



CITY COUNCIL

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

STUDY SESSION AGENDA

MONDAY, FEBRUARY 1, 2021
6:00 P.M.

ZOOM REMOTE MEETING INFORMATION

Online: <https://zoom.us/j/94796486433?pwd=ZUY5dWNlMG5jQ28vOTZhWHVDVEVudz09>

Telephone: 646.558.8656 or 301.715.8592

Webinar ID: 917 0602 3719

Password: 484526

AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Discussion Items:**
 - A. LVPD Recruitment Effort & Signing Bonus
 - B. Cannabis Caregiver Ordinance - Update
 - C. Technology Upgrades
 - Point & Pay
 - ClearGov
 - D. Budget Calendar
 - E. City Administrator Updates
3. **Mayor and Council Comments**
4. **Public Comments**
5. **Adjourn**



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: February 1, 2021

RE: POLICE RECRUITING EFFORT & SIGNING BONUS

The LVPD has faced challenges in recruiting officers, especially those who have experience and/or reflect the diversity of our community.

Efforts continue to include reaching out to upcoming graduates of police academies and community colleges.

Some communities offer signing bonuses to attract qualified candidates.

We are proposing to offer a \$500 signing bonus for officers with experience and certification through the Michigan Commission on Law Enforcement (MCOLES).



THE CITY OF LATHRUP VILLAGE



The City of Lathrup Village is hiring Police Officers and invites you to join our team!

Find the Police Officer Application on our website!

← APPLY TODAY!

LVPD places a strong emphasis on training and provides opportunities to become an Evidence Tech, a Field Training Officer, as well as an instructor in many different disciplines, including defensive tactics and firearms. We also have a Mountain Bike Unit, Motorcycle Unit and Motor Carrier Unit.

Competitive Benefits and Salary

- Sick Leave – 1 day accrued per month
- Sick Leave Bonus Buyback – Accumulated sick time exceeding 100 days receive bonus paid in July
- Catastrophic Disability Leave
- 10 day's vacation in Year 1 - 20 day's top out.
- 12 Paid Winter Vacation Leave Days – Unused paid out in November
- 3 Personal Leave day's plus birthday paid off
- BCBS Platinum PPO Health Insurance Plan
- Health Insurance Opt-out - \$3,000/year
- Retirement Health Savings Account – 3% of base salary
- 457 Match of 8%
- Life Insurance - \$25,000
- Accidental Death & Dismemberment Coverage - \$25,000
- Long term disability insurance
- Uniforms and equipment provided
- Annual boot allowance - \$100
- Annual Uniform Clean Allowance - \$270
- Longevity Bonus after 5 years
- Paid training and partial tuition reimbursement
- Department issued Duty and off duty weapon provided as well as personal patrol rifle.

EXCELLENT PAY



www.lathrupvillage.org

248-557-3600

\$500.00 **SIGNING BONUS** for experienced MCOLES certified Police Officers!



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Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: February 1, 2021
RE: **CANNABIS – PRIMARY CAREGIVER ORDINANCE AMENDMENT**

The Planning Commission has scheduled a Public Hearing and Joint Meeting with City Council on February 8, 2021 at 6:00pm for the Primary Caregiver Zoning Ordinance Amendment.

The current Zoning Ordinance does not regulate registered primary caregivers. According to the Michigan Medicinal Marijuana Act (MMMA). A supreme court case, *DeRuiter v Township of Byron (2020)*, ruled that municipalities have the authority to regulate land use, as long as:

- (1) The municipality does not prohibit or penalize the cultivation of medical marijuana; and
- (2) The municipality does not impose regulations that are unreasonable and inconsistent with regulations established by state law.

Without the proposed amendment in the Zoning Ordinance, the MMMA effectively permits registered primary caregivers as home occupations.

Primary caregivers may serve up to 6 patients (5 registered patients and themselves) – growing up to 12 plants per patient (total of up to 72 plants).

The Amendment to the Zoning Ordinance proposes:

- **State** registration - Primary caregivers and qualifying patients are legally registered by the Michigan Marijuana Regulatory Agency
- **Non-Residential** - Requires that any future caregiver operations are located in non-residential areas
- **Office District** - Allows caregiver operations to the Office District – primarily along 12 Mile Rd - as a permitted use.
- **Separation from Uses** - Provides for 1,000-foot radius from schools, government/nonprofit facilities, public parks, licensed substance use disorder programs facilities, and temporary emergency shelters.
- **Minimum Floor Space** – of 750 sq.ft. per primary caregiver and maximum of 3 primary caregivers per building, with each operation located on the same floor.
- **Secure Facilities** – all medical cannabis shall be contained within the main building in an enclosed, locked facility. A closed locked facility includes a motor vehicle under specific conditions.
- **Odor** – requires odor control methods that follow industry best practices and so that the odor from the operations are not discernable outside of the caregiver facility.
- **Distribution on site prohibited** – patient shall not be present at the parcel where the medical cannabis is cultivated to purchase, smoke, consume, obtain or received possession of any cannabis
- **Permits are required** – building, electrical, plumbing and mechanical permits are required.
- **Inspection** – entire parcel and enclosed, locked facility shall be available for inspection upon request by zoning administrator, building official, fire official or law enforcement official during reasonable business hours.
- **Zoning Review Requirements** - include site plan, plans for waste/chemical/plant disposal; statement from property owner acknowledging the use, indemnifying the City, and approving city inspections.

memorandum

DATE: January 21, 2021
TO: Susie Stec, Community Development Manager
FROM: Jill Bahm and Sri Komaragiri, Giffels Webster
SUBJECT: Cannabis: Amendments to Regulations for Primary Caregivers

Recent Action

- **January 19, 2021 Planning Commission Meeting.** The Planning Commission discussed the first draft of the ordinance and suggested additional refinement to the sections on Odor (Section 4.G) and Nuisances (New Section 4.N). These modifications appear in red in the attached revised ordinance. The Planning Commission made a motion to hold a public hearing on the amendment with the changes proposed.
- **A public hearing is set for February 8, 2021.**

The remainder of the memo that follows includes that background as well as a summary of the proposed draft ordinance language and discussion questions.

Introduction

As the City explores regulations for cannabis licensed by the state of Michigan, it has come to our attention that provisions for licensed caregivers should also be considered. Currently, the ordinance is silent on licensed caregivers, with the City intending, as many other municipalities in Michigan have, that licensed caregivers are considered home occupations while not effectively permitting activities that are illegal at the federal level.

Current Language

The Zoning Ordinance currently does not regulate registered primary caregivers, but, consistent with the MMMA, effectively permits them as home occupations.

Background on Issue

On April 27, 2020, in *DeRuiter v. Township of Byron*, the Michigan Supreme Court ruled that the MMMA did not nullify a municipality's inherent authority to regulate land use under the Michigan Zoning Enabling Act (MZE) as long as: (1) the municipality does not prohibit or penalize the cultivation of medical marijuana; and (2) the municipality does not impose regulations that are unreasonable and inconsistent with regulations established by state law.

This is an important law update for any community dealing with primary caregivers. As the MMMA is silent on zoning implications, most communities until now have understandably not pursued any significant land use restrictions on primary caregivers. This has left little in the way of these operations, which may have up to 12 plants per patient and up to six patients (5 patients, including the caregiver),

from locating in the middle of a residential subdivision with no local zoning consideration. This no longer has to be the case if desired.

Potential impacts and considerations

Primary caregivers may serve up to six patients (five other registered patients and themselves), growing up to 12 plants per patient. Therefore, operations involve the cultivation of up to 72 plants. Indoor cultivation of cannabis plants requires large quantities of water and electricity. Growers frequently upgrade electrical service at the location of their operations, and demand on the grid can be significant, as grow lights run 24 hours a day. The City has the opportunity to consider the impacts of such uses on residential neighborhoods and individual residential properties.

Draft Language

Please see the attached amending ordinance. In reviewing the draft language, please keep the following considerations in mind:

1. Primary caregivers are only licensed to provide cannabis to five individuals and is therefore a relatively low intensity in terms of traffic and parking. In this sense, it is similar to, and compatible with, office uses. The city's office district is primarily along 12 Mile Road, a major thoroughfare, with limited cut-through access into the city's residential neighborhoods. Given the limited geography of the office district and similarities between parcels in this district, we recommend these uses be permitted by right, rather than as special land uses.
2. There are sufficient parcels in this district to provide opportunities for primary caregiver uses, even with the city's proposed cannabis buffer distances to:
 - a. K through 12 public or private school building or licensed childcare center
 - b. A government or nonprofit facility that offers regular, on-site programs and services primarily to persons 18 years of age and under and is used for said programs and services for a minimum of three (3) days a week year-round. Programs and services may include, but are not limited to, social, training, cultural, artistic, athletic, recreational or advisory services and activities and includes private youth membership organizations or clubs and social service teenage club facilities.
 - c. A publicly owned park or playground
 - d. A facility is licensed by the State of Michigan as a Substance Use Disorder Program
 - e. A facility that serves as a temporary emergency shelter; however the distance is reduced to 500 feet.

Note that the separation distance requirement from other cannabis facilities has been removed from the above list. This would permit more than one licensed primary caregiver to use a site, if the space allows.

3. In the future, the City could explore whether other parcels would be well-suited to this use and create an overlay to the zoning map that would permit the use in targeted locations.

4. As part of the City's overall cannabis provisions, this amendment requires that a future caregiver operates locate only in non-residential areas. This would make all legally established existing primary caregiver operations non-conforming.

ORDINANCE NO. ____
CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE CITY OF LATHRUP VILLAGE ZONING ORDINANCE

ARTICLE 2, TO ADD DEFINITIONS FOR CANNABIS FACILITIES, ARTICLE 3, TO ADD LICENSED PRIMARY CAREGIVERS AS PERMITTED USES, AND TO ARTICLE 4, TO ADD SPECIFIC STANDARDS FOR LICENSED CAREGIVERS.

THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:

PART I. DEFINITIONS.

Amend Section 2.2 – Definitions, to add the following definitions:

Cannabis facilities. Cannabis facilities mean “marihuana facilities” as defined by the State of Michigan. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cannabis, also known as marihuana and marijuana. The same definition of marihuana in this ordinance and in the Michigan Medical Marihuana Act, P.A. 2008, Initiated Law, MCL 333.26421, et seq. (“MMMA”).

Caregiver facility. A facility where a "primary caregiver" who is legally registered by the Michigan Marijuana Regulatory Agency may lawfully assist up to five qualifying patients" who are also legally registered by the department with the acquisition of medical marijuana (cannabis) in accordance with the Michigan Medical Marijuana Act of 2008

Medical use, Cannabis. The acquisition, possession, cultivation, manufacture, extraction, use, internal possession, delivery, transfer, or transportation of cannabis, cannabis-infused products, or paraphernalia relating to the administration of cannabis to treat or alleviate a registered qualifying patient’s debilitating medical condition or symptoms associated with the debilitating medical condition.

