



# CITY COUNCIL

CITY OF LATHRUP VILLAGE  
27400 Southfield Road, Lathrup Village, Michigan 48076

## BUDGET STUDY SESSION AGENDA

MONDAY, APRIL 20, 2020  
5:30 p.m. Study Session

### REMOTE MEETING – ZOOM

<https://zoom.us/j/95640909025?pwd=SU1ORG5SQVFJSElHQk1iVm9ZQlptQT09>

Password: 361699

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### AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Discussion Items:**
  - A. Discussion – Fiscal Year 2019/2020 Budget Revenues
  - B. Discussion – Misc. Budget Items
  - C. Discussion – Southfield Road Traffic Enforcement Update
  - D. Discussion – Rackham water/Phragmites Update
  - E. Discussion – Code Enforcement Officer Update
  - F. Discussion – Parking Blocks and Parking Solutions
  - G. Discussion – No Parking Signs on Residential Streets Along Southfield Road
  - H. Discussion – Sign Ordinance Update
  - I. Discussion – Recycling Program Update
  - J. Discussion – Marijuana Committee Update
  - K. Discussion – Infrastructure Committee Update
  - L. Discussion - 2019/2020 City Administrator Goals & Evaluation – Set Date/Time
3. **Mayor and Council Comments**
4. **Public Comments**
5. **Adjourn**

**CITY OF LATHRUP VILLAGE**  
**SUMMARY OF REVENUES BY FUND AND SOURCE**  
**FY 2020-21**

127,643

<b>FUND/ACTIVITY</b>	<b>ACTUAL FY18-19</b>	<b>BUDGETED FY19-20</b>	<b>ESTIMATED FY 19-20</b>	<b>ACTUAL 2/28/2020</b>	<b>PROJECTED FY 20-21</b>	<b>INCREASE (DECREASE)</b>
GENERAL FUND						
BEGINNING FUND BALANCE	1,397,794	1,467,326	1,467,326	1,467,326	1,380,085	(87,241)
TAXES:						
General Operating	2,413,465	2,693,123	2,693,123	2,565,480	2,714,127	21,004
Public Safety	-	-	-	-	-	-
Refuse Collection	362,150	403,957	403,957	390,890	407,107	3,150
Library	-	-	-	-	-	-
Streets	-	-	-	-	-	-
Administrative Fee	77,172	77,000	81,000	80,506	81,000	4,000
Tax Penalties	35,824	38,500	38,500	15,932	35,000	(3,500)
Total - Taxes	2,888,612	3,212,580	3,216,580	3,052,808	3,237,234	24,654
STATE SHARED REVENUE	402,277	416,425	416,425	300,000	416,425	0
FEDERAL AND STATE GRANTS	4,645	1,469	-	1,469	-	(1,469)
OTHER REVENUE	831,885	812,013	736,499	394,901	733,745	(78,268)
TRANSFER - OTHER FUNDS	-	-	-	-	-	-
<b>Total Resources Available</b>	<b>5,525,213</b>	<b>5,909,813</b>	<b>5,836,830</b>	<b>5,216,504</b>	<b>5,767,489</b>	<b>(142,324)</b>
REVENUES NEEDED	4,127,419	4,442,487	4,369,504	3,749,178	4,387,404	(55,083)
EXPENDITURES	3,961,100	4,452,946	4,456,745	2,880,277	4,568,776	115,830
OPERATING TRANSFERS OUT						-
FUND BALANCE NEEDED	166,318	(10,459)	(87,241)	868,901	(181,372)	(170,913)
ENDING FUND BALANCE	1,467,326	1,456,867	1,380,085		1,198,713	
MAJOR STREETS	317,803	386,386	386,386	141,049	389,595	3,209
LOCAL STREETS	429,125	510,071	496,468	445,956	403,068	(107,003)
WATER	755,068	857,360	841,568	472,224	1,228,811	371,451
SEWER	1,353,727	1,550,470	1,542,270	898,649	2,141,119	590,649
CAPITAL ACQUISITIONS	95,113	113,350	112,950	114,081	97,021	(16,329)
<b>Total - All Operating Funds</b>	<b>7,078,254</b>	<b>7,860,124</b>	<b>7,749,146</b>	<b>5,821,137</b>	<b>8,647,018</b>	<b>786,894</b>

