

Oak Park

City Council Agenda

May 18, 2020





AGENDA
REGULAR CITY COUNCIL MEETING
38th CITY COUNCIL
OAK PARK, MICHIGAN
May 18, 2020
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

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

- A. Regular Council Meeting Minutes of May 4, 2020
- B. Special Council Meeting Minutes of April 27, 2020
- C. Special Council Meeting Minutes of April 28, 2020
- D. Planning Commission Meeting Minutes of April 13, 2020
- E. Resolution designating Kevin J. Yee as the agent for the City of Oak Park with regard to the Oakland County West Nile Virus Reimbursement Program
- F. Resolution to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2021 2022 and 2023
- G. Request to approve an agreement with Berkley School District to collect their 2020 Summer Tax Levy

5. RECOGNITION OF VISITING ELECTED OFFICIALS

6. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Annual Budget Presentation – City Manager Tungate

7. PUBLIC HEARINGS:

- A. Public Hearing to receive citizen comments regarding the proposed fiscal year 2020-2021 budget and property tax millage rates
- B. Resolution adopting the fiscal year 2020-2021 budget and millage rates and acknowledging the multi-year budget including projections for fiscal years 2021-2022 and 2022-2023
- C. Adoption of the fiscal year 2020-2021 water and sewer and rates
- D. Adoption of the fiscal year 2020-2021 fee schedule

8. COMMUNICATIONS: None

9. SPECIAL LICENSES: None

10. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$13,562.72

11. BIDS: None

12. ORDINANCES: None

13. CITY ATTORNEY:

- A. Resolution approving a Metro Act Permit application submitted by Cellco Partnership d/b/a Verizon Wireless
- B. Update on Flooding Litigation – John Gillooly

14. CITY MANAGER:

Department of Public Works

- A. Update on I-696 Sound Wall Project

Finance

- B. Auditor Contract Extension

Economic Development and Communications

- C. Request to approve a façade improvement grant to AY Property Management LLC, Andrew Attisha, 15421 West Nine Mile Road, for 50% of the project costs not to exceed \$2,500 subject to conditions
- D. Resolution in support of the COVID-19 Business Assistance Package

Human Resources

- E. Collective Bargaining Agreement One Year Extension
 - 1. Police Officers Labor Council (POLC)
 - 2. Police Officers Association of Michigan (POAM)
 - 3. Dispatchers Association/POAM
 - 4. Technical and Professional Office Workers of Michigan (TPOAM)
- F. Memorandum of Understanding (MOU)
 - 1. Police Officers Labor Council (POLC)
 - 2. Police Officers Association of Michigan (POAM)

Administration

- G. Request to waive the 30 day request requirement to fly the Pride Flag at City Hall
- H. Coronavirus Update
- I. Oak Park COVID-19 Preparedness and Response Plan

15. 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.

16. CALL TO THE COUNCIL

17. 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
38th OAK PARK CITY COUNCIL**

**May 4, 2020
7:00 p.m.**

MINUTES

The virtual meeting was called to order at 7:00 p.m. by Mayor McClellan. Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

PRESENT: Mayor McClellan, Mayor ProTem Burns, Council Member Weiss, Council Member Edgar, Council Member Radner

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

CM-05-114-20 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS AMENDED – APPROVED

Motion by Burns, seconded Weiss, CARRIED UNANIMOUSLY, to approve the agenda with the following addition:

- Contract with Jade Strategies as Item #14F

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-05-115-20 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of April 20, 2020 **CM-05-116-20**
- B. Special City Council Meeting Minutes of April 20, 2020 **CM-05-117-20**
- C. Special City Council Meeting Minutes of April 21, 2020 **CM-05-118-20**
- D. Planning Commission Meeting Minutes of March 9, 2020 **CM-05-119-20**
- E. Retirement Board Meeting Minutes of January 27, 2020 **CM-05-120-20**
- F. Request to schedule a Public Hearing on the FY 2020-2021 Annual Budget for Monday, May 18, 2020 at 7:00 PM **CM-05-121-20**

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS: None

ORDINANCES: None

CITY ATTORNEY:

City Attorney Duff commented on the Governor's executive order that allows for virtual council meetings to take place through May 12, 2020. She stated the consensus among City Attorneys is that remote meetings will still be allowed and most likely expected in order to keep with social distancing guidelines which will continue to be in place beyond that date. She explained there is an AG opinion and case law that permits remote meetings under certain conditions even before the pandemic. It is expected that the Governor will extend the order but if not it is argued that remote meetings could continue as local units of government can rely on the AG opinion.

CITY MANAGER:

Department of Public Works

**CM-05-122-20 (AGENDA ITEM #14A) REQUEST TO APPROVE PROPOSED
CHANGE ORDER NO. 2 IN THE AMOUNT OF \$60,800.00 AND
PAYMENT APPLICATION NO. 4 IN THE AMOUNT OF \$71,467.75
TO D'ANGELO BROTHERS INC. OF NORTHVILLE, MI FOR
THE 2019 LEAD WATER SERVICE REPLACEMENT PROJECT,
M-701 – APPROVED**

Motion by Weiss, Seconded by Burns, CARRIED UNANIMOUSLY, to approve Proposed Change Order No. 2 in the amount of \$60,800.00 and Payment Application No. 4 in the amount of \$71,467.75 to D'Angelo Brothers Inc. of Northville, MI for the 2019 Lead Water Service Replacement Project, M-701.

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

MOTION DECLARED ADOPTED

CM-05-123-20 (AGENDA ITEM #14B) REQUEST TO APPROVE PROPOSED CHANGE ORDER NO. 1 IN THE AMOUNT OF \$44,789.00 AND PAYMENT APPLICATION NO. 1 IN THE AMOUNT OF \$271,872.10 TO INLAND WATERS POLLUTION CONTROL INC. FOR THE 2020 SEWER LINING PROJECT, M-703 – APPROVED

Motion by Burns, Seconded by Edgar, CARRIED UNANIMOUSLY, to approve Proposed Change Order No. 1 in the amount of \$44,789.00 and Payment Application No. 1 in the amount of \$271,872.10 to Inland Waters Pollution Control Inc. for the 2020 Sewer Lining Project, M-703.

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

MOTION DECLARED ADOPTED

CM-05-124-20 (AGENDA ITEM #14C) REQUEST TO APPROVE A PROPOSAL FROM OHM ADVISORS TO PROVIDE SUPPORT TO ADVANCE THE DEVELOPMENT OF THE CITY’S GIS SYSTEM FOR AN AMOUNT NOT TO EXCEED \$10,000 (THE GRANT AMOUNT) SUBJECT TO REVIEW BY THE CITY ATTORNEY AND TO FURTHER APPROVE THE TRANSFER OF \$10,000 FROM THE WATER & SEWER FUND BALANCE TO FUND 592-18-538-801 FOR THIS EXPENDITURE – APPROVED

Motion by Burns, Seconded by Radner, CARRIED UNANIMOUSLY, to approve a proposal from OHM Advisors to provide support to advance the development of the City’s GIS system for an amount not to exceed \$10,000 (the grant amount) subject to review by the City Attorney and to further approve the transfer of \$10,000 from the Water & Sewer Fund Balance to Fund 592-18-538-801 for this expenditure.

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

MOTION DECLARED ADOPTED

Administration

(AGENDA ITEM #14D) Coronavirus Update.

City Manager Tungate provided updates on matters related to the coronavirus outbreak and the City of Oak Park.

CM-05-125-20 (AGENDA ITEM #14E) MOTION TO EXTEND CLOSURE OF CITY BUILDINGS ONE WEEK BEYOND THE EXPIRATION OF THE GOVERNOR’S “STAY HOME, STAY SAFE” ORDER AND TO EXTEND WAIVER OF ON-LINE FEES UNTIL MAY 26, 2020 - APPROVED

Motion by Burns, Seconded by Radner, to extend closure of city buildings one week beyond the expiration of the Governor’s “Stay Home, Stay Safe” order. Motion by Weiss, seconded by Burns, to amend by adding “and to extend waiver of on-line fees until May 26 2020”. Motion to amend carried unanimously. Amended motion carried unanimously.

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

MOTION DECLARED ADOPTED

CM-05-126-20 (AGENDA ITEM #14F) Added to the Agenda. REQUEST TO APPROVE A PROFESSIONAL SERVICES CONTRACT WITH JADE STRATEGIES FOR COMMUNICATION MANAGEMENT AND STRATEGIC COMMUNICATION PLANNING IN THE AMOUNT OF \$24,000.00 AND TO AMEND THE FY 2019-20 PUBLIC INFORMATION PROFESSIONAL SERVICES BUDGET WITH THE USE OF GENERAL FUND BALANCE TO PAY FOR THIS EXPENDITURE - APPROVED

Motion by Weiss, Seconded by Edgar, CARRIED UNANIMOUSLY, to approve a professional services contract with JADE Strategies for communication management and strategic communication planning in the amount of \$24,000.00 and to amend the FY 2019-20 Public Information Professional Services budget with the use of General Fund balance to pay for this expenditure.

CALL TO THE AUDIENCE:

Kelly Bush, asked about changing a city ordinance to allow for chickens to be raised in back yards.

Ken Sherman, 23840 Jerome, asked about the use of the cable channel to provide pandemic information and requested a COVID-19 update from the County Health Department.

City Clerk Norris reported there were no comments submitted via e-mail.

CALL TO COUNCIL:

Mayor ProTem Burns thanked everyone for watching and reminded them to continue practicing social distancing to be safe.

Council Member Radner wished everyone a good evening.

Council Member Edgar thanked everyone for tuning in and to be safe.

Council Member Weiss thanked first responders and residents for their support during the pandemic.

Mayor McClellan thanked all who are going the extra mile to help in the face of suffering regarding the COVID-19 pandemic.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:07 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
38th OAK PARK CITY COUNCIL
April 27, 2019
6:00 PM**

MINUTES

The virtual Special Meeting was called to order at 6:00 PM by Mayor McClellan. City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

PRESENT: Mayor McClellan, Mayor ProTem Burns, Council Member Radner, Council Member Edgar and Council Member Weiss

ABSENT: None

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, City Attorney Duff, Director of Strategic Planning VanVleck, Finance Director Crawford, Deputy Finance Director Lukasik, Deputy Finance Director Winters, Finance Consultant Johnson

SPECIAL BUSINESS:

(AGENDA ITEM #3A) Discuss the FY 2020-21, FY 2021-22 and FY 2022-23 departmental budgets:

Human Resources	6:00 – 6:45 PM
City Clerk/Elections/Fee Schedule	6:50 – 7:35 PM
Information Technology	7:40 – 8:25 PM
City Manager/City Council	8:30 – 9:15 PM

City Manager Tungate gave a brief overview of the upcoming departmental budget presentations. He requested an addition to the agenda for the April 28, 2020 that would consider furloughing some employees through July 31, 2020.

The following individuals were available remotely to discuss their respective budgets and answer questions raised by City Council.

Human Resources – Vicki Brooks
City Clerk/Elections/Fee Schedule – Ed Norris, Lisa Vecchio
Information Technology – Ricardo Singson
City Manager/City Council – Erik Tungate, Crystal VanVleck

CALL TO THE AUDIENCE:

There were no members of the public wishing to speak.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 8:00 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
38th OAK PARK CITY COUNCIL
April 28, 2019
5:30 PM**

MINUTES

The virtual Special Meeting was called to order at 5:31 PM by Mayor McClellan. City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

PRESENT: Mayor McClellan, Mayor ProTem Burns, Council Member Radner, Council Member Edgar and Council Member Weiss

ABSENT: None

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, City Attorney Duff, Director of Strategic Planning VanVleck, Finance Director Crawford, Deputy Finance Director Lukasik, Deputy Finance Director Winters, Finance Consultant Johnson

SPECIAL BUSINESS:

(AGENDA ITEM #3A) Discuss the FY 2020-21, FY 2021-22 and FY 2022-23 departmental budgets:

Public Works	5:30 – 6:15 PM
Water & Sewer	6:20 – 7:05 PM
Technical & Planning	7:10 – 7:55 PM
Finance	8:00 – 8:30 PM
City Manager/City Council Wrap Up	8:35 – 9:20 PM

City Manager Tungate gave a brief overview of the upcoming departmental budget presentations and requested an addition to the agenda regarding the furlough of specific Oak Park employees. All were in favor of adding this to the agenda.

The following individuals were available remotely to discuss their respective budgets and answer questions raised by City Council.

Public Works – Kevin Yee, Dave DeCoster
Water & Sewer – Kevin Yee, Kevin VanDewalle
Technical & Planning – Robert Barrett, Dan Fairless
Wrap Up – Erik Tungate

(Added to the Agenda)

City Manager Tungate presented a memorandum outlining his recommendation to cancel specific seasonal events as a direct result of the COVID-19 outbreak and to continue with

others emphasizing that appropriate social distancing guidelines established and pursuant to the Governor's orders would be followed. He noted that the cancellation of events and activities will eliminate the need to hire approximately 36 seasonal Recreation staff. Council discussed and debated the recommendations.

SCM-04-112-20 MOTION TO CANCEL THE FOLLOWING SEASONAL EVENTS THROUGH AUGUST 1, 2020; SUMMERFEST, 4TH OF JULY, CITY POOL, DAY CAMP AND YOUTH AND ADULT SPORTS AND TO CONTINUE THE FOLLOWING EVENTS USING APPROPRIATE SOCIAL DISTANCING GUIDELINES; COMMUNITY CENTER CLASSES AND ACTIVITIES, SUMMER CONCERT SERIES, FARMERS MARKET, SENIOR TRANSPORTATION, SHELTER RENTALS, COMMUNITY CENTER RENTALS AND FIELD RENTALS - APPROVED

Motion by Radner, Seconded by Weiss, CARRIED, to cancel the following seasonal events through August 1, 2020; Summerfest, 4th of July, City Pool, Day Camp and Youth and Adult Sports and to continue the following events using appropriate social distancing guidelines; Community Center classes and activities, Summer Concert Series, Farmers Market, Senior Transportation, Shelter Rentals, Community Center Rentals and Field Rentals.

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

MOTION DECLARED ADOPTED

SCM-04-113-20 MOTION TO APPROVE A FURLOUGH IMPLEMENTATION PLAN RECOMMENDED BY THE CITY MANAGER - APPROVED

Motion by Radner, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following Furlough Implementation Plan Recommendation pending the approval of the Library Board.

Duration of Furlough

A confirmed timeframe is necessary in order to properly estimate savings in the FY 2019-20 and FY 2020-21 budgets. The estimated savings in payroll and benefit costs are based on the May 4 thru July 31 timeframe.

Healthcare Benefits/Stop-Loss Coverage

Healthcare benefits for those employees currently receiving them will be extended through July 31, 2020.

Healthcare stop-loss coverage was transferred from BCBS to Jefferson Oaks. Steve Brown at Manquen Vance has secured their confirmation that they are willing to accept the risk for the eligible District Court and City employees.

Furlough Position List

The following list is fair to all departments and will be used to complete the financial benefit report being submitted by the Finance Director:

- Public Safety (18)
- Recreation (2)
- Finance (2)
- Technical Planning (2)
- Library (16)
- City Manager (1)

Projected Savings

The total savings projected for FY 2019-20 are approximately \$253,504 and the savings projected for FY 2020-21 are approximately \$174,252.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

There were no members of the public wishing to speak.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 8:30 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**CITY OF OAK PARK PLANNING COMMISSION
MONDAY, APRIL 13, 2020
MINUTES**

Meeting was called to order at 7:01 p.m., in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI, by Chairperson Torgow and roll call was made.

PRESENT: Chairperson Torgow
Vice Chairperson Brown
Commissioner Eizelman
Commissioner McClellan
Commissioner Seligson
Commissioner Tkatch
Commissioner Tungate
Commissioner Walters-Gill

ABSENT: Commissioner Burns

OTHERS PRESENT: City Planner, Kevin Rulkowski
Community & Economic Development Director, Kim Marrone
Deputy City Clerk, Lisa Vecchio

3. APPROVAL OF AGENDA OF APRIL 13, 2020:

MOTION by Brown, SECONDED by Waters-Gill, to approve the agenda of April 13, 2020.

VOTE: Yes: All
No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF MARCH 9, 2020:

MOTION by McClellan, SECONDED by Walters-Gill, to approve the minutes of March 9, 2020 with three corrections provided by Vice Chairperson Brown.

VOTE: Yes: All
No: None

MOTION CARRIED

5. COMMUNICATIONS/CORRESPONDENCE: None

6. PUBLIC HEARING: None

7. CONSENT AGENDA: None

8. MATTERS FOR CONSIDERATION:

B. NEW BUSINESS

1) Sunnyside Enrichment Center, 10440 Nine Mile Road, Final Site Plan Review

Chairperson Torgow referenced City Planner Rulkowski's report dated March 31, 2020:

Sunnyside Enrichment Center, 10440 Nine Mile Road, is requesting Final Site Plan approval for the renovation of a 2,600 square foot office building into a day care center. The property is zoned B-1, Neighborhood Business and child care facilities are a permitted use.

The proposed use has eight dedicated parking spaces located in a parking lot in front of the building and three parking spaces off an alley at the rear of the building. The identified parking is adequate for this type of use.

The Department of Licensing and Regulatory Affairs (LARA), Child Care Licensing Division, has authority over the internal layout and operation of the child care center. Based on an analysis of the useable square footage of the child care center, LARA will determine how many children can be accommodated by the facility.

LARA requires child care centers to provide opportunities for outdoor play. The site plan shows that an existing 2,800 square foot landscaped area will be enclosed by a six foot high chain link fence to create an outdoor play area. Please note the Zoning Ordinance does not permit the proposed fence to be forward of the front building line.

The Site Plan shows a refuse dumpster near the alley and against the building and it is not in an enclosure. The Zoning Ordinance requires dumpsters to be in an enclosure. A dumpster enclosure construction detail will need to be submitted with the application for a building permit that meets the Zoning Ordinance requirements.

A screen wall has never been constructed at the rear of the property to provide protection for the adjacent residential homes. Section 1717, E, requires a six-foot-high decorative masonry screen wall to separate the residential and non-residential uses. As is the practice where there is an alley, the screen wall is constructed in the right of way between the alley and the residential property.

The Site Plan shows conceptually the existing landscaping and it appears to meet the minimum requirements of the Zoning Ordinance. However, the Site Plan does not indicate that any of the existing landscaping is irrigated with an in-ground water irrigation system. At a minimum at least 10% (the minimum amount of landscaping required by the Zoning Ordinance) of the landscaped areas should be irrigated with an in-ground water irrigation system.

The Site Plan does not indicate any existing or proposed exterior lighting. All exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties.

The Site Plan does not indicate any new rooftop or ground level equipment. If new rooftop or ground level equipment is planned it will need to be screened as required by the Zoning Ordinance.

The Site Plan does not indicate any new signs for the business. A separate application will need to be submitted for any proposed signs.

MOTION by Brown, SECONDED by McClellan, to approve the Final Site Plan for Sunnyside Enrichment Center, 10440 Nine Mile Road, with the following conditions:

- 1) A dumpster enclosure to be constructed, as required by Section 1716, B, 7, (b), of the Zoning Ordinance. A construction detail to be submitted with the application for a building permit that meets the Zoning Ordinance requirements.
- 2) The installation of a six-foot-high decorative masonry screen wall as required by Section 1717, E of the Zoning Ordinance. A construction detail to be submitted with the application for a building permit that meets the Zoning Ordinance requirements.
- 3) Proposed play area fence cannot be installed forward of the front building line.
- 4) The installation of an in-ground water irrigation system as required in Section 1716, A, 2 of the Zoning Ordinance.
- 5) Proposed or existing lighting should be shielded and downward casting to eliminate the possibility of nuisance.
- 6) All proposed roof top or ground level equipment must be screened as required by the Zoning Ordinance.
- 7) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.

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

MOTION CARRIED

2) Capital Improvement Plan Review and Approval

Community and Economic Development Director Marrone presented the Capital Improvement Program 2020-2026 Project Summary. This program allows for the budgeting of monies for projects such as road and sidewalk repairs, water main replacements, and projects in relation to the 9 Mile Re-design, for example.

MOTION by Seligson, SECONDED by Eizelman, to approve the Capital Improvement Plan and recommend for approval from City Council.

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

MOTION CARRIED

9. PLANNING COMMISSION MATTERS FOR DISCUSSION – from members only:

Chairperson Torgow informed the Commission that Commissioner Burns lost her brother to the COVID-19 pandemic. The Commissioners offered their condolences.

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

11. ADJOURNMENT

There being no further business, Chairperson Torgow adjourned the meeting at 7:18 p.m.

Lisa Vecchio, Deputy City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

AGENDA #

SUBJECT: Request authorization to enter into the West Nile Virus Fund Expense Reimbursement Program available from Oakland County.

DEPARTMENT: Public Works - *KJY*

SUMMARY: The Public Works Department requests that Director Kevin J. Yee be designated as agent for the Oakland County West Nile Virus Reimbursement Program.

FINANCIAL STATEMENT: The reimbursement program proposes to reimburse Oak Park \$3,765.88 for our expenses on combating the West Nile Virus.

RECOMMENDED ACTION: It is recommended that City Council approve the attached resolution designating Kevin J. Yee as the agent for the City of Oak Park in regards to the Oakland County West Nile Virus Reimbursement Program.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Finance Director: _____ *SC* _____

Budgeted:

Legal: _____ *N/A* _____

EXHIBITS: Resolution

RESOLUTION

REQUEST AUTHORIZATION TO ENTER INTO THE WEST NILE VIRUS FUND EXPENSE REIMBURSEMENT PROGRAM AVAILABLE FROM OAKLAND COUNTY

Motion by, _____ seconded by, _____ CARRIED
UNANIMOUSLY: To adopt the following resolution:

WHEREAS, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages and townships to apply for reimbursement for eligible expenses incurred in connection with personal mosquito protection measures/activity, mosquito habitat eradication, mosquito larvaciding or focused adult mosquito insecticide spraying in designated community green areas; and

WHEREAS, the City of Oak Park, Oakland County, Michigan has incurred expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's West Nile Virus Fund Program.

NOW, THEREFORE, BE IT RESOLVED that this council authorizes and directs the Director of DPW, as agent for the city of Oak Park, in the manner and to the extent provided under Oakland County Board of Commissioner Miscellaneous Resolution, to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.

Roll Call Vote: Yes,
 No,
 Absent,

I, T. Edwin Norris, duly certified City Clerk of the City of Oak Park, Michigan, do hereby certify that the above resolution is a true copy of a resolution adopted by the Oak Park City Council, at a Regular Meeting, held on May 18, 2020.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

AGENDA #

SUBJECT: Resolution to continue participation in the Oakland County Community Development Block Grant program for program years 2021-2023.

DEPARTMENT: Technical & Planning Services, RMB

SUMMARY: The U.S. Department of Housing and Urban Development requires Oakland County to renew the cooperation agreements with participating communities every three years. Oak Park has participated in this program for many years and over the last three years has received approximately \$376,229 for yard services and code enforcement. A City Council resolution is required to continue the City's participation in the CDBG program.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: To adopt the resolution to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2021 2022 and 2023. Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.

APPROVALS:

City Manager: _____ *ET* _____

Director: _____ *Robert R...* _____

Finance Director: _____ *SC* _____

EXHIBITS: CDBG Resolution.

**Community Development Block Grant (CDBG) Program
Oakland County, Michigan
Urban County Qualification 2021-2023**

We resolve to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2021, 2022 and 2023. Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.



COMMUNITY &
HOME IMPROVEMENT

Karry Rieth, Manager

Office: (248) 858-5403 | riethk@oakgov.com

April 16, 2020

The Honorable Marian McClellan, Mayor
City of Oak Park
1400 Oak Park Blvd
Oak Park MI 48237-2029

RE: 2021-2023 Cooperative Agreement

Dear Mayor McClellan:

In the spirit of Oakland County working together, we invite the City of Oak Park to continue to participate in the Oakland County urban county Community Development Block Grant (CDBG) program for program years 2021-2023. The City has participated in the past three years. During this period, approximately \$376,229 was allocated to programs serving the needs of low-income residents.

The U. S. Department of Housing and Urban Development (HUD) requires the County to renew its Cooperative Agreement with participating communities every three years. Your participation is essential to the County and the other cities, townships and villages that combine demographics each year to achieve the highest level of federal funding for local projects. Participation in the urban county requires a three-year commitment, and your community must remain in the program for the three-year duration. If your community chooses to remain with the urban county, it is ineligible to apply for grants under the State CDBG program while a part of the urban county.

Besides an annual CDBG allocation, participating communities also benefit from the County's federally funded HOME Investment Partnerships and Emergency Solutions Grant (ESG) programs. HOME and CDBG funds are combined each year to improve local housing stock through our Home Improvement Program. HOME funds are also used to develop affordable rental and owner housing. ESG funds are used to meet the needs of the homeless through emergency shelters, rapid re-housing and homeless prevention activities.

As a current participant, there is a Cooperative Agreement between the City and Oakland County on file. This three-year Cooperative Agreement is automatically renewed for each three-year cycle unless an amendment is required by HUD. Your CDBG primary contact was previously provided a copy of the most current Cooperative Agreement.

In order to continue to participate in the urban county Community Development Block Grant (CDBG) program the City must respond via email to spradlinc@oakgov.com by Monday, June 1, 2020. The email should indicate that the City intends to opt into the Oakland County urban county program for program years 2021-2023 and will remain through automatic renewals in successive three-year qualification periods, or until such time that it is in the best interest of the City to terminate the Cooperative Agreement. The City should maintain a copy of the email with its CDBG records.

If the City decides to opt out of the urban county program, a letter signed by the chief executive officer is required. The letter should state that the community intends to opt out of the Oakland County urban county program for program years 2021-2023. Due to federal requirements, you must submit this letter to the County and to HUD. Please mail HUD's copy of the letter to Keith E. Hernandez, AICP, Director, Office of Community Planning and Development, U.S. Dept of Housing and Urban Development, Patrick V. McNamara Federal Building, 477 Michigan Ave., Ste. 1600, Detroit MI 48226 by **Monday, June 1, 2020**. Please mail the County's copy of the letter to Carla Spradlin, Grant Compliance & Program Coordinator, by **Monday, June 1, 2020**.

If you have questions, please contact Carla at (248) 860-4517.

We look forward to three more years of working together to benefit your low-income residents.

Sincerely,



Karry L. Rieth, Manager

cc: Robert Barrett, Technical and Planning Services Director
Jeff Wren, Building Official



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

SUBJECT: Agreement with Berkley Schools to collect their 2020 Summer Property taxes.

DEPARTMENT: Finance

SUMMARY: The City of Oak Park annually enters into an agreement with the Berkley School District to collect their property taxes. A one percent (1%) fee is collected for this service.

FINANCIAL STATEMENT: None

RECOMMENDED ACTION: Approve the agreement with the Berkley School District to collect their 2020 property tax levy and transfer the collected funds as required by State Statute.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *SC* _____

Director of Finance: _____

Budgeted:

EXHIBITS: Berkley letter, Agreement, Resolution



BERKLEY SCHOOLS

ENGAGE INSPIRE ACHIEVE
WWW.BERKLEYSCHOOLS.ORG

April 24, 2020

Ms. Marian McClellan, Mayor
City of Oak Park
14000 Oak Park Boulevard
Oak Park, MI 48237

Dear Mayor McClellan:

As in previous years, the Berkley School District wishes to collect summer property taxes for the 2020 levy. Authority to levy summer taxes was established via Board action in 1983 and continues by this action until revoked by the Board of Education. It is the intent to levy summer taxes for the upcoming year to continue a tax collection process that has served the District well for some time. Please accept this communication as a request on behalf of the Berkley School District for the City of Oak Park to facilitate the collection and payment of summer taxes for the 2020 levy. The City's cooperation in this matter greatly assists the school district in efficiently and effectively collecting a material amount of budgeted revenues.

In an effort to coordinate this arrangement for the 2020 levy, attached you will find a proposed agreement between the school district and the City with terms and conditions similar to last year's contents. Please have the appropriate city official execute this agreement and return a signed copy for District records. Should you have any questions or concerns on this matter, please contact me at Lawrence.gallagher@berkleyschools.org or (248)837-8029.

This communication is necessary to comply with relevant legal requirements. You should be aware that, according to law, if the parties are unable to reach agreement within 30 days of the date of this letter, other collection measures would have to be negotiated with the County Treasurer. Thank you for your cooperation and attention to this matter.

