Oak Park

City Council Agenda

November 19, 2018

AGENDA
REGULAR CITY COUNCIL MEETING
37th CITY COUNCIL
OAK PARK, MICHIGAN
November 19, 2018
7:00 PM

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF AGENDA**

5. **CONSENT AGENDA**

   The following routine items are presented for City Council approval without discussion, as a single agenda item. Should any Council Member wish to discuss or disapprove any item it must be dropped from the blanket motion of approval and considered as a separate item.

   A. Regular City Council Meeting Minutes of November 5, 2018
   B. Payment of invoices from OHM Advisors for SAW Grant Support, Architectural and Engineering Design Development and Technology Design for the 45th District Court in the total amount of $39,675.00
   C. Licenses - New and Renewals as submitted for November 19, 2018

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**

7. **SPECIAL RECOGNITION/PRESENTATIONS:** None

8. **PUBLIC HEARINGS:**

   A. Public Hearing to receive public comment on the allocation of the 2019 Community Development Block Grant Funds

   B. Resolution approving the recommended allocations of the 2019 Community Development Block Grant Funds and authorizing the Mayor to sign the application and subrecipient agreement on behalf of the City

9. **COMMUNICATIONS:** None

10. **SPECIAL LICENSES:** None

11. **ACCOUNTING REPORTS:**

    A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of $19,605.54

12. **BIDS:** None

13. **ORDINANCES:**

    A. Second reading and adoption of an ordinance to amend Section 82-101of Chapter 82, Article III, Sewers, of the City of Oak Park Code of Ordinances

    B. Second reading and adoption of an ordinance to add Section 82-109 of Chapter 82, Article III, Sewers, of the City of Oak Park Code of Ordinances

14. **CITY ATTORNEY:**

15. **CITY MANAGER:**

City Clerk

A. Appointment to the Zoning Board of Appeals

Economic Development

B. Request to approve a Cost-Sharing Agreement with local communities for the Southeast Michigan Regional Bike Share Program

Department of Public Works

C. Request to approve proposed Change Order No. 1 in the amount of $1,250.00 and Payment No. 1 (FINAL) in the amount of $57,042.00 to Allied, Inc., for the 2018 Mechanics In-ground Truck Lift Rebuild Project, M-685

Finance

D. Request to approve an investment policy for the City of Oak Park Retiree Health Care – General and Public Safety Fund
E. Request to approve investment managers for the City of Oak Park Retiree Health Care – General and Public Safety Fund
F. Request to approve corrective action plans for Oak Park pension and retiree health care systems

Administration

G. Resolution approving a temporary Oak Park Census Complete Count Committee

16. **CALL TO THE AUDIENCE**

Each speaker's remarks are a matter of public record; the speaker, alone, is responsible for his or her comments and the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. "Any person while being heard at a City Council Meeting may be called to order by the Chair, or any Council Member for failure to be germane to the business of the City, vulgarity, or personal attacks on persons or institutions." There is a three minute time limit per speaker.

17. **CALL TO THE COUNCIL**

18. **ADJOURNMENT**

The City of Oak Park will comply with the spirit and intent of the American with Disabilities Act. We will provide support and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities and services. Accommodations to participate at a Council Meeting will be made with 7-day prior notice.

CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
37th OAK PARK CITY COUNCIL
November 5, 2018
7:00 PM

MINUTES

The meeting was called to order at 7:00 PM by Mayor McClellan in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

PRESENT: Mayor McClellan, Mayor Pro Tem Radner, Council Member Burns, Council Member Rich, Council Member Weiss

ABSENT: None

OTHERS PRESENT: City Manager Tungate, Crystal McLain

APPROVAL OF AGENDA:

CM-11-376-18 **(AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the agenda as presented.

Voice Vote:	Yes:	McClellan, Radner, Burns, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-11-377-18 **(AGENDA ITEM #5A-J) CONSENT AGENDA - APPROVED**

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the Consent Agenda consisting of the following items:

A. Regular Council Meeting Minutes of October 15, 2018 **CM-11-378-18**
B. Special Council Meeting Minutes of October 15, 2018 **CM-11-379-18**
C. Zoning Board of Appeals Meeting Minutes of August 28, 2018 **CM-11-380-18**
D. Corridor Improvement Authority Board Meeting Minutes of April 19, 2018 **CM-11-381-18**
E. Library Board Meeting Minutes of September 18, 2018 **CM-11-382-18**
F. Recycling and Environmental Conservation Commission Meeting Minutes of June 21, 2018 and August 16, 2018 **CM-11-383-18**
G. Payment Application No. 1 for the 2018 Joint and Crack Sealing Project, M-681 to Michigan Joint Sealing, Inc. of Farmington Hills, MI for the amount of $71,660.20 **CM-11-384-18**
H. Payment Application No. 1 for the 2018-2019 Catch Basin Line Replacement Project, M-687, to Lacaria Concrete Construction for the amount of $103,549.22 **CM-11-385-18**

I. Payment of final invoice from Dixon Engineering for Engineering Consulting Services for the Elevated Tank Painting project for the total amount of $1,900.00 **CM-11-386-18**
J. Licenses - New and Renewals as submitted for November 5, 2018 **CM-11-387-18**

MERCHANT'S LICENSES – November 5, 2018
(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
REVOLUTION CHAMPIONSHIP MARTIAL ARTS	21020 COOLIDGE	$150.00	MARTIAL ARTS SCHOOL
THE WAREHOUSE STORAGE	14701 ELEVEN MILE	$150.00	AUTOMOTIVE WAREHOUSE
SPEEDGRAPHIC	14701 ELEVEN MILE	$150.00	AUTOMOTIVE PHOTOGRAPHY
PLYMOUTH ROCK ENERGY LLC	25900 GREENFIELD 245	$150.00	OFFICE
WHIPPED BEAUTY BAR	10620 W. NINE MILE	$225.00	BEAUTY SERVICES
PRIME FASHIONS	13740 W. NINE MILE	$150.00	CLOTHING/ACCESSORIES

RENEWALS	ADDRESS	FEE	BUSINESS TYPE
GOLDEN BOWL	22120 COOLIDGE	$150.00	RESTAURANT
GLORY SUPER MARKET	22150 COOLIDGE	$150.00	GROCERY
CROWN POINT DELI	25900 GREENFIELD 122	$225.00	DELI
NYA BRICKHOUSE BOUTIQUE	26060 GREENFIELD	$225.00	BOUTIQUE
RAINBOW	26170 GREENFIELD	$150.00	CLOTHING STORE
VALVOLINE INSTANT OIL	13300 NINE MILE	$150.00	AUTOMOTIVE
BRILAR	13200 NORTHEND	$225.00	LANDSCAPING

OPERATING WITHOUT A BL	ADDRESS	FEE	BUSINESS TYPE
A & R TELECOMMUNICATIONS	13200 CAPITAL 100	$225.00	OFFICE/WAREHOUSE
POE RESTORATION & WATERPROOFING	13401 CLOVERDALE	$825.00	RESTORATION
KNIGHT LIGHT CANDLE	10332 W. NINE MILE	$825.00	RETAIL
PIZZA SQUARE	10770 W. NINE MILE	$825.00	RESTAURANT
MURRAY'S WORLDWIDE	21841 WYOMING	$900.00	HAIR CARE PRODUCTS
MURRY'S WORLDWIDE	21930 WYOMING	$900.00	WAREHOUSE

Roll Call Vote: Yes: McClellan, Radner, Burns, Rich, Weiss
No: None
Absent: None

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioners Nancy Quarrels and Helaine Zack reported on activities pertaining to Oakland County.

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS:

Mayor McClellan read a letter to Council from Louis H. Landau announcing his resignation from city boards and commissions due to health reasons.

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-11-388-18 **(AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE SUBMITTED BY LOOMIS, EWERT, PARSLEY, DAVIS & GOTTING P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF $4,921.55 - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve payment of invoices #18-06-016 and 18-08-010 by Loomis, Ewert, Parsley, Davis & Gotting P.C. for legal services associated with Kish vs. City of Oak Park in the total amount of $4,921.55.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES:

CM-11-389-18 **(AGENDA ITEM #13A) FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 82, ARTICLE III, SEWERS, DIVISION 1, SECTION 82-101 OF THE CITY OF OAK PARK CODE OF ORDINANCES – APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the first reading of an ordinance to amend Chapter 82, Article III, Sewers, Division 1, Section 82-101 of the City of Oak Park Code of Ordinances.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CM-11-390-18 **(AGENDA ITEM #13B) FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 82, ARTICLE III, SEWERS, DIVISION 1, SECTION 82-109 OF THE CITY OF OAK PARK CODE OF ORDINANCES – APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to approve the first reading of an ordinance to amend Chapter 82, Article III, Sewers, Division 1, Section 82-109 of the City of Oak Park Code of Ordinances.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CITY ATTORNEY: No Report

CITY MANAGER:

Administration

CM-11-391-18 **(AGENDA ITEM #15A) REQUEST TO APPROVE A CONTRACT FOR INFORMATION TECHNOLGY SERVICES WITH SINGSON CORPORATION FOR THE FLAT FEE OF $11,920 PER MONTH - APPROVED**

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve a contract for Information Technology services with Singson Corporation for the flat fee of $11,920 per month.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CM-11-392-18 **(AGENDA ITEM #15B) REQUEST TO APPROVE A GRANT CONTRACT WITH THE STATE OF MICHIGAN FOR THE MICHIGAN INDIGENT CRIMINAL DEFENSE SERVICES AND AUTHORIZE THE CONTRACT TO BE SIGNED BY THE CITY MANAGER UPON APPROVAL BY THE CITY ATTORNEY - APPROVED**

Motion by Weiss, seconded by Radner, CARRIED UNANIMOUSLY, to approve a grant contract with the State of Michigan for the Michigan Indigent Criminal Defense Services and authorize the contract to be signed by the City Manager upon approval by the City Attorney.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Assistant City Manager Yee explained that the Michigan Indigent Defense Commission was created by legislation in 2013 to ensure the state's public criminal defense system is fair, cost-effective, and constitutional. The Commission has released a set of standards to be followed by all courts in the State, which have been approved by the Department of Licensing and Regulatory Affairs. Each local system was asked to create a plan to comply with these standards, with costs for compliance being borne by the State. City administration worked closely with the Court and our local MIDC representative to complete a Compliance Plan. The Commission has approved Oak

Park's plan for compliance, and therefore, a grant in the amount of $208,968.52. He further explained the grant will be distributed in three lump sums. The Court has always budgeted and paid for a public defense system, and will be expected to continue funding its system to the extent it always has, which is in the amount of $41,262, known as our local share.

(AGENDA ITEM #15C) November 6, 2018 General Election.

City Manager Tungate reminded everyone about the November 6, 2018 Election and encouraged them to vote.

Department of Public Works

CM-11-393-18 (AGENDA ITEM #15D) AGREEMENT WITH DTE ENERGY FOR RELOCATING FOUR STREETLIGHTS ALONG 9 MILE ROAD THAT ARE NEEDED FOR THE ROAD DIET CONSTRUCTION FOR THE TOTAL AMOUNT OF $19,376.68 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve an agreement with DTE Energy for relocating four streetlights along 9 Mile Road that are needed for the road diet construction for the total amount of $19,376.68.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Mr. Yee summarized the agreement from DTE Energy for relocating four streetlights along 9 Mile Road that are needed for the road diet construction. The cost to Oak Park is $29,489.14. The City of Oak Park has a credit of $10,112.46 from DTE from damage caused by a light pole installation, so the total cost for this relocation will be $19,376.68. Funding is available in the Major Street Fund for this expenditure.

Technical & Planning

CM-11-394-18 (AGENDA ITEM #15E) REQUEST TO SCHEDULE A PUBLIC HEARING FOR THE ALLOCATION OF 2019 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to schedule a public hearing on November 17, 2018 for the allocation of 2019 Community Development Block Grant Funds (CDBG).

Voice Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CM-11-395-18 (AGENDA ITEM #15F) RESOLUTION AUTHORIZING THE USE OF WEB POSTING FOR ALL FUTURE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC HEARING ADVERTISEMENTS ON THE CITY'S WEBSITE - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to adopt the following resolution authorizing the use of web posting for all future Community Development Block Grant public hearing advertisements:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION TO APPROVE THE USE OF WEB POSTING FOR ALL FUTURE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC HEARINGS

Minutes of a regular meeting of the city council of Oak Park, held on November 5, 2018, at 14000 Oak Park Blvd, Oak Park, MI in City Hall at 7 p.m.

Resolution approving the publication of Community Development Block Grant (CDBG) Public Hearing Notice at City Hall and on the city website for all future CDBG Public Hearings beginning November 5, 2018.

WHEREAS, the Department of Housing and Urban Development (HUD) requires a hearing to receive public comments regarding CDBG applications; and

WHEREAS, the City of Oak Park is required to advertise a Public Hearing for the PY 2019 CDBG application; and

WHEREAS, HUD permits a community to advertise a Public Hearing notice to appear in a posting at City Hall and on the Community Website at least 10 days before the hearing if the City approves by resolution the use of web posting for CDBG Public Hearings and has provided a copy of the resolution to Oakland County Community & Home Improvement; and

WHEREAS, Section 19.4 of the Charter permits posting and publication of the proceedings of the city council on the City of Oak Park's official website;

NOW THEREFORE, be it resolved by the city council of the City of Oak Park that the use of web posting for all future CDBG Public Hearings is approved. All CDBG Public Hearings shall appear in a posting at the City of Oak Park City Hall and on the City of Oak Park's Official Website at least 10 days before the hearing. The Clerk shall provide a copy of this resolution to Oakland County Community & Home Improvement.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Technical and Planning Director Barrett explained that one of the conditions for accepting Community Development Block Grant funds is that the community conduct a public hearing to solicit comments as to how the funds should be allocated. Communities are required to advertise the hearing ten days before the meeting which has traditionally been done in the Royal Oak Tribune. Housing and Urban Development (HUD), allows for a second advertising option by publishing the advertisement on the City website instead of publishing in a newspaper. This option is acceptable to HUD providing the City Council passes an authorizing resolution and that the option does not violate local public hearing notice requirements.

Finance

CM-11-396-18 **(AGENDA ITEM #15G) RECEIVE AND APPROVE STAFF RECOMMENDATIONS REGARDING SPECIAL ASSESSMENT DISTRICT #675 UNPAID DELINQUENT UTILITIES – APPROVED**

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to receive and approve staff recommendations for Special Assessment District #675 Unpaid Delinquent Utilities as follows:

DISTRICT NO. 675 UNPAID DELINQUENT UTILITY INVOICES

It is recommended that the unpaid invoice(s) belonging to the following parcel(s) be restored to the Special Assessment District along with the original 10% penalty:

52-25-31-126-016 22000 Stratford

It is the recommendation that the unpaid invoice belonging to the following parcel be permanently removed from the Special Assessment District along with the 10% penalty:

52-25-29-229-090 24611 Pineview

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CM-11-397-18 **(AGENDA ITEM #15H) RECEIVE AND APPROVE STAFF RECOMMENDATIONS REGARDING SPECIAL ASSESSMENT DISTRICT #676 UNPAID INVOICES FOR FALSE ALARMS – APPROVED**

Motion by Radner, Seconded by Weiss, CARRIED UNANIMOUSLY, to receive and approve staff recommendations for Special Assessment District #676 Unpaid Invoices for False Alarms:

DISTRICT NO. 676 UNPAID DELINQUENT UTILITY INVOICES

It is the recommendation that the unpaid invoice belonging to the following parcel be permanently removed from the Special Assessment District along with the 10% penalty:

52-25-31-153-021 21911 Harding

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CM-11-398-18 **(AGENDA ITEM #15I) RECEIVE AND APPROVE STAFF RECOMMENDATIONS REGARDING SPECIAL ASSESSMENT DISTRICT #678 UNPAID INVOICES FOR PROPERTY BLIGHT – APPROVED**

Motion by Weiss, Seconded by Burns, CARRIED UNANIMOUSLY, to receive and approve staff recommendations for Special Assessment District #678 Unpaid Invoices for Property Blight:

DISTRICT NO. 678 UNPAID INVOICES FOR PROPERTY BLIGHT

It is the recommendation that the unpaid invoices belonging to the following parcel(s) be restored to the Special Assessment District along with the 10% penalty:

52-25-30-354-001	23060 Avon
52-25-29-476-007	23220 Oneida

It is the recommendation that the unpaid invoice belonging to the following parcel be permanently removed from the Special Assessment District along with the 10% penalty:

52-25-32-228-011	10141 Corning

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Rich, Weiss
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

A representative from the Sussex Block Club spoke about blight issues regarding a house on their block.

Ed Bass, 24250 Kipling, asked about electric scooters he has seen outside the Library.

Joyce Bannon, 10611 Troy, commented that the Boo Bash was successful.

Delores Tyler, 15130 Pearson, asked about work that the Gas Company completed near her property.

Jasper Armstrong, 24080 Geneva, expressed concerns about the 45th District Court.

CALL TO THE COUNCIL:

Mayor McClellan reviewed the Boo Bash and encouraged everyone to come out to vote.

Mayor Pro Tem Radner encouraged everyone to vote and wished them a good night.

Council Member Burns thanked everyone for coming out and reminded everyone to be mindful of the time change.

Council Member Weiss thanked the Recreation Department for organizing a wonderful Boo Bash event and reminded everyone to vote.

Council Member Rich wished everyone a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:43 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

5B

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018 **AGENDA #**

SUBJECT: Payment request from OHM Advisors for Engineering Consulting Services.

DEPARTMENT: DPW/Technical & Planning – Engineering *GWS*

SUMMARY: Attached are invoices from OHM Advisors for the projects listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
SAW Grant Support	$9,381.25	$192,031.08	$201,412.33	$216,000.00	592-16-619-818
Architectural and Engineering for Court – Design Development	$21,498.75	$30,712.50	$52,211.25	$61,425.00	470-70-900-801
Technology Design for the Court Project	$8,795.00	$2,533.75	$11,328.75	$28,026.00	256-50-136-956
Totals	**$39,675.00**	**$225,277.33**	**$264,952.33**	**$576,613.88**	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of $39,675.00. Funding is available in the above listed account.