Primary caregiver. A person who is at least 21 years old and who has agreed to assist with a qualifying patient’s medical use of cannabis and who has not been convicted of any felony within the past 10 years and has never been convicted of a felony involving illegal drugs or a felony that is an assaultive crime as defined in section 9a of chapter X of the code of criminal procedure, 1927 PA 175, MCL 770.9a.

Qualifying patient. A person who has obtained a valid registration card from the Michigan Marijuana Regulatory Agency allowing them to possess and purchase medical marijuana.

Separation Distance Measurements. The distance computed by measuring a straight line from the nearest property line of the parcel used for the purposes stated in this ordinance to the nearest property line of the parcel used as a cannabis facility.

PART 2. AMEND ARTICLE 3 TO ALLOW PRIMARY CAREGIVERS AS PERMITTED USES AS FOLLOWS BY ADDING ITEM 3.1.6.B.XI AND RENUMBERING AS NEEDED:

Section 3.1.6.B

- i. Professional and administrative offices
- ii. Veterinary clinics
- iii. Personal services
- iv. Child care centers
- v. Instruction centers for academic and fine arts purposes
- vi. Publicly owned and operated parks and parkways
- vii. Business service uses
- viii. Civic uses, except those with outdoor storage of vehicles and materials
- ix. Mortuaries & funeral homes
- x. Banks and other financial institutions
- xi. Primary Caregiver facility**
- xii. Accessory buildings and uses customarily incidental to any of the above permitted uses
- xiii. Uses similar to any principal permitted use, as determined by the Planning Commission

PART 3. AMEND ARTICLE 4 TO ADD A NEW SECTION 4.17 AS FOLLOWS:

Section 4.17 PRIMARY CAREGIVER FACILITIES

1. Findings, Purpose and Intent.

The Michigan Medical Marihuana Act (MMMA), Initiated Law 1 of 2008, MCL 333.26421 et. seq., as amended, does not nullify a municipality's inherent authority to regulate land use under the Michigan Zoning Enabling Act (MZEA), MCL 125.3101 et seq. as long as (1) the municipality does not prohibit or penalize the cultivation of medical cannabis (marihuana) and (2) the municipality does not impose regulations that are unreasonable and inconsistent with regulations established by state law.

MCL 333.26424(b)(2) states that primary caregivers and qualifying patients must keep their plants in an enclosed, locked facility in order for those individuals to be entitled to the MMMA protections in MCL 333.26424(a) and (b). Because an enclosed, locked facility may be found in various locations on various types of property, this ordinance, limiting where a primary caregiver can cultivate medical marihuana within the City, does not conflict with the MMMA's requirement that cannabis plants be kept in an enclosed, locked facility.

The City finds that the average residence in the City is not aptly suited to the safe and favorable cultivation of 72 cannabis plants that a primary caregiver is permitted to grow under the MMMA. The City further finds that the cultivation of 72 cannabis plants by primary caregivers in residential districts creates potential hazards and potential adverse and detrimental effects on the neighboring properties that endanger the public health, safety and welfare. The purpose and intent of this ordinance is to identify suitable locations for primary caregivers to cultivate medical cannabis, in compliance with the MMMA and this Article and to protect the public health, safety and welfare by mitigating the potential adverse and detrimental effects of such cultivation on neighboring properties.

2. Ordinance has no effect on patient use.

This ordinance does not apply to or regulate any qualifying MMMA patient activities or conduct that is in compliance with the MMMA. A qualifying patient, operating in compliance with the MMMA, shall be permitted to cultivate, at the primary residence of the patient, who shall also be a fulltime resident of the

dwelling, no more than the 12 allowed cannabis plants as permitted by the MMMA for the patient's personal use to treat their debilitating medical condition. The possession, smoking or ingestion of medical cannabis by a qualifying patient who has been issued and possesses a valid registry identification card under the Michigan Medical Marihuana Act (being PA 2008, Initiated Law, at MCL 333.26421, et seq.) in any zoning district shall not be considered a use of land regulated under this Chapter.

3. **No defenses against criminal prosecution.**

Nothing in this ordinance is intended to grant, nor shall anything in this Ordinance be construed as granting, immunity from or affirmative defenses against criminal or other prosecution under state laws or local ordinances, including without limitation this Ordinance, for growing, sale, consumption, use, distribution, or possession of cannabis not in strict compliance with the MMMA and the Administrative Rules of the Michigan Department of Licensing and Regulatory Affairs (LARA). Also, since federal law is not affected by the MMMA or LARA's Administrative Rules, nothing in this Ordinance is intended to grant, nor shall anything in this Ordinance be construed as granting, immunity from or an affirmative defense against criminal prosecution under federal law. Moreover, nothing in this Ordinance shall be construed or interpreted as endorsing, aiding, or abetting violations of federal or state laws.

The MMMA and this zoning ordinance do not protect users, caregivers or the owners of properties on which the medical use, growing, possession or handling of cannabis occurs from federal prosecution, or from having property seized by federal or state authorities under the federal Controlled Substances Act or other federal laws. The use, possession and growing of cannabis remains illegal; however, consistent with the MMMA and rulings of the Michigan Supreme Court, this Section of the Ordinance designates the specific districts of the City in which medical cannabis Primary Caregivers may assist one or more medical cannabis patients in the specific and limited circumstances and under the conditions set forth in this Section.

4. **Standards.** The following regulations shall apply to all Primary Caregivers:

- A. **Applicability.** Where permitted, no building or land shall be used and no buildings shall be erected except for Primary Caregivers or one or more of the principal permitted uses, special approval uses, or accessory structures and uses permitted in the underlying zoning district, in accordance with the height, area, and bulk regulations provided therein, except as otherwise provided in this Section. Primary Caregivers shall only operate on a zoning lot located within the Office District and, if so located, shall be a permitted use. Site plan approval by the Planning Commission is required prior to commencing any new primary caregiver use, per Section 6.1.
- B. **Compliance with state laws and rules.** The medical use of cannabis and the amount of cannabis and cannabis plants in the possession of the primary caregiver on the premises shall comply at all times and in all circumstances with the MMMA and the Administrative Rules of LARA, as they may be amended from time to time.
- C. **Separation from uses.** A licensed primary caregiver shall be located outside of a one thousand (1,000)-foot radius from the following:
 - i. K through 12 public or private school building or licensed childcare center
 - ii. A government or nonprofit facility that offers regular, on-site programs and services primarily to persons 18 years of age and under and is used for said programs and services for a minimum of three (3) days a week year-round. Programs and services may include, but are not limited to, social, training, cultural, artistic, athletic, recreational or advisory services and activities and includes private youth membership organizations or clubs and social service teenage club facilities.

- iii. A publicly owned park or playground
 - iv. A facility is licensed by the State of Michigan as a Substance Use Disorder Program
 - v. A facility that serves as a temporary emergency shelter; however, the buffer distance from this use is a minimum of 500 feet.
- D. **Minimum floor area.** There shall be a minimum of 750 sf of floor area per primary caregiver and a maximum of three primary caregivers per building, provided that each individual operation is conducted wholly on the same floor. If more than one primary caregiver is located within a single building, each enclosed locked facility for cannabis must be identified on a floor plan that is approved by the City as part of a site plan. Each individual enclosed locked facility shall receive a certificate of zoning compliance before the presence of cannabis is allowed.
- E. **Secure facilities.** All medical cannabis shall be contained within the main building in an enclosed, locked facility inaccessible on all sides, including top and bottom, and equipped with locks or other security devices that permit access only by the registered primary caregiver or qualifying patient. Enclosed, locked facility includes a motor vehicle if both of the following conditions are met:
- i. The vehicle is actively being used temporarily to transport cannabis from one location to another with the intent to permanently retain cannabis at the second location in compliance with the MMMA and this ordinance.
 - ii. An individual is not inside the vehicle unless he or she is either the registered qualifying patient to whom the cannabis belongs, or is the individual designated as the primary caregiver for the registered qualifying patient;
- F. **Appearance.**
- i. The structure shall be designed and maintained in a manner consistent with other permitted uses in the zoning district within which it is located.
 - ii. Grow lights, plants, growing and processing areas and related products and operational areas shall not be visible from any property line. If exterior windows are located in these areas, they shall be frosted, screened or otherwise modified to the satisfaction of the Planning Commission so that the use, as described above, is not visible from any property line.
 - iii. Bars or similar security features are prohibited, unless the Planning Commission finds that the design of the security feature(s) is in keeping with the spirit and intent of the ordinance.
 - iv. Outdoor storage is prohibited.
- G. **Odor.** All primary caregivers shall include odor control methods that follow industry best practices for removal of odor so that odor from the operation is not discernable **outside of the caregiver facility**. Such methods shall be subject to approval of the Planning Commission, including but not limited to activated carbon filters/scrubbers, internal exhaust fans, odor neutralizers, and air purifiers, to be included as part the approval process. Ozone generators shall not be permitted as an odor neutralization method, **unless such generator is not audible outside the caregiver facility**.
- H. **Distribution on site prohibited.** Distribution of cannabis or use of items in the administration of cannabis shall not occur at or on the parcel where medical cannabis is cultivated. A qualifying patient shall not visit, come to, or be present at the parcel where medical cannabis is cultivated to purchase, smoke, consume, obtain or receive possession of any cannabis.

- I. **Use or consumption on site prohibited.** Use or consumption in any manner of cannabis or any illegal controlled substance is not permitted by a qualified patient on the premises of any primary caregiver.
- J. **Alcohol prohibited on site.** No alcoholic beverage shall be sold, conveyed or consumed on the premises of any primary caregiver, nor shall any person be present on the premises of a primary caregiver while intoxicated and/or under the influence of alcohol or any controlled substance.
- K. **Signage.** No sign identifying the location by word, image or otherwise, or indicating that the cultivation of medical cannabis is taking place on the premises, shall be permitted. No vehicle having such a sign shall be parked anywhere on the premises.
- L. **Permits required.** All required building, electrical, plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support the cultivation, growing or harvesting of cannabis are located, and for any improvements to the structure relating to the use. Discharge of toxic, flammable or hazardous materials into city sewer or storm drains is prohibited.
- M. **Inspection.** The entire parcel and all enclosed, locked facilities shall be available for inspection upon request by the zoning administrator, building official, fire official or law enforcement official during reasonable business hours.
- N. **Nuisances.** No caregiver facility shall be operated in a manner that creates noise, dust, vibration, glare, fumes, pests, mold, mildew or odors detectable to normal senses beyond the boundaries of the property on which the facility is operated. Interior construction, design and use of a caregiver facility will not impede the current and future use of a building for other uses as permitted in the assigned zone district.
- O. **Zoning review application requirements.** Zoning applications for primary caregiver facilities shall be submitted as required in Section 6.1. In addition, the following information is also required:
 - A. As provided in Section 6.1, a site plan shall be required, showing the proposed building(s) to be used, remodeled or reconstructed, along with the parking, landscaping and lighting plans. Existing and proposed building elevations shall be provided, including building materials, window glazing calculations, descriptions of glass to be used, and other pertinent information that describes building construction or structural alterations.
 - B. A plan for general waste disposal, chemical disposal and plant waste disposal.
 - C. A notarized statement by the property owner that acknowledges use of the property for a cannabis facility and agreement to indemnify, defend and hold harmless the City, its officers, elected officials, employees, and insurers, against all liability, claims or demands arising out of, or in connection to, the operation of a cannabis facility. Written consent shall also include approval of the owner and operator for the City to inspect the facility at any time during normal business hours to ensure compliance with applicable laws and regulations.
 - D. A copy of the current primary caregiver license as issued by the state of Michigan.
 - E. A map, drawn to scale, containing all schools, publicly owned parks or playgrounds, temporary emergency shelters, Substance Use Disorder Programs, and any cannabis facilities within one-thousand (1,000) feet of the proposed location. Distances shall be measured in accordance with the Separation Distance Measurements, as defined in Section 2.2.

