

# Oak Park City Council Agenda

May 15, 2017





**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**36<sup>th</sup> CITY COUNCIL**  
**OAK PARK, MICHIGAN**  
**May 15, 2017**  
**7:00 PM**

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**

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

- A. Regular Council Meeting Minutes of May 1, 2017
  - B. Special Council Meeting Minutes of May 1, 2017
  - C. Planning Commission Meeting Minutes of April 24, 2017
  - D. Emergency Services Council meeting Minutes of March 13, 2017 and April 10, 2017
  - E. Resolution to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2018, 2019 and 2020
  - F. Payment application No. 4 (FINAL) to Pro-Line Paving Corporation for the Scotia Resurfacing Project, M-642 for the amount of \$5,000
  - G. Payment application No. 2 to Doetsch Environmental Services for the 2016 Sewer & Catch Basin Cleaning and TV Inspection Project, M-641, for the total amount of \$48,035.95
  - H. Payment application No. 1 to Florence Cement Company of Shelby Township, MI for the 2017 Granzon Avenue Reconstruction Project, M-650, for the total amount of \$197,166.48
  - I. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for Bridge Enhancements and Traffic Signal Optimization in the total amount of \$28,733.91
  - J. Public Safety Activity Summary Reports for February 2017 and March 2017
  - K. Licenses - New and Renewals as submitted for May 15, 2017
6. **RECOGNITION OF VISITING ELECTED OFFICIALS**
  7. **SPECIAL RECOGNITION/PRESENTATIONS:**
    - A. Tribute and moment of silence in memory of Oak Park Public Safety Officer Henry Wolf who was shot and killed in the line of duty on May 21, 1973
    - B. Annual Budget Presentation – City Manager Tungate
  8. **PUBLIC HEARINGS:**
    - A. Public Hearing to receive citizen comments regarding proposed Fiscal Year 2017-2018 Budget and property tax millage rates
    - B. Resolution adopting the Fiscal Year 2017-2018 Budget and acknowledging the multi-year budget including projections for fiscal years 2018-2019 and 2019-2020
    - C. Resolution adopting the fiscal year 2017-2018 millage rates
    - D. Resolution adopting the fiscal year 2017-2018 water and sewer rates
    - E. Resolution adopting the fiscal year 2017-2018 fee schedule
  9. **COMMUNICATIONS:** None

**10. SPECIAL LICENSES:**

- A. Special Event request submitted by Yeshiva Beth Yehudah, 14400 W. 10 Mile Road, for a safety fair and bike-a-thon event to be held on June 11, 2017
- B. Special Event request submitted by Hatzalah of Michigan for a Grand Opening event to be held in the City Hall Lobby on May 22, 2017
- C. Special Event request and waiver of fees submitted by the Ethnic Advisory Commission for a Policing Diverse Communities Panel Discussion to be held in the Council Chambers of City Hall on June 22, 2017

**11. ACCOUNTING REPORTS: None**

**12. BIDS:**

- A. Request to award the bid for the 2016 Program Year Yard Services Contract, M-669, to Oakland Livingston Human Service Agency of Pontiac, MI.
- B. Request to award the bid for the 2017 Elevated Water Storage Tank Painting Project, M-667 to LC United of Sterling Heights, MI for the total amount of \$252,500.00

**13. ORDINANCES:**

- A. FIRST READING OF AN ORDINANCE TO AMEND ARTICLE IV, FINANCE, CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK BY AMENDING DIVISION 2, PURCHASES, THEREOF, THEREBY SPECIFYING COMPETITIVE SEALED BIDDING REQUIREMENTS FOR PURCHASES IN EXCESS OF \$25,000; EXCEPTIONS TO COMPETITIVE SEALED BIDDING; PROCESS FOR SALE OR LEASE OF REAL ESTATE; AND PROCEDURE FOR BIDS ON CITY OWNED PERSONAL PROPERTY

**14. CITY ATTORNEY**

**15. CITY MANAGER:**

**Administration**

- A. Resolution authorizing the City to accept a gift to the City of Oak Park to benefit the Oak Park Public Safety Department

**Finance**

- B. Receive and approve exception recommendations as submitted regarding Special Assessment District No. 660, Unpaid Delinquent Utilities
- C. Receive and approve exception recommendations as submitted regarding Special Assessment District No. 662, Unpaid Property Blight
- D. Receive and approve exception recommendations as submitted regarding Special Assessment District No. 663, Unpaid Sidewalk Replacement

**Community and Economic Development, Planning Division**

- E. Request to approve the Tax Sharing Agreement between the County of Oakland, City of Oak Park, and the Oak Park Corridor Improvement Authority
- F. Request to accept the recommendation of the Planning Commission for approval of the Final Site Plan for Aldi Food Market, 26300 Greenfield Road
- G. Update on Tax Foreclosed Properties – Global Realty

**Department of Public Works**

- H. Request to approve a proposal from Orchard, Hiltz & McCliment (OHM) for professional services that support the completion of the Wastewater Asset Management Plan (AMP) as a part of the Michigan Department of Environmental Quality Stormwater, Asset Management, and Wastewater (SAW) grant program

**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  
36<sup>th</sup> OAK PARK CITY COUNCIL**

**May 1, 2017**

**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 Speech, Council Member Radner

**ABSENT:** None

**OTHERS**

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

**APPROVAL OF AGENDA:**

**CM-05-160-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS AMENDED – APPROVED**

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

- Item # 15F removed from the agenda.

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

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-05-161-17 (AGENDA ITEM #5A-I) CONSENT AGENDA - APPROVED**

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

- A. Regular Council Meeting Minutes of April 19, 2017 **CM-05-162-17**
- B. Special Council Meeting Minutes of April 19, 2017 **CM-05-163-17**
- C. Special Council Meeting Minutes of April 25, 2017 **CM-05-164-17**
- D. Planning Commission Meeting Minutes of March 13, 2017 **CM-05-165-17**
- E. Beautification Advisory Commission Meeting Minutes of February 21, 2017 **CM-05-166-17**
- F. Retirement Board Meeting Minutes of January 23, 2017, February 27, 2017 and March 27, 2017 **CM-05-167-17**

- G. Agreement with the Road Commission for Oakland County for street sweeping, litter picking, and lawn mowing services on Greenfield Road from Eight to Ten Mile Roads and on Ten Mile Road from Greenfield to Maplefield **CM-05-168-17**
- H. Resolution designating Kevin J. Yee as the agent for the City of Oak Park with regard to the Oakland County West Nile Virus Reimbursement Program **CM-05-169-17**
- I. Licenses - New and Renewals as submitted for May 1, 2017 **CM-05-170-17**

**MERCHANT'S LICENSES – May 1, 2017**  
(Subject to All Departmental Approvals)

| <u>NEW MERCHANT</u>                     | <u>ADDRESS</u>       | <u>FEE</u> | <u>BUSINESS TYPE</u> |
|-----------------------------------------|----------------------|------------|----------------------|
| Do-Re-Mi                                | 10820 W. Nine Mile   | \$150      | Retail               |
| <b><u>RENEWALS</u></b>                  |                      |            |                      |
| Bacarbo LLC                             | 13040 Capital        | \$150      | Holding Company      |
| Walker Printiery Inc                    | 13351 Cloverdale     | \$225      | Printer              |
| Complete Parking Lot Maint              | 20800 Coolidge       | \$225      | Automotive           |
| Machine R E Sales Inc                   | 21020 Coolidge       | \$225      |                      |
| Nik Necessities Emporium                | 22041 Coolidge       | \$225      | Retail               |
| Dollar Express Store                    | 22100 Coolidge       | \$150      | Retail               |
| Dollar Express – Tobacco                | 22100 Coolidge       | \$150      | Retail               |
| Joyful Tots Childcare & Learning Center | 22141 Coolidge       | \$187.50   | Childcare            |
| Orthopedic Medical Building             | 12990 Eight Mile     | \$225      | Medical              |
| Fars Fill Up Inc                        | 13500 Eight Mile     | \$150      | Automotive           |
| Zeune Michigan Storage Centers          | 15300 Eight Mile     | \$150      | Storage facility     |
| Custom Concept Collision                | 14051 Eleven Mile    | \$150      | Automotive           |
| ARKK Engineering                        | 14251 Eleven Mile    | \$187.50   | Engineering          |
| Intra State Mort Services               | 14691 Eleven Mile    | \$225      | Mortgage Services    |
| Shear Directions                        | 21700 Greenfield 104 | \$187.50   | Salon                |
| Metropolitan Rehab Clinics              | 21700 Greenfield 130 | \$150      | Medical              |
| Caring Nurses of Michigan Inc           | 23300 Greenfield 213 | \$225      | Medical              |
| Oak Park Donuts                         | 25170 Greenfield     | \$150      | Restaurant           |
| Like Skills Village PLLC                | 25900 Greenfield 100 | \$225      | Medical              |
| Bling Bling Lee Inc                     | 26122 Greenfield     | \$225      | Retail               |
| Oak Park Marathon Gas Station           | 26700 Greenfield     | \$150      | Automotive           |
| Hansen's Auto Service Center            | 8210 Nine Mile       | \$225      | Automotive           |
| Pest Arrest                             | 8560 Nine Mile       | \$225      | Pest Control         |
| The Stellar Realty Group Inc            | 10140 Nine Mile      | \$225      | Real Estate          |
| Quick Cash and More LLC                 | 13710 Nine Mile      | \$150      | Banking              |
| Domino's Pizza                          | 13735 Nine Mile      | \$225      | Restaurant           |
| Dollar Village Discount Inc             | 13201 Ten Mile       | \$225      | Retail               |
| Sahni's Inc                             | 13251 Ten Mile       | \$225      |                      |
| Check N Go                              | 13320 Ten Mile       | \$225      | Banking              |
| Oak Park Dialysis                       | 13481 Ten Mile       | \$225      | Medical              |

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

**MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS:** None

**SPECIAL RECOGNITION/PRESENTATIONS:**

**(AGENDA ITEM #7A) City Manager Employee Recognition.** City Manager Tungate presented an Employee Recognition Award to Dawnetta Boyde-Hale from the Treasury Department.

**(AGENDA ITEM #7B) Master Plan Committee Recognition.** City Manager Tungate and Mayor McClellan recognized Kimberly Marrone, Crystal McLain, Kevin Rulkowski, Nathan Isydorek and Elizabeth King for their part in developing the Oak Park Master Plan.

**PUBLIC HEARINGS:**

**(AGENDA ITEM #8A) Public Hearing to receive public comment on the reprogramming of the 2015 Community Development Block Grant Funds.** It was announced that the published advertisement for the May 1, 2017 public hearing indicated an incorrect amount for the proposed reprogramming, the advertisement indicated \$15,000 and the correct amount is \$14,893.03. Mayor McClellan opened the Public Hearing at 7:15 PM and it was immediately closed as there were no members of the public that wanted to speak.

**CM-05-171-17 (AGENDA ITEM #8B) RESOLUTION APPROVING THE REPROGRAMMING OF 2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS - APPROVED**

Motion by Speech, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following resolution:

**RESOLUTION APPROVING THE REPROGRAMMING  
OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PY 2015**

WHEREAS, the City of Oak Park is a participating local unit of government in the Oakland County Community Development Block Grant Program; and

WHEREAS, the City of Oak Park has duly advertised and conducted a public hearing on May 1, 2017 for the purpose of receiving comments regarding the proposed reprogramming of Program Year 2015 Community Development Block Grant funds; and

WHEREAS, the public hearing conformed to the guidelines of the Oakland County Community Development Division; and

WHEREAS, the City of Oak Park found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need and should be reprogrammed as follows:

FROM 2015 PY  
Yard Services                \$14,893.03

TO 2015 PY  
Code Enforcement        \$14,893.03

NOW THEREFORE, BE IT RESOLVED, that the City of Oak Park CDBG funds for Program Year 2015 be reprogrammed as outlined above and submitted to Oakland County.

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

**MOTION DECLARED ADOPTED**

**COMMUNICATIONS:** None

**SPECIAL LICENSES:** None

**ACCOUNTING REPORTS:**

**CM-05-172-17            (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF  
INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C.  
FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$17,498.45  
- APPROVED**

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of invoices #474822, #474823 and #474824 by Garan, Lucow, Miller P.C., for legal services rendered through March 31, 2017 in the total amount of \$17,498.45.

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

**MOTION DECLARED ADOPTED**

**BIDS:**

**CM-05-173-17            (AGENDA ITEM #12A) BID AWARD FOR THE 2017 FIRE  
HYDRANT BLASTING AND REPAINTING PROJECT, M-646 TO  
CROSS RENOVATION, INC. OF LIVONIA, MI FOR THE TOTAL  
CONTRACT AMOUNT NOT TO EXCEED \$45,000.00 - APPROVED**

Motion by Speech, seconded by Rich, CARRIED UNANIMOUSLY, to award the bid for the 2017 Fire Hydrant Blasting and Repainting Project, M-646 to Cross Renovation, Inc. of Livonia, MI for the total contract amount not to exceed \$45,000.00.

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

**MOTION DECLARED ADOPTED**



Mr. Yee reported that at the February 20, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Fire Hydrant Blasting and Repainting Project, M-646 was approved (CM-02-070-17). The project was advertised and 9 contractors viewed the documents. On April 18, 2017, two (2) bids were received and opened. The low bidder, Cross Renovation, Inc. of Livonia, MI, submitted a bid of \$59,750.00. Cross Renovation, Inc. performed this work for the City last year to the satisfaction of city personnel. He indicated the bids came in above the budgeted amount, therefore we are recommending reducing the number of hydrants painted to meet the budgeted amount and adding those that are not done to a future project. Funding is available in the Water & Sewer Fund for this project.

**ORDINANCES:** None

**CITY ATTORNEY:** No Report

**CITY MANAGER:**

**Administration**

**CM-05-174-17 (AGENDA ITEM #15A) MOTION TO SCHEDULE A PUBLIC HEARING ON THE FY 2017-2018 ANNUAL BUDGET FOR MONDAY, MAY 15, 2017 AT 7:00 PM - APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to schedule a public hearing on the FY 2017-2018 Annual Budget for Monday, May 15, 2017 at 7:00 PM.

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

**MOTION DECLARED ADOPTED**

**CM-05-175-17 (AGENDA ITEM #15B) RESOLUTION APPROVING THE LEGAL SERVICES AGREEMENT BETWEEN GARAN, LUCOW, MILLER, P.C. AND THE CITY OF OAK PARK - APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to adopt the following resolution approving the legal services agreement between Garan, Lucow, Miller, P.C. and the City of Oak Park:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAK PARK, MICHIGAN  
AUTHORIZING THE ADMINISTRATION TO ENTER INTO A LEGAL SERVICES AGREEMENT  
FOR CITY ATTORNEY SERVICES WITH THE LAW FIRM OF GARAN LUCOW MILLER P.C.**

WHEREAS, under the authority of the Home Rule Charter for the City of Oak Park, Michigan, Chapter 4 captioned Organization of Government, Section 4.6 entitled Administrative service, the City Attorney shall be appointed by the Council; and

WHEREAS, in accordance with Section 4.14 captioned Attorney- Functions and duties, the City Attorney shall be responsible solely to the council; and

WHEREAS, pursuant to Section 4.15 entitled Compensation of attorney and special counsel, the City Attorney shall have their compensation set by the council; and

WHEREAS, the City Council had previously selected and appointed the Law Firm of Garan Lucow Miller, P.C. and its Firm members John J. Gillooly and Ebony L. Duff as the City Attorneys; and

WHEREAS, the City Council has determined that it is in the best interest of the City to reappoint the Law Firm of Garan Lucow Miller, P.C. and its Firm members John J. Gillooly and Ebony L. Duff as the City Attorneys.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby reappoints the Law Firm of Garan Lucow Miller, P.C. and its Firm members John J. Gillooly and Ebony L. Duff as the City Attorneys; and

BE IT FURTHER RESOLVED that the Oak Park City Council authorizes the Administration to enter into a Legal Services Agreement for City Attorneys Services including Exhibits "A" and "B" with the Law Firm of Garan Lucow Miller, P.C.; and

BE IT FURTHER RESOLVED, that on behalf of the City of Oak Park, Michigan, the Mayor and City Manager, are authorized to sign the Legal Services Agreement for City Attorneys Services including Exhibits "A" and "B" with the Law Firm of Garan Lucow Miller, P.C.; and

BE IT FURTHER RESOLVED, that to the extent any portion of this Resolution is declared invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution; and

BE IT FURTHER RESOLVED, all resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

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

#### **MOTION DECLARED ADOPTED**

#### **Community and Economic Development, Planning Division**

#### **CM-05-176-17 (AGENDA ITEM #15C) SPECIAL LAND USE (CONVALESCENT HOME) AND SITE PLAN FOR OAKRIDGE MANOR NURSING AND REHABILITATION CENTER, 13200 OAK PARK BOULEVARD, SUBJECT TO CONDITIONS - APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to accept the recommendation of the Planning Commission and approve the Special Land Use (Convalescent Home) and Site Plan for Oakridge Manor Nursing and Rehabilitation Center, 13200 Oak Park Boulevard, subject to the following conditions:

- 1) Approval by the Engineering Division of an acceptable storm water management plan.
- 2) Approval by the Engineering Division of the final construction design of the entryways onto the site and the median modification need to be submitted to the Engineering Department for final approval.

- 3) Approval by the Engineering Division and Public Safety Department of the locations of the fire hydrants and fire suppression building connections.
- 4) Restoration of the landscape area identified as "existing vegetation to remain" and removal of a concrete planter box near the sidewalk.
- 5) Screen fence detail to be submitted which meets the Zoning Ordinance requirements. Proposed screen fence be extended on the east property line to match the front building line of the adjacent home (approximately 30 feet from the southern property line).
- 6) All ground and rooftop equipment screened as required by the Zoning Ordinance.
- 7) Dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted
- 8) No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.

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

### **MOTION DECLARED ADOPTED**

Community and Economic Development Director Marrone reported that at their April 24, 2017 meeting, the Planning Commission conducted a Public Hearing on a Special Land use request for Oakridge Manor Nursing and Rehabilitation Center, 13200 Oak Park Boulevard, to construct a 64 bed skilled nursing facility, 41,660 square feet in size. The Planning Commission voted to recommend to the City Council approval of the Special Land Use and Final Site Plan with conditions.

**CM-05-177-17 (AGENDA ITEM #15D) SPECIAL LAND USE (RESTAURANT THAT SERVES ALCOHOLIC LIQUOR) AND SITE PLAN FOR SWEET SOUL BISTRO, 13400 EIGHT MILE, SUBJECT TO CONDITIONS - APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to accept the recommendation of the Planning Commission and approve the Special Land Use (Restaurant that serves alcoholic liquor) and Site Plan for Sweet Soul Bistro, 13400 Eight Mile, subject to the following conditions:

- 1) The identified outdoor dining area is required to meet the standards in Section 1709 Outdoor Dining.
- 2) The repair or the replacement of the parking lot and storm water catch basins as necessary as determined by the Building Inspector.
- 3) Parking lot lighting to be repaired or replaced with lighting that is downward casting and meets minimum Zoning Ordinance standards.
- 4) A detailed landscaping plan meeting the minimum Zoning Ordinance standards to be developed and approved by the Planning Division.
- 5) All ground and rooftop equipment to be screened as required by the Zoning Ordinance.
- 6) A dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted.
- 7) No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.
- 8) Applicant must submit a letter from the adjacent Jehovah Witness Church stating they do not object to Sweet Soul Bistro restaurant serving alcoholic liquor.

- 9) The proprietor shall make available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises.
- 10) During any 90-day period, no more than 50 percent of the gross revenues of the establishment shall be derived from the sale of alcoholic liquor. Admission charges or cover charges which exceed ten percent of the establishment's gross revenues shall be considered as derived from the sale of beer and wine for purposes of determining the percentage of sales of beer and wine. Sales of food or beer and wine to hotel or motel guests for consumption within their private rooms shall not be considered in determining the percentage ratio of sales of beer and wine.

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

#### **MOTION DECLARED ADOPTED**

Ms. Marrone reported that at their April 24, 2017 meeting, the Planning Commission conducted a Public Hearing on a Special Land use request from Sweet Soul Bistro, 13400 Eight Mile, for a restaurant that serves alcoholic liquor. At the meeting the applicant presented correspondence from the adjacent 8 Mile Congregation of Jehovah's Witnesses place of worship, indicating a neutral position on Sweet Soul Bistro serving alcoholic liquor. The Planning Commission voted to recommend to the City Council approval of the Special Land Use and Final Site Plan with conditions.

#### **CM-05-178-17 (AGENDA ITEM #15E) SIX MONTH MORATORIUM ON THE REVIEW AND APPROVAL OF ANY NEW SELF-STORAGE FACILITIES IN THE CITY OF OAK PARK - APPROVED**

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to accept the recommendation of the Planning Commission and adopt a six month moratorium on the review and approval of any new self-storage facilities in the City of Oak Park.

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

#### **MOTION DECLARED ADOPTED**

Ms. Marrone reported that the Planning Commission has recently discussed the dramatic increase of new self-storage facilities that have been reviewed and approved by the city in recent years. The approvals range from brand new buildings to the renovation of existing office and warehouse buildings. Due to this increase, city staff recommended reviewing the City's regulatory options to possibly develop new standards and regulations for this use. The Planning Commission voted to recommend to the City Council the adoption of a six month moratorium on the review and approval of any new self-storage facilities in the City.

**(AGENDA ITEM #15F)** Request to approve a façade improvement grant to Stanley Upholstering, 25651 Coolidge, for 50% of the project costs not to exceed \$2,500.00. **(Removed from the agenda)**

**Recreation**

**CM-05-179-17 (AGENDA ITEM #15G) REQUEST TO INCREASE THE RECREATION SUMMER DAY CAMP AND LATCHKEY PARTICIPANT FEES FOR WEEKS STARTING JUNE 19, 2017 AND JUNE 26, 2017 - APPROVED**

Motion by Burns, seconded by Rich, CARRIED, to increase the Recreation Summer Day Camp and Latchkey weekly participant fees for weeks starting June 19, 2017 and June 26, 2017 as follows:

|                                         |                             |
|-----------------------------------------|-----------------------------|
| Summer Day Camp - one week resident     | increase from \$95 to \$120 |
| Summer Day Camp - one week non-resident | increase from \$95 to \$130 |
| AM Latchkey - one week                  | increase from \$20 to \$30  |
| PM Latchkey - one week                  | increase from \$25 to \$35  |

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

**MOTION DECLARED ADOPTED**

Recreation Director Stasiak reported that the Recreation Department is requesting a fee increase for Summer Day Camp and AM and PM Latchkey for the weeks of June 19, 2017 and June 26, 2017 in order to be consistent with the fee schedule proposed for the budget year of 2017-18. She indicated the increases will cover the cost for staff, supplies and field trips and will be in line with other programs.

**CALL TO THE AUDIENCE:**

There were no members of the audience wishing to speak.

**CALL TO THE COUNCIL:**

**Mayor McClellan** reported on the World Day of Dance event held on April 29<sup>th</sup> and expressed condolences regarding the loss of Oak Park resident Peter Cooper.

**Mayor Pro Tem Burns** encouraged everyone to dress appropriately due to the ever changing spring weather.

**Council member Radner** wished everyone a good evening.

**Council Member Speech** congratulated students who will be graduating soon.

**Council Member Rich** wished everyone a good night.

**CLOSED SESSION:**

**CM-05-180-17 (AGENDA ITEM #18) MOTION TO CONVENE INTO A CLOSED SESSION TO DISCUSS ATTORNEY CLIENT PRIVILEGED COMMUNICATION AND PENDING LITIGATION REGARDING CITY OF HUNTINGTON WOODS, CITY OF PLEASANT RIDGE VS. CITY OF OAK PARK, 45TH DISTRICT COURT - APPROVED**

Motion by Radner, Seconded by Rich, CARRIED UNANIMOUSLY, to convene into a Closed Session to discuss Attorney Client Privileged Communication and Pending Litigation regarding City of Huntington Woods, City of Pleasant Ridge vs. City of Oak Park, 45th District Court.

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

**MOTION DECLARED ADOPTED**

The Closed Session began at 6:38 PM. The Regular Meeting reconvened at 8:15 PM.

**CM-05-181-17 CLOSED SESSION MINUTES - APPROVED**

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to approve the minutes of the 05-01-17 Closed Session.

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

**MOTION DECLARED ADOPTED**

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:16 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
SPECIAL COUNCIL MEETING OF THE  
36<sup>th</sup> OAK PARK CITY COUNCIL  
May 1, 2017  
5:00 P.M.**

**MINUTES**

This Special Meeting of the 36<sup>th</sup> Oak Park City Council was held in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237.

Notice of this Special Meeting was given in compliance with the provisions of Act 267 of the Public Acts of Michigan, 1976, as amended, the "Open Meetings Act".

The Special Meeting was called to order by Mayor McClellan at 5:00 P.M.

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

**ABSENT:** Council Member Speech

**ALSO PRESENT:** City Manager Tungate, City Clerk Norris, City Attorney Duff, Finance Director Crawford, Assistant to the City Manager McLain, Deputy Finance Director Grondin, Assistant City Manager Yee

**SPECIAL BUSINESS:**

**(AGENDA ITEM #3A) To discuss FY 2017-18, FY 2018-19 and FY 2019-20 departmental budgets.**

City Council discussed the following departmental budgets:

- Communications & Economic Development, Kimberly Marrone
- City Attorney (Legal Services) Eugene Lumberg, Ebony Duff

**CM-05-158-17 (AGENDA ITEM #3A) MOTION TO INCREASE THE CITY MANAGER RECOMMENDED 2017-18 BUDGET FOR LEGAL SERVICES OF THE PROSECUTING ATTORNEY BY 5% AND USE THAT FIGURE FOR 2018-19 AND 2019-20 BUDGETS - APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to increase the City Manager recommended 2017-18 budget for legal services of the Prosecuting Attorney by 5% (\$61,000 increased to \$64,260) and to use that figure for the 2018-19 and 2019-20 budgets.

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

**MOTION DECLARED ADOPTED**

District Court, Nancy Waldmann

**SCM-05-159-17**

**(AGENDA ITEM #3A) MOTION TO CONDITIONALLY ACCEPT THE DISTRICT COURT'S REQUESTED BUDGET OF \$2,039,354 SUBJECT TO A THIRD PARTY OBJECTIVE STUDY OF THE COURT THAT CONSIDERS STAFFING LEVELS, EMPLOYEE BENEFITS, WAGE RATES AND A COMPARISON TO OTHER COURTS OF SIMILAR SIZE, THE RESULTS OF WHICH WILL BE USED TO AMEND THE BUDGET ACCORDINGLY - APPROVED**

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to conditionally accept the District Court's requested budget of \$2,039,354 subject to a third party objective study of the Court that considers staffing levels, employee benefits, wage rates and a comparison to other courts of similar size, the results of which will be used to amend the budget accordingly.

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

**MOTION DECLARED ADOPTED**

- Fee Schedule, City Manager Tungate
- City Manager Wrap Up, City Manager Tungate

**CALL TO THE AUDIENCE:**

There were no members of the audience wishing to speak.

**ADJOURNMENT:**

The Special Meeting adjourned at 6:40 p.m.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK PLANNING COMMISSION**  
**April 24, 2017**  
**MINUTES**

Meeting was called to order at 7:00 p.m., in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI, by Chairperson Torgow and roll call was made.

**PRESENT:**

- Chairperson Torgow
- Vice Chairperson Brown
- Commissioner Burns
- Commissioner Eizelman
- Commissioner McClellan
- Commissioner Tungate
- Commissioner Seligson
- Commissioner Walters-Gill

**ABSENT:** Commissioner Tkatch

**OTHERS PRESENT:** City Planner, Kevin Rulkowski  
 Community & Economic Development Director, Kimberly Marrone  
 City Clerk, Ed Norris

**APPROVAL OF AGENDA OF APRIL 24, 2017** - no action taken

**APPROVAL OF MINUTES OF MARCH 13, 2017 - APPROVED**

**MOTION by Burns, SECONDED by Brown, to approve the minutes of March 13, 2017, as submitted.**

**VOTE:** Yes: All  
 No: None

**MOTION CARRIED**

**COMMUNICATIONS/CORRESPONDENCE:** None

**PUBLIC HEARING:**

- A. Public Hearing to consider a request submitted by Sweet Soul Bistro Restaurant for Special Land Use approval to allow for a Restaurant that serves alcoholic liquor to be located at 13400 Eight Mile.**

Chairperson Torgow referenced City Planner Rulkowski's report, dated April 19, 2017:

*A Public Hearing has been scheduled for the April 24th meeting to review the request of Sweet Soul Bistro, 13400 Eight Mile, for approval of a restaurant that serves alcoholic liquor.*

### *Special Land Use Standards*

*The Special Land Use section of the Zoning Ordinance (Article XIX) requires the proposed use for a Restaurant that serves Alcoholic Liquor to meet a number of general standards (Section 1900) as well as use specific standards for Restaurants Serving Alcoholic Liquor (Section 1930).*

#### *Section 1900 General Standards:*

- A. The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.*
- B. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location of and access to off-street parking, and provisions for pedestrian safety.*
- C. The location, size, intensity, site layout and periods of operation of any such proposed use shall be designed to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.*
- D. The proposed use shall be such that the proposed location and height of building or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*
- E. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards to prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.*
- F. The proposed use is necessary for the public convenience at the proposed location.*
- G. The proposed use is designed, located, planned and to be operated that the public health, safety and welfare will be protected.*
- H. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.*

*The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the eight general standards identified in Section 1900 Special Land Uses in the Zoning Ordinance.*

#### *Section 1930 Restaurants Serving Alcoholic Liquor*

*Restaurants serving alcoholic liquor may be permitted in certain districts specified in this section if the establishment is continually operated according to the following:*

- A. There shall at all times be maintained and provided culinary facilities to cook and prepare food, and tables and seating areas to accommodate dining on the premises by not fewer than 20 patrons at any time.*
- B. Not more than 50 percent of the gross floor area open to the general public shall be used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aiseways. Public restroom facilities shall not be considered in this determination.*

- C. *The proposed restaurant is not located within 500 feet of a church or school building. The distance between the church or school building and the contemplated location shall be measured along the center line of the street or streets of address between two fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the church or school building nearest to the contemplated location and from the part of the contemplated location nearest to the church or school building. Notwithstanding the stated distance requirements, no proposed restaurant will be permitted to serve alcoholic liquor if the restaurant is located on a parcel of land adjacent to a parcel of land with a church or school building. This provision may be waived by the city council if the affected school(s) or place(s) of worship, through its duly appointed or elected governing body, affirmatively waives, in writing, its right to object to the restaurant and the city council determines that the restaurant will not adversely affect the operation of the school or place of worship.*
- D. *The layout of the site of the proposed restaurant serving alcoholic liquor and its relationship to streets providing access to the site shall be in a manner that vehicular and pedestrian traffic to and from the proposed restaurant serving alcoholic liquor, and the potential assembly of persons connected therewith, will not be hazardous, endangering, or inconvenient to the surrounding neighborhood and commercial district.*
- E. *The proposed restaurant serving alcoholic liquor will be compatible with adjacent uses of land, considering the proximity of residential dwellings, churches, schools, public structures, and other places of public gatherings.*
- F. *The proposed restaurant serving alcoholic liquor will not be contrary to the public interest or injurious to nearby properties.*
- G. *The proposed restaurant serving alcoholic liquor will not have the possible effect of downgrading and blighting the surrounding neighborhood.*
- H. *The proposed restaurant serving alcoholic liquor will not reasonably be expected to diminish the value of properties in the immediate area.*

*Specific standards findings:*

- 1. *The location of the Sweet Soul Bistro restaurant does not meet the specific spacing requirements of Section 1930 C and is located within 500 feet of a school, park, or place of worship. The applicant has received a letter from the adjacent Jehovah Witness Church stating they do not object to Sweet Soul Bistro restaurant serving alcoholic liquor. City Council has the authority to waive this requirement.*
- 2. *The interior layout of the Sweet Soul Bistro restaurant accommodates over 20 patrons as indicated on the submitted floor plan.*
- 3. *Not more than 50 percent of the gross floor area open to the general public is used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways.*

*The Planning Division finds the submitted information demonstrates the Sweet Soul Bistro restaurant, that is proposing to serve alcoholic liquor, satisfactorily meets the specific standards for Restaurants serving Alcoholic Liquor (Section 1930) with the following condition:*

- 1. *Applicant must submit a letter from the adjacent Jehovah Witness Church stating they do not object to Sweet Soul Bistro restaurant serving alcoholic liquor.*

*Site Plan Review*

*A Site Plan is required as part of the Special Land Use process. The Site Plan has been reviewed to ensure that the proposed use would function properly on the site. The proposal calls for the renovation of the former Sami's Restaurant into a bistro/restaurant that serves alcohol. The 6,240 square foot restaurant will be open for breakfast, lunch and dinner. Two days a week the restaurant will have live music (Rhythm & Blues & Jazz). The applicant anticipates seating for about 120 persons. The applicant is proposing an outdoor dining area at the front of the building.*

*The property is zoned B-1, Neighborhood Business District and Restaurants serving Alcoholic Liquor are permitted as Special Land Uses. The existing building meets the minimum setback requirements of the Zoning Ordinance as well as the maximum building height requirement. The existing one-story building is in need of renovation.*

*The identified outdoor dining area is required to meet the standards in Section 1709 Outdoor Dining.*

*The Site Plan shows an existing parking lot with 63 parking spaces. The parking lot is in serious need of repair or replacement. In addition the existing storm water catch basins should be tested to verify they are working properly. A condition of approval should be the repair or the replacement of the parking lot and storm water catch basins as necessary.*

*The existing landscaping identified on the Site Plan is insufficient to meet the minimal requirements of the Zoning Ordinance. A more detailed landscaping plan meeting the minimum Zoning Ordinance standards should be required as a condition of approval.*

*There are a number of existing parking lot lighting that appear to be non-functional or in non-compliance with current Zoning Ordinance standards. Parking lot lighting to be repaired or replaced with lighting that is downward casting and meets minimum Zoning Ordinance standards.*

*A dumpster enclosure area is indicated on the Site Plan. A dumpster enclosure detail will need to be submitted that meets the minimum Zoning Ordinance requirements.*

*There is a ground level condenser unit at the rear of the building this unit will need to be screened as required by the Zoning Ordinance. All ground or rooftop equipment will need to be screened as required by the Zoning Ordinance.*

*A separate sign permit application must be submitted if the existing sign is to be refurbished.*

#### *Staff Recommendation*

*It is the recommendation of the Planning Division to approve the Special Land Use and Site Plan for Sweet Soul Bistro restaurant, 13400 Eight Mile, as a restaurant serving alcoholic liquor with the following conditions:*

- 1) The identified outdoor dining area is required to meet the standards in Section 1709 Outdoor Dining.*
- 2) The repair or the replacement of the parking lot and storm water catch basins as necessary as determined by the Building Inspector..*

- 3) *Parking lot lighting to be repaired or replaced with lighting that is downward casting and meets minimum Zoning Ordinance standards.*
- 4) *A detailed landscaping plan meeting the minimum Zoning Ordinance standards to be developed and approved by the Planning Division.*
- 5) *All ground and rooftop equipment to be screened as required by the Zoning Ordinance.*
- 6) *A dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted.*
- 7) *No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.*
- 8) *Applicant must submit a letter from the adjacent Jehovah Witness Church stating they do not object to Sweet Soul Bistro restaurant serving alcoholic liquor.*
- 9) *The proprietor shall make available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises.*
- 10) *During any 90-day period, no more than 50 percent of the gross revenues of the establishment shall be derived from the sale of alcoholic liquor. Admission charges or cover charges which exceed ten percent of the establishment's gross revenues shall be considered as derived from the sale of beer and wine for purposes of determining the percentage of sales of beer and wine. Sales of food or beer and wine to hotel or motel guests for consumption within their private rooms shall not be considered in determining the percentage ratio of sales of beer and wine.*

**Chairperson Torgow opened the Public Hearing at 7:03 p.m.**

There were no members of the public present. Community and Economic Director Marrone referenced a letter from the 8 Mile Road Congregation of the Jehovah Witness Church, 13300 W. Eight Mile Road, indicating a neutral opinion regarding Sweet Soul Bistro Restaurant serving alcoholic liquor.

**Chairperson Torgow closed the Public Hearing at 7:05 p.m.**

**B. Planning Commission action regarding a request submitted by Sweet Soul Bistro Restaurant for Special Land Use approval to allow for a Restaurant that serves alcoholic liquor to be located at 13400 Eight Mile.**

**MOTION by Seligson, SECONDED by Brown**, based on the information presented in the Planning Division Report, and additional findings of fact discussed during the public hearing, to **approve** the Special Land Use and Site Plan for Sweet Soul Bistro Restaurant, 13400 Eight Mile, as a restaurant serving alcoholic liquor with the following conditions:

- 1) The identified outdoor dining area is required to meet the standards in Section 1709 Outdoor Dining.
- 2) The repair or the replacement of the parking lot and storm water catch basins as necessary as determined by the Building Inspector.
- 3) Parking lot lighting to be repaired or replaced with lighting that is downward casting and meets minimum Zoning Ordinance standards.
- 4) A detailed landscaping plan meeting the minimum Zoning Ordinance standards to be developed and approved by the Planning Division.
- 5) All ground and rooftop equipment to be screened as required by the Zoning Ordinance.
- 6) A dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted.

- 7) No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.
- 8) Applicant must submit a letter from the adjacent Jehovah Witness Church stating they do not object to Sweet Soul Bistro restaurant serving alcoholic liquor.
- 9) The proprietor shall make available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises.
- 0) During any 90-day period, no more than 50 percent of the gross revenues of the establishment shall be derived from the sale of alcoholic liquor. Admission charges or cover charges which exceed ten percent of the establishment's gross revenues shall be considered as derived from the sale of beer and wine for purposes of determining the percentage of sales of beer and wine. Sales of food or beer and wine to hotel or motel guests for consumption within their private rooms shall not be considered in determining the percentage ratio of sales of beer and wine.

**VOTE:** Yes: Brown, Burns, Eizelman, McClellan, Torgow, Tungate, Seligson,  
Walters-Gill  
No: None

**MOTION CARRIED**

**C. Public Hearing to consider a request submitted by Pioneer Health Care Management for Special Land Use approval to allow for a skilled nursing facility to be located at 13200 Oak Park Boulevard.**

Chairperson Torgow referenced City Planner Rulkowski's report, dated April 19, 2017:

*A Public Hearing has been scheduled for the April meeting to review the request of Pioneer Health Care Management, 13200 Oak Park Boulevard, to construct a 64 bed skilled nursing facility, 41,660 square feet in size. The proposed use as a skilled nursing facility (Convalescent Home) is a Special Land Use that requires a Public Hearing and a Site Plan.*

### *Special Land Use Standards*

*The Special Land Use section of the Zoning Ordinance (Article XIX) requires the proposed use to meet a number of general standards (Section 1900) as well as use specific standards for educational institutions (Section 1910).*

**Section 1900 General Standards:**

- A. *The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.*
- B. *The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and*

*relationship to intersections, adequacy of sight distances, location of and access to off-street parking, and provisions for pedestrian safety.*

- C. The location, size, intensity, site layout and periods of operation of any such proposed use shall be designed to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.*
- D. The proposed use shall be such that the proposed location and height of building or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*
- E. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards to prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.*
- F. The proposed use is necessary for the public convenience at the proposed location.*
- G. The proposed use is designed, located, planned and to be operated that the public health, safety and welfare will be protected.*

*The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the eight general standards identified in Section 1900 Special Land Uses in the Zoning Ordinance.*

#### *Section 1907 Convalescent or Rest Home*

*A convalescent or rest home, orphanage, or home for the elderly may be permitted, in certain districts as specified in this ordinance, subject to the following:*

- A. All vehicular ingress and egress shall be directly onto a major or secondary thoroughfare as designated on the city's adopted master plan.*
- B. The minimum site size shall be two acres.*
- C. All buildings shall be set back at least 50 feet from all property lines.*
- D. There shall be a minimum of 25 square feet of outdoor recreation space per resident cared for, in such areas as garden's, patios, decks, and the like. Recreation space must be fully accessible and barrier-free.*

*The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the standards identified in Section 1907 Convalescent or Rest Home of the Special Land Uses section in the Zoning Ordinance.*

#### *Site Plan Review*

*A Site Plan is required as part of the Special Land Use process. The Site Plan has been reviewed to ensure that the proposed use would function properly on the site. The proposal calls for the construction of a one-story, 64 bed skilled nursing facility, which is 41,660 square feet in size. As the application describes the building will include a central kitchen, resident dining room, activity rooms, physical/occupational therapy rooms, and a salon.*

*The property was rezoned RM-1, Low-Rise Multi-Family Residential District in October of 2016 and skilled nursing facilities (convalescent homes) are permitted as Special Land Uses. The proposed use meets the minimum setback requirements of the Zoning Ordinance as well as the maximum building height requirement.*

*The one-story building has a residential appearance that is attractive and will blend well into the adjacent single family residential area as seen on the exterior elevations page. The 4.35 acre site provides more than the minimum requirement for outdoor recreation space including a building perimeter walkway, outdoor dining area and large lawn areas.*

*The Site Plan shows an 82 space wraparound parking lot on the western side of the property. The parking lot location has been selected to minimize the negative vehicle impacts to the adjacent single family homes. The number of parking spaces provided exceeds the minimum number of parking spaces required for this type of use. In addition, there is a drop-off drive driveway in front of the building that includes a porte cochere to shelter people entering the building. A new break in the median on Oak Park Boulevard is identified on the Site Plan across from the drop-off driveway to facilitate traffic entering the site. The Engineering Division and Public Safety Department have reviewed this modification and have no issues with its general location. Final construction design of the entryways onto the site and the median modification need to be submitted to the Engineering Division for final approval.*

*A large fenced storm water detention basin is shown on the Site Plan in the northeast corner of the property. At this time a storm water management plan has yet to be submitted to the Engineering Division for final review and approval.*

*The landscaping plan for the project shows a combination of new and existing trees and shrubs. The proposed landscaping plan satisfactorily meets the minimum Zoning Ordinance requirement for landscaping. The landscaping plan notes that an underground automatic irrigation system will be provided. The Planning Division is recommending an improvement to the area identified as "existing vegetation to remain" in the southeast corner of the property. This "existing vegetation area" needs significant attention as well as the removal of a concrete planter box near the sidewalk.*

*A six-foot high vinyl screen fence is identified on the Site Plan along the north and east property lines to shield the facility from the adjacent residential properties. No screen fence detail is provided. The proposed screen fence ends approximately 90 feet from the southern property line. This proposed ending point will not adequately shield the adjacent home to the east. The Planning Division is recommending the screen fence be extended to match the front building line of the adjacent home (approximately 30 feet from the southern property line).*

*A dumpster enclosure area is indicated on the Site Plan surrounded by landscaping. A dumpster enclosure detail will need to be submitted as part of the building plans that meets the Zoning Ordinance requirements.*

*The application materials include a photometric Site Plan that indicates no nuisance lighting will pass into adjacent residential properties as required by the Zoning Ordinance.*

*The identified ground equipment (generator and transformer) is screened as required by the Zoning Ordinance. Any additional ground or rooftop equipment will also need to be screened as required by the Zoning Ordinance.*



*A monument style sign is indicated on the Site Plan. A separate sign permit application must be submitted for this proposed sign.*

**Staff Recommendation**

*It is the recommendation of the Planning Division to approve the Special Land Use and Site Plan for the proposed educational institution with the following conditions:*

- 1) Approval by the Engineering Division of an acceptable storm water management plan.*
- 2) Approval by the Engineering Division of the final construction design of the entryways onto the site and the median modification need to be submitted to the Engineering Department for final approval.*
- 3) Approval by the Engineering Division and Public Safety Department of the locations of the fire hydrants and fire suppression building connections.*
- 4) Restoration of the landscape area identified as "existing vegetation to remain" and removal of a concrete planter box near the sidewalk.*
- 5) Screen fence detail to be submitted which meets the Zoning Ordinance requirements. Proposed screen fence be extended on the east property line to match the front building line of the adjacent home (approximately 30 feet from the southern property line).*
- 6) All ground and rooftop equipment screened as required by the Zoning Ordinance.*
- 7) Dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted.*

*No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.*

**Chairperson Torgow opened the Public Hearing at 7:10 p.m.**

Faith Kodsy, Macomb, MI, indicated she was the owner of 3 homes on Moritz Street that back up to the proposed development. She expressed opposition to the project citing concerns the development would decrease the value of her properties.

Marcia Johnson, 13251 Oak Park Blvd., who lives across the street from the development expressed concerns that the project would be an eyesore and would cause increased traffic in the neighborhood.

Fahim Udden, President of Pioneer Health Care Management addressed concerns regarding ambulance traffic, landscape barriers, construction materials and the overall aesthetics of the project.

**Chairperson Torgow closed the Public Hearing at 7:25 p.m.**

- D. Planning Commission action regarding a request submitted by Pioneer Health Care Management for Special Land Use approval to allow for a skilled nursing facility to be located at 13200 Oak Park Boulevard.**

**MOTION by Eizelman, SECONDED by Walters-Gill, based on the information presented in the Planning Division Report, and additional findings of fact discussed during the public hearing, to approve the Special Land Use and Site Plan for Pioneer Health Care Management for a skilled nursing facility to be located at 13200 Oak Park Boulevard with the following conditions:**

- 1) Approval by the Engineering Division of an acceptable storm water management plan.
- 2) Approval by the Engineering Division of the final construction design of the entryways onto the site and the median modification need to be submitted to the Engineering Department for final approval.
- 3) Approval by the Engineering Division and Public Safety Department of the locations of the fire hydrants and fire suppression building connections.
- 4) Restoration of the landscape area identified as "existing vegetation to remain" and removal of a concrete planter box near the sidewalk.
- 5) Screen fence detail to be submitted which meets the Zoning Ordinance requirements. Proposed screen fence be extended on the east property line to match the front building line of the adjacent home (approximately 30 feet from the southern property line).
- 6) All ground and rooftop equipment screened as required by the Zoning Ordinance.
- 7) Dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted
- 8) No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.