APPROVALS:

City Manager: ______________

Department Director: ______________

Finance Director: ______________

Budgeted ☑

EXHIBITS: Invoices

OHM Advancing Communities®

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 10/19/2018
Invoice #: 198515
Project: 0037-15-0091

Project Name: Oak Park Wastewater AMP SAW Support

For Professional Services Rendered through: 10/6/2018

Description	*Fee*	*Prior Billed*	*Total Available*	*Current Billing*
Task 1 - System Inventory	4,000.00	3,722.25	277.75	275.00
Task 2 - Condition Assessment	75,000.00	74,981.23	18.77	0.00
Task 3 - GIS Integration of System Data	37,000.00	34,498.25	2,501.75	2,437.50
Task 4 - Level of Service Determination	2,000.00	837.50	1,162.50	1,138.75
Task 5 - AMP/CIP Report	50,000.00	42,504.35	7,495.65	4,490.00
Task 6 - Cost/Revenues	2,000.00	1,881.25	118.75	0.00
Work Order System	10,000.00	3,230.25	6,769.75	650.00
Operations Dashboard	2,000.00	116.00	1,884.00	0.00
Mobile Application	4,000.00	260.00	3,740.00	390.00
Amount Due This Invoice **	**186,000.00**	**162,031.08**	**23,968.92**	**9,381.25**

REMIT TO:
OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM
Advancing Communities®

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 10/19/2018
Invoice #: 198515
Project: 0037-15-0091

Task 1 - System Inventory

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Graduate Engineer I	2.50	110.0000	275.00
Total Task 1 - System Inventory			**275.00**

Task 3 - GIS Integration of System Data

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Graduate Engineer I	3.00	110.0000	330.00
Graduate Engineer III	1.50	125.0000	187.50
Professional Engineer/Architect II	10.00	140.0000	1,400.00
Technician IV	4.00	130.0000	520.00
Fixed Rates Labor subtotal	18.50		2,437.50
Total Task 3 - GIS Integration of System Data			**2,437.50**

Task 4 - Level of Service Determination

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Graduate Engineer I	9.50	110.0000	1,045.00
Graduate Engineer III	0.75	125.0000	93.75
Fixed Rates Labor subtotal	10.25		1,138.75
Total Task 4 - Level of Service Determination			**1,138.75**

Task 5 - AMP/CIP Report

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Associate	2.00	175.0000	350.00
Engineering/Architectural Aide	0.50	60.0000	30.00
Graduate Engineer I	15.75	110.0000	1,732.50
Graduate Engineer II	14.50	120.0000	1,740.00
Professional Engineer/Architect III	1.50	155.0000	232.50
Technician II	0.50	95.0000	47.50
Technician III	3.25	110.0000	357.50
Fixed Rates Labor subtotal	38.00		4,490.00

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Total Task 5 - AMP/CIP Report			**4,490.00**

Work Order System

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Technician IV	5.00	130.0000	650.00
Total Work Order System			**650.00**

Mobile Application

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Technician IV	3.00	130.0000	390.00
Total Mobile Application			**390.00**

Total Project: 0037150091 - Oak Park Wastewater AMP SAW Support	**9,381.25**

OHM
Advancing Communities

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 09/21/2018
Invoice #: 197679
Project: 0037-18-0041

Project Name: Architectural and Engineering for 45th District Court Renovations - Part 2 and 3

For Professional Services Rendered through: 9/8/2018

Construction Amount	*Construction Percent*	*Contract Amount*	*Percent Complete*	*Amount Earned to Date*
910,000.00	6.75	61,425.00	75.00	15,356.25
			Amount Due This Invoice **	**15,356.25**

REMIT TO:
OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM
Advancing Communities®

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 10/19/2018
Invoice #: 198516
Project: 0037-18-0041

Project Name: Architectural and Engineering for 45th District Court Renovations - Part 2 and 3

For Professional Services Rendered through: 10/6/2018

Construction Amount	Construction Percent	Contract Amount	Percent Complete	Amount Earned to Date
910,000.00	6.75	61,425.00	85.00	6,142.50

Amount Due This Invoice ** **6,142.50**

REMIT TO:
OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM
Advancing Communities®

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 10/19/2018
Invoice #: 198518
Project: 0037-18-0060

Project Name: 45th District Court Technology Design

For Professional Services Rendered through: 10/6/2018

Description	*Fee Amount*	*Percent Complete*	*Fee Earned*	*Previous Billings*	*Current Billing*
0037180060 Professional Services	9,800.00	85.00	8,330.00	0.00	8,330.00
				Amount Due This Invoice **	**8,330.00**

REMIT TO:
OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

OHM
Advancing Communities®

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 10/19/2018
Invoice #: 198517
Project: 0037-18-0050

Project Name: 45th District Court - A/MEP to support Technology Improvements

For Professional Services Rendered through: 10/6/2018

0037180050 Professional Services	465.00
Amount Due This Invoice **	**465.00**

REMIT TO:
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CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 10/19/2018
Invoice #: 198517
Project: 0037-18-0050

0037180050 Professional Services

Fixed Rates Labor

Classification	*Hours*	*Rate*	*Amount*
Professional Engineer/Architect III	3.00	155.0000	465.00
Total Professional Services			**465.00**

Total Project: 0037180050 - 45th District Court - A/MEP to support Technology Improvements **465.00**

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MERCHANT'S LICENSES - NOVEMBER 19TH, 2018

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
BABY RAY PRODUCTION	21700 GREENFIELD 259	$150.00	PRODUCTION/EVENT PLANNING
FAMILY DRIVING SCHOOL	25246 GREENFIELD	$150.00	DRIVING SCHOOL
NEW VINTAGE USA	21840 WYOMING PL.	$150.00	ELECTRONIC INSTRUMENTATION

2018 RENEWALS	ADDRESS	FEES	BUSINESS TYPE

DISCOVERED OPERATING WITHOUT A BL	ADDRESS	FEES	BUSINESS TYPE

2019 RENEWALS	ADDRESS	FEES	BUSINESS TYPE
PERSONAL UNIFORM SERVICE	10100 CAPITAL	$150.00	UNIFORM SERVICE
SUPERIOR ELECTRIC	10280 CAPITAL	$150.00	ELECTRICAL CONTRACTOR
PLUMBING TECHS PIPECON	12700 CAPITAL	$150.00	PLUMBING CONTRACTOR
BMI ROAD SERVICE	13380 CAPITAL	$150.00	ROAD SERVICES
DREAMS OF GOLD JEWELRY CORP	24760 COOLIDGE	$150.00	JEWELRY RETAIL
IMPRESSIVE TILE	12992 EIGHT MILE	$150.00	CEILINGS & FLOORS RETAILER
HULL BROTHERS RENTAL	12992 EIGHT MILE B	$150.00	EQUIPMENT RENTAL
BERTONI HOLDINGS	13600 EIGHT MILE	$150.00	GAS STATION
EMBASSY MOTEL	14380 W. EIGHT MILE	$150.00	MOTEL
BARTON MALOW COMPANY	21090 FERN	$150.00	CONSTRUCTION MGMT
1800 PAY BENY	21380 GREENFIELD	$150.00	PAWN SHOP
DIAMOND NAILS	21700 GREENFIELD 118	$150.00	NAIL SALON
KROME JEWELERS	21700 GREENFIELD 302	$150.00	JEWELRY RETAIL
HERMAN'S CREATIONS	21700 GREENFIELD 324	$150.00	JEWELRY RETAIL
CARING NURSES OF MICHIGAN	23300 GREENFIELD 213	$150.00	HOME HEALTH CARE
LUZOD REPORTING SERVICE	25900 GREENFIELD 414	$150.00	OFFICE
SOLTMAN HEATING AND COOLING	8650 NINE MILE	$150.00	HVAC CONTRACTOR
SILVIA'S EUROPEAN HAIR DESIGN	10132 NINE MILE	$150.00	HAIR DESIGN
MEDSOURCE PHARMACY	15300 NINE MILE 2	$150.00	RETAIL PHARMACY

8A 8B

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018 **AGENDA #**

SUBJECT: Public Hearing for allocation of 2019 CDBG Funds.

DEPARTMENT: Technical and Planning Services

SUMMARY: The City of Oak Park is expected to receive \$118,325 in Community Development Block Grant Funds (CDBG) for the 2019 Program Year. The funds must be allocated to specific projects and the dollar amount identified for each project. One of the conditions of the acceptance of these funds is that the community holds a Public Hearing to solicit public comment as to how the funds should be allocated.

FINANCIAL STATEMENT: No funds required at this time.

RECOMMENDED ACTION: It is recommended that City Council conduct a public hearing to receive comment on the allocation of the 2019 Community Development Block Grant Funds. It is also recommended that City Council pass a resolution approving the recommended allocation of funds and authorize the Mayor to sign the application and Sub-recipient Agreement on behalf of the City. The proposed allocation is:

Code Enforcement	\$88,325
Public Services (Yard Services)	\$30.000
Total	\$118,325

APPROVALS:

City Manager: ____________

Director: ____________

Finance Director: N/A

Budgeted: ☐ N/A

EXHIBITS: CDBG Resolution

RESOLUTION (CM-XXXXX) APPROVING THE 2019
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, Oakland County is preparing an Annual Action Plan 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 Action Plan; and
WHEREAS, the City of Oak Park is a participating local unit of government in the Oakland County Community Development Block Grant Program; and
WHEREAS, the City Of Oak Park has duly advertised and conducted a public hearing on November 19, 2018 for the purposes of receiving comments regarding the proposed use of Program Year 2019 Community Development Block Grant funds in the approximate amount of $118,325; and
WHEREAS, the public hearing conformed to the guidelines of the Oakland County Community Development Division; and
WHEREAS, The City of Oak Park found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

Account Number	Project Name	Amount
172170-730310	Code Enforcement	$88,325.00
172160-732170	Public Service/Yard Services	$30,000.00

NOW THEREFORE, BE IT RESOLVED, that the City of Oak Park CDBG application 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.

Yes:
No:
Absent:

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on November 19, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk

11A

GARAN LUCOW MILLER P.C.
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 504350

November 13, 2018

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: In Re: City of Oak Park

Client 7406
Matter 1

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, October 31, 2018

$12,083.34 **Fee Total**

Costs Advanced:

Date	Description	Amount
10/22/18	Fee to Pacer Service Center for research	2.30
	Total Costs Advanced	**$2.30**

Total Fees and Disbursements: $12,085.64

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

GARAN
LUCOW
MILLER P.C.
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 504351

November 13, 2018

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: Tina Polk and Richard Newton v City of Oak Park, County of Oakland, et al.

Client 7406
Matter 24

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, October 31, 2018

$1,736.00 **Fee Total**

Total Costs Advanced **$0.00**

Total Fees and Disbursements: $1,736.00

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

GARAN LUCOW MILLER P.C.
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 504352

November 13, 2018

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: Judy Kish and Joyce Bannon, et al v City of Oak Park

Client 7406
Matter 31

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, October 31, 2018

$5,378.50 **Fee Total**

Costs Advanced:

Date	Description	Amount
10/12/18	Reproduction Charges 4 @ 0.15	0.60
10/17/18	Reproduction Charges 124 @ 0.15	18.60
10/19/18	Reproduction Charges 1 @ 0.15	0.15
10/19/18	Reproduction Charges 125 @ 0.15	18.75
	Total Costs Advanced	**$38.10**

Total Fees and Disbursements: $5,416.60

GARAN LUCOW MILLER P.C.
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 504353

November 13, 2018

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: Hanover Insurance Group v. City Of Oak Park

Client 7406
Matter 40

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, October 31, 2018

$238.00 **Fee Total**

Costs Advanced:

Date	Description	Amount
10/25/18	Reproduction Charges 16 @ 0.15	2.40
10/26/18	Reproduction Charges 6 @ 0.15	0.90
	Total Costs Advanced	**$3.30**

Total Fees and Disbursements: $241.30

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

GARAN
LUCOW
MILLER P.C.
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 504354

November 13, 2018

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: Aaron G. Pergament v City of Oak Park

Client 7406
Matter 41

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, October 31, 2018

$70.00 **Fee Total**

Total Costs Advanced **$0.00**

Total Fees and Disbursements: $70.00

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

GARAN
LUCOW
MILLER P.C.
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 504355

November 13, 2018

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: Oak Park Crown Pointe, LLC v City of Oak Park

Client 7406
Matter 42

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, October 31, 2018

$56.00 **Fee Total**

Total Costs Advanced **$0.00**

Total Fees and Disbursements: $56.00

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO. O-18-________

AN ORDINANCE TO AMEND SECTIONS 82-101 OF CHAPTER 82, ARTICLE III, SEWERS, OF THE CODE OF ORDINANCES, CITY OF OAK PARK.

THE CITY OF OAK PARK ORDAINS:

SECTION 1: Section 82-101, Definitions, of Chapter 82, Article III, Sewers, of the Code of Ordinances, City of Oak Park, is hereby amended to include the following definitions:

Authorized enforcement agency means the city engineer and his/her authorized representatives, which shall specifically include all inspectors and code enforcement, and any other individual designated by the Mayor of the City of X to enforce this Ordinance. Where applicable the terms may also mean the director of the Michigan Department of Environmental Quality or his/her designated official, and/or the United States EPA Administrator or his/her designated official.

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

City means the City of Oak Park.

Clean Water Act means the federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

Construction activity means activities subject to NPDES construction permits. These include construction projects resulting in land disturbance of five acres or more requiring an issued permit and small construction activities impacting one to five acres of land deemed to operate under a national permit. Such activities include, but are not limited to, clearing and grubbing, grading, excavating, and demolition.

Hazardous materials means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal discharge means any direct or indirect non-stormwater discharge to the storm drain system, except as exempted in this Ordinance.

Illicit connections mean either of the following:

(1) Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including, but not limited, to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency, or

(2) Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial activity means activities subject to NPDES industrial permits as defined in 40 CFR, Section 122.26(b)(14).

MS4 means a municipal separate storm sewer system.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit means a permit issued by United States Environmental Protection Agency (EPA), or by the State of Michigan under authority delegated pursuant to 33 USC § 1342(b) and codified in the Michigan Natural Resources and Environmental Protection Act Protection at MCL 324.101, et seq., that authorizes the discharge of pollutants to waters of the United States or State of Michigan, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-stormwater discharge means any discharge to the storm drain system that is not composed entirely of stormwater.

Pollutant means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, articles, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm sewer system **or** *storm drainage system* means a publicly owned facility by which stormwater is collected and/or conveyed, including, but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

Stormwater pollution prevention plan means a document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

SECTION 2: **Effective Date**.

This ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this _______.

T. EDWIN NORRIS, City Clerk

MARIAN MCCLELLAN, Mayor

I, T.EDWIN NORRIS, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on .

T. EDWIN NORRIS, City Clerk

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO. O-18-__________

AN ORDINANCE TO ADD SECTION 82-109 OF CHAPTER 82, ARTICLE III, SEWERS, TO THE CODE OF ORDINANCES, CITY OF OAK PARK.

THE CITY OF OAK PARK ORDAINS:

SECTION 1: Section 82-109, Stormwater Management, is hereby added to Chapter 82, Article III, Sewers, of the Code of Ordinances, City of Oak Park, to read as follows:

Sec. 82-109- Stormwater Management

The purpose of this section is to provide for the health, safety, and general welfare of the citizens of the City through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This Ordinance establishes methods for controlling the introduction of pollutants into the municipal storm sewer system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this section are:

(1) To regulate the contribution of pollutants to the municipal storm sewer system by stormwater discharges by any user.

(2) To prohibit illicit connections and discharges to the municipal storm sewer system.

(3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this article.

This section shall apply to all water entering the storm drain system generated on any developed or undeveloped lands unless expressly exempted by an authorized enforcement agency.

This section shall be enforceable by the Department of Technical and Planning or other authorized enforcement agency.

The standards set forth herein and promulgated pursuant to this section are minimum standards; therefore, this Ordinance does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

A. DISCHARGE PROHIBITIONS

1) **Prohibition of illegal discharges.**
No person shall discharge or cause to be discharged into the storm drain system or watercourses, any materials, including, but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited; however, the following discharges are exempt from prohibition as described:

(i) The discharges and flows from firefighting activities if they are identified as not being a significant source of pollutants to the waters of the state.
(ii) Discharges specified in writing by the Department of Technical and Planning as being necessary to protect public health and safety.
(iii) Dye testing, when there has been verbal notification to the Department of Technical and Planning and state department of environmental quality procedures have been followed.
(iv) Discharges permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
(v) The following discharges or flows if they are identified as not being a significant contributor to violations of water quality standards: water line flushing and discharges from potable water sources; landscape irrigation runoff, lawn watering runoff, and irrigation waters; diverted stream flows and flows from riparian habitats and wetlands; rising groundwaters and springs; uncontaminated pumped groundwater, except for groundwater cleanups specifically authorized by NPDES permits; foundation drains, water from crawl space pumps, footing drains and basement sump pumps; air conditioning condensation; waters from noncommercial car washing; street wash water; dechlorinated swimming pool water from single-, two- or three-family residences. Other swimming pools shall not be discharged to stormwater or to surface waters of the state without NPDES permit authorization from the MDEQ.

2) **Prohibition of illicit connections.**
(i) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
(ii) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
(iii) A person is considered to be in violation of this article if the person connects a line conveying sewage to a storm drain system or MS4, or allows such a connection to continue.

3). **Prohibition of Direct Dumping or Disposal of Materials into the MS4.**
(1) The direct dumping of materials or discharges into the MS4 is prohibited except for those illicit discharges identified as not being a significant contributor to violations of water quality standards.

B. RIGHT OF ENTRY

The Department of Technical and Planning or other authorized enforcement agency shall be permitted to enter upon all properties for the purposes of inspection, observation, measurement, sampling and testing of suspected non-stormwater discharges in accordance with the provisions of this article. Refusal of reasonable access to the Department of Technical and Planning and/or representatives of the authorized enforcement agency to any part of the premises is a violation of this article.

C. SUSPENSION OF STORM SEWER SYSTEM ACCESS

1) **Suspension due to illicit discharges in emergency situations.**
The Department of Technical and Planning or other authorized enforcement agency may, without prior notice, suspend storm sewer system discharge access to a person when such suspension is

necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm sewer system or the Waters of the United States or this state. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or waters of the United States or this state, or to minimize danger to persons.

2) **Suspension due to the detection of illicit discharge.**
Any person discharging to the storm sewer system in violation of this article may have their storm sewer system access terminated if such termination would abate or reduce an illicit discharge. The city engineer will notify a violator of the proposed termination of its storm sewer system access. The violator may petition the city engineer for reconsideration and hearing.

3) **Violation.**
A person violates this article if the person reinstates storm sewer system access to premises terminated pursuant to this section, without the prior approval of the Department of Technical and Planning or other authorized enforcement agency.

D. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Department of Technical and Planning prior to the allowing of discharges to the MS4.

E. MONITORING OF DISCHARGES

The Department of Technical and Planning has the right to require non-residential dischargers to install monitoring equipment as necessary if a non-stormwater discharge is suspected. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

F. REQUIREMENTS TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES

The Department of Technical and Planning or its designee will adopt requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

G. WATERCOURSE PROTECTION

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately-owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

H. NOTIFICATION OF SPILLS

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City Engineer within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

I. ENFORCEMENT

1). Notice of Violation

Whenever the Department of Technical and Planning finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the City may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

(i) The performance of monitoring, analyses, and reporting;
(ii) The elimination of illicit connections or discharges;
(iii) That violating discharges, practices, or operations shall cease and desist;
(iv) The abatement or remediation of storm water pollution or contamination of hazards and the restoration of any affected property; and
(v) Payment of a fine to cover administrative and remediation costs; and
(vi) The implementation of source control or treatment BMPs.

2). Abatement of a Violation.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by the City or its designee at the violator's expense.

J. APPEAL OF NOTICE OF VIOLATION

Any person receiving a Notice of Violation may appeal the determination of the City. The notice of appeal must be received by the City Clerk within 30 days from the date of the Notice of Violation.

Hearing on the appeal before the City Council shall take place within 30 days from the date of receipt of the notice of appeal. The decision of the City Council shall be final.

K. ENFORCEMENT MEASURES AFTER APPEAL

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 30 days of the decision of the City Council upholding its decision, then representatives of the City or its designees shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the City or its designee to enter upon the premises for the purposes set forth above.

L. COST OF THE ABATEMENT OF THE VIOLATION

Within 30 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 10 days. If the amount due is not paid by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. Any person violating any of the provisions of this article shall become liable to the city by reason of such violation. The liability shall be paid in not more than 12 equal payments. Interest at the rate of five percent (5%) per annum shall be assessed on the balance beginning on the first day following discovery of the violation.

M. INJUNCTIVE RELIEF

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

N. APPEAL OF NOTICE OF VIOLATION

In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the City may impose upon a violator alternative compensatory actions; including, but not limited to storm drain stenciling, attendance at compliance workshops, and cleanup.

O. VIOLATIONS DEEMED A PUBLIC NUISANCE

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense. The City of may also simultaneously or alternatively initiate a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance.

P. Penalties

(1) Any person who has violates this ordinance shall be guilty of a civil infraction and subject to

the penalties set forth in Chapter 3, Sec. 3-4 of the City of Oak Park Code of Ordinances.

(2) The City may recover all attorney's fees; court costs; and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses. These costs shall be in addition to the penalties for municipal civil infractions set forth in Chapter 3, Sec. 3-4. The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

Q. SEVERABILITY

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or its application to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 2: EFFECTIVE DATE

This Ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this ______ day of November, 2018.

____
T. EDWIN NORRIS, City Clerk

____
MARIAN MCCLELLAN, Mayor

I, T.EDWIN NORRIS, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on .

