Oak Park
City Council Agenda

February 6, 2017

AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
February 6, 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 January 17, 2017
   B. Special Council Meeting Minutes of January 17, 2017
   C. Retirement Board Meeting Minutes of October 10, 2016, November 10, 2016 and December 12, 2016
   D. Request to cancel the regularly scheduled Planning Commission meeting of February 13, 2017
   E. Request to cancel the regularly scheduled Zoning Board of Appeals meeting of February 28, 2017
   F. Request to advertise for bids for the 2017 Water Main Replacement Project, M-649
   G. Payment Application No.1 in the amount of $43,128.90 to Doetsch Environmental Services for the 2016 Sewer and Catch Basin Cleaning and TV Inspection Project, M-641
   H. Licenses - New and Renewals as submitted for February 6, 2017

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**

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

8. **PUBLIC HEARINGS:**

   A. Public Hearing on a resolution to approve the amended Development Plan and Tax Increment Financing Plan for the Oak Park Corridor Improvement Authority

9. **COMMUNICATIONS:** None

10. **SPECIAL LICENSES:**

    A. Special Event Request and waiver of fees as submitted by the Oak Park Public Schools for an art contest, reception and award ceremony to be held at City Hall on March 30, 2017

11. **ACCOUNTING REPORTS:**

    A. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of $7,462.98

12. **BIDS:** None

13. **ORDINANCES:** None

14. CITY ATTORNEY

15. CITY MANAGER:

Administration

A. State of the City Address – February 15, 2017

Finance/Assessing

B. Request to adopt the rate of compensation for the Board of Review Members and the 2017 meeting dates and times
C. Request to adopt the City of Oak Park 2017 Poverty Exemption Policy
D. Receive and file the Quarterly Investment Report for period ending December 31, 2016
E. Receive and file the Quarterly Financial Report for period ending December 31, 2016
F. Resolution approving requested Budget Amendment #2017-2 for period ending December 31, 2016

16. CALL TO THE AUDIENCE

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

17. CALL TO THE COUNCIL

18. ADJOURNMENT

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

CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
January 17, 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 Radner, Council Member Rich, Council Member Speech

ABSENT: None

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

APPROVAL OF AGENDA:

CM-01-022-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS SUBMITTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-023-17 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

A. Regular Council Meeting Minutes of January 3, 2017 **CM-01-024-17**
B. Board of Review Meeting Minutes of December 13, 2016 **CM-01-025-17**
C. Emergency Services Council Meeting Minutes of November 14, 2016 **CM-01-026-17**
D. Request to advertise for bids for 2017 Granzon Avenue Reconstruction Project, M-650 **CM-01-027-17**
E. Request to advertise for bids for the 2017 Joint and Crack Sealing Project, M-651 **CM-01-028-17**
F. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for CE Oak Park Blvd./ Lincoln Rehab and Traffic Signal Optimization in the total amount of $16,218.85 **CM-01-029-17**

G. Licenses - New and Renewals as submitted for January 17, 2017 **CM-01-030-17**

MERCHANT'S LICENSES – January 17, 2017
(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
None			

RENEWALS	ADDRESS	FEE	
Tiger Collision	10010 Capital	$150	Auto Repair
Brown-Darnell Co	12701 Capital	$150	Industrial Supply
Auto Metal Craft Inc.	10240 Capital	$150	Metal Fabricator
Valley City Linen	13165 Cloverdale	$150	Linen Rental
Auditory Instruments Inc.	13261 Cloverdale	$150	Medical Equipment
Luxury Homes	20830 Coolidge	$150	Real Estate
RCH Cable/Security Corp	21340 Coolidge	$150	Cable TV Services
Baby Bear Daycare	21655 Coolidge	$150	Childcare
Grace Centers of Hope	23119 Coolidge	$150	Non-Profit Organization
Shell Cleaners & Tailor	25905 Coolidge	$150	Laundry
Steppin Out on Faith Learning Center	25941 Coolidge	$150	Childcare
Embassy Motel	14380 Eight Mile	$150	Motel
B-1 Jewelry	21700 Greenfield #415	$150	Jeweler
Stepping Out Hair & Nail Salon Inc.	25266 Greenfield	$150	Salon
Oak-Fern Galleria LLC	8520 Nine Mile	$150	Automobile Memorabilia Boutique
Alaska Fresh Fish and Chicken	13701 Nine Mile	$150	Restaurant
China City	13715 Nine Mile	$150	Restaurant
Lawford Fabricating Co	21650 Wyoming Ct	$150	Metal Castings
Tina Nails & Spa Inc	24720 Greenfield	$150	Salon
Hollywood Diamond Setting	21700 Greenfield #327	$150	Jeweler
Anton's Jewelry Inc	21700 Greenfield #343	$150	Jeweler
LLZ Ventures / 8 Mile Smoke	15180 Eight Mile	$150	Smoke Shop
Steve's Creations Jewelers	21700 Greenfield #329	$150	Jeweler
Oak Park Barbers	26003 Coolidge	$150	Barber
Herman's Creations	21700 Greenfield #324	$150	Jeweler
United Truck Sales	12950 Cloverdale	$150	Auto Sales
Save-a-Lot	23105 Coolidge	$150	Grocery

TAXI CAB/MOTOR VEHICLE FOR HIRE – RENEWALS 2017
(Subject to All Departmental Approvals)

NAME	COMPANY	ADDRESS
William D. Smith	Royal Oak Township Cab Co. LLC	20729 Wyoming, Ferndale
Lawrence Cochran	Royal Oak Township Cab Co. LLC	20729 Wyoming, Ferndale
Dwight O. McCollum	Royal Oak Township Cab Co. LLC	20729 Wyoming, Ferndale

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Merit Citations presented by Public Safety Director Cooper. Director Cooper presented Merit Citations to members of the Public Safety Department and Alliance Ambulance for their part in saving victims of a house fire on November 11, 2016.

Oak Park Public Safety	Alliance Ambulance
Lieutenant Troy Taylor	Paramedic Daniel Cottrell
Sergeant Joseph Meier	Paramedic Kevin Green
Officer Adam Hughes	Paramedic Spencer White
Officer Jesse Fulerton	Paramedic Supervisor Emily Holstine
Officer Anthony Carignan	Paramedic Donovan Deel
Officer Donald Hoffman	EMT Matthew Schenk
Officer Paul Deskiewicz	FTO Patrick Martindale
Officer Daniel Batora	Critical Care Paramedic David Eaton
Officer Zachary Tyler	FTO Aaron Feurst
Dispatcher Maryann Dommer	

(AGENDA ITEM #7B) City Manager Employee Recognition. City Manager Tungate presented an Employee Recognition Award to Master Mechanic Bob Barletta from the Department of Public Works.

(AGENDA ITEM #7C) Audit Presentation. Mark Kettner from Rehmann Robson presented the Fiscal Year Ended June 30, 2016 Comprehensive Annual Financial Report and the Independent Auditor's Communication. Finance Director Carl Johnson also reported on revenues, expenditures and changes in fund balances for the same period. Complete reports are on file with the City Clerk.

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-01-031-17 **(AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE SUBMITTED BY SECREST, WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF $128.00 - APPROVED**

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve payment of Invoice #1293772 as submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley, P.C. for legal services in the total amount of $128.00.

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

MOTION DECLARED ADOPTED

CM-01-032-17 (AGENDA ITEM #11B) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF $19,924.55 - APPROVED

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of invoices #469861, #469862, #469863 and #469864 submitted by Garan, Lucow, Miller P.C., for legal services rendered through December 31, 2016 in the total amount of $19,924.55.

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

MOTION DECLARED ADOPTED

BIDS:

CM-01-033-17 (AGENDA ITEM #12A) BID AWARD FOR THE 2017 LAWN MAINTENANCE CONTRACT, M-660 TO AJ'S MAINTENANCE OF YPSILANTI, MI FOR THE TOTAL AMOUNT OF $93,093.48 - APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to award the bid for the 2017 Lawn Maintenance Contract, M-660 to AJ's Maintenance of Ypsilanti, MI for the total amount of $93,093.48.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee reported that at the November 21, 2016 regular meeting of the Oak Park City Council, the request to bid the 2017 Lawn Maintenance Contract, M-660 was approved (CM-11-389-16). The project was advertised and 34 contractors viewed the documents. On December 29, 2016, four (4) bids were received and opened. The low bidder, Mow on the Go of Berkley, MI, submitted a bid of $84,700.00. References were checked and three of the four did not have positive feedback. The second low bidder, AJ's Maintenance, submitted a bid of $93,093.48. AJ's Maintenance has performed work for the City previously to the satisfaction of City personnel. Funding is available in the Major Street Fund, Water and Sewer Fund, and Public Works Other Parks budget for these expenditures

ORDINANCES:

CM-01-034-17 (AGENDA ITEM #13A) SECOND READING AND ADOPTION OF AN ORDINANCE TO AMEND THE JEFFERSON OAKS PAYMENT IN LIEU OF TAXES (PILOT) ORDINANCE - APPROVED

Motion by Burns, Seconded by Speech, CARRIED UNANIMOUSLY, to approve the second reading and adopt the following ordinance to amend the Jefferson Oaks Payment In Lieu of Taxes (Pilot) Ordinance:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 72-61, TAX EXEMPTION ORDINANCE- JEFFERSON OAKS PILOT, OF ARTICLE III, TAX EXEMPTION ORDINANCE- JEFFERSON OAKS PILOT, OF CHAPTER 72, TAXATION, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN.

THE CITY OF OAK PARK ORDAINS:

SECTION 1.

Section 72-61, Tax Exemption Ordinance- Jefferson Oaks Pilot, of Article III, Tax Exemption Ordinance- Jefferson Oaks Pilot, of Chapter 72, Taxation, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 72-61. - Tax exemption ordinance- Jefferson Oaks Pilot.

(a) This ordinance shall be known and cited as the City of Oak Park Tax Exemption Ordinance- Jefferson Oaks.

(b) *Preamble.* It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The city is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low income persons and families is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this ordinance for tax exemption and the service charge in lieu of all ad valorem taxes during the period contemplated in this ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The city acknowledges that the sponsor, CHN Jefferson Limited Dividend Housing Association Limited Partnership, (as defined below) has committed, subject to receipt of an allocation of Tax Credits (as defined below) to rehabilitate, own and operate a housing development identified as Jefferson Oaks on certain property located at 22001 Republic in the city, which is legally described in Section 4.G. of this ordinance, to serve low income persons and families, and that the sponsor has offered to pay and will pay the city on account of this housing development an annual service charge for public services in lieu of all ad valorem property taxes.

(c) *Purpose.* This ordinance authorizes and approves an annual service charge in lieu of all ad valorem property taxes for residential housing developments that: (a) serve low income or moderate income persons (as defined in the Act and this ordinance); (b) are financed or assisted by a federally-aided mortgage in accordance with the Act; (c) are located within the city of; and (d) comply with this ordinance.

(d) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Annual shelter rents means the total actual collections during each calendar year from all occupants of a housing development representing rents or occupancy charges, which rental amounts shall be exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.

Authority means the Michigan State Housing Development Authority. .

Federally-aided mortgage means any of the following:

(i) A below market interest rate mortgage insured, purchased, or held by the Secretary of the Department of Housing and Urban Development ("HUD");
(ii) A market interest rate mortgage insured by HUD and augmented by a program of rent supplements;
(iii) A mortgage receiving interest reduction payments provided by the HUD;
(iv) A mortgage on a Housing Development to which the Authority allocates low income housing tax credits under Section 22b of the Act; or
(v) A mortgage receiving special benefits under other federal law designated specifically to develop low and moderate-income housing, consistent with the Act.

Housing development means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines to improve the quality of the development as it relates to housing for persons of low income. For the purposes of this ordinance, "Housing Development" means Jefferson Oaks Apartments located on the property legally described as:

A parcel of land located in part of the N.W. ¼ of Section 33, T. 1 N., R. 11 E., Royal Oak Township, Oakland County, Michigan, being more particularly described as:

Beginning at a point on a line 25 feet West of the East line of Republic Avenue, said point being S. 87°45'09" E. 1279.87 feet along the North line of said Section 33 and S. 00°54'09" E. 613.16 feet along said line from the N.W. corner of said Section 33; thence S. 00°54'09" E. 664.60 feet; thence along the North line of Leroy Street (width varies) S. 88°01'31" W. 609.90 feet; thence along the East line of "Ferndale-Wyoming Subdivision" as recorded in Liber 86 of Plats, Page 17, Oakland County Records, N.00°56'00" W. 364.78 feet; thence N. 88°02'31" E. 380.10 feet; thence N. 00°54'09" W. 300.00 feet; thence along the South line of Saratoga Street (60 feet wide) N. 88°02'31" E. 230.00 feet to the point of beginning.

Low income or moderate income persons means persons and families eligible to reside in the Housing Development as defined in the Act, as amended.

Sponsor means person(s) or entities which have applied to the Authority for the Tax Credits to finance a Housing Development. For the purposes of this Ordinance, the Sponsor is CHN Jefferson Limited Dividend Housing Association Limited Partnership.

Tax credits means the low income housing tax credits made available by the Authority to the sponsor for rehabilitation of the housing development by the sponsor in accordance with the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.

Utilities means fuel, gas, electric, water, sanitary sewer and other utilities furnished to the occupants and which are paid by the housing development.

(e) *Class of housing development.* It is determined that the class of housing development to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing development for low income persons and families that are financed with federally aided mortgage. It is further determined that Jefferson Oaks is of this class.

(f) *Establishment of annual service charge.* The housing development identified as Jefferson Oaks and the property on which it will be located shall be exempt from all ad valorem property taxes from and after the commencement of construction or rehabilitation. The city acknowledges that the sponsor and the Authority have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this ordinance, and the qualification of the housing development for exemption from all ad valorem property taxes and a payment in lieu of taxes as established in this ordinance. Therefore, in consideration of the Sponsor's offer to rehabilitate, construct and operate the housing development, the city agrees to accept payment of an annual service charge for public services in lieu of all ad valorem property taxes. Subject to receipt of a federally-aided mortgage, the annual service charge shall be equal to ten percent of the annual shelter rents actually collected by the housing development during each operating year, however it is expressly understood and agreed that in any event, the minimum annual service charge to be paid for years one through 18 will be equal to the projections submitted by Sponsor in support of its request for the pilot as approved by City Council on August 3, 2015.

(g) *Contractual effect of ordinance.* Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, this ordinance constitutes a contract between the city and the sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption from ad valorem property taxes and accept ~~payments~~ payments of an annual service charge in lieu of taxes, as previously described, is effectuated by enactment of this ordinance.