- F. Operations and Management Plan. An operations and management plan shall be submitted. The plan should describe security measures in the facility; this may include the movement of the product, methods of storage, cash handling, etc.
- G. All permitted facilities shall be bonded to guarantee that all accounting and taxes are paid in full according to the law and that the operation or facility performs in accordance with all government standards

PART 4. AMEND SECTION 5.13 AS FOLLOWS TO PROVIDE PARKING STANDARDS FOR CANNABIS FACILITIES:

Section 5.13.13. Minimum numbers of parking spaces required.

C. Business & Commercial

- i. Professional and administrative offices, **including primary caregiver facilities:** One (1) per 275 sq ft of gross leasable area

PART 5. SAVINGS CLAUSE.

The amendments referenced herein do not affect or impair any act done, offense committed, or right accruing or acquired, or liability, penalty or forfeiture or punishment pending or incurred prior to the effective date of this amendment.

PART 6. SEVERABILITY.

This Ordinance and its various parts, sentences, paragraph, sections, clauses and rules promulgated hereunder are hereby declared to be severable. If any part, sentence, paragraph, section, clause, or rule promulgated hereunder is adjudged to be unconstitutional or invalid for any reason, such holdings shall not affect the remaining portions of this Ordinance.

PART 7. REPEALER.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

PART 8. EFFECTIVE DATE; PUBLICATION.

This Ordinance shall become effective after publication of a brief notice in the newspaper circulated in the City, stating that a copy of the Ordinance is available for public use and inspection at the office of the City Clerk, and such other facts as the City Clerk shall deem pertinent.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL, CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN THIS ___ day of ____, 2021

Yvette Talley, City Clerk

Date of Introduction:

Date of Adoption:

Date of Publication of Notice of Adoption:

CERTIFICATE OF ADOPTION

I hereby certify that the foregoing is a true and complete copy of the ordinance passed at a meeting of the City of Lathrup Village held on the ___ day of ____, 2021

Yvette Talley, City Clerk



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: February 1, 2021
RE: **TECHNOLOGY UPGRADES**

The Administration is seeking ways in which to improve operations, efficiencies and enhance the ability for residents to access information and services.

Two technology upgrades being recommended are Point & Pay (online payments) and ClearGov (budgeting document preparation and publishing).

Point & Pay – the city currently uses Oakland County’s G2G and Official Payments. Both systems have shortcomings, including not being integrating with the BS&A system. The Point & Pay allows for integration with BS&A, which includes the ability to pay online for permits and e-billing. Customers will have access to web-based real-time reports online.

- Cost: \$400 set up fee and \$50 monthly maintenance fee. Customers have fees for use of credit/debit cards (3% with \$2 minimum) and e-Checks (\$3 for up to \$10,000).

ClearGov – one of the goals for this year is to start the process of meeting the Government Finance Officer Associations (GFOA) best practices criteria for a Distinguished Budget. The current system for compiling, printing hard copies and publishing the annual budget is very time consuming and costly. Most importantly, the document produced is not interactive or easy for residents and elected officials to quickly access the information that they seek. The ClearGov Digital Budget Book is easy to implement and update, while providing for an optimal user experience. It also aligns with the GFOA budget best practices.

- Cost: One time set-up cost is \$1,200 (includes training). Annual subscription is \$4,500. This is prorated for the remainder of the current fiscal year to \$1,875. Cancellation option: if there isn’t Council consensus to proceed, will cancel without penalty or obligation. After the initial period, either party can cancel with 60 day written notice



Lathrup Village, MI

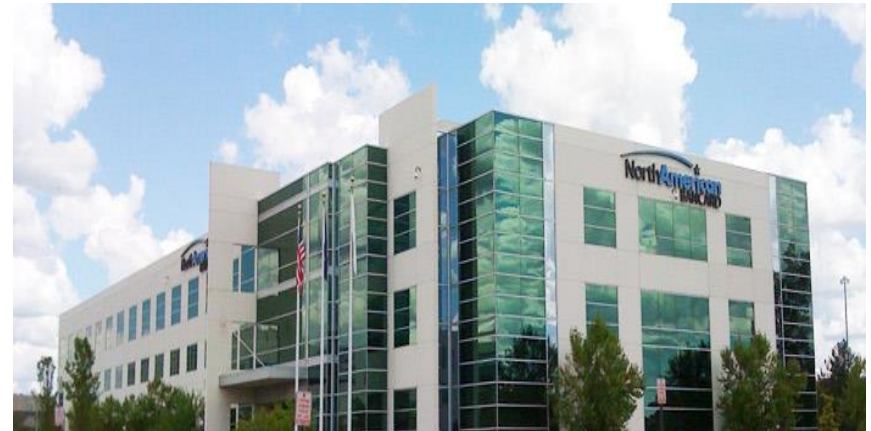
January, 2021

About Point & Pay

- Nationwide payment processing solutions since 1999, based in Troy, MI
- More than 2000 clients in 48 states
- Provides proven, fully-integrated Secure Systems with PCI Level 1 certification
- Preferred partner of BS&A software
- Specializing in payment processing for:
 - Government
 - Courts
 - Clerks
 - Law Enforcement
 - Utilities
 - Education
 - Healthcare

North American Bancard


- One of the country's largest merchant services organizations
- Processes more than \$50 billion+ each year on behalf of 355,000+ merchants nationwide
- Through NAB, Point & Pay offers significant benefits to our clients:
 - POS processing and equipment
 - Check verification, imaging and processing
 - Gift card/loyalty services
 - Smartphone, tablet & mobile solutions
 - PCI compliance



Point & Pay Unique Features


- Pick and Choose what your office needs/wants- Web-Phone-Counter-Mobile-Kiosk
- Customized
 - Web pages
 - Messaging on receipts
 - Unique IVR 800 number
- Shopping Cart option
- Real-time access to payments and notification options
- Standard POS, Kiosk, Mobile and more
- Data hosting
- E-billing
- Recurring Billing
- Integration options with many software vendors
- ACH verification
- Exclusions manager
- Consolidated settlement





Government | Departments | Community | Information | Event Calendar

PNP will try to use your colors and Custom Banner



2800 Third Street, Trenton, MI 48183

Step 1. Select Payments Step 2. Review and Submit Step 3. Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed. Note: * indicates a required field.

My Bills

Payment Type	Account Number	Amount	Delete Item
Payment Type: * Business Personal Property Tax	Parcel Number With No Dashes or Spaces: * <input style="width: 100%;" type="text"/>	Amount: * <input style="width: 100%;" type="text"/>	✕

[Add Item](#)

Customer Information

First Name: * Last Name: *
 Address Line 1: * Address Line 2:
 City: * State: * Washington Zip Code: *
 Phone Number: * Email Address:


Payment Information

Payment Method: *
 Credit Card

[Tax Payments](#) **Open Monday-Friday** **9:00AM - 5:00PM**

You can connect to data at this point or have PNP host data.

PNP will allow you to Customize the Fields for Payment Identification.



Online: Payment Receipt

← →
http://www.guuul.com

Thank you for your payment!
This service has been provided by _____ and **Point & Pay**. We value your business. Please keep this receipt for future reference.

You have made a payment to _____. Thanks for your online payment. For questions regarding your bill or payment please contact support at 1-888-123-4567

Name: Jane Doe
Address: 123 Test Drive, Tampa FL, 33987
Contact: 1234567890
Comments:

Payment ID: 6006382
Date: 10/05/11 11:06 PM
Subtotal: \$150.00
Fee: \$2.50
Total: \$152.50
Method: Credit or Debit Card(*****1111)

You can customize the message on the receipt

Item Purchased	Transaction Description	Account	Amount
☐	☐	9999999999999	\$150.00

Signature: _____ **Date:** ____/____/____
By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *Halifax Health Prnt*. If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)

Credit Card Payments in BS&A Cash Receipting

If your municipality accepts payments in BS&A Cash Receipting, you have the option to accept credit card payments in Cash Receipting with out having to log into Point & Pay.

In person through Point & Pay

Staff views this screen to begin an over-the-counter transaction

Payment Entry Form

Note: * indicates a required field.

My Bills

Description
<input type="button" value="Save"/> <input type="button" value="Delete"/> Payment Type: * <input type="text"/>

Clear Fields

Continue

Cardholder Information

First Name: *	Last Name: *	
<input type="text"/>	<input type="text"/>	
Address Line 1:	Address Line 2:	
<input type="text"/>	<input type="text"/>	
City:	State:	Zip Code: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number:	Email Address:	
<input type="text"/>	<input type="text"/>	

Payment Information

Payment Method: *	Swipe?:
<input type="text" value="Credit or Debit Card"/>	<input checked="" type="checkbox"/>
Swipe:	

[Click here to swipe card](#)



In Person Counter Receipt

Clerk can print a receipt for payer's signature, however Point & Pay does not require a signature.

Thank you for your payment!

This service has been provided by City of Dearborn, MI and Point & Pay. We value your business. Please keep this receipt for future reference.

You have made a payment to City of Dearborn, MI , your payment was processed at Treasury office . The City of Dearborn Thanks You for your payment.

Name: ERIN SMITH
Address: 4227 SCHAEFER, DEARBORN MI, US, 48126
Contact: 2036194918
Comments:

Payment ID: 34692
Date: 09/15/10 10:33 PM
Subtotal: \$1451.87
Fee: \$43.56
Total: \$1495.43
Method: Charge(*****1111)

Item Purchased	Transaction Description	Account	Amount
Property Tax - Summer	CtyDearbornPropTxPmt	821018414027	\$1,451.87

Signature: _____ **Date:** ____/____/____

By signing this receipt you agree to the terms and conditions of this service.

You will see two line items on your credit or debit card statement. One line will indicate the amount you paid to the City of Dearborn and will read *CtyDearbornPropTxPmt* . If you have any questions about either of these charges please call 1-888-891-6064.