**VOTE:** Yes: Brown, Burns, Eizelman, McClellan, Torgow, Tungate, Seligson,  
Walters-Gill  
No: None

**MOTION CARRIED**

**CONSENT AGENDA:** No Items Eligible This Month

**OLD BUSINESS:** None

### NEW BUSINESS:

- 1) Proposed text amendments to create new regulations for Class A, B & W Vehicle Dealers and modify provisions for Outdoor Storage Yards.**

Chairperson Torgow referenced City Planner Rulkowski's report, dated April 19, 2017:

*As was discussed with the Planning Commission recently, in Michigan there are eight different Vehicle Dealer Licenses that address New and Used Vehicle Dealers as well as Parts, Brokers and Wholesalers. For New and Used Vehicle Dealers the Planning Division practice has been to require Site Plan Review. As for the licensing of Brokers and*

*Wholesalers the approval process has not been as stringent. All Vehicle Dealer Licenses require the local municipality to sign-off on the license to ensure it meets the City's zoning requirements.*

*Over the last few years the frequency and variety of licenses requested have increased dramatically (attached is a listing of the current dealer licenses in Oak Park). Because of this, at the end of 2016, a six month moratorium on the approval and issuance of any Vehicle Licenses in the City was put in place. Over the last few months staff has reviewed a number of other communities' provisions, analyzed our own experience with these uses and developed new regulations to address the issues related to these licenses. Our primary concern is with Class A (new), B (used), & W (Wholesale) Vehicle Dealer Licenses (see attached information describing the different types of licenses from the State of Michigan).*

*The attached proposed regulations accomplish the following:*

- 1) Make all Vehicle Dealers subject to Special Land Use review (Public Hearing & Site Plan required).*
- 2) Allow Class A & B Licensed Dealers (new and used vehicle sales) only in B-2, General Business Districts.*
- 3) Allow Class B & W Licensed Dealers (used & wholesale vehicle sales) in LI, Light Industrial Districts only when in combination with a Towing, Collision Shop or Custom Utility Vehicle Manufacturer use.*
- 4) Establish minimum requirements for vehicle dealer lots.*

*Additionally, through our examination of Vehicle Dealer Licenses we also determined changes should be made to Section 1925 – Outdoor storage yards. Our recommendations to that section are also attached.*

*Considering the short time period in between the April and May meetings, a Public Hearing has already been scheduled on the proposed regulations for the May 8th Planning Commission meeting.*

**Vehicle Dealer Regulation (Class A, B, W)  
Draft Three - April 17, 2017**

**Note:** Section 1917 a new section otherwise added language in red.

**ARTICLE VIII. - B-2 GENERAL BUSINESS DISTRICTS**

**Sec. 802. - Special land uses.**

- I. Automobile dealerships, showrooms and used car lots subject to the provisions of section 1914 and 1925.

**ARTICLE IX. - LI LIGHT INDUSTRIAL DISTRICTS**

**Sec. 901. - Permitted uses.**

12. Commercial uses which have an industrial character in terms of either their outdoor storage requirements or activities, including a lumberyard, home center, or building materials outlet, nursery or greenhouse, ~~automobile or~~ lawn and garden implements sales.

**Sec. 902. - Special land uses.**

G. Class B & W Vehicle Dealers permitted only in combination with a Towing, Collision Shop or Custom Utility Vehicle Manufacturer use, subject to the provisions in Section 1917 and 1925.

**Sec. 1917. – Vehicle Dealers (Class A, B, W)**

Vehicle Dealers shall be subject to the following regulations except as otherwise specified in this ordinance:

- A. General provisions. In B-2, General Business Districts and LI, Light Industrial Districts the following minimum standards apply:
- a. All Vehicle Dealers shall have a solely dedicated permanent structure containing not less than five hundred (500) square feet of interior floor space to be used as business or sales office, in which customers may enter and transact business, and in which heating, plumbing, and rest rooms are provided. Such building shall also include a bay in which vehicles can be brought in for minor servicing, cleaning, and preparation for sales.
  - b. All cleaning and refurbishing of vehicles must be performed within an enclosed permanent building. No repair or refinishing shall be done outside on the lot.
  - c. Outdoor loudspeakers or public address systems shall not be permitted.
  - d. The required vehicle display area shall conform to the following requirements:
    - i. Access to each individual vehicle shall be provided. Vehicles shall not be positioned in a stacked or packed formation.
    - ii. There shall be no storage or display of vehicles in the public right-of-way.
    - iii. Vehicles for sale shall be prohibited from parking within any maneuvering lane or driveway.
    - iv. Outdoor storage of inoperable or part-stripped vehicles shall be prohibited from the site.
  - e. The setback areas along street frontages shall not be used for the parking or for the storage/display of vehicles. Separate off-street parking shall be provided in compliance with the regulations contained in Section 1726 and the following provision:
    - i. The minimum number of parking spaces to be provided shall be calculated based on the formula of five (5) spaces plus one (1) space per each fifteen (15) used car storage/display spaces.
  - f. Grounds shall meet, or be improved to comply with the following site design requirements:
    - i. The site shall be hard-surfaced, graded and drained in accordance with the regulations of section 1726. Concrete curbing shall be provided along the perimeter of the parking area.
    - ii. Maneuvering lanes for the storage/display area shall be a minimum of twenty (20) feet in width.
    - iii. The setback areas along street frontages shall be a landscaped greenbelt measuring minimum of ten (10) feet in width. Landscape plans must be included in application for review. See landscape provisions in Section 1716 of the Ordinance.
    - iv. Overhead service doors shall not face or open toward residentially zoned property.

- g. A six-foot high masonry wall of face brick, six-foot high simulated brick pattern poured concrete wall, or a six-foot high pressure-treated wood or vinyl obscuring fence. The plan shall detail the location, height and type of wall/fence proposed, shall be located on all property lines which abut any residential district.
    - i. Where the storage yard abuts residentially zoned property there shall be a ten-foot wide landscaped greenbelt, between the property line and the fence/wall. Said greenbelt shall be planted in accordance with section 1716.
  - h. All lighting on the site shall be shielded. All glare shall be eliminated from all light fixtures and not encroach upon abutting properties. Lighting shall otherwise not direct illumination upon abutting properties, or emit illumination upon abutting properties in a manner that or of such magnitude that encroaches upon their peace. The light poles shall be no higher than twenty (20) feet. Upward directed lighting, searchlights, moving beams, and spotlights shall not be permitted.
  - i. A Vehicle Dealer Licensed business shall be issued only for use on the premises named in the license application and such location shall not be changed without the approval of the city clerk. The clerk shall not approve such a transfer unless the new location conforms with all applicable ordinances.
- B. LI, Light Industrial Districts. Class B & W Vehicle Dealer Licenses permitted only in combination with a Towing, Collision Shop or Custom Utility Vehicle Manufacturer subject to the following:
- a. The minimum lot area for a Class B Vehicle Dealer shall be a solely dedicated 5,000 square feet and for Class W licenses a solely dedicated 2,500 square feet.
  - b. There shall be provided a minimum of 10 storage/display spaces for Class B licenses and 5 storage/display spaces for Class W licenses.
- C. B-2, General Business Districts. Class A & B Vehicle Dealer Licenses permitted for automobile dealerships, showrooms and used car lots subject to the following:
- a. The minimum lot area for a Class A or B Vehicle Dealer shall be a solely dedicated 10,000 square feet.
  - b. There shall be provided a minimum of 10 storage/display spaces.

**Sec. 1925. - Outdoor storage yards.**

Outdoor storage yards for materials, equipment, ~~distressed~~ vehicles and recycling/reclamation ~~and scrap~~ may be permitted in certain districts, as specified in this ordinance, subject to the following:

- A. The site plan shall detail the general location and type of equipment or materials proposed to be stored in the outdoor storage yards.
- B. All vehicular use areas shall be paved with asphalt or concrete. Areas used exclusively for **non-vehicular** storage may be gravel or crushed stone surface, as approved by ~~City Council~~ the Planning Commission. All proposed **paved** surface areas shall be detailed on the site plan.
- C. All lighting shall be shielded downward and away from adjacent properties and right-of-way. All lighting locations shall be noted on the site plan.
- D. The storage yard shall be screened on all sides by a six-foot high masonry wall of face brick, six-foot high simulated brick pattern poured concrete wall, or a six-foot high treated-wood or **vinyl** obscuring fence. The plan shall detail the location, height and type of wall/fence proposed. **The Planning Commission may approve a partial or complete substitution of the screening requirement using existing or proposed topography, dense vegetation, or other natural or man-made features that would produce substantially equivalent results of screening and durability.**
- E. No materials, racks, or vehicles shall exceed the height of the required screen wall.

- F. Where the storage yard abuts residentially zoned property there shall be a ten-foot wide landscaped greenbelt, between the property line and the fence/wall. Said greenbelt shall be planted in accordance with section 1716.
- G. The Planning Commission and City Council may request review and comment on the proposed outdoor storage yard from the Fire Marshall and MDEQ where the materials proposed to be stored may pose an environmental or safety hazard.
- ~~H. The planning commission shall review the site one year from approval to ensure compliance with this section and the special land use permit.~~

**MOTION by Burns, SECONDED by Eizelman, to approve the recommended changes to Vehicle Dealer Regulations and Outdoor storage yards.**

**VOTE:** Yes: Brown, Burns, Eizelman, McClellan, Torgow, Tungate, Seligson,  
Walters-Gill  
No: None

**MOTION CARRIED**

**2) Proposed Self-Storage Facility moratorium.**

Chairperson Torgow referenced City Planner Rulkowski's report, dated April 18, 2017:

*Over the last few years the Planning Commission has reviewed a number of new self-storage facilities throughout the City. The approvals range from brand new buildings to renovation of existing office and warehouse buildings. The number of self-storage units in Oak Park most likely number now in the thousands. Although these uses may be profitable for the owners, the overall benefit to the City is fairly low. Available industrial property is currently very low and it is questionable that these types of land uses may not be in the overall best interests of the community in the long run.*

*It is the belief of City staff that it may be wise to take a careful review of this type of land use and determine whether new regulations may need to be adopted. For this reason City staff is advising a six month moratorium on the review and approval of proposed self-storage facilities be instituted.*

**MOTION by McClellan, SECONDED by Eizelman, to approve the request to City Council that they adopt a six month moratorium on the review and approval of new self-storage facilities in the City of Oak Park.**

**VOTE:** Yes: Brown, Burns, Eizelman, McClellan, Torgow, Tungate, Seligson,  
Walters-Gill  
No: None

**MOTION CARRIED**

**3) City of Detroit - Detroit Master Plan of Policies Amendment.**

Chairperson Torgow referenced City Planner Rulkowski's report, dated April 19, 2017:

*The City of Detroit is requesting comment on proposed amendments to the Detroit Master Plan of Policies. This request is in accordance with the provisions of the Michigan Planning Enabling Act (Public Act 33 of 2008). As these changes have no effect on the City of Oak Park I am recommending the Planning Commission authorize sending the attached letter:*

*April 25, 2017*

*Mr. Marcell R. Todd, Jr., Director  
City of Detroit  
City Planning Commission  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226*

*Dear Mr. Todd:*

*Thank you for the opportunity to review the proposed amendments to the Detroit Master Plan of Policies for the Middle East Central Neighborhood Area. The proposed revisions were reviewed by members of the City of Oak Park Planning Commission without any objections. The Planning Commission determined the proposed changes were not inconsistent with the City of Oak Park Master Plan. The Planning Commission did not make any suggestions or recommendations regarding the proposed revision.*

*Sincerely,*

*Kevin Rulkowski, AICP  
City Planner*

There was general consensus among the commission to proceed with the recommended action.

**PLANNING COMMISSION MATTERS FOR DISCUSSION** – from members only. None

**PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING:** None.

**ADJOURNMENT**

There being no further business, Chairperson Torgow adjourned the meeting at 7:35 p.m.

---

T. Edwin Norris, Recording Secretary

**CITY OF OAK PARK****EMERGENCY SERVICES COUNCIL**

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

**Emergency Services Council Meeting**

April 10, 2017 at 7:00 p.m.

14000 Oak Park Blvd

(Oak Park City Hall)

**Present:** Nynier Hall-Brown, Gwen Henderson, Val Moskalik, Denise DeSantis,  
Director Cooper, Officer Benson

**Absent:** Council Member Rich, Jerry Begel, Rocco Fortura, Ken Gaynor

**Vacant Position:** Building Inspector

**Guest:** Sue Hoshield

Meeting called to order at 7:06 p.m.

Minutes from the March 13, 2017 meeting were reviewed and approved. The chair requested to have the minutes reflect that the meeting was being held during Passover and asked that we check the calendar to ensure future meetings are not scheduled on major holidays.

**Old Business:****1. AutumnFest:**

- a. Assignment of kits:
  - i. Evacuation kit ("Bug Out Bag") Val
  - ii. Car kit - Gwen
  - iii. First-aid kit - We will ask Rocco
  - iv. Pet Kit – Sue
- b. The event will be from 1-4pm. Val, Sue and Nynier volunteered to staff the table.
- c. Enter to Win Drawing – We discussed doing a drawing at 2:30pm. Denise can provide tickets.
- d. D. DeSantis suggested developing a video of how to develop the various emergency kits. This could be uploaded to the City's website.



2. Nynier is going to attend Skywarn.

**New Business:**

1. The chair has asked the council to entertain having a discussion at the next meeting about the purpose of the council, its goals for the year and the meeting frequency.

Meeting adjourned at 8:00 p.m.

The next meeting will held May 8, 2017 at 7:00 p.m., Oak Park City Hall (Executive Conference Room).

Meeting minutes prepared and submitted by Val Moskalik (Chair)



# CITY OF OAK PARK

## EMERGENCY SERVICES COUNCIL

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

### Emergency Services Council Meeting

March 13, 2017 at 7:00 p.m.

14000 Oak Park Blvd

(Oak Park City Hall)

**Present:** Jerry Begel, Ken Gaynor, Nynier Hall-Brown , Val Moskalik, Director Cooper, Rocco Fortura

**Excused:** Gwen Henderson, Denise DeSantis, Officer Benson

**Absent:** Council Member Rich

**Vacant Position:** Building Inspector

**Guest:** Sue Hoshield

Meeting called to order at 7:05 p.m.

Minutes from the February 13, 2017 meeting were reviewed and approved.

### **Old Business:**

1. Reviewed Skywarn training class that was discussed at the February meeting. Contact 248-858-5300 for more information or to register for the class that is being conducted on April 12, 2017 at the Southfield Library.
2. Committee elections conducted for 2017.
  - a. Chairperson: Val Moskalik
  - b. Vice Chairperson: Nynier Hall-Brown
  - c. Secretary: Ken Gaynor

**New Business:****1. Public Safety Officer Candidates:**

- a. Two candidates are currently in the academy. A conditional offer has been made to a third candidate. If all three are hired, this will bring the department to 51 officers.

**2. DPW currently has four openings.****General Discussion:**

1. Hatzalah is a non-profit volunteer organization that provides emergency medical services. They are a nationwide organization with a local branch serving the Oak Park and Southfield community. Volunteers are state-certified emergency care providers. They are available 24 hours a day, seven days a week, 365 days a year. They will not transport patients. If called, they will respond along with the Oak Park Public Safety Officers and Alliance Ambulance.

Meeting adjourned at 7:43 p.m.

The next meeting will held April 10, 2017 at 7:00 p.m., Oak Park City Hall (Executive Conference Room).

Meeting minutes prepared and submitted by Ken Gaynor (Secretary)

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Resolution to continue participation in the Oakland County Community Development Block Grant program for program years 2018-2020.**DEPARTMENT:** Technical & Planning Services, RMB

**SUMMARY:** The U.S. Department of Housing and Urban Development requires Oakland County to renew the cooperation agreements with participating communities every three years. Oak Park has participated in this program for many years and over the last three years has received approximately \$336,358 for yard services and code enforcement. A City Council resolution is required to continue the City's participation in the CDBG program.

**FINANCIAL STATEMENT:** N/A

**RECOMMENDED ACTION:** To adopt the resolution to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2018, 2019 and 2020. Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.

**APPROVALS:**City Manager: K. J. De C. T.Director: Robert R. [Signature]

Finance Director: \_\_\_\_\_

**EXHIBITS:** CDBG Resolution.

**Community Development Block Grant (CDBG) Program  
Oakland County, Michigan  
Urban County Qualification 2018-2020**

We resolve to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2018, 2019 and 2020. Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Payment Application no. 4 (FINAL) for the Scotia Resurfacing Project, M-642.**DEPARTMENT:** DPW/Technical & Planning – Engineering GWS**SUMMARY:** Attached is Payment Application no. 4 (FINAL) for the Scotia Resurfacing Project, M-642. To date, the project is now 100% complete.

|                                    |                                          |                       |
|------------------------------------|------------------------------------------|-----------------------|
| <b><u>FINANCIAL STATEMENT:</u></b> | Original Contract Amount:                | \$538,293.05          |
|                                    | Change Order no. 1:                      | <u>(\$ 87,688.50)</u> |
|                                    | Current Contract Amount:                 | \$450,607.55          |
|                                    | Total Completed to Date:                 | \$450,607.55          |
|                                    | Less Retainage:                          | \$ 0.00               |
|                                    | Net Earned:                              | \$450,607.55          |
|                                    | Deductions:                              | \$ 0.00               |
|                                    | Balance:                                 | \$450,607.55          |
|                                    | Payments to Date:                        | <u>\$445,607.55</u>   |
|                                    | Amount Due Pro-Line Asphalt Paving Corp: | \$ 5,000.00           |

**RECOMMENDED ACTION:** It is recommended that Payment Application no. 4 (FINAL) to Pro-Line Paving Corp. for the Scotia Resurfacing Project, M-642 be approved for the amount of \$5,000. Funding is available in the Major Street Fund for this project.**APPROVALS:**City Manager: Khy for G.T.Department Director: Khy

Finance Director: \_\_\_\_\_

**EXHIBITS:** Payment Application no. 4 (FINAL), map of project area

# PAYMENT APPLICATION

PROJECT: SCOTIA ROAD RESURFACING PROJECT  
 OWNER: CITY OF OAK PARK  
 CONTRACTOR: PRO-LINE ASPHALT PAVING CORP.  
 11797 29 MILE RD.  
 WASHINGTON, MI 48095

JOB NUMBER: M-642  
 APPLICATION NO.: PAY 4 (FINAL)  
 PERIOD ENDING: 4/28/2017

Original Contract Amount:  
 Change Order No. 1:  
 Contract Amount:

\$538,296.05  
 (\$87,688.50)  
 \$450,607.55

Earnings This Period: \$0.00

Total Earnings to Date: \$450,607.55

Less Retainage: \$0.00

Net Earned: \$450,607.55

Deductions: \$0.00

Balance: \$450,607.55

Payments to Date: \$445,607.55

AMOUNT DUE TO PRO-LINE ASPHALT PAVING CORP.: \$5,000.00

Accepted By:

  
 Pro-Line Asphalt Paving Corp.

Matthew Jones, Vice President

Date: 5/1/17

Approved By:

  
 Gertrude Surles - Assistant City Engineer  
 City of Oak Park, Michigan

Date: 5/5/2017

[illegible][illegible]





5G

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Payment Application no. 2 for the 2016 Sewer & Catch Basin Cleaning and TV Inspection Project, M-641.

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

**SUMMARY:** Attached is Payment Application no. 2 for the 2016 Sewer & Catch Basin Cleaning and TV Inspection Project, M-641. This project will clean and televise sewers in the section shown on the attached map. This project is approximately 56% complete.

|                                    |                                   |              |
|------------------------------------|-----------------------------------|--------------|
| <b><u>FINANCIAL STATEMENT:</u></b> | Original Contract Amount:         | \$171,275.00 |
|                                    | Total Completed to Date:          | \$ 95,963.00 |
|                                    | Less Retainage:                   | \$ 4,798.15  |
|                                    | Net Earned:                       | \$ 91,164.85 |
|                                    | Deductions:                       | \$ 0.00      |
|                                    | Balance:                          | \$ 91,164.85 |
|                                    | Payments to Date:                 | \$ 43,128.90 |
|                                    | Amount Due Doetsch Env. Services: | \$ 48,035.95 |

**RECOMMENDED ACTION:** It is recommended that Payment Application no. 2 to Doetsch Environmental Services for the 2016 Sewer & Catch Basin Cleaning and TV Inspection Project, M-641, be approved for the total amount of \$48,035.95. Funding is available in the Water and Sewer Fund no. 592-18-550-930.

**APPROVALS:**

City Manager: K. J. [Signature] for E.T.

Department Director: K. J. [Signature]

Finance Director: [Signature]

**EXHIBITS:** Payment Application no. 2, map of area

# PAYMENT APPLICATION

**PROJECT:** 2016 SEWER & CATCH BASIN CLEANING & TV INSPECTION PROJECT  
**OWNER:** CITY OF OAK PARK, MICHIGAN  
**CONTRACTOR:** DOETSCH ENVIRONMENTAL SERVICES  
 21221 MULLIN AVE.  
 WARREN, MICHIGAN 48089

**JOB NUMBER:** M-641  
**APPLICATION NO.:** 2  
**PERIOD ENDING:** 4/14/2017

| ITEM                 | DESCRIPTION                           | ORIGINAL |          | UNIT | PERIOD | PERIOD | QUANTITY | AMOUNT      | QUANTITY | AMOUNT      | TO DATE         | TO DATE     |
|----------------------|---------------------------------------|----------|----------|------|--------|--------|----------|-------------|----------|-------------|-----------------|-------------|
|                      |                                       | BID      | QUANTITY |      |        |        |          |             |          |             |                 |             |
| 1                    | Medium 6"-12" Sewer Cleaning          |          | 17,850   | LFT  |        |        | 9,214    | \$9,214.00  |          |             | 9,214           | \$9,214.00  |
| 2                    | Medium 15"-21" Sewer Cleaning         |          | 19,150   | LFT  |        |        | 7,948    | \$7,948.00  |          |             | 7,948           | \$7,948.00  |
| 3                    | Medium 24"-36" Sewer Cleaning         |          | 8,025    | LFT  |        |        | 893      | \$893.00    |          |             | 893             | \$893.00    |
| 4                    | Medium 42"-48" Sewer Cleaning         |          | 925      | LFT  |        |        | 0        | \$0.00      |          |             | 0               | \$0.00      |
| 5                    | Catch Basin Lead Cleaning             |          | 4,750    | LFT  |        |        | 0        | \$0.00      |          |             | 0               | \$0.00      |
| 6                    | Final 6"-12" TV Inspection            |          | 35,700   | LFT  |        |        | 13,668   | \$13,668.00 |          |             | 30,555          | \$30,555.00 |
| 7                    | Final 15"-21" TV Inspection           |          | 38,300   | LFT  |        |        | 11,813   | \$11,813.00 |          |             | 31,225          | \$31,225.00 |
| 8                    | Final 24"-36" TV Inspection           |          | 16,050   | LFT  |        |        | 2,698    | \$2,698.00  |          |             | 13,868          | \$13,868.00 |
| 9                    | Final 42"-48" TV Inspection           |          | 1,850    | LFT  |        |        | 721      | \$721.00    |          |             | 1,173           | \$1,173.00  |
| 10                   | Final Catch Basin TV Inspection       |          | 9,500    | LFT  |        |        | 1,087    | \$1,087.00  |          |             | 1,087           | \$1,087.00  |
| 11                   | Catch Basin Structure Cleaning        |          | 425      | EA   |        |        | 0        | \$0.00      |          |             | 0               | \$0.00      |
| 12                   | Sewer Lateral Protruding Lead Cutting |          | 30       | EA   |        |        | 0        | \$0.00      |          |             | 0               | \$0.00      |
| Period Total Amount: |                                       |          |          |      |        |        |          |             |          | \$48,042.00 | Amount to Date: | \$95,963.00 |

Current Contract Amount: \$171,275.00

Earnings This Period: \$48,042.00

Total Earnings to Date: \$95,963.00

Less Retainage: \$4,798.15  
 Net Earned: \$91,164.85  
 Deductions: \$0.00  
 Balance: \$91,164.85  
 Payments to Date: \$43,128.90

AMOUNT DUE DOETSCH ENVIRONMENTAL SERVICES: \$48,035.95

Accepted By:

Date: 4/27/17

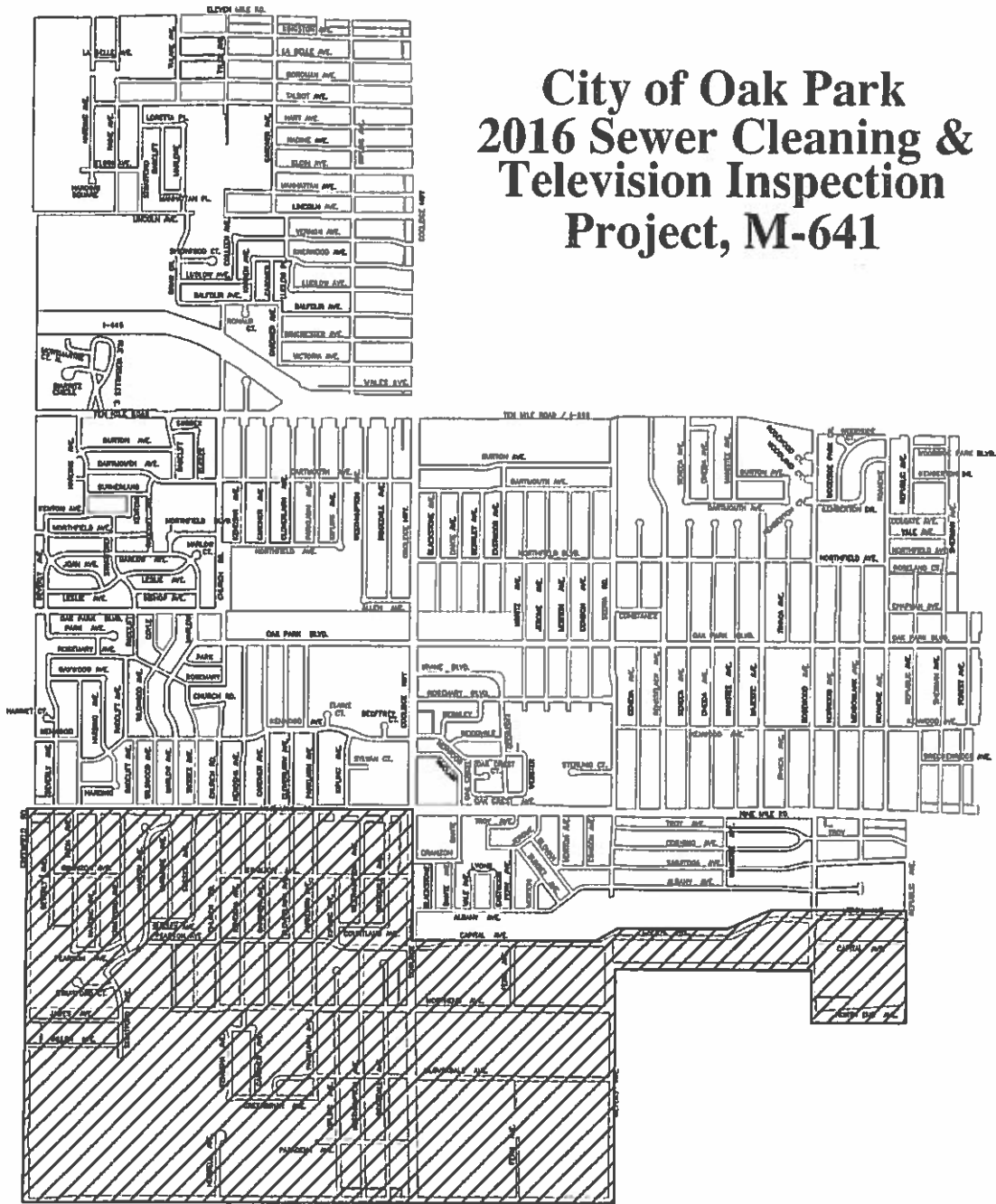
Approved By:

Date: 5/1/17

Doetsch Environmental Services

Robert Blandt, Director Technical & Planning Services  
 City of Oak Park, Michigan

# City of Oak Park 2016 Sewer Cleaning & Television Inspection Project, M-641





5H

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #**

**SUBJECT:** Payment Application no. 1 for the 2017 Granzon Avenue Reconstruction Project, M-650.

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

**SUMMARY:** Attached is Payment Application no. 1 for the 2017 Granzon Avenue Reconstruction Project, M-650. This project will replace storm sewers and roadway pavement as shown on the attached map. This project is approximately 23% complete.

|                                    |                                     |              |
|------------------------------------|-------------------------------------|--------------|
| <b><u>FINANCIAL STATEMENT:</u></b> | Original Contract Amount:           | \$971,425.00 |
|                                    | Total Completed to Date:            | \$219,073.87 |
|                                    | Less Retainage:                     | \$ 21,907.39 |
|                                    | Net Earned:                         | \$197,166.48 |
|                                    | Deductions:                         | \$ 0.00      |
|                                    | Balance:                            | \$197,166.48 |
|                                    | Payments to Date:                   | \$ 0.00      |
|                                    | Amount Due Florence Cement Company: | \$197,166.48 |

**RECOMMENDED ACTION:** It is recommended that Payment Application no. 1 to Florence Cement Company of Shelby Township, MI for the 2017 Granzon Avenue Reconstruction Project, M-650, be approved for the total amount of \$197,166.48. Funding is available as follows: \$500,000 in the FY 2016-17 Local Street Budget, \$151,000 in the Water & Sewer Fund for sewer work on the project, and the balance is proposed in the FY 2017-18 Local Street Budget. This payment will be distributed accordingly.

**APPROVALS:**City Manager: [Signature] E.T.Department Director: [Signature]Finance Director: [Signature]

**EXHIBITS:** Payment Application no. 1, map of area

# PAYMENT APPLICATION

**PROJECT:**

Granzon Ave. Reconstruction Project

**OWNER:**

City of Oak Park, Michigan

**CONTRACTOR:**

Florence Cement Company  
12585 23 Mile Rd.  
Shelby Twp., MI 48315

**JOB NUMBER:**

M-650

**APPLICATION NO.:**

1

**PERIOD ENDING:**

4/29/17

**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 | \$48,000.00 | 1.00            | \$48,000.00   | 1.00             | \$48,000.00    |
| 2        | Pavement Removal, Modified SP                                       | 11,000                | SYD  | \$5.00      | 5,473.55        | \$27,367.75   | 5,473.55         | \$27,367.75    |
| 3        | Drainage Structure, Removing, Modified SP                           | 25                    | EACH | \$300.00    | 26.00           | \$7,800.00    | 26.00            | \$7,800.00     |
| 4        | Sewer Remove under 24"                                              | 725                   | LFT  | \$10.00     | 711.00          | \$7,110.00    | 711.00           | \$7,110.00     |
| 5        | Subgrade Undercutting, (Modified)                                   | 500                   | CYD  | \$46.00     | 2.22            | \$102.12      | 2.22             | \$102.12       |
| 6        | Machine Grading, Modified SP                                        | 25.50                 | STA  | \$3,100.00  | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 7        | Erosion Control, Inlet Protection, Fabric Drop, Modified SP         | 30                    | EACH | \$100.00    | 28.00           | \$2,800.00    | 28.00            | \$2,800.00     |
| 8        | Aggregate Base Under Concrete (6" 21AA Crush Limestone)             | 9,500                 | SYD  | \$9.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 9        | Maintenance gravel, Modified SP                                     | 300                   | TON  | \$18.00     | 219.50          | \$3,951.00    | 219.50           | \$3,951.00     |
| 10       | Drainage Structure, 24 Inch (Inlet), Modified SP                    | 13                    | EACH | \$1,100.00  | 13.00           | \$14,300.00   | 13.00            | \$14,300.00    |
| 11       | Drainage Structure, 48 Inch Diameter, Modified SP                   | 12                    | EACH | \$1,400.00  | 13.00           | \$18,200.00   | 13.00            | \$18,200.00    |
| 12       | Drainage Structure Cover                                            | 3,800                 | LBS  | \$2.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 13       | Adjusting Drainage Structure Cover Case 1, Modified SP              | 15                    | EACH | \$400.00    | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 14       | Sewer Pipe 12" Class IV Reinf. Concrete Pipe                        | 725                   | LFT  | \$58.00     | 711.00          | \$41,238.00   | 711.00           | \$41,238.00    |
| 15       | Underdrain Subgrade, Open Graded 6", Modified SP                    | 5,500                 | LFT  | \$9.00      | 2,535.00        | \$22,815.00   | 2,535.00         | \$22,815.00    |
| 16       | Conc. Pavement, Non-Reinf 7" Conc., Modified SP                     | 9,500                 | SYD  | \$36.00     | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 17       | Sidewalk Conc. - NonReinf 8" Conc. Sidewalk/Drive App., Modified SP | 500                   | SFT  | \$7.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 18       | Sidewalk Conc. - NonReinf 6" Conc. Sidewalk/Drive App. Modified SP  | 8,700                 | SFT  | \$5.50      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 19       | Sidewalk Conc. - NonReinf 4" Concrete Sidewalk Modified SP          | 5,700                 | SFT  | \$5.00      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 20       | Cast In Place Detachable/ Tacilla Warning Surface.                  | 600                   | SFT  | \$14.00     | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 21       | Class A Sodding, Modified SP                                        | 5,500                 | SYD  | \$8.75      | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 22       | Minor Traffic Device, Modified SP                                   | 1                     | LSUM | \$10,000.00 | 1.00            | \$10,000.00   | 1.00             | \$10,000.00    |
| 23       | Salvage Sign, Modified SP                                           | 20                    | EACH | \$115.00    | 16.00           | \$1,840.00    | 16.00            | \$1,840.00     |
| 24       | Project Cleanup                                                     | 1                     | LSUM | \$10,000.00 | 0.00            | \$0.00        | 0.00             | \$0.00         |
| 25       | Inspection Crew Days, Modified SP                                   | \$320                 | DAY  | 65.00       | 11.50           | \$0.00        | 11.50            | \$0.00         |
| 26       | Sewer Trap, 12" and Under                                           | 0                     | EACH | \$460.00    | 12.00           | \$5,520.00    | 12.00            | \$5,520.00     |
| 27       | 8" CL54, Ductile Iron Water Main Pipe                               | 0                     | LFT  | \$95.00     | 74.00           | \$7,030.00    | 74.00            | \$7,030.00     |
| 28       | Sewer Tap 12"                                                       | 0                     | EACH | 500.00      | 2.00            | \$1,000.00    | 2.00             | \$1,000.00     |

Period Amount: \$219,073.87 Amount to Date: \$219,073.87

**PROJECT:**

**OWNER:**

**CONTRACTOR:**

Granzon Ave. Reconstruction Project  
City of Oak Park, Michigan  
Florence Cement Company  
12585 23 Mile Rd.  
Shelby Twp., MI 48315

**JOB NUMBER:**

**APPLICATION NO.:**

**PERIOD ENDING:**

**PAGE:**

M-850

1

4/29/17

2 of 2

Contract Amount:

\$971,425.00

Earnings This Period:

\$219,073.87

Total Earnings to Date:

\$219,073.87

Less Retainage:

\$21,907.39

Net Earned:

\$197,166.48

Deductions:

\$0.00

Balance:

\$197,166.48

Payments to Date:

\$0.00

Amount Due:

\$197,166.48

Accepted By:

  
Florence Cement Company

Date: 5/4/17

  
Gerrah Surles - Assistant City Engineer  
City of Oak Park, Michigan

Date: 5/4/2017

**City of Oak Park  
Granzon Avenue  
Reconstruction Project  
M-650**

The map displays the street grid of Oak Park, Illinois. A specific section of Granzon Avenue is circled and labeled "PROJECT AREA". The map includes various street names such as Granzon Ave, M-650, and numerous local streets. A line points from the "PROJECT AREA" label to the circled section of Granzon Avenue.

## -PROJECT AREA

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Payment request from Orchard, Hiltz, & McCliment for Engineering Consulting Services.**DEPARTMENT:** DPW/Technical & Planning – Engineering GWS**SUMMARY:** Attached are invoices from Orchard, Hiltz & McCliment for the project listed below:

| Project                     | This Period        | Prior Billings      | To Date             | Current Contract    | Account Number |
|-----------------------------|--------------------|---------------------|---------------------|---------------------|----------------|
| Bridge Enhancements         | \$27,080.50        | \$0.00              | \$0.00              | \$78,200.00         | 202-18-479-801 |
| Traffic Signal Optimization | \$1,653.41         | \$126,903.58        | \$128,556.99        | \$184,662.88        | 202-18-474-801 |
| <b>Totals</b>               | <b>\$28,733.91</b> | <b>\$126,903.58</b> | <b>\$128,556.99</b> | <b>\$262,862.88</b> |                |

**RECOMMENDED ACTION:** It is recommended that the invoices from OHM for the above listed projects be approved for the total amount of \$28,733.91. Funding is available in the above listed account.

**APPROVALS:**City Manager: Kay for C.T.Department Director: Kay

Finance Director: \_\_\_\_\_

**EXHIBITS:** Invoices





CITY OF OAK PARK  
Attn: Kevin Yee, City Engineer  
13700 OAK PARK BLVD.  
OAK PARK, MI 48237

Invoice Date: 04/04/2017  
Invoice #: 184539  
Project: 0037-15-0060

Project Name: Signal Optimization of 36 Locations

Progress Billing #15 Percent Complete 80%

---

For Professional Services Rendered through: 3/25/2017

|                            |                        |
|----------------------------|------------------------|
| Analysis of Costs          |                        |
| Direct Salaries            | 600.48                 |
| Overhead % 174.49          | 1,047.84               |
| FCC % 0.85                 | 5.09                   |
| Total Direct Personnel     | 1,653.41               |
| Total Other Direct Charges |                        |
| Total Costs                | 1,653.41               |
| Fixed Fee                  | 0.00                   |
| Total Charges/Fees         | <u>1,653.41</u>        |
| Amount Due This Invoice ** | <u><u>1,653.41</u></u> |

---

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD  
TROY, MI 48066-1512

T 734.522.6711  
F 734.522.6433

OHM ADVISORS



CITY OF OAK PARK  
Attn: Kevin Yee, City Engineer  
13700 OAK PARK BLVD.  
OAK PARK, MI 48237

Invoice Date: 04/04/2017  
Invoice #: 184539  
Project: 0037-15-0060

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**Professional Fees****Fixed Rates Labor****Classification / Employee Name**

**Date Hours Rate Amount**

Professional Engineer/Architect IV  
STEVEN M. LOVELAND

|                 |              |         |               |
|-----------------|--------------|---------|---------------|
| 3/3/2017        | 2.00         | 45.6731 | 91.35         |
| 3/7/2017        | 2.00         | 45.6731 | 91.35         |
| 3/10/2017       | 1.00         | 45.6731 | 45.67         |
| 3/13/2017       | 1.00         | 45.6731 | 45.67         |
| 3/15/2017       | 2.50         | 45.6731 | 114.18        |
| 3/22/2017       | 1.00         | 45.6731 | 45.67         |
| 3/23/2017       | 1.00         | 45.6731 | 45.67         |
| 3/24/2017       | 1.00         | 45.6731 | 45.67         |
| <b>Subtotal</b> | <b>11.50</b> |         | <b>525.23</b> |

**Technician II**

JAMIE LABATE

|                 |             |         |              |
|-----------------|-------------|---------|--------------|
| 3/2/2017        | 1.00        | 21.5000 | 21.50        |
| 3/9/2017        | 1.00        | 21.5000 | 21.50        |
| 3/13/2017       | 1.00        | 21.5000 | 21.50        |
| 3/22/2017       | 0.50        | 21.5000 | 10.75        |
| <b>Subtotal</b> | <b>3.50</b> |         | <b>75.25</b> |

**Fixed Rates Labor subtotal** 15.00 **600.48**

**Total Professional Fees** **1,553.41**

**Project Totals Hours: 15.00 Labor: 600.48**

---

**Total Project: 0037150060 - Signal Optimization of 36 Locations**

**1,653.41**

**REMIT TO:**

**OHM Advisors**

34000 PLYMOUTH RD  
LIVONIA MICHIGAN 48150-1512

T 734.522.6711  
F 734.522.6427

OHM Advisors Inc.



CITY OF OAK PARK  
Attn: Kevin Yee, City Engineer  
13700 OAK PARK BLVD.  
OAK PARK, MI 48237

Invoice Date: 03/31/2017  
Invoice #: 184497  
Project: 0037-16-0021

Project Name: Bridge Enhancements

---

For Professional Services Rendered through: 3/18/2017

|                                                       |          |
|-------------------------------------------------------|----------|
| TASK 1: Bridge Construction Documents & Bid Materials | 1,333.00 |
| TASK 2: Bidding & CA/CE                               | 0.00     |
| TASK 3: Water Tower Branding                          | 0.00     |
|                                                       | <hr/>    |
| Amount Due This Invoice **                            | 1,333.00 |

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REMIT TO:

OHM Advisors

34000 PLYMOUTH RD  
LIVONIA MICHIGAN 48150-1512

T 734.522.6711  
F 734.522.6427

OHM Advisors, Inc.



CITY OF OAK PARK  
Attn: Kevin Yee, City Engineer  
13700 OAK PARK BLVD.  
OAK PARK, MI 48237

Invoice Date: 03/31/2017  
Invoice #: 184497  
Project: 0037-16-0021

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**TASK 1: Bridge Construction Documents & Bid Materials****Fixed Rates Labor****Classification**

|                                                                        | <i>Hours</i> | <i>Rate</i> | <i>Amount</i>   |
|------------------------------------------------------------------------|--------------|-------------|-----------------|
| Associate                                                              | 2.00         | 170.0000    | 340.00          |
| Grad. Arch./Landscape Arch. II                                         | 5.50         | 94.0000     | 517.00          |
| Professional Engineer/Architect I                                      | 4.00         | 119.0000    | 476.00          |
|                                                                        |              |             |                 |
| Fixed Rates Labor subtotal                                             | 11.50        |             | 1,333.00        |
| <b>Total TASK 1: Bridge Construction Documents &amp; Bid Materials</b> |              |             | <b>1,333.00</b> |

---

**Total Project: 0037160021 - Bridge Enhancements****1,333.00****REMIT TO:****OHM Advisors**

34000 PLYMOUTH RD  
IVONIA MICHIGAN 48150-1512

T 734.522.6711  
F 734.522.6427

OHM Advisors, LLC



CITY OF OAK PARK  
Attn: Kevin Yee, City Engineer  
13700 OAK PARK BLVD.  
OAK PARK, MI 48237

Invoice Date: 04/28/2017  
Invoice #: 185003  
Project: 0037-16-0021

Project Name: Bridge Enhancements

---

For Professional Services Rendered through: 4/15/2017

|                                                       |           |
|-------------------------------------------------------|-----------|
| TASK 1: Bridge Construction Documents & Bid Materials | 25,747.50 |
| TASK 2: Bidding & CA/CE                               | 0.00      |
| TASK 3: Water Tower Branding                          | 0.00      |
|                                                       | <hr/>     |
| Amount Due This Invoice **                            | 25,747.50 |

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REMIT TO:

OHM Advisors

34000 PLYMOUTH RD  
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711  
F 734.522.6427

[OHMAdvisors.com](http://OHMAdvisors.com)



CITY OF OAK PARK  
Attn: Kevin Yee, City Engineer  
13700 OAK PARK BLVD.  
OAK PARK, MI 48237

Invoice Date: 04/28/2017  
Invoice #: 185003  
Project: 0037-16-0021

---

**TASK 1: Bridge Construction Documents & Bid Materials****Fixed Rates Labor****Classification**

|                                                                        | <i>Hours</i> | <i>Rate</i> | <i>Amount</i>    |
|------------------------------------------------------------------------|--------------|-------------|------------------|
| Associate                                                              | 1.00         | 170.0000    | 170.00           |
| Grad. Arch./Landscape Arch. I                                          | 9.00         | 83.0000     | 747.00           |
| Grad. Arch./Landscape Arch. II                                         | 10.50        | 94.0000     | 987.00           |
| Professional Engineer/Architect I                                      | 63.50        | 119.0000    | 7,558.50         |
| Professional Engineer/Architect II                                     | 5.50         | 133.0000    | 731.50           |
| Professional Engineer/Architect III                                    | 48.25        | 144.0000    | 6,948.00         |
| Professional Engineer/Architect IV                                     | 34.50        | 165.0000    | 5,692.50         |
| Technician III                                                         | 27.50        | 106.0000    | 2,915.00         |
|                                                                        |              |             |                  |
| Fixed Rates Labor subtotal                                             | 199.75       |             | 25,747.50        |
| <b>Total TASK 1: Bridge Construction Documents &amp; Bid Materials</b> |              |             | <b>25,747.50</b> |

---

**Total Project: 0037160021 - Bridge Enhancements****25,747.50****REMIT TO:****OHM Advisors****34000 PLYMOUTH RD****PLYMOUTH, MICHIGAN 48150-1512****T 734.522.6711****F 734.522.6437****OHM ADVISORS LLC**



## OAK PARK PUBLIC SAFETY

### February 2017

## ACTIVITY SUMMARY



### OPERATIONS:

#### Calls for Service

- 2016 Total: **14,907**
- February 2016: **1,187**
- 2016 YTD: **2,346**
- February 2017: **1,084**
- 2017 YTD: **2,235**
- Arrests: **119**
- Vacation/Property Checks: **6**
- Non-Criminal Fingerprints: **4**
- PBT's: **94**
- Vehicles Impounded: **30**
- Traffic Stops: **949**

### INVESTIGATIONS:

- Cases Assigned: **71**
- Warrants Obtained: **12**

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

### Records Bureau:

- Animal Licenses: **31**
- Alarm Permits: **11**
- Handgun Registrations: **50**
- FOIA / RFI / Discovery Requests: **134**
- Calls Received at Dispatch: **3,637**

**REPORTED FIRES: 4** ( **1** structural,  
**3** vehicle, **0** other)

#### **NON-FIRE INCIDENTS:**

( **9** includes false fire alarms)

**FIRE SAFETY INSPECTIONS: 30**



### **COMMUNITY POLICING**

Three Block Club meeting,  
Station Tour, (1) Emergency  
Services Meeting.

### **CITATIONS ISSUED: 640**

|                     |            |            |
|---------------------|------------|------------|
| HAZARDOUS           | <b>261</b> | <b>41%</b> |
| NON - HAZARDOUS     | <b>248</b> | <b>39%</b> |
| PARKING             | <b>35</b>  | <b>5%</b>  |
| ORDINANCE VIOLATION | <b>96</b>  | <b>15%</b> |

**NOTES:** Training: Police Staff & Command (LT Bolton), Radar Training, Machine Rescue Operations Training, Evidence Tech Training.



## OAK PARK PUBLIC SAFETY MARCH 2017 ACTIVITY SUMMARY



### OPERATIONS:

#### Calls for Service

- 2016 Total: **14,907**
- MARCH 2016: **1,245**
- 2016 YTD: **3,591**
- MARCH 2017: **1,343**
- 2017 YTD: **3,578**
- Arrests: **133**
- Vacation/Property Checks: **5**
- Non-Criminal Fingerprints: **8**
- PBT's: **86**
- Vehicles Impounded: **23**
- Traffic Stops: **1109**

### INVESTIGATIONS:

- Cases Assigned: **64**
- Warrants Obtained: **17**

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

### Records Bureau:

- Animal Licenses: **32**
- Alarm Permits: **7**
- Handgun Registrations: **57**
- FOIA / RFI / Discovery Requests: **168**
- Calls Received at Dispatch: **4,501**

REPORTED FIRES: **13** ( **9** structural,  
**0** vehicle, **4** other)

#### NON-FIRE INCIDENTS:

( **32** includes false fire alarms)

FIRE SAFETY INSPECTIONS: **30**



### COMMUNITY POLICING

Four Neighborhood Watch Meetings, Resolved Neighbor Trouble. Father Hood Association Meeting with Doug Craig.