(h) *Limitation on the payment of annual service charge.* Notwithstanding any other subsection, the service charge to be paid each year in lieu of taxes for the part of the housing development that is tax exempt but which is occupied by other than low or moderate income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing development if the housing development were not tax exempt.

(i) *Payment of service charge.* The annual service charge in lieu of taxes as determined under this ordinance shall be payable in the same manner as general property taxes are payable to the city/township and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The annual payment for each operating year shall be paid on or before May 1 of the following year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1 et seq.).

(j) *Duration.* This Ordinance shall remain in effect for a period of 18 years beginning with the date of commencement of construction or rehabilitation.

(k) Filing of Annual Audit. The sponsor, or its successor, shall file a copy of any and all annual audits required to be provided to the federal government, the State of Michigan, and/or the Authority simultaneously with the city. The audit shall include detail with respect to occupancy of the housing development, annual shelter rents received from the housing development and the cost for utilities during the audit period.

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.

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

MOTION DECLARED ADOPTED

CITY ATTORNEY:

City Attorney Duff provided a legislative update regarding the Michigan Medical Marihuana Act in light of recent circuit court opinion Rockwood v. City of Portage and Senate Bill 72. She also requested action regarding a recommended settlement in Lamansky v. City of Oak Park.

CM-01-035-17 RECOMMENDED SETTLEMENT FOR CASE #2:15-C-11282 LAMANSKY V. CITY OF OAK PARK - APPROVED

Motion by Rich, seconded by Speech, CARRIED UNANIMOUSLY, to approve the recommended settlement for case #2:15-c-11282 Lamansky v. City of Oak Park.

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

MOTION DECLARED ADOPTED

CITY MANAGER:

Administration

(AGENDA ITEM #15A) City Manager Tungate reminded everyone about the State of the City address that will take place on February 15, 2017 at City Hall.

Department of Public Works

CM-01-036-17 (AGENDA ITEM #15C) AGREEMENT WITH DTE ENERGY FOR THE LED STREET LIGHTING CONVERSION FOR THE TOTAL AMOUNT OF $625,969.00 SUBJECT TO FINAL REVIEW OF THE AGREEMENT BY THE CITY ATTORNEY - POSTPONED

Motion by Burns, seconded by Speech, to approve an agreement with DTE Energy for the LED street lighting conversion for the total amount of $625,969.00 subject to final review of the agreement by the City Attorney. After discussion, Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY to POSTPONE action until a later meeting.

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

MOTION TO POSTPONE DECLARED ADOPTED

Mr. Yee reviewed an agreement from DTE Energy to convert 1,555 streetlights to LED. The upfront cost to Oak Park is $625,969.00, of which there will be a rebate of $45,790.15 after construction. The annual savings to the City will be $143,421.81, providing for a 4.05 year payback of the construction costs. After discussion, Council expressed concerns with the past performance of DTE and there was consensus to consider this project at a later date.

Finance

CM-01-037-17 (AGENDA ITEM #15C) RECEIVE AND FILE THE QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 30, 2016 - APPROVED

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to receive and file the Quarterly Financial Report for period ending September 30, 2016.

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

MOTION DECLARED ADOPTED

CM-01-038-17 **(AGENDA ITEM #15D) BUDGET AMENDMENT #2017-1 FOR PERIOD ENDING SEPTEMBER 30, 2016 - APPROVED**

Motion by Rich, seconded by Speech, CARRIED UNANIMOUSLY, to approve Budget Amendment #2017-1 for period ending September 30, 2016.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Mark Lightman, Austin, TX, expressed concerns about the moratorium established regarding licensing of wholesale car dealers in Oak Park.

CALL TO THE COUNCIL:

Mayor McClellan thanked staff for their work on the Oak Park Magazine and commended the Communications Department for their great work promoting the city. She acknowledged the Martin Luther King celebration put on by Oak Park High School and thanked the Ethnic Advisory Commission for representing the city in the Southfield MLK parade. She also reminded everyone to attend the Winterfest event to be held the last Sunday of January.

Mayor Pro Tem Burns encouraged everyone to dress appropriately for the flu season. She also highlighted a news story that aired January 11, 2017 on Fox 2 News Detroit regarding parents who are seeking an accessible vehicle that would help a young girl, Anaya Lay, who is suffering from a rare disease effecting her sight and mobility.

Council Member Radner wished everyone a good night.

Council Member Speech recognized those that attended the MLK celebration and thanked those from the city who are a part of the MLK taskforce. She congratulated master mechanic Bob Barletta. She also encouraged everyone to support the fund for Anaya Lay by contacting GoFundMe.com/mobilityforanaya.

Council Member Rich wished everyone a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 9:00 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
January 17, 2017
5:30 P.M.

MINUTES

This Special Meeting of the 36th Oak Park City Council was held in the Executive Conference Room 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 5:31 P.M.

PRESENT: Mayor McClellan, Mayor Pro Tem Burns, Council Member Radner, Council Member Rich, Council Member Speech *(arrived 5:49 p.m.)*

ABSENT: None

ALSO PRESENT: City Manager Tungate, Assistant City Manager Yee, Deputy City Clerk Brown, City Attorney Duff, Assistant to the City Manager McLain, City Attorney Fournier, City Attorney Booms

SPECIAL BUSINESS:

(AGENDA ITEM #3A) Interview and appoint candidates to city boards and Commissions. Council interviewed Taleesa D. Anderson who is seeking an appointment to the Building Board of Appeals.

SCM-01-017-17 APPOINTMENT OF TALEESA D. ANDERSON TO THE BUILDING BOARD OF APPEALS FOR A TERM ENDING FEBRUARY 2018 – APPROVED

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to appoint Taleesa D. Anderson to the Building Board of Appeals for a term ending February 2018.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #3B) City Manager update on special projects.

Public Act 345. City Manager Tungate explained that the Public Safety 345 millage expires after 7 years so the last tax capture will be in the summer of 2019. There was consensus after discussion that the target for the millage renewal would be November of 2018 with a series of town hall meetings to precede the election.

Purchasing Policy for Boards and Commissions. Mr. Tungate reviewed a draft policy for Boards and Commissions to follow regarding the administration of their budgets. He clarified that budgeted expenditures for boards and commissions must follow the city's purchasing guidelines which will require their expenditures to be presented by the staff liaison to City Council for approval.

I-696 – Coolidge Overpass Sign Project – City Manager Tungate presented final design options for the proposed sign/fence project and discussed cost estimates and funding sources for the project. There was consensus to proceed with the presented design in black making sure the lettering and images are properly lit. Funding sources for the project would not include the city's general fund.

SCM-01-018-17 (AGENDA ITEM #3B) MOTION TO PROCEED WITH THE COOLIDGE OVERPASS SIGN PROJECT – APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to proceed with the Coolidge Overpass Sign Project.

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

MOTION DECLARED ADOPTED

CLOSED SESSION

SCM-01-019-17 (AGENDA ITEM #3C) MOTION TO ADJOURN INTO CLOSED SESSION TO DISCUSS ATTORNEY CLIENT PRIVILEGED COMMUNICATION AND PENDING LITIGATION - APPROVED

Motion by Radner, Seconded by Rich, CARRIED UNANIMOUSLY, to adjourn into Closed Session to discuss Attorney Client Privileged Communication and Pending Litigation regarding Case No. 2:15-C-11282 Lamansky v. City of Oak Park.

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

MOTION DECLARED ADOPTED

The Closed Session began at 6:20 PM. The Special Meeting reconvened at 6:54 PM.

SCM-01-020-17 CLOSED SESSION MINUTES - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the minutes of the 01-17-17 closed session.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #3D) Amendments to the City Manager's employment contract. This agenda item was not considered due to time constraints.

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

ADJOURNMENT:

The Special Meeting adjourned at 6:55 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

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

October 10, 2016
4:30 PM

MINUTES

Chairperson Tungate called the meeting to order at 4:34 PM and asked the City Clerk to call roll.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee McClellan, Trustee Tungate, Trustee Mlynczyk, Trustee Waxenberg, Trustee Eickmeier
TRUSTEES ABSENT:	None
ALSO PRESENT:	City Clerk Norris, Deputy Finance Director Crawford, Human Resources Director Brooks, Attorney Brandon Fournier

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee Tungate, Trustee McClellan, Trustee Tetler, Trustee Rich, Trustee Batora
TRUSTEES ABSENT:	None
ALSO PRESENT:	City Clerk Norris, Deputy Finance Director Crawford, Human Resources Director Brooks, Attorney Brandon Fournier

City Manager Tungate suggested that the boards proceed with Item 3B first and there were no objections from the board.

(Agenda Item #3B) DROP eligibility final clarification (PSRS)

Mr. Tungate read the City of Oak Park First Amendment clarifying eligibility for the Deferred Retirement Option Plan (DROP).

Eligibility: Effective July 28, 2015, all members in the Oak Park Command Union and Patrol Union , Director of Public Safety and Deputy Public Safety Director (hereinafter referred to as the "participant or participants") may elect to participate in the deferred retirement option plan established pursuant to this Plan, provided they have attained the minimum requirements for a normal service retirement /pension from the Retirement Plan, which shall occur after having attained twenty-five (25) years of credited service.

Attorney Brandon Fournier was on hand to discuss the eligibility criteria and indicated the Unions are in agreement with this clarification language.

(Agenda Item #3A) Review of Request for Proposals for the Oak Park Retirement Systems by Fund Evaluation Group, LLC

Investment Advisor Dave Wetzel from Fund Evaluation Group (FEG), presented results from a Request for Proposal (RFP) to pre-identified candidates for Investment and Actuarial Services. The complete report is on file in the City Clerk's Office.

Mr. Wetzel indicated that FEG contacted the top three (3) ranked firms from the original RFP Investment Manager process in 2013/14 (other than the plans current provider) to determine the possibility of better meeting the ongoing needs of the City and the Systems. These firms are Northern Trust, PFM Asset Management, and PNC Bank.

Mr. Wetzel reported that all three of these firms do not provide actuarial services and suggested that a specific RFP could be initiated to determine alternative candidates for this purpose. He indicated there are not many actuaries in the immediate area, especially those that work with municipalities.

ERS-10-020-16 **MOTION TO PROCEED WITH A REQUEST FOR PROPOSALS PROCESS FOR ACTUARIAL SERVICES FOR THE EMPLOYEES RETIREMENT SYSTEM – APPROVED**

Motion by Waxenberg, seconded by Eickmeier, CARRIED UNANIMOUSLY, to proceed with a request for proposals process for Actuarial Services for the Employees Retirement System.

Roll Call Vote:	Yes:	Tungate, McClellan, Mlynczyk, Eickmeier, Waxenberg
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

ERS-10-021-16 **MOTION TO ENGAGE FUND EVALUATION GROUP TO ASSIST WITH THE RFP PROCESS SUBJECT TO THE BOARD'S APPROVAL OF THEIR PROPOSED FEES – APPROVED**

Motion by Waxenberg, seconded by Eickmeier, CARRIED UNANIMOUSLY, to engage Fund Evaluation Group to assist with the RFP process subject to the Board's approval of their proposed fees.

Roll Call Vote:	Yes:	Tungate, McClellan, Mlynczyk, Eickmeier, Waxenberg
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

PSRS-10-019-16 MOTION TO PROCEED WITH A REQUEST FOR PROPOSALS PROCESS FOR ACTUARIAL SERVICES FOR THE PUBLIC SAFETY RETIREMENT SYSTEM – APPROVED

Motion by Rich, seconded by McClellan, CARRIED UNANIMOUSLY, to proceed with a Request for Proposals process for Actuarial Services for the Public Safety Retirement System.

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

MOTION DECLARED ADOPTED

PSRS-10-020-16 MOTION TO ENGAGE FUND EVALUATION GROUP TO ASSIST WITH THE RFP PROCESS SUBJECT TO THE BOARD'S APPROVAL OF THEIR PROPOSED FEES – APPROVED

Motion by Rich, seconded by McClellan, CARRIED UNANIMOUSLY, to engage Fund Evaluation Group to assist with the RFP process subject to the Board's approval of their proposed fees.

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

MOTION DECLARED ADOPTED

ERS-10-022-16 **MOTION TO AUTHORIZE A SUBCOMMITTEE OF BOARD MEMBERS AND CITY STAFF TO MEET WITH PNC AND OTHER PENSION ADMINISTRATORS TO DETERMINE THEIR ABILITY TO PROVIDE PENSION ADMINISTRATION SERVICES – APPROVED**

Motion by Waxenberg, seconded by Eickmeier, CARRIED UNANIMOUSLY, to authorize a subcommittee of board members and city staff to meet with PNC and other pension administrators to determine their ability to provide pension administration services.

Roll Call Vote:	Yes:	Tungate, McClellan, Mlynczyk, Eickmeier, Waxenberg
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Trustee Eickmeier agreed to represent the ERS Board on the subcommittee.

PSRS-10-021-16 **MOTION TO AUTHORIZE A SUBCOMMITTEE OF BOARD MEMBERS AND CITY STAFF TO MEET WITH PNC AND OTHER PENSION ADMINISTRATORS TO DETERMINE THEIR ABILITY TO PROVIDE PENSION ADMINISTRATION SERVICES – APPROVED**

Motion by Rich, seconded by Tetler, CARRIED UNANIMOUSLY, to authorize a subcommittee of board members and city staff to meet with PNC and other pension administrators to determine their ability to provide pension administration services.

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

MOTION DECLARED ADOPTED

Trustee Batora agreed to represent the PSRS Board on the subcommittee.

PUBLIC COMMENTS:

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

ADJOURNMENT:

The meeting adjourned at 6:05 PM.

T. Edwin Norris, City Clerk

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

November 10, 2016
4:30 PM

MINUTES

Chairperson Tungate called the meeting to order at 4:34 PM and asked the City Clerk to call roll.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee McClellan, Trustee Tungate, Trustee Mlynczyk, Trustee Waxenberg
TRUSTEES ABSENT:	Trustee Eickmeier
ALSO PRESENT:	City Clerk Norris, City Attorney Gillooly, Deputy Finance Director Crawford, Assistant to the City Manager McLain, Human Resources Director Brooks

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee Tungate, Trustee McClellan, Trustee Tetler, Trustee Rich (Arrived at 4:42 PM)
TRUSTEES ABSENT:	Trustee Batora
ALSO PRESENT:	City Clerk Norris, City Attorney Gillooly, Deputy Finance Director Crawford, Assistant to the City Manager McLain, Human Resources Director Brooks

(Agenda Item #4A) DROP eligibility clarification regarding retiree healthcare

City Manager Tungate reviewed the eligibility requirements for DROP participants and clarified that health care benefits are determined when the DROP is completed not when the participant enters the program. He reminded everyone that the DROP program is a result of the collective bargaining process and is only for the Public Safety Department.