GENERAL FUND	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Miscellaneous	8,980	12,000	9,000	3,359	9,000	0
Delq Personal Property Revenue	14,155	5,000	5,000	1,415	4,000	(1,000)
Investment Interest	38,953	26,000	26,000	19,896	23,000	(3,000)
Tax Appeals	-	-	-	(7,033)	-	0
Workers Compensation Dividend	-	4,771		4,771	-	(4,771)
Property & Liability Dividend Rev	6,716	6,878	6,878	6,878	6,500	(378)
Building Permits	142,422	95,000	95,000	28,542	95,000	0
Employee Benefit Contributions	19,200	16,000	16,000	-	4,500	(11,500)
Zoning, Site Plan, Special Use Permits	3,165	6,000	6,100	5,041	6,000	0
Plumbing and/or Heating Permits	28,072	24,500	24,500	11,095	24,500	0
Electrical Permits	13,899	16,000	16,000	7,716	16,000	0
Licenses & Registrations	7,825	9,000	9,000	910	9,000	0
Dog & Cat Licenses	1,008	1,000	1,300	1,087	1,100	100
Cable TV Franchise Fees	130,099	120,000	120,000	58,317	120,000	0
Michigan Job Training Council Funds	2,474	805	805	805	1,000	195
SMART Municipal Credits	-	30,000	-	-	8,700	(21,300)
District Court Fines	104,377	175,000	140,000	83,688	140,000	(35,000)
Community Development Block Grants	16,775	4,000	4,000	540	4,000	0
Sidewalk Permits & Repairs	-	-	-	-	20,000	20,000
Nextel Lease	-	-	-	-	-	0
American Tower-Metro-PCS Lease	41,369	45,000	45,000	27,579	45,000	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	1,639	1,639	1,639	1,639	1,639	0
Retirees Spouse Medical Coverage	-	-	-	-	-	0
Recreation Fees	18,957	28,000	30,000	27,437	25,000	(3,000)
Tree Sales, Woods Chips Sales	-	160	160	160	-	(160)
Community Center Rental	77,474	60,000	55,000	37,071	40,000	(20,000)
Police Forfeitures Rev - State	1,067	-	-	-	-	0
Police Forfeitures Rev - Federal	-	-		-	-	0
Police Charges for Services	12,591	15,000	15,000	10,078	15,000	0
AT & T Lease	60,889	55,000	55,000	40,593	60,889	5,889
Donations	15,750	8,200	8,200	200	14,000	5,800
Election Reimbursements	-	-	-	-	-	0
Public Service Reimbursement	21,714	20,000	18,000	9,242	20,000	0
Metro Authority Act Payment	15,472	15,000	15,000	-	15,000	0
Sale of Fixed Assets	627	-	-	-	-	0
Workers Comp Reimbursement	-	-	-	-	-	0
Insurance Reimbursement	6,888	-	-	-	-	0
Insurance Recoveries	14,411	7,143	9,000	8,959	-	(7,143)
Sale of Abandoned Property	-	-	-		-	0
SOCRRA Refund	-	-	-	-	-	0
Code Enforcement Revenue	-	-	-		-	0
<b>Total - Other Revenue</b>	<b>831,885</b>	<b>736,011</b>	<b>736,499</b>	<b>394,901</b>	<b>733,745</b>	<b>(75,268)</b>



**Dr. Sheryl L. Mitchell**

**City Administrator**

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Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: April 20, 2020

RE: **Southfield Road Traffic Enforcement Update**

Council requested information on the 3-month Southfield Road Safety & Speed Enforcement Program that was held in coordination with the City of Southfield and Village of Beverly Hills. The program was from December 16, 2019 to March 19, 2020. The shared goal was to reduce the incidence of speeding and speed related crashes.

