Oak Park
City Council Agenda

November 7, 2022

AGENDA
REGULAR CITY COUNCIL MEETING
39th CITY COUNCIL
OAK PARK, MICHIGAN
November 7, 2022
7:00 PM

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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 October 24, 2022
   B. Special City Council Meeting Minutes of October 24, 2022
   C. Retirement Board Meeting Minutes of July 25, 2022
   D. Arts and Cultural Diversity Commission Meeting Minutes of May 12, 2022, June 9, 2022, July 14, 2022, August 11, 2022 and September 8, 2022
   E. Request to approve payment to SmithGroup for the Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract in the amount of $12,498.50
   F. Licenses New and Renewals submitted for November 7, 2022

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**

7. **SPECIAL RECOGNITION/PRESENTATIONS:**

   A. Special Retirement Recognition for Brian Bernieri
   B. Recreation Master Plan Presentation - SmithGroup

8. **PUBLIC HEARINGS:** None

9. **COMMUNICATIONS:** None

10. **SPECIAL LICENSES:** None

11. **ACCOUNTING REPORTS:** None

12. **BIDS:** None

13. **ORDINANCES:** None

14. **CITY ATTORNEY:**

15. CITY MANAGER:

Public Safety

A. Request to purchase new duty pistols for the Public Safety Department in the amount of $54,577.36 and to authorize a budget amendment to pull forward $11,000 from the 2023-24 fiscal budget and use fund balance in the amount of $43,577.36 to cover the cost of the purchase

Finance

B. Quarterly Investment Report for period ending 9/30/2022

C. Quarterly Financial Report for period ending 9/30/2022

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
39th OAK PARK CITY COUNCIL
October 24, 2022
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 ProTem Edgar, Council Member Burns, Council Member Whitehead, Council Member Radner

ABSENT: None

OTHERS PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Duff

APPROVAL OF AGENDA:

CM-10-337-22 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

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

Voice Vote:	Yes:	McClellan, Edgar, Burns, Whitehead, Radner
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-10-338-22 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

A. Regular City Council Meeting Minutes of October 3, 2022 **CM-10-339-22**
B. Recycling Commission Meeting Minutes of October 3, 2022 **CM-10-340-22**
C. Request to authorize the Recreation Department to renew their Municipal Credits and Community Credits Contract with Suburban Mobility Authority for Regional Transportation (SMART) **CM-10-341-22**
D. Library Board Meeting Minutes of August 16, 2022 and September 20, 2022 **CM-10-342-22**
E. Request to approve payment of invoices from OHM Advisors for Nine Mile Linear Park Landscaping, Nine Mile Road Design Engineering and Fern Street Survey for the total amount of $32,584.25 **CM-10-343-22**
F. Request to approve payment of invoices from SmithGroup in the amount of $33,307.25 for the Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract **CM-10-344-22**

G. Licenses New and Renewals submitted for October 24, 2022 **CM-10-345-22**

MERCHANT'S LICENSES – October 24, 2022
(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
ALLYSE LAMAR	23110 COOLIDGE	$150.00	SHOWROOM
METRO BY TMOBILE	22150 COOLIDGE HWY	$225.00	PHONE SITE
A-1 AUTO DETAILING LLC	13001 CAPITAL AVE 102	$150.00	DETAIL SHOP

RENEWALS (2022)	ADDRESS	FEE	
B & G WHOLESALE	8625 CAPITAL AVE	$150.00	WAREHOUSE
SUPERIOR ELECTRIC CO OF GREATER DETROIT	10280 CAPITAL AVE	$150.00	ELECTRICAL CONTRACTOR
ALL MY SONS OF DETROIT	13220 CLOVERDALE AVE	$150.00	MOVING SERVICES
AUTOBAHN COLLISION	20850 COOLIDGE HWY	$150.00	AUTO COLLISION REAPIR
CAR STOP AUTOMOTIVE INC	21006 COOLIDGE HWY	$150.00	AUTO COLLISION REAPIR
TOBACCO IMPORT USA	21060 COOLIDGE HWY	$150.00	RETAIL
TALK A LOT WAREHOUSE	21150 COOLIDGE HWY	$150.00	CELLULAR
SPECIALTIES SHOWROOM	21750 COOLIDGE HWY	$150.00	WAREHOUSE
SPECIALTIES SHOWROOM	21760 COOLIDGE HWY	$150.00	WAREHOUSE
HANDS OF HOPE INT.	21790 COOLIDGE HWY	$150.00	501C3 NONPROFIT
CHIROPRACTIC WORKS OC	21790 COOLIDGE HWY	$150.00	CHIROPRACTIC SERVICES
VALUE WORLD INC	22130 COOLIDGE HWY	$150.00	SECOND HAND GOODS
WALK IN THE PARK COIN LAUNDRY	23170 COOLIDGE HWY	$150.00	COIN LAUNDRY
DREAMS OF GOLD JEWELRY	24760 COOLIDGE HWY	$150.00	JEWELRY STORE
IMPRESSICE TILE	12990 W EIGHT MILE RD	$150.00	BUILDING SUPPLY
GONZALEZ PRODUCTION	13200 W EIGHT MILE RD	$150.00	AUTOMOTIVE SUPPLIER
WHEEL DEPOT ONE LLC	13800 W EIGHT MILE RD	$150.00	AUTOMOTIVE SALES & REPAIR
U.S. WHEEL & TIRE	13800 W EIGHT MILE RD B	$150.00	TIRE & WHEEL SALES
SOUTHFIELD QUALITY CARS II	13900 W EIGHT MILE RD	$150.00	USED AUTO SALES
DISCOUNT HYDRO	14370 W EIGHT MILE RD	$150.00	GARDENING SUPPLIES
MATTRESS WHOLESALE	14510 W EIGHT MILE RD	$150.00	RETAIL
LLZ VENTURES/DBA 8 MILE SMOKE & VAPE	15180 W EIGHT MILE RD	$150.00	SMOKE & VAPE WHOLESALE
VALUE WHOLESALE	15188 W EIGHT MILE RD	$150.00	GROCERY DISTRIBUTION
ZUENE MICHIGAN STORAGE CENTERS LLC	15300 W EIGHT MILE RD	$150.00	SELF STORAGE
ROYAL OAK STORAGE	15255 W ELEVEN MILE RD	$150.00	RECORDS STORAGE
MCDONALDS	21000 GREENFIELD RD	$150.00	FAST FOOD CHAIN
GREENFIELD PLAZA ASSOCIATES INC	21700 GREENFIELD # 202	$150.00	OFFICE MANAGEMENT
KROME JEWELERS	21700 GREENFIELD # 302	$150.00	JEWELRY SALES
G & J WHOLESALE	21700 GREENFIELD # 310	$150.00	WHOLESALE JEWELRY SUPPLIES
HERMANS CREATIONS	21700 GREENFIELD # 324	$150.00	JEWELRY SALES AND REPAIRS
DIAMONDS FOREVER INC	21700 GREENFIELD # 350	$150.00	JEWELRY STORE
DIAMOND ISLAND OF GREENFIELD INC	21700 GREENFIELD # 390	$150.00	JEWELER
BUILDING TECHNOLOGY	21850 GREENFIELD RD	$150.00	ROOF CONSULTANTS
LIFE SKILLS VILLAGE PLLC	25900 GREENFIELD # 100	$150.00	MEDICAL OFFICE
GLOBAL WATCH REPAIR LLC	25900 GREENFIELD # 116	$150.00	WATCH AND JEWELRY REPAIR
EVERY BODY KNEADED MASSAGE AND BODY WORK	25900 GREENFIELD # 258	$150.00	MASSAGE THERAPY
LTC CONSULTING SERVICES LLC	25900 GREENFIELD # 412	$150.00	MEDICAL BILLING SERVICE
HOMESITE MORTGAGE LLC	25900 GREENFIELD # 520	$150.00	OFFICE
HEWSON VAN HELLEMONT PC	25900 GREENFIELD # 650	$150.00	LAW FIRM

METRO PCS BY TMOBILE	26102 GREENFIELD RD	$150.00	RETAIL
KROGER FUEL	26156 GREENFIELD RD	$150.00	GAS STATION
MCDONALDS	26160 GREENFIELD RD	$150.00	FAST FOOD CHAIN
KROGER #751	26200 GREENFIELD RD	$150.00	RETAILER
GLR OF OAK PARK INC	26500 HARDING AVE	$150.00	ELECTRONIC RECYCLING
REALTEAM REAL ESTATE	8250 W NINE MILE RD	$150.00	REAL ESTATE
DE BENAY DABNEY	10300 W NINE MILE RD	$150.00	DENTAL PRACTICE
KNIGHT LIGHT CANDLE CO	10332 W NINE MILE RD	$150.00	RETAIL CANDLE STORE
THE WORK PLACE	10450 W NINE MILE RD B	$150.00	OFFICE
LISAS LITTLE ANGELS CHRISTIAN CHILDCARE	10460 W NINE MILE RD	$150.00	DAYCARE
LISAS LITTLE ANGELS CHRISTIAN CHILDCARE	10460 W NINE MILE RD	$150.00	DAYCARE
L N S TOBACCO	10700 W NINE MILE RD	$150.00	GAS STATION
CRESCANT PATTERN CO	8720 NORTHEND AVE	$150.00	PROTOTYPE PATTERN MAKERS
NORTHEND COLLISION INC	12700 NORTHEND AVE	$150.00	COLLISION REPAIR
AMERICAN DATA SECURITY	13070 NORTHEND AVE	$150.00	PAPER SHREDDING/OFFICE RECORDS DESTRUCTION

Voice Vote:	Yes:	McClellan, Edgar, Burns, Whitehead, Radner
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Presentation of Juneteenth Essay Contest Participants

(AGENDA ITEM #7B) Strategic Plan Quarterly Report

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-10-346-22 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF $13,362.27 - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve payment of invoice #597220 and #597221 by Garan, Lucow, Miller P.C., for legal services rendered through September 30, 2022 in the total amount of $13,362.27

