



CITY COUNCIL

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

SPECIAL MEETING AGENDA

MONDAY, MAY 4, 2020

6:00 P.M.

REMOTE MEETING – ZOOM

Log in:

<https://zoom.us/j/93821530764?pwd=cTBFOUhCa3locjVyK0xZQVhmMlBrQT09>

Phone in:

312.626.6799 or 646.558.8656
Webinar ID: 938 2153 0764
Password: 700507

AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Public Hearing - 2020-2025 CAPITAL IMPROVEMENT PLAN**
3. **Discussion Items:**
 - A. Discussion/Recommendation – 2020-2025 Capital Improvement Plan
 - B. Discussion – Fiscal Year 2020/21 Budget
 - C. Discussion/Recommendation - City Administration Evaluation and Compensation Package Options
4. **Mayor and Council Comments**
5. **Public Comments**
6. **Adjourn**

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

NOTICE OF THE 2020-2025 CAPITAL IMPROVEMENT PLAN PUBLIC HEARING

Notice is hereby given that the City of Lathrup City Council will hold a public hearing on the 2020- 2025 Capital Improvement Plan on May 4th, 2020 at 6:00 p.m. in the City Council Chambers located in the upper level of the Municipal Building, 27400 Southfield Road, Lathrup Village, Michigan and/or via a Virtual Electronic Meeting to obtain public input on the 2020-2025 Capital Improvement Plan.

Please click this URL to join the Zoom Electronic Webinar:

<https://zoom.us/j/93821530764?pwd=cTBFOUhCa3locjVyK0xZQVhmMlBrQT09>

Password: 700507

Or join by phone:

1 312 626 6799 or 1 646 558 8656

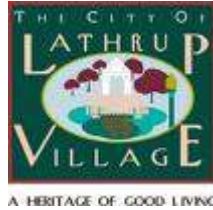
Webinar ID: 938 2153 0764

Password: 700507

The complete proposed Capital Improvement Plan is on file in the office of the City Clerk for public inspection during office hours and available online at www.lathrupvillage.org.

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. 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 or cityclerk@lathrupvillage.org prior to the hearing.

Yvette Talley, City Clerk
City of Lathrup Village



COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FROM: Sheryl L. Mitchell, City Administrator
DATE: May 4, 2020

RE: **MOTION TO ADOPT THE CITY OF LATHRUP VILLAGE CAPITAL IMPROVEMENT PLAN 2020-2025,**

Jill Bahm, Planner from Giffels Webster and staff have worked extensively on the updates for the Capital Improvement Plan (CIP) 2020-2025. The CIP ensures the timely repair and replacement of ageing infrastructure, provides a level of certainty for residents, businesses and developer regarding the location and timing of public investment, and helps to identify the most economical mean of financing capital improvements.

The Planning Commission voted the recommend the CIP at their meeting on April 21, 2020. The City Council has posted and will hold the public hearing.

Suggested Motion:

To Accept the recommendation and Adopt the Capital Improvement Plan for 2020-2025, as presented and passed by the City of Lathrup Village Planning Commission.

CITY OF LATHRUP VILLAGE

CAPITAL IMPROVEMENT PLAN – 2020-2025

Items were considered at the Planning Commission meeting of April 21, 2020 and recommended to Council for approval.

FY 2020-2021		
ACCOUNT/FUND	EXPENDITURE	COST
Administration	Monitors	\$ 14,171.00
Public Safety	Tasers	\$ 4,450.00
Public Services	New Parking Lot - DPW	\$ 60,000.00
Recreation	Park Investment Package	\$ 10,000.00
Recreation	Community Vegetable Garden	\$ 8,000.00
Water		
Sewer		
Major Streets		
Local Streets		
TOTAL		\$ 96,621.00

Administration		\$ 14,171.00
Public Safety		\$ 4,450.00
Public Services		\$ 60,000.00
Recreation		\$ 18,000.00
Water		\$ -
Sewer		\$ -
Major Streets		\$ -
Local Streets		\$ -
Total		\$ 96,621.00

memorandum

DATE: April 20, 2020
TO: Lathrup Village Planning Commission
CC: Sheryl Mitchel, City Administrator
FROM: Jill Bahm, AICP & Matt Wojciechowski; Giffels Webster
SUBJECT: Capital Improvement Plan – 2020-2025

The Michigan Planning Enabling Act requires the Planning Commission to prepare the CIP. Generally, this is interpreted to mean that the Planning Commission oversees the process and acts to ensure public projects identified in the city's long-range plans are incorporated.

The process for drafting the CIP starts with department heads reviewing their needs and identifying capital projects over \$5,000 over the next six years. The first year of the CIP generally ties into the city's operating budget.

Following the development of the project list, the subcommittee, comprised of two Planning Commissioners and staff, reviewed it; the projects were incorporated into the CIP. In the attached draft, new projects representing a change from the 2019-2024 CIP appear in yellow highlight.

The most exciting new component of the CIP is the development of an online platform intended to help with transparency about the CIP and improve understanding of how projects may relate. Please refer to the plan page 13 or use the following link:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

At its April 21, 2020 meeting, the Planning Commission will review the draft and make a recommendation to City Council. Due to the timing with the City Council preparation of the budget, the public hearing on the CIP will be held by the City Council in coming weeks.

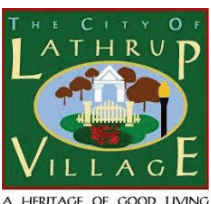


City of Lathrup Village 2020 Capital Improvement Plan

PREPARED FOR:

CITY OF LATHRUP VILLAGE
PLANNING COMMISSION
27400 SOUTHFIELD ROAD
LATHRUP VILLAGE, MI
48076

APRIL 2020



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Introduction

Introduction

The 2020-2025 City of Lathrup Village Capital Improvement Plan (CIP) will serve as a tool to assist the city in turning long-range policy planning into real improvements on the ground. A six-year capital improvement plan and an annual update of that plan is a requirement for the City of Lathrup Village under the Michigan Planning Enabling Act of 2008. The following report identifies the major capital improvements needed and/or planned for the community, the timeframe for implementation of those improvements, and the budget and revenue sources that will make those improvements a reality. Capital improvements cover multiple departments within the City of Lathrup Village and include new facilities, water and sewer line replacements and improvements, police equipment, parks and recreation facilities, non-motorized pathways, and professional services.



Drainage ditch repair (Giffels Webster, 2020)

WHAT IS A CAPITAL IMPROVEMENT PLAN (CIP)?

A Capital Improvement Plan is a six-year schedule of public physical improvements which identifies the needs for improvements and the sources of funding to make those improvements. It provides a schedule of expenditures for constructing, maintaining, upgrading, and/or replacing a community's physical inventory. The CIP, therefore, is a tool to assess the long-term capital project requirements (the "big jobs") of Lathrup Village. Since capital improvement projects are spread across multiple community needs (fire protection, police, water and sewer, parks and recreation, municipal administration, etc.), the CIP prioritizes these projects across the entire community and over time, providing a comparison of the community's various needs and wants.



City Street in Lathrup Village (Giffels Webster, 2020)

WHAT ARE CAPITAL IMPROVEMENT PROJECTS?

Capital improvement projects are major and infrequent expenditures, such as the construction of a new facility, a major rehabilitation or repair of an existing facility, or the purchase of major equipment. Capital improvement projects are non-recurring expenditures that tend to be large both in physical size and in cost, and have a long-term usefulness (10 years or more) . Examples of capital improvement projects can include:

- Construction of a new city hall
- Construction of a new police station
- Extension or replacement of a water/sewer line
- Major rehabilitation of a city's community center
- Creation of a new city park
- Large equipment and vehicles

Each city department is asked to take a long view look at future initiatives or improvements that may require capital purchases in order to be fully implemented. Each department works to improve the manner by which the city delivers services to its residents and stakeholders. Lists of need are developed based on research and discussions with communities that have similar needs. The majority of the capital purchases in these categories are funded through the general fund or other dedicated city funds. Thorough knowledge and research of our future planned costs allows for the pursuit of grant and other outside funding sources to meet our policy goals. The following sections discuss the city's various needs and proposed funding by department.

The term "major expenditure" is relative; what is "major" to one community might be "minor" to another. The City of Ann Arbor, for example, sets a minimum threshold of \$100,000 for projects to be included in the City's CIP, while the City of Rochester Hills sets a minimum of \$25,000. Lathrup Village's policy for determining a Capital Improvement is defined in the following section.



Lathrup Village DPS yard (Giffels Webster, 2020)

WHAT IS THE CITY OF LATHRUP VILLAGE'S CAPITAL IMPROVEMENT POLICY (CIP)?

A capital improvement project is a major, nonrecurring expenditure that meets one of more of the following criteria:

- Any acquisition of land for a public purpose which costs \$5,000 or more.
- Any construction of a new public facility (city building, water/sewer lines, pathways), or any addition to an existing public facility, the cost of which equals \$5,000 or more and has a useful life of three or more years.
- A nonrecurring rehabilitation (not to include annual/recurring maintenance) of a building, its grounds, a facility, or equipment, the cost of said rehabilitation being \$5,000 or more with a useful life of three or more years.
- Purchase of major equipment which, individually or in total, cost \$5,000 or more with a useful life of three or more years.

Planning, feasibility, engineering, or design studies related to an individual capital improvement project, or program implemented through individual capital improvement projects, with a cost of \$5,000 or more and a useful life of three or more years.

WHAT IS THE ROLE OF THE CITY PLANNING COMMISSION IN THE CIP PROCESS?

The Capital Improvement Program is a dynamic planning document, intended to serve as a tool to implement the City of Lathrup Village's Master Plan. The Master Plan should correspondingly include capital improvement projects as well as guide long-term capital planning. The Planning Commission is uniquely qualified to manage the development and annual update of the City's CIP, based on their role in creating and updating the city's Master Plan. The Planning Commission's role will ensure that public works projects are consistent with the land uses identified within the Master Plan. By making a recommendation of approval for the CIP to the City Council, the Planning Commission agrees that the projects outlined within it reasonably address the city's capital improvement needs.



Lathrup Village public safety vehicles (Giffels Webster, 2020)



Lathrup Village 2019 CIP (Giffels Webster, 2020)

The CIP is an essential link between planning for capital improvement projects and budgeting for them. Once approved by the City Council, the CIP can be used to develop the capital project portion of the city's budget. Those projects included in the CIP's first year (2020) potentially form the basis for the upcoming year's capital project budget. As the CIP is annually updated, a continuous relationship will be maintained between the CIP and the city's annual budget. The annual update to the CIP will typically occur in advance of the preparation of the city's budget.

WHAT ARE THE BENEFITS OF PREPARING A CAPITAL IMPROVEMENT PLAN?

- Prudent use of taxpayer dollars
- Prioritizing projects across the needs of the community and across departments (an "apples-to-apples" comparison)
- Generating community support by inviting public input
- Promoting economic development
- Improving the city's eligibility for State and Federal grants
- Providing an implementation tool for the goals and objectives of the city's Master Plan
- Transparency in identification of high-priority projects
- Coordination / cost-sharing between projects



Lathrup Village DPS yard (Giffels Webster, 2020)



Damaged storm sewer culvert (Giffels Webster, 2020)

Program Areas

Program Areas

The following sections outline the Program Areas of the City of Lathrup Village's CIP:

1. Data Collection Process
2. Data Compilation Process
3. CIP Adoption Process

The components of the CIP are compiled and reported by Program Areas. The following table (Figure 1) displays the Program Areas used in this CIP (each assigned with a color). These program areas represent the stakeholders in the CIP.



