

**CITY COUNCIL**

*Hon. Kelly Garrett*  
Mayor

*Hon. Bruce Kantor*  
Mayor Pro Tem

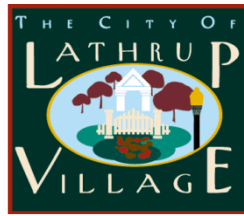
*Hon. Saleem Siddiqi*  
Council Member

*Hon. Ian Ferguson*  
Council Member

*Hon. Donna Stallings*  
Council Member

**CITY ATTORNEY**

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



A HERITAGE OF GOOD LIVING

**CITY COUNCIL**

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

**REGULAR MEETING - REMOTE  
AGENDA**

**MONDAY, OCTOBER 19, 2020**

Council Chambers  
7:00 p.m.

**ADMINISTRATION**

*Dr. Sheryl L. Mitchell*  
City Administrator

*Pamela Bratschi*  
City Treasurer

*Scott McKee*  
Chief of Police

*Yvette Talley*  
City Clerk

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

*Christopher Clough*  
Parks & Recreation

**ZOOM REMOTE MEETING INFORMATION**

Webinar ID: 975 0912 1900

Password: 125760

**Online:**

<https://zoom.us/j/97509121900?pwd=L0ZHQkppVmlVbFVncjUyb0czOU8wQT09>

**Telephone:**

1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

**AGENDA ITEMS**

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance** – led by Girl Scout Darby Stec
4. **Approval of Agenda**

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

**5. Consent Agenda**

- A. **Approval of Minutes** – September 28, 2020 Study Session
- B. **Approval of Minutes** – September 28, 2020 Council Meeting

**7. Consider / Approval of Monthly Disbursement Reports for the Month of September 2020 and Quarterly Investment Report – Period Ending September 30, 2020:**

*Motion to Approve Disbursements for The Month of September 2020. This Reflects Expenditures from The General Fund, Which Includes:*

*Police and Fire Services; Recreation Dept; Major Roads; Local Roads, Water & Sewer Services, and for The Downtown Development Authority.*

<b>SEPTEMBER DISBURSEMENTS W/ SALARY INCLUDED</b>		
FUND 101	GENERAL FUND	\$ 268,776.19
FUND 202	MAJOR ROADS	\$ 8,708.50
FUND 203	LOCAL ROADS	\$ 14,264.32
FUND 258	CAPITAL FUND	\$ -
FUND 494	DOWNTOWN DEV. AUTH	\$ 34,575.36
FUND 592	WATER & SEW	\$ 263,369.06
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 589,693.43</b>

8. **Consider / Acceptance of the Department Reports**
9. **Presentation** – None
10. **Public Comment For Items on the Agenda** (Speakers are limited to 3 minutes)
11. **Public Hearings** – Community Development Block Grant (CDBG) 2018 & 2019  
Reprogramming
12. **Action Requests – For Consideration/Approval:**
  - A. Fiscal Year 2019/2020 Audit
  - B. Community Development Block Grant (CDBG) 2018 & 2019 Reprogramming
  - C. Emergency Purchase of 2 Radar Signs
  - D. Appointment of Interim Construction Board of Appeals – Serving as Building Board of Appeals
  - E. Adoption of Rates for Construction Board of Appeals and Building Board of Appeals
13. **City Administrator Report**
14. **City Attorney Report**
15. **Reports of Boards, Commissions and Committees**
16. **Unfinished / New Business**
17. **Public Comment** (Speakers are limited to 2 minutes)
18. **Mayor and Council Comments**
19. **Adjourn**

**NOTICE OF ELECTRONIC PUBLIC MEETING  
CITY OF LATHRUP VILLAGE  
CITY COUNCIL Meetings**

Monday, October 19, 2020 at 6:00pm – Study Session  
Monday, October 19, 2020 at 7:00pm – Council Meeting

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup’s City Council will be meeting electronically using [www.Zoom.US](http://www.Zoom.US) for videoconference and public access.

The electronic public meeting will be held as a Zoom electronic webinar. The public can participate via the Zoom application, internet and/or telephone. The public will be able to listen to all discussion by City Council members and will be permitted to speak for up to 3 minutes during the public comment section of the agenda.

Please note that callers/viewers will automatically be muted. Public comments can be submitted via the Chat Room or during Public Comment, when viewers are unmuted on an individual basis. Comments may also be emailed in by 12noon of the date of the meeting to: [cityclerk@lathrupvillage.org](mailto:cityclerk@lathrupvillage.org),

CITY OF LATHRUP VILLAGE  
**CLICK FOR ZOOM WEBINAR SIGN IN INFORMATION**

**OCTOBER 19, 2020 AT 6PM – STUDY SESSION**

**Online:**

<https://zoom.us/j/97453502557?pwd=TWIhOHNDMUxPcjNWekg1OUgwV1ZMZZ09>

**Telephone:** 646 558 8656 or 301 715 8592

**Webinar ID:** 974 5350 2557

**Password:** 633418

**OCTOBER 19, 2020 AT 7PM – COUNCIL MEETING**

**Online:**

<https://zoom.us/j/97509121900?pwd=L0ZHQkppVmlVbFVncjUyb0czOU8wQT09>

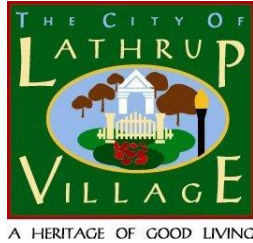
**Telephone:** 646 558 8656 or 301 715 8592

**Webinar ID:** 975 0912 1900

**Password:** 125760

**ONLINE PARTICIPANTS** can “raise their hand” to be recognized by the moderator. The moderator will announce when it is your turn to speak. Audio for participants will be unmuted on an individual basis. There is a 3-minute time limit.

**NOTICE FOR TELEPHONE CALL IN ATTENDEES:** In order to “raise your hand” press \*9. In order to toggle between mute/unmute, press \*6 on your telephone key pad



**COUNCIL COMMUNICATION:**

TO: Mayor Mykale Garrett and City Council Members  
FR: Dr. Sheryl Mitchell, City Administrator  
DA: September 28, 2020  
RE: **MOTION TO SCHEDULE A PUBLIC HEARING ON OCTOBER 19, 2020 FOR THE REPROGRAMMING OF THE 2018 AND 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

The City of Lathrup Village had previously allocated funds from the Community Development Block Grant Program. We are requesting that any unused funds from Fiscal Year 2018 and 2019 be reprogrammed toward the \$54,085 purchase of the recreation van.

**Reprogramming of Program Year 2018 & 2019**

**City Allotment:** (FY 18) \$7,000 and (FY 19) \$7,137  
**Proposed Use:** \$7,000  
**Reasoning:** Entire balance from FY 18 and FY 19 allotment will be towards the purchase of the van for transportation related to senior programming and activities.

**Original Program Year 2019**

**City Allotment:** \$7,000  
**Original Use:** \$7,000  
**Reasoning:** Entire allotment will be used to renovate the front counters of Administration and Police Department.

**Original Program Year 2018**

**City Allotment:** \$7,137  
**Original Use:** \$7,137  
**Reasoning:** Entire allotment for our Senior Service Programs  
With these funds we can continue to expand our Senior Programs for Nutrition, education, and exercise.

**Suggested Motion:**

**Approve scheduling A PUBLIC HEARING ON OCTOBER 19, 2020 FOR THE REPROGRAMMING OF THE 2018 AND 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

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

**AFFIDAVIT OF PUBLICATION**  
2125 Butterfield Dr, Suite 102N • Troy MI 48084

**LATHRUP VILLAGE, CITY OF**  
**27400 SOUTHFIELD RD.**

**LATHRUP VILLAGE,, MI 48076**  
**Attention: Yvette Talley**

**STATE OF MICHIGAN,**  
**COUNTY OF OAKLAND**

The undersigned Noelle Klomp, being duly sworn the he/she is the principal clerk of Royal Oak Tribune, Oakland Press, theoaklandpress.com, published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

**CITY OF LATHRUP VILLAGE**  
**NOTICE OF PUBLIC HEARING**  
**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

NOTICE IS HEREBY GIVEN that the City of Lathrup Village will hold a public hearing on the reprogramming of Community Development Block Grant Funds. The Hearing will be held on **Monday, October 19, 2020 at 7:00 p.m. at the Municipal Building, 27400 Southfield Road, Lathrup Village, MI 48076 (and/or Remotely Via Zoom)** to hear public comments on the reprogramming of CDBG Program Year 2018 application in the approximate amount of \$7,000 to fund eligible projects and 2019 application in the approximate amount of \$7,137 to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at the **Municipal Building 27400 Southfield Road, Lathrup Village, MI 48076 until 4:30 p.m., October 19, 2020.**

ZOOM Remote Meeting  
<https://zoom.us/j/97509121900?pwd=L0ZHQkppVmIvYbFVncjUyb0czOU8wQT09>  
 Telephone: 646 558 8656 or 301 715 8592  
 Webinar ID: 975 0912 1900  
 Password: 125760

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Contact **Yvette Talley** at 248-557-2600 ext. 226 at 27400 Southfield Rd., Lathrup Village, MI 48076 for special services.

**YVETTE TALLEY, City Clerk**

**LATHRUP VILLAGE, CITY OF**

**Published in the following edition(s):**

Oakland Press	09/30/20
theoaklandpress.com	09/30/20
Royal Oak Tribune	09/30/20

VICKI ARSENAULT  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF OAKLAND  
 My Commission Expires May 11, 2026  
 Acting in the County of \_\_\_\_\_

Sworn to the subscribed before me this Oct 1, 2020.

Vicki Arsenault

**Notary Public, State of Michigan**  
**Acting in Oakland County**

**Advertisement Information**

**Client Id:** 546554      **Ad Id:** 2069904      **PO:**      **Sales Person:** 200309

**CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES SEPTEMBER 28,2020**

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, SEPTEMBER 28, 2020 REMOTELY VIA ZOOM.

Present: Mayor Mykale Garrett and Mayor Pro Tem Kantor  
Council members Ian Ferguson, Saleem Siddiqi, Donna Stallings

Also Present: City Administrator, Dr. Sheryl Mitchell, City Attorney, Scott Baker, Asst. City Administrator/Treasurer, Pamela Bratschi, Community and Economic Development Manager, Susie Stec, Government Operations Asst., Kelda London and City Clerk, Yvette Talley

Meeting was called to order at 6:01 p.m. by Mayor Garrett

Purpose of the meeting is to discuss City Council Agenda items.

Discussed items:

- A. Discussion –Marijuana Licensing & Application Process  
Council member Siddiqi gave an overview and answered specific questions. Mayor Garrett read the letter of resignation from Donald Eichstaedt resigning from the Marijuana study group.
- B. Discussion- Infrastructure Committee Update – Mayor Pro Tem Kantor stated there will be town hall meetings to inform residents what the proposal is, how it will affect residents, how much it will cost, which roads/ditches will be repaired. For more information see [www.FixLVroads.com](http://www.FixLVroads.com)
- C. Discussion -Sign Ordinance –Planning Commission will discuss at their next meeting in October 20<sup>th</sup>.
- D. Discussion - House In the Woods Update – Dr. Mitchell will have an appraisal done on the property.
- E. Discussion City Administrator Priorities – There a number of tasks for the City Administrator to proceed with so Mayor Garrett asked that City Council list their priorities – House in the Woods, COVID-19 Policy, Police Union negotiations, sidewalk repair RFP, Code Enforcement position, LED & Copper requirements.

Mayor and Council Comments

Mayor Pro Tem Kantor -There are several town hall meetings scheduled – Sunday, October 4<sup>th</sup> at 3:00 p.m., Thursday October 8<sup>th</sup> at 7:00 p.m., Thursday, October 22<sup>nd</sup> at 7:00 p.m. and Sunday, November 1<sup>st</sup> at 3:00 p.m.

Public Comments

None

Adjournment

Meeting adjourned at 6:34 p.m.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES SEPTEMBER 28, 2020**

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, SEPTMEBER 28, 2020 HELD REMOTELY VIA-ZOOM.

The meeting was called to order at 7:01 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor  
Council members Ian Ferguson, Saleem Siddiqi, Donna Stallings

Also Present: City Administrator, Dr. Sheryl L. Mitchell, Assist. City Administrator/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Police Chief, Scott McKee, Community and Economic Development Manager, Susie Stec, Government Operations, Kelda London and City Clerk, Yvette Talley

MAYOR INVITED ALL PRESENT TO JOIN IN THE PLEDGE OF ALLEGIANCE

**CO-20-146 APPROVAL OF AGENDA**

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

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CONSENT AGENDA**

**CO-20-147 Approval of Minutes – August 17, 2020 Study Session**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for August 17, 2020 Study Session with a correction.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CO-20-148 Approval of Minutes – August 17, 2020 - City Council Meeting**

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for August 17, 2020 City Council Meeting

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CO-20-149 Approval of Minutes – September 14, 2020 – Study Session Meeting**

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for September 14, 2020 Study Session Meeting.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES SEPTEMBER 28, 2020**

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings  
No: None  
Motion carried.

**CO-20-150 APPROVAL OF DISBURSEMENT REPORTS AND YEAR END INVESTMENT REPORT**

Motion by Council member Stallings seconded by Mayor Pro Tem Kantor to approve the Monthly Disbursements for the month of July 2020 as:

August Disbursements w/Salary Included

FUND 101	GENERAL FUND	\$323,378.99
FUND 102	MAJOR ROADS	\$ 13,795.47
FUND 203	LOCAL ROADS	\$ 26,225.43
FUND 258	CAPITAL FUND	\$ 4,450.00
FUND 494	DOWNTOWN DEV AUTH	\$ 17,688.97
FUND 592	WATER & SEW.	<u>\$ 192,696.64</u>
		\$578,235.50

**CO-20-151 CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS**

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

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings  
No: None  
Motion carried.

**CO-20-152 PRESENTATION**

State Representative Kyra Harris Bolden – If there are any questions on unemployment claims - call her office 517-373-71788/ Email [-kyrabolden@house.mi.gov](mailto:-kyrabolden@house.mi.gov). She and State Senator Jeremy Moss will have a virtual coffee hour October 12<sup>th</sup> at 5:00 p.m. contact her office for the Zoom link. Items discussed- expungement bill a/k/the clean slate bill package, criminal reform bills, education, budget and redistricting. Participants for the redistricting committee have been selected and the time line for redistricting will possibly be March 2021.

**CO-20-153 PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

NONE

**CO-20-154 PUBLIC HEARINGS**

NONE



**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES SEPTEMBER 28, 2020**

**CO-20-155 ACTION REQUESTS - FOR CONSIDERATION/APPROVAL**

- A. Consideration of A Resolution to Schedule a Public Hearing On October 19, 2020 for the Reprogramming of the 2018 and 2019 Community Development Block Grant

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Siddiqi to Approve scheduling a Public Hearing on October 19, 2020 for the Reprogramming of the 2018 and 2019 Community Development Block Grant (CDBG).

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings  
No: None  
Motion carried.

- B. Consideration of An Appointment to the Election Commission

Dr. Mitchell gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Siddiqi to appoint Council member Stallings to the Election Commission for the November 3, 2020 General Election.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings  
No: None  
Motion carried.

- C. Consideration of an Election of Michigan Municipal League Liability & Property Pool Board of Directors

Dr. Mitchell gave an overview and answered specific questions

Motion by Council member Stallings, seconded by Mayor Pro Tem Kantor to Affirm the Nominations as Provided By The MML Liability Property Pool Administration and Authorize the City Clerk to Notify the MML Before November 5, 2020.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings  
No: None  
Motion carried.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES SEPTEMBER 28, 2020**

**D. Consideration of a Proclamation for National Recovery Month**

Motion by Council member Siddiqi, seconded by Council member Ferguson to recognize September 2020 as National Recovery Month.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**E. Consideration to Proclamation for National Suicide Prevention Month**

Motion by Council member Ferguson, seconded by Council member Stallings to recognize September 2020 as National Suicide Prevention Month.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

**CO-20-156 CITY ADMINISTRATOR REPORT**

Dr. Mitchell reported – City of Lathrup Village was awarded First Responders Hazard Pay Premium Program which will go the Lathrup Village Police Department for their work during the initial outbreak of COVID-19. There is a video done by the City Clerk of election updates regarding absentee ballots and the voting process. There is a Sergeant examine scheduled for December 14<sup>th</sup> and negotiations will begin Police labor negotiations. The most recent Executive Order expanding the capacity for indoor/outdoor gatherings which will allow up to 50 people in the community room face covering are required. Community room price adjustments haven't been determined as to how it will be implemented. A donor will donate to communities who have the highest number of voters. It was asked of City Council what community organization would receive the donation and the Children's Garden was chosen. Asked for a sense of how City Council would the city would support City of Southfield Dr. Martin Luther King Task Force program in 2021. In the past there, has been an ad purchased by the City which promoted the Lathrup Village program as well. Purchasing an ad is a way share the accomplishments of Lathrup Village as well. Also, will look into having a virtual program.

**CO-20-157 CITY ATTORNEY**

None

**CO-20-158 REPORTS OF BOARDS COMMISSIONS AND COMMITTEES**

City Clerk gave an update on the upcoming election currently mailing absentee ballots. If you voted absentee on August 4, 2020 you will receive a ballot for November 3, 2020 election because your absentee application was good for both elections. When you return your ballots, you may drop them off in the ballot drop box by the Police vehicles or inside City Hall Monday – Friday 8:00 a.m.-4:30 p.m. The

ballot has front/back be sure to make note. If you make a mistake on your ballot, bring it in to the Clerk's office to receive another ballot.

Mayor Pro Tem Kantor said there is a road proposal on the ballot there are several town hall meetings scheduled – Sunday, October 4<sup>th</sup> at 3:00 p.m., Thursday October 8<sup>th</sup> at 7:00 p.m., Thursday, October 22<sup>nd</sup> at 7:00 p.m. and Sunday, November 1<sup>st</sup> at 3:00 p.m. Has comprehensive information for the road proposal - [www.FixLVroads.com](http://www.FixLVroads.com).

Planning Commission update – Approved site plan for the following: (JMC)27208-60 Southfield Rd., 28600-90 Southfield Rd., 28820-80 Southfield Rd. JMC site plan approvals are contingent upon Zoning Board of Appeal approval so City Council will see this at ZBA meeting. Will discuss at the upcoming Planning Commission meeting on October 20<sup>th</sup> at 7:00 p. m. the following: sign ordinance Cannabis (introductory discussion) and the comprehensive plan update.

