City Council Budget Study Session Agenda

Monday, May 17, 2021 at 5:30 PM
Remote Meeting

ZOOM REMOTE MEETING INFORMATION
Webinar ID: 919 6279 2081
Password: 651253
CLICK HERE: **Online Link**
https://zoom.us/j/91962792081?pwd=RWlwb05zQTRWL0tva0x2UjNkVDhKdz09
Telephone: 646.558.8656 or 312.626.6799
CLICK HERE: **Public Comment Form Link**

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using www.Zoom.us for videoconference and public access.

1. **Call to Order**

2. **Discussion Items**

   A. Downtown Development Authority (DDA) – Fiscal Year 2021-22 Budget

   B. Fiscal Year 2021-22 – Rate and Fee Schedule

3. **Discussion Items**

   A. Planning Commission Appointment

4. **Mayor and Council Comments**

5. **Public Comments**

6. **Adjourn**

THE CITY OF LATHRUP VILLAGE
A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot
City Administrator
City of Lathrup Village
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COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: May 17, 2021

RE: Downtown Development Authority (DDA) – Fiscal Year 2021-22 Budget

The DDA Board met on April 16, 2021 and voted to recommend the attached budget to City Council for your approval, with the following modifications:

- Revenues – TIFA-Capture Taxes is increased from $255,000 to $305,000
- Fund Balance - $750,000 is designated for the Southfield Road Project and
- $91,500 of Fund Balance is identified as Operating Reserves

The Expenses for FY 2021-22 are projected as $304,754.

The Cost Share Agreement between the DDA and City of Lathrup Village is also included.

Suggested Motion:

Adopt the DDA Fiscal Year 2021/22 Budget, with the approved modifications, and incorporate into the City of Lathrup Village's overall Fiscal Year 2021/22 budget.

Lathrup Village

Downtown Development Authority

2021/2022 Budget

Contents

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

Dan Sugg, Chair
Fred Prime, Vice Chair
Kelly Garrett, Mayor
Sheryl Mitchell, City Administrator/DDA Secretary
Bryan Ford
Bobbi Lovins
Pam Shermeyer
Mark Watts
Shyla Beltur

Staff

Susie Stec, DDA Director
Cori Dahl, DDA Manager
Pam Bratschi, Treasurer

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 COVID-19 pandemic challenged us to refine and find new ways to support our business community more fully. The 2020 DDA Annual Report details how the pandemic reshaped 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. The required environmental assessment for the preferred alternative was submitted in 2021; however, it is generally believed that federal funding will not be secured for several more years. As a result, the city is working with RCOC to design interim improvements with construction to be completed in 2024.

Planned Activities: 2021/2022

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, it was immediately recognized that our small businesses needed financial support if they were to weather the storm. In response to the emerging economic hardships of the pandemic, several financial assistance programs were developed by the county. This was supplemented by Lathrup Village DDA with the establishment of an incubator program – Lovin' Lathrup Village Business Relief Mini-Grants.

Our assistance has not been exclusively financial but has included a concerted effort to provide opportunities for increased digital marketing, virtual events, and distribution of personal protective equipment (PPE). Other examples include expanding Small Business Bingo to be a month-long event, launching Live in LV videos, implementing Fireside Fridays, and establishing a quarterly e-newsletter specifically for businesses. These activities will continue and will be expanded in the upcoming fiscal year.

DDA Director and Manager with Lovin' Lathrup Village Business Relief Awardee, Valerie Bryant

Streetscaping and Beautification

In previous years, the DDA budget allocated funds for a façade improvement and sign grant programs. While the sign grant program has been successfully utilized by Lathrup Village business, the façade improvements program funds are not being sought after, despite being promoted. To encourage use of these funds, address site-related challenges experienced by our property owners, and promote investment in the community, the façade program guidelines have been expanded to include site beautification activities such as landscaping and parking lot improvements.

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. In 2020 the DDA began beautification & streetscaping efforts through the installation of banners, flowers, and trash receptacles. We also "adopted" Southfield Road through the RCOC Adopt-A-Road Program and increased the number of corridor cleanups. Streetscaping improvements will continue in 2021 with the installation of additional hanging baskets, landscaping improvements at both gateway flowerbeds and at City Hall. To help facilitate continued improvements, the DDA Board of Directors has established a Beautification Task Force.

Volunteers at the Lovin' Lathrup Village Corridor Clean-Up.

Working with the Parks & Recreation Department, the DDA will be hiring part-time, seasonal staff to maintain the aforementioned flowerbeds and watering of the hanging flower baskets along the corridor.

Hanging Flower Baskets that will be featured throughout the corridor

Events

DDA-sponsored events include the annual Southfield Corridor Cleanup, Small Business BINGO, Small Business Saturday Artisan Market, Fireside Fridays, Spring into Self-Care, and a

Juneteeth Celebration. There is close coordination of events & programming between the DDA & Parks & Recreation Department. Opportunities to expand the DDA presence at events will be explored. The DDA will continue providing grand opening ribbon-cuttings to new businesses.

Residents at a Fireside Fridays event.

Training & Strategic Planning

Now that staffing has stabilized, efforts are being made to 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.

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

2020 saw the redevelopment of Lathrup Plaza (southeast corner of I-696/Southfield), beginning construction stages of BP Gas Station, and completion of phase two of the Lathrup Apartments along the 11 Mile Service Drive. 2021 will bring improvements to Discount Tire, a new MRI/Life Center, a new physical therapy practice, and the third (and final) phase of the apartments. In addition, there is a significant amount of speculation and interest from the cannabis industry. City Council will be making a final determination whether to allow these uses in the community. If permitted, cannabis will likely have a significant impact on development activity.

The city continues to refine its processes to better align with the Redevelopment Ready Communities (RRC) best practices. This has included updating the city's development guide, establishing pre-application meetings, and generally fostering a welcoming, business-friendly atmosphere. It is expected that these efforts will help attract future development.

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 move up to the Select level which 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 2019

Revenues have significantly declined since their peak in 2009. Since that time, DDA revenues have been reduced by more than 50 percent due to the devaluation of commercial property (see chart on Page 12). In 2015, revenues began to slightly improve which has continued now into the new decade. Commercial properties are seeing investment and values are expected to increase, but not at the quick pace at which they decreased during the Great Recession.

While the COVID-19 pandemic has had an immediate economic impact on businesses small & large, it remains to be seen what impact this will have in the medium to long-term. Lathrup Village as a whole is anticipating significant tax revenue losses; however, remaining cautiously optimistic that anticipated projects come to fruition.

Reliant on tax revenues, DDAs across the county have been encouraged to diversify revenue sources. Efforts to identify new potential sources of revenue be encouraged.

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. Since the

2008 Great Recession, taxable value – and the DDA's revenue – declined dramatically. Some properties even dipped below their base valuation, which is the value of the properties when the DDA was established in 1998 and 1999. The development of The Mint provided a significant increase.

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. The 2020/21 millage rate was **1.8823 mils** for every dollar of taxable value in the DDA District. This rate is anticipated to remain the same in 2021/2022. Often, as property values increase, the Headlee Amendment requires millage rates to roll back to not exceed the rate of inflation.

Special Assessment: There is an ongoing payment to the DDA for the reimbursement of construction costs for the public-private parking lot adjacent to The Jagged Fork. The DDA Director is in communication with the property owners to either pay-off the outstanding balance or re-establish a payment plan. Efforts to collect these funds have been hampered by the COVID-19 pandemic.

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: 2021-2022 Budget Revenue Summary

REVENUES	BUDGETED 19/20	ACTUAL 19/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 3/31/21	PROPOSED 21/22	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	92,837	308,173	255,000	255,000	31,987	255,000	-
TAX COLLECTED OTHER	45,000	36,147	24,643	24,643	24,313	24,643	-
SPEC ASSESSMENT - REVENUE	1,800	-	1,800	1,800	-	1,800	-
INVESTMENT INTEREST	10,000	13,097	10,000	10,000	2,080	10,000	-
FEDERAL/STATE GRANTS	-	5,866	-	-	4,000	-	-
MISC. REVENUES	6,000	11,445	6,000	6,000	17,850	6,000	-
Total Revenues	**155,637**	**374,728**	**297,443**	**297,443**	**80,230**	**297,443**	**-**

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.

Proposed 2021-2022 Expenditures

Salary & Wages: The DDA pays the salary for the DDA Director, DDA Manager, and a percentage of the City Administrator, City Treasurer, and Parks & Recreation Coordinator salaries.

Employee Taxes & Benefits: The DDA pays the taxes and benefits for the DDA Director, DDA Manager, and a percentage of the City Administrator, City Treasurer, and Parks & Recreation Coordinator salaries.

Part Time Seasonal Crew: A two-person crew to performance maintenance in the district.

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 and Zoom subscription.

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. It also covers memberships for the DDA Board of Directors, Planning Commission and Historic District Commission, as the focus of the latter bodies lies within the district boundaries.

Main Street Program: The funds in this line item are broadly defined for business assistance, with an eye toward COVID-19 relief such as the Business Relief Mini-Grant program. The DDA will work to craft additional programs are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line also includes costs incurred in the Southfield Corridor Cleanups, Small Business BINGO, Artisan Fair, and updated rebranding efforts.

Streetscaping: Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This fund also includes hanging flower baskets, planters, new seasonal banners, and holiday decorations.

Planning/Consulting Fees: This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan. In 2021/22 this will also include an alley maintenance & feasibility study.

Printing/Publication Costs: Expenses related to advertising and marketing of the DDA and events.

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, as well as the I-696 Service Drive Mowing & Snow Removal, and alley maintenance.

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. While it has not been as popular as the Sign Grant Program, it is still a resource. The program will be revamped to be more responsive to business/property owner needs related to overall site beautification.

Table 2021-2022 Budget Expenditures Summary

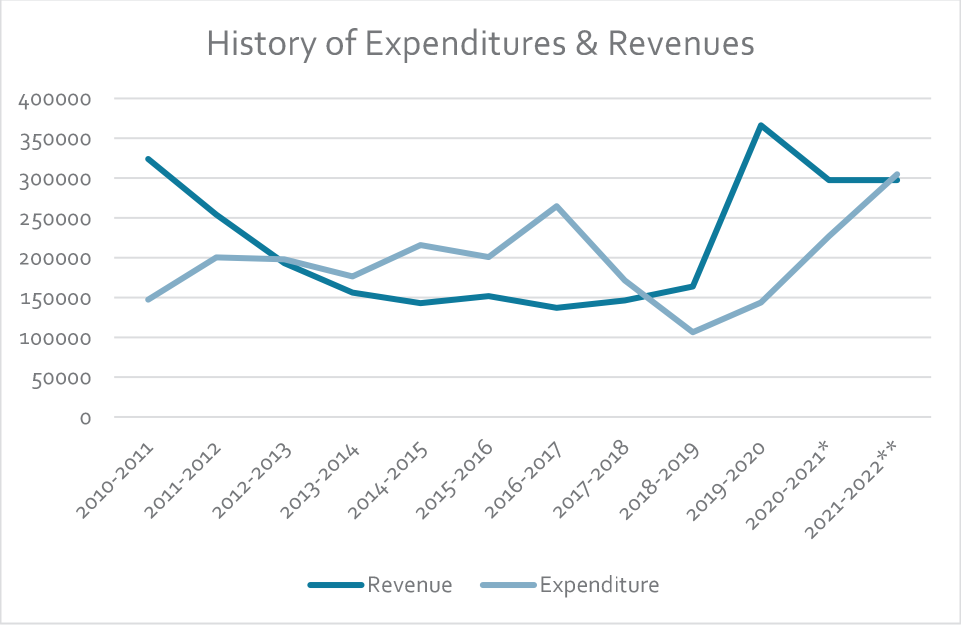
EXPENDITURES	AMENDED 19/20	ACTUAL 19/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 3/31/21	PROPOSED 21/22	INCREASE (DECREASE)
SALARIES & WAGES	56,136	56,434	71,820	112,790	74,862	116,174	3,384
PART TIME SEASONAL CREW	5,840	2,294	5,500	900	-	5,000	4,100
EMPLOYEE TAXES & BENEFITS	23,618	28,176	22,000	34,000	28,947	34,000	-
LEGAL SERVICES	900	-	900	900	-	900	-
OFFICE SUPPLIES	72	72	200	2,900	1,055	1,480	(1,420)
TAX TRIBUNAL RETURNS	874	-	2,000	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,000	1,969	4,500	2,000	75	4,500	2,500
MAIN STREET PROGRAM	15,814	4,991	20,000	43,000	51,783	16,500	(26,500)
STREETSCAPING	22,910	5,535	10,000	32,000	25,020	24,000	(8,000)
PLANNING/CONSULTING FEES	38,186	28,621	46,250	46,250	37,216	42,100	(4,150)
PRINTING/PUBLICATION COSTS	884	884	2,000	2,000	945	1,500	(500)
POSTAGE FEES	-	-	200	200	-	200	-
REPAIRS & MAINTENANCE	10,630	10,630	9,500	19,500	9,706	19,500	-
MISC. EXPENDITURES	1,516	2,118	1,300	6,100	1,271	6,100	-
DEPRECIATION INFRASTRUCTURE	-	31,335	-	-	-	-	-
CAPITAL EXPENDITURE	-	-	-	-	-	-	-
SIGN GRANT PROGRAM	2,000	2,000	10,000	10,000	386	10,000	-
FAÇADE GRANT PROGRAM	-	-	20,000	20,000	-	20,000	-
TOTAL EXPENDITURES	**182,180**	**175,858**	**226,970**	**335,340**	**232,064**	**304,754**	**(30,586)**

History of Expenditures and Revenues

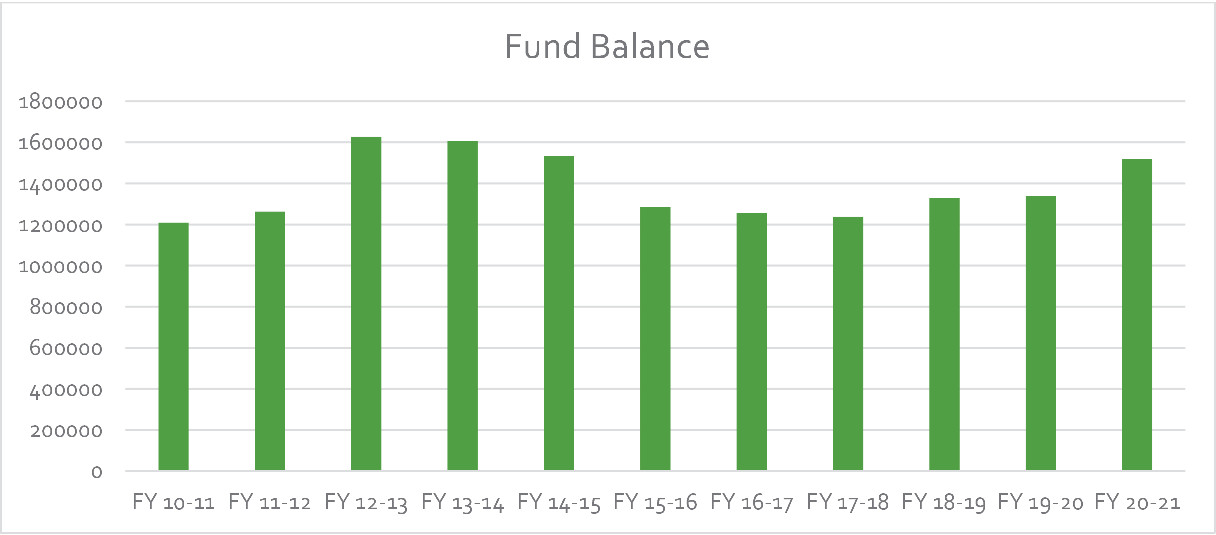
The following charts and graphs are meant to provide an overview of previous budget years.

