

Oak Park

City Council Agenda

June 1, 2020





AGENDA
REGULAR CITY COUNCIL MEETING
38th CITY COUNCIL
OAK PARK, MICHIGAN
June 1, 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 18, 2020

B. Arts and Cultural Diversity Commission Minutes of December 12, 2019 and February 13, 2020

C. Beautification Advisory Commission Meeting Minutes of February 18, 2020

D. Proposed Change Order No. 1 in the amount of (\$354.13) and Payment Application No. 2 in the amount of \$202,988.62 to Mattioli Cement Company of Fenton, MI for the 2019-20 Miscellaneous Concrete Project, M-699

E. Request to declare listed vehicles as surplus and sold by sealed bid, public auction, or disposal at the lowest expense to the City in accordance with City policy

F. Corridor Improvement Authority Board Meeting Minutes of February 20, 2020

5. RECOGNITION OF VISITING ELECTED OFFICIALS

6. SPECIAL RECOGNITION/PRESENTATIONS:

A. Resolution declaring June 5, 2020 to be National Gun Violence Awareness Day in Oak Park

7. PUBLIC HEARINGS: None

8. COMMUNICATIONS: None

9. SPECIAL LICENSES: None

10. ACCOUNTING REPORTS: None

11. BIDS: None

12. ORDINANCES:

A. First reading of an ordinance to amend Chapter 82, Utilities, of the Code of Ordinances of the City of Oak Park, Michigan, by amending Section 82-313, Determination (Setting the rates and charges to be imposed for the consumption and use of water and sewer services)

13. CITY ATTORNEY:

14. CITY MANAGER:

Finance

- A. Receive and file the Quarterly Investment Report for period ending 3/31/20
- B. Receive and file the Quarterly Financial Report for period ending 3/31/20
- C. Resolution approving requested Budget Amendment #2020-3 for period ending 3/31/20

Department of Public Safety

- D. Request to approve Traffic Control Order #160 Sec 1.24 posting No Parking signs from the driveway north of 21801 Avon Road to the driveway east of 15281 Pearson Street

Administration

- E. Coronavirus Update
- F. Election Update

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 18, 2020
7:00 PM**

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 Pro Tem Burns, Council Member Radner, Council Member Weiss, Council Member Edgar

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

CM-05-127-20 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-05-128-20 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of May 4, 2020 **CM-05-129-20**
- B. Special Council Meeting Minutes of April 27, 2020 **CM-05-130-20**
- C. Special Council Meeting Minutes of April 28, 2020 **CM-05-131-20**
- D. Planning Commission Meeting Minutes of April 13, 2020 **CM-05-132-20**
- 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 **CM-05-133-20**
- F. Resolution to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2021 2022 and 2023 **CM-05-134-20**
- G. Request to approve an agreement with Berkley School District to collect their 2020 Summer Tax Levy **CM-05-135-20**

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #6A) Annual Budget Presentation – City Manager Tungate

City Manager Tungate presented the Fiscal Year 2020-2021 Budget and discussed projections for Fiscal Years 2021-22 and 2022-23.

PUBLIC HEARINGS:

(AGENDA ITEM #7A) Public Hearing to receive citizen comments regarding proposed Fiscal Year 2020-2021 Budget and property tax millage rates.

Mayor McClellan opened the Public Hearing regarding the proposed Fiscal Year 2020-2021 Budget and Property Tax Millage Rates at 7:27 p.m. There were no comments from the public and the hearing was closed at 7:28 p.m.

CM-05-135A-20 (AGENDA ITEM #7B) RESOLUTION ADOPTING THE FISCAL YEAR 2019-2020 BUDGET AND MILLAGE RATES AND ACKNOWLEDGING THE MULTI-YEAR BUDGET INCLUDING PROJECTIONS FOR FISCAL YEARS 2021-2022 AND 2022-2023 - APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve the following 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:

CITY OF OAK PARK

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

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.

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:	McClellan, Burns, Weiss, Edgar, Radner
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CM-05-136-20 (AGENDA ITEM #7C) ADOPTION OF THE FISCAL YEAR 2020-2021 WATER AND SEWER RATES - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the fiscal year 2020-2021 water and sewer rates as follows:

	2020-21 Rate
Water Rate	\$4.51 per unit
Sewer Rate	\$4.86 per unit
Combined Rate	\$9.38 per unit
Storm Charge	\$601.65 per unit

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

MOTION DECLARED ADOPTED

CM-05-137-20 (AGENDA ITEM #7D) ADOPTION OF THE FISCAL YEAR 2020-2021 FEE SCHEDULE - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to adopt the fiscal year 2020-2021 fee schedule as presented.

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-05-138-20 (AGENDA ITEM #10A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$13,562.72 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve payment of invoices #537542, #537543 and #537544 by Garan, LuCow, Miller P.C., for legal services rendered through April 30, 2020 in the total amount of \$13,562.72.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY:

CM-05-139-20 (AGENDA ITEM #13A) RESOLUTION APPROVING A METRO ACT PERMIT APPLICATION SUBMITTED BY BY CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving a Metro Act Permit application submitted by Cellco Partnership d/b/a Verizon Wireless.

**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.

All resolutions inconsistent with this Resolution be and hereby are rescinded to the extent of such inconsistency.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #13B) City Attorney Gillooly provided an update on the City's flooding litigation.

CITY MANAGER:

Department of Public Works

(AGENDA ITEM #14A) Assistant City Manager Yee provided an update on the I-696 Sound Wall Project.

Finance

CM-05-140-20 (AGENDA ITEM #14B) REQUEST TO APPROVE A PROPOSAL TO EXTEND THE EXISTING AUDIT CONTRACT WITH REHMANN ROBSON LLC - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve a proposal to update the existing audit contract with Rehmann Robson LLC through June 30, 2022 that will add assistance with the GASB34 entries. Fees will be as follows:

Year ending June 30, 2020	\$53,000
Year ending June 30, 2021	\$54,500
Year ending June 30, 2022	\$56,000

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

MOTION DECLARED ADOPTED

Economic Development and Communications

CM-05-141-20 (AGENDA ITEM #14C) 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 - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, 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 the following conditions:

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

MOTION DECLARED ADOPTED

CM-05-142-20 (AGENDA ITEM #14D) RESOLUTION IN SUPPORT OF THE COVID-19 BUSINESS ASSISTANCE PACKAGE - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to adopt the following resolution in support of the COVID-19 Business Assistance Package:

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 Park 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; and
- 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; and
- WHEREAS, The City participates in the MEDC Patronicity Grant program; and
- 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.

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

MOTION DECLARED ADOPTED

Human Resources

CM-05-143-20 (AGENDA ITEM #14E1) REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT ONE YEAR EXTENSION WITH THE POLICE OFFICERS LABOR COUNCIL (POLC) - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following Collective Bargaining Agreement One Year Extension with the Police Officers Labor Council (POLC):

Collective Bargaining Agreement One Year Extension

The City of Oak Park (hereinafter, "City") and the Police Officers Labor Council (hereinafter, "Union") are parties to a Collective Bargaining Agreement which expires June 30, 2020;

WHEREAS; Presently the City and the Union are parties to a Collective Bargaining Agreement for the period of July 1, 2017 - June 30, 2020;

WHEREAS; The Parties wish to extend the terms and conditions of the Collective Bargaining Agreement for an additional one-year period;

WHEREAS; The provisions of the Collective Bargaining Agreement shall remain unchanged except for as specified below.

NOW THEREFORE, the Parties agree as follows:

1. The current Collective Bargaining Agreement shall be extended for a period of one (1) year, which shall now expire on June 30, 2021.
2. Members of the Union shall receive a one-time payment of \$2,500.00 payable by June 1, 2020
3. The Parties acknowledge that all other provisions of the Collective Bargaining Agreement shall remain in force and carry over until the expiration date contained in this Extension Agreement.

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

MOTION DECLARED ADOPTED

CM-05-144-20 (AGENDA ITEM #14E2) REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT ONE YEAR EXTENSION WITH THE POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following Collective Bargaining Agreement One Year Extension with the Police Officers Association of Michigan (POAM):

Collective Bargaining Agreement One Year Extension

The City of Oak Park (hereinafter, "City) and the Oak Park Police Officers Association of Michigan (hereinafter, "Union") are parties to a Collective Bargaining Agreement which expires June 30, 2020;

WHEREAS; Presently the City and the Union are parties to a Collective Bargaining Agreement for the period of July 1, 2017 - June 30, 2020;

WHEREAS; The Parties wish to extend the terms and conditions of the Collective Bargaining Agreement for an additional one-year period;

WHEREAS; The provisions of the Collective Bargaining Agreement shall remain unchanged except for as specified below.

