

Oak Park City Council Agenda

February 5, 2024





AGENDA
REGULAR CITY COUNCIL MEETING
40th CITY COUNCIL
OAK PARK, MICHIGAN
February 5, 2024
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

- A. Regular City Council Meeting Minutes for January 22, 2024
- B. Special City Council Meeting Minutes for January 22, 2024
- C. Recycling Commission Meeting Minutes for November 16, 2023 and December 21, 2023
- D. Investment Report for period ending 12-31-23
- E. Budget to Actual Report for period ending 12-31-23
- F. Payment Application No. 4 for the 2023 Block Pruning Project, M-748, to Urban Tree Trimming of Detroit MI in the amount of \$7,815
- G. Resolution in support of the Road Commission for Oakland County's 2024 Tri-party program
- H. Payment of invoices from OHM Advisors for GIS DWAM Grant, and 8 Mile Booster Station Rehab for the total amount of \$1,079.50
- I. Licenses New and Renewals submitted for February 5, 2024

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Strategic Plan End of Year Report

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS: None

12. BIDS:

- A. Request to award the partial bid for the Eight Mile Booster Station Rehabilitation Project, M-732 to CSM Mechanical, of Milford, MI, for the total amount of \$470,805.00

13. ORDINANCES: None

14. CITY ATTORNEY:

15. CITY MANAGER:

Administration

A. Budget Calendar for Fiscal Year 2024/25

Finance/Assessing

B. Resolution authorizing Budget Amendment #2024-3

Department of Public Works

C. Request to authorize the Public Works Department to participate in the State of Michigan (MiDeal) contract for the purchase of 2024 Ford Explorer totaling \$39,832.

City Clerk

D. 2024 Presidential Primary Update

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. Accommodation to participate in a Council Meeting will be made with 7-day prior notice.



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
40th OAK PARK CITY COUNCIL
January 22, 2024
7:00 PM**

MINUTES

The meeting was called to order at 7:00 p.m. 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 Edgar, Council Member Whitehead

ABSENT: Council Member Radner

OTHERS

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

APPROVAL OF AGENDA:

**CM-01-011-24 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS AMENDED
– APPROVED**

Motion by Whitehead, seconded by Radner, CARRIED UNANIMOUSLY, to approve the agenda with the following change:

- Omit Item #7A

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-012-24 (AGENDA ITEM #5A-E) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes for January 3, 2024 **CM-01-013-24**
- B. Parks and Recreation Commission Meeting Minutes for October 18, 2023 and November 15, 2023 **CM-01-014-24**
- C. Request to advertise for bids for 2024 Lawn Maintenance Contract **CM-01-015-24**
- D. Request to advertise for bids for 2024 Landscape Maintenance Contract **CM-01-016-24**
- E. Licenses New and Renewals submitted for January 22, 2024 **CM-01-017-24**

MERCHANT'S LICENSES – January 22, 2024
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
JAX KAR WASH	26550 GREENFIELD	\$150.00	CAR WASH
QUICK PHONE REPAIR LLC	22150 COOLIDGE HWY	\$150.00	PHONE REPAIR
<u>RENEWALS (/2024)</u>	<u>ADDRESS</u>	<u>FEE</u>	
ERNIE'S MARKET	8500 CAPITAL AVE	\$150.00	RESTAURANT
SOCKS GALORE WHOLESALE	10355 CAPITAL AVE	\$150.00	WHOLESALE RETAIL
EXCELL SNOW & TURF MAINTENANCE	11000 CAPITAL AVE	\$150.00	CONTRACTORS
MI IMPORT INC	12701 CAPITAL AVE	\$150.00	WHOLESALE RETAIL
MIDLAND EQUIPMENT CO OF MICHIGAN	12900 CAPITAL AVE	\$150.00	INDUSTRIAL
AUDITORY INSTRUMENTS INC	13261 CLOVERDALE AVE	\$150.00	RETAIL
WALKER PRINTERY INC	13351 CLOVERDALE AVE	\$150.00	RETAIL
E-ZEE SET WOOD PRODUCTS	21650 COOLIDGE HWY	\$150.00	RETAIL
CITIZENS BANK	23067 COOLIDGE HWY	\$150.00	FINANCIAL INSTITUTION
OAK PARK RX	24651 COOLIDGE HWY	\$150.00	PHARMACY
MARCUS WEAR AND TAILOR LLC	24709 COOLIDGE HWY	\$150.00	RETAIL
MEAL PREP II	24711 COOLIDGE HWY	\$150.00	RETAIL
NEWTON STYLE ME	25201 COOLIDGE HWY	\$150.00	HAIR SALON
LEARNING DISABILITIES CLINIC	25611 COOLIDGE HWY	\$150.00	MEDICAL OFFICE
HAIR MOOD SALON	26035 COOLIDGE HWY	\$150.00	HAIR SALON
EL MAR'S SUBURBAN SHOP	13661 W ELEVEN MILE RD	\$187.50	RETAIL
MICHIGAN CONSTRUCTION PROTECTION	14211 W ELEVEN MILE RD	\$150.00	CONSTRUCTION
DEPENDABLE GAGE & TOOL CO	15321 W ELEVEN MILE RD	\$150.00	MANUFACTURER
HARTWELL CEMENT COMPANY	21650 FERN AVE	\$150.00	CONTRACTORS
PITA CAFÉ	25282 GREENFIELD RD	\$150.00	RESTAURANT
HEWSON VAN HELLEMONT PC	25900 GREENFIELD RD # 650	\$150.00	LAW FIRM
PAIRS FOOD STORE	9000 W NINE MILE RD	\$150.00	RETAIL
HOOKAH 101	15401 W NINE MILE RD	\$187.50	SMOKE SHOP

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

A. Annual Audit Presentation **(Removed from the agenda)**

PUBLIC HEARINGS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

**CM-01-018-24 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES
SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL
SERVICES IN THE TOTAL AMOUNT OF \$17,424.32 - APPROVED**

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoices #619579, 619580, 619581, and 619582 to Garan, Lucow, Miller P.C., for legal services rendered through December 31, 2023, in the total amount of \$17,424.32.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Finance/Assessing

**CM-01-019-24 (AGENDA ITEM #15A) REQUEST TO APPROVE INCOME
GUIDELINES FOR THE 2024 POVERTY EXEMPTION
APPLICATION – APPROVED**

Motion by Burns, Seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following income guidelines for the 2024 Poverty exemption application:

2024 Federal Poverty Guidelines

Persons in Household	Federal Poverty Guideline	City of Oak Park Adopted Poverty Level
1	\$14,580	\$21,870
2	\$19,720	\$29,580
3	\$24,860	\$37,290
4	\$30,000	\$45,000
5	\$35,140	\$52,710
6	\$40,280	\$60,420
7	\$45,420	\$68,130
8	\$50,560	\$75,840
Add the following amount for each additional person over 8.		
	\$5,140	\$7,710

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

MOTION DECLARED ADOPTED

**CM-01-020-24 (AGENDA ITEM #15B) RATE OF COMPENSATION FOR THE
BOARD OF REVIEW MEMBERS AND THE 2024 MEETING DATES
AND TIMES – APPROVED**

Motion by Burns, Seconded by Edgar, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$120.00 for a full day and \$60.00 for a half day of service and the following dates and times for the 2024 Board of Review Meetings to be held at City Hall:

Monday	March 11, 2024	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 12, 2024	6:00 pm to 8:00 pm
Monday	March 25, 2024	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

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

MOTION DECLARED ADOPTED

City Assessor Sheets indicated the City Charter (Section 10.6) states that the rate of compensation for the Board of Review shall be established by City Council and (Section 10.7) and 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.

Municipal Services

**CM-01-021-24 (AGENDA ITEM #15C) REQUEST TO APPROVE THE
PROFESSIONAL SERVICES CONTRACT WITH NEUMANN SMITH
ARCHITECTURE FOR THE TOTAL NOT-TO-EXCEED PRICE OF
\$397,525.00 (\$348,000 EVENT HUB / \$49,525 MUNICIPAL SERVICES)
SUBJECT TO APPROVAL BY THE CITY ATTORNEY BEFORE
EXECUTION. IT IS FURTHER RECOMMENDED THAT A BUDGET
AMENDMENT BE APPROVED TO APPROPRIATE THE AMOUNT
RELATED TO THE EVENT HUB IN THE PARKS AND RECREATION
IMPROVEMENT FUND – APPROVED**

Motion by Edgar, Seconded by Burns, CARRIED UNANIMOUSLY, to approve the professional services contract with Neumann Smith Architecture for the total not-to-exceed price of \$397,525.00 (\$348,000 Event Hub / \$49,525 Municipal Services) subject to approval by the City Attorney before execution. It is further recommended that a budget amendment be approved to appropriate the amount related to the Event Hub in the Parks and Recreation Improvement Fund.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Ken Sherman, 23840 Jerome, spoke to snow removal concerns on Greenfield, Oak Park Blvd., and Jerome. He would like to see more aggressive enforcement of the ordinance.

Silva Haywood, 21750 Kenosha, spoke to snow removal concerns, and street plowing and salting. She also expressed her displeasure with the number of trees in the city.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:35 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
40th OAK PARK CITY COUNCIL
January 22, 2024
6:00 PM**

MINUTES

Mayor McClellan called the special meeting to order at 6:00 p.m. in the Executive Conference Room of Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

PRESENT: Mayor McClellan, Mayor ProTem Burns, Council Member Edgar,
Council Member Whitehead

ABSENT: Council Member Radner

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Krause, Deputy City Manager VanVleck, Deputy City Manager DeCoster, Municipal Services Director Marrone, Recreation Director Stasiak and Communications Director Flynn

SPECIAL BUSINESS:

(AGENDA ITEM 3A) Oak Park Senior Living Market Study.

Representatives from Plante Moran presented an Oak Park Senior Living Market Study dated November 2023 to council. A complete copy of the study is on file with the City Clerk.

