

City Council Study Session

Monday, June 26, 2023 – 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

In the Meeting Place

ADDRESSING THE CITY COUNCIL

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

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

2. **Discussion Items**

- [A.](#) Fiscal Year 2023/24 Budget Discussion
- [B.](#) Fiscal Year 2022/23 Budget Amendments
- [C.](#) Wage and Role Discussion
- [D.](#) Personnel Manual Amendment
- [E.](#) Employee Agreement Amendment for Scott McKee
- [F.](#) RAP Grant Discussion
- G. Zoom Discussion

3. **Public Comments**

4. **Mayor and Council Comments**

5. **Adjourn**

CITY OF LATHRUP VILLAGE



2023-2024 FISCAL YEAR DRAFT BUDGET

Annual Budget Fiscal Year 2023-2024

July 1, 2023 – June 30, 2024



CITY OF LATHRUP VILLAGE



Mykale "Kelly" Garrett
Mayor



Bruce Kantor
Mayor Pro Tem



Jalen Jennings
Council Member



Barbara Kenez
Council Member



Karen Miller
Council Member

CITY COUNCIL

Executive Leadership Team



Susan Montenegro
City Administrator



Pamela Bratschi
Assistant City
Administrator/Treasurer



Scott McKee
Chief of Police



Kelda London
City Clerk

Administrative Staff

Jessica Miller – Deputy Treasurer

Martha Bobcean – Utility Billing / Accounts Payable Specialist

Susan Stec – Community & Economic Development, DDA Director

Brittany Dorsey – DDA Manager, Special Events

William Diamond, Jr. – Code Enforcement/Building Department

Jacqueline Dodd - Administrative Assistant

Michael Zang – Sergeant/Detective Bureau

Theresa Knoll – Police Clerk

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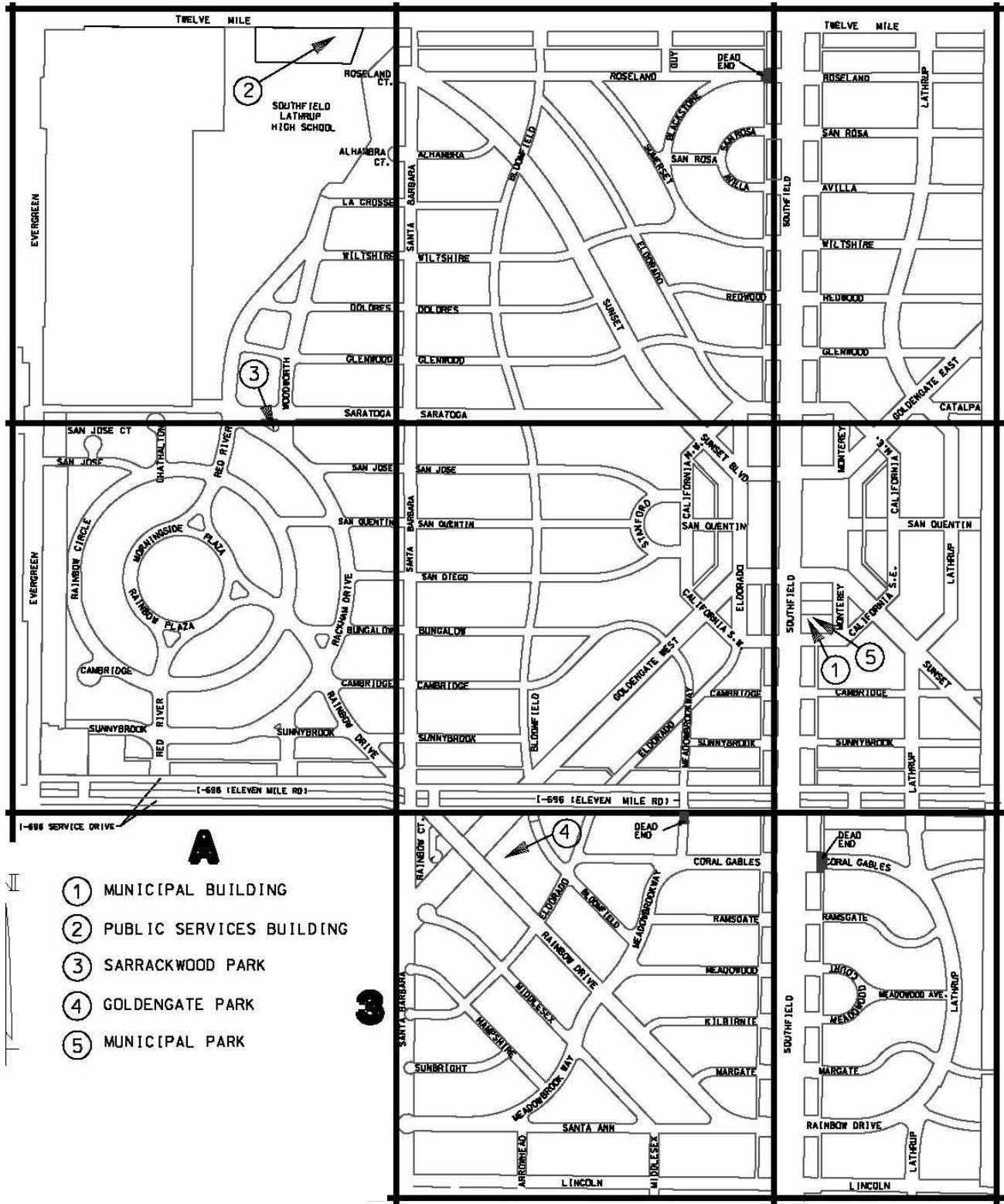
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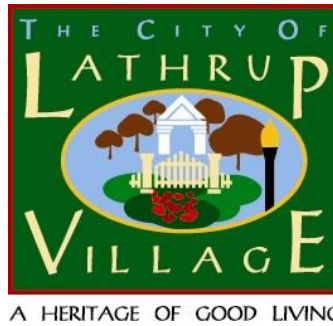
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City of Lathrup Village Street Map



- A**
- ① MUNICIPAL BUILDING
 - ② PUBLIC SERVICES BUILDING
 - ③ SARRACKWOOD PARK
 - ④ GOLDENGATE PARK
 - ⑤ MUNICIPAL PARK



COUNCIL COMMUNICATION:

TO: Mayor Garrett
 Mayor Pro-Tem Kantor
 Council Member Jennings
 Council Member Kenez
 Council Member Miller

FROM: Susan Montenegro - City Administrator

DATE: June 5, 2023

RE: FISCAL YEAR 2023-2024 BUDGET MEMO

Submitted herewith is the City Administrator’s projected budget for the 2023-24 fiscal year. Budgets are submitted pursuant to Chapter 8, Section 8.2 of the City Charter, which reads in part as follows:

“The City Administrator shall prepare and submit to the Council on the third Monday in May of each year a recommended budget covering the next fiscal year...”

Chapter 8.5 of the City Charter provides that, “Not later than the third Monday in June in each year, the Council shall by resolution adopt a budget for the next fiscal year, shall appropriate the money needed for municipal purposes during the next fiscal year of the city and shall provide for a levy of the amount necessary to be raised by taxes upon real and personal property for municipal purposes, subject to the limitations contained in Section 9.1”

As with previous years, this budget has been prepared using information from multiple sources. During the initial phase of the budget process, attention was paid to the City’s multi-year financial planning model. From a financial perspective, this document has proven to be an important tool in our budgetary and strategic planning process.

As the elected governing body, you are responsible for making decisions that provide for the health, safety, and welfare of those in our community. Our shared responsibility is to develop a city-wide budget that reflects and prepares us for unknown future circumstances such as the COVID pandemic we are just now coming out of.

For the coming year, the City Administration and City Council will need to carefully watch the events in the coming year and adjust the budget through adopted budget amendments as circumstances may warrant.

With respect to the projected budget for FY 2023-24, it should be noted that it is based on the same millage rate structure used for the previous budgets. You will note this in the Summary of Revenues by Fund and Source found under the General Fund Revenues bookmark. The Millage Rate Breakdown, also found under the General Fund Revenues bookmark, does contain two breakdowns. The first one shows the separate millage categories of General Operating, General Operating Sewer and General Surplus and Library. This has been done mainly to show our Library Millage, which supports the Southfield Public Library.

Due to current state legislation, Proposal A and the Headlee Amendment continue to mandatorily reduce the City’s millage rate. This is due to the mandate that taxable value can only increase at the rate of inflation or 5%, whichever is less. The CPI index used for the 2023/24 fiscal budget was 7.9%. The City’s revenues continue to see modest increases due to increases in taxable value. At the present time, state shared revenues are projected to show a marginal increase.

The FY 2023-24 Budget marks the sixth consecutive year of growth in the City’s overall taxable value following a 48% loss in values between 2008 and 2013. Since FY 2015-2016, the City has experienced steady increases in the taxable value.

**TV REVIEW FY 2023-24 PROJECTIONS
10 YEAR HISTORY OF TV CHANGES**

YEAR	RESIDENTIAL	COMMERCIAL	PERSONAL	TOTAL	% INC.
2023	139,627,120	32,066,590	5,062,930	176,756,640	7.981%
2022	129,370,850	30,179,020	4,142,750	163,692,620	5.030%
2021	122,142,160	29,370,840	4,340,210	155,853,210	3.478%
2020	117,324,450	28,944,370	4,346,490	150,615,310	3.559%
2019	112,218,000	28,450,920	4,770,620	145,439,540	8.767%
2018	106,367,420	23,098,470	4,250,410	133,716,300	6.247%
2017	101,683,640	19,820,550	4,350,090	125,854,280	3.101%
2016	98,151,510	19,371,700	4,545,870	122,069,080	1.252%
2015	96,566,360	19,702,790	4,290,930	120,560,080	2.271%
2014	94,026,540	19,537,620	4,318,470	117,882,630	-3.078%
2013	94,094,270	23,396,140	4,136,060	121,626,470	-5.284%
2012	99,634,959	24,911,721	3,865,130	128,411,810	

According to Oakland County Equalization Division, the City of Lathrup Village has an Assessed Value of \$273,880,210, which represents a 28.2% increase in assessed values. This is in sharp contrast to the Taxable value of \$176,723,640 (a gap of approximately \$97.2 million).

Assessed vs. Taxable Values

2022-23	220,376,621	150,615,310	69,761,311
2023-24	273,880,210	176,723,640	97,156,570

Impacts on Budget

- **Proposal A** of 1994 places an artificial cap on Taxable Value growth limiting it to five percent (5%) or cost of living in a given year.
- **The Headlee Amendment** to the Michigan Constitution creates an additional strain on the City’s ability to cover costs and fund activities for our residents. The “Headlee Rollback” references the 1978 amendment to the Michigan Constitution that requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. As a consequence, the local unit’s millage rate gets “rolled back” so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. ***The major variables that impact the Headlee rollback calculation include:***
 - **Taxable value uncapping** from property transfers (“pop-ups”). The greater the number of pop-ups, the greater the impact on rollback.
 - **Change in CPI** – the lower the CPI, there is a greater impact on rollback. The higher the CPI, there is a lesser impact on rollback.
 - **Property tax exemptions** – for low-income residents, veterans, and nonprofit organizations.
- **Maximum Millage Rate (MRF).** The Headlee Rollback amendment applies a millage reduction fraction (MRF) in each year in which a municipality realizes growth in its Taxable Values. When the MRF for this year of 1.0000 is applied to the FY 23-24 maximum millage rate of 17.5618 and is the same as last year.

MRF	1.0000
General Operation	
23-24 Max. Millage Rate	17.5618
22-23 Max. Millage Rate	17.5618

- **Proposal A and the Headlee Amendment** continues to be a threat to the financial health of the City. There is no subsequent limitation for the rise in costs in the marketplace. As you will see in the long-term financial plan, costs (expenditures) are anticipated to rise at a higher rate than the artificial caps placed on local government revenues.
- **Headlee Override.** In 2010, Lathrup Village residents voted (by a two-thirds margin) to roll back the effects of the Headlee Amendment; effectively restoring the City’s ability to levy up to 20 mills for operations and 3 mills for refuse as outlined in our city charter. Council is strongly encouraged to ask voters to restore the millage levels to the original authorized levies of 20 mills for operations and 3 mills for refuse. Another option Council must consider asking voters to pass a dedicated 3 mills for public safety that would help fund the police department and offset budget losses. The additional 3 mills for the police department would raise add an additional \$516,000 to the General Fund annually.
- The **State Shared Revenues** program is the City’s second largest source of revenue. Public Act 252 of 2014 created the CVTRS program for the allotment of the statutory portion of the reflected revenue. Early projections from the State of Michigan reflect a

slight increase in the Constitutional portion of the State Revenue sharing for FY 2023-24. For budgeting purposes, the State Shared Revenues increased 2% to \$499,818.

- **Controlling Long Term Liabilities:**

- **Retiree Health Care.** In 2012, it was recommended to begin pre-funding post-retirement health care costs. This came about as a result of a new Governmental Accounting Standard (GASB 45). At that time, it was decided to “pay as we go.” For Fiscal Year 2019-20, the City Council approved an appropriation of \$150,000 to start addressing the outstanding OPEB obligation for retiree health benefits. Previously, the City implemented a program called “Employer Group Waiver Plan,” which is estimated to save the City more than \$1 million in health care liability. As previously discussed, the good news is that through negotiations and changes to non-union employee’s benefits, health care is NO LONGER provided for new hires at retirement. This will also limit our long-term liability.
- **Employee Pension Costs.** In the Fiscal Year 2013-14 budget, the City Council decided to make a lump sum payment of \$1,143,708 toward long-term pension costs. The Pension and Retiree Health Care sub-committee also recommended funding the City’s liability when the current pension plans (Defined Benefit) were closed to new hires. The recommended changes were made effective July 1, 2013, and Defined Contribution (DC) plans are now offered to new employees. Under the DC plan, once an employee leaves the employment of the City, the liability ends.
- **Administrative Consent Order with the Michigan Department of Environment, Great Lakes, and Energy (EGLE).** We continue to monitor the actions of the Michigan Department of Environment, Great Lakes, and Energy as they continue to address water quality issues across the State. The City of Lathrup Village signed an Administrative Consent Order with the EGLE. To date, the City will have completed millions of dollars’ worth of work, including lining sewers, manhole repairs, manhole installations, and a number of emergency point repairs. Total revenue for this work is derived from water and sewer rates, although some grant monies have been awarded to the City from Oakland County, and a State Revolving Fund (SRF) Loan that included almost \$500,000 in Federal Stimulus Funds. The City is now working on a long-term plan for EGLE, along with the Oakland County Water Resource Commissioner (OCWRC). We continue to operate in compliance with our Administrative Consent Order. Completed work in 2020 helped limit Sanitary Sewer Overflows (SSOs).
- **Sanitary Retention Tank (SRT or “Tank”).** Unseasonably warm winters coupled with unexpected and repeated heavy rains, places Lathrup Village in a tenuous position. Although previous work to “dry out” our sanitary sewer proved to be effective, the above-mentioned weather issues, coupled with infiltrations and inflow, have put tremendous pressure on the City to balance the legislative Town Outlet limit of 3.35 cubic feet per second (CFS) with the inadequate size of Lathrup’s two 1.5-million-gallon retention tanks, and the unprecedented amount of water received during rain events. The City now contracts with the OCWRC, and they are taking a proactive role in upgrading the system and coordinating flow during rain events. City Council approved a cost sharing agreement for much needed improvements to the SRT with OCWRC paying 75% of the cost and Lathrup Village paying for 25%. The total cost of the project is \$3,432,903 with Lathrup Village’s portion at \$858,226.

- The **EPA and the State EGLE** will continue to push for more reductions in pollutants in the watershed through storm water management programs. Ultimately this will lead to alternative methods of ice control, the use of non-polluting fertilizers, and other pollutant reducing measures, all of which will lead to increased costs. This also requires a good deal of paperwork and reporting. Each year, Hubbell Roth and Clark (HRC) submit an update on our behalf to our Storm Water Permit, Annual Report, Illicit Discharge Permit and Public Education Program. HRC has provided work in a timely and efficient manner. This is really meant to be overseen by storm water professionals.
- **Southfield Road Construction.** The City, Planning Commission, and the DDA have been working to come up with a workable plan that meets the needs of Lathrup Village and meets the requirements of the Road Commission for Oakland County (RCOC.) The RCOC completed the Environmental Assessment for the entire Southfield Road corridor. The Environmental Assessment has been presented to all boards and commissions in Lathrup Village to include public presentations at City Hall. We are anticipating the announcement of federal funding that may support this road improvement. Mitigating factors to business development and property redevelopment will have to be seriously considered when weighing the Environmental Assessment impacts of this project; specifically, the loss of parking spots at numerous locations will negatively impact small business operators in Lathrup Village. The City will continue to work collaboratively with local businesses and the RCOC to ensure the redevelopment of the Southfield corridor meets the design intent, coupled with positive business metrics. It is important that the City continue to seek additional outside funding to aid with water main replacement, other construction, parking, and streetscaping.
- **Water and Sewer Rates.** The City purchases water from the Southeastern Oakland County Water Authority (SOCWA). SOCWA purchase water from the Great Lakes Water Authority (GLWA) and is the governing body for the regional water system. Lathrup Village residents will have a water rate increase of 4.35% and sewer rate increase of 2.9% from the rate charged in 2022/23. Balancing these increases in sewage disposal fees and water purchases with the funding needed for maintenance of City-owned infrastructure will continue to be an area of great focus for at least the next decade. Because of aging infrastructure and maintenance issues, water and sewage rates are expected to increase.
- **Lead and Copper Testing.** The Lead and Copper Rule requires replacement of lead service lines at a rate of 7 percent per year when a water supply continued to exceed the lead action level after installing corrosion control treatment. While this requirement remains in effect, lead service line replacement requirements have been expanded to include the following: Partial lead service line replacement is no longer allowed except in the case of an emergency repair; water supplies with lead service lines, regardless of lead action level values, must replace all lead service lines at an average rate of 5 percent per year, not to exceed 20 years, or in accordance with an alternate schedule incorporated into an asset management plan and approved by EGLE. The full lead service line must be replaced at water supply expense, regardless of ownership. The City is required by EGLE to identify 315 water service lines through randomized testing. To date, the City has identified 289 water service lines.

- **Infrastructure.** With the above in mind, other challenges also await Lathrup Village in the category of “unfulfilled” infrastructure needs. These needs have continually been identified in each budget year over the past several years. While we have addressed many of our streets, water and sanitary sewer system issues over the last three years, our other infrastructure needs continue to go unfulfilled. It is important that we continue to discuss how we address the millions of dollars in unfulfilled infrastructure needs in a proactive way as we compete to retain and attract residents.
- **Increasing Efficiencies and Reducing Costs.** Even in light of rising property values, it is necessary to prudently reexamine what services we provide and what services should be subject to multi-jurisdictional agreements. Despite a substantial budget and staff reduction since the 2008 economic downturn, it is still prudent to examine ways of increasing efficiencies that will increase service and reduce costs. It is still good practice to investigate alternative and additional intergovernmental contracts, regional service provisions, and municipal consolidations. Despite Lathrup Village being substantially ahead of most communities in terms of collaboration and consolidation, we have already realized the majority of these savings. Council will need to determine what levels of services we can afford to provide to the community if revenue streams are not increased or raised.

Major and Local Streets:

Considering Major and Local Streets, the FY 2023-2024 budget contains an expenditure of \$570,933 for Major Streets and \$646,693 for Local Streets. The FY 2023/24 Budget does not include a transfer to Local Streets. The Council recognized the need to start setting aside funding for the upcoming street project for westbound 11 Mile Road, between the city boundary and Southfield Road that is scheduled to be resurfaced. Grant applications have been submitted for the work needed on 11 Mile Road; however, the section between Southfield Road and Evergreen simply does not have enough traffic on it to qualify. Therefore, it is still prudent to continue setting funds aside to address the work that needs to be done.

In recent years contractor bids have risen sharply and, while the General Funds devoted to streets have risen, our ability to keep pace with the deterioration of the asphalt is diminishing. The fact that we continue to provide dollars for an annual street resurfacing program puts us years ahead of where we were in the past and our hope is that we will not end up with less to show for it. This should be considered a major concern for the community and its long-term ability to compete. It is possible that other means of financing road improvements, including a dedicated street millage may need to be considered in the future.

Based on the City engineer’s industry experience, the entire street system should be put on a 15 to 20-year resurfacing cycle. Due to the rising costs of paving material and based on long-term estimates, a 20-year resurfacing cycle would require an annual contribution of \$600,000+ (or roughly 5 mills) and adjusted in each subsequent year based on inflation.

Street Improvement Bond Millage. The City has 21 miles of residential roads. A ballot proposal was presented to voters in November 2019, to authorize a bond millage to raise \$5.38 million for local roads and the ditch/culvert system. The proposal was approved by the voters. Approximately 4.68 miles of residential roads have been completed with 3.29

miles to be completed in the 2023. The City is entering its third year of sidewalk and ditch and culvert improvements.

Water and Sewer:

The ballot proposal approved by voters in 2019 also carved out money to repair, replace, or improve water and sewer infrastructure. To date, 3,650 lineal feet of water mains have been replaced with 4,230 lineal feet proposed in 2023; and 11,460 lineal feet of sewer lines have been cured in place as part of this initiative.

Preliminary water rates were received the second week in February 2023 indicating a 4.35% rate increase. The SOCWA Board approved the rate at their March Board meeting. Preliminary Sewer rates were also received in April with Lathrup's reflecting a 2.9% rate increase for the Detroit/Evergreen/Farmington System. The Water Resource Commissioner will be using a sewer rate based on 100% metered sewer flows and both the WRC and the Detroit Water and Sewer Department have created a "rate simplification model." Both are in their initial phases and will be reviewed over the next few years to ensure fixed costs of the two organizations are being funded. It is imperative that we continue to search for ways to "dry out" our sanitary sewer system so that we:

1. Meet MDNRE standards.
2. Decrease the amount of storm water that enters our sanitary sewers in order to lessen the amount of money that must be paid for sewerage disposal on storm water.

Other Revenues

The Other Revenues category represents a collection of revenues from smaller individual sources. The majority of revenues in this category are fees raised through local activity. For example, all building related permit fees, recreation fees, community room rental fees, cable franchise fees, and police fees are included in this area. The City has seen an increase in rentals of the Community Room and other public spaces over the last year. As we have moved into the post-pandemic era.

Mission, Values and Future Plans:

The City of Lathrup Village's adopted Mission Statements reflects "Providing high quality public services for a better Lathrup Village." Our Mission Statement is based on the principles of high quality and continuous improvement. The following core values guide the actions of the City Council and Administration, as well as the budgetary decision-making process.

- Transparent, Open and Honest Government
- Dedication to Service
- Fiscal Responsibility
- Personal Honesty and Integrity
- Excellence
- Teamwork
- A Human and Diverse Organization

This budget introduction has provided a realistic look at our present and future; previous figures were intentionally left in the narrative to give constituents a clearer picture of where we were and where we are fiscally going. Community leaders of the City of Lathrup Village should continue their focus on Capital Expenditures specifically in the areas of Lathrup’s “ageing-in-place” infrastructure to include water distribution, sewer, and major and local roads. All avenues and sources of financing should not be overlooked and be investigated to include the option of hiring additional staff to effectively manage this endeavor.

Additionally, increasing the effectiveness and efficiencies of our public services contractor, Lathrup Services, LLC, should continue since providing a high level of service is how we compete in retaining, and especially, attracting new residents. Equally, we must continue to support our community groups as they are a valuable resource in our community. Groups such as the Homeowners Association, Children’s Garden, Women’s Club, Community Foundation, and Optimists club support our activities and create the festive atmosphere that attracts new residents to our special community.

The FY 2023/24 Budget also reflects increases in:

- **Administration:** A \$3,646 increase in Administration includes a 3% raise for administrative staff.
- **Public Safety:** A \$158,804 increase due to an increase in the contract with Southfield Fire Department, Police Department related to step increases in pay as noted in the union contract, and moving smaller capital expenses for technology to Public Safety’s departmental budget.

PLANNED USE OF FUND BALANCE

The Government Finance Officials Association (GFOA) provides best practices for government accounting. “In the context of financial reporting, the term fund balance is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government’s budgetary basis.”

The Government Finance Officers Association (GFOA) recommends that general-purpose governments maintain a minimum level of unrestricted fund balance in the General Fund of at least two months’ operating revenues or expenditures. This equates to about a 17% fund balance. Maximum fund balance levels are more a matter of discretion and depend heavily on the governing body’s plans and economic expectations.

The practice for the City of Lathrup Village has been to consistently maintain a General Fund balance of at least 20%. With projected Revenues of \$5,090,219 and Operating Expenses of \$5,085,506 in FY 2023/24, there is a surplus of \$4,712. This results in an Ending Fund Balance of \$1.24 million, which equates to a 20% General Fund Balance.

The Local Street Fund FY 2023/24 Budget reflects a planned use of fund balance of \$140,908. This reflects a fund balance that is 48% of expenditures. The Major Street Fund has a net change that reflects a growth in the fund balance of \$133,810. This is a conscious decision by the City Council to reserve matching funds for a major upcoming

project on 11 Mile Road. The Major Street Fund will have a projected fund balance of 66%.

The GFOA recommends a target level of working capital in enterprise funds to be between 45 and 90 days of annual operating expenses. This equates to between 12% and 25% and applies to the City’s Water and Sewer Fund. This fund has \$6.9 million in net assets.

FY 2023/24 has a surplus of \$4,712 in the fund balance in the General Fund. All of this indicates that the City of Lathrup Village is on sound financial footing.

FUND	Estimated Balance 6/30/23	FY 2023-2024 REVENUES	FY 2023-2024 Total Appropriations	FY 2023-2024 EXPENDITURES	FUND BALANCE +/-	ENDING FUND BALANCE	Percentage of Fund Balance
General Fund	\$ 1,163,166	\$ 5,090,219	\$ 6,253,385	\$ 5,085,506	\$ 4,712	\$ 1,246,914	20%
Major Streets	\$ 969,854	\$ 704,743	\$ 1,674,597	\$ 570,933	\$ 133,810	\$ 1,103,664	66%
Local Streets	\$ 730,075	\$ 505,785	\$ 1,235,860	\$ 646,693	\$ (140,908)	\$ 589,167	48%
Water	\$ 4,919,093	\$ 2,189,448	\$ 9,984,714	\$ 1,845,836	\$ 343,612	\$ 7,124,742	71%
Sewer		\$ 2,876,173		\$ 3,083,894	\$ (207,722)		
Capital Acquisitions	\$ 257,423	\$ 160,393	\$ 417,816	\$ -	\$ 160,393	\$ 201,423	48%
TOTAL ALL FUNDS		\$ 11,526,760		\$ 11,232,862			

The bottom line is that we are cautiously optimistic and prepared to respond appropriately in accordance with changing conditions. The City Council and Administration remain focused on our priorities in making fiscal decisions.

CITY PRIORITIES

Several priorities will become the focus of our efforts in the fiscal year. They include:

- **Leadership:** Several administrative changes were noted in the 2022/23 fiscal year: Susan Montenegro was hired as City Administrator, Jessica Miller was hired as Deputy Treasurer, William Diamond, Jr. was hired as Building/Code Enforcement Officer, and Martha Bobcean was hired as the Utility Billing/Accounts Payable Specialist.
- **Education and Training:** There is an increased emphasis on education and training among administrative staff and within the Police Department. The 2023/34 fiscal year budget reflects increased training allocations.
- **Communications:** Communications are an area where opportunities for improvement continue. Efforts will continue to focus on enhancing the formatting of the website and increasing the use of social media to share timely information with our residents. Staff members are being encouraged to improve all lines of communication, not only between staff members and contractors, but with our citizens as well. This year, the City will update its website and add a CRM system to improve communication and response times to residents.

- **Collaborations:** We will be looking for new and expanded collaborative partnerships with other municipalities, Oakland County, regional organizations, such as SEMCOG, and educational institutions. Successful partnerships already include Oakland County for assessing and equalization services; City of Southfield for fire, dispatch and EMS services, and contracting services for engineering and planning. This year we contracted with Oakland County Water Resource Commission for the operations and maintenance of the Sanitary Retention Tank.
- **Department of Public Services:** The Department of Public Services was privatized for significant cost savings by contracting with Lathrup Services. There will be ongoing discussions seeking improvements to meet the needs of our residents.
- **Cultural Awareness Training:** The City of Lathrup Village has a very diverse cultural and ethnic population. Cultural Awareness training will be provided to provide officers and staff with appropriate training and communication skills.
- **Code Enforcement:** Building inspections and code enforcement remain critical to attracting business, young families, and retaining our current residents and businesses. Code enforcement is imperative in seeking compliance with local codes and ordinances. The City hired a new full-time Code Enforcement Officer in January 2023. Because Lathrup is almost 100 percent built-out, our single item to increasing tax revenue other than raising the current tax structure is the redevelopment of Lathrup's business district. Currently, Lathrup has a few problem areas in code enforcement that impact many of our citizens and business properties repeatedly. Lathrup Village remains listed as one of Oakland County's top places to live.
- **Sanitary Sewer System:** This system continues to be reviewed so that we may determine what necessary improvements need to be made in the future. In 2013, we completed a cleaning and televising project on all sanitary sewer mains between Eleven Mile and Lincoln Blvd. This work led to the development of a five-year plan to seal that system and prevent any structure failures. Approximately 11,460 lineal feet of sewer line was lined in FY 2022/23.
- **Downtown Development Authority (DDA):** Attention to the business corridor, and continued efforts to obtain federal funding for streetscape improvements when Southfield Road is reconstructed and work with developers to re-develop the Village Center District. The work of the DDA continues to explore a Public/Private Partnership to redevelop the Annie Lathrup School is promising and would serve as a great catalyst in reaching our vision. The DDA and the City Administrator continue to build alliances and relationships with our valued business and property owners.
- **Recreation:** The recreation budget has been significantly reduced over the last few years due to budget constraints. One major impact is the lack of funding for the open parks and recreation director position. The City must look for new and creative ways to be able to continue offering activities for residents. Citizen-led events and activities will need to be the focus going forward until new or alternative revenue sources are generated to cover these costs.
- **Community Engagement:** All residents are key stakeholders, and it is imperative to seek feedback, particularly when new developments or changes are being considered. The City of Lathrup Village updated its Public Participation Plan in 2019.

The objectives include making information available in a timely manner to ensure that interested parties and community stakeholders have adequate time to be involved in decisions at various stages of the review and approval process. Going forward, we will continue to find creative ways to reach a diverse set of community stakeholders in decisions regarding planning, land use, and development.

Since our community is “built-out,” the City’s focus must be on the redevelopment of our existing building stock and the exploration of new investments in our community. This is the only option for the City if it is to regain its losses and sustain our high level of service provision. With the certification as a Redevelopment Ready Community, the completion of the 2021 Comprehensive Plan, our 2010 Zoning Code, and the DDA’s Redevelopment Plan, the City’s path and intent are clear. A major goal and focus of the City will be to continue to push for the redevelopment of our Southfield Corridor, as a vibrant and thriving commercial district is essential to the future success of the entire community. The City must welcome future developments and approach investment with clear and fair consideration.

CONCLUSION

A heartfelt note of thanks is extended to our dedicated staff for thoroughly reviewing their operations and dedicating time to creating this responsible financial plan. The City of Lathrup Village’s City Council is to be commended for their dedication to this community and sound budgetary and policy decision-making. While there may have been some challenges in the past, our community has a solid history of effectively adapting as challenges have occurred. It is important now that the City Council works closely with the City Administration to be more proactive in identifying new opportunities and seeking solutions to address the future needs of the community, including long-term infrastructure needs as well as determining what level of services are affordable and most beneficial to the quality of life in the City of Lathrup Village.

The recommended FY 2023/24 budget is based on the City’s Financial Policies, the Capital Improvement Plan, City Council Goals and the city administration’s comprehensive review of operations. This budget reflects a reasonable approach to meeting our most critical needs while continuing to position the City for long-term financial stability.

Working together, I am confident that the City of Lathrup Village will remain steadfast and resilient in the face of any challenge and continue to strive to provide quality services and progress forward towards a brighter future.

Respectfully,

Susan Montenegro,
Lathrup Village City Administrator

CITY OF LATHRUP VILLAGE

ANNUAL FISCAL RESOLUTIONS

Fiscal Year 2023- 2024

(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, 2023; 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 17.5618 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of \$3,020,630 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 3.9307 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of \$676,080 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) 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 \$255,000 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.

(5) 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	\$ 606,050
Administration	\$ 898,504
Buildings and Grounds	\$ 127,859
Public Safety	\$ 2,559,060
Public Services/Refuse	\$ 870,784
Recreation	\$ 23,250
Contingencies/Capital Reserves	\$ 0
Major Streets	\$ 570,933
Local Streets	\$ 646,693
Water	\$ 1,845,836
Sewer	\$ 3,083,894
Debt Service	\$ 745,721
Capital Acquisitions	\$ 0
Downtown Development Authority	\$ 879,256
Total	\$12,857,841

(6) 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 \$45.69 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.

(7) 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 \$87.37 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.

GENERAL FUND REVENUES

INDEX

BOOKMARK DESCRIPTION

NARRATIVE DESCRIPTION LINE-ITEM DEFINITIONS

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TV SOURCES

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TV COMPARISON - FY 22/23 TO FY 23/24

TAX GENERATED REVENUE COMPARISON - FY 22/23 TO FY 23/24

REVENUES BY FUND AND SOURCE

COMPARISON OF ALL REVENUES ACROSS FISCAL YEARS

LONG-TERM FINANCIAL PLAN

GENERAL FUND BALANCE STATEMENT

GENERAL FUND REVENUES

The one budgetary Fund that everyone can easily identify with is the General Fund due to its reliance on local property taxes, in the form of authorized and approved millage, as the largest source of revenues. Governmental funds include all activities that provide general governmental services that are not business-type activities. Governmental funds can include the General Fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

The General Fund is the primary operating fund because it accounts for all financial resources used to provide government services other than those specifically assigned to another fund. General Fund activities are financed by revenue from general property taxes, state-shared revenue, and the catch-all “other revenues” category. A discussion of each follows:

LOCAL PROPERTY TAXES (MILLAGE):

Local property taxes support the structure associated with living in and owning property within a City, Village, or Township (CVT). In these localities the CVT’s local property tax is usually combined with other property-based taxes such as school districts, county government, intermediate school district, and community colleges. In most cases, it is the CVT that has the responsibility of collecting and distributing all locally based property taxes to these other taxing units. This responsibility, in many cases, causes confusion as to what percentage of the local property tax is paid for CVT’s operations versus those paid for other taxing units services. Such is the case within Lathrup Village.

Property tax-based revenues are a derivative of the City’s total Taxable Value. **The Taxable Value (TV) for 2023 has increased approximately 15%.** The 2022 taxable value shown is the post-Board of Review figure.

Fiscal Year	Assessed Values	Taxable Values	Gap
2022-23	220,376,621	150,615,310	69,761,311
2023-24	273,880,210	176,723,640	97,156,570

The reason for the Taxable Value increase is due to several factors, which will be discussed below.

TV TYPE	2022	2023	% INC.
RESIDENTIAL	122,142,160	139,627,120	14.315%
COMMERCIAL	29,370,840	32,033,590	9.066%
PERSONAL	4,340,210	5,062,930	16.652%
TOTAL	155,853,210	176,723,640	13.391%

Graphic representations of our taxable value breakdown can be found in this section, referred to as TAXABLE VALUE (TV) REVIEW. Additional graphs provide visual depictions of TV categories. The City's total taxable value is based on three (3) categories of property - residential, commercial, and personal.

TV SOURCES

FY 2023-24

TV CLASS	TV	%
RESIDENTIAL	139,627,120	79.01%
COMMERCIAL	32,033,590	18.13%
PERSONAL	5,062,930	2.86%
TOTAL	176,723,640	100.00%

Residential Property

The Oakland County Equalization Division is a branch of Property Administration which determines Assessed and Taxable Values on properties to generate taxes for each municipality in Oakland County. The Oakland County Equalization Division provides Assessing Services for 32 Cities and Townships in Oakland County with the City of Lathrup Village being one of the 32 communities. According to the Equalization Office, Lathrup Village has 1,722 Real Residential Parcels. A significant number of properties have become uncapped over the last few years meaning many of Lathrup's homes have assessed values that equal taxable value. The average residential property selling price in Lathrup Village in 2023 was \$269,188. According to the Oakland County Assessor, the pre-Board of Review residential assessed value for 2023 was \$121,838. Residential Assessed Values increased 10.75% in 2023. For all of Oakland County, the average 2023 Residential Value Change was 9.08%.

Commercial Property

According to the Oakland County Equalization Office, Lathrup Village has a total of 103 Real Commercial Parcels and Zero (0) Industrial Parcels. Typically, Commercial property will lag behind Residential properties by two years. If a community has a Tax Increment Financing District/Authority, as is the case with Lathrup Village, revenue forecasting for Capital Improvements often cannot keep pace with non-Tax Increment Finance (TIF) districts. Lathrup's Commercial Assessed Values have increased a total of 6.90% taking into account all data collected to January 2023. The average 2023 Commercial Value change for Oakland County is 7.99% with Lathrup Village reflecting 6.90%. This reflects the importance of maintaining a continued focus on Lathrup's business district. Redevelopment in our commercial areas cannot be stressed enough as it is paramount to the City's viability moving forward.

Personal Property

The final category of taxable value is Personal Property. Personal property is the value placed on property found within a business, such as computers and copy machines, etc. The City has 273 Personal Property Parcels. The personal property taxable value has increased by

8.64%. This increase was primarily related to the addition at the Michigan First Credit Union. Proposal 1 of 2014, ended the collection of the Personal Property Tax and capped the values at their 2012 levels. The Equalization Division of Oakland County, who we contract with for assessing services, audits all affidavits to verify that all personal property is appropriately assessed. For 2023, 185 businesses received small business exemptions. Lathrup's Commercial Assessed Values have increased a total of 6.90% in 2023.

Millage Rate

The adopted millage rate for the Fiscal Year 2023-24 is 24.1266 mills and remains the same as 2022. The total millage rate is comprised of General Operating, Refuse, Library, Streets and Debt Service. Total revenues from all tax and tax related categories are projected to come in at \$3,121,234, representing an increase of \$203,959.

As discussed in a previous section, the Headlee Amendment to the Michigan Constitution has driven down our General Operating millage from 20.00 mills in FY 2013/14 to 17.5618 in FY 2023-2024.

For the purpose of forecasting revenues for Fiscal Year 2023-2024, the "Taxable Value" was calculated at \$172,000.00. The chart below calculates the loss in revenue attributed to the Headlee Amendment.

Maximum Millage Rate					
FY	General Operating	Refuse	MRF	Taxable Value	Cost to City
2015	20.0000	3.0000	1.0000	\$ 120,560	N/A
2016	19.8320	2.9748	1.0000	\$ 122,069	N/A
2017	19.7269	2.9590	0.9916	\$ 125,854	\$ 23,584
2018	18.5172	2.7775	0.9947	\$ 133,716	\$ 39,528
2019	18.5172	2.7132	0.9801	\$ 145,440	\$ 228,026
2020	18.5172	2.6501	0.9768	\$ 149,200	\$ 257,390
2021	18.8783	2.6816	0.9768	\$ 152,930	\$ 220,234
2022	17.5618	2.6341	0.9333	\$ 162,000	\$ 454,264
2023	17.5618	2.6341	1.0000	\$ 172,000	\$ 436,752

The two spreadsheets entitled "Millage Rate Breakdown and Resulting Revenues 23-24" review the estimated change in values and revenues in this chart. At the end of this section, other graphs list the projected millage rates for each category as well as the resulting revenue.

Millage Rate Breakdown and Resulting Revenues

MILLAGE TYPE	AUTHORIZED MAXIMUM	22-23 HEADLEE MAXIMUM	23-24 HEADLEE MAXIMUM	F.Y. 22-23	F.Y. 23-24	REVENUE PRODUCED	REVENUE NEEDED	DIFFERENCE
General Operating	19.0000	17.8783	16.5618	16.5618	16.5618	2,848,630	2,830,217	18,412
General Op Sewer		0.0000	0.0000	0.0000	0.0000	0	0	0
General Surplus		0.0000	0.0000	0.0000	0.0000	0	0	0
Streets		0.0000	0.0000	0.0000	0.0000	0	0	0
Total	19.0000	17.8783	16.5618	16.5618	16.5618	2,848,630	2,830,218	18,411
Refuse	3.0000	2.6816	2.6341	2.6341	2.6341	453,065	523,934	(70,869)
Library	1.0000	1.0000	1.0000	1.0000	1.0000	172,000	172,000	0
Debt Streets	3.9307	3.9307	3.9307	3.9307	3.9307	676,080	375,000	301,080
TOTALS	26.9307	25.4906	24.1266	24.1266	24.1266	4,149,775	3,901,150	248,625

MILLAGE RATE BREAKDOWN AND RESULTING REVENUES - 23-24

MILLAGE TYPE	AUTHORIZED MAXIMUM	22-23 HEADLEE MAXIMUM	23-24 HEADLEE MAXIMUM	F.Y. 22-23	F.Y. 23-24	REVENUE PRODUCED	REVENUE NEEDED	DIFFERENCE
General Operating	20.0000	18.8783	17.5618	17.5618	17.5618	3,020,630	3,002,218	18,411
Refuse	3.0000	2.6816	2.6341	2.6341	2.6341	453,065	523,934	(70,869)
Debt Streets	3.9307	3.9307	3.9307	3.9307	3.9307	676,080	571,667	104,414
TOTALS	26.9307	25.4906	24.1266	24.1266	24.1266	4,149,775	4,097,818	51,956
						Taxable Value Calculation:	172,000	

STATE SHARED REVENUES:

The second category of General Fund Revenues is State Shared Revenues. With Public Act 252 of 2014, the state replaced the Economic and Vitality Incentive Program (EVIP) program with City, Village, Township Revenue Sharing (CVTRS) in an attempt to increase the annual statutory appropriation of Revenue Sharing to Local Government.

Revenues from the State Revenue Sharing Program are projected to total \$499,818 for FY 2023/24. This is compared to \$549,514 in FY 2022/23, representing a 9% decrease.

FUND/ACTIVITY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
STATE SHARED REVENUE	496,982	477,151	516,687	263,687	499,818	22,667

OTHER REVENUES:

The Other Revenues category represents a collection of revenues from smaller individual sources. The majority of revenues in this category are fees raised through local activity. For example, all building related permit fees, recreation fees, community room rental fees, cable franchise fees, and police fees are included in this area. For a complete description of each line item in this revenue category, please see the definitions under this section.

For FY 2023/24, "Other Revenue" from all sources total \$989,706 as compared to \$1,248,572 for FY 2022/23 and shows a decrease of **\$239,473** from the previous year.

FUND/ACTIVITY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
OTHER REVENUE	1,246,190	1,229,179	1,229,179	1,057,248	989,706	(239,473)

CONCLUSION:

Based on the above narrative for the major categories of revenues (Local Property Taxes/Millage, State Shared Revenues and Other Revenues), the total General Fund Revenues for the Fiscal Year 23/24 are projected at \$5,090,219. This is a decrease of **\$10,847** over the estimated FY 2022/23 budget.

FUND/ACTIVITY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
REVENUES NEEDED	4,816,959	5,101,066	5,079,297	4,607,901	5,090,219	(10,847)

The projected millage rate of 24.2166 is projected to provide sufficient revenues to fund all of our General Fund Expenditures with a surplus of \$4,712.

During the budget development process, each expenditure is analyzed closely to determine its relevance to the desired objective and how it fits with the City's expected revenue source. Understanding these revenue sources is an essential piece in producing an accurate and successful budget. The City will continue to partner with other political entities in an attempt to decrease expenditures while maintaining high levels of governmental service. The FY 2023/24 budget and millage rates are on par with the past several budgets; however, inflation and shortages in the supply chain present new challenges and increased costs to the City.

The combination of Proposal A and the Headlee Amendment continues to plague municipal budgets statewide; Lathrup Village feels the negative effects of this legislation as well. It is important that we continue to be mindful of how we provide services in the future. Our history has been one in which we have been able to address issues proactively. Having to address issues on a crisis basis never produces a quality end product. For this reason alone, we should continue our examination to adequately prepare for the future of our community.

GENERAL FUND - LINE-ITEM DEFINITIONS

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

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

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

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

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

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

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

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

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

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

Other Revenues:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Recreation Fees: Reflects all fees collected for recreation activities.

