



City Council Study Session

Monday, March 6, 2024, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

DRAFT MINUTES

1. **Call to Order** by Mayor Garrett at 6:00 pm

2. **Discussion Items**

A. **DRAFT FY 24-25 Budget Review**

City Administrator Greene presented the second draft of the balanced FY 24-25 budget, which included feedback from the April 15, 2024, Study Session. The City Council and staff discussed the budget reviewing each category throughout the document. CA Greene reiterated that the categories and line-item titles will likely change over the next year as the City implements the state-mandated chart of accounts update. The Council discussed numerous Capital Improvement items that are included in the budget and what has been deferred to future years. It was discussed that numerous taxes and benefits lines throughout the budget include payments for retirees from the City.

The council asked about additional tax revenue based on what unpaid bills were approved to be rolled. It was noted by CA Greene that the City should see additional tax revenue gained throughout the FY 24-25 budget due to rolling unpaid bills onto taxes. However, CA Greene does not include that amount in the budget due to the conservative nature of budgeting and limiting the exposure to increased expenses based on one-time revenue increases.

B. **City Council Goal Setting**

The City Council discussed their first round of priorities for FY 24-25.

Transparency

- **Customer Relationship Management (CRM) Program**
 - Separate Platforms for Staff & Council
 - Pending Cost / Funding
- **Establishment of a Communication Plan for the City Council**
 - Staff Input
 - How City Council Communicates
 - Town Halls / Office Hours

Measurement = creation of Communication Plan

- Plan Includes Response Times & How

- Inquires being responded to in a timely manner (timeline)
- City Council, Residents, Administration, Businesses
- SeeClickFix – Code Enforcement Reports
- Monthly Department Head Reports

Budget / Fiscal Viability

- Creation of Finance Review Committee
- Surplus Budget – FY 25/26
 - Reasonable Budget Amendments
- Revenue Increase / Expenses Decrease
- Growth in Individual Funds
- Justifiable Expenses
- Increase Bond Rating
- Budget Education Session (After Approval)
 - What is Prop A / Headlee
 - What is included in the FY 24-25 Budget

Community Enhancement

- Monthly Business Updates (Reports)
- Council Appointed Committees
- Volunteer Acknowledgements / Awards
- Teamwork → Residents, businesses, and City Council/Staff
- New Marketing Strategy (separate LV from Southfield)
 - Wayfinding Signage
 - Label City Hall (above columns)
- Downtown Development Authority
 - Update Street Light Banners

Business & Economic Development

- Lathrup Village Business Profile (informational packet)
- Reestablish MEDC RRC Certified Status

Dedication to Service

- City Council Meetings to run more efficiently (technology works)
- Be prepared for meetings / Professionalism
- Respectful

The next step is to refine these goals and ensure what the City Council wants to accomplish is measurable.

C. City Administrator Performance Goals

As outlined in the approved City Administrator contract, the employer (City) and Employee (City Administrator) agreed to set specific performance goals within each of the following areas:

- Budget/Finance – up to \$2,000 Annually
- City Staff – up to \$1,000 Annually
- Residents/Community – up to \$500 Annually

City Council & the City Administrator discussed the topics and narrowed down which goals would be appropriate.

Budget / Finance

- On Time & Balanced Budgets
- Rationale Expenses

City Staff

- Filling Vacant Positions in Timely Manner
- Employee Retention
- Each Staff Member Attends At Least One Professional Development Training Per Fiscal Year
- Develop A Succession Plan

Residents/Community

- Attend At Least One Community Event Per Quarter

The next step is to refine these goals and ensure that the agreed-upon finalized goals are measurable and realistic.

3. Public Comment (speakers are limited to 3 minutes)

Don Ansted – commending CA Greene for taxes not changing.

Rick Wisz - when residents are looking for information, it should be easily available, so there is less FOIA, and we should have an easy-to-understand rationale for any decisions that the City Council makes. He suggested that we send a survey to residents, asking what their 5 top concerns are, about the city.

4. Mayor and Council Comments

Mayor Garrett – FOIA rules depend on the situation; Surveys have been conducted before and response rates are not conducive to a successful survey. Mayor Garrett confirmed that money is set aside via the DDA for a Juneteenth event.

Mayor Pro-Tem Kantor – Requested a website update.

5. Adjourn 8:10 pm