History of Expenditures and Revenues		
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*	**297,443**	**335,340**
2021-2022**	**297,443**	**304,754**

*budgeted **projected



Fund Balance: FY 10-11 to FY 20-21



The DDA has successfully built a healthy 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. Additionally, in accordance with PA 57, the DDA intends to start dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor, as well as enhance the programs of the DDA.

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 10-11	$1,209,248
FY 11-12	$1,262,948
FY 12-13	$1,627,708
FY 13-14	$1,607,533
FY 14-15	$1,534,528
FY 15-16	$1,286,278
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*	**$1,518,413**

*As of 3/31/21

Appendix

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT 2021 -2026

THIS AGREEMENT is entered into between LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as "DDA"), and the CITY OF LATHRUP VILLAGE (hereinafter referred to as the "CITY").

WHEREAS, DDA has demonstrated special expertise in promoting the economic, physical and aesthetic redevelopment and maintenance of the downtown area, and these activities are directly and indirectly related to implementing the Development Plan and Tax Increment Financing Plan; and

WHEREAS, the expenses related to these activities are above and beyond what the CITY would incur, and it is more practical and efficient for the CITY and DDA to share or take on the expenses set forth herein than it would be for the CITY to incur these expenses on their own.

NOW THEREFORE, for mutual consideration, the parties hereby agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be from January 1, 2021, through June 30, 2026, to be reviewed every 3-years.

2. **DDA Scope of Services.** DDA, its Director and staff shall devote their best professional efforts towards the following:

   A. Provide staff assistance for the CITY by:

      - Coordinating with CITY staff in preparation of the DDA budget.
      - Administration of DDA grant programs to include disseminating information and distributing press releases about DDA grant programs; coordinating application intake; coordinating review of applications for completeness; conducting committee meetings for application review and recommendations; preparation and administration of grant contracts; inspection and validation of completed work and coordination of payment of grant funds.
      - Administer all planning and zoning related activities, including management of planning consultants.
      - Attending CITY Commission meetings and various committee meetings as requested by CITY staff.

   B. Develop and implement projects and programming that further the mission and Development Plan of the DDA, including corridor cleanups, beautification, and placemaking projects.

C. Assisting CITY staff and CITY Commissioners on projects, meetings, and workshops pertaining to downtown redevelopment.

D. Maintain an inventory/database of occupied and vacant properties in the DDA district to be updated quarterly.

E. Assist CITY with Code Enforcement and property maintenance activities in the DDA district.

F. Work with the CITY to evaluate and prioritize public infrastructure needs in the DDA district, emphasizing alley repairs, and establish an alley maintenance fund.

G. Coordinate and work with CITY on public infrastructure projects in the DDA District, including Southfield Road project, installation of side street parking, alleyways, bus stops, non-motorized transportation, etc.

H. Implement the Downtown Development Plan and support the CITY's implementation of the Comprehensive Plan.

I. Manage the maintenance contract for the I-696 Service Drive.

J. Maintain and enhance the streetscaping along Southfield, 11 Mile and Twelve Mile Roads, to include features such as banners, flower baskets, and holiday decorations. The DDA will also maintain the gateway flowerbeds, flowerbeds and planters at City Hall.

K. Promote programs and initiatives of the DDA and CITY by way of social media, e-newsletters, website, and printed marketing materials.

3. **CITY Scope of Services.** The CITY, its City Administrator and staff shall devote their best professional efforts towards the following:

A. Providing all financial services required of the DDA.

B. Assisting the DDA with organizing and management of promotional activities and events held in Municipal Park and/or Community Room, by way of the Parks & Recreation Department.

C. Promoting awareness of the downtown community through management of quarterly promotions annually including but not limited to the Outdoor Winter Market/Artisan Fair.

D. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.

E. Facilitate operational need of the DDA including office space, technology & software, etc.

4. **Compensation.** The DDA agrees to share the following annual expenses with the CITY:

   A. I-696 Service Drive Maintenance - $5,000

   B. Streetscaping - $10,000

   C. Technology/Software - $2,700

   D. Planning consultant fees - $15,300

   E. Liability insurance - $4,657

   F. A percentage of the salaries and fringe benefits for the employees listed below. Percentage split is identified listing first the DDA, then the CITY:

      - DDA/CED Director (90/10)
      - DDA & Special Projects Manager (90/10)
      - City Administrator (10/90)
      - Treasurer (10/90)
      - Parks & Recreation Coordinator (15/85)
      - Code Enforcement Officer (45/55)

5. **Reporting.** DDA shall provide an account of activities to the CITY, through Board of Directors agendas, minutes and Director Reports provided to the CITY. These reports shall include detailed information regarding projects and programs of the DDA.

SIGNED BY DDA this 3rd day of FEBRUARY, 2021

SIGNED BY CITY this 3rd day of FEBRUARY, 2021

City of Lathrup Village

BY: [signature]

Mykale Garrett, Mayor

BY: [signature]

Sheryl L. Mitchell Theriot, City Administrator

Lathrup Village Downtown Development Authority

BY: [signature]

Susie Stec, DDA Director

BY: [signature]

Yvette Talley, City Clerk

A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot
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City of Lathrup Village
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Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: May 17, 2021

RE: Fiscal Year 2021/22 Budget – Budget Hearing

The recommended budget anticipates the continuation of the extenuating circumstances created under the COVID-19 pandemic has impacted government and business operations. Although revenues were decreased in this current year, additional grant sources helped to offset the projected deficit for the current Fiscal Year 2020/21.

We have taken a very conservative approach in providing projections. The proposed revenues have not yet rebounded. We anticipate receiving over $400,000 in American Rescue Program funding, however, since the guidelines regarding the specific use of these funds and when it will be received is still uncertain, these funds are not reflected in either the current FY 2021/21 or proposed 2021/22 budgets.

FISCAL YEAR 2021-2022 PROPOSED

The complete proposed SUMMARY OF REVENUES and EXPENDITURES are summarized as follows:

FUND	FY 2021/2022 REVENUES	FY 2021/2022 EXPENDITURES	FUND BALANCE IMPACT	ENDING FUND BALANCE
General Operating Fund	$4,337,350	$4,564,124	($ 225,775)	$ 1,515,031
Major Streets	$1,415,801	$1,328,926	$ 86,875	$ 707,662
Local Streets	$1,241,404	$1,548,286	($306,882)	$ 10,830
Water	$3,382,130	$2,935,887	$ 446,243	$ 6,757,768
Sewer	$2,420,088	$2,447,634	$ 12,454	
Debt Service		$ 471,847		
Capital Acquisitions	$ 110,850	$ 110,450	$ 71,602	
TOTAL ALL OPERATING FUNDS	**$12,947,622**	**$13,407,155**		
DDA	$ 347,443	$ 304,754	$ 70,473	$1,410,523
TOTAL ALL FUNDS	**$13,295,065**	**$13,711,909**		

MILLAGE RATE

- The FY 21/22 millage rate is projected at **24.4906.**
  - This generates $2.73 million in general operating revenues (approx. $20,000 increase)
- **General Operating Millage is reduced to 17.8783** (from FY 20/21: $18.1912)
- Rate includes the citizen authorized **Street Bond Millage of 3.9307**
- The Taxable Value is based on $152,930,000

MILLAGE RATE BREAKDOWN AND RESULTING REVENUES - 21-22

MILLAGE TYPE	AUTHORIZED MAXIMUM	19-20 HEADLEE MAXIMUM	20-21 HEADLEE MAXIMUM	F.Y. 20-21	F.Y. 21-22	REVENUE PRODUCED	REVENUE NEEDED	DIFFERENCE
General Operating	20.0000	18.5172	18.1912	18.1912	17.8783	2,734,128	2,960,904	(226,776)
Refuse	3.0000	2.7775	2.7286	2.7286	2.6816	410,097	385,940	24,157
Debt Streets	3.9307	N/A	3.9307	0.0000	3.9307	601,122	83,293	517,829
TOTALS	**26.9307**	21.2947	24.8505	**20.9198**	**24.4906**	**3,745,347**	**3,430,136**	**315,210**
					Taxable Value Calculation:		152,930	

Maximum Millage Rate					
FY	**General Operating**	**Refuse**	**MRF**	**Taxable Value**	**Cost to City**
2014	20.0000	3.0000	1.0000	$ 117,882.63	N/A
2015	20.0000	3.0000	1.0000	$ 120,560.08	N/A
2016	19.8320	2.9748	0.9916	$ 122,069.08	$ 23,583.75
2017	19.7269	2.9590	0.9947	$ 125,854.28	$ 39,527.81
2018	18.5172	2.7775	0.9801	$ 133,716.30	$ 228,026.41
2019	18.5172	2.7131	0.9768	$ 145,439.54	$ 257,389.88
2020	18.5172	2.6501	0.9768	$ 149,200.00	$ 273,436.01
2021	18.1912	2.6035	0.9824	$ 152,930.00	$ 337,260.07

General Operation	
20-21 Max. Millage Rate	18.1912
21-22 Max. Millage Rate	17.8783

Refuse	
20-21 Max. Millage Rate	2.7286
21-22 Max. Millage Rate	2.6816

Fiscal Year	General Op Millage Rate	Debt Service	Refuse	Total
2010-11	18.0000	0.0000	2.1755	20.1755
2011-12	18.0000	0	2.3185	20.3185
2012-13	18.0000	0	2.4731	20.4731
2013-14	20.0000	0	2.5644	22.5644
2014-15	20.0000	0	2.56	22.5600
2015-16	19.8316	0	2.5644	22.3960
2016-17	19.7269	0	2.9777	22.7046
2017-18	19.3342	0	2.9001	22.2343
2018-19	19.3342	0	2.9001	22.2343
2019-20	18.5172	0	2.7775	21.2947
2020-21	18.1912	0.0000	2.7286	20.9198
2021-22	17.8783	3.9307	2.6816	24.4906

GENERAL FUND REVENUES

- Constitutional Revenue Sharing payments reflect a decrease of approximately 2%.
- The FY 2021/22 budget reflects an overall decrease in revenue of $287,306.
  - Not carried forward from the current year are grants for Public Safety Payroll Reimbursement, First Responder Hazard Pay and other Coronavirus Relief Funds.
- FY 2021/22 General Fund Expenditures are reduced $233,931.
- This still reflects a General Fund shortfall of $226,775, that would need to come from other resources or the fund balance.

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES BY FUND AND SOURCE
FY 2021-22

FUND/ACTIVITY	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
GENERAL FUND						
BEGINNING FUND BALANCE	1,633,644	1,633,373	1,633,373	1,633,373	1,741,806	108,433
TAXES:						
General Operating	2,495,395	2,714,127	2,714,127	2,610,478	2,734,128	20,001
Public Safety	-			-		-
Refuse Collection	356,292	407,107	407,107	394,224	410,097	2,990
Library	-	-	-	-	-	-
Streets	-	-	-	-	-	-
Administrative Fee	82,569	81,000	82,540	82,529	81,000	-
Tax Penalties	35,273	35,000	35,000	12,736	35,000	-
Total - Taxes	2,969,529	3,237,234	3,238,774	3,099,967	3,260,226	22,992
STATE SHARED REVENUE	385,762	416,425	416,425	164,040	409,118	(7,307)
FEDERAL AND STATE GRANTS	2,029	292,270	300,000	292,270	-	(292,270)
OTHER REVENUE	622,672	678,727	546,237	425,997	668,006	(10,721)
TRANSFER - OTHER FUNDS	-					-
Total Resources Available	**5,613,636**	**6,258,029**	**6,134,809**	**5,615,647**	**6,079,156**	**(178,873)**
REVENUES NEEDED	3,979,992	4,624,656	4,501,436	3,982,274	4,337,350	(287,306)
EXPENDITURES	3,980,264	4,788,056	4,393,003	3,500,707	4,564,125	(223,931)
OPERATING TRANSFERS OUT						-
FUND BALANCE NEEDED	(273)	(163,400)	108,433	481,566	(226,775)	(63,375)
ENDING FUND BALANCE	1,633,644	1,469,973	1,741,806		1,515,031	
MAJOR STREETS	331,152	389,595	1,183,020	151,110	1,415,801	1,026,206
LOCAL STREETS	382,911	293,068	1,158,634	239,266	1,241,404	948,336
WATER	726,622	1,130,678	1,127,978	633,434	3,382,130	2,251,452
SEWER	1,308,780	1,952,101	1,928,401	1,156,562	2,460,088	507,987
CAPITAL ACQUISITIONS	113,694	97,021	96,971	96,888	110,850	13,829
Total - All Operating Funds	**6,843,151**	**8,487,119**	**9,996,440**	**6,259,534**	**12,947,622**	**4,460,503**

All Revenues By Fund Type- FY 2021-22

Type	Revenue	Percentage
General Fund	$ 4,337,350	33.50%
Major Road Fund	$ 1,415,801	10.93%
Local Road Fund	$ 1,241,404	9.59%
Water Fund	$ 3,382,130	26.12%
Sewer Fund	$ 2,460,088	19.00%
Capital Acquisitions	$ 110,850	0.86%
Total	**12,947,622**	**100.00%**

Item 2B.

