fund covers general office supplies, Adobe subscriptions for staff, and shared cost of website, technology/software subscriptions.

*Tax Tribunal Returns:* The DDA sets aside approximately \$2,000 for the Tax Tribunal refunds.

*Auditing & Accounting:* The DDA sets aside approximately \$800 for these financial services.

*Training and Memberships:* Training sessions and memberships are important for staff and boards/commission. These opportunities help sharpen skills, educate about latest trends and research, and build social capital for the city. Funds in this line item include registration and travel expenses for regional, state & national conferences.

*Main Street Program:* The funds in this line item are broadly defined as business assistance. The DDA works to craft programs which are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line includes costs incurred in the Southfield Corridor Cleanups, Juneteenth, Lathrup Village Music Festival and updated branding materials.

*Streetscaping:* Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This line items includes district flowers, banners, holiday decorations, and Municipal Park Play Structure match.

*Planning/Consulting Fees:* This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan.

*Printing/Publication Costs:* Expenses related to advertising & marketing of the DDA.

*Postage Fees:* Expenditures for mailing DDA-related items.

*Repairs & Maintenance:* This fund reflects investment in the DDA district and is used for paying electricity bills for the streetlights within the district, I-696 Service Drive Mowing & Snow Removal, alley & approach repaving, installation of a pedestrian (HAWK) signal, and new Landscape & Maintenance contract. The DDA will be utilizing a portion of its fund balance on these infrastructure projects, which are in alignment with the Development Plan.

*Miscellaneous Expenditures:* This includes general and/or unanticipated costs, as well as general board of directors' costs and portion of liability insurance premium.

*Depreciation Infrastructure:* This is related to the annual audit regarding infrastructure – primarily alleys – in the DDA district and is typically determined well after the budgeting process.

*Capital Expenditure:* This fund would include investments in the DDA district in the form of equipment purchases or maintenance.

*Sign Grant Program:* This program was reinstated two years ago and has been successful tool for new and existing businesses.

*Façade Improvement Program Grant:* A program expressly identified in the TIF Plan, the façade improvement program was reinstated two years ago. The program was revamped to be more responsive to business/property owner needs related to overall site beautification.

Table 2024-2025 Budget Expenditures Summary

EXPENDITURES	ACTUAL 21/22	ACTUAL 22/23	ADOPTED 23/34	AMENDED MARCH 23/24	ACTUAL 3/31/2024	BUDGETED 24/25
SALARIES & WAGES	163,062	162,929	170,940	180,000	125,298	180,000
PART TIME SEASONAL CREW	2,525	-	5,000	5,000	4,525	5,000
EMPLOYEE TAXES & BENEFITS	50,249	57,701	34,000	60,500	52,435	65,000
LEGAL SERVICES	-	-	900	900	-	900
OFFICE SUPPLIES	1,072	507	6,350	6,350	1,768	3,755
TAX TRIBUNAL RETURNS	13,800	-	2,000	2,000	-	2,000
AUDITING & ACCOUNTING	800	800	800	800	5,959	800
TRAINING/MEMBERSHIP	2,502	8,575	10,050	10,050	3,121	7,125
MAIN STREET PROGRAM	10,465	5,524	22,500	22,500	13,170	18,500
STREETSCAPING	24,035	9,047	132,000	132,000	9,980	19,000
PLANNING/CONSULTING FEES	50,646	15,497	15,300	17,017	17,059	15,300
PRINTING/PUBLICATION COSTS	2,145	972	2,000	2,500	1,807	2,000
POSTAGE FEES	135	-	200	200	-	200
REPAIRS & MAINTENANCE	252,007	335,203	417,293	350,000	40,606	503,980
MISCELLANEOUS EXPENDITURES	2,567	1,007	53,457	53,457	1,366	23,457
DEPRECIATION INFRASTRUCTURE	29,718	29,714	30,000	30,000	-	30,000
SIGN GRANT PROGRAM	4,000	-	10,000	10,000	3,730	10,000
FAÇADE GRANT PROGRAM	11,640	-	20,000	20,000	-	20,000
<b>TOTAL EXPENDITURES</b>	<b>621,368</b>	<b>627,474</b>	<b>932,790</b>	<b>903,274</b>	<b>280,824</b>	<b>907,017</b>

*History of Expenditures and Revenues*

The following charts and graphs are meant to provide an overview of previous budget years.

History of Revenues & Expenditures

Fiscal Year	Revenue	Expenditure
2010-2011	323,943	147,303
2011-2012	254,118	200,418
2012-2013	193,228	198,028
2013-2014	156,217	176,392
2014-2015	142,843	215,848
2015-2016	151,691	200,782
2016-2017	137,045	264,682
2017-2018	146,375	171,420
2018-2019	163,875	106,400
2019-2020	366,232	143,678
2020-2021	419,011	324,610
2021-2022	420,776	378,589
2022-2023	489,396	293,531
2023-2024	437,364	932,790
<b>2024-2025*</b>	<b>510,488</b>	<b>990,017</b>

\*budgeted

Since its inception the DDA has been building a fund balance with the intent of utilizing those funds as the primary match for the reconstruction of Southfield Road. The DDA has only use its fund balance for operational expenses in a limited manner. The DDA began dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor. Projects include the Sidewalk Replacement Program, Alley & Approach Paving, and installation of pedestrian (HAWK) signals.

*Fund Balance: FY 16-17 to FY 23-24*

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 16-17	\$1,256,738
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
FY 20-21	\$1,340,050
FY 21 - 22	\$1,611,212
FY 22 -23	\$1,417,808
FY 23-24	\$1,284,694



# Appendix

*Fiscal Year 2024/2025 Budget Detail*

EXPENDITURES	AMENDED 3/2024	BUDGETED 24/25
<b>SALARIES &amp; WAGES</b>	<b>180,000</b>	<b>180,000</b>
DDA Director		83,232
DDA & Special Projects Mgr		46,079
City Administrator & Treasurer		20,400
Code Enforcement		24,647
<b>PART TIME SEASONAL CREW</b>	<b>5,000</b>	<b>5,000</b>
<b>EMPLOYEE TAXES &amp; BENEFITS</b>	<b>60,500</b>	<b>65,000</b>
<b>LEGAL SERVICES</b>	<b>900</b>	<b>900</b>
<b>OFFICE SUPPLIES</b>	<b>6,350</b>	<b>3,755</b>
Adobe Subscription		360
DDA Website		375
Computers		2,000
Cell Phone		720
Office supplies		300
<b>TAX TRIBUNAL RETURNS</b>	<b>2,000</b>	<b>2,000</b>
<b>AUDITING &amp; ACCOUNTING</b>	<b>800</b>	<b>800</b>
<b>TRAINING/MEMBERSHIP</b>	<b>10,050</b>	<b>7,125</b>
Michigan Downtown Association Membership		250
National Main Street Center Membership		375
National Main Street Conference		2,500
MAP Annual Conference		2,000
misc. trainings		2,000
<b>MAIN STREET PROGRAM</b>	<b>22,500</b>	<b>18,500</b>
Corrdior Cleanup		500
Juneteenth		2,000
Branding/Swag		2,000
LVMF		10,000
Tri-City Partnership/Business Mini-Grant		4,000
<b>STREETSCAPING</b>	<b>132,000</b>	<b>119,000</b>
Plants Materials		7,000
Banners		2,000
Holiday Decorations		10,000
Municipal Park Play Structure Match		100,000
<b>PLANNING/CONSULTING FEES</b>	<b>17,017</b>	<b>15,300</b>
<b>PRINTING/PUBLICATION COSTS</b>	<b>2,500</b>	<b>2,000</b>
<b>POSTAGE FEES</b>	<b>200</b>	<b>200</b>

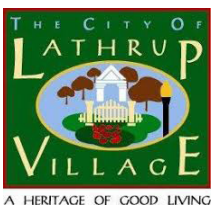
<b>REPAIRS &amp; MAINTENANCE</b>	<b>350,000</b>	<b>503,980</b>
Alleys & Approaches		345,000
Excell (696 Mowing & Snow)		5,000
Paradise Gardens Landscape Maintenance		43,980
HAWK Pedestrian Signals		100,000
Streetlight/DTE		10,000
<b>MISCELLANEOUS EXPENDITURES</b>	<b>53,457</b>	<b>23,457</b>
Meadowbrook Liability Insurance		4,657
misc. expense		500
Flock Safety Cameras		15,000
LTVV -DDA mtg		3,300
<b>DEPRECIATION INFRASTRUCTURE</b>	<b>30,000</b>	<b>30,000</b>
<b>CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>
<b>SIGN GRANT PROGRAM</b>	<b>10,000</b>	<b>10,000</b>
<b>FAÇADE GRANT PROGRAM</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL EXPENDITURES</b>	<b>903,274</b>	<b>1,007,017</b>

907,017

# City of Lathrup Village 2024 - 2029 Capital Improvement Plan



Intentionally Blank



PREPARED FOR:

CITY OF LATHRUP VILLAGE  
PLANNING COMMISSION  
27400 SOUTHFIELD ROAD  
LATHRUP VILLAGE, MI  
48076

MARCH 2024

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# Introduction

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# Introduction

The 2024-2029 City of Lathrup Village Capital Improvement Plan (CIP) will serve as a tool to assist the City in turning long-range policy planning into real improvements on the ground. A six-year capital improvement plan and an annual update of that plan is a requirement for the City of Lathrup Village under the Michigan Planning Enabling Act of 2008. The following report identifies the major capital improvements needed and/or planned for the community, the time frame for implementation of those improvements, and the budget and revenue sources that will make those improvements a reality. Capital improvements cover multiple departments within the City of Lathrup Village and include new facilities, water and sewer line replacements and improvements, police equipment, parks and recreation facilities, non-motorized pathways, and professional services.



Drainage ditch repair (Giffels Webster, 2020)

## WHAT IS A CAPITAL IMPROVEMENT PLAN (CIP)?

A Capital Improvement Plan is a six-year schedule of public physical improvements which identifies the needs for improvements and the sources of funding to make those improvements. It provides a schedule of expenditures for constructing, maintaining, upgrading, and/or replacing a community's physical inventory. The CIP, therefore, is a tool to assess the long-term capital project requirements (the "big jobs") of Lathrup Village. Since capital improvement projects are spread across multiple community needs (fire protection, police, water and sewer, parks and recreation, municipal administration, etc.), the CIP prioritizes these projects across the entire community and over time, providing a comparison of the community's various needs and wants.



City Street in Lathrup Village (Giffels Webster, 2020)



## WHAT ARE CAPITAL IMPROVEMENT PROJECTS?

Capital improvement projects are major and infrequent expenditures, such as the construction of a new facility, a major rehabilitation or repair of an existing facility, or the purchase of major equipment. Capital improvement projects are non-recurring expenditures that tend to be large both in physical size and in cost, and have a long-term usefulness (10 years or more). Examples of capital improvement projects include:

- Construction of a new city hall
- Construction of a new police station
- Extension or replacement of a water/sewer line
- Major rehabilitation of a city's community center
- Creation of a new city park
- Large equipment and vehicles

Each city department is asked to take a long view look at future initiatives or improvements that may require capital purchases in order to be fully implemented. Each department works to improve the manner by which the City delivers services to its residents and stakeholders. Lists of needs are developed based on research and discussions with communities that have similar needs. The majority of the capital purchases in these categories are funded through the general fund or other dedicated city funds. Thorough knowledge and research of our future planned costs allows for the pursuit of grant and other outside funding sources to meet our policy goals. The following sections discuss the City's various needs and proposed funding by department.

The term "major expenditure" is relative; what is "major" to one community might be "minor" to another. The City of Ann Arbor, for example, sets a minimum threshold of \$100,000 for projects to be included in the City's CIP, while the City of Rochester Hills sets a minimum of \$25,000. Lathrup Village's policy for determining a Capital Improvement is defined in the following section.



Lathrup Village DPS yard (Giffels Webster, 2020)

## WHAT IS THE CITY OF LATHRUP VILLAGE'S CAPITAL IMPROVEMENT POLICY (CIP)?

A capital improvement project is a major, nonrecurring expenditure that meets one or more of the following criteria:

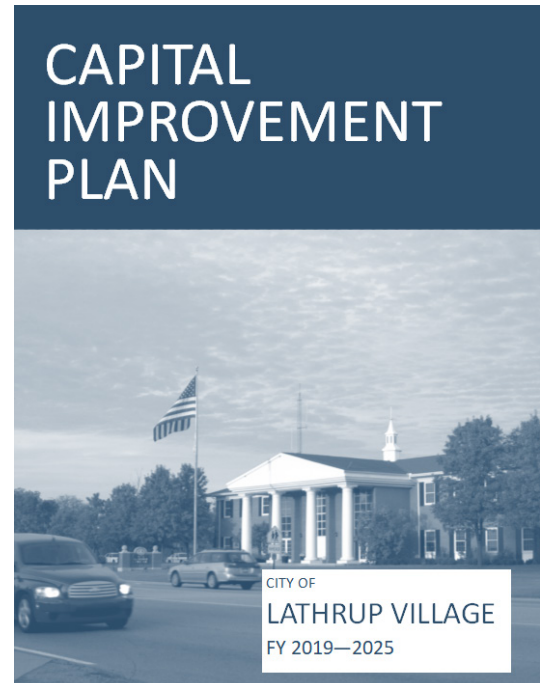
- Any acquisition of land for a public purpose which costs \$5,000 or more.
- Any construction of a new public facility (city building, water/sewer lines, pathways), or any addition to an existing public facility, the cost of which equals \$5,000 or more and has a useful life of three or more years.
- A nonrecurring rehabilitation (not to include annual/recurring maintenance) of a building, its grounds, a facility, or equipment, the cost of said rehabilitation being \$5,000 or more with a useful life of three or more years.
- Purchase of major equipment which, individually or in total, cost \$5,000 or more with a useful life of three or more years.
- Planning, feasibility, engineering, or design studies related to an individual capital improvement project, or program implemented through individual capital improvement projects, with a cost of \$5,000 or more and a useful life of three or more years.



Lathrup Village public safety vehicles (Giffels Webster, 2020)

## WHAT IS THE ROLE OF THE CITY PLANNING COMMISSION IN THE CIP PROCESS?

The Capital Improvement Plan is a dynamic planning document, intended to serve as a tool to implement the City of Lathrup Village's Master Plan. The Master Plan should correspondingly include capital improvement projects as well as guide long-term capital planning. The Planning Commission is uniquely qualified to manage the development and annual update of the City's CIP, based on their role in creating and updating the City's Master Plan. The Planning Commission's role will ensure that public works projects are consistent with the land uses identified within the Master Plan. By making a recommendation of approval for the CIP to the City Council, the Planning Commission agrees that the projects outlined within it reasonably address the City's capital improvement needs.



Lathrup Village 2019 CIP (Giffels Webster, 2020)

The CIP is an essential link between planning for capital improvement projects and budgeting for them. Once approved by the City Council, the CIP can be used to develop the capital project portion of the City's budget. Those projects included in the CIP's first year (2024) potentially form the basis for the upcoming year's capital project budget. As the CIP is annually updated, a continuous relationship will be maintained between the CIP and the City's annual budget. The annual update to the CIP will typically occur in advance of the preparation of the City's budget.

## WHAT ARE THE BENEFITS OF PREPARING A CAPITAL IMPROVEMENT PLAN?

- Prudent use of taxpayer dollars
- Prioritizing projects across the needs of the community and across departments (an "apples-to-apples" comparison)
- Generating community support by inviting public input
- Promoting economic development
- Improving the City's eligibility for State and Federal grants
- Providing an implementation tool for the goals and objectives of the City's Master Plan
- Transparency in identification of high-priority projects
- Coordination / cost-sharing between projects



Lathrup Village DPS yard (Giffels Webster, 2020)



Damaged storm sewer culvert (Giffels Webster, 2020)

## Program Areas

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# Program Areas

The following sections outline the Program Areas of the City of Lathrup Village’s CIP:

1. Data Collection Process
2. Data Compilation Process
3. CIP Adoption Process

The components of the CIP are compiled and reported by Program Areas. The following table (Figure 1) displays the Program Areas used in this CIP. These program areas represent the stakeholders in the CIP.



Sarrackwood Park (Google, 2020)

Figure 1. CIP Program Areas	
AD	Administrative
DPS	Department of Public Services
DDA	Downtown Development Authority
PR	Parks & Recreation
PD	Police Department
R	Roads
S	Sewer
W	Water

1. DATA COLLECTION. Each of the stakeholders outlined above has either a master plan or schedule that defines the needs and resource level within their respective area of responsibility. To more easily identify projects, standard forms were created that allow the stakeholders to define their projects and resource allocation levels. The standard forms used for data collection are found in the Appendix.

A definition of the standard CIP forms is provided as follows:

- **PROJECT APPLICATION FORM** - Consists of project descriptions, schedules, necessity, and possible sources of funding. The information provides an understanding of the overall scope of each project and how it is valued within its program area and within the City. While stakeholders may be aware of major projects further out on the horizon, only those planned for within the six-year window of the 2024-2029 CIP were included.
- **PROJECT COST DETAIL FORM** - Consists of a matrix of six (6) budget years across the top of the form and a listing of costing components along the side of the form. The form is split into two (2) parts; the upper half is the capital cost for the project and the lower half is the cost of operations or maintenance for that project if applicable. Recognition of the operations and maintenance costs of a project is a valuable tool in forecasting future needs for resource allocation. Investment in a new facility is only worthwhile if there are funds available to operate and maintain it.
- **PROJECT RATING FORM** - This form is used when new projects are identified but cannot all be funded within a given fiscal year. The forms are used to rate both the importance and impact of a project within its program area and within the City. The ratings are weighted with emphasis given to those projects that are mandated by law, by agreement, or because they are a matter affecting health safety and welfare. Projects without a ranking were not competing for funding, either because they are mandatory or because no other similar projects were proposed.

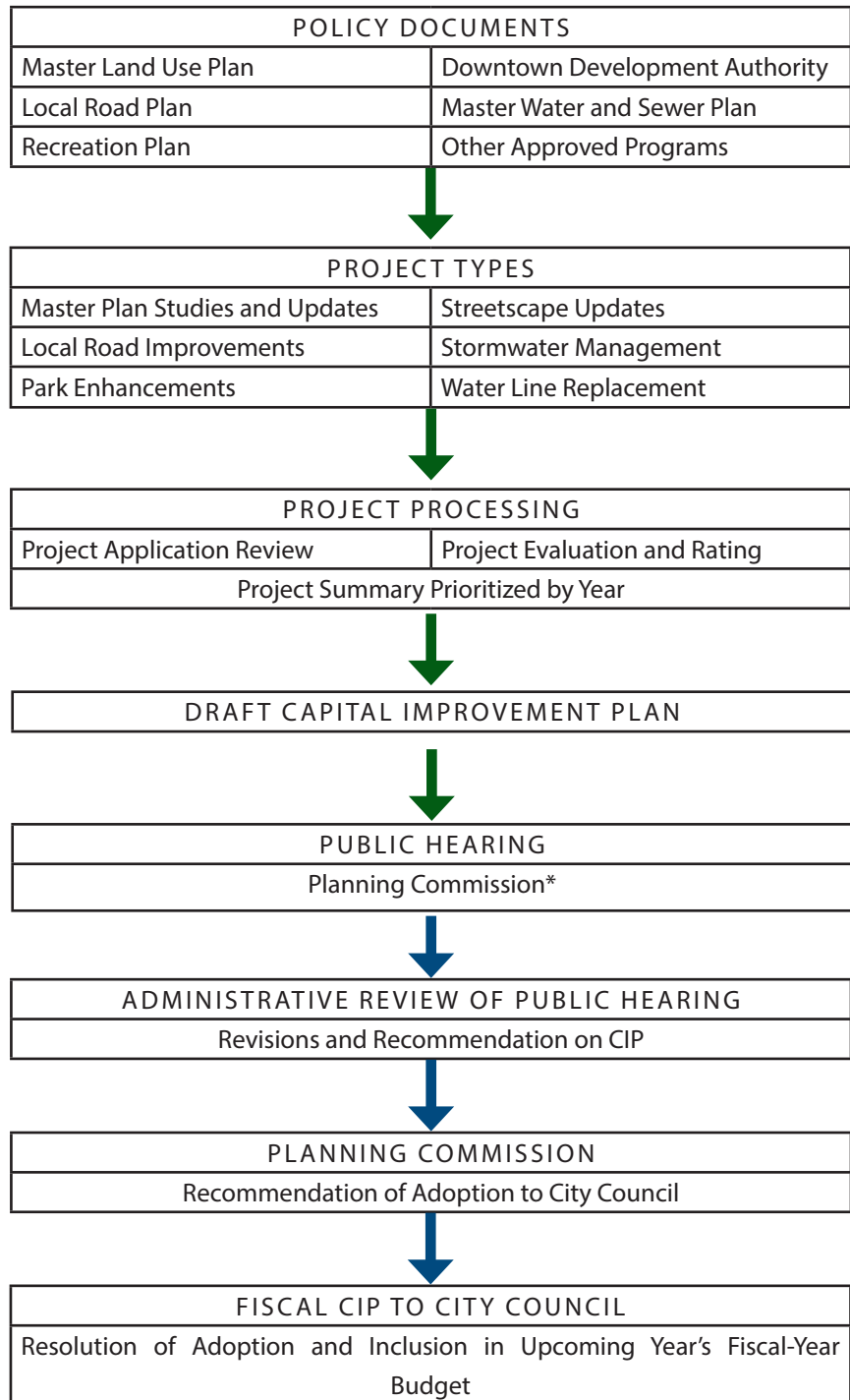
2. **DATA COMPILATION.** The information received from the stakeholders has been compiled into a Project Summary Worksheet. This worksheet contains all of the projects in the CIP over six (6) budget years with a cost summary of each budget year by program area and for the entire CIP. Included with the worksheet is the listing of possible funding sources and an estimate of the City's share for each project. The Project Summary Worksheet can be found in the Appendix of this CIP.