Council member Stallings said SEMCOG has resources to support those who are impacted by COVID-19 [www.SEMCOG.org](http://www.SEMCOG.org)

**CO-20-159** **UNFINISHED/NEW BUSINESS**

**CO-20-160** **PUBLIC COMMENTS**

None

**MAYOR AND CITY COUNCIL COMMENTS**

Mayor Pro Tem Kantor thanked everyone who came out for the corridor clean-up.

Mayor Garrett said there have been complaints about speeding through neighborhoods on Lathrup Blvd. & Santa Barbara. Discussion of speed bumps - may be helpful to slow down speeding in the neighborhoods. Mayor Pro Tem Kantor said city engineers indicated they are not good for snow plow blades because they break easily, noise issues, the streets are not long enough, cause roads to deteriorate and all residents within a certain distance have to approve it because of the noise. It will be helpful to see more Police visibility. Chief McKee said if you notice speeding vehicles or any traffic complaints report it to the Police Department 248-354-1010 or [policechief@lathrupvillage.org](mailto:policechief@lathrupvillage.org).

Mayor Garrett said for the streets that have small children and no sidewalks she feels there should be speed bumps to deter those who speed.

Council member Ferguson gave an update on the brick wall which is almost complete but there is a gap that needs to be closed.

**CO-20-161** **ADJOURNMENT**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to adjourn this meeting and to go into closed session at 8:08 p.m.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES SEPTEMBER 28, 2020**

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings  
No: None  
Motion carried.

Transcribed by Yvette Talley

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Mykale Garrett, Mayor

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Transcribed by Yvette Talley  
City Clerk

## Memorandum

**To:** Mayor and City Council

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

**Date:** October 13, 2020

**Re:** Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of September 2020.

**MOTION:**

To approve the Monthly Disbursements for the month of September 2020 as:

<b>SEPTEMBER DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND 101	GENERAL FUND	\$	268,776.19
FUND 202	MAJOR ROADS	\$	8,708.50
FUND 203	LOCAL ROADS	\$	14,264.32
FUND 258	CAPITAL FUND	\$	-
FUND 494	DOWNTOWN DEV. AUTH	\$	34,575.36
FUND 592	WATER & SEW	\$	263,369.06
<b>TOTAL DISBURSEMENTS</b>		<b>\$</b>	<b>589,693.43</b>

**CITY OF LATHRUP VILLAGE**

*Disbursement Report*

**Period covered 9/1/2020-9/15/2020**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$16,878.64</b>	<b>Bratschi, Carlton, London, Mitchell Schultz, Sweidan, Talley</b>
<b>DDA</b>	<b>\$3,088.75</b>	<b>Stec, Dahl</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$32,084.44</b>	<b>Becker, Button, Carmack, Elhourani,Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$1,038.79</b>	<b>Carlton</b>
<b>Recreation</b>	<b>\$1,882.33</b>	<b>Clough</b>

**Total Gross** **\$54,972.95**

**Deductions** **\$20,214.61**

**Net Payroll** **\$34,758.34**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$50,845.41</b>
<b>Major Road Fund</b>	<b>\$0.00</b>
<b>Local Road Fund</b>	<b>\$0.00</b>
<b>Capital Acquisition Fund</b>	<b>\$0.00</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$3,088.75</b>
<b>Water &amp; Sewer Fund</b>	<b>\$1,038.79</b>
<b>Total</b>	<b>\$54,972.95</b>

**CITY OF LATHRUP VILLAGE**

*Disbursement Report*

**Period covered 9/16/2020-9/30/2020**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$15,510.64</b>	<b>Bratschi, Carlton, London, Mitchell Schultz, Sweidan, Talley</b>
<b>DDA</b>	<b>\$3,088.75</b>	<b>Stec, Dahl</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$43,696.24</b>	<b>Becker, Button, Carmack, Elhourani,Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$1,038.79</b>	<b>Carlton</b>
<b>Recreation</b>	<b>\$1,882.33</b>	<b>Clough</b>

**Total Gross** align="right">**\$65,216.75**

**Deductions** align="right">**\$22,992.07**

**Net Payroll** align="right">**\$42,224.68**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$217,930.78</b>
<b>Major Road Fund</b>	<b>\$8,708.50</b>
<b>Local Road Fund</b>	<b>\$14,264.32</b>
<b>Capital Acquisition Fund</b>	<b>\$0.00</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$31,486.61</b>
<b>Water &amp; Sewer Fund</b>	<b>\$262,330.27</b>
<b>Total</b>	<b>\$534,720.48</b>

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	156,841.57	
			Fund 202 MAJOR ROAD FU	8,708.50	
			Fund 203 LOCAL ROAD FU	14,264.32	
			Fund 494 DOWNTOWN DEVE	28,397.86	
			Fund 592 WATER & SEWER	261,291.48	
			Total For All Funds:	<u>469,503.73</u>	





LAW OFFICE

# BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207  
NOVI, MICHIGAN 48375  
Phone: (248) 230-4103 Fax: (248) 929-0835  
[www.bakerelowsky.com](http://www.bakerelowsky.com)

SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

September 10, 2020

Via Email

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

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

Re: Legal Department Billing for August 1 through August 31, 2020

Dear Dr. Mitchell and Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of August, 2020:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,040.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$2,470.00</u>
	\$6,010.00

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



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09-10-2020

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

**Invoice Number: 1004**  
Invoice Period: 08-01-2020 - 08-31-2020

## RE: General Retainer

### Time Details

Date	Professional	Description	Hours	Amount
08-03-2020	SRB	Review correspondence from admin re COVID testing	0.25	No Charge
08-03-2020	SRB	Review correspondence from admin re recreation van	0.25	No Charge
08-03-2020	SRB	Prepare for and participate in City Council Study Session	2.00	No Charge
08-04-2020	SRB	Review correspondence from Council member Ferguson re marijuana facility tour	0.25	No Charge
08-04-2020	SRB	Review and respond to multiple correspondence re 28001 Southfield Road	0.75	No Charge
08-04-2020	SRB	Review and respond to multiple correspondence re marijuana petition FOIA	0.25	No Charge
08-04-2020	SRB	Review and respond to multiple correspondence re 28551 Southfield Road	0.25	No Charge
08-05-2020	SRB	Review correspondence from Council Member Ferguson re marijuana ordinance.	0.25	No Charge
08-05-2020	SRB	Review correspondence from Admin re Census update	0.25	No Charge
08-06-2020	SRB	Review and respond to multiple correspondence re 28001 Southfield Road	0.50	No Charge
08-06-2020	SRB	Review and respond to correspondence from Mayor, t/c with	0.25	No Charge

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

Page 1 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
		same.		
08-07-2020	SRB	Review multiple correspondence from Admin and mayor Pro tem re Chase Bank Code violation matter	0.25	No Charge
08-07-2020	SRB	Review and respond to correspondence from Admin re traffic control order.	0.25	No Charge
08-08-2020	SRB	Review and respond to correspondence from Admin re traffic control order.	0.25	No Charge
08-08-2020	SRB	Review correspondence from Admin re animal control agreement	0.25	No Charge
08-08-2020	SRB	Review correspondence from Admin re pump failure	0.25	No Charge
08-10-2020	SRB	Review correspondence from Admin re water main project	0.25	No Charge
08-10-2020	SRB	Review correspondence from Admin re bankruptcy documents	0.25	No Charge
08-10-2020	SRB	Review correspondence from Admin re POAM negotiations	0.25	No Charge
08-10-2020	SRB	Review correspondence from Admin re SEMCOG update	0.25	No Charge
08-10-2020	SRB	Prepare and send Audit letter to City auditors	0.50	No Charge
08-11-2020	SRB	review and respond to correspondence from Admin re house in the woods RFQ	0.25	No Charge
08-11-2020	SRB	review and respond to correspondence from S. Stec re Precision MRI	0.25	No Charge
08-11-2020	SRB	review and respond to correspondence from Admin re JMC properties	0.25	No Charge
08-12-2020	SRB	Review correspondence from S. Stec re JMC properties	0.25	No Charge
08-12-2020	SRB	Review correspondence from Clerk re 28001 Southfield Road	0.25	No Charge
08-13-2020	SRB	Review correspondence from S. Stec re Lathrup Townhomes	0.25	No Charge
08-13-2020	SRB	Review correspondence from S. Stec re precise MRI	0.25	No Charge
08-13-2020	SRB	Review correspondence from Admin re JMC properties	0.25	No Charge
08-13-2020	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge
08-13-2020	SRB	Review correspondence from Admin re Council agendas for 8-17	0.25	No Charge

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Page 2 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
08-13-2020	SRB	Review and respond to correspondence from Admin re Chase bank code enforcement update	0.25	No Charge
08-13-2020	SRB	Review correspondence from Mayor re agenda items	0.25	No Charge
08-13-2020	SRB	Review correspondence from Clerk re Notice of Adoption for pol ordinance	0.25	No Charge
08-13-2020	SRB	Review correspondence from Admin re newsletter	0.25	No Charge
08-14-2020	SRB	Telephone conference with Admin re various zoning violation issues.	0.25	No Charge
08-14-2020	SRB	Review and respond to multiple correspondence re 27051 Southfield Road	0.75	No Charge
08-15-2020	SRB	Review and respond to correspondence from Mayor Pro Tem re code enforcement inquiry.	0.25	No Charge
08-16-2020	SRB	Review and respond to correspondence from Mayor Pro Tem re code enforcement inquiry.	0.25	No Charge
08-17-2020	SRB	Review correspondence from Admin re 27051 Southfield Road	0.25	No Charge
08-17-2020	SRB	Review correspondence from Admin re Council meeting log in's	0.25	No Charge
08-17-2020	SRB	Review correspondence from Building official re JMC properties	0.25	No Charge
08-17-2020	SRB	Review correspondence from Admin re weekly report	0.25	No Charge
08-17-2020	SRB	Review correspondence from Admin re recreation plan	0.25	No Charge
08-17-2020	SRB	Appear for and participate in virtual study session and City Council meeting	3.00	No Charge
08-18-2020	SRB	Review correspondence from Admin	0.25	No Charge
08-19-2020	SRB	Review correspondence from Clerk re IPP resolution	0.25	No Charge
08-19-2020	SRB	Review correspondence from Clerk re recreation plan	0.25	No Charge
08-19-2020	SRB	Review correspondence from Admin re FBI raid	0.25	No Charge
08-19-2020	SRB	Review correspondence from Admin re Council video links	0.25	No Charge
08-19-2020	SRB	Review correspondence from S. Stec re lathrup townhomes	0.25	No Charge
08-20-2020	SRB	Review correspondence from Chief McKee re no thru traffic signage	0.25	No Charge

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Page 3 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
08-21-2020	SRB	Review correspondence from Clerk re 27051 Southfield road	0.25	No Charge
08-21-2020	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge
08-25-2020	SRB	Review correspondence from Clerk re notice of adoptions for new ordinances.	0.25	No Charge
08-26-2020	SRB	Review correspondence from Admin re robbery updates	0.25	No Charge
08-26-2020	SRB	telephone conference with Sgt Zang re property room policy	0.25	No Charge
08-27-2020	SRB	Review correspondence from Admin re Home Service warranties information	0.25	No Charge
08-27-2020	SRB	Review correspondence from Admin re COVID testing	0.25	No Charge
08-27-2020	SRB	Review correspondence from Admin re road work	0.25	No Charge
08-27-2020	SRB	Review correspondence from Admin re fire at transfer station	0.25	No Charge
08-31-2020	SRB	Services Rendered		2,500.00
			<b>Total</b>	2,500.00

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Scott Baker	21.25	2,500.00
	<b>Total</b>	2,500.00

**Total for this Invoice** 2,500.00



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09-10-2020

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

**Invoice Number: 1005**  
Invoice Period: 08-01-2020 - 08-31-2020

## RE: Prosecution/Code Enforcement

### Time Details

Date	Professional	Description	Hours	Amount
08-04-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01008A	0.50	65.00
08-04-2020	SRB	Conduct telephone pre-trial conference with Defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 20L248177A /B	0.50	65.00
08-04-2020	SRB	Prepare Plea Sheet and draft correspondence to Defendant and Court with same re: 20L0001501	0.25	32.50
08-04-2020	SRB	Prepare Plea Sheet and draft correspondence to Defendant and Court with same re: 20L0001644	0.25	32.50
08-04-2020	SRB	Prepare Plea Sheet and draft correspondence to Defendant and Court with same re: 12LV02530A / B	0.25	32.50
08-04-2020	SRB	Prepare Plea Sheet and draft correspondence to Defendant and Court with same re: 14LV01302 A / B	0.25	32.50
08-04-2020	SRB	Review of 46th District Court docket for 08/12/2020 and correspondence with police clerk concerning records re: same.	0.25	32.50
08-04-2020	SRB	Telephone conference with 46th District Court clerk re 8/12 docket	0.25	32.50
08-04-2020	SRB	Review and respond to multiple correspondence re Chase bank Noise ordinance violation.	0.25	32.50

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Page 1 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
08-05-2020	SRB	Receipt and review of updated docket for 08/12/2020 46th District Court formal hearings.	0.25	32.50
08-05-2020	SRB	Receipt and review of 46th District Court notices to appear and correspondence with police clerk concerning same re: 20LV01079A & 20L0001203.	0.25	32.50
08-05-2020	SRB	Conduct telephone pre-trial conference with Defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 20LV01079A /B	0.50	65.00
08-05-2020	SRB	Conduct telephone pre-trial conference with Defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 07L117391A	0.50	65.00
08-05-2020	SRB	Conduct telephone pre-trial conference with Defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 18LV02334A	0.50	65.00
08-05-2020	SRB	Phone call with defendant concerning status of case re: 20L0001701.	0.25	32.50
08-05-2020	SRB	Conduct telephone pre-trial conference with Defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 13LV02143B	0.50	65.00
08-05-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV00937 A/B	0.50	65.00
08-05-2020	SRB	Review and respond to multiple correspondence re Chase bank Noise ordinance violation.	0.25	32.50
08-06-2020	SRB	Review and respond to correspondence from 46th District Court re virtual pre-trial procedure	0.25	32.50
08-06-2020	SRB	Draft correspondence to code officer re 20L0001202	0.25	32.50
08-07-2020	SRB	Telephone call to defense attorney re 18LV01562 A/B	0.25	32.50
08-11-2020	SRB	Review and respond to correspondence from defense attorney re adjournment of 18LV01562A & B	0.25	32.50
08-12-2020	SRB	Telephone conference with defense attorney re 20LV00754A	0.25	32.50
08-12-2020	SRB	Review correspondence from and telephone conference with Chief McKee re 20L248177A	0.25	32.50
08-12-2020	SRB	Review correspondence from 46th District Court re September 9th docket	0.25	32.50
08-12-2020	SRB	Review correspondence from Judge Arvant re MIDC update	0.25	32.50
08-12-2020	SRB	Appear for virtual pre-trials in 46th District Court	1.25	162.50

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Page 2 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
08-14-2020	SRB	Draft correspondence to property owner at 28001 Southfield Road re zoning ordinance violation	0.25	32.50
08-14-2020	SRB	Review and revise correspondence from Building official re issue at 27051 Southfield Road	0.25	32.50
08-15-2020	SRB	Review correspondence from building official.	0.25	32.50
08-20-2020	SRB	Review correspondence from 46th District Court re 9/16 docket	0.25	32.50
08-21-2020	SRB	Receipt and review correspondence from 46th District Court concerning 09/09/2020 court docket; review docket and file materials in preparation of virtual formal hearings; correspondence with police clerk concerning records for same re: 06L964485A, 17LV00021A, 19LV01936A, 13LV02314 A & B, 07L995143A, 20LV0100 A,B & C. 20LV01106A, 18LV01235A, 19LV02171A, 20LV00474A.	1.50	195.00
08-24-2020	SRB	telephone conference with representative for company re 20LV01281A/ B	0.25	32.50
08-25-2020	SRB	Correspondence with police clerk concerning records re: 09/09/2020 virtual court docket.	0.25	32.50
08-25-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV001281 A & B	0.50	65.00
08-25-2020	SRB	Draft correspondence to Code Officers re case updates	0.25	32.50
08-26-2020	SRB	telephone conference with representative for company re 20LV01281A/ B	0.25	32.50
08-26-2020	SRB	review correspondence from code officer re case status	0.25	32.50
08-27-2020	SRB	review correspondence from code officer re case status	0.25	32.50
08-27-2020	SRB	Receipt and review of 46th District Court prosecution calendars for November and December.	0.25	32.50
08-28-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01431A	0.50	65.00
08-28-2020	SRB	Correspondence with Police Clerk concerning records re: 18LV01562 & 18LV01861.	0.25	32.50
08-28-2020	SRB	Telephone call to defendant re 9/9 pre-trial negotiations re 06L964485A	0.25	32.50
08-28-2020	SRB	Telephone call to defendant re 9/9 pre-trial negotiations re 17LV00021A	0.25	32.50

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

Page 3 of 4



<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
08-28-2020	SRB	Telephone call to defendant re 9/9 pre-trial negotiations re 07L995143A	0.25	32.50
08-28-2020	SRB	Telephone conference with defense attorney, draft correspondence to same re 20LV01007 A/B/C	0.25	32.50
08-28-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 19LV01936A	0.50	65.00
08-28-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 18LV01235A	0.50	65.00
08-28-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re:20LV01106A	0.50	65.00
08-28-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 19LV002171A	0.50	65.00
08-28-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 17LV00021A	0.50	65.00
08-31-2020	SRB	Telephone conference with defense attorney; draft correspondence to same re: 20LV01431A	0.50	65.00
			<b>Total</b>	2,470.00

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Scott Baker	19.00	2,470.00
<b>Total</b>		2,470.00
<b>Total for this Invoice</b>		2,470.00



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09-10-2020

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

**Invoice Number: 1006**  
Invoice Period: 08-01-2020 - 08-31-2020

## RE: Special Legal Services

### Time Details

Date	Professional	Description	Hours	Amount
08-03-2020	SRB	Review and respond to correspondence from City Planner re Lathrup Townhomes phase 3	0.25	32.50
08-03-2020	SRB	Review and respond to correspondence from City Planner re marijuana ordinance	0.25	32.50
08-03-2020	SRB	Review and respond to correspondence from building official re 28001 Southfield Road	0.25	32.50
08-07-2020	SRB	Review and respond to correspondence from City Planner re marijuana ordinance	0.25	32.50
08-07-2020	SRB	Calculate and draft correspondence to Treasure re liability for new tax appeals	0.25	32.50
08-10-2020	SRB	Draft attorney confirmation letter and send to Auditors re City Audit	0.25	32.50
08-11-2020	SRB	Receipt and review correspondence with petitioner's Tax Tribunal property tax petition, proof of service and County information; draft appearance, respondents answer and proof of service; prepare correspondence for filing with Tax Tribunal and forward copy to County and petitioner's representative re: Lathfield Holdings, MTT Docket 20-001521.	1.00	130.00
08-11-2020	SRB	Receipt and review correspondence with petitioner's Tax Tribunal property tax petition, proof of service and County information; draft appearance, respondents answer and	1.00	130.00

