

**CITY COUNCIL**

**Hon. Kelly Garrett**  
Mayor

**Hon. Bruce Kantor**  
Mayor Pro Tem

**Hon. Saleem Siddiqi**  
Council Member

**Hon. Ian Ferguson**  
Council Member

**Hon. Donna Stallings**  
Council Member



A HERITAGE OF GOOD LIVING

**CITY COUNCIL**

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

**REGULAR MEETING  
AGENDA**

**MONDAY, APRIL 15, 2019**

Council Chambers  
7:00 p.m.

**ADMINISTRATION**

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

**Scott Baker**  
Baker & Elowsky  
City Attorney

**Pamela Bratschi**  
City Treasurer

**Scott McKee**  
Chief of Police

**Yvette Talley**  
City Clerk

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**AGENDA ITEMS**

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Alliance**
4. **Approval of Agenda**

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

5. **Consent Agenda**
  - A. **Approval of Minutes** – Study Session – March 18, 2019
  - B. **Approval of Minutes** – Council Meeting – March 18, 2019
6. **Consider / Approval of Disbursement and Quarterly Investment Reports**
  - A. Disbursement Period 03.01.2019-03.15.2019: \$ 50,389.45
  - B. Disbursement Period 03.16.2019-03.31.2019: \$439,735.74
  - C. Investment Report – 3<sup>rd</sup> Quarter
7. **Consider / Acceptance of the Department Reports**
8. **Public Comment** – Items not on the agenda
  - A. **State Representative Kyra Bolden** - presentation
9. **Public Hearings** – None

**10. Action Requests:**

- A. Consider / Approve Proclamation – Child Abuse Prevention Month
- B. Consider / Approve Proclamation – Arbor Day
- C. Consider / Approve Renewal of 3-Year Contract for Assessing Services with Oakland County
- D. Consider / Approve Awarding Contract to Trendset Communications Group, LLC for Verkada Security Camera System with 5-Year License
- E. Consider / Approve – Application and Cost Participation Agreement for the 2019 Local Road Improvement Project
- F. Consider / Approve Amendments to Personnel Manual of Employment Regulations
- G. Consider / Approve Customer Use Social Media Policy
- H. Presentation of Fiscal Year 2019-2020 Budget
- I. Consider / Approve Notice of Fiscal Year 2019-2020 Projected Budget Hearing – May 20, 2019
- J. Consider / Approve Adoption of Final Delinquent Special Assessment Roles
- K. Consider / Acceptance – 2018 Consumers Annual Report on Water Quality

**11. City Administrator Report**

**12. City Attorney Report**

**13. Reports of Boards, Commissions and Committees**

**14. Unfinished / New Business**

**15. Adjourn**



CITY OF LATHRUP VILLAGE

**CITY COUNCIL STUDY SESSION**

MINUTES

MONDAY, MARCH 18, 2019

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MINUTES OF THE STUDY SESSION FOR THE CITY COUNCIL FOR THE CITY OF LATHRUP VILLAGE, MICHIGAN HELD ON MONDAY, MONDAY, MARCH 18, 2019, AT 6:00 P.M, IN THE 2<sup>ND</sup> FLOOR, CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 27400 SOUTHFIELD ROAD, LATHRUP VILLAGE, MICHIGAN 48076.

1. **Call to Order.** The Study Session was called to order at 6:00 p.m. by Mayor Garrett.

PRESENT: Mayor Garrett  
Mayor Pro Tem Kantor  
Council Members Ferguson, Siddiqi, and Stallings

ABSENT: None

ALSO PRESENT: City Administrator Sheryl L. Mitchell  
City Attorney Scott Baker  
Treasurer Pamela Bratschi  
Grace Green, Resident  
Anne Thompson, Resident

2. **Items for Discussion**

- A. **Discussion - Council Study Session Start Time Change** – Mayor Garrett noted that the study sessions meetings are lasting more than 1 hour and recommended that the start time be 5:30pm going forward.
- B. **Discussion - Sign Ordinance Update** – Attorney Baker suggested that a study group be brought together to look at the re-write of the Sign Ordinance and not just the backlighting issue, with himself and Planner Jill Bahm supporting the group. Mayor Pro Tem will be on the Study Group. It was recommended that a Planning Commission and Susie Stec also be a member of the group (Planning Commissioner Thompson was suggested)..
- C. **Discussion – Code Enforcement Update** –City Administrator Mitchell reported that Kelda London has been sworn in as a code enforcement officer and will be moving forward with the ability to issue citations. Susie Stec is working on updating the permitting processes and forms. Kantor shared an example of a city that evaluated inspecting a quarter/section of the city each year on a rotating basis. Attorney Baker noted that one of the issues that we face in not having a copy of the original approved site plans on file. Mitchell mentioned that we are looking to upgrade the BSA system to be able to incorporate electronic copies into the

property file. The Southfield Fire Marshall is inspecting all of the businesses and will follow up on matters that they identify.

**D. Discussion – Agenda Items** – General discussion of agenda items. Council Member Ferguson inquired about the former home of Gordie Howe possibly being eligible for a historic designation.

**3. Mayor and Council Comments**

- A. Identified various code enforcement items for follow up.
- B. Council Member Stallings asked for an updated list of contracts.
- C. Council Member Ferguson is a panelist as part of the West Indian culture celebration.

**4. Public Comment** – Ms. Green reported that one sign is up for no parking in front of mailboxes.

**5. Adjourn.** No Other Business Having Come before them, The City Council adjourned the Study Session of Monday, March 18, 2019 at 6:59 p.m.

SUBMITTED BY:

Dr. Sheryl L. Mitchell, City Administrator

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 18, 2019**

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, MARCH 18, 2019 IN THE CITY COUNCIL CHAMBERS IN THE MUNICIPAL BUILDING 27400 SOUTHFIELD ROAD, LATHRUP VILLAGE, MICHIGAN.

The meeting was called to order at 7:03 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor MyKale Garrett and Mayor Pro Tem Bruce Kantor

Council members Ian Ferguson, Saleem Siddiqi and Donna Stallings

Also Present: City Administrator, Dr. Sheryl L. Mitchell, City Attorney, Scott Baker, Police Chief Scott McKee, Treasurer, Pamela Bratschi and City Clerk, Yvette Talley

MAYOR INVITED ALL PRESENT TO JOIN IN THE PLEDGE OF ALLEGIANCE

**CO-19-56 APPROVAL OF AGENDA**

Motion by Council member Ferguson, seconded by Council member Stallings to approve the Agenda.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CO-19-57 CONSENT AGENDA**

**Approval of Minutes – Study Session February 25, 2019**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes of the Regular meeting on February 25, 2019.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**Approval of Minutes – Council meeting – February 25, 2019**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes of the Regular meeting on February 25, 2019.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 18, 2019**

**Approval of Minutes – Study Session – March 4, 2019**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes of the Study Session meeting on March 4, 2019.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**Approval of Minutes – City Council Special Meeting – March 4, 2019**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes of the Special City Council meeting on March 4, 2018.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CO-19-58 APPROVAL OF DISBURSEMENT REPORTS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Disbursement Report of February 1, 2019 through February 15, 2019 totaling \$51,375.77.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CO-19-59 APPROVAL OF DISBURSEMENT REPORTS**

Pamela Bratschi, Treasurer gave an overview and answered specific questions from City Council.

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Disbursement Report of February 16, 2019 through February 28, 2019 totaling \$382,127.66.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 18, 2019**

**CO-19-60            CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Departmental Reports.

Yes:     Ferguson, Garrett, Kantor, Siddiqi, Stallings

No:     None

Motion carried.

**CO-19-61            PUBLIC COMMENTS**

Jo Robinson – 18561 San Jose – would like to serve on the Streets, Drains and Sidewalk study group committee.

Debbie Hoatlin-Dunn-27440 Lathrup Blvd – announced Hortulus Garden Center event will be Saturday, April 27, 2019 starting at 10:00 a.m. and it will be Arbor Day/Earth Day celebration.

**CO-19-62            PUBLIC HEARINGS**

None

**CO-19-63            ACTION REQUESTS**

A. Introduction of New Police Officers: Michael Tackett and Zahraa Elhourani

Chief Scott McKee introduced the new Police Officers:

Introduction of:

Michael Tackett and Zahraa Elhourani

B. Consideration of 2<sup>nd</sup> Reading and Adoption of An Ordinance to Amend Chapter 18, Businesses, Adding Article Vi, Marijuana Establishments

Dr. Sheryl Mitchell gave an overview and answered specific questions.

Scott Baker, City Attorney gave an overview and answered specific questions.

Motion by Mayor Council member Stallings, seconded by Council member Ferguson to approve the 2<sup>nd</sup> reading and adoption of the Ordinance to Amend Chapter 18, Businesses, Adding Article VI, Marijuana Establishments, Sec. 18.281 “Marijuana Establishments Prohibited,” to Prohibit Marijuana Establishments within the boundaries of the City pursuant to the Michigan Regulation and Taxation of Marihuana Act and provide penalties for violation of this ordinance.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 18, 2019**

No: None

Motion carried.

C. Consideration to Approve A Resolution in Support of the Reinstatement of State Historic Tax Credits Senate Bill 54/House Bill 4100

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to approve the resolution in support of the Reinstatement of State Historic Tax credits Senate Bill 54/House Bill 4100 and authorize the City clerk to forward a copy of this Resolution to the Michigan Historic Preservation Network.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

Motion carried.

CO-19-64 CITY ADMINISTRATOR REPORT

GOVERNMENT OPERATIONS

- J) State of the City Address - Southfield Chamber – State of the City Address is Monday, March 18, 2019 at 11:30am in the Regency Manor, 25228 W. 12 Mile, Southfield MI. Mayors Garrett and Siver will be presenting.
- J) City Council Meeting –. The next regular council meeting is Monday, March 18th.
- J) Staff Positions –Welcomed the new Police Officers. The Parks and Recreation Coordinator has extended a conditional offer to Christopher Clough. The expected start date is March 25, 2019.
- J) Clerk Yvette Talley – will be attending the Michigan Assn. of Municipal Clerk Training Tuesday-Thursday, March 19-21<sup>st</sup> and will be out of the office the remainder of this week. Application packets are available for those interested in running for City Council.
- J) Manager, Community & Economic Development – Susie Stec – will be attending the National Main Street Conference and will be out of the office the week of March 25<sup>th</sup>.
- J) Hortulus Garden Center – Susie Stec and I met with Ed Blondin to discuss their plans to open around mid-April and expansion of services and programs they plan to provide. Looking to collaborate with the city on an Arbor Day/Earth Day celebration on Saturday, April 27<sup>th</sup>, including a bike parade and tree planting.



## CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 18, 2019

- J) E-Newsletter – started publication of an electronic newsletter. Currently, almost 300 people are signed up to receive the publications.
- J) Goal Setting – will be looking to schedule a meeting to have session to discuss short and long term goals.
- J) Yard Waste Pick-up – Begins week of April 1<sup>st</sup>

### BOARDS AND COMMISSIONS

- J) Southfield Area Chamber of Commerce - Susie Stec has been asked to join the board.
- J) Planning Commission – Meetings are now being recorded and broadcast. Held a Special Meeting on Thursday, March 14<sup>th</sup> to discuss the Village Center Plan and consideration of drive thru's. A joint meeting is being planned with the Planning Commission, DDA and City Council members. Next regular meeting is scheduled for March 26<sup>th</sup>. Due to scheduling conflicts, Planning Commission will be looking at possibly changing their meeting dates.
- J) SOCWA/SOCRRA – the monthly meeting was hosted in Lathrup Village City Hall.

### EVENTS / ACTIVITIES

- J) MML – Capital Conference is Tuesday – Wednesday, March 19<sup>th</sup> & 20<sup>th</sup>. I will be attending both days and serving on a panel to discuss City Manager – Council Communications.
- J) Congress Woman Brenda Lawrence – has scheduled mobile office hours in Lathrup Village City Hall on the 4<sup>th</sup> Thursday, March, 28 from 1:00 p.m.-3:00 p.m.
- J) Household Hazardous Waste Day – Saturday, April 27 from 8am-2pm. Kelda volunteered to help coordinate the program with SOCRRA.
- J) Business Round Table – April 3, 2019, 4pm-6pm – The Meeting Place -Susie Stec, Manager – Community & Economic Development will be hosting the 1<sup>st</sup> event to greet local business owners and provide informational updates.
- J) Breakfast with the Bunny & Egg Hunt – Saturday, April 13<sup>th</sup> from 9:30am-11:30am. Tickets \$7 per person. Free for children under age of 1.
- J) Senior Night Out – for mature residents is being planned for Friday, April 26, 2018 from 4:00pm – 10:00pm in the Community Room.

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 18, 2019**

CO-65 CITY ATTORNEY REPORT

None

CO-66 REPORTS OF BOARDS, COMISSIONS AND COMMITTEES

Mayor Pro Tem Bruce Kantor gave an overview of Planning Commission meeting.

Council member Donna Stallings gave an update on SEMCOG.

Council member Ferguson said music in the park will begin June 26 – Lord Yancey performing.

Mayor Garrett said the City Council cannot respond on the Villager. City Council can be reached by the City's website [www. Lathrupvillage.org](http://www.Lathrupvillage.org).

CO-67 UNFINISHED/ NEW BUSINESS

None

CO-68 ADJOURNMENT

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to adjourn this meeting.

Yes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

The meeting was adjourned at 7:52 p.m.

Transcribed by Yvette Talley

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Mykale Garrett, Mayor

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Transcribed by Yvette Talley

City Clerk

**CITY OF LATHRUP VILLAGE**

*Disbursement Report*

**Period covered 3/1/2019-3/15/2019**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$14,563.92</b>	<b>Bratschi, Carlton,London, Mitchell Schultz,Talley</b>
<b>DDA</b>	<b>\$2,083.33</b>	<b>Stec</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$32,776.58</b>	<b>Becker, Button, Carmack, Huston, Imber, Knoll Lask,Lawrence, McKee,Roberts,Tackett Tompkins Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$965.62</b>	<b>Carlton</b>
<b>Recreation</b>	<b>\$0.00</b>	

**Total Gross \$50,389.45**

**Deductions \$17,885.44**

**Net Payroll \$32,504.01**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$47,340.50</b>
<b>Major Road Fund</b>	<b>\$0.00</b>
<b>Local Road Fund</b>	<b>\$0.00</b>
<b>Capital Acquisition Fund</b>	<b>\$0.00</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$2,083.33</b>
<b>Water &amp; Sewer Fund</b>	<b>\$965.62</b>
<b>Total</b>	<b>\$50,389.45</b>

**CITY OF LATHRUP VILLAGE**

*Disbursement Report*

**Period covered 3/16/2019-3/31/2019**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$14,563.92</b>	<b>Bratschi, Carlton,London, Mitchell Schultz,Talley</b>
<b>DDA</b>	<b>\$2,083.33</b>	<b>Stec</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$35,085.80</b>	<b>Becker, Button, Carmack, Elhourani,Huston Imber,Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$965.62</b>	<b>Carlton</b>
<b>Recreation</b>	<b>\$0.00</b>	

**Total Gross \$52,698.67**

**Deductions \$17,879.24**

**Net Payroll \$34,819.43**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$229,268.75</b>
<b>Major Road Fund</b>	<b>\$10,825.53</b>
<b>Local Road Fund</b>	<b>\$28,607.00</b>
<b>Capital Acquisition Fund</b>	<b>\$4,855.00</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$6,658.22</b>
<b>Water &amp; Sewer Fund</b>	<b>\$159,521.24</b>
<b>Total</b>	<b>\$439,735.74</b>

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE  
 POST DATES 03/01/2019 - 03/31/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	352.25	42344
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	INSURANCE	56.34	42353
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	98.30	42367
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	352.25	42397
101-000.000-243.000	ENGINEERING DEPOSITS	GIFFELS-WEBSTER ENG INC	LATHRUP BLVD DEVELOPMENT	286.89	42331
101-000.000-243.000	ENGINEERING DEPOSITS	GIFFELS-WEBSTER ENG INC	PLAN REVIEWS FOR MICHIGAN FIRST EXPANSI	135.00	42385
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	APRIL SHOWS	COMMUNITY ROOM DEPOSIT	300.00	42307
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CAROLYN SCOTT	COMMUNITY ROOM DEPOSIT	300.00	42315
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	FELICIA MILNER	COMMUNITY ROOM DEPOSIT	300.00	42330
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MONICA CARTER-SCOTT	COMMUNITY ROOM DEPOSIT	300.00	42345
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	PATRICE ROBINSON	COMMUNITY ROOM DEPOSIT	300.00	42351
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CAROLISHA PIERCE	COMMUNITY ROOM DEPOSIT	300.00	42373
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ERIN BURTON	COMMUNITY ROOM DEPOSIT	300.00	42382
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CHRISTI TRACEY	COMMUNITY ROOM DEPOSIT	300.00	42376
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MARIA MANNARINO-THOMPSON	COMMUNITY ROOM DEPOSIT	430.00	42394
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	UNION DUES	66.36	42322
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	UNION DUES	490.88	42354
101-000.000-283.000	PERFORMANCE BONDS	Hansons	BD Bond Refund	150.00	42386
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	2,416.98	42334
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	3,326.39	42388
Total For Dept 000.000				10,561.64	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	332.08	42349
101-100.000-726.000	OFFICE SUPPLIES	INTEGRITY BUSINESS SOLUTIC	OFFICE SUPPLIES	11.00	42335
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	180.30	42349
101-100.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	554.71	42366
101-100.000-726.000	OFFICE SUPPLIES	INTEGRITY BUSINESS SOLUTIC	OFFICE SUPPLIES	22.00	42390
101-100.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY TREASURERS	OCTA MEETING FOR PAM AND ARRON	40.00	42348
101-100.000-803.000	MEMBERSHIPS & MEETINGS	SEMCOG	ANNUAL MEMBERSHIP	775.00	42357
101-100.000-803.000	MEMBERSHIPS & MEETINGS	ASSOCIATION OF PUBLIC TREAS	CPFA RENEWAL	125.00	42364
101-100.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP RENEWAL	2,763.00	42396
101-100.000-803.000	MEMBERSHIPS & MEETINGS	PAMELA A. BRATSCHI	MILEAGE AND PARKING REIMBURSEMENT	94.38	42402
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS, CODE ENFORCEMENT	21,420.25	42341
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PLUMBING, MECHANICAL AND ELECTRICAL INS	1,809.60	42341
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS, AND CODE ENFORCME	15,757.75	42395
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE SERVICES PROVIDED	2,543.75	42313
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE SERVICES PROVIDED	429.00	42313
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM EVENTS	920.00	42319
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER	LINEN CLEANING	105.52	42320
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	163.93	42366
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER	LINEN CLEANING	105.52	42378
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM EVENTS	900.00	42377
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	OAKLAND COUNTY HEALTH DEPT	FOOD SERVICE LICENSE	402.00	42401
101-100.000-822.000	TRAINING	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	722.83	42366
101-100.000-822.000	TRAINING	SHERYL MITCHELL	TRAVEL EXPENSES	229.66	42405
101-100.000-822.000	TRAINING	SHERYL MITCHELL	TRAVEL EXPENSES	175.97	42405
101-100.000-822.000	TRAINING	MICHIGAN MUNICIPAL LEAGUE	CAPITAL CONFERENCE	355.00	42396
101-100.000-822.000	TRAINING	YVETTE TALLEY	TRAVEL REIMBURSEMENT	205.80	42413
101-100.000-832.000	CITIZEN COMMUNICATION/PR	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	733.00	42366
101-100.000-832.000	CITIZEN COMMUNICATION/PR	CHRIS CAMPBELL	SOTC, SOTC POWER POINT	450.00	42375
101-100.000-832.000	CITIZEN COMMUNICATION/PR	LATHRUP VILLAGE WOMENS CLU	ADVERTISMENT FOR THE 80TH ANNIVERSARY F	125.00	42414

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-848.000	GOVERNMENT OPERATIONS	MICHIGAN DEPART. OF STATE	NOTARY RENEWAL	10.00	42343
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	1,329.18	42366
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	192.03	42321
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	377.17	42350
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILL	590.20	42350
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILLS	155.15	42411
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	FUEL FOR CITY VEHICLES	202.58	42362
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL	VEHICLE ALLOWANCE	350.00	42405
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MEDIANEWS- 21CM ADVERTISIM	ADVERTISEMENT	141.04	42342
101-100.000-900.000	PRINTING/PUBLICATION COSTS	PITNEY BOWES	POSTAGE REFILL	1,500.00	42352
101-100.000-900.000	PRINTING/PUBLICATION COSTS	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	768.50	42366
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	ADVERTISEMENT	418.50	42371
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES	LEASE CHARGES	356.64	42352
Total For Dept 100.000 GOVERNMENT SERVICES				58,843.04	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	209.74	42363
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	509.35	42310
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	3,371.08	42365
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	150.51	42408
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	647.22	42370
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	209.74	42410
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	942.50	42308
101-101.000-722.000	LEGAL SERVICES	KELLER THOMA	GENERAL MATTERS	87.50	42337
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	3,800.00	42308
101-101.000-723.000	BOARD OF REVIEW	FRANK M. BROCK JR.	BOARD OF REVIEW	50.00	42384
101-101.000-723.000	BOARD OF REVIEW	LEONARD ALFORD	BOARD OF REVIEW	175.00	42392
101-101.000-723.000	BOARD OF REVIEW	MIKE MCCLANAGHAN	BOARD OF REVIEW	145.00	42398
101-101.000-723.000	BOARD OF REVIEW	REBECCA CURTISS	BOARD OF REVIEW	175.00	42403
Total For Dept 101.000 ADMINISTRATION				10,472.64	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY HAI	550.25	42319
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	42344
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY HAI	550.25	42377
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	42397
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE, V	WATER BILLS FOR CITY BUILDINGS	305.57	42318
101-201.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	1,764.29	42327
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	1,462.68	42379
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING &	REPAIR OF FURNACE AT CITY HALL	360.00	42323
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE, MARCH 2019	207.00	42324
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DURST LUMBER COMPANY	NUTS AND BOLTS	16.98	42328
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRLICH CO.INC	PEST CONTROL	85.00	42336
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ACE MASONRY AND CONCRETE S	NEW TILE IN POLICE LOCKERROOM	2,200.00	42306
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVICES	GARBAGE BAGS, HAND SOAP, DISINFECTING C	87.90	42332
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	SERVPRO	WATER DAMAGE RESTORATION	8,450.24	42358
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	LOCKSMITH, INC.	REPAIR POLICE ENTRY	87.50	42340
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	LOCKSMITH, INC.	REPAIR CARD ACCESS SYSTEM	92.50	42340
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	LOCKSMITH, INC.	REPAIR BATTERY CANSEC PANEL	162.50	42340
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	LOCKSMITH, INC.	REPAIR DOOR CLOSER	276.50	42393
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING &	RELACED HEAT EXCHANGER, ROLLOUT SWITCH	2,579.00	42380
101-201.000-938.000	PARKING LOT & GROUNDS	ROCKET ENTERPRISE, INC.	NEW POW FLAG	102.00	42356

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 201.000 BUILDING & GROUNDS					
Total For Dept 201.000 BUILDING & GROUNDS				20,639.66	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	MEDICAL RIEMBURSEMENT	406.50	42312
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	370.81	42363
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	36.90	42363
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	3,122.83	42310
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	10,301.08	42311
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	938.47	42365
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	317.61	42408
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	370.81	42410
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	36.90	42410
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	429.68	42366
101-301.000-727.000	ROAD SUPPLIES	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	1,269.22	42366
101-301.000-728.000	EVIDENCE SUPPLIES	SIRCHIE FINGERPRINT LABS	SPIT SOCK HOODS	143.50	42406
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	PREMIER BUSINESS PRODUCTS	COPY CHARGES	241.81	42355
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	FEDEX	SHIPPING CHARGES	185.78	42383
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	O'REILLY AUTOMOTIVE, INC.	AUTO PARTS FOR POLICE VEHICLE	3.99	42400
101-301.000-803.000	MEMBERSHIPS & MEETINGS	LEXIS NEXIS	FEBRUARY 2019 MINIMUM COMMITMENT	50.00	42339
101-301.000-803.000	MEMBERSHIPS & MEETINGS	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	115.00	42366
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	978.02	42366
101-301.000-822.000	TRAINING	AMANDA CARMACK	TRAINING AND MILEAGE REIMBURSEMENT	106.91	42368
101-301.000-823.000	FIREARMS TRAINING	TARGET SPORTS	ONE HOUR OF RANGE TIME	75.00	42409
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	280.95	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	241.94	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	178.97	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	241.94	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	671.94	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	800.00	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	54.99	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	593.90	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	499.98	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	47.98	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	178.97	42387
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING FOR JANUARY AND FEBRU	197.30	42399
101-301.000-836.000	PRISONER LOCKUP	INDEPENDENT EMERGENCY PHYS	MEDICAL TREATMENT	371.00	42389
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	93.72	42321
101-301.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILL	398.36	42350
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	DISPATCH	53.91	42369
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CENT	OIL CHANGE ON 2015 TAHOE	63.95	42309
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CENT	OIL CHANGE OF 2018 IMPALA	49.97	42309
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	FUEL FOR CITY VEHICLES	1,493.55	42362
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	87.96	42366
101-301.000-860.000	VEHICLE EXPENSE	JAX KAR WASH	CAR WASHES FOR POLICE VEHICLES	64.00	42391
101-301.000-860.000	VEHICLE EXPENSE	VERIZON WIRELESS	CELL PHONE BILLS	155.16	42411
101-301.000-860.000	VEHICLE EXPENSE	CENTRAL SERVICES	REPLACE BATTERY ON LV1	178.47	42374
Total For Dept 301.000 PUBLIC SAFETY				26,499.73	
Dept 401.000 PUBLIC SERVICE					
101-401.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE, W	WATER BILLS FOR CITY BUILDINGS	53.21	42318
101-401.000-920.000	UTILITIES	PAETEC	PHONE BILL	132.09	42350
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	FUEL FOR CITY VEHICLES	822.89	42362
101-401.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	130.44	42327

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE  
POST DATES 03/01/2019 - 03/31/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 401.000 PUBLIC SERVICE					
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	742.57	42379
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	8,530.55	42338
Total For Dept 401.000 PUBLIC SERVICE				10,411.75	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	CITY OF FERNADLE	LEAF FEE, LABOR AND EQUIPMENT	1,777.56	42317
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL PICKUP JAN 2019	284.58	42360
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL PICKUP	142.29	42407
Total For Dept 501.000 LEAF COLLECTION				2,204.43	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE COLI	14,420.00	42360
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE COLI	12,772.00	42360
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE COLI	12,772.00	42407
Total For Dept 502.000				39,964.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN\	INSURANCE	22.14	42408
Total For Dept 601.000 RECREATION				22.14	
Total For Fund 101 GENERAL FUND				179,619.03	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	31.95	42365
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN\	INSURANCE	2.69	42408
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	213.32	42314
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	94.30	42314
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	374.90	42372
202-702.000-864.000	TRAFFIC CONTROLS	DTE ENERGY	STREET LIGHTS	1,677.63	42326
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAN	SUB SIGNALS	132.67	42404
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAN	SUB SIGNALS	878.24	42404
202-702.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.C.	ROAD SALT	1,221.99	42325
202-702.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.C.	ROAD SALT	1,338.08	42325
202-702.000-866.000	SNOW & ICE REMOVAL	SHULTS EQUIPMENT INC	SNOW PLOW BLADES	455.65	42359
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,404.11	42338
Total For Dept 702.000				10,825.53	
Total For Fund 202 MAJOR ROAD FUND				10,825.53	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	31.95	42365
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN\	INSURANCE	2.69	42408
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	213.33	42314
203-703.000-861.000	ROAD MAINTENANCE	GIFFELS-WEBSTER ENG INC	11 MILE RESURFACING	14,645.00	42331
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	94.30	42314
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	374.90	42372
203-703.000-861.000	ROAD MAINTENANCE	GIFFELS-WEBSTER ENG INC	11 MILE RESURFACING OFF RAMP TO SOUTHFI	5,825.00	42385
203-703.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.C.	ROAD SALT	1,221.99	42325
203-703.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.C.	ROAD SALT	1,338.08	42325
203-703.000-866.000	SNOW & ICE REMOVAL	SHULTS EQUIPMENT INC	SNOW PLOW BLADES	455.65	42359
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,404.11	42338



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
Total For Dept 703.000				28,607.00	
Total For Fund 203 LOCAL ROAD FUND				28,607.00	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	WATCH GUARD VIDEO	VIDEO EQUIPMENT IN POLICE VEHICLE	4,855.00	42412
Total For Dept 000.000				4,855.00	
Total For Fund 258 CAPITAL ACQUISITION FUND				4,855.00	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	41.88	42363
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	990.27	42365
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	56.15	42408
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	911.87	42370
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	41.88	42410
494-000.000-844.000	MAIN STREET PROGRAM	NATIONAL MAIN STREET CNTR	MEMBERSHIP RENEWAL	350.00	42346
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	MEETINGS, MEMBERSHIPS, OFFICE SUPPLIES,	508.84	42366
494-000.000-887.000	FARMERS MARKET	FAIR FOOD NETWORK	CLOSE OUT OF DUFB	1,674.00	42329
Total For Dept 000.000				4,574.89	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				4,574.89	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	42363
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	5,059.55	42365
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	9.71	42408
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	42410
592-536.000-902.000	BILLING SERVICES	JAGMINDER SINGH	WATER BILL OVER PAYMENT	101.64	2475
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,948.83	42338
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	REPAIR MAINBREAKS, REPAIRED GATE LEAKS	5,125.00	42361
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	HYDRANT MAINTENANCE, MAIN BREAK	5,875.00	42361
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER CHARGES FOR MONTH ENDING FEB 2019	31,077.32	2474
592-536.000-974.000	WATER MAIN PROJECT	GIFFELS-WEBSTER ENG INC	WATER MAIN PROGRAM	2,525.00	42331
592-536.000-974.000	WATER MAIN PROJECT	GIFFELS-WEBSTER ENG INC	2018 WATER MAIN PROGRAM	9,317.16	42385
Total For Dept 536.000 WATER DEPARTMENT				64,069.03	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	42363
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	122.76	42365
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	9.71	42408
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	42410
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,948.83	42338
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	14.18	42327
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SEWAGE CHARGES FOR THE MONTH ENDING FEE	78,840.66	2473
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	1,784.49	42327
592-537.000-946.000	RETENTION TANK UTIL-WATER	CITY OF LATHRUP VILLAGE,	WATER BILLS FOR CITY BUILDINGS	68.84	42318
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	13.89	42379
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	CABLE AND INTERNET	289.50	42321
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	PAETEC	PHONE BILL	145.56	42350
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	SHERYL MITCHELL	REIMBURSEMENT FOR COMCAST PAYMENT ON PE	299.32	42405

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE  
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 BOTH JOURNALIZED AND UNJOURNALIZED  
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 537.000 SEWER DEPARTMENT					
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	CENTRAL AIR COMPRESSOR CO	AIR COMPRESSOR MAINTANANCE AT TANK	684.00	42316
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	CENTRAL AIR COMPRESSOR CO	AIR COMPRESSOR MAINTANANCE AT TANK	1,324.50	42316
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	DENNY'S HEATING, COOLING &	REPAIR FURNANCE AT RETENTION TANK	1,503.00	42380
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	CENTRAL AIR COMPRESSOR CO	MAINTANANCE ON AIR COMPRESSOR AT RETENTI	914.25	42415
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	OAKLAND COUNTY TREASURER	SEWAGE DISPOSAL	1,406.81	2473
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	OAKLAND COUNTY TREASURER	INDUSTRIAL WASTE CONTROL	1,406.81	2476
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	GIFFELS-WEBSTER ENG INC	2018 MDEQ STATUS REPORT	154.66	42331
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	525.00	42333
Total For Dept 537.000 SEWER DEPARTMENT				94,486.59	
Total For Fund 592 WATER & SEWER FUND				158,555.62	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE  
POST DATES 03/01/2019 - 03/31/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	179,619.03
Fund 202 MAJOR ROAD FUNI	10,825.53
Fund 203 LOCAL ROAD FUNI	28,607.00
Fund 258 CAPITAL ACQUISI	4,855.00
Fund 494 DOWNTOWN DEVELC	4,574.89
Fund 592 WATER & SEWER I	158,555.62

Total For All Funds:	<u>387,037.07</u>
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LAW OFFICE

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SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

March 7, 2019

Via Email

Sheryl Mitchell, DBA, MSA  
City Administrator  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

Pam Bratschi, MiCPT, CPFA  
City Treasurer  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

Re: Legal Department Billing for February 1 through February 28, 2019

Dear Dr. Mitchell and Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of February, 2019. Per our discussion last month, I have made the agreed changes to the retainer – including email correspondence between myself and City staff / elected officials / appointed officials as part of the increased monthly retainer.