Real Time Reporting

- * Access to web-based real-time reports 24/7
- * View data onscreen or export to excel
- * Customizable by:
 - Date Range
 - Payment type
 - Channel
 - Office
 - Clerk
- * Work-log reports track clerk usage

Point&Pay Home Reports Orders Editors Admin Logout

Payment Report

Start Date: Mar 7 2012 Start Time: 12:00 AM End Date: Mar 7 2012 End Time: 11:59 PM Partner: ACC Boat Club, Inc (TX)

Office: No Filter User: No Filter Product: No Filter Channel: No Filter Group By: Channel Payment Type: No Filter Payment Method: No Filter

Update Report Download to Excel Print Report

Channel: API

Pay Id	Method	Type	Status	Date	Account	Product	Name	Fee	Pmt Amt
6010388	Credit or Debit Card - Visa	Purchase	Approved - Comp	03/07/2012 12:32 AM	1234567890	Property Taxes	Peter Kioko	\$25.00	\$1,000.00
6010390	Credit or Debit Card - Visa	Purchase	Approved - Comp	03/07/2012 12:33 AM	1234567890	Property Taxes	Peter Kioko	\$25.00	\$1,000.00
6010392	Credit or Debit Card - Visa	Purchase	Approved - PCB	03/07/2012 08:43 AM	650047	ERP	tim fagley	\$72.00	\$2,912.00
6010393	Credit or Debit Card - Visa	Purchase	Approved - PCB	03/07/2012 09:05 AM	648910	ERP	tim developer	\$72.00	\$2,912.00

Channel Summary	Processor Settlement				PNP Settlement				Debit			Total							
	Receipt	Payment	Customer Paid Fee	Partner Paid Fee	Transfer	Receipt	Payment	Customer Paid Fee	Partner Paid Fee	Transfer	Fee Settled by Processor	Fee Settled by PNP	Fee Total	Count	Receipt	Payment	Customer Paid Fee	Partner Paid Fee	Transfer
Credit Card Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,874.00	\$7,824.00	\$50.00	\$145.60	\$7,678.40	\$0.00	\$0.00	\$0.00	4	\$7,874.00	\$7,824.00	\$50.00	\$145.60	\$7,678.40
eCheck Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,874.00	\$7,824.00	\$50.00	\$145.60	\$7,678.40	\$0.00	\$0.00	\$0.00	4	\$7,874.00	\$7,824.00	\$50.00	\$145.60	\$7,678.40

Report Totals

Summary	Count	Receipt	Payment	Total Customer Paid Fee
Credit Card Payments	19	\$783.23	\$743.48	\$39.75
eCheck Payments	1	\$3.00	\$1.00	\$2.00
Refunds	0	\$0.00	\$0.00	\$0.00
Total	20	\$786.23	\$744.48	\$41.75

Deposit Summary

Expected Deposit on 02/09/2012

Agency Account #	Originator	Payment Method	Deposit Amount
00004515	PNP	AE	\$2.00
PNP Total:			\$2.00
Total:			\$2.00

Over the Phone: IVR Payments



- Unique 800 telephone number for constituents to make payments
- Fully-featured IVR system accepting all credit and debit cards
- Option to connect to hosted data
- Presentation of convenience fee prior to payment
- Unique confirmation number generated for all payments
- Option to speak to live operator

Transaction Flow

- Money Deposits 48 hours from end of day.

example: Monday ends at midnight, 48 hours takes place, when you check your bank account on Thursday deposit has been made.

- Money can be deposited as one lump sum, or multiple deposits to same or different bank accounts, based on product type.
 - Access to deposit in route information is available 24/7.
-

Implementation

Week 1: Complete Product Worksheets and Client Application to set up each payment type; order Merchant IDs

Week 2: Receive welcome kit

Week 2-4: Receive card readers

Week 3-4: Receive test links and test credit cards

Week 3-5: Schedule and complete online training

Week 5-7: Go live

Timeline may vary by system customization

Personalized Support



- Dedicated Account Manager and Project Manager
- Individual training for agency personnel
- Direct support for customers 24 hours a day, 7 days a week
- Personal assistance to resolve customer charge-backs

You have unique needs... Point & Pay has intuitive payment solutions.

Convenience Fee Pricing

\$500 set up fee
\$50 Monthly Maintenance
Fee



Card Readers

2 card readers for free per
department.

Each additional card reader
is \$50.00 each.

Absorbed Pricing Available

Convenience fee pricing

Credit/Debit 3% with a \$2.00
minimum

E-Checks

\$3.00 up to \$10,000

\$10.00 over \$10,000



Contact Information

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GFOA Budget Awards Criteria: 2020 Revisions

Changes To Criteria For The Distinguished
Budget Presentation Awards Program

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INTRODUCTION

For governments that participate in the annual Government Finance Officer's Association (GFOA) Distinguished Budget Presentation Award Program, recent changes to the award criteria have been made that will impact your next submission.

This ebook covers the criteria changes and exactly what it means for your budget book. We'll also share best practice suggestions and examples of how you can use visuals to support the new criteria.

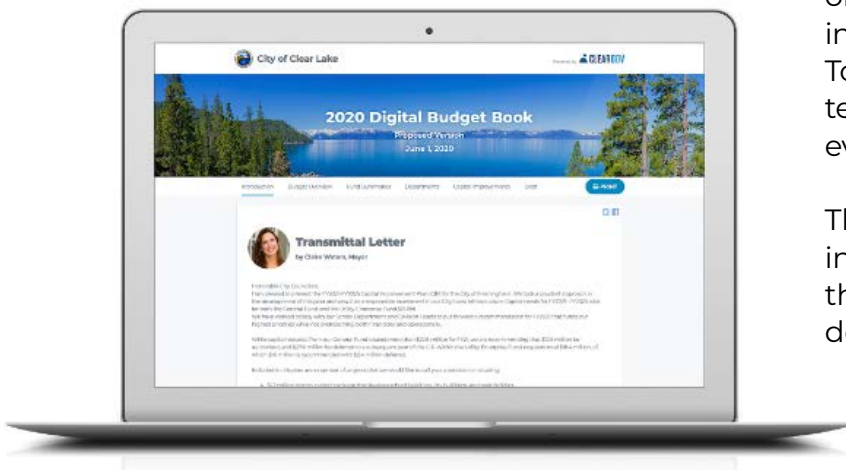
Award Background

The GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality. There are approximately 1,700 participants and about 100 new participants every year that submit their budget book for award consideration.

It has been nearly 10 years since the award criteria was last revisited and revised. The GFOA recognizes, and encourages, that many governments are moving away from the traditional

budget document into other forms of budget communication, like interactive web-based presentations. To improve and adjust to changing technology, the award criteria is evolving with it.

There was a task force of seventeen individuals from various governments that worked with GFOA staff on developing these latest revisions.



EXECUTIVE OVERVIEW

The overarching takeaway from these recent GFOA changes is the focus on strategic goals and planning. The GFOA no longer wants cities simply sharing numbers in their budget books. Instead, they want to see the driving strategies and goals behind the numbers: the whys, the context, the process for making decisions about spending taxpayer dollars. This is now mandatory information for budget books being submitted for GFOA award consideration. Another new mandatory criterion is the inclusion of performance measures that will be used to judge whether the town’s budget is meeting its goals.

Criteria changes aside, the GFOA is moving ‘beyond’ traditional budget books and wants municipalities to follow suit. This means making the presentation more transparent, easier to understand, and more engaging. Pictures, charts, visuals, and links to external documents, websites and videos all help support the budget data. Since viewers of budget books are rarely financially savvy, these documents should be built with that in mind.

New Criteria Effective Dates

The revised criteria take effect for budgets with a fiscal year beginning January 1, 2021 or later, and for schools with a fiscal year beginning July 1, 2021 or later.

Criteria Changes

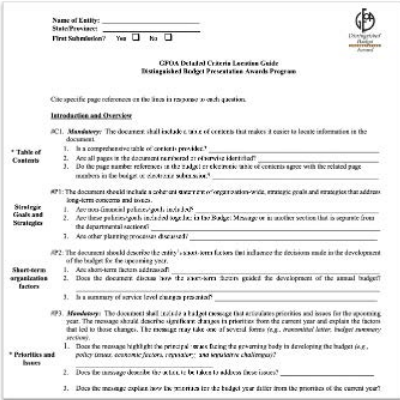
This table shows the list of award criteria. The sections in bold are mandatory when submitting a budget book for award consideration. The orange sections indicate criteria that have minor changes, and the red sections have major changes.

	<ul style="list-style-type: none"> • Table of Contents • Strategic Goals & Strategies • Priorities & Issues • Budget Overview • Organization Chart • Fund Description & Fund Structure • Department/Fund Relationship • Basis of Budgeting • Financial Policies • Budget Process • Consolidated Financial Schedule • Four Year Consolidated and Fund Financial Schedules 	<ul style="list-style-type: none"> • Fund Balance • Revenues • Long-range Financial Plans • Capital Expenditures • Debt • Position Summary Schedule • Department Descriptions • Unit Goals & Objectives • Performance Measures • Statistical/Supplemental Section • Glossary • Charts & Graphs • Understandability & Usability
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New Mandatory Criteria

As mentioned earlier, some of the major changes to the criteria are around strategic goals and performance measures. Previously, the sections that covered these topics were recommended and nice to include, but not required. Now, the two following sections are mandatory when submitting your budget book for consideration.

- Strategic Goals & Strategies
- Performance Measures



- **Table of Contents**
- **Strategic Goals & Strategies**
- **Priorities & Issues**
- **Budget Overview**
- **Organization Chart**
- Fund Description & Fund Structure
- Department/Fund Relationship
- Basis of Budgeting
- **Financial Policies**
- **Budget Process**
- **Consolidated Financial Schedule**
- Four Year Consolidated and Fund Financial Schedules

- **Fund Balance**
- **Revenues**
- Long-range Financial Plans
- **Capital Expenditures**
- **Debt**
- **Position Summary Schedule**
- **Department Descriptions**
- Unit Goals & Objectives
- **Performance Measures**
- Statistical/Supplemental Section
- Glossary
- Charts & Graphs
- Understandability & Usability

Streamlined Criteria

The GFOA criteria was streamlined from 27 to 25 sections. Two sections were removed and combined into other sections:

- Short-term Organizations Factors was combined into Priorities & Issues
- Impact of Capital Investments on Operating Budget was combined into Capital Program



- Table of Contents
- Strategic Goals & Strategies
- ~~Short-term Organizations Factors~~
- Priorities & Issues
- Budget Overview
- Organization Chart
- Fund Description & Fund Structure
- Department/Fund Relationship
- Basis of Budgeting
- Financial Policies
- Budget Process
- Consolidated Financial Schedule
- Four Year Consolidated and Fund Financial Schedules

- Fund Balance
- Revenues
- Long-range Financial Plans
- Capital Expenditures
- ~~Impact of Capital Investments on Operating Budget~~
- Debt
- Position Summary Schedule
- Department Descriptions
- Unit Goals & Objectives
- Performance Measures
- Statistical/Supplemental Section
- Glossary
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- Understandability & Usability

MAJOR CHANGES

Strategic Goals & Strategies

Strategic Goals & Strategies was a previously recommended criterion which is now mandatory. This is a major change that requires governments to share the process for coming up with strategic goals. The section should provide a coherent statement of organization-wide, strategic goals and strategies that addresses how these goals will be accomplished. While it's not mandatory to link budget dollars to goals, it is recommended.