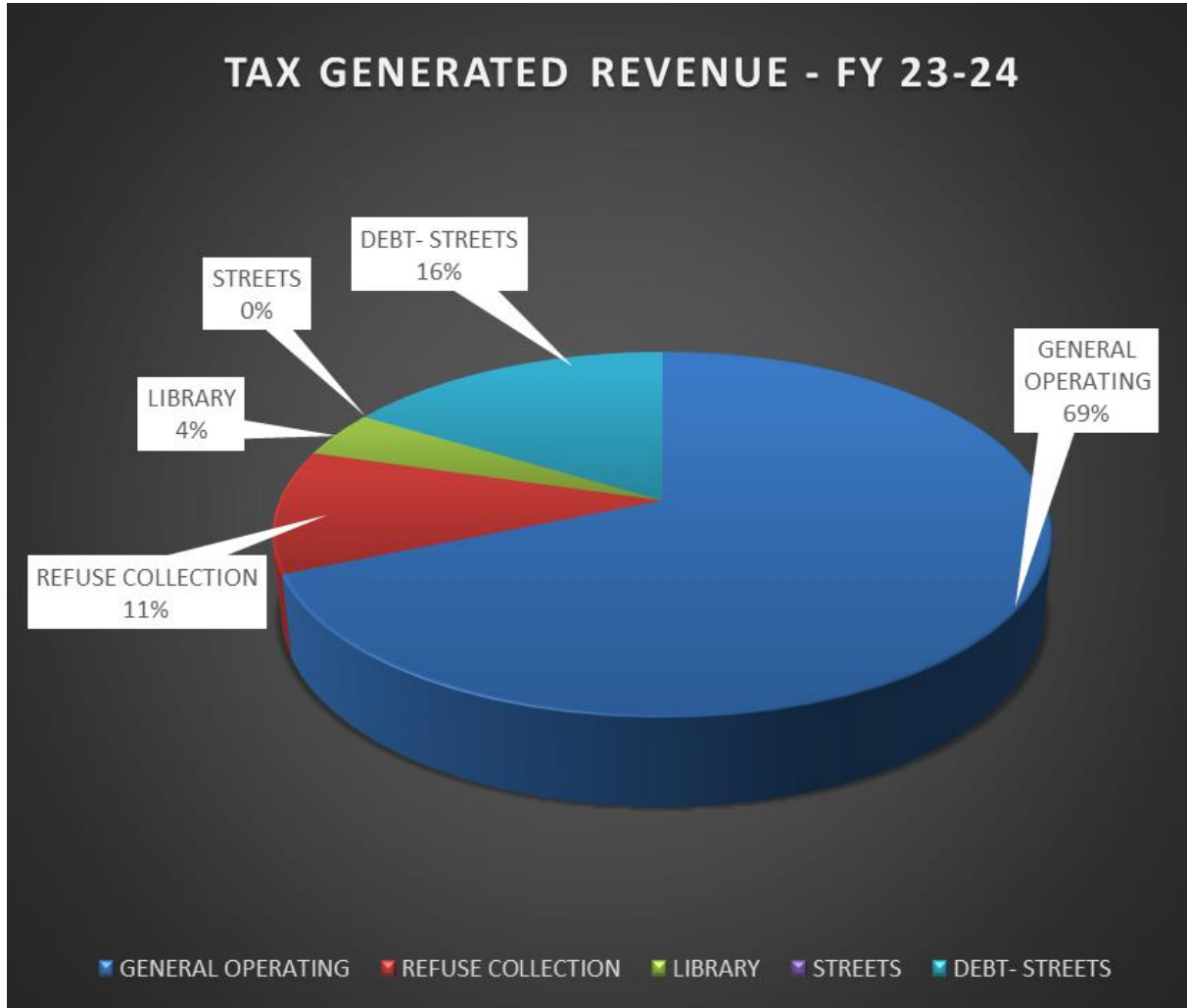
Tree Sales, Wood Chip Sales: Reflects fees collected for the replacement of right-of-way trees.

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

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

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

DTE Energy: Reflects a refund of monies for an overcharge on non-used meters.



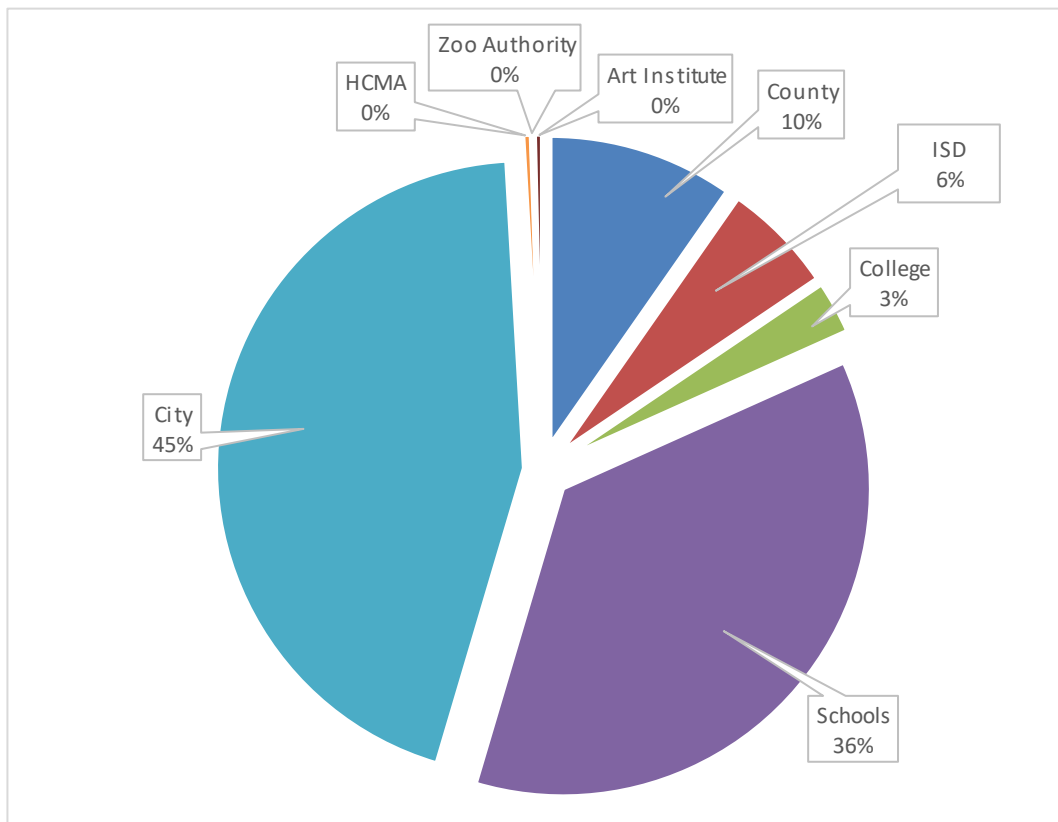
TAX GENERATED REVENUE

FY 2023-24

Based on Taxable Value (TV) of \$176,723,640

TAX TYPE	\$ AMOUNT	MILLAGE
GENERAL OPERATING	2,848,630	16.5618
REFUSE COLLECTION	453,065	2.6341
LIBRARY	172,000	1.0000
STREETS	0	0.0000
DEBT- STREETS	676,080	3.9307
TOTAL	4,149,775	24.1266

Receiving Entity	Millage Rates		Approximate portion of every dollar	
	PRE	Non-PRE	PRE	Non-PRE
City Operating	17.5618	17.5618	\$ 0.3239	\$ 0.2854
Refuse	2.6341	2.6341	\$ 0.0486	\$ 0.0428
Road Bond Debt	3.9307	3.9307	\$ 0.0725	\$ 0.0639
Oakland County Operating	3.9686	3.9686	\$ 0.0732	\$ 0.0645
Oakland County Parks & Rec	0.3431	0.3431	\$ 0.0063	\$ 0.0056
Oakland County Transit	0.9500	0.9500	\$ 0.0175	\$ 0.0154
Oakland County ISD Allocated	0.1881	0.1881	\$ 0.0035	\$ 0.0031
Oakland County ISD Vote	2.9777	2.9777	\$ 0.0549	\$ 0.0484
Oakland Community College	1.4891	1.4891	\$ 0.0275	\$ 0.0242
State Education Tax	6.0000	6.0000	\$ 0.1107	\$ 0.0975
School Operating	0.0000	18.0000	\$ -	\$ 0.2925
School Debt	2.3000	2.3000	\$ 0.0424	\$ 0.0374
School Supplemental	10.6812	0.0000	\$ 0.1970	\$ -
Sinking Fund	0.6911	0.6911	\$ 0.0127	\$ 0.0112
HCMA	0.2070	0.2070	\$ 0.0038	\$ 0.0034
Zoo Authority	0.0945	0.0945	\$ 0.0017	\$ 0.0015
Art Institute	0.1945	0.1945	\$ 0.0036	\$ 0.0032
Total Millage for 2022	54.2115	61.5303	\$ 1.00	\$ 1.00



TAXABLE VALUES SOURCES

PROJECTIONS FOR F.Y. 2023-24

Based on the figures submitted from the Oakland County Equalization Department the total increase in the taxable value for all categories is 13.40%. The figures listed represent the pre-Board of Review figures. For Budget calculations I have used a taxable value of \$176,723,640.

TV TYPE	2022	2023	% INC.
RESIDENTIAL	122,142,160	139,627,120	14.315%
COMMERCIAL	29,370,840	32,033,590	9.066%
PERSONAL	4,340,210	5,062,930	16.652%
TOTAL	155,853,210	176,723,640	13.391%

TV REVIEW FY 2023-24 PROJECTIONS

10 YEAR HISTORY OF TV CHANGES

YEAR	RESIDENTIAL	COMMERCIAL	PERSONAL	TOTAL	% INC.
2023	139,627,120	32,066,590	5,062,930	176,756,640	13.412%
2022	122,142,160	29,370,840	4,340,210	155,853,210	0.000%
2021	122,142,160	29,370,840	4,340,210	155,853,210	3.478%
2020	117,324,450	28,944,370	4,346,490	150,615,310	3.559%
2019	112,218,000	28,450,920	4,770,620	145,439,540	8.767%
2018	106,367,420	23,098,470	4,250,410	133,716,300	6.247%
2017	101,683,640	19,820,550	4,350,090	125,854,280	3.101%
2016	98,151,510	19,371,700	4,545,870	122,069,080	1.252%
2015	96,566,360	19,702,790	4,290,930	120,560,080	2.271%
2014	94,026,540	19,537,620	4,318,470	117,882,630	-3.078%
2013	94,094,270	23,396,140	4,136,060	121,626,470	-5.284%
2012	99,634,959	24,911,721	3,865,130	128,411,810	

INDIVIDUAL TAXABLE VALUE COMPONENT REVIEW

INDIVIDUAL TV COMPONENTS REVIEW

YEAR	RESIDENTIAL	% INC.
2023	139,627,120	14.315%
2022	122,142,160	0.000%
2021	122,142,160	4.106%
2020	117,324,450	4.550%
2019	112,218,000	5.500%
2018	106,367,420	4.606%
2017	101,683,640	3.599%
2016	98,151,510	1.642%
2015	96,566,360	2.701%
2014	94,026,540	1.848%
2013	92,320,400	-1.885%
2012	94,094,270	

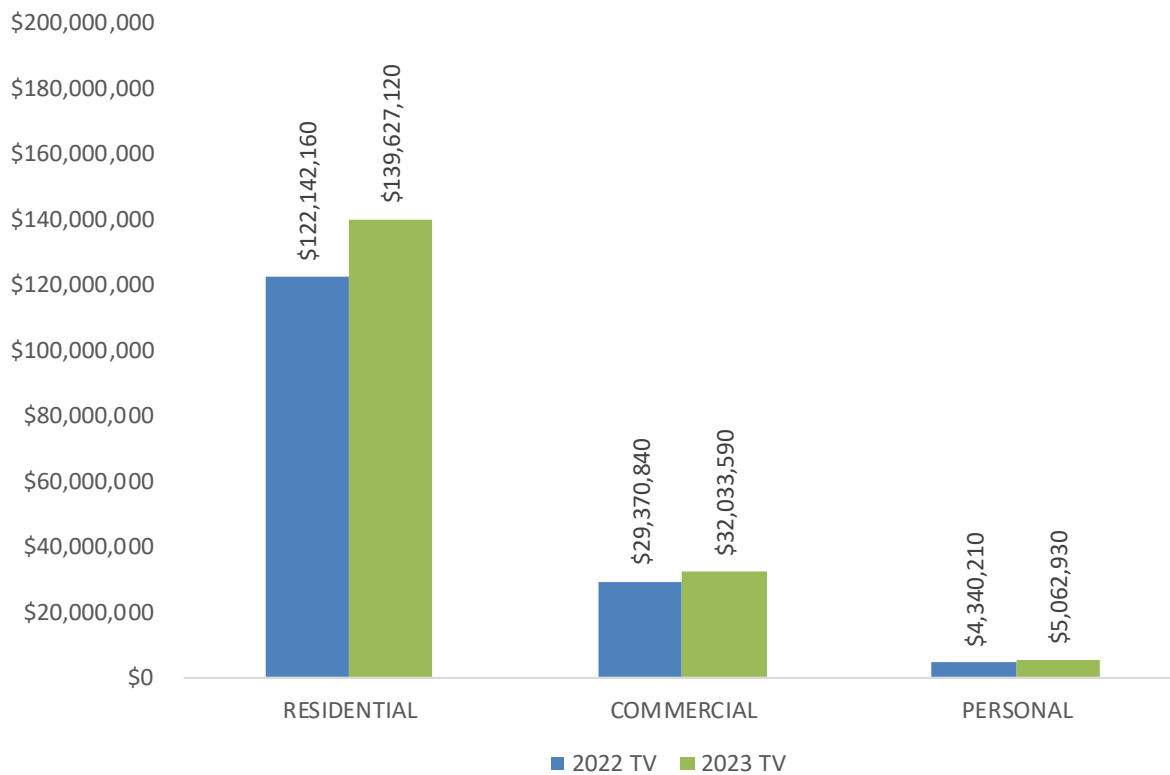
YEAR	COMMERCIAL	% INC.
2023	32,033,590	9.066%
2022	29,370,840	0.000%
2021	29,370,840	1.473%
2020	28,944,370	1.734%
2019	28,450,920	23.172%
2018	23,098,470	16.538%
2017	19,820,550	2.317%
2016	19,371,700	-1.680%
2015	19,702,790	0.845%
2014	19,537,620	-4.169%
2013	20,387,510	-12.860%
2012	23,396,140	

YEAR	PERSONAL	% INC.
2023	5,062,930	16.652%
2022	4,340,210	0.000%
2021	4,340,210	-0.144%
2020	4,346,490	-8.890%
2019	4,770,620	12.239%
2018	4,250,410	-2.291%
2017	4,350,090	-4.307%
2016	4,545,870	5.941%
2015	4,290,930	-0.638%
2014	4,318,470	4.283%
2013	4,141,090	

TAXABLE VALUE COMPARISON FY 2022-2023 TO FY 2023-2024

TV TYPE	2022 TV	2023 TV	% INC.
RESIDENTIAL	\$122,142,160	\$139,627,120	14.32%
COMMERCIAL	\$29,370,840	\$32,033,590	9.07%
PERSONAL	\$4,340,210	\$5,062,930	16.65%
TOTAL	\$155,853,210	\$176,723,640	13.39%

TAXABLE VALUE COMPARISON FY 2022-2023 TO FY 2023-2024

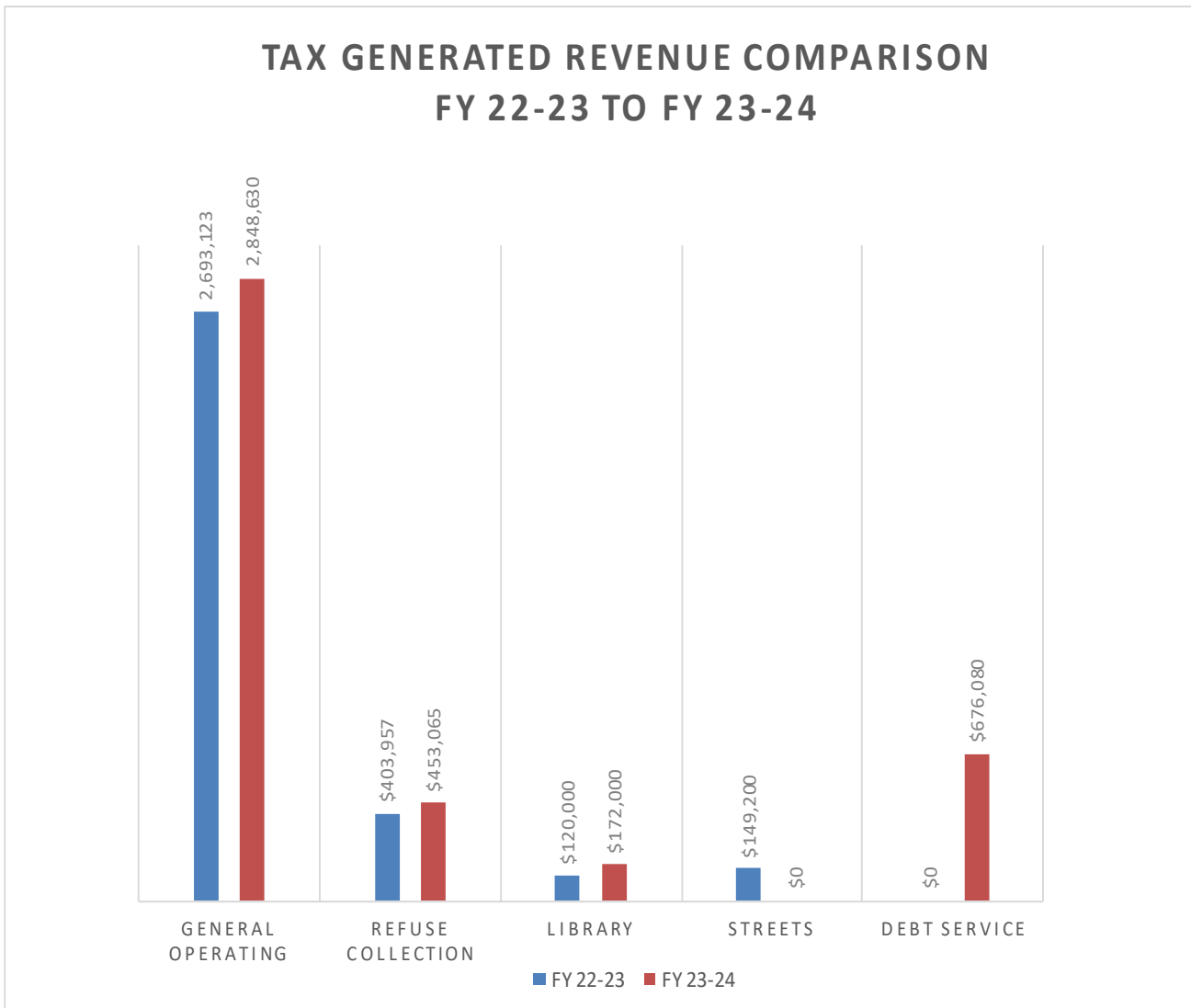


TAX GENERATED REVENUE COMPARISON

FY 2022-2023 TO FY 2023-2024

BASED ON MILLAGE RATE OF 24.2166

TAX TYPE	FY 22-23	FY 23-24	\$ INC.	% INC.
GENERAL OPERATING	2,693,123	2,848,630	\$155,507	5.77%
REFUSE COLLECTION	\$403,957	\$453,065	\$49,108	12.16%
LIBRARY	\$120,000	\$172,000	\$52,000	43.33%
STREETS	\$149,200	\$0	(\$149,200)	-100.00%
DEBT SERVICE	\$0	\$676,080	\$676,080	
TOTAL	\$3,366,280	\$4,149,775	\$783,495	23.27%



REVENUE SOURCES BY FUND AND SOURCE**SUMMARY OF REVENUES BY FUND AND SOURCE**

FY 2023-24

FUND/ACTIVITY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
GENERAL FUND						
BEGINNING FUND BALANCE	1,633,372	1,590,968	1,242,202	1,005,238	1,242,202	(348,766)
TAXES:						
General Operating	2,563,680	2,845,012	2,845,012	2,772,668	3,020,630	175,618
Public Safety	-	-	-	-	-	-
Refuse Collection	384,523	426,724	426,724	415,008	453,065	26,341
Library	-	-	-	-	-	-
Streets	-	-	-	-	-	-
Administrative Fee	89,107	88,000	89,231	89,231	90,000	2,000
Tax Penalties	29,231	35,000	12,000	10,059	35,000	-
Total - Taxes	3,066,541	3,394,736	3,372,967	3,286,966	3,598,695	203,959
STATE SHARED REVENUE	496,982	477,151	477,151	263,687	499,818	22,667
FEDERAL AND STATE GRANTS	7,245	-	-	-	2,000	2,000
OTHER REVENUE	1,246,190	1,229,179	1,229,179	1,057,248	989,706	(239,473)
TRANSFER - OTHER FUNDS	-	-	-	-	-	-
Total Resources Available	6,450,331	6,692,034	6,321,499	5,613,139	6,332,421	(359,613)
REVENUES NEEDED	4,816,959	5,101,066	5,079,297	4,607,901	5,090,219	(10,847)
EXPENDITURES	4,771,159	5,302,949	5,158,333	3,744,059	5,085,506	(217,443)
OPERATING TRANSFERS OUT						-
FUND BALANCE NEEDED	45,800	(201,883)	(79,036)	863,842	4,712	206,595
ENDING FUND BALANCE	1,590,968	1,242,202	1,163,166	1,869,080	1,246,914	
MAJOR STREETS	761,102	1,326,478	1,326,478	1,184,709	704,743	(621,735)
LOCAL STREETS	578,307	1,566,753	1,558,150	1,488,918	505,785	(1,060,968)
WATER	1,159,657	2,951,861	3,003,295	2,557,957	2,192,454	(759,407)
SEWER	1,690,064	2,459,423	2,501,567	1,852,520	2,876,173	416,750
CAPITAL ACQUISITIONS	110,667	158,324	160,393	160,393	400	(157,924)
Total - All Operating Funds	9,116,755	13,563,905	13,629,180	11,852,398	11,369,773	(2,194,131)

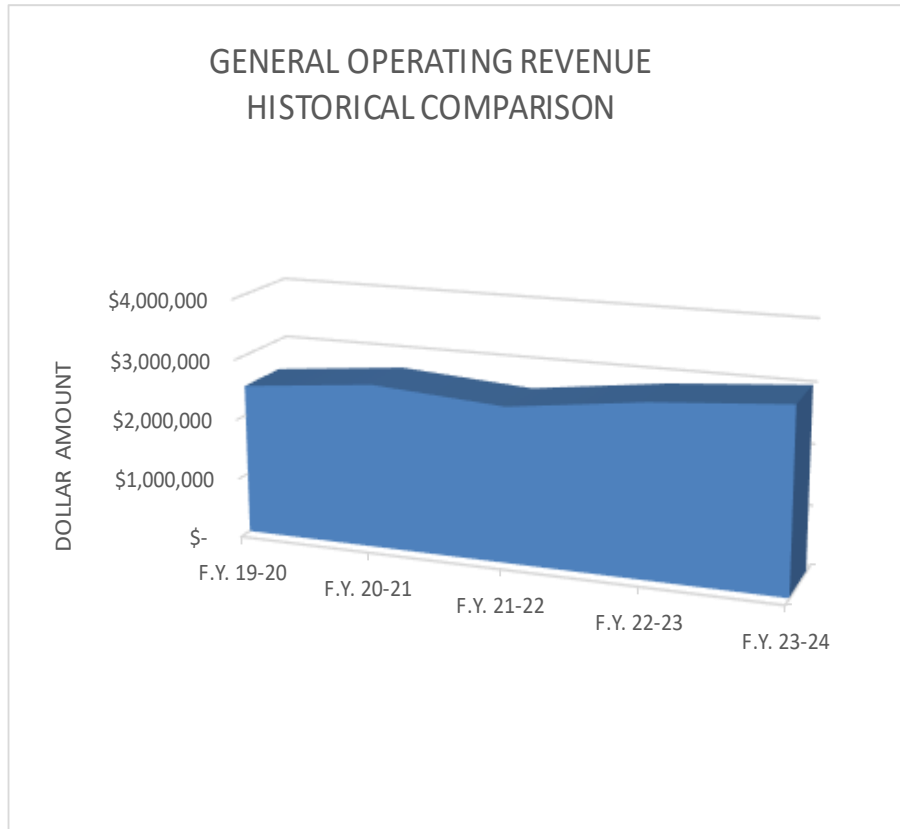
GENERAL FUND – OTHER REVENUES

GENERAL FUND OTHER REVENUES	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Miscellaneous	21,893	15,000	10,000	8,217	15,000	0
Delq Personal Property Revenue	2,782	3,000	3,000	357	3,000	0
Investment Interest	6,133	15,000	35,852	35,852	30,000	15,000
Tax Appeals	-	-	-	-	-	0
Workers Compensation Dividend	-	-	7,614	7,614	7,000	7,000
Property & Liability Dividend Rev	10,010	6,500	8,845	8,845	10,000	3,500
Building Permits	172,102	95,000	55,000	48,358	95,000	0
Employee Benefit Contributions	15,825	22,000	22,000	22,000	22,000	0
Zoning, Site Plan, Special Use Permits	7,401	8,500	8,500	6,197	8,500	0
Plumbing and/or Heating Permits	14,577	10,000	10,000	9,540	10,000	0
Electrical Permits	12,128	10,000	10,000	8,115	10,000	0
Licenses & Registrations	17,000	14,000	14,000	4,655	14,000	0
Dog & Cat Licenses	1,175	1,100	1,368	1,368	1,100	0
Cable TV Franchise Fees	111,105	120,000	120,000	80,442	120,000	0
Michigan Job Training Council Funds	1,512	1,000	-	-	1,000	0
SMART Municipal Credits	-	9,685	-	-	-	(9,685)
District Court Fines	71,992	70,000	70,000	47,472	70,000	0
Community Development Block Grants	-	8,000	-	-	8,000	0
Sidewalk Permits & Repairs	27,175	200,000	349,659	349,659	250,000	50,000
Federal Grant Revenue ARPA	50,392	-	-	-	-	0
American Tower-Metro-PCS Lease	46,027	48,000	48,000	40,498	48,000	0
Water Fund Lease of DPS Building	4,917	4,917	4,917	4,917	4,917	0
Equipment Rentals - Brush Chipping	-	-	-	-	-	0
Road Funds Lease of DPS Building	4,000	4,000	4,000	4,000	4,000	0
Retirees Spouse Medical Coverage	-	-	-	-	-	0
Recreation Fees	2,297	15,000	2,000	450	2,500	(12,500)
Dog Park Revenue	1,556	1,600	165	165	-	(1,600)
Community Garden Revenue	1,815	1,800	1,800	-	1,800	0
Tree Sales, Woods Chips Sales	-	-	-	-	-	0
Community Center Rental	72,112	65,000	65,000	52,528	65,000	0
Police Forfeitures Rev - State	-	-	-	-	-	0
Police Forfeitures Rev - Federal	-	-	-	-	-	0
Police Charges for Services	12,663	15,000	15,000	10,131	15,000	0
AT & T Lease	43,405	60,889	60,889	44,008	60,889	0
Donations	-	1,400	-	-	-	(1,400)
Election Reimbursements	-	-	-	-	-	0
Public Service Reimbursement	25,887	20,000	24,433	24,433	25,000	5,000
Metro Authority Act Payment	18,319	18,000	18,000	-	18,000	0
Sale of Fixed Assets	2,650	-	-	-	-	0
Workers Comp Reimbursement	-	19,393	20,277	20,277	20,000	607
Insurance Reimbursement	101	-	-	-	-	0
Insurance Recoveries	-	-	-	-	-	0
Sale of Property	-	150,000	142,700	142,700	-	(150,000)
Unearned Revenue	379,526	200,000	-	-	-	(200,000)
Weed/Code Enforcement Revenue	6,110	14,788	74,450	74,450	50,000	35,212
Interest Income - Leases	81,604	-	-	-	-	0
Total - Other Revenue	1,246,190	1,248,572	1,207,469	1,057,248	989,706	(258,866)

COMPARISON OF REVENUES ACROSS FISCAL YEARS

**GENERAL OPERATING REVENUE
HISTORICAL COMPARISON**

TAXING YEAR	GENERAL OPERATING
F.Y. 18-19	\$ 2,413,465
F.Y. 19-20	\$ 2,495,395
F.Y. 20-21	\$ 2,714,127
F.Y. 21-22	\$ 2,563,680
F.Y. 22-23	\$ 2,845,012
F.Y. 23-24	\$ 3,020,630



COMPARISON OF ALL REVENUES

	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
PROPERTY TAXES								
City Operating	3,020,630	2,845,012	2,563,680	2,714,127	2,495,395	2,413,465	2,363,065	2,341,182
Public Safety	-	0	0	0	0	0	0	0
Refuse Collection	453,065	426,724	384,523	407,107	356,292	362,150	354,614	351,643
Library	-	0	0	0	0	0	0	0
Streets	-	0	0	0	0	0	0	0
Administrative Fee	90,000	88,000	89,107	81,000	82,569	77,172	74,430	72,830
Interest & Penalties	35,000	35,000	29,231	35,000	35,273	35,824	34,308	38,974
TOTAL - TAXES	3,598,695	3,394,736	3,066,541	3,237,234	2,969,529	2,888,612	2,826,417	2,804,629
STATE SHARED REVENUE	499,818	477,151	496,982	416,425	385,762	402,277	384,909	372,797
FEDERAL & STATE GRANTS	2,000	0	7,245	292,270	2,029	4,645	0	0
OTHER REVENUE	989,706	1,229,179	1,246,190	678,727	622,672	546,237	425,997	668,006
TRANSFER FROM OTHER FUNDS	-	0	0	0	0	0	0	0
TRANSFER FROM FUND BALANCE		0	0	0	0	0	0	0
TOTAL - GENERAL FUND	5,090,219	5,101,066	4,816,959	4,624,656	3,979,992	3,841,770	3,637,323	3,845,432
MAJOR STREETS	704,743	1,326,478	761,102	389,595	331,152	295,607	295,607	246,839
LOCAL STREETS	578,307	1,566,753	578,307	293,068	726,622	314,230	314,191	372,183
WATER	2,192,454	2,951,861	1,100,638	1,130,678	726,622	755,068	773,237	796,397
SEWER	2,876,173	2,459,423	1,690,064	1,952,101	1,308,780	1,353,727	1,385,084	1,426,027
CAPITAL ACQUISITIONS	400	158,324	110,667	113,694	6,843,151	95,113	83,500	0
Total - All Operating Funds	11,442,295	13,563,905	9,057,736	8,503,792	13,916,319	6,655,515	6,903,941	6,572,927

COMPARISON OF ALL REVENUES

OTHER REVENUE	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
Interest Income - Lease	0	0	81,604					
Federal Grant Revenue - ARPA	2,000	0	50,392	0	0	0	0	0
Miscellaneous	15,000	15,000	21,893	9,000	12,558	8,980	8,540	4,790
Delq Personal Property Revenue	3,000	3,000	2,782	4,000	6,274	14,155	8,039	15,230
Investment Interest	30,000	15,000	6,133	15,000	22,915	38,953	21,686	16,147
Spec Assesment - Eldorado	0	0	0	0	0	0	7,746	8,893
Workers Compensation Dividend	7,000	0	0	0	4,771	0	571	0
Property Liability Div Revenue	10,000	6,500	10,010	6,500	6,878	6,716	7,084	8,256
Building Permits	95,000	95,000	172,102	95,000	45,188	142,422	60,866	85,747
Employee Benefit Contributions	22,000	22,000	15,825	4,500	16,000	19,200	28,312	31,334
Zoning, Site Plan, Special Use Perm	8,500	8,500	7,401	6,000	11,048	3,165	3,317	2,810
Plumbing and/or Heating Permits	10,000	10,000	14,577	24,500	13,740	28,072	19,746	13,580
Electrical Permits	10,000	10,000	12,128	16,000	9,596	13,899	14,469	10,588
Licenses & Registrations	14,000	14,000	17,000	9,000	3,495	7,825	10,215	7,955
Dog & Cat Licenses	1,100	1,100	1,175	1,100	1,289	1,008	1,492	1,383
Cable TV Franchise Fee	120,000	120,000	111,105	120,000	115,063	130,099	116,186	125,384
302 Michigan Job Training	1,000	1,000	1,512	1,000	805	2,474	0	1,133
SMART Municipal Credits	0	9,685	0	8,700	0	0	0	0
District Court Fines	70,000	70,000	71,992	120,000	127,175	104,377	79,245	95,574
Community Development Block Grant	8,000	8,000	0	4,000	1,219	16,775	3,143	2,916
Sidewalk Permits & Repairs	250,000	200,000	27,175	10,000	0	0	0	0
Weed/Code Enforcement	0	14,788	6,110	0	0	0	0	0
American Tower-Metro-PCS Lease	48,000	48,000	46,027	45,000	41,369	41,369	46,847	36,934
Water Fund Lease of DPS Building	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917
Equipment Rentals - Brush Chipping	0	0	0	0	0	18	0	78
Road Funds Lease of DPS Building	4,000	4,000	4,000	1,639	1,639	1,639	1,639	1,639
Retirees Spouse Medical Coverage	0	0	0	0	0	0	68	0
Recreation Fees	2,500	15,000	2,297	10,000	29,744	18,957	26,240	95,500
Dog Park Revenue	0	1,600	1,556	2,500	0	0	0	0
Community Garden Revenue	1,800	1,800	1,815	0	0	0	0	0
Tree Sales	0	0	0	0	160	0	0	0
Community Center Rental	65,000	65,000	72,112	25,000	33,366	77,456	55,596	31,169
Police Forfeitures State	0	0	0	0	0	1,067	0	14,932
Police Forfeitures Federal	0	0	0	0	0	0	0	0
Police Charges for Services	15,000	15,000	12,663	15,000	14,131	12,591	11,220	11,317
AT & T Lease Payments	60,889	60,889	43,405	60,889	60,889	60,889	58,232	69,266
Donations	0	1,400	0	14,000	9,869	15,750	13,500	13,000
Election Reimbursements	0	0	0	8,268	0	0	3,708	3,233
Public Service Reimbursement	25,000	20,000	25,887	20,000	9,242	21,714	18,331	13,664
METRO Authority Act Payment	18,000	18,000	18,319	15,000	17,096	15,472	15,440	15,697
Sale of Fixed Assets	0	0	2,650	0	0	627	2,750	100
Workers Comp. Reimbursement	20,000	19,393	0	0	0	0	0	18,316
Insurance Reimbursement	0	0	101	0	0	6,888	7,527	3,304
Insurance Recoveries	0	0	0	2,214	2,236	14,411	35,455	0
Sale of Abandoned Property	0	150,000	0	0	0	0	0	0
Unearned Revenue	0	200,000	379,526	0	0	0	0	42
Weed/Code Enforcement Revenue	50,000	14,788						
Interest Income - Leases	0	0						
Total - Other Revenue	991,706	1,248,572	1,246,190	678,727	622,672	831,885	692,127	764,828

LONG TERM FINANCIAL PLAN FORECASTS

GENERAL FUND REVENUE CATEGORY	Actual FY 21-22	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
PROPERTY TAXES								
General Operating	2,563,680	2,845,012	3,020,630	2,880,135	2,897,697	2,915,259	2,932,821	2,950,382
Public Safety								
Refuse Collection	384,523	426,724	453,065	431,992	434,627	437,261	439,895	442,529
Street Resurfacing								
Library								
SUBTOTAL ALL MILLAGE RELATED TAXES	2,948,203	3,271,736	3,473,695	3,312,128	3,332,324	3,352,519	3,372,715	3,392,911
Percentage Increase	6.218%	763.834%	17.824%	1.235%	-4.070%	1.220%	1.212%	1.205%
Administrative Fee	89,107	88,000	90,000	90,900	91,809	92,727	93,654	94,591
Tax Penalties	29,231	35,000	35,000	40,000	40,000	40,000	40,000	40,000
SUBTOTAL - OTHER TAX RELATED REVENUE	118,338	123,000	125,000	130,900	131,809	132,727	133,654	134,591
TOTAL PROPERTY TAXES	3,066,541	3,394,736	3,598,695	3,443,028	3,464,133	3,485,246	3,506,370	3,527,502
Percentage Increase	6.160%	585.694%	17.354%	1.423%	-3.739%	1.226%	1.219%	1.212%
FEDERAL AND STATE SOURCES	Actual FY 21-22	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
State Shared Revenue	496,982	477,151	499,818	504,816	509,864	514,963	520,113	525,314
Federal and State Grants	57,637	0	2,000					
TOTAL STATE SOURCES	554,619	477,151	501,818	504,816	509,864	514,963	520,113	525,314
Percentage Increase/Decrease	-27.428%	-13.968%	5.170%	0.597%	1.000%	1.000%	1.000%	1.000%

LONG TERM FINANCIAL PLAN OTHER REVENUE SOURCES	Actual FY 21-22	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Miscellaneous	21,893	15,000	15,000	12,000	12,000	12,000	12,000	12,000
Investment Interest	6,133	15,000	30,000	30,600	31,212	31,836	32,473	33,122
Delq Personal Property Revenue	2,782	3,000	3,000	7,000	7,000	7,000	7,000	7,000
Workers Compensation Dividend	0	0	7,000	0	0	0	0	0
Building Permits	172,102	95,000	95,000	96,425	97,871	99,339	100,830	102,342
Special Assessment- Eldorado	0	0	0	0	0	0	0	0
Zoning, Site Plan, Special Use Permits	7,401	8,500	8,500	8,628	8,757	8,888	9,022	9,157
Plumbing and/or Heating Permits	14,577	10,000	10,000	10,150	10,302	10,457	10,614	10,773
Electrical Permits	12,128	10,000	10,000	10,150	10,302	10,457	10,614	10,773
Licenses and Registrations	17,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000
Dog and Cat Licenses	1,175	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Cable TV Franchise Fees	111,105	120,000	120,000	120,000	120,000	120,000	120,000	120,000
302 Michigan Job Training Council Funds	1,512	1,000	1,000	2,000	2,000	2,000	2,000	2,000
SMART Municipal Credits	0	9,685	0	7,000	7,000	7,000	7,000	7,000
District Court Fines	71,992	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Community Development Block Grants	0	8,000	8,000	6,000	6,000	6,000	6,000	6,000
Sidewalk Permits and Repairs	27,175	200,000	250,000	0	0	0	0	0
Sale of Abandoned Property	0	150,000	0	0	0	0	0	0
Metro-PCS Lease	46,027	48,000	48,000	45,000	45,000	45,000	45,000	45,000
Water Fund Lease of DPS Building	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917
Equipment Rentals - Brush Chipping	0	0	0	0	0	0	0	0
Road Funds Lease of DPS Building	4,000	4,000	4,000	1,639	1,639	1,639	1,639	1,639
Retirees Spouse Medical Coverage	0	0	0	0	0	0	0	0
Recreation Fees	2,297	15,000	2,500	2,500	2,500	2,500	2,500	2,500
Weed/Code Enforcement	6,110	14,788	50,000	0	0	0	0	0
Community Center Rental	72,112	65,000	65,000	71,500	78,650	86,515	95,167	104,683
Police Charges for Services	12,663	15,000	15,000	15,000	15,000	15,000	15,000	15,000
AT & T Lease Payments	43,405	60,889	60,889	60,889	60,889	60,889	60,889	60,889
Donations	0	1,400	0	0	0	0	0	0
METRO Act Payments	18,319	18,000	18,000	14,000	14,000	14,000	14,000	14,000
Dog Park Revenue	1,556	1,600	0	0	0	0	0	0
Sale Of Fixed Assests	2,650	0	0	0	0	0	0	0
Property Liability Dividend	10,010	6,500	10,000	6,000	6,000	6,000	6,000	6,000
Workers Comp. Reimbursement	0	0	20,000	0	0	0	0	0
Insurance Reimbursement	101	0	0	0	0	0	0	0
Insurance Recoveries	0	0	0	0	0	0	0	0
Election Reimbursements	0	0	0	0	0	0	0	0
Police Forfeitures Rev - State	0	0	0	0	0	0	0	0
Police Forfeitures Rev - Federal	0	0	0	0	0	0	0	0
Sale of Abandoned Property	0	0	0	0	0	0	0	0
Employee Benefit Contributions	15,825	22,000	22,000	24,200	26,620	29,282	32,210	35,431
Public Services Reimbursement	25,887	20,000	25,000	21,000	21,000	21,000	21,000	21,000
SOCRRRA Refund	0	0	0	0	0	0	0	0
Unearned Revenue	379,526	200,000	0	0	0	0	0	0
Community Garden Revenue	1,815	1,800	1,800	0	0	0	0	0
Interest Income - Leases	81,604	0	0	0	0	0	0	0
TOTAL - OTHER REVENUES	1,195,798	1,229,179	989,706	661,698	673,760	686,820	700,973	716,326
	Actual FY 21-22	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
LONG TERM FINANCIAL PLAN								
SUB- TOTAL GENERAL FUND	4,816,959	5,101,066	5,090,219	4,609,541	4,647,757	4,687,029	4,727,455	4,769,142
TRANSFER/OTHER FUNDS	0	0	0	0	0	0	0	0
TOTAL GENERAL FUND REVENUES	4,816,959	5,101,066	5,090,219	4,609,541	4,647,757	4,687,029	4,727,455	4,769,142
Percentage Increase	155.053%	5.898%	-0.213%	-9.443%	0.829%	0.845%	0.863%	0.882%

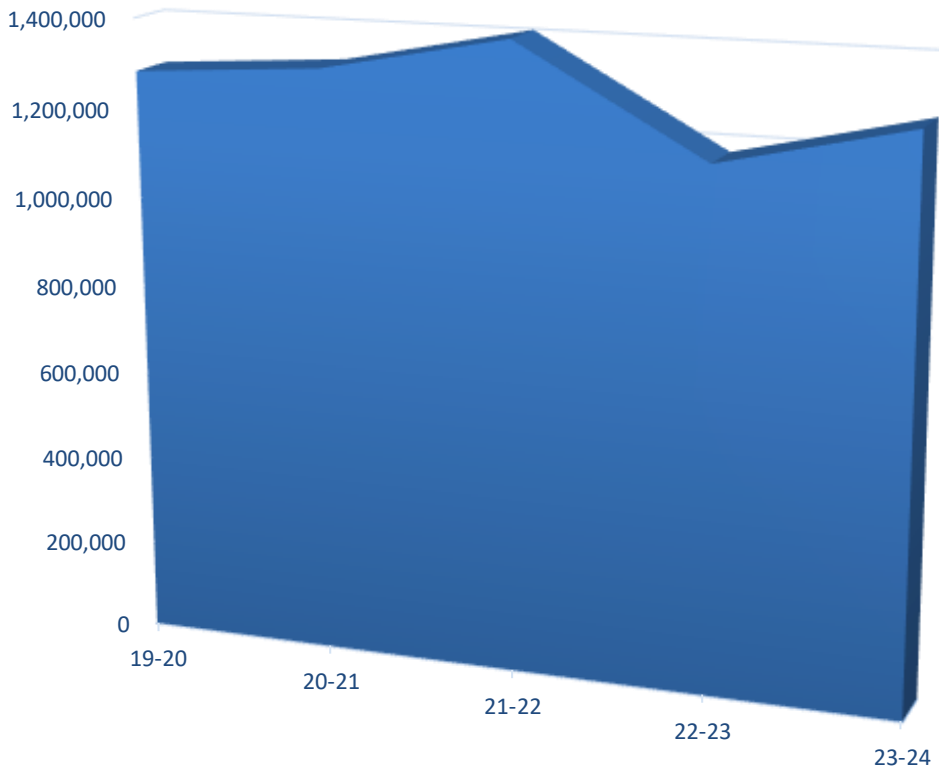
LONG TERM FINANCIAL PLAN EXPENDITURE AREA	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Government Services	781,690	606,050	530,063	539,792	549,750	559,942	570,373
Administration	894,858	898,504	920,097	942,498	965,743	989,871	1,014,921
Buildings and Grounds	127,859	127,859	132,328	134,264	136,236	138,246	140,295
Police Department	2,400,256	2,559,060	2,607,049	2,654,247	2,701,987	2,750,279	2,799,133
Public Services (DPS)	512,926	475,859	487,610	499,667	512,039	524,734	537,762
Leaf Collection	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Refuse Collection	369,794	387,925	399,563	411,550	423,896	436,613	449,711
Recreation	50,642	23,250	23,831	24,427	25,038	25,664	26,305
Contingency Capital Reserve Fund	157,924	0	0	0	0	0	0
TOTAL - GENERAL FUND EXPENDITURES	5,302,949	5,085,507	5,107,541	5,213,446	5,321,690	5,432,349	5,545,500

Percentage Increase	18.997%	6.253%	-3.685%	2.516%	4.193%	4.199%	4.206%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(201,883)	4,712	(497,999)	(565,689)	(634,661)	(704,894)	(776,358)
OTHER FUNDING SOURCES (USES)							
OPERATING TRANSFERS IN							
OPERATING TRANSFERS OUT							
TRANSFER FROM PRIMARY GOV'T. TO COMPONENT UNIT							
TOTAL	0	0	0	0	0	0	0
EXCESS OF REVENUE AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(201,883)	4,712	(497,999)	(565,689)	(634,661)	(704,894)	(776,358)
BEGINNING FUND BALANCE	(3,148,966)	(3,350,849)	(3,346,137)	(3,844,136)	(4,409,825)	(5,044,486)	(5,749,380)
RESERVED							
ENDING FUND BALANCE	(3,350,849)	(3,346,137)	(3,844,136)	(4,409,825)	(5,044,486)	(5,749,380)	(6,525,738)

Percentage Increase	6.411%	-0.141%	14.883%	14.716%	14.392%	13.974%	13.503%
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GENERAL FUND BALANCE STATEMENT

FISCAL YEAR	BEGINNING BALANCE	SURPLUS (REDUCTION)	ENDING BALANCE	BSF*	TOTAL BALANCE
23-24	1,163,166	20,412	1,262,614	0	1,262,614
22-23	1,397,794	(79,036)	1,163,166	0	1,163,166
21-22	1,312,360	45,800	1,397,794	0	1,397,794
20-21	1,283,485	28,875	1,312,360	0	1,312,360
19-20	2,265,451	(981,966)	1,283,485	0	1,283,485
18-19	2,429,899	(164,448)	2,265,451	0	2,265,451
17-18	2,537,400	(107,501)	2,429,899	0	2,537,400



GENERAL FUND EXPENDITURES

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SUMMARY OF ADOPTED EXPENDITURES GENERAL FUND EXPENDITURES

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EXPENDITURES - ALL FUNDS

EXPENDITURES - ALL FUNDS - FY 22/23 TO FY 23/24

COMPARISON OF ALL EXPENDITURES

LONG-TERM FINANCIAL PLAN

GENERAL FUND EXPENDITURES

Offsetting General Fund Revenues is the corresponding expenditure side. Revenues of \$5,090,219 and expenditures of \$5,085,506 leave a surplus of \$4,712 for the General Fund Balance. Lathrup Village, like all municipalities, is required to submit a balanced budget. General Fund Expenditures cover the following operations:

- Government Services
- Administration
- Building and Grounds
- Police and Fire
- Department of Public Service (DPS) - Leaf & Refuse Collection and Disposal
- Recreation
- Contingencies and Capital Needs

This bookmark provides a review of expenditures in summary fashion. There are charts and graphs within this tab that will show the relationship between budgets, comparisons of the last fiscal year to the projected fiscal year, the comparison of the General Fund to all funds, a six-year comparison of expenditures, and wage and fringe benefit information. **Overall General Fund Expenditures for FY 2023-24 are projected to decrease by \$217,443 as compared with the FY 2022-23 budget.** Specific details of all General Fund expenditures are found, and discussed, under each of the respective budgets.

