

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN
ANNUAL BUDGET
FOR FISCAL YEAR 2013 – 2014
ADOPTED May 20, 2013

Marian McClellan, Mayor

Angela Diggs Jackson, Mayor Pro Tem

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Prepared By:
The Department of Finance and
Administrative Services

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“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

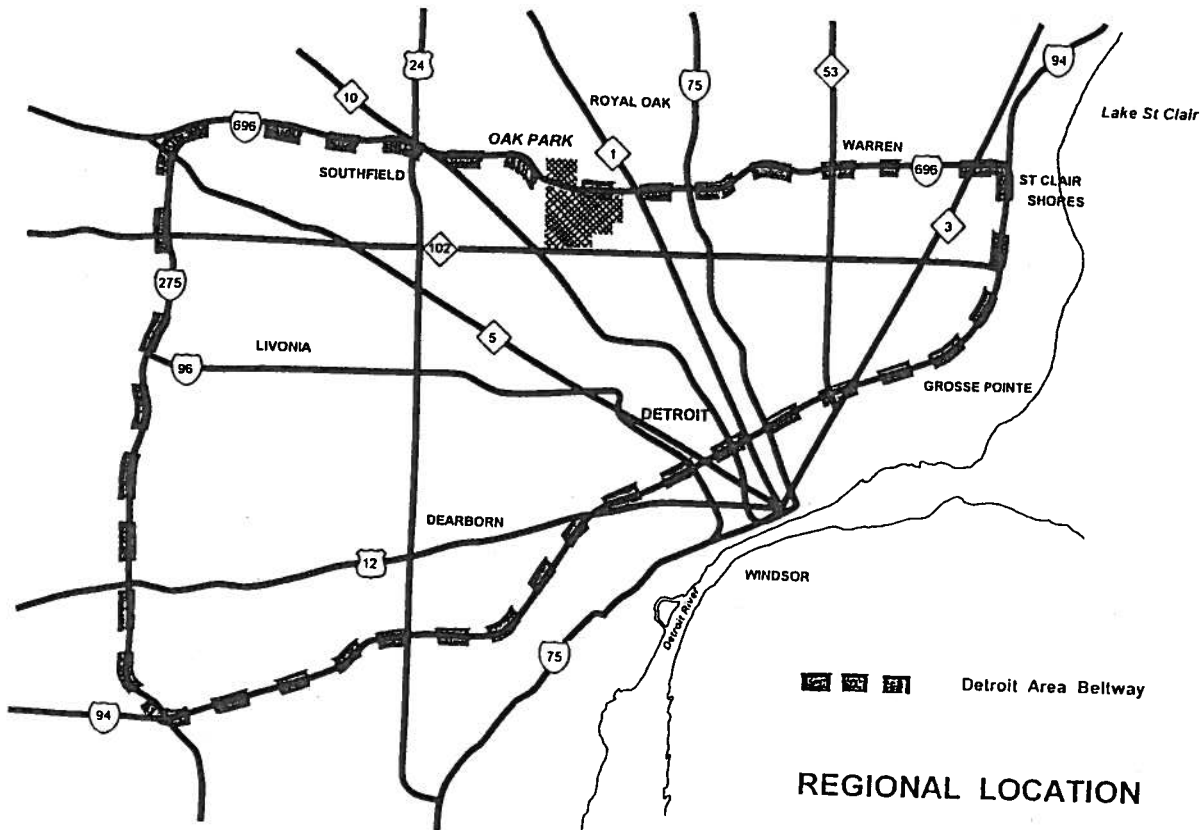
Annual Budget

CITY OF OAK PARK

Introduction

The City of Oak Park is located near the southeast corner of Oakland County, Southeast Michigan, approximately 3.5 miles from Macomb County and adjacent to the northern boundary of the City of Detroit. The City contains approximately 5.5 square miles with a population of 29,319 persons as reported by the U.S. Bureau of Census as of January 1, 2010. The City operates under the Council-Manager form of government as established in its Charter adopted on October 29, 1945. The City Council is comprised of a Mayor,

four Council members, two elected at-large every two years, and four Council members, two elected at-large every two years for four year terms. The City Council is responsible for enacting ordinances, resolutions and regulations governing the City. City Council also appoints the members of various statutory and advisory boards and commissions, the City Manager, and the City Attorney. The City Manager is responsible for enforcement of laws and ordinances established by City Council. The City Manager also appoints and supervises the heads of departments of the City organization.



CITY OF OAK PARK

Introduction

BUDGETING CONTROLS

In accordance with state law, the City's budget is prepared on the modified accrual basis for governmental type funds, and its accounting records are also maintained on that basis. Under modified accrual accounting, revenues are recorded when they are both measurable and available. Expenditures are recorded when a liability is incurred, except for interest on long-term debt and accrued vacation benefits. Governmental fund types, such as the City's General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds are reported on the modified accrual basis. The City's Enterprise Fund, Internal Service Funds and Pension Trust Fund are reported on the full accrual basis, under which revenues are recorded when earned and expenses are recorded when incurred.

The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City's governing body. Activities of the General Fund are included in the annual appropriated budget. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the department level for the General Fund, Special Revenue Funds and certain Debt Service Funds. However, for internal accounting purposes, budgetary control is maintained by object class (line account) for all funds. The City also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Purchase orders that would create an over encumbrance are not written until additional appropriations are available. Encumbered accounts lapse at year end. However, an encumbrances outstanding at June 30 are reported as reservations of fund balances.

Long-range Planning. The City uses two documents to guide its long term decisions:

MASTER PLAN

A community's Master Plan is a blueprint for the future. It is a comprehensive document, long-range in its view, and intended to guide positive change in the City over a period of 10 to 20 years. The Master Plan sets forth public policies that will be followed regarding growth, development, and redevelopment. The information and concepts presented in the Master Plan are intended to guide local decisions on both public and private uses of land, as well as the provision of public facilities.

Unlike the City Zoning Ordinance, the Master Plan is a set of policies, not a set of rules and regulations controlling the use of land. While the Zoning Ordinance and Zoning Map are intended to regulate the use of land over the short term (3 to 5 years), the Master Plan and its maps and policy statements are intended to guide land use decisions-making over the long term (10 to 20 years). While the Master Plan must guide the future, it must also be flexible enough to respond to the City's ever changing needs.

The Municipal Planning Act of 1931 empowers the City Planning Commission with the authority and the duty to make and adopt a master plan for the physical development of the City. Furthermore, the city must have such a master plan as the basis for its zoning ordinance and zoning map.

In order to make sound recommendations regarding public development policy, the City Planning Commission sought public input. Public input came in the form of soliciting comments on the Master Plan at an official public hearing. The Planning Commission's careful consideration of these public comments ensures that the Master Plan truly reflects the needs of its citizens. The Master Plan identifies the following policies that are used to guide long-range decisions:

CITY OF OAK PARK

Introduction

1) The City will work to develop a cooperative spirit between the city and the three school districts. Schools are an important reflection on the community, making their educational quality, physical appearance, and facilities maintenance a prime concern of all residents. Attempts will be made to forge stronger relationships between Oak Park's schools and the business community.

2) The City will focus on strengthening the heart of its commercial business areas. The commercial areas should be physically improved to create a better image for the City's shopping district. A proactive approach should be used to ensure a healthy business community.

3) The City will promote industrial opportunities by using its industrial tax abatement program. It will strive to correct vacancies, underutilization and inappropriate activities.

4) Housing in Oak Park remain affordable with neighborhood quality being maintained. Home ownership will be encouraged by improving all aspects of the community.

5) The safety of the residents and their property should not be at risk from any real or perceived threat.

6) The cultural diversity of Oak Park should be maintained, encouraged, promoted and celebrated.

7) Insure high standards in the maintenance and appearance of public buildings. City services will continue to be a major asset of the city and city officials will resist making cuts in service.

