

Oak Park

City Council Agenda

June 20, 2016





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
June 20, 2016
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 Council Meeting Minutes of June 6, 2016
- B. Public Safety Activity Summary for April 2016
- C. Payment Application No. 3 for the 2014 Water Main Replacement Project, M-575 to Macomb Pipeline and Utility Co. for the total amount of \$5,000.00
- D. Licenses - New and Renewals as submitted for June 20, 2016

6. RECOGNITION OF VISITING ELECTED OFFICIALS:

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Special Recognition of Public Safety Director Steve Cooper for receiving the 2016 Police Administrator of the Year Award from the Police Officers Association of Michigan
- B. Ferndale Schools Presentation regarding the Sinking Fund
- C. Oak Park Website Presentation

8. PUBLIC HEARINGS:

- A. Public Hearing and acceptance of the 2016 Byrne Memorial Justice Grant in the amount of \$11,898.00 for the purchase of lap top computers for Public Safety patrol vehicles

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Request for a Special Event License and waiver of fees as submitted by Community and Economic Development for Summerfest to be held in Shepherd Park on August 6 and 7, 2016
- B. Request for a Special Event License as submitted by Insane Inflatable 5K for a 5K Fun Run to be held in Shepherd Park on July 23, 2016
- C. Request for a Special Event License and waiver of fee as submitted by Prentice K Gardner (Gymratz) for a 3 on 3 basketball tournament to be held on the Community Center basketball courts on August 20, 2016

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$14,227.45

B. Approval for payment of an invoice submitted by Howard L. Shifman, P.C., for legal services retainer for July 1, 2016 thru September 30, 2016 in the total amount of \$15,000.00

12. BIDS: None

13. ORDINANCES:

A. FIRST READING OF AN ORDINANCE TO AMEND SECTIONS 42-36, 42-37 and 42-38 OF CHAPTER 42, FIRE PREVENTION AND PROTECTION, OF THE CODE OF ORDINANCES, CITY OF OAK PARK. The amendment adopts the 2012 Edition of the International Fire Code as the Fire Prevention Code of the City.

14. CITY ATTORNEY:

A. Request to authorize the City Attorney to file an appearance on behalf of the City in the tax tribunal matter for Lincoln Center v. City of Oak Park, MTT Docket No. 16-000967

15. CITY MANAGER:

Administration

A. Hatzalah of Michigan

Department of Public Works

B. Request to approve a contract extension from Owen Tree Service for the 2016 City Tree Block Pruning Project, M-654 in the total amount of \$202,301.50

Community and Economic Development

C. Resolution approving the sale of Tax Foreclosed Property to Global Realty, LLC

Finance

D. Quarterly Financial Report for period ending 3/31/16

E. Resolution approving requested Budget Amendment #2016-4

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
36th OAK PARK CITY COUNCIL**

**June 6, 2016
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 Burns, Council Member Rich,
Council Member Radner

ABSENT: Council Member Speech

OTHERS

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

APPROVAL OF AGENDA:

**CM-06-198-16 (AGENDA ITEM #4) ADOPTION OF THE AGENDA WITH CHANGES
– APPROVED**

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve the agenda with the following changes:

- Item #15 E, Resolution approving the sale of tax foreclosed property removed

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-06-199-16 (AGENDA ITEM #5A-J) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of May 16, 2016 **CM-06-200-16**
- B. Request to cancel the regularly scheduled Planning Commission Meeting of June 13, 2016 due to the lack of scheduled business **CM-06-201-16**
- C. Request to cancel the regularly scheduled Zoning Board of Appeals Meeting of June 28, 2016 due to the lack of scheduled business **CM-06-202-16**
- D. Request to appoint Rocco Fortura as the representative and Kevin Yee as the alternate representative to the SOCCRA Board for the fiscal year beginning July 1, 2016 **CM-06-203-16**

- E. Payment Application No. 1 for the 2016 Water Main Replacement Project, M-625 to ADJ Excavating, Inc. for the amount of \$124,307.32 **CM-06-204-16**
- F. Request to advertise for bids for the 2016 Sidewalk Replacement Project, M-627 **CM-06-205-16**
- G. Request to advertise for bids for the Scotia Resurfacing Project, M-642 **CM-06-206-16**
- H. Proposed Change Order No. 1 in the amount of (\$54,269.04) and Payment Application No. 2 in the amount of \$10,580.00 to Nagle Paving Company for the 2015 Shepherd Park Parking Lot Reconstruction Project, M-608 **CM-06-207-16**
- I. Proposed Change Order No. 1 in the amount of (\$4,832.65) and Payment Application No. 3 in the amount of \$112,779.16 to Mattioli Cement Company, LLC for the 2015-16 Miscellaneous Concrete Repair Project, M-621 **CM-06-208-16**
- J. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for 9 Mile Road Conceptual Plan and Traffic Analysis, CE Oak Park Blvd. and Lincoln Rehab, Traffic Signal Optimization and CE Traffic Signal Construction in the total amount of \$87,902.67 **CM-06-209-16**

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioner Helaine Zack was present to provide an update from Oakland County.

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) City Manager Employee Recognition. City Manager Tungate presented an Employee Recognition Award to Toni Christofel and Jeff Wren from the Technical & Planning Department.

PUBLIC HEARINGS: None

SPECIAL LICENSES:

CM-06-210-16 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – COMMUNITY AND ECONOMIC DEVELOPMENT – SUMMER CONCERT SERIES – APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following Special Event license subject to all departmental approvals:

Name	Event	Fees
Community and Economic Development	Summer Concert Series – Shepherd Park July 7, 14, 21 and 28, 2016	Waived

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

MOTION DECLARED ADOPTED

CM-06-211-16 (AGENDA ITEM #10B) SPECIAL EVENT REQUEST – ARTS AND CULTURAL COMMISSION – DANCING IN THE PARK SERIES – APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following Special Event license subject to all departmental approvals:

Name	Event	Fees
Arts and Cultural Commission	Dancing in the Park Series – Shepherd Park June 9, 16, 23 and 30, 2016	Waived

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

CM-06-212-16 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE AS SUBMITTED BY SECREST, WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY FOR LEGAL SERVICES IN THE AMOUNT OF \$2,372.40 - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve payment of invoice #1285985 as submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$2,372.40.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY:

City Attorney Duff indicated that a work session to discuss various ordinances will be scheduled for either July 5th or July 18th.

CITY MANAGER:

City Manager Tungate provided a statement regarding the alleged illegal activities involving an employee in the Finance Department.

Administration

CM-06-213-16 (AGENDA ITEM #15A) CONTRACT WITH WCA ASSESSING FOR ASSESSING SERVICES FOR A TERM OF JUNE 2016 THROUGH MAY 2019 SUBJECT TO FINAL APPROVAL BY THE CITY ATTORNEY - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve a contract with WCA Assessing for Assessing Services for a term of June 2016 through May 2019 subject to final approval by the City Attorney.

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

MOTION DECLARED ADOPTED

City Manager Tungate reported that on March 15, 2016 the City's Assessor Dean Bush notified the City of his retirement effective March 31, 2016. Dean retired on March 31, 2016 but agreed to help the City contractually on a part-time basis from April 1, 2016 through June 30, 2016 while the position was posted with the goal of hiring a new full-time assessor. After several months of advertising the open position, the City has received no qualified applicants. In addition to the assessor's retirement, the appraiser in the assessing department took an indefinite medical leave of absence in February 2016. The City Manager was contacted by WCA Assessing in April 2016 after seeing the advertisement for the open assessor position and met to discuss possibility of contracting out the operations of the department. WCA Assessing presented a proposal to provide complete assessing services (assessor and appraiser) for a three year term beginning in June 2016 through May 2019. The assessing contract would provide a person at the City four days (Monday through Thursday) per week during normal business hours. The annual cost for the assessing services outlined in the contract totals \$140,000 for the first year and increases to \$153,300 in the second and third year. In addition, it will include an annual increase of inflation plus 1%. The budget for the Assessor and Appraiser positions in the 2016/2017 fiscal year totals \$164,654.

Department of Public Works

CM-06-214-16 (AGENDA ITEM #15B) CONTRACT EXTENSION FROM TROELSEN EXCAVATING COMPANY IN THE TOTAL AMOUNT OF \$202,301.50 FOR THE 2016 SEWER LATERAL & CATCH BASIN REPAIR PROJECT, M-648 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve a proposed contract extension from Troelsen Excavating Company in the total amount of \$202,301.50 for the 2016 Sewer Lateral & Catch Basin Repair Project, M-648

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

Absent: Speech

MOTION DECLARED ADOPTED

CM-06-215-16 (AGENDA ITEM #15C) PROPOSED PLAY STRUCTURES AND SWING SET FOR VICTORIA PARK - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve proposed play structures and swing set for Victoria Park.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee reported that plans have been completed for new playground structures and a swing set to be installed at Victoria Park. The play structures and swing set have been approved by MDOT and the installer has been working with the MDOT Engineers to ensure it will fit within the newly repaired bridge deck. The cost for the equipment and installation will be reimbursed by MDOT.

Community and Economic Development

CM-06-216-16 (AGENDA ITEM #15D) PURCHASE OF TAX FORECLOSED PROPERTY - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving the purchase of Tax Foreclosed Property:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION APPROVING PURCHASE OF TAX FORECLOSED PROPERTIES

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 6th day of June, 2016, at 7:00 p.m.

Present: McClellan, Burns, Radner, Rich
Absent: Speech

The following preamble and resolution was offered by Rich and seconded by Burns.

WHEREAS, the General Property Tax Act at MCL 211.78M, as amended, (the "Act") authorizes the City of Oak Park ("City") to purchase properties located within the City that were tax foreclosed by the Oakland County Circuit Court on February 18, 2015, and by the County Treasurer under Public Act 123 of 1999, as amended, subject to the provisions of the Act; and

WHEREAS, the Oak Park City Council has determined that it is in the best interest of the City to exercise its option to purchase the foreclosed properties identified on the Attached Addendum "Oak Park Tax Sale 2016"; and

WHEREAS, the Oak Park City Council finds that it is necessary and in the best interest of the public to purchase the referenced properties for the minimum bid amount for the public purpose of renovating and selling them primarily for owner occupancy in order to maintain and stabilize neighborhoods and commercial properties within the community.

NOW, THEREFORE, the City Council of the City of Oak Park, Oakland County, Michigan resolves as follows:

1. Pursuant to the Act, the City hereby approves the purchase of the properties identified on the Attached Addendum "Oak Park Tax Sale 2016" for the not to exceed purchase price of \$161,433.38.
2. The City Assessor is hereby directed to file a copy of this Resolution with the Oakland County Treasurer no later than Tuesday, June 7, 2016.
3. Any and all Resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

Addendum
Oak Park Tax Sale 2016

25-28-331-018	23430 Sherman St.	\$9,501.38
25-28-354-008	23240 Roanoke Ave.	\$16,496.79
25-29-102-063	13240 Dartmouth Ave.	\$37,231.04
25-29-228-013	Lot 95, Palmer Woods Manor Sub	\$1,461.13
25-29-251-014	24321 Geneva Ave.	\$8,423.68
25-31-254-003	21740 Cloverlawn St.	\$10,108.66
25-31-426-024	21401 Kipling St.	\$13,081.50
25-31-428-006	21400 Westhampton St.	\$29,173.23
25-31-483-007	20730 Ridgedale St.	48,411.13
25-32-102-019	21961 Blackstone St.	\$7,760.71
25-32-203-041	10630 Saratoga Ave.	\$10,365.35
25-33-103-009	8771 Troy Ave.	\$9,418.78

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #15E) Resolution approving the sale of Tax Foreclosed Property – **Removed from the agenda**

CM-06-217-16

(AGENDA ITEM #15F) EXPENDITURE TO NOWAK & FRAUSE FOR PREPARING A CONDOMINIUM PLAT AMENDMENT FOR THE PARK PLACE OF OAK PARK CONDOMINIUM PROJECT IN THE AMOUNT OF \$2,600.00 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve an expenditure to Nowak & Frause for preparing a condominium plat amendment for the Park Place of Oak Park Condominium Project in the amount of \$2,600.00.

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

MOTION DECLARED ADOPTED

Finance

**CM-06-218-16 (AGENDA ITEM #15G) MOTION TO RECEIVE THE QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING 3/31/16
- APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to receive the quarterly investment report for period ending 3/31/16.

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

MOTION DECLARED ADOPTED

Finance Director Carl Johnson reported that 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 at March 31, 2016. 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 third quarter investment report shows total citywide cash and investments of \$21,305,621 including cash in the operating account of \$1,253,603, short-term investments in the Oakland County Investment Pool of \$10,044,152 and long-term investments totaling \$9,162,134. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Interest income for the months of July through December 2015 totaled \$75,939 while income for January through March 2016 totaled \$65,808 bringing the citywide total for the first nine months of the 2016 fiscal year to \$141,747. The new investment strategy implemented in the first quarter of the 2016 fiscal year has significantly reduced the amount of time spent monthly on investments by the treasurer's office and continues to result in returns on overall investments five to six times higher than previous years.