In the preparation of expenditure projections, several tools are used. The first tool is to review the comparison of expenditures for each Department. This comparison looks at the historical record of actual costs over the last eight fiscal years. The second tool is to review the long-term financial plan to see how expenditures are tracking in relation to the plan.

As has been previously discussed, the value of our long-term financial plan was discussed during our preliminary budget discussions. Next, we review all our labor and other contracts to determine the necessary funding to meet these obligations. Finally, we review any necessary adjustments that will provide enhancements to the operations of each Department. The sum of these tools results in expenditure projections that are as accurate as can be made for the fiscal year.

We have met our expenditures based on the projections contained in the revenues section of this budget and the use of fund balance. Despite the modest increase in Taxable Value, the expenditures for the FY 2023/24 budget were given great consideration as to how best to allocate resources during the budget year.

Last year, the FY 2022/23 budget reflected a 2% increase in the level of funding for Lathrup Services, LLC, our contracted Department of Public Services, to add an additional staff member, with the expectation of providing a higher level of services for our residents. For FY2023/24, a 2% increase is included for the Lathrup Services contract. It also should be noted, Fire, EMS, Police Dispatch contract is currently under negotiations. A placeholder reflecting a 5% increase has been added to the FY 2023/24 budget. Once negotiations are complete the actual planned expense for Fire, EMS, and Police Dispatch will be corrected prior to budget adoption in June.

FUND/ACTIVITY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
EXPENDITURES	4,771,159	5,302,949	5,158,333	3,744,059	5,085,506	(217,443)

**CITY OF LATHRUP VILLAGE
SUMMARY OF EXPENDITURES BY FUND AND SOURCE**

FY 2023-24

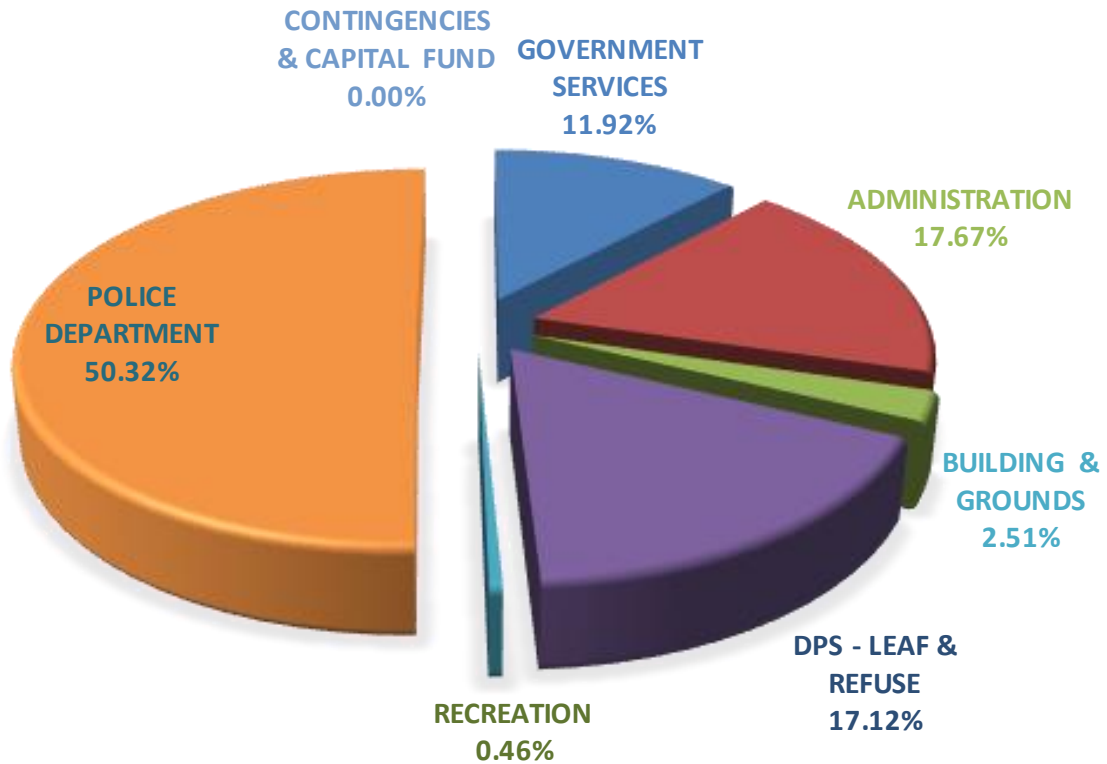
DEPARTMENT	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
GOVERNMENT SERVICES	711,592	781,690	575,530	402,257	606,050	(175,640)
ADMINISTRATION	779,101	894,858	788,658	552,458	898,504	3,646
BUILDING AND GROUNDS	137,801	127,859	125,859	109,784	127,859	(0)
PUBLIC SAFETY	2,182,161	2,400,256	2,394,376	1,703,534	2,559,060	158,804
DPS- LEAF & REFUSE COLLECT	821,612	889,720	1,104,990	806,131	870,784	(18,936)
RECREATION	28,441	50,642	10,996	9,502	23,250	(27,392)
CONTINGENCIES & CAPITAL FUN	110,450	157,924	157,924	160,393	-	(157,924)
Total - General Fund	4,771,159	5,302,949	5,158,333	3,744,059	5,085,506	(217,443)
MAJOR STREETS FUND	746,983	1,327,050	1,308,850	1,268,798	570,933	(756,117)
LOCAL STREETS FUND	512,210	1,605,550	1,533,015	1,101,758	646,693	(958,857)
WATER FUND	707,915	2,970,562	1,675,810	1,244,739	1,845,836	(1,124,726)
SEWER FUND	1,511,002	2,460,483	2,461,944	1,095,980	3,083,894	623,411
DEBT SERVICE FUND	471,847	662,966	662,966	662,966	745,721	(875)
CAPITAL ACQUISITIONS	62,520	157,924	157,924	157,924	-	(157,924)
Total Expenditures - All Funds	8,783,636	14,487,485	12,958,842	9,276,224	11,978,583	(2,508,902)

GENERAL FUND EXPENDITURES

FY 2023-2024

DEPARTMENT	BUDGETED
GOVERNMENT SERVICES	606,050
ADMINISTRATION	898,504
BUILDING & GROUNDS	127,859
DPS - LEAF & REFUSE	870,784
RECREATION	23,250
POLICE DEPARTMENT	2,559,060
CONTINGENCIES & CAPITAL FUND	0
Total - General Fund	5,085,506

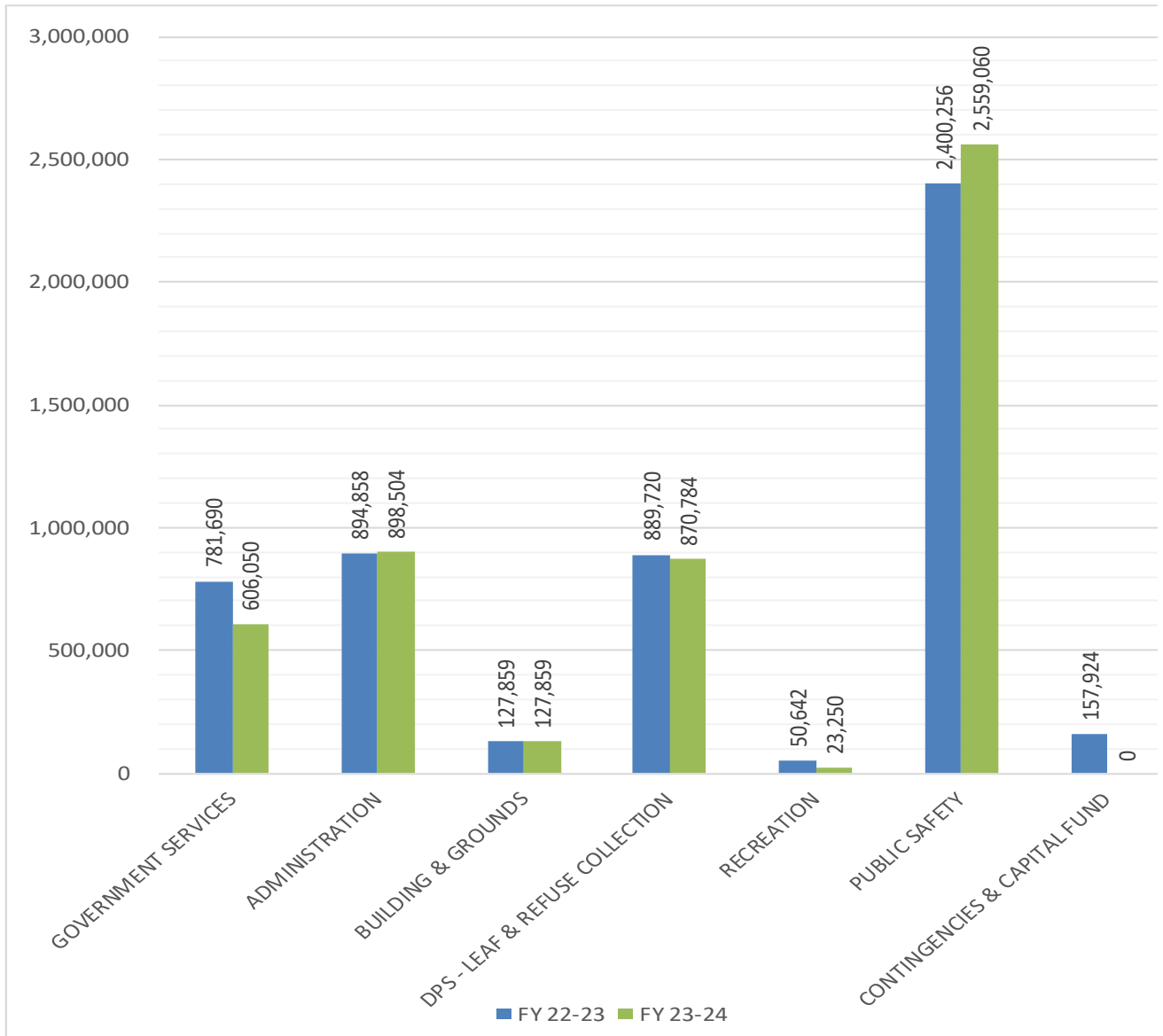
GENERAL FUND EXPENDITURES BY DEPARTMENT



G.F. EXPENDITURES - FY 22-23 TO FY 23-24

FY 2022-2023 TO FY 2023-2024

DEPARTMENT	FY 22-23	FY 23-24
GOVERNMENT SERVICES	781,690	606,050
ADMINISTRATION	894,858	898,504
BUILDING & GROUNDS	127,859	127,859
DPS - LEAF & REFUSE COLLECTION	889,720	870,784
RECREATION	50,642	23,250
PUBLIC SAFETY	2,400,256	2,559,060
CONTINGENCIES & CAPITAL FUND	157,924	0
Total - General Fund	5,302,949	5,085,506

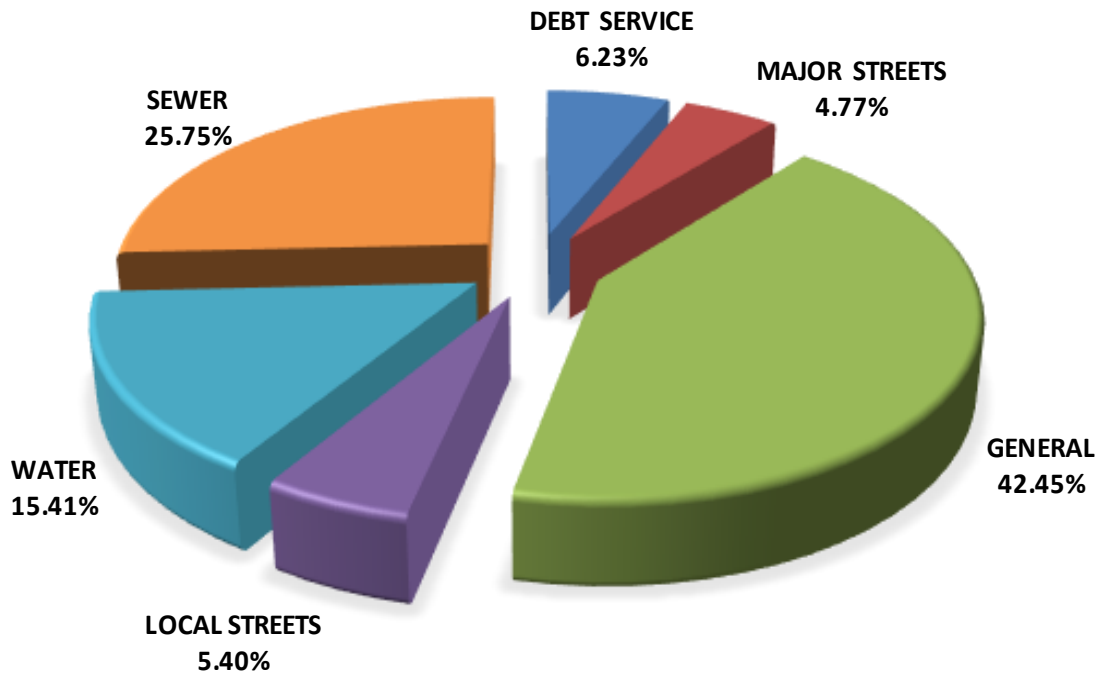


EXPENDITURES - ALL FUNDS

FY 23-24

FUND	BUDGETED
DEBT SERVICE	745,721
MAJOR STREETS	570,933
GENERAL	5,085,506
LOCAL STREETS	646,693
WATER	1,845,836
SEWER	3,083,894
CAPITAL ACQUISITION	0
TOTAL	11,978,583

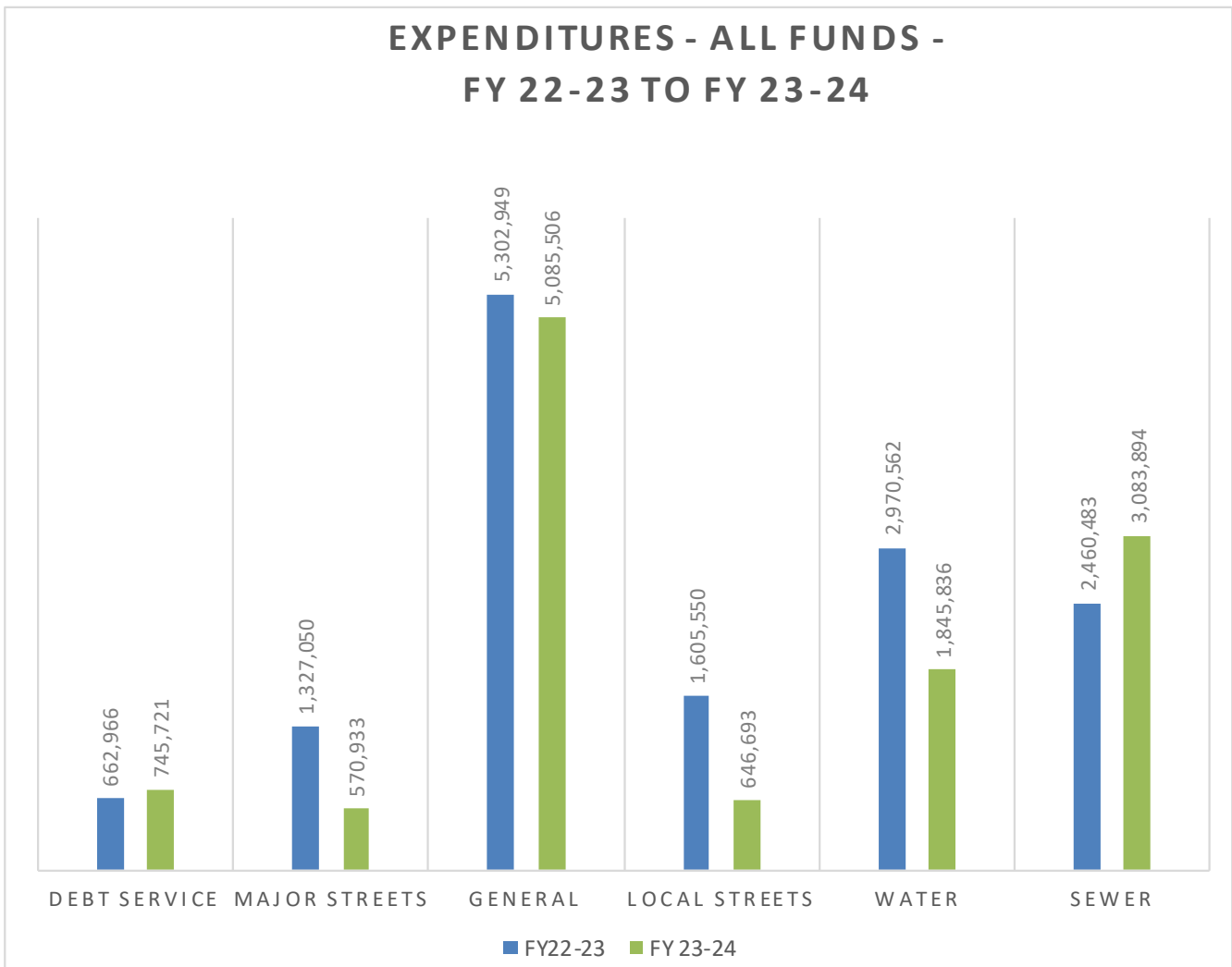
EXPENDITURES - ALL FUNDS - FY 2023-2024



EXPENDITURES - ALL FUNDS

FY 22-23 TO FY 23-24

FUND	FY22-23	FY 23-24
DEBT SERVICE	662,966	745,721
MAJOR STREETS	1,327,050	570,933
GENERAL	5,302,949	5,085,506
LOCAL STREETS	1,605,550	646,693
WATER	2,970,562	1,845,836
SEWER	2,460,483	3,083,894
TOTAL	14,329,561	11,978,583



COMPARISON OF ALL EXPENDITURES

COMPARISON OF ALL EXPENDITURES

SUMMARY EXPENDITURES	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
GOVERNMENT SERVICES	606,050	781,690	735,829	567,150	472,421	0	487,871	407,407
ADMINISTRATION	898,504	894,858	779,101	755,909	644,741	507,673	507,673	434,831
BUILDING AND GROUNDS	127,859	127,859	137,801	167,928	119,461		105,289	98,369
POLICE DEPARTMENT	2,559,060	2,400,256	2,182,161	2,388,364	2,060,522	0	1,945,956	2,071,631
DPS - LEAF & REFUSE COLLECT	870,784	889,720	812,416	578,739	489,068	455,982	455,982	415,525
RECREATION	23,250	50,642	28,441	84,145	81,101	0	105,381	159,182
CONTINGENCIES & CAPITAL FUN	0	157,924	110,450	245,821	112,950	225,769	225,769	233,994
Total - General Fund	5,085,506	5,302,949	4,786,201	4,788,056	3,980,264	1,189,424	3,833,921	3,820,940
MAJOR STREETS FUND	570,933	570,933	746,982	167,306	338,055	0	373,288	195,303
LOCAL STREETS FUND	646,693	1,605,550	745,222	393,816	380,814	391,236	391,236	432,392
WATER FUND	707,915	2,970,562	56,074	1,185,229	1,000,994	1,013,407	908,233	683,159
SEWER FUND	3,083,894	2,460,483	1,444,387	1,908,232	1,294,340	1,515,926	1,091,465	1,143,848
DEBT SERVICE FUND	745,721	662,966	471,847	125,567	124,002	122,297	125,467	43,939
CAPITAL ACQUISITIONS	-	157,924	62,520	245,821	112,950	95,875	94,100	79,362
Total Expenditures - All Funds	10,269,729	13,907,417	8,313,234	8,814,027	7,231,420	4,328,165	7,005,064	6,398,944

LONG TERM FINANCIAL PLAN EXPENDITURE AREA	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Government Services	781,690	606,050	530,063	539,792	549,750	559,942	570,373
Administration	894,858	898,504	920,097	942,498	965,743	989,871	1,014,921
Buildings and Grounds	127,859	127,859	132,328	134,264	136,236	138,246	140,295
Police Department	2,400,256	2,559,060	2,607,049	2,654,247	2,701,987	2,750,279	2,799,133
Public Services (DPS)	512,926	475,859	487,610	499,667	512,039	524,734	537,762
Leaf Collection	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Refuse Collection	369,794	387,925	399,563	411,550	423,896	436,613	449,711
Recreation	50,642	23,250	23,831	24,427	25,038	25,664	26,305
Contingency Capital Reserve Fund	157,924	0	0	0	0	0	0
TOTAL - GENERAL FUND EXPENDITURES	5,302,949	5,085,507	5,107,541	5,213,446	5,321,690	5,432,349	5,545,500

GOVERNMENT SERVICES

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GOVERNMENT SERVICES EXPENDITURES

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COMPARISON OF ALL EXPENDITURES

LONG TERM FINANCIAL PLAN

GOVERNMENT SERVICES

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

Overall Government Services expenditures are projected to decrease by \$175,640 or 22% from FY 2022/23. The Government Services budget represents 11.95% of the total General Fund expenditures. This area of the budget reflects the concern outlined earlier where, when spread across several line items, even small increases in line items can cause budgets to grow at a rate higher than revenues as reflected by the above data. As the index bookmark lists, there is additional information that shows both historical and future funding levels for this budget.

GENERAL FUND GOVERNMENT SERVICES	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
GOVERNMENT SERVICES	711,592	781,690	575,530	402,257	606,050	(175,640)

GOVERNMENT SERVICES - LINE-ITEM DEFINITIONS

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

Unemployment Insurance: Reflects the cost for required payments into our Michigan Employment Securities Commission (MESCC) account to cover costs for the provision of unemployment benefits to qualified individuals.

Workers Compensation Insurance: Reflects the cost for the provision of workers compensation insurance as required by the State of Michigan. We participate in the Michigan Municipal League Workers Compensation Fund. Payments for this insurance are based on payroll levels and rates established by the State for various job classifications.

Office Supplies: Reflects the cost for necessary office supplies.

Tax Tribunal Appeal Refunds: Reflects the projected amount of refunds for Michigan Tax Tribunal downward adjustments on property values.

Memberships and Meetings. Reflects the cost for professional membership, registration, and attendance at meetings for staff and elected officials.

Building Inspection Contract: Reflects the anticipated cost for inspection services for all building-related activities paid to City Municipal Services.

Code Enforcement: Reflects the cost for nuisance cuts.

Cable TV Productions: Reflects the cost to operate our cable department. The expenditure includes funding for the contracted Cable Coordinator and staff based on an Independent Contractor relationship.

Citizen Communication: Reflects the printing and mailing cost for the City's newsletter and costs associated with our Web Page.

Auditing Services: Reflects the cost for a portion of our annually required independent audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.

Telephone Billings: Reflects the cost for telephone, pager, fax, voicemail, and Internet services.

Vehicle Expense: Reflects the cost for the maintenance of vehicle assigned to administration and vehicle allowance for city administrator.

City Appreciation Functions: Reflects the cost for the City's periodic appreciation gathering for staff and members of the City's Boards and Commissions and appreciation dinner for outgoing Council Members.

Training – Reflects the costs for staff and elected officials to obtain training and attending conferences.

City Planning Services: Reflects the costs associated for professional planning services for the City. This has included the services of Giffels Webster for engineering for the planning, engineering, and zoning.

City Beautification Projects: Reflects the costs associated with beautification projects throughout the City. An example would be the Home & Garden Awards program.

C.D.B.G. Funded Projects: Reflects a corresponding expenditure for projected revenues. Expenditures under this line item are pre-determined during a public hearing process held in December of each year for the following year.

Printing Costs: Reflects the cost of all necessary publications. For example, all legal notices for public hearings, publication of adopted ordinances, and other miscellaneous printing needs are included in this line item.

Postage Meter: This line item reflects the costs for mailing. This was previously included on the Printing Cost line item but has been broken out in order to monitor both costs separately.

Liability Insurance: Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.

Miscellaneous: Reflects a small figure for unanticipated expenses.

Government Operations: Reflects the cost for other government-related activities, such as office machine maintenance, ADP payroll services and printing.

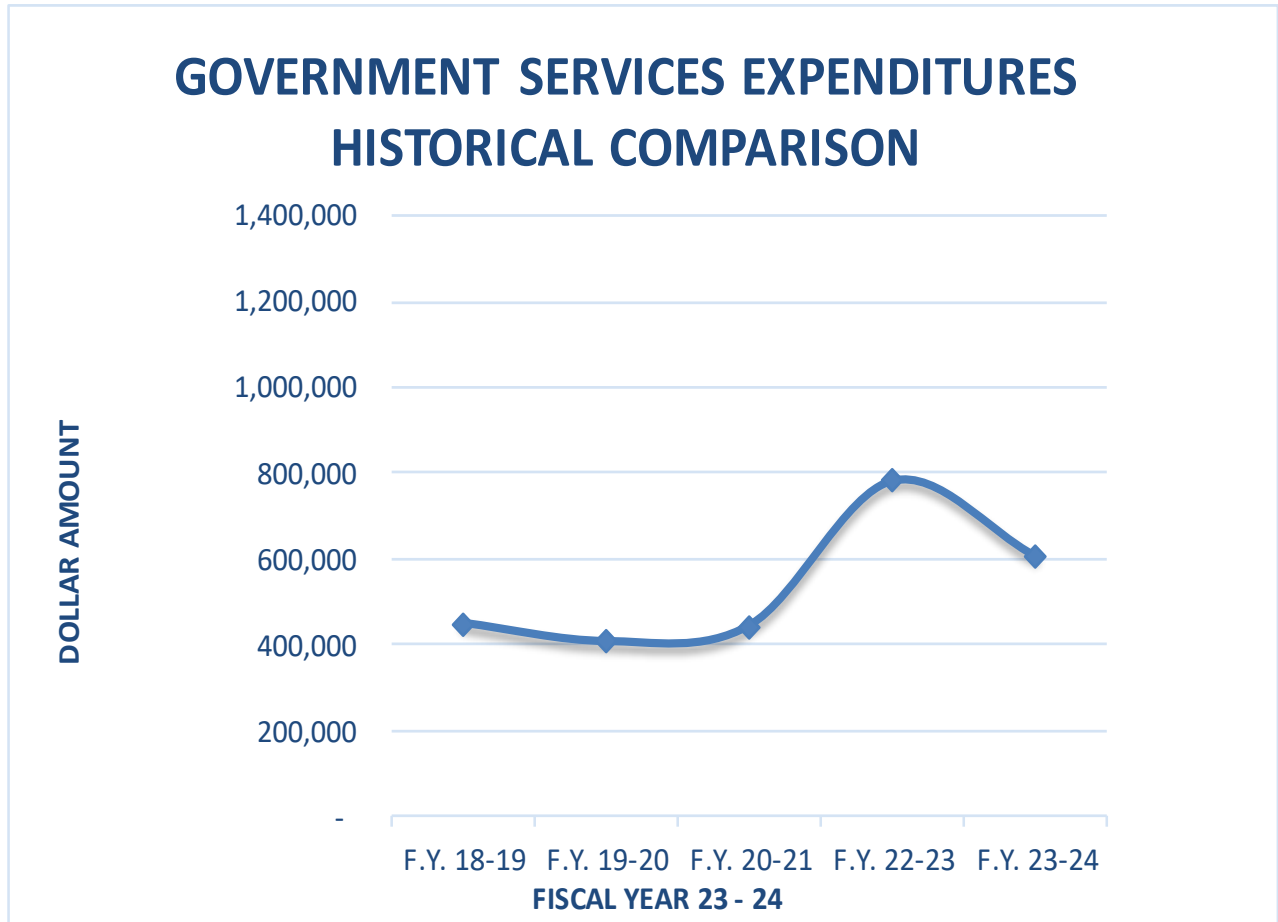
Library Contract Payments: Reflects the cost for library services through the City of Southfield.

Community Center Payments: Reflects the payments for community center expenditures.

GOVERNMENT SERVICES EXPENDITURES

HISTORICAL COMPARISON FY 23-24

FISCAL YEAR	AMOUNT
F.Y. 17-18	410,095
F.Y. 18-19	450,029
F.Y. 19-20	407,407
F.Y. 20-21	443,940
F.Y. 22-23	781,690
F.Y. 23-24	606,050



**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2023-24**

GENERAL FUND GOVERNMENT SERVICES	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Unfunded Pension Liability		-	-	-	-	-
Unemployment Insurance	49	50	52	52	50	0
Workers Compensation Insurance	6,427	7,000	7,000	-	7,000	0
Office Supplies	6,176	6,000	6,000	4,045	6,000	0
Office Supplies - COVID	100	-	-	-	-	0
Tax Tribunal Appeal Refunds	1,197	1,500	10,366	10,366	1,500	0
Memberships and Meetings	4,751	6,000	8,000	7,266	6,500	500
Building Inspection Contract	83,376	70,000	30,000	27,901	60,000	(10,000)
Code Enforcement	3,283	4,500	-	-	3,000	(1,500)
Cable TV Productions	40,796	55,000	50,000	38,726	40,000	(15,000)
Citizen Communication/ PR	10,235	15,000	10,000	6,439	5,000	(10,000)
Auditing Services	34,157	34,840	43,845	43,845	45,000	10,160
Telephone Billings	17,523	18,000	12,000	7,867	18,000	0
Vehicle Expense	5,863	6,500	2,000	285	5,000	(1,500)
City Appreciation Functions	-	-	-	-	-	0
Training	4,516	5,000	8,000	7,329	8,000	3,000
City Planning/Consulting Fees	7,717	15,300	11,000	9,144	10,000	(5,300)
City Beautification Projects	-	-	-	-	-	0
C.D.B.G. Funded Projects	-	2,000	3,267	3,267	2,000	0
Printing/Publishing Costs	10,942	12,000	10,000	7,795	10,000	(2,000)
Postage Meter	4,822	6,000	6,000	4,173	6,000	0
Liability Insurance Premiums	38,003	40,000	40,000	40,164	41,000	1,000
Miscellaneous	3,960	-	-	-	-	0
Government Operations	30,315	25,000	25,000	24,261	25,000	0
Technology	46,097	45,000	46,000	45,427	60,000	15,000
Library Contract Payments	119,938	132,000	132,000	59,970	172,000	40,000
Community Center Payments	30,958	25,000	25,000	21,705	25,000	0
Repayment to Water-Unfunded Pe	-	-	-	-	-	0
19600 Forest	-	-	-	-	-	0
27907 California NE Drive	-	-	-	-	-	-
ARPA Expenditures	50,392	200,000	40,000	32,230	-	(200,000)
Mers City Contributions	150,000	50,000	50,000	-	50,000	-
Total - Government Services	711,592	781,690	575,530	402,257	606,050	(175,640)

COMPARISON OF ALL EXPENDITURES

GOVERNMENT SERVICES	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
Retirees Benefits	0	0	0	0	0	0	0	0
Unemployment Insurance	50	50	50	50	2	49	50	162
Workers Compensation Insurance	7,000	7,000	6,427	8,500	1,094	7,412	9,695	4,045
Office Supplies	6,000	6,000	6,176	6,000	6,371	7,009	5,798	3,578
Office Supplies - Covid	0	0	100	4,500	1,260	0	0	0
Tax Tribunal Appeal Refunds	1,500	1,500	1,197	2,000	9,121	0	8,212	0
Memberships and Meetings	6,500	6,000	4,751	7,000	8,413	0	0	0
Building Inspection Contract	60,000	70,000	83,376	132,000	85,704	91,697	86,519	65,686
Code Enforcement	3,000	4,500	3,283	2,000	180	1,530	600	0
Cable TV Productions	40,000	55,000	65,033	40,000	36,945	35,580	30,339	29,891
Citizen Communication	5,000	15,000	10,235	10,000	10,331	12,574	14,000	7,814
Auditing Services	45,000	34,840	34,157	19,900	19,621	30,102	20,872	19,778
Telephone Billings	18,000	18,000	17,523	18,000	19,032	16,002	15,140	7,452
Vehicle Maintenance Expense	5,000	6,500	5,863	7,500	6,712	3,003	6,770	1,456
City Appreciation Functions	0	0	0	1,000	179	0	2,030	5,962
Training	8,000	5,000	4,516	5,500	2,751	0	0	0
City Planning Services	10,000	15,300	7,717	6,000	4,300	6,529	2,380	127
City Beautification Projects	0	0	0	1,500	0	4,143	151	7,138
ARPA Expenditures	0	0	50,392	0	0	0	0	0
C.D.B.G. Funded Projects	2,000	2,000	0	4,000	1,250	12,451	2,562	7,640
Printing/Publishing Costs	6,000	12,000	10,942	12,000	11,910	21,325	16,951	8,774
Postage Meter	10,000	6,000	4,822	5,500	2,211	4,924	2,586	2,443
Liability Insurance Premiums	41,000	40,000	38,003	30,000	29,880	26,956	17,207	27,551
Miscellaneous	0	0	3,960	0	0	0	0	0
		0	0	0	0	0	0	0
Government Operations	25,000	25,000	30,315	35,000	39,759	67,602	54,614	43,896
Technology	60,000	45,000	46,097	35,000	20,292	0	0	0
Community Center Payments	25,000	25,000	30,958	25,000	35,167	17,544	16,030	9,403
Library Contract Payments	172,000	132,000	119,938	149,200	119,938	119,938	117,812	117,812
27907 California Dr N.E.	0	0	0	0	0	0	650	450
19600 Forest Drive	0	200,000	0	0	0	1,500	0	10,500
Cash Short/over	0	0	0	0	0	0	0	0
Mers City Contributions	50,000	50,000	150,000	0	0	0	0	0
Unfunded Pension liability	0	0	0	0	0	0	0	828,825
Total - Government Service	606,050	781,690	735,829	567,150	472,421	487,870	430,968	1,210,383

ADMINISTRATION

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ADMINISTRATION

The Administration budget contains expenditures for the main office operations through the funding of several Departments. Included in this budget are the City Administrator, City Clerk, City Treasurer, office support staff, legal services, Board of Review, and assessing services through Oakland County Equalization. Included in this budget is the funding for 10 full-time employees.

The Downtown Development Authority Director/Main Street Manager is funded in part by the City totaling 10% of the compensation package, the rest is funded through the DDA Tax Increment Financing. Most of the expenditures under this budget are for personnel services.

The overall Administration expenditures increased by \$3,646 dollars when compared to the FY 2022/23 budget. The increase in FY 2023/24 is related to the proposed 3% general salary increase for all non-union employees.

GENERAL FUND ADMINISTRATION	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Administration	779,101	894,858	788,658	552,458	898,504	3,646

ADMINISTRATION

LINE-ITEM DEFINITIONS

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

Salaries & Wages – Permanent: Reflects the costs associated with the salaries for 10 full-time employees.

Salaries & Wages – Part-Time: Reflects the costs for any supplemental part-time office help.

Fringe Benefits: Reflects the cost of employer provided benefits such as pension, health insurance, and life insurance.

Code Enforcement – Legal Services: Reflects the cost for the City Attorney's office to represent the City in District Court for traffic and code enforcement issues.

Elections: Reflects the costs to provide the required number of elections in any given fiscal year.

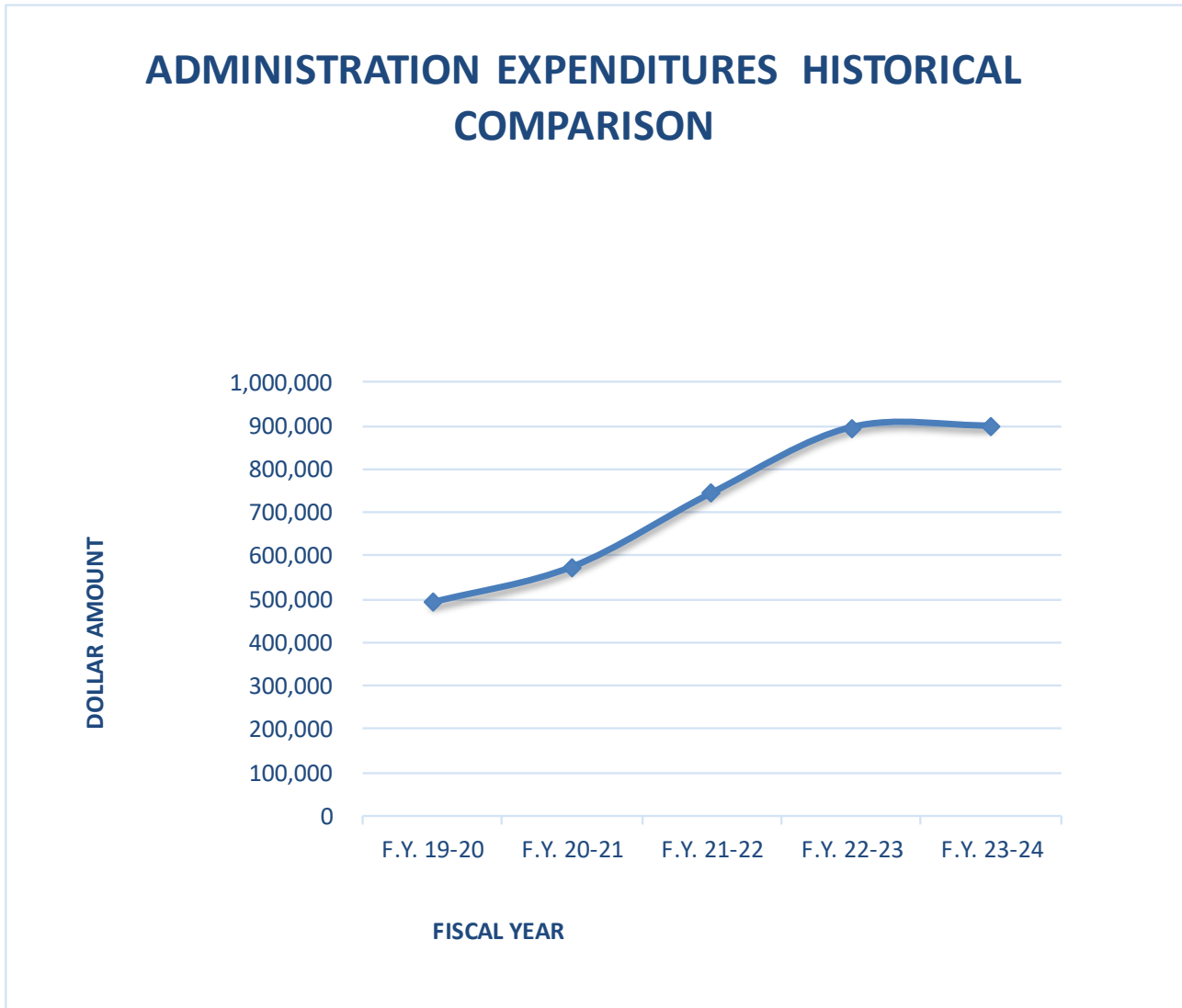
Legal Services: Reflects the cost to retain and utilize necessary legal services.

Board of Review: Reflects the costs to compensate Board of Review members for their required service in any given fiscal year.

County Equalization Services: Reflects the cost of our contractual relationship for the provision of assessing services through the Equalization Division of Oakland County.