8) Keep citizens involved in the implementation process - use the City's advisory boards and commissions to develop policy directions.

RECREATION PLAN

The purpose of the Recreation Plan is to inject long-range consideration into the determination of short-range actions. The recreation planning process is intended to involve individuals who represent a broad cross-section of the community's population. The primary responsibility for the recreation plan rests with the City Council. Council receives significant advice and assistance from the Parks and Recreation Advisory Board which has members from City Council, Recreation Department, School Districts, and a cross-section of residents.

The Recreation Plan contains a detailed survey and inventory of all the City park sites and recreation facilities. Input from citizens was provided through a survey which the Recreation Advisory Board used to draft goals and recommendations.

The plan presents suggested park improvements recommendations and a 5-year Action Plan, addressing advisory board goals, identified deficiencies, and citizen desires. The Plan identifies four major goals to help guide long-range decisions:

1) Improve access for handicapped persons at all recreation facilities.

2) Increase park use, especially at certain parks identified as having ample capacity.

3) Improve and maintain the physical condition of the parks.

4) Develop high quality recreation programming that meets the needs of a changing population.

CITY OF OAK PARK

Introduction

FINANCIAL POLICIES

The City has adopted five financial policies which are used to implement long-range goals:

1) Cash Management Policy - The cash management policy has three parts: Activating cash and securities and consolidating the cash inflow for timely deposit; providing for the investment and security of assets; and regulating the outflow of cash and assets.

2) Debt Management Policy - This policy helps evaluate the impact of each funding decision on the City's debt position and credit quality. Sound debt issuance and management enhances credit quality and improves access to credit markets by demonstrating responsible management to credit analysts, underwriters and investors.

3) Investment Policy - This policy applies to all financial assets held by the City of Oak Park other than pension fund assets. It is the policy of the City to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the City and conforming to all State statutes and local ordinances governing the investing of public funds.

4) Fund Balance Policy - This policy states that the City will endeavor to maintain undesignated fund balance in its funds at not less than 10% of revenues and not less than 8.33% of expenditures. The purpose of this policy is to insure that the City has adequate reserves on hand should unexpected circumstances require expenditures of an emergency nature.

5) Capitalization Policy - This policy establishes guidelines to City management on the reporting and tracking of fixed assets. Any individual item purchased for \$5,000 or above with a useful life of two or more years is recognized as a fixed asset.

These financial policies provide for a cash management program that accounts for all aspects of finances from the time a dollar enters the City's revenue stream until it is spent.

CAPITAL EXPENDITURES

A schedule showing all recommended capital expenditures for the ensuing five fiscal years is part of the yearly budget process. The schedule is prepared as part of the City Manager's recommended budget. Department Directors submit their requests to the City Manager. These recommended improvements are submitted to the Planning Commission for their recommendations. The Planning Commission insures that a five year plan is constructed in a manner to reach the goals outlined in the Master Plan. This five year capital plan is then used as a guideline for future Capital Expenditures.

BOARDS & COMMISSIONS

Part of the ongoing planning process is the input from the many volunteer Boards & Commissions which help advise City Council. These Boards & Commissions are formed of citizens, city administrators, City Council and the business community. They are the "eyes and ears" of City Council and inform legislators of the changing needs of the community.

FISCAL YEAR 2013 - 2014 BUDGET

A yearly Budget is prepared using the Master Plan, Recreation Plan and Financial Policies as guidelines. Input from citizens is encouraged with the use of Boards & Commissions and a Public Hearing. Department representatives meet with City Council during Budget Study Sessions to insure that funding is available to meet the service needs of the community.



City Of Oak Park

"The Family City"

Erik Tungate
City Manager

Mayor
Marian McClellan
Mayor Pro Tem
Angela Diggs Jackson
Council Member
Michael M. Seligson
Paul H. Levine
Emile J. Duplessis

DATE: May 6, 2013
TO: The Honorable Mayor and City Council
FROM: Erik Tungate, City Manager
SUBJECT: TRANSMITTAL OF THE PROPOSED BUDGET FOR FISCAL YEAR 2013-2014

Dear Mayor and Oak Park City Council Members:

Stabilize. Grow. Prosper. These are the themes I have outlined in the budget for FY 2013-2014.

Stabilize. Thanks to the generosity of our amazing residents, the millage vote last November creating the Public Safety Retirement Fund has allowed us to put the brakes on further reductions in staff and City resources.

Grow. We have decided to include an economic development function in the budget to attract new and retain the existing businesses we already have throughout the City. This function will allow us the chance to rebuild our local economy.

Prosper. While next year will allow us a chance to stabilize, the years after that will afford us the chance to continue to fine tune our operation and re-double our efforts to work towards becoming a destination for families, businesses, and visitors.

While we continue to work through the remaining fallout of the Great Recession of 2008, I can assure you my staff and I are looking under every rock and exploring every possibility to deliver the most effective city government in Metro Detroit. From our superb local infrastructure to our solidifying finances, we will lead the way to a renewed prosperity that we all can share in.

The programs outlined in the budget document are attainable, reasonable, and worthy of your serious consideration. Although this year marked another difficult budget process due to continuing decline in property taxable values, further loss of State revenue sharing, and increasing legacy costs, this budget will allow the City to continue to provide outstanding services to our citizens.

I hope you share my renewed enthusiasm for what the future holds for the City of Oak Park.

Pursuant to Section 9.2, Chapter 9, of the Charter of the City of Oak Park, there is transmitted, herewith, a recommended budget for the Fiscal Year (FY) 2013-2014, beginning July 1, 2013.

The FY 2013-2014 Budget incorporates the Uniform Chart of Accounts as required under

Michigan Public Act 451 of 1982 as amended.

The Chart of Accounts used in this budget preparation is available on pages 254 - 257 with expenditure explanations on page 263 in the Appendix Section.

The budget format provides a basis for a comparative analysis of expenditures and appropriations by fund, activity, department, and line item classification.

The financial structure of the City of Oak Park is made up of a number of funds. Thirty of these funds are classified as active, operational, debt service or capital outlay and are presented in this budget.

The City of Oak Park Employee's Retirement Fund is presented on page 236.

Other funds of the City can be characterized as trust and agency funds and may be excluded from primary budget consideration.

OVERVIEW - ALL FUNDS

The process for developing the FY 2013-2014 budget began in February with the departments receiving budget instructions from the Department of Finance and Administrative Services. Departmental budget requests were submitted throughout the month of March and meetings with the City Manager were held in late March.

The budget was stabilized because the City of Oak Park residents passed a millage for Public Act 345 (PA 345) to create and fund a Public Safety Employees Retirement System. This moved the Public Safety's department retirement cost to Fund 733, which prevented more cuts in the General Fund expenditures.

In April of 2012 a proposed FY 2012-2013 General Fund operational budget was presented to City Council. The proposed Undesignated Fund Balance of \$1,070,551 was 6.48% of expenditures, below our policy of 10%. That budget included very little Capital Projects and reduced the work force by 33 Full Time Employees.

The housing crisis which has a grip on the U.S. economy has hit home and affected our revenues. In 2000 the City had seven foreclosures by sheriff's sale. In 2010 there were 360, an increase of 5,043%. The budgeted amount of revenue for taxes for FY 2013-2014 is less than estimated year end for FY 2012-2013 (\$731,202). This is due to a 9% reduction in taxable value.

An amount of \$3,000 is budgeted in FY 2013-2014 in interest revenue. The City earned \$290,591 in interest revenue in FY 2006-2007 to illustrate how interest rates have fallen.

Ordinance Fines earned were \$1,641,122 in FY 2011-2012. An amount of \$1,375,000 was budgeted for FY 2012-2013 however an amount of \$1,522,460 is budgeted for FY 2013-2014. This is due to the return of three Public Safety officers.