NOW THEREFORE, the Parties agree as follows:

1. The current Collective Bargaining Agreement shall be extended for a period of one (1) year, which shall now expire on June 30, 2021.
2. Members of the Union shall receive a one-time payment of \$2,500.00 payable by June 1, 2020
3. The Parties acknowledge that all other provisions of the Collective Bargaining Agreement shall remain in force and carry over until the expiration date contained in this Extension Agreement.

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

MOTION DECLARED ADOPTED

CM-05-145-20 (AGENDA ITEM #14E3) REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT ONE YEAR EXTENSION WITH THE DISPATCHERS ASSOCIATION/POAM - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following Collective Bargaining Agreement One Year Extension with the Dispatchers Association/POAM:

Collective Bargaining Agreement One Year Extension

The City of Oak Park (hereinafter, "City) and the Oak Park Dispatchers Association/Police Officers Association of Michigan (hereinafter, "Union") are parties to a Collective Bargaining Agreement which expires June 30, 2020;

WHEREAS; Presently the City and the Union are parties to a Collective Bargaining Agreement for the period of July 1, 2017 - June 30, 2020;

WHEREAS; The Parties wish to extend the terms and conditions of the Collective Bargaining Agreement for an additional one-year period;

WHEREAS; The provisions of the Collective Bargaining Agreement shall remain unchanged except for as specified below.

NOW THEREFORE, the Parties agree as follows:

1. The current Collective Bargaining Agreement shall be extended for a period of one (1) year, which shall now expire on June 30, 2021.
2. Members of the Union shall receive a one-time payment of \$2,500.00 payable by June 1, 2020
3. The Parties acknowledge that all other provisions of the Collective Bargaining Agreement shall remain in force and carry over until the expiration date contained in this Extension Agreement.

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

MOTION DECLARED ADOPTED

CM-05-146-20 (AGENDA ITEM #14E4) REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT ONE YEAR EXTENSION WITH THE TECHNICAL AND PROFESSIONAL OFFICE WORKERS OF MICHIGAN (TPOAM) - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following Collective Bargaining Agreement One Year Extension with the Technical and Professional Office Workers of Michigan (TPOAM):

Collective Bargaining Agreement One Year Extension

The City of Oak Park (hereinafter, "City) and the Technical and Professional Office workers of Michigan (hereinafter, "Union") are parties to a Collective Bargaining Agreement which expires June 30, 2020;

WHEREAS; Presently the City and the Union are parties to a Collective Bargaining Agreement for the period of July 1, 2017 - June 30, 2020;

WHEREAS; The Parties wish to extend the terms and conditions of the Collective Bargaining Agreement for an additional one-year period;

WHEREAS; The provisions of the Collective Bargaining Agreement shall remain unchanged except for as specified below.

NOW THEREFORE, the Parties agree as follows:

1. The current Collective Bargaining Agreement shall be extended for a period of one (1) year, which shall now expire on June 30, 2021.
2. Members of the Union shall receive a one-time payment of \$2,500.00 payable by June 1, 2020
3. The Parties acknowledge that all other provisions of the Collective Bargaining Agreement shall remain in force and carry over until the expiration date contained in this Extension Agreement.

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

MOTION DECLARED ADOPTED

**CM-05-147-20 (AGENDA ITEM #14F1) REQUEST TO APPROVE A
MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
POLICE OFFICERS LABOR COUNCIL (POLC) - APPROVED**

Motion by Weiss, seconded by Edgar, CARRIED, to approve the following Memorandum of Understanding (MOU) with the Police Officers Labor Council (POLC):

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.

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

MOTION DECLARED ADOPTED

CM-05-148-20 (AGENDA ITEM #14F2) REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) - APPROVED

Motion by Weiss, seconded by Edgar, CARRIED, to approve the following Memorandum of Understanding (MOU) with the Police Officers Association of Michigan (POAM):

Memorandum of Understanding
City of Oak Park
And
City of Oak Park Police Officers Association of Michigan

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 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.
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.

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

MOTION DECLARED ADOPTED

Administration

CM-05-149-20 (AGENDA ITEM #14G) REQUEST TO WAIVE THE 30 DAY REQUEST REQUIREMENT TO FLY THE PRIDE FLAG AT CITY HALL - APPROVED

Motion by Weiss, seconded by Edgar, CARRIED, to waive the 30 day request requirement to fly the Pride Flag at City Hall.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #14H) Coronavirus Update.

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

(AGENDA ITEM #14I) City Manager Tungate and Director VanVleck presented the latest draft of the Oak Park COVID-19 Preparedness and Response Plan.

CALL TO THE AUDIENCE:

Kenneth Sherman presented questions regarding the Library.
Jaime Horowitz suggested specific reading programming for the Library during the pandemic.

CALL TO THE COUNCIL:

Mayor Pro Tem Radner wished everyone a good night.
Council Member Burns thanked the City staff and reminded everyone to stay safe.
Council Member Weiss thanked staff and residents for their part in getting through this pandemic.
Council Member Edgar encouraged everyone to stay safe.
Mayor McClellan encouraged everyone to stay positive and keep smiling.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 9:24 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

MEETING MINUTES
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, DECEMBER 12, 2019, 7:00 P.M.
COMMUNITY CENTER

1. **CALL TO ORDER**
 - a. Time: __7:15 P.M.____

2. **ROLL CALL**
 - a. **City Council:**
Council Member Solomon Radner __A
 - b. **Commissioners:**
Leona Burns __A Stephanie Crawford X__ Sarah Davidson _A_
Rosetta Kincaid _X_ Terri McQueen X__ Sudha Chandra Sekhar _A_
Avi Snider _X_ Michele Stevenson __X Lonnie K. Tabb-Upshaw A_
Carla Wallace _X_
 - c. **City Liaisons:**
Director Crystal VanVleck _X_
 - d. **Guests:**
____Amir____ ____Michael____

3. **APPROVAL OF AGENDA**
 - a. Date December 12, 2019 Motion Commissioner Kincaid
Seconded____Commissioner Stevenson__ Approved____All

4. **APPROVAL OF MINUTES**
 - a. Date October 10, 2019 and November 14, 2019
Motion Commissioner Crawford
Seconded Commissioner McQueen Approved____All

5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. DIA Inside|Out – DIA application was denied
 - ii. MLK Peace Walk- Commissioner Crawford suggested next year for us to get an Ad for the souvenir book. We will meet Monday January 20th at 9:30 a.m. at Hope United Methodist Church. Commissioners Crawford, Snider and Wallace will attend.

b. New Business:

- i. World Dance Day- Saturday April 25th is the date. We need to get the weight limit for the stage, if we go with bleachers we would have to rent them. Commissioners Sekhar, Kincaid and Tabb-Upshaw will recruit dancers; Director VanVleck will work on the flyers and the program; Commissioners Crawford and Snider will work on the refreshments; Commissioner Crawford will also work on sponsorships and we will try to get DJ Truth or DJ Kenny do MC/Audio Visual.
- ii. Winter Fest – January 26th 2 p.m. – 5 p.m. in the Community Center Commissioner Stevenson suggests we have a table with crafts or some type of activity for the community and she shared an idea about decoration cups. Commissioners Snider, Stevenson and Director VanVleck will work on a project for ACDC.

6. COMMISSIONER REPORTS

Commissioner Stevenson will be in a play “The Invisible Man” December 18th at the Prentis Apartments. See the November 28th issue of Jewish News, article about Jewish Senior Theatre Ensemble.

7. UPCOMING EVENTS/ANNOUNCEMENTS**a. ACDC EVENTS**

- i. MLK Walk- January 20
- ii. Winterfest- January 26

8. ADJOURNMENT

- a. **Next Meeting:** Thursday, January 6, 2020 7 p.m.
- b. **Time of Adjournment:** _____ 8:10 p.m. ___



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

**MEETING MINUTES
REGULAR MEETING
CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, FEBRUARY 13, 2020 7:00 P.M.
COMMUNITY CENTER**

1. **CALL TO ORDER**
 - a. Time: 7:19 P.M.