**CM-06-219-16 (AGENDA ITEM #15H) BUDGET AMENDMENT #2016-3
- APPROVED**

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to approve Budget Amendment #2016-3 as follows:

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2016-3 is authorized:

INCREASE
(DECREASE)

GENERAL FUND	
REVENUES	
FINES	\$ 111,596
INTEREST INCOME	4,346
TOTAL REVENUES	<u>115,942</u>
EXPENDITURES	
LEGISLATIVE	(16,251)
ADMINISTRATIVE	21,800
COMMUNITY & ECONOMIC DEVELOPMENT	(41,000)
CITY CLERK - ADMINISTRATIVE AND RECORDS	(23,500)
CITY CLERK - ELECTIONS	28,500
TECHNICAL AND PLANNING	(18,000)
RECREATION	(605)
PUBLIC WORKS	10,000
INFORMATION TECHNOLOGY	30,791
PUBLIC INFORMATION	12,611
NON-DEPARTMENTAL	111,596
TOTAL EXPENDITURES	<u>115,942</u>
Net Increase to fund Balance	<u>\$ -</u>

MAJOR STREETS FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 158,145
INTEREST INCOME	2,536
OTHER REVENUE	40,500
TOTAL REVENUES	<u>201,181</u>
EXPENDITURES	
TRANSFER OUT - GENERAL FUND	2,382
TOTAL EXPENDITURES	<u>2,382</u>
Net Increase to fund Balance	<u>\$ 198,799</u>

45TH DISTRICT COURT FUND	
REVENUES	
TRANSFER IN - GENERAL FUND	\$ 111,596
TOTAL REVENUES	<u>111,596</u>

EXPENDITURES

TRANSFER OUT - COURT RETIREE HEALTHCARE FUND

111,596

TOTAL EXPENDITURES

111,596

Net Increase to fund Balance

\$ -

2010 MUNICIPAL COMPLEX DEBT SERVICE FUND

REVENUES

TAX AND TAX RELATED

\$ (54,562)

INTEREST EARNINGS

(392)

TOTAL REVENUES

(54,954)

EXPENDITURES

INTEREST PAYMENTS

24,549

PRIOR YEAR REFUNDS

(119,897)

TOTAL EXPENDITURES

(95,348)

Net Increase to fund Balance

\$ 40,394

2006 ROAD BOND DEBT SERVICE FUND

REVENUES

TAX AND TAX RELATED

\$ (21,929)

TRANSFER IN - 2015 ROAD REFUNDING BOND FUND

8,331,855

TOTAL REVENUES

8,309,926

EXPENDITURES

PRINCIPAL

8,495,000

PAYING AGENT FEES

(2)

PRIOR YEAR REFUNDS

(94,385)

TOTAL EXPENDITURES

8,400,613

Net Decrease to fund Balance

\$ (90,687)

2015 ROAD REFUNDING BOND DEBT SERVICE FUND

REVENUES

PROCEEDS FROM ISSUANCE OF DEBT

\$ 7,825,000

PERMIUM FROM ISSUANCE OF DEBT

796,883

TOTAL REVENUES

8,621,883

EXPENDITURES

PRINCIPAL

-

INTEREST PAYMENTS

153,892

PAYING AGENT FEES	1,100
COST OF ISSUANCE OF DEBT	135,036
TRANSFER OUT - 2006 ROAD BOND FUND	8,331,855
TOTAL EXPENDITURES	8,621,883
Net Decrease to fund Balance	\$ -

MOTOR POOL INTERNAL SERVICE FUND

REVENUES	
CHARGES TO OTHER FUNDS	\$ (110,589)
INTEREST EARNINGS	452
TOTAL REVENUES	(110,137)
EXPENDITURES	
OPERATIONS	6,000
DEPRECIATION	(135,000)
TOTAL EXPENDITURES	(129,000)
Net Decrease to fund Balance	\$ 18,863

RISK MANAGEMENT INTERNAL SERVICE FUND
--

REVENUES	
CHARGES TO OTHER FUNDS	\$ 82,826
INTEREST EARNINGS	209
OTHER REVENUE	31,456
TOTAL REVENUES	114,491
EXPENDITURES	
INSURANCE - WORKERS COMPENSATION	90,219
INSURANCE - PUBLIC LIABILITY	1,692
TOTAL EXPENDITURES	91,911
Net Decrease to fund Balance	\$ 22,580

45TH DISTRICT COURT RETIREE HEALTHCARE INTERNAL SERVICE FUND

REVENUES	
FINES	\$ 3,399
INTEREST EARNINGS	(39)
TRANSFER IN - 45TH DISTRICT COURT FUND	111,596
TOTAL REVENUES	114,956
EXPENDITURES	
RETIREE HEALTHCARE	111,340

RETIREE DENTAL	40
RETIREE LIFE INSURANCE	<u>3,575</u>
TOTAL EXPENDITURES	<u>114,955</u>
Net Decrease to fund Balance	<u><u>\$ 1</u></u>

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

MOTION DECLARED ADOPTED

City Manager Tungate announced that an executive Summary of the City's budget is available for viewing on line or copies are available at City Hall.

CALL TO THE AUDIENCE:

Carol Kunkle, 14001 Balfour, requested consideration for a four way stop at the intersection of Balfour and Kipling.

Steven Gold, 15000 Leslie, discussed his participation in the Oak Park Citizen's Academy sponsored by the Public Safety Department.

Joyce Bannon, 10611 Troy, asked for clarification about the work sessions proposed for July 5th or July 18th.

CALL TO THE COUNCIL:

Mayor McClellan praised the Oak Park Public Safety Department and read a letter of support from a resident. She also emphasized the work by Finance Director Johnson with regard to the increase of investment income for the City. She also offered support for the Regional Transit Authority

Mayor Pro Tem Burns congratulated the Oak Park High School boys and girls track team for their success at the State meet.

Council Member Radner thanked Erik Tungate and the team that uncovered the alleged crime that occurred by an employee of the Finance Department.

Council Member Rich wished everyone a good night.

CLOSED SESSION:

CM-06-220-16 (AGENDA ITEM #18) MOTION TO ADJOURN INTO CLOSED SESSION TO DISCUSS ATTORNEY CLIENT PRIVILEGED COMMUNICATION AND PENDING LITIGATION - APPROVED

Motion by Rich, Seconded by Burns, CARRIED UNANIMOUSLY, to adjourn into Closed Session to discuss Attorney Client Privileged Communication and Pending Litigation regarding Kish et al vs. City of Oak Park.

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

MOTION DECLARED ADOPTED

The Closed Session began at 8:20 PM. The Regular Meeting reconvened at 8:43 PM.

ADDITIONAL BUSINESS:

CM-06-221-16 (AGENDA ITEM #19A) CLOSED SESSION MINUTES - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the minutes of the 06-06-16 Closed Session.

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

MOTION DECLARED ADOPTED

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:45 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



OAK PARK PUBLIC SAFETY

April 2016

ACTIVITY SUMMARY



OPERATIONS:

Calls for Service

-2015 Total: 14,720

-April 2015: 1,072

-2015 YTD: 4,609

-April 2016: 1,192

-2016 YTD: 4,783

-Arrests: 145

-Vacation/Property
Checks: 13

-Non-Criminal
Fingerprints: 12

-Prelim Breath Tests: 138

-Vehicles Impounded: 28

-Traffic Stops: 604

-Time on Traffic Stops:
94.74 Hours

INVESTIGATIONS:

Cases Assigned - 79

Adult / 68

Juvenile / 11

Warrants Obtained: 14

See attached report
"RMS-008"
for April crime summary

Records Bureau:

Animal Licenses: 41

Alarm Permits: 11

License to Purchase
Handgun: 55

FOIA / RFI / Discovery
Requests: 134

Calls Received at
Dispatch: 4,479

REPORTED FIRES: 5 (2 structural,
2 vehicle, 1 other)

NON-FIRE INCIDENTS: 16
(9 includes false fire alarms)

FIRE SAFETY INSPECTIONS: 45



COMMUNITY POLICING

6 Neighborhood watch
meetings, 1 Emergency
Services Meeting, 1
Station Tours, 2
Neighbor Complaint.

CITATIONS ISSUED: 412

HAZARDOUS	142	35%
NON - HAZARDOUS	141	34%
PARKING	17	4%
ORDINANCE VIOLATION	112	27%

NOTES: *Training: Fire Training Department*

*Wide, Fire Training Electric & Gas Appliance, Liquor Law Seminar,
Active Assailant Conference.*



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 20, 2016

AGENDA #

SUBJECT: Payment Application no. 3 (final) for the 2014 Water Main Replacement Project, M-575.

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

SUMMARY: Attached is Payment Application no. 3 (final) for the 2014 Water Main Replacement Project, M-575. This project replaced the water main on Woodside Park and Woodside Park Ct. as shown on the attached map. This project is now 100% complete.

<u>FINANCIAL STATEMENT:</u>	Original Contract Amount:	\$309,545.00
	Change Order no. 1:	<u>(\$ 29,303.25)</u>
	Current Contract Amount:	\$279,741.75
	Total Completed to Date:	\$279,741.75
	Less Retainage:	\$ 0.00
	Net Earned:	\$279,741.75
	Deductions:	\$ 0.00
	Balance:	\$279,741.75
	Payments to Date:	<u>\$274,741.75</u>
	Amount Due Macomb Pipeline and Utility Co.:	\$ 5,000.00

RECOMMENDED ACTION: It is recommended that Payment Application no. 3 (final) for the 2014 Water Main Replacement Project, M-575 be approved to Macomb Pipeline and Utility Co. for the total amount of \$5,000.00. Funding is available in the Water and Sewer Fund no. 592-18-538-970.

APPROVALS:

City Manager: *[Signature]*

Department Director: *[Signature]*

Finance Director: _____

EXHIBITS: Payment Application No. 3 (final), map

PAYMENT APPLICATION

PROJECT:

M-575

JOB NUMBER:

M-575

OWNER:

City of Oak Park, Michigan

APPLICATION NO.:

3(FINAL)

CONTRACTOR:

Macomb Pipeline and Utility Co.
44444 Mound Rd. Ste. 6
Sterling Heights, MI 48314
(586) 726-7552

PERIOD ENDING:

2/11/16

PAGE:

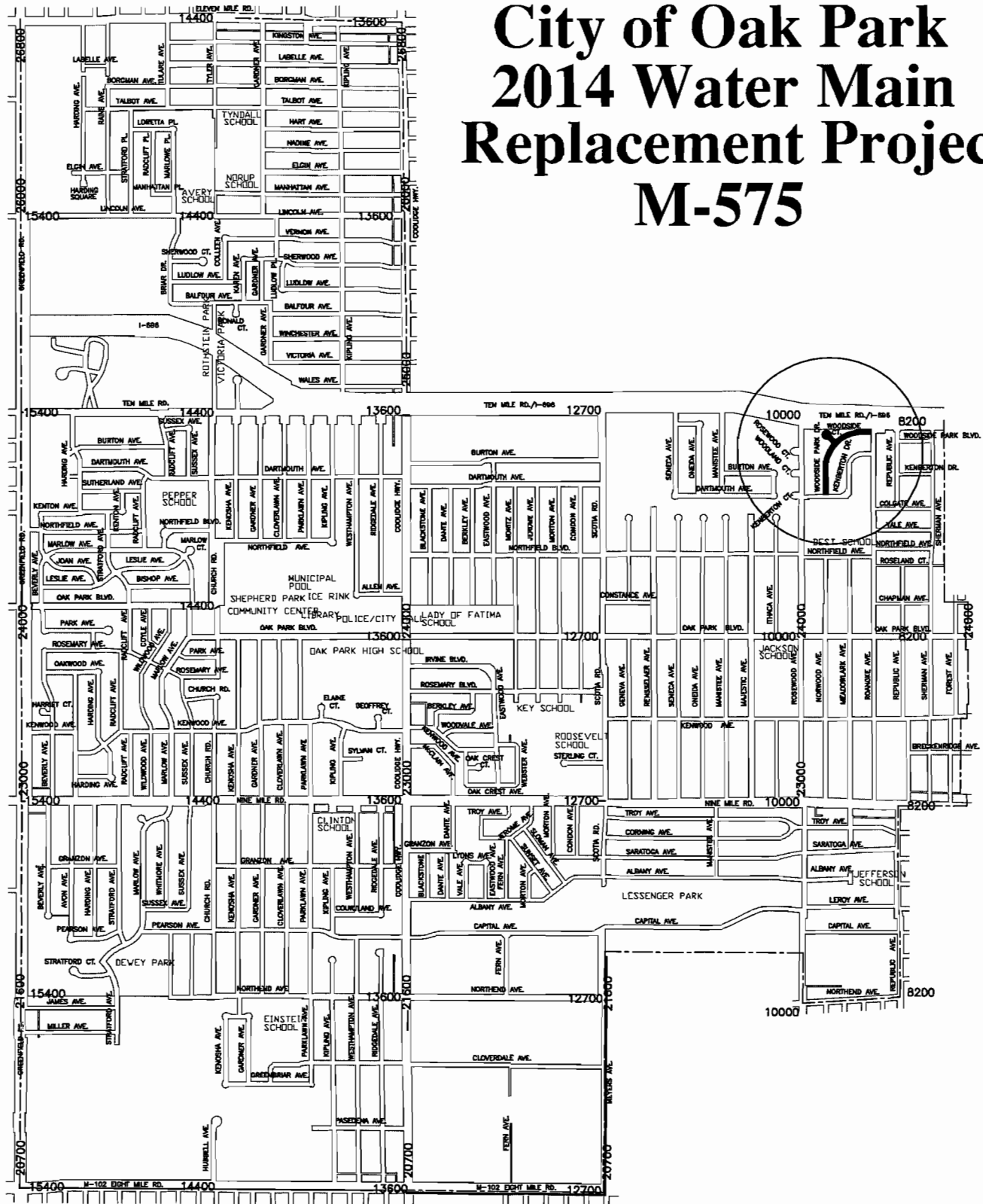
1 OF 2

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Period Quantity	Period Amount	Quantity To Date	Amount To Date
1	Mobilization, Max 5%	1	LSUM	\$10,000.00	0.00	0.00	1.00	10,000.00
2	Minor Traffic Device, Modified SP	1	LSUM	\$3,000.00	0.00	0.00	1.00	3,000.00
3	Pavement Removal, Modified SP	1,460	SYD	\$14.00	0.00	0.00	1,158.71	16,221.94
4	Water Main 8" Ductile Iron, Class 54, Trench Detail "B", Modified	1,490	LFT	\$85.00	0.00	0.00	1,457.50	123,887.50
5	Install Fire Hydrant. EJIW 5BR-250	4	EACH	\$3,300.00	0.00	0.00	4.00	13,200.00
6	Water Main Connection "A" @ Woodside Park / Roanoke Intersection	1	LSUM	\$3,500.00	0.00	0.00	1.00	3,500.00
7	Water Main Connection "B" @ Woodside Park / Kenberton Intersection	1	LSUM	\$3,500.00	0.00	0.00	1.00	3,500.00
8	Install 8" Gate Valve and Well	3	EACH	\$3,300.00	0.00	0.00	3.00	9,900.00
9	Remove & Replace Short Side Service Curb Box 1 inch to 2 Inch	21	EACH	\$250.00	0.00	0.00	21.00	5,250.00
10	Service Transfers (long and short side)	36	EACH	\$450.00	0.00	0.00	37.00	16,650.00
11	1" to 2" Type K Copper	150	LFT	\$45.00	0.00	0.00	192.50	8,662.50
12	Remove Existing Fire Hydrant	3	EACH	\$200.00	0.00	0.00	3.00	600.00
13	Remove Existing Gate Valve and Well	2	EACH	\$400.00	0.00	0.00	1.00	400.00
14	Abandon Existing Watermain Woodside Park Dr. & Woodside Cr.	1	LSUM	\$2,000.00	0.00	0.00	0.00	0.00
15	Conc. Pavement, With Integral Curb Non-Reinforced, 7" Modified SP	350	SYD	\$38.00	0.00	0.00	213.94	8,129.72
16	Sidewalk Conc. Non-Reinforced 6" Conc. Sidewalk/Drive Approach Modified SP	3,700	SFT	\$4.00	0.00	0.00	3,046.49	12,185.96
17	Sidewalk Conc. Non-Reinforced 4" Conc. Sidewalk/Driveway Modified SP	6,300	SFT	\$3.50	0.00	0.00	6,186.21	21,651.73
18	Aggregate Base Under Concrete (6" 21AA Crush Limestone)	350	SYD	\$14.00	0.00	0.00	131.12	1,835.68
19	Cast in Place Detectable Tactile Warning Surfaces	32	SFT	\$25.00	0.00	0.00	24.00	600.00
20	Underdrain Subgrade, Open Graded 6", Modified SP	60	LFT	\$18.00	0.00	0.00	27.00	486.00
21	Class A Sodding, Modified SP	1,450	SYD	\$6.00	0.00	0.00	1,777.62	10,665.72
22	Adjusting Drainage Structure Cover Case 1 Modified SP	1	EACH	\$300.00	0.00	0.00	0.00	0.00
23	Drainage Structure Cover	1,140	LBS	\$1.50	0.00	0.00	760.00	1,140.00
24	Slavage Sign	15	EACH	\$25.00	0.00	0.00	3.00	75.00
25	Erosion Control, Inlet Protection, Fabric Drop, Modified SP	8	EACH	\$50.00	0.00	0.00	0.00	0.00
26	Maintenance Gravel, Modified SP	120	TON	\$22.00	0.00	0.00	80.00	1,760.00
27	Crossing Existing Water mains, Sewer, and Sewer Leads	5	EACH	\$200.00	0.00	0.00	1.00	200.00
28	Project Cleanup	1	LSUM	\$4,000.00	0.00	0.00	1.00	4,000.00
29	Inspection Crew Days, Modified SP	35	DAYS	\$320.00	0.00	0.00	7.00	2,240.00

\$0.00

\$279,741.75

City of Oak Park 2014 Water Main Replacement Project M-575



MERCHANT'S LICENSES – JUNE 20, 2016**(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Quality Health Care Training LLC	25900 Greenfield #138	\$150	Nurse Aide Training
Moe Transportation	23300 Greenfield #127	\$150	Transportation Services – Office only
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Beloved Memories	21470 Coolidge, #A	\$675	Obituary printing & design



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 20, 2016

AGENDA #

SUBJECT: Website Update**DEPARTMENT:** Economic Development & Communications

SUMMARY: The Economic Development and Communications Department is happy to present the new website to city council and the community. The city made a decision in 2015 to update their website in response to the request by citizens.

The website is responsively designed, mobile-ready, user-friendly, accessible, and provides more information. I am happy to present the new site to you, please note our web address has changed to www.oakparkmi.gov.

FINANCIAL STATEMENT:**RECOMMENDED ACTION:** No action required**APPROVALS:**

City Manager:

Directors:

EXHIBITS: none



CITY OF OAK PARK

Steve Cooper, Director
Department of Public Safety

8A

Keisha Speech
Solomon Radner
Ken Rich
City Manager
Erik Tungate

AGENDA OF: June 20, 2016

AGENDA #

SUBJECT: Public Hearing and approval to purchase (10) Dell Latitude Rugged Laptop Computer for all patrol vehicles to be used by the Public Safety Department utilizing the funding from the Edward Byrne Justice Assistance Grant (JAG) in the amount of \$11,898.00 (no matching funds).

DEPARTMENT: Public Safety

SUMMARY: The Department of Public Safety is requesting to use the funding from the 2016 Jag grant to purchase (10) Dell Latitude Rugged Laptop computers for all of the patrol vehicles. The goal is to upgrade our equipment because the current laptops operating system is no longer supported by Microsoft. The new platform will allow the department to keep vehicles in service if a laptop breaks down by allowing the I.T. department to remove the laptop, via a docking station and work on them offline. Additionally, the old equipment is not compatible with future technology advances. The department eventually plans on upgrading in car video equipment and the current laptops will not support the system.

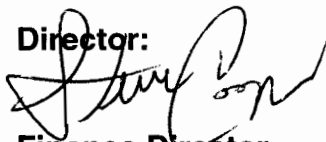
FINANCIAL STATEMENT: The total cost for (10) Dell Latitude Rugged laptop computers will be \$33,787.20. The cost of each individual computer with hardware, software, and a five year warranty is \$3,378.72. Installation cost is estimated at \$3,200 (\$320 per vehicle). The grand total is \$36,987.20. The net balance owed after applying the grant funding will be \$25,089.20.

RECOMMENDED ACTION Mayor and Council authorize the acceptance of the Edward Byrne Justice Assistance Grant and utilize the funding to purchase (10) Dell Latitude Rugged Laptop Computers to include the necessary hardware, software, warranty and installation cost. I am also requesting that the balance of \$25,089.20 owed after applying the grant funding be taken from the Narcotic Forfeiture Fund. Currently there is \$76,808.78 available in the fund (minus the \$25,089.20 the fund balance would sit at \$51,723.58).

APPROVALS:

City Manager

Director:

A handwritten signature in black ink, appearing to read "Steve Con", is written over the printed text "Director:".

Finance Director

EXHIBITS:

2016 Jag Grant Budget and Budget Narrative

2016 JAG Grant Budget and Budget Narrative:

Budget Narrative

Funding from the 2016 Jag grant will be used by the Oak Park Department of Public Safety to purchase laptop computers for all of the patrol vehicles. The goal is to upgrade our equipment because the current laptops operating system is no longer supported by Microsoft. The new platform will allow the department to keep vehicles in service if a laptop breaks down by allowing the I.T. department to remove the laptop, via a docking station and work on them offline. Additionally, the old equipment is not compatible with future technology advances. The department eventually plans on upgrading in car video equipment and the current laptops will not support the system.

- The Department purposes to purchase ten (10) Dell Latitude Rugged Laptops with all applicable hardware, software, and five year warranty at a cost of \$3,378.72. Installation cost is estimated at \$3,200 (\$320 per vehicle x 10 vehicles). The total cost of the purchase would be \$36,987.20.

Detailed Budget

Quantity	Description	Unit Cost	Total Cost
10	Dell Latitude 14 Rugged Laptop	\$3,378.72	\$33,787.20
10	Installation Cost	\$320 per vehicle	\$3,200
	Total Balance		\$36, 987.20
	Jag Allocation		\$11,898.00
Balance to be paid by Oak Park Public Safety 2016-2017 Budget \$25,089.20			

Stevie Cooper

From: Ricardo Singson
Sent: Thursday, June 09, 2016 10:37 AM
To: Stevie Cooper
Subject: FW: Dell rugged

From: Chidi_Agu@Dell.com [mailto:Chidi_Agu@Dell.com]
Sent: Tuesday, May 17, 2016 5:09 PM
To: Ricardo Singson
Cc: Michael Elsner; Devin Benson
Subject: RE: Dell rugged

Please use the link below to track the status of your order

<https://www.dell.com/support/orders/us/en/19/>



[Product](#)

[Services](#)

[Solutions](#)

[Support](#)

[Purchase Help](#)

Order Confirmed

Your recent purchase with Dell is being reviewed and will be processed once payment is authorized. Click on the **Order Status** bar below to view the current status of your order.

What's Next? When your order ships, you will receive an Order Shipped email from which you can track the package(s).



Order Information

Order Date: 05/06/2016

Customer Number: 145871348

PO Number: OPIT20160504002

Dell Purchase ID: 2005538525384
What is Dell Purchase ID?

Sales Professional: Chidi Agu
Chidi_Agu@DellTeam.com
1-800-274-3355 x 80000

Orders:	Order Number	Product Description	Est. Delivery Date
Click on the Order Number to view its status.	<u>981306018</u>	Dell Latitude 14 Rugged (5404), CTO	05/18/2016
	<u>981306034</u>	Havis DS-DELL-406-3 Basic Port Replication with Triple High-Gain Antenna - docking station	06/20/2016

Payment Information

Billing Contact: RICARDO SINGSON
CITY OF OAK PARK

Billing Phone Number: (248) 691-7591

Billing Address: 14000 OAK PARK BLVD
OAK PARK, MI 48237-

Payment Methods: CREDIT TERMS
CREDIT TERMS

Total Charges: \$2,898.72

Shipping Information

Delivery Contact: RICARDO SINGSON
CITY OF OAK PARK

Delivery Phone Number: (248) 691-7591

Delivery Address: 14000 OAK PARK BLVD
OAK PARK, MI 48237-

Shipping Method: NEXT DAY

Order Details

Order Number: 981306018

Estimated Delivery Date: 05/18/2016

[Learn More](#)

Item Number	Quantity	Item Description
210-ADEK	1	Dell Latitude 14 Rugged (5404), CTO
370-AAPD	1	4GB Single Channel DDR3L 1600MHz (4GBx1)
580-ABYR	1	Sealed Internal RGB Backlit US/International Keyboard
490-BCGN	1	Intel Integrated HD Graphics
555-BCDT	1	Software for intel Wireless 7260
400-AATR	1	128GB Mobility Solid State Drive
619-AFJK	1	Windows 7 Professional, 32-bit, No Media, Client Notebook, English
540-BBIT	1	ExpressCard Reader
429-AAJV	1	Tray load DVD Drive (Reads and Writes to DVD/CD)
325-BBKH	1	Optical Drive Bezel
555-BBRS	1	Intel Dual Band Wireless-AC 7260 802.11 ac/a/b/g/n 2x2 + Bluetooth 4.0 LE Half Mini Card
537-BBBD	1	E5 Power Cord (US)
340-AGIK	1	Safety/Environment and Regulatory Guide (English/French/Dutch)
319-BBBH	1	Software for Integrated Camera
804-0499	1	ProSupport: Next Business Day Onsite, 2 Year Extended
804-0500	1	ProSupport: Next Business Day Onsite, 3 Years
975-3461	1	Dell Limited Hardware Warranty Extended Year(s)
997-6988	1	Dell Limited Hardware Warranty Initial Year
989-3449	1	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866-516-3115
997-6999	1	ProSupport: 7x24 Technical Support, 5 Years
973-9201	1	Accidental Damage Service, 5 year
988-7689	1	Accidental Damage Service
338-BFPV	1	4th Gen Intel Core i7-4650U Processor (1.7 GHz, 4M Cache, Dual Core) with FPR and SC reader
637-AAAS	1	Dell Backup and Recovery Basic
452-BBSE	1	No Docking Station
630-AARX	1	No Software
954-3465	1	No DDPE Encryption Software
650-AACW	1	AntiVirus : No Antivirus Software
590-TEUJ	1	No Additional Serial Ports
620-AAWD	1	Recovery media not included
409-BBCF	1	No Intel Rapid Start or Smart Connect
391-BCPM	1	14.0 HD (1366x768) outdoor-readable display with resistive touchscreen w/ Camera and Mic
451-BBOK	1	6-cell (65Wh) Lithium Ion battery
387-BBJD	1	EnergyStar 6.0
492-BBEM	1	65W AC Adapter, 3-pin
800-BBGF	1	BTO Standard shipment Air
640-BBDI	1	Adobe Reader 11
389-BCCZ	1	Windows 7 Label
422-0007	1	Dell Data Protection Security Tools Digital Delivery/NB
640-BBOD	1	Platform Quickset
340-ADFZ	1	Dell Power Manager
640-BBEU	1	Dell Data Protection Protected Workspace
658-BBNF	1	Waves Maxx Audio Royalty