ADMINISTRATION EXPENDITURES HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	431,083
F.Y. 19-20	490,782
F.Y. 20-21	572,823
F.Y. 21-22	743,506
F.Y. 22-23	894,858
F.Y. 23-24	898,504



GENERAL FUND ADMINISTRATION	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	381,305	441,036	441,036	297,671	424,403	(16,633)
Salaries & Wages - Part Time	3,465	30,000	30,000	26,250	30,000	0
Fringe Benefits	240,950	307,165	200,000	163,816	277,500	(29,665)
Code Enforcement - Legal Service	22,035	20,000	14,000	10,039	20,000	-
Elections	36,980	10,000	17,078	17,078	60,000	50,000
Legal Services	58,141	50,000	50,000	37,104	50,000	-
Board of Review	600	600	500	500	600	-
Code Enforcement Officer	1,003	-	-	-	-	-
County Equalization Services	34,622	36,057	36,044	-	36,000	(57)
Total - Administration	779,101	894,858	788,658	552,458	898,504	3,646

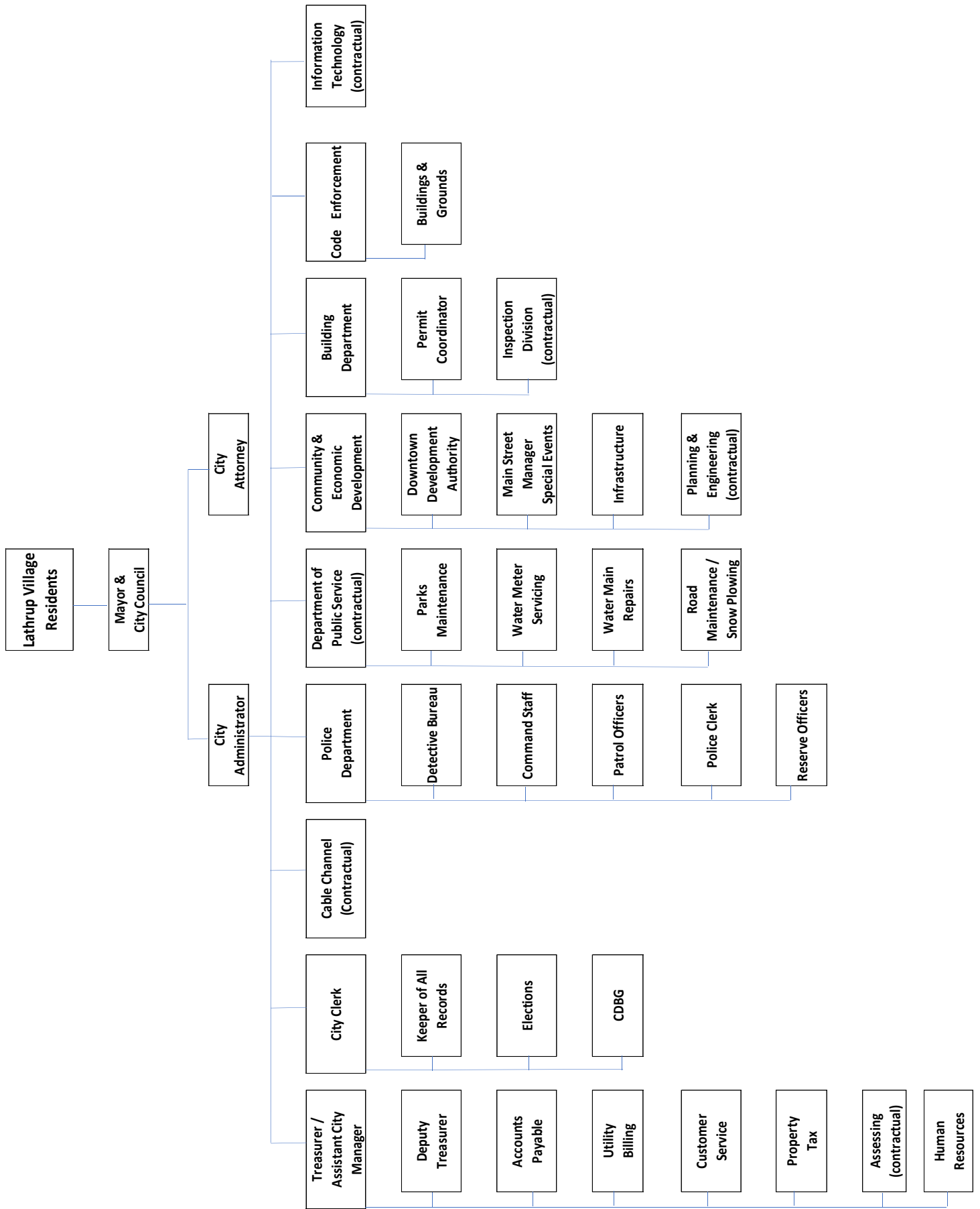
LONG TERM FINANCIAL PLAN ADMINISTRATION	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Salaries & Wages - Full Time	424,403	428,647	432,934	437,263	441,635	446,052
Salaries & Wages - Part Time	30,000	30,600	31,212	31,836	32,473	33,122
Taxes and Fringe Benefits	277,500	291,375	305,944	321,241	337,303	354,168
Code Enforcement - Legal	20,000	20,500	21,013	21,538	22,076	22,628
Elections	60,000	61,500	63,038	64,613	66,229	67,884
Legal Services	50,000	50,500	51,005	51,515	52,030	52,551
Board of Review	600	615	630	646	662	679
County Equalization Services	36,000	36,360	36,724	37,091	37,462	37,836
Code Enforcement Officer	-	0	0	0	0	0
TOTAL - ADMINISTRATION	898,503	920,097	942,498	965,743	989,871	1,014,921

Percentage Increase	0.407%	2.403%	2.435%	2.466%	2.498%	2.531%
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COMPARISON OF ALL EXPENDITURES

ADMINISTRATION	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
Salaries & Wages - Permanent	424,403	441,036	381,305	366,481	339,499	261,628	215,228	172,185
Salaries & Wages - Part Time	30,000	30,000	3,465	46,664	4,964	0	0	6,458
Fringe Benefits	277,500	307,165	240,950	201,429	186,892	133,879	97,388	104,456
Code Enforcement Officer	0	-	1,002.92	-	-	0	0	0
Code Enforcement - Legal Se	20,000	20,000	22,035	17,000	14,236	13,520	24,403	19,954
Elections	60,000	10,000	36,980	28,385	14,764	11,445	8,706	4,217
Legal Services	50,000	50,000	58,141	60,000	49,442	53,925	55,401	35,988
Board of Review	600	600	600	600	550	475	350	527
Training & Seminars	0	0	0	0	-	0	0	0
County Equalization Services	36,000	36,057	34,622	35,350	34,395	32,801	33,357	33,720
Total - Administration	898,504	894,858	779,101	755,909	644,741	507,673	434,831	377,505

CITY OF LATHRUP VILLAGE ORGANIZATIONAL CHART



WAGE & FRINGE BENEFITS - ADMINISTRATION - FY 23-24

POSITION	SALARY	S.S.	PENSION	Education Reimburse	I.C.M.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
City Administrator (68%)	80,546	6,162	4,027		4,833		2,040	-	242	367		17,671
City Treasurer (90%)	89,520	6,848	4,476		1,790		9,718	464	269	408		23,974
Manager Comm & Econ Dev (10%)	8,755	670	438		350		1,539	164	26	40		3,227
City Clerk	63,860	4,885	3,193		2,554		7,869	499	192	291		19,484
UB/AP Specialist - Water/Sewer (5	27,038	2,068	2,704		1,082		3,000	250	165	247		9,515
AA - Costumer Service	51,500	3,940	2,575		1,030		3,000	-	155	235		10,934
DDA Special Project (10%)	4,562	349	23		91		409	300	14	21		1,207
Code Enforcement (55%)	36,823	2,817	1,841		736		6,653	699	110	168		13,025
DT - Account II	61,800	4,728	3,090				13,226	1,494	185	282		23,005
Retirees Medical Coverage							11,973					11,973
Education Reimbursement		230		3,000								3,230
MERS (10) NonUnion			140,256									140,256
MERS (11) Non Union Hired After 08												
Total - Administration	424,403	32,697	162,623	3,000	12,467		59,428	3,870	1,357	2,059		277,500
PT Positions												

SUMMARY - WAGE & FRINGE BENEFITS - ALL DEPARTMENTS & FUNDS- FY 23-24

	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.C.M.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	TOTAL
ADMINISTRATION	424,403	32,697	162,623	3,000	12,467		59,428	3,870	1,357	2,059		277,500
BUILDING & GROUNDS												
PUBLIC SAFETY	987,007	58,933	170,012	40,246	24,258	4,375	322,695	9,828	1,270	4,264	4,766	658,068
PUBLIC SERVICES	129,009		20,000									20,000
RECREATION												
TOTAL - GENERAL FUND	1,540,419	91,630	352,634	43,246	36,725	4,375	382,123	13,699	2,627	6,322	4,766	955,568
DOWNTOWN DEVELOPMENT	171,771	13,140	8,589		5,485		24,357	4,803	515	783	239	57,912
MAJOR STREETS	5,923	453	10,436		355		605		18	27		11,893
LOCAL STREETS	5,923	453	10,436		355		605		18	27		11,893
WATER	20,626	1,578	170,699		426		726		21	32		173,482
SEWER	95,469	544	3,407		426		39,375		21	32		43,806
GRAND TOTAL - ALL FUNDS	1,840,130	107,798	556,200	43,246	43,774	4,375	447,790	18,501	3,221	7,224	5,005	1,254,555

SUMMARY OF EMPLOYEES WITH PAY DISTRIBUTED BETWEEN MORE THAN ONE FUND - FY 23-24

City Administrator	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL VISION	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
GENERAL - 68%	80,546	6,162	4,027		4,833		2,040		242	367		17,671
DDA - 10%	11,845	906	592		711		300		36	54		2,599
MAJOR STREETS - 5%	5,923	453	129		355		605		18	27		1,587
LOCAL STREETS - 5%	5,923	453	129		355		605		18	27		1,587
WATER - 6%	7,107	544	155		426		726		21	32		1,904
SEWER - 6%	7,107	544	155		426		726		21	32		1,904
TOTAL - 100%	118,450	9,061	5,186		7,107		5,001		355	540		27,251

ACM / TREASURER	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL VISION	VISION/ DENTAL	LIFE AD&D	LTD	SICK PAY	FRINGE TOTAL
GENERAL - 90%	89,520	6,848	4,476		1,790		9,718	464	269	408		23,974
DDA - 10%	9,947	761	497		199		1,080	52	30	45	239	2,903
TOTAL - 100%	99,467	7,609	4,973		1,989		10,798	515	298	454	239	26,876

Account Payables/Water	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL VISION	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
GENERAL - 50%	27,038	2,068	2,704		1,082		3,000	250	165	247		9,515
WATER - 25%	13,519	1,034										1,034
SEWER - 25%	13,519											
TOTAL - 100%	54,075	3,103	2,704		1,082		3,000	250	165	247		10,549

Manager - Community & Economic Development	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
GENERAL (10%)	8,755	670	438		350		1,539	164	26	40		3,227
DDA (90%)	78,795	6,028	3,940		3,152		13,849	1,479	236	359		29,043
TOTAL - 100%	87,550	6,698	4,378		3,502		15,388	1,643	263	399		32,270

City Clerk	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
GENERAL (100%)	63,860	4,885	3,193		2,554		7,869	499	192	291		19,484
TOTAL - 100%	63,860	4,885	3,193		2,554		7,869	499	192	291		19,484

DDA Special Projects	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
Administration (General Fund - 10%)	4,562	349	23		91		409	300	14	21		1,207
DDA (90%)	41,057	3,141	2,053		821		3,685	2,700	123	187		12,711
TOTAL - 100%	45,619	3,490	2,076		912		4,095	3,000	137	208		13,918

Code Enforcement Officer	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.M.C.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	FRINGE TOTAL
Administration (General Fund - 55%)	36,823	2,817	1,841		736		6,653	699	110	168		13,025
DDA (45%)	30,128	2,305	1,506		603		5,443	572	90	137		10,657
TOTAL - 100%	66,950	5,122	3,348		1,339		12,096	1,272	201	305		23,682

BUILDING & GROUNDS

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BUILDING & GROUNDS

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

The goal of this department is to provide a building that is clean and neat and continues to reflect positively for those who visit. As always, the Building and Grounds Department will continue striving to present a building that reflects a clean and orderly appearance. Our current provider of the service, Cliff Grant has done an admirable job, while working to contain costs.

Overall, the Building and Grounds expenditures for FY 2023/24 are projected to remain the same as the previous year.

GENERAL FUND BUILDING & GROUNDS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Building & Grounds	137,801	127,859	125,859	109,784	127,859	-

BUILDING & GROUNDS

LINE-ITEM DEFINITIONS

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

Salaries & Wages - Temporary: Reflects the cost for contracted services.

Building Utilities Billings: Reflects the costs for electrical, gas, and water and sewer billings.

Building Maintenance: Reflects the costs for building maintenance supplies. Examples would be cleaning and polishing supplies, repairs for the building, floor wax, small improvements to the building such as paint, bathroom supplies, etc.

Building Authority Lease Payments: Reflects the cost to service the debt for building bond issue of 1997 and has been paid in full.

Equipment Maintenance & Repairs: Reflects the cost of repairing and maintaining all building-related equipment. Examples would be the heating and air conditioning, kitchen equipment, lighting, elevator, etc.

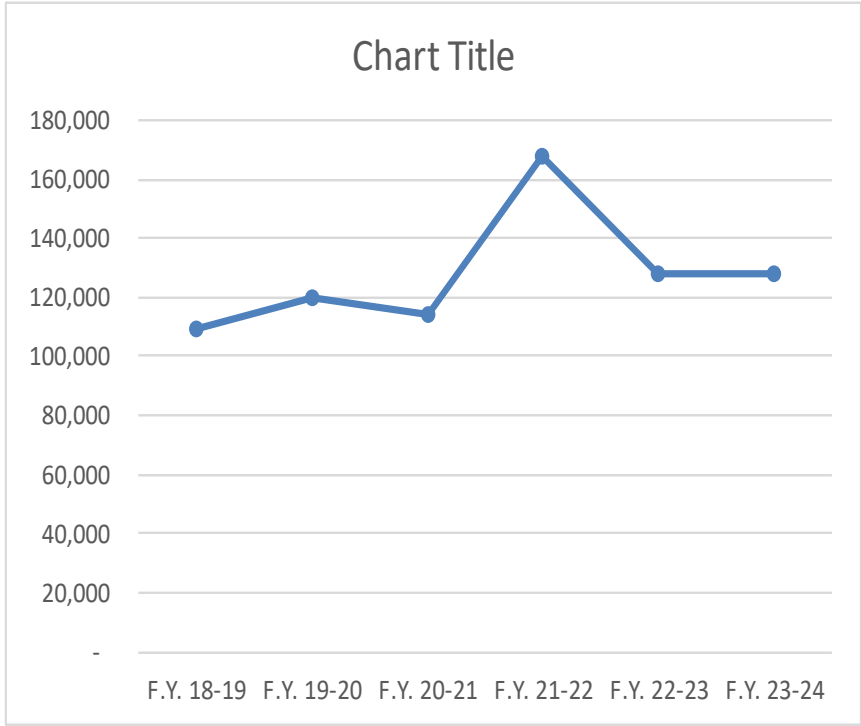
Parking Lot & Grounds: Reflects the cost of maintaining the grounds around the Municipal Building.

Vehicle Maintenance Expense: Reflects the cost to maintain vehicle used for building and grounds maintenance.

BUILDING & GROUNDS EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	109,295
F.Y. 19-20	119,498
F.Y. 20-21	113,928
F.Y. 21-22	167,928
F.Y. 22-23	127,859
F.Y. 23-24	127,859



GENERAL FUND BUILDING & GROUNDS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	-	-			-	-
Salaries & Wages - Temporary	30,123	30,000	30,000	26,250	30,000	0
Fringe Benefits	-	-	-	-	-	-
Workers Compensation Insurance	-	-	-	-	-	-
Building Utilities Billings	49,682	45,000	45,000	44,494	45,000	-
Building Maintenance	48,966	38,000	38,000	28,874	38,000	0
Building Authority Lease Payments	-	-	-	-	-	-
Equipment Maintenance & Repairs	-	1,500	1,500	-	1,500	-
Parking Lots & Grounds	2,234	8,000	6,000	4,807	8,000	0
Vehicle Maintenance Expense	-	-	-	-	-	-
Building - Grants	6,341	5,359	5,359	5,359	5,359	-
Covid Exp - building	455	-	-	-	-	-
Total - Building & Grounds	137,801	127,859	125,859	109,784	127,859	-

COMPARISON OF ALL EXPENDITURES

BUILDING & GROUNDS	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19
Salaries & Wages - Permanent	0	0	0	0	0	0
Salaries & Wages - Temporary	30,000	30,000	30,123	56,000	29,518	28,095
Fringe Benefits	0	0	0	0	0	0
Workers Compensation Insurance	0	0	0	0	0	0
Building Utilities Billings	45,000	45,000	49,682	45,000	44,117	40,694
Building Maintenance	38,000	38,000	48,966	40,000	28,613	24,434
Building Authority Lease Payments	0	0	0	0	0	0
Equipment Maintenance & Repairs	1,500	0	0	0	0	0
Parking Lots & Grounds	8,000	1,500	0	1,500	38	45
Vehicle Maintenance Expense	0	8,000	2,234	10,000	9,246	4,092
Energy Project Lighting Hvac's	5,359	0	0	0	7,928	0
Covid Exp - Building	0	5,359	6,341	7,928	19,032	7,928
		-	455	7,500	-	-
Total - Building & Grounds	127,859	127,859	137,801	167,928	138,493	105,288

LONG TERM FINANCIAL PLAN BUILDING AND GROUNDS	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Salaries & Wages - Full Time	0	0	0	0	0	0
Salaries & Wages - Part Time	30,000	30,300	30,603	30,909	31,218	31,530
Taxes and Fringe Benefits	0	0	0	0	0	0
Workers Compensation	0	0	0	0	0	0
Building Utilities Billings	45,000	46,125	47,278	48,460	49,672	50,913
Building Maintenance	38,000	38,380	38,764	39,151	39,543	39,938
Building - Grants-Repayment	5,359	7,928	7,928	7,928	7,928	7,928
COVID EXP - Buiding	0	0	0	0	0	0
Building Authority Lease Payments	0	0	0	0	0	0
Equipment Maintenance & Repairs	1,500	1,515	1,530	1,545	1,561	1,577
Parking Lots and Grounds	8,000	8,080	8,161	8,242	8,325	8,408
TOTAL - BUILDING & GROUNDS	127,859	132,328	134,264	136,236	138,246	140,295

Percentage Increase	0.000%	3.495%	1.463%	1.469%	1.475%	1.482%
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PUBLIC SAFETY DEPARTMENT

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PUBLIC SAFETY

The Police budget contains expenditures for the provision of police, fire, dispatch, and Advance Life Support (ALS) services. The goal of the Department is to protect life, property, and all rights guaranteed by law by preserving the peace and maintaining order. Included in this budget is funding for ten (11) full-time sworn officers, three (3) part-time employees, and a full-time police clerk, and the all-necessary and incidental costs for all associated services.

The objective of the Department is to reduce crime and injury through preventive measures as well as immediate action in emergencies. In a proactive fashion, the Department continually assesses the community’s needs and directs its resources toward these needs through the control of crimes that are considered most serious, frightening, and economically damaging. The Department further seeks to protect its citizens by restricting the use of force to situations of absolute necessity.

The FY 2023/24 Budget is reflective of previous budgets. As with other municipalities, locating and hiring qualified police officers is a statewide problem. Anticipating the likelihood of hiring police officers, this budget has accounted for a fully staffed police department.

For FY 2023/24, police expenditures are projected to increase by \$158,804 over FY 2022/23. This reflects the Police Officer Association of Michigan bargaining agreement with the City of Lathrup Village and an increase for contracted Fire/EMS/Dispatch services.

For FY 2023/24, Fire and Dispatch reflect a two (5%) percent increase with the City of Southfield. The estimated 5% increase is a placeholder as negotiations are still underway to renew the contract with Southfield Fire Department for Fire, EMS, and Dispatch services. The Police Department Budget represents 50.32% of the total General Fund expenditures.

GENERAL FUND PUBLIC SAFETY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Public Safety	2,182,161	2,400,256	2,394,376	1,703,534	2,559,060	158,804

PUBLIC SAFETY

LINE-ITEM DEFINITIONS

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

Salaries & Wages - Permanent: Reflects the cost for 11 full-time employees.

Part-Time Employees: Reflects the cost for Part-Time Officers and a clerk.

Salaries & Wages - O.T.: Reflects the costs for overtime payments. Overtime comes in the form of shift coverage, court activities, training, traffic detail, investigations, and miscellaneous details.

Fringe Benefits: Reflects the cost of employer provided benefits such as pension, health insurance, and life insurance.

Unemployment Insurance: Required payments into our MESC account to cover costs for the provision of unemployment benefits to qualified individuals.

Uniforms: Reflects the cost for all uniform items such as vests, rain gear, shoe allowance, patches, leather, and cleaning.

Workers Compensation Insurance: Reflects a portion of the premium costs for this mandated coverage.

Office Supplies: Reflects the cost for office supplies. In the Police Department, this item is somewhat different than what one might think of as normal office supplies. This line item includes costs for physicals, psychological, drug screens, auctioned vehicle fees, coffee, postage, manual printing, filing supplies, police reports, furniture, the majority of which occurs infrequently.

Office Machines: Reflects the cost for smaller items, which would primarily cover the maintenance and supplies for office equipment such as copy machines, printers, computers, etc.

Publications: Reflects the costs for printed materials that the Department purchases such as law books containing statutes, training periodicals, software for investigations, etc.

Document Reducing: Reflects the costs for microfilming and CD scanning of documents.

Code Enforcement/Training & Supplies: Reflects the costs for training and supplies for Code Enforcement related activities.

Road Supplies: Reflects the cost for flares, batteries, first aid, traffic vests, and any lighting apparatus.

Evidence Supplies: Reflects the cost for film and processing, narcotics kits, camera equipment, tape, crime scene supplies.

Police Reserve Force: Reflects the cost for training, uniforms, and supplies for reserve officers.

Training Programs: Reflects the cost for officer training programs.

Firearms Training: Reflects the cost for ammunition, range fees, and equipment for regular firearms training.

Fire Services/Dispatch Payments: Reflects the contractual cost for fire, dispatch, and Advanced Life Support (ALS) services through the City of Southfield.

Telephone Billings: Reflects the cost for telephone, pager, voicemail, and Internet services.

Radio Communications Agreements: Maintains radios, MDT, and radar units.

Vehicle Maintenance Expense: Reflects the cost for the maintenance of vehicles.

Liability Insurance: Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.

Memberships & Meetings: Reflects the cost for training, investigation associations, chief's associations, crime prevention associations, and related meetings.

Michigan Justice Training Programs: Reflects the cost for State-funded training entitled 302 funds.

Crime Prevention Programs: Reflects the cost for community meetings, contributions to City functions, and related printed materials.

Animal Control: Reflects the cost for animal control services.

Prisoner Lockup: The cost of prisoner lockup through the City of Beverly Hills.

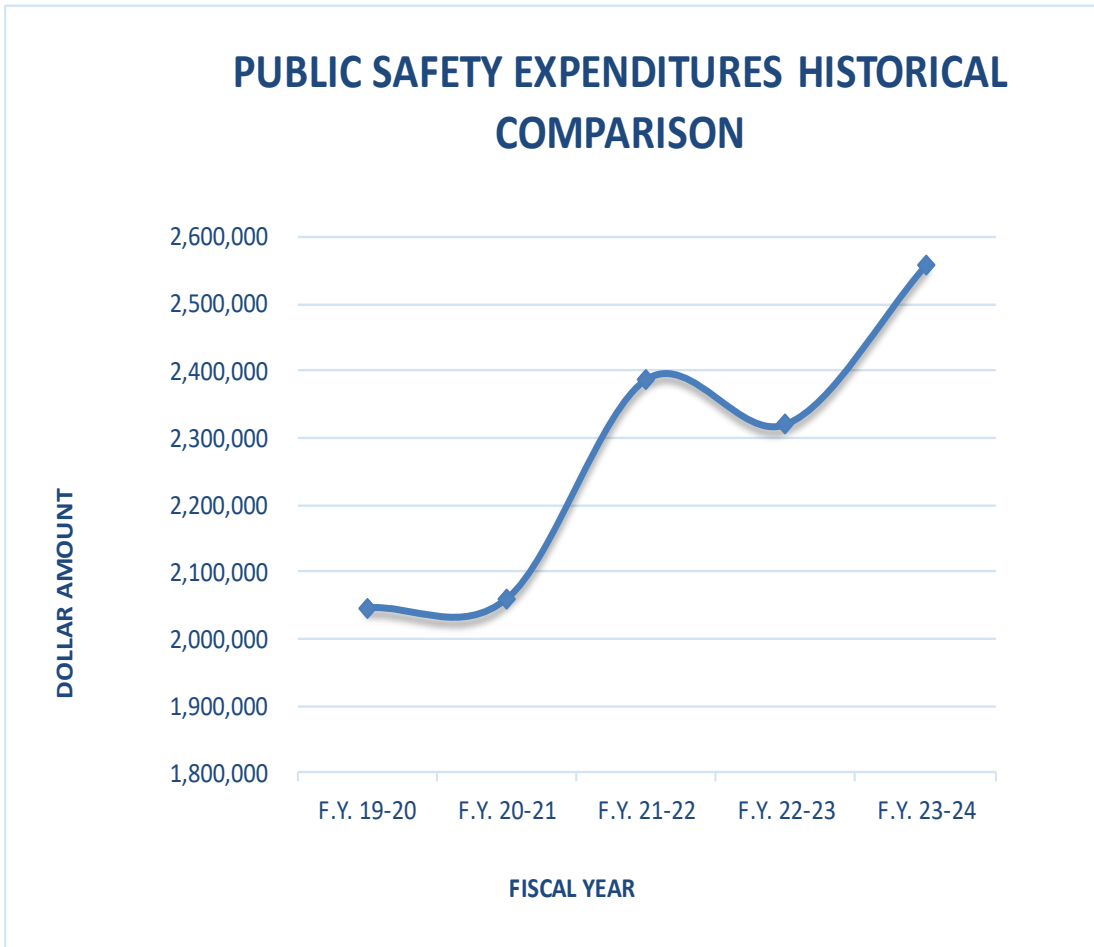
Youth and Drug Programs: Reflects the cost for printed materials on drug prevention.

Motorcycle Lease: Reflects the cost for the City's motorcycle program.

PUBLIC SAFETY EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	2,045,770
F.Y. 19-20	2,046,640
F.Y. 20-21	2,060,566
F.Y. 21-22	2,388,364
F.Y. 22-23	2,321,047
F.Y. 23-24	2,559,060



GENERAL FUND PUBLIC SAFETY	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	765,030	793,250	793,250	606,169	887,007	93,757
Salaries & Wages - O.T.	40,613	50,000	50,000	23,757	50,000	-
Part Time Employees	93,153	50,000	50,000	48,224	50,000	0
Fringe Benefits	417,864	641,229	641,229	421,463	658,068	16,839
Unemployment Insurance	96	100	100	100	100	-
Police Uniforms & Cleaning	16,315	15,000	15,000	5,141	15,000	0
Workers Compensation Insurance	6,427	10,000	10,000	-	10,000	0
Office Supplies	2,914	4,000	4,000	3,272	3,500	(500)
Office Supplies - Covid	54	-	-	-	-	-
Office Machines	-	2,000	2,000	515	1,500	(500)
Publications/Document Reducing	2,169	500	-	-	500	-
Code Enforcement/Training & Sup	-	-	-	-	-	-
Road Supplies	2,455	2,000	2,500	2,170	2,500	500
Evidence Supplies	-	1,000	1,000	426	1,000	0
Police Reserve Force	-	500	-	-	500	-
Training Programs	9,794	15,500	9,000	6,654	15,500	0
Firearms Training	7,865	9,000	6,000	5,435	9,000	0
Fire Services/Dispatch Payments	695,462	709,371	709,371	489,014	744,840	35,469
Telephone Billings	11,929	9,500	9,500	8,105	9,500	-
Radio Communications Agreemen	10,815	12,500	12,500	5,334	12,500	-
Vehicle Maintenance Expense	64,757	37,000	45,628	45,628	37,000	-
Liability Insurance Premiums	25,594	26,106	26,106	26,106	26,106	0
Memberships & Meetings	2,525	3,500	3,927	3,927	3,500	0
Michigan Job Training Programs	1,968	2,000	1,000	822	2,000	-
Crime Prevention Programs	36	-	65	65	40	40
Animal Control	693	200	200	107	200	-
Prisoner Lockup	3,200	4,000	2,000	1,100	2,500	(1,500)
State of Michigan LEIN Use	-	-	-	-	-	-
Community Policing	434	2,000	-	-	1,000	(1,000)
Unfunded Pension Liability	-	-	-	-	-	-
Technology	-	-	-	-	15,700	15,700
Police Forfeitures	-	-	-	-	-	0
Total - Public Safety	2,182,161	2,400,256	2,394,376	1,703,534	2,559,060	158,804

COMPARISON OF ALL EXPENDITURES

PUBLIC SAFETY	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
Salaries & Wages - Permanent	887,007	793,250	765,030	768,827	716,352	511,042	582,578	582,153
Salaries & Wages - O.T.	50,000	50,000	406,126.1	23,175	52,174	97,156	141,287	95,285
Salaries & Wages - Part Time	50,000	50,000	93,153	127,629	106,769	155,024	175,650	197,093
Fringe Benefits	658,068	641,229	417,864	374,145	373,296	343,914	346,015	362,683
Unemployment Insurance	100	100	96	96	130	96	97	314
Uniforms	15,000	15,000	16,315	10,116	9,927	7,998	9,890	13,146
Workers Compensation Insurance	10,000	10,000	6,427	16,161	15,500	14,500	11,911	6,768
Office Supplies	3,500	4,000	2,914	4,243	2,614	3,940	3,737	3,466
Supplies - COVID 19	0	0	54	4,305	0	0	0	0
Office Machines	1,500	2,000	2,169	1,776	3,743	4,222	1,496	1,712
Publications/Document Reduction	500	500	0	939	645	949	118	2,558
Code Enforcement/Training &	0	0	0	0	0	0	0	0
Road Supplies	2,500	2,000	2,455	1,126	723	1,790	1,668	1,096
Evidence Supplies	1,000	1,000	0	932	807	2,203	204	695
Police Reserve Force	500	500	0	0	291	2,045	0	1,539
Training Programs	15,500	15,500	9,794	11,590	7,410	6,135	2,265	1,236
Firearms Training	9,000	9,000	7,865	4,400	4,657	4,747	2,604	3,672
Fire Services Contract Payments	744,840	709,371	695,462	665,129	668,991	649,910	636,563	624,673
Telephone Billings	9,500	9,500	11,929	8,911	7,892	9,320	9,352	8,857
Radio Communications Agreements	12,500	12,500	10,815	13,891	8,524	13,390	10,341	11,040
Vehicle Maintenance Expenses	37,000	37,000	64,757	37,655	43,231	47,724	29,653	47,206
Liability Insurance Premiums	26,106	26,106	25,594	25,092	24,480	24,000	24,280	22,560
Memberships & Meetings	3,500	3,500	2,525	3,150	2,975	3,178	2,558	814
Michigan Job Training Program	2,000	2,000	1,968	1,927	1,909	2,895	195	2,455
Crime Prevention Programs	40	0	36	291	1,032	3,051	2,149	607
Animal Control Contract with B	200	200	693	259	0	774	509	124
Prisoner Lockup	2,500	4,000	3,200	2,600	6,400	695	0	2,270
State of MI LEIN Use	0	0	0	0	0	0	0	0
Community Policing	1,000	2,000	434	219	51	734	0	183
Unfunded Pension Liability	0	0	0	0	0	0	0	250,671
Technology	15,700	0	0	0	0	0	0	0
Police Forfeitures	0	0	0	0	0	34,523	76,509	40,633
Total - Public Safety	2,559,060	1,607,006	2,182,161	2,108,585	2,060,522	1,945,955	2,071,631	2,285,508

LONG TERM FINANCIAL PLAN PUBLIC SAFETY	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Salaries & Wages - Full Time	887,007	904,747	922,842	941,299	960,125	979,327
Salaries & Wages - Overtime	50,000	51,000	52,020	53,060	54,122	55,204
Salaries & Wages - Part Time	50,000	51,000	52,020	53,060	54,122	55,204
Taxes and Fringe Benefits	658,068	674,707	691,346	707,985	724,624	741,263
Unemployment Insurance	100	5,734	5,849	5,966	6,085	6,207
Uniforms	15,000	15,375	15,759	16,153	16,557	16,971
Workers Compensation Insurance	10,000	10,250	10,506	10,769	11,038	11,314
Office Supplies	3,500	3,588	3,677	3,769	3,863	3,960
Supplies - COVID 19	0	0	0	0	0	0
Office Machines	1,500	1,538	1,576	1,615	1,656	1,697
Publications/Document Reducing	500	2,500	2,500	2,500	2,500	2,500
Code Enforcement/Training & Supplies	0	0	0	0	0	0
Road Supplies	2,500	2,563	2,627	2,692	2,760	2,829
Evidence Supplies	1,000	1,025	1,051	1,077	1,104	1,131
Police Reserves	500	500	500	500	500	500
Training Programs	15,500	15,888	16,285	16,692	17,109	17,537
Firearms Training	9,000	9,000	9,000	9,000	9,000	9,000
Fire Services/Dispatch Contracts	744,840	752,288	759,811	767,409	775,083	782,834
Telephone Billings	9,500	9,738	9,981	10,230	10,486	10,748
Radio Communications	12,500	12,688	12,878	13,071	13,267	13,466
Vehicle Maintenance Expense	37,000	37,370	37,744	38,121	38,502	38,887
Liability Insurance Premiums	26,106	26,759	27,428	28,113	28,816	29,537
Memberships and Meetings	3,500	3,553	3,606	3,660	3,715	3,770
302 Michigan Job Training Programs	2,000	2,000	2,000	2,000	2,000	2,000
Crime Prevention Programs	40	41	42	43	44	45
Animal Control	200	200	200	200	200	200
Police Forfeitures	0	0	0	0	0	0
Prisoner Lockup	2,500	12,000	12,000	12,000	12,000	12,000
State of Michigan LEIN Use	0	0	0	0	0	0
Community Policing	1,000	1,000	1,000	1,000	1,000	1,000
Technology	15,700	15,936	16,175	16,417	16,663	16,913
Unfunded Pension Liability						
TOTAL - PUBLIC SAFETY	2,559,061	2,622,985	2,670,422	2,718,404	2,766,942	2,816,047
Percentage Increase	6.616%	2.498%	1.809%	1.797%	1.786%	1.775%

WAGE & FRINGE BENEFITS - POLICE DEPARTMENT - FY 23-24

POSITION	SALARY	S.S.	PENSION	WINTER VAC. PAY	I.C.M.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	BENEFITS TOTAL
MERS (02) POLICE			51,228									51,228
MERS (21) PATROL			57,506									57,506
Police Chief	110,888	8,483		5,118	2,218	1,625	31,716	1,657	333	506	2,559	54,213
Lieutenant	95,645	7,317		4,414	2,869	1,100	17,762	1,147	75	436	2,207	37,328
Officer 1	68,439	5,236	5,475	3,159	2,053		24,437	1,311	75	312		42,058
Officer 2	81,315	6,221	6,505	3,753	2,439	550	6,373	339	75	371		26,627
Officer 3	81,315	6,221	6,505	3,753	2,439		12,741	690	75	371		32,796
Officer 4	68,439	5,236	5,475	3,159	2,053		3,000		75	312		19,310
Officer 5	81,315	6,221	6,505	3,753	2,439		8,421	430	75	371		28,214
Officer 6	62,569	4,787	5,006	2,888	1,877		23,080	1,608	75	285		39,605
Officer 7	68,439	5,236	-	3,159		1,100	7,526	408	75	312		17,816
Officer 8	62,569	4,787	5,006	2,888	1,877		17,892	1,142	75	285		33,951
Sergeant	91,073	6,967	7,286	4,203	2,732		3,000		75	415		24,679
FT Police Clerk	63,000	4,820	5,040		1,260		19,274	1,096	188	287		31,965
Sergeant (Open)		-	5,475									5,475
Overtime	50,000	3,825	3,000									6,825
Retirees Medical Insurance							147,472					147,472
Michigan Med Stat Fee												
Detective Pay	2,000	153										
Boot Allowance												1,000
PT Total	50,000	3,825										
Full Time	937,007	55,108	170,012	40,246	24,258	4,375	322,695	9,828	1,270	4,264	4,766	658,068
Total - Public Safety	987,007	58,933	170,012	40,246	24,258	4,375	322,695	9,828	1,270	4,264	4,766	658,068

PUBLIC SERVICES

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WAGE & FRINGE BENEFITS - PUBLIC SERVICES

PUBLIC SERVICES

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

Starting in FY 2013-2014, the City began a different method of providing service to the community. The City contracted this work to a private firm, Lathrup Services, LLC. This will be the 7th year that Lathrup Services, LLC will be providing services to our community. As was true in the first year, we will be monitoring the level of service to our residents and continue to work to improve the delivery of these vital services.

In FY 2023/24, Public Services expenditures reflect a decrease of \$39,597. The 2023/24 budget continues the services that have been provided over the previous years, including leaf collection.

The contract with Lathrup Services is divided between the applicable funds:

Fund	Amount	Percentage
Roads	\$ 133,209.96	32.34%
Water/Sewer	\$ 149,687.04	36.34%
General	\$ 129,008.58	31.32%
TOTAL	\$ 411,905.58	100.00%

The total contract with Lathrup Services in FY2022/23 was \$403,829. In FY 2023/24 the amount is \$411,906. This represents a 2% increase.

CITY OF LATHRUP VILLAGE						
SUMMARY OF PROPOSED EXPENDITURES						
FY 2022-23						
CONTRACTUAL SERVICES	ACTUAL FY 21-22	BUDGETED FY 22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 22-23	INCREASE (DECREASE)
General- Public Services	123,999	126,479	126,479	0	129,009	2,530
General- Refuse	-	-	-	0	0	0
Major Streets	64,019	65,299	65,299	0	66,605	1,306
Local Streets	64,019	65,299	65,299	0	66,605	1,306
Water	71,937	73,376	73,376	0	74,844	1,468
Sewer	71,937	73,376	73,376	0	74,844	1,468
General- Govt. Services-Insurance	0	0			0	0
TOTAL	395,911	403,829	403,829	0	411,906	8,077

PUBLIC SERVICES

LINE-ITEM DEFINITIONS

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

DEPARTMENT OF PUBLIC SERVICES

Fringe Benefits: Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.

Equipment Maintenance: Reflects the cost for the maintenance of the various pieces of equipment.

Park Maintenance: Reflects the cost for repairs of fencing, tree and shrub trimming, drainage repairs, planting, mowing and trimming, park improvements, etc.

Sidewalk Maintenance Program: Reflects the cost of the sidewalk repair program and other miscellaneous sidewalk repairs.

CONTRACTUAL SERVICES:

Contractual Services: Reflects the services contracted with Lathrup Services, LLC.

LEAF COLLECTION:

Refuse Equipment & Roll-Off Expense: Reflects the cost for repairs and maintenance of leaf vacuums and the expense for roll-off dumpsters and equipment rental fees through SOCRRA contract.

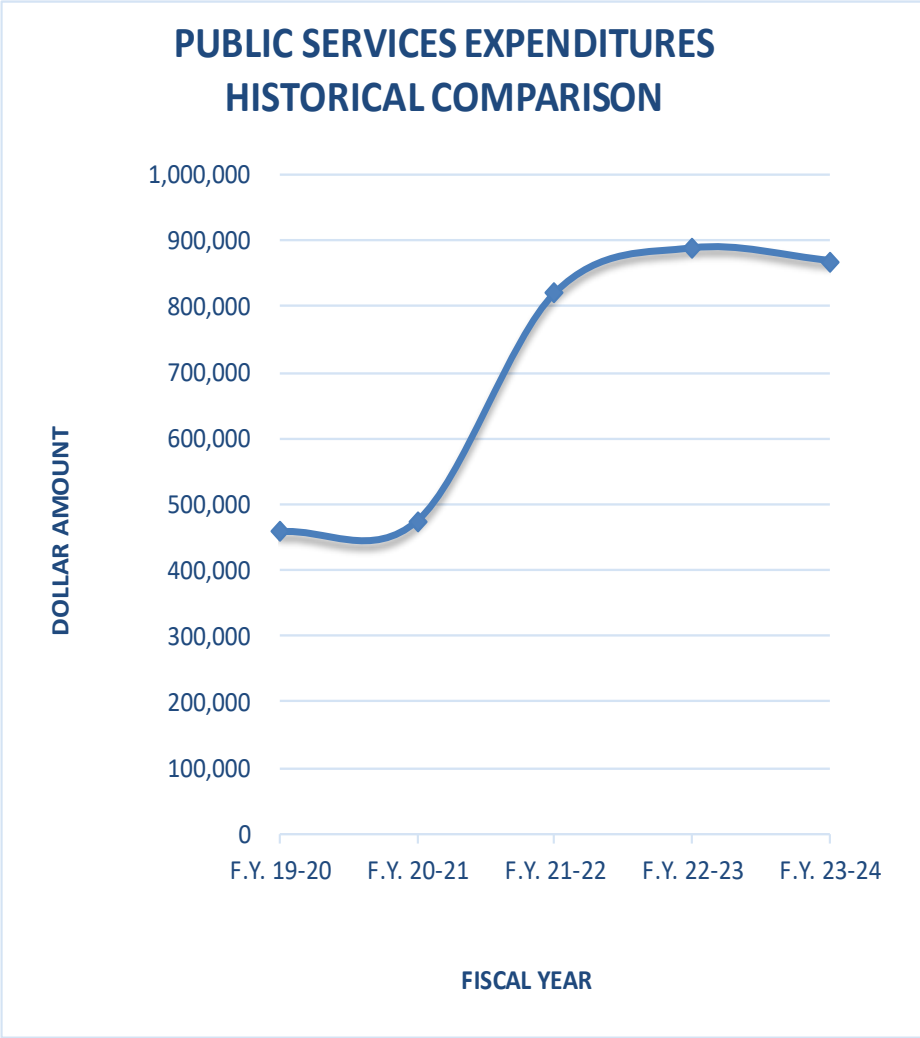
REFUSE COLLECTION & DISPOSAL:

SOCRRA Refuse Collection Contract: Reflects the cost for collection and disposal of refuse and yard waste and the collection of recycling materials through the Southeastern Oakland County Resource Recovery Authority (SOCRRA).

PUBLIC SERVICES EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	427,021
F.Y. 19-20	459,580
F.Y. 20-21	476,238
F.Y. 21-22	821,612
F.Y. 22-23	889,720
F.Y. 23-24	870,784



GENERAL FUND PUBLIC SERVICES	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	-	-			-	-
Salaries & Wages - Temporary	-	-			-	-
Fringe Benefits (MERS)	15,134	20,000	12,000	9,841	20,000	-
DPS Utilities For Reimbursement	26,656	21,000	30,000	23,649	21,000	-
Equipment Maintenance	1,063	4,200	7,141	7,141	4,200	(2,941)
Park Maintenance	1,155	7,000	-	35	1,500	(5,500)
Sidewalk Maintenance Program	290,102	334,247	552,576	416,897	300,150	(34,097)
Vehicle Expense	8	-	-	-	-	-
Subtotal - Public Services	334,118	386,447	601,717	457,563	346,850	(39,597)
CONTRACTUAL SERVICES	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Contractual Services	114,803	126,479	126,479	84,773	129,009	2,530
Subtotal- Contractual Services	123,999	126,479	126,479	84,773	129,009	2,530
LEAF COLLECTION	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Refuse Equipment & Roll-Off Expenses	8,530	7,000	7,000	2,683	7,000	-
Subtotal - Leaf Collection	8,530	7,000	7,000	2,683	7,000	-
REFUSE COLLECTION	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
SOCRRA Refuse Collection Contract	354,965	369,794	369,794	261,112	387,925	18,131
Subtotal - Refuse Collection & D	354,965	369,794	369,794	261,112	387,925	18,131
Total - Public Services	821,612	889,720	1,104,990	806,131	870,784	(18,936)
ELIGIBLE FOR REFUSE MILLAGE	363,495	376,794	376,794	263,795	394,925	18,131
FUNDED THROUGH GENERAL FUND	458,117	512,926	728,196	542,336	475,859	(37,067)

COMPARISON OF ALL EXPENDITURES

PUBLIC SERVICES	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
DPS								
Salaries & Wages - Permanent						0	0	53,584
Salaries & Wages - Temporary	0	0	0	0	0	0	0	0
Fringe Benefits	20,000	20,000	15,134	14,000	6,769	1,204	643	2,342
DPS Utilities for Reimbursement	21,000	21,000	8	0	0	0	0	0
Equipment Maintenance	4,200	4,200	1,063	7,000	2,905	7,046	0	49,224
Park Maintenance	1,500	7,000	1,155	5,000	882	1,837	650	4,669
Sidewalk Maintenance Program	300,150	334,247	290,102	30,000	0	0	0	0
Vehicle Expense	0	0	0	0	0	0	0	0
Contractual Services	129,009	126,479	114,803	125,239	124,000	102,367	100,655	
			26,656	21,000	14,527	17,892	20,403	
Total - DPS	475,859	512,926	448,921	202,239	149,083	130,346	122,351	56,235

LEAF COLLECTION

Salaries & Wages - Temporary	0	0	0	0	0	0	0	9,477
Miscellaneous	0	114,803	0	0	0	0	0	1,682
Refuse Equipment & Roll-Off	7,000	7,000	8,530	6,472	4,490	9,023	8,799	7,608
Total - Leaf Collection	7,000	121,803	8,530	6,472	4,490	9,023	8,799	18,768

REFUSE COLLECTION & DISPOSAL

Refuse Collection Contract	0	0	0	0	0	0	0	
SOCRRA Disposal Tipping Fee	387,925	369,794	354,965	347,111	335,496	316,613	284,375	270,406
Total - Refuse Collection & Disposal	387,925	369,794	354,965	347,111	335,496	316,613	284,375	270,406
Total - Public Services	870,784	1,004,523	812,416	555,822	489,068	455,982	415,525	345,409

LONG TERM FINANCIAL PLAN DPS/PUBLIC SERVICES	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Salaries & Wages - Full Time	0	0	0	0	0	0
Salaries & Wages - Part Time	0	0	0	0	0	0
Taxes and Fringe Benefits	20,000	21,000	22,050	23,153	24,310	25,526
Workers Compensation Insurance	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Vehicle Expense	0	0	0	0	0	0
Equipment Maintenance	4,200	4,305	4,413	4,523	4,636	4,752
Park Maintenance	1,500	1,538	1,576	1,615	1,656	1,697
Tree Maintenance	0	0	0	0	0	0
Sidewalk Maintenance	300,150	307,654	315,345	323,229	331,309	339,592
Contractual Services	129,009	131,589	134,221	136,905	139,643	142,436
Utilities	21,000	21,525	22,063	22,615	23,180	23,760
TOTAL - DPS	475,859	487,610	499,667	512,039	524,734	537,762
LEAF COLLECTION	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Salaries & Wages - Temp	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Refuse Equipment & Roll-Off Expense	7,000	7,000	7,000	7,000	7,000	7,000
TOTAL - LEAF COLLECTION	7,000	7,000	7,000	7,000	7,000	7,000
REFUSE COLLECTION	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
SOCRRA - Tipping Fees	387,925	399,563	411,550	423,896	436,613	449,711
Refuse Collection Contract	0	0	0	0	0	0
TOTAL - REFUSE COLLECTION	387,925	399,563	411,550	423,896	436,613	449,711
TOTAL - PUBLIC SERVICES	870,784	894,173	918,217	942,935	968,347	994,474
Percentage Increase	-2.128%	2.686%	2.689%	2.692%	2.695%	2.698%

WAGE & FRINGE BENEFITS - PUBLIC SERVICES - FY 23-24

POSITION	SALARY	S.S.	PENSION	Boot Allow	I.C.M.A.	LONG.	MEDICAL	VISION DENTAL	LIFE AD & D	LTD	SICK PAY	TOTAL
	-			-	-	-	-	-	-	-	-	-
MERS (01) GNRL Liability (50%)	-		20,000	-	-	-	-	-	-	-	-	20,000
Part time	-	-	-	-	-	-	-	-	-	-	-	-
Contingency Upon Advancement	-	-	-	-	-	-	-	-	-	-	-	-
OT												
Lathrup Services, LLC	129,009	0	0	0	0	0	0	0	0	0	0	0
Total - Public Services	129,009	-	20,000	-	-	-	-	-	-	-	-	20,000

RECREATION

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RECREATION DEPARTMENT

The Recreation budget contains limited funding for special events and activities within the City. The goals for the Department are as follows:

- To provide a variety of quality recreational activities for the enjoyment of the residents of the City.
- To provide leisure education and awareness of recreational opportunities.
- To encourage a healthier lifestyle, both physically and emotionally for the residents of the City.
- To encourage and develop community relations with the businesses in the City, as well as with the community organizations that support recreation events.

These goals are still important; however, due to budget constraints the open position for the parks and recreation director will not be filled. Funding for the recreation department has decreased significantly since the 20-19/20 fiscal year. The City must look for new and creative ways to be able to continue offering activities for residents. Citizen-led events and activities will need to be the focus going forward until new or alternative revenue sources are generated to cover these costs.

GENERAL FUND RECREATION	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Recreation	28,441	50,642	10,996	9,502	23,250	(27,392)

RECREATION DEPARTMENT

LINE-ITEM DEFINITIONS

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

Bus Transportation: Reflects the cost for transportation services for various programs.

Special Programs: Reflects the anticipated registration for various programs and outings arranged by the department.

Senior Activities: Reflects the cost for special Senior events.

Children/Youth Activities: Reflects the cost for children and youth, activities, such as Breakfast with Santa and Breakfast with the Bunny.

Community Events: Reflects the cost for special events.