Licenses and Permits are expected to be \$293,020 in FY 2013-2014 a slight decrease of \$2,850 compared to the amount budgeted for FY 2012-2013. The economy is anticipated to stabilize however; with the addition of a new Community & Economic Development Director growth throughout the City is expected.

State Revenue Sharing payments are made to Michigan cities based on a constitutional formula and Economic Vitality Incentive Program (EVIP) requirements. These payments distribute the sales tax collections made by the State. An amount of \$3,014,175 was budgeted for State Revenue Sharing in the FY 2012-2013 budget based on the State of Michigan's estimate. The

amount budgeted for FY 2013-2014 is \$3,101,662, a 2.9% increase.

State Revenue Sharing payments to Michigan cities are under constant pressure from the State. Monies earmarked for local units of government were taken by the State to fund its own budget shortfall. Every effort must be made to inform our legislators that this practice is placing an undue financial burden on cities and must be stopped.

On June 30, 2012 the City closed its books and prepared the FY 2011-2012 Comprehensive Annual Financial Report. The Net Assets of the City of Oak Park's Employee Retirement System was \$56,813,391 in that report. The Net Assets reported in the preceding Fiscal Year was \$58,042,127. The retirement system had a loss of \$1,228,736. This is significant because the City's contribution to the retirement system is measured as of June 30 each year. The actuarial valuation for this year increased our payment \$63,854 for general employees (\$1,148,058 in FY 2012-2013 compared to \$1,211,912 in FY 2013-2014). The Public Safety contribution rate increased 13.65% (39.00% in FY 2012-2013 compared to 52.65% in FY 2013-2014).

In March, 2013 our health care consultants recommended increasing Blue Cross rates 13.3%. A 15.42% increase was absorbed last year. The amount budgeted for active full time employees in FY 2013-2014 is \$342,922 more than the amount budgeted in FY 2012-2013, due to the return of a few employees recalled from layoff. Health insurance costs for retirees would increase \$190,139 (\$2,766,778 in FY 2012-2013 compared to \$2,956,917 in which \$1,547,854 borne by the General fund in FY 2013-2014 and \$1,409,063 borne by the PA 345 Retirement Fund in FY 2013-2014). We are recommending reducing our rates by negotiating a different health plan with active employees.

The FY 2013-2014 budget was developed given these decreases in revenue and increases in expenditures. Departments were instructed to maintain their line item expenditures as much as possible to FY 2012-2013 amounts.

It is recommended that \$77,724 be added to fund balance in FY 2013-2014. This is to partially increase our fund balance. A balanced budget is when operating revenues equal operating expenditures. The recommendation leaves our fund balance at 8.0% of revenues. It is recommended to maintain a hiring freeze.

It is becoming clear that the City cannot continue to maintain the current services it provides without making changes to the employees benefit packages. Specifically the exploding costs of pension benefits and health care are affecting the ability to provide core services. The defined benefit retirement system is designed so that large fluctuations in contribution rates do not occur. The rates were increased from 39.00% in FY 2012-2013 to 52.65% in FY 2013-2014 (up 13.65%) in one year for Public Safety employees and rates increased from \$1,148,058 (38.88%) in FY 2012-2013 to \$1,211,912 (48.95%) in FY 2013-2014 (up 10.07%) in one year for General employees. The increase resulted in part from asset loss.

In January of 2005, City Council approved the formation of a defined contribution retirement system for employees (excluding Public Safety). The City contributes 7.5% of salary for employees in the defined contribution system. The City will also match an employee's contribution up to 3%. An additional 3% will be contributed into a health savings plan that the employee can use for paying medical benefits when they retire. Under this system the maximum contribution rate is 13.5% of salary. The City has negotiated with Dispatch union group to allow them to choose the defined contribution program or a defined benefit program.

There are no Capital requests recommended in the General Fund for the FY 2013-2014 budget.

Capital Projects can be delayed without any decline in service. This cannot be continued without

our assets deteriorating.

The effort to prefund retiree's health care is put on hold with a recommendation not to transfer any funds from the General Fund to the Retirees Health Care Fund. Retiree's health care has been funded on a "pay as you go" basis in the past. The unfunded liability for General and Public Safety members was estimated to be \$85 million based on an actuarial study on June 30, 2010. Future costs have not been funded. The unfunded liability for District Court members was estimated to be \$8.2 million. The annual required contribution is \$5.4 million.

The proposed budget for the forthcoming FY 2013-2014 for the thirty funds total \$41,528,696 as compared with \$53,560,691 for FY 2012-2013. The General Fund decreased \$515,944 due mainly to keeping a reduced full time workforce by only recalling a few positions from layoff. The Water and Sewer Fund increased \$825,597. A breakdown of expenditures by fund can be found on page 36.

The proposed budget includes an overall tax levy of 36.8734 mills, an increase from 29.8398 mills in FY 2012-2013. Debt millage is increased (.5607) because of higher debt payments due to the Street Improvement Bonds issued in 2006 and lower taxable value of property. The operating tax levy is projected to increase by 6.4729 mills which was passed by the voters on the November 2012 election. The Public Act 345 (PA 345) allows for a separate Retirement System for the Public Safety employees. The millage rate collected from the taxpayers will help to fund this plan. And will be under annual review in accordance with actuarial recommendations.

The City of Detroit changed the way it computes water rates in 2010. A flat charge of \$44,940 (\$43,052 in FY 2012-2013) will have to be paid no matter how much water is purchased. The rate for consumption went from \$4.95 per million cubic feet (MCF) to \$5.17 MCF. This equates to an increase of 4.4%, depending on how much water is consumed. The proposed budget recommends a 4.4% increase in city water rates. This will help to accomplish some major construction projects. The proposed budget also contains a 4.4% increase in sewer rates. It is anticipated that the increase from Oakland County for sewage disposal will be the same.

Revenue will be available to make the debt payments for the Twelve Town's Drain and provides \$600,000 for repair of damaged sewers and \$275,000 for water mains. The charges on a bill using 1,000 cubic feet, for a three-month period, would be as follows:

<u>Service</u>	<u>Current Bill per 1,000 c.f.</u>	<u>Proposed Bill per 1,000 c.f.</u>	<u>Increase / (Decrease)</u>
Water	32.66	34.10	1.44
Sewer	60.79	63.46	2.67
Solid Waste	29.30	29.30	no change
Meter Charge	<u>4.74</u>	<u>4.74</u>	<u>no change</u>
	\$127.49	\$131.60	\$4.11 or 3.22% increase

The City will invest in a variety of Capital Assets summarized as follows:

Highway & Streets:	\$ 745,000
Water & Sewer:	\$ 875,000
Machinery & Equipment:	\$ 214,000
Municipal Building:	\$ 948,010

GENERAL FUND

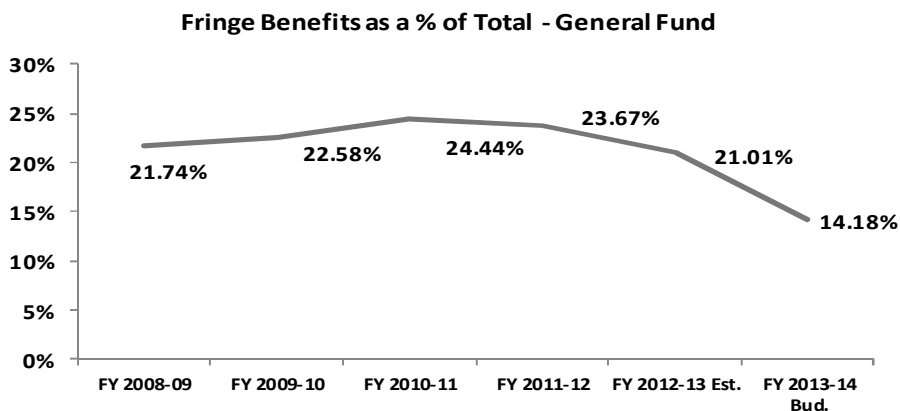
The City's General Fund contains the budgetary and financial controls for all the City's activities and functions, which are not, accounted for in other specialized funds, which contain restrictions on the usage of the fund's assets, mandated by City Charter, State Statute or bond covenants. This fund contains budgets for all Operating Departments except Library. The General Fund uses the modified accrual basis of accounting for budgeting, which recognizes revenue when it is both measurable and available. Expenditures are recognized when the liability is incurred.

