



City Council Study Session

Monday, January 09, 2023

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
 - A. [Budget Calendar Discussion](#)
 - B. [2023 Council Goals Discussion](#)
 - C. Boards and Committees Openings Update
 - D. Communications / Parks and Rec Job Combination Discussion
 - E. Your Town and E-Newsletter Discussion
3. **Council Liaison Committee Reports**
 - Southfield Public School Board
 - SEMCOG
 - Parks and Rec Committee
 - Infrastructure Committee
4. **Mayor and Council Comments**
5. **Public Comments**
6. **Adjourn**
 - A. **Upcoming Meeting Dates**
 - 1-23-23 Regular Council Meeting
 - 1-26-23 Government Law-A Practical Guide for Public Officials (virtual)
 - 2-6-23 Town Hall Meeting in the Community Room

CITY OF LATHRUP VILLAGE

PROPOSED BUDGET CALENDAR FOR FISCAL YEAR 2023/24

DATES	ACTION
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January 2023	Treasurer begins work on Long Term Financial Plan
January 9, 2023	COUNCIL STUDY SESSION <ul style="list-style-type: none"> Present Budget Calendar to Council and Schedule Goal Setting Meeting for March 6, 2023
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Feb 20 – Mar 6, 2023	INTERNAL <ul style="list-style-type: none"> Department Directors prepare departmental budget requests and reports of measurable goals and objectives for FY 2022-23
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March 13-17, 2023	INTERNAL <ul style="list-style-type: none"> Treasurer and City Administrator review budget requests with Directors
March 17, 2023	DDA – Approve FY 2023/24 Budget, recommend to City Council
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June 5, 2023	BUDGET STUDY SESSION <ul style="list-style-type: none"> FY 2023/24 DDA Budget FY 2023/24 Budget
June 26, 2023	COUNCIL MEETING <ul style="list-style-type: none"> Hold Budget Hearing & CIP Public Hearing Approve 2021-2026 Capital Improvement Plan Adoption of FY 2023/24 Budget (incl. DDA) Adoption of FY 2022/23 Budget Amendments
July 1, 2023	FY 2023/24 BUDGET YEAR BEGINS

VALUES	GOALS/OBJECTIVES	STRATEGIES
Transparent, Open and Honest Government – This value reflects our first and most important responsibility. We maintain an organization reputation for openness, honesty and integrity	<ul style="list-style-type: none"> • Improve Communications with Residents and Local Businesses 	<ul style="list-style-type: none"> • Admin - Improve website design to make info more easily accessible • Council - Town Halls • Council & Admin - PSA’s • Council - Coffees
	<ul style="list-style-type: none"> • Develop effective document management and paperless processes 	<ul style="list-style-type: none"> • Municode Meetings • Online Fillable Forms & Online Payments
	<ul style="list-style-type: none"> • Promote a safe and secure community 	<ul style="list-style-type: none"> • Police - Community Policing Programs
	<ul style="list-style-type: none"> • Improve quality of life for residents of all ages 	<ul style="list-style-type: none"> • Recreation Programs, Code Enforcement
Dedication to Service – our primary duty is 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"> • Improve operations through upgrades in technology 	<ul style="list-style-type: none"> • Budget Software • Point & Pay
	<ul style="list-style-type: none"> • Maintain robust and attractive business corridors 	<ul style="list-style-type: none"> • DDA – Development Initiatives for Blighted Buildings Along Business Corridors • Code Enforcement – Quarterly Assessment / Walk Through of Every Property
	<ul style="list-style-type: none"> • Develop and prioritize improvements to parks and playgrounds 	<ul style="list-style-type: none"> • Council & Admin - Seek and allocate funding for parks and playground improvements • Admin - Continue best practices in maintaining city grounds, parks and entrances
	<ul style="list-style-type: none"> • Maintain high quality neighborhoods and housing stock 	<ul style="list-style-type: none"> • Code Enforcement (e.g., how do I maintain my ditch & culvert) • Identify cross functional opportunities (e.g. police officers & Code Enforcement)
	<ul style="list-style-type: none"> • Continue improvement in response time to residents for any type of contact 	<ul style="list-style-type: none"> • Admin - Provide a maximum 1 work day initial response to See Click Fix reports; with an additional response every 3 business days until the issue is resolved.

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<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.</p>	<ul style="list-style-type: none"> • Support economic vitality to attract and retain local businesses 	<ul style="list-style-type: none"> • Admin - Timely Budget Reports and Identification of Exceptions
	<ul style="list-style-type: none"> • Maintain All Public Infrastructure 	<ul style="list-style-type: none"> • Admin - Implement Street Improvement Program • Admin - Implement Capital Improvement Program
	<ul style="list-style-type: none"> • Continue reviewing contracts \ suppliers \ business arrangements to ensure we are spending as little as possible for goods and services 	<ul style="list-style-type: none"> • Council & Admin - Review All Contracts to determine if Needed / Priced correctly
<p>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 our government.</p>	<ul style="list-style-type: none"> • Update Rules and Procedures 	<ul style="list-style-type: none"> • Attorney, Council & Admin - Update Council Rules and Procedures • Attorney, Boards & Admin - Update Board Rules and Procedures
	<ul style="list-style-type: none"> • Code of Ethics Review 	<ul style="list-style-type: none"> • Annually Review of Code of Ethics with all current and newly elected/appointed council and board members • Combined Trainings
	<ul style="list-style-type: none"> • Assume Personal Accountability and Responsibility 	<ul style="list-style-type: none"> • Council - Attend Meetings • Council - Provide Notification 12 to 24 hours in Advance of absences • Council - When Absent Watch the Missed Meeting on YouTube • Council - Read Entire Meeting Packets BEFORE MEETINGS. • Council - Respond by agreed upon deadlines. • Council - Be on time.

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<p>Excellence – we continually pursue excellence by being creative, professional, taking risks, showing initiative and being committed to our team. In this pursuit, we support continuing education and training for all team members.</p>	<ul style="list-style-type: none"> • Training 	<ul style="list-style-type: none"> • Council & Admin - Register and participate in training offered by MML and other organizations
	<ul style="list-style-type: none"> • Education 	<ul style="list-style-type: none"> • Council & Admin – Subscribe & read journals, organizations and periodicals (e.g. Inside 208, Bridge, MML magazine, etc.)
<p>Teamwork – we are a team that emphasizes high levels of trust and cooperation and commitment to excellent communication with the organization. We encourage employees to exercise independent judgement in meeting customer needs through professional behavior that is consistent with our values.</p>	<ul style="list-style-type: none"> • Provide teamwork opportunities (e.g. workshops, cross functional work, social outings, etc.) 	<ul style="list-style-type: none"> • Provide teamwork opportunities for City staff • Provide Teamwork Opportunities for Council • Council - Retreat
	<ul style="list-style-type: none"> • Provide Cooperative Education opportunities 	<ul style="list-style-type: none"> • Admin – Internships to Students (paid or unpaid)
<p>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 his or her 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.</p>	<ul style="list-style-type: none"> • Culturally & Socially Diverse Boards and Commissions • Diverse Work Force 	<ul style="list-style-type: none"> • Council - Appointments to boards and commissions – reflective of the cultural and social diversity of the community • Admin - in all City Department – thrive for hiring practices that are reflective of the cultural and social diversity of the community

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