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,300.00
3. Downtown Development Authority	\$0
4. Project Reimbursement	\$0
5. Prosecution/Code Enforcement	<u>\$ 942.50</u>
	\$4,742.50

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker  
Lathrup Village Attorney

SRB/sds  
Enclosures



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03-07-2019

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

**Invoice Number: 815**

Invoice Period: 02-01-2019 - 02-28-2019

## RE: General Retainer

### Time Details

Date	Professional	Description	Hours	Amount
02-01-2019	SRB	Receipt and review correspondence from Chief McKee re: TCO.	0.25	No Charge
02-01-2019	SRB	Review and respond to correspondence from Clerk re: TCO.	0.25	No Charge
02-01-2019	SRB	Review and respond to multiple correspondence from City Administrator re: TCO.	0.25	No Charge
02-01-2019	SRB	Receipt and review correspondence from City Administrator re: staff updates.	0.25	No Charge
02-02-2019	SRB	Review and respond to correspondence from City Administrator re: TCO.	0.25	No Charge
02-02-2019	SRB	Receipt and review correspondence from City Administrator re: Council meeting agendas.	0.25	No Charge
02-02-2019	SRB	Review and respond to correspondence from City Administrator re: PC applicant.	0.25	No Charge
02-04-2019	SRB	Receipt and review correspondence from City Administrator.	0.25	No Charge
02-04-2019	SRB	Attend study session and regular meeting of City Council.	3.00	No Charge
02-05-2019	SRB	Telephone conference with City Treasurer re: Jagged Fork SLU.	0.25	No Charge
02-05-2019	SRB	Receipt and review correspondence from City Administrator re: Jagged Fork.	0.25	No Charge
02-05-2019	SRB	Receipt and review correspondence from City Administrator re: LV Petro.	0.25	No Charge
02-07-2019	SRB	Review and respond to correspondence from City Clerk re: Jagged Fork notice of hearing.	0.25	No Charge
02-08-2019	SRB	Telephone conference with City Clerk re: motor carrier ordinance adoption.	0.25	No Charge
02-10-2019	SRB	Review and respond to correspondence from Mayor Pro-Tem.	0.25	No Charge
02-10-2019	SRB	Receipt and review correspondence from Mayor.	0.25	No Charge

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 1 of 3

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
02-11-2019	SRB	Review and respond to multiple correspondence from Mayor Pro-Tem.	0.50	No Charge
02-11-2019	SRB	Review and respond to correspondence from City Administrator re: 27040 Lathrup Blvd.	0.25	No Charge
02-11-2019	SRB	Receipt and review correspondence from City Administrator re: cell tower leases.	0.25	No Charge
02-11-2019	SRB	Review correspondence from City Administrator re: TCO.	0.25	No Charge
02-12-2019	SRB	Draft correspondence to Mayor and Mayor Pro Tem re: 27040 Lathrup Blvd.	0.25	No Charge
02-12-2019	SRB	Review and respond to correspondence from City Clerk re: TCO.	0.25	No Charge
02-12-2019	SRB	Receipt and review correspondence from Chief re: TCO.	0.25	No Charge
02-12-2019	SRB	Review and respond to correspondence from City Clerk re: motor carrier safety ordinance.	0.25	No Charge
02-13-2019	SRB	Review correspondence from City Administrator re: cell tower leases.	0.25	No Charge
02-14-2019	SRB	Receipt and review correspondence from City Clerk re: sign permit appeal.	0.25	No Charge
02-14-2019	SRB	Review and respond to correspondence from City Administrator re: property owner sewer/water lines.	0.25	No Charge
02-15-2019	SRB	Review and respond to multiple correspondence from Planning Commissioner Hammond re: rental property inspection ordinances.	0.50	No Charge
02-15-2019	SRB	Receipt and review correspondence from Chief McKee re: TCO.	0.25	No Charge
02-15-2019	SRB	Review correspondence from City Administrator re: road conditions.	0.25	No Charge
02-15-2019	SRB	Receipt and review correspondence from City Administrator re: TCO signs.	0.25	No Charge
02-16-2019	SRB	Review correspondence from City Administrator re: service line warranty notification.	0.25	No Charge
02-17-2019	SRB	Receipt and review correspondence from City Administrator regarding weekly report.	0.25	No Charge
02-19-2019	SRB	Receipt and review correspondence from Council Member Ferguson.	0.25	No Charge
02-19-2019	SRB	Receipt and review correspondence from Mayor.	0.25	No Charge
02-19-2019	SRB	Receipt and review correspondence from City Administrator re: water main break.	0.25	No Charge
02-19-2019	SRB	Review and respond to correspondence from City Administrator re: 27040 Lathrup Blvd.	0.25	No Charge
02-20-2019	SRB	Receipt and review correspondence from City Clerk re: election issue; call to City Clerk.	0.50	No Charge
02-20-2019	SRB	Review correspondence from City Administrator re: Council appointments to Planning Commission.	0.25	No Charge
02-20-2019	SRB	Review and respond to correspondence from City Clerk re: Planning Commission member residency requirement.	0.25	No Charge
02-21-2019	SRB	Receipt and review correspondence from Economic Development Manager.	0.25	No Charge
02-21-2019	SRB	Receipt and review correspondence from City Administrator re: Council agenda.	0.25	No Charge
02-21-2019	SRB	Review City Council agenda; prepare for meeting.	0.50	No Charge

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
02-21-2019	SRB	Review and respond to correspondence from City Clerk re: Michigan 1st easement.	0.25	No Charge
02-22-2019	SRB	Receipt and review correspondence from City Administrator re: operation agreement regarding sanitary tank.	0.25	No Charge
02-22-2019	SRB	Review and respond to correspondence from City Administrator re: residency requirements.	0.25	No Charge
02-23-2019	SRB	Review correspondence from City Administrator re: Council agenda.	0.25	No Charge
02-23-2019	SRB	Receipt and review correspondence from City Administrator re: weekly report.	0.25	No Charge
02-25-2019	SRB	Review multiple correspondence from City Clerk and City Administrator re: Planning Commission appointments.	0.50	No Charge
02-25-2019	SRB	Receipt and review correspondence from City Administrator re: Planning Commission meeting.	0.25	No Charge
02-25-2019	SRB	Review correspondence from City Administrator re: realtor agreement.	0.25	No Charge
02-25-2019	SRB	Attend study session and regular meeting of City Council.	3.00	No Charge
02-26-2019	SRB	Review correspondence from City Clerk re: Planning Commission member applications.	0.25	No Charge
02-26-2019	SRB	Review and respond to correspondence from City Administrator re: encroachment license.	0.25	No Charge
02-26-2019	SRB	Review and respond to correspondence from City Clerk re: encroachment license.	0.25	No Charge
02-26-2019	SRB	Receipt and review, respond to correspondence from Economic Development Manager re: Planning Commission agenda.	0.25	No Charge
02-27-2019	SRB	Receipt and review correspondence from City Administrator re: retention tank.	0.25	No Charge
02-27-2019	SRB	Receipt and review, respond to correspondence from City Administrator re: Council special meeting agenda.	0.25	No Charge
02-28-2019	SRB	Review and respond to correspondence from Economic Development Manager re: medical marijuana.	0.25	No Charge
02-28-2019	SRB	Review and respond to correspondence from City Clerk re: LV Petro Encroachment application.	0.25	No Charge
02-28-2019	SRB	Services rendered.		2,500.00
			<b>Total Fees</b>	2,500.00

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
SRB	21.75	2,500.00
		<b>Total Fees</b>

**Total for this Invoice** 2,500.00



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03-07-2019

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

**Invoice Number: 816**

Invoice Period: 02-01-2019 - 02-28-2019

## RE: Prosecution/Code Enforcement

### Time Details

Date	Professional	Description	Hours	Amount
02-01-2019	SRB	Draft notice of required Court appearance to Officer M. Tackett for formal hearing re: 19LV00084A; copy to Police Clerk.	0.25	32.50
02-05-2019	SRB	Phone call from defense counsel re: 18LV02535A.	0.25	32.50
02-06-2019	SRB	Receipt and review of email correspondence from J. Wright; response to same re: 18L0001624; 18L0001625; 19L0001626.	0.25	32.50
02-07-2019	SRB	Receipt of preliminary docket for 2/13 for Judge Arvant; review of docket.	0.25	32.50
02-11-2019	SRB	Receipt of final prosecution docket for Judge Arvant for 2/11; review docket and files.	0.25	32.50
02-11-2019	SRB	Receipt and review email correspondence from 46th District Court.	0.25	32.50
02-12-2019	SRB	Draft email correspondence to 46th District Court Clerk.	0.25	32.50
02-13-2019	SRB	Draft email correspondence to 46th District Court re: 12LV00408A; 09LV00620A; 03L882946A/B.	0.25	32.50
02-13-2019	SRB	Receipt and review correspondence and appearance from defense counsel re: 19LV00191.	0.25	32.50
02-13-2019	SRB	Appearance in 46th District Court for pre-trials and formal hearings.	3.00	390.00
02-13-2019	SRB	Receipt and review correspondence from attorney re: Olga's.	0.25	32.50
02-19-2019	SRB	Phone call from probation officer re: 18L245036A.	0.25	32.50
02-19-2019	SRB	Draft notice of required Court appearance to Officer J. Huston concerning formal hearing re: 19LV00126A.	0.25	32.50
02-19-2019	SRB	Receipt and review of faxed correspondence from probation department; draft faxed response to same re: 18L245036A.	0.25	32.50
02-19-2019	SRB	Receipt and review prosecution dockets from 46th District Court	0.25	32.50

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 1 of 2



<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
		Clerk for May and June; email correspondence to Chief McKee concerning same.		
02-21-2019	SRB	Draft notice of required Court appearance to Officer C. Becker for formal hearing re: 19LV00191A.	0.25	32.50
02-25-2019	SRB	Draft notice of required Court appearance to Officer Huston for formal hearing re: 19LV00222A.	0.25	32.50
02-28-2019	SRB	Notice of required Court appearance to Officer M. Tackett for formal hearing re: 19LV00195A; copy to Police Clerk.	0.25	32.50
			<b>Total Fees</b>	942.50

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
SRB	7.25	942.50
		<b>Total Fees</b>
		942.50

**Total for this Invoice** 942.50



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03-07-2019

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

**Invoice Number: 817**

Invoice Period: 02-01-2019 - 02-28-2019

## RE: Special Legal Services

### Time Details

Date	Professional	Description	Hours	Amount
02-05-2019	SRB	Draft correspondence to attorney for Jagged Fork re: SLU application; review response; draft notice of SLU hearing; forward to City.	0.75	97.50
02-05-2019	SRB	Review multiple correspondence from Building Official re: Jagged Fork SLU.	0.25	32.50
02-06-2019	SRB	Telephone call with attorney for Jagged Fork re: SLU.	0.25	32.50
02-06-2019	SRB	Review and respond to multiple correspondence from Building Official re: Jagged Fork.	0.25	32.50
02-06-2019	SRB	Review and respond to multiple correspondence from Planners re: Jagged Fork.	0.25	32.50
02-07-2019	SRB	Review and respond to correspondence from developer re: Lathrup Townhomes.	0.25	32.50
02-08-2019	SRB	Receipt and review correspondence from planner re: LV Petro.	0.25	32.50
02-08-2019	SRB	Review multiple correspondence from applicant re: LV Petro.	0.25	32.50
02-08-2019	SRB	Receipt and review correspondence from planner re: 27051 Southfield Road.	0.25	32.50
02-11-2019	SRB	Receipt and review correspondence from Code Officer re: 18891 Rainbow Drive.	0.25	32.50
02-12-2019	SRB	Review correspondence from developer and planner re: Jagged Fork.	0.25	32.50
02-12-2019	SRB	Receipt and review correspondence from building official re: 27047 Southfield Road.	0.25	32.50
02-13-2019	SRB	Review correspondence from planner re: 27047 Southfield Road.	0.25	32.50
02-14-2019	SRB	Review correspondence from Building Official re: sign permit.	0.25	32.50
02-14-2019	SRB	Research sewer/water maintenance obligations of residents,	0.25	32.50

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 1 of 2

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
		draft correspondence to City Engineer re: same.		
02-15-2019	SRB	Review and respond to multiple correspondence with planner re: rental inspection ordinance.	0.25	32.50
02-15-2019	SRB	Receipt and review correspondence from developer re: LV Petro.	0.25	32.50
02-18-2019	SRB	Receipt and review correspondence from developer re: Jagged Fork.	0.25	32.50
02-18-2019	SRB	Receipt and review correspondence from planner re: LV Petro.	0.25	32.50
02-18-2019	SRB	Receipt and review correspondence from developers re: LV Petro.	0.25	32.50
02-19-2019	SRB	Review correspondence from planner re: Planning Commission items.	0.25	32.50
02-19-2019	SRB	Receipt and review correspondence from planner re: Planning Commission items.	0.25	32.50
02-20-2019	SRB	Review correspondence from planner re: LV Petro.	0.25	32.50
02-20-2019	SRB	Research residency requirements for appointed positions.	0.25	32.50
02-21-2019	SRB	Review correspondence from planner re: 27051 Southfield Road.	0.25	32.50
02-22-2019	SRB	Review sanitary tank operation agreement.	0.25	32.50
02-25-2019	SRB	Receipt and review correspondence from City Engineer.	0.25	32.50
02-25-2019	SRB	Receipt and review correspondence from applicant re: Jagged Fork SLU.	0.25	32.50
02-25-2019	SRB	Review and respond to correspondence from attorney re: LV Petro.	0.25	32.50
02-26-2019	SRB	Attend Planning Commission regular meeting.	2.00	260.00
02-27-2019	SRB	Review correspondence from planner re: drive-thru discussion.	0.25	32.50
			<b>Total Fees</b>	1,300.00

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
SRB	10.00	1,300.00
		<b>Total Fees</b>
		1,300.00

**Total for this Invoice** 1,300.00

User: PAM

DB: Lathrup

PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,438,092.00	2,438,092.00	2,327,061.78	0.00	111,030.22	95.45
101-000.000-402.000	REFUSE COLLECTION TAXES	365,705.00	365,705.00	350,404.35	0.00	15,300.65	95.82
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	7,000.00	7,000.00	5,635.81	0.00	1,364.19	80.51
101-000.000-414.000	TAX PENALTIES	38,500.00	38,500.00	10,176.43	0.00	28,323.57	26.43
101-000.000-415.000	MISCELLANEOUS REVENUE	12,000.00	12,000.00	9,259.55	141.00	2,740.45	77.16
101-000.000-416.001	PROPERTY & LIABLITY DIVIDEND REVENUE	8,200.00	6,716.00	6,716.00	0.00	0.00	100.00
101-000.000-419.000	AT & T LEASE PAYMENTS	55,000.00	55,000.00	45,666.99	5,074.11	9,333.01	83.03
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	31,026.42	3,447.38	13,973.58	68.95
101-000.000-446.000	INVESTMENT INTEREST	16,000.00	19,000.00	22,804.76	2,175.26	(3,804.76)	120.03
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	75,000.00	75,000.00	73,126.92	0.00	1,873.08	97.50
101-000.000-448.000	INSURANCE REIMBURSEMENT	0.00	6,888.00	6,887.63	0.00	0.37	99.99
101-000.000-448.001	INSURANCE RECOVERIES	0.00	9,212.00	9,211.82	0.00	0.18	100.00
101-000.000-455.000	METRO AUTHORITY-FEE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	65,000.00	70,000.00	58,204.40	2,401.00	11,795.60	83.15
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	3,000.00	3,000.00	2,137.00	245.00	863.00	71.23
101-000.000-458.000	PLUMBING/HEATING PERMITS	16,000.00	24,500.00	24,877.00	1,232.00	(377.00)	101.54
101-000.000-459.000	ELECTRICAL PERMITS	20,000.00	20,000.00	11,852.00	935.00	8,148.00	59.26
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	6,950.00	2,205.00	2,050.00	77.22
101-000.000-461.000	DOG & CAT LICENSES	1,000.00	1,000.00	741.00	154.00	259.00	74.10
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	87,783.82	0.00	32,216.18	73.15
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	50,000.00	35,000.00	12,898.50	1,560.00	22,101.50	36.85
101-000.000-471.000	DONATIONS-OTHER	13,000.00	14,250.00	14,250.00	0.00	0.00	100.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	55,000.00	55,000.00	48,424.00	4,215.00	6,576.00	88.04
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	0.00	929.00	929.40	0.00	(0.40)	100.04
101-000.000-542.000	SMART CREDITS	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	9,097.17	600.00	5,902.83	60.65
101-000.000-574.000	STATE SHARED REVENUES	389,269.00	389,269.00	273,493.00	0.00	115,776.00	70.26
101-000.000-612.000	DISTRICT COURT FINES	125,000.00	125,000.00	66,420.74	8,388.57	58,579.26	53.14
101-000.000-626.000	COMMUNITY DEVELOPMENT	3,000.00	8,000.00	11,756.31	7,508.81	(3,756.31)	146.95
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	21,000.00	21,000.00	0.00	0.00	21,000.00	0.00
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	4,917.00	0.00	0.00	100.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	1,639.00	1,639.00	1,639.00	0.00	0.00	100.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-000.000-682.000	SALE OF FIXED ASSET	0.00	627.00	627.00	0.00	0.00	100.00
Total Dept 000.000		4,052,322.00	4,076,244.00	3,534,975.80	40,282.13	541,268.20	86.72
TOTAL REVENUES		4,052,322.00	4,076,244.00	3,534,975.80	40,282.13	541,268.20	86.72
Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	24,256.00	24,256.00	0.00	0.00	100.00
101-100.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	58.54	0.00	41.46	58.54
101-100.000-712.000	WORKER'S COMP INSURANCE	2,500.00	2,500.00	808.00	0.00	1,692.00	32.32
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	4,887.10	1,100.09	1,112.90	81.45
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	1,280.00	0.00	720.00	64.00
101-100.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	0.00	5,000.00	6,212.39	3,797.38	(1,212.39)	124.25
101-100.000-804.000	BUILDING TRADE INSPECTION	80,000.00	80,000.00	116,681.69	38,987.60	(36,681.69)	145.85
101-100.000-805.000	CABLE TELEVISION	35,000.00	35,000.00	24,407.71	2,972.75	10,592.29	69.74
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	15,000.00	20,000.00	21,335.88	2,596.97	(1,335.88)	106.68
101-100.000-810.000	AUDITING & ACCOUNTING	27,000.00	25,559.00	25,559.25	0.00	(0.25)	100.00
101-100.000-818.000	APPRECIATION DINNER	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	YTD BALANCE 03/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-822.000	TRAINING	0.00	6,000.00	4,920.21	1,689.26	1,079.79	82.00
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,000.00	10,000.00	9,816.00	1,308.00	184.00	98.16
101-100.000-840.000	LIBRARY PAYMENT	128,611.00	128,611.00	59,969.00	0.00	68,642.00	46.63
101-100.000-848.000	GOVERNMENT OPERATIONS	60,000.00	45,000.00	28,333.99	2,797.39	16,666.01	62.96
101-100.000-848.001	TECHNOLOGY	0.00	25,000.00	23,400.20	0.00	1,599.80	93.60
101-100.000-850.000	TELEPHONE EXPENDITURES	16,000.00	16,000.00	13,197.98	1,314.55	2,802.02	82.49
101-100.000-860.000	VEHICLE EXPENSE	6,000.00	6,000.00	5,439.71	552.58	560.29	90.66
101-100.000-880.000	CDBG EXPENDITURES	6,000.00	15,000.00	12,134.52	0.00	2,865.48	80.90
101-100.000-882.000	PLANNING/CONSULTING FEES	3,000.00	3,000.00	2,083.50	0.00	916.50	69.45
101-100.000-883.000	CITY BEAUTIFICATION	2,000.00	2,000.00	1,734.95	0.00	265.05	86.75
101-100.000-900.000	PRINTING/PUBLICATION COSTS	10,000.00	10,000.00	11,076.41	2,828.04	(1,076.41)	110.76
101-100.000-901.000	POSTAGE FEES	6,000.00	6,000.00	1,759.62	356.64	4,240.38	29.33
Total Dept 100.000 - GOVERNMENT SERVICES		449,211.00	477,026.00	399,352.65	60,301.25	77,673.35	83.72
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	322,395.00	322,395.00	224,474.52	26,827.82	97,920.48	69.63
101-101.000-702.000	SALARIES PART-TIME	4,000.00	4,000.00	2,355.00	0.00	1,645.00	58.88
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	118,879.00	118,879.00	127,554.12	13,975.41	(8,675.12)	107.30
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00	20,000.00	7,540.00	942.50	12,460.00	37.70
101-101.000-718.000	ELECTIONS	12,000.00	14,164.00	14,199.37	0.00	(35.37)	100.25
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,000.00	35,000.00	33,386.45	0.00	1,613.55	95.39
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	38,661.65	3,887.50	21,338.35	64.44
101-101.000-723.000	BOARD OF REVIEW	550.00	550.00	545.00	545.00	5.00	99.09
Total Dept 101.000 - ADMINISTRATION		572,824.00	574,988.00	448,716.11	46,178.23	126,271.89	78.04
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	31,000.00	31,000.00	21,530.70	2,400.00	9,469.30	69.45
101-201.000-920.000	UTILITIES	40,000.00	40,000.00	32,532.15	3,532.54	7,467.85	81.33
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	28,000.00	30,029.01	14,605.12	(2,029.01)	107.25
101-201.000-930.001	BUILDING - GRANTS	7,928.00	7,928.00	7,927.65	0.00	0.35	100.00
101-201.000-936.000	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	104.27	0.00	2,395.73	4.17
101-201.000-938.000	PARKING LOT & GROUNDS	5,500.00	5,500.00	1,593.34	102.00	3,906.66	28.97
Total Dept 201.000 - BUILDING & GROUNDS		114,928.00	114,928.00	93,717.12	20,639.66	21,210.88	81.54
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	621,363.00	621,363.00	421,969.81	52,607.74	199,393.19	67.91
101-301.000-702.000	SALARIES PART-TIME	146,290.00	146,290.00	84,650.27	10,222.12	61,639.73	57.86
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	378,232.00	378,232.00	281,104.90	27,188.52	97,127.10	74.32
101-301.000-704.000	SALARIES-OVERTIME	75,000.00	75,000.00	46,744.42	5,032.52	28,255.58	62.33
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	24,000.00	24,000.00	24,000.00	0.00	0.00	100.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	700.00	550.00	113.64	0.00	436.36	20.66
101-301.000-712.000	WORKER'S COMP INSURANCE	11,500.00	11,500.00	0.00	0.00	11,500.00	0.00
101-301.000-726.000	OFFICE SUPPLIES	5,000.00	5,000.00	2,459.41	429.68	2,540.59	49.19
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	1,291.34	1,269.22	708.66	64.57
101-301.000-728.000	EVIDENCE SUPPLIES	1,500.00	1,500.00	362.40	143.50	1,137.60	24.16
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	5,000.00	5,000.00	872.77	431.58	4,127.23	17.46
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	404.75	0.00	595.25	40.48
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	1,830.89	165.00	1,669.11	52.31
101-301.000-821.000	POLICE RESERVES	1,000.00	1,000.00	725.00	0.00	275.00	72.50
101-301.000-822.000	TRAINING	14,000.00	14,000.00	9,928.94	784.93	4,071.06	70.92

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	718.91	75.00	3,781.09	15.98
101-301.000-824.000	CRIME PREVENTION	3,000.00	3,000.00	431.77	0.00	2,568.23	14.39
101-301.000-825.000	ANIMAL CONTROL	1,000.00	1,500.00	982.00	0.00	518.00	65.47
101-301.000-826.000	YOUTH & DRUG PROGRAMS	750.00	1,000.00	999.33	0.00	0.67	99.93
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	676,101.00	676,101.00	451,773.75	0.00	224,327.25	66.82
101-301.000-829.000	POLICE UNIFORMS & CLEANING	10,000.00	10,000.00	9,593.98	3,988.86	406.02	95.94
101-301.000-836.000	PRISONER LOCKUP	5,000.00	10,000.00	3,471.00	371.00	6,529.00	34.71
101-301.000-850.000	TELEPHONE EXPENDITURES	10,000.00	10,000.00	6,238.37	545.99	3,761.63	62.38
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	5,928.87	0.00	10,271.13	36.60
101-301.000-860.000	VEHICLE EXPENSE	40,000.00	40,000.00	24,388.11	2,093.06	15,611.89	60.97
Total Dept 301.000 - PUBLIC SAFETY		2,056,636.00	2,062,236.00	1,380,984.63	105,348.72	681,251.37	66.97
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	500.00	8,400.00	3,906.80	475.20	4,493.20	46.51
101-401.000-890.000	PARK MAINTENANCE	5,000.00	5,000.00	60.00	0.00	4,940.00	1.20
101-401.000-892.000	SIDEWALK MAINTENANCE	2,500.00	2,500.00	113.60	0.00	2,386.40	4.54
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	13,531.85	1,881.20	7,468.15	64.44
101-401.000-921.000	CONTRACTUAL SERVICES	102,336.00	102,336.00	76,774.95	8,530.55	25,561.05	75.02
101-401.000-936.000	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	5,335.30	0.00	(2,835.30)	213.41
Total Dept 401.000 - PUBLIC SERVICE		133,836.00	141,736.00	99,722.50	10,886.95	42,013.50	70.36
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	11,000.00	11,000.00	4,603.17	2,204.43	6,396.83	41.85
Total Dept 501.000 - LEAF COLLECTION		11,000.00	11,000.00	4,603.17	2,204.43	6,396.83	41.85
Dept 502.000							
101-502.000-801.001	SOCRRA	350,000.00	350,000.00	230,592.58	39,964.00	119,407.42	65.88
Total Dept 502.000		350,000.00	350,000.00	230,592.58	39,964.00	119,407.42	65.88
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	30,900.00	30,900.00	12,500.00	0.00	18,400.00	40.45
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	9,916.00	9,916.00	3,964.08	22.14	5,951.92	39.98
101-601.000-712.000	WORKER'S COMP INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
101-601.000-726.000	OFFICE SUPPLIES	500.00	500.00	229.00	0.00	271.00	45.80
101-601.000-806.000	OTHER RECREATION PROGRAMS	35,000.00	35,000.00	179.40	0.00	34,820.60	0.51
101-601.000-807.000	BUS TRANSPORTATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	1,000.00	1,000.00	5.00	0.00	995.00	0.50
101-601.000-812.000	COMMUNITY EVENTS	20,000.00	20,000.00	15,800.47	0.00	4,199.53	79.00
101-601.000-817.000	FITNESS CENTER EXP	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-841.000	SPECIAL PROG/SPORTING EVENTS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-601.000-884.000	CONCERTS IN THE PARK	13,000.00	13,000.00	5,550.00	0.00	7,450.00	42.69
Total Dept 601.000 - RECREATION		121,816.00	121,816.00	38,227.95	22.14	83,588.05	31.38
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	94,100.00	94,100.00	94,100.00	0.00	0.00	100.00
101-811.000-999.203	TRANSFER OUT TO LOCAL ROADS	145,420.00	145,420.00	145,420.00	0.00	0.00	100.00

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 811.000		239,520.00	239,520.00	239,520.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,049,771.00	4,093,250.00	2,935,436.71	285,545.38	1,157,813.29	71.71
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,052,322.00	4,076,244.00	3,534,975.80	40,282.13	541,268.20	86.72
TOTAL EXPENDITURES		4,049,771.00	4,093,250.00	2,935,436.71	285,545.38	1,157,813.29	71.71
NET OF REVENUES & EXPENDITURES		2,551.00	(17,006.00)	599,539.09	(245,263.25)	(616,545.09)	3,525.46

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 03/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 202 - MAJOR ROAD FUND								
Revenues								
Dept 000.000								
202-000.000-556.000	OTHER STATE GRANTS	0.00	54,000.00	54,358.94	0.00	(358.94)		100.66
Total Dept 000.000		0.00	54,000.00	54,358.94	0.00	(358.94)		100.66
Dept 702.000								
202-702.000-574.000	STATE SHARED REVENUES	312,814.00	312,814.00	177,660.85	27,922.55	135,153.15		56.79
202-702.000-665.000	INVESTMENT INTEREST	400.00	400.00	0.00	0.00	400.00		0.00
Total Dept 702.000		313,214.00	313,214.00	177,660.85	27,922.55	135,553.15		56.72
TOTAL REVENUES		313,214.00	367,214.00	232,019.79	27,922.55	135,194.21		63.18
Expenditures								
Dept 702.000								
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	4,005.00	4,005.00	893.39	68.10	3,111.61		22.31
202-702.000-705.000	SALARIES-ADMIN	5,250.00	5,250.00	3,937.50	437.50	1,312.50		75.00
202-702.000-810.000	AUDITING & ACCOUNTING	5,253.00	5,253.00	5,253.00	0.00	0.00		100.00
202-702.000-856.000	ADMINISTRATION & ENGINEERING	5,000.00	5,000.00	1,639.00	0.00	3,361.00		32.78
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	2,436.99	682.52	2,563.01		48.74
202-702.000-862.000	ROADSIDE MAINTENANCE	5,000.00	5,000.00	4,122.00	0.00	878.00		82.44
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	10,343.31	2,688.54	14,656.69		41.37
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	5,512.64	3,015.72	(12.64)		100.23
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
202-702.000-870.000	FORESTRY	30,000.00	30,000.00	13,313.01	0.00	16,686.99		44.38
202-702.000-921.000	CONTRACTUAL SERVICES	52,853.00	52,853.00	39,636.99	4,404.11	13,216.01		74.99
202-702.000-999.203	TRANSFER OUT TO LOCAL ROADS	67,056.00	67,056.00	67,056.00	0.00	0.00		100.00
Total Dept 702.000		214,917.00	214,917.00	154,143.83	11,296.49	60,773.17		71.72
TOTAL EXPENDITURES		214,917.00	214,917.00	154,143.83	11,296.49	60,773.17		71.72
Fund 202 - MAJOR ROAD FUND:								
TOTAL REVENUES		313,214.00	367,214.00	232,019.79	27,922.55	135,194.21		63.18
TOTAL EXPENDITURES		214,917.00	214,917.00	154,143.83	11,296.49	60,773.17		71.72
NET OF REVENUES & EXPENDITURES		98,297.00	152,297.00	77,875.96	16,626.06	74,421.04		51.13



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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	0.00	14,000.00	14,035.00	0.00	(35.00)	100.25
203-703.000-574.000	STATE SHARED REVENUES	104,271.00	104,271.00	83,122.84	13,056.52	21,148.16	79.72
203-703.000-665.000	INVESTMENT INTEREST	300.00	300.00	0.00	0.00	300.00	0.00
203-703.000-690.101	TRANSFER IN FROM GENERAL FUND	145,420.00	145,420.00	145,420.00	0.00	0.00	100.00
203-703.000-690.202	TRANSFER IN FROM MAJOR ROADS	67,056.00	67,056.00	67,056.00	0.00	0.00	100.00
Total Dept 703.000		317,047.00	331,047.00	309,633.84	13,056.52	21,413.16	93.53
TOTAL REVENUES		317,047.00	331,047.00	309,633.84	13,056.52	21,413.16	93.53
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	4,274.00	4,274.00	893.39	68.10	3,380.61	20.90
203-703.000-705.000	SALARIES-ADMIN	5,250.00	5,250.00	3,937.50	437.50	1,312.50	75.00
203-703.000-810.000	AUDITING & ACCOUNTING	3,121.00	3,121.00	3,121.00	0.00	0.00	100.00
203-703.000-852.000	PUBLIC SERVICE BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
203-703.000-861.000	ROAD MAINTENANCE	318,737.00	340,000.00	354,123.44	21,152.53	(14,123.44)	104.15
203-703.000-862.000	ROADSIDE MAINTENANCE	0.00	1,100.00	268.32	0.00	831.68	24.39
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	5,512.63	3,015.72	(512.63)	110.25
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
203-703.000-870.000	FORESTRY	30,000.00	30,000.00	13,312.99	0.00	16,687.01	44.38
203-703.000-921.000	CONTRACTUAL SERVICES	52,853.00	52,853.00	39,636.99	4,404.11	13,216.01	74.99
203-703.000-970.000	CAPITAL EXPENDITURE	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00
Total Dept 703.000		518,235.00	540,598.00	420,806.26	29,077.96	119,791.74	77.84
TOTAL EXPENDITURES		518,235.00	540,598.00	420,806.26	29,077.96	119,791.74	77.84
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		317,047.00	331,047.00	309,633.84	13,056.52	21,413.16	93.53
TOTAL EXPENDITURES		518,235.00	540,598.00	420,806.26	29,077.96	119,791.74	77.84
NET OF REVENUES & EXPENDITURES		(201,188.00)	(209,551.00)	(111,172.42)	(16,021.44)	(98,378.58)	53.05

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	1,400.00	1,287.77	147.88	112.23	91.98
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	94,100.00	94,100.00	94,100.00	0.00	0.00	100.00
Total Dept 000.000		94,500.00	95,500.00	95,387.77	147.88	112.23	99.88
TOTAL REVENUES		94,500.00	95,500.00	95,387.77	147.88	112.23	99.88
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	94,100.00	94,100.00	63,519.21	4,855.00	30,580.79	67.50
Total Dept 000.000		94,100.00	94,100.00	63,519.21	4,855.00	30,580.79	67.50
TOTAL EXPENDITURES		94,100.00	94,100.00	63,519.21	4,855.00	30,580.79	67.50
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		94,500.00	95,500.00	95,387.77	147.88	112.23	99.88
TOTAL EXPENDITURES		94,100.00	94,100.00	63,519.21	4,855.00	30,580.79	67.50
NET OF REVENUES & EXPENDITURES		400.00	1,400.00	31,868.56	(4,707.12)	(30,468.56)	2,276.33

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PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70	21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,728.25	0.00	20,271.75	49.32
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	0.00	0.00	5,927.34	0.00	(5,927.34)	100.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	11,047.01	1,268.53	(2,547.01)	129.96
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
494-000.000-615.000	MAIN STREET REVENUES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 000.000		133,310.00	133,310.00	53,679.90	1,268.53	79,630.10	40.27
TOTAL REVENUES		133,310.00	133,310.00	53,679.90	1,268.53	79,630.10	40.27
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	29,047.32	4,541.66	26,421.68	52.37
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	11,626.17	2,752.04	10,373.83	52.85
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	2,000.00	2,000.00	418.41	0.00	1,581.59	20.92
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	1,308.84	858.84	6,291.16	17.22
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	2,830.00	0.00	170.00	94.33
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	16,836.64	0.00	(836.64)	105.23
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	10,920.81	1,674.00	8,349.19	56.67
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	0.00	1,029.00	48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	8,987.49	0.00	(887.49)	110.96
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		183,189.00	183,189.00	83,746.68	9,826.54	99,442.32	45.72
TOTAL EXPENDITURES		183,189.00	183,189.00	83,746.68	9,826.54	99,442.32	45.72
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		133,310.00	133,310.00	53,679.90	1,268.53	79,630.10	40.27
TOTAL EXPENDITURES		183,189.00	183,189.00	83,746.68	9,826.54	99,442.32	45.72
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(30,066.78)	(8,558.01)	(19,812.22)	60.28

User: PAM

DB: Lathrup

PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 03/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	AVAILABLE		% BGDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 592 - WATER & SEWER FUND								
Revenues								
Dept 536.000 - WATER DEPARTMENT								
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	16,037.00	1,782.00	23,963.00		40.09
592-536.000-640.000	WATER SERVICE	571,221.00	571,221.00	474,248.75	45,099.69	96,972.25		83.02
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	1,585.06	161.65	23,414.94		6.34
592-536.000-642.000	METER CHARGE REVENUE	70,556.00	70,556.00	51,854.96	5,755.21	18,701.04		73.49
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	150,456.00	150,456.00	0.00	0.00	150,456.00		0.00
592-536.000-665.000	INVESTMENT INTEREST	3,000.00	3,000.00	4,624.08	567.86	(1,624.08)		154.14
<b>Total Dept 536.000 - WATER DEPARTMENT</b>		<b>860,233.00</b>	<b>860,233.00</b>	<b>548,349.85</b>	<b>53,366.41</b>	<b>311,883.15</b>		<b>63.74</b>
Dept 537.000 - SEWER DEPARTMENT								
592-537.000-406.000	TAX REVENUE-DRAINS	0.00	0.00	48.08	0.00	(48.08)		100.00
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	55,048.39	5,461.54	(12,048.39)		128.02
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,497,234.00	1,497,234.00	984,653.07	93,594.67	512,580.93		65.76
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	22,909.54	2,547.46	20,090.46		53.28
592-537.000-665.000	INVESTMENT INTEREST	1,700.00	1,700.00	4,575.94	567.85	(2,875.94)		269.17
<b>Total Dept 537.000 - SEWER DEPARTMENT</b>		<b>1,584,934.00</b>	<b>1,584,934.00</b>	<b>1,067,235.02</b>	<b>102,171.52</b>	<b>517,698.98</b>		<b>67.34</b>
<b>TOTAL REVENUES</b>		<b>2,445,167.00</b>	<b>2,445,167.00</b>	<b>1,615,584.87</b>	<b>155,537.93</b>	<b>829,582.13</b>		<b>66.07</b>
Expenditures								
Dept 536.000 - WATER DEPARTMENT								
592-536.000-701.000	SALARIES FULL-TIME	17,888.00	17,888.00	13,420.27	1,490.62	4,467.73		75.02
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	68,414.00	68,414.00	75,078.09	7,589.12	(6,664.09)		109.74
592-536.000-706.000	OPEB EXPENSE	7,654.00	7,654.00	0.00	0.00	7,654.00		0.00
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	6,989.00	6,989.00	6,989.00	0.00	0.00		100.00
592-536.000-810.000	AUDITING & ACCOUNTING	3,756.00	4,881.00	4,881.00	0.00	0.00		100.00
592-536.000-875.000	PENSION EXPENSE	1,626.00	1,626.00	0.00	0.00	1,626.00		0.00
592-536.000-902.000	BILLING SERVICES	20,000.00	20,000.00	8,098.71	101.64	11,901.29		40.49
592-536.000-921.000	CONTRACTUAL SERVICES	59,397.00	59,397.00	45,308.47	4,948.83	14,088.53		76.28
592-536.000-935.000	EQUIPMENT REPLACEMENT	20,000.00	20,000.00	544.12	0.00	19,455.88		2.72
592-536.000-937.000	WATER SYSTEM MAINTENANCE	80,000.00	80,000.00	69,091.37	11,000.00	10,908.63		86.36
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	4,917.00	0.00	0.00		100.00
592-536.000-944.000	WATER PURCHASES	325,600.00	325,600.00	264,243.95	31,077.32	61,356.05		81.16
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	0.00	0.00	3,100.00		0.00
592-536.000-970.000	CAPITAL EXPENDITURE	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
592-536.000-974.000	WATER MAIN PROJECT	500,000.00	500,000.00	160,673.36	11,842.16	339,326.64		32.13
<b>Total Dept 536.000 - WATER DEPARTMENT</b>		<b>1,124,341.00</b>	<b>1,125,466.00</b>	<b>653,245.34</b>	<b>68,049.69</b>	<b>472,220.66</b>		<b>58.04</b>
Dept 537.000 - SEWER DEPARTMENT								
592-537.000-701.000	SALARIES FULL-TIME	17,888.00	17,888.00	15,060.89	1,490.62	2,827.11		84.20
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	14,451.00	15,326.00	18,921.35	2,177.13	(3,595.35)		123.46
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,500.00	7,500.00	7,500.00	0.00	0.00		100.00
592-537.000-720.000	INTEREST EXPENSE	40,466.00	40,466.00	37,296.06	0.00	3,169.94		92.17
592-537.000-725.000	PAYING AGENT FEES	750.00	750.00	750.00	0.00	0.00		100.00
592-537.000-810.000	AUDITING & ACCOUNTING	3,756.00	4,881.00	4,881.00	0.00	0.00		100.00
592-537.000-921.000	CONTRACTUAL SERVICES	59,397.00	59,397.00	44,539.47	4,948.83	14,857.53		74.99
592-537.000-939.000	SEWER SYTEM MAINTENANCE	118,000.00	118,000.00	4,584.47	14.18	113,415.53		3.89
592-537.000-940.000	RENT & UTILITIES WATER & SEWE	500.00	500.00	0.00	0.00	500.00		0.00
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	952,800.00	952,800.00	630,725.28	78,840.66	322,074.72		66.20
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,729.00	18,729.00	7,161.26	1,784.49	11,567.74		38.24

User: PAM

DB: Lathrup

PERIOD ENDING 03/31/2019

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 03/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 592 - WATER & SEWER FUND								
Expenditures								
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	619.56	68.84	4,380.44		12.39
592-537.000-947.000	RETENTION TANK UTIL-GAS	300.00	300.00	118.68	13.89	181.32		39.56
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	1,700.00	3,180.00	2,591.96	734.38	588.04		81.51
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00		0.00
592-537.000-950.000	RETENTION TANK SUPPLIES/TOOLS	1,400.00	1,400.00	0.00	0.00	1,400.00		0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	15,000.00	15,000.00	7,184.55	4,425.75	7,815.45		47.90
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	8,700.00	8,700.00	8,700.00	0.00	0.00		100.00
592-537.000-955.000	MISCELLANEOUS EXPENDITURES	1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	32,600.00	32,600.00	11,254.48	2,813.62	21,345.52		34.52
592-537.000-970.000	CAPITAL EXPENDITURE	142,000.00	142,000.00	23,259.49	0.00	118,740.51		16.38
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	20,000.00	20,000.00	12,138.23	679.66	7,861.77		60.69
Total Dept 537.000 - SEWER DEPARTMENT		1,462,637.00	1,466,117.00	837,286.73	97,992.05	628,830.27		57.11
TOTAL EXPENDITURES		2,586,978.00	2,591,583.00	1,490,532.07	166,041.74	1,101,050.93		57.51
Fund 592 - WATER & SEWER FUND:								
TOTAL REVENUES		2,445,167.00	2,445,167.00	1,615,584.87	155,537.93	829,582.13		66.07
TOTAL EXPENDITURES		2,586,978.00	2,591,583.00	1,490,532.07	166,041.74	1,101,050.93		57.51
NET OF REVENUES & EXPENDITURES		(141,811.00)	(146,416.00)	125,052.80	(10,503.81)	(271,468.80)		85.41
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		7,355,560.00	7,448,482.00	5,841,281.97	238,215.54	1,607,200.03		78.42
TOTAL EXPENDITURES - ALL FUNDS		7,647,190.00	7,717,637.00	5,148,184.76	506,643.11	2,569,452.24		66.71
NET OF REVENUES & EXPENDITURES		(291,630.00)	(269,155.00)	693,097.21	(268,427.57)	(962,252.21)		257.51

**BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED FEBRUARY 28, 2019**

	<u>Revenues Through 2/28/2019</u>	<u>Expenses Through 2/28/2019</u>	<u>Revenues Over (Under) Expenses</u>
<b>101-GENERAL FUND</b>	3,494,694	2,649,891	844,802
<b>202-MAJOR STREET FUND</b>	204,097	142,847	61,250
<b>203-LOCAL STREET FUND</b>	296,577	391,728	(95,151)
<b>258-CAPITAL ACQUISITION FUND</b>	95,240	58,664	36,576
<b>494-DOWNTOWN DEVELOPMENT AUTHORITY</b>	52,411	73,920	(21,509)
<b>592-WATER &amp; SEWER FUND</b>	1,460,047	1,324,490	135,557
<b>GRAND TOTAL ALL FUNDS</b>	<u>5,603,066</u>	<u>4,641,542</u>	<u>961,525</u>

**BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED MARCH 31, 2019**

	<u>Revenues Through 3/31/2019</u>	<u>Expenses Through 3/31/2019</u>	<u>Revenues Over (Under) Expenses</u>
<b>101-GENERAL FUND</b>	3,534,976	2,935,437	599,539
<b>202-MAJOR STREET FUND</b>	232,020	154,144	77,876
<b>203-LOCAL STREET FUND</b>	309,634	420,806	(111,172)
<b>258-CAPITAL ACQUISITION FUND</b>	95,388	63,519	31,869
<b>494-DOWNTOWN DEVELOPMENT AUTHORITY</b>	53,680	83,747	(30,067)
<b>592-WATER &amp; SEWER FUND</b>	1,615,585	1,490,532	125,053
<b>GRAND TOTAL ALL FUNDS</b>	<u>5,841,282</u>	<u>5,148,185</u>	<u>693,097</u>

## Memorandum

**To:** Mayor and City Council

**From:** Pamela Bratschi, Assistant City Administrator/Treasurer

**Date:** April 9, 2019

**Re:** City Investment Report 3/31/2019

Attached is the City Investment Report to comply with Public Act 213 of 2007 which requires the investment officer provide quarterly a written report to the governing body concerning the investment of the funds for the City. This report is for the quarterly report of March 31, 2019



CITY OF LATHRUP VILLAGE  
Investment Account Balances and Interest Earnings  
June 30, 2019

Fiscal Year	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Chase Money Market	MBIA Class Pool	Ambassador Funds	Michigan First Credit Union	Total
2018-19	258	494	101	101	101	592	Account Closed	Account Closed	Account Closed	592	
July	124,254.20	1,065,895.00	12,290.95	856,021.75	82,463.31	489,800.13	-	-	-	100.18	2,630,825.52
August	124,400.89	1,067,153.34	12,305.46	867,607.30	82,560.66	490,378.36	-	-	-	100.18	2,644,506.19
September	124,543.01	1,068,372.53	12,319.52	878,396.37	82,654.98	490,938.60	-	-	-	100.18	2,657,325.19
October	124,690.04	1,069,633.80	12,334.06	882,613.42	82,752.56	491,518.18	-	-	-	100.18	2,663,642.24
November	124,832.49	1,070,855.82	12,348.15	890,902.11	82,847.10	492,079.72	-	-	-	100.18	2,673,965.57
December	124,979.86	1,072,120.02	12,362.73	894,768.22	82,944.90	492,660.64	-	-	-	100.18	2,679,936.55
January	125,127.40	1,073,385.71	12,377.32	898,621.25	83,042.82	493,242.25	-	-	-	100.18	2,685,896.93
February	125,260.82	1,074,530.26	12,390.52	862,705.75	83,131.37	493,768.19	-	-	-	100.18	2,651,887.09
March	125,408.70	1,075,798.79	12,405.14	870,367.91	83,229.51	494,351.11	-	-	-	100.18	2,661,661.34
April	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>1,123,497.41</b>	<b>9,637,745.27</b>	<b>111,133.85</b>	<b>7,902,004.08</b>	<b>745,627.21</b>	<b>4,428,737.18</b>	-	-	-	<b>901.62</b>	<b>23,949,646.62</b>

Average Monthly Balance 1,995,803.89

Interest	Total										
To Date	1,287.77	11,047.01	126.38	9,042.26	854.65	5,076.31	-	-	-	-	43,609.95

Account	Balance as of	Rate	Maturity Date	Fund	3/31/2019	Percent	Interest Per Fund	Percent
FLAGSTAR BANK (CD)	12/19/18			Capital Acquisition	125,408.70	2.27%	1,287.77	2.95%
	03/31/19	2.200%	06/17/19	General, Major Rd & Local Rd Funds	2,839,277.25	51.40%	22,647.38	51.93%
MICHIGAN FIRST CU (CD)	03/31/19			DDA	1,075,798.79	19.48%	11,047.01	25.33%
	206,419.88	0.550%	04/01/19	Forfeiture	12,405.14	0.22%	126.38	0.29%
				Water	1,470,699.23	26.63%	8,501.41	19.49%
FLAGSTAR/CHASE (CHECKING ACCOUNTS)				Total	<u>5,523,589.11</u>	<u>100.00%</u>	<u>43,609.95</u>	<u>100%</u>
	Balance as of		Interest Earned					
	03/31/19		03/31/19					
General	623,594.81		3,542.28					
Tax	877,074.18		9,208.19					
Water/Sewer	769,828.06		3,425.10					
	<u>2,270,497.05</u>		<u>16,175.57</u>					

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**CITY OF LATHRUP VILLAGE  
DEPARTMENT REPORTS**

## March 2019 Police Summaries

3/1/19 19-1508: Family Trouble

Officers were dispatched to a local residence with a Family Trouble Report. After speaking with all parties involved, Officers determined that there was a verbal argument between parents and their son. It was decided that the son would leave the residence for the evening.