Lathrup Village welcome sign (Giffels Webster, 2020)

3. CIP ADOPTION PROCESS. The adoption process involves a public hearing to solicit citizen input. The CIP will then be modified (if necessary), approved by the City Planning Commission (via a formal recommendation for approval to the City Council), and forwarded to the City Council for adoption. Adoption of the CIP by the City Council does not constitute an authorization to commit resources to any project. This approval is recognition of a plan for projects within the community that may move toward implementation in the future. The projects included within Year 1 of the Capital Improvement Plan potentially form the basis for the upcoming year's capital projects budget. An outline of the process is displayed in Figure 2.

**Figure 2 - CIP Adoption Process**



# Project Inventory

Below is a summarized list of all projects considered for the Capital Improvement Plan. Project details are shown on the following pages; they can also be viewed online via the [Interactive CIP Dashboard Map](#). Changes from 2023-2028 CIP are provided as applicable. New items added in are marked with an asterisks (\*) in the tables below.

Project Number	Name	Fiscal year start	Funding source	Total
<b>Administrative (AD)</b>				
AD24-01	Remote Cameras - Cable Department	2024	General Fund	\$7,798
AD24-02	City Hall Drinking Fountain Replacement*	2024	General Fund	\$6,000
AD24-03	Facility Condition & Needs Assessment*	2024	General Fund / Water-Sewer	\$35,000
AD Total				\$48,798
<b>Department of Public Services (DPS)</b>				
DPS24-01	2011 GMC Pickup - Plow Assembly*	2024	General Fund	\$7,500
DPS24-02	Painting - DPS Building	2024	General Fund	\$20,000
DPS24-03	Epoxy Floors	2024	General Fund	\$65,000
DPS24-04	Cement Blocks	2024	General Fund	\$5,000
DPS24-05	Concrete Slab	2024	General Fund	\$25,000
DPS24-06	Furnace Replacement	2024	General Fund	\$10,000
DPS24-07	Kitchen Remodel	2024	General Fund	\$6,000
DPS24-08	Bathroom(s) Remodel	2024	General Fund	\$6,000
DPS24-09	Parking Lot Replacement Phase 3	2024	General Fund	\$125,000
DPS24-10	Backhoe tractor	2024	General Fund	\$97,750
DPS24-11	City Hall Roof Repair	2024	General Fund	\$20,000
DPS24-12	Dump Truck	2024	General Fund	\$65,165
DPS24-13	Gutters and Downspout	2024	General Fund	\$10,000
DPS24-14	DPS Building Roof Repair	2024	General Fund	\$130,000
DPS24-15	Pick up Truck (plow ready)	2024	General Fund	\$51,750
DPS24-16	Building and Site Improvements	2024	General Fund	\$50,000
DPS24-17	Interior Garage Concrete Pavement	2024	General Fund	\$15,000
DPS24-18	Tow Behind Leaf Blower*	2025	General Fund	\$75,000
DPS24-19	Zero Turn Lawn Mower*	2025	General Fund	\$10,000
DPS24-20	Verkada - Camera/Door Lock License Fee*	2025-2026	General Fund	\$10,227.87
DPS Total				\$759,392.87

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>



## Project Inventory - continued

Project Number	Name	Fiscal year start	Funding source	Total
<b>Downtown Development Authority (DDA)</b>				
DDA24-01	Alleyway Improvements	2024	DDA General Fund	\$296,000
DDA24-02	City Hall Parking Lot Reconstruction	2025	DDA General Fund	\$350,000
DDA24-03	Bike Loops	2025	DDA General Fund	\$7,300
DDA24-04	Trash Receptacle Installation	2025	DDA General Fund	\$13,000
DDA24-05	HAWK Pedestrian Crossing	2025	DDA General Fund	\$100,000
DDA24-06	Alleyway Improvements*	2025	DDA General Fund	\$345,000
DDA24-07	Alleyway Improvements*	2026	DDA General Fund	\$350,000
DDA24-08	City Hall Monument Sign Conversion	2026	DDA General Fund	\$10,000
DDA Total				\$1,471,300
<b>Parks and Recreation (P&amp;R)</b>				
PR24-01	Municipal Park Playscape Replacement	2024-2025	Senator Peters / Oakland County	\$625,000
PR24-02	Sarrackwood Park Playscape Replacement	2026	Grant	\$400,000
PR24-03	Goldengate Park Playscape Replacement	2026	General Fund	\$400,000
P&R Total				\$1,425,000
<b>Police</b>				
P24-01	Ballistic Plate Carrier Upgrade	2024	Police	\$15,000
P24-02	In-Car Video System Replacement	2024	Police	\$27,000
P24-03	Power DMS Annual Accreditation Subscription	2024	TBD	\$5,222
P24-04	Chief and Detective Bureau Vehicles	2024	General Fund	\$74,000
P24-05	Police Station Remodel or New Build	2025	General Fund	\$1,800,000
P24-06	Patrol Vehicle	2025	General Fund	\$65,000 - \$70,000
P24-07	Axon Taser - Replacement	2024 - 2029	General Fund	\$52,222.53
Police Total				\$2,043,444.53
<b>Roads</b>				
R24-01	2024 EB/WB 11 Mile Road Resurface (RCOC) Southfield Road to 1,000' west	2024	Major Road	\$175,000
R24-02	Southfield Road Resurfacing (11 Mile to 12 Mile Roads)	2024	General Fund / Major Road / DDA / Tri-Party	\$440,000 City Share: \$146,000
R24-03	Eastbound 11 Mile Resurfacing (Southfield Road to On-Ramp)	2025	General Fund / Fed Grant / Major Rd	\$307,000
R24-04	Lincoln Drive east reconstruction	2026	Major Road	\$450,000
R24-05	Eastbound and Westbound 11 Mile Road Resurfacing	2027	General Fund / Major Road	\$750,000
R24-06	Southfield Rd. Reconstruction (Meadowood to Cambridge)	2027	Grant / CIP	\$2,650,000
Roads Total				\$4,772,000

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

# Project Inventory - continued

Project Number	Name	Fiscal year start	Funding source	Total
<b>Sanitary and Storm Sewer</b>				
S24-01	2024 - 2025 Manhole Installation	2024	CIP Bond	\$200,000
S24-02	Sanitary Retention Tank Upgrades	2024	CIP Bond	\$858,000
S24-03	2025 Sanitary Sewer CCTV	2025	Water / Sewer	\$200,000
S24-04	Storm Sewer Improvements & Repairs	2025	CIP Bond	\$150,000
S24-05	2026 Sanitary Sewer Improvements	2026	Water / Sewer	\$200,000
S24-06	2027 Sanitary Sewer Improvements	2027	Water / Sewer	\$200,000
S24-07	2028 Sanitary Sewer Improvements	2028	Water / Sewer	\$200,000
<b>Sanitary and Storm Total</b>				<b>\$1,988,000</b>
<b>Water</b>				
W24-01	Lead and Copper Service Abatement	2024	CIP Bond Issue	\$100,000
W24-02	Lead and Copper Interior Inspections	2024	CIP Bond Issue	\$50,000
W24-03	Fire Hydrants Replacement / Refurbish	2024	CIP Bond Issue	\$210,000
W24-04	Gate Valve Replacement	2024	CIP Bond Issue	\$250,000
W24-05	Residential Water Meter Telemetry	2024	CIP Bond Issue	\$120,000
W24-06	2024 Water Main Replacement	2024	Water / Sewer	\$489,000
W24-07	2025 Water Main Replacement	2025	Water / Sewer	\$681,500
W24-08	Lead & Copper Abatement	2025	Water / Sewer	\$50,000
W24-09	2026 Water Main Replacement	2026	Water / Sewer	\$1,080,000
W24-10	2027 Water Main Replacement	2027	Water / Sewer	\$980,000
W24-11	2028 Water Main Replacement	2028	Water / Sewer	\$1,312,000
W24-12	2029 Water Main Replacement	2029	Water / Sewer	\$750,000
W24-13	2030 Water Main Replacement	2030	Water / Sewer	\$500,000
W24-14	Water Main Replacement (31-32)	2031	Water / Sewer	\$500,000
<b>Water Total</b>				<b>\$7,062,500</b>

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

# Administrative

New to the 2024 CIP is a focus on a needs assessment for prioritizing CIP and maintenance and the allocation of operating budgets. Also new is the replacement of the aging drinking fountains at City Hall. Carried over from the 2023 CIP is the new camera equipment to replace obsolete equipment and improve services by the Cable department. It is expected that the new equipment would contribute to the long term needs of the community for up to 30 years.

AD24-01		Remote Cameras - Cable Department
Project Year:	2024	New cameras will save labor fees for Council chamber meetings. Current equipment is identified as obsolete.
Estimated Cost:	\$7,798	
Funding Source:	General Fund	
Ranking:	TBD	
AD24-02		City Hall Drinking Fountain Replacement*
Project Year:	2024	Replacement of four (4) aged wall-mounted drinking fountains throughout City Hall. This would include three (3) fountain/bottle filling stations, one (1) standard fountain, and installation expense.
Estimated Cost:	\$6,000	
Funding Source:	General Fund	
Ranking:	TBD	
AD24-03		Facility Condition and Needs Assessment*
Project Year:	2024	As City facilities continue to age, the City should utilize qualified consultants to provide a facility condition and needs assessment (FCNA) of the existing City Hall and DPW facilities. The analysis would be utilized for prioritizing CIP and maintenance requirements as well as assisting with allocating operating budgets. The review would include exterior/interior systems, fire/life safety, HVAC, electrical, plumbing, and specialized equipment and systems.
Estimated Cost:	\$35,000	
Funding Source:	General Fund / Water-Sewer	
Ranking:	TBD	

## Department of Public Services

Lathrup Village has maintained a contract with the private company Lathrup Services to manage all of its public service provisions. Services such as water main repair, snow plowing, landscaping and general maintenance and repairs fall into this category. The truck plow assembly package, leaf blower, lawn mower, and Verkada surveillance camera license fee are new items for 2024.

DPS24-01		2011 GMC Pickup - Plow Assembly*
Project Year:	2024	The City's current 2011 GMC pickup does not include a plow package, thus limiting its usefulness during the winter months. The plow assembly package would allow the City to retrofit one of its vehicles to give it the added benefit to be added to the winter fleet rotation.
Estimated Cost:	\$7,500	
Funding Source:	General Fund	
Ranking:	4	
DPS24-02		Painting DPS Building
Project Year:	2024	The building is ready for a new paint job inside and out.
Estimated Cost:	\$20,000	
Funding Source:	General Fund	
Ranking:	16	
DPS24-03		Epoxy Floors
Project Year:	2024	Epoxy floors throughout the entire building will keep office and shop floors clean. The carpet is very dirty and worn out - remove and replace with epoxy.
Estimated Cost:	\$65,000	
Funding Source:	General Fund	
Ranking:	13	
DPS24-04		Cement Blocks
Project Year:	2024	Improve yard and organization. Only have three bays to work with. Extra materials used for projects and dumped anywhere in yard.
Estimated Cost:	\$5,000	
Funding Source:	General Fund	
Ranking:	8	
DPS24-05		Concrete Slab
Project Year:	2024	Interior of DPS building is dirt and needs to be replaced with concrete for a cleaner environment.
Estimated Cost:	\$25,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS24-06		Furnace Replacement
Project Year:	2024	Furnace at DPS building is old and needs to be replaced.
Estimated Cost:	\$10,000	
Funding Source:	General Fund	
Ranking:	3	

# Department of Public Services

DPS24-07		Kitchen Remodel
Project Year:	2024	Kitchen is not in good shape and needs to be replaced. Remove and replace old equipment and carpet.
Estimated Cost:	\$6,000	
Funding Source:	General Fund	
Ranking:	15	
DPS24-08		Bathroom(s) Remodel
Project Year:	2024	The bathrooms at the DPS building are in bad shape and in need of remodel.
Estimated Cost:	\$6,000	
Funding Source:	General Fund	
Ranking:	14	
DPS24-09		Parking Lot Replacement Phase 3
Project Year:	2024	Repave the northern portion of the parking lot and westerly drive patch.
Estimated Cost:	125,000	
Funding Source:	General Fund	
Ranking:	11	
DPS24-10		Backhoe Tractor
Project Year:	2024	Current tractor is 13 years old and in need of replacement.
Estimated Cost:	\$97,750	
Funding Source:	General Fund	
Ranking:	2	
DPS24-11		City Hall Roof Repair
Project Year:	2024	Roof leaks in several areas in the Community Room.
Estimated Cost:	\$20,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS24-12		Dump Truck
Project Year:	2024	Dump Truck in need of replacement it is 12 years old - no floor panel make current one very dangerous
Estimated Cost:	\$65,165	
Funding Source:	General Fund	
Ranking:		
DPS24-13		Gutters & Downspout
Project Year:	2024	Gutters are broken and are in need of replacement
Estimated Cost:	\$10,000	
Funding Source:	General Fund	
Ranking	12	

# Department of Public Services

DPS24-14		DPS Building Roof Repair
Project Year:	2024	DPS building is in bad shape, it is leaking in many spots and might need an entire roof replacement
Estimated Cost:	\$130,000	
Funding Source:	General Fund	
Ranking	13	
DPS24-15		Pick Up Truck (plow ready)
Project Year:	2024	The DPS truck is in poor condition and in need of replacement.
Estimated Cost:	\$51,750	
Funding Source:	General Fund	
Ranking	1	
DPS24-16		Building and Site Improvements
Project Year:	2024	Dump Truck in need of replacement it is 12 years old - no floor panel make current one very dangerous
Estimated Cost:	\$65,165	
Funding Source:	General Fund	
Ranking:	TBD	
DPS24-17		Interior Garage Concrete Pavement
Project Year:	2024	Concrete paving of garage interior.
Estimated Cost:	\$15,000	
Funding Source:	General Fund	
Ranking:	10	
DPS24-18		Tow Behind Leaf Blower*
Project Year:	2025	The Department of Public Works utilizes tow-behind leaf loaders for yearly leaf pickups. The City currently has three (3) units with one (1) of the units past its useful life and currently out of service. While the City service can continue with two (2) units, the rate of service declines greatly, especially if a crew is pulled to another assignment.
Estimated Cost:	\$75,000	
Funding Source:	General Fund	
Ranking:	6	
DPS24-19		Zero Turn Lawn Mower*
Project Year:	2025	The City's current zero turn lawnmower is seven (7) years old and at the end of its useful life as it needs consistent maintenance to function throughout the mowing season. This purchase of a commercial grade zero turn lawnmower would replace our current equipment and allow for continued service during the season.
Estimated Cost:	\$10,000	
Funding Source:	General Fund	
Ranking:	5	
DPS24-20		Verkada - Camera / Door Lock License Fee*
Project Year:	2025-2026	Verkada surveillance camera license fee will expire in August of 2025 and door lock license fee expires in Jan of 2027. IF the City would like to continue using these products we will need to renew the license.
Estimated Cost:	\$10,227.87	
Funding Source:	General Fund	
Ranking:	TBD	
		3yr license - 27 cameras = 10,227.87 5yr license - 27 cameras = 16,748.37 10yr license - 27 cameras = 33,515.37

# Downtown Development Authority

The DDA has proposed improvements to Southfield Road at the gateways to the City as incremental improvements while the Southfield Road improvement project awaits federal funding priority. These projects will bolster economic development efforts to keep Lathrup Village competitive and attractive for business development. Improvements to alleyways in 2025 and 2026 are new to the 2024 CIP.

DDA24-01		Alleyway Improvements
Project Year:	2024	Repair and/or reconstruct deteriorated alleyways and approaches, using the Alleyway Assessment conducted by the city's engineers.
Estimated Cost:	\$296,000	
Funding Source:	DDA	
Ranking:	TBD	
DDA24-02		City Hall Parking Lot Reconstruction
Project Year:	2025	Reconstruct the existing asphalt parking lot with spot curb and gutter repairs, ADA compliant walks, new asphalt parking surface, and pavement markings.
Estimated Cost:	\$350,000	
Funding Source:	DDA General Fund	This is part of a larger project to renovate municipal grounds which also includes new landscaping around City Hall & installing a new play structure. Total Project Cost is \$807,264
Ranking:	TBD	



Existing Light pole banner on Southfield Road (Giffels Webster, 2020)

# Downtown Development Authority

DDA24-03		Bike Loops
Project Year:	2025	To help encourage cycling and cycling safety in the City and downtown, bike loops should be installed. Although there are bike loops at City Hall, there are none located close to the north and south entrances. Seven locations, including City Hall, have been identified for areas to install bike loops.
Estimated Cost:	\$7,300	
Funding Source:	DDA General Fund	
Ranking:	TBD	
DDA24-04		Trash Receptacle Installation
Project Year:	2025	Installation of trash and recycling receptacles in the Downtown District, with six in the northern half of the district and four in the southern portion. Each receptacle has a compartment for garbage and recycling.
Estimated Cost:	\$13,000	
Funding Source:	DDA General Fund	
Ranking:	TBD	
DDA24-05		HAWK Pedestrian Crossing
Project Year:	2025	This project involves the installation of 3 HAWK/Pedestrian Hybrid Beacons. These will dramatically improve the safety of those wishing to cross Southfield Road and will enhance the connectivity of the community. Approval by RCOC for installation near Margate Ave.
Estimated Cost:	\$100,000	
Funding Source:	DDA General Fund	
Ranking:	TBD	
DDA24-06		Alleyway Improvements*
Project year:	2025	Reconstruct alleys and approaches per DDA CIP.
Estimated Cost:	\$345,000	
Funding Source:	DDA General Fund	
Ranking:	TBD	
DDA24-07		Alleyway Improvements*
Project year:	2026	Reconstruct alleys and approaches per DDA CIP.
Estimated cost:	\$350,000	
Funding Source:	DDA General Fund	
Ranking:	TBD	
DDA24-08		City Hall Monument Sign Conversion
Project year:	2026	Convert the existing monument sign to a digital message board.
Estimated Cost:	\$10,000	
Funding Source:	DDA General Fund	
Ranking:	TBD	



# Parks and Recreation

The Recreation Department includes upgrades to City Parks, Community Room, and Fitness Center. The City’s parks are in need of restoration and upgrades to maintain safety and accessibility. Several parks are in need of additional wood chips and landscaping around play equipment in order to ensure safety of use. Drainage improvements around recreational amenities are needed to reduce instances of standing water and to protect accessibility. The Goldengate, Sarrackwood, and municipal park playgrounds have all been moved ahead from the 2023-2028 CIP.

PR24-01		Municipal Park Playscape Replacement
Project Year:	2024-2025	The playground equipment at Municipal Park has reached the end of its usable life. Since its installation, great strides have been made in creating inclusive playscapes to meet the needs of all children in a community. As the hub of community activities and events, an inclusive and accessible playscape is a necessity at Municipal Park.
Estimated Cost:	\$625,000	
Funding Source:	Senator Peters	
Ranking:	TBD	
PR24-02		Sarrackwood Park Playscape Replacement
Project Year:	2026	The playground equipment at Sarrackwood Park has reached the end of its usable life. Since its installation, great strides have been made in creating an inclusive playscape to meet the needs of all children in the community. Maintaining clean and safe playgrounds is a hallmark of desirable neighborhoods, assisting with retaining current residents and attracting new ones.
Estimated Cost:	\$400,000	
Funding Source:	Grant	
Ranking:	TBD	
PR24-03		Goldengate Park Playscape Replacement
Project Year:	2026	The playground equipment at Goldengate Park is not inclusive equipment. Since its installation, great strides have been made in creating inclusive playscapes to meet the needs of all children in the community. Additionally, Goldengate is currently the sole park that services the southern half of the city. Having accessible equipment in the only park on the south side of the city is necessary.
Estimated Cost:	\$400,000	
Funding Source:	Grant	
Ranking:	TBD	

# Police

The Lathrup Village Police Department offers full policing services to its residents including routine patrol, traffic enforcement, detective services, community relations, and other specialized functions. Lathrup Village holds the distinction of being one of Oakland County’s safest cities. The Axon Taser replacement is a new item for the 2024-2029 CIP.

PD24-01		Ballistic Plate Carrier Upgrade
Project Year:	2024	Ballistic plate carrier upgrade for active shooter situations which can be added to the bulletproof vest for emergency situations.
Estimated Cost:	\$15,000	
Funding Source:	Police	
Ranking:	TBD	
PD24-02		Watchguard (In-Car Video)
Project Year:	2024	In-car video system replacement (GTek).  The current system is out of warranty. A one-year warranty for all equipment can be purchased for \$3,200.
Estimated Cost:	\$27,000	
Funding Source:	Police	
Ranking:	TBD	
PD24-03		Power DMS Annual Accreditation Subscription
Project Year:	2024	
Estimated Cost:	\$5,222	
Funding Source:	TBD	
Ranking:	TBD	
PD24-04		Chief and Detective Bureau Vehicles
Project Year	2024-2025	Replacement of the Chief and Detective vehicles, which currently have 125,000 miles on each vehicle. Send these vehicles to auction will result in a higher auction value verses the potential increase in maintenance costs. I am requesting to purchase one vehicle this year and a second vehicle next year.
Estimated Cost:	\$74,000	
Funding Source:	General Fund	
Ranking:	TBD	
PD24-05		Police Station Remodel or New Build
Project Year:	2024	The police department is in desperate need of a new facility to address all of the needs of personnel and the changing environment of police standards and recruitment.
Estimated Cost:	\$1.8 MM	
Funding Source:	General Fund	
Ranking:	TBD	
PD24-06		Patrol Vehicle
Project Year:	2025	Chevy Tahoe patrol vehicle - Replace due to hours of service and mileage. This will need to include purchase of the vehicle, equipment change over and the purchase of new equipment for new model year
Estimated Cost:	\$65,000-\$70,000	
Funding Source:	General Fund	
Ranking:	TBD	

# Police

PB24-07		Axon Taser - Replacement
Project Year:	2024-2029	The current department tasers are at the end of their life cycle which expires on 8/1/24. We will need to purchase new tasers to give our officers a less than lethal option for compliance while detaining/ arresting subjects.
Estimated Cost:	\$52,222.53	
Funding Source:	General Fund	
Ranking:	TBD	

# Roads

The City of Lathrup Village has 26.2 total miles of roads, of which 7.36 miles are major streets and 18.84 miles are considered local roads. In November 2020, Lathrup Village voters passed a millage for road repair to address the urgent needs of the transportation system. The millage funds a three-year project beginning in the spring of 2021 and was completed in the fall of 2023. The project is being paid for by the issuance of a bond and will be paid back over 10 years with an average millage rate of 3.9176 mills. Due to the significant cost savings, this project includes limited ditch grading, culvert replacement, and culvert cleaning. These additional tasks will ensure that the new roads will achieve their maximum lifespan and improve the flooding after moderate to significant rains.