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Page 1 of 2

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
		proof of service; prepare correspondence for filing with Tax Tribunal and forward copy to County and petitioner's representative re: Lathfield Investments LLC, MTT Docket 20-001621.		
08-11-2020	SRB	Receipt and review correspondence with petitioner's Tax Tribunal property tax petition, proof of service and County information; draft appearance, respondents answer and proof of service; prepare correspondence for filing with Tax Tribunal and forward copy to County and petitioner's representative re: Lathfield Partners LLC, MTT Docket 20-001594.	1.00	130.00
08-12-2020	SRB	Review correspondence from Planner re Lathrup Townhomes	0.25	32.50
08-14-2020	SRB	Draft Notice of Adoption for Swimming Pool Ordinance update	0.25	32.50
08-14-2020	SRB	Draft resolution to approve traffic control ordinance for Sunnybrook Ave.	0.25	32.50
08-20-2020	SRB	Participate in social and economic recovery webinar	1.50	195.00
08-26-2020	SRB	Review correspondence from Precision MRI re site plan review status	0.25	32.50
08-28-2020	SRB	Draft notice of Adoption for Fireworks ordinance; fwd same to City Clerk	0.25	32.50
08-28-2020	SRB	Draft notice of Adoption for Marijuana opt out ordinance; fwd same to City Clerk	0.25	32.50
08-28-2020	SRB	Draft policy for property room evidence disposition.	0.50	65.00
			<b>Total</b>	<b>1,040.00</b>

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Scott Baker	8.00	1,040.00
	<b>Total</b>	<b>1,040.00</b>

**Total for this Invoice** 1,040.00

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

User: PAM

DB: Lathrup

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,714,127.00	2,714,127.00	2,562,217.99	300,028.27	151,909.01	94.40
101-000.000-402.000	REFUSE COLLECTION TAXES	407,107.00	407,107.00	384,780.54	45,010.00	22,326.46	94.52
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	2,438.13	2,438.13	32,561.87	6.97
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	1,548.00	75.00	7,452.00	17.20
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	20,296.44	10,148.22	40,592.56	33.33
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	10,342.14	5,171.07	34,657.86	22.98
101-000.000-446.000	INVESTMENT INTEREST	23,000.00	23,000.00	561.69	0.00	22,438.31	2.44
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	64,666.07	7,534.45	16,333.93	79.83
101-000.000-448.001	INSURANCE RECOVERIES	0.00	0.00	2,213.76	0.00	(2,213.76)	100.00
101-000.000-455.000	METRO AUTHORITY-FEE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	95,000.00	95,000.00	22,559.00	10,847.00	72,441.00	23.75
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	6,000.00	6,000.00	394.00	224.00	5,606.00	6.57
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	4,645.00	1,970.00	19,855.00	18.96
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	3,795.00	1,729.00	12,205.00	23.72
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	475.00	250.00	8,525.00	5.28
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	150.00	30.00	950.00	13.64
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	27,676.62	0.00	92,323.38	23.06
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	25,000.00	25,000.00	756.98	196.86	24,243.02	3.03
101-000.000-471.000	DONATIONS-OTHER	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	40,000.00	40,000.00	1,700.00	450.00	38,300.00	4.25
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000.000-542.000	SMART CREDITS	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
101-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	93,047.50	78,213.00	(93,047.50)	100.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	6,264.87	3,663.37	8,735.13	41.77
101-000.000-574.000	STATE SHARED REVENUES	416,425.00	416,425.00	51,503.00	0.00	364,922.00	12.37
101-000.000-612.000	DISTRICT COURT FINES	140,000.00	140,000.00	23,320.03	8,145.17	116,679.97	16.66
101-000.000-626.000	COMMUNITY DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-627.000	SIDEWALK REVENUES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	20,000.00	20,000.00	7,493.86	7,493.86	12,506.14	37.47
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	1,639.00	1,639.00	0.00	0.00	1,639.00	0.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
101-000.000-677.000	ELECTION REIMBURSEMENTS	0.00	0.00	8,267.62	0.00	(8,267.62)	100.00
Total Dept 000.000		4,377,404.00	4,377,404.00	3,301,113.24	483,617.40	1,076,290.76	75.41
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,301,113.24	483,617.40	1,076,290.76	75.41
Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	1.58	1.58	48.42	3.16
101-100.000-712.000	WORKER'S COMP INSURANCE	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	3,316.91	155.06	2,683.09	55.28
101-100.000-726.001	SUPPLIES - COVID 19	0.00	0.00	3,057.49	0.00	(3,057.49)	100.00
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	7,000.00	7,000.00	1,278.00	379.00	5,722.00	18.26
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	70,000.00	14,795.90	6,401.25	55,204.10	21.14
101-100.000-805.000	CABLE TELEVISION	35,000.00	35,000.00	8,422.53	2,772.47	26,577.47	24.06
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	1,325.00	480.00	23,675.00	5.30

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PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-810.000	AUDITING & ACCOUNTING	25,000.00	25,000.00	2,849.50	2,849.50	22,150.50	11.40
101-100.000-818.000	APPRECIATION DINNER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-100.000-822.000	TRAINING	5,500.00	5,500.00	195.00	195.00	5,305.00	3.55
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,000.00	10,000.00	5,083.14	1,967.25	4,916.86	50.83
101-100.000-840.000	LIBRARY PAYMENT	149,200.00	149,200.00	0.00	0.00	149,200.00	0.00
101-100.000-848.000	GOVERNMENT OPERATIONS	32,000.00	32,000.00	8,973.65	785.79	23,026.35	28.04
101-100.000-848.001	TECHNOLOGY	30,000.00	30,000.00	20,814.28	5,697.82	9,185.72	69.38
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	3,484.66	1,491.55	14,515.34	19.36
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	1,276.00	54.04	6,224.00	17.01
101-100.000-880.000	CDBG EXPENDITURES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-100.000-883.000	CITY BEAUTIFICATION	1,500.00	1,500.00	427.28	427.28	1,072.72	28.49
101-100.000-900.000	PRINTING/PUBLICATION COSTS	12,000.00	12,000.00	986.99	500.00	11,013.01	8.22
101-100.000-901.000	POSTAGE FEES	3,500.00	3,500.00	520.47	200.00	2,979.53	14.87
Total Dept 100.000 - GOVERNMENT SERVICES		490,750.00	490,750.00	76,808.38	24,357.59	413,941.62	15.65
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	366,481.00	366,481.00	59,213.49	0.00	307,267.51	16.16
101-101.000-702.000	SALARIES PART-TIME	46,664.00	46,664.00	3,344.00	0.00	43,320.00	7.17
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	201,429.00	201,429.00	26,949.64	4,412.04	174,479.36	13.38
101-101.000-717.000	CODE ENFORCEMENT LEGAL	12,000.00	12,000.00	1,202.50	0.00	10,797.50	10.02
101-101.000-718.000	ELECTIONS	20,000.00	20,000.00	13,077.94	6,057.51	6,922.06	65.39
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	558.89	0.00	34,791.11	1.58
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	4,742.50	1,137.50	55,257.50	7.90
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 101.000 - ADMINISTRATION		742,524.00	742,524.00	109,088.96	11,607.05	633,435.04	14.69
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	56,000.00	56,000.00	7,344.00	2,448.00	48,656.00	13.11
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	6,641.73	2,675.26	38,358.27	14.76
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	28,000.00	10,922.07	3,876.31	17,077.93	39.01
101-201.000-930.001	BUILDING - GRANTS	7,928.00	7,928.00	2,569.00	0.00	5,359.00	32.40
101-201.000-930.002	COVID EXP - BUILDING	0.00	0.00	3,213.00	2,767.00	(3,213.00)	100.00
101-201.000-936.000	EQUIPMENT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-201.000-938.000	PARKING LOT & GROUNDS	10,000.00	10,000.00	1,970.39	553.73	8,029.61	19.70
Total Dept 201.000 - BUILDING & GROUNDS		148,428.00	148,428.00	32,660.19	12,320.30	115,767.81	22.00
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	845,272.00	845,272.00	124,321.56	0.00	720,950.44	14.71
101-301.000-702.000	SALARIES PART-TIME	45,000.00	45,000.00	21,766.25	0.00	23,233.75	48.37
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	529,777.00	529,777.00	77,096.56	19,354.40	452,680.44	14.55
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	7,117.67	0.00	42,882.33	14.24
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,092.00	25,092.00	0.00	0.00	25,092.00	0.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	3.08	3.08	96.92	3.08
101-301.000-712.000	WORKER'S COMP INSURANCE	15,800.00	15,800.00	0.00	0.00	15,800.00	0.00
101-301.000-726.000	OFFICE SUPPLIES	5,000.00	5,000.00	185.86	76.88	4,814.14	3.72
101-301.000-726.001	SUPPLIES - COVID 19	0.00	0.00	169.52	0.00	(169.52)	100.00
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	74.01	0.00	1,925.99	3.70
101-301.000-728.000	EVIDENCE SUPPLIES	1,500.00	1,500.00	107.18	17.18	1,392.82	7.15
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	278.58	278.58	2,721.42	9.29

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PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	775.00	0.00	2,725.00	22.14
101-301.000-821.000	POLICE RESERVES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-822.000	TRAINING	14,000.00	14,000.00	1,135.00	1,135.00	12,865.00	8.11
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	702.50	0.00	3,797.50	15.61
101-301.000-824.000	CRIME PREVENTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301.000-825.000	ANIMAL CONTROL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-826.000	YOUTH & DRUG PROGRAMS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	689,623.00	689,623.00	156,675.14	0.00	532,947.86	22.72
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	1,431.23	773.34	13,568.77	9.54
101-301.000-836.000	PRISONER LOCKUP	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,000.00	1,616.93	687.30	6,383.07	20.21
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	3,256.66	295.66	12,943.34	20.10
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	11,126.98	3,536.75	25,873.02	30.07
Total Dept 301.000 - PUBLIC SAFETY		2,327,364.00	2,327,364.00	407,839.71	26,158.17	1,919,524.29	17.52
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	6,768.00	6,768.00	572.20	0.00	6,195.80	8.45
101-401.000-890.000	PARK MAINTENANCE	5,000.00	5,000.00	16.99	16.99	4,983.01	0.34
101-401.000-892.000	SIDEWALK MAINTENANCE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	1,723.11	744.39	19,276.89	8.21
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	31,206.52	10,436.61	94,032.48	24.92
101-401.000-936.000	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 401.000 - PUBLIC SERVICE		191,007.00	191,007.00	33,518.82	11,197.99	157,488.18	17.55
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	4,500.00	4,500.00	738.70	738.70	3,761.30	16.42
Total Dept 501.000 - LEAF COLLECTION		4,500.00	4,500.00	738.70	738.70	3,761.30	16.42
Dept 502.000							
101-502.000-801.001	SOCRRA	372,000.00	372,000.00	71,376.00	42,496.00	300,624.00	19.19
Total Dept 502.000		372,000.00	372,000.00	71,376.00	42,496.00	300,624.00	19.19
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	32,895.00	32,895.00	5,647.00	0.00	27,248.00	17.17
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	7,861.00	7,861.00	1,748.57	399.23	6,112.43	22.24
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	0.00	0.00	800.00	0.00
101-601.000-726.000	OFFICE SUPPLIES	250.00	250.00	586.08	586.08	(336.08)	234.43
101-601.000-806.000	ADULT PROGRAMS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-807.000	BUS TRANSPORTATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	20,000.00	20,000.00	1,082.45	1,082.45	18,917.55	5.41
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-884.000	CONCERTS IN THE PARK	7,300.00	7,300.00	0.00	0.00	7,300.00	0.00
Total Dept 601.000 - RECREATION		80,106.00	80,106.00	9,064.10	2,067.76	71,041.90	11.32

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PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	58,817.00	0.00	37,804.00	60.87
101-811.000-999.203	TRANSFER OUT TO LOCAL ROADS	149,200.00	149,200.00	0.00	0.00	149,200.00	0.00
Total Dept 811.000		<u>245,821.00</u>	<u>245,821.00</u>	<u>58,817.00</u>	<u>0.00</u>	<u>187,004.00</u>	<u>23.93</u>
TOTAL EXPENDITURES		<u>4,602,500.00</u>	<u>4,602,500.00</u>	<u>799,911.86</u>	<u>130,943.56</u>	<u>3,802,588.14</u>	<u>17.38</u>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,301,113.24	483,617.40	1,076,290.76	75.41
TOTAL EXPENDITURES		<u>4,602,500.00</u>	<u>4,602,500.00</u>	<u>799,911.86</u>	<u>130,943.56</u>	<u>3,802,588.14</u>	<u>17.38</u>
NET OF REVENUES & EXPENDITURES		(225,096.00)	(225,096.00)	2,501,201.38	352,673.84	(2,726,297.38)	1,111.17

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR ROAD FUND							
Revenues							
Dept 702.000							
202-702.000-574.000	STATE SHARED REVENUES	388,995.00	388,995.00	113,969.02	67,993.45	275,025.98	29.30
202-702.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 702.000		<u>389,595.00</u>	<u>389,595.00</u>	<u>113,969.02</u>	<u>67,993.45</u>	<u>275,625.98</u>	<u>29.25</u>
TOTAL REVENUES		<u>389,595.00</u>	<u>389,595.00</u>	<u>113,969.02</u>	<u>67,993.45</u>	<u>275,625.98</u>	<u>29.25</u>
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	220.59	38.78	6,686.41	3.19
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	928.20	0.00	4,640.80	16.67
202-702.000-810.000	AUDITING & ACCOUNTING	5,521.00	5,521.00	4,311.00	0.00	1,210.00	78.08
202-702.000-856.000	ADMINISTRATION & ENGINEERING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	162.15	74.75	4,837.85	3.24
202-702.000-862.000	ROADSIDE MAINTENANCE	5,000.00	5,000.00	2,350.00	800.00	2,650.00	47.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
202-702.000-870.000	FORESTRY	36,000.00	36,000.00	5,865.07	2,406.72	30,134.93	16.29
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	16,111.40	5,388.25	48,547.60	24.92
Total Dept 702.000		<u>169,156.00</u>	<u>169,156.00</u>	<u>29,948.41</u>	<u>8,708.50</u>	<u>139,207.59</u>	<u>17.70</u>
TOTAL EXPENDITURES		<u>169,156.00</u>	<u>169,156.00</u>	<u>29,948.41</u>	<u>8,708.50</u>	<u>139,207.59</u>	<u>17.70</u>
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		<u>389,595.00</u>	<u>389,595.00</u>	<u>113,969.02</u>	<u>67,993.45</u>	<u>275,625.98</u>	<u>29.25</u>
TOTAL EXPENDITURES		<u>169,156.00</u>	<u>169,156.00</u>	<u>29,948.41</u>	<u>8,708.50</u>	<u>139,207.59</u>	<u>17.70</u>
NET OF REVENUES & EXPENDITURES		<u>220,439.00</u>	<u>220,439.00</u>	<u>84,020.61</u>	<u>59,284.95</u>	<u>136,418.39</u>	<u>38.12</u>



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PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	13,603.00	13,603.00	0.00	0.00	13,603.00	0.00
203-703.000-574.000	STATE SHARED REVENUES	129,665.00	129,665.00	53,289.17	31,791.02	76,375.83	41.10
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
203-703.000-690.101	TRANSFER IN FROM GENERAL FUND	149,200.00	149,200.00	0.00	0.00	149,200.00	0.00
Total Dept 703.000		293,068.00	293,068.00	53,289.17	31,791.02	239,778.83	18.18
TOTAL REVENUES		293,068.00	293,068.00	53,289.17	31,791.02	239,778.83	18.18
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	220.59	38.78	6,686.41	3.19
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	928.20	0.00	4,640.80	16.67
203-703.000-810.000	AUDITING & ACCOUNTING	3,381.00	3,381.00	3,381.00	0.00	0.00	100.00
203-703.000-852.000	PUBLIC SERVICE BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	250,000.00	17,466.89	6,093.91	232,533.11	6.99
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	336.66	336.66	3,663.34	8.42
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	15,300.00	15,300.00	0.00	0.00	15,300.00	0.00
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	5,865.07	2,406.72	30,134.93	16.29
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	16,111.40	5,388.25	48,547.60	24.92
Total Dept 703.000		393,816.00	393,816.00	44,309.81	14,264.32	349,506.19	11.25
TOTAL EXPENDITURES		393,816.00	393,816.00	44,309.81	14,264.32	349,506.19	11.25
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		293,068.00	293,068.00	53,289.17	31,791.02	239,778.83	18.18
TOTAL EXPENDITURES		393,816.00	393,816.00	44,309.81	14,264.32	349,506.19	11.25
NET OF REVENUES & EXPENDITURES		(100,748.00)	(100,748.00)	8,979.36	17,526.70	(109,727.36)	8.91

User: PAM  
DB: Lathrup

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	43.10	0.00	356.90	10.78
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	96,621.00	96,621.00	0.00	0.00	96,621.00	0.00
Total Dept 000.000		97,021.00	97,021.00	43.10	0.00	96,977.90	0.04
TOTAL REVENUES		97,021.00	97,021.00	43.10	0.00	96,977.90	0.04
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	4,450.00	0.00	92,171.00	4.61
Total Dept 000.000		96,621.00	96,621.00	4,450.00	0.00	92,171.00	4.61
TOTAL EXPENDITURES		96,621.00	96,621.00	4,450.00	0.00	92,171.00	4.61
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		97,021.00	97,021.00	43.10	0.00	96,977.90	0.04
TOTAL EXPENDITURES		96,621.00	96,621.00	4,450.00	0.00	92,171.00	4.61
NET OF REVENUES & EXPENDITURES		400.00	400.00	(4,406.90)	0.00	4,806.90	1,101.73