Sincerely,

Lawrence J. Gallagher

Lawrence J. Gallagher
Deputy Superintendent
Finance, Facilities and Operations

c: Dennis McDavid, Superintendent
Erik Tungate, City Manager
Steve Lukasik, Deputy Treasurer



**Berkley School District
Tax Collection Agreement**

THIS AGREEMENT made this 24th day of April, 2020 by and between the BERKLEY SCHOOL DISTRICT and the CITY OF OAK PARK.

WHEREAS, 1982 Public Act 333 authorizes a school district to impose and collect a summer property tax levy; and

WHEREAS, in a resolution dated January 10, 1983, the Board of Education of the Berkley School District determined to impose a summer property tax levy throughout the School District, including that portion of the School District situated in the City of Oak Park until revoked; and

WHEREAS, the City of Oak Park is willing to collect the School District's 2020 summer tax levy in the City of Oak Park upon the terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions hereinafter expressed, the parties hereto agree as follows:

1. The City of Oak Park will collect the 2020 summer property tax levy for the Berkley School District in the City of Oak Park at no direct cost to the School District. The school taxes shall, however, be subject to penalties, late payment interest, and collection charges, including a property tax administration fee, pursuant to applicable State laws.
2. The City of Oak Park will transfer collected school tax funds to the school district at least ten (10) business days after every 1st and 15th of the month as required by State Statute, Section 43(3)(a) [MCL 211.43(3)(a)] of the General Property Tax Act

Berkley School District

City of Oak Park

By: *Lawrence J. Gallagher*

By: _____

Date: April 24, 2020

Date: _____



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

AGENDA #

SUBJECT: Approval of Resolution for Fiscal-Year 2020-2021 Budget, the 2020 Millage rates and Acknowledging the Multi-Year Budget, including Projections of Future Fiscal-Years 2021-2022 and 2022-2023.

DEPARTMENT: Finance

SUMMARY: Attached for your consideration is the adopting resolution for the FY 2020-2021 Budget, the 2020 millage rate and acknowledgement of the multi-year budget.

In the attached budget document the General Fund Revenues for the FY 2020-2021 covers all the expenditures and transfers to other funds. The projected fund balance of the General Fund for the FY 2020-2021 is estimated at 18%. The Capital Improvement Program was presented to the City's Planning Commission in April 2020. It was then submitted at the Public Hearing held on May 18, 2020 and is incorporated in this budget document.

The City's total millage rate including Library, Debt, Solid Waste and Public Safety Act 345 totals 34.5904 which is a **decrease** of .4556 mills from FY 2019-2020.

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

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

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

RECOMMENDED ACTION: Approval of Resolution for Fiscal-Year 2020-2021 Budget (departmental basis), the 2020 Millage rates and Acknowledging the Multi-Year Budget, including Projections of Future Fiscal-Years 2021-2022 and 2022-2023.

APPROVALS:

City Manager: _____ *ET* _____

Finance Director: _____ *SC* _____

EXHIBIT: Resolution

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

GENERAL APPROPRIATIONS ACT RESOLUTION: 2020/2021 GENERAL FUND AND SPECIAL FUND BUDGETS:

Motion by , seconded by , CARRIED UNANIMOUSLY:

To approve the following General Appropriations Act Resolution outlining anticipated revenues and expenditures for the fiscal year beginning July 1, 2020 and includes projections for fiscal years 2021-2022 and 2022-2023, in accordance with Section 9.5 of the City Charter and State Act 621:

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

WHEREAS, this budget has incorporated the Capital Improvement Program and was submitted at the Public hearing held on May 18, 2020 and

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

WHEREAS, a public hearing was also held on May 18, 2020 on the proposed budget, and

WHEREAS, this budget takes into consideration the City's Multi-Year Budget and financial planning through fiscal-year 2021-2022, and 2022-2023.

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2020-2021 attached budget (departmental basis) is adopted and that the City Council acknowledges the Multi-Year Budget, including Projections of Future Fiscal-Years 2021-2022 and 2022-2023 as part of this resolution.

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
GENERAL FUND					
REVENUES:					
PROPERTY TAX AND RELATED	13,185,525	13,440,772	14,037,854	14,287,493	14,538,241
LICENSES AND PERMITS	704,039	625,030	529,125	514,225	514,225
INTERGOVERNMENTAL	3,623,415	3,323,229	3,625,800	3,692,800	3,778,800
CHARGES FOR SERVICES	559,147	469,194	579,460	629,060	628,060
FINES	2,156,468	1,900,000	1,700,000	1,700,000	1,700,000
INTEREST	246,900	231,608	239,327	210,414	210,955
OTHER REVENUE	1,389,351	1,049,379	980,004	941,247	941,247
TOTAL REVENUE	\$ 21,864,845	\$ 21,039,212	\$ 21,691,570	21,975,239	22,311,528
EXPENDITURES:					
LEGISLATIVE	\$ 54,325	\$ 68,644	\$ 60,479	\$ 69,228	\$ 61,732
ADMINISTRATIVE	340,519	374,521	383,122	385,035	390,500
HUMAN RESOURCES	349,023	388,232	365,237	380,924	389,995
COMMUNITY & ECONOMIC DEVELOPMENT	179,691	198,547	172,590	178,305	181,002
INFORMATION TECHNOLOGY	231,241	343,635	338,277	319,277	319,277
CITY ATTORNEY	269,625	264,600	269,600	269,600	274,600
PROSECUTING ATTORNEY	66,660	69,160	71,660	71,660	71,660
ELECTIONS	233,533	241,681	266,196	219,366	243,970
CITY CLERK	101,072	114,288	115,511	120,236	121,701
FINANCE AND ADMINISTRATIVE SERVICES	408,592	470,461	427,882	470,703	500,588
TECHNICAL & PLANNING SERVICES	1,100,117	1,246,401	1,268,617	1,321,502	1,358,323
PUBLIC SAFETY	10,796,016	10,954,824	10,926,323	10,894,488	11,063,040
PUBLIC WORKS	760,890	1,790,034	1,570,158	1,313,136	1,215,848
RECREATION	578,873	728,929	722,547	743,942	754,806
NON-DEPARTMENTAL	2,690,755	1,229,101	1,435,100	1,877,300	1,932,400
PUBLIC INFORMATION	251,858	218,618	263,202	242,656	234,442
TOTAL EXPENDITURES	\$ 18,412,790	\$ 18,701,676	\$ 18,656,501	18,877,358	19,113,884
REVENUES OVER (UNDER) EXPENDITURES	\$ 3,452,055	\$ 2,337,536	\$ 3,035,069	3,097,881	3,197,644
OTHER FINANCING USES					
TRANSFERS IN	\$ -	\$ 215,000	\$ 30,000	\$ 30,000	\$ 30,000
TRANSFERS OUT	2,977,597	3,109,130	3,015,069	3,127,881	3,227,644
TOTAL OTHER FINANCING USES	\$ (2,977,597)	\$ (2,894,130)	\$ (2,985,069)	\$ (3,097,881)	\$ (3,197,644)
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 21,390,387	\$ 21,595,806	\$ 21,641,570	\$ 21,975,239	\$ 22,311,528
NET CHANGE IN FUND BALANCE	\$ 474,469	\$ (559,594)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 3,894,814	\$ 4,369,283	\$ 3,809,696	\$ 3,809,696	\$ 3,809,696
ENDING FUND BALANCE	\$ 4,369,283	\$ 3,809,696	\$ 3,809,696	\$ 3,809,696	\$ 3,809,696

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
LIBRARY AUTHORITY-FUND 111					
REVENUES:					
PROPERTY TAXES	\$ 696,122	\$ 702,349	\$ 734,096	\$ 748,691	\$ 763,326
INTERGOVERNMENTAL	94,409	88,310	84,200	86,900	86,800
CHARGES FOR SERVICES	15,691	11,500	9,500	13,900	13,900
FINES AND FORFEITURES	10,237	11,500	8,000	11,500	11,500
INTEREST	10,442	7,500	6,290	5,061	2,345
OTHER REVENUE	2,346	-	-	-	-
TOTAL REVENUES	\$ 829,247	\$ 821,159	\$ 842,086	\$ 866,052	\$ 877,871
EXPENDITURES:					
SALARIES	\$ 337,888	\$ 343,894	\$ 354,200	\$ 365,000	\$ 365,000
FRINGES	236,750	169,694	197,027	204,693	213,812
OFFICE SUPPLIES	511	-	-	-	-
BOOK PROCESSING SUPPLIES	10,943	8,000	9,000	9,000	10,500
ADULT BOOKS	24,506	29,000	26,000	26,000	26,000
CHILDREN BOOKS	20,860	23,750	22,000	22,000	22,000
PERIODICALS & PAPERS	528	7,300	7,300	7,300	7,300
DVDS	5,193	5,500	5,500	5,500	5,500
AUDIO BOOKS	2,287	2,500	2,500	2,500	2,500
ADULT COMPACT DISCS	139	200	200	200	200
PROFESSIONAL SERVICES	1,772	8,020	6,020	6,020	6,020
TLN MENU SERVICES	64,992	67,600	67,500	67,500	67,500
LEGAL SERVICES	-	20,000	-	-	-
BANK/CC FEES & SERVICES	20	-	100	100	100
CONTRACTUAL SERVICES	1,868	25,000	33,800	33,800	33,800
CONFERENCE & WORKSHOPS	1,025	1,050	-	1,050	1,050
UTILITIES - TELEPHONE	-	3,800	4,000	4,000	4,000
UTILITIES - WATER	2,873	2,500	6,500	7,000	7,500
UTILITIES - ELECTRIC	26,776	26,000	27,000	27,750	28,250
UTILITIES - GAS	7,018	10,400	7,500	7,700	7,900
REPAIRS & MAINTENANCE	2,355	4,000	4,000	4,000	4,000
RENTALS - COPIER LEASE	4,732	4,589	4,589	4,589	4,589
MISCELLANEOUS	7,396	3,000	-	3,000	3,000
MLA INSTITUTION	792	837	850	850	850
ALA	500	500	500	500	500
EDUCATION & TRAINING	764	1,100	1,000	1,000	1,000
CAPITAL OUTLAY	-	9,500	5,000	5,000	5,000
TOTAL EXPENDITURES	\$ 762,488	\$ 777,734	\$ 792,086	\$ 816,052	\$ 827,871
REVENUES OVER (UNDER) EXPENDITURES	\$ 66,759	\$ 43,425	\$ 50,000	\$ 50,000	\$ 50,000
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN - GENERAL FUND	\$ 38,924	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT - LIBRARY LEASE DEBT SERVICE FUND	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL OTHER FINANCING SOURCES (USES)	\$ (11,076)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 773,564	\$ 827,734	\$ 842,086	\$ 866,052	\$ 877,871
NET CHANGE IN FUND BALANCE	\$ 55,683	\$ (6,575)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 130,874	\$ 186,557	\$ 179,982	\$ 179,982	\$ 179,982
ENDING FUND BALANCE	\$ 186,557	\$ 179,982	\$ 179,982	\$ 179,982	\$ 179,982
BROWNFIELD AUTHORITY-FUND 112					
REVENUES:					
PROPERTY TAXES	\$ 509,488	\$ 772,850	\$ 47,375	\$ 48,322	\$ 49,289
INTEREST	-	-	-	-	-
TOTAL REVENUES	\$ 509,488	\$ 772,850	\$ 47,375	\$ 48,322	\$ 49,289
EXPENDITURES:					
SALARIES - GENERAL FUND ADMIN ALLOCATION	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000
CONTRACTUAL SERVICES - SCHOSTAK	451,771	483,882	-	-	-
CONTRACTUAL SERVICES - EATON STEEL	42,716	42,375	37,375	38,322	39,289
TOTAL EXPENDITURES	\$ 509,487	\$ 541,257	\$ 47,375	\$ 48,322	\$ 49,289
REVENUES OVER (UNDER) EXPENDITURES	\$ 1	\$ 231,593	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 509,487	\$ 541,257	\$ 47,375	\$ 48,322	\$ 49,289
NET CHANGE IN FUND BALANCE	\$ 1	\$ 231,593	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 6,586	\$ 6,587	\$ 238,180	\$ 238,180	\$ 238,180
ENDING FUND BALANCE	\$ 6,587	\$ 238,180	\$ 238,180	\$ 238,180	\$ 238,180

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
MAJOR STREETS-FUND 202					
REVENUES:					
INTERGOVERNMENTAL	\$ 2,129,815	\$ 1,933,000	\$ 2,043,000	\$ 2,150,000	\$ 2,175,000
OTHER REVENUE	161,265	135,856	135,856	135,856	103,006
INTEREST INCOME	41,752	8,923	9,933	6,931	5,143
TOTAL REVENUES	\$ 2,332,832	\$ 2,077,779	\$ 2,188,789	\$ 2,292,787	\$ 2,283,149
EXPENDITURES:					
MAINTENANCE	\$ 1,072,494	\$ 3,374,779	\$ 1,381,789	\$ 2,770,787	\$ 2,251,149
TOTAL EXPENDITURES	\$ 1,072,494	\$ 3,374,779	\$ 1,381,789	\$ 2,770,787	\$ 2,251,149
REVENUES OVER (UNDER) EXPENDITURES	\$ 1,260,338	\$ (1,297,000)	\$ 807,000	\$ (478,000)	\$ 32,000
OTHER FINANCING SOURCES (USES)					
TRANSFERS OUT -LOCAL STREETS	\$ 605,000	\$ 695,000	\$ 150,000	\$ 200,000	\$ 175,000
TOTAL OTHER FINANCING SOURCES (USES)	\$ 605,000	\$ 695,000	\$ 150,000	\$ 200,000	\$ 175,000
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 1,677,494	\$ 4,069,779	\$ 1,531,789	\$ 2,970,787	\$ 2,426,149
NET CHANGE IN FUND BALANCE	\$ 655,337	\$ (1,992,000)	\$ 657,000	\$ (678,000)	\$ (143,000)
BEGINNING FUND BALANCE	\$ 1,501,008	\$ 2,156,345	\$ 164,345	\$ 821,345	\$ 143,345
ENDING FUND BALANCE	\$ 2,156,345	\$ 164,345	\$ 821,345	\$ 143,345	\$ 345
LOCAL STREETS-FUND 203					
REVENUES:					
INTERGOVERNMENTAL	\$ 812,212	\$ 753,000	\$ 796,000	\$ 842,000	\$ 842,000
OTHER REVENUE	295	-	-	-	-
SPECIAL ASSESSMENTS	37,559	20,000	35,000	35,000	35,000
INTEREST INCOME	21,184	4,287	4,792	3,320	2,518
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	-	-	-	500	500
TOTAL REVENUES	\$ 871,250	\$ 777,287	\$ 835,792	\$ 880,820	\$ 880,018
EXPENDITURES:					
MAINTENANCE	\$ 823,728	\$ 1,280,287	\$ 1,019,792	\$ 1,283,820	\$ 1,997,018
TOTAL EXPENDITURES	\$ 823,728	\$ 1,280,287	\$ 1,019,792	\$ 1,283,820	\$ 1,997,018
REVENUES OVER (UNDER) EXPENDITURES	\$ 47,522	\$ (503,000)	\$ (184,000)	\$ (403,000)	\$ (1,117,000)
OTHER FINANCING SOURCES (USES)					
TRANSFERS IN - MAJOR STREET FUND	\$ 605,000	\$ 695,000	\$ 150,000	\$ 200,000	\$ 175,000
TOTAL OTHER FINANCING SOURCES (USES)	\$ 605,000	\$ 695,000	\$ 150,000	\$ 200,000	\$ 175,000
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 218,728	\$ 585,287	\$ 869,792	\$ 1,083,820	\$ 1,822,018
NET CHANGE IN FUND BALANCE	\$ 652,522	\$ 192,000	\$ (34,000)	\$ (203,000)	\$ (942,000)
BEGINNING FUND BALANCE	\$ 570,459	\$ 1,222,981	\$ 1,414,981	\$ 1,380,981	\$ 1,177,981
ENDING FUND BALANCE	\$ 1,222,981	\$ 1,414,981	\$ 1,380,981	\$ 1,177,981	\$ 235,981
SOLID WASTE-FUND 226					
REVENUES:					
PROPERTY TAXES	\$ 1,379,891	\$ 1,393,793	\$ 1,453,353	\$ 1,481,668	\$ 1,510,650
CHARGES FOR SERVICES	82,120	88,000	83,000	83,000	83,000
INTERGOVERNMENTAL	6,774	6,700	6,600	6,500	6,400
INTEREST INCOME	22,386	14,244	11,592	13,801	11,033
OTHER REVENUE	1,522,777	1,485,000	1,485,000	1,485,000	1,483,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	12,878	500	500	500	500
TOTAL REVENUES	\$ 3,026,826	\$ 2,988,237	\$ 3,040,045	\$ 3,070,469	\$ 3,094,583
EXPENDITURES:					
SALARIES	\$ 141,778	\$ 138,000	\$ 150,000	\$ 150,000	\$ 150,000
FRINGES	176,467	152,487	145,865	147,359	155,223
ADMINISTRATIVE COST REIMBURSEMENT - GEN'L FUND	280,000	280,000	280,000	280,000	280,000
ADMINISTRATIVE COST REIMBURSEMENT - WATER & SEWER	50,000	50,000	50,000	50,000	50,000
MATERIALS & SUPPLIES	41,012	53,000	63,500	63,500	68,500
PROFESSIONAL SERVICES	29,515	51,000	51,000	56,500	56,500
PROFESSIONAL SERVICES - AUDIT	11,750	12,250	12,680	13,110	13,110
REFUSE COLLECTION	1,883,553	2,020,000	2,120,000	2,135,000	2,150,000
BANK/CC FEES & SERVICE CHARGES	74	-	-	-	-
RENTALS - MOTOR POOL UTILIZATION	156,122	165,000	155,000	170,000	165,000
MISCELLANEOUS	-	-	600,000	-	-
CAPITAL OUTLAY	2,324	66,500	12,000	5,000	6,250
TOTAL EXPENDITURES	\$ 2,772,595	\$ 2,988,237	\$ 3,640,045	\$ 3,070,469	\$ 3,094,583
REVENUES OVER (UNDER) EXPENDITURES	\$ 254,231	\$ -	\$ (600,000)	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER OUT-GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS OUT - WATER AND SEWER FUND	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 2,772,597	\$ 2,988,237	\$ 3,640,045	\$ 3,070,469	\$ 3,094,583
NET CHANGE IN FUND BALANCE	\$ 254,231	\$ -	\$ (600,000)	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 1,217,196	\$ 1,471,427	\$ 1,471,427	\$ 871,427	\$ 871,427
ENDING FUND BALANCE	\$ 1,471,427	\$ 1,471,427	\$ 871,427	\$ 871,427	\$ 871,427

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
CORRIDOR IMPROVEMENT AUTHORITY-FUND 251					
REVENUES:					
PROPERTY TAX	\$ 32,076	\$ 74,292	\$ 99,202	\$ 110,100	\$ 120,100
INTEREST INCOME	346	131	123	225	325
UNREALIZED GAIN (LOSS) ON INVESTMENTS	232	14	-	-	-
DONATIONS	575	1,127	-	-	-
REIMBURSEMENT - MISCELLANEOUS	750	15,617	-	-	-
TOTAL REVENUES	\$ 33,979	\$ 91,181	\$ 99,325	\$ 110,325	\$ 120,425
EXPENDITURES:					
SALARIES - GENERAL FUND ADMIN ALLOCATION	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
MATERIALS & SUPPLIES	10,427	14,000	38,000	19,000	21,500
PROFESSIONAL SERVICES	18,620	-	-	-	-
PROFESSIONAL SERVICES - MARKETING	-	900	900	900	900
CONTRACTUAL SERVICES	-	3,000	3,000	-	-
CONFERENCES & WORKSHOPS	1,548	1,050	2,100	2,100	2,100
MEMBERSHIPS, DUES & SUBSCRIPTIONS	125	325	325	325	325
CAPITAL OUTLAY	7,239	62,500	50,000	10,000	10,000
TOTAL EXPENDITURES	\$ 37,959	\$ 86,775	\$ 99,325	\$ 37,325	\$ 39,825
REVENUES OVER (UNDER) EXPENDITURES	\$ (3,980)	\$ 4,406	\$ -	\$ 73,000	\$ 80,600
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 37,959	\$ 86,775	\$ 99,325	\$ 37,325	\$ 39,825
NET CHANGE IN FUND BALANCE	\$ (3,980)	\$ 4,406	\$ -	\$ 73,000	\$ 80,600
BEGINNING FUND BALANCE	10,020	6,040	10,446	10,446	83,446
ENDING FUND BALANCE	\$ 6,040	\$ 10,446	\$ 10,446	\$ 83,446	\$ 164,046
NARCOTICS FORFEITURE-FUND 253					
REVENUES:					
FINES AND FORFEITURES	\$ 9,361	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
INTEREST INCOME	946	701	600	500	400
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	573	-	-	-	-
TOTAL REVENUES	\$ 10,880	\$ 5,701	\$ 5,600	\$ 5,500	\$ 5,400
EXPENDITURES:					
UNIFORM ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
MATERIALS & SUPPLIES	-	-	11,200	12,400	12,400
BANK/CC FEES & SERVICE CHARGES	3	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-	-
EDUCATION & TRAINING	-	-	-	-	-
CAPITAL OUTLAY	-	37,317	-	-	-
TOTAL EXPENDITURES	\$ 3	\$ 37,317	\$ 11,200	\$ 12,400	\$ 12,400
REVENUES OVER (UNDER) EXPENDITURES	\$ 10,877	\$ (31,616)	\$ (5,600)	\$ (6,900)	\$ (7,000)
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 3	\$ 37,317	\$ 11,200	\$ 12,400	\$ 12,400
NET CHANGE IN FUND BALANCE	\$ 10,877	\$ (31,616)	\$ (5,600)	\$ (6,900)	\$ (7,000)
BEGINNING FUND BALANCE	60,975	71,852	40,236	34,636	27,736
ENDING FUND BALANCE	\$ 71,852	\$ 40,236	\$ 34,636	\$ 27,736	\$ 20,736
CRIMINAL JUSTICE TRAINING-FUND 254					
REVENUES:					
INTERGOVERNMENTAL	\$ 8,697	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
INTEREST INCOME	321	25	25	25	25
TOTAL REVENUES	\$ 9,018	\$ 8,525	\$ 8,525	\$ 8,525	\$ 8,525
EXPENDITURES:					
BANK/CC FEES & SERVICE CHARGES	\$ 1	\$ 25	\$ 25	\$ 25	\$ 25
EDUCATION & TRAINING	3,885	8,500	8,500	8,500	8,500
TOTAL EXPENDITURES:	\$ 3,886	\$ 8,525	\$ 8,525	\$ 8,525	\$ 8,525
REVENUES OVER (UNDER) EXPENDITURES	\$ 5,132	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 3,886	\$ 8,525	\$ 8,525	\$ 8,525	\$ 8,525
NET CHANGE IN FUND BALANCE	\$ 5,132	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	12,656	17,788	17,788	17,788	17,788
ENDING FUND BALANCE	\$ 17,788	\$ 17,788	\$ 17,788	\$ 17,788	\$ 17,788

CITY OF OAK PARK
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GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
CASE FLOW ASSISTANCE-FUND 256					
REVENUES:					
INTERGOVERNMENTAL	\$ 13,962	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
INTEREST INCOME	2,441	2,000	100	100	100
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	1,401	100	-	-	-
TOTAL REVENUES	\$ 17,804	\$ 22,100	\$ 20,100	\$ 20,100	\$ 20,100
EXPENDITURES:					
BANK/CC FEES & SERVICE CHARGES	\$ 7	\$ 100	\$ 100	\$ 100	\$ 100
REPAIRS & MAINTENANCE	3,262	-	-	-	-
MISCELLANEOUS	179,068	30,925	20,000	20,000	20,000
TOTAL EXPENDITURES:	\$ 182,337	\$ 31,025	\$ 20,100	\$ 20,100	\$ 20,100
REVENUES OVER (UNDER) EXPENDITURES	\$ (164,533)	\$ (8,925)	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 182,337	\$ 31,025	\$ 20,100	\$ 20,100	\$ 20,100
NET CHANGE IN FUND BALANCE	\$ (164,533)	\$ (8,925)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	188,053	23,520	14,595	14,595	14,595
ENDING FUND BALANCE	\$ 23,520	\$ 14,595	\$ 14,595	\$ 14,595	\$ 14,595
MICHIGAN INDIGENT DEFENSE COMMISSION GRANT-FUND 260					
REVENUES:					
INTERGOVERNMENTAL	\$ 156,726	\$ 454,539	\$ 454,539	\$ 454,539	\$ 454,539
TOTAL REVENUES	\$ 156,726	\$ 454,539	\$ 454,539	\$ 454,539	\$ 454,539
EXPENDITURES:					
SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
FRINGES	-	-	-	-	-
MATERIALS & SUPPLIES	2,738	1,400	1,400	1,400	1,400
CONTRACTUAL SERVICES	100,043	514,030	495,309	495,309	495,309
CAPITAL OUTLAY	29,346	-	-	-	-
TOTAL EXPENDITURES:	\$ 132,127	\$ 515,430	\$ 496,709	\$ 496,709	\$ 496,709
REVENUES OVER (UNDER) EXPENDITURES	\$ 24,599	\$ (60,891)	\$ (42,170)	\$ (42,170)	\$ (42,170)
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ 41,262	\$ 42,170	\$ 42,170	\$ 42,170	\$ 42,170
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ 41,262	\$ 42,170	\$ 42,170	\$ 42,170	\$ 42,170
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 173,389	\$ 557,600	\$ 538,879	\$ 538,879	\$ 538,879
NET CHANGE IN FUND BALANCE	\$ 65,861	\$ (18,721)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	-	65,861	47,140	47,140	47,140
ENDING FUND BALANCE	\$ 65,861	\$ 47,140	\$ 47,140	\$ 47,140	\$ 47,140
COMMUNITY DEVELOPMENT BLOCK GRANT-FUND 275					
REVENUES:					
INTERGOVERNMENTAL	\$ 196,107	\$ 122,015	\$ 128,952	\$ 128,000	\$ 128,000
TOTAL REVENUES	\$ 196,107	\$ 122,015	\$ 128,952	\$ 128,000	\$ 128,000
EXPENDITURES:					
SALARIES	\$ 89,375	\$ 46,765	\$ 52,637	\$ 47,000	\$ 47,000
FRINGES	78,783	41,561	46,315	51,000	51,000
CONTRACTUAL SERVICES	25,942	30,000	30,000	30,000	30,000
TOTAL EXPENDITURES:	\$ 194,100	\$ 118,326	\$ 128,952	\$ 128,000	\$ 128,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 2,007	\$ 3,689	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 194,100	\$ 118,326	\$ 128,952	\$ 128,000	\$ 128,000
NET CHANGE IN FUND BALANCE	\$ 2,007	\$ 3,689	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	(5,696)	(3,689)	-	-	-
ENDING FUND BALANCE	\$ (3,689)	\$ -	\$ -	\$ -	\$ -