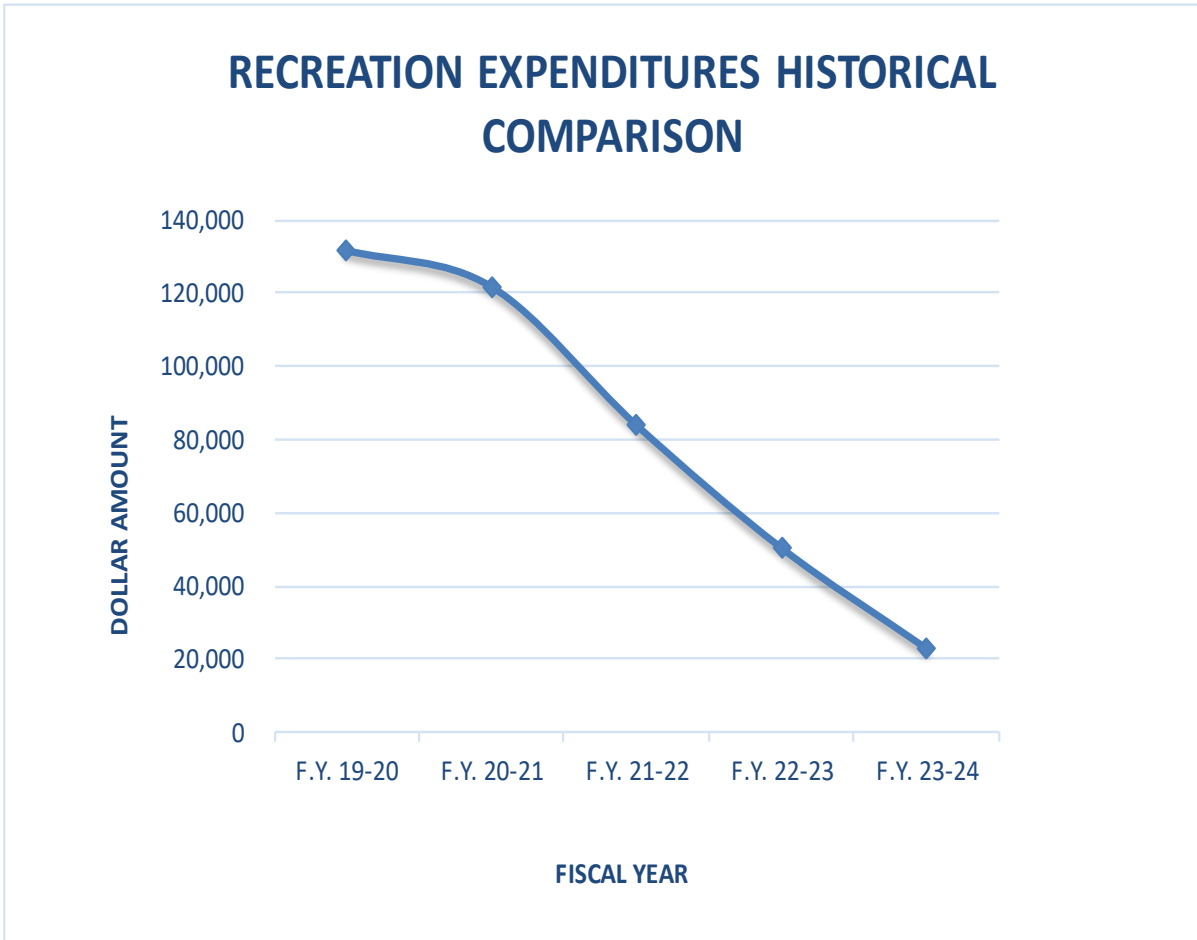
Community Center Expense: Now under Community Room Budget

Concert in the Parks: Reflects the cost for our concerts in the park program. This is primarily funded through grants from the Lathrup Village Community Foundation.

RECREATION EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	132,998
F.Y. 19-20	131,676
F.Y. 20-21	121,816
F.Y. 21-22	84,145
F.Y. 22-23	50,642
F.Y. 23-24	23,250



GENERAL FUND RECREATION	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages	8,043	30,000	-	-	-	(30,000)
Fringe Benefits	2,510	5,642	-	-	-	(5,642)
Workers Compensation Insurance	800	800	-	-	-	(800)
Office Supplies	119	-	-	-	-	-
Bus Transportation Services	-	1,000	-	-	1,000	-
Adult Programs	350	1,000	-	-	5,000	4,000
Special Programs/Sporting Events	-	-	-	-	-	-
Senior Activities	783	800	800	183	5,000	4,200
Children/Youth Activities	-	500	500	11	5,000	4,500
Community Events	14,349	8,500	8,726	8,726	5,000	(3,500)
Community Center Expense	-	-	-	-	-	-
Fitness Center	353	500	500	147	350	(150)
Dog Park	19	500	50	15	500	-
Recreation Center	-	-	-	0	-	-
Community Garden	335	1,000	-	-	1,000	-
Grant Funded Programs	-	-	-	-	-	-
Concerts in the Park	781	400	420	420	400	-
Total - Recreation	28,441	50,642	10,996	9,502	23,250	(27,392)

COMPARISON OF ALL EXPENDITURES

RECREATION	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
Salaries & Wages	0	30,000	8,043	32,895	32,535	28,460	29,723	35,971
Fringe Benefits	0	5,642	2,510	9,500	9,528	12,423	19,251	17,613
Workers Compensation Insurance	0	800	800	800	1,000	1,009	468	454
Office Supplies	0	0	119	650	220	30	284	639
Bus Transportation Services	1,000	1,000	0	3,000	1,420	3,692	817	1,958
Park Development Expense	0	0	0	0	6,963	0	0	0
Adult Programing	5,000	1,000	350	2,000	0	13,388	24,899	27,666
Special Programs/Sporting Events	0	0	0	0	100	7,693	3,474	3,787
Senior Programs	5,000	800	783	6,000	0	434	4,197	3,195
Children/Youth Activities	5,000	0	0	0	0	0	0	0
Community Events	5,000	8,500	14,349	20,000	24,835	14,520	14,796	14,606
Community Center Expense	0	0	0	0	0	0	0	0
Fitness Center	350	500	353	0	0	14,916	260	1,321
Dog Park	500	0	19	0	0	0	0	0
Recreation Center	0	0	0	0	0	0	0	0
Community Garden	1,000	1,000	335	0	0	0	0	0
Grant Funded Programs	0	0	0	0	0	0	0	0
Concerts in the Park	400	400	781	7,300	4,500	8,816	9,835	9,877
Total - Recreation	23,250	49,642	28,441	82,145	81,101	105,381	108,003	117,087

LONG TERM FINANCIAL PLAN RECREATION	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Salaries & Wages		0	0	0	0	0
Fringe Benefits		0	0	0	0	0
Workers Compensation Insurance		0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Bus Transportation	1,000	1,025	1,051	1,077	1,104	1,131
Sporting Events	0	0	0	0	0	0
Recreation Activities	0	0	0	0	0	0
Adult Programs	5,000	5,125	5,253	5,384	5,519	5,657
Senior Activities	5,000	5,125	5,253	5,384	5,519	5,657
Children/Youth Activities	5,000	5,125	5,253	5,384	5,519	5,657
Community Events	5,000	5,125	5,253	5,384	5,519	5,657
Fitness Expense	350	359	368	377	386	396
Recreation Supplies/Other Programs	0	0	0	0	0	0
Dog Park Expenses	500	513	525	538	552	566
Summer Camp Program	0	0	0	0	0	0
Grant Funded Programs	0	0	0	0	0	0
Concerts in the Park	400	410	420	431	442	453
Childrens Garden	1,000	1,025	1,051	1,077	1,104	1,131
TOTAL - RECREATION	23,250	23,831	24,427	25,038	25,664	26,305
Percentage Increase	-54.089%	2.500%	2.500%	2.500%	2.500%	2.500%

GENERAL CONTINGENCIES & CAPITAL PURCHASES

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GENERAL CONTINGENCIES & CAPITAL PURCHASES

The General Contingencies & Capital Purchases budget contains expenditures for unanticipated activities and programs that may occur throughout the fiscal year. This budget also contains funding for capital purchases and transfers to the local street fund, if any.

The second part of this budget reflects the cost for capital purchases for the fiscal year. Funding under Capital Purchases, if any, is transferred to the Capital Acquisition Fund. This method has allowed us to build a fund that will systematically replace our equipment without having to budget large blocks of money in a single fiscal year. Also, if the City decides to direct any General Fund monies to the Local Street system, then the line item exists to accomplish this. Details of the Adopted capital purchases for the General Fund, if any, can be found in the Capital Acquisition Fund narrative of this budget document.

General Contingencies and Capital Purchases plays an important role in our street resurfacing program. No funds will be used from this account this year because the local street fund is able to absorb the costs.

GENERAL FUND CONTINGENCIES & CAPITAL	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Contingencies & Capital	110,450	157,924	157,924	160,393	-	(157,924)

GENERAL CONTINGENCIES & CAPITAL PURCHASES**LINE-ITEM DEFINITIONS**

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

Miscellaneous: Reflects an amount that is set aside for unforeseen activities throughout the year.

Budget Stabilization Fund: Reflects an amount that may be designated for transfer into the City's Budget Stabilization Fund. This line item was used to assist in the increase of our General Fund Balance as recommended by the City's Auditors.

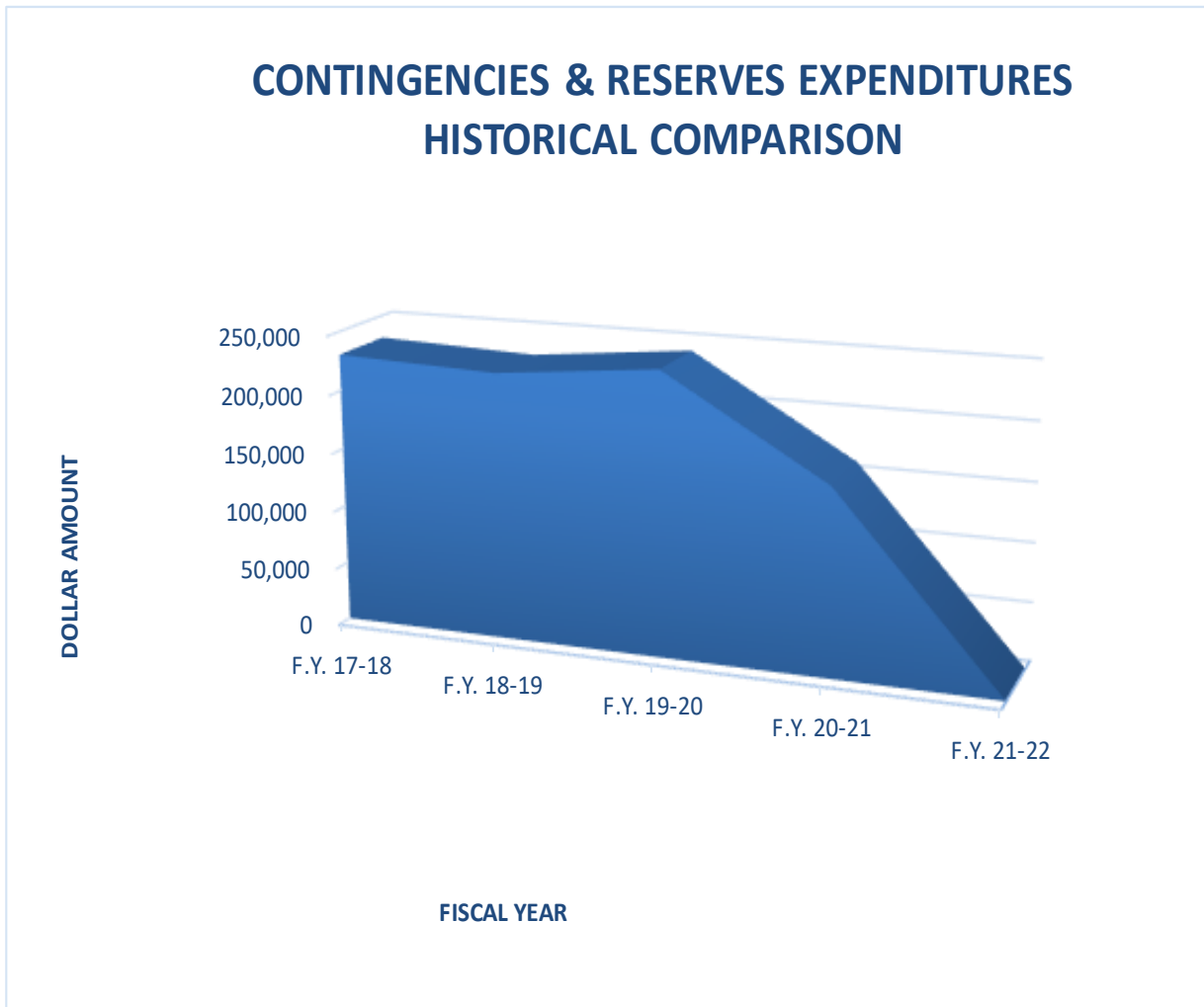
Capital Purchases: Reflects the cost associated with requested capital purchases by various departments.

Transfer to Local Street Fund: Reflects the amount of General Fund money to be transferred into the Local Street Fund for street maintenance. This reflects 1 mil from the General Operating millage.

CONTINGENCIES & RESERVES EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 15-16	248,000
F.Y. 16-17	233,994
F.Y. 17-18	230,678
F.Y. 18-19	225,769
F.Y. 19-20	239,520
F.Y. 20-21	157,924
F.Y. 21-22	0



**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2023-24**

GENERAL FUND CONTINGENCIES & CAPITAL	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
GENERAL CONTINGENCIES						
Miscellaneous	-			-	-	-
TIF Capture To DDA	-	-	-	-	-	-
Total - General Contingencies	-	-	-	-	-	-
CAPITAL PURCHASES & TRANS.						
Capital Reserves	110,450	157,924	157,924	160,393		<i>(157,924)</i>
Transfer to Local Street Fund	-	-	-	-	-	-
Transfer to Local Streets GF Rese	-	-	-	-	-	-
						-
Total - Capital Purchases & Tran	110,450	157,924	157,924	160,393	-	<i>(157,924)</i>
Total - Contingencies & Capital	110,450	157,924	157,924	160,393	-	<i>(157,924)</i>

COMPARISON OF ALL EXPENDITURES

CONTINGENCY & RESERVES	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19
Miscellaneous	0	0	0	0	0	0
Budget Stabilization Fund	0	0	0	0	0	0
Total - Contingencies	0	0	0	0	0	0
CAPITAL RESERVE FUND						
Miscellaneous		0	0	0	0	0
Capital Reserves	0	157,924	110,450	96,621	112,950	91,500
Transfer to Local Streets 2 mil	0	0	0	149,200	0	134,269
Transfer to Local Streets GF F	0	0	0	0	0	0
Transfer to Sewer Fund	0	0	0	0	0	0
Total - Reserves	0	157,924	110,450	245,821	112,950	225,769
Total - Contingency & Reser	0	157,924	110,450	245,821	112,950	225,769

LONG TERM FINANCIAL PLAN						
CONTINGENCY AND RESERVE GENERAL CONTINGENCY	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Miscellaneous	0	0	0	0	0	0
Transfer to Other funds	0	0	0	0	0	0
TOTAL - GENERAL CONTINGENCY	0	0	0	0	0	0
CAPITAL RESERVE FUND						
	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28	Projected FY 28-29
Capital Purchases	0	0	0	0	0	0
Transfer to Local Street Fund	0	0	0	0	0	0
Transfer to Sewer	0	0	0	0	0	0
TOTAL - CAPITAL RESERVE FUND	0	0	0	0	0	0
TOTAL - CONTINGENCY & RESERVE	0	0	0	0	0	0
Percentage Increase	-100.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

MAJOR STREETS

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MAJOR STREETS

REVENUES

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

- Gasoline Tax
- Diesel Fuel Tax
- Liquid Petroleum Gas Tax
- Diesel Carrier Tax
- Diesel Carrier License
- Diesel Dealer License
- Residential Weight Tax
- Nonresidential Weight Tax

Based on the number of designated major street miles, population, and an additional increase factor based on population size, the City can calculate projected revenues for the maintenance of its 7.36 miles of major streets. Additional contributing revenue shown in the “Summary of Revenues - Major Streets,” found in this section, is based on investments and accumulated fund balances.

Overall revenues in the Major Streets Fund are expected to increase \$133,810 from FY 2022/23 levels. This is due to additional Act 51 dollars provided by the state.

For additional perspective, including previous year fund balances in this narrative will give a clearer focus of where these monies are going. The fund balance for FY 2023/24 at year-end is estimated at \$1,103,664.

The City continues to look for ways to pay for road projects no matter how small the funding may be or what the participation costs are to start a road project. Road repair will continue to be a priority of our Mayor and City Council. It is anticipated that Lathrup’s Capital Improvement Plan delineating future road repairs will continue as outlined.

MAJOR STREET FUND MAJOR STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Major Street Revenues	761,102	1,326,478	1,326,478	1,184,709	704,743	(621,735)

MAJOR STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
ACT 51 Funds	384,226	373,671	373,671	232,502	404,143	30,472
Transfer From Other Funds		-			-	-
Investment Interest	1,876	600	600	-	600	-
Transfer From Street Bond Rev	375,000	952,207	952,207	952,207	300,000	(652,207)
Total - Major Street Revenues	761,102	1,326,478	1,326,478	1,184,709	704,743	(621,735)

MAJOR STREETS

FUND BALANCE - BEGINNING	938,106	952,226	952,226		969,854	
EXPENDITURES (Net change)	14,120	(572)	17,628		133,810	
FUND BALANCE - ENDING	952,226	951,654	969,854		1,103,664	

COMPARISON OF ALL REVENUES

MAJOR STREET FUND REVENUE	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
ACT 51 Tax Return	404,143	373,671	384,226	388,995	357,000	295,550	214,502	199,483
Transfer From Other Fund	0	0	375,000	0	0	0	0	37,893
Interest Income	600	600	1,876	600	600	57	249	214
FundBalance	300,000	952,207	0	181,836	404,125	0	536,145	402,844
Total - Major Street Revenue	704,743	1,326,478	761,102	571,431	761,725	295,607	750,897	640,434

MAJOR STREETS

LONG TERM FINANCIAL PLAN REVENUE CATEGORY	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
State Allocation - Act 51	373,671	404,143	414,247	424,603	435,218	446,098
Transfer from Other Funds	0	0	0	0	0	0
Interest Income	600	600	100	100	100	100
Transfer from Street Bond Revenue	952,207	300,000				
TOTAL - REVENUES	1,326,478	704,743	414,347	424,703	435,318	446,198

MAJOR STREETS

EXPENDITURES

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

As discussed in part in the above narrative, Major Street expenditures have increased dramatically because of the Southfield-Evergreen Street remediation project. The City of Lathrup Village will continue to utilize the road patching methods we began with FY 2002/03. So far, road repair longevity envisioned has lived up to expectations. The budget for road maintenance will continue with no unexpected changes.

A fund balance is being accumulated to cover a portion of the shared cost for the future project to restructure 11 Mile Road. There is an increase of \$2,079 in Major Street Expenses for the 2023/24 fiscal year.

MAJOR STREET FUND MAJOR STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Major Streets	746,983	1,327,050	1,308,850	1,268,798	570,933	2,079

MAJOR STREETS

LINE-ITEM DEFINITIONS

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

Salaries & Wages - Permanent: Reflects the cost for full-time equivalent employees.

Salaries & Wages - Administration: Reflects the cost for allowable administrative costs for the fund. For example, 5% of the Administrator salary is charged to this budget for work in connection with Major Street activity.

Salaries & Wages - Temporary: Reflects the cost for a part-time employee.

Fringe Benefits: Reflects the cost of employer provided benefits such as pension, health insurance, and life insurance.

Workers Compensation Insurance: Reflects a portion of the premium costs for this mandated coverage.

Office Supplies: Reflects the cost for necessary office supplies.

Public Service Building: Reflects the cost for the upkeep and repair of the DPS building where all operations are housed. This line item has also been used to reflect the cost of building improvements in past years.

Auditing Services: Reflects the cost to pay for a portion of the cost for our annual required independent audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.

Roadside Parks: Reflects the cost for maintenance of parks that are adjacent to major streets. Grass cutting and tree maintenance are examples.

Transfer to Local Streets: Reflects the allowable transfer of funds to the local street system pursuant to the provisions of Act 51, which normally amount to approximately 25% of major street Act 51 funds.

Administration and Engineering: Reflects the cost for engineering services not connected with specific improvement projects. This is used on occasion, but in most cases these costs are assigned to a more specific project and line item such as road maintenance.

Road Construction: Reflects the cost for large scale road projects that require complete reconstruction of a road.

Road Maintenance: Reflects the cost for the routine maintenance of the road surface. This can include resurfacing of streets if it does not require a complete reconstruction. Examples are road patching, gravel road maintenance, crack and joint sealing, etc.

Roadside Maintenance: Reflects the cost for right-of-way maintenance. This may take the form of drainage and ditch work.

Equipment Rental: Reflects the charge for the rental of equipment in the Major Street fund based on approved rental rates. These rates are transferred into the Capital Acquisition Fund for future equipment replacements.

Traffic Controls: Reflects the cost for signage, poles, and traffic signal maintenance. The Road Commission for Oakland County performs traffic signal maintenance.

Snow & Ice Removal: Reflects the cost for materials to perform snow and ice removal. Road salt, repairs to plow blades, and new blades are examples under this line item.

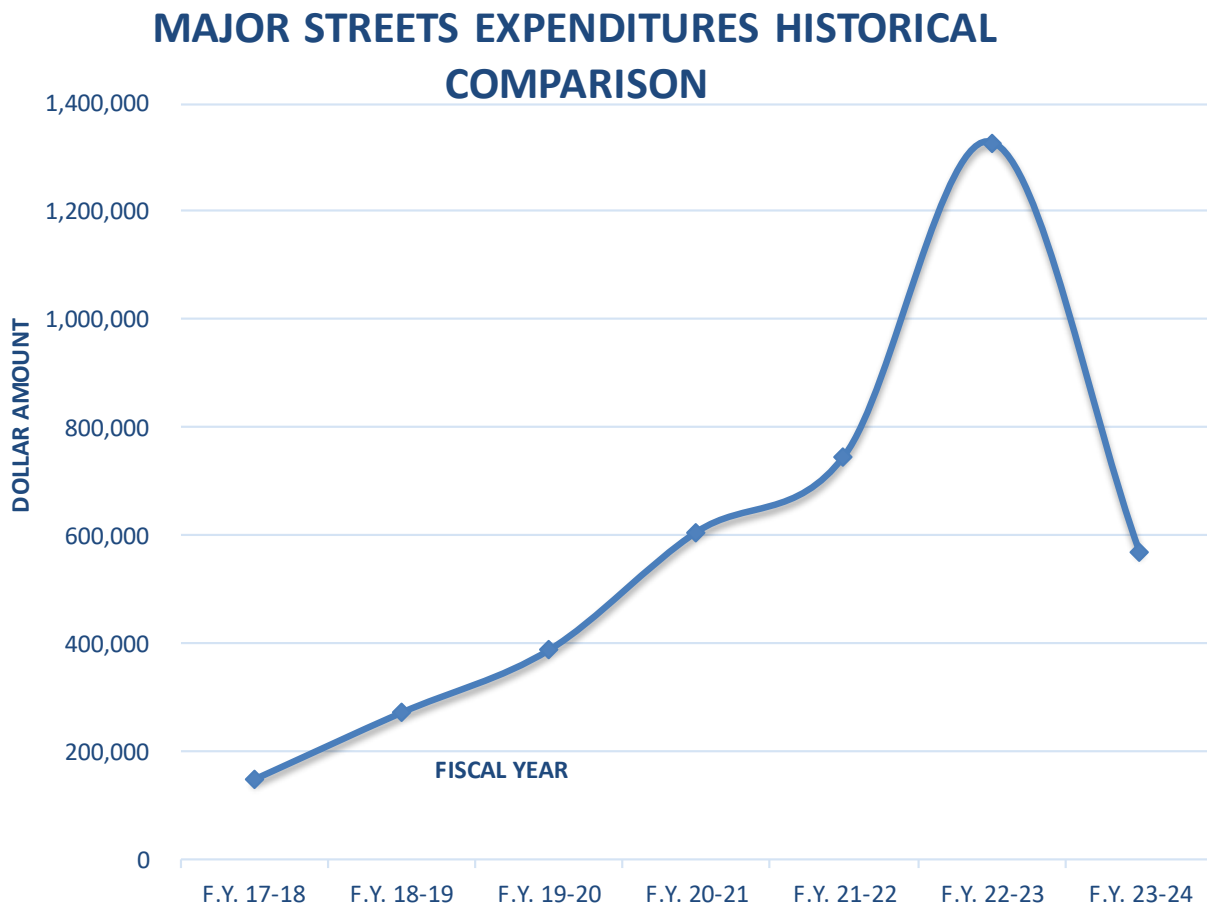
Non-Motor Facilities: Reflects the cost associated with facilities and services for non-motorized transportation. Any improvements that will help this category will be posted to this line item. For example, this line item could be used to offset the paving of gravel roads since it will help non-motorized traffic.

Forestry: Reflects the cost for the maintenance and removal of street trees.

MAJOR STREETS EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 17-18	148,500
F.Y. 18-19	272,097
F.Y. 19-20	388,055
F.Y. 20-21	606,219
F.Y. 21-22	746,983
F.Y. 22-23	1,327,050
F.Y. 23-24	570,933



MAJOR STREET FUND MAJOR STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent						-
Salaries & Wages - Administration	3,974	5,750	5,750	4,387	6,038	288
Salaries & Wages - Temporary	-	-	-	-	-	-
Fringe Benefits	1,329	11,472	11,472	638	11,507	35
Workers Compensation Insurance	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Bond Interest	-	98,333	98,333	98,333	98,333	-
Auditing Services	8,221	6,500	6,500	6,500	6,700	200
Roadside Parks	-	-	-	-	-	-
Transfer to Local Streets	-	-	-	-		0
Administration & Engineering	4,000	4,000	4,000	4,000	4,000	-
Road Construction	-	-	-	-	-	-
Road Maintenance	2,285	5,000	5,000	2,265	5,000	-
Roadside Maintenance	222	1,000	1,000	42	1,000	-
Equipment Rental	-	5,000	5,000	-	5,000	-
Traffic Controls	33,756	25,000	10,000	7,769	25,000	-
Snow & Ice Removal	4,392	5,500	2,300	2,936	5,500	-
Non-Motor Facilities	-	-	-	-	-	-
Paying agent fee	250	-	-	-	250	250
Forestry	21,521	36,000	36,000	18,433	36,000	-
Capital Expenditure	-	-	-	-	-	-
Subtotal - Major Streets	79,949	203,555	185,355	145,303	204,328	773
CONTRACTUAL SERVICES	ACTUAL FY20-21	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Contractual Services	59,271	65,299	65,299	65,299	66,605	1,306
Public Service Building		-			-	-
Capital Imp - Street Bond	607,763	1,058,196	1,058,196	1,058,196	300,000	-
Subtotal- Contractual Services	667,034	1,123,495	1,123,495	1,123,495	366,605	1,306
Total - Major Streets	746,983	1,327,050	1,308,850	1,268,798	570,933	2,079

COMPARISON OF ALL EXPENDITURES

MAJOR STREET FUND MAJOR STREETS	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19
Salaries & Wages - Permanent	0	0	0	0	0	0
Salaries & Wages - Administrative	6,038	5,750	3,974	6,907	5,670	3,929
Salaries & Wages - Temporary	0	0	0	0	0	0
Fringe Benefits	11,507	11,472	1,328	5,569	1,355	752
Workers Compensation Insurance	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Bond Interest	98,333	98,333				
Auditing Services	6,700	6,500	8,221	4,311	5,360	5,900
Roadside Parks	0	0	0	0	0	0
Transfer to Local Streets	0	0	0	0	164,594	0
Administration & Engineering	4,000	4,000	4,000	5,000	1,639	1,639
Road Construction	0	0	0	0	0	0
Road Maintenance	5,000	5,000	2,285	5,000	1,915	6,483
Roadside Maintenance	1,000	1,000	222	5,000	5,031	6,600
Equipment Rental	5,000	5,000	0	5,000	0	0
Traffic Controls	25,000	25,000	33,756	25,000	21,691	31,467
Snow & Ice Removal	5,500	5,500	4,392	5,500	4,050	6,374
Non-Motor Facilities	0	0	0	0	0	0
Forestry	250	0	21,521	36,000	25,095	22,794
Capital Expense	36,000	36,000	250	0	37,638	234,501
Contractual Services	0	0	59,271	64,019	64,019	52,849
Capital Imp - street bond	0	0	607,763	484,040	0	0
Total - Major Streets	204,328	203,555	746,982	651,346	338,055	373,288

WAGE & FRINGE BENEFITS - MAJOR STREETS - FY 23-24

POSITION	SALARY	S.S.	PENSION	Med Reimburse	I.C.M.A.	LONG.	MEDICAL	VISION DENTAL	LIFE AD&D	LTD	SICK PAY	TOTAL
MERS (01) GNRL Liability (25%)	-	-	6,334	-	-	-	-	-	-	-	-	6,334
MERS (11) Non Union After 08 (5%)	-	-	3,506	-	-	-	-	-	-	-	-	3,506
City Administrator (5%)	5,865	449	128	-	352	-	605	-	18	27	-	1,577
Part Time		-	-	-	-	-	-	-	-	-	-	-
Overtime		-	-	-	-	-	-	-	-	-	-	-
Total - Full Time Employees	5,865	449	9,968	-	352	-	605	-	18	27	-	11,418
Lathrup Services, LLC	-	-	-	-	-	-	-	-	-	-	-	-
Total - Major Streets	5,865	449	9,968	-	352	-	605	-	18	27	-	11,418

MAJOR STREETS EXPENDITURE AREA	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
Salaries & Wages - Permanent	0	0	0	0	0	0
Salaries & Wages - Administration	5,750	6,038	6,129	6,220	6,314	6,409
Salaries & Wages - Part Time	0	0	0	0	0	0
Fringe Benefits	11,472	11,507	12,082	12,686	13,321	13,987
Workers Compensation Insurance	0	0	0	0	0	0
Interest Expence	98,333	98,333	98,333	98,333	98,333	98,333
Public Service Building	0	0	0	0	0	0
Auditing Services	5,741	6,700	6,847	6,998	7,152	7,309
Roadside Parks	0	0	0	0	0	0
Transfer to Local Streets	0	0	0	0	0	0
Administration & Engineering	4,000	4,000	4,000	4,000	4,000	4,000
Road Construction	0	0	0	0	0	0
Road Maintenance	5,000	5,000	200,000	200,000	200,000	200,000
Roadside Maintenance	1,000	1,000	1,030	1,061	1,093	1,126
Equipment Rental	5,000	5,000	5,000	5,000	5,000	5,000
Traffic Controls	25,000	25,000	25,750	26,523	27,318	28,138
Snow & Ice Removal	5,500	5,500	6,748	6,748	6,748	6,748
Non-Motor Facilities	0	0	0	0	0	0
Capital Expenditure Street Bond	1,058,196	300,000	0	0	0	0
Paying Agent Fee	0	250	250	250	250	250
Forestry	36,000	36,000	36,000	36,000	36,000	36,000
Contractor Services	65,299	66,605	67,271	67,944	68,623	69,309
TOTAL EXPENDITURES	1,326,291	570,933	469,440	471,763	474,152	476,608

LOCAL STREETS

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LOCAL STREETS

REVENUES

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

- Gasoline Tax
- Diesel Fuel Tax
- Liquid Petroleum Gas Tax
- Diesel Carrier Tax
- Diesel Carrier License
- Diesel Dealer License
- Residential Weight Tax
- Nonresidential Weight Tax

Based on the number of designated local street miles and population, the City can calculate projected revenues for the maintenance of its 21.14 miles of local streets. Additional contributing revenue shown in the “Summary of Revenues - Local Streets” is based on the transfer from other funds (General Fund and/or Major Streets), investments, special assessments, and accumulated fund balances. The fund balance for FY 2022/23 is estimated to be \$589,167. The Local Street Fund will see a decrease of \$140,908 in fund balance; however, the fund is healthy and maintains a fund balance of 48%.

LOCAL STREET FUND LOCAL STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Local Street Revenues	578,307	1,566,753	1,558,150	1,488,918	505,785	(1,060,968)

LOCAL STREETS

LINE-ITEM DEFINITIONS

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

Salaries & Wages - Permanent: Reflects the cost for full-time equivalent employees.

Salaries & Wages - Administration: Reflects the cost for allowable administrative costs for the fund. For example, 5% of the Administrator salary is charged to this budget for work in connection with Local Street activity.

Salaries & Wages - Temporary: Reflects the cost for one part-time employee.

Fringe Benefits: Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.

Workers Compensation Insurance: Reflects a portion of the premium costs for this mandated coverage.

Office Supplies: Reflects the cost for necessary office supplies.

Public Service Building: Reflects the cost for the upkeep and repair of the DPS building where all operations are conducted. This line item has also been used to reflect the cost of building improvements in past years.

Auditing Services: Reflects the cost for a portion of our annual required independent audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.

Roadside Parks: Reflects the cost for maintenance of parks that are adjacent to local streets. Grass cutting and tree maintenance are examples.

Administration and Engineering: Reflects the cost for engineering services not connected with specific improvement projects. This is used on occasion, but in most cases, these costs are assigned to a more specific project and line item such as road maintenance.

Road Construction: Reflects the cost for large-scale road projects that require complete reconstruction of a road or the paving of gravel streets.

Road Maintenance: Reflects the cost for the routine maintenance of the road surface. This can include resurfacing of streets if it does not require a complete reconstruction. Examples are road patching, gravel road maintenance, crack and joint sealing, etc.

Roadside Maintenance: Reflects the cost for right-of-way maintenance. This may take the form of drainage and ditch work.

Equipment Rental: Reflects the cost charge for the rental of equipment in the major street fund based on approved rental rates. These rates are transferred into the Capital Acquisition Fund for future equipment replacements.

Traffic Controls: Reflects the cost for signage, poles, and traffic signal maintenance. The Road Commission for Oakland County performs traffic signal maintenance.

Snow & Ice Removal: Reflects the cost for materials to perform snow and ice removal. Road salt, repairs to plow blades, and new blades are examples under this line item.

Non-Motor Facilities: Reflects the cost associated with facilities and services for non-motorized transportation. Any improvements that will help this category will be posted to this line item. For example, this line item could be used to offset the paving of gravel roads since it will help non-motorized traffic.

Forestry: Reflects the cost for the maintenance and removal of street trees.

LOCAL STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
ACT 51 Funds	179,483	175,843	175,843	108,574	190,185	14,342
Transfer From General Funds	-	-	-	-	-	-
Transfer in from Major Streets	-	-	-	-	-	0
Investment Interest	2,063	600	600	-	600	-
Miscellaneous Revenue	21,761	13,603	5,000	3,637	15,000	1,397
Special Assessments	-	-	-	-	-	-
Transfer from Street Bond Rev	375,000	1,376,707	1,376,707	1,376,707	300,000	(1,076,707)
Total - Local Street Revenues	578,307	1,566,753	1,558,150	1,488,918	505,785	(1,060,968)

LOCAL STREETS

FUND BALANCE - BEGINNING	(166,915)	704,942	704,940		730,075	25,135
EXPENDITURES (Net Change)	871,857	(38,797)	25,135		(140,908)	(166,043)
FUND BALANCE - ENDING	704,942	666,145	730,075		589,167	(140,908)

LOCAL STREETS

LONG TERM FINANCIAL PLAN REVENUE CATEGORY	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
State Allocation - Act 51	175,843	190,185	194,940	199,813	204,808	209,929
Special Assessment	0	0	0	0	0	0
Miscellaneous Revenue	13,603	15,000	0	0	0	0
Interest Revenue	600	600	100	100	100	100
Transfer from Major Streets	0	0	23,261	23,261	23,261	23,261
Transfer from General Fund	0	0	0	0	0	0
Transfer from Road Millage Bond	1,376,707	500,000				
Other State Grandt						
TOTAL - REVENUES	1,566,753	705,785	218,301	223,174	228,169	233,290

COMPARISON OF ALL REVENUES

LOCAL STREET FUND REVENUE	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
ACT 51 Tax Return	190,185	175,843	179,483	129,665	164,000	170,051	154,139	111,270
Transfer From Other Fund	0	0	375,000	149,200	974,620	134,269	239,687	274,299
Special Assessments	0	0	0	0	0	0	0	0
Interest Income	600	600	2,063	600	600	77	25	139
Miscellaneous Revenue	15,000	13,603	21,761	13,603	13,603	9,833	0	0
Transfer from Street Bond Rev	300,000	1,376,707	0	0	825,420	0	393,249	264,627
Other State Grants						0	0	0
Total - Local Street Revenue	505,785	1,566,753	578,307	293,068	1,978,243	314,230	787,100	650,335

LOCAL STREETS

EXPENDITURES

The local street budget contains expenditures for the maintenance of the 21.14 miles of local streets. The overall goal is to provide an adequate level of road maintenance within the local street system. Expenditures from this budget are applied to maintenance for the grass cutting, traffic control measures in our interior streets, trimming and/or removal of trees within the local streets rights-of-way, street maintenance and repairs, road drainage, and the costs for personnel services. Overall Local Street expenditures for FY 2023/24 are projected to decrease by \$646,693.

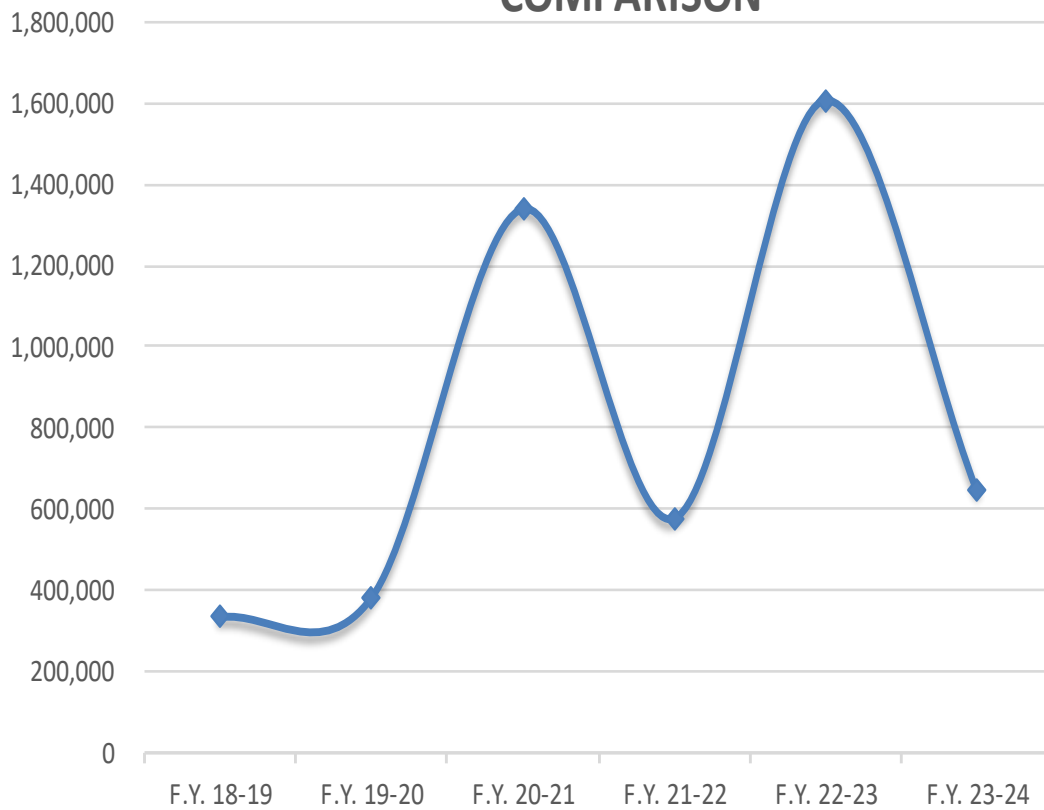
LOCAL STREET FUND LOCAL STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Total - Local Streets	512,210	1,605,550	1,533,015	1,101,758	646,693	(958,857)

LOCAL STREETS EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	335,992
F.Y. 19-20	382,911
F.Y. 20-21	1,338,869
F.Y. 21-22	578,307
F.Y. 22-23	1,605,550
F.Y. 23-24	646,693

LOCAL STREETS EXPENDITURES HISTORICAL COMPARISON



LOCAL STREET FUND LOCAL STREETS	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	-					0
Salaries & Wages - Administration	3,974	5,750	5,750	4,387	5,923	173
Salaries & Wages - Temporary	-	-	-	-	-	0
Fringe Benefits	1,328	11,472	2,000	638	11,893	421
Workers Compensation Insurance	-	-	-	-	-	0
Bond Expense - Construction	-	-	-	-	-	0
Bond Interest	-	98,333	98,333	-	98,333	0
Auditing Services	6,081	6,500	6,500	6,500	6,700	200
Administration & Engineering	-	-	-	-	-	0
Road Construction	-	-	-	-	-	0
Road Maintenance	4,379	250,000	250,000	12,773	75,000	(175,000)
Roadside Maintenance	222	1,000	1,000	42	1,000	0
Equipment Rental	-	2,000	2,000	-	2,000	0
Traffic Controls	23,787	25,000	5,000	-	10,000	(15,000)
Snow & Ice Removal	4,392	5,000	2,937	2,937	5,000	0
Non-Motor Facilities	12,004	5,000	-	-	5,000	0
Capital Expenditure	-	-	-	-	-	0
Forestry	21,521	36,000	36,000	18,433	36,000	0
Paying agent fees	250	36,000	-	-	15,000	(21,000)
Subtotal - Local Streets	77,939	482,055	409,520	45,710	271,849	(210,206)
CONTRACTUAL SERVICES	ACTUAL FY20-21	PROJECTED FY 22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Contractual Services	59,271	65,299	65,299	43,426	74,844	9,545
Roadside Maintenance		-			-	0
Capital Imp - Street Bond	375,000	1,058,196	1,058,196	1,012,622	300,000	(758,196)
		-			-	0
Subtotal- Contractual Services	434,271	1,123,495	1,123,495	1,056,048	374,844	(748,651)
Total - Local Streets	512,210	1,605,550	1,533,015	1,101,758	646,693	(958,857)

COMPARISON OF ALL EXPENDITURES

LOCAL STREET FUND LOCAL STREETS	F.Y. 23-24	F.Y. 22-23	F.Y. 21-22	F.Y. 20-21	F.Y. 19-20	F.Y. 18-19	F.Y. 17-18	F.Y. 16-17
Salaries & Wages - Permanent	0	0	0	0	0	0	0	28,977
Salaries & Wages - Administration	5,923	5,750	3,974	5,569	5,670	3,929	3,720	2,670
Salaries & Wages - Temporary	0	0	0	0	0	0	0	72
Fringe Benefits	11,893	11,472	1,328	6,907	1,356	752	1,338	4,070
Workers Compensation Insurance	0	0	0	0	0	0	0	0
Bond Expense - Construction	0	0	0	0	0	0	0	0
Public Service Building	98,333	98,333	0	1,000	0	0	2,862	5,612
Auditing Services	6,700	6,500	6,081	3,381	3,185	3,860	3,000	2,899
Administration & Engineering	0	0	0	0	0	0	0	0
Road Construction	0	0	0	0	0	0	0	0
Road Maintenance	75,000	250,000	4,379	250,000	230,358	283,665	314,674	216,428
Roadside Maintenance	1,000	1,000	222	0	2,922	0	93	9,088
Equipment Rental	2,000	2,000	0	2,000	0	753	1,813	0
Traffic Controls	10,000	25,000	23,787	4,000	0	2,307	463	6,456
Snow & Ice Removal	5,000	5,000	4,392	5,000	4,823	6,374	6,247	2,851
Non-Motor Facilities	5,000	5,000	12,004	15,300	5,750	0	230	0
Capital Expenditure	0	0	250	0	37,638	13,953	0	0
Forestry	36,000	36,000	21,521	36,000	25,095	22,794	52,313	13,309
Contractual Services	74,844	0	59,271	64,606	64,606	52,849	45,640	
Paying Agent Fees	15,000							
Capital Imp - Street Bond	300,000	0	608,013	0	0	0	0	
Total - Local Streets	646,693	446,055	745,222	393,763	381,402	391,236	432,392	263,457

LOCAL STREETS EXPENDITURE AREA	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
Salaries & Wages - Permanent	0	0	0	0	0	0
Salaries & Wages - Administration	5,750	5,923	6,012	6,102	6,194	6,286
Salaries & Wages - Part Time	0	0	0	0	0	0
Fringe Benefits	11,472	11,893	12,131	12,373	12,621	12,873
Workers Compensation Insurance	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Public Service Building	98,333	98,333	98,333	98,333	98,333	98,333
Auditing Services	3,516	6,700	6,834	6,971	7,110	7,252
Roadside Parks	0	0	0	0	0	0
Paying Agent Fee	0	15,000	15,000	15,000	15,000	15,000
Capital Expenditure - Street Bond	1,566,566	300,000	300,000	300,000	300,000	300,000
Administration & Engineering	0	0	0	0	0	0
Road Construction	0	0	0	0	0	0
Road Maintenance	250,000	75,000	76,875	78,797	80,767	82,786
Roadside Maintenance	1,000	1,000	1,000	1,000	1,000	1,000
Equipment Rental	2,000	2,000	2,000	2,000	2,000	2,000
Traffic Controls	25,000	10,000	10,300	10,609	10,927	11,255
Snow & Ice Removal	5,000	5,000	6,748	6,748	6,748	6,748
Non-Motor Facilities	5,000	5,000	5,000	5,000	5,000	5,000
Forestry	36,000	36,000	36,000	36,000	36,000	36,000
Contractual Services	65,299	74,844	74,844	74,844	74,844	74,844
TOTAL EXPENDITURES	2,074,936	646,693	651,077	653,777	656,544	659,378

WATER

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WATER DEPARTMENT

REVENUES

Revenues necessary to fund water operations are based on the cost of operating our water department. In order to provide water service to residents, we must purchase our water from external entities. The rates we pay for water are included in the projections for water expenditures. Once the expenditure side has been calculated, the rate necessary to fund water operations is based on the following factors:

- The water rate charged to the Southeastern Oakland County Water Authority (SOCWA) by the Great Lakes Water Authority to cover their operations.
- An additional rate applied to the above by SOCWA to cover their operational costs.
- An additional rate applied to the above by the City to cover our operations.
- The City’s water loss ratio.
- Revenues earned through investments and penalties.