### CITATIONS ISSUED: **738**

|                     |            |            |
|---------------------|------------|------------|
| HAZARDOUS           | <b>314</b> | <b>43%</b> |
| NON - HAZARDOUS     | <b>268</b> | <b>36%</b> |
| PARKING             | <b>50</b>  | <b>7%</b>  |
| ORDINANCE VIOLATION | <b>106</b> | <b>14%</b> |

### NOTES: Training:

Dispatch Training (Marchetti), Staff & Command (Lt. Bolton).



**MERCHANT'S LICENSES – MAY 15, 2017**

(Subject to All Departmental Approvals)

| <b><u>NEW MERCHANT</u></b> | <b><u>ADDRESS</u></b> | <b><u>FEE</u></b> | <b><u>BUSINESS TYPE</u></b> |
|----------------------------|-----------------------|-------------------|-----------------------------|
| Hatzalah of Michigan       | 13650 Oak Park Blvd   | 150               | Volunteer EMS               |

| <b><u>RENEWALS</u></b>           | <b><u>ADDRESS</u></b> | <b><u>FEE</u></b> | <b><u>BUSINESS TYPE</u></b> |
|----------------------------------|-----------------------|-------------------|-----------------------------|
| Four Brothers Packaging          | 13220 Cloverdale      | \$225             | Candy Packaging             |
| Anniwrap & Flowers               | 22171 Coolidge        | \$225             | Florist                     |
| O'Reilly Auto Parts              | 23125 Coolidge        | \$150             | Automotive                  |
| Cash Giant of Oak Park           | 23160 Coolidge        | \$225             | Banking                     |
| Party Time Rental LLC            | 12980 Eight Mile      | \$225             | Retail                      |
| Oak Park Metro LLC               | 15200 Eight Mile      | \$150             | Storage facility            |
| Michigan Construction Protection | 14211 Eleven Mile     | \$187.50          | Construction/Lien Filing    |
| Paramount Precision Products     | 15255 Eleven Mile     | \$225             | Machining                   |
| Another Level Unisex Salon       | 21700 Greenfield LL17 | \$187.50          | Salon                       |
| The Blouse House                 | 21700 Greenfield #112 | \$225             | Retail                      |
| Kabob Coney Island               | 21700 Greenfield #120 | \$150             | Restaurant                  |
| Diamond Star Fine Jewelry Inc    | 21700 Greenfield #322 | \$225             | Jeweler                     |
| B-Unique Hair Boutique           | 21700 Greenfield #412 | \$225             | Salon                       |
| Rite Aid Discount #4352          | 24850 Greenfield      | \$187.50          | Retail                      |
| Popeyes Chicken & Biscuits       | 25910 Greenfield      | \$150             | Restaurant                  |
| Paper Goods Warehouse LLC        | 26048 Greenfield      | \$150             | Party Supplies              |
| Four Sisters Fashions            | 26068 Greenfield      | \$150             | Retail                      |
| K & M Leasing LLC                | 20900 Hubbell         | \$150             | Auto Leasing                |
| Occupational Rehabilitation      | 10350 Nine Mile       | \$187.50          | Rehabilitation              |
| Sherwin Williams #1390           | 13101 Northend        | \$150             | Retail                      |
| BAPI                             | 13301 Northend        | \$150             | Construction Products       |
| Motor Works Ltd                  | 13350 Northend        | \$150             | Automotive                  |
| Stoneridge Construction Co       | 21840 Wyoming Pl      | \$675             | Construction                |



# **BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Approval of Resolution for Fiscal-Year 2017-2018 Budget and Acknowledging the Multi-Year Budget, Including Projections of Future Fiscal-Years 2018-2019 and 2019-2020.

**DEPARTMENT:** Finance

**SUMMARY:** Attached for your consideration is the adopting resolution for the Fiscal-Year 2017-2018 Budget and acknowledgement of the multi-year budget. The budget process started in September 2016 with development of the capital improvement plan, continued with the budget input sessions where strategic themes and needs were discussed in March 2017, and finally multiple meetings were held with all departments in order to draft a budget that complied with the overall goals set by the Oak Park City Council.

In the attached budget document the General Fund Revenues for the FY 2017-2018 do not cover all the expenditures and transfers to other funds and fund balance will be used to balance the budget. The projected fund balance of the General Fund for the 2017-2018 fiscal year is estimated at 17%. The Capital Improvement Program as approved by the City's Planning Commission and presented at the Public Hearing held on May 8, 2017, is incorporated in this budget document.

The City of Oak Park utilizes multi-year budgets as a planning tool to fulfill the City Council's strategic goals and objectives as well as operate within its means. The Multi-Year Budget balances future revenues with the corresponding expenditures and maintains the fund balances for the General Fund and Special Revenue Funds within desired balances. Furthermore, the Multi-Year Budget also incorporates the long-range elements of the Capital Improvement Program (CIP) as approved by the City's Planning Commission.

**FINANCIAL STATEMENT:** Pursuant to the Oak Park City Charter, a balanced, detailed revenue and expenditure plan has been presented in accordance with all applicable City, State and Federal Statutes.

**RECOMMENDED ACTION:** Approval of Resolution for Fiscal-Year 2017-2018 Budget (departmental basis) and Acknowledging the Multi-Year Budget, Including Projections of Future Fiscal-Years 2018-2019 and 2019-2020.

**APPROVALS:**

City Manager: \_\_\_\_\_

Finance Director: \_\_\_\_\_

*[Handwritten signatures in blue ink over the lines for City Manager and Finance Director. The City Manager signature includes the initials "C.T." and the Finance Director signature is a cursive name.]*

**Resolution of Adoption Fiscal-Year 2017-2018 Budget and Acknowledging the Multi-Year Budget Including Projections of Future Fiscal-Years 2018-2019 and 2019-2020**

**WHEREAS**, the City Manager's recommended budget is based upon the City Council's strategic themes and property tax projections presented to City Council, and

**WHEREAS**, this budget has incorporated the CIP plan as approved by the City's Planning Commission at the public hearing held on May 8, 2017, and

**WHEREAS**, pursuant to the Oak Park City Charter, a detailed revenue and expenditure plan has been presented in accordance with all applicable City, State and Federal Statutes, and

**WHEREAS**, a public hearing was also held on May 15, 2017 on the proposed budget, and

**WHEREAS**, this budget takes into consideration the City's Multi-Year Budget and financial planning through fiscal-year 2019-2020, and

**NOW, THEREFORE, BE IT RESOLVED**, that the fiscal year 2017-2018 attached budget (departmental basis) is adopted and that the City Council acknowledges the Multi-Year Budget, Including Projections of Future Fiscal-Years 2018-2019 and 2019-2020 as part of this resolution.

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 15<sup>th</sup> day of May, 2017.

---

T. Edwin Norris, City Clerk



## General Fund

### General Fund

The General Fund is used to account for all financial resources traditionally associated with City government, except those required to be accounted for in another fund. The General Fund includes police, fire, technical and planning, engineering, public works, and internal services such as information technology and finance. The two primary sources of revenue for this fund are general property taxes and State Shared Revenue. In addition, the General Fund also receives revenue from licenses and permits, grants, fines and forfeitures and interest on investments.

| GENERAL FUND                     |                      |                      |                             |                          |                      |                      |
|----------------------------------|----------------------|----------------------|-----------------------------|--------------------------|----------------------|----------------------|
|                                  | Actual               | Estimated            | City Manager<br>Recommended | City Council<br>Approved | Projected            |                      |
|                                  | 2015-16              | 2016-17              | 2017-18                     | 2017-18                  | 2018-19              | 2019-20              |
| <b>ESTIMATED REVENUES</b>        |                      |                      |                             |                          |                      |                      |
| PROPERTY TAX AND RELATED         | \$ 12,386,247        | \$ 12,098,679        | \$ 12,255,630               | \$ 12,255,630            | \$ 12,317,856        | \$ 12,380,081        |
| LICENSE AND PERMITS              | 633,468              | 486,061              | 475,325                     | 475,325                  | 420,625              | 420,625              |
| INTERGOVERNMENTAL                | 3,352,225            | 3,679,707            | 3,360,523                   | 3,360,523                | 3,358,981            | 3,388,981            |
| CHARGES FOR SERVICES             | 919,330              | 532,332              | 679,510                     | 679,510                  | 712,060              | 729,960              |
| FINES                            | 1968,219             | 1687,710             | 1643,638                    | 1643,638                 | 1987,000             | 2,100,000            |
| INTEREST                         | 13,356               | 15,178               | 35,225                      | 35,225                   | 40,029               | 40,029               |
| OTHER REVENUE                    | 1220,880             | 1100,030             | 1186,447                    | 1186,447                 | 1218,584             | 1218,584             |
| TRANSFER IN - MAJOR STREETS FUND | 126,462              | -                    | -                           | -                        | -                    | -                    |
| TRANSFER IN - LOCAL STREETS FUND | 49,60                | -                    | -                           | -                        | -                    | -                    |
| TRANSFER IN - SOLID WASTE FUND   | 280,000              | -                    | -                           | -                        | -                    | -                    |
| TRANSFER IN - WATER & SEWER FUND | 180,000              | -                    | -                           | -                        | -                    | -                    |
| TRANSFER IN - RHC BENEFITS FUND  | -                    | -                    | 716,332                     | 716,332                  | 268,948              | 363,413              |
| <b>TOTAL ESTIMATED REVENUES</b>  | <b>\$ 21,259,337</b> | <b>\$ 19,599,697</b> | <b>\$ 20,352,630</b>        | <b>\$ 20,352,630</b>     | <b>\$ 20,324,083</b> | <b>\$ 20,641,673</b> |



## Financial Summaries

### GENERAL FUND

|                                                       | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | PROJECTED         |                   |
|-------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                       |                   |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>APPROPRIATIONS</b>                                 |                   |                      |                                        |                                     |                   |                   |
| <b>Dept 10.101-CITY COUNCIL</b>                       |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                              | \$ 25,389         | \$ 25,045            | \$ 26,184                              | \$ 26,184                           | \$ 26,184         | \$ 26,184         |
| FRINGES                                               | 18,140            | 2,045                | 2,144                                  | 2,144                               | 2,188             | 2,220             |
| SUPPLIES, MAINTENANCE AND REPAIRS                     | 59                | 600                  | 300                                    | 300                                 | 600               | 600               |
| OPERATIONS                                            | -                 | 10,000               | 17,000                                 | 17,000                              | 17,000            | 17,000            |
| STAFF DEVELOPMENT                                     | 6,515             | 11,040               | 16,215                                 | 16,215                              | 9,965             | 9,965             |
| PRINTING AND PUBLICATIONS                             | 204               | -                    | 4,370                                  | 4,370                               | 4,370             | 4,370             |
| <b>TOTAL Dept 10.100-CITY COUNCIL</b>                 | <b>\$ 50,307</b>  | <b>\$ 48,730</b>     | <b>\$ 66,213</b>                       | <b>\$ 66,213</b>                    | <b>\$ 60,307</b>  | <b>\$ 60,339</b>  |
| <b>Dept 11.172-CITY MANAGER</b>                       |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                              | \$ 304,389        | \$ 248,020           | \$ 249,800                             | \$ 249,800                          | \$ 251,676        | \$ 255,406        |
| FRINGES                                               | 136,059           | 70,406               | 81,895                                 | 81,895                              | 83,533            | 84,786            |
| SUPPLIES, MAINTENANCE AND REPAIRS                     | 8,489             | 6,000                | 6,100                                  | 6,100                               | 6,100             | 6,100             |
| OPERATIONS                                            | 57,086            | 15,127               | 15,265                                 | 15,265                              | 15,430            | 15,430            |
| STAFF DEVELOPMENT                                     | 4,034             | 22,035               | 13,143                                 | 13,143                              | 13,143            | 13,143            |
| PRINTING AND PUBLICATIONS                             | -                 | -                    | 500                                    | 500                                 | 500               | 500               |
| <b>TOTAL Dept 11.172-CITY MANAGER</b>                 | <b>\$ 510,057</b> | <b>\$ 361,588</b>    | <b>\$ 366,703</b>                      | <b>\$ 366,703</b>                   | <b>\$ 370,382</b> | <b>\$ 375,365</b> |
| <b>Dept 11.270-HUMAN RESOURCES</b>                    |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                              | \$ -              | \$ 110,788           | \$ 143,119                             | \$ 143,119                          | \$ 143,941        | \$ 146,100        |
| FRINGES                                               | -                 | 92,946               | 106,201                                | 106,201                             | 108,325           | 109,950           |
| SUPPLIES, MAINTENANCE AND REPAIRS                     | -                 | 761                  | 4,000                                  | 4,000                               | 4,100             | 4,100             |
| OPERATIONS                                            | -                 | 37,635               | 83,315                                 | 83,315                              | 69,600            | 69,600            |
| STAFF DEVELOPMENT                                     | -                 | 12,000               | 10,059                                 | 10,059                              | 12,030            | 12,030            |
| CAPITAL OUTLAY                                        | -                 | -                    | 20,000                                 | 20,000                              | 5,000             | 5,000             |
| <b>TOTAL Dept 11.270-HUMAN RESOURCES</b>              | <b>\$ -</b>       | <b>\$ 254,130</b>    | <b>\$ 366,694</b>                      | <b>\$ 366,694</b>                   | <b>\$ 342,996</b> | <b>\$ 346,780</b> |
| <b>Dept 11.611-COMMUNITY AND ECONOMIC DEVELOPMENT</b> |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                              | \$ 70,899         | \$ 106,982           | \$ 126,382                             | \$ 126,382                          | \$ 127,580        | \$ 129,644        |
| FRINGES                                               | 24,453            | 38,818               | 41,058                                 | 41,058                              | 41,879            | 42,507            |
| SUPPLIES, MAINTENANCE AND REPAIRS                     | 1,352             | 9,835                | 14,200                                 | 14,200                              | 11,700            | 11,700            |
| OPERATIONS                                            | 25,640            | 9,265                | 20,000                                 | 20,000                              | 5,725             | 5,725             |
| STAFF DEVELOPMENT                                     | 7,635             | 6,700                | 12,925                                 | 12,925                              | 2,550             | 7,800             |
| PRINTING AND PUBLICATIONS                             | 3,473             | 1,000                | 500                                    | 500                                 | 3,000             | 3,000             |
| <b>TOTAL Dept 11.611-COMM &amp; ECONOMIC DEV.</b>     | <b>\$ 133,452</b> | <b>\$ 172,600</b>    | <b>\$ 215,065</b>                      | <b>\$ 215,065</b>                   | <b>\$ 192,434</b> | <b>\$ 200,376</b> |



## Financial Summaries

### GENERAL FUND

|                                                   | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | P R O J E C T E D |                   |
|---------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                   |                   |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>Dept 12.258-INFORMATION TECHNOLOGY</b>         |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                          | \$ 90,387         | \$ -                 | \$ -                                   | \$ -                                | \$ -              | \$ -              |
| FRINGES                                           | 58,346            | -                    | -                                      | -                                   | -                 | -                 |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | 54,949            | 120,000              | 55,000                                 | 55,000                              | 55,000            | 55,000            |
| OPERATIONS                                        | 115,785           | 176,237              | 164,540                                | 164,540                             | 175,315           | 175,315           |
| STAFF DEVELOPMENT                                 | 1,376             | 5,750                | 10,775                                 | 10,775                              | -                 | -                 |
| PRINTING AND PUBLICATIONS                         | -                 | -                    | -                                      | -                                   | -                 | -                 |
| CAPITAL OUTLAY                                    | 7,539             | -                    | 20,000                                 | 20,000                              | 5,000             | 60,000            |
| <b>TOTAL Dept 12.258-INFORMATION TECHNOLOGY</b>   | <b>\$ 328,382</b> | <b>\$ 301,987</b>    | <b>\$ 250,315</b>                      | <b>\$ 250,315</b>                   | <b>\$ 235,315</b> | <b>\$ 290,315</b> |
| <b>Dept 13.210-CITY ATTORNEY</b>                  |                   |                      |                                        |                                     |                   |                   |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | \$ 3,097          | \$ 4,265             | \$ 2,600                               | \$ 2,600                            | \$ 2,600          | \$ 2,600          |
| OPERATIONS                                        | 301,080           | 290,000              | 283,000                                | 283,000                             | 278,000           | 283,000           |
| <b>TOTAL Dept 13.210-CITY ATTORNEY</b>            | <b>\$ 304,177</b> | <b>\$ 294,265</b>    | <b>\$ 285,600</b>                      | <b>\$ 285,600</b>                   | <b>\$ 280,600</b> | <b>\$ 285,600</b> |
| <b>Dept 13.229-PROSECUTING ATTORNEY</b>           |                   |                      |                                        |                                     |                   |                   |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | \$ -              | \$ 2,400             | \$ 2,400                               | \$ 2,400                            | \$ 2,400          | \$ 2,400          |
| OPERATIONS                                        | 57,650            | 61,200               | 61,200                                 | 64,260                              | 64,260            | 64,260            |
| <b>TOTAL Dept 13.229-PROSECUTING ATTORNEY</b>     | <b>\$ 57,650</b>  | <b>\$ 63,600</b>     | <b>\$ 63,600</b>                       | <b>\$ 66,660</b>                    | <b>\$ 66,660</b>  | <b>\$ 66,660</b>  |
| <b>Dept 14.191-CITY CLERK - ELECTIONS</b>         |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                          | \$ 111,999        | \$ 110,244           | \$ 112,608                             | \$ 112,608                          | \$ 116,840        | \$ 117,048        |
| FRINGES                                           | 27,135            | 30,935               | 34,312                                 | 34,312                              | 35,012            | 35,537            |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | 10,514            | 4,134                | 3,500                                  | 3,500                               | 3,500             | 3,500             |
| OPERATIONS                                        | 36,832            | 67,339               | 25,500                                 | 25,500                              | 65,500            | 65,500            |
| PRINTING AND PUBLICATIONS                         | 13,538            | 6,551                | 8,400                                  | 8,400                               | 8,400             | 10,400            |
| CAPITAL OUTLAY                                    | 16,950            | 15,000               | -                                      | -                                   | -                 | -                 |
| <b>TOTAL - Dept 14.191-CITY CLERK - ELECTIONS</b> | <b>\$ 216,968</b> | <b>\$ 234,203</b>    | <b>\$ 184,320</b>                      | <b>\$ 184,320</b>                   | <b>\$ 229,252</b> | <b>\$ 231,985</b> |
| <b>Dept 14.215-CITY CLERK</b>                     |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                          | \$ 50,907         | \$ 52,651            | \$ 55,938                              | \$ 55,938                           | \$ 56,037         | \$ 56,878         |
| FRINGES                                           | 12,011            | 12,571               | 14,631                                 | 14,631                              | 14,923            | 15,146            |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | 1,712             | 1,696                | 2,500                                  | 2,500                               | 2,500             | 2,500             |
| OPERATIONS                                        | 11,062            | 10,605               | 10,625                                 | 10,625                              | 10,625            | 10,625            |
| STAFF DEVELOPMENT                                 | 3,149             | 3,100                | 3,700                                  | 3,700                               | 5,700             | 5,700             |
| PRINTING AND PUBLICATIONS                         | 33,295            | 13,000               | 13,000                                 | 13,000                              | 11,500            | 11,500            |
| <b>TOTAL Dept 14.215-CITY CLERK</b>               | <b>\$ 112,136</b> | <b>\$ 93,623</b>     | <b>\$ 100,394</b>                      | <b>\$ 100,394</b>                   | <b>\$ 101,285</b> | <b>\$ 102,349</b> |



## Financial Summaries

### GENERAL FUND

|                                                         | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | PROJECTED           |                     |
|---------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|---------------------|---------------------|
|                                                         |                     |                      |                                        |                                     | 2018-19             | 2019-20             |
| <b>Dept 15.201-FINANCE</b>                              |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                                | \$ 502,863          | \$ (283,500)         | \$ (239,223)                           | \$ (239,223)                        | \$ (254,497)        | \$ (247,592)        |
| FRINGES                                                 | 291,001             | 242,309              | 308,744                                | 308,744                             | 316,072             | \$ 320,812          |
| SUPPLIES, MAINTENANCE AND REPAIRS                       | 18,280              | 10,722               | 10,500                                 | 10,500                              | 10,500              | 10,500              |
| OPERATIONS                                              | 85,653              | 211,050              | 237,375                                | 237,375                             | 239,100             | 237,300             |
| STAFF DEVELOPMENT                                       | 1,506               | 3,500                | 9,060                                  | 9,060                               | 7,560               | 9,560               |
| PRINTING AND PUBLICATIONS                               | 1,593               | 16,000               | 16,000                                 | 16,000                              | 16,000              | 16,000              |
| CAPITAL OUTLAY                                          | 3,476               | 5,382                | 10,000                                 | 10,000                              | -                   | -                   |
| <b>TOTAL Dept 15.201-FINANCE</b>                        | <b>\$ 904,372</b>   | <b>\$ 205,463</b>    | <b>\$ 352,456</b>                      | <b>\$ 352,456</b>                   | <b>\$ 334,735</b>   | <b>\$ 346,580</b>   |
| <b>TECHNICAL AND PLANNING</b>                           |                     |                      |                                        |                                     |                     |                     |
| <b>Dept 16.371-TECHNICAL AND PLANNING - INSPECTIONS</b> |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                                | \$ 300,094          | \$ 355,131           | \$ 403,168                             | \$ 403,168                          | \$ 411,231          | \$ 417,400          |
| FRINGES                                                 | 155,690             | 177,164              | 226,710                                | 226,710                             | 230,336             | 233,793             |
| SUPPLIES, MAINTENANCE AND REPAIRS                       | 3,879               | 3,500                | 9,600                                  | 9,600                               | 8,900               | 6,000               |
| OPERATIONS                                              | 107,714             | 122,000              | 115,500                                | 115,500                             | 119,000             | 122,500             |
| STAFF DEVELOPMENT                                       | 1,785               | 3,950                | 3,300                                  | 3,300                               | 4,200               | 3,850               |
| <b>TOTAL Dept 16.371-TECH AND PLAN- INSPECTION</b>      | <b>\$ 569,162</b>   | <b>\$ 661,745</b>    | <b>\$ 758,278</b>                      | <b>\$ 758,278</b>                   | <b>\$ 773,667</b>   | <b>\$ 783,543</b>   |
| <b>Dept 16.401-TECHNICAL AND PLANNING - ADMIN</b>       |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                                | 85,717              | 92,430               | 121,932                                | 121,932                             | 124,371             | 126,237             |
| FRINGES                                                 | 16,217              | 22,133               | 28,075                                 | 28,075                              | 28,638              | 29,068              |
| SUPPLIES, MAINTENANCE AND REPAIRS                       | 8,960               | 4,489                | 9,600                                  | 9,600                               | 8,725               | 8,800               |
| OPERATIONS                                              | 24,432              | 2,104                | 9,750                                  | 9,750                               | 9,250               | 9,250               |
| STAFF DEVELOPMENT                                       | 98                  | 1,356                | 1,500                                  | 1,500                               | 1,500               | 1,500               |
| <b>TOTAL Dept 16.401-TECH AND PLAN- ADMIN</b>           | <b>\$ 135,424</b>   | <b>\$ 122,512</b>    | <b>\$ 170,857</b>                      | <b>\$ 170,857</b>                   | <b>\$ 172,484</b>   | <b>\$ 174,855</b>   |
| <b>Dept 16.447-TECHNICAL AND PLANNING - ENGINEERING</b> |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                                | \$ 15,098           | \$ 27,278            | \$ 26,000                              | \$ 26,000                           | \$ 26,520           | \$ 26,918           |
| FRINGES                                                 | 14,521              | 24,078               | 29,698                                 | 29,698                              | 30,292              | 30,746              |
| SUPPLIES, MAINTENANCE AND REPAIRS                       | 1,899               | 195                  | 1,700                                  | 1,700                               | 1,700               | 1,700               |
| OPERATIONS                                              | -                   | -                    | -                                      | -                                   | -                   | -                   |
| STAFF DEVELOPMENT                                       | 348                 | 4,000                | 2,000                                  | 2,000                               | 2,000               | 2,000               |
| CAPITAL OUTLAY                                          | 9,791               | 626,000              | 10,000                                 | 10,000                              | 10,000              | 10,000              |
| <b>TOTAL Dept 16.447-TECH AND PLAN- ENGINEER</b>        | <b>\$ 41,657</b>    | <b>\$ 681,551</b>    | <b>\$ 69,398</b>                       | <b>\$ 69,398</b>                    | <b>\$ 70,512</b>    | <b>\$ 71,364</b>    |
| <b>Dept 16.447-STREET LIGHTING</b>                      |                     |                      |                                        |                                     |                     |                     |
| OPERATIONS                                              | \$ 453,262          | \$ 475,000           | \$ 375,000                             | \$ 375,000                          | \$ 325,000          | \$ 330,000          |
| <b>TOTAL Dept 16.447-TECH AND PLAN -STREET LIGHT</b>    | <b>\$ 453,262</b>   | <b>\$ 475,000</b>    | <b>\$ 375,000</b>                      | <b>\$ 375,000</b>                   | <b>\$ 325,000</b>   | <b>\$ 330,000</b>   |
| <b>TECHNICAL AND PLANNING TOTAL</b>                     | <b>\$ 1,199,505</b> | <b>\$ 1,940,808</b>  | <b>\$ 1,373,533</b>                    | <b>\$ 1,373,533</b>                 | <b>\$ 1,341,663</b> | <b>\$ 1,359,762</b> |



## Financial Summaries

### GENERAL FUND

|                                                        | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | P ROJECTED          |                      |
|--------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|---------------------|----------------------|
|                                                        |                     |                      |                                        |                                     | 2018-19             | 2019-20              |
| <b>Dept 17.345-PUBLIC SAFETY</b>                       |                     |                      |                                        |                                     |                     |                      |
| SALARIES                                               | \$ 4,781,669        | \$ 4,850,810         | \$ 5,125,536                           | \$ 5,125,536                        | \$ 5,165,827        | \$ 5,243,314         |
| FRINGES                                                | 3,486,984           | 3,581,227            | 3,761,067                              | 3,761,067                           | 3,883,541           | 3,941,794            |
| SUPPLIES, MAINTENANCE AND REPAIRS                      | 145,215             | 171,435              | 160,900                                | 160,900                             | 160,900             | 160,900              |
| OPERATIONS                                             | 254,922             | 429,090              | 430,092                                | 430,092                             | 405,725             | 405,725              |
| STAFF DEVELOPMENT                                      | 72,960              | 4,053                | 5,000                                  | 5,000                               | 58,167              | 58,167               |
| PRINTING AND PUBLICATIONS                              | 248                 | 491                  | 1,500                                  | 1,500                               | 7,500               | 7,500                |
| CAPITAL OUTLAY                                         | 19,185              | 93,198               | 35,000                                 | 35,000                              | 40,000              | 40,000               |
| <b>TOTAL Dept 17.345-PUBLIC SAFETY</b>                 | <b>\$ 8,761,183</b> | <b>\$ 9,130,304</b>  | <b>\$ 9,519,095</b>                    | <b>\$ 9,519,095</b>                 | <b>\$ 9,721,660</b> | <b>\$ 9,857,400</b>  |
| <b>Dept 17.346- PUBLIC SAFETY - K9 UNH</b>             |                     |                      |                                        |                                     |                     |                      |
| SALARIES                                               | \$ -                | \$ -                 | \$ 97,430                              | \$ 97,430                           | \$ 98,359           | \$ 99,834            |
| FRINGES                                                | -                   | -                    | 82,286                                 | 82,286                              | 83,932              | 85,189               |
| SUPPLIES, MAINTENANCE AND REPAIRS                      | -                   | -                    | -                                      | -                                   | -                   | -                    |
| OPERATIONS                                             | -                   | -                    | -                                      | -                                   | -                   | -                    |
| STAFF DEVELOPMENT                                      | -                   | -                    | -                                      | -                                   | -                   | -                    |
| PRINTING AND PUBLICATIONS                              | -                   | -                    | -                                      | -                                   | -                   | -                    |
| CAPITAL OUTLAY                                         | -                   | 52,500               | -                                      | -                                   | -                   | -                    |
| <b>TOTAL Dept 17.346-PUBLIC SAFETY - K9 UNH</b>        | <b>\$ -</b>         | <b>\$ 52,500</b>     | <b>\$ 179,716</b>                      | <b>\$ 179,716</b>                   | <b>\$ 182,291</b>   | <b>\$ 185,023</b>    |
| <b>PUBLIC SAFETY TOTAL</b>                             | <b>\$ 8,761,183</b> | <b>\$ 9,182,804</b>  | <b>\$ 9,698,811</b>                    | <b>\$ 9,698,811</b>                 | <b>\$ 9,903,951</b> | <b>\$ 10,042,423</b> |
| <b>DEPARTMENT OF PUBLIC WORKS</b>                      |                     |                      |                                        |                                     |                     |                      |
| <b>Dept 18.265-PUBLIC WORKS - BUILDING MAINTENANCE</b> |                     |                      |                                        |                                     |                     |                      |
| SALARIES                                               | \$ 9,011            | \$ 45,501            | \$ 47,955                              | \$ 47,955                           | \$ 48,914           | \$ 49,648            |
| FRINGES                                                | 3,722               | 8,681                | 39,342                                 | 39,342                              | 40,129              | 40,730               |
| SUPPLIES, MAINTENANCE AND REPAIRS                      | 72,542              | 11,500               | 32,000                                 | 32,000                              | 339,500             | 281,000              |
| OPERATIONS                                             | 348,427             | 453,337              | 747,500                                | 747,500                             | 457,500             | 463,000              |
| CAPITAL OUTLAY                                         | -                   | -                    | -                                      | -                                   | -                   | 60,000               |
| <b>TOTAL Dept 18.265-PUBLIC WORKS -BLDG MAINT</b>      | <b>\$ 433,702</b>   | <b>\$ 519,019</b>    | <b>\$ 866,797</b>                      | <b>\$ 866,797</b>                   | <b>\$ 886,043</b>   | <b>\$ 894,378</b>    |
| <b>Dept 18.441-PUBLIC WORKS - ADMINISTRATION</b>       |                     |                      |                                        |                                     |                     |                      |
| SALARIES                                               | \$ 3,579            | \$ 3,200             | \$ 4,242                               | \$ 4,242                            | \$ 4,327            | \$ 4,392             |
| FRINGES                                                | 3,074               | 2,836                | 4,323                                  | 4,323                               | 4,412               | 4,477                |
| SUPPLIES, MAINTENANCE AND REPAIRS                      | 948                 | 1,000                | 1,200                                  | 1,200                               | 1,200               | 1,500                |
| OPERATIONS                                             | 1,591               | 2,866                | 2,000                                  | 2,000                               | 2,400               | 2,600                |
| STAFF DEVELOPMENT                                      | 2,649               | 1,157                | 800                                    | 800                                 | 500                 | 500                  |
| <b>TOTAL Dept 18.441-PUBLIC WORKS -ADMIN</b>           | <b>\$ 11,841</b>    | <b>\$ 11,059</b>     | <b>\$ 12,565</b>                       | <b>\$ 12,565</b>                    | <b>\$ 12,839</b>    | <b>\$ 13,469</b>     |
| <b>Dept 18.443-PUBLIC WORKS - SHEPHERD PARK</b>        |                     |                      |                                        |                                     |                     |                      |
| SALARIES                                               | \$ 9,929            | \$ 16,000            | \$ 16,000                              | \$ 16,000                           | \$ 16,320           | \$ 16,565            |
| FRINGES                                                | 3,097               | 5,650                | 4,876                                  | 4,876                               | 4,974               | 5,048                |
| SUPPLIES, MAINTENANCE AND REPAIRS                      | 1,448               | 1,880                | 2,200                                  | 2,200                               | 2,500               | 2,500                |
| OPERATIONS                                             | 15,593              | 28,000               | 33,000                                 | 33,000                              | 34,000              | 34,000               |
| <b>TOTAL Dept 18.443-PUBLIC WORKS -SHEPHERD PK</b>     | <b>\$ 30,067</b>    | <b>\$ 51,530</b>     | <b>\$ 56,076</b>                       | <b>\$ 56,076</b>                    | <b>\$ 57,794</b>    | <b>\$ 58,113</b>     |
| <b>Dept 18.444-PUBLIC WORKS - OTHER PARKS</b>          |                     |                      |                                        |                                     |                     |                      |
| SALARIES                                               | \$ 4,896            | \$ 1,739             | \$ 9,060                               | \$ 9,060                            | \$ 6,181            | \$ 6,274             |
| FRINGES                                                | 1,892               | 1,276                | 2,821                                  | 2,821                               | 2,878               | 2,921                |
| SUPPLIES, MAINTENANCE AND REPAIRS                      | 923                 | 4,000                | 3,400                                  | 3,400                               | 2,700               | 3,000                |
| OPERATIONS                                             | 54,107              | 41,000               | 54,500                                 | 54,500                              | 58,500              | 61,000               |
| <b>TOTAL Dept 18.444-PUBLIC WORKS - OTHER PKS</b>      | <b>\$ 61,818</b>    | <b>\$ 48,015</b>     | <b>\$ 69,781</b>                       | <b>\$ 69,781</b>                    | <b>\$ 70,259</b>    | <b>\$ 73,193</b>     |
| <b>PUBLIC WORKS TOTAL</b>                              | <b>\$ 537,428</b>   | <b>\$ 629,623</b>    | <b>\$ 1,005,219</b>                    | <b>\$ 1,005,219</b>                 | <b>\$ 1,026,935</b> | <b>\$ 1,039,155</b>  |





## Financial Summaries

### GENERAL FUND

|                                                               | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | PROJECTED         |                   |
|---------------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                               |                   |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>DEPARTMENT OF RECREATION</b>                               |                   |                      |                                        |                                     |                   |                   |
| <b>Dept 19.752-RECREATION - ADMINISTRATION</b>                |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                                      | \$ 165,410        | \$ 154,344           | \$ 203,259                             | \$ 203,259                          | \$ 204,264        | \$ 207,328        |
| FRINGES                                                       | 47,486            | 91,444               | 106,555                                | 106,555                             | 108,686           | 111,317           |
| SUPPLIES, MAINTENANCE AND REPAIRS                             | 12,326            | 6,036                | 23,600                                 | 23,600                              | 15,000            | 15,125            |
| OPERATIONS                                                    | 35,255            | 58,348               | 13,850                                 | 13,850                              | 15,600            | 15,850            |
| STAFF DEVELOPMENT                                             | 840               | 3,632                | 3,500                                  | 3,500                               | 3,600             | 3,600             |
| CAPITAL OUTLAY                                                | -                 | 12,823               | 4,800                                  | 4,800                               | -                 | -                 |
| <b>TOTAL Dept 18.443-PUBLIC WORKS -SHEPHERD PK</b>            | <b>\$ 261,317</b> | <b>\$ 326,627</b>    | <b>\$ 355,564</b>                      | <b>\$ 355,564</b>                   | <b>\$ 347,150</b> | <b>\$ 353,220</b> |
| <b>Dept 19.753-RECREATION - ATHLETICS</b>                     |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                                      | \$ 8,229          | \$ 20,795            | \$ 20,000                              | \$ 20,000                           | \$ 33,750         | \$ 20,000         |
| FRINGES                                                       | 756               | 2,618                | 3,324                                  | 3,324                               | 3,985             | 3,985             |
| SUPPLIES, MAINTENANCE AND REPAIRS                             | 13,000            | 3,100                | 13,000                                 | 13,000                              | 13,000            | 13,000            |
| OPERATIONS                                                    | 5,218             | 4,400                | 5,300                                  | 5,300                               | 5,300             | 5,300             |
| <b>TOTAL Dept 19.753-RECREATION - ATHLETICS</b>               | <b>\$ 27,203</b>  | <b>\$ 30,913</b>     | <b>\$ 41,624</b>                       | <b>\$ 41,624</b>                    | <b>\$ 56,035</b>  | <b>\$ 42,285</b>  |
| <b>Dept 19.754-RECREATION - OUTDOOR ACTIVITIES</b>            |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                                      | \$ 23,840         | \$ 59,597            | \$ 70,000                              | \$ 70,000                           | \$ 70,000         | \$ 70,000         |
| FRINGES                                                       | 2,173             | 7,529                | 10,669                                 | 10,669                              | 10,169            | 10,169            |
| SUPPLIES, MAINTENANCE AND REPAIRS                             | 3,417             | 4,000                | 5,500                                  | 5,500                               | 6,000             | 6,000             |
| OPERATIONS                                                    | 5,334             | 6,550                | 9,750                                  | 9,750                               | 9,750             | 9,750             |
| <b>TOTAL Dept 19.754-RECREATION - OUTDOOR ACT</b>             | <b>\$ 34,764</b>  | <b>\$ 77,676</b>     | <b>\$ 95,919</b>                       | <b>\$ 95,919</b>                    | <b>\$ 95,919</b>  | <b>\$ 95,919</b>  |
| <b>Dept 19.755-RECREATION - INSTRUCTIONAL ACTIVITIES</b>      |                   |                      |                                        |                                     |                   |                   |
| SUPPLIES, MAINTENANCE AND REPAIRS                             | \$ -              | \$ 200               | \$ 400                                 | \$ 400                              | \$ 400            | \$ 400            |
| OPERATIONS                                                    | 10,337            | 11,000               | 20,000                                 | 20,000                              | 20,000            | 20,000            |
| <b>TOTAL Dept 19.755-RECREATION - INSTRUCT ACT</b>            | <b>\$ 10,337</b>  | <b>\$ 11,200</b>     | <b>\$ 20,400</b>                       | <b>\$ 20,400</b>                    | <b>\$ 20,400</b>  | <b>\$ 20,400</b>  |
| <b>Dept 19.756-RECREATION - SPECIAL RECREATION ACTIVITIES</b> |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                                      | \$ -              | \$ -                 | \$ 13,000                              | \$ 13,000                           | \$ 18,000         | \$ 20,000         |
| FRINGES                                                       | \$ -              | \$ -                 | \$ 1,978                               | \$ 1,978                            | \$ 1,978          | \$ 1,978          |
| SUPPLIES, MAINTENANCE AND REPAIRS                             | \$ 12,229         | \$ 5,800             | \$ 11,000                              | \$ 11,000                           | \$ 15,000         | \$ 17,000         |
| OPERATIONS                                                    | 7,924             | 15,100               | 16,000                                 | 16,000                              | 20,000            | 22,000            |
| <b>TOTAL Dept 19.756-RECREATION - SPECIAL ACT</b>             | <b>\$ 20,153</b>  | <b>\$ 20,900</b>     | <b>\$ 41,978</b>                       | <b>\$ 41,978</b>                    | <b>\$ 54,978</b>  | <b>\$ 60,978</b>  |
| <b>Dept 19.757-RECREATION - SWIMMING POOL</b>                 |                   |                      |                                        |                                     |                   |                   |
| SALARIES                                                      | \$ 50,968         | \$ 60,623            | \$ 65,000                              | \$ 65,000                           | \$ 65,000         | \$ 65,000         |
| FRINGES                                                       | 5,182             | 6,914                | 10,821                                 | 10,821                              | 9,321             | 9,321             |
| SUPPLIES, MAINTENANCE AND REPAIRS                             | 18,421            | 6,600                | 11,000                                 | 11,000                              | 11,000            | 11,000            |
| OPERATIONS                                                    | 6,042             | 6,600                | 8,000                                  | 8,000                               | 9,500             | 9,700             |
| CAPITAL OUTLAY                                                | -                 | 50,000               | 25,000                                 | 25,000                              | -                 | -                 |
| <b>TOTAL Dept 19.757-RECREATION - POOL</b>                    | <b>\$ 80,613</b>  | <b>\$ 130,737</b>    | <b>\$ 119,821</b>                      | <b>\$ 119,821</b>                   | <b>\$ 94,821</b>  | <b>\$ 95,021</b>  |



## Financial Summaries

### GENERAL FUND

|                                                   | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | P ROJECTED          |                     |
|---------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|---------------------|---------------------|
|                                                   |                     |                      |                                        |                                     | 2018-19             | 2019-20             |
| <b>Dept 19.776-RECREATION - SENIOR SERVICES</b>   |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                          | \$ 62,280           | \$ 7,700             | \$ 27,000                              | \$ 27,000                           | \$ 27,000           | \$ 27,000           |
| FRINGES                                           | 11,069              | 2,661                | 4,354                                  | 4,354                               | 3,954               | 3,954               |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | 1,833               | 3,739                | 3,800                                  | 3,800                               | 4,000               | 4,000               |
| OPERATIONS                                        | 35,152              | 23,330               | 9,500                                  | 9,500                               | 9,500               | 9,500               |
| <b>TOTAL Dept 19.776-RECREATION - SENIOR SERV</b> | <b>\$ 110,334</b>   | <b>\$ 37,430</b>     | <b>\$ 44,654</b>                       | <b>\$ 44,654</b>                    | <b>\$ 44,454</b>    | <b>\$ 44,454</b>    |
| <b>RECREATION TOTAL</b>                           | <b>\$ 544,721</b>   | <b>\$ 635,483</b>    | <b>\$ 719,960</b>                      | <b>\$ 719,960</b>                   | <b>\$ 713,757</b>   | <b>\$ 712,277</b>   |
| <b>Dept 21.890-NON-DEPARTMENTAL</b>               |                     |                      |                                        |                                     |                     |                     |
| RETIREE HEALTHCARE                                | \$ 1,400,333        | \$ 1,377,171         | \$ 1,473,573                           | \$ 1,474,073                        | \$ 1,536,723        | \$ 1,536,723        |
| RETIREE LIFE INSURANCE                            | 1,075               | 1,100                | 1,133                                  | 1,133                               | 1,167               | 1,167               |
| RETIREE DENTAL                                    | 24,444              | 24,735               | 25,467                                 | 25,467                              | 26,231              | 26,231              |
| UNEMPLOYMENT                                      | 6,159               | 4,646                | 20,000                                 | 20,000                              | 20,000              | 20,000              |
| OPERATIONS                                        | 97,574              | 70,700               | 69,000                                 | 68,500                              | 69,500              | 79,500              |
| CAPITAL OUTLAY                                    | 375,718             | -                    | -                                      | -                                   | -                   | -                   |
| <b>TOTAL Dept 21.890-NON-DEPARTMENTAL</b>         | <b>\$ 1,905,303</b> | <b>\$ 1,478,352</b>  | <b>\$ 1,589,173</b>                    | <b>\$ 1,589,173</b>                 | <b>\$ 1,653,621</b> | <b>\$ 1,663,621</b> |
| <b>Dept 22.806-PUBLIC INFORMATION</b>             |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                          | \$ 78,454           | \$ 108,161           | \$ 113,897                             | \$ 113,897                          | \$ 114,135          | \$ 115,847          |
| FRINGES                                           | 24,210              | 47,556               | 58,526                                 | 58,526                              | 59,695              | 60,591              |
| SUPPLIES, MAINTENANCE AND REPAIRS                 | 4,354               | 6,650                | 13,743                                 | 13,743                              | 14,050              | 14,050              |
| OPERATIONS                                        | 12,836              | 10,005               | 48,573                                 | 48,573                              | 39,008              | 39,308              |
| STAFF DEVELOPMENT                                 | 1,609               | 36,850               | 3,388                                  | 3,388                               | 80                  | 80                  |
| PRINTING AND PUBLICATIONS                         | 37,481              | 15,020               | 46,000                                 | 46,000                              | 47,900              | 50,300              |
| <b>TOTAL Dept 22.806-PUBLIC INFORMATION</b>       | <b>\$ 158,944</b>   | <b>\$ 224,242</b>    | <b>\$ 284,127</b>                      | <b>\$ 284,127</b>                   | <b>\$ 274,868</b>   | <b>\$ 280,176</b>   |



## Financial Summaries

### GENERAL FUND

|                                                                  | Actual<br>2015-16    | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | PROJECTED            |                      |
|------------------------------------------------------------------|----------------------|----------------------|----------------------------------------|-------------------------------------|----------------------|----------------------|
|                                                                  |                      |                      |                                        |                                     | 2018-19              | 2019-20              |
| <b>Dept 21.890-TRANSFERS OUT</b>                                 |                      |                      |                                        |                                     |                      |                      |
| TRANSFERS OUT - LIBRARY FUND                                     | \$ 60,000            | \$ 110,000           | \$ 109,174                             | \$ 109,174                          | \$ 108,000           | \$ 138,000           |
| TRANSFERS OUT - DISTRICT COURT FUND                              | 2,047,171            | 1,879,000            | 1,608,336                              | 1,792,906                           | 1,390,577            | 1,390,577            |
| TRANSFERS OUT - COPS GRANT FUND                                  | 152,280              | -                    | -                                      | -                                   | -                    | -                    |
| TRANSFERS OUT - LIBRARY LEASE DEBT FUND                          | 100,519              | 102,810              | 100,935                                | 100,935                             | 103,998              | 101,998              |
| TRANSFERS OUT - PUBLIC IMPROVEMENT FUND                          | 150,000              | -                    | -                                      | -                                   | -                    | -                    |
| TRANSFERS OUT - RISK MANAGEMENT FUND                             | -                    | -                    | -                                      | -                                   | -                    | -                    |
| TRANSFERS OUT - MOTOR POOL FUND                                  | -                    | -                    | 158,872                                | 158,872                             | 11,947               | 26,535               |
| TRANSFERS OUT - RETIREE HEALTHCARE FUND                          | 1,300,000            | -                    | -                                      | -                                   | -                    | -                    |
| TRANSFERS OUT - PUBLIC SAFETY PENSION FUND                       | 1,476,345            | 1,375,725            | 1,478,250                              | 1,478,250                           | 1,580,800            | 1,580,800            |
| <b>TOTAL Dept 21.890-TRANSFERS OUT</b>                           | <b>\$ 5,286,315</b>  | <b>\$ 3,467,535</b>  | <b>\$ 3,455,567</b>                    | <b>\$ 3,640,137</b>                 | <b>\$ 3,195,322</b>  | <b>\$ 3,237,910</b>  |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 21,010,900</b> | <b>\$ 19,589,036</b> | <b>\$ 20,377,750</b>                   | <b>\$ 20,565,380</b>                | <b>\$ 20,324,083</b> | <b>\$ 20,641,673</b> |
| <b>NET OF REVENUES/APPROPRIATIONS</b>                            | <b>\$ 248,437</b>    | <b>\$ 10,661</b>     | <b>\$ (25,120)</b>                     | <b>\$ (212,750)</b>                 | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>BEGINNING FUND BALANCE</b>                                    | <b>3,430,752</b>     | <b>3,679,189</b>     | <b>3,689,850</b>                       | <b>3,689,850</b>                    | <b>3,477,100</b>     | <b>3,477,100</b>     |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 3,679,189</b>  | <b>\$ 3,689,850</b>  | <b>\$ 3,664,730</b>                    | <b>\$ 3,477,100</b>                 | <b>\$ 3,477,100</b>  | <b>\$ 3,477,100</b>  |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>18%</b>           | <b>19%</b>           | <b>18%</b>                             | <b>18%</b>                          | <b>17%</b>           | <b>17%</b>           |
| <b>Estimated Change in Fund Balance</b>                          | <b>7%</b>            | <b>0%</b>            | <b>-1%</b>                             | <b>-6%</b>                          | <b>0%</b>            | <b>0%</b>            |

\* Total Appropriations include service improvements, capital outlay, vehicles, and capital improvements. The level of such expenditures is dictated by available funds from accumulated fund balance and anticipated revenue above annual expenditures in conjunction with the targeted fund balance.