CITY OF OAK PARK
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BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
45th DISTRICT COURT-FUND 276					
REVENUES:					
REIMBURSEMENT JUDGES SALARIES	\$ 91,448	\$ 91,448	\$ 91,448	\$ 91,448	\$ 91,448
MISCELLANEOUS FEES	178,004	150,000	150,000	150,000	150,000
ORDINANCE FINES	3,607,826	3,353,105	3,261,251	3,317,730	3,356,043
CITY OF HUNTINGTON WOODS	(112,674)	(121,497)	(121,497)	(121,497)	(121,497)
CITY OF PLEASANT RIDGE	(41,600)	(37,731)	(37,731)	(37,731)	(37,731)
TOWNSHIP OF ROYAL OAK	(3,300)	(3,300)	(3,300)	(3,300)	(3,300)
TREASURER STATE OF MICHIGAN	(732,450)	(761,569)	(761,569)	(761,569)	(761,569)
MICHIGAN DEPARTMENT OF STATE	(49,297)	(47,452)	(47,452)	(47,452)	(47,452)
OAKLAND COUNTY TREASURER	(80,819)	(76,556)	(76,556)	(76,556)	(76,556)
PROBATION FEES	(176,362)	(150,000)	(150,000)	(150,000)	(150,000)
OAK PARK COURT FINES	(2,156,468)	(1,900,000)	(1,700,000)	(1,700,000)	(1,700,000)
DISTRICT COURT CONSTRUCTION FUND	(67,872)	(60,000)	(60,000)	(50,000)	(60,000)
DISTRICT COURT HEALTH CARE SURCHARGE	(203,134)	(195,000)	(150,000)	(170,000)	(180,000)
TOTAL REVENUES	\$ 253,302	\$ 241,448	\$ 404,594	\$ 436,073	\$ 459,386
EXPENDITURES:					
SALARIES & WAGES	\$ 1,147,816	\$ 1,171,369	\$ 1,156,999	\$ 1,194,499	\$ 1,194,499
FRINGES	473,579	597,331	572,021	583,800	607,113
UNEMPLOYMENT COMPENSATION	-	-	-	-	-
SUPPLIES	38,013	48,310	35,000	25,000	25,000
PROFESSIONAL SERVICES	39,842	45,000	45,000	45,000	45,000
CONTRACTUAL SERVICES	35,210	65,000	65,000	65,000	65,000
TRANSPORTATION	4,800	4,800	4,800	4,800	4,800
CONFERENCES & WORKSHOPS	4,005	5,000	5,000	5,000	5,000
PRINTING & PUBLICATIONS	23,869	23,000	23,000	23,000	23,000
POSTAGE	21,183	23,000	23,000	23,000	23,000
INSURANCE & BONDS	8,200	10,000	10,000	10,000	10,000
UTILITIES - CABLE	1,123	1,500	1,500	1,500	1,500
UTILITIES - TELEPHONE	2,240	1,500	1,500	1,500	1,500
REPAIRS & MAINTENANCE	39,966	45,000	45,000	45,000	45,000
RENTALS - COPIER LEASE	7,884	8,500	8,500	8,500	8,500
MISCELLANEOUS	2,576	2,300	2,300	2,300	2,300
MEMBERSHIPS, DUES & SUBSCRIPTIONS	1,420	3,000	3,000	3,000	3,000
EDUCATION & TRAINING	1,582	2,500	2,500	2,500	2,500
CAPITAL OUTLAY	8,000	-	-	-	-
TOTAL EXPENDITURES	\$ 1,861,308	\$ 2,057,110	\$ 2,004,120	\$ 2,043,399	\$ 2,066,712
REVENUES OVER (UNDER) EXPENDITURES	\$ (1,608,006)	\$ (1,815,662)	\$ (1,599,526)	\$ (1,607,326)	\$ (1,607,326)
OTHER FINANCING SOURCES (USES)					
TRANSFER IN -GENERAL FUND	\$ 1,619,922	\$ 1,857,832	\$ 1,641,696	\$ 1,649,496	\$ 1,649,496
TRANSFER OUT	11,916	42,170	42,170	42,170	42,170
TOTAL OTHER FINANCING SOURCES (USES)	\$ 1,608,006	\$ 1,815,662	\$ 1,599,526	\$ 1,607,326	\$ 1,607,326
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 253,302	\$ 241,448	\$ 404,594	\$ 436,073	\$ 459,386
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
MENTAL HEALTH COURT GRANT-FUND 283					
REVENUES:					
INTERGOVERNMENTAL	\$ 88,234	\$ 170,288	\$ 120,000	\$ 120,000	\$ 120,000
TOTAL REVENUES	\$ 88,234	\$ 170,288	\$ 120,000	\$ 120,000	\$ 120,000
EXPENDITURES:					
SALARIES & WAGES	\$ 19,103	\$ 26,000	\$ 20,000	\$ 20,000	\$ 20,000
FRINGES	1,670	2,500	2,022	2,038	2,053
MATERIALS & SUPPLIES	2,098	7,500	7,500	7,500	7,500
CONTRACTUAL SERVICES	81,825	81,500	87,978	87,962	87,947
CONFERENCES & WORKSHOPS	2,220	2,500	2,500	2,500	2,500
TOTAL EXPENDITURES:	\$ 106,916	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (18,682)	\$ 50,288	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN - GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 106,916	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
NET CHANGE IN FUND BALANCE	\$ (18,682)	\$ 50,288	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	(31,606)	(50,288)	-	-	-
ENDING FUND BALANCE	\$ (50,288)	\$ -	\$ -	\$ -	\$ -

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BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
VETERANS TREATMENT COURT GRANT-FUND 284					
REVENUES:					
INTERGOVERNMENTAL	\$ 61,101	\$ 54,584	\$ 52,400	\$ 52,400	\$ 52,400
TOTAL REVENUES	\$ 61,101	\$ 54,584	\$ 52,400	\$ 52,400	\$ 52,400
EXPENDITURES:					
SALARIES & WAGES	\$ 19,407	\$ 31,200	\$ 20,000	\$ 20,000	\$ 20,000
FRINGES	1,645	1,810	1,844	1,854	1,864
MATERIALS & SUPPLIES	533	3,500	3,500	3,500	3,500
CONTRACTUAL SERVICES	24,091	14,890	26,056	26,046	26,036
CONFERENCES & WORKSHOPS	2,220	1,000	1,000	1,000	1,000
TOTAL EXPENDITURES:	\$ 47,896	\$ 52,400	\$ 52,400	\$ 52,400	\$ 52,400
REVENUES OVER (UNDER) EXPENDITURES	\$ 13,205	\$ 2,184	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 47,896	\$ 52,400	\$ 52,400	\$ 52,400	\$ 52,400
NET CHANGE IN FUND BALANCE	\$ 13,205	\$ 2,184	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	(15,389)	(2,184)	-	-	-
ENDING FUND BALANCE	\$ (2,184)	\$ -	\$ -	\$ -	\$ -
2010 MUNICIPAL COMPLEX BOND-FUND 303					
REVENUES:					
PROPERTY TAX REVENUE	\$ 848,467	\$ 821,055	\$ 848,930	\$ 832,065	\$ 840,200
INTERGOVERNMENTAL	\$ 4,436	\$ 4,075	\$ 4,000	\$ 3,900	\$ 3,800
INTEREST INCOME	9,329	8,705	7,000	7,000	7,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	5,333	100	100	100	100
TOTAL REVENUES	\$ 867,565	\$ 833,935	\$ 860,030	\$ 843,065	\$ 851,100
EXPENDITURES:					
PRINCIPAL	\$ 400,000	\$ 425,000	\$ 450,000	\$ 450,000	\$ 475,000
INTEREST	432,704	419,260	408,830	391,865	374,900
PAYING AGENT FEES	1,100	1,100	1,100	1,100	1,100
BANK FEES & SERVICE CHARGES	25	100	100	100	100
TOTAL EXPENDITURES	\$ 833,829	\$ 845,460	\$ 860,030	\$ 843,065	\$ 851,100
REVENUES OVER (UNDER) EXPENDITURES	\$ 33,736	\$ (11,525)	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 833,829	\$ 845,460	\$ 860,030	\$ 843,065	\$ 851,100
NET CHANGE IN FUND BALANCE	\$ 33,736	\$ (11,525)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	163,282	197,018	185,493	185,493	185,493
ENDING FUND BALANCE	\$ 197,018	\$ 185,493	\$ 185,493	\$ 185,493	\$ 185,493
2011 LIBRARY AND RECREATION LEASE DEBT FUND-FUND 305					
REVENUES:					
INTEREST INCOME	\$ 77	\$ 50	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 77	\$ 50	\$ -	\$ -	\$ -
EXPENDITURES:					
PRINCIPAL	\$ 80,000	\$ 80,000	\$ 80,000	\$ 85,000	\$ 85,000
INTEREST	73,748	71,748	69,748	67,685	65,348
PAYING AGENT FEES	300	300	300	300	300
TOTAL EXPENDITURES	\$ 154,048	\$ 152,048	\$ 150,048	\$ 152,985	\$ 150,648
REVENUES OVER (UNDER) EXPENDITURES	\$ (153,971)	\$ (151,998)	\$ (150,048)	\$ (152,985)	\$ (150,648)
OTHER FINANCING SOURCES (USES)					
TRANSFER IN -LIBRARY FUND	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TRANSFER IN -GENERAL FUND	103,971	101,998	100,048	102,985	100,648
TOTAL OTHER FINANCING SOURCES (USES)	\$ 153,971	\$ 151,998	\$ 150,048	\$ 152,985	\$ 150,648
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 77	\$ 50	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

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GENERAL AND SPECIAL FUNDS
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	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
2015 STREET REFUNDING BOND FUND-FUND 308					
REVENUES:					
PROPERTY TAX REVENUE	\$ 734,900	\$ 722,285	\$ 718,950	\$ 724,650	\$ 724,350
INTERGOVERNMENTAL	3,749	3,700	3,400	3,300	3,200
INTEREST INCOME	8,675	1,000	6,000	6,000	6,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	5,048	-	-	-	-
TOTAL REVENUES	\$ 752,372	\$ 726,985	\$ 728,350	\$ 733,950	\$ 733,550
EXPENDITURES:					
PRINCIPAL	\$ 445,000	\$ 465,000	\$ 485,000	\$ 510,000	\$ 530,000
INTEREST	279,200	261,400	242,800	223,400	203,000
PAYING AGENT FEES	500	500	500	500	500
BANK FEES & SERVICE CHARGES	22	85	50	50	50
TOTAL EXPENDITURES	\$ 724,722	\$ 726,985	\$ 728,350	\$ 733,950	\$ 733,550
REVENUES OVER (UNDER) EXPENDITURES	\$ 27,650	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER IN	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 724,722	\$ 726,985	\$ 728,350	\$ 733,950	\$ 733,550
NET CHANGE IN FUND BALANCE	\$ 27,650	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	156,545	184,195	184,195	184,195	184,195
ENDING FUND BALANCE	\$ 184,195	\$ 184,195	\$ 184,195	\$ 184,195	\$ 184,195
2012 STREET REFUNDING BOND FUND-FUND 309					
REVENUES:					
PROPERTY TAX REVENUE	\$ 810,201	\$ 742,662	\$ 720,463	\$ 733,363	\$ 725,862
INTERGOVERNMENTAL	3,912	3,900	3,700	3,600	3,500
INTEREST INCOME	13,459	1,000	6,000	6,000	6,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	8,047	100	300	400	400
TOTAL REVENUES	\$ 835,619	\$ 747,662	\$ 730,463	\$ 743,363	\$ 735,762
EXPENDITURES:					
PRINCIPAL	\$ 615,000	\$ 610,000	\$ 605,000	\$ 630,000	\$ 635,000
INTEREST	149,561	137,262	125,063	112,963	100,362
PAYING AGENT FEES	300	300	300	300	300
BANK FEES & SERVICE CHARGES	38	100	100	100	100
TOTAL EXPENDITURES	\$ 764,899	\$ 747,662	\$ 730,463	\$ 743,363	\$ 735,762
REVENUES OVER (UNDER) EXPENDITURES	\$ 70,720	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 764,899	\$ 747,662	\$ 730,463	\$ 743,363	\$ 735,762
NET CHANGE IN FUND BALANCE	\$ 70,720	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	385,000	455,720	455,720	455,720	455,720
ENDING FUND BALANCE	\$ 455,720	\$ 455,720	\$ 455,720	\$ 455,720	\$ 455,720
PUBLIC IMPROVEMENT FUND-FUND 401					
REVENUES:					
PROPERTY TAXES	\$ -	\$ 48,000	\$ 30,000	\$ 30,000	\$ 30,000
INTEREST	7,782	5,762	25	25	25
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	4,690	-	-	-	-
TOTAL REVENUES	\$ 12,472	\$ 53,762	\$ 30,025	\$ 30,025	\$ 30,025
EXPENDITURES:					
MATERIALS & SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
BANK FEES & SERVICE CHARGES	26	25	25	25	25
CAPITAL OUTLAY	4,127	290,000	-	-	-
TOTAL EXPENDITURES:	\$ 4,153	\$ 290,025	\$ 25	\$ 25	\$ 25
REVENUES OVER (UNDER) EXPENDITURES	\$ 8,319	\$ (236,263)	\$ 30,000	\$ 30,000	\$ 30,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN - CITY OWNED PROPERTY	\$ -	\$ 3,000	\$ -	\$ -	\$ -
TRANSFER OUT-GENERAL FUND	-	215,000	30,000	30,000	30,000
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ 212,000	\$ 30,000	\$ 30,000	\$ 30,000
TOTAL EXPENDITURES & OTHER FINANCING USES	\$ 4,153	\$ 502,025	\$ 30,025	\$ 30,025	\$ 30,025
NET CHANGE IN FUND BALANCE	\$ 8,319	\$ (448,263)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	515,326	523,645	75,382	75,382	75,382
ENDING FUND BALANCE	\$ 523,645	\$ 75,382	\$ 75,382	\$ 75,382	\$ 75,382

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
CITY OWNED PROPERTY-FUND 402					
REVENUES:					
INTEREST INCOME	\$ 1,920	\$ 790	\$ 1,000	\$ 1,000	\$ -
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	1,149	-	-	-	-
SALE OF FIXED ASSETS	138,381	50,000	50,000	50,000	50,000
TOTAL REVENUES	\$ 141,450	\$ 50,790	\$ 51,000	\$ 51,000	\$ 50,000
EXPENDITURES:					
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
PURCHASE OF PROPERTY	77,787	50,000	50,000	50,000	50,000
BANK FEES & SERVICE CHARGES	7	-	-	-	-
CAPITAL OUTLAY	-	82,000	20,000	48,000	-
TOTAL EXPENDITURES	\$ 77,794	\$ 132,000	\$ 70,000	\$ 98,000	\$ 50,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 63,656	\$ (81,210)	\$ (19,000)	\$ (47,000)	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT - PUBLIC IMPROVEMENT FUND	-	3,000	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ 3,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 77,794	\$ 135,000	\$ 70,000	\$ 98,000	\$ 50,000
NET CHANGE IN FUND BALANCE	\$ 63,656	\$ (84,210)	\$ (19,000)	\$ (47,000)	\$ -
BEGINNING FUND BALANCE	103,710	167,366	83,156	64,156	17,156
ENDING FUND BALANCE	\$ 167,366	\$ 83,156	\$ 64,156	\$ 17,156	\$ 17,156
SIDEWALK PROGRAM-FUND 451					
REVENUES:					
CHARGES FOR SERVICES	\$ 363,027	\$ 35,000	\$ 48,000	\$ 47,000	\$ 46,000
SPECIAL ASSESSMENTS	10,150	-	507,000	-	600,000
INTEREST INCOME	3,318	1,179	2,752	2,890	2,011
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	2,073	-	-	-	-
TOTAL REVENUES	\$ 378,568	\$ 36,179	\$ 557,752	\$ 49,890	\$ 648,011
EXPENDITURES:					
SALARIES	\$ 22,057	\$ 13,034	\$ 21,000	\$ 21,000	\$ 21,000
FRINGES	8,185	7,145	10,752	10,890	11,011
SUPPLIES	-	6,000	6,000	6,000	6,000
BANK FEES & SERVICE CHARGES	9	-	-	-	-
RENTALS-MOTOR POOL UTILIZATION	9,839	10,000	10,000	12,000	10,000
CAPITAL OUTLAY	423,747	-	510,000	-	600,000
TOTAL EXPENDITURES	\$ 463,837	\$ 36,179	\$ 557,752	\$ 49,890	\$ 648,011
REVENUES OVER (UNDER) EXPENDITURES	\$ (85,269)	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 463,837	\$ 36,179	\$ 557,752	\$ 49,890	\$ 648,011
NET CHANGE IN FUND BALANCE	\$ (85,269)	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	219,105	133,836	133,836	133,836	133,836
ENDING FUND BALANCE	\$ 133,836	\$ 133,836	\$ 133,836	\$ 133,836	\$ 133,836
MUNICIPAL BUILDING CONSTRUCTION FUND-FUND 470					
REVENUES:					
FINES AND FORFEITURES	\$ 67,872	\$ 60,000	\$ 50,000	\$ 55,000	\$ 60,000
INTEREST INCOME	19,980	4,000	4,000	5,000	5,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	11,617	-	-	-	-
TOTAL REVENUES	\$ 99,469	\$ 64,000	\$ 54,000	\$ 60,000	\$ 65,000
EXPENDITURES:					
PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
BANK FEES & SERVICE CHARGES	58	-	-	-	-
MISCELLANEOUS	-	-	-	-	-
CAPITAL OUTLAY	1,239,461	190,000	150,000	-	50,000
TOTAL EXPENDITURES:	\$ 1,239,519	\$ 190,000	\$ 150,000	\$ -	\$ 50,000
REVENUES OVER (UNDER) EXPENDITURES	\$ (1,140,050)	\$ (126,000)	\$ (96,000)	\$ 60,000	\$ 15,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	29,346	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ (29,346)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ (1,268,865)	\$ 190,000	\$ 150,000	\$ -	\$ 50,000
NET CHANGE IN FUND BALANCE	\$ (1,169,396)	\$ (126,000)	\$ (96,000)	\$ 60,000	\$ 15,000
BEGINNING FUND BALANCE	1,456,458	287,062	161,062	65,062	125,062
ENDING FUND BALANCE	\$ 287,062	\$ 161,062	\$ 65,062	\$ 125,062	\$ 140,062

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
WATER & SEWER-FUND 592					
REVENUES:					
INTERGOVERNMENTAL	\$ 408,736	\$ -	\$ -	\$ -	\$ -
CHARGES FOR SERVICES	13,338,756	14,462,600	14,913,900	15,562,900	16,219,900
INTEREST INCOME	54,865	49,736	47,042	52,502	45,512
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	29,029	6,622	1,000	1,000	1,000
OTHER REVENUE	9,517	42,455	10,000	10,000	10,000
TOTAL REVENUES	\$ 13,840,903	\$ 14,561,413	\$ 14,971,942	\$ 15,626,402	\$ 16,276,412
EXPENDITURES:					
BOND & INTEREST EXPENSE	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
CAPITAL OUTLAY	12,380	1,450,259	120,000	2,633,000	1,288,750
OTHER	12,169,872	12,978,377	14,476,942	13,143,402	13,146,662
TOTAL EXPENDITURES	\$ 12,282,252	\$ 14,528,636	\$ 14,696,942	\$ 15,876,402	\$ 14,535,412
REVENUES OVER (UNDER) EXPENDITURES	\$ 1,558,651	\$ 32,777	\$ 275,000	\$ (250,000)	\$ 1,741,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 12,282,252	\$ 14,528,636	\$ 14,696,942	\$ 15,876,402	\$ 14,535,412
NET CHANGE IN FUND BALANCE	\$ 1,558,651	\$ 32,777	\$ 275,000	\$ (250,000)	\$ 1,741,000
BEGINNING FUND BALANCE	12,824,799	14,383,450	14,416,227	14,691,227	14,441,227
ENDING FUND BALANCE	\$ 14,383,450	\$ 14,416,227	\$ 14,691,227	\$ 14,441,227	\$ 16,182,227
MOTOR POOL-FUND 654					
REVENUES:					
CHARGES FOR SERVICES	\$ 660,816	\$ 728,500	\$ 665,000	\$ 723,000	\$ 683,000
INTEREST INCOME	358	348	361	368	358
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	239	-	-	-	-
OTHER REVENUE	(11,561)	-	-	-	-
TOTAL REVENUES	\$ 649,852	\$ 728,848	\$ 665,361	\$ 723,368	\$ 683,358
EXPENDITURES:					
SALARIES	\$ 52,926	\$ 83,165	\$ 53,000	\$ 54,000	\$ 55,400
FRINGES	41,476	43,583	42,861	43,368	43,958
SUPPLIES	151,150	179,000	185,000	185,000	190,000
BANK/CC FEES & SERVICE CHARGES	1	-	-	-	-
PROFESSIONAL SERVICES	40,395	45,000	45,000	45,000	45,000
CONTRACTUAL SERVICES	59,980	80,000	70,000	70,000	70,000
TRANSPORTATION	154,622	160,000	170,000	170,000	170,000
FLEET COLLISION REPAIRS	4,732	5,000	5,000	6,000	6,000
MEMBERSHIP DUES & SUBSCRIPTIONS	-	100	-	-	-
EDUCATION & TRAINING	-	1,000	-	-	-
DEPRECIATION	189,241	-	-	-	-
CAPITAL OUTLAY	-	177,000	94,500	150,000	103,000
TOTAL EXPENDITURES	\$ 694,523	\$ 773,848	\$ 665,361	\$ 723,368	\$ 683,358
REVENUES OVER (UNDER) EXPENDITURES	\$ (44,671)	\$ (45,000)	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN - GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 694,523	\$ 773,848	\$ 665,361	\$ 723,368	\$ 683,358
NET CHANGE IN FUND BALANCE	\$ (44,671)	\$ (45,000)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	992,670	947,999	902,999	902,999	902,999
ENDING FUND BALANCE	\$ 947,999	\$ 902,999	\$ 902,999	\$ 902,999	\$ 902,999
RISK MANAGEMENT-FUND 677					
REVENUES:					
CHARGES FOR SERVICES	\$ 443,461	\$ 541,756	\$ 558,000	\$ 576,000	\$ 593,000
INTEREST INCOME	\$ 3,048	\$ 1,700	\$ 2,025	\$ 2,025	\$ 2,025
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	1,657	300	-	-	-
MISCELLANEOUS REVENUE	32,522	25,356	25,000	25,000	25,000
REIMBURSEMENT-WORKERS COMP INSURANCE PREMIUM	45,039	44,644	45,000	45,000	45,000
TOTAL REVENUES	\$ 525,727	\$ 613,756	\$ 630,025	\$ 648,025	\$ 665,025
EXPENDITURES:					
BANK/CC FEES & SERVICE CHARGES	\$ 9	\$ 25	\$ 25	\$ 25	\$ 25
INSURANCE-WORKERS COMPENSATION	161,987	231,811	240,000	248,000	255,000
INSURANCE & BONDS	363,731	381,920	390,000	400,000	410,000
TOTAL EXPENDITURES	\$ 525,727	\$ 613,756	\$ 630,025	\$ 648,025	\$ 665,025
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)					
TRANSFER IN - OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 525,727	\$ 613,756	\$ 630,025	\$ 648,025	\$ 665,025
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	312,349	312,349	312,349	312,349	312,349
ENDING FUND BALANCE	\$ 312,349	\$ 312,349	\$ 312,349	\$ 312,349	\$ 312,349

CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
RETIRES HEALTH CARE DISTRICT COURT-FUND 678					
REVENUES:					
ORDINANCE FINES	\$ 203,134	\$ 195,000	\$ 150,000	\$ 170,000	\$ 180,000
CHARGES FOR SERVICES	\$ 59,000	\$ 139,430	\$ 98,000	\$ 98,000	\$ 104,000
OTHER REVENUE	40	-	-	-	-
TOTAL REVENUES	\$ 262,174	\$ 334,430	\$ 248,000	\$ 268,000	\$ 284,000
EXPENDITURES:					
RETIREE HEALTH CARE	\$ 237,183	\$ 297,100	\$ 214,000	\$ 229,300	\$ 244,500
RETIREE LIFE INSURANCE	263	330	360	380	400
RETIREE DENTAL	12,712	13,000	13,640	14,320	15,100
PRO FESSIONAL SERVICES	-	-	-	-	-
TOTAL EXPENDITURES:	\$ 250,158	\$ 310,430	\$ 228,000	\$ 244,000	\$ 260,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 12,016	\$ 24,000	\$ 20,000	\$ 24,000	\$ 24,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN - GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER IN - 45th DISTRICT COURT	-	-	-	-	-
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 12,016	\$ 24,000	\$ 20,000	\$ 24,000	\$ 24,000
NET CHANGE IN FUND BALANCE	\$ 12,016	\$ 24,000	\$ 20,000	\$ 24,000	\$ 24,000
BEGINNING FUND BALANCE	336	12,352	36,352	56,352	80,352
ENDING FUND BALANCE	\$ 12,352	\$ 36,352	\$ 56,352	\$ 80,352	\$ 104,352
RETIRES HEALTH CARE, CITY OF OAK PARK RETIREES-FUND 680					
REVENUES:					
INTEREST INCOME	\$ 43,372	\$ 25,000	\$ 30,000	\$ 31,000	\$ 32,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	115,594	110,000	115,350	120,350	125,350
CONTRIBUTIONS - EMPLOYER	3,861,296	2,436,961	2,965,125	3,117,200	3,269,400
TOTAL REVENUES	\$ 4,020,262	\$ 2,571,961	\$ 3,110,475	\$ 3,268,550	\$ 3,426,750
EXPENDITURES:					
RETIREE HEALTH CARE-GENERAL FUND	\$ 1,446,516	\$ 1,102,261	\$ 1,330,000	\$ 1,380,000	\$ 1,430,100
RETIREE HEALTH CARE-LIBRARY	-	80,000	-	-	-
RETIREE HEALTH CARE-PUBLIC SAFETY	1,214,780	1,149,300	1,273,325	1,375,400	1,477,500
PROFESSIONAL SERVICES	11,200	20,000	15,000	17,000	20,000
BANK/CC FEES & SERVICE CHARGES	146	100	150	150	150
TOTAL EXPENDITURES:	\$ 2,672,642	\$ 2,351,661	\$ 2,618,475	\$ 2,772,550	\$ 2,927,750
REVENUES OVER (UNDER) EXPENDITURES	\$ 1,347,620	\$ 220,300	\$ 492,000	\$ 496,000	\$ 499,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT - GENERAL FUND	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 2,672,642	\$ 2,351,661	\$ 2,618,475	\$ 2,772,550	\$ 2,927,750
NET CHANGE IN FUND BALANCE	\$ 1,347,620	\$ 220,300	\$ 492,000	\$ 496,000	\$ 499,000
BEGINNING FUND BALANCE	3,795,466	5,143,076	5,363,376	5,855,376	6,351,376
ENDING FUND BALANCE	\$ 5,143,076	\$ 5,363,376	\$ 5,855,376	\$ 6,351,376	\$ 6,850,376
EMPLOYEES RETIREMENT SYSTEM, GENERAL-FUND 731					
REVENUES:					
EMPLOYEE CONTRIBUTIONS	\$ 52,428	\$ 52,000	\$ 50,000	\$ 51,000	\$ 52,000
INTEREST INCOME	(42)	300	454	291	1,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	790,474	1,500,000	1,180,000	1,190,000	1,200,000
DIVIDEND INCOME	608,825	450,000	450,000	460,000	470,000
OTHER INCOME	22,034	-	-	-	-
CITY PENSION CONTRIBUTIONS	1,850,000	1,772,816	1,612,046	1,640,709	1,722,000
TOTAL REVENUES	\$ 3,323,719	\$ 3,775,116	\$ 3,292,500	\$ 3,342,000	\$ 3,445,000
EXPENDITURES:					
PROFESSIONAL SERVICES	\$ 85,233	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
BANK/CC FEES & SERVICE CHARGES	-	-	-	-	-
PENSION BENEFITS	3,168,167	3,145,000	3,200,000	3,250,000	3,300,000
CONTRIBUTION REFUNDS	2,656	-	-	-	-
TOTAL EXPENSES:	\$ 3,256,056	\$ 3,230,000	\$ 3,285,000	\$ 3,335,000	\$ 3,385,000
REVENUES OVER (UNDER) EXPENDITURES	\$ 67,663	\$ 545,116	\$ 7,500	\$ 7,000	\$ 60,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 3,256,056	\$ 3,230,000	\$ 3,285,000	\$ 3,335,000	\$ 3,385,000
NET CHANGE IN FUND BALANCE	\$ 67,663	\$ 545,116	\$ 7,500	\$ 7,000	\$ 60,000
BEGINNING FUND BALANCE	19,370,566	19,438,229	19,983,345	19,990,845	19,997,845
ENDING FUND BALANCE	\$ 19,438,229	\$ 19,983,345	\$ 19,990,845	\$ 19,997,845	\$ 20,057,845

**CITY OF OAK PARK
FISCAL YEAR 2020-2021 BUDGET AND
PROJECTED BUDGETS FY 2021-2022 FY 2022-2023
GENERAL AND SPECIAL FUNDS
BUDGET RESOLUTION**