The total proposed appropriation for the General Fund is \$16,004,236 – a decrease of \$515,944 or 3.1% over the current budget appropriation of \$16,520,180. The chart on page 55 shows the increases and decreases by department.

It is recommended that the workforce be increased by 13 full time employees for FY 2013-2014. This includes 5 Public Safety officers, 2 District Court employees and 6 General employees.

The total proposed revenue for the General Fund is \$16,081,960, a decrease of \$1,108,123 or 6.44% under current budgeted revenues of \$17,190,083. The estimated Undesignated Fund Balance of \$1,287,124 at the end of FY 2013-2014 is expected to be 8.0% of revenues, which is below our minimum goal of 10%.

The most notable changes in the line item budget is an increase of 10.83% (\$5,423,031 in FY 2012-2013 and \$6,010,587 in FY 2013-2014) in salaries and wages and a decrease of 34.61% (\$3,470,117 in FY 2012-2013 and \$2,268,800 in FY 2013-2014) in employee benefits. This decrease was accomplished by reducing most of the Public Safety retirement benefit, which will be supported by the tax revenue from the PA345 millage. The effect of fringe benefits cannot be overstated. Fringe benefits accounted for 21.74% of the budget in FY 2008-2009. In FY 2013-2014 fringe benefits account for 14.18% of the budget. The leveling off of fringe benefits can be attributed to the City maintaining a reduced full time workforce. The chart below illustrates fringe benefit costs as a percentage of total budget:



The notable items in the General Fund by department can be summarized as follows:

REVENUE – The amount of revenue for taxes is expected to decrease 7.5% or \$748,865 even though the tax rate will increase as a result of the November 2012 election. The taxable value of housing in the city will decline 9%.

State shared revenue is expected to be \$35,857 more than budgeted last year (\$2,964,143 in FY 2011-2012 and \$3,000,000 in FY 2012-2013).

The annexed property from Royal Oak Township did not provide \$219,732 in State Revenue Sharing, as budgeted for FY 2011-2012, due to pending litigation. No revenue is expected in FY 2013-2014.

Licenses and Permits are expected to be \$293,020 in FY 2013-2014, a decrease of \$99,780 or 25% from FY 2012-2013 reflecting a decrease in building permits.

Fines and Forfeits are expected to increase from \$1,375,000 in FY 2012-2013 to \$1.522 million in FY 2013-2014.

CITY MANAGER – An increase is expected due to the creation of the Community & Economic Development department, which is designed to attract new and retain existing businesses in the City.

CITY ATTORNEY - The proposed budget presents an increase in the City Attorney budget of \$20,960, which is designed to bring the legal services “in-house”.

FINANCE & ADMINISTRATIVE SERVICES – An increase in two full time Finance employees, Senior Financial Analyst and Finance Clerk I, is recommended. It is recommended to fill the Water Supervisor and Finance Clerk I position that was eliminated in last year’s budget. The cost of these employees is funded out of the Water and Sewer budget.

DEPARTMENT OF TECHNICAL AND PLANNING SERVICES – An increase of \$157,499 is recommended due to the addition of four positions: (2) Code Assistance/Rental Officers, Rental Inspector II and a Deputy Director of Technical & Planning.

PUBLIC SAFETY - A reduction of \$902,513 is due to only recalling (3) Public Safety Officers I from layoff and retaining (3) Public Safety Officers who were funded by the Community Oriented Policing Services (COPS) hiring recovery program. Funding for thus program is provided from the American Recovery and Reinvestment Act of 2009.

RECREATION – It is recommended that the Senior Citizen Coordinator position be made a part time position. The recommended budget for Recreation is funded by a .5 mill tax approved in 2011 levied on real and personal property and user fees.

DEPARTMENT OF PUBLIC WORKS – An increase in a part time Administrative Clerk II is recommended.

DEPARTMENT OF PUBLIC INFORMATION – The recommended budget eliminates the Director of Public Information position and replaces this function through a contractual agreement with Jade Strategies, Inc.

NON-DEPARTMENTAL - It is recommended to transfer the appropriations totaling \$1,409,063 for Public Safety retiree’s health care to the Public Act 345 (PA 345) Retirement Fund.

DISTRICT COURT – The recommended budget includes the addition of a Court Officer and a Court Clerk position. A \$147,460 increase in the transfer to the District Court is also recommended.

AUTHORITIES

The City has four authorities: Library Authority, Brownfield Authority, Economic Development Authority and the Municipal Building Authority. These authorities are considered component units of the city and have been included in this budget. Component Units use the modified accrual basis of accounting for budget purposes, which recognizes revenue when it is both measurable and available. Expenditures are recognized when the liability is incurred. No activity is anticipated in the Brownfield Authority, Economic Development Authority and the Municipal Building Authority.

LIBRARY AUTHORITY –The recommended budget to the Library Authority is primarily funded by a .9914 mill tax approved in 2004 and a .5 mill tax approved in 2011 levied on real and personal property.

SPECIAL REVENUE FUNDS

Special Revenue Funds are maintained to account for specific revenue sources that are legally restricted to expenditures for specific functions or activities. The legal restrictions are imposed by State Statute or Constitution, City Council Resolution or City Charter. Special Revenue Funds use the modified accrual basis of accounting for budget purposes, which recognizes revenue when it is both measurable and available. Expenditures are recognized when the liability is incurred. The Special Revenue Funds budgeted are:

MAJOR STREETS:

The Major Street Fund is used to finance the maintenance and construction of the City's major thorough-fares. State Statute restricts these funds.

The Major Street Fund has a proposed appropriation of \$1,302,732 for FY 2013-2014.

Construction of \$220,000 is recommended in this budget for the city's miscellaneous concrete program.

A \$270,000 transfer to the Local Street Fund is recommended. The law allows for up to 50% of Major Street Act 51 funds to be transferred to Local Streets.

LOCAL STREETS:

The Local Street Fund is used to finance the maintenance and construction of the City's minor thorough-fares. State Statute restricts these funds.

The Local Street Fund has a proposed appropriation of \$702,406 for FY 2013-2014. Fund balance is estimated to be \$626,227 at the end of the fiscal year. This is 89.15% of expenditures.

The transfer to the General Fund is recommended to be \$75,000.

SOLID WASTE:

The Solid Waste Fund is used to finance the collection, recycling and disposal of the City's garbage and refuse. It is funded by a tax levy on property of 2.9531 mills for FY 2013-2014, which is the same as levied in FY 2012-2013. It is also funded by a service charge included on water bills. It is recommended that the charge remain at \$29.30 per quarter.

An appropriation of \$2,585,047 is proposed. This is an increase of \$10,701 from the FY 2012-2013 appropriation. This fund balance is estimated to be \$290,445 which is 11.23% of expenditures.

NARCOTIC FORFEITURE FUND:

The Narcotic Forfeiture Fund is used for the accounting of funds collected in drug arrests. The expenditure of these funds is restricted by state law and must be used for narcotic enforcement.

The appropriation requested for this fund is \$500.

CRIMINAL JUSTICE TRAINING FUND:

This fund is used for training in the Public Safety Department and is financed by fines levied at the District Court. These funds can only be used for training personnel. The proposed expenditure is \$11,000.