(Agenda Item #5A) SEI Presentation

Glenn Harris and Jon Waite from SEI presented a 2016 Third Quarter Investment Review dated November 10, 2016. A complete report is on file in the City Clerk's Office. Mr. Harris reported third quarter returns for the plans and summarized plan highlights on page 5 of the report. The Employees' Retirement System assets as of September 30, 2016 were $18,903,954 and the Public Safety Retirement System assets were $37,127,710. Both plans returned 3.5% for the quarter, in line with 3.5% for the Policy Index. Both plans outpaced the broad policy index of 60% US Stocks / 40% US Bonds.

Mr. Waite reviewed modeled portfolios on Page 36 of the report and indicated that SEI is recommending small changes to the portfolio as reflected in the Portfolio A illustration.

ERS-11-023-16 CHANGES TO THE EMPLOYEES RETIREMENT SYSTEM PORTFOLIO – APPROVED

Motion by McClellan, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to authorize SEI to implement changes to the ERS Investment Portfolio reflected in the Portfolio A illustration found on page 36 of the SEI report dated November 10, 2016 as follows:

Asset Class	Current	Portfolio A
US Large Cap Fundamental Equity	13.0	12.0
S&P 500 Large Cap Index	12.0	11.0
US Small/Mid Cap Equity Index	2.0	4.0
Diversified Short Term Fixed Income	5.0	3.0
Short Term Corporate Fixed Income	5.0	-
Limited Duration Bonds	10.0	11.0
Core Fixed Income	10.0	16.0

Voice Vote: Yes: Tungate, McClellan, Mlynczyk, Waxenberg
No: None
Absent: Eickmeier

MOTION DECLARED ADOPTED

PSRS-11-022-16 CHANGES TO THE PUBLIC SAFETY RETIREMENT SYSTEM PORTFOLIO – APPROVED

Motion by Rich, seconded by Tetler, CARRIED UNANIMOUSLY, to authorize SEI to implement changes to the PSRS Investment Portfolio reflected in the Portfolio A illustration found on page 36 of the SEI report dated November 10, 2016 as follows:

Asset Class	Current	Portfolio A
US Large Cap Fundamental Equity	13.0	12.0
S&P 500 Large Cap Index	12.0	11.0
US Small/Mid Cap Equity Index	2.0	4.0
Diversified Short Term Fixed Income	5.0	3.0
Short Term Corporate Fixed Income	5.0	-
Limited Duration Bonds	10.0	11.0
Core Fixed Income	10.0	16.0

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

MOTION DECLARED ADOPTED

(Agenda Item #5B) Project Update – Fund Evaluation Group

J. David Wetzel from Fund Evaluation Group (FEG) provided a review of Request for Proposals that was distributed on behalf of the Retirement Systems to pre-identified candidates from an initial RFP that was submitted in 2013. (The full report is on file with the City Clerk) The purpose of this RFP's was to seek a health check-up regarding the current investment program, actuarial services and benefit administration. Trustees discussed the findings of the report.

Mr. Wetzel indicated that a sub-committee met with PNC regarding pension administration possibility and verified that they would be able to perform this service.

(Agenda Item #5C) Board discussion and possible action regarding investment manager, actuarial and plan funding scenarios

Trustees discussed the performance of the current actuarial services provider and Deputy Finance Director Crawford reviewed costs related to their services. City Attorney Gillooly confirmed that a new bidding process was advisable if the Systems wanted to consider making a change.

ERS-12-024-16 **REQUEST FOR PROPOSALS PROCESS FOR ACTUARIAL AND CUSTODIAL - ADMINISTRATIVE SERVICES FOR THE EMPLOYEES RETIREMENT SYSTEM AND TO RETAIN FUND EVALUATION GROUP (FEG) TO ASSIST WITH THE PROCESS FOR A TOTAL AMOUNT NOT TO EXCEED $7,500.00 - APPROVED**

Motion by Waxenberg, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to initiate a Request for Proposals process for Actuarial and Custodial - Administrative services for the Employees Retirement System and to retain Fund Evaluation Group (FEG) to assist with the process for an amount not to exceed $7,500.00.

Roll Call Vote:	Yes:	Tungate, McClellan, Mlynczyk, Waxenberg
	No:	None
	Absent:	Eickmeier

MOTION DECLARED ADOPTED

PSRS-11-023-16 REQUEST FOR PROPOSALS PROCESS FOR ACTUARIAL AND CUSTODIAL - ADMINISTRATIVE SERVICES FOR THE PUBLIC SAFETY RETIREMENT SYSTEM AND TO RETAIN FUND EVALUATION GROUP (FEG) TO ASSIST WITH THE PROCESS FOR NO ADDITIONAL FEE – APPROVED

Motion by Rich, seconded by Tetler, CARRIED UNANIMOUSLY, to initiate a Request for Proposals process for Actuarial and Custodial - Administrative services for the Public Safety Retirement System and to retain Fund Evaluation Group (FEG) to assist with the process for no additional fee.

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

MOTION DECLARED ADOPTED

Trustee Tungate discussed the need to seek a strategy to reach a fully funded status for the Retirement Systems. Trustees discussed the possibility of retaining FEG to assist with developing this strategy. There was a general consensus to revisit this once the proposal process for actuarial and custodial/administrative services has been completed.

(Agenda Item #6A-J) Financial Reports (ERS)

ERS-11-025-16 RECEIVE AND APPROVE ERS FINANCIAL REPORTS (JULY - SEPTEMBER 2016) – APPROVED

Motion by Mlynczyk, seconded by Waxenberg, CARRIED UNANIMOUSLY, to receive and approve the following reports:

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

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
08/04/16	138103	CBIZSavitz	$ 7,800.00
Actuarial and Administration Fees for 07/01/16 – 09/30/16.			
08/31/16		SEI Private Trust Co.	$ 13,729.43
Investment Counseling Fees for 04/01/16 – 06/30/16.			
TOTAL QUARTERLY DISBURSEMENTS:		$21,529.43	

E. Fiduciary Net Assets Statement – Fund 680
F. Retirees Actuarial Statements - None
G. Municipal and Military Buy-Back Calculations - None
H. Correspondence of Retirement Submission - None
I. Necrology Report - None
J. Miscellaneous Information - None

Voice Vote: Yes: Tungate, McClellan, Mlynczyk, Waxenberg
No: None
Absent: Eickmeier

MOTION DECLARED ADOPTED

(Agenda Item #5A-J) Financial Reports (PSRS)

PSRS-11-024-16 RECEIVE AND APPROVE PSRS FINANCIAL REPORTS (JULY - SEPTEMBER 2016) – APPROVED

Motion by Rich, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports:

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

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
08/04/16	138103	CBIZSavitz	$ 6,550.00
Actuarial and Administration Fees for 07/01/16 – 09/30/16.			
08/31/16		SEI Private Trust Co.	$ 26,682.20
Investment Counseling Fees for 04/01/16 – 06/30/16.			
TOTAL QUARTERLY DISBURSEMENTS:		$33,232.20	

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

NAME	DEPARTMENT	DATE	STATUS
Gobeyn, Rene	Public Safety	08/22/16	Deferred Final
Leonard (Griffin), D.	Public Safety	09/18/16	Deferred Final

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

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

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

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

ADJOURNMENT:

The meeting adjourned at 6:20 PM.

T. Edwin Norris, City Clerk

CITY OF OAK PARK, MICHIGAN
PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES
SPECIAL MEETING

December 12, 2016
4:30 PM

MINUTES

Chairperson Tungate called the meeting to order at 4:33 PM and asked the City Clerk to call roll.

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee Tungate, Trustee McClellan, Trustee Rich Trustee Tetler (By telephone)
TRUSTEES ABSENT:	Trustee Batora, Trustee Tetler
ALSO PRESENT:	City Clerk Norris, City Attorney Murphy, Deputy Finance Director Crawford

(Agenda Item #3A) Retiree Actuarial Statement and Deferred Retirement Option Plan (DROP) Application for Officer Don Erik Dolan

Deputy Finance Director Crawford reviewed the Retirement and Deferred Retirement Option Plan (DROP) Applications and related documents submitted by Officer Don Erik Dolan. She indicated the documents were in order for receipt and approval consideration by the Board.

PSRS-12-025-16 MOTION TO RECEIVE AND APPROVE THE RETIREMENT AND DEFERRED RETIREMENT OPTION PLAN APPLICATIONS SUBMITTED BY DON ERIK DOLAN – APPROVED

Motion by Rich, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the Retirement and Deferred Retirement Option Plan applications submitted by Don Erik Dolan.

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

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

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

ADJOURNMENT:

The meeting adjourned at 4:50 PM.

T. Edwin Norris, City Clerk

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 6, 2017 **AGENDA #**

SUBJECT: Request to cancel the February 13, 2017 Planning Commission meeting.

DEPARTMENT: Community and Economic Development, Planning Division

SUMMARY: The Chairperson of the Planning Commission is requesting the February 13, 2017 Planning Commission meeting be cancelled. There is no scheduled business before the Planning Commission.

FINANCIAL STATEMENT:

RECOMMENDED ACTION: The City Council consider accepting the request of the Chairperson of the Planning Commission and cancel the February 13, 2017 regularly scheduled meeting.

APPROVALS:

City Manager: ______________

Director: Kim Marrone

Finance Director: ______________

EXHIBITS: None.

5E

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 6, 2017 **AGENDA #**

SUBJECT: Request to cancel the February 28, 2017 Zoning Board of Appeals meeting.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: The Chairperson of the Zoning Board of Appeals is requesting the February 28, 2017 Zoning Board of Appeals meeting be cancelled. There is no business scheduled before the Zoning Board of Appeals.

RECOMMENDED ACTION: The City Council consider accepting the request of the Chairperson of the Zoning Board of Appeals and cancel the February 28, 2017, regularly scheduled meeting.

APPROVALS:

City Manager: ____________

Director: ____________

Finance Director: ____________

EXHIBITS:

5F

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 6, 2017 **AGENDA #**

SUBJECT: Request authorization to bid the 2017 Water Main Replacement Project, M-649.

DEPARTMENT: DPW - *KJY*

SUMMARY: Plans and specifications are complete for the 2017 Water Main Replacement Project, M-649. This project will replace the water mains on Kipling Ave. between Nine Mile Road and Kenwood Avenue and on Harding Avenue from Nine Mile Road to Pearson.

FINANCIAL STATEMENT: Funding is available in the FY 2016-17 Water and Sewer Fund for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2017 Water Main Replacement Project, M-649 be approved. Funding is available in Water and Sewer Fund for this expenditure.

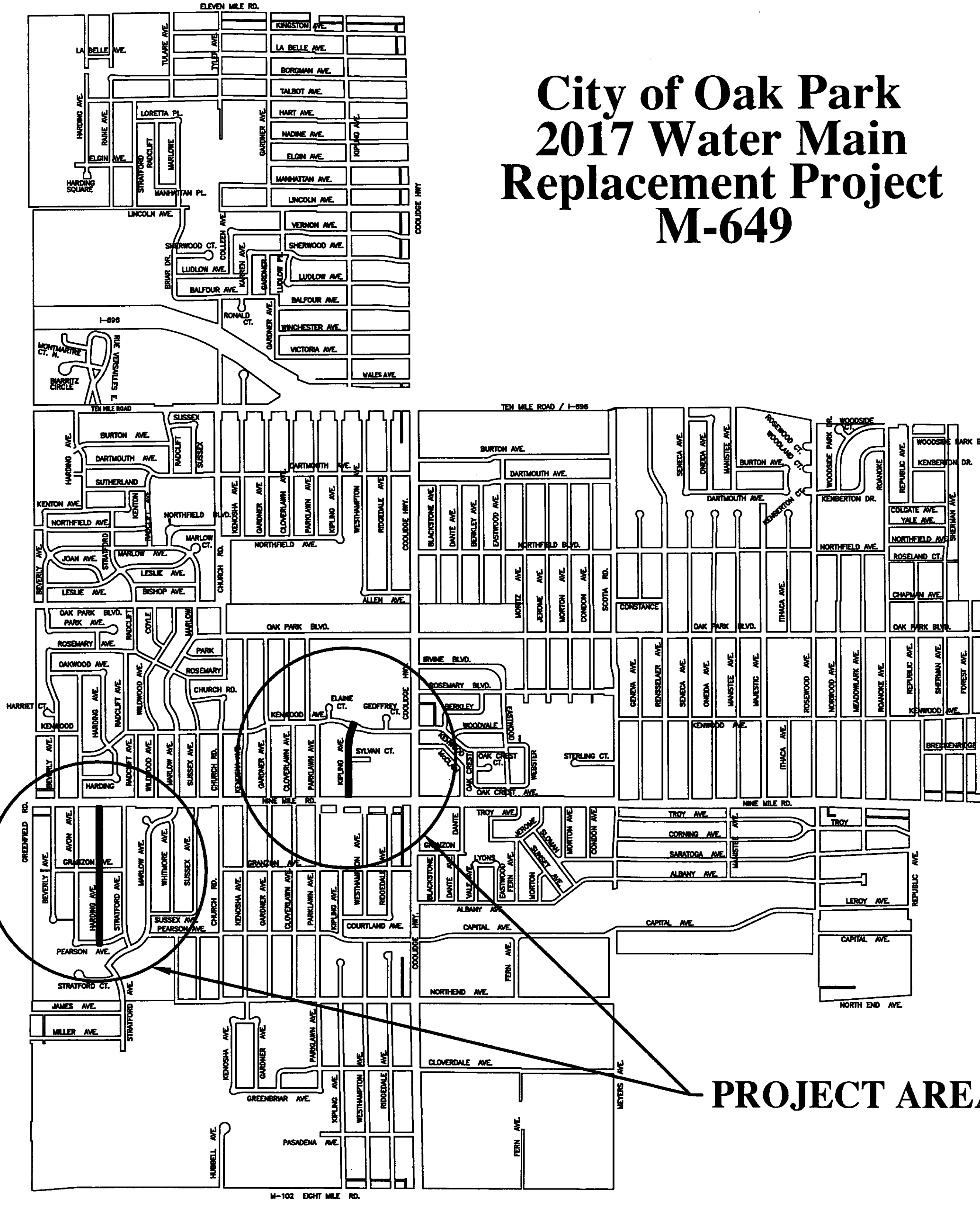
APPROVALS:
City Manager: ____________________

Department Director: ____________________

Finance Director: ____________________

EXHIBITS: Map of project areas

City of Oak Park 2017 Water Main Replacement Project M-649



PROJECT AREAS

5G

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 6, 2017 **AGENDA #**

SUBJECT: Payment Application no. 1 for the 2016 Sewer & Catch Basin Cleaning and TV Inspection Project, M-641.