T. EDWIN NORRIS, City Clerk

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: City Council Meeting, November 19, 2018

SUBJECT: Appointments to Zoning Board of Appeals

DEPARTMENT: City Clerk

SUMMARY:

Due to a recent resignation creating a vacancy on the Zoning Board of Appeals, we recommend making a new appointment to the Board so they can continue to reach quorum and rule on important cases brought to them. We have one applicant for the vacancy; Avi Snider would like to be considered for appointment by the City Council. Mr. Snider has been interviewed by Council in the past and currently serves on the Arts & Cultural Diversity Commission.

RECOMMENDED ACTION: To make the following appointments:

Applicant	Board/Commission	Term Expiration
Avi Snider	Zoning Board of Appeals	August 2021

APPROVALS:
City Manager: ____________ Department Director: ____________

CITY OF OAK PARK
BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:
City Clerk's Office
Attn: Boards & Commissions
14000 Oak Park Boulevard
Oak Park, MI 48237-2082
Fax: (248) 691-7167 Office: (248) 691-7544
Email: lvecchio@oakparkmi.gov

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- ☐ Arts & Cultural Diversity Commission _____
- ☐ Beautification Advisory Commission _____
- ☐ Board of Review _____
- ☐ Board of Trustees *(Emp. Retirement Sys)* _____
- ☐ Building Board of Appeals _____
- ☐ Corridor Improvement Authority _____
- ☐ Economic Dev. Corp /Brownfield Red. Auth. _____
- ☐ Election Commission _____
- ☐ Library Board _____
- ☐ Local Officers Compensation Comm. _____
- ☐ Parks & Recreation Commission _____
- ☐ Planning Commission _____
- ☐ Recycling & Environmental Commission _____
- ☒ Zoning Board of Appeals _____

Applicants are encouraged to attend meetings of the groups for which they are applying.
All meetings are open to the public, and volunteer help is always appreciated.

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Abraham (Avi) Snider

Current Address: 14741 Talbot (Street) Oak Park (City) 48237 (Zip)

Email Address: avisnider@hotmail.com

Home Phone: — Cell Phone: (248) 778-8732 Work Phone: ______

Date Residency Established: 2013 Have you ever served on a Board or Commission in another City? ☒ Yes ☐ No

If yes, please indicate what City and the Board or Commission: Arts and Cultural Diversity Commission (Chair)

Employer Name: Equian Occupation: Attorney

Professional Qualifications and/or Work Experience: I am an attorney.

Educational Background: B.A. University of Michigan, 2010 J.D. University of Cincinnati, 2013

Community Activities and/or Other Experience: I chair the ACDC, am active in Young Israel of Oak Park, and am a lifelong resident outside of my years away at University.

ACKNOWLEGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: [signature] Date: 11/8/2018

(City Clerk's Office Use Only Below this Line)

Date Received: ______
Signed Acknowledgement: ☐ Yes ☐ No
Term Ending: ______
Staff Liaison: ______

Interview Date: ______
Board or Commission: ______
Letter Sent: ☐ Yes ☐ No / Date ______
Liaison Notified: ☐ Yes ☐ No / Date: ______

Council Meeting Date: ______
Appointed: ☐ Yes ☐ No
Motion Number: ______

ordinance. Review and make recommendation to the City Council regarding preliminary plat review of subdivisions proposed under P.A. 288 of 1967 as amended. Prepare and maintain a six-year capital improvements program. Review and approval of proposed public works projects, including the removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, grounds, open spaces, building, public utilities and terminals. Conduct necessary public hearings as required by law regarding matters before the Commission for review, recommendations or approval. The City's Planning Commission shall perform any and all acts as required by State law. Please check below if you have experience in:

- ☐ Civil Engineering
- ☐ Real Estate Development
- ☐ Architecture/Landscape Architecture
- ☐ Building Construction
- ☐ Land Use Planning

Recycling and Environmental Conservation Commission

To consider and advise the Department of Public Works and the City Council concerning any and all of the following matters: Public information, education outreach, and City-sponsored services relating to recycling, yard waste collection, household hazardous waste collection, and waste reduction. Environmental education, especially school-based programs.

Public information for residents relating to energy savings. Public information for residents relating to household activities which enhance and conserve water quality and water resources. Public education and events relating to tree planting and maintenance for environmental protection. Other topics relating to recycling, waste reduction, and environmental protection brought to the commission by staff or the City Council.

Please check below if you have experience in:

- ☐ Environmental conservation
- ☐ Recycling
- ☐ Civic engagement
- ☐ Marketing

Zoning Board of Appeals

Administrative Appeals: To hear and decide appeals from any order, requirement, decision, or determination made by an administrative official charged with the enforcement of the Zoning Ordinance. There shall be no appeal to the Zoning Board of Appeals from a decision of the Planning Commission or City Council approving or disapproving a Special Land Use. Interpretation: To hear and decide requests for interpretation of the Zoning Ordinance and official Zoning Map. Variances: To authorize upon application in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in a practical difficulty or unnecessary hardship. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ Land Use Planning
- ☒ Real Estate/Development/Law
- ☒ Having Knowledge or Understanding of Community Issues or Ordinances

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018

SUBJECT: Cost Sharing Agreement Bike Sharing Grant

DEPARTMENT: Economic Development / City Manager

SUMMARY: We have been awarded a regional bike sharing program grant with Ferndale, Huntington Woods, Berkley, Royal Oak, Madison Heights, and Detroit as an extension of the successful MOGO bike sharing program currently operating throughout the City of Detroit.

The City of Ferndale is coordinating the TAP grant on behalf of all the listed communities and has prepared a cost sharing agreement to be approved by City Council. The estimated cost for Oak Park is $40,749 and it is budgeted in the Public Improvement Fund (fund 401) for FY 2018-19.

The bike share program includes a one-time purchase of the bike and docking stations and an ongoing operational cost broken down per docking station. The ongoing operational costs are $89/month per dock and includes total operation of the system, bike repairs and maintenance. The operational cost structure of this regional program will be further negotiated in the process and sponsorships will be secured.

FINANCIAL STATEMENT: Funds are budgeted in the Public Improvement Fund (401) for Fiscal 18-19 ($45,452).

RECOMMENDED ACTION: It is recommended that Council approve the Cost Sharing Agreement.

APPROVALS:

City Manager: ______________

Department Director: Kim Marrone

Director of Finance: SC

Budgeted: [✓]

EXHIBITS: Exhibits A & B, Agreement, and Map

MDOT
Michigan Department of Transportation

Grant Summary

Date: 07/24/2018

Grant Type: Transportation Alternatives Program

Grant Number: 2018032

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Total Amount	Grant %	Status	Grant Year
01	City of Ferndale	SE Michigan Regional Bike Share Program (SEMCOG)	$495,380.00	$212,306.00	$707,686.00	70.00%	Approved	2019
Total:			**$495,380.00**	**$212,306.00**	**$707,686.00**	**70.00%**		

Section	Grant Section Description
01	SEMCOG FY 2019 TAP Flex Funding The Detroit Department of Transportation working in coordination with the grant applicant the city of Ferndale, along with the cities of Detroit, Berkley, Royal Oak, Huntington Woods, and Oak Park will implement an expansion of the successful MoGo bike share system within these 6 communities. The project will include the purchase and installation of 31 bike share stations. The stations in Detroit will be located between McNichols and 8 Mile Road and between Livernois and Woodward. The stations in the other communities will be located parallel to Woodward between 8 Mile Road and 13 Mile Road. The bikes for this expansion will be paid for utilizing separate grant source funding. The total cost of the bike share stations is $707,686. The federal share of the project is $450,400 from SEMCOG's FY 2019 TAP funding. The local match is $112,600 and will be provided by the cities of Detroit, Ferndale, Oak Park, Royal Oak, Huntington Woods and Berkley.

Funding Condition

Transportation Alternatives Program (TAP) funding is conditional upon the items mentioned in the correspondence from the MDOT Office of Economic Development conveying the conditional commitment, supporting documentation, as well as fund availability. Federal transportation funding could be subject to congressional approval of a rescission, reducing or eliminating the remaining unobligated funds. The amount of TAP funding that Congress has authorized for expenditure is provided on a first come, first served basis to the projects that have completed the steps necessary to request federal fund authorization from the Federal Highway Administration. These steps typically include submitting completed plans, a cost estimate, specifications, and obtaining all necessary permits, clearances, an executed agreement, and matching funds.

Important Note on TAP Funding for Local Agencies

Federal TAP funds shall be applied to the eligible items of the total participating project cost up to the lesser of: (1) the TAP grant amount, or (2) an amount such that 80 - 81.85 percent, the maximum federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the participating project cost, after deduction of TAP Funds, shall be the responsibility of the grant applicant. All of the non-participating cost shall be the responsibility of the grant applicant. In addition to the limits mentioned above, TAP funds are capped at the applicable low bid amount and shall not be applied to any extra construction costs or construction over-runs; these costs shall be the responsibility of the grant applicant.

Exhibit B

SE MI Regional Bike Share Program - Flex Estimate					
Community	Bike Share Stations	Bikes	80% Cost	20% Match + Bikes	Project Total
Ferndale	7	29	$89,770	$51,297	$141,067
Detroit	10	58	$181,420	$103,065	$284,485
Oak Park	5	23	$71,456	$40,749	$112,205
Berkley	2	10	$31,150	$17,737	$48,887
Royal Oak	6	22	$67,777	$38,834	$106,611
Huntington Woods	1	3	$9,157	$5,274	$14,431
Totals	31	145	$450,729	$256,957	$707,686

COST-SHARING AGREEMENT REGARDING SOUTHEAST MICHIGAN REGIONAL BIKE SHARE PROGRAM - TRANSPORTATION ALTERNATIVES PROGRAM 2019 PROJECT

This Cost-Sharing Agreement (the "Agreement") is made and entered into on November 19———, 2018 by and between the City of Ferndale ("Ferndale"), City of Berkley ("Berkley"), City of Detroit ("Detroit"), City of Huntington Woods ("Huntington Woods"), City of Oak Park ("Oak Park"), and the City of Royal Oak ("Royal Oak"), collectively referred to as "Local Communities".

WHEREAS, In the 2012 federal transportation bill, Moving Ahead for Progress in the 21st Century (MAP-21), the Southeast Michigan Council of Governments ("SEMCOG") was apportioned Transportation Alternatives Program ("TAP") funding to be competitively awarded and SEMCOG is anticipating a reauthorization or extension of MAP-21 TAP funding for FY2019; and

WHEREAS, The Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, being MCL 124.501 et seq., permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately; and

WHEREAS, Ferndale has proposed a bike share program that includes the Local Communities in Southeast Michigan that will enhance transportation linkage and will promote relationships in the Local Communities; and

WHEREAS, The Local Communities have determined this Southeast Michigan Regional Bike Share Program will further the public health, safety, and welfare, and promote efficient and effectiveness transportation within the Local Communities.

NOW THEREFORE, based on the mutual consideration and covenants stated below, the Local Communities agree as follows:

I.
AUTHORIZATION FOR IMPROVEMENTS

The Local Communities authorize and agree to participate in the construction of the Southeast Michigan Regional Bike Share Program as described in the attached MDOT Grant Application dated 03/12/2018 **(Exhibit A)**, subject to and contingent upon the reauthorization and/or extension of MAP-21 TAP funding for FY 2019 .

The project shall be designed and constructed in accordance with the standards in the American Association of State Highway and Transportation Officials (AASHTO) and meet other requirements as set forth in the TAP funding conditions for implementation. If awarded by SEMCOG, and 2019 MAP-21 TAP funding is secured for the Southeast Michigan Regional Bike Share Program, the Local Communities authorize Ferndale to administer the TAP funding grant.

Ferndale shall:

a. Coordinate meetings between appropriate Local Communities personnel to review and evaluate the status and progress of work on the Southeast Michigan Regional Bike Share Program;
b. Provide information as requested regarding Southeast Michigan Regional Bike Share Program construction timeline; and
c. Administer the design and construction contracts.

II.
REIMBURSEMENT/PAYMENT

Each of the Local Communities shall reimburse Ferndale for the actual installation and construction costs after application of the TAP funding grant amount, and shall make payment to Ferndale for the actual work costs undertaken in each of the Local Communities respective jurisdictions. This is expected to be a 20% match for the work undertaken in each of the Local Communities. The anticipated installation and construction costs (along with the anticipated 20% match amount for each of the Local Communities) as set forth in the SE MI Regional Bike Share Program-Flex Estimate approved by MDOT, are attached to and incorporated into this Agreement as **Exhibit B.** If Ferndale pays any Local Communities' matching contribution amount, that Local Community shall reimburse Ferndale the amount paid within thirty (30) days of being invoiced by Ferndale. The Local Communities shall pay their own costs for bicycles for their respective communities.

III.
RESERVATION OF RIGHTS, INSURANCE AND LIABILITY

No Waiver of Governmental Immunity. No provision of this Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver of any governmental immunity as provided under law.

Agency. The Local Communities agree that at all times and for all purposes under the terms of this Agreement, no liability, right or benefit arising out of any agency relationship, either express or implied, shall arise or accrue as a result of this Agreement, except as provided in this Agreement. Ferndale shall have all necessary authority for coordinating the installation and construction improvements set forth in **Exhibit A.**

Liability and Insurance. The Local Communities shall each be solely responsible for the acts and omissions of their own employees, and agents. The Local Communities shall be responsible for maintaining liability insurance covering its respective activities as they relate to this Agreement.

IV.
MISCELLANEOUS

Entire Agreement. This Agreement sets forth the entire agreement between the Local Communities and supersedes any prior understandings. If there is any conflict between this Agreement, the Grant Application and the fee estimate (Exhibit B), the fee estimate established shall control.

Severability. If a Court of competent jurisdiction finds any provisions of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of this Agreement shall remain in full force.

Governing Law. This Agreement shall be governed by Michigan law. Except as otherwise required by law or court rule, any action brought to enforce, interpret or decide any claim arising under this Agreement shall be brought in the Oakland County Circuit Court.

Amendment. The Agreement may be amended only upon written agreement authorized by the governing bodies of the Local Communities.

No Implied Waiver. Absent a written waiver, no failure or delay by a party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either party shall subsequently affect its rights to require strict performance of this Agreement.

Notices. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid to the Local Communities.

Assignment and Subletting. This Agreement may not be assigned nor may duties or obligations hereunder be delegated without the prior written agreement of the Local Communities.

Interpretation of Agreement. This is a negotiated Agreement. Should any part of this Agreement be in dispute, the Agreement shall not be construed more favorably for one party over any other, and the doctrine of construction against the drafter shall not apply.

No Third-Party Beneficiaries. The Local Communities do not intend to confer third party beneficiary status on any non-party to this Agreement.

Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and such counterparts when taken together shall constitute one and the same instrument.

City of Ferndale

By:______________________________

Mayor

By:______________________________

Clerk

Date:______________________________

City of Berkley

By: ______________________________

Mayor

By: ______________________________

Clerk

Date: ______________________________

City of Huntington Woods

By: ______________________________

Mayor

By: ______________________________

Clerk

Date: ______________________________

City of Oak Park

By: ______________________________

Mayor

By: ______________________________

Clerk

Date: ______________________________

City of Detroit

By: ______________________________

Mayor

By: ______________________________

Clerk

Date: ______________________________

City of Royal Oak

By: ______________________________

Mayor

By: ______________________________

Clerk

Date: ______________________________

SE Michigan Regional Bike Share

Ferndale Bike Share Stations

- Livernois Bike Share Station
- W. Nine Mile Bike Share Station
- E. Nine Mile Bike Share Station
- Iron Ridge Bike Share Station
- Martin Road Park Bike Share Station
- Ferndale Boundary

Royal Oak Bike Share Stations

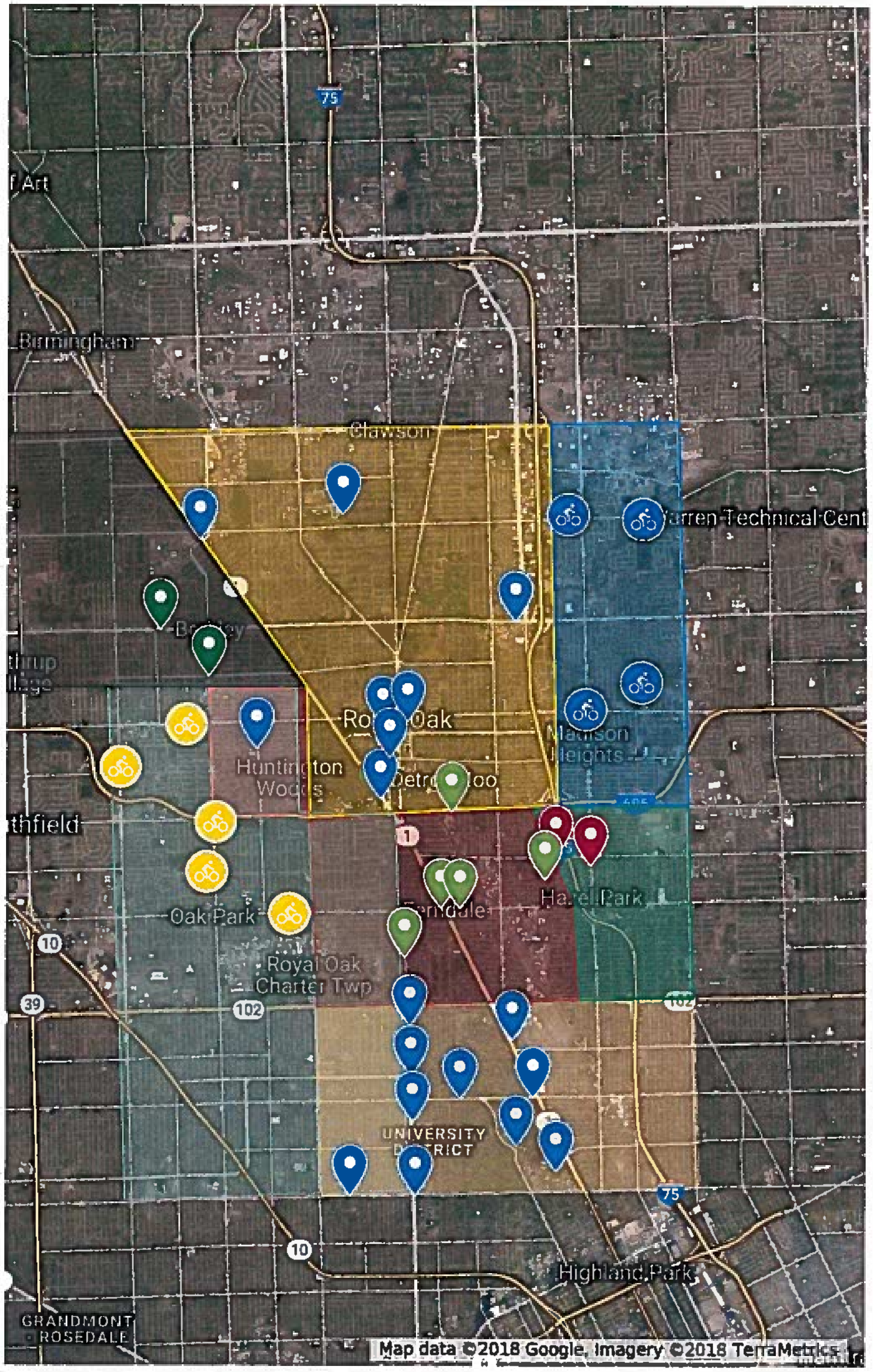
- SMART RO Transit Center
- Detroit Zoo
- Woodward Corners Development
- Royal Oak Civic Center Development
- 12 Mile Near Stephenson
- Royal Oak Arboretum/Senior Center
- OCC
- Royal Oak Boundary

Huntington Woods Bike Share Stations

- Rec. Center station
- Huntington Woods Boundary

Madison Heights Bike Share Stations

- All items



Proposed locations for bike share stations.