## Special Revenue Funds

### Major Street Fund

The Major Street Fund's purpose is to account for expenditures associated with the construction and maintenance needs of the Major Street portion (as defined by State Act 51) of the City's street network. Of the 84.6 total centerline miles that make up the City of Oak Park road network, the City has 19.27 centerline miles of Major streets. Financing is primarily provided by the City's share of State gas and weight taxes.

| 202 MAJOR STREET FUND                                     |                     |                      |                                        |                                     |                     |                     |
|-----------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|---------------------|---------------------|
|                                                           | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected           |                     |
|                                                           |                     |                      |                                        |                                     | 2018-19             | 2019-20             |
| <b>ESTIMATED REVENUES</b>                                 |                     |                      |                                        |                                     |                     |                     |
| INTERGOVERNMENTAL                                         | \$ 1,546,709        | \$ 2,141,278         | \$ 1,485,957                           | \$ 1,485,957                        | \$ 1,600,278        | \$ 1,728,223        |
| OTHER REVENUE                                             | 154,627             | 147,657              | 123,555                                | 123,555                             | 123,555             | 123,555             |
| INTEREST INCOME                                           | 19,600              | 1,128                | 2,408                                  | 2,408                               | 1,445               | 1,445               |
| TRANSFER IN - CITY OWNED PROPERTY                         | -                   | 1,139,815            | 180,000                                | 180,000                             |                     |                     |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 1,720,936</b> | <b>\$ 2,290,063</b>  | <b>\$ 1,791,920</b>                    | <b>\$ 1,791,920</b>                 | <b>\$ 1,725,278</b> | <b>\$ 1,853,223</b> |
| <b>APPROPRIATIONS</b>                                     |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                                  | \$ 152,863          | \$ 336,000           | \$ 372,413                             | \$ 372,413                          | \$ 385,161          | \$ 386,498          |
| FRINGES                                                   | 154,708             | 176,120              | 186,330                                | 186,330                             | 191,891             | 194,492             |
| SUPPLIES, MAINTENANCE AND REPAIRS                         | 87,267              | 130,089              | 163,500                                | 163,500                             | 166,500             | 167,000             |
| OPERATIONS                                                | 757,018             | 1,490,069            | 1,506,350                              | 1,506,350                           | 894,850             | 806,100             |
| STAFF DEVELOPMENT                                         | 438                 | 860                  | 2,300                                  | 2,300                               | 2,400               | 2,550               |
| CAPITAL OUTLAY                                            | 116,754             | 270,922              | 12,500                                 | 12,500                              | 14,500              | -                   |
| TRANSFERS OUT - GENERAL FUND                              | 126,462             | -                    | -                                      | -                                   | -                   | -                   |
| TRANSFERS OUT - LOCAL STREETS FUND                        | 270,000             | 160,000              | 320,000                                | 320,000                             | 320,000             | 320,000             |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 1,665,510</b> | <b>\$ 2,564,060</b>  | <b>\$ 2,563,393</b>                    | <b>\$ 2,563,393</b>                 | <b>\$ 1,975,302</b> | <b>\$ 1,876,640</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 202</b>          | <b>\$ 55,426</b>    | <b>\$ (273,997)</b>  | <b>\$ (771,473)</b>                    | <b>\$ (771,473)</b>                 | <b>\$ (250,024)</b> | <b>\$ (23,417)</b>  |
| BEGINNING FUND BALANCE                                    | 1,369,847           | 1,425,273            | 1,151,276                              | 1,151,276                           | 379,803             | 129,779             |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 1,425,273</b> | <b>\$ 1,151,276</b>  | <b>\$ 379,803</b>                      | <b>\$ 379,803</b>                   | <b>\$ 129,779</b>   | <b>\$ 106,362</b>   |
| Fund balance as a percentage of total annual expenditures | 86%                 | 45%                  | 15%                                    | -30%                                | 7%                  | 6%                  |
| Estimated Change in Fund Balance                          | 4%                  | -19%                 | -67%                                   | 0%                                  | -66%                | -18%                |



## Financial Summaries

### Local Street Fund

The Local Street Fund's purpose is to account for expenditures associated with the construction and maintenance needs of the City's 65.33 centerline miles of Local Streets as defined by State Act 51. Financing is provided by the City's share of State gas and weight taxes and transfers from other funds.

| <b>203 LOCAL STREET FUND</b>                                     |                     |                      |                                        |                                     |                     |                     |
|------------------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|---------------------|---------------------|
|                                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected           |                     |
|                                                                  |                     |                      |                                        |                                     | 2018-19             | 2019-20             |
| <b>ESTIMATED REVENUES</b>                                        |                     |                      |                                        |                                     |                     |                     |
| TRANSFERS IN - MAJOR STREETS                                     | \$ 270,000          | \$ 160,000           | \$ 320,000                             | \$ 320,000                          | \$ 320,000          | \$ 320,000          |
| INTERGOVERNMENTAL                                                | 568,613             | 463,200              | 636,838                                | 636,838                             | 685,833             | 740,667             |
| CHARGES FOR SERVICES                                             | -                   | 70,216               | -                                      | -                                   |                     |                     |
| OTHER REVENUE                                                    | -                   | 20                   | -                                      | -                                   |                     |                     |
| INTEREST INCOME                                                  | 16,027              | (344)                | 2,473                                  | 2,473                               | 2,500               | 2,500               |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 854,640</b>   | <b>\$ 693,092</b>    | <b>\$ 959,311</b>                      | <b>\$ 959,311</b>                   | <b>\$ 1,008,333</b> | <b>\$ 1,063,167</b> |
| <b>APPROPRIATIONS</b>                                            |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                                         | \$ 218,981          | \$ 273,007           | \$ 292,935                             | \$ 292,935                          | \$ 279,874          | \$ 283,041          |
| FRINGES                                                          | 135,626             | 152,550              | 172,982                                | 172,982                             | 176,442             | 179,091             |
| SUPPLIES, MAINTENANCE AND REPAIRS                                | 27,642              | 33,498               | 52,000                                 | 52,000                              | 65,000              | 71,000              |
| OPERATIONS                                                       | 334,327             | 927,711              | 840,250                                | 840,250                             | 499,250             | 513,000             |
| CAPITL OUTLAY                                                    | -                   | -                    | -                                      | -                                   | -                   | -                   |
| TRANSFERS OUT - GENERAL FUND                                     | 49,150              | -                    | -                                      | -                                   | -                   | -                   |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 765,726</b>   | <b>\$ 1,386,766</b>  | <b>\$ 1,358,167</b>                    | <b>\$ 1,358,167</b>                 | <b>\$ 1,020,566</b> | <b>\$ 1,046,132</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 203</b>                 | <b>\$ 88,914</b>    | <b>\$ (693,674)</b>  | <b>\$ (398,856)</b>                    | <b>\$ (398,856)</b>                 | <b>\$ (12,233)</b>  | <b>\$ 17,035</b>    |
| BEGINNING FUND BALANCE                                           | 1,040,048           | 1,128,962            | 435,288                                | 435,288                             | 36,432              | 24,199              |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 1,128,962</b> | <b>\$ 435,288</b>    | <b>\$ 36,432</b>                       | <b>\$ 36,432</b>                    | <b>\$ 24,199</b>    | <b>\$ 41,234</b>    |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>147%</b>         | <b>31%</b>           | <b>3%</b>                              | <b>-29%</b>                         | <b>2%</b>           | <b>4%</b>           |
| <b>Estimated Change in Fund Balance</b>                          | <b>9%</b>           | <b>-61%</b>          | <b>-92%</b>                            | <b>-92%</b>                         | <b>-34%</b>         | <b>70%</b>          |



## Financial Summaries

### Solid Waste Fund

The Solid Waste Fund is used to finance the collection, disposal and recycling of the City's garbage and refuse. This fund accounts for a City Charter authorized property tax millage along with annual rubbish fees bills to all customers. The rubbish fees are billed quarterly utilizing the water and sewer utility billing system. The solid waste activities are administered through the Department of Public Works and the City contracts with a private third party for weekly refuse collection.

#### 226 SOLID WASTE FUND

|                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected           |                     |
|--------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|---------------------|---------------------|
|                                                  |                     |                      |                                        |                                     | 2018-19             | 2019-20             |
| <b>ESTIMATED REVENUES</b>                        |                     |                      |                                        |                                     |                     |                     |
| PROPERTY TAXES                                   | \$ 1,274,918        | \$ 1,292,283         | \$ 1,291,461                           | \$ 1,291,461                        | \$ 1,297,058        | \$ 1,303,688        |
| CHARGES FOR SERVICES                             | 1,369,211           | 1,332,710            | 1,450,000                              | 1,450,000                           | 1,593,000           | 1,750,750           |
| INTERGOVERNMENTAL                                | 13,053              | 45,681               | 9,000                                  | 9,000                               | 8,000               | 8,000               |
| INTEREST INCOME                                  | 13,292              | 1,559                | 3,036                                  | 3,036                               | 2,789               | 2,789               |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 2,670,474</b> | <b>\$ 2,672,233</b>  | <b>\$ 2,753,497</b>                    | <b>\$ 2,753,497</b>                 | <b>\$ 2,900,847</b> | <b>\$ 3,065,227</b> |
| <b>APPROPRIATIONS</b>                            |                     |                      |                                        |                                     |                     |                     |
| SALARIES                                         | \$ 188,776          | \$ 480,000           | \$ 535,520                             | \$ 535,520                          | \$ 539,630          | \$ 542,774          |
| FRINGES                                          | 115,639             | 117,073              | 128,263                                | 128,263                             | 130,828             | 132,791             |
| SUPPLIES, MAINTENANCE AND REPAIRS                | 8,498               | 22,000               | 25,000                                 | 25,000                              | 25,000              | 25,000              |
| OPERATIONS                                       | 1,908,659           | 1,977,250            | 2,230,000                              | 2,230,000                           | 2,243,000           | 2,290,750           |
| CAPITAL OUTLAY                                   | 29,932              | -                    | 40,000                                 | 40,000                              | 40,000              | 40,000              |
| TRANSFERS OUT - GENERAL FUND                     | 280,000             | -                    | -                                      | -                                   | -                   | -                   |
| TRANSFERS OUT - WATER AND SEWER FUND             | 50,000              | -                    | -                                      | -                                   | -                   | -                   |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 2,581,504</b> | <b>\$ 2,596,323</b>  | <b>\$ 2,958,783</b>                    | <b>\$ 2,958,783</b>                 | <b>\$ 2,978,458</b> | <b>\$ 3,031,315</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 226</b> | <b>\$ 88,970</b>    | <b>\$ 75,910</b>     | <b>\$ (205,286)</b>                    | <b>\$ (205,286)</b>                 | <b>\$ (77,611)</b>  | <b>\$ 33,912</b>    |
| BEGINNING FUND BALANCE                           | 861,976             | 950,946              | 1,026,856                              | 1,026,856                           | 821,570             | 743,959             |
| <b>ENDING FUND BALANCE</b>                       | <b>\$ 950,946</b>   | <b>\$ 1,026,856</b>  | <b>\$ 821,570</b>                      | <b>\$ 821,570</b>                   | <b>\$ 743,959</b>   | <b>\$ 777,871</b>   |

Fund balance as a percentage of total annual expenditures

37% 40% 28% -7% 25% 26%

Estimated Change in Fund Balance

10% 8% -20% -20% -9% 5%



## Financial Summaries

### Criminal Justice Training Fund

This fund is used for training the Public Safety Department personnel and is financed by the State of Michigan through a grant authorized by Public Act 302 of 192.

#### 254 CRIMINAL JUSTICE TRAINING FUND

|                                                  | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected        |                  |
|--------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|------------------|------------------|
|                                                  |                   |                      |                                        |                                     | 2018-19          | 2019-20          |
| <b>ESTIMATED REVENUES</b>                        |                   |                      |                                        |                                     |                  |                  |
| INTERGOVERNMENTAL                                | \$ 9,467          | \$ 9,611             | \$ 8,500                               | \$ 8,500                            | \$ 8,500         | \$ 8,500         |
| INTEREST INCOME                                  | 172               | 18                   | 25                                     | 25                                  | 25               | 25               |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 9,639</b>   | <b>\$ 9,629</b>      | <b>\$ 8,525</b>                        | <b>\$ 8,525</b>                     | <b>\$ 8,525</b>  | <b>\$ 8,525</b>  |
| <b>APPROPRIATIONS</b>                            |                   |                      |                                        |                                     |                  |                  |
| OPERATIONS                                       | \$ 4              | \$ -                 | \$ 25                                  | \$ 25                               | \$ 25            | \$ 25            |
| STAFF DEVELOPMENT                                | 10,633            | 9,629                | 8,500                                  | 8,500                               | 8,500            | 8,500            |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 10,637</b>  | <b>\$ 9,629</b>      | <b>\$ 8,525</b>                        | <b>\$ 8,525</b>                     | <b>\$ 8,525</b>  | <b>\$ 8,525</b>  |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 254</b> | <b>\$ (998)</b>   | <b>\$ -</b>          | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>BEGINNING FUND BALANCE</b>                    | <b>13,353</b>     | <b>12,355</b>        | <b>12,355</b>                          | <b>12,355</b>                       | <b>12,355</b>    | <b>12,355</b>    |
| <b>ENDING FUND BALANCE</b>                       | <b>\$ 12,355</b>  | <b>\$ 12,355</b>     | <b>\$ 12,355</b>                       | <b>\$ 12,355</b>                    | <b>\$ 12,355</b> | <b>\$ 12,355</b> |

Fund balance as a percentage of total annual expenditures

116% 128% 145% 145% 145% 145%

Estimated Change in Fund Balance

-7% 0% 0% 0% 0% 0%





## Financial Summaries

### Caseflow Assistance Fund

The revenues in this fund are received through driver's license reinstatement fees by those convicted by drunk driving and is used for public safety operating expenditures.

#### 256 CASEFLOW ASSISTANCE FUND

|                                                  | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|--------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                  |                   |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                        |                   |                      |                                        |                                     |                   |                   |
| INTERGOVERNMENTAL                                | \$ 20,198         | \$ -                 | \$ 20,000                              | \$ 20,000                           | \$ 20,000         | \$ 20,000         |
| INTEREST INCOME                                  | 2,780             | 2,100                | 2,100                                  | 2,100                               | 2,100             | 2,100             |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 22,978</b>  | <b>\$ 2,100</b>      | <b>\$ 22,100</b>                       | <b>\$ 22,100</b>                    | <b>\$ 22,100</b>  | <b>\$ 22,100</b>  |
| <b>APPROPRIATIONS</b>                            |                   |                      |                                        |                                     |                   |                   |
| OPERATIONS                                       | \$ 1,103          | \$ 100               | \$ 85,100                              | \$ 85,100                           | \$ 20,100         | \$ 20,100         |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 1,103</b>   | <b>\$ 100</b>        | <b>\$ 85,100</b>                       | <b>\$ 85,100</b>                    | <b>\$ 20,100</b>  | <b>\$ 20,100</b>  |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 256</b> | <b>\$ 21,875</b>  | <b>\$ 2,000</b>      | <b>\$ (63,000)</b>                     | <b>\$ (63,000)</b>                  | <b>\$ 2,000</b>   | <b>\$ 2,000</b>   |
| BEGINNING FUND BALANCE                           | 184,778           | 206,653              | 208,653                                | 208,653                             | 145,653           | 147,653           |
| <b>ENDING FUND BALANCE</b>                       | <b>\$ 206,653</b> | <b>\$ 208,653</b>    | <b>\$ 145,653</b>                      | <b>\$ 145,653</b>                   | <b>\$ 147,653</b> | <b>\$ 149,653</b> |

Fund balance as a percentage of total annual expenditures

18736%      208653%      171%      171%      735%      745%

Estimated Change in Fund Balance

12%      1%      -30%      -30%      1%      1%





## Financial Summaries

### 45<sup>th</sup> District Court Fund

This fund was established collect all fines and fees related ticket collections to the Cities of Huntington Woods, Royal Oak Township, Pleasant Ridge and Oak Park. In addition, the fund accounts for the operating costs of the court which are financed through a transfer from the General Fund.

#### 276 45<sup>th</sup> DISTRICT COURT FUND

|                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | Department Head<br>Requested<br>2017-18 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 |
|--------------------------------------------------|---------------------|----------------------|-----------------------------------------|----------------------------------------|-------------------------------------|
| <b>ESTIMATED REVENUES</b>                        |                     |                      |                                         |                                        |                                     |
| INTERGOVERNMENTAL                                | \$ 91,448           | \$ 91,448            | \$ 91,448                               | \$ 91,448                              | \$ 91,448                           |
| CHARGES FOR SERVICES                             | 210,220             | 175,000              | 175,000                                 | 175,000                                | 175,000                             |
| INTEREST INCOME                                  | -                   | -                    | -                                       | -                                      | -                                   |
| FINES AND FORFEITURES                            | (211,106)           | (201,929)            | -                                       | -                                      | -                                   |
| TRANSFERS IN - GENERAL FUND                      | 2,047,171           | 1,879,000            | 1,792,906                               | 1,608,336                              | 1,792,906                           |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 2,137,733</b> | <b>\$ 1,943,519</b>  | <b>\$ 2,059,354</b>                     | <b>\$ 1,874,784</b>                    | <b>\$ 2,059,354</b>                 |
| <b>APPROPRIATIONS</b>                            |                     |                      |                                         |                                        |                                     |
| SALARIES                                         | \$ 1,122,802        | \$ 1,206,839         | \$ 1,144,122                            | \$ 1,036,411                           | \$ 1,144,122                        |
| FRINGES                                          | 437,722             | 459,938              | 478,233                                 | 433,548                                | 478,233                             |
| SUPPLIES, MAINTENANCE AND REPAIRS                | 63,698              | 77,534               | 29,447                                  | 15,000                                 | 29,447                              |
| OPERATIONS                                       | 196,174             | 197,819              | 211,332                                 | 179,400                                | 211,332                             |
| STAFF DEVELOPMENT                                | 8,668               | 8,055                | 8,020                                   | 5,570                                  | 8,020                               |
| PRINTING & PUBLICATIONS                          | 43,424              | 39,736               | 44,000                                  | 41,000                                 | 44,000                              |
| INSURANCE AND BONDS                              | 7,948               | 9,200                | 9,200                                   | 9,200                                  | 9,200                               |
| TRANSFERS OUT - COURT RETIREE HEALTHCARE FUND    | 257,300             | 154,655              | 135,000                                 | 154,655                                | 135,000                             |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 2,137,736</b> | <b>\$ 2,153,776</b>  | <b>\$ 2,059,354</b>                     | <b>\$ 1,874,784</b>                    | <b>\$ 2,059,354</b>                 |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 276</b> | <b>\$ (3)</b>       | <b>\$ (210,257)</b>  | <b>\$ -</b>                             | <b>\$ -</b>                            | <b>\$ -</b>                         |
| BEGINNING FUND BALANCE                           | -                   | (3)                  | (210,260)                               | (210,260)                              | (210,260)                           |
| <b>ENDING FUND BALANCE</b>                       | <b>\$ (3)</b>       | <b>\$ (210,260)</b>  | <b>\$ (210,260)</b>                     | <b>\$ (210,260)</b>                    | <b>\$ (210,260)</b>                 |

Fund balance as a percentage of total annual expenditures

0% -10% -10% 0% -10%

Estimated Change in Fund Balance

0% 0% 0% 0% 0% 0%

The 45<sup>th</sup> District Court's line item detail is as follows:



## Financial Summaries

| 276 45th DISTRICT COURT FUND                     |                     |                      |                                      |                                        |                                     |
|--------------------------------------------------|---------------------|----------------------|--------------------------------------|----------------------------------------|-------------------------------------|
|                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | Depl. Head<br>Recommended<br>2017-18 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 |
| <b>ESTIMATED REVENUES</b>                        |                     |                      |                                      |                                        |                                     |
| REIMBURSEMENT JUDGES SALARIES                    | \$ 91,448           | \$ 91,448            | \$ 91,448                            | \$ 91,448                              | \$ 91,448                           |
| TRANSFER IN - GENERAL FUND                       | 2,047,171           | 1,879,000            | 1,792,906                            | 1,608,336                              | 1,792,906                           |
| MISCELLANEOUS FEES                               | 210,220             | 175,000              | 175,000                              | 175,000                                | 175,000                             |
| ORDINANCE FINES                                  | 3,336,042           | 2,958,356            | -                                    | -                                      | -                                   |
| CITY OF HUNTINGTON WOODS                         | (119,000)           | (123,680)            | -                                    | -                                      | -                                   |
| CITY OF PLEASANT RIDGE                           | (30,616)            | (23,892)             | -                                    | -                                      | -                                   |
| TOWNSHIP OF ROYAL OAK                            | (2,987)             | (3,567)              | -                                    | -                                      | -                                   |
| TREASURER STATE OF MICH                          | (660,001)           | (660,798)            | -                                    | -                                      | -                                   |
| MICH DEPT OF STATE                               | (105,433)           | (95,682)             | -                                    | -                                      | -                                   |
| OAKLAND COUNTY TREASURER                         | (86,523)            | (82,808)             | -                                    | -                                      | -                                   |
| PROBATION FEES                                   | (214,970)           | (175,000)            | -                                    | -                                      | -                                   |
| OAK PARK COURT FINES                             | (1,968,219)         | (1,650,863)          | -                                    | -                                      | -                                   |
| D-CRT HEALTH CARE SURCHG                         | (208,823)           | (207,345)            | -                                    | -                                      | -                                   |
| D COURT CONSTRUCTION FUND                        | (150,576)           | (136,650)            | -                                    | -                                      | -                                   |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 2,137,733</b> | <b>\$ 1,943,519</b>  | <b>\$ 2,059,354</b>                  | <b>\$ 1,874,784</b>                    | <b>\$ 2,059,354</b>                 |
| <b>APPROPRIATIONS</b>                            |                     |                      |                                      |                                        |                                     |
| SALARIES & WAGES                                 | \$ 1,122,802        | \$ 1,206,839         | \$ 1,144,122                         | \$ 1,036,411                           | \$ 1,144,122                        |
| RETIREE HEALTH CARE - DC CONTRIBUTIONS           | 15,106              | 17,588               | 17,464                               | 14,969                                 | 17,464                              |
| HEALTH INSURANCE                                 | 222,553             | 243,241              | 226,359                              | 204,874                                | 226,359                             |
| RETIREMENT CONTRIBUTION COURT                    | 80,607              | 51,019               | 99,419                               | 89,404                                 | 99,419                              |
| DENTAL INSURANCE                                 | 21,912              | 23,650               | 21,500                               | 20,425                                 | 21,500                              |
| LIFE INSURANCE                                   | 2,045               | 2,950                | 2,525                                | 2,360                                  | 2,525                               |
| WORKERS COMPENSATION INSURANCE                   | 10,125              | 23,547               | 18,314                               | 17,525                                 | 18,314                              |
| UNEMPLOYMENT COMPENSATION                        | 4,604               | 1,375                | -                                    | -                                      | -                                   |
| SOCIAL SECURITY INSURANCE                        | 76,883              | 92,323               | 87,525                               | 79,284                                 | 87,525                              |
| LONG TERM DISABILITY INSURANCE                   | 3,887               | 4,245                | 5,127                                | 4,707                                  | 5,127                               |
| SUPPLIES                                         | 24,232              | 32,534               | 29,447                               | 15,000                                 | 29,447                              |
| PROFESSIONAL SERVICES                            | 18,073              | 25,400               | 45,400                               | 45,400                                 | 45,400                              |
| BANK/CC FEES & SERVICE CHARGES                   | 13                  | -                    | -                                    | -                                      | -                                   |
| CONTRACTUAL SERVICES                             | 163,448             | 154,157              | 147,332                              | 120,000                                | 147,332                             |
| TRANSPORTATION                                   | 5,291               | 4,800                | 4,800                                | 1,000                                  | 4,800                               |
| CONFERENCES & WORKSHOPS                          | 4,560               | 4,634                | 4,450                                | 2,000                                  | 4,450                               |
| PRINTING & PUBLICATIONS                          | 23,823              | 21,599               | 21,000                               | 21,000                                 | 21,000                              |
| POSTAGE                                          | 19,601              | 18,137               | 23,000                               | 20,000                                 | 23,000                              |
| INSURANCE & BONDS                                | 7,948               | 9,200                | 9,200                                | 9,200                                  | 9,200                               |
| UTILITIES - CABLE                                | 938                 | -                    | 1,500                                | 1,500                                  | 1,500                               |
| UTILITIES - TELEPHONE                            | 1,810               | 3,324                | 1,500                                | 1,500                                  | 1,500                               |
| REPAIRS & MAINTENANCE                            | 39,466              | 45,000               | -                                    | -                                      | -                                   |
| RENTALS - COPIER LEASE                           | 4,953               | 8,500                | 8,500                                | 8,500                                  | 8,500                               |
| MISCELLANEOUS                                    | 1,648               | 1,638                | 2,300                                | 1,500                                  | 2,300                               |
| MEMBERSHIPS, DUES & SUBSCRIPTIONS                | 1,518               | 2,255                | 1,000                                | 1,000                                  | 1,000                               |
| EDUCATION & TRAINING                             | 2,590               | 1,166                | 2,570                                | 2,570                                  | 2,570                               |
| CAPITAL OUTLAY                                   | -                   | -                    | -                                    | -                                      | -                                   |
| CONTRIBUTION TO RETIREES HEALTH CARE             | 257,300             | 154,655              | 135,000                              | 154,655                                | 135,000                             |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 2,137,736</b> | <b>\$ 2,153,776</b>  | <b>\$ 2,059,354</b>                  | <b>\$ 1,874,784</b>                    | <b>\$ 2,059,354</b>                 |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 276</b> | <b>\$ (3)</b>       | <b>\$ (210,257)</b>  | <b>\$ -</b>                          | <b>\$ -</b>                            | <b>\$ -</b>                         |
| BEGINNING FUND BALANCE                           | -                   | (3)                  | (210,260)                            | (210,260)                              | (210,260)                           |
| ENDING FUND BALANCE                              | \$ (3)              | \$ (210,260)         | \$ (210,260)                         | \$ (210,260)                           | \$ (210,260)                        |

**Note:**

1. In Kind Costs for Operating the 45th District Court are not included in the above budget.
2. Current Budget will be subject to a Budget Amendment in the first quarter of the Fiscal Year 2017-2018, but is dependent upon the results from the Third Party Cost and Staffing Analysis results.

**Note:**

1. In Kind Costs for Operating the 45th District Court are not included in the above budget.
2. Current Budget will be subject to a Budget Amendment in the first quarter of the Fiscal Year 2017-2018, which would be dependent upon the results from the Third Party Cost and Staffing Analysis results.



## Financial Summaries

### Mental Health Court Grant Fund

The funding for this grant is provided by the State of Michigan. It provides support to eligible individuals by allowing them to participate in a probation program that can help reduce recurring criminal behavior and the length of incarceration.

#### 283 MENTAL HEALTH COURT GRANT FUND

|                                                  | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected  |            |
|--------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|------------|------------|
|                                                  |                   |                      |                                        |                                     | 2018-19    | 2019-20    |
| <b>ESTIMATED REVENUES</b>                        |                   |                      |                                        |                                     |            |            |
| INTERGOVERNMENTAL                                | \$ -              | \$ 2,976             | \$ 100,000                             | \$ 100,000                          | \$ 100,000 | \$ 100,000 |
| <b>TOTAL ESTIMATED REVENUES</b>                  | \$ -              | \$ 2,976             | \$ 100,000                             | \$ 100,000                          | \$ 100,000 | \$ 100,000 |
| <b>APPROPRIATIONS</b>                            |                   |                      |                                        |                                     |            |            |
| SALARIES                                         | \$ -              | \$ 955               | \$ 20,000                              | \$ 20,000                           | \$ 20,000  | \$ 20,000  |
| FRINGES                                          | -                 | 79                   | 10,000                                 | 10,000                              | 10,000     | 10,000     |
| SUPPLIES, MAINTENANCE AND REPAIRS                | -                 | -                    | 5,000                                  | 5,000                               | 5,000      | 5,000      |
| OPERATIONS                                       | -                 | -                    | 62,500                                 | 62,500                              | 62,500     | 62,500     |
| STAFF DEVELOPMENT                                | -                 | 1,942                | 2,500                                  | 2,500                               | 2,500      | 2,500      |
| <b>TOTAL APPROPRIATIONS</b>                      | \$ -              | \$ 2,976             | \$ 100,000                             | \$ 100,000                          | \$ 100,000 | \$ 100,000 |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 284</b> | \$ -              | \$ -                 | \$ -                                   | \$ -                                | \$ -       | \$ -       |
| BEGINNING FUND BALANCE                           | -                 | -                    | -                                      | -                                   | -          | -          |
| <b>ENDING FUND BALANCE</b>                       | \$ -              | \$ -                 | \$ -                                   | \$ -                                | \$ -       | \$ -       |

Fund balance as a percentage of total annual expenditures

0% 0% 0% 0% 0% 0%

Estimated Change in Fund Balance

0% 0% 0% 0% 0% 0%



## Financial Summaries

### Veterans Treatment Court Grant Fund

This revenue for this fund is a grant provided by the State of Michigan. This grant creates a problem solving court program to assist veterans facing includes criminal justice issues.

#### 284 VETERANS TREATMENT COURT GRANT FUND

|                                                  | Actual<br>2015-16  | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected          |                    |
|--------------------------------------------------|--------------------|----------------------|----------------------------------------|-------------------------------------|--------------------|--------------------|
|                                                  |                    |                      |                                        |                                     | 2018-19            | 2019-20            |
| <b>ESTIMATED REVENUES</b>                        |                    |                      |                                        |                                     |                    |                    |
| INTERGOVERNMENTAL                                | \$ 45,072          | \$ 44,101            | \$ 30,342                              | \$ 30,342                           | \$ 30,342          | \$ 30,342          |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 45,072</b>   | <b>\$ 44,101</b>     | <b>\$ 30,342</b>                       | <b>\$ 30,342</b>                    | <b>\$ 30,342</b>   | <b>\$ 30,342</b>   |
| <b>APPROPRIATIONS</b>                            |                    |                      |                                        |                                     |                    |                    |
| SALARIES                                         | \$ 16,947          | \$ 25,145            | \$ 13,009                              | \$ 13,009                           | \$ 13,009          | \$ 13,009          |
| FRINGES                                          | 1,269              | 1,982                | 1,325                                  | 1,325                               | 1,325              | 1,325              |
| SUPPLIES, MAINTENANCE AND REPAIRS                | 1,494              | 1,363                | 3,500                                  | 3,500                               | 3,500              | 3,500              |
| OPERATIONS                                       | 15,324             | 15,267               | 10,508                                 | 10,508                              | 10,508             | 10,508             |
| STAFF DEVELOPMENT                                | -                  | 344                  | 2,000                                  | 2,000                               | 2,000              | 2,000              |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 35,034</b>   | <b>\$ 44,101</b>     | <b>\$ 30,342</b>                       | <b>\$ 30,342</b>                    | <b>\$ 30,342</b>   | <b>\$ 30,342</b>   |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 284</b> | <b>\$ 10,038</b>   | <b>\$ -</b>          | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>        | <b>\$ -</b>        |
| BEGINNING FUND BALANCE                           | (23,840)           | (13,802)             | (13,802)                               | (13,802)                            | (13,802)           | (13,802)           |
| <b>ENDING FUND BALANCE</b>                       | <b>\$ (13,802)</b> | <b>\$ (13,802)</b>   | <b>\$ (13,802)</b>                     | <b>\$ (13,802)</b>                  | <b>\$ (13,802)</b> | <b>\$ (13,802)</b> |

Fund balance as a percentage of total annual expenditures

-39%      -31%      -45%      -45%      -45%      -45%

Estimated Change in Fund Balance

-42%      0%      0%      0%      0%      0%



## Financial Summaries

### Neighborhood Stabilization Grant Fund

This fund is used as part of the American Recovery and Reinvestment Act and is administered by HUD. Houses are purchased by the City and either rehabilitated or demolished. The homes are then either remodeled or re-built and then sold to those who qualify according to HUD guidelines.

#### 403 NEIGHBORHOOD STABILIZATION GRANT FUND

|                                                           | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected     |               |
|-----------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|---------------|---------------|
|                                                           |                   |                      |                                        |                                     | 2018-19       | 2019-20       |
| <b>ESTIMATED REVENUES</b>                                 |                   |                      |                                        |                                     |               |               |
| INTERGOVERNMENTAL                                         | \$ 34,332         | \$ 61,145            | \$ -                                   | \$ -                                | \$ -          | \$ -          |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 34,332</b>  | <b>\$ 61,145</b>     | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>   | <b>\$ -</b>   |
| <b>APPROPRIATIONS</b>                                     |                   |                      |                                        |                                     |               |               |
| SALARIES                                                  | \$ 5,916          | \$ 3,233             | \$ -                                   | \$ -                                | \$ -          | \$ -          |
| FRINGES                                                   | 4,341             | 2,189                | -                                      | -                                   | -             | -             |
| OPERATIONS                                                | 26,145            | 53,655               | -                                      | -                                   | -             | -             |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 36,402</b>  | <b>\$ 59,077</b>     | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>   | <b>\$ -</b>   |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 403</b>          | <b>\$ (2,070)</b> | <b>\$ 2,068</b>      | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>   | <b>\$ -</b>   |
| BEGINNING FUND BALANCE                                    | -                 | (2,070)              | (2)                                    | (2)                                 | (2)           | (2)           |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ (2,070)</b> | <b>\$ (2)</b>        | <b>\$ (2)</b>                          | <b>\$ (2)</b>                       | <b>\$ (2)</b> | <b>\$ (2)</b> |
| Fund balance as a percentage of total annual expenditures | -6%               | 0%                   | 0%                                     | 0%                                  | 0%            | 0%            |
| Estimated Change in Fund Balance                          | 0%                | 0%                   | 0%                                     | 0%                                  | 0%            | 0%            |



## Financial Summaries

### Community Development Block Grant (CDBG) Fund

This fund records federal grant monies passed through to the City from Oakland County. These funds are used to support the code assistance officer program and public services including safety repairs and yard services.

#### 275 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

|                                           | Actual<br>2015-16  | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|-------------------------------------------|--------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                           |                    |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                 |                    |                      |                                        |                                     |                   |                   |
| FEDERAL GRANTS                            | \$ 80,489          | \$ 78,453            | \$ 127,915                             | \$ 127,915                          | \$ 112,915        | \$ 112,915        |
| <b>TOTAL ESTIMATED REVENUES</b>           | <b>\$ 80,489</b>   | <b>\$ 78,453</b>     | <b>\$ 127,915</b>                      | <b>\$ 127,915</b>                   | <b>\$ 112,915</b> | <b>\$ 112,915</b> |
| <b>APPROPRIATIONS</b>                     |                    |                      |                                        |                                     |                   |                   |
| SALARIES                                  | \$ 39,856          | \$ 34,750            | \$ 53,864                              | \$ 53,864                           | \$ 54,941         | \$ 55,765         |
| FRINGES                                   | 34,633             | 28,957               | 45,716                                 | 45,716                              | 44,946            | 45,620            |
| OPERATIONS                                | 16,991             | 15,000               | -                                      | -                                   | -                 | -                 |
| <b>TOTAL APPROPRIATIONS</b>               | <b>\$ 91,480</b>   | <b>\$ 78,707</b>     | <b>\$ 99,580</b>                       | <b>\$ 99,580</b>                    | <b>\$ 99,887</b>  | <b>\$ 101,385</b> |
| NET OF REVENUES/APPROPRIATIONS - FUND 275 | \$ (10,991)        | \$ (254)             | \$ 28,335                              | \$ 28,335                           | \$ 13,028         | \$ 11,530         |
| BEGINNING FUND BALANCE                    | -                  | (10,991)             | (11,245)                               | (11,245)                            | 17,090            | 30,118            |
| <b>ENDING FUND BALANCE</b>                | <b>\$ (10,991)</b> | <b>\$ (11,245)</b>   | <b>\$ 17,090</b>                       | <b>\$ 17,090</b>                    | <b>\$ 30,118</b>  | <b>\$ 41,648</b>  |

Fund balance as a percentage of total annual expenditures

-12%      -14%      17%      17%      30%      41%

Estimated Change in Fund Balance

0%      0%      0%      0%      0%      0%



## Financial Summaries

### Narcotics Forfeiture Fund

This fund records all receipts and expenditures relating to Federal, State, Local and OWI, forfeited and legally restricted, funds relating to narcotic trafficking, money laundering, State laws and ordinances.

| <b>253 NARCOTICS FORFEITURE FUND</b>                      |                   |                      |                                        |                                     |                   |                   |  |
|-----------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|--|
|                                                           | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |  |
|                                                           |                   |                      |                                        |                                     | 2018-19           | 2019-20           |  |
| <b>ESTIMATED REVENUES</b>                                 |                   |                      |                                        |                                     |                   |                   |  |
| FINES AND FORFEITURES                                     | \$ 9,498          | \$ 10,146            | \$ 10,000                              | \$ 10,000                           | \$ 10,000         | \$ 10,000         |  |
| INTEREST INCOME                                           | 1,046             | 100                  | 100                                    | 100                                 | 100               | 100               |  |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 10,544</b>  | <b>\$ 10,246</b>     | <b>\$ 10,100</b>                       | <b>\$ 10,100</b>                    | <b>\$ 10,100</b>  | <b>\$ 10,100</b>  |  |
| <b>APPROPRIATIONS</b>                                     |                   |                      |                                        |                                     |                   |                   |  |
| SUPPLIES, MAINTENANCE AND REPAIRS                         | \$ -              | \$ 38,622            | \$ 13,400                              | \$ 13,400                           | \$ 11,000         | \$ 11,000         |  |
| OPERATIONS                                                | 22                | -                    | 2,000                                  | 2,000                               | 4,400             | 4,400             |  |
| CAPITAL OUTLAY                                            |                   |                      | 15,000                                 | 15,000                              |                   |                   |  |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 22</b>      | <b>\$ 38,622</b>     | <b>\$ 30,400</b>                       | <b>\$ 30,400</b>                    | <b>\$ 15,400</b>  | <b>\$ 15,400</b>  |  |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 253</b>          | <b>\$ 10,522</b>  | <b>\$ (28,376)</b>   | <b>\$ (20,300)</b>                     | <b>\$ (20,300)</b>                  | <b>\$ (5,300)</b> | <b>\$ (5,300)</b> |  |
| BEGINNING FUND BALANCE                                    | 66,695            | 77,217               | 48,841                                 | 48,841                              | 28,541            | 23,241            |  |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 77,217</b>  | <b>\$ 48,841</b>     | <b>\$ 28,541</b>                       | <b>\$ 28,541</b>                    | <b>\$ 23,241</b>  | <b>\$ 17,941</b>  |  |
| Fund balance as a percentage of total annual expenditures | 350986%           | 126%                 | 94%                                    | 94%                                 | 151%              | 117%              |  |
| Estimated Change in Fund Balance                          | 16%               | -37%                 | -42%                                   | -42%                                | -19%              | -23%              |  |





## Financial Summaries

### Library Fund

Oak Park Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment. The Library is funded primarily from property taxes in accordance with a special City Charter millage but also includes an annual subsidy from the General Fund.

| 111 LIBRARY FUND                                 |                   |                      |                                        |                                     |                    |                   |
|--------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|--------------------|-------------------|
|                                                  | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected          |                   |
|                                                  |                   |                      |                                        |                                     | 2018-19            | 2019-20           |
| <b>ESTIMATED REVENUES</b>                        |                   |                      |                                        |                                     |                    |                   |
| PROPERTY TAXES                                   | \$ 642,407        | \$ 650,266           | \$ 652,080                             | \$ 652,080                          | \$ 655,400         | \$ 658,738        |
| INTERGOVERNMENTAL                                | 89,322            | 110,483              | 76,100                                 | 76,100                              | 76,000             | 76,000            |
| CHARGES FOR SERVICES                             | 22,563            | 22,103               | 23,000                                 | 23,000                              | 23,500             | 23,500            |
| FINES AND FORFEITURES                            | -                 | -                    | -                                      | -                                   | -                  | -                 |
| INTEREST                                         | 4,371             | 540                  | 1,575                                  | 1,575                               | 1,650              | 1,650             |
| OTHER REVENUE                                    | 2,411             | 1,997                | 2,000                                  | 2,000                               | 2,200              | 2,200             |
| TRANSFER IN - GENERAL FUND                       | 60,000            | 110,000              | 109,174                                | 109,174                             | 108,000            | 138,000           |
| <b>TOTAL ESTIMATED REVENUES</b>                  | <b>\$ 821,074</b> | <b>\$ 895,389</b>    | <b>\$ 863,929</b>                      | <b>\$ 863,929</b>                   | <b>\$ 866,750</b>  | <b>\$ 900,088</b> |
| <b>APPROPRIATIONS</b>                            |                   |                      |                                        |                                     |                    |                   |
| SALARIES                                         | \$ 321,922        | \$ 346,728           | \$ 367,885                             | \$ 367,885                          | \$ 369,925         | \$ 373,599        |
| FRINGES                                          | 241,957           | 296,866              | 274,752                                | 274,752                             | 278,066            | 281,120           |
| SUPPLIES, MAINTENANCE AND REPAIRS                | 70,243            | 69,735               | 70,250                                 | 70,250                              | 70,250             | 74,250            |
| OPERATIONS                                       | 120,445           | 108,583              | 116,381                                | 116,381                             | 116,381            | 117,190           |
| STAFF DEVELOPMENT                                | 855               | 2,342                | 3,487                                  | 3,487                               | 3,487              | 3,437             |
| CAPITAL OUTLAY                                   | 11,312            | -                    | -                                      | -                                   | -                  | -                 |
| TRANSFERS OUT - LIBRARY LEASE DEBT SERVICE FUND  | 50,000            | 50,000               | 50,000                                 | 50,000                              | 50,000             | 50,000            |
| <b>TOTAL APPROPRIATIONS</b>                      | <b>\$ 816,734</b> | <b>\$ 874,254</b>    | <b>\$ 882,755</b>                      | <b>\$ 882,755</b>                   | <b>\$ 888,109</b>  | <b>\$ 899,596</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 111</b> | <b>\$ 4,340</b>   | <b>\$ 21,135</b>     | <b>\$ (18,826)</b>                     | <b>\$ (18,826)</b>                  | <b>\$ (21,359)</b> | <b>\$ 492</b>     |
| BEGINNING FUND BALANCE                           | 124,708           | 129,048              | 150,183                                | 150,183                             | 131,357            | 109,998           |
| <b>ENDING FUND BALANCE</b>                       | <b>\$ 129,048</b> | <b>\$ 150,183</b>    | <b>\$ 131,357</b>                      | <b>\$ 131,357</b>                   | <b>\$ 109,998</b>  | <b>\$ 110,490</b> |

|                                                           |     |     |      |      |      |     |
|-----------------------------------------------------------|-----|-----|------|------|------|-----|
| Fund balance as a percentage of total annual expenditures | 16% | 17% | 15%  | 15%  | 12%  | 12% |
| Estimated Change in Fund Balance                          | 3%  | 16% | -13% | -13% | -16% | 0%  |





## Financial Summaries

### Brownfield Authority Fund

This Authority was made possible via the Brownfield Redevelopment Financing Act (PA 381) and is administered by the State of Michigan. Brownfield incentives are offered to developers to improve sites where old and unused buildings are located.

| 112 BROWNFIELD AUTHORITY FUND                                    |                     |                      |                                        |                                     |                   |                   |
|------------------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|                                                                  |                     |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                                        |                     |                      |                                        |                                     |                   |                   |
| PROPERTY TAXES                                                   | \$ 136,906          | \$ 120,000           | \$ 238,925                             | \$ 238,925                          | \$ 238,925        | \$ 238,925        |
| INTEREST                                                         | -                   | -                    | 10                                     | 10                                  | 10                | 10                |
| OTHER REVENUE                                                    | 31,063              | -                    | -                                      | -                                   | -                 | -                 |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 167,969</b>   | <b>\$ 120,000</b>    | <b>\$ 238,935</b>                      | <b>\$ 238,935</b>                   | <b>\$ 238,935</b> | <b>\$ 238,935</b> |
| <b>APPROPRIATIONS</b>                                            |                     |                      |                                        |                                     |                   |                   |
| SALARIES                                                         | \$ 35,000           | \$ 10,000            | \$ 10,000                              | \$ 10,000                           | \$ 10,000         | \$ 10,000         |
| OPERATIONS                                                       | 419,526             | 110,000              | 228,935                                | 228,935                             | 228,935           | 228,935           |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 454,526</b>   | <b>\$ 120,000</b>    | <b>\$ 238,935</b>                      | <b>\$ 238,935</b>                   | <b>\$ 238,935</b> | <b>\$ 238,935</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 112</b>                 | <b>\$ (286,557)</b> | <b>\$ -</b>          | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>       | <b>\$ -</b>       |
| BEGINNING FUND BALANCE                                           | 286,557             | -                    | -                                      | -                                   | -                 | -                 |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ -</b>         | <b>\$ -</b>          | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>0%</b>           | <b>0%</b>            | <b>0%</b>                              | <b>0%</b>                           | <b>0%</b>         | <b>0%</b>         |
| <b>Estimated Change in Fund Balance</b>                          | <b>-100%</b>        | <b>0%</b>            | <b>0%</b>                              | <b>0%</b>                           | <b>0%</b>         | <b>0%</b>         |



## Financial Summaries

### Corridor Improvement Authority Fund

The CIA Fund (PA 280) will maintain and upgrade the economic viability of the City's business districts. This can be achieved by stopping property value deterioration, increasing property tax valuation and promoting economic growth.