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

SUMMARY: Attached is Payment Application no. 1 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 now 28% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	$171,275.00
Total Completed to Date:	$ 47,921.00
Less Retainage:	$ 4,792.10
Net Earned:	$ 43,128.90
Deductions:	$ 0.00
Balance:	$ 43,128.90
Payments to Date:	$ 0.00
Amount Due Doetsch Env. Services:	$ 43,128.90

RECOMMENDED ACTION: It is recommended that Payment Application no. 1 to Doetsch Environmental Services for the 2016 Sewer & Catch Basin Cleaning and TV Inspection Project, M-641, be approved for the total amount of $43,128.90. Funding is available in the Water and Sewer Fund no. 592-18-550-930.

APPROVALS:

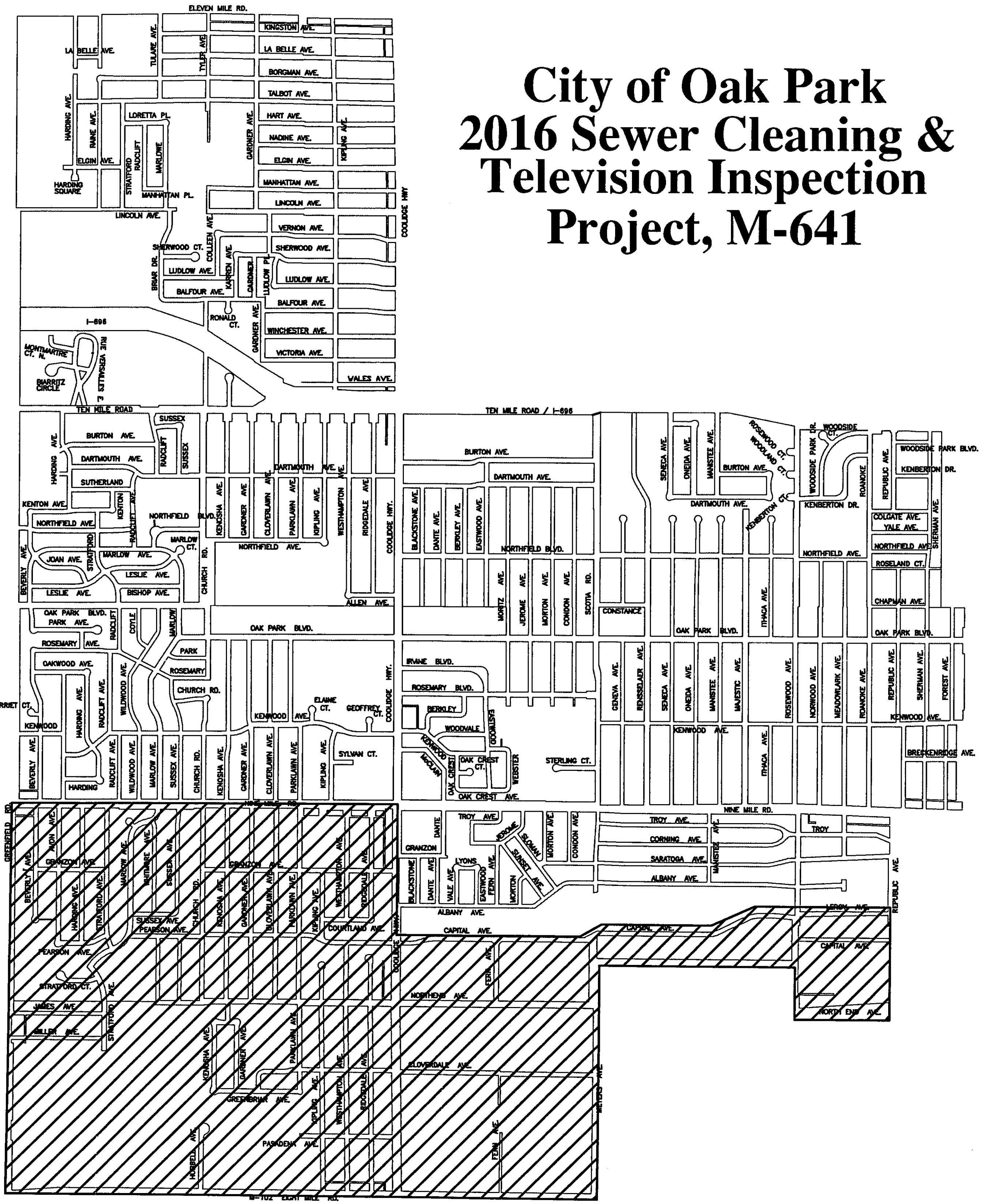
City Manager: ______________________

Department Director: ______________________

Finance Director: ______________________

EXHIBITS: Payment Application no. 1, map of area

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



PAYMENT APPLICATION

PROJECT: 2016 SEWER & CATCH BASIN CLEANING & TV INSPECTION PROJECT

JOB NUMBER: M-641

OWNER: CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 1

CONTRACTOR: DOETSCH ENVIRONMENTAL SERVICES
21221 MULLIN AVE.
WARREN, MICHIGAN 48089

PERIOD ENDING: 12/30/2016

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Medium 6"-12" Sewer Cleaning	17,850	LFT	$1.00	0	$0.00	0	$0.00
2	Medium 15"-21" Sewer Cleaning	19,150	LFT	$1.00	0	$0.00	0	$0.00
3	Medium 24"-36" Sewer Cleaning	8,025	LFT	$1.00	0	$0.00	0	$0.00
4	Medium 42"-48' Sewer Cleaning	925	LFT	$1.00	0	$0.00	0	$0.00
5	Catch Basin Lead Cleaning	4,750	LFT	$0.50	0	$0.00	0	$0.00
6	Final 6"-12" TV Inspection	35,700	LFT	$1.00	16,887	$16,887.00	16,887	$16,887.00
7	Final 15"-21" TV Inspection	38,300	LFT	$1.00	19,412	$19,412.00	19,412	$19,412.00
8	Final 24"-36" TV Inspection	16,050	LFT	$1.00	11,170	$11,170.00	11,170	$11,170.00
9	Final 42"-48" TV Inspection	1,850	LFT	$1.00	452	$452.00	452	$452.00
10	Final Catch Basin TV Inspection	9,500	LFT	$1.00	0	$0.00	0	$0.00
11	Catch Basin Structure Cleaning	425	EA	$50.00	0	$0.00	0	$0.00
12	Sewer Lateral Protruding Lead Cutting	30	EA	$10.00	0	$0.00	0	$0.00
				Period Total Amount:		**$47,921.00**	**Amount to Date:**	**$47,921.00**

Current Contract Amount: **$171,275.00**

Earnings This Period:	$47,921.00
Total Earnings to Date:	$47,921.00
Less Retainage:	$4,792.10
Net Earned:	$43,128.90
Deductions:	$0.00
Balance:	$43,128.90
Payments to Date:	$0.00

AMOUNT DUE DOETSCH ENVIRONMENTAL SERVICES: **$43,128.90**

Accepted By: ______________________ Date: 1/17/2017
Doetsch Environmental Services

Approved By: ______________________ Date: 1/17/17
Robert Barrett, Director Technical & Planning Services
City of Oak Park, Michigan

MERCHANT'S LICENSES – FEBRUARY 6, 2017

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
Wireless PCS MI, LLC	24762 Coolidge	$1,050	Retail – wireless
Monalocks Hair, LLC	23020 Geneva	$150	Salon
JKC Jewelry & Repairs LLC	21700 Greenfield #357	$150	Jeweler
Hairbeau	23300 Greenfield #223	$150	Salon

RENEWALS	ADDRESS	FEE	BUSINESS TYPE
Security Central Protection	12821 Capital	$150	Security
Acme Ladder & Supply Co Inc	10101 Capital	$150	Construction Supplies
Ernie's Market	8500 Capital	$150	Sandwich Shop
EZ Groom	10411 Capital	$150	Pet Supplies
Saunders Land Company LLC	8564 Capital	$150	
D/A Central Inc	13155 Cloverdale	$150	Security
Citi Trends	22106 Coolidge	$150	Retail – clothing
Speedway	24771 Coolidge	$150	Gas Station
Dreams of Gold Jewelry Corp	24760 Coolidge	$150	Jeweler
Talk A Lot Warehouse	21150 Coolidge	$150	Retail – wireless
Autobahn Collision	20850 Coolidge	$150	Auto Repair
Caring Dentistry	26021 Coolidge	$150	Dentist
Ramsay F. Dass MD	24601 Coolidge	$150	Physician
VHV Sub Inc / Tubby's	13740 Eight Mile	$150	Sandwich Shop
Oak Liquor & Wine	13700 Eight Mile	$150	Retail – liquor
Curt's Service	14611 Eleven Mile	$150	Auto Repair
Regal Wines	14721 Eleven Mile	$150	Retail – liquor
Seerco Inc	14441 Eleven Mile	$150	General Contractor
H/D Holdings LLC	14241 Eleven Mile	$150	
Barton Malow Company	21090 Fern	$150	General Contractor
The Wellness Plan Medical Ctr	21040 Greenfield	$150	Medical
Salon KLS	23300 Greenfield #115	$150	Salon
Gary Ellenson, Attorney	23300 Greenfield #106	$150	Legal Services
Moe Transportation	23300 Greenfield #127	$150	Transportation Service
J Squared Salon Co	23300 Greenfield #224	$150	Salon
Pita Cafe	25282 Greenfield	$150	Sandwich Shop
Janko The Diamond Broker	25900 Greenfield #112	$150	Jeweler
Premier Tuxedo	25234 Greenfield	$150	Retail - clothing
1-800-Mini-Storage	26660 Greenfield	$150	Storage facility
Health Systems	25900 Greenfield #140	$187.50	Medical
Jewish Family Service	25900 Greenfield #405	$150	Relief Organization
Simon & Sons Jewelers Inc	21700 Greenfield #483	$150	Jeweler
Aura International Inc	21700 Greenfield #347	$150	Jeweler

RENEWALS	ADDRESS	FEE	BUSINESS TYPE
Spectrum Jewelers	21700 Greenfield #355	$150	Jeweler
Starbucks Coffee #11879	24840 Greenfield	$150	Coffee Shop
K & F Meat Market	13911 Nine Mile	$150	Retail
Mane Event	15405 Nine Mile	$187.50	Salon
Meadowbrook Home Health Care	13855 Nine Mile	$150	Medical
Evolve Salon	12712 Nine Mile	$150	Salon
New Sands Restaurant	10116 Nine Mile	$150	Restaurant
Captain Jay's #126	13500 Nine Mile	$150	Restaurant
Pairs Food Store	9000 Nine Mile	$150	Retail – grocery
Salient Sign Studio	8720 Nine Mile	$187.50	Sign company
William Jordan, MD	12900 Nine Mile	$150	Physician
An Des New You Beauty Culture	15411 Nine Mile	$150	Salon
Atlas Cut Stone Inc	12920 Northend	$150	Construction supplies
Northend Collision Inc	12700 Northend	$150	Auto Repair
Mark Cabinetry Inc	8510 Northend	$150	Custom Cabinetry

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 6, 2017 **AGENDA #**

SUBJECT: Public Hearing on a Resolution to approve the amended Development Plan and Tax Increment Financing Plan for the Oak Park Corridor Improvement Authority

SUMMARY: The city of Oak Park finds that it is in the best interest of the public to redevelop its commercial corridors and to promote economic growth. It is recommended that the city council of Oak Park pass the resolution to approve the amended Development Plan and Tax Increment Financing Plan for the Oak Park Corridor Improvement Authority (CIA).

The original CIA Development and TIF plans that were adopted on February 1, 2016 were not approved by Oakland County as originally presented as they did not include Personal Property Tax as part of the plans. The City has worked closely with the County to come to an agreement to add Personal Property Tax to the CIA plans so they will allow us to capture the County tax revenues as described in the plans. Representatives of Oakland County government having submitted comments on the City's proposed amendment of the Development and Tax Increment Financing Plans and have noted they are satisfied with the proposed amendments. The City administration requests that City Council open the public hearing to receive comments. A letter from Oakland County Deputy County Executive, Matt Gibb, is attached.

RECOMMENDED ACTION: City Council open the public hearing to receive comments from those in attendance at the February 6, 2017 meeting for a first reading.

APPROVALS:

City Manager: ____________

Director: Kim Marrone

EXHIBITS: Resolution to approve Development and TIF Plan for the Oak Park Corridor Improvement Authority, TIF Plan, & Development Plan

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF OAK PARK

RESOLUTION NO.

A RESOLUTION OF THE OAK PARK CITY COUNCIL TO APPROVE THE AMENDED DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN FOR THE OAK PARK CORRIDOR IMPROVEMENT AUTHORITY.

At a meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at the city hall at 14000 Oak Park Boulevard, Oak Park, Michigan 48237, on ______________, 2017, at 7:00 P.M., with those present and absent being,

PRESENT:

ABSENT:

The following preamble and resolution were offered by Councilperson __________ and supported by Councilperson ____________.

WHEREAS, the Oak Park Corridor Improvement Authority was established, per Public Act 280 of 2005, as amended, under city council resolution CM-09-356-15; and

WHEREAS, the City Council approved the Development and Tax Increment Financing Plans for the Oak Park Corridor Improvement Authority, per Public Act 280 of 2005, as amended, under city council resolution CM 02-044-16; and

WHEREAS, the CIA Board approved the Amended City of Oak Park Corridor Improvement Authority Development and Tax Increment Financing Plans on January 19, 2017, and forwarded said amended Plans to City Council for consideration; and

WHEREAS, pursuant to Section 22 of Public Act 280 of 2005, as amended, City Council held a duly noticed public hearing on the amended Development and TIF Plans for the Oak Park Corridor Improvement Authority on January 13, 2017 and continued on January 20, 2017, at which time an opportunity was provided for the expression of the views of all interested parties;

NOW THEREFORE BE IT RESOLVED:

1. In accordance with Section 23 of Public Act 280 of 2005, as amended, the City Council hereby finds and determines that the Amended Development Plan and TIF Plans (the "Amended Plans") constitute and seek to accomplish the public purposes of providing for and promoting critical revitalization and redevelopment of the Oak Park Corridor Improvement Authority within the development area designated in the Plans, as well as the other public purposes identified in the Plans.
2. The City Council of the City of Oak Park, in accordance with Section 23 of Public Act 280 of 2005, as amended, hereby finds and determines the following:
    a. The Amended Plans meet the requirements of Section 20(2) of Public Act 280 of 2005, as amended.
    b. The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.

c. The development is reasonable and necessary to carry out the purposes of Public Act 280 of 2005, as amended.
d. Any land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of Public Act 280 of 2005, as amended, in an efficient and economically satisfactorily manner.
e. The Amended Development Plan is in reasonable accord with the Strategic Economic Development Plan for Future Land Use of the City of Oak Park Corridor Improvement Authority Development and TIF Plan.
f. Public services, such as Public Safety and utilities are, or will be adequate to service the project area.
g. Changes in zoning, streets, street levels, intersections, and utilities are reasonable and necessary for the project and for the City.