Oak Park

- Greenfield near Lincoln
- 11 Mile
- Oak Park Boundary
- City Hall
- Parkwoods Plaza
- Nine Mile Rd and Manistee

Berkley Bike Share Stations

- Coolidge & Catalpa
- 12 Mile and Buckingham
- Berkley Boundary

Northwest Detroit Expansion

- Between Pembroke and 8 Mile
- Chesterfield- Ave of Fashion
- Between 7 Mile and Curtis
- McNichols- UDMercy
- Fitzgerald- Marygrove
- Palmer Park 1
- Palmer Park 2
- 7 and Woodward (FAST)
- State Fair (FAST)
- Palmer Park 3
- NW Detroit Boundary

Hazel Park Bike Share

- Woodward Heights and Pilgrim
- John R and Chestnut
- Hazel Park Boundary

15C

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018 **AGENDA #**

SUBJECT: Proposed Change Order No. 1 and Payment No. 1 (FINAL) for the 2018 Mechanics In-ground Truck Lift Rebuild Project, M-685.

DEPARTMENT: Public Works - *KJY*

SUMMARY: Attached are proposed invoices for Change Order No. 1 and Payment No. 1 (FINAL) for the 2018 Mechanics In-ground Truck Lift Rebuild Project, M-685. The proposed Change Order is an addition to the contract for concrete and old frame removals that were not part of the original scope. This project is 100% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	$55,792.00
Change Order no. 1:	$1,250.00
New Contract Amount:	$57,042.00
Total Completed to Date:	$57,042.00
Less Retainage:	$0.00
Net Earned:	$57,042.00
Deductions:	$0.00
Balance:	$57,042.00
Payments to Date:	$0.00
Amount due to Allied, Inc.:	**$57,042.00**

RECOMMENDED ACTION: It is recommended that proposed Change Order No. 1 for the 2018 Mechanics In-ground Truck Lift Rebuild Project, M-685, to Allied, Inc., be approved for the amount of $1,250.00. It is further recommended that Payment No. 1 (FINAL) for the same be approved for $57,042.00. Funding is available in the Motor Pool Fund (654-18.875-801) for this project.

APPROVALS:

City Manager: ______________________

Department Director: ______________________

Director of Finance: ______________________

Budgeted: ☑

EXHIBITS: Invoice for Change Order No. 1 and Payment No. 1

Allied Inc.
240 Metty Drive
Suite D
Ann Arbor, MI 48103
Phone: (734) 665-4419
Fax: (734) 665-0599

REMIT TO:
Allied, Inc.
First Federal Bank
300 N. Main Street
Adrian, MI 49221

INVOICE

Invoice No.	I0011386
Date	10/31/2018
Order No.	
Shipper ID	C0006272
Order Type	Counter Sale - Sales Dept
Customer ID	555870

BILL TO:	SHIP TO:
CITY OF OAK PARK Dept Of Public Works 14000 Oak Park Blvd Oak Park, MI 48237	Dave DeCoster City of Oak Park DPW 10600 Capital Street Oak Park, MI 48237

F.O.B. POINT	SHIP VIA	ORDERED BY	CUSTOMER P.O. NO.
	OUR TRUCK		Dave DeCoster

ORDER DATE	TERMS	SALES PERSON	SITE
10/31/2018	Net 10th of Following Month	JEFF NEWTON	WH Main Warehouse

PART NUMBER	QTY ORDERED	UNITS	QTY SHIPPED	QTY BO	PRICE	DISC %	EXT. PRICE
MISC	0.0	EA	1.0	0.0	1,250.00	0.00	1,250.00

Notes:

Additional work approved by Dave DeCoster - remove existing lift framework located behind existing lift. Work completed during Inground Truck Lift Rebuild Project.

Sales Total	1,250.00
Shipping & Handling	0.00
Misc. Charges	0.00
Tax Total	0.00
	1,250.00
Less Paid Amount	0.00
TOTAL	1,250.00

Invoice – Change Order No. 1

ALLIED INCORPORATED

Allied Inc.
240 Metty Drive
Suite D
Ann Arbor, MI 48103
Phone: (734) 665-4419
Fax: (734) 665-0599

REMIT TO:
Allied, Inc.
First Federal Bank
300 N. Main Street
Adrian, MI 49221

INVOICE

Invoice No.	I0011385
Date	10/31/2018
Order No.	
Shipper ID	C0006271
Order Type	Counter Sale - Sales Dept
Customer ID	555870

BILL TO:	SHIP TO:
CITY OF OAK PARK Dept Of Public Works 14000 Oak Park Blvd. Oak Park, MI 48237	Dave DeCoster City of Oak Park DPW 10600 Capital Street Oak Park, MI 48237

F.O.B. POINT	SHIP VIA	ORDERED BY	CUSTOMER P.O. NO.
	OUR TRUCK		Contract 05/09/2018

ORDER DATE	TERMS	SALES PERSON	SITE
10/31/2018	Net 10th of Following Month	JEFF NEWTON	WH Main Warehouse

PART NUMBER	QTY ORDERED	UNITS	QTY SHIPPED	QTY BO	PRICE	DISC %	EXT. PRICE
70C-121EMDK	0.0	EA	1.0	0.0	55,792.00	0.00	55,792.00

TRUCK LIFT, 20' TRACK, ENVIROGAURD F+R

Notes:

Provide and install one new Rotary model 70C vehicle lift as per our bid / proposal of 05/09/2018

2018 Mechanics Inground Truck Lift Rebuild Project, M-685

Serial Nos: XIH18I0002

Sales Total	55,792.00
Shipping & Handling	0.00
Misc. Charges	0.00
Tax Total	0.00
	55,792.00
Less Paid Amount	0.00
TOTAL	55,792.00

Invoice – Payment No. 1

15D

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018

SUBJECT: Approval of investment policy for City of Oak Park Retiree Health Care – General and Public Safety Fund.

DEPARTMENT: Finance/Treasury

SUMMARY: The City of Oak Park created the Retiree Health Care – General and Public Safety Fund to provide funding toward the payment of retirement health care benefits for covered retirees and their beneficiaries. The plan is created under the authority of the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999, as amended to invest the assets of the Plan in accordance with the provisions of Public Act 314 of 1965, as amended. In accordance with the Act, the City needs to adopt a formal investment policy for this fund. The City updated the general investment policy in 2016 as it relates to Public Act 20 investments but that policy does not cover this fund. The attached recommended investment policy closely resembles the investment policy followed by our pension investment managers.

FINANCIAL STATEMENT: The City currently has approximately $3 million in this fund invested according to Public Act 20 earning approximately 2.25% annually or $67,500. The adoption of the new policy under Public Act 314 will allow the rate of return to be 7-8% or $210-$240,000 annually (more than 300% increase annually).

RECOMMENDED ACTION: Approval of investment policy for City of Oak Park Retiree Health Care – General and Public Safety Fund.

APPROVALS:

City Manager: ____________________

Department Director: ____________________

Director of Finance: ____________________

Budgeted: ☐

EXHIBITS: Statement of Investment policy, Objectives and Guidelines of the City of Oak Park Retiree Health Care – General and Public safety Fund

STATEMENT OF INVESTMENT POLICY, OBJECTIVES & GUIDELINES

OF THE~~Of the~~

CITY OF OAK PARK RETIREE HEALTH CARE – GENERAL AND PUBLIC SAFETY FUND

Statement of Investment Policy, Objectives, and Guidelines
City of Oak Park, Retiree Health Care – General and Public Safety Fund

A. GENERAL INFORMATION

The City of Oak Park Retiree Health Care – General and Public Safety Fund was established to provide for the retirement health care benefits for covered retirees and their beneficiaries. The Fund is financed by contributions from the City and investment earnings. Distributions from the Fund are to pay for the medical insurance premiums and for investment and administrative expenses.

The Plan is created under the authority of the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999, as amended to invest the assets of the Plan in accordance with the provisions of Public Act 314 of 1965, as amended.

Federal Tax ID#	38-6004641
Fund Fiscal Year End	June 30th
Primary Contacts	Saundra Crawford, Finance Director/Treasurer Kevin Yee, Assistant City Manager

B. SCOPE OF THIS INVESTMENT POLICY

This statement reflects the investment policy, objectives and guidelines ("Investment Policies"), which the City of Oak Park (City Council and Administration) currently considers appropriate for the City of Oak Park Retiree Health Care – General and Public Safety Fund.

C. PURPOSE OF THIS INVESTMENT POLICY STATEMENT

This statement of Investment Policies is set in order to:

- Establish a long-term strategic investment plan for the Fund. Including, but not limited to, evaluating the City's risk tolerance and determining a long-term asset allocation policy consistent with the long-term investment objectives, financial needs and circumstances of the Fund and the City.
- Define and assign the responsibilities of all involved parties.
- Establish a clear understanding for all involved parties of the investment goals and objectives of the City of Oak Park Retiree Health Care – General and Public Safety Fund assets.
- Offer guidance and limitations to all Investment Managers regarding the investment of City of Oak Park Retiree Health Care – General and Public Safety Fund assets.

- To monitor and evaluate the performance of the Fund's assets as a whole and each investment manager.

- Manage City of Oak Park Retiree Health Care – General and Public Safety Fund assets according to prudent standards as described herein under the "General Investment Policy."

This document will identify and present a set of Investment Policies which will serve to provide guidance to any Investment Management Consultant(s) and/or Investment Manager(s). The policy is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. This document is intended to supplement the *City of Oak Park Investment Policy*, and provide additional guidance for the management of the investments of the City of Oak Park Retiree Health Care – General and Public Safety Fund.

D. ACTUARIAL INFORMATION

The following information has been provided by CBIZ Savitz, and is published in the July 1, 2016 Actuarial Report:

Actuarial valuation of assets:	$3,093,894
Actuarial valuation of liabilities:	$77,614,476
Funded ratio:	3.99%
Actuarial discount rate:	4.5%
Number of active employees:	78
Number of retired participants:	251 (out of 278 eligible)

E. RESPONSIBILITIES OF INVESTMENT MANAGERS

The City intends to utilize separately managed accounts with various investment management firms, however mutual or other commingled funds may be used from time to time to implement the investment strategy of the Fund, where practical. For mutual and other commingled funds, the prospectus or Declaration of Trust documents of the fund(s) will govern the investment policies of fund investments.

Fiduciary Responsibilities

Each investment manager is expected to manage the Fund's assets in a manner consistent with the investment objectives, guidelines and constraints outlined in this statement and in accordance with applicable laws. This would include discharging responsibilities with respect to the Fund consistent with "Prudent Investor" standards, and all other fiduciary responsibility provisions and regulations. The Fund's assets will be managed by experienced investment management firms.

Each investment manager shall:

- Obtain and maintain bonds and other surety agreements sufficient in amount to comply with all applicable laws and to protect the interests of the City. The investment manager shall provide proof of such insurance and amounts of coverage to the City's Treasurer's Department on an annual basis;

- At all times be registered as an investment advisor under the Investment Advisers Act of 1940 (where applicable); and

- Acknowledge in writing that they are a fiduciary with respect to the assets they manage.

Investment Consultant Responsibilities

The primary role of the investment consultant(s) is to provide objective, third party advice and counsel that will enable the fund fiduciaries to make well-informed and well-educated decisions regarding the investment of Plan assets

The investment consultant's role is that of an advisor to the Retiree Health Care – General and Public Safety Fund. The investment consultant acknowledges its responsibilities as a co-fiduciary under Act 314 of 1965, as amended. The investment consultant acknowledges that it is a registered investment advisor under with the Investment Advisors Act of 1940 or the Michigan Uniform Securities Act.

Investment advice offered by the Investment Consultants will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement.

Security Selection/Asset Allocation

- Except as noted below, each investment manager shall have the discretion to determine their portfolio's individual security selections;

- Each investment manager has been delegated responsibility for establishing and maintaining the asset allocation strategy for their individual portfolio. It is expected however, that each investment manager will utilize a stable asset allocation strategy and not engage in market-timing asset allocation decisions. The performance of each investment manager is measured versus a fully invested market index, or combination of market indexes, representative of the investment manager's investment style, asset allocation and risk level;

- The asset allocation strategy for each investment manager's portfolio can deviate from the overall Fund's asset allocation, however, the City's Treasury Department is responsible for monitoring the aggregate asset allocation, and may re-balance to the target allocation on a periodic basis.

Proxy Voting

Each investment manager is responsible and empowered to exercise all rights, including voting rights, as are required through the purchase of securities, where practical. Each investment manager shall vote proxies according to their established Proxy Voting Guidelines. A copy of those guidelines, and/or a summary of proxy votes shall be provided to the City upon request. The City's Treasury Department is responsible for voting any proxies received from Investment Companies retained in the Fund and for any other "Self-Directed" investments.

F. INVESTMENT MANAGEMENT OBJECTIVES

The priority listing of investment objectives is as follows:

1. Preservation of Capital - Consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.

2. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, the City recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the City of Oak Park Retiree Health Care – General and Public Safety Fund's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.

3. Diversification of Assets – Investments of the City of Oak Park Retiree Health Care – General and Public Safety Fund shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

4. Liquidity of Assets – Cash is to be employed productively at all times, by investment of short term cash equivalents to provide safety, liquidity, return, and restructuring of the City of Oak Park Retiree Health Care – General and Public Safety Fund portfolio to meet the Fund's changing needs over time.

5. Adherence to Investment Discipline - Investment managers are expected to adhere to the investment management styles for which they were hired. Investment managers will be evaluated regularly for adherence to investment discipline.

G. INVESTMENT RETURN OBJECTIVES

In order to meet its obligations, the investment objective of the City of Oak Park Retiree Health Care – General and Public Safety Fund is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

The *primary* investment return objective shall be:

Long-Term Growth of Capital – To emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated inasmuch as it is consistent with the volatility of a comparable market index.

The *secondary* investment return objective shall be:

Income and Growth - To achieve a balanced return of current income and modest growth of principal.

H. Performance Objectives

The City's Treasurers Department will monitor the performance of the fund. The City's Treasurers Department will evaluate each investment manager's contribution toward meeting the investment objectives outlined below over a three-to-five-year time period and a full market cycle, unless otherwise noted.

Style Index: Over a given market cycle, (typically defined as 3 to 5 years), the time weighted total rate of investment return should exceed, for the total fund, an appropriately designed custom benchmark. The custom benchmark is based on the fund's and investment manager's investment style, actual asset allocations, and constructed with appropriate indices given the asset mix. For example: 20% Russell 1000 Growth Index, 20% Russell 1000 Value Index, 10% MSCI EAFE, 10% Russell 2000 Value Index, 30%Barclays Capital Aggregate Bond Fund (using appropriate sub-category based on credit quality, duration, etc.), 10% 90 Day T-Bill.

Secondary Performance Targets:

1. The real return goal (return after adjusting for inflation) for the Fund assets is ***3.0%*** Inflation shall be measured by the U.S. All Urban Consumers Price Index ("CPI"); and

2. The Fund is expected to outpace the style index return measured on a compound average annual return basis after the deduction of investment management fees and annualized over a three-to-five-year rolling time period and a full market cycle.

I. Risk Tolerance

Investment theory and historical capital market return data suggests that, over long periods of time, there is a relationship between the level of risk assumed and the level of return that can be expected in an investment program. In general, higher risk (i.e. volatility of return) is associated with higher return.

Given this relationship between risk and return, a fundamental step in determining the investment policy for the Fund is the determination of an appropriate risk tolerance. The Investment Committee examined two important factors that affect the City's risk tolerance:

Financial Ability to accept risk within the investment program and,

Willingness to accept return volatility.

Positive factors that contribute to a higher risk tolerance are:

- The financial strength of the City provides the ability to withstand some uncertainty in changes in funding cost of the Fund;

- Contributions to the Fund are determined during the budget process based on recommended actuary percentages of payroll, and other financial considerations, and thus are generally known in advance and stable from year-to-year;
- The City's willingness to accept short-term volatility in the market value of the Fund and in the funding ratio for the sake of earning higher long-term returns; and
- The long-term time horizon available for investment provides the opportunity to benefit from the opportunities for growth that may accrue to a patient investment strategy.

Offsetting these factors are:

- The cash flow requirements of the Fund are on-going, thus requiring the Fund to maintain sufficient liquidity to finance required distributions;
- The medical cost inflation rate has historically been significantly higher and more volatile than the overall inflation rate of the US economy. This implies greater uncertainty in future costs of this Fund; and
- Cyclical economic activity can significantly influence the finances of the City and its financial ability to fund large unexpected contributions.

J. INVESTMENT GUIDELINES

All investment guidelines and restriction of Federal and Michigan law as well as Retiree Health Care fund investment policy must be complied with, including and specifically Public Act 314.

1. Permitted Securities

(a). Cash Equivalents

- Treasury Bills
- Money Market Funds
- STIF Funds
- Commercial Paper
- Banker's Acceptances
- Repurchase Agreements
- Certificates of Deposit

(b). Fixed Income Securities – must have a readily ascertainable market value and must be readily marketable.

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Bonds
- Fixed Income Securities of Foreign Governments and Corporations
- Convertible Notes and Bonds

(c). Equity Securities – all equity investments will be made within the guidelines of the prudent trustee rule and within the requirements of Public Act 314. Investments in American Depository Receipts (ADR's) will be designated as foreign securities for asset allocation purposes under the act.

- Common Stocks
- American Depository Receipts (ADRs) of Non-U.S. Companies
- Stocks of Non-U.S. Companies (Ordinary Shares)
- Preferred Stock
- Convertible Preferred Stocks

(d). Other Assets
- Mutual Funds, which invest in securities as allowed in this document.
- Real Estate Securities (i.e. equity REITs, mortgage REITs, CMO or mortgage-related securities REITs, Health Care REITs, and equities of real estate operating companies)
- International Securities

2. Asset Allocation Guidelines

In line with the return objectives and risk parameters of the Fund, the mix of assets should be generally maintained as follows (percentages are of the market value of the Fund):

	Minimum	Maximum	Target
Domestic Large/Medium Cap Equities: 30% to 55%			
Domestic Large Cap Equities (growth & value)	30%	55%	40-50%
Domestic Small/Medium Cap Equities: 5% to 30%			
Domestic Small/Mid Cap Equities (growth & value)	5%	20%	10-15%
International Equity	5%	15%	5-10%
Total Equity	50%	70%	60%
Real Estate	0%	5%	2-5%
Investment Grade Fixed Income	20%	30%	25-30%
Cash/Cash Equivalents	5%	15%	10%

3. Diversification Requirements

To minimize the risk of large losses, each investment manager shall maintain adequate diversification in their portfolio. Subject to the constraints outlined in this policy, each investment manager shall have the discretion to determine their portfolio's individual security selections.

In order to achieve a prudent level of portfolio diversification, the securities of any one company should not exceed 5% of the total fund, and no more than 20% of the total fund should be invested in any one industry. The total allocation to treasury bonds and notes may represent up to 100% of the City of Oak Park Retiree Health Care – General and Public Safety Fund's aggregate bond position and treasury securities may represent up to 60% of the total fund.

4. Prohibited Transactions

Prohibited transactions include those identified under Public Act 314 including Michigan Compiled Laws 38.1133(5) and those specifically identified below:

Short Selling
Margin Transactions
Agency Cross Trades

K. PROCEDURAL GUIDELINES

1. The Investment Manager will:

   a) Provide monthly portfolio appraisals including the market value and cost of all assets as well as the estimated annual level of interest and dividend income.

   b) Meet periodically, at not less than once each year with the City of Oak Park staff to review the portfolio under supervision, discuss the investment outlook for the economy and securities markets, and indicate anticipated portfolio changes.

   c) Provide written information of security transactions.

2. The City of Oak Park will notify the Investment Manager of:

   a) Any changes in the Investment Policies and procedures noted above.

   b) Provide information regarding significant anticipated changes in cash flow and/or cash flow needs.

L. INVESTMENT MANAGER PERFORMANCE REVIEW AND EVALUATION

The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the Investment Policies. The City intends to evaluate the portfolio(s) over at least a three-year period, but reserves the right to terminate an Investment Manager for any reason including, without limitation, the following:

1. Investment performance, which is significantly less than anticipated given the discipline employed, and the risk parameters established, or unacceptable justification of poor results.

2. Failure to adhere to any aspect of these Investment Policies, including communication and reporting requirements as well as their investment management agreement.