Roll Call Vote:	Yes:	McClellan, Burns, Edgar, Radner, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES:

CM-10-347-22 (AGENDA ITEM #13A) SECOND READING AND ADOPTION OF AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE IX, LAND IMPROVEMENTS, OF THE CODE OF ORDINANCES BY AMENDING DIVISION 1 AND DIVISION 2 THEREOF (Ordinance Amendments will bring Article IX into compliance with changes to Oakland County Stormwater Engineering Design Standards and the most recent version of MDOT specifications) - APPROVED

Motion by Edgar, seconded by Burns, CARRIED UNANIMOUSLY, to approve the second reading and adopt an ordinance to amend Chapter 18, Article IX, Land Improvements, of the Code of Ordinances by amending Division 1 and Division 2 thereof (Ordinance Amendments will bring Article IX into compliance with changes to Oakland County Stormwater Engineering Design Standards and the most recent version of MDOT specifications)

Roll Call Vote:	Yes:	McClellan, Burns, Edgar, Whitehead, Radner
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CITY ATTORNEY:

CM-10-348-22 (AGENDA ITEM #14A) RESOLUTION TO APPROVE REQUEST FROM 123NET, INC. FOR EXTENSION OF METRO ACT RIGHT OF WAY PERMIT - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to adopt a resolution approving the request from 123Net, Inc. for extension of Metro Act Right of Way Permit.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Edgar, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CITY MANAGER:

Finance/Assessing

CM-10-349-22 (AGENDA ITEM #15A) REQUEST TO APPROVE AN INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE THE DESIGNATED ASSESSOR - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve an Interlocal Agreement for Oakland County to approve the Designated Assessor as Micheal R. Lohmeier and to authorize the City Manager to sign the agreement on behalf of the city.

Voice Vote:	Yes:	McClellan, Burns, Radner, Edgar, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Finance Director Crawford reported Public Act 660 of 2018 requires all Michigan Counties to name a Designated Assessor for each respective county. This process is to be done by resolution in each of Michigan's 83 counties. The main purpose of this Act and the Designated Assessor is to ensure all cities and townships are in substantial compliance with the General Property Tax Act. The Designated Assessor is not Countywide assessing. It is a process to assist the State Tax Commission in the unlikely event a local city or township is not in substantial compliance with the General Property Tax Act

CM-10-350-22 (AGENDA ITEM #15B) REQUEST TO RECEIVE AND APPROVE EXCEPTION RECOMMENDATIONS REGARDING SPECIAL ASSESSMENT DISTRICTS - APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to receive and approve the following exception recommendations regarding Special Assessment Districts:

Placed back onto the Special Assessment District along with the 10% penalty:

Special Assessment District No. 701 Unpaid Utilities

52-25-30-151-027 15100 Northfield
52-25-29-251-012 24200 Scotia
52-25-32-204-005 10761 Saratoga
52-25-32-104-007 13220 Troy
52-25-30-452-007 23100 Kenosha
52-25-31-207-030 21801 Cloverlawn
52-25-29-102-094 Scotia
52-25-30-276-041 24273 Westhampton
52-25-30-230-028 24261 Kipling
52-25-29-258-004 24080 Seneca
52-25-29-404-005 10801 Oak Pk Blvd
52-25-29-355-006 13321 Kenwood
52-25-30-476-003 23140 Parklawn
52-25-30-452-006 23110 Kenosha
52-25-30-230-033 13950 Northfield
52-25-30-380-024 23055 Church
52-25-30-151-003 24220 Beverly
52-25-31-103-019 22020 Avon
52-25-29-454-034 23041 Oneida

Permanently Removed along with the 10% penalty:

Special Assessment District No. 701 Unpaid Utilities

52-25-31-202-018 22030 Kenosha
52-25-30-177-023 14540 Leslie
52-25-30-126-018 15140 Burton
52-25-31-428-027 21301 Ridgedale
52-25-19-426-013 13625 Lincoln
52-25-31-103-010 22180 Avon
52-25-32-104-128 22140 Dante #109

Special Assessment District No. 702 Unpaid False Alarms

52-25-32-251-060 10400 Capital

Special Assessment District No. 703 Unpaid Property Blight

52-25-32-251-016 10631 Albany

Voice Vote:	Yes:	McClellan, Edgar, Burns, Radner, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Ms. Crawford reported that City Council, at their October 3, 2022 Council meeting, adopted Special Assessment Resolution No. 9 to confirm the roll with the exceptions of twenty-eight, which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of November 7, 2022, together with the penalty of ten percent (10%) for Special Assessment District No. 701 Delinquent Utilities, Special Assessment District No. 702 False Alarms and Special Assessment District No.703 Delinquent Property Blight.

(AGENDA ITEM #15C) Quarterly Investment Report for period ending 6/30/2022
Finance Director Crawford presented the fourth quarter investment report.

Fourth Quarter Fiscal 2021/2022 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City on June 30, 2022. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The fourth quarter investment report shows total citywide cash and investments of $29,785,098 (market value) including cash in the operating account of $1,647,116 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of $473,916, money market of $23,367, commercial paper of $21,887,926 and long-term investments total $5,752,773. The City has maximized investment return on short-term cash by minimizing the funds in the Oakland County Investment Pool and the amount maintained in the checking and daily depository accounts. During this quarter the majority of the funds have been invested in commercial paper as it provides the greatest yield and security while interest rates continue to rise due to inflation concerns. Longer-term investments purchased in previous quarters continue to experience significant unrealized losses which will reverse as they mature. Investment income for the months of April through June 2022 included interest income of $46,584 and an unrealized loss on investments of $79,165.

During the fourth quarter actual investment returns move forward with the rise in interest rates but were offset by unrealized losses of existing longer-term investments. The increase in actual returns is expected to continue as the Feds have warned of additional significant interest rate increases in the coming quarter. The investment return for the fourth quarter was a net loss of approximately 0.4% (including realized and unrealized gains/losses) primarily due to the unrealized market adjustment.

(AGENDA ITEM #15D) Quarterly Financial Report for period ending 6/30/2022
Finance Director Crawford presented the fourth quarter financial report

GENERAL FUND

Total revenues for the fiscal year totaled approximately $24.58 million which was an increase of $326,110 from prior fiscal years total of $24.25 million. Expenditures for the fiscal year totaled $24.98 million which is approximately $675,909 less than budgeted and approximately $1.69 million more than prior year. Overall, most departmental expenditure budgets came in under budget. The following are some of the significant items worth noting for the General Fund:

City continued to address the unfunded pension liability by making an extra contribution totaling over $900,000 (over and above the required actuarial determined amount using the 22 year amortization). The additional grant monies received for CARES and ARPA were used for revenue loss allowing the City to make the actuarial contribution based on the 16 year amortization period.
In anticipation of future capital needs, a contribution to the Parks & Recreation improvement fund was made totaling $345,000. This amount represents budgeted parks projects that were on hold pending the completion of the parks master plan.
City contributed an additional $540,000 to the Motor Pool fund for purchase of a Fire Truck which cost approximately $1.39 million.
Court revenues continue to lag due to the lack of tickets written. Overall, the court revenue decreased by approximately $200,000 from prior year while the City's contribution to the court fund increased by $200,000 over prior year for a net impact of $400,000.
Healthcare costs citywide were up significantly from prior year by approximately 20%. Retiree healthcare costs alone were up approximately $472,000. As a result of the increases costs, the City was unable to make any additional contributions to the OPEB fund to address the long-term liability.
Approximately $1.45 million in ARPA federal grants were included in revenue

Overall, the General Fund net expenditures over revenues of $400,555 will decrease fund balance from $5,305,331 at June 30, 2021 to an estimated $4,904,776 at June 30, 2022. The decrease is less than the final amended budget amount of $666,056. The projected fund balance at June 30, 2022 represents approximately 19.6% of annual expenditures and remains within targeted levels.

SPECIAL REVENUE FUND

Overall, all special revenue accounts are ended the year on track with the final amended budgets and the following is a significant item worth noting:

Major and Local Street Funds – The street funds recognized an increase in Act 51 revenue (city's share of gas taxes collected by the State) of approximately $180,000 over prior year. The City continues to spend every dime collected in these funds to improve the roads according to the six-year capital plan included in the budget.

Solid Waste Fund – This fund is financed by a dedicated property tax levy and monthly fees charged to our customer and is used to pay monthly trash and related charges.

DEBT SERVICE FUNDS

The City levies dedicated property tax levies to fund most debt and these funds are used to track all revenues and related debt payments on the bonds. Overall collections and debt service payments were in line with the final amended budget. The annual number of mills that need to be levied continues to decrease as a result of the continued increases in taxable value citywide.

CAPITAL PROJECT FUNDS

These funds are used to account costs related to certain capital projects throughout the City. As stated under the General Fund the City did transfer $345,000 to the new Parks & Recreation Improvement Fund for budgeted projects not completed in the current year. The Public Improvement Fund also transferred $150,000 to the Parks & Recreation Improvement Fund for similar projects.

ENTERPRISE FUND

Annually the rates in the Water and Sewer Fund are set to cover not only operating costs but cover capital and debt costs as well. During the current year rates were increased however, the fund saw a decrease in revenues of more than $807,000 or 8.8%. The City's decrease is consistent with decrease recognized by other communities in SE Michigan as consumption was down overall. Despite the significant revenue loss during the year ended June 30, 2022 the fund generated sufficient cash flow to cover operating, maintenance, debt and capital costs.

INTERNAL SEVICE FUNDS

These funds are used to account for certain costs such as insurance, workers compensation and motor pool which are subsequently allocated/charged to all funds of the City. As stated under the General Fund the City did contribute an additional $540,000 ($850,000 contributed in prior year) for the purchase of a new Fire Truck totaling $1.39 million.