3. That based upon the foregoing findings and determinations, and upon further finding that pursuit and execution of the Amended Development and TIF Plans appear to be in the best interest of the City, the City of Oak Park City Council approves the Amended Development Plan and TIF Plans for the Oak Park Corridor Improvement Authority, copies of which are attached to this resolution.

Yeas:

Nays:

Absent:

Abstained:

STATE OF MICHIGAN)

) ss.

COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on ______________, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _______day of __________, 2017.

Ed Norris, City Clerk

February
6 meeting

CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: 1/30/17

Applicant Information

Applicant name: Oak Park Public Schools / Eileen Bigham and Charlie Bugelli

Applicant address: 13900 Granzon Phone number: 734-717-4824

Relation of applicant to business: Art teachers with OP Public Schools

Has applicant ever been convicted of a felony? NO

Owner Information

Owner or manager of site: Dr. Daveda Colbert Phone: 248 336 7705

Names and addresses of partners or officers of corporation:
13900 Granzon

Event Information

Proposed date(s) of event: MARCH 30, 2017 10:30 - 1:30

Address or location of event: City Hall, lobby and council chambers

Is this a City owned park? NO

Nature, purpose and detailed description of event: Fifth grade art competition reception - "The Future of Oak Park," which will include a celebration of all kids' art work and a presentation of the winners.

Will the event be open to the public? If so, please describe: yes, and all fifth grade participants' families will be personally invited.

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? N/A

Estimated number of people attending event: 150(ish) - all students and available family

Hours of operation: 10:30 - 1:30

Items to be displayed or sold: N/A

Food Services

Will food or beverages be sold at event? If so, please list type(s) of food to be sold: NO

Will the food be prepackaged or prepared on site: NO

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

Mechanical Amusement

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

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

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

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

Technical/Support

Will the event require use of electrical supply source? If so, please describe:

Will sanitary facilities be required at event?

Will tent(s) be used at the event? If so, please state size(s) of tent:

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

* Requesting a waiver of the application fee

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

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

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

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

Eileen Byham
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
Oak Park Schools
(5th Grade Art Competition and Reception – Council Chambers & City Hall Lobby)

DATE: March 30, 2017

DEPARTMENT	SERVICES	ESTIMATED HOURS	ESTIMATED COST
TECHNICAL AND PLANNING *Rob Barrett*	N/A	N/A	N/A
PUBLIC SAFETY *Steve Cooper*	Periodic checks	N/A	N/A
RECREATION *Laurie Stasiak*	N/A	N/A	N/A
DPW *Kevin J. Yee*	N/A	N/A	N/A
ADDITIONAL *Administration*	Applicants are asking for a donation of light refreshments, and a sketch pad and pencil for participants. Set up will be provided by staff. Application Fee Waiver Requested	4 hours	$280 *(includes $100 application fee waiver requested)*

SECREST
SW
WARDLE

SECREST, WARDLE, LYNCH
HAMPTON, TRUEX & MORLEY
2600 TROY CENTER DRIVE P.O. BOX 5025
TROY, MICHIGAN 48007-5025
(248) 851-9500

IRS # 38-1863919

City of Oak Park
Erik Tungate
13600 Oak Park Blvd
Oak Park, MI 48237

January 12, 2017
Invoice # 1301056
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered:

CURRENT BILLING SUMMARY THROUGH DECEMBER 31, 2016

Fees for Professional Services	$7,296.00
Expenses Advanced	$166.98
CURRENT BILL DUE	**$7,462.98**

PLEASE REMIT TO: SECREST, WARDLE, LYNCH,
HAMPTON, TRUEX & MORLEY, PC
P.O. BOX 772725
CHICAGO, IL 60677-2007

15B

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **February 6, 2017** **AGENDA #**

SUBJECT: Approval of Board of Review Compensation and additional meeting date

DEPARTMENT: **Finance/Assessing**

SUMMARY: The City Charter (Section 10.6) states that the rate of compensation for the Board of Review shall be established by City Council.

The City Charter (Section 10.7) states that the Board of Review shall meet on the second and fourth Monday in March for the purpose of hearing tax assessment appeals. The Assessing Department is requesting to schedule one additional date with the option to add additional dates if needed.

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

City Council approves the rate of compensation for the Board of Review at $80.00 for a full day and $40.00 for a half day of service.

City Council approves holding the 2017 Board of Review meetings at City Hall on the following dates and times:

Monday	March 13, 2017	12:00 p.m. to 5:00 p.m. & 6:00 p.m. to 9:00 p.m.
Tuesday	March 14, 2017	6:00 p.m. to 9:00 p.m.
Monday	March 27, 2017	9:00 a.m. to 11:30 a.m. & 1:00 p.m. to 5:00 p.m.

APPROVALS:

City Manager: ____________

Finance Director: ____________

EXHIBITS: Memo from City Assessor

CITY OF OAK PARK

"The Family City"

INTER OFFICE MEMORANDUM

TO: City Council

DATE: February 6, 2017

FROM: Carl Johnson, Finance Director

SUBJECT: Board of Review Schedule and Compensation for Members

Section 10.6 of the City Charter states that the rate of compensation for the Board of Review members is to be established by City Council. The rate for the past several years has been $80 for a full day of service and $40 for a half day of service.

Section 10.7 of the City Charter states that the Board of Review shall meet the second and fourth Mondays in March for the purpose of hearing tax assessment appeals. This is a request to have City Council approve the addition of one half day with the option to add additional dates if needed.

It is my recommendation that City Council, approve compensation for Board of Review members consistent with compensation in past years ($80 for a full day and $40 for a half day) and approve the additional date requested by the City Assessor. If both items are approved the maximum cost of compensation for the March Board of Review members would be $1,200 (see below):

	Full Days		Half Days		
Number of Board Members	6		6		
Number of days in session	x2		x1		
	12		6		
Cost per day	$80		$40		
Total	$960	+	$240	=	$1,200

The $1,200 amount would be the total amount paid if all members participated in every session scheduled, which has not been the case in recent years.

CITY OF OAK PARK

Assessing Department

INTER OFFICE MEMORANDUM

TO: Carl Johnson, Finance Director

FROM: Aaron Powers, City Assessor

DATE: January 23, 2017

SUBJECT: 2017 March Board of Review Schedule

The City Charter states that the Board of Review shall meet the second and fourth Monday in March for the purpose of hearing assessment appeals (Section 10.7).

In past years, additional meeting dates have been required to hear appeals of those persons wishing to appeal their assessment(s). to preempt any scheduling problems, and to provide all persons aggrieved by their assessment the opportunity to appeal, I am requesting the City Council schedule one additional meeting date with the option to add additional dates if needed. If the City Council concurs, the 2017 March Board of Review will be in session as follows:

Monday	March 13, 2017	12:00 p.m. to 5:00 p.m. & 6:00 p.m. to 9:00 p.m.
Tuesday	March 14, 2017	6:00 p.m. to 9:00 p.m.
Monday	March 27, 2017	9:00 a.m. to 11:30 a.m. & 1:00 p.m. to 5:00 p.m.

15C

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **February 6, 2017** **AGENDA #**

SUBJECT: Board of Review Poverty Exemption Policy

DEPARTMENT: **Finance/Assessing**

SUMMARY: In accordance with Public Act 390 of 1994 it is necessary for the city to periodically adjust the amounts pertinent to the Board of Review Exemption Policy. The attached policy reflects the changes necessary to bring us in accordance with the act.

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

To adopt the attached City of Oak Park 2017 Poverty Exemption Policy

APPROVALS:

City Manager: ______________

Finance Director: ______________

EXHIBITS:

Memo from City Assessor
2017 City of Oak Park Poverty Exemption Policy
2017 Poverty Exemption Application
2017 Federal Poverty Guidelines (STC Bulletin No. 12 of 2016)

INTER OFFICE MEMORANDUM

TO: Carl Johnson, Finance Director

DATE: January 9, 2017

FROM: Aaron Powers, City Assessor

SUBJECT: 2017 Board of Review Poverty Exemption Policy

MCL 211.7u which deals with poverty exemption was significantly altered by PA 390 of 1994 and further amended by PA 620 of 2002. One of the provisions of this act is that local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and that those income levels shall not be set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. The City of Oak Park must annually review the Board of Review Poverty Policy and adjust the limits accordingly.

The income limitations adopted by Council for the 2016 Board of Review(s), were based on the federal poverty guidelines plus 50%. This has been the formula adopted by council since 2002. For 2017, it is recommended to adopt the attached total household income limits accordingly. This is necessary to stay in compliance of council's adopted policy of 1.5 times the federal poverty threshold.

PA 390 of 1994 also states that the poverty exemption guidelines established by the governing body of the local assessing unit **shall also include an asset level test.** An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum limit permissible and all other assets above that amount should be considered as available for payment of property taxes.

It is recommended that City Council adopt the attached policy to be in compliance with the Act.

CITY OF OAK PARK
2017 POVERTY EXEMPTION POLICY

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.

2. **Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2016. <u>This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household</u>:**

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2016, applicable income limits are as follows:

# in Household	2016 Total Household Resources Cannot Exceed
1	$17,820/yr.
2	$24,030/yr.
3	$30,240/yr.
4	$36,450/yr.
5	$42,660/yr.
6	$48,870/yr.
	add $6,210/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2017 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of *any* type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. **<u>Meeting the above guidelines will not necessarily result in a property tax reduction</u>.** The amount of reduction, if any, will be equal to the difference between line 45 and line 35 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2016 total household income and their projected 2017 property taxes.

4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.

- CONTINUED ON BACK –

5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.

6. **All applicants must supply copies of the following documents for *each* individual currently residing in the household as well as any co-owners who are not residing in the household:**

   Itemized Statements of Account for the most recent 3 months for *every* asset account you currently have. (Checking, Savings, IRA's, Investments, etc.)

   2015* & 2016 Homestead Property Tax Credit Claim** (MI-1040CR)
   2015* & 2016 Michigan Income Tax Return** (MI-1040)
   2015* & 2016 Federal Income Tax Return** (Federal 1040 or 1040A)

   **NEW applicants are required to submit both 2015 & 2016 information.*
   Applicants RETURNING from last year need only submit 2016 information.

   ****All applicants must also provide the documents that substantiate each of the dollar figures listed on the above tax forms**, such as:

   W-2 Forms, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal & State), Pension Benefit Statements, Dividend & Interest Income Statements, Annual FIP/SA Assistance Statements, Workmen's Compensation Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.

7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.

8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.

9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.

10. Documents submitted to the Board will **not** be returned. Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.

11. Application for Poverty Exemption may be made only **one time** per year, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the **whole** year, and any amount of overpayment will be refunded.

12. All poverty exemptions are **applicable only for the year in which granted.** To be considered for exemption the following year, you must repeat the application process.

CITY OF OAK PARK

Assessor's Office
Department of Finance

RE: POVERTY EXEMPTION APPLICATION

Dear Homeowner:

Enclosed please find the City of Oak Park's 2017 Poverty Exemption Application and Policy. Please **review the income and asset limits to be sure you are eligible for consideration.**

All applicants must appear before the Board of Review in person on March 13 or 14th, 2017, unless a written medical excuse is provided by their doctor prior to that date. You must have an appointment in order to appear before the Board of Review.

To schedule an appointment, you must **bring your *completed* application to the Assessor's Office** between February 28th & March 9th, 2017.

IMPORTANT - BEFORE BRINGING IN YOUR APPLICATION:

a) **Be sure to fill in every section of the application.** Do not leave items blank. Be as complete as possible in your answers. Full disclosure of *all* occupants, *all* co-owners, *all* assets, and *all* income is required. If you are not sure whether something should be listed, discuss it with our office – do not simply leave it off. Failure to disclose all income and all assets for *every* co-owner and *every* occupant may result in the denial of your exemption.

b) **Be sure to include all supporting documentation.** Required documentation is clearly mentioned throughout the application, so be sure to read *every* page thoroughly. An appointment will not be scheduled for you until we have received *all* required documentation.

Respectfully,

City of Oak Park
Assessor's Office

CITY HALL • 14000 Oak Park Blvd., Oak Park, MI 48237 • Ph: (248) 691-7550 • Fax: (248) 691-7157 •

"The Family City"
14000 Oak Park Boulevard
Oak Park, Michigan 48237
Telephone: (248) 691-7550
FAX: (248) 691-7157

CITY OF OAK PARK BOARD OF REVIEW
2017 POVERTY EXEMPTION APPLICATION

FOR OFFICE USE ONLY:

Parcel# ______________________ **School District** ________ **Petition No.** ________

Assessed Value ______________________ **Taxable Value** ______________________ **HS%** ______

Returning Applicant? **Yes** **No** **Ownership Date** ______________________

PROPERTY ADDRESS:			
DAYTIME PHONE:		**EVENING PHONE:**	

MARITAL STATUS OF OWNER/APPLICANT:	**# of Years**
☐ Married ☐ Widowed ☐ Single (Never Married)	
☐ Divorced* ☐ Separated* *(A copy of your court judgment is __required__, unless it is already on file with our office.)	

PROPERTY OWNERS & OCCUPANTS:	**List __every person__ currently living in the home, regardless of their age or income; also list __every co-owner__ of the property, even if they do not live in the home.**

Full Name	**Date of Birth**	Specify whether they're your spouse, your child, a friend, a tenant, etc. **Relationship**	Enter $0 if None, do NOT leave blank **2016 Income**
		Yourself	

ASSET INFORMATION List the current balances for <u>all</u> individuals listed on Page 1. If more than one account exists for a line, combine the amounts. <u>ALL assets must be disclosed</u>.	Enter $0 if None, do NOT leave blank
Cash	$
Checking Accounts	$
Saving Accounts/Certificates of Deposit/Money Market Accounts	$
Stocks/Bonds/Treasury Bills/Mutual Funds	$
IRA's/401k's/Keoghs/Annuities/Deferred Comp Plans	$
Life Insurance (current cash value, if any)	$
Vacation Property/Rental Property/Co-Owner's Home (market value)	$
Collectibles Held as an Investment, i.e. Jewelry, Coins, etc. (market value)	$
Other Assets, Description:	$

<u>Cars/Boats/RV's/etc</u>. (Including LEASED Vehicles)

	#1	#2	#3	#4
Make & Model				
Model Year				
Current Value				
Balance Owed				

MORTGAGE INFORMATION	Enter $0 if None. do NOT leave blank
Mortgage Payment (<u>A copy of your mortgage payment coupon or land contract is required</u>)	$
When did you become the owner of this home?	Year:

IMPORTANT: If you did not become the owner of this home until 2011 or later, **<u>you are REQUIRED to provide us with a copy of your "Uniform Residential Loan Application</u>."** (This document should have been provided to you at your closing. If you are unable to locate it, you will need to contact your mortgage company in order to obtain another copy. Do not confuse this with your actual mortgage, which is several pages longer but does not contain the information we require.)