3. Significant qualitative or quantitative changes to the Investment Manager's organization.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative or quantitative factors that may impact their ability to achieve the desired investment results in conformance with these Investment Policies.

Approved by the Oak Park City Council on: ______________________________

15E

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018

SUBJECT: Approval of investment managers for City of Oak Park Retiree Health Care – General and Public Safety Fund.

DEPARTMENT: Finance/Treasury

SUMMARY: The City of Oak Park created the Retiree Health Care – General and Public Safety Fund to provide funding toward the payment of retirement health care benefits for covered retirees and their beneficiaries. The plan is created under the authority of the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999, as amended to invest the assets of the Plan in accordance with the provisions of Public Act 314 of 1965, as amended. To assist the treasury department in investing the assets of this fund we are requesting approval of two investment managers. The City currently have assets of this fund invested with Fidelity Investments and would like to add UBS Financial Services as an additional manager. UBS has submitted an overview of their investment plan which is attached. UBS is currently one of the approved investment managers in the general investment policy adopted in 2016.

FINANCIAL STATEMENT: The City currently has approximately $3 million in this fund invested according to Public Act 20 earning approximately 2.25% annually or $67,500. The new investment managers will have a targeted rate of return to be 7-8% annually or $210-$240,000 annually (more than 300% increase annually). The rate of return above is net of the investment fees charged by both managers which is 1% of assets managed (for both investment managers).

RECOMMENDED ACTION: Approval of Fidelity Investments and UBS Financial Services as investment managers for the City of Oak Park Retiree Health Care – General and Public Safety Fund.

APPROVALS:

City Manager: ______________________

Department Director: ______________________

Director of Finance: ______________________

Budgeted: ☐

EXHIBITS: UBS Investment Strategy Illustration

UBS

Investment Strategy Illustration

September 4, 2018

Prepared for
City of Oak Park

Prepared by
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UBS Financial Services Inc.
2301 W. Big Beaver
Suite 800

Troy, MI 48084-3331

Report generated on: September 04, 2018.

Table of contents

Scope of our Services

UBS Financial Services Inc. (and its affiliates) (UBS) make various interactive tools, worksheets, white papers, guidebooks, newsletters, research, reports, portfolio analyses and financial plans and other marketing and disclosure materials (collectively Materials) available to its Financial Advisors, clients and prospective clients. These Materials are generally provided free of charge (although fees may be charged for financial planning reports).The goal of the Materials is to aid and educate our Financial Advisors, clients and prospective clients in understanding the scope of our service offerings, the issues that should be considered before engaging in an investment transaction, the basic tenants of investing (particularly with a view towards retirement), our views of long-term economic trends and projections, and, subject to certain assumptions, the potential effects that a particular strategy, investment program or product or series of transactions may have on a portfolio. The Materials may include hypothetical illustrations, case studies, discussions of factors to be considered in assessing a potential investment product, strategy and items to consider with respect to account types, services and asset allocation.

The Materials are intended to aid (and be used by) your UBS Financial Advisor in providing you with actual individualized investment recommendations to be implemented at or through UBS. Therefore, the Materials should only be considered in conjunction with the actual recommendations and advice of your UBS Financial Advisor, our standard account documents, agreements and disclosures and the additional factors that warrant consideration for your particular financial situation including costs.

Assets included for information purposes only; No UBS recommendation; portfolio illustrations

Because there can be several ways and combinations to implement the asset allocation or strategy you select, this report presents one or more hypothetical mix(es) or illustrations. The options presented are for discussion purposes only and do not constitute a recommendation to buy, hold or sell any securities or investment products. Portfolio illustrations are made with the understanding that the assets will be held at UBS. We do not provide advice with respect to your assets at other firms and do not assume responsibility for activity you conduct at other financial institutions.

In the case of MAC Eligible managers, a portfolio illustration may also reflect a decrease in the positions value; we do not make initial or ongoing recommendations on MAC Eligible strategies.

IMPORTANT: The projections or other information generated by the firms investment analysis tool regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual result, and are not guarantees of future results.

It is important that you review and understand the agreements and disclosures we provide to you about the products or services offered. If at any time you would like clarification on the nature of your accounts or the services you are receiving, please speak with your Financial Advisor or visit our website at http://www.ubs.com/workingwithus.

Illustration risk profile

All investments carry risk of loss. You may lose some or all of your investment. Past performance is not a guarantee of future returns.

Your responses to the risk profile questionnaire for the assets covered by this review are summarized below. Your answers result in a "Illustration Risk Profile", which is a categorization of your attitude towards investment risk for these assets. Please review this information and ensure it is accurate and complete. If any of the information is inaccurate or becomes outdated, please contact your Financial Advisor so that we can update the profile to correctly reflect the current situation.

1. Risk Tolerance	Moderately High Risk/ Moderately Aggressive
2. Investment Objective	Capital Appreciation
3. Risk/Return Objectives	Higher Fluctuations, Higher Returns
4. Investment Timeframe	Longer than 10 years (through several market cycles)
5. Short Term Liquidity Needs	No
6. Portion of total investable assets	20-40%

Your risk profile for the assets covered by this review is **Moderately Aggressive.**

Differences between the "Illustration Risk Profile" and an "Account Risk Profile"
The Illustration Risk Profile, asset allocations and holdings illustrations that may be presented in this report may include a number of your existing accounts, accounts for members of your household or other parties who have consented to consolidated analysis and to share their account information with you. While each individual account may have a different investment objective and risk parameter, the Illustration Risk Profile is the profile you identified for all the Included Assets considered as a whole and forms the basis to help you develop an overall asset allocation and/or investment strategy. If you decide to implement any portion of this report at UBS, you may need to open new accounts or make changes to existing accounts, including the risk profile and/or investment objectives of the account.

All investments involve the risk of loss. Your ability to implement any financial strategy may be affected by a number of factors including market fluctuations, the actual value of assets held at other financial institutions, your ability to make the contributions required, and the impact of your other investment decisions. In determining whether or not to implement any illustrations included in this report, you should access the risks, fees and transaction charges associated with each type of investment and your ability to assume those risks in light of your investment objectives, financial conditions, and risk tolerance. You should also consider the impact of such transactions on each account involved and the impact on the overall portfolio at the time of implementation.

Accounts included in this report

@DX XX8281 OAK PARK

Overview
This report is for your personal use only. It provides a general assessment and illustrations of asset allocation(s) and/or investment strategies based on information you provided to us regarding the investment objectives, risk tolerance, time horizon and investment preferences for the assets included for review ("Included Assets").
You are solely responsible for determining whether and how to implement the strategies illustrated in this report. Please refer to Implementing an asset allocation or investment strategy illustration section in "Reference Guide".

Important Additional Information for Retirement Plan Assets including Assets Eligible for Rollover or Distribution
Illustrations shown with respect to retirement plans and assets eligible for rollover or distribution (including IRA conversions and distribution strategies), are provided for educational and discussion purposes only. You should consider the illustrations as only one of many important factors in making a decision about investing, rolling over or distributing your retirement plan assets. With respect to retirement plan rollovers, UBS makes a brochure available that outlines the many factors you should consider (including the fees and costs of an IRA and IRA investments) before making a decision. You may obtain the brochure from your Financial Advisor. If you wish to get a recommendation as to whether to roll over assets from a retirement plan to a UBS IRA, your Financial Advisor may provide one only after obtaining certain information about your plan and its features and your preferences. The implementation of any illustration shown in a retirement plan account at UBS will result in additional compensation to both UBS and your Financial Advisor. The illustrations provided should only be implemented in conjunction with your UBS Financial Advisor and through a UBS account or arrangement. For more information about the role of UBS and your Financial Advisor with respect to your retirement accounts and the compensation arrangements we have with respect to transactions or investments you implement with UBS, please consult your Financial Advisor and the documents at www.ubs.com/retirementplandisclosures

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. For more information about account or group names, or to make changes, contact your Financial Advisor.

Please see the "Reference Guide" for important information regarding the *Assumptions & limitations of the analysis in this report, Product descriptions, Risk considerations, Valuation, Classification of assets* and *Fees*. Please review those sections and all the disclosures and information included in this report carefully before making any investment decisions.

Portfolio illustrations

Proposed holdings

The illustrations presented are for discussion purposes only and do not constitute a recommendation to buy, hold or sell any securities or investment products. This detailed view provides you proposed portfolio changes at UBS for your consideration. Cost and fees not included.

Description	Symbol/ CUSIP	Proposed Value ($)	Proposed % of Portfolio
Fixed Income		**600,000.00**	**30.00%**
US		**600,000.00**	**30.00%**
Western Asset Management Taxable - Core Plus		600,000.00	30.00%
Equity		**1,400,000.00**	**70.00%**
US		**1,300,000.00**	**65.00%**
Eaton Vance Large Cap Value		500,000.00	25.00%
Wells Capital Management All Cap Growth		800,000.00	40.00%
International		**100,000.00**	**5.00%**
Tradewinds Global Investors International Value		100,000.00	5.00%
Total		**2,000,000.00**	**100.00%**

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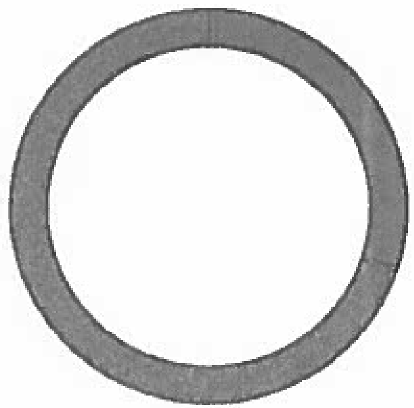
Asset allocation summary

Proposed holdings

The illustrations presented are for discussion purposes only and do not constitute a recommendation to buy, hold or sell any securities or investment products.

Description	Value ($)	% of portfolio
Cash	0.00	0.00%
Fixed Income	600,000.00	30.00%
Equity	1,400,000.00	70.00%
Commodities	0.00	0.00%
Non-Traditional	0.00	0.00%
Other	0.00	0.00%
Total	**$2,000,000.00**	**100%**

Equity funds are classified based on the fund's corresponding overall classification. Variable annuities are classified by their underlying mutual funds.



This exhibit illustrates the asset allocation of the proposed holdings. The allocation for the proposed holdings is based on the *Illustration risk profile* and can differ from an overall target asset allocation or model allocation(s) that we have provided to you either separately or as part of this report. Certain asset types can be classified as "bundled" or "unbundled." The option selected can impact the classification of assets and allocation presented.

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Equity sector diversification detail

Proposed holdings

The illustrations presented are for discussion purposes only and do not constitute a recommendation to buy, hold or sell any securities or investment products. Cost and fees not included.

Description	Symbol/ CUSIP	Proposed holdings Value ($)	% of equity
Unclassified Securities		**$1,400,000.00**	**100.00%**
Eaton Vance Large Cap Value		500,000.00	35.71%
Tradewinds Global Investors International Value		100,000.00	7.14%
Wells Capital Management All Cap Growth		800,000.00	57.14%
Total Equity		**$1,400,000.00**	**100%**

Equity funds are classified based on the fund's corresponding overall classification. Variable annuities are classified by their underlying mutual funds.

This exhibit illustrates how the equity holdings displayed are classified across various industry sectors. The allocation for the proposed holdings is based on the *Illustration risk profile* and can differ from an overall target asset allocation or model allocation(s) that we have provided to you either separately or as part of this report. Certain asset types can be classified as "bundled" or "unbundled." The option selected can impact the classification of assets and allocation presented.

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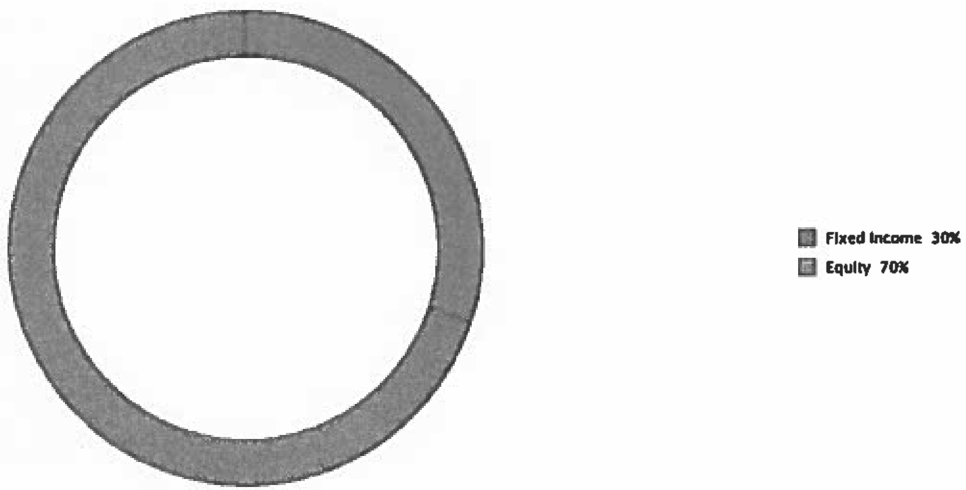
Asset allocation overview

Breakdown of Portfolio Holdings by Broad Asset Class

The illustrations presented are for discussion purposes only and do not constitute a recommendation to buy, hold or sell any securities or investment products.

Proposed holdings



Certain asset types can be classified as "bundled" or "unbundled." The option selected can impact the classification of assets and allocation presented.

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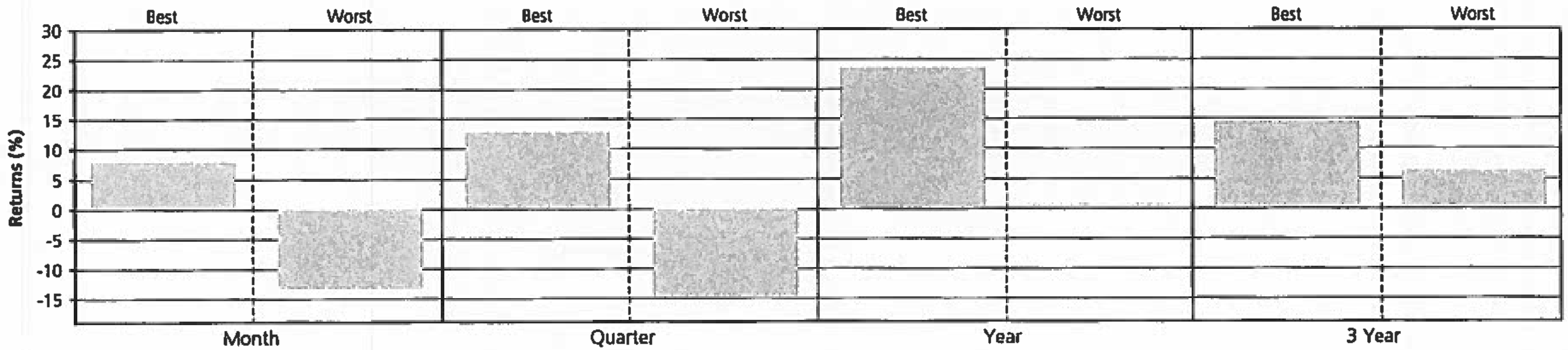
Simulated best/worst returns analysis

Model - Proposed Holdings Allocation

The returns displayed illustrate the simulated best and worst returns for the specified time period over the past 10 years. The time periods shown assume a calendar year and the best and worst 3 year time period assumes a consecutive 3 year timeframe. The illustrations are not a guarantee of the minimum or maximum level of losses or gains that can be incurred or the performance of a specific portfolio.

September 2008 - August 2018



Summary of returns

Asset allocation	Month				Quarter				Year				3 Year			
	Best		Worst		Best		Worst		Best		Worst		Best		Worst	
	%	Period	%	Period	%	Period	%	Period	%	Period	%	Period	%	Period	%	Period
Model allocation	7.93	Oct 2011	-13.32	Oct 2008	12.90	2Q 2009	-14.99	4Q 2008	23.61	2009	0.88	2015	14.42	2012-14	6.38	2014-16

Simulated results have inherent limitations. Results are based on index returns and do not reflect the trading of actual securities. They do not include the impact of fees, taxes or inflation; if included, results would be lower. Benchmarks are provided for illustrative purposes only and are not a guarantee that performance of the allocation will meet or exceed the stated benchmarks. Indexes are unmanaged and not available for direct investment. **Past performance is not indicative of future results.**

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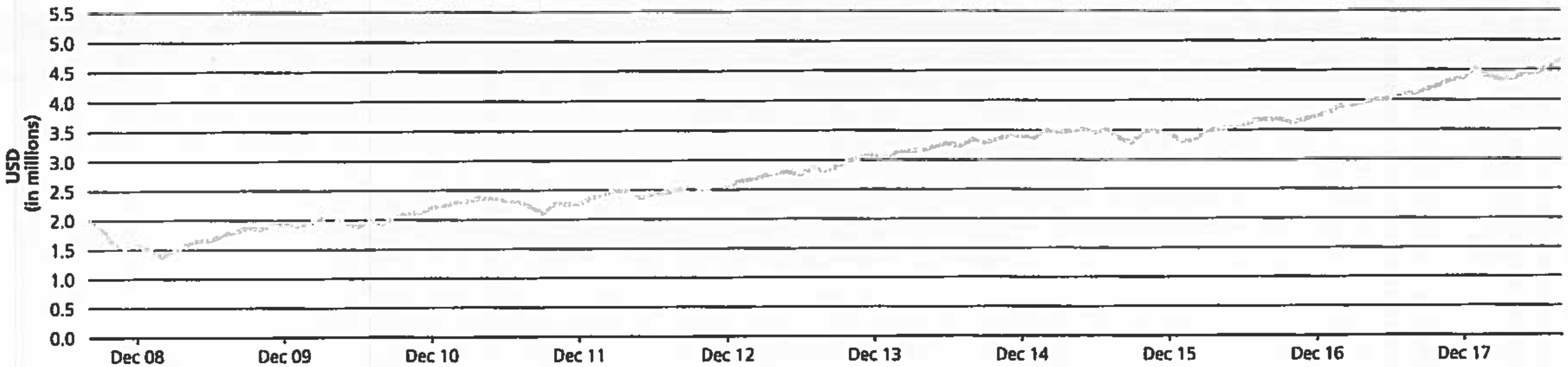
Report generated on: September 04, 2018. Data date: September 04, 2018.

Simulated historical growth of investment over time

Model - Proposed Holdings Allocation

To gain some historical perspective, this exhibit illustrates the annualized growth of the asset allocation(s) during the time periods shown. The results are based on historical index returns corresponding to each of the asset classes in the allocation(s).

September 2008 - August 2018



Summary of results (initial value $2,000,000.00)

Asset allocation	Annualized return (%)	End value ($)
Model allocation	8.84	4,665,640.82

Simulated results have inherent limitations. Results are based on index returns and do not reflect the trading of actual securities. They do not include the impact of fees, taxes or inflation; if included, results would be lower. Benchmarks are provided for illustrative purposes only and are not a guarantee that performance of the allocation will meet or exceed the stated benchmarks. Indexes are unmanaged and not available for direct investment. **Past performance is not indicative of future results.**

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Report generated on: September 04, 2018. Data date: September 04, 2018.