3/2/19 19-1547: DWLS

Officers were dispatched to a two vehicle traffic crash. Officers found that one of the drivers had a suspended driver's license. The individual was issued a citation for DWLS and taken to Berkley PD for processing. The individual was released after posting bond.

3/3/19 19-1565: Operating Under the Influence of Alcohol

Officers found an individual sleeping in their running vehicle while parked in the middle of a public roadway. Through an investigation it was determined that the driver was operating while under the influence of alcohol. The vehicle was impounded and the driver was arrested.

3/4/19 19-1606: Criminal Sexual Conduct

Officers were dispatched to a local residence for a CSC report. The reporting party stated that they were sexually assaulted at their home by a known co-worker. Statements and photos were collected. The reporting party went to a medical facility for further testing. The case was turned over to the LVPD Detective Bureau and is under investigation.

3/5/19 19-1636: Accidental Property Damage

An individual came to the LVPD to report damage that occurred to their vehicle. The reporting party stated that while driving down a local road, that they ran over a piece of concrete that was sticking up from the roadway, and this caused damage to their vehicle. The reporting party stated that the road has been fixed, but stated that they just wanted to make a report due to the damage. A report was taken.

3/6/19 19-1674: Suspicious Circumstances

Officers were provided an envelope that was sent to the LVPD and instructed to generate a case report. The contents of the envelope had random words, random numbers and a key/legend to decipher the writer's code. A report was taken.

3/6/19 19-1687: Welfare Check

Officers were dispatched to a local residence to check on an individual that a neighbor stated they hadn't seen in three days. Officer's located the individual within their residence and found that they needed medical attention due to not being able to get up or move. The individual was transported to a medical facility for evaluation.

3/7/19 19-1694: DWLS

Officers conducted a traffic stop and discovered the driver to have a suspended driver's license. The driver was issued a citation for DWLS and then taken to Berkley PD for processing. The vehicle was impounded. The individual was released after posting bond.

3/7/19 19-1712: B&E-Burglary

Officers were dispatched to a local residence with a report of a B&E that occurred. The reporting party stated that they found a broken glass panel on their rear door, and when they went inside of their residence they found that their washer and dryer had been stolen. The reporting party stated that nothing else was missing from their residence. Photos and statements were collected. No suspects at this time. The case is under investigation.

3/8/19 19-1736: Traffic Arrest Warrant

Officers were dispatched to Berkley PD for a warrant pickup. The individual was processed and released.

3/11/19 19-1832: DWLS

Officers conducted a traffic stop and discovered the driver to have a suspended driver's license. The driver was issued a citation for DWLS and then taken to Berkley PD for processing. The vehicle was impounded. The individual was released after posting bond.

3/12/19 19-1856: Family Trouble

Officers were dispatched to a local residence with a report of Family Trouble. Upon arrival, Officers found a mother and son that were engaged in a verbal argument. Officers spoke with both parties and found that no crime was committed. It was determined that the son would leave the residence for the evening.

3/13/19 19-1912: Assault and Battery

Officers were dispatched to a local business for a fight between two co-workers. Officers interviewed and took statements from the reporting party, the suspect, as well as all witnesses to the altercation. The incident is currently under investigation.

3/15/19 19-1955: Mental Health Call

Officers were dispatched to a local business due to an individual that was displaying erratic behavior. After investigation, Officers determined that an individual was making suicidal statements. Officers transported the individual to a medical facility for a mental health evaluation.

3/15/19 19-1965: Suspicious Circumstances

An individual came into the LVPD to make a report in regards to being harassed on social media. Officers interviewed the reporting party and made attempts to reach the subjects accused of the harassment, but have been unsuccessful. The case is under investigation.

3/15/2019 19-1969: DWLS

Officers conducted a traffic stop and discovered the driver to have a suspended driver's license. The driver was issued a citation for DWLS and then taken to Berkley PD for processing. The vehicle was turned over to a licensed driver. The individual was released after posting bond.

3/15/2019 19-2004: Assist Fire Department

Officers were dispatched to a local residence to assist the Fire Department on a medical run. Officers arrived before the Fire Department and found an individual that was unconscious and without a pulse. Officers started CPR until the Fire Department arrived and took over medical care. The individual was transported to a medical facility for further medical attention.

3/17/2019 19-2015: DWLS

Officers conducted a traffic stop and discovered the driver to have a suspended driver's license. The driver was issued a citation for DWLS and then taken to Berkley PD for processing. The vehicle was impounded. The individual was released after being processed.

3/18/2019 19-2043: Suspicious Circumstances

Officers were dispatched to a threats complaint at a local business. An employee called because of comments and threats that were made towards them. Officers investigated the incident and took statements from the reporting party. The individuals left the area before Officers arrived. The reporting party was advised on actions to take if the individuals returned.

3/20/2019 19-2102: Operating Under the Influence of Alcohol

Officers found an individual sleeping in their running vehicle while stopped at a stop sign. Through an investigation it was determined that the driver was operating while under the influence of alcohol. The vehicle was impounded and the driver was arrested.

3/20/2019 19-2119: Fraud

Officers were dispatched to a financial institution for a report of an individual attempting to cash a fraudulent check. The individual left the area prior to Officers arriving on scene. Officers obtained photos and statements from staff members of the financial institution. The incident is under investigation.

3/20/2019 19-2142: Suspicious Circumstances

An individual came to the LVPD to report that they found what they believe to be a "noose" hanging from a neighbor's tree. Officers removed the alleged noose from the tree and took it back to the LVPD. Pictures were taken and interviews were conducted. The incident is under investigation.

3/23/2019 19-2232: Animal Bite

Officers were dispatched to a local residence for a dog bite. Officers collected pictures and written statements. The victim went to a medical facility for treatment. The dog was quarantined. The incident is under investigation.

3/25/2019 19-2274: MDOP

An individual came to the LVPD to report an MDOP that took place at a local financial institution. The reporting party stated that damage occurred to a trash can and a table. Officers obtained video and written statements from the reporting party. Officers have been unable to contact the suspect. The incident is under investigation.

3/25/2019 19-2287: Suspicious Circumstances

An individual came to the LVPD to report that an employee has not returned a company vehicle and company equipment. Officers have spoken with both parties and the situation is under investigation.

3/26/2019 19-2308: Suspicious Circumstances

Officers were dispatched to a local residence with a report of a missing person. A wife was concerned because she had not seen or heard from her husband in several hours. Officers provided the husbands description and information to local agencies. The husband eventually returned home unharmed.

3/26/2019 19-2314: Suspicious Circumstances

An individual came to the LVPD to report suspicious vehicles outside of their house. The reporting party provided the vehicle information that they obtained to Officers. Officers went and checked the area but the vehicles were no longer there. The reporting party was advised on actions to take in the future.

3/26/2019 19-2328: Traffic Arrest Warrant

Officers were dispatched to the LVPD to meet with a Bail Bondsman that picked up an individual on a LVPD warrant. The individual was taken to Berkley PD for processing and then released.

3/28/2019 19-2387: Identity Theft

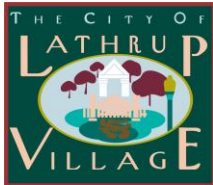
An individual came into the LVPD to make a fraud report. The reporting party stated that they received a phone call in regards to a phone line that was opened in their name that they had no knowledge of. A report was taken and the individual was provided an identity theft packet. The reporting party was advised on actions to take.

3/31/2019 19-2483: Found Property

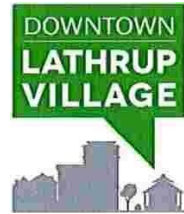
An individual in another jurisdiction called the LVPD to report property that they found in a couch that they just purchased. Officers advised the reporting party to contact their local law enforcement agency in order to turn over the found property.

3/31/2019 19-2491: Assist Fire Department

Officers were dispatched to a local residence to assist Southfield Fire on a house fire. A small fire was located within the kitchen of the residence. Southfield Fire is conducting an investigation into the incident.



A HERITAGE OF GOOD LIVING



Date: March 14, 2019

To: Sheryl Mitchell, City Administrator

From: Susie Stec, Manager – Community & Economic Development

Re: Department Report

I've started making updates to the various planning & zoning related applications, and will be working on revising the Development Guide, as well. I will be hosting a meet & greet on Wednesday, April 3<sup>rd</sup> in The Meeting Place, 4 – 6 pm. This will be an opportunity for residents, property/business owners to come with any questions, suggestions, or just to say hi.

### **Trainings/Events/Networking**

I have/will be attending the following trainings:

- Local Gov't Finance 101 – Road Funding (SEMCOG) – Mar. 5<sup>th</sup>
- Main Street Oakland County (MSOC) Quarterly Managers meeting – March 11<sup>th</sup>
- National Main Street Center Conference – Mar. 25-27
- Meet, Greet, and Chat – April 3<sup>rd</sup>, 4 -6 pm
- MSOC The Main Event Awards Ceremony – May 9, 2019

### **Planning Commission**

The LVPC met on Feb. 26<sup>th</sup>. They approved the site plan for Jagged Fork and recommended approval of the accompanying Special Land Use request. LVPC also discussed allowing drive-thru uses in the Village Center district. A study session has been set for Thurs., March 14<sup>th</sup> at 6:30pm to have a more in-depth conversation.

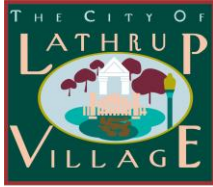
### **DDA**

There was no quorum for the March meeting; however, it was nice to meet those in attendance and start getting a better feel for the board.

### **Grant/Award Opportunities**

- An application for the [Historic Preservation Community Assessment Program](#) was submitted. Award announcements have not been made.
- MSOC Main Event Awards – the DDA is eligible & will be submitting a nomination by April 1<sup>st</sup>.





A HERITAGE OF GOOD LIVING

Date: April 10, 2019  
To: Sheryl Mitchell, City Administrator  
From: Christopher Clough, Parks & Recreation Coordinator  
Re: Department Report

Since starting my position on March 25<sup>th</sup> I've focused on connecting with the community and developing an understanding of my areas of responsibility while also making tangible progress. Moving forward, areas that will require focused attention involve implementing a registration/program management software and written policies and procedures. I have been pleasantly surprised by the level of involvement and engagement of the community and the amount of work that was already completed on the Concerts in the Park.

#### **Concerts in the Park**

Concert dates and acts were almost entirely set before I arrived. I've been working with the artists to collect contracts and prepare marketing materials. Concert dates will be Wednesdays, June 26-Aug 7.

#### **Farmers Market**

I was tasked with looking into changing the date/time/location of the market so I started by putting out a community survey asking for input. We received about 70 responses. I used those results, discussions with staff and research on local market to work through a formal decision analysis. The result was that the market will be on Saturdays this year, from 9-12 pm. The dates are June 22-Sept 7, no market Labor Day weekend. We are in need of fresh produce vendors more than anything and I have not had luck so far through the MSU listserv, the Oakland County Farm Bureau, Young Oakland County Farmers or the Macomb County Farm Bureau.

#### **Other Events**

Dates are set for four other events this summer. Family Fun Fridays will combine the former Food Truck Fridays with some other former events. June 28 will be Family Fun Friday: Art Explosion, July 26 will have the theme Beach Party and August 23 will be themed Back to School. September 14 is set for a Caribbean Carnival featuring music, food and costumes. These are the only events the City is planning to host this summer but we will partner with community groups for other events such as the City-Wide Garage Sale and Summer Stroll.

#### **Classes/Programs**

Currently our classes are limited to adult fitness. We also have a rental agreement with a group that offers youth and adult ballet. Both contracts have been reviewed and new agreements, with updated

rental rates and/or revenue splits, need to be in place for the coming fiscal year. This will provide increases in revenue. Additionally, one of my top priorities is to create and distribute a comprehensive survey to residents to gauge their interest in different types of programs and events. I would like to get that out this summer. I do not intend to make any major changes to program offerings until I have heard from the community at large to guide our decisions.

### **Rentals**

I have been trained on the process for managing rentals and am comfortable doing it. I am also working on revising our policies and procedures for both indoor and outdoor rentals. Our current policies are ambiguous, out-of-date and sometimes non-existent. Those that we do have are not always applied consistently. I am using both conversations with key staff, feedback from the community and research on other local facilities to write the drafts. When I have time to set aside to write, the process goes quickly. But I've been having difficulty working on the project consistently, despite its critical importance.

### **Parks**

I took a preliminary tour of all the parks to familiarize myself with them and the neighborhoods. Speaking with Tim from DPS was helpful to better understand what maintenance work they do for the parks and what tasks we have to done by private contractors. I would like a full inventory of each parks' needs but that seems like it is lower on the list of priorities. However, I have started working on critical needs to meet liability concerns such as signage and mulch. I have set up a community cleanup of Annie Lathrup Park for Sunday, April 28 to meet the community and provide some much-needed minor maintenance.

### **Social Media**

I have restarted our Lathrup Village Parks & Recreation Facebook account @LVparksandrec. We've gained 18 new followers since March 13. We also have a new Twitter account @LVparksandrec.



HEADQUARTERS  
 235 East Main Street  
 Suite 105  
 Northville, Michigan 48167

O 248.596.0920  
 F 248.596.0930  
 MCKA.COM

April 5, 2019  
 Invoice No: 21244 - 33

Sheryl Mitchell  
 City Administrator  
 City of Lathrup Village  
 27400 Southfield Road  
 Lathrup Village, MI 48076

Project 21244 Lathrup Village Building Inspections

Invoice & Supporting Documentation for Inspection for Plan Review and Inspection Services Per Agreement (10/1/12).  
Professional Services from March 1, 2019 to March 31, 2019

BUILDING INSPECTIONS PERFORMED

Permit Fee Revenue Collected by City for which the Contractor has provided Inspections, plan reviews and reinspections, including the fee for performing a business license and residential rental inspections and inspections associated with the same business permit (see attached Inspection Lists).

**Contract Amount**

Number of \$ Permit Fees	2,671.00
Fee Each	.75
Total Fee	2,003.25

**Total Fee \$2,003.25**

CODE ENFORCEMENT SERVICES

**Contract Amount**

Number of Weeks	4.20
Fee Each	670.00
Total Fee	2,814.00

**Total Fee \$2,814.00**

BUILDING OFFICIAL RETAINER \$100/MONTH

Services as Building Official	100.00
-------------------------------	--------

**Total \$100.00**

**Invoice Total \$4,917.25**

**THANK YOU.** PLEASE REMIT TO ABOVE ADDRESS.

VIA EMAIL: SMITCHELL@LATHRUPVILLAGE.ORG



# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	277	7,013.00
TOTAL	277	7,013.00

Record Type Totals		
Unit:	Records	Revenue
Certificate	88	2,405.00
Permit	189	4,608.00
UNIT TOTAL:	277	7,013.00

Record Type Breakdowns		
Unit:	Records	Revenue
Record Type: Certificate	Records	Revenue
Business Licenses	87	2,205.00
Vacant property	1	200.00
TOTAL:	88	2,405.00

Record Type: Permit	Records	Revenue
Building	8	2,311.00
Electrical	10	960.00
Mechanical	166	870.00
Outside Refuse Container	1	25.00
Plumbing	2	362.00
Shed	1	65.00
Temporary Sign	1	15.00
TOTAL:	189	4,608.00

Record Categories By Type		
Unit:	Records	Revenue
Certificate	Type: Business Licenses	
	87	2,205.00
TOTAL:	87	2,205.00

Certificate	Type: Vacant property	
	1	200.00
TOTAL:	1	200.00

Permit	Type: Building	
Commercial, Add/Alter/Repair	1	75.00
Res. Add/Alter/Repair	5	1,593.00
Res. Single Family	2	643.00
TOTAL:	8	2,311.00

Permit	Type: Electrical	
Electrical	10	960.00
TOTAL:	10	960.00

Permit	Type: Mechanical	
Mechanical	166	870.00
TOTAL:	166	870.00

Permit	Type: Outside Refuse Container	
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# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Outside Refuse Container	1	25.00
<b>TOTAL:</b>	<b>1</b>	<b>25.00</b>

Permit Type: Plumbing		
Plumbing	2	362.00
<b>TOTAL:</b>	<b>2</b>	<b>362.00</b>

Permit Type: Shed		
Shed	1	65.00
<b>TOTAL:</b>	<b>1</b>	<b>65.00</b>

Permit Type: Temporary Sign		
Temporary Sign	1	15.00
<b>TOTAL:</b>	<b>1</b>	<b>15.00</b>

Receipt Item Summary						
Rec. Type	Record Sub Type	Record Category	Fee Category-Description	Revenue		
Certificate	Business License:		Permit Renewal - License Renewal	2,150.00		
Certificate	Business License:		Standard Item - Business License	55.00		
Certificate	Vacant property		Standard Item - Vacant Property Registrati	200.00		
<b>TOTALS FOR: Certificate</b>				<b>2,405.00</b>		
Permit	Building	Commercial, Add/Alter/	Review - Plan Review	75.00		
Permit	Building	Res. Add/Alter/Repair	Inspection - Inspection Fee	160.00		
Permit	Building	Res. Add/Alter/Repair	Registration Fee - Builders Registration f	45.00		
Permit	Building	Res. Add/Alter/Repair	Standard Item - Building Permit Applicatio	100.00		
Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm \$10,001 and Ov	1,118.00		
Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm \$1001 to \$10,0	170.00		
Permit	Building	Res. Single Family	Inspection - Inspection Fee	80.00		
Permit	Building	Res. Single Family	Registration Fee - Builders Registration f	30.00		
Permit	Building	Res. Single Family	Standard Item - Resi & Comm \$10,001 and Ov	348.00		
Permit	Building	Res. Single Family	Standard Item - Resi & Comm \$1001 to \$10,0	185.00		
Permit	Electrical	Electrical	Inspection - Inspection Fee	360.00		
Permit	Electrical	Electrical	Permit Fees - Permit Renewal	25.00		
Permit	Electrical	Electrical	Registration Fee - Elec. Contractors	60.00		
Permit	Electrical	Electrical	Standard Item - A/C Resi. W/Circuit	75.00		
Permit	Electrical	Electrical	Standard Item - Circuits	157.00		
Permit	Electrical	Electrical	Standard Item - Furnace/Single Fam Resi.	180.00		
Permit	Electrical	Electrical	Standard Item - Lamps/Fixtures	55.00		
Permit	Electrical	Electrical	Standard Item - Signs Each Add Sign	8.00		
Permit	Electrical	Electrical	Standard Item - Stand By Generator Upto 30	40.00		
Permit	Mechanical	Mechanical	Inspection - Inspection Fee	320.00		
Permit	Mechanical	Mechanical	Registration Fee - Reg Fee For Contractors	45.00		
Permit	Mechanical	Mechanical	Standard Item - A/C and Refrig 5HP or less	100.00		
Permit	Mechanical	Mechanical	Standard Item - Alt existing HW Sys or Duc	25.00		
Permit	Mechanical	Mechanical	Standard Item - Gas Pipe Pressure Testing	30.00		
Permit	Mechanical	Mechanical	Standard Item - Gas Piping Openings	0.00		
Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/Chimne	60.00		
Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/Humidi	30.00		
Permit	Mechanical	Mechanical	Standard Item - Install/Replace Furnace 20	50.00		
Permit	Mechanical	Mechanical	Standard Item - Install/Replace Furnace Up	210.00		
Permit	Outside Refuse Co	Outside Refuse Contain	Refuse Container - Dumpster Fee	25.00		
Permit	Plumbing	Plumbing	Inspection - Inspection Fee	80.00		
Permit	Plumbing	Plumbing	Standard Item - Crock to Iron	37.00		
Permit	Plumbing	Plumbing	Standard Item - Dishwasher	15.00		
Permit	Plumbing	Plumbing	Standard Item - Garbage Disposal	15.00		
Permit	Plumbing	Plumbing	Standard Item - Lavatory	60.00		
Permit	Plumbing	Plumbing	Standard Item - Sewer Repair	25.00		



# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Permit	Plumbing	Plumbing	Standard Item - Shower	30.00
Permit	Plumbing	Plumbing	Standard Item - Sink	30.00
Permit	Plumbing	Plumbing	Standard Item - Water Closet (Toilet)	45.00
Permit	Plumbing	Plumbing	Standard Item - Water Distribution	25.00
Permit	Shed	Shed	Standard Item - Shed Permit	65.00
Permit	Temporary Sign	Temporary Sign	Temp Sign Fee - Temporary sign permit fee	15.00
TOTALS FOR: Permit				4,608.00
<b>RECEIPT ITEM GRAND TOTAL:</b>				<b>7,013.00</b>

## Fees Summary by Record Category

Unit:		Business Licenses	
Fee Category - Fee Description	Receipt Items	Revenue	
Permit Renewal - License Renewal	89	2,205.00	
<b>TOTAL:</b>	<b>89</b>	<b>2,205.00</b>	

Certificate		Vacant property	
Fee Category - Fee Description	Receipt Items	Revenue	
Standard Item - Vacant Property R	1	200.00	
<b>TOTAL:</b>	<b>1</b>	<b>200.00</b>	

Permit		Building		Commercial, Add/Alter/Repair	
Fee Category - Fee Description	Receipt Items	Revenue			
Review - Plan Review	1	75.00			
<b>TOTAL:</b>	<b>1</b>	<b>75.00</b>			

Permit		Building		Res. Add/Alter/Repair	
Fee Category - Fee Description	Receipt Items	Revenue			
Registration Fee - Builders Regis	14	1,593.00			
<b>TOTAL:</b>	<b>14</b>	<b>1,593.00</b>			

Permit		Building		Res. Single Family	
Fee Category - Fee Description	Receipt Items	Revenue			
Standard Item - Resi & Comm \$10,0	6	643.00			
<b>TOTAL:</b>	<b>6</b>	<b>643.00</b>			

Permit		Electrical		Electrical	
Fee Category - Fee Description	Receipt Items	Revenue			
Inspection - Inspection Fee	28	960.00			
<b>TOTAL:</b>	<b>28</b>	<b>960.00</b>			

Permit		Mechanical		Mechanical	
Fee Category - Fee Description	Receipt Items	Revenue			
Inspection - Inspection Fee	661	870.00			
<b>TOTAL:</b>	<b>661</b>	<b>870.00</b>			

Permit		Outside Refuse Container		Outside Refuse Container	
Fee Category - Fee Description	Receipt Items	Revenue			
Refuse Container - Dumpster Fee	1	25.00			
<b>TOTAL:</b>	<b>1</b>	<b>25.00</b>			

Permit		Plumbing		Plumbing	
Fee Category - Fee Description	Receipt Items	Revenue			
Standard Item - Water Distributio	11	362.00			
<b>TOTAL:</b>	<b>11</b>	<b>362.00</b>			

Permit		Shed		Shed	
Fee Category - Fee Description	Receipt Items	Revenue			
Standard Item - Shed Permit	1	65.00			
<b>TOTAL:</b>	<b>1</b>	<b>65.00</b>			



# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Permit	Temporary Sign	Temporary Sign	Revenue
Fee Category - Fee Description	Receipt Items		
Temp Sign Fee - Temporary sign pe	1		15.00
<b>TOTAL:</b>	<b>1</b>		<b>15.00</b>

Record Category Detail By Fee				
Unit:				
Certificate	Business Licenses		Permit Renewal - License Renewal	
Rec. Type	Record	Address	Owner	Revenue
Certificate	CBUS-19-037	18535 W 12 MILE RD STE A	N J GILBERT PROPERTY L	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-036	27330 SOUTHFIELD RD	Power Empire Group	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-035	18535 W 12 MILE RD STE. B	N J GILBERT PROPERTY L	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-034	18411 W 12 MILE RD 201	TYK INVESTMENT INC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-029	28245 SOUTHFIELD RD	O'DELL ACQUISITIONS LL	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-030	28400 SOUTHFIELD RD STE 200	LEVY TAX PROFESSIONALS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-031	28081 SOUTHFIELD RD	KUNZ, JAMES W	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-032	26021 SOUTHFIELD RD STE 202	KATTOUAH, ANDROS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-033	18161 W 12 MILE RD STE 3	EXCELL HEALTH MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-038	26021 SOUTHFIELD RD Ste 103	KATTOUAH, ANDROS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-039	27327 SOUTHFIELD RD	KAY BEE BEAUTY & NAIL	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-047	27701 SOUTHFIELD RD	TOWN HALL INVESTMENTS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-046	28801 SOUTHFIELD RD	GLAMOUR SALON	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-045	28313 SOUTHFIELD RD	MOUHAJER DEVELOPEMENT	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-044	28841 SOUTHFIELD RD	LEE NAILS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-043	28551 SOUTHFIELD RD 202	SKYWAY HOLDINGS, LLC 2	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-042	17651 Twelve Mile	TWELVE SOUTHFIELD ASSO	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-041	28551 SOUTHFIELD RD Ste. 101	SKYWAY HOLDINGS, LLC 2	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-040	27435 SOUTHFIELD RD	MYLON INVESTMENTS, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-049	28927 SOUTHFIELD RD	NAJOR & DABISH LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-050	17653 TWELVE MILE	TWELVE SOUTHFIELD ASSO	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-053	27641 SOUTHFIELD RD	OAKLAND DEVELOPMENT CO	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-054	26711 SOUTHFIELD RD Ste. 100	GREEN III, ALEX	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-055	26221 SOUTHFIELD	QMJ BUILDING, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		



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Certificate	CBUS-19-056	18181 W 12 MILE RD RD Ste 4	Solomon Property Holdi	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-057	26911 SOUTHFIELD RD	WIRELESS PHONE DOCTORS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-058	27305 SOUTHFIELD RD	SKS INVESTMENT COMPANY	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-059	27347 SOUTHFIELD RD	FORTSON FAMILY PROPERT	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-060	27445 SOUTHFIELD RD	SLABY, ROBERT DDS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-062	18161 W 12 MILE RD STE. 5	EXCELL HEALTH MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-063	26600 SOUTHFIELD RD	FIRST HOLDING MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-099	26021 SOUTHFIELD RD 101A	KATTOUAH, ANDROS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-100	28551 SOUTHFIELD RD STE 203	Sunberry Limited LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-102	18161 W 12 MILE RD Ste. 4	EXCELL HEALTH MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-101	26811 SOUTHFIELD	MUNSON CLEANERS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-104	26026 SOUTHFIELD RD	JRY PROPERTIES, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-105	28250 SOUTHFIELD RD 124	KUHEL, REVA	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-106	26021 SOUTHFIELD RD # 101B	GRESHAM TOURS &	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-107	28630 SOUTHFIELD RD STE 133	DHAL REAL ESTATE, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-108	18831 SARATOGA BLVD	ARCENO FRICKE, RENEE L	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-109	17500 W 11 MILE RD	TEAM FENTON LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-110	27821 SOUTHFIELD RD	SUNSET WEST INVESTMENT	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-112	27601 SOUTHFIELD RD	RAPID REFILL INK & TON	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-114	26049 SOUTHFIELD RD	FIRST HOLDING MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-113	27241 SOUTHFIELD RD	PHARMACY, LATHRUP PHAR	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-115	28235 SOUTHFIELD RD	FNDTN OF MICH ASSN OF	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-063	26600 SOUTHFIELD RD	FIRST HOLDING MANAGEME	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Certificate	CBUS-19-063	26600 SOUTHFIELD RD	FIRST HOLDING MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-065	26603 SOUTHFIELD RD	SMJ BUILDING LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-068	28651 SOUTHFIELD RD RD	R AND B INC LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-067	26431 SOUTHFIELD RD	FIRST HOLDING MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-066	27313 SOUTHFIELD RD	SKS INVESTMENT COMPANY	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-069	26727 SOUTHFIELD RD	ADVANCED COMMUNICATION	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-064	28551 SOUTHFIELD RD STE 203	SKYWAY HOLDINGS, LLC 2	25.00





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	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-116	28551 SOUTHFIELD RD Ste 110 SKYWAY HOLDINGS, LLC 2	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-118	26021 SOUTHFIELD RD 102 KATTOUAH, ANDROS	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-080	28030 GOLDENGATE E DR GILLERAN, DANIEL	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-120	17401 W 12 MILE RD JOYS MANAGEMENT LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-119	28250 SOUTHFIELD RD STE 220 KUHEL, REVA	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-121	17373 W 12 MILE RD RPU LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-079	28021 SOUTHFIELD RD 200 HOME CARE SERVICES PER	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-078	28021 SOUTHFIELD RD 100 HOME CARE SERVICES PER	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-077	28021 SOUTHFIELD RD HOME CARE SERVICES PER	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-081	28317 SOUTHFIELD RD SADKHIN COMPLEX	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-076	28851 SOUTHFIELD RD G & A REAL ESTATE INVE	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-075	28939 SOUTHFIELD RD BERINGER INVESTMENT, L	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-073	18951 W 12 MILE RD 18915-18951 W 12 MILE	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-072	26300 SOUTHFIELD RD 26300 INVESTMENTS LP	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-070	27041 SOUTHFIELD RD STE 202 SOLOMON'S ROCK, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-071	27881 SOUTHFIELD RD SUNSET WEST INVESTMENT	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-074	26606 SOUTHFIELD FIRST HOLDING MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-082	18451 TWELVE MILE RD Ste 200 ARB PROPERTIES, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-083	26440 SOUTHFIELD RD STE. 1 GREEN III, ALEX	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-084	28820 SOUTHFIELD RD STE 121 DHAL REAL ESTATE, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-085	28500 SOUTHFIELD RD STE 300 MED-CARE PHARMACY	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-086	26711 SOUTHFIELD RD STE 101 GREEN III, ALEX	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-087	17600 W 11 MILE RD S AND J FAITH INVESTME	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-091	27651 SOUTHFIELD OAKLAND DEVELOPMENT CO	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-090	18239 W 12 MILE RD INDUS CENTER FOR ACADE	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-089	26820 SOUTHFIELD RD 26820 INVESTMENTS LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-088	27000 EVERGREEN RD MICHIGAN FIRST CREDIT	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-092	26021 SOUTHFIELD RD 201 KATTOUAH, ANDROS	25.00
	25.00	credit to GL number: 101-000.000-460.000	
Certificate	CBUS-19-093	27041 SOUTHFIELD RD Ste. 200 SOLOMON'S ROCK, LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000	



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Certificate	CBUS-19-094	27350 SOUTHFIELD STE A	Power Empire Group	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-095	18831 W 12 MILE RD	CWH, LLC, A MICHIGAN LT	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-097	28820 SOUTHFIELD RD STE 124	POSITIVE ENERGY WEIGHT	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-096	27661 SOUTHFIELD RD	TOWN HALL INVESTMENTS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-19-098	26059 SOUTHFIELD RD	FIRST HOLDING MANAGEME	25.00
	25.00	credit to GL number: 101-000.000-460.000		
<b>TOTAL:</b>			88	2,150.00

Certificate	Business Licenses	Standard Item - Business License		
Rec. Type	Record	Address	Owner	Revenue
Certificate	CBUS-19-117	26631 SOUTHFIELD RD B	BEAUMONT PRIMARY MEDIC	55.00
	55.00	credit to GL number: 101-000.000-460.000		
<b>TOTAL:</b>			1	55.00

Certificate	Vacant property	Standard Item - Vacant Property Regi		
Rec. Type	Record	Address	Owner	Revenue
Certificate	CVAC-190003	18891 RAINBOW DR	COLLINS, WILLIAM	200.00
	200.00	credit to GL number: 101-000.000-457.000		
<b>TOTAL:</b>			1	200.00

Permit	Building	Commercial, Add/Alter/ReReview - Plan Review		
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190017	26333 SOUTHFIELD RD	DANOBAY PROPERTIES, LL	75.00
	75.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			1	75.00

Permit	Building	Res. Add/Alter/Repair	Inspection - Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190020	27354 RACKHAM DR	HAMMELL, MARK D	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB190015	27435 BLOOMFIELD DR	WILLIAMS, VENESSA	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB190023	19051 SARATOGA BLVD	VANDERWERP, MARK	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB190018	27675 LATHRUP BLVD	ONICIU, CHRISTIAN	40.00
	40.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			4	160.00

Permit	Building	Res. Add/Alter/Repair	Registration Fee - Builders Registra	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190015	27435 BLOOMFIELD DR	WILLIAMS, VENESSA	15.00
	15.00	credit to GL number: 101-000.000-456.000		
Permit	PB190019	26231 MEADOWBROOK WAY	DYE, FREDDIE	15.00
	15.00	credit to GL number: 101-000.000-456.000		
Permit	PB190020	27354 RACKHAM DR	HAMMELL, MARK D	15.00
	15.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			3	45.00

Permit	Building	Res. Add/Alter/Repair	Standard Item - Building Permit Appl	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190023	19051 SARATOGA BLVD	VANDERWERP, MARK	50.00
	50.00	credit to GL number: 101-000.000-456.000		
Permit	PB190018	27675 LATHRUP BLVD	ONICIU, CHRISTIAN	50.00
	50.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			2	100.00

Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm \$10,001	
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Rec. Type	Record	Address	Owner	Revenue
Permit	PB190020	27354 RACKHAM DR	HAMMELL, MARK D	362.00
		362.00 credit to GL number: 101-000.000-456.000		
Permit	PB190023	19051 SARATOGA BLVD	VANDERWERP, MARK	355.00
		355.00 credit to GL number: 101-000.000-456.000		
Permit	PB190018	27675 LATHRUP BLVD	ONICIU, CHRISTIAN	341.00
		341.00 credit to GL number: 101-000.000-456.000		
Permit	PB190019	26231 MEADOWBROOK WAY	DYE, FREDDIE	60.00
		60.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			4	1,118.00

Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm \$1001 to	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190015	27435 BLOOMFIELD DR	WILLIAMS, VENESSA	170.00
		170.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			1	170.00

Permit	Building	Res. Single Family	Inspection - Inspection Fee	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190021	18631 RAINBOW DR	TRAPP, PATRICIA LOUISE	40.00
		40.00 credit to GL number: 101-000.000-456.000		
Permit	PB190022	27321 SANTA BARBARA DR	STORER, CORT V	40.00
		40.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			2	80.00

Permit	Building	Res. Single Family	Registration Fee - Builders Registr	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190021	18631 RAINBOW DR	TRAPP, PATRICIA LOUISE	15.00
		15.00 credit to GL number: 101-000.000-456.000		
Permit	PB190022	27321 SANTA BARBARA DR	STORER, CORT V	15.00
		15.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			2	30.00