	ACTUAL 2018-2019	ESTIMATED 2019-2020	APPROVED 2020-2021	PROJECTED 2021-2022	PROJECTED 2022-2023
EMPLOYEES RETIREMENT SYSTEM, PUBLIC SAFETY PA345-FUND 733					
REVENUES:					
EMPLOYEE CONTRIBUTIONS	\$ 453,727	\$ 438,100	\$ 460,000	\$ 465,000	\$ 470,000
EMPLOYEE CONTRIBUTIONS-RETIREE HEALTH CARE	13,551	13,552	13,000	13,400	13,800
INTEREST INCOME	967	-	-	-	-
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	1,835,726	2,179,236	1,700,428	1,762,208	1,902,200
DIVIDEND INCOME	1,349,562	800,000	1,100,000	1,150,000	1,200,000
OTHER INCOME	10,376	-	-	-	-
CITY PENSION CONTRIBUTIONS	3,381,218	3,086,033	3,047,572	3,056,392	3,209,000
CITY CONTRIBUTION-HEALTHCARE	1,214,780	1,149,300	1,273,325	1,375,400	1,477,500
TOTAL REVENUES	\$ 8,259,907	\$ 7,666,221	\$ 7,594,325	\$ 7,822,400	\$ 8,272,500
EXPENDITURES:					
RETIREE HEALTH CARE	\$ 1,133,456	\$ 1,078,100	\$ 1,200,000	\$ 1,300,000	\$ 1,400,000
RETIREE LIFE INSURANCE	1,013	1,200	1,325	1,400	1,500
RETIRES DENTAL	80,311	70,000	72,000	74,000	76,000
PROFESSIONAL SERVICES	147,293	150,000	150,000	150,000	150,000
BANK/CC FEES & SERVICE CHARGES	1	-	-	-	-
PENSION BENEFITS	4,437,467	4,100,000	4,528,000	4,550,000	4,575,000
CONTRIBUTION REFUNDS	36,745	10,000	10,000	10,000	10,000
TOTAL EXPENSES:	\$ 5,836,286	\$ 5,409,300	\$ 5,961,325	\$ 6,085,400	\$ 6,212,500
REVENUES OVER (UNDER) EXPENDITURES	\$ 2,423,621	\$ 2,256,921	\$ 1,633,000	\$ 1,737,000	\$ 2,060,000
OTHER FINANCING SOURCES (USES)					
TRANSFER IN	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFER OUT	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES & OTHER FINANCING SOURCES (USES)	\$ 5,836,286	\$ 5,409,300	\$ 5,961,325	\$ 6,085,400	\$ 6,212,500
NET CHANGE IN FUND BALANCE	\$ 2,423,621	\$ 2,256,921	\$ 1,633,000	\$ 1,737,000	\$ 2,060,000
BEGINNING FUND BALANCE	42,404,519	44,828,140	47,085,061	48,718,061	50,455,061
ENDING FUND BALANCE	\$ 44,828,140	\$ 47,085,061	\$ 48,718,061	\$ 50,455,061	\$ 52,515,061

BE IT FURTHER RESOLVED, the City Council's desire is to levy the lowest millage rate possible and reduced the overall millage rate by .4556 mills to a total of 34.5904, and

BE IT FURTHER RESOLVED, that these levies are being placed on a diversified tax base that has increased slightly as anticipated in the financial plan, and

BE IT FURTHER RESOLVED, a public hearing was also held on May 18, 2020 on the 2020 millage rates and the 2020-2021 budget,

BE IT FURTHER RESOLVED, that to finance the level of services established for the 2020-2021 fiscal-year, and to meet specific debt obligations of the City that the following millages are authorized to be spread:

TAX RATES:

15.4990	PER \$1,000 TAXABLE VALUATION FOR OPERATION
1.4128	PER \$1,000 TAXABLE VALUATION FOR LIBRARY
1.9101	PER \$1,000 TAXABLE VALUATION FOR PUBLIC SAFETY
7.0000	PER \$1,000 TAXABLE VALUATION FOR PUBLIC SAFETY PA 345
0.4736	PER \$1,000 TAXABLE VALUATION FOR RECREATION
4.4133	PER \$1,000 TAXABLE VALUATION FOR DEBT RETIREMENT
1.0836	PER \$1,000 TAXABLE VALUATION FOR HEADLEE OVERRIDE
2.7980	PER \$1,000 TAXABLE VALUATION FOR SOLID WASTE

TOTAL: \$34.5904 PER \$1,000 EQUALIZED VALUATION

ROLL CALL VOTE: Yes

No, None

Absent, None

PUBLISH: T. Edwin Norris



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

SUBJECT: Approval of Water and Sewer Rates for 2020-2021 Fiscal Year

DEPARTMENT: Finance

SUMMARY: Based on the assumptions used in the preparation of the 2020-2021 Water and Sewer Fund budget, a proposed rate increase effective July 1, 2020 is recommended which would increase the rates as follows:

Water Rate: Current \$4.25 per unit, proposed \$4.51 per unit

Sewer Rate: Current \$10.53 per unit, proposed \$4.86 per unit

Combined Rate: Current \$14.79 per unit, proposed \$9.38

Storm Charge: Proposed \$601.65 per unit

FINANCIAL STATEMENT: The above rates are proposed to cover the projected operating, maintenance, replacement and debt costs for the 2020-2021 fiscal year.

RECOMMENDED ACTION: Approval of Water and Sewer Rates for 2020-2021 Fiscal Year.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *SC* _____

Director of Finance: _____ *SC* _____

Budgeted:

Legal: _____ *ED* _____



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **May 18, 2020**

Department: Finance

SUBJECT: Approval of Fee Schedule for 2020-2021 Fiscal Year

SUMMARY:

Attached is the proposed fee schedule for 2020-2021 Fiscal Year, which sets the fees to be charged for various City services

RECOMMENDED ACTION: Approval of the Fee Schedule for 2020-2021 Fiscal Year.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *SC* _____

Director of Finance: _____ *SC* _____

Budgeted:

EXHIBITS: Fee Schedule

City of Oak Park
Fee Schedule

DEPT		FEE	PROPOSED 2020-21	WHO?	REASON
CITY CLERK			NC	EN	
Clerk	Voter List - (Per Page)	\$ 0.20			
Clerk	Voter Labels - (Per Name)	\$ 0.03			
Clerk	Voter List - (Disk)	\$ 25.00			
Clerk	FOIA - Per page (plus applicable labor charges allowed by State Statute)	\$ 0.10			
Clerk	Garage Sale Permit	\$ 10.00			
Clerk	Special Event Permit	\$ 100.00			
Clerk	Vendor license - Food	\$ 50.00			
Clerk	Vendor license - Lawn Care/Snow Removal (Per Vehicle)	\$ 50.00			
Clerk	Pawnbroker License (Merchant's License also required)	\$ 400.00			
Clerk	Massage Facility License (Merchant's License also required)	\$ 125.00			
Clerk	Smoking Facility License (Merchant's License also required)	\$ 125.00			
Clerk	Precious Metals License (Merchant's License also required)	\$ 50.00			
Clerk	Handbill - Day	\$ 10.00			
Clerk	Handbill - Week	\$ 25.00			
Clerk	Handbill - 3 months	\$ 50.00			
Clerk	Subsequent changes to any Handbill license (Per Name)	\$ 10.00			
Clerk	Handbill - Year	\$ 100.00			
Clerk	Sidewalk Sale	\$ 10.00			
Clerk	Day Care Registration	\$ 25.00			
Clerk	DVD Reproduction	\$ 20.00			
Clerk	Mechanical Amusement Distributor License	\$ 250.00			
Clerk	Mechanical Amusement Device License (1 Machine)	\$ 250.00			
Clerk	Mechanical Amusement Device License (2 Machines) - Per Machine	\$ 200.00			
Clerk	Mechanical Amusement Device License (3-4 Machines) - Per Machine	\$ 175.00			
Clerk	Mechanical Amusement Device License (5-6 Machines) - Per Machine	\$ 150.00			
Clerk	Mechanical Amusement Device License (7-10 Machines) - Per Machine	\$ 125.00			
Clerk	Class C Liquor and/or Tavern License - (New or transfer of ownership)	\$ 800.00			
Clerk	Class C Liquor and/or Tavern License - (Adding additional owners) - Per owner	\$ 200.00			
Clerk	Class C Liquor and/or Tavern License - (Background check) - Per applicant	\$ 75.00			
Clerk	Class C Liquor and/or Tavern License - (Annual Renewal)	\$ 250.00			
Clerk	Class C Liquor and/or Tavern License - (Dance Permit)	\$ 50.00			
Clerk	Class C Liquor and/or Tavern License - (Dance & Entertainment Permit)	\$ 50.00			
Clerk	Class C Liquor and/or Tavern License - (Renewal Late Fee)	\$ 50.00			
Clerk	Notary Fee	\$ 5.00			
COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION			NC	KM	
CEPI	Advertising - City Magazine - Ad Design and Layout (per ad)	\$ 100.00			
CEPI	Advertising - City Magazine - Full Page/Full Color Ad (1 issue/1 quarter)	\$ 600.00			
CEPI	Advertising - City Magazine - Full Page/Full Color Ad (2 issue/2 quarters)	\$ 1,100.00			
CEPI	Advertising - City Magazine - Full Page/Full Color Ad (3 issue/3 quarters)	\$ 1,600.00			
CEPI	Advertising - City Magazine - Full Page/Full Color Ad (4 issue/4 quarters)	\$ 2,000.00			
CEPI	Advertising - City Magazine - Half Page/Full Color Ad (1 issue/1 quarter)	\$ 300.00			
CEPI	Advertising - City Magazine - Half Page/Full Color Ad (2 issue/2 quarters)	\$ 550.00			
CEPI	Advertising - City Magazine - Half Page/Full Color Ad (3 issue/3 quarters)	\$ 800.00			

City of Oak Park
Fee Schedule

CEPI	Advertising - City Magazine - Half Page/Full Color Ad (4 issue/4 quarters)	\$ 1,000.00			
CEPI	Advertising - City Magazine - Quarter Page/Full Color Ad (1 issue/1 quarter)	\$ 150.00			
CEPI	Advertising - City Magazine - Quarter Page/Full Color Ad (2 issue/2 quarters)	\$ 275.00			
CEPI	Advertising - City Magazine - Quarter Page/Full Color Ad (3 issue/3 quarters)	\$ 400.00			
CEPI	Advertising - City Magazine - Quarter Page/Full Color Ad (4 issue/4 quarters)	\$ 500.00			
CEPI	Advertising - City Magazine - One-Eighth Page/Full Color Ad (1 issue/1 quarter)	\$ 75.00			
CEPI	Advertising - City Magazine - One-Eighth Page/Full Color Ad (2 issue/2 quarters)	\$ 138.00			
CEPI	Advertising - City Magazine - One-Eighth Page/Full Color Ad (3 issue/3 quarters)	\$ 200.00			
CEPI	Advertising - City Magazine - One-Eighth Page/Full Color Ad (4 issue/4 quarters)	\$ 250.00			
LIBRARY					
Library	Late Fee Per Day - all non DVD materials (\$3.00 Maximum - Children, \$6.00 maximum - adults)	\$ 0.15			
Library	Late Fee Per Day - DVD (\$10.00 Maximum)	\$ 1.00			
Library	Lost Library Card Replacement	\$ 2.00			
Library	1-Hour Guest Computer Pass	\$ 1.00			
Library	1-Year Non-Resident Library Card	\$ 100.00			
Library	Fax Service - Per Page	\$ 1.00			
Library	Printing - Per Page	\$ 0.15			
Library	Collections Processing	\$ 10.00			
Library	Damaged Materials processing fee (Maximum)	\$ 5.00			
PUBLIC SAFETY					
Public Safety	Vehicle (Impound) Release	\$ 20.00			
Public Safety	PBT Administration Fee (45 Dist Court Defendants only)	\$ 5.00			
Public Safety	Bicycle License	\$ 2.00			
Public Safety	Civilian Fingerprinting Fee (OP residents only)	\$ 10.00			
Public Safety	Animal License - Neutered (1 year)	\$ 7.00			
Public Safety	Animal License - Neutered (3 year)	\$ 15.00			
Public Safety	Animal License - Non-Neutered (1 year)	\$ 16.00			
Public Safety	Animal License - Non-Neutered (3 year)	\$ 30.00			
Public Safety	Animal License - Late Fee (applies after the first of the year)	\$ 10.00			
Public Safety	Requests for Discovery: DVDs (\$20) / VHS Tapes (\$25)	\$ 20.00			
Public Safety	VIN Inspection	\$ 10.00			
Public Safety	Police Clearance Letter (non-residents)	\$ 5.00			
Public Safety	Alarm Permit	\$ 20.00			
Public Safety	False Alarm (after third false alarm in calendar year)	\$ 50.00			
Public Safety	Notary Fee	\$ 5.00			
Public Safety	Animal Impound Fee	\$ 30.00			
Public Safety	Animal Pound Fee (Per Day)	\$ 10.00			
Public Safety/T&P	Animal Surrender		\$40.00	DJF	Common Issue
Public Safety / T&P	Dead Animal Pick-up - Private Property		\$30.00	DJF	Common Issue
Public Safety	Overnight Municipal Lot Fee (Per year, prorated monthly based on calendar year)	\$ 500.00			
RECREATION					
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 25.00			
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 29.00			
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Private, Resident	\$ 45.00			
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Private, Non Resident	\$ 52.00			

City of Oak Park
Fee Schedule

Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 15.00		
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 17.00		
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Private, Resident	\$ 17.00		
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 20.00		
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 35.00		
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 40.00		
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Private, Resident	\$ 65.00		
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Private, Non Resident	\$ 74.00		
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 18.00		
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 21.00		
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Private, Resident	\$ 23.00		
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 26.00		
Recreation	Activity Room C - Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 50.00		
Recreation	Activity Room C - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 58.00		
Recreation	Activity Room C - Monday - Thursday, first three hours, Private, Resident	\$ 90.00		
Recreation	Activity Room C - Monday - Thursday, first three hours, Private, Non Resident	\$ 104.00		
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 25.00		
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 29.00		
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Private, Resident	\$ 30.00		
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 35.00		
Recreation	Activity Room B - Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 60.00		
Recreation	Activity Room B - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 68.00		
Recreation	Activity Room B - Monday - Thursday, first three hours, Private, Resident	\$ 110.00		
Recreation	Activity Room B - Monday - Thursday, first three hours, Private, Non Resident	\$ 124.00		
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 29.00		
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 33.00		
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Private, Resident	\$ 40.00		
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 45.00		
Recreation	Activity Room A - Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 80.00		
Recreation	Activity Room A - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 90.00		
Recreation	Activity Room A - Monday - Thursday, first three hours, Private, Resident	\$ 150.00		
Recreation	Activity Room A - Monday - Thursday, first three hours, Private, Non Resident	\$ 168.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 35.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 39.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Private, Resident	\$ 45.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 50.00		
Recreation	Activity Room A&B - Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 115.00		
Recreation	Activity Room A&B - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 128.00		
Recreation	Activity Room A&B - Monday - Thursday, first three hours, Private, Resident	\$ 220.00		
Recreation	Activity Room A&B - Monday - Thursday, first three hours, Private, Non Resident	\$ 244.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 50.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 56.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Private, Resident	\$ 70.00		

City of Oak Park
Fee Schedule

Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 78.00			
Recreation	Kitchen with Activity Room A or B- Monday - Thursday, Tax Exempt, Resident	\$ 30.00			
Recreation	Kitchen with Activity Room A or B- Monday - Thursday, Tax Exempt, Non Resident	\$ 35.00			
Recreation	Kitchen with Activity Room A or B - Monday - Thursday, Private, Resident	\$ 50.00			
Recreation	Kitchen with Activity Room A or B- Monday - Thursday, Private, Non Resident	\$ 58.00			
Recreation	Small Meeting Room, Saturday & Sunday, first four hours, Resident	\$ 135.00			
Recreation	Small Meeting Room, Saturday & Sunday, First four hours, Non Resident	\$ 155.00			
Recreation	Small Meeting Room, Saturday & Sunday, each additional hour, Resident	\$ 35.00			
Recreation	Small Meeting Room, Saturday & Sunday, each additional hour, Non Resident	\$ 40.00			
Recreation	Small Meeting Room, Saturday & Sunday, eight hour flat rate, Resident	\$ 225.00			
Recreation	Small Meeting Room, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 259.00			
Recreation	Large Meeting Room, Saturday & Sunday, first four hours, Resident	\$ 200.00			
Recreation	Large Meeting Room, Saturday & Sunday, First four hours, Non Resident	\$ 228.00			
Recreation	Large Meeting Room, Saturday & Sunday, each additional hour, Resident	\$ 50.00			
Recreation	Large Meeting Room, Saturday & Sunday, each additional hour, Non Resident	\$ 57.00			
Recreation	Large Meeting Room, Saturday & Sunday, eight hour flat rate, Resident	\$ 300.00			
Recreation	Large Meeting Room, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 342.00			
Recreation	Activity Room C, Saturday & Sunday, first four hours, Resident	\$ 260.00			
Recreation	Activity Room C, Saturday & Sunday, First four hours, Non Resident	\$ 296.00			
Recreation	Activity Room C, Saturday & Sunday, each additional hour, Resident	\$ 60.00			
Recreation	Activity Room C, Saturday & Sunday, each additional hour, Non Resident	\$ 69.00			
Recreation	Activity Room C, Saturday & Sunday, eight hour flat rate, Resident	\$ 440.00			
Recreation	Activity Room C, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 499.00			
Recreation	Activity Room B, Saturday & Sunday, first four hours, Resident	\$ 300.00			
Recreation	Activity Room B, Saturday & Sunday, First four hours, Non Resident	\$ 336.00			
Recreation	Activity Room B, Saturday & Sunday, each additional hour, Resident	\$ 70.00			
Recreation	Activity Room B, Saturday & Sunday, each additional hour, Non Resident	\$ 79.00			
Recreation	Activity Room B, Saturday & Sunday, eight hour flat rate, Resident	\$ 470.00			
Recreation	Activity Room B, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 529.00			
Recreation	Activity Room A, Saturday & Sunday, first four hours, Resident	\$ 340.00			
Recreation	Activity Room A, Saturday & Sunday, First four hours, Non Resident	\$ 378.00			
Recreation	Activity Room A, Saturday & Sunday, each additional hour, Resident	\$ 80.00			
Recreation	Activity Room A, Saturday & Sunday, each additional hour, Non Resident	\$ 90.00			
Recreation	Activity Room A, Saturday & Sunday, eight hour flat rate, Resident	\$ 550.00			
Recreation	Activity Room A, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 616.00			
Recreation	Activity Room A & B, Saturday & Sunday, first four hours, Resident	\$ 530.00			
Recreation	Activity Room A & B, Saturday & Sunday, First four hours, Non Resident	\$ 586.00			
Recreation	Activity Room A & B, Saturday & Sunday, each additional hour, Resident	\$ 130.00			
Recreation	Activity Room A & B, Saturday & Sunday, each additional hour, Non Resident	\$ 144.00			
Recreation	Activity Room A & B, Saturday & Sunday, eight hour flat rate, Resident	\$ 870.00			
Recreation	Activity Room A & B, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 964.00			

City of Oak Park
Fee Schedule

Recreation	Kitchen, Saturday & Sunday, first four hours, Resident	\$ 55.00		
Recreation	Kitchen, Saturday & Sunday, First four hours, Non Resident	\$ 63.00		
Recreation	Kitchen, Saturday & Sunday, each additional hour, Resident	\$ 15.00		
Recreation	Kitchen, Saturday & Sunday, each additional hour, Non Resident	\$ 17.00		
Recreation	Damage Deposit for Activity Rooms A, B & C	\$ 150.00		
Recreation	Damage Deposit for Activity Rooms A, B & C - Teen and Sweet 16 Rentals	\$ 1,000.00		
Recreation	Damage Deposit for Activity Rooms A, B & C - Youth Parties over 75	\$ 250.00		
Recreation	Additonal Set up Time (Per Hour)	\$ 10.00		
	Shelter Rentals			
Recreation	Tax Exempt Rate	1/2 Rate Listed		
Recreation	1st (2) weeks of June (M-F only) Oak Park School Groups	FREE		
Recreation	1st (2) weeks of June (M-F only) Non Oak Park School Groups	1/2 Res. Rate		
Recreation	Shelter 1, Resident (9 AM - 3 PM)	\$ 140.00		
Recreation	Shelter 1, Resident (4 PM - 10 PM)	\$ 140.00		
Recreation	Shelter 1, Non Resident (9 AM - 3 PM)	\$ 170.00		
Recreation	Shelter 1, Non Resident (4 PM - 10 PM)	\$ 170.00		
Recreation	Shelter 2, Resident (9 AM - 3 PM)	\$ 100.00		
Recreation	Shelter 2, Resident (4 PM - 10 PM)	\$ 100.00		
Recreation	Shelter 2, Non Resident (9 AM - 3 PM)	\$ 130.00		
Recreation	Shelter 2, Non Resident (4 PM - 10 PM)	\$ 130.00		
Recreation	Shelter 3, Resident (9 AM - 3 PM)	\$ 60.00		
Recreation	Shelter 3, Resident (4 PM - 10 PM)	\$ 60.00		
Recreation	Shelter 3, Non Resident (9 AM - 3 PM)	\$ 90.00		
Recreation	Shelter 3, Non Resident (4 PM - 10 PM)	\$ 90.00		
	Fields			
Recreation	Residents			
Recreation	*Baseball/Softball per hour	\$ 15.00		
Recreation	Weekend Tournaments 1 day per field	\$250		
Recreation	Weekend Tournaments 2 day per field	\$425		
Recreation	*Fee does NOT include Security Deposit			
Recreation	Non-residents			
Recreation	*Baseball/Softball per hour	\$ 20.00		
Recreation	Weekend Tournaments 1 day per field	\$255		
Recreation	Weekend Tournaments 2 day per field	\$430		
Recreation	*Fee does NOT include Security Deposit			
Recreation	Set up - per field	\$ 25.00		
Recreation	Field Lights (additional to field prep) (Per hour per field)	\$ 20.00		
Recreation	Site Supervisor per hour	\$20		
Recreation	*Fee does NOT include Security Deposit			
Recreation	*Security Deposit	\$ 50.00		

City of Oak Park
Fee Schedule

	Day Camp				
Recreation	One week of Day Camp - Residents	\$ 120.00	\$125	LTS	Cover camp costs
Recreation	One week of Day Camp - Non Residents	\$ 130.00	\$135	LTS	Cover camp costs
Recreation	4 day week of camp (4th of July) Non - Res		\$110	LTS	Cover camp costs
Recreation	4 day week of camp (4th of July week)	\$ 96.00	\$100	LTS	Cover camp costs
Recreation	One week of AM latchkey	\$ 30.00			
Recreation	One week of PM latchkey	\$ 35.00			
Recreation	4 day week of AM latchkey (4th of July week)	\$ 24.00			
Recreation	4 day week of PM latchkey (4th of July week)	\$ 28.00			
Recreation	Day Camp late fee	\$ 20.00			
	Baseball				
Recreation	T-ball	\$ 45.00			
	T-Ball Non Resident	\$ 50.00			
Recreation	Coach Pitch	\$ 45.00			
	Machine Pitch Non Resident	\$ 50.00			
Recreation	9& 10 year olds	\$ 55.00			
	Pony	\$ 60.00			
Recreation	11 & 12 year olds	\$ 55.00			
	Minors	\$ 60.00			
Recreation	13 & 14 year olds	\$ 65.00			
	Majors	\$ 70.00			
	Girls Softball				
Recreation	9 - 11 year olds	\$ 55.00			
Recreation	9-11 NR	\$ 60.00			
Recreation	12 - 14 year olds	\$ 55.00			
Recreation	12-14 NR	\$ 60.00			
	Soccer				
Recreation	Little Kickers (Age3)	\$ 40.00			
Recreation	U4 NR	\$ 45.00			
Recreation	U6 (ages 4 & 5)	\$ 55.00			
Recreation	U6 NR	\$ 60.00			
Recreation	U8 (ages 6 & 7)	\$ 60.00			
Recreation	U8 NR	\$ 65.00			
Recreation	U10 (ages 8 & 9)	\$ 65.00			
Recreation	U10 NR	\$ 70.00			
	Basketball				
Recreation	1st-2nd Grade Resident	\$ 65.00			
Recreation	1st-2nd Grade Non Resident	\$ 70.00			
Recreation	3rd-8th Grade Resident	\$ 75.00			
Recreation	3rd-8th Grade Non Resident	\$ 80.00			
Recreation	Basketball Camp	\$ 135.00			
	Basketball Clinic				

City of Oak Park
Fee Schedule

Recreation	6-8 year olds (per participant)	\$ 35.00			
Recreation	9 - 12 year olds (per participant)	\$ 45.00			
	Mens Softball				
Recreation	Summer - 14 games/double headers - per team	\$ 450.00			
Recreation	Forfiet Fee	\$ 50.00			
Recreation	Fall - Softball per team	\$ 350.00			
Recreation	Forfiet Fee	\$ 50.00			
Recreation	Adult Softball Tournament		\$150	LTS	New Program
Recreation	Forfeit Fee		\$50	LTS	New Program
Recreation	Ping Pong Tournament		\$10 per person	LTS	New Program
Recreation	Adult Basketball -per team		\$350	LTS	New Program
Recreation	Forfeit Fee		\$50	LTS	New Program
Recreation	Adult Soccer League - per team		\$350	LTS	New Program
Recreation	Forfeit Fee		\$50	LTS	New Program
	Adult Kickball				
Recreation	Spring Kickball: 20players, 20 shirts, awards, kickballs, 14 games and playoffs	\$ 350.00			
Recreation	Forfiet Fee	\$ 50.00			
Recreation	Fall Kickball: 20 players, awards, kickball and 8 games	\$ 150.00			
Recreation	Forfiet Fee	\$ 50.00			
Recreation	Adult Kickball Tournament		\$150	LTS	New Program
Recreation	Forfiet Fee		\$50	LTS	New Program
	Golf				
Recreation	2 person golf scramble - Individual	\$ 35.00			
Recreation	2 person golf scramble - Team	\$ 70.00			
	Mayors 3 mile run				
Recreation	Pre Registration	\$ 20.00			
Recreation	Day of Registration	\$ 25.00			
Recreation	Contractual Programs	70/30split			
Recreation	Parent and child dances -Couple	\$ 25.00	\$30	LTS	Cover program costs
Recreation	Parent and child Dances - Additional Child	\$ 12.00			
Recreation	Parent and Child Dances - additional Non resident fee	\$ 5.00			
	Pool - Daily Rates				
Recreation	Age 3 and under resident	Free			
Recreation	Age 3 and under non resident	Free			
Recreation	Ages 4 - 54 resident	\$ 3.00			
Recreation	Ages 4 - 54 non resident	\$ 5.00			
Recreation	Ages 55 + resident	\$ 2.00			

City of Oak Park
Fee Schedule

Recreation	Ages 55 + non residents	\$ 4.00			
Recreation	Womens and Men Only Swims and Teen Only	\$ 2.00			
	Season Passes				
Recreation	Ages 4 - 54 residents	\$ 30.00			
Recreation	Ages 4 - 54 non residents	\$ 50.00			
Recreation	Ages 55+ residents	\$ 20.00			
Recreation	Ages 55 + non residents	\$ 40.00			
	Pool Rental				
Recreation	75 people and under for three hours	\$ 350.00			
Recreation	76 to 100 people for three hours	\$ 400.00			
Recreation	101 to 200 people for three hours	\$ 450.00			
Recreation	201 to 400 people for three hours	\$ 500.00			
Recreation	Non resident fee	\$ 50.00			
Recreation	Damage deposit	\$ 75.00			
	Miniture Golf				
Recreation	Residents	\$ 1.00			
Recreation	Non Residents	\$ 2.00			
	Swim Lessons				
Recreation	Residents (6, 40 minute classes)	\$ 48.00			
Recreation	Non Residents (6, 40 minute classes)	\$ 53.00			
Recreation	Contractual Classes	70/30split			
Recreation	Dog Swims - Pre registration	\$ 10.00			
Recreation	Dog Swims - on Site registration	\$ 15.00			
	Seniors:				
Recreation	Resident Dues	\$ 6.00			
Recreation	Non Resident Dues	\$ 12.00			
	Transportation				
Recreation	Medical - round trip	\$ 4.00			
Recreation	Medical - one way	\$ 3.00			
Recreation	Errands - round trip	\$ 2.00			
Recreation	Community Center - round trip	\$ 1.00	\$2.00	LTS	Cover program costs
Recreation	Community Center - one way	\$ 0.75	\$1.00	LTS	Cover Program Costs
	Trips				
Recreation	Program Administrative Fee/per person	\$ 5.00			
Recreation	Bus Fee	\$ 6.00			
	Classes /Specail Events				
Recreation	Contractual	70/30 split			
Recreation	Senior Tea - Non- Resident		\$30	LTS	Cover Program Costs
Recreation	Senior Tea - Resident	\$ 20.00	\$25	LTS	Cover Program Costs
Recreation	Senior Dance - Couple	\$ 25.00			