Best Practices:

- A diagram can be useful to show the strategic plan/process and sequence.
- Use bullet points that support the development of a strategic plan.
- Include community input and add pictures and personalization to make it more engaging for viewers.
- The focus should be on the future, not what you've accomplished. Accomplishments are fine to include, but be sure to include future plans.
- State your goal and how you plan to achieve these goals. Explain how you track progress (e.g. table, timeline, etc.).

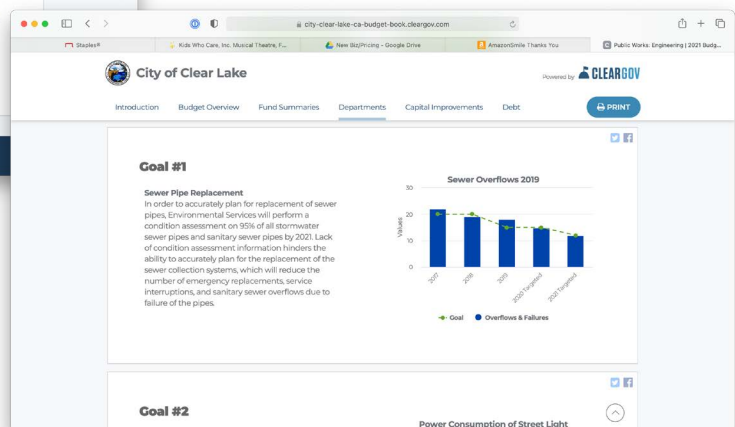
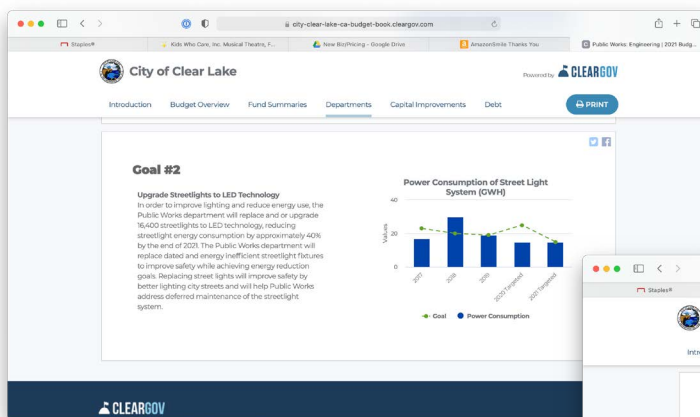
Performance Measures

Performance Measures is another criterion that was previously recommended which is now mandatory. It is now mandatory to show performance measures versus strategic goals and objectives. The goal is to create a connection between what you're working toward and the work that is getting done.

Best Practices:

- Link performance measures to goals and objectives.
- Use a balanced scorecard approach and point to performance dashboards.
- Benchmark against peers, if possible.
- Include narratives/captions in performance measures to add context.

While some cities already include strategic goals and performance measures in their budget book, many do not. And the ones who are including them may be using different metrics, making benchmarking performance against peers tricky. Given this, we expect to see some industry standards emerge in the coming months or years around performance measures.



Priorities & Issues | Short-Term Organization Factors

Short-Term Organization Factors is now combined with Priorities & Issues, and is a mandatory criterion. The change now requires you to show major changes in service levels, fees and/or taxes. This helps provide context to budgetary decisions by explaining to viewers what your choices were and what decisions were made.

Best Practices:

- Always try to link data back to your stakeholders. How are decisions going to affect them? Show the rate and its effects on citizens and the percentage increase.
- An FAQ page is helpful (e.g. predict questions that may be asked).

City of Clear Lake Powered by **CLEARGOV**

Introduction **Budget Overview** Fund Summaries Departments Capital Improvements Debt **PRINT**

Priorities & Issues

Priorities:

In February of this year, which may seem like a lifetime ago, the City Council held a retreat and selected three priorities to focus on in 2021. The priorities include:

- Housing with an emphasis on affordable housing
- Sustainability, in the context of the changing climate
- Improving mobility for all

Two of these priorities, mobility, and sustainability, relate to City Council priorities from 2020. Since February, the City Council has adopted housing and sustainability workplans, guiding staff work associated with these priorities, and a revision to the existing transportation workplan was planned by June 2020. While progress is being made on all priorities, the realignment needed to reflect current circumstances will severely impact our ability to continue this work. The budget direction below considers suspending much of the work on all three priorities, in order to focus on legally mandated activities and redeploying staff to focus on recovery efforts.

Issues:

The City has many challenges and opportunities as we plan for the future. We would be overly optimistic if we did not anticipate future funding cuts from the State in the following areas as well as increases in unfunded mandates:

- Constitutional offices and Courts
- Regional jails and detention centers
- K-12 education
- Comprehensive Services Act
- Social Services
- Benefits and insurance for employees
- Transportation

In addition, unfunded mandates continue to be a factor that the City must address in the annual budget including:

Unfunded Mandates	Amount
Lease for Commonwealth Attorney and J&DR Court Services	\$262,000
Deputy Sheriffs (3) for Courtroom Security	\$103,280
SPCA	\$150,000
Custodians (1.5) for Joint Judicial Center Renovations	\$48,200
Storm Water Engineer, Consulting and Mapping System Survey	\$156,000
Joint Judicial Center Debt Service for Courtroom Additions	\$240,000
State Responsible Inmates	\$1,068,671
Planning Organization	\$27,500
Comprehensive Plan Update	\$15,000
General Relief (Indigent Burial)	\$20,000
Total FY1 2021 Unfunded Mandates	\$2,090,651

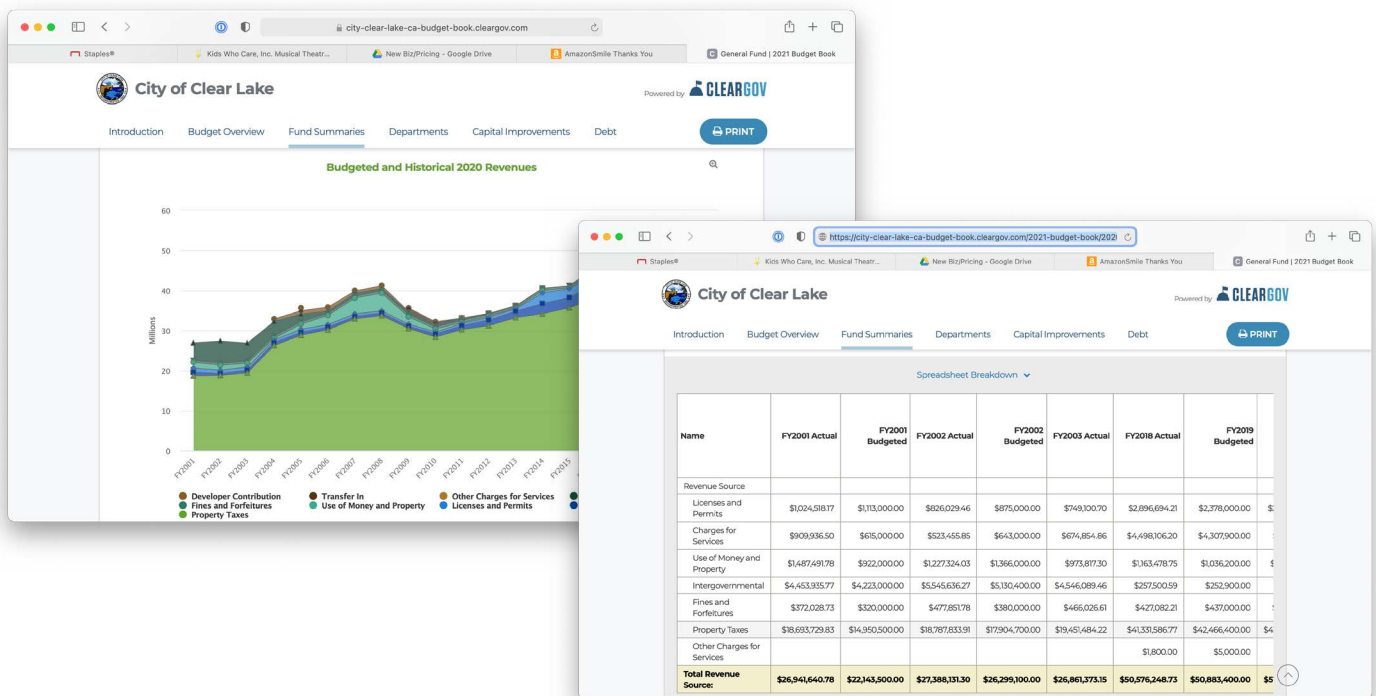
Additional issues of concern as we look towards next year's budget and beyond is the desire for more capital projects to serve both the City and the Clear Lake Public School system. A more immediate need and one which will help our employees become more productive and efficient is the implementation of the City's information technology strategic plan. In conclusion, the City of Clear Lake has a robust strategic plan and an adopted budget that provides the necessary funding to implement the plan. Moreover, Winchester has a dedicated staff that is eager to serve the City, a City Council willing to make the difficult and often unpopular decisions and a citizenry who want nothing less than greatness for the City of Clear Lake. Clear Lake's FY 2021 budget is a sound

Budget Overview

The Budget Overview section is a mandatory criterion. The change now requires you to show the changes from proposed budget to adopted budget. It is also recommended to summarize changes between the two in the narrative.

Best Practices:

- Include a brief summary of the analysis between the proposed and adopted budget.
- Provide a “Budget in Brief” infographic.
- Link some major items to goals.
- Remember, most viewers are not financially savvy and need context. In addition to graphics and tables, include some narrative and captions.



Financial Policies

The Financial Policies section is a mandatory criterion. The change states that Financial Policies should note whether the budget complies with your municipality's own relevant financial policies.

Best Practices:

- Include your internal financial policies and summarize them.
- Include outside links to your website or another part of the budget that takes viewers to that policy (e.g. if there is an investment policy that's 50 pages long, link to it instead of including it).
- Show that you're in compliance with your policies (e.g. a table with check marks to show if you are or are not).
- Continually update your financial policies. List policies you plan on reviewing in the upcoming year to communicate to residents what needs to be revisited.
- Remember, graphics and tables help communicate better than text only.

Budget Process

The Budget Process section is a mandatory criterion. In addition to describing the process your government uses to create your budget, the change states that you should now include how the public is involved in your budget process.