Sarackwood Park (Google, 2020)

FIGURE 1 CIP PROGRAM AREAS	
AD	Administrative
DPS	Department of Public Services
DDA	Downtown Development Authority
PR	Parks & Recreation
PD	Police Department
R	Roads
S	Sewer
W	Water

1. DATA COLLECTION. Each of the stakeholders outlined above has either a master plan or schedule that defines the needs and resource level within their respective area of responsibility. To more easily identify projects, standard forms were created that allow the stakeholders to define their projects and resource allocation levels. The standard forms used for data collection are found in the Appendix.

Capital Project Request

Section 1

Project Title: _____ Department: _____

Prepared By: _____ Date Prepared: _____

Contact Information

Email: _____ Contact Person: _____

Phone: _____

Section 2

Project Description: Provide a brief description of the project

Section 3

Cost and recommended sources of funding

Budget Fiscal Year	Estimated Cost	Recommended Source of Financing <small>(Include matching funds, if any, required for grants)</small>
2019-2020 FY	_____	_____
2020-2021 FY	_____	_____
2021-2022 FY	_____	_____
2022-2023 FY	_____	_____
2023-2024 FY	_____	_____
2024-2025 FY	_____	_____
TOTAL	_____	_____

Impact on Operating Budget: _____

Please complete back of form and note result here

Section 4

Project Ranking: (Please see form D form for project ranking details and then select one below)

Priority 4: Essential

Priority 3: Desirable

Priority 2: Acceptable

Priority 1: Deferable

Capital Project Request form

A definition of the standard CIP forms is provided as follows:

- **PROJECT APPLICATION FORM** - Consists of project descriptions, schedules, necessity, and possible sources of funding. The information provides an understanding of the overall scope of each project and how it is valued within its program area and within the City. While stakeholders may be aware of major projects further out on the horizon, only those planned for within the six-year window of the 2020-2026 CIP were included.
- **PROJECT COST DETAIL FORM** - Consists of a matrix of six (6) budget years across the top of the form and a listing of costing components along the side of the form. The form is split into two (2) parts; the upper half is the capital cost for the project and the lower half is the cost of operations or maintenance for that project if applicable. Recognition of the operations and maintenance costs of a project is a valuable tool in forecasting future needs for resource allocation. Investment in a new facility is only worthwhile if there are funds available to operate and maintain it.
- **PROJECT RATING FORM** - This form is used when new projects are identified but cannot all be funded within a given fiscal year. The forms are used to rate both the importance and impact of a project within its program area and within the city. The ratings are weighted with emphasis given to those projects that are mandated by law, by agreement, or because they are a matter affecting health safety and welfare. Projects without a ranking were not competing for funding, either because they are mandatory or because no other similar projects were proposed.

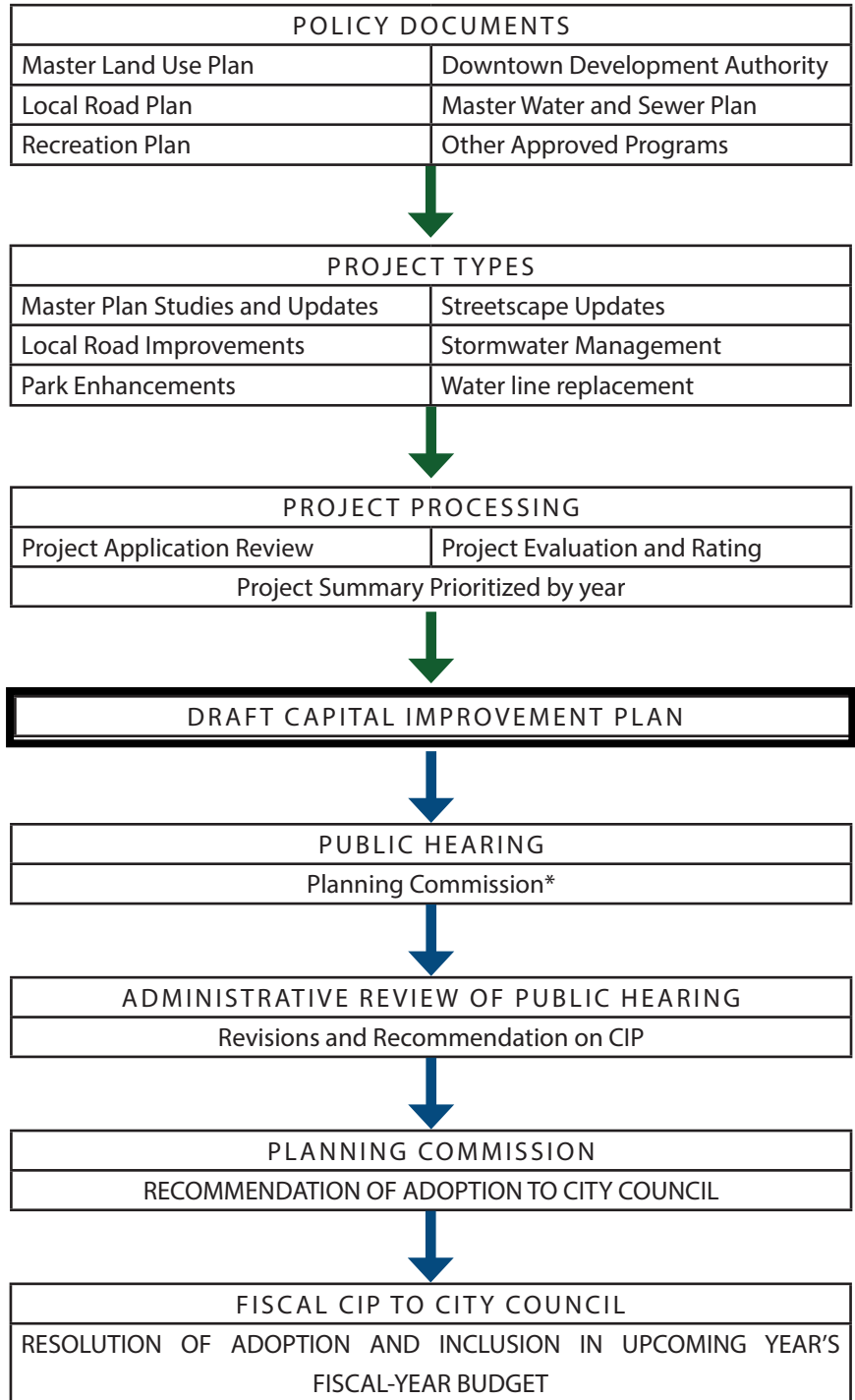
2. **DATA COMPILATION.** The information received from the stakeholders has been compiled into a Project Summary Worksheet. This worksheet contains all of the projects in the CIP over six (6) budget years with a cost summary of each budget year by program area and for the entire CIP. Included with the worksheet is the listing of possible funding sources and an estimate of the city's share for each project. The project summary worksheet can be found in the Appendix of this CIP.



Lathrup Village welcome sign (Giffels Webster, 2020)

Figure 2 - CIP Adoption Process

3. CIP ADOPTION PROCESS. The adoption process involves a public hearing to solicit citizen input. The CIP will then be modified (if necessary), approved by the city Planning Commission (via a formal recommendation for approval to the City Council), and forwarded to the City Council for adoption. Adoption of the CIP by the City Council does not constitute an authorization to commit resources to any project. This approval is recognition of a plan for projects within the community that may move toward implementation in the future. The projects included within Year 1 of the Capital Improvement Plan potentially form the basis for the upcoming year's capital projects budget. An outline of the process is displayed in Figure 2 on the following page.



* The Public hearing was held by the City Council as part of their budget adoption due to timing. The Planning Commission reviewed and recommended adoption of the 2020 CIP at their April 202 meeting

Project Inventory

Below is a summarized list of all projects considered for the 2020 Capital Improvement Plan. Project details are shown on the following pages; they can also be viewed online via the [Interactive CIP Dashboard Map](#).

Project Number	Name	Fiscal year start	Funding source	Total
Administrative				
AD20-01	Monitors	2020/2021	General	\$14,171
Administrative Total				\$14,471
Department of Public Services (DPS)				
DPS20-01	New Parking Lot - DPS	2020/2021	TBD	\$60,000
DPS20-02	Backhoe tractor	2020/2021	TBD	\$100,000
DPS20-03	Leaf Vac	2021/2022	TBD	\$40,000
DPS20-04	Hotpatch Trailer	2022/2023	TBD	\$7,500
DPS20-05	Flatbed/dumpbox	2022/2023	TBD	\$15,000
DPS20-06	New roof	2023/2024	TBD	\$30,000
DPS20-07	4WD Pick-up truck	2024/2025	TBD	\$45,000
DPS Total				\$297,500
Downtown Development Authority (DDA)				
DDA20-01	Hanging Flower Baskets	2020/2021	DDA Funds	\$6,700
DDA20-02	Light Pole Banners	2020/2021	DDA Funds	\$4,185
DDA20-03	Southfield Rd ROW parking	2020/2021	DDA Funds	TBD
DDA20-04	Complete Streets - DDA share	2020/2021	DDA Funds	\$6,300
DDA20-05	Bus Stop Improvements	2020/2021	DDA Funds	\$5,000
DDA Total				\$41,105
Parks and Recreation (P&R)				
PR20-01	Park Investment Package	2020/2021	General Fund	\$20,000
PR20-02	Community Vegetable Garden	2020/2021	General Fund	\$8,000
PR20-03	Dog Park Pre-planning	TBD	TBD	TBD
PR20-04	Splash Pad Study and Planning	TBD	TBD	TBD
PR20-05	Goldengate Park Update Study and Planning	TBD	TBD	TBD
PR20-06	Replace Sarackwood Playground Equipment	TBD	TBD	TBD
PR20-07	Construction of Dog Park	TBD	TBD	TBD
PR20-08	Goldengate Park Remodel	TBD	TBD	TBD
PR20-09	Acquisition and Development of Southeast Quadrant Park	TBD	TBD	TBD
P&R Total				\$28,000
Police				
P20-01	Axon Taser	2020/2021	Police	\$8,900
P20-02	Patrol Vehicle	2021/2022	Police	\$45,000
P20-03	Speed Trailer	2020/2021	Police	\$8,000
P20-04	Mobile Radios	2021/2022	Police	\$30,000
P20-05	New Police Station Study	2021/2022	Police	\$5,000
Police Total				\$96,900

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

Project Inventory - continued

Project Number	Name	Fiscal year start	Funding source	Total
Roads				
R20-01	Matching TIP Funds	2020/2021	General Fund	\$13,3,000
R20-01	2020 Paving Program	2020/2021	Local/Major Road Fund	\$250,000
R20-02	2021 Paving Program	2021/2022	Local/Major Road Fund	\$250,000
R20-03	2022 Paving Program	2022/2023	Local/Major Road Fund	\$250,000
Roads Total				\$767,300
Sanitary Sewer				
S20-01	2020 Sewer Improvements	2020/2021	Sewer	\$120,000
S20-02	2021 Sewer Improvements	2021/2022	Sewer	\$120,000
S20-03	2022 Sewer Improvements	2022/2023	Sewer	\$120,000
Sanitary Sewer Total				\$360,000
Water				
W20-01	2020 Water Main Repair Program (II of III)	2020/2021	Water fund	\$400,000
W20-02	2020 Water Main Repair Program (III of III)	2021/2022	Water fund	\$180,000
W20-03	2021 Water Main Repair Program	2021/2022	Water fund	\$325,000
W20-04	2022 Water Main Repair Program	2022/2023	Water fund	\$475,000
W20-05	2023 Water Main Repair Program	2023/2024	Water fund	\$475,000
W20-06	Gate Vale Replacement	2021/2025	Water fund	\$960,000
W20-07	Fire Hydrant Replacement Program	2021/2022	Water Fund	\$544,000
W20-08	Lead and Copper Investigation	2021/2022	Water fund	\$250,000
W20-09	Lead and Copper Investigation	2022/2023	Water Fund	\$250,000
Water Total				\$3,609,000
ALL PROJECT TOTAL				\$5,274,976

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

Administrative

The City Administrator is responsible for the efficient administration of all City Departments, ensuring all laws and ordinances are enforced, development of an annual budget, and maintenance of an accounting system that shall conform with the laws and generally accepted accounting principles. The administrative departments include the office of the City Administrator, Treasurer, City Clerk, and the City's boards and commissions. This category also includes general inter-departmental needs such as copiers, printers and other office equipment.

