



City Council Study Session

Monday, December 19, 2022

Draft Meeting Minutes

27400 Southfield Road, Lathrup Village, Michigan 48076

Held in the Meeting Place at City Hall

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

2. **Discussion Items**

A. Organizational Chart Overview

Organizational Chart attached.

Council discussed the general setup of duties and responsibilities of the administrative office for the city.

General Overview of Duties

Administrative Assistant

Customer Service

Taking all over-the-counter payments

Community Room Rental

Treasurer

Oversee all financials

Deputy Treasurer

Assist Treasurer in all areas

Bank reconciliation

Payroll

Government Operations Assistant

Accounts Payable

Water Billing

Front counter backup

Clerk

Assistant to City Administrator and Council

Elections

Minute taker for all boards and commissions

Building Department

Police Chief

Oversee all City Safety

Directs Police Clerk and all Police Officers

CED (Community Economic Development)

CDBG

Planning & Zoning

DDA Director (Downtown Development Authority)

Manage all DDA projects meetings and committees

DDA Special Projects Manager

All special community projects directed by DDA

Contractual Employees

Building Official / Trade Inspectors

Plan Reviews and all building inspections

Building and trade code issues

DPW

Snow plowing

Road and water main repair and maintenance

Planners

Engineers

Assist in all infrastructure projects

Janitorial

General building maintenance

Community room

LVTV

Oversee all recordings

Maintain all media equipment

3. Mayor and Council Comments

Council discussed changing the dates for the Monday meetings that fall on a holiday.

Councilmember Miller asked what is the amount of an outside contract before a bid is required as it relates to the Christmas decorations. Administrator Montenegro answered the amount is generally \$5,000.

Councilmember Kenez will schedule activities for residents until the Parks and Recreation position is filled.

4. Public Comments

None

5. Adjourn

The meeting adjourned at 7:05 pm.