WATER RATE

It is the City’s intent to keep the revenues and expenditures of water as close together as possible. Water rates, wherever a person may live, have historically increased. Municipal managers’ task of balancing revenues, expenditures, and the cost of capital projects involving the delivery of water is a topic of concern not only for administrators but for council members and residents alike; this can be clearly seen in the below Water Rate Review.

For the FY 2023/24 budget, water rates will increase from \$45.19/unit (per 1,000 cu ft) to \$45.69/unit (per 1,000 cu ft) representing 1.11%. Considering Lathrup’ aging infrastructure, water loss (difference of the total water purchased from SOCWA and the water that was actually used by Lathrup consumers) continues to be an issue the City would like to mitigate by replacing some of our water delivery infrastructure problem areas. SOCWA annually projects the amount of water that Lathrup Village will purchase.

WATER RATE REVIEW

WATER	SOCWA	CITY	CAPITAL	TOTAL
WATER RATE - 22-23	18.44	17.50	9.25	45.19
WATER RATE - 23-24	19.18	17.26	9.25	45.69
INC./(DEC.) IN \$	0.74	(0.24)	0.00	0.50
INC./(DEC.) IN %	4.01%	-1.37%	0.00%	1.11%

This amount is estimated annually by SOCWA in early March. Estimates for 2023 is that the City will purchase 21,100 (per 1,000) cubic feet of water. However, we know that we will not sell that amount. The reason for this is due to the water loss ratio.

Water loss ratios are calculated based on the amount of water purchased compared to the amount of water consumed or sold. Losses to the system are tracked monthly and come from several sources including watermain breaks, hydrant flushing, sewer jetting, and

unauthorized use of our hydrants. To compensate for estimated water loss the total cubic feet purchased is reduced by this percentage. For the purpose of calculating the water rate we have used 5.00% loss ratio and expect to receive revenues based on the sale of 18,990 (per 1,000) cubic feet.

	Projected	Adjusted
Projected Sales:	21,100	20,045
Water Loss Ratio	0.250	5.00%
Fixed Monthly:	\$3,373/MO	40,476

It is logical to make a case that if we purchase less, we will pay less. However, a reduction in water purchases rarely equals a dollar-for-dollar reduction in overall expenditures since the majority of the remaining expenditures are personnel costs, which do not change with water consumption fluctuations. In situations where the sale of water decreases, the City must increase the rate charged to the customers to meet expenditures that logically will increase from year to year, or make decisions on where and what budgetary areas to reduce or eliminate.

In the 2014-15 Budget year, the City's General Fund started repaying the Water Fund for pension liabilities paid for in 2013-14 Budget Year (\$50,764 annually for 10 years). This figure does not appear as operational revenue as it is transferred between City funds.

**SUMMARY OF REVENUES - WATER FUND
FY 2023-24**

WATER FUND	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Water Sales	708,405	708,737	708,737	554,321	730,440	21,703
Water Penalties	28,855	25,000	25,000	24,471	25,000	0
Investment Interest	6,520	4,500	55,934	55,934	4,500	-
Miscellaneous - Billing	59,019	40,000	40,000	15,898	40,000	-
Meter Charge	128,144	80,645	80,645	52,286	80,830	185
Replacement Reserve Revenue	-	182,410	182,410	-	185,416	3,006
CIP Surcharge - Flat Rate		227,268	227,268	171,746	227,268	-
Bond Revenue	228,713	-		-	-	-
Transfer from Bond		1,683,301	1,683,301	1,683,301	899,000	(784,301)
Total - Water Revenues	1,159,657	2,951,861	3,003,295	2,557,957	2,192,454	(759,407)

WATER FUND

LONG TERM FINANCIAL PLAN REVENUE CATEGORY	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
Water Sales	708,737	730,440	741,397	778,466	817,390	858,259
Water Penalties	25,000	25,000	25,375	26,644	27,976	29,375
Meter Charge Revenue	80,645	80,830	82,042	86,145	90,452	94,974
Investment Interest	4,500	4,500	4,568	4,796	5,036	5,287
Miscellaneous	40,000	40,000	40,600	42,630	44,762	47,000
CIP Surcharge-Flat Rate	227,268	227,268	230,677	242,211	254,321	267,037
Capital Bond Revenue	1,683,301	899,000	912,485	958,109	1,006,015	1,056,315
Replacement Reserve Revenue	182,410	185,416	188,197	197,607	207,487	217,862
Transfer From Captial	0	0	0	0	0	0
Transfer From Gen Fund Pension	0	0	0	0	0	0
TOTAL - REVENUES	2,951,861	2,192,454	2,225,341	2,336,608	2,453,438	2,576,110

WATER DEPARTMENT

EXPENDITURES

The water budget includes expenditures for the maintenance of the City's water system. The department is cognizant of the ever-increasing cost of water and is attuned to the fact that most of the customers' water bills will continue to increase into the near future as the Great Lakes Water Authority (GLWA) continues its nearly \$2 billion investment in capital improvements. The goal of the GLWA is to ensure that the supply of water is provided without interruption and to the satisfaction of the consumer.

Annual costs attributed to SOCWA are estimated based upon a variable cost (water consumption) and a monthly fixed cost. As stated in the previous section we anticipate purchasing 21,100 units of water at an estimated cost of \$454,416 dollars. In 2015 SOCWA began assessing a fixed charge in addition to the variable per unit rate. In 2021 the fixed monthly rate decreased from \$3,443 per month to \$3,373 at a commodity rate of \$17.26 per 1,000 Cu Ft.

This budget does contain additional funding for Water System Maintenance for Lead & Copper assessments and replacement. It is anticipated that in the near future, the City will need to replace the residential water meters.

WATER DEPARTMENT

LINE-ITEM DEFINITIONS

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

Salaries & Wages - Permanent: Reflects the cost for full-time equivalent employees.

Fringe Benefits: Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.

Workers Compensation Insurance: Reflects a portion of the premium costs for this mandated coverage.

Office Supplies: Reflects the cost for necessary office supplies.

Water System Maintenance: Reflects the cost for repairs to the water system. This may take the form of leak detection surveys, water breaks, gate valve repairs, water meter replacements, etc.

Water Billing Expense: Reflects the cost for mailing water bills, and warranty cost for meter reading devices and software.

Auditing Services: Reflects the cost to pay for a portion of our annually required audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.

Telephone Billings: Reflects the cost for telephone, pager, voice mail, and internet services.

Liability Insurance: Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.

Water Purchase: Reflects the cost to purchase water from the Southeastern Oakland County Water Authority.

Rent & Utilities: Reflects the cost for utilities and rent of the DPS building for water operations.

System Depreciation: Reflects the anticipated cost for depreciation expense for the system. This line item is not used for budgeting purposes.

Capital Expense: Reflects the cost for any anticipated capital purchases. This has been succeeded by the Vehicle and Equipment Expense line item.

Vehicle & Equipment Expense: Reflects the cost for a portion of vehicle maintenance and equipment replacement.

Miscellaneous/Meetings/Training: Reflects a small figure for unanticipated expenses and training.

Transfer to the Capital Acquisition Fund: Reflects the expense to the Capital Acquisition Fund for meter charges and for replacement reserves. It is an offset for the corresponding revenue side.

OPEB: Reflects the cost for retiree health care expenses.

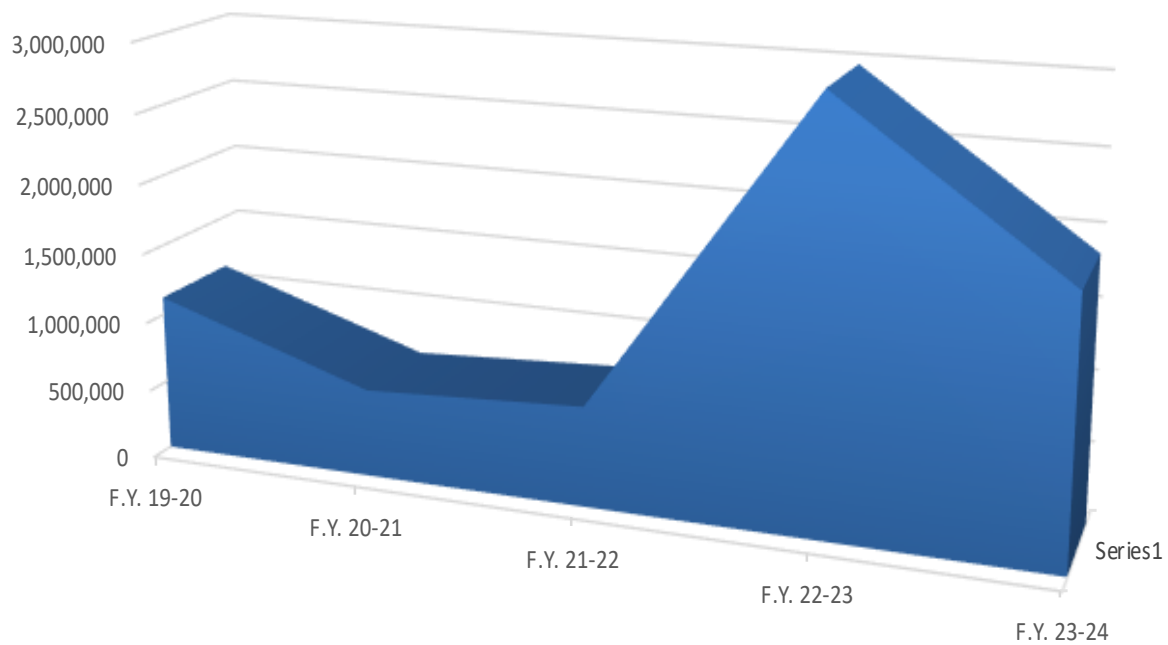
Contractual Services: Reflects allocated costs for DPS/Lathrup Services contract.

WATER EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 17-18	721,746
F.Y. 18-19	775,733
F.Y. 19-20	1,124,340
F.Y. 20-21	625,588
F.Y. 21-22	707,915
F.Y. 22-23	2,970,562
F.Y. 23-24	1,845,836

WATER EXPENDITURES HISTORICAL COMPARISON



WATER FUND WATER	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	4,699	20,004	20,004	14,015	20,626	622
Fringe Benefits	115,154	158,268	100,000	77,981	143,453	(14,815)
Workers Compensation	-	-	-	-	-	-
Office Supplies	107	-	-	-	-	-
Water System Maintenance	66,276	90,000	90,000	43,874	90,000	0
Water Billing Expense	9,723	10,000	1,000	6,672	10,000	-
Auditing Services	7,732	6,500	6,500	6,500	6,700	200
Liability Insurance Premiums	7,803	7,959	7,959	-	8,000	41
Water Purchase	395,597	454,416	250,000	198,564	454,416	0
Rent & Utilities	4,917	4,917	4,917	-	4,917	-
System Depreciation	325,056	-	-	-	-	-
Capital Expense Bond- Water Meter	3,795	860,000	130,000	-	130,000	(730,000)
Equipment Replacement	1,091	2,000	2,000	1,151	2,000	-
Miscellaneous/Meetings/Training	-	1,522	1,522	1,522	1,880	358
Transfer Out To Capital Acquis	-	-	-	-	-	-
Water Main Project	118	356,600	-	7,525	434,000	77,400
Interest Expense	173,696	-	-	-	-	-
Pension Expense	(1,362)	-	-	-	-	-
OPEB Expense	(474,902)	-	-	-	-	-
Capital Expense	1,814	-	-	-	-	-
Capital Exp - Stop Box Replaceme	-	50,000	49,552	49,552	15,000	(35,000)
Capital Exp - Lead & Copper Line	-	100,000	100,000	82,313	25,000	(75,000)
Capital Exp - Water Main Repacem	-	475,000	475,000	365,303	300,000	(175,000)
Capital Exp - Fire Hydrants	-	100,000	238,980	238,980	50,000	(50,000)
Capital Exp - Gate Valves	-	200,000	125,000	77,411	75,000	(125,000)
Cost of Debt Issuance	-	-	-	-	-	-
Subtotal- Water	641,313	2,897,186	1,602,434	1,171,363	1,770,992	(1,126,816)
CONTRACTUAL SERVICES	ACTUAL FY20-21	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Subtotal- Contractual Services	66,602	73,376	73,376	73,376	74,844	1,468
Total - Water	707,915	2,970,562	1,675,810	1,244,739	1,845,836	(1,124,726)

WAGE & FRINGE BENEFITS - WATER - FY 23-24

POSITION	SALARY	S.S.	PENSION	Boot Allow	I.C.M.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD & D	LTD	SICK PAY	TOTAL
Contractual Staff												
City Administrator (6%)	7,107	544	155		426		726		21	32		1,904
Account Payable/ Water (25%)	13,519	1,034										1,034
Retirees Medical Insurance			164,328									164,328
Contingent Upon Advancement												
MERS (11) Non Union After 08 (6%) Overtime			6,216									6,216
Total - Full Time Employees	20,626	1,578	170,699		426		726		21	32		173,482
Lathrup Services, LLC												
Total - Water	20,626	1,578	170,699		426		726		21	32		173,482

LONG TERM FINANCIAL PLAN

WATER FUND EXPENDITURE AREA	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
Salaries & Wages - Permanent	20,004	20,626	20,935	21,249	21,568	21,892
Fringe Benefits	158,268	143,453	146,322	149,249	152,233	155,278
Workers Compensation Insurance	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Water System Maintenance	90,000	90,000	92,700	95,481	98,345	101,296
Water Billing Expense	10,000	10,000	10,000	10,000	10,000	10,000
Auditing Services	5,441	6,700	6,847	6,998	7,152	7,309
Liability Insurance Premiums	7,959	8,000	8,000	8,000	8,000	8,000
Water Purchases	454,416	454,416	477,137	500,994	526,043	552,345
Rent & Utilities	4,917	4,917	4,917	4,917	4,917	4,917
System Depreciation	0	0	0	0	0	0
Capital Expenditure	0	130,000	10,000	10,000	10,000	10,000
Water Main Project	356,600	434,000	120,000	120,000	120,000	120,000
Equipment Replacement	2,000	2,000	2,000	2,000	2,000	2,000
Miscellaneous	1,880	1,880	1,880	1,880	1,880	1,880
Transfer out to Capital Acquis	0	0	0	0	0	0
OPEB Expense						
Pension Expense						
Cost of Debt Insurance	0	0	0	0	0	0
Amortization of Contributed Capital	0	0	0	0	0	0
Unfunded Pension Liability						
Contractual Services	73,376	74,844	0	0	0	0
Capital Exp - Stop Box Replacement	24,000	15,000	0	0	0	0
Capital Exp - Lead & Copper Line Repl	100,000	25,000	0	0	0	0
Capital Exp - Water Main Replace	860,000	300,000	0	0	0	0
Capital Exp - Fire Hydrants	84,000	50,000	0	0	0	0
Capital Exp - Water Main Replace	475,000	75,000	0	0	0	0
Capital Exp - Water Main Replace	224,000	0	0	0	0	0
TOTAL EXPENDITURES	2,951,861	1,845,836	900,739	930,768	962,139	994,917
EXCESS OF REV OVER (UNDER) EXP	0	343,612	1,321,551	1,402,637	1,487,935	1,577,661

SEWER

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WAGE & FRINGE BENEFITS - SEWER

SEWER DEPARTMENT

REVENUES

Revenues necessary to fund sewer operations are based on the cost of operating our sewer department. As part of the cost for the provision of sewer service to residents, we must pay for the disposal of sewage to outside entities. The rates that we pay for sewer are included in the projections for sewer expenditures. Once the expenditure side has been calculated, the sewer rate necessary to fund sewer operations is based on the following factors:

- The sewer rate charged to the Evergreen/Farmington Sewage Disposal System (EFSDS) operated by the Water Resources Commissioner by the Great Lakes Water Authority to cover their operations.
- An additional rate applied to the above by EFSDS to cover their operational costs.
- An additional rate applied to the above by the City to cover our operations.
- The City's water loss ratio.
- Revenues earned through investments and penalties.

SEWER RATE

Despite “*Stabilizing Flow*” based sewer bills (in place since 2011-2012), sewer rates will increase from \$85.61/unit to \$87.37/unit for FY 2023-24. representing a 2.05% increase per unit. A focus on inflow and infiltration mitigation by the City's on-going sewer lining program is expected to further eliminate the potential of sanitary sewer overflows at Lathrup's Sanitary Storm Water Retention Tank - commonly referred to as “The Tank”. Inflow and Infiltration will also assist Lathrup in lessening flows and thus the overall cost to operate our sewer system. It should be further noted, despite Lathrup's water usage decreasing, corresponding decreases in sewer charges is not the case due to infrastructure and operation costs.

SEWER RATE REVIEW

CALCULATION FORMULA	FY 22-23	FY 23-24	\$ INC.	% INC.
DETROIT/EVERGREEN FARM.	58.56	60.32	1.76	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	12.80	12.80	0.00	0.00%
DEBT SERVICE	8.00	8.00	0.00	0.00%
CITY	6.25	6.25	0.00	0.00%
TOTAL	85.61	87.37	1.76	2.052%

SEWER FUND	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Sewage Disposal	1,378,674	1,688,140	1,688,140	1,057,560	1,751,268	63,128
Sewer Penalties	41,022	43,000	43,000	35,698	43,000	-
Investment Interest	6,520	4,500	46,644	46,644	4,500	-
Premium on Bonds	19,352	-	-	-	-	-
Investment Interest - Bond	-	-	-	-	-	-
Miscellaneous	-	-	-	4,990	-	-
Industrial Surcharge	30,670	43,000	43,000	26,845	43,000	-
Federal State Grants	213,826	-	-	-	-	-
Replacement Reserve Revenue	-	-	-	-	-	-
Transfer in from Capital Bond	-	680,783	680,783	680,783	1,034,405	353,622
Total - Sewer Revenues	1,690,064	2,459,423	2,501,567	1,852,520	2,876,173	416,750

LONG TERM FINANCIAL PLAN

SEWER FUND REVENUE CATEGORY	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
Sewage Disposal	1,688,140	1,751,268	1,891,369	2,042,679	2,206,093	2,382,581
Sewer Penalties	43,000	43,000	43,000	43,000	43,000	43,000
Investment Interest	4,500	4,500	4,500	4,500	4,500	4,500
Premium on Bonds	0	0	0	0	0	0
Capital Bond Revenue	680,783	1,034,405	1,034,405	1,034,405	1,034,405	1,034,405
Investment Interest-Bond	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Industrial Surcharge	43,000	43,000	43,000	43,000	43,000	43,000
Federal State Grants	0	0	0	0	0	0
Replacement Reserve	0	0	125,467	125,467	125,467	125,467
TOTAL - REVENUES	2,459,423	2,876,173	3,141,741	3,293,051	3,456,465	3,632,953

SEWER DEPARTMENT

EXPENDITURES

The sewer budget contains expenditures for the maintenance of the City's sewer system. The overall goal of the department is to provide a high quality of life for the customers through the provision of a high-quality sewer system. We are also aware of the enormous investment on the part of the residents for the system improvements dictated by the Final Order of Abatement; in 2009 we saw the last of the 20-year dedicated sewer millage. The City entered into a Consent Judgment with the Michigan Environment, Great Lakes & Energy (EGLE), formerly named Michigan Department of Environmental Quality (MDEQ) in 2005. This called for a Short-Term Corrective Action Plan (STCAP), which was approved and a Long-Term Corrective Action Plan, which also was approved. We have lined approximately 75% of our sewers and rehabbed hundreds of manholes. Despite this, we are still seeing excess flows during wet weather events. In the two previous years to last (2017 and 2018) we did not experience a SSO. There was only one SSO in 2016 and 2020. We still have some work to do to come into full compliance with the EGLE and lessen our storm water flows in our sanitary sewer

The City received a grant in 2013 that allowed for the cleaning and televising of sewer mains in the south side of Lathrup Village (south of 11 Mile) for structural or grouting deficiencies that lead to infiltration problems. Sewers were grouted in the late 1980s with a life expectancy of this work to last 15 to 20 years. The cleaning and televising yielded roughly \$520,000 worth of needed cured-in-place-piping (CIPP) and grout work needed to slow groundwater from infiltrating our system through our sewer mains.

Lathrup Village lies in the Evergreen Farmington Sanitary Sewer District of Oakland County. The Water Resource Commission of Oakland County is the authority when it comes to Lathrup's legislative discharge amounts of 3.35 cfs. As stated earlier in this report, 3.35 cfs is not large enough to cover the amount of water received during rain events. Oakland County WRC is entered into an agreement to take over the operations and maintenance associated with "The Tank," since they already maintain and manage all other Oakland County SRTs. Lathrup Village's SRT is currently being monitored by EGLE to ensure maintenance and operational compliance.

The FY 2023/24 Sewer Budget reflects no increase in Sewer System Maintenance from the previous year and will remain at \$273,000. Sewage Disposal Rates increased \$15,436 due to a reduction in water sales which affects the amount of sewage usage. Capital expenditure is increasing \$305,000 from last year and is related to the additional costs for the Sanitary Retention Tank improvements that are scheduled for the 2023/24 fiscal year.

Sewer combined with water increases will continue to be an issue between our residents and the authorities that charge for these services. Lathrup Village continues to meet monthly with SOCWA, the Oakland County WRC, and the Great Lakes Water Authority to ensure our concerns are represented.

SEWER DEPARTMENT

LINE-ITEM DEFINITIONS

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

Salaries & Wages - Permanent: Reflects the cost for full-time equivalent employees.

Contractual Services: Reflects allocated costs for DPS/Lathrup Services contract.

Fringe Benefits: Reflects the cost of employer-provided benefits such as pension, health insurance, and life insurance.

Sewer System Maintenance: Reflects the cost for repairs and maintenance to the sewer system. This may take the form of sewer main collapses, sewer cleaning, etc. Includes contract with Oakland County Water Resource Commission for the operation/maintenance of the Sanitary Retention Tank and repair of the Rummel Drain.

Auditing Services: Reflects the cost for a portion of our annually required independent audit. The total projected cost for this service, currently being provided by the accounting firm of Plante & Moran, is spread among all funds since all funds must be audited.

Liability Insurance: Reflects a portion of the cost for our insurance coverage through the Michigan Municipal League Liability and Property Pool program. Coverage includes insurance for buildings, vehicles and equipment, police professional liability, errors and omissions, and coverage for legal actions against the City.

Sewage Disposal: Reflects the cost for sewage disposal from the Evergreen/Farmington Sewage Disposal System.

Rent & Utilities: Reflects the cost for utilities and rent of the DPS building for sewer operations.

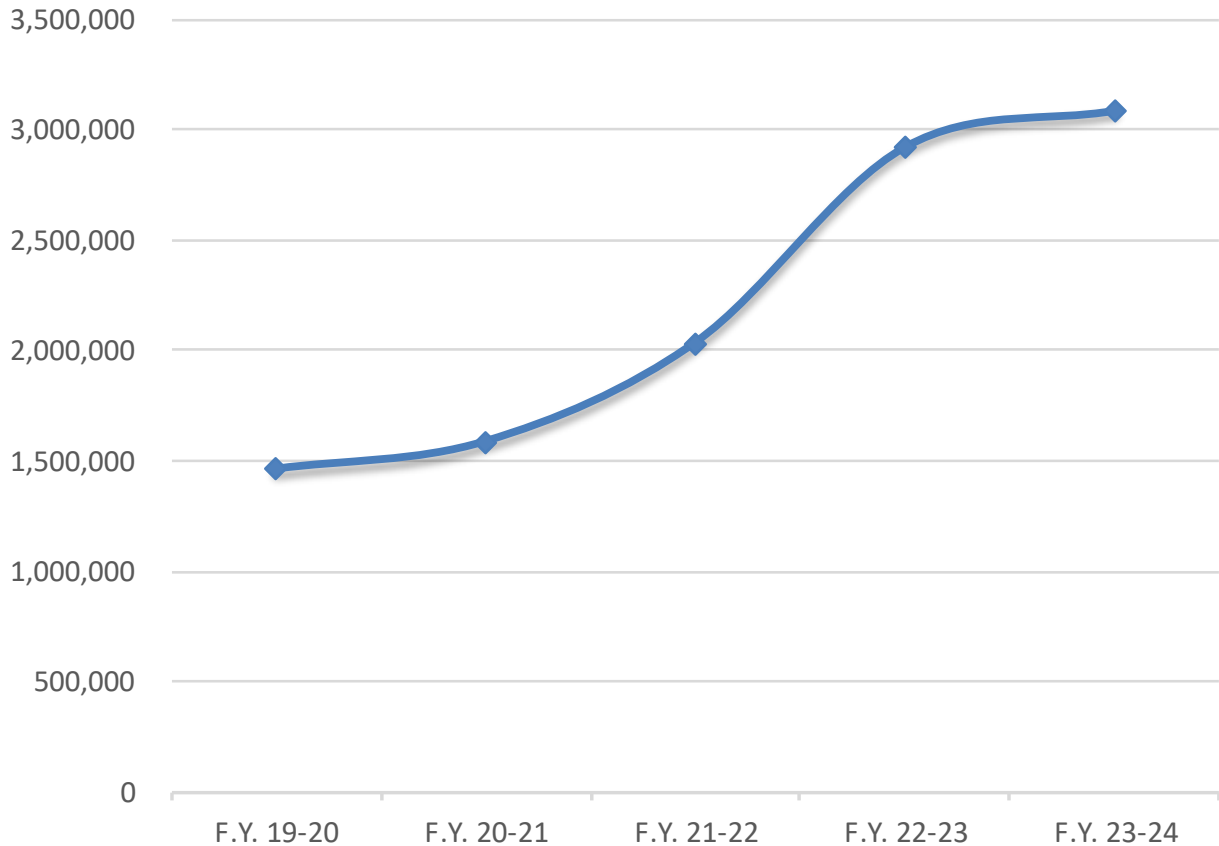
Retention Tank: Reflects the cost for the operation and maintenance of the City's retention tank.

SEWER EXPENDITURES

HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 18-19	1,341,224
F.Y. 19-20	1,459,704
F.Y. 20-21	1,584,934
F.Y. 21-22	2,033,799
F.Y. 22-23	2,919,481
F.Y. 23-24	3,083,894

SEWER EXPENDITURES HISTORICAL COMPARISON



SEWER FUND SEWER	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Salaries & Wages - Permanent	4,699	20,004	20,004	14,015	20,626	622
Subtotal- Contractual Services	66,602	73,376	73,376	48,797	74,844	1,468
Fringe Benefits	61,916	55,346	55,346	36,320	47,806	(7,540)
Sewer System Maintenance	35,938	273,000	273,000	38,119	273,000	-
Auditing Services	7,732	6,500	6,500	6,500	6,700	200
Liability Insurance Premiums	7,959	7,803	7,803	7,803	7,803	-
Sewage Disposal Service	1,056,825	1,059,290	1,059,290	696,281	1,074,726	15,436
Rent	-	500	500	-	500	-
Capital Expenditure	8,315	145,000	145,000	23,098	450,000	305,000
Industrial Surcharge	16,829	20,000	20,000	11,327	20,000	-
Miscellaneous	-	-	-	-	-	-
OPEB Expense	-	-	-	-	-	-
Pension Expense	-	-	-	-	-	-
Subtotal- Sewer	1,266,815	1,660,819	1,660,819	882,260	1,976,004	315,185
RETENTION TANK						
Electric	19,679	18,707	18,707	11,292	18,707	-
Water	3,260	5,000	6,461	6,461	5,000	-
Natural Gas	495	1,200	1,200	1,036	1,200	-
Telephone	3,741	3,000	3,000	1,734	3,000	-
Fuel for Generator	-	500	500	-	500	-
Supplies & Tools	-	-	-	-	-	-
Building & Equipment	-	6,000	6,000	4,115	6,000	0
Environmental Compliance - Non C	17,269	30,000	30,000	7,530	30,000	0
Bond Expense - Interest	173,696	174,679	174,679	171,724	174,679	-
Bond Expense- Paying Agent Fees	1,250	1,500	1,500	750	1,500	-
Excess Liability Insurance	9,078	9,078	9,078	9,078	9,078	-
Bond Exp - Construction	-	-	-	-	-	-
Capital Exp - Sanitary Sewer Repa	15,718	-	-	-	-	-
Capital Exp - Retention tank repairs	-	550,000	550,000	-	858,226	308,226
Subtotal- Retention Tank	244,187	799,664	801,125	213,720	1,107,890	308,226
Total - Sewer	1,511,002	2,460,483	2,461,944	1,095,980	3,083,894	623,411

WAGE & FRINGE BENEFITS - SEWER - FY 23-24

POSITION	SALARY	S.S.	PENSION	Med Reimburse	I.C.M.A.	LONG.	MEDICAL	VISION/ DENTAL	LIFE AD &D	LTD	SICK PAY	TOTAL
Contractual Staff	74,844											
City Administrator (6%)	7,107	544	155		426		726		21	32		1,904
Account Payable/ Water (25%)	13,519											
Retirees Medical Insurance							38,649					38,649
Contingent Upon Advancement												
MERS (11) Non Union After 08 (6%)			3,253									3,253
Overtime												
Total - Full Time Employees	20,626	544	3,407		426		39,375		21	32		43,806
Lathrup Services, LLC	74,844											
Total - Sewer	95,469	544	3,407		426		39,375		21	32		43,806

Water & Sewer Fund Totals

Water& Sewer Revenue	2,091,355	2,790,702	5,411,284	4,607,237	4,892,780	5,128,655	5,380,625	5,649,837
Water & Sewer Expenditures	1,135,559	1,511,002	5,411,285	4,929,242	2,977,802	3,079,998	3,187,817	3,301,576
Overages and (Underages)	955,796	1,279,700	(1)	(322,005)	1,914,978	2,048,657	2,192,808	2,348,261

LONG TERM FINANCIAL PLAN

SEWER FUND EXPENDITURE AREA	Budgeted FY 22-23	Projected FY 23-24	Projected FY 24-25	Projected FY 25-26	Projected FY 26-27	Projected FY 27-28
Salaries & Wages - Permanent	20,004	20,626	20,832	21,041	21,251	21,463
Fringe Benefits	55,346	47,844	50,236	52,748	55,385	58,155
Workers Compensation Insurance	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0
Sewer System Maintenance	273,000	273,000	273,000	273,000	273,000	273,000
Auditing Services	5,441	6,700	6,847	6,998	7,152	7,309
Liability Insurance Premiums	7,803	7,803	7,803	7,803	7,803	7,803
Cap Imp Bond Payment	0	0	0	0	0	0
Sewage Disposal Service	1,059,290	1,074,726	1,139,210	1,207,562	1,280,016	1,356,817
Rent & Utilities	500	500	500	500	500	500
Capital Expenditure	145,000	450,000	450,000	450,000	450,000	450,000
Industrial Surcharge	20,000	20,000	20,000	20,000	20,000	20,000
Equipment Replacement	0	0	0	0	0	0
Equipment Expense	0	0	0	0	0	0
Administration/Engineering	0	0	0	0	0	0
Larvacide	0	0	0	0	0	0
OPEB Expense						
Pension Expense						
Miscellaneous	0	0	0	0	0	0
Subtotal- Sewer	1,586,384	1,901,199	1,968,428	2,039,652	2,115,107	2,195,047

RETENTION TANK						
Electric	18,707	18,707	18,707	18,707	18,707	18,707
Water	5,000	5,000	5,000	5,000	5,000	5,000
Natural Gas	1,200	1,200	1,200	1,200	1,200	1,200
Telephone	3,000	3,000	3,000	3,000	3,000	3,000
Fuel For Generator	500	500	500	500	500	500
Supplies & Equipment	0	0	0	0	0	0
Building/Equipment	6,000	6,000	6,000	6,000	6,000	6,000
Bond Repayments	0	0	0	0	0	0
Liability Insurance Premiums	9,078	9,078	9,532	10,008	10,509	11,034
Environment Compl-Non Capital	30,000	30,000	0	0	0	0
Environment Compl - Const Exp	0	0	20,000	20,000	20,000	20,000
Bond Expense - Interest	174,679	174,679	0	0	0	0
Bond Expense -Paying Agent Fees	1,500	1,500	0	0	0	0
Bond Expense -Construction	0	0	0	0	0	0
Capital Exp - Sanitary Sewer Repairs	0	0	0	0	0	0
Capital Exp - Retention Tank Repairs	550,000	858,226	45,232	45,708	46,209	46,734
Subtotal- Retention Tank	799,664	1,107,890	109,171	110,124	111,125	112,176
			0	0	0	0
CONTRACTUAL SERVICES	73,376	74,844	0	0	0	0
Subtotal- Contractual Services	73,376	74,844				

			45,232	45,708	46,209	46,734
TOTAL SEWER EXPENDITURES	2,459,424	3,083,933	2,077,599	2,149,776	2,226,232	2,307,223
EXCESS OF REV OVER (UNDER) EXP	(1)	(207,760)	1,064,142	1,143,275	1,230,233	1,325,730

DEBT SERVICE

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SUMMARY OF ADOPTED EXPENDITURES

COMPARISON OF ALL EXPENDITURES

DEBT SERVICE SCHEDULES

DEBT SERVICE

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

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

Note: In 2008, the City sold Capital Improvement Bonds and in 2010 sold the SRF Bonds. While this is debt, it is not being paid for through a debt millage. This is currently being paid for through sewer rates. Included in this section is a schedule that shows all of the debt service schedules under this budget.

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2023-24**

DEBT SERVICE ALL DEBT	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
Sewer Cap Imp Bonds	83,293	80,287	80,287	80,287	123,917	43,630
SRF Bond	43,554	42,679	42,679	42,679	41,804	(875)
Street Bonds	-	340,000	340,000	340,000	375,000	35,000
Capital Improvement Bonds	345,000	200,000	200,000	200,000	205,000	5,000
Total - All Debt Service	471,847	662,966	662,966	662,966	745,721	82,755

DEBT SERVICE SCHEDULES

FISCAL YEAR	RUMMELL	E/F NO. 1 BONDS	E/F METER	BUILDING BONDS	WATER METERS	CAP IMP	SRF
						SEWER BONDS	SEWER BONDS
91-92	34,886	501,825	3,526	0	0	0	0
92-93	33,570	517,200	6,688	0	0	0	0
93-94	32,254	506,200	6,834	0	0	0	0
94-95	33,563	495,200	6,674	0	0	0	0
95-96	32,100	484,200	7,458	0	26,460	0	0
96-97	30,638	567,700	7,217	15,688	51,093	0	0
97-98	29,175	545,700	6,976	42,455	49,001	0	0
98-99	27,713	525,200	6,733	37,918	46,909	0	0
99-00	0	622,470	7,439	42,280	44,822	0	0
00-01	0	567,015	7,118	41,390	21,624	0	0
01-02	0	544,705	6,796	40,460	0	0	0
02-03	0	624,814	7,018	44,500	0	0	0
03-04	0	602,805	6,761	43,275	0	0	0
04-05	0	678,634	7,465	47,025	0	0	0
05-06	0	647,356	7,060	45,495	0	0	0
06-07	0	615,909	6,656	48,935	0	0	0
07-08	0	584,445	7,319	47,080	0	30,039	0
08-09	0	646,035	7,842	50,190	0	69,527	0
09-10	0	331,623	7,820	47,990	0	68,464	
10-11	0	0	0	55,750	0	72,295	39,295
11-12	0	0	0	52,900	0	75,888	40,772
12-13						79,238	40,304
13-14						82,368	44,679
14-15						80,388	43,929
15-16						83,298	43,179
16-17						81,098	42,429
17-18						83,788	41,679
18-19						81,368	40,929
19-20						83,823	40,179
20-21						81,138	44,429
21-22						83,293	43,554
22-23						80,287	42,679
23-24						82,113	41,804
24-25						78,788	40,929
25-26						80,344	45,054
26-27						76,782	44,054
27-28							43,054
28-29							42,054
29-30							43,196
30-31							
31-32							
32-33							
33-34							
34-35							
35-36							
36-37							
37-38							
38-39							
39-40							
40-41							
41-42							
TOTALS	253,900	10,609,036	131,399	703,330	239,910	1,534,327	848,181

CAPITAL ACQUISITIONS

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BOOKMARK DESCRIPTION

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LINE-ITEM DEFINITIONS

SUMMARY OF REVENUES

FUND BALANCE

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CAPITAL ACQUISITIONS – ACCOUNT/FUND

CAPITAL ACQUISITIONS

The Capital Acquisition Funds continues to provide for the systematic replacement of equipment and to provide funding for other capital projects. The budget has been set up so that you can view the specific areas where revenues have been transferred into the Capital Acquisition Fund. This fund is no different than any of the other funds. In future years, the City will see a growth in the fund as we accumulate money for future replacements.

The Summary of Revenues, found below, shows the source of funds and the fund from which they originate.

LINE-ITEM DEFINITIONS

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

Equipment Purchases: Reflects the amount transferred to fund various equipment purchases. For vehicles there may be an annual charge to reflect an established rental rate based on hours of usage. In other cases, there may be a charge for a one-time purchase.

Transfer From Capital Purchases: Reflects the transfer from the General Fund Capital Purchases budget into the Capital Acquisition Fund.

Replacement Reserve: Reflects the amount of additional revenue generated from water and sewer rates for future improvements to the water and sewer system.

Meter Charge: Reflects the amount of meter charge revenue produced from water and sewer billings. Currently this revenue is being used to offset the repayment for the installment contract for the meter replacement program.

Meter Installment Payment: Reflects the transfer from the Water Expenditure budget for a portion of the repayment for the meter replacement program.

Retained Earnings Transfer: Reflects the transfer for excess funds from the water and sewer expenditure budgets for system improvements.

Fund Balance: Reflects any excess funds remaining in the fund.

Investment Interest: Reflects any interest earned from the investment of funds.

CAPITAL ACQUISITION
CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - ACQUISITIONS
FY 2023-24

ACQUISITION FUND REVENUE	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
GENERAL FUND:						
Equipment Replacement						
Police Department		-	-	-	-	-
Public Services	-		-	-		-
Transfer From GF Fund Balance	110,450	157,924	160,393	160,393	-	(160,393)
Grant Revenue	-	-	-	-	-	-
INVESTMENT INTEREST	217	400	-	-	400	400
TOTAL REVENUES	110,667	158,324	160,393	160,393	400	400

FUND BALANCE - BEGINNING	48,147	97,030	97,030	97,430	257,423	160,393
			-			
TOTAL EXPENDITURES	48,883	400	160,393	160,393	(56,000)	0
FUND BALANCE - ENDING	97,030	97,430	257,423	257,823	201,423	

EXPENDITURES
CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2023-24

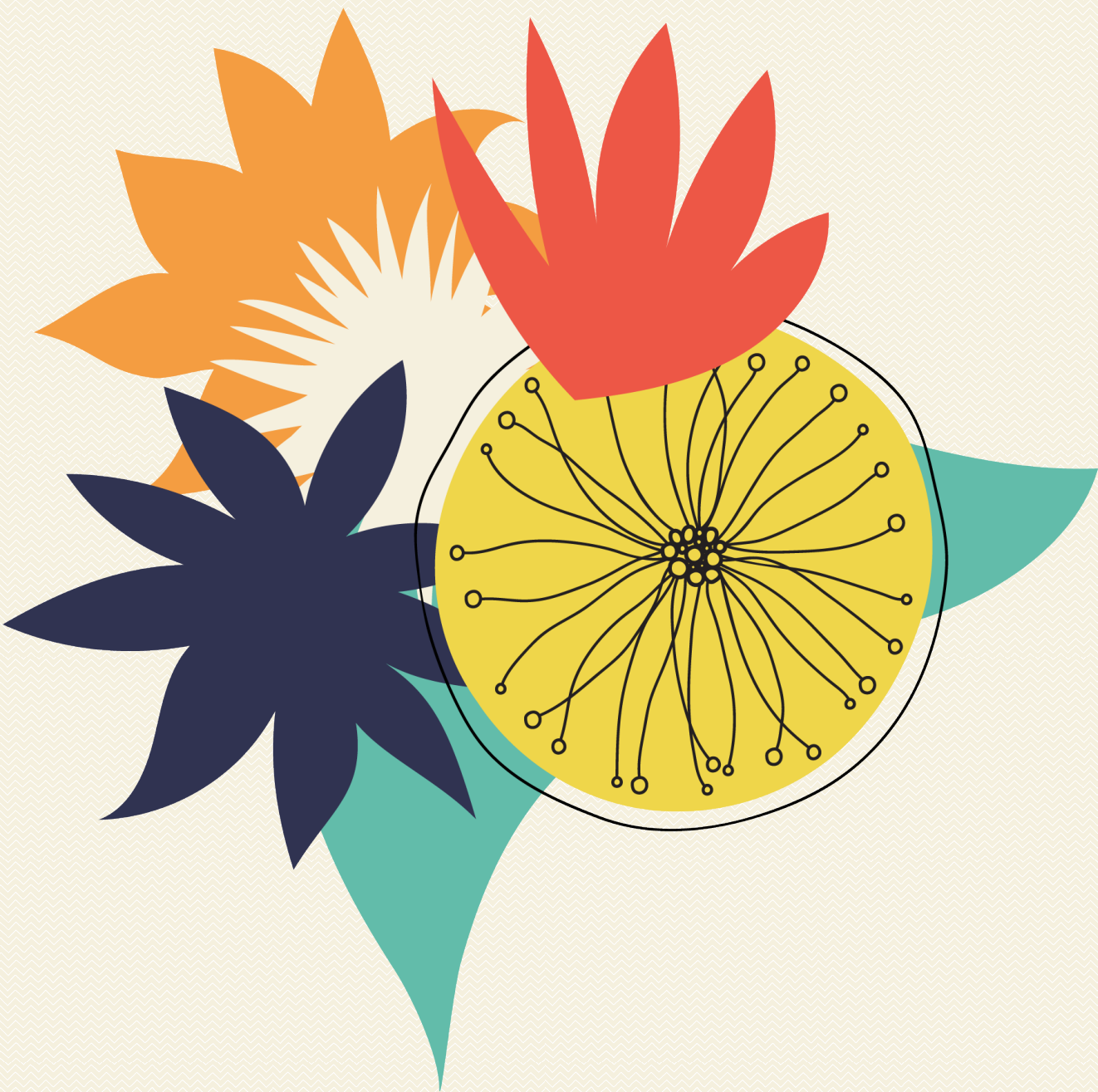
ACQUISITION FUND EXPENDITURES	ACTUAL FY21-22	BUDGETED FY22-23	ESTIMATED FY 22-23	ACTUAL 3/31/2023	PROJECTED FY 23-24	INCREASE (DECREASE)
ADMINISTRATION	-	14,787	-	-	25,000	10,213
PUBLIC SAFETY	4,520	143,137	-	-	31,000	(112,137)
PUBLIC SERVICES	-	-	-	-	-	-
RECREATION	58,000	-	-	-	-	-
TOTAL GENERAL FUND	62,520	157,924	157,924	157,924	56,000	(101,924)
MAJOR STREETS	-	-	-	-	-	-
LOCAL STREETS	-	-	-	-	-	-
WATER FUND	-	-	-	-	-	-
SEWER FUND	-	-	-	-	-	-
TOTAL - CAPITAL ACQUISITION	62,520	157,924	157,924	157,924	56,000	(101,924)

CAPITAL ACQUISITION EXPENDITURES – ACCOUNT/FUND

The fund has provided for funding on a systematic basis rather than pay as you go. For FY 2023/24, there are several items being considered for funding:

FY 2023-2024		
ACCOUNT/FUND	EXPENDITURE	COST
Administration	website upgrade	\$ 10,000.00
Administration	Community Room Upgrades	\$ -
Administration	Computer upgrades	\$ 5,000.00
Administration	Phone System Upgrade	\$ 10,000.00
Public Safety		
Public Safety	Getac BodyCam Cloud Storage	\$ 5,800.00
Public Safety	Getac InCar Video	\$ 25,200.00
Public Services		
Public Services	New Roof for DPS Building	\$ -
Public Services	Backhoe Tractor	\$ -
Public Services		
Recreation		
Recreation		
Water		
Water		
Sewer		
Sewer		
Major Streets		
Local Streets		
TOTAL		\$ 56,000.00

Administration		\$ 25,000.00
Public Safety		\$ 31,000.00
Public Services		\$ -
Recreation		\$ -
Water		\$ -
Sewer		\$ -
Major Streets		\$ -
Local Streets		\$ -
Total		\$ 56,000.00



Lathrup Village Downtown Development Authority

Fiscal Year 2023/2024 Budget





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

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Mission

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

Board of Directors

- Fred Prime, Chair
- Bryan Ford, Vice Chair
- Pam Shermeyer, Secretary
- Kelly Garrett, Mayor
- Charlotte Jones
- Bobbi Lovins
- Sue Montenegro, City Administrator
- Dan Sugg
- (vacant)

Staff

- Susie Stec, DDA Director
- Brittany Dorsey, DDA & Special Projects 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 circumstances of the pandemic challenged us to refine and find new ways to support our business community more fully. The 2022 DDA Annual Report details how the pandemic continued to influence our activities last year.

Southfield Road is the main commercial corridor; however, this thoroughfare poses many challenges to fostering a thriving business district. Some of these challenges include a wide public right-of-way, lack of curbing and pedestrian crossings, high travel speeds, and an old stormwater ditch system. The Road Commission for Oakland County (RCOC) has spent numerous years working with Lathrup Village, Southfield, and Beverly Hills to develop a preferred alternative for the reconstruction of Southfield Road. 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.