Best Practices:

- Consider including results from citizen satisfaction surveys.
- If including surveys, tell how the survey was conducted, how many people were included, etc. and provide links to surveys.
- List ways you engage the public about the budget process (e.g. public/virtual meetings, social media).
- Videos can be used to communicate the budget process within your community.
- Include a budget process chart, flow chart, and/or calendar, including legal or policy requirements.
- Use visuals, graphics and colors to engage viewers.



Capital Program | Impact of Capital Investments on Operating Budget

The Impact of Capital Investments on Operating Budget has been combined into the Capital Program, and this is a mandatory section. There are two major changes to this section: The Capital Program must (1) identify the process of choosing funded projects (e.g. how requests are evaluated and adopted), and (2) must include the operating impact.

Best Practices:

- Include capital improvement project phases that apply to your municipality.
- Include a justification and evaluation of capital projects.
- Show the process for prioritizing capital projects. Are there priority levels (e.g. essential, desirable, etc.)? Communicate clearly what is more important and why.
- Include the impact of a project on your operations budget.

The screenshot shows a web browser window displaying the 'City of Clear Lake' budget book. The page is titled 'City of Clear Lake' and is powered by 'CLEARGOV'. The navigation menu includes 'Introduction', 'Budget Overview', 'Fund Summaries', 'Departments', 'Capital Improvements', and 'Debt'. A 'PRINT' button is visible. The main content area is a table with the following columns: Health Impact (10), Environmental Impact (10), State of Good Repair (20), Operational Impact (20), Legal Commitment (20), and Cost/Benefit (20). The table rows are numbered from 0 to 20. Row 0 is 'No impact'. Row 1 is 'Renew asset'. Row 2 is 'Past useful life after CIP (1-5)'. Row 3 is 'Yes (1-5)'. Row 4 is 'Yes (1-5)'. Row 5 is 'Moderate operational improvement (1-10)'. Row 6 is 'Due after CIP (1-10)'. Row 7 is 'Past useful life during CIP (6-10)'. Row 8 is 'Critical (6-10)'. Row 9 is 'Critical (6-10)'. Row 10 is 'Neutral (10)'. Row 11 is empty. Row 12 is empty. Row 13 is 'Major operational improvement (11-15)'. Row 14 is 'Due during CIP (11-15)'. Row 15 is empty. Row 16 is 'Past useful life now (11-20)'. Row 17 is empty. Row 18 is 'Operators critical (16-20)'. Row 19 is empty. Row 20 is 'Overdue (20)'. The 'Cost/Benefit' column has values: (0-9) for rows 4-6, (11-20) for row 15, and (11-20) for row 20.

	Health Impact 10	Environmental Impact 10	State of Good Repair 20	Operational Impact 20	Legal Commitment 20	Cost / Benefit 20
20					Overdue (20)	
19						
18				Operators critical (16-20)		
17						
16			Past useful life now (11-20)			Positive cost/benefit (11-20)
15						
14				Major operational improvement (11-15)		
13					Due during CIP (11-15)	
12						
11						
10						Neutral (10)
9						
8	Critical (6-10)	Critical (6-10)	Past useful life during CIP (6-10)			
7						
6				Moderate operational improvement (1-10)	Due after CIP (1-10)	
5						Negative cost/benefit (0-9)
4	Yes (1-5)	Yes (1-5)	Past useful life after CIP (1-5)			
3						
2						
1						
0	No impact	No impact	Renew asset	No impact	No impact	

Debt

The Debt section is a mandatory criterion. The change requires that this section include bond ratings, debt to maturity schedules, the purpose of obligations, and principal versus interest in the maturity schedule.

Best Practices:

- Explain the pros and cons of different types of funding; educate the reader.
- Discuss the purpose of the obligation and how it impacts your budget.
- Include narrative to help viewers understand the debts and why the funding was chosen.

Debt Service Fund Summary

The City has three General Obligation (GO) debt issues being paid by property taxes through TIF Districts and is listed below. All of the GO bond issues listed below are being repaid by taxes collected within two of the City's, tax incremental financing districts (TIF or TID). More details about each are below.

General Obligation Community Development Bonds - Series 2013A (S&P Rated AA)

This \$7,830,000 non-taxable issue was made to TIDs 3 & 4 for funding infrastructure improvements (water, sewer, storm sewer, and roadway) within the two TIDs. This debt has a 20-year repayment schedule with interest rates ranging from 2.0%-4.0% and is callable on December 1, 2021.

General Obligation Community Development Bonds - Series 2013B (S&P Rated AA)

This \$1,545,000 taxable issue was made to TID 3 for funding infrastructure improvements (water, sewer, storm sewer, and roadway). This debt has a 13-year repayment schedule with interest rates ranging from 0.45% to 4.2%. This debt is callable on December 1, 2022.

General Obligation Community Development Bonds - Series 2015 (S&P Rated AA)

This \$2,890,000 emu-Sable issue was made to TTD 8 for Grading infrastructure improvements (water, sewer, storm sewer, and roadway). This debt has a 20-year repayment schedule with interest rates ranging from 0.45%-4.2%. This debt is callable on December 1, 2022.

Note Anticipation Notes (NAN) - Series 2017 (S&P Rated AA-)

This \$9,865,000 taxable issue was made to a new enterprise fund for funding the construction cost of a new apartment complex in the City center. This debt has a four-year repayment schedule with its stated interest rate of 2%. This debt will be refinanced with a planned 10-year bond.

Rating Description	Moody's	Standard & Poors	Fitch
Highest credit quality; issuer has a strong ability to meet its obligations	Aaa	AAA	AAA
Investment Grade	Aa1 Aa2 Aa3	AA+ AA AA-	AA
	A1 A2 A3	A+ A A-	A
	Baa1 Baa2 Baa3	BBB+ BBB BBB-	BBB
Non-Investment Grade	Ba1 Ba2 Ba3	BB+ BB BB-	BBB
	B1 B2 B3	B+ B B-	BB
	Caa1 Caa2 Caa3	CCC+ CCC CCC-	CCC CC C
	Issuer failed to meet schedules interest or principal payments	C	D


MINOR CHANGES

Table Of Contents

The Table of Contents is a mandatory criterion. Now, the Table of Contents can link to other resources, including external resources outside of the budget book, such as strategic plans, financial reports, videos, and other content. This is a sign of changing times and technology, and the shift to a digital budget book with robust supporting resources.

Best Practices:

- Make sure the page numbers are consistent with actual content numbering within the document.
- Give a brief overview of each section. Mention key items the viewer might want to look at so they can quickly jump to it.
- List your top 10 budget questions at a glance.
- Link to things like strategic plans, financial reports, etc. to go beyond the budget document.

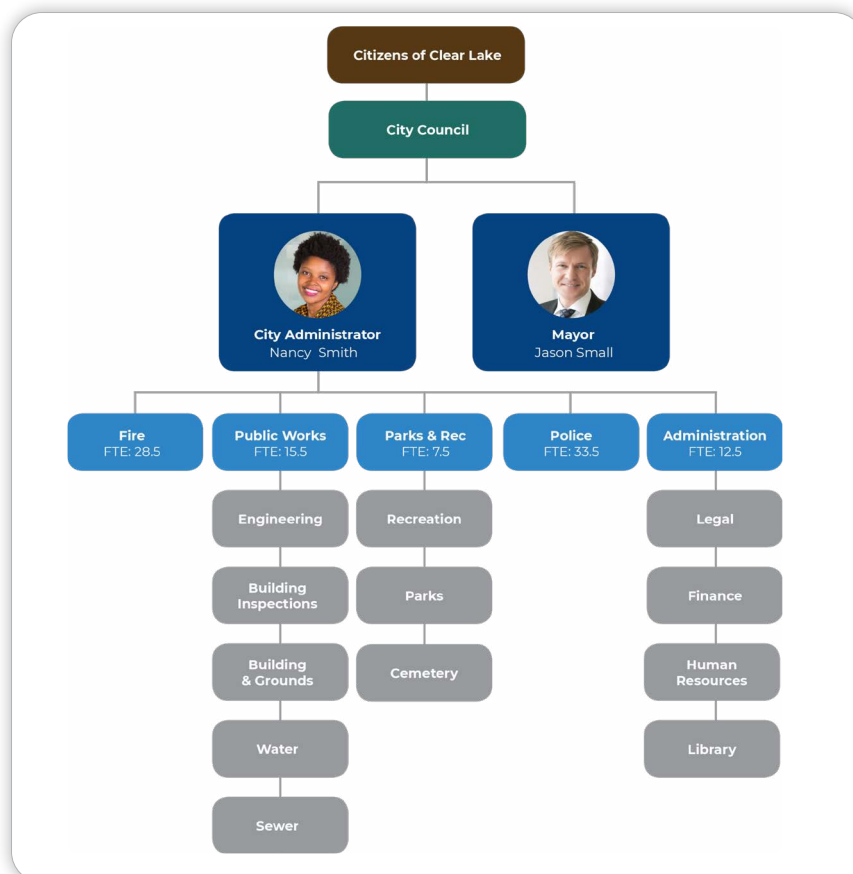
 TABLE OF CONTENTS	
<p>Introduction</p> <p>This section provides an overview of Clear Lake's mission, history, infrastructure, demographics, strategic goals, processes and policies</p>	<p>Introduction 3</p> <p>Transmittal Letter 4</p> <p>History of City 5</p> <p>Demographics 6</p> <p>Organization Chart 10</p> <p>Strategic Goals & Strategies 11</p> <p>Fund Structure 14</p> <p>Basis of Budgeting 15</p> <p>Financial Policies 16</p> <p>Budget Process 17</p>
<p>Budget Overview</p> <p>This section provides an overview of Clear Lake's budget including Covid-19 impacts as well as the strategic plan, priorities and personnel changes.</p>	<p>Executive Overview 20</p> <p>Covid-19 Impact 21</p> <p>Strategic Plan 23</p> <p>Short-term Factors 24</p> <p>Priorities & Issues 25</p> <p>Personnel Changes 27</p>
<p>Fund Summaries</p> <p>This section provides detail information regarding each of Clear Lake's Funds. In addition to budget summaries for each fund, this section provides historical revenue and expenditure information</p>	<p>General Fund 29</p> <p>State Gas Tax Fund 30</p> <p>Road Maint. and Rehab Account 36</p> <p>Measure M Fund 40</p> <p>Measure M Senior Mobility Fund 44</p> <p>Air Quality Management Fund 48</p> <p>Ca Beverage Recycling Grant 52</p> <p>Community Development Block Grant 56</p> <p>Capital Improvement Projects Fund 60</p>

Organization Chart

A legible Organization Chart is a mandatory criterion. The change to this section recommends using the org chart to explain how the organization structure helps in achieving entity goals.