2. **ROLL CALL**
 - a. **City Council:**
Council Member Solomon Radner A
 - b. **Commissioners:**
Leona Burns A Stephanie Crawford A Sarah Davidson A
Rosetta Kincaid X Terri McQueen X Sudha Chandra Sekhar X
Avi Snider X Michele Stevenson X Lonnie K. Tabb-Upshaw A
Carla Wallace X Stacey Jackson X
 - c. **City Liaisons:**
Director Crystal VanVleck X
 - d. **Guests:**

3. **APPROVAL OF AGENDA**
 - a. Date February 13, 2020
Motion Commissioner Stevenson Seconded Commissioner McQueen
Approved All

4. **APPROVAL OF MINUTES**
 - a. Date December 12, 2019 and January 9/16, 2020
Tabled until March meeting

5. **MATTERS FOR CONSIDERATION**
 - a. **New Business:**
 - i. Art Gallery- We have a potential artist for the 2nd quarter/April May June
We voted to remove 2 pieces from the potential artist portfolio but allow
him to replace them. We discussed having a reception for artist Sharon
Fogal. We agreed to have a reception for artist going forward and we
motioned to have the reception for the artist during the 1st month of the
hanging of their artwork. For the current artist we will have the reception
on March 2nd or March 16th.

b. Old Business:

- i. MLK Peace Walk- Good Event Commissioners Crawford, Burns, Snider, Wallace attended
- ii. Winterfest- Commissioners McQueen and Stevenson assisted kids ages 2-12 with arts and crafts and said it was a good event
- iii. World Dance Day- April 25,2020 Commissioner Sekhar reported that she has 6 groups so far, DJ Jewels was suggested by DJ Truth Commissioner Jackson will contact DJ Jewels, Commissioners Snider and Crawford will work on a desert reception vs. food, we have confirmed that we will use the Community Center Rooms A & B for WDD and we will use the stage as a riser for seating.

6. COMMISSIONER REPORTS

We welcomed our new member Commissioner Stacey Jackson. Commissioner Sekhur was on the meeting via cell phone and shared with us that she has a show on March 21st Commissioner Snider shared with us that March 10th is a Jewish holiday Purim were the wear costumes and share food and drinks.

7. UPCOMING EVENTS/ANNOUNCEMENTS**a. ACDC EVENTS**

- i. You Create- Tabled until next meeting

8. ADJOURNMENT

- a. **Next Meeting:** Thursday, March 12,2020 7 p.m.
- b. **Time of Adjournment:** _____8:12 p.m.____

**BEAUTIFICATION ADVISORY COMMISSION
CITY OF OAK PARK
MEETING MINUTES
FEBRUARY 18, 2020**

PRESENT: Lonnie Tabb-Upshaw, Santhia Guinn, Pamela McKean, Karen Davis-Harris, Mattie Boykin, Idella Bailey, Reatha Richmond

ABSENT: Angela Mitchell, Brenda Moseley, Deborah Williamson, Joyce Schulman, Michella Perry, Non-voting City Representative Assistant City Manager Kevin Yee, Councilperson Carolyn Burns, DPW Admin. Clerk II Tiffany Brown

GUEST: None

Meeting called to order at 7:00pm
Roll called

APPROVAL OF MINUTES: September 17, 2019

MOTION by **Bailey**, seconded by **Guinn** to approve the Beautification Advisory Commission meeting minutes for September 17, 2019.

VOTE: Yes: All
No: None
Motion Carried

Commissioners welcome and introduce new member Pamela McKean.

CITY COUNCIL/ LIAISON COMMUNICATION

Nothing to report at this meeting

OPEN ISSUES

- Commission members will vote for chairperson and vice chairperson at the next Beautification Advisory Commission Meeting, May 2020.
- The new date for the Flower Exchange is Sunday, June 28, 2020. Commissioners discussed the Flower Exchange and explained the procedures to the new member.
- Membership status to be discussed at next meeting.
- All Beautification members received their awards from the Boards and Commission Appreciation Dinner.
- Suggestions for new activities.

OPEN ISSUES (cont'd)

- Chairperson Lonnie made a suggestion for an Annual Summer Tea. Commissioner Idella suggested that it be a "Rainbow Summer Tea". Chairperson Lonnie will research the idea, check with the recreation department for available dates, and check with Assistant City Manager Kevin Yee about charging a fee of \$5.00 and report findings at the next meeting.

- Chairperson Lonnie suggested each member bring at least two suggestions for activities/events to the next Beautification Advisory Commission meeting.

GENERAL DISCUSSION

Commissioner Santhia Guinn spoke about construction being done on her street.

Meeting adjourned at 7:32pm. Next meeting - April 21, 2020



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 1, 2020

AGENDA#

SUBJECT: Proposed Change Order no. 1 and Payment Application No. 2 for the 2019-20 Miscellaneous Concrete Project, M-699.

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

SUMMARY: Attached are Proposed Change Order no. 1 and Payment Application No. 2 for the 2019-20 Miscellaneous Concrete Project, M-699. This project replaced sections of concrete throughout the City from water main breaks, sewer repairs, failing sections of pavement, etc. The proposed Change Order is a reduction based on final, as built quantities. This project is approximately 99% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$373,835.10
Proposed Change Order no. 1:	<u>(\$ 354.13)</u>
New Contract Amount:	\$373,480.97
Total Completed to Date:	\$373,480.97
Less Retainage:	\$ 5,000.00
Net Earned:	\$368,480.97
Deductions:	\$ 0.00
Balance:	\$368,480.97
Payments to Date:	<u>\$165,492.35</u>
Amount Due Mattioli Cement Company:	\$202,988.62

RECOMMENDED ACTION: It is recommended that Proposed Change Order no. 1 for the 2019-20 Miscellaneous Concrete Project, M-699 be approved to Mattioli Cement Company of Fenton, MI. for the amount of (\$354.13). It is further recommended that Payment Application no. 2 for the same be approved for the amount of \$202,988.62. Funding is available in the Local Streets Fund (203-18-479-801) and Water & Sewer Fund (592-18-550-970) for this project.

APPROVALS:

City Manager: ET Department Director: KJY

Director of Finance: SC Legal: NA

Budgeted

EXHIBITS: Proposed Change Order no. 1 and Payment Application No. 2

CHANGE ORDER

PROJECT:	2019-2020 MISCELLANEOUS CONCRETE PROJECT	JOB NUMBER:	M-699
OWNER:	CITY OF OAK PARK, MICHIGAN	CHANGE ORDER NO.:	1
CONTRACTOR:	MATTIOLI CEMENT COMPANY 6085 MCGUIRE ROAD FENTON, MI 48430	PAGE:	1

TO THE CONTRACTOR:

You are hereby directed to comply with the changes/extras to the contract documents.
This change order reflects work completed or anticipated. Further documentation supporting these changes is on file with the City Engineer.

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT

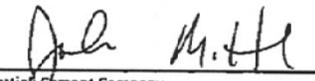
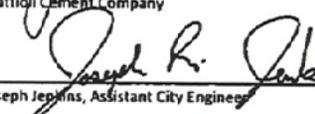
Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	TOTAL Amount
1	REMOVE CONCRETE PAVEMENT	3,100	SYD	\$10.00	704.76	3,804.76	\$ 7,047.60
5	SIDEWALK CONC. NON-REINF 6" SIDEWALK/DRIVE APPROACH	483	SFT	\$6.50	3,997.48	4,480.48	\$ 25,983.62
6	SIDEWALK CONC. NON-REINF 4" SIDEWALK	2,599	SFT	\$6.00	8,003.30	10,602.30	\$ 48,019.80
7	CONC. PVMT 24" CURB & GUTTER SECTION NON REINF 9" CONC.	15	LFT	\$30.00	81.00	96.00	\$ 2,430.00
12	COOLIDGE AGG. BASE UNDER 9" CONC (3" 21AA CR LIMESTONE)	1,300	SYD	\$5.50	486.80	1,786.80	\$ 2,677.40
TOTALS							\$ 86,158.42

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	TOTAL Amount
2	COOLIDGE CONCRETE PAVEMENT REMOVAL	1,300	SYD	\$19.00	-165.92	1,134.08	\$ (3,152.48)
3	CONCRETE PVMT W/INT CURB & GUTTER, 9" CONC.	3,100	SYD	\$55.81	-992.74	2,107.26	\$ (55,404.82)
4	COOLIDGE CONCRETE PVMT W/ INT CURB & GUTTER 9" CONCRETE	1,300	SYD	\$55.81	-165.92	1,134.08	\$ (9,260.00)
8	ADJUSTING DRAINAGE STRUCTURES	15	EA	\$250.00	-4.00	11.00	\$ (1,000.00)
10	AGGREGATE BASE UNDER 9" CONC. (3" 21AA CR LIMESTONE)	3,100	SYD	\$5.50	-992.30	2,107.70	\$ (5,457.65)
11	AGGREGATE BASE UNDER 4" & 6" & 9" CONC. (6" 21AA CR LIMESTONE)	500	SYD	\$9.00	-500.00	0.00	\$ (4,500.00)
13	DRAINAGE STRUCTURE COVER	750	LBS	\$1.76	-760.00	0.00	\$ (1,337.60)
17	INSPECTION CREW DAYS	20	DAY	\$320.00	-20.00	0.00	\$ (6,400.00)
TOTALS							\$ (86,512.55)