CALL TO THE AUDIENCE:

Kenneth Sherman, Jerome St., spoke about concerns with subsidized housing, possible parking problems and recent failures regarding similar proposed developments in the community. He also questioned if a proposed development would include the developmentally disabled.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:48 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
November 16, 2023**

Meeting held at the Community Center at 7:00pm in Room One

- **THE MEETING WAS CALLED TO ORDER AT 7:00 PM**

- **ROLL CALL:**

PRESENT: Chairperson Leslie Ellis, Vice Chairperson Jonathan Nachman

Commission members: Al Lewis, Ken Sherman, Natalie Sturm, Richard
Readus, Edna Rubin

ABSENT: Solomon Radner, Steven Gold, Clarissa Clemons and Scott LeMarbe

OTHERS PRESENT:

- **APPROVAL OF THE AGENDA**

Moved by Jonathan Nachman, seconded by Ken Sherman to approve agenda.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

- **APPROVAL OF MINUTES:**

Motion to approve the minutes of October 19, 2023. by Jonathan Nachman, seconded by
Natalie Sturm

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

- **CONSIDERATION OF OLD BUSINESS**

1. Rain Barrel seminar

- Waiting for Josh Rubin at mirainbarrel.com to confirm 6 p.m. Thursday, May 16,
for rain barrel seminar.

2. Topsy Turvy school bus

- Library Director Kimberly Schaff reached out to Topsy Turvy school bus org.

CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
November 16, 2023

- The cost is \$300.
- The group decided to move on from this idea.

3. SOCRRA Update:

- Edna makes observations about recycling best practices.
- Edna suggests clearer labeling/communications to boost compliance.

• **NEW BUSINESS**

A. The chairperson led a discussion on new topics.

- Leslie submitted content to Oak Park Communications Director Courtney Flynn for the next city magazine.
- Leslie created a 2024 RECC communications planner and is waiting to hear back from Courtney.
- Natalie volunteers to write a social post about ways to swap out plastic.
- The group will brainstorm possible winter or Valentines Day crafts to encourage people to reduce/reuse/recycle and discuss at the next meeting.
- City council liaison not present. Leslie will follow up with the city manager to see if the same liaison is in place following the November election.
- Ken shared a report about solar panel recycling.
- Richard shared info about solar panel efficiency.
- Ken shares that the library is interested in partnering with RECC and he will invite the director to attend the next meeting.
- Edna suggests we also partner with Book Beat.
- The group discusses working with the library to promote an Earth Day book that relates to Natalie's creepy crawly pollinator trading cards.

• **PUBLIC COMMENTS**

- No public comments

• **COMMISSIONER COMMENTS**

No commissioner comments.

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
November 16, 2023**

- **ADJOURNMENT**

Motion by Ken Sherman, seconded by Jonathan Nachman to adjourn the meeting at 8:00pm.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

Minutes prepared by Scott LeMarbe

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
December 21, 2023**

Meeting held at the Community Center at 7:00pm in Room two

- **THE MEETING WAS CALLED TO ORDER AT 7:00 PM**

- **ROLL CALL:**

PRESENT: Chairperson Leslie Ellis, Vice Chairperson Jonathan Nachman

Commission members: Al Lewis, Ken Sherman, Natalie Sturm, Richard
Readus, Edna Rubin, Steven gold, Clarissa Clemons.

ABSENT: Solomon Radner, Scott LeMarbe

OTHERS PRESENT:

- **APPROVAL OF THE AGENDA**

Moved by Ken Sherman, seconded by Richard Readus to approve amended agenda.

(moved new business first to accommodate guests, and added items e, f)

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

- **APPROVAL OF MINUTES:**

Motion to approve the minutes of November 16, 2023. by Steven Gold, seconded by Ken
Sherman.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

- **CONSIDERATION OF OLD BUSINESS**

1. Rain Barrel seminar

- Leslie reached out to Josh Rubin to confirm Thursday, May 16, for the rain barrel seminar.
- Josh has not responded.

CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
December 21, 2023

- Leslie will reach out to another vendor.
- Add to January agenda.

2. SOCRRA Update:

- Edna makes observations about recycling best practices.
- Edna suggests clearer labeling/communications to boost compliance.

• **NEW BUSINESS**

A. Kim Schaff meeting with group to discuss upcoming projects.

- Library Director Kimberly Schaff and Youth Services Librarian Melissa Connolly joined the meeting to brainstorm about hosting a environment-themed book event in collaboration with the RECC.
- Melissa shared several book/craft suggestions and will follow up on pricing.
- Edna will check with Book Beat to see about the cost of purchasing a book on behalf of RECC to donate to the library for the event.
- Groups consider additional ways to collaborate in the future.
- Add to January agenda.

B. Chairperson led discussion on new topics.

C. Communications report.

- Group reviews editorial/event calendar for 2024.
- Leslie also will share via email.

D. Winterfest

- The event is 1-4 p.m. on Sunday Jan. 28.
- Natalie presented winter craft options that promote nature and themes of reduce/reuse/recycle.
- Leslie will contact the organizer to find out how many attendees and if the RECC can host winter craft table.
- All will gather pinecones, ribbons and other supplies.

E. Rebate handout

- Ken shared a report about Rain Smart rebates.

F. Calendar

CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
December 21, 2023

- Ken shared copies of the Oakland County Water Resources Commissioner's calendar with art from the kid's clean water calendar contest.

- **PUBLIC COMMENTS**

- No public comments

- **COMMISSIONER COMMENTS**

No commissioner comments.

- **ADJOURNMENT**

Motion by Jonathan Nachman, seconded by Steven Gold to adjourn the meeting at 8:00pm.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

Minutes prepared by Scott LeMarbe



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

5D

Mayor
Marian McClellan
Mayor Pro Tem
Carolyn Burns
Council Members
Solomon Radner
Julie Edgar
Shaun Whitehead
City Manager
Erik Tungate

MEMORANDUM

Date: January 28, 2024

To: Erik Tungate, City Manager

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

Re: Second Quarter FY 2023-24 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City on December 31, 2023. 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 \$42,471,685 (market value) including cash in the operating account of \$2,264,156 (excluding outstanding checks and other adjustments), short-term investments in Investment Pools of \$32,578,691, money market of \$277,520, and long-term investments total \$7,351,318. The City has maximized investment return on short-term cash by minimizing the amount maintained in the checking and daily depository accounts. During this quarter the majority of the funds continued to be invested in the Michigan Class investment pool as it provided the greatest yield and security while interest rates remained high due to inflation concerns. Longer-term investments purchased in previous quarters continue to experience the reversal of unrealized losses (due to prior interest rate increases by the Feds) which will continue to reverse as they mature. Investment income for the months of October through December 2023 included interest income of \$519,557 and an unrealized gain on investments of \$165,252.

During the second quarter, actual investment returns remained high as interest rates remained stable resulting in an approximate yield of 6.2%. The favorable actual returns are expected to continue for the next quarter, but the Feds have stated they would like to have up to three rate decreases during 2024.

City of Oak Park
Summary of Cash and Investments Held
December 31, 2023

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	<u>Current Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 2,264,156	\$ 2,264,156	5.30%	0.0300%	0.0300%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.0300%	0.0300%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.0300%	0.0300%	1	Huntington
Money Market								
Fifth Third - Money Market		250,414	250,414	0.59%	5.1200%	5.1200%	1	Fifth Third
Comerica Securities - Money Market		6,820	6,820	0.02%	4.9800%	4.9800%	1	Comerica
Huntington Bank - Money Market		20,286	20,286	0.05%	5.2720%	5.2720%	1	Huntington
Government Securities								
Federal Home Loan BA SER RA-9025	4/21/2025	676,226	677,960	2%	1.7500%	1.7500%	476	Fifth Third
Federal Home Loan BA SER BJ-9025	11/17/2025	541,107	570,000	1.33%	0.7500%	0.7500%	686	Fifth Third
Federal Home Loan BA SER L5-2025	12/26/2025	465,535	495,000	1.16%	0.9000%	0.9000%	725	Fifth Third
Federal Home Loan BA SER E6-9026	2/18/2026	947,220	992,000	2.32%	1.7500%	1.7500%	779	Fifth Third
Federal Home Loan BA SER F1-9026	2/24/2026	1,390,738	1,443,475	3.38%	1.1250%	1.1250%	785	Fifth Third
Municipal Bonds								
Michigan Fin Auth Rev Taxable TOB	6/1/2024	982,210	965,000	2.26%	1.3760%	1.3760%	152	Fifth Third
Michigan Fin Auth Rev Taxable Hosp Ref	12/1/2030	410,872	488,858	1.14%	2.9540%	2.9540%	2160	Comerica
Certificate of Deposits								
Capital One Natl Assn	8/18/2025	974,620	1,000,000	2.34%	3.3000%	3.3000%	595	Fifth Third
Capital One Natl Assn	8/17/2026	962,790	1,000,000	2.34%	3.3500%	3.3500%	959	Fifth Third
Commercial Paper								
Investment Pool								
Local Govt Investment Pool (MICLASS)		32,578,475	32,578,475	76.20%	5.5512%	5.5512%	1	MICLASS
Oakland County Investment Pool		<u>216</u>	<u>216</u>	<u>0.00%</u>	1.6690%	1.6690%	1	Oakland County
Total		<u>\$ 42,471,685</u>	<u>\$ 42,752,660</u>	<u>100.00%</u>				



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

Mayor
 Marian McClellan
Mayor Pro Tem
 Carolyn Burns
Council Members
 Solomon Radner
 Julie Edgar
 Shaun Whitehead
City Manager
 Erik Tungate

MEMORANDUM

Date: January 29, 2024

To: Erik Tungate, City Manager

From: Saundra Crawford

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, 2023 (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 second quarter total approximately \$21.0 million, representing approximately 81% 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, 2023. As of the end of the second quarter approximately 96% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2024. Property tax revenue is the primary reason the overall revenues are at 81% to date.
- **Intergovernmental Revenue (State Revenue Sharing)** – The City receives six bi-monthly payments annually for state-shared revenue. The second quarter report reflects two fiscal 2024 payment as the August 31, 2023, payment by statute is included as part of the June 30, 2023 revenues. The City will receive payments on February 28, April 30, June 30 and August 31 (2024) related to the current fiscal year. The estimated annual revenue included in the budget totals \$4,502,806.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,220,000 of which \$529,459 or 43% was received through the second quarter. Overall court revenue continues to be less than prior year and less than budget due the reduced number of tickets written by all communities. The court has done a good job reducing their costs to offset some of the lost revenue, but the City's net contribution continues to increase. The revenue received is used to offset a portion of the court's operating costs. Finance will continue to monitor both the court revenue and expenditure budgets and amended as necessary.
- Federal grants revenue is budgeted at \$500,000 from the second and final ARPA grant payment. The revenue recorded in the second quarter of \$433,577 represents prior year's body cams federal grant funds received in the current year.
- Cable franchise fee revenue is budgeted at \$500,000 and includes \$209,879 through the second quarter. Cable revenue is received approximately 30 days after the end of each quarter and the receipt in July 2023 was recorded in fiscal year 2023.