Permit	Building	Res. Single Family	Standard Item - Resi & Comm \$10,001	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190022	27321 SANTA BARBARA DR	STORER, CORT V	348.00
		348.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			1	348.00

Permit	Building	Res. Single Family	Standard Item - Resi & Comm \$1001 to	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB190021	18631 RAINBOW DR	TRAPP, PATRICIA LOUISE	185.00
		185.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			1	185.00

Permit	Electrical	Electrical	Inspection - Inspection Fee	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PE190019	28460 SOUTHFIELD RD	INTERNATIONAL TITLE CL	40.00
		40.00 credit to GL number: 101-000.000-459.000		
Permit	PE190020	27775 RACKHAM DR	FREEMAN JR, DOWARD	40.00
		40.00 credit to GL number: 101-000.000-459.000		
Permit	PE190026	18421 SARATOGA BLVD	COTTON, DENNIS L	40.00
		40.00 credit to GL number: 101-000.000-459.000		
Permit	PE190023	28275 ELDORADO PL	STELLA, JOS	40.00
		40.00 credit to GL number: 101-000.000-459.000		
Permit	PE190021	27851 SANTA BARBARA DR	FORSTER, KARL A	40.00
		40.00 credit to GL number: 101-000.000-459.000		
Permit	PE190022	17340 CORAL GABLES AVE	WILSON, DENISE YVONNE	40.00
		40.00 credit to GL number: 101-000.000-459.000		
Permit	PE190024	27321 SANTA BARBARA DR	STORER, CORT V	40.00



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Permit	PE190025	40.00 credit to GL number: 101-000.000-459.000	18790 DOLORES AVE	ISMAIL, DEENA N	40.00
Permit	PE190027	40.00 credit to GL number: 101-000.000-459.000	19041 ALHAMBRA CT	PRATER, DEITRA M	40.00
TOTAL:					9 360.00

Permit	Electrical	Electrical	Permit Fees - Permit Renewal	Revenue
Rec. Type	Record	Address	Owner	
Permit	PE180008	28451 ELDORADO PL	HOPKINS, MARSHALL	25.00
		25.00 credit to GL number: 101-000.000-456.000		
TOTAL:				1 25.00

Permit	Electrical	Electrical	Registration Fee - Elec. Contractors	Revenue
Rec. Type	Record	Address	Owner	
Permit	PE190019	28460 SOUTHFIELD RD	INTERNATIONAL TITLE CL	15.00
		15.00 credit to GL number: 101-000.000-459.000		
Permit	PE190021	27851 SANTA BARBARA DR	FORSTER, KARL A	15.00
		15.00 credit to GL number: 101-000.000-459.000		
Permit	PE190022	17340 CORAL GABLES AVE	WILSON, DENISE YVONNE	15.00
		15.00 credit to GL number: 101-000.000-459.000		
Permit	PE190025	18790 DOLORES AVE	ISMAIL, DEENA N	15.00
		15.00 credit to GL number: 101-000.000-459.000		
TOTAL:				4 60.00

Permit	Electrical	Electrical	Standard Item - A/C Resi. W/Circuit	Revenue
Rec. Type	Record	Address	Owner	
Permit	PE190023	28275 ELDORADO PL	STELLA, JOS	25.00
		25.00 credit to GL number: 101-000.000-459.000		
Permit	PE190021	27851 SANTA BARBARA DR	FORSTER, KARL A	25.00
		25.00 credit to GL number: 101-000.000-459.000		
Permit	PE190024	27321 SANTA BARBARA DR	STORER, CORT V	25.00
		25.00 credit to GL number: 101-000.000-459.000		
TOTAL:				3 75.00

Permit	Electrical	Electrical	Standard Item - Circuits	Revenue
Rec. Type	Record	Address	Owner	
Permit	PE190019	28460 SOUTHFIELD RD	INTERNATIONAL TITLE CL	127.00
		127.00 credit to GL number: 101-000.000-459.000		
Permit	PE190021	27851 SANTA BARBARA DR	FORSTER, KARL A	15.00
		15.00 credit to GL number: 101-000.000-459.000		
Permit	PE190025	18790 DOLORES AVE	ISMAIL, DEENA N	15.00
		15.00 credit to GL number: 101-000.000-459.000		
TOTAL:				3 157.00

Permit	Electrical	Electrical	Standard Item - Furnace/Single Fam F	Revenue
Rec. Type	Record	Address	Owner	
Permit	PE190020	27775 RACKHAM DR	FREEMAN JR, DOWARD	30.00
		30.00 credit to GL number: 101-000.000-459.000		
Permit	PE190026	18421 SARATOGA BLVD	COTTON, DENNIS L	30.00
		30.00 credit to GL number: 101-000.000-459.000		
Permit	PE190023	28275 ELDORADO PL	STELLA, JOS	30.00
		30.00 credit to GL number: 101-000.000-459.000		
Permit	PE190024	27321 SANTA BARBARA DR	STORER, CORT V	30.00
		30.00 credit to GL number: 101-000.000-459.000		
Permit	PE190027	19041 ALHAMBRA CT	PRATER, DEITRA M	60.00
		60.00 credit to GL number: 101-000.000-459.000		
TOTAL:				5 180.00

Permit	Electrical	Electrical	Standard Item - Lamps/Fixtures
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Rec. Type	Record	Address	Owner	Revenue
Permit	PE190019	28460 SOUTHFIELD RD	INTERNATIONAL TITLE CL	55.00
		55.00 credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	55.00

Permit	Electrical	Electrical	Standard Item - Signs	Each Add Sign
Rec. Type	Record	Address	Owner	Revenue
Permit	PE190019	28460 SOUTHFIELD RD	INTERNATIONAL TITLE CL	8.00
		8.00 credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	8.00

Permit	Electrical	Electrical	Standard Item - Stand By Generator	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PE190022	17340 CORAL GABLES AVE	WILSON, DENISE YVONNE	40.00
		40.00 credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	40.00

Permit	Mechanical	Mechanical	Inspection - Inspection Fee	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190177	18991 HAMPSHIRE ST	BEVERLY, MICHELLE D	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190125	18157 REDWOOD AVE	HRETZ, JOHN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190013	27775 RACKHAM DR	FREEMAN JR, DOWARD	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190018	18421 SARATOGA BLVD	COTTON, DENNIS L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190069	27851 SANTA BARBARA DR	FORSTER, KARL A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190019	18166 MEADOWOOD AVE	STONE, LAWRENCE R	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190020	18171 MEADOWOOD AVE	CARBAJO, DR ROQUE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190021	18190 MEADOWOOD AVE	HEWINS, SONDR A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190055	28030 GOLDENGATE E DR	GILLERAN, DANIEL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190056	28225 GOLDENGATE E DR	CLEMMONS, HERSCHEL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190057	28245 GOLDENGATE E DR	FORNEY, JOE W	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190058	18444 W GLENWOOD BLVD	BROOKS, MELVIN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190059	18492 W GLENWOOD BLVD	LUBANSKI, TERRI A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190060	18535 W GLENWOOD BLVD	KELLY JR, RANDY	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190061	19051 W GLENWOOD BLVD	MUGRIDGE, RODNEY F	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190062	18921 ELDORADO PL	JENNINGS, FREDDIE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190063	18941 ELDORADO PL	CROSS, MAKI	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190064	18950 HAMPSHIRE ST	WHITE, DARLENE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190065	18959 ELDORADO PL	WEBSTER JR, BENJAMIN S	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190066	18970 ELDORADO PL	SMITH, TELITHA	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190067	28541 ELDORADO PL	MOMOM JR, VAN C	40.00



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		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190068	19041 ALHAMBRA CT PRATER, DEITRA M	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190070	17370 AVILLA BLVD HOUSTON, ELIZABETH C	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190071	18127 AVILLA BLVD THOMPSON JR, OLLIE	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190072	18139 AVILLA BLVD PORTER, MICHAEL	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190073	18140 AVILLA BLVD JOHNSON, MICHELLE	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190074	18180 AVILLA BLVD CLIFTON, BRUCE B	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190075	26861 BLOOMFIELD S DR BROWN, ANTONIO	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190077	28000 CALIFORNIA NW DR BARTON, GREGG E	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190076	27930 CALIFORNIA NE DR LABENNE, MONIQUE	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190078	27580 CALIFORNIA SE DR HODGE, KIMBERLY	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190126	27851 RED RIVER DR JONES, PETER JOHN	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190127	28050 RED RIVER DR MARVIN ANTHONY MOORE,	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190128	18150 RAMSGATE DR WEEMS, DIANNE	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190129	18151 RAMSGATE DR GALLANT, WADYE T	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190130	18160 RAMSGATE DR HARVEY, CATHERINE	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190131	18161 RAMSGATE DR RAY, CLARENCE B	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190132	18180 RAMSGATE DR WILLIAMS, SHAVELLA	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190133	18181 RAMSGATE DR BICKLE, BARBARA R	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190134	18199 RAMSGATE DR ROLAND, DEWAYNE	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190135	18231 RAMSGATE DR ARNOSASH PROPERTY RENT	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190136	18175 RAINBOW DR MCGHEE, JAMES	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190137	18180 RAINBOW DR PATRICK, WILMA J	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190138	18185 RAINBOW DR STEPHENS, INEZ V	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190139	18190 RAINBOW DR NELAMS, MARIO	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190140	18210 RAINBOW DR MAHER, JAMES RICHARD	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190141	18230 RAINBOW DR KEMP, ROBIN L	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190142	18241 RAINBOW DR MITTLER, JANIS	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190143	18250 RAINBOW DR EDWARDS, ALLAN C	40.00
		40.00 credit to GL number: 101-000.000-458.000	
Permit	PM190144	18251 RAINBOW DR KERWICK, JEANNE M	40.00
		40.00 credit to GL number: 101-000.000-458.000	



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Permit	PM190145	18271 RAINBOW DR	SWIFT, FAYE A	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190146	18281 RAINBOW DR	MOORE, CATHERINE	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190147	18301 RAINBOW DR	HIGGS, ERIC	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190148	18311 RAINBOW DR	ALLEN, RONALD D	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190041	18218 KILBIRNIE AVE	HILL, RUDOLPH C	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190042	18221 KILBIRNIE AVE	BROWN, JEROME	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190043	18230 KILBIRNIE AVE	CLAXTON, GENE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190044	18250 KILBIRNIE AVE	PARKER, CORA	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190045	18760 HAMPSHIRE ST	SIEBERT, APRIL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190046	18761 HAMPSHIRE ST	ZOLKOWER, DANIEL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190047	18780 HAMPSHIRE ST	MENDELSON, DAVID	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190048	18800 HAMPSHIRE ST	JOHNSON, CHARLOTTE D	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190049	18820 HAMPSHIRE ST	CARTER, CARVEL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190050	18838 HAMPSHIRE ST	ROBINSON, JUANDISHA H	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190051	18841 HAMPSHIRE ST	WILLIAMS, ANN M	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190052	18850 HAMPSHIRE ST	WILSON, ROBERT E	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190053	18870 HAMPSHIRE ST	PALMER, RONALD	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190054	18918 HAMPSHIRE ST	BARLOW, MARK A	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190174	18940 HAMPSHIRE ST	RUSSAW, EDDIE L	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190175	18960 HAMPSHIRE ST	WILLIAMS, HERMAN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190176	18990 HAMPSHIRE ST	KEELING, RICHARD M	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190177	18991 HAMPSHIRE ST	BEVERLY, MICHELLE D	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190055	28030 GOLDENGATE E DR	GILLERAN, DANIEL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190056	28225 GOLDENGATE E DR	CLEMMONS, HERSCHEL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190057	28245 GOLDENGATE E DR	FORNEY, JOE W	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190058	18444 W GLENWOOD BLVD	BROOKS, MELVIN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190059	18492 W GLENWOOD BLVD	LUBANSKI, TERRI A	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190109	17537 ROSELAND BLVD	EGAN, RICHARD	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190108	17536 ROSELAND BLVD BLVD	NORRIS, SAMUEL L	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190110	17552 ROSELAND BLVD BLVD	PRZYBYLSKI, KAREN L	(40.00)





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	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190111	17570 ROSELAND BLVD BLVD	17570 ROSELAND INVESTM	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190112	17590 ROSELAND BLVD BLVD	WOODGET, LAAIARIA	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190113	17627 RAINBOW DR	CAROTHERS JR, HOWARD	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190114	17630 ROSELAND BLVD BLVD	GREEN, GRACE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190115	17656 ROSELAND BLVD BLVD	BOLADIAN, MARILYN S	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190116	18130 ROSELAND BLVD	FINANCIAL ASSOCIATES O	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190117	18140 ROSELAND BLVD	WILLIAMS, GERARD	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190118	18141 ROSELAND BLVD	KISHMISHYAN, MR SARGIS	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190119	17380 REDWOOD AVE	CLAYTON, JOHN L	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190120	17381 REDWOOD AVE	PALMER, MR LAWRENCE R	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190121	17411 REDWOOD AVE	EAVES, CHRISTIAN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190122	18131 REDWOOD AVE	MORRIS, ALAN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190123	18140 REDWOOD AVE	MASSE, MARK	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190124	18151 REDWOOD AVE	WALKER, DURAND A	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190125	18157 REDWOOD AVE	HRETZ, JOHN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190126	27851 RED RIVER DR	JONES, PETER JOHN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190127	28050 RED RIVER DR	MARVIN ANTHONY MOORE,	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190128	18150 RAMSGATE DR	WEEMS, DIANNE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190129	18151 RAMSGATE DR	GALLANT, WADYE T	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190130	18160 RAMSGATE DR	HARVEY, CATHERINE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190014	18970 ELDORADO PL	SMITH, TELITHA	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190015	17340 CORAL GABLES AVE	WILSON, DENISE YVONNE	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190016	28275 ELDORADO PL	STELLA, JOS	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190017	27321 SANTA BARBARA DR	STORER, CORT V	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190022	18191 MEADOWOOD AVE	DAVIS, MILDRED L	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190023	18210 MEADOWOOD AVE	GLENN, DECORIS	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190163	18211 MEADOWOOD AVE	MOORE-WILLIS, JACQUELI	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190164	18221 MEADOWOOD AVE	SMITH, MAVIS J	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190165	18241 MEADOWOOD AVE	DIXON, TYRONE A	40.00
	40.00	credit to GL number: 101-000.000-458.000		





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Permit	PM190166	18254 MEADOWOOD AVE	CAI, YUZHEN	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190167	18255 MEADOWOOD AVE	ANYADIKE, NKECHI	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190168	18271 MEADOWOOD AVE	WILLIAMS, BRUCE	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190024	27800 RAINBOW CIR	THOMASMA, TIMOTHY	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190025	26297 MEADOWBROOK WAY	PARKER, TALEATHA	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190026	17501 MARGATE AVE	PETER-KOYI, CHARLES O	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190027	18150 MARGATE AVE	STANLEY-BURTON, TAJUAN	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190028	18160 MARGATE AVE	CHANEY, MARION	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190029	18180 MARGATE AVE	DAVIS, ANGELA J	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190030	26320 LATHRUP BLVD	COX, LUDOLPH	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190031	26366 LATHRUP BLVD	BRADLEY, CHARLES	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190032	26400 LATHRUP BLVD	SAMOSIUK, HALINA	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190033	26600 LATHRUP BLVD	RUE, JANE W	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190169	26646 LATHRUP BLVD	PIZANA, ALVERTO J	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190170	26665 LATHRUP BLVD	MONCRIEF, WILLIAM	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190171	26666 LATHRUP BLVD	BOSTIC, MARCUS D	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190172	26686 LATHRUP BLVD	SMITH-JACKSON, CINDY M	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190173	26810 LATHRUP BLVD	JACKSON, BARBARA	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190079	17347 CORAL GABLES AVE	MILLER, VERONICA Y	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190080	17350 CORAL GABLES AVE	WALTON, OSCAR D	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190081	17535 CORAL GABLES AVE	PAULEY, CARMEL	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190082	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190083	27530 SUNSET E BLVD	PHYLIS E WINDHAM REVOC	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190084	18821 SUNBRIGHT AVE	COREY, JAMES F	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190085	18839 SUNBRIGHT AVE	JACKSON, SHERRI	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190086	18850 SUNBRIGHT AVE	CARTER, STEVEN	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190087	18865 SUNBRIGHT AVE	SMITH, MARION	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190088	18877 SUNBRIGHT AVE	LEWIS, CHRISTINA	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190178	18878 SUNBRIGHT AVE	BROCK JR, FRANK M	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190089	27650 STANFORD CT	WASHINGTON, TAQUETA	40.00



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		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190090	18481 SARATOGA BLVD	CALHOUN JR, OTIS	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190092	18500 SARATOGA BLVD	HALBERSTADT, MARCEL L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190093	18530 SARATOGA BLVD	WATTS, RALPH G	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190094	18564 SARATOGA BLVD	TIMMA, SUZANNE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190095	18730 SARATOGA BLVD	BLAIR, HAROLD	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190096	19080 SARATOGA BLVD	ATISHA, PATRICIA	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190097	19111 SARATOGA BLVD	Raudszus, Noralie	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190098	19135 SARATOGA BLVD	PARKS, JONATHAN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190099	19441 SARATOGA BLVD	GILPIN, LEARY	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190100	27220 SANTA BARBARA DR	FUERST, ROBERT S	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190101	27621 SANTA BARBARA DR	WEERTZ, JAMES	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190149	18318 RAINBOW DR	PICKETT, GERALD	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190150	18325 RAINBOW DR	CARTER, GLYNE A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190151	18330 RAINBOW DR	DUNCAN, ANTHONY D	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190152	18355 RAINBOW DR	LINZY, BRIAN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190153	27600 RACKHAM DR	CLARK, CAL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190154	18420 MIDDLESEX AVE	HINES, CYNTHIA	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190155	18430 MIDDLESEX AVE	GARDNER, ODETTE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190156	18438 MIDDLESEX AVE	CONRATH, LILLIAN M	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190157	18441 MIDDLESEX AVE	SMITH, MARILYN D	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190158	18444 MIDDLESEX AVE	GRESHAM, IVAN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190159	18458 MIDDLESEX AVE	DEW, ERNEST	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190160	18459 MIDDLESEX AVE	MATHIS, PENELOPE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190161	18466 MIDDLESEX AVE	READUS, JULIUS J	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190162	18467 MIDDLESEX AVE	DENHAM, DESMOND	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190020	18171 MEADOWOOD AVE	CARBAJO, DR ROQUE	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190019	18166 MEADOWOOD AVE	STONE, LAWRENCE R	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190021	18190 MEADOWOOD AVE	HEWINS, SONDR	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190022	18191 MEADOWOOD AVE	DAVIS, MILDRED L	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		



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Permit	PM190023	18210 MEADOWOOD AVE	GLENN, DECORIS	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190163	18211 MEADOWOOD AVE	MOORE-WILLIS, JACQUELI	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190164	18221 MEADOWOOD AVE	SMITH, MAVIS J	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190165	18241 MEADOWOOD AVE	DIXON, TYRONE A	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190060	18535 W GLENWOOD BLVD	KELLY JR, RANDY	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190061	19051 W GLENWOOD BLVD	MUGRIDGE, RODNEY F	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190062	18921 ELDORADO PL	JENNINGS, FREDDIE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190063	18941 ELDORADO PL	CROSS, MAKI	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190064	18950 HAMPSHIRE ST	WHITE, DARLENE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190065	18959 ELDORADO PL	WEBSTER JR, BENJAMIN S	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190066	18970 ELDORADO PL	SMITH, TELITHA	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190067	28541 ELDORADO PL	MOMOM JR, VAN C	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190068	19041 ALHAMBRA CT	PRATER, DEITRA M	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190070	17370 AVILLA BLVD	HOUSTON, ELIZABETH C	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190071	18127 AVILLA BLVD	THOMPSON JR, OLLIE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190072	18139 AVILLA BLVD	PORTER, MICHAEL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190073	18140 AVILLA BLVD	JOHNSON, MICHELLE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190074	18180 AVILLA BLVD	CLIFTON, BRUCE B	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190075	26861 BLOOMFIELD S DR	BROWN, ANTONIO	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190077	28000 CALIFORNIA NW DR	BARTON, GREGG E	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190076	27930 CALIFORNIA NE DR	LABENNE, MONIQUE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190078	27580 CALIFORNIA SE DR	HODGE, KIMBERLY	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190079	17347 CORAL GABLES AVE	MILLER, VERONICA Y	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190080	17350 CORAL GABLES AVE	WALTON, OSCAR D	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190081	17535 CORAL GABLES AVE	PAULEY, CARMEL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190082	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190083	27530 SUNSET E BLVD	PHYLIS E WINDHAM REVOC	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190131	18161 RAMSGATE DR	RAY, CLARENCE B	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190132	18180 RAMSGATE DR	WILLIAMS, SHAVELLA	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190133	18181 RAMSGATE DR	BICKLE, BARBARA R	(40.00)



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		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190134	18199 RAMSGATE DR	ROLAND, DEWAYNE	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190135	18231 RAMSGATE DR	ARNOSASH PROPERTY RENT	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190136	18175 RAINBOW DR	MCGHEE, JAMES	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190137	18180 RAINBOW DR	PATRICK, WILMA J	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190138	18185 RAINBOW DR	STEPHENS, INEZ V	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190139	18190 RAINBOW DR	NELAMS, MARIO	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190140	18210 RAINBOW DR	MAHER, JAMES RICHARD	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190141	18230 RAINBOW DR	KEMP, ROBIN L	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190142	18241 RAINBOW DR	MITTLER, JANIS	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190143	18250 RAINBOW DR	EDWARDS, ALLAN C	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190144	18251 RAINBOW DR	KERWICK, JEANNE M	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190145	18271 RAINBOW DR	SWIFT, FAYE A	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190146	18281 RAINBOW DR	MOORE, CATHERINE	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190147	18301 RAINBOW DR	HIGGS, ERIC	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190148	18311 RAINBOW DR	ALLEN, RONALD D	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190149	18318 RAINBOW DR	PICKETT, GERALD	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190150	18325 RAINBOW DR	CARTER, GLYNE A	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190151	18330 RAINBOW DR	DUNCAN, ANTHONY D	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190152	18355 RAINBOW DR	LINZY, BRIAN	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190153	27600 RACKHAM DR	CLARK, CAL	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190034	19015 LACROSSE AVE	SIMMONS-LOFTON, SHARON	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190166	18254 MEADOWOOD AVE	CAI, YUZHEN	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190084	18821 SUNBRIGHT AVE	COREY, JAMES F	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190154	18420 MIDDLESEX AVE	HINES, CYNTHIA	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190085	18839 SUNBRIGHT AVE	JACKSON, SHERRI	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190086	18850 SUNBRIGHT AVE	CARTER, STEVEN	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190087	18865 SUNBRIGHT AVE	SMITH, MARION	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190088	18877 SUNBRIGHT AVE	LEWIS, CHRISTINA	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190178	18878 SUNBRIGHT AVE	BROCK JR, FRANK M	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		



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Permit	PM190089	27650 STANFORD CT	WASHINGTON, TAQUETA	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190090	18481 SARATOGA BLVD	CALHOUN JR, OTIS	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190092	18500 SARATOGA BLVD	HALBERSTADT, MARCEL L	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190093	18530 SARATOGA BLVD	WATTS, RALPH G	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190094	18564 SARATOGA BLVD	TIMMA, SUZANNE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190095	18730 SARATOGA BLVD	BLAIR, HAROLD	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190096	19080 SARATOGA BLVD	ATISHA, PATRICIA	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190097	19111 SARATOGA BLVD	Raudszus, Noralie	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190098	19135 SARATOGA BLVD	PARKS, JONATHAN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190099	19441 SARATOGA BLVD	GILPIN, LEARY	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190100	27220 SANTA BARBARA DR	FUERST, ROBERT S	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190101	27621 SANTA BARBARA DR	WEERTZ, JAMES	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190102	27757 SANTA BARBARA DR	ADAMS, PAUL	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190103	28250 SANTA BARBARA DR	HILL, TIMOTHY LEE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190104	18501 SAN DIEGO BLVD	JETER JR, KENNETH A	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190105	18512 SAN DIEGO BLVD	VANDYKE, SHARON M	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190106	17380 ROSELAND BLVD BLVD	DAWSON II, MARKARL A	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190107	17401 ROSELAND BLVD	SADLER, JAMES L	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190155	18430 MIDDLESEX AVE	GARDNER, ODETTE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190156	18438 MIDDLESEX AVE	CONRATH, LILLIAN M	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190157	18441 MIDDLESEX AVE	SMITH, MARILYN D	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190158	18444 MIDDLESEX AVE	GRESHAM, IVAN	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190159	18458 MIDDLESEX AVE	DEW, ERNEST	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190160	18459 MIDDLESEX AVE	MATHIS, PENELOPE	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190161	18466 MIDDLESEX AVE	READUS, JULIUS J	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190162	18467 MIDDLESEX AVE	DENHAM, DESMOND	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190040	18200 KILBIRNIE AVE	GARDNER, JUDITH	(40.00)
	40.00	credit to GL number: 101-000.000-001.000		
Permit	PM190179	19041 ALHAMBRA CT	PRATER, DEITRA M	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190035	19040 LACROSSE AVE	PLANTE, JOHN M	40.00
	40.00	credit to GL number: 101-000.000-458.000		
Permit	PM190036	19061 LACROSSE AVE	RENFROE, JAMES N	40.00



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		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190037	18131 KILBIRNIE AVE	HAYGOOD, SHIEDA ADGERS	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190038	18151 KILBIRNIE AVE	DIZIK, PAUL J	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190039	18191 KILBIRNIE AVE	VOGEL, THOMAS	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190040	18200 KILBIRNIE AVE	GARDNER, JUDITH	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190041	18218 KILBIRNIE AVE	HILL, RUDOLPH C	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190042	18221 KILBIRNIE AVE	BROWN, JEROME	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190043	18230 KILBIRNIE AVE	CLAXTON, GENE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190044	18250 KILBIRNIE AVE	PARKER, CORA	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190045	18760 HAMPSHIRE ST	SIEBERT, APRIL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190046	18761 HAMPSHIRE ST	ZOLKOWER, DANIEL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190047	18780 HAMPSHIRE ST	MENDELSON, DAVID	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190048	18800 HAMPSHIRE ST	JOHNSON, CHARLOTTE D	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190049	18820 HAMPSHIRE ST	CARTER, CARVEL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190050	18838 HAMPSHIRE ST	ROBINSON, JUANDISHA H	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190051	18841 HAMPSHIRE ST	WILLIAMS, ANN M	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190052	18850 HAMPSHIRE ST	WILSON, ROBERT E	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190053	18870 HAMPSHIRE ST	PALMER, RONALD	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190054	18918 HAMPSHIRE ST	BARLOW, MARK A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190174	18940 HAMPSHIRE ST	RUSSAW, EDDIE L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190175	18960 HAMPSHIRE ST	WILLIAMS, HERMAN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190176	18990 HAMPSHIRE ST	KEELING, RICHARD M	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190102	27757 SANTA BARBARA DR	ADAMS, PAUL	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190103	28250 SANTA BARBARA DR	HILL, TIMOTHY LEE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190104	18501 SAN DIEGO BLVD	JETER JR, KENNETH A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190105	18512 SAN DIEGO BLVD	VANDYKE, SHARON M	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190106	17380 ROSELAND BLVD BLVD	DAWSON II, MARKARL A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190107	17401 ROSELAND BLVD	SADLER, JAMES L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190108	17536 ROSELAND BLVD BLVD	NORRIS, SAMUEL L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190109	17537 ROSELAND BLVD	EGAN, RICHARD	40.00
		40.00 credit to GL number: 101-000.000-458.000		



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Permit	PM190110	17552 ROSELAND BLVD BLVD	PRZYBYLSKI, KAREN L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190111	17570 ROSELAND BLVD BLVD	17570 ROSELAND INVESTM	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190112	17590 ROSELAND BLVD BLVD	WOODGET, LAAIARIA	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190113	17627 RAINBOW DR	CAROTHERS JR, HOWARD	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190114	17630 ROSELAND BLVD BLVD	GREEN, GRACE	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190115	17656 ROSELAND BLVD BLVD	BOLADIAN, MARILYN S	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190116	18130 ROSELAND BLVD	FINANCIAL ASSOCIATES O	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190117	18140 ROSELAND BLVD	WILLIAMS, GERARD	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190118	18141 ROSELAND BLVD	KISHMISHYAN, MR SARGIS	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190119	17380 REDWOOD AVE	CLAYTON, JOHN L	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190120	17381 REDWOOD AVE	PALMER, MR LAWRENCE R	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190121	17411 REDWOOD AVE	EAVES, CHRISTIAN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190122	18131 REDWOOD AVE	MORRIS, ALAN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190123	18140 REDWOOD AVE	MASSE, MARK	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190124	18151 REDWOOD AVE	WALKER, DURAND A	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PM190167	18255 MEADOWOOD AVE	ANYADIKE, NKECHI	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190168	18271 MEADOWOOD AVE	WILLIAMS, BRUCE	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190024	27800 RAINBOW CIR	THOMASMA, TIMOTHY	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190025	26297 MEADOWBROOK WAY	PARKER, TALEATHA	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190026	17501 MARGATE AVE	PETER-KOYI, CHARLES O	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190027	18150 MARGATE AVE	STANLEY-BURTON, TAJUAN	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190028	18160 MARGATE AVE	CHANEY, MARION	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190029	18180 MARGATE AVE	DAVIS, ANGELA J	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190030	26320 LATHRUP BLVD	COX, LUDOLPH	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190031	26366 LATHRUP BLVD	BRADLEY, CHARLES	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190032	26400 LATHRUP BLVD	SAMOSIUK, HALINA	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190033	26600 LATHRUP BLVD	RUE, JANE W	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190169	26646 LATHRUP BLVD	PIZANA, ALVERTO J	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190170	26665 LATHRUP BLVD	MONCRIEF, WILLIAM	(40.00)
		40.00 credit to GL number: 101-000.000-001.000		
Permit	PM190171	26666 LATHRUP BLVD	BOSTIC, MARCUS D	(40.00)





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Permit	PM190172	40.00 credit to GL number: 101-000.000-001.000	26686 LATHRUP BLVD	SMITH-JACKSON, CINDY M	(40.00)
Permit	PM190173	40.00 credit to GL number: 101-000.000-001.000	26810 LATHRUP BLVD	JACKSON, BARBARA	(40.00)
Permit	PM190034	40.00 credit to GL number: 101-000.000-001.000	19015 LACROSSE AVE	SIMMONS-LOFTON, SHARON	(40.00)
Permit	PM190035	40.00 credit to GL number: 101-000.000-001.000	19040 LACROSSE AVE	PLANTE, JOHN M	(40.00)
Permit	PM190036	40.00 credit to GL number: 101-000.000-001.000	19061 LACROSSE AVE	RENFROE, JAMES N	(40.00)
Permit	PM190037	40.00 credit to GL number: 101-000.000-001.000	18131 KILBIRNIE AVE	HAYGOOD, SHIEDA ADGERS	(40.00)
Permit	PM190038	40.00 credit to GL number: 101-000.000-001.000	18151 KILBIRNIE AVE	DIZIK, PAUL J	(40.00)
Permit	PM190039	40.00 credit to GL number: 101-000.000-001.000	18191 KILBIRNIE AVE	VOGEL, THOMAS	(40.00)
TOTAL:				324	320.00

Permit	Mechanical	Mechanical	Registration Fee - Reg Fee For Contr	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190018	18421 SARATOGA BLVD	COTTON, DENNIS L	15.00
		15.00 credit to GL number: 101-000.000-458.000		
Permit	PM190069	27851 SANTA BARBARA DR	FORSTER, KARL A	15.00
		15.00 credit to GL number: 101-000.000-458.000		
Permit	PM190014	18970 ELDORADO PL	SMITH, TELITHA	15.00
		15.00 credit to GL number: 101-000.000-458.000		
TOTAL:			3	45.00

Permit	Mechanical	Mechanical	Standard Item - A/C and Refrig 5HP c	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190069	27851 SANTA BARBARA DR	FORSTER, KARL A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190014	18970 ELDORADO PL	SMITH, TELITHA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190016	28275 ELDORADO PL	STELLA, JOS	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190017	27321 SANTA BARBARA DR	STORER, CORT V	25.00
		25.00 credit to GL number: 101-000.000-458.000		
TOTAL:			4	100.00

Permit	Mechanical	Mechanical	Standard Item - Alt existing HW Sys	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190015	17340 CORAL GABLES AVE	WILSON, DENISE YVONNE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
TOTAL:			1	25.00

Permit	Mechanical	Mechanical	Standard Item - Gas Pipe Pressure Te	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190015	17340 CORAL GABLES AVE	WILSON, DENISE YVONNE	30.00
		30.00 credit to GL number: 101-000.000-458.000		
TOTAL:			1	30.00

Permit	Mechanical	Mechanical	Standard Item - Gas Piping Openings	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190041	18218 KILBIRNIE AVE	HILL, RUDOLPH C	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190109	17537 ROSELAND BLVD	EGAN, RICHARD	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190019	18166 MEADOWOOD AVE	STONE, LAWRENCE R	25.00





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		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190020	18171 MEADOWOOD AVE	CARBAJO, DR ROQUE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190021	18190 MEADOWOOD AVE	HEWINS, SONDR	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190022	18191 MEADOWOOD AVE	DAVIS, MILDRED L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190055	28030 GOLDENGATE E DR	GILLERAN, DANIEL	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190056	28225 GOLDENGATE E DR	CLEMMONS, HERSHEL	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190057	28245 GOLDENGATE E DR	FORNEY, JOE W	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190058	18444 W GLENWOOD BLVD	BROOKS, MELVIN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190059	18492 W GLENWOOD BLVD	LUBANSKI, TERRI A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190060	18535 W GLENWOOD BLVD	KELLY JR, RANDY	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190061	19051 W GLENWOOD BLVD	MUGRIDGE, RODNEY F	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190062	18921 ELDORADO PL	JENNINGS, FREDDIE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190063	18941 ELDORADO PL	CROSS, MAKI	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190064	18950 HAMPSHIRE ST	WHITE, DARLENE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190065	18959 ELDORADO PL	WEBSTER JR, BENJAMIN S	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190066	18970 ELDORADO PL	SMITH, TELITHA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190067	28541 ELDORADO PL	MOMOM JR, VAN C	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190068	19041 ALHAMBRA CT	PRATER, DEITRA M	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190070	17370 AVILLA BLVD	HOUSTON, ELIZABETH C	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190071	18127 AVILLA BLVD	THOMPSON JR, OLLIE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190072	18139 AVILLA BLVD	PORTER, MICHAEL	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190073	18140 AVILLA BLVD	JOHNSON, MICHELLE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190074	18180 AVILLA BLVD	CLIFTON, BRUCE B	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190075	26861 BLOOMFIELD S DR	BROWN, ANTONIO	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190077	28000 CALIFORNIA NW DR	BARTON, GREGG E	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190076	27930 CALIFORNIA NE DR	LABENNE, MONIQUE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190078	27580 CALIFORNIA SE DR	HODGE, KIMBERLY	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190126	27851 RED RIVER DR	JONES, PETER JOHN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190127	28050 RED RIVER DR	MARVIN ANTHONY MOORE,	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190128	18150 RAMSGATE DR	WEEMS, DIANNE	25.00
		25.00 credit to GL number: 101-000.000-458.000		



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Permit	PM190129	18151 RAMSGATE DR	GALLANT, WADYE T	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190130	18160 RAMSGATE DR	HARVEY, CATHERINE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190131	18161 RAMSGATE DR	RAY, CLARENCE B	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190132	18180 RAMSGATE DR	WILLIAMS, SHAVELLA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190133	18181 RAMSGATE DR	BICKLE, BARBARA R	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190134	18199 RAMSGATE DR	ROLAND, DEWAYNE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190135	18231 RAMSGATE DR	ARNOSASH PROPERTY RENT	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190136	18175 RAINBOW DR	MCGHEE, JAMES	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190137	18180 RAINBOW DR	PATRICK, WILMA J	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190138	18185 RAINBOW DR	STEPHENS, INEZ V	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190139	18190 RAINBOW DR	NELAMS, MARIO	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190140	18210 RAINBOW DR	MAHER, JAMES RICHARD	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190141	18230 RAINBOW DR	KEMP, ROBIN L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190142	18241 RAINBOW DR	MITTLER, JANIS	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190143	18250 RAINBOW DR	EDWARDS, ALLAN C	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190144	18251 RAINBOW DR	KERWICK, JEANNE M	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190145	18271 RAINBOW DR	SWIFT, FAYE A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190146	18281 RAINBOW DR	MOORE, CATHERINE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190147	18301 RAINBOW DR	HIGGS, ERIC	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190148	18311 RAINBOW DR	ALLEN, RONALD D	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190149	18318 RAINBOW DR	PICKETT, GERALD	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190042	18221 KILBIRNIE AVE	BROWN, JEROME	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190043	18230 KILBIRNIE AVE	CLAXTON, GENE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190044	18250 KILBIRNIE AVE	PARKER, CORA	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190045	18760 HAMPSHIRE ST	SIEBERT, APRIL	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190046	18761 HAMPSHIRE ST	ZOLKOWER, DANIEL	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190047	18780 HAMPSHIRE ST	MENDELSON, DAVID	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190048	18800 HAMPSHIRE ST	JOHNSON, CHARLOTTE D	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190049	18820 HAMPSHIRE ST	CARTER, CARVEL	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190050	18838 HAMPSHIRE ST	ROBINSON, JUANDISHA H	(25.00)