640-BBLW	1	Dell(TM) Digital Delivery Cirrus Client
340-AATY	1	Dell Client System Update
658-BBVM	1	MY DELL
631-AALD	1	No Out-of-Band Systems Management
556-BBHF	1	DW5808E LTE for AT&T
429-AAGQ	1	PowerDVD Software not included
340-ACQQ	1	No Option Included
817-BBBB	1	No FGA
338-BCMH	1	Intel Core i7 Processor Label
658-BDBF	1	Dedicated u-blox NEO-M8 GPS Card
340-AMHI	1	English Setup and Features Guide
328-BBYL	1	Cat/Custom BTO MIX SHIP
389-BFFE	1	Regulatory Label
590-TEUH	1	Docking connector for Rugged Docking Station only
750-AAGT	1	Module,Stylus,Plastic,RDG,Tabulated,Latitude
634-BENZ	1	No DDP ESS Software

Subtotal: \$2,271.53

Shipping and Handling: \$0.00

Total: \$2,271.53

Order Details

Order Number: 981306034

Estimated Delivery Date: 06/20/2016

[Learn More](#)

Item Number	Quantity	Item Description
A7957096	1	Havis DS-DELL-406-3 Basic Port Replication with Triple High-Gain Antenna - docking station
*		DISCOUNT(S) AND/OR CO
A8007999	1	Havis DS-DA-412 - Laptop screen stiffener

Subtotal: \$627.19

Shipping and Handling: \$0.00

Total: \$627.19

Important Things to Know:

- **Please save this Order Confirmed email.** To ensure that your order is complete and accurate, please compare this confirmation to your invoice and/or packing slip.
- If your method of payment was one or more credit cards, then charges totaling the amount above have been submitted to your card issuer(s). These transactions will be finalized when your order ships.
- If your order contains downloadable software, you will receive an email with a link in approximately 10 to 30 minutes. The email link will direct you to our download site. Click the link and follow the instructions to begin the download process.

- If your order includes a service contract, please visit our [Service Contracts](#) website for details about your contract.
- Orders may be shipped in separate boxes and at different times. Estimated ship dates indicate when the carrier will pick up the order(s). If an unexpected shipping delay occurs, we will notify you and provide a revised ship date. Estimated delivery dates can take up to 5 additional business days depending on shipping method. You must sign for your shipment when it is received.
- Please note that Dell cannot be responsible for pricing or other errors, and reserves the right to cancel any orders arising from such errors.
- Learn more about the [Estimated Delivery Date](#).
- Your order is subject to the terms of the agreement signed by you and Dell, or absent such agreement, to Dell's [Terms and Conditions of Sale](#).

Thanks again for choosing Dell!

-----Original Message-----

From: Ricardo Singson [<mailto:rsingson@ci.oak-park.mi.us>]

Sent: Tuesday, May 17, 2016 2:42 PM

To: Agu, Chidi

Cc: Michael Elsner ; Devin Benson

Subject: Dell rugged

Hi Chidi,

Do we have a tracking number for this laptop?

Regards,

Ricardo

**CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: 5/20/2016

Applicant Information

Applicant/Business Name: City of Oak Park

Applicant/Business Address: 14300 Oak Park Blvd.

Phone number: 248-691-7404

E-Mail Address: kmarrone@ci.oak-park.mi.us

Relation of applicant to business: employee

Has applicant ever been convicted of a felony? ☐ Yes ☒ No

Owner Information

Owner or manager of site: City of Oak Park

Phone: 248-691-7404

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: August 6-7

Has this event been held previously? ☒ Yes ☐ No

Address or location of event: Shepherd Park

Is this a City owned park? Yes

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations? ☒ Yes ☐ No

Nature, purpose, and detailed description of event: Two day art fair and family festival to promote Oak Park and provide free family fun.

Consists of inflatables, vendors, stage with entertainment, DIA away bus, and rock climbing wall

Will the event be open to the public? ☒ Yes ☐ No

If yes, please describe how so: Free and open to all

Estimated number of people attending event? 8,000

Hours of Event: Saturday Noon-9 pm, Sunday Noon - 7 p.m.

Are you requesting to have a parade? ☐ Yes ☒ No **If yes, please attach a map of the parade route**

Where will the parade participants be walking? ☐ Sidewalks ☐ Streets

Will the parade require streets to be blocked off? ☐ Yes ☐ No

If yes, how many streets/intersections will need to be blocked : _____

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

Food Services

Will food or beverages be sold at event? ☒ Yes ☐ No, if yes please list type(s) of food to be sold:
Food vendors will be at event and have to get their own food licenses

Will the food be prepackaged or prepared on site: _____

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

Mechanical Amusement

Will there be any mechanical rides at event? ☐ Yes ☒ No, if yes, please provide the name and the address of amusement operators: _____

Will the event have a moonwalk? ☒ Yes ☐ No, if yes, please provide the name and address of Company/Entity providing moonwalk: Inflatables from Oakland County parks

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: _____

Please Note: *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

Technical/Support

Will the event require use of electrical supply source? ☒ Yes ☐ No, if yes, please describe:
We will rent a generator for stage entertainment

Will sanitary facilities be required at event? ☒ Yes ☐ No

Will tent(s) be used at the event? ☒ Yes ☐ No, if yes, please state size(s) of tent:
several sizes yet to be determined

Will the event have banners displayed? ☒ Yes ☐ No, if so, please provide the number of signs and
dimension(s): many signs and various size banners

Please Note: *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.

Karin Manone
Applicant's Signature

State of Michigan

ss

County of _____

Subscribed and sworn to before me, a Notary Public this _____ day of _____ 20____, by

_____.

My Commission expires: _____

Notary Public

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

(Summerfest – Shepherd Park)

DATE: August 6-7, 2016

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	None	None	None
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety will make periodic checks as part of daily activities		N/A
RECREATION <i>Laurie Stasiak</i>	Additional Park Ranger each day @ \$10 an hour Pool staff: 7 lifeguards x \$9.50 per/hr Pool Manager @ \$14 per/hr	14 hours each day x 2 days 12:30 – 6:30 (6 hrs x 2 days)	\$280 Lifeguards: \$798 Manager: \$168
DPW <i>Kevin J. Yee</i>	Clean up park, provide additional trash receptacles, generator, barricades and cones.	10	\$400
ADDITIONAL <i>Administration</i>			\$100 application fee waiver requested

**CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: 4/27/2016

Applicant Information

Applicant name: Nicholas Germano (INSANE INFLATABLE SK)

Applicant address: 8318 Pineville-Matthews Road Suite 295 Charlotte NC 28226
Phone number: 518-727-9671

Relation of applicant to business: Senior Event Director

Has applicant ever been convicted of a felony? NO

Owner Information

Owner or manager of site: Nick Germano Phone: 518-727-9671

Names and addresses of partners or officers of corporation:

240 Greenwich Ave Greenwich CT 06830

Event Information

Proposed date(s) of event: July 23

Address or location of event: 14300 Oak Park Blvd Oak Park, MI 48237

Is this a City owned park? Yes SHEPHERD PARK

Nature, purpose and detailed description of event: SK Fun Run

Will the event be open to the public? If so, please describe: Yes Registration open to all
Spectators are free Event Fee \$49.75 PER PERSON

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations? Yes

Estimated number of people attending event: 2500

Hours of operation: 7:30 AM - 1:30 PM

Items to be displayed or sold: NA

Food Services

Will food or beverages be sold at event? If so, please list type(s) of food to be sold: Yes Local
Food truck

Will the food be prepackaged or prepared on site: Prepared on site

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.* ★

Mechanical Amusement

Will there be any mechanical rides at event? If so, please provide the name and address of amusement Operators: NO

Will the event have a moonwalk? If so, please provide the name and address of company providing moonwalk: Yes Owned by Townsquare Active

11 INFLATABLES USED IN FUN RUN

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: NO

Please Note: *You must provide proof of insurance for all mechanical rides, moonwalks, circuses, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

Technical/Support

Will the event require use of electrical supply source? If so, please describe: Yes 56 KW
Generator Rental from Sunbelt Rentals

Will sanitary facilities be required at event? Yes

Will tent(s) be used at the event? If so, please state size(s) of tent: Yes (3) 10x20 (1) 10x10

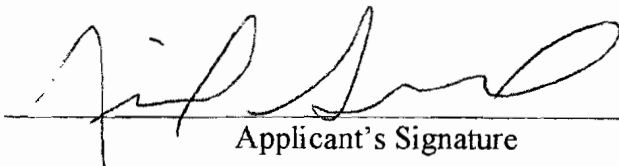
Will the event have banners displayed? If so, please provide the number of signs and dimension(s):
Yes 3x8' 4 signs on our equipment

Please Note: *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

Other possible Special Event requirements include: additional application, inspection and bond fees.

The fee for a Special Event application is \$100: \$25 of this amount is non-refundable. If the City does not approve the application, remaining \$75 will be returned to applicant. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, Recreation and DPW. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Manager's office will contact the applicant to inform them of costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the next City Council agenda for approval. If applicant decides not to proceed with the event, they will receive a \$75.00 refund.

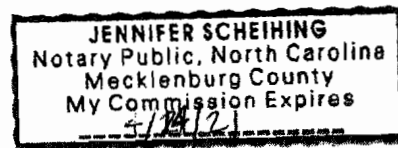
Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.


Applicant's Signature

State of Michigan

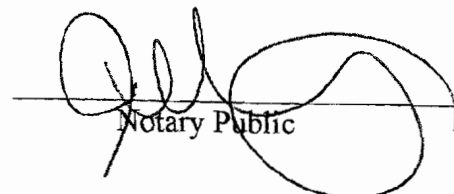
ss

County of Mecklenburg



Subscribed and sworn to before me, a Notary Public this 28 day of April 2016, by
Nicholas Germano

My Commission expires: 4/14/21


Notary Public



CITY OF OAK PARK

OFFICE OF THE CITY CLERK

NAME: _____
ADDRESS: _____

DATE: _____

(Highlight fee to be charged)

Day Care Registration	\$ 25.00
FOIA Request	\$ _____
Garage Sale Permit	\$ 5.00
Handbill - 1 day	\$ 10.00
Handbill - 1 week	\$ 25.00
Handbill - 3 months	\$ 50.00
Handbill - 1 year	\$ 100.00
Handbill - name change	\$ 10.00
Mechanical Amusement Distributor License	\$ 250.00
Mechanical Amusement Device License	
1 Machine	\$ 250.00
2 machines - \$200 per machine	\$ 400.00
3-4 machines - \$175.00 per machine	\$ _____
5-6 machines - \$150.00 per machine	\$ _____
7-10 machines - \$125.00 per machine	\$ _____
Notary Fee	\$ 5.00
Pawnbroker License	\$ 400.00
Precious Metals License	\$ 50.00
Sidewalk Sale	\$ 10.00
Special Event Fee	\$ 100.00
Tavern License -	
New On-Premises Consumption or transfer of owner	\$ 800.00
Adding additional owners (Per Owner)	\$ 200.00
Background Check (Per applicant)	\$ 75.00
Annual Renewal	\$ 250.00
Vendor License - Food	\$ 50.00
Vendor License - Taxi (Per Driver)	\$ 75.00
Vendor License Lawn Care / Snow Removal	\$ 50.00
Voter List	\$ _____
Other: _____	\$ _____

N:\Cityclerk\2015 Receipt For Services Doc

CITY HALL • 14000 Oak Park Blvd., Oak Park, MI 48237 • Ph: (248) 691-7544 •

Townsquare Live Events
240 Greenwich Ave
Greenwich, CT 06830
(203) 861-0900

JP Morgan Chase Bank, N.A.
New York, NY

1-2/21C
00000117271

Pay To The Order Of:

CITY OF OAK PARK
14300 OAK PARK BLVD
ATTN: JORDAN SWOYER
OAK PARK, MI 48237

One Hundred Dollars And 00 Cents

DATE
May 16, 2016

AMOUNT
\$100.00

John Price

Void after 180 days

Second signature required if over \$25,000

⑈0000117271⑈ ⑆021000021⑆ 428308758⑈

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

**Insane Inflatable 5K
(5K Fun Run – Shepherd Park)**

DATE: July 23, 2016

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	N/A	None	none
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety Officers to monitor Street crossing	4 Hours	\$1,000
RECREATION <i>Laurie Stasiak</i>	Park Ranger Friday and Saturday Rentals for Shelters that were cancelled: Field Rentals x 2 fields x 2 days cancelled:	11 hours – Friday 10 hours on Saturday 13 hours each day	\$210 \$1200 for both days \$560
DPW <i>Kevin Yee</i>	Clean park, provide additional garbage containers.	10	\$400 \$1,000 Deposit requested
ADDITIONAL <i>Administration City Manager Tungate</i>			\$100 Application Fee Paid

**CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: 5-26-16

Applicant Information

Applicant name: Prentice K. Gardner (GYMRATZ)

Applicant address: 14111 Victoria St. Oak Park, MI Phone number: 734-272-7509

Relation of applicant to business: Founder

Has applicant ever been convicted of a felony? NO

Owner Information

Owner or manager of site: Prentice K. Gardner Phone: (734) 272-7509

Names and addresses of partners or officers of corporation:
Deena E. Gardner 14111 Victoria St. Oak Park, MI 48237

Event Information

Proposed date(s) of event: 8/2016 AUG 20, 2016 10:00 - 6:00 PM
AUG 21, 2016 10:00 - NOON

Address or location of event: Oak Park Community Center (Basketball Courts 14300 Oak Park Blvd
Is this a City owned park? YES

Nature, purpose and detailed description of event: The purpose of the GYMRATZ youth 3 on 3 basketball tournament is to targeted participant children ages 7-13. The event focus is to provide the kids of the community a stage to entertain family and friends while being physically active in a safe, family friendly atmosphere. While both spectators and participants are being entertained by watching our youth competing in the tournament the families will also be able to enjoy "child" friendly music by an onsite DJ, refreshments, and giveaways

Will the event be open to the public? If so, please describe: Yes, they will be a public event

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations? YES

Estimated number of people attending event: 150-200

Hours of operation: Saturday 10:00 am-5:00 pm Sunday 10:00 am- 2:00 pm

Items to be displayed or sold: Hot Dogs Chips and bottles soft drinks

Requesting Fee waived PG

Food Services

Will food or beverages be sold at event? If so, please list type(s) of food to be sold: Hot Dogs, potato chips bottle water, can soda pop

Will the food be prepackaged or prepared on site: _____

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

Mechanical Amusement

Will there be any mechanical rides at event? If so, please provide the name and address of amusement Operators: NO

Will the event have a moonwalk? If so, please provide the name and address of company providing moonwalk: NO

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: _____

Please Note: *You must provide proof of insurance for all mechanical rides, moonwalks, circuses, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

Technical/Support

Will the event require use of electrical supply source? If so, please describe: Will need 120V electrical outlet for DJ equipment

Will sanitary facilities be required at event? YES

Will tent(s) be used at the event? If so, please state size(s) of tent: NO

Will the event have banners displayed? If so, please provide the number of signs and dimension(s): Yes (2) 24X80 banners

Please Note: *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

Other possible Special Event requirements include: additional application, inspection and bond fees.

The fee for a Special Event application is \$100: \$25 of this amount is non-refundable. If the City does not approve the application, remaining \$75 will be returned to applicant. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, Recreation and DPW. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Manager's office will contact the applicant to inform them of costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the next City Council agenda for approval. If applicant decides not to proceed with the event, they will receive a \$75.00 refund.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.


Applicant's Signature

State of Michigan

County of _____

Subscribed and sworn to before me, a Notary Public this _____ day of _____ 20____, by

My Commission expires: _____
Notary Public

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION
GYMRATZ Youth Basketball Tournament
(Community Center Basketball Courts)
DATE: August 20, and 21, 2016

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	N/A	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety will make periodic checks as part of daily activities		N/A
RECREATION <i>Laurie Stasiak</i>	Partnership between OP Recreation and Gymratz All direct costs to this program will be paid by user fees and sponsorship money. Any revenue after expenses will be split by the two organizations. Park Ranger @\$10 Equipment: Basketballs, whistles, flip scores, t-shirts, stop watches, trophies, banners Revenues: \$100 per team/\$35 individual player Sponsorship Revenue: Dick's Sporting Goods	10 hours.	\$100 \$1,500 Estimated: 50 teams =\$5,000 \$300 so far
DPW <i>Kevin J. Yee</i>	Clean up park. Electrical outlet may not be available in this location.	8	\$300
ADDITIONAL <i>Administration</i>			\$100 application fee waiver requested

**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 458991
June 13, 2016

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 Tuesday, May 31, 2016

\$1,147.00
Fee Total
Costs Advanced:

Date	Description	Amount
04/29/16	Reproduction Charges 47 @ 0.15	7.05
05/04/16	Reproduction Charges 4 @ 0.15	0.60
05/04/16	Reproduction Charges 6 @ 0.15	0.90
05/04/16	Reproduction Charges 12 @ 0.15	1.80
05/11/16	Reproduction Charges 1 @ 0.15	0.15
05/11/16	Reproduction Charges 5 @ 0.15	0.75
05/13/16	Fee to Judy Jettke & Associates for the deposition transcript of Erik Tungate	141.00
05/13/16	Fee to Judy Jettke & Associates for the deposition transcript of Kevin Yee	378.00
05/13/16	Fee to SB Litigation for the court reporter attendance deposition transcript of Judy Kish	107.50

Judy Kish and Joyce Bannon, et al v City of Oak Park
06/13/16
Page 2

Costs Advanced:

Date	Description	Amount
05/20/16	Reproduction Charges	0.30
	2 @ 0.15	
	Total Costs Advanced	\$638.05

Total Fees and Disbursements: \$1,785.05

*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 458993

June 13, 2016

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 Tuesday, May 31, 2016

\$767.00

Fee Total

Costs Advanced:

Date	Description	Amount
04/25/16	Reproduction Charges	0.15
	1 @ 0.15	
05/03/16	Reproduction Charges	0.15
	1 @ 0.15	
05/10/16	Reproduction Charges	0.90
	6 @ 0.15	
	Total Costs Advanced	\$1.20

Total Fees and Disbursements: \$768.20

*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 458996

June 13, 2016

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 Tuesday, May 31, 2016

\$11,667.00

Fee Total

Costs Advanced:

Date	Description	Amount
04/29/16	Reproduction Charges 14 @ 0.15	2.10
05/05/16	Fee to Pacer Service Center for research	3.60
05/16/16	Reproduction Charges 10 @ 0.15	1.50
	Total Costs Advanced	\$7.20

Total Fees and Disbursements: \$11,674.20

*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.*

Howard L. Shifman, P.C.
370 E. Maple Road, Ste. 200
Birmingham, MI 48009

Invoice Submitted to:

Erik Tungate, City Manager
City of Oak Park
14000 Oak Park Boulevard
Oak Park, MI 48237

In Reference To: City of Oak Park/General Labor

Invoice # 12635

Professional Services

6/1/16	Services per Retainer Agreement for July 1, 2016 thru September 30, 2016	\$ 15,000.00
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TOTAL		\$ 15,000.00
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BALANCE DUE		<u>\$ 15,000.00</u>
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**CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN**

ORDINANCE NO. O-16-

AN ORDINANCE TO AMEND SECTIONS 42-36, 42-37 and 42-38 OF CHAPTER 42, FIRE PREVENTION AND PROTECTION, OF THE CODE OF ORDINANCES, CITY OF OAK PARK, THEREBY ADOPTING THE 2012 EDITION OF THE *INTERNATIONAL FIRE CODE* AS THE FIRE PREVENTION CODE OF THE CITY, FOR THE PURPOSE OF REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING, AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE CITY OF OAK PARK AND PROVIDING FOR THE ISSUANCE OF PERMITS FOR HAZARDOUS USES OR OPERATIONS, AND PROVIDING FOR APPEALS RELATING THERETO.

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Section 42-36, Adoption by reference, of Article II, Fire Prevention Code, of Chapter 42, Fire Prevention and Protection, of the Code of Ordinances, City of Oak Park is hereby amended to read as follows:

Section 42-36. Adoption by reference.

The City of Oak Park hereby adopts by reference as the Fire Prevention Code for the City the 2012 Edition of the *International Fire Code*, including Appendix Chapters B, C, D and F only, as published and promulgated by the International Code Council, Inc., for the purpose of regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of Oak Park and providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, conditions and terms of such *International Fire Code*, 2012 edition, hereby referred to, are adopted and made a part hereof as if fully set out herein, with amendments and deletions as set forth in Section 42-37 of this Chapter.

SECTION 2. Section 42-37, Amendments; Deletions, of Article II, Fire Prevention Code, of Chapter 42, Fire Prevention, of the Code of Ordinances, City of Oak Park, is hereby amended to read as follows:

Section 42-37. Amendments; Deletions

(a) Amendments; Deletions. The Fire Prevention Code adopted by the provisions of this Article is hereby amended, changed and altered in the following respects:

Section 101.1. Title. is amended to read as follows:

These regulations shall be known as the Fire Code of the City of Oak Park, Michigan, hereinafter referred to as Athis Code@.

Section 108.1. Board of appeals established. is amended to read as follows:

The City of Oak Park Building Board of Appeals, created by Section 18-126 of the Code of Ordinances of the City of Oak Park, is hereby designated to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this Code. The Board may, as required, adopt rules or procedures for conducting its business and shall render all decisions and findings in writing to the appellant with a copy to the fire code official.

Section 109.4. Violation Penalties. is amended to read as follows:

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 90 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 111.4. Failure to Comply. is amended to read as follows:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be responsible for a violation of this Code and liable to pay a fine as provided by ordinance. Every day that work shall continue shall constitute a separate and additional offense.

(b) Limits Established. The geographic limits referred to in certain sections of the 2012 *International Fire Code* are hereby established as follows:

Section 5806.2 - (geographic limits in which the storage of flammable cryogenic fluids in stationery containers is prohibited): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

Section 5704.2.9.6.1 - (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

Section 5706.2.4.4 - (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks is prohibited): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

Section 6104.2 - (geographic limits in which the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

SECTION 3. Section 42-38 of Article II, Fire Prevention Code, of Chapter 42, Fire Prevention and Protection, of the Code of Ordinances of the City of Oak Park, is hereby amended to read as follows:

Section 42-38. Copy on File.

A complete copy of the *International Fire Code*, 2012 edition, as adopted herein, shall be kept in the office of the City Clerk, available for inspection by and distribution to the public at all times, in compliance with state law requiring that records of public bodies be made available to the general public.

SECTION 4. Savings Clause.

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance amended or repealed by this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 5. Severability.

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this Ordinance, except as to the above sections, and in the event that any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or the Code of Ordinances, City of Oak Park.

SECTION 6. 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 20th day of June, 2016.

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 May 20, 2016.

T. EDWIN NORRIS, City Clerk

CITY ATTORNEY AGENDA ITEMS
June 20, 2016 – City Council Regular Meeting

1. **REQUEST FOR AUTHORIZATION FOR THE CITY ATTORNEY TO FILE AN APPEARANCE ON BEHALF OF THE CITY IN THE TAX TRIBUNAL MATTER FOR *LINCOLN CENTER v. CITY OF OAK PARK*, MTT DOCKET NO. 16-000967.**

On or about May 24, 2016, Petitioner Lincoln Center filed a Petition with the Michigan Tax Tribunal appealing the 2016 valuations for the referenced property. The property is a neighborhood shopping center, located on the northeast corner of Lincoln and Greenfield, comprised of four (4) buildings totaling 123,882 square feet on 9.94 acres, identified as parcel 52-25-19-101-035. The Petitioner is requesting a reduction of \$1,304,200 in the assessed and taxable value of the Petitioner's property from \$2,054,200 to \$750,000, which amounts to a reduction of approximately \$49,050 in City tax. At this time, I am seeking authorization for the City Attorney to file an Appearance on behalf of the City.



CITY OF OAK PARK

OFFICE OF THE CITY MANAGER

15A

Council Members
Kiesha Speech
Solomon Radner
Ken Rich
City Manager
Erik Tungate

June 6, 2016

Mr. Gary Torgow
Chairman
Talmer Bancorp
2301 W. Big Beaver Rd., Suite 525
Troy, MI 48084

Dear Mr. Torgow:

I want to thank you and your team for considering the City of Oak Park for a partnership with the Hatzalah of Michigan organization. On behalf of the City Administration I strongly support the proposed partnership between the City and Hatzalah of Michigan.

The residents of the City of Oak Park could greatly benefit from the services provided by your organization as it will undoubtedly deliver an even stronger emergency services presence than we already have throughout our community.

Needless to say, your partnership with both Oak Park and Southfield serves the needs of the larger Metropolitan Detroit area and further builds the regional sense of community we desperately need more of in our area. As you know, Oak Park is a community with a long standing tradition of excellence and these types of programs go a long way in promoting world class public services our residents have come to expect.

Please accept this letter as formal support on behalf of the City of Oak Park.

Thank you for your consideration.

Respectfully,

Erik Tungate
City Manager

Steve Cooper
Director of Public Safety

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2016**AGENDA #**

SUBJECT: Request from Owen Tree Service for a contract extension for the 2016 City Tree Block Pruning Project, M-654.

DEPARTMENT: DPW - KJY

SUMMARY: Please find attached a request from Owen Tree Service, the contractor for the 2015 City Tree Block Pruning Project, M-636. They have indicated that they would like to extend their unit prices from this project to perform the 2016 City Tree Block Pruning Project, M-654.

FINANCIAL STATEMENT: There is \$100,000 available in the FY 2016-17 Major & Local Street Fund for this expenditure.