EXPENDITURES

Total expenditures for the second quarter total approximately \$13.7 million, representing approximately 52% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- Overall several departments have salaries slightly higher than budget due interim wage increase granted in fiscal year 2022/2023 after the budget was adopted. The salaries variances are being addressed in the second quarter budget amendment.
- The Public Safety Department and K-9 departments are at 54% and 65%, respectively due to the purchase of part of the body cams totaling \$458,000 the first quarter and salaries noted above.
- The Municipal Services Departments Inspections and Engineering are at 64% and 57%, respectively which is slightly over budget due higher contractual services costs and salaries and related fringe benefits noted above. The overall budget is in line with the current annual projections after the salaries amendment.
- The Recreation departments including Outdoor Activities (73%) and Swimming Pool (58%) are currently over the 50% guideline primarily due to their costs being seasonal in nature as a significant part of their budget includes summer programming. The overall budget is in line with the current annual projections.

The original budget increased fund balance by \$100,000. In addition to the original budget, projects budgeted but not completed from fiscal 2023 were included in a rollover budget requests in Budget Amendment #2024-1 totaling \$651,000. Overall, the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 17.5% of annual expenditures.

ACCOUNT DESCRIPTION	END BALANCE 06/30/2023 NORM (ABNORM)	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
00.000 - NONE	19,671,706.93	19,722,140.00	19,979,620.00	15,233,874.18	4,745,745.82	76.25
17.345 - PUBLIC SAFETY	5,250,142.88	5,596,312.00	5,596,312.00	5,489,360.96	106,951.04	98.09
19.752 - RECREATION ADMINISTRATION	263,847.76	280,277.00	280,277.00	274,869.19	5,407.81	98.07
TOTAL REVENUES	25,185,697.57	25,598,729.00	25,856,209.00	20,998,104.33	4,858,104.67	81.21
10.101 - CITY COUNCIL AND MAYOR	61,342.48	95,795.00	95,795.00	19,633.64	76,161.36	20.50
11.172 - CITY MANAGER	600,580.37	561,954.00	601,954.00	311,598.25	290,355.75	51.76
11.270 - HUMAN RESOURCES	248,354.09	354,839.00	358,839.00	142,068.48	216,770.52	39.59
11.611 - ECONOMIC DEVELOPMENT	289,492.24	191,997.00	196,297.00	83,965.29	112,331.71	42.77
12.258 - MANAGEMENT INFORMTN SERVICE	302,300.23	433,281.00	433,281.00	181,508.79	251,772.21	41.89
13.210 - CITY ATTORNEY	238,409.15	289,600.00	289,600.00	112,995.97	176,604.03	39.02
13.229 - PROSECUTING ATTORNEY	80,499.83	81,000.00	81,000.00	26,000.00	55,000.00	32.10
14.191 - ELECTIONS	310,584.31	297,569.00	297,569.00	132,067.28	165,501.72	44.38
14.215 - CITY CLERK	141,334.27	147,577.00	147,577.00	70,000.98	77,576.02	47.43
15.201 - FINANCE & ADMIN SERVICES	585,052.09	573,771.00	573,771.00	256,830.33	316,940.67	44.76
16.371 - MUNICIPAL SERVICES - INSPECTIONS	769,387.95	750,511.00	753,361.00	478,960.74	274,400.26	63.58
16.401 - MUNICIPAL SERVICES - ADMIN	226,648.91	601,259.00	601,259.00	150,226.17	451,032.83	24.99
16.447 - MUNICIPAL SERVICES - ENGINEERING	33,112.51	46,248.00	46,248.00	26,426.11	19,821.89	57.14
16.448 - MUNICIPAL SERVICES - STREET LIGHTING	435,562.71	450,000.00	565,000.00	235,569.40	329,430.60	41.69
17.345 - PUBLIC SAFETY	12,407,018.18	12,763,641.00	13,348,412.66	7,235,532.81	6,112,879.85	54.21
17.346 - PUBLIC SAFETY K-9	257,180.31	220,175.00	220,175.00	143,560.75	76,614.25	65.20
18.265 - BUILDING MAINTENANCE	942,873.77	966,158.00	1,036,158.00	111,644.97	924,513.03	10.77
18.441 - DPW ADMINISTRATION	13,773.06	21,672.00	21,672.00	5,436.56	16,235.44	25.09
18.443 - SHEPHERD PARK	121,379.00	158,349.00	158,349.00	45,961.83	112,387.17	29.03
18.444 - OTHER PARKS FORESTRY	382,138.43	182,142.00	210,142.00	60,223.22	149,918.78	28.66
19.752 - RECREATION ADMINISTRATION	559,362.14	488,839.00	503,839.00	177,852.85	325,986.15	35.30
19.753 - ATHLETICS	8,400.05	31,071.00	13,071.00	6,276.10	6,794.90	48.02
19.754 - OUTDOOR ACTIVITIES	97,076.07	102,617.00	113,617.00	83,066.29	30,550.71	73.11
19.755 - INSTRUCTIONAL ACTIVITIES	17,109.10	25,000.00	17,000.00	7,321.30	9,678.70	43.07
19.756 - SPECIAL RECREATION EVENTS	69,826.08	85,800.00	85,800.00	40,652.87	45,147.13	47.38
19.757 - SWIMMING POOL FACILITY	156,878.39	159,987.00	162,487.00	94,910.58	67,576.42	58.41
19.776 - SENIOR SERVICES	72,500.06	67,162.00	64,662.00	30,179.12	34,482.88	46.67
21.890 - NON DEPARTMENTAL	5,454,550.44	4,909,375.00	4,909,375.00	2,977,026.87	1,932,348.13	60.64
22.806 - COMMUNICATIONS & PUBLIC INFORMATION	300,917.51	441,340.00	468,340.00	195,173.10	273,166.90	41.67
TOTAL EXPENDITURES	25,183,643.73	25,498,729.00	26,374,650.66	13,752,901.25	12,621,749.41	52.14
TOTAL REVENUES	25,185,697.57	25,598,729.00	25,856,209.00	20,998,104.33	4,858,104.67	81.21
TOTAL EXPENDITURES	25,183,643.73	25,498,729.00	26,374,650.66	13,752,901.25	12,621,749.41	52.14
NET OF REVENUES & EXPENDITURES	2,053.84	100,000.00	(518,441.66)	7,245,203.08	(7,763,644.74)	1,397.50

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 5, 2024**SUBJECT:** Payment Application No. 4 for the 2023 Block Pruning Project, M-748.**DEPARTMENT:** Public Works - *DED***SUMMARY:** Attached is Payment Application No. 4 for the 2023 Block Pruning Project, M-748. This project includes the trimming, removal, and stumping of select trees around the City of Oak Park. This project is currently 58% complete.

Original Contract Amount:	\$90,000.00
Total Completed to Date:	\$52,490.00
Less Retainage:	\$ 0.00
Net Earned:	\$52,490.00
Deductions:	\$ 0.00
Balance:	\$52,490.00
Payments to Date:	\$44,675.00
Amount Due to Urban Tree:	\$7,815.00

RECOMMENDED ACTION: It is recommended that Payment Application No. 4 for the 2023 Block Pruning Project, M-748, to Urban Tree Trimming of Detroit MI, be approved in the amount of \$7,815.00. Funding is available in the Major Streets (202-18.479-801) and Local Streets (203-18.479-801) funds for this expenditure.

APPROVALS:

City Manager: _____ ET _____

Department Director: _____ *DED* _____

Finance Director: _____ SC _____

City Attorney: _____ CK _____

Budgeted: ☐**EXHIBITS:** Pay Application No. 4

PAYMENT APPLICATION

PROJECT: 2023 Block Pruning Project

JOB NUMBER: M-748

OWNER: City of Oak Park, MI

APPLICATION NO.: 4

CONTRACTOR: Urban Tree Trimming
5671 Trumbull
Detroit, MI 48208

PERIOD ENDING: January 31, 2024

ITEM NO.	ITEM DESCRIPTION	UNIT	BID PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Traditional Block Pruning (Raising)	Per Tree	\$70.00	2.00	\$140.00	4.00	\$280.00
2	Crown Cleaning	Per Tree	\$125.00	60.00	\$7,500.00	164.00	\$20,500.00
3	Tree Removals, 8" to 19" DBH	Per Tree	\$375.00	0.00	\$0.00	50.00	\$18,750.00
4	Tree Removals, 20" to 27" DBH	Per Tree	\$675.00	0.00	\$0.00	4.00	\$2,700.00
5	Tree Removals, 28" to 35" DBH	Per Tree	\$1,250.00	0.00	\$0.00	2.00	\$2,500.00
6	Tree Removals, 36" to 43" DBH	Per Tree	\$2,275.00	0.00	\$0.00	1.00	\$2,275.00
7	Tree Removals, 44" and over DBH	Per Tree	\$3,255.00	0.00	\$0.00	0.00	\$0.00
8	Stump Removal, 8" to 19" DBH	Per Tree	\$100.00	0.00	\$0.00	50.00	\$5,000.00
9	Stump Removal, 20" to 27" DBH	Per Tree	\$175.00	1.00	\$175.00	1.00	\$175.00
10	Stump Removals, 28" to 35" DBH	Per Tree	\$220.00	0.00	\$0.00	0.00	\$0.00
11	Stump Removal, 36" to 43" DBH	Per Tree	\$310.00	0.00	\$0.00	1.00	\$310.00
12	Stump Removals, 44" and over DBH	Per Tree	\$425.00	0.00	\$0.00	0.00	\$0.00
					Period Amount: \$7,815.00	Total Amount: \$52,490.00	

Original Contract Amount: \$90,000.00

Earnings This Period: \$7,815.00

Total Earnings to Date: \$52,490.00

Deductions: \$0.00

Payments to Date: \$44,675.00

Amount Due to Urban Tree Trimming: \$7,815.00

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

AGENDA OF: February 5, 2024

SUBJECT: Resolution in support of the Road Commission for Oakland County's 2024 Tri-party program.