User: PAM

DB: Lathrup

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	255,000.00	255,000.00	0.00	0.00	255,000.00	0.00
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	0.00	0.00	24,643.00	0.00
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	335.48	0.00	9,664.52	3.35
Total Dept 000.000		297,443.00	297,443.00	335.48	0.00	297,107.52	0.11
TOTAL REVENUES		297,443.00	297,443.00	335.48	0.00	297,107.52	0.11
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	71,820.00	12,905.51	0.00	58,914.49	17.97
494-000.000-702.000	SALARIES PART-TIME	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	5,492.68	1,287.21	16,507.32	24.97
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	0.00	0.00	800.00	0.00
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	20,000.00	14,000.00	14,000.00	6,000.00	70.00
494-000.000-845.000	STREETSCAPING	10,000.00	10,000.00	11,169.21	11,169.21	(1,169.21)	111.69
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	8,279.01	0.00	37,970.99	17.90
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	9,500.00	9,500.00	3,466.69	1,731.44	6,033.31	36.49
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	258.18	210.00	1,041.82	19.86
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		226,970.00	226,970.00	55,571.28	28,397.86	171,398.72	24.48
TOTAL EXPENDITURES		226,970.00	226,970.00	55,571.28	28,397.86	171,398.72	24.48
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	335.48	0.00	297,107.52	0.11
TOTAL EXPENDITURES		226,970.00	226,970.00	55,571.28	28,397.86	171,398.72	24.48
NET OF REVENUES & EXPENDITURES		70,473.00	70,473.00	(55,235.80)	(28,397.86)	125,708.80	78.38

User: PAM

DB: Lathrup

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	5,316.00	1,764.00	34,684.00	13.29
592-536.000-640.000	WATER SERVICE	771,544.00	771,544.00	164,553.99	29,205.33	606,990.01	21.33
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	530.46	173.88	24,469.54	2.12
592-536.000-642.000	METER CHARGE REVENUE	81,139.00	81,139.00	17,127.89	5,680.58	64,011.11	21.11
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	208,495.00	208,495.00	0.00	0.00	208,495.00	0.00
592-536.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	210.34	0.00	4,289.66	4.67
Total Dept 536.000 - WATER DEPARTMENT		1,130,678.00	1,130,678.00	187,738.68	36,823.79	942,939.32	16.60
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	22,103.34	6,553.81	20,896.66	51.40
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,861,601.00	1,861,601.00	325,354.38	55,133.58	1,536,246.62	17.48
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	4,699.30	1,111.67	38,300.70	10.93
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	210.31	0.00	4,289.69	4.67
Total Dept 537.000 - SEWER DEPARTMENT		1,952,101.00	1,952,101.00	352,367.33	62,799.06	1,599,733.67	18.05
TOTAL REVENUES		3,082,779.00	3,082,779.00	540,106.01	99,622.85	2,542,672.99	17.52
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	3,191.44	0.00	16,206.56	16.45
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	147,426.00	147,426.00	15,048.44	3,950.48	132,377.56	10.21
592-536.000-706.000	OPEB EXPENSE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	0.00	0.00	7,803.00	0.00
592-536.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-536.000-875.000	PENSION EXPENSE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	4,227.92	3,027.92	5,772.08	42.28
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	18,104.15	6,054.70	54,551.85	24.92
592-536.000-935.000	EQUIPMENT REPLACEMENT	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	(1,239.12)	1,484.92	91,239.12	(1.38)
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
592-536.000-944.000	WATER PURCHASES	407,800.00	407,800.00	80,514.40	80,514.40	327,285.60	19.74
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00
592-536.000-974.000	WATER MAIN PROJECT	400,000.00	400,000.00	86,657.39	66,278.20	313,342.61	21.66
Total Dept 536.000 - WATER DEPARTMENT		1,185,229.00	1,185,229.00	211,633.62	161,310.62	973,595.38	17.86
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	3,191.44	0.00	16,206.56	16.45
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	25,377.00	25,377.00	3,166.87	180.69	22,210.13	12.48
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	0.00	0.00	7,803.00	0.00
592-537.000-720.000	INTEREST EXPENSE	40,179.00	40,179.00	15,958.03	4,714.28	24,220.97	39.72
592-537.000-725.000	PAYING AGENT FEES	750.00	750.00	750.00	0.00	0.00	100.00
592-537.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-537.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	18,104.14	6,054.70	54,551.86	24.92
592-537.000-939.000	SEWER SYTEM MAINTENANCE	410,000.00	410,000.00	1,562.46	358.10	408,437.54	0.38
592-537.000-940.000	RENT & UTILITIES WATER & SEWE	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,029,210.00	1,029,210.00	171,535.02	85,767.51	857,674.98	16.67
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	1,686.95	1,223.68	17,020.05	9.02
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	212.52	70.84	4,787.48	4.25
592-537.000-947.000	RETENTION TANK UTIL-GAS	300.00	300.00	31.40	15.36	268.60	10.47

User: PAM  
DB: Lathrup

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Expenditures							
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	2,000.00	2,000.00	631.17	258.91	1,368.83	31.56
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-950.000	RETENTION TANK SUPPLIES/TOOLS	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	15,000.00	15,000.00	1,216.83	0.00	13,783.17	8.11
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	8,900.00	8,900.00	0.00	0.00	8,900.00	0.00
592-537.000-955.000	MISCELLANEOUS EXPENDITURES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	34,600.00	34,600.00	0.00	0.00	34,600.00	0.00
592-537.000-970.000	CAPITAL EXPENDITURE	160,000.00	160,000.00	0.00	0.00	160,000.00	0.00
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	20,000.00	20,000.00	3,643.07	0.00	16,356.93	18.22
Total Dept 537.000 - SEWER DEPARTMENT		1,878,609.00	1,878,609.00	226,818.90	98,644.07	1,651,790.10	12.07
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	438,452.52	259,954.69	2,625,385.48	14.31
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		3,082,779.00	3,082,779.00	540,106.01	99,622.85	2,542,672.99	17.52
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	438,452.52	259,954.69	2,625,385.48	14.31
NET OF REVENUES & EXPENDITURES		18,941.00	18,941.00	101,653.49	(160,331.84)	(82,712.49)	536.68
TOTAL REVENUES - ALL FUNDS		8,537,310.00	8,537,310.00	4,008,856.02	683,024.72	4,528,453.98	46.96
TOTAL EXPENDITURES - ALL FUNDS		8,552,901.00	8,552,901.00	1,372,643.88	442,268.93	7,180,257.12	16.05
NET OF REVENUES & EXPENDITURES		(15,591.00)	(15,591.00)	2,636,212.14	240,755.79	(2,651,803.14)	16,908.5

**BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED SEPTEMBER 30, 2020**

	<u>Revenues Through 9/30/2020</u>	<u>Expenses Through 9/30/2020</u>	<u>Revenues Over (Under) Expenses</u>
<b>101-GENERAL FUND</b>	3,301,113	799,912	2,501,201
<b>202-MAJOR STREET FUND</b>	113,969	29,948	84,021
<b>203-LOCAL STREET FUND</b>	53,289	44,310	8,979
<b>258-CAPITAL ACQUISITION FUND</b>	43	4,450	(4,407)
<b>494-DOWNTOWN DEVELOPMENT AUTHORITY</b>	335	55,571	(55,236)
<b>592-WATER &amp; SEWER FUND</b>	540,106	438,453	101,653
<b>GRAND TOTAL ALL FUNDS</b>	<u>4,008,856</u>	<u>1,372,644</u>	<u>2,636,212</u>

## **Memorandum**

**To:** Mayor and City Council

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

**Date:** September 14, 2020

**Re:** City Investment Report 9/30/2020

Attached is the City Investment Report to comply with Public Act 213 of 2007 which requires the investment officer provide quarterly a written report to the governing body concerning the investment of the funds for the City. This report is for the quarterly report of September 30, 2020.

CITY OF LATHRUP VILLAGE  
Investment Account Balances and Interest Earnings  
June 30, 2021

Fiscal Year	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Chase Money Market Account Closed	MBIA Class Pool Account Closed	Ambassador Funds Account Closed	Michigan First Credit Union				Total
2020-2021	258	494	101	101	101	592				592				
July	127,265.80	990,539.87	12,588.86	834,144.43	84,462.02	501,671.64	-	-	-	100.18	-	-	-	2,550,772.80
August	127,303.88	990,836.22	12,592.63	834,393.99	84,487.29	501,821.73	-	-	-	100.18	-	-	-	2,551,535.92
September	127,331.36	991,050.09	12,595.35	834,574.09	84,505.53	501,930.05	-	-	-	100.18	-	-	-	2,552,086.65
October	-	-	-	-	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>381,901.04</b>	<b>2,972,426.18</b>	<b>37,776.84</b>	<b>2,503,112.51</b>	<b>253,454.84</b>	<b>1,505,423.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300.54</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,654,395.37</b>

Average Monthly Balance 637,866.28

Interest To Date	108.66	845.70	10.75	712.17	72.12	428.32	-	-	-	-	-	Interest Total	3,623.95
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	Balance as of	Rate	Maturity Date	Fund	9/30/2020	Percent	Interest	
							Per Fund	Percent
FLAGSTAR BANK (CD)	09/30/20			Capital Acquisition General, Major Rd & Local Rd Funds	127,331.36	2.17%	108.66	3.00%
	381,179.82	1.650%	12/15/20	DDA	4,301,693.59	73.29%	1,811.86	50.00%
MICHIGAN FIRST CU (CD)	12/31/19			Forfeiture	-	0.00%	845.70	23.34%
	208,604.03	0.500%	10/01/20	Water	1,440,481.41	24.54%	10.75	0.30%
FLAGSTAR/CHASE (CHECKING ACCO)				Total	5,869,506.36	100.00%	846.98	23.37%
	Balance as of		Interest Earned				3,623.95	100%
	09/30/20		09/30/20					
General	857,388.97		229.67					
Tax	2,131,449.83		797.90					
Water/Sewer	729,847.15		418.66					
	<u>3,718,685.95</u>		<u>1,446.23</u>					



## **September 2020 Police Summaries**

### **9/2/2020 - 20-9129: Suspicious Circumstances**

Officers investigated suspicious messages/communications between two parties. A report was taken.

### **9/3/2020 - 20-9142: Sudden Death**

Officers were dispatched to a sudden death. The scene and body were investigated and no foul play was suspected. The body was released to the family.

### **9/3/2020 - 20-9149: Suspicious Circumstances**

Officers investigated a suspicious circumstances report. A report was taken on the incident.

### **9/3/2020 - 20-9152: DWLS**

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

### **9/4/2020 - 20-9158: Neglect Child**

Officers were dispatched to a suspicious circumstances call. During the course of Officers investigations, there were concerns of possible child neglect. A report was taken and the situation is under investigation.

### **9/5/2020 - 20-9209: Fraud**

The reporting party wanted to make a report about accounts that were open in their name, without their knowledge. A report was taken.

### **9/5/2020 - 20-9212: Obstruct Police**

During the course of a traffic stop, the driver provided a false name and information to Officers. The driver was taken into custody and processed at Berkley PD.

**9/6/2020 - 20-9242: Operating While Intoxicated**

Officers responded to a traffic crash and through an investigation determined that one of drivers was operating under the influence of alcohol. The driver was arrested and the vehicle was impounded.

**9/10/2020 - 20-9377: DWLS**

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

**9/12/2020 - 20-9422: Mental Health Call**

Officers were dispatched for an individual having a mental health episode. Officers spoke with the individual and were able to get them to agree to go to a medical facility for evaluation. Officers transported the individual to a medical facility and turned them over to hospital staff.

**9/13/2020 - 20-9445: Hospice Death**

Officers were dispatched to a hospice death. The scene and body were investigated and no foul play was suspected. The body was released to the family.

**9/15/2020 - 20-9510: DWLS**

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

**9/15/2020 - 20-9516: DWLS**

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

**9/16/2020 - 20-9529: Suspicious Circumstances**

Officers were dispatched to a possible UDAA report. Through an investigation it was discovered that the vehicle was repossessed.

**9/17/2020 - 20-9561: Sudden Death**

Officers were dispatched to a sudden death. The scene and body were investigated and no foul play was suspected. The body was released to the family.

**9/18/2020 - 20-9593: DWLS**

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

**9/23/2020 - 20-9720: Arrest Warrant**

Officers conducted a traffic stop and discovered the driver had a warrant out of another agency. The driver was taken into custody and then turned over to the other law enforcement agency.

**9/24/2020 - 20-9779: Civil Matter**

An individual came to the LVPD to discuss a landlord-tenant issue. After speaking with the reporting party, it was determined that the issue was a civil matter. The reporting party was advised on steps to take going forward.

**9/25/2020 - 20-9819: Parking Complaint/ Abandoned Vehicle**

Officers were dispatched to an abandoned vehicle that was blocking the roadway. Officers were unable to locate the driver so the vehicle was impounded.

**9/26/2020 - 20-9872: Neighborhood Trouble**

Officers were dispatched for a dispute between neighbors. Officers spoke with both parties and helped mediate the situation.

**9/27/2020 - 20-9909: Suspicious Circumstances**

An individual came to the LVPD to report comments that his son made towards him. A report was taken.

**9/28/2020 - 20-9949: Arrest Warrant**

Officers were dispatched to meet another Law Enforcement Agency that had an individual in custody with a LVPD warrant. The individual was taken into custody and then transported to Berkley PD for processing.

**9/28/2020 - 20-9960: DWLS**

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

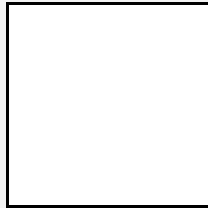
## Sheryl Mitchell

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**From:** Kelda London  
**Sent:** Wednesday, October 14, 2020 8:15 AM  
**To:** Sheryl Mitchell  
**Subject:** FW: Your Weekly report: Monthly Report  
**Attachments:** monthly report\_10052020.xlsx

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**From:** SeeClickFix <donotreply@seeclickfix.com>  
**Sent:** Monday, October 5, 2020 5:00 AM  
**To:** Kelda London <KLondon@lathrupvillage.org>  
**Subject:** Your Weekly report: Monthly Report



Your Weekly report from [Lathrup Village](#)

The following report is attached to this email:

### Monthly Report

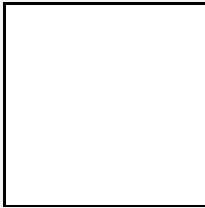
Requests filtered by request category that have been created 09/01/2020 - 10/01/2020 compared to 08/01/2020 - 09/01/2020 filtered to all categories within all geographies

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O & O
Other	4	4	1	1.7	9.5		0%	0	3	0
Property Maintenance	4	3	2	4.9	3.7		0%	0	2	0
Pothole	2	2	1	1.6	0.6	3.0	100%	0	1	1
Trash and Recycling	2	1	1	0.0	3.0	1.0	0%	1	1	1
Private Property Issue	1	0	1		1.9	10.0	100%	0	0	0

Abandoned Vehicle	0	0	0			10.0	0%	0	0	0
Street Light	2	2	2	0.0	2.0	3.0	100%	0	0	0
Trees	14	12	4	1.0	1.5	3.0	100%	0	10	10
Parks and Playgrounds	0	0	0			5.0	0%	0	0	0
Street Sign	1	1	1	1.5	4.9	5.0	100%	0	0	0
Sidewalk Damage	1	0	1		2.0	2.0	100%	0	0	0
Animal Control	0	0	0			3.0	0%	0	0	0
Branches/Chipping	0	0	0			5.0	0%	0	0	0
Drainage	4	2	2	1.0	2.9	10.0	100%	0	2	0

[View in SeeClickFix](#)

[Manage these emails](#)



**SeeClickFix Inc**  
 770 Chapel Street, New Haven, CT  
 06510



## MEMORANDUM

TO: Sheryl Mitchell, City Administrator  
CC: DDA Board of Directors  
FROM: Susie Stec, Manager – CED / DDA Director  
DATE: October 15, 2020  
RE: Department/Director Report

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In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

### COVID-19 Resources

- A resource page has been created: [http://www.lathrupvillage.org/how\\_do\\_i/resources.php](http://www.lathrupvillage.org/how_do_i/resources.php). There are a series of links to financial resources & programs available to business.

### Events

- **Fall Southfield Corridor Cleanup** was Saturday, September 26<sup>th</sup> from 9 -11 am. There were approximately 24 volunteers and efforts were focused on the service drive and south on Southfield Road.
- **DDA Informational Meeting** was Friday, October 9<sup>th</sup>. The meeting is posted online.
- **Shop Small Winter Market** on Saturday, November 28<sup>th</sup> from 10am – 2pm. It will be held outdoors. Four vendors are already confirmed.
- **LV Business BINGO** will be a month-long event with themed weekends in November. Bingo cards will be posted online, printed for distribution, and will be advertised in the Southfield Sun. DDA is having bags & window clings produced for this and the Winter Market.

### Grants

- **Lovin' Lathrup Village Business Relief Mini-Grant Program** received a total of 18 applications. All were awarded \$2,000.
- **MSOC Flagstar Grant** is opening up their grant to Associate & Affiliate level communities. We will be applying to enhance our gateway entrances (lighting & landscaping).

### Business/Property Updates

- JMC properties received conditional approval on Sept. 15<sup>th</sup>. They will need to seek variances, PROW encroachment licenses, and dumpster modifications (or variances). The building

inspection report detailed many violations. JMC agreed to begin making necessary health & safety improvements in approximately 60 days.

- Work on the Lathrup Shopping Plaza is moving along. They intend to be completed by the end of the year.
- Lathrup Village Apartments is now leasing units. They've received Administrative Approval for the final phase of the project which includes 3 buildings (14 total units) facing the service drive.

#### **Comprehensive Plan update**

- Giffels Webster has finalized the **Recreation Plan 2021-2025**. It was adopted on Aug. 17<sup>th</sup>.
- A working draft of the Comprehensive Plan is expected in October/November.

#### **Miscellaneous**

- 2020 Census – Counting ends on October 15<sup>th</sup>. Lathrup Village response rate is 89.9%. We are tied for 4<sup>th</sup> in the county for reporting (and 0.6% ahead of Berkley)
- Planning Commission will have their initial discussion on cannabis on October 20<sup>th</sup>.