Best Practices:

- Define each employee's role in the government.
- Show elected officials and appointed board members.
- Include professional headshots.
- Show headcount.
- Indicate full-time employee status.
- Consider including page numbers on the org chart that takes the viewer to the page about that department or related part of the budget.

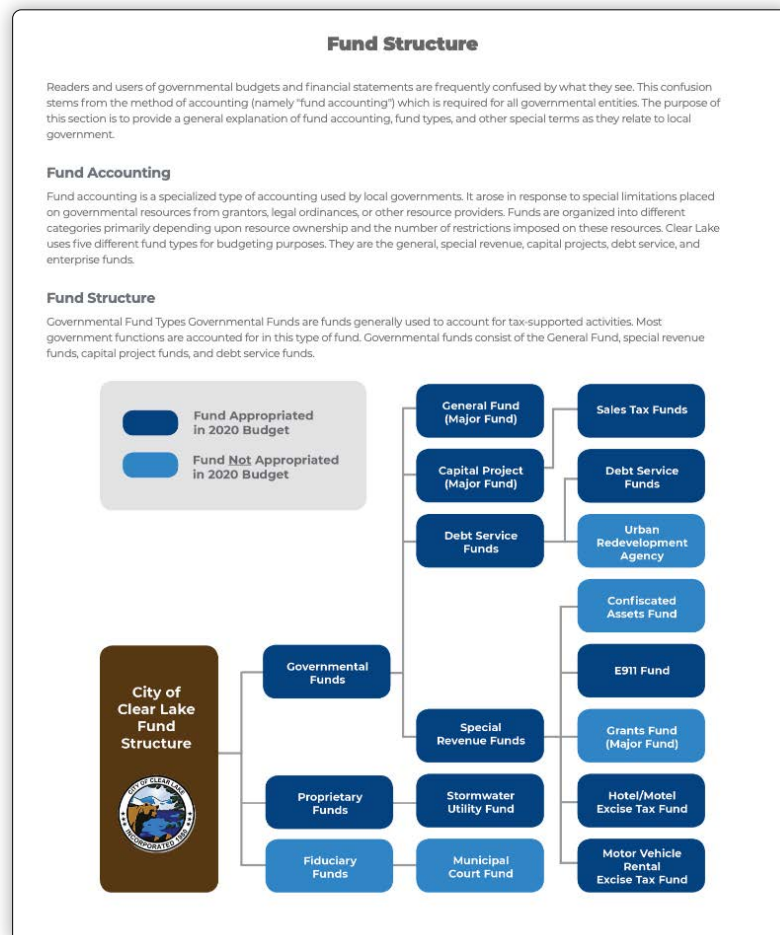


Consolidated Financial Schedule

The Consolidated Financial Schedule is a mandatory criterion. The change states that the three-year financial schedule is no longer mandatory. You must show prior year actuals, but the current year could be budget or forecast.

Best Practices:

- Show a matrix of funds versus type of fund (e.g. Governmental, Proprietary).
- Break it out by component and/or category.
- To fit all of the information onto one schedule, consider rolling everything up into millions or thousands to save space between columns.
- Show a net budget.



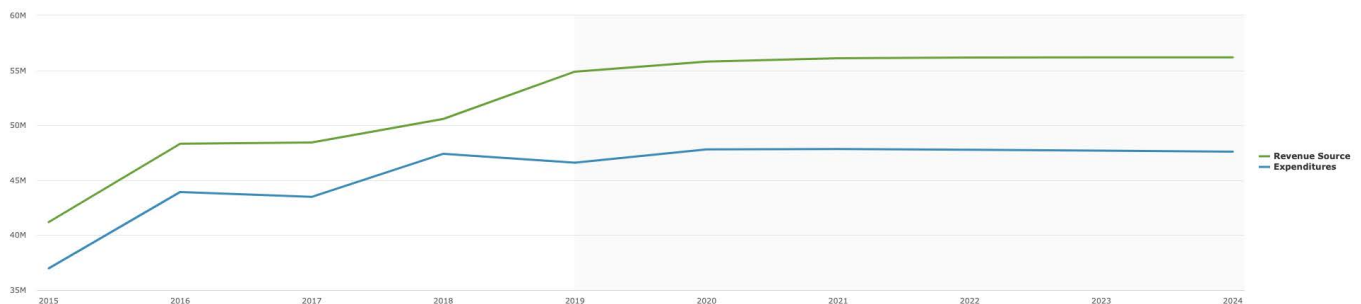
Long-Range Financial Plans

Long-Range Financial Plans is a recommended criterion, not mandatory. The change recommends that the operating financial plans should consider unfunded liabilities and go beyond just the general fund.

Best Practices:

- Discuss unfunded liabilities beyond the general fund.
- You are encouraged to include long-range (10-year plans).
- Discuss the long-term strategies/priorities and how you plan to achieve your goals.
- Include what the priorities are for developing your financial plan.
- Show the relationship between revenues and expenditures.
- Break out compound growth rate analysis in 5-year increments.
- Discuss risks, conclusions, and recommendations of your financial plan.
- Show ending fund balance.

Budget Forecast Example



SUMMARY

Create An Award-Winning Budget Book In Weeks, Not Months

If you've ever submitted your government's budget book to the Government Finance Officers Association to be considered for the Distinguished Budget Presentation Awards Program, you know how tedious it is to read, understand, and apply the award criteria manually to your budget book.

Is the effort worth it? Absolutely. The result is a high-quality budget presentation that upholds your city's commitment to transparency. Citizens are able to make sense of complex financial data, which brings about improved civic engagement and a better relationship between elected officials and citizens. Ultimately, the result is a better experience that's informative, not frustrating.

However, ensuring your budget book meets all of the GFOA award criteria is a time-consuming process on top of an already lengthy budget process.

The ClearGov Difference

That's where **ClearGov** comes in. Our cloud-based Budget Cycle Management software for local governments allows you to create an award-winning, website-based digital budget book in weeks, not months. In fact, much of your budget book, including charts and tables, is automatically generated with the click of a button - allowing you to focus on the critically important contextual information.

Best of all, our **Digital Budget Book** solution has GFOA's Distinguished Budget Presentation Awards criteria built right in! By default, your budget book is automatically optimized to meet award criteria, and an included checklist makes qualifying for the award easy. When it's time to submit your budget book, forget the lengthy upload process for antiquated PDFs - all you need is a link. And, digital submissions are encouraged by the GFOA!

Interested in seeing how ClearGov's Digital Budget Book solution can earn you a prestigious Distinguished Budget Presentation Award?

[REQUEST A SHORT DEMO TODAY!](#)

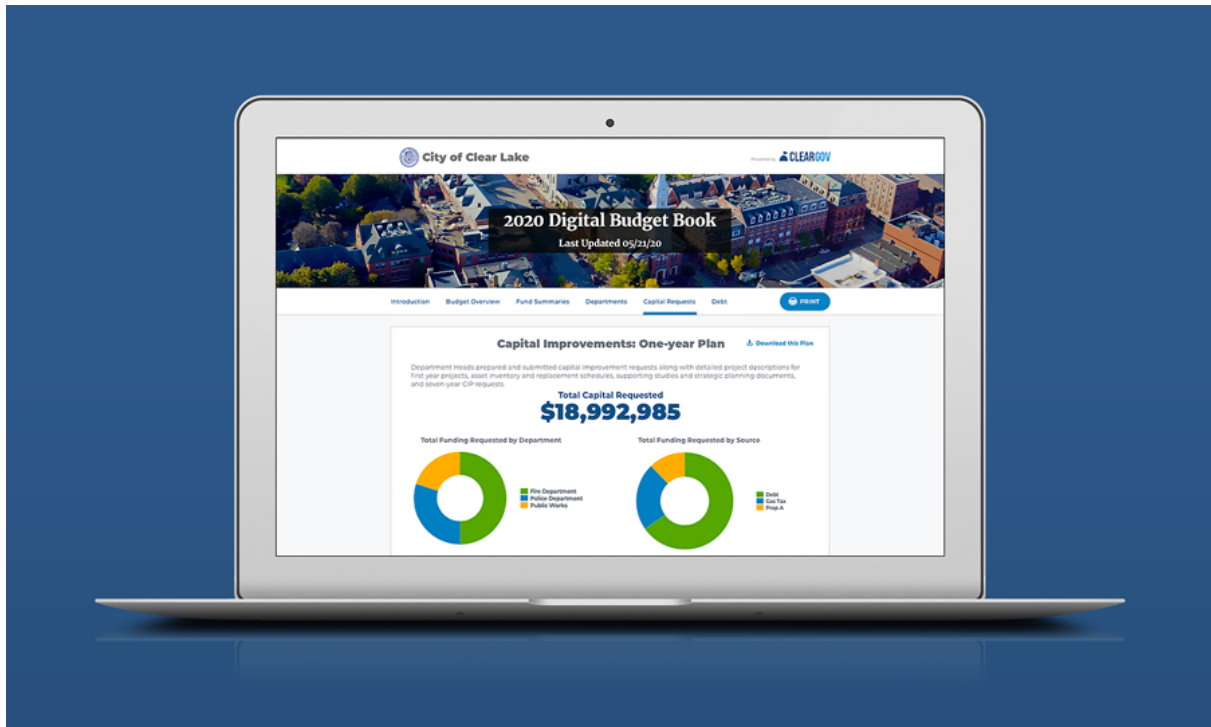
Digital Budget Book

Build an award-worthy budget book with just one click

ClearGov's groundbreaking Digital Budget Book software will **revolutionize** the way your government produces its annual budget book.

Stop thinking of your budget book as something you *publish*, whether that's on paper or via pdf. Instead, think of it as an **experience** you create online. Think of your budget book as a resident experience **that's informative, not frustrating**. An experience that **engenders community support**. An experience that makes you look like a hero.

And your experience, getting to this point? That was **a whole lot easier** than anything you've ever been through with a budget book before. That's **ClearGov's Digital Budget Book**.





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- | | |
|---|---------------------------------------|
| ✗ Time consuming to build | ✓ Create with one click |
| ✗ Static ... requires manual updates | ✓ Interactive ... updated dynamically |
| ✗ Difficult for residents to understand | ✓ Easy to understand and consume |
| ✗ Expensive to print | ✓ Print as needed |
| ✗ Not mobile friendly | ✓ Mobile friendly |
| ✗ Not ADA optimized | ✓ ADA optimized |

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Create your skeleton budget book with **just a single click**. Finish it in a fraction of the time you're accustomed to.

- ▶ Instantly populate with charts and graphs tied directly to your budget data and to US Census information
- ▶ Create text content quickly using "mad-lib" functionality
- ▶ No more juggling multiple spreadsheets and Word docs
- ▶ Saves printing cost by reducing print necessity
- ▶ No manual updates required. When the data evolves, charts and graphs update automatically.