GENERAL FUND – OTHER REVENUES

- **Other Revenues** is reduced by $10,721
- **Licenses & Registrations** is increased to reflect enhanced efforts with Business Licenses
- **Community Room Rental** Revenues reduced further to $15,000.
- The reduction in **donations** reflects the amount that the Lathrup Village Community Foundation has approved. Also, $7,800 that is for the summer concert performers will be paid directly by the LVCF.

GENERAL FUND OTHER REVENUES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Miscellaneous	12,558	9,000	6,500	4,300	9,000	0
Delq Personal Property Revenue	6,274	4,000	1,000	924	3,000	(1,000)
Investment Interest	22,915	15,000	15,000	10,722	15,000	0
Tax Appeals	-	-	-	-	-	0
Workers Compensation Dividend	4,771	-	-	-	-	0
Property & Liablity Dividend Rev	6,878	6,500	5,349	5,349	6,500	0
Building Permits	45,188	95,000	95,000	69,892	95,000	0
Employee Benefit Contributions	16,000	4,500	-	-	4,500	0
Zoning, Site Plan, Special Use Pern	11,048	6,000	9,000	9,273	9,000	3,000
Plumbing and/or Heating Permits	13,740	24,500	16,000	12,592	24,500	0
Electrical Permits	9,596	16,000	11,000	9,814	16,000	0
Licenses & Registrations	3,495	9,000	14,000	13,220	14,000	5,000
Dog & Cat Licenses	1,289	1,100	1,500	1,241	1,100	0
Cable TV Franchise Fees	115,063	120,000	10,000	58,332	120,000	0
Michigan Job Training Council Fund	805	1,000	1,000	616	1,000	0
SMART Municipal Credits	-	8,700	25,610	25,610	8,700	0
District Court Fines	127,175	120,000	120,000	65,685	120,000	0
Community Development Block Gra	1,219	4,000	14,137	-	8,000	4,000
Sidewalk Permits & Repairs	-	10,000	-	-	15,000	5,000
Nextel Lease	-	-	-	-	-	0
American Tower-Metro-PCS Lease	41,369	45,000	45,000	31,026	45,000	0
Water Fund Lease of DPS Building	4,917	4,917	4,917	4,917	4,917	0
Equipment Rentals - Brush Chippin	-	-	-	-	-	0
Road Funds Lease of DPS Building	1,639	1,639	1,639	1,639	4,000	2,361
Retirees Spouse Medical Coverage	-	-	-	-	-	0
Recreation Fees	29,744	10,000	7,000	5,437	15,000	5,000
Dog Park Revenue	-	2,500	4,000	3,241	1,500	(1,000)
Tree Sales, Woods Chips Sales	160	-	-	-	-	0
Community Center Rental	33,366	25,000	6,000	3,065	15,000	(10,000)
Police Forfeitures Rev - State	-	-	-	-	-	0
Police Forfeitures Rev - Federal	-	-	-	-	-	0
Police Charges for Services	14,131	15,000	16,500	15,523	15,000	0
AT & T Lease	60,889	60,889	60,889	45,667	60,889	0
Donations	9,869	14,000	5,535	-	1,400	(12,600)
Election Reimbursements	-	8,268	8,268	8,268	-	(8,268)
Public Service Reimbursement	9,242	20,000	20,000	13,253	20,000	0
Metro Authority Act Payment	17,096	15,000	15,000	-	15,000	0
Sale of Fixed Assets	-	-	-	-	-	0
Workers Comp Reimbursement	-	-	-	-	-	0
Insurance Reimbursement	-	-	-	-	-	0
Insurance Recoveries	2,236	2,214	2,214	2,214	-	(2,214)
Sale of Abandoned Property	-	-	4,179	4,176	-	0
SOCRRA Refund	-	-	-	-	-	0
Code Enforcement Revenue	-	-	-		-	0
Total - Other Revenue	**622,672**	**678,727**	**546,237**	**425,997**	**668,006**	**(10,721)**

SUMMARY OF EXPENDITURES

- Most noteworthy is just every **internal department has reduced expenses.**
- The original **Capital Improvement Plan** reflected acquisitions of $331,450. This was dramatically reduced in the proposed budget to $100,450.
- Increases in Major/Local Streets, Water/Sewer Fund, and the Debt Service Fund are all related to the **Street and CIP Bond projects** that were authorized.

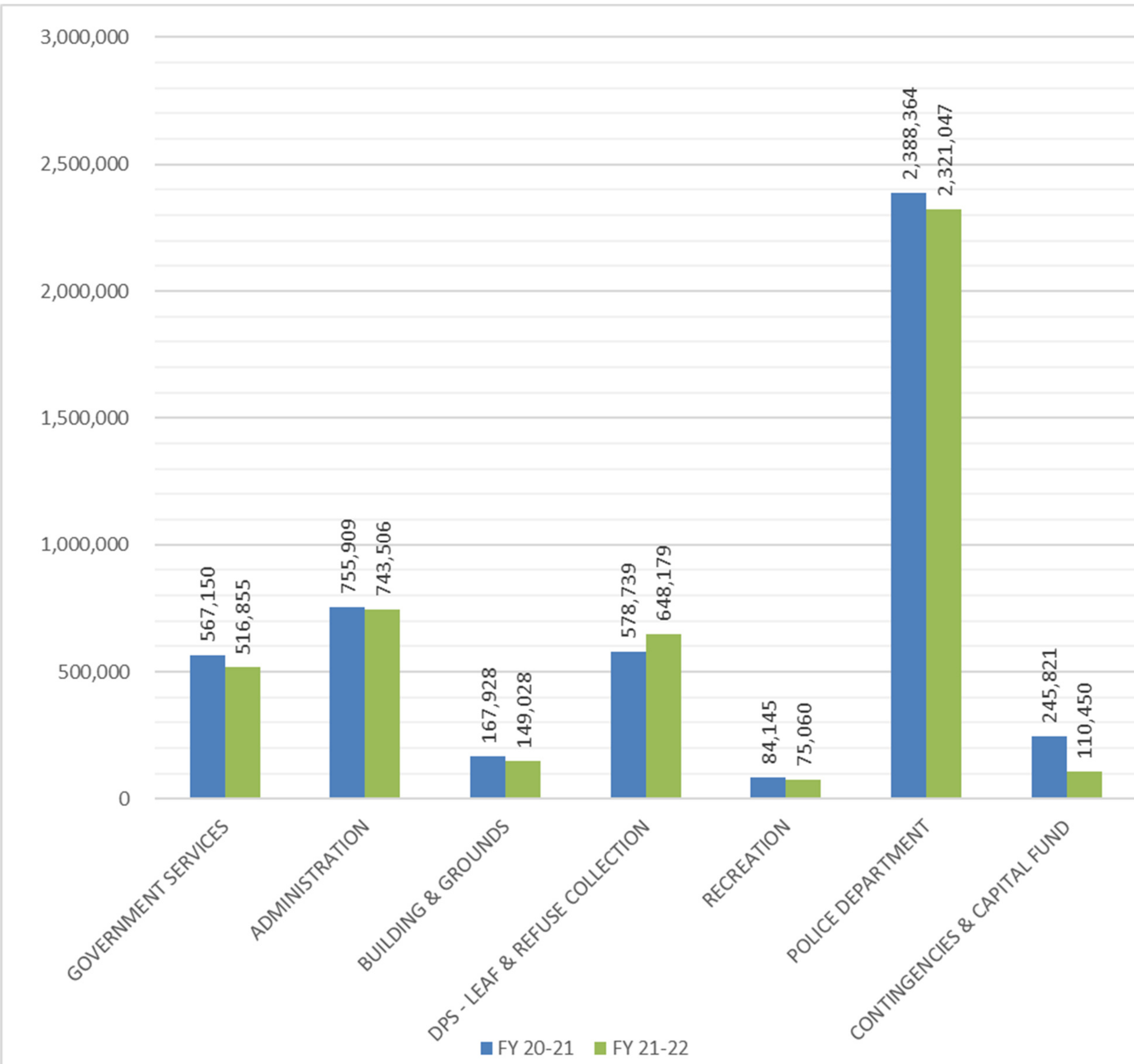
CITY OF LATHRUP VILLAGE
SUMMARY OF EXPENDITURES BY FUND AND SOURCE
FY 2021-22

DEPARTMENT	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
GOVERNMENT SERVICES	472,421	567,150	405,804	381,788	516,855	(50,295)
ADMINISTRATION	644,741	755,909	721,541	551,197	743,506	(12,403)
BUILDING AND GROUNDS	119,461	167,928	147,928	114,149	149,028	(18,900)
POLICE DEPARTMENT	2,060,522	2,388,364	2,377,064	1,740,611	2,321,047	(67,317)
DPS- LEAF & REFUSE COLLECT	489,068	578,739	435,000	419,162	648,179	69,440
RECREATION	81,101	84,145	59,845	47,979	75,060	(9,085)
CONTINGENCIES & CAPITAL FUI	112,950	245,821	245,821	245,821	110,450	(135,371)
Total - General Fund	**3,980,264**	**4,788,056**	**4,393,003**	**3,500,707**	**4,564,125**	**(223,931)**
MAJOR STREETS FUND	338,055	167,306	966,358	105,218	1,328,926	1,161,620
LOCAL STREETS FUND	380,814	393,816	1,053,186	271,632	1,548,286	1,154,470
WATER FUND	1,000,994	1,185,229	1,469,629	962,763	2,935,887	1,750,658
SEWER FUND	1,294,340	1,908,232	2,043,964	1,193,828	2,447,634	539,402
DEBT SERVICE FUND	124,002	125,567	125,567	125,567	471,847	345,000
CAPITAL ACQUISITIONS	112,950	245,821	245,821	245,821	110,450	(135,371)
Total Expenditures - All Funds	**7,231,420**	**8,814,027**	**10,297,528**	**6,405,537**	**13,407,155**	**4,593,128**

G.F. EXPENDITURES - FY 20-21 TO FY 21-22

FY 2020-2021 TO FY 2021-2022

DEPARTMENT	FY 20-21	FY 21-22
GOVERNMENT SERVICES	567,150	516,855
ADMINISTRATION	755,909	743,506
BUILDING & GROUNDS	167,928	149,028
DPS - LEAF & REFUSE COLLECTION	578,739	648,179
RECREATION	84,145	75,060
POLICE DEPARTMENT	2,388,364	2,321,047
CONTINGENCIES & CAPITAL FUND	245,821	110,450
Total - General Fund	**4,788,056**	**4,564,125**



EXPENDITURES – GENERAL FUND / GOVERNMENT SERVICES

- **Citizen Communication/PR** – in increased for additional costs related to publishing Your Town quarterly and communications related to water, street and other projects.
- **Training & Conferences** – reduced to reflect many trainings are being held remotely
- **City Planning/Consulting Fee** – last year reflected Master Plan consulting
- **Postage Meter** – increased cost of postage
- **Community Center Payments** – still projected reduced rentals and associated costs
- The **Building Inspection Contract** is reduced since the code enforcement services are now addressed by a full-time position. The costs for this position are shared with the DDA.
- There is only the **general election** in November in 2021.

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

GENERAL FUND GOVERNMENT SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Unfunded Pension Liability		-	-	-	-	-
Unemployment Insurance	2	50	-	45	50	0
Workers Compensation Insurance	1,094	8,500	-	332	8,500	0
Office Supplies	6,371	6,000	6,500	5,862	6,000	0
Office Supplies - COVID	1,260	4,500	4,500	3,967	4,000	(500)
Tax Tribunal Appeal Refunds	9,121	2,000	-	-	1,500	(500)
Memberships and Meetings	8,413	7,000	6,000	5,114	6,000	(1,000)
Building Inspection Contract	85,704	132,000	132,000	97,496	70,000	(62,000)
Code Enforcement	180	2,000	1,000	60	2,000	0
Cable TV Productions	36,945	40,000	40,000	31,352	40,000	0
Citizen Communication/ PR	10,331	10,000	17,000	11,450	20,000	10,000
Auditing Services	19,621	19,900	19,900	19,900	24,875	4,975
Telephone Billings	19,032	18,000	18,000	15,135	18,000	0
Vehicle Expense	6,712	7,500	6,000	5,022	7,500	0
City Appreciation Functions	179	1,000	-	-	-	(1,000)
Training	2,751	5,500	-	345	2,500	(3,000)
City Planning/Consulting Fees	4,300	6,000	1,000	435	2,000	(4,000)
City Beautification Projects	-	1,500	500	427	500	(1,000)
C.D.B.G. Funded Projects	1,250	4,000	-	-	2,000	(2,000)
Printing/Publishing Costs	11,910	12,000	15,000	12,499	12,000	0
Postage Meter	2,211	5,500	6,500	5,088	6,500	1,000
Liability Insurance Premiums	29,880	30,000	34,466	34,466	30,000	0
Miscellaneous	-	-	-	-	-	0
Government Operations	39,759	35,000	35,000	30,733	35,000	0
Technology	20,292	35,000	45,000	39,359	45,000	10,000
Library Contract Payments	119,938	149,200	11,938	59,969	152,930	3,730
Community Center Payments	35,167	25,000	5,500	2,733	20,000	(5,000)
Repayment to Water-Unfunded Pe	-	-	-			0
19600 Forest	-	-	-	-	-	0
27907 California NE Drive		-	-	-	-	-
Cash Short/Over	-	-	-	-	-	-
Total - Government Services	**472,421**	**567,150**	**405,804**	**381,788**	**516,855**	**(50,295)**
			0			

EXPENDITURES – GENERAL FUND – ADMINISTRATION

STAFFING

- There is a **2% salary increase** for officers and administrative staff.
- The **2nd Sergeant Position** has been filled and we are budgeting to fill 2 Full-time Officer Positions in the Police Department.
- The **12-hour shift** did not result in any cost savings and will not be continued.
- Part-time **Code Enforcement** position is no longer reflected in the part-time wages.
- **Legal Services** are reduced since there will not be contract negotiations this year.