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	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190051	18841 HAMPSHIRE ST	WILLIAMS, ANN M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190052	18850 HAMPSHIRE ST	WILSON, ROBERT E	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190053	18870 HAMPSHIRE ST	PALMER, RONALD	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190054	18918 HAMPSHIRE ST	BARLOW, MARK A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190174	18940 HAMPSHIRE ST	RUSSAW, EDDIE L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190175	18960 HAMPSHIRE ST	WILLIAMS, HERMAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190176	18990 HAMPSHIRE ST	KEELING, RICHARD M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190177	18991 HAMPSHIRE ST	BEVERLY, MICHELLE D	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190055	28030 GOLDENGATE E DR	GILLERAN, DANIEL	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190056	28225 GOLDENGATE E DR	CLEMMONS, HERSCHEL	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190057	28245 GOLDENGATE E DR	FORNEY, JOE W	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190058	18444 W GLENWOOD BLVD	BROOKS, MELVIN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190059	18492 W GLENWOOD BLVD	LUBANSKI, TERRI A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190060	18535 W GLENWOOD BLVD	KELLY JR, RANDY	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190108	17536 ROSELAND BLVD BLVD	NORRIS, SAMUEL L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190110	17552 ROSELAND BLVD BLVD	PRZYBYLSKI, KAREN L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190111	17570 ROSELAND BLVD BLVD	17570 ROSELAND INVESTM	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190112	17590 ROSELAND BLVD BLVD	WOODGET, LAAIARIA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190113	17627 RAINBOW DR	CAROTHERS JR, HOWARD	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190114	17630 ROSELAND BLVD BLVD	GREEN, GRACE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190115	17656 ROSELAND BLVD BLVD	BOLADIAN, MARILYN S	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190116	18130 ROSELAND BLVD	FINANCIAL ASSOCIATES O	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190117	18140 ROSELAND BLVD	WILLIAMS, GERARD	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190118	18141 ROSELAND BLVD	KISHMISHYAN, MR SARGIS	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190119	17380 REDWOOD AVE	CLAYTON, JOHN L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190120	17381 REDWOOD AVE	PALMER, MR LAWRENCE R	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190121	17411 REDWOOD AVE	EAVES, CHRISTIAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190122	18131 REDWOOD AVE	MORRIS, ALAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190123	18140 REDWOOD AVE	MASSE, MARK	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		



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Permit	PM190124	18151 REDWOOD AVE	WALKER, DURAND A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190125	18157 REDWOOD AVE	HRETZ, JOHN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190126	27851 RED RIVER DR	JONES, PETER JOHN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190127	28050 RED RIVER DR	MARVIN ANTHONY MOORE,	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190128	18150 RAMSGATE DR	WEEMS, DIANNE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190129	18151 RAMSGATE DR	GALLANT, WADYE T	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190130	18160 RAMSGATE DR	HARVEY, CATHERINE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190131	18161 RAMSGATE DR	RAY, CLARENCE B	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190023	18210 MEADOWOOD AVE	GLENN, DECORIS	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190163	18211 MEADOWOOD AVE	MOORE-WILLIS, JACQUELI	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190164	18221 MEADOWOOD AVE	SMITH, MAVIS J	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190165	18241 MEADOWOOD AVE	DIXON, TYRONE A	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190166	18254 MEADOWOOD AVE	CAI, YUZHEN	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190167	18255 MEADOWOOD AVE	ANYADIKE, NKECHI	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190168	18271 MEADOWOOD AVE	WILLIAMS, BRUCE	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190024	27800 RAINBOW CIR	THOMASMA, TIMOTHY	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190025	26297 MEADOWBROOK WAY	PARKER, TALEATHA	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190026	17501 MARGATE AVE	PETER-KOYI, CHARLES O	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190027	18150 MARGATE AVE	STANLEY-BURTON, TAJUAN	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190028	18160 MARGATE AVE	CHANEY, MARION	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190029	18180 MARGATE AVE	DAVIS, ANGELA J	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190030	26320 LATHRUP BLVD	COX, LUDOLPH	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190031	26366 LATHRUP BLVD	BRADLEY, CHARLES	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190032	26400 LATHRUP BLVD	SAMOSIUK, HALINA	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190033	26600 LATHRUP BLVD	RUE, JANE W	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190169	26646 LATHRUP BLVD	PIZANA, ALVERTO J	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190170	26665 LATHRUP BLVD	MONCRIEF, WILLIAM	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190171	26666 LATHRUP BLVD	BOSTIC, MARCUS D	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190172	26686 LATHRUP BLVD	SMITH-JACKSON, CINDY M	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190173	26810 LATHRUP BLVD	JACKSON, BARBARA	25.00



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		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190034	19015 LACROSSE AVE	SIMMONS-LOFTON, SHARON	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190079	17347 CORAL GABLES AVE	MILLER, VERONICA Y	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190080	17350 CORAL GABLES AVE	WALTON, OSCAR D	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190081	17535 CORAL GABLES AVE	PAULEY, CARMEL	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190082	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190083	27530 SUNSET E BLVD	PHYLIS E WINDHAM REVOC	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190084	18821 SUNBRIGHT AVE	COREY, JAMES F	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190085	18839 SUNBRIGHT AVE	JACKSON, SHERRI	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190086	18850 SUNBRIGHT AVE	CARTER, STEVEN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190087	18865 SUNBRIGHT AVE	SMITH, MARION	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190088	18877 SUNBRIGHT AVE	LEWIS, CHRISTINA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190178	18878 SUNBRIGHT AVE	BROCK JR, FRANK M	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190089	27650 STANFORD CT	WASHINGTON, TAQUETA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190090	18481 SARATOGA BLVD	CALHOUN JR, OTIS	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190092	18500 SARATOGA BLVD	HALBERSTADT, MARCEL L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190093	18530 SARATOGA BLVD	WATTS, RALPH G	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190094	18564 SARATOGA BLVD	TIMMA, SUZANNE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190095	18730 SARATOGA BLVD	BLAIR, HAROLD	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190096	19080 SARATOGA BLVD	ATISHA, PATRICIA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190097	19111 SARATOGA BLVD	Raudszus, Noralie	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190098	19135 SARATOGA BLVD	PARKS, JONATHAN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190099	19441 SARATOGA BLVD	GILPIN, LEARY	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190100	27220 SANTA BARBARA DR	FUERST, ROBERT S	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190101	27621 SANTA BARBARA DR	WEERTZ, JAMES	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190150	18325 RAINBOW DR	CARTER, GLYNE A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190151	18330 RAINBOW DR	DUNCAN, ANTHONY D	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190152	18355 RAINBOW DR	LINZY, BRIAN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190153	27600 RACKHAM DR	CLARK, CAL	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190154	18420 MIDDLESEX AVE	HINES, CYNTHIA	25.00
		25.00 credit to GL number: 101-000.000-458.000		



# Revenue Breakdown Report

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Permit	PM190155	18430 MIDDLESEX AVE	GARDNER, ODETTE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190156	18438 MIDDLESEX AVE	CONRATH, LILLIAN M	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190157	18441 MIDDLESEX AVE	SMITH, MARILYN D	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190158	18444 MIDDLESEX AVE	GRESHAM, IVAN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190159	18458 MIDDLESEX AVE	DEW, ERNEST	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190160	18459 MIDDLESEX AVE	MATHIS, PENELOPE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190161	18466 MIDDLESEX AVE	READUS, JULIUS J	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190162	18467 MIDDLESEX AVE	DENHAM, DESMOND	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190020	18171 MEADOWOOD AVE	CARBAJO, DR ROQUE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190019	18166 MEADOWOOD AVE	STONE, LAWRENCE R	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190021	18190 MEADOWOOD AVE	HEWINS, SONDR	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190022	18191 MEADOWOOD AVE	DAVIS, MILDRED L	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190023	18210 MEADOWOOD AVE	GLENN, DECORIS	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190163	18211 MEADOWOOD AVE	MOORE-WILLIS, JACQUELI	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190164	18221 MEADOWOOD AVE	SMITH, MAVIS J	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190165	18241 MEADOWOOD AVE	DIXON, TYRONE A	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190166	18254 MEADOWOOD AVE	CAI, YUZHEN	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190061	19051 W GLENWOOD BLVD	MUGRIDGE, RODNEY F	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190062	18921 ELDORADO PL	JENNINGS, FREDDIE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190063	18941 ELDORADO PL	CROSS, MAKI	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190064	18950 HAMPSHIRE ST	WHITE, DARLENE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190065	18959 ELDORADO PL	WEBSTER JR, BENJAMIN S	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190066	18970 ELDORADO PL	SMITH, TELITHA	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190067	28541 ELDORADO PL	MOMOM JR, VAN C	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190068	19041 ALHAMBRA CT	PRATER, DEITRA M	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190070	17370 AVILLA BLVD	HOUSTON, ELIZABETH C	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190071	18127 AVILLA BLVD	THOMPSON JR, OLLIE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190072	18139 AVILLA BLVD	PORTER, MICHAEL	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190073	18140 AVILLA BLVD	JOHNSON, MICHELLE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190074	18180 AVILLA BLVD	CLIFTON, BRUCE B	(25.00)



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	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190075	26861 BLOOMFIELD S DR	BROWN, ANTONIO	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190077	28000 CALIFORNIA NW DR	BARTON, GREGG E	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190076	27930 CALIFORNIA NE DR	LABENNE, MONIQUE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190078	27580 CALIFORNIA SE DR	HODGE, KIMBERLY	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190079	17347 CORAL GABLES AVE	MILLER, VERONICA Y	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190080	17350 CORAL GABLES AVE	WALTON, OSCAR D	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190081	17535 CORAL GABLES AVE	PAULEY, CARMEL	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190082	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190083	27530 SUNSET E BLVD	PHYLIS E WINDHAM REVOC	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190084	18821 SUNBRIGHT AVE	COREY, JAMES F	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190132	18180 RAMSGATE DR	WILLIAMS, SHAVELLA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190133	18181 RAMSGATE DR	BICKLE, BARBARA R	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190134	18199 RAMSGATE DR	ROLAND, DEWAYNE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190135	18231 RAMSGATE DR	ARNOSASH PROPERTY RENT	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190136	18175 RAINBOW DR	MCGHEE, JAMES	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190137	18180 RAINBOW DR	PATRICK, WILMA J	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190138	18185 RAINBOW DR	STEPHENS, INEZ V	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190139	18190 RAINBOW DR	NELAMS, MARIO	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190140	18210 RAINBOW DR	MAHER, JAMES RICHARD	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190141	18230 RAINBOW DR	KEMP, ROBIN L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190142	18241 RAINBOW DR	MITTLER, JANIS	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190143	18250 RAINBOW DR	EDWARDS, ALLAN C	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190144	18251 RAINBOW DR	KERWICK, JEANNE M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190145	18271 RAINBOW DR	SWIFT, FAYE A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190146	18281 RAINBOW DR	MOORE, CATHERINE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190147	18301 RAINBOW DR	HIGGS, ERIC	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190148	18311 RAINBOW DR	ALLEN, RONALD D	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190149	18318 RAINBOW DR	PICKETT, GERALD	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190150	18325 RAINBOW DR	CARTER, GLYNE A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		





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Permit	PM190151	18330 RAINBOW DR	DUNCAN, ANTHONY D	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190152	18355 RAINBOW DR	LINZY, BRIAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190153	27600 RACKHAM DR	CLARK, CAL	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190154	18420 MIDDLESEX AVE	HINES, CYNTHIA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190102	27757 SANTA BARBARA DR	ADAMS, PAUL	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190085	18839 SUNBRIGHT AVE	JACKSON, SHERRI	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190086	18850 SUNBRIGHT AVE	CARTER, STEVEN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190087	18865 SUNBRIGHT AVE	SMITH, MARION	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190088	18877 SUNBRIGHT AVE	LEWIS, CHRISTINA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190178	18878 SUNBRIGHT AVE	BROCK JR, FRANK M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190089	27650 STANFORD CT	WASHINGTON, TAQUETA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190090	18481 SARATOGA BLVD	CALHOUN JR, OTIS	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190092	18500 SARATOGA BLVD	HALBERSTADT, MARCEL L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190093	18530 SARATOGA BLVD	WATTS, RALPH G	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190094	18564 SARATOGA BLVD	TIMMA, SUZANNE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190095	18730 SARATOGA BLVD	BLAIR, HAROLD	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190096	19080 SARATOGA BLVD	ATISHA, PATRICIA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190097	19111 SARATOGA BLVD	Raudszus, Noralie	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190098	19135 SARATOGA BLVD	PARKS, JONATHAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190099	19441 SARATOGA BLVD	GILPIN, LEARY	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190100	27220 SANTA BARBARA DR	FUERST, ROBERT S	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190101	27621 SANTA BARBARA DR	WEERTZ, JAMES	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190102	27757 SANTA BARBARA DR	ADAMS, PAUL	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190103	28250 SANTA BARBARA DR	HILL, TIMOTHY LEE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190104	18501 SAN DIEGO BLVD	JETER JR, KENNETH A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190105	18512 SAN DIEGO BLVD	VANDYKE, SHARON M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190106	17380 ROSELAND BLVD BLVD	DAWSON II, MARKARL A	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190107	17401 ROSELAND BLVD	SADLER, JAMES L	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190155	18430 MIDDLESEX AVE	GARDNER, ODETTE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190156	18438 MIDDLESEX AVE	CONRATH, LILLIAN M	(25.00)





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	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190157	18441 MIDDLESEX AVE	SMITH, MARILYN D	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190158	18444 MIDDLESEX AVE	GRESHAM, IVAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190159	18458 MIDDLESEX AVE	DEW, ERNEST	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190160	18459 MIDDLESEX AVE	MATHIS, PENELOPE	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190161	18466 MIDDLESEX AVE	READUS, JULIUS J	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190162	18467 MIDDLESEX AVE	DENHAM, DESMOND	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190040	18200 KILBIRNIE AVE	GARDNER, JUDITH	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190035	19040 LACROSSE AVE	PLANTE, JOHN M	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190036	19061 LACROSSE AVE	RENFROE, JAMES N	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190037	18131 KILBIRNIE AVE	HAYGOOD, SHIEDA ADGERS	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190038	18151 KILBIRNIE AVE	DIZIK, PAUL J	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190039	18191 KILBIRNIE AVE	VOGEL, THOMAS	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190040	18200 KILBIRNIE AVE	GARDNER, JUDITH	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190041	18218 KILBIRNIE AVE	HILL, RUDOLPH C	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190042	18221 KILBIRNIE AVE	BROWN, JEROME	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190043	18230 KILBIRNIE AVE	CLAXTON, GENE	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190044	18250 KILBIRNIE AVE	PARKER, CORA	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190045	18760 HAMPSHIRE ST	SIEBERT, APRIL	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190046	18761 HAMPSHIRE ST	ZOLKOWER, DANIEL	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190047	18780 HAMPSHIRE ST	MENDELSON, DAVID	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190048	18800 HAMPSHIRE ST	JOHNSON, CHARLOTTE D	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190049	18820 HAMPSHIRE ST	CARTER, CARVEL	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190050	18838 HAMPSHIRE ST	ROBINSON, JUANDISHA H	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190051	18841 HAMPSHIRE ST	WILLIAMS, ANN M	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190052	18850 HAMPSHIRE ST	WILSON, ROBERT E	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190053	18870 HAMPSHIRE ST	PALMER, RONALD	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190054	18918 HAMPSHIRE ST	BARLOW, MARK A	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190174	18940 HAMPSHIRE ST	RUSSAW, EDDIE L	25.00
	25.00	credit to GL number: 101-000.000-458.000		
Permit	PM190175	18960 HAMPSHIRE ST	WILLIAMS, HERMAN	25.00
	25.00	credit to GL number: 101-000.000-458.000		



# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Permit	PM190176	18990 HAMPSHIRE ST	KEELING, RICHARD M	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190177	18991 HAMPSHIRE ST	BEVERLY, MICHELLE D	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190103	28250 SANTA BARBARA DR	HILL, TIMOTHY LEE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190104	18501 SAN DIEGO BLVD	JETER JR, KENNETH A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190105	18512 SAN DIEGO BLVD	VANDYKE, SHARON M	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190106	17380 ROSELAND BLVD BLVD	DAWSON II, MARKARL A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190107	17401 ROSELAND BLVD	SADLER, JAMES L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190108	17536 ROSELAND BLVD BLVD	NORRIS, SAMUEL L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190109	17537 ROSELAND BLVD	EGAN, RICHARD	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190110	17552 ROSELAND BLVD BLVD	PRZYBYLSKI, KAREN L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190111	17570 ROSELAND BLVD BLVD	17570 ROSELAND INVESTM	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190112	17590 ROSELAND BLVD BLVD	WOODGET, LAAIARIA	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190113	17627 RAINBOW DR	CAROTHERS JR, HOWARD	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190114	17630 ROSELAND BLVD BLVD	GREEN, GRACE	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190115	17656 ROSELAND BLVD BLVD	BOLADIAN, MARILYN S	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190116	18130 ROSELAND BLVD	FINANCIAL ASSOCIATES O	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190117	18140 ROSELAND BLVD	WILLIAMS, GERARD	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190118	18141 ROSELAND BLVD	KISHMISHYAN, MR SARGIS	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190119	17380 REDWOOD AVE	CLAYTON, JOHN L	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190120	17381 REDWOOD AVE	PALMER, MR LAWRENCE R	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190121	17411 REDWOOD AVE	EAVES, CHRISTIAN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190122	18131 REDWOOD AVE	MORRIS, ALAN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190123	18140 REDWOOD AVE	MASSE, MARK	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190124	18151 REDWOOD AVE	WALKER, DURAND A	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190125	18157 REDWOOD AVE	HRETZ, JOHN	25.00
		25.00 credit to GL number: 101-000.000-458.000		
Permit	PM190167	18255 MEADOWOOD AVE	ANYADIKE, NKECHI	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190168	18271 MEADOWOOD AVE	WILLIAMS, BRUCE	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190024	27800 RAINBOW CIR	THOMASMA, TIMOTHY	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190025	26297 MEADOWBROOK WAY	PARKER, TALEATHA	(25.00)
		25.00 credit to GL number: 101-000.000-001.000		
Permit	PM190026	17501 MARGATE AVE	PETER-KOYI, CHARLES O	(25.00)



# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190027	18150 MARGATE AVE	STANLEY-BURTON, TAJUAN	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190028	18160 MARGATE AVE	CHANEY, MARION	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190029	18180 MARGATE AVE	DAVIS, ANGELA J	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190030	26320 LATHRUP BLVD	COX, LUDOLPH	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190031	26366 LATHRUP BLVD	BRADLEY, CHARLES	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190032	26400 LATHRUP BLVD	SAMOSIUK, HALINA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190033	26600 LATHRUP BLVD	RUE, JANE W	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190169	26646 LATHRUP BLVD	PIZANA, ALVERTO J	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190170	26665 LATHRUP BLVD	MONCRIEF, WILLIAM	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190171	26666 LATHRUP BLVD	BOSTIC, MARCUS D	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190172	26686 LATHRUP BLVD	SMITH-JACKSON, CINDY M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190173	26810 LATHRUP BLVD	JACKSON, BARBARA	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190034	19015 LACROSSE AVE	SIMMONS-LOFTON, SHARON	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190035	19040 LACROSSE AVE	PLANTE, JOHN M	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190036	19061 LACROSSE AVE	RENFROE, JAMES N	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190037	18131 KILBIRNIE AVE	HAYGOOD, SHIEDA ADGERS	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190038	18151 KILBIRNIE AVE	DIZIK, PAUL J	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
Permit	PM190039	18191 KILBIRNIE AVE	VOGEL, THOMAS	(25.00)
	25.00	credit to GL number: 101-000.000-001.000		
<b>TOTAL:</b>			316	0.00

Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190013	27775 RACKHAM DR	FREEMAN JR, DOWARD	15.00
	15.00	credit to GL number: 101-000.000-458.000		
Permit	PM190016	28275 ELDORADO PL	STELLA, JOS	15.00
	15.00	credit to GL number: 101-000.000-458.000		
Permit	PM190017	27321 SANTA BARBARA DR	STORER, CORT V	15.00
	15.00	credit to GL number: 101-000.000-458.000		
Permit	PM190179	19041 ALHAMBRA CT	PRATER, DEITRA M	15.00
	15.00	credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			4	60.00

Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190018	18421 SARATOGA BLVD	COTTON, DENNIS L	15.00
	15.00	credit to GL number: 101-000.000-458.000		
Permit	PM190016	28275 ELDORADO PL	STELLA, JOS	15.00
	15.00	credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			2	30.00

Permit	Mechanical	Mechanical	Standard Item - Install/Replace Furn	
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# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Rec. Type	Record	Address	Owner	Revenue
Permit	PM190014	18970 ELDORADO PL	SMITH, TELITHA	50.00
		50.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			1	50.00

Permit	Mechanical	Mechanical	Standard Item - Install/Replace Furr	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM190013	27775 RACKHAM DR	FREEMAN JR, DOWARD	35.00
		35.00 credit to GL number: 101-000.000-458.000		
Permit	PM190018	18421 SARATOGA BLVD	COTTON, DENNIS L	35.00
		35.00 credit to GL number: 101-000.000-458.000		
Permit	PM190016	28275 ELDORADO PL	STELLA, JOS	35.00
		35.00 credit to GL number: 101-000.000-458.000		
Permit	PM190017	27321 SANTA BARBARA DR	STORER, CORT V	35.00
		35.00 credit to GL number: 101-000.000-458.000		
Permit	PM190179	19041 ALHAMBRA CT	PRATER, DEITRA M	70.00
		70.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			5	210.00

Permit	Outside Refuse Contai	Outside Refuse Container	Refuse Container - Dumpster Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PORC-190002	27354 RACKHAM DR	HAMMELL, MARK D	25.00
		25.00 credit to GL number: 101-000.000-457.000		
<b>TOTAL:</b>			1	25.00

Permit	Plumbing	Plumbing	Inspection - Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP190016	27840 LATHRUP	LANISTA COMPUTER TRAIN	40.00
		40.00 credit to GL number: 101-000.000-458.000		
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J	40.00
		40.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			2	80.00

Permit	Plumbing	Plumbing	Standard Item - Crock to Iron	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP190016	27840 LATHRUP	LANISTA COMPUTER TRAIN	37.00
		37.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			1	37.00

Permit	Plumbing	Plumbing	Standard Item - Dishwasher	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J	15.00
		15.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			1	15.00

Permit	Plumbing	Plumbing	Standard Item - Garbage Disposal	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J	15.00
		15.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			1	15.00

Permit	Plumbing	Plumbing	Standard Item - Lavatory	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J	60.00
		60.00 credit to GL number: 101-000.000-458.000		
<b>TOTAL:</b>			1	60.00

Permit	Plumbing	Plumbing	Standard Item - Sewer Repair	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP190016	27840 LATHRUP	LANISTA COMPUTER TRAIN	25.00
		25.00 credit to GL number: 101-000.000-458.000		



# Revenue Breakdown Report

03/30/2019

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

TOTAL:				1	25.00
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Permit	Plumbing	Plumbing	Standard Item - Shower		
Rec. Type	Record	Address	Owner		Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J		30.00
	30.00	credit to GL number: 101-000.000-458.000			
TOTAL:				1	30.00

Permit	Plumbing	Plumbing	Standard Item - Sink		
Rec. Type	Record	Address	Owner		Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J		30.00
	30.00	credit to GL number: 101-000.000-458.000			
TOTAL:				1	30.00

Permit	Plumbing	Plumbing	Standard Item - Water Closet (Toilet)		
Rec. Type	Record	Address	Owner		Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J		45.00
	45.00	credit to GL number: 101-000.000-458.000			
TOTAL:				1	45.00

Permit	Plumbing	Plumbing	Standard Item - Water Distribution		
Rec. Type	Record	Address	Owner		Revenue
Permit	PP190017	17310 RAINBOW DR	FARIS, JOHN J		25.00
	25.00	credit to GL number: 101-000.000-458.000			
TOTAL:				1	25.00

Permit	Shed	Shed	Standard Item - Shed Permit		
Rec. Type	Record	Address	Owner		Revenue
Permit	PSHED-001-19	27363 RAINBOW CIR	FIELDS, LEROY		65.00
	65.00	credit to GL number: 101-000.000-456.000			
TOTAL:				1	65.00

Permit	Temporary Sign	Temporary Sign	Temp Sign Fee - Temporary sign perm		
Rec. Type	Record	Address	Owner		Revenue
Permit	PTS-190001	28821 SOUTHFIELD RD	G & A REAL ESTATE INVE		15.00
	15.00	credit to GL number: 101-000.000-457.000			
TOTAL:				1	15.00

# Montly Inspection List

03/30/20

## CHARLIE FORD

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
PM180061	18659 RAINBOW DR	Final	09/20/18	03/12/19	Approved	85.00
PM180028	26651 MEADOWBROOK WAY	Final	03/05/19	03/05/19	Approved	65.00
PM180058	26336 MEADOWBROOK WAY	Final	03/07/19	03/12/19	Approved	95.00
PM180062	26336 MEADOWBROOK WAY	Final	03/07/19	03/12/19	Approved	115.00
PM190008	28425 WOODWORTH WAY	ROUGH	03/07/19	03/07/19	Approved	80.00
PM180055	27711 ELDORADO PL	Final	03/12/19	03/12/19	Approved	125.00
PM180065	18175 RAINBOW DR	Final/GAS P.	03/12/19	03/13/19	Approved	70.00
PM190014	18970 ELDORADO PL	Final	03/12/19	03/13/19	Approved	130.00
PM180021	18210 W 11 MILE RD	Final	03/12/19	03/12/19	Approved	75.00
PM180014	18251 WILTSHIRE BLVD	Final	03/26/19	03/26/19	Approved	90.00
PM180005	27760 EVERGREEN RD	Final	03/26/19	03/26/19	Approved	115.00

**Total Inspections: 11 1,045.00**

### Report Summary

Inspection.DateTimeCompleted  
Between 3/1/2019 12:00:00 AM  
AND 3/31/2019 11:59:59 PM

## George Beattie

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
PP180047	17575 SUNNYBROOK AVE	Final	03/05/19	03/06/19	Approved	165.00
PP190015	18467 MIDDLESEX AVE	SHOWER P.	03/05/19	03/06/19	Approved	220.00
PP180037	19010 W GLENWOOD BLVD	Final	03/07/19	03/08/19	Approved	115.00
PP190016	27840 LATHRUP	Final	03/19/19	03/19/19	Approved	102.00
PP190017	17310 RAINBOW DR	Final	03/26/19	03/27/19	Approved	260.00

**Total Inspections: 5 862.00**

### Report Summary

Inspection.DateTimeCompleted  
Between 3/1/2019 12:00:00 AM  
AND 3/31/2019 11:59:59 PM

## Jim Wright

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
E19-0011	18470 SANTA ANN AVE	Ordinance	03/01/19	03/01/19	Not Complied	0.00

PB180106	18530 DOLORES AVE	Final	03/06/19	03/06/19	Approved	155.00
PB180121	17401 SAN ROSA BLVD	Final	03/06/19	03/06/19	Approved	170.00
PB180124	27265 LATHRUP BLVD	Final	03/06/19	03/06/19	Approved	215.00
PS180013	18161 W 12 MILE RD	Final	03/13/19	03/12/19	Approved	200.00
PS180012	18211 W 12 MILE RD 2 NE	Final	03/13/19	03/12/19	Approved	200.00
PS190002	28935 SOUTHFIELD RD	Final	03/13/19	03/12/19	Approved	275.00
PB180085	26355 LATHRUP BLVD	Final	03/13/19	03/12/19	Approved	215.00
PB180136	27435 BLOOMFIELD DR	Final	03/13/19	03/15/19	Approved	275.00
E19-0014	27568 RAINBOW CIR	Ordinance	03/13/19	03/15/19	No Violation	0.00
PB180088	18190 MEADOWOOD AVE	Final	03/15/19	03/15/19	Approved	446.00
E19-0010	26812 ELDORADO PL	Ordinance	03/20/19	03/20/19	Complied	0.00
E19-0013	27031 SOUTHFIELD STE 200	Ordinance	03/20/19	03/20/19	Complied	0.00
PB180070	27934 CALIFORNIA NE DR	Final	03/20/19	03/20/19	Canceled	424.00
PB180017	27620 CALIFORNIA SE DR	Final	03/22/19	03/22/19	Approved	523.00
E19-0023	18631 RAINBOW DR	Ordinance	03/22/19	03/22/19	Complied	0.00
E19-0021	28725 SUNSET W BLVD	Ordinance	03/22/19	03/22/19	No Violation	0.00
PB180128	18849 MIDDLESEX AVE	Final	03/27/19	03/27/19	Approved	215.00
E19-0011	18470 SANTA ANN AVE	Ordinance	03/27/19	03/27/19	Not Complied	0.00
PB190017	26333 SOUTHFIELD RD	Followup	03/27/19	03/27/19	Not Ready	75.00
E19-0026	18581 BUNGALOW DR	Ordinance	03/27/19	03/27/19	Violation(s)	0.00
E19-0027	18511 WILTSHIRE BLVD	Ordinance	03/27/19	03/27/19	Violation(s)	0.00
E19-0016	17640 WILTSHIRE BLVD	Ordinance	03/27/19	03/27/19	Violation(s)	0.00
PB190020	27354 RACKHAM DR	Final	03/29/19	03/29/19	Approved	417.00
PM180032	18831 MIDDLESEX AVE	followup	03/29/19	03/29/19	Approved	130.00
PB180070	27934 CALIFORNIA NE DR	Final	03/29/19	03/29/19	Approved	424.00

**Total Inspections: 26**

**4,399.0**

**Report Summary**

Inspection.DateTimeCompleted  
Between 3/1/2019 12:00:00 AM  
AND 3/31/2019 11:59:59 PM

**paul cronk**

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
PE190012	28935 SOUTHFIELD RD	Final	02/26/19	03/12/19	Approved	65.00
PE180096	17575 SUNNYBROOK AVE	Final	03/05/19	03/05/19	Approved	79.00
PE180110	17616 WILTSHIRE BLVD	Final	03/05/19	03/05/19	Approved	196.00
PE190013	28425 WOODWORTH WAY	Rough	03/05/19	03/05/19	Approved	287.00
PE180072	26336 MEADOWBROOK WAY	Final	03/07/19	03/07/19	Approved	110.00
PE190019	28460 SOUTHFIELD RD	Rough	03/07/19	03/07/19	Approved	245.00
PE180085	18175 RAINBOW DR	Final	03/07/19	03/07/19	Disapproved	185.00
PE180077	26336 MEADOWBROOK WAY	Final	03/07/19	03/12/19	Approved	95.00
PE180028	18210 W 11 MILE RD	Final	03/12/19	03/12/19	Approved	70.00

PE180085	18175 RAINBOW DR	Final	03/12/19	03/12/19	Approved	185.00
PE190015	18741 LACROSSE AVE	Final	03/19/19	03/19/19	Approved	85.00
PE190016	28935 SOUTHFIELD RD	Final	03/19/19	03/19/19	Approved	95.00
PE190025	18790 DOLORES AVE	Final	03/21/19	03/21/19	Approved	70.00
PE180007	27760 EVERGREEN RD	Final	03/26/19	03/26/19	Approved	70.00
PE180116	18475 SAN QUENTIN DR	Re-Inspector	03/28/19	03/28/19	Approved	105.00

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**Total Inspections: 15 1,982.00**

**Report Summary**

Inspection.DateTimeCompleted  
Between 3/1/2019 12:00:00 AM  
AND 3/31/2019 11:59:59 PM





HEADQUARTERS  
 235 East Main Street  
 Suite 105  
 Northville, Michigan 48167

O 248.596.0920  
 F 248.596.0930  
 MCKA.COM

April 5, 2019

Invoice No: 21328 - 28

Sheryl Mitchell  
 City Administrator  
 City of Lathrup Village  
 27400 Southfield Road  
 Lathrup Village, MI 48076

Project 21328 Lathrup Village Plumbing, Mechanical and Electrical Inspections

Invoice & Supporting Documentation for Professional Inspection for Plan Review and Inspection Services Per Agreement (3/18/13).

Permit Fee Revenue Collected by the City (see attached Permit List):

**Professional Services from March 1, 2019 to March 31, 2019**

PLUMBING, MECHANICAL AND ELECTRICAL PLAN REVIEWS

PLUMBING AND MECHANICAL REINSPECTIONS

MECHANICAL INSPECTIONS

**Contract Amount**

Number of Revenue \$	870.00
Fee Each	.65
Total Fee	565.50

**Total Fee \$565.50**

ELECTRICAL INSPECTIONS

**Contract Amount**

Number of Revenue \$	960.00
Fee Each	.65
Total Fee	624.00

**Total Fee \$624.00**

PLUMBING INSPECTIONS

**Contract Amount**

Number of Revenue \$	362.00
Fee Each	.65
Total Fee	235.30

**Total Fee \$235.30**

**Invoice Total \$1,424.80**

**THANK YOU.** PLEASE REMIT TO ABOVE ADDRESS.

VIA EMAIL: SMITCHELL@LATHRUPVILLAGE.ORG



# Revenue Breakdown Report

03/30/2019

LV

Filter: All Records, Transaction.DateToPostOn Between 3/1/2019 12:00:00 AM AND 3/31/2019 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	277	7,013.00
<b>TOTAL</b>	<b>277</b>	<b>7,013.00</b>

Record Type Totals		
Unit:	Records	Revenue
Certificate	88	2,405.00
Permit	189	4,608.00
<b>UNIT TOTAL:</b>	<b>277</b>	<b>7,013.00</b>

Record Type Breakdowns		
Unit:	Records	Revenue
<b>Record Type: Certificate</b>		
Business Licenses	87	2,205.00
Vacant property	1	200.00
<b>TOTAL:</b>	<b>88</b>	<b>2,405.00</b>

Record Type: Permit	Records	Revenue
Building	8	2,311.00
Electrical	10	960.00
Mechanical	166	870.00
Outside Refuse Container	1	25.00
Plumbing	2	362.00
Shed	1	65.00
Temporary Sign	1	15.00
<b>TOTAL:</b>	<b>189</b>	<b>4,608.00</b>

Record Categories By Type		
Unit:	Records	Revenue
<b>Certificate</b>		
<b>Type: Business Licenses</b>		
	87	2,205.00
<b>TOTAL:</b>	<b>87</b>	<b>2,205.00</b>

Certificate	Type: Vacant property	Records	Revenue
		1	200.00
<b>TOTAL:</b>		<b>1</b>	<b>200.00</b>

Permit	Type: Building	Records	Revenue
Commercial, Add/Alter/Repair		1	75.00
Res. Add/Alter/Repair		5	1,593.00
Res. Single Family		2	643.00
<b>TOTAL:</b>		<b>8</b>	<b>2,311.00</b>

Permit	Type: Electrical	Records	Revenue
Electrical		10	960.00
<b>TOTAL:</b>		<b>10</b>	<b>960.00</b>

Permit	Type: Mechanical	Records	Revenue
Mechanical		166	870.00
<b>TOTAL:</b>		<b>166</b>	<b>870.00</b>

Permit	Type: Outside Refuse Container	Records	Revenue
		1	25.00

**Enforcement List**

Enforcement Number	Enforcement Type	Address	Date Filed	Status	Date Closed
E19-0014	new sump pump is draining water on neighl	27568 RAINBOW CIR	03/11/2019	No Cause for Act	03/15/2019
E19-0015	GARAGE DOOR OF OFFHOLE IN THE J	18891 RAINBOW DR	03/12/2019	Discovered	
E19-0016	TRASH AND DEBRIS ALONG SIDE HO	17640 WILTSHIRE BLVD	03/14/2019		
E19-0017	BRICK WALL IN REAR COLAPSED.	28505 SOUTHFIELD RD	03/15/2019	Discovered	
E19-0018	Fence damaged and falling down never inst	18705 SUNNYBROOK AVE	03/15/2019	Discovered	
E19-0019		18165 WILTSHIRE BLVD	03/19/2019		
E19-0020	light pole fell over	26333 SOUTHFIELD RD	03/20/2019	Discovered	
E19-0021	cars in street blocking sidewalk	28725 SUNSET W BLVD	03/20/2019	No Cause for Act	03/22/2019
E19-0022	Damaged fence	28950 LATHRUP BLVD BLVD	03/20/2019	Problem Reportec	
E19-0023	Instaling roof no permit	18631 RAINBOW DR	03/20/2019	Resolved	03/22/2019
E19-0024	Junk in dumpster bags for months out front	18790 SUNNYBROOK AVE	03/20/2019	Discovered	
E19-0026	sUMP PUMP ISSUE COMPLAINT MADI	18581 BUNGALOW DR	03/27/2019	Discovered	
E19-0027	MAYOR REPORTED RV IN DRIVE	18511 WILTSHIRE BLVD	03/27/2019	Resolved	04/03/2019

**Records: 13**

Page: 1

CITY OF LATHRUP VILLAGE  
CHILD ABUSE PREVENTION AND AWARENESS MONTH  
PROCLAMATION

WHEREAS, abuse and neglect are suffered by children in our communities regardless of age, race, gender, or economic situation;

WHEREAS, one in 10 children will be sexually abused before the age of 18;

WHEREAS, so many cases go unreported, and today’s technology has brought with it a new and dangerous form of child endangerment – the online predator;

WHEREAS, CARE House of Oakland County works to break the cycle of child abuse and neglect; provides a protective circle of light and hope for a better life; advocates for the safety and protection of children; and partners with community organizations and agencies;

NOW, THEREFORE, BE IT RESOLVED, that the Lathrup Village City Council hereby proclaim April 2019 as Child Abuse Prevention and Awareness Month in the City of Lathrup Village, Michigan.

IN WITNESS THEREOF, we have affixed our signature and caused the Seal of the City of Lathrup Village to be fixed on this 15<sup>th</sup> day of April, 2019.

\_\_\_\_\_  
Mykale Garrett, Mayor

\_\_\_\_\_  
Bruce Kantor, Mayor Pro-Tem

\_\_\_\_\_  
Ian Ferguson  
Council member

\_\_\_\_\_  
Saleem Siddiqi  
Council member

\_\_\_\_\_  
Donna Stallings  
Council member



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, Trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Mykale Garrett, Mayor of the City of  
Lathrup Village, do hereby proclaim  
April 27, 2019 as

# Arbor Day

In the City of Lathrup Village, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 15th day of April, 2019

Mayor \_\_\_\_\_

Mykale Garrett



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
 FR: Sheryl L. Mitchell, City Administrator  
 DA: April 15, 2019

RE: **MOTION TO APPROVE THE RENEWAL OF A 3-YEAR CONTRACT FOR ASSESSING SERVICES WITH OAKLAND COUNTY**

The City of Lathrup Village’s contract with Oakland County (Equalization Division) for Assessing Services. The current contract expires on June 30, 2019. The provided renewal reflects a 1% increase each year.

CONTRACT YEAR	REAL PROPERTY RATE	PERSONAL PROPERTY RATE
2019-2019 (Current)	\$ 14.41	\$ 12.80
2019-2020	\$ 14.54	\$ 12.93
2020-2021	\$ 14.69	\$ 13.06
2021-2022	\$ 14.84	\$ 13.19

Recommendation: We have a good working relationship with Oakland County and renewal of the contract for assessing services is recommended.