SUMMARY

Total Increase	\$	86,158.42
Total Decrease	\$	(86,512.55)
Total for Change Order No.1:	\$	(354.13)
Contract Amount	\$	373,835.10
Change Order No. 1:	\$	(354.13)
New Contract Amount:	\$	373,480.97

	5-22-20
Mattioli Cement Company	Date
	5/27/20
Joseph Jenkins, Assistant City Engineer	Date

PAYMENT APPLICATION

PROJECT: 2019-2020 MISCELLANEOUS CONCRETE PROJECT
 OWNER: CITY OF OAK PARK, MICHIGAN
 CONTRACTOR: MATTIOLI CEMENT COMPANY
 6085 MCGUIRE ROAD
 FENTON, MI 48430

JOB NUMBER: M-699
 APPLICATION NO.: 2
 PERIOD ENDING: 5/22/2020

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	REMOVE CONCRETE PAVEMENT	3,100	SYD	\$10.00	2,600.11	\$26,001.10	3,804.76	\$38,047.60
2	COOLIDGE CONCRETE PAVEMENT REMOVAL	1,300	SYD	\$19.00	0.00	\$0.00	1,134.08	\$21,547.52
3	CONCRETE PVMT W/INT CURB & GUTTER, 9" CONC.	3,100	SYD	\$55.81	1,921.92	\$107,262.36	2,107.26	\$117,606.18
4	COOLIDGE CONCRETE PVMT W/ INT CURB & GUTTER 9" CONCRETE	1,300	SYD	\$55.81	0.00	\$0.00	1,134.08	\$63,293.00
5	SIDEWALK CONC. NON-REINF 6" SIDEWALK/DRIVE APPROACH	483	SFT	\$6.50	1,586.06	\$10,309.39	4,480.48	\$29,123.12
6	SIDEWALK CONC. NON-REINF 4" SIDEWALK	2,599	SFT	\$6.00	4,398.60	\$26,391.60	10,602.30	\$63,613.80
7	CONC. PVMT 24" CURB & GUTTER SECTION NON REINF 9" CONC.	15	LFT	\$30.00	90.00	\$2,700.00	96.00	\$2,880.00
8	ADJUSTING DRAINAGE STRUCTURES	15	EA	\$250.00	6.00	\$1,500.00	11.00	\$2,750.00
9	CAST IN PLACE DETECTABLE/TACTILE WARNING SURFACE	100	SFT	\$22.00	10.00	\$220.00	100.00	\$2,200.00
10	AGGREGATE BASE UNDER 9" CONC. (3" 21AA CR LIMESTONE)	3,100	SYD	\$5.50	1,948.39	\$10,716.15	2,107.70	\$11,592.35
11	AGGREGATE BASE UNDER 4" & 6" & 9" CONC. (6" 21AA CR LIMESTONE)	500	SYD	\$9.00	0.00	\$0.00	0.00	\$0.00
12	COOLIDGE AGG. BASE UNDER 9" CONC (3" 21AA CR LIMESTONE)	1,300	SYD	\$5.50	0.00	\$0.00	1,786.80	\$9,827.40
13	DRAINAGE STRUCTURE COVER	760	LBS	\$1.75	0.00	\$0.00	0.00	\$0.00
14	MINOR TRAFFIC DEVICES	1	LSUM	\$2,000.00	0.50	\$1,000.00	1.00	\$2,000.00
15	COOLIDGE MINOR TRAFFIC DEVICES	1	LSUM	\$2,000.00	0.00	\$0.00	1.00	\$2,000.00
16	PROJECT CLEAN UP	1	LSUM	\$7,000.00	0.50	\$3,500.00	1.00	\$7,000.00
17	INSPECTION CREW DAYS	20	DAY	\$320.00	0.00	\$0.00	0.00	\$0.00

Period Total Amount: \$189,600.60 Amount to Date: \$373,480.97

Original Contract Amount: \$373,835.10
 Change Order No. 1: -\$354.13
 New Contract Amount: \$373,480.97

Earnings This Period: \$189,600.60
 Total Earnings to Date: \$373,480.97
 Less Retainage: \$5,000.00
 Net Earned: \$368,480.97
 Deductions: \$0.00
 Balance: \$368,480.97
 Payments to Date: \$165,492.35

AMOUNT DUE MATTIOLI CEMENT COMPANY: \$202,988.62

Accepted By: John Mattioli
 Mattioli Cement Company
 Approved By: Joseph R. Jenkins
 Joseph Jenkins, Assistant City Engineer
 City of Oak Park, Michigan

Date: 5-22-20
 Date: 5/27/20



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 1, 2020 **AGENDA #**

SUBJECT: Request authorization to dispose of a surplus vehicles / equipment.

DEPARTMENT: Public Works

SUMMARY: The Public Works Department is requesting authorization to have the attached vehicles / equipment declared surplus and sold or disposed of in the best interest of the City.

FINANCIAL STATEMENT: Any funds received would be deposited in account number 402-00.000-673.000 (Sale of Fixed Assets) of the 2020-2021 Budget.

RECOMMENDED ACTION: It is recommended that Council declare the listed vehicles surplus and sold by sealed bid, public auction, or disposal at the lowest expense to the City in accordance with City policy.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Finance Director: _____ *SC* _____

Legal: _____

Budgeted:

EXHIBITS: Vehicle descriptions

The following items have reached their useful life and should be declared as surplus. They will be disposed of in a manner at the lowest cost to the city.

Vehicle	Year	Description	VIN
#362	1991	American AMVAC300 Leaf Vacuum	91RH148
#365	1976	American 300RH Leaf Vacuum	-
#384	2006	Buyers Stainless Steel V-Box Spreader	7440
#529	2001	GMC C8500 Dump Truck	1GDP7H1C01J511541
#538	2000	Sterling L7500 Dump Truck	2FZHAJBB01AB77521
#603	1987	Bandit Formost 200 Chipper	1555
#727	2001	Zero Turn Lawn Mower	6422000420



CITY OF OAK PARK

Corridor Improvement Authority

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

CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD MEETING FEBRUARY 20, 2020 MINUTES

Meeting was called to order at 12:01 p.m., in the Executive Conference Room at Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Chairperson Blumenkopf and roll call was made.

PRESENT:

Chairperson Blumenkopf
 Board Member Attisha
 Vice Chairperson DeVirgilio
 Mayor McClellan

ABSENT:

Board Member Moulden
 Board Member Peteet

OTHERS PRESENT:

Community & Economic Development Director Kim Marrone
 Community Engagement Specialist Colton Dale
 Deputy City Clerk Lisa Vecchio

3. APPROVAL OF AGENDA OF FEBRUARY 20, 2020

MOTION by McClellan, SECONDED by Attisha, to approve the agenda for February 20, 2020 as submitted.

VOTE: Yes: All
 No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF NOVEMBER 21, 2019

MOTION by McClellan, SECONDED by DeVirgilio, to approve the minutes for November 21, 2019 as submitted.

VOTE: Yes: All
 No: None

MOTION CARRIED

5. PUBLIC COMMENT: None

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:

A. Main Street Oakland County Award Application

Director Marrone explained that Main Street Oakland county is accepting video applications for a \$2,500 award that will be given at their annual Main Event in the spring. Oak Park's video application will highlight all that has been done with the 9 Mile Rd Re-Design.

B. Budget

Director Marrone presented the proposed CIA budget for the next three years. Capital outlay for the façade program is being increased from \$10,000 to \$25,000 to encourage more business façade improvements.

\$40,000 is budgeted for linear parks as a part of the 9 Mile Rd Re-Design Project.

Increase in conferences budget for attendance by all Board Member to attend the Main Street Oakland County Main Event.

Increase in promotional funds to highlight 11 Mile Rd and all of the new businesses set to open in the Spring/Summer.