RECOMMENDED ACTION: It is recommended City Council approve the offer for the contract extension from Owen Tree Service in the total amount of \$202,301.50 for the 2016 City Tree Block Pruning Project, M-654. Funding is available in the Major and Local Street Funds for this expenditure.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: Letter from Owen Tree Service

Commercial - Municipal - Residential

225 N. Lake George Road
Attica, Michigan 48412
Local: 810-724-6651 • Toll Free: 800-724-6680
Fax: 810-724-2684 • Website: www.owentree.com

June 2, 2016

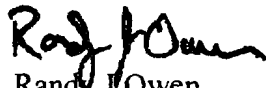
City of Oak Park
Attn: Rocco Fortuna
14000 Oak Park Blvd
Oak Park, MI 48237

Dear Rocco,

Please accept this as our formal request to extend our last contract bid pricing for the block pruning program, to extend to 2016 contract year.

Please feel free to contact me with any questions and to schedule work.

Sincerely,


Randy J. Owen
President

Integrated Pest Management Programs • Tree Preservation, Cabling & Bracing • Insect/Disease Diagnosis and Treatment • Consultations, Appraisals and Surveys
Lightning Protection • Tree Fertilization • Tree Trimming and Removals • Storm Damage Repair • Hedge and Shrub Trimming
24-Hour Emergency Service • Stump Removal • Lot Clearing • Tree Moving • Lawn Fertilization





BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 20, 2016

AGENDA #

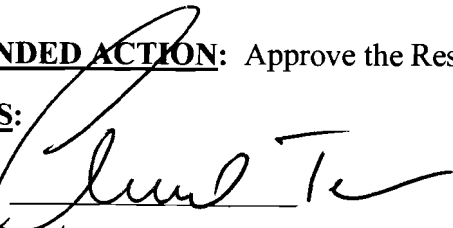
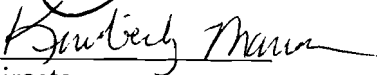
SUBJECT: Resolution Approving Sale of Tax Foreclosed Property**DEPARTMENT:** Community & Economic Development

SUMMARY: The City of Oak Park would like to increase the number of owner occupied homes and increase the home values of homes throughout Oak Park. In 2015 the city sold the tax foreclosed properties they purchased to Global Realty. The purchase agreement had a clause that they would sell 95% of the homes to owner occupants and refurbish the homes within one year. They were also responsible for any outstanding water, sewer and utility charges to the property as well as secure the property within 7 days of purchase which included maintain the exterior. I have attached a list of properties and an update on each of the properties sold to Global Realty in 2015.

The city has also received interest from two other companies, Hometown Properties, LLC and MINY. Each company was given an opportunity to present their proposal to the city manager, assistant city manager and Economic Development Director. Through these presentations one company rose above the others in terms of their proposal to the city and past experience.

Attached is a resolution to allow the city of Oak Park to sell these properties to a third party that will renovate and sell them to owner occupants.

The City Manager, Assistant City Manager and I recommend city council to sell these properties to Global Realty. Global Realty has done an excellent job of rehabilitating the tax foreclosed homes in 2015/2016 and comes with an excellent track record from other communities as well.

FINANCIAL STATEMENT:**RECOMMENDED ACTION:** Approve the Resolution Approving the Sale of Tax Foreclosed Properties**APPROVALS:**City Manager: Director: 

Finance Director: _____

EXHIBITS: resolution and attached list of properties

**CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN**

RESOLUTION APPROVING SALE OF TAX FORECLOSED PROPERTIES

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 20th day of June, 2016, at 7:00 p.m.

Present: _____

Absent: _____

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, the General Property Tax Act at MCL 211.78M, as amended, (the "Act") authorizes the City of Oak Park ("City") to purchase properties located within the City that were tax foreclosed by the Oakland County Circuit Court on February 3, 2016, and by the County Treasurer under Public Act 123 of 1999, as amended, subject to the provisions of the Act; and

WHEREAS, on June 6, 2016, the Oak Park City Council resolved to purchase the foreclosed properties identified on the Attached Addendum "Oak Park Tax Sale 2016"; and

WHEREAS, the Oak Park City Council finds that it is necessary and in the best interest of the public to sell the referenced properties to a company that can rehabilitate, reconstruct and manage the properties for the public purpose of renovating and selling them primarily for owner occupancy in order to maintain and stabilize neighborhoods and commercial properties within the community.

NOW, THEREFORE, the City Council of the City of Oak Park, Oakland County, Michigan resolves as follows:

1. The City Manager is hereby authorized to negotiate the sale of the properties identified on the Attached Addendum "Oak Park Tax Sale 2016" and will include the terms as negotiated by the city manager.
2. The Mayor and/or City Manager are hereby authorized to sign all necessary documents to complete the transaction.
3. Any and all Resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED

Edwin T. Norris
City Clerk

Dated: _____

CITY OF OAK PARK, MICHIGAN
PROPOSAL FOR TAX FORECLOSED PROPERTIES

JSR Funding, LLC

James Budziak TITLE: Member

32525 Mound Road, Warren MI 48092

OFFICE 586-623-6900 FAX 586-261-2027

EMAIL: jim@movingthemotorcity.com

June 13th, 2016

GENERAL: COMPANY PROFILE, STAFFING AND WORKLOAD ABILITY

JSR Funding is located at 32525 Mound Road in Warren, Michigan. Global Realty (our real estate brokerage) and Motor City Property Managers are also located at our Mound Road location. Our office has been designed to work as a team which allows us to take on large projects with great success. Our team consists of three real estate brokers, one builder, thirteen administrative staff and eleven licensed real estate agents. We have paid attention to detail by keeping up-to-date with the latest in technology which improves our systems and organizational capability. This allows us to manage and access large amounts of data which is one of our secrets to success. We are running a customized Microsoft software program that was designed for us to organize photos, data, and all of our paperwork. This has allowed us to manage over 550 rental homes while rehabbing, marketing and selling over 430+ homes in the last two years.

Having a property management company that manages over 550 homes throughout the Metro Detroit area allows us to have a system setup for landscape maintenance, cleanups, snow removal, and the maintenance that is required on single family homes.

With the team that we have in place and our experience, we are confident that our existing strategies will continue to work. This includes working with our own staff as well as continuing to work with the contractors with whom we have fostered relationships in order to get the properties renovated, sold, and back on the tax rolls.

The recent wave of foreclosures (both tax and mortgage) and abandoned properties have depressed home values and lowered the tax base in many area communities. Investors have been buying up many of these properties and converting them into rental homes without any significant improvements being completed on the property.

We recognized this challenge and came up with two unique approaches to help cities handle this problem. The first was forming a partnership with Southwest Housing Solutions to acquire bank owned properties for the purpose of renovating them and then selling them to owner occupants. Southwest had access to bank owned properties and was looking for an experienced partner in managing, rehabilitating and marketing them.

Through our Joint Venture with Southwest Housing Solutions we have acquired 500+ properties in the past 3 years, renovated them and then sold them to owner occupants. JSR provides most of the funding for the acquisition and renovation of each property. We also set the scope of work and handle the marketing of the properties. This has increased property values and brought life back into these homes that were in poor condition. Many of these properties bring challenges with them that a typical homeowner or investor would not have the knowledge to deal with like water damage, mold, etc... and our experience has allowed us to transform them into beautiful homes again.

The second approach was to work with cities and townships to acquire the tax foreclosed homes in their city. We have done this by assisting them in exercising their right of first refusal to purchase the properties before they go to the County Tax Sale. The funds needed for acquisition and renovation of the properties are supplied by JSR. We make significant renovations (avg. renovation is \$35,000.00 +) to the properties and then sell them on the MLS at market value. This helps to not only increase the value of the properties we sell, but also increases the values in the neighborhood by providing good comps for other sales.

This program has proven to be very successful and we have recently worked with Harper Woods, Garden City, Redford Township, City of Wayne, Lincoln Park and of course the City of Oak Park to name a few. By teaming with these communities and assisting them with exercising their right of first refusal it has allowed them to control what happens with the tax foreclosed homes in their community.

With our extensive experience at renovating tax sale properties we rarely experience surprises. When we do our experience has allowed us to quickly find solutions and work through the problems. We rely on our own experience as well as that of our contractors to keep the projects on schedule.

We have forged relationships with numerous construction companies to help insure the properties are renovated with quality and in a timely manner. We have also formed our own in house contracting company, Innovation Builders, LLC. This has allowed us to manage our construction projects closer while expanding our capacity to handle more homes.

Global Realty is our Real Estate Brokerage that handles the management and sales of our properties on the MLS. We are a member of the National Association of Realtors and hold ourselves to the highest standards including the Fair Housing Act. Our agents are experienced with selling renovated tax sale properties which allows us to get top dollar for our homes. Our agents are skilled at making sure the offers that are accepted have pre-qualified buyers that are able to close.

JSR makes sure that the house is presentable and the yard kept neat and clean during the sales process.

Furthermore, we also have a relationship with Visionary Title Agency which allows us to work on title searches quickly and efficiently. They provide us with the information we need to ensure that we can provide a clean title to our buyers. Tax foreclosed properties can present unique challenges that we are familiar with and our experience allows us to work through these issues quickly. All buyers receive a warranty deed and title insurance.

HOUSING MISSION/STRATEGY

Our mission at JSR is to always provide a quality product to our homebuyers at a good value and stand behind our work. We want our home owners to have a great buying experience and enjoy their home for years to come. Another important part of our mission is to increase property values and help stabilize neighborhoods.

We measure success by most importantly having happy home owners who really enjoy having a completely renovated home.

FAIR HOUSING

Our sales arm, Global Realty, is a member of the National Association of Realtors and always adheres to the fair housing laws and practices. Many of our agents have been in real estate for over ten years and have taken all the required continuing education courses to keep their licenses current. The houses will be marketed on the MLS listing service which allows an equal opportunity for people to have access to them.

REHABILITATION INFORMATION

The average renovation will be about \$37,000 based on our experience this year with the tax sale properties in Oak Park.

We will finance the project ourselves or use one of our private investors.

Scheduling will be managed by our staff while utilizing the software that was developed specifically for our operation. This has allowed us to stay organized and complete projects on time.

We keep a close eye on quality control by doing 2 things. The first is that one of the three owners of JSR will walk the property numerous times during the construction process and give final approval to the contractor once completed. The second is that owning Global Realty gives us a second set of eyes. The agent that lists the property will also walk it and because of their experience with renovated properties

they know what we expect. If they feel something is lacking they will bring it to our attention so that it can be addressed.

TYPICAL SCOPE OF WORK

Refinish hard wood floors or new carpet
Replace roof if needed
Replace windows if needed
Update electrical and plumbing as needed
Replace furnace if needed or clean and inspect if age is current
Replace or Repair gutters and down spouts
Repair or replace drive and walkways if necessary
Replace all light fixtures and switches with energy efficient ones
Replace or re-glaze bath tubs
Paint throughout interior and basement
Paint exterior and tuck pointing where necessary
New kitchen cabinets and granite counter tops with backsplash
New bathroom vanities
Replace kitchen and bathroom flooring
Clean up landscape and plant new vegetation and trim existing plants

PLANNING SCHEDULE

If we are able to start at the end of August, our time line would be:

Weeks one-two

Rekey all doors and secure property
Complete initial property evaluation to determine if any risks are present
Landscape cleanup which includes cleaning all gutters and debris that is in the yard and cutting the lawn

Weeks three-four

Order dumpsters
Clean out houses and garages
Tarp roofs if needed
Take photos and set the scope of work for each home

Week Five

Assign contractors to jobs
Order new roofs and windows that will be needed

Weeks six-sixteen

Renovations will be started on our individual homes

Week eighteen

Order final inspections
Order final cleanings
List home on the MLS, place yard sign and hold open houses
All homes will be completed by July 1st of 2017.

CITY OF OAK PARK PROJECT UPDATE

It has been a true pleasure working with the City of Oak Park this past year. The support we have received from the City departments has been great. The significant renovations completed on the properties have led to some very favorable sales prices. All home sales have been completed using the MLS which allows realtors and prospective buyers equal access to any properties in which they are

interested. The MLS also allows appraisers access so that they can use these sales as comps for other sales in the City. All of these systems help to increase property values for the entire City of Oak Park.

The final 3 homes are currently under renovation and will be completed within the next 4 weeks.

Here is a summary of the properties we acquired last year as part of this program.

ADDRESS	CITY	REHAB	STATUS	SALES PRICE
13670 TALBOT	OAK PARK	\$47,348.00	SOLD	\$ 120,000.00
12836 OAK PARK BLVD	OAK PARK	\$35,000.00	RENOVATING	
13380 WOODVALE	OAK PARK	\$40,697.00	SOLD	\$ 94,900.00
23040 MAJESTIC	OAK PARK	\$35,150.00	SOLD	\$ 89,900.00
24670 CLOVERLAWN	OAK PARK	\$28,293.00	SOLD	\$ 45,500.00
22141 BEVERLY	OAK PARK	\$30,000.00	RENOVATING	
22030 AVON	OAK PARK	\$35,000.00	RENOVATING	
14531 PEARSON	OAK PARK		SOLD	VACANT LOT
21921-25 COOLIDGE HWY	OAK PARK	\$30,125.00	RENTED	
21661 RIDGEDALE	OAK PARK	\$51,482.00	SOLD	\$ 95,900.00
22170 CONDON	OAK PARK	\$29,994.00	SOLD	\$ 56,900.00
13401 ALBANY	OAK PARK	\$31,174.00	PENDING	\$ 64,900.00
13240 CAPITAL	OAK PARK	\$70,000.00	EXISTING TENANTS	
13200 CAPITAL	OAK PARK	\$90,000.00	EXISTING TENANTS	
8625 CAPITAL	OAK PARK	\$40,000.00	SOLD	\$ 100,000.00

It truly has been an honor to work with everyone involved from the City of Oak Park. We truly appreciate the support we have received and look forward to continuing our partnership in 2016-2017.