Historical Analytics

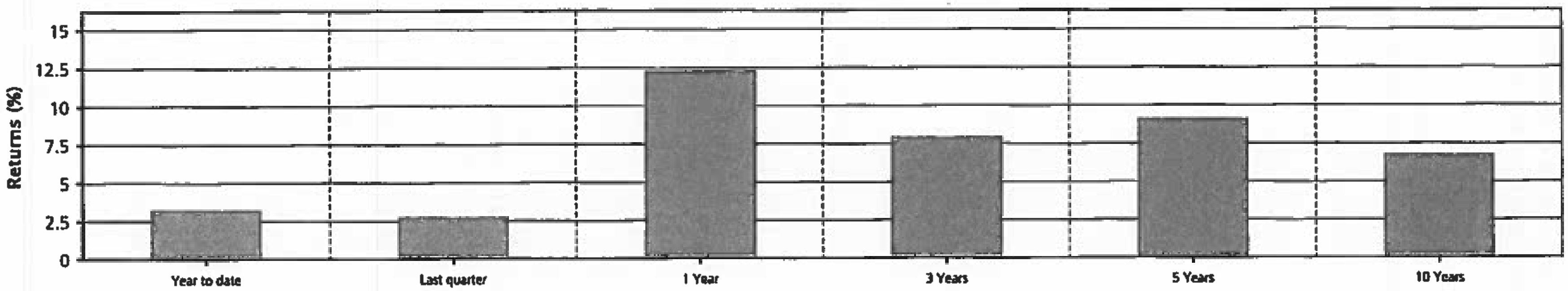
Simulated historical returns analysis

Proposed holdings

This exhibit displays the actual historical performance of individual securities in your Current and Proposed Holdings. To gain some historical perspective, this exhibit illustrates the annualized returns of the portfolio holdings during the time periods shown. Gross performance for the Proposed Holdings indicates the actual performance of the security, while net performance indicates a simulated illustration of the effect of the advisory fee on the historical returns

Trailing year returns

As of June 2018



Summary of returns	Year to date	Last quarter	1 Year	3 Years	5 Years	10 Years
Portfolio holding						
Proposed holdings - Net	3.30%	2.80%	12.34%	8.02%	9.15%	6.82%

The results for the portfolio illustration(s) are based on the actual returns of the investment strategies as reported by the investment manager (for separately managed accounts and discretionary strategies) and individual securities in the portfolios and are provided for illustrative purposes only. **Net results are displayed solely for advisory accounts and include the deduction of investment manager fees and account fees listed in the exhibit *Important information about fees included in this report*, but do not include the impact of brokerage commissions, taxes or inflation. Commission or other transaction charges incurred in brokerage accounts are not included in this illustration. Benchmarks are unmanaged and not available for direct investment. Past performance is not indicative of future results.**

Please see the "Reference Guide" for important information regarding the *Assumptions & limitations of the analysis in this report, Product descriptions, Risk considerations, Valuation, Classification of assets* and *Fees*. Please review those sections and all the disclosures and information included in this report carefully before making any investment decisions.
Report generated on: September 04, 2018. Data date: September 04, 2018.

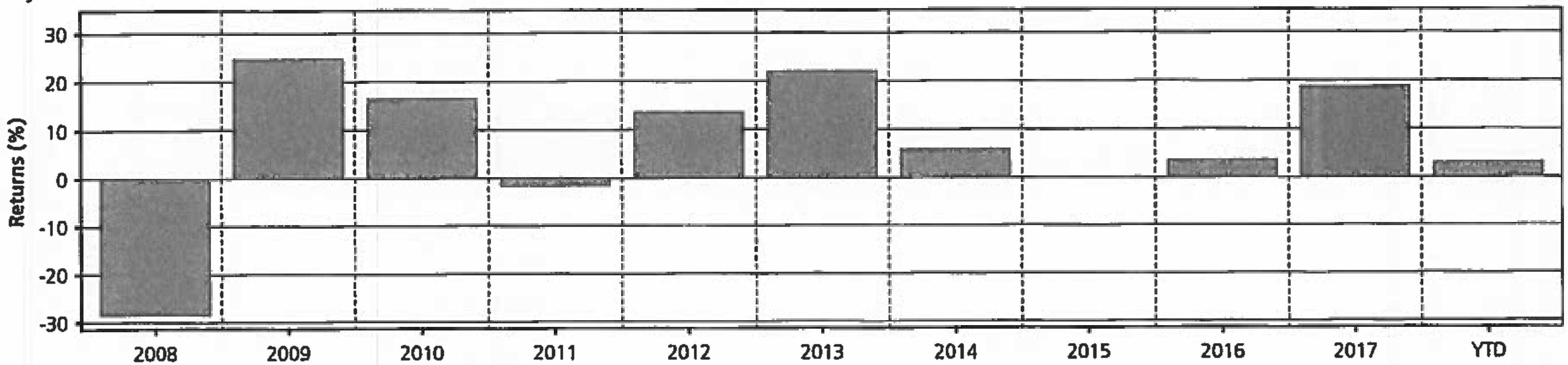
Simulated historical returns analysis

Proposed holdings

To gain some historical perspective, this exhibit illustrates the annualized returns of the portfolio illustration(s) during the time periods shown.

Calendar year returns

July 2008 - June 2018



Summary of returns	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	YTD
Portfolio holding											
■ Proposed holdings - Net	-28.71%	25.02%	16.77%	-1.76%	13.89%	22.30%	6.08%	0.37%	3.84%	18.96%	3.30%

The results for the portfolio illustration(s) are based on the actual returns of the investment strategies as reported by the investment manager (for separately managed accounts and discretionary strategies) and individual securities in the portfolios and are provided for illustrative purposes only. **Net results are displayed solely for advisory accounts and include the deduction of investment manager fees and account fees listed in the exhibit *Important information about fees included in this report*, but do not include the impact of brokerage commissions, taxes or inflation. Commission or other transaction charges incurred in brokerage accounts are not included in this illustration. Benchmarks are unmanaged and not available for direct investment. Past performance is not indicative of future results.**

Portfolio holdings information

Holdings included in the Investment Solutions analytics	Symbol/CUSIP	Inception date	Portfolio name	% of portfolio
Eaton Vance Large Cap Value		January 1991	Proposed Holdings	25.00%
Tradewinds Global Investors International Value		May 2001	Proposed Holdings	5.00%
Wells Capital Management All Cap Growth		September 2007	Proposed Holdings	40.00%
Western Asset Management Taxable - Core Plus		February 1993	Proposed Holdings	30.00%

IMPORTANT: The projections or other information generated by the firm's investment analysis tool regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual result, and are not indicative of future results. These illustrations include only the holdings listed under *Holdings included in the Investment Solutions analytics*. Other holdings (see *Holdings excluded from the Investment Solutions analytics* and *PMP holdings excluded from the Investment Solutions analytics*) are excluded due to lack of published performance data either by the issuer or investment manager, or the unavailability of such data sources from our third party vendor.

Important information about fees included in this report

This exhibit shows the advisory fees for current and/or proposed account illustrations for your consideration. Account fees and historical commissions are not shown for brokerage accounts.

Proposed holdings
For the proposed account illustrations, the advisory fee displayed is the proposed fee for that account if established at UBS. Fees vary by investment advisory program, are negotiable and are subject to changes based on discussions and negotiations with clients.

Account number	Account name	Advisory program	UBS Advisory Fee	Manager/ Sub-Adviser Fee	Total Annual Fee
@DXXX8281, New UBS Account	OAK PARK	ACCESS: Western Asset Management Taxable - Core Plus	0.50 %	0.32 %	0.82 %
		ACCESS: Wells Capital Management All Cap Growth	0.64 %	0.36 %	1.00 %
		ACCESS: Eaton Vance Large Cap Value	0.66 %	0.34 %	1.00 %
		ACCESS: Tradewinds Global Investors International Value	0.62 %	0.38 %	1.00 %

Important Information:
Investment advisory fees, brokerage commissions, transaction or other account charges which you can incur in connection with implementing an investment strategy are not shown, and will vary based on the product and service you choose. The portion of these fees and charges which will be paid to your Financial Advisor also varies based on the strategy, products, and programs you select and create financial incentives for your Financial Advisor to recommend arrangements for which they receive higher compensation. **The initial, ongoing and total overall costs of purchasing and holding investments in an advisory or brokerage account vary, in some cases significantly.** For example, some products carry higher or lower fees, commissions, transaction or other charges depending on the program or account type in which the products are purchased or held. **Your total costs will also vary, and may be higher, depending on the length of time in which you own the security and fluctuations in its market value over time, especially if you hold them in a fee based account.** You should discuss the investment advisory fees and/or brokerage commissions, transaction or other account charges that you may incur in connection with implementing an investment strategy with your Financial Advisor.
Please note that for ACCESS, Strategic Wealth Portfolio (SWP), Private Wealth Solutions (PWS) Managed Account Consulting (MAC) and Managed Portfolio Advised by RBA accounts, we also show the portion of the fee that is paid to the investment manager for their services. The total fee you pay for these accounts is the UBS Advisory Fee Rate plus the amount of the investment manager fee which UBS collects and passes through to the investment manager.

Reference guide

Assets held at other financial institutions

This exhibit illustrates the outside accounts included in the report.

Manual outside accounts
The information for these accounts is based on documents and valuation you provided to your Financial Advisor. These accounts have been added to this report at your request.

UBS identifier	Short name	Account type	Balance
@DXXX8281	OAK PARK	Non - UBS investment	

Assets held at other financial institutions
This report is not intended to provide you with consolidated information or reporting regarding your holdings at other firms. However, at your request, this report may include information regarding assets that you hold at other financial institutions so that we may review your asset allocation and/or investment strategy in the context of your overall holdings.

Account numbers that begin with "@" denote assets or liabilities held at other financial institutions. **Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us. We have not verified, and are not responsible for, the accuracy or completeness of this information.**If the information you provided is not current, inclusion of these assets will impact the accuracy of the current asset allocation and other analysis presented. Note:only automated accounts that are older than 90 days will be deleted. Any illustrations in this report pertaining to assets held at other financial institutions are made with the understanding that the assets will be held at UBS. *We do not provide purchase, sale or hold recommendations or advice with respect to your assets at other firms and do not assume responsibility for activity you conduct at other financial institutions.*

UBS's SIPC coverage applies to assets held at UBS. If you maintain assets at other firms that may be SIPC members, you should contact their financial representative or the other entity or refer to the other entity's statement regarding SIPC membership. **Your UBS Financial Services Inc. account statements are the only official record of your UBS holdings and account and are not replaced, amended or superseded by any of the information presented in this report.**

The value of assets held at other financial institutions is based on the "Last Refresh Date" displayed. Up to date valuation and information can be obtained directly from the custodian of your assets. The account statements you receive from your third party custodian regarding the assets you hold with them are the official record of your holdings and accounts and are not impacted or superseded by the information in this report.

Account balances and security pricing will always display in U.S. Dollars even if assets in your Outside Accounts are denominated in other currencies. UBS will convert any values received in the Outside Account Information to U.S. Dollars using foreign exchange rates from UBS as of the previous business day's close. Differences in the foreign exchange rates used for conversion may cause the values shown on the Service to vary from values provided by your custodians.

Assumptions & limitations of the analysis in this report

Simulated historical return illustrations
This report may illustrate or compare the hypothetical historical performance of a current and/or proposed asset allocation, portfolio or both. While the individual asset classes and specific securities/investments may have actual historical performance, the combination of these asset classes in an asset allocation or investments in an illustrative portfolio tailored to your investment needs is new and therefore, that combination does not have an actual performance record. Illustrations of the historic performance of an asset allocation or illustrative portfolio do not reflect the results of actual trading of securities, but were calculated by the retroactive application of, for asset allocation, historic index results (see the section "*Indexes used for historic values*") to the asset allocation analyzed and for illustrative portfolios, historical performance of the investment returns to the illustrative portfolios. For example, if the asset allocation indicates 40% equities, then 40% of the results shown for the allocation will be based on historic index returns for the equity asset classes. The historical returns presented include all items of dividends and interest. Because the asset allocation and illustrative portfolios were structured with the benefit of knowing how each asset class or specific security/investment performed during the period shown, the hypothetical returns may be higher than the returns of an actual portfolio that would have been recommended during that period. In addition, back-tested performance does not reflect the impact that past economic and market factors might have had on investment decision-making and assumes that the asset allocation or portfolio was rebalanced monthly back to the initial asset allocation. This rebalancing frequency does not necessarily reflect how an actual portfolio would have been managed. There is no guarantee that these back-tested results could, or would have been achieved had this asset allocation or portfolio been used during the years presented. Results shown are provided for illustrative purposes only. Past performance is not indicative of future results.

Performance information for Investment Strategies in the ACCESS, Strategic Wealth Portfolio and Portfolio Management Programs
Past performance is not a guarantee of future returns. Individual investor results will vary from the illustrations presented. Composite performance in this report is presented on a "net of fees" and "gross of fees" basis, where indicated.

Portfolio Management Program: Performance information for PMP investment strategies represent an annualized performance composite, calculated on a time-weighted basis. Accrued interest on fixed income investments is included in the performance calculations as is equity dividend reinvestment when retained in the account by the client. Gross returns do not reflect the deduction of fees, commission or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns.

ACCESS and SWP: Performance information for investment strategies in the ACCESS and Strategic Wealth Portfolio Program is provided directly by the investment manager. The composite construction methodology, included and excluded items (for example commissions, dividends, large cash flows) varies by manager according to their specific policies. Please refer to the individual Investment Manager Profiles for more information

Securities/investments with less than 10 years of published performance/ return information example
Portfolio performance timeframe: December 2004 – November 2014. Holding A, which represents 5% in an illustrative portfolio has an inception date of January 2012. All other holdings in the portfolio (95%) have greater than 10 years of published performance information. In this scenario, holding A will be excluded from the portfolio's historic analysis from December 2004 to December 2011. The performance shown for that period will be for 100% of the portfolio and will assume the 5% eventually invested in Holding A was reallocated to all other holdings in the portfolio. Commencing January 2012, the portfolio will be rebalanced to include Holding A's performance information from January 2012 to November 2014.

Portfolio illustrations—assumptions and limitations
The portfolio and asset allocation illustrations do not take into account the sale of other securities you may own or the contribution of additional assets. If you decide to implement any illustrations in this report, you can make portfolio changes by transferring current holdings to different or new accounts at UBS, the purchase of assets funded by the addition of cash to your account or through the sale of other assets held in your accounts at UBS or other firms.

Advisory solution disclosure: This proposal may include an "advisory" program as an option for your consideration. We offer a variety of investment advisory programs, each with different features, services, fees and levels of discretion. This illustration does not take into consideration the suitability of one program as compared to others based on your investment needs. In order to determine if you should enroll in an advisory program and select the program appropriate for your investment needs and preferences, you should discuss the various offerings with your Financial Advisor and review the Form ADV Wrap Fee Brochure.

Assumptions & limitations of the analysis in this report-continued

- **Updates to accounts and risk profiles:** If you decide to implement any portion of this report at UBS, you may need to open new accounts or make changes to existing accounts, including the risk profile and/or investment objectives of the account.
- **Eligibility:** Certain UBS programs and products are subject to specific eligibility, net worth, suitability and, in some cases, residency requirements. *You must meet those requirements prior to investing.*
- **Margin balances:** This report does not include margin balances. If assets in this report were purchased on margin or pledged as collateral for a loan, the amount of funds available to purchase securities may be lower than the values of the current holdings displayed in this report. This will impact your ability to implement the strategies identified in this report.
- Only those products available through UBS Financial Services Inc. and approved for sale on the UBS platform are included in this report. There may be other investments not considered that have characteristics similar or superior to those identified in this report.
- **Fixed income investments and alternative investment illustrations at the asset class level:** Because the availability of fixed income securities and alternative investments changes regularly and can be limited in the market place, fixed income and alternative investment illustrations for your consideration may be represented by a fixed income or alternative investment style proxy (e.g., Taxable Fixed Income, Municipal Fixed Income, Hedge Funds, Private Equity, Private Real Estate) and identified on the holdings detail pages in this report as "Asset Class as Proxy". If you determine that you would like to purchase fixed income securities or alternative investments, your Financial Advisor can work with you to identify available securities for which you qualify (based on eligibility requirements of the investment) and that are aligned with your selected investment strategy.
- **Fees:** Investment advisory fees, brokerage commissions, transaction or other account charges which you can incur in connection with implementing an investment strategy are not shown, and will vary based on the product and service you choose. The portion of these fees and charges which will be paid to your Financial Advisor also varies based on the strategy, products, and programs you select and create financial incentives for your Financial Advisor to recommend arrangements for which they receive higher compensation. **The initial, ongoing and total overall costs of purchasing and holding investments in an advisory or brokerage account vary, in some cases significantly.** For example, some products carry higher or lower fees, commissions, transaction or other charges depending on the program or account type in which the products are purchased or held. **Your total costs will also vary, and may be higher, depending on the length of time in which you own the security and fluctuations in its market value over time, especially if you hold them in a fee based account.** You should discuss the investment advisory fees and/or brokerage commissions, transaction or other account charges that you may incur in connection with implementing an investment strategy with your Financial Advisor.

Classification of assets & *bundling* and *unbundling* options
At your direction, we may also have considered assets that you hold at other financial institutions. If you valued and categorized these holdings at the asset class level, rather than providing security or investment specific detail, we identify those holdings in this report with the notation: *Security detail not provided.* Any evaluation or analysis of such assets should be considered an estimate only. For additional information regarding assets held outside of UBS see the discussion of *Assets held at other financial institutions* in the Illustration Risk Profile section of this report.

Unless otherwise noted in this report:
- Balanced and Equity funds (mutual funds, exchange traded funds, and closed-end funds), are classified by the asset class, subclass, and style breakdown of the fund's underlying holdings (when that data is available). Generally, all other funds, and if a fund's underlying holding data is not available, will be classified based on the fund's overall Morningstar® classification.
- Separately managed accounts assets are classified, in their entirety, based on the asset manager's investment style/category as determined by UBS (for example, Large Cap Growth) rather than by the asset class of the individual securities held in each portfolio.
- Structured investments are generally classified based on the asset class, subclass, and style breakdown of the structured investment's underlying assets, though structured investments that are designed to provide a return of principal at maturity or whose underlying asset is based on rates are generally classified as "fixed income".
- Variable annuities will be classified solely as an "annuity" unless the option to "unbundle" the annuity is selected and the underlying sub-account data

Assumptions & limitations of the analysis in this report-continued

is available. In those instances, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying mutual funds. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.[1]

Presenting information in this manner is helpful in assessing an overall asset allocation or sector exposure. However, since your ownership interest is in the fund/variable annuity, not its underlying holdings, and your separately managed account may include a variety of investments that differ from the style or category of the strategy, this type of classification is not a complete representation of your actual holdings. *Please review the impact of this classification approach carefully with your Financial Advisor before implementing any of the illustrations presented.*

Report date and valuation date
The date of this report is shown on the cover page. It is also displayed, along with the valuation date (the "Data Date") for the included assets, on each page of the report. The value of included assets held at UBS are those reflected in our records as of the data date. In cases where delayed valuations are provided to us (for example, for alternative investments), the values may not be current and are subject to change without notice.

Valuation
Values shown are not inclusive of margin balances. Every reasonable attempt has been made to accurately price securities; however, we make no guarantee with respect to any security's price. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. We will generally rely on the value provided by you, the custodian or issuer of that security, when (i) securities are held at another custodian and security—specific detail is not provided to UBS to value them; (ii) investments not available through UBS or that our systems do not recognize. The value may not be updated.

Your UBS Financial Services Inc. account statements are the only official record of your holdings and are not replaced, amended or superseded by any of the information presented in this report.

Consolidated reporting
This report is **not** intended to provide you with consolidated information or reporting regarding your holdings at other firms. You should review and maintain the original documents for these assets, such as the statements for individual accounts held away from UBS. Those documents may contain notices, disclosures and other information important to you, and may also serve as a reference should questions arise regarding the accuracy of that information as presented in this report. UBS's SIPC coverage applies to assets held at UBS. If you maintain assets at other firms that may be SIPC members, you should contact their financial representative or the other entity or refer to the other entity's statement regarding SIPC membership.

Additional compensation and business activities
For additional information regarding the fees we charge for the products and services we offer, as well as other compensation received by UBS, please review our brochure titled *Understanding our fees, charges, and other compensation* available at our website *http://www.ubs.com/accountdisclosures.*

UBS and its affiliates may hold a position or act as market maker in the financial instruments of any issuer of any security identified in this report, or act as an underwriter, placement agent, advisor or lender to such issuer. In addition, at any time UBS AG or other companies in the UBS group (or employees thereof), may have a long or short position, or deal as principal or agent, in securities identified in this report or provide advisory or other services to the issuer of such securities or to a company connected with an issuer.