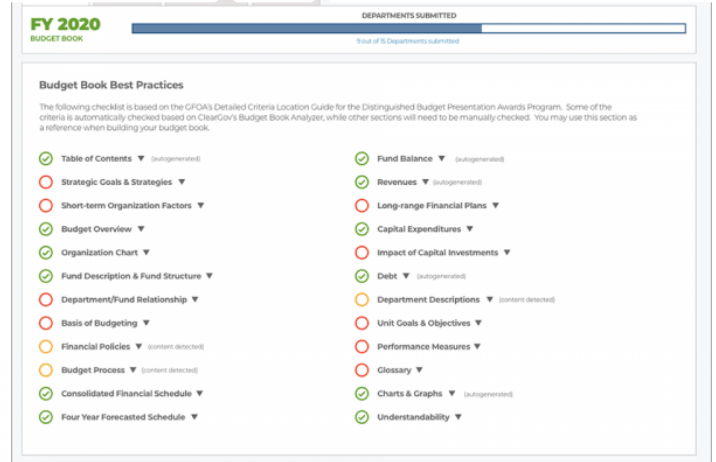


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The criteria for GFOA's annual Distinguished Budget Presentation Awards are built right into Digital Budget Book.

- ▶ Designed to meet the GFOA's award criteria by default
- ▶ Includes a GFOA awards checklist, to make qualifying for the award easy
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- ▶ Not interested in the award? The criteria still provide a great framework for your best-ever budget book.

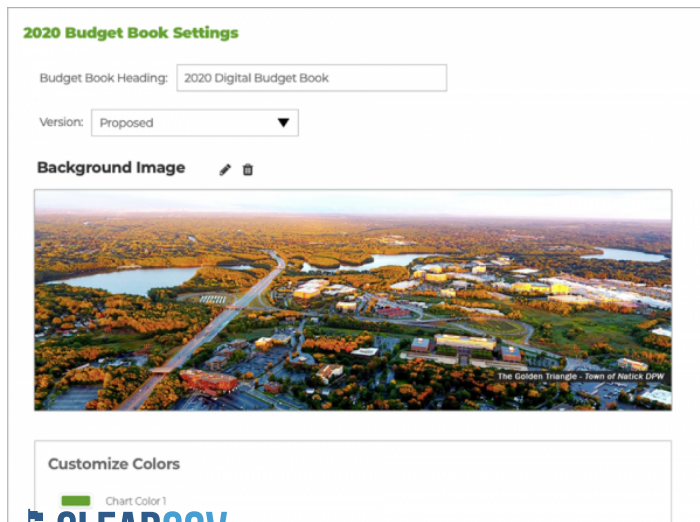


Prepare Your Acceptance Speech

When you use **Digital Budget Book**, meeting GFOA's award criteria is **easy**.

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Customize for Your Government



It's easy to make your digital budget book **look and feel like your government**. After all, it's *your* budget book, not ours.

- ▶ Turn predefined pages on or off. Reorganize content to fit your needs
- ▶ Create new pages. Add custom text, charts, and images
- ▶ Include a custom header banner
- ▶ Customize colors and fonts



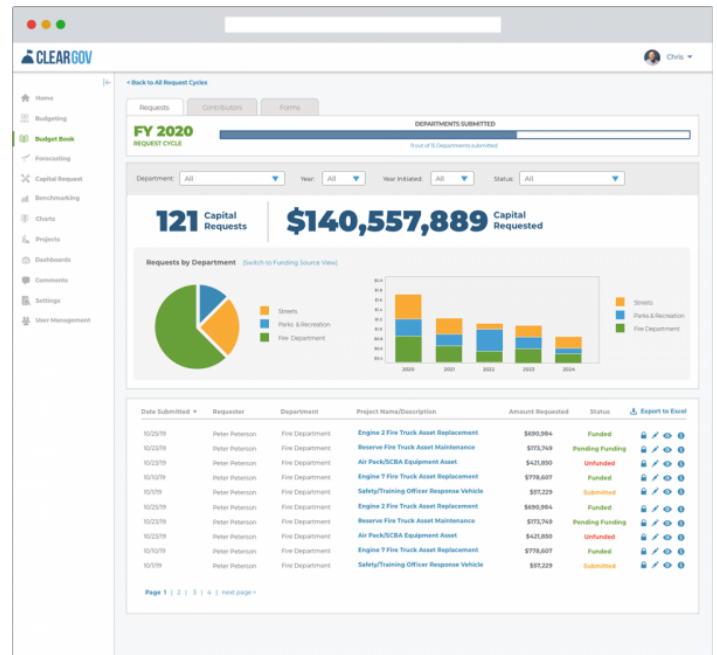


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Improves Workflow

Simplify and streamline collaboration with department heads and the rest of your team.

- ▶ Invite department heads to add department narratives. Automatically populate narratives with appropriate charts and graphs
- ▶ Capital requests modules streamlines collection and management of capital requests
- ▶ Capital request dashboard provides birds-eye view with drill-down capability
- ▶ Create custom online forms for capital requests submission



Digital Budget Book is Easy for Every Local Government

ClearGov's Digital Budget Book is easy to afford, easy to implement, and easy to use, for any local government of any size.



Easy to Afford



Easy to Implement



Easy to Use

Compared to the overbuilt software from other go-tech providers, Digital Budget

Our high-touch customer success team will get you up and running quickly — in days

Civic leaders aren't necessarily technical experts. With Digital Budget Book, they

Key Features



Pre-populated with Your Data

Pre-populated charts, tables, and content to get you started



Customize for Your Community

Add custom images, resources, chart colors, attachments, and more



GFOA Checklist

Meet award guidelines for usability and understandability



Optimal User Experience

Easy for residents to engage with and fully understand



ADA Optimized

Maximize accessibility for your residents with disabilities



Mobile-ready

Your new budget book can be viewed from anywhere, on any device



Capital Requests

Track capital requests from multiple departments in one dashboard



Department Pages

Create pages for each department and add a custom narrative to tell their story



Table of Contents

Ready to print? A Table of Contents will generate automatically



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Easy to maintain and always up-to-date



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“ClearGov's solution is the future of developing and presenting a budget book. We were able to easily build an interactive, digital version for online readers and a printed version for individuals who prefer the traditional approach.”



Macy Walker – Financial Analyst, El Mirage, AZ

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ClearGov is committed to the success of every local government. We provide secure, cloud-based software for efficient, collaborative budgeting; fast high-quality budget book production; and easy-to-understand citizen communications. Our solutions increase a government's financial efficiency and help build community support. ClearGov software is easy to afford, easy to implement, and easy to use, for any local government, of any size.

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2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Andrew Donohue
Contact Phone	508-404-0984
Contact Email	aDonohue@cleargov.com

Order Date	Jan 29, 2021
Order valid if signed by	Jan 29, 2021

Customer Information			
Customer	Lathrup Village	Contact	Sheryl Mitchell Theriot
Address	27400 Southfield Road	Title	City Administrator
City, St, Zip	Lathrup Village, MI 48076	Email	smitchell@lathrupvillage.org
Phone	(248) 557-2600	PO # (If any)	

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Feb 1, 2021	\$ 1,875.00	5 Month Pro-Rata Subscription Fee
Jul 1, 2021	\$ 5,700.00	Set up Fee; Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Feb 1, 2021	Feb 1, 2021	ClearGov Setup Services
Pro-Rata	Feb 1, 2021	Jun 30, 2021	ClearGov Subscription Services
Initial	Jul 1, 2021	Jun 30, 2024	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.	Tier 1	\$ 1,200.00
Total ClearGov Setup Service Fee - Billed ONE-TIME		\$ 1,200.00
Subscription Services	Tier	Service Fees
ClearGov Digital Budget Book - Civic Edition	Tier 1	\$ 4,500.00
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$ 4,500.00

Special Terms	
Cancellation Option	This ClearGov Service Order is subject to the approval of Lathrup Village council as set forth herein. In the event that the Board does not approve this Service Order at its February 1st meeting, Customer shall have the option to terminate this Service Order immediately by providing written notice. In the event that Customer exercises this option, Customer shall have no payment obligation under this Service Order.

Billing Terms and Conditions		
Valid Until	Jan 29, 2021	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.

Financial Data Onboarding and Deliverables	Subject to Customer's approval, ClearGov will format, onboard and categorize Customer's revenue and expense data based on files provided by Customer (the " Deliverables "). ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided that Customer submits the Deliverables and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in this Service Order. Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an " Annual Term "), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	<i>Sheryl L. Mitchell Theriot</i>
Name	Sheryl Mitchell Theriot
Title	City Administrator

ClearGov, Inc.	
Signature	<i>Bryan A. Burdick</i>
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

CITY OF LATHRUP VILLAGE

PROPOSED BUDGET CALENDAR FOR FISCAL YEAR 2021/22

DATES	ACTION
January 25, 2021	COUNCIL MEETING <ul style="list-style-type: none"> Approval of 1st FY 2020/21 Budget Amendment
January 2021	Treasurer begins work on Long Term Financial Plan
February 1, 2021	COUNCIL STUDY SESSION <ul style="list-style-type: none"> Present Budget Calendar to Council and Schedule Goal Setting Meeting
February 22, 2021	COUNCIL MEETING <ul style="list-style-type: none"> Council Approval of Budget Calendar
March 1, 2021	SPECIAL MEETING (in place of Study Session) <ul style="list-style-type: none"> Adoption of Bond Resolutions
March 8-12, 2021	Treasurer and City Administrator – Pre-submittal meetings with Departments
March 15, 2021	STUDY SESSION (Council Goal Setting Session?)
March 15, 2021	COUNCIL MEETING
March 15-19, 2021	Department Directors prepare departmental budget requests and reports of measurable goals and objectives for FY 2021
March 16, 2021	PLANNING COMMISSION – Approve Recommended 2021-2026 Capital Improvement Plan to City Council
March 22-26, 2021	Treasurer and City Administrator review budget requests with Directors
March 29-Apr 2, 2021	Treasurer and City Administrator prepare preliminary budget documents
April 5, 2021	BUDGET STUDY SESSION
April 16, 2021	DDA – Approved Recommended FY 2021/22 Budget to City Council
April 19, 2020	COUNCIL MEETING <ul style="list-style-type: none"> Set FY 2021/22 Budget Hearing Date Set Public Hearing for 2021-2026 Capital Improvement Plan
May 3, 2021	SPECIAL MEETING & BUDGET STUDY SESSION <ul style="list-style-type: none"> Review 2021-2026 Capital Improvement Plan City Administrator Evaluation & Compensation
May 17, 2021	BUDGET STUDY SESSION <ul style="list-style-type: none"> FY 2021/22 DDA Budget FY 2021/22 Budget
May 17, 2021	COUNCIL MEETING <ul style="list-style-type: none"> Budget Hearing & CIP Public Hearing Approve 2021-2026 Capital Improvement Plan Adoption of FY 2021/22 Budget (incl. DDA) Adoption of FY 2020/21 Budget Amendments (or schedule a special meeting the week of May 24, 2021)
July 1, 2021	FY 2021/22 Budget Year begins