# Monthly Permit List

10/06/2020

## Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB190102	09/09/2019	ADVANCED COMMUNICATIO	26727 SOUTHFIELD RD	40-24-23-229-029	\$3,910.00	\$0
<b>Work Description:</b> DEMO OLD BLD ERECT NEW GAS STATION						
PB200014	02/07/2020	NORDMOE, JANET E	27265 LATHRUP BLVD	40-24-13-357-015	\$125.00	\$0
<b>Work Description:</b>						
PB200061	06/19/2020	SURNOW CO	26710 SOUTHFIELD RD	40-24-24-103-032	\$4,460.00	\$0
<b>Work Description:</b> Remod existing shoppingcenter facade						
PB200077	08/13/2020	LYNN, ROGER B	18590 SAN JOSE BLVD	40-24-14-426-015	\$215.00	\$0
<b>Work Description:</b> Replace 3 Windows						
PB200091	09/01/2020	VINCENT, PATRICK EDWARD	28742 BLACKSTONE DR	40-24-14-230-006	\$431.00	\$0
<b>Work Description:</b> Windown replacement						
PB200092	09/01/2020	WALLACE, DAVID	27704 CALIFORNIA NE DR	40-24-13-304-010	\$424.00	\$0
<b>Work Description:</b> Window replacement						
PB200093	09/02/2020	MIERZWA, VALERIE J	18495 DOLORES AVE	40-24-14-255-005	\$245.00	\$0
<b>Work Description:</b> Re roof on a sunroom						
PB200094	09/03/2020	WINTERS, ELAINE R	18470 SAN JOSE BLVD	40-24-14-426-022	\$170.00	\$0
<b>Work Description:</b> 4 Vinyl windows replaced						
PB200096	09/14/2020	BYRANT, RENEE	27219 LATHRUP BLVD	40-24-13-357-017	\$155.00	\$0
<b>Work Description:</b> INSTALLNG 1-VINYL REPLACEMENT WINDOW AND A DORWALL						
PB200097	09/17/2020	MONCRIEF, WILLIAM	26665 LATHRUP BLVD	40-24-24-104-029	\$165.00	\$0

**Work Description:** Opening 2-4 feet of concrete near fireplace. Access drainage.  
Repair if necessary

PB200098	09/23/2020	HAMILTON, NICHOLAS	27500 CALIFORNIA SE DR	40-24-13-353-005	\$327.00	\$0
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**Work Description:** 10 Windows replaced

PB200100	09/28/2020	MARTIN SR, HERBERT L	18856 SAN QUENTIN DR	40-24-14-402-013	\$467.00	\$0
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**Work Description:** TEAR OFF AND REROOF HOUSE AND GARAGE

PB200101	09/29/2020	MONTGOMERY, CONSANDRA	18791 SUNNYBROOK AVE	40-24-14-454-004	\$185.00	\$0
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**Work Description:** 7 replacement windows

PB200102	09/29/2020	TUCKER, CHARLES J	18605 SAN QUENTIN DR	40-24-14-405-002	\$453.00	\$0
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**Work Description:** Replace sunroom windows

**Total Permits For Type: 14**  
**Total Fees For Type: \$11,732.00**  
**Total Const. Value For Type: \$0**

## Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PE200056	09/02/2020	LATHFIELD HOLDINGS LLC	28820 SOUTHFIELD RD 122	40-24-13-103-001	\$160.00	\$0
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**Work Description:** Change of Service

PE200061	09/15/2020	WILLIS SR, RICHARD	18150 LINCOLN DR	40-24-23-280-045	\$95.00	\$0
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**Work Description:** Furnace wiring  
Air conditioner

PE200062	09/17/2020	LUNN, DAVID	18140 LINCOLN DR	40-24-23-280-046	\$274.00	\$0
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**Work Description:** 14 Circuits  
35 Fixtures  
New Service 200amp

PE200064	09/23/2020	10280 TROY STREET, LLC	26530 MEADOWOOD N CT	40-24-24-104-023	\$95.00	\$0
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**Work Description:** Furance & A/C wiring

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PE200066	09/25/2020	17550 ELEVEN MILE LLC	17550 W 11 MILE RD	40-24-13-359-063	\$282.00	\$0
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**Work Description:** Electrical updates for remodel

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PE200067	09/29/2020	RASHLEIGH, GEORGE M	18837 SAN DIEGO BLVD	40-24-14-451-002	\$110.00	\$0
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**Work Description:** Circuits Updates

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**Total Permits For Type: 6**  
**Total Fees For Type: \$1,016.00**  
**Total Const. Value For Type: \$0**

## Fence

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Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PF200015	08/27/2020	MARTIN, MICHAEL	27660 CALIFORNIA NW DR	40-24-14-430-001	\$65.00	\$0
<b>Work Description:</b> 6ft wood fence						
PF200016	08/31/2020	CONDON, MICHAEL T	18171 REDWOOD AVE	40-24-14-278-005	\$65.00	\$0
<b>Work Description:</b> 6' Vinyal and wood						
PF200017	09/10/2020	STANLEY, THOMAS D	17617 ROSELAND BLVD	40-24-13-103-004	\$65.00	\$0
<b>Work Description:</b> 6" Vinyl						
PF200018	09/14/2020	TRAVIS WADE	17593 ROSELAND BLVD	40-24-13-103-005	\$65.00	\$0
<b>Work Description:</b> 160FT OF 6FT VINYL FENCE						

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**Total Permits For Type: 4**  
**Total Fees For Type: \$260.00**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PM200041	09/03/2020	SAULS, KASEEM	18460 LINCOLN DR	40-24-23-257-038	\$115.00	\$0
<b>Work Description:</b>						
PM200042	09/04/2020	O'REILLY, LAURIE	28625 ELDORADO PL	40-24-14-207-014	\$80.00	\$0
<b>Work Description:</b> Ductwork (Alerraions to existing system						
PM200045	09/14/2020	17550 ELEVEN MILE LLC	17550 W 11 MILE RD	40-24-13-359-063	\$595.00	\$0
<b>Work Description:</b> Commerical Furance and A/C Install						
PM200046	09/15/2020	WILLIS SR, RICHARD	18150 LINCOLN DR	40-24-23-280-045	\$115.00	\$0
<b>Work Description:</b> Lenox Furnace Lexox Air Conditioner Humidifier						
PM200047	09/23/2020	10280 TROY STREET, LLC	26530 MEADOWOOD N CT	40-24-24-104-023	\$100.00	\$0
<b>Work Description:</b> Furance and A/C Install						
PM200049	09/29/2020	MANOUKIAN, MARY E	18194 REDWOOD AVE	40-24-14-277-013	\$105.00	\$0
<b>Work Description:</b> Furance and A/C Install						

**Total Permits For Type: 6**  
**Total Fees For Type: \$1,110.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP200041	09/11/2020	17550 ELEVEN MILE LLC	17550 W 11 MILE RD	40-24-13-359-063	\$375.00	\$0
<b>Work Description:</b> Plumbing for remodel						
PP200042	09/15/2020	BARBER, DAMON C	27420 LATHRUP BLVD	40-24-13-355-013	\$120.00	\$0
<b>Work Description:</b> sewer repair						

PP200043 09/17/2020 SHEILA MASON TRUST 27400 RAINBOW CIR 40-24-14-377-004 \$120.00 \$0

**Work Description:** sewer repair

PP200044 09/22/2020 FISHER, SEAN ANDRE 27475 GOLDENGATE W DR 40-24-14-476-022 \$80.00 \$0

**Work Description:** Drain repair

PP200045 09/23/2020 HATCHER JR, IRA L 28431 LATHRUP BLVD 40-24-13-151-023 \$80.00 \$0

**Work Description:** Sewer Repair

**Total Permits For Type: 5**  
**Total Fees For Type: \$775.00**  
**Total Const. Value For Type: \$0**

## Report Summary

Permit.DateIssued Between  
9/1/2020 12:00:00 AM AND  
9/30/2020 11:59:59 PM AND  
Permit.Status = ISSUED

**Grand Total Fees: \$14,893.00**  
**Grand Total Permits: 35**  
**Grand Total Const. Value: \$0**

# Enforcements By Category

10/08/20

## BOAT STORAGE

Enforcement Number	Address	Status	Filed	Closed
28050 SOUTHFIELD RD STE 150		Resolved	09/30/20	10/02/20
Large boat parked in parking lot				

**Total Boat Storage Entries: 1**

## SIGN VIOLATION

Enforcement Number	Address	Status	Filed	Closed
28035 SOUTHFIELD RD STE 102		Discovered	09/16/20	
Temporary signs installed no permit				

**Total Sign Violation Entries: 1**

## TRASH CONTAINER IN PUBLIC VIEW

Enforcement Number	Address	Status	Filed	Closed
17331 RAINBOW DR			09/30/20	
Trash can left out after trash day				

**Total Trash Container in Public View Entries: 1**

## WORK W/O A PERMIT

Enforcement Number	Address	Status	Filed	Closed
28455 SOUTHFIELD RD		Resolved	09/18/20	09/30/20

**Total Work w/o a permit Entries: 1**

**Total Records: 4**

Enforcement.CodeOfficer = Jim  
Wright AND  
Enforcement.DateFiled Between  
9/1/2020 12:00:00 AM AND  
9/30/2020 11:59:59 PM

Total Pages:1

# Enforcements By Category

10/08/20

Enforcement Number	Address	Status	Filed	Closed
26355 LATHRUP BLVD			09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container				
<b>Total Entries:</b>				<b>1</b>

## CURBSIDE VIOLATION

Enforcement Number	Address	Status	Filed	Closed
18251 WILTSHIRE BLVD			09/11/20	
Excessive amount of trash at the curb				
18705 SUNNYBROOK AVE			09/11/20	
18754 DOLORES AVE			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
18810 DOLORES AVE			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
28435 SUNSET W BLVD			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
28021 SANTA BARBARA DR			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
28740 ELDORADO PL			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
18400 WILTSHIRE BLVD			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
27915 SUNSET W BLVD			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
17415 AVILLA BLVD			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
17435 WILTSHIRE BLVD			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
27680 LATHRUP BLVD			09/14/20	
Sec. 54-32 Refuse must be placed in an eligible refuse unit.				
26846 LATHRUP BLVD			09/24/20	

# Enforcements By Category

10/08/20

Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19120 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19140 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19150 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19170 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19200 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19228 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19250 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19258 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19266 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19298 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19360 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19350 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19370 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19420 W 11 MILE RD	Closed	09/24/20	10/05/20
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19480 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			
19510 W 11 MILE RD		09/24/20	
Sec. 54-32 Refuse must be placed in an eligible refuse service unit which is a 35 gallon container			



# Enforcements By Category

10/08/20

## DEAD TREE

Enforcement Number	Address	Status	Filed	Closed
18500 SARATOGA BLVD			09/02/20	
Dead tree has fallen into the neighbors yard				
28645 SOUTHFIELD RD			09/25/20	
Dead tree/shrub on the corner of landscaping				

**Total Dead Tree Entries: 2**

## INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
17570 ROSELAND BLVD			09/28/20	

**Total Inoperable Vehicle Entries: 1**

## OTHER

Enforcement Number	Address	Status	Filed	Closed
17600 W 11 MILE RD			09/01/20	
Section 54-32 Preparation of solid waste materials all refuse must be placed in an eligible refuse container.				

**Total Other Entries: 1**

## PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
18724 DOLORES AVE			09/24/20	
Bushes along Eastside of lot need to be trimmed as to not obstruct sidewalk.				
18184 KILBIRNIE AVE		Closed	09/25/20	10/05/20

**Total Property Maintenance Entries: 2**

## TALL GRASS/ WEEDS

Enforcement Number	Address	Status	Filed	Closed
27850 SAN JOSE CT			09/09/20	

# Enforcements By Category

10/08/20

**Total Tall Grass/ Weeds Entries: 1**

## TRAILER IN YARD

Enforcement Number	Address	Status	Filed	Closed
18221 KILBIRNIE AVE			09/25/20	
Storage of vehicles and other items is prohibited under the City of Lathrup village zoning ordinance section 4 under a R1 district				

**Total Trailer in Yard Entries: 1**

## TRASH CONTAINER IN PUBLIC VIEW

Enforcement Number	Address	Status	Filed	Closed
28432 ELDORADO PL			09/14/20	
Also Yard Waste placed to the curb on Thurs.				

**Total Trash Container in Public View Entries: 1**

## VACANT HOME

Enforcement Number	Address	Status	Filed	Closed
19111 SARATOGA BLVD			09/14/20	

**Total Vacant Home Entries: 1**

**Total Records: 40**

Enforcement.CodeOfficer = Kelda  
London AND  
Enforcement.DateFiled Between  
9/1/2020 12:00:00 AM AND  
9/30/2020 11:59:59 PM

Total Pages: 4



**Dr. Sheryl L. Mitchell**

**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 L. Mitchell, City Administrator

DA: October 19, 2020

RE: **MOTION TO ACCEPT FISCAL YEAR 2019/2020 AUDIT**

The City of Lathrup Village's contracted with Plant & Moran, PLLC to audit the financial status for the year ended June 30, 2020.

The audited numbers reflect a variance in the General Fund's ending fund balance of \$271.00.

Recommended controls from prior years have been implemented, including reviews of bank reconciliations, journal entries and new vendors; segregation of duties, de-activation of former employees' access to IT networks; and implementing of formal ACH policy.

This audit identified as an area of weakness being the Bank Reconciliations and Water and Sewer Utility Billing.

**Suggested Motion:**

To accept the Fiscal Year 2019- 2020 Audit as presented by Plante Moran.

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

September 24, 2020

To Ms. Pamela Bratschi  
City of Lathrup Village, Michigan  
27400 Southfield Rd.  
Lathrup Village, MI 48076

Dear Ms. Bratschi:

Enclosed are your annual financial reports and letters of required communication for the year ended June 30, 2020.

We will electronically forward your financial statements and letters of required communication to the State of Michigan, Department of Treasury.

The State of Michigan requires auditors to prepare the Auditing Procedures Report, which will be submitted with the audited financial statements to the State at the time we electronically file the report. Please be aware that, to the extent any exceptions have been reported, the State of Michigan may request that you file a corrective action plan.

**Other Filing requirements:**

**Michigan Department of Treasury:**

**F-65** - The Michigan Department of Treasury requires Form F-65 to be completed and submitted within six months after the close of your government's fiscal year. Local units are required to submit Form F-65 using the electronic online format on the State of Michigan website. The State is no longer accepting Excel or hard copy submissions. Upon submission, you may receive error messages that will need to be addressed. Local units will now file Form F-65, audit reports, and the qualifying statements in the same location using only one login (user ID and password). The form can be filed at the following link: <https://treas-secure.state.mi.us/LAFDeform/TL41W71.aspx>.

**Qualifying Statement** - Communities are required to submit a filing once a year with the Michigan Department of Treasury. This filing will serve as a preapproval for future debt issues. The current filing is due within six months of the government's year end and is good for one year thereafter. The annual qualifying statement must be submitted electronically using the Department of Treasury's website.

**Tax Increment Financing Authorities Subject to PA 57 of 2018 (such as TIFA, DDA, LDFA, CIA, NIA, WRA)** - Under PA 57 of 2018, there are new TIF reporting requirements. More information about both the public reporting requirements under Section 910 and the treasury reporting requirements under Section 911, which are due 180 days after the end of the authority's fiscal year (starting with FY 2019), are available on the Michigan Department of Treasury's website here: [https://www.michigan.gov/treasury/0,4679,7-121-1751\\_2194\\_90562---,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_2194_90562---,00.html).

**Michigan Department of Transportation (MDOT):**

The government's Act 51 Highway report is due 120 days after year end. The Act 51 report can be electronically submitted through the MDOT ADARS (Act 51 Distribution and Reporting System) site. Instructions can be found at: [http://www.michigan.gov/documents/mdot/mdot\\_act51\\_street\\_financial\\_report\\_guide\\_359394\\_7.pdf](http://www.michigan.gov/documents/mdot/mdot_act51_street_financial_report_guide_359394_7.pdf)

To Ms. Pamela Bratschi  
City of Lathrup Village, Michigan

September 24, 2020

The Michigan Department of Transportation has granted an automatic 60-day extension to cities and villages that are required to file the Act 51 report. The updated policy will extend the Act 51 report deadline to be due within 6 months of your fiscal year end date, which will align with the due date for the Audited Financial Statements. This extension does NOT apply to Counties. Counties are required to submit the Act 51 report to MDOT by May 1, every year, regardless of your fiscal year end.

### **Securities and Exchange Commission**

Please be advised that because you have issued bonds after July 1, 1995, you may be required to submit information, including your annual financial statements, to the Municipal Securities Rulemaking Board (MSRB). Submissions must be made electronically in PDF format to Electronic Municipal Market Access (EMMA) system ([www.emma.msrb.org](http://www.emma.msrb.org)). In addition, you are obligated to provide continuing disclosure documents to a State Information Depository (SID) if required by applicable state law or by an outstanding continuing disclosure agreement in effect prior to July 1, 2009. The SID for Michigan is:

Municipal Advisory Council of Michigan  
Buhl Building - 535 Griswold, Suite 1850  
Detroit, Michigan 48226-3699

In addition to the report submission requirement, it is also likely that your bond documents (either the bond awarding resolution or the bond official statement) may have committed you to make additional nonfinancial disclosures (such as population, taxable valuation, millage rates and other demographic data). As a result, there may be additional information required to be sent to the above repositories (which will also have a due date - often 180 days after year end). Please contact your bond financial advisors to determine if these disclosure requirements apply to you. If you, your bond counsel, or financial advisors need assistance in supplying the appropriate information, please contact us.

Thank you for the opportunity to serve as your auditors. Please contact us if you have any questions regarding these filing requirements.