[1] The fund and variable annuity information is provided to us by Morningstar®, Inc. daily (for funds) and weekly (for variable annuities). The information is based on data published by the fund or insurance company which may not be current since portfolio holdings can change on a regular basis. Accordingly, this report may not accurately reflect an up-to-date composition of these funds and variable annuities.

Important risk information and terms

All investments carry risk of loss. You may lose some or all of your investment. Past performance is not a guarantee of future returns.

Product descriptions and risk considerations

Some of the general risk considerations associated with the investments included in this report are described below and/or in the Asset Class Risk Descriptions section of this report. The descriptions are not meant to be a complete list of all investment risks. For more complete information regarding fees, expenses, risks and restrictions associated with these investments please review the offering documents and marketing materials. Investors should consult their tax advisor about their specific tax situation before investing in any securities. In addition, clients should familiarize themselves with the particular market risks and the other risks associated with the specific investment.

CIO Wealth Management Research (CIO WMR) Dividend Ruler, Q-Garp and Equity Focus Lists
These stock lists are developed and maintained by CIO WMR based on various criteria and investment themes. Please refer to the current CIO WMR publications for the respective lists for details on the methodology used by CIO WMR to compile each list. Your financial advisor can provide you with copies of these publications upon request.

Asset class risk descriptions

Asset class
Asset Class is a term that broadly defines a category of investments that share common investment characteristics. Typical broad asset classes include equities, fixed income securities, cash and cash alternatives. This section describes some of the common asset classes used in this report, how they are classified and some of the general risk considerations. The products described above in Product Descriptions and Risk Considerations are categorized into one of the asset classes described below. For more information about how your assets are classified, please speak with your Financial Advisor.

U.S. fixed income
Fixed income represents exposure (whether direct or indirect) to debt issued by private corporations, governments or federal agencies. Historically, fixed income has higher return than cash investments but their value can fluctuate dramatically as they are subject to credit and interest rate risk. In addition, fixed income generally has less volatility and long-term return than equities. U.S. fixed income may be further classified as high yield. These investments are high yielding securities but may also carry more risk. A bond funds yield and value of its portfolio fluctuate and can be affected by changes in interest rates, general market conditions and other political, social and economic developments.

U.S. equity
Equities represent exposure (whether direct or indirect) to ownership interest in a corporation. Historically, equities are more risky than fixed income or cash investments as they experience greater volatility risk, which is the risk that the value of your investment may fluctuate over time. However, they have had higher returns. This report classifies U.S. equities based on the market capitalization (market value) of the company, for example, Large, Mid, Small. Investments in small and medium company stocks can be more volatile over the short term than investments in large company stocks, however they may offer greater potential for appreciation. In addition, this report classifies certain U.S. equity securities as REITs (Real Estate Investment Trusts). These publicly traded companies own and most often manage commercial real estate and derive most of their revenue and income from rents. In aggregate, these companies own properties across all major property sectors and all major geographic regions. REIT investments include risks associated with credit quality, interest rate fluctuations and the impact of various economic conditions.

Non-U.S. equity and fixed income
Non-U.S. Equity and Fixed Income represent exposure (whether direct or indirect) to ownership interests and debt, respectively, of foreign governments and corporations that can be sub-divided into those from countries that have developed markets or emerging markets. Further, non-U.S. companies not reporting with the Securities and Exchange Commission, or SEC, may be subject to accounting, auditing and financial reporting standards and requirements that differ from companies reporting with the SEC and may have less publicly available information about them than companies reporting with the SEC.

International
Investors in securities of issuers located outside of the United States should be aware that even for securities denominated in U.S. dollars, changes in the exchange rate between the U.S. dollar and the issuers "home" currency can have unexpected effects on the market value and liquidity of those securities. Those securities may also be affected by other risks (such as political, economic or regulatory changes) that may not be readily known to a U.S. investor.

Index listing

Index definitions

Barclays Agg Bond

(LBAG) Composed of securities from Barclays Capital government/corporate bond index, mortgage-backed securities index, and the asset-backed securities index. Total return comprises price appreciation/depreciation and income as a percentage of the original investment. Indexes are rebalanced monthly by market capitalization.

MSCI AC Wrld xUS Val-NR

MSCI AC World Index ex USA Value - Net Return

Russell 1000 Value

Contains those Russell 1000 securities with a less-than-average growth orientation. It represents the universe of stocks from which value managers typically select. Securities in this index tend to exhibit low price-to-book and price-earnings ratios, higher dividend yields and lower forecasted growth values than the growth universe.

Russell 3000 Growth

Measures the performance of those Russell 3000 Index companies with higher price-to-book ratios and higher forecasted growth values. The stocks in this index are also members of either the Russell 1000 Growth or the Russell 2000 Growth indexes.

Indexes used for historic values

The table below displays the asset class and styles used in the asset allocation(s) shown in the report and the respective index proxies used to calculate simulated historic performance results. See the Index listing section for definitions.

Index benchmarks are shown for illustrative purposes only. Those comparisons relate to the performance of market indexes and not the performance of actual investments. Our selection and use of benchmarks for comparison purposes is not a promise or guarantee that the allocation will meet or exceed the stated benchmark. Depending upon the composition of your portfolio and your investment objectives, these indexes may not be an appropriate measure for comparison purposes and, as such, are presented for illustrative purposes only. Although most portfolios use indexes as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index and the past performance of an index is not a guarantee of how your portfolio will perform. Indexes are not available for direct investment and reflect an unmanaged universe of securities, which does not take into account advisory or transaction fees, all of which will reduce their overall returns.

Style	Index	Model name	Allocation (%)
Cash			
Fixed Income			
US Core	Barclays Agg Bond	Proposed Holdings Allocation	30.00
Equity			
US Growth	Russell 3000 Growth	Proposed Holdings Allocation	40.00
US Large Cap Value	Russell 1000 Value	Proposed Holdings Allocation	25.00
International Value	MSCI AC Wrld xUS Val-NR	Proposed Holdings Allocation	5.00
Commodities			
Non-Traditional			
Other			

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018

SUBJECT: Approval of Corrective Action Plans for City's Pension and Retiree Health Care Systems Underfunded Status

DEPARTMENT: City Manager's Department/Finance

SUMMARY: On May 17, 2018 the City of Oak Park was notified by the State Treasury Department that our Waiver Applications filed in April 2018 were denied. As a result of Section 3 of PA 202 of 2017, the City must create a corrective action plan to address the underfunded status of each the Pension Systems and Health Care Systems. Each corrective action plan demonstrates steps the City has already taken and projections to achievement of the appropriate funded status. We are submitting a corrective action plan for each of our systems, which include:

Public Safety Retiree Health Care System
General Employees' Retiree Health Care System
District Court Retiree Health Care System
Public Safety Pension System
General Employees' Pension System

The State Treasury Department will provide the corrective action plans to the Municipal Stability Board (MSB) for their review. The MSB will accept the corrective action plans at their next scheduled meeting and approve or reject the corrective action plans within 45 days from the date of the meeting.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approval of each of the corrective action plans for the City's Pension and Retiree Health Care Systems.

APPROVALS:

City Manager: ____________________

Department Director: ____________________

Director of Finance: ____________________

Budgeted: ☐

EXHIBITS:

Michigan Department of Treasury
5597 (08-18)

Protecting Local Government Retirement and Benefits Act
Corrective Action Plan:
Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: City of Oak Park   Six-Digit Muni Code: 632140

Retirement Health Benefit System Name: Public Safety Retiree Health Care System

Contact Name (Administrative Officer): Erik Tungate

Title if not Administrative Officer:

Email: etungate@oakparkmi.gov   Telephone: (248) 691-7410

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one retirement health benefit system that has been determined to have an underfunded status. Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution (ARC) for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board. The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of the Act, this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the retirement healthcare systems will be less than 12% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System OPEB

Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status, as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

(i) Requiring cost sharing of premiums and sufficient copays.

(ii) Capping employer costs.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2017**, the local unit entered into new collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page **12** of the attached actuarial analysis that indicates the system is **40%** funded as of **June 30, 2017**.*

The City has enacted a number of system design changes over the years to decrease retiree health care liabilities. Please see attachment 6a for the full list of changes, as there was not enough room in this form to list them.

☒ **Additional Funding** – Additional funding may include the following: paying the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022**. Please see page **10** of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **$500,000** for the next five years.*

The City had set aside approximately $600,000 in total between the Employees and Public Safety OPEB plans from 2004 to 2014 but made almost no additional contributions. In 2015, a formal trust was created to receive, invest, and accumulate assets for retirement healthcare. The City began setting aside any operating surplus in the General fund annual to make additional RHC contributions over the ARC. The additional contributions totaled $1,000,000 for FY 2015, $1,300,000 for FY 2016 and $600,000 for FY 2018. The audited statement of this fund as of 06/30/2017 show a total of $3,093,894 for the two OPEB funds. See attachment 6a exhibit.

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **42%** as indicated on page **13**.*

In 2006 the City attempted to make changes to the retiree health care (RHC) benefit provided to Public Safety retirees by increasing the copay for medical and prescription drugs but was sued and ultimately lost the court case and was mandated to not make any changes to benefits. A copy of the order is attached as attachment 6a.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prospective actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *The local unit will seek to align benefit levels for the retired membership with each class of active employees. Beginning with* ***summer 2018*** *contract negotiations, the local unit will seek revised collective bargaining agreements with the* ***Command Officers Association*** *and* ***Internal Association of Firefighters*** *to increase employee co-payments and deductibles for healthcare. These coverage changes would result in an improvement to the retirement system's funded ratio. Please see page* ***12*** *of the attached actuarial analysis that indicates the system would be* ***40%*** *funded by* ***fiscal year 2020*** *if these changes were adopted and implemented by* ***fiscal year 2019.***

As noted above, attempted changes to existing retirees healthcare but was blocked by court action. The plan is closed as of 2004 with all new hires being part of HSA program so no additional changes can be made.

☒ **Additional Funding** – Additional funding may include the following: meeting the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit will create a qualified trust to receive, invest, and accumulate assets for retirement healthcare by* ***December 31, 2018.*** *The local unit of government will adopt a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC) by* ***December 31, 2018.*** *Additionally, beginning in fiscal year 2019, the local unit will contribute* ***$500,000*** *annually in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to* ***40%*** *by* ***2022.*** *Please see page* ***10*** *of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional* ***$500,000*** *for the next five years.*

The City is committed to continue to make additional contributions annually from any surplus in the General Fund. To comply with PA 202 for the 2 DB pension plans, the city has committed to additional annual contributions totaling $843,595. While the additional pension contributions use up all estimated surplus in the short-term, the city is committed to continue to make additional annual contributions of $600,000-$1,200,000 from savings from switching to Medicare Advantage between the two OPEB funds (see below).

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *Beginning in* ***fiscal year 2019,*** *the local unit will begin amortizing the unfunded portion of the healthcare liability using a* ***level-dollar amortization method over a closed period of 10 years.*** *This will allow the health system to reach a funded status of* ***42%*** *by* ***2022*** *as shown in the attached actuarial analysis on page* ***13.***

The city (including the court) is self insured for all healthcare costs. Beginning in September 2018 the city joined Medicare Advantage for the eligible retirees which will help reduce the overall cost of insurance. The projected savings from this change is approximately 10%-20% annually or approximately $600,000-$1,200,000 annually for all retirees. See attachment 6a for projected savings from our insurance consultant. The formal creation of the trust fund will also increase the overall investment return on the assets set aside to approximately 7%.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for *(insert local unit name)* Oak Park Pub Safety OPEB to make, at a minimum, the retiree premium payment, as well as the normal cost payments for all new hires (if applicable), for the retirement health benefit system according to your long-term budget forecast?

☒ **Yes**
☐ **No**
If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention	Type of Document
☒ Attachment – 1	**This Corrective Action Plan (Required)**
☒ Attachment – 1a	**Documentation from the governing body approving this Corrective Action Plan (Required)**
☐ Attachment – 2a	**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 12% of governmental fund revenues, as defined by the Act. (Required)**
☐ Attachment – 3a	Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).
☐ Attachment – 4a	Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)
☐ Attachment – 5a	A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio
☒ Attachment – 6a	Other documentation, not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria	Description
☒ Underfunded Status	Is there a description and adequate supporting documentation of how and when the retirement system will reach the 40% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all retirement healthcare systems will be less than 12 percent of governmental fund revenues?
☒ Reasonable Timeframe	Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)?
☒ Legal and Feasible	Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?
☒ Affordability	Do the corrective action(s) listed allow the local unit to make the retiree healthcare premium payment, as well as normal cost payment for new hires now and into the future without additional changes to this corrective action plan?

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Erik Tungate, as the government's administrative officer (insert title) Chief Executive Officer (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The City of Oak Park Public Safety OPEB Plan **(Insert Retirement Healthcare System Name)** will achieve a funded status of at least 40% by Fiscal Year 2048 as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

☐ The ARC for all of the retirement healthcare systems of ______________ **(Insert local unit name)** will be less than 12% of the local unit of government's annual governmental fund revenues by Fiscal Year ________ as demonstrated by required supporting documentation listed in section 6.

Signature ______________ Date 11/12/18

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: City of Oak Park Six-Digit Muni Code: 632140

Retirement Health Benefit System Name: General Employees Retiree Health Care System

Contact Name (Administrative Officer): Erik Tungate

Title if not Administrative Officer:

Email: etungate@oakparkmi.gov Telephone: (248) 691-7410

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one retirement health benefit system that has been determined to have an underfunded status. Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution (ARC) for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board. The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of the Act, this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the retirement healthcare systems will be less than 12% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System OPEB

Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status, as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

(i) Requiring cost sharing of premiums and sufficient copays.

(ii) Capping employer costs.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

> ➢ **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2017**, the local unit entered into new collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page **12** of the attached actuarial analysis that indicates the system is **40%** funded as of **June 30, 2017**.*

All non-union new hires effective 08/01/2004; all new hires in TPOAM bargaining agreement effective 07/01/2006; and all new hires in TPOAM Dispatch bargaining agreement effective 07/01/2007 are in a Health Savings Account program and the OPEB plan is closed to all new hires. Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee effective 07/01/2010. Prior to this date retirees' health care was maintained at the benefit level when retired.

☒ **Additional Funding** – Additional funding may include the following: paying the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022**. Please see page **10** of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **$500,000** for the next five years.*

The City had set aside approximately $600,000 in total between the Employees and Public Safety OPEB plans from 2004 to 2014 but made almost no additional contributions. In 2015, a formal trust was created to receive, invest, and accumulate assets for retirement healthcare. The City began setting aside any operating surplus in the General fund annual to make additional RHC contributions over the ARC. The additional contributions totaled $1,000,000 for FY 2015, $1,300,000 for FY 2016 and $600,000 for FY 2018. The audited statement of this fund as of 06/30/2017 show a total of $3,093,894 for the two OPEB funds. See attachment 6a exhibit.

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **42%** as indicated on page **13**.*

In 2006 the City attempted to make changes to the retiree health care (RHC) benefit provided to General retirees by increasing the copay for medical and prescription drugs but was sued and ultimately lost the court case and was mandated to not make any changes to benefits. A copy of the order is attached as attachment 6a.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prospective actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *The local unit will seek to align benefit levels for the retired membership with each class of active employees. Beginning with* ***summer 2018*** *contract negotiations, the local unit will seek revised collective bargaining agreements with the* ***Command Officers Association*** *and* ***Internal Association of Firefighters*** *to increase employee co-payments and deductibles for healthcare. These coverage changes would result in an improvement to the retirement system's funded ratio. Please see page* ***12*** *of the attached actuarial analysis that indicates the system would be* ***40%*** *funded by* ***fiscal year 2020*** *if these changes were adopted and implemented by* ***fiscal year 2019.***

As noted above, attempted changes to existing retirees healthcare but was blocked by court action. The plan is closed as of 2004 with all new hires being part of HSA program so no additional changes can be made.

☒ **Additional Funding** – Additional funding may include the following: meeting the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit will create a qualified trust to receive, invest, and accumulate assets for retirement healthcare by* ***December 31, 2018.*** *The local unit of government will adopt a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC) by* ***December 31, 2018.*** *Additionally, beginning in fiscal year 2019, the local unit will contribute* ***$500,000*** *annually in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to* ***40%*** *by* ***2022.*** *Please see page* ***10*** *of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional* ***$500,000*** *for the next five years.*

The City is committed to continue to make additional contributions annually from any surplus in the General Fund. To comply with PA 202 for the 2 DB pension plans, the city has committed to additional annual contributions totaling $843,595. While the additional pension contributions use up all estimated surplus in the short-term, the city is committed to continue to make additional annual contributions of $600,000-$1,200,000 from savings from switching to Medicare Advantage between the two OPEB funds (see below).

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *Beginning in* ***fiscal year 2019,*** *the local unit will begin amortizing the unfunded portion of the healthcare liability using a* ***level-dollar amortization method over a closed period of 10 years.*** *This will allow the health system to reach a funded status of* ***42%*** *by* ***2022*** *as shown in the attached actuarial analysis on page* ***13.***

The city (including the court) is self insured for all healthcare costs. Beginning in September 2018 the city joined Medicare Advantage for the eligible retirees which will help reduce the overall cost of insurance. The projected savings from this change is approximately 10%-20% annually or approximately $600,000-$1,200,000 annually for all retirees. See attachment 6a for projected savings from our insurance consultant. The formal creation of the trust fund will also increase the overall investment return on the assets set aside to approximately 7%.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for *(insert local unit name)* City of Oak Park Employ OPEB to make, at a minimum, the retiree premium payment, as well as the normal cost payments for all new hires (if applicable), for the retirement health benefit system according to your long-term budget forecast?

☒ **Yes**
☐ **No**
If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention	Type of Document
☒ Attachment – 1	**This Corrective Action Plan (Required)**
☒ Attachment – 1a	**Documentation from the governing body approving this Corrective Action Plan (Required)**
☐ Attachment – 2a	**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 12% of governmental fund revenues, as defined by the Act. (Required)**
☐ Attachment – 3a	Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).
☐ Attachment – 4a	Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)
☐ Attachment – 5a	A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio
☒ Attachment – 6a	Other documentation, not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria	Description
☒ Underfunded Status	Is there a description and adequate supporting documentation of how and when the retirement system will reach the 40% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all retirement healthcare systems will be less than 12 percent of governmental fund revenues?
☒ Reasonable Timeframe	Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)?
☒ Legal and Feasible	Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?
☒ Affordability	Do the corrective action(s) listed allow the local unit to make the retiree healthcare premium payment, as well as normal cost payment for new hires now and into the future without additional changes to this corrective action plan?

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Erik Tungate, as the government's administrative officer (insert title) Chief Executive Officer (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The City of Oak Park Employees OPEB Plan **(Insert Retirement Healthcare System Name)** will achieve a funded status of at least 40% by Fiscal Year 2048 as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

☐ The ARC for all of the retirement healthcare systems of ______________ **(Insert local unit name)** will be less than 12% of the local unit of government's annual governmental fund revenues by Fiscal Year ________ as demonstrated by required supporting documentation listed in section 6.

Signature ______________ Date 11/12/18

Michigan Department of Treasury
5597 (08-18)

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: City of Oak Park Six-Digit Muni Code: 632140

Retirement Health Benefit System Name: District Court Retiree Health Care System

Contact Name (Administrative Officer): Erik Tungate

Title if not Administrative Officer:

Email: etungate@oakparkmi.gov Telephone: (248) 691-7410

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one retirement health benefit system that has been determined to have an underfunded status. Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution (ARC) for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board. The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of the Act, this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the retirement healthcare systems will be less than 12% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System OPEB

Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status, as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

(i) Requiring cost sharing of premiums and sufficient copays.

(ii) Capping employer costs.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2017**, the local unit entered into new collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page **12** of the attached actuarial analysis that indicates the system is **40%** funded as of **June 30, 2017**.*

All non-union new hires effective 08/01/2004 are in a Health Savings Account (HSA) program (which includes court personnel). Benefit levels of the retired membership mirrors the active employees, and any changes that occur effective 07/01/2010. Prior to this date retirees' health care was maintained at the benefit level when retired.