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

GENERAL FUND ADMINISTRATION	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	339,499	366,481	369,486	254,464	389,700	23,219
Salaries & Wages - Part Time	4,964	46,664	25,000	16,588	15,000	(31,664)
Fringe Benefits	186,892	201,429	182,000	152,921	222,856	21,427
Code Enforcement - Legal Service	14,236	17,000	20,000	17,095	20,000	3,000
Elections	14,764	28,385	30,000	29,055	10,000	(18,385)
Legal Services	49,442	60,000	60,000	47,100	50,000	(10,000)
Board of Review	550	600	555	555	600	-
County Equalization Services	34,395	35,350	34,500	33,420	35,350	0
Total - Administration	**644,741**	**755,909**	- **721,541**	**551,197**	**743,506**	**(12,403)**

ADMINISTRATION EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 16-17	434,831
F.Y. 17-18	431,083
F.Y. 18-19	490,782
F.Y. 19-20	572,823
F.Y. 20-21	755,909
F.Y. 21-22	743,506

EXPENDITURES – GENERAL FUND – BUILDING & GROUNDS

- **Temporary Salaries & Wages** are reduced, anticipating the reduction in the twice daily sanitizing.
- **Parking Lots & Grounds** is increased $4,000 for contracting with City of Southfield for the required sweeping of the City Hall and DPW parking lots under the MS4 Permit.

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

GENERAL FUND BUILDING & GROUNDS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	-	-			-	-
Salaries & Wages - Temporary	29,518	56,000	31,000	26,940	31,600	(24,400)
Fringe Benefits	-	-	-		-	-
Workers Compensation Insurance	-	-	-		-	-
Building Utilities Billings	44,117	45,000	45,000	31,650	45,000	-
Building Maintenance	28,613	40,000	42,000	35,407	38,000	(2,000)
Building Authority Lease Payments	-	-	-	-	-	-
Equipment Maintenance & Repairs	38	1,500	-	-	1,500	-
Parking Lots & Grounds	9,246	10,000	12,000	10,188	15,000	5,000
Vehicle Maintenance Expense	-	-	-	-	-	-
Building - Grants	7,928	7,928	7,928	2,569	7,928	-
Covid Exp - building	-	7,500	10,000	7,395	10,000	2,500
Total - Building & Grounds	**119,461**	**167,928**	**147,928**	**114,149**	**149,028**	**(18,900)**

BUILDING & GROUNDS EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 16-17	104,371
F.Y. 17-18	109,295
F.Y. 18-19	119,498
F.Y. 19-20	113,928
F.Y. 20-21	167,928
F.Y. 21-22	149,028

EXPENDITURES - GENERAL FUND – PUBLIC SAFETY

- The Police Department is budgeted to be **fully staffed**. There should be a corresponding reduction in overtime.
- The actual costs for the contract with the City of Berkley for **Prison Lockup** is running lower than previously budgeted. This is reduced to be more closely aligned with actual experience over the past 2 years.
- The contacts for **Southfield Fire and Emergency Dispatch** services reflect a 2% increase.

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

GENERAL FUND PUBLIC SAFETY	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	716,352	845,272	845,272	556,333	830,042	(15,230)
Salaries & Wages - O.T.	52,174	50,000	50,000	23,376	50,000	-
Part Time Employees	106,769	100,000	100,000	97,191	50,000	(50,000)
Fringe Benefits	373,296	529,777	529,777	326,702	527,148	(2,629)
Unemployment Insurance	130	100	100	88	100	-
Police Uniforms & Cleaning	9,927	15,000	15,000	6,684	15,000	0
Workers Compensation Insurance	15,500	15,800	15,800	332	15,800	0
Office Supplies	2,614	5,000	4,000	2,820	4,000	(1,000)
Office Supplies - Covid	-	5,500	5,500	4,305	5,000	(500)
Office Machines	3,743	3,000	3,000	1,948	3,000	-
Publications/Document Reducing	645	1,000	1,000	748	1,000	-
Code Enforcement/Training & Sup	-	-	-	-	-	-
Road Supplies	723	2,000	2,000	1,126	2,000	0
Evidence Supplies	807	1,500	1,000	107	1,000	(500)
Police Reserve Force	291	1,000	500	-	500	(500)
Training Programs	7,410	14,000	14,000	11,096	15,500	1,500
Firearms Training	4,657	4,500	4,000	2,426	4,500	0
Fire Services/Dispatch Payments	668,991	689,623	689,623	626,701	695,462	5,839
Telephone Billings	7,892	8,500	8,000	7,033	8,000	(500)
Radio Communications Agreemen	8,524	16,200	16,200	8,603	16,200	-
Vehicle Maintenance Expense	43,231	37,000	37,000	30,761	37,000	-
Liability Insurance Premiums	24,480	25,092	25,092	25,092	25,594	502
Memberships & Meetings	2,975	3,500	3,500	2,725	3,500	0
Michigan Job Training Programs	1,909	2,000	2,000	1,927	2,000	-
Crime Prevention Programs	1,032	3,000	500	294	2,000	(1,000)
Animal Control	-	1,000	100	91	200	(800)
Prisoner Lockup	6,400	8,000	4,000	2,100	6,000	(2,000)
State of Michigan LEIN Use	-	-	-	-	-	-
Youth & Drug Prevention Programs	51	1,000	100	2	500	(500)
Unfunded Pension Liability	-					-
Motorcycle Lease	-	-			-	-
Police Forfeitures	-	-	-	-	-	0
Total - Public Safety	**2,060,522**	**2,388,364**	**2,377,064**	**1,740,611**	**2,321,047**	**(67,317)**

PUBLIC SAFETY EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 16-17	2,285,508
F.Y. 17-18	2,045,770
F.Y. 18-19	2,046,640
F.Y. 19-20	2,060,566
F.Y. 20-21	2,388,364
F.Y. 21-22	2,321,047

EXPENDITURES – GENERAL FUND – PUBLIC SERVICES

- Phase 1 of the **Sidewalk Maintenance Program** is being implemented. Property owners have the option to hire their own contractors for the repairs or to have the sidewalks repaired by the City's contractor. The repayment plans could be extended. This requires the City to pay for the Sidewalk Program up front.
- The sections are residential south of 11 Miles/I-696 and the Southfield Business Corridor.
- Estimates are for approximately 450 sidewalk flag replacements (at $150ea): $67,000
- City Council agreed to pay for the **root grinding** of city trees (est. 29 at $75ea): $2,175
- Adding 15% contingency and engineering costs, total project is $97,100.

LATHRUP SERVICES

- Contractual – A cost of living is not currently reflected in this budget.
- The contract is divided between
  - General Fund-Public Services-Contracted Services (31.32%)
  - Local Roads (16.17%)
  - Major Roads (16.17%)
  - Water Fund (18.17%)
  - Sewer Fund (18.17%).

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

GENERAL FUND PUBLIC SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Fringe Benefits (MERS)	6,769	14,000	14,000	10,597	12,000	(2,000)
DPS Utilities For Reimbursement	14,527	21,000	21,000	15,537	21,000	-
Equipment Maintenance	2,905	7,000	7,000	5,392	7,000	-
Park Maintenance	882	5,000	5,000	3,031	7,000	2,000
Sidewalk Maintenance Program	-	30,000	10,000	1,012	90,000	60,000
Vehicle Expense	-	-	-	-	-	-
Subtotal - Public Services	**25,083**	**77,000**	**57,000**	**35,569**	**137,000**	**60,000**
CONTRACTUAL SERVICES	**ACTUAL FY19-20**	**BUDGETED FY20-21**	**ESTIMATED FY 20-21**	**ACTUAL 2/28/2021**	**PROJECTED FY 21-22**	**INCREASE (DECREASE)**
Miscellaneous		-			-	-
Subtotal- Contractual Services	**124,000**	**125,239**	**-**	**104,263**	**125,239**	0
LEAF COLLECTION	**ACTUAL FY19-20**	**BUDGETED FY20-21**	**ESTIMATED FY 20-21**	**ACTUAL 2/28/2021**	**PROJECTED FY 21-22**	**INCREASE (DECREASE)**
Refuse Equipment & Roll-Off Expens	4,490	4,500	6,000	5,784	6,500	2,000
Subtotal - Leaf Collection	**4,490**	**4,500**	**6,000**	**5,784**	**6,500**	**2,000**
EFUSE COLLECTION & DISPOS	**ACTUAL FY19-20**	**BUDGETED FY20-21**	**ESTIMATED FY 20-21**	**ACTUAL 2/28/2021**	**PROJECTED FY 21-22**	**INCREASE (DECREASE)**
SOCRRA Refuse Collection Contract	335,496	372,000	372,000	273,546	379,440	7,440
Subtotal - Refuse Collection & D	335,496	372,000	372,000	273,546	379,440	- **7,440**
Total - Public Services	**489,068**	**578,739**	**435,000**	**419,162**	**648,179**	**69,440**
ELIGIBLE FOR REFUSE MILLAGE	339,986	376,500	378,000	279,330	385,940	9,440
FUNDED THROUGH GENERAL FUND	149,083	202,239	57,000	139,832	262,239	60,000

EXPENDITURES – GENERAL FUND – RECREATION

- The **Community Room** is available for rental, however, there is a reduced number of attendees that are permitted. We anticipate that rental will not increase greatly.
- **Community Events** are difficult to project and remain reduced.
- **Concerts** are reduced because the Lathrup Village Community Foundation will be paying the performers directly. This line item represents the purchase of banners, signs, postcards, etc.

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

GENERAL FUND RECREATION	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages	32,535	32,895	32,895	27,202	45,518	12,623
Fringe Benefits	9,528	9,500	9,500	8,268	10,242	742
Workers Compensation Insurance	1,000	800	800	150	800	-
Office Supplies	220	650	650	586	-	(650)
Bus Transportation Services	1,420	3,000	-	-	1,000	(2,000)
Adult Programs	6,963	2,000	3,500	3,179	2,000	-
Special Programs/Sporting Events	-	-	-	-	-	-
Senior Activities	100	6,000	500	162	1,500	(4,500)
Children/Youth Activities	-	1,000	-	-	1,000	-
Community Events	24,835	20,000	7,500	5,631	8,500	(11,500)
Community Center Expense	-	-	-	-	-	-
Fitness Center	-	-	-	126	-	-
Dog Park	-	1,000	3,000	2,311	1,500	500
Recreation Center	-	-	-	-	-	-
Community Garden	-	-	500		1,000	1,000
Grant Funded Programs	-	-	-	-	-	-
Concerts in the Park	4,500	7,300	1,000	364	2,000	(5,300)
Total - Recreation	**81,101**	**84,145**	**59,845**	**47,979**	**75,060**	**(9,085)**

HISTORICAL COMPARISON

RECREATION EXPENDITURES

FISCAL YEAR	AMOUNT
F.Y. 16-17	126,744
F.Y. 17-18	132,998
F.Y. 18-19	131,676
F.Y. 19-20	121,816
F.Y. 20-21	84,145
F.Y. 21-22	75,060

MAJOR STREETS

- Public Act 51 figures are not finalized, but expected to be relatively flat.
- There is a need to set aside funding for the upcoming reconstruction of the next sections of 11 Mile Road
- The **Capital Improvement-Street Funds** reflects the use of street bond millage for projects.
- The tan shade reflects **Street Bond** related revenues & expenses

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - MAJOR STREETS
FY 2021-22

MAJOR STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
ACT 51 Funds	329,419	388,995	357,000	151,110	357,000	-
Transfer From Other Funds		-			-	-
Investment Interest	1,733	600	600	-	600	-
Transfer From Street Bond Rev			825,420	-	1,058,201	232,781
Total - Major Street Revenues	**331,152**	**389,595**	**1,183,020**	**151,110**	**1,415,801**	**232,781**

MAJOR STREETS						
FUND BALANCE - BEGINNING	188,739	181,836	404,125		620,787	216,662
EXPENDITURES (Net change)	(6,903)	222,289	216,662		86,875	(129,787)
FUND BALANCE - ENDING	181,836	404,125	620,787		707,662	86,875

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

MAJOR STREET FUND MAJOR STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent						-
Salaries & Wages - Administration	5,670	6,907	7,000	4,177	5,569	(1,338)
Salaries & Wages - Temporary	-	-		-	-	-
Fringe Benefits	1,355	5,569	5,569	1,357	15,143	9,574
Workers Compensation Insurance	-	-		-	-	-
Office Supplies	-	-		-	-	-
Bond Interest				-	98,333	98,333
Auditing Services	5,360	4,311	4,311	4,311	5,521	1,210
Roadside Parks	-	-		-	-	-
Transfer to Local Streets	164,594	-	-	-	-	0
Administration & Engineering	1,639	5,000	1,639	1,639	4,000	(1,000)
Road Construction	-	-	-	-	-	-
Road Maintenance	1,915	5,000	2,000	1,393	5,000	-
Roadside Maintenance	5,031	5,000		-	1,000	(4,000)
Equipment Rental	-	5,000	5,000	3,350	5,000	-
Traffic Controls	21,691	25,000	25,000	8,251	25,000	-
Snow & Ice Removal	4,050	5,500	1,400	1,381	5,500	-
Non-Motor Facilities	-	-	-	-	-	-
Forestry	25,095	36,000	25,000	18,126	36,000	-
Capital Expenditure	37,638	-	-	-	-	-
Subtotal - Major Streets	**274,036**	**103,287**	**76,919**	**43,984**	**206,066**	**102,779**
CONTRACTUAL SERVICES	**ACTUAL FY19-20**	**BUDGETED FY20-21**	**ESTIMATED FY 20-21**	**ACTUAL 2/28/2021**	**PROJECTED FY 21-22**	**INCREASE (DECREASE)**
Contractual Services	64,019	64,019	64,019	53,829	64,659	640
Public Service Building		-			-	-
Capital Imp - Street Bond		-	825,420	7,405	1,058,201	1,058,201
Subtotal- Contractual Services	**64,019**	**64,019**	**889,439**	**61,234**	**1,122,860**	**1,058,841**
Total - Major Streets	338,055	167,306	966,358	105,218	1,328,926	1,161,620

LOCAL STREETS

- No funds from **Major Streets** or the **General Fund** will be transferred to the Local Street Fund.
- The Capital Improvement-Street Funds reflects the use of street bond millage for projects.
- The tan shade reflects **Street Bond** related revenues & expenses

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - LOCAL STREETS
FY 2021-22

LOCAL STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
ACT 51 Funds	154,032	129,665	164,000	70,652	169,000	39,335
Transfer From General Funds	-	149,200	149,200	149,200	-	(149,200)
Transfer in from Major Streets	164,594	-	-	-	-	0
Investment Interest	2,140	600	600		600	-
Miscellaneous Revenue	13,603	13,603	19,414	19,414	13,603	-
Special Assessments	-	-			-	-
Transfer from Street Bond Rev	48,542		825,420	-	1,058,201	1,058,201
Total - Local Street Revenues	**382,911**	**293,068**	**1,158,634**	**239,266**	**1,241,404**	**948,336**

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

LOCAL STREET FUND LOCAL STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	-					0
Salaries & Wages - Administration	5,670	5,569	5,569	4,177	5,569	0
Salaries & Wages - Temporary		-	-		-	0
Fringe Benefits	1,356	6,907	6,907	1,351	15,143	8,236
Workers Compensation Insurance	-	-	-		-	0
Bond Expense - Construction	-	-	-	9,250	-	0
Bond Interest	-	1,000	-	-	98,333	97,333
Auditing Services	3,185	3,381	3,381	3,381	3,381	(0)
Administration & Engineering	-	-	-	-	-	0
Road Construction	-	-	-	-	-	0
Road Maintenance	230,358	250,000	100,000	90,027	250,000	0
Roadside Maintenance	2,922	-		-	1,000	1,000
Equipment Rental	-	2,000	-	-	2,000	0
Traffic Controls	-	4,000	9,000	7,708	4,000	0
Snow & Ice Removal	4,823	5,000	7,000	6,895	5,000	0
Non-Motor Facilities	5,750	15,300	6,250	1,295	5,000	(10,300)
Capital Expenditure	37,638	-	-	-	-	0
Forestry	25,095	36,000	25,000	16,728	36,000	0
Subtotal - Local Streets	**316,796**	**329,157**	**163,107**	140,812	**425,426**	**96,269**
CONTRACTUAL SERVICES	**ACTUAL FY19-20**	**BUDGETED FY20-21**	**ESTIMATED FY 20-21**	**ACTUAL 2/28/2021**	**PROJECTED FY 21-22**	**INCREASE (DECREASE)**
Contractual Services	64,019	64,659	64,659	53,829	64,659	0
Roadside Maintenance		-			-	0
Capital Imp - Street Bond			825,420	76,991	1,058,201	232,781
						0
Subtotal- Contractual Services	**64,019**	**64,659**	**890,079**	**130,820**	**1,122,860**	**232,781**
Total - Local Streets	**380,814**	**393,816**	**1,053,186**	**271,632**	**1,548,286**	**329,050**

Item 2B.