AD20-01		Monitors
Project Year:	2020/2021	Purchase of new audio and visual equipment for City Hall
Estimated Cost:	\$ 14,171	
Funding Source:	General	
Ranking:	TBD	



Lathrup Village City Hall (Giffels Webster, 2019)

Department of Public Services

Lathrup Village has maintained a contract with the private company Lathrup Services to manage all of its public service provisions. Services such as water main repair, snow plowing, landscaping and general maintenance and repairs fall into this category.

DPS20-01		New Parking Lot - DPS
Project Year:	2020-2021	Entire DPS parking lot is falling apart and salt/dirt are getting into the storm sewers. It is hard to maneuver and is unsafe.
Estimated Cost:	\$60,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS20-02		Backhoe Tractor
Project Year:	2021-2022	Current tractor is 12 years old and in need of replacement.
Estimated Cost:	\$100,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS20-03		Leaf Vac
Project Year:	2021-2022	Newest vac is three years old; next oldest is 12 years old and needs to be moved to backup status to ensure continuation of leaf program.
Estimated Cost:	\$40,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS20-04		Hot-patch Trailer
Project Year:	2022/2023	A new trailer is needed to keep patch pliable and speed up the process of keeping roads in good condition.
Estimated Cost:	\$7,500	
Funding Source:	General Fund	
Ranking:	TBD	
DPS20-05		Flatbed dump-box
Project Year:	2022/2023	
Estimated Cost:	\$15,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS20-06		New Roof for DPS building
Project Year:	2023/2024	
Estimated Cost:	\$30,000	
Funding Source:	General Fund	
Ranking:	TBD	

DPS20-08		New 4WD Pick-up truck
Project Year:	TBD	Current truck is from 2006 and is in need of replacement
Estimated Cost:	TBD	
Funding Source:	General Fund	
Ranking:	TBD	



Lathrup Village DPS pick-up truck (Giffels Webster, 2020)



Lathrup Village DPS yard - rear parking lot (Giffels Webster, 2020)



Lathrup Village DPS yard - entrance and front parking lot (Giffels Webster, 2020)

Downtown Development Authority - Equipment

The DDA has proposed improvements to Southfield Road at the gateways to the City as incremental improvements while the Southfield Road improvement project awaits federal funding priority. These projects will bolster economic development efforts to keep Lathrup Village competitive and attractive for business development. Streetlight Improvements include transitioning street lights to LEDs and installment of additional streetlights in the Village Center, which will improve lighting and create a more walkable, safe, downtown.

DDA20-01		Hanging Flower Baskets
Project Year:	2020/2021- 2024/2026	Purchase of 25 Flower baskets, soil and flowers (\$6,700) and six years of maintenance at \$350 annually (including 2020)
Estimated Cost:	\$8,800	
Funding Source:	DDA Funds	
Ranking:	3	
DDA20-02		Light Pole Banners
Project Year:	2020/2021	Purchase of 20 light pole banners for placement on light poles within the DDA. Includes \$1,920 equipment purchase FY 2020-2022 and \$2,150 annual instillation cost (six years)
Estimated Cost:	\$19,005	
Funding Source:	DDA Funds	
Ranking:	3	



Existing Light pole banner on Southfield Road (Giffels Webster, 2020)

Downtown Development Authority - Capital Projects

DDA20-03		Southfield Road ROW parking
Project Year:	2021 - 2025	This proposed project intends to begin mitigating anticipated PROW parking loss as a result of the Southfield Road widening/reconstruction. There is an estimated 135 needed (27 spaces a year x 5 years). Federal funds may become available in 2021 that would help offset the cost to the city.
Estimated Cost:	\$771,585 (\$154,317 annually)	
Funding Source:	TBD	
Ranking:	4	
DDA20-04		Complete Streets - DDA atch
Project Year:	2020/2021	Implement complete streets city-wide bicycle route wayfinding elements. Plan includes pavement markings, signage and bike repair kiosks. The city received \$60,00 in grant funds (Act 51 and TAP) and is paying a matching \$20,000 (\$6,700 from DDA and \$13,300 from General Fund) for a total of \$80,000.
Estimated Cost:	\$6,700	
Funding Source:	DDA Funds	
Ranking:	3	
DDA20-06		Bus Stop Improvements
Project Year:	2020 - 2026	Upgrade and enhance bus stops within the city to provide a safer and more attractive transit experience for riders.
Estimated Cost:	\$5,000	
Funding Source:	DDA Funds	
Ranking:	4	



Example of Bike repair kiosk (Source: Dero - Fixit)



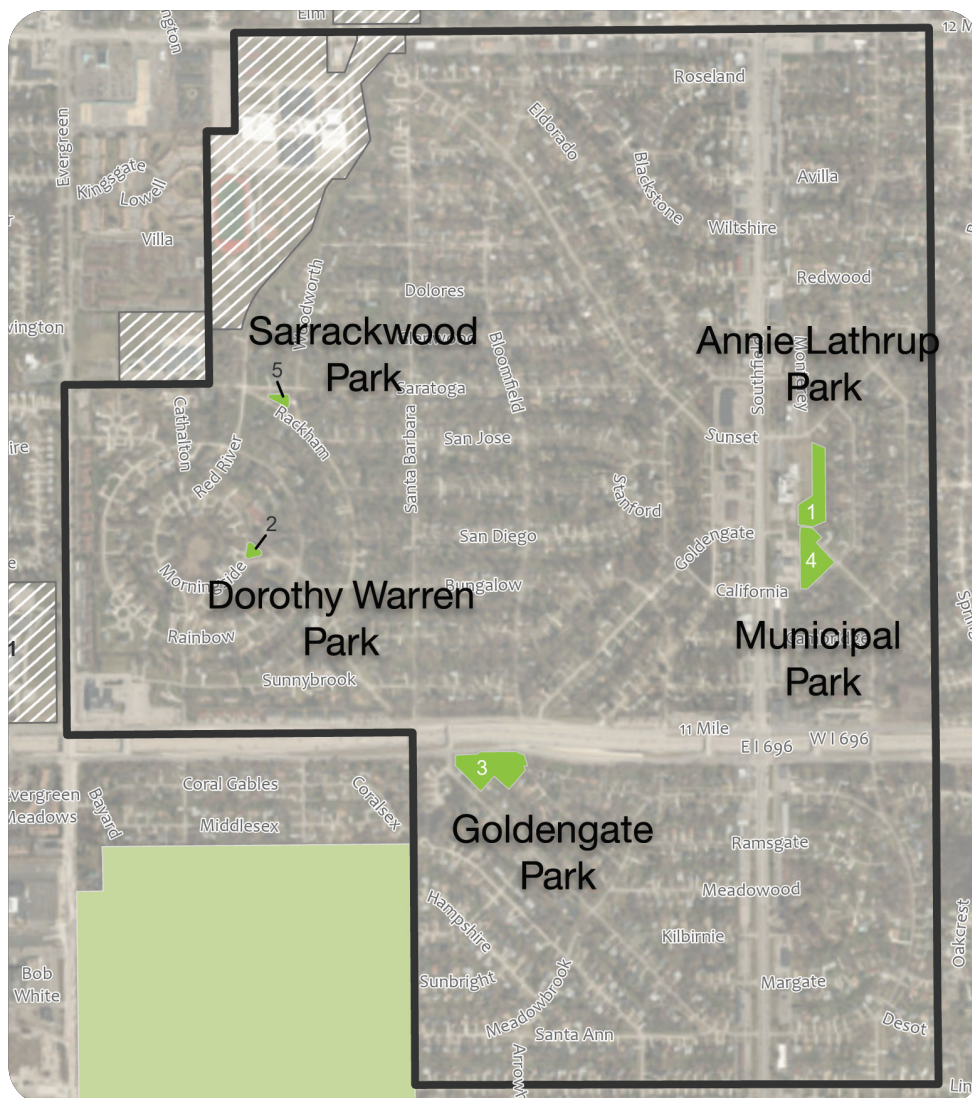
Existing bus stops on Southfield Road in need of safety upgrades (Giffels Webster, 2020)

Parks and Recreation

The Recreation Department includes upgrades to City Parks, Community Room, and Fitness Center. The City's parks are in need of restoration and upgrades to maintain safety and accessibility. Several parks are in need of additional wood chips and landscaping around play equipment in order to ensure safety of use. Drainage improvements around recreational amenities are additionally needed to reduce instances of standing water and to protect accessibility.

PR20-01		Park Investment Package
Project Year:	2020/2021	Improvements to Municipal, Lathrup, Sarrackwood, Warren and Goldengate Parks.
Estimated Cost:	\$20,000	
Funding Source:	General Fund	
Ranking:	TBD	
PR20-02		Community Vegetable Garden
Project Year:	2020/2021	Establish a community vegetable garden in Municipal Park to the north of City Hall (or another location if the area is not suitable).
Estimated Cost:	\$8,000	
Funding Source:	General Fund	
Ranking:	TBD	
PR20-03		Dog park pre-planning
Project Year:	TBD	To move forward with constructing a dog park, we need professional planning to determine the best location and design as well as what budget and timeline are practical.
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	
PR20-04		Splash Pad Study and Planning
Project Year:	TBD	Determine if a splash pad would be a good investment for the city, what the best location would be and what it would cost.
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	
PR20-05		Goldengate Park Update Study and Planning
Project Year:	TBD	Professional planning to determine feasibility, design, costs and plans for upgrades to Goldengate Park. Upgrades could include addition of naturescapes along the northern wall, water access, a pavilion or volleyball court, electrical access, removal of barriers, signage and an expanded parking lot.
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	
PR20-06		Replace Sarackwood Playground Equipment
Project Year:	TBD	Replace the worn out playground equipment at Sarrackwood Park with a new, inclusive model.
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	

PR20-07		Construction of Dog Park
Project Year:	TBD	Construction and opening of dog park
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	
PR20-08		Goldengate Park Remodel
Project Year:	TBD	Revitalization of Goldengate Park
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	
PR20-09		Acquisition and Development of SE quadrant park
Project Year:	TBD	Acquire the land and develop a park in a currently vacant, private-owned property lot in the Southeast quadrant of the city. The lot is a little less than an acre in size. Project cost would depend on the types of features desired in the park.
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	



Lathrup Village Parks (Giffels Webster, 2020)

Police

The Lathrup Village Police Department offers full policing services to its residents including routine patrol, traffic enforcement, detective services, community relations, and other specialized functions. Lathrup Village holds the distinction of being one of the Oakland County's safest cities.