Retiree Healthcare Court - The City is self-insured and experienced a slight increase in insurance costs related to court retirees from approximately $192,408 in prior year to $192,653 in the current year. The costs increase is incorporated in the Court Fund which is partially subsidized by the General Fund.

PROPRIETARY FUNDS

Retiree Healthcare (OPEB) – The City did not make an extra contribution above the pay-as-you go amount to the OPEB plan for the year ended June 30, 2022. The City does expect to make an extra contribution for the upcoming fiscal year 2022-23. The estimated ending fund balance to offset the substantial OPEB liability totals $6,416,613 at June 30, 2022.

General and Public Safety Retirement Systems – As stated in the General fund the City made the required actuarial contributions plus additional contributions of more than $900,000 for the year ended June 30, 2022 by contributing the amount of the shorter amortization period of 16 year as oppose to the adopted 22 year amortization period amount. Overall, both systems saw a net decrease in fund reserves due to unfavorable investment returns which total approximately $3.175 million for the General and $8.49 million for the Public Safety Funds.

CM-10-351-22 (AGENDA ITEM #15E) BUDGET AMENDMENT #2023-1 FOR PERIOD ENDING SEPTEMBER 30, 2022 - APPROVED

Motion by Edgar, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving Budget Amendment #2022-2 for period ending September 30, 2022 as follows:

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2023-1 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
INTERGOVERNMENTAL	$ 170,624
CHARGES FOR SERVICES	-
FINES	-
INTEREST INCOME	$ (10,659)
TOTAL REVENUES	159,965
EXPENDITURES	
CITY COUNCIL	-
CITY MANAGER	-
HUMAN RESOURCES	-
COMMUNITY & ECONOMIC DEVELOPMENT	-
INFORMATION TECHNOLOGY	-
CITY CLERK - ELECTIONS	-
CITY CLERK	-
FINANCE	-
CITY ATTORNEYS - CIVIL AND LABOR	
PROSECUTING ATTORNEY	-
TECHNICAL AND PLANNING	10,000
PUBLIC SAFETY	10,000
RECREATION	164,880
PUBLIC WORKS	423,265
TOTAL EXPENDITURES	609,965
Net Increase to Fund Balance	$ (450,000)
MAJOR STREETS FUND	
REVENUES	
INTEREST INCOME	(4,035)
TOTAL REVENUES	(4,035)
EXPENDITURES	
CAPITAL OUTLAY	1,460,965

TOTAL EXPENDITURES		1,460,965
Net Increase to Fund Balance	$	(1,465,000)

LOCAL STREETS FUND		
REVENUES		
INTEREST INCOME		(10,528)
OTHER REVENUE		-
TOTAL REVENUES		(10,528)
EXPENDITURES		
FRINGES		-
PROFESSIONAL SERVICES		20,000
CAPITAL OUTLAY		39,472
TRANSFER OUT – GENERAL FUND		-
TOTAL EXPENDITURES		59,472
Net Increase to Fund Balance	$	(70,000)

CORRIDOR IMPROVEMENT FUND		
REVENUES		
INTERGOVERNMENTAL		-
INTEREST INCOME		(220)
OTHER REVENUE		
TOTAL REVENUES		(220)
EXPENDITURES		
MATERIALS & SUPPLIES		19,300
PROFESSIONAL SERVICES		4,935
CAPITAL OUTLAY		35,545
TOTAL EXPENDITURES		59,780
Net Increase to Fund Balance	$	(60,000)

PUBLIC IMPROVEMENT FUND	
REVENUES	
INTEREST INCOME	85
OTHER REVENUE	-
TOTAL REVENUES	85
EXPENDITURES	
BANK FEES	85
CAPITAL OUTLAY	119,515
TOTAL EXPENDITURES	(119,515)

Net Increase to Fund Balance	$	(119,515)

CITY OWNED PROPERTY FUND

REVENUES		
INTEREST INCOME		(1,383)
OTHER REVENUE		-
TOTAL REVENUES		(1,383)
EXPENDITURES		
CAPITAL OUTLAY		59,617
TOTAL EXPENDITURES		59,617
Net Increase to Fund Balance	$	(61,000)

PARKS & RECREATION IMPROVEMENT FUND

REVENUES		
INTEREST INCOME		267
OTHER REVENUE		-
TOTAL REVENUES		267
EXPENDITURES		
PROFESSIONAL SERVICES		-
CAPITAL OUTLAY		495,000
TOTAL EXPENDITURES		495,000
Net Increase to Fund Balance	$	(494,733)

SIDEWALK SPECIAL ASSESSMENT FUND

REVENUES		
INTEREST INCOME		-
OTHER REVENUE		405,246
TOTAL REVENUES		405,246
EXPENDITURES		
PROFESSIONAL SERVICES		-
CAPITAL OUTLAY		171,449
TOTAL EXPENDITURES		171,449
Net Increase to Fund Balance	$	233,797

MUNICIPAL BUILDING CONSTUCTION FUND

REVENUES		
INTEREST INCOME		-
OTHER REVENUE		(2,000)

TOTAL REVENUES	(2,000)
EXPENDITURES	
CAPITAL OUTLAY	25,000
TOTAL EXPENDITURES	25,000
Net Increase to Fund Balance	$ (27,000)

WATER &SEWER FUND	
REVENUES	
INTEREST INCOME	-
OTHER REVENUE	(10,673)
TOTAL REVENUES	(10,673)
EXPENDITURES	
REPAIRS AND MAINTENANCE	210,852
CAPITAL OUTLAY	1,918,475
TOTAL EXPENDITURES	2,129,327
Net Increase to Fund Balance	$ (2,140,000

MOTOR POOL FUND	
REVENUES	
CHARGES TO OTHER FUNDS	105,000
OTHER REVENUE	-
TOTAL REVENUES	105,000
EXPENDITURES	
OPERATIONS	-
CAPITAL OUTLAY	105,000
TOTAL EXPENDITURES	105,000
Net Increase to Fund Balance	$ -

Roll Call Vote: Yes: McClellan, Burns, Edgar, Radner, Whitehead
No: None
Absent: None

MOTION DECLARED ADOPTED

Public Safety Department

CM-10-352-22 (AGENDA ITEM #15F) REQUEST TO APPROVE TRAFFIC CONTROL ORDER 160 SECTION 1.30 PROHIBITING PARKING

AT THE HARDING COURT TOT LOT AND ERECTING NO PARKING SIGNAGE IN FRONT OF THE PARTIAL PARKING SPACES ON THE EAST AND WEST SIDES OF THE PARK AND REMOVING THE "NO OVERNIGHT PARKING" SIGNAGE FROM BEHIND THE HARDING TOT LOT SIGNAGE AND REPLACING IT WITH NO PARKING SIGNAGE - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve Request to approve Traffic Control Order 160 Section 1.30 prohibiting parking at the Harding Court Tot Lot and erecting no parking signage in front of the partial parking spaces on the east and west sides of the park and removing the "No Overnight Parking" signage from behind the Harding Tot Lot signage and replacing it with No Parking signage.

Roll Call:	Yes:	McClellan, Burns, Edgar, Whitehead
	No:	None
	Absent:	Radner

MOTION DECLARED ADOPTED

Administration

CM-10-353-22 (AGENDA ITEM #15G) RESOLUTION OF SUPPORT FOR THE NINE MILE CORRIDOR STUDY AND THE CITY'S PARTICIPATION IN THE NINE MILE CITY CORRIDOR COMMITTEE - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to adopt the following Resolution of Support for the Nine Mile Corridor Study and the City's participation in the Nine Mile City Corridor Committee:

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF OAK PARK

SUPPORT FOR THE REGIONAL NINE MILE CORRIDOR STUDY

WHEREAS, in July 2022 the Oakland County Parks and Recreation Commission was awarded a $45,000 Planning and Assistance Program grant by the Southeast Michigan Council of Governments (SEMCOG); and,

WHEREAS, the grant funds a feasibility study to determine how Nine Mile corridor communities located between Hazel Park and the City of Farmington can collaborate to share resources and connect their communities through a branded pedestrian and bike pathway; and

WHEREAS, this study seeks to bolster recreational opportunities and placemaking along the corridor by: creating or improving safe and equitable transportation options along the corridor; establishing and promoting connections to different city assets; coordinating green infrastructure standards; and establishing cohesive corridor branding and wayfinding systems that facilitate mobility and recreation; and,

WHEREAS, each city agrees to support this effort by participating in the Nine Mile City Corridor Committee (CCC), which will include appointments from each city's respective executive offices; and, WHEREAS, the Nine Mile CCC will direct and implement the planning study and Oakland County Parks and Recreation will act as a fiduciary and project/contract manager with the selected planning firm; and,

WHEREAS, the Regional Nine Mile Corridor Study supports the City of Oak Park's efforts to pursue regional partnerships, to improve accessible transportation and to invest in sustainable infrastructure,

NOW THEREFORE, BE IT RESOLVED that The City of Oak Park resolves to support and participate in the Regional Nine Mile Corridor Study funded and managed by Oakland County Parks and Recreation and directed by the Nine Mile City Corridor Committee.

Roll Call Vote:	Yes:	McClellan, Burns, Radner, Edgar, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Elayne Gross, 14291 Manhattan, expressed concerns about the proposed pocket park on Gardner.