DEPARTMENT: Municipal Services – Engineering *KMG*

SUMMARY: The Oakland County Board of Commissioners has approved a FY 2024 budget of \$2,000,000 to create a \$6,000,000 Tri-Party Program. The total Tri-party funding allocated to Oak Park for FY 2024 is \$41,092, with Oak Park responsible for \$13,697.33.

FINANCIAL STATEMENT: Expenditures associated with the Oak Park Tri-Party Program will not be collected by the County until the funds are to be used for a project.

RECOMMENDED ACTION: It is recommended that the City Council approve the attached resolution of support in the 2024 Tri-Party Program and authorize the submission of funding for repairs to Greenfield Road and/or Ten Mile Road.

APPROVALS:

City Manager: _____ ET _____

Finance Director: _____ SC _____

Department Director: _____ KM _____

City Attorney: _____ CK _____

EXHIBITS: Resolution, Historical Tri-party data

**CITY OF OAK PARK
MICHIGAN**

**RESOLUTION IN SUPPORT OF THE ROAD COMMISSION FOR
OAKLAND COUNTY'S 2024 TRI-PARTY PROGRAM**

- WHEREAS, Past participation in the Tri-Party Program has been beneficial to the City of Oak Park and its residents;
- WHEREAS, The Oakland County Board of Commissioners approved a FY 2024 budget of \$2,000,000 to create a \$6,000,000 Tri-Party Program;
- WHEREAS, \$3,000,000 of those funds will be designated for townships and \$3,000,000 for cities and villages;
- WHEREAS, Based on population, road miles and accidents the City of Oak Park's share in the program is \$41,092 this year with a cost of \$13,697.33 to the City of Oak Park;
- WHEREAS, Projects which improve road safety take precedence over congestion, aesthetics, drainage, or maintenance projects; and
- WHEREAS, The City Engineer has determined that the submission of funding for repairs to Greenfield Road are needed for safety reasons.
- NOW, THEREFOR, BE IT RESOLVED that the City Council for the City of Oak Park, Michigan, hereby submits the funding for repairs to Greenfield Road as the project for the 2024 Tri-Party Program Project commitment; and
- BE IT FURTHER RESOLVED that copies of this resolution be submitted to the Oakland County Board of Commissioners and to the Oakland County Executive.

Roll Call Vote: Yes,
 No,
 Absent,

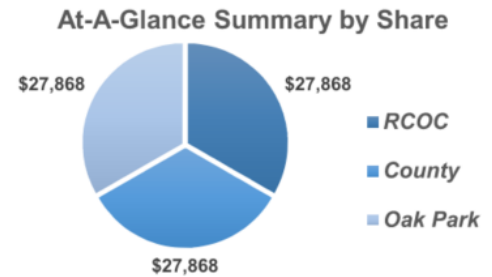
I, T. Edwin Norris, duly authorized City Clerk of the City of Oak Park, Michigan, do hereby certify that the above resolution is a true and correct copy of a resolution adopted by the Oak Park City Council at the regular Council Meeting held on February 5, 2024.

T. Edwin Norris, City Clerk

**ROAD COMMISSION FOR OAKLAND COUNTY
TRI-PARTY PROGRAM
CITY OF OAK PARK**

COUNTY COMMISSIONERS:
Yolanda S. Charles - District 17

At-A-Glance Summary	
Budgets through fiscal year 2024	\$ 1,453,618
Project totals through fiscal year 2024	\$ 1,370,015
Total Budget All Shares	\$ 83,603



PROJECT DESCRIPTION	DATE	PROJECT NUMBER	AMOUNT OF AGREEMENT ALL SHARES	ADDITIONAL FUNDING ALL SHARES	BUDGET ALL SHARES	REFUND ALL SHARES	PROJECT TOTAL ALL SHARES	REMAINING BUDGET ALL SHARES
<i>2014 Budget Amount</i>	<i>01/01/14</i>	<i>Budget</i>			\$ 24,003		\$ -	\$ 75,210
<i>2015 Budget Amount</i>	<i>01/01/15</i>	<i>Budget</i>			\$ 23,280		\$ -	\$ 98,490
Greenfield Road at 10 Mile Road	05/07/15	52961	\$ 98,490				\$ 98,490	\$ -
<i>2016 Budget Amount</i>	<i>01/01/16</i>	<i>Budget</i>			\$ 45,424		\$ -	\$ 45,424
<i>2017 Budget Amount</i>	<i>01/01/17</i>	<i>Budget</i>			\$ 47,702		\$ -	\$ 93,126
<i>2018 Budget Amount</i>	<i>01/01/18</i>	<i>Budget</i>			\$ 48,609		\$ -	\$ 141,735
Greenfield Road, 10 Mile to Lincoln Drive	06/28/18	54411	\$ 141,735				\$ 141,735	\$ -
<i>2019 Budget Amount</i>	<i>01/01/19</i>	<i>Budget</i>			\$ 50,203		\$ -	\$ 50,203
<i>2020 Budget Amount</i>	<i>01/01/20</i>	<i>Budget</i>			\$ 46,386		\$ -	\$ 96,589
<i>2021 Budget Amount</i>	<i>01/01/21</i>	<i>Budget</i>			\$ 44,759		\$ -	\$ 141,348
Greenfield Road, 9 Mile Road to north of 9 Mile	09/17/21	56461	\$ 186,107				\$ 186,107	\$ (44,759)
<i>2022 Budget Amount</i>	<i>01/01/22</i>	<i>Budget</i>			\$ 44,344		\$ -	\$ (415)
<i>2023 Budget Amount</i>	<i>01/01/23</i>	<i>Budget</i>			\$ 42,926		\$ -	\$ 42,511
<i>2024 Budget Amount</i>	<i>01/01/24</i>	<i>Budget</i>			\$ 41,092		\$ -	\$ 83,603
TOTALS			\$ 1,306,168	\$ 63,847	\$ 1,453,618	\$ -	\$ 1,370,015	\$ 83,603



5H

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2024

SUBJECT: Proposed payment request for Engineering Consulting Services.

DEPARTMENT: DPW/Municipal Services – Engineering *KMG*

SUMMARY: Attached is a request for payment for invoices from OHM Advisors for the projects as listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
GIS DWAM Grant	\$895.00	\$219,971.25	\$220,866.25	\$240,000.00	592-18-538-970
8 Mile Booster Station Rehab	\$184.50	\$29,731.75	\$29,916.25	\$41,800.00	592-18-540-970
Totals	\$1,079.50	\$249,703.00	\$250,782.50	\$281,800.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of \$1,079.50. Funding is available in the above listed accounts.

APPROVALS:

City Manager: _____ ET _____

Department Director: _____ KM _____

Finance Director: _____ SC _____

City Attorney: _____ CK _____

Budgeted: ☐

EXHIBITS: Invoices

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

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

Invoice Date: 01/24/2024
Invoice #: 71363
Project: 0037228040

Project Name: Oak Park GIS DWAM

For Professional Services Rendered Through: December 31, 2023

Professional Services

Description	Fee	Prior Billed	Total Available	Current Billing
Task 1: City & OHM Meetings	\$2,500.00	\$2,466.00	\$34.00	\$0.00
Task 2: Field Data Colleciton	\$160,000.00	\$156,145.00	\$3,855.00	\$0.00
Task 3: GIS Topology / Attribution Updates	\$30,000.00	\$29,995.75	\$4.25	\$0.00
Task 4: Application Development	\$45,000.00	\$29,354.00	\$15,646.00	\$799.00
Task 5: Eos GPS Configuration and Training	\$2,500.00	\$2,010.50	\$489.50	\$96.00
Totals	\$240,000.00	\$219,971.25	\$20,028.75	\$895.00

Invoice Total \$895.00

REMIT TO:

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

**INVOICE**

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

Invoice Date: 01/24/2024
Invoice #: 71363
Project: 0037228040

Project Name: Oak Park GIS DWAM

Task 4: Application Development*Professional Services*

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate	.50	198.00	\$99.00
Technician II	1.00	115.00	\$115.00
Technician III	4.50	130.00	\$585.00
Professional Services Subtotal	6.00		\$799.00
Task 4: Application Development Total:	6.00		\$799.00

Task 5: Eos GPS Configuration and Training*Professional Services*

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Technician I	1.00	96.00	\$96.00
Professional Services Subtotal	1.00		\$96.00
Task 5: Eos GPS Configuration and Training Total:	1.00		\$96.00

Total Backup:	7.00	\$895.00
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REMIT TO:

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

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

Invoice Date: 01/23/2024
Invoice #: 71237
Project: 0037220030

Project Name: 8 Mile Booster Station Rehab – Phase I

For Professional Services Rendered Through: January 13, 2024

Professional Services				
Description	Fee	Prior Billed	Total Available	Current Billing
Engineering Design	\$24,216.00	\$24,214.75	\$1.25	\$0.00
Permit & Bidding	\$6,000.00	\$5,517.00	\$483.00	\$184.50
Construction Services	\$16,300.00	\$0.00	\$16,300.00	\$0.00
Totals	\$46,516.00	\$29,731.75	\$16,784.25	\$184.50
Invoice Total				\$184.50

REMIT TO:

OHM Advisors

34000 Plymouth Road

Livonia, MI 48150

T 734.522.6711

F 734.522.6427

OHM-Advisors.com

**INVOICE****CITY OF OAK PARK**

Attn: Kara Grisamer, City Engineer

10600 Capital Ave.

Oak Park, MI 48237

Invoice Date: 01/23/2024

Invoice #: 71237

Project: 0037220030

Project Name: 8 Mile Booster Station Rehab – Phase I**Permit & Bidding***Professional Services*