DISASTER CONTINGENCY FUND:

The Disaster Contingency Fund was established in prior years for the accounting and financing of natural disasters occurring within the City limits. Expenditure of these funds is restricted for disaster recovery and has no planned appropriation for FY 2013-2014.

CASEFLOW ASSISTANCE FUND:

This fund was created at the request of the District Court. The revenue is supplied by the State of Michigan and is earmarked for assisting local courts with drunk driving caseflow. An appropriation of \$9,781 is recommended for the purchase of printers and a copier.

COMMUNITY DEVELOPMENT BLOCK GRANT:

The Community Development Block Grant Fund is financed by grants received from the federal government and is restricted for use by the economically disadvantaged citizens of the City.

An appropriation of \$113,092 is proposed for the FY 2013-2014 budget. The programs funded are Home Chores, Minor Home Repairs, and Code Assistance. This program is under constant pressure by the federal government to be eliminated. Public officials across the country should remain united in an effort to protect this program.

COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT FUND:

The COPS Grant Fund is financed by grants received from the federal government to fund three Public Safety Officers positions for three years. An appropriation of \$298,459 is recommended.

45TH DISTRICT COURT :

The 45TH District Court fund is financed by a General Fund transfer-in, Probation Charges, and Traffic School Fees and its uses are restricted to the operations of the 45TH District Court.

The 45TH District Court fund proposes an appropriation of \$1,791,734. It is also recommended to transfer \$146,149 to the 45TH District Court Retirees Health Care Fund. This will help keep that fund solvent.

DEBT SERVICE FUNDS

Debt Service Funds are established by State Statute and bond covenants to account for the recording of the collection and expenditures of resources earmarked for the retirement of debt issued directly by the City. Debt Service Funds use the modified accrual basis of accounting for budgeting, which recognizes revenue when it is both measurable and available.

In November of 2002 the voters gave approval for the City to borrow \$22.5 million for improvement to our roads. The first phase of this project was accomplished by selling bonds for \$11.5 million on March 27, 2003. The debt payments for this issue began in FY 2003-2004 and continue until 2028. The second phase of this project was accomplished by selling bonds for \$11 million on April 20, 2006. The debt payments for this issue began in FY 2006-2007 and continue until 2028.

In August of 2010 the voters gave approval for the City to borrow \$13.425 million to construct, reconstruct, remodel, add to, furnish and equip a city hall, a public safety building, a library building, a community and jobs placement center, and playground structures in the City of Oak Park. Bonds were issued on November 1, 2010. The debt payments for this issue began in FY 2010-2011 and continue until 2036.

The City refunded its 1993 refunding bonds on May 27, 2003. The 2003 Refunding bonds saved the taxpayers over \$1 million.

The City also refunded its 2003 Street Improvement bonds on December 20, 2012. The 2012 Refunding bonds saved the taxpayers over \$1 million.

The City has the following obligation for debt in FY 2013-2014:

<u>Indebtedness</u>	<u>2012-2013 Requirement</u>	<u>2013-2014 Requirement</u>	<u>Increase</u>
General Obligation Bonds	\$ 2,701,704	\$2,738,161	\$ 36,457

All debt issues are supported by voter approved tax millages. It will require 5.9560 mills for G.O. debt. This is a .5607 increase from FY 2012-2013 (5.3953 mills).

ENTERPRISE FUND

The City operates one Enterprise Fund, which accounts for the operation of the Water and Sewer System. The fund is financed and operated in a manner similar to a private enterprise. The intent is that costs (expenses, including depreciation) of providing water and sewer services to the general public are recovered through user charges. The fund uses full accrual accounting for budget purposes, which is based on Generally Accepted Accounting Principals (GAAP) and follows accounting and financial activities prescribed by the Financial Accounting and Standards Board (FASB) as long as it does not conflict with the Government Accounting Standards Board (GASB) guidance.

WATER AND SEWER FUND:

The appropriation for the Water & Sewer Fund is proposed to be \$11,896,683, an increase of

\$825,597 over the FY 2012-2013 appropriation. This budget includes a proposed increase in Water rates of 4.4%. Sewer disposal rates are requested to increase from \$60.79 per 1,000 cubic feet to \$63.46 per 1,000 cubic feet. This increase is necessary due to an estimated 4.4% increase in the wholesale sewage rate from Oakland County.

Recommended in the Water & Sewer Fund is \$275,000 for replacement of the water mains and the repair of sewers. Also recommended is \$47,000 for replacement of vehicles.

This budget includes expenditures for the 12 Towns Drain System (George W. Kuhn Drain). Construction has begun and nine bonds have been issued to pay for the cost. The City is responsible for 13.48% of the cost. Debt payments have been built into this budget and sewer rates increased to meet our obligations. The George W. Kuhn Drain debt payment is \$1,154,251 in FY 2013-2014.

INTERNAL SERVICE FUNDS

The City's Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis. These funds use the flow of economic resources for measurement purposes and the full accrual basis of accounting for budget purposes. Their objective is to recover the full cost of supplying the goods or services.

RISK MANAGEMENT FUND:

The Risk Management Fund is used to fund Workers Compensation and Property and Liability insurance. The proposed appropriation for this fund is \$329,548, a decrease of \$210,032 from FY 2012-2013 budget. The decrease is due to smaller workers compensation premiums and a reduced work force. The City has reduced its claims as evidenced by a .86 Experience Modifier. This is a measure of how we compare to other entities in the Michigan Municipal League Worker's Compensation Fund. Our experience is in alignment with other fund participants.

RETIREE HEALTH CARE:

The Retiree Health Care Funds consist of two parts: the costs of health care for retirees of the 45TH District Court and the costs of health care for all other retirees.

This 45TH District Court fund was created in FY 95/96 and is funded by a \$15.00 per ticket charged levied by the District Court. A recommendation is made to transfer \$146,149 from the District Court Fund to avoid a deficit in this fund. An appropriation of \$280,377 is requested for cost of premiums for retirees.

No transfer from the General Fund is included in this year's request for City of Oak Park Retirees. Premiums will continue to be paid on a pay-as-you-go basis. No appropriation is requested.

CENTRAL SERVICES:

An appropriation of \$74,250 is requested, \$150.00 less than the FY 2012-2013 appropriation. This fund is used for the accounting for postage, scanning and paper purchased by the City.

MOTOR POOL:

The Motor Pool is used for the purchase and maintenance of the City's fleet. Its revenues come from rental charges for equipment to other funds. The total appropriation requested for this fund

is \$930,989, an increase of \$315,029 from the FY 2012-2013 appropriation. It is recommended to purchase five police vehicles. There was one new vehicle in the FY 2012-2013 budget.

CAPITAL PROJECT FUNDS

Capital Project Funds are used to account for financial resources to be used for the acquisition of major capital facilities. Capital Project Funds use the modified accrual basis of accounting for budgeting that recognizes revenue when it is both measurable and available.

PUBLIC IMPROVEMENT FUND:

There is no appropriation requested this year.

SIDEWALKS:

An amount of \$30,000 is proposed for the Sidewalk Program in the FY 2013-2014 budget. A Special Assessment charged to the citizen receiving the benefit support these expenditures.

CITY OWNED PROPERTY FUND:

The City came into possession of several lots on Coolidge Ave (known as the Kalabat property), in July 2010 through tax reversion. This property was purchased for outstanding delinquent tax amounts. They are currently up for sale. The appropriation of \$10,000 is for the upkeep of this property.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) FUND:

The City has purchased twenty-three homes to date. Seventeen homes have been sold. Five homes have been demolished, while one property was rebuilt and sold to an eligible purchaser. The remaining parcels will not be developed unless additional funding becomes available.

The City is eligible for \$120,000 in the Neighborhood Stabilization Program (NSP) provided by the federal government. An appropriation of \$120,000 is recommended for FY 2013 – 2014 which will be reimbursed with federal funds.