P20-01		Axon Taser
Project Year:	2020/2021- 2021-2022	Tasers increase officer safety and reduce liability to department by reducing lethal force. This funding request is for two years at \$4,450 per year.
Estimated Cost:	\$8,900	
Funding Source:	Police	
Ranking:	TBD	
P20-02		Patrol Vehicle
Project Year:	2021/2022	Need to replace older unit in fleet
Estimated Cost:	\$45,000	
Funding Source:	Police	
Ranking:	TBD	
P20-03		Speed Trailer
Project Year:	2020/2021	
Estimated Cost:	\$8,000	
Funding Source:	Police	
Ranking:	TBD	
P20-04		Mobile Radios
Project Year:	2021/2021	Police communication equipment is needed for patrol vehicles and offices prep radios
Estimated Cost:	\$30,000	
Funding Source:	Police	
Ranking:	TBD	
P20-05		New Police Station Study
Project Year:	2021/2022	A study i need to determine where a larger police building could possibly be located. A new facility is needed to accommodate growth - the current station is at capacity.
Estimated Cost:	\$5,000	
Funding Source:	Police	
Ranking:	TBD	

Roads

The City of Lathrup Village has 26.2 miles of local roads and 7.36 miles of major streets. In each year since 2012, the city has dedicated an equivalent of 1.5 to 2 mils of taxable value to repaving local roads. While this did constitute a major increase in funding from previous years, it should be noted that based on the engineer's industry experience, the entire street system should be put on a 15-20 year resurfacing cycle. The overall goal is to provide an adequate level of road maintenance within the local street system; however, based on the long term estimates, a 20-year resurfacing cycle would require an annual contribution of \$495,000+ (or approximately 4.2 mils) and adjusted in each subsequent year based on inflation. This will require ongoing discussion and policy-setting by City Council.

R20-01		Complete Streets - City match
Project Year:	2020/2021	Implement complete streets city-wide bicycle route wayfinding elements. Plan includes pavement markings, signage and bike repair kiosks. The city received \$60,00 in grant funds (Act 51 and TAP) and is paying a matching \$20,000 (\$6,700 from DDA and \$13,300 from General Fund) for a total of \$80,000.
Estimated Cost:	\$13,300	
Funding Source:	General Fund	
Ranking:	3	
R20-02		2020 Paving Program
Project Year:	2020-2021	Santa Barbra road repair project.
Estimated Cost:	\$250,000	
Funding Source:	Local/Major Roads	
Ranking:	TBD	
R20-03		2021 Paving Program
Project Year:	2021/2022	TBD road repair
Estimated Cost:	\$250,000	
Funding Source:	Local/Major Roads	
Ranking:	TBD	
R20-04		2022 Paving Program
Project Year:	2022/2023	TBD road repair
Estimated Cost:	\$250,000	
Funding Source:	Local/Major Roads	
Ranking:	TBD	

Sewer

SANITARY SEWER

The Lathrup Village sanitary sewer system consists of approximately 145,000 linear feet (lft) of sewers ranging in size from 8 inch to 24 inches in diameter. Of the 145,000 lft of sewer, the older portion of the system is comprised of approximately 118,900 (82%) of vitrified clay pipe, while the newer portion of the system is comprised of approximately 26,100 (18%) lft of concrete pipe. Constructed in the 1920's as a combined sewer system, the city converted it to a dedicated sanitary sewer system in the 1960's (meaning that storm water and sanitary water are not permitted to mix). It is believed that all residents and businesses within the city are connected to the sanitary sewer and there are no active septic systems. Since the City of Lathrup Village reached its full development capacity the sanitary sewer system covers the entire city with no need for expansion.

During the construction of I-696, the system was severed and divided into a northern and a southern system that are metered and discharged into the Evergreen Farmington Sewage Disposal System (EFSDS). The sewer system north of I-696 is routed to a 3-million-gallon retention tank which is located at the west end of Sunnybrook, near Evergreen Road north of I-696. This facility is currently receiving significant maintenance and repair in order to safeguard the operation of the system.

In 2012 and 2013, all sanitary sewers on the south side of I-696 were cleaned and visually inspected for apparent structural failures and signs of inflow and infiltration (I & I) and found that approximately 66% of the sewers that were assessed were in need of repairs. The city engineer recommended that Lathrup Village repair the identified sewers in an effort to provide structural improvements to sewers with multiple cracks within the sewer segment and reduce the amount of infiltration of ground water. According to the project's final report, the majority of the defects can be addressed by either grouting the sewer joints or by installing cured-in-place pipe (CIPP). The following map depicts the sewers locations recommended for either joint-grouting or CIPP.

The City of Lathrup Village sewer system is a separated system but still considered a "wet" system due to the presence of footing drains. The City's upgrades and maintenance over the past 15 years has been done with the primary goal of "drying out" or removing the ground and storm water from the system; however, recent studies by the Oakland County Water resource commissioner's office has called into question the effectiveness of relining sewer mains and grouting joints as a method of lowering inflow and infiltration (I & I). Their current hypothesis is that the sanitary sewer leads and footing drains contribute enough I & I to negate any benefits gained from sealing sewer mains. The relining process does add structural integrity to the system which prevents against failures and collapse. The cost of sanitary sewer capital projects is calculated into annual sewer rates and paid through monthly water and sewer billing.

STORM SEWER

Of the four infrastructure categories of public infrastructure (sanitary sewer, storm sewer, roads and water), the city's storm sewer system has received the least amount of resources and attention in the last decade. Upkeep of ditches, culverts, and drains found in the right-of-way is, by City ordinance, the responsibility of the adjoining property owner.

For many blocks, ditches have not been properly maintained and the culverts have become damaged or have been shifted by the freeze/thaw cycle rendering them unable to perform their function. The result is a storm system that functions at a level below full capacity and leaves standing water in ditches for days following rainstorms. Poor maintenance on culverts have left them slow to drain or impassible, preventing storm water from reaching the proper drains which send water to the Rouge River. The current state of the storm and ditch system impacts the subsurface ground water levels and the volume of flow in the city's sanitary sewer system.

Over the next six years, an aggressive maintenance and re-ditching program will be implemented through our contract with Lathrup Services LLC. Given the scope of the repairs that are needed, this program could take over ten years to complete. Areas where ditches could be enclosed with corrugated drain pipes will also be studied. There was a successful pilot project on the 17300 section of Rainbow Drive, which included new approach work. If the success of that project can be replicated through cost sharing or a specific millage, the city may be able to remove the need for homeowner ditch maintenance.

S20-01		2020 Sewer CCTV
Project Year:	2020-2021	Includes the cost to clean, televise and design sewer improvements based on findings.
Estimated Cost:	\$120,000	
Funding Source:	Sewer Fund	
Ranking:	TBD	
S20-02		2021 Sewer Improvements
Project Year:	2021-2022	Perform repairs found during the 2020 CCTV
Estimated Cost:	\$120,000	
Funding Source:	Sewer Fund	
Ranking:	TBD	
S20-03		2022 Sewer Improvements
Project Year:	2022-2023	Perform repairs found during the 2020 CCTV
Estimated Cost:	\$120,000	
Funding Source:	Sewer Fund	
Ranking:	TBD	

Water

W20-01		2020 Water Main Repair Program (II of III)
Project Year:	2020-2021	Install approx. 1,700' of NEW 12" water main from San Quentin to Wiltshire (Santa Barbara Phase II of III) (Includes 7% engineering fee)
Estimated Cost:	\$400,000	
Funding Source:	Water Fund	
Ranking:	TBD	
W20-02		2021 Water Main Repair Program (III of III)
Project Year:	2021-2022	Install approx. 1,700' of NEW 12" water main from Wiltshire to 12 Mile. (Santa Barbara Phase III of III) (Includes 7% engineering fee)
Estimated Cost:	\$180,000	
Funding Source:	Water Fund	
Ranking:	TBD	
W20-03		2021 Water Main Repair Program
Project Year:	2021-2022	Replace approx. 1,300' of existing 6" water main (1928) located in San Diego from Rackham to Bloomfield (San Diego Phase I of II) (Includes 7% engineering fee)
Estimated Cost:	\$325,000	
Funding Source:	Water Fund	
Ranking:	TBD	
W20-04		2022 Water Main Repair Program
Project Year:	2022-2023	Replace approx. 1,900' of existing 6" deteriorated water main on San Rosa and Wiltshire (Southfield to Lathrup) . (Includes 7% engineering fee)
Estimated Cost:	\$475,000	
Funding Source:	Water Fund	
Ranking:	TBD	
W20-05		2023 Water Main Repair Program
Project Year:	2023-2024	Replace approx. 1,900' of existing 6"/8" deteriorated water main on Lincoln East (Southfield to city border). (Includes 7% engineering fee)
Estimated Cost:	\$475,000	
Funding Source:	Water Fund	
Ranking:	TBD	
W20-06		Gate Valve Replacement
Project Year:	2021-2026	The City's gate valves are very old and do not close correctly. Budget for the replacement of 27 valves per year for 6 years to replace all gate valves installed before 1930 . Useful life is 50 years.
Estimated Cost:	\$960,000 (\$160K x 6 years)	
Funding Source:	TBD	
Ranking:	TBD	

W20-07		Fire Hydrant Replacement Program
Project Year:	2021 - 2025	The City's fire hydrants are very old and experiencing operational issues. Budget for the replacement of 20 hydrants per year for 6 years to replace all hydrants installed before 1930 . Useful life is 50 years. (\$90,800 annually x 6 years)
Estimated Cost:	\$544,000	
Funding Source:	TBD	
Ranking:	TBD	
W20-08		Lead and Copper detection
Project Year:	2021/2022 - 2022/2023	Budget for right-of-way material verification in 2021 and 2022 (\$250,000 per year x two years)
Estimated Cost:	\$500,000	
Funding Source:	TBD	
Ranking:	TBD	