| <b>251 CORRIDOR IMPROVEMENT AUTHORITY FUND</b>                   |                   |                      |                                        |                                     |                  |                  |  |
|------------------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|------------------|------------------|--|
|                                                                  | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected        |                  |  |
|                                                                  |                   |                      |                                        |                                     | 2018-19          | 2019-20          |  |
| <b>ESTIMATED REVENUES</b>                                        |                   |                      |                                        |                                     |                  |                  |  |
| PROPERTY TAXES                                                   | \$ -              | \$ 8,107             | \$ 17,990                              | \$ 17,990                           | \$ 17,990        | \$ 17,990        |  |
| INTEREST                                                         | -                 | (25)                 | -                                      | -                                   | -                | -                |  |
| OTHER REVENUE                                                    | -                 | 450                  | 500                                    | 500                                 | 500              | 500              |  |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ -</b>       | <b>\$ 8,532</b>      | <b>\$ 18,490</b>                       | <b>\$ 18,490</b>                    | <b>\$ 18,490</b> | <b>\$ 18,490</b> |  |
| <b>APPROPRIATIONS</b>                                            |                   |                      |                                        |                                     |                  |                  |  |
| SALARIES                                                         | \$ -              | \$ -                 | \$ -                                   | \$ -                                | \$ -             | \$ -             |  |
| SUPPLIES, MAINTENANCE AND REPAIRS                                | -                 | 1,100                | 10,000                                 | 10,000                              | 10,000           | 10,000           |  |
| OPERATIONS                                                       | -                 | 7,432                | 8,000                                  | 8,000                               | 8,000            | 8,000            |  |
| STAFF DEVELOPMENT                                                | -                 | -                    | 125                                    | 125                                 | 125              | 125              |  |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ -</b>       | <b>\$ 8,532</b>      | <b>\$ 18,125</b>                       | <b>\$ 18,125</b>                    | <b>\$ 18,125</b> | <b>\$ 18,125</b> |  |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 251</b>                 | <b>\$ -</b>       | <b>\$ -</b>          | <b>\$ 365</b>                          | <b>\$ 365</b>                       | <b>\$ 365</b>    | <b>\$ 365</b>    |  |
| BEGINNING FUND BALANCE                                           | -                 | -                    | -                                      | -                                   | 365              | 730              |  |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ -</b>       | <b>\$ -</b>          | <b>\$ 365</b>                          | <b>\$ 365</b>                       | <b>\$ 730</b>    | <b>\$ 1,095</b>  |  |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>0%</b>         | <b>0%</b>            | <b>2%</b>                              | <b>2%</b>                           | <b>4%</b>        | <b>6%</b>        |  |
| <b>Estimated Change in Fund Balance</b>                          | <b>-100%</b>      | <b>0%</b>            | <b>100%</b>                            | <b>0%</b>                           | <b>0%</b>        | <b>200%</b>      |  |



## Financial Summaries

### Debt Service Funds

#### 2010 Municipal Complex Bond Debt Fund

This fund was established to account for annual debt service payments for a bond that was issued to construct a new municipal office building. The annual debt service is paid from property tax collections authorized by a voter approved millage.

| <b>303 2010 MUNICIPAL COMPLEX BOND</b>                    |                   |                      |                                        |                                     |                   |                   |
|-----------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                           | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|                                                           |                   |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                                 |                   |                      |                                        |                                     |                   |                   |
| PROPERTY TAX REVENUE                                      | \$ 908,566        | \$ 832,416           | \$ 847,044                             | \$ 847,044                          | \$ 834,050        | \$ 847,206        |
| INTEREST INCOME                                           | 1,932             | 1,100                | 1,100                                  | 1,100                               | 1,100             | 1,100             |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 910,498</b> | <b>\$ 833,516</b>    | <b>\$ 848,144</b>                      | <b>\$ 848,144</b>                   | <b>\$ 835,150</b> | <b>\$ 848,306</b> |
| <b>APPROPRIATIONS</b>                                     |                   |                      |                                        |                                     |                   |                   |
| PRINCIPAL                                                 | \$ 375,000        | \$ 375,000           | \$ 400,000                             | \$ 400,000                          | \$ 400,000        | \$ 425,000        |
| INTEREST                                                  | 465,801           | 457,416              | 447,044                                | 447,044                             | 434,050           | 422,206           |
| OTHER SERVICES AND CHARGES                                | 24                | 1,100                | 1,100                                  | 1,100                               | 1,100             | 1,100             |
| TRANSFERS OUT                                             | -                 | 0                    | 0                                      | 0                                   | 0                 | 0                 |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 840,825</b> | <b>\$ 833,516</b>    | <b>\$ 848,144</b>                      | <b>\$ 848,144</b>                   | <b>\$ 835,150</b> | <b>\$ 848,306</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 303</b>          | <b>\$ 69,673</b>  | <b>\$ -</b>          | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>       | <b>\$ -</b>       |
| BEGINNING FUND BALANCE                                    | 29,001            | 98,674               | 98,674                                 | 98,674                              | 98,674            | 98,674            |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 98,674</b>  | <b>\$ 98,674</b>     | <b>\$ 98,674</b>                       | <b>\$ 98,674</b>                    | <b>\$ 98,674</b>  | <b>\$ 98,674</b>  |
| Fund balance as a percentage of total annual expenditures | 12%               | 12%                  | 12%                                    | 12%                                 | 12%               | 12%               |
| Estimated Change in Fund Balance                          | 12%               | 0%                   | 0%                                     | 0%                                  | 0%                | 0%                |



## Financial Summaries

### 2011 Library and Recreation Lease Debt Fund

This fund was established to account for annual debt service payments for the lease agreement with Oakland County for the Library and recreation building. The annual debt service is paid from contributions from the Library and General Funds.

| <b>305 2011 LIBRARY AND RECREATION LEASE DEBT FUND</b>    |                   |                   |                             |                          |                   |                   |
|-----------------------------------------------------------|-------------------|-------------------|-----------------------------|--------------------------|-------------------|-------------------|
|                                                           | Actual            | Estimated         | City Manager<br>Recommended | City Council<br>Approved | Projected         |                   |
|                                                           | 2015-16           | 2016-17           | 2017-18                     | 2017-18                  | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                                 |                   |                   |                             |                          |                   |                   |
| INTEREST INCOME                                           | \$ 121            | \$ 69             | \$ 50                       | \$ 50                    | \$ 50             | \$ 50             |
| TRANSFER IN - LIBRARY FUND                                | 50,000            | 50,000            | 50,000                      | 50,000                   | 50,000            | 50,000            |
| TRANSFER IN - GENERAL FUND                                | 100,519           | 102,810           | 100,935                     | 100,935                  | 103,998           | 101,998           |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 150,640</b> | <b>\$ 152,879</b> | <b>\$ 150,985</b>           | <b>\$ 150,985</b>        | <b>\$ 154,048</b> | <b>\$ 152,048</b> |
| <b>APPROPRIATIONS</b>                                     |                   |                   |                             |                          |                   |                   |
| PRINCIPAL                                                 | \$ 70,000         | \$ 75,000         | \$ 75,000                   | \$ 75,000                | \$ 80,000         | \$ 80,000         |
| INTEREST                                                  | 79,373            | 77,560            | 75,685                      | 75,685                   | 73,748            | 71,748            |
| OTHER SERVICES AND CHARGES                                | 1,267             | 252               | 300                         | 300                      | 300               | 300               |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 150,640</b> | <b>\$ 152,812</b> | <b>\$ 150,985</b>           | <b>\$ 150,985</b>        | <b>\$ 154,048</b> | <b>\$ 152,048</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 305</b>          | <b>\$ -</b>       | <b>\$ 67</b>      | <b>\$ -</b>                 | <b>\$ -</b>              | <b>\$ -</b>       | <b>\$ -</b>       |
| BEGINNING FUND BALANCE                                    | -                 | -                 | 67                          | 67                       | 67                | 67                |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ -</b>       | <b>\$ 67</b>      | <b>\$ 67</b>                | <b>\$ 67</b>             | <b>\$ 67</b>      | <b>\$ 67</b>      |
| Fund balance as a percentage of total annual expenditures | 0%                | 0%                | 0%                          | 0%                       | 0%                | 0%                |
| Estimated Change in Fund Balance                          | 0%                | 0%                | 0%                          | 0%                       | 0%                | 0%                |



## Financial Summaries

### 2015 Street Improvement Refunding Bond Fund

This fund was established to account for annual debt service payments for a bond that was issued to refinance the 2006 Street Improvement Bonds. The annual debt service is paid from property tax collections authorized by a voter approved millage.

#### 308 2015 STREET REFUNDING BOND FUND

|                                                   | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|---------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                   |                     |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                         |                     |                      |                                        |                                     |                   |                   |
| PROPERTY TAX REVENUE                              | \$ -                | \$ 767,300           | \$ 727,400                             | \$ 727,400                          | \$ 725,200        | \$ 727,400        |
| PROCEEDS FOR ISSUANCE OF DEBT                     | 7,825,000           | -                    | -                                      | -                                   | -                 | -                 |
| INTEREST INCOME                                   | 1,345               | -                    | -                                      | -                                   | -                 | -                 |
| PREMIUM ON DEBT ISSUE                             | 796,882             | -                    | -                                      | -                                   | -                 | -                 |
| <b>TOTAL ESTIMATED REVENUES</b>                   | <b>\$ 8,623,227</b> | <b>\$ 767,300</b>    | <b>\$ 727,400</b>                      | <b>\$ 727,400</b>                   | <b>\$ 725,200</b> | <b>\$ 727,400</b> |
| <b>APPROPRIATIONS</b>                             |                     |                      |                                        |                                     |                   |                   |
| PRINCIPAL                                         | \$ -                | \$ 415,000           | \$ 430,000                             | \$ 430,000                          | \$ 445,000        | \$ 465,000        |
| INTEREST                                          | 153,892             | 313,000              | 296,400                                | 296,400                             | 279,200           | 261,400           |
| OTHER SERVICES AND CHARGES                        | 136,136             | 38,900               | 1,000                                  | 1,000                               | 1,000             | 1,000             |
| TRANSFERS OUT - 2006 STREET IMPROVEMENT BOND FUND | 8,263,426           | -                    | -                                      | -                                   | -                 | -                 |
| <b>TOTAL APPROPRIATIONS</b>                       | <b>\$ 8,553,454</b> | <b>\$ 766,900</b>    | <b>\$ 727,400</b>                      | <b>\$ 727,400</b>                   | <b>\$ 725,200</b> | <b>\$ 727,400</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 308</b>  | <b>\$ 69,773</b>    | <b>\$ 400</b>        | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>       | <b>\$ -</b>       |
| BEGINNING FUND BALANCE                            | -                   | 69,773               | 70,173                                 | 70,173                              | 70,173            | 70,173            |
| <b>ENDING FUND BALANCE</b>                        | <b>\$ 69,773</b>    | <b>\$ 70,173</b>     | <b>\$ 70,173</b>                       | <b>\$ 70,173</b>                    | <b>\$ 70,173</b>  | <b>\$ 70,173</b>  |

|                                                           |    |    |    |    |    |    |
|-----------------------------------------------------------|----|----|----|----|----|----|
| Fund balance as a percentage of total annual expenditures | 9% | 9% | 0% | 0% | 0% | 0% |
|-----------------------------------------------------------|----|----|----|----|----|----|

|                                  |    |    |    |    |    |    |
|----------------------------------|----|----|----|----|----|----|
| Estimated Change in Fund Balance | 0% | 0% | 0% | 0% | 0% | 0% |
|----------------------------------|----|----|----|----|----|----|



## Financial Summaries

### 2012 Street Improvement Refunding Bond Fund

This fund was established to account for annual debt service payments for a bond that was issued to refinance the 2003 Street Improvement Bonds. The annual debt service is paid from property tax collections authorized by a voter approved millage.

| <b>309 2012 STREET REFUNDING BOND FUND</b>                |                   |                   |                             |                          |                   |                   |
|-----------------------------------------------------------|-------------------|-------------------|-----------------------------|--------------------------|-------------------|-------------------|
|                                                           | Actual            | Estimated         | City Manager<br>Recommended | City Council<br>Approved | Projected         |                   |
|                                                           | 2015-16           | 2016-17           | 2017-18                     | 2017-18                  | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                                 |                   |                   |                             |                          |                   |                   |
| PROPERTY TAX REVENUE                                      | \$ 844,227        | \$ 776,074        | \$ 750,612                  | \$ 750,612               | \$ 763,812        | \$ 746,512        |
| INTEREST INCOME                                           | 8,344             | (1,092)           | 1,100                       | 1,100                    | 1,100             | 1,100             |
| TRANSFER IN - MUNICIPAL BUILDING AUTHORITY                | 10,345            | -                 | -                           | -                        | -                 | -                 |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 862,916</b> | <b>\$ 774,982</b> | <b>\$ 751,712</b>           | <b>\$ 751,712</b>        | <b>\$ 764,912</b> | <b>\$ 747,612</b> |
| <b>APPROPRIATIONS</b>                                     |                   |                   |                             |                          |                   |                   |
| PRINCIPAL                                                 | \$ 555,000        | \$ 590,000        | \$ 590,000                  | \$ 590,000               | \$ 615,000        | \$ 610,000        |
| INTEREST                                                  | 184,263           | 173,163           | 161,362                     | 161,362                  | 149,562           | 137,262           |
| OTHER SERVICES AND CHARGES                                | 170               | 350               | 350                         | 350                      | 350               | 350               |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 739,433</b> | <b>\$ 763,513</b> | <b>\$ 751,712</b>           | <b>\$ 751,712</b>        | <b>\$ 764,912</b> | <b>\$ 747,612</b> |
| NET OF REVENUES/APPROPRIATIONS - FUND 309                 | \$ 123,483        | \$ 11,469         | \$ -                        | \$ -                     | \$ -              | \$ -              |
| BEGINNING FUND BALANCE                                    | 144,954           | 268,437           | 279,906                     | 279,906                  | 279,906           | 279,906           |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 268,437</b> | <b>\$ 279,906</b> | <b>\$ 279,906</b>           | <b>\$ 279,906</b>        | <b>\$ 279,906</b> | <b>\$ 279,906</b> |
| Fund balance as a percentage of total annual expenditures | 36%               | 37%               | 0%                          | 0%                       | 0%                | 0%                |
| Estimated Change in Fund Balance                          | 85%               | 0%                | 0%                          | 0%                       | 0%                | 0%                |



## Financial Summaries

### Capital Project Funds

#### City Owned Property Fund

This fund was established in FY 2002-03 for the purpose of purchasing distressed properties. Properties would be purchased thru the county tax foreclosure process. Any properties purchase would be brought up to code and resold. The fund is financed by contributions from the General Fund.

| <b>402 CITY OWNED PROPERTY FUND</b>                              |                           |                              |                                                 |                                              |                  |                  |
|------------------------------------------------------------------|---------------------------|------------------------------|-------------------------------------------------|----------------------------------------------|------------------|------------------|
|                                                                  | <b>Actual<br/>2015-16</b> | <b>Estimated<br/>2016-17</b> | <b>City Manager<br/>Recommended<br/>2017-18</b> | <b>City Council<br/>Approved<br/>2017-18</b> | <b>Projected</b> |                  |
|                                                                  |                           |                              |                                                 |                                              | <b>2018-19</b>   | <b>2019-20</b>   |
| <b>ESTIMATED REVENUES</b>                                        |                           |                              |                                                 |                                              |                  |                  |
| INTEREST INCOME                                                  | \$ 1,482                  | \$ 21                        | \$ -                                            | \$ -                                         | \$ -             | \$ -             |
| CHARGES FOR SERVICES                                             | -                         | 184,676                      | 180,000                                         | 180,000                                      | -                | -                |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 1,482</b>           | <b>\$ 184,697</b>            | <b>\$ 180,000</b>                               | <b>\$ 180,000</b>                            | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>APPROPRIATIONS</b>                                            |                           |                              |                                                 |                                              |                  |                  |
| OPERATIONS                                                       | \$ 29                     | \$ 214,662                   | \$ 180,000                                      | \$ 180,000                                   | \$ -             | \$ -             |
| CAPITAL OUTLAY                                                   | -                         | -                            | -                                               | -                                            | -                | -                |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 29</b>              | <b>\$ 214,662</b>            | <b>\$ 180,000</b>                               | <b>\$ 180,000</b>                            | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 402</b>                 | <b>\$ 1,453</b>           | <b>\$ (29,965)</b>           | <b>\$ -</b>                                     | <b>\$ -</b>                                  | <b>\$ -</b>      | <b>\$ -</b>      |
| BEGINNING FUND BALANCE                                           | 99,147                    | 100,600                      | 70,635                                          | 70,635                                       | 70,635           | 70,635           |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 100,600</b>         | <b>\$ 70,635</b>             | <b>\$ 70,635</b>                                | <b>\$ 70,635</b>                             | <b>\$ 70,635</b> | <b>\$ 70,635</b> |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>346897%</b>            | <b>33%</b>                   | <b>0%</b>                                       | <b>39%</b>                                   | <b>0%</b>        | <b>0%</b>        |
| <b>Estimated Change in Fund Balance</b>                          | <b>0%</b>                 | <b>-30%</b>                  | <b>0%</b>                                       | <b>0%</b>                                    | <b>0%</b>        | <b>0%</b>        |



## Financial Summaries

### Sidewalk Program Fund

This program is funded completely by special assessments charged to citizens receiving the benefit. The cost to administer the program is included in the billing. This fund also charges for weed/mowing abatement.

| <b>451 SIDEWALK PROGRAM FUND</b>                                 |                     |                      |                                        |                                     |                   |                   |
|------------------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|                                                                  |                     |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                                        |                     |                      |                                        |                                     |                   |                   |
| CHARGES FOR SERVICES                                             | \$ 48,523           | \$ 35,000            | \$ 12,000                              | \$ 12,000                           | \$ 18,000         | \$ 12,000         |
| SPECIAL ASSESSMENTS                                              | (2,000)             | -                    | -                                      | -                                   | 500,000           | -                 |
| OTHER REVENUE                                                    | 223,684             | 659,103              | -                                      | -                                   | -                 | -                 |
| INTEREST INCOME                                                  | 443                 | 701                  | -                                      | -                                   | -                 | -                 |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 270,650</b>   | <b>\$ 694,804</b>    | <b>\$ 12,000</b>                       | <b>\$ 12,000</b>                    | <b>\$ 518,000</b> | <b>\$ 12,000</b>  |
| <b>APPROPRIATIONS</b>                                            |                     |                      |                                        |                                     |                   |                   |
| SALARIES                                                         | \$ 13,831           | \$ 13,070            | \$ -                                   | \$ -                                | \$ -              | \$ -              |
| FRINGES                                                          | 3,634               | 5,310                | -                                      | -                                   | -                 | -                 |
| SUPPLIES                                                         | -                   | -                    | 12,000                                 | 12,000                              | 6,000             | 6,000             |
| OPERATIONS                                                       | 5,960               | 2,000                | -                                      | -                                   | -                 | -                 |
| CAPITAL OUTLAY                                                   | 354,772             | 659,103              | -                                      | -                                   | 500,000           | -                 |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 378,197</b>   | <b>\$ 679,483</b>    | <b>\$ 12,000</b>                       | <b>\$ 12,000</b>                    | <b>\$ 506,000</b> | <b>\$ 6,000</b>   |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 403</b>                 | <b>\$ (107,547)</b> | <b>\$ 15,321</b>     | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ 12,000</b>  | <b>\$ 6,000</b>   |
| BEGINNING FUND BALANCE                                           | 210,518             | 102,971              | 118,292                                | 118,292                             | 118,292           | 130,292           |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 102,971</b>   | <b>\$ 118,292</b>    | <b>\$ 118,292</b>                      | <b>\$ 118,292</b>                   | <b>\$ 130,292</b> | <b>\$ 136,292</b> |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>27%</b>          | <b>17%</b>           | <b>0%</b>                              | <b>0%</b>                           | <b>0%</b>         | <b>0%</b>         |
| <b>Estimated Change in Fund Balance</b>                          | <b>-51%</b>         | <b>15%</b>           | <b>0%</b>                              | <b>0%</b>                           | <b>10%</b>        | <b>5%</b>         |





## Financial Summaries

### Municipal Building Construction Fund

This fund was created to provide for the construction of a new district court building or to provide improvements to the existing facility. The funding source for this fund is a portion of the fines and fees collected from ticket adjudicated at the 45<sup>th</sup> district court.

#### 470 MUNICIPAL BUILDING CONSTRUCTION FUND

|                                                                  | Actual<br>2015-16   | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                     |
|------------------------------------------------------------------|---------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|---------------------|
|                                                                  |                     |                      |                                        |                                     | 2018-19           | 2019-20             |
| <b>ESTIMATED REVENUES</b>                                        |                     |                      |                                        |                                     |                   |                     |
| FINES AND FORFEITURES                                            | \$ 150,576          | \$ 149,500           | \$ 142,000                             | \$ 142,000                          | \$ 145,000        | \$ 145,000          |
| INTEREST INCOME                                                  | 23,668              | 6,000                | 10,000                                 | 10,000                              | 10,000            | 10,000              |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 174,244</b>   | <b>\$ 155,500</b>    | <b>\$ 152,000</b>                      | <b>\$ 152,000</b>                   | <b>\$ 155,000</b> | <b>\$ 155,000</b>   |
| <b>APPROPRIATIONS</b>                                            |                     |                      |                                        |                                     |                   |                     |
| OPERATIONS                                                       | \$ 465              | \$ -                 | \$ 560,000                             | \$ 560,000                          | \$ -              | \$ -                |
| CAPITAL OUTLAY                                                   | 25,575              | 250,000              | 300,000                                | 300,000                             | -                 | -                   |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 26,040</b>    | <b>\$ 250,000</b>    | <b>\$ 860,000</b>                      | <b>\$ 860,000</b>                   | <b>\$ -</b>       | <b>\$ -</b>         |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 403</b>                 | <b>\$ 148,204</b>   | <b>\$ (94,500)</b>   | <b>\$ (708,000)</b>                    | <b>\$ (708,000)</b>                 | <b>\$ 155,000</b> | <b>\$ 155,000</b>   |
| BEGINNING FUND BALANCE                                           | 1,462,335           | 1,610,539            | 1,516,039                              | 1,516,039                           | 808,039           | 963,039             |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 1,610,539</b> | <b>\$ 1,516,039</b>  | <b>\$ 808,039</b>                      | <b>\$ 808,039</b>                   | <b>\$ 963,039</b> | <b>\$ 1,118,039</b> |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>100%</b>         | <b>606%</b>          | <b>94%</b>                             | <b>94%</b>                          | <b>100%</b>       | <b>0%</b>           |
| <b>Estimated Change in Fund Balance</b>                          | <b>10%</b>          | <b>-6%</b>           | <b>-47%</b>                            | <b>-47%</b>                         | <b>19%</b>        | <b>16%</b>          |



## Financial Summaries

### Enterprise Funds

#### Water and Sewer Fund

The City of Oak takes pride in providing safe and efficient water distribution and sanitary sewage collection systems. The fund is financed solely by charges to the users of the system. The rates are adjusted annually to ensure sufficient cash flow is available to pay for the operations, maintenance and replacement of the water and sewer system as well as any annual debt service payments.

| <b>592 WATER AND SEWER FUND</b>                                  |                           |                              |                                                 |                                              |                      |                      |
|------------------------------------------------------------------|---------------------------|------------------------------|-------------------------------------------------|----------------------------------------------|----------------------|----------------------|
|                                                                  | <b>Actual<br/>2015-16</b> | <b>Estimated<br/>2016-17</b> | <b>City Manager<br/>Recommended<br/>2017-18</b> | <b>City Council<br/>Approved<br/>2017-18</b> | <b>Projected</b>     |                      |
|                                                                  |                           |                              |                                                 |                                              | <b>2018-19</b>       | <b>2019-20</b>       |
| <b>ESTIMATED REVENUES</b>                                        |                           |                              |                                                 |                                              |                      |                      |
| CHARGES FOR SERVICES                                             | \$ 10,992,378             | \$ 11,764,244                | \$ 12,990,520                                   | \$ 12,990,520                                | \$ 13,564,760        | \$ 14,501,842        |
| INTEREST INCOME                                                  | 53,233                    | (35)                         | 12,500                                          | 12,500                                       | 12,500               | 12,500               |
| TRANSFERS IN - SOLID WASTE FUND                                  | 50,000                    | -                            | -                                               | -                                            | -                    | -                    |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 11,095,611</b>      | <b>\$ 11,764,209</b>         | <b>\$ 13,003,020</b>                            | <b>\$ 13,003,020</b>                         | <b>\$ 13,577,260</b> | <b>\$ 14,514,342</b> |
| <b>APPROPRIATIONS</b>                                            |                           |                              |                                                 |                                              |                      |                      |
| SALARIES                                                         | \$ 1,026,658              | \$ 1,192,806                 | \$ 1,248,680                                    | \$ 1,248,680                                 | \$ 1,251,474         | \$ 1,268,147         |
| FRINGES                                                          | 742,691                   | 916,451                      | 847,070                                         | 847,070                                      | 864,012              | 876,974              |
| SUPPLIES, MAINTENANCE AND REPAIRS                                | 421,568                   | 866,050                      | 1,371,000                                       | 1,371,000                                    | 1,371,000            | 1,371,000            |
| OPERATIONS                                                       | 8,399,835                 | 7,258,053                    | 7,426,150                                       | 7,426,150                                    | 7,613,740            | 7,807,239            |
| STAFF DEVELOPMENT                                                | 11,228                    | 14,709                       | 25,600                                          | 25,600                                       | 25,600               | 25,600               |
| PRINTING & PUBLICATIONS                                          | 24,911                    | 23,000                       | 32,000                                          | 32,000                                       | 32,000               | 32,000               |
| CAPITAL OUTLAY                                                   | -                         | 800,000                      | 430,000                                         | 430,000                                      | 580,000              | 1,040,000            |
| TRANSFERS OUT - GENERAL FUND                                     | 190,000                   | -                            | -                                               | -                                            | -                    | -                    |
| INSURANCE AND BONDS                                              | 87,115                    | 92,957                       | 100,000                                         | 100,000                                      | 100,000              | 100,000              |
| DEBT SERVICE                                                     | 937,567                   | 1,203,263                    | 1,137,248                                       | 1,137,248                                    | 1,133,624            | 1,132,866            |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 11,841,573</b>      | <b>\$ 12,367,289</b>         | <b>\$ 12,617,748</b>                            | <b>\$ 12,617,748</b>                         | <b>\$ 12,971,450</b> | <b>\$ 13,653,826</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 592</b>                 | <b>\$ (745,962)</b>       | <b>\$ (603,080)</b>          | <b>\$ 385,272</b>                               | <b>\$ 385,272</b>                            | <b>\$ 605,810</b>    | <b>\$ 860,516</b>    |
| BEGINNING FUND BALANCE                                           | 18,551,901                | 17,805,939                   | 17,202,859                                      | 17,202,859                                   | 17,588,131           | 18,193,941           |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 17,805,939</b>      | <b>\$ 17,202,859</b>         | <b>\$ 17,588,131</b>                            | <b>\$ 17,588,131</b>                         | <b>\$ 18,193,941</b> | <b>\$ 19,054,457</b> |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>150%</b>               | <b>139%</b>                  | <b>139%</b>                                     | <b>139%</b>                                  | <b>140%</b>          | <b>140%</b>          |
| <b>Estimated Change in Fund Balance</b>                          | <b>-4%</b>                | <b>-3%</b>                   | <b>2%</b>                                       | <b>2%</b>                                    | <b>3%</b>            | <b>5%</b>            |



## Internal Service Funds

### Motor Pool Fund

The City uses this fund to account for the purchase and maintenance of the City's fleet through rental charges for equipment to other funds.

| <b>654 MOTOR POOL FUND</b>                                       |                    |                      |                                        |                                     |                   |                   |
|------------------------------------------------------------------|--------------------|----------------------|----------------------------------------|-------------------------------------|-------------------|-------------------|
|                                                                  | Actual<br>2015-16  | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected         |                   |
|                                                                  |                    |                      |                                        |                                     | 2018-19           | 2019-20           |
| <b>ESTIMATED REVENUES</b>                                        |                    |                      |                                        |                                     |                   |                   |
| CHARGES FOR SERVICES                                             | \$ 532,776         | \$ 696,000           | \$ 623,500                             | \$ 623,500                          | \$ 644,000        | \$ 644,000        |
| OTHER REVENUE                                                    | -                  | 928                  | 250                                    | 250                                 | -                 | -                 |
| INTEREST INCOME                                                  | 548                | 41                   | 250                                    | 250                                 | -                 | -                 |
| TRANSFER IN - GENERAL                                            | -                  | -                    | 158,872                                | 158,872                             | 11,947            | 26,535            |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 533,324</b>  | <b>\$ 696,969</b>    | <b>\$ 782,872</b>                      | <b>\$ 782,872</b>                   | <b>\$ 655,947</b> | <b>\$ 670,535</b> |
| <b>APPROPRIATIONS</b>                                            |                    |                      |                                        |                                     |                   |                   |
| SALARIES                                                         | \$ 51,442          | \$ 50,000            | \$ 53,864                              | \$ 53,864                           | \$ 52,901         | \$ 53,695         |
| FRINGES                                                          | 14,804             | 41,813               | 51,908                                 | 51,908                              | 52,946            | 53,740            |
| SUPPLIES, MAINTENANCE AND REPAIRS                                | 178,293            | 165,000              | 179,500                                | 179,500                             | 171,000           | 179,000           |
| STAFF DEVELOPMENT                                                | 20                 | 100                  | 1,100                                  | 1,100                               | 1,100             | 1,100             |
| OPERATIONS                                                       | 193,835            | 280,000              | 355,500                                | 355,500                             | 280,000           | 285,000           |
| CAPITAL OUTLAY                                                   | 167,863            | 160,000              | 141,000                                | 141,000                             | 98,000            | 98,000            |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 606,257</b>  | <b>\$ 696,913</b>    | <b>\$ 782,872</b>                      | <b>\$ 782,872</b>                   | <b>\$ 655,947</b> | <b>\$ 670,535</b> |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 654</b>                 | <b>\$ (72,933)</b> | <b>\$ 56</b>         | <b>\$ -</b>                            | <b>\$ -</b>                         | <b>\$ -</b>       | <b>\$ -</b>       |
| BEGINNING FUND BALANCE                                           | 1,049,682          | 976,749              | 976,805                                | 976,805                             | 976,805           | 976,805           |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 976,749</b>  | <b>\$ 976,805</b>    | <b>\$ 976,805</b>                      | <b>\$ 976,805</b>                   | <b>\$ 976,805</b> | <b>\$ 976,805</b> |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>161%</b>        | <b>140%</b>          | <b>125%</b>                            | <b>125%</b>                         | <b>149%</b>       | <b>146%</b>       |
| <b>Estimated Change In Fund Balance</b>                          | <b>-7%</b>         | <b>0%</b>            | <b>0%</b>                              | <b>0%</b>                           | <b>0%</b>         | <b>0%</b>         |



## Financial Summaries

### Retiree Healthcare Court Fund

The City uses this fund to account for the purchase and maintenance of the City's fleet through rental charges for equipment to other funds.

| <b>678 RETIREE HEALTH CARE COURT FUND</b>                        |                   |                      |                                        |                                     |                    |                    |
|------------------------------------------------------------------|-------------------|----------------------|----------------------------------------|-------------------------------------|--------------------|--------------------|
|                                                                  | Actual<br>2015-16 | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected          |                    |
|                                                                  |                   |                      |                                        |                                     | 2018-19            | 2019-20            |
| <b>ESTIMATED REVENUES</b>                                        |                   |                      |                                        |                                     |                    |                    |
| FINES AND FORFEITURES                                            | \$ 208,823        | \$ 200,345           | \$ 207,345                             | \$ 135,000                          | \$ 172,000         | \$ 172,000         |
| INTEREST INCOME                                                  | -                 | -                    | -                                      | -                                   | -                  | -                  |
| TRANSFER IN - 45TH DISTRICT COURT                                | 257,300           | 154,655              | 154,655                                | 207,345                             | 175,017            | 175,017            |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 466,123</b> | <b>\$ 355,000</b>    | <b>\$ 362,000</b>                      | <b>\$ 342,345</b>                   | <b>\$ 347,017</b>  | <b>\$ 347,017</b>  |
| <b>APPROPRIATIONS</b>                                            |                   |                      |                                        |                                     |                    |                    |
| OPERATIONS                                                       | \$ 466,111        | \$ 355,000           | \$ 362,000                             | \$ 362,000                          | \$ 385,000         | \$ 385,000         |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 466,111</b> | <b>\$ 355,000</b>    | <b>\$ 362,000</b>                      | <b>\$ 362,000</b>                   | <b>\$ 385,000</b>  | <b>\$ 385,000</b>  |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 211</b>                 | <b>\$ 12</b>      | <b>\$ -</b>          | <b>\$ -</b>                            | <b>\$ (19,655)</b>                  | <b>\$ (37,983)</b> | <b>\$ (37,983)</b> |
| BEGINNING FUND BALANCE                                           | 328               | 340                  | 340                                    | 340                                 | (19,315)           | (57,298)           |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 340</b>     | <b>\$ 340</b>        | <b>\$ 340</b>                          | <b>\$ (19,315)</b>                  | <b>\$ (57,298)</b> | <b>\$ (95,281)</b> |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>0%</b>         | <b>0%</b>            | <b>0%</b>                              | <b>-5%</b>                          | <b>-15%</b>        | <b>-25%</b>        |
| <b>Estimated Change in Fund Balance</b>                          | <b>4%</b>         | <b>0%</b>            | <b>0%</b>                              | <b>-5781%</b>                       | <b>197%</b>        | <b>66%</b>         |



## Financial Summaries

### Risk Management Fund

The City uses this fund to account for the financing of the workers compensation, and general property and liability insurance expenditures which are allocated to all funds of the City.

| <b>677 RISK MANAGEMENT FUND</b>                                  |                    |                      |                                        |                                     |                    |                    |  |
|------------------------------------------------------------------|--------------------|----------------------|----------------------------------------|-------------------------------------|--------------------|--------------------|--|
|                                                                  | Actual<br>2015-16  | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected          |                    |  |
|                                                                  |                    |                      |                                        |                                     | 2018-19            | 2019-20            |  |
| <b>ESTIMATED REVENUES</b>                                        |                    |                      |                                        |                                     |                    |                    |  |
| CHARGES FOR SERVICES                                             | \$ 266,350         | \$ 562,857           | \$ 509,100                             | \$ 509,100                          | \$ 509,100         | \$ 509,100         |  |
| OTHER REVENUE                                                    | 159,015            | 150,000              | 125,000                                | 125,000                             | 125,000            | 125,000            |  |
| INTEREST INCOME                                                  | 3,364              | 3,025                | 3,625                                  | 3,625                               | 3,625              | 3,625              |  |
| <b>TOTAL ESTIMATED REVENUES</b>                                  | <b>\$ 428,729</b>  | <b>\$ 715,882</b>    | <b>\$ 637,725</b>                      | <b>\$ 637,725</b>                   | <b>\$ 637,725</b>  | <b>\$ 637,725</b>  |  |
| <b>APPROPRIATIONS</b>                                            |                    |                      |                                        |                                     |                    |                    |  |
| OPERATIONS                                                       | \$ 461,218         | \$ 668,014           | \$ 711,312                             | \$ 711,312                          | \$ 711,312         | \$ 711,312         |  |
| <b>TOTAL APPROPRIATIONS</b>                                      | <b>\$ 461,218</b>  | <b>\$ 668,014</b>    | <b>\$ 711,312</b>                      | <b>\$ 711,312</b>                   | <b>\$ 711,312</b>  | <b>\$ 711,312</b>  |  |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 211</b>                 | <b>\$ (32,489)</b> | <b>\$ 47,868</b>     | <b>\$ (73,587)</b>                     | <b>\$ (73,587)</b>                  | <b>\$ (73,587)</b> | <b>\$ (73,587)</b> |  |
| BEGINNING FUND BALANCE                                           | 357,940            | 325,451              | 373,319                                | 373,319                             | 299,732            | 226,145            |  |
| <b>ENDING FUND BALANCE</b>                                       | <b>\$ 325,451</b>  | <b>\$ 373,319</b>    | <b>\$ 299,732</b>                      | <b>\$ 299,732</b>                   | <b>\$ 226,145</b>  | <b>\$ 152,558</b>  |  |
| <b>Fund balance as a percentage of total annual expenditures</b> | <b>71%</b>         | <b>56%</b>           | <b>42%</b>                             | <b>42%</b>                          | <b>32%</b>         | <b>21%</b>         |  |
| <b>Estimated Change in Fund Balance</b>                          | <b>-9%</b>         | <b>15%</b>           | <b>-20%</b>                            | <b>-20%</b>                         | <b>-25%</b>        | <b>-33%</b>        |  |



## Fiduciary Funds

### Retiree Health Care Benefits Fund

The Retiree Health Care Benefits Fund accounts for medical benefits provided to retirees and is funded through contributions from the various funds of the City as a percentage of payroll.

| 680 RETIREE HEALTHCARE BENEFITS FUND                      |                     |                     |                     |                     |                     |                     |
|-----------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                                           | Actual              | Estimated           | City Manager        | City Council        | Projected           |                     |
|                                                           | 2015-16             | 2016-17             | Recommended         | Approved            | 2018-19             | 2019-20             |
| ESTIMATED REVENUES                                        |                     |                     |                     |                     |                     |                     |
| CONTRIBUTIONS - EMPLOYER                                  | \$ 4,266,418        | \$ 2,853,692        | \$ -                | \$ -                | \$ -                | \$ -                |
| INTEREST INCOME                                           | 41,142              | 108,389             | 73,300              | 73,300              | 73,300              | 73,300              |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 4,307,560</b> | <b>\$ 2,962,081</b> | <b>\$ 73,300</b>    | <b>\$ 73,300</b>    | <b>\$ 73,300</b>    | <b>\$ 73,300</b>    |
| APPROPRIATIONS                                            |                     |                     |                     |                     |                     |                     |
| OPERATIONS                                                | \$ 18,500           | \$ 18,500           | \$ 18,500           | \$ 18,500           | \$ 18,500           | \$ 18,500           |
| TRANSFER TO GENERAL FUND                                  | 2,966,847           | 2,853,792           | 716,432             | 716,432             | 269,048             | 363,513             |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 2,985,347</b> | <b>\$ 2,872,292</b> | <b>\$ 734,932</b>   | <b>\$ 734,932</b>   | <b>\$ 287,548</b>   | <b>\$ 382,013</b>   |
| NET OF REVENUES/APPROPRIATIONS - FUND 590                 | \$ 1,322,213        | \$ 89,789           | \$ (661,632)        | \$ (661,632)        | \$ (214,248)        | \$ (308,713)        |
| BEGINNING FUND BALANCE                                    | 1,664,402           | 2,986,615           | 3,076,404           | 3,076,404           | 2,414,772           | 2,200,524           |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 2,986,615</b> | <b>\$ 3,076,404</b> | <b>\$ 2,414,772</b> | <b>\$ 2,414,772</b> | <b>\$ 2,200,524</b> | <b>\$ 1,891,811</b> |
| Fund balance as a percentage of total annual expenditures | 100%                | 107%                | 329%                | 329%                | 765%                | 495%                |
| Estimated Change in Fund Balance                          | 79%                 | 3%                  | -22%                | -22%                | -9%                 | -14%                |



## Financial Summaries

### Employees' Retirement Fund

This fund is used to account for assets being held by the City in a trustee capacity to pay future general employees retirement benefits.

| <b>731 EMPLOYEES' RETIREMENT SYSTEM FUND</b>              |                      |                      |                                        |                                     |                      |                      |
|-----------------------------------------------------------|----------------------|----------------------|----------------------------------------|-------------------------------------|----------------------|----------------------|
|                                                           | Actual<br>2015-16    | Estimated<br>2016-17 | City Manager<br>Recommended<br>2017-18 | City Council<br>Approved<br>2017-18 | Projected            |                      |
|                                                           |                      |                      |                                        |                                     | 2018-19              | 2019-20              |
| <b>ESTIMATED REVENUES</b>                                 |                      |                      |                                        |                                     |                      |                      |
| CONTRIBUTIONS - EMPLOYER                                  | \$ 1,336,565         | \$ 1,300,000         | \$ 1,400,000                           | \$ 1,400,000                        | \$ 1,500,000         | \$ 1,500,000         |
| OTHER REVENUE                                             | 52,239               | 55,000               | 56,100                                 | 56,100                              | 57,200               | 57,200               |
| INTEREST INCOME                                           | (239,812)            | 2,369,914            | 2,880,300                              | 2,880,300                           | 3,390,300            | 3,390,300            |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 1,148,992</b>  | <b>\$ 3,724,914</b>  | <b>\$ 4,336,400</b>                    | <b>\$ 4,336,400</b>                 | <b>\$ 4,947,500</b>  | <b>\$ 4,947,500</b>  |
| <b>APPROPRIATIONS</b>                                     |                      |                      |                                        |                                     |                      |                      |
| PENSION BENEFITS                                          | \$ 3,079,825         | \$ 3,300,000         | \$ 3,350,000                           | \$ 3,350,000                        | \$ 3,400,000         | \$ 3,400,000         |
| OPERATIONS                                                | 91,365               | 50,000               | 60,000                                 | 60,000                              | 70,000               | 70,000               |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 3,171,190</b>  | <b>\$ 3,350,000</b>  | <b>\$ 3,410,000</b>                    | <b>\$ 3,410,000</b>                 | <b>\$ 3,470,000</b>  | <b>\$ 3,470,000</b>  |
| NET OF REVENUES/APPROPRIATIONS - FUND 590                 | \$ (2,022,198)       | \$ 374,914           | \$ 926,400                             | \$ 926,400                          | \$ 1,477,500         | \$ 1,477,500         |
| BEGINNING FUND BALANCE                                    | 20,969,587           | 18,947,389           | 19,322,303                             | 19,322,303                          | 20,248,703           | 21,726,203           |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 18,947,389</b> | <b>\$ 19,322,303</b> | <b>\$ 20,248,703</b>                   | <b>\$ 20,248,703</b>                | <b>\$ 21,726,203</b> | <b>\$ 23,203,703</b> |
| Fund balance as a percentage of total annual expenditures | 597%                 | 577%                 | 594%                                   | 594%                                | 626%                 | 669%                 |
| Estimated Change in Fund Balance                          | -10%                 | 2%                   | 5%                                     | 5%                                  | 7%                   | 7%                   |





## Financial Summaries

### Public Safety Employees' Retirement Fund

This fund is used to account for assets being held by the City in a trustee capacity to pay future public safety employees retirement benefits.

| 733 PUBLIC SAFETY EMPLOYEES' RETIREMENT SYSTEM FUND       |                      |                      |                      |                      |                      |                      |
|-----------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|                                                           | Actual               | Estimated            | City Manager         | City Council         | Projected            |                      |
|                                                           | 2015-16              | 2016-17              | Recommended          | Approved             | 2018-19              | 2019-20              |
| ESTIMATED REVENUES                                        |                      |                      |                      |                      |                      |                      |
| CONTRIBUTIONS - EMPLOYER                                  | \$ 3,997,736         | \$ 3,701,779         | \$ 4,036,909         | \$ 4,036,909         | \$ 4,395,325         | \$ 4,395,325         |
| OTHER REVENUE                                             | 330,804              | 342,386              | 344,000              | 344,000              | 351,000              | 351,000              |
| INTEREST INCOME                                           | (370,414)            | 3,994,756            | 3,814,341            | 3,814,341            | 3,793,475            | 3,793,475            |
| <b>TOTAL ESTIMATED REVENUES</b>                           | <b>\$ 3,958,126</b>  | <b>\$ 8,038,921</b>  | <b>\$ 8,195,250</b>  | <b>\$ 8,195,250</b>  | <b>\$ 8,539,800</b>  | <b>\$ 8,539,800</b>  |
| APPROPRIATIONS                                            |                      |                      |                      |                      |                      |                      |
| PENSION BENEFITS                                          | \$ 4,378,526         | \$ 4,417,000         | \$ 4,550,000         | \$ 4,550,000         | \$ 4,686,000         | \$ 4,686,000         |
| RETIREE HEALTHCARE AND OPEB                               | 1,476,344            | 1,375,725            | 1,478,250            | 1,478,250            | 1,580,800            | 1,580,800            |
| OPERATIONS                                                | 153,559              | 165,850              | 165,000              | 165,000              | 170,000              | 170,000              |
| STAFF DEVELOPMENT                                         | 661                  | -                    | -                    | -                    | -                    | -                    |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>\$ 6,009,090</b>  | <b>\$ 5,958,575</b>  | <b>\$ 6,193,250</b>  | <b>\$ 6,193,250</b>  | <b>\$ 6,436,800</b>  | <b>\$ 6,436,800</b>  |
| NET OF REVENUES/APPROPRIATIONS - FUND 590                 | \$ (2,050,964)       | \$ 2,080,346         | \$ 2,002,000         | \$ 2,002,000         | \$ 2,103,000         | \$ 2,103,000         |
| BEGINNING FUND BALANCE                                    | 40,053,886           | 38,002,922           | 40,083,268           | 40,083,268           | 42,085,268           | 44,188,268           |
| <b>ENDING FUND BALANCE</b>                                | <b>\$ 38,002,922</b> | <b>\$ 40,083,268</b> | <b>\$ 42,085,268</b> | <b>\$ 42,085,268</b> | <b>\$ 44,188,268</b> | <b>\$ 46,291,268</b> |
| Fund balance as a percentage of total annual expenditures | 632%                 | 673%                 | 680%                 | 680%                 | 686%                 | 719%                 |
| Estimated Change in Fund Balance                          | -5%                  | 5%                   | 5%                   | 5%                   | 5%                   | 5%                   |



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Approval of Resolution for 2017 Millage Rates**DEPARTMENT:** Finance**SUMMARY:** Attached for your consideration is the adopting resolution for the 2017 millage.

The City's total millage rate including Library, Debt, Solid Waste and Public Safety Act 345 totals 36.1661 which is a decrease of .7647 mills from fiscal year 2016.

The State of Michigan Department of Treasury requires all entities that levy property taxes to file Form L-4029 with the County Clerk and Equalization Departments. The 2017 form (tax year 2017, fiscal year 2017-2018) is attached which reflects the City's 2017 millage rates

**FINANCIAL STATEMENT:** The General, Solid Waste, Library, 2012 Street Refunding, 2015 Street Refunding and 2010 Municipal Complex Bond Funds property tax revenues are calculated upon the millage rates attached in this motion sheet.