**Suggested Motion:**

To approve the renewal of a 3-year contract for assessing services for Oakland County.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,

**Equalization Division**  
(248) 858-0740 | [equal@oakgov.com](mailto:equal@oakgov.com)

March 28, 2019

Yvette Talley, City Clerk  
City of Lathrup Village  
27400 Southfield Rd.  
Lathrup Village, MI 48076-3489

RE: Renewal of Contract for Assessing Services with the City of Lathrup Village

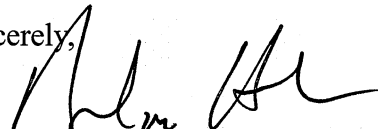
Dear Ms. Talley:

The existing assessing contract between Oakland County Equalization and the City of Lathrup Village will expire on June 30, 2019. In anticipation of a renewal of the contract, we have prepared four copies for your review and consideration by your City Officials. In preparing the renewal document, our office has reproduced the provisions of the existing contract except for the following provision; the cost per parcel has been adjusted by a 1% increase per year for three years. In summary, the cost per parcel to the City will be as follows:

<b>Contract Year</b>	<b>Real Property Rate</b>	<b>Personal Property Rate</b>
2019-2020	\$14.54	\$12.93
2020-2021	\$14.69	\$13.06
2021-2022	\$14.84	\$13.19

These rates will be effective for the period July 1, 2019 to June 30, 2022. When the attached renewal contract is approved by your Governing Body and the authorized officials have affixed their signatures, kindly return four (4) copies to Oakland County Equalization Division.

Should you have any questions or concerns, please do not hesitate to call me at 248-858-0760 or Kimberly Hampton at 248-858-2039. Thank you.

Sincerely,  
  
David M. Hieber  
Manager, Equalization Division  
Oakland County

DMH/kdh  
Enclosures

**CONTRACT FOR OAKLAND COUNTY  
EQUALIZATION DIVISION ASSISTANCE SERVICES  
WITH THE CITY OF LATHRUP VILLAGE  
(real and personal property services)**

This CONTRACT FOR OAKLAND COUNTY EQUALIZATION DIVISION ASSISTANCE SERVICES WITH THE CITY OF LATHRUP VILLAGE, (hereafter, this "Contract") is made and entered into between the COUNTY OF OAKLAND, a Michigan Constitutional and Municipal Corporation, whose address is 1200 North Telegraph Road, Pontiac, Michigan 48341 (hereafter, the "County"), and the City of Lathrup Village, a Michigan Constitutional and Municipal Corporation whose address is 27400 Southfield Road, Lathrup Village, Michigan, 48076-3489 (hereafter, the "Municipality"). In this Contract, either the County and/or the Municipality may also be referred to individually as a "Party" or jointly as "Parties."

**INTRODUCTORY STATEMENTS**

- A. The Municipality, pursuant to the laws of the State of Michigan (hereafter, the "State"), including, but not limited to, the Michigan General Property Tax Act (MCL 211.1, et seq.) is required to perform real and personal property tax appraisals and assessments for all nonexempt real and personal property located within the geographic boundaries of the Municipality for the purpose of levying State and local property taxes.
- B. The Parties recognize and agree that absent an agreement such as this, or pursuant to an order of the State Tax Commission mandating the County to perform all or some of the property tax appraisal and tax assessment responsibilities for real and/or personal property located within the Municipality's geographic boundaries (MCL 211.10(f)), the County, has no obligation to provide these Services to or for the Municipality.
- C. The Michigan General Property Tax Act (MCL 211.34(3)) provides that the County Board of Commissioners, through the Equalization Division may furnish assistance to local assessing officers in the performance of certain of these legally mandated, Municipality, property appraisal and assessment responsibilities.
- D. The Municipality has requested the County's Equalization Division assistance in performing the "Equalization Division Assistance Services" (as described and defined in this Contract) and has agreed in return to reimburse the County as provided for in this Contract.
- E. The County has determined that it has sufficient "Equalization Division Personnel," as defined herein, possessing the requisite knowledge and expertise and is agreeable to assisting the Municipality by providing the requested "Equalization Division Assistance Services" under the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of these premises and the mutual promises, representations, and agreements set forth in this Contract, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the County and the Municipality mutually agree as follows:

- §1. DEFINED TERMS. In addition to the above defined terms (i.e., "Contract", "County", "Municipality", "Party" and "Parties", and "State"), the Parties agree that the following words and expressions when printed with the first letter capitalized as shown herein, whether used in the singular or plural, possessive or nonpossessive, and/or either within or without quotation marks, shall, be defined and interpreted as follows:



- 1.1. "County Agent" or "County Agents" shall be defined as any and all Oakland County elected officials, appointed officials, directors, board members, council members, commissioners, authorities, other boards, committees, commissions, employees, managers, departments, divisions, volunteers, agents, representatives, and/or any such persons' successors or predecessors, agents, employees, attorneys, or auditors (whether such persons act or acted in their personal representative or official capacities), and/or any persons acting by, through, under, or in concert with any of them, excluding the Municipality and/or any Municipality Agents, as defined herein. "County Agent" and/or "County Agents" shall also include any person who was a County Agent anytime during the term of this Contract but, for any reason, is no longer employed, appointed, or elected and serving as a County Agent.
- 1.2. "Equalization Division Personnel" as used in this Contract shall be defined as a specific subset of, and included as part of the larger group of County Agents as defined above, and shall be further defined as any and all County Agents specifically employed and assigned by the County to work in the Equalization Division of the County's Department of Management and Budget as shown in the current County budget and/or personnel records of the County. For any and all purposes in this Contract, any reference to County Agents shall also include within that term any and all Equalization Division Personnel, but any reference in this Contract to Equalization Division Personnel shall not include any County Agent employed by the County in any other function, capacity or organizational unit of the County other than the Equalization Division of the Department of Management and Budget.
- 1.3. "Municipality Agent" or "Municipality Agents" shall be defined to include any and all Municipality officers, elected officials, appointed officials, directors, board members, council members, authorities, boards, committees, commissions, employees, managers, departments, divisions, volunteers, agents, representatives, and/or any such persons' successors or predecessors, agents, employees, attorneys, or auditors (whether such persons act or acted in their personal, representative, or official capacities), and/or any and all persons acting by, through, under, or in concert with any of them, except that no County Agent shall be deemed a Municipality Agent and conversely, no Municipality Agent shall be deemed a County Agent. "Municipality Agent" shall also include any person who was a Municipality Agent at any time during this Contract but for any reason is no longer employed, appointed, or elected in that capacity.
- 1.4. "Claim(s)" shall be defined to include any and all alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation costs and expenses, including, but not limited to, any reimbursement for reasonable attorney fees, witness fees, court costs, investigation and/or litigation expenses, any amounts paid in settlement, and/or any other amounts, liabilities or Claim(s) of any kind whatsoever which are imposed on, incurred by, or asserted against either the County and/or any County Agent, as defined herein, or any Claim(s) for which the County and/or any County Agent may become legally and/or contractually obligated to pay or defend against, or any other liabilities of any kind whatsoever, whether direct, indirect or consequential, whether based upon any alleged

violation of the constitution (Federal or State), any statute, rule, regulation or the common law, whether in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened and arising out of any alleged breach of any duty by the County and/or any County Agent to any third-person, the Municipality, including any Municipality Agent or any Municipality Taxpayer under or in connection with this Contract or are based on or result in any way from the County's and/or any County Agent's participation in this Contract.

- 1.5. "Municipality Taxpayer" shall be defined as any and all residents, property owners, persons, or taxable entities within the Municipality, or their representatives or agents, who may be liable or responsible for any property taxes assessed by the Municipality pursuant to any applicable State Property Tax Laws.
- 1.6. "State" shall be defined as the "State of Michigan," a sovereign governmental entity of the United States, and shall also include within its definition any and all departments or agencies of State government including specifically, but not limited to, the State Tax Commission, the State Tax Tribunal, and/or the State Department of Treasury.

§2. COUNTY EQUALIZATION DIVISION ASSISTANCE SERVICES. The Parties agree that the full and complete scope of any and all County Equalization Division Assistance Services shall be as described and limited in the following subsections (hereinafter defined and referred to as either "Equalization Division Assistance Services" or "Services").

- 2.1. "EQUALIZATION DIVISION ASSISTANCE SERVICES" OR "SERVICES" TO BE PROVIDED. "Equalization Division Assistance Services" or "Services", to be performed by County for the Municipality as those terms are defined in this Contract, shall only include and shall be limited to the following activities:
  - 2.1.1. This Contract is to provide for annual assessment of real and personal property from July 1, 2019 to June 30, 2022 as required by laws of the State of Michigan. The County agrees to make assessments of real and personal property within the Municipality pursuant to MCL 211.10d.
  - 2.1.2. The Equalization Division personnel will appraise all property, process all real and personal property description changes, prepare the assessment roll for real and personal property in the Municipality; attend March, July and December Boards of Review and other such duties as required by the State General Property Tax Laws. The Equalization Division personnel will also be available for consultation on all Michigan Tax Tribunal real and personal property and special assessment appeals and will assist the Municipality in the preparation of both the oral and written defense of appeals, as long as there is a current Contract in effect.
- 2.2. PURPOSE OF COUNTY "SERVICES". The Parties agree that the purpose of any and all "Equalization Division Assistance Services" or "Services" to be performed under this Contract shall be to assist (e.g., to help, aid, lend support, and/or participate in as an auxiliary, to contribute effort toward completion of a goal, etc.) the Municipality in the performance of that Municipality's official

functions, obligations, and Municipality's legal responsibilities for property tax appraisal and assessment pursuant to the applicable State Property Tax Laws.

- 2.3. MANNER COUNTY TO PROVIDE SERVICES. The Parties agree that any and all "Equalization Division Assistance Services" or "Services" to be provided by the County for the Municipality under this Contract shall be performed solely and exclusively by the County's "Equalization Division Personnel" as defined herein.
- 2.3.1. Equalization Division Personnel, including those certified as MMAO, shall be employed and assigned by the County in such numbers and based on such appropriate qualifications and other factors as decided solely by the County.
- 2.3.2. The Parties agree that the County shall be solely and exclusively responsible for furnishing all Equalization Division Personnel with all job instructions, job descriptions and job specifications and shall in all circumstances control, supervise, train or direct all Equalization Division Personnel in the performance of any and all Services under this Contract.
- 2.3.3. Except as otherwise expressly provided for herein, the Parties agree and warrant that, at all times and for all purposes relevant to this Contract, the County shall remain the sole and exclusive employer of all County Agents and Equalization Division Personnel and that the County shall remain solely and completely liable for any and all County Agents' past, present, or future wages, compensation, overtime wages, expenses, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances, training expenses, transportation costs, and/or other allowances or reimbursements of any kind, including, but not limited to, workers' disability compensation benefits, unemployment compensation, Social Security Act protection(s) and benefits, any employment taxes, and/or any other statutory or contractual right or benefit based on or in any way related to any County Agent's employment status.
- 2.3.4. This Contract is neither intended, nor shall it be interpreted, to create, change, grant, modify, supplement, supersede, alter, or otherwise affect or control, in any manner, form, or at any time, any right, privilege, benefit, or any other term or condition of employment, of any kind or nature whatsoever, in, upon, or for any County Agent or Equalization Division Personnel with the County, any applicable County employment and/or union contract, and/or any County rule(s), regulation(s), hours of work, shift assignment, order(s), policy(ies), procedure(s), directive(s), ethical guideline(s), etc., which shall, solely and exclusively, govern and control the employment relationship between the County and any County Agent or Equalization Division Personnel and/or the conduct and actions of any County Agent or any Equalization Division Personnel. To illustrate, but not otherwise limit, this Contract does not and shall not be interpreted to limit, modify, control, or otherwise affect, in any manner:
- 2.3.4.1. The County's sole and exclusive right, obligation, responsibility, and discretion to employ, compensate, assign, reassign, transfer, promote, reclassify, discipline, demote,

layoff, furlough, discharge any Equalization Division Personnel and/or pay any and all Equalization Division Personnel's wages, salaries, allowances, reimbursements, compensation, fringe benefits, or otherwise decide any and all such terms and conditions of employment and make any and all employment decisions that affect, in any way, the employment of any Equalization Division Personnel with the County, subject only to its applicable collective bargaining Contracts.

2.3.4.2. The County's sole and exclusive right, obligation, and responsibility to determine, establish, modify, or implement any and all operational policies, procedures, orders, rules, regulations, ethical guidelines, and/or any other judgment, policy or directive which, in any way, governs or controls any activity of any County Agent or Equalization Division Personnel, any necessary County Agent or Equalization Division Personnel's training standards or proficiency(ies), any level or amount of required supervision, any and all standards of performance, any sequence or manner of performance, and any level(s) of experience, training, or education required for any Equalization Division Personnel performing any County duty or obligation under the terms of this Contract.

2.3.5. The Municipality agrees that except as expressly provided for under the terms of this Contract and/or laws of this State, no County Agent or Equalization Division Personnel, while such person is currently and/or actively employed or otherwise remains on the payroll of the County as a County Agent shall be employed, utilized, or perform any other services, of any kind, directly or indirectly, in any manner or capacity, or otherwise be available to perform any other work or assignments by or for the Municipality during the term of this Contract. This section shall not prohibit the Municipality from employing any person who was a former County Agent but is no longer employed in that capacity by the County.

2.3.6. Except as otherwise expressly provided by the Contract and/or applicable State law, the Parties agree and warrant that neither the County, nor any County Agent, nor any Equalization Division Personnel, by virtue of this Contract or otherwise, shall be deemed, considered or claimed to be an employee of the Municipality and/or a Municipality Agent.

2.3.7. The Municipality shall not otherwise provide, furnish or assign any Equalization Division Personnel with any job instructions, job descriptions, job specifications, or job duties, or in any manner attempt to control, supervise, train, or direct any Personnel in the performance of any County's Equalization Division Assistance Services duty or obligation under the terms of this Contract.

2.4. LIMITS AND EXCLUSIONS ON COUNTY "SERVICES". Except as otherwise expressly provided for within this Contract, neither the County nor any County Agents shall be responsible for assisting or providing any other "Services" or

assistance to the Municipality or assume any additional responsibility for assisting the Municipality in any other way or manner with any Municipality obligations under any and all State Property Tax Laws, including, but not limited to, providing any attorney or legal representation to the Municipality or any Municipality Agent at any proceeding before the Michigan Tax Tribunal or any other adjudicative body or court, except as expressly provided for in this Contract.

2.4.1. The Municipality shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any Municipality tax appraisal or assessment functions or any other Municipality legal obligation under any applicable State Property Tax Laws. The Municipality shall employ and retain its own Municipality legal representation, as necessary, to defend any such claim or challenge before the State Tax Tribunal or any other court or review body.

2.4.2. Except for those express statutory and/or regulatory obligations incumbent only upon licensed Equalization Division Personnel (i.e., State Licensed and Certified Real and/or Personal Property Tax Assessors) to defend property tax appraisals and assessments that they either performed, or were otherwise performed under their supervision, before the Michigan Tax Tribunal, the Parties agree that no other County Agents, including any County attorneys shall be authorized, required and/or otherwise obligated under this Contract or pursuant to any other agreement between the Parties to provide any legal representation to or for the Municipality and/or otherwise defend, challenge, contest, appeal, or argue on behalf of the Municipality before the Michigan Tax Tribunal or any other review body or court.

§3. TERM OF CONTRACT. The Parties agree that the term of this Contract shall begin on the effective date of this Contract, as otherwise provided herein, and shall end on June 30, 2022, without any further act or notice from either Party being required. Any and all County Services otherwise provided to the Municipality prior to the effective date of this Contract, shall be subject to the terms and conditions provided for herein.

§4. NO TRANSFER OF MUNICIPALITY LEGAL OBLIGATIONS TO COUNTY. Except as expressly provided for in this Contract, the Municipality agrees that this Contract does not, and is not intended to, transfer, delegate, or assign to the County, and/or any County Agent or Equalization Division Personnel any civil or legal responsibility, duty, obligation, duty of care, cost, legal obligation, or liability associated with any governmental function delegated and/or entrusted to the Municipality under any applicable State Property Tax Laws.

4.1. The Municipality shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any Municipality tax appraisal or assessment functions or any other Municipality legal obligation. The Municipality agrees that under no circumstances shall the County be responsible for any costs, obligations, and/or civil liabilities associated with its Municipality function or any responsibility under any State Property Tax Law.

- 4.2. The Municipality shall not incur or create any debts, liens, liabilities or obligations for the County and shall take all necessary steps to ensure that any debts, liens, liabilities or obligations that the Municipality may incur shall not become a debt, liability, obligation or Claim(s) against the County.
- 4.3. The Parties agree that the Municipality shall at all times remain responsible for the ultimate completion of any and all Municipality duties or obligations under any and all applicable State Property Tax Laws. Nothing in this Contract shall relieve the Municipality of any Municipality duty or obligation under any applicable State Property Tax Law.
- 4.4. The Municipality and Municipality Agents shall be and remain responsible for compliance with all Federal, State, and local laws, ordinances, regulations, and agency requirements in any manner affecting any work or performance of this Contract or with any Municipality duty or obligation under any applicable State Property Tax Law.

§5. NO DELEGATION OR DIMINUTION OF ANY GOVERNMENTAL AUTHORITY. The Parties reserve to themselves any rights and obligations related to the provision of any and all of each Party's respective governmental services, authority, responsibilities, and obligations. Except as expressly provided otherwise herein, this Contract does not, and is not intended to, create, diminish, delegate, transfer, assign, divest, impair, or contravene any constitutional, statutory, and/or other legal right, privilege, power, civil or legal responsibility, obligation, duty of care, liability, capacity, immunity, authority or character of office of either Party to any other person or Party.

- 5.1. The Parties further agree, notwithstanding any other term or condition in this Contract, that no provision in this Contract is intended, nor shall it be construed, as a waiver of any governmental immunity, as provided by statute or applicable court decisions, by either Party, either for that Party and/or any of that Party's County or Municipal Agents.
- 5.2. Notwithstanding any other provision in this Contract, nothing in this Contract shall be deemed to, in any way, limit or prohibit the Oakland County Board of Commissioners statutory rights and obligations to review and/or further equalize Municipality property values or tax assessments and/or further act upon any Municipality assessment(s) of property taxes under any applicable State Property Tax Laws, including, but not limited to challenging any Municipality assessment before the Michigan Tax Tribunal.

§6. PAYMENT SCHEDULE. In consideration of the promises set forth in this Contract, the Municipality agrees to pay to the County during the life of this Contract: For the contract year 2019-2020 the sum of \$14.54 for each real property description and \$12.93 for each personal property description rendered; for the contract year 2020-2021 the sum of \$14.69 for each real property description and \$13.06 for each personal property description rendered; and finally, for the contract year 2021-2022 the sum of \$14.84 for each real property description and \$13.19 for each personal property description. Payment for the contract year 2019-2020 is payable on or before July 1, 2020, payment for the contract year 2020-2021 is payable on or before July 1, 2021 and payment for the contract year 2021-2022 is payable on or before July 1, 2022.

If during the term of this Contract, there are additional services requested of the County, the Parties shall negotiate additional fees to be paid by the Municipality.

- 6.1. All time incurred for Board of Review dates beyond the regular County working hours to be billed at the applicable Equalization Division personnel's overtime rate and charged to the Municipality over and above any other fees described in this Contract, with the following exceptions:
  - 6.1.1. One evening meeting as required by law under MCL § 211.30(3).
  - 6.1.2. Dates requiring overtime set by the Municipality Charter.
- 6.2. The Municipality agrees to be responsible for postage on all personal property statements and personal property notices mailed relating to work performed under this Contract. The Municipality agrees to be responsible for all photographic supplies.
- 6.3. If the Municipality fails, for any reason, to pay the County any monies when and as due under this Contract, the Municipality agrees that unless expressly prohibited by law, the County or the County Treasurer, at their sole option, shall be entitled to a setoff from any other Municipality funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any setoff or retention of funds by the County shall be deemed a voluntary assignment of the amount by the Municipality to the County. The Municipality waives any claims against the County or its Officials for any acts related specifically to the County's offsetting or retaining such amounts. This paragraph shall not limit the Municipality's legal right to dispute whether the underlying amount retained by the County was actually due and owing under this Contract.
- 6.4. If the County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the County any amounts due and owing the County under this Contract, the County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Contract. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 6.5. Nothing in this Section shall operate to limit the County's right to pursue or exercise any other legal rights or remedies under this Contract against the Municipality to secure reimbursement of amounts due the County under this Contract. The remedies in this Section shall be available to the County on an ongoing and successive basis if Municipality at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Contract, if the County pursues any legal action in any court to secure its payment under this Contract, the Municipality agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the Municipality.
- 6.6. Notwithstanding any other term or condition in this Contract, should the Municipality fail for any reason to timely pay the County the amounts required under this Contract, the Municipality agrees that the County may discontinue, upon thirty (30) days written notice to the Municipality, without any penalty or

liability whatsoever, any County services or performance obligations under this Contract.

§7. LIABILITY. The Municipality further agrees that the County shall not be liable to the Municipality for any and all Claim(s), except as otherwise expressly provided for in this Contract.

- 7.1. The Parties agree that this Contract does not and is not intended to create or include any County warranty, promise, covenant or guaranty, either express or implied, of any kind or nature whatsoever in favor of the other Municipality, and/or any Municipality Agents, or any Municipality Taxpayer or any other person or entity, or that the County's efforts in the performance of any obligation under this Contract will result in any specific monetary benefit or efficiency, or increase in any tax revenue for the Municipality, or will result in any specific reduction or increase in any property assessment, or guarantee that any County services provided under this Contract will withstand any challenge before the State Tax Tribunal or any court or review body, or any other such performance-based outcome.
- 7.2. In the event of any alleged breach, wrongful termination, and/or any default of any term or condition of this Contract by either the County or any County Agent, the County and/or any County Agent shall not be liable to the Municipality for any indirect, incidental, special or consequential damages, including, but not limited to any replacement costs for County Services, any loss of income or revenue, and/or any failure by the Municipality to meet any Municipality obligation under any applicable State Property Tax Laws, or any other economic benefit or harm that the Municipality may have realized, but for any alleged breach, wrongful termination, default and/or cancellation of this Contract, or damages beyond or in excess of the amount(s) of any amount paid to, received or retained by the County at the time of the alleged breach or default in connection with or under the terms of this Contract, whether such alleged breach or default is alleged in an action in contract or tort and/or whether or not the Municipality has been advised of the possibility of such damages. This provision and this Contract is intended by the Parties to allocate the risks between the Parties, and the Parties agree that the allocation of each Party's efforts, costs, and obligations under this Contract reflect this allocation of each Party's risk and the limitations of liability as specified herein.
- 7.3. Notwithstanding any other provision in this Contract, with regard to any and all alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation costs and expenses, including, but not limited to, any reimbursement for reasonable attorney fees, witness fees, court costs, investigation and/or litigation expenses, any amounts paid in settlement, and/or any other amounts, liabilities of any kind whatsoever which are imposed on, incurred by, or asserted against the Municipality or any Municipality Agent by any third person, including but not limited to any Municipality Agent or Municipality Taxpayer, arising out of any activities or Services to be carried out by any County Agent in the performance of this Contract, the Municipality hereby agrees that it shall have no rights pursuant to or under this Contract against the County and/or any County Agents to or for any indemnification (i.e., contractually, legally, equitably, or by implication)



contribution, subrogation, or other right to be reimbursed by the County and/or any of County Agents based upon any and all legal theories or alleged rights of any kind, whether known or unknown, for any and all alleged losses, claims, complaints, demands for relief or damages, judgments, deficiencies, liability, penalties, litigation costs and expenses of any kind whatsoever which are imposed on, incurred by, or asserted against the Municipality and which are alleged to have arisen under or are in any way based or predicated upon this Contract.

- 7.4. If the Municipality requests and the County agrees, the County may prepare the actual tax statement for mailing by the Municipality to Municipality residents. In preparing any such tax statement the County shall rely upon certain data provided by the Municipality beyond the data gathered by the County under this Contract, including, but not limited to, the applicable millage rate. The parties agree that under no circumstances shall the County be held liable to the Municipality or any third party based upon any error in any tax statement due to information supplied by the Municipality to the County for such purposes.

§8. MUNICIPALITY AGENTS AND COOPERATION WITH THE COUNTY. The Municipality agrees that it shall be solely and exclusively responsible, during the term of this Contract, for guaranteeing that all Municipality Agents fully cooperate with Equalization Division Personnel in the performance of all County Services under this Contract. Likewise, the County agrees that it shall be solely and exclusively responsible, during the term of this Contract, for guaranteeing that all Equalization Division personnel fully cooperate with Municipality agents in the performance of all County Services under this Contract.

- 8.1. Municipality Agents shall be employed and assigned based on appropriate qualifications and other factors as decided by the Municipality. The Municipality agrees that it shall be solely responsible for furnishing all Municipality Agents with all job instructions, job descriptions and job specifications and shall solely control, direct, and supervise all Municipality Agents and shall be solely responsible for the means and manner in which Municipality's duties or obligations under any applicable State Property Tax Laws are satisfied.
- 8.2. The Municipality agrees that it shall be solely and completely liable for any and all Municipality Agents' past, present, or future wages, compensation, overtime wages, expenses, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances, training expenses, transportation costs, and/or other allowances or reimbursements of any kind, including, but not limited to, workers' disability compensation benefits, unemployment compensation, Social Security Act protection(s) and benefits, any employment taxes, and/or any other statutory or contractual right or benefit based on or in any way related to any Municipality Agent's employment status or any alleged violation of any Municipality Agent's statutory, contractual (e.g., union, employment, or labor contract), constitutional, common law employment right, and/or civil rights by the Municipality. The Municipality agrees to indemnify and hold harmless the County from and against any and all Claim(s) which are imposed upon, incurred by, or asserted against the County or any County Agent by any Municipality Agent and/or which are based upon, result from, or arise from, or are in any way related to any Municipality Agent's wages, compensation, benefits, or other employment-

related or based rights, including, but not limited to, those described in this section.

- 8.3. The Municipality agrees that no Municipality Agent shall, by virtue of this Contract or otherwise, be considered or claimed to be an employee of the County and/or a County Agent. This Contract does not grant or confer, and shall not be interpreted to grant or confer, upon any Municipality Agents or any other individual any status, privilege, right, or benefit of County employment or that of a County Agent.
  - 8.4. The Municipality agrees to provide the County with information regarding any activity affecting the tax status of any parcel including but not limited to the following: Downtown Development Authorities, Redevelopment Plans, Tax Increment Financing Authorities. In addition, the municipality agrees to notify the County immediately of approval of any application for abatement or tax exemption.
  - 8.5. The Municipality agrees to inform the County Agents regarding any increase in taxation which is governed by the Truth in Taxation Act. Further, the Municipality agrees to inform the County Agents regarding any millage increase (new) or renewal.
  - 8.6. The Municipality will be responsible for Special Assessment billings, maintaining a paper trail of roll changes, maintaining the rolls in balance, and providing the Oakland County Equalization Division with the information necessary to prepare the warrant.
  - 8.7. The Municipality agrees that its agents will perform the following functions:
    - 8.7.1. Mechanically make name changes to Sidwell numbers on a monthly basis using the County's Computer terminals.
    - 8.7.2. Provide a copy of all building permits with Sidwell numbers to the County's Equalization Division on a monthly basis.
    - 8.7.3. Be responsible for the establishment, accuracy and compilation of all Special Assessment rolls in the Municipality.
    - 8.7.4. Forward all exemption applications, transfer affidavits, personal property statements and any and all other documents affecting the status or value of property located within the Municipality to the County's Equalization Division in a timely manner.
    - 8.7.5. Forward all information on splits and combinations after approval by the Municipality to the County's Equalization Division.
  - 8.8. In the event that Municipality Agents, for whatever reason, fail or neglect to undertake the tasks in Section 8.7 above, the County's Equalization Division may perform these tasks and they shall be paid on a time and material basis. Such rate shall be based upon the wages plus benefits of the person or persons performing said tasks.
- §9. INDEPENDENT CONTRACTOR. The Parties agree that at all times and for all purposes under the terms of this Contract, the County's and/or any and all County Agents' legal status and relationship to the Municipality shall be that of an Independent Contractor.

Except as expressly provided herein, each Party will be solely responsible for the acts of its own employees, Agents, and servants during the term of this Contract. No liability, right or benefits arising out of an employer/employee relationship, either express or implied, shall arise or accrue to either Party as a result of this Contract.

- §10. COUNTY PRIORITIZATION OF COUNTY RESOURCES. The Municipality acknowledges and agrees that this Contract does not, and is not intended to, create either any absolute right in favor of the Municipality, or any correspondent absolute duty or obligation upon the County, to guarantee that any specific number(s) or classification of County Agents will be present on any given day to provide County services to the Municipality.
- §11. INDEMNIFICATION. Each Party shall be responsible for any Claims made against that Party and for the acts of its Employees or Agents. In any Claims that may arise from the performance of this Contract, each Party shall seek its own legal representation and bear the costs associated with such representation including any attorney fees. Except as otherwise provided in this Contract, neither Party shall have any right under any legal principle to be indemnified by the other Party or any of its Employees or Agents in connection with any Claim. This Contract does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Contract shall be construed as a waiver of governmental immunity for either Party.
- §12. CANCELLATION OR TERMINATION OF THIS CONTRACT. Except as follows, and notwithstanding any other term or provision in any other section of this Contract, either Party, upon a minimum of ninety (90) calendar days written notice to the other Party, may cancel and/or completely terminate this Contract for any reason, including convenience, without incurring any penalty, expense, or liability to the other Party. The effective date for any such termination is to be clearly stated in the notice.
- 12.1. At 5:00 p.m. on the effective date of the cancellation of this Contract all Municipality and/or County obligations under this Contract, except those rights and obligations expressly surviving cancellation as provided for in this Contract, shall end.
- 12.2. The Municipality agrees that any and all Municipality obligations, including, but not limited to, any and all indemnification and hold harmless promises, waivers of liability, record-keeping requirements, any Municipality payment obligations to the County, and/or any other related obligations provided for in this Contract with regard to any acts, occurrences, events, transactions, or Claim(s) either occurring or having their basis in any events or transactions that occurred before the cancellation or completion of this Contract, shall survive the cancellation or completion of this Contract.
- §13. EFFECTIVE DATE, CONTRACT APPROVAL, AND AMENDMENT. The Parties agree that this Contract, and/or any subsequent amendments thereto, shall not become effective prior to the approval by concurrent resolutions of both the Oakland County Board of Commissioners and the Governing Body of the City of Lathrup Village. The approval and terms of this Contract, and/or any possible subsequent amendments thereto, shall be entered in the official minutes and proceedings of both the Oakland County Board of Commissioners and the Governing Body of the City of Lathrup Village

and shall also be filed with the office of the Clerk of the County and the Clerk for the City of Lathrup Village.

§14. The Parties agree that this Contract, and/or any possible subsequent amendments, shall be filed with the Michigan Secretary of State and this Contract, and/or any possible subsequent amendments, shall not become effective prior to this required filing with the Secretary of State.

14.1. The Parties agree that except as expressly provided herein, this Contract shall not be changed, supplemented, or amended, in any manner, except as provided for herein, and no other act, verbal representation, document, usage or custom shall be deemed to amend or modify this Contract in any manner.

§15. NO THIRD-PARTY BENEFICIARIES. Except as expressly provided herein for the benefit of the Parties (i.e., County or Municipality), this Contract does not, and is not intended to, create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right to be indemnified (i.e., contractually, legally, equitably, or by implication) and/or any right to be subrogated to any Party's rights in this Contract, and/or any other right of any kind, in favor of any person, including, but not limited to, any County Agent or Municipality Agent or any Municipality Taxpayer, any Taxpayer's legal representative, any organization, any alleged unnamed beneficiary or assignee, and/or any other person.

§16. CONSTRUED AS A WHOLE. The language of all parts of this Contract is intended to and, in all cases, shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party. As used in this Contract, the singular or plural number, possessive or nonpossessive shall be deemed to include the other whenever the context so suggests or requires.

§17. CAPTIONS. The section headings or titles and/or all section numbers contained in this Contract are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Contract.

§18. NOTICES. Except as otherwise expressly provided for herein, any and all correspondence, invoices, and/or any other written notices required, permitted or provided for under this Contract to be delivered to either Party shall be sent to that Party by first class mail. All such written notices, including any notice canceling or terminating this Contract as provided for herein, shall be sent to the other Party's signatory to this Contract, or that signatory's successor in office, at the addresses shown in this Contract. All correspondence or written notices shall be considered delivered to a Party as of the date that such notice is deposited with sufficient postage with the U.S. Postal Service.

§19. WAIVER OF BREACH. The waiver of a breach of any provision of this Contract shall not operate or be construed as a waiver of any subsequent breach. Each and every right, remedy and power granted to either Party or allowed it by law shall be cumulative and not exclusive of any other.

§20. ENTIRE CONTRACT. This Contract, consisting of a total of fourteen (14) pages, sets forth the entire agreement between the County and the Municipality and fully supersedes any and all prior agreements or understandings between them in any way related to the subject matter hereof. It is further understood and agreed that the terms and conditions herein are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the County and the Municipality in

any way related to the subject matter hereof, except as expressly stated herein. This Contract shall not be changed or supplemented orally and may be amended only as otherwise provided herein.

For and in consideration of the mutual assurances, promises, acknowledgments, warrants, representations, and agreements set forth in this Contract, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the undersigned hereby execute this Contract on behalf of the Parties, and by doing so legally obligate and bind the Parties to the terms and conditions of this Contract.

IN WITNESS WHEREOF, Kelly Garrett, Mayor of the City of Lathrup Village hereby acknowledges that she has been authorized by a resolution of the Governing Body of the City of Lathrup Village, a certified copy of which is attached, to execute this Contract on behalf of the Municipality and hereby accepts and binds the City of Lathrup Village to the terms and conditions of this Contract.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Kelly Garrett, Mayor  
City of Lathrup Village

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Yvette Talley, Clerk  
City of Lathrup Village

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, a certified copy of which is attached, to execute this Contract on behalf of the Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Contract.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
David T. Woodward, Chairperson  
Oakland County Board of Commissioners

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print Name) \_\_\_\_\_ DATE: \_\_\_\_\_  
County of Oakland



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
 FR: Sheryl L. Mitchell, City Administrator  
 DA: April 15, 2019

RE: **MOTION TO AWARD CONTRACT TO TRENDSET COMMUNICATIONS GROUP, LLC FOR VERKADA SECURITY CAMERA SYSTEM WITH A 5-YEAR LICENSE**

The City Council approved in the FY 2018-2019 Capital Improvements Budget \$25,000 for a Police and Building Security System.

Chief McKee has solicited quotes from 5 different vendors and is recommending the Verkada Security Camera. They were the only vendor that provide cloud-based video storage and their products come with a 10-year replacement warranty. The system consists of 17 indoor cameras (4 with audio) and 6 outdoor cameras. The cameras will remain operational even if the internet goes down and operate on a low bandwidth. The cameras have no ongoing maintenance, with automatic firmware and software updates provided by Verkada. The system does not require a server. The cameras include tamper and motion alerts, as well as monitor the health of each camera. The system allows for live and archived video sharing. The cameras are “plug and play” and can be moved to new locations easily. The ongoing fees are relative to the licensing.

CAMERAS	LICENSING PERIOD	COST
23	3	\$ 24,967.00
23	5	\$ 27,313.00
23	10	\$ 34,628.00

Recommendation: At the April 1, 2019 Study Session, Council indicated a preference for the 5-year licensing agreement.

**Suggested Motion:**

To approve the renewal of a 5-year contract with Trendset Communications Group, LLC for the purchase of 23 Verkada cameras, with a 5-year license.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,



**Trendset Communications Group,  
LLC**

Phone: (586) 765-0770  
 Fax: (586) 948-9977  
 23885 Denton St  
 Clinton Twp, MI 48036

**Quote**

No.: **2244**  
 Date: 3/28/2019

Prepared for:

Lathrup Village - City Hall (HQ)  
 27400 Southfield Road  
 Lathrup Village, MI 48076 USA

Prepared by: Kelly A. Evans

Account No.: 1273  
 Phone: (248) 557-2600

Quantity	Item ID	Description	UOM
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**Scope of Work: Installation of (6) Outdoor Verkada cameras, (17) Indoor Verkada cameras (four of which have audio) at PD and City Hall building. Includes 5-year camera licensing, cable testing, and documentation.**

6	Camera - Verkada - Outdoor Dome D50 Series - 30 Days Video Storage	Verkada D50 Outdoor Dome - 30 Days	
13	Camera - Verkada - Indoor MiniDome D40 Series - 30 Days Video Storage	Verkada D40 Indoor MiniDome - 30 Days	
4	Camera - Verkada - Indoor Dome D30 Series - 30 Days Video Storage	Verkada D30 Indoor Dome - 30 Days	
6	Camera - Verkada - Mount - Arm Kit	Verkada Mounting Arm Kit	
6	Camera - Verkada - Mount - Pendant Cap Adapter Kit	Verkada Pendant Cap Mounting Kit	
23	License - Verkada - 5 Year	Verkada 5 Year Camera License	
1	Switch - 24 Port Signamax Gigabit, 2 SFP Ports w/PoE	Signamax 24 PORT Gigabit PoE+ switch with 2 SFP ports	
1	Misc Materials	RAC - 6U Adjustable Wall Bracket 12"-18"D	
5,000	CAT6 - Hitachi - Plenum - 4 Pair 23AWG - Blue	Hitachi ECO Plenum Category 6 Cable, Blue, per foot	
1	RAC - Patch Panel Cat6, 24 Port Signamax	Signamax 24458MD-C6C 110-IDC Punchdown Category 6C RJ45 Modular Patch Panel; Rack Mount, 4-Pair, 24-Port, 1-Rack Unit, Black	
100	HAR - Beam Clamps	Beam Clamps, 1/4"-20 Iron, 1 unit, electroplated finish	
100	HAR - J-Hooks 2"	2" J Hooks to hang cable	
22	CAB - RJ45 Connectors/ Mods Clear	RJ45 Connectors, Indoor Clear	
72.00	Labor	Installation	

**Quote**

No.: **2244**

Date: 3/28/2019

Quantity	Item ID	Description	UOM
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2.00 Labor - Documentation Documentation

Submittals  
Drawings and BoM

Your Price:                      **\$27,313.02**

Total:                       
                     **\$27,313.02**

Prices are firm until 4/27/2019      Terms: Net 30

**Prepared by:** Kelly A. Evans, kevans@tcg-pros.com

**Date:** 3/28/2019

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Disclaimer**

All prices quoted are valid for 30 business days. Please fax signed quote to 586-948-9977 or email to kevans@tcg-pros.com with attention to Kelly Evans.