Dept	Num	Name	FY_Start	FundingSource	EstStartDate	Equip_Constrct	Recurring_Main/Other	Total	Location	FY20_21	FY21_22	FY22_23	FY 23_24	FY24_25	FY25_26	TOTAL						
AD	20-01	Monitors	2020/2021	General	2020	\$ 14,171		\$ 14,171	City Hall	\$ 14,171												
AD	20-02	Complete Streets - City match	2020/2022	General Fund	2020	\$ 13,300	\$ 60,000	\$ 80,000		\$ 13,300												
Admin Total										<i>fiscal year totals</i>						\$ 27,471	\$ 27,471					
DPS	20-01	New Parking Lot - DPS	2020/2021	TBD	2020	\$ 60,000		\$ 60,000	DPS Building	\$ 60,000												
DPS	20-02	Backhoe tractor	2021/2022	TBD	2020	\$ 100,000		\$ 100,000	DPS Building		\$ 100,000											
DPS	20-03	Leaf Vac	2021/2022	TBD	2021	\$ 40,000		\$ 40,000	DPS Building		\$ 40,000											
DPS	20-04	Hotpatch Trailer	2022/2023	TBD	2022	\$ 7,500		\$ 7,500	DPS Building			\$ 7,500										
DPS	20-05	Flatbed/dumpbox	2022/2023	TBD	2022	\$ 15,000		\$ 15,000	DPS Building			\$ 15,000										
DPS	20-06	New roof	2023/2024	TBD	2023	\$ 30,000		\$ 30,000	DPS Building				\$ 30,000									
DPS	20-07	4WD Pick-up truck	2024/2025	TBD	2024	\$ 45,000		\$ 45,000	DPS Building					\$ 45,000								
DPS Total										<i>fiscal year totals</i>						\$ 60,000	\$ 140,000	\$ 22,500	\$ 30,000	\$ 45,000	\$ -	\$ 297,500
DDA	20-01	Hanging Flower Baskets	2020/2021	DDA Funds	2020	\$ 6,700	\$ 350	\$ 8,800	Southfield Road - DDA	\$ 7,050	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350						
DDA	20-02	Light Pole Banners	2020/2021	DDA Funds	2020	\$ 4,185	\$ 2,150	\$ 19,005	Southfield Road /11 Mile/12 Mile	\$ 4,185	\$ 4,185	\$ 4,185	\$ 2,150	\$ 2,150	\$ 2,150	\$ 2,150						
DDA	20-03	Southfield Rd ROW parking	2020/2021	DDA Funds	TBD	TBD	TBD	\$ -	Southfield Road	TBD	TBD	TBD	TBD	TBD	TBD	TBD						
DDA	20-04	Complete Streets - DDA Match	2020/2021	DDA Funds	2020	\$ 7,300	\$ 60,000	\$ 80,000	See complete streets plan (pg 190)	\$ 7,300					\$ 1,000							
DDA	20-05	Bus Stop Improvements	2020/2021	DDA Funds	2020	\$ 5,000		\$ 5,000	Southfield Road	\$ 5,000												
DDA Total										<i>fiscal year totals</i>						\$ 23,535	\$ 4,535	\$ 4,535	\$ 2,500	\$ 2,500	\$ 3,500	\$ 41,105
PR	20-01	Park Investment Package	2020/2021	General Fund	2020	\$ 20,000	\$ 10,000	\$ 20,000	Municipal/Lathrup/Sarackwood/GoldenGate	\$ 10,000	\$ 10,000											
PR	20-02	Community Vegetable Garden	2020/2021	General Fund	2020	\$ 8,000	\$ 2,800	\$ 10,800	City Hall	\$ 8,000												
PR	20-03	Dog Park Pre-planning	2020/2021	General Fund	TBD			TBD	City Hall													
PR	20-04	Splash Pad Study and Planning	2021/2022	General Fund	TBD			TBD	City Hall													
PR	20-05	Goldengate Park Update Study and Planning	2021/2022	General Fund	TBD			TBD	Goldengate Park													
PR	20-06	Replace Sarackwood Playground Equipment	2021/2022	General Fund	TBD			TBD	Sarackwood Park													
PR	20-07	Construction of Dog Park	2021/2022	General Fund	TBD			TBD	City Hall													
PR	20-08	Goldengate Park Remodel	2022/2023	Bond/Grant/Millage	TBD			TBD	Goldengate Park													
PR	20-09	Acquisition and Development of Southeast Quadrant Park	2024/2025	Bond/Grant/Millage	TBD			TBD	SE Quadrant													
Parks and Recreation Total										<i>fiscal year totals</i>						\$ 18,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 28,000
P	20-01	Axon Taser	2020/2021	Police	2020	\$ 8,900		\$ 8,900	Police Station	\$ 4,450	\$ 4,450											
P	20-02	Patrol Vehicle	2021/2022	Police	2021	\$ 45,000		\$ 45,000	Police Station		\$ 45,000											
P	20-03	Speed Trailer	2020/2021	Police	2021	\$ 8,000		\$ 8,000	Police Station		\$ 8,000											
P	20-04	Mobile Radios	2021/2022	Police	2021	\$ 30,000		\$ 30,000	Police Station		\$ 30,000											
P	20-05	New Police Station Study	2021/2022	Police	2021	\$ 5,000		\$ 5,000	Police Station		\$ 5,000											
Police Total										<i>fiscal year totals</i>						\$ 4,450	\$ 137,450	\$ -	\$ -	\$ -	\$ -	\$ 141,900
R	20-01	Matching TIP funds	2020/221	Local/Major Road Fund	2020	\$ 20,000		\$ 20,000		\$ 20,000												
R	20-02	2020 Paving Program	2020/2021	Local/Major Road Fund	2020	\$ 250,000		\$ 250,000	Santa Barbra	\$ 250,000												
R	20-03	2021 Paving Program	2021/2022	Local/Major Road Fund	2021	\$ 250,000		\$ 250,000	TBD - City Hall		\$ 250,000											
R	20-04	2022 Paving Program	2022/2023	Local/Major Road Fund	2022	\$ 250,000		\$ 250,000	TBD - City Hall			\$ 250,000										
Roads Total										<i>fiscal year totals</i>						\$ 270,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 770,000
S	20-01	2020 Sanitary Sewer Improvements	2020/2021	Sanitary Sewer	2020	\$ 120,000		\$ 120,000	TBD - City Hall	\$ 120,000												
S	20-02	2021 Sanitary Sewer Improvements	2021/2022	Sanitary Sewer	2021	\$ 120,000		\$ 120,000	TBD - City Hall		\$ 120,000											
S	20-03	2022 Sanitary Sewer Improvements	2022/2023	Sanitary Sewer	2022	\$ 120,000		\$ 120,000	TBD - City Hall			\$ 120,000										
Sanitary Sewer Total										<i>fiscal year totals</i>						\$ 120,000	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 360,000
W	20-01	2020 Water Main Repair Program (II of III)	2020/2021	Water fund	2020	\$ 400,000		\$ 400,000	Santa Barbra from San Quinten to Wiltshire	\$ 400,000												
W	20-02	2020 Water Main Repair Program (III of III)	2021/2022	Water fund	2021	\$ 180,000		\$ 180,000	Santa Barbra from Wiltshire to 12 Mile		\$ 180,000											
W	20-03	2021 Water Main Repair Program	2021/2022	Water fund	2021	\$ 325,000		\$ 325,000	San Diego from Rackham to Bloomfield		\$ 325,000											
W	20-04	2022 Water Main Repair Program	2022/2023	Water fund	2022	\$ 475,000		\$ 475,000	San Rosa and Wiltshire			\$ 475,000										
W	20-05	2023 Water Main Repair Program	2023/2024	Water fund	2023	\$ 475,000		\$ 475,000	Lincoln East (Southfield to East Border)				\$ 475,000									
W	20-06	Gate Vale Replacement	2021/2025	Water fund	2021	\$ 960,000		\$ 960,000	TBD - City Hall		\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000							
W	20-07	Fire Hydrant Replacement Program	2021/2022	Water Fund	2021	\$ 544,000		\$ 544,000	TBD - City Hall		\$ 90,800	\$ 90,800	\$ 90,800	\$ 90,800	\$ 90,800							
W	20-08	Lead and Copper Investigation	2021/2022	Water fund	2021	\$ 500,000		\$ 500,000	TBD - City Hall		\$ 250,000	\$ 250,000										
Water Total										<i>fiscal year totals</i>						\$ 400,000	\$ 1,005,800	\$ 975,800	\$ 725,800	\$ 250,800	\$ 250,800	\$ 3,609,000
ALL PROJECT TOTAL										<i>fiscal year totals</i>						\$ 1,846,912	\$ 3,335,570	\$ 2,745,670	\$ 1,516,600	\$ 596,600	\$ 508,600	\$ 5,274,976



Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

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MEMO

FR: Sheryl L. Mitchell, City Administrator
TO: Mayor and Council Members
DA: May 4, 2020
RE: **FISCAL YEAR 2020/21 BUDGET - DISCUSSION**

On April 27, 2020, Council held a Budget Study Session discussions matters that will guide the budgetary decision-making process. The items marked as **NOTE** reflect direction from Council that are reflected in the proposed budget.

GENERAL FUND / GOVERNMENT OPERATIONS

- The Governor's Fiscal Year 2020-21 budget proposed in an increase in Constitutional Revenue Sharing payments of 1.9% (distributed on a straight per capita basis) and an increase of Statutory Revenue Sharing payments of 2.5%. However, any increase is questionable and a reduction is very likely.
- Currently, our budget remains flat relative to State Shared Revenue.
- **NOTE:** Project status quo for state revenue sharing.

GOVERNMENT SERVICES:

STAFFING

- The current FY 2019/20 budget reflected a 3% increase, with 2% being based on performance evaluation and 1% as a cost of living adjustment.
- **NOTE:** a 2% increase is being recommended. Represents a 2% increase = \$8,860 for administration staff
- **NOTE:** Vehicle Expense – no change

GENERAL FUND – ADMINISTRATION

- Part-time Code Enforcement position is reflected in the budget.
- Salary & Wages – Part-Time is budgeted at \$31,664 for the part-time code enforcement and a few extra hours for temporary assignments.
- **NOTE:** A part-time Assistant City Administrator position at \$25/hr is included at \$15,000 year. It is anticipated that the position would not be filled before January 2021, when revenue projections can be more clearly determined.
- Elections is increased due to additional elections for this year

GENERAL FUND – PUBLIC SERVICES

- **NOTE:** **Sidewalk Program** - Council has requested to implement a Sidewalk Maintenance Program with Year 1 being for the business corridors. In past programs, property owners were requested to hire their own contractors for the repairs or given the option to have the sidewalks repaired by the City's contractor. The repayment plans could be spread over 4 years. This requires the City to pay for the Sidewalk Program up front.
- **NOTE:** \$10,000 in revenues and \$30,000 in expenses is included in the FY 2020/21 budget for the proposed Sidewalk Program
- In 2006, the cost for 11 Mile, 12 Mile, and Southfield Road was \$20,600.

LATHRUP SERVICES

- Contractual – FY 2019/20: Lathrup Services contract reflected a 4% increase (\$13,075) and the addition of a staff person (\$56,000).
- A cost of living is not currently reflected in this budget. The current total is \$395,911.15.
- **NOTE:** The budget reflects a 1% increase of \$3,959.
- The contract is divided between
 - General Fund-Public Services-Contracted Services (31.32%)
 - Local Roads (16.17%)
 - Major Roads (16.17%)
 - Water Fund (18.17%)
 - Sewer Fund (18.17%).

RECREATION

- The timetable for rescheduling holding events in the Community Room and group programming is undetermined at the present time.
- Programming categories are renamed to Adult, Seniors and Children/Youth.
- Many of the senior programs can be reimbursed through CDBG funds.
- Overall, Recreation expenses are reduced by \$20,607.
- **NOTE:** The contract for several pieces of the equipment in the Fitness Center is \$5,000 annually for 3 years. It is not included in the budget.