Chief McKee had a new CLEMIS code created for this initiative to make it easier to track all of the results of LVPD as part of traffic enforcement during this three-month period.

These are the ticket totals on Southfield Road before the beginning of the traffic enforcement initiative.

For the 4-weeks prior to this program, the number of citations issued on Southfield Road ranged from 16 to 30 per week.

The reports on crashes and citations issued by the LVPD during the 3-month program are attached. The number of citations issues ranged from 14 to 55 per week.

It is important to note, with the mid-March issuance of the Stay Safe, Stay Home Executive Order, the LVPD has suspended any unnecessary traffic stops to eliminate officer's exposure to people.

**SOUTHFIELD ROAD TRAFFIC DETAIL**

<b>12/18/2019-12/26/2019</b>	17 traffic warnings issued 36 citations were issued
<b>12/27/2019-01/02/2020</b>	4 traffic warnings issued 39 citations were issued
<b>01/03/2020-01/09/2020</b>	11 traffic warnings issued 45 citations were issued
<b>01/10/2020-01/16/2020</b>	5 traffic warnings issued 54 citations were issued
<b>01/17/2020-01/23/2020</b>	4 traffic warnings issued 55 citations were issued
<b>01/24/2020-01/30/2020</b>	6 traffic warnings issued 42 citations were issued
<b>01/31/2020-02/06/2020</b>	4 traffic warnings issued 41 citations were issued
<b>02/07/2020-02/13/2020</b>	3 traffic warnings issued 31 citations were issued
<b>02/14/2020-02/20/2020</b>	3 traffic warnings issued 20 citations were issued

<b>02/21/2020-02/27/2020</b>	2 traffic warnings issued 14 citations were issued
<b>02/28/2020-03/05/2020</b>	9 traffic warnings issued 27 citations were issued
<b>03/06/2020-03/12/2020</b>	4 traffic warnings issued 29 citations were issued
<b>03/13/2020-03/19/2020</b>	0 traffic warnings issued 20 citations were issued

	S'fld Rd crashes	Crash Locations
12/18/2019-12/26/2019	3	Southfield & Roseland 12/18 Southfield & Redwood 12/20 Southfield & Wiltshire 12/20
12/27/2019-01/02/2020	2	Southfield & 11 Mile 12/27/2019 Southfield & 11 Mile 01/02/2020
01/03/2020-01/09/2020	3	Southfield & 11 Mile 01/03/2020 Southfield & 11 Mile 01/04/2020 Southfield & 11 Mile 01/08/2020
01/10/2020-01/16/2020	2	Southfield & Goldengate 01/13/2020 Southfield & Coral Gables 01/16/2020
01/17/2020-01/23/2020	5	Southfield & Avilla 01/17/2020 Southfield & 11 Mile 01/19/2020 Southfield & 11 Mile 01/19/2020 Southfield & 11 Mile 01/21/2020 Southfield & California 01/22/2020
01/24/2020-01/30/2020	3	Southfield/Sunnybrook 01/24/2020 Southfield/Coral Gables 01/27/2020 Southfield/11 Mile 01/28/2020
01/31/2020-02/06/2020	2	Southfield/San Rosa 01/31/2020 Southfield/12 Mile Rd 01/31/2020
02/07/2020-02/13/2020	5	Southfield & 11 Mile 02/07/2020 Southfield & 11 Mile 02/10/2020 Southfield & Goldengate 02/12/2020 Southfield & 11 Mile 02/13/2020 Southfield & 12 Mile 02/13/2020
02/14/2020-02/20/2020	2	Southfield & Lincoln 02/17/2020 Southfield & 11 Mile 02/18/2020
02/21/2020-02/27/2020	5	Southfield & 12 Mile 02/22/2020 Southfield & 11 Mile 02/24/2020 Southfield & 11 Mile 02/25/2020 Southfield & 11 Mile 02/26/2020 Southfield & 11 Mile 02/27/2020
02/28/2020-03/05/2020	2	Southfield & 12 Mile 03/02/2020 Southfield & 12 Mile 03/02/2020
03/06/2020-03/12/2020	3	Southfield & 11 Mile 03/06/2020 Southfield & 11 Mile 03/06/2020 Southfield & Lincoln 03/12/2020
03/13/2020-03/19/2020	6	Southfield & Glenwood 03/13/2020 Southfield & 11 Mile 03/14/2020 Southfield & 12 Mile 03/17/2020 Southfield & 11 Mile 03/17/2020 Southfield & 11 Mile 03/17/2020 Southfield & 11 Mile 03/18/2020