ROAD CONSTRUCTION FUND:

In November 2002 voters approved borrowing \$22.5 million for the reconstruction and rehabilitation of roads in the City. The City sold \$11.5 million in bonds in March 2003 to fund the first phase of this road program. The entire \$11.5 million is expended. The City sold \$11 million in bonds in April 2006 to fund the final phase of this road program. An appropriation of \$375,000 is recommended for FY 2013-2014 to provide maintenance to our streets.

MUNICIPAL BUILDING CONSTRUCTION FUND:

The Municipal Building Construction Fund was created in FY 95-96 to account for the construction of municipal buildings. Funding is supplied by a \$20.00 per ticket charge levied by the District Court. An appropriation of \$44,700 is recommended for FY 2013-2014 for minor renovations and a new telephone system.

MUNICIPAL COMPLEX FACILITY FUND:

The Municipal Complex Facility Fund was created in FY 2010-2011 to construct, reconstruct, remodel, add to, furnish and equip a city hall, a public safety building, a library building, a

community and jobs placement center, and playground structures in the City of Oak Park. Funding is provided by bonds sold in 2010 for \$13.452 million. The appropriation for FY 2013-2014 is recommended to be \$928,310. The construction will be completed in 2013.

PENSION TRUST FUND

The City operates a Pension Trust Fund, which is used to record the transactions of The City of Oak Park's Public Employees Retirement System. The retirement system is funded by contributions from all funds that have employees working in them. The charge is made and transferred to investment managers.

A separate Retirement System for Public Safety employees under 1937 Public Act 345 (PA 345) was passed by the voters in November 2012. This system will be funded by 6.4729 mills that will be levied beginning July 1, 2013. The millage rate will be under annual review with respect to actuarial recommendations.

The contribution rate increased from 39.00% in FY 2012-2013 to 52.65% in FY 2013-2014 (up 13.65%) for Public Safety employees. Again, this cost will be funded by the Public Act 345 (PA345) millage that will be levied beginning July 1, 2013. The contribution increased from \$1,148,058 in FY 2012-2013 to \$1,211,912 in FY 2013-2014 (up 5.56%) for General employees.

The proposed contribution for the City to the retirement system for FY 2013-2014 is \$997,965. There is a need for the General fund to transfer \$835,686 to the PA345 Retirement Fund to subsidize operating expenses.

TAX RATE

The proposed tax rate can be summarized as follow:

	<u>2011-2012</u>	<u>2012-2013</u>	(Proposed) <u>2013-2014</u>
General Tax Levy	16.3563	16.3563	16.3563
Library	1.4914	1.4914	1.4914
Recreation	.5000	.5000	.5000
Public Safety	2.0000	3.1437	3.1437
Public Safety PA 345	0	0	6.4729
Debt Retirement	4.4378	5.3953	5.9560
Solid Waste	<u>2.4531</u>	<u>2.9531</u>	<u>2.9531</u>
Total	27.2386	29.8398	36.8734

The tax rate represents the maximum allowed by Headlee for both the General Tax Levy and the solid waste fund. See page 67 for the calculations that were used to arrive at these tax rates. Public Hearings will be required to use these rates to their fullest.

BUDGET PHILOSOPHY - UNDERSTANDING SOLVENCY

Any municipal budget can be analyzed in terms of solvency. The four relevant types of solvency are:

- Cash Solvency:** Having adequate money on hand to pay expenses.
- Budget Solvency:** Estimated budgeted revenues being adequate to finance the budgets' appropriations and programs.

Long Range Solvency: The municipality having the tools to finance its services on a perennial basis.

Service Delivery Solvency: The funds budgeted for expenses are adequate to meet the demand for services.

CASH SOLVENCY

Historically, Oak Park has always been cash solvent. Cash insolvency occurs when a city has a repeated history of budget insolvency - leading to long-range insolvency. This budget, as presented, is cash solvent. The amount of cash we have is directly proportional to undesignated fund balance. The use of fund balance will directly impact our ability to earn interest revenue and may affect our cash solvency in the near future. Every effort should be made to build our fund balance up to our goal of 10% of revenues.

BUDGET SOLVENCY

The proposed Fiscal Year 2013-2014 budget does meet the test of budget solvency. Operating expenditures equal operating revenues.

LONG-RANGE SOLVENCY

As the professional nature of this document attests - we are managing our resources. The decrease in taxable value of property and reduction of other revenue sources continue to threaten our long-range solvency. Increases in health care costs for both active and retired employees coupled with increases in expenditures in the retirement system make long-range solvency not as certain as in previous years.

SERVICE DELIVERY SOLVENCY

This budget contains appropriations for all anticipated expenditures. Services are reduced in most areas. This budget meets the basic service needs of the City for the next twelve months.

There remains a question of long-range service delivery solvency. If revenues continue to decrease and expenditures continue to increase there will be no other option than to reduce services.

DISCUSSION

Thanks to Finance Director, Saundra Crawford, Administrative Assistant Karen Bryant, and the finance staff for their production of the budget document. In another difficult year, this year's presentation meets the high standards for comprehensive information and clarity we have come to expect.

I look forward to working with you, staff and the citizens of Oak Park in a year of stabilization, growth and prosperity.

Respectfully submitted,



Erik Tungate
City Manager

**CITY OF OAK PARK
2013 - 2014
Budget Procedures**

The City of Oak Park's budget process is governed by the City Charter and State Statutes of Michigan. "Chapter IX, General Finance; Budget, Audit, Sections 9-1" of the City Charter establishes July 1 through June 30 as the City's fiscal year and annual budget cycle for the city government.

BUDGET DOCUMENT

The City Charter, approved by the governor on July 29, 1953, and the State of Michigan Uniform Budgeting Act (Public Act 621 of 1978), which amended the Uniform Accounting Act of 1968 (Public Act 2 of 1968), mandates that the budget document present a complete financial plan for the ensuing fiscal year and shall contain the following:

- A. Estimates of proposed expenditures for each department, office, and agency of the city, including those for the court, showing the expenditures for corresponding items for the last preceding fiscal year in full, budgeted amounts for the current fiscal year, actual amounts for the current fiscal year to March first and estimated expenditures for the balance of the current fiscal year.
- B. Statements of the bonded and other indebtedness of the city, showing the debt redemption and interest requirements, the debt authorized and unissued, and the condition of sinking funds.
- C. Estimates of all anticipated revenues of the city from sources other than taxes with a comparative statement of the amounts received by the city from each of the similar sources for last preceding fiscal year in full, budgeted amounts for the current fiscal year, actual amounts for the current fiscal year to March first and estimated revenues for the balance of the current fiscal year.
- D. A statement of the estimated balance or deficit for the end of the current fiscal year.
- E. Estimates of the amount of money to be raised from current and delinquent taxes and the amount to be raised from bond issues, which, together with any available unappropriated surplus and any revenues from other sources, will be necessary to meet the proposed expenditures.
- F. A schedule showing all recommended capital outlay expenditures during the following five fiscal years. It shall be prepared after consultation with the planning commission. This schedule shall be the guidance of the City Council in adoption of the regular annual budget and the City Council may delete items or make such revisions as it deemed appropriate and may arrange items in the order of priority. The City Council shall adopt the capital outlay program at the same meeting it adopts the regular annual budget, but such adoption shall be only for the purpose of setting up a guide for future capital expenditures and in no way shall obligate the City to carry out the programs listed.

BUDGET PROCEDURE

As required by the City Manager, each Department Head must submit to the City Manager an itemized estimate of expenditures for the next fiscal year for the department or activities under their direction.