R24-01		EB/WB 11 Mile Rd. RCOC, Southfield Rd. to 1,000 ft. West
Project Year:	2024	Resurfacing local roads with any remaining bond issue funds (TBD after 2023 project). This is an estimate of what may be available.
Estimated Cost:	\$175,000	
Funding Source:	Major Road	
Ranking:	TBD	
R24-02		Southfield Road Resurfacing (11 Mile Rd. to 12 Mile Rd.)
Project Year:	2024	RCOC is resurfacing Southfield Road from 11 to 12 Mile Roads. The City is responsible for 10%. Using Tri-Party funding would cost the city \$146,000.
Estimated Cost:	\$146,000	
Funding Source:	General Fund / Major Road / DDA / Tri-Party	
Ranking:	TBD	
R24-03		Eastbound 11 Mile Resurfacing (Southfield Road to on-ramp)
Project Year:	2025	Resurfacing of 11 Mile from Southfield Road to the east city limits; eastbound. Estimated cost of \$520,00 includes a \$213,000 grant (added 20% inflation).
Estimated Cost:	\$307,000	
Funding Source:	General Fund / Federal Grant	
Ranking:	TBD	
R24-04		Lincoln Dr. East Reconstruction
Project Year:	2026	
Estimated Cost:	\$450,000	
Funding Source:	Gen Fund / Fed Grant / Major Rd	
Ranking:	TBD	
R24-05		Eastbound and Westbound 11 Mile Road Resurfacing
Project Year:	2027	Resurfacing eastbound 11 Mile Road from Santa Barbara to Southfield and westbound from Southfield to Evergreen Road. Estimate a 2 mill and overlay.
Estimated Cost:	\$750,000	
Funding Source:	General Fund / Major Road	
Ranking:	TBD	

# Roads

R24-07		Southfield Road Reconstruction (Meadowbrook to Cambridge)
Project Year:	2007	
Estimated Cost:	\$2,650,000	
Funding Source:	Grant / CIP Funding	
Ranking:	TBD	

ROADS		
Total Number	25.8 miles (approx.)	
2023 Paser Rating	Poor	6.32 miles (60%)
	Fair	4.41 miles (17%)
	Good	6.21 miles (24%)
	Excellent	8.90 miles (34.5%)
Total in Need of Repair	6.32 miles to 10.72 miles (24.5 to 41.6%)	
Repairs to Date (2021 through 2023)		
Reconstructed	3.90 miles	
Rehabilitated	4.24 miles	
Paved Gravel	0.49 miles	
Repairs Planned (2024 through 2029)		
Resurfacing	1.85 miles	
Total Cost (excl. Southfield Road)	\$1.5 million	

# Sanitary and Storm Sewer

## SANITARY SEWER

The Lathrup Village sanitary sewer system consists of approximately 145,000 linear feet (lft) of sewers ranging in size from 8 inches to 24 inches in diameter. Of the 145,000 lft of sewer, the older portion of the system is comprised of approximately 118,900 (82%) of vitrified clay pipe, while the newer portion of the system is comprised of approximately 26,100 (18%) lft of concrete pipe. Constructed in the 1920's as a combined sewer system, the City converted it to a dedicated sanitary sewer system in the 1960's (meaning that storm water and sanitary water are not permitted to mix). It is believed that all residents and businesses within the City are connected to the sanitary sewer and there are no known active septic systems. Since the City of Lathrup Village reached its full development capacity, the sanitary sewer system covers the entire city with no need for expansion.

During the construction of I-696, the system was severed and divided into a northern and a southern system that are metered and discharged into the Evergreen Farmington Sewage Disposal System (EFSDS). The sewer system north of I-696 is routed to a 3-million-gallon retention tank which is located at the west end of Sunnybrook, near Evergreen Road north of I-696. This facility is currently receiving significant maintenance and repair in order to safeguard the operation of the system.

Lathrup Village has invested heavily over the past couple of decades in its sanitary sewer system. As a result, the system is in good condition, but it does require maintenance to keep it from degrading. In the fall of 2020, the City invested in having 30,000 linear feet of sewer pipe inspected via closed circuit television. As a result of this process, the assessment of approximately 11,000 linear feet of sanitary sewers have been lined at a cost of \$664,000 through a CIP Bond.

### Sanitary Retention Tank

Lathrup Village has its own sanitary retention tank that is used to store inflow from the sanitary sewer system when the inflow rate is greater than the rate at which we are permitted to outflow to the Evergreen-Farmington Sewer Disposal System (EFSDS). In the past, there have been instances where the retention tank has filled up and the City was forced to allow the tank to overflow. As a result, the City is under a Consent Decree from the Michigan Department of Environment, Great Lakes and Energy (EGLE). In 2019, the City outsourced the operations and maintenance of the retention tank to the Oakland County Water Resource Commission (OCWRC). The County has notified us that the retention tank requires approximately \$500,000 in maintenance and repairs for safety and upgrades in order to obtain compliance with the Consent Decree.

SANITARY SEWER		
Total Number	27.5 miles (approx.)	
Size	8" - 24" diameter	
Material	Vetrified Clay	22.5 miles (82%)
	Concrete	4.90 miles (18%)
LFT of Sewer Lined (1994 - 2023)	13.92 miles (50%)	
Total in Need of Repair	TBD at Next Scheduled CCTV	
<b>Replacements to Date (2021 through 2023)</b>		
Cured-In-Place Pipe	About 2 miles	
Cost	\$664,000 (via CIP bond)	
<b>Replacements Planned (2025)</b>		
Dead End Sewers (manholes)	22 of 30 total (8 completed)	
Total Cost	\$200,000 (CIP bond issue)	

# Sanitary and Storm Sewer

## STORM SEWER

Of the four infrastructure categories of public infrastructure (sanitary sewer, storm sewer, roads, and water), the City’s storm sewer system has received the least amount of resources and attention in the last decade. Upkeep of ditches, culverts, and drains found in the right-of-way is, by City ordinance, the responsibility of the adjoining property owner.

For many blocks, ditches have not been properly maintained and the culverts have become damaged or have been shifted by the freeze/thaw cycle rendering them unable to perform their function. The result is a storm system that functions at a level below full capacity and leaves standing water in ditches for days following rainstorms. Poor maintenance on culverts have left them slow to drain or impassible, preventing storm water from reaching the proper drains which send water to the Rouge River. The current state of the storm and ditch system impacts the subsurface ground water levels and the volume of flow in the City’s sanitary sewer system.

In 2022, the City contracted for the cleaning, televising, and assessment of 50,000 linear feet of storm sewers. There are no new items in this CIP and all previous items are moved ahead.

SS24-01		2025 Manhole Installation
Project Year:	2024	Install 1 to 20 sanitary manholes at sewer sections with no upper end manhole.
Estimated Cost:	\$200,000	
Funding Source:	CIP Bond Issue	
Ranking:	TBD	
SS24-02		Sanitary Retention Tank Upgrades
Project Year:	2024	
Estimated Cost:	\$858,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
SS24-03		2025 Sanitary Sewer CCTV
Project Year:	2025	Clean, televise, and assess approximately 30,000 linear feet of miscellaneous sanitary sewer sections throughout the city.
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
SS24-04		Storm Sewer Improvements & Repair
Project Year:	2025	
Estimated Cost:	\$150,000	
Funding Source:	CIP Bond	
Ranking:	TBD	

# Sanitary and Storm Sewer

SS24-05		2026 Sanitary Sewer Improvements
Project Year:	2026	Budget for sanitary sewer repairs required based on the 2025 Sanitary CCTV assessment.
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
SS24-06		2027 Sanitary Sewer Improvements
Project Year:	2027	
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
SS24-07		2028 Sanitary Sewer Improvements
Project Year:	2028	
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	



# Water

Lathrup Village has approximately 31 miles of water main. Of that mileage, 17 miles of water main were installed prior to 1930 with the remaining 14 miles originally installed prior to 1972. The expected useful life of a water main is approximately 50 years. Because most of the system has already significantly outlived its useful life, the City experiences a much larger than expected number of costly water main breaks each year.

The City has been addressing this issue on an ongoing basis. In the fall of 2020, the City completed the Santa Barbara water main project, which installed about a mile of new water main to increase pressure and volume to the west side of the City. However, a large portion of the water system still needs to be replaced. As discussed in a prior recommendation, the opportune time to replace water mains is simultaneous to road replacement. This dramatically reduces the cost of water main replacement and also eliminates any need to damage existing roadway in order to replace a water main. The residents recently approved a three-year road replacement project and it is recommended that the City replace as much water main as possible during this three-year project. By the end of 2023, the City completed the replacement of 7,700 linear feet of water main since 2021.

WATER MAINS		
Total Mileage	32.62 miles	
Useful Life	50 years	
Age	Before 1930	15.6 miles
	1931 – 1958	3.16 miles
	1959 – 1972	5.42 miles
	1973 – 2000	4.69 miles
	2000 – 2023	3.75 miles
Total in Need of Replacement	Approx. 15.6 miles (48%)	
Replacements to Date		
2018 through 2020	7,211 linear feet (1.4 miles): 4.5%	
2021 through 2023	7,700 linear feet (1.45 miles): 4.7%	
Replacements Planned		
2024 through 2029	12,035 linear feet (2.3 miles): 7.4%	

# Water

## Fire Hydrants.

Lathrup Village has approximately 243 fire hydrants and approximately 60% of those were installed prior to 1930. The City estimates that 120 hydrants need to be replaced or refurbished in order to provide optimal functionality should their use be required to extinguish a fire. It is estimated that 60 hydrants will need to be replaced and 60 will be able to be refurbished. The estimated cost per hydrant is \$4,540. This equates to a total project cost of \$545,000. Completing this project (along with water main improvements) will help to improve safety and ultimately improve the City's fire rating, which should result in lower insurance rates for businesses and residents. By the end of 2023, the City has replaced 80 hydrants and installed 20 new hydrants.

FIRE HYDRANTS		
Total Number	243 (approx.)	
Age	94+ years	145 (60%)
Total in Need of Replacement	120 (49%) 60 replaced, 60 refurbished	
Estimated Cost per Hydrant	\$4,540	
Estimated Total Cost	\$545,000 (ea. x 120)	
Replacements to Date (2021 through 2023)		
Refurbished	2	
Replaced	80	
New Installs	20	
Replacements Planned		
2024 through 2029	22	

# Water

## Water Main Gate Valves.

Gate valves are used to provide isolation capability for water mains. When water mains require maintenance or repair, a gate valve can be closed to shut off the water supply to the water main in question. Lathrup Village has over 300 gate valves of which 60% were installed prior to 1930. Due to their age, a large number of these gate valves no longer function. This is a huge problem, especially because of the large number of water main breaks the City experiences every year. In many instances, when a water main breaks, the contractor cannot shut off the water upstream because of a non-functioning gate valve. This means the repair must be done under pressure, which results in added expense for the repair, additional time that residents are without water, excessive water loss for which the City is liable, and safety risk for the water department staff. The City Engineer estimates that 162 gate valves require replacement. The cost of each replacement is estimated to be \$5,925, which equates to \$960,000 for the entire project. The 2021 CIP had plans to replace 54 gate valves per year for the next three years. By the end of 2023, the City has refurbished 99 gate valves and installed 32 new valves.

## Distribution Service Material Inventory (DSMI) and Lead\Galvanized Water Service Abatement.

In response to the Flint water crisis, the State of Michigan adopted a variety of new regulations related to lead in the water system. As a result of these regulations, by 2025, the City is required to identify the material of all water service pipes leading into all homes and businesses in the City. Any service line that consists of lead or galvanized steel is required to be replaced with the cost born completely by the City. Starting in 2021, the City must replace a minimum of 5% of its lead/galvanized service lines each year for the next 20 years.

WATER MAIN GATE VALVES		
Total Number	303 (approx.)	
Age	94+ years	180 (59%)
	< 94 years	120 (40%)
Total (est.) in Need of Replacement	162 (53%)	
Replacements to Date (2021 through 2023)		
Refurbished	99	
Replaced	0	
New Installs	32	
Replacements Planned		
2024 through 2029	51	

# Water

## Lead and Copper Exterior Identification.

Service line material verification is required at both the water stop box (usually by the sidewalk in front of each home) and where the water service physically enters the home/business. The City has already launched a self-identification campaign for residents to identify the material inside their homes and businesses. Identifying the material at the stop box is a significantly more intensive process. It requires digging five feet down on both sides of the stop box and visually inspecting the pipes leading to and going from the stop box for 18 inches on each side. The estimated cost for each stop box identification is \$650. This estimate includes repairing the sidewalk when it is damaged during the identification process. In addition, most of the stop boxes in the City are over 75 years old and do not function well or at all. Because most of the work to replace the stop box will already be completed in the identification process, it is the opportune time to replace these old and failing devices. The additional cost to replace each stop box is \$75, bringing the total cost to \$725 per water service line. The City was required to verify 315 randomly generated services. at the end of 2023, all 315 excavations have been complete and only 4 lead or galvanized services were found. The City received nearly \$232,000 in grant money from EGLE to cover the expense of this project.

In addition, the City will be required to replace the lead and galvanized lines that are identified via the aforementioned methods. The cost of this abatement is estimated to run about \$4,500 to \$5,000 per line. While there is no way to accurately estimate how many lead and galvanized lines there are in the City, it does appear to be relatively low. The CIP is budgeting approximately \$500,000 to be utilized for this abatement. At the end of 2023, 24 water services have been abated.

## Water Loss and Water Meters.

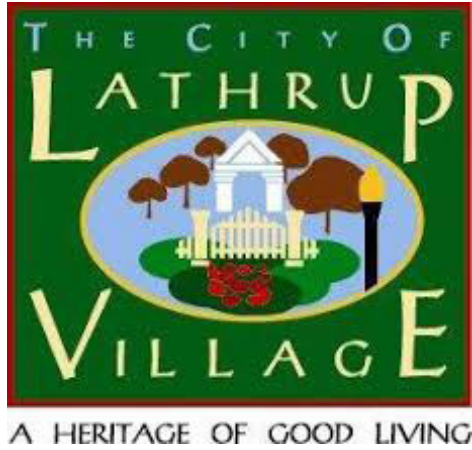
Over the last five to ten years, the City has had larger than expected water losses. Lathrup Village purchases its water from Southeast Oakland County Water Authority (SOCWA), who meters the volume that the entire City uses. The City, in turn, bills residents and businesses based upon their individual metered usage. The City had been experiencing 40% water loss for several years. The City found a leak in the high school athletic fields and identified commercial properties that were not properly metered. Since resolving these issues, the City's water loss has been less than 5%.

# Water

W24-01		Lead & Copper Service Abatement
Project Year:	2024	Budget for lead or galvanized service abatement (estimated 15 services per year). Confirm after internal inspections.
Estimated Cost:	\$100,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W24-02		Lead & Copper Interior Inspections
Project Year:	2024	Communities across the state are required to identify the interior water service lines by October 1, 2024. While the City has made some progress, the City will contract to have the interior inspections done.
Estimated Cost:	\$50,000	
Funding Source:	CIP Bond Issue	
Ranking:	TBD	
W24-03		Fire Hydrants Replacement / Refurbish
Project Year:	2024	Refurbish and install the remaining 1 to 45 hydrants.
Estimated Cost:	\$210,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W24-04		Gate Valve Replacement
Project Year:	2024	The City's gate valves are very old and do not close correctly. Refurbish/install the remaining 1-42 valves.
Estimated Cost:	\$250,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W24-05		Residential Water Meter Telemetry
Project Year:	2024	Install upgraded telemetry and software for reading residential water meters.
Estimated Cost:	\$120,000	
Funding Source:	CIP Bond Issue	
Ranking:	TBD	
W24-06		2024 Water Main Replacement
Project Year:	2024	Replace approximately 1,500 linear feet of water mains on four dead-end streets: Roseland, Avilla, Redwood, & Catalpa.
Estimated Cost:	\$489,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-07		2025 Water Main Replacement
Project Year:	2025	Replace approximately 2,500 linear feet of water main on various streets south of I-696.
Estimated Cost:	\$681,500	
Funding Source:	Water / Sewer	
Ranking:	TBD	

# Water

W24-08		Lead & Copper Abatement
Project Year:	2025	
Estimated Cost:	\$50,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-09		2026 Water Main Replacement
Project Year:	2026	Replace approximately 2,400 linear square feet of water main on the east side of Southfield Road (Lincoln to 11 Mile).
Estimated Cost:	\$1,080,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-10		2027 Water Main Replacement
Project Year:	2027	Replace approximately 2,800 linear feet of water main on El Dorado Blvd.
Estimated Cost:	\$980,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-11		2028 Water Main Replacement
Project Year:	2028	Replace 2,700 linear feet of water main on the east side of Southfield Road (California SW to 12 Mile Rd.).
Estimated Cost:	\$1,312,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-12		2029 Water Main Replacement
Project Year:	2029	Place holder for future water main projects.
Estimated Cost:	\$750,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-13		2030 Water Main Replacement
Project Year:	2030	Place holder for future water main projects.
Estimated Cost:	\$500,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	
W24-14		Water Main Replacement (31-32)
Project Year:	2031	Place holder for future water main projects.
Estimated Cost:	\$500,000	
Funding Source:	Water / Sewer	
Ranking:	TBD	



April 18, 2024

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

# Special Land Use

Site: 26727 Southfield Road  
Applicant: Village Square Market, Inc.  
Plan Date: March 20, 2024  
Zoning: CV Commercial Vehicular District  
Parcel ID: 24-23-229-018; -029  
Proposal: Gas station convenience store with alcohol sales: Special Land Use

Dear City Council members,

We have reviewed the Special Land Use application, and a summary of our findings is below. As with all proposed Special Land Uses, this Special Land Use application was reviewed by the Planning Commission, who held the required public hearing on April 16, 2024 and recommended that City Council approve the application as provided below.





## REVIEW SUMMARY

1. A public hearing was held at the April 16, 2024, Planning Commission meeting. The Planning Commission moved to approve the application and to recommend the City Council approval of the Special Land Use request. In February of 2019, the Planning Commission approved a site plan and special land use request for the site to operate as a gas station in the Commercial Vehicular District. No changes to the approved site plan are proposed with this special land use request.

The ordinance standards for consideration of a special land use, as related to this request, are outlined below.

## REVIEW OF ORDINANCE STANDARDS

### Standards for Special Land Use Approval (Section 6.2.10)

1. *Reasonable Use.* The proposed use is considered “reasonable” when it would be harmonious, compatible, and appropriate for the use along with not impinging unreasonably on the value or use of nearby properties.

*As stated above, the site received special land use approval for a gas station in 2019, which, along with a convenience store, currently exists on the site. In order to sell alcoholic beverages in the Commercial Vehicular District, a Special Land Use application and approval by the Planning Commission and City Council is required. The applicant states the enhanced convenience for their gas and food customers will not result in additional traffic impact.*

2. *Conformity with other regulations of the City.*

*The site is found to be in compliance with other City ordinances.*

3. Location, intensity, and periods of operation. The location, intensity, and periods of operation of the use must be such as to eliminate any reasonable likelihood that it will be, cause, or create a public or private nuisance in fact.

*The proposed use is reasonable within the context of location, intensity, and periods of operation of the City of Lathrup Village. The sale of alcohol at this site is for take-out purposes. The application does not state there will be on-site consumption of alcohol. The applicant states the hours of operation will be as follows:*

Weekdays and Saturdays: 7:00 am. – 11:00 pm.

Sundays: 8:00 am – 11:00 pm.

Peak Hours Weekdays: 7:00 am. – 9:00 am. & 4:00 pm. – 9:00 pm.

Peak Hours Weekends: 12:00 pm. noon

4. The use, as and where proposed, must not be inconsistent with the spirit and purpose of this ordinance nor contrary to the principles of sound community planning.

*The proposed sale of alcohol is not inconsistent with the use of convenience stores at gas stations, and therefore, is in line with sound community planning.*

5. The character of the use must not have adverse effects on neighbors or the community.

*There is no change proposed to the existing facility that is believed to result in a greater impact to the surrounding area, as food and beverage items are currently sold for take-out.*

6. The use must not diminish the fair market value of neighboring lands or buildings to any substantial or significant degree.

This standard is likely met.

7. *Site Design.* The site and manner of operation provide for the maximum reasonable and feasible enhancement of the environment of the surrounding area.

The exterior of the existing facilities is proposed to remain unchanged. If any exterior improvements are pursued, additional enhancements may be required.

- 8. Demonstrated Need. Establishments involving the sale of alcoholic beverages must demonstrate a quantifiable need for the proposed use within either the City or surrounding area.

*The existing site will maintain the primary use as a gas station and convenience store. Alcohol sales will be incidental to the primary use. At the April 16 meeting, the Planning Commission asked for clarification for how the term, "need" is addressed in this particular case. The applicant's attorney explained a more fitting term for "need" would be "allowable quota" or "absorption of the use within the community". Since the community of Lathrup Village can handle a convenience store that sells alcohol, the "need" is appropriate in this case.*

We will look forward to discussing the special land use application with the City Council on May 20, 2024.