☐ **Additional Funding** – Additional funding may include the following: paying the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022**. Please see page **10** of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **$500,000** for the next five years.*

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **42%** as indicated on page **13**.*

In 2006 the City attempted to make changes to the retiree health care (RHC) benefit provided to Public Safety retirees by increasing the copay for medical and prescription drugs but was sued and ultimately lost the court case and was mandated to not make any changes to benefits. A copy of the order is attached as attachment 6a. Beginning in 1995, the 45th District Court began levying a fee on certain tickets to fund the RHC. Effective 07/01/2015 the amount of the fee increased from $15 to $20. The fee collected represents approximately 50% of the annual RHC costs with the balance being paid from the court's operating budget annually.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prospective actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *The local unit will seek to align benefit levels for the retired membership with each class of active employees. Beginning with* ***summer 2018*** *contract negotiations, the local unit will seek revised collective bargaining agreements with the* ***Command Officers Association*** *and* ***Internal Association of Firefighters*** *to increase employee co-payments and deductibles for healthcare. These coverage changes would result in an improvement to the retirement system's funded ratio. Please see page* ***12*** *of the attached actuarial analysis that indicates the system would be* ***40%*** *funded by* ***fiscal year 2020*** *if these changes were adopted and implemented by* ***fiscal year 2019.***

As noted above, attempted changes to existing retirees healthcare but was blocked by court action. The plan is closed as of 2004 with all new hires being part of HSA program so no additional changes can be made.

☒ **Additional Funding** – Additional funding may include the following: meeting the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit will create a qualified trust to receive, invest, and accumulate assets for retirement healthcare by* ***December 31, 2018.*** *The local unit of government will adopt a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC) by* ***December 31, 2018.*** *Additionally, beginning in fiscal year 2019, the local unit will contribute* ***$500,000*** *annually in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to* ***40%*** *by* ***2022.*** *Please see page* ***10*** *of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional* ***$500,000*** *for the next five years.*

The 45th District Court is a shared court with 2 other communities. All communities levy the $20 RHC fee to help offset some of the RHC costs. The court's operating budget is breakeven with no surplus available to make add'l contributions over the pay-as-you-go. As the DCU, any add'l contributions would only come from Oak Park's General Fund (which has already committed to more than $1 million annual increase in contributions in the PA 202 plans for the 2 pension plans and the 2 other OPEB plans). The court will contribute the savings of $39,000 noted below and any annual surplus above break even from operations will be contributed as well.

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *Beginning in* ***fiscal year 2019,*** *the local unit will begin amortizing the unfunded portion of the healthcare liability using a* ***level-dollar amortization method over a closed period of 10 years.*** *This will allow the health system to reach a funded status of* ***42%*** *by* ***2022*** *as shown in the attached actuarial analysis on page* ***13.***

The city (including the court) is self insured for all healthcare costs. Beginning in September 2018 the city joined Medicare Advantage for the eligible retirees which will help reduce the overall cost of insurance. The projected savings from this change is approximately 10% annually or approximately $39,000 annually for the court. See attachment 6a for projected savings from our insurance consultant.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for *(insert local unit name)* Oak Park Court OPEB Plan to make, at a minimum, the retiree premium payment, as well as the normal cost payments for all new hires (if applicable), for the retirement health benefit system according to your long-term budget forecast?

☒ **Yes**
☐ **No**
If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention	Type of Document
☒ Attachment – 1	**This Corrective Action Plan (Required)**
☒ Attachment – 1a	**Documentation from the governing body approving this Corrective Action Plan (Required)**
☐ Attachment – 2a	**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 12% of governmental fund revenues, as defined by the Act. (Required)**
☐ Attachment – 3a	Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).
☐ Attachment – 4a	Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)
☐ Attachment – 5a	A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio
☒ Attachment – 6a	Other documentation, not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria	Description
☒ Underfunded Status	Is there a description and adequate supporting documentation of how and when the retirement system will reach the 40% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all retirement healthcare systems will be less than 12 percent of governmental fund revenues?
☒ Reasonable Timeframe	Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)?
☒ Legal and Feasible	Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?
☒ Affordability	Do the corrective action(s) listed allow the local unit to make the retiree healthcare premium payment, as well as normal cost payment for new hires now and into the future without additional changes to this corrective action plan?

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Erik Tungate, as the government's administrative officer (insert title) Chief Executive Officer (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The City of Oak Park District Court OPEB Plan **(Insert Retirement Healthcare System Name)** will achieve a funded status of at least 40% by Fiscal Year 2048 as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

☐ The ARC for all of the retirement healthcare systems of ________________ **(Insert local unit name)** will be less than 12% of the local unit of government's annual governmental fund revenues by Fiscal Year ________ as demonstrated by required supporting documentation listed in section 6.

Signature ________________ Date 11/13/18

Michigan Department of Treasury
5598 (08-18)

Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: City of Oak Park Six-Digit Muni Code: 632140

Defined Benefit Pension System Name: Public Safety Retirement System

Contact Name (Administrative Officer): Erik Tungate

Title if not Administrative Officer: ____________________

Email: etungate@oakparkmi.gov Telephone: (248) 691-7410

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annually required contribution (ARC) for all of the defined benefit pension retirement systems of the local unit of government is greater than 10% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of PA 202 of 2017 (the Act), this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System

Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan, a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

(i) Closing the current defined benefit plan.

(ii) Implementing a multiplier limit.

(iii) Reducing or eliminating new accrued benefits.

(iv) Implementing final average compensation standards.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

☒ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: *The system's multiplier for current employees was lowered from 2.5X to 2X for the* ***General Employees' Retirement System*** *on* ***January 1, 2017.*** *On page* ***8*** *of the attached actuarial supplemental valuation, it shows our funded ratio will be* ***60%*** *by fiscal year* ***2020.***

As of 07/01/2011 any new hires final average compensation is calculated based on their effective base wage rate only. The system's multiplier was lowered from 2.8 to 2.5 for the Public Safety Retirement System for the POAM bargaining unit. As of 04/01/2015 any new hires in the POAM bargaining unit shall no longer be eligible to purchase previous municipal service time. Effective 07/01/2018 the active employees contribution increased from 7.5% to 9.5% of pay.

☒ **Additional Funding** – Additional funding may include the following: Voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit provided a lump sum payment of* ***$1 million*** *to the* ***General Employees' Retirement System*** *on* ***January 1, 2017.*** *This lump sum payment was in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to* ***61%*** *by* ***2025.*** *Please see page* ***10*** *of the attached enacted budget, which highlights this contribution of* ***$1 million.***

The City's budget is extremely tight every year but an attempt is made to make extra contributions each and every year. The City has made additional contributions over the ARC in FY 2014: $763,797 FY 2015: $278,886 FY 2016: $195,336 and FY 2017: $72,359(see Attachment 6a for audit report page noting these additional contributions). The City has made extra contributions over the past several years not only in this system but also the Employees DB pension system and the Public Safety and General OPEB plans as well with any and all available surplus annually.

☐ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from* ***2015.*** *Attached is an updated actuarial valuation for* ***2017*** *that shows our funded ratio has improved to* ***62%*** *as indicated on page* ***13.***

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

☐ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: *Beginning with* ***summer 2018*** *contract negotiations, the local unit will seek to lower the system's multiplier for current employees from 2.5X to 2X for the* ***General Employees' Retirement System.*** *On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio would be* ***60%*** *funded by* ***fiscal year 2020*** *if these changes were adopted and implemented by* ***fiscal year 2019.***

☒ **Additional Funding** – Additional funding may include the following: voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: Beginning in **fiscal year 2019,** *the local unit will provide a lump sum payment of* ***$1 million*** *to the* ***General Employees' Retirement System.*** *This lump sum payment will be in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to* ***61% by 2025.*** *Please see page* ***10*** *of the attached enacted budget, which highlights this contribution of* ***$1 million.*** *Please see page* ***12*** *of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.*

As noted on page 3, the City is committed to making additional contributions to the plan from annual surplus like it has in each of the past 4 years but is severely limited due to not only the Public Safety system being underfund but the Employees DB plan and the 3 OPEB plans all require new additional funding. As noted below, the City is changing the amortization period from the current 26 years to 20 year in order to get to the 60% funding level by 2021. The change in the amort period results in an increase in funding in FY 2019 of $549,508 (21.5%). The City is also committed to continuing the extra contribution of $50-100,000 annually over the ARC

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *Beginning in* ***fiscal year 2019,*** *the local unit will begin amortizing the unfunded portion of the pension liability using a* ***level-dollar amortization method over a closed period of 10 years.*** *This will allow the retirement system to reach a funded status of* ***62%*** *by* ***2022*** *as shown in the attached actuarial analysis on page* ***13.***

The City went to our actuaries to develop a plan get the funding level to the 60% minimum as quickly as possible without significantly reducing services to our customers. The actuaries recommended changing the rate of return from 8% to 7% and reducing the amortization period from the current 26 years to 20 years. This will result in an increase in the ARC of $549,508 for FY 2019 and allow the retirement system to reach a funded status of 60.8% by 2021 as shown in the Attachment 2a.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) City of Oak Park to make, at a minimum, the annual required contribution payment for the defined benefit pension system according to your long-term budget forecast?

☒ **Yes**
☐ **No**
If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this Corrective Action Plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention	**Type of Document**
☒ Attachment – 1	**This Corrective Action Plan Form (Required)**
☒ Attachment – 1a	**Documentation from the governing body approving this Corrective Action Plan (Required)**
☒ Attachment – 2a	**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 10% of governmental fund revenues, as defined by the Act. (Required)**
☐ Attachment – 3a	Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).
☐ Attachment – 4a	Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)
☐ Attachment – 5a	A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio
☒ Attachment –6a	Other documentation not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria	Description
☒ Underfunded Status	Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all pension systems will be less than 10 percent of governmental fund revenues?
☒ Reasonable Timeframe	Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)?
☒ Legal and Feasible	Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?
☒ Affordability	Do the corrective action(s) listed allow the local unit to make the annual required contribution payment for the pension system now and into the future without additional changes to this corrective action plan?

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I Erik Tungate, as the government's administrative officer *(enter title)* Chief Executive Officer (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The Public Safety Retirement System **(Insert Retirement Pension System Name)** will achieve a funded status of at least 60% by Fiscal Year 2021 as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

☐ The ARC for all of the defined benefit pension retirement systems of __________ **(Insert local unit name)** will be less than 10% of the local unit of government's annual governmental fund revenues by Fiscal Year ______ as demonstrated by required supporting documentation listed in section 6.

Signature [signature] Date 11/13/18

Michigan Department of Treasury
5598 (08-18)

Protecting Local Government Retirement and Benefits Act
Corrective Action Plan:
Defined Benefit Pension Retirement Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: City of Oak Park Six-Digit Muni Code: 632140

Defined Benefit Pension System Name: General Employees' Retirement System

Contact Name (Administrative Officer): Erik Tungate

Title if not Administrative Officer:

Email: etungate@oakparkmi.gov Telephone: (248) 691-7410

2. GENERAL INFORMATION

Corrective Action Plan: An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one defined benefit pension retirement system that has been determined to have an underfunded status. Underfunded status for a defined benefit pension system is defined as being less than 60% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annually required contribution (ARC) for all of the defined benefit pension retirement systems of the local unit of government is greater than 10% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

Due Date: The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board (the Board). The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

Filing: Per Sec. 10(1) of PA 202 of 2017 (the Act), this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the defined benefit pension systems will be less than 10% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System

Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Municipal Stability Board: The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

Review Process: Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

Considerations for Approval: A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan, a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

(i) Closing the current defined benefit plan.

(ii) Implementing a multiplier limit.

(iii) Reducing or eliminating new accrued benefits.

(iv) Implementing final average compensation standards.

Implementation: The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

3. DESCRIPTIONS OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

☒ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: *The system's multiplier for current employees was lowered from 2.5X to 2X for the* ***General Employees' Retirement System*** *on* ***January 1, 2017.*** *On page* ***8*** *of the attached actuarial supplemental valuation, it shows our funded ratio will be* ***60%*** *by fiscal year* ***2020.***

The General Employees' Retirement System closed the plan to all non-union new hires effective 08/01/2004, to all TPOAM bargaining unit new hires effective 07/01/2006 and to all TPOAM Dispatch bargaining unit new hires effective 07/01/2007 (as noted on page 66 of 6/30/17 audit report). As of 07/01/2014 any new hires in the TPOAM and TPOAM Dispatch bargaining units shall no longer be eligible to purchase previous municipal service time.

☒ **Additional Funding** – Additional funding may include the following: Voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit provided a lump sum payment of* ***$1 million*** *to the* ***General Employees' Retirement System*** *on* ***January 1, 2017.*** *This lump sum payment was in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to* ***61% by 2025.*** *Please see page* ***10*** *of the attached enacted budget, which highlights this contribution of* ***$1 million.***

The City's budget is extremely tight every year but an attempt is made to make extra contributions each and every year. The City has made additional contributions over the ARC in FY 2014: $155,174, FY 2016: $18,188 and FY 2017: $81,307 (see Attachment 6a for audit report page noting these additional contributions). The City has made extra contributions over the past several years not only in this system but also the Public Safety DB pension system and the Public Safety and General OPEB plans as well with any and all available surplus annually.

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from* ***2015.*** *Attached is an updated actuarial valuation for* ***2017*** *that shows our funded ratio has improved to* ***62%*** *as indicated on page* ***13.***

14.1% of the city's actuarially determined contribution (ADC) is attributable to employees within our Water & Sewer Enterprise division, yet we could not include Enterprise revenue as part of our Governmental Funds. The attached analysis shows that our revenue ratio (ADC/Total Governmental Funds) would only by 10.2% when excluding Enterprise Fund from the calculation. Attachment 6a exhibits these contributions from the City's Water & Sewer Enterprise Fund.

4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the additional actions the local government is planning to implement to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Category of Prospective Actions:

☐ **System Design Changes** - System design changes may include the following: Lower tier of benefits for new hires, final average compensation limitations, freeze future benefit accruals for active employees in the defined benefit system, defined contribution system for new hires, hybrid system for new hires, bridged multiplier for active employees, etc.

Sample Statement: *Beginning with* ***summer 2018*** *contract negotiations, the local unit will seek to lower the system's multiplier for current employees from 2.5X to 2X for the* ***General Employees' Retirement System.*** *On page 8 of the attached actuarial supplemental valuation, it shows our funded ratio would be* ***60%*** *funded by* ***fiscal year 2020*** *if these changes were adopted and implemented by* ***fiscal year 2019.***

☒ **Additional Funding** – Additional funding may include the following: voluntary contributions above the actuarially determined contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: Beginning in **fiscal year 2019,** *the local unit will provide a lump sum payment of* ***$1 million*** *to the* ***General Employees' Retirement System.*** *This lump sum payment will be in addition to the actuarially determined contribution (ADC) of the system. The additional contribution will increase the retirement system's funded ratio to* ***61% by 2025.*** *Please see page* ***10*** *of the attached enacted budget, which highlights this contribution of* ***$1 million.*** *Please see page* ***12*** *of the attached supplemental actuarial valuation showing the projected change to the system's funded ratio with this additional contribution.*

As noted on page 3, the City is committed to making additional contributions to the plan from annual surplus like it has in 3 of the past 4 years but is severely limited due to not only the Employees system being underfund but the Public Safety DB plan and the 3 OPEB plans all require new additional funding. As noted below, the City is changing the amortization period from the current 26 years to 20 year in order to get to the 60% funding level by 2032. The change in the amort period results in an increase in funding in FY 2019 of $294,087 (21.2%). The City is also committed to continuing the extra contribution of $50-100,000 annually over the ARC.

☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *Beginning in* ***fiscal year 2019,*** *the local unit will begin amortizing the unfunded portion of the pension liability using a* ***level-dollar amortization method over a closed period of 10 years.*** *This will allow the retirement system to reach a funded status of* ***62% by 2022*** *as shown in the attached actuarial analysis on page* ***13.***

The City went to our actuaries to develop a plan get the funding level to the 60% minimum as quickly as possible without significantly reducing services to our customers. The actuaries recommended changing the rate of return from 8% to 7% and reducing the amortization period from the current 26 years to 20 years. This will result in an increase in the ARC of $294,087 for FY 2019 and allow the retirement system to reach a funded status of 60.1% by 2032 as shown in the Attachment 2a.

5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) City of Oak Park to make, at a minimum, the annual required contribution payment for the defined benefit pension system according to your long-term budget forecast?

☒ **Yes**
☐ **No**
If No, Explain

6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this Corrective Action Plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

Naming convention: when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention	**Type of Document**
☒ Attachment – 1	**This Corrective Action Plan Form (Required)**
☒ Attachment – 1a	**Documentation from the governing body approving this Corrective Action Plan (Required)**
☒ Attachment – 2a	**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 60% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 10% of governmental fund revenues, as defined by the Act. (Required)**
☐ Attachment – 3a	Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).
☐ Attachment – 4a	Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)
☐ Attachment – 5a	A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio
☒ Attachment –6a	Other documentation not categorized above

7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the Corrective Action Plan Development: Best Practices and Strategies document.

Corrective Action Plan Criteria	Description
☒ Underfunded Status	Is there a description and adequate supporting documentation of how and when the retirement system will reach the 60% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all pension systems will be less than 10 percent of governmental fund revenues?
☒ Reasonable Timeframe	Do the corrective actions address the underfunded status in a reasonable timeframe (see CAP criteria issued by the Board)?
☒ Legal and Feasible	Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?
☒ Affordability	Do the corrective action(s) listed allow the local unit to make the annual required contribution payment for the pension system now and into the future without additional changes to this corrective action plan?

8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I Erik Tungate, as the government's administrative officer *(enter title)* Chief Executive Officer (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☒ The General Employees' Retirement System **(Insert Retirement Pension System Name)** will achieve a funded status of at least 60% by Fiscal Year 2032 as demonstrated by required supporting documentation listed in section 6.

OR, if the local unit is a city, village, township, or county:

☐ The ARC for all of the defined benefit pension retirement systems of ____________ **(Insert local unit name)** will be less than 10% of the local unit of government's annual governmental fund revenues by Fiscal Year ________ as demonstrated by required supporting documentation listed in section 6.

Signature ____________ Date 11/12/18

15G

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 19, 2018

SUBJECT: 2020 Census Complete Count Committee

DEPARTMENT: City Manager's Office

SUMMARY: The 2020 Census is nearing, and it is important to ensure that there is an accurate census count for the City of Oak Park. Not only is representation in the United States Congress, Michigan House of Representatives and Senate based on population, but so is our State Revenue Sharing. According to the Census Bureau the City of Oak Park's response rate for the 2000 Census was 82 percent. In 2010 the response rate fell to 76 percent. This has resulted in the loss of hundreds of thousands of dollars in State Revenue sharing over the years.

The U.S. Census Bureau has requested our participation in a community engagement program, to inform and motivate Oak Park residents to respond to the 2020 census. The program suggests creating a local Census Complete Count Committee to spearhead engagement with the community, including identification of those who are hard to count, and an informational campaign of the 2020 census process.

A Census Complete Count Committee will operate differently than other City Boards and Commissions as it is not advisory or policy making. The scope of its mission is to distribute information regarding the 2020 Census and encourage participation.

FINANCIAL STATEMENT: The formation of this Committee does not require any additional funding.

RECOMMENDED ACTION: It is recommended that City Council approve a resolution to form the temporary Oak Park Census Complete Count Committee.

APPROVALS:

City Manager: ____________________

Department Director: ____________________

Director of Finance: ____________________

N/A

Resolution approving a temporary Oak Park Complete Count Committee

Be it resolved, the city council hereby authorizes the formation of a census complete count committee; and

Be it further resolved, the complete count committee shall act to encourage residents to complete the 2020 census; and

Be it further resolved, the initial members and chair of the complete count committee shall be appointed by the city council; and

Be it further resolved, the complete count committee is authorized to appoint additional members as it sees fit; and

Be it finally resolved, the census complete count committee shall terminate upon the completion of the data gathering portion of the 2020 census or Dec 31, 2020, whichever comes first.