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Administrative Support	1.50	90.00	\$135.00
Associate	.25	198.00	\$49.50
Professional Services Subtotal	1.75		\$184.50
Permit & Bidding Total:	1.75		\$184.50
Total Backup:	1.75		\$184.50

MERCHANT'S LICENSES - FEBRUARY 5, 2024

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
EXCLUSIVE FLOWERS BY TERRY	21470 COOLIDGE HWY A	\$150.00	RETAIL
HAUS OF BEAUTY LLC	8530 W NINE MILE RD C	\$150.00	HAIR SALON
NAILS OF KEY	10620 W NINE MILE RD	\$150.00	NAIL SALON
KERRY BROTHERS TRUCK REPAIR	12800 NORTHEND AVE	\$150.00	REPAIR
RENEWALS FOR 2024	ADDRESS	FEES	BUSINESS TYPE
RILEY PEARSON FINANCIAL SERVICES	10831 CAPITAL AVE # 200	\$150.00	FINANCIAL SERVICES
DESIGN METAL INC	10841 CAPITAL AVE	\$187.50	AUTOMOTIVE
WOODWAY CORPORATION	12981 CAPITAL AVE	\$150.00	CONTRACTOR
HUNTINGTON CLEANERS	13000 CAPITAL AVE	\$150.00	OFFICE
HERC RENTALS	13133 CLOVERDALE AVE	\$150.00	RENTALS
D/A CENTRAL INC	13155 CLOVERDALE AVE	\$187.50	SECURITY
VALLEY CITY LINEN	13165 CLOVERDALE AVE	\$187.50	RETAIL
\$8 DEMO CUTS	22101 COOLIDGE HWY	\$187.50	BARBERSHOP
GIFT ME CHOCOLATE	22133 COOLIDGE HWY	\$150.00	RESTAURANT
TIM HORTONS	22211 COOLIDGE HWY	\$150.00	RESTAURANT
O'REILLY AUTO PARTS #3345	23125 COOLIDGE HWY	\$187.50	RETAIL
INSURANCE GIANT	24681 COOLIDGE HWY	\$187.50	INSURANCE
MAIN STREET BROW & LASH	24687 COOLIDGE HWY	\$187.50	TATTOO SHOP
WEAVE WORLD WHOLESALERS	24725 COOLIDGE HWY	\$150.00	RETAIL
SPEEDWAY	24771 COOLIDGE HWY	\$187.50	GAS STATION
CONGREGATION AISH HATORAH	25725 COOLIDGE HWY	\$150.00	FAITH BASED
TANISHA'S BEAUTY SUPPLY	26001 COOLIDGE HWY	\$150.00	RETAIL
VALHALLA KRAV MAGA	26039 COOLIDGE HWY	\$150.00	TRAINING CENTER
OAK LIQUOR & WINE	13700 W EIGHT MILE RD	\$150.00	RETAIL
DISCOUNT HYDRO	14370 W EIGHT MILE RD	\$150.00	RETAIL
AAA FERGUSON INSURANCE AGENCY	13691 W ELEVEN MILE RD # 200	\$187.50	INSURANCE
LYNGKLIP & ASSOCIATES	13751 W ELEVEN MILE RD	\$150.00	LAW OFFICE
UNEXPECTED CRAFT BREWING COMPANY	14401 W ELEVEN MILE RD	\$150.00	BREWERY
TRAIN STATION SPORTS LLC	14661 W ELEVEN MILE RD STE 700	\$187.50	BATTING CAGE
ELEVEN MILE SELF STORAGE LLC	14935 W ELEVEN MILE RD	\$150.00	STORAGE
GADGET DROP REPAIR LLC	21700 GREENFIELD RD # 116	\$150.00	CELL REPAIR
JOHN & KARONS HAIR AFFAIR	21700 GREENFIELD RD # 250	\$150.00	SALON
sunoco	25000 GREENFIELD RD	\$150.00	GAS STATION
SKYLAR LAUDROMAT OF OP	25214 GREENFIELD RD	\$150.00	LAUDROMAT
EXPRESS CARE MEDICAL SUPPLY	25900 GREENFIELD RD # 121	\$150.00	RETAIL
MODERN STAMPS INC	25900 GREENFIELD RD # 136	\$150.00	RETAIL
UNITED INS AGENCY	25900 GREENFIELD RD # 246	\$150.00	INSURANCE
HEALING PATH MASSAGE LLC	25900 GREENFIELD RD # 414	\$150.00	MASSAGE THERAPY
THE SUIT DEPOT	26158 GREENFIELD RD	\$150.00	RETAIL
MCDONALDS	26160 GREENFIELD RD	\$150.00	RESTAURANT
JAX CAR WASH	26641 HARDING AVE	\$187.50	CAR WASH
LIFE SKILLS RESIDENTIAL LLC	25640 LINCOLN TERRACE DR	\$150.00	PROFESSIONAL SERVICES
BEST FRIENDS CHILD CARE	8440 W NINE MILE RD	\$150.00	CHILDCARE
OAK-FERN GALLERIA LLC	8520 W NINE MILE RD	\$150.00	AUTOMOTIVE
BASEMENT CUTS BARBERSHOP	8560 W NINE MILE RD	\$150.00	BARBERSHOP
999 LENA NAILS	12710 W NINE MILE RD	\$150.00	NAIL SALON
E Z PETROLEUM 4 INC	13551 W NINE MILE RD	\$150.00	GAS STATION
NAILS TODAY	13731 W NINE MILE RD	\$187.50	NAIL SALON
LIBERTY TAX	13740 W NINE MILE RD	\$150.00	FINANCIAL SERVICES
BELLA VAMIER	13821 W NINE MILE RD	\$187.50	RETAIL
BELLA VAMIER	13825 W NINE MILE RD	\$187.50	RETAIL
ATTISHA LLC - FOOD MART	15450 W NINE MILE RD	\$150.00	RETAIL
SADIA ENTERPRISES INC	13000 NORTHEND AVE	\$150.00	OFFICE
SHERWIN WILLIAMS CO	13101 NORTHEND AVE	\$150.00	RETAIL
CHASE CLEANERS	10831 TEN MILE # 10881	\$187.50	DRY CLEANERS
UNITED LAUNDROMAT LLC	13221 TEN MILE	\$150.00	LAUDROMAT
SON SUN BAUTY SUPPLY	13421 TEN MILE	\$187.50	RETAIL
MISS BETTYS SELF STORAGE	13631 W TEN MILE RD	\$150.00	STORAGE
LAWFORD FABRICATING	21650 WYOMING CT	\$150.00	INDUSTRIAL

Massage Facility License - RENEWAL 2023-24

(Subject to All Departmental Approvals)

NAME	ADDRESS	FEES
Healing Path Massage	25900 Greenfield, Suite 414	\$125.00

CITY OF OAK PARK

7A

STRATEGIC PLAN

2021 - 2026

2023 End of year Report



INTRODUCTION



The Strategic Plan Reports are an opportunity to share the progress the City is making on our 2021-2026 Strategic Plan.

City administration created an action plan that guides staff over the next five years in achieving the City's established goals and objectives. It is broken down into actionable items with a timeframe for completion and identifies the departments responsible for insuring their completion. The Quarterly Reports that have been delivered this year have provided a highlight of the activities that the City has carried out in the previous three months, in an effort to work toward our established objectives.

VISION, MISSION, VALUES



OUR VISION

The City of Oak Park will lead the region as the most dynamic city in Metropolitan Detroit, serving as a destination as a vibrant, cutting-edge community.

OUR MISSION

In the City of Oak Park, we strive to provide the highest quality of life for our residents in everything we do.

We pride ourselves on the richness of our cultural diversity and our safe and secure neighborhoods.

We actively encourage residential and business growth.

We are business minded and family-centered.

OUR VALUES

Prioritizing our public's well-being first;

Operating with integrity and maintaining the trust of our residents;

Providing the highest quality programs and services;

Serving as good stewards of our financial and physical resources;

Delivering honest, responsive government;

Attracting innovation, community development and business enterprise.

GOALS



GOAL 1:

Deepen sense of place and community identity

GOAL 2:

Foster an engaged, informed community

GOAL 3:

Cultivate organizational excellence

GOAL 4:

Provide efficient, resilient government

GOAL 5:

Ensure a safe and comfortable environment for everyone

GOAL 6:

Encourage environmentally sustainable practices

QUARTERLY REPORT



GOAL 1: DEEPEN SENSE OF PLACE AND COMMUNITY IDENTITY

Through the expansion of dynamic commercial and industrial corridors, preservation of the integrity of our neighborhoods, and events and amenities that celebrate Oak Park's diversity

Objective: Attract and retain a mixture of robust businesses into the City

- * 57 new business licenses were issued
- * Launched the Match on Main grant program
- * The Economic Development department spent the year actively soliciting mixed use development on 11 Mile and working with the property owners, resulting in one of the property owners listing his property to attract mixed use.
- * All of the City's available properties are promoted on the website.
- * The Economic Development department partnered with the Library, Southfield, and Lathrup Village to host business training events quarterly. The Library and ED department are actively promoting the Oakland County Thrive organization.
- * The Library provides space and marketing for the Oakland County Business Forward initiative
- * The Economic Development Department actively engages surrounding area chambers of commerce to include our businesses in their events and resource sharing
- * Hired a Manager of Authorities to, among other things, provide support to the businesses within our Corridor Improvement Authority

Objective: Improve the overall appearance of commercial corridors and industrial districts

- * Issued over 5,000 Code Enforcement Notices for various properties and issued 228 tickets (commercial and residential)
- * Performed 645 Business License Inspections
- * Created a vacant property registration ordinance
- * Created a shopping cart ordinance to combat the blight caused by vacated shopping carts throughout the community
- * The Corridor Improvement Authority invested in additional landscaping for the Nine Mile pedestrian islands, as well as the Oak Park welcome signs around the corridors.
- * The Municipal Services Department worked with Forgotten Harvest to successfully apply for MDOT funding to improve the Hubbell and 8 Mile entrance to better accommodate truck traffic
- * We applied for, and were awarded a grant through Main Street Oakland County to pursue parking lot improvements to the 11 Mile municipal lots in the Water Tower Social District