Regards,

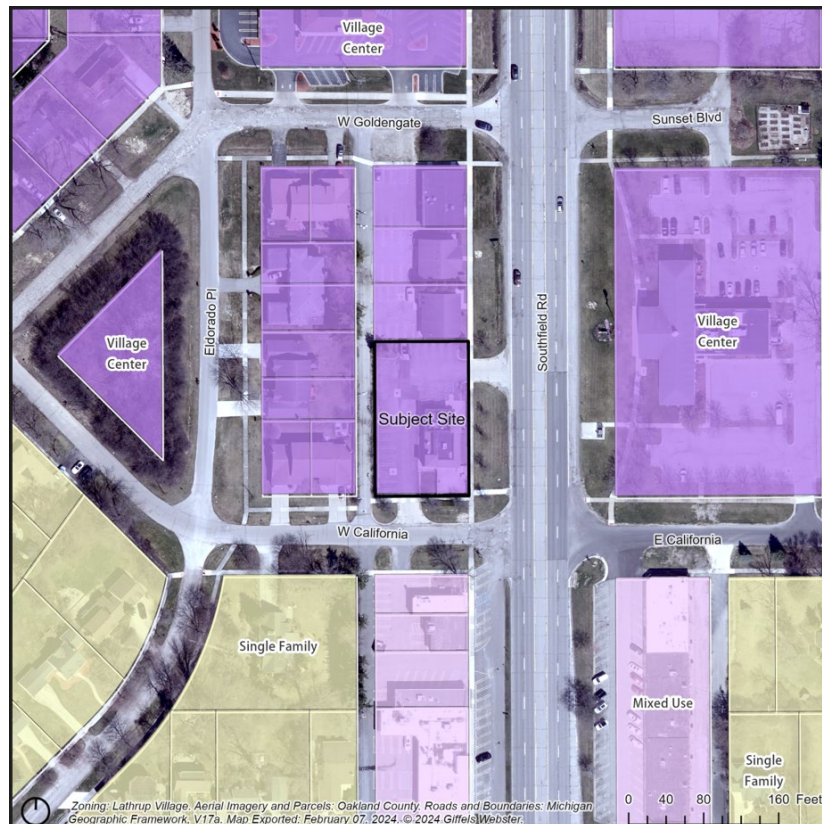
Giffels Webster



Jill Bahm, AICP  
Partner



Eric Pietsch  
Senior Planner





City of Lathrup Village  
 27400 Southfield Road  
 Lathrup Village, MI 48076  
 Phone: (248) 557-2600

A HERITAGE OF GOOD LIVING

Item 9C.

Office Use Only	
Date Submitted:	3/15/24
SLU Review Date:	
Public Hearing Date:	4/16/24

### Application for Special Land Use

Please note that information requested and the procedure followed is pursuant to Sec. 6.2 Special Land Use and Standards. As stated above, the Special Land Use will be necessary to allow for special uses not automatically allowed in the zoning district. The Special Land Use application requires a Public Hearing in front of the Planning Commission. Applicant is encouraged to be present to answer questions and speak to the business development.

#### Property Information

Project Name:	LV Petro LLC / BP Gas Station		
Subject Property Address:	26727 Southfield Rd. Lathrup Village, MI 48076		
Subject Property Parcel Number:	40-24-23.229.029		
Legal Description:			
Acreage:	Frontage (in feet):	Dimensions:	
Proposed Use:	Gas Station w/ carry-out & alcohol sales.		
Current Zoning:	Commercial Vehicle		

#### Applicant Information

Name:	Village Square Market Inc. / Tarek Gayar		
Address:	24472 Northwestern Hwy Southfield	State:	MI Zip Code: 48075
Phone Number:	248 722 6660	Fax:	248 355 5921
Email Address:	tgayar@gmail.com		
Interest in Property:	owner		

\*If the applicant is a corporate or a partnership, please attach certificate from the state in which it is organized.

#### Property Owner Information

Name:	LV Petro LLC / Village Square Market Inc.		
Address:	24472 Northwestern Hwy Southfield	State:	MI Zip Code: 48075
Phone Number:	248 722 6660	Fax:	248 355 5921
Email Address:	tgayar@gmail.com		
Description of Proof of Ownership Provided:			

#### Land Use Questions

Please describe the type and nature of the business being proposed for the property you are seeking special land use approval for. In addition please list the appropriate Class Use that the proposed business falls under:

--

Please list the following information about your hours of operation.

Weekdays	7 AM to 11 PM
Weekends	Sunday 8 to 11 PM

Please list the peak hours of operation, and the maximum number of persons who will be occupying the business during the listed peak hours (space is provided for multiple peak hours.)

Peak Hours Weekdays:	7 AM - 9 AM & 4 PM - 9 PM
Peak Hours Weekends:	Noon time

Maximum number of vehicles which will be attracted to the property for which you are seeking special land use approval:

Describe what additional requests or demands for City services there may be. Examples may be traffic regulation, ordinance enforcement, public safety, and water and sewer services.

to the city, everything remain the same

Describe how the proposed use qualifies as a "reasonable use". Section 2.2 of the Zoning Ordinance defines it as: A proposed use is "reasonable" when it would be harmonious, compatible, appropriate, would not impinge unreasonably on the value or use of nearby properties, and would not impair sound communal development as and where proposed to be established. An existing use is "reasonable" when it is harmonious, compatible, and appropriate as and where established, does not impinge unreasonably on the value or use of nearby properties, and does impair sound communal development. Uses which are not "reasonable" are "unreasonable." No use shall be deemed "reasonable" if its establishment or actual conduct is unlawful under the statutory or common law of this state."

should be the same traffic rate  
 We are adding more convenience to our gas customers, and food customers.

If the special use is granted, will the use then conform to all of the other regulations of the Zoning Ordinance and other ordinances of the City without a need for any variances?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Describe what, if any, activities may reasonably be anticipated to occur on the premises and in the neighborhood as a result of the occupancy which reasonable persons or ordinary sensibilities may possibly find seriously annoying – in particular what changes, if any, will be observed in the following items:

	More	Less	Same
Noise			<input checked="" type="checkbox"/>
Dust or dirt			<input checked="" type="checkbox"/>
Lights, glare			<input checked="" type="checkbox"/>
Odors/Fumes			<input checked="" type="checkbox"/>
Pedestrian/Vehicle Traffic			<input checked="" type="checkbox"/>
Litter/Waste/Trash			<input checked="" type="checkbox"/>

If you checked any item as more, please describe what, if any, impact you believe will result on adjacent properties.

Will the location, intensity and periods of operation proposed will cause or create a public or private nuisance. Typical nuisance complaints associated with our business community include, but are not limited to, those listed above as well as parking problems, lights falling onto adjacent properties, and property appearance and maintenance.

Yes  No

Please describe how you will provide for the maximum reasonable and feasible enhancement of the environment of the surrounding area. This may include, but not be limited to, buffering, landscaping, signage, façade, or other site amenities pursuant to the City's Zoning Ordinance and Design Guidelines.

*Will comply with sign ordinance, maintain same landscaping and Bldg Façade*

**Site Plan Information**

Is there an existing site plan on file:  Yes  No  Applying concurrently

If yes, when was site plan approval obtained? *Feb. 24, 2019*

Prepared By: *Tarek Gayar*

Street Address: *24472 Northwestern Hwy, Southfield* State: *MI* Zip Code: *48075*

Phone Number: Cell: *248 722 6660* Fax:

Email Address: *tgayar@gmail.com*

**Application Checklist**

The applicant is required to submit the following materials to the City Hall **30 days** prior to the regularly scheduled date of the Public Hearing. Failure to supply all required information will result in the rejection of the application by the

- One (1) completed and signed copy of the Special Land Use application
- One (1) full-sized (24x36) set of the proposed or existing Site Plan
- PDF of complete special land use application materials
- Review Fee: \$1,750

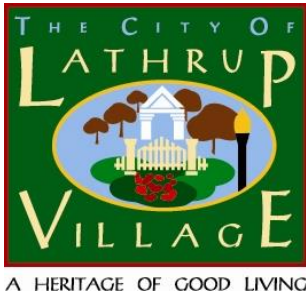
**Applicant's Declaration**

I declare that the foregoing answers honestly and fairly describe the nature of the proposed use to the best of my information, knowledge, and belief. I understand that City Officials and the City Council will rely upon my representations in processing this application and agree that any resulting decisions or approvals may be conditioned upon the use being conducted as represented and may be voided or modified in the event any such representation may later be determined to have been materially faults or misleading.

Applicant's Printed Name	<i>Tarek Gayar</i>
Applicant's Signature	<i>[Signature]</i>
Date:	<i>3/15/2024</i>
Property Owner's Printed Name	<i>LV Retro LLC &amp; Simon Village Square Market Inc</i>
Property Owner's Signature	<i>[Signature]</i>
Date:	<i>3/15/2024</i>







## Planning Commission Draft Minutes

Tuesday, April 16, 2024 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order by Chair Stansbery at 7:02 pm**

2. **Pledge of Allegiance**

3. **Roll Call**

Present: Chair Stansbery, Vice Chair Fobbs, Commissioner Hammond, Commissioner Scussel, Commissioner Dizik, Commissioner Tamarelli

Others Present: Community & Economic Development Direct Susan Stec, Eric Pietsch – Giffels Webster, and Attorney Scott Baker

Absent: None

4. **Approval of Agenda**

Motion by Commissioner Dizik to approve the agenda. Seconded by Commissioner Scussel

Motion carried.

5. **Approval of Meeting Minutes**

A. PC Minutes 2024 03 19

Motion by Commissioner Hammond to approve the meeting minutes from March 19, 2024. Seconded by Commissioner Dizik.

Motion carried.

6. **Public Comment**

Mayor Pro Tem Bruce Kantor thanked Ms. Susie Stec and said it was awesome working with her, over the last five years.

7. **Old Business and Tabled Items**

None.

8. **New Business**

A. Public Hearing for 2024 - 2029 Capital Improvements Plan



Director Stec said there was a request to put in a couple of charts of what has been done, and what is still remaining to be completed, regarding page 26 of the document.

Commissioner Scussel indicated that there was incorrect information under the materials listed in the document, but he likes the charts. The materials will be corrected.

The public hearing opened at 7:10 pm, and no comments were made.

The public hearing closed at 7:11 pm.

**B. 2024 – 2029 Capital Improvement Plan**

Motion to forward the Capital Improvement Plan to City Council with corrections by Commissioner Scussel, and Seconded by Commissioner Tamarelli.

Motion carried.

**C. Public Hearing for Proposed Special Land Use - 26727 Southfield Rd. (BP Gas Station)**

Attorney Dave Draper provided a summary of the Special Land Use request at 26727 Southfield Rd., to allow them to sell alcohol at the gas station, they have turned in their site plan. Attorney Todd Russell Perkins was in attendance as well. The BP owners have been approved and have a Specially Designated Distributor (SDD) and a Specially Designated Merchant (SDM) liquor license from the Michigan Liquor Control Commission.

Attorney Draper stated, in support of the demand or need for this approval, that Lathrup Village is approved for 2 Specially Designated Distributor licenses, and this is one of the two and is approved for 5 Specially Designated Merchant’s licenses. Commissioner Hammond questioned the need for the five Specially Designated Merchant’s licenses. Attorney Perkins said the population will sustain the use, and the way the BP Store will present it, will not negatively, affect the direct neighborhood, but will enhance it. Commissioner Hammond, asked how it would enhance the neighborhood? Attorney Perkins referenced a similar Gas Station that sells liquor on Woodward and 16 Mile Roads.

Commissioner Hammond pointed out a contradiction between what the owner, said regarding the license and that it was needed to compete in the marketplace, versus what the actual liquor license application stated, which was that liquor sales would be incidental.

The Public Hearing opened at 7:29 pm:

Rick Wisz lives on Lathrup Blvd., he questioned the description as an upscale convenience store and mentioned concern that there are no prices on items on the shelves.

Jalen Jennings, a Lathrup Village City Council member, asked how they would promote that they are selling liquor.

The public hearing closed at 7:34 pm.

**D. Special Land Use Approval – 26727 Southfield Rd. (BP Gas Station)**

Motion by Commissioner Dizik to forward this to Council with their recommendation for approval. Seconded by Commissioner Scussel.

Motion carried.

**E. Planned Unit Development (PUD) Amendment - 27777 Southfield Road (Panera Bread)**

Monument sign was previously discussed, and it encroached into the clear vision triangle. The applicant resubmitted to be outside of the clear vision triangle and meet standards.

Chair Stansbery confirmed the location and dimensions.

Motion by Commissioner Hammond to approve the PUD amendment to allow the monument sign per the plans provided. Seconded by Vice Chair Fobbs.

Motion carried.

**F. Conceptual Review - 27770 Southfield Road**

Sam Surnow, of Surnow Company, along with Designhaus Architect and J.B. Donaldson as the General Contractor, and Project Manager, Holly Carol, explained the concept of a four-story multi-family unit apartment building with 167-, two- and three-bedroom apartments and 267 parking spaces including a parking lot and using street parking on the north and south sides of the building.

Director Stec indicated a parking waiver may be needed and that multi-family units are typically permitted on the second floor and above.

Commissioner Dizik asked if all units would be rentals, and the response was yes and at market rate. Commissioner Hammond asked why the brick of the school, was not included in their plans, Mr. Surnow, responded by explaining that an all-brick structure looks like an institution or civic building, and he thought their design complimented the Village Center. Commissioner Hammond pointed out that the Ivy Lofts on Coolidge Hwy., are all brick, and asked if they can find a way to better integrate the existing structure’s design into the new plans.

Vice Chair Fobbs, asked about parking lending itself to the amenities use, because we are already over the parking allowed by the city ordinance, and was told by Mr. Surnow, that the amenities are for use by the residents of the apartment, and not for public use.

Commissioner Hammond asked about railings on the patios. The architect told him that there would be railings.

Vice Chair Fobbs, asked if the school could be exemplified even more since it is a mixed-use building in their concept plans. Commissioner Hammond addressed residents’ concerns that rental tenants are less dedicated to the community. Chair Stansbery asked what the name would be and about signage. Commissioner Tamarelli asked about parking along with Commissioner Hammond, the ordinance is 2 spots, but the concept plan only has 1.6 spots per

unit. Chair Stansbery asked about the back of the building and how it will look facing residents’ homes and the green space and if they can incorporate it all together so it looks like one. Chair Stansbery asked about the historical rules of the school and their plans to modify it. Director Stec stated that they will have to come before the Historic District Commission regarding the demolition of the north and south sides of the School.

Chair Stansbery, asked about the timeline for the project, and Director Stec, responded that they have a meeting next week regarding the timeline. Commissioner Hammond said that the City Council appointed three new members to the Historic District Commission. Commissioner Tamarelli said that he hoped the design would honor the past, and is glad something is being done with the building.

Public Comments:

Ian Ferguson commented on the Surnow company’s work in Birmingham and has confidence in what they want to do here.

Rick Wisz, asked if there was a city requirement, about a building being all brick or at least brick on the first floor. Director Stec, indicated there are strict standards regarding building materials, but the Planning Commission, has the right to amend them.

**9. Other Matters for Discussion**

**A. Development Project Update**

Director Stec said there are many projects, but they are not ready to come before the Planning Commission at this time.

**10. General Communication**

Director Stec thanked everyone for working together and said it would be her last meeting since she was leaving her position.

Commissioner Hammond reiterated that there are three new members of the Historic District Commission and that the Tree Committee and Parks and Recreation Committee are having an Arbor Day Event, on April 27<sup>th</sup>, 2024 at 11:00 am, at Bungalow Park. The Parks and Recreation Committee is hosting a trivia night on May 2, 2024, at 6:30 pm.

Director Stec talked about the Road Commission work on Southfield Road, and that according to their schedule, they will be done by July 2024. Commissioner Tamarelli asked if we were doing 11 Mile as well and Director Stec, said yes. She also said that we will also be getting 3 signalized pedestrian crossings, in the Spring of 2025.

**11. Adjourn**

Chair Stansbery asked for a motion to adjourn, and Commissioner Dizik motioned, and Commissioner Hammond seconded. Motion carried.

The meeting adjourned at 8:43 pm

May 8th, 2024

Job # 15289.24

## **BID RECOMMENDATION**

City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI, 48076  
ATTN: Mike Greene, City Administrator

RE: 2024 Sewer Cleaning and Televising, MH Locate

Dear Mr. Greene,

Bids for the 2024 Sewer Cleaning and Televising, MH Locate project were received on May 7th, 2024, at 2:00 p.m. and were opened publicly and read aloud.

This project was bid as an invitation to five (5) experienced and reputable Contractor's with known experience with sewer cleaning and televising. The sewers to be cleaned and televised in this contract have no upper end manhole and cleaning and televising will be performed from one accessible manhole. The main goal of this project is to locate the upper end of the sewer so a manhole can be installed under a separate contract with Sunde Building.

Four (4) bids were received ranging from a low of \$32,375.00 to \$63,575.00. The low bid was submitted by Duke's Root Control, 400 Airport Road, Suite E, Elgin, IL 60123. The second low bid was submitted by Advanced Underground Inc. at \$37,100.00.

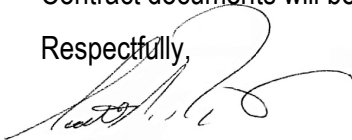
Duke's Root Control has been in business since 2002 and recently purchased Pipetek Services. Pipetek Services was the approved contractor for the 2022 Storm Sewer CCTV project for the City in which they performed very well and were timely and communicated well.

Based on the low bid submittal and previous work performed for the City, we recommend that the contract be awarded to Duke's Root Control at the base bid of \$32,375.00. Final cost will vary based on field-measured final quantities of work.

This work was budgeted for in the 2021 Capital Improvement Bond issue.

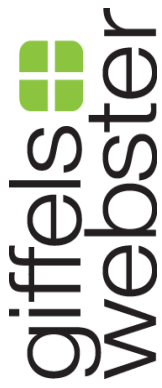
Contract documents will be submitted to you upon execution by the contractor.

Respectfully,



Scott A. Ringler, PE  
Partner Emeritus

Encl: Bid Tabulation



## 2024 Sewer Cleaning and Televising, MH Locating

City of Lathrup Village, Oakland County, Michigan

Bids opened on 05/07/2024 at 2:00 pm

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>
<b><u>A. CLEAN AND TELEWISE AND LOCATE</u></b>			
1	Heavy clean and televising, PACP, 8" - 12" dia	3,500	LFT
2	Locate and stake upper end sewer	22	EA
3	Protruding Tap Removal (MH 56-50 to 57-50)	1	EA

**A. SUBTOTAL CLEAN, TELEWISE, AND LOCATE:**

**TOTAL CONSTRUCTION COST (A)**

<u>Engineer's Opinion of Cost</u>	<u>Unit Price</u>	<u>Amount</u>	<u>Duke's Root Control, Inc.</u>	<u>Unit Price</u>	<u>Amount</u>	<u>Advanced Underground</u>	<u>Unit Price</u>	<u>Amount</u>
Giffels Webster			400 Airport Road, Suite E			39101 Webb Drive		
1025 E. Maple Road, Suite 100			Elgin, IL 60123			Westland, MI 48185		
Birmingham, MI 48009			T: 800-447-6687					
\$ 8.00	\$	28,000.00	\$ 8.55	\$	29,925.00	\$ 9.80	\$	34,300.00
\$ 150.00	\$	3,300.00	\$ 100.00	\$	2,200.00	\$ 100.00	\$	2,200.00
\$ 1,000.00	\$	1,000.00	\$ 250.00	\$	250.00	\$ 600.00	\$	600.00
<b>\$</b>	<b>\$</b>	<b>32,300.00</b>	<b>\$</b>	<b>\$</b>	<b>32,375.00</b>	<b>\$</b>	<b>\$</b>	<b>37,100.00</b>
<b>\$</b>	<b>\$</b>	<b>32,300.00</b>	<b>\$</b>	<b>\$</b>	<b>32,375.00</b>	<b>\$</b>	<b>\$</b>	<b>37,100.00</b>

Other Bidders

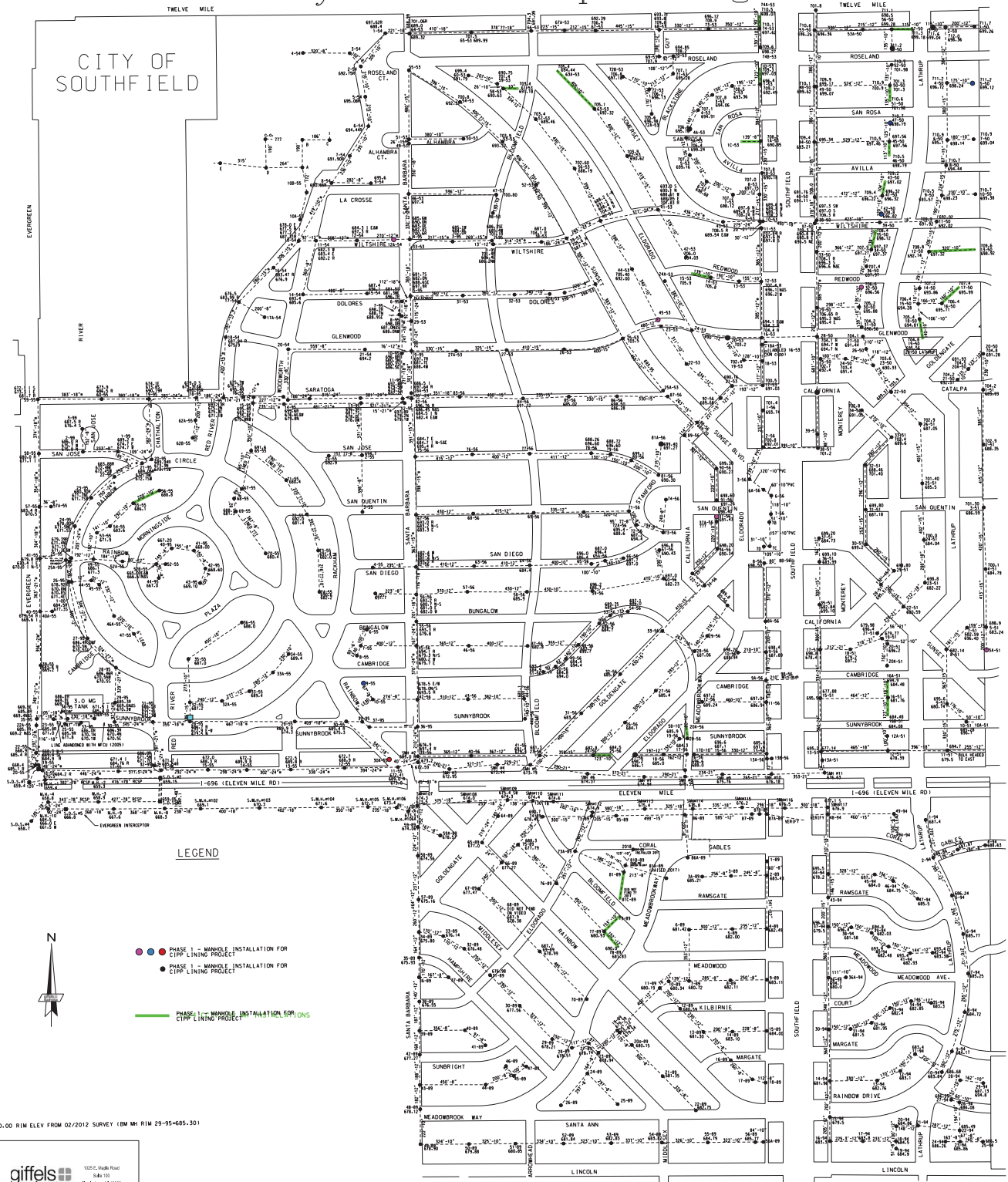
DVM Utilities \$50,445.00

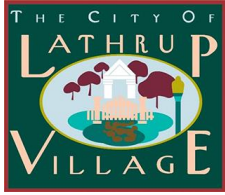
Pipeline Management \$63,575.00

Bids opened by M. Greene and S. Ringler

Bids checked by S. Ringler

# Sanitary Sewer System City of Lathrup Village





**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20<sup>th</sup>, 2024  
RE: Second Reading – Ordinance Chapter 10 – Animals, Article IV Pet Acquisition

**Background Brief:** Based on the study session and Council meeting feedback, the City is looking to move forward with updating our ordinances to restrict the sale of certain types of animals in a commercial setting. Included in the packet is a draft ordinance from City Attorney Baker based on study session conversations.