WATER FUND – RATES

- FY 21/22 Water rate is increasing $0.26 to $43.74 (based on 1,000 units)
- If the Water Bond Interest payment were to be added to the water rate, the increase would be $16.30 per month.
- Instead of adding to the water usage rate, the Water Bond is being repaid through the **CIP Surcharge at a flat rate of $10.70** per month

WATER RATE REVIEW

WATER	DETROIT	SOCWA	CITY	CAPITAL	TOTAL
WATER RATE - 20-21	0.00	17.73	16.50	9.25	43.48
WATER RATE - 21-22	0.00	17.99	16.50	9.25	43.74
INC./(DEC.) IN $	0.00	0.26	0.00	0.00	0.26
INC./(DEC.) IN %	#DIV/0!	1.47%	0.00%	0.00%	0.60%

	F Y 2021- 2022	
	Revenue	Expenditure
SOCWA/DWSD	351,705	362,704
Penalties	25,000	
Meter Charge	80,645	
SOCWA Fixed Costs		40,296
Capital Improvement	180,838	
Water System Maint		90,000
Interest	4,500	
Lathrup Village Rates	322,575	
Other Water Expenses		210,631
Capital Bonds		0
Billing Expenses	40,000	10,000
CIP Surcharge - Flat	227,268	
Total	**1,232,530**	**1,231,752**

	Projected	Adjusted
Projected Sales:	23,000	19,550
Water Loss Ratio	0.150	15.00%
Fixed Monthly:	$3,358/MO	40,296

WATER EXPENDITURE

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 15-16	700,348
F.Y. 16-17	738,477
F.Y. 17-18	721,746
F.Y. 18-19	775,733
F.Y. 19-20	1,124,340
F.Y. 20-21	1,185,229
F.Y. 21-22	2,935,887

FY 21-22
REVENUE REQUIREMENTS
WATER

REVENUE SOURCE	FY 20-21	FY 21-22	INC./(DEC.)	% INC.
SALES	771,544	674,280	(97,265)	-14.425%
PENALTIES	25,000	25,000	0	0.000%
INTEREST	4,500	4,500	0	0.000%
METER CHARGE	81,139	80,645	(494)	-0.613%
CAPITAL PROJECTS	208,495	180,838	(27,658)	-15.294%
MISC	40,000	40,000		
CIP SURCHARGE - FLAT RATE	0	227,268		
TOTALS	1,130,678	1,232,530	(125,416)	9.01%
REQUIRED RATES	38.64	45.79	7.15	15.61%

WATER FUND

- Water/CIP Bond related revenues/expenses are highlighted in blue shade
- **Revenues-Transfer from Bond**- is to cover the CIP projects
- **Capital Expense** –added for CIP projects: water meter, stop box replacement/verification, lead & copper line replacement, water main, fire hydrants, gate valves
- **Water Purchase** – SOCWA has projected a 2% increase

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - WATER FUND
FY 2021-22

WATER FUND	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Water Sales	599,830	771,544	771,544	555,523	674,280	(97,265)
Water Penalties	14,949	25,000	25,000	1,497	25,000	0
Investment Interest	3,029	4,500	1,800	1,417	4,500	-
Miscellaneous - Billling	40,000	40,000	40,000	17,759	40,000	-
Meter Charge	68,814	81,139	81,139	57,237	80,645	(494)
Replacement Reserve Revenue	-	208,495	208,495	-	180,838	(27,658)
CIP Surcharge - Flat Rate		-			227,268	227,268
Transfer from Bond					2,149,600	2,149,600
Total - Water Revenues	**726,622**	**1,130,678**	**1,127,978**	**633,434**	**3,382,130**	**101,852**

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

WATER FUND WATER	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	20,224	19,398	19,398	13,782	19,652	254
Fringe Benefits	93,360	147,426	147,426	91,282	168,991	21,565
Workers Compensation	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Water System Maintenance	75,032	90,000	90,000	33,051	90,000	0
Water Billing Expense	12,514	10,000	10,000	8,499	10,000	-
Auditing Services	4,980	5,129	5,129	5,129	5,232	103
Liability Insurance Premiums	7,130	7,803	7,803	7,803	7,959	156
Water Purchase	383,249	407,800	407,800	297,596	403,000	(4,800)
Rent & Utilities	4,917	4,917	4,917	4,917	4,917	-
System Depreciation	290,861	-	-	-	-	-
Capital Expense Bond- Water Meter		-	-	105	860,000	860,000
Equipment Replacement	258	7,000	2,000	545	2,000	(5,000)
Miscellaneous/Meetings/Training	1,339	3,100	2,500	1,616	1,880	(1,220)
Transfer Out To Capital Acquis	-	-	-	-	-	-
Water Main Project	-	400,000	400,000	371,044	356,600	(43,400)
Pension Expense	35,192	2,000	-	-	-	(2,000)
OPEB Expense	-	8,000	-	-	-	(8,000)
Capital Exp - Stop Box Replaceme	-	-	50,000	1,948	50,000	50,000
Capital Exp - Lead & Copper Line	-	-	50,000	6,139	100,000	100,000
Capital Exp - Water Main Repacen	-	-	-	32,371	475,000	475,000
Capital Exp - Fire Hydrants	-	-	100,000	26,160	84,000	84,000
Capital Exp - Gate Valves	-	-	100,000	290	224,000	224,000
Subtotal- Water	**929,057**	**1,112,573**	**1,396,973**	**902,276**	**2,863,231**	**1,750,658**
CONTRACTUAL SERVICES	**ACTUAL FY19-20**	**BUDGETED FY20-21**	**ESTIMATED FY 20-21**	**ACTUAL 2/28/2021**	**PROJECTED FY 21-22**	**INCREASE (DECREASE)**
Subtotal- Contractual Services	**71,937**	**72,656**	**72,656**	**60,487**	**72,656**	**0**
Total - Water	**1,000,994**	**1,185,229**	**1,469,629**	962,763	**2,935,887**	**1,750,658**

SEWER FUND - RATES

- Rates are estimated to increase due to the Detroit/Evergreen Farmington 3% rate increase, the Chapter 20 drain project, and the Capital Improvements Bonds/Projects.
- The sewer rate increase is $1.56

SEWER RATE REVIEW

CALCULATION FORMULA	FY 20-21	FY 21-22	$ INC.	% INC.
DETROIT/EVERGREEN FARM.	56.85	58.56	1.71	3.00%
LOOK BACK ADJUSTMENT	0.00	0.00	0.00	0.00%
EXCESS FLOW CHARGE	0.00	0.00	0.00	0.00%
OPERATIONS & MAINTENANCE	11.80	12.80	1.00	8.47%
DEBT SERVICE	7.69	8.00	0.31	4.03%
CITY	6.25	6.25	0.00	0.00%
TOTAL	82.59	**85.61**	**3.02**	**3.651%**

FY 21-22 REVENUE REQUIREMENTS SEWER

REVENUE SOURCE	FY 20-21	FY 21-22	INC./(DEC.)	% INC.
SALES/DISPOSAL	1,422,297	1,266,948	(155,349)	-10.92%
PENALTIES	43,000	43,000	0	0.00%
INTEREST	4,500	4,500	0	0.00%
INDUSTRIAL SURCHARGE	43,000	43,000	0	0.00%
TRANSFER IN - GENERAL FUND	0	0	0	
CAPITAL PROJECTS	265,972	250,240	(15,732)	-5.91%
DEBT SERVICE	173,333	156,400	(16,933)	-9.77%
			0	
TOTALS	1,952,102	1,764,088	**(188,014)**	**-9.63%**
REQUIRED RATES	82.34	85.61	**3.27**	3.97%

	F Y 2021 2022 Revenue	F Y 2021 2022 Expenditure
Disposal	1,144,760	1,049,794
Industrial Surcharge	43,000	20,000
System Maintenance	250,240	273,000
Contractual Services		72,656
Interest	4,500	
Penalties	43,000	
Lathrup Village	122,188	
Other Sewer		86,519
Retention Tank		250,664
Debt Service	156,400	0
Capital	696,000	695,000
Total	**2,460,088**	**2,447,634**

SEWER EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 15-16	1,242,797
F.Y. 16-17	1,342,699
F.Y. 17-18	1,341,224
F.Y. 18-19	1,459,704
F.Y. 19-20	1,584,934
F.Y. 20-21	2,033,799
F.Y. 21-22	2,919,481

Item 2B.

SEWER FUND

- Sewer/CIP Bond related revenues/expenses are highlighted in blue shade

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - SEWER FUND
FY 2021-22

SEWER FUND	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Sewage Disposal	1,235,857	1,861,601	1,861,601	1,071,999	1,673,588	(188,013)
Sewer Penalties	39,178	43,000	35,000	54,783	43,000	-
Investment Interest	3,772	4,500	1,800	1,427	4,500	-
Capital Contributions (ARRA Funds	-	-	-	-	-	-
Investment Interest - Bond	-	-	-		-	-
Miscellaneous	-	-	-	3,712	-	-
Industrial Surcharge	29,973	43,000	30,000	24,640	43,000	-
Federal State Grants	-	-	-		-	-
Replacement Reserve Revenue	-	-	-			-
Transfer in from Capital Bond	-				696,000	696,000
Total - Sewer Revenues	1,308,780	1,952,101	1,928,401	1,156,562	2,460,088	507,987

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

SEWER FUND SEWER	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	20,224	19,398	19,398	13,782	19,652	254
Subtotal- Contractual Services	71,937	72,656	72,656	60,487	72,656	0
Fringe Benefits	31,812	54,000	54,000	42,039	53,332	(668)
Sewer System Maintenance	29,883	410,000	410,000	176,497	273,000	(137,000)
Auditing Services	4,980	5,129	5,129	5,129	5,232	103
Liability Insurance Premiums	7,650	7,803	7,803	7,803	7,803	-
Sewage Disposal Service	981,444	1,029,210	1,029,210	771,908	1,049,794	20,584
Rent	-	500	500	-	500	-
Capital Expenditure	-	160,000	30,000	-	145,000	(15,000)
Industrial Surcharge	17,378	34,600	20,000	12,116	20,000	(14,600)
Miscellaneous	-	1,200	-	-	-	(1,200)
OPEB Expense	38,827	-	-	-	-	-
Pension Expense	-	-	-	-	-	-
Subtotal- Sewer	**1,204,136**	**1,794,496**	**1,648,696**	**1,089,760**	**1,646,970**	**(147,526)**
RETENTION TANK						
Electric	19,683	18,707	18,707	13,165	18,707	-
Water	1,437	5,000	5,000	1,048	5,000	-
Natural Gas	351	300	1,200	827	1,200	900
Telephone	2,495	3,000	3,000	2,501	3,000	-
Fuel for Generator	-	500	-	-	500	-
Supplies & Tools	-	1,400	1,000	-	-	(1,400)
Building & Equipment	10,608	15,000	7,000	5,828	6,000	(9,000)
Environmental Compliance - Non C	12,747	20,000	30,000	27,802	30,000	10,000
Bond Expense - Interest	33,334	40,179	174,711	30,566	174,679	134,500
Bond Expense- Paying Agent Fees	750	750	750	750	1,500	750
Excess Liability Insurance	8,800	8,900	8,900	8,900	9,078	178
Bond Exp - Construction	-	-	140,000	9,250	1,000	1,000
Capital Exp - Retention tank repairs	-	-	5,000	3,430	550,000	550,000
Subtotal- Retention Tank	**90,204**	**113,736**	**395,268**	**104,068**	**800,664**	**686,928**
Total - Sewer	**1,294,340**	**1,908,232**	**2,043,964**	**1,193,828**	**2,447,634**	**539,402**

WATER & SEWER AVERAGE MONTHLY RATES

- **Minimum monthly water** rates on residential customers bills will increase from $21.32 to $32.13 per month.
- The typical residential water bill will be comprised of:

WATER (ONLY) BILLING	FY 20/21	FY 21/22
Minimum Bill Charge (up to 4 units)	$ 17.39	$ 17.50
Meter Charge – ¾" (depends on size)	$ 2.93	$ 2.93
Monthly Bill Charge	$ 1.00	$ 1.00
CIP Surcharge	n/a	$ 10.70
Total Minimum Water Bill	$ 21.31	$ 32.13

SEWER (ONLY) BILLING	FY 20/21	FY 21/22
Total Minimum Sewer Bill (up to 4 units)	$ 33.04	$ 33.56

TOTAL WATER BILL	FY 20/21	FY 21/22
Water	$ 21.32	$ 32.13
Sewer	$ 33.04	$ 33.56
TOTAL	**$ 54.36**	**$ 65.69**
WITHOUT BILL & CIP CHARGES	$ 50.43	$ 51.06

Rate Comparisons (1,000 units)	2017-18	2018-19	2019-2020	**2020-2021**	**2021-2022**
Water Rates	38.61	39.38	39.97	43.48	43.74
Percent Increase	-0.31%	1.99%	1.50%	**8.78%**	**0.60%**
Sewer rates	78.5	81.70	82.34	82.59	85.61
Percent Increase	0.00%	4.08%	0.78%	**0.30%**	**3.65%**

Combined Rate	**117.11**	**121.08**	**122.31**	**126.07**	**129.35**
Overall Percent Increase	**4%**	**3.58%**	**1.02%**	**3.07%**	**2.60%**

DEBT SERVICE

- Reflects the principal payment on bond obligations
- The Capital Improvement Bonds does not have a principal payment due until Oct. 1, 2022.