**RECOMMENDED ACTION:** Approval of Resolution for the 2017 Millage Rates**APPROVALS:**

City Manager: \_\_\_\_\_

Finance Director: \_\_\_\_\_

*Kelly for E.T.*  
*Crawford*

## **Resolution of Adoption 2017 Millage Rates**

**WHEREAS**, the City Council's desire is to levy the lowest millage rate possible and reduced the overall millage rate by .7647 mills to a total of 36.1661, and

**WHEREAS**, that these levies are being placed on a diversified tax base that has increased slightly as anticipated in the financial plan, and

**WHEREAS**, a public hear was also held on May 15, 2017 on the 2017 millage rates and the 2017-2018 budget,

**NOW, THEREFORE, BE IT RESOLVED**, that to finance the level of services established for the 2017-2018 fiscal-year, and to meet specific debt obligations of the City that the following millages are authorized to be spread:

|                              |                |
|------------------------------|----------------|
| General Operating            | 16.1117        |
| Headlee Override – Operating | 1.1265         |
| Public Safety                | 1.9700         |
| Recreation                   | 0.4925         |
| Solid Waste                  | 2.9061         |
| Public Safety Act 345        | 6.8953         |
| Library                      | 1.4690         |
| 2010 Municipal Complex Debt  | 1.9050         |
| 2015 Street Refunding Debt   | 1.6100         |
| 2012 Street Refunding Debt   | <u>1.6800</u>  |
|                              | <u>36.1661</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 15<sup>th</sup> day of May, 2017.

---

T. Edwin Norris, City Clerk

**2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)****MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

|                                                                            |                                                                                                                                                                                 |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| County(ies) Where the Local Government Unit Levies Taxes<br><b>Oakland</b> | 2017 Taxable Value of ALL Properties in the Unit as of 5-22-17<br><b>450,452,820</b>                                                                                            |
| Local Government Unit Requesting Millage Levy<br><b>City of Oak Park</b>   | For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.

| (1)<br>Source | (2)<br>Purpose of<br>Millage | (3)<br>Date of<br>Election | (4)<br>Original<br>Millage<br>Authorized by<br>Election<br>Charter, etc. | (5) **<br>2016 Millage<br>Rate Permanently<br>Reduced by MCL<br>211.34d<br>"Headlee" | (6)<br>2017 Current<br>Year "Headlee"<br>Millage<br>Reduction<br>Fraction | (7)<br>2017 Millage<br>Rate Permanently<br>Reduced by MCL<br>211.34d<br>"Headlee" | (8)<br>Sec. 211.34 Truth<br>in Assessing or<br>Equalization<br>Millage Rollback<br>Fraction | (9)<br>Maximum<br>Allowable<br>Millage Levy * | (10)<br>Millage<br>Requested to<br>be Levied July 1 | (11)<br>Millage<br>Requested to be<br>Levied Dec. 1 | (12)<br>Expiration<br>Date of<br>Millage<br>Authorized |
|---------------|------------------------------|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|
| Charter       | Operating                    |                            | 20.0000                                                                  | 16.2712                                                                              | 0.9902                                                                    | 16.1117                                                                           | 1.0000                                                                                      | 16.1117                                       | 16.1117                                             |                                                     |                                                        |
| Voted         | HO Operating                 | 5/8/12                     | 1.1437                                                                   | 1.1377                                                                               | 0.9902                                                                    | 1.1265                                                                            | 1.0000                                                                                      | 1.1265                                        | 1.1265                                              |                                                     | 5/8/22                                                 |
| Voted         | P Safety                     | 8/5/08                     | 1.0000                                                                   | 0.9948                                                                               | 0.9902                                                                    | 0.9850                                                                            | 1.0000                                                                                      | 0.9850                                        | 0.9850                                              |                                                     | 8/5/18                                                 |
| Voted         | P Safety                     | 2/22/11                    | 1.0000                                                                   | 0.9948                                                                               | 0.9902                                                                    | 0.9850                                                                            | 1.0000                                                                                      | 0.9850                                        | 0.9850                                              |                                                     | 2/22/21                                                |
| Voted         | Recreation                   | 2/22/11                    | 0.5000                                                                   | 0.4974                                                                               | 0.9902                                                                    | 0.4925                                                                            | 1.0000                                                                                      | 0.4925                                        | 0.4925                                              |                                                     | 2/22/21                                                |
| PA 298        | S Waste                      |                            | 3.0000                                                                   | 2.4403                                                                               | 0.9902                                                                    | 2.4163                                                                            | 1.0000                                                                                      | 2.4163                                        | 2.4163                                              |                                                     |                                                        |
| Voted         | HO S Waste                   | 5/8/12                     | 0.5000                                                                   | 0.4974                                                                               | 0.9902                                                                    | 0.4898                                                                            | 1.0000                                                                                      | 0.4898                                        | 0.4898                                              |                                                     | 5/8/22                                                 |
| Voted         | Act 345 PS                   | 11/6/12                    | 7.0000                                                                   | 6.9636                                                                               | 0.9902                                                                    | 6.8953                                                                            | 1.0000                                                                                      | 6.8953                                        | 6.8953                                              |                                                     | 11/16/19                                               |

|                                             |                                         |                                      |                         |
|---------------------------------------------|-----------------------------------------|--------------------------------------|-------------------------|
| Prepared by<br><b>Aaron P. Powers, MMAO</b> | Telephone Number<br><b>248 691-7552</b> | Title of Preparer<br><b>Assessor</b> | Date<br><b>5/4/2017</b> |
|---------------------------------------------|-----------------------------------------|--------------------------------------|-------------------------|

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

☒ Clerk  
☐ Secretary

Signature  
Print Name  
**T. Edwin Norris**  
Date  
**5/4/2017**

☒ Chairperson  
☐ President

Signature  
Print Name  
**Marian McClellan**  
Date  
**5/4/2017**

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

|                                                                                                                                                      |      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|
| Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2017 for instructions on completing this section. |      |  |
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)                                                                        | Rate |  |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal                                                                      |      |  |
| For Commercial Personal                                                                                                                              |      |  |
| For all Other                                                                                                                                        |      |  |

# 2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

## MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

|                                                                            |                                                                                                                                                                                 |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| County(ies) Where the Local Government Unit Levies Taxes<br><b>Oakland</b> | 2017 Taxable Value of ALL Properties in the Unit as of 5-22-17<br><b>450,452,820</b>                                                                                            |
| Local Government Unit Requesting Millage Levy<br><b>City of Oak Park</b>   | For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.

| (1)<br>Source | (2)<br>Purpose of<br>Millage | (3)<br>Date of<br>Election | (4)<br>Original<br>Millage<br>Authorized by<br>Election<br>Charter, etc. | (5) **<br>2016 Millage<br>Rate Permanently<br>Reduced by MCL<br>211.34d<br>"Headlee" | (6)<br>2017 Current<br>Year "Headlee"<br>Millage<br>Reduction<br>Fraction | (7)<br>2017 Millage<br>Rate Permanently<br>Reduced by MCL<br>211.34d<br>"Headlee" | (8)<br>Sec. 211.34 Truth<br>in Assessing or<br>Equalization<br>Millage Rollback<br>Fraction | (9)<br>Maximum<br>Allowable<br>Millage Levy * | (10)<br>Millage<br>Requested to<br>be Levied July 1 | (11)<br>Millage<br>Requested to be<br>Levied Dec. 1 | (12)<br>Expiration<br>Date of<br>Millage<br>Authorized |
|---------------|------------------------------|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|
| Voted         | 2010 Debt                    | 8/3/10                     |                                                                          |                                                                                      | 0.9902                                                                    |                                                                                   | 1.0000                                                                                      | 2.0000                                        | 1.9050                                              |                                                     | 5/1/36                                                 |
| Voted         | 2015 Debt                    | 11/5/02                    |                                                                          |                                                                                      | 0.9902                                                                    |                                                                                   | 1.0000                                                                                      | 1.8000                                        | 1.6100                                              |                                                     | 5/1/30                                                 |
| Voted         | 2012 Debt                    | 11/5/02                    |                                                                          |                                                                                      | 0.9902                                                                    |                                                                                   | 1.0000                                                                                      | 1.8500                                        | 1.6800                                              |                                                     | 5/1/28                                                 |
| PA 164        | Library                      |                            | 1.0000                                                                   | 0.9862                                                                               | 0.9902                                                                    | 0.9765                                                                            | 1.0000                                                                                      | 0.9765                                        | 0.9765                                              |                                                     |                                                        |
| Voted         | Library                      | 2/22/11                    | 0.5000                                                                   | 0.4974                                                                               | 0.9902                                                                    | 0.4925                                                                            | 1.0000                                                                                      | 0.4925                                        | 0.4925                                              |                                                     | 2/22/21                                                |
|               |                              |                            |                                                                          |                                                                                      |                                                                           |                                                                                   |                                                                                             |                                               |                                                     |                                                     |                                                        |
|               |                              |                            |                                                                          |                                                                                      |                                                                           |                                                                                   |                                                                                             |                                               |                                                     |                                                     |                                                        |
|               |                              |                            |                                                                          |                                                                                      |                                                                           |                                                                                   |                                                                                             |                                               |                                                     |                                                     |                                                        |

|                                             |                                         |                                      |                         |
|---------------------------------------------|-----------------------------------------|--------------------------------------|-------------------------|
| Prepared by<br><b>Aaron P. Powers, MMAO</b> | Telephone Number<br><b>248 691-7552</b> | Title of Preparer<br><b>Assessor</b> | Date<br><b>5/4/2017</b> |
|---------------------------------------------|-----------------------------------------|--------------------------------------|-------------------------|

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

|                                                 |           |                         |                 |
|-------------------------------------------------|-----------|-------------------------|-----------------|
| <input checked="" type="checkbox"/> Clerk       | Signature | Print Name              | Date            |
| <input type="checkbox"/> Secretary              |           | <b>T. Edwin Norris</b>  | <b>5/4/2017</b> |
| <input checked="" type="checkbox"/> Chairperson | Signature | Print Name              | Date            |
| <input type="checkbox"/> President              |           | <b>Marian McClellan</b> | <b>5/4/2017</b> |

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

|                                                                                 |      |
|---------------------------------------------------------------------------------|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)   | Rate |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal |      |
| For Commercial Personal                                                         |      |
| For all Other                                                                   |      |

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Approval of Water and Sewer Rates for 2017-2018 Fiscal Year**DEPARTMENT:** Finance**SUMMARY:**

In February 2016, the City contracted with Plante Moran to perform a review of the operations of the Water and Sewer Fund and prepare a forecast of the required rates needed to fund the projected operations of the fund. The forecast called for a water rate increase of 2% and sewer rate increase of 10% for a combined rate increase of approximately 7% for the following 10 fiscal years. Based on the recommendation in the forecast and in conjunction with the assumptions used in the preparation of the 2017-2018 Water and Sewer Fund budget, a proposed rate increase effective July 1, 2017 is recommended which would increase the rates as follows:

Water Rate: Current \$3.931 per unit, proposed \$4.01 per unit, 2% increase

Sewer Rate: Current \$7.383 per unit, proposed \$7.97 per unit, 8% increase

Combined Rate: Current \$11.314 per unit, proposed \$11.98 per unit, 5.89% increase

**FINANCIAL STATEMENT:** The above rates are sufficient to cover the projected operating, maintenance, replacement and debt costs for the 2017-2018 fiscal year by approximately \$385,272 and fund balance is projected to increase by this surplus amount in Fiscal Year 2017 - 2018.

**RECOMMENDED ACTION:** Approval of Water and Sewer Rates for 2017-2018 Fiscal Year

**APPROVALS:**

City Manager: \_\_\_\_\_

Finance Director: \_\_\_\_\_

*[Handwritten signatures]*  
C.T.  
Crawford



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Approval of Fee Schedule for 2017-2018 Fiscal Year

**SUMMARY:**

Attached is the proposed fee schedule for 2017-2018 Fiscal Year, which sets the fees to be charged for various City services

**RECOMMENDED ACTION:** Approval of the Fee Schedule for 2017-2018 Fiscal Year.

**APPROVALS:**

City Manager: \_\_\_\_\_

Finance Director: \_\_\_\_\_

# City of Oak Park

## Schedule of Fees



(FINAL DRAFT)

Effective: July 1, 2017

# City of Oak Park Fee Schedule

| DEPT                                           | CITY CLERK                                                                    | FEE         | PROPOSED<br>2017-18 | WHO? | REASON     |
|------------------------------------------------|-------------------------------------------------------------------------------|-------------|---------------------|------|------------|
| Clerk                                          | Voter List - (Per Page)                                                       | \$ 0.20     |                     |      |            |
| Clerk                                          | Voter Labels - (Per Name)                                                     | \$ 0.03     |                     |      |            |
| Clerk                                          | Voter List - (Disk)                                                           | \$ 25.00    |                     |      |            |
| Clerk                                          | FOIA - Per page (plus applicable labor charges allowed by State Statute)      | \$ 0.10     |                     |      |            |
| Clerk                                          | Garage Sale Permit                                                            | \$ 5.00     |                     |      |            |
| Clerk                                          | Special Event Permit                                                          | \$ 100.00   |                     |      |            |
| Clerk                                          | Vendor license - Food                                                         | \$ 50.00    |                     |      |            |
| Clerk                                          | Vendor license - Taxi (per driver)                                            | \$ 75.00    |                     |      |            |
| Clerk                                          | Vendor license - Lawn Care/Snow Removal (Per Vehicle)                         | \$ 50.00    |                     |      |            |
| Clerk                                          | Pawnbroker License (Merchant's License also required)                         | \$ 400.00   |                     |      |            |
| Clerk                                          | Massage Facility License (Merchant's License also required)                   | \$ 125.00   |                     |      |            |
| Clerk                                          | Smoking Facility License (Merchant's License also required)                   | \$ 125.00   |                     |      |            |
| Clerk                                          | Precious Metals License (Merchant's License also required)                    | \$ 50.00    |                     |      |            |
| Clerk                                          | Handbill - Day                                                                | \$ 10.00    |                     |      |            |
| Clerk                                          | Handbill - Week                                                               | \$ 25.00    |                     |      |            |
| Clerk                                          | Handbill - 3 months                                                           | \$ 50.00    |                     |      |            |
| Clerk                                          | Subsequent changes to any Handbill license (Per Name)                         | \$ 10.00    |                     |      | NO Changes |
| Clerk                                          | Handbill - Year                                                               | \$ 100.00   |                     |      | Ed Norris  |
| Clerk                                          | Sidewalk Sale                                                                 | \$ 10.00    |                     |      | 17-Apr-17  |
| Clerk                                          | Day Care Registration                                                         | \$ 25.00    |                     |      |            |
| Clerk                                          | DVD Reproduction                                                              | \$ 20.00    |                     |      |            |
| Clerk                                          | Mechanical Amusement Distributor License                                      | \$ 250.00   |                     |      |            |
| Clerk                                          | Mechanical Amusement Device License (1 Machine)                               | \$ 250.00   |                     |      |            |
| Clerk                                          | Mechanical Amusement Device License (2 Machines) - Per Machine                | \$ 200.00   |                     |      |            |
| Clerk                                          | Mechanical Amusement Device License (3-4 Machines) - Per Machine              | \$ 175.00   |                     |      |            |
| Clerk                                          | Mechanical Amusement Device License (5-6 Machines) - Per Machine              | \$ 150.00   |                     |      |            |
| Clerk                                          | Mechanical Amusement Device License (7-10 Machines) - Per Machine             | \$ 125.00   |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (New or transfer of ownership)         | \$ 800.00   |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (Adding additional owners) - Per owner | \$ 200.00   |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (Background check) - Per applicant     | \$ 75.00    |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (Annual Renewal)                       | \$ 250.00   |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (Dance Permit)                         | \$ 50.00    |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (Dance & Entertainment Permit)         | \$ 50.00    |                     |      |            |
| Clerk                                          | Class C Liquor and/or Tavern License - (Renewal Late Fee)                     | \$ 50.00    |                     |      |            |
| Clerk                                          | Notary Fee                                                                    | \$ 5.00     |                     |      |            |
| <b>COMMUNICATIONS &amp; PUBLIC INFORMATION</b> |                                                                               |             |                     |      |            |
| CEPI                                           | Advertising - Branch (Camera-ready, one issue)                                | \$ 200.00   |                     | DD   |            |
| CEPI                                           | Advertising - Branch (Camera-ready, three issues)                             | \$ 500.00   |                     | DD   |            |
| CEPI                                           | Advertising - Branch (Camera-ready, six issues)                               | \$ 1,000.00 |                     | DD   |            |



No Changes  
Bowman

## City of Oak Park

### Fee Schedule

[illegible]

# City of Oak Park Fee Schedule

|            |                                                                                       |    |        |
|------------|---------------------------------------------------------------------------------------|----|--------|
| Recreation | Activity Room C - Monday - Thursday, first three hours, Tax Exempt, Resident          | \$ | 50.00  |
| Recreation | Activity Room C - Monday - Thursday, first three hours, Tax Exempt, Non Resident      | \$ | 58.00  |
| Recreation | Activity Room C - Monday - Thursday, first three hours, Private, Resident             | \$ | 90.00  |
| Recreation | Activity Room C - Monday - Thursday, first three hours, Private, Non Resident         | \$ | 104.00 |
| Recreation | Activity Room C - Monday - Thursday, Each additional Hour, Tax Exempt, Resident       | \$ | 25.00  |
| Recreation | Activity Room C - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident   | \$ | 29.00  |
| Recreation | Activity Room C - Monday - Thursday, Each additional Hour, Private, Resident          | \$ | 30.00  |
| Recreation | Activity Room C - Monday - Thursday, Each additional Hour, Private, Non Resident      | \$ | 35.00  |
| Recreation | Activity Room B - Monday - Thursday, first three hours, Tax Exempt, Resident          | \$ | 60.00  |
| Recreation | Activity Room B - Monday - Thursday, first three hours, Tax Exempt, Non Resident      | \$ | 68.00  |
| Recreation | Activity Room B - Monday - Thursday, first three hours, Private, Resident             | \$ | 110.00 |
| Recreation | Activity Room B - Monday - Thursday, first three hours, Private, Non Resident         | \$ | 124.00 |
| Recreation | Activity Room B - Monday - Thursday, Each additional Hour, Tax Exempt, Resident       | \$ | 29.00  |
| Recreation | Activity Room B - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident   | \$ | 33.00  |
| Recreation | Activity Room B - Monday - Thursday, Each additional Hour, Private, Resident          | \$ | 40.00  |
| Recreation | Activity Room B - Monday - Thursday, Each additional Hour, Private, Non Resident      | \$ | 45.00  |
| Recreation | Activity Room A - Monday - Thursday, first three hours, Tax Exempt, Resident          | \$ | 80.00  |
| Recreation | Activity Room A - Monday - Thursday, first three hours, Tax Exempt, Non Resident      | \$ | 90.00  |
| Recreation | Activity Room A - Monday - Thursday, first three hours, Private, Resident             | \$ | 150.00 |
| Recreation | Activity Room A - Monday - Thursday, first three hours, Private, Non Resident         | \$ | 168.00 |
| Recreation | Activity Room A - Monday - Thursday, Each additional Hour, Tax Exempt, Resident       | \$ | 35.00  |
| Recreation | Activity Room A - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident   | \$ | 39.00  |
| Recreation | Activity Room A - Monday - Thursday, Each additional Hour, Private, Resident          | \$ | 45.00  |
| Recreation | Activity Room A - Monday - Thursday, Each additional Hour, Private, Non Resident      | \$ | 50.00  |
| Recreation | Activity Room A&B - Monday - Thursday, first three hours, Tax Exempt, Resident        | \$ | 115.00 |
| Recreation | Activity Room A&B - Monday - Thursday, first three hours, Tax Exempt, Non Resident    | \$ | 128.00 |
| Recreation | Activity Room A&B - Monday - Thursday, first three hours, Private, Resident           | \$ | 220.00 |
| Recreation | Activity Room A&B - Monday - Thursday, first three hours, Private, Non Resident       | \$ | 244.00 |
| Recreation | Activity Room A&B - Monday - Thursday, Each additional Hour, Tax Exempt, Resident     | \$ | 50.00  |
| Recreation | Activity Room A&B - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident | \$ | 56.00  |
| Recreation | Activity Room A&B - Monday - Thursday, Each additional Hour, Private, Resident        | \$ | 70.00  |
| Recreation | Activity Room A&B - Monday - Thursday, Each additional Hour, Private, Non Resident    | \$ | 78.00  |
| Recreation | Kitchen with Activity Room A or B - Monday - Thursday, Tax Exempt, Resident           | \$ | 30.00  |
| Recreation | Kitchen with Activity Room A or B - Monday - Thursday, Tax Exempt, Non Resident       | \$ | 35.00  |
| Recreation | Kitchen with Activity Room A or B - Monday - Thursday, Private, Resident              | \$ | 50.00  |
| Recreation | Kitchen with Activity Room A or B - Monday - Thursday, Private, Non Resident          | \$ | 58.00  |
| Recreation | Small Meeting Room, Saturday & Sunday, first four hours, Resident                     | \$ | 135.00 |

# City of Oak Park Fee Schedule

|            |                                                                            |           |           |                                        |
|------------|----------------------------------------------------------------------------|-----------|-----------|----------------------------------------|
| Recreation | Small Meeting Room, Saturday & Sunday, First four hours, Non Resident      | \$ 155.00 |           |                                        |
| Recreation | Small Meeting Room, Saturday & Sunday, each additional hour, Resident      | \$ 35.00  |           |                                        |
| Recreation | Small Meeting Room, Saturday & Sunday, each additional hour, Non Resident  | \$ 40.00  |           |                                        |
| Recreation | Small Meeting Room, Saturday & Sunday, eight hour flat rate, Resident      | \$ 225.00 |           |                                        |
| Recreation | Small Meeting Room, Saturday & Sunday, eight hour flat rate, Non Resident  | \$ 259.00 |           |                                        |
| Recreation | Large Meeting Room, Saturday & Sunday, first four hours, Resident          | \$ 200.00 |           |                                        |
| Recreation | Large Meeting Room, Saturday & Sunday, First four hours, Non Resident      | \$ 228.00 |           |                                        |
| Recreation | Large Meeting Room, Saturday & Sunday, each additional hour, Resident      | \$ 50.00  |           |                                        |
| Recreation | Large Meeting Room, Saturday & Sunday, each additional hour, Non Resident  | \$ 57.00  |           |                                        |
| Recreation | Large Meeting Room, Saturday & Sunday, eight hour flat rate, Resident      | \$ 300.00 |           |                                        |
| Recreation | Large Meeting Room, Saturday & Sunday, eight hour flat rate, Non Resident  | \$ 342.00 |           |                                        |
| Recreation | Activity Room C, Saturday & Sunday, first four hours, Resident             | \$ 240.00 | \$ 260.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room C, Saturday & Sunday, First four hours, Non Resident         | \$ 276.00 | \$ 296.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room C, Saturday & Sunday, each additional hour, Resident         | \$ 60.00  |           |                                        |
| Recreation | Activity Room C, Saturday & Sunday, each additional hour, Non Resident     | \$ 69.00  |           |                                        |
| Recreation | Activity Room C, Saturday & Sunday, eight hour flat rate, Resident         | \$ 420.00 | \$ 440.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room C, Saturday & Sunday, eight hour flat rate, Non Resident     | \$ 479.00 | \$ 499.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room B, Saturday & Sunday, first four hours, Resident             | \$ 280.00 | \$ 300.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room B, Saturday & Sunday, First four hours, Non Resident         | \$ 316.00 | \$ 336.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room B, Saturday & Sunday, each additional hour, Resident         | \$ 70.00  |           |                                        |
| Recreation | Activity Room B, Saturday & Sunday, each additional hour, Non Resident     | \$ 79.00  |           |                                        |
| Recreation | Activity Room B, Saturday & Sunday, eight hour flat rate, Resident         | \$ 450.00 | \$ 470.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room B, Saturday & Sunday, eight hour flat rate, Non Resident     | \$ 509.00 | \$ 529.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room A, Saturday & Sunday, first four hours, Resident             | \$ 320.00 | \$ 340.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room A, Saturday & Sunday, First four hours, Non Resident         | \$ 358.00 | \$ 378.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room A, Saturday & Sunday, each additional hour, Resident         | \$ 80.00  |           |                                        |
| Recreation | Activity Room A, Saturday & Sunday, each additional hour, Non Resident     | \$ 90.00  |           |                                        |
| Recreation | Activity Room A, Saturday & Sunday, eight hour flat rate, Resident         | \$ 550.00 |           |                                        |
| Recreation | Activity Room A, Saturday & Sunday, eight hour flat rate, Non Resident     | \$ 616.00 |           |                                        |
| Recreation | Activity Room A & B, Saturday & Sunday, first four hours, Resident         | \$ 510.00 | \$ 530.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room A & B, Saturday & Sunday, First four hours, Non Resident     | \$ 566.00 | \$ 586.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room A & B, Saturday & Sunday, each additional hour, Resident     | \$ 130.00 |           |                                        |
| Recreation | Activity Room A & B, Saturday & Sunday, each additional hour, Non Resident | \$ 144.00 |           |                                        |
| Recreation | Activity Room A & B, Saturday & Sunday, eight hour flat rate, Resident     | \$ 850.00 | \$ 870.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Activity Room A & B, Saturday & Sunday, eight hour flat rate, Non Resident | \$ 944.00 | \$ 964.00 | L. Stasiak Cover staffing & equip cost |
| Recreation | Kitchen, Saturday & Sunday, first four hours, Resident                     | \$ 55.00  |           |                                        |



# City of Oak Park Fee Schedule

|                        |                                                                        |                 |           |                                        |
|------------------------|------------------------------------------------------------------------|-----------------|-----------|----------------------------------------|
| Recreation             | Kitchen, Saturday & Sunday, First four hours, Non Resident             | \$ 63.00        |           |                                        |
| Recreation             | Kitchen, Saturday & Sunday, each additional hour, Resident             | \$ 15.00        |           |                                        |
| Recreation             | Kitchen, Saturday & Sunday, each additional hour, Non Resident         | \$ 17.00        |           |                                        |
| Recreation             | Damage Deposit for Activity Rooms A, B & C                             | \$ 150.00       |           |                                        |
| Recreation             | Damage Deposit for Activity Rooms A, B & C - Teen and Sweet 16 Rentals | \$ 1,000.00     |           |                                        |
| Recreation             | Damage Deposit for Activity Rooms A, B & C - Youth Parties over 75     | \$ 250.00       |           |                                        |
| Recreation             | Additional Set up Time (Per Hour)                                      | \$ 10.00        |           |                                        |
| <b>Shelter Rentals</b> |                                                                        |                 |           |                                        |
| Recreation             | Tax Exempt Rate                                                        | 1/2 Rate Listed |           |                                        |
| Recreation             | 1st (2) weeks of June (M-F only) Oak Park School Groups                | FREE            |           |                                        |
| Recreation             | 1st (2) weeks of June (M-F only) Non Oak Park School Groups            | 1/2 Res. Rate   |           |                                        |
| Recreation             | Shelter 1, Resident (9 AM - 3 PM)                                      | \$ 100.00       | \$ 140.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 1, Resident (4 PM - 10 PM)                                     | \$ 100.00       | \$ 140.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 1, Non Resident (9 AM - 3 PM)                                  | \$ 130.00       | \$ 170.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 1, Non Resident (4 PM - 10 PM)                                 | \$ 130.00       | \$ 170.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 2, Resident (9 AM - 3 PM)                                      | \$ 75.00        | \$ 100.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 2, Resident (4 PM - 10 PM)                                     | \$ 75.00        | \$ 100.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 2, Non Resident (9 AM - 3 PM)                                  | \$ 105.00       | \$ 130.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 2, Non Resident (4 PM - 10 PM)                                 | \$ 105.00       | \$ 130.00 | L. Stasiak Cover staffing & equip cost |
| Recreation             | Shelter 3, Resident (9 AM - 3 PM)                                      | \$ 60.00        |           |                                        |
| Recreation             | Shelter 3, Resident (4 PM - 10 PM)                                     | \$ 60.00        |           |                                        |
| Recreation             | Shelter 3, Non Resident (9 AM - 3 PM)                                  | \$ 90.00        |           |                                        |
| Recreation             | Shelter 3, Non Resident (4 PM - 10 PM)                                 | \$ 90.00        |           |                                        |
| <b>Fields</b>          |                                                                        |                 |           |                                        |
| Recreation             | Resident - prepped fields                                              |                 |           |                                        |
| Recreation             | Large Baseball/Softball with Lines (2 hours)                           | \$ 120.00       |           |                                        |
| Recreation             | Small Baseball/Softball with Lines (2 hours)                           | \$ 100.00       |           |                                        |
| Recreation             | Large Soccer with Lines (2 hours)                                      | \$ 100.00       |           |                                        |
| Recreation             | *Fee does NOT include Security Deposit                                 |                 |           |                                        |
| Recreation             | Non-resident - prepped fields                                          |                 |           |                                        |
| Recreation             | Large Baseball/Softball with Lines (2 hours)                           | \$ 135.00       |           |                                        |
| Recreation             | Small Baseball/Softball with Lines (2 hours)                           | \$ 120.00       |           |                                        |
| Recreation             | Large Soccer with Lines (2 hours)                                      | \$ 120.00       |           |                                        |
| Recreation             | *Fee does NOT include Security Deposit                                 |                 |           |                                        |
| Recreation             | Large Practice Field Only (No Prep) (2 hours)                          | \$ 40.00        |           |                                        |
| Recreation             | Small Practice Field Only (No Prep) (2 hours)                          | \$ 30.00        |           |                                        |
| Recreation             | Field Lights (additional to field prep) (Per hour per field)           | \$ 20.00        |           |                                        |

# City of Oak Park Fee Schedule

|             |                                                         |    |       |             |            |                     |
|-------------|---------------------------------------------------------|----|-------|-------------|------------|---------------------|
| Recreation  | Basketball Court (Per hour)                             | \$ | 70.00 |             |            |                     |
| Recreation  | Tennis Courts (2 hours)                                 | \$ | 30.00 |             |            |                     |
| Recreation  | *Fee does NOT include Security Deposit                  |    |       |             |            |                     |
| Recreation  | *Security Deposit                                       | \$ | 50.00 |             |            |                     |
|             | <b>Day Camp</b>                                         |    |       |             |            |                     |
| Recreation  | One week of Day Camp - Residents                        | \$ | 95.00 | \$120/\$130 | L. Stasiak | Cover cost of camp  |
| Recreation  | 4 day week of camp (4th of July week) 3 Day week        | \$ | 78.00 | \$          | L. Stasiak | No Field Trip/Shirt |
| Recreation  | One week of AM latchkey                                 | \$ | 20.00 | \$          | L. Stasiak | Cover cost of camp  |
| Recreation  | One week of PM latchkey                                 | \$ | 25.00 | \$          | L. Stasiak | Cover cost of camp  |
| Recreation  | 4 day week of AM latchkey (4th of July week) 3 Day Week | \$ | 16.00 | \$          | L. Stasiak | Cover cost of camp  |
| Recreation  | 4 day week of PM latchkey (4th of July week) 3 Day Week | \$ | 20.00 | \$          | L. Stasiak | Cover cost of camp  |
| Recreation  | Day Camp late fee                                       | \$ | 20.00 |             |            |                     |
| Recreation- | Discount per additional child                           | \$ | 5.00  | \$          | L. Stasiak | Cover cost of camp  |
|             | <b>Baseball</b>                                         |    |       |             |            |                     |
| Recreation  | T-ball                                                  | \$ | 45.00 |             |            |                     |
| Recreation  | T-Ball Non Resident                                     | \$ | 50.00 |             |            |                     |
| Recreation  | Coach Pitch                                             | \$ | 45.00 |             |            |                     |
| Recreation  | Machine Pitch Non Resident                              | \$ | 50.00 |             |            |                     |
| Recreation  | 9& 10 year olds                                         | \$ | 55.00 |             |            |                     |
| Recreation  | Pony                                                    | \$ | 60.00 |             |            |                     |
| Recreation  | 11 & 12 year olds                                       | \$ | 55.00 |             |            |                     |
| Recreation  | Minors                                                  | \$ | 60.00 |             |            |                     |
| Recreation  | 13 & 14 year olds                                       | \$ | 65.00 |             |            |                     |
| Recreation  | Majors                                                  | \$ | 70.00 |             |            |                     |
|             | <b>Girls Softball</b>                                   |    |       |             |            |                     |
| Recreation  | 9 - 11 year olds                                        | \$ | 55.00 |             |            |                     |
| Recreation  | 9-11 NR                                                 | \$ | 60.00 |             |            |                     |
| Recreation  | 12 - 14 year olds                                       | \$ | 55.00 |             |            |                     |
| Recreation  | 12-14 NR                                                | \$ | 60.00 |             |            |                     |
|             | <b>Soccer</b>                                           |    |       |             |            |                     |
| Recreation  | Little Kickers ( Age3)                                  | \$ | 40.00 |             |            |                     |
| Recreation  | U4 NR                                                   | \$ | 45.00 |             |            |                     |
| Recreation  | U6 (ages 4 & 5)                                         | \$ | 55.00 |             |            |                     |
| Recreation  | U6 NR                                                   | \$ | 60.00 |             |            |                     |
| Recreation  | U8 (ages 6 & 7)                                         | \$ | 60.00 |             |            |                     |
| Recreation  | U8 NR                                                   | \$ | 65.00 |             |            |                     |
| Recreation  | U10 ( ages 8 & 9)                                       | \$ | 65.00 |             |            |                     |

# City of Oak Park Fee Schedule

|                           |                                                                                  |    |        |            |                              |
|---------------------------|----------------------------------------------------------------------------------|----|--------|------------|------------------------------|
| Recreation                | U10 NR                                                                           | \$ | 70.00  |            |                              |
| <b>Basketball</b>         |                                                                                  |    |        |            |                              |
| Recreation                | 1st-2nd Grade Resident                                                           | \$ | 65.00  |            |                              |
| Recreation                | 1st-2nd Grade Non Resident                                                       | \$ | 70.00  |            |                              |
| Recreation                | 3rd-8th Grade Resident                                                           | \$ | 75.00  |            |                              |
| Recreation                | 3rd-8th Grade Non Resident                                                       | \$ | 80.00  |            |                              |
| Recreation                | Basketball Camp                                                                  | \$ | 135.00 |            |                              |
| <b>Basketball Clinic</b>  |                                                                                  |    |        |            |                              |
| Recreation                | 6-8 year olds (per participant)                                                  | \$ | 35.00  |            |                              |
| Recreation                | 9 - 12 year olds (per participant)                                               | \$ | 45.00  |            |                              |
| <b>Mens Softball</b>      |                                                                                  |    |        |            |                              |
| Recreation                | 14 games/double headers - per team                                               | \$ | 575.00 |            |                              |
| Recreation                | Forfeit Fee                                                                      |    |        | \$ 50.00   | L. Stasiak Cover umpire cost |
| <b>Adult Kickball</b>     |                                                                                  |    |        |            |                              |
| Recreation                | Spring Kickball: 20 players, 20 shirts, awards, kickballs, 14 games and playoffs | \$ | 350.00 |            |                              |
| Recreation                | Forfeit Fee                                                                      |    |        | \$ 50.00   | L. Stasiak Cover umpire cost |
| Recreation                | Fall Kickball: 20 players, awards, kickball and 8 games                          | \$ | 150.00 |            |                              |
| Recreation                | Forfeit Fee                                                                      |    |        | \$ 50.00   | L. Stasiak Cover umpire cost |
| <b>Golf</b>               |                                                                                  |    |        |            |                              |
| Recreation                | 2 person golf scramble - Individual                                              | \$ | 35.00  |            |                              |
| Recreation                | 2 person golf scramble - Team                                                    | \$ | 70.00  |            |                              |
| <b>Mayors 3 mile run</b>  |                                                                                  |    |        |            |                              |
| Recreation                | Pre Registration                                                                 | \$ | 30.00  |            |                              |
| Recreation                | Day of Registration                                                              | \$ | 35.00  |            |                              |
| Recreation                | Contractual Programs                                                             |    |        | 70/30split | L. Stasiak Cover costs       |
| <b>Pool - Daily Rates</b> |                                                                                  |    |        |            |                              |
| Recreation                | Age 3 and under resident                                                         |    | Free   |            |                              |
| Recreation                | Age 3 and under non resident                                                     |    | Free   |            |                              |
| Recreation                | Ages 4 - 54 resident                                                             | \$ | 3.00   |            |                              |
| Recreation                | Ages 4 - 54 non resident                                                         | \$ | 5.00   |            |                              |
| Recreation                | Ages 55 + resident                                                               | \$ | 2.00   |            |                              |
| Recreation                | Ages 55 + non residents                                                          | \$ | 4.00   |            |                              |
| <b>Season Passes</b>      |                                                                                  |    |        |            |                              |

# City of Oak Park Fee Schedule

|            |                                       |    |             |         |                           |
|------------|---------------------------------------|----|-------------|---------|---------------------------|
| Recreation | Ages 4 - 54 residents                 | \$ | 30.00       |         |                           |
| Recreation | Ages 4 - 54 non residents             | \$ | 50.00       |         |                           |
| Recreation | Ages 55+ residents                    | \$ | 20.00       |         |                           |
| Recreation | Ages 55 + non residents               | \$ | 40.00       |         |                           |
|            | <b>Pool Rental</b>                    |    |             |         |                           |
| Recreation | 75 people and under for three hours   | \$ | 350.00      |         |                           |
| Recreation | 76 to 100 people for three hours      | \$ | 400.00      |         |                           |
| Recreation | 101 to 200 people for three hours     | \$ | 450.00      |         |                           |
| Recreation | 201 to 400 people for three hours     | \$ | 500.00      |         |                           |
| Recreation | Non resident fee                      | \$ | 50.00       |         |                           |
| Recreation | Damage deposit                        | \$ | 75.00       |         |                           |
|            | <b>Miniature Golf</b>                 |    |             |         |                           |
| Recreation | Residents                             | \$ | 1.00        |         |                           |
| Recreation | Non Residents                         | \$ | 2.00        |         |                           |
|            | <b>Swim Lessons</b>                   |    |             |         |                           |
| Recreation | Residents ( 6, 40 minute classes)     | \$ | 55.00       |         |                           |
| Recreation | Non Residents ( 6, 40 minute classes) | \$ | 60.00       |         |                           |
|            | Contractual Classes                   |    | 70/30 split |         |                           |
|            | <b>Seniors:</b>                       |    |             |         |                           |
| Recreation | Resident Dues                         | \$ | 6.00        |         |                           |
| Recreation | Non Resident Dues                     | \$ | 12.00       |         |                           |
|            | <b>Transportation</b>                 |    |             |         |                           |
| Recreation | Medical - round trip                  | \$ | 4.00        |         |                           |
| Recreation | Medical - one way                     | \$ | 3.00        |         |                           |
| Recreation | Errands - round trip                  | \$ | 2.00        |         |                           |
| Recreation | Community Center - round trip         | \$ | 1.00        |         |                           |
| Recreation | Community Center - one way            | \$ | 0.75        |         |                           |
|            | <b>Trips</b>                          |    |             |         |                           |
| Recreation | Program Administrative Fee/per person | \$ | 5.00        |         |                           |
| Recreation | Bus Fee                               | \$ | 6.00        |         |                           |
|            | <b>Classes</b>                        |    |             |         |                           |
| Recreation | Monday/Wednesday exercise per day:    | \$ | 1.00        | \$ 2.00 | L. Stasiak Council 1-3-17 |
| Recreation | Yoga                                  | \$ | 2.00        | \$ 4.00 | L. Stasiak Council 1-3-17 |
| Recreation | Movies                                | \$ | 1.00        |         |                           |
| Recreation | Contractual                           |    | 70/30 split |         |                           |



# City of Oak Park Fee Schedule

| WATER                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                  |             |             |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------|-------------|----------------|
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Body Charge 5/8" or 5/8 x 3/4"                                                             | \$ 61.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Body Charge 3/4"                                                                           | \$ 103.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Body Charge 1"                                                                             | \$ 166.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Body Charge 1 1/2"                                                                         | \$ 394.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Body Charge 2"                                                                             | \$ 507.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Register Head                                                                                    | \$ 66.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | R900                                                                                             | \$ 74.00    | \$ 90.58 SL | Price increase |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Shut Off Notice                                                                                  | \$ 10.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Cut and Cap (For Demolition)                                                                     | \$ 500.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Install                                                                                    | \$ 40.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Meter Test                                                                                       | \$ 100.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Non Honored Payment                                                                              | \$ 30.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Disconnection Fee                                                                                | \$ 90.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Overtime Charge (On/Off)                                                                         | \$ 120.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Replace Cut/Damaged Wire                                                                         | \$ 40.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Winterization                                                                                    | \$ 100.00   |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Missed Appointment Fee                                                                           | \$ 45.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Hydrant Spigot Permit Deposit (Water Usage Only)                                                 | \$ 2,400.00 |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Garbage Bags                                                                                     | \$ 6.85     | \$ 7.80 SL  | Price increase |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Recycle Bin                                                                                      | \$ 12.00    |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | Copies per page                                                                                  | \$ 1.00     |             |                |
| Water                                                                                                                                                                                                                                                                                                                                                                                                                                       | On/Off Fee                                                                                       | \$ 60.00    |             |                |
| TREASURY                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  |             |             |                |
| Treasury                                                                                                                                                                                                                                                                                                                                                                                                                                    | Property Tax Roll (per season)                                                                   | \$ 500.00   |             |                |
| ASSESSING                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                  |             |             |                |
| Assessing                                                                                                                                                                                                                                                                                                                                                                                                                                   | Assessing Database Export                                                                        | \$ 1,000.00 |             |                |
| TECHNICAL AND PLANNING                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                  |             |             |                |
| Plan Review                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                  |             |             |                |
| Tech Plan                                                                                                                                                                                                                                                                                                                                                                                                                                   | Commercial, Industrial, Residential-(Multi-Family) (Non-Structural) (Sealed Architectural Plans) |             |             |                |
| The Plan Review fee is based on the estimated construction value. For buildings valued up to \$1,000,000.00, the Building Plan Review Fee is .0015 of the building valuation (\$100.00 min). For buildings valued over \$1,000,000.00 up to \$5,000,000.00 the fee is \$1,500.00 plus .0005 of the valuation over \$1,000,000.00. For buildings over \$5,000,000.00, the fee is \$3,500.00 plus .0004 of the valuation over \$5,000,000.00. |                                                                                                  |             |             |                |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                             |    |        |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----|--------|
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b><u>Residential (1&amp;2 Family) (Non-Structural)</u> \$60.00 Minimum</b> |    |        |
|           | The Plan Review fee is based on the estimated construction value. For buildings valued up to \$1,000,000.00, the building Plan Review fee is .0015 of the building valuation (\$60.00 min). For buildings valued over \$1,000,000.00 up to \$5,000,000.00 the fee is \$1,500.00 plus .0005 of the valuation over \$1,000,000.00. For buildings over \$5,000,000.00, the fee is \$3,500.00 plus .0004 of the valuation over \$5,000,000.00. |                                                                             |    |        |
| Tech Plan | <b><u>Structural Plan Review</u></b>                                                                                                                                                                                                                                                                                                                                                                                                       | \$300 minimum or consultants fee plus 15%                                   | \$ | 300.00 |
| Tech Plan | <b><u>Mechanical Plan Review</u></b>                                                                                                                                                                                                                                                                                                                                                                                                       | 25% of building plan review (\$60.00 minimum) or consultants fee plus 15%   |    |        |
| Tech Plan | <b><u>Plumbing Plan Review</u></b>                                                                                                                                                                                                                                                                                                                                                                                                         | 25% of building plan review (\$60.00 minimum) or consultants fee plus 15%   |    |        |
| Tech Plan | <b><u>Electrical Plan Review</u></b>                                                                                                                                                                                                                                                                                                                                                                                                       | 25% of building plan review (\$60.00 minimum) or consultants fee plus 15%   |    |        |
|           | (Where the estimated cost of construction is in question the Type of Construction Method will be used to determine the estimated cost of construction. This method is published semi-annually by International Code Council (ICC) in their bimonthly magazine)                                                                                                                                                                             |                                                                             |    |        |
|           | <b><u>Sprinkler Plan Review</u></b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                             |    |        |
| Tech Plan | 1-100 Heads                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                             | \$ | 150.00 |
| Tech Plan | 101-200 Heads                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 175.00 |
| Tech Plan | 201-300 Heads                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 200.00 |
| Tech Plan | 301-400 Heads                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 225.00 |
| Tech Plan | 401-500 Heads                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 275.00 |
| Tech Plan | 501-750 Heads                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 300.00 |
| Tech Plan | Over 750 Heads (Plus \$.20 per head over 750)                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 300.00 |
| Tech Plan | Hydraulically designed system (Fees multiplied by two)                                                                                                                                                                                                                                                                                                                                                                                     |                                                                             |    |        |
|           | <b><u>General Review Fees</u></b>                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                             |    |        |
|           | Preliminary Review, Multiple Revisions Review, & any Miscellaneous Review are \$60.00 per hour. In cases where plans must be sent to a consultant or other outside source the review fee will be the actual cost of review plus a 15% Administration Fee.                                                                                                                                                                                  |                                                                             |    |        |
|           | <b><u>Certificate of Occupancy</u></b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                             |    |        |
| Tech Plan | Temporary Certificate of Occupancy (Commercial with renovations/permit)                                                                                                                                                                                                                                                                                                                                                                    |                                                                             | \$ | 75.00  |
| Tech Plan | Final Certificate of Occupancy (Commercial with renovations/permit)                                                                                                                                                                                                                                                                                                                                                                        |                                                                             | \$ | 75.00  |
| Tech Plan | Certificate of Occupancy (for occupancy only)                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             | \$ | 50.00  |
| Tech Plan | Reissuance of Certificate of Occupancy                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                             | \$ | 50.00  |

[illegible]

[illegible]

[illegible]