**Previous Action:** 4-15-24 – First Reading of the proposed Ordinance

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to approve the ordinance amendment as presented.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve the amendment to Ordinance Chapter 10 – Animals, Article IV. Pet Acquisition as presented.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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ORDINANCE NO. \_\_\_\_-24

CITY OF LATHRUP VILLAGE  
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE CITY OF LATHRUP VILLAGE CODE OF  
ORDINANCES BY ADDITION OF, CHAPTER 10 - ANIMALS,  
ARTICLE IV. PET ACQUISITION

THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:

That Chapter 10 Animals, Article IV. Sections 10-161 through 10-199 are hereby added as follows:

**Chapter 10 – ANIMALS**

**ARTICLE IV. – PET ACQUISITION**

**Sec. 10-161. – Short Title**

This chapter shall be known and cited as the Pet Acquisition Ordinance of the City of Lathrup Village and will so be referred to within this chapter.

**Sec. 10-162. - Definitions.**

As used in this chapter unless the context requires a different meaning, the following words and phrases shall have the meaning ascribed by this section:

*Animal control shelter* means a facility operated by or under contract with a state, county, or a municipality for the impoundment and care of animals that are delivered to the facility, found, recovered, or at large, or otherwise held, due to violations of a municipal ordinance, state law, or which otherwise are surrendered.

*Animal protection shelter* means the facility operated by a person, humane society, a society for the prevention of cruelty to animals, or another non-profit organization for care of homeless animals.

*Animal rescue organization* means any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose Mission and practice is, in whole or in significant part, the rescue and placement of animals in permanent homes.

*Cat* means an animal of the species of domestic cat, *Felis catus*.

*Certificate of origin* means a document requiring the source of the animal sold or transferred by the retail seller. The certificate shall include the name, premise address, phone number and email address, if available, of the source of the animal.

*Dog* means an animal of the species of domestic dog, *Canis lupus familiaris*.

*Ferret* means a domesticated animal of any age of the species *mustela furo*.



*Large reptiles* means the members of the class reptilian including, but not limited to monitor lizards, alligators, pythons, boa constrictors, venomous reptiles and constrictor snakes that grow to more than seventy-two (72) inches long.

*Long lived birds* means any bird whose life expectancy is expected to exceed twenty-five (25) years, including but not limited to cockatoos, macaws, and amazons.

*Offsite retail sale* means the exchange of consideration for an animal regardless of the age of the animal at a location other than where the animal was bred.

*Pet store* means a place where animals are sold or offered for sale, including retail sale or other sale, exchanged or transferred.

*Pet store operator* means a person who has an ownership interest in or operates a pet store or both.

*Rabbit* means a long eared, short tailed lagomorph mammal with long hind legs of the leporidae family.

*Retail sale* means an offer for sale, offer for adoption, barter, auction, giving away, display for commercial purposes or otherwise transfer of any animal that is not bred on the premises.

*Zoological park* means any facility other than a pet shop or kennel displaying or exhibiting one (1) or more species of non-domesticated animals operated by a person, partnership, corporation or any other business entity or government agency and accredited by the Association of Zoos and Aquariums.

**Sec. 10-163. - Prohibitions.**

- (a) No pet store shall sell, offer for retail sale, or sale, offer for adoption, trade, barter, auction, give away, deliver, or otherwise dispose of or transfer dogs, cats, ferrets, rabbits, long lived birds, or large reptiles.
- (b) No person or entity shall offer for retail sale, offer for adoption, trade, barter, auction, give away or otherwise transfer dogs, cats, ferrets, rabbits, long lived birds, or large reptiles on a roadside, public right-of-way, commercial parking lot or sidewalk, outdoor special sale, swap meet, flea market, or other similar event or location.
- (c) No person or business entity shall hold off-site retail sales of animals in a location other than where the animal was bred.
- (d) A pet store shall not sell or transfer any live animal without providing disclosure through a certificate of origin prior to the sale or transfer.
- (e) No person shall knowingly provide or present an inaccurate certificate of origin.

**Section 10-164. – Exemptions.**

This article does not apply to:

- (1) A person or business entity that sells, offers for sale, offers for adoption, trades, barter, gives away, delivers or otherwise transfers or disposes of dogs, cats, ferrets, rabbits, long lived birds or large reptiles that were bred and reared on the premises of the person or business entity.

- (2) A publicly operated animal control shelter, animal protection shelter, or zoological park.
- (3) A private, charitable, non-profit humane society or animal rescue organization.
- (4) A publicly operated animal control agency, non-profit humane society, or non-profit animal rescue organization that operates out of or in connection with a pet store.

**Section 10-165. – Existing pet store.**

An existing pet store may continue to display, offer for sale, offer for adoption, barter, auction, give away or otherwise transfer dogs, cats, ferrets, rabbits, large lived birds, or large reptiles for a period of one year from the date of adoption of the ordinance from which this article is derived.

Any pet store or pet operator that displayed, sold, delivered, offered for sale, offered for adoption, bartered, auctioned, gave away or otherwise transferred live animals as the principal business of such facility on the effective date of the ordinance from which this article is derived and complied with all applicable provisions of the City of Lathrup Village Code of Ordinances and state law.

**Section 10-166. – Adoption of shelter and rescue animals**

Nothing in this article shall prevent a pet store or its owner operator, or employees from providing space and appropriate care for animals owned by an animal control shelter, animal protection shelter, non-profit humane society or non-profit animal rescue agency and maintained at the pet store for the purpose of adopting those animals by the public.

**Section 10-167. – Penalties.**

Any person, corporation, or other entity that violates this chapter shall be responsible for a civil infraction, punishable by a fine up to \$500.00 per violation. Each day shall constitute a separate and distinct violation.

**Secs. 10-168—10-199. - Reserved.**

**PART IV. SEVERABILITY.**

If any section, subsection, clause, phrase, or portion of this article is for any reason held invalid by a court of competent jurisdiction, such portion shall be deemed a separate and distinct provision, and such holding shall not affect the validity of the remaining portions.

**PART V. SAVINGS.**

All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force where they commenced.

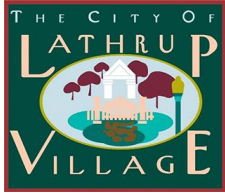
**PART VI. EFFECTIVE DATE.**

This Ordinance shall be published in the manner required by law and shall become effective ten (10) days after the date of its publication. A copy of the ordinance shall also be made available for public use and inspection in the office of the City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL, CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
, City Clerk

Date of Introduction: April 15, 2024  
Date of Adoption: \_\_\_\_\_  
Date of Publication of \_\_\_\_\_  
Notice of Adoption: \_\_\_\_\_



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20<sup>th</sup>, 2024  
RE: Resolution to Oppose DTE Energy’s Proposed Electric Rate Increase

**Background Brief:** At the request of Councilmember Hammond, we have included a resolution to oppose the latest rate hike proposed by DTE Energy for their projects.

**Previous Action:** N/A

**Economic Impact:** N/A

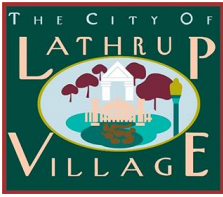
**Recommendation:** It is my recommendation to the resolution as presented.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve Resolution #2024-06 – Opposing DTE Energy’s Proposed Electric Rate Increase as presented.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

RESOLUTION #2024-06
RESOLUTION OPPOSING DTE ENERGY'S PROPOSED ELECTRIC RATE INCREASE

Whereas the City of Lathrup Village, County of Oakland, State of Michigan is a duly organized and existing unit of local government created under the laws of the State of Michigan; and

Whereas the Mayor and City Council of Lathrup Village recognize the burden of high utility costs paid by residents; and

Whereas Michigan is the state with the second highest instances of power outages between 2000 and 2021 and the fourth state for the longest restoration time, while residents pay the eleventh-highest rates in the nation for electricity; and

Whereas the sole provider of electricity in Lathrup Village and provider to 2.3 million customers in southeast Michigan has proposed a rate increase of \$456 Million, and, if approved as proposed, will be the largest rate hike in Michigan history; and

Whereas DTE Energy was previously approved for a \$368 Million rate hike in December 2023; and

Whereas DTE Energy reported \$1.4 billion in profits in 2023 and paid its Chief Executive Officer over \$10,000,000 in total compensation in 2022; and

Whereas DTE Energy has implemented rate hikes in the past to fund infrastructure updates, it has demonstrated a lack of cooperation and has imposed a financial burden on municipalities as they endeavor to update critical infrastructure owned by DTE Energy; and

Whereas, the excessive and burdensome rate hike proposed by DTE Energy, if approved, would result in serious hardship for Lathrup Village residents, especially those who live in lower and middle-income households, fixed-income households, small businesses, and operate nonprofits; and

Whereas, the Mayor and City Council of Lathrup Village oppose DTE Energy's proposed rate hike and urge the Michigan Public Service Commission to address DTE Energy's rising costs, which burden Lathrup Village residents and residents across all Michigan municipalities.

Now be it resolved this 20th day on May 2024, that the Mayor and City Council of Lathrup Village, along with our surrounding communities, encourage residents and customers of DTE Energy to voice their concerns and perspectives by submitting written comments to the Commission via email at mpsc\_commissioners@michigan.gov.

RESOLUTION ADOPTED

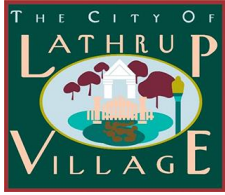
- Yay:
Nay:
Absent:
Abstain:

I, Alisa Emanuel, the duly appointed City Clerk of the City of Lathrup Village, Oakland County, Michigan, certifies that the foregoing is a true and complete copy of a Resolution duly adopted by the City Council of the City of Lathrup Village at a meeting held on May 20, 2024, the original of which is on file in the City Clerk's Office.

IN WITNESS WHEREOF, I have affixed my official signature on this 20th day of May 2024.

Alisa Emanuel

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  
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TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20<sup>th</sup>, 2024  
RE: Resolution to Approve MDOT Category B Grant Application

**Background Brief:** The Community Service Infrastructure Fund (CSIF), also known as the TEDF Category B program, was designed as a stopgap measure to provide additional road funding to Michigan’s smallest communities, particularly those with limited ability to fund road improvement projects.

Eligible applicants include villages and small cities with a population of 10,000 or less, per the 2020 census.

Eligible projects include reconstruction, replacement, rehabilitation, or capital preventative maintenance of city or village streets and stormwater improvements needed for the road project. Only costs directly associated with the roadway construction and associated stormwater improvements are eligible for funding or match credit. Preliminary engineering (design), right-of-way acquisition, construction engineering (oversight), water/sanitary sewer, and sidewalk are not eligible costs.

The maximum grant amount is 50% of the eligible costs, up to \$250,000. The remainder of the project costs will be provided by the local agency.

After conversations with Giffels Webster, we believe in seeking grant funding for a larger street project within our community to leverage the maximum eligible funds. The proposed project is Rainbow Circle from Rainbow Drive to Red River North.

**Previous Action:** N/A

**Economic Impact:** The total estimated cost of this project is \$524,245. The City would be responsible for \$274,245 from the Local Street Fund in Fiscal Year 2025-2026 if awarded.

**Recommendation:** It is my recommendation to the resolution as presented.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve Resolution #2024-07 – Approving MDOT Transportation Economic Development Fund Category B Grant Application for Fiscal Year 2025.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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OFFICE OF ECONOMIC DEVELOPMENT  
TRANSPORTATION ECONOMIC DEVELOPMENT FUND

**CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION**

SECTION ONE: APPLICANT INFORMATION			
CITY OR VILLAGE NAME City of Lathrup Village	MAILING ADDRESS 27400 Southfield Road, Lathrup Village, MI	ZIP CODE 48076	COUNTY Oakland
CONTACT PERSON Mike Greene	CONTACT TITLE City Administrator	E-MAIL ADDRESS mgreene@lathrupvillage.org	
ALTERNATE CONTACT PERSON Scott Ringler, PE	PHONE NUMBER/ EXTENSION 248-821-5552 /	E-MAIL ADDRESS sringler@giffelswebster.com	
STATE SENATOR	STATE SENATE DISTRICT NO.	STATE REP.	STATE REP. DISTRICT NO.

SECTION TWO: PROJECT INFORMATION			
1) STREET NAME Rainbow Circle	PROPOSED PROJECT LIMITS (Using nearest cross streets) Rainbow Drive to Red River North	LINEAR LENGTH OF PROJECT 4,250	
ROADWAY CLASSIFICATION Local	PASER RATING 2	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST 524245
<p>DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable. Approximately 70% (2,950 lft) of Rainbow Circle will be resurfaced by cold milling 2 inches of asphalt and placing 700 tons (2 inches) of new asphalt. The remaining 30% (1,300 lft) is an existing concrete pavement surface and requires removal and replacement. This work will include removing 2,900 syds of 7" concrete pavement, excavating 640 cyds of clay material, installing 3,050 syds of geogrid and 3,050 syds of 10 inch aggregate base, and placing 850 tons (5 inches) of asphalt in two lifts.</p> <p>Work will also include minor driveway repairs to match new asphalt road grades, several culvert replacements to drain the roadside ditches, and landscape restoration to 3 feet off the edge of the road.</p>			
<p>IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE BRIEFLY DESCRIBE.</p>			
2) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST
<p>DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.</p>			
<p>IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE BRIEFLY DESCRIBE.</p>			

3) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.

IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?  YES  NO IF YES, PLEASE BRIEFLY DESCRIBE.

4) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.

IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?  YES  NO IF YES, PLEASE BRIEFLY DESCRIBE.

5) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.

IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?  YES  NO IF YES, PLEASE BRIEFLY DESCRIBE.



**SECTION THREE: PROJECT FUNDING**

1a) WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER NONPARTICIPATING INFRASTRUCTURE WORK? I.E., SEWER, WATER, ELECTRIC, OR OTHER?  YES  NO  
 IF YES, PLEASE BRIEFLY DESCRIBE NATURE OF WORK AND COST ESTIMATE: \$ 0

1b) ARE FUNDS COMMITTED FOR THIS NONPARTICIPATING WORK?  YES  NO

2) ARE YOU APPLYING FOR ADDITIONAL FUNDING FOR ANY OF THE PROJECTS LISTED IN THIS APPLICATION?  YES  NO  
 IF YES, PLEASE PROVIDE

AGENCY NAME	ADDITIONAL FUNDING	AMOUNT REQUESTED	YEAR EXPECTED
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3) PROJECT COST CALCULATIONS AND GRANT REQUEST

- a. TOTAL CONSTRUCTION COSTS FROM SECTION 2: \$ 524245
- b. MAXIMUM GRANT AMOUNT NOT TO EXCEED 50% of SECTION 3.3a: \$ 262122.5 OR
- c. MAXIMUM GRANT AMOUNT NOT TO EXCEED: \$250,000.00
- d. **THE LESSER OF 3b AND 3c = GRANT REQUEST:** \$ 250000
- e. **PARTICIPATING MATCH PROVIDED BY LOCAL AGENCY (AT LEAST 3a MINUS 3d):** \$ 274245 52.3 %\*
- f. TOTAL NONPARTICIPATING COST FROM SECTION 3.1a: \$ 0
- g. TOTAL AGENCY FUNDING COMMITMENT (SECTION 3.1a PLUS SECTION 3.3a): 274245 \*\*

\* If the project total comes in higher or lower than anticipated in this application, the final grant amount will be the lesser of the total grant award (3d) or the grant percentage (3e).

\*\* The resolution should note this dollar amount as committed by the local agency.

**SECTION FOUR: PROJECT IMPLEMENTATION**

1) PROPOSED PROJECT START DATE (mm/dd/yyyy): 05/01/2025

2) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY?  YES  NO  
 IF YES, PLEASE PROVIDE THE AGENCY NAME: \_\_\_\_\_

3) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION?  YES  NO IF NO, WHO WILL OVERSEE THE GRANT IMPLEMENTATION? I.E., LOCAL AGENCY, CONSULTANT ENGINEERING FIRM, ETC.: Giffels Webster Engineers

ADDITIONAL COMMENTS

REQUIRED DOCUMENT CHECKLIST

- RESOLUTION OF SUPPORT       MAP       CONSTRUCTION ESTIMATES       PHOTOS

NAME OF AUTHORIZED SIGNATORY FROM RESOLUTION	E-MAIL ADDRESS	PHONE NUMBER
Mike Greene	mgreene@lathrupvillage.org	248-557-2600
SIGNATURE		DATE



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

Resolution #2024-07
Resolution Approving MDOT Transportation Economic Development Fund
Category B Grant Application for Fiscal Year 2025

A resolution to establish a funding request, designate an agent, attest to the existence of funds, and commit to implementing a maintenance program for new asphalt pavement, funded by the Transportation Economic Development Fund Category B Program.

The following preamble and resolution were offered by the Council Member \_\_\_\_\_ and supported by the Council Member \_\_\_\_\_.

WHEREAS, the City of Lathrup Village is applying for \$250,000 in funding through MDOT from the Transportation Economic Development Category B Program to resurface and reconstruct with asphalt on portions of Rainbow Circle.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW THEREFORE, BE IT RESOLVED THAT, the City of Lathrup Village has authorized Mike Greene, City Administrator, to act as an agent on behalf of the City to request Transportation Economic Development Category B Program funding, to act as the applicant’s agent during the project development, and to sign a project agreement upon receipt of a funding request.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least \$274,245 toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning, operating, funding, and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Category B Program funding.

RESOLUTION ADOPTED

- Yay:
Nay:
Absent:
Abstain:

I, Alisa Emanuel, the duly appointed City Clerk of the City of Lathrup Village, Oakland County, Michigan, certifies that the foregoing is a true and complete copy of a Resolution duly adopted by the City Council of the City of Lathrup Village at a meeting held on May 20, 2024, the original of which is on file in the City Clerk’s Office.

IN WITNESS WHEREOF, I have affixed my official signature on this 20th day of May 2024.