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2021-22

DEBT SERVICE ALL DEBT	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Sewer Cap Imp Bonds	83,823	81,138	81,138	81,138	83,293	2,155
SRF Bond	40,179	44,429	44,429	44,429	43,554	(875)
Street Bonds		-			345,000	345,000
Capital Improvement Bonds		-			-	-
Total - All Debt Service	124,002	125,567	125,567	125,567	471,847	346,280

CAPITAL EXPENDITURES

FY 2021-2022

ACCOUNT/FUND	EXPENDITURE	COST
Administration	City Hall Carpet Replacement	$ 15,000.00
Administration		
Administration		
Administration		$ -
Public Safety	New Portable Radios	$ 30,000.00
Public Safety	Axon Taser	$ 4,450.00
Public Safety	Mobile Data Computer Replace	$ 3,000.00
Public Safety		$ -
Public Safety		$ -
Public Services		$ -
Public Services	DPS - Leaf Vac Conversion Kit	$ 8,000.00
Public Services		$ -
Public Services	New Parking Lot - DPW -Phase 2	$ 50,000.00
Recreation		$ -
Recreation		$ -
Water		
Water		
Sewer		
Sewer		
Major Streets		
Local Streets		
TOTAL		**$ 110,450.00**

Administration		$ 15,000.00
Public Safety		$ 37,450.00
Public Services		$ 58,000.00
Recreation		$ -
Water		$ -
Sewer		$ -
Major Streets		$ -
Local Streets		$ -
Total		**$ 110,450.00**

CITY OF LATHRUP VILLAGE

ANNUAL FISCAL RESOLUTIONS
Fiscal Year 2021- 2022

(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, 2021; 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 rate of 17.8783 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of $2,734,128 more or less) to be used for general municipal purposes; that this levy is made pursuant 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 the next July 1st upon all real and personal property subject to such taxation within the City at the rate of 2.6816 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of $601,122 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 levy is made pursuant 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) UNLIMITED TAX GENERAL OBLIGATION BONDS 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 street improvement projects,

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 rate of 3,9307 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of $410,097 more or less) to be used to pay the cost of constructing street improvements throughout the City, consisting of paving, repaving, resurfacing, reconstructing, and improving streets (the “Project”); that this levy is made pursuant to the statutes in such case made and provided, and specifically 1909 PA 279 and 2001 PA 34, all as amended to date, and an approving vote of the electors of the City of Lathrup Village.

(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 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 $305,000 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:

Government Services & Library	$ 516,855
Administration	$ 743,506
Buildings and Grounds	$ 149,028
Public Safety	$2,321,047
Public Services/Refuse	$ 648,179
Recreation	$ 75,060
Contingencies & Capital Fund	$ 110,450
Major Streets	$1,328,926
Local Streets	$1,548,286
Water	$2,935,887
Sewer	$2,447,634
Debt Service	$ 471,847
Capital Acquisitions	$ 110,450
Downtown Development Authority	$ 304,754
Total	**$13,711,909**

(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 to operate the water system of the City hereinafter detailed,

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby levy an annual fee of $43.74 per thousand cubic feet on all water customers of the City commencing the next July 1st; that said fee is set pursuant 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 to operate the sewer system of the City hereinafter detailed,

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby levy an annual fee of $85.61 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 pursuant to Sections 78-383, 34-496, and 34-487 of the Code of Ordinances for the City of Lathrup Village.

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A HERITAGE OF GOOD LIVING

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: May 17, 2021

RE: Capital Improvement Plan 2021-2026

The 2021-2026 Capital Improvement Plan (CIP) serves as a tool to assist the city in long-range planning and improvements. The 6-year CIP and annual update is a requirement under the Michigan Planning Enabling Act of 2008.

A capital improvement project is a major, nonrecurring expenditure that generally has a public purpose and costs $5,000 or more. This can include rehabilitation and new facilities and equipment, with a useful life of 3 or more years.

Jill Bahm, Planner from Giffels Webster and staff have worked extensively on the updates for the Capital Improvement Plan (CIP) 2021-2026. The CIP ensures the timely repair and replacement of ageing infrastructure, provides a level of certainty for residents, businesses and developer regarding the location and timing of public investment, and helps to identify the most economical mean of financing capital improvements.

The Planning Commission held a public hearing at their March 16, 2021 and voted to recommend City Council's adoption. The City Council has posted the public hearing and will take action at the May 17, 2021 meeting, along with the adoption of the budget.

RECOMMENDATION
Projects as presented totaling: **$5,285,974**
Fiscal Year 2021/22 Funding Sources:

- General Fund	$ 110,450	(city hall, DPS, police)
- CIP/Special Assessments	$ 110,000	(Culverts, ditches, sidewalks)
- Water/Sewer Fund	$ 133,477	
- Water CIP Bonds	$ 2,344,600	
- Road Bonds	$ 2,116,402	
- Local & Major Streets	$ 88,000	
- DDA Fund	$ 17,725	
TOTAL	**$4,920,654**	

Suggested Motion:

To receive the recommendations from the Planning Commission and approve the recommended amendments from the City Administrator in the Adoption of the Capital Improvement Plan for 2021-2026, as presented.

Item 2B.

Project				Estimated Cost				FUNDING OPTIONS - FY 21/22											
No.	Name	Fiscal Year Start	Funding Source	Equip/Construction	Other	Total	FY21/22	CIP / GF / ARP	WATER / SEWER FUND	WATER BONDS	ROAD BONDS	LOCAL / MAJOR	DDA	FY22/23	FY 23/24	FY24/25	FY25/26	FY26/27	
Administrative																			
AD 21-01	Police Department building analysis	2021	General Fund		Study	$ 10,000	$ 10,000	$ -						$ 10,000					
AD 21-02	City Hall Lobby Renovation	2021	General Fund		Update	$ 30,000	$ 30,000	$ -						$ 20,000.00					
AD 21-03	City Hall Carpet Replacement	2021	General Fund		Update	$ 15,000	$ 15,000	$ 15,000											
Total						**$ -**	**$ 55,000**	**$ 15,000**											
DPS																			**FY20/21**
DPS 21-01	Backhoe tractor	2021/2022	General Fund	$ 85,000		$ 85,000	$ 85,000							$ 85,000					
DPS 21-02	Leaf Vac Conversion Kit	2021/2022	General Fund	$ 8,000		$ 8,000	$ 8,000	$ 8,000											
DPS 20-03	PickUp Truck (plow ready)	2021/2022	General Fund	$ 45,000		$ 45,000	$ 45,000							45000					
DPS 20-04	Paving Lot Replacement Phase 1	2021/2022	General Fund	$ 51,000		$ 51,000													$ 51,000
DPS 20-05	Paving Lot Replacement Phase 2	2022/2023	General Fund	$ 50,000		$ 50,000	$ 50,000	$ 50,000											
DPS 20-06	Paving Lot Replacement Phase 3	2023/2024	General Fund	$ 50,000		$ 50,000	$ 50,000							$ 50,000					
Total						**$ 289,000**	**$ 238,000**	**$ 58,000**						**$ 180,000**	**$ -**				**$ 51,000**
DDA																			
DDA 21-01	Hanging Flower Baskets	2020/2021	DDA Funds	$ 9,225	-	$ 9,225	$ 9,225						$ 9,225						
DDA 20-02	Alley Study - Feasibility + condition	2020/2021	DDA Funds		-	$ 8,500	$ 8,500						$ 8,500						
TOTAL						**$ 17,725**	**$ 17,725**						**$ 17,725**						
PARKS																			
PR 21-01	Splash Pad Study and Planning	2021/2022	General Fund			$ 5,000								5000					
PR 21-02	Goldengate Park Update Study and Planning	2021/2022	General Fund			$ 5,000	$ 5,000							5000					
PR 21-03	Replace Sarackwood Playground Equipment	2022/2023	General Fund/Grant			$ 100,000	$ 100,000									TBD			
PR 21-04	Acquisition and Development of SE Quadrant Park	2024/2025				$ -										TBD			
TOTAL						**$ 110,000**	**$ 105,000**	**$ -**						*$ 10,000*					
Police																			
P 21-01	Axon Taser	2021/2023	Police	$ 17,800		$ 13,350	$ 4,450	$ 4,450						$ 4,450	$ 4,450				
P 21-02	Patrol Vehicle	2021/2022	Police	$ 45,000		$ 45,000								$ 45,000					
P 21-03	Mobile Data Computer Replacement	2022-2025	Police	$ 12,000		$ 12,000	$ 3,000	$ 3,000						$ 3,000	$ 3,000	$ 3,000			
P 21-04	New Portable Radios	2021/2022	Police	$ 30,000		$ 30,000	$ 30,000	$ 30,000											
P 21-05	Body Cams	2021/2022	Police	$ 40,000		$ 40,000	$ 40,000							$ 40,000					
P 21-06	Expanded Station	TBD	TBD	$ 1,500,000		$ 1,500,000								TBD					
See AD-01	New Police Station	TBD	TBD	TBD		TBD										TBD			
TOTAL						**$ 100,350**	**$ 77,450**	**$ 37,450**						**$ 92,450**	**$ 7,450**	**$ 3,000**			
Roads																			**FY20/21**
R 21-01	1446512	2020/2021	Paving Bond Issue	$ 1,446,512	$ 204,328	$ 1,650,840													$ 1,650,840
	FY 2021/22 Paving Program	2021/2022	Paving Bond Issue	$ 1,997,873	$ 118,529.00	$ 2,116,402	$ 2,116,402				$ 2,116,402								
	FY 2022/23 Paving Program	2022/2023	Paving Bond Issue	$ 1,998,054		$ 1,998,054								$ 1,998,054					
	TOTAL			**$ 5,442,439**	**$ 322,857**	**$ 5,765,296**													
R 21-02	2021 Local Road Paving Program (Santa Barbara)	2021/2022	Local/Major Road Fund	$ 88,000		$ 88,000	$ 88,000					$ 88,000							
R 21-03	Culvert Jet Cleaning	2021/2022	Special Assessment	$ 30,000		$ 30,000	$ 10,000	$ 5,000						$ 10,000	$ 10,000				$ 5,000
R 21-04	Ditches	2023/2024	CIP Bond/Special Assess.	$ 300,000		$ 300,000	$ 10,000	$ 25,000						$ 125,000	$ 125,000				$ 25,000
R 21-05	Sidewalks	2022/2024	Special Assessment	$ 300,000		$ 300,000	$ 80,000	$ 80,000						$ 100,000	$ 100,000				$ 20,000
TOTAL						**$ 6,483,296**	**$ 2,304,402**	**$ 110,000**	**$ -**	**$ -**	**$ 2,116,402**	**$ 88,000**	**$ -**	**$ 2,233,054**	**$ 235,000**	$ -	$ -	$ -	**$ 1,700,840**
Sanitary Sewer																			
S 21-01	2021 Retention Tank Upgrades	2020/2022	CIP Bond Issue	$ 550,000		$ 550,000	$ 550,000			$ 550,000									
S 21-02	2021-2024 Sanitary Sewer Repairs	2021/2024	CIP Bond Issue	$ 480,000		$ 480,000	$ 120,000			$ 120,000				$ 120,000	$ 120,000	$ 120,000			
S 21-03	2021 EFSDS CAP Projects	2021/2022	Water / Sewer Fund	$ 2,080,800		$ 2,080,800	$ 133,477		$ 133,477					$ 133,477	$ 133,477	$ 133,477	$ 133,477	133,477.00	
S 21-04	2022/2023 Storm Sewer CCTV	2022/2023	Water / Sewer Fund	$ 360,000		$ 360,000								$ 180,000	$ 180,000				
S 21-08	2025 Sewer Improvements CCTV	2025 / 2026	Water / Sewer Fund	$ 180,000		$ 120,000											$ 120,000		
TOTAL						**$ 3,590,800**	**$ 803,477**		**$ 133,477**	**$ 670,000**				$ 433,477	$ 433,477	$ 253,477	$ 253,477	$ 133,477	
Water																			**FY20/21**
W 21-01	Lead and Copper Exterior Identification	2021/2023	CIP Bond Issue	$ 300,000		$ 300,000	$ 50,000			$ 50,000				$ 100,000	$ 100,000				$ 50,000
W 21-02	2021 - 2023 Water Main Replacement	2021/2023	CIP Bond Issue	$ 1,360,000		$ 1,360,000	$ 475,000			$ 356,600				$ 437,500					$ 400,000
W 21-03	Lead & Copper Service Line Replacement	2021/2024	CIP Bond Issue	$ 500,000		$ 500,000	$ 100,000			$ 100,000				$ 200,000	$ 150,000				$ 50,000
W 21-04	Fire Hydrants Replace / Refurbish	2021/2023	CIP Bond Issue	$ 552,000		$ 552,000	$ 84,000			$ 84,000				$ 184,000	$ 184,000				$ 100,000
W 21-05	Gate Valve Replacement	2021/2022	CIP Bond Issue	$ 972,000		$ 972,000	$ 224,000			$ 224,000				$ 324,000	$ 324,000				$ 100,000
W 21-06	Water Meter Replacement	2021/2022	CIP Bond Issue	$ 860,000		$ 860,000	$ 860,000			$ 860,000									
W	2024 Water Main Replacement	2024/2025	CIP Bond Issue	$ 325,000		$ 325,000										$ 325,000			
W	2025 Water Main Replacement	2025/2026	Water / Sewer Fund	$ 475,000		$ 475,000											$ 475,000		
TOTAL				**$ 5,344,000**		**$ 5,344,000**	**$ 1,793,000**			**$ 1,674,600**				**$ 1,245,500**	**$ 758,000**	**$ 325,000**	**$ 475,000**	**$ -**	**$ 700,000**
	TOTAL BY FUNDING SOURC FOR FY 2021/22						***$ 4,920,654***	***$ 220,450***	***$ 133,477***	***$ 2,344,600***	***$ 2,116,402***	***$ 88,000***	***$ 17,725***						
	SPECIAL NOTE																		
W	Planned Use of Water/Sewer Funds for Projects	2021/2024	Water / Sewer Fund	$ 1,880,000		$ 1,880,000	$ 1,000,000		$ 1,000,000					$ 440,000	$ 440,000				

Item 2B.