Very truly yours,

**Plante & Moran, PLLC**



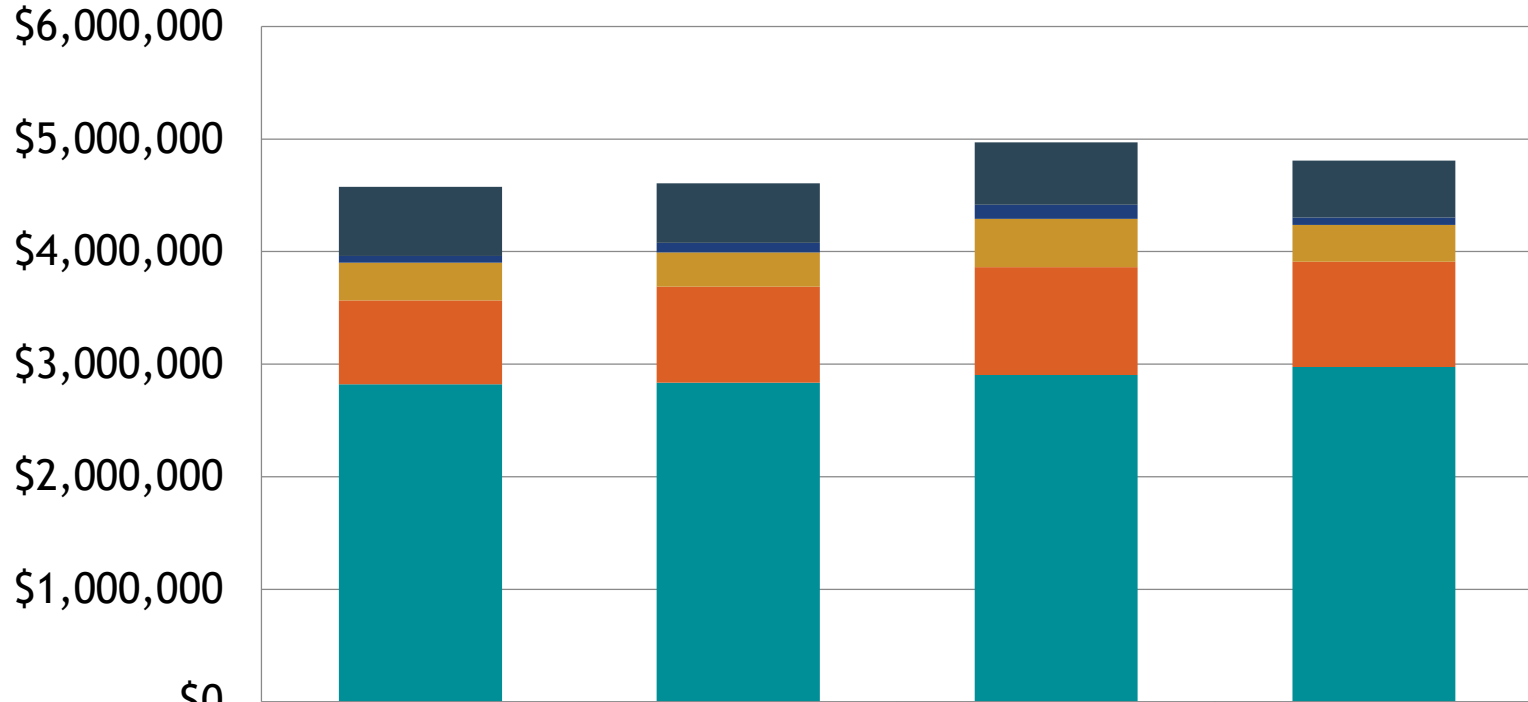
plante moran | Audit. Tax. Consulting.  
Wealth Management.

# City of Lathrup Village Audit Presentation to the City Council

For Year Ended June 30, 2020



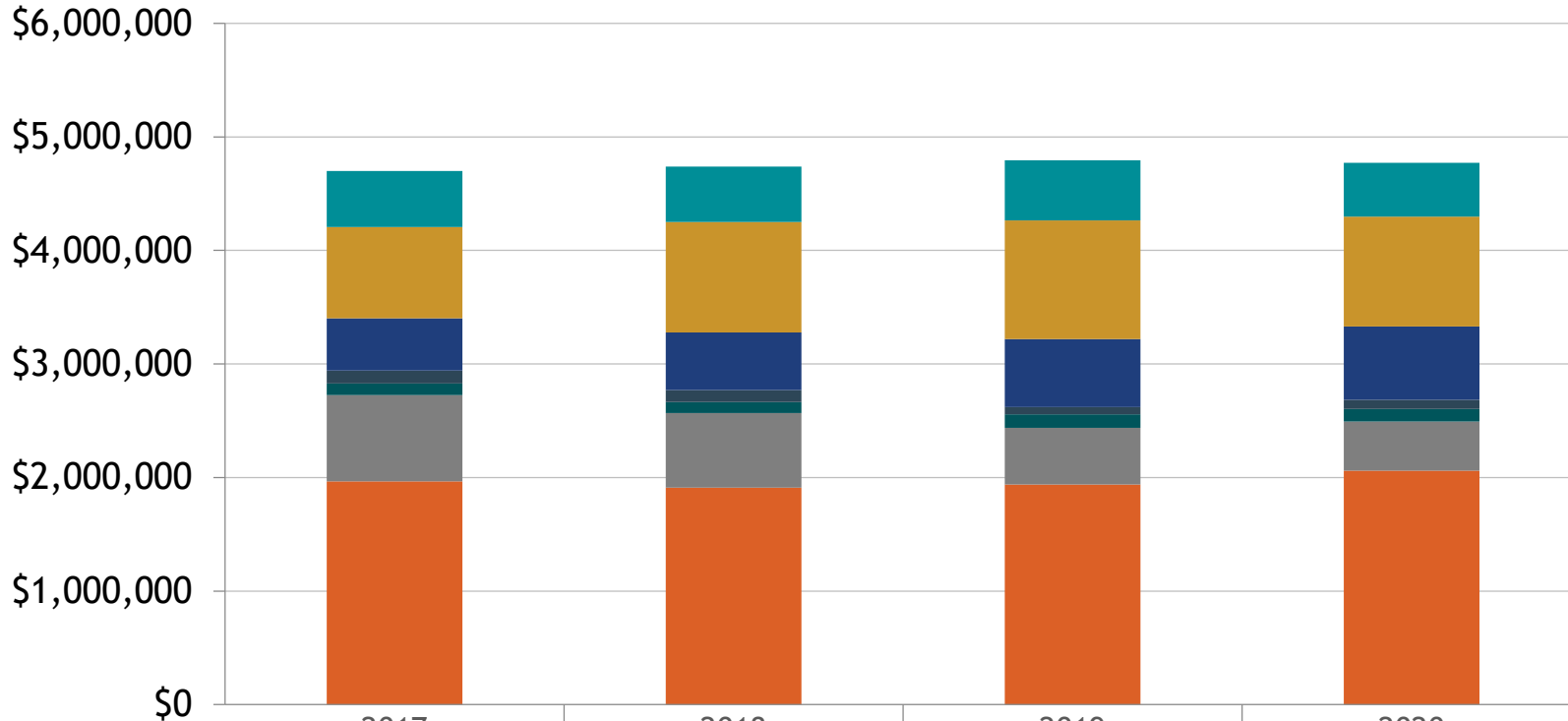
# City of Lathrup Village Governmental Fund Revenue Years Ended June 30



	2017	2018	2019	2020
Other & Transfers In	\$613,561	\$528,812	\$551,779	\$503,766
Interest & Rent	\$59,393	\$83,570	\$125,603	\$65,815
Locally Raised	\$336,903	\$305,536	\$430,867	\$326,954
Federal and State	\$742,976	\$853,653	\$958,443	\$935,411
Property Taxes	\$2,822,654	\$2,834,456	\$2,902,766	\$2,975,803



# City of Lathrup Village Governmental Fund Expenditures Years Ended June 30

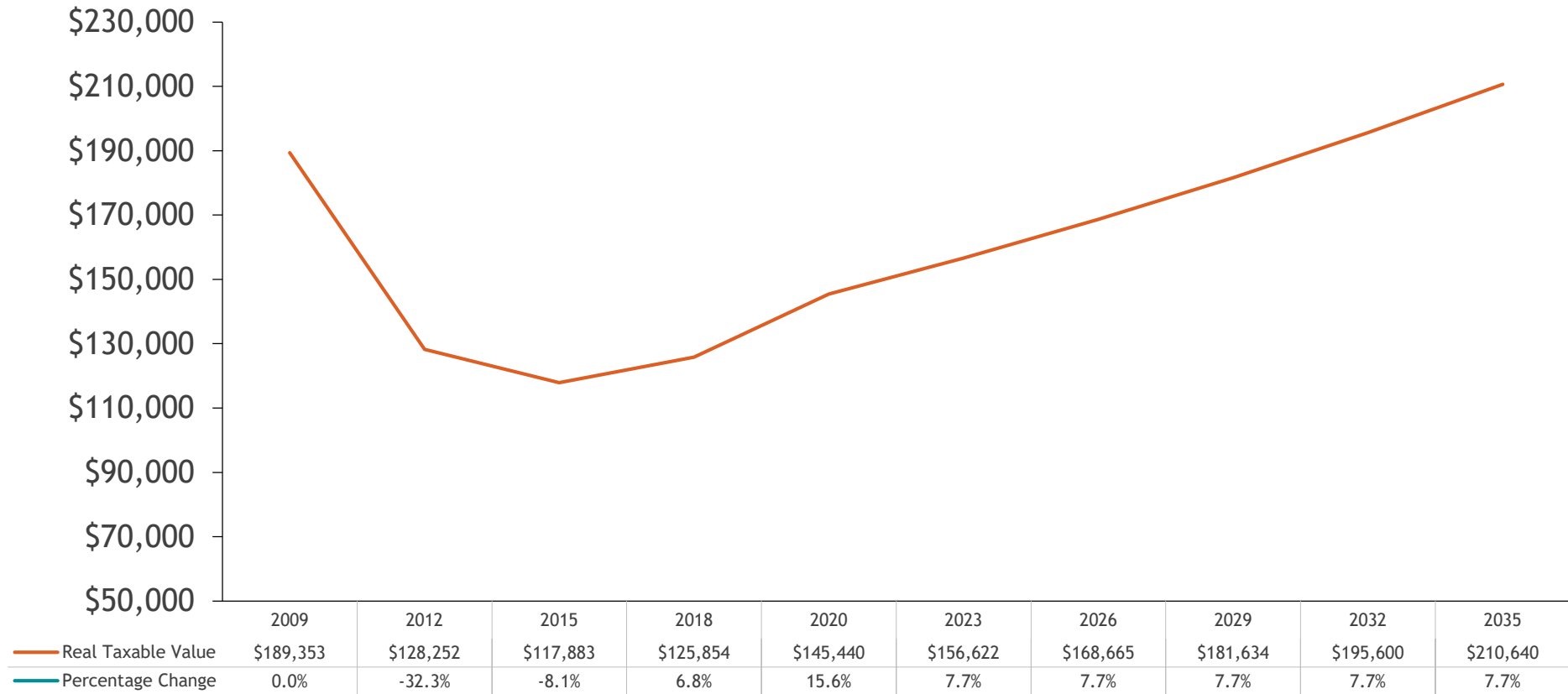


	2017	2018	2019	2020
Governmental Services	\$493,047	\$487,870	\$528,899	\$472,423
Public Works	\$805,008	\$972,054	\$1,045,920	\$968,064
Administration	\$460,416	\$507,673	\$599,350	\$644,742
Recreation and Culture	\$112,036	\$105,384	\$63,138	\$81,101
Building and Grounds	\$103,759	\$97,360	\$118,842	\$111,532
Transfers Out and Other	\$760,332	\$656,703	\$499,171	\$431,880
Public Safety	\$1,965,268	\$1,911,432	\$1,938,865	\$2,060,523





# City of Lathrup Village Total Taxable Value (in thousands)



- Year Ended June 30
- Subsequent to FY 2020, management estimates an approximate increase of 2.5% annually

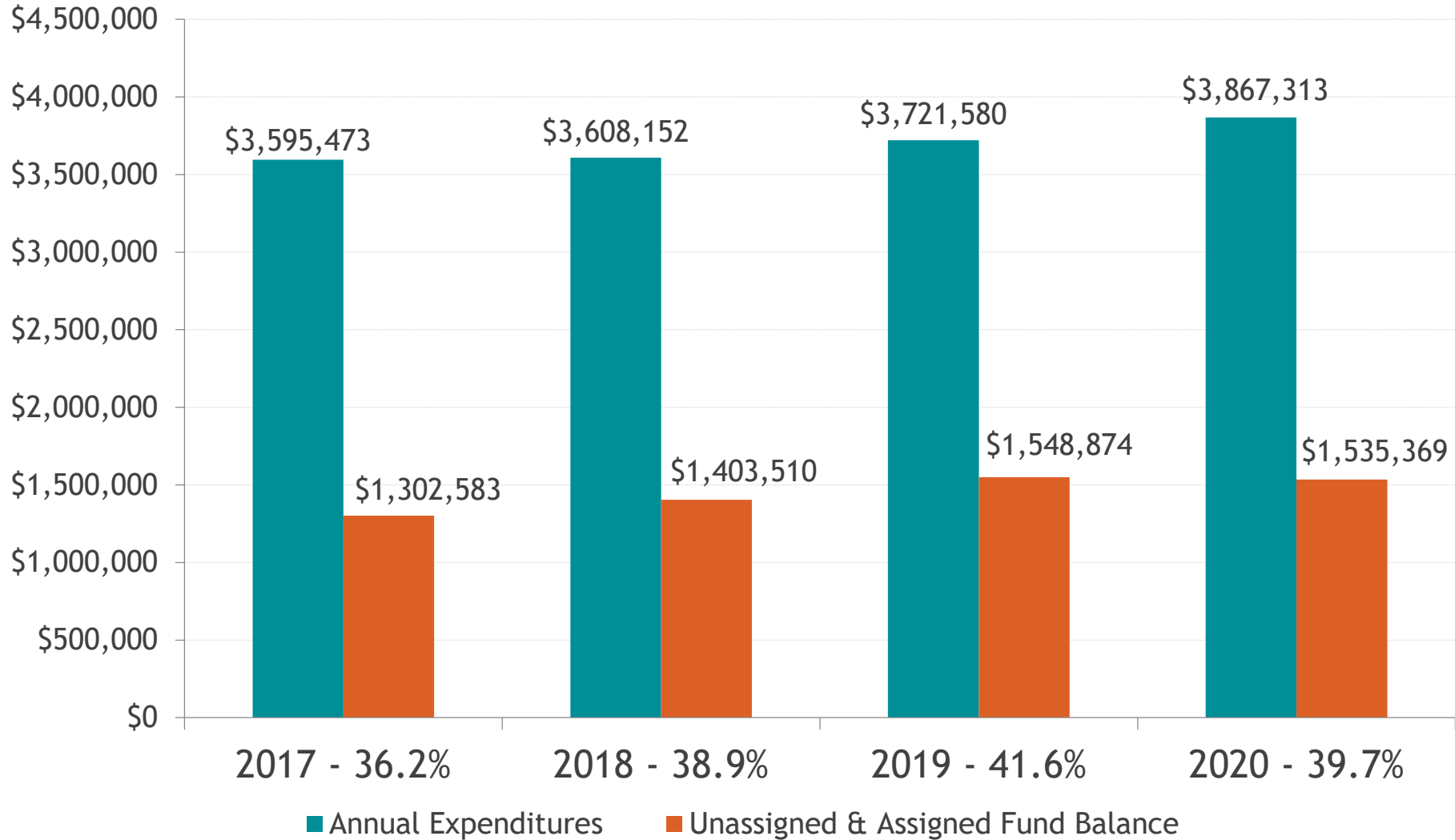


# City of Lathrup Village Revenue Sharing Payment History and Estimates Years Ended June 30





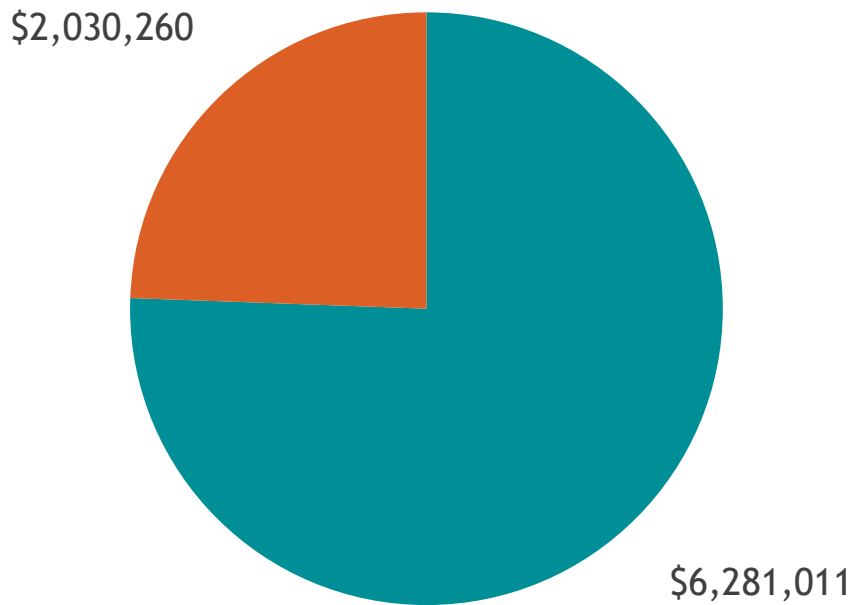
# City of Lathrup Village General Fund – Fund Balance Fiscal Years Ended June 30





# City of Lathrup Village Summary of Pension & OPEB Liabilities Fiscal Year Ended June 30, 2020

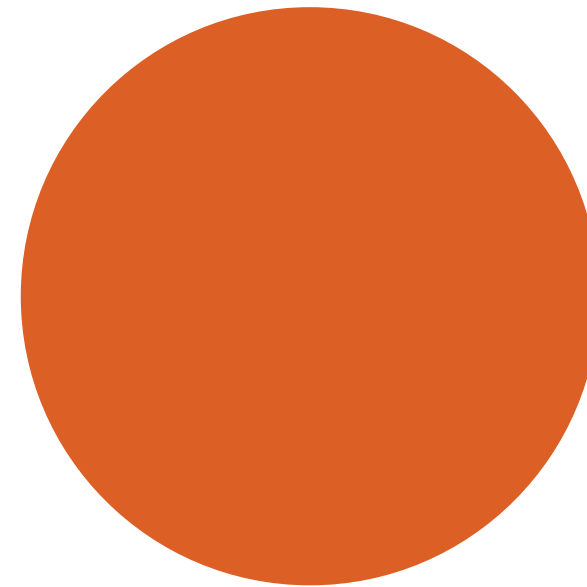
**Total Pension Liability\***  
**\$8,311,271**



■ Percent Funded - 75.57%  
■ Unfunded Portion - 24.43%

\*As of December 31, 2019

**Total OPEB Liability\***  
**\$6,999,337**



■ Percent Funded - 0%  
■ Unfunded Portion - 100%

\*As of June 30, 2020

*\$50,000 OPEB contribution will be reflected in the next valuation*



## City of Lathrup Village - COVID-19 Pandemic

- Loss revenue experienced to date has been primary in the following areas: community room rentals, state shared revenue, and permit revenue.
- The City has incurred unanticipated COVID-19 related expenses; however most have been on supplies and sanitation expense so not too significant to date
- Expect continued disruption/declines to revenue stream as the State balances its budget, sales tax revenue continues to be volatile, Act 51 revenues are projected to decline, and as local communities manage safety and accessibility of public facilities
- Impact on property tax values is unknown; however any impact will be experienced in budget years subsequent to fiscal year 2021
- The City has discretionary fund balance to absorb some revenue shortfalls, but ability to do this will be limited and cannot be sustained over time
- Will be important to develop financial projections and revisit/adjust regularly



# Thank you for the opportunity to serve as auditors for the City of Lathrup Village

For more information, please contact:

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September 24, 2020

To the Mayor and City Council  
City of Lathrup Village, Michigan

We have audited the financial statements of the City of Lathrup Village, Michigan (the "City") as of and for the year ended June 30, 2020 and have issued our report thereon dated September 24, 2020. Professional standards require that we provide you with the following information related to our audit, which is divided into the following sections:

Section I - Internal Control Related Matters Identified in an Audit

Section II - Required Communications with Those Charged with Governance

Section III - Other Recommendations and Related Information

Sections I and II includes information that we are required to communicate to those individuals charged with governance of the City. Section I communicates a deficiency we observed in the City's internal control that we believe is a significant deficiency and another deficiency that we believe is a material weakness. Section II communicates significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process.

