

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: June 17, 2024
RE: Study Session

Partnership Agreement Framework

At a previous study session, Councilmember Hammond suggested creating a framework for our partnership agreements with outside organizations. Based on conversations I have had with Councilmember Hammond, below are our building blocks for creating this framework and we are seeking Council feedback on additional items they would like to see.

DRAFT FRAMEWORK

- What is provided by the partner organization?
 - Proposed number of hours of community service
 - Proposed groups of city constituents receiving support from the organization (such as children, seniors, disabled people, military veterans, and their families, or similar groups of people)
 - Any activities proposed to be offered by the organization to support the entire city community
 - Financial Contributions to the City or City Events
- What is provided by the city?
 - What city buildings, rooms, or other resources will the city allow the organization to use?
 - How many uses are allowed under the agreement? And when are uses allowed (weekdays/weekends, time of day)?
 - Proposed access to city leadership, government, and staff
 - Which roles?
 - How much access / how many meetings?
- Document the anticipated benefits to the community of the services proposed to be provided by the partner organization.
- Document the anticipated benefits to the partner organization of the resources and services provided by the city.
- How will the services provided be accounted for?
 - Tracking of volunteer hours
 - Tracking of city resource use
 - Tracking of access to \ use of city leadership and personnel
- What organizations are eligible to partner with the city?
 - Non-profit organizations \ 501(c)(3)'s
 - Civic groups open to all city residents
 - Religious organizations
- What organizations are ineligible to partner with the city?
 - Private or member-restricted organizations
 - For-profit organizations
- Examples of the credit volunteer hours will be eligible for in exchange for the use of city facilities.
 - We can use the existing Parks & Rec departments Community Service Credits guidelines as a starting point
 - The guidelines provide a credit of \$10 per hour of volunteer work per individual.
 - Or calculate an approximate total value for volunteer effort offered based on that amount.

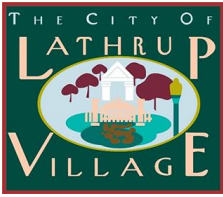
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
Council Member



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- Ex: A group offers 100 volunteer hours. That would equal \$1,000 of community room use. At the current rates that would equal 8 hours of rental.
- This would limit the heavy audit burden placed upon staff to track individual hours and if a group didn't meet their obligation, Council has the ability to not renew the partnership agreement the following year.

Fee Schedule

Best practices have the City reviewing our Fee Schedule yearly in conjunction with the budget process to ensure the City applies fair and adequate fees to our services. Included in your regular meeting packet is a proposed fee schedule for Fiscal year 2024-2025. Any recommended changes are denoted RED. This fee book was put together based on the previous schedules the new staff could find while also reviewing minutes over the past year to see any other potential changes.

I want to note, that the formatting of the fee book will change once a decision is rendered by Council to ensure it is easy to follow for the public. The draft included in your packet intends to show you where the old fees were and what is proposed.

Budget Amendments

Included in your regular meeting packet are recommended year-end budget amendments for fiscal year 2024-25. This is for an initial discussion on those amendments before Council consideration.

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Mayor

Bruce Kantor
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