The DDA continues to make strides in its streetscaping and accessibility. The Board of Directors initiated a 3-year Sidewalk Replacement Program to coincide with the city program, which saw the direct investment of DDA funds into the district infrastructure. The DDA also adopted a 5-year alleyway and approach program, and has already replaced 3 alleys and 14 approaches.

Planned Activities: 2023/2024

Business Development

Lathrup Village is a great location for small business startups – space is affordable and major transportation arteries are easily accessible. While attracting new business remains a priority, supporting and retaining current business is our current focus. At the outset of the pandemic the Lathrup Village DDA established an incubator program – Lovin’ Lathrup Village Business Relief Mini-Grants. Implementation of this mini grant has faltered, and staff continues to explore the best path forward. The Economic Vitality Committee will re-evaluate the grant requirements to fully implement the mini-grant in FY 23/24.

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

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

Streetscaping and Beautification

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

Enhancing the “curb appeal” of Southfield Road continues to be a DDA priority. In the past, the uncertainty of *when* the long-awaited Southfield Road reconstruction will occur put the DDA in limbo and resulted in an overall lack of investment. Over the past three (3) years, beautification & streetscaping efforts have included the installation of banners, flowers, and flower planters, increased the number of corridor cleanups, and landscaping improvements at both gateway flowerbeds and at City Hall. Streetscaping and accessibility improvements have been pervasive over the past two years. The business district saw the direct investment of DDA funds into the infrastructure through the DDA Sidewalk Replacement Program and the implementation of the alleyway and approach program, which has already replaced 3 alleys and 14 approaches.

The DDA continues to advocate to the Road Commission for Oakland County (RCOC) for improved pedestrian safety and accessibility along the Southfield Road corridor. RCOC has granted the DDA permission to install a HAWK signal near the Margate/Southfield Road intersection. RCOC is also looking to include additional signals between 11 and 12 Mile Roads as part of the resurfacing project in 2024.

A Beautification Task Force was formed in 2021 to assist with additional streetscaping and placemaking efforts. A partnership with Boys2Men Youth Mentoring, and their partnership with MiWorks!, will help the DDA and the city with flowers and maintenance, and it will provide workforce development opportunities to young people. Additional funds have been allocated to supplement those activities.

Events

DDA-sponsored events include the annual Southfield Corridor Cleanup, Small Business Saturday Winter Artisan Market, Juneteeth Celebration, and Fall Fest. There is close coordination of events & programming between the DDA & the city. Opportunities to expand the DDA presence at events will be explored, as will adding new events such as an

art fair and movie in the park. The DDA will continue partnering with the Southfield Regional Chamber of Commerce to provide ribbon-cuttings to new businesses.

Training & Strategic Planning

It is extremely important to ensure staff is being trained and keeping up-to-date on the latest best practices. It is equally as important that ensure board members have access to training and they are actively encouraged to take advantage of these opportunities. The Board of Directors participated in strategic planning efforts lead by the National Main Street Center to guide our COVID-19 recovery efforts. These workplans will be the foundation to guide our activities over the next few years. Board members will be encouraged to attend the National Main Street Conference.

Joint Meetings

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

Future Development

In November 2022, voters chose not to permit cannabis facilities from locating in the city. Since this decision, interest in commercial properties has gradually increased. In 2022 and the first part of 2023, the community has realized the completion the BP Gas Station, improvements to Discount Tire, new church & social services at 18411 W. 12 Mile, the demolition of the former Citizens Bank to make way for a new Panera, a new vocational school specializing in home health care– Ambassadors Institute, a new catering and banquet facility – The Event House, and several more are in the pipeline.

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 strengthen our volunteer-base and community engagement with the intent to move up to the Select level. Advancing through the tiers at MSOC will provide greater access to MSOC resources and enhanced funding opportunities. The DDA continues to work closely with MSOC on numerous programs and initiatives.

DDA Revenue

Revenue 2010 through 2022

The district has seen revenues fluctuate in response to the various economic stressors. Revenues gradually began to climb in 2015, and by FY 19/20 the LVDDA district had exceed the highpoint from a decade ago. While investment in commercial properties happens at a slower pace than perhaps in neighboring communities, overall, the district sees a consistent number of redevelopment projects annually. This has led to increased property values. It should be noted that there is still a high level of uncertainty on the medium to long-term economic impact on businesses small & large due to the pandemic and the current global economic conditions. 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.

DDA Millage (TAX COLLECTED OTHER): The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. For the past two years, the millage rate has remained consistent at **1.8823 mils** for every dollar of taxable value in the DDA District. This rate will remain the same in 2023/2024.

Special Assessment: No revenues are planned in this category.

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

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

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

Table: 2023-2024 Budget Revenue Summary

REVENUES	ACTUAL 21/22	ADOPTED 22/23	AMENDED JAN 22/23	ACTUAL 5/31/2023	BUDGETED 23/24	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	364,258	326,350	326,350	400,197	367,901	41,551
TAX COLLECTED OTHER	37,117	36,676	36,676	37,187	37,488	812
MISC. REVENUES	21,757	12,000	12,000	22,364	21,974	9,974
INVESTMENT INTEREST	4,104	2,700	2,700	29,648	10,000	7,300
FEDERAL/STATE GRANTS	-	-	-	-	-	-
Total Revenues	427,237	377,726	377,726	489,396	437,364	59,638

DDA Expenditures

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

Proposed 2023-2024 Expenditures

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

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

Part Time Seasonal Crew: 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, technology/software subscriptions.

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

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

Training and Memberships: Training sessions and memberships are important for staff and boards/commission. These opportunities help sharpen skills, educate about latest trends and research, and build social capital for the city. Funds in this line item include registration and travel expenses for regional, state & national conferences. It also covers memberships for the DDA Board of Directors and Planning 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 as business assistance. The DDA works to craft programs which are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line includes costs incurred in the Business Mini-Grants, Southfield Corridor Cleanups, Juneteenth, Artisan Fair, Movie Night in the Park, and updated branding materials.

Streetscaping: Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This line items includes district flowers, banners, holiday decorations, trash receptacles, Municipal Park Play Structure match, DTE Tree Planting Grant match, and bike loops.

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

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

Postage Fees: Expenditures for mailing DDA-related items.

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

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

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

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

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

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

Table 2023-2024 Budget Expenditures Summary

EXPENDITURES	ACTUAL 21/22	ADOPTED 22/23	AMENDED JAN 22/23	ACTUAL 5/31/2023	BUDGETED 23/34	INCREASE (DECREASE)
SALARIES & WAGES	163,062	157,595	157,595	148,958	170,940	13,345
PART TIME SEASONAL CREW	2,525	5,000	5,000	-	5,000	-
EMPLOYEE TAXES & BENEFITS	50,249	34,000	34,000	52,508	34,000	-
LEGAL SERVICES	-	900	900	-	900	-
OFFICE SUPPLIES	1,072	3,360	3,360	387	6,350	2,990
TAX TRIBUNAL RETURNS	13,800	2,000	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,502	8,175	8,175	6,603	10,050	1,875
MAIN STREET PROGRAM	10,465	22,200	22,200	1,185	22,500	300
STREETSCAPING	24,035	33,300	33,300	8,755	132,000	98,700
PLANNING/CONSULTING FEES	50,646	15,300	15,497	15,497	15,300	(197)
PRINTING/PUBLICATION COSTS	2,145	2,000	2,000	959	2,000	-
POSTAGE FEES	135	200	200	-	200	-
REPAIRS & MAINTENANCE	252,007	505,624	505,624	56,881	417,293	(88,331)
MISCELLANEOUS EXPENDITURES	2,567	8,457	8,457	997	53,457	45,000
DEPRECIATION INFRASTRUCTURE	29,718	-	-	-	30,000	30,000
SIGN GRANT PROGRAM	4,000	10,000	10,000	-	10,000	-
FAÇADE GRANT PROGRAM	11,640	20,000	20,000	-	20,000	-
TOTAL EXPENDITURES	621,368	828,911	829,108	293,531	932,790	103,682

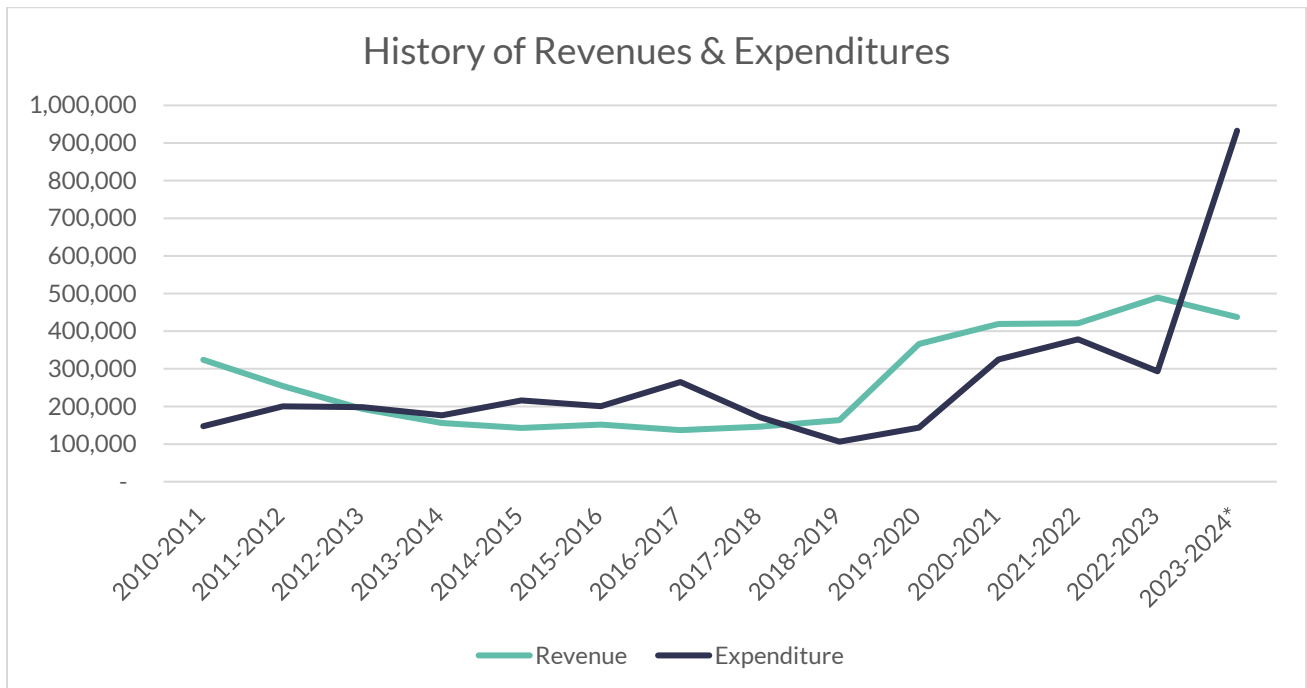
History of Expenditures and Revenues

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

Historu of Revenues & Expenditures

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

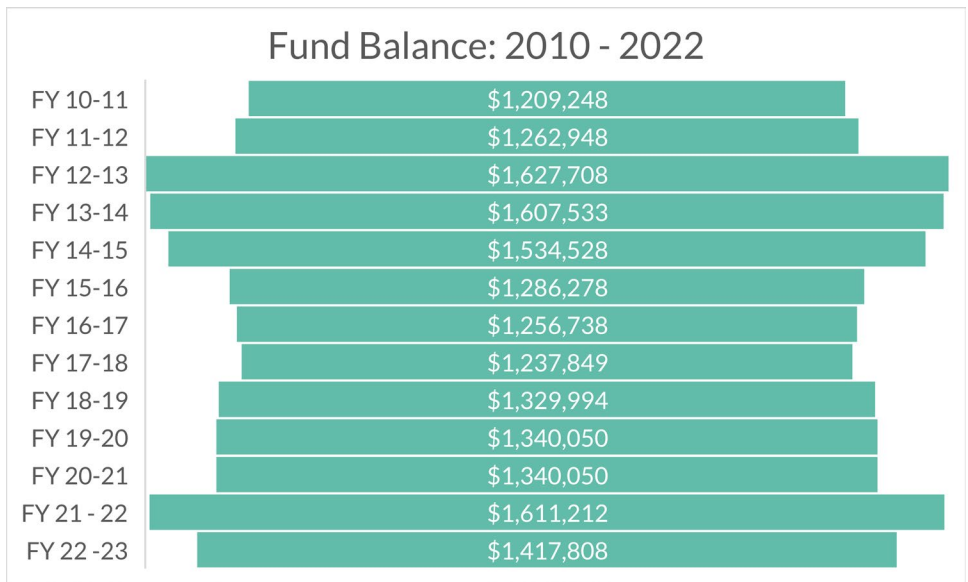
*budgeted



Fund Balance: FY 10-11 to FY 22-23

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	\$1,340,050
FY 21 - 22	\$1,611,212
FY 22 -23	\$1,417,808

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. 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. Projects include the Sidewalk Replacement Program, Alley & Approach Paving, and installation of pedestrian (HAWK) signals.



Appendix

REVENUES	ACTUAL 21/22	ADOPTED 22/23	AMENDED JAN 22/23	ACTUAL 5/31/2023	BUDGETED 23/24	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	364,258	326,350	326,350	400,197	367,901	41,551
TAX COLLECTED OTHER	37,117	36,676	36,676	37,187	37,488	812
MISC. REVENUES	21,757	12,000	12,000	22,364	21,974	9,974
INVESTMENT INTEREST	4,104	2,700	2,700	29,648	10,000	7,300
FEDERAL/STATE GRANTS	-	-	-	-	-	-
Total Revenues	427,237	377,726	377,726	489,396	437,364	59,638

EXPENDITURES	ACTUAL 21/22	ADOPTED 22/23	AMENDED JAN 22/23	ACTUAL 5/31/2023	BUDGETED 23/34	INCREASE (DECREASE)
SALARIES & WAGES	163,062	157,595	157,595	148,958	170,940	13,345
PART TIME SEASONAL CREW	2,525	5,000	5,000	-	5,000	-
EMPLOYEE TAXES & BENEFITS	50,249	34,000	34,000	52,508	34,000	-
LEGAL SERVICES	-	900	900	-	900	-
OFFICE SUPPLIES	1,072	3,360	3,360	387	6,350	2,990
TAX TRIBUNAL RETURNS	13,800	2,000	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,502	8,175	8,175	6,603	10,050	1,875
MAIN STREET PROGRAM	10,465	22,200	22,200	1,185	22,500	300
STREETSCAPING	24,035	33,300	33,300	8,755	132,000	98,700
PLANNING/CONSULTING FEES	50,646	15,300	15,497	15,497	15,300	(197)
PRINTING/PUBLICATION COSTS	2,145	2,000	2,000	959	2,000	-
POSTAGE FEES	135	200	200	-	200	-
REPAIRS & MAINTENANCE	252,007	505,624	505,624	56,881	417,293	(88,331)
MISCELLANEOUS EXPENDITURES	2,567	8,457	8,457	997	53,457	45,000
DEPRECIATION INFRASTRUCTURE	29,718	-	-	-	30,000	30,000
SIGN GRANT PROGRAM	4,000	10,000	10,000	-	10,000	-
FAÇADE GRANT PROGRAM	11,640	20,000	20,000	-	20,000	-
TOTAL EXPENDITURES	621,368	828,911	829,108	293,531	932,790	103,682

Fiscal Year 2023/2024 Budget Detail

EXPENDITURES	AMENDED 1/21/2023	BUDGETED 23/24
SALARIES & WAGES	157,595	170,940
DDA Director		81,600
DDA & Special Projects Mgr		45,176
City Administrator & Treasurer		20,000
Code Enforcement		24,164
PART TIME SEASONAL CREW	5,000	5,000
EMPLOYEE TAXES & BENEFITS	34,000	34,000
LEGAL SERVICES	900	900
OFFICE SUPPLIES	3,360	6,350
Adobe Subscription (SS & BD)		360
Technology/Software		970
Computers		4,000
Cell Phone		720
Office supplies		300
TAX TRIBUNAL RETURNS	2,000	2,000
AUDITING & ACCOUNTING	800	800
TRAINING/MEMBERSHIP	8,175	10,050
MAP		675
MDA		250
National Main Street Center		375
National Main Street Conference		5,000
IEDC Trainings		1,500
MEDA		250
misc. trainings		2,000
MAIN STREET PROGRAM	22,200	22,500
Corrdior Cleanup		500
Artisan Market		5,000
Juneteenth		3,000
Branding/Swag		2,000
End of the Summer Concert		2,000
Business Mini-Grant		10,000
STREETSCAPING	33,300	132,000
Plants/flowerbed maintenance		5,000
Banners		2,000
Holiday Decorations		10,000
Trash Receptacles		13,000
Municipal Park Play Structure Match		100,000
DTE Tree Planting Grant Match		2,000
PLANNING/CONSULTING FEES	15,497	15,300
PRINTING/PUBLICATION COSTS	2,000	2,000
POSTAGE FEES	200	200

REPAIRS & MAINTENANCE	505,624	417,293
Alleys & Approaches		297,293
SRP Yr3		45,000
Excell (696 Mowing & Snow)		5,000
Alley Maintenance		5,000
HAWK Pedestrian Signals		40,000
Electric Vehicle Chargers		15,000
Streetlight/DTE		10,000
MISCELLANEOUS EXPENDITURES	8,457	53,457
Meadowbrook Liability Insurance		4,657
misc. expense		500
Code Enforcement/DDA vehicle		45,000
LVTV -DDA mtg		3,300
DEPRECIATION INFRASTRUCTURE	-	-
CAPITAL EXPENDITURE	-	-
SIGN GRANT PROGRAM	10,000	10,000
FAÇADE GRANT PROGRAM	20,000	20,000
TOTAL EXPENDITURES	829,108	902,790

Cost – Share Agreement

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
 - C. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.
 - D. 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)
 - 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 _____ day of _____, 2021

SIGNED BY CITY this _____ day of _____, 2021

City of Lathrup Village

Lathrup Village Downtown Development Authority

BY: _____
Mykale Garrett, Mayor

BY: _____
Susie Stec, DDA Director

BY: _____
Sheryl L. Mitchell Theriot, City Administrator

BY: _____
Yvette Talley, City Clerk

Proposed FY 2022-2023 Budget Amendments
Submitted for City Council Approval June 26, 2023

REVENUES FISCAL YEAR - 22-23 BUDGET AMENDMENTS FUND/ACTIVITY	ORIGINAL BUDGET	ACTUAL May 31, 2023	AMENDED JUNE	OVER (UNDER)	NOTES
GENERAL FUND					
TAXES:					
General Operating	2,845,012	\$ 2,646,687	2,646,687	(198,325)	
Public Safety	0	\$ -	0	0	
Refuse Collection	426,724	\$ 397,308	397,308	(29,416)	
Library	0	\$ -	0	0	
Administrative Fee	88,000	\$ 92,190	92,190	4,190	
Interest & Penalties	35,000	\$ 32,569	32,569	(2,431)	
Total - All Taxes	3,394,736	\$ 3,168,753	3,168,754	(225,982)	
STATE SHARED REVENUE	477,151	\$ 335,039	477,151	0	
FEDERAL AND STATE GRANTS	2,500	\$ 2,500	2,500	0	
OTHER REVENUE	1,393,932	\$ 1,326,293	1,369,064	(24,868)	
TRANSFER FROM OTHER FUNDS	0	\$ -	0	0	
TRANSFER FROM FUND BALANCE	0	\$ -	0	0	
Total - General Fund Revenues	5,268,319	\$ 4,832,585	5,017,468	(250,851)	
MAJOR STREETS	1,326,478	\$ 299,862	1,326,478	0	
LOCAL STREETS	1,566,753	\$ 165,400	1,566,753	0	
WATER	2,951,861	\$ 1,168,851	2,951,861	0	
SEWER	2,459,423	\$ 1,537,905	2,459,423	0	
ROAD BOND FUND	0	\$ 88,000	88,000	88,000	
CAPITAL ACQUISITION FUND	158,324	\$ 161,117	161,500	3,176	
Total - All Operating Funds	13,731,158	\$ 8,253,721	13,571,483	(162,851)	

Proposed FY 2022-2023 Budget Amendments
Submitted for City Council Approval June 26, 2023

FISCAL YEAR - 22-23 OTHER REVENUE	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Miscellaneous	15,000	9,057	9,200	(5,800)	
Investment Interest	35,000	44,426	46,500	11,500	
Delq Personal Property Revenue	3,000	4,170	4,170	1,170	
Workers Comp Dividend	5,103	7,614	7,614	2,511	
Unearned Revenue	200,000	100,000	100,000	(100,000)	
Metro Authority - Fee	18,000	19,532	19,532	1,532	
Building Permits	95,000	76,000	76,000	(19,000)	
Property & Liability Dividend Rev	8,845	8,845	8,845	0	
Zoning, Site, & Special Permits	8,500	10,835	11,000	2,500	
Plumbing/Heating Permits	10,000	13,940	14,000	4,000	
Electrical Permits	10,000	11,671	12,000	2,000	
Licenses & Registrations	14,000	11,760	12,000	(2,000)	
Dog & Cat Licenses	1,100	223	223	(877)	
Cable TV	120,000	80,219	106,000	(14,000)	
MJTC Project - 302 Funds	1,000	0	0	(1,000)	
SMART Credits	9,685	0	0	(9,685)	
District Court Fines	70,000	72,962	77,000	7,000	
Community Development - CDBG	8,000	0	3,262	(4,738)	
Sidewalks	280,000	356,440	356,440	76,440	
Weeds/Code Enforcement Revenue	60,000	74,953	74,953	14,953	
Metro-PCS Lease Payments	48,000	52,000	52,000	4,000	
AT & T Lease	60,889	57,539	60,889	0	
DPS Rent from Water	4,917	4,917	4,917	0	
Equipment Pool Rentals	0	0	0	0	
Administrative Charge to Roads	4,000	4,000	4,000	0	
BC/BS - Retirees Spouse	0	0	0	0	
Employee Benefit Contribution	22,000	22,000	22,000	0	
Recreation	15,000	2,528	2,528	(12,473)	
Dog Park Revenue	1,600	185	185	(1,415)	
Community Garden Revenue	1,800	670	1,000	(800)	
Tree Sales, Wood Chips, etc.	0	0	0	0	
Comm Room & Bldg. Rent Revenue	65,000	67,898	68,000	3,000	
Police Charges	15,000	17,473	17,500	2,500	
SOCRRA Refund	0	0	0	0	
Election Reimbursements	0	0	0	0	
Police Forfeitures - State	0	0	0	0	
Police Forfeitures - Federal	0	0	0	0	
Workers Comp Reimbursement	19,393	20,227	20,277	884	
Public Services Reimbursement	20,000	17,181	20,000	0	
Insurance Reimbursement	0	0	0	0	
Insurance Recoveries	0	0	0	0	
Sale of Abandoned Property	142,700	142,700	142,700	0	
Sale of Fixed Asset	0	14,329	14,329	14,329	
Donations	1,400	0	0	(1,400)	
Total - Other Revenue	1,393,932	1,326,293	1,369,064	(19,068)	

Proposed FY 2022-2023 Budget Amendments
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SUMMARY OF EXPENDITURES FISCAL YEAR - 22-23	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
GOVERNMENT SERVICES	789,518	537,603	800,259	10,741	
ADMINISTRATION	870,031	715,168	852,823	(17,208)	
BUILDING AND GROUNDS	127,859	144,039	160,359	32,500	
POLICE DEPARTMENT	2,400,256	2,182,220	2,357,057	(43,199)	
PUBLIC SERVICES (DPS)	733,672	703,445	970,555	236,883	
LEAF COLLECTION	7,000	2,940	7,000	0	
REFUSE COLLECTION	369,794	339,387	369,794	0	
RECREATION	50,642	11,634	13,753	(36,889)	
GENERAL CONTINGENCY	157,924	157,924	157,924	0	
Total - General Fund	5,506,696	4,794,359	5,689,523	182,827	
MAJOR STREETS	1,327,050	1,900,122	2,433,318	1,106,268	
LOCAL STREETS	1,569,550	1,893,278	2,460,569	891,019	
WATER	2,974,850	1,777,923	2,429,317	(545,533)	
SEWER	3,290,243	2,266,373	2,644,131	(646,112)	
CAPITAL ACQUISITION	157,924	170,431	170,431	12,507	
DEBT SERVICE	0	558,750	558,750	0	
Total - All Funds	14,826,313	13,361,236	16,386,039	1,000,976	

Proposed FY 2022-2023 Budget Amendments
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EXPENDITURES FISCAL YEAR - 22-23 GOVERNMENT SERVICES	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Unemployment Insurance	50	52	55	5	
Workers Comp. Insurance	7,000	7,000	7,000	0	
Office Supplies	6,000	4,889	6,000	0	
Code Enforcement	4,500	465	1,000	(3,500)	
Supplies - Covid 19	0	0	0	0	
Tax Tribunal Returns	10,366	10,366	10,366	0	
Building Trade Inspections	70,000	52,445	60,000	(10,000)	
Memberships & Meetings	6,000	7,266	7,266	1,266	
Cable TV	55,000	47,347	52,000	(3,000)	
Citizen Communications/PR	15,000	10,174	10,174	(4,826)	
Audit Service	34,840	43,845	43,845	9,005	
Telephone	18,000	9,601	13,500	(4,500)	
Vehicle Expense	5,000	327	327	(4,673)	
City Appreciation	0	0	0	0	
Training	5,000	9,463	12,000	7,000	
Planning/Consulting Fees	15,300	11,909	15,300	0	
Beautification	0	0	0	0	
C.D.B.G. Expenditures	2,298	3,262	3,262	964	
Printing/Publication Cost	12,000	9,842	12,000	0	
Postage Meter	6,000	5,476	6,000	0	
Liability Insurance	40,164	40,164	40,164	0	
Miscellaneous	0	0	0	0	
Government Operations	25,000	37,104	40,000	15,000	
Technology	45,000	56,876	60,000	15,000	
Library Payment	132,000	59,969	120,000	(12,000)	
Community Center Expense	25,000	27,533	30,000	5,000	
Unfunded OPEB Liability	50,000	50,000	50,000	0	
ARPA Expenditures	200,000	32,229	200,000	0	
19600 Forest Drive - Expenditures	0	0	0	0	
Total - Government Services	789,518	537,603	800,259	10,741	

Proposed FY 2022-2023 Budget Amendments
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EXPENDITURES FISCAL YEAR - 22-23 ADMINISTRATION	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	441,036	378,776	415,000	(26,036)	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	307,165	215,859	307,165	0	
Code Enforcement - Legal	20,000	15,475	20,000	0	
Elections	15,173	17,118	17,118	1,945	
Legal Services	50,000	51,396	56,896	6,896	
Board of Review	600	500	600	0	
County Equalization Services	36,057	36,044	36,044	(13)	
Code Enforcement Officer	0	0	0	0	
Total - Administration	870,031	715,168	852,823	(17,208)	

Proposed FY 2022-2023 Budget Amendments
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EXPENDITURES FISCAL YEAR - 22-23 BUILDING & GROUNDS	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Temp.	30,000	32,260	35,000	5,000	
Fringe Benefits	0	0	0	0	
Building Utilities	45,000	56,131	60,000	15,000	
Building Maintenance	38,000	45,407	54,000	16,000	
Building - Grants	5,359	5,359	5,359	0	
Building - Covid Expense	0	0	0	0	
Building Authority Lease	0	0	0	0	
Vehicle Maintenance Expense	0	0	0	0	
Equipment Maintenance	1,500	0	0	(1,500)	
Parking Lots & Grounds	8,000	4,882	6,000	(2,000)	
Capital Exp	0	0	0	0	
Total - Building & Grounds	127,859	144,039	160,359	32,500	

Proposed FY 2022-2023 Budget Amendments
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EXPENDITURES FISCAL YEAR - 22-23 PUBLIC SAFETY	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	793,250	773,145	793,250	0	
Salaries & Wages - Temp.	50,000	61,428	67,000	17,000	
Salaries & Wages - O.T..	50,000	32,522	40,000	(10,000)	
Taxes & Fringe Benefits	641,229	514,287	570,000	(71,229)	
Unemployment Insurance	100	100	150	50	
Uniforms	15,000	5,471	10,000	(5,000)	
Worker's Comp. Insurance	10,000	14,265	14,265	4,265	
Office Supplies	4,000	3,393	4,000	0	
Supplies - Covid 19	0	0	0	0	
Office Machines	2,000	788	1,000	(1,000)	
Publications/Document Reducing	500	0	0	(500)	
Code Enforcement/Training & Supplies	0	0	0	0	
Police Reserves	500	0	0	(500)	
Training	15,500	8,017	15,000	(500)	
Firearms Training	9,000	6,048	9,000	0	
Fire Service Contract	709,371	653,802	709,371	0	
Telephone	9,500	10,079	12,000	2,500	
Radio Communication	12,500	8,001	12,500	0	
Vehicle	37,000	54,759	60,000	23,000	
Liability Insurance	26,106	26,106	26,106	0	
Memberships & Meetings	3,500	3,967	4,200	700	
MJTC Grant	2,000	822	1,000	(1,000)	
Crime Prevention	0	0	0	0	
Animal Control	200	215	215	15	
Community Policing	2,000	0	500	(1,500)	
Police Forfeiture	0	0	0	0	
Miscellaneous	0	0	0	0	
Motorcycle Lease	0	0	0	0	
Prisoner Lockup	4,000	2,300	4,000	0	
State of MI Lein use	0	0	0	0	
Road Supplies	2,000	2,170	2,500	500	
Evidence Supplies	1,000	536	1,000	0	
Total - Public Safety	2,400,256	2,182,220	2,357,057	(43,199)	

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EXPENDITURES FISCAL YEAR - 22-23 PUBLIC SERVICES	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
DPS					
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	20,000	29,313	31,000	11,000	
Office Supplies	0	0	0	0	
Utilities	21,000	27,944	32,000	11,000	
Park Maintenance	7,000	145	500	(6,500)	
Equipment Maintenance	6,617	7,561	8,000	1,383	
Sidewalk Maintenance	552,576	521,409	772,576	220,000	Spring sidewalks
Contractual Services	126,479	117,072	126,479	0	
Total - DPS	733,672	703,445	970,555	236,883	
LEAF COLLECTION					
Salaries & Wages - Temp.	0	0	0	0	
Miscellaneous	0	0	0	0	
Refuse Equipment Expense	7,000	2,940	7,000	0	
Total - Leaf Collection	7,000	2,940	7,000	0	
REFUSE COLLECTION					
SOCRRRA Fees	369,794	339,387	369,794	0	
Collection Contract	0	0	0	0	
Total - Refuse Collection	369,794	339,387	369,794	0	
Total - Public Services	1,110,466	1,045,771	1,347,349	236,883	

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EXPENDITURES FISCAL YEAR - 22-23 RECREATION	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Full Time	30,000	0	0	(30,000)	
Taxes & Fringe Benefits	5,642	0	0	(5,642)	
Office Supplies	0	0	0	0	
Bus Transportation	1,000	0	0	(1,000)	
Adult Programs	1,000	102	500	(500)	
Senior Activities	800	183	250	(550)	
Children/Youth Programs	500	11	11	(489)	
Community Events	8,500	9,934	10,000	1,500	
Community Garden	1,000	0	1,000	0	
Dog Park Expense	500	15	250	(250)	
Fitness Center	500	147	500	0	
Special Programs/Sporting Events	0	0	0	0	
Concerts in the Park	400	442	442	42	
Workers Comp. Insurance	800	800	800	0	
Total - Recreation	50,642	11,634	13,753	(36,889)	

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EXPENDITURES FISCAL YEAR - 22-23 CONT. & RESERVE	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
GENERAL CONTINGENCY					
Miscellaneous	0	0	0	0	
DDA	0	0	0	0	
Total - General Contingency	0	0	0	0	
CAPITAL RESERVE FUND					
Capital Expenditure	157,924	157,924	157,924	0	
Transfer to Local Streets	0	0	0	0	
Transfer out to Sewer	0	0	0	0	
Total - Reserve Fund	157,924	157,924	157,924	0	
Total - Cont. & Reserve	157,924	157,924	157,924	0	

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EXPENDITURES FISCAL YEAR - 22-23 MAJOR STREETS	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Admin.	5,750	5,895	6,500	750	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	11,472	888	2,500	(8,972)	
Contractual Services	65,299	59,591	65,299	0	
Interest Expense	98,333	98,333	98,333	0	
Office Supplies	0	0	0	0	
Public Service Building	0	0	0	0	
Audit Services	6,500	6,500	6,500	0	
Roadside Parks	0	0	0	0	
Transfer to Local Streets	0	0	0	0	
Admin. & Engineering	4,000	4,000	4,000	0	
Road Construction	0	0	0	0	
Road Maintenance	5,000	3,563	5,000	0	
Roadside Maintenance	1,000	205	500	(500)	
Equipment Rental	5,000	0	0	(5,000)	
Traffic Controls	25,000	16,796	20,000	(5,000)	
Snow & Ice Removal	5,500	2,936	2,936	(2,564)	
Non-Motor Facilities	0	0	0	0	
Forestry	36,000	30,483	34,000	(2,000)	
Paying Agent Fees	0	250	250	250	
Capital Expenditure - Street Bond	1,058,196	1,670,683	2,187,500	1,129,304	
Total - Major Streets	1,327,050	1,900,122	2,433,318	1,106,268	

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EXPENDITURES FISCAL YEAR - 22-23 LOCAL STREETS	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Admin.	5,750	5,895	6,500	750	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	11,472	474	2,500	(8,972)	
Interest Expen	98,333	98,333	98,333	0	
Contractual Services	65,299	59,591	65,299	0	
Public Service Building	0	0	0	0	
Audit Services	6,500	6,500	6,500	0	
Admins. & Engineering	0	0	0	0	
Road Construction	0	0	0	0	
Road Maintenance	250,000	14,071	50,000	(200,000)	
Roadside Maintenance	1,000	1,457	2,000	1,000	
Equipment Rental	2,000	0	0	(2,000)	
Traffic Controls	25,000	1,945	5,000	(20,000)	
Snow & Ice Removal	5,000	2,937	2,937	(2,064)	
Non-Motor Facilities	5,000	0	0	(5,000)	
Forestry	36,000	30,483	34,000	(2,000)	
Capital Expenditure - Street Bond	1,058,196	1,671,593	2,187,500	1,129,304	
Total - Local Streets	1,569,550	1,893,278	2,460,569	891,019	

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EXPENDITURES FISCAL YEAR - 22-23 WATER	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	20,004	18,949	20,004	0	
Taxes & Fringe Benefits	158,268	103,352	158,268	0	
OPEB Expense	0	0	0	0	
Pension Expense	0	0	0	0	
Contractual Services	73,376	66,961	73,376	0	
Office Supplies	0	0	0	0	
Water System Maintenance	90,000	62,816	90,000	0	
Billing Services	10,000	8,272	10,000	0	
Audit Service	6,500	6,500	6,500	0	
Telephone	0	0	0	0	
Liability Insurance	7,959	7,959	7,959	0	
Water Purchases	454,416	264,010	304,010	(150,406)	
Rent & Utilities	4,917	4,917	4,917	0	
Equipment Replacement	2,000	1,317	2,000	0	
Administration and Engineering	0	0	0	0	
Vehicle & Equip. Expense	0	0	0	0	
Miscellaneous	1,522	1,522	1,522	0	
Capital Expenditure	4,288	10,761	10,761	6,473	OHM Advisors
Water Main Project	356,600	7,525	10,000	(346,600)	
Capital Expenditure-Stop Box Replace	50,000	77,710	90,000	40,000	
Capital Expenditure - Lead & Copper Li	100,000	82,313	100,000	0	
Capital Expenditure - Water Meter Rep	860,000	0	150,000	(710,000)	
Capital Expenditure-Water Main Replac	475,000	632,917	900,000	425,000	
Capital Expenditure-Fire Hydrants	100,000	262,182	290,000	190,000	
Capital Expenditure-Gate Valves	200,000	157,940	200,000	0	
Unfunded Pension Liability	0	0	0	0	
Total - Water	2,974,850	1,777,923	2,429,317	(545,533)	

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EXPENDITURES FISCAL YEAR - 22-23 SEWER	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	20,004	18,949	22,004	2,000	
Taxes & Fringe Benefits	55,346	51,316	55,346	0	
Contractual Services	73,376	66,961	73,376	0	
Office Supplies	0	0	0	0	
Sewer System Maintenance	273,000	56,869	273,000	0	
Admin. & Engineering	0	0	0	0	
Audit Service	6,500	6,500	6,500	0	
Equipment Replacement	0	0	0	0	
Liability Insurance	7,803	7,803	7,803	0	
Interest Expense	174,679	171,724	171,724	(2,955)	
Paying Agent Fees	1,500	1,250	1,250	(250)	
Sewage Disposal Cost	1,059,290	957,387	1,059,290	0	
Rent & Utilities	500	0	0	(500)	
Larvicide Applications	0	0	0	0	
Industrial Surcharge	20,000	14,159	20,000	0	
Environmental Compliance-Non Capita	30,000	10,711	20,000	(10,000)	
Environmental Compliance-Const Exp	0	0	0	0	
Bond Expense-Non Capital	0	0	0	0	
Bond Expense-Construction	0	0	0	0	
Capital Expenditure	145,000	27,480	50,000	(95,000)	
Equipment Maintenance	0	0	0	0	
Miscellaneous	0	0	0	0	
RETENTION TANK					
Utilities					
Electric	18,707	22,205	26,000	7,293	
Water	5,000	6,461	9,000	4,000	
Natural Gas	1,200	1,291	1,500	300	
Phone	3,000	1,959	2,500	(500)	
Fuel for Generator	500	0	0	(500)	
Supplies and Tools	0	0	0	0	
Building & Equipment	6,000	4,115	6,000	0	
Capital Expenditure-Sanitary Sewer	829,760	830,155	829,760	0	Cured in Place pipe
Capital Expenditure -Retention Tank	550,000	0	0	(550,000)	
Contractual Operation	0	0	0	0	
Excess Liability for Tank	9,078	9,078	9,078	0	
Total - Sewer	3,290,243	2,266,373	2,644,131	(646,112)	

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EXPENDITURES FISCAL YEAR - 22-23	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Road Bond Fund					
Interest Expencc	0	218,750	218,750	218,750	
Bond Principal	0	340,000	340,000	340,000	
Total - Debt Service	0	558,750	558,750	558,750	

EXPENDITURES FISCAL YEAR - 22-23 CAPITAL ACQUISITION	ORIGINAL BUDGET	ACTUAL May, 31 2023	AMENDED JUNE	OVER (UNDER)	NOTES
Water/Sewer	0	0	0	0	
General Capital Expenditures	157,924	170,431	170,431	12,507	Body Cameras 1/2
Total - Capital Acquisition	157,924	170,431	170,431	12,507	

Position Title	Lathrup Village Wage	Average Wage	Highest Wage	Lowest Wage	Currently Posted at
Treasurer	\$ 96,750	\$ 84,816	\$ 129,428	\$ 53,892	
Payroll Specialist		\$ 53,677	\$ 69,469	\$ 39,766	
HR Generalist		\$ 69,644	\$ 86,403	\$ 56,702	
Benefits Coordinator		\$ 66,393	\$ 104,640	\$ 48,285	
Dept. Treasurer	\$ 60,000	\$ 63,845	\$ 92,420	\$ 39,520	
Acct. Clerk II (UB/AP)	\$ 52,500	\$ 47,175	\$ 57,979	\$ 35,360	
Executive Assistant	\$ 50,000	\$ 61,091	\$ 84,900	\$ 40,664	
Clerk	\$ 62,000	\$ 78,061	\$ 134,450	\$ 42,952	
Comm Dev Dir	\$ 85,000	\$ 91,156	\$ 134,450	\$ 57,000	
DDA Director		\$ 66,529	\$ 84,842	\$ 42,420	
Code Enforcement	\$ 65,000	\$ 61,818	\$ 114,000	\$ 39,520	50-60K
Building Clerk		\$ 44,764	\$ 52,749	\$ 35,360	

Treasurer – Lathrup Village current wage \$96,570

municipality	county	populatio	stat	hrs/w	min	max	actual	basis
Sterling Heights	Macomb	134,346	F	40	\$ 89,044	\$ 122,665	\$ 122,665	Year
Livonia	Wayne	95,535	EFT	40			\$ 94,441	Year
West Bloomfield Charter Twp	Oakland	65,888	EFT	37.5			\$ 129,428	Year
Royal Oak	Oakland	58,211	F	40	\$ 82,891	\$ 109,813	\$ 109,813	Year
Roseville	Macomb	47,710	EFT	40			\$ 96,695	Year
Independence Charter Twp	Oakland	36,686	EFT	40			\$ 88,889	Year
Allen Park	Wayne	28,638	EFT	35			\$ 55,218	Year
Hamtramck	Wayne	28,433	F	40			\$ 75,500	Year
Clawson	Oakland	11,389	F	36	\$ 55,671	\$ 79,827	\$ 81,432	Year
Davison	Genesee	5,143	F	40			\$ 62,200	Year
Kingsford	Dickinson	5,139	F	40	\$ 63,372	\$ 68,174	\$ 68,174	Year
DeWitt	Clinton	4,776	F	40			\$ 81,512	Year
Negaunee	Marquette	4,627	F	40			\$ 53,892	Year
Fremont	Newaygo	4,516	F	40	\$ 61,614	\$ 80,097	\$ 80,097	Year
Roosevelt Park	Muskegon	4,172	F	45			\$ 62,500	Year
Lowell	Kent	4,142	F	40			\$ 81,000	Year
Linden	Genesee	4,142	F	40	\$ 110,240	\$ 114,400	\$ 110,240	Year
Williamston	Ingham	3,819	F	40			\$ 73,000	Year
Average							\$ 84,816	
Highest							\$ 129,428	
Lowest							\$ 53,892	

Payroll Specialist – currently included in treasurer wage

municipality	county	populati	stat	hrs/w	min	max	actual	basis
Detroit	Wayne	639,111	F	40	\$ 46,525	\$ 54,578	\$ 54,578	Year
Sterling Heights	Macomb	134,346	F	37.5	\$ 44,669	\$ 57,979	\$ 57,979	Year
Dearborn	Wayne	109,976	F	Full Time	\$ 52,483	\$ 66,420	\$ 54,006	Year
Livonia	Wayne	95,535	F	40	\$ 52,790	\$ 58,864	\$ 58,864	Year
Novi	Oakland	66,243	F	40	\$ 48,620	\$ 65,637	\$ 69,469	Year
West Bloomfield Charter Twp	Oakland	65,888	F	37.5	\$ 52,884	\$ 72,443	\$ 64,253	Year
Roseville	Macomb	47,710	F	40	\$ 59,869	\$ 62,558	\$ 62,558	Year
Lincoln Park	Wayne	40,245	F	40	\$ 36,291	\$ 42,793	\$ 42,793	Year
Allen Park	Wayne	28,638	F	37.5			\$ 54,570	Year
Madison Heights	Oakland	28,468	F	37.5	\$ 43,486	\$ 49,384	\$ 49,384	Year
Hamtramck	Wayne	28,433	F	40			\$ 53,500	Year
Garden City	Wayne	27,380	F	40			\$ 48,443	Year
Birmingham	Oakland	21,813	F	40	\$ 46,800	\$ 64,147	\$ 64,147	Year
Wayne	Wayne	17,713	F	37.5			\$ 39,766	Year
Springfield	Calhoun	5,292	F	38	\$ 32,881	\$ 48,669	\$ 48,669	Year
Sparta	Kent	4,244	F	40			\$ 43,410	Year
Otsego	Allegan	4,120	F	40			\$ 46,114	Year
Average							\$ 53,677	
Highest							\$ 69,469	
Lowest							\$ 39,766	

HR_Generalist - currently included in treasurer wage

municipality	county	populati	stat	hrs/w	min	max	actual	basis
Dearborn	Wayne	109,976	F	Full Time	\$ 64,224	\$ 81,358	\$ 72,285	Year
Livonia	Wayne	95,535	F	40	\$ 74,152	\$ 86,403	\$ 86,403	Year
Novi	Oakland	66,243	F	40	\$ 73,805	\$ 103,327	\$ 75,000	Year
West Bloomfield Charter Twp	Oakland	65,888	F	37.5	\$ 57,916	\$ 79,622	\$ 79,622	Year
Royal Oak	Oakland	58,211	F	40	\$ 65,192	\$ 72,435	\$ 65,192	Year
Lincoln Park	Wayne	40,245	F	40			\$ 56,702	Year
Grand Blanc Charter Twp	Genesee	39,846	F	40			\$ 60,770	Year
Independence Charter Twp	Oakland	36,686	F	40			\$ 72,100	Year
Auburn Hills	Oakland	24,360	F	40	\$ 51,146	\$ 62,840	\$ 58,420	Year
Birmingham	Oakland	21,813	F	40	\$ 58,318	\$ 74,648	\$ 69,950	Year
Portland	Ionia	3,796	F	40	\$ 58,573	\$ 82,649	\$ 82,649	Year
Average							\$ 69,644	
Highest							\$ 86,403	
Lowest							\$ 56,702	