OTHER LIABILTY INFORMATION (Indicate the average monthly bill.) What are the current liabilities of <u>all</u> individuals listed on Page 1?		Enter $0 if None, do NOT leave blank
Car Payment & Insurance		$
Medical Bills	NOTE: We do <u>not</u> need copies	$
Phones	of any of these bills,	$
Gas	just indicate the	$
Electric	average monthly	$
Water	amount for each.	$
Cable TV &/or Internet Service		$
Other (All other regular bills – specify type & the usual <u>monthly</u> amount)		$ $ $

EMPLOYMENT STATUS *Ask the Assessor's Office for additional blank sheets if there aren't enough.*

You must complete a separate sheet for **every adult** listed on Page 1, even if that person is not currently working, even if they have never worked. Also, complete a sheet for each minor child who worked anytime in the past 2 yrs.

Name: ______________________________

CURRENT JOB(S) TOTAL HOURS worked EACH WEEK: ______________ (on average)

______________________________ ______________

______________________________ ______________

Business Name, Location, and your Job Title — Month/Year Job Started

MOST RECENT PRIOR JOB

______________________________ ______________

Business Name, Location, and your Job Title — What Years Did you Work Here

Reason for Leaving: ☐ Retired ☐ Disabled ☐ Fired ☐ Quit ☐ Permanently Laid Off

☐ Temporarily Laid-Off, expected Call Back Date (if known): ______________

Did you Receive Unemployment Benefits when you left this Job?
☐ Yes – when did/do they expire? ______________
☐ No, I was not eligible for Unemployment

CHECK ALL THAT DESCRIBE YOU:	CHECK ALL THAT YOU CURRENTLY RECEIVE:
☐ Currently Looking for Job	☐ Job Wages (from current job listed above)
☐ Currently Looking for Better Job / More Hours	☐ Social Security
☐ Temporarily Physically Unable to Work	☐ S.S.I./Disability Payments
☐ Permanently Disabled &/or Elderly, Unable to Work	☐ Pension
☐ Full Time Student	☐ Survivor's Pension
☐ Part Time Student	☐ Unemployment
☐ Raising Children	☐ Workmen's Comp
☐ Homemaker	☐ Payment for Side Jobs (describe below)
☐ Other ______________	______________
______________	______________
______________	______________
______________	______________

INCOME SUMMARY

List ALL income for all individuals listed on Page 1, whether taxable or not. Use a separate line for each person's figures & each source. ALL income & assistance must be disclosed.

WAGES, SALARIES, TIPS, BONUSES, ETC.	Prior Year TOTAL	Current Monthly Amount
	$	$
	$	$
	$	$
	$	$
	$	$

PENSIONS	Prior Year TOTAL	Current Monthly Amount
	$	$
	$	$

SOCIAL SECURITY BENEFITS	Prior Year TOTAL	Current Monthly Amount
	$	$
	$	$

S.S.I. BENEFITS (FEDERAL)	Prior Year TOTAL	Current Monthly Amount
	$	$
	$	$

S.S.I. BENEFITS (STATE)	Prior Year TOTAL	Current Monthly Amount
	$	$
	$	$

OTHER PAYMENTS RECEIVED	Prior Year TOTAL	Current Monthly Amount
-UNEMPLOYMENT COMPENSATION	$	$
-WORKMEN'S COMPENSATION	$	$
-CHILD SUPPORT or ALIMONY	$	$
-S.D.A. ASSISTANCE	$	$
-F.I.P. CASH ASSISTANCE	$	$
-FOOD STAMPS (BRIDGE CARD)	$	$
-OTHER:	$	$
-OTHER:	$	$

ALL OTHER HELP/GIFTS	Total LAST YEAR	Total so far THIS YEAR	Current Monthly Amount
- FROM FAMILY	$	$	$
- FROM FRIENDS	$	$	$
- FROM CHURCH	$	$	$
- FROM CHARITIES	$	$	$
- OTHER:	$	$	$
- OTHER:	$	$	$

OTHER EFFORTS TO GET HELP List any charities, government agencies, etc. you've tried to get help from, even if they were not able to help you:

HEALTH INFORMATION List any disabilities or health issues that affect your financial situation:

FINAL COMMENTS List any other information you would like the Board to be aware of:

IMPORTANT – REQUIRED DOCUMENTS

You must provide the following documents for <u>everyone</u> listed on Page 1 (even if they do not contribute to the household financially)

<u>3 MONTHS of ITEMIZED BANK/FINANCIAL STATEMENTS</u>

- This applies to ALL types of financial accounts, including: Checking, Savings, CD's, IRA's, 401k's, Stocks & Bonds, Mutual Funds, etc. - all investments of any kind.
- The Board requires the <u>most recent 3 months</u>, older statements are not acceptable.
- The Board requires <u>itemized</u> statements showing <u>every</u> transaction in every account, a printout which simply shows the balance is <u>not</u> acceptable.

<u>2 YEARS of COMPLETE INCOME TAX RETURNS</u>

- <u>If you received a poverty exemption *last year*</u>, the below information is required for <u>2016 only</u>, *all other applicants* are required to provide this information for **<u>both 2015 & 2016</u>**.
- **State Tax Returns <u>(including Homestead Property Tax Credit Claim MI-1040CR)</u>**
- **Federal Tax Returns** *(if required to file a Federal return)*
- Everyone's COMPLETE tax returns are required, **<u>including ALL schedules and attachments</u>**.
- **<u>Backup documentation is required for *every amount* listed on these tax returns</u>**, such as:

  W-2 Forms, Dividend & Interest Income Statements, Pension Benefit Statements, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal <u>&</u> State), Annual FIP/SA Assistance Statements from DHS, Workmen's Comp Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.

- Backup documentation which only shows what is *currently* being received is <u>not</u> acceptable – **<u>again, we require documentation showing where each amount *on the tax returns* came from</u>**.
- The Tax Returns provided to us <u>must be copies of the actual Tax Returns filed</u> with the government. If a copy was not kept, one can be obtained by contacting the IRS &/or the Michigan Department of Treasury.
- <u>If anyone's tax returns have not yet been filed</u>, they will need to be filed *prior* to applying for this exemption.

<u>PLEASE NOTE</u>

- Poverty Exemptions can be applied for <u>only once per year</u>; at either the March, July, or December Board of Review, whose meeting dates are listed on the cover letter you received.
- If you are not able to gather All the required documents, you are encouraged to *wait and apply at a later date this year*, rather than risk being denied the exemption. <u>If your application *is* denied</u>, you cannot reapply until the following year.
- The Board of Review has <u>no authority</u> to change **prior year** taxes.

PLEASE READ CAREFULLY:

I/We, am/are unable to pay the full property taxes on the above described property in accordance with section 211.7u Michigan Compiled Laws. I/We have read this application and fully understand the contents thereof. I/We declare that the statements made herein are complete, true, and correct to the best of my/our knowledge. *I/We further understand that if any information contained herein is found to be false or incomplete, any and all relief granted by this application will be forfeited and placed back on the assessment roll with penalties and interest occurring on the additional tax liability in accordance with Section 211.119 Michigan Compiled Laws.*

* **WARNING: A person making a false statement on this affidavit is guilty of perjury.**

Relative to the above stated acknowledgment, I request the City of Oak Park Board of Review grant this poverty exemption.

PETITIONER(S) SIGNATURE(S):

____

____

State of Michigan, County of Oakland

Subscribed and sworn to before me

this ______day of __________________, 20____,

by ______________________________

Notary Public

____

My Commission Expires:

____

CO-OWNER(S) SIGNATURE(S):

____

____

State of Michigan, County of Oakland

Subscribed and sworn to before me

this ______day of __________________, 20____,

by ______________________________

Notary Public

____

My Commission Expires:

____

INFORMATION AND DOCUMENTS SUBMITTED TO THE BOARD OF REVIEW IN SUPPORT OF AN APPLICATION FOR POVERTY EXEMPTION SHALL BE KEPT CONFIDENTIAL, TO THE MAXIMUM EXTENT PERMITTED BY LAW.

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

BULLETIN NO. 12 of 2016
CHANGES FOR 2017
October 18, 2016

TO: Assessors
Equalization Directors

FROM: State Tax Commission (STC)

RE: **PROCEDURAL CHANGES FOR THE 2017 ASSESSMENT YEAR**

The purpose of this Bulletin to provide information on statutory changes or procedural changes for the 2017 assessment year.

A. Inflation Rate Used in the 2017 Capped Value Formula.

The inflation rate, expressed as a multiplier, to be used in the 2017 Capped Value formula is 1.009. The 2017 Capped Value Formula is as follows:

2017 CAPPED VALUE = (2016 TAXABLE VALUE - LOSSES) X 1.009 + ADDITIONS

The preceding formula does not include 1.05 because the inflation rate multiplier of 1.009 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2017.

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than $20,160 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than $20,160. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2017 assessments.

Size of Family Unit	Poverty Guidelines
1	$ 11,880
2	$ 16,020
3	$ 20,160
4	$ 24,300
5	$ 28,440
6	$ 32,580
7	$ 36,730
8	$ 40,890
For each additional person	$ 4,160

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

C. Multipliers for the Valuation of Free-Standing Communication Towers.

The State Tax Commission recommends that, subject to the qualifications stated below, communication towers should be valued for the 2017 assessment year using the table of **historical** (original cost when the tower was new) cost valuation multipliers set forth in the multiplier table below. These multipliers have been developed in a manner such that they account for the typical depreciation which is expected for a tower of the indicated age and also account for changes in the cost of the tower and erecting it that have occurred since the time the tower was constructed. On this basis, the multiplier table which is shown below is intended to predict the current true cash value of a tower of the vintage year in which the tower was constructed. An important component in determining the current value of a tower built in a given year is the change in the cost of materials, particularly changes in the cost of steel, between the time of construction and the current Tax Day. Since the table considers both depreciation and changes in construction costs, and since changes in construction cost have not always occurred at a constant rate, the multiplier table does not always evidence a decline in the rate by which the historical cost must be adjusted in order to determine current value. This effect is expected and can be better understood if one remembers that the multiplier table is not a depreciation table and the multipliers are applied to the historic cost of construction, not to the current replacement cost.

Communication towers are real property. When a communication tower is built on land owned by the owner of the tower, the tower is valued and assessed as a real property improvement to the land on which it is located. When a communication tower is built on leased land, the owner is required to report the original construction cost of the tower on Section N of its personal property statement, in the same way that it would report any other structure on leased land. Although the construction costs are reported on the personal property statement, a tower on leased land is not assessed on the personal property assessment roll. Instead, the assessor is required to establish a separate real property assessment for a tower located on leased land, using the procedures set forth in State Tax Commission Bulletin 8 of 2002 and State Tax Commission Bulletin 1 of 2003.

Please note: Sometimes communication towers are located on land that is exempt because the land is owned by an exempt entity such as a municipality or is otherwise exempt. When this occurs, the tower must be assessed to the tower owner on the real property roll as a structure on leased land. IN ADDITION, the assessor must also consider whether the land should also be assessed to the tower owner as provided by MCL 211.181.

There may be situations where the value of a particular freestanding communication tower is more or less than the figure developed by using this table. This could be due to unusual depreciation (physical deterioration and/or obsolescence) or an unusual enhancement in value caused by supply and demand factors in a particular area.

The State Tax Commission has developed STC Form 3594 for reporting the costs of freestanding communication towers. This form was developed for the specific purpose of gathering construction cost information for communication towers. The assessor may use this form to gather detailed information regarding the construction costs of communication towers. This cost information can then be used as a basis for valuation by multiplying the historic cost by the appropriate multiplier from the table located below.

Please note the following:

- The preferred method for valuing freestanding communication towers is using original cost new multiplied by the appropriate multiplier from the following table.

- In some cases historical/original cost may be unobtainable. Those cases may require using the Assessor's Manual cost new multiplied by the Assessor's Manual depreciation table multiplier.

- Do not apply the Assessor's Manual depreciation table multipliers to the historical/original cost of a tower.

- Do not apply the communication tower multipliers from the following table to the Manual cost new of a tower.

State Tax Commission Form 3594 is a real property statement and, as such, the taxpayer is not required to complete and submit the form to the assessor unless the taxpayer is specifically asked to do so. If a communication tower is located on leased land, the owner should already be reporting its original acquisition costs on Section N of the personal property statement (STC Form L-4175). If so, the assessor would only need to send STC Form 3594 if more detailed information regarding costs is needed. The assessor IS NOT REQUIRED TO SEND STC Form 3594 to tower owners each year. The following table applies to both guyed and self-supporting communication towers.

HISTORICAL (ORIGINAL) COST VALUATION MULTIPLIERS FOR USE IN 2017 ASSESSMENTS OF FREESTANDING COMMUNICATIONS TOWERS

YEAR OF CONSTRUCTION	MULTIPLIER	YEAR OF CONSTRUCTION	MULTIPLIER
2016	0.97	1996	0.92
2015	0.95	1995	0.91
2014	0.93	1994	0.91
2013	0.92	1993	0.91
2012	0.91	1992	0.91
2011	0.90	1991	0.88
2010	0.86	1990	0.86
2009	0.84	1989	0.85
2008	0.86	1988	0.87
2007	0.88	1987	0.85
2006	0.90	1986	0.83
2005	0.92	1985	0.82
2004	0.98	1984	0.82
2003	0.96	1983	0.79
2002	0.95	1982	0.84
2001	0.92	1981	0.89
2000	0.95	1980	0.97
1999	0.94	1978	1.08
1998	0.93	1978	1.15
1997	0.92	1977 and prior	1.22

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Sales Studies

Equalization study dates are as follows for 2017 equalization:
Two Year Study: October 1, two years prior through September 30, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2016 studies for 2017 equalization the dates are as follows:
Two Year Study: October 1, 2014 through September 30, 2016
Single Year Study: October 1, 2015 through September 30, 2016

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales occurring *after* September 30, 2016, should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2017 tax year.