City of Oak Park  
Fee Schedule

|           |                                                                                                    |    |        |  |  |
|-----------|----------------------------------------------------------------------------------------------------|----|--------|--|--|
| Tech Plan | Floor Drain                                                                                        | \$ | 10.00  |  |  |
| Tech Plan | Shower Trap                                                                                        | \$ | 10.00  |  |  |
| Tech Plan | Urinal                                                                                             | \$ | 10.00  |  |  |
| Tech Plan | Garbage Disposal                                                                                   | \$ | 10.00  |  |  |
| Tech Plan | Water Closet                                                                                       | \$ | 10.00  |  |  |
| Tech Plan | Dental Chair                                                                                       | \$ | 10.00  |  |  |
| Tech Plan | Dishwashing Machine                                                                                | \$ | 10.00  |  |  |
| Tech Plan | Drinking Fountain                                                                                  | \$ | 10.00  |  |  |
| Tech Plan | Hose Bib                                                                                           | \$ | 10.00  |  |  |
| Tech Plan | Automatic Washer                                                                                   | \$ | 10.00  |  |  |
| Tech Plan | Beverage Dispensing Machine                                                                        | \$ | 10.00  |  |  |
| Tech Plan | Back Water Valve                                                                                   | \$ | 30.00  |  |  |
| Tech Plan | Pump or Water Lift                                                                                 | \$ | 30.00  |  |  |
| Tech Plan | Grease Trap (Each)                                                                                 | \$ | 30.00  |  |  |
| Tech Plan | Catch basin (Each)                                                                                 | \$ | 60.00  |  |  |
| Tech Plan | Soda Fountain, Bar Waste, or Refrigeration Outlet                                                  | \$ | 30.00  |  |  |
| Tech Plan | Backflow Preventer Device                                                                          | \$ | 30.00  |  |  |
| Tech Plan | Air Conditioning Unit (water cooled)                                                               | \$ | 10.00  |  |  |
| Tech Plan | Water Softener or Filter (Each)                                                                    | \$ | 10.00  |  |  |
| Tech Plan | Swimming Pool Re-circulating Device                                                                | \$ | 30.00  |  |  |
| Tech Plan | Fixture not listed                                                                                 | \$ | 10.00  |  |  |
| Tech Plan | Lawn Sprinkler must have Water Distribution by size, backflow, and right of way waiver plus permit |    |        |  |  |
| Tech Plan | <b>Electrical Permit Fees (\$30.00 Base Fee)</b>                                                   |    |        |  |  |
| Tech Plan | Base Fee                                                                                           | \$ | 30.00  |  |  |
| Tech Plan | <b>Wiring Circuits</b>                                                                             |    |        |  |  |
| Tech Plan | One circuit                                                                                        | \$ | 30.00  |  |  |
| Tech Plan | Each Additional Circuit                                                                            | \$ | 10.00  |  |  |
| Tech Plan | <b>Fixtures (Installing-Altering-Repairing)</b>                                                    |    |        |  |  |
| Tech Plan | 0-25 Fixtures                                                                                      | \$ | 30.00  |  |  |
| Tech Plan | Each Additional 25 Fixtures                                                                        | \$ | 10.00  |  |  |
| Tech Plan | <b>Permanent Service (Includes Service Riser, Service Leg to Panel &amp; Box)</b>                  |    |        |  |  |
| Tech Plan | 0-200 amps                                                                                         | \$ | 30.00  |  |  |
| Tech Plan | 201-600 amps                                                                                       | \$ | 40.00  |  |  |
| Tech Plan | Over 600 amps                                                                                      | \$ | 100.00 |  |  |
| Tech Plan | <b>Residential</b>                                                                                 |    |        |  |  |

# City of Oak Park Fee Schedule

|           |                                                                                                       |    |       |  |  |
|-----------|-------------------------------------------------------------------------------------------------------|----|-------|--|--|
| Tech Plan | Electric Space Heating (1 <sup>st</sup> room)                                                         | \$ | 30.00 |  |  |
| Tech Plan | Each Additional Room                                                                                  | \$ | 10.00 |  |  |
| Tech Plan | Furnaces (new circuit)                                                                                | \$ | 30.00 |  |  |
| Tech Plan | Each Additional Accessory Unit                                                                        | \$ | 10.00 |  |  |
| Tech Plan | Air Cleaner-Humidifier-Dehumidifier-Drain Pump                                                        | \$ | 30.00 |  |  |
| Tech Plan | Heat Pumps                                                                                            | \$ | 30.00 |  |  |
| Tech Plan | Air Conditioner (220 circuit, Separate Box)                                                           | \$ | 30.00 |  |  |
| Tech Plan | Edison Interrupter Device                                                                             | \$ | 10.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Household Electrical Appliances</b>                                                                |    |       |  |  |
| Tech Plan | Ranges, Dryers, Water Heaters, Dishwashers                                                            | \$ | 10.00 |  |  |
| Tech Plan | Each Additional unit (not listed above)                                                               | \$ | 10.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Commercial &amp; Industrial</b>                                                                    |    |       |  |  |
| Tech Plan | Roof Top Furnaces Unit (HVAC)                                                                         | \$ | 30.00 |  |  |
| Tech Plan | Each Additional Unit                                                                                  | \$ | 10.00 |  |  |
| Tech Plan | Furnaces Inside Building (Includes Hanging Heaters)                                                   | \$ | 30.00 |  |  |
| Tech Plan | Roof Top Air Conditioner Unit                                                                         | \$ | 30.00 |  |  |
| Tech Plan | Each Additional Unit                                                                                  | \$ | 10.00 |  |  |
| Tech Plan | Other items not listed                                                                                | \$ | 10.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Electrical Power Units (Motors, Generators, Welders, Heating Units, Floodlights, Transformers)</b> |    |       |  |  |
| Tech Plan | All HP or KVA                                                                                         | \$ | 60.00 |  |  |
| Tech Plan | Commercial & Industrial Power Plug                                                                    | \$ | 30.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Feeders-Mains-Bus Ducts-Under floor Raceway-Cable Trays</b>                                        |    |       |  |  |
| Tech Plan | 1" 100 feet or less                                                                                   | \$ | 30.00 |  |  |
| Tech Plan | Each Additional 50 feet                                                                               | \$ | 10.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Outside Tube Lighting</b>                                                                          |    |       |  |  |
| Tech Plan | 1" 50 feet of tubing                                                                                  | \$ | 30.00 |  |  |
| Tech Plan | Each Additional 50 feet of Tubing or Part thereof                                                     | \$ | 10.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Interior or Exterior Fixture, Tag Inspection</b>                                                   |    |       |  |  |
|           | Electrical                                                                                            |    |       |  |  |
| Tech Plan | Swimming Pool or Spa Wiring                                                                           | \$ | 60.00 |  |  |
|           |                                                                                                       |    |       |  |  |
|           | <b>Gas Station Inspection</b>                                                                         |    |       |  |  |
|           | (Field Inspections-Alterations of Fuel Pumps & Dispensing Unit, Any Field Alterations or Additions)   |    |       |  |  |
| Tech Plan | Self Service Fuel Pumps or Dispensing Units                                                           | \$ | 60.00 |  |  |
| Tech Plan | Electrical Components of a Unit                                                                       | \$ | 60.00 |  |  |

City of Oak Park  
Fee Schedule

| Tech Plan                                | Each Additional Unit                                                              | \$ | 30.00           |     |                   |
|------------------------------------------|-----------------------------------------------------------------------------------|----|-----------------|-----|-------------------|
| <b>Sign Wiring</b>                       |                                                                                   |    |                 |     |                   |
| Tech Plan                                | One Circuit                                                                       | \$ | 30.00           |     |                   |
| Tech Plan                                | Each Additional Circuit                                                           | \$ | 10.00           |     |                   |
| Tech Plan                                | Connection Only (Each sign)                                                       | \$ | 10.00           |     |                   |
| <b>Special Inspections</b>               |                                                                                   |    |                 |     |                   |
| Tech Plan                                | Circuses, Carnivals, & Festivals                                                  | \$ | 120.00          |     |                   |
| Tech Plan                                | Temporary Light Displays                                                          | \$ | 60.00           |     |                   |
| Tech Plan                                | Lighting Displays, Tents, Tree Lots, Damaged Bldgs                                | \$ | 60.00           |     |                   |
| Tech Plan                                | Temporary Service (Construction Site)                                             | \$ | 60.00           |     |                   |
| <b>Electrical Fire Alarm System Fees</b> |                                                                                   |    |                 |     |                   |
| Tech Plan                                | Base Permit                                                                       | \$ | 30.00           |     |                   |
| Tech Plan                                | Drill Station                                                                     | \$ | 20.00           |     |                   |
| Tech Plan                                | Pull Station                                                                      | \$ | 20.00           |     |                   |
| Tech Plan                                | Each Additional Drill & Pull Station                                              | \$ | 10.00           |     |                   |
| Tech Plan                                | Fire Alarm Device (Horn, Bell, Voice, Smoke Detector)                             | \$ | 20.00           |     |                   |
| Tech Plan                                | Each Additional Alarm Device                                                      | \$ | 10.00           |     |                   |
| Tech Plan                                | Each Fan Controlled by Fire Alarm Sys                                             | \$ | 20.00           |     |                   |
| Tech Plan                                | Each sprinkler Sys Flow Switch &/or Tamper Switch                                 | \$ | 20.00           |     |                   |
| Tech Plan                                | Fire Control Sys (Foam, Co2, Halogen, Dry per Zone)                               | \$ | 30.00           |     |                   |
| Tech Plan                                | Each Chemical-Kitchen Hood Protection                                             | \$ | 30.00           |     |                   |
| <b>Sign Permit Fees</b>                  |                                                                                   |    |                 |     |                   |
| Tech Plan                                | Wall, Ground, Marquee, & Painted Signs (Plus Electrical Permit) (Minimum)         | \$ | 90.00           |     |                   |
| Tech Plan                                | Temporary Signs (Minimum)                                                         | \$ | 90.00           |     |                   |
| Tech Plan                                | Sign Permit Review Fee                                                            | \$ | 30.00           |     |                   |
| Tech Plan                                | Sandwich Board Sign (annual first application)                                    | \$ | 125.00          |     |                   |
| Tech Plan                                | Sandwich Board Sign (additional year)                                             | \$ | 100.00          |     |                   |
| <b>Demolition Permit Fees</b>            |                                                                                   |    |                 |     |                   |
| Tech Plan                                | Residential Structure                                                             | \$ | 100.00          |     |                   |
| Tech Plan                                | Each additional Structure on Premises                                             | \$ | 30.00           |     |                   |
| Tech Plan                                | Commercial & Industrial Structure (plus Cash or Performance Bond Escrow)          | \$ | 100.00          |     |                   |
| Tech Plan                                | Cash or Performance Bond Escrow (per 1000 square feet)                            | \$ | 7.50            |     |                   |
| Tech Plan                                | Multi-Family, Commercial, or Industrial Structures (Up to 30,000 square feet)     | \$ | 150.00          | DED | New / Updated Fee |
| Tech Plan                                | Above 30,000 square feet, \$150.00 plus \$5.00 per 1,000 square feet above 30,000 | \$ | 5 / 1,000 sq ft | DED | New / Updated Fee |
| Tech Plan                                | Cash or Performance Bond required for all demolition permits                      | \$ | 5,000.00        | DED | New / Updated Fee |



# City of Oak Park Fee Schedule

|           |                                                                                                                                                                                                                                                                               |              |                              |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|
| Tech Plan | Sewer and water cap fees also required for with all demolition permits                                                                                                                                                                                                        | \$ -         | DED                          |
|           | <u>(Plus plumbing sewer cap permit)</u>                                                                                                                                                                                                                                       |              |                              |
|           | <u>Moving Permit Fees</u>                                                                                                                                                                                                                                                     |              |                              |
|           | Cash or Performance Bond                                                                                                                                                                                                                                                      |              |                              |
| Tech Plan | City/Out of City-Initial Structure (Per hour fee, 2 hr minimum)                                                                                                                                                                                                               | \$ 90.00     |                              |
| Tech Plan | Site Inspection before Moving into City (Per hour fee)                                                                                                                                                                                                                        | \$ 90.00     |                              |
|           | <u>General Permit Fees</u>                                                                                                                                                                                                                                                    |              |                              |
|           | Permit Cancellation (No refunds on permits \$60 or less or permits with inspections)                                                                                                                                                                                          |              |                              |
|           |                                                                                                                                                                                                                                                                               |              |                              |
|           | <u>Right-of-Way Permit Requirements</u>                                                                                                                                                                                                                                       |              |                              |
|           | All work in the public right-of-way or public utility easements require an approved right-of-way permit issued by the City Engineer or his representative.                                                                                                                    |              |                              |
| Tech Plan | Right of Way Permit Fee (Minimum)                                                                                                                                                                                                                                             | \$ 90.00     |                              |
|           |                                                                                                                                                                                                                                                                               |              |                              |
|           | <u>Bond Requirements</u>                                                                                                                                                                                                                                                      |              |                              |
| Tech Plan | Demolition of residential or commercial structure                                                                                                                                                                                                                             | \$ 5,000.00  | DED New / Updated Fee        |
| Tech Plan | Sidewalk or Driveway approach replacement (Bond not required)                                                                                                                                                                                                                 | \$ -         |                              |
| Tech Plan | Curb Cut                                                                                                                                                                                                                                                                      | \$ 1,000.00  |                              |
| Tech Plan | Excavation in public easements (Fee minimum)                                                                                                                                                                                                                                  | \$ 1,000.00  |                              |
| Tech Plan | Excavation between property line and back of curb (Fee minimum)                                                                                                                                                                                                               | \$ 1,000.00  |                              |
| Tech Plan | Excavation under roadway up to ½ the road width (Fee minimum)                                                                                                                                                                                                                 | \$ 5,000.00  |                              |
| Tech Plan | Excavation under roadway up to full roadway width (Fee minimum)                                                                                                                                                                                                               | \$ 10,000.00 |                              |
|           | (If value of proposed work in the public right-of-way or public utility easement exceeds \$10,000.00, as determined by the City Engineer, the right-of-way permit bond requirement shall not be less than the value of the proposed work, as determined by the City Engineer) |              |                              |
|           |                                                                                                                                                                                                                                                                               |              |                              |
|           | <u>Rental Property Fees</u>                                                                                                                                                                                                                                                   |              |                              |
| Tech Plan | 1 and 2 Family Homes (2 inspections per unit, fee assessed per unit)                                                                                                                                                                                                          | \$ 150.00    |                              |
| Tech Plan | Multi-Family Apartment (2 inspections per unit, fee for first unit)                                                                                                                                                                                                           | \$ 150.00    |                              |
| Tech Plan | Re-Occupancy Inspection if applied within six months of previous certificate                                                                                                                                                                                                  | \$ 75.00     | DED By ordinance - CC passed |
| Tech Plan | Multi-Family Apartment (2 inspections per unit, fee for each additional unit in same bldg)                                                                                                                                                                                    | \$ 60.00     |                              |
| Tech Plan | Each Re-inspection over two (Each unit)                                                                                                                                                                                                                                       | \$ 60.00     |                              |
|           |                                                                                                                                                                                                                                                                               |              |                              |
|           | <u>Planning Commission</u>                                                                                                                                                                                                                                                    |              |                              |
| Tech Plan | Site Plan Review                                                                                                                                                                                                                                                              | \$ 500.00    |                              |
|           | ((Commercial, Industrial, Multi-Family, Residential))                                                                                                                                                                                                                         |              |                              |

# City of Oak Park Fee Schedule

|           |                                                                                     |           |     |              |
|-----------|-------------------------------------------------------------------------------------|-----------|-----|--------------|
| Tech Plan | Revised Site Plans with Changes greater than 30%                                    | \$ 300.00 |     |              |
| Tech Plan | Special Land Uses Approval Requiring Public Hearing<br>(Planned Developments, etc.) | \$ 600.00 |     |              |
| Tech Plan | Application for Text/Zoning Amendments (Rezoning)                                   | \$ 600.00 |     |              |
| Tech Plan | Request for Special Meetings<br>(In addition to other application fees)             | \$ 600.00 |     |              |
|           |                                                                                     |           |     |              |
|           | <b><u>Zoning Board of Appeals Fees (In addition to other application fees)</u></b>  |           |     |              |
| Tech Plan | Single Family Residential Variance Request                                          | \$ 150.00 |     |              |
| Tech Plan | Multi-Family, Commercial/Industrial Variance Request                                | \$ 500.00 |     |              |
| Tech Plan | Special Meetings of Zoning Board of Appeals                                         | \$ 600.00 |     |              |
|           |                                                                                     |           |     |              |
|           | <b><u>Building Board of Appeals</u></b>                                             |           |     |              |
| Tech Plan | Residential, Commercial & Industrial                                                | \$ 225.00 |     |              |
|           |                                                                                     |           |     |              |
|           | <b><u>Annual Registration and Licensing</u></b>                                     |           |     |              |
| Tech Plan | Residential Builders Registration                                                   | \$ 20.00  |     |              |
| Tech Plan | General Contractor Registration                                                     | \$ 20.00  |     |              |
| Tech Plan | Electrical Contractor Registration                                                  | \$ 20.00  |     |              |
| Tech Plan | Master Plumber Registration                                                         | \$ 1.00   |     |              |
| Tech Plan | Mechanical Contractor Registration                                                  | \$ 15.00  |     |              |
| Tech Plan | Sign Contractor Registration                                                        | \$ 20.00  |     |              |
| Tech Plan | Landlord Registration (Every Two Years)                                             | \$ 80.00  |     |              |
| Tech Plan | House Movers Registration                                                           | \$ 20.00  |     |              |
| Tech Plan | Demolition Contractor Registration                                                  | \$ 20.00  |     |              |
| Tech Plan | Maintenance and Alteration Contractor                                               | \$ 20.00  |     |              |
| Tech Plan | Others Not Listed                                                                   | \$ 20.00  |     |              |
|           |                                                                                     |           |     |              |
|           | <b><u>Business License</u></b>                                                      |           |     |              |
| Tech Plan | New Business License fee                                                            | \$ 150.00 |     |              |
| Tech Plan | Renewal fee received by December 31                                                 | \$ 150.00 |     |              |
| Tech Plan | Renewal fee received between January 1-31 25% late fee                              | \$ 187.50 |     |              |
| Tech Plan | Renewal fee received after January 31 50% late fee                                  | \$ 225.00 |     |              |
|           |                                                                                     |           |     |              |
|           | <b><u>Outdoor Dining</u></b>                                                        |           |     |              |
| Tech Plan | Outdoor Dining Permit fee (annual)                                                  | \$ 150.00 |     |              |
|           |                                                                                     |           |     |              |
|           | <b><u>Special Pick-Up for Trash and Debris</u></b>                                  |           |     |              |
| Tech Plan | Tringall Sanitation (Time accrued per 15 minutes)                                   | \$ 60.00  | DED | Transparency |
| Tech Plan | Tringall Sanitation (\$25.00 minimum trip charge)                                   | \$ 25.00  | DED | Transparency |
|           |                                                                                     |           |     |              |
|           | <b><u>Special Pick-Up for Brush and Yard Waste</u></b>                              |           |     |              |

| Tech Plan                                                                               | JH Hart (Time accrued per 15 minutes) |  |  | \$ | 45.00  | DED | Transparency         |
|-----------------------------------------------------------------------------------------|---------------------------------------|--|--|----|--------|-----|----------------------|
| Tech Plan                                                                               | JH Hart (\$45.00 minimum trip charge) |  |  | \$ | 45.00  | DED | Transparency         |
| <b>45th DISTRICT COURT</b>                                                              |                                       |  |  |    |        |     |                      |
| <i>(Fee and fine amounts are set by State statute or determined by District Judges)</i> |                                       |  |  |    |        |     |                      |
| <i>(Current Court fees and fines were set in March, 2015)</i>                           |                                       |  |  |    |        |     |                      |
| <b><u>Probation Fees</u></b>                                                            |                                       |  |  |    |        |     |                      |
| Court                                                                                   | Oversight                             |  |  | \$ | 50.00  |     |                      |
| Court                                                                                   | PS/Alcohol Evaluation                 |  |  | \$ | 125.00 |     |                      |
| Court                                                                                   | PBT                                   |  |  | \$ | 3.00   |     |                      |
| Court                                                                                   | Probation Fee                         |  |  | \$ | 150.00 |     |                      |
| <b><u>Miscellaneous Fees</u></b>                                                        |                                       |  |  |    |        |     |                      |
| Court                                                                                   | Warrant Fee                           |  |  | \$ | 75.00  |     |                      |
| Court                                                                                   | Show Cause Fee                        |  |  | \$ | 50.00  |     |                      |
| Court                                                                                   | NSF Fee                               |  |  | \$ | 50.00  |     |                      |
| Court                                                                                   | Certified Copy                        |  |  | \$ | 10.00  |     |                      |
| Court                                                                                   | Copies (Per Page)                     |  |  | \$ | 1.00   |     |                      |
| Court                                                                                   | Forms                                 |  |  | \$ | 1.00   |     |                      |
| <b><u>Civil Infractions</u></b>                                                         |                                       |  |  |    |        |     |                      |
| Court                                                                                   | Speeding (1-5 Over)                   |  |  | \$ | 125.00 |     | No Changes per Court |
| Court                                                                                   | Speeding (6-10 Over)                  |  |  | \$ | 130.00 |     |                      |
| Court                                                                                   | Speeding (11-15 Over)                 |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | Speeding (16-25 Over)                 |  |  | \$ | 200.00 |     |                      |
| Court                                                                                   | Speeding (26+ Over)                   |  |  | \$ | 240.00 |     |                      |
| Court                                                                                   | Blockading Traffic                    |  |  | \$ | 165.00 |     |                      |
| Court                                                                                   | Careless Driving                      |  |  | \$ | 240.00 |     |                      |
| Court                                                                                   | Defective Equipment                   |  |  | \$ | 125.00 |     |                      |
| Court                                                                                   | Drive on Sidewalk                     |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | Due care/Caution                      |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | Expired Plate                         |  |  | \$ | 125.00 |     |                      |
| Court                                                                                   | Fail to Change Address on License     |  |  | \$ | 110.00 |     |                      |
| Court                                                                                   | Fail to Signal                        |  |  | \$ | 130.00 |     |                      |
| Court                                                                                   | Fail to Stop for School Bus           |  |  | \$ | 300.00 |     |                      |
| Court                                                                                   | Fail to Stop Leaving Private Drive    |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | Fail to Yield                         |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | Fail to Yield Pedestrian              |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | Fail to Yield Emergency Vehicle       |  |  | \$ | 200.00 |     |                      |
| Court                                                                                   | Follow to Close                       |  |  | \$ | 150.00 |     |                      |
| Court                                                                                   | FTS Assured Clear Distance            |  |  | \$ | 150.00 |     |                      |

# City of Oak Park

## Fee Schedule

|       |                                           |    |        |  |  |
|-------|-------------------------------------------|----|--------|--|--|
| Court | Impeding Traffic                          | \$ | 165.00 |  |  |
| Court | Improper Backing                          | \$ | 165.00 |  |  |
| Court | Improper Crossing/divided Hwy             | \$ | 150.00 |  |  |
| Court | Improper Display of Plate                 | \$ | 125.00 |  |  |
| Court | Improper Lane Use                         | \$ | 130.00 |  |  |
| Court | Improper Passing                          | \$ | 150.00 |  |  |
| Court | Improper Turn                             | \$ | 130.00 |  |  |
| Court | Improper Use of Lights                    | \$ | 125.00 |  |  |
| Court | Interfere with Traffic                    | \$ | 150.00 |  |  |
| Court | Loud Noise                                | \$ | 150.00 |  |  |
| Court | No Child Restraint                        | \$ | 200.00 |  |  |
| Court | No Proof of Insurance                     | \$ | 185.00 |  |  |
| Court | No Registration on Person                 | \$ | 110.00 |  |  |
| Court | No Seatbelt                               | \$ | 65.00  |  |  |
| Court | Private prop/avoid Traffic Control Device | \$ | 150.00 |  |  |
| Court | Prohibited Turn                           | \$ | 130.00 |  |  |
| Court | Refuse PBT                                | \$ | 275.00 |  |  |
| Court | Rolling Stop                              | \$ | 125.00 |  |  |
| Court | Stop Sign                                 | \$ | 150.00 |  |  |
| Court | Sudden Acceleration/Squeal Tires          | \$ | 165.00 |  |  |
| Court | Texting While Driving                     | \$ | 220.00 |  |  |
| Court | Too Fast for Conditions                   | \$ | 150.00 |  |  |
| Court | Too many passengers on Moped/MC           | \$ | 150.00 |  |  |
| Court | Traffic Control Device                    | \$ | 150.00 |  |  |
| Court | Traffic Signal (Red Light)                | \$ | 150.00 |  |  |
| Court | Truck Prohibited on Street                | \$ | 115.00 |  |  |
| Court | Wrong Way on One Way                      | \$ | 150.00 |  |  |
| Court | Cell Phone Use GDL 1-2 (Added 4-1-13)     | \$ | 220.00 |  |  |
|       | <b><u>Misdemeanors (Payable)</u></b>      |    |        |  |  |
| Court | No Ops in Possession                      | \$ | 250.00 |  |  |
| Court | Expired Ops                               | \$ | 250.00 |  |  |
| Court | No Insurance                              | \$ | 375.00 |  |  |
| Court | Improper Plate                            | \$ | 250.00 |  |  |
| Court | Restricted License                        | \$ | 250.00 |  |  |

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

Today's Date: April 29, 2017

**Applicant Information**

Applicant/Business Name: Yeshiva Beth Yehudah

Applicant/Business Address: 14400 W. 10 Mile Road, Oak Park MI 48237

Phone number: 248-557-6750 E-Mail Address: info@yby.org

Relation of applicant to business: Employee

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

**Owner Information**

Owner or manager of site: Yeshiva Beth Yehudah School Phone: 248-557-6750

Names and addresses of partners or officers of corporation:

Gary Torgow, President 14861 Ludlow

Maury Ellenberg, Chairman of the Board Sherwood Court

**Event Information**

Proposed date(s) of event: June 11, 2017 Has this event been held previously? ☐ Yes ☒ No

Address or location of event: 14400 W. 10 Mile Road/14390 W. 10 Mile Road

Is this a City owned park? NO

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: Safety fair BIKE-A-THON  
REQUEST: STREET CLOSURE - CHURCH ST. FROM 10 MILE  
TO PARK

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

If yes, please describe how so: NOT ADVERTISED BUT ALL ARE WELCOME

Estimated number of people attending event? 500 Hours of Event: 10:00-3:00

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:

snacks and drinks

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: \_\_\_\_\_

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:  
\_\_\_\_\_  
\_\_\_\_\_

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:  
\_\_\_\_\_  
\_\_\_\_\_

Will the event have banners displayed? ☒ Yes ☐ No, if so, please provide the number of signs and dimension(s) TBD  
\_\_\_\_\_  
\_\_\_\_\_

**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.

# SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

(Yeshiva Beth Yehudah – Safety Fair)  
 Street Closure of Church Street  
 DATE: June 11, 2017

| <u>DEPARTMENT</u>                                   | <u>SERVICES</u>                                                                                                              | <u>ESTIMATED HOURS</u> | <u>ESTIMATED COST</u>                                         |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------|
| <b>TECHNICAL AND PLANNING</b><br><i>Rob Barrett</i> | Inspection required for flame retardant certificate and for proper egress of the proposed tent(s)                            | 1 hour                 | \$60 Building Permit fee for tent and required inspection(s). |
| <b>PUBLIC SAFETY</b><br><i>Steve Cooper</i>         | Public Safety to conduct regular patrol checks as part of normal duties.                                                     | 30 mins                | NA                                                            |
| <b>RECREATION</b><br><i>Laurie Stasiak</i>          | N/A                                                                                                                          | N/A                    | None                                                          |
| <b>DPW</b><br><i>Kevin J. Yee</i>                   | Drop off and pick up barricades at site.<br>Organization responsible for setting up during closure and removing after event. | 1 hour                 | \$60                                                          |
| <b>ADDITIONAL</b><br><i>Administration</i>          |                                                                                                                              |                        | Application fee<br>\$100                                      |



CITY OF OAK PARK  
MICHIGAN  
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: July 27, 2016 May 7 2017

**Applicant Information**

Applicant name: Meyer Bentzion Oseroff, President Hatzalah

Applicant address: Hatzalah, 13600 Oak Park Blvd., Oak Park, MI 48237

Phone number: (248) 789-9016 Mark Oseroff, President Email: mark@calmedmedical.com

Relation of applicant to business: President of Hatzalah. Hatzalah rents office space from the City of Oak Park.

Has applicant ever been convicted of a felony? N/O.

**Owner Information**

Owner or manager of site: City of Oak Park

Phone: (248) 691-7589

Names and addresses of partners or officers of corporation:

Mayer Bentzion Oseroff, Hatzalah, President and Board Member; Avrohom N. Soloff, Hatzalah Board Member; and Bentzy Schechter, Board Member.

**Event Information**

Name of Event: Hatzalah's Grand Opening Ribbon-Cutting Ceremony

Proposed date(s) of event: Monday, May 22, 2017, 5 p.m. to 7 p.m.

Address or location of event: City of Oak Park City Council Chambers, City Hall Lobby and West City Hall Conference Room, 14000 Oak Park Blvd., Oak Park, MI 48237

Is this a City owned park? The event is to take place at City Hall.

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

Nature, purpose and detailed description of event: This is a grand opening, ribbon-cutting ceremony. The event is scheduled to begin with a 5 p.m. reception in the City Hall Lobby where light refreshments and finger foods would be served from the City Hall West Conference Room. At 5:30-6:00 p.m. Hatzalah will hold a ceremony in City Hall Chambers utilizing Chamber chairs, sound system, and Council seating. The event is expected to invite 50-60 individuals that include employees of the City of Oak Park, City of Southfield, and Hatzalah guests. Speakers will include Hatzalah Board Members, the Mayors of both City of Oak Park and City of Southfield, a few dignitaries, and Mr. Gary Torgow. Hatzalah certified personnel will be presented with their first equipment bags. At 6:30 p.m. the audience will be invited to attend the ribbon-cutting ceremony at the Hatzalah front doors where they will also unveil the new Hatzalah truck.

Will the event be open to the public? If so, please describe: Invitation-only event.

Estimated number of people attending event: Approximately 50-60

Hours of operation: 4 to 7 p.m. (4 p.m. Set-Up, 5 p.m. Reception, 5:30 p.m. Address, 6:00 p.m. Ribbon-Cutting, Event is expected to end by 7 p.m.)

Items to be displayed or sold: There will be no items for sale at this event.

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: na

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 so, please list type(s) of food to be sold:

Will the food be prepackaged or prepared on site: Prepackaged cheese, meat and cracker trays from Kosher deli. Bottled water, sodas and Gatorade.

**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 so, please provide the name and address of amusement operators: \_\_\_\_\_

Will the event have a moonwalk? ☐ Yes ☒ No. If so, please provide the name and address of company/entity providing moonwalk: \_\_\_\_\_

Will the event have video games, etc.? ☐ Yes ☒ No. 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? X Yes \_\_\_ No. If so, please describe:  
Microphones and speaker system will be utilized in City Chambers while the ceremonial address takes place.

Will sanitary facilities be required at event? X Yes \_\_\_ No.

Will tent(s) be used at the event? If so, please state size(s) of tent: \_\_\_ Yes X No. if yes, please state size(s) of tent: \_\_\_\_\_

Will the event have banners displayed? \_\_\_ Yes X No. If so, please provide the number of signs and dimension(s): \_\_\_\_\_

**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.

\*\*Please Note, The members of Hatzalah are respectfully requesting that the Special Event Use License Fee be waived.

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 OAKLAND

Subscribed and <sup>affirmed</sup>~~sworn~~ to before me, a Notary Public this 7 day of MAY, 2017, by  
MEYER BENTZION OSEROFF.

My Commission expires: DEC 22, 2022

  
Notary Public MOSHE SHAPIRO

# SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

Hatzalah of Michigan – Grand Opening Event  
Council Chamber and City Hall Lobby

DATE: May 22, 2017

| <u>DEPARTMENT</u>                                   | <u>SERVICES</u>                                 | <u>ESTIMATED HOURS</u> | <u>ESTIMATED COST</u>    |
|-----------------------------------------------------|-------------------------------------------------|------------------------|--------------------------|
| <b>TECHNICAL AND PLANNING</b><br><i>Rob Barrett</i> | N/A                                             | N/A                    | None                     |
| <b>PUBLIC SAFETY</b><br><i>Steve Cooper</i>         | Periodic checks as part of normal patrol duties | 20 mins                | NA                       |
| <b>RECREATION</b><br><i>Laurie Stasiak</i>          | N/A                                             | N/A                    | None                     |
| <b>DPW</b><br><i>Kevin J. Yee</i>                   | N/A                                             | N/A                    | N/A                      |
| <b>ADDITIONAL</b><br><i>Administration</i>          | Food and beverage provided by organization.     |                        | Application Fee<br>\$100 |

CITY OF OAK PARK  
MICHIGAN  
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: 5/6/17

Applicant Information

Applicant/Business Name: Regina Weiss/

Applicant/Business Name: Oak Park Ethnic Advisory Commission

Applicant/Business Address: 23470 Majestic, Oak Park / 14000 Oak Park Blvd, OP

Phone number: 219.306.3453 E-Mail Address: Regina.a.Weiss@gmail.com

Relation of applicant to business: Member

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

Owner Information

Owner or manager of site: \_\_\_\_\_ Phone: \_\_\_\_\_

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: Thursday, June 22, 2017 Has this event been held previously? ☐ Yes ☒ No

Address or location of event: City Hall City Council Chambers

Is this a City owned park? NO

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: Policing diverse Communities  
panel discussion for the community - partnering with  
Police Chief Steve Cooper.

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

If yes, please describe how so: We will advertise to the public &  
invite them to come & participate in the discussion.

Estimated number of people attending event? 30-50 Hours of Event: 2

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:

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: \_\_\_\_\_

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:

If possible, we would like to record the discussion.  
Also may need screens for presentation.

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:

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

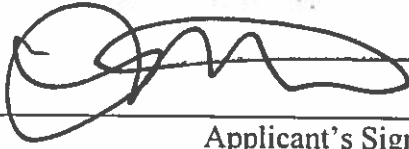
**Please Note:** *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

*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.



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

Ethnic Advisory Commission – Policing Panel Discussion  
Council Chambers, City Hall  
DATE: June 22, 2017

| <u>DEPARTMENT</u>                                   | <u>SERVICES</u>                                                                                              | <u>ESTIMATED HOURS</u> | <u>ESTIMATED COST</u>                           |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------|
| <b>TECHNICAL AND PLANNING</b><br><i>Rob Barrett</i> | N/A                                                                                                          | N/A                    | None                                            |
| <b>PUBLIC SAFETY</b><br><i>Steve Cooper</i>         | Check in on event as part of normal duties throughout the evening                                            | NA                     | NA                                              |
| <b>RECREATION</b><br><i>Laurie Stasiak</i>          | N/A                                                                                                          | N/A                    | None                                            |
| <b>DPW</b><br><i>Kevin J. Yee</i>                   | N/A                                                                                                          | N/A                    | N/A                                             |
| <b>ADDITIONAL</b><br><i>Administration</i>          | Event monitored by staff liaison and members of commission and request for communication staff for recording | Duration of Event      | Application fee and staff time waiver requested |



12A

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** The Department of Technical and Planning is requesting authorization to award the bid the 2016 Program Year Yard Services Contract, M-669

**DEPARTMENT:** Technical & Planning – RMB

**SUMMARY:** At the April 19, 2017 regular meeting of the Oak Park City Council, the request to bid the 2016 Program Year Yard Services Contract, M-669 was approved. The project was advertised. On Tuesday, May 9, 2017 one (1) bid was received and opened. The only bidder, Oakland Livingston Human Service Agency (OLHSA), submitted a bid to provide the requested services and the administration of the 2016 Program Year Yard Services Contract. With OLSHA administering the 2016 Program Year Yard Services Contract, they will be able to offer additional services to our seniors in addition to snow removal and lawn cuts such as refrigerator replacement program and the Great Rake yard cleanup program.

**FINANCIAL STATEMENT:** The 2016 Program Year Yard Services Contract is funded through the Community Development Block Grant, (CDBG). \$29,839.34 has been allocated for program year 2016.

**RECOMMENDED ACTION:** It is recommended City Council award the bid for the 2016 Program Year Yard Services Contract, M-669, to Oakland Livingston Human Service Agency of Pontiac, MI. Funding is available in the CDBG fund for this expenditure.

**APPROVALS:**

City Manager: Ky for E.T.

Department Director: \_\_\_\_\_

Finance Director: \_\_\_\_\_

**EXHIBITS:** bid tab.

**BID TABULATION**

2016 Program Year Yard Services Contract  
Bid Opening Date: May 9, 2017 @ 2:00 pm  
Page 1 of 1

Oakland Livingston  
Human Service Agency  
196 Cesar Chavez  
Pontiac, MI 48342

No Other Bidders

No Other Bidders

| Item | Item Description                                                      | Price Per Service | Price Per Service | Price Per Service |
|------|-----------------------------------------------------------------------|-------------------|-------------------|-------------------|
|      |                                                                       |                   |                   |                   |
| 1    | Lawn Mowing, Average Sized Lot                                        | 15.00             | -                 | -                 |
| 2    | Lawn Mowing, Larger or Corner Lot                                     | 22.50             | -                 | -                 |
| 3    | Snow Removal, Average Sized Lot, 2" - 4"                              | 15.00             | -                 | -                 |
| 4    | Snow Removal, Average Sized Lot, 4" - 8"                              | 30.00             | -                 | -                 |
| 5    | Snow Removal, Average Sized Lot, 8" or more                           | 45.00             | -                 | -                 |
| 6    | Snow Removal, Larger or Corner Lot, 2" - 4"                           | 22.50             | -                 | -                 |
| 7    | Snow Removal, Larger or Corner Lot, 4" - 8"                           | 45.00             |                   |                   |
| 8    | Snow Removal, Larger or Corner Lot, 8" or more                        | 67.50             | -                 | -                 |
| 9    | Yard Clean Up, Average Sized Lot                                      | 15.00/hr          |                   |                   |
| 10   | Yard Clean Up, Larger or Corner Lot                                   | 15.00/hr          |                   |                   |
| 11   | Administration Fee (Not to Exceed<br>15%, based on \$16,400 Contract) | \$ 4,445.90       |                   |                   |
|      | TOTAL:                                                                | \$29,839.34       |                   |                   |



12B

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Report on bids for the 2017 Elevated Water Storage Tank Painting Project, M-667.

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

**SUMMARY:** At the February 20, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Elevated Water Storage Tank Painting Project, M-667 was approved (CM-02-071-17). The project was advertised and 7 contractors viewed the documents. On May 4, 2017, three (3) bids were received and opened. The low bidder, LC United of Sterling Heights, MI, submitted a bid of \$252,500.00. Dixon Engineering, our consultant on the project, recommends awarding the bid to LC United.

**FINANCIAL STATEMENT:** There is a total of \$350,000 budgeted in the FY 2016-17 and FY 2017-18 Water & Sewer Fund budget for this project.

**RECOMMENDED ACTION:** It is recommended City Council award the bid for the 2017 Elevated Water Storage Tank Painting Project, M-667 to LC United of Sterling Heights, MI for the total amount of \$252,500.00. Funding is available in the Water & Sewer Fund budget for this expenditure.

**APPROVALS:**

City Manager: KJY for E.T.

Department Director: KJY

Finance Director: \_\_\_\_\_

**EXHIBITS:** Bid tabulation

**Oak Park, Michigan - 250,000 Gallon Elevated  
2017 Water Tower Painting Project -May 4, 2017 - 2:00 P.M.**

|                                        | LC United<br>Sterling Hgts,<br>MI | Seven Brothers<br>Shelby Twp.,<br>MI | Fedewa, Inc.<br>Hastings,<br>MI | Horizon Brothers<br>Howell,<br>MI | L&T Painting<br>Shelby Twp.,<br>MI |
|----------------------------------------|-----------------------------------|--------------------------------------|---------------------------------|-----------------------------------|------------------------------------|
| Riser Manway (1)                       | 9,000                             | 9,400                                |                                 | 7,000                             |                                    |
| Wet Interior Roof Hatch (2)            | 3,000                             | 4,100                                |                                 | 2,000                             |                                    |
| Riser Grate (3)                        | 4,000                             | 3,600                                |                                 | 4,000                             |                                    |
| Wet Interior Ladder (4)                | 8,500                             | 10,500                               |                                 | 5,000                             |                                    |
| Sidewall Ladder with Roof Platform (5) | 8,000                             | 13,900                               |                                 | 12,900                            |                                    |
| Roof Handrail (6)                      | 12,500                            | 10,700                               |                                 | 8,000                             |                                    |
| Antenna Brackets-Balcony (7)           | 3,500                             | 5,400                                |                                 | 5,000                             |                                    |
| Exterior Overcoat (8)                  | 104,000                           | 173,400                              |                                 | 195,900                           |                                    |
| Wet Interior Repaint (9)               | 93,000                            | 95,100                               |                                 | 78,900                            |                                    |
| Seam Sealer (10)                       | 2,500                             | 3,500                                |                                 | 2,000                             |                                    |
| Pk. Piping Repaint (11)                | 4,500                             | 3,300                                |                                 | 4,000                             |                                    |
| <b>Project Total (1-11)</b>            | <b>252,500</b>                    | <b>332,900</b>                       |                                 | <b>324,700</b>                    |                                    |
| <b>Bid Bond</b>                        | <b>Yes</b>                        | <b>Yes</b>                           |                                 | <b>Yes</b>                        |                                    |

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**GARAN  
LUCOW  
MILLER P.C.**

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GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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**MEMORANDUM**

**To:** Mayor Marian McClellan  
Hon. City Council  
City Manager Tungate

**FROM:** Ebony L Duff

**SUBJECT:** Proposed Ordinance Amendments Relative to Disposition of City  
Property – Sec. 2-378, 2-379, 2-397, and 2-399

**DATE:** May 9, 2017

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Honorable Mayor and Council:

Below for your review and consideration are proposed revisions in redline to ordinances that should be amended in order to facilitate the disposition of city-owned real property. The proposed changes reflect an effort to reconcile existing ordinances, as well as Section 13.1 of the City Charter. The language of the Charter is vague as to whether competitive bidding should apply to sales of real property. After reviewing the Charters in other cities, it appears the intent is to require competitive bidding for purchases of materials, supplies, and equipment, but not for real property.

In an effort to avoid amending the charter, the proposed ordinance revisions make competitive bidding specific to purchases of personal property; expand the scope of the city manager's ability to unilaterally approve sales of real property up to \$25,000; and allow sales to be accomplished by auction, individually negotiated transactions, competitive bidding, or proposals, at the city manager's discretion. The overall goal of the proposed revisions is to keep the ordinances more open-ended, while reserving the ability of the city manager to implement specific policies and procedures for the disposition of city property.

**Proposed Ordinance Amendments**

2-378- Purchases or contracts over \$25,000; competitive sealed bidding required for purchases in excess of \$25,000.00.

Any purchase of materials, supplies, equipment, or contract for public improvement or construction project, or any other agreement obligating the city, where the amount of the

city's obligation is in excess of \$25,000.00, shall be in accordance with the procedures set forth in this section, except as provided in this article. The city council shall approve any solicitation for sealed bids in excess of \$25,000.00 unless otherwise provided for by law, the Charter, or the provisions of city ordinance or Code, except that the city manager is authorized to sign all contracts and agreements for amounts less than \$25,000.00 (twenty-five thousand dollars). Where any contract for purchases involves an expenditure of twenty-five thousand dollars (\$25,000.00) or more, and competitive bidding is required under Sections 13.1 and 13.2 of the City Charter, the bidding procedure shall be in accordance with the purchasing provisions established by this ordinance section and the purchasing rules adopted by the City Manager.

#### 2-379 –Exceptions to competitive sealed bidding

Notwithstanding the requirements of section 2-378, competitive sealed bidding shall not be required for the following purchases or expenditures:

- (1) Small purchases, pursuant to section 2-377.
- (2) When the contract or agreement is for an emergency purchase in accordance with section 2-380.
- (3) When the City Manager certifies in writing to the council that the materials, supplies or public improvements needed to best serve the interests of the city are available from only a single vendor, supplier, or contractor, the council may authorize the execution of a contract, in accordance with section 2-381.
- (4) A contract for professional services, in accordance with section 2-382.
- (5) Where the city council shall determine by unanimous resolution of those present at the meeting, that the public interest will be best served by joint purchase with, or purchase from, another unit of government, the council may authorize the execution of a contract without competitive bidding.
- (6) City purchase of real estate, either by condemnation or by direct negotiation, as governed by 2-383.
- (7) City sale of real property acquired by the city through tax reversion.
- (8) City sale of real property that is no longer needed for corporate or public purposes.

#### 2-397- Sale or lease of real estate

- (a) Whenever city real estate is no longer required for corporate or public purposes, except any park cemetery, or part thereof, except where a park is no longer required under an official master plan, such real estate may be sold or leased upon the affirmative vote of four or more members of the city council. The city may sell or lease city-owned real property using one or more of the following methods: Public auction, negotiated sale, listing with real estate broker pursuant to guidelines established by the city manager, solicitation of sealed bids pursuant to subsection 2-378(2), or request for proposals pursuant to section 2-384. In all cases, the City



Manager may develop, pursuant to Section 13.1 of the Charter, the disposition strategies, policies, and procedures to facilitate the sale of city-owned real estate.

- (b) When the city manager determines that it is in the best interests of the city, real property acquired by the city through tax reversion may be disposed of by one, or a combination of more than one, of the following methods as determined appropriate by the city manager on a case by case basis: Listing with real estate broker; solicitation of sealed bids, pursuant to subsection 2-378(2); negotiated sale; or request for proposals, pursuant to section 2-384. The city manager shall submit the offer which he or she deems to be in the best interests of the city, together with his or her recommendation, to the city council for action.
- (c) This section shall not apply to real estate purchased pursuant to a United States Department of Housing and Urban Development program

**Section 2-399 – Bids on city owned personal property**

- (a) In the sale or lease of city personal property, the city council shall accept, if it decides to accept any bids, the bid which in its opinion, is the most advantageous to the city, and it shall have the right to reject the highest bid if, in the opinion of the council, the public interest would be best served by accepting a lower or different bid.
- (b) No person who is an employee of the city, or has been an employee of the city within the previous 12 months, or who is a family member of a person who is a city employee or who has been a city employee within the prior 12 months, shall be eligible to submit a bid for the purchase of city personal property.

Thank you for your consideration of this recommendation. I look forward to additional discussion at the council meeting scheduled for May 15, 2017.

Ebony L. Duff

**CITY OF OAK PARK, MICHIGAN  
ORDINANCE NO.**

**AN ORDINANCE TO AMEND ARTICLE IV, FINANCE, CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK BY AMENDING DIVISION 2, PURCHASES, THEREOF, THEREBY SPECIFYING COMPETITIVE SEALED BIDDING REQUIREMENTS FOR PURCHASES IN EXCESS OF \$25,000; EXCEPTIONS TO COMPETITIVE SEALED BIDDING; PROCESS FOR SALE OR LEASE OF REAL ESTATE; AND PROCEDURE FOR BIDS ON CITY OWNED PERSONAL PROPERTY.**

**THE CITY OF OAK PARK ORDAINS:**

**SECTION 1.** Division 2, Purchases, of Article IV, Finance, of Chapter 2, Administration, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

**Sec. 2-378. -** 2-378- Purchases or contracts over \$25,000; competitive sealed bidding required for purchases in excess of \$25,000.00

Any purchase of materials, supplies, equipment, or contract for public improvement or construction project, or any other agreement obligating the city, where the amount of the city's obligation is in excess of \$25,000.00, shall be in accordance with the procedures set forth in this section, except as provided in this article. The city council shall approve any solicitation for sealed bids in excess of \$25,000.00 unless otherwise provided for by law, the Charter, or the provisions of city ordinance or Code, except that the city manager is authorized to sign all contracts and agreements for amounts less than \$25,000.00 (twenty-five thousand dollars). Where any contract for purchases involves an expenditure of twenty-five thousand dollars (\$25,000.00) or more, and competitive bidding is required under Sections 13.1 and 13.2 of the City Charter, the bidding procedure shall be in accordance with the purchasing provisions established by this ordinance section and the purchasing rules adopted by the City Manager.