Water CIP Bond		YEARLY AMOUNT	$5,380,000
FY 20/21 Sanitary Sewer			
FY 20/21 Water	$ 700,000	$ 700,000	
FY 21/22 Sanitary Sewer	$ 670,000		
FY 21/22 Water	$ 1,674,600		
		$ 2,344,600	
FY 22/23 Sanitary Sewer	$ 120,000		
FY 22/23 Water	$ 1,245,500		
		$ 1,365,500	
FY 23/24 Sanitary Sewer	$ 120,000		
FY 23/24 Water	$ 758,000	$ 878,000	
FY 24/25 Sanitary Sewer	$ 120,000		
FY 24/25 Water	$ 325,000	$ 445,000	
TOTAL		$ 5,733,100	$ (353,100)

Road Bond	YEARLY AMOUNT	$5,845,000
FY 20/21	$ 1,650,840	
FY 21/22	$ 2,116,402	
FY 22/23	$ 1,998,054	
FY 23/24		
	$ 5,765,296	$79,704

Lead & Copper Exterior Identification - revised			
Stop Boxes	1200	$75	$90,000
Exteriod ID	350	550	$192,500
			$282,500

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COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: May 17, 2021

RE: Fiscal Year 2021-22 – Rate and Fee Schedule

The only proposed changes to the current Rate and Fee Schedule is for the Registration and License Fees for Landlords. The current schedules reflect:

RESIDENTIAL& COMMERCIAL RENTAL LICENSING

- Prior to Occupancy $ 75.00*
- After Occupancy $ 100.00*
- Re-inspection $ 40.00

*Both fees include cost of initial inspection

However, City Code Section 18-183 – Registration and fee schedule, specifically identifies that an annual registration fee schedule shale be established by city council in 6 categories, along with a penalty fee for renting without a license, inspection trip charge (in excess of 3 trips in a single registration period), late registration fee, and conditional license fee.

The recommendation is to bring the fees in alignment with our city code and that the rates reflect the actual inspection costs for commercial and residential rental property.

Suggested Motion:

That the City Council hereby resolves to amend the Rate and Fee Schedule to include the Annual Registration and Fee Schedule for commercial and residential rental property as presented, effective on July 1, 2021, in the Fiscal Year 2021/22 budget.

Item 3A.

Dr. Sheryl L. Mitchell Theriot
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A HERITAGE OF GOOD LIVING

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: May 3, 2021

RE: Planning Commission Appointment

The term for Ms. Charo Hulleza is open. The term was originally thought to have expired on May 1, 2021. Ms. Hulleza indicated that her last day was the April 20, 2021 meeting.

The City Ordinance indicates the following:
Sec. 51-19. Terms of members. (a) The term of each member of the planning commission shall be for a period of three years from the first day of September of the year in which he/she is appointed or until his/her successor takes office.

The appointee would complete the remainder of this term ending August. 31, 2021, and fill the 3-year term from September 1, 2021 to August 31, 2024. Also, a second seat will be vacant with Anna Thompson having announced her resignation effective the end of May (graduating and accepting position out of town). Ms Thompson's term is set to end on August 31, 2022. Finally, a third seat, currently held by Jason Hammond, expires later this year on August 31, 2021.

The deadline for applications is May 10, 2021 for the vacated seats. It is anticipated that Mayor Garrett will submit her recommendation for council's consideration at the May 17, 2021 council meeting.

Applications have been received from:

- Robin Dillard-Russaw
- Terrance Hicks
- Dawn Medley

Appointments for Planning Commission:
- Completing term ending 8/31/2021 and for new term of 9/1/2021-8/31/2024
- Completing term ending 8/31/2022

Item 3A.

METRO STRATEGIES, Inc.
• Multi-Modal Transportation • Workforce Development
• Community Engagement
• Compliance Monitoring • Drone Data Collection

Terrence M. Hicks
Managing Principal
2801 Clark St. Ste #2
Detroit, MI 48210
(248) 270-7972 • Office
(313) 605-1789 • Cell
thicks@metrostrategies.org
www.metrostrategies.org

...athrup Village

RECEIVED
MAY 04 2021
CITY CLERKS OFFICE

...OMMITTEES, COMMISSIONS & BOARDS

Date of Application: April 25, 2021

Please check the committee for which you are applying:

- [ ] Board of Review
- [ ] Building Authority
- [ ] Downtown Development Authority (DDA)
- [ ] DDA – Economic Vitality Committee
- [ ] DDA – Promotions Committee
- [ ] DDA – Design Committee
- [ ] Historic District Commission
- [ ] Lathrup Village Foundation Board
- [ ] Marijuana Study Group
- [x] Planning Commission
- [ ] Recreation Advisory Committee Streets
- [ ] & Sidewalks Study Group

Other:____________________

Name: Terrence M. Hicks			
Street Address: 28467 Lathrup Blvd.	City: Lathrup Village	State: Michigan	Zip: 48076
Home Phone: (313) 605-1789		Alt. Phone: N/A	
Email: thicks@metrostrategies.org			
Are you at least 18 years of age? Check one: Y ✔ N ☐	Are you a registered voter in Lathrup Village? Y ✔ N ☐	Have you been a resident of Lathrup Village for over 1 year? Y ✔ N ☐	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I have had extensive experience when it comes to creating the workforce for large infrastructure projects in and around the State of Michigan, and in particular, SE Michigan. The Detroit/PAL Tiger Stadium, Gordie Howe Internations Bridge, Detroit Water and Sewerage Dept, Marathon Detroit Refinery among others. This experience combined with serving as Statewide Director, Ofc. of Bus. Development, MDOT makes

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

me uniquely qualified to view a project and see what its redeemable impact will be to the municipality in which the project is being planned and constructed.

T. M. Hicks
Applicant Signature

April 25, 2021
Date

Return signed & completed application to:
CityClerk@LathrupVillage.org or
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

City of Lathrup Village

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

A HERITAGE OF GOOD LIVING

APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 4-24-2021

Please check the committee for which you are applying:

- [ ] Board of Review
- [ ] Building Authority
- [ ] Downtown Development Authority (DDA)
- [ ] DDA – Economic Vitality Committee
- [ ] DDA – Promotions Committee
- [ ] DDA – Design Committee
- [ ] Historic District Commission
- [ ] Lathrup Village Foundation Board
- [ ] Marijuana Study Group
- [x] Planning Commission
- [ ] Recreation Advisory Committee Streets
- [ ] & Sidewalks Study Group
- Other:

Name: Robin E. Dillard-Russaw			
Street Address: 27252 Bloomfield Dr.	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 313-492-7638		Alt. Phone: same	
Email: rdillardesq@gmail.com			
Are you at least 18 years of age? Check one: Y ✔ N ☐	Are you a registered voter in Lathrup Village? Y ✔ N ☐	Have you been a resident of Lathrup Village for over 1 year? Y ✔ N ☐	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I am a licensed attorney and former Planning Commissioner for the City of Southfield. My dates of service in Southfield were from 2012-2014.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Having served in Southfield, I have the requisite knowledge that will lend itself to serving in the Planning Commissioner role in Lathrup Village.

Applicant Signature 4-24-2021 Date

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

THE CITY OF LATHRUP VILLAGE
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RECEIVED
APR 29 2021
CITY CLERKS OFFICE

APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 4/20/2021

Please check the committee for which you are applying:

- [ ] Board of Review
- [ ] Building Authority
- [ ] Downtown Development Authority (DDA)
- [ ] DDA – Economic Vitality Committee
- [ ] DDA – Promotions Committee
- [ ] DDA – Design Committee
- [ ] Historic District Commission
- [ ] Lathrup Village Foundation Board
- [ ] Marijuana Study Group
- [x] Planning Commission
- [ ] Recreation Advisory Committee Streets
- [ ] & Sidewalks Study Group

Other: __________

Name: Dawn Medley			
Street Address: 18609 Rainbow Dr	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 417-268-5246		Alt. Phone:	
Email: dawnsmedley@gmail.com			
Are you at least 18 years of age? Check one: Y ✔ N ☐	Are you a registered voter in Lathrup Village? Y ✔ N ☐	Have you been a resident of Lathrup Village for over 1 year? Y ✔ N ☐	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

25+ years as an administrator in a variety of higher education institutions as well as a master's degree in human service adminstration. I manage mult-million dollar budgets, large staffs, and federal compliance requirements. I have served on multiple planning projects, strategic planning committees and am very interested in being part of the structure that supports Lathrup Village.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Management of large scale budgets, projects, as well as compliance relevant skills. I currently am a gubernatorial appointee for the governor's food security council. Resume attached.

Applicant Signature

4/20/2021
Date

Return signed & completed application to:
CityClerk@LathrupVillage.org or
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Dawn S. Medley

18609 Rainbow Drive Lathrup Village MI 48076 ● (417) 268-5246 (c) ● dawnsmedley@gmail.com

Academic Executive Leader | Innovator & Creator

Accomplished professional and proactive communicator nationally recognized for a strong commitment to advocacy, diversity, social justice, access, and innovation. Trusted leader with 20+ years of experience creating programs and strategies to achieve individual, team, and institution-level objectives. Unifies cross-functional teams in a cadence that enables seamless operations and optimizes efficiency. Demonstrated ability to reduce costs and increase revenue while driving recruiting, brand awareness, and improved academic success of students. Inspiring professional skilled in maximizing team dynamics and harnessing operational drivers to deliver results. Leader with a mission-driven focus and aptitude for connection and inspiration.

- Integrated Enrollment Management Strategies
- Artificial Intelligence
- Degree Pathways
- International Admissions Policies & Processing
- Graduate/Professional Admissions & Recruitment
- Program Creation & Management
- Leadership Development
- Student Success Strategies
- Reverse Transfer
- Diversity & Inclusion
- Board, Executive, & Stakeholder Communications
- Comprehensive Communication Planning
- Retention Strategy Specialist
- Scholarship & Financial Aid Policies & Administration
- Enrollment & Retention Planning
- Demographic & Statistical Analysis
- Regulatory Compliance (Title IV Funding, ADA, FERPA, DOE, Immigration/SEVIS)
- Micro-Scholarships

SELECT PROFESSIONAL ACHIEVEMENTS

- *Achieved over $1.6 million in ROI within 24 months by designing and implementing the Warrior Way Back program which was a first in the nation past-due student debt forgiveness program that has been explored by more than 100 institutions and community/non-profit organizations*
- *Conceptualized, created, and implemented Heart of Detroit Tuition Pledge to fund every admitted student in the city of Detroit with a last dollar in scholarship to inspire a college going mindset*
- *Conceptualized, created, and implemented KickStart program for almost 600 incoming new students to increase yield in the Fall 2020 class and launch them successfully into an online environment during Covid-19*
- *Grew incoming full-time freshmen cohort in fall 2020 by 5% while funding almost 50% of the incoming class with zero out of pocket expense through innovative financial aid/scholarship practices with a positive NTR and lowered discount rate*
- *Grew the African-American FTIAC students by 55% and Latinx FTIAC students by 17% for Fall 2020 during Covid-19*
- *Increased applications to became one of the top 10 institutions recognized nationally for application growth*
- *Co-authored and secured Lumina Talent Hub designation, as a partner with the Detroit Drives Degrees*
- *Significantly increased enrollment and financial aid opportunities of first generation, low-income, and under-represented students at multiple institutions*
- *Increased student applications and enrollment by 29%-106% for multiple institutions by creating and implementing highly effective recruiting and marketing strategies*

PROFESSIONAL EXPERIENCE

ASSOCIATE VICE PRESIDENT, ENROLLMENT MANAGEMENT — 2016 – Present

Wayne State University

Directs day-to-day operations and strategic planning for EM Division (150 ft/pt staff) overseeing Office of Undergraduate Admissions, Office of Student Financial Aid, Enrollment Service Center, On-line Engagement, CRM, Welcome Center, NCAA compliance in recruiting and aid as well as incoming student marketing campaigns, bridge program admission, orientation outreach, retention efforts, emergency grants, as well as supporting graduate and professional school outreach, admissions, and scholarships. Oversees Title IV financial aid and merit scholarship functions representing more than $357 million annually. Chief Enrollment/Financial Aid Officer. Member of Provost's senior leadership staff with responsibilities for Board of Governor's presentations, state government support, as well as community liaison for k-12 programs and philanthropy.

Select accomplishments:

- Recruited three largest incoming FTIAC Classes in WSU's 152-year history
- Moved all yield & orientation reservations and activities to a virtual platform while increasing FTIAC yield almost 3%
- Restructured financial aid operations to improve efficiency; expanded programs for marketing, recruitment, demographic analysis, communications, and adult populations; redesigned merit scholarship program which improved retention and graduation rates
- Partnered with Detroit Chamber of Commerce to secure Lumina Talent Hub designation
- Aligned the Office of Undergraduate Admissions to achieve President's strategic plan, significantly growing the undergraduate population and doubling the Net Tuition Revenue (NTR) of the freshmen class to more than $24 million while recruiting the three largest freshmen cohorts in WSU's 152-year history
- Utilized AI to engage prospective students and created the Detroit ED411 Spirit Chatbot and led APLU expansion of the technology to Cleveland and New Orleans while securing grant funding-now expanding statewide in partnership with MCAN and Governor's 60 by 30 commission
- Recipient of several Kresge, Lumina, and APLU grants focused on student success and retention
- Last Mile Education Foundation Advisor for Initial Seed Funding Process and Advisory Board Member
- Conceptualized and launched centralized k-12 program marketplace for summer program enrollment and promotion
- Warrior Way Forward Corporate Recruitment Partnership Creation
- Detroit Mayor's Office Promise Neighborhood Grant Author/WSU Liaison (3.7 million) Current Hud Finalist (3/20)
- Admit-Hub National Co-Convener for Higher Education Roundtable for Covid-19 Task Force
- Reach Higher Group-Higher Education Advisor
- ASU/GSV-Higher Education Advisor
- Wisr-Higher Education Advisor/Strategist
- Provost Academic Leadership Academy Mentor and Speaker 19/20 and 20/21
- Secured, implemented, supported, and hosted CSForAll Summit, a national initiative that empowers students with computer science skills to thrive in the digital economy; the summit brought more than 14,000 unique visitors to the university through on-campus and webcast program participation
- Expanded partnerships and relationships with Michigan College Access Network (MCAN), Detroit College Access Network, (DCAN), Detroit Drives Degrees, Educause, RaiseMe, AdmitHub, and Detroit Public Schools
- Restructured One Stop operations and coordinated orientation resources to improve efficiency and student experience
- Secured Kresge Foundation funding to provide relief of short-term financial hardships which enabled and increased student retention while creating WSU's first student emergency fund
- Conceptualized and launched Pell Eligible student laptop program for incoming students
- Conceptualized and launched Warrior Wardrobe to provide professional and daily wear clothing for students in need

DEAN OF ENROLLMENT/VICE-PRESIDENT/CHIEF ENROLLMENT/FINANCIAL AID OFFICER 2015 – 2016
St. Andrews University

Served on the President's Council and as the senior enrollment management officer steering operations of the Office of Administration, Office of Financial Aid, and graduate, online and international recruitment. Supervised and trained director level staff and managed budgets of $15+ million. Led Student Exchange and Visitor Program (SEVIS), financial aid, and state audit compliance efforts as well as all incoming student orientation and on-boarding. NAIA compliance liaison. Supervised off-site instruction, housing, student affairs, online services, mailing, facilities, and marketing.