Assessors should also be aware of the changes for the 2017 studies used for 2018 equalization. At its meeting on August 23, 2016, the State Tax Commission adopted to change the dates for the two year study period effective for the 2017 studies for the starting base for 2018 Equalization. For the 2017 studies for the 2018 equalization two year study the dates are as follows: April 1, 2015 through March 31, 2017. The single year study dates did not change and will remain October 1, 2016 through September 30, 2017.

F. Changes to Personal Property Tax

Beginning with the 2016 assessment year, qualified new personal property and qualified previously existing personal property located on occupied real property is exempt from ad valorem taxation and is instead subject to the State Essential Services Assessment. Additionally, certain P.A. 198 (IFT) Property and New Personal Property (P.A. 328) are subject to the State Essential Services Assessment.

On May 5, 2016, Public Acts 107-110 of 2016 were signed into law with immediate effect. These Public Acts amended the General Property Tax Act, Industrial Facilities Exemption Act, Essential Services Assessment Act and the Alternative Essential Services Assessment Act and address implementation issues associated with the Essential Services Assessment. These Public Acts provide for several legislative changes including the clarification of the reporting and filing requirements for Eligible Manufacturing Personal Property (EMPP), streamlining the appeal process, transferring the State Tax Commission's responsibilities to the Michigan Department of Treasury and defining acquisition cost for construction in progress as 50% of the fair market value at the time of acquisition by the first owner beginning with the 2017 tax year.

To claim the eligible manufacturing personal property (EMPP) exemption for the 2017 assessment year, a fully completed Form 5278, *Eligible Manufacturing Personal Property Tax Exemption Claim, Ad Valorem Personal Property Statement, and Report of Fair Market Value of Qualified New and Previously Existing Personal Property (Combined Document),* must be received by the Assessor of the local unit of government where the qualified personal property is located no later than February 20, 2016 (due to holiday, February 21, 2017). Taxpayers should not complete this affidavit and statement unless the personal property meets the definition of eligible manufacturing personal property.

Property that was placed in service in 2007 through 2012 will still be reported as ad valorem personal property in Part 2 on Form 5278, the *Combined Document*. Property meeting the definitions of qualified new personal property and qualified previously existing personal property placed in service after 2012 and prior to 2007 will be exempt from ad valorem taxes and will instead pay the state specific Essential Services Assessment.

Assessors are reminded that they are not required to mail Form 5278 to taxpayers. Taxpayers can obtain a copy from the Department of Treasury's website, www.michigan.gov/esa. Assessors should ensure that Form 5278 is timely filed and fully completed by the property owner. The Assessor should carefully evaluate the business activities of the claimant to ensure that they meet the statutory requirements of the Eligible Manufacturing Personal Property Exemption. The Commission strongly recommends that assessors contact taxpayers who have not fully completed Part 1 of Form 5278 in an effort to obtain the missing information before issuance of a denial.

Assessors will have to enter all the Form 5278 information into their assessing software. Assessors that do not have BS&A software and that have taxpayers claiming the personal property exemption will be provided with reporting instructions from the Department of Treasury. All data from Form 5278 must be entered and uploaded to BS&A for submission to the Department of Treasury no later than April 1, 2017.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

G. Disabled Veterans Exemption

Assessors and Board of Review members are asked to review in detail the STC issued Frequently Asked Questions regarding the Disabled Veterans Exemption and to review Bulletin 22 of 2013 regarding eligibility for the exemption. More information regarding the Disabled Veterans Exemption is available on the Commission website.

H. Senior Citizen and Disabled Family Housing Exemption

P.A. 78 of 2016 was signed into law on April 12, 2016, with an effective date of July 11, 2016. This Act amends MCL 211.7d to provide for an approved exemption to take effect in the year in which the exemption was claimed, if the claim had been filed by October 31 and the facility was fully and finally complete. The Act requires a claim for exemption to be filed simultaneously with the local assessor and the Department of Treasury. The assessor is required to approve or disapprove a claim for exemption within 60 days after receiving the exemption claim and then notify the owner and the Department of Treasury of the approval or disapproval by December 31 after the initial filing. Assessors and Equalization Directors are encouraged to review P.A. 78 of 2016 and Bulletin 7 of 2016 form more detailed information.

I. Principal Residence Exemption

P.A. 144 of 2016 was signed into law on June 6, 2016 with immediate effect. P.A. 144 of 2016 amends the General Property Tax Act to allow an eligible property owner to retain a principal residence exemption on property if the eligible claimant is absent while on active duty as a member of any branch of the United States Armed Forces, as long as the owner establishes an intent to return to the property. To claim the exemption all of the following statutory conditions must be met: (i) the owner must continue to own the property while deployed or stationed elsewhere for active duty, (ii) the owner has not established a new principal residence, (iii) the owner maintains or provides for the maintenance of the property while deployed or stationed elsewhere for active duty and (iv) the property is not used for any business or commercial purpose except as provided in section 7dd(c). See MCL 211.7cc(32).

P.A. 144 of 2016 also allows an owner of property who previously occupied that property as his or her principal residence but did not occupy that property on June 1 or November 1 while residing in a nursing home or assisted living facility under the circumstances described above or while absent on active duty as a member of any branch of the United States Armed Forces to file an appeal to claim and receive a principal residence exemption which was not on the tax roll. Principal residence exemption appeals that were not on the tax roll can be filed with the July or December Boards of Review in the year that the exemption was claimed or the immediately succeeding three years. More information regarding these changes can be found on the PRE website at www.michigan.gov/taxes (not a live link).

J. Transfers of Ownership

P.A. 243 of 2015 amended MCL 211.27a(7)(c) to create an exception to the general rule that the termination of a life estate, including a life lease or a lady bird deed, is a transfer of ownership. The Act provides that, after December 31, 2014, the termination of a life estate or life lease on residential real property does not result in a transfer of ownership for property tax purposes if the transferee is the transferor's or the transferor's spouse's mother, father, brother, sister, son, daughter, adopted son, adopted daughter, grandson, or granddaughter and the residential real property is not used for any commercial purpose following the transfer. The Act also defines the term "commercial purpose," as used in MCL 211.27a, to mean "used in connection with any business or other undertaking intended for profit, but does not include the rental of residential real property for a period of less than 15 days in a calendar year."

K. Computerized Database System Assessment Roll

P.A. 25 of 2016 was signed into law on March 1, 2016, with an effective date of May 30, 2016. This Act amends the General Property Tax Act to allow local tax collecting units to use a computerized database system as the assessment roll beginning with the 2017 tax year. The use of a computerized assessment roll is only permitted if the local unit and the assessor certify in a form and manner proscribed by the State Tax Commission that the proposed system complies with the requirements of the Act. The State Tax Commission approved Form 5446, *Request for New Certification for Use of a Computerized Assessment Roll by a Local Unit*, for local units of government to submit a request to use a computerized assessment roll. Form 5446 must be fully completed and received by the State Tax Commission no later than October 31st of the year prior to the year in which the computerized assessment roll will be used. Approvals are granted for three years. Form 5446 is available on the Commission's website. Assessors and Equalization Directors are encouraged to review P.A. 25 of 2016 and Bulletin 8 of 2016 for additional information on computerized database system assessment rolls.

CITY OF OAK PARK
2016 POVERTY EXEMPTION POLICY

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.

2. **Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2015. <u>This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household</u>:**

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2015, applicable income limits are as follows:

# in Household	2015 Total Household Resources Cannot Exceed
1	$17,655/yr.
2	$23,895/yr.
3	$30,135/yr.
4	$36,375/yr.
5	$42,615/yr.
6	$48,855/yr.
	add $6,240/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2016 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of *any* type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. **<u>Meeting the above guidelines will not necessarily result in a property tax reduction</u>.** The amount of reduction, if any, will be equal to the difference between line 45 and line 35 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2015 total household income and their projected 2016 property taxes.

4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.

- CONTINUED ON BACK –

5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.

6. **All applicants must supply copies of the following documents for *each* individual currently residing in the household as well as any co-owners who are not residing in the household:**

   Itemized Statements of Account for the most recent 3 months for *every* asset account you currently have. (Checking, Savings, IRA's, Investments, etc.)

   2014* & 2015 Homestead Property Tax Credit Claim** (MI-1040CR)
   2014* & 2015 Michigan Income Tax Return** (MI-1040)
   2014* & 2015 Federal Income Tax Return** (Federal 1040 or 1040A)

   **NEW applicants are required to submit both 2014 & 2015 information.*
   Applicants RETURNING from last year need only submit 2015 information.

   ****All applicants must also provide the documents that substantiate each of the dollar figures listed on the above tax forms**, such as:

   W-2 Forms, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal & State), Pension Benefit Statements, Dividend & Interest Income Statements, Annual FIP/SA Assistance Statements, Workmen's Compensation Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.

7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.

8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.

9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.

10. Documents submitted to the Board will **not** be returned. Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.

11. Application for Poverty Exemption may be made only **one time** per year, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the **whole** year, and any amount of overpayment will be refunded.

12. All poverty exemptions are **applicable only for the year in which granted**. To be considered for exemption the following year, you must repeat the application process.

CITY OF OAK PARK

Carl Johnson, Director
Department of Finance

MEMORANDUM

Date: January 13, 2017

To: Erik Tungate, City Manager

From: Carl Johnson

Re: Second Quarter Fiscal 2016/2017 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City at December 31, 2016. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity

The second quarter investment report shows total citywide cash and investments of $26,280,436 (market value) including cash in the operating account of $2,898,514, short-term investments in the Oakland County Investment Pool of $13,621,454 and long-term investments totaling $9,760,468. The first quarter saw bond prices drop which resulted in lower yields for new investments and reductions in unrealized gains on investments currently held. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Interest income for the months of July through December 2016 remained strong totaling $153,605 compared to $75,946 for the six months ended December 31, 2015 (new investment strategy started in September 2015).

City of Oak Park
Summary of Cash and Investments Held
December 31, 2016

	Maturity Date	Market Value	Book Value	% of Portfolio	Current Interest Rate	YTM @ Cost	Days to Maturity
Cash							
Huntington Bank - Collection		$ 2,898,514	$ 2,898,514	11.02%	0.1500%	0.1500%	1
Huntington Bank - Accounts Payable		-	-	0.00%	0.1500%	0.1500%	1
Huntington Bank - Payroll		-	-	0.00%	0.1500%	0.1500%	1
Huntington Bank - Securities		-	-	0.00%	0.1500%	0.1500%	1
Government Securities - None							
Municipal Bonds							
Jenison Schools	5/1/2018	518,835	520,612	1.98%	5.1500%	2.0000%	487
Michigan Municipal Bond Authority	5/1/2018	250,658	251,929	0.96%	4.0000%	2.7040%	487
Ypsilanti School District	5/1/2018	159,999	160,000	0.61%	1.5000%	1.5000%	487
Madison Heights Pension	1/1/2019	232,493	235,000	0.89%	1.4800%	1.4800%	732
Williamston Mich Comm Schools	5/1/2019	758,993	759,334	2.89%	2.3970%	2.3600%	852
Ypsilanti School District	5/1/2019	499,285	500,000	1.90%	1.8100%	1.8100%	852
Holland Michigan GO Taxable	8/1/2019	174,256	175,000	0.67%	1.8600%	1.8600%	944
Lake Orion Mich Comm Sch Dist	5/1/2020	249,747	252,920	0.96%	2.1120%	2.1120%	1217
Reeths-Puffer Mich Schs	5/1/2020	290,597	292,125	1.11%	2.2480%	2.2480%	1217
Williamston Mich Comm Schools	5/1/2020	1,015,470	1,013,982	3.86%	2.6670%	2.6200%	1217
Ypsilanti School District	5/1/2020	496,810	500,000	1.90%	2.0300%	2.0300%	1217
Holland Michigan GO Taxable	8/1/2020	174,223	175,000	0.67%	2.1500%	2.1500%	1309
Michigan Fin Auth Rev RFDG LOC GOVT LN Detroit	10/1/2020	712,641	731,275	2.78%	2.6810%	2.6810%	1370
Paw Paw Public Schools	11/1/2020	110,638	112,020	0.43%	2.5000%	2.0000%	1401
Reeths-Puffer Mich Schs	5/1/2021	252,435	252,713	0.96%	2.5740%	2.5400%	1582
Reeths-Puffer Mich Schs	5/1/2021	252,435	252,713	0.96%	2.5740%	2.5400%	1582
Whitmore Lake Mich Pub Sch Dist	5/1/2021	508,460	507,964	1.93%	2.7490%	2.7000%	1582
Ypsilanti School District	5/1/2021	439,517	445,000	1.69%	2.1800%	2.1800%	1582
South Lyon Mich Comm Schools	5/1/2023	50,163	51,254	0.19%	2.8900%	2.8800%	2312
Certificate of Deposits							
American Express Centrn	11/13/2018	502,975	500,000	1.90%	1.6500%	1.6500%	683
American Express Centrn	11/12/2019	506,180	500,000	1.90%	2.0000%	2.0000%	1047
Wells Fargo Bank NA	1/11/2020	100,263	100,000	0.38%	1.3000%	1.3000%	1117
American Express Centrn	11/12/2020	507,505	500,000	1.90%	2.2500%	2.2500%	1412
Commercial Paper							
Ford Motor Credit Co LLP	4/21/2017	995,890	990,025	3.76%	1.3500%	1.3500%	111
Investment Pool							
Oakland County Investment Pool		13,621,454	13,621,454	51.79%	0.6596%	0.6596%	1
Total		$ 26,280,436	$ 26,298,834	100.00%			

CITY OF OAK PARK

Carl Johnson, Director
Department of Finance

MEMORANDUM

Date: January 23, 2017

To: Erik Tungate, City Manager

From: Carl Johnson

Re: 2nd Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the second quarter ending December 31, 2016 (see attached report for budget-to-actual by department activity for the General Fund only). Through the second quarter, generally, revenues and expenditures should represent 50% of the annual budget.

GENERAL FUND

REVENUES

Total revenues for the first quarter total approximately $14.6 million, representing approximately 72% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2016. As of the end of the second quarter approximately 94% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2017. Property tax revenue is the primary reason the overall revenues are at 72% to date.

- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for stare-shared revenue. The second quarter report reflects two fiscal 2016/17 payments totaling $1,107,710 as the August 31, 2016 payment by statue is included as part of the June 30, 2016 revenues. The City will receive the remaining four payments on February 28, April 30, June 30 and August 31 (2017) related to the current fiscal year. The estimated annual revenue included in the budget totals $3,201,629.

- The City receives cable franchise fees on a quarterly basis estimated at $640,000 for the current fiscal year. The second quarter remittances will be received during January 2017 with $146,892 received to date related to the first quarter.