**CITY OF OAK PARK
2013 - 2014
Budget Procedures**

The City Manager then prepares a complete itemized budget proposal for the next fiscal year and must present it to City Council the third Monday in April. Prior to adoption of the budget, at the City Council meeting held the third Monday in May, a Public Hearing on the budget must be held to inform the public and solicit input and comments from the citizenry. At least one week in advance of the Public Hearing, copies of the budget document are on file at the City Clerk's Office and the public library for the review and inspection by the citizens. A Public Notice, published in a newspaper of general circulation in the community, announces the time and place of the meeting and the availability of the budget document for review.

BUDGET APPROPRIATION AND AMENDMENTS

The City budget is adopted by the City Council on an activity or departmental basis. The City Manager is authorized by Budget Resolution to make budgetary transfers within the appropriation centers established through the budget. All transfers between appropriation centers may be made only by further action by the City Council.

The Council may make additional appropriations during the fiscal year for unanticipated expenditures required of the City, but such additional appropriations shall not exceed the amount which actual and anticipated revenues of the year are exceeding the revenues as estimated in the budget, unless the appropriations are necessary to relieve an emergency endangering the public health, peace or safety. The City Council may also reappropriate funds among appropriation centers. City Council is apprised of the budget status through monthly reports prepared by the Finance Department.

FISCAL YEAR 2013 - 2014 BUDGET CALENDAR

<u>INTERNAL PORTION</u>	<u>DATE</u>
Instructions to departments	2/27/2013
Personnel Cost Summaries Back to Finance	3/16/2013
Completed Personnel Cost Summaries to Dept.	3/11/2013
Budget Requests to Finance	3/11/2013
Departmental Requests to City Manager	3/14/2013
Revenue Estimates to City Manager	3/18/2013
Budget Hearing with Departments	03/25/2013 – 03/28/13
<u>PUBLIC PORTION</u>	
City Managers Recommendation to Council	4/15/2013
City Council Approves Budget Sessions	4/15/2013
City Council Budget Sessions	4/15/2013 - 4/18/2013
Budget Hearing - Approve Notice	5/6/2013
Publish Notice	5/8/2013
Presentation to Planning Commission	5/13/2013
Budget Public Hearing	5/20/2013
Final Budget and Millage Rate Adoption	5/20/2013

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

**GENERAL APPROPRIATIONS ACT RESOLUTION: 2013/2014 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, 2013, in accordance with Section 9.5 of the City Charter and State Act 621:

- WHEREAS, the City Manager heretofore submitted to this Council annual budgets for the ensuing year, as required by the City Charter of this City, and Michigan Public Act 621 of 1978 the Uniform Budgeting and Accounting Act, and
- WHEREAS, the general appropriations act requires that City Council shall set forth the total number of mills of ad valorem property taxes to be levied and the purposes for which that millage is to be levied; and
- WHEREAS, a Public Hearing was held on the said budget after publication of notice thereof; and
- WHEREAS, the Council has carefully considered each and every item of the budget separately; and
- WHEREAS, the amount of revenue required to be raised by taxes for General Fund Operating purposes is \$8,704,798
- NOW, THEREFORE, BE IT RESOLVED that this Council does hereby determine and appropriate the several amounts required from the several funds of the City of Oak Park for the fiscal year beginning July 1, 2013 and ending June 30, 2014 as follows:

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
GENERAL FUND			
REVENUES:			
TAXES, PENALTIES & INTEREST	10,403,354	9,955,000	9,223,798
LICENSES AND PERMITS	410,216	295,870	293,020
STATE GRANTS	2,959,466	3,020,595	3,108,082
INTEREST INCOME	7,357	3,000	3,000
SERVICE CHARGES	503,551	465,830	509,200
CONTRIBUTIONS - OTHER FUNDS	550,000	595,000	595,000
FINES AND FORFEITS	1,641,122	1,400,000	1,522,460
MISCELLANEOUS INCOME	908,137	1,638,960	827,400
TOTAL REVENUE	17,383,203	17,374,255	16,081,960
EXPENDITURES:			
LEGISLATIVE	100,190	93,315	104,490
ADMINISTRATIVE	310,157	397,261	356,133
COMMUNITY & ECONOMIC DEVELOPMENT	0	0	177,486
INFORMATION TECHNOLOGY	184,468	183,615	186,181
CITY ATTORNEY	165,815	170,110	190,960
PROSECUTING ATTORNEY	104,730	94,999	57,000
LABOR ATTORNEY	64,800	55,000	55,000
ELECTIONS	191,575	136,270	204,556
CITY CLERK	130,919	127,735	128,738
FINANCE AND ADMINISTRATIVE SERVICES	888,473	635,190	789,048
PUBLIC INFORMATION	225,127	180,547	239,136
TECHNICAL & PLANNING SERVICES	1,654,671	1,292,421	1,681,761
PUBLIC SAFETY	8,453,443	7,104,542	6,269,996
PUBLIC WORKS	73,138	262,622	189,690
RECREATION	866,832	641,658	651,466
NON-DEPARTMENTAL	2,619,481	3,631,307	1,768,527
TRANSFER OUTS	2,011,704	1,810,108	2,954,068
TOTAL EXPENDITURES	18,045,523	16,816,700	16,004,236
FUND BALANCE BEGINNING OF YEAR	1,514,165	851,845	1,409,400
RESERVED FOR PREPAID EXPENSE	239,780	200,000	200,000
UNRESERVED FUND BALANCE JUNE 30TH	612,065	1,209,400	1,287,124

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
BROWNFIELD AUTHORITY			
REVENUES:			
PROPERTY TAXES	46,995	48,000	48,000
TOTAL REVENUES	<u>46,995</u>	<u>48,000</u>	<u>48,000</u>
EXPENDITURES:			
SALARIES AND WAGES			
EMPLOYEE BENEFITS			
PROFESSIONAL SERVICES			
PAYMENT TO DEVELOPER	0	0	0
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE BEGINNING OF YEAR	(24,002)	22,993	70,993
FUND BALANCE JUNE 30TH	<u>22,993</u>	<u>70,993</u>	<u>118,993</u>

LIBRARY AUTHORITY

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
REVENUES:			
PROPERTY TAXES	780,707	704,005	647,631
LIBRARIES - STATE AID	12,665	9,600	9,600
LIBRARIES - STATE AID	4,077	5,200	5,200
LIBRARIES - PENAL FINES	39,742	40,000	40,000
LIBRARY RENTALS	40	300	300
MISCELLANEOUS - LIBRARY	4,035	6,487	3,000
LIBRARY BOOK FINES	7,361	7,500	5,000
INTEREST	940	500	500
TRANSFER IN GENERAL FUND	0	95,485	108,546
TOTAL REVENUES	<u>849,567</u>	<u>869,077</u>	<u>819,777</u>
EXPENDITURES:			
SALARIES AND WAGES	342,685	295,911	319,698
EMPLOYEE BENEFITS	176,871	180,000	147,528
RETIREES HEALTH CARE	54,899	82,717	93,366
MATERIALS AND SUPPLIES	12,315	5,000	5,000
BOOKS	58,146	40,000	40,000
PERIODICALS AND PAPERS	1,121	7,000	7,000
DIGITAL VIDEO DISCS (DVD)	17,013	5,000	5,000
PROFESSIONAL SERVICES	81,019	61,000	61,000
CONTRACTUAL SERVICES	1,046	1,050	800
TRANSPORTATION	51	150	150
CONFERENCES AND WORKSHOPS	30	300	0
PRINTING AND PUBLICATIONS	0	0	0
UTILITIES - TELEPHONE	0	0	0
UTILITIES - HEATING	10,700	15,000	15,000
UTILITIES - ELECTRICITY	22,690	25,000	25,000
REPAIRS AND MAINTENANCE	1,979	1,645	1,000
MISCELLANEOUS	167	900	0
MEMBERSHIPS AND DUES	0	250	0
PRIOR YEAR TAX REFUNDS	12,571	20,500	25,000
TRANSFER TO DEBT SERVICE	50,000	75,000	50,000
TOTAL EXPENDITURES	<u>843,303</u>	<u>816,423</u>	<u>795,542</u>
FUND BALANCE BEGINNING OF YEAR	(43,004)	(47,254)	5,400
RESERVED FOR ENCUMBRANCES	5,257	5,400	5,400
UNRESERVED FUND BALANCE JUNE 30TH	<u>(41,997)</u>	<u>0</u>	<u>24,235</u>