Alisa Emanuel

Kelly Garrett Mayor, Bruce Kantor Mayor Pro-Tem, Jalen Jennings Council Member, Dalton Barksdale Council Member, Jason Hammond Council Member

### RAINBOW CIRCLE PHOTOS

Rainbow Circle (Rainbow Dr to Red River) Looking West– Asphalt Mill / Overlay Section



Rainbow Circle (Red River to Midblock Rainbow Circle) Looking West - Asphalt Mill / Overlay Section



Rainbow Circle (Midblock to Red River) Looking North - Concrete Reconstruction

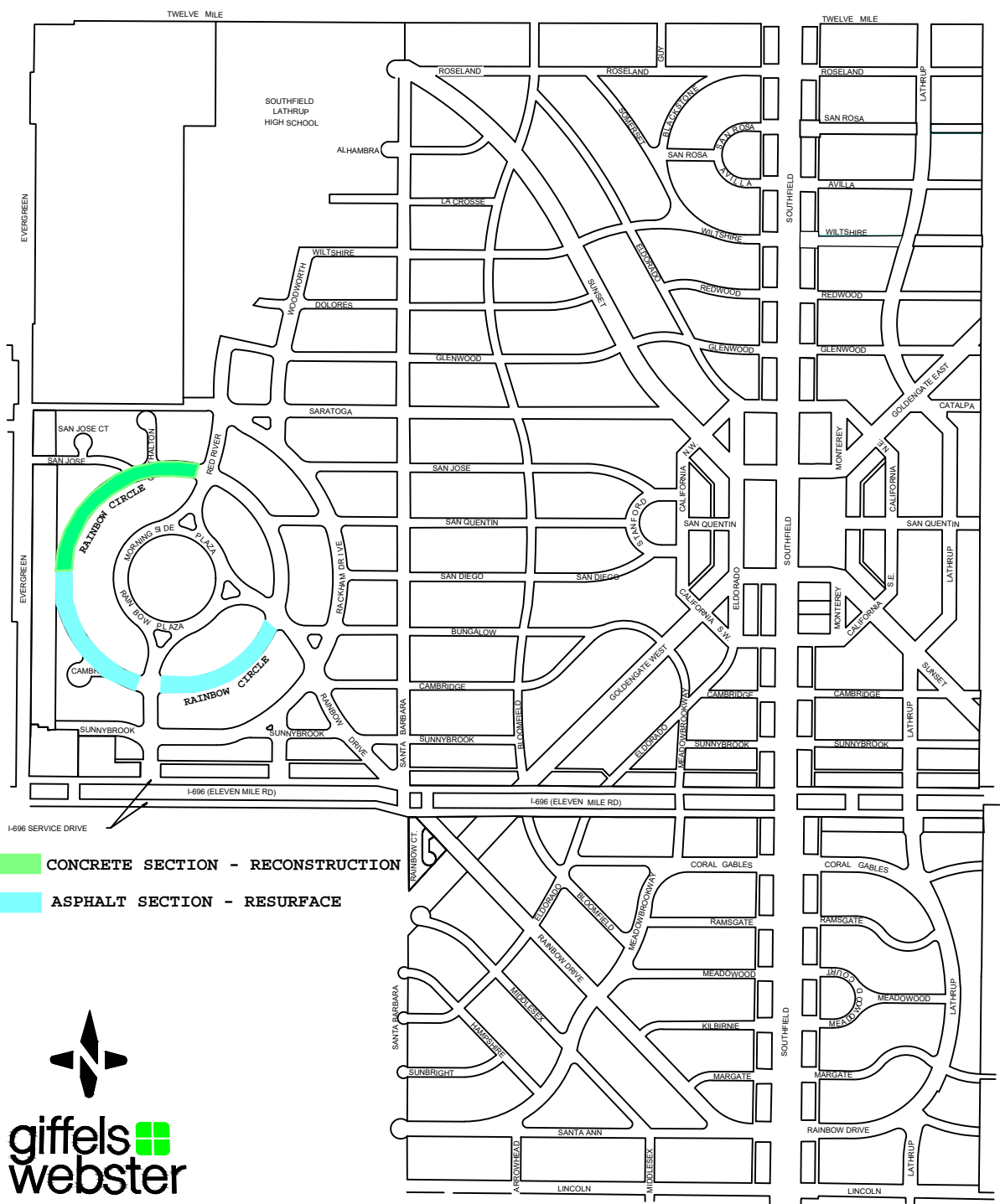


Rainbow Circle (Midblock to Red River) Looking Northeast – Concrete Reconstruction



# RAINBOW CIRCLE

CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN



- CONCRETE SECTION - RECONSTRUCTION
- ASPHALT SECTION - RESURFACE



**LOCATION MAP**  
NOT TO SCALE



## Engineer's Opinion of Cost

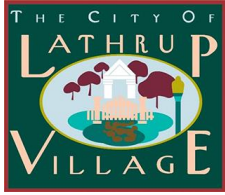
May 13, 2024

GW #15850.99

### Rainbow Circle (Rainbow Drive to Red River North)

City of Lathrup Village  
Oakland County, Michigan

Item	Item Description	Unit	Unit Price	Quantity	Amount
1	Mobilization, Max 5%	Ls	\$25,000.00	1	\$ 25,000.00
2	Traffic Control, Max 2%	Ls	\$10,000.00	1	\$ 10,000.00
3	Permitting	Dir	\$1.00	1,000	\$ 1,000.00
4	Culv, Rem, Less Than 24 inch	Ea	\$550.00	5	\$ 2,750.00
5	Pavt, Rem, Driveway	Syd	\$18.00	380	\$ 6,840.00
6	Excavation, Earth	Cyd	\$45.00	640	\$ 28,800.00
7	Subgrade Undercutting, 1x3	Syd	\$50.00	50	\$ 2,500.00
8	Erosion Control, Inlet Filter, Drop Cloth	Ea	\$125.00	12	\$ 1,500.00
9	Aggregate Base, 10 inch, 21AA	Syd	\$20.00	3,050	\$ 61,000.00
10	Maintenance Gravel	Ton	\$100.00	25	\$ 2,500.00
11	Geogrid, Tensar, Triax TX 130S	Syd	\$3.50	3,050	\$ 10,675.00
12	Culvert, Cleanout	Ft	\$6.00	1,075	\$ 6,450.00
13	Culv, CI F, 8 Inch (N12 or Cmp)	Ft	\$65.00	150	\$ 9,750.00
14	Cold Mill, HMA Surface	Syd	\$5.00	5,780	\$ 28,900.00
15	Conc Pavt, Rem	Syd	\$20.00	2,900	\$ 58,000.00
16	HMA, 3C	Ton	\$145.00	525	\$ 76,125.00
17	HMA, 36A	Ton	\$350.00	35	\$ 12,250.00
18	HMA, 5E1	Ton	\$130.00	1,040	\$ 135,200.00
19	Driveway, Nonreinf Conc, 6 Inch	Syd	\$65.00	290	\$ 18,850.00
20	Landscape Restoration	Syd	\$7.00	2,290	\$ 16,030.00
21	Water, Sodding/Seeding	Unit	\$75.00	75	\$ 5,625.00
22	Sprinkler Pipe	Ft	\$12.00	250	\$ 3,000.00
23	Sprinkler Head	Ea	\$150.00	10	\$ 1,500.00
				<b>Total</b>	<b>\$ 524,245.00</b>



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20<sup>th</sup>, 2024  
RE: Partnership Agreements

**Background Brief:** Earlier this year, the City had discussions on our policies related to renting our facilities to clarify how outside parties would work with the City based on past practices. It was determined that our policies needed to be updated and our recently approved updated Facility Rental Application language is below:

**Fee Waiver or Discount**

Any group or individual that is seeking a reduction in fees associated with their facility rental request shall either have 1) a City Council-approved Partnership Agreement outlining agreed-upon usage terms, or 2) a City Administrator-approved Fee Reduction Application (up to a 30% maximum discount). Those seeking to submit a Fee Reduction Application must be a 501©3 organization and submit the required application outlining their event and what benefits the event brings to the City. Each 501©3 organization is limited to one (1) Fee Reduction Application submission per calendar year.

In the event a Fee Discount Application is denied, the applicant can submit an appeal to the City Council by making such an appeal request, in writing, to the City Administrator to be presented at the next available regular City Council meeting.

We have received three (3) requests for groups seeking Partnership Agreements with the City (Boys 2 Men, Lathrup Village Historical Society, and Lathrup Village Women’s Club). The process for these partnership agreements was for the groups requesting these agreements to develop a proposal of what they are seeking from the City and what they would give in return

Those agreements have been discussed between me and a representative from each group and reviewed by the City Attorney.

**Previous Action:** March 18, 2024 – City Council Meeting – Facility Rental Application Approved

**Economic Impact:** Varies – Each usage of any of the City’s facilities would result in a net loss to the City, specifically related to custodial and room monitoring costs, and no revenue to offset.

**Recommendation:** It is my recommendation to review the enclosed proposals and approve those you see beneficial to both parties.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ to approve the partnership agreement between the City of Lathrup Village and \_\_\_\_\_ with an expiration date of December 31<sup>st</sup>, 2024.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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# PARTNERSHIP PROPOSAL

**Prepared to:**  
The City Of  
Lathrup Village

**From:**  
Boys 2 Men

[www.boys2menyouthmentoring.com](http://www.boys2menyouthmentoring.com)



**Boys 2 Men Youth Mentoring  
02/24/2024**

Item 9H.

**City of Lathrup Village  
27400 Southfield Rd  
Lathrup Village, MI 48076**

**Subject: Request for Collaboration and Support**

Dear Lathrup Village City Officials,

I hope this letter finds you well. On behalf of The Boys 2 Men Youth Mentoring Program, I am writing to formalize our requests for assistance to continue offering our community services and to maintain the strong partnership we have built with the City of Lathrup Village.

**1. Formal Meet and Greet:**

We request the opportunity to organize a formal meet and greet session with the boys of our organization and all relevant city officials. This meeting would serve as a platform for introductions and fostering positive relationships within the community.

**2. Kitchen Usage:**

We seek permission re to use the kitchen facilities four times per year for cooking workshops and community food giveaways. These activities aim to promote essential life skills and contribute to community well-being. B2M will work with the City on utilizing the kitchen on weekdays and early on weekend's making sure we are not conflicting with the city's revenue from the community room rentals and will make sure kitchen is cleaned post use.

**3. Community Room Usage:**

We request access to the community room three days per year for fundraising events and community services. This space is vital for our outreach efforts and supporting the needs of the community. B2M will not use all three days on weekend's and will only have one or two weekend community room days.

#### **4. Park and Pavilion Usage:**

For community events, we would like permission to utilize community parks and pavilions four times per year. These events serve as opportunities for community engagement and celebration.

#### **5. Monthly Meeting Access:**

We request regular access to the 2nd-floor meeting room for monthly meetings with parents and community leaders. This will enable us to maintain open lines of communication and collaboration within the community.

#### **6. Community Service Hours:**

Boys 2 Men mentees and mentors will perform 100 or more community service hours in Lathrup Village at City Hall, Resident's homes, and Local Businesses through a list that is created by B2M staff and approved by City staff that will choose projects on an as-needed basis by priority.

#### **7. Designated area for B2M advertisement:**

Boys 2 Men is requesting an area to display information on upcoming events and applications to join the Boys 2 Men mentoring program to continue to offer amazing opportunities to the youth of Lathrup Village and continue to guide our young boys to become productive positive citizens of the community.

We believe that these requests are essential for the success of our programs and will contribute positively to the community we both serve. We are committed to working closely with the City of Lathrup Village to ensure the success of these initiatives.

Thank you for considering our requests. We look forward to the continued collaboration and the positive impact it will have on the community.

Sincerely,

**Mark Watts**

**President**

**The Boys 2 Men Youth Mentoring Program**

**mark@boys2menyouthmentoring.com**

## HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement ("Agreement") is entered into as of 1-01-2024, between The Boys 2 Men Youth Mentoring Program, located at 28050 Southfield Rd Suite 170 Lathrup Village, MI 48076, hereinafter referred to as the "Program," and the City of Lathrup Village, located at 27400 Southfield Rd. Lathrup Village MI 48076 hereinafter referred to as the "City."

### 1. Purpose

The Program and the City are entering into a collaborative effort for the purpose of Community services, e.g., youth mentoring activities].

### 2. Hold Harmless Provision

The Program agrees to indemnify and hold harmless the City and its officers, employees, agents, and representatives (collectively, the "City Parties") from any and all claims, demands, suits, actions, liabilities, damages, losses, costs, and expenses, including attorney's fees (collectively, "Claims"), arising out of or in connection with the Program's activities, negligence, or breach of any obligation under this Agreement.

### 3. Exceptions

This indemnification obligation does not apply to Claims caused solely by the gross negligence or willful misconduct of the City Parties.

### 4. Notice and Defense

In the event of any Claim against the City Parties, the Program agrees to promptly notify the City in writing. The Program further agrees to assume the defense of such Claim, including the selection of legal counsel, and shall keep the City reasonably informed of the progress of the defense.

## 5. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the state of [State], without regard to its conflict of laws principles.

IN WITNESS WHEREOF, the parties hereto have executed this Hold Harmless Agreement as of the date first above written.

### The Boys 2 Men Youth Mentoring Program:

**Mark Watts**

**President**

X\_\_\_\_\_

### City of Lathrup Village:

**Name:**

**Title:**

X\_\_\_\_\_

To: Mike Greene, City Administrator  
From: Robin S. Roberts, President  
Lathrup Village Historical Society  
Re: Partnership agreement between City and LVHS

This is a request to join into a partnership agreement with the City allowing the LVHS to occupy the former exercise space on the lower level of city hall.

This agreement would be mutually beneficial as the City would be protecting the history of the community in an accessible location. The LVHS would be able to offer events and exhibits that would expand the city's knowledge of its history.

The records held by the LVHS are of value not only to LV but also to general historians. The city is a part of a large social movement of the 1920s and 1930s and with an incredibly complete record of a historically significant period in our national history.

In addition, LVHS could become the custodians of the permanently valuable records of the city, since 1963. As the city goes through stored items, these materials could be added to the collection, providing both a safe and accessible location.

The LVHS would be responsible for all the moving and operational expenses. The city contributions would be permanent use of the space.

Please let me know if you need any additional information and what the next steps are.

### HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement ("Agreement") is entered into as of \_\_\_\_\_, \_\_\_\_\_ 2024, between The Lathrup Village Historical Society, hereinafter referred to as the "LVHS," and the City of Lathrup Village, located at 27400 Southfield Rd. Lathrup Village MI 48076 hereinafter referred to as the "City."

1. **Purpose:** LVHS and the City are entering into a collaborative effort for the purpose of community history retention.
2. **Hold Harmless Provision:** LVHS agrees to indemnify and hold harmless the City and its officers, employees, agents, and representatives (collectively, the "City Parties") from any and all claims, demands, suits, actions, liabilities, damages, losses, costs, and expenses, including attorney's fees (collectively, "Claims"), arising out of or in connection with LVHS activities, negligence, or breach of any obligation under this Agreement.
3. **Exceptions:** This indemnification obligation does not apply to Claims caused solely by the gross negligence or willful misconduct of the City Parties.
4. **Notice and Defense:** In the event of any Claim against the City Parties, LVHS agrees to promptly notify the City in writing. LVHS further agrees to assume the defense of such Claim, including the selection of legal counsel and shall keep the City reasonably informed of the progress of the defense.
5. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the state of Michigan, without regard to its conflict of law principles.

IN WITNESS WHEREOF, the parties hereto have executed this Hold Harmless Agreement as of the date first above written.

Lathrup Village Historical Society

\_\_\_\_\_  
Signature

### **Lathrup Village Women’s Club Request for Partnership with the City of Lathrup Village**

The Lathrup’s Village Women’s Club (LVWC) respectfully makes the following request for the use of City Resources.

- The use of the Meeting Room, at no charge, once per month from October through May.
- The use of the Community Room two (2) times per year, at no charge, with possible additional requests for special events such as Game Days, Senior Luncheons, etc. Community Room will only be requested for use Monday – Thursday, no weekends. Requests by LVWC are granted based on availability per the City calendar. Anticipated “additional request” dates would not exceed three (3) if they are needed.
- The use of the Conference Room once per month for Board meetings from August through May.
- The Picnic Shelter once in September. Monday – Thursday only, no weekends.
- The use of the City Van for transporting seniors to planned events. LVWC will cover the cost of van usage. The van would be permitted to be used a maximum of four (4) times per calendar year, and request fulfillment is subject to availability per the City calendar.
  - The planned events would be open to the public. Such senior events would include visits to, but not limited to, Detroit Zoo, Cranbrook, DIA, Belle Isle, Pewabic Pottery, and/or DSO Morning Concerts.

The dates for usage will vary and we will work with the City calendar to reserve the rooms and van best suited for our purpose and needs.

In Return, the LVWC will:

- Create a new Lathrup Village Directory
- Organize and Implement a Memorial Day observance at City Hall
- Commit to volunteering at City-sponsored events
- Host at least one (1) charity event each calendar year where proceeds will be given to a women/children’s charity on behalf of the LVWC and City of Lathrup Village

Additionally, LVWC has done numerous acts throughout the community over the years, a summary follows for reference.

LVWC has sustained sisterhood and service for 85 years. A truly remarkable feat as one of the original clubs in Lathrup Village.

Currently, the LVWC is offering senior outings, game nights, service, and charity projects. We also volunteered for City events, and we were doing so to also earn points for room rental at City Hall that did not involve monetary fees. Discussions are taking place regarding collaboration with other city groups for future events.

Contributions to the City of Lathrup Village from the LVWC include but are not limited to the following:

The Community Room kitchen was entirely paid for by LVWC. Additionally, the kitchen was outfitted with all cooking supplies, cookware, utensils, flatware, glasses, and all related service ware. We have replaced the window treatments twice and paid for the renovation of the Community room. Originally the walls were built with paneling that was current at the time and now are lined with drywall. We also replaced and upgraded the lighting and electrical with the installation of the original sound system.

Impressively, the property and city hall building would probably not exist as we know it without the major contributions of the Women's Club. In the very early part of 1970, the Women's Club donated from our treasury \$25,000 to purchase all the land that the building now sits on as well as the entire green space surrounding it. That is equivalent to \$200,000 today. In the later part of 1971, the town council came to us again and requested more money to build the building. We donated another \$21,000 to the cause. That would be another \$170,000 today.

The Lathrup Village Women's Club has always been and will always be a completely non-profit organization. We do not solicit or accept funds from outside businesses or entities. Our sole purpose is to help those in need in our community and local organizations, promote Lathrup Village's commitment to helping others, provide friendship and fellowship to local women, and enlightenment to all those who join with us. Our contributions to Lathrup Village are longstanding and priceless. Our commitment to promoting a positive, progressive, and diverse community to the surrounding region is priceless. We will continue to honor our commitment to serving our community, our members, and our residents. All the funds we have are from member donations and are allocated to disburse to charity. This is written in our by-laws. Times have changed and we are not in a financial position to pay more than a minimal amount for the community room usage fee, however, we will gladly assist with community endeavors as needed.



**HOLD HARMLESS AGREEMENT**

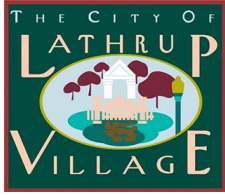
This Hold Harmless Agreement ("Agreement") is entered into as of \_\_\_\_\_, \_\_\_\_\_ 2024, between The Lathrup Village Women’s Club, hereinafter referred to as the "LVWC," and the City of Lathrup Village, located at 27400 Southfield Rd. Lathrup Village MI 48076 hereinafter referred to as the "City."

- 1. **Purpose:** LVWC and the City are entering into a collaborative effort for the purpose of community benefit.
- 2. **Hold Harmless Provision:** LVWC agrees to indemnify and hold harmless the City and its officers, employees, agents, and representatives (collectively, the "City Parties") from any and all claims, demands, suits, actions, liabilities, damages, losses, costs, and expenses, including attorney's fees (collectively, "Claims"), arising out of or in connection with LVWC activities, negligence, or breach of any obligation under this Agreement.
- 3. **Exceptions:** This indemnification obligation does not apply to Claims caused solely by the gross negligence or willful misconduct of the City Parties.
- 4. **Notice and Defense:** In the event of any Claim against the City Parties, LVWC agrees to promptly notify the City in writing. LVWC further agrees to assume the defense of such Claim, including the selection of legal counsel, and shall keep the City reasonably informed of the progress of the defense.
- 5. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the state of Michigan, without regard to its conflict of law principles.

IN WITNESS WHEREOF, the parties hereto have executed this Hold Harmless Agreement as of the date first above written.

Lathrup Village Women’s Club

\_\_\_\_\_  
Signature



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20, 2024  
RE: Temporary Finance Review Committee / Historic District Commission Appointments

**Background Brief:** During our recent study session / City Council meetings, it was discussed there was a need to create a temporary finance review committee to develop recommendations on potential future revenue sources, which may include ballot initiatives. This committee would consist of one (1) Council liaison, four (4) community members, and a staff-appointed member.

Additionally, after our most recent round of HDC appointments, there is still room for three (3) additional members on the committee.

**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 Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to appoint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to the temporary Finance Review Committee.

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to appoint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to the Historic District Commission for terms expiring \_\_\_\_\_.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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### City of Lathrup Village

27400 Southfield Road  
Lathrup Village, MI 48076

[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

## 2024 Finance Review Committee Application

The City Council seeks to create a committee of four (4) citizens to work with a Council Liaison and a City Administrator-appointed staff member to develop recommendations on potential future revenue sources, which may include ballot initiatives.

Committee recommendations shall be based on the following criteria:

- Lathrup Village Financial Reports (independent audits)
- Approved Fiscal Year Budgets
- Approved Capital Improvement Plans
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Time Commitment and Expectations:

- The committee will meet biweekly between June and October 2024. The group may adjust schedules to accommodate holiday schedules.
- Meetings are expected to take place at a recurring location/time, set by the committee, for no more than two hours.
- The committee will create a final report that will be delivered to the City Council by November 2024.

**Resumes and letters of intent are required and must be included with the application.** The Mayor will review applications and make appointment recommendations for the City Council's approval at a regular City Council meeting on May 20, 2024. **PRIORITY WILL BE GIVEN TO THOSE WHO HAVE EXPERIENCE IN BUDGETING, ACCOUNTING, FINANCE, OR SIMILAR FIELD.**

Name: Deborah McDonald

Address: 19060 LACROSSE LATHRUP VILLAGE MI 48076

Phone: 248-943-4404 Street, City, State, Zip

Email: DeborahMcDonald1026@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

Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Dalton Barksdale  
Council Member

Jason Hammond  
Council Member



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Do you have interest in serving as Chair or Vice Chair of the task force:

YES  NO

Please indicate if you have any experience in the following areas (people with existing or previous volunteer experience with the City are encouraged):

- Financial Management
- Auditing/Accounting
- Banking Industry
- Public Administration
- Small Business/Entrepreneur
- Other \_\_\_\_\_

If you checked any of the experience areas above, please elaborate on that experience and how it could be a benefit to the City as a member of this committee (include additional sheets if needed):

- worked in banking as a licensed banker financial specialist for approximately 10 years

- I own & manage 13 properties as rental properties & Airbnb's.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made under the Freedom of Information Act. Please contact the City Clerk at 248-557-2600 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: Debra W McNeal Date: 4.24.24

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

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Kelly Garrett Mayor      Bruce Kantor Mayor Pro-Tem      Jalen Jennings Council Member      Dalton Barksdale Council Member      Jason Hammond Council Member

# Deborah McDonald

Lathrup Village, MI 48076

[Deborahmcdonald1026@yahoo.com](mailto:Deborahmcdonald1026@yahoo.com)

+1 248 943 4404

## Work Experience

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### **Customer Service Specialist**

Henry Ford Health Systems

2017 to Present

Responsible for arriving patients and verifying insurance and demographics.