- Fines and forfeiture revenue is running significantly behind budget and prior year for the first six months of the year. The original district court budget totaled $1,930,000 and was reduced by $51,000 with the first quarter budget amendment to $1,879,000. Based on the amended budget court revenue should total $939,500 for the first six months but the actual is $734,534 or 21.8% less. The shortfall of more than $204,000 may result in additional General Fund contributions to the District Court Fund if is not made up in future two quarters. The revenue received is used to offset a portion of the court's operating costs.

EXENDITURES

Total expenditures for the second quarter total approximately $8.9 million, representing approximately 44% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- City Council and Mayors Department is at 57% for the second quarter due to one-time contributions to two not-for-profits totaling $10,000 (consistent with first quarter). The overall net budget for the department is in line current annual projections.
- Elections Department is at 54% for the second quarter due to the only elections budgeted for the fiscal year occurred during August and November 2016. The overall net budget for the department is in line current annual projections.
- Shepherd Park (61%) and DPW Administration (57%) departments are current slightly over the 50% guideline primarily due to the seasonal nature of the expenditures but overall are in line with their annual budgets.
- Recreation Administration Department is over 50% of the budget due to the seasonality of the department along with a change in the allocation of costs between this department and the Senior Services and Instructional Services Departments which are significantly below budget. The overall net budget for the departments are in line current annual projections.
- The Outdoor Activities Department is at 60% of their budget due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line current annual projections.
- Swimming Pool Facility Department is at 79% of their budget due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line with the current annual projections.

- Non-Departmental Department is currently at 32% of their budget as this department is primarily transfers to other funds and the majority of the transfers take place as needed later in the fiscal year.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of at least 15% of annual expenditures. The annual operating budget is balanced and the City continues to address the long-term legacy costs of OPEB and pensions by making contributions in excess of required amounts.

01/23/2017 REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
PERIOD ENDING 12/31/2016
% Fiscal Year Completed: 50.41

GL NUMBER	END BALANCE 06/30/2016 NORM (ABNORM)	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 12/31/2016 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
00.000-NONE	18,260,902.91	17,273,162.00	17,296,190.00	11,730,055.44	5,566,134.56	67.82
17.345-PUBLIC SAFETY	2,998,431.63	2,774,800.00	2,982,957.00	2,888,476.42	94,480.58	96.83
TOTAL REVENUES	21,259,334.54	20,047,962.00	20,279,147.00	14,618,531.86	5,660,615.14	72.09
10.101-COUNCIL AND MAYOR	50,307.56	46,140.00	49,510.00	28,258.39	21,251.61	57.08
11.172-CITY MANAGER	510,056.42	326,267.00	351,692.00	161,198.53	190,493.47	45.84
11.270-HUMAN RESOURCES	0.00	235,936.00	255,311.00	105,234.54	150,076.46	41.22
11.611-COMMUNITY DEVELOPMENT	133,452.50	175,460.00	176,285.00	81,562.03	94,722.97	46.27
12.258-MAGEMENT INFORMTN SERVICE	328,381.41	349,655.00	294,540.00	84,761.58	209,778.42	28.78
13.210-CITY ATTORNEY	304,175.98	293,000.00	293,000.00	132,084.70	160,915.30	45.08
13.229-PROSECUTING ATTORNEY	57,650.00	62,400.00	62,400.00	31,800.00	30,600.00	50.96
14.191-ELECTIONS	216,967.17	272,843.00	273,368.00	148,766.99	124,601.01	54.42
14.215-CITY CLERK	112,136.33	119,506.00	119,506.00	44,746.98	74,759.02	37.44
15.201-FINANCE & ADMIN SERVICES	904,368.95	903,804.00	909,701.00	436,828.77	472,872.23	48.02
16.371-INSPECTIONS	569,162.30	594,288.00	596,638.00	292,332.37	304,305.63	49.00
16.401-TECH & PLANNING ADMIN.	135,422.31	152,448.00	134,498.00	64,266.97	70,231.03	47.78
16.447-ENGINEERING	41,656.75	40,032.00	59,832.00	28,171.70	31,660.30	47.08
16.448-STREET LIGHTING	453,261.53	475,000.00	475,000.00	205,838.10	269,161.90	43.33
17.345-PUBLIC SAFETY	8,761,181.60	8,920,649.00	9,084,449.00	4,500,316.10	4,584,132.90	49.54
18.265-BUILDING MAINTENANCE	433,700.77	759,598.00	759,598.00	246,775.71	512,822.29	32.49
18.441-DPW ADMINISTRATION	11,841.02	13,692.00	9,692.00	5,525.43	4,166.57	57.01
18.443-SHEPHERD PARK	30,067.22	40,581.00	52,181.00	31,876.15	20,304.85	61.09
18.444-OTHER PARKS FORESTRY	61,817.68	53,643.00	46,043.00	23,185.88	22,857.12	50.36
19.752-RECREATION ADMINISTRATION	261,318.90	209,470.00	264,794.00	187,662.81	77,131.19	70.87
19.753-ATHLETICS	27,203.22	59,458.00	36,300.00	18,238.65	18,061.35	50.24
19.754-OUTDOOR ACTIVITIES	34,763.43	83,150.00	84,250.00	50,761.45	33,488.55	60.25
19.755-INSTRUCTIONAL ACTIVITIES	10,337.03	20,000.00	20,000.00	4,393.29	15,606.71	21.97
19.756-SPECIAL RECREATION EVENTS	20,153.16	23,000.00	23,000.00	10,691.87	12,308.13	46.49
19.757-SWIMMING POOL FACILITY	80,612.56	79,128.00	79,128.00	62,313.18	16,814.82	78.75
19.776-SENIOR SERVICES	110,334.16	97,020.00	64,854.00	19,334.60	45,519.40	29.81
21.890-NON DEPARTMENTAL	7,191,617.79	5,470,041.00	5,470,041.00	1,749,105.00	3,720,936.00	31.98
22.806-PUBLIC INFORMATION CABLE	158,945.35	171,753.00	233,536.00	98,451.51	135,084.49	42.16
TOTAL EXPENDITURES	21,010,893.10	20,047,962.00	20,279,147.00	8,854,483.28	11,424,663.72	43.66
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	21,259,334.54	20,047,962.00	20,279,147.00	14,618,531.86	5,660,615.14	72.09
TOTAL EXPENDITURES	21,010,893.10	20,047,962.00	20,279,147.00	8,854,483.28	11,424,663.72	43.66
NET OF REVENUES & EXPENDITURES	248,441.44	0.00	0.00	5,764,048.58	(5,764,048.58)	100.00

15F

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 6, 2017 **AGENDA #**

SUBJECT: Approval of resolution to authorize Budget Amendment #2017-2

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 16, 2016 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval. The proposed amendments are based on actual and projected activity-to-date.

The second quarter (12/31/16) budget amendment is attached and is also summarized below.

GENERAL FUND	
Audited Beginning Fund Balance July 1, 2016	$ 3,679,194
Net Amended Budget through September 29, 2016	0
Net Change in Fund Balance (Amendment #2017-2)	0
Estimated Ending Fund Balance June 30, 2017	$ 3,679,194

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

- The City received two federal grants (Bullet Proof Vest and JAG) during the year. The proposed amendment increases both the revenue and the expenditures related to each of these grants.

- The City's share of sales tax collections from the State of Michigan has been estimated by the State at $12,000 more than the original budget.

- The City has an auction to sell some surplus vehicles that were taken out of service of which the proceeds totaled more than $11,000.

- Building permit revenue was up substantially last year due to significant new development but this year's revenue is running approximately $24,000 less than budgeted.

- The parks and recreation department had an approved budget to purchase a new Gator during the fiscal year 2015/2016 but the vendor was unable to deliver the vehicle until after the year had ended. As a result, the amended budget includes the rollover of the unspent budget of $12,825.

- Postage costs during last year were consolidated into a single account which was estimated for budget purposes. Despite the increase in the cost of postage effective January 1, 2017, the budget was reduced by $10,000 to mirror prior years actual annual cost.

SPECIAL REVENUE FUNDS

- The Library Fund has historically net the cost of the Xerox rental with the fees collected from our customers. The proposed budget amendment eliminates this practice and records the revenue and expenditures separately. The library also had not been billed for their water and sewer usage in more than a year and the City caught up on the billing requiring an adjustment to the budget which is offset by the increase in reimbursement for lost personal property taxes of $4,500.

- The City Council approved a new grant to fund the Mental Health Court Grant Fund in October 2016. The proposed amendment establishes a budget for the new fund in the amount of the grant award which totals $55,510.

CAPITAL PROJECT FUNDS

This fund type does not require an annual budget but the State recommends budgeting all funds.

- The Road Construction Bond Fund spent the remaining bond proceeds left in the fund by June 30, 2016. The proposed amendment eliminates the 2016/2017 previously adopted for this fund.

- The Sidewalk and Special Assessment Fund estimated the annual concrete contract for sidewalk replacement at $500,000 but the actual contract approved by the City Council (M-627) totaled $659,103 requiring a budget amendment for the difference.

FINANCIAL STATEMENT: The proposed budget amendment has no net impact on the fund balance of General Fund keeping the estimated fund balance at approximately 18% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2017-2

APPROVALS:

City Manager: ______________________________

Finance Director: ___________________________

Resolution

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment #2017-2 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
PROPERTY TAXES	$ 6,000
LICENSE AND PERMITS	(24,175)
INTERGOVERNMENTAL	25,842
OTHER REVENUE	11,719
TOTAL REVENUES	19,386
EXPENDITURES	
CITY ATTORNEY	1,200
PUBLIC SAFETY	13,386
RECREACTION	12,825
PUBLIC WORKS	1,975
NON-DEPARTMENTAL	(10,000)
TOTAL EXPENDITURES	19,386
Net Increase (Decrease) to Fund Balance	$ -
LIBRARY FUND	
REVENUES	
INTERGOVERNMENTAL	$ 4,500
CHARGES FOR SERVICES	3,000
TOTAL REVENUES	7,500
EXPENDITURES	
OPERATIONS	7,500
TOTAL EXPENDITURES	7,500
Net Increase to Fund Balance	$ -
MENTAL HEALTH COURT GRANT FUND	
REVENUES	
INTERGOVERNMENTAL	$ 55,510
TOTAL REVENUES	55,510
EXPENDITURES	
SALARIES	55,510
TOTAL EXPENDITURES	55,510
Net Increase to Fund Balance	$ -

	INCREASE (DECREASE)
SIDEWALK AND SPECIAL ASSESSMENT FUND	
REVENUES	
SPECIAL ASSESSMENTS	$ 159,103
TOTAL REVENUES	159,103
EXPENDITURES	
SALARIES	5,000
CAPITAL OUTLAY	159,103
TOTAL EXPENDITURES	164,103
Net Decrease to Fund Balance	$ (5,000)
ROAD CONSTRUCTION BOND FUND	
REVENUES	
INTEREST EARNINGS	$ (1,000)
TOTAL REVENUES	(1,000)
EXPENDITURES	
CAPITAL OUTLAY	(106,000)
TOTAL EXPENDITURES	(106,000)
Net Increase to Fund Balance	$ 105,000

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 6 h day of February, 2017.

____

T. Edwin Norris, City Clerk

City of Oak Park
Proposed Budget Amendments
December 31 ,2016

Account Number	Account Name	Amount	Description
	General Fund		
101-00.000-410.000	Delinquent Personal Property Tax - Current Year	$ 6,000	Decrease allowance for current year unpaid pers. prop. taxes
101-00.000-479.000	Building Permits	(24,175)	Actual revenue running less than prior year and budget
101-00.000-502.000	Federal Grant	1,488	Grant Award for Police Bullet Proof Vests
101-00.000-502.100	Federal Grant - JAG	11,898	Grant Award for Police Computers
101-00.000-664.000	State Revenue Sharing	12,456	Increase to estimate revenue per Treasury web site
101-00.000-673.000	Sale of Fixed Assets	11,719	Proceeds from sale of city vehicles purchased by General Fund
	Total Revenue Increase (Decrease)	19,386	
101-13.229-802.000	Legal Services	1,200	Increase in prosecuting attorney fee on 7/1/16 by council
101-17.345-726.000	Supplies	1,488	Grant Award for Police Bullet Proof Vests
101-17.345-970.345	Capital Outlay - JAG Grant	11,898	Grant Award for Police Computers
101-18.441-726.000	Supplies	1,975	Supplies usage to date running greater than budget estimate
101-19.752-970.000	Capital Outlay	12,825	Gator purchase - budgeted in 15/16 rolled over to 16/17
101-21.890-903.000	Postage	(10,000)	Adj to prior year actual usage (plus amount for 1/1/17 incr)
	Total Expenditure Increase (Decrease)	19,386	
	Net Increase (Decrease) to Fund Balance	$ -	
	Library Fund		
111-00.000-657.000	Library Xerox Commission	$ 3,000	Previously net with expenditures (see below)
111-00.000-573.000	State Grant - Local Comm Stab Share App	4,500	Greater than anticipated ppt loss reimbursement
	Total Revenue Increase (Decrease)	7,500	
111-20.790-920.003	Utilities - Water	4,500	Prior years water bills not paid internally
111-20.790-941.000	Rentals - Copier Lease	3,000	Prior years water bills not paid internally
	Total Expenditure Increase (Decrease)	7,500	
	Net Increase (Decrease) to Fund Balance	$ -	
	Mental Health Court Grant Fund		
283-00.000-543.000	State Grants	55,510	New Grant approved by council 10/6/16
	Total Revenue Increase (Decrease)	$ 55,510	
283-50.137-702.000	Salaries & Wages	55,510	New Grant approved by council 10/6/16
	Total Expenditure Increase (Decrease)	$ 55,510	
	Net Increase (Decrease) to Fund Balance	$ -	
	Road Construction Bond Fund		
450-80.900-664.000	Interest Income	(1,000)	All proceeds spent - fund closed 6/30/16
	Total Revenue Increase (Decrease)	$ (1,000)	
450-82.900-801.000	Professional Services	(106,000)	All proceeds spent - fund closed 6/30/16
	Total Expenditure Increase (Decrease)	$ (106,000)	
	Net Increase (Decrease) to Fund Balance	$ 105,000	
	Sidewalk & Special Assessment Fund		
451-71.442-672.000	Special Assessements	159,103	Actual sidewalk contract greater than budgeted (M-627)
	Total Revenue Increase (Decrease)	$ 159,103	
451-18.442-702.000	Salaries and Wages	5,000	DPW utilization in this fund greater than budgeted
451-71.442-970.000	Capital Outlay	159,103	Actual sidewalk contract greater than budgeted (M-627)
	Total Expenditure Increase (Decrease)	$ 164,103	
	Net Increase (Decrease) to Fund Balance	$ (5,000)	