Ken Sherman, 23840 Jerome, suggested better programming and later hours for teens in the Community Center.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:40 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
October 24, 2022
6:00 PM

MINUTES

The Special Meeting was called to order at 6:00 p.m. in the Executive Conference Room of Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

PRESENT: Mayor McClellan, Council Member Burns, Council Member Radner, Council Member Whitehead

ABSENT: None

OTHERS PRESENT: City Manager Tungate, City Clerk Norris, City Attorneys Duff, Krause and Gillooly, City Prosecutor Lumberg and Deputy City Manger VanVleck

SPECIAL BUSINESS:

(AGENDA ITEM A) CLOSED SESSION

To convene a Closed Session for purposes of conducting attorney-client privileged discussions about pending litigation involving the City: (1) Brian Hershufus v City of Oak Park, et al; and (2) City of Oak Park v Laurentian Village Association

CM-10-335-22 **MOTION TO ADJOURN INTO CLOSED SESSION TO DISCUSS ATTORNEY CLIENT PRIVILEGED COMMUNICATION ABOUT PENDING LITIGATION INVOLVING THE CITY: (1) BRIAN HERSHUFUS V CITY OF OAK PARK, ET AL; AND (2) CITY OF OAK PARK V LAURENTIAN VILLAGE ASSOCIATION - APPROVED**

Motion by Radner, Seconded by Burns, CARRIED UNANIMOUSLY, to adjourn into Closed Session to discuss attorney client privileged communication about pending litigation involving the City: (1) Brian Hershufus v City of Oak Park, et al; and (2) City of Oak Park v Laurentian Village Association.

Roll Call Vote:	Yes:	McClellan, Edgar, Radner, Burns, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

The Closed Session began at 6:03 PM. The Regular Meeting reconvened at 6:55 PM.

CM-10-336-22 **CLOSED SESSION MINUTES - APPROVED**

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the minutes of the 10-24-22 Closed Session.

Voice Vote:	Yes:	McClellan, Edgar, Radner, Burns, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

There were no members of the audience who wished to speak.

ADJOURNMENT:

The Special Meeting was adjourned at 6:56 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

CITY OF OAK PARK, MICHIGAN
EMPLOYEES' RETIREMENT SYSTEM AND
PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES
CONCURRENT MEETING

July 25, 2022
4:30 PM

MINUTES

Chairperson Tungate called the meeting to order in the Executive Conference Room of City Hall. 14000 Oak Park Blvd., Oak Park MI 48237 at 4:30 PM and roll call taken.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee Tungate, Trustee McClellan, Trustee Waxenberg, Trustee DeCoster, Trustee Crawford

TRUSTEES ABSENT: None

ALSO PRESENT: City Clerk Norris, City Attorney Duff, and Human Resources Director Burke

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee Tungate, Trustee McClellan, Trustee Radner Trustee Batora, Trustee Tetler

TRUSTEES ABSENT: None

ALSO PRESENT: City Clerk Norris, Finance Director Crawford, City Attorney Duff, Human Resources Director Burke

(Agenda Item #3A) Approval of Minutes

ERS-07-009-22 **MINUTES FROM THE APRIL 25, 2022 ERS/PSRS CONCURRENT MEETING – APPROVED**

Motion by DeCoster, seconded by Waxenberg, CARRIED UNANIMOUSLY, to approve the Minutes from the October 25, 2021 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, DeCoster, Crawford, Waxenberg
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

PSRS-07-010-22 MINUTES FROM THE APRIL 25, 2022 ERS/PSRS CONCURRENT MEETING – APPROVED

Motion by Batora, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the Minutes from the October 25, 2021 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Radner, Batora, Tetler
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

(Agenda Item #4A) Market Update, Portfolio Review and Hedge Fund Strategy Discussion – PNC

Carolyn Rains and Gary Salzer from PNC presented the 2022 Second Quarter Investment Review dated June 30, 2022. A complete report is on file in the City Clerk's Office. She provided a market update and presented a portfolio summary that reviewed the City's investment policy statement, assets, allocations and investment performance for both systems. She reported the market value of the Employees' Retirement System as of June 30, 2022 was $18,242,734 and the market value of the Public Safety Retirement System was $48,503,098. Brad Ackerman also discussed Hedge Fund characteristics and portfolio implications then recommended specific head fund allocations for the portfolios.

PSRS-04-011-22 MOTION TO PURCHASE CLASS "D" SHARES, WHICH HAVE A TWO-YEAR LOCK-UP, 1% MANAGEMENT FEE (LOWER FEE THAN THE NON LOCKUP AT 1.5%) FOR THE TACONIC EVENT-DRIVEN FUND THAT IS BEING PURCHASED FOR THE PUBLIC SAFETY RETIREMENT SYSTEM PORTFOLIO – APPROVED

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to purchase the Class "D" shares, which have a two-year lock-up, 1% management fee (lower fee than the non lockup at 1.5%) for the Taconic Event-Driven Fund that is being purchased for the Public Safety Retirement System portfolio.

Roll Call Vote:	Yes:	Tungate, McClellan, Radner, Batora, Tetler
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

PSRS-04-012-22 MOTION TO PURCHASE THE TRANCHE 2 SHARES, 2% MANAGEMENT FEE FOR THE HUDSON BAY FUND THAT IS BEING PURCHASED FOR THE PUBLIC SAFETY RETIREMENT SYSTEM PORTFOLIO – APPROVED

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to purchase the Tranche 2 shares, 2% management fee for the Hudson Bay Fund that is being purchased for the Public Safety Retirement System portfolio.

Roll Call Vote:	Yes:	Tungate, McClellan, Radner, Batora, Tetler
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

ERS-07-010-22 MOTION TO PURCHASE LIQUID HEDGE FUND STRATEGIES – APPROVED

Motion by McClellan, seconded by DeCoster, CARRIED UNANIMOUSLY, to purchase the following liquid hedge fund strategies for the Employees Retirement System:

AHLIX – American Beacon AHL Managed Futures Strategies
EGRSX – Eaton Vance Global Macro Absolute Return Advantage
ANGIX – Angel Oak Multi-Strategy Income Institutional
BILPX – BlackRock Event Driven Equity Institutional

Roll Call Vote:	Yes:	Tungate, McClellan, DeCoster, Crawford, Waxenberg
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

(Agenda Item #4A-J) Financial Reports (ERS)

ERS-07-011-22 RECEIVE AND APPROVE ERS FINANCIAL REPORTS (APRIL - JUNE, 2022) – APPROVED

Motion by McClellan, seconded by DeCoster, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period April 1, 2022 – June 30, 2022:

A. PNC Investment Management Report
B. Fiduciary Net Assets Statement – Fund 731
C. PNC Financial Report
D. Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
04/10/2022	EFT (JE10467)	PNC Inst. Asset Mgmt.	$18,394.66
Investment Counseling Fees for 04/01/2022 – 06/30/2022			
04/10/22	EFT (JE#10467)	PNC Inst. Asset Mgmt.	$ 18,394.66
Investment Counseling Fees for 04/01/2022 – 06/30/2022.			
06/22/2022	166057	Kacey Mockerman	$21,953.88
Refund of Timothy Trahey Retirement Contributions.			
TOTAL QUARTERLY DISBURSEMENTS			$41,233.54

E. Fiduciary Net Assets Statement – Fund 680
F. Retirees Actuarial Statements

NAME	DEPARTMENT	DATE	STATUS
Kevin Yee	Admin, DPW, Tech & Planning	06/30/2022	Final

G. Municipal and Military Buy-Back Calculations - None
H. Correspondence of Retirement Submission

NAME	DATE
Kevin Yee	N/A

I. Necrology Report

NAME	DATE
Marilyn Pausch	05/16/2022

J. Miscellaneous Information - None

Roll Call Vote:	Yes:	Tungate, McClellan, Crawford, DeCoster, Waxenberg
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

(Agenda Item #4A-J) Financial Reports (PSRS)

PSRS-07-013-22 RECEIVE AND APPROVE PSRS FINANCIAL REPORTS (APRIL - JUNE, 2022) – APPROVED

Motion by Batora, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period April 1, 2022 – June 30, 2022:

A PNC Investment Management Reports
B Fiduciary Net Assets Statement – Fund 733
C. PNC Financial Report
D. Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
04/30/22	EFT (JE10468)	PNC Inst. Asset Mgmt.	$ 47,083.30
Investment Counseling Fees for 04/01/2022 – 06/30/2022			
TOTAL QUARTERLY DISBURSEMENTS		$47,083.30	

E. Fiduciary Net Assets Statement – Fund 680
F. Retirees Actuarial Statements

NAME	DEPARTMENT	DATE	STATUS
Matthew Theisen	Public Safety	06/17/2022	Final

G. Municipal and Military Buy-Back Calculations - None
H. Correspondence of Retirement Submission – None
I. Necrology Report - None
J. Miscellaneous Information - None

Voice Vote:	Yes:	Tungate, Radner, McClellan
	No:	Batora, Tetler
	Absent:	None

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

There were no members of the public present wishing to speak.

ADJOURNMENT:

The meeting adjourned at 5:50 PM.

T. Edwin Norris, City Clerk

CITY OF OAK PARK

BOARDS AND COMMISSIONS

AGENDA
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, MAY 12, 7:00 P.M.

5D

1. **CALL TO ORDER**
   a. Time: _7:06 P.M.____

2. **ROLL CALL**
   a. City Council:
   Council Member Shaun Whitehead_X_
   b. Commissioners:
   Stephanie Crawford __ Sarah Davidson __ Dawn Henry_X_
   Rosetta Kincaid __ Terri McQueen _X_ Sudha Chandra Sekhar
   Avi Snider_X_ Michele Stevenson _X_ Lonnie Tabb-Upshaw__
   Carla Wallace _X_ Donny Wilson_X_
   c. City Liaisons:
   Director Crystal VanVleck _X_
   d. Guests:
   _____Cynthia_Leven_______________ ______________________
   ____

3. **APPROVAL OF AGENDA**
   a. Date April 14, 2021 Motion __x___Seconded__x___ Approved___x_____

4. **APPROVAL OF MINUTES**
   a. Date March 10, 2021 Motion ___x_____Seconded___x_____ Approved___x___

5. **MATTERS FOR CONSIDERATION**

   a. Old Business:
   i. Summer Blast/Juneteenth – update from Councilman Whitehead
   ii.