City of Oak Park
Fee Schedule

Recreation	Senior Dance - Single	\$ 13.00			
Recreation	Movies Afternoon		\$2.00	LTS	New Program
WATER					
Water	On/Off Fee	\$ 90.00			
Water	Turn off for repairs	\$ 60.00			
Water	Overtime Charge (On/Off)	\$ 120.00			
Water	Meter Test 5/8 - 1"	\$ 120.00			
Water	Meter Test 1.5 - 2"	\$ 170.00			
Water	Meter Install	\$ 40.00			
Water	Replace Cut/Damaged Wire	\$ 40.00			
Water	Winterization	\$ 100.00			
Water	Copies Per Page	\$ 1.00	Remove Item	KV	No longer Charging Copies
Water	96 Gallon Trash Container (\$65.00 + Tax)	\$ 68.90			
Water	64 Gallon Recycling Container (replacement or new \$25.00 + Tax)	\$ 26.50			
Water	96 Gallon Recycling Container (\$65.00 + Tax)	\$ 68.90			
Water	96 Gallon Recycling Container (with turn in of 64 gallon container \$40.00 + Tax)	\$ 42.40			
Water	Recycle Bin	\$ 12.00			
Water	Garbage Bags (\$8.11 + Tax)	\$ 8.60			
Monthly Industrial Waste Charge					
Water	5/8 Meter	\$ 9.04	3.89	KV	Reflecting GLWA Charge to the City
Water	3/4 Meter	\$ 13.56	5.24	KV	Reflecting GLWA Charge to the City
Water	1" Meter	\$ 22.60	8.73	KV	Reflecting GLWA Charge to the City
Water	1-1/2 Meter	\$ 49.72	19.2	KV	Reflecting GLWA Charge to the City
Water	2" Meter	\$ 72.32	27.92	KV	Reflecting GLWA Charge to the City
Water	3" Meter	\$ 131.08	50.61	KV	Reflecting GLWA Charge to the City
Water	4" Meter	\$ 180.80	69.8	KV	Reflecting GLWA Charge to the City
Water	6" Meter	\$ 271.20	104.7	KV	Reflecting GLWA Charge to the City
Quarterly Meter Service Charge					
Water	5/8" Meter	\$ 4.75			
Water	3/4 Meter	\$ 5.03			
Water	1" Meter	\$ 5.42			
Water	1-1/2. Meter	\$ 8.05			
Water	2" Meter	\$ 9.14			
Water	3" Meter	\$ 63.80			
Water	4" Meter	\$ 69.57			
Water	6" Meter	\$ 79.40			
High Strength Surcharge (Charge Per Pound of Excess Pollutant)					
Water	Biochemical Oxygen Demand (BOD)	0.488	0.508	KV	Increase from GLWA
Water	Total Suspended Solids (TSS)	0.495	0.516	KV	Increase from GLWA
Water	Phosphorus (p)	7.3	7.611	KV	Increase from GLWA
Water	Fats, Oils and Grease	0.470	0.49	KV	Increase from GLWA
Water	Water Rate Per Unit	\$ 4.25	4.51	KV	6% Increase
Water	Sewer Rate Per Unit	\$ 10.53	4.86	KV	Per new Storm Charge

City of Oak Park
Fee Schedule

Water	Storm Charge Per Unit		\$601.65	KV	New Storm Charge
Water	Garbage & Rubbish Monthly Rate	\$ 12.91			
Water	Minimum of 5 Units for Water & Sanitary Sewer Will be Charged each Quarterly Bill	\$ 117.38	Leave fee Blank	KV	Due to Variable Storm Charge
Water	Minimum Deposit Required in Certain Circumstances (Cover Six Times the Average Quarterly Bill)	\$ 673.38	Leave fee Blank	KV	Average Bill Varies per Household
TREASURY					
Treasury	Property Tax Roll (per season)	\$ 500.00	0	JMW	Free under FOIA
Treasury					
ASSESSING					
Assessing	Assessing Database Export	\$ 1,000.00	0	JMW	Free under FOIA
TECHNICAL AND PLANNING					
Plan Review					
Tech Plan	Commercial, Industrial, Residential-(Multi-Family) (Non-Structural) (Sealed Architectural Plans)				
	The Plan Review fee is based on the estimated construction value. For buildings valued up to \$1,000,000.00, the Building Plan Review Fee is .0015 of the building valuation (\$100.00 min). For buildings valued over \$1,000,000.00 up to \$5,000,000.00 the fee is \$1,500.00 plus .0005 of the valuation over \$1,000,000.00. For buildings over \$5,000,000.00, the fee is \$3,500.00 plus .0004 of the valuation over \$5,000,000.00.				
	Residential (1&2 Family) (Non-Structural) \$60.00 Minimum				
	The Plan Review fee is based on the estimated construction value. For buildings valued up to \$1,000,000.00, the building Plan Review fee is .0015 of the building valuation (\$60.00 min). For buildings valued over \$1,000,000.00 up to \$5,000,000.00 the fee is \$1,500.00 plus .0005 of the valuation over \$1,000,000.00. For buildings over \$5,000,000.00, the fee is \$3,500.00 plus .0004 of the valuation over \$5,000,000.00.				
Tech Plan	Structural Plan Review	\$300 minimum or consultants fee plus 15%	\$ 300.00		
Tech Plan	Mechanical Plan Review 25% of building plan review (\$60.00 minimum) or consultants fee plus 15%				
Tech Plan	Plumbing Plan Review 25% of building plan review (\$60.00 minimum) or consultants fee plus 15%				
Tech Plan	Electrical Plan Review 25% of building plan review (\$60.00 minimum) or consultants fee plus 15%				
	(Where the estimated cost of construction is in question the Type of Construction Method will be used to determine the estimated cost of construction. This method is published semi-annually by International Code Council (ICC) in their bimonthly magazine)				
	Sprinkler Plan Review				
Tech Plan	1-100 Heads				
Tech Plan	101-200 Heads				

City of Oak Park
Fee Schedule

Tech Plan	201-300 Heads	\$ 200.00			
Tech Plan	301-400 Heads	\$ 225.00			
Tech Plan	401-500 Heads	\$ 275.00			
Tech Plan	501-750 Heads	\$ 300.00			
Tech Plan	Over 750 Heads (Plus \$.20 per head over 750)	\$ 300.00			
Tech Plan	Hydraulically designed system (Fees multiplied by two)				
	General Review Fees				
	Preliminary Review, Multiple Revisions Review, & any Miscellaneous Review are \$60.00 per hour. In cases where plans must be sent to a consultant or other outside source the review fee will be the actual cost of review plus a 15% Administration Fee.				
	Certificate of Occupancy				
Tech Plan	Temporary Certificate of Occupancy (Commercial with renovations/permit)	\$ 75.00			
Tech Plan	Final Certificate of Occupancy (Commercial with renovations/permit)	\$ 75.00			
Tech Plan	Certificate of Occupancy (for occupancy only)	\$ 50.00			
Tech Plan	Reissuance of Certificate of Occupancy	\$ 50.00			
	Building Permit Fees				
Tech Plan	Base Fee	\$ 30.00			
	Valuation of Work				
Tech Plan	\$0.00 to \$4000.00	\$ 60.00			
Tech Plan	\$4,001.00 to \$8,000.00	\$ 100.00			
Tech Plan	\$8,001.00 to \$12,000.00	\$ 150.00			
Tech Plan	\$12,001.00 and over (Plus \$10 for each additional \$1,000.00 or part thereof)	\$ 150.00			
Tech Plan	Fence Permit Fee (Minimum)	\$ 90.00			
Tech Plan	Shed Permits (Minimum)	\$ 60.00			
	Mechanical Permit Fee				
Tech Plan	Base Fee	\$ 30.00			
Tech Plan	Gas/Oil Furnaces/Boilers/Etc. (all first units)	\$ 60.00			
Tech Plan	Each Additional Unit in same Building	\$ 40.00			
	HVAC Duct Work				
Tech Plan	Initial Duct Work (\$35 plus .10 per foot)	\$ 35.00			
Tech Plan	Factory Built Chimney	\$ 60.00			
Tech Plan	Chimney Liner	\$ 30.00			
Tech Plan	Unit Heater Hot Water or Steam Unit Heaters (All units)	\$ 40.00			
	Hydronic System				
Tech Plan	Hot Water, Steam and Chilled Water Piping Duct Coils (Per Unit)	\$ 30.00			

City of Oak Park
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	Multiple Installations Of Pump or Fan Coil Units				
Tech Plan	Per Unit	\$ 30.00			
	Air Handling Systems Vent & Exhaust Fans				
Tech Plan	First Unit (all sizes)	\$ 60.00			
Tech Plan	Additional Exhaust Fans	\$ 10.00			
Tech Plan	Commercial Kitchen Make-up Air and Exhaust	\$ 60.00			
	Solid Fuel Equipment				
Tech Plan	Wood burning Stoves, Add-on Furnaces	\$ 30.00			
Tech Plan	Prefab Fireplace, residential (including Chimney)	\$ 60.00			
Tech Plan	Boiler	\$ 60.00			
	Tank Installation and Removal- L.P.G. & Fuel Oil				
Tech Plan	Above Ground Storage Tanks Installation	State Marshall			
Tech Plan	Under Ground Storage Tanks Installation	State Marshall			
	Individual Mechanical Permit Fees				
Tech Plan	Base Fee	\$ 30.00			
Tech Plan	Humidifiers	\$ 10.00			
Tech Plan	Flue Damper/separate inspection	\$ 30.00			
Tech Plan	Flue Damper on Existing Furnace Residential	\$ 10.00			
Tech Plan	Electronic Air Cleaner Residential	\$ 10.00			
Tech Plan	Electronic Air Cleaner W/Washer	\$ 30.00			
Tech Plan	Space Heater	\$ 30.00			
Tech Plan	Gas Dryer	\$ 10.00			
Tech Plan	Gas Range	\$ 10.00			
Tech Plan	Gas Piping (\$35 plus .10 per foot)	\$ 35.00			
	Refrigeration Permit Fees				
Tech Plan	Base Fee	\$ 30.00			
	Air Conditioning				
Tech Plan	First unit (all sizes)	\$ 60.00			
Tech Plan	Each Additional Unit	\$ 30.00			
Tech Plan	Chiller	\$ 30.00			
Tech Plan	Cooling Tower	\$ 60.00			
Tech Plan	Roof Top Furnace/Air Conditioning Unit	\$ 60.00			
	Evaporator Coils				
Tech Plan	First unit (all sizes)	\$ 60.00			
Tech Plan	Each additional unit/same building	\$ 30.00			
Tech Plan	Heat Pump (All units)	\$ 60.00			
	Fire Sprinkler System Fees				
Tech Plan	Base Fee	\$ 30.00			

City of Oak Park
Fee Schedule

	<i>Fire Suppression System Standpipe System</i>				
Tech Plan	Up to 2-1/2 inches thru 4 inches	\$	30.00		
Tech Plan	Over 4 inches	\$	60.00		
Tech Plan	Fire Pumps & Connections (Each)	\$	30.00		
Tech Plan	Jockey Pumps (Each)	\$	30.00		
	<i>Fire Sprinkler Systems Piping</i>				
Tech Plan	1 Floor 1 inch thru 2 inches	\$	30.00		
Tech Plan	1 Floor 2-1/2 inches thru 4 inches	\$	60.00		
Tech Plan	1 Floor over 4 inches	\$	100.00		
Tech Plan	Each Additional Floor	\$	30.00		
Tech Plan	Fire Pumps & Connections (Each)	\$	50.00		
Tech Plan	Jockey Pumps (Each)	\$	50.00		
	<i>Fire Sprinkler Heads</i>				
Tech Plan	0 to 10 Heads (Per Head)	\$	4.00		
Tech Plan	11 to 75 Heads (Per Head)	\$	3.00		
Tech Plan	76 to 125 Heads (Per Head)	\$	2.00		
Tech Plan	126 Heads & Over (Per Head)	\$	1.00		
	<i>Hood & Duct Fire Suppression System</i>				
Tech Plan	Each Establishment System, Minimum	\$	100.00		
Tech Plan	Each Additional System at the same Location	\$	60.00		
	<i>Plumbing Permit Fees</i>				
Tech Plan	Base Fee	\$	30.00		
Tech Plan	Sewer Cap	\$	30.00		
	<i>Water Distribution System</i>				
Tech Plan	1 inch thru 4 inch Service	\$	30.00		
Tech Plan	4 inch Service or Larger	\$	60.00		
	<i>Sewer Lines-Storm, Sanitary, Combination</i>				
Tech Plan	Lines not exceeding 18 inches	\$	30.00		
Tech Plan	Lines over 18 inches	\$	60.00		
	<i>Plumbing Fixture Fees</i>				
Tech Plan	Inside Drain	\$	30.00		
Tech Plan	Crock to Iron (connection to building sewer)	\$	30.00		
Tech Plan	New Sack or Stack Alterations	\$	30.00		
Tech Plan	(Soil, Waste, Vent, & inside Conductor)	\$	30.00		
Tech Plan	Sump or any Interceptor	\$	30.00		
Tech Plan	Water Heater	\$	40.00		
Tech Plan	Water Storage Tank	\$	30.00		
Tech Plan	Bathtub	\$	10.00		
Tech Plan	Sink (any type)	\$	10.00		
Tech Plan	Laundry Tray	\$	10.00		
Tech Plan	Floor Drain	\$	10.00		

City of Oak Park
Fee Schedule

Tech Plan	Shower Trap	\$ 10.00			
Tech Plan	Urinal	\$ 10.00			
Tech Plan	Garbage Disposal	\$ 10.00			
Tech Plan	Water Closet	\$ 10.00			
Tech Plan	Dental Chair	\$ 10.00			
Tech Plan	Dishwashing Machine	\$ 10.00			
Tech Plan	Drinking Fountain	\$ 10.00			
Tech Plan	Hose Bib	\$ 10.00			
Tech Plan	Automatic Washer	\$ 10.00			
Tech Plan	Beverage Dispensing Machine	\$ 10.00			
Tech Plan	Back Water Valve	\$ 30.00			
Tech Plan	Pump or Water Lift	\$ 30.00			
Tech Plan	Grease Trap (Each)	\$ 30.00			
Tech Plan	Catch basin (Each)	\$ 60.00			
Tech Plan	Soda Fountain, Bar Waste, or Refrigeration Outlet	\$ 30.00			
Tech Plan	Backflow Preventer Device	\$ 30.00			
Tech Plan	Air Conditioning Unit (water cooled)	\$ 10.00			
Tech Plan	Water Softener or Filter (Each)	\$ 10.00			
Tech Plan	Swimming Pool Re-circulating Device	\$ 30.00			
Tech Plan	Fixture not listed	\$ 10.00			
Tech Plan	Lawn Sprinkler must have Water Distribution by size, backflow, and right of way waiver plus permit				
	<u>Electrical Permit Fees</u> (\$30.00 Base Fee)				
Tech Plan	Base Fee	\$ 30.00			
	<u>Wiring Circuits</u>				
Tech Plan	One circuit	\$ 30.00			
Tech Plan	Each Additional Circuit	\$ 10.00			
	<u>Fixtures (Installing-Altering-Repairing)</u>				
Tech Plan	0-25 Fixtures	\$ 30.00			
Tech Plan	Each Additional 25 Fixtures	\$ 10.00			
Tech Plan	Low Voltage per Device		\$5.00	DJF	Common Item
	<u>Permanent Service (Includes Service Riser, Service Leg to Panel & Box)</u>				
Tech Plan	0-200 amps	\$ 30.00			
Tech Plan	201-600 amps	\$ 40.00			
Tech Plan	Over 600 amps	\$ 100.00			
Tech Plan	Subpanel/Transfer Swith		\$30.00	DJF	Common Item
	<u>Residential</u>				
Tech Plan	Electric Space Heating (1 st room)	\$ 30.00			
Tech Plan	Each Additional Room	\$ 10.00			
Tech Plan	Furnaces (new circuit)	\$ 30.00			
Tech Plan	Each Additional Accessory Unit	\$ 10.00			
Tech Plan	Air Cleaner-Humidifier-Dehumidifier-Drain Pump	\$ 30.00			
Tech Plan	Heat Pumps	\$ 30.00			
Tech Plan	Air Conditioner (220 circuit, Separate Box)	\$ 30.00			

City of Oak Park
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Tech Plan	Edison Interrupter Device	\$ 10.00			
	<i>Household Electrical Appliances</i>				
Tech Plan	Ranges, Dryers, Water Heaters, Dishwashers	\$ 10.00			
Tech Plan	Each Additional unit (not listed above)	\$ 10.00			
	<i>Commercial & Industrial</i>				
Tech Plan	Roof Top Furnaces Unit (HVAC)	\$ 30.00			
Tech Plan	Each Additional Unit	\$ 10.00			
Tech Plan	Furnaces Inside Building (Includes Hanging Heaters)	\$ 30.00			
Tech Plan	Roof Top Air Conditioner Unit	\$ 30.00			
Tech Plan	Each Additional Unit	\$ 10.00			
Tech Plan	Other items not listed	\$ 10.00			
	<i>Electrical Power Units (Motors, Generators, Welders, Heating Units, Floodlights, Transformers)</i>				
Tech Plan	All HP or KVA	\$ 60.00			
Tech Plan	Commercial & Industrial Power Plug	\$ 30.00			
	<i>Feeders-Mains-Bus Ducts-Under floor Raceway-Cable Trays</i>				
Tech Plan	1 st 100 feet or less	\$ 30.00			
Tech Plan	Each Additional 50 feet	\$ 10.00			
	<i>Outside Tube Lighting</i>				
Tech Plan	1st 50 feet of tubing	\$ 30.00	REMOVE	DJF	No Longer Allowed Per Ordinance
Tech Plan	Each Additional 50 feet of Tubing or Part thereof	\$ 10.00	REMOVE	DJF	No Longer Allowed Per Ordinance
	<i>Interior or Exterior Fixture, Tag Inspection</i>				
	Electrical				
Tech Plan	Swimming Pool or Spa Wiring	\$ 60.00			
	<i>Gas Station Inspection</i>				
	<i>(Field Inspections-Alterations of Fuel Pumps & Dispensing Unit, Any Field Alterations or Additions)</i>				
Tech Plan	Self Service Fuel Pumps or Dispensing Units	\$ 60.00			
Tech Plan	Electrical Components of a Unit	\$ 60.00			
Tech Plan	Each Additional Unit	\$ 30.00			
	<i>Sign Wiring</i>				
Tech Plan	One Circuit	\$ 30.00			
Tech Plan	Each Additional Circuit	\$ 10.00			
Tech Plan	Connection Only (Each sign)	\$ 10.00			
	<i>Special Inspections</i>				
Tech Plan	Circuses, Carnivals, & Festivals	\$ 120.00			
Tech Plan	Temporary Light Displays	\$ 60.00			
Tech Plan	Lighting Displays, Tents, Tree Lots, Damaged Bldgs	\$ 60.00			
Tech Plan	Temporary Service (Construction Site)	\$ 60.00			

City of Oak Park
Fee Schedule

	<u>Electrical Fire Alarm System Fees</u>				
Tech Plan	Base Permit	\$ 30.00			
Tech Plan	Drill Station	\$ 20.00			
Tech Plan	Pull Station	\$ 20.00			
Tech Plan	Each Additional Drill & Pull Station	\$ 10.00			
Tech Plan	Fire Alarm Device (Horn, Bell, Voice, Smoke Detector)	\$ 20.00			
Tech Plan	Each Additional Alarm Device	\$ 10.00			
Tech Plan	Each Fan Controlled by Fire Alarm Sys	\$ 20.00			
Tech Plan	Each sprinkler Sys Flow Switch &/or Tamper Switch	\$ 20.00			
Tech Plan	Fire Control Sys (Foam, Co2, Halogen, Dry per Zone)	\$ 30.00			
Tech Plan	Each Chemical-Kitchen Hood Protection	\$ 30.00			
	<u>Sign Permit Fees</u>				
Tech Plan	Wall, Ground, Marquee, & Painted Signs (Plus Electrical Permit) (Minimum)	\$ 90.00			
Tech Plan	Temporary Signs (Minimum)	\$ 90.00			
Tech Plan	Sign Permit Review Fee	\$ 30.00			
Tech Plan	Sandwich Board Sign (annual first application)	\$ 125.00			
Tech Plan	Sandwich Board Sign (additional year)	\$ 100.00			
	<u>Parking Lot Lighting</u>				
Tech Plan	1st Pole		\$30.00	DJF	Common Item
Tech Plan	Additional Poles		\$10.00	DJF	Common Item
	<u>Demolition Permit Fees</u>				
Tech Plan	Residential Structure	\$ 100.00			
Tech Plan	Each additional Structure on Premises	\$ 30.00			
Tech Plan	Multi-Family, Commercial, or Industrial Structures (Up to 30,000 square feet)	\$ 150.00			
Tech Plan	Above 30,000 square feet, \$150.00 plus \$5.00 per 1,000 square feet above 30,000	\$5 / 1,000 sft			
Tech Plan	Cash or Performance Bond required for all demolition permits	\$ 5,000.00			
Tech Plan	Sewer and water cap fees also required for all demolition permits				
	<u>(Plus plumbing sewer cap permit)</u>				
	<u>Moving Permit Fees</u>				
	Cash or Performance Bond				
Tech Plan	City/Out of City-Initial Structure (Per hour fee, 2 hr minimum)	\$ 90.00			
Tech Plan	Site Inspection before Moving into City (Per hour fee)	\$ 90.00			
	<u>General Permit Fees</u>				
	Permit Cancellation (No refunds on permits \$60 or less or permits with inspections)				
	50% Refund on Permits Greater than \$60.00			DJF	Covers Administrative, processing and handling
	<u>Right-of-Way Permit Requirements</u>				
	All work in the public right-of-way or public utility easements require an approved right-of-way permit issued by the City Engineer or his representative.				
Tech Plan	Right of Way Permit Fee (Minimum)	\$ 90.00			

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	<u>Bond Requirements</u>				
Tech Plan	Demolition of residential or commercial structure	\$ 5,000.00			
Tech Plan	Sidewalk or Driveway approach replacement (Bond not required)	\$ -			
Tech Plan	Curb Cut	\$ 1,000.00			
Tech Plan	Excavation in public easements (Fee minimum)	\$ 1,000.00			
Tech Plan	Excavation between property line and back of curb (Fee minimum)	\$ 1,000.00			
Tech Plan	Excavation under roadway up to ½ the road width (Fee minimum)	\$ 5,000.00			
Tech Plan	Excavation under roadway up to full roadway width (Fee minimum)	\$ 10,000.00			
	(If value of proposed work in the public right-of-way or public utility easement exceeds \$10,000.00, as determined by the City Engineer, the right-of-way permit bond requirement shall not be less than the value of the proposed work, as determined by the City Engineer)				
	<u>Rental Property Fees</u>				
Tech Plan	1 and 2 Family Homes (2 inspections per unit, fee assessed per unit)	\$ 150.00			
Tech Plan	Multi-Family Apartment (2 inspections per unit, fee for first unit)	\$ 150.00			
Tech Plan	Re-Occupany Inspection if applied within six months of previous certificate	\$ 75.00			
Tech Plan	Multi-Family Apartment (2 inspections per unit, fee for each additional unit in same bldg)	\$ 60.00			
Tech Plan	Each Re-inspection over two (Each unit)	\$ 60.00			
	<u>Planning Commission</u>				
Tech Plan	Site Plan Review (Commercial, Industrial, Multi-Family Residential)	\$ 500.00			
Tech Plan	Revised Site Plans with Changes greater than 30%	\$ 300.00			
Tech Plan	Special Land Uses Approval Requiring Public Hearing (Planned Developments, etc.)	\$ 750.00			
Tech Plan	Application for Text/Zoning Amendments (Rezoning)	\$ 600.00			
Tech Plan	Request for Special Meetings (In addition to other application fees)	\$ 600.00			
	<u>Zoning Board of Appeals Fees (In addition to other application fees)</u>				
Tech Plan	Single Family Residential Variance Request	\$ 250.00			
Tech Plan	Multi-Family, Commercial/Industrial Variance Request	\$ 600.00			
Tech Plan	Special Meetings of Zoning Board of Appeals	\$ 600.00			
	<u>Building Board of Appeals</u>				
Tech Plan	Residential, Commercial & Industrial	\$ 225.00			
	<u>Annual Registration and Licensing</u>				
Tech Plan	Residential Builders Registration	\$ 20.00			
Tech Plan	General Contractor Registration	\$ 20.00			
Tech Plan	Electrical Contractor Registration	\$ 20.00			
Tech Plan	Master Plumber Registration	\$ 1.00			
Tech Plan	Mechanical Contractor Registration	\$ 15.00			
Tech Plan	Sign Contractor Registration	\$ 20.00			
Tech Plan	Landlord Registration (Every Two Years)	\$ 80.00			
Tech Plan	House Movers Registration	\$ 20.00			
Tech Plan	Demolition Contractor Registration	\$ 20.00			

City of Oak Park
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Tech Plan	Maintenance and Alteration Contractor	\$ 20.00			
Tech Plan	Others Not Listed	\$ 20.00			
	<u>Business License</u>				
Tech Plan	New Business License fee	\$ 150.00			
Tech Plan	Renewal fee received by December 31	\$ 150.00			
Tech Plan	Renewal fee received between January 1-31 25% late fee	\$ 187.50			
Tech Plan	Renewal fee received after January 31 50% late fee	\$ 225.00			
	<u>Outdoor Dining</u>				
Tech Plan	Outdoor Dining Permit fee (One time)	\$ 150.00			
	<u>Special Pick-Up for Trash and Debris</u>				
Tech Plan	Tringali Sanitation (Time accrued per 15 minutes)	\$ 60.00			
Tech Plan	Tringali Sanitation (\$25.00 minimum trip charge)	\$ 25.00			
	<u>Special Pick-Up for Brush and Yard Waste</u>				
Tech Plan	Contractor (Time accrued per 15 minutes)	\$ 45.00			
Tech Plan	Contractor (\$45.00 minimum trip charge)	\$ 45.00			
	<u>Civil Infraction Fines</u>				
Tech Plan	Any not listed misc municipal Civil Infraction				
Tech Plan	The first offense, \$150.00, plus cost of abatement and \$45 Court Fee	\$ 150.00			
Tech Plan	The second offense, \$250.00, plus cost of abatement and \$45 Court Fee	\$ 250.00			
Tech Plan	A person who is determined to be responsible for a third or any subsequent repeat offense, is guilty of a misdemeanor punishable by a fine of not more than \$500.00 and costs of prosecution, plus any cost to abate, if applicable or by imprisonment for not more than 90 days, or by both such fine, costs and imprisonment in the discretion of the court in accordance with Sec. 1-25. - General penalty. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense.	\$ 500.00			
Tech Plan	Violation of any provision of Chapter 71 – Telecommunications Services				
Tech Plan	The first offense, \$500.00.	\$ 500.00			
Tech Plan	The second offense, \$1,000.00.	\$ 1,000.00			
Tech Plan	A person who is determined to be responsible for a third or any subsequent repeat offense, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$2,000.00, or community service for not more than 200 hours, or any combination of these penalties and the cost of prosecution, plus any cost to abate, if applicable.	\$ 2,000.00			
	<u>Civil Infraction Fees (Established by Ordinance O-18-666 effective March 30, 2018)</u>				
TP/Court	Retiree Health	\$ 20.00			
TP/Court	Building Fund (modified by Settlement Agreement)	\$ 5.00			
TP/Court	Settlement amount reallocated from Building Fund to dedicated OP revenue spent on the Court	\$ 10.00			
TP/Court	Per MCL 600.8727(4): \$10 assessed and payable to the state justice fund on all other civil municipal infractions	\$ 10.00			