Select accomplishments:

- Created new telecounseling initiative and developed a new communication plan for recruitment, new financial aid processing procedures, and redesigned outreach publications and the recruitment website
- Redesigned recruitment visit days, analyzed yield data of campus visits and outreach efforts, and collaborated with division leaders to enhance student recruitment success while increasing NTR
- Implemented recruitment and marketing strategies, resulting in a 54% increase in admission applications
- Conducted demographic analysis and scholarship reviews to implement a new financial aid/scholarship matrix and redefine recruitment territories

VICE PRESIDENT, ENROLLMENT MANAGEMENT/CHIEF ENROLLMENT/FINANCIAL AID OFFICER 2013 – 2015

Warren Wilson College

Served as an officer and member of the President's Advisory Council. Shared governance committee responsibilities and engaged with Board of Trustee members. Oversaw Undergraduate Admissions, Financial Aid, Orientation, International Admissions and Marketing departments and resources, including budgets of $15 million. Established annual enrollment plans, goals, and targets for undergraduate and international recruitment. Oversaw SEVIS, I9, and visa processing for international students. Supervised, mentored, and trained director level staff. Implemented effective strategies to achieve short and long-term strategic goals.

Select accomplishments:

- Designed and implemented the financial aid and scholarship awarding structure which increased freshmen enrollment by 6% and generated an NTR increase of $1.4 million, while also yielding improved GPA and testing averages
- Implemented paperless processing, telecounseling, high school visit database, and Salesforce/TargetX CRM which improved efficiency, data and outreach tracking, and reporting functions
- Redesigned website, along with marketing and direct mail communication strategies to improve recruitment outcomes and maximize student reach and awareness

DIRECTOR, STUDENT SERVICES/ASSISTANT PROFESSOR 2012 – 2013

Missouri Valley College

Created, supervised, and directed all aspects of student retention under newly implemented Student Success Model. Steered operations of the learning center, writing center, tutoring services, developmental education, ADA compliance, student orientation, freshmen seminars, curriculum development, ESL instruction, alert monitoring, parent communication, and academic advisement. Supervised faculty and provided leadership to resolve academic issues, referrals, and interventions, and assisted with monitoring and responding to athletic academic expectations and requirements.

Select accomplishments:

- Led staff in more than 800 academic strategy intervention meetings which drastically improved student success metrics
- Steered operations of a new retention division which improved service offerings and retention of at-risk and incoming students
- Recommended admission standards which enhanced retention efforts based on data collection and analysis

VICE PRESIDENT, ENROLLMENT SERVICES/CHIEF ENROLLMENT OFFICER 2008 – 2012

Forest Institute

Appointed to President's Task Force for strategic planning and served as FERPA Officer and IPEDS contact. Directed web development, social media, marketing, facilities, special events, media interaction, Board of Trustee events, graduation, admission, financial aid, registrar, international student visas, student advisement, orientation, ADA compliance, enrollment, counseling, housing, instructional technology, library services, student affairs, and alumni affairs. Developed a marketing plan inclusive of rebranding, revamping direct marketing strategies, redesigning website, and revising community outreach programs to improve effectiveness and efficiency. Oversaw catalog, policy, and handbook revisions and publication. Supervised hardware and software procurement, implementation, and maintenance.

Select accomplishments:

- Increased student enrollment by 106% after creating and implementing a new recruitment plan for the admissions team
- Developed comprehensive marketing plan for the Robert J. Murney Clinic, practitioners, and St. Louis site which increased revenue and led to a full merger with the largest mental health institute in southern Missouri
- Implemented quality data initiative that improved data entry processing for admissions, registrar, and financial aid offices and expanded use of CAMS SIS to improve accuracy of reporting
- Guided transition to direct lending for the financial aid office
- Implemented MOVECHS background check protocol for applicants, practicum students, and interns
- Collaborated with academic team to secure MDHE/HLC recognition for three additional degree programs

DIRECTOR, ADMISSIONS/CHIEF ENROLLMENT OFFICER 2003 – 2008

University of Arkansas

Led and managed the Admissions program, including telecounseling, strategic planning for enrollment, direct mail, territory management, long range planning, marketing and events, freshmen class scheduling/FTE model, organizational redesign, infrastructure development, and publication cycles with oversight of 35+ full-time staff, 28+ part-time staff, and $4.2 million aggregate budgets. Created partnerships with financial aid, testing, student affairs, registrar, orientation offices, college advisement team, university relations, athletics, alumni, and treasury. NCAA compliance officer for admission and financial aid.

Select accomplishments:

- Achieved a 29% growth in incoming students with no increase in scholarship expenditure
- Established policy for processing undocumented students and applicants with criminal records
- Improved technology capabilities by implementing Hobson's CRM and Peoplesoft software, ensuring efficiency and improved data capture and reporting
- Achieved $200,000 in cost savings within 12 months by restructuring office operations, staff responsibilities, and travel territories while building a strong team and driving cohesion and collaboration
- Successfully lobbied legislators to create voluntary ACT testing for high school juniors to align with k-12 education reform

ADDITIONAL EXPERIENCE

ASSOCIATE DIRECTOR, ADMISSIONS, Southeast Missouri State University
COORDINATOR, ADMISSIONS & FINANCIAL AID, Missouri S & T
HIGH SCHOOL COUNSELOR/COORDINATOR, Illinois Math and Science Academy

HONORS & AWARDS

2021 MICHIGAN ASSOCIATION FOR COLLEGE COUNSELING-ACHIEVEMENT AWARD WINNER
2020 NATIONAL STUDENT CLEARINGHOUSE RESEARCH AWARD WINNER AACRAO SEM
2020 GUBERNATORIAL APPOINTMENT TO MICHIGAN FOOD SECURITY COUNCIL
2020 MICHIGAN COLLEGE ACCESS NETWORK (MCAN) FLEET AWARD WINNER
2020 SPIRIT OF COMMUNITY AWARD- OUTSTANDING STAFF WINNER-WAYNE STATE UNIVERSITY
LEADERSHIP DETROIT CLASS LXI
2019 APLU INNOVATION AND ECONOMIC DEVELOPMENT TALENT AWARD
2018 APLU DEGREE COMPLETION AWARD
2018 MOTH STORYTELLING CITY-WIDE DETROIT GRAND SLAM WINNER
2018 & 2019 APLU COLLABORATIVE GRANT RECIPIENT
Staff Leadership Award-Joplin Tornado Response Leader-Forest Institute
OUTSTANDING SERVICE AWARD, **MS&T (University of Missouri-Rolla)**
OUTSTANDING NEWCOMER AWARD, **Missouri Association for College Admission Counseling (MOACAC)**

PROFESSIONAL AFFILIATIONS, ACTIVITIES, & LEADERSHIP

Detroit Diploma Equity Advisory Council-Diploma Equity Project
Black Leaders Detroit Advisory Board-Black Leaders Detroit
City of Detroit Choice Neighborhood Grant Task Force-Mayor Mike Duggan-City of Detroit
Detroit Drives Degrees Leadership Group, Detroit Chamber of Commerce
Executive Leadership Board, Michigan College Access Network (MCAN)
Executive Leadership Board, Detroit College Access Network (DCAN)
Urban Cluster Financial Aid Lead & Student Success Leader, Association of Public and Land-Grant Universities (APLU)
Designation/Grant Recipient, Lumina Talent Hub
Admission Selection Committee, Illinois Mathematics and Science Academy
MI Selection Committee- National Center for Women & Information Technology
Last Mile Education Fund Start-Up Board Member and Grant Advisor
Committee Member, Lumina Convening Program
Executive Leadership Board, Wayne County Advisory Board
Advisory Board, AdmitHub

Strategic Advisory Board, RaiseMe
Delegate, Former Advisory Board, College Board
Committee Member, WSU Diversity and Inclusion
Wayne Women Lead, Mentor
Board Member, ACT Enrollment
Committee Member, NCAA Compliance
National Conference Speaker, National Association for College Admission Counseling (NACAC)
National Conference Speaker, American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Regional Professional Development Lead, NACAC
Regional Officer, American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Association for Graduate Enrollment Management (NAGAP)
National Association of Student Financial Aid Administrators (NASFAA)
Detroit Compact Steering Committee
Hill Harper Foundation "Manifest Your Destiny" Connector
EAB Enrollment Management Advisory Counsel
Delegate, Southern Associate of College Admission Counseling (SACAC)
Professional Development & Membership Chair, Webmaster, Executive Board Member, MOACAC
Membership & Programming Vice President, Executive Board Member, Missouri Association for Collegiate Registrars & Admissions Officers (MACRAO)

SELECT PRESENTATIONS

2021

- "Racial Equity: How Donors Close Gaps in Higher Education" Iversant Panel-Live Webinar
- "Financial Aid Innovations for Affordability and Student Debt" APLU-Powered by the Publics

2020

- "Institutional Debt Forgiveness" Featured Speaker National Governors Association & Ohio Department of Higher Ed
- "Adult Student Engagement" Featured Speaker The Graduate Network Cross-Country Webinar
- "Adapting to Change: Moving Campus Communities Online to Drive Enrollment and Yield"-AACRAO-SEM
- "Using AI to Engage Students" Featured Speaker MCAN Statewide Webinar Keynote
- "Past Due Debt Mitigation" Featured Speaker by Lt. Governor Cyrus Habib's Invitation, Olympia, WA
- "Leading Remote Work Success Best Practices" Exemplar Leader Presentation at Wayne State University
- "Using Financial Aid Incentives for Student Success", National Student Success Conference, Tampa, FL
- "Making it Easier to Come Back", Kentucky Comeback Convening, Louisville KY

2019

- "Spirit-Detroit ED 411 AI Chatbot", SEM AACRAO, Dallas, TX
- "Innovative Debt-Forgiveness-Warrior Way Back", Outstanding SEM AACRAO Poster Session, Dallas, TX
- "VR done E-Z", Educause Poster Session, Chicago, IL
- "Creating meaningful partnerships: How to leverage community relationships and resources to support students", AMA Higher Education Virtual Conference: The Year Ahead Closing Plenary
- "The moral imperative for higher education access", IHEP Panel, Washington D.C.
- "Debt forgiveness to re-engage adult learners", Lumina Foundation Annual Convening, Detroit, MI
- "The business case for student success and debt forgiveness", Illinois Equity Attainment Spring Summit, Naperville, IL
- Panelist, "Cutting edge innovations driving student success and retention", ASU/GSV Summit, San Diego, CA
- "Warrior Way Back: Re-engaging adult returning students through debt forgiveness", MCAN Annual Conference, Lansing, MI
- "Using artificial intelligence to reduce summer melt", NACAC, Salt Lake City, UT

2018

- "Developing a common agenda for serving Detroit's adults with 'Some postsecondary experience, no credential'", MCAN Higher Education Advisory Board Meeting, Lansing, MI
- "Creative strategies to re-engage adult students", Urban Institute, Washington D.C.
- Boston Foundation Mayor's Office/Adult Engagement Presentation, Boston, MA

- "Educause-AI and Recruiting", Denver, CO
- "Data driven decision making", National ACT Enrollment Manager's Conference, Chicago, IL
- Lumina Learning Lab "Re-engaging adult students", Washington, D.C.

2017 and earlier

- "Communicating value through the admission/financial aid process", NACAC, Indianapolis, IN
- "Personalized financial aid letters and yield", NACAC, Orlando, FL
- "Student satisfaction with orientation programs", MOACAC Spring Conference, Lake of the Ozarks, MO
- "Customer service: It really does matter", MACRAO Conference, Lake of the Ozarks, MO

PUBLICATIONS AND FEATURES

- Medley, D. "Opinion: Incoming freshmen, don't panic. Colleges will support you," *The Detroit News,* March 27, 2020
- Featured, "Wayne State offers free tuition to Detroit teens who graduate high school," *Detroit Free Press,* October 23, 2019
- Featured, "Debt-Relief Program Welcome Back and Graduated Students," *NowThis*, October 23, 2019
- Medley, D. "Using AI to help students learn 'how to college," *Educause Review*, Spring 2019
- Medley, D. & Whitfield, K. "Why Wayne State is Forgiving Debt to Reengage Stop-Out Students," *APLU's First Draft,* June 25, 2018
- Medley, D. "Remove barriers to college degree," *The Detroit News*, June 5, 2018
- Featured, "How to Market a College in a Troubled Locale," *The Chronicle of Higher Education,* January 1, 2018

EDUCATION

Bachelor of Education, English, University of Missouri
Master of Science, Administration, Southeast Missouri State University
Education Specialist, Higher Education Leadership, Lindenwood University
Education Doctorate (in progress), Higher Education Leadership, Lindenwood University

TECHNICAL SKILLS

Prospect Data Management Systems, SLATE, AdmitHub, RaiseMe, Microsoft (MS) Teams, Salesforce/TargetX CRM, Google Docs, CAMS, Zoom, Banner, Hobson's Connect, MS Office (Excel, Access, PowerPoint, Word, Outlook), PeopleSoft, NSLDS, Academic Works, iOS, Integrated Postsecondary Education Data System (IPEDS)