6. **COMMISSIONER REPORTS**

7. **Crystal Van Vleck, Gallery artist, Richard Halpern. Can't keep up with inventory. Give him option for next show. Sports themed artist next up for installation.**
8. **Donny Wilson, Film fest has no submissions yet, need to share info as much as possible. File special permit. Three thousand dollars in Film Fest fund. 48 hour film contest; write, direct, edit, show. Carla motioned to fund OPFF $600.00 from AC/DC for domain site.**
9. **Councilman Whitehead, Juneteenth, Essay Contest, $500.00 for top entry, $3000.00 in funds, looking for sponsors. Need performers/ artists. Sunday is Father's Day. Honoring fathers & grandfathers. $5,000.00 in budget from city for 2023 Juneteenth.**
10. **Crystal Van Vleck, Woodward Corridor Improvement Authority, grant for Beer Garden, (blocking Gardener, seating in parking lot) Octoberfest location.**
11. **Independence Day, Stefanie's car. $100.00 in candy. Wear t-shirts or polos?**
12. **Artist Cynthia, showed examples of crafts being offered during Summer Blast, Sunday June 19, 12-4p.m. Terri McQueen and Avi Snider offered to help during event.**
13.

14. **ITEMS FOR NEXT MONTH'S AGENDA**
    a. Summer Blast/Juneteenth
    b. Fourth of July
    c. Oak Park Film Fest
    d. Beer Garden on Gardener
    e.

15. **ADJOURNMENT**
    a. **Next Meeting:** Thursday July 14, 2022
    b. **Time of Adjournment:**__8:12p.m.__________________

BOARDS & COMMISIONS

CITY OF OAK PARK

MINUTES
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, June 9, 2022 7:00 P.M.
COMMUNITY CENTER

1. **CALL TO ORDER**
   a. Time: __7:09p.m.__

2. **ROLL CALL**
   a. City Council:
   Council Member Shaun Whitehead _x__
   b. Commissioners:
   Stephanie Crawford ___ Sarah Davidson _x__ Rosetta Kincaid _x__
   Terri McQueen ___ Sudha Chandra Sekhar ___ Avi Snider_x__
   Michele Stevenson__x_ Lonnie K. Tabb-Upshaw _x_ Carla Wallace ___
   Donny Wilson__x_ Dawn Henry _x___
   c. City Liaison:
   Director Crystal Van Vleck _x__
   d. Guests:

3. **APPROVAL OF AGENDA.**
   Date __May 12, 2022_ **Motion**_Avi S.___ **Seconded**__Sarah D.__
   Approved__x___

4. **APPROVAL OF MINUTES**
   Date__June 9, 2022__ Motion_Avi S.___ **Seconded** _Sarah D.____ **Approved** ____
   Date______________ **Motion**_____ **Seconded** _____ **Approved**______

5. **MATTERS FOR CONSIDERATION**

   a. Old Business:

      i. Juneteenth and Summer Blast, review of events

ii. Nine Mile Linear Park Kick Off and State of the City address, review
iii. Oak Park Film Fest

b. New Business: Oak Park Flim Fest

c.

I COMMISSIONER REPORTS

None

6. ADJOURNMENT

a. **Next Meeting:__August 11, 7p_____________**

b. **Time of Adjournment:_______________**

CITY OF OAK PARK

MINUTES
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, July 14, 2022, 7p.m.
COMMUNITY CENTER

1. **CALL TO ORDER**
   a. Time: _7:10____

2. **ROLL CALL**
   a. City Council:
   Council Member Shaun Whitehead _x_
   b. Commissioners:
   Stephanie Crawford _x__ Sarah Davidson ___ Rosetta Kincaid_x_
   Terri McQueen _x__ Sudha Chandra Sekhar ___ Avi Snider___
   Michele Stevenson_x__ Lonnie K. Tabb-Upshaw ___ Carla Wallace ___
   Donny Wilson__x_ Dawn Henry __x__
   c. City Liaison:
   Director Crystal Van Vleck ___
   d. Guests: Ann Fast, International Folk Dance Club of Detroit

   e. **APPROVAL OF AGENDA.**
   Date July 14, 2022 **MOTION**_Michele Stevenson__ Seconded_Terry McQueen__ Approved_X___
   APPROVAL OF MINUTES,
   Date, June 9, 2022 **MOTION** _Stefanie Crawford__ Seconded_Terry McQueen__ Approved_X___

3. **MATTERS FOR CONSIDERATION**

   a. New Business:
   Art gallery, Richard Halprin has not returned calls according to Director Van Vleck. Dawn Henry bumped into Richard Halprin, July 18th in Ferndale and asked him what was going on with this art for the installation. He mentioned he

did not know what he needed to hang his art with, i.e. hooks or hangers, tape, anchors, screws? Said he would be out of town for two weeks.

Oak Park Film Fest 2022. Seven films were submitted. Extending deadline til July 30. Red Carpet event scheduled for September 16, 2022 @ Dog & Pony Show Brewing. A photographer will be attending this years Oak Park Film Fest to take head shots of people/actors for a small charge. Film Freeway, July 15, 2022, paid for advertisement, 1 week @$250.00. Cost for a festival highlight, $60 per day, $250 per week

Ann Fast, 248.224.5902, representative from International Folk Dance Club of Detroit, info on Facebook site. Looking for support for group to continue meeting & dancing. Was meeting at a Royal Oak location every Monday, 8p.m. - 10p.m. but needs to now find a new location. Usually 3-10 people in attendance. **MOTION** to accept proposal _Stefanie Crawford___ Seconded__Terri McQueen__

COMMISSIONER REPORTS

Councilman Sean Whitehead proclaimed Juneteenth & Summer Blast 2022 were a great success! Suggestion was presented to have teen dancers at Juneteenth 2023. Thanked everyone for the help. Michele Stevenson indicated that the craft table at the Summer Blast should have been allowed to stay active after 3p.m. (4-6p). Michele Stevenson also attended 9 Mile Linear Park Kickoff & State of the City Address. Said about 100 people attended, city seems to be in good shape and event was successful.

Terri McQueen was recently in Berlin Germany to spin music for an art expo @ Trezor Club after show for birthplace or European Techno.

4. ADJOURNMENT

a. **Next Meeting:___**August 11, 7p.m.**____________**
b. **Time of Adjournment:**___7:49p.m.____________

CITY OF OAK PARK

MINUTES
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, AUGUST, 11 7:00 P.M.
COMMUNITY CENTER

1. CALL TO ORDER

a. Time: _7:09p____

2. ROLL CALL

a. City Council:
Council Member Shaun Whitehead A

b. Commissioners:

Stephanie Crawford ___ Sarah Davidson _x__ Rosetta Kincaid _x__
Terri McQueen _x__ Sudha Chandra Sekhar ___ Avi Snider_x__
Michele Stevenson_x__ Lonnie K. Tabb-Upshaw ___ Carla Wallace ___
Donny Wilson_x__ Dawn Henry _x___

c. City Liaison:
Director Crystal Van Vleck _x__

d. Guests: Xavier Talvela

e. APPROVAL OF AGENDA

i. Date August 11, 2022 **Motion**, Terri McQueen **Seconded** Rosetta Kincad

APPROVAL OF MINUTES

i Date July 14, 2022 **Motion,** Terri McQueen **Seconded,** Lonnie Tabb-Upshaw

5. a. Old Business:

i. Director Van Vleck, Jeff Jones, artist install after Richard Halpern. Still in a holding pattern. Give Richard time to install first. Communications team to push Artist call to public.

ii. Xavier, asked about soliciting artist, criteria. No cost applications online, residency not required.

b. **New Business:**

i. Need artists for 2023/2024 City Hall Gallery, specifically Jan, Feb, & March 2023

ii. #OPFF

Oakland Uni, 3k. Check written to city. 16 Films submitted, new deadline August 20, 2022,

iii. Commissioners need to watch, rate/judge entries.

iiii. Weekend of #OPFF, Dawn Henry will be there Friday. Michele Stevens will be there Friday & Saturday.

v. #OPFF Awards on Sunday September 18, 2022

vi Acting, film making, workshops, head shots, (decorations needed)Tshirts/ graphic will be different this year.

Dawn Henry will reach out to Scheers Ace for popcorn/sponsor

vii Golden tickets, need to be cut & dispersed. $25.00 gift cards.

viii Avi Snder, set up calendar to connect with Inside Out/DIA, but they have shifted the deadline date. Will send application, even now though late.

ix. Lonnie Tabb-Upshaw will reach out to Ann Fast, regarding folk dancing club in Oak Park

x. Sudha staying virtual til doctors say o.k. when she can attend in person. She asked if her friends film was sent about how immigrants are assimilating

3. ADJOURNMENT

a. **Next Meeting:___September 8, 7p.m.____________**

b. **Time of Adjournment:____7:48p.m.____________**

MINUTES
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, September 8, 7:00 P.M.
COMMUNITY CENTER

1. **CALL TO ORDER**
   a. Time: _7:12p.m.____

2. **ROLL CALL**
   a. City Council:
   Council Member Shaun Whitehead A__x__
   b. Commissioners:
   Stephanie Crawford __x_ Sarah Davidson __x__ Rosetta Kincaid __x_
   Terri McQueen _x__ Sudha Chandra Sekhar ___ Avi Snider__x__
   Michele Stevenson_x__ Lonnie K. Tabb-Upshaw __x_ Carla Wallace__x__
   Donny Wilson__x_ Dawn Henry ____
   c. City Liaison:
   Director Crystal Van Vleck _x__
   d. Guests: Sir Amir
   e.

3. **APPROVAL OF AGENDA**
   a. Date, September 8, 2022 **Motion** Michele Stevenson, **Seconded** Stefanie Crawford

4. **APPROVAL OF MINUTES**
   a. Date, August 11, 2022 **Motion** Avi Snider**, Seconded** Sarah Davidson

5. **OLD BUSINESS**

   i Art Gallery- Jeff Jones artwork is up thru December

   ii Film Festival- Ace Hardware donated popcorn, Donny made a motion for gift cards $50.00 for the high school

student and $100 for the college student that submitted films. We voted and approved up to $150.00 for gift cards.
12 films total submitted 10 short films and 2 features. Members need to show up at 5pm on Friday to
help set up and 6:30pm on Saturday to help set at the Dog N Pony Show 14661 11 Mile Road. Renting a tent was
discussed and it was voted to spend up to $1200.00 if necessary; Avi made the motion and Sarah seconded.
We also voted to spend up to $1200.00 on food for Friday and Saturday.