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TP/Court	Per MCL 257.907(13): \$40 assessed and payable to the state justice fund on all traffic civil infractions (except parking)	\$ 40.00			
45th DISTRICT COURT					
<i>(Fee and fine amounts are set by State statute or determined by District Judges)</i>			NC	NW	
<u>Probation Fees</u>					
Court	Oversight	\$ 50.00			
Court	PSI/Alcohol Evaluation	\$ 125.00			
Court	PBT	\$ 3.00			
Court	Probation Fee	\$ 150.00			
<u>Miscellaneous Fees</u>					
Court	Warrant Fee	\$ 85.00			
Court	Show Cause Fee	\$50-\$95			
Court	NSF Fee	\$ 50.00			
Court	Certified Copy	\$ 10.00			
Court	Copies (Per Page)	\$ 1.00			
Court	Forms	\$ 1.00			
<u>Civil Infractions</u>					
Court	Speeding (1-5 Over)	\$ 150.00			
Court	Speeding (1-5 Over) Limited Access	\$ 160.00			
Court	Speeding (6-10 Over)	\$ 160.00			
Court	Speeding (6-10 Over) Limited Access	\$ 170.00			
Court	Speeding (11-15 Over)	\$ 175.00			
Court	Speeding (11-15 Over) Limited Access	\$ 185.00			
Court	Speeding (16-25 Over)	\$ 215.00			
Court	Speeding (16-25 Over) Limited Access	\$ 225.00			
Court	Speeding (26+ Over)	\$ 240.00			
Court	Speeding (26+ Over) Limited Access	\$ 240.00			
Court	Blockading Traffic	\$ 175.00			
Court	Careless Driving	\$ 240.00			
Court	Defective Equipment	\$ 125.00			
Court	Drive on Sidewalk	\$ 150.00			
Court	Due care/Caution	\$ 165.00			
Court	Expired Plate	\$ 135.00			
Court	Fail to Change Address on License	\$ 110.00			
Court	Fail to Signal	\$ 150.00			
Court	Fail to Stop for School Bus	\$ 350.00			
Court	Fail to Stop Leaving Private Drive	\$ 150.00			
Court	Fail to Yield	\$ 165.00			
Court	Fail to Yield Pedestrian	\$ 165.00			
Court	Fail to Yield Emergency Vehicle	\$ 225.00			
Court	Follow to Close	\$ 165.00			
Court	FTS Assured Clear Distance	\$ 165.00			
Court	Impeding Traffic	\$ 175.00			
Court	Improper Backing	\$ 175.00			

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Court	Improper Crossing/divided Hwy	\$ 160.00			
Court	Improper Display of Plate	\$ 135.00			
Court	Improper Lane Use	\$ 150.00			
Court	Improper Passing	\$ 165.00			
Court	Improper Turn	\$ 150.00			
Court	Improper Use of Lights	\$ 135.00			
Court	Interfere with Traffic	\$ 165.00			
Court	Loud Noise	\$ 165.00			
Court	No Child Restraint	\$ 150.00			
Court	No Proof of Insurance	\$ 190.00			
Court	No Registration on Person	\$ 110.00			
Court	No Seatbelt	\$ 65.00			
Court	Private prop/avoid Traffic Control Device	\$ 165.00			
Court	Prohibited Turn	\$ 150.00			
Court	Refuse PBT	\$ 275.00			
Court	Rolling Stop	\$ 150.00			
Court	Stop Sign	\$ 165.00			
Court	Sudden Acceleration/Squeal Tires	\$ 175.00			
Court	Texting While Driving	\$ 240.00			
Court	Too Fast for Conditions	\$ 165.00			
Court	Too many passengers on Moped/MC	\$ 165.00			
Court	Traffic Control Device	\$ 165.00			
Court	Traffic Signal (Red Light)	\$ 165.00			
Court	Truck Prohibited on Street	\$ 150.00			
Court	Wrong Way on One Way	\$ 165.00			
Court	Cell Phone Use GDL 1-2 (Added 4-1-13)	\$ 240.00			
	<u>Misdemeanors (Payable)</u>				
Court	No Ops in Possession	\$ 325.00			
Court	Expired Ops	\$ 325.00			
Court	No Insurance	\$ 375.00			
Court	Improper Plate	\$ 325.00			
Court	Restricted License	\$ 325.00			



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 537542

May 8, 2020

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: In Re: City of Oak Park

*Client 7406
Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Thursday, April 30, 2020

\$12,083.34

Fee Total

Costs Advanced:

Date	Description	Amount
04/03/20	Fee to Attorney Conference for Attend conference call with Attorney for Shostak regarding request and timing for Brownfield/Armory reimbursement	9.38
Total Costs Advanced		\$ 9.38

Total Fees and Disbursements: \$12,092.72

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 537543

May 8, 2020

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

*Re: Tina Polk and Richard Newton v City of Oak
Park, County of Oakland, et al.*

*Client 7406
Matter 24*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Thursday, April 30, 2020

\$1,170.00

Fee Total

Total Costs Advanced

\$ 0.00

Total Fees and Disbursements: \$1,170.00

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
Please indicate our invoice number and client/matter number on your remittance.*



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 537544

May 8, 2020

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

*Re: Oak Park Crown Pointe, LLC v City of Oak
Park*

*Client 7406
Matter 42*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Thursday, April 30, 2020

\$ 300.00

Fee Total

Total Costs Advanced

\$ 0.00

Total Fees and Disbursements: \$ 300.00

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
Please indicate our invoice number and client/matter number on your remittance.*



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 537544

May 8, 2020

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

*Re: Oak Park Crown Pointe, LLC v City of Oak
Park*

*Client 7406
Matter 42*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Thursday, April 30, 2020

\$ 300.00

Fee Total

Total Costs Advanced

\$ 0.00

Total Fees and Disbursements: \$ 300.00

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
Please indicate our invoice number and client/matter number on your remittance.*

MEMORANDUM

To: Mayor Marian McClellan
Hon. City Council

FROM: Ebony L. Duff, City Attorney

SUBJECT: Application for METROAct Permit
Cellco Partnership d/b/a Verizon Wireless

DATE: May 7, 2020

Honorable Mayor and Council:

On March 28, 2020, the City received an Application by Cellco Partnership d/b/a Verizon Wireless for a METRO Act Permit in the City of Oak Park for access to, and ongoing use of public rights-of-way within the City for the purpose of installation of six (6) 4G antennae atop existing DTE poles for the stated purpose of boosting its network and quality of service in Oak Park. Cellco Partnership d/b/a Verizon Wireless submitted its Application and proposed Permit along with the required \$500 one-time Application fee. The applicable statute requires the City to approve or deny access to the Permit within 45 days from the date a provider files an Application for a Permit. I have undertaken a review of Cellco Partnership d/b/a Verizon Wireless's submissions to ensure that they meet the statutory requirements of Public Act No. 48 of 2002 as well as the City of Oak Park Code of Ordinances Chapter 71 regarding Telecommunication Services.

Application Review

The Application states that Cellco Partnership d/b/a Verizon Wireless will install six (6) 4G antennae atop existing DTE poles. Cellco has a Master Lease Agreement with DTE to do these installations and goes through an application process with DTE before being permitted access to the poles. At the time of the Application, Cellco has received permission to place 5 of the 6 poles, and is in process for approval of the 6th pole location.

The Department of Technical & Planning has reviewed the proposed permit and recommends approval pending correction of the identification of Oak Park as the "Municipality" in Section 1.5 ad signature block of the Application, and Cellco filing an application for a right of way permit in Oak Park upon approval of the MetroAct Permit.

Cellco Partnership d/b/a Verizon Wireless has presented a certificate of insurance covering the proposed work, however it does not name the City as an additional insured as required by Section 71-12 of the City Ordinance, and does not specify that it covers this particular project. Additionally, it is noted that the Permit is requested for a term of 15 years

which is inconsistent with the City Ordinance at Section 71-9 which states no telecommunications permits shall be issued for a term longer than 5 years.

Recommendation

As the documents submitted by Cellco Partnership d/b/a Verizon Wireless essentially comply with the statutory requirements, I recommend approval of its Application pending modification of the Term for 5 years as permitted by Section 71-9 of the Oak Park Code of Ordinances, presentation of a certificate of insurance in compliance with Section 71-12 of the Oak Park Code of Ordinances, and identification of Oak Park as the Municipality in the Application. I have attached a proposed Resolution approving the Application along with a copy of the Application and proposed Permit for your review and approval at the City Council Meeting on May 18, 2020.

Thank you for your consideration of this recommendation.

Respectfully,
Ebony L. Duff

**CITY OF OAK PARK
RESOLUTION APPROVING CELLCO PARTNERSHIP d/b/a VERIZON WIRELESS
APPLICATION FOR METRO ACT PERMIT**

WHEREAS, the City of Oak Park has received a request from Cellco Partnership d/b/a Verizon Wireless for a METRO Act Right-of-Way Telecommunications Permit; and

WHEREAS, Cellco Partnership d/b/a Verizon Wireless has submitted an Application for the permit, which essentially complies with the requirements of the Oak Park Code of Ordinances and the Metropolitan Extension Telecommunications Right-of-Way-Act, MCL 484.3101, et seq.; and

WHEREAS, the City of Oak Park is aware of no reason to deny the permit upon modification of certain terms as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Oak Park, Oakland County, Michigan, that:

1. The request by Cellco Partnership d/b/a Verizon Wireless for the City to grant a METRO Act Permit is hereby approved for a Term of five (5) years as permitted by Section 71-9 of the Oak Park Code of Ordinances, presentation of a certificate of insurance in compliance with Section 71-12 of the Oak Park Code of Ordinances, identification of Oak Park as the Municipality in the Application and pending final review and approval by the Department of Technical and Planning.
2. Upon approval of the METRO Act Permit, Cellco Partnership d/b/a Verizon Wireless must apply for a right of way permit with the City of Oak Park.
3. The Mayor, City Manager, and City Clerk are authorized and directed to execute the METRO Act Right-of-Way Permit, in accordance with this Resolution and substantially in the form attached hereto.
4. All resolutions inconsistent with this Resolution be and hereby are rescinded to the extent of such inconsistency.

Roll Call Vote: Yes,
 No,
 Absent,

Rehmann Robson
1249 Griswold St.
Suite 201
Detroit, MI 48226
Ph: 313.202.7400
Fx: 313.967.0135
rehmann.com

Mr. Erik Tungate, City Manager
City of Oak Park, Michigan
13600 Oak Park Blvd
Oak Park, Michigan 48237

Re: Audit Contract Modification for the GASB34 entries

Dear Mr. Tungate:

We are pleased to submit this proposal to update the current contract for the audit of the City's financial statements for the year ending June 30, 2020 through June 30, 2022 to add assistance with the GASB34 entries. The fee will be \$53,000 for fiscal year 2020, \$54,500 for fiscal year 2021, and \$56,000 for fiscal year 2022.

Best regards,

Rehmann Robson, LLC



Daniel B. Clark, CPA
Principal



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

SUBJECT: Façade Grant Approval 15421 9 Mile Rd.

DEPARTMENT: Economic Development & Communications

SUMMARY:

The Economic Development & Communications Department has received an application for a Façade Improvement Grant from Andrew Attisha, owner 15421 9 Mile Rd. The project specifications have met city guidelines for the program. The project consists of an entire façade change including new windows, doors and lighting. Total cost is \$20,380. The 50% grant match will not exceed the guidelines of \$2,500.

FINANCIAL STATEMENT: Money is available in the facade improvement budget, 704-00.000.277.109

RECOMMENDED ACTION: Request that city council conditionally approve the façade grant for 50% of the project costs in an amount not to exceed \$2,500. The conditions to be met include: submitting the second estimate and verification that taxes and fees are current and there are no outstanding violations.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KM* _____

Director of Finance: _____ *SC* _____

Budgeted:

Legal: _____ *N/A* _____

EXHIBITS: application, design and quote

CITY OF OAK PARK SMALL BUSINESS FAÇADE IMPROVEMENT PROGRAM

APPLICANT INFORMATION

Name of Applicant: ANDREW ATTISHA		
Address: 15450 W 9 MILE RD.		
City: OAK PARK	State: MI	ZIP Code: 48237
Phone: 248.330.8030	Email: andrewattisha@yahoo.com	

FOR TENANTS

Name of Building Owner:		
Address of Building Owner:		
City:	State:	Zip Code:
Phone:	Email:	

PROPERTY TO BE IMPROVED

Name of Business: AY Property Management LLC		
Address: 15421 W 9 MILE RD.		Phone: 248 330 8030
City: Oak Park	State: MI	ZIP Code: 48237
Type of Business: "Proposed Day Care"	Tax ID #: 84-3892106	
Proposed start of construction: 6/1/20	Anticipated completion: 8/1/20	

Short description of proposed work: **or once plans are approved.**
Facelift, new windows, new doors, new lighting — see plans

ACKNOWLEDGEMENTS

By signing this Application, I affirm that I am the property owner of the above Property or as the tenant, have received permission from the property owner via the accompanying notarized letter to perform the proposed improvements. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any reimbursement awarded. In such a case that any reimbursement awarded by the city is voided due to any falsification or willful omission, I agree to repay the reimbursement amount to the DCED within sixty (60) days, plus all of the costs and attorney fees incurred by the DCED to collect the reimbursement proceeds if I fail to repay the DCED within the sixty (60) days. I have read and understand and agree to comply with all requirements of the DCED Façade Improvement Program (hereinafter the "Program"). I hereby acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the DCED. I further hereby acknowledge that the DCED reserves the right to reject any or all applications received pursuant to the Program

Also, I understand, acknowledge and agree to the following:

1. It is expressly understood that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.
2. It is expressly understood that the Applicant will not seek to hold the City of Oak Park and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Small Business Façade Improvement Program
3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Small Business Façade Improvement Program. Applicant should ask for contractor's proof of liability insurance.
4. Applicant will review and abide by the Oak Park Design Guidelines
5. Applicant will pull permits if required.
6. Applicant will maintain the improvements made to the property.

8. If Applicant chooses to alter the scope of work after DCED has approved it, Applicant may be ineligible for a portion or the entire reimbursement amount agreed upon from the original scope of work.

9. Applicant agrees to allow the DCED to promote the program including but not limited to displaying signage at the construction site and using photographs in promotional materials and press releases.

SIGNATURES		
Signature of applicant:	Date: 5/12/20	
Printed name of applicant: ANDREW ATTISHA		
Signature of Property Owner (if applicable):	Date:	
Printed name of Property Owner (if applicable): A SAME ↑		
FOR DCED OFFICE USE ONLY		
Is the application above complete along with all additional necessary documentation (i.e. notarized letter from property owner)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the building in compliance with all zoning ordinances and current on all property taxes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are the proposed improvements eligible under the requirements of the program?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant provided architectural drawings of the proposed improvement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant included at least two photos of the current property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant included at least two bids from licensed contractors for the work to be completed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are the proposed improvements consistent with the proposed Oak Park Design Guidelines?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date submitted to city council for approval _____ Amount approved _____		
City Council approved		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	

ESTIMATE



Andy Wattisha
15421 W Nine Mile Road
Oak Park, Mi 48237
(248) 330-8030

Clearview Property Solutions

1754 East Michigan Ave
Ypsilanti, Michigan 48197

Phone: (734) 747-2094

Email: clearviewa2@yahoo.com

Fax: +7 348-212-6044

Web: N/A

Estimate # 006003
Date 03/17/2020
Business / Tax # F31786

Description	Total
Aluminum cladding	\$8,500.00
-Aluminum cladding on front of building 5x50 -frame wall for cladding	
Windows	\$5,800.00
Replace all exterior windows 12ftx3ft 6x3 3x4 36"x80 glass door Replace windows in back of building	
Remove window and block	\$1,830.00
Remove window in back and block in.	
Repair to block/fireplace	\$2,500.00
-Repair all broken block and waterproof -add drip edge around entire building -Repair fireplace	
Paint	\$1,750.00
Paint exterior brick slate grey	

Subtotal	\$20,380.00
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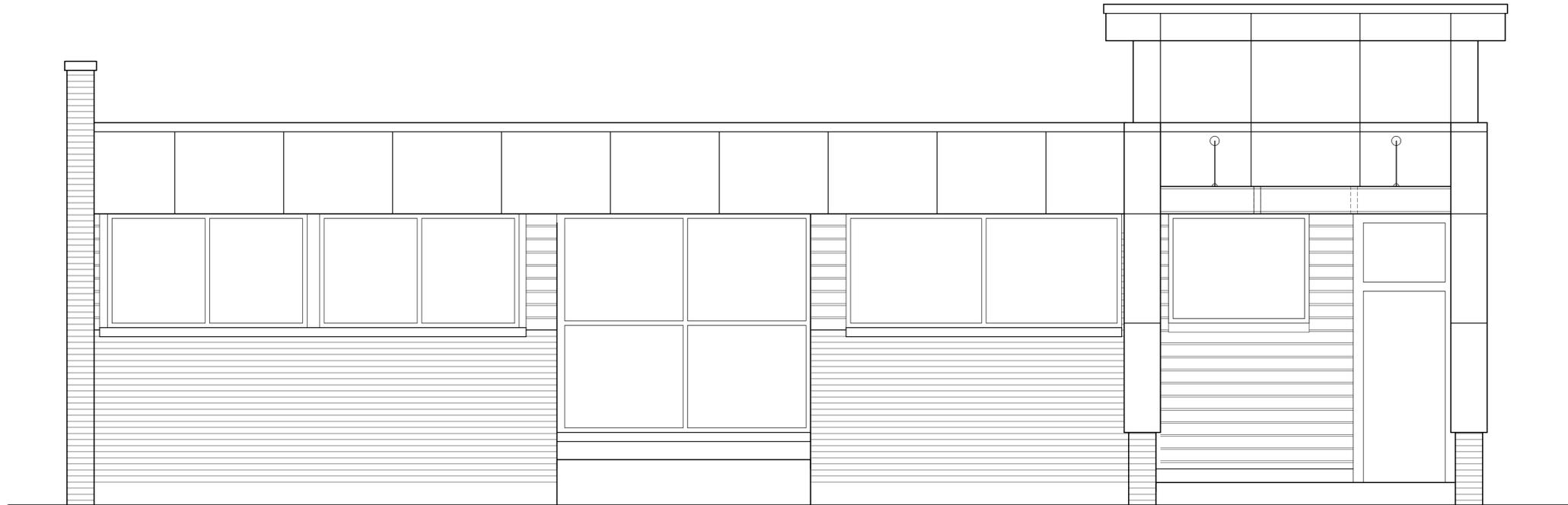
Total	\$20,380.00
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By signing this document, the customer agrees to the services and conditions outlined in this document.

Andy Wattisha

PROPOSED EXTERIOR FACELIFT FOR

EXISTING OFFICE BUILDING
15421 W. NINE MILE ROAD
OAK PARK , MICHIGAN 48237



ARCHITECTURAL



ASSOCIATES

ARCHITECTURAL
DESIGN
RESIDENTIAL
COMMERCIAL
INDUSTRIAL

G.A.V. & ASSOCIATES, INC.

24001 ORCHARD LAKE RD., STE. #180A
FARMINGTON, MICHIGAN 48336
PHONE (248) 985-9101

PROJECT INFORMATION	LOCATION MAP	SHEET INDEX	SHEET INDEX	SHEET INDEX	SHEET INDEX	ISSUED FOR
<p>PROJECT NUMBER: 20028 PROJECT LOCATION: 15421 W. NINE MILE RD. OAK PARK, MICHIGAN 48237</p> <p>ARCHITECT: GAV & ASSOCIATES, INC. 24001 ORCHARD LAKE RD. STE. #180A FARMINGTON, MI 48336 PHONE: (248) 985-9101</p> <p>1. THE DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: FREEMAN GREER, MI ARCH LIC.#1901039947</p> <p>2. THESE CONSTRUCTION DOCUMENTS WERE PREPARED FOR COMPLIANCE WITH THE MICHIGAN CONSTRUCTION CODES IN EFFECT AT THE TIME OF PERMIT SUBMITTAL. ALL ENGINEERS, CONTRACTORS AND SUPPLIERS INVOLVED WITH THIS PROJECT SHALL COMPLY WITH THE SAME CODES, ISSUED AND APPROVED CODE MODIFICATIONS AND/OR CITY OF OAK PARK, MI. CONSTRUCTION BOARDS OF APPEALS RULINGS AND WHENEVER REQUIRED SHALL PROVIDE SHOP DRAWINGS AND SUBMITTALS CLEARLY DESCRIBING COMPLIANCE TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE FOR REVIEW AND APPROVAL.</p>		<p>T.001 TITLE SHEET, LOCATION MAP & SHEET INDEX T.002 CODE INFORMATION, PROJECT GENERAL NOTES, LIST OF DEFERRED SUBMITTALS & ROOM INFORMATION</p> <p>A.101 FLOOR PLAN & BUILDING ELEVATIONS A.201 ENLARGED ELEVATIONS A.401 WALL SECTIONS</p>				<p>PERMITS/ BIDS 4-12-20</p> <p>SEAL</p>

CODE REVIEW & BLDG ANALYSIS:

THE BUILDING PLANS ARE BEING SUBMITTED FOR THE PROPOSED FACELIFT RENOVATION OF EXISTING BUILDING FACADES. ALL NEW CONSTRUCTION SHALL COMPLY TO THE FOLLOWING.

I. GENERAL CONTR. TO COMPLY W/ ALL FEDERAL, STATE, CITY AND LOCAL CODES WHERE APPLICABLE

- * MICHIGAN BUILDING CODE 2015
- * ICC/ANSI A117.1 2009 AND MICHIGAN BARRIER FREE DESIGN LAM P.A. 1 OF 1986 AS AMENDED
- * MICHIGAN MECHANICAL CODE 2015 (M.M.C.)
- * MICHIGAN PLUMBING CODE 2015 (M.P.C.)
- * FIRE SUPPRESSION NFPA 13-2013
- * FIRE ALARM NFPA 12-2012
- * INTERNATIONAL FUEL GAS CODE 2015 (I.F.G.C.)
- * MICHIGAN UNIFORM ENERGY CODE, PART 10a (M.E.C.) ANSI/ASHRAE/IESNA STANDARD 90.1 1999 EDITION
- * MICHIGAN ELECTRICAL CODE BASED ON 2014 N.E.C. W/ PART 8 AMENDMENTS
- * INTERNATIONAL FIRE CODE 2015 (I.F.C.)
- * PROJECT SHALL COMPLY W/ MBC 2015 CHP. 35 REFERENCE STANDARDS

PROJECT DATA:

ZONING	COMMUNITY BUSINESS
USE GROUP	B
CONSTRUCTION TYPE	2B
EXISTING BUILDING NOT SPRINKLED	

BUILDING DATA

GROSS BUILDING AREA FIRST FLOOR	1820 S.F.
GROSS BUILDING AREA BASEMENT	1582 S.F.

GENERAL NOTES

1. DO NOT SCALE DRAWINGS. USE GIVEN DIMENSIONS ONLY (TO FACE OF GYP. BD. ON MTL. STUDS & TO FACE OF UNFINISHED BLOCK WALLS), IF DIMENSIONS ARE IN QUESTION THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING CLARIFICATION FROM THE ARCHITECT BEFORE CONTINUING WITH THE WORK.

2. ALL DOORS TO COMPLY WITH THE 2015 EDITION OF THE MICHIGAN BUILDING CODE SECTION 1008 AND ICC/ANSI A117.1-2009 SECTION 404.2.

3. DOOR HANDLES, PLUS LATCH, LOCKS AND OTHER OPERATING MAXIMUM HEIGHT OF 34"-48" ABOVE FINISH FLOOR. OPERATING DEVICES SHALL BE CAPABLE OF OPERATION WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING OR TWISTING OF THE WRIST TO OPERATE. ALL MEANS OF EGRESS WHERE SERVING AN OCCUPANT LOAD OF 50 OR MORE PERSONS, THE OPENING FORCE FOR INTERIOR SIDE-SWING DOORS WITH-OUT CLOSERS SHALL NOT EXCEED 5-POUND FORCE. FOR ALL OTHER SIDE-SWING, SLIDING AND FOLDING DOORS, THE DOOR LATCH SHALL RELEASE WHEN SUBJECT TO A 15-POUND FORCE, THE DOOR SHALL SWING TO A FULL-OPEN POSITION WHEN SUBJECTED TO A 15 POUND FORCE. FORCES SHALL BE APPLIED TO THE LATCHSIDE.

4. ALL MEANS OF EGRESS DOORS SHALL BE READILY OPERABLE FROM THE SIDE FROM WHICH EGRESS IS TO BE MADE WITHOUT THE USE OF A KEY, SPECIAL KNOWLEDGE, OR EFFORT.

5. ALL EXIT DOORS & MEANS OF EGRESS DOORS SHALL BE SIDE HINGED, NON-LOCKING & SWING IN DIRECTION OF EGRESS.

6. ALL GLASS SHALL BE SAFETY GLASS AS REQ'D PER SECTION 2406.2 AND SHALL PASS THE TEST REQ'TS. OF CPSC 16 CFR, PART 1201

7. FIRESTOPPING SHALL BE TESTED IN ACCORDANCE WITH ASTM E-814 TEST STANDARDS. CONTRACTOR TO SUBMIT TEST REPORT ATTACHED WITH THE SUBMITTAL COVER SHEET FOR EACH APPLICATION, I.E., FOR EACH KIND OF CONSTRUCTION (RATED FLOOR/CEILING RATED WALLS, ETC.) BEFORE INSTALLATION. FIRESTOPPING INSTALLATION SHALL NOT BE CONCEALED WITH FINAL CONSTRUCTION UNTIL APPROVED BY BUILDING INSPECTOR.

8. ALL EXIT DISCHARGE DOORS TO CONTAIN A RAISED CHARACTER SIGN STATING "EXIT" COMPLYING WITH ICC A117.1 SECTION 103.3 AS REQ'D BY MBC 2015 SECTIONS 110.4 (ITEM #2) AND 101.4.

9. "EXIT" SIGNS SHALL HAVE RED LETTERS AT LEAST 6" HIGH AND THE MINIMUM WIDTH OF EACH STROKE SHALL BE 3/4" ON A WHITE BACKGROUND OR IN OTHER APPROVED DISTINGUISHABLE COLOR. THE WORD "EXIT" EXCEPT THE LETTER "I" SHALL HAVE LETTERS HAVING A WIDTH NOT LESS THEN 2 INCHES AND THE MINIMUM SPACING BETWEEN LETTERS SHALL NOT BE LESS THAN 3/8" OF AN INCH. SIGNS LARGER THAN THE MINIMUM SIZE REQUIRED SHALL HAVE LETTERS WIDTH AND SPACING IN THE SAME PROPORTION TO THE HEIGHT AS INDICATED IN THIS CODE. IF AN ARROW IS PROVIDED AS PART OF AN "EXIT" SIGN, THE CONSTRUCTION SHALL BE SUCH THAT THE ARROW CANNOT BE READILY CHANGED, THE WORD "EXIT" SHALL BE CLEARLY DISCERNIBLE WHEN THE SIGN IS ILLUMINATION MEANS IS NOT ENERGIZED.

10. MIN. AVERAGE ILLUMINATION OF 10 FOOTCANDLES IS REQ'D AT A HEIGHT OF 30' AFF OVER THE AREA OF ALL ROOMS

11. PROVIDE TYVEK DRAINWRAP SHEET FOR ALL E.F.I.S. WORK INDICATED ON DRAWINGS.

DESIGN LOADS

THE STRUCTURE IS DESIGN FOR THE FOLLOWING LIVE LOADS, IN ADDITION TO THE LATERAL LOADS AND SUPERIMPOSED DEAD LOADS AND SELF-WEIGHT OF THE STRUCTURE.

BUILDING OCCUPANCY CATEGORY: II

LIVE LOADS:

1. ROOF SNOW LOAD
 - A. GROUND SNOW LOAD: 25 PSF
 - B. FLAT ROOF SNOW LOAD (P): (MIN ROOF LOAD): 20 PSF
 - C. SNOW EXPOSURE FACTOR (Ce): 1.0
 - D. SNOW LOAD IMPORTANCE FACTOR (I): 1.0
 - E. THERMAL FACTOR (Ct): 1.0
 - F. ADDITIONAL LOADING DUE TO DRIFTING AT CHANGES IN ROOF ELEVATIONS AND ICE AT OVERHANGS PER APPLICABLE CODE.