GENERAL FUND – BUILDING & GROUNDS

- **NOTE:** Parking Lots & Grounds reflects \$4,000 for contracting with City of Southfield for the required sweeping of the City Hall and DPW parking lots under the (Municipal Separate Storm Sewer System (MS4 Permit), as part of the National Pollutant Discharge Elimination System (NPDES) to protect and improve the state's water resources. Pollution Prevention requires that sweeping is conducted on city-owned parking lots. The City has an agreement with the City of Southfield for this service.
- **NOTE:** Additional \$25,000 is added to Salary & Wages – Temporary for building sanitization services.

GENERAL FUND – PUBLIC SAFETY

- Creation of the Sergeant Position and 1 Full-time Officer Position in the Police Department. This was delayed from the FY 2019/20 budget.
- Negotiating with the police unions for the trial of a 12-hour shift. The trial period is to begin in July 2020.
- **NOTE:** Option to not fill the full-time officer position and complete vacant shifts with part-time officers, until trial period is concluded and a clearer understanding of the costs are known.

MAJOR STREETS

- FY 2018/19, \$90,000 was budgeted in Major & Local Roads for the purchase of a dump truck for DPS. For FY 19/20 \$80,000 is budgeted to outfit the truck. There is not a large purchase for FY 2020/21, so the Capital Expenditures reflects a \$40,000 reduction.
- **NOTE:** Will need to determine what, if any, funds from Major Street Fund will be transferred to the Local Street Fund. There is a need to set aside funding for the upcoming reconstruction of the next sections of 11 Mile Road.
- **NOTE:** Council recommendation is NOT transfer \$110,000 from Major Streets to Local Streets.
- This would leave the Major Street Fund with a projected fund balance of \$445,449
- An estimated \$1.3 million will be needed for the upcoming 11 Mile construction project.

FY 2020/21	Revenues	Expenses	Ending Fund Balance
	389,595	168,989	445,499

LOCAL STREETS

- FY 2020/21 – Road Maintenance is budgeted at \$250,000 for the reconstruction of Santa Barbara (from San Jose to LaCrosse). The original budget was \$180,000. This is being increased to reflect increased bid costs and the amount of work required.
- FY 2018/19, \$90,000 was budgeted in Major & Local Roads for the purchase of a dump truck for DPS. For FY 19/20 \$80,000 is budgeted to outfit the truck. There is not a large purchase for FY 2020/21, so the Capital Expenditures reflects a \$40,000 reduction.
- The Capital Expenditure of \$13,300 reflects a portion of the TAP grant match for the Complete Streets Project. The balance of the match is in the DDA Budget for the installation of the bike kiosk.
- **NOTE:** Budget does NOT reflect \$110,000 is being transferred from Major Streets.
- **NOTE:** Budget reflects \$149,200 is being transferred from the General Fund = 1 Mill

FY 2020/21	Revenues	Expenses	Ending Fund Balance
	293,068	393,649	246,308

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WATER FUND

- **NOTE:** Increase in Water Purchase Rates from \$15.67 to \$17.73
- **NOTE:** It is necessary to increase the Water Rate in order to pay for the Water Main Projects and Water System Maintenance
- **NOTE:** the total water rate increase is 8.78%
- Water System Maintenance is increased \$20,000 to address assessment and initial replacements of Lead and Copper water lines.
- Water Main Capital Improvement Program is \$387,000 for the Santa Barbara Water Main Project (from LaCrosse to Roseland and Roseland to Bloomfield to 12 Mile, starting in July 2020).

SEWER FUND

- **Sewer System Maintenance** is increased \$11,000 for the Rummell Relief Drain Project. This segment is beneath the 13 Mile Road Project scheduled for Summer 2020 construction. The maintenance will extend the useful life of the pipe 20 years, matching the improved roadway life. OCWRC is looking to perform this maintenance prior to, or concurrent with, the road closure. The current estimate is the maintenance will cost \$100,000. Spread at the apportionment, it will be assessed by the Drainage Board to the entities as follows:
- **Sewer System Maintenance** also includes:
 - \$100,000 to clean and televise approximately 25,000 lft of sewers located north of I-696, which have not been recently assessed.
 - \$20,000 to comply with the design/modeling/reporting requirements under the EGLE Administrative Consent Order (ACO).
- **Capital Expenditure** of \$160,000 is for the Evergreen Farmington Sewer Disposal District’s Long-Term Corrective Action Project. Total project cost is \$80 million. Lathrup Village’s share of the project cost is 3.06%, which equates to an estimated payment of \$2,448,000. The Oakland County Water Resource Commission is planning to finance the project over 20 years using bonds. The assumption is an interest rate of 2.5%. The annual payment for Lathrup Village is \$160,000.

CAPITAL IMPROVEMENTS

- Capital Improvements Plan recommended by the Planning Commission is \$96,621.

FY 2020-2021		
ACCOUNT/FUND	EXPENDITURE	COST
Administration	Monitors	\$ 14,171.00
Public Safety	Tasers	\$ 4,450.00
Public Services	New Parking Lot - DPW	\$ 60,000.00
Recreation	Park Investment Package	\$ 10,000.00
Recreation	Community Vegetable Garden	\$ 8,000.00
Water		
Sewer		
Major Streets		
Local Streets		
TOTAL		\$ 96,621.00

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

127,643

FUND/ACTIVITY	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
GENERAL FUND						
BEGINNING FUND BALANCE	1,397,794	1,633,644	1,633,644	1,633,644	1,558,841	(74,803)
TAXES:						
General Operating	2,413,465	2,693,123	2,693,123	2,565,480	2,714,127	21,004
Public Safety	-	-	-	-	-	-
Refuse Collection	362,150	403,957	403,957	390,890	407,107	3,150
Library	-	-	-	-	-	-
Streets	-	-	-	-	-	-
Administrative Fee	77,172	77,000	81,000	80,506	81,000	4,000
Tax Penalties	35,824	38,500	38,500	15,932	35,000	(3,500)
Total - Taxes	2,888,612	3,212,580	3,216,580	3,052,808	3,237,234	24,654
STATE SHARED REVENUE	402,277	416,425	416,425	300,000	416,425	0
FEDERAL AND STATE GRANTS	4,645	1,469	-	1,469	-	(1,469)
OTHER REVENUE	831,885	812,013	736,499	394,901	723,745	(88,268)
TRANSFER - OTHER FUNDS	-	-	-	-	-	-
Total Resources Available	5,525,213	6,076,131	6,003,148	5,382,822	5,936,245	(139,886)
REVENUES NEEDED	4,127,419	4,442,487	4,369,504	3,749,178	4,377,404	(65,083)
EXPENDITURES	3,961,100	4,452,946	4,444,307	2,880,277	4,618,776	165,830
OPERATING TRANSFERS OUT						-
FUND BALANCE NEEDED	166,318	(10,459)	(74,803)	868,901	(241,372)	(230,913)
ENDING FUND BALANCE	1,633,644	1,623,185	1,558,841		1,317,469	
MAJOR STREETS	317,803	386,386	386,386	141,049	389,595	3,209
LOCAL STREETS	429,125	510,071	496,468	445,956	293,068	(217,003)
WATER	755,068	857,360	841,568	472,224	1,130,678	273,318
SEWER	1,353,727	1,550,470	1,542,270	898,649	1,952,101	401,631
CAPITAL ACQUISITIONS	95,113	113,350	112,950	114,081	97,021	(16,329)
Total - All Operating Funds	7,078,254	7,860,124	7,749,146	5,821,137	8,239,868	379,744

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

DEPARTMENT	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
GOVERNMENT SERVICES	528,898	509,738	506,238	321,225	490,750	(18,988)
ADMINISTRATION	599,348	711,060	700,521	420,759	758,799	47,739
BUILDING AND GROUNDS	126,770	124,428	125,928	75,489	148,428	24,000
POLICE DEPARTMENT	1,938,865	2,174,996	2,182,896	1,383,105	2,327,364	152,368
DPS- LEAF & REFUSE COLLECTION	464,560	525,249	525,249	312,417	567,507	42,258
RECREATION	63,139	100,713	96,713	60,520	80,106	(20,607)
CONTINGENCIES & CAPITAL FUND	239,520	306,762	306,762	306,762	245,821	(60,941)
Total - General Fund	3,961,100	4,452,946	4,444,307	2,880,277	4,618,776	165,830
MAJOR STREETS FUND	233,153	375,573	361,045	303,401	168,989	(206,584)
LOCAL STREETS FUND	504,059	484,863	485,703	202,908	393,649	(91,214)
WATER FUND	1,013,407	1,723,982	1,717,982	1,162,989	1,185,029	(538,953)
SEWER FUND	1,515,926	1,551,098	1,452,113	727,022	1,878,409	327,311
DEBT SERVICE FUND	122,297	124,002	124,002	124,002	124,002	-
CAPITAL ACQUISITIONS	95,875	112,950	112,950	54,096	96,621	(16,329)
Total Expenditures - All Funds	7,445,818	8,825,414	8,698,102	5,454,694	8,465,475	(359,939)

GENERAL FUND OTHER REVENUES	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Miscellaneous	8,980	12,000	9,000	3,359	9,000	0
Delq Personal Property Revenue	14,155	5,000	5,000	1,415	4,000	(1,000)
Investment Interest	38,953	26,000	26,000	19,896	23,000	(3,000)
Tax Appeals	-	-	-	(7,033)	-	0
Workers Compensation Dividend	-	4,771		4,771	-	(4,771)
Property & Liability Dividend Rev	6,716	6,878	6,878	6,878	6,500	(378)
Building Permits	142,422	95,000	95,000	28,542	95,000	0
Employee Benefit Contributions	19,200	16,000	16,000	-	4,500	(11,500)
Zoning, Site Plan, Special Use Permits	3,165	6,000	6,100	5,041	6,000	0
Plumbing and/or Heating Permits	28,072	24,500	24,500	11,095	24,500	0
Electrical Permits	13,899	16,000	16,000	7,716	16,000	0
Licenses & Registrations	7,825	9,000	9,000	910	9,000	0
Dog & Cat Licenses	1,008	1,000	1,300	1,087	1,100	100
Cable TV Franchise Fees	130,099	120,000	120,000	58,317	120,000	0
Michigan Job Training Council Funds	2,474	805	805	805	1,000	195
SMART Municipal Credits	-	30,000	-	-	8,700	(21,300)
District Court Fines	104,377	175,000	140,000	83,688	140,000	(35,000)
Community Development Block Grants	16,775	4,000	4,000	540	4,000	0
Sidewalk Permits & Repairs	-	-	-	-	10,000	10,000
Nextel Lease	-	-	-	-	-	0
American Tower-Metro-PCS Lease	41,369	45,000	45,000	27,579	45,000	0
Water Fund Lease of DPS Building	4,917	4,917	4,917	4,917	4,917	0
Equipment Rentals - Brush Chipping	-	-	-	-	-	0
Road Funds Lease of DPS Building	1,639	1,639	1,639	1,639	1,639	0
Retirees Spouse Medical Coverage	-	-	-	-	-	0
Recreation Fees	18,957	28,000	30,000	27,437	25,000	(3,000)
Tree Sales, Woods Chips Sales	-	160	160	160	-	(160)
Community Center Rental	77,474	60,000	55,000	37,071	40,000	(20,000)
Police Forfeitures Rev - State	1,067	-	-	-	-	0
Police Forfeitures Rev - Federal	-	-	-	-	-	0
Police Charges for Services	12,591	15,000	15,000	10,078	15,000	0
AT & T Lease	60,889	55,000	55,000	40,593	60,889	5,889
Donations	15,750	8,200	8,200	200	14,000	5,800
Election Reimbursements	-	-	-	-	-	0
Public Service Reimbursement	21,714	20,000	18,000	9,242	20,000	0
Metro Authority Act Payment	15,472	15,000	15,000	-	15,000	0
Sale of Fixed Assets	627	-	-	-	-	0
Workers Comp Reimbursement	-	-	-	-	-	0
Insurance Reimbursement	6,888	-	-	-	-	0
Insurance Recoveries	14,411	7,143	9,000	8,959	-	(7,143)
Sale of Abandoned Property	-	-	-	-	-	0
SOCRRA Refund	-	-	-	-	-	0
Code Enforcement Revenue	-	-	-	-	-	0
Total - Other Revenue	831,885	812,013	736,499	394,901	723,745	(85,268)