The large rectangular planters have been sold and new pots will be purchased that complement the new round large planters on 9 Mile Rd. Holiday lights need to be replaced, and additional banners for Coolidge and 11 Mile Rd purchased, all of which is budgeted for as well.

MOTION by McClellan, SECONDED by Attisha, to approve the Corridor Improvement Authority 2020-2021 fiscal year budget as presented.

VOTE: Yes: Attisha, Blumenkopf, DeVirgilio, McClellan
No: None

MOTION CARRIED

8. FINANCIAL REPORT: None

9. BOARD MEMBER COMMENT: None

10. ADJOURNMENT

Chairperson Blumenkopf adjourned the meeting at 12:22 p.m.

Lisa Vecchio, Deputy City Clerk

CITY OF OAK PARK
MICHIGAN

CM-0X-XXX-20

**RESOLUTION DECLARING JUNE 5, 2020 TO BE
NATIONAL GUN VIOLENCE AWARENESS DAY IN THE CITY OF OAK PARK**

This resolution declares June 5, 2020 to be National Gun Violence Awareness Day in the City of Oak Park to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

WHEREAS, every day, 100+ Americans are killed by gun violence and on average there are nearly 13,000 gun homicides every year; and

WHEREAS, Americans are 25 times more likely to be killed with guns than people in other high-income countries; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

WHEREAS, law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

WHEREAS, in January 2013, Hadiya Pendleton, a teenager who marched in President Obama's second inaugural parade and was tragically shot and killed just weeks later, should be now celebrating her 22nd birthday; and

WHEREAS, to help honor Hadiya – and the 100 Americans whose lives are cut short and the countless survivors who are injured by shootings every day – a national coalition of organizations has designated June 7, 2019, the first Friday in June, as the 5th National Gun Violence Awareness Day; and

WHEREAS, to help honor Hadiya – and the 100 Americans whose lives are cut short and the countless survivors who are injured by shootings every day – a national coalition of organizations has designated June 5, 2020, the first Friday in June, as the 5th National Gun Violence Awareness Day; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to wear Orange on June 7th, the first Friday in June in 2019, to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 5, 2020 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oak Park, Michigan, declares June 5, 2020, to be National Gun Violence Awareness Day and encourages all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

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 a Regular Meeting held on June 1, 2020.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 1, 2020

AGENDA #

SUBJECT: First reading amending the Utility Ordinance, Chapter 82, Section 82-313, to reflect changes in the various utility rates and their effective dates as presented in the proposed FY 2020-21 budget and approved May 18, 2020.

DEPARTMENT: Finance / Water Division

SUMMARY: a) Adjust the water rate for water costs including water purchased from the Great Lakes Water Authority and adjust the sewer rate for increased sewer costs including those from Oakland County Drain Commissioner. The amendment adjusts Article V, Rates and Charges, of Chapter 82, Utilities, of the Code of Ordinances of the City of Oak Park in Section 82-313 to reflect a change in the water rate from \$42.53/1,000 c.f. to \$45.10/1,000 c.f. and a change in the sewer rate from \$105.38/1,000 c.f. to \$48.60/1,000 c.f.

- b) Adjust the High Strength Surcharges to reflect changes from Great Lakes Water Authority and Oakland County Drain Commissioner.
- c) Adjust Industrial Waste Charge to reflect Great Lakes Water Authority change.
- d) Adjust the effective dates of the various utility rates.
- e) Water Runoff charge \$601.65 per unit.

RECOMMENDED ACTION: It is recommended that City Council receive the amended ordinance and place it on the agenda for June 15, 2020 for second reading.

APPROVALS:

City Manager: _____ *ET* _____

Director of Finance: _____ *SC* _____

Budgeted:

Legal: _____

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 82, UTILITIES, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN, BY AMENDING SECTION 82-313 THEREOF.

THE CITY OF OAK PARK ORDAINS:

Sec. 82-313. - Determination.

- (a) *Generally.* The rates and charges to be imposed for the consumption and use of water and sewer services furnished by the city shall be determined by ordinance by the city council from time to time and kept on file in the office of the city clerk.
- (b) *Enumeration.* The rates and charges for consumption and use of water and sewer services are as follows:
- (1) *Water rates.* Effective on all bills rendered on or after July 1, ~~2020~~ **2019**, the rates to be charged for water service shall be as follows:
- a. **Forty five dollars and ten cents (\$45.10)** ~~Forty two dollars and fifty three cents (\$42.53)~~ per thousand cubic feet.
- b. Quarterly meter service and maintenance charges, in addition to subsection (b)(1) of this section as follows:
- 5/8 -inch meter \$4.75
- ¾-inch meter 5.03
- 1-inch meter 5.42
- 1½-inch meter 8.05
- 2-inch meter 9.14
- 3-inch meter 63.80
- 4-inch meter 69.57
- 6-inch meter 79.40
- ~~Minimum quarterly charge (includes water and meter service charge for a 5/8 -inch meter service) \$27.30 \$26.02~~
- c. The minimum quarterly (three-month) water charge (**includes water and meter service charge for a 5/8 -inch meter service**) to each premises connected with the water supply system shall be the sum of **\$27.30** ~~\$26.02~~, provided that if there were two or more premises using the city water supply and such premises use one meter, the minimum consumption charge herein specified shall apply to each such premises and to the owner or tenant of each such premises, as applicable.
- (2) *Sewage disposal rates.* The rates to be charged for sewage disposal services shall be as set forth below, and all bills for service rendered on or after the dates set forth shall be computed at such rates:

- a. *Basic sewage disposal rate; minimum quarterly charge.* Commencing July 1, ~~2020~~ 2019 the basic sewage disposal rate shall be ~~\$48.60~~ \$95.80 per 1,000 cubic feet of water consumed. The minimum quarterly sewage disposal charge to each sewage disposal services customer shall be ~~\$24.30~~ \$52.65, provided that if there are two or more premises using the city water supply and such premises use one meter, the minimum consumption charge herein specified shall apply to each such premises and to the owner or tenant of each such premises, as applicable.
- b. *High-strength surcharge.* Effective with all bills rendered on or after August 1, ~~2020~~ 2019, for flows beginning on or after July 1, ~~2020~~ 2019, a high-strength surcharge shall be levied against commercial and industrial customers, other than restaurants, contributing sewage to the sewage disposal system with concentrations of pollutants exceeding the following levels:
1. 275 milligrams per liter (mg/l) of biochemical oxygen demand (BOD);
 2. 350 milligrams per liter (mg/l) of total suspended solids (TSS);
 3. 12 milligrams per liter (mg/l) of phosphorus (P);
 4. 100 milligrams per liter (mg/l) of fats, oils, and grease (fog).

The high strength surcharge will be imposed at the following rates:

Pollutant	Charge per pound of excess pollutant
Biochemical oxygen demand (BOD)	\$0.491 \$0.508
Total suspended solids (TSS)	0.499 0.516
Phosphorus (P)	7.354 7.611
Fats, oils and grease	0.473 0.490

- c. *Industrial waste control charge.* Effective with all bills rendered on or after August 1, ~~2020~~ 2019, for flows beginning on or after July 1, ~~2020~~ 2019, an industrial waste control charge shall be levied against non-residential customers in an amount determined by the size of the water meter or meters serving such customers as set forth below:

Water Meter Size (inches)	Monthly Charge
5/8 -inch meter	\$9.04 \$3.49
¾-inch meter	13.56 5.24
1-inch meter	22.60 8.73

1½-inch meter	19.20 49.72
2-inch meter	27.92 72.32
3-inch meter	50.61 131.08
4-inch meter	69.80 180.80
6-inch meter	104.70 271.20

No such surcharge shall be levied on the basis of any meter which serves exclusively residential users, including all structures designed for habitation including, but not limited to, single-family or two-family dwellings, apartment buildings, condominiums, townhouses, and mobile homes, nor shall such surcharge be levied on the basis of any meter used exclusively for fire protection purposes.

- (3) **Storm water runoff rate. Effective on all bills rendered on or after July 1, 2020, the rate to be charged for storm water runoff shall be \$601.65 per unit**

- (4) *Collection policy.* Charges for water, sewer and garbage and rubbish service furnished by the city to any premises shall be a lien thereon, and on March 1 and on September 1 of each year, the person or agency charged with the management of the systems shall certify any such charges which have been delinquent six months or more, to the city assessor who shall enter the same upon the next available tax roll against the premises to which such services shall have been rendered, together with a penalty of an additional ten percent. The charges shall be collected and the lien shall be enforced in the same manner as provided in the respect to taxes assessed upon such roll; provided, that no such charge shall become a lien when a tenant is responsible for the payment of any such charge against any premises and the city has been so notified by the filing of an affidavit that the lease contains a provision that the landlord shall not be liable for payment of water or sewage system bills accruing subsequent to the filing of the affidavit. The affidavit shall be filed with the official in charge of the water works system and 20 days' notice shall be given by the landlord of any cancellation, change in, or termination of the lease. The affidavit shall contain a notation of the expiration date of the lease. In the event of the filing of such affidavit, no further service shall be rendered by the systems to such premises until payment to the city of a cash deposit in accordance with section 82-316.