We propose this program with the same terms as last year with one additional requirement. The average renovation cost must be a minimum of \$25,000 for each single family home. Of course we are always willing to listen to suggestions on how we can improve.

Sincerely,

Jim Budziak

JSR Funding, LLC

13670 Talbot

- Before



- After



13670 Talbot

- Before



- After



13670 Talbot

- Before



- After



13670 Talbot

- **Before**



- **After**



13670 Talbot

- Before



- After



13670 Talbot

- Before



- After



21661 Ridgedale

Before



After



21661 Ridgedale

Before



After



21661 Ridgedale

Before



After



21661 Ridgedale

Before



After



21661 Ridgedale

Before



After



21661 Ridgedale

Before



After



DTXR9175

**OAKLAND COUNTY TREASURER'S OFFICE
FORECLOSED PARCELS FOR LAND SALE
Municipality Report for July, 2016**

DATE: 05/25/2016

PAGE: 57 of 158

Cvt: 52 City of Oak Park

Parcel Id	Property Address/Legal Description	Assessed Value	Tax Year	Tax Amount	Interest/Fees	Amount Due
25-28-331-018	23430 SHERMAN ST OAK PARK MI 48237-2340 T1N, R11E, SEC 28 FERN-RIDGE SUB LOT 258	\$36,400	2013	\$1,954.45	\$1,099.10	\$3,053.55
			2014	\$2,497.28	\$946.70	\$3,443.98
			2015	\$2,755.83	\$248.02	\$3,003.85
			Total:			\$9,501.38
25-28-354-008	23240 ROANOKE AVE OAK PARK MI 48237-2380 T1N, R11E, SEC 28 OAK PARK SUB N 50 FT OF S 100 FT OF LOT 194	\$36,700	2012	\$381.99	\$798.29	\$1,180.28
			2013	\$3,040.89	\$1,841.97	\$4,882.86
			2014	\$5,478.32	\$1,826.11	\$7,304.43
			2015	\$2,870.84	\$258.38	\$3,129.22
			Total:			\$16,496.79
25-29-102-063	13240 DARTMOUTH AVE OAK PARK MI 48237-1692 T1N, R11E, SEC 29 HUNTINGTON FARMS SUB LOT 59	\$28,700	2009	\$2,342.81	\$2,881.46	\$5,224.27
			2010	\$4,828.53	\$4,900.40	\$9,728.93
			2011	\$3,573.48	\$2,998.47	\$6,571.95
			2012	\$1,876.05	\$1,461.87	\$3,337.92
			2013	\$3,526.24	\$1,912.39	\$5,438.63
			2014	\$2,562.21	\$965.85	\$3,528.06
			2015	\$3,120.44	\$280.84	\$3,401.28
			Total:			\$37,231.04
25-29-228-013	T1N, R11E, SEC 29 PALMER WOODS MANOR SUB LOT 95	\$7,800	2013	\$184.32	\$318.33	\$502.65
			2014	\$236.98	\$279.91	\$516.89
			2015	\$405.13	\$36.46	\$441.59
			Total:			\$1,461.13
25-29-251-014	24321 GENEVA AVE OAK PARK MI 48237-1780 T1N, R11E, SEC 29 PRACTICAL SUB NO 1 LOT 3	\$36,800	2013	\$2,020.66	\$1,087.57	\$3,108.23
			2014	\$2,119.07	\$835.12	\$2,954.19
			2015	\$2,166.29	\$194.97	\$2,361.26
			Total:			\$8,423.68

**OAKLAND COUNTY TREASURER'S OFFICE
FORECLOSED PARCELS FOR LAND SALE
Municipality Report for July, 2016**

DATE: 05/25/2016

PAGE: 58 of 158

Cvt: 52 City of Oak Park

Parcel Id	Property Address/Legal Description	Assessed Value	Tax Year	Tax Amount	Interest/Fees	Amount Due
25-31-254-003	21740 CLOVERLAWN ST OAK PARK MI 48237-2671 T1N, R11E, SEC 31 KENWOOD PARK S 30 FT OF LOT 508 & N 21 FT OF LOT 509	\$24,600	2012	\$1,465.94	\$1,058.17	\$2,524.11
			2013	\$1,863.89	\$1,022.52	\$2,886.41
			2014	\$1,864.27	\$759.96	\$2,624.23
			2015	\$1,902.67	\$171.24	\$2,073.91
			Total:			\$10,108.66
25-31-426-024	21401 KIPLING ST OAK PARK MI 48237-3819 T1N, R11E, SEC 31 DIVISION HEIGHTS MANOR SUB NO 2 N 6.50 FT OF LOT 767 & S 39 FT OF LOT 768	\$28,400	2011	\$1,886.10	\$1,671.72	\$3,557.82
			2012	\$1,727.34	\$939.13	\$2,666.47
			2013	\$1,672.06	\$937.91	\$2,609.97
			2014	\$1,676.06	\$704.44	\$2,380.50
			2015	\$1,712.61	\$154.13	\$1,866.74
			Total:			\$13,081.50
25-31-428-006	21400 WESTHAMPTON ST OAK PARK MI 48237-2791 T1N, R11E, SEC 31 DIVISION HEIGHTS MANOR SUB NO 2 S 14.50 FT OF LOT 712 & N 39 FT OF LOT 713	\$28,500	2007	\$725.18	\$1,125.65	\$1,850.83
			2008	\$1,896.57	\$2,670.20	\$4,566.77
			2009	\$1,982.62	\$2,580.28	\$4,562.90
			2010	\$1,987.19	\$2,347.76	\$4,334.95
			2011	\$1,891.77	\$1,875.12	\$3,766.89
			2012	\$1,702.19	\$1,494.81	\$3,197.00
			2013	\$1,685.76	\$1,050.59	\$2,736.35
			2014	\$1,595.28	\$680.61	\$2,275.89
			2015	\$1,726.28	\$155.37	\$1,881.65
			Total:			\$29,173.23
25-31-483-007	20730 RIDGEDALE ST OAK PARK MI 48237-2704 T1N, R11E, SEC 31 SCHAEFER HIGHWAY ESTATES SUB WLY 134 FT OF LOT 93	\$24,600	2012	\$1,277.03	\$1,019.73	\$2,296.76
			2013	\$1,440.02	\$982.61	\$2,422.63
			2014	\$1,445.33	\$636.37	\$2,081.70
			2015	\$1,477.10	\$132.94	\$1,610.04
			Total:			\$8,411.13

**OAKLAND COUNTY TREASURER'S OFFICE
FORECLOSED PARCELS FOR LAND SALE
Municipality Report for July, 2016**

DATE: 05/25/2016

PAGE: 59 of 158

Cvt: 52 City of Oak Park

Parcel Id	Property Address/Legal Description	Assessed Value	Tax Year	Tax Amount	Interest/Fees	Amount Due
25-32-102-019	21961 BLACKSTONE ST	\$14,100	2012	\$1,004.29	\$1,074.39	\$2,078.68
	OAK PARK MI 48237-2803		2013	\$1,179.43	\$534.46	\$1,713.89
	T1N, R11E, SEC 32 JOSEPH J TREPPAS CADILLAC		2014	\$1,913.89	\$774.60	\$2,688.49
	HOMES SUB N 17 FT OF LOT 31 & S 29 FT OF LOT 32, ALSO 1/2 OF VAC ALLEY ADJ TO SAME		2015	\$1,173.99	\$105.66	\$1,279.65
					Total:	\$7,760.71
25-32-203-041	10630 SARATOGA AVE	\$11,900	2012	\$1,131.52	\$1,070.37	\$2,201.89
	OAK PARK MI 48237-3927		2013	\$1,995.92	\$1,301.31	\$3,297.23
	T1N, R11E, SEC 32 RIDGEWOOD ESTATES W 25		2014	\$1,978.10	\$793.54	\$2,771.64
	FT OF LOT 230 & E 27 FT OF LOT 231		2015	\$1,921.64	\$172.95	\$2,094.59
					Total:	\$10,365.35
25-33-103-009	8771 TROY AVE	\$17,200	2011	\$653.35	\$649.18	\$1,302.53
	OAK PARK MI 48237-2316		2012	\$1,394.56	\$1,078.76	\$2,473.32
	T1N, R11E, SEC 33 FERNDAL WYOMING SUB W		2013	\$1,479.84	\$863.13	\$2,342.97
	15 FT OF LOT 106 & E 30 FT OF LOT 107, ALSO 1/2		2014	\$1,283.47	\$588.62	\$1,872.09
	OF VAC ALLEY ADJ TO SAME		2015	\$1,309.97	\$117.90	\$1,427.87
					Total:	\$9,418.78



CITY OF OAK PARK

Carl Johnson, Director
Department of Finance

Mayor
Marian McClellan
Mayor Pro Tem
Paul Levine
Council Members
Michael M. Seligson
Carolyn Burns
Kiesha Speech
City Manager
Erik Tungate

MEMORANDUM

Date: June 13, 2016

To: Erik Tungate, City Manager

From: Carl Johnson

Re: 3rd 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 third quarter ending March 31, 2016 (see attached report for budget-to-actual by department activity for the General Fund only). The third quarter budget amendment approved at the June 6, 2016 council meeting is included in the attached report. Through the third quarter, generally, revenues and expenditures should represent 75% of the annual budget.

GENERAL FUND

REVENUES

Total revenues through the third quarter total approximately \$17.0 million, representing approximately 82% 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, 2015. As of the end of the first quarter approximately 90% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in June 2016 and final reconciliation will occur during the last quarter. Property tax revenue being paid in the first two months of the fiscal year is the primary reason the overall revenues are at 82% to date.
- **Intergovernmental Revenue (State Revenue Sharing)** – The City receives six bi-monthly payments annually for state-shared revenue. The third quarter report reflects three fiscal 2016 payments as the August 31, 2015 payment by statute is included as part of the June 30, 2015 revenues. The City will receive the remaining three payments on

April 30, June 30 and August 31 (2016) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,309,894.

- The City receives cable franchise fees on a quarterly basis estimated at \$633,228 for the current fiscal year. The third quarter remittances will be received during April 2016. Collections for cable revenue total \$314,790 as of March 31, 2016.
- Fines and forfeiture revenue received from the district court is budgeted for a total of \$1,900,000 of which \$1,518,656 or 79.9% was received through the third quarter. The revenue received is used to offset a portion of the court's operating costs.

EXENDITURES

Total expenditures through the third quarter total approximately \$12.9 million, representing approximately 62% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 75%):

- City Attorneys Department is slightly more than 75% due to the fourth quarter retainer for the labor attorney was actually paid during the third quarter. Overall the budget through three quarters for this department is in line with the budget.
- Recreation Department budgets are running lower than budgeted amounts due to the seasonality of the programs and related costs. The spring programs are just beginning and will be in full force during the last quarter of the fiscal year.
- Non Departmental Department is running lower than budget due to the timing of the annual contributions related to OPEB and the Public Safety Pension System.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 15% of annual expenditures and the annual operating budget is balanced while continuing to address the long-term legacy costs of OPEB and pensions.