QUARTERLY REPORT



Objective: Combat blight issues in residential neighborhoods

- The recycling commission held two clean up days this year
- Performed 1,659 rental inspections

Objective: Celebrate Oak Park's diversity through events and programs that attract people throughout the region

- This year the City hosted a variety of events and programs:
 - * Winterfest (January 2023)
 - * Daddy Daughter Dance (February 2023)
 - * Summerblast
 - * Juneteenth Jubilee Celebration
 - * Summer Entertainment Series (July through August)
 - * This year's Farmers Market was a success, with additional resources for our visitors (July 6 - September 27)
 - * Summer Entertainment Series
 - * This year's Annual July 4th Parade and FunFest saw an increase in participation this year!
 - * Recreation hosted the second annual Trunk or Treat in the Water Tower Social District
 - * The Arts and Cultural Diversity Commission hosted:
 - * The first in-person World Dance Day since the pandemic
 - * The third annual Film Festival
 - * The Beautification Commission hosted:
 - * The Flower Exchange
 - * The Flower Sale
- The Communications department continues to promote our events with robust communication strategies
 - * Ongoing programs like The Farmers Market and Summer Entertainment series are promoted weekly (at a minimum) during their duration on our social media platforms
 - * Quarterly magazine
 - * Communication with the Oakland Press for inclusion in their weekly events section
 - * Events highlighted in Oakland County Times
 - * Ads run in Ferndale Friends
 - * Utility bill flyer
 - * E-blasts
 - * Mayor's Message

QUARTERLY REPORT



Objective: Offer affordable mobility options

- This year we hosted a pilot program with Bird e-scooters
- The City continues its partnership with MoGo, and they host informational tables at City events

Objective: Invest in public art experiences

- The City Hall art exhibit program hosted four artists with quarterly exhibits this year
- This year the Library hosted a "Tiny Art Show" in August, as well as a "winter village" in December and other take home art kits, as well as a "citywide" poets opportunity for teens
- This year saw the addition of a mural on a building adjacent to Oak Park's new dog park
- The Library offered "Citywide poets" opportunity for teens

Objective: Provide programming that responds to the needs of all demographics of the community

- The Library hosted:
 - * Evening story time in July for working parents
 - * Teen back-to-school grab and go kits were offered at the end of August
 - * A PC Scams information session to help bridge the digital divide in September
 - * Book Club
 - * An Evening with an Author
 - * Iphone and Android Basis classes
 - * Medicare planning, estate planning, and basic computer skills training
 - * Teen lunchtime book club continues to be well attended.
 - * Ongoing storytimes for ages 0-5 continue to be well attended.
 - * Words on Wheels continues to grow, with the library delivering 263 items to residents who are unable to leave their homes.

Objective: Foster social interaction and a sense of ownership at all of the City's public spaces

- The City's Mobile Recreation program provided programming in all of the City's parks, the Farmer's Market and City events

Objective: Identify best uses for City property to ensure equitable access to quality public spaces

- We have hired an architectural and engineering consultant to help us further develop and execute the plan for the Event Hub
- The Dog Park opened in August!
- In July, we finalized an agreement with Oakland County for investments in Shepherd Park that will begin next year
- We continue to meet with Berkley Schools to discuss joint investments in Tyler Park
- The Nine Mile Connector Park is near completion, with only landscaping and final touches that need to be completed in the spring

QUARTERLY REPORT



GOAL 2: FOSTER AN ENGAGED, INFORMED COMMUNITY

Through meaningful, timely communications, and ample opportunities for resident engagement with their government and each other

Objective: Ensure effective, meaningful communication with the community

- A leaf pickup map sent in the October Utility Bill Mailer. We will continue to remind residents of schedules via social media and publish information in the calendar
- We added 332 people to the emergency service notifications (e-blasts) this year
- The Communications department created the Dog Park webpage and the Elevate Oak Park webpage—each with unique appearances to be more aesthetically pleasing
- The Communications department has put together and carried out an extensive communications plan for the Elevate Oak Park campaign stretching across multiple platforms (digital, print, and in-person)
- The Communications department is working with the Recycling Committee to develop a sustainability awareness communications plan
- The Public Safety spent the year engaging community members:
 - * ice cream truck was out in full force, creating positive experiences with residents
 - * Hosted two coffees with a cop
 - * Citizens Academy
 - * Station Tours
 - * School visits
- The Public Safety Facebook page was launched and is already serving as a valuable engagement tool with over 560 followers
- The Communications department has utilized the water bill to send out important information.
 - * Elevate Oak Park/Ballot Information
 - * Voting information
 - * Event advertising
 - * Leaf pickup
 - * Library programming
 - * Utility bill rates
 - * Spring Cleanup
 - * Recycling Information
- Hosted 11 Town Halls, 8 Q&A sessions for the Elevate Oak Park Campaign and implemented a robust social media campaign

QUARTERLY REPORT



Objective: Increase positive media coverage

- The Communications department began working with Metromode in September, providing additional media coverage of Oak Park. The first story, about the Elevate Oak Park initiative, was published in October
- Drafted 14 total press releases this year
- Wrote 5 stories to be published in Friends of Ferndale Oak Park publication
- Number of Articles/News Hits in 2023:
 - * Oakland County Times: 35
 - * Oakland Press/Royal Oak Tribune: 23
 - * Detroit News: 5
 - * Detroit Free Press: 4
 - * Jewish News: 3
 - * Toledo Blade: 1
 - * Channel 4: 8
 - * Fox 2: 9
 - * Channel 7: 4
 - * CBS: 2
 - * Crains Detroit: 1

GOAL 3: CULTIVATE ORGANIZATIONAL EXCELLENCE

Through the development of a workplace culture that focuses on continuous improvement, accountability, engagement and healthy lifestyles

Objective: Provide high quality, friendly, responsive customer service

- We held an all-staff customer service training in November
- We responded to a total of 849 GOV QA requests in 2023. This is a ten percent increase in requests over 2022, and the average response time decreased from 5.3 days to 4.8 days
- The Communications department and the Resident Service Coordinator work together to identify topics and issues where residents are having issues and increased communication is needed:
 - * Worked together with Municipal Services to recreate and distribute the rat pamphlet
 - * Through Gov QA, identified a need to establish a communication strategy to educate residents on tree types and cutting seasons

QUARTERLY REPORT



GOAL 4: PROVIDE EFFICIENT, RESILIENT GOVERNMENT

Through a commitment to financial sustainability, innovation and best practices

Objective: Secure outside funding to help fund City projects and capital expenses

- We continue to work diligently to secure outside funding for the Event Hub. We have received \$750,000 from the County, \$2 million from the State and are waiting to hear about several grant applications
- Library:
 - * Library: Self-Help Legal Center grant approved in amount of \$17,000.
 - * Friends of the Library sponsored Summer Reading June through August
 - * Private donation of \$3,000 to enhance collections
- Recreation works year-round to secure outside funding for events and programs. This year this included:
 - * \$250 from Jim Schaffer and Associates, and \$1,000 from Fortson Dentistry for Youth Basketball
 - * Humana sponsored the Blood Pressure Monitor Program by donating \$5,000 towards the purchase of 100 monitors to be given out to seniors enrolled in the program
 - * \$500 from Humana to sponsor the Senior Lunch in December
 - * Farmers Market secured a total of \$33,100 in sponsorship dollars
 - * Winterfest secured a total of \$1,575 in sponsorship dollars (Scotia Stop, Dog & Pony Show Brewing, Alaska Fresh Fish & Chicken, DTE)

Objective: Partner with neighboring jurisdictions, as appropriate to accomplish common goals and maximize efficiencies

- Through the Clerks office, we implemented a shared early voting site with the Communities of Berkley, Huntington Woods, and Pleasant Ridge run by Oakland County at the Oak Park Community Center for each election.
- Library Partnerships include:
 - * Citywide Poets
 - * Lakeshore Legal Aid
 - * AgeWays
 - * Great Start Collaborative for early literacy programs.
 - * Legal Aid for programming.
 - * Oak Park High School for book club and planetarium programs.
 - * Congregation Beth Shalom for a community wide Chanukah Festival
 - * Pepper Elementary for school visits to library.
- Recreation Partnerships include:
 - Cities of Ferndale, Hazel Park, Pleasant Ridge
 - National Kidney Foundation
 - Americore for Food Safety
 - Oakland County Health Department
 - Corewell Health
 - Oak Park Schools
 - Humana

QUARTERLY REPORT



GOAL 5: ENSURE A SAFE AND COMFORTABLE ENVIRONMENT FOR EVERYONE

Through continued investment in public safety service and sustainable infrastructure throughout the City

Objective: Provide high quality public safety services

- This year Public Safety received 14,864 calls for service, made 7,416 traffic stops, and 989 arrests
- Public Safety strategically directs resources in specific areas, including two speed trailers and decoy vehicles, where speeding continues to be an issue. This year we added a speed trailer.
- Public Safety body cameras have been fully implemented and new in-car cameras have been fully installed.
- Public Safety continues to maintain consistent response time for priority 1 calls within five minutes of being dispatched

Objective: Sustain and expand a safe and comprehensive transportation network for all users

- Public Safety deploys two speed trailers daily, and follows up with selective enforcement
- This year's budget included \$3.34 million in investments to our transportation network
 - * The 9 Mile repaving project is complete, with a new protected cycle track!
 - * This year's miscellaneous concrete project budget was double last year's

Objective: Consistent, strategic investment in water sewer system

- The City uses Water and Sewer Asset Management Study to guide strategic investment in our water and sewer infrastructure. This year's budget included \$1.775 million in investments into our water and sewer infrastructure
- As part of the DWAM grant, we were awarded \$240,000 to further develop and expand our water and sewer assets in a GIS system. We are now using GIS for water main breaks, utility viewing and fire hydrant work

Objective: Incorporate green infrastructure in all City projects, whenever possible

- Oak Park is part of Watertowns in 2024, allowing us to access additional resources to help advance green infrastructure

QUARTERLY REPORT



GOAL 6: ENCOURAGE ENVIRONMENTALLY SUSTAINABLE PRACTICES

Through a commitment to sustainable practices within City facilities and projects, and the promotion of such practices to businesses and residents

Objective: Promote environmentally sustainable practices to residents and businesses

- The Economic Development department introduces and promotes the Oakland County PACE program to new developers

Objective: Incorporate green infrastructure in all City projects, wherever possible

- Preliminary plans for the 11 Mile Parking lots include bio swales and EV charging stations

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 5, 2024**SUBJECT:** Report on bids for the Eight Mile Booster Station Rehabilitation Project, M-732.**DEPARTMENT:** Public Works - *DED*

SUMMARY: At the March 7, 2022 regular meeting of the Oak Park City Council, the request to bid the Eight Mile Booster Station Rehabilitation Project, M-732 was approved (CM-03-074-22). This project was advertised, and fifty-eight (58) contractors viewed the documents. On January 24, 2024, three (3) bids were received and opened. The low bidder, CSM Mechanical, of Milford, MI, submitted a total bid of \$620,490.00. At this time, we are requesting to award the project with a reduced scope. The approved project award will be for \$470,805.00 (Items 1, 2, and 10). References were checked and came back sufficient.