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21**

GENERAL FUND GOVERNMENT SERVICES	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Unfunded Pension Liability		-	-	-	-	-
Unemployment Insurance	101	50	50	2	50	0
Workers Compensation Insurance	9,489	8,500	8,500	-	8,500	0
Office Supplies	5,550	6,000	6,000	3,748	6,000	0
Tax Tribunal Appeal Refunds	-	2,087	2,087	2,087	2,000	(87)
Memberships and Meetings	8,553	7,000	8,500	5,354	7,000	0
Building Inspection Contract	125,149	97,100	97,100	66,931	70,000	(27,100)
Code Enforcement	2,000	2,000	1,000	60	2,000	0
Cable TV Productions	35,916	35,000	35,000	23,656	35,000	0
Citizen Communication/ PR	9,816	10,000	15,000	10,037	10,000	0
Auditing Services	25,559	19,621	19,621	19,621	25,000	5,379
Telephone Billings	18,835	20,000	18,000	11,749	18,000	(2,000)
Vehicle Expense	7,382	7,500	7,500	4,695	7,500	0
City Appreciation Functions	-	1,000	500	198	1,000	0
Training	5,956	7,000	6,000	2,484	5,500	(1,500)
City Planning/Consulting Fees	3,759	6,000	6,000	4,181	6,000	0
City Beautification Projects	1,735	2,000	2,000	-	1,500	(500)
C.D.B.G. Funded Projects	12,303	4,000	4,000	1,250	4,000	0
Printing/Publishing Costs	15,531	15,000	15,000	6,097	12,000	(3,000)
Postage Meter	2,586	4,000	3,500	1,032	3,500	(500)
Liability Insurance Premiums	24,256	29,880	29,880	29,880	30,000	120
Miscellaneous	-	-	-	-	-	0
Government Operations	36,485	45,000	40,000	28,981	32,000	(13,000)
Technology	28,051	30,000	30,000	15,578	30,000	0
Library Contract Payments	119,938	120,000	120,000	59,969	149,200	29,200
Community Center Payments	29,949	31,000	31,000	23,634	25,000	(6,000)
Repayment to Water-Unfunded Pension	-	-	-	-	-	0
19600 Forest	-	-	-	-	-	0
27907 California NE Drive	-	-	-	-	-	-
Cash Short/Over	-	-	-	-	-	-
Total - Government Services	528,898	509,738	506,238	321,225	490,750	(18,988)
		0				

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21**

GENERAL FUND ADMINISTRATION	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Salaries & Wages - Permanent	311,012	369,486	369,486	226,760	376,242	6,756
Salaries & Wages - Part Time	2,355	31,664	22,000	-	46,664	15,000
Fringe Benefits	169,232	182,000	182,000	117,771	207,943	25,943
Code Enforcement - Legal Services	12,025	20,000	20,000	7,410	12,000	(8,000)
Elections	14,217	12,000	12,485	6,690	20,000	8,000
Legal Services	55,952	60,000	60,000	28,320	60,000	-
Board of Review	573	560	550	-	600	40
County Equalization Services	33,984	35,350	34,000	33,808	35,350	0
			-			
Total - Administration	599,348	711,060	700,521	420,759	758,799	47,739

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21**

GENERAL FUND BUILDING & GROUNDS	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Salaries & Wages - Permanent	-	-	-	-	-	-
Salaries & Wages - Temporary	28,731	31,000	31,000	19,726	56,000	25,000
Fringe Benefits	-	-	-	-	-	-
Workers Compensation Insurance	-	-	-	-	-	-
Building Utilities Billings	43,451	45,000	48,000	30,644	45,000	-
Building Maintenance	42,629	28,000	28,000	14,315	28,000	0
Building Authority Lease Payments	-	-	-	-	-	-
Equipment Maintenance & Repairs	182	2,500	1,000	38	1,500	(1,000)
Parking Lots & Grounds	3,849	10,000	10,000	8,196	10,000	0
Vehicle Maintenance Expense	-	-	-	-	-	-
Building - Grants	7,928	7,928	7,928	2,569	7,928	-
Total - Building & Grounds	126,770	124,428	125,928	75,489	148,428	24,000

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21**

GENERAL FUND PUBLIC SAFETY	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Salaries & Wages - Permanent	596,730	750,641	750,641	469,827	845,272	94,631
Salaries & Wages - O.T.	60,843	60,000	50,000	33,682	50,000	(10,000)
Part Time Employees	109,704	65,000	83,000	71,553	45,000	(20,000)
Fringe Benefits	357,756	435,101	435,101	264,893	529,777	94,676
Unemployment Insurance	197	250	150	4	100	(150)
Police Uniforms & Cleaning	13,897	15,000	15,000	7,856	15,000	0
Workers Compensation Insurance	15,500	15,500	15,500	-	15,800	300
Office Supplies	4,855	5,000	5,000	1,868	5,000	-
Office Machines	3,619	3,000	3,000	1,843	3,000	-
Publications/Document Reducing	690	1,000	1,000	120	1,000	-
Code Enforcement/Training & Supplies	-	-	-	-	-	-
Road Supplies	1,291	2,000	2,000	33	2,000	0
Evidence Supplies	1,122	1,500	1,500	647	1,500	0
Police Reserve Force	725	1,000	1,000	150	1,000	-
Training Programs	14,189	14,000	14,000	6,363	14,000	0
Firearms Training	6,528	4,500	4,500	3,923	4,500	0
Fire Services/Dispatch Payments	656,409	691,824	691,824	451,774	689,623	(2,201)
Telephone Billings	8,896	10,000	10,000	4,652	8,000	(2,000)
Radio Communications Agreements	11,171	16,200	16,200	5,563	16,200	-
Vehicle Maintenance Expense	38,199	40,000	40,000	24,314	37,000	(3,000)
Liability Insurance Premiums	24,000	24,480	24,480	24,480	25,092	612
Memberships & Meetings	3,200	3,500	3,500	2,845	3,500	0
Michigan Job Training Programs	-	2,000	2,000	1,450	2,000	-
Crime Prevention Programs	1,492	3,000	3,000	716	3,000	-
Animal Control	982	1,500	1,500	-	1,000	(500)
Prisoner Lockup	5,871	8,000	8,000	4,500	8,000	-
State of Michigan LEIN Use	-	-	-	-	-	-
Youth & Drug Prevention Programs	999	1,000	1,000	51	1,000	-
Unfunded Pension Liability	-	-	-	-	-	-
Motorcycle Lease	-	-	-	-	-	-
Police Forfeitures	-	-	-	-	-	0
Total - Public Safety	1,938,865	2,174,996	2,182,896	1,383,105	2,327,364	152,368

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21**

GENERAL FUND PUBLIC SERVICES	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Fringe Benefits (MERS)	5,332	4,250	4,250	3,908	6,768	2,518
DPS Utilities For Reimbursement	19,155	21,000	21,000	10,899	21,000	-
Equipment Maintenance	5,335	3,000	3,000	2,602	3,000	-
Park Maintenance	494	5,000	5,000	-	5,000	-
Sidewalk Maintenance Program	114	2,500	2,500	-	30,000	27,500
Vehicle Expense	-	-	-	-	-	-
Subtotal - Public Services	30,431	35,750	35,750	17,409	65,768	30,018
CONTRACTUAL SERVICES	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Miscellaneous		-			-	-
Subtotal- Contractual Services	102,369	123,999	123,999	82,666	125,239	1,240
LEAF COLLECTION	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Refuse Equipment & Roll-Off Expenses	5,172	5,000	5,000	3,481	4,500	(500)
Subtotal - Leaf Collection	5,172	5,000	5,000	3,481	4,500	(500)
REFUSE COLLECTION & DISPOSAL	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
SOCRRA Refuse Collection Contract	326,589	360,500	360,500	208,861	372,000	11,500
Subtotal - Refuse Collection & Disposal	326,589	360,500	360,500	208,861	372,000	11,500
Total - Public Services	464,560	525,249	525,249	312,417	567,507	42,258
ELIGIBLE FOR REFUSE MILLAGE	331,761	365,500	365,500	212,342	376,500	11,000
FUNDED THROUGH GENERAL FUND	132,799	159,749	159,749	100,075	191,007	31,258

**CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21**

GENERAL FUND RECREATION	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Salaries & Wages	20,577	32,250	32,250	21,408	32,895	645
Fringe Benefits	5,796	8,213	8,213	6,156	7,861	(352)
Workers Compensation Insurance	500	1,000	1,000	-	800	(200)
Office Supplies	229	250	250	75	250	-
Bus Transportation Services	-	3,000	2,500	1,420	3,000	-
Adult Programs	7,069	20,000	15,000	3,282	1,000	(19,000)
Special Programs/Sporting Events	574	-	-	-	-	-
Senior Activities	5	500	500	100	6,000	5,500
Children/Youth Activities	-	-	-	-	1,000	1,000
Community Events	21,280	25,000	27,000	23,578	20,000	(5,000)
Community Center Expense	-	-	-	-	-	-
Fitness Center	-	500	-	-	-	(500)
Recreation Center	-	-	-	-	-	-
Childrens Garden	-	-	-	-	-	-
Grant Funded Programs	-	-	-	-	-	-
Concerts in the Park	7,108	10,000	10,000	4,500	7,300	(2,700)
Total - Recreation	63,139	100,713	96,713	60,520	80,106	(20,607)

WATER RATE REVIEW

WATER	DETROIT	SOCWA	CITY	CAPITAL	TOTAL
WATER RATE - 19-20	0.00	15.67	15.80	8.50	39.97
WATER RATE - 20-21	0.00	17.73	16.50	9.25	43.48
INC./(DEC.) IN \$	0.00	2.06	0.70	0.75	3.51
INC./(DEC.) IN %	#DIV/0!	13.15%	4.43%	8.82%	8.78%

**FY 20-21
REVENUE REQUIREMENTS
WATER**

REVENUE SOURCE	FY 19-20	FY 20-21	INC./(DEC.)	% INC.
SALES	559,065	771,544	212,479	27.539%
PENALTIES	25,000	25,000	0	0.000%
INTEREST	4,500	4,500	0	0.000%
METER CHARGE	77,792	81,139	3,347	4.125%
CAPITAL PROJECTS	151,003	208,495	57,492	27.575%
MISC	21,000	40,000		
TOTALS	838,360	1,130,678	273,318	34.87%
REQUIRED RATES	38.64	43.48	4.84	11.13%

Expenditures: 1,723,982 1,185,029 **-538,953** -31.26%

Rate x Projected Purchased Units = Sales Revenue + Capit.