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**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: April 20, 2020

RE: **Rackham – Water & Phragmites**

Council requested an update on the water accumulation of water on the property near Rackham. Initial assessments indicated that the presence of the invasive species – phragmites was not allowing the water in the area to properly drain. Sunde Services was retained to conduct a study of water leaks of the entire city, including this site. No leak was identified at this location.

The city partnered with the property owners to obtain the required DNR permit and have the site cut down and sprayed for the full season. Typically, it requires 2 consecutive seasons of spraying to eradicate the plants.

A second opinion was also solicited from Oakland County Cooperative Invasive Species Management Area (CISMA). They agreed with the assessment. We were anticipating being able to opt-in on the Road Commission contract for ROW treatments. However, we were advised that the CISMA program is not currently being funded by the State and is currently without staff and not in operation.

Current plan is to continue working with the original firm (Water Landscapes) to have the treatment conducted again this year.





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**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: April 20, 2020

RE: **Code Enforcement Officer**

Council requested information of the new part-time code enforcement officer and notification to residents.

A conditional offer of employment has been extended. The background check has been completed. We are awaiting the final confirmation from the candidate. The candidate currently is employed in Clawson part-time and has previous experience in Bloomfield Township.

Anticipating a start date in May 2020. At that time, will make introductions to the residents, including through the Summer 2020 Your Town issue.

It is expected that Mr. Wright will assist with the transition through June 2020.



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### **COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Sheryl Mitchell, City Administrator  
DA: April 20, 2020  
RE: **Parking Blocks and Side Street Parking**

Council requested information on addressing the safety hazard associated with the parking blocks in front of businesses along Southfield Road that are either missing or out of alignment. This results in vehicles parking and obstructing the adjacent sidewalk. Most of the identified problem sites are on the west side of Southfield Road:

- 27347 - Fortson Dentistry
- 28021 - Personalize Home Care Services, Lama Home Health, Rite Away Medical
- 28035 - Metro Physical Therapy, Southfield Pain management, Sahdkin Natural Fast Weight Loss
- 28245 - Odell Family Chiropractic, Carson and Associates Family Dentistry

Staff reviewed the BSA system and did not identify that any of the properties had site plans on record that required conforming with current ordinances; thereby making them legally non-confirming.

A draft letter was prepared that was intended to be sent to the property/business owners (see attached). Communications on the topic included with the city attorney, planner, building official, RCOC and staff. Police were also instructed to start issuing tickets for vehicles obstructing the sidewalk.

It was noted that the placement of parking blocks pushes vehicles further into the Southfield Road ROW and makes it difficult for other vehicles to drive past them. The planner offered a suggestion of changing the parking to parallel parking in the ROW, however, this would reduce the number of available parking spaces.

The Planning Commission is considering an amendment to the zoning ordinance to address parking in the Mixed-Use (MX) district. It is recognized that to add more usable space requires more on-site parking than most sites can provide, given the shallow depths of properties in this corridor. A concept being considered is to mitigate this issue involves the optional conversion of property adjacent to Southfield Road properties to be used for parking. The other concept is to also allow for side-street parking and where feasible, eliminate the ROW parking.