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- (3) When the City Manager certifies in writing to the council that the materials, supplies or public improvements needed to best serve the interests of the city are available from only a single vendor, supplier, or contractor, the council may authorize the execution of a contract, in accordance with section 2-381.
- (4) A contract for professional services, in accordance with section 2-382

- (5) Where the city council shall determine by unanimous resolution of those present at the meeting, that the public interest will be best served by joint purchase with, or purchase from, another unit of government, the council may authorize the execution of a contract without competitive bidding.
- (6) City purchase of real estate, either by condemnation or by direct negotiation, as governed by 2-383
- (7) City sale of real property acquired by the city through tax reversion.
- (8) City sale of real property that is no longer needed for corporate or public purposes.

**Sec. 2-397. - 2-397- Sale or lease of real estate**

(a) Whenever city real estate is no longer required for corporate or public purposes, except any park cemetery, or part thereof, except where a park is no longer required under an official master plan, such real estate may be sold or leased upon the affirmative vote of four or more members of the city council. The city may sell or lease city-owned real property using one or more of the following methods: Public auction, negotiated sale, listing with real estate broker pursuant to guidelines established by the city manager, solicitation of sealed bids pursuant to subsection 2-378(2), or request for proposals pursuant to section 2-384. In all cases, the City Manager may develop, pursuant to Section 13.1 of the Charter, the disposition strategies, policies, and procedures to facilitate the sale of city-owned real estate.

(b) When the city manager determines that it is in the best interests of the city, real property acquired by the city through tax reversion may be disposed of by one, or a combination of more than one, of the following methods as determined appropriate by the city manager on a case by case basis: Listing with real estate broker; solicitation of sealed bids, pursuant to subsection 2-378(2); negotiated sale; or request for proposals, pursuant to section 2-384. The city manager shall submit the offer which he or she deems to be in the best interests of the city, together with his or her recommendation, to the city council for action.

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- (b) No person who is an employee of the city, or has been an employee of the city within the previous 12 months, or who is a family member of a person who is a city employee or who has been a city employee within the prior 12 months, shall be eligible to submit a bid for the purchase of city personal property.

**SECTION 2. 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 section and in the event 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 of the Code of Ordinances of the City of Oak Park.

**SECTION 3. 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 15th day of May, 2017.

---

T. Edwin Norris  
City Clerk

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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 15, 2017.

---

T. Edwin Norris, City Clerk

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAK PARK,  
MICHIGAN AUTHORIZING THE CITY TO ACCEPT GIFT TO THE CITY OF  
OAK PARK TO BENEFIT THE OAK PARK PUBLIC SAFETY DEPARTMENT**

**RECITALS**

WHEREAS, under the authority of the Home Rule Charter for the City of Oak Park, Michigan, Chapter 13 - Purchases; Contracts; Leases, Section 13.2 - Contracts, the authority to contract on behalf of the city is invested in the council except for those purchases and sales that may be made by the City Manager subject to Section 13.1 of the Charter; and

WHEREAS, the City has received a proposed Letter Agreement from Mr. Gary Torgow expressing a non-binding commitment to have \$250,000 (total Gift amount over the next five years) be provided to the City to be used for the benefit of the Oak Park Public Safety Department; and

WHEREAS, beginning in 2017 a gift or grant of \$50,000 (the Annual Gift Amount) will be made to the City in the sole discretion of Mr. Torgow if he is satisfied with how the funds are spent; and

WHEREAS, for purposes of 26 U.S. Code §170 (c) (1) the "charitable contribution" contemplated by the Letter Agreement is a contribution or a gift to or for the use of a political subdivision of the State of Michigan; and

WHEREAS, the City Council has determined that it is in the best interest of the City to accept the Gift pursuant to the terms set forth in the Letter Agreement proposed by Mr. Torgow.

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED**, that the Oak Park City Council hereby accepts the Gift to the City to benefit the Oak Park Public Safety Department pursuant to the terms set forth in the Letter Agreement from Mr. Gary Torgow dated May 1, 2017; and

**BE IT FURTHER RESOLVED**, that on behalf of the City of Oak Park, Michigan, the Mayor, City Manager and City Clerk, are authorized to sign the Letter Agreement with Mr. Gary Torgow; and

**BE IT FURTHER RESOLVED**, that to the extent any portion of this Resolution is declared invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution; and

**BE IT FURTHER RESOLVED**, that all resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the

extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

I hereby certify that the forgoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on May 15, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

T. Edwin Norris, City Clerk

May 1, 2017

Mr. Erik Tungate, City Manager  
City of Oak Park  
14000 Oak Park Blvd.  
Oak Park, Michigan 48237

Re: Gift to the City of Oak Park to Benefit the Oak Park Public Safety Department

Dear Mr. Tungate:

This letter agreement (the "Agreement") expresses my non-binding commitment to have \$250,000 (over the next five years) provided to the City of Oak Park (the "City"), to be used for the benefit of the Oak Park Public Safety Department. These funds may be contributed directly to the City by me or may be in the form of recommended grants from a donor advised fund at the Community Foundation for Southeast Michigan. Please note that any grants from the fund at the Community Foundation will be subject to the approval of its Board of Trustees.

Beginning in 2017, I intend to make a gift, or recommend a grant to be made, of fifty thousand dollars (\$50,000) (the "Annual Gift Amount") to the City of Oak Park for this purpose. Subject to the remainder of this sentence, it is my intention to renew the Annual Gift Amount for the next four years (2018-2021), provided that I am annually satisfied, in my sole discretion, with how the Annual Gift Amount is spent, as reported in the Annual Statement (defined below).

For 2017, the Annual Gift Amount will be paid to the City of Oak Park as soon as practicable after the execution of this Agreement. All Annual Gift Amounts will be placed into a restricted fund account held by the City of Oak Park. The City agrees that such restricted fund account shall be known as "The Robert and Bonnie Torgow Memorial Fund." In each subsequent year (2018-2021), the Annual Gift Amount is intended to be paid within the first quarter of the calendar year.

In accepting this gift, the City represents and attests that it is a political subdivision of the United States, as defined in Section 170(c)(1) of the Internal Revenue Code of 1986, as amended. In addition, the City acknowledges that it will spend the full value of the Annual Gift Amount to benefit the Oak Park Public Safety Department. A committee consisting of the Oak Park City Manager, the Oak Park Director of Public Safety and the Oak Park Mayor (the "Committee") shall have the sole and absolute discretion to determine how the Annual Gift Amount shall be spent. The Committee shall develop a specific process for administering the

Annual Gift Amount. Any and all distributions made by the Committee pursuant to this Agreement shall be classified as being made from "The Robert and Bonnie Torgow Memorial Fund."

The City also agrees to provide me with an annual statement describing how the Annual Gift Amount was used by the City to further the purposes described in this Agreement (the "Annual Statement"). Such Annual Statement shall be provided to me on or prior to December 31st of the year the Annual Gift Amount was paid to the City. Failure to provide me with a timely Annual Statement may cause future Annual Gift Amounts to be delayed or withheld.

Once the Committee has determined how the Annual Gift Amount shall be spent for each calendar year, there shall be an annual event to celebrate the positive impact made by the Annual Gift Amount. It is my intention to pay for the expenses related to such event.

By executing this Agreement, both parties agree to be bound by the provisions of this Agreement and acknowledge that this Agreement shall bind their respective successors and assigns. The undersigned represents and attests that he has full authority to execute this Agreement on behalf of the City.

IN WITNESS WHEREOF, the undersigned parties hereby execute this Agreement as of the date first set forth above.

\_\_\_\_\_  
GARY TORGOW

CITY OF OAK PARK

By: \_\_\_\_\_  
Marian McClellan, Mayor

By: \_\_\_\_\_  
Erik Tungate, City Manager

By: \_\_\_\_\_  
T. Edwin Norris, City Clerk

\_\_\_\_\_  
EBONY L. DUFF, City Attorney  
Approved as to form



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Special Assessment District No. 660 Unpaid Delinquent Utilities Exception Recommendation**DEPARTMENT:** Finance/Treasury

**SUMMARY:** At the council meeting of April 19, 2017, City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exceptions of three (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of May 31, 2017, together with the penalty of ten percent (10%) for Special Assessment District No. 660, unpaid invoices for expenses incurred on private premises – Delinquent Utilities

**FINANCIAL STATEMENT:**

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

|                  |                  |
|------------------|------------------|
| 52-25-19-408-045 | 14000 Balfour    |
| 52-25-30-180-001 | 14461 Northfield |

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

|                  |               |
|------------------|---------------|
| 52-25-28-102-012 | 8785 Woodside |
|------------------|---------------|

**APPROVALS:**

City Manager: \_\_\_\_\_

Director: \_\_\_\_\_

Finance Director: \_\_\_\_\_

**EXHIBITS:**

Department recommendation



## CITY OF OAK PARK

### WATER DEPARTMENT

Steve Lukasik  
Water Supervisor

Mayor  
Marian McClellan  
Mayor Pro Tem  
Carolyn Burns  
Council Members  
Klesha Speech  
Solomon Radner  
Ken Rich  
City Manager  
Erik Tungate

April 24, 2017

It is the opinion of the City of Oak Park Water Department that the following parcel be removed from the Special Assessment Roll 660 – Delinquent Water

#25-28-102-012 8785 Woodside Drive

It is the opinion of the City of Oak Park Water Department that the following parcels remain in the Special Assessment Roll 660 – Delinquent Water

#25-19-408-045 14000 Balfour

#25-30-180-001 14461 Northfield

Thank you

Steven Lukasik  
City of Oak Park Water Supervisor

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Special Assessment District No. 662 Unpaid Property Blight Exception Recommendation**DEPARTMENT:** Finance/Treasury

**SUMMARY:** At the council meeting of April 19, 2017 City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exception of five (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of May 31, 2017 together with the penalty of ten percent (10%) for Special Assessment District No. 662, unpaid invoices for expenses incurred on private premises – Property Blight.

**FINANCIAL STATEMENT:**

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

52-25-30-378-014      23030 Marlow

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

52-25-32-276-069      10355 Capital  
52-25-19-180-036      26090 Marlowe  
52-25-28-352-034      23028 Norwood  
52-25-30-127-044      24611 Radcliff

**APPROVALS:**

City Manager: \_\_\_\_\_

Director: \_\_\_\_\_

Finance Director: \_\_\_\_\_

**EXHIBITS:**

Department recommendation, Exception letters



## CITY OF OAK PARK

**Robert Barrett, Director**  
**Department of Technical**  
**& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Solomon Radner  
Ken Rich  
Kiesha Speech  
**City Manager**  
Erik Tungate

### MEMORANDUM

**TO:** Erik Tungate, City Manager  
**FROM:** Rob Barrett, Director of T&P  
**SUBJECT:** Special Assessment Districts 662 and 663

**DATE:** May 9, 2017  
**FILE:**

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the April 19, 2017 special assessment public hearing for unpaid invoices.

I investigated all of the concerns and mailed letters to the property owners informing them of the results of the investigation. Attached are copies of the letters that I mailed.

Based on the results of the investigation, I recommend placing three of the eight unpaid invoices back on the Special Assessment Rolls. The five exceptions are listed below:

- 10355 and 10325 Capital was mistakenly invoiced for a weed mowing instead of a special pick-up. The invoices were corrected and the owner has paid the invoices in full.
- 13751 Courtland – Is not part of the current special assessment.
- 23028 Norwood - When the contractor arrived the debris was already picked up and they invoiced the City for a “minimum show up charge”, which was charged to the property. Currently the City ordinance only allows the City to charge for the cost to abate the blight. Since the blight was abated prior to the contractor arriving, I’m recommending to cancel the SAD and invoice.
- 26090 Marlow Place - Because the wood was placed close to the property line, the neighbor was mistakenly given the notice. Because proper notification was not issued, I’m recommending to cancel the SAD and invoice.
- 24611 Radcliff - Was mistakenly invoiced for a weed mowing instead of a special pick up. I recommend canceling the weed mowing SAD and invoice and generating a new invoice for the special pick up.

This completes the investigation of the property owners who expressed concerns relating to their unpaid invoices at the April 19, 2017 public hearing.

If you need any further information, please do not hesitate to ask.



## CITY OF OAK PARK

Robert Barrett, Director  
Department of Technical  
& Planning Services

Mayor  
Marian McClellan  
Mayor Pro Tem  
Carolyn Burns  
Council Members  
Kiesha Speech  
Solomon Radner  
Ken Rich  
City Manager  
Erik Tungate

May 9, 2017

Tamara Compton  
23030 Marlow  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 662 for Unpaid Charges

Dear Ms. Compton:

As requested by the Oak Park City Council, I have reviewed your special assessment concern. You objected to your special pick up being placed on the special assessment roll at the April 19, 2017 Oak Park City Council Meeting. Your objection was that you just moved into Oak Park and that it will not happen again.

A notice was issued on Monday, May 2, 2017 because the trash was set out several days day before the scheduled pickup. The scheduled trash pick-up day for this area is on Thursday.

The following is an excerpt from the City Ordinance section 62-33 - Placement of refuse for collection...*"refuse receptacles shall not be set out for collection prior to 12:00 noon preceding the day of collection, and, after such receptacles are emptied, they shall be removed from the curbline by 12:00 noon of the next"*.

I'm recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 15, 2017 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services



## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

Najib Toma  
NTCT Properties, LLC  
10355 and 10325 Capital  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 662 for Unpaid Charges

Dear Mr. Toma:

Please see this letter as a follow up our recent telephone conversation.

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your weed mowing being placed on the special assessment roll at the April 19, 2017, Oak Park City Council Meeting. Your objection was because the weed mowing was not performed, a special pick up was.

After carefully reviewing the invoices and back up paper work, you are correct, you were invoiced for the wrong service. Since our phone conversation your invoice has been adjusted and you have paid the invoice(s) in full. Sorry for the confusion.

Since the invoices have been paid in full, I'm recommending to the City Council that the unpaid invoice be removed from the special assessment district at the May 15, 2017 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services



## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

David and Shula Kantrowitz  
26090 Marlow Place  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 662 for Unpaid Charges

Dear Mr. and Ms. Kantrowitz:

Please see this letter as a follow up to our recent telephone conversation.

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your special pick up invoice being placed on the special assessment roll at the April 19, 2017 Oak Park City Council Meeting. Your objection was because you did not know what the special pick up was for and did not receive any notice.

After carefully reviewing the file, you are correct that you didn't receive any notice. Because the wood was placed close to the property line, your neighbor was mistakenly given the notice. Because proper notification was not issued, I'm recommending to cancel your invoice.

At the May 15, 2017 City Council Meeting I'm recommending to the City Council that the unpaid invoice be cancelled and removed from the special assessment district.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services



## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

David McGill  
23028 Norwood  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 662 for Unpaid Charges

Dear Mr. McGill:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your special pick up invoice being placed on the special assessment roll at the April 19, 2017, Oak Park City Council Meeting. Your objection was because you removed the items from the curb area.

After carefully reviewing the file, you are correct that you removed the items, but not before the work order was issued to the City's contractor. When the contractor arrived the debris was already picked up and they invoiced the City for a "minimum show up charge", which was charged to your property. Currently the City ordinance only allows the City to charge for the cost to abate the blight. Since the blight was abated prior to the contractor arriving, I'm recommending to cancel your invoice.

At the May 15, 2017 City Council Meeting I'm recommending to the City Council that the unpaid invoice be cancelled and removed from the special assessment district.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services





## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

Michael Grossman  
24611 Radcliff  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 662 for Unpaid Charges

Dear Mr. Grossman:

Please see this letter as a follow up our recent telephone conversation.

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your weed mowing being placed on the special assessment roll at the April 19, 2017, Oak Park City Council Meeting. Your objection was because the weed mowing was not performed, a special pick up was and that the brush was properly bundled.

After carefully reviewing the invoices and back up paper work, you are correct, you were invoiced for the wrong service. But the attached picture indicates that the brush was not properly bundled.

The unpaid invoice of \$134.04 will be cancelled and a revised invoice of \$94.00 will be issued. Sorry for the confusion.

At the May 15, 2017 City Council Meeting I'm recommending to the City Council that the original unpaid invoice be removed from the special assessment district.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services





## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

Derrick Clerk  
13751 Courtland  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 663 for Unpaid Charges

Dear Mr. Clerk:

I am following up on the April 3, 2017 letter you wrote regarding the sidewalk replacement and your special assessment objection. You objected to your sidewalk invoice being placed on the special assessment roll at the April 19, 2017 City Council Meeting. You wrote that you objected because the sidewalk was flat, holding water and additional sidewalk needed to be replaced.

After inspecting your property and reviewing your sketch we determined that an additional sidewalk flag(s) should have been replaced and I agree with you that the original replacement was inadequate. We will be replacing the new flags of sidewalk and adding additional flags to correct the issue. You will not be responsible for the cost of the additional sidewalk flags.

It is still your responsibility to pay your original sidewalk invoice. Currently the unpaid invoice is not in arrears enough to be special assessed. Your current invoice was not on the April 19, 2017 special assessment district.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #****SUBJECT:** Special Assessment District No. 663 Unpaid Sidewalk Replacement Exception Recommendation**DEPARTMENT:** Finance/Treasury

**SUMMARY:** At the council meeting of April 19, 2017 City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exceptions of two (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of May 31, 2017 together with the penalty of ten percent (10%) for Special Assessment District No. 663, unpaid invoices for expenses incurred on private premises – Sidewalk Replacement.

**FINANCIAL STATEMENT:**

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

|                  |                 |
|------------------|-----------------|
| 52-25-32-251-074 | 10100 Capital   |
| 52-25-29-202-034 | 10241 Dartmouth |

**APPROVALS:**

City Manager: \_\_\_\_\_

Director: \_\_\_\_\_

Finance Director: \_\_\_\_\_

**EXHIBITS:**

Department recommendation, Exception letters



## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

Joe Pape  
10100 Capital  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 663 for Unpaid Charges

Dear Mr. Pape:

Please see this letter as a follow up to your phone conversation with our Engineering Department.

As requested by the Oak Park City Council, I have reviewed your special assessment concern. You objected to your sidewalk invoice being placed on the special assessment roll at the April 19, 2017, Oak Park City Council Meeting. Your objection was that you were charged for your neighbor's sidewalk and that the sidewalk was flaking.

The Engineering Department reviewed your sidewalk card and inspected the sidewalk on site. It was determined that you were invoiced for the correct amount of sidewalk and that the sidewalk was not flaking.

I'm recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 15, 2017 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett  
Director of Technical and Planning Services



## CITY OF OAK PARK

**Robert Barrett, Director  
Department of Technical  
& Planning Services**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

May 9, 2017

Annie Green  
10241 Dartmouth  
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 663 for Unpaid Charges

Dear Ms. Greene:

Please see this letter as a follow up to your phone conversation with our Engineering Department.

As requested by the Oak Park City Council, I have reviewed your special assessment concern. You objected to your sidewalk invoice being placed on the special assessment roll at the April 19, 2017, Oak Park City Council Meeting. Your objection was that you did not receive an invoice.

Enclosed is copy of your sidewalk repair invoice. To avoid additional penalties and being placed on the special assessment tax roll, the invoice will need to be paid prior to May 15, 2017.

I'm recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 15, 2017 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Barrett".

Robert Barrett  
Director of Technical and Planning Services


**CITY OF OAK PARK**  
*Community, Culture, and Commerce.*
**MR INVOICE**
 MAKE CHECK PAYABLE AND REMIT TO:  
 CITY OF OAK PARK TREASURER
or PAY ONLINE at [www.oakparkmi.gov](http://www.oakparkmi.gov)

| INVOICE DATE | INVOICE NO. | PARCEL REFERENCE | CUSTOMER NO.     | DUE DATE   | TOTAL DUE |
|--------------|-------------|------------------|------------------|------------|-----------|
| 05/15/2016   | 16-0004065  | 52-25-23-202-034 | 52-25-23-202-034 | 06/30/2016 | \$50.31   |

PROPERTY ADDRESS: 10241 DARTMOUTH

 GREENE, ANNIE R  
 10241 DARTMOUTH  
 OAK PARK MI 48237


RETURN THIS TOP PORTION WITH YOUR REMITTANCE

**MR INVOICE**

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

| INVOICE DATE | INVOICE NO. | PARCEL REFERENCE | CUSTOMER NO.     | DUE DATE   | TOTAL DUE |
|--------------|-------------|------------------|------------------|------------|-----------|
| 05/15/2016   | 16-0004065  | 52-25-23-202-034 | 52-25-23-202-034 | 06/30/2016 | \$50.31   |

PROPERTY ADDRESS: 10241 DARTMOUTH

 GREENE, ANNIE R  
 10241 DARTMOUTH  
 OAK PARK MI 48237

| DESCRIPTION          | QUANTITY | UNIT AMT | TOTAL   |
|----------------------|----------|----------|---------|
| SIDEWALK REPLACEMENT | 1.000    | 50.31    | \$50.31 |
| SERVICE DATE:        |          |          |         |
| 05/15/2016           |          |          |         |
| Invoice Total:       |          |          | \$50.31 |
| Credits Applied:     |          |          | \$0.00  |
| Payments Applied:    |          |          | \$0.00  |
| Invoice Balance:     |          |          | \$50.31 |



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Approve the Tax Sharing Agreement Between the County of Oakland, City of Oak Park, and the Corridor Improvement Authority

**SUMMARY:** The CIA was recently amended to include Personal Property Tax per the request of Oakland County. We have negotiated an agreement with Oakland County to participate in the TIF at 75% of tax capture for a period of 19 years. The attached agreement reflects the terms of the agreement and requires signature from the City to participate.

**RECOMMENDED ACTION:** The city council approve the Tax Sharing Agreement with Oakland County.

**APPROVALS:**

City Manager: Rpy for C.T.

Director: Ken Mawson

Finance Director: \_\_\_\_\_

**EXHIBITS:** Tax Sharing Agreement



**TAX SHARING AGREEMENT BETWEEN THE  
COUNTY OF OAKLAND, CITY OF OAK PARK, AND THE OAK PARK CORRIDOR  
IMPROVEMENT AUTHORITY**

THIS TAX SHARING AGREEMENT ("Agreement") is entered into this \_\_\_\_ day of May, 2017 between the COUNTY OF OAKLAND ("County"), 1200 North Telegraph Road, Pontiac, Michigan, 48341, the CITY OF OAK PARK ("Oak Park"), 14000 Oak Park Boulevard, Oak Park, Michigan 48237 and the OAK PARK CORRIDOR IMPROVEMENT AUTHORITY ("C.I.A.") 14000 Oak Park Boulevard, Oak Park, Michigan 48237. In this Agreement, the County, Oak Park, and the C.I.A. may also be referred to as "Parties."

Public Act 280 of 2005, as amended, a/k/a the Corridor Improvement Authority Act ("Act 280"), authorizes a municipality to establish a Corridor Improvement Authority when the municipality determines that it is necessary for the best interests of the public to redevelop its commercial corridors and to promote economic growth. One of the purposes for creating a C.I.A. is to permit a municipality to finance corridor improvements in a designated area by capturing the property taxes levied on any incremental increase in property values within the development area; this is commonly referred to as tax increment financing.

Section 18(5) of Act 280 provides that a governing body of a taxing jurisdiction whose ad valorem taxes would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect. Furthermore, Section 18(3) of Act 280 also provides that a C.I.A. may enter into agreements with taxing jurisdictions and the municipality establishing the C.I.A. to share a portion of the captured assessed taxable value of the development area.

On March 16, 2015, per Resolution No. CM-03-114-15, Oak Park passed a resolution of intent to establish a Corridor Improvement Authority for its Coolidge and Nine Mile Road and Coolidge and Eleven Mile Road Corridor "C.I.A. District"; on May 4, 2015, continued May 18, 2015, Oak Park held a public hearing regarding its intent to establish the C.I.A. and the proposed boundaries of the development area; and on September 8, 2015, per Resolution CM-09-356-15 Oak Park established the C.I.A. The Development and Tax Increment Financing Plan First Amendment was approved February 6, 2017, per Resolution CM 02-049-17.

The C.I.A. District, located in the southeast corner of Oak Park, along Coolidge Road at both Nine Mile and Eleven Mile has great potential for redevelopment. It is recognized by the Parties as an area that is ripe for and will significantly benefit from the type of redevelopment and economic revitalization investment by the public that is contemplated under Act 280. A key component to revitalizing the C.I.A. District is the need for Tax Increment Financing ("TIF") as authorized by Act 280, and explained in the Development Plan and Tax Increment Financing Plan dated January 4, 2017-Revised Table April, 2017, (attached as Exhibit A) to strengthen and diversify the existing economic base of the business district, convert underutilized buildings and space into productive property and create a more walkable community. As explained in Exhibit A, TIF will be utilized to finance a "road diet", streetscape and infrastructure improvements, public parking, non-motorized pathways and new parks, which are the "the Projects" to be completed by the C.I.A.

Over the past year, representatives from Oak Park explained their redevelopment plans to representatives of the County's Planning and Economic Development Services

Division. Oak Park and the C.I.A. worked toward achieving compliance with established County guidelines and criteria in the preparation of their TIF and Development Plans which Oak Park and the C.I.A. successfully met.

After satisfying all public notice requirements under Act 280, including notice to County, the Oak Park City Council held a public hearing on January 19, 2016 regarding the TIF and Development Plans. Faced with a 60-day time frame in which to opt-out of participation in TIF Plans, the County Board of Commissioners voted to exempt County ad valorem property taxes from capture by the C.I.A., pursuant to Miscellaneous Resolution #16031, passed on February 17, 2016. On February 17, 2017, representatives of Oak Park appeared before the County's Tax Increment Financing District Review Policy Ad Hoc Committee ("Review Committee") to explain their plans for the C.I.A. District and request County participation in the TIF Plan. The Review Committee is charged with evaluating and recommending to the Finance Committee as to County's participation and possible tax sharing arrangement with C.I.A.s. The Review Committee found that Oak Park met County's C.I.A. participation criteria and it would be a good investment of County's incremental tax revenue. The County Board of Commissioners ultimately determined that the C.I.A. had successfully demonstrated its plan met the County's performance standards and, directed Corporation Counsel to attempt to negotiate an agreement with Oak Park and the C.I.A. (Miscellaneous Resolution #17044, passed on March 15, 2017)

Accordingly, under the terms of this Agreement made pursuant to Act 280, County agrees to participate with Oak Park and the C.I.A. by means of sharing with the C.I.A. a portion of the revenue derived from certain County ad valorem property taxes

levied on properties described in Exhibit B. The Parties understand that the list provided in Exhibit B is subject to change in the future to account for any Real Property Split/Combination Activity, New Personal Property or other legally required changes.

The Parties agree as follows:

1. In accordance with the following conditions, County agrees to allow the tax increment revenue generated by its millage rate to be captured from the properties listed in Exhibit B, or any future divisions of such properties for the limited purpose of paying County's Pro-rata Share of the funding required for the C.I.A. District as set forth herein.

(a) "County's Pro-rata Share", pursuant to the adopted plan, is defined as County's proportionate share of the combined millage funds captured by the C.I.A. from all participating taxing jurisdictions, which include: County of Oakland (for General Operating and Parks & Recreation), City of Oak Park, Oakland County Public Transit Authority and any future taxing jurisdictions that opt in after the date of this Agreement. With respect to the levy of any new additional millage by County, either to restore amounts reduced by the Headlee Amendment, or a new additional millage approved by County electors after the date of this Agreement, such millages shall be exempt from this Agreement unless the County Board of Commissioners, in its sole discretion, adopts a Resolution submitting such additional millages to this Agreement for capture by the C.I.A.

(b) The Project is projected to cost approximately between \$7,286,000 and \$14,314,000 over 20 years.

(c) Oak Park, the C.I.A. and County acknowledge that the total anticipated expenditure is an approximation only. The Project shall be subject to applicable Oak

Park public bid procedures and the final cost will be adjusted accordingly. However, notwithstanding the above acknowledgments, Oak Park and the C.I.A. agree that County's participation shall not exceed the Oakland County General Operating Millage and the Oakland County Parks and Recreation Millage for a total of \$618,600.04, or beginning with the tax capture for 2017, a period of 19 years (through 2035), whichever occurs first, subject to the terms of this Agreement.

(d) The capture and retainage of County's millage will be based upon the 2015 real property and 2016 personal property taxable values of the properties as set forth in Exhibit B.

(e) In no event, shall the capture from County's millage be used to bury utility lines, for land acquisition, municipal facilities used to house Oak Park's departments or operations, or for event and marketing materials not directly related to the implementation of projects approved within the TIF plan.

(f) The elected or appointed officials of the Applicant, or their immediate family members, shall not engage in a business transaction, relating to property in the District, which he or she may profit from because of his or her official position or authority or benefit from confidential information which he or she has obtained by reason of such position or authority. This provision does not prohibit members of the governing body of the Authority from having an ownership or business interest in the District. Any plans by the Authority to purchase property in the District from elected or appointed officials of the municipality, or their immediate family members, shall be disclosed in writing to the County. *Immediate Family* means a City official or employee, his or her spouse, parents or children.

2. Oak Park and the C.I.A. hereby warrant and agree that the portion of the captured County ad valorem property taxes ("tax increment revenue") shall be applied to and limited to County's Pro-rata Share of the funding necessary for the redevelopment of the C.I.A. District.

3. Once County's total share of the tax increment revenue for the Project is captured at a maximum of \$618,600.04 or for 19 years, whichever occurs first, County's participation in the C.I.A. will terminate and that portion of ad valorem property taxes that would otherwise be subject to capture will be exempt from further capture by the C.I.A.

4. The C.I.A. and Oak Park agree to the following:

(a) The C.I.A. shall within three (3) months after the end of the Authority's fiscal year, send copies of the annual financial report to the County Treasurer, the Economic Development and Community Affairs Department and the Board of Commissioners. The report shall include:

- i. The amount of taxes captured by the Authority.
- ii. The amount spent on each project in the TIF Plan.
- iii. The amount of private sector investment received.
- iv. The number of buildings rehabilitated, the square footage per building rehabilitated, and the amount spent per building.
- v. The amount of new construction including the dollar amount spent and the square footage added.
- vi. The number of new businesses locating in the District.
- vii. The number of new jobs created.

viii. The increase/decrease in the taxable value.

ix. Any financial information the County is required to report in its financial statements or to the Michigan Department of Treasury.

(b) The C.I.A. will appear before the TIF Review Committee, at the Committee's request, within the first five (5) years of the Contract execution date, and each five (5) years thereafter, to present the District's current return on investment, which is defined as the increase in total value of the properties in the C.I.A. District since the inception of this Agreement, and discuss the financial information required in this Agreement.

(c) The C.I.A. will promote the services available from the County Economic Development Community Affairs Department including the One Stop Shop Business Center and the Oakland County Economic Development Corporation and the Oakland County Business Finance Corporation.

(d) Oak Park will adopt/amend its community master plan to accurately incorporate the TIF Plan with its next scheduled community master plan review.

5. The C.I.A. and Oak Park shall submit to County's Review Committee any proposed modification or amendments to the C.I.A. Development Plan and Tax Increment Financing Plan as required under Act 280 to be submitted to County for review and approval.

6. Oak Park agrees that in the event tax increment revenue is retained by the C.I.A. in excess of the County's Pro-rata Share of the funding for the Project, and if upon written notice from County the C.I.A. and Oak Park fail to tender over to County the excess retained tax increment revenue, then without waiving any legal claims under this Agreement, County shall be entitled to reduce, set-off, and permanently retain any amount due to Oak

Park from the County's Delinquent Tax Revolving Fund ("DTRF") by any such amount then still due and owing to County pursuant to this Agreement at the time the County distributes funds to Oak Park from the DTRF.

7. This Agreement sets forth the entire agreement between County, Oak Park, and the C.I.A. and fully supersedes any and all prior agreements or understandings between them in any way related to this subject matter. It is further understood and agreed that the terms and conditions herein are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the Parties in any way related to the subject matter hereof, except as expressly stated herein. This Agreement shall not be changed or supplemented orally and may be amended only in writing and signed by the Parties.

8. County, Oak Park and the C.I.A. warrant that they each have the appropriate authority to enter into this Agreement and that each of them are bound by the respective signatures below.

FOR AND IN CONSIDERATION of the mutual assurances, promises, acknowledgments, warrants, representations, and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the undersigned hereby execute this Agreement on behalf of the Parties, and by doing so legally obligate and bind the Parties to the terms and conditions of this Agreement.



OAK PARK CORRIDOR IMPROVEMENT AUTHORITY (C.I.A.)

By: \_\_\_\_\_  
Dr. Daveda Colbert

Its: Chairperson

Date: May 18, 2017

THE CITY OF OAK PARK

By: \_\_\_\_\_  
Marian McClellan, Mayor

Its: Mayor

Date: May 18, 2017

OAKLAND COUNTY

By: \_\_\_\_\_  
Michael J. Gingell,

Its: Chairperson Board of Commissioners

Date: \_\_\_\_\_

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 15, 2017**AGENDA #**

**SUBJECT:** Recommendation of Planning Commission for Aldi Food Market, 26300 Greenfield Road, Final Site Plan Review.

**DEPARTMENT:** Community & Economic Development, Planning Division

**SUMMARY:** At the May 8, 2017 meeting, the Planning Commission reviewed a Site Plan for Aldi Food Market to renovate their existing store at 26300 Greenfield Road. The renovation will include two small additions to the building; one 1,583 square foot addition to the south side of the building and one 610 square foot addition in an area that is currently a loading dock. The Planning Commission voted to recommend to the City Council approval of the Final Site Plan.

**RECOMMENDED ACTION:** The City Council consider accepting the recommendation of the Planning Commission for approval of the Final Site Plan for Aldi Food Market, 26300 Greenfield Road.

**APPROVALS:**City Manager: Kathy Ann E. S.Director: Kim Munn

Finance Director: \_\_\_\_\_

**EXHIBITS:** Memorandum, Site Plan.



TO: Planning Commission members DATE: May 3, 2017  
FROM: Kevin Rulkowski, AICP, City Planner FILE: Planning/Aldi 26300  
Greenfield SPR  
SUBJECT: Aldi Food Market, 26300 Greenfield Road, Final Site Plan Review

Based on the above considerations the Planning Division recommends approval of the Final Site Plan for Aldi Food Market, 26300 Greenfield Road.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Update on Tax Foreclosed Properties

**DEPARTMENT:** Community & Economic Development

**SUMMARY:** In the second year of the Tax Foreclosure Program, Global Realty purchased all residential properties and a vacant lot last. Global Realty is presenting an update on their progress to date including the plans to construct a new home on the vacant lot per the agreement with the City of Oak Park.

**FINANCIAL STATEMENT:** None

**RECOMMENDED ACTION:** None

**APPROVALS:**

City Manager: KJy for C.T.

Director: Kari Manone

**EXHIBITS:**

[illegible]



15H

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** May 15, 2017

**AGENDA #**

**SUBJECT:** Proposal for professional services that support the completion of the Wastewater Asset Management Plan (AMP) as a part of the SAW Grant.

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

**SUMMARY:** Attached is a proposal from OHM to perform Engineering Services required to complete a comprehensive Asset Management Plan (AMP) for the City's wastewater system through the MDEQ SAW (Michigan Department of Environmental Quality Stormwater, Asset Management, and Wastewater) grant program.

**RECOMMENDED ACTION:** It is recommended that the proposal from OHM Advisors to perform Engineering Services required to complete a comprehensive Asset Management Plan for the wastewater system through the SAW grant program (90% grant of \$620,100), along with the Optional Services, be approved for the not to exceed amount of \$186,000 upon final review by the City Attorney's office. There is \$25,000 budgeted in the Water & Sewer Fund in each of FY 2016-17 and FY 2017-18 for support on this project. It is recommended that the additional \$136,000 be taken from the Water & Sewer Fund Balance to supplement the budgeted amount. Of the \$186,000 total cost, \$153,000 will be reimbursed to the City as part of the grant funding, leaving the total cost to the City at \$33,000.

**APPROVALS:**

City Manager: Khy for C.T.

Department Director: Rhy

Finance Director: \_\_\_\_\_

**EXHIBITS:** Proposal

April 26, 2017

Kevin J. Yee, P.E.  
Assistant City Manager  
City of Oak Park  
10600 Capital Ave  
Oak Park, MI 48237

RE: Wastewater Asset Management (SAW Grant) Support  
Scope of Services

Dear Mr. Yee

Per our discussions, we have prepared the following scope of services to support the City on their Wastewater Asset Management Plan (AMP). The City has received a SAW grant to complete an AMP. The SAW grant received by the City includes the tasks and budgets shown below.

PROJECT UNDERSTANDING:

It is our understanding that the City would like to prepare a comprehensive AMP for the wastewater system. The main component of this plan is a comprehensive inventory of the essential facilities that make up this system: manholes, catch basins (system is a combined system), and the associated pipe network. The City would utilize state of the art GPS technologies to update their existing GIS mapping for their wastewater system.

While field personnel are completing the inventory of these facilities, they will also perform a maintenance inspection of the critical components of the facilities, so that short term and long term maintenance can be prioritized within the asset management plan.

OHM has prepared the following scope of services that will assist the City in completing the AMP through the SAW grant program. The scope of work for the SAW Grant is shown below, along with OHM's scope of work for each task.

SCOPE OF SERVICES:

*Total SAW Grant Scope*

*Task 1: Wastewater System Inventory*

- *Assist the City in purchasing a Trimble R10 GNNS System, a GPS unit with real time kinematic (data correction) to provide accuracy within 0.1'. The City will utilize this equipment to enhance the wastewater system inventory and to assist with future maintenance and inventory projects for the wastewater system.*
- *Locate approximately 4,100 structures and inventory cover type, adjustment material, adjustment depth, centricity, corbel material, riser material, diameter, depth, flow direction, pipe inverts and directional connectivity.*

OHM Scope

Task 1: Wastewater System Inventory

- Assist the City in purchasing a Trimble R10 GNSS System, a GPS unit with real time kinematic (data correction) to provide accuracy within 0.1'. The City will utilize this equipment to enhance the wastewater system inventory and to assist with future maintenance and inventory projects for the wastewater system.
- Assist the City in setting up the hardware and software necessary for the City to complete the system inventory.

*Total SAW Grant Scope*

*Task 2: Condition Assessment*

- *A sampling of MACP-compliant structure inspections will be performed on approximately 33% of the total system (about 1,350 manholes). The MACP ratings will be used to evaluate the overall system condition, extrapolated to the entire collection system. The remaining manholes will also include a general condition assessment with the following components rated excellent, good, fair, and poor condition: cover, frame, adjusting ring, corbel section, wall, steps, and flow channel. If follow up is required it will be noted as such.*
- *Sanitary sewer pipe conditions will be determined by evaluating CCTV data utilizing the PACP ratings to individual pipes. Approximately 33% of the system (140,000 ft) will be evaluated using this method. Sewer ratings for the sampled portion of the system will be extrapolated to the entire collection system.*

*OHM Scope*

*Task 2: Condition Assessment*

- Assist the City in setting up MACP forms on handheld tablets to be used for the manhole inspections. This will include the Terraflex data collection forms, Collector tracking maps, and a defect coding form.
- Provide 2 days of on-site support and training for MACP manhole inspections.
- Check and process the manhole inspection data collected by City field staff.
- Generate final tables containing all of the MACP defect coding and condition ratings that will be integrated with the City's new geodatabase.
- Manually review all manholes with major defects and develop rehabilitation recommendations that will be incorporated into a short-term Capital Improvements Project list.
- Process and prepare 140,000 lineal feet of sanitary sewer inspection data for integration with the City's new geodatabase.
- Manually review all pipe segments with major defects and develop rehabilitation recommendations that will be incorporated into a short-term Capital Improvements Project list.
- Extrapolate all of the condition assessment information to the entire collection system in order to better estimate future system wide O&M and rehabilitation costs.

*Total SAW Grant Scope*

*Task 3: GIS Integration of System Data*

- *All of the facility inventory information collected in the field will be processed and imported into the City's current GIS system on bi-weekly basis. Add system attributes as necessary to define characteristics that have not yet been defined.*
- *Research record drawings on pipe/manhole installation year (approximate year if not adequately documented) and add this to the wastewater system attribute table. This will be used for the Wastewater AMP.*



- *The maintenance inventory will be imported into a separate database application. This database will be linked to GIS to allow for location-based retrieval of the information.*
- *The maintenance inventory database will allow for tracking and documentation of future maintenance and inspection activities to create a history of events for each facility to allow for short term and long term planning for maintenance and capital needs.*
- *Purchase 2 desktop computers to allow for office staff utilize the updated GIS data.*
- *Purchase 2 network licenses of ArcMap 10.2*
- *Purchase 6 field computers for field staff to be able to access GIS while implementing the maintenance/improvements developed out of the AMP.*

#### OHM Scope

##### Task 3: GIS Integration of System Data

- Assist the City in the creation of a new ArcGIS Local Government Schema Geodatabase.
- Assist the City in processing the data collected, including a QA/QC process for the data to be imported into the new geodatabase.
- OHM will create the pipe network for the sewer system in the new geodatabase.
- Assist the City in adding the As-built information, year installed, into the database.
- OHM Advisors will attempt to link the existing maintenance inventory into the new geodatabase. This database will be linked to GIS to allow for location-based retrieval of the information.
- Implement Condition Assessment information from Task 2 into the new geodatabase.

#### Total SAW Grant Scope

##### Task 4: Level of Service Determination - Wastewater (required for Wastewater SAW Grant)

- *Review existing MDEQ and GWK Drain regulatory and contractual commitments to ensure that the collection system is in compliance with existing commitments.*
- *Coordinate a public meeting to educate customers on the costs associated with maintaining the wastewater collection system, obtain customer input regarding their concerns and satisfaction and outline the City's infrastructure goals and mission statement to the public.*

#### OHM Scope

##### Task 4: Level of Service Determination - Wastewater (required for Wastewater SAW Grant)

- Provide as needed support to the City in completing this task.

#### Total SAW Grant Scope

##### Task 5: Asset Management Plan / Capital Improvement Plan – Final Report

- *The data collected in tasks 2 and 3 will be summarized in a report for short term and long term planning and management of the systems.*
- *Develop a condition assessment, probability of failure and asset criticality ranking systems. The ranking systems will be developed by using a system used for a similar community and/or the MDEQ's guidance and modifying it to suit Oak Park's system needs.*
- *Based on information collected, determine the condition, probability of failure and asset criticality rating of each asset evaluated and input the data in the MDEQ Asset Inventory database to obtain a Business Risk Factor for each asset.*

- *Develop a Capital Improvement Plan (CIP) to address critical projects to be completed within the next 5 years. Develop planning-level cost estimates for all projects on the CIP list.*
- *5 copies of the final report will be provided to the City.*

#### OHM Scope

##### Task 5: Asset Management Plan / Capital Improvement Plan – Final Report

- The data collected in tasks 2 and 3 will be summarized in a report for short term and long term planning and management of the systems.
- Develop probability of failure and asset criticality ranking systems. The ranking systems will be developed by using a system used for a similar community and/or the MDEQ's guidance and modifying it to suit Oak Park's system needs.
- Based on information collected, determine the condition, probability of failure and asset criticality rating of each asset evaluated and input the data in the MDEQ Asset Inventory database to obtain a Business Risk Factor for each asset.
- Develop a Capital Improvement Plan (CIP) to address critical projects to be completed within the next 5 years. Develop planning-level cost estimates for all projects on the CIP list.
- 5 copies of the final report will be provided to the City.

#### Total SAW Grant Scope

##### Task 6: Cost and Revenue Analysis (required for Wastewater SAW Grant)

- *Review costs of wastewater collection system O&M and capital project commitments.*
- *Review existing revenue sources, including existing fund balance .*
- *Make recommendations (if applicable) for future adjustments to revenues to meet the needs of the Asset Management Plan.*

#### OHM Scope

##### Task 6: Cost and Revenue Analysis (required for Wastewater SAW Grant)

- Provide as-needed support to the City in completing this task.

#### PROJECT BUDGET:

The total SAW grant project budget is as shown below, along with OHM's budget based upon the scope of work stated above.

|         |                           | Project Budget   | OHM Budget |
|---------|---------------------------|------------------|------------|
| Task 1: | Purchase GPS Unit:        | \$32,000         |            |
|         | <u>Locate Structures:</u> | <u>\$64,000</u>  | \$4,000    |
|         | Subtotal                  | \$96,000         | \$4,000    |
| Task 2: | MACP Inspections          | \$135,000        | \$30,000   |
|         | <u>CCTV PACP Rating:</u>  | <u>\$300,000</u> | \$45,000   |
|         | Subtotal                  | \$435,000        | \$75,000   |

|         |                                   |                       |           |
|---------|-----------------------------------|-----------------------|-----------|
| Task 3: | GIS/System Integration            | \$35,000              | \$35,000  |
|         | "As-built" Review                 | \$10,000              | \$2,000   |
|         | Purchase 2 Desktops               | \$5,000               |           |
|         | Purchase 2 ArcMap licenses        | \$18,000              |           |
|         | <u>Purchase 6 Field Computers</u> | <u>\$15,000</u>       |           |
|         | Subtotal                          | \$83,000              | \$37,000  |
| Task 4: | Level of Service:                 | \$10,000              | \$2,000   |
| Task 5: | AMP Final Report:                 | \$50,000              | \$50,000  |
| Task 6: | Costs/Revenues:                   | \$15,000              | \$2,000   |
|         | Total Project                     | \$689,000             | \$170,000 |
|         | Grant:                            | \$620,100 (90% Grant) |           |
|         | City Portion:                     | \$68,900              |           |

#### OPTIONAL SERVICES

The City has requested budgets for the following services that are not part of the Wastewater Asset Management Plan funded through the SAW grant.

- Develop an ArcGIS Online work-order system and maintenance application. This application will allow for tracking and documentation of future maintenance and inspection activities to create a history of events for each facility to allow for short term and long term planning for maintenance and capital needs. This application is cloud based and can be accessed via computer, tablet, or phone.
- Develop a management tracking tool in Operations Dashboard to monitor the new work-order application.
- Develop Routine Maintenance ArcGIS Online applications for field staff. (Ex. Sewer Cleaning)

|                                                      |              |
|------------------------------------------------------|--------------|
| Online Work Order System and Maintenance Application | \$10,000     |
| Operations Dashboard                                 | \$2,000      |
| Mobile Applications for Field Staff                  | \$4,000 each |

#### PROJECT SCHEDULE:

The AMP report is due within 3 years of the grant execution date with the cost and revenue analysis due to the MDEQ for review within 2-1/2 years of the grant execution date. OHM will coordinate our efforts with the City efforts in order to meet the required due dates as mandated by the SAW grant program.

Please feel free to call with any questions or concerns.

Sincerely,  
OHM Advisors



Wastewater Asset Management  
SAW Grant  
April 26, 2017  
Page 6 of 6

James C. Stevens, P.E.

cc: File