	Projected	Adjusted
Projected Sales:	23,000	22,540
Water Loss Ratio	0.020	2.00%
Fixed Monthly:	\$3,398/MO	40,776

	F Y 2020- 2021	
	Revenue	Expenditure
SOCWA/DWSD	399,634	367,024
Penalties	25,000	
Meter Charge	81,139	
SOCWA Fixed Costs		40,776
Capital Improvement	208,495	400,000
Water System Maint		90,000
Interest	4,500	
Lathrup Village Rates	371,910	
Other Water Expenses		204,573
Contractual Services		72,656
Biling Expenses	40,000	10,000
Total	1,130,678	1,185,029 gap

	F Y 2020- 2021	
	Revenue	Expenditure
Variable Costs	1,009,539	571,597
Fixed Costs	121,139	613,432
	1,130,678	1,185,029

SEWER RATE REVIEW

CALCULATION FORMULA	FY 19-20	FY 20-21	\$ INC.	% INC.
DETROIT/EVERGREEN FARM.	55.60	56.85	1.25	2.25%
LOOK BACK ADJUSTMENT	0.00	0.00	0.00	0.00%
EXCESS FLOW CHARGE	0.00	0.00	0.00	0.00%
OPERATIONS & MAINTENANCE	12.80	11.80	(1.00)	-7.81%
DEBT SERVICE	7.69	7.69	0.00	0.00%
CITY	6.25	6.25	0.00	0.00%
TOTAL	82.34	82.59	0.25	0.305%

**FY 20-21
REVENUE REQUIREMENTS
SEWER**

REVENUE SOURCE	FY 19-20	FY 20-21	INC./(DEC.)	% INC.
SALES/DISPOSAL	1,098,765	1,422,297	323,532	29.45%
PENALTIES	43,000	43,000	0	0.00%
INTEREST	1,700	4,500	2,800	164.71%
INDUSTRIAL SURCHARGE	43,000	43,000	0	0.00%
TRANSFER IN - GENERAL FUND	0	0	0	
CAPITAL PROJECTS	227,392	265,972	38,580	16.97%
DEBT SERVICE	136,613	173,333	36,720	26.88%
			0	
TOTALS	1,550,470	1,952,101	401,631	25.90%
REQUIRED RATES	82.34	82.59	0.25	0.30%

Expenditures: 0 0

	F Y 2020 2021	
	Revenue	Expenditure
Disposal	1,281,422	1,029,210
Industrial Surcharge	43,000	34,600
System Maintenance	265,972	570,000
Contractual Services		72,656
Interest	4,500	
Penalties	43,000	
Lathrup Village	140,875	
Other Sewer		59,207
Retention Tank		112,736
Debt Service	173,333	0
Total	1,952,101	1,878,409

Gap -73,692

1,422,297 1,048,805
87

MILLAGE RATE BREAKDOWN AND RESULTING REVENUES - 20-21

MILLAGE TYPE	AUTHORIZED MAXIMUM	19-20 HEADLEE MAXIMUM	20-21 HEADLEE MAXIMUM	F.Y. 19-20	F.Y. 20-21	REVENUE PRODUCED	REVENUE NEEDED	DIFFERENCE
General Operating	19.0000	17.5172	17.5172	16.1846	16.1912	2,415,727	2,657,099	(241,372)
General Op Sewer				0.0000	0.0000	0	0	0
General Surplus				0.0000	0.0000	0	0	0
Streets				1.3326	1.0000	149,200	149,200	0
Total	19.0000	17.5172	17.5172	17.5172	17.1912	2,564,927	2,806,300	(241,373)
Refuse	3.0000	2.7775	2.7775	2.7775	2.7286	407,107	376,500	30,607
Library	1.0000	1.0000	1.0000	1.0000	1.0000	149,200	149,200	0
Debt Service	N/A	N/A	N/A	0.0000	0.0000	0	0	0
TOTALS	23.0000	21.2947	21.2947	21.2947	20.9198	3,121,234	3,331,998	(210,763)

MILLAGE RATE BREAKDOWN AND RESULTING REVENUES - 20-21

MILLAGE TYPE	AUTHORIZED MAXIMUM	19-20 HEADLEE MAXIMUM	20-21 HEADLEE MAXIMUM	F.Y. 19-20	F.Y. 20-21	REVENUE PRODUCED	REVENUE NEEDED	DIFFERENCE
General Operating	20.0000	18.5172	18.5172	18.5172	18.1912	2,714,127	2,955,500	(241,373)
Refuse	3.0000	2.7775	2.7775	2.7775	2.7286	407,107	376,500	30,607
Debt Service	N/A	N/A	N/A	0.0000	0.0000	0	0	0
TOTALS	23.0000	21.2947	21.2947	21.2947	20.9198	3,121,234	3,331,999	(210,765)
						Taxable Value Calculation:		149,200

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - MAJOR STREETS
FY 2020-21

MAJOR STREETS	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
ACT 51 Funds	315,319	385,986	385,986	141,049	388,995	3,009
Transfer From Other Funds		-			-	-
Investment Interest	2,483	400	400	-	600	200
Other State Grants				-		-
Total - Major Street Revenues	317,803	386,386	386,386	141,049	389,595	3,209

MAJOR STREETS

FUND BALANCE - BEGINNING	104,089	188,739	199,552		224,893	25,341
EXPENDITURES (Net change)	84,650	10,813	25,341		220,606	195,265
FUND BALANCE - ENDING	188,739	199,552	224,893		445,499	220,606

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21

MAJOR STREET FUND MAJOR STREETS	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Salaries & Wages - Permanent						-
Salaries & Wages - Administration	5,452	5,460	5,460	3,640	5,569	109
Salaries & Wages - Temporary	-	-			-	-
Fringe Benefits	1,209	6,540	6,540	879	6,740	200
Workers Compensation Insurance	-	-			-	-
Office Supplies	-	-			-	-
Public Service Building						-
Auditing Services	5,253	5,360	5,360	5,360	5,521	161
Roadside Parks	-	-			-	-
Transfer to Local Streets	67,056	173,694	173,694	173,694	-	(173,694)
Administration & Engineering	2,074	5,000	5,000	1,639	5,000	-
Road Construction	-	-	-		-	-
Road Maintenance	3,739	5,000	5,000	1,017	5,000	-
Roadside Maintenance	5,747	5,000	5,000	2,980	5,000	-
Equipment Rental	-	5,000	5,000	-	5,000	-
Traffic Controls	20,134	25,000	25,000	10,899	25,000	-
Snow & Ice Removal	6,263	5,500	4,500	2,680	5,500	-
Non-Motor Facilities	-	-	-		-	-
Forestry	18,982	30,000	30,000	20,296	36,000	6,000
Capital Expenditure	44,396	40,000	37,638	37,638	-	(40,000)
Subtotal - Major Streets	180,304	311,554	308,192	260,721	104,330	(207,224)
CONTRACTUAL SERVICES	ACTUAL FY 17-18	BUDGETED FY18-19	ESTIMATED FY 18-19	ACTUAL 2/28/2019	PROJECTED FY 19-20	INCREASE (DECREASE)
Contractual Services	52,849	52,853	52,853	42,679	64,659	11,806
Public Service Building		-			-	-
Roadside Maintenance		-			-	-
Subtotal- Contractual Services	52,849	64,019	52,853	42,679	64,659	11,806
Total - Major Streets	233,153	375,573	361,045	303,401	168,989	(195,418)

CITY OF LATHRUP VILLAGE
SUMMARY OF REVENUES - LOCAL STREETS
FY 2020-21

LOCAL STREETS	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
ACT 51 Funds	147,492	128,662	128,662	78,450	129,665	1,003
Transfer From General Funds	145,420	193,812	193,812	193,812	149,200	(44,612)
Transfer in from Major Streets	67,056	173,694	173,694	173,694	-	(173,694)
Investment Interest	763	300	300		600	300
Miscellaneous Revenue	14,035	13,603	-	-	13,603	-
Special Assessments	-	-	-	-	-	-
Other State Grants	54,359		-	-		-
Total - Local Street Revenues	429,125	510,071	496,468	445,956	293,068	(217,003)

293,068

LOCAL STREETS

FUND BALANCE - BEGINNING	385,849	310,916	336,124		346,889	10,765
	-					
EXPENDITURES (Net Change)	(74,933)	25,208	10,765	-	(100,581)	(111,346)
FUND BALANCE - ENDING	310,916	336,124	346,889		246,308	(100,581)

CITY OF LATHRUP VILLAGE
SUMMARY OF PROPOSED EXPENDITURES
FY 2020-21

LOCAL STREET FUND LOCAL STREETS	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Salaries & Wages - Permanent	-					0
Salaries & Wages - Administration	5,452	5,460	5,452	3,640	5,569	109
Salaries & Wages - Temporary		-			-	0
Fringe Benefits	1,209	6,540	3,000	879	6,740	200
Workers Compensation Insurance	-	-			-	0
Office Supplies	-	-			-	0
Public Service Building	-	1,000	1,000	-	1,000	0
Auditing Services	3,121	3,185	3,185	3,185	3,381	196
Administration & Engineering	-	-	-	-	-	0
Road Construction	-	-			-	0
Road Maintenance	370,757	318,737	318,737	88,989	250,000	(68,737)
Roadside Maintenance	1,029	2,922	2,922	2,922		(2,922)
Equipment Rental	-	2,000	-	-	2,000	0
Traffic Controls	-	4,000	4,000	-	4,000	0
Snow & Ice Removal	6,263	5,000	4,500	2,680	5,000	0
Non-Motor Facilities	-	2,000	11,250	-	2,000	0
Capital Expenditure	44,396	40,000	37,638	37,638	13,300	(26,700)
Forestry	18,982	30,000	30,000	20,296	36,000	6,000
Subtotal - Local Streets	451,209	420,844	421,684	160,229	328,990	(91,854)
CONTRACTUAL SERVICES	ACTUAL FY18-19	BUDGETED FY19-20	ESTIMATED FY 19-20	ACTUAL 2/28/2020	PROJECTED FY 20-21	INCREASE (DECREASE)
Contractual Services	52,850	64,019	64,019	42,679	64,659	640
Roadside Maintenance		-			-	0
						0
Subtotal- Contractual Services	52,850	64,019	64,019	42,679	64,659	640
Total - Local Streets	504,059	484,863	485,703	202,908	393,649	(91,214)



COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: May 4, 2020

RE: **DISCUSSION/RECOMMENDATION – CITY ADMINISTRATOR EVALUATION AND COMPENSATION PACKAGE OPTIONS**

In accordance with the amended Employment Agreement, the City Council conducted the annual performance evaluation. The Mayor and Council Members have completed the evaluation, along with the 360 evaluation by 3 direct reports to the City Administrator. The summary of the performance evaluations will be discussed at the meeting.

Section 3.C. of the Employment Agreement provides that, “Consideration shall be given on an annual basis to increase compensation dependent upon the results of performance evaluations...increased compensation can be in the form of a salary increase and/or a bonus.

It might be worth noting that the City Administrator does not receive benefits that are available to the Police Chief and some officers such as a Winter Furlough payout or longevity pay. As an example, these benefits average \$4,250 for the eligible officers.

Council is being requested to discuss compensation options for the City Administrator at this time, so that any recommended changes could need to be included in the Fiscal Year 2020/21 Budget.