Specialty Champion and leader in coaching and training team in scheduling of specialty appointments.

### **Financial Specialist**

PNC Bank, Livonia

2008 to 2015

Branch key financial consultant. Advise customers in retirement planning through an array of financial vehicles including 401k rollovers, mutual funds, annuities and asset management accounts. Observe and coach tellers and platform bankers in meeting customer request with 5 star language and resolution while taking a consultative approach in offering financial solutions that will assist in meeting personal financial objectives.

### **Licensed Personal Banker, Consumer & Business Banking**

CHASE BANK, Lathrup Village

2005 to 2008

Acquire, retain and expand new and existing consumer and business relationships utilizing relationship building and consultative selling techniques; proactively engage customers to assess financial needs and recommend products and services, including mortgage, credit, and investment accounts.

- Tasked by management to participate in the tree-state platform conversion project resulting from the merger with Bank One. Played a key role managing a team of eight in successfully transitioning Bronx NY branch resulting in a seamless systems conversion without interruption to the customer.
- Increased monthly branch investment sales from about \$50,000 to between \$200,000 and \$400,000.
- Ranked top in branch in mortgage sales consistently with \$300,000 to \$500,000 in loans and lines of credit monthly over a 12-month period.

### **Independent Realtor**

CENTURY 21 TODAY - Bloomfield Hills, MI

2003 to 2005

Managed all aspects of this entrepreneurial-based business, including bookkeeping, marketing, client acquisition, and contract negotiation; marketed and sold homes in the Detroit Metro area; generated sales through aggressive networking, prospecting, and marketing efforts; advised buyers and sellers regarding property, market statistics, and purchasing / selling strategies.

### **Senior Technical Applications Consultant, National Accounts**

SPRINT

1994 to 2003

Managed and coordinated the B2B customer implementations of Sprint services and products, including full project management from engagement through post-implementation support, including testing and training; assembled project teams and directed multiple location engagements.

- \* Partnered directly with national account customers in creating network designs and plans to migrate service from other carriers onto the Sprint platform as well as implement Sprint system enhancements for existing customers.

- \* Successfully led the on-site implementation of 43 major automotive call centers with zero defects for General Motors resulting in an additional \$ 1.2 million in Telecom services, support contracts, and equipment sales.

- \* Built disaster recovery plans and served as the project's subject matter expert for internal resources and outside vendors such as EDS during installations, providing guidance and solutions to resolve issues.

- \* Established and authored call center post-installation protocols relating to time of day, day of week routing and technical operations.

- \* Met or exceeded sales and quality goals for support team 11 out of 12 performance months.

### **Customer Development Account Manager**

SPRINT

1993 to 1994

Promoted into this newly created position resulting from industry-related regulatory and technology changes affecting toll free portability; partnered with sales to launch a major customer retention campaign; leveraged relationship building talents and extensive product knowledge as well as utilized consultative and strategic sales techniques to retain business.

- \* Exceeded goal of 60% by retaining more than 80% of the existing toll free customer base as well as grew retained customer accounts by approximately 40%.

- \* Received recognition from management for achievement.

### **Major Accounts Account Consultant**

Sprint

1990 to 1993

Worked closely with cross-functional teams to grow the Chicago and Michigan territories by identifying and recommending services to small local accounts.

- \* Designed billing hierarchies and developed procedures to report problem issues.

- \* Consistently recognized by management and staff.

### **Manager, Major Accounts**

SPRINT - Chicago, IL

1988 to 1990

Managed a team of up to 15 representatives in executing retention initiatives targeting existing small business customers throughout a Chicago-based territory; trained staff on new products and product enhancements; prepared and delivered annual performance reviews.

- \* Successfully retained 98% of the existing customer base.

- \* Received achievement-based awards.

### **Call Center Supervisor**

SPRINT - Chicago, IL

1986 to 1988

Supervised teams of 10-15 call center representatives. Worked in and inbound ACD environment, monitored calls, provided coaching and feedback. Maintained processes and policies to encourage and implemented strategies to align with and to improve departmental goals

## Education

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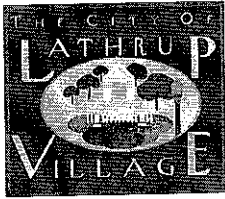
### **High school or equivalent**

Oakland University - Rochester Hills, MI

## Skills

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- Call Center
- CSR
- Customer Service
- Customer Care
- Customer Support
- Disaster Recovery
- Team Management
- Customer service
- Bookkeeping
- Leadership
- Organizational skills



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RECEIVED

MAY 15 2024

Item 9K.

City of Lathrup Village

**2024 Finance Review Committee Application**

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Name: Jim Bacinski

Address: 27514 Rackham, Lathrup Village, MI 48076

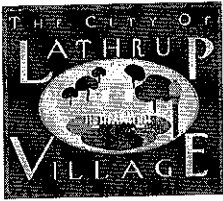
Phone: 248-225-9872 Street, City, State, Zip Email: jimbacinski@gmail.com

- 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

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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**City of Lathrup Village**  
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 Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

Item 9K.

Do you have interest in serving as Chair or Vice Chair of the task force:  YES  NO

Please indicate if you have any experience in the following areas (people with existing or previous volunteer experience with the City are encouraged):

- Financial Management
- Auditing/Accounting
- Banking Industry
- Public Administration
- Small Business/Entrepreneur
- Other \_\_\_\_\_

If you checked any of the experience areas above, please elaborate on that experience and how it could be a benefit to the City as a member of this committee (include additional sheets if needed):

I have years of experience in accounting, auditing, taxes

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made under the Freedom of Information Act. Please contact the City Clerk at 248-557-2600 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature:  Date: 05/14/2024

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Return completed application to:  
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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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James Bacinski

27514 Rackhan Lathrup Village, MI 48076

(248)225-9872 [jimbacinski@gmail.com](mailto:jimbacinski@gmail.com)

May 15, 2024

I have a wide variety of experience in most all aspects of accounting, auditing and tax. I feel that I can give the city an alternate interpretation to some of the financial issues.

I have been a resident of LV for 40 years. I have served on the initial board of the Lathrup Village Community Foundation, the homeowners association as well as volunteered for many events.

I have purposely not updated my attached resume to include my current position. I have worked at a Farmington Hills small CPA firm since January of 2013. I am currently negotiating with them for less hours. At age 67, I really do not want to work 60 hours per week during tax season and 40 hours per week all summer. I don't want them to know that I am willing to volunteer my time for my city.

Sincerely,

Jim Bacinski

27514 Rackham,  
Lathrup Village, MI 48076

(248)569-6548  
[jbacinski@comcast.net](mailto:jbacinski@comcast.net)

# James Bacinski

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## Summary

Accountant with extensive experience in private manufacturing and technical facilities as well as public accounting. Expertise in cost and variance analysis, job costing, annual business planning, budget preparation, forecasting, general ledger, accounts payable and accounts receivable, and fixed assets. Proven abilities in monthly and annual closing, inventory control, bank and inter-company reconciliations, and payroll. Manage public clients from month-end through financial statements and all tax returns. Results and detailed oriented, efficient and accurate team leader/player ability.

## Professional Experience

2012-Present                      Self-Employed                      Lathrup Village, MI

- Maintain accounting and tax service for small businesses.
- Manage family exterior maintenance company.

2011-2012                      Keil and Associates                      Southfield, MI

### Senior Accountant

- Various accounting and tax requirements for corporate clients.

2007-2011                      Gayle Leipsitz, CPA, P.C.                      Commerce, MI

### Senior Accountant

- Head – up all audits including profit and not-for-profit clients.
- Various accounting and tax requirements for corporate clients.

2004–2007                      Perczak and Associates                      Southfield, MI

### Senior Accountant

- Maintain client requirements and needs independently.
- Increased client monthly filing efficiency.
- Suggested new products that increased productivity

1992–2004                      Self-Employed                      Lathrup Village, MI

### Accountant and Business Owner

- Participant in start-up of mortgage broker corporation.
- Start-up, successfully operate and sell-off of appraisal business.
- Develop and maintain accounting and tax service for individuals, partnerships and corporations.

2000–2001                      Rolar Corporation                      Troy, MI

**Controller**

- Successfully implemented various cost-efficiency procedures.
- Managed accounting and office staff.
- Implemented program to reduce and maintain accounts receivable at 50% of its previous balance.

1989–1992                      Tuff Machine Company.                      Warren, MI

**Controller**

- Full financial responsibility through corporation taxes..
- Successfully implemented fully integrated accounting and computer system including detailed job cost system.
- Implemented profit-sharing plan as a result of record profits

1985-1989                      Soramatic Industries                      Warren,

**Controller**

- Full financial responsibility including managing office staff.
- Successfully implemented standard cost system resulting in a 10% reduction in cost control

1980-1985                      Kalwas & Moon, P.C.                      Bingham Farms, MI

**Junior-Senior Accountant**

- Independently worked with clients to complete compilations and reviews through financial statements and all tax requirements.
- Tax research to meet client needs.

**Education**

1975–1979                      Western Michigan University                      Kalamazoo, MI

- B.B.A., Accounting .

**Interests**

Real Estate, tennis, computers.

**LETTER OF INTENT**

May 3, 2024

Kelly Garrett, Mayor  
City of Lathrup Village

Mayor Garrett:

As a member of the Lathrup Village community, I am always interested in improving the quality of life not only for myself but for the community as a whole. I enjoy this community and am very much interested in its continued growth and success. That is why I am interested in serving on the 2024 Finance Review Committee. I have continuously demonstrated my commitment to this community by having served previously on the Parks & Recreation Advisory Board and currently as a member of the Tax Assessor Board of Review. Other community involvement includes serving as Election Precinct Chairperson, City of Southfield, and Cash Management and Bookstore at my church.

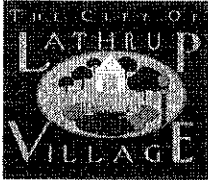
With a strong accounting background, I'm certain that my credentials will provide the level of experience and insight that you are seeking for this Committee. I have over 20 years of accounting and management experience, including positions of Controller, managing budgets in excess of \$80 million dollars, with staffing of 10 team members including staff in other countries. As Controller I have also created and implemented many policies and procedures for managing the Accounting departments, implemented cost reduction measures that netted over \$5 million in annual savings, developed plant-wide initiatives that improved ergonomics and reduced safety accidents by 5% in the first year. In my current role of ERP consultant, I have responsibility for implementation of manufacturing ERP systems, focused mainly on the accounting and purchasing modules. This entails developing project plans, managing project budgets, schedules and resources, working with customers directly, and guiding customers on best practices for successful implementation.

In addition to my professional roles, I am a small business owner of Terreg Enterprise, LLC, a bookkeeping and notary service established in 2021. My first client as a small business owner was actually a successful ERP implementation for a multi-location manufacturing operation. My services were requested by the CIO of the company; the implementation was successfully completed on-time and within budgeted time and dollars. Currently, the business is inactive, however, the long-term goal is to have this enterprise fully operational by 2025, with the main objective of using my accounting knowledge and expertise to help grow other small businesses.

Mayor Garrett, with a strong business acumen, effective communication skills, and years of accounting knowledge and expertise, I would welcome the opportunity to put my abilities to good use as part of this 2024 Finance Review Committee.

Respectfully submitted,

Regina Jones  
TerregEnterprise01@gmail.com



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

2024 Finance Review Committee Application

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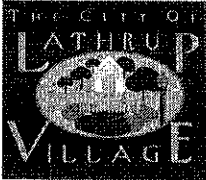
Name: REGINA JONES

Address: 18451 SANTA ANN, LATHRUP VILLAGE, MI 48076

Phone: 2489152259 Street, City, State, Zip Email: TERREGENTERPRISE01@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

Kelly Garrett Mayor Bruce Kantor Mayor Pro-Tem Jalen Jennings Council Member Dalton Barksdale Council Member Jason Hammond Council Member



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Do you have interest in serving as Chair or Vice Chair of the task force: YES NO

Please indicate if you have any experience in the following areas (people with existing or previous volunteer experience with the City are encouraged):

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Banking Industry
Public Administration
Small Business/Entrepreneur
Other

If you checked any of the experience areas above, please elaborate on that experience and how it could be a benefit to the City as a member of this committee (include additional sheets if needed):

See Letter of Intent and Professional Profile attached.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made under the Freedom of Information Act.

Truth and Accuracy: I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: [Handwritten Signature] Date: 05/03/2024

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Table with 5 columns: Kelly Garrett (Mayor), Bruce Kantor (Mayor Pro-Tem), Jalen Jennings (Council Member), Dalton Barksdale (Council Member), Jason Hammond (Council Member)

**REGINA JONES**  
**PROFESSIONAL PROFILE**  
TerregEnterprise01@gmail.com (248) 915-2259



**Terreg Enterprise LLC**

**Chief Executive Officer, Southfield, MI**

**2021 - Present**

CEO and owner of this small business venture, offering a variety of services to businesses ranging from small to medium in size and/or annual revenue.

ERP implementation services to corporations in the manufacturing industry. Provide process mapping, system configuration, data mining and migration, UATs, training, and other deliverables based on project plan and implementation timeline.

Certified Quickbooks Pro Advisor providing full charge bookkeeping to small businesses. Provide accounting services allowing customers to focus on business growth and development. Additional offerings include business formation and tax prep services.

Notary Signing Agent, NNA trained and certified, background screened, providing remote notary services to clients in Oakland, Wayne and Macomb counties. E&O insured to \$25,000.

**Revolution Group**

**ERP Manufacturing Consultant, Westerville, OH**

**2023 - Present**

Project Team Member with responsibility for implementation of Plex Systems ERP processes and system functionality; specializing in the Procurement and Accounting modules. Define and manage implementation project activities. Adhere to deployment standards, manage project resources and schedules, review project expectations, deliverables, and training timelines, monitor and deliver to a mutually agreed project plan, budget and implementation timeline.

Gather and create business requirements for software customization designed to meet the needs of the customer. Develop understanding of customer, market, and industry needs; stay current on accounting standards and knowledge.

Advise customers on best practices and system enablement for purchasing, product costing, general accounting and business performance metrics. Develop content and documentation related to business processes, policies and procedures, work instructions, test scripts and application configuration records. Coordinate data conversion activities with internal and customer resources.

Contribute technical and marketing related content to the organization and Partner marketing initiatives.

**Resources Global Professionals (RGP)**

**Consultant, Southfield, MI**

**2020 - 2021**

Project team member on implementation of Advantage Solutions for a leading automotive financial services company. Identified stakeholders' financial reporting requirements, managed reporting requirements documents and related artifacts through Microsoft Teams report tracker. Documented requirements and configuration in Blueprint and through JIRA. Led data mapping process, migrating current systems data elements and interfaces to new Advantage Alfa system. This included identifying the data elements and tracking in Microsoft Team tracker, working with IT to document the systems, tables, interfaces, schemas for mapping, documenting requirements and configurations through JIRA. Developed Kanban in Jira to track data mapping stories and statuses.




**Plex Systems, Inc.**
***Delivery Consultant, Troy, MI***
**2015 - 2019**

Project Accounting Lead for implementation of the Plex Systems ERP process and system functionality; specializing in the Accounting modules. Engaged in customer kick-off meetings; reviewed project expectations, deliverables, and training timelines; monitored and delivered to a mutually agreed project plan and implementation timeline.

Gathered and created business requirements for software customization designed to meet the needs of the customer. Develop understanding of customer, market, and industry needs; stay current on accounting standards and knowledge.

Advised customers on best practices and system enablement for product costing, general accounting and business performance metrics. Developed content and documentation related to business processes, policies and procedures, work instructions, test scripts and application configuration records.


**Experis Consulting**
***IT Consultant (SAP, Applications Manager), Southfield, MI***
**2012 - 2015**

Project Manager/Business Analyst with proven expertise in deploying multiple ERP implementations on full life cycle large scale global projects, ensuring approved projects met target deadlines, scope and budget. Successfully developed and executed scenario and UAT testing, end user training, customized for managerial posting programs and costing to capture roll consumption.

**RGBSI Consulting**
***Project Manager, Madison Heights, MI***
**2010 - 2012**

Project Manager for SAP ECC6 implementation (GL, AP, AR, Fixed Assets, CCA, Internal Orders and CO-PA) and MM (Purchasing). Analyzed business requirements, evaluate project scope and definition, system design and development. Developed process flows, templates, gather other information required for testing and implementation. Developed training programs and materials, and end user work instructions. Managed 3rd party vendor responsible for accounts receivable and payables.

**ThyssenKrupp AG**
***Lead Operations Controller, Steel Mill, Calvert, AL***
**2008 - 2010**

Project Accounting Team Lead for SAP ECC6 implementation in both start-up operations. Analyzed business requirements, evaluate project scope and definition, system design and development. Developed process flows, templates, gather other information required for testing and implementation. Developed training programs and materials, and end user work instructions. Established Accounting Department including job descriptions, roles and accounting procedures, ensuring alignment with accounting structure of parent company.

***Plant Controller, Automotive Manufacturing, Ladson, SC***
**2002 - 2007**

As part of the senior management team successfully designed, implemented and managed the accounting functions for multiple start-up facilities for this German multinational conglomerate, in multiple U.S. southern states. Established policies and procedures in compliance with GAAP, IFRS and corporate requirements. Developed accounting job functions and job descriptions, provided staff training and mentoring. Managed Accounts Payable, Accounts Receivable, Collections, Banking, General Accounting and Cost Accounting functions. Coordinated and reconciled State tax incentives; created banking and financial relationships with regional financial institutions.



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- The committee will create a final report that will be delivered to the City Council by November 2024.

**Resumes and letters of intent are required and must be included with the application.** The Mayor will review applications and make appointment recommendations for the City Council's approval at a regular City Council meeting on May 20, 2024. **PRIORITY WILL BE GIVEN TO THOSE WHO HAVE EXPERIENCE IN BUDGETING, ACCOUNTING, FINANCE, OR SIMILAR FIELD.**

Name: Saleem R. Siddiqi

Address: 27670 Lathrup Blvd., Lathrup Village, MI 48076

Phone: 248-390-3602 Street, City, State, Zip Email: saleemsiddiqi@comcast.net

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

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

Do you have interest in serving as Chair or Vice Chair of the task force: YES NO

Please indicate if you have any experience in the following areas (people with existing or previous volunteer experience with the City are encouraged):

- Financial Management, Auditing/Accounting, Banking Industry, Public Administration, Small Business/Entrepreneur, Other

If you checked any of the experience areas above, please elaborate on that experience and how it could be a benefit to the City as a member of this committee (include additional sheets if needed):

SEE ATTACHED

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made under the Freedom of Information Act.

Truth and Accuracy: I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: [Handwritten Signature] Date: 5/3/24

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

**Attachment:**

- **Financial Management** – In my roles as directors at public accounting firms and consulting firms, I have been responsible for budgets, revenue growth and expense management for over 20 years.
- **Auditing/Accounting** – I have had my CPA license for over 30 years and am experienced in accounting. My focus is in tax but I do have knowledge in auditing and have experience in reviewing financial statements.
- **Public Administration** – I have previously been a member of the Lathrup Village City Council and thus, have experience in this area.
- **Small Business/Entrepreneur** – I have run my own accounting practice for many years before and have started my own tax firm once again and am currently running it.

May 3, 2024

To: City of Lathrup Village

From: Saleem R. Siddiqi

Re: Letter of Intent

I am hereby submitting my application for a position on the 2024 Finance Review Committee. Please see the application attached.

I have experience sitting on city council for 3 years and have been a Lathrup Village resident for 28 years. Professionally I am a certified public accountant (CPA) and have deep expertise and knowledge in accounting, tax, and finance and would like to bring that background to assist the committee.

I believe I can assist the committee with developing recommendations related to future revenue sources, expense analysis and ballot initiatives, if needed.

Thank you for your consideration.

Regards,



Saleem R. Siddiqi

**SUMMARY**

Business owner and Director, Tax: Experienced and accomplished CPA and Director with demonstrated success managing a multi-million dollar practice, exceeding revenue and profitability goals, integral in a team-based sales effort, delivering high quality services and solutions to clients and managing and mentoring staff. Known for developing high-performing teams and successful project management.

**EXPERIENCE**

**SRS Tax Services PLLC, Southfield, MI 48075 (3/04 to Present)**

CPA practice specializing in business and personal taxation, accounting and financial consulting. Responsibilities include preparation of tax returns, tax credit utilization projects, international tax analysis, IRS dispute resolution, state and local tax dispute resolution, cost segregation studies and R&D credit studies. Client base consists of middle market businesses and business owners.

**Baker Tilly US LLP (10/18 to 3/26) – Director, Tax**

Responsible for development of sales activities, meeting and exceeding revenue and profitability goals, maintaining integrity of budget, review of tax returns and overall management of tax clients. Responsible for developing and leading large projects including: state income nexus studies, research and development tax credit studies, cost segregation studies, tax due diligence as well as other tax consulting engagements. Worked on various international tax issues including foreign tax credit computations, treaty issues & transfer pricing issues. Maintained daily contact with clients and coordinated client needs with firm personnel and resources.

**Experis Finance (3/05 to present) – Director, Tax Operations**

Responsible for development of sales activities, meeting and exceeding revenue and profitability goals, maintaining integrity of budget, development of practice development materials, and overall management of practice.

Responsible for client service delivery including managing multiple client engagements and multiple tax projects including: cost segregation studies, state income and sales tax analysis, corporate tax department management. Responsibilities include management of client's tax department including overseeing day-to-day activities and supervising client staff. Responsible for computing corporate tax provision and deferred taxes, resolving federal and state and local audits, preparation and review of consolidated tax returns. Involved in developing standards and procedures for the firm related to cost segregation studies. Worked on various consulting projects including due diligence for potential acquisitions, tax-free reorganizations and mergers and acquisitions. Worked on various international tax issues including foreign tax credit computations, treaty issues & transfer pricing issues. Maintained daily contact with clients and coordinated client needs with firm personnel and resources.

Responsible for assistance with recruiting, interviewing potential hires, evaluation of skillsets, mentoring staff, training of staff and management of team.