FINANCIAL STATEMENT: There is \$545,000 budgeted in the Water and Sewer Fund (592-18.540-970) for this expenditure.

RECOMMENDED ACTION: It is recommended that City Council award the partial bid for the Eight Mile Booster Station Rehabilitation Project, M-732 to CSM Mechanical, of Milford, MI, for the total amount of \$470,805.00. Funding is available in the Water and Sewer Fund (592-18.540-970) for this expenditure.

APPROVALS:

City Manager: _____ ET

Department Director: _____ *DED*

Finance Director: _____ SC

City Attorney: _____ CK

Budgeted: ☐**EXHIBITS:** OHM Advisors Recommendation with Bid Tab

January 31, 2024

Mr. David DeCoster
Deputy City Manager / Director of Public Works
City of Oak Park
Department of Public Works
10600 Capital Street
Oak Park, MI 48237

RE: 8 Mile Road Booster Pump Station Rehabilitation, Project No.: M-732
OHM Project No. 0037-22-0030,
Recommendation of Award

Dear Mr. DeCoster:

Sealed bids for the 8 Mile Road Booster Pump Station Rehabilitation project were received and publicly read aloud at 2:00 pm on Wednesday, January 24, 2024 at the City of Oak Park City Hall, City Clerk's office. Proposals with bid securities were received from three (3) bidders. Bid results including the base bid and alternate options ranged from \$620,490 to \$805,800, as reflected on the attached bid tabulation.

The low bidder was CSM Mechanical from Milford, Michigan. CSM Mechanical has provided all the required information including the bond surety, Noncollusive Affidavit, Public Act 517 Form, Statement of Qualifications, and the subcontractor listing. These items have then been reviewed by OHM Advisors. CSM Mechanical has a history of satisfactory work with the City of Oak Park, has previously provided quality work products, is responsive to punchlist requests, prioritizes project work and service requests, and has a history of satisfied clients. Accordingly, it is felt that CSM Mechanical is the most qualified bidder based on past experiences and information provided with the statement of qualifications in the bid package.

Due to budget constraints, it is recommended that the City award only a portion of the contract at this time. The bid items listed below should be prioritized in order to provide the most operational benefit for the pump station.

No.	Description	Bid Price
1	Pump, valve, piping, and pipe support demolition and replacements, and all associated bolts and gaskets	\$338,805.00
2	VFD demolition and replacements, and all other electrical work	\$107,000.00
10	Allowance #1: UIS	\$25,000.00
Total		\$470,805.00

It is our understanding that the City will reevaluate the water utility budget in the spring to determine if some or all of the remaining bid items associated with anti-corrosion epoxy coatings and bolt replacement can be added to this contract. If the remaining bid items are not completed with this project, it is recommended that they be completed as essential maintenance activities within the next 2 years.



Based on the submitted information, it is recommended that the 8 Mile Road Booster Pump Station Rehabilitation, M-732 contract be awarded to CSM Mechanical in the amount of \$470,805.00.

Should there be any questions, please contact me at (734) 466-4432.

Sincerely,
OHM Advisors

A handwritten signature in blue ink that reads "Matthew M. Kennedy". The signature is fluid and cursive, with a large loop at the end.

Matt Kennedy, P.E.

Encl: Tabulation of Bids Received on January 24, 2024

cc: James Stevens, OHM Advisors
File

BID TABULATION

Eight Mile Pump Station Rehabilitation Project, M-732

Bid Opening Date: January 24, 2024 @ 2:00pm

Page 1 of 1

CSM Mechanical
1235 Holden
Milford, MI 48381Process Piping & Equipment
772 McPherson Park Drive
Howell, MI 48843Reliance Building Company
26200 Town Center Drive
Novi, MI 48375

Item #	Item Description	Quantity	Unit	Amount		Amount		Amount	
1	Pump, valve, piping, and pipe support demolition and replacements, and all associated bolts and gaskets	1.00	LSUM	\$338,805.00	\$338,805.00	\$383,000.00	\$383,000.00	\$570,000.00	\$570,000.00
2	VFD demolition and replacements, and all other electrical work	1.00	LSUM	\$107,000.00	\$107,000.00	\$100,700.00	\$100,700.00	\$91,000.00	\$91,000.00
3	Facility painting, including surface preparation	1.00	LSUM	\$96,388.00	\$96,388.00	\$82,600.00	\$82,600.00	\$50,000.00	\$50,000.00
4	Bolt Replacement - 20 bolts for 24" Flange	18.00	Flange	\$1,236.00	\$22,248.00	\$1,150.00	\$20,700.00	\$1,500.00	\$27,000.00
5	Bolt Replacement - 20 bolts for 20" Flange	5.00	Flange	\$1,088.00	\$5,440.00	\$975.00	\$4,875.00	\$1,200.00	\$6,000.00
6	Bolt Replacement - 20 extended 11" bolts for 20" Flange	1.00	Flange	\$1,798.00	\$1,798.00	\$1,400.00	\$1,400.00	\$1,800.00	\$1,800.00
7	Bolt Replacement - 16 bolts for 18" Flange	8.00	Flange	\$963.75	\$7,710.00	\$800.00	\$6,400.00	\$1,000.00	\$8,000.00
8	Bolt Replacement - 12 bolts for 12" Flange	0.00	Flange	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Replace 18" dresser coupling, SS tie rods, 18" flange gasket (@PU-3 and PU-4)	0.00	Each Set	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Allowance #1: UIS	1.00	LSUM	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Total Bid Amount (Items 1 - 10)				\$604,389.00		\$624,675.00		\$778,800.00	

Alt. Item #	Alternate Item Description	Quantity	Unit	Amount		Amount		Amount	
11	ALTERNATE/OPTION: Prep and paint stairwell and lower-level walls, ceiling, metal stairs, and metal railings. Prep and paint existing concrete pipe supports.	1.00	LSUM	\$16,101.00	\$16,101.00	\$20,000.00	\$20,000.00	\$27,000.00	\$27,000.00
Total Bid Amount (Alternate Item 11)				\$16,101.00		\$20,000.00		\$27,000.00	

TOTAL PROJECT COST				\$620,490.00		\$644,675.00		\$805,800.00	
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Additional Bidders:

**City of Oak Park
Budget Calendar
Fiscal Year 2024-25**

<u>Internal</u>	<u>Date</u>
Finance compiles departmental salary and fringe benefits summaries	2/12-3/8/24
Finance enters initial three year budget estimates in BSA	2/12-3/8/24
Department summary capital needs due to Finance	3/1/2024
Departmental three year budget projects available in BSA for review	3/8/2024
Department meetings with Finance and City Manager	3/14-3/21/24
Presentation of capital plan to Planning commission	4/8/2024
Draft City Manager budget complete	4/12/2024
 <u>Public</u>	
City Manager gives Council budget update	4/15-4/19/24
City Council budget review session	4/15-4/19/24
City Council budget review session (if needed) / public hearing request	5/6/2024
Budget public hearing noticed published	5/8/2024
Budget public hearing	5/20/2024
Final budget, fee schedule and millage rate adoption	5/20/2024



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2024

SUBJECT: Approval of resolution to authorize Budget Amendment #2024-3

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 15, 2023 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 second quarter (12/31/2023) budget amendment for the General Fund is attached and is also summarized below.

GENERAL FUND	
Beginning Fund Balance July 1, 2023	\$ 4,911,697
Amended Budget as of February 5, 2024	\$ (518,442)
Net Change in Fund Balance (Amendment #2024-3)	\$ 0
Estimated Ending Fund Balance June 30, 2024	\$ 4,393,255

The proposed amendment has no net impact on fund balance and includes the following notable items:

- Increases in State of Michigan training grant revenues
- Increase in interest income per significant actual returns to date
- Decrease in state shared sales tax revenue due to revised State estimates
- Increase in salaries and fringes for mid-year fiscal 2022/2023 raises given after budget for 2023/2024 was already adopted
- Increase in costs related to unfunded mandates for elections

SPECIAL REVENUE FUNDS

- Increase in CDBG grant revenue and expenditures to use of balance of prior year grant awards
- Increase public safety operation costs for new hires from Drug Law Enforcement Fund

CAPITAL PROJECT FUNDS

- Decrease sale of property, admin fees and capital outlay due to no purchase and subsequent sales of tax reverted property from the County
- Adjust rollover of Connector Park costs and related grants and donations
- Adjust transfer out to other funds to agree to final fund balances at 6/30/23
- Increase interest income for better than expected returns for the first six months of the fiscal year

INTERNAL SERVICE FUNDS

- Increase Motor Pool Fund costs related to repairs on city vehicles due to vandalism and record related part receipt of insurance proceeds to cover some costs

Note: The State of Michigan does not require budgets for any funds except the General and Special Revenue Funds. The City has chosen to be fiscally responsible and adopt budgets for all funds to assist in monitoring the overall financial activity of the City.

FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 17% 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 #2024-3

APPROVALS:

City Manager: _____ ET _____

Finance Director: _____ SC _____

City of Oak Park
Proposed Budget Amendments
December 31, 2023

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-570.200	State Grant - Training Reimbursement	\$ 144,000	SOM reimb of public safety training
101-00.000-574.000	State Grant - State Revenue Sharing	(82,916)	Decrease per estimate from Department of Treasury
101-00.000-644.138	Juneteenth	5,000	Donation for Juneteenth
101-00.000-664.000	Interest Income	216,636	Increase per activity to date
101-00.000-699.401	Transfer In - Public Imp Fund	2,280	Adjust transfer to zero 401 Fund per actual 6/30/23 fund bal.
101-17.345-573.000	State Grant - Local Comm Stab Auth	<u>6,000</u>	Adj to actual reimbursement from State
Total Revenue Increase (Decrease)		291,000	
101-11.172-702.000	Salaries and Wages	32,000	Increase wages for impact of FY 23/24 interim wage increases
101-11.172-714.004	Retirement - Defined Contribution	13,000	Increase wages for impact of FY 23/24 interim wage increases
101-11.611-702.000	Salaries and Wages	10,000	Increase wages for impact of FY 23/24 interim wage increases
101-11.611-726.000	Supplies	500	To reflect reimbursement for Tri City Event
101-14.191-702.000	Salaries and Wages	10,000	Increase wages for impact of FY 23/24 interim wage increases
101-14.191-900.000	Printing & Publications	4,500	Printing and envelopes higher than anticipated
101-16.371-702.000	Salaries & Wages	80,000	Increase wages for impact of FY 23/24 interim wage increases
101-16.401-702.000	Salaries & Wages	50,000	Increase wages for impact of FY 23/24 interim wage increases
101-16.447-702.000	Salaries & Wages	20,000	Increase wages for impact of FY 23/24 interim wage increases
101-16.447-713.000	Health Insurance	4,000	Increase per activity to date and projections thru year-end
101-17.345-702.000	Salaries and Wages	51,000	Increase to compensate Parking Enforcement Officers
101-17.346-702.000	Salaries and Wages	11,000	Increase per activity to date and projections thru year-end
101-19.756-956.138	Miscellaneous- Juneteenth	<u>5,000</u>	Costs covered by Juneteenth Donation
Total Expenditure Increase (Decrease)		<u>291,000</u>	
Net Increase (Decrease) to Fund Balance		\$ <u>-</u>	
<u>Drug Law Enforcement Fund</u>			
253-74.333-726.000	Supplies	8,000	Pistols for new hires
253-74.333-958.000	Memberships, Dues & Subscriptions	<u>8,000</u>	Software subscription for Axon licenses
Total Expenditure Increase (Decrease)		\$ <u>16,000</u>	
Net Increase (Decrease) to Fund Balance		\$ <u>(16,000)</u>	
<u>Community Development Block Grant Fund</u>			
275-00.504-502.000	Federal Grants	<u>103,001</u>	Prior year reimbursement received in the c/y & incr c/y reimb
Total Revenue Increase (Decrease)		\$ <u>103,001</u>	
275-16.504-702.000	Salaries & Wages	<u>80,000</u>	Adjust to spent CDBG allocations for salaries
Total Expenditure Increase (Decrease)		\$ <u>80,000</u>	
Net Increase (Decrease) to Fund Balance		\$ <u>23,001</u>	

City of Oak Park
Proposed Budget Amendments
December 31, 2023

<u>Public Improvement Fund</u>		
401-70.900-404.000	Administrative Fee	\$ (30,000) No tax reverted property sales so no admin fees in current year
401-70.900-664.000	Interest Income	545 Increase per activity to date and projections thru year-end
	Total Revenue Increase (Decrease)	\$ (29,455)
401-70.900-999.101	Transfer Out - General Fund	2,280 Adjust transfer out to zero fund per actual 6/30/23 fund bal.
	Total Expenditure Increase (Decrease)	\$ 2,280
	Net Increase (Decrease) to Fund Balance	\$ (31,735)
<u>City Owned Property Fund</u>		
402-00.000-579.000	State Capital Grants	\$ 100,000 DRN grant for connector park
402-00.000-605.000	Connector Park Grant	\$ 45,000 Comm Foundation Grant
402-00.000-664.000	Interest Income	\$ 8,915 Increase per activity to date and projections thru year-end
402-00.000-673.000	Sale of Fixed Assets	(300,000) No tax reverted property sales/purchases in current year
	Total Revenue Increase (Decrease)	\$ (146,085)
402-18.444-810.000	Bank Service Charges	(500) Decrease based on year-to-date activity
402-18.444-956.100	Property Purchases	(300,000) No tax reverted property sales/purchases in current year
402-18.444-970.000	Capital Outlay	247,000 Rollover balance of Connector Park project
402-18.444-999.407	Transfer Out - Parks & Rec Improvement Fund	(20,000) Adjust transfer out to zero fund per actual 6/30/23 fund bal.
	Total Expenditure Increase (Decrease)	\$ (73,500)
	Net Increase (Decrease) to Fund Balance	\$ (72,585)
<u>Parks & Recreation Improvement Fund</u>		
407-00.000-664.000	Interest Income	\$ 20,000 Increase per activity to date
407-00.000-699.402	Transfer In - City Owner Property Fund	(20,000) Adjust transfer out to zero fund per actual 6/30/23 fund bal.
	Total Revenue Increase (Decrease)	\$ -
	Net Increase (Decrease) to Fund Balance	\$ -
<u>Motor Pool Internal Service Fund</u>		
654-18.875-664.000	Interest Income	500 Increase per activity to date
654-18.875-673.000	Sale of Fixed Assets	20,300 Increase per activity to date
654-18.875-680.000	Reimbursement - Insurance	29,200 Increase per activity to date
	Total Revenue Increase (Decrease)	\$ 50,000
654-18.875-702.000	Salaries & Wages	9,000 Increase wages for impact of FY 23/24 interim wage increases
654-18.875-861.000	Fleet Collision Repairs	41,000 Damages from the break-in on DPW Vehicles
	Total Expenditure Increase (Decrease)	\$ 50,000
	Net Increase (Decrease) to Fund Balance	\$ -

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2024-3 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 67,084
INTEREST INCOME	216,636
OTHER REVENUE	5,000
TRANSFER IN	<u>2,280</u>
TOTAL REVENUES	<u>291,000</u>
EXPENDITURES	
CITY MANAGER	45,000
COMMUNITY & ECONOMIC DEVELOPMENT	10,500
CITY CLERK - ELECTIONS	14,500
MUNICIPAL SERVICES	154,000
PUBLIC SAFETY	62,000
RECREATION	<u>5,000</u>
TOTAL EXPENDITURES	<u>291,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>
DRUG LAW ENFORCEMENT FUND	
REVENUES	
OTHER REVENUE	<u>\$ -</u>
TOTAL REVENUES	<u>-</u>
EXPENDITURES	
MATERIALS AND SUPPLIES	<u>16,000</u>
TOTAL EXPENDITURES	<u>16,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ (16,000)</u>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	
REVENUES	
INTERGOVERNMENTAL	<u>\$ 103,001</u>
TOTAL REVENUES	<u>103,001</u>
EXPENDITURES	
SALARIES	<u>80,000</u>
TOTAL EXPENDITURES	<u>80,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ 23,001</u>
PUBLIC IMPROVEMENT FUND	
REVENUES	
INTEREST INCOME	\$ 545
PROPERTY TAXES	(30,000)
TOTAL REVENUES	<u>(29,455)</u>
EXPENDITURES	
TRANSFER OUT	<u>2,280</u>
TOTAL EXPENDITURES	<u>2,280</u>
Net Increase (Decrease) to Fund Balance	<u>\$ (31,735)</u>

INCREASE
(DECREASE)

CITY OWNED PROPERTY FUND

REVENUES

INTEREST INCOME	\$ 8,915
INTERGOVERNMENTAL	100,000
OTHER REVENUE	(255,000)
TOTAL REVENUES	(146,085)

EXPENDITURES

OPERATIONS	(500)
TRANSFER OUT	(20,000)
CAPITAL OUTLAY	(53,000)
TOTAL EXPENDITURES	(73,500)

Net Increase (Decrease) to Fund Balance \$ **(72,585)**

PARKS & RECREATION IMPROVEMENT FUND

REVENUES

INTEREST INCOME	\$ 20,000
TRANSFERS IN	(20,000)
TOTAL REVENUES	-

Net Increase (Decrease) to Fund Balance \$ **-**

MOTOR POOL FUND

REVENUES

INTEREST EARNINGS	\$ 500
OTHER REVENUE	49,500
TOTAL REVENUES	50,000

EXPENDITURES

OPERATIONS	50,000
TOTAL EXPENDITURES	50,000

Net Increase (Decrease) to Fund Balance \$ **-**

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 5th day of February, 2024.

T. Edwin Norris, City Clerk

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 5, 2024**SUBJECT:** Request authorization for the purchase of one vehicle to be assigned to the Public Safety Department.**DEPARTMENT:** Public Works – *DED***SUMMARY:** The Public Works Department is requesting authorization to purchase the following vehicle from the State of Michigan (MiDeal) contract as part of the FY 2023-24 budget.

Vehicle:	Department:	Amount: (Pre-Bid Contract)	Account:
2024 Ford Explorer	Public Safety	Total Cost: \$39,832 (State of Michigan - MiDeal)	<u>Motor Pool:</u> 654-18.875.970

FINANCIAL STATEMENT: Funding for this vehicle purchase is available in the Motor Pool Fund.**RECOMMENDED ACTION:** It is recommended that City Council authorize the Public Works Department to participate in the State of Michigan (MiDeal) contract for the vehicle purchase totaling \$39,832. Funding is available in the Motor Pool Fund.**APPROVALS:**

City Manager: _____ ET _____

Department Director: _____ *DED* _____

Director of Finance: _____ SC _____

City Attorney: _____ CK _____

Budgeted: ☐**EXHIBITS:** None