- (5) *Services outside the city.* Water service provided outside the corporate limits of the city shall be provided by contract only with approval of the city council, and in no event shall the rates and charges for such service be less than the rates charged to customers residing within the corporate limits of the city.

SECTION 3. SEVERABILITY.

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this Ordinance, except as to the above sections, and in the event that any portion, section or

subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of the Ordinance or the Code of Ordinances, City of Oak Park.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this 15th day of June, 2020.

T. EDWIN NORRIS

City Clerk

MARIAN McCLELLAN

Mayor

I, T. Edwin Norris, duly authorized Clerk of the City of Oak Park, Michigan do hereby certify that the foregoing Ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on June 15, 2020.



CITY OF OAK PARK

**Sandra Crawford, Director
Department of Finance**

14A
Mayor
Marian McClellan
Mayor Pro Tem
Carolyn Burns
Council Members
Solomon Radner
Regina Weiss
Julie Edgar
City Manager
Erik Tungate

MEMORANDUM

Date: May 21, 2020

To: Erik Tungate, City Manager

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

Re: Third Quarter FY 2019-20 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City at March 31, 2020. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The third quarter investment report shows total citywide cash and investments of \$24,603,828 (market value) including cash in the operating account of \$3,112,946 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of \$11,949,243, money market of \$114,807, commercial paper of \$4,192,153 and long-term investments total \$5,234,679. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Investment income for the months of January through March 2020 totaled \$148,186. During the third quarter the City was able to take advantage of short-term market volatility due to COVID-19 and had a significant increase in overall investment return for the quarter. The return for the third quarter was approximately 2.4% compared to the approximately 2.2% on July 1, 2019 and 1.6% on December 31, 2019. Economists continue to predict additional decreases in investment return in the coming months primarily due to the COVID-19 pandemic. As a result, the City is investing short-term and locking up longer term investments if individual interest rate are favorable.

City of Oak Park
Summary of Cash and Investments Held
March 31, 2020

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	<u>Current Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 3,112,946	\$ 3,112,946	12.66%	0.8000%	0.8000%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.8000%	0.8000%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.8000%	0.8000%	1	Huntington
Money Market								
Fifth Third - Money Market		114,807	114,807	0.47%	0.2600%	0.2600%	1	Fifth Third
Comerica Securities - Money Market		-	-	0.00%	0.1800%	0.1800%	1	Comerica
Government Securities								
Fedl Home Loan Mtg Corp	11/24/2021	232,399	231,063	0.94%	1.6500%	1.6500%	602	Fifth Third
Municipal Bonds								
Lake Orion Mich Comm Sch Dist	5/1/2020	250,208	250,078	1.02%	2.1120%	2.1120%	30	Comerica
Reeths-Puffer Mich Schs	5/1/2020	290,305	290,057	1.18%	2.2480%	2.2480%	30	Comerica
Williamston Mich Comm Schools	5/1/2020	1,000,970	1,000,374	4.07%	2.6670%	2.6670%	30	Comerica
Ypsilanti School District	5/1/2020	500,430	500,000	2.03%	2.0300%	2.0300%	30	Fifth Third
Holland Michigan GO Taxable	8/1/2020	175,424	175,000	0.71%	2.1500%	2.1500%	122	Fifth Third
Paw Paw Public Schools	11/1/2020	110,886	110,317	0.45%	2.5000%	2.5000%	214	Fifth Third
Reeths-Puffer Mich Schs	5/1/2021	253,075	250,705	1.02%	2.5400%	2.5400%	395	Comerica
Reeths-Puffer Mich Schs	5/1/2021	253,075	250,705	1.02%	2.5400%	2.5400%	395	Comerica
Whitmore Lake Mich Pub Sch Dist	5/1/2021	506,710	502,072	2.04%	2.7100%	2.7100%	395	Comerica
Ypsilanti School District	5/1/2021	449,419	445,000	1.81%	2.1800%	2.1800%	395	Fifth Third
Kalkaska Mich Sch Bldg	5/1/2023	401,944	426,941	1.74%	6.1000%	6.1000%	1125	Fifth Third
South Lyon Mich Comm Schools	5/1/2023	52,483	50,635	0.21%	2.7500%	2.7500%	1125	Comerica
Certificate of Deposits								
American Express Centr	11/12/2020	503,445	500,000	2.03%	2.2500%	2.2500%	225	Huntington
Wells Fargo Bank NA	7/28/2022	153,150	150,000	0.61%	2.3000%	2.3000%	848	Fifth Third
Wells Fargo Bank NA	1/19/2023	100,759	100,000	0.41%	2.2500%	2.2500%	1023	Fifth Third
Commercial Paper								
Dupont	4/2/2020	699,953	698,977	2.84%	1.7240%	1.7240%	2	Huntington
Alliant Energy	4/6/2020	699,859	699,292	2.84%	1.3690%	1.3690%	6	Huntington
Dominion Energy	4/7/2020	699,835	699,266	2.84%	1.3690%	1.3690%	7	Huntington
Catholic Health	5/13/2020	1,098,196	1,094,600	4.45%	3.7700%	3.7700%	43	Fifth Third
Catholic Health	8/13/2020	994,310	988,378	4.02%	3.0400%	3.0400%	135	Fifth Third
Investment Pool								
Oakland County Investment Pool		<u>11,949,243</u>	<u>11,949,243</u>	<u>48.59%</u>	2.4260%	2.4260%	1	Oakland County
Total		\$ 24,603,828	\$ 24,590,456	100.00%				



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

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

MEMORANDUM

Date: May 26, 2020

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 3rd Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the third quarter ending March 31, 2020 (see attached report for budget-to-actual by department activity for the General Fund only). Through the third quarter, generally, revenues and expenditures should represent approximately 75% of the annual budget. It is important to note that this report represents activity just prior to the statewide shutdown due to COVID-19 and does not account for any of the significant revenue losses since that time or expenditure reductions made by the City after March 31, 2020.

GENERAL FUND

REVENUES

Total revenues for the third quarter total approximately \$18.17 million, representing approximately 84% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by September 3, 2019. As of the end of the third quarter approximately 95% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2020. Property tax revenue is the primary reason the overall revenues are at 84% to date.

- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The third quarter report reflects three fiscal 2019/20 payments totaling \$1,873,621 as the August 31, 2019 payment by statute is included as part of the June 30, 2019 revenues. The City will receive the remaining three payments on April 30, June 30 and August 31 (2020) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,654,348 but is expected to be significantly less due to the impact of the COVID-19 statewide shutdown.
- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,900,000 of which \$1,279,377 or 67% was received thru this third quarter. Overall revenue is running slightly behind prior year and budget and is expected to be significantly less in the fourth quarter due to the impact of the COVID-19 statewide shutdown. The revenue received is used to offset a portion of the court's operating costs.

EXPENDITURES

Total expenditures for the third quarter total approximately \$15.32 million, representing approximately 69% of the annual budget. Overall the majority of the departmental expenditure budgets are on track with the following items of note (departments over 75%):

- Elections Department is at 78% for the third quarter primarily due to timing issues. The two elections for the year were held along with planned capital outlay of approximately \$17,000 was expended both prior to the end of the third quarter. Overall the budget for the department is in line with current annual projections.
- The Non Departmental department (primarily transfer to other funds and retiree healthcare costs) is currently over the 75% guideline (76%) primarily due to the timing of the transfers to the Library Debt Service Fund. The debt payments for the year are all paid prior to March 31, 2020. The overall budget is in line with current annual projections.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 18.3% of annual expenditures.