**PLANTE & MORAN, PLLC, (2/99 to 3/05) Senior Manager – Tax Solutions Group**

Responsible for developing and leading large projects including: state income and sales tax analysis, research and development tax credit studies, and cost segregation studies.

Involved in developing standards and procedures for the firm related to research development credit studies and cost segregation studies. Worked on various con  
Item 9K.  
projects including due diligence for potential acquisitions, inventory projects, tax-free reorganizations and mergers and acquisitions. Worked on various international tax issues including foreign tax credit computations, treaty issues & transfer pricing issues. Responsible for review of corporate, partnership and individual tax returns. Maintained daily contact with clients and coordinated client needs with firm personnel and resources. Client base consists primarily of automotive parts manufacturing companies with gross revenues ranging from \$20 million to \$400 million. Responsibilities also include recruitment and development of firm personnel. Directly supervised 5 staff members and conducted performance evaluations and career planning sessions with 4 staff members. Instructor for firm corporate tax training program.

**SIDDIQI CONSULTING SERVICES, LLC, Lathrup Village, MI 48076 (2/98 to 2/99)**

Operated consulting business providing tax and financial consulting and compliance services to a broad range of clients. Responsibilities included research on various tax issues including employee benefits, inventory issues, R&D issues; preparation and review of federal and multiple state income tax returns; foreign tax credit issues; expatriate tax issues; sales tax returns; property tax returns; fixed asset reporting and maintenance; governmental reporting requirements; sale of business issues; deferred tax issues; and monthly tax account reconciliations.

Clients include:

FANUC Robotics North America, Inc.  
Peregrine Incorporated  
Noro Group Limited  
SVM Incorporated  
Sri Maruthi, L.L.C.

**ERNST & YOUNG, L.L.C., Detroit, Michigan (4/95 to 2/98) Manager-Corporate Tax Consulting, Manufacturing Group**

Specialized in leading large projects including: financial analysis of potential purchase or sale transactions, research and development tax credit studies, financial accounting reporting-deferred taxes, LIFO inventory projects; uniform capitalization inventory projects; international permanent establishment issues (Europe, Canada, Mexico); foreign tax reporting issues; foreign currency hedging issues; and Internal Revenue Service audits. Responsible for managing all aspects of the project including scheduling and staffing of 4 staff members, and financial results. Also responsible for review of tax returns and daily contact with clients and coordinating client needs with firm personnel and resources. Clients consisted primarily of automotive parts manufacturing companies with gross revenues ranging from \$50 million to \$4 billion. Responsibilities also include tax issue presentations at firm meetings and staff training. Directly supervised 4 staff members and conducted performance evaluations and career planning sessions.

**KPMG PEAT MARWICK, Detroit, Michigan (8/90 to 4/95) Supervising Senior Tax Specialist**

Responsible for research of complex corporate and personal tax issues leading to final resolution in written memoranda. Responsible for preparation and review of corporate, personal, and fiduciary tax returns. Assisted on large research development credit studies, foreign tax credit projects and inventory projects  
Worked on audits and non-tax related business projects.

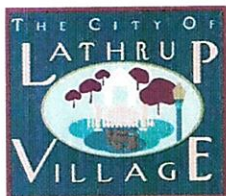
**TECHNOLOGY** Microsoft Excel, Word, Power Point, GoSystem, Proseries

**EDUCATION** MICHIGAN STATE UNIVERSITY, E. Lansing, Michigan.

**PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS**

Certified Public Accountant (Michigan)  
American Institute of CPAs  
Michigan Association of CPAs





City of Lathrup Village
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www.lathrupvillage.org | (248) 557-2600

2024 Finance Review Committee Application

The City Council seeks to create a committee of four (4) citizens to work with a Council Liaison and a City Administrator-appointed staff member to develop recommendations on potential future revenue sources, which may include ballot initiatives.

Committee recommendations shall be based on the following criteria:

- Lathrup Village Financial Reports (independent audits)
Approved Fiscal Year Budgets
Approved Capital Improvement Plans
Committee studies on how new revenues (ex: increased fees, millage renewals, special assessments) may impact current staffing levels and deliver sustainable progress towards City goals outlined in approved plans.
Committee studies on how no new revenues may impact current staffing levels current staffing levels and deliver sustainable progress towards City goals outlined in approved plans.

Time Commitment and Expectations:

- The committee will meet biweekly\* between June and October 2024. The group may adjust schedules to accommodate holiday schedules.
Meetings are expected to take place at a recurring location/time, set by the committee, for no more than two hours.
The committee will create a final report that will be delivered to the City Council by November 2024.

Resumes and letters of intent are required and must be included with the application. The Mayor will review applications and make appointment recommendations for the City Council's approval at a regular City Council meeting on May 20, 2024. PRIORITY WILL BE GIVEN TO THOSE WHO HAVE EXPERIENCE IN BUDGETING, ACCOUNTING, FINANCE, OR SIMILAR FIELD.

Name: Timothy Hillman

Address: 18701 San Quentin Dr, Lathrup Village, MI 48312

Phone: 248-767-3382

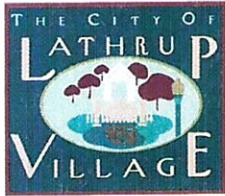
Email: thillman85@gmail.com

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

Kelly Garrett Mayor, Bruce Kantor Mayor Pro-Tem, Jalen Jennings Council Member, Dalton Barksdale Council Member, Jason Hammond Council Member



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Do you have interest in serving as Chair or Vice Chair of the task force: YES NO

Please indicate if you have any experience in the following areas (people with existing or previous volunteer experience with the City are encouraged):

- Financial Management
Auditing/Accounting
Banking Industry
Public Administration
Small Business/Entrepreneur
Other

If you checked any of the experience areas above, please elaborate on that experience and how it could be a benefit to the City as a member of this committee (include additional sheets if needed):

I've worked as a Controller for over 15 years. My profession requires an acute understanding of accounting (bookkeeping, budgeting, financial reporting, etc.), as well as several accounting-adjacent roles (payroll and benefits administration, inventory management, tax planning and preparation, etc.) Moreover, I have quality-management experience (ISO 9001:2015 and 13485:2016, specifically.) All of this constitutes a very "left-brained," analytical, and processed-oriented skill set, which I believe will lend itself to the committee.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made under the Freedom of Information Act. Please contact the City Clerk at 248-557-2600 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained in this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: [Handwritten Signature] Date: 05/15/2024

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

# TIMOTHY HILLMAN

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248.767.3372 (C)  
thillman85@gmail.com  
Lathrup Village, MI

Mayor Kelly Garrett and the Lathrup Village City Council:

Thank you for considering my application to the Lathrup Village Finance Review Committee.

I've worked as a Controller for over 15 years. My profession requires an acute understanding of accounting (bookkeeping, budgeting, financial reporting, etc.), as well as several accounting-adjacent roles (payroll and benefits administration, inventory management, tax planning and preparation, etc.) Moreover, I have quality-management experience (ISO 9001:2015 and 13485:2016, specifically.) All of this constitutes a very "left-brained," analytical, and processed-oriented skill set, which I believe will lend itself to the committee.

Beyond my professional experience, I am a community-oriented person. I've been active with the same collegiate organization (The Mutli-Racial Unity Living Experience @ MSU) since 2003, and I ran an academic summer program for teens (CSI @ MSU) for 15 summers. I'm a new resident to Lathrup Village as of July 2022, when my partner and I bought our home on San Quentin Dr. I hope a role on this committee, as well as my newly-appointed status as Planning Commissioner, can provide me entry to civil service in Lathrup Village.

Thank you again for your consideration.



Timothy Hillman

# TIMOTHY HILLMAN

248.767.3372 (C)  
thillman85@gmail.com  
Lathrup Village, MI

*Summary*

Highly effective business leader with 15+ years of experience in accounting, administration, management, operations, and sales

*Education*

Michigan State University, East Lansing, Michigan  
Graduate Studies Program, September 2007-April 2008

Michigan State University, East Lansing, Michigan  
Bachelor of Arts, Education, May 2007

*Work Experience*

**Controller**

Metro Wire & Cable, Sterling Heights, MI (January 2021-Present)

- lead administrative departments (accounting, human resources, and customer service) for our growing company (\$92M Sales 2023)
- supervise accounts payable, accounts receivable, and collections
- prepare financial budgets, forecasts, and statements (balance sheets, income statements, cash flow statements, variance reports, etc.)
- analyze trends (revenue, cost of revenue, operating expenses, ROI, etc.)
- oversee the period close process (month-end, year-end, and interim)
- reconcile balance sheet accounts (bank, credit card, fixed assets, etc.)
- coordinate tax filings, worksheets, and payments
- engage accounting firms, banks, auditors, and tax agencies
- coordinate Human Resources activity (payroll, benefits, PTO, etc.)
- standardize processes, improve efficiencies, eliminate waste, negotiate savings, and drive sales to maximize profitability
- engage vendors and customers to seek feedback, resolve concerns, ensure quality, and identify additional opportunities for growth

**Controller**

Avante Health Solutions, Ferndale, MI (July 2010-October 2020)

- managed accounting, human resources, and customer service teams
- co-led a team that achieved and maintained ISO compliance (ISO 13485:2016 and ISO 9001:2015)
- co-led a team that prepared the due-diligence work required to prepare the company for sale
- transitioned the local team to operation under new ownership, which included software, compensation plan, and operational changes

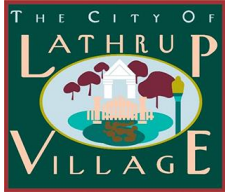
**Corporate Training Supervisor**

SchoolStream, Rochester Hills, MI (October 2008-July 2010)

- developed training materials to meet the specific needs of several audiences, namely customers, subordinates, and an inside sales team
- trained subordinates and sales associates on product knowledge
- conducted virtual and field training with customers

*Technology*

Proficient with: Rubicon, QuickBooks, QuickBooks for Mac, QuickBooks Online, QuickBase, OneStream, ADP TotalSource, ADP Run, Microsoft Suite, Google Suite, SalesForce, Concur, Accumatica, DM Payroll, NovaTime



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
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APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: April 22, 2024

Please check the committee for which you are applying for:

- Board of Review
Building Authority
Downtown Development Authority (DDA)
Historic District Commission
Inclusion, Diversity, & Accessibility Committee
Lathrup Village Foundation Board
Planning Commission
Parks & Recreation Committee
Tree Committee
Other:

Name: Robin Roberts

Address: 28221 Lathrup Blvd

Phone: 2485143842 Street, City, State, Zip Email: robwisz@comcast.net

Are you at least 18 years of age: YES [checked] NO [ ]

Are you a registered voter in Lathrup Village: YES [checked] NO [ ]

Have you been a resident of Lathrup Village for 1+ years: YES [checked] 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: Date: 4/22/2024

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

**ROBIN S. ROBERTS**

28221 Lathrup Blvd.  
Lathrup Village, MI 48076  
robwisz@comcast.net  
248.569.9390

**EMPLOYMENT****THE HENRY FORD: 1973-1974; September 2005-March 2008; March 2016-January 2021**

20900 Oakwood Blvd. Dearborn, MI 48124 Manager: Micki Kitchen

In 1973 I joined the staff of Greenfield Village as a “guide”. At this time, the training was quite extensive and included decorative arts, architecture, material culture and the care of artifacts as well as the history of all the open areas of the Village. In 2005 I returned to the Village as a Presenter and worked in Main Street. My responsibilities included presenting the story/history of each building, according to THF guidelines, while tailoring the needs of each presentation to the visitors present (children, school groups, families, seniors). At times, this involves dealing with large crowds and/or unhappy visitors. The mission is to address their needs and provide a satisfactory outcome.

**LONE BUFFALO, Inc.: April 2007 – March 2016**

2503 Brockman Blvd., Ann Arbor, MI 48104 Supervisor: Peggy Farrell

Lone Buffalo is an on-line clipping service. My duties were to utilize custom database software as well as online search engines and databases to gather financial information for articles of interest to our clients and then transfer them to our publishing format. Edited summaries of news articles, entered articles into database, proofread for proper grammar and formatting. Edited approximately 100– 125 news articles per 4-hour shift.

**THE ROEPER SCHOOL: October 1994-2009**

2190 N. Woodward Avenue, Bloomfield Hills, MI 48303 Upper School Director: Gregg Goldberg

**Instructor/Substitute Instructor/Substitute Coordinator/Scheduler:** I have instructed students at all grade levels from pre-K through 12th grades at this private school for gifted and highly gifted students. I taught Middle School Computer, Computer Applications and Middle School forensics courses for two school years. I worked in aiding Resource Room students and personnel in the Learning Differences program and assisted in the coordination of a three-week, French exchange trip. In an administrative capacity, I served as the Administrative Assistant to the Middle and Upper School directors and assisted in the registration functions.

**DAVENPORT UNIVERSITY: Fall 2004-Winter 2007**

27650 Dequindre Road, Warren, MI 48092 Department Coordinator: Mary Campbell

**Adjunct Instructor:** I taught American Government and Politics, Modern U.S. History 1865-Present, Diversity and a Career & Education Seminar. This included drafting the syllabus, lecturing, test writing and grading.

**ST. MARY OF REDFORD ELEMENTARY SCHOOL: August 2001-June 2002**

14751 Mansfield, Detroit, MI 48227 Principal: Sr. Loretta Schroeder

**Instructor:** I taught Middle School Social Studies classes and served as Homeroom Instructor. I taught the following Social Studies curricula and courses to student grades 6-8: For social studies, the 6<sup>th</sup> grade curriculum covered early civilizations from the hunter-gatherers to the fall of the Roman Empire; the 7<sup>th</sup> grade curriculum began with Rome and went through to the exploration of the Americas; the 8<sup>th</sup> grade curriculum was American history.

**ST. SCHOLASTICA SCHOOL: January 2001-June 2001**

17351 Southfield Road, Detroit, MI 48219 Principal: Faye Vaughn: Supervisor Catherine Nelson

**Instructor:** I taught Social Studies (American History and Geography), Religion, Science, Reading, and Spelling. The Social Studies curriculum involved the study of Mexico, Central America, South America, the Caribbean, and Canada. I was responsible for lesson planning, testing, special projects, progress reports, report cards, parent-teacher conferences, and open-house activities.

**November 1985- October 1994:** During this time, I worked as a full-time homemaker and mother. In addition, I worked as an educational consultant for Discovery Toys (1987-1990) and as a sales associate at the Bombay Company (1991-1993).

**GERALD R. FORD LIBRARY & MUSEUM: February 1981-October 1985**

National Archives and Records Administration, Grand Rapids, MI 49506

**Museum Registrar/Curator:** As **Museum Registrar** my responsibilities included: accessioning, deaccessioning, cataloging, photographing objects, handling and storage, evaluating objects for donation, evaluating objects for conservation, arranging loans, shipping, insurance, providing both written and oral responses to inquiries from the public about the exhibits and objects in the collection, and supervising both part-time employees and volunteers who assisted in the registration process. As I was hired to assist in the set-up of this new museum, I was responsible for writing the registration manual, establishing collections management forms, and consulting on the design and layout of the collection storage area.

As **Curator**, my responsibilities included: developing exhibit concepts, research, label writing, object and document selection, the layout of objects and documents on display, and when assigned to head the exhibit team, the exhibition schedule and assignment of deadlines and responsibilities to other staff members.

In addition, I conducted special tours of the museum and appeared on television on behalf of museum activities. This included tours with President Carter and members of the Ford family and work with Diane Sawyer, Jane Pauley and Cliff Robertson on projects that were filmed at the museum. I also served as Curator for our First Ladies Conference and Exhibit that was attended by Betty Ford, Rosalyn Carter, Luci Johnson and Lynda Johnson Robb.

**NIXON PRESIDENTIAL MATERIALS PROJECT: October 1979 – February 1981**

National Archives and Records Administration, Washington, DC 20408

**Archives Technician:** I had the responsibility of processing the written documents and other materials created by senior members of the White House Staff during the Nixon administration. Processing included the review, arrangement, description, and creation of a finding-aid for each collection. I also served on a special task force that, at the request of the Reagan White House, investigated the activities of Alexander Haig during the Nixon Administration.

## PROFESSIONAL ACTIVITIES

**Board of Directors:** Michigan Historic Preservation Network, 1996-2001; Secretary, 1996-1999

**Seminar:** Association of Independent Real Estate Appraisers, "Identification and Historical Evolution of Architectural Styles/Rehabilitation and Valuation of Historic Properties" Dearborn, MI October 1997

**Workshop:** State Historic Preservation Officer's Fall Workshop, "Lessons of Place: Teaching and Historic Preservation," September 1997 Lansing, MI

**Seminar:** Association of Independent Real Estate Appraisers, "Identification and Historical Evolution of Architectural Styles/Rehabilitation and Valuation of Historic Properties" Dearborn, MI October 1997

**Workshop:** State Historic Preservation Officer's Fall Workshop, "Lessons of Place: Teaching and Historic Preservation," September 1997 Lansing, MI

**Conference:** Michigan Historic Preservation Network, "Preservation 101: Back to the Basics," **Speaker:** "Researching A Community's History and Buildings," Marshall, MI September 1990

**Consultant:** American Association of Museums Museum Assessment Program II (MAP) 1986-1987. I conducted three on-site visits and reviews in 1986 and 1987. This involved traveling to museums in Michigan, Minnesota and Wisconsin to evaluate the collection management and registration needs of each institution, and then preparing a detailed written report. The report was intended to provide guidelines for improving their collection practices and to provide solutions to collections needs.

**Spring Meeting:** Michigan Archival Association, "Architectural Records in Michigan: Preserving and Using a Valuable Resource," Cranbrook, Bloomfield Hills, MI May 1986

**Member:** Board of Trustees, Grand Rapids Historical Society, 1984-1985

**Workshop:** "Preserving Family Photographs," Photographic Preservation Advisory Council, Grand Rapids, MI March 1985

**Workshop:** Speaker at "Collections Care and Conservation on a Shoestring," Michigan Museums Association, Frankenmuth, MI March 1985

**Workshop:** Speaker at a Collections Management Workshop held during a regional meeting of the Michigan Museums Association, Ludington, MI October 1984

**Lecture:** "Behind the Scenes at the Gerald R. Ford Museum," This presentation traced the activities leading to the opening of the museum in September 1981. Illustrated with slides of the museum under construction and the exhibit installation, Gerald R. Ford Museum, Grand Rapids, MI May 1984

**Program:** "A Christmas Sampler" produced by WOTV, Grand Rapids, MI and broadcast December 24, 1983. Along with the City Historian, I discussed Christmas customs in 19th century Grand Rapids



**Lecture:** "Tinsel and Tinkertoys: Christmas Customs in Grand Rapids 1850-1900," Grand Rapids Historical Society, December 1983

**Workshop:** American Association for State and Local History Workshop on Collection Management, St. Louis, MO November 1-5, 1983

**Workshop:** Conducted a Collections Management Workshop for the West Central Regional History Consortium, Grand Rapids, MI October 1983

**Lecture:** "Decorating the Victorian Home," Voigt House, Grand Rapids, MI March 1983

**Workshop:** "Exhibition Development: A Team Approach," Field Museum of Natural History, Chicago, IL November 1982

**Panelist:** "Professional Participation: Why Don't Women Do More?" Society of American Archivists Annual Meeting, Boston, MA October 1982. This session was developed from a proposal that I wrote.

**Workshop:** "Museum Collection Storage," Michigan Museums Association and the Gerald R. Ford Museum, Grand Rapids, MI October 1982. I planned and hosted this workshop.

**Seminar:** 1981 Irene Emery Roundtable on Museum Textiles, "The Management of Museum Textile Collections," Textile Museum, Washington, DC, November 1981

## VOLUNTEER ACTIVITIES

### **LATHRUP VILLAGE HISTORIC DISTRICT COMMISSION: 2000-PRESENT**

I have served as a member of this commission since its establishment in 2000. The commission is responsible for reviewing any plans that are being considered to alter the historic structures in the city. It also works to educate the community about historic preservation.

### **LATHRUP VILLAGE HISTORICAL SOCIETY: 1998-PRESENT**

I am currently the president of the LVHS and have been a member since moving to the community.

### **LIVONIA MICHIGAN HISTORIC PRESERVATION COMMISSION: 1988-1998**

### **KENTWOOD MICHIGAN PLANNING COMMISSION: 1982-1985**

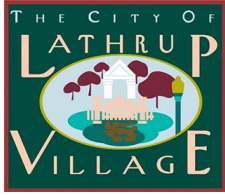
## EDUCATION

**Post Degree Teacher Certification,** University of Detroit Mercy, Detroit, MI 2001-2002

**MA,** Material Culture/Museum Studies, George Washington University, Washington, DC, 1977-1980

**BA,** History, University of Michigan, Ann Arbor, Michigan 1972-1976

References Available Upon Request



**City of Lathrup Village**  
27400 Southfield Road  
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[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 20<sup>th</sup>, 2024  
RE: City Administrator Performance Goals

**Background Brief:** As outlined in the approved City Administrator contract, the employer (City) and Employee (City Administrator) agreed to set specific performance goals within each of the following areas:

- Budget/Finance – up to \$2,000 Annually
- City Staff – up to \$1,000 Annually
- Residents/Community – up to \$500 Annually

During the May 6, 2024 Study Session, the City Council and Administrator discussed potential goals that meet these criteria. At the time of this writing, the contract goals currently are:

**Budget / Finance**

- On Time & Balanced Budgets
- Rationale Expenses

**City Staff**

- Filling Vacant Positions in Timely Manner
- Employee Retention
- Each Staff Member Attends At Least One Professional Development Training Per Fiscal Year
- Develop A Succession Plan

**Residents/Community**

- Attend At Least One Community Event Per Quarter

**Previous Action:** May 6, 2024 – Study Session Discussion

**Economic Impact:** Maximum impact of a \$3,500 bonus annually to the City Administrator's salary.

**Recommendation:** It is my recommendation to approve the goals as discussed.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve City Administrator Performance Goals.

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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