Benefits Coordinator - currently included in treasurer wage

municipality	county	populatio	stat	hrs/w	min	max	actual	basis
Detroit	Wayne	639,111	F	40	\$ 73,071	\$ 90,752	\$ 90,752	Year
Grand Rapids	Kent	198,917	F	40	\$ 81,883	\$ 104,640	\$ 104,640	Year
Ann Arbor	Washtenaw	123,833	F	40	\$ 47,051	\$ 61,166	\$ 53,045	Year
Lansing	Ingham	112,644	F	40	\$ 60,088	\$ 89,859	\$ 67,060	Year
Dearborn	Wayne	109,976	F	40	\$ 44,705	\$ 56,631	\$ 54,981	Year
Novi	Oakland	66,243	F	37.5	\$ 56,012	\$ 57,958	\$ 56,012	Year
Royal Oak	Oakland	58,211	F	40	\$ 65,192	\$ 72,435	\$ 72,435	Year
Portage	Kalamazoo	48,891	F	40	\$ 48,575	\$ 65,719	\$ 65,719	Year
Wayne	Wayne	17,713	F	37.5	\$ 39,765	\$ 48,285	\$ 48,285	Year
Mount Clemens	Macomb	15,697	F	40			\$ 51,000	Year
Average							\$ 66,393	
Highest							\$ 104,640	
Lowest							\$ 48,285	

Dept. Treasurer – Lathrup Village current wage \$60,000

municipality	county	populatio	statu	hrs/w	min	max	actual	basis
Dearborn	Wayne	109,976	F	40	\$ 79,722	\$ 100,988	\$ 92,420	Year
Livonia	Wayne	95,535	F	40	\$ 63,690	\$ 74,610	\$ 74,610	Year
Novi	Oakland	66,243	F	40	\$ 73,805	\$ 103,327	\$ 85,616	Year
West Bloomfield Charter Twp	Oakland	65,888	F	37.5	\$ 62,399	\$ 86,040	\$ 86,040	Year
Roseville	Macomb	47,710	F	40			\$ 82,191	Year
Lincoln Park	Wayne	40,245	F	40	\$ 39,837	\$ 53,842	\$ 53,842	Year
Grand Blanc Charter Twp	Genesee	39,846	F	40			\$ 62,400	Hour
Independence Charter Twp	Oakland	36,686	F	40			\$ 72,100	Year
Hamtramck	Wayne	28,433	F	40			\$ 40,000	Year
Garden City	Wayne	27,380	F		\$ 59,877	\$ 79,038	\$ 79,038	Year
Walker	Kent	25,132	F	40	\$ 53,663	\$ 69,762	\$ 69,762	Year
Wixom	Oakland	17,193	F	37.5	\$ 56,820	\$ 76,858	\$ 67,469	Year
Mount Clemens	Macomb	15,697	F	40			\$ 63,648	Year
Harper Woods	Wayne	15,492	F	37.5			\$ 73,573	Year
Center Line	Macomb	8,552	F	40			\$ 65,000	Year
Milford	Oakland	6,520	F	40	\$ 39,915	\$ 51,896	\$ 51,896	Year
Chelsea	Washtenaw	5,467	F	40	\$ 55,307	\$ 71,573	\$ 71,573	Year
Utica	Macomb	5,245	F	40			\$ 45,900	Year
Davison	Genesee	5,143	F	40			\$ 39,728	Year
Lowell	Kent	4,142	F	40			\$ 51,037	Year
Linden	Genesee	4,142	F	38	\$ 37,440	\$ 40,560	\$ 39,520	Year
Williamston	Ingham	3,819	F	40			\$ 46,051	Year
Boyer City	Charlevoix	3,816	F	40			\$ 55,016	Year
Average							\$ 63,845	
Highest							\$ 92,420	
Lowest							\$ 39,520	

Acct Clerk II (UB-AP) - Lathrup Village current wage \$52,500

municipality	county	populatio	statu	hrs/w	min	max	actua	basis
Detroit	Wayne	639,111	F	40	\$40,186	\$50,951	\$50,951	Year
Sterling Heights	Macomb	134,346	F	37.5	\$44,669	\$57,979	\$57,979	Year
Livonia	Wayne	95,535	F	40	\$50,523	\$56,389	\$56,389	Year
Novi	Oakland	66,243	F	37.5	\$46,396	\$47,264	\$47,264	Year
Allen Park	Wayne	28,638	P	29	\$31,200	\$39,520	\$39,520	Year
Madison Heights	Oakland	28,468	F	37.5	\$43,486	\$49,384	\$49,384	Year
Garden City	Wayne	27,380	F				\$41,600	Year
Wixom	Oakland	17,193	F	37.5	\$45,760	\$52,000	\$52,000	Year
Rochester	Oakland	13,035	F	40	\$41,086	\$53,870	\$48,348	Year
Springfield	Calhoun	5,292	F	38	\$35,360	\$52,000	\$52,000	Year
Kochville Twp	Saginaw	4,911	F	40			\$39,520	Year
Fremont	Newaygo	4,516	F	40	\$39,339	\$51,143	\$42,289	Year
Otsego	Allegan	4,120	P	25			\$35,360	Year
South Haven	Van Buren	3,964	F	40	\$37,440	\$47,840	\$47,840	Year
Average							\$47,175	
Highest							\$57,979	
Lowest							\$35,360	

Executive Assistant - Lathrup Village current wage \$50,000

municipality	county	population	status	hrs/wk	min	max	actual	basis
Detroit	Wayne	639,111	F	40	\$ 57,600	\$ 77,388	\$ 77,388	Year
Sterling Heights	Macomb	134,346	F	37.5	\$ 50,648	\$ 62,898	\$ 62,898	Year
Dearborn	Wayne	109,976	F	40	\$ 53,482	\$ 67,748	\$ 67,748	Year
Novi	Oakland	66,243	F	40	\$ 48,620	\$ 65,637	\$ 65,637	Year
West Bloomfield Charter Twp	Oakland	65,888	F	37.5	\$ 52,884	\$ 72,443	\$ 72,443	Year
Saint Clair Shores	Macomb	58,874	F	37.5	\$ 55,952	\$ 65,827	\$ 65,827	Year
Roseville	Macomb	47,710	F	40			\$ 70,588	Year
Independence Charter Twp	Oakland	36,686	F	40			\$ 72,100	Year
Allen Park	Wayne	28,638	F	37.5			\$ 47,000	Year
Madison Heights	Oakland	28,468	F	37.5	\$ 55,507	\$ 63,282	\$ 63,282	Year
Hamtramck	Wayne	28,433	F	40			\$ 84,900	Year
Garden City	Wayne	27,380	F		\$ 44,908	\$ 59,279	\$ 59,279	Year
Auburn Hills	Oakland	24,360	F	40	\$ 49,371	\$ 59,057	\$ 59,057	Year
Wayne	Wayne	17,713	F	37.5	\$ 38,288	\$ 52,216	\$ 52,216	Year
Wixom	Oakland	17,193	F	37.5	\$ 44,485	\$ 60,173	\$ 54,440	Year
Mount Clemens	Macomb	15,697	F	40			\$ 45,000	Year
Rochester	Oakland	13,035	F	40			\$ 51,064	Year
Northville	Wayne	6,119	F	40			\$ 58,365	Year
Coopersville	Ottawa	4,828	P	20			\$ 40,664	Year
Negaunee	Marquette	4,627	F	40			\$ 51,927	Year
Average							\$ 61,091	
Highest							\$ 84,900	
Lowest							\$ 40,664	

Clerk – Lathrup Village current wage \$62,000

municipality	county	population	status	hrs/wk	min	max	actual	basis
Detroit	Wayne	639,111	EFT	40			\$89,546	Year
Sterling Heights	Macomb	134,346	F	40	\$96,161	\$134,450	\$134,450	Year
Dearborn	Wayne	109,976	EFT	EFT			\$99,868	Year
Livonia	Wayne	95,535	EFT	40			\$94,441	Year
Novi	Oakland	66,243	F	40			\$102,498	Year
West Bloomfield Charter Twp	Oakland	65,888	EFT	37.5			\$129,428	Year
Saint Clair Shores	Macomb	58,874	F	37.5	\$89,798	\$105,645	\$95,080	Year
Royal Oak	Oakland	58,211	F	40	\$81,692	\$96,821	\$106,504	Year
Roseville	Macomb	47,710	EFT	40			\$96,695	Year
Lincoln Park	Wayne	40,245	EFT				\$52,000	Year
Independence Charter Twp	Oakland	36,686	EFT	40			\$88,889	Year
Allen Park	Wayne	28,638	EFT	35			\$66,756	Year
Madison Heights	Oakland	28,468	F	37.5	\$93,261	\$103,623	\$103,623	Year
Hamtramck	Wayne	28,433	F	40			\$75,000	Year
Auburn Hills	Oakland	24,360	F	40	\$68,403	\$87,285	\$81,451	Year
Birmingham	Oakland	21,813	F	40	\$84,407	\$108,067	\$108,067	Year
Wayne	Wayne	17,713	F	37.5			\$75,038	Year
Wixom	Oakland	17,193	F	37.5	\$68,129	\$92,155	\$81,000	Year
Mount Clemens	Macomb	15,697	F	40			\$78,030	Year
Harper Woods	Wayne	15,492	F	37.5			\$69,000	Year
Rochester	Oakland	13,035	F	40	\$73,775	\$95,908	\$85,292	Year
Clawson	Oakland	11,389	F	36	\$61,776	\$83,304	\$77,988	Year
Ecorse	Wayne	9,305	F	40			\$62,400	Year
Grand Blanc	Genesee	8,091	F	40	\$66,560	\$81,120	\$81,120	Year
Milford	Oakland	6,520	F	40	\$64,251	\$83,532	\$78,354	Year
Huntington Woods	Oakland	6,388	F	40	\$56,093	\$72,921	\$70,817	Year
Northville	Wayne	6,119	F	40			\$72,987	Year
Springfield	Calhoun	5,292	F	38			\$66,660	Year
Utica	Macomb	5,245	F	40			\$54,000	Year
Allegan	Allegan	5,233	F	40	\$45,021	\$56,373	\$42,952	Year
Eaton Rapids	Eaton	5,203	F	40			\$79,040	Year
Coopersville	Ottawa	4,828	F	40			\$72,702	Year
DeWitt	Clinton	4,776	F	40			\$81,512	Year
Negaunee	Marquette	4,627	F	40			\$54,600	Year
Wayland	Allegan	4,435	F	40	\$53,867	\$70,942	\$59,456	Year
Middleville	Barry	4,295	P	32			\$45,739	Year
Roosevelt Park	Muskegon	4,172	F	40			\$56,160	Year
Lowell	Kent	4,142	F	40			\$70,000	Year
Linden	Genesee	4,142	F	40	\$53,000	\$60,000	\$59,000	Year
Otsego	Allegan	4,120	F	40			\$66,914	Year
South Haven	Van Buren	3,964	F	40	\$44,188	\$51,873	\$50,000	Year
Williamston	Ingham	3,819	F	40			\$63,500	Year
Average							\$78,061	
Highest							\$134,450	
Lowest							\$42,952	

Community Development Director - Lathrup Village current wage \$85,000

municipality	county	population	status	hrs/wk	min	max	actual	basis
Sterling Heights	Macomb	134,346	F	40	\$96,161	\$134,450	\$134,450	Year
Dearborn	Wayne	109,976	EFT				\$115,000	Year
Novi	Oakland	66,243	F	40	\$88,566	\$132,849	\$102,908	Year
Roseville	Macomb	47,710	F	40			\$73,500	Year
Hamtramck	Wayne	28,433	F	40			\$57,000	Year
Auburn Hills	Oakland	24,360	F	40	\$68,403	\$87,285	\$72,902	Year
Wayne	Wayne	17,713	F	37.5			\$75,038	Year
Rochester	Oakland	13,035	F	40	\$83,735	\$110,000	\$110,000	Year
Chelsea	Washtenaw	5,467	F	40	\$71,531	\$92,976	\$92,976	Year
Fremont	Newaygo	4,516	F	40	\$61,614	\$80,097	\$77,786	Year
Average							\$91,156	
Highest							\$134,450	
Lowest							\$57,000	

DDA Director – currently included in Community Development Director wage

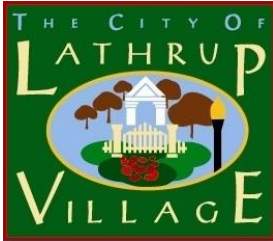
municipality	county	population	status	hrs/wk	min	max	actual	basis
Lincoln Park	Wayne	40,245	F	40			\$65,000	Year
Allen Park	Wayne	28,638	F	37.5	\$65,000	\$80,000	\$80,000	Year
Garden City	Wayne	27,380	P	40			\$58,394	Year
Rochester	Oakland	13,035	F	40	\$73,775	\$95,908	\$84,842	Year
Milford	Oakland	6,520	F	40			\$91,520	Year
Northville	Wayne	6,119	F	40			\$83,262	Year
Holly	Oakland	5,997	F	40			\$45,320	Year
Wayland	Allegan	4,435	F	40	\$45,000	\$50,000	\$48,000	Year
Middleville	Barry	4,295	F	40			\$42,420	Year
Average							\$66,529	
Highest							\$84,842	
Lowest							\$42,420	

Code Enforcement – currently advertised \$50K - \$60K

municipality	county	population	status	hrs/wk	min	max	actual	basis
Sterling Heights	Macomb	134,346	F	37.5	\$58,923	\$74,626	\$74,626	Year
Livonia	Wayne	95,535	F	40	\$54,974	\$61,256	\$61,256	Year
Novi	Oakland	66,243	F	40	\$61,409	\$69,954	\$69,954	Year
West Bloomfield Charter Twp	Oakland	65,888	F	40	\$52,884	\$72,443	\$72,443	Year
Royal Oak	Oakland	58,211	F	40	\$51,980	\$62,801	\$62,801	Year
Lincoln Park	Wayne	40,245	F	40	\$35,360	\$43,680	\$43,680	Year
Allen Park	Wayne	28,638	F	35			\$51,426	Year
Madison Heights	Oakland	28,468	F	37.5	\$46,793	\$53,183	\$53,183	Year
Garden City	Wayne	27,380	F	40			\$67,135	Year
Auburn Hills	Oakland	24,360	F	40	\$47,112	\$63,170	\$63,170	Year
Wayne	Wayne	17,713	F	37.5			\$52,039	Year
Wixom	Oakland	17,193	C		\$114,400	\$114,400	\$114,400	Year
Grosse Pointe Woods	Wayne	16,487	F	40	\$45,760	\$47,840	\$45,760	Year
Mount Clemens	Macomb	15,697	F	40			\$55,882	Year
South Haven	Van Buren	3,964	F	40	\$33,280	\$39,520	\$39,520	Hour
Average							\$61,818	
Highest							\$114,000	
Lowest							\$39,520	

Building Clerk – currently included in Code Enforcement

municipality	county	population	status	hrs/wk	min	max	actual	basis
Grand Blanc Charter Twp	Genesee	39,846	F	40			\$49,920	Year
Independence Charter Twp	Oakland	36,686	F	40	\$41,600	\$47,840	\$47,840	Year
Holland	Ottawa	34,378	F	40	\$43,950	\$52,749	\$52,749	Year
Allen Park	Wayne	28,638	F	37.5	\$30,147	\$39,410	\$39,410	Year
Hamtramck	Wayne	28,433	F	40			\$46,987	Year
Grosse Pointe Woods	Wayne	16,487	F	37.5	\$40,950	\$42,900	\$42,900	Year
Ecorse	Wayne	9,305	F	40			\$35,360	Year
Saint Joseph	Berrien	7,856	F	40			\$45,115	Year
Northville	Wayne	6,119	F	40			\$49,920	Year
New Haven	Macomb	6,097	F	40	\$35,360	\$37,440	\$37,440	Year
Average							\$44,764	
Highest							\$52,749	
Lowest							\$35,360	



Susan Montenegro

City Administrator

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COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FROM: Susan Montenegro, City Administrator

DATE: June 26, 2023

RE: Personnel Manual Amendment

The City of Lathrup Village Personnel Manual needs to be updated. Amendments are suggested in Sections 5.03 and 14.02 (B)

Section 5.03 Exempt Employees

Language changes in this section are highlighted in red and clarify compensatory time for exempt employees as well as removing the provision to bank compensatory time. Exempt employees shall use compensatory time prior to vacation or sick time.

Section 14.02 (B) Hospitalization Insurance – Regular Full-time Employees Only

Language changes in this section are highlighted in red and add lifetime health benefits for an employee hired prior to December 31, 2007. The addition of this language will provide insurance coverage for those not receiving a 401(k) or Health Savings Account through the City.

Suggested Motion:

To approve the suggested amendments to the Lathrup Village Personnel Manual.

PERSONNEL MANUAL OF EMPLOYMENT REGULATIONS

INTRODUCTION

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

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

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

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

ADMINISTRATION

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

SCOPE OF COVERAGE

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

(Amended: June 26, 2023)

PERSONNEL MANUAL OF EMPLOYMENT REGULATIONS

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

1.01 Citizenship

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

1.02 Age

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

1.03 Recruitment

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

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

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

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

1.04 Employment Relationship

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

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

Article 2. **EMPLOYEE CLASSIFICATIONS**

2.01 Regular Full-Time

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

2.02 Part-time Employees

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

2.03 Introductory Period

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

2.04 Special

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

2.05 FLSA Status

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

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

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

Article 3. **COMPENSATION POLICY**

3.01 Compensation Plan

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

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

3.02 Administering the Compensation Plan

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

3.03 Classification Plan

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

3.04 Merit Increases

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

3.05 Salary Review-Performance Evaluation

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

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

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

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

3.06 Method of Payment

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

3.07 Pay Advance

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

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

3.08 Payroll Deductions

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

3.09 Direct Deposit

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

3.10 Pay Corrections

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

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

Article 4. HOURS AND WORK WEEK

4.01 Work Week and Hours

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

4.02 Flextime

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

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

Article 5. OVERTIME

5.01 General Provisions

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

5.02 Non-Exempt Employees

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

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

5.03 Exempt Employees

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

Article 6. **HOLIDAYS**

6.01 Paid Holidays

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

6.02 Eligibility

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

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

6.03 Personal Leave

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

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

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

Article 7. VACATION LEAVE

7.01 Vacations Defined

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

7.02 Eligible Employees

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

7.03 Vacation Crediting - Administrative Employees

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

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

7.04 Vacation Accrual

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

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

7.05 Vacation Payout

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

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

7.06 Exception to Accrual

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

7.07 Leave Schedules

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

7.08 Leave Accruals and Payoff Calculations

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

7.09 Emergency Suspension of Leave

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

Article 8. SICK LEAVE

8.01 Sick Leave Accrual

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

8.02 Notification of Sick Leave Usage

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

8.03 Sick Leave Use

- A. Sick leave shall be taken only when the employee is actually disabled from working. Evidence of disability must be provided by medical certificate or other suitable proof for all sick leave granted beyond three (3) consecutive days, provided that the granting of all sick leave pay be subject to such verification as the supervisor and the City Administrator may see fit to require, including examination by a physician selected by the City.
- B. Sick leave may be allowed in case of total disability occurring during a vacation period. Evidence of such disability from the first day must, however, be provided to the satisfaction of the supervisor and the City Administrator in all such cases.
- C. Routine or special appointments with medical doctors, dentists, etc. will be chargeable to sick leave only when it is impossible for the employee to schedule an appointment at a time other than during his/her regularly scheduled working hours.
- D. Sick leave may be charged in cases of injury or illness in the employee's immediate family. For purposes of this section, "immediate family" shall be limited to the employee's spouse and children who reside in the employee's home. Exceptions to this rule may be granted by the City Administrator. The employee is encouraged to review Article 22, Family Medical Leave Act, for

further information on sick leave absences.

8.04 Termination of Employment

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

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

8.05 Excess Accumulation Buy-Back

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

Article 9. EMERGENCY LEAVES

9.01 Bereavement Leave

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

9.02 Family and Medical Leave Act ("FMLA")

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

9.03 Emergency Leaves Charged to Sick Time

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

Article 10. MILITARY LEAVE

10.01 Military Leave Granted

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

10.02 Reinstatement

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

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

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

10.03 Former Position Non-Existent

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

10.04 National Guard or Other Military Reserve Service

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

Article 11. OTHER LEAVES

11.01 Jury Duty

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

11.02 Unpaid Leaves of Absence

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

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

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

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

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

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

Article 12. WORKER'S COMPENSATION

12.01 Worker's Compensation Eligibility

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

12.02 Disability Leave

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

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

Article 13. UNEMPLOYMENT INSURANCE

13.01 Unemployment Compensation

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

Article 14. GROUP INSURANCE PROGRAMS

14.01 Group Life and AD & D Insurance

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

14.02 Hospitalization Insurance - Regular Full-time Employees Only

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

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

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

14.03 Health Insurance Opt-Out

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

14.04 Disability Insurance

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

14.05 Dental/Optical Insurance Plan

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

Article 15. RETIREMENT

15.01(a) Defined Benefit Plan Designation

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

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

15.01(b) Defined Contribution Plan Designation

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

15.02 Member's Contributions

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

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

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

15.03 Additional Plan Information

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

15.04 Deferred Compensation Plan

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

15.05 City Match Program

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

Article 16. EXPENSE REIMBURSEMENT

16.01 Mileage

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

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

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

16.02 Parking

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

16.03 Meal Compensation

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

16.04 Air Travel

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

16.05 Lodging

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

16.06 Ineligible Expenses

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

16.07 Education/Tuition Expenses

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

Article 17. GENERAL PERSONNEL RULES

17.01 Ethics and Code of Conduct

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

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

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

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

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

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

17.01 Time and Personnel Records

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

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

17.02 Absences

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

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

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

17.03 Tardiness

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

17.04 Personal Hygiene

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

17.05 Safety

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

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

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

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

17.06 Political Activity

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

17.07 Solicitation and Gifts

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

17.08 Telephone Use

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

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

17.09 INFORMATION SYSTEMS POLICY

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

17.10 Copyright Protected Software

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

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

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

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

17.11 Network Data Use and Security

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

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

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

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

17.12 Network Access Security

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

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

17.13 Software Specification Policy

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

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

17.14 Electronic Data Created by City Employees

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

17.15 E-mail

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

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

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

17.16 Monitoring of Electronic Mail

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

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

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

17.17 Internet

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

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

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

17.18 Social Media

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

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

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

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

17.19 Sexual and Other Unlawful Harassment

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

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

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

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

Sexual Harassment

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

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

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

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

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

Reporting potential violations

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

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

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

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

Investigations

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

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

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

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

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

Retaliation

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

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

17.20 Drug-Free Workplace

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

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

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

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

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

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

17.21 Resignations

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

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

17.22 Accident Reports

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

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

Article 18. **GRIEVANCE PROCEDURE**

18.01 Resolving Grievances

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

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

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

Article 19. **TRAINING AND PROMOTIONS**

19.01 In-Service Training

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

19.02 Outside Training

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

19.03 Promotions

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

Article 20. **EMERGENCY AUTHORITY**

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

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

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

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

Article 21. **FAMILY MEDICAL LEAVE ACT**

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

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

22.01 Employee Eligibility

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

22.02 Leave Entitlement

Eligible employees may take leave for the following reasons:

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

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

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

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

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

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

22.03 Notice and Certification

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

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

22.04 Benefits During FMLA Leave

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

22.05 Paid Leave Time and FMLA Leave

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

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

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

22.06 Job Restoration After FMLA Leave

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

22.07 Other Provisions

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

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

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

Appendix A: **EXIT INTERVIEWS**

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

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

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

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

EXIT INTERVIEW

JOB CONTENT

1. What factors contributed to you accepting a job with the City? Have your feelings changed?

2. Did you understand the job expectations when you were hired?

3. Did you receive sufficient training to meet those expectations? Did you know how or where to get information you needed to succeed in your job?

4. How would you rate your own contribution or performance on the job?

THE CITY AS A PLACE TO WORK

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

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

6. If you were leading the City, what would you do differently?

7. What made your employment enjoyable?

8. What would make you interested in returning to work for the City?

QUALITY OF SUPERVISION

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

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

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

11. Are you leaving for a similar job?

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

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

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

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

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

ADDITIONAL COMMENTS

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

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

Employee Copy

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

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

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

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

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

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

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

Please print and then sign your name below:

Acknowledged by (Employee):

Print Name: _____

Signature: _____ Date: _____

Witnessed by (City Representative):

Print Name: _____

Signature: _____ Date: _____

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

City Copy

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

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

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

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

Please print and then sign your name below:

Acknowledged by (Employee):

Print Name: _____

Signature: _____ Date: _____

Witnessed by (City Representative):

Print Name: _____

Signature: _____ Date: _____

Appendix C: **AUTHORIZATION TO RELEASE INFORMATION**

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

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

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

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

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

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

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

Applicant Signature

Date

Witness Signature

Date

APPENDIX D: SOCIAL MEDIA POLICY

Purpose

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

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

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

Guidelines

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

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

Know and Follow the Rules

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

General Rules

Be Respectful

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

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

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

Be Honest and Accurate

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

Post Only Appropriate and Respectful Content

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

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

Using Social Media at Work

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

Retaliation is Prohibited

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

Media Contact

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

Internet Privacy and FOIA

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

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

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

Personal Use/Precautions and Prohibitions

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

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

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

For More Information

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

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

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

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

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

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

Sheryl Mitchell
City Administrator

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

Date: _____ Signed: _____

EMPLOYMENT AGREEMENT BETWEEN THE CITY OF LATHRUP VILLAGE AND SCOTT M. MCKEE, POLICE CHIEF

This Employment Agreement (the "Agreement") is entered into effective the 16th day of April 2018 between the City of Lathrup Village ("City") and Scott McKee ("Mr. McKee") (collectively, the "Parties").

In consideration of the covenants in this Agreement, the Parties intending to be legally bound, agree as follows:

1. Employment: The City agrees to employ Mr. McKee and Mr. McKee agrees to serve as the Chief of Police under the terms and subject to the conditions set forth in this Agreement, and in accordance with the statutes of the State of Michigan, and the Ordinances of the City of Lathrup Village.

2. Term: The Term of this Agreement shall commence on April 16, 2018, and end on December 31, 2025, subject to the provisions described in Paragraphs 18-21. Six months (6) prior to the end of the Agreement, either Party may request in writing that the Agreement be extended.

3. Duties: The Police Chief shall provide overall supervision, administration and operation of the Lathrup Village Police Department, subject to the supervision, direction and control of the City Administrator, and such other duties as the City Administrator and the City Council may lawfully assign to the Police Chief. The Police Chief agrees to perform the duties of Police Chief in a competent and professional manner in compliance with all applicable laws, policies, and regulations. The Police Chief shall devote his full-time and attention to performing the functions, duties and responsibilities of the position of Police Chief.

4. Hours: The parties realize that the position of Police Chief requires the person holding such position to work weekends, evenings and other irregular hours at locations other than the Lathrup Village Police Department and during hours outside regular office hours. It is understood and agreed that the Police Chief shall work whatever hours maybe necessary in order for him to fulfill the requirements of the position of Police Chief. However, the Police Chief shall be allowed flex time off, on an hour for hour basis, subject to the approval of the City Administrator.

5. Salary: The Police Chief shall receive a salary ("Salary") in the amount of \$92,000 annually, less applicable withholdings and deductions, payable bimonthly. The City will increase this Salary during the Term of the Agreement annually to reflect a minimum differential of ten percent (10%) above the maximum step for the Lieutenants' position. The Police Chief's salary will be made retroactive to his date of appointment September 18, 2017. The City Administrator may increase the Chief's salary at his/her discretion.

6. Benefits: Except as described in Paragraphs 7, 8 and 17, Mr. McKee shall receive the same benefits as provided under the then-current collective bargaining agreement for the City's Command Officers.

7. Holidays: As part of his Salary, the City shall pay Mr. McKee eight (8) hours pay, at his regular rate of pay, for each of the holidays listed below and any other holiday recognized by the City:

- | | |
|------------------------|-------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Thanksgiving Day |
| Presidents' Day | Friday after Thanksgiving Day |
| Good Friday | Christmas Eve Day |
| Memorial Day | Christmas Day |
| Independence Day | New Year's Eve Day |

If Mr. McKee is required to work on any of the specified holidays, in addition to pay in this Paragraph, he will receive corresponding time off, subject to the approval of the City Administrator.

8. Retiree Health Insurance: The City shall pay the insurance premiums for Mr. McKee and his spouse, upon retirement from the City. The City shall continue hospitalization coverage, after retirement for Mr. McKee and his spouse at the level provided to the City's Command Officers at the time of his retirement. The City shall pay the insurance premiums for the surviving spouse of Mr. McKee if he dies as a result of a duty-related incident regardless of the number of years of credited pension service. If the surviving spouse remarries, the City has no obligation to provide insurance, and the coverage mentioned above will cease.

9. Duty Related Disability: If Mr. McKee has less than twenty-five (25) years of credited pension service, and is retired due to a duty-related disability, he and his spouse at the time of this disability shall be eligible for health insurance paid for by the City, as described in Paragraph 8.

10. Medicare Eligible: Upon becoming eligible for Medicare, Mr. McKee and his spouse will be considered "Medicare Primary", will be required to enroll in Medicare Part B insurance when initially eligible, and will receive a Medicare Supplemental Medical Policy and Medicare Advantage Prescription Drug Plan (MA-PDP), which will be paid for by the City, consistent with the terms of the Command Officers' collective bargaining agreement at the time of his retirement.

11. Liability Coverage: The City, along with its insurance carrier, shall provide legal defense for Mr. McKee as an individual defendant as long as Mr. McKee was acting as the City's agent and in conformance within the scope of his authority. If the Police Chief is named as a defendant or co-defendant in any lawsuit in connection with or arising from his employment, either while actively employed, retired or disabled, he shall be covered by the City concerning any

and all costs arising from such litigation. The City shall indemnify and save Mr. McKee harmless from any and all expenses, responsibilities, and/or liability of any kind from such litigation, subject only to the exclusions from insurance coverage found in the applicable liability insurance policy. If Mr. McKee is subpoenaed to testify in any proceeding relating to his employment subsequent to his retirement, he shall be compensated based on his last hourly base rate of pay plus reasonable expenses. Should a judgment result against the City and/or Mr. McKee, the same shall be satisfied by the City and its insurance carrier. The coverage shall apply after Mr. McKee has left the employment of the City at the time the claim or allegation is filed, provided the claim or allegation arose as a result of Mr. McKee's employment by the City.

12. Civil Suit: The City may compromise, settle, and pay any claim before or after the commencement of a civil action. Should a judgment for damages be awarded against Mr. McKee as a result of a civil action for personal injuries or property damage involving Mr. McKee while in the course of his duties for the City and acting within the scope of his authority, the City will insure Mr. McKee and pursuant thereto pay, settle, or compromise the judgment.

13. Liability Policy: Mr. McKee shall be covered with insurance in the amount of at least One Million Dollars (\$1,000,000.00) for each occurrence, pursuant to the City's Liability Insurance Policy. Copies of the policies shall be available to the Police Chief upon his request.

14. Professional Development: The City hereby agrees to budget and to pay an appropriate amount for travel and subsistence expenses of Mr. McKee for professional and official travel, meetings, and occasions. The amount shall be adequate to continue the professional development of Mr. McKee and to adequately pursue necessary official and other functions for the City, including but not limited to the Michigan Association of Chiefs of Police, the Southeastern Michigan Chiefs of Police, the Oakland County Chiefs of Police, and the Federal Bureau of Investigation's Law Enforcement Executive Development Association, provided Mr. McKee continues to serve as a member. The City agrees to budget and to pay for the travel and subsistence expenses of Mr. McKee for short courses, trainings, seminars and out-of-state conferences that are necessary for his professional development and for the good of the City. The City shall pay any dues or subscriptions of Mr. McKee necessary for his continuation and full participation in national, regional, state and local associations and organization necessary and desirable for his continued professional growth and advancement, and for the good of the City.

15. Police Vehicle: The Police Chief's duties require that he have exclusive and unrestricted use of a police vehicle available at all times excluding vacations. For this reason, the City will provide Mr. McKee a vehicle for his use and the City will be responsible for the purchase, maintenance, gas, and insurance for this vehicle.

16. On the Job Injury or Illness: If Mr. McKee incurs an injury or illness while on duty he shall, as a result of such injury or illness, be paid in accordance with the terms of the then-current Command Officers' collective bargaining agreement.

17. Other Benefits: Mr. McKee shall be entitled to all other benefits ("Benefits") maintained by the City for its non-union, management employees, if not covered under the Command Officers' collective bargaining agreement.

18. Termination Due to Death Duty or Non-Duty Related: This agreement will terminate upon Mr. McKee's death, with the exception of Paragraphs 8 and 10. The City agrees to provide for Mr. McKee's surviving spouse and children under twenty-seven (27) years old the benefits listed in Paragraphs 8 and 10. Additionally, the City shall pay Mr. McKee's estate, in a lump sum within thirty (30) calendar days of notice of death, the pro rata amount of Mr. McKee's salary in effect at the time of death, earned through the date of death to the extent due but not previously paid, less applicable taxes and deductions. If the surviving spouse remarries, the City's obligation to provide insurance shall cease. If Mr. McKee dies during the term of his employment, the City shall pay to Mr. McKee's estate all the compensation which would otherwise be payable to him up to the date of Mr. McKee's death, including, but not limited to, payment (less applicable taxes and deductions) for accrued vacation time, holiday pay, personal days, and sick leave, as provided in the then-current Command Officers' collective bargaining agreement.

19. Termination Due to Non-Duty Disability: If Mr. McKee becomes, in the opinion of his medical physician and a medical physician selected by the City, unable to discharge the essential functions of Mr. McKee's job, with reasonable accommodation, for a period anticipated to be more than fifty-two (52) weeks, because of mental or physical impairment, the City may at its option terminate this agreement upon not less than ninety (90) calendar days written notice. If Mr. McKee's medical physician and the City's medical physician disagree in their diagnosis, a third medical physician shall be consulted to provide a diagnosis. Both Parties shall agree on the selection of this physician. The costs shall be the responsibility of the City. The City shall allow Mr. McKee to purchase any remaining service credits to allow him to retire with a full pension and benefits as a normal retirement. The City shall pay any actuarial fees associated with opening an early retirement window to allow Mr. McKee to retire early due to his disability.

20. Termination by Employer: Termination of this Agreement shall be warranted in cases of just cause. Just-cause shall be determined according to common definitions used by labor relations arbitrators, and may include: (a) failure to perform the duties of Police Chief; (b) conviction of a felony or misdemeanor; (c) any crime involving truth or veracity; (d) sexual, ethnic or racial

harassment; (e) embezzlement; (f) failure to follow a direct order (insubordination). The removal may not be arbitrary or capricious. Removal under this clause shall be in accordance with legal requirements and due process under the law. In such event, the Police Chief shall be advised in writing, in advance, of the alleged action or breach by the Police Chief, and of the City Council's intention to consider effecting such a mid-term termination. The City Council's consideration of facts which may constitute just cause for termination will be open to the public or closed, at the Police Chief's option and in accordance with the Open Meetings Act. Following the hearing, should the City Council determine to terminate this contract, for just cause, the Police Chief shall receive written notice of said decision, listing the basis for the Council's decision. A mid-term termination by the City Council shall not constitute a waiver of the right of the Police Chief to seek legal redress for any claim of breach of this contract under Paragraph 31 and to pursue all of his right and remedies of such breach.

In the event Mr. McKee is terminated with or without cause before the end of this contract, the City will pay for actuarial evaluation to open an early retirement window allowing Mr. McKee to retire with a full pension without any reduction for his age. Mr. McKee will pay the cost for any service credits and/or any costs associated with opening the early retirement window.

21. Termination by Mr. McKee: In the event Mr. McKee intends to resign or retire voluntarily, then he shall give the City of Lathrup Village sixty (60) calendar days written notice in advance, unless the parties otherwise agree in writing. Provided such notice is given, Mr. McKee will be entitled to receive pay for any accrued but unused leave.

22. Return of Materials: Mr. McKee Acknowledges that all files, records, lists, books, products, and other materials, whether owned by the City at the time of employment or developed during the course of employment, used in connection with its operation, shall at all times remain the property of the City. Upon the Termination Date, Mr. McKee shall return all records, documents, and other written, printed, photographic or physical materials of any type that belong to or pertain to the City, including without limitation computer print-outs, software, documents, files, manuals, drawings, plans, specifications, calculations, proposals, business and financial information, and all other documents relating to the City then in Mr. McKee's possession or control, and Mr. McKee shall not make or retain any copies or extracts, including hand-written summations, of any such documents. In addition, Mr. McKee shall return to the City all equipment, keys, credit cards and all other property of the City prior to or upon the Termination Date.

23. Cooperation Covenant: During the Term of this Agreement, and after the termination of this Agreement, Mr. McKee agrees to fully and voluntarily cooperate and assist in defending any actions against the City in which Mr.

McKee is named as a defendant or witness or about which Mr. McKee has knowledge. The City agrees to compensate Mr. McKee a pro-rated sum, based on the Salary Mr. McKee was receiving at the Termination Date, for any time that Mr. McKee spends after the Termination Date in assisting the City to defend against actions against the City and for all reasonable and documented expenses involved in assisting the City to defend against actions against the City.

24. Notice: Any notice permitted or deemed to be required under this Agreement will be in writing and will be delivered by hand, facsimile transmission with subsequent written confirmation, overnight delivery service or U.S. certified mail, postage prepaid with return receipt requested, to the other party, at the address set forth in this Agreement or, if to Mr. McKee, to such address as is last shown in the City's payroll records. Notices will be deemed to be given, in the case of (i) hand delivery or facsimile transmission, upon receipt; (ii) overnight delivery; and (iii) U.S. mail, upon the third business day after proper deposit with the U.S. mail of a properly addressed notice with appropriate postage paid.

25. Headings: Paragraph, sub-paragraph and other headings contained in this Agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this Agreement.

26. Entire Agreement: The terms of this Agreement may not be altered orally but only by an agreement in writing signed by all Parties. This Employment Agreement represents the full and complete agreement between the Parties concerning the terms of employment of Mr. McKee. This Agreement supersedes all prior agreements in conflict herewith.

27. Non-Severability: Each provision in this Agreement is non-severable. If any provision of this Agreement is ever held by a court to be unreasonable, unenforceable or void, the Parties agree that this Agreement shall be void in its entirety as that moment and shall grant no vested or continuing rights, and the balance of this Agreement shall not be applied. Further, the Parties agree that if any provisions are determined to be invalid or unenforceable, then the Parties shall negotiate in good faith to reach terms and conditions of employment to apply thereafter.

28. Waiver: Any Party's failure to exercise, or delay in exercising, any power or right under this Agreement shall not operate as a waiver, nor shall any single or partial exercise of any such right or power preclude any other or further exercise thereof or the exercise of remedies otherwise available in equity or at law.

29. Governing Law: This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan.

30. Binding Nature: This Agreement shall be binding upon and inure to the benefit of Mr. McKee and Mr. McKee's personal or legal representatives, executors, administrators and heirs. Without the written consent of the City's Administrator, neither this Agreement nor any of its benefits may be assigned by Mr. McKee other than such rights or benefits as are transferred by will or by operation of law upon Mr. McKee's death.

31. Arbitration: It is mutually agreed that arbitration shall be the sole and exclusive remedy to redress any dispute, claim or controversy ("grievance") involving: the interpretation of this agreement, or the terms, conditions or termination of employment with the City, or any employment-related dispute (other than unemployment compensation, workers' compensation or other charge filed with a state or federal administrative agency) based on an alleged violation of state or federal law (including any violations allegedly committed by the City's employees, officers or agents). Judgment on the arbitrator's award may be entered in any court having jurisdiction thereof. Arbitration shall be conducted in accordance with the applicable Michigan Court Rules and Act 371 of Michigan Public Acts of 2012. It is the intention of the parties that the arbitration decision will be final and binding and that any and all grievances shall be disposed of as follows:

- Any and all grievances must be submitted in writing by the aggrieved party within ninety (90) calendar days of the alleged violation. However, in the event that state or federal law provides for a longer statute of limitations, that statute of limitations shall control.
- Within thirty (30) calendar days following the submission of the written grievance, the party to whom the grievance is submitted shall respond in writing. If no written response is submitted within thirty (30) calendar days, the grievance shall be deemed denied.
- If the grievance is denied, either party may, within thirty (30) calendar days of such denial, refer the grievance to arbitration with the American Arbitration Association. At the time the grievant refers the grievance to arbitration, the grievant must submit a complaint to the opposing party, stating its factual and legal allegations, pursuant to the Michigan Court Rules. The arbitrator shall be chosen in accordance with the Michigan Employment Panel of the American Arbitration Association then in effect, and, except as described below, the expense of the arbitration shall be shared by the City and Mr. McKee. Each party may be represented by counsel at the arbitration hearing. At the beginning of the hearing, the arbitrator must swear to hear and decide the matter fairly.


This arbitration provision shall not act to require Mr. McKee to submit a workers' compensation claim or other employer-provided insurance benefit claim

to arbitration, nor shall either party be required to submit to arbitration a claim for injunctive relief, such claims being specifically excluded from this arbitration provision.

Any grievance shall be deemed waived unless presented within the time limits specified above. The arbitrator shall not have jurisdiction or authority to change, add to or subtract from any of the provisions of this agreement. The arbitrator's sole authority shall be to interpret or apply the provisions of this agreement or the state or federal law which is the basis for the grievance. The arbitrator shall issue a written opinion after the conclusion of the hearing and review of the parties' briefs. The written opinion shall contain findings of fact and conclusions of law. The arbitrator shall have authority to swear witnesses, subpoena witnesses and documents, permit the taking of a deposition for the use of evidence, and to permit reasonable discovery pursuant to the Michigan Court Rules. The arbitrator may award costs and attorney's fees consistent with the state or federal statute or Michigan Court Rule providing for such an award. The parties hereby acknowledge that since arbitration is the exclusive remedy with respect to any grievance hereunder, neither party has the right to resort to any federal, state or local court or administrative agency concerning breaches of this letter agreement and that the decision of the arbitrator shall be a complete defense to any suit, action or proceeding instituted in any federal, state or local court or before any administrative agency with respect to any dispute which is arbitrable as herein set forth. The arbitration provisions hereof shall, with respect to any grievance, survive the termination or expiration of this agreement.

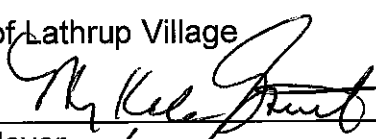
IN WITNESS WHEREOF, the parties have duly executed this Agreement between the City of Lathrup Village and Scott M. McKee, Police Chief, as of the day and year written in the opening paragraph.

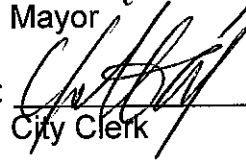
SIGNED AND EXECUTED at _____, this 24 day of April 2018.



Scott M. McKee

SIGNED AND EXECUTED at _____, this 24 day of April 2018.

City of Lathrup Village
By: 

Its: Mayor
By: 

Its: City Clerk

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

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

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

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

Scott M. McKee

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

City of Lathrup Village

By: _____
Its: Mayor

By: _____
Its: City Clerk

City of Lathrup Village

Resolution of Support

Oakland County RAP 2.0 Revitalization & Placemaking Grant Application

Whereas, the City of Lathrup Village City Council offers our full support for our community's participation in Oakland County's RAP 2.0 Revitalization Placemaking Grant application, and;

Whereas the Southfield Road corridor is a highly traveled thoroughfare with a wide variety of destinations including retail, salons, day spas, eateries, medical offices, and Lathrup Village City Hall and Municipal Park. As the largest and most visited park in the city, Municipal Park is the hub of community events including Concerts in the Park, Juneteenth Celebration, Fall Fest, as well as many private events and parties, and;

Whereas the City of Lathrup Village has a vested interest with the revitalization of the Southfield Road commercial corridor and enhancing its vibrancy through physical investment and supporting new and existing businesses, and;

Whereas the City of Lathrup Village supports the efforts of the Lathrup Village Downtown Development Authority to making physical improvements throughout the district by repaving several alleyways and approaches, implementing a sidewalk replacement program, and initiating several small-scale streetscaping projects including hanging flower baskets, entrance gardens, and banners. The City of Lathrup Village partnered with the Lathrup Village Downtown Development Authority to successfully implement a city-wide bike route wayfinding signage, and;

Whereas, the Lathrup Village Downtown Development Authority is actively engaged in the Main Street Oakland County program, and has benefitted from the resources and support provided to the organization and the business district, and;

Whereas the City of Lathrup Village and Lathrup Village Downtown Development Authority propose to completely renovate the existing play structure at Municipal Park into a fully accessible play structure, reconstruct the adjacent parking lot surrounding City Hall, and relandscape the extensive flower beds on the east side of City Hall. The estimated cost for this work is \$809,058, and;

Whereas, the Municipal Park Renovation Project will have a transformative impact on our downtown district by creating a more welcoming environment for residents and visitors of all ages and abilities. Investment has been made in common infrastructure; however, the infrastructure of play and place-based connection needs attention. The Municipal Park Renovation Project is consistent with our Comprehensive Plan which includes the Downtown Plan, city-wide Master Plan, and Parks & Recreation Plan, as well as the Development and Tax Increment Financing Plan, and is in alignment with the adopted economic priorities of Oakland County, the Southeast Michigan Council of Governments, and the State of Michigan. Furthermore, our proposed project

re-enforces the Business, Talent, and Place adopted strategy of SEMCOG that will attract and retain business investment, and appeal to talent who will want to live, work, and invest in our communities and region, and;

Whereas, the pandemic forced the Downtown Development Authority and City to cancel numerous events and programs which typically occur in the park, and the Municipal Park Renovation will allow us to create a safe and welcoming atmosphere for residents and visitors alike, spurring reinvestment, and this project will help counter or help mitigate such a crisis in the future; now;

Therefore, be it resolved; the City of Lathrup Village has committed \$100,000 of funds from our American Recovery Program (ARP) funds and will be partnering on a crowdfunding campaign to secure additional matching funds for the Municipal Park Renovations. We are confident our project meets or exceeds the goals of the Revitalization and Placemaking 2.0 Grant Program.

Date Mykale “Kelly” Garrett, Mayor, City of Lathrup Village