An administrative decision was made to hold off on suggesting that businesses install parking blocks, while the larger issue related to parking can be addressed.

**CITY COUNCIL**

**Hon. Kelly Garrett**  
Mayor

**Hon. Bruce Kantor**  
Mayor Pro Tem

**Hon. Ian Ferguson**  
Council Member

**Hon. Saleem Siddiqi**  
Council Member

**Hon. Donna Stallings**  
Council Member

**CITY ATTORNEY**

**Scott Baker, Esq.**  
Baker & Elowsky  
City Attorney



A HERITAGE OF GOOD LIVING

**CITY OF LATHRUP VILLAGE**

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[www.lathrupvillage.org](http://www.lathrupvillage.org)

**ADMINISTRATION**

**Dr. Sheryl L. Mitchell**  
City Administrator

**Pamela Bratschi**  
City Treasurer

**Scott McKee**  
Chief of Police

**Yvette Talley**  
City Clerk

**Susie Stec**  
Comm. & Econ. Dev.  
DDA Director

**Christopher Clough**  
Parks & Recreation

February 10, 2020

Dear Business/Property Owner:

We wanted to make you aware of dangerous and un-pedestrian friendly conditions that are occurring throughout the corridor. In numerous locations in Lathrup Village, customers and patrons are parking their vehicles in such way that they are obstructing the sidewalk. This is extremely dangerous and unsafe for pedestrians (particularly those who may be mobility challenged) which is why the city's Zoning Ordinance states:

**5.13.9.I Off-Street Parking Layout Standards:**

*Some form of wheel stop shall be provided to prevent a parking vehicle from damaging an adjacent wall or fence or overhanging an adjacent sidewalk by more than two feet. The preferred form of wheel stop is a four-inch-high curb and/or raised concrete slab in at least one-wheel track of a parking vehicle. Bumper blocks may be permitted by the City if the applicant shows cause for doing so and the blocks to be used are durable and limited to four inches in height and six feet in length.*

This regulation applies to off-street parking provided on private property, as well as those spaces that may be in the public right-of-way (PROW). The city's Zoning Ordinance further specifies:

**5.13.8.C.**

*All persons who use portions of adjacent public rights-of-way (including both streets and alleys) for driveways or as a part of their required off-street parking facilities shall maintain and repair the abutting area between the main traveled portion of the street or roadway and their property line and the abutting portion also of the alley in the same fashion as they are required to maintain the portion of the off-street parking facility which is on private property.*

*5.13.8.D. Failure to maintain and repair off-street parking facilities or adjacent driveways and rights-of-way used for the parking of invitees vehicles shall be grounds for revoking or*

*suspending a certificate of occupancy and/or permission to continue to use such adjacent rights-of-way for such purposes.*

While you may or may not have realized that wheel stops, also known as parking blocks or bumper blocks, are required for all off-street parking facilities, it is your responsible as a business/property owner and/or user of PROW to have them installed. This will help resolve the potential conflicts resulting from vehicles obstructing sidewalks.

If this is parking situation is present at your business/property, the city requests that you have the appropriate wheel stops installed by February 29, 2020. Failure to do so may result in fines or revocation of your certificate of occupancy. Thank you in advance for your cooperation and assistance in resolving these unsafe conditions.

Sincerely,

Lathrup Village Code Enforcement

DRAFT



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**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: April 20, 2020

RE: **No Parking Signs On Residential Streets Along Southfield Road**

Council requested information on the installation of the No Parking Signs.

In response to concerns from residents about vehicles being parked on residential streets from nearby businesses along Southfield Road.

Chief McKee issued a Traffic Control Order (TCO) that prohibited parking from 8am to 5pm, Monday through Saturday, on streets adjacent to the business district along Southfield Road. This applies to the south side of the street – the side with the mailboxes.

DPS is to install the No Parking signs. DPS has confirmed that they are scheduling the completion of the sign installations to begin after May 1<sup>st</sup>.