Section III presents recommendations related to internal control, procedures, and other matters noted during our current year audit. These comments are offered in the interest of helping the City in its efforts toward continuous improvement, not just in the areas of internal control and accounting procedures, but also in operational or administrative efficiency and effectiveness.


We would like to take this opportunity to thank the City's staff, especially Sheryl Mitchell, Pam Bratschi, and Arron Carlton, for the cooperation and courtesy extended to us during our audit. Their assistance and professionalism are invaluable.

This report is intended solely for the use of the mayor, City Council, and management of the City and is not intended to be and should not be used by anyone other than these specified parties.


We welcome any questions you may have regarding the following communications, and we would be willing to discuss these or any other questions that you might have at your convenience.

Very truly yours,

**Plante & Moran, PLLC**



Pamela Hill, CPA  
Partner



Alisha Watkins, CPA  
Partner

## **Section I - Internal Control Related Matters Identified in an Audit**

In planning and performing our audit of the financial statements of the City as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

We consider the following deficiency in the City's internal control to be a material weakness:

### **Bank Reconciliations and Segregation of Duties**

During our audit procedures, we identified that one of the City's bank accounts was not properly reconciled as of June 30, 2020 due to an unreconciled amount that was carried forward from April 2020. The impact is that cash and revenue were understated by approximately \$138,000 in the City's preliminary accounting records. It was also noted that new vendors can be added by the same individuals who collect cash and prepare bank reconciliations and that independent reviews of new vendors added to the system were not completed timely. The lack of adequate reconciliation of cash activity coupled with a lack of controls to detect such errors and untimely review of new vendors added to the system significantly heightens the risk of potential misappropriation of assets and/or inaccurate financial reporting to occurring and going undetected.

We understand that the City currently has a process in place to reconcile bank activity each month; however, we recommend that a more thorough review of all reconciling items included on the bank reconciliation is performed. This would include reviewing reconciling items that carry forward month to month to ensure they are properly reported. In addition, we recommend that the City complete new vendor reviews on a monthly basis to ensure effective monitoring over new vendors added to the system.



**Section I - Internal Control Related Matters Identified in an Audit  
(Continued)**

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City's internal control to be a significant deficiency:

**Water and Sewer Utility Billing**

During our audits, we identified that the July 1, 2019 and July 1, 2020 council-approved water and sewer rates for the minimum-use customer class of four units had not been updated in the utility billing system, resulting in customers who receive minimum bills being billed at rates below the council-approved rates for their water and sewer bill for all 12 months during the year. This finding has recurred in recent years and has impacted the City, resulting in cumulative lost revenue over \$10,000, of which the majority impacts the year ended June 30, 2020. We recommend that when the rates are updated at the beginning of each fiscal year, a second review of the adjusted rates in the system be conducted. In addition, the City may wish to perform a preliminary review of customer invoices prior to sending them out to ensure the rates have been updated. Without this procedure and control in place, there is a risk of the City miscalculating water and sewer charges, resulting in potential under- or overbilling to residents. The City corrected the water and sewer rates within the billing system in August 2020 for billings beginning in September 2020 to the council-approved rates effective July 1, 2020; however, there will be two months of underbillings in fiscal year 2021 due to the error being corrected two months after the start of fiscal year 2021.

## **Section II - Required Communications with Those Charged with Governance**

### **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated April 21, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on August 7, 2020.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2020.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus.

There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements were the estimated annual required contribution, the net pension liability, and the net other postemployment benefits liability. Management's estimates of the net pension liability and net other postemployment benefits liability are based on actuarial methods and assumptions provided through actuarial valuations. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

## **Section II - Required Communications with Those Charged with Governance (Continued)**

The disclosures in the financial statements are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Disagreements with Management***

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

The only misstatements detected as a result of audit procedures that was required to be corrected relates to the understatement of cash and revenue in the amount of approximately \$138,000, as previously described in Section I. Management has corrected these misstatements.

### ***Significant Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the City, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated September 24, 2020.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

To our knowledge, there were no such consultations with other accountants.

### Section III - Other Recommendations and Related Information

During our audit, we noted areas where we believe there are opportunities for the City to further strengthen internal control or to increase operating efficiencies. Our observations on those areas are presented below for your consideration.

#### **Interfund Transactions**

We noted that currently the City does not perform a formal consistent review of interfund transactions during the year to determine amounts that should be paid back to the lending fund. We recommend that the City perform this review at least quarterly to ensure that all funds are paid back on a timely basis.

#### **Water Loss**

As noted in prior years, during our analysis of the City’s Water and Sewer Fund, we identified that the City had another water loss of approximately 40 percent for the fiscal year ended June 30, 2020. The definition of a water loss is the percentage of water units purchased by the City that are not billed to customers. We bring this to your attention because, while some water loss would be expected, this recurring percentage loss of units purchased is quite significant even for an older system. While this level of loss could be a result of several factors, including potential main breaks or meter reading errors, it is often indicative of aging or otherwise deteriorating systems are that more prone to recurring leaks and infiltration. We recommend that the City look into the cause of these significant recurring water losses and make the necessary changes to correct any issues identified. In addition, we recommend that the City perform a review on a monthly basis to adequately track and respond to large water losses as they occur. This can be performed by analyzing the water usage billed to customers compared to the water usage purchased by the City.

The significant spike in water loss occurring over the past three years and the impact on the City are summarized as follows:

<b>Fiscal Year</b>	<b>Description of Water Rate Error</b>	<b>Water Rate</b>	<b>Computed Cost to City</b>
6/30/2018	Water units purchased by City = 227,977 Water units billed to customers = 148,285  Water loss = 35 percent	\$3.861	\$307,000
6/30/2019	Water units purchased by City = 231,124 Water units billed to customers = 140,100  Water loss = 39 percent	\$3.938	\$358,000
6/30/2020	Water units purchased by City = 222,992 Water units billed to customers = 135,448  Water loss = 39 percent	\$3.997	\$350,000

### **Section III - Other Recommendations and Related Information (Continued)**

#### **Online Banking Policy**

During our review of the City's online banking controls, it was noted that the City does not have a formal online banking policy. An online banking policy will help strengthen internal controls surrounding cash and ensure that online banking roles are properly distributed when there is staff turnover. We discussed this with city management and noted that the city management has begun looking into developing a formal online banking policy.

#### **Compensated Absences**

During our review of the City's compensated absence liability, we identified that the City is tracking these absences using a manual spreadsheet. We recommend the City track compensated absences through the ADP Payroll system to mitigate the risks of manual error and inaccurate bookings of employees' time off.

#### **Information Technology Controls**

During our review of the City's information technology controls, we noted there was no formal review or policy in place for reviewing and deleting former employee's user accounts. We recommend there be a formal process in place to remove employee user accounts from the IT system when those employees are terminated to ensure unauthorized access does not occur following termination of employment with the City.

#### **Financial Outlook**

As the COVID-19 pandemic presents continued uncertainty around current and future revenue and expenditures of the City, projecting and getting ahead of the financial impact to city operations is imperative to long-term fiscal sustainability. In light of these ongoing events and challenges, and as a general best practice, we encourage the City to perform a detailed long-term financial forecast and strategic plan to analyze the financial condition of the City over a three- to five-year period. Performing this exercise can help the City to have a better grasp on what future expenditures will look like, plan for potential shortfalls, and make informed decisions surrounding these matters before they occur. In addition, this should be a working tool and fluid process and can be revisited and updated periodically as conditions and circumstances change and as the City seeks to explore different scenarios (i.e., the impact of filling vacancies on the budget). We have worked with the City on this type of planning in the past and, to the extent we can be of assistance in the process again, we would be happy to do so.

## Section III - Other Recommendations and Related Information (Continued)

### Legislative and Informational Items

#### ***COVID-19 Resource Center***

Plante & Moran, PLLC has assembled a COVID-19 task force of leaders across the firm to monitor, address, and mitigate risks presented by the virus. We understand the unique challenges our local governments are facing in providing essential services to protect communities during the COVID-19 crisis while, going forward, they face seemingly impossible choices around staffing, capital projects, pension obligations, and dozens of other items in the face of an uncertain revenue outlook. We are sharing our insights within our government COVID-19 resource center at <https://www.plantemoran.com/explore-our-thinking/areas-of-focus/covid-19-government-resource-center>. We will keep you updated with relevant economic analyses, crisis management guidelines, notices of changing regulations, and more to keep the City running as smoothly as possible amidst uncertainty and unprecedented disruption.

Have questions about the CARES Act? Submit them at <https://www.plantemoran.com/campaigns/firm/cares-act> by simply providing your contact information and agreeing to our terms and conditions, and an expert from our task force will contact you within the next 24 hours.

#### ***Cybersecurity and Information Technology Controls***

Cyberattacks are on the rise across the globe, and the cost of these attacks is ever increasing. Because of these attacks, municipalities stand to lose reputation, their ability to operate efficiently, and proprietary information or assets. Communities can also potentially be subject to financial and legal liabilities. Managing this issue is especially challenging because even a municipality with a highly mature cybersecurity risk management program still has a residual risk that a material cybersecurity breach could occur and not be detected in a timely manner. We understand that the technology department continues to monitor and evaluate this risk, which are critical best practices. Additionally, periodic assessments of the system in order to verify that the control environment is working as intended are key parts of measuring associated business risk. We encourage administration and those charged with governance to work with the technology team on this very important topic. If we can be of assistance in the process, we would be happy to do so.

#### ***Michigan's MLTS E911 Legislation (PA 30 of 2019)***

Public Act 30 of 2019 was adopted on June 25, 2019 and provides additional compliance requirements for organizations that operate Multi-Line Telephone Systems (MLTS). The intent is to provide emergency responders with more specific location information in case they are responding to a call at a large facility. The regulations will apply to any workspace larger than 7,000 square feet with a compliance deadline of December 31, 2020.

- **A workspace includes:** offices, production areas, warehouses, shop floors, storage areas, hallways, conference rooms, break rooms, and other common areas
- **A workspace does not include:** wall thickness, shafts, heating, ventilation, air conditioning equipment spaces, mechanical or electrical spaces, or any similar areas to which employees do not normally have access

### **Section III - Other Recommendations and Related Information (Continued)**

For single buildings over 7,000 square feet of workspace, with their own street address on a single contiguous property, the floor number, street address, and specific location of the communications device must be reported. When facilities with multiple buildings served by the same MLTS are considered, they must report the above requirements in addition to the building's unique identifier. Also, note that, under Kari's Law, any MLTS equipment that is manufactured, imported, sold, leased, or installed after February 16, 2020 must be capable of enabling its users to dial 911 directly without having to dial a prefix.

#### ***E911 Exemptions***

- If a building contains less than 20,000 square feet of workspace and fewer than 20 communications devices, the MLTS operator is exempt from providing specific location information until it installs a new MLTS after January 1, 2020.
- If a building maintains, on a 24-hour basis, an alternative system capable of identifying the location of any communications device that dialed 911 or the building is serviced with its own appropriate medical, fire, and security personnel, it is exempt.
- Any MLTS operator that is not currently served by enhanced 911 service is exempt until enhanced 911 service becomes available.
- Other exemptions exist for farms and houses of worship, which, for the latter, do not extend to attached schools.

If you operate in a facility that is subject to these regulations, you should begin to plan for compliance. If we can be of assistance in the process, we would be happy to do so.

#### ***Act 51 Report Due Date***

The Michigan Department of Transportation has granted an automatic 60-day extension to cities and villages that are required to file the Act 51 report. The updated policy will extend the Act 51 report deadline to be due within six months of your fiscal year end date, which will align with the due date for the audited financial statements. For cities and villages whose most current fiscal year ends before July 1, the Act 51 report must be submitted by December 31 to be included in the snow payment calculation (if eligible and qualified).

This extension does not apply to counties. Counties are required to submit the Act 51 report to MDOT by May 1 every year, regardless of the fiscal year end.

## **Section III - Other Recommendations and Related Information (Continued)**

### ***Updated Uniform Chart of Accounts***

In April 2017, the State released an updated Uniform Chart of Accounts. Originally, local units of government were expected to comply with the changes beginning with June 30, 2018 year ends. However, the State has extended the deadline for compliance. On April 20, 2020, the State issued a memo that sets an implementation date for fiscal years ending on October 31, 2022 and thereafter. The State has committed to releasing various tools to help local units with implementation, including FAQs and clarification on which accounts should be used when implementing GASB 84. A significant revision to the current version of the chart of accounts will be issued in the future which will incorporate feedback that the Treasury has received. This revision will include significant changes to the expenditure accounts 700-999, which will now mirror the old approach that allowed for various numbers within certain ranges. Going forward, the Treasury will issue the following three documents for any future revisions: a revised chart of accounts, a marked-up version of the chart showing the changes, and a summary of the revisions report. Local units can sign up for alerts at this link: [https://public.govdelivery.com/accounts/MITREAS/subscriber/new?qsp=MITREAS\\_1](https://public.govdelivery.com/accounts/MITREAS/subscriber/new?qsp=MITREAS_1).

### ***Revenue Sharing***

Given the recent COVID-19 pandemic, there are anticipated declines in the state revenue sharing constitutional portion and an unknown impact on the statutory portion as a result of COVID-19. Please refer to the Plante & Moran, PLLC COVID-19 resource center discussed above to keep updated on the economic analysis and other up-to-date information related to the pandemic.

### ***Pension/OPEB Bonds***

Originally, the public act allowing for the issuance of pension/OPEB borrowings was set to sunset effective December 31, 2015 but was extended until December 31, 2018 through Public Act 46 of 2015. Therefore, communities meeting certain criteria, such as maintaining a credit rating of AA or higher and closing or freezing plans, were able to issue bonds up until December 31, 2018. This was further extended through December 31, 2023 by Public Act 575 of 2018. This public act has additional stipulations, which can be found in more detail at <http://www.legislature.mi.gov/documents/2017-2018/publicact/pdf/2018-PA-0575.pdf>.

### ***Administrative Charges***

The services provided by employees that are traditionally charged to the General Fund, like treasury, finance, HR, etc., oftentimes significantly benefits other funds. As a result, it is a fairly common practice to allocate a portion of these costs via an administrative charge to other funds of the government. Administrative charges can take many forms, such as interfund allocations, chargebacks, and payment in lieu of taxes to other funds (such as a golf courses). While the practice of charging for administrative services provided to other funds may certainly be justified, there seems to be a heightened focus lately on the methodology and amount of charges. Given the fact that many cost allocation methodologies were implemented several years ago, it would be prudent to revisit your current methodology and the related inputs to ensure that any administrative charges are fully substantiated.



### Section III - Other Recommendations and Related Information (Continued)

#### **Upcoming Accounting Standards Requiring Preparation**

##### ***GASB Statement No. 95 - Postponement of the Effective Dates of Certain Authoritative Guidance***

This new pronouncement was adopted in May 2020 and is effective immediately. This statement postpones the effective dates of the following pronouncements and implementation guides by one year:

- Statement No. 83, *Certain Asset Retirement Obligations*
- Statement No. 84, *Fiduciary Activities*
- Statement No. 88, *Certain Disclosures Related to Debt*
- Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- Statement No. 90, *Majority Equity Interests*
- Statement No. 91, *Conduit Debt Obligations*
- Statement No. 92, *Omnibus 2020*
- Statement No. 93, *Replacement of Interbank Offered Rates*
- Implementation Guide No. 2017-3, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)*
- Implementation Guide No. 2018-1, *Implementation Guidance Update - 2018*
- Implementation Guide No. 2019-1, *Implementation Guidance Update - 2019*
- Implementation Guide No. 2019-2, *Fiduciary Activities*

The effective dates of the following pronouncement and implementation guide are postponed by 18 months:

- Statement No. 87, *Leases*
- Implementation Guide No. 2019-3, *Leases*

##### ***GASB Statement No. 84 - Fiduciary Activities***

This new pronouncement is effective for reporting periods beginning after December 15, 2018 (December 15, 2019 after extension within GASB Statement No. 95). This statement provides criteria for state and local governments to use in identifying whether an activity is fiduciary and should be reported as a fiduciary fund type in its financial statements. In addition, once fiduciary activities are identified, GASB 84 also provides specific reporting requirements.

This statement has the potential to significantly impact what governments report currently as a fiduciary activity. Upon adoption, we anticipate that some governments' fiduciary activities will need to move to governmental funds, while other activities that previously were not considered fiduciary may now be reported as such under certain circumstances. It is also possible that certain pension and OPEB fiduciary funds will no longer be reported in a local unit's financial statements.

Given the potential to have a major impact on many governments, not only to their external financial statements, but also to their accounting system requirements and budget documents, we encourage you to start analyzing the impact of this standard now. The first step to implementation is identifying the types of activities that should be analyzed and then running those activities through the lens of this standard.

### **Section III - Other Recommendations and Related Information (Continued)**

#### ***GASB Statement No. 87 - Leases***

This new accounting pronouncement will be effective for reporting periods beginning after December 15, 2019 (June 15, 2021 after extension within GASB Statement No. 95). This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

We recommend beginning to accumulate information now related to all significant lease agreements in order to more efficiently implement this new standard once it becomes effective.

Plante & Moran, PLLC will be providing trainings and other resources to our clients in the coming months to help prepare for the implementation of all these new standards. In the interim, please reach out to your engagement team for assistance in getting started.

#### ***GASB Statement No. 90 - Majority Equity Interest***

This new accounting pronouncement will be effective for reporting periods beginning after December 15, 2018 (December 15, 2019 after extension within GASB Statement No. 95). This statement requires that governments analyze the holdings of legally separate organizations to see if the ownership of a majority interest in a separate legal organization qualifies as an investment or a component unit.

#### ***GASB Statement No. 92 - Omnibus 2020***

This new accounting pronouncement has various effective dates that were postponed by one year after extension within GASB Statement No. 95. This statement addresses eight unrelated practice issues and technical inconsistencies in authoritative literature. The standard addresses leases, intraentity transfers of assets, postemployment benefits, government acquisitions, risk financing and insurance-related activities of public entity risk pools, fair value measurements, and derivative instruments.