TOTAL ROOF DESIGN LOAD: 35 PSF

WIND LOAD:

1. BASIC WIND SPEED (3-SECOND GUST): 115 MPH
2. RISK CATEGORY FACTOR: II
3. EXPOSURE CATEGORY: B
4. INTERNAL PRESSURE COEFFICIENT: +/- 0.18
5. MAIN FORCE RESISTING STRUCTURAL SYS (EQUIVALENT STATIC FORCE):
 - A. MIN UNIFORM: 16 PSF

EARTHQUAKE DATA:

1. OCCUPANCY CATEGORY: II
2. MAPPED SPECTRAL RESPONSE ACCELERATION Sa=0.085g & S1=0.044g
3. SITE CLASS D
4. SPECTRAL RESPONSE COEFFICIENTS Sds=0.091g & SD1=0.071g
5. SEISMIC DESIGN CATEGORY B
6. SECTION 11.7 (ASCE10) DESIGN REQUIREMENT FOR SDG A
7. DESIGN BASE SHEER Fx=0.01Wx
8. Cs&SDs / (R/I)
9. RESPONSE MODIFICATION FACTOR R=5
10. SECTION 11.7 (ASCE10) DESIGN REQUIREMENT FOR SDG A

FOUNDATION & EARTH WORK

1. FOOTINGS SHALL BEAR ON THE FIRM UNDISTURBED SOIL WITH A SAFE NET CAPACITY OF 3000 PSF. IF SOIL OF THIS CAPACITY IS NOT FOUND AT THE ELEVATIONS INDICATED, FOOTINGS SHALL BE ENLARGED OR LOWERED AT THE DIRECTION OF THE ENGINEER. VERIFY FOUNDATION SOIL BEARING PRESSURE IN FIELD BY SOILS ENGINEER.
2. EXCAVATION OF FILLS, ORGANIC MATERIALS AND OTHER UNSUITABLE MATERIAL IS TO BE REMOVED UNTIL THE MIN. SOIL BEARING IS OBTAINED PER AN ONSITE SOILS ENGINEER. PAD FOOTING IS TO EXTEND TO THAT POINT. IF WATER IS ENCOUNTERED DURING EXCAVATION, CONTRACTOR TO CONSULT WITH DEMATERING CONTRACTOR FOR RECOMMENDATIONS.
3. ALL FOOTINGS SHALL BE PLACED ONTO COMPACTED SUB GRADE OR ENGINEERED FILL (95% MINIMUM DENSITY AT OPTIMUM MOISTURE CONTENT). FOOTING ELEVATIONS SHOWN DESIGNATE A MINIMUM DEPTH OF FOOTINGS WHERE A SAFE SOIL BEARING PRESSURE OF 3000 PSF FOR COLUMNS AND WALL FOOTINGS IS EXPECTED. UNDERCUT AND PROVIDE ENGINEERED FILL AS NECESSARY TO ACHIEVE BEARING CAPACITY INDICATED.
4. ALL FOUNDATION EXCAVATIONS SHALL BE INSPECTED AND CERTIFIED. CONTRACTOR TO SUBMIT TESTING REPORT TO CITY.
5. NO FOOTINGS SHALL BE PLACED ONTO OR AGAINST SUB GRADES CONTAINING FROST OR ICE. CROSS REFERENCE ARCHITECTURAL AND STRUCTURAL DRAWINGS TO ASSURE PROPER DIMENSIONS AND PLACEMENT OF ALL ANCHORS BOLTS, INSERTS, ETC.
6. AFTER EXCAVATING FOR ALL EARTH-SUPPORTED FLOOR AND STAIR SLABS, THE EXPOSED NATURAL SOIL SHALL BE THOROUGHLY COMPACTED PRIOR TO PLACING FILL.

STRUCTURAL STEEL:

1. THE STRUCTURAL INTEGRITY OF THE BUILDING SHOWN ON THESE PLANS IS DEPENDENT UPON COMPLETION ACCORDING TO THE PLANS AND SPECIFICATIONS. STRUCTURAL MEMBERS ARE NOT SELF-BRACING UNTIL PERMANENTLY AFFIXED TO THE STRUCTURE AS DIRECTED. THE ARCHITECT/STRUCTURAL ENGINEERS ASSUME NO LIABILITY FOR THE STRUCTURE DURING CONSTRUCTION. MEANS AND METHODS OF CONSTRUCTION AND JOB SITE SAFETY ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR'S
2. ALL STRUCTURAL STEEL CONSTRUCTION TO CONFORM TO AISC-360 "SPECIFICATION FOR THE DESIGN, FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS" AND AISC CODE OF STANDARD PRACTICE, UNLESS MODIFIED.
3. ALL DETAILING FABRICATION AND ERECTION SHALL CONFORM TO MBC SECTION 2204 CODE, THE LATEST EDITION OF "AISC SPECIFICATION FOR STRUCTURAL FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS AND BRIDGES."
4. CONTRACTOR TO USE AISC SPECIFICATIONS FOR THE MANUFACTURE OF ALL STRUCTURAL STEEL MEMBERS WITH TENSILE YIELD STRENGTH FY = 50 KSI, AND WHICH SHALL CONFORM TO ASTM A-992 STANDARDS, AND SHALL SUBMIT SHOP DRAWINGS. ALL STRUCTURAL STEEL SHALL BE ASTM A-992 (UNLESS NOTED OTHERWISE) HAVING FY=50,000 PSI.
5. STRUCTURAL TUBING SHALL CONFORM TO ASTM A500, GRADE B OR ASTM A501. SEE DRAWING FOR EACH APPLICATION.
6. ALL DRAWINGS SHOW THE INTENT AND CONCEPT OF THE CONNECTIONS BUT NOT THE DETAIL OF BOLTS AND WELDS. ALL CONNECTIONS NOT DETAILED SHALL BE DESIGNED, DETAILED AND MANUFACTURED BY THE FABRICATOR.
7. SHOP CONNECTIONS SHALL BE WELDED FIELD CONNECTIONS USE ETOXX ELECTRODES, RUN PARALLEL TO THE TENSION MEMBERS, AND USE HIGH STRENGTH BOLTS WITH WASHER AND NUT.
8. FIELD BOLT CONNECTIONS WITH ASTM A-325 OR ASTM A-490.
9. PROVIDED PERIMETER STL. ANGLES FOR MTL. ROOF DECK SUPPORT AS REQ'D, INCLUDING AROUND ALL ELEVATORS, STAIRS, AND OPENINGS IN FLOOR OR ROOF.
10. ALL WELDING TO CONFORM TO AWS D11 "STRUCTURAL WELDING CODE". E TO XX LOW HYDROGEN ELECTRODES CONFORMING TO AWS SPECIFICATION A5.1 SHALL BE USED FOR WELDING.
11. ALL WELDING SHALL BE DONE BY CERTIFIED WELDERS USING ELECTRIC ARC METHODS IN ACCORDANCE WITH LATEST EDITION OF "AWS CODE FOR WELDING IN BUILDING CONSTRUCTION". ETOXX ELECTRODES TO BE USED.
12. UNLESS OTHERWISE NOTED, ALL FIELD CONNECTIONS SHALL BE FASTENED WITH 3/4 INCH DIAMETER ASTM A325-X, BEARING TYPE (WITH THREADS EXCLUDED FROM SHEAR PLANE) BOLTS.
13. UNLESS OTHERWISE SHOWN, ALL BEAM END CONNECTIONS SHALL BE DESIGNED TO SUPPORT ONE-HALF THE TOTAL UNIFORM LOAD CAPACITY SHOWN IN AISC MANUAL FOR GIVEN BEAM, SPAN AND GRADE OF STEEL SPECIFIED. FOR COMPOSITE BEAM CONNECTIONS SHALL BE DESIGNED FOR THREE-FOURTH OF THE TOTAL UNIFORM LOAD CAPACITY.
14. ALL ANCHOR BOLTS SHALL CONFORM TO ASTM A-307-00.
15. MINIMUM CONNECTION SHALL BE 3/4 INCH DIAMETER BOLTS OR A WELD DEVELOPING A FORCE OF 10 KIPS.
16. PAINT ONE COAT OF PRIMER ON ALL EXPOSED SURFACES EXCEPT FOR THE FOLLOWING SURFACES WHICH WILL NOT BE PAINTED :
 - A. SURFACES THAT ARE IN CONTACT WITH CONCRETE.
 - B. CONTACT SURFACES IN FRICTION TYPE CONNECTIONS.
 - C. SURFACES WHICH METAL FLOOR DECK AND/OR SHEAR STUDS ARE TO BE WELDED.
 - D. SURFACES TO BE WELDED SHALL NOT BE PAINTED WITHIN THREE INCHES OF THE WELD.
17. THE CONTRACTOR SHALL FURNISH AND INSTALL STL. ANGLES WITH ANCHORS AT MECHANICAL CURBS WHERE INDICATED.
18. FLOOR AND ROOF OPENINGS ARE TO BE FRAMED WITH STL. ANGLES AS INDICATED. FRAMES TO BE CONNECTED TO THE PANEL POINTS OF BAR JOISTS OR GIRDERS AND TRUSSES.
19. REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL ANGLES, PLATES, BARS, CLIPS, ETC., ATTACHED TO STRUCTURAL STEEL. VERIFY EXACT SIZE AND LOCATION OF ALL FLOOR AND ROOF OPENINGS WITH CONTRACTOR INVOLVED. PROVIDE "DUR-O-WALL" RE-STEEL: USE No. 8 LADDER TYPE ONLY, BLOCKWORK - EVERY 24"
20. STEEL FABRICATOR TO PROVIDE SHOP DRAWINGS FOR ARCHITECTS APPROVAL PRIOR TO FABRICATION. THE SHOP DRAWINGS SHALL INCLUDE CONNECTION DETAILS FOR ALL STRUCTURAL STEEL MEMBERS. SPECIFY THAT STEEL JOIST AND JOIST GIRDER STRUCTURAL
21. NO COMBUSTIBLES IN FLENUM SPACE

STEEL JOISTS:

1. ALL PROVISIONS OF THE RECOMMENDED CODE OF STANDARD PRACTICE FOR STEEL JOISTS AS ADOPTED BY THE STEEL JOIST INSTITUTE SHALL BE ADHERED TO.
2. STEEL JOIST BEARING ON STEEL BEAMS OR PLATES TO BE WELDED TO STEEL WITH 2" LONG PER "SJI", EXTEND BOTTOM CHORDS OF JOISTS AT COLUMNS TO A STABILIZER TAB, IF NO JOIST OCCURS AT COLUMNS, EXTEND BOTTOM CHORDS OF EACH ADJACENT JOIST AND CONNECT.
3. STEEL JOISTS OR JOIST GIRDERS ARE TO BE FABRICATED BY A MEMBER OF THE STEEL JOIST INSTITUTE AND BE DESIGNED, FABRICATED AND ERECTED IN ACCORDANCE WITH THE LATEST SPECIFICATIONS OF THE STEEL JOIST INSTITUTE.
4. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS THAT CONFORM TO THE STANDARDS OF THE STEEL JOIST INSTITUTE (SJI) SPECIFICATIONS .
5. PROVIDE X-BRACING AND BOTTOM CHORD BRACING AT LOCATIONS INDICATED BY MANUFACTURER AND SHALL COMPLY WITH SJI STANDARDS.
6. COLD FORMED CHORDS ARE NOT PERMITTED.
7. ALL HANGERS FOR CEILINGS, DUCTWORK, ELECTRICAL CONDUIT, PIPING, ETC. SHALL BE HUNG DIRECTLY OR SUPPORTED FROM OR AT THE PANEL POINTS OF THE JOIST.
8. JOISTS SHALL HAVE ONE SHOP COAT OF PAINT. CHECK WITH ARCHITECT FOR COLOR.
9. MECHANICAL FRAMING, OPENINGS AND STRUCTURE IN ANY WAY RELATED TO MECHANICAL REQUIREMENTS ARE SHOWN FOR BIDDING PURPOSES ONLY. CONTRACTOR SHALL OBTAIN APPROVAL OF MECHANICAL AND OTHER TRADES BEFORE PROCEEDING WITH SUCH PORTION OF THE WORK. EXCESS COST RELATED TO VARIATION IN MECHANICAL REQUIREMENTS TO BE BORNE BY MECHANICAL CONTRACTOR.
10. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING AND COORDINATING ALL UNITS AND ANY ROOF / FLOOR OPENINGS SUPPORTS WITH STEEL JOISTS FABRICATOR FOR FINAL SELECTION OF UNITS / EQUIPMENTS. UNITS SPECIFICATION SHEETS SHALL BE SUBMITTED TO ARCHITECT AND JOISTS MANUFACTURER PRIOR TO JOIST FABRICATION.

METAL DECK:

1. METAL DECK SHALL CONFORM TO ALL REQUIREMENTS OF "BASIC DESIGN SPECIFICATION" AS ADOPTED BY THE STEEL DECK INSTITUTE (S.D.I.).
2. ALL METAL DECK WORK SHALL COMPLY WITH APPLICABLE REQUIRED MENTS OF AISI, SPECIFICATION FOR THE DESIGN OF COLD FORMED STEEL STRUCTURAL MEMBERS, AISI-STRUCTURAL WELDING CODE D1-I, STEEL DECK INSTITUTE.
3. UNLESS NOTED, ROOF DECK SHALL BE MANUFACTURED FROM STEEL CONFORMING TO ASTM A1008, 33 KSI.
4. NOT USED
5. LOADS SHALL NOT BE HUNG FROM ROOF DECK.
6. METAL DECK TO BE CONNECTED TO SUPPORTING MEMBERS AS PER RECOMMENDATION BY SJI OR AS SPECIFIED.
7. THE CONTRACTOR SHALL FURNISH ALL ACCESSORIES INCLUDING CLOSURES, "Z" CLOSURES, COLUMN CLOSURES, SCREED ANGLES AND GIRDER FILLERS, AS REQUIRED.
8. ROOF DECK SHALL HAVE MANUFACTURER'S STANDARD RUST INHIBITIVE PAINT.
9. METAL DECK SHALL BE CONTINUOUS OVER THREE SPANS WHEREVER INDICATED. SINGLE AND DOUBLE SPANS SHALL COMPLY WITH "STEEL DECK INSTITUTE" REQUIREMENT.
10. ALL METAL DECKING SHALL BE WELDED TO THE STEEL BEAM WITH A 3/4 INCH FLUG WELD AT THE FLUTES NOT EXCEEDING 12 INCHES APART.
11. ALL INTERIOR ROOF SUMPS SHALL HAVE AN OVER FLOW 3" ABOVE ROOF SURFACE

REINFORCING STEEL:

1. DETAILING AND PLACING OF REINFORCING SHALL CONFORM TO AIC MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES.
2. SECURE REBAR AND HOLD IN PLACE WITH GALVANIZED METAL ACCESSORIES, OR PLASTIC BOOTED CHAIRS.
3. ALL RE-STEEL SHALL BE INTERMEDIATE GRADE NEW BILLET STEEL, ASTM 15.

CONCRETE WORK:

1. CONCRETE CONSTRUCTION SHALL CONFORM TO ACI 318-11 BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE, AND ACI STANDARD 301-99 BY AMERICAN CONCRETE INSTITUTE, AND CRSI STANDARD FOR PLACING CONCRETE.
2. DETAILS AND DETAILING OF CONCRETE REINFORCEMENT SHALL CONFORM TO ACI 315-99 STANDARDS AND ALSO TO THE MANUAL OF STANDARD PRACTICES AS PUBLISHED BY CRSI.
3. UNLESS OTHERWISE NOTED ALL CONCRETE SHALL BE NORMAL WEIGHT AND SHALL DEVELOP MINIMUM COMPRESSIVE STRENGTH AT 28 DAYS AS FOLLOWS:

TRENCH AND PAD FOOTINGS3,000 PSI
FOUNDATION WALLS AND PIERS3,000 PSI
INTERIOR SLAB-ON-GRADE3,000 PSI
EXTERIOR SLAB ON GRADE3,500 PSI (AIR ENTRAINED)
4. CONCRETE OVER METAL DECK FOR SUPPORTED FLOORS AS INDICATED ON THE PLANS SHALL BE 145 PCF AND SHALL DEVELOP MINIMUM COMPRESSIVE STRENGTH OF MIN. 2500 PSI AT 28 DAYS.
5. CONCRETE EXPOSED TO WEATHER SHALL BE AIR -ENTRAINED. AIR CONTENT TO BE 6% ± 1 %
6. ALL REINFORCING STEEL SHALL BE DEFORMED BARS GRADE 60 CONFORMING TO THE LATEST EDITION OF ASTM A-615/A 615M-00 OR ASTM-616 AND HAVE A MINIMUM YIELD STRENGTH OF 60000 PSI
7. WELDED WIRE FABRIC SHALL CONFORM TO ASTM A185-85 USING COLD DRAWN WIRE CONFORMING TO ASTM A82-01.
8. UNLESS OTHERWISE NOTED, MINIMUM CONCRETE COVER FOR REINFORCING STEEL SHALL BE 3/4 INCH FOR SLABS, 1 1/2 INCH FOR BEAMS, COLUMNS AND PIERS, AND 1 INCH FOR WALLS. ALL CONCRETE EXPOSED TO WEATHER OR EARTHFILL SHALL HAVE A MINIMUM COVER OF 1 1/2 INCHES FOR #5 BARS OR SMALLER, 2 INCH FOR BARS LARGER THAN #5 AND 3 INCH FOR CONCRETE PLACED AGAINST EARTH.
9. VERIFY LOCATION AND DIMENSION OF ALL OPENINGS AND ALL EMBEDDED SLEEVES, FLOOR DRAINS, ROOF SUMPS, ETC., AS REQUIRED FOR DIFFERENT TRADES PRIOR TO POURING OF CONCRETE.
10. UNLESS OTHERWISE NOTED, PROVIDE VERTICAL DOWELS FROM FOOTINGS TO PIERS AND TO WALLS OF SAME SIZE AND SPACING AS VERTICAL REINFORCING, OFFSET FOR DOWELS AS REQUIRED. DOWELS TO EXTEND 24 BAR DIAMETERS INTO EACH MEMBER AT THE JOINT.
11. NOT USED
12. CONSTRUCTION JOINTS SHALL BE PLACED AT THE CENTER OF SPANS WITH A VERTICAL BULKHEAD.
13. SLABS, BEAMS AND FOOTINGS SHALL BE PLACED WITH OUT HORIZONTAL JOINTS.

MASONRY WORK:

1. MASONRY CONSTRUCTION/ DESIGN STANDARD TO COMPLY WITH ACI 530-11/ ASCE 5-11/ TMS 402 "AMERICAN STANDARD BUILDING CODE REQUIREMENT FOR MASONRY" BY US DEPARTMENT OF COMMERCE, "MISC.PUB. 211 AND ASA A41
2. THE REFERENCE MATERIAL STANDARD FOR EACH MASONRY CONSTRUCTION MATERIAL USED ON THIS PROJECT INCLUDING MASONRY UNITS, MORTAR AND METAL ACCESSORIES.

MASONRY:	ASTM C90-01a FOR CONC. BLOCK
	ASTM C62-01 FOR BRICK
	ASTM C270-01a FOR MORTAR
	REINF WIRE: ASTM A82-01
3. BLOCK - GRADE A, LOAD BEARING UNITS ASTM-C90-01a. IN ACCORD WITH CONCRETE MASONRY ASSOCIATION SPECIFICATIONS.
4. ALL MASONRY BEARING STEEL BEAMS AND LINTELS TO BEAR 8" MINIMUM ON THREE COURSES SOLID MASONRY, WITH 2 - 3/4" BOLTS EACH END, UNLESS OTHERWISE NOTED.
5. UNLESS OTHERWISE NOTED, PROVIDE 4" x 4" x 5/16" ANGLE (L.L.V.) LINTEL FOR EACH 4" OF MASONRY FOR SPANS UP TO 5'-0" MAXIMUM.
6. ALL DOUBLE ANGLE LINTELS SHALL BE WELDED BACK TO BACK WITH A 3/16" FILLER WELD WITH MINIMUM 2 INCH STITCH WELD EVERY 8 INCHES.
7. PROVIDE INSULATION FOR ALL CMU WALLS.
8. MASONRY COMPRESSIVE STRENGTH Fm TO BE 1300 PSI (MINIMUM) ALL BLOCK SHALL CONFORM WITH ASTM C90-01a AND C145, TYPE I, GRADE N, MORTAR - TYPE M OR S, 1,900 PSI. MORTAR - TYPE TO CONFORM TO ASTM C270-01a.

ISSUED FOR	DATE
PERMITS/BIDS	4-12-20

ARCHITECTURAL DESIGN

RESIDENTIAL COMMERCIAL INDUSTRIAL

G.A.V. ASSOCIATES, INC
2401 ORCHARD LAKE RD. STE. 100A
FARMINGTON, MICHIGAN 48336
PH: (248) 985-9101
WEB: WWW.GAVASSOCIATES.COM



PROPOSED EXTERIOR FACELIFT FOR:
EXISTING OFFICE BUILDING
15421 W. NINE MILE RD
OAK PARK, MI. 48237

DRAWN:	DESIGNED:	CHECKED:
DM	GA	GA

SCALE : AS NOTED

FILE NAME : .

JOB # : 20028

SHEET TITLE
CODE
INFORMATION
GENERAL NOTES
SHEET #

T.002



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2020

SUBJECT: Resolution to approve COVID-19 Business Assistance Package

DEPARTMENT: Economic Development & Communications

SUMMARY:

The Economic Development & Communications Department has been diligently working on resources to provide to our Oak Park businesses during this time. We have prepared a Business Assistance Package which we are asking City Council to approve so we can put these new policies and funding sources in place.

FINANCIAL STATEMENT: Money is available in EDC Escrow fund (110) in the amount of \$12,282.39 and an additional \$10,000 in the Corridor Improvement Fund (251)

RECOMMENDED ACTION: Request that city council approve the COVID-19 Business Assistance Package and use of funds.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KM* _____

Director of Finance: _____ *SC* _____

Budgeted:

Legal: _____

EXHIBITS: Resolution

**CITY OF OAK PARK
MICHIGAN**

RESOLUTION IN SUPPORT OF THE COVID-19 BUSINESS ASSISTANCE PACKAGE

- WHEREAS, The City of Oak Park has been guiding local businesses throughout the COVID-19 Pandemic by providing resources; and
- WHEREAS, The City of Oak Park has created a Business Assistance Package to help Oak Pak businesses through their recovery efforts; and
- WHEREAS, The City of Oak Park will reallocate existing EDC funds in the amount of \$12,383.39 and CIA funds in the amount of \$15,000 to support the Business Assistance Package; and
- WHEREAS, The City of Oak Park will make ordinance amendments where necessary to support the Business Assistance Package; and
- WHEREAS, The City of Oak Park will waive the \$150 outdoor dining permit fee until October 31, 2020; and
- WHEREAS, The City of Oak Park will waive any business license late fees incurred on 2020 business licenses; and
- WHEREAS, The City of Oak Park will reduce advertising fees by 50% in the Oak Park quarterly magazine for Oak Park licensed businesses until Spring 2021; and
- WHEREAS, The City of Oak Park is collaborating with Oakland County and District 12 communities to source PPE for businesses; and
- WHEREAS, The City of Oak Park will create a BUY LOCAL campaign to promote Oak Park licensed businesses;
- WHEREAS, The City of Oak Park Farmers Market will allow one restaurant and one retail establishment a table each week at the Farmers Market waiving all fees. This will be done through an application process. Those businesses will be allowed only following the State of Michigan and Health Department orders for Farmers Markets;
- WHEREAS, MEDC Patronicity Grant program
- WHEREAS, The City of Oak Park will adopt the policies created in the Business Assistance Package:

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Oak Park,

Michigan, hereby supports the COVID-19 Business Assistance Package.

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 Special Council Meeting held on May 18, 2020.

T. Edwin Norris, City Clerk

Memorandum of Understanding

City of Oak Park

And

City of Oak Park Police Officers Labor Council

Whereas, the Employer and the Union recognize the unprecedented situation that our Country, State and City are facing during the Covid-19 outbreak;

Whereas, both the City and the Union understand the necessity of maintaining public safety while recognizing the unique threat caused by the health emergency;

Whereas, the parties agree that the City will offer this additional leave time during the time period at its sole discretion;

Now Therefore Be It Resolved; Due to the State of Emergency the City and the Union agree to as follows:

1. The parties agree that the City shall provide sixty (60) hours of Vacation or PTO for each member of the bargaining unit. This time shall be subject to all limits and rights under the collective bargaining agreement for vacation time including but not limited to sell back and the Rule of 2.
2. This time shall be credited June 15, 2020 to each member of the bargaining unit. For bargaining unit members who are in the DROP Program the time off shall be Paid Time Off ("PTO").
3. The City and the Union agree this is a non-precedential agreement and shall not be cited by the in any future dealings between the City and the Union.

City of Oak Park

POLC COA

Memorandum of Understanding

City of Oak Park

And

City of Oak Park Police Officers Association of Michigan

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3. The City and the Union agree this is a non-precedential agreement and shall not be cited by the in any future dealings between the City and the Union.

City of Oak Park

POAM

STRATEGY



CITY OF OAK PARK **COVID-19 Preparedness** **and Response Plan**

May 2020



CITY OF OAK PARK

OFFICE OF THE CITY MANAGER

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

TO: All Employees of The City of Oak Park
DATE: May 15, 2020
RE: **COVID-19 RECOVERY STRATEGY**

Over the past few months, we've all been tested – personally and professionally – as we faced the most challenging public health crisis of our lifetimes. The COVID-19 pandemic tore through our community with little warning and changed the way we live and work.

I'm proud to say, however, that Oak Park has the best team of professionals in the state of Michigan! Every one of us who could, adapted quickly, moving from dependence on an office environment to working remotely from the safety of our homes.

Our Public Safety officers and DPW workers were swift to adopt appropriate safety precautions, which allowed them to continue serving the public as directly as possible. Our Economic Development and Communications teams immediately strategized on the best ways to communicate with our residents and staff, from public council meetings by videoconference to remote support for our local business owners.

And, our back-office staff represents the heartbeat of our organization. Each of our departments – Finance, Human Resources, the City Clerk, Treasury & Assessing, the Code Enforcement and Building Division, Recreation, and the Library – contributed significantly to our ability to continue serving the community during the mandated closure.

Emerging from the Lockdown

As we approach the end of Michigan Governor Gretchen Whitmer's Stay home, Stay Safe order, it's imperative that we move forward with an effective and efficient plan for reopening City Hall and the courts. Our number one priority is to maintain everyone's safety and health.

The following COVID-19 Preparedness and Response Plan is designed to provide staff with clear direction on how we will phase in our return to the buildings, as well as how we'll handle such issues as physical safety, visitation, and remote work. Please review the document in its entirety. Should you have any questions, feel free to contact your supervisor, Human Resources, or my office.

Thank you for your commitment to making Oak Park the best in the state for Community, Culture, and Commerce.

Yours truly,

Erik Tungate

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COVID-19 PREPAREDNESS AND RESPONSE PLAN

INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases can be fatal. In order to respond to the current state of emergency related to COVID-19 and to comply with relevant state and local orders, the City of Oak Park has prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

PREPAREDNESS AND RESPONSE PLAN PHASES

Phase 1 - Throughout the duration of the State's Stay Home, Stay Safe Order - All City buildings are closed to the public except Public Safety. Visitors are allowed if absolutely necessary, and by appointment only. Before entering the building, visitors must wear Personal Protection Equipment (PPE) and complete an emergency pandemic questionnaire (Appendix A). All employees whose job duties reasonably allow them to telework, will work remotely. All City events and activities are canceled or postponed unless otherwise ordered by City Council. City Boards and Commissions are encouraged to meet virtually or postpone meetings.

Phase 2- The first week the State's Stay Home Stay Safe Order is lifted - All City buildings are closed to the public except Public Safety. Visitors are allowed if absolutely necessary, and by appointment only. Before entering the building, they must wear PPE and complete an emergency pandemic questionnaire (Appendix A). Employees will be brought back into the work place on a staggered schedule and provided the training needed to adhere to the City's enhanced safety measures. All City events and activities are canceled unless otherwise ordered by City Council. City Boards and Commissions are encouraged to meet virtually or postpone meetings.

Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted, lasting until further notice - The City will continue to follow all recommendations and guidelines provided by the Centers for Disease Control (CDC), and the State and County health departments, along with best practices. All City buildings will be open to the public, with safety precautions in place to protect the health of staff and residents. All City employees will perform in-person work activities unless otherwise designated by the City Manager. The City's large seasonal events are canceled through August 1. City Boards and Commissions are encouraged to meet virtually until further notice.

ESSENTIAL WORKERS NECESSARY TO PERFORM CRITICAL INFRASTRUCTURE FUNCTIONS OR CONDUCT MINIMUM BASIC OPERATIONS

The current relevant executive order requires that no person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except (1) to the extent those workers are necessary to sustain or protect life, (2) to conduct minimum basic operations, or (3) to conduct a resumed activity within the meaning of the executive order. Currently all City of Oak Park employees with the exception of certain Recreation and Library Department employees fall within the three (3) listed categories.

For purposes of this document critical infrastructure workers are those workers described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 response. Any subsequent guidance document released by the same agency is not adopted. Workers who are necessary to conduct minimum basic operations are those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

City of Oak Park employees identified as critical infrastructure workers or workers who are necessary to conduct minimum basic operations during the “Stay Home, Stay Safe” executive order are expected to be available to perform in-person activities during their normally scheduled workweek as determined necessary by the department director. In-person work is to be performed consistently with the social distancing and other mitigation measures required under any relevant executive order, public health order or City policy.