**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: April 15, 2019

RE: **MOTION TO APPROVE THE APPLICATION AND COST PARTICIPATION AGREEMENT FOR THE 2019 OAKLAND COUNTY LOCAL ROAD IMPROVEMENT MATCHING FUND PILOT PROGRAM.**

The Board of Commissioners of Oakland County has approved funding under the 2019 Pilot Local Road improvement Program. The City of Lathrup Village submitted an application for the resurfacing of Sunnybrook Avenue that has been approved.

The maximum county share for Lathrup Village is \$13,603. The local match is required to be a minimum of 50% of the total project award. The local match will be budgeted for FY 2019/20 in the Local Road Fund – Road Maintenance (Acct #203.703.000-861.000).

Enclosed is a copy of the Agreement for your approval.

**Suggested Motion:**

To Approve the Cost Participation Agreement and Cost Sharing Agreement for the 2019 Oakland County Local Road Improvement Matching Fund Pilot Program and authorize the City Administrator to sign on behalf of the City.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,

**CITY OF LATHRUP VILLAGE, MICHIGAN**

**RESOLUTION TO APPROVE THE COST PARTICIPATION AGREEMENT FOR THE  
2019 OAKLAND COUNTY LOCAL ROAD IMPROVEMENT MATCHING FUND PILOT PROGRAM**

**WHEREAS** poor conditions on our roads create an impediment to the economic development of our community and diminish the excellent quality of life our residents expect; and

**WHEREAS** Oakland County has partnered with our local government to provide much needed investment in our local transportation infrastructure; and

**WHEREAS** the Board of Commissioners of Oakland County has approved funding under the 2019 Pilot Local Road Improvement Program; and

**WHEREAS** the City of Lathrup Village's application for the resurfacing of Westbound 11 Mile (from the east City border to Southfield Road) that has been approved; and

**WHEREAS** the maximum county share for Lathrup Village, as part of the Local Road Improvement Program is \$13,603. The local match is required to be a minimum of 50% of the total project award.

**WHEREAS** the local match will be budgeted in the Local Road Fund – Road Maintenance.

**NOW THEREFORE, BE IT RESOLVED** that the Lathrup Village City Council approves the 2019 Cost Participation Agreement for the 2019 Oakland County Local Road Improvement Matching Fund Pilot Program and authorize the City Administrator to sign on behalf of the City of Lathrup Village.

Adopted this 15<sup>th</sup> Day of April 2019.

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Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on May 21, 2018.

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Yvette Talley, Clerk



## BOARD OF COMMISSIONERS

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1200 N. Telegraph Road  
Pontiac, MI 48341-0475  
Phone: (248) 858-0100  
Fax: (248) 858-1572

March 26, 2019

To Whom it May Concern:

The Oakland County Board of Commissioners will be accepting applications for projects to be included in the 2019 Local Road Improvement Pilot Program. The fourth year of this pilot program is continuing as a partnership by the Board with County Executive L. Brooks Patterson to assist local cities and villages with maintenance and improvements on local roads and streets under their jurisdiction.

Enclosed you will find:

- 2019 Project Application Form
- Program Policies and Guidelines
- 2019 Approved Distribution Formula and Available Allocations Amounts
- Schedule for Project Consideration by the Board of Commissioners

The Board of Commissioners has tentatively set aside \$1.5 million for the 2019 program. Funds are allocated to communities using an allocation formula modeled on the Tri-Party formula. Participating local cities and villages will be responsible to match any county investment at a minimum of 50% of the cost of the project budget.

A Local Road Improvement Program Special Committee has been established to take the lead in reviewing and make recommendations to the Board regarding project applications. Following review by the Special Committee, the County Commissioner or Commissioners representing the project community will introduce a resolution authorizing the project for consideration by the Board.

Please note that, in order to meet statutory requirements, projects authorized under this program must contribute to the purpose of encouraging and assisting businesses to locate and expand within the County.

It is the goal of the Board of Commissioners to have a streamlined process, without excessive paperwork and unnecessary delays, to put the funds to work quickly, improving road conditions. Please note that the **final deadline to submit applications is May 3, 2019.** Projects received prior to the deadline may be moved forward on an expedited schedule.

If you have any questions regarding the program, the application process or policies, please feel to contact Amy Aubry, Board of Commissioners Analyst at (248)858-1067 or [aubrya@oakgov.com](mailto:aubrya@oakgov.com). You can also contact your local County Commissioner for assistance.

Sincerely,

Penny Luebs  
Oakland County Commissioner  
Special Committee Chair

Gary McGillivray  
Oakland County Commissioner  
Special Committee Vice-Chair

Adam Kochenderfer  
Oakland County Commissioner  
Special Committee Member



**BOARD OF COMMISSIONERS**

**1200 N. Telegraph Road  
Pontiac, MI 48341-0475**  
Phone: (248) 858-0100  
Fax: (248) 858-1572

**2019 APPLICATION FORM**

**LOCAL ROAD IMPROVEMENT MATCHING FUND PILOT PROGRAM**

**Background:** Oakland County has established a Local Road Improvement Matching Fund Pilot Program for the purposes of improving economic development in Oakland County cities and villages. The County intends this Program to assist its municipalities by offering limited matching funds for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages.

**Project Policies and Guidelines:** The Oakland County Board of Commissioners and the Local Road Improvement Special Committee has established policies, procedures and guidelines for project consideration. These documents have been included as Attachment “A”.

**Available Funding:** Oakland County’s maximum contribution for projects in eligible cities or villages has been established within the distribution formula included as Attachment “B”.

**Required Matching Funds:** A city or village participating in the Local Road Improvement Matching Fund program shall match any funds authorized by the Oakland County Board of Commissioners in an amount equal to a minimum of 50% of the cost of the total project award. Funding shall be utilized to supplement and enhance local road maintenance and improvement programs. Funding is not intended to replace existing budgeted local road programs or to replace funding already committed to road improvements.

**REQUESTING LOCAL GOVERNMENT**

MUNICIPALITY	CONTACT PERSON	TELEPHONE NUMBER
STREET ADDRESS	CITY/ZIP	E-MAIL ADDRESS

# PROJECT INFORMATION

SHORT DESCRIPTION OF PROJECT

ROAD/ROAD(S) TO BE IMPROVED

DESCRIPTION

# PROJECT BUDGET

MAX COUNTY MATCH	LOCAL MATCH	TOTAL PROJECT BUDGET
DESCRIPTION OF PROPOSED PROJECT EXPENDITURES		

# ECONOMIC IMPACT OF PROJECT

The Local Road Improvement Pilot Program has been established under MCL 123.872, the Gifts of Property Act, which provides that "A county may grant or loan funds to a township, village, or city located within that county for the purpose of encouraging and assisting businesses to locate and expand within the county."

DESCRIBE HOW THE PROJECT MEETS THE STATUTORY REQUIREMENT OF ENCOURAGING AND ASSISTING BUSINESS TO LOCATE AND EXPAND IN THE COUNTY

**ADDITIONAL INFORMATION**

The Local Road Improvement Program Special Committee of the Oakland County Board of Commissioners has been tasked with managing this program and making recommendations for project approval. Please supply any additional information you believe may be helpful in the consideration of your application.

OPTIONAL ADDITIONAL INFORMATION

**REPORT FOLLOWING COMPLETION OF THE PROJECT**

MCL 123.872 requires that “the grant or loan contract made by a county shall require a report to the county board of commissioners regarding the activities of the recipient and the degree to which the recipient has met the stated public purpose of the funding”.

I, on behalf of \_\_\_\_\_, have been provided with a copy of the Policies and Procedures of the Local Road Improvement Program (Attachment “A”) and agree to comply with these terms and conditions.

I, on behalf of \_\_\_\_\_, understand and agree to comply with the requirement to provide the Oakland County Board of Commissioners with a report following the completion of an approved project outlining the degree to which the project met the stated purpose of the funding.

\_\_\_\_\_  
Signature of Authorized Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

Please return completed application to: Local Road Improvement Special Committee  
Oakland County Board of Commissioners  
1200 N. Telegraph Road  
Pontiac, MI 48341-0475

A pdf copy of application can be emailed to: Amy Aubry, Analyst [aubrya@oakgov.com](mailto:aubrya@oakgov.com)

**Questions regarding the application and approval process should be directed to Amy Aubry at the email address above or by phone at (248)858-1067.**



**PILOT LOCAL ROAD IMPROVEMENT MATCHING FUND PROGRAM**

**STATEMENT OF PURPOSE**

Oakland County Government recognizes that Michigan law places the primary responsibility for road funding on the State and non-county local units of government. However, the County also recognizes that the law does permit a limited, discretionary role for the County in assisting a road commission and local units within a county by supporting some road maintenance and improvement efforts.

Accordingly, for many years Oakland County has voluntarily provided limited assistance to its cities, villages and townships (CVT's) and to the Road Commission of Oakland County (RCOC) by investing in a discretionary Tri-Party Road Program. Authorized under Michigan law, the County's tri-party funding contributions primarily facilitate safety improvement projects on CVT roads under the jurisdiction of the RCOC. By law, tri-party funds cannot be used to fund projects on roads solely under the jurisdiction of CVT's.

Recognizing a continuing need to better maintain local CVT streets and roads, yet being ever mindful of the County's limited responsibility for and jurisdiction over non-County roads and streets, Oakland County Government wishes to pilot a discretionary program that is more flexible than the current Tri-Party Road Program, one that will allow Oakland County to assist its cities and villages with maintenance and safety projects on non-County roads.

Not being the funding responsibility of County government, local CVT roads generally cannot be maintained or improved using County funds because doing so would be considered to be the "gifting" of County resources. However laudable the purpose, Michigan law generally forbids the gifting of government resources. To avoid application of the constitutionally-based gifting restriction, the state legislature must, and in this arena has, determined that a public benefit results from a taxpayer investment, one that provides a *quid pro quo* sufficient to avoid application of the gifting prohibition. Here, the legislature has determined that the economic development benefit presumed to accrue to a county as a result of local street and road investments can provide a sufficient *quid pro quo* to county taxpayers justifying a discretionary county investment in a non-county road, a benefit that constitutes a fair exchange for value and not a gift.

This legislative determination is set forth in 1985 P.A. 9, which amended 1913 P.A. 380, by adding a new section 2, which in pertinent part provides:

"(1)...A county may grant or loan funds to a township, village or city located within that county for the purpose of encouraging and assisting businesses to locate and expand within the county...

(2) A loan or grant made under subsection (1) may be used for local public improvements or to encourage and assist businesses in locating or expanding in this state, to preserve jobs in this state, to encourage investment in the communities in this state, or for other public purposes."

Communities that wish to attract, retain and grow business, retain jobs and encourage community investment, needs a safely maintained road infrastructure. This road infrastructure must include both residential and commercial roads as workers and consumers need to get to and from work, shopping, schools and recreation. In a fiscally prudent and limited manner, the County wishes to

help its cities and villages accomplish this objective by test-piloting a new local road improvement matching fund program.

Any such program must be mindful of the limits imposed under Public Act 9. One important restriction Public Act 9 imposed on grants or loans made pursuant to Subsection 2 of the Act is the mandate that, "A grant or loan under this Subsection shall not be derived from ad valorem taxes except for ad valorem taxes approved by a vote of the people for economic development." This means that funding for an expanded local road assistance program cannot utilize proceeds from any of Oakland County's ad valorem tax levies since no levy has been approved by voters specifically for economic development.

Given this limitation, it appears that the state statutory revenue sharing appropriated to the County can provide a non-ad valorem source of funds that legally can be used to support the pilot program. Competition for those funds, which are limited in amount, is fierce and their yearly availability is subject to the state legislative process. In the recent past, the State stripped all of those funds away from Michigan counties. Understanding that reality, it shall be the policy of the Oakland County Board of Commissioners that the Board shall not appropriate any County funds for a local road improvement matching fund program for non-County roads in any year where the State of Michigan fails to appropriate statutory revenue sharing funds to Oakland County in an amount sufficient to allow the County to first prudently address its core functions.

Act 9 imposes additional conditions on grants and loans. These include requirements that the loan or grant shall be administered within an established application process for proposals; that any grant or loan shall be made at a public hearing of the county board of commissioners and that the Board shall require a report to the county board of commissioners regarding the activities of the recipient and a report as to the degree to which the recipient has met the stated public purpose of the funding.

Understanding all of the above, the Oakland County Board of Commissioners hereby establishes the following Pilot Local Road Improvement Matching Fund Program:

### **PROGRAM SUMMARY**

The Board of Commissioners establishes a Pilot Local Road Improvement Matching Fund Program for the purposes of improving economic development in Oakland County cities and villages. The County intends this Program to assist its municipalities by offering limited matching funds for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages.

A city or village participating in the Local Road Improvement Matching Fund Program shall match any fund authorized by the Board of Commissioners in an amount equal to a minimum of 50% of the cost of the total project award. County participation shall be limited to a maximum of 50% of the cost of the total project budget. Funding shall be utilized to supplement and enhance local road maintenance and improvement programs. Funding is not intended to replace existing budgeted local road programs or to replace funding already committed to road improvements.

## **PROJECT GUIDELINES**

Program funding shall be utilized solely for the purposes of road improvements to roads under the jurisdiction of local cities and villages. Road improvements may include, but not be limited to, paving, resurfacing, lane additions or lengthening, bridges, or drainage as such improvements relate to road safety, structure or relieving congestion.

Program funding:

May be utilized to supplement a local government's matched funding for the purposes of receiving additional federal transportation funding;

May not be utilized to fulfill a local government's responsibility to fund improvements to state trunklines;

Shall be limited to real capital improvements to roadways and shall not be utilized for other purposes, such as administrative expenses, personnel, consultants or other similar purposes;

Shall not be utilized for non-motorized improvements, unless these improvements are included in a project plan for major improvements to a motorized roadway;

Shall be utilized for projects that will result in a measurable improvement in the development of the local economy and contribute to business growth. Recipients shall be responsible for providing an outline of the economic benefits of the project prior to approval and for reporting to the Board of Commissioners after the completion of the project on the benefits achieved as a result of the projects.

## **ADMINISTRATION**

Local Road Improvement Matching Fund Program projects may be appropriated by the Board of Commissioners in compliance with the County budget process. The amount of funds to be dedicated for the Pilot Program shall be determined by the Board of Commissioners on an annual basis. Program funding may be reduced or eliminated based upon the ability of the County government to meet primary constitutional and statutory duties. The Board of Commissioners expressly reserves the right to adjust the County matching funds share at any time based upon County budget needs.

In accordance with MCL 123.872, funds dedicated to the Local Road Improvement Matching Fund Program shall not be derived from ad valorem tax revenues. Program funding shall be limited to funds derived from the County's distribution from the Michigan General Revenue Sharing Act. Reduction or elimination of the County's distribution of revenue sharing funds may result in the elimination or suspension of the program.

Funding availability shall be distributed based upon a formula updated annually. The formula will consist of:

1. A percentage derived from the number of certified local major street miles in each city and village divided by aggregate total of certified local major street miles of all cities and villages in the County.

2. A percentage derived from the population of each city and village as determined by the last decennial census conducted by the U.S. Census Bureau divided by the aggregate total population of cities and villages in the County.
3. A percentage derived from the three-year rolling total of the number of crashes on city and village major local streets divided by the aggregate three-year rolling crash numbers for all city and village major local streets, using the most recent data available. The crash data will be supplied by the Road Commission for Oakland County using data from the Traffic Improvement Association.

Each city and villages percentage allocation shall be determined by adding each factor percentage and dividing that total by three. The amount of funds available for match shall be determined by the total amount of funds allocated by the Board of Commissioners added to an equal amount representing the match provided by local cities and villages.

The Chairman of the Board of Commissioners shall establish a Special Committee on the Local Road Improvement Program. This Special Committee shall consist of three members, with two members representing the majority caucus and one member representing the minority caucus. It shall be the responsibility of the Special Committee to direct the administration of this program, receive applications for program funding and make recommendations of acceptance to the Board of Commissioners. The Special Committee may consult with County departments, staff and the Road Commission for Oakland County in the conduct of its business.

## **DISBURSEMENT**

The Special Committee shall forward recommendations for approval of Local Road Improvement Matching Fund Program projects to the Chairman of the Board of Commissioners. This recommendation shall include a cost participation agreement between the County and participating municipality. Minimally, cost participation agreements shall include: responsibility for administering the project, the project location, purpose, scope, estimated costs including supporting detail, provisions ensuring compliance with project guidelines, as well as disbursement eligibility requirements. The cost participation agreement shall also require the maintenance of supporting documentation to ensure compliance with the following provisions:

1. Any and all supporting documentation for project expenditures reimbursed with appropriated funding shall be maintained a minimum of seven years from the date of final reimbursement for actual expenditures incurred.
2. The Oakland County Auditing Division reserves the right to audit any and all project expenditures reimbursed through the program.

Upon receipt of recommendation of project approval from the Special Committee, the County Commissioner or Commissioners, representing the area included in the proposed project, may introduce a resolution authorizing approval of the project and the release of funds. Resolutions shall be forwarded to the Economic Growth and Infrastructure Committee of the Board of Commissioners, who shall review and issue a recommendation to the Board on the adoption of the resolution. The Chairperson of the Economic Growth and Infrastructure Committee shall schedule a public hearing before the Board of Commissioners prior to consideration of final approval of the resolution.

The deadline for projects to be submitted for consideration shall be established by the Special Committee. The Special Committee may work with participating municipalities to develop a plan

for projects that exceed that municipality's annual allocation amount. This may include a limited plan to rollover that municipality's allocation for a period of years until enough funding availability has accrued to complete the project, subject to funding availability.

Upon completion of project plans and execution of the local participation agreement by the County and governing authority of the local municipality, the participating municipality shall submit an invoice in accordance with the terms and conditions included in the agreement. The Oakland County Department of Management and Budget Fiscal Services Division shall process payments in accordance with policies and procedures as set forth by the Department of Management and Budget and the Oakland County Treasurer.

In the event an eligible local unit of government chooses not to participate in the Local Road Improvement Matching Fund Program, any previously undistributed allocated funding may be reallocated to all participating local units of government at the discretion of the Local Road Improvement Program Special Committee.

At the completion of each project, the participating local government shall provide a report to the Board of Commissioners regarding the activities of the recipient and the degree to which the recipient has met the stated public purpose of the funding as required by MCL 123.872.

**LRIP DISTRIBUTION FORMULA  
2019**

Attachment "B"

City/Village	Cert Major Local Road Mil Miles %	Population	Pop %	Crash Data	Crash %	Miles+Pop+Crash	Minimum Project Cost	Rollover Allocation	Max County Match	
Auburn Hills	32.33	4.82%	21,412	2.80%	236	1.34%	2.99%	\$89,579	\$698	\$45,488
Berkley	15.63	2.33%	14,970	1.96%	55	0.31%	1.53%	\$46,018	\$358	\$23,367
Beverly Hills	10.99	1.64%	10,267	1.34%	40	0.23%	1.07%	\$32,068	\$250	\$16,284
Bingham Farms	1.02	0.15%	1,111	0.15%	54	0.31%	0.20%	\$6,061	\$47	\$3,078
Birmingham	21.87	3.26%	20,103	2.63%	580	3.29%	3.06%	\$91,782	\$715	\$46,606
Bloomfield Hills	8.83	1.32%	3,869	0.51%	235	1.33%	1.05%	\$31,623	\$246	\$16,058
Clarkston	1.48	0.22%	882	0.12%	37	0.21%	0.18%	\$5,498	\$43	\$2,792
Clawson	9.62	1.44%	11,825	1.55%	134	0.76%	1.25%	\$37,497	\$292	\$19,041
Farmington	7.36	1.10%	10,372	1.36%	183	1.04%	1.17%	\$34,975	\$272	\$17,760
Farmington Hills	58.36	8.71%	79,740	10.43%	1955	11.08%	10.07%	\$302,234	\$2,354	\$153,471
Ferndale	20.99	3.13%	19,900	2.60%	219	1.24%	2.32%	\$69,716	\$543	\$35,401
Franklin	4.34	0.65%	3,150	0.41%	48	0.27%	0.44%	\$13,321	\$104	\$6,765
Hazel Park	17.12	2.55%	16,422	2.15%	188	1.07%	1.92%	\$57,658	\$449	\$29,278
Holly	7	1.04%	6,086	0.80%	83	0.47%	0.77%	\$23,105	\$180	\$11,733
Huntington Woods	6.95	1.04%	6,238	0.82%	58	0.33%	0.73%	\$21,888	\$170	\$11,114
Keego Harbor	1.93	0.29%	2,970	0.39%	80	0.45%	0.38%	\$11,335	\$88	\$5,756
Lake Angelus	0	0.00%	290	0.04%	22	0.12%	0.04%	\$1,135	\$9	\$567
Lake Orion	2.74	0.41%	2,973	0.39%	123	0.70%	0.50%	\$14,973	\$117	\$7,604
Lathrup Village	7.36	1.10%	4,075	0.53%	185	1.05%	0.89%	\$26,788	\$209	\$13,603
Leonard	2.34	0.35%	403	0.05%	4	0.02%	0.14%	\$4,227	\$33	\$2,147
Madison Heights	21.5	3.21%	29,694	3.89%	745	4.22%	3.77%	\$113,236	\$882	\$57,500
Milford	7.3	1.09%	6,175	0.81%	108	0.61%	0.84%	\$25,123	\$196	\$12,758
Northville*	0.8	0.12%	5,970	0.78%	109	0.62%	0.51%	\$15,179	\$118	\$7,708
Novi	39.52	5.90%	55,224	7.23%	1313	7.44%	6.86%	\$205,737	\$1,602	\$104,471
Oak Park	18.35	2.74%	29,319	3.84%	275	1.56%	2.71%	\$81,390	\$634	\$41,329
Orchard Lake	1.8	0.27%	2,375	0.31%	120	0.68%	0.42%	\$12,603	\$98	\$6,400
Ortonville	3.21	0.48%	1,442	0.19%	40	0.23%	0.30%	\$8,968	\$70	\$4,554
Oxford	6.01	0.90%	3,436	0.45%	107	0.61%	0.65%	\$19,566	\$152	\$9,935
Pleasant Ridge	3.59	0.54%	2,526	0.33%	145	0.82%	0.56%	\$16,920	\$132	\$8,592
Pontiac	70.21	10.47%	59,515	7.79%	1264	7.17%	8.48%	\$254,259	\$1,980	\$129,110
Rochester	8.59	1.28%	12,711	1.66%	245	1.39%	1.44%	\$43,290	\$337	\$21,982
Rochester Hills	38.61	5.76%	70,995	9.29%	1945	11.03%	8.69%	\$260,767	\$2,031	\$132,415
Royal Oak	63.96	9.54%	57,236	7.49%	1083	6.14%	7.72%	\$231,698	\$1,804	\$117,653
South Lyon	4.43	0.66%	11,327	1.48%	144	0.82%	0.99%	\$29,564	\$230	\$15,012
Southfield	64.71	9.65%	71,739	9.39%	2452	13.90%	10.98%	\$329,410	\$2,565	\$167,270
Sylvan Lake	2.58	0.38%	1,720	0.23%	66	0.37%	0.33%	\$9,842	\$77	\$4,998
Troy	57.34	8.55%	80,980	10.60%	2343	13.28%	10.81%	\$324,331	\$2,526	\$164,692
Walled Lake	5.34	0.80%	6,999	0.92%	153	0.87%	0.86%	\$25,874	\$201	\$13,138
Wixom	10.49	1.56%	13,498	1.77%	408	2.31%	1.88%	\$56,431	\$439	\$28,655
Wolverine	3.69	0.55%	4,312	0.56%	57	0.32%	0.48%	\$14,331	\$112	\$7,278
<b>TOTAL</b>	<b>670.29</b>	<b>100.00%</b>	<b>764,251</b>	<b>100.00%</b>	<b>17,639</b>	<b>100.01%</b>	<b>100.00%</b>	<b>\$3,000,000</b>	<b>\$23,363</b>	<b>\$1,523,363</b>

**LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) SPECIAL COMMITTEE  
OAKLAND COUNTY BOARD OF COMMISSIONERS - 2019 PROGRAM SCHEDULE AND DEADLINES**

March 2019

Special Committee Meeting Approval of:

- Deadlines/Schedule for 2019 Program
- 2019 Distribution Formula and City/Village Allocations
- Application Form and Correspondence with Cities and Villages
- 2019 Cost Participation Agreement - template

Mail out applications to Cities and Villages

April 2019

Receive LRIP Applications

May/June 2019

Deadline for 2019 LRIP Applications (May 3, 2019)

Special Committee consideration of:

- Applications Received
- 2019 Standard Project Agreement/Resolutions

Introduction of Recommended Project Resolutions by Sponsor Commissioners

Consideration of Resolutions/Set Public Hearing

Public Hearings before the Board

Resolutions for Final Passage at Board of Commissioners

Award Letter with Project Agreement mailed to Cities and Villages

*\*Schedule subject to change*



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: April 15, 2019

RE: **MOTION TO APPROVE AMENDMENTS TO PERSONNEL MANUAL OF EMPLOYMENT REGULATIONS.**

The City of Lathrup Village's Personnel Manual was last updated in July 2015. The City Administrator was worked with the City's attorneys on the revisions. Drafts have been shared with employees to get their input.

Highlights of the major changes include:

- ) (3.09) Direct deposits are required (was optional)
- ) (4.01) Normal work day begins at 8:00am (was 7:30am)
- ) (6.01) Added Veteran's Day as a paid holiday
- ) (6.01) Added Employee's Birthday as a paid holiday (effective 1-1-19)
- ) (8.04) Payout of sick time, if hired before 7-1-2008, is to be requested annually for up to 100 hours (paid out at 50% of regular rate of pay).
- ) (11.02) Unpaid Leaves of Absence (section added)
- ) (16.01) Car insurance required for driving personal/city vehicles on city business
- ) (16.03) Meal compensation maximum of \$55 per day; alcoholic beverages no covered
- ) (16.07) 50% Tuition reimbursement up to a \$1,500 maximum per fiscal year
- ) (17.01) Code of Ethics – added fraud/embezzlement and conduct that reflects adversely on the City
- ) (17.19) Sexual Harassment – updated language
- ) (17.20) Drug Free Workplace – added language regarding medical marijuana
- ) (17.21) Resignations – 4 weeks' notice for department heads, supervisors, managers
- ) (21) Longevity – eliminated language
- ) (21-22) Family Medical Leave Act – updated language
- ) (Appendix B) – Statement of Acknowledgement – updated language
- ) (Appendix C) – Authorization to Release Information – updated language
- ) (Appendix D) – Social Media Policy – updated language



## **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: , 2019)

# 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 insure 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. 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 be allowed to bank up to 40 hours of non-FLSA compensatory 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. Independence Day- July 4th
  7. Labor Day- First Monday in September
  8. Veteran's Day – November 11
  9. Thanksgiving Day- Fourth Thursday in November
  10. Friday After Thanksgiving Day
  11. Christmas Eve Day- December 24th
  12. Christmas Day- December 25th
  13. New Year's Eve Day- December 31<sup>st</sup>
  14. 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:

<b>Years of Service</b>	<b>Paid Days Off</b>
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) with the exception that the employee will not be eligible for payout of any sick hours earned after the effective date of this Manual. This payout provision is with the understanding that sick leave time is used as first in, first out, and that employees will not begin using time earned after the effective date of this Manual, until such time as the employee has used or received payout for hours earned prior to the effective date of this Manual.

#### 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).
- 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 marijuana to be illegal under federal law, 21 USC § 801 *et seq.*, therefore the use of medical and recreational marijuana 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 may 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.

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.

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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**

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

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: \_\_\_\_\_



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: April 15, 2019

RE: **MOTION TO APPROVE CUSTOMER USE SOCIAL MEDIA POLICY.**

The Michigan Municipal League has recommended that local units of government adopt policies relative to individuals posting on their social media pages.

The attached policy stipulates that the City of Lathrup Village shares information, images, and videos with the public through its official website and external social media accounts and that comments made by the public to these sites are reviewed and subject to removal from the City's site and accounts, if they violate the comments policy. The provide provides that the City will not edit public postings for compliance with the policy

# **CUSTOMER USE POLICY FOR SOCIAL MEDIA – CITY OF LATHRUP VILLAGE, MICHIGAN**

The City of Lathrup Village engages customers through many digital outlets including **www.LathrupVillage.org**. Communicating with the City through social media enables citizens to connect and communicate with the City in a direct and meaningful way. It should be noted that retweets, favorites, likes, or shares are not official endorsements and may not represent the views and beliefs of the City of Lathrup Village.

Please be aware that when engaging with the City of Lathrup Village through its website or over social media, you are agreeing to the following:

## **Commenting on a City of Lathrup Village Social Media Page**

The City of Lathrup Village shares information, images, and videos with the public through its official website and external social media accounts. Comments made by the public to these sites are reviewed and subject to removal from the City's site and accounts if they violate the comments policy described here. The City will not edit public postings for compliance with the policy.

- Comments should be related to topics on the City's social media pages or posts. City of Lathrup Village social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service requests.
- Comments are the opinion of the poster only and the publication of comments does not imply endorsement or agreement by the City of Lathrup Village.
- It is important to note that the City of Lathrup Village does not officially respond to inquiries or messages on social media. [For general comments or communications concerning the City of Lathrup Village, please contact City Hall at 248.557.2600.](#)
- You are subject to the Terms of Service (TOS) of the host site. Information (photos, videos, etc.) you share with or post to official City of Lathrup Village pages is also subject to the TOS of the host site and may be used by the owners of the host site for their own purposes. For more information, consult the host website's TOS.
- Lathrup Village social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office or promotion or advertisement of a business or commercial transaction.
- The use of obscene, threatening or harassing language is prohibited and comments that include them will be deleted.
- Personal attacks of any kind or offensive comments that target or disparage any ethnic, racial, age, or religious group, gender, sexual orientation or disability status are prohibited and will be deleted.
- Comments advocating illegal activity or posting of material that violates copyrights or trademarks of others are prohibited and will be deleted.
- All comments must be truthful.
- Comments shall not contain random or unintelligible text.
- Comments shall not compromise the safety or security of the public or public systems.
- Users may only post their own, original content. Reproduced or borrowed content that reasonably appears to violate third party rights will be deleted.



- There is no right to privacy on the City of Lathrup Village's FaceBook page, as the page is a public forum.
- The City of Lathrup Village reserves the right to block or remove any comments that violate this policy, or are illegal, threatening, or contain defamatory comments.
- Comments may be retained by the City of Lathrup Village and may be subject to requests under the Michigan Freedom of Information Act (FOIA).
- Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name is not permitted.
- The City of Lathrup Village reserves the right to ban users that continually violate this Customer Use Policy.
- The City Administrator and/or their designee is hereby empowered to be the moderator of all comments and posts to the City of Lathrup Village's FaceBook pages.
- This comment policy is subject to amendment or modification at any time.

**User-Created Content**

Users are welcome to submit or post content, including photographs and videos, to an official City of Lathrup Village site where the department allows users to post content and the content meets the standards articulated in this Use Policy.

**Questions or Concerns**

If you have any Questions or concerns regarding the City of Lathrup Village's social media activity, the City's social media policy and/or this Customer Use Policy, you may call City Hall at 248.557.2600.



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Andrew Potter, City Administrator  
DA: April 15, 2019

RE: **PRESENTATION OF THE FISCAL YEAR 2019-2020 BUDGET.**

The City Charter for the City of Lathrup Village, in Section 8.2, provides that the City Administrator shall prepare and submit to the Council on the third Monday of April of each year a recommended budget covering the next fiscal year.

Section 8.5 provides that not later than the third Monday in May in each year, the Council shall by resolution adopt a budget for the next fiscal year.

Proposed Budget Meeting Dates:

- ) May 6, 2019 at 5:30pm – Budget Study Session
- ) May 13, 2019 at 5:30pm – Budget Study Session (tentative)
- ) May 20, 2019 at 5:30pm – Review of Budget
- ) May 20, 2019 at 7:00pm – Budget Hearing and Adoption of Budget

**CITY OF LATHRUP VILLAGE  
SUMMARY OF EXPENDITURES BY FUND AND SOURCE  
FY 2019-20**

<b>DEPARTMENT</b>	<b>ACTUAL FY 17-18</b>	<b>BUDGETED FY18-19</b>	<b>ESTIMATED FY 18-19</b>	<b>ACTUAL 2/28/2019</b>	<b>PROJECTED FY 19-20</b>	<b>INCREASE (DECREASE)</b>
GOVERNMENT SERVICES	487,870	449,211	478,026	339,051	480,711	31,500
ADMINISTRATION	507,673	572,824	575,018	402,538	610,606	37,782
BUILDING AND GROUNDS	105,288	114,928	114,928	73,077	114,928	0
POLICE DEPARTMENT	1,945,955	2,056,636	2,009,396	1,275,636	2,160,870	104,234
DPS- LEAF & REFUSE COLLECTION	455,982	494,836	184,736	284,067	515,249	20,413
RECREATION	105,381	121,816	88,400	38,206	95,199	(26,617)
CONTINGENCIES & CAPITAL FUND	225,769	239,520	239,520	239,520	239,520	0
<b>Total - General Fund</b>	<b>3,833,918</b>	<b>4,049,771</b>	<b>3,690,024</b>	<b>2,652,096</b>	<b>4,217,084</b>	<b>167,313</b>
MAJOR STREETS FUND	373,288	214,917	212,430	142,847	228,847	13,930
LOCAL STREETS FUND	391,236	518,235	560,011	391,728	531,853	13,618
WATER FUND	908,233	1,124,341	1,114,466	585,196	1,137,233	12,892
SEWER FUND	1,091,465	1,462,637	1,452,312	739,295	1,487,987	25,350
DEBT SERVICE FUND	125,467	122,297	122,297	122,297	124,002	1,705
CAPITAL ACQUISITIONS	83,500	94,100	97,874	63,699	94,100	0
<b>Total Expenditures - All Funds</b>	<b>6,807,107</b>	<b>7,586,298</b>	<b>7,249,413</b>	<b>4,697,158</b>	<b>7,821,106</b>	<b>234,808</b>



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: April 15, 2019

RE: **MOTION TO SCHEDULE A PUBLIC HEARING FOR THE FISCAL YEAR 2019-20 BUDGET.**

The following is a proposed resolution to schedule a Public Hearing for the Fiscal Year 2019-2020 Budget for Monday, May 20, 2019 at 7:00 P.M.

**Suggested Motion:**

To direct the City Clerk to publish the notice of public hearing (as amended-if amended) for the Fiscal Year 2019-20 Budget Hearing, at least one week in advance of the hearing to be held on Monday, May 20, 2019 at 7:00 P.M.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,

**CITY OF LATHRUP VILLAGE  
OAKLAND COUNTY, MICHIGAN**

**NOTICE OF FISCAL YEAR 2019-2020 PROJECTED BUDGET PUBLIC HEARING**

Notice is hereby given that the City of Lathrup Village Council will hold a public hearing on the Fiscal Year 2019-2020 Projected Budget on May 20, 2019 at 7:00 p.m. in the City Council Chambers located in the upper level of the Municipal Building, 27400 Southfield Road, Lathrup Village, Michigan. The property Tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

The complete proposed budget is on file in the office of the City Clerk for public inspection during office hours and is summarized as follows:

)	General Operating Fund.....	\$4,217,084.00
	<i>Including Government Services, Administration, Building &amp; Grounds, Public Safety, Public Services, Refuse Collection, Recreation, Contingencies &amp; Capital Fund</i>	
)	Major Street Maintenance.....	\$ 228,847.00
)	Local Street Maintenance.....	\$ 531,853.00
)	Water Department .....	\$1,137,233.00
)	Sewer Department.....	\$1,487,987.00
)	Debt Retirement.....	\$ 124,002.00
)	Capital Acquisitions.....	\$ 94,100.00
)	TOTAL – All Funds.....	\$7,821,106.00

Any member of the public may express their view on this proposed budget in writing, by submitting your written comments to the City Clerk prior to 4:30 p.m. on the date of the hearing, or you may appear in person to express your opinion. Any written communications may be sent to the City Clerk at the address of the City Hall at 27400 Southfield Road, Lathrup Village, Michigan 48076 prior to the hearing.

---

YVETTE TALLEY, City Clerk  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
(248) 557-2600



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: Monday, April 15, 2019

RE: **MOTION TO ADOPT THE FINAL DELINQUENT SPECIAL ASSESSMENT ROLES**

Attached you will find the water and other special assessments. This is the last step before going to the County to be placed on the tax roll.

Following are the water and other special assessment amounts owed at this time and for the previous several years:

2018	<b>\$263,383</b>
2017	\$246,482
2016	\$284,060
2015	\$204,807
2014	\$189,446
2013	\$208,052
2012	\$254,019
2011	\$197,208
2010	\$143,150
2009	\$157,618

**Suggested Motion:**

To Adopt the attached Resolution as provided for Delinquent Special Assessments.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,



## CITY OF LATHRUP VILLAGE

### DELINQUENT SPECIAL ASSESSMENT ROLL #19-03

#### **TREASURER'S CERTIFICATION**

**TO:** City Council  
City of Lathrup Village

Pursuant to Section 11.17 of the Charter of the City of Lathrup Village, I hereby certify to you that annexed hereto is a listing of initial Special Assessment installments which became due other than on July 1, 2018 have remained unpaid for 90 days or more and are therefore delinquent.

Dated: \_\_\_\_\_

\_\_\_\_\_  
City Treasurer

#### **RESOLUTION**

**Whereas**, the City Treasurer has certified that the attached Special Assessment installments as marked are delinquent pursuant to Section 11.7 of the City Charter:

**Now Therefore, Be It Resolved**, that the City Council does hereby place the attached delinquent assessments on the City Tax Roll for 2019 together with accrued interest to July 1, 2019.

#### **CLERK'S CERTIFICATION**

The undersigned hereby certifies to the City Treasurer and Assessor that the foregoing Resolution was duly adopted by the City Council at a Regular Meeting held on April 15, 2019 and that the attached pages are true, installments which were the subject of the Treasurer's Certification and Council Resolution.