GL NUMBER	END BALANCE 06/30/2015 NORM (ABNORM)	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
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Fund 101 - GENERAL FUND**Revenue**

00.000-NONE	17,494,172.08	17,371,729.00	17,766,162.00	14,219,591.32	3,546,570.68	80.04
17.345-PUBLIC SAFETY	2,722,403.49	3,081,831.00	3,081,831.00	2,811,497.76	270,333.24	91.23
TOTAL Revenues	20,216,575.57	20,453,560.00	20,847,993.00	17,031,089.08	3,816,903.92	81.69

Expenditures

10.101-COUNCIL AND MAYOR	53,060.76	91,519.00	79,980.00	42,081.92	37,898.08	52.62
11.172-CITY MANAGER	505,486.30	421,273.00	476,997.00	341,275.58	135,721.42	71.55
11.611-COMMUNITY DEVELOPMENT	163,770.26	190,803.00	151,418.00	86,819.91	64,598.09	57.34
12.258-MAGEMENT INFORMTN SERVICE	286,883.93	346,509.00	388,301.00	236,213.90	152,087.10	60.83
13.210-CITY ATTORNEY	243,818.75	233,000.00	293,000.00	221,931.03	71,068.97	75.74
13.229-PROSECUTING ATTORNEY	59,400.00	62,400.00	62,400.00	46,800.00	15,600.00	75.00
14.191-ELECTIONS	363,982.26	225,369.00	255,684.00	149,437.86	106,246.14	58.45
14.215-CITY CLERK	151,493.36	166,071.00	144,186.00	82,418.59	61,767.41	57.16
15.201-FINANCE & ADMIN SERVICES	945,755.04	948,910.00	968,973.00	703,156.33	265,816.67	72.57
16.371-INSPECTIONS	522,732.28	661,889.00	733,534.00	387,250.80	346,283.20	52.79
16.401-TECH & PLANNING ADMIN.	115,959.87	118,650.00	137,681.00	92,433.05	45,247.95	67.14
16.447-ENGINEERING	35,358.69	47,154.00	46,284.00	22,132.70	24,151.30	47.82
16.448-STREET LIGHTING	449,361.64	475,000.00	457,000.00	296,142.89	160,857.11	64.80
16.691-PLANNING	0.00	49,240.00	0.00	0.00	0.00	0.00
17.345-PUBLIC SAFETY	8,431,385.30	8,313,052.00	8,927,759.00	6,348,672.66	2,579,086.34	71.11
18.265-BUILDING MAINTENANCE	500,803.99	618,219.00	618,394.00	292,409.91	325,984.09	47.29
18.441-DPW ADMINISTRATION	9,313.52	12,941.00	14,337.00	9,510.79	4,826.21	66.34
18.443-SHEPHERD PARK	22,582.11	51,651.00	51,729.00	9,038.60	42,690.40	17.47
18.444-OTHER PARKS FORESTRY	42,155.10	61,734.00	71,748.00	30,766.13	40,981.87	42.88
19.752-RECREATION ADMINISTRATION	268,980.76	255,499.00	300,972.00	160,702.76	140,269.24	53.39
19.753-ATHLETICS	61,892.03	57,242.00	59,223.00	11,044.55	48,178.45	18.65
19.754-OUTDOOR ACTIVITIES	34,159.44	97,310.00	77,868.00	22,765.23	55,102.77	29.24
19.755-INSTRUCTIONAL ACTIVITIES	24,240.06	25,000.00	20,000.00	4,605.93	15,394.07	23.03
19.756-SPECIAL RECREATION EVENTS	15,843.90	25,275.00	23,000.00	8,705.02	14,294.98	37.85
19.757-SWIMMING POOL FACILITY	76,699.02	89,716.00	78,451.00	41,958.50	36,492.50	53.48
19.776-SENIOR SERVICES	88,586.85	95,646.00	112,434.00	80,161.56	32,272.44	71.30
21.890-NON DEPARTMENTAL	6,058,571.36	7,364,243.00	6,132,453.00	3,032,962.44	3,099,490.56	49.46
22.806-PUBLIC INFORMATION CABLE	160,260.79	151,041.00	164,187.00	100,390.27	63,796.73	61.14
TOTAL Expenditures	19,692,537.37	21,256,356.00	20,847,993.00	12,861,788.91	7,986,204.09	61.69

Fund 101 - GENERAL FUND:

TOTAL REVENUES	20,216,575.57	20,453,560.00	20,847,993.00	17,031,089.08	3,816,903.92	81.69
TOTAL EXPENDITURES	19,692,537.37	21,256,356.00	20,847,993.00	12,861,788.91	7,986,204.09	61.69
NET OF REVENUES & EXPENDITURES	524,038.20	(802,796.00)	0.00	4,169,300.17	(4,169,300.17)	100.00

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** June 20, 2016**AGENDA #****SUBJECT:** Approval of resolution to authorize Budget Amendment #2016-4**DEPARTMENT:** Finance

SUMMARY: The City's annual budget was adopted on May 18, 2015 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval. The proposed amendments are based on actual and projected activity-to-date.

The fourth quarter (6/30/16) budget amendment is attached and is also summarized below.

GENERAL FUND	
Audited Beginning Fund Balance July 1, 2015	\$ 3,430,752
Net Amended Budget through June 6, 2016	0
Net Change in Fund Balance (Amendment #2016-4)	0
Estimated Ending Fund Balance June 30, 2016	<u>\$ 3,430,752</u>

The following are some additional detail related to the significant items included in the recommended amendment:

- The original property tax budget assumed an increase over the prior years. The final reconciliation shows little tax growth from prior year. As a result, the General Fund property tax budget is proposed to be reduced by \$220,000 to reflect the actual levy and collections.
- Due to the significant new construction activity happening in the City, charges for permits and inspections along with licenses are projected to be up by approximately \$50,000 over the original budget.

- The State of Michigan reimbursed the City for the net loss in revenue from the elimination of certain personal property taxes. This reimbursement totaled approximately \$100,000 for the General Fund for the current fiscal year.
- Interest income citywide has increased tenfold due to the new investment strategy implemented and as a result the budget for interest income in the General Fund is proposed to be increased by approximately \$95,000
- The other revenue reduction of approximately \$25,000 includes a reduction to the budget for sale of land revenue of \$150,000 and increase the miscellaneous reimbursement budget by \$125,000. These adjustments are to reflect the actual activity to date in these accounts.
- Contractual services budget in finance was reduced to recognize the savings from hiring a new finance director and not contracting the service.
- Other legal services budget was increased to account for the additional costs for cases not covered by the annual retainer.
- Election workers expenditures were decrease to the actual costs incurred to date as there are no additional elections in the current fiscal year.
- Public Safety department expenditure for motor pool costs was decreased to reflect the actual and projected usage for the current fiscal year.
- Technical and Planning contractual services expenditures along with the corresponding revenue were both decrease to reflect actual costs and billings related to citywide tree removal.
- Various departments expenditure budgets were adjusted to reflect actual expenditure activity to date including increasing the health insurance expenditure in the City Manager's office, decreasing repair and maintenance budgets in the Internal Technology and Facilities.
- Retiree healthcare costs are up and the budget was increased to reflect estimated costs through June 30, 2016.

SPECIAL REVENUE FUNDS

- The Library Fund's current budget uses fund balance which it does not have. The budget is proposed to be amended by approximately \$20,000 to reflect actual additional revenues to date and eliminate the use of fund balance.
- The Criminal Justice Training and Veterans Treatment Court Grant Funds are being amended to reflect additional grant revenues received and the corresponding use of those funds for program expenditures.

CAPITAL PROJECT FUND – Public Improvement Fund

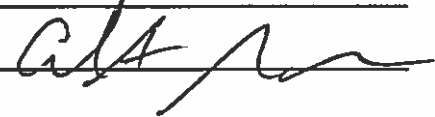
This fund type does not require an annual budget but the State recommends budgeting all funds. The proposed amendment is to recognize the interest earnings on the beginning fund balance of approximately \$54,000 and the use of \$12,500 of the fund balance for the purchase of planter boxes which will be distributed citywide.

FINANCIAL STATEMENT: The proposed budget amendment has no net impact on the fund balance of General Fund keeping the estimated fund balance at approximately 15% of annual revenues. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2016-4

APPROVALS:

City Manager: _____

Finance Director:  _____

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2016-4 is authorized:

INCREASE
(DECREASE)

GENERAL FUND

REVENUES

PROPERTY TAXES	\$ (220,000)
LICENSE AND PERMITS	50,000
INTERGOVERNMENTAL	100,000
CHARGES FOR SERVICES	(100,000)
INTEREST INCOME	95,020
OTHER REVENUE	(25,850)
TOTAL REVENUES	<u>(100,830)</u>

EXPENDITURES

ADMINISTRATIVE	35,000
CITY CLERK - ELECTIONS	(20,000)
FINANCE	(75,000)
CITY ATTORNEYS - CIVIL AND LABOR	17,170
PUBLIC SAFETY	(100,000)
TECHNICAL AND PLANNING	(100,000)
PUBLIC WORKS	(33,000)
INFORMATION TECHNOLOGY	(50,000)
NON-DEPARTMENTAL	225,000
TOTAL EXPENDITURES	<u>(100,830)</u>

Net Increase to Fund Balance	<u>\$ -</u>
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LIBRARY FUND

REVENUES

INTERGOVERNMENTAL	\$ 5,000
CHARGES FOR SERVICES	12,000
INTEREST INCOME	3,092
TOTAL REVENUES	<u>20,092</u>

Net Increase to Fund Balance	<u>\$ 20,092</u>
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CRIMINAL JUSTICE TRAINING FUND

REVENUES

INTERGOVERNMENTAL	\$ 4,000
TOTAL REVENUES	<u>4,000</u>

EXPENDITURES

SUPPLIES, MAINTENANCE AND REPAIRS	4,000
TOTAL EXPENDITURES	<u>4,000</u>

Net Increase to Fund Balance	<u>\$ -</u>
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INCREASE
(DECREASE)

VETERANS TREATMENT COURT GRANT FUND
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REVENUES	
INTERGOVERNMENTAL	<u>\$ 15,000</u>
TOTAL REVENUES	<u>15,000</u>
EXPENDITURES	
OPERATIONS	<u>15,000</u>
TOTAL EXPENDITURES	<u>15,000</u>
Net Increase to Fund Balance	<u>\$ -</u>

PUBLIC IMPROVEMENT FUND

REVENUES	
INTEREST INCOME	<u>\$ 500</u>
OTHER REVENUE	<u>-</u>
TOTAL REVENUES	<u>500</u>
EXPENDITURES	
CAPITAL OUTLAY	<u>12,500</u>
TOTAL EXPENDITURES	<u>12,500</u>
Net Decrease to Fund Balance	<u>\$ (12,000)</u>

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a regular Meeting held on this 20th day of June, 2016.

T. Edwin Norris, City Clerk

**City of Oak Park
Proposed Budget Amendments
June 30, 2016**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-403.000	Property Tax	\$ (190,000)	Adjust to final settlement with County
101-00.000-403.007	Property Tax - Brownfield Capture	300,000	Adjust prior year reserve for possible brownfield lia
101-00.000-451.001	Business Licenses and Permits/TP	50,000	Adjust to actual receipts to date
101-00.000-573.000	State Grant - Local Comm Stab Share App	100,000	New Reimbursement from the State for lost Pers Prop Tx
101-00.000-664.000	Interest Income	95,020	Increase to actual revenue to date
101-00.000-654.215	Tree Removal Billings 2015	(100,000)	Adjust budget for estimated billings (pass thru, see exp)
101-00.000-673.000	Sale of Fixed Assets	(150,850)	Adjust budget for estimated increase in revenue
101-00.000-676.001	Reimbursement- Miscellaneous	125,000	Reduce to prior years actual receipt
101-17.345-403.001	Property Tax - Act 345	<u>(330,000)</u>	Adjust to final settlement with County
Total Revenue Increase (Decrease)		(100,830)	
101-11.172-713.000	Health Insurance	35,000	Adjust to actual and projected remaining expenditures
101-12.258-930.000	Repairs & Maintenance	(50,000)	Adjust to actual and projected remaining expenditures
101-13.210-802.100	Legal Services - Other	17,170	Cost for services on non-retainer cases over budget
101-14.191-801.012	Professional Services - Election Workers	(20,000)	Adjust to actual expenditures
101-15.201-818.000	Contractual Services	(75,000)	Savings from hiring finance director rather than contract
101-16.371-818.654	Contractual Services - Tree Removal	(100,000)	Adjust budget for estimated billings (pass thru, see rev)
101-17.345-940.000	Rentals - Motor Pool Utilization	(100,000)	Motor pool utilization down from budget estimates
101-18.265-930.000	Repairs & Maintenance	(33,000)	Adjust to actual and projected remaining expenditures
101-21.890-712.001	Retiree Healthcare	<u>225,000</u>	Adjust to actual and projected remaining expenditures
Total Expenditure Increase (Decrease)		(100,830)	
Net Increase (Decrease) to Fund Balance		\$ -	
<u>Library Fund</u>			
111-00.000-568.000	Library - Penal Fines	\$ 12,000	Adjust to actual receipts to date
111-00.000-664.000	Interest Income	3,092	Adjust to actual receipts to date
111-00.000-573.000	State Grant - Local Comm Stab Share App	<u>5,000</u>	New Reimbursement from the State for lost Pers Prop Tx
Total Revenue Increase (Decrease)		\$ 20,092	
Net Increase (Decrease) to Fund Balance		\$ 20,092	
<u>Criminal Justice Training Fund</u>			
254-75.320-546.000	State Grants	<u>4,000</u>	Adjust to actual receipts to date
Total Revenue Increase (Decrease)		\$ 4,000	
254-75.320-546.000	Education and Training - Act 302	<u>4,000</u>	Adjust to actual and projected remaining expenditures
Total Expenditure Increase (Decrease)		\$ 4,000	
Net Increase (Decrease) to Fund Balance		\$ -	

**City of Oak Park
Proposed Budget Amendments
June 30 ,2016**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>Veterans Treatment Court Grant Fund</u>			
284-00.000-543.000	State Grants	15,000	Adjust to actual receipts to date
	Total Revenue Increase (Decrease)	\$ 15,000	
284-50.137-818.000	Contractual Services	15,000	Adjust to actual and projected remaining expenditures
	Total Expenditure Increase (Decrease)	\$ 15,000	
	Net Increase (Decrease) to Fund Balance	\$ -	
<u>Public Improvement Fund</u>			
401-70.900-664.000	Interest Income	500	Estimate based on prior and current year activity
	Total Revenue Increase (Decrease)	\$ 500	
401-70.90-970.000	Capital Outlay	12,500	Purchase of 20 planters boxes and delivery
	Total Expenditure Increase (Decrease)	\$ 12,500	
	Net Increase (Decrease) to Fund Balance	\$ (12,000)	