CLASSIFICATION OF WORKERS EXPOSURE

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2 or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. OSHA has divided job tasks into four risk exposures levels: very high, high, medium and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Very High Exposure Risk – Jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

Healthcare workers (e.g. doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g. intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients. (e.g., manipulating cultures from known or suspected COVID-19 patients.)

Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having COVID-19 at the time of their death.

High Exposure Risk – Jobs with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

Healthcare delivery and support staff (e.g., doctors, nurses and other hospital staff who must enter patients’ rooms) exposed to known or suspected COVID-19 patients.

Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk – These Jobs include those that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this risk group may have frequent contact with travelers from areas without ongoing community transmission, who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings)

Lower Exposure Risk (Caution) – Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public.

Following OSHA Standards for classifying workers' exposure, City of Oak Park employees have been categorized at a lower exposure risk (caution).

Public Safety Officers, may temporarily be categorized differently when performing duties in areas where there is ongoing community transmission during contact with the general public in a high-population-density environment, or when acting as medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles.

COVID-19 SPREAD AND SYMPTOMS

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors and others at a worksite. The virus is thought to spread mainly from person-to-person, including between people who are in close contact with one another. We do not know exactly how long is necessary for close contact to occur, but it is thought to be between 10-30 minutes. Examples of close contact include:

- Caring for, living with or visiting someone who has COVID-19
- Being near someone who has COVID-19 in a confined space if that person is not wearing a mask
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on)
- Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e. experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of asymptomatic transmission, but this is also not thought to be the main way the virus spreads.

If you develop symptoms associated with COVID-19 please stay home, call Human Resources, and contact your healthcare provider right away. Likewise, if you come into close contact with someone showing the listed symptoms, call Human Resources and contact your healthcare provider right away.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever of 100.4 degrees Fahrenheit or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available); or
- Cough (excluding chronic cough due to a known medical reason other than COVID-19); or
- Shortness of breath; or
- At least 2 of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to known medical reason), and extreme fatigue.

An affirmative response to the screening questions above requires the employee to be excluded from working onsite for at least 72 hours with no fever (that is three (3) full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared. Please visit the CDC and Oakland County Michigan Health Division webpages for a complete list of symptoms, as they may be updated.

EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES

Suspected Cases - An employee will be considered to have a Suspected Case of COVID-19 if they:

- Are experiencing the symptoms as listed above; or
- Have travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan (commuting is defined as traveling between one's home and work on a regular basis.)
 - An affirmative response requires the employee to be excluded from working onsite 14 days following travel unless that travel was due to commuting from a home location outside of Michigan
 - Exceptions include necessary workers engaged in travel related to supply chain and critical infrastructure.
- Had close contact in the last 14 days with someone with a diagnosis of COVID-19
 - An affirmative response requires the employee to be excluded from working onsite 14 days after the last exposure to the person with COVID-19, per the Centers for Disease Control and prevention (CDC)
 - Exemptions include health care institutions, public health functions, pharmacies and other entities that are involved in the mitigation of risk during this pandemic.

If an employee believes they qualify as a Suspected Case of COVID-19, they must remain outside of the workplace, contact Human Resources at (248) 915-5694 or (248) 691-7403 and seek immediate medical care or advice.

Confirmed Cases - An employee will be considered a Confirmed Case of COVID-19 if they have tested positive for COVID-19. The employee must immediately notify Human Resources at (248) 915-5694 or

(248) 691-7403; and remain outside of the workplace until cleared to return to work. If an employee qualifies as a Confirmed Case the City of Oak Park will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE in the past 14 days)
- Not disclose the identity of the employee to ensure the individual's privacy and all HIPPA laws are observed.
- Ensure the affected parts of the work place are thoroughly cleaned and disinfected following all CDC and OSHA protocols.
- If necessary close the work area for the required cleaning and disinfecting while communicating the details of the process to affected employees.

LEAVE TIME

The City is aware of workers' concerns about pay, leave, safety, health and other issues that may arise during infectious disease outbreaks and recognize that informed workers who feel safe at work are less likely to be unnecessarily absent. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors and others at the workplace. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Any onsite employee who appears to have COVID-19 symptoms may be separated from other employees and sent home.

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act (FFCRA), (Appendix D) the City of Oak Park's applicable vacation, sick and personal time policies as well as applicable bargaining agreements.

If an employee needs time off not related to COVID-19, the normal procedures to request time off as outlined in the City Policy and Procedure Manual and applicable bargaining agreements must be followed. It is important employees understand the City is following the guidance on travel as recommended by the CDC, Oakland County Health Department, and applicable executive orders. We will continue to monitor guidelines and will modify requirements when appropriate.

REMOTE WORK

Phase 1 - Throughout the duration of the State's Stay Home, Stay Safe Order – All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely. Equipment and software needed for telework should be coordinated with the department director and the IT department. Employees are expected to perform the same volume of work that they would otherwise perform with some exceptions for rotating shifts. Please refer to Appendix C for a sample work log.

Phase 2 - The first week the State's Stay Home, Stay Safe Order is lifted - All employees will be brought back into the workplace using a staggered schedule process unless otherwise directed by the City Manager. (See Appendix B & E) Training on the enhanced safety measures the City is taking to ensure the safety of employees and the public must occur on the first day the employee returns to the workplace.

Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted - All remote work has ended unless approved by the City Manager.

SCREENING BEFORE ENTERING THE WORKPLACE

The City will conduct a daily entry screening protocol at designated entry points for workers, contractors and suppliers, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with a temperature screening. See Appendix E for designated entry points.

Individuals will be required to use gloves while handling the temperature monitoring device, sanitize the device before and after use, and record results on the emergency pandemic questionnaire (Appendix A). If an employee has a new onset of fever of greater than or equal to 100.4 degrees Fahrenheit or answers yes to any question during the screening process, he or she is not permitted to enter the worksite and must call Human Resources immediately.

SOCIAL DISTANCING

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or video conferencing, unless otherwise approved by the City Manager (for those approved by the City Manager face coverings must be used).
- The number of employees permitted in any breakroom or lunchroom shall be limited to ensure social distancing restrictions can be followed. Employees will stagger breaks and lunches, if practicable, to reduce the size of any group at any one time. A staggered schedule will be provided by the department director. Tables, chairs, and other objects (i.e. water tank) will be removed or repositioned to allow six foot spacing in lunchrooms and breakrooms.
- Number of employees allowed in any restroom at one time will be limited to one. Vacant/In-Use signage will be posted on doors and must be used upon entering and exiting.
- Separate workplace entry and exit points for team members will be established and be equipped with all materials necessary for daily screening.

HYGIENE & PERSONAL PROTECTION EQUIPMENT (PPE)

The City is dedicated to providing resources and a work environment that promotes good personal hygiene:

- Employees will be provided with access to places to wash their hands and are instructed to wash their hands or use hand sanitizer frequently. Signs regarding proper hand washing methods will be posted throughout the workplace.

- Cover your mouth when coughing and sneezing. Employees will be provided with access to tissues and places to properly dispose of them.
- Avoid touching your face.
- Hand shaking is prohibited to ensure good hand hygiene.
- All employees who are medically able must wear a face covering provided by the City, when they enter the building, are interacting with the public, are unable to abide by the 6 ft social distancing rule, and when they are utilizing shared work areas (i.e. walking to the bathroom, kitchen, copier). Face coverings may be removed when an employee is alone at their work station.
 - A facial cover includes any covering which snugly covers the face and mouth, whether store bought or homemade, and which is secured with ties or ear loops. Examples of compliant homemade masks may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/div-cloth-face-coverings.html>.
 - Persons should not utilize N95 rated masks or surgical masks, as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.

ENHANCED CLEANING AND DISINFECTING

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed by the employee daily using products containing EPA-approved disinfectants. Employees will be provided with access to these disinfectants, including disposable disinfectant wipes and gloves when available.

Commonly used surfaces (i.e. copier, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) must be wiped down by the employee before and after each use. Employees must not share individual tools and equipment. To the extent tools must be shared, employees must use disinfectant wipes to clean tools and equipment before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.

VISITORS

The restrictions concerning visitors entering City buildings will be different based on the precautions necessary in each of the phases.

Phase 1 and 2 - Throughout the State's Stay Home, Stay Safe Order and the first week the Order is lifted

- All City buildings are closed to the public except Public Safety. Non-City employees are only allowed in City buildings if absolutely necessary, and by appointment only. Visitors who are medically able will be required to wear face coverings upon entering any City building and before being allowed to transact business. In the event a visitor does not have a face covering one will be provided.

Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted and lasting until further notice

- All City buildings will be open to the public, with safety precautions in place to protect the health of staff and residents. The City will continue to follow recommendations and guidelines provided by the CDC, State and County Health Departments, and best practices. Visitors who are medically able will be required to wear face coverings upon entering any City building and before being allowed to transact

business. In the event a visitor does not have a face covering, one will be provided. Social distancing will be strictly enforced. Public health signage will be installed in any rooms that the public gathers. All restrooms will encourage handwashing and be equipped with access to disinfectants to be applied before and after use. Number of people allowed in any restroom at one time will be limited to one. Vacant/In-Use signage will be posted on the door and must be used upon entering and exiting.

EMERGENCY COMMUNICATION PLAN

All communications will be funneled through the City Manager's office. The City Manager, the Human Resources Department and the Communications Department have implemented a communication plan to publicize important messages to employees and constituents. The City will continue to collaborate with workers to designate effective means of communicating important COVID-19 information.

APPENDIX A
EMERGENCY PANDEMIC QUESTIONNAIRE

This questionnaire, including confirmation of a lack of fever, is required daily for all individuals working in City buildings until further notice.

Name: _____
(Please Print)

The Oakland County Health Division has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health. Please check YES or NO to the following questions at the start of work and prior to entering any City of Oak Park facility.

YES	NO	QUESTION
_____ / _____		Do you have a fever of 100.4 degrees Fahrenheit or higher (as measured by a touchless thermometer? The reading must be recorded_____.
_____ / _____		Do you have symptoms, including but not limited to the following: (1) Cough (excluding chronic cough due to a known medical reason other than COVID-19), (2) Shortness of breath, (3)or at least 2 of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to known medical reason), and extreme fatigue.
_____ / _____		In the past 14 days have you had any close contact with someone diagnosed with COVID-19?
_____ / _____		In the past 14 days have you traveled internationally or outside of Michigan, excluding commuting from a home location outside of Michigan? (Commuting is defined as traveling between one's home and work on a regular basis.)

If you answered yes to any of these questions DO NOT ENTER THE BUILDING, contact Human Resources immediately.

Thank you for your cooperation.

Signed

Date

APPENDIX B

COVID-19 WORK ARRANGEMENT POLICY

During the COVID-19 pandemic, the City of Oak Park is working hard to ensure that we are providing our residents with the excellent public services they have come to expect, while keeping staff and the public safe. This means that many of our staff members will be working from home in some capacity. This policy will only be in place temporarily, as we are dealing with the COVID-19 pandemic.

Work Schedules

In order to comply with the State's "Stay Home, Stay Safe" executive order and to support social distancing for essential staff, it has become necessary to limit staff working within the City building(s) where possible. All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely. With the City Manager's approval, each department director, will determine which employees will work from home, and the appropriate schedule for each Phase.

Phase 1 - Throughout the duration of the State's Stay Home, Stay Safe Order - All employees who can do so will work from home, including employees who answer phone calls from the public. Only those staff members essential to operations, whose tasks cannot be completed at home will report to work.

Phase 2 - After the State's "Stay Home, Stay Safe" order is lifted - employees will be brought back into the workplace while buildings continue to be closed to the public for one week. Each department will determine a staggered schedule for integration of employees back into the workplace during that week.

To ensure the safety of the staff each department will configure their work spaces in order to adhere to social distancing protocols within the workplace, wherever possible. All materials and equipment necessary for the work space changes must be coordinated through the Director of Facilities. Training that covers the City's enhanced safety precautions and policies (following guidelines from the State and County Health Departments and the CDC) will be coordinated through Human Resources and provided to employees.

Phase 3 - The second week after the State's Stay Home Stay Safe Order is lifted - the City will open to the public. Safety measures and certain restrictions concerning visitors will be put into place for the safety of employees and visitors. All City employees will be expected to work full time in the workplace unless otherwise approved by the City Manager. Staff will continue to adhere to the enhanced safety precautions and policies until further notice.

Any employee concerned for their health in the workplace must notify Human Resources to discuss their options. The City will take any necessary and reasonable actions to accommodate such individuals.

For any employee working from home, an agreed upon schedule must be attached to the Telecommuting Agreement. For non-exempt employees it is imperative that the number of hours they are expected to work is explicitly spelled out in the schedule. An employees' lunch break should be listed in this schedule, as they are not expected to be available during that time. No employee is to work overtime unless they receive written pre-approval from their department director. Directors must have all overtime approved by the City Manager, except in emergency situations.

It is important to note that workers will receive full pay only if they are ready and available for work. Employees working from home must be prepared to perform in-office work if requested. If an employee is not available to work for reasons related to COVID-19 they must immediately contact the Human Resources Department. Pay may be available under the Families First Coronavirus Response Act (FFCRA) (Appendix D). If an employee is sick for reasons not related to COVID-19 or if an employee needs a day off, the appropriate time off banks must be used. You and your department director should work with HR to determine appropriate use if there are any questions.

Telecommuting, Technology and Supplies

Department directors must work with the employee to determine what supplies, City assets and software are needed while performing telework.

For employees who do not have a City laptop, they shall receive a laptop, or agree to use their own personal laptop. For those working from a personal laptop, they must work with the IT director to ensure all the necessary security elements are in place before accessing City files and software.

The City has transitioned to Office 365 which is a cloud-based business platform and can be accessed by visiting www.office.com. All critical applications live here: Outlook (email and calendar), One Drive, SharePoint, Teams, Microsoft Word, Excel, etc. All employees who are teleworking must have an appropriate multi factor authentication set up on their Office 365 account, so that they are able to successfully connect to the City's Office 365 files. They must also ensure they can successfully log into any necessary software systems remotely (e.g. BS&A).

If an employee has a technology issue while working from home, they are expected to reach out to the IT department immediately via Microsoft Teams or by telephone.

Communication Expectations

Employees who are working from home are expected to be available and accessible during business hours. Communication expectations may be amended by the department director, but unless otherwise amended the expectations are as follows:

1. While working from home the employee is to be logged into Microsoft Teams at all times during business hours. This provides a tool to quickly and easily communicate and share information with other employees.
2. Direct work lines must be forwarded to a cellular phone provided by the City where needed, and all employees working from home should be available via that number during business hours. If an employee working from home misses a phone call, they are expected to return that call to other staff members within one (1) hour, and to residents by the end of the business day.
3. Employees are expected to respond to emails in a timely manner and no later than the end of the business day.
4. Employees are expected to be available for virtual meetings during business hours, and are expected to utilize their camera.
5. Employees and supervisors are to agree on a schedule and means to communicate on a regular basis (i.e. daily, weekly phone calls or virtual meetings). This schedule must also be attached to the telecommuting agreement.

Virtual Meeting Expectations

While meetings are being conducted virtually, often from an employee's home, it is important that office etiquette is maintained. A set of guidelines below have been provided to ensure the utmost professionalism by participating employees on all virtual meetings.

1. To the extent possible, all outside distractions and sounds shall not interfere with a meeting. Employees are expected to participate in virtual meetings from a place that limits these distractions.
2. If the employee has a camera on their device, they are expected to use it, and are prohibited from using only sound.
3. Employees are expected to abide by the City dress code during virtual meetings.
4. Working from home is not a substitute for child care. Make sure you can work rather than care for the children.
5. Make sure you look presentable and alert during video calls and be mindful of your body language and facial expressions.
6. Don't eat during the meeting.
7. Be prepared with talking points and stick to the agenda.

Reporting

All employees must share a report with their supervisor at the end of every week that includes the schedule and hours worked, and tasks completed. A sample work log can be found in Appendix C.

(Agreement on next page)

TELECOMMUTING AGREEMENT

I, _____ the undersigned employee of the City of Oak Park, hereby acknowledge, agree and understand:

1. When I am away from the office teleworking, I must comply with all organizational rules, policies, and procedures, including those listed in the Telecommuting Policy.
2. That my compensation, benefits, and work responsibilities will not change due to the telework arrangement.
3. My teleworking schedule (attached), and that it will not significantly change without the approval of my supervisor.
4. That if I am eligible for overtime pay, I must get advance approval from my supervisor to work overtime while teleworking.
5. That while teleworking, it is my responsibility to:
 - Maintain a safe work environment.
 - Protect any company equipment in my possession.
 - Safeguard confidential work-related information.
 - Not hold business visits or in-person meetings with business affiliates or coworkers at my home telework site.
 - Follow the schedule (attached) that outlines how and when I must report to my supervisor.
 - Submit a log on a form developed by the department director at the end of each week of telework.

I accept the responsibility to read, understand, and follow the policies, practices, rules, and regulations as outlined in the Telecommuting Policy.

Employee's Printed Name

Employee's Signature

Date

Oak Park Representative

Date

APPENDIX C
SAMPLE WORK LOG

Start Date	Task/Responsibility	Start Time	% Complete	Projected Completion Date

APPENDIX D

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. The City of Oak Park will provide assistance to employees on their responsibilities and rights under the FFCRA.

"Paid Sick leave" - Means paid leave under the emergency Paid Sick leave Act

"Expanded Family and Medical leave" - means paid leave under the Emergency Family and Medical leave Expansion Act

If you have a qualifying condition related to COVID-19, you may be eligible to receive up to 12 weeks of paid leave time under the Families First Coronavirus Response Act (FFCRA). Contact Human Resources to apply.

The reasons for the leave include:

1. Subject to quarantine or isolation order,
2. Advised by a health provider to self-quarantine,
3. Experiencing symptoms and seeking diagnosis,
4. Caring for someone that falls into one of the first three categories, or
5. Caring for a child whose school is closed or care provider is unavailable.

Under the Paid Leave Provisions of the Act you could receive:

- 10 days at full pay for reasons (1) thru (3) above; payment not to exceed \$511 day; \$5,110 in total.
- 10 days at 2/3rd pay if caring for someone under reasons (1) thru (5) above.
- Also available to part-time employees prorated for hours normally worked.

Under the EFMLA Provisions of the Act you could receive:

- 10 weeks at 2/3rd pay - not to exceed \$200 day; \$12,000 per person.

To substantiate eligibility for paid sick leave or EFMLA please submit a written request in which the employee provides:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
4. A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the healthcare professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

APPENDIX E

DEPARTMENTAL SPECIFIC RETURN TO WORK PLANS

Workers entering Occupied Buildings and Home - (This information should be observed by all departments where applicable.)

Construction, maintenance, and other necessary activities within occupied homes, office buildings, and other establishments, present unique hazards with regard to COVID-19 exposure. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.

Workers who perform work traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers and outdoor workers at places of outdoor recreation not otherwise closed by any executive order, workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians and similar workers may resume activities effective at 12:01am on May 7, 2020 by Executive Order 2020-77 provided that any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and must be limited to no more than four people on the premises at any one time. No in-person open houses are permitted. Additionally, resumed activities are subject to the enhanced social distancing rules which include:

- Prohibits gatherings of any size in which people cannot maintain 6-foot distance from one another.
- Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain 6 feet of distance from one another.
- Provide personal protection equipment such as gloves goggles face shields and face masks as appropriate for the activity being performed.
- Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough disinfectant of tools, equipment and frequently touched surfaces.

City Clerk's Office

Schedule -

1. City Clerk (Ed Norris) to report on the first date the Stay Home, Stay Safe executive order is lifted.
2. Assistant City Clerk (Mark Hotz) on the first date the Stay Home, Stay Safe executive order is lifted and be stationed in City Manager's office.
3. Deputy City Clerk (Lisa Vecchio) to continue working from Home on the first and second day after the Stay Home, Stay Safe executive order is lifted and return on the 3rd day.

Department Specific Staff Procedures -

1. Install temporary plastic barrier between front work stations.
2. Staff to use plastic gloves when processing mail then use hand sanitizer or wash hands.
3. Use plastic gloves when retrieving items from lock box then sanitize key for next use.
4. Limit access to clerk storage to one person at a time.
5. Designated Entry/Exit points: Two western back doors at City Hall.

Public Access -

1. Staff to monitor and regulate the social distancing of customers in the lobby area.
2. One-way traffic established in the lobby by entering the front door and exiting through door near the west conference room.
3. Clean and rotate public pens at counter.
4. Direct all City Hall delivery to the City Manager's Office if Clerk counter is occupied.
5. Signage
 - a. Social distancing marks identified on floor in lobby.
 - b. Enhanced signage to encourage election mail to be placed in outside lock box.
 - c. Visitor traffic flow directional floor arrows.

Finance

Schedule –

1. The Finance Department has requested the management staff return to in-office work effective 05/04/2020.
2. Staff working on Budget will be in the office everyday working on Budget (myself, Carl, Karen)
3. Staff not included in item 2 above will continue to rotate through the end of the Stay Home, Stay Safe executive order; Payroll and Accounts Payable personnel will function only during those respective processing weeks.
4. Continue to rotate the Finance Clerks during the Stay Home, Stay Safe executive order.
5. Once the Stay Home, Stay Safe executive order has ended staff will return to work utilizing a staggered schedule the first week.

Department Specific Staff Procedures -

1. Staff to use plastic gloves when completing processes involving cash and checks, then use hand sanitizer or wash hands.
2. Physical workplace changes – use of barriers when spacing cannot be increased (shield separators) between workstations and counter.
3. The cubicle next to the counting station will be designated as the place for those who are dropping off money to stand. They will place the bag on the counter, and then proceed to stand in the cubicle where they can watch the money being counted in the counting station.
4. One team member at a time in Vault.
5. Designated Entry/Exit points: Two western back doors at City Hall.
6. Signage placed at entry of the vault indicating one person at a time.

Public Access -

1. Staff to monitor and regulate the social distancing of customers in the lobby area.
2. One-way traffic established in the lobby by entering the front door and exiting through door near the west conference room.
3. Clean and rotate public pens at counter.
4. Signage
 - a. Social distancing marks identified on floor in lobby.
 - b. Visitor traffic flow directional floor arrows.
 - c. Additional signage encouraging customers to drop payment in drop box if paying by check.

Public Safety (Civilian Employee Protocol)

Schedule –

Personnel assigned to the Public Safety Department in the specified category are all performing in-office work.

Public Access –

1. Signage
 - a. Social distancing marks identified on floor in lobby.
 - b. Signage indicating that face masks must be worn at all times within the building.

Department of Public Works

Schedule -

1. Employees will be divided into two “shifts” to stagger start, break, lunch, and end times to limit exposure. One shift will start at 7:00am, have an 11:00am lunch, and leave at 3:30pm, whereas the second shift will start at 7:30am, have a noon lunch, and leave at 4:00pm.
2. Currently all employees are physically reporting daily as shown with the exception of the administrative clerk II. She has been taking all calls and doing most of her normal tasks (payroll/AP) from home. She will return to in-office work a couple of days during the week before reopening to the public to acclimate her to the environment. The Director and Deputy Director are also leaving open the option to alternate and work from home as needed to reduce the number of people present in the office space until the full opening of the DPW Service Center.

Department Specific Staff Procedures -

1. Designated Entry/Exit point: The employee entrance at the west side of the building.
2. Employee workstations are all spaced so that a six-foot distance is achieved during normal work activities. A “sneeze guard” will be installed between the counter where employees sign in and the administrative clerk’s desk.
3. Each employee will drive a separate vehicle to their worksite. When working in teams, they will make every effort to keep six feet apart and will be required to wear face coverings.
4. Limit occupancy to a maximum of one employee at any table in the lunch room for assignments, lunches, breaks, etc.
5. Hand sanitizer dispensers will be placed in all city vehicles.
6. Blue tape in the form of an “X” has been placed at several areas to show proper distancing, including the coffee station, vending machine, and time clock.
7. All City vehicles will be wiped down daily.

Public Access -

1. An additional “sneeze guard” will be installed at the main counter to separate staff from the visiting public.
2. Only one customer allowed in the lobby at a time.
3. Signage
 - a. Social distancing marks identified on floor in lobby.
 - b. Signage indicating that face masks must be worn at all times within the building.
 - c. Signage indicating that only one customer is allowed in the lobby at a time.

Technical and Planning Department

Schedule – Staff will arrive on a staggered start time schedule of either 7:50am or 8:10am. Employees will practice six feet distancing when exiting the building for the day.

The following individuals are already working daily to cover inspections: Jeffrey Wren, Jennifer Wilson, Danfred Samuel.

Once the Stay Home, Stay Safe executive order has ended a staggered return to in-office work schedule will be implemented. Kim Marrone, Robert Barrett, Joseph Jenkins, Shawn Hairston, Roberta Kargol will return the first day. Dan Fairless, Gregory Childs, Dana Hecker, Rachael Haynes will return on day 3.

Department Specific Staff Procedures -

1. Designated Entry/Exit point: All employees will enter at Recreation Center Room “C” at the west side of the building.
2. Stagger employee workstations and install “sneeze guards” between cubicles.
3. Limit occupancy to a maximum of three employees at any time in the breakroom for lunches, breaks, etc.
4. Hand sanitizer dispensers will be placed in all city vehicles.
5. Departmental coffee station will remain closed.
6. All City vehicles will be disinfected daily.
7. Provide sneeze shields between the short cubical and at the front counter.

Public Access -

1. Only one customer allowed at the counter at a time.
2. Maximum of five customers in line at any time. Staff to monitor and regulate the social distancing of customers in the lobby area.
3. Signage
 - a. Social distancing marks identified on floor in lobby. The line will go from the counter eastward toward library.
 - b. Visitor traffic flow directional floor arrows.
 - c. Signage indicating that face masks must be worn at all times within the building.
 - d. Signage indicating that only one customer is allowed at the counter at a time.
 - e. Signage directing customers to exit out the front doors.

Recreation Department

Schedule –

Full time Recreation Staff (Currently Laurie and Maralee) will return to work once the Stay Home, Stay Safe executive order is lifted and arrive each day after the second group of Technical & Planning employees check in for the day.

All employees who work in the Community Center will enter the building through the Recreation door of Room “C” at the west side of the building.

Department Specific Staff Procedures -

1. Common area use will be kept at a minimum whenever possible.
2. All city vehicles and busses (when in operation) will be wiped down in between drivers and passengers.
3. Staff will answer phones, provide resources and program information as well as continue to check in on seniors.
4. No applications for rental, activities or leagues will be taken.
5. Limited services will be provided with City Managers approval and when appropriate.
6. Provide a sneeze shield at the front desk counter.
7. Provide a portable sneeze shield (on rollers) between close work space areas in office between David and Maralee’s work area.

Public Access –

1. Maximum one person in restrooms across from Recreation Office.
2. Lines will start at the counter and go up to the north, toward the door of the Community Center.
3. Signage
 - a. Social distancing marks identified on floor.
 - b. Visitor traffic flow directional floor arrows
 - c. Signage indicating that face masks must be worn at all times within the building.
 - d. Signage indicating that only three customers allowed in the building at any time.
 - e. Signage directing only one customer allowed at the counter.
 - f. Signage directing customers to exit out of door in room B.
 - g. Signage on bathroom “Occupied/Available” to be hung on doors.

Library Department

Schedule –

Full time staff (currently Karen White-Owens and Stewart Sturton) will return to in-office work once the Stay Home, Stay Safe executive order is lifted. Once the Library is allowed to re-open to the public consideration will be given to the staff needs and scheduling the return of furloughed employees.

Department Specific Staff Procedures –

1. Maximum one person in restrooms at a time.
2. Relocate computers so that social distancing is observed.
3. Arrange seating throughout the department reflecting social distancing.

Public Access -

1. Signage
 - a. 6-foot social distancing marks identified on floor throughout the building.
 - b. Visitor traffic flow directional floor arrows.
 - c. Signage indicating that face masks must be worn at all times within the building.
 - d. Signage indicating that only one customer is allowed at any service counter at a time.
 - e. Signage directing customers to established exit points.
 - f. Signage on bathroom “Occupied/Available” to be hung on doors.
 - g. Signage reflecting social distancing computer use rules.

APPENDIX F
OTHER RESOURCES

Governor Whitmer's Executive Order 2020-77:

https://content.govdelivery.com/attachments/MIEOG/2020/05/07/file_attachments/1446124/EO%202020-77.pdf

FAQs from Governor Whitmer on Executive Orders:

<https://www.michigan.gov/coronavirus/0,9753,7-406-98810---.00.html?page=1&limit=25&filterCategories=&searchQuery=>

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>