Dated: \_\_\_\_\_

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

<b>Parcel Id #</b>	<b>Address</b>	<b>Amount</b>	<b>0.10</b>	<b>Total</b>
24-13-107-004	17617 Avilla	\$ 255.14	\$ 25.51	\$ 280.65
24-14-232-004	18155 Avilla	\$ 957.45	\$ 95.75	\$ 1,053.20
24-14-229-010	28731 Blackstone	\$ 1,063.00	\$ 106.30	\$ 1,169.30
24-23-207-006	26779 Bloomfield	\$ 786.50	\$ 78.65	\$ 865.15
24-14-456-010	27230 Bloomfield	\$ 734.96	\$ 73.50	\$ 808.46
24-14-452-008	27375 Bloomfield	\$ 801.48	\$ 80.15	\$ 881.63
24-14-202-009	28725 Bloomfield	\$ 3,148.53	\$ 314.85	\$ 3,463.38
24-14-476-016	18614 Bungalow	\$ 2,127.78	\$ 212.78	\$ 2,340.56
24-14-382-004	19041 Bungalow	\$ 2,079.18	\$ 207.92	\$ 2,287.10
24-13-303-012	27705 E. California	\$ 888.03	\$ 88.80	\$ 976.83
24-13-303-010	27725 E. California	\$ 509.60	\$ 50.96	\$ 560.56
24-13-303-020	27735 E. California	\$ 514.00	\$ 51.40	\$ 565.40
24-13-155-011	27934 E. California	\$ 3,062.23	\$ 306.22	\$ 3,368.45
24-14-430-004	27610 W. California	\$ 449.24	\$ 44.92	\$ 494.16
24-14-430-001	27660 W. California	\$ 680.56	\$ 68.06	\$ 748.62
24-14-429-003	27714 W. California	\$ 718.97	\$ 71.90	\$ 790.87
24-13-353-008	17624 Cambridge	\$ 342.04	\$ 34.20	\$ 376.24
24-13-357-003	17631 Cambridge	\$ 1,371.24	\$ 137.12	\$ 1,508.36
24-14-456-004	18635 Cambridge	\$ 1,649.33	\$ 164.93	\$ 1,814.26
24-14-456-006	18659 Cambridge	\$ 2,785.18	\$ 278.52	\$ 3,063.70
24-14-452-014	18736 Cambridge	\$ 798.15	\$ 79.82	\$ 877.97
24-24-103-020	17535 Coral Gables	\$ 509.77	\$ 50.98	\$ 560.75
24-24-101-035	17560 Coral Gables	\$ 631.73	\$ 63.17	\$ 694.90
24-24-103-019	17561 Coral Gables	\$ 684.16	\$ 68.42	\$ 752.58
24-24-101-033	17594 Coral Gables	\$ 684.16	\$ 68.42	\$ 752.58
24-23-229-007	18153 Coral Gables	\$ 2,776.69	\$ 277.67	\$ 3,054.36
24-23-226-035	18434 Coral Gables	\$ 2,688.47	\$ 268.85	\$ 2,957.32
24-14-251-007	18810 Dolores	\$ 927.52	\$ 92.75	\$ 1,020.27
24-23-252-004	18921 Eldorado Place	\$ 1,469.79	\$ 146.98	\$ 1,616.77
24-23-252-003	18941 Eldorado Place	\$ 814.35	\$ 81.44	\$ 895.79
24-14-477-020	27027 Eldorado Place	\$ 1,142.73	\$ 114.27	\$ 1,257.00
24-14-276-016	28265 Eldorado Place	\$ 680.56	\$ 68.06	\$ 748.62
24-14-228-012	28530 Eldorado Place	\$ 680.56	\$ 68.06	\$ 748.62
24-14-228-004	28700 Eldorado Place	\$ 1,046.37	\$ 104.64	\$ 1,151.01
24-14-228-003	28720 Eldorado Place	\$ 1,075.15	\$ 107.52	\$ 1,182.67
24-14-207-008	28735 Eldorado Place	\$ 761.17	\$ 76.12	\$ 837.29
24-14-478-037	18220 Eleven Mile Road	\$ 915.55	\$ 91.56	\$ 1,007.11
24-14-381-029	19120 Eleven Mile Road	\$ 695.44	\$ 69.54	\$ 764.98
24-14-381-025	19160 Eleven Mile Road	\$ 1,380.80	\$ 138.08	\$ 1,518.88
24-14-385-003	19216 Eleven Mile Road	\$ 436.26	\$ 43.63	\$ 479.89
24-14-385-014	19298 Eleven Mile Road	\$ 355.54	\$ 35.55	\$ 391.09
24-14-306-029	27810 Evergreen	\$ 5,507.24	\$ 550.72	\$ 6,057.96
24-14-278-015	18216 Glenwood	\$ 1,563.32	\$ 156.33	\$ 1,719.65



24-14-256-002	18535 Glenwood	\$ 900.34	\$ 90.03	\$ 990.37
24-14-253-002	18785 Glenwood	\$ 749.04	\$ 74.90	\$ 823.94
24-14-252-008	18794 Glenwood	\$ 1,767.85	\$ 176.79	\$ 1,944.64
24-14-479-001	27490 Goldengate	\$ 762.77	\$ 76.28	\$ 839.05
24-14-430-012	27535 Goldengate	\$ 5,218.91	\$ 521.89	\$ 5,740.80
24-14-430-011	27551 Goldengate	\$ 230.08	\$ 23.01	\$ 253.09
24-13-154-011	28245 Goldengate	\$ 2,222.64	\$ 222.26	\$ 2,444.90
24-23-252-011	18841 Hampshire	\$ 1,380.89	\$ 138.09	\$ 1,518.98
24-23-206-002	18980 Hampshire	\$ 1,244.24	\$ 124.42	\$ 1,368.66
24-23-277-023	18150 Kilbirnie	\$ 800.12	\$ 80.01	\$ 880.13
24-14-204-012	18740 Lacrosse	\$ 1,879.72	\$ 187.97	\$ 2,067.69
24-14-179-003	19015 Lacrosse	\$ 693.88	\$ 69.39	\$ 763.27
24-14-179-002	19061 Lacrosse	\$ 949.63	\$ 94.96	\$ 1,044.59
24-24-153-032	26225 Lathrup	\$ 749.04	\$ 74.90	\$ 823.94
24-24-155-005	26356 Lathrup	\$ 409.76	\$ 40.98	\$ 450.74
24-24-105-011	26646 Lathrup	\$ 905.96	\$ 90.60	\$ 996.56
24-24-105-009	26676 Lathrup	\$ 2,301.68	\$ 230.17	\$ 2,531.85
24-24-103-023	26715 Lathrup	\$ 2,849.66	\$ 284.97	\$ 3,134.63
24-24-105-002	26740 Lathrup	\$ 598.56	\$ 59.86	\$ 658.42
24-13-358-011	27216 Lathrup	\$ 568.07	\$ 56.81	\$ 624.88
24-13-355-006	27600 Lathrup	\$ 207.95	\$ 20.80	\$ 228.75
24-13-107-014	28565 Lathrup	\$ 1,975.47	\$ 197.55	\$ 2,173.02
24-13-102-001	28950 Lathrup	\$ 826.20	\$ 82.62	\$ 908.82
24-24-154-028	17590 Lincoln	\$ 1,482.65	\$ 148.27	\$ 1,630.92
24-24-154-027	17610 Lincoln	\$ 1,025.25	\$ 102.53	\$ 1,127.78
24-23-257-037	18450 Lincoln	\$ 1,442.23	\$ 144.22	\$ 1,586.45
24-23-256-034	18890 Lincoln	\$ 528.14	\$ 52.81	\$ 580.95
24-24-104-028	17546 Margate	\$ 457.28	\$ 45.73	\$ 503.01
24-24-153-021	17555 Margate	\$ 1,777.22	\$ 177.72	\$ 1,954.94
24-23-254-013	26231 Meadowbrook Way	\$ 2,419.36	\$ 241.94	\$ 2,661.30
24-23-254-017	26269 Meadowbrook Way	\$ 456.93	\$ 45.69	\$ 502.62
24-23-255-005	26300 Meadowbrook Way	\$ 740.88	\$ 74.09	\$ 814.97
24-23-255-001	26350 Meadowbrook Way	\$ 986.40	\$ 98.64	\$ 1,085.04
24-23-207-010	26665 Meadowbrook Way	\$ 7,671.23	\$ 767.12	\$ 8,438.35
24-14-478-005	27035 Meadowbrook Way	\$ 4,868.72	\$ 486.87	\$ 5,355.59
24-23-230-016	18190 Meadowood	\$ 725.69	\$ 72.57	\$ 798.26
24-23-230-012	18241 Meadowood	\$ 750.74	\$ 75.07	\$ 825.81
24-24-151-017	18271 Meadowood	\$ 1,039.40	\$ 103.94	\$ 1,143.34
24-23-255-014	18421 Middlesex	\$ 1,911.29	\$ 191.13	\$ 2,102.42
24-23-276-006	18444 Middlesex	\$ 1,137.27	\$ 113.73	\$ 1,251.00
24-23-255-011	18459 Middlesex	\$ 864.99	\$ 86.50	\$ 951.49
24-14-353-014	27401 Morningside Plaza	\$ 363.55	\$ 36.36	\$ 399.91
24-14-310-008	27601 Morningside Plaza	\$ 1,239.30	\$ 123.93	\$ 1,363.23
24-14-310-003	27604 Morningside Plaza	\$ 721.21	\$ 72.12	\$ 793.33
24-14-310-008	27621 Morningside Plaza	\$ 1,192.83	\$ 119.28	\$ 1,312.11
24-14-333-002	27600 Rackham	\$ 1,361.11	\$ 136.11	\$ 1,497.22

24-14-327-006	27851 Rackam	\$ 684.16	\$ 68.42	\$ 752.58
24-14-377-003	27380 Rainbow Circle	\$ 941.38	\$ 94.14	\$ 1,035.52
24-14-353-021	27544 Rainbow Circle	\$ 3,111.02	\$ 311.10	\$ 3,422.12
24-14-328-005	27737 Rainbow Circle	\$ 719.42	\$ 71.94	\$ 791.36
24-14-307-006	27828 Rainbow Circle	\$ 2,559.88	\$ 255.99	\$ 2,815.87
24-23-201-020	18911 Rainbow Court	\$ 1,033.67	\$ 103.37	\$ 1,137.04
24-24-156-016	17310 Rainbow Drive	\$ 716.26	\$ 71.63	\$ 787.89
24-24-154-039	17311 Rainbow Drive	\$ 1,371.42	\$ 137.14	\$ 1,508.56
24-24-153-024	17600 Rainbow Drive	\$ 2,031.62	\$ 203.16	\$ 2,234.78
24-24-153-024	17616 Rainbow Drive	\$ 1,007.99	\$ 100.80	\$ 1,108.79
24-24-153-023	17630 Rainbow Drive	\$ 826.36	\$ 82.64	\$ 909.00
24-23-276-020	18207 Rainbow Drive	\$ 695.44	\$ 69.54	\$ 764.98
24-23-278-004	18230 Rainbow Drive	\$ 684.16	\$ 68.42	\$ 752.58
24-23-276-014	18301 Rainbow Drive	\$ 828.49	\$ 82.85	\$ 911.34
24-23-277-002	18330 Rainbow Drive	\$ 1,479.19	\$ 147.92	\$ 1,627.11
24-23-204-007	18866 Rainbow Drive	\$ 622.86	\$ 62.29	\$ 685.15
24-23-205-001	18891 Rainbow Drive	\$ 928.95	\$ 92.90	\$ 1,021.85
24-14-381-022	19067 Rainbow Drive	\$ 793.69	\$ 79.37	\$ 873.06
24-14-330-004	19252 Rainbow Drive	\$ 2,568.01	\$ 256.80	\$ 2,824.81
24-24-103-028	17578 Ramsgate	\$ 864.41	\$ 86.44	\$ 950.85
24-24-104-014	17611 Ramsgate	\$ 697.05	\$ 69.71	\$ 766.76
24-23-230-010	18151 Ramsgate	\$ 3,664.08	\$ 366.41	\$ 4,030.49
24-23-229-010	18180 Ramsgate	\$ 1,269.14	\$ 126.91	\$ 1,396.05
24-23-229-010	18232 Ramsgate	\$ 945.76	\$ 94.58	\$ 1,040.34
24-14-377-001	27230 Red River	\$ 936.96	\$ 93.70	\$ 1,030.66
24-14-376-011	27330 Red River	\$ 695.44	\$ 69.54	\$ 764.98
24-13-152-012	17380 Redwood	\$ 1,648.00	\$ 164.80	\$ 1,812.80
24-13-102-014	17370 Roseland	\$ 680.56	\$ 68.06	\$ 748.62
24-13-152-012	17380 Roseland	\$ 1,135.38	\$ 113.54	\$ 1,248.92
24-13-104-005	17387 Roseland	\$ 1,628.40	\$ 162.84	\$ 1,791.24
24-13-101-018	17570 Roseland	\$ 1,932.88	\$ 193.29	\$ 2,126.17
24-14-227-040	18130 Roseland	\$ 1,012.77	\$ 101.28	\$ 1,114.05
24-14-227-037	18170 Roseland	\$ 1,140.71	\$ 114.07	\$ 1,254.78
24-14-229-005	18245 Roseland	\$ 823.61	\$ 82.36	\$ 905.97
24-14-226-043	18490 Roseland	\$ 1,068.22	\$ 106.82	\$ 1,175.04
24-14-476-008	18531 San Diego	\$ 324.24	\$ 32.42	\$ 356.66
24-14-451-005	18793 San Diego	\$ 1,058.54	\$ 105.85	\$ 1,164.39
24-14-404-011	18830 San Diego	\$ 1,023.04	\$ 102.30	\$ 1,125.34
24-14-451-002	18837 San Diego	\$ 399.21	\$ 39.92	\$ 439.13
24-14-426-018	18550 San Jose	\$ 454.88	\$ 45.49	\$ 500.37
24-14-402-008	18741 San Jose	\$ 1,007.98	\$ 100.80	\$ 1,108.78
24-14-403-014	18530 San Quentin	\$ 780.19	\$ 78.02	\$ 858.21
24-13-103-016	17540 San Rosa	\$ 1,384.33	\$ 138.43	\$ 1,522.76
24-23-280-052	18161 Santa Ann	\$ 303.41	\$ 30.34	\$ 333.75
24-14-231-001	18181 Santa Ann	\$ 684.16	\$ 68.42	\$ 752.58
24-23-280-050	18201 Santa Ann	\$ 1,264.32	\$ 126.43	\$ 1,390.75

24-23-255-007	18520 Santa Ann	\$ 611.96	\$ 61.20	\$ 673.16
24-14-404-010	27620 Santa Barbara	\$ 1,056.79	\$ 105.68	\$ 1,162.47
24-14-252-001	28250 Santa Barbara	\$ 1,734.53	\$ 173.45	\$ 1,907.98
24-14-426-009	18457 Saratoga	\$ 680.56	\$ 68.06	\$ 748.62
24-14-426-008	18465 Saratoga	\$ 684.16	\$ 68.42	\$ 752.58
24-14-426-004	18525 Saratoga	\$ 1,041.29	\$ 104.13	\$ 1,145.42
24-14-401-006	18755 Saratoga	\$ 1,646.67	\$ 164.67	\$ 1,811.34
24-14-228-016	28807 Somerset Pl.	\$ 379.49	\$ 37.95	\$ 417.44
24-14-483-016	27208 Southfield Rd.	\$ 2,327.60	\$ 232.76	\$ 2,560.36
24-14-483-016	27224 Southfield Rd.	\$ 3,018.16	\$ 301.82	\$ 3,319.98
24-13-357-001	27236 Southfield Rd.	\$ 239.98	\$ 24.00	\$ 263.98
24-14-483-016	27244 Southfield Rd.	\$ 732.84	\$ 73.28	\$ 806.12
24-13-357-001	27252 Southfield Rd.	\$ 988.74	\$ 98.87	\$ 1,087.61
24-14-483-015	27260 Southfield Rd.	\$ 594.84	\$ 59.48	\$ 654.32
24-14-481-034	27411 Southfield Rd.	\$ 1,544.14	\$ 154.41	\$ 1,698.55
24-14-280-015	28001 Southfield Rd.	\$ 4,200.58	\$ 420.06	\$ 4,620.64
24-14-277-031	28305 Southfield Rd.	\$ 592.46	\$ 59.25	\$ 651.71
24-14-232-026	28505 Southfield Rd.	\$ 206.71	\$ 20.67	\$ 227.38
24-13-105-001	28600 Southfield Rd.	\$ 1,090.62	\$ 109.06	\$ 1,199.68
24-14-231-006	28630 Southfield Rd.	\$ 1,303.54	\$ 130.35	\$ 1,433.89
24-14-231-005	28660 Southfield Rd.	\$ 1,338.03	\$ 133.80	\$ 1,471.83
24-14-231-005	28690 Southfield Rd.	\$ 1,704.05	\$ 170.41	\$ 1,874.46
24-13-103-001	28820 Southfield Rd.	\$ 1,396.17	\$ 139.62	\$ 1,535.79
24-14-230-018	28840 Southfield Rd.	\$ 1,123.00	\$ 112.30	\$ 1,235.30
24-14-230-018	28860 Southfield Rd.	\$ 1,505.58	\$ 150.56	\$ 1,656.14
24-14-230-018	28861 Southfield Rd.	\$ 719.37	\$ 71.94	\$ 791.31
24-13-103-001	28880 Southfield Rd.	\$ 2,035.46	\$ 203.55	\$ 2,239.01
24-23-252-007	18860 Sunbright	\$ 2,585.53	\$ 258.55	\$ 2,844.08
24-13-357-012	17576 Sunnybrook	\$ 529.66	\$ 52.97	\$ 582.63
24-14-483-014	18120 Sunnybrook	\$ 590.92	\$ 59.09	\$ 650.01
24-14-454-009	18725 Sunnybrook	\$ 1,217.58	\$ 121.76	\$ 1,339.34
24-14-453-013	18756 Sunnybrook	\$ 827.21	\$ 82.72	\$ 909.93
24-14-453-012	18774 Sunnybrook	\$ 279.92	\$ 27.99	\$ 307.91
24-13-358-008	27245 Sunset	\$ 636.68	\$ 63.67	\$ 700.35
24-14-429-012	27837 Sunset	\$ 849.53	\$ 84.95	\$ 934.48
24-14-279-005	28000 Sunset	\$ 680.56	\$ 68.06	\$ 748.62
24-14-276-008	28252 Sunset	\$ 680.56	\$ 68.06	\$ 748.62
24-14-207-007	28510 Sunset	\$ 1,554.74	\$ 155.47	\$ 1,710.21
24-14-207-006	28534 Sunset	\$ 522.94	\$ 52.29	\$ 575.23
24-14-207-002	28626 Sunset	\$ 1,685.00	\$ 168.50	\$ 1,853.50
24-14-204-008	28711 Sunset	\$ 684.16	\$ 68.42	\$ 752.58
24-14-202-008	28730 Sunset	\$ 1,099.18	\$ 109.92	\$ 1,209.10
24-13-101-001	17641 Twelve Mile Rd.	\$ 678.79	\$ 67.88	\$ 746.67
24-13-101-001	17655 Twelve Mile Rd.	\$ 4,938.34	\$ 493.83	\$ 5,432.17
24-13-152-001	17435 Wiltshire	\$ 929.49	\$ 92.95	\$ 1,022.44
24-13-107-009	17640 Wiltshire	\$ 849.81	\$ 84.98	\$ 934.79

24-13-107-008	17656 Wiltshire	\$ 1,509.89	\$ 150.99	\$ 1,660.88
24-14-232-013	18180 Wiltshire	\$ 452.45	\$ 45.25	\$ 497.70
24-14-277-008	18185 Wiltshire	\$ 764.07	\$ 76.41	\$ 840.48
24-14-277-005	18251 Wiltshire	\$ 3,973.85	\$ 397.39	\$ 4,371.24
24-14-206-006	18520 Wiltshire	\$ 972.08	\$ 97.21	\$ 1,069.29
24-14-251-005	18741 Wiltshire	\$ 1,451.07	\$ 145.11	\$ 1,596.18
24-14-179-004	19120 Wiltshire	\$ 2,480.00	\$ 248.00	\$ 2,728.00
24-14-177-001	28275 Woodworth Way	\$ 580.84	\$ 58.08	\$ 638.92
		\$ 239,439.86	\$ 23,943.99	\$ 263,383.85



**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FROM: Andrew Potter, City Administrator  
DATE: April 15, 2019  
RE: **MOTION TO ADOPT THE CITY OF LATHRUP VILLAGE 2018  
CONSUMERS ANNUAL REPORT ON WATER QUALITY.**

This study is required by Michigan Department of Environmental Quality and as required by Part 12 and 16 of the Michigan Safe Drinking Water Act, as it related to the Capital Improvement Plan of Lathrup Village

The report was prepared in partnership with the Southeastern Oakland County Water Authority (SOCWA) and the Great Lakes Water Authority (GLWA).

The 2018 Consumers Annual Report on Water Quality shows the sources of our water, lists the results of our tests, and contains important information about water and health.

The water quality in the City of Lathrup Village has surpassed water quality standards as mandated by the Environmental Protection Agency (EPA) and the Michigan Department of Environmental Quality (MDEQ).

**Suggested Motion:**

To Accept the City of Lathrup Village 2018 Consumers Annual Report on Water Quality and instruct the City Clerk to forward a copy of the report to the State of Michigan DEQ, SOCWA, and Oakland County Health Department, along with the Certificate of Distribution, as required under the laws of Michigan.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,

## CITY OF LATHRUP VILLAGE

### 2018 CONSUMERS ANNUAL REPORT ON WATER QUALITY

#### **ATTENTION: THIS IS AN IMPORTANT REPORT ON WATER QUALITY AND SAFETY**

The City of Lathrup Village, The Southeastern Oakland County Water Authority and the Great Lakes Water Authority (GLWA) are proud of the fine drinking water they supply and are honored to provide this report to you. The 2018 Consumers Annual Report on Water Quality shows the sources of our water, lists the results of our tests, and contains important information about water and health. We will notify you immediately if there is ever any reason for concern about our water. We are pleased to show you how we have surpassed water quality standards as mandated by the Environmental Protection Agency (EPA) and the Michigan Department of Environmental Quality (MDEQ).

#### **About the System**

The City of Lathrup Village purchases water from the Southeastern Oakland County Water Authority (SOCWA) at one location. SOCWA provides GLWA water through its member distribution systems to a population of 210,000 within a 56 square mile area. Current members are Berkley, Beverly Hills, Bingham Farms, Birmingham, Clawson, Huntington Woods, Lathrup Village, Pleasant Ridge, Royal Oak, Southfield and Southfield Township.

Your source water comes from the Detroit River, situated within the Lake St. Clair, Clinton River, Detroit River, Rouge River, Ecorse River, watersheds in the U.S. and parts of the Thames River, Little River, Turkey Creek and Sydenham watersheds in Canada. The Michigan Department of Environmental Quality in partnership with the U.S. Geological Survey, the Detroit Water and Sewerage Department, and the Michigan Public Health Institute performed a source water assessment in 2004 to determine the susceptibility of GLWA's Detroit River source water for potential contamination. The susceptibility rating is based on a seven-tiered scale and ranges from very low to very high determined primarily using geologic sensitivity, water chemistry, and potential contaminant sources. The report described GLWA's Detroit River intakes as highly susceptible to potential contamination. However, all four GLWA water treatment plants that service the city of Detroit and draw water from the Detroit River have historically provided satisfactory treatment and meet drinking water standards.

GLWA has initiated source-water protection activities that include chemical containment, spill response, and a mercury reduction program. GLWA participates in a National Pollutant Discharge Elimination System permit discharge program and has an emergency response management plan. In 2016, the Michigan Department of Environmental Quality approved the GLWA Surface Water Intake Protection Program plan. The programs include seven elements that include the following: roles and duties of government units and water supply agencies, delineation of a source water protection areas, identification of potential of sources of contamination, management approaches for protection, contingency plans, siting of new water sources, public participation and public education activities. If you would like to know more information about the Source Water Assessment report please, contact GLWA at (313 926-8102).

And/or

Your source water comes from the lower Lake Huron watershed. The watershed includes numerous short, seasonal streams that drain to Lake Huron. The Michigan Department of Environmental Quality in partnership with the U.S. Geological Survey, the Detroit Water and Sewerage Department, and the Michigan Public Health Institute performed a source water assessment in 2004 to determine the susceptibility of potential contamination. The susceptibility rating is a seven-tiered scale ranging from "very low" to "very high" based primarily on geologic sensitivity, water chemistry, and contaminant sources. The Lake Huron source water intake is categorized as having a moderately low susceptibility to potential contaminant sources. The Lake

Huron water treatment plant has historically provided satisfactory treatment of this source water to meet drinking water standards.

In 2015, GLWA received a grant from the Michigan Department of Environmental Quality to develop a source water protection program for the Lake Huron water treatment plant intake. The program includes seven elements that include the following: roles and duties of government units and water supply agencies, delineation of a source water protection areas, identification of potential of source water protection area, management approaches for protection, contingency plans, siting of new sources and public participation and education. If you would like to know more information about the Source Water Assessment report please, contact GLWA at (313 926-8102).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at (800-426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organics, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff and septic systems.

Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations, which limit the amount of certain contaminants in water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

## Key to the Detected Contaminants Table

Symbol	Abbreviation	Definition/Explanation
>	Greater than	
°C	Celsius	A scale of temperature in which water freezes at 0° and boils at 100° under standard conditions.
AL	Action Level	The concentration of a contaminant, which, if exceeded, triggers treatment or other requirements which a water system must follow.
HAA5	Haloacetic Acids	HAA5 is the total of bromoacetic, chloroacetic, dibromoacetic, dichloroacetic, and trichloroacetic acids. Compliance is based on the total.
Level 1	Level 1 Assessment	A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in the water system.
Level 2	Level 2 Assessment	A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.
LRAA	Locational Running Annual Average	The average of analytical results for samples at a particular monitoring location during the previous four quarters.
MCL	Maximum Contaminant Level	The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG	Maximum Contaminant Level Goal	The level of contaminant in drinking water below which there is no known or expected risk to health.
MRDL	Maximum Residual Disinfectant Level	The highest level of disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG	Maximum Residual Disinfectant Level Goal	The level of a drinking water disinfectant below which there is no known or expected risk to health. MRLDG's do not reflect the benefits of the use of disinfectants to control microbial contaminants.
n/a	not applicable	
ND	Not Detected	
NTU	Nephelometric Turbidity Units	Measures the cloudiness of water.
pCi/L	Picocuries Per Liter	A measure of radioactivity
ppb	Parts Per Billion (one in one billion)	The ppb is equivalent to micrograms per liter. A microgram = 1/1000 milligram.
ppm	Parts Per Million (one in one million)	The ppm is equivalent to milligrams per liter. A milligram = 1/1000 gram.
RAA	Running Annual Average	The average of analytical results for all samples during the previous four quarters.
TT	Treatment Technique	A required process intended to reduce the level of a contaminant in drinking water.
TTHM	Total Trihalomethanes	Total Trihalomethanes is the sum of chloroform, bromodichloromethane, dibromochloromethane and bromoform. Compliance is based on the total.
µmhos	Micromhos	Measure of electrical conductance of water



## Springwells Water Treatment Plant 2018 Regulated Detected Contaminants Tables

2018 Inorganic Chemicals – Monitoring at the Plant Finished Water Tap								
Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation yes/no	Major Sources in Drinking Water
Fluoride	6-12-2018	ppm	4	4	0.67	n/a	no	Erosion of natural deposits; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	6-12-2018	ppm	10	10	0.34	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	5-16-2017	ppm	2	2	0.01	n/a	no	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits

2018 Disinfectant Residuals – Monitoring in Distribution System by Treatment Plant								
Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest RAA	Quarterly Range of Detection	Violation yes/no	Major Sources in Drinking Water
Total Chlorine Residual	Jan-Dec 2018	ppm	4	4	0.68	0.63-0.69	no	Water additive used to control microbes

2018 Turbidity – Monitored every 4 hours at Plant Finished Water				
Highest Single Measurement Cannot exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)		Violation yes/no	Major Sources in Drinking Water
0.25 NTU	100%		no	Soil Runoff
Turbidity is a measure of the cloudiness of water. We monitor it because it is a good indicator of the effectiveness of our filtration system.				

Regulated Contaminant	Treatment Technique 2018	Typical Source of Contaminant
Total Organic Carbon (ppm)	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC was measured each quarter and because the level was low, there is no TOC removal requirement	Erosion of natural deposits

Contaminant	MCLG	MCL	Level Detected 2018	Source of Contamination
Sodium (ppm)	n/a	n/a	6.00	Erosion of natural deposits

GLWA voluntarily monitors for Cryptosporidium and Giardia in our untreated source water monthly. The March 2018 untreated water samples collected from the Belle Isle intake indicated the presence of one Giardia cyst. All other samples collected from the Belle Isle intake in the year 2018 were absent for the presence of Cryptosporidium and Giardia. Systems using surface water like GLWA must provide treatment so that 99.9 percent of Giardia lamblia is removed or inactivated.

**Northeast Water Treatment Plant**  
2018 Regulated Detected Contaminants Tables

<b>2018 Inorganic Chemicals – Monitoring at the Plant Finished Water Tap</b>								
Regulated Contaminant	Test Date	Unit	Health Goal <b>MCLG</b>	Allowed Level <b>MCL</b>	Highest Level Detected	Range of Detection	Violation yes/no	Major Sources in Drinking Water
Fluoride	6-12-2018	ppm	4	4	<b>0.65</b>	n/a	no	Erosion of natural deposits; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	6-12-2018	ppm	10	10	<b>0.36</b>	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	5-16-2017	ppm	2	2	<b>0.01</b>	n/a	no	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits

<b>2018 Disinfectant Residuals – Monitoring in Distribution System by Treatment Plant</b>								
Regulated Contaminant	Test Date	Unit	Health Goal <b>MRDLG</b>	Allowed Level <b>MRDL</b>	Highest RAA	Quarterly Range of Detection	Violation yes/no	Major Sources in Drinking Water
Total Chlorine Residual	Jan-Dec 2018	ppm	4	4	<b>0.73</b>	<b>0.68-0.77</b>	no	Water additive used to control microbes

<b>2018 Turbidity – Monitored every 4 hours at Plant Finished Water</b>				
Highest Single Measurement Cannot exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)		Violation yes/no	Major Sources in Drinking Water
<b>0.20 NTU</b>	<b>100 %</b>		no	Soil Runoff
Turbidity is a measure of the cloudiness of water. We monitor it because it is a good indicator of the effectiveness of our filtration system.				

Regulated Contaminant	Treatment Technique 2018	Typical Source of Contaminant
Total Organic Carbon (ppm)	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC was measured each quarter and because the level was low, there is no TOC removal requirement	Erosion of natural deposits

<b>Special Monitoring 2018</b>				
Contaminant	<b>MCLG</b>	<b>MCL</b>	Level Detected 2018	Source of Contamination
Sodium (ppm)	n/a	n/a	<b>5.94</b>	Erosion of natural deposits

GLWA voluntarily monitors for Cryptosporidium and Giardia in our untreated source water monthly. The March 2018 untreated water samples collected from the Belle Isle intake indicated the presence of one Giardia cyst. All other samples collected from the Belle Isle intake in the year 2018 were absent for the presence of Cryptosporidium and Giardia from the Belle Isle intake. Systems using surface water like GLWA must provide treatment so that 99.9 percent of Giardia lamblia is removed or inactivated.

**Lake Huron Water Treatment Plant  
2018 Regulated Detected Contaminants Tables**

<b>2018 Inorganic Chemicals – Monitoring at the Plant Finished Water Tap</b>								
Regulated Contaminant	Test Date	Unit	Health Goal <b>MCLG</b>	Allowed Level <b>MCL</b>	Highest Level Detected	Range of Detection	Violation yes/no	Major Sources in Drinking Water
Fluoride	6-12-2018	ppm	4	4	0.76	n/a	no	Erosion of natural deposits; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	6-12-2018	ppm	10	10	0.33	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	5-16-2017	ppm	2	2	0.01	n/a	no	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits

Regulated Contaminant	Test Date	Unit	Health Goal <b>MRDLG</b>	Allowed Level <b>MRDL</b>	Highest RAA	Quarterly Range of Detection	Violation yes/no	Major Sources in Drinking Water
Total Chlorine Residual	Jan-Dec 2018	ppm	4	4	0.83	0.79-0.87	no	Water additive used to control microbes

<b>2018 Turbidity – Monitored every 4 hours at Plant Finished Water</b>				
Highest Single Measurement Cannot exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)		Violation yes/no	Major Sources in Drinking Water
0.17 NTU	100 %		no	Soil Runoff
Turbidity is a measure of the cloudiness of water. We monitor it because it is a good indicator of the effectiveness of our filtration system.				

Regulated Contaminant	Treatment Technique 2018	Typical Source of Contaminant
Total Organic Carbon (ppm)	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC was measured each quarter and because the level was low, there is no TOC removal requirement	Erosion of natural deposits

<b>Radionuclides 2014</b>							
Regulated contaminant	Test date	Unit	Health Goal <b>MCLG</b>	Allowed Level	Level detected	Violation Yes/no	Major Sources in Drinking water
Combined Radium 226 and 228	5-13-14	pCi/L	0	5	0.86 + or - 0.55	no	Erosion of natural deposits

Contaminant	<b>MCLG</b>	<b>MCL</b>	Level Detected 2018	Source of Contamination
Sodium (ppm)	n/a	n/a	5.21	Erosion of natural deposits

**CITY OF LATHRUP VILLAGE**

<b>2018 Disinfection By-Products – Monitoring in Distribution System, Stage 2 Disinfection By-Products</b>								
<b>Regulated Contaminant</b>	<b>Test Date</b>	<b>Unit</b>	<b>Health Goal MCLG</b>	<b>Allowed Level MCL</b>	<b>Highest LRAA</b>	<b>Range of Detection</b>	<b>Violation yes/no</b>	<b>Major Sources in Drinking Water</b>
<b>Total Trihalomethanes (TTHM)</b>	2018	ppb	n/a	80	21	NA	<b>no</b>	By-product of drinking water chlorination
<b>Haloacetic Acids (HAA5)</b>	2018	ppb	n/a	60	55.4	NA	<b>no</b>	By-product of drinking water disinfection

<b>2017 Lead and Copper Monitoring at Customers' Tap</b>								
<b>Regulated Contaminant</b>	<b>Test Date</b>	<b>Unit</b>	<b>Health Goal MCLG</b>	<b>Action Level AL</b>	<b>90<sup>th</sup> Percentile Value*</b>	<b>Number of Samples over AL</b>	<b>Violation yes/no</b>	<b>Major Sources in Drinking Water</b>
<b>Lead</b>	2017	ppb	0	15	2.5 ppb	0	no	Corrosion of household plumbing system; Erosion of natural deposits.
<b>Copper</b>	2017	ppm	1.3	1.3	0.1 ppm	0	no	Corrosion of household plumbing system; Erosion of natural deposits; Leaching from wood preservatives.

\*The 90th percentile value means 90 percent of the homes tested have lead and copper levels below the given 90th percentile value. If the 90th percentile value is above the AL additional requirements must be met.

<b>2018 Microbiological Contaminants – Monthly Monitoring in Distribution System</b>					
<b>Regulated Contaminant</b>	<b>MCLG</b>	<b>MCL</b>	<b>Highest Number Detected</b>	<b>Violation yes/no</b>	<b>Major Sources in Drinking Water</b>
<b>Total Coliform Bacteria</b>	0	Presence of Coliform bacteria > 5% of monthly samples	0	no	Naturally present in the environment
<b>E. coli Bacteria</b>	0	A routine sample and a repeat sample are total coliform positive, and one is also E.coli positive.	0	no	Sanitary defects

## Important Health Information

### Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Lathrup Village is responsible for providing high quality drinking water but, cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

### People with Special Health Concerns

Some people may be more vulnerable to contaminants in drinking water than is the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791.

Infants and young children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing. If you are concerned about elevated lead levels in your home's water, you may wish to have your water tested and flush your tap for 30 seconds to 2 minutes before using tap water. Additional information is available from the Safe Drinking Water Hotline (800-426-4791).

### Questions:

Local Distribution: City of Lathrup Village, Public Works Administration (248) 567-2600

Southeastern Oakland County Water Supply System – Water Authority offices: (248) 288-5150. Visit our web site at [www.socwa.org](http://www.socwa.org)

Great Lakes Water Authority – [www.glwater.org](http://www.glwater.org)

Michigan Department of Environmental Quality - (586) 753-3755 – [www.michigan.gov/deg](http://www.michigan.gov/deg)

U.S. Environmental Protection Agency – Safe Drinking Water Hotline: (800) 426-4791.

Water quality data for community water systems throughout the United States is available at <https://www.epa.gov/wqs-tech>

**CITY COUNCIL**

*Hon. Kelly Garrett*  
Mayor

*Hon. Bruce Kantor*  
Mayor Pro Tem

*Hon. Saleem Siddiqi*  
Council Member

*Hon. Ian Ferguson*  
Council Member

*Hon. Donna Stallings*  
Council Member



**CITY OF LATHRUP  
VILLAGE**

27400 Southfield Road  
Lathrup Village, Michigan 48076  
248.557.2600  
www.LathrupVillage.org

**ADMINISTRATION**

*Dr. Sheryl L. Mitchell*  
City Administrator

*Scott Baker*  
Baker & Elowsky  
City Attorney

*Pamela Bratschi*  
City Treasurer

*Scott McKee*  
Chief of Police

*Yvette Talley*  
City Clerk

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**PUBLIC NOTICE**

April 10, 2019

Dear resident,

In the spring and summer of 2019 and 2020, the City will be placing a new 12” water main along Santa Barbara (11 Mile to Roseland) and replacing the existing water main along Roseland from Santa Barbara to Bloomfield.

The Michigan Department of Environmental Quality (MDEQ) requires the City to determine what material your water service lead is composed of (copper, lead, etc.). In order to determine the material, the City of Lathrup Village’s DPW staff will need to inspect your water service lead inside of your home near your water meter. The inspection should take less than 5 minutes.

State law requires any lead service leads to be replaced during the water main project at no cost to the homeowner. If your service lead is lead or galvanized, more information will be provided to you in the near future.

DPW will begin this inspection on **Tuesday, April 17<sup>th</sup> and Wednesday, April 18<sup>th</sup> from 5 pm to 7 pm.** DPW staff will have City identification.

If you need to schedule an appointment – please contact us at 248.557.2600, ext. 222.

Thank You,

Dr. Sheryl L. Mitchell  
City Administrator