6. NEW BUSINESS

i We discussed the budget and it was tabled to next meeting due to discussion on Film Festival final touches

I COMMISSIONER REPORTS

None

4. ADJOURNMENT Avi Snider, motioned meeting adjourned 8:04 p.m.

5.

a. **Next Meeting:___**October 13, 2022**____________**

b. **Time of Adjournment:**_____8:04p.m.___________

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 7, 2022

SUBJECT: Payment of Invoice from SmithGroup for Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract

DEPARTMENT: City Manager's Office / Recreation

SUMMARY: Attached is an invoice from SmithGroup for the Parks and Recreation Master Plan Update and Comprehensive Asset Management Contract in the amount of $12,498.50.

FINANCIAL STATEMENT: Funding ($125,000) is available in the General Fund (101-19.752-818.000).

Original Contract Amount:	$119,235.00
Amended Contract Amount *(approved 4/4/22):*	**$124,735.00**
Total Payments to date:	$84,117.75
Amount Due:	$12,498.50
Balance:	$28,058.75

RECOMMENDED ACTION: It is recommended that City Council approve the invoice payment to SmithGroup.

APPROVALS:

City Manager:______________________

Department Director: ____________________

Director of Finance: ____________________

Budgeted: Yes ☐

EXHIBITS:
SmithGroup Amended Contract
SmithGroup original proposal
SmithGroup Invoice

INVOICE

SMITHGROUP

SMITHGROUP, INC
201 Depot Street, Second Floor
Ann Arbor, MI 48104
T 734.669.2736 F 313.442.8395
smithgroup.com

October 27, 2022
Project No: 13795
Invoice No: 0166541

Invoice Total $12,498.50

Crystal VanVleck
City Manager of Community Services
City of Oak Park, Michigan
City Hall
14000 Oak Park Blvd
Oak Park, MI 48237

Professional Services from August 27, 2022 to September 30, 2022

Contract 000 City of Oak Park Parks and Recreation Master Plan Updates

Fee

Billing Phase	Fee	Percent Complete	Total Earned	Previous Fee Billing	Current Fee Billing
Original Scope and Fee	73,735.00	75.00	55,301.25	47,927.75	7,373.50
Additional Stakeholder Engagement	18,000.00	75.00	13,500.00	13,500.00	0.00
Enhanced Statistical Community Survey	12,500.00	100.00	12,500.00	12,500.00	0.00
Four Additional Park Site Plans	15,000.00	75.00	11,250.00	7,500.00	3,750.00
Dewey Park	5,500.00	75.00	4,125.00	2,750.00	1,375.00
Total Fee	124,735.00		96,676.25	84,177.75	12,498.50

Total Fee **12,498.50**

Total this Contract **$12,498.50**

Total this Invoice **$12,498.50**

Outstanding Invoices

Number	Date	Balance
0165873	9/29/2022	33,307.25
Total		**33,307.25**

"BE GREEN" - to receive your invoices via e-mail,
please contact Kim at the number above

SmithGroup PM Mark Woodhurst

DUE AND PAYABLE UPON RECEIPT
Electronic Payments: SmithGroup, Comerica Bank (CMCA) #072000096, Account #1840094476

MERCHANT'S LICENSES - NOVEMBER 7, 2022

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS		FEES	BUSINESS TYPE

RENEWALS FOR 2022	ADDRESS		FEES	BUSINESS TYPE
TIGER COLLISION	10010 CAPITAL AVE	CB234021	$150.00	AUTO REPAIR
FORMTECH PLASTICS	10030 CAPITAL AVE	CB234074	$150.00	CUSTOM FABRICATION OF SHEET PLASTIC PRODUCTS
PRONTO PEST MANAGEMENT	10130 CAPITAL AVE	CB234407	$150.00	PEST COMPANY
MICHIGAN DESSERT CORP	10750 CAPITAL AVE	CB234139	$150.00	RETAIL
PLUMBING TECHS PIPECON	12700 CAPITAL AVE	CB234238	$150.00	PLUMBING CONTRACTOR
BENSTON D HARRIS INC	13040 CAPITAL AVE	CB234442	$150.00	HVAC
WURTH BAER SUPPLY CO	13390 CLOVERDALE AVE	CB234390	$150.00	WAREHOUSE DISTRIBUTOR
NEW NORTHEND MARKET	21601 COOLIDGE HWY	CB223264	$150.00	LIQUOR STORE
KFC TAKE HOME OF OAK PARK INC	22001 COOLIDGE HWY	CB234304	$150.00	FAST FOOD
ADVANCE AMERICA #1328	22140 COOLIDGE HWY	CB234322	$150.00	CASH ADVANCE STORE
SUNBELT RENTALS INC	12992 W EIGHT MILE RD	CB234506	$150.00	EQUIPMENT RENTAL
STAR FACTORY ARTIST DEVELOPMENT LLC	13650 W EIGHT MILE RD	CB223494	$150.00	MUSIC OFFICE
OAK LIQUOR & WINE	13700 W EIGHT MILE RD	CB234051	$150.00	LIQUOR STORE
CUSTOM CONCEPT COLLISION	14051 W ELEVEN MILE RD	CB234221	$150.00	AUTO BODY SHOP
TO GO CAFÉ	21700 GREENFIELD RD # 132	CB234374	$150.00	CONVENIENT STORE
DIAMOND FASHION JEWELERS	21700 GREENFIELD RD # 337	CB234043	$150.00	JEWELERY STORE
PINEWOOD DENTAL	21950 GREENFIELD RD	CB234009	$150.00	GENERAL DENTISTRY
FINDINGS OUTLET INC	21990 GREENFIELD RD	CB223171	$150.00	JEWELER SUPPLIES
FINDINGS OUTLET INC	21990 GREENFIELD RD	CB233991	$150.00	JEWELER SUPPLIES
AUTOZONE #4365	22150 GREENFIELD RD	CB234243	$150.00	AUTO STORE
SELECT MEDICAL GROUP OF MI PLLC	23350 GREENFIELD RD # 200	CB234518	$150.00	MEDICAL PRACTICE
SKYLAR LAUNDROMAT OF OP	25214 GREENFIELD RD	CB234496	$150.00	LAUNDROMAT
SUMMIT DISABILITY PLLC	25900 GREENFIELD RD # 111	CB234226	$150.00	LAW FIRM
MODERN STAMPS INC	25900 GREENFIELD RD # 136	CB234100	$150.00	STAMPS FOR COLLECTORS
BROAD COVERAGE	25900 GREENFIELD RD # 206	CB234594	$150.00	OFFICE
GLOBAL SOLUTIONS GROUP INC	25900 GREENFIELD RD # 220	CB234548	$150.00	OFFICE
OXFORD HILL PARTNERS LLC	25900 GREENFIELD RD # 232	CB234174	$150.00	MARKETING CONSULTING
AYZERTECH INC	25900 GREENFIELD RD # 276	CB234554	$150.00	OFFICE
JEWISH FAMILY SERVICE	25900 GREENFIELD RD # 405	CB234361	$150.00	SOCIAL SERVICE AGENCY
TOP THAT LLC	25950 GREENFIELD RD	CB234259	$150.00	RETAIL
BLING BLING GG INC	26122 GREENFIELD RD	CB234328	$150.00	RETAIL
WHITE CASTLE	26500 GREENFIELD RD	CB234042	$150.00	FAST FOOD
ALLIANCE A/C & HEATING	20800 HUBBELL AVE	CB234084	$150.00	HEATING & COOLING CONTRACTOR
ROYAL CONTAINER	21100 HUBBELL AVE	CB234291	$150.00	STORAGE FACILITY
SOLTMAN HEATING & COOLING	8650 W NINE MILE RD	CB234398	$150.00	HEATING & COOLING CONTRACTOR
SUNNYSIDE ENRICHMENT CENTER	10440 W NINE MILE RD	CB234576	$150.00	CHILD CARE FACILITY
TOUCH OF CLASS CATERING	10612 W NINE MILE RD	CB234419	$150.00	FOOD SERVICES
PIZZA SQUARE	10770 W NINE MILE RD	CB234433	$150.00	PIZZA SHOP
CAPTAIN JAYS #126 INC	13500 W NINE MILE RD	CB234316	$150.00	FRESH FISH AND CHICKEN MARKET
THE D LOFT CAFÉ	13710 W NINE MILE RD	CB234531	$150.00	FOOD SERVICES
CHINA CITY	13715 W NINE MILE RD	CB234172	$150.00	CHINESE TAKEOUT
PETEETS FAMOUS CHEESECAKES	13835 W NINE MILE RD	CB223455	$225.00	CHEESE CAKE BAKERY
OAK PARK MEDICAL CENTER	15300 W NINE MILE RD	CB234436	$150.00	MEDICAL CENTER
OAKLAND CABINET COATINGS	8800 NORTHEND AVE	CB234519	$150.00	CABINET REFINISHING
SADIA ENTERPRISES INC	13000 NORTHEND AVE	CB234431	$150.00	OFFICE
VGAGE LLC	13250 NORTHEND AVE	CB234394	$150.00	INDUSTRIAL
LAWFORD FABRICATING CO	21650 WYOMING CT	CB234077	$150.00	PROTOTYPE TOOLING

DISCOVERED OPERATING WITHOUT A BL	ADDRESS	FEES	BUSINESS TYPE

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: November 7, 2022

SUBJECT: Purchase of New Duty Pistols

DEPARTMENT: Public Safety

SUMMARY: The Department of Public Safety is requesting to purchase sixty-five (65) new Sig Sauer semi-automatic duty pistols (model P320) for all Public Safety Officers. The current pistols are approximately 11 years old and should be replaced. Public Safety initially budgeted $11,000 to replace the duty pistols for the entire department in the 2023-2024 fiscal year budget. Based on the circumstances that I will detail, I am requesting that City Council authorize a budget amendment to pull forward the $11,000 and to authorize use of fund balance for $43,577.36 to cover the cost of this purchase.