COUNCIL COMMUNICATION:

TO: Mayor Mykale Garrett and City Council Members

FROM: Dr. Sheryl Mitchell, City Administrator

DATE: October 19, 2020

RE: **MOTION TO ADOPT A RESOLUTION FOR REPROGRAMMING THE USE OF THE 2018 AND 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

The City of Lathrup Village had previously allocated funds from the Community Development Block Grant Program. We are requesting that any unused funds from Fiscal Year 2018 and 2019 be reprogrammed toward the \$54,085 purchase of the recreation van.

**Reprogramming of Program Year 2018 & 2019**

**City Allotment:** (FY 18) \$7,000 and (FY 19) \$7,137

Proposed Use: \$7,000

Reasoning: Entire balance from FY 18 and FY 19 allotment will be towards the purchase of the van for transportation related to senior programming and activities.

**Original Program Year 2019**

**City Allotment:** \$7,000

Original Use: \$7,000

Reasoning: Entire allotment will be used to renovate the front counters of Administration and Police Department.

**Original Program Year 2018**

**City Allotment:** \$7,137

Original Use: \$7,137

Reasoning: Entire allotment for our Senior Service Programs  
With these funds we can continue to expand our Senior Programs for Nutrition, education, and exercise.

**Suggested Motion:**

**Approve scheduling A PUBLIC HEARING ON OCTOBER 19, 2020 FOR THE REPROGRAMMING OF THE 2018 AND 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

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

**CITY OF LATHRUP VILLAGE**

**RESOLUTION**

**ADOPTED ON: October 19, 2020**

**WHEREAS**, Oakland County is updating the Annual Action Plans to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

**WHEREAS**, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the reprogramming of the Action Plan, and

**WHEREAS**, the City of Lathrup Village has duly advertised and conducted a public hearing as follows:

Mayor Garrett opened the Public Hearing at \_\_\_\_\_

Public Comments:

Mayor Garrett closed the Public Hearing at \_\_\_\_\_

on October 19, 2020 to receive public comments regarding the proposed use of PY 2018 Community Development Block Grant funds (CDBG) in the approximate amount of \$7,000 and PY 2019 Community Development Block Grant funds (CDBG) in the approximate amount of \$7,137, and

**WHEREAS**, the City of Lathrup Village found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

Senior Programming Transportation - Project Amount -\$7,000 and \$7,137

Reimbursement for the purchase of a van that provides transportation related to senior programming and activities.

**THEREFORE, BE IT RESOLVED**, that the City of Lathrup Village reprogramming of CDBG funds for Program Year 2018, in the amount of \$7,000 and Program Year 2019, in the amount of \$7,137, is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Mayor is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

Yes:

No:

Absent:

Motion carried.

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

City of Lathrup Village

REPROGRAMMING CDBG 2018 & 2019

I, **Yvette Talley**, City Clerk for the City of Lathrup Village, Oakland County, MI do hereby certify that the above is a true copy of a resolution adopted by the City Council at a meeting held on October 19, 2020.

---

Yvette Talley, City Clerk



**Dr. Sheryl L. Mitchell**

**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 and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: October 19, 2020  
RE: **CITY ADMINISTRATOR EMERGENCY PURCHASE**

The City has received a number of complaints regarding motorists exceeding speed limits on residential streets.

In an effort to address the increasing occurrences of drivers speeding on our residential streets and creating hazardous conditions, City Council was advised of an emergency purchase of 2 radar/speed signs for approximately \$6,500. This exceeded the purchase limit for the City Administrator of \$5,000.

Would anticipate getting them installed in the next week or two, depending on the schedule for DPS. Council is requested to authorize the emergency purchase.

**SUGGESTED MOTION:**

To authorize the emergency purchase of radar signs for approximately \$6,500.

MOVED BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_



**Quotation**

Date: 9/29/2020

1220 Kennestone Circle  
Suite 130  
Marietta, GA 30066

<b>PROPOSED BY:</b>	
Name	Chad Christnacht cchristnacht@radarsign.com
Phone	512-987-2029
Fax	678-278-1256

PROPOSED TO / SOLD TO:		SHIP TO:		
Lathrup Village Police Department	27400 Southfield Rd.	Lathrup Village Police Department	27400 Southfield Rd.	Account
Lathrup Village, MI 48076	248-863-6032	Lathrup Village, MI 48076	248-863-6032	Address
policechief@lathrupvillage.org	Chief McKee	policechief@lathrupvillage.org	Chief McKee	City, ST, Zip
				Phone
				Email
				Attention

P. O. NUMBER		TERMS		F.O.B		
LINE #		QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	2	TC-400	<b>Modular Battery Power Radar Sign - 11" Display</b> 11" LED display area - superbright amber with est. 100,000 hour life Two 12V 18 amp hour Ni-MH battery packs, provides up to 14 days operation AC battery charger (10 hours for full charge) K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet 24" w x 21" h YOUR SPEED faceplate with 3" lettering on one line, white reflective Battery Housing (field accessible to swap batteries), holds 2 battery packs, lock incl. Universal GoBracket mount (AA044) accepts bolting, banding or strapping to existing poles Bashplate (provides the ultimate in vandal protection of sign) Possum Switch' allows sign to go dark for 30 minutes if assaulted with force Wi-Fi wireless transmitter, communication range up to 300 feet		\$2,895.00	\$5,790.00
2	0	TC-400W	Optional White strobe / simulated camera flash alert		\$90.00	\$0.00
3	2	TC-400RB	Optional Red/Blue Strobe alert		\$90.00	\$180.00
4	2	AA044	Additional Universal Mount 'Go' Bracket		\$50.00	\$100.00
5	0	RB021-AT	Additional 18 A/H Ni-MH battery pack (provides 5-7 days of operation on a full charge)		\$300.00	\$0.00
6	2	RW002	Two year warranty (includes parts & labor) Turnaround time to repair after receipt, 10 business days		Included	
7	2	SS002	StreetSmart Data Collection software license (per sign) 35 charts, graphs, and tables included. Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Extended 30 day charts included for trend analysis.		\$275.00	\$550.00
8	2	SH002	Ground Shipping for TC-400		\$95.00	\$190.00
9	1	-	Customer Discount		(\$317.00)	(\$317.00)

Minimum re-stock fee: 15%

\* Quote valid for 60 days. Pricing does not include any international taxes, fees, or duties.

Sales Tax Rate: 0.000% \$0.00

US State sales tax must be collected unless you provide a sales tax exempt form. Grand Total: \$6,493.00

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date



**Dr. Sheryl L. Mitchell**

**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 and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: October 19, 2020

RE: **CONSTRUCTION BOARD OF APPEALS – PROPERTY MAINTENANCE**

The City adopted the Ordinance for property maintenance that also creates a “Property Maintenance Board of Appeals. The Construction Board of Appeals is allowed to also serve as the Property Maintenance Appeal Board. The City of Lathrup Village does not currently have appointments to this board.

In the interim, municipalities are allowed to share these appeal boards. Having reached out to surrounding communities, the City of Novi has an appointed appeal board and we are seeking council’s approval to allow the City of Novi’s Construction Appeals Board to be appointed to serve also as the Construction Appeals Board for the City of Lathrup Village for the time being.

The request also includes setting the application fee at \$400.00

**SUGGESTED MOTION:**

To authorize the interim appointment of the members of the City of Novi’s Construction Appeal Board to also serve in the City of Lathrup Village..

MOVED BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_



**STILLE-DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT (EXCERPT)**  
**Act 230 of 1972**

**125.1514 Construction board of appeals; creation; appointment, qualifications, and terms of members; appeal to board; hearing; decision; statement of reasons for decision; appeal to commission; copy of decision; additional powers or duties; procedures; conducting business at public meeting; notice; availability of certain writings to public.**

Sec. 14. (1) A construction board of appeals for each governmental subdivision enforcing the code shall be created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of appeals shall be appointed for 2-year terms by the chief executive officer of a city, village, or township and the chairperson of the county board of commissioners of a county. A member of the board of appeals shall be qualified by experience or training to perform the duties of members of the board of appeals. A person may serve on the board of appeals of more than 1 governmental subdivision. If an enforcing agency refuses to grant an application for a building permit, or if the enforcing agency makes any other decision pursuant or related to this act, or the code, an interested person, or the person's authorized agent, may appeal in writing to the board of appeals. The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal. Failure by the board of appeals to hear an appeal and file a decision within the time limit is a denial of the appeal for purposes of authorizing the institution of an appeal to the commission. A copy of the decision and statement of the reasons for the decision shall be delivered or mailed, before filing, to the party taking the appeal.

(2) This act does not prevent a governmental subdivision from granting its board of appeals additional powers or duties not inconsistent with this act, or from establishing procedures to be followed by its board of appeals insofar as the procedures do not conflict with this act. Except as otherwise provided by this act, or by other laws or ordinances, a board of appeals may by rules establish its own procedures.

(3) The business which the board of appeals may perform shall be conducted at a public meeting of the board of appeals held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(4) A record of decisions made by the board of appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the board of appeals in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

**History:** 1972, Act 230, Eff. Jan. 1, 1973;—Am. 1977, Act 195, Imd. Eff. Nov. 17, 1977;—Am. 1978, Act 442, Imd. Eff. Oct. 9, 1978.

**Popular name:** Act 230

**Popular name:** Uniform Construction Code



City of Lathrup Village  
 Construction Board of Appeals  
 27400 Southfield Road  
 Lathrup Village, MI 48076

Phone: (248) 557-2600  
 Fax: (248) 557-2602

A HERITAGE OF GOOD LIVING

Office Use Only	
Date Submitted:	_____
CBA Review #:	_____
Fee Paid:	_____
Hearing Date:	_____

**Construction Board of Appeals Application**

Subject Property Address:	_____		
Subject Property Parcel Number:	_____		
Property Zoning:	_____		
Current Use:	_____		
Proposed Use:	_____		

**Applicant Information**

Name:	_____				
Address:	_____	State:	_____	Zip Code:	_____
Phone Number:	_____	Fax:	_____		
Email Address:	_____				
Interest in Property:	_____				

**Property Owner Information**

Name:	_____				
Address:	_____	State:	_____	Zip Code:	_____
Phone Number:	_____	Fax:	_____		
Email Address:	_____				

**Appeals Information (Attach Additional Pages as Necessary)**

Have there been previous appeals involving this property?		Yes		No	
-----------------------------------------------------------	--	-----	--	----	--

Please describe the nature of the previous appeal(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please state the reason for requesting an Appeal. Reference sections of the Building Code from which relief is sought. Outline proposals that are contrary to the Building Code or Building Official decision.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Items**

Prior to **30 Days** before next scheduled regular meeting of the Construction Board of Appeals the applicant is required to file **10 copies** of plans containing the following items with the Clerk's Office:

- Application fee (\$400)
- Plans drawn to scale showing shape, dimension, construction materials, and method of construction. Plans will clearly and accurately depict the portion of the proposed structure/facility on which the appeal is based.
- Additional information/reports (i.e. accredited testing agencies and/or authoritative agencies recognized by the International Council Code, as well as engineering practices).

## Application for Appeal

The Construction Board of Appeals has the responsibility for making the decision to approve or deny your appeal. Information such as photographs, evidence that you have discussed your appeal with your neighbors, detailed plans, examples of the type of building, structure or the like will provide a better basis for review and understanding of your appeal. Failure to provide adequate specifics and details will result in a refusal by the City staff to accept your application and delay your appearance before the Construction Board of Appeals.

As there is a public hearing required as part of appeals process, properties within 300' of the property for which an appeal is being sought will be sent a notification by mail fifteen (15) days prior to the CBA meeting. A notice will also be published in the paper. Failure of the applicant/registered agent to appear before the CBA as scheduled shall be justifiable cause for dismissal of the case, without prejudice, due to lack of prosecution and with no refund of appeal fee.

### Owner's Affidavit

The undersigned being duly sworn, deposes and says that the foregoing statements and answers herein contained and supporting information and data are in all respects true and correct to the best of the Owner's knowledge and belief.

Signature:		Date:	
Subscribed and sworn to before me this:		Day of	
Notary Public Name:		County of:	
With Commission to expire on:			

### Applicant Signature

I/We do hereby swear that the above stated information is accurate and complete.

Name:	
Signature:	
Date:	



## CITY OF LATHRUP VILLAGE

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

### **CONSTRUCTION BOARD OF APPEALS PROCEDURES**

The Appeal form shall be submitted in three (3) copies, filled out completely, and shall be accompanied by a check in the amount of \$400.00, made payable to the City of Lathrup Village.

In addition to the Appeal form, three (3) copies of plans drawn to scale and showing shape, dimension, construction materials, and method of construction, shall be furnished. Plans will depict a clear and accurate description of that portion of the proposed structure or facility on which the appeal is based.

Any additional information, including reports of accredited testing agencies and accredited authoritative agencies recognized by the International Code Council as well as accepted engineering practices, should accompany your appeal.

Failure of the appellant or his authorized agent to appear before the Board as scheduled shall be justifiable cause for dismissal of the case, without prejudice, due to lack of prosecution and with no refund of appeal fee.

The appellant shall be given notice of time and date of hearing not less than five (5) days before such hearing by first class mail unless the appellant shall waive such notice in writing.

The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than thirty (30) days after submission of the appeal.

#### **STATE CONSTRUCTION CODE, Section 125.1515, Specific variance from code; requirements; breach of condition; permissible variance.**

Sec. 15. (1) After a public hearing a board of appeals may grant a specific variance to a substantive requirement of the code if the literal application of the substantive requirement would result in an exceptional, practical difficulty to the applicant, and if both of the following requirements are satisfied:

(a) The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of that particular item or part for the health, safety and welfare of the people of this state.

(b) The specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonably practical or desirable.

(2) A board of appeals may attach in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of this state. The breach of a condition shall automatically invalidate the variance and any permit, license and certificate granted on the basis of it.

In no case shall more than minimum variance from the code be granted than is necessary to alleviate the exceptional, practical difficulty.

**CONSTRUCTION BOARD OF APPEALS APPLICATION  
CITY OF LATHRUP VILLAGE  
Community & Economic Development Department  
(248) 557-2600**

Request is hereby made for permission to erect, alter, modify or extend a structure or facility or substitute material that may be contrary to the provisions of the City of Lathrup Village Building Code and / or City Ordinance.

Name of Appellant: \_\_\_\_\_  
Owner or duly authorized representative

Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location or address of structure or facility: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Section: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Has there been any previous appeals involving this property?: \_\_\_\_\_

If yes, state Case Number and particulars: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List below a brief outline of your appeal, referencing sections of the Building Code from which relief is sought and outline the proposals that are contrary to the Building Code or the Building Officials decision.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY

All supporting data attached to application, including plans, drawn to scale, showing shape, dimension, construction materials and method of construction are submitted in ten (10) copies and depict a clear and accurate description of that portion of the proposed structure or facility on which appeal is based.

\_\_\_\_\_  
Signature of the Appellant

State of Michigan  
County of Oakland

On this \_\_\_\_\_ Day of \_\_\_\_\_ A.D. 20\_\_ Before me personally

appeared the above named person who disposeth and sayeth that he signed this application with full knowledge of its contents and that all matter stated therein is true.

\_\_\_\_\_  
Notary Public, Oakland County, Michigan

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
**FOR USE BY CONSTRUCTION BOARD OF APPEALS**

Date Case Heard: \_\_\_\_\_

Disposition or Action by the Board: \_\_\_\_\_

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## **CONSTRUCTION BOARD OF APPEALS PROCEDURES**

The Appeal form shall be submitted in ten (10) copies, filled out completely, and shall be accompanied by a check in the amount of \$300.00, made payable to the City of Novi.

In addition to the Appeal form, ten (10) copies of plans drawn to scale and showing shape, dimension, construction materials, and method of construction, shall be furnished. Plans will depict a clear and accurate description of that portion of the proposed structure or facility on which the appeal is based.

Any additional information, including reports of accredited testing agencies and accredited authoritative agencies recognized by the International Code Council as well as accepted engineering practices, should accompany your appeal.

Failure of the appellant or his authorized agent to appear before the Board as scheduled shall be justifiable cause for dismissal of the case, without prejudice, due to lack of prosecution and with no refund of appeal fee.

The appellant shall be given notice of time and date of hearing not less than five (5) days before such hearing by first class mail unless the appellant shall waive such notice in writing.

The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal.

### **STATE CONSTRUCTION CODE, Section 125.1515, Specific variance from code; requirements; breach of condition; permissible variance.**

Sec. 15. (1) After a public hearing a board of appeals may grant a specific variance to a substantive requirement of the code if the literal application of the substantive requirement would result in an exceptional, practical difficulty to the applicant, and if both of the following requirements are satisfied:

(a) The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of that particular item or part for the health, safety and welfare of the people of this state.

(b) The specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonably practical or desirable.

(2) A board of appeals may attach in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of this state. The breach of a condition shall automatically invalidate the variance and any permit, license and certificate granted on the basis of it. In no case shall more than minimum variance from the code be granted than is necessary to alleviate the exceptional, practical difficulty.

**CONSTRUCTION BOARD OF APPEALS APPLICATION  
CITY OF NOVI  
Community Development Department  
(248) 347-0415**

Request is hereby made for permission to erect, alter, modify or extend a structure or facility or substitute material that may be contrary to the provisions of the City of Novi Building Code and / or City Ordinance.

Name of Appellant: \_\_\_\_\_  
Owner or duly authorized representative

Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location or address of structure or facility: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Section: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Has there been any previous appeals involving this property?: \_\_\_\_\_

If yes, state Case Number and particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List below a brief outline of your appeal, referencing sections of the Building Code from which relief is sought and outline the proposals that are contrary to the Building Code or the Building Officials decision.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY



All supporting data attached to application, including plans, drawn to scale, showing shape, dimension, construction materials and method of construction are submitted in ten (10) copies and depict a clear and accurate description of that portion of the proposed structure or facility on which appeal is based.

\_\_\_\_\_  
Signature of the Appellant

State of Michigan  
County of Oakland

On this \_\_\_\_\_ Day of \_\_\_\_\_ A.D. 20\_\_ Before me personally appeared the above named person who disposeth and sayeth that he signed this application with full knowledge of its contents and that all matter stated therein is true.

\_\_\_\_\_  
Notary Public, Oakland County, Michigan

My Commission expires: \_\_\_\_\_

FOR USE BY CONSTRUCTION BOARD OF APPEALS

Date Case Heard: \_\_\_\_\_

Disposition or Action by the Board: \_\_\_\_\_

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