05/26/2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 03/31/2020 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
00.000	- NONE	17,350,825.16	17,119,873.00	17,278,095.00	13,755,910.45	3,522,184.55	79.61
17.345	- PUBLIC SAFETY	4,284,812.18	4,212,184.00	4,208,184.00	4,191,062.74	17,121.26	99.59
17.346	- PUBLIC SAFETY K-9	1,025.00	0.00	0.00	0.00	0.00	0.00
19.752	- RECREATION ADMINISTRATION	228,182.22	232,252.00	232,252.00	223,719.15	8,532.85	96.33
TOTAL REVENUES		21,864,844.56	21,564,309.00	21,718,531.00	18,170,692.34	3,547,838.66	83.66
10.101	- COUNCIL AND MAYOR	54,325.25	68,644.00	68,644.00	48,544.40	20,099.60	70.72
11.172	- CITY MANAGER	340,517.08	369,521.00	374,521.00	255,206.38	119,314.62	68.14
11.270	- HUMAN RESOURCES	349,022.73	388,232.00	388,232.00	263,477.45	124,754.55	67.87
11.611	- COMMUNITY DEVELOPMENT	179,691.23	198,897.00	203,897.00	112,900.48	90,996.52	55.37
12.258	- MAGEMENT INFORMTN SERVICE	231,240.20	343,635.00	343,635.00	99,371.57	244,263.43	28.92
13.210	- CITY ATTORNEY	269,624.26	264,600.00	264,600.00	194,323.78	70,276.22	73.44
13.229	- PROSECUTING ATTORNEY	66,660.00	69,160.00	69,160.00	51,869.97	17,290.03	75.00
14.191	- ELECTIONS	233,533.23	241,681.00	241,681.00	187,395.32	54,285.68	77.54
14.215	- CITY CLERK	101,071.90	114,288.00	114,288.00	68,019.51	46,268.49	59.52
15.201	- FINANCE & ADMIN SERVICES	408,589.51	469,639.00	470,061.00	345,642.86	124,418.14	73.53
16.371	- INSPECTIONS	548,465.54	623,878.00	623,878.00	425,887.78	197,990.22	68.26
16.401	- TECH & PLANNING ADMIN.	171,419.40	191,458.00	191,458.00	126,200.71	65,257.29	65.92
16.447	- ENGINEERING	49,692.40	55,039.00	55,039.00	36,900.85	18,138.15	67.04
16.448	- STREET LIGHTING	330,538.72	340,000.00	340,000.00	245,975.88	94,024.12	72.35
17.345	- PUBLIC SAFETY	10,586,827.52	10,547,003.00	10,758,503.00	7,895,350.48	2,863,152.52	73.39

17.346 - PUBLIC SAFETY K-9	209,186.43	196,321.00	196,321.00	88,122.29	108,198.71	44.89
18.265 - BUILDING MAINTENANCE	547,236.47	960,442.00	1,173,014.00	626,379.36	545,618.54	53.49
18.441 - DPW ADMINISTRATION	19,551.56	17,858.00	20,048.00	14,489.11	5,558.89	72.27
18.443 - SHEPHERD PARK	80,556.26	195,622.00	195,622.00	53,813.59	141,808.41	27.51
18.444 - OTHER PARKS FORESTRY	113,546.33	349,350.00	404,350.00	86,369.21	317,980.79	21.36
19.752 - RECREATION ADMINISTRATION	339,351.17	397,558.00	397,558.00	247,408.41	150,149.59	62.23
19.753 - ATHLETICS	16,934.31	33,819.00	33,819.00	11,608.85	22,210.15	34.33
19.754 - OUTDOOR ACTIVITIES	48,252.10	67,870.00	67,870.00	30,388.34	37,481.66	44.77
19.755 - INSTRUCTIONAL ACTIVITIES	22,765.40	23,000.00	23,000.00	11,779.90	11,220.10	51.22
19.756 - SPECIAL RECREATION EVENTS	25,328.52	28,800.00	28,800.00	20,711.46	8,088.54	71.91
19.757 - SWIMMING POOL FACILITY	94,051.06	125,032.00	125,032.00	60,822.33	64,209.67	48.65
19.776 - SENIOR SERVICES	32,187.32	52,850.00	52,850.00	34,392.11	18,457.89	65.07
21.890 - NON DEPARTMENTAL	5,668,351.33	4,624,032.00	4,624,032.00	3,531,737.68	1,092,294.32	76.38
22.806 - PUBLIC INFORMATION CABLE	251,859.18	206,080.00	218,618.00	142,780.20	75,837.80	65.31
TOTAL EXPENDITURES	21,390,376.41	21,564,309.00	22,068,531.00	15,317,870.26	6,750,660.74	69.41
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	21,864,844.56	21,564,309.00	21,718,531.00	18,170,692.34	3,547,838.66	83.66
TOTAL EXPENDITURES	21,390,376.41	21,564,309.00	22,068,531.00	15,317,870.26	6,750,660.74	69.41
NET OF REVENUES & EXPENDITURES	474,468.15	0.00	(350,000.00)	2,852,822.08	(3,202,822.08)	815.09



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 1, 2020

AGENDA #

SUBJECT: Approval of resolution to authorize Budget Amendment #2020-3

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 20, 2019 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval. The proposed amendments are based on actual and projected activity-to-date.

The third quarter (3/31/20) budget amendment is attached and is also summarized below.

GENERAL FUND	
Audited Beginning Fund Balance July 1, 2019	\$ 4,369,283
Amended Budget as of March 31, 2020	\$ (374,000)
Net Change in Fund Balance (Amendment #2020-3)	\$ 0
Estimated Ending Fund Balance June 30, 2020	\$ 3,995,283

The statewide shutdown due to COVID-19 beginning in March 2020 has had a significant impact on revenue citywide to which the exact extent will not be known for months. The budget amendment as presented reflects an estimate of some of the revenues lost and any savings from reductions in expenditures to date. The following are some additional detail related to the significant items included in the recommended amendment:

- Most parks and recreation programs will not be running through the end of the fiscal year.
- Sales tax collections (state revenue sharing) will be less due to stay at home and business shutdown order.
- Savings from the furlough program from April 28, 2020 are incorporated.

Overall this amendment has no net impact fund balance as all expenditures reductions were used to offset projected losses in revenue. While the exact impact is not known, the State is projecting additional losses in revenue through the end of the fiscal year. The finance department continues to monitor the actual activity and estimates from the State and will bring one final amendment to City Council at the final meeting of the fiscal year in order to comply with the State Budget Act. The amendments to date keep the General Fund with a slight increase to our projected fund balance (\$3,894,821) from when the budget was originally adopted in May 2019 but is likely to fall below that amount due to the impact of COVID-19.

DEBT SERVICE FUNDS

- The 2011 Library/Recreation Debt Service Fund amendment is needed to adjust the amount of the General Fund transfer for the actual amount of interest income (earnings at the county) shortfall within the fund.

INTERNAL SERVICE FUNDS

- Motor Pool Fund - to adjust for actual costs running under budget to date.
- Risk Management Fund - to adjust for additional revenues received and actual costs running under budget.
- Retiree Healthcare Court Fund - to adjust for actual healthcare costs running significantly under budget.

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

FINANCIAL STATEMENT: The proposed budget amendment has no net impact on the fund balance of General Fund, keeping the estimated fund balance at approximately 18.3% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2020-3

APPROVALS:

City Manager: _____

Finance Director: _____

5/27/2020

X Jamen Winters

Jamen Winters

Deputy Director of Finance

Signed by: e3b499e5-2c69-447b-b213-09fb886101c1

City of Oak Park
Proposed Budget Amendments
June 1, 2020

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-574.000	State Revenue Sharing	\$ (175,000)	Decrease to COVID-19 statewide shutdown
101-00.000-644.102	Community Center Rental	(29,310)	Remove remaining parks & rec budget
101-00.000-644.103	Park Shelter Rental	(8,969)	Remove remaining parks & rec budget
101-00.000-644.104	Concession Rental	(250)	Remove remaining parks & rec budget
101-00.000-644.105	Amusement Park Tickets	(500)	Remove remaining parks & rec budget
101-00.000-644.108	Youth Athletic - Misc	(3,845)	Remove remaining parks & rec budget
101-00.000-644.109	Baseball & Softball	(5,045)	Remove remaining parks & rec budget
101-00.000-644.110	Basketball	(525)	Remove remaining parks & rec budget
101-00.000-644.115	Softball	(450)	Remove remaining parks & rec budget
101-00.000-644.116	Kickball	(6,550)	Remove remaining parks & rec budget
101-00.000-644.118	Athletic Field Rental	(6,280)	Remove remaining parks & rec budget
101-00.000-644.121	Day Camp	(18,183)	Remove remaining parks & rec budget
101-00.000-644.124	Oakland County Sports Camp	(2,000)	Remove remaining parks & rec budget
101-00.000-644.126	Instructional Misc	(4,398)	Remove remaining parks & rec budget
101-00.000-644.128	Summer Learn to Swim	(1,901)	Remove remaining parks & rec budget
101-00.000-644.131	Dance & Aerobic Classes	(4,895)	Remove remaining parks & rec budget
101-00.000-644.132	Exercise	(5,688)	Remove remaining parks & rec budget
101-00.000-644.142	Special Events	(19,000)	Remove remaining parks & rec budget
101-00.000-644.145	Season Passes	(310)	Remove remaining parks & rec budget
101-00.000-644.146	General Admission	(2,980)	Remove remaining parks & rec budget
101-00.000-644.148	Senior Citizens - Misc	(3,282)	Remove remaining parks & rec budget
101-00.000-644.149	Membership Dues	(778)	Remove remaining parks & rec budget
101-00.000-644.150	Instructional Classes	(6,804)	Remove remaining parks & rec budget
101-00.000-644.152	Senior Social Activities	(802)	Remove remaining parks & rec budget
101-00.000-644.153	Transportation	(31,568)	Remove remaining parks & rec budget
101-00.000-664.000	Interest Income	<u>5,369</u>	Increase per activity to date and projections thru year-end
Total Revenue Increase (Decrease)		(333,944)	
101-10.101-702.000	Salaries and Wages	(764)	Decrease per activity to date and projections thru year-end
101-10.101-718.000	Social Security Insurance	(36)	Decrease per activity to date and projections thru year-end
101-10.101-864.000	Conference & Workshops	(3,369)	No conferences or training thru end of year due to COVID
101-10.101-956.012	Miscellaneous - Arts & Cultural Comm	(1,000)	Decrease per activity to date and projections thru year-end
101-10.101-960.000	Education & Training	(980)	No conferences or training thru end of year due to COVID
101-11.172-702.000	Salaries and Wages	(7,677)	Per Furlough Summary
101-11.172-713.000	Health Insurance	(4,000)	Decrease per activity to date and projections thru year-end
101-11.172-864.000	Conference & Workshops	(2,631)	No conferences or training thru end of year due to COVID
101-11.611-702.000	Salaries and Wages	(1,292)	Per Furlough Summary
101-11.611-702.000	Salaries and Wages	(30,000)	Decrease per activity to date and projections thru year-end
101-11.611-702.550	Salaries and Wages - Alloc to CIA Fund	(5,000)	Decrease per activity to date and projections thru year-end
101-11.611-864.000	Conference & Workshops	(4,536)	No conferences or training thru end of year due to COVID
101-15.201-702.000	Salaries and Wages	(4,167)	Per Furlough Summary
101-15.201-702.000	Salaries and Wages	(6,670)	Per Furlough Summary
101-16.371-702.000	Salaries and Wages	(8,051)	Per Furlough Summary
101-16.401-702.000	Salaries and Wages	(6,999)	Per Furlough Summary
101-17.345-702.000	Salaries and Wages	(17,091)	Per Furlough Summary
101-17.345-702.000	Salaries and Wages	(5,436)	Per Furlough Summary
101-17.345-818.000	Contractual Services	(7,311)	Per Furlough Summary
101-18.443-702.000	Salaries and Wages	(4,000)	Per Furlough Summary
101-19.752-702.000	Salaries and Wages	(6,999)	Per Furlough Summary
101-19.752-702.000	Salaries and Wages	(9,150)	Per Furlough Summary
101-19.753-726.000	Supplies	(15,000)	Reduce per activity to date and projections thru year-end
101-19.754-702.000	Salaries and Wages	(15,480)	Per Furlough Summary
101-19.754-726.000	Supplies	(15,000)	Reduce per activity to date and projections thru year-end
101-19.756-726.000	Supplies	(7,000)	Reduce per activity to date and projections thru year-end
101-19.757-702.000	Salaries and Wages	(49,355)	Per Furlough Summary
101-19.757-726.000	Supplies	(10,000)	Reduce per activity to date and projections thru year-end
101-19.776-702.000	Salaries and Wages	(10,000)	Reduce per activity to date and projections thru year-end

101-21.890-999.136 Transfer To District Court Fund (75,000) Per Furlough Summary

**City of Oak Park
Proposed Budget Amendments
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101-21.890-999.305 Transfer To Debt Sev Fund - Library 50 Adjust to actual and estimated thru year-end

Total Expenditure Increase (Decrease) (333,944)

Net Increase (Decrease) to Fund Balance \$ -

2011 Library/Recreation Debt Service Fund

305-88.905-664.000 Interest Income (50) Adjust to actual receipts from Oakland County

305-88.905-699.101 Transfer In - General Fund 50 Additional contribution due to no interest earnings

Total Revenue Increase (Decrease) \$ -

305-88.905-997.000 Debt Service - Paying Agent Fee -

Total Expenditure Increase (Decrease) \$ -

Net Increase (Decrease) to Fund Balance \$ -

Motor Pool Internal Service Fund

654-18.875-627.101 Charges for Services - General Fund - Estimate based on prior and current year activity

654-18.875-664.000 Interest Income - Estimate based on prior and current year activity

Total Revenue Increase (Decrease) \$ -

654-18.875-702.000 Salaries & Wages (15,000) Estimate based on prior and current year activity

654-18.875-726.000 Supplies (15,000) Estimate based on prior and current year activity

654-18.875-801.000 Professional Services (15,000) Estimate based on prior and current year activity

Total Expenditure Increase (Decrease) \$ (45,000)

Net Increase (Decrease) to Fund Balance \$ 45,000

Risk Management Fund

677-42.871-627.000 Charges for Services 11,800 Estimate based on prior and current year activity

677-42.871-664.000 Interest Income 2,077 Estimate based on prior and current year activity

677-42.871-674.000 Miscellaneous Fees (8,971) Estimate based on prior and current year activity

Total Revenue Increase (Decrease) \$ 4,906

677-42.871-810.000 Bank Fees (17) Estimate based on prior and current year activity

677-42.871-910.000 Insurance - Liability and Property 4,923 Adjust budget to actual annual insurance premium

Total Expenditure Increase (Decrease) \$ 4,906

Net Increase (Decrease) to Fund Balance \$ -

Retiree Healthcare - Court

678-00.000-659.000 Ordinance Fines (60,000) Adjust to decreased estimate due to COVID

678-00.000-664.000 Interest Income 400 Adjust to estimated annual earnings

678-00.000-699.276 Transfer In - District Court Fund (32,400) Decrease transfer to cover reduced healthcare costs

Total Revenue Increase (Decrease) \$ (92,000)

678-57.872-712.001 Retiree Healthcare (92,000) Self-insured claims significantly under budget

Total Expenditure Increase (Decrease) \$ (92,000)

Net Increase (Decrease) to Fund Balance \$ -



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: June 1, 2020

SUBJECT: Traffic Control Order 160 Sec 1.24

DEPARTMENT: Public Safety

SUMMARY: Recently an anonymous resident brought forth a parking complaint to the Technical and Planning Department regarding the Cul de sac at Avon and Pearson. When citizens park their vehicles on the street in the Cul de sac it partially blocks the drive way of residents not allowing them to exit. Engineering Technicians indicated it also makes trash pick up difficult, street sweeping and other forms of street maintenance difficult if vehicles are parked in this area. Due to these concerns and the very small lot frontage the Engineering Department requested that TIA (Traffic Improvement Association) conduct an analysis of the location.

As requested, TIA examined the suitability of on street parking in front of 15261 Pearson and 21801 Avon Road. The investigation involved review of the on-site photographs and measurements from aerial images within Google Earth. The photographs showed encroachments of the driveways accessing the two properties, with vehicles positioned along the curb in the Cul de sac. It seems parking would not be feasible without blocking driveways in violation of Michigan Motor Vehicle Code (MCL 257.674).

Measurements taken off the aerial imagery show 10-13 feet of spacing between successive driveways. With an average vehicle length of 16 feet, which confirms there would not be adequate curb space for parallel parking.

Although signage is not required, if parking violations are occurring it is recommended to post No Parking signs. This should include the stretch north from 21801 Avon Road to the east driveway of 15281 Pearson Street.

FINANCIAL STATEMENT: NA.

RECOMMENDED ACTION: It is recommended that City Council approve and adopt Traffic Control Order #160 Sec 1.24 posting No Parking signs from the driveway north of 21801 Avon Road to the driveway east of 15281 Pearson Street.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *SC* _____

Director of Finance: _____ *N/A* _____

Budgeted:

Legal: *N/A*