With the addition of new Officers, we have an inventory shortage of the current Sig Sauer model P226 duty pistols. After contacting Sig Sauer in an effort to purchase additional pistols (model P226), we were advised this model is no longer in production and the comparable model of the Sig Sauer pistol would be the P320. The P320 does not operate on the same platform as the P226. The magazines which house the ammunition are not interoperable, nor are the holsters. For safety reasons, it is crucial to have the entire department operating on the same weapon system.

The new Sig Sauer P320 model also has the added feature of a new optic/sighting system (which is the industry trend). This optic system has proven to increase accuracy when firing this weapon. The P320 model has a stream light which attaches to the pistol for better target identification. Also, in order to properly train/acclimate our Officers to the new weapon system this will require additional firearms training. With the unpredictability of delivery dates it is important that we place this order as soon as possible.

FINANCIAL STATEMENT: The total purchase price is $54,577.36.

RECOMMENDED ACTION: City Council to authorize a budget amendment to pull forward $11,000 from the Public Safety 2023-2024 fiscal budget and to authorize use of fund balance for $43,577.36 to cover the cost of this purchase totaling $54,577.36.

EXHIBIT: Please see attachment for pricing breakdown

APPROVALS:

City Manager: ET
Department Director:
Director of Finance: SC
Budgeted: ☐

Sig Sauer P320 Pistol Purchase Pricing Breakdown

Item	Price	Quantity	Total
P320 pistol w/optic	$698.00	65	$45,370.00
Streamlight TLR-7A light	$115.00	65	$7,475.00
Rapid Force Level 3 Holster	$110.00	58	$6,380.00
MILO Simulator Recoil Kit	$2481.85	2	$4,963.70
Ammo for Training	$256.27 per 1000 rounds	58	$14,863.66
Total Purchase Price			$79,052.36
Credit for buyback duty pistol	$325.00	52	$16,900.00
Credit for sale of confiscated weapons			$7,575.00
Total Cost After Trade-In's			$54,577.36

This is who we are going with.

ACME SPORTS, INC.
P.O. Box 432
800 E. Tipton Street
SEYMOUR, INDIANA 47274
Ph. (812) 522-4008 Fax (812) 522-4009
Email: acmesports@comcast.net

Date: 8/25/2022
PO#:
Subject: Agency Sig Sauer Quote

To: Oak Park Police Dept.--MI

Part Number	Description	Quantity	Cost	Total
W320F-9-BXR3-PRO-RXP	P320, 9MM, 4.7, PRO, BLK, STRIKER, X-RAY 3 SUPP SIGHTS, MOD POLY X GRIP, (3) 17RD STEEL MAG, ROMEO1PRO, RAIL	1	$698.00	$698.00
W320CA-9-BXR3-PRO-RXP	P320, 9MM, 3.9, PRO, BLK, STRIKER, X-RAY 3 SUPP SIGHTS, MOD POLY X GRIP, (3) 17RD STEEL MAG, ROMEO1PRO, RAIL	1	$698.00	$698.00
6360RDS-4502-411	Safariland Level 3 STX Plain Black, RH, Sig Sauer P320 Full 9mm w/optic, w/light	1	$135.00	$135.00
6360RDS-7502-411	Safariland Level 3 STX Plain Black, RH, Sig Sauer P320 CA 9mm w/optic, w/light	1	$135.00	$135.00
44ND61BKR	Blackhawk L3D T-Series Level 3 Plain Black, RH Sig Sauer P320 9mm w/optic, w/light	1	$119.00	$119.00
RFS-0691-R-MB-11-D	Rapid Force Level 3, Plain Black, RH, Sig Sauer P320 Full 9mm w/optic, w/light	1	$110.00	$110.00 → Holster
RFS-0692-R-MB-11-D	Rapid Force Level 3, Plain Black, RH, Sig Sauer P320 Carry 9mm w/optic, w/light	1	$110.00	$110.00

ACME SPORTS, INC.
P.O. Box 432
800 E. Tipton Street
SEYMOUR, INDIANA 47274
Ph. (812) 522-4008 Fax (812) 522-4009
Email: acmesports@comcast.net

Date: 9/8/2022
PO#:
Subject: Streamlight Quote

To: Oak Park Public Safety Dept.--MI

Part Number	Description	Quantity	Cost	Total
69424	TLR-7A Flex - Includes high switch, low switch, CR123A lithium battery, key kit - Black	1	$115.00	$115.00

ACME SPORTS, INC.

P.O. Box 432
800 E. Tipton Street
SEYMOUR, INDIANA 47274
Ph. (812) 522-4008 Fax (812) 522-4009
Email: acmesports@comcast.net

Date: 9/8/2022
PO#:
Subject: Trade Quote

To: Oak Park Public Safety Dept.--MI

Part Number	Description	Quantity	Cost	Total
n/a	Misc. Firearms on Supplied List (54 Total)	1 ~~10~~	$7,575.00	

CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

MEMORANDUM

15B

Date: November 2, 2022

To: Erik Tungate, City Manager

From: Saundra Crawford, Finance Director
Carl Johnson, Financial Assistant

Re: First Quarter FY 2022-23 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City on September 30, 2022. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The first quarter investment report shows total citywide cash and investments of $44,699,361 (market value) including cash in the operating account of $10,955,042 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of $474,838, money market of $38,943, commercial paper of $25,897,802 and long-term investments total $7,332,736. The City has maximized investment return on short-term cash by minimizing the funds in the Oakland County Investment Pool and the amount maintained in the checking and daily depository accounts. During this quarter the majority of the funds have been invested in commercial paper as it provides the greatest yield and security while interest rates continue to rise due to inflation concerns. Longer-term investments purchased in previous quarters continue to experience significant unrealized losses (due to several interest rate increase by the Feds) which will reverse as they mature. Investment income for the months of July through September 2022 included interest income of $47,095 and an unrealized loss on investments of $141,371.

During the first quarter actual investment returns moved forward with the rise in interest rates (approximately 2.8%) but were offset by unrealized losses of existing longer-term investments.

The increase in actual returns is expected to continue as the Feds have warned of additional significant interest rate increases in the coming quarter. The investment return for the first quarter was a net loss of approximately 1.0% (including realized and unrealized gains/losses) primarily due to the unrealized market adjustment.

City of Oak Park
Summary of Cash and Investments Held
September 30, 2022

	Maturity Date	Market Value	Book Value	% of Portfolio	Current Interest Rate	YTM @ Cost	Days to Maturity	Investment Broker
Cash								
Huntington Bank - Collection		$ 10,955,042	$ 10,955,042	24.28%	0.0100%	0.0100%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.0100%	0.0100%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.0100%	0.0100%	1	Huntington
Money Market								
Fifth Third - Money Market		38,943	38,943	0.09%	1.2600%	1.2600%	1	Fifth Third
Government Securities								
Federal Home Loan BA SER RA-9025	4/21/2025	659,879	677,960	2%	1.7500%	1.7500%	933	Fifth Third
Federal Home Loan BA SER BJ-9025	11/17/2025	517,554	570,000	1.26%	0.7500%	0.7500%	1143	Fifth Third
Federal Home Loan BA SER L5-2025	12/26/2025	445,450	495,000	1.10%	0.9000%	0.9000%	1182	Fifth Third
Federal Home Loan BA SER E6-9026	2/18/2026	915,310	992,000	2.20%	1.7500%	1.7500%	1236	Fifth Third
Federal Home Loan BA SER F1-9026	2/24/2026	1,334,798	1,443,475	3.20%	1.1250%	1.1250%	1242	Fifth Third
Municipal Bonds								
Kalkaska Mich Sch Bldg	5/1/2023	145,203	146,933	0.33%	6.1000%	6.1000%	304	Fifth Third
Michigan Fin Auth Rev Taxable Tobacco	6/1/2024	934,350	965,000	2.14%	1.3760%	1.3760%	609	Fifth Third
South Lyon Mich Comm Schools	5/1/2023	49,644	50,124	0.11%	2.8900%	2.8900%	212	Comerica
Michigan Fin Auth Rev Taxable Hosp Ref	12/1/2030	394,128	492,563	1.09%	2.9540%	2.9540%	2617	Comerica
Certificate of Deposits								
Capital One Natl Assn	8/18/2025	971,880	1,000,000	2.22%	3.3000%	3.3000%	687	Fifth Third
Capital One Natl Assn	8/17/2026	964,540	1,000,000	2.22%	3.3500%	3.3500%	1052	Fifth Third
Commercial Paper								
Banco De Credito	12/6/2022	993,270	992,025	2.20%	3.2156%	3.2156%	67	Fifth Third
Banco De Credito	12/7/2022	993,150	992,089	2.20%	3.2255%	3.2255%	68	Fifth Third
Enel Fin Amer LLC	11/7/2022	996,280	994,317	2.20%	3.3189%	3.3189%	38	Fifth Third
BASF SE	10/3/2022	999,740	993,400	2.20%	2.2146%	2.2146%	3	Fifth Third
Enel Fin Amer LLC	12/7/2022	1,489,020	1,481,146	3.28%	2.2146%	2.2146%	68	Fifth Third
Crown Point Capital	10/7/2022	1,499,099	1,489,961	3.30%	2.4500%	2.4500%	7	Huntington
Black Hills Corp	11/16/2022	995,561	994,786	2.20%	3.7000%	3.7000%	47	Huntington
Canadian Tire Corp	11/1/2022	997,253	995,917	2.21%	3.6000%	3.6000%	32	Huntington
Credit Suisse New York	12/14/2022	992,917	990,755	2.20%	3.2300%	3.2300%	75	Huntington
Du Ponte E I De Nemours	11/16/2022	995,561	994,356	2.20%	3.3500%	3.3500%	47	Huntington
Enbridge US Inc	11/2/2022	997,167	993,432	2.20%	2.8000%	2.8000%	33	Huntington
Entergy Corp	10/20/2022	499,142	496,520	1.10%	2.9000%	2.9000%	20	Huntington
Societe Generale	10/5/2022	999,571	991,890	2.20%	1.4500%	1.4500%	5	Huntington
Hyundai Capital Amer	12/1/2022	497,072	494,376	1.10%	1.7500%	1.7500%	62	Huntington
Entergy Corp	12/1/2022	994,144	992,830	2.20%	3.2500%	3.2500%	62	Huntington
Mitsubishi UFJ Tr & Bkg Corp	10/3/2022	1,499,614	1,490,873	3.30%	2.3200%	2.3200%	3	Huntington
Entergy Corp	11/9/2022	996,567	994,378	2.20%	2.9500%	2.9500%	40	Huntington
Realty Income Corp	12/14/2022	496,458	494,302	1.10%	1.6800%	1.6800%	75	Huntington
Energy Mo West Inc	10/25/2022	997,854	993,509	2.20%	2.9000%	2.9000%	25	Huntington
Hyundai Capital Amer	11/28/2022	994,428	992,576	2.20%	3.0600%	3.0600%	59	Huntington
Reckitt Benckiser Treas SVC PLC	11/30/2022	1,988,478	1,985,002	4.40%	3.2000%	3.2000%	34	Huntington
Regatta FGD CO LLC	11/16/2022	995,561	993,748	2.20%	2.9800%	2.9800%	47	Huntington
Telus Corp	11/21/2022	995,089	993,295	2.20%	3.0000%	3.0000%	52	Huntington
TransCanada Pipeline	11/14/2022	995,750	994,523	2.20%	2.8000%	2.8000%	45	Huntington
TransCanada Pipeline	10/11/2022	999,056	995,355	2.21%	2.8000%	2.8000%	11	Huntington
Investment Pool								
Oakland County Investment Pool		474,838	474,838	1.05%	0.1740%	0.1740%	1	Oakland County
Total		$ 44,699,361	$ 45,117,240	100.00%				

CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

MEMORANDUM

15C

Date: November 2, 2022

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 1st Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the first quarter ending September 30, 2022 (see attached report for budget-to-actual by department activity for the General Fund only). Through the first quarter, generally, revenues and expenditures should represent 25% of the annual budget.

GENERAL FUND

REVENUES

Total revenues for the first quarter total approximately $16.2 million, representing approximately 65% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2022. As of the end of the first quarter approximately 93% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2023. Property tax revenue is the primary reason the overall revenues are at 65% to date.

- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The first quarter report reflects no fiscal 2022 payments as the August 31, 2022, payment by statute is included as part of the June 30, 2022 revenues. The City will receive payments on October 31, December 31, February 28, April 30, June 30 and August 31 (2023) related to the current fiscal year. The estimated annual revenue included in the budget totals $4,141,228.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of $1,300,000 of which $248,664 or 19% was received in this first quarter. Overall court revenue continues to be less than prior year and less than budget due the reduced number of tickets written by all communities. The court has done a good job reducing their costs to offset some of the lost revenue but the City's net contribution continues to increase. The revenue received is used to offset a portion of the court's operating costs. Finance will continue to monitor both the court revenue and expenditure budgets and amended as necessary.

- Federal grants revenue is budgeted at $1.5 million and includes $560,000 for police body cams and $950,000 from the second and final ARPA grant payment. No revenue had been recognized during the first quarter.

- Cable franchise fee revenue is budgeted at $580,000 and includes no revenue in the first quarter. Cable revenue is received approximately 30 days after the end of each quarter and the receipt in July 2022 was recorded in fiscal year 2022.

EXPENDITURES

Total expenditures for the first quarter total approximately $5.2 million, representing approximately 20% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 25%):

- Defined benefit pension contributions for the Employees Retirement System are at 35% through the first quarter and impacted any department who has employees eligible for that system. The contribution rate will be decreased for future quarters to get the expenditure back to the budgeted amounts.
- The Elections and City Clerk's Departments are at 38% and 30%, respectively due to one of the two budgeted elections took place during the first quarter.
- The Finance & Admin Services Department is at 39% of their budget due to the significant number of employees included in the defined benefit pension plan (see bullet number 1 above). The overall budget is in line with the current annual projections.
- The recreation departments including Outdoor Activities (46%) Special Events (33%) and Swimming Pool (66%) are currently over the 25% guideline primarily due to their costs being seasonal in nature as a significant part of their budget includes summer programming. The overall budget is in line with the current annual projections.

The unaudited Fiscal Year End 2021-22 use of fund balance is attributed to various projects that were budgeted in future years but ordered in fiscal year 2022 due to supply chain issues. In addition, projects budgeted but not completed from 2022 were included in a rollover budget requests in Budget Amendment #2023-1. Overall, the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 17.5% of annual expenditures.

11/02/2022 REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
PERIOD ENDING 09/30/2022
% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022 NORM (ABNORM)	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
00.000 - NONE		19,440,081.28	19,234,926.00	19,394,891.00	10,952,576.47	8,442,314.53	56.47
17.345 - PUBLIC SAFETY		4,883,771.09	5,203,500.00	5,203,500.00	4,979,529.09	223,970.91	95.70
19.752 - RECREATION ADMINISTRATION		254,767.92	264,670.00	264,670.00	251,425.95	13,244.05	95.00
TOTAL REVENUES		24,578,620.29	24,703,096.00	24,863,061.00	16,183,531.51	8,679,529.49	65.09
10.101 - CITY COUNCIL AND MAYOR		62,632.74	96,681.00	96,681.00	6,973.01	89,707.99	7.21
11.172 - CITY MANAGER		474,168.99	513,631.00	513,631.00	129,085.43	384,545.57	25.13
11.270 - HUMAN RESOURCES		260,342.33	291,152.00	291,152.00	75,887.05	215,264.95	26.06
11.611 - ECONOMIC DEVELOPMENT		256,120.92	281,039.00	282,859.00	64,390.37	218,468.63	22.76
12.258 - MAGEMENT INFORMTN SERVICE		249,720.33	306,281.00	306,281.00	73,127.87	233,153.13	23.88
13.210 - CITY ATTORNEY		245,394.07	274,600.00	274,600.00	46,368.78	228,231.22	16.89
13.229 - PROSECUTING ATTORNEY		71,660.04	80,000.00	95,000.00	20,082.31	74,917.69	21.14
14.191 - ELECTIONS		226,463.46	290,585.00	290,585.00	109,407.57	181,177.43	37.65
14.215 - CITY CLERK		123,320.35	123,730.00	123,730.00	36,812.78	86,917.22	29.75
15.201 - FINANCE & ADMIN SERVICES		569,563.05	456,598.00	456,598.00	177,979.63	278,618.37	38.98
16.371 - INSPECTIONS		766,950.73	743,748.00	743,748.00	156,565.47	587,182.53	21.05
16.401 - TECH & PLANNING ADMIN.		241,489.19	246,597.00	256,597.00	40,914.89	215,682.11	15.95
16.447 - ENGINEERING		28,435.63	58,208.00	58,208.00	8,843.87	49,364.13	15.19
16.448 - STREET LIGHTING		471,433.63	541,000.00	541,000.00	31,437.07	509,562.93	5.81
17.345 - PUBLIC SAFETY		12,962,493.24	12,633,090.00	12,643,090.00	2,115,913.78	10,527,176.22	16.74
17.346 - PUBLIC SAFETY K-9		224,095.51	206,966.00	206,966.00	46,894.64	160,071.36	22.66
18.265 - BUILDING MAINTENANCE		757,339.33	836,461.00	836,461.00	216,471.40	619,989.60	25.88
18.441 - DPW ADMINISTRATION		57,100.47	20,982.00	20,982.00	4,687.75	16,294.25	22.34
18.443 - SHEPHERD PARK		78,321.10	147,891.00	147,891.00	40,031.34	107,859.66	27.07
18.444 - OTHER PARKS FORESTRY		607,589.72	148,741.00	572,006.00	27,051.54	544,954.46	4.73
19.752 - RECREATION ADMINISTRATION		386,992.62	431,749.00	543,629.00	125,613.16	418,015.84	23.11
19.753 - ATHLETICS		9,671.00	30,859.00	18,859.00	2,267.53	16,591.47	12.02
19.754 - OUTDOOR ACTIVITIES		80,636.61	85,351.00	101,151.00	47,521.12	53,629.88	46.98
19.755 - INSTRUCTIONAL ACTIVITIES		16,440.20	25,000.00	16,000.00	455.00	15,545.00	2.84
19.756 - SPECIAL RECREATION EVENTS		81,326.11	75,800.00	83,000.00	27,703.21	55,296.79	33.38
19.757 - SWIMMING POOL FACILITY		88,840.85	139,603.00	192,603.00	126,671.87	65,931.13	65.77
19.776 - SENIOR SERVICES		54,512.57	58,060.00	56,060.00	12,905.06	43,154.94	23.02
21.890 - NON DEPARTMENTAL		5,254,659.11	5,189,985.00	5,189,985.00	1,332,048.51	3,857,936.49	25.67
22.806 - COMMUNICATIONS & PUBLIC INFORMATION		271,461.02	368,708.00	368,708.00	59,641.13	309,066.87	16.18
TOTAL EXPENDITURES		24,979,174.92	24,703,096.00	25,328,061.00	5,163,753.14	20,164,307.86	20.39
TOTAL REVENUES		24,578,620.29	24,703,096.00	24,863,061.00	16,183,531.51	8,679,529.49	65.09
TOTAL EXPENDITURES		24,979,174.92	24,703,096.00	25,328,061.00	5,163,753.14	20,164,307.86	20.39
NET OF REVENUES & EXPENDITURES		(400,554.63)	0.00	(465,000.00)	11,019,778.37	(11,484,778.37)	2,369.84