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
ECONOMIC DEVELOPMENT CORPORATION			
<u>REVENUES:</u>			
MISCELLANEOUS FEES	5	7	7
TOTAL REVENUES	5	7	7
<u>EXPENDITURES:</u>			
MISCELLANEOUS	0	0	0
TOTAL EXPENDITURES	0	0	0
FUND BALANCE BEGINNING OF YEAR	11,796	11,801	11,801
FUND BALANCE JUNE 30TH	11,801	11,808	11,808

MUNICIPAL BUILDING AUTHORITY

<u>REVENUES:</u>			
INTEREST INCOME	48	50	50
TOTAL REVENUES	48	50	50
<u>EXPENDITURES:</u>			
SUPPLIES	0	0	0
TOTAL EXPENDITURES	0	0	0
FUND BALANCE BEGINNING OF YEAR	10,036	10,084	10,084
FUND BALANCE JUNE 30TH	10,084	10,134	10,134

MAJOR STREETS

<u>REVENUES:</u>			
STATE SHARED REVENUE	1,128,746	1,000,000	1,000,000
OTHER INCOME	1,709	800	800
INTEREST INCOME	161,794	78,000	78,000
TOTAL REVENUES	1,292,249	1,078,800	1,078,800
<u>EXPENDITURES:</u>			
MAINTENANCE	526,443	878,076	952,732
TRANSFER OUT TO GENERAL FUND	80,000	80,000	80,000
TRANSFER TO LOCAL STREETS	270,000	270,000	270,000
TOTAL EXPENDITURES	876,443	1,228,076	1,302,732
FUND BALANCE BEGINNING OF YEAR	645,171	1,060,977	911,701
FUND BALANCE JUNE 30TH	1,060,977	911,701	687,769

LOCAL STREETS

<u>REVENUES:</u>			
STATE SHARED REVENUE	440,337	400,000	400,000
INTEREST INCOME	809	4,000	4,000
TRANSFER FROM MAJOR STREETS	270,000	270,000	270,000
TOTAL REVENUES	711,146	674,000	674,000
<u>EXPENDITURES:</u>			
MAINTENANCE	494,042	428,151	627,406
TRANSFER OUT - GENERAL FUND	75,000	75,000	75,000
TOTAL EXPENDITURES	569,042	503,151	702,406
FUND BALANCE BEGINNING OF YEAR	341,680	483,784	654,633
FUND BALANCE JUNE 30TH	483,784	654,633	626,227

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
SOLID WASTE			
<u>REVENUES:</u>			
TAXES	1,290,102	1,400,000	1,282,366
INTEREST INCOME	1,560	1,500	1,500
FEE CHARGES	1,102,726	1,146,000	1,146,000
TOTAL REVENUES	<u>2,394,388</u>	<u>2,547,500</u>	<u>2,429,866</u>
<u>EXPENDITURES:</u>			
EXPENDITURES	2,054,701	2,179,028	2,275,047
TRANSFER OUT TO GENERAL FUND	260,000	260,000	260,000
TRANSFER TO WATER & SEWER	50,000	50,000	50,000
TOTAL EXPENDITURES	<u>2,364,701</u>	<u>2,489,028</u>	<u>2,585,047</u>
FUND BALANCE BEGINNING OF YEAR	357,467	387,154	445,626
FUND BALANCE JUNE 30TH	<u>387,154</u>	<u>445,626</u>	<u>290,445</u>
NARCOTICS FORFEITURE FUND			
<u>REVENUES:</u>			
MISCELLANEOUS	8,504	8,570	8,570
TOTAL REVENUES	<u>8,504</u>	<u>8,570</u>	<u>8,570</u>
<u>EXPENDITURES:</u>			
PUBLIC SAFETY			
ADDITIONS TO EQUIPMENT	500	500	500
TOTAL EXPENDITURES	<u>500</u>	<u>500</u>	<u>500</u>
FUND BALANCE BEGINNING OF YEAR	65,997	74,001	82,071
FUND BALANCE JUNE 30TH	<u>74,001</u>	<u>82,071</u>	<u>90,141</u>
CRIMINAL JUSTICE TRAINING			
<u>REVENUES:</u>			
MISCELLANEOUS	11,390	11,079	11,020
TOTAL REVENUES	<u>11,390</u>	<u>11,079</u>	<u>11,020</u>
<u>EXPENDITURES:</u>			
EDUCATION & TRAINING	9,901	15,000	11,000
TOTAL EXPENDITURES:	<u>9,901</u>	<u>15,000</u>	<u>11,000</u>
FUND BALANCE BEGINNING OF YEAR	14,342	15,831	11,910
FUND BALANCE JUNE 30TH	<u>15,831</u>	<u>11,910</u>	<u>11,930</u>
DISASTER CONTINGENCY			
<u>REVENUES:</u>			
MISCELLANEOUS	8	5	25
TOTAL REVENUES	<u>8</u>	<u>5</u>	<u>25</u>
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES:	0	0	0
FUND BALANCE BEGINNING OF YEAR	3,578	3,586	3,591
FUND BALANCE JUNE 30TH	<u>3,586</u>	<u>3,591</u>	<u>3,616</u>

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
CASE FLOW ASSISTANCE FUND			
<u>REVENUES:</u>			
STATE FUNDS	34,363	25,500	25,500
INTEREST	291	120	120
TOTAL REVENUES	<u>34,654</u>	<u>25,620</u>	<u>25,620</u>
<u>EXPENDITURES:</u>			
MISCELLANEOUS	18,949	10,000	9,781
TOTAL EXPENDITURES:	<u>18,949</u>	<u>10,000</u>	<u>9,781</u>
FUND BALANCE BEGINNING OF YEAR	<u>125,365</u>	<u>141,070</u>	<u>156,690</u>
FUND BALANCE JUNE 30TH	<u><u>141,070</u></u>	<u><u>156,690</u></u>	<u><u>172,529</u></u>
COMMUNITY DEVELOPMENT BLOCK GRANT			
<u>REVENUES:</u>			
FEDERAL GRANTS	122,265	92,800	113,092
TOTAL REVENUES	<u>122,265</u>	<u>92,800</u>	<u>113,092</u>
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES	<u>122,265</u>	<u>92,800</u>	<u>113,092</u>
FUND BALANCE BEGINNING OF YEAR	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE JUNE 30TH	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
COMMUNITY ORIENTED POLICING SERVICES GRANT			
<u>REVENUES:</u>			
FEDERAL GRANTS	262,209	312,950	298,459
TOTAL REVENUES	<u>262,209</u>	<u>312,950</u>	<u>298,459</u>
<u>EXPENDITURES:</u>			
WAGES			
EMPLOYEE BENEFITS	262,209	295,445	298,459
TOTAL EXPENDITURES	<u>262,209</u>	<u>312,950</u>	<u>298,459</u>
FUND BALANCE BEGINNING OF YEAR	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE JUNE 30TH	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
45th DISTRICT COURT			
<u>REVENUES:</u>			
STATE GRANT	91,448	91,448	91,448
INTEREST INCOME	81	100	100
CHARGES FOR SERVICES	185,301	277,000	323,875
TRANSFERS IN - GENERAL FUND	1,771,704	1,375,000	1,522,460
TOTAL REVENUES	<u>2,048,534</u>	<u>1,743,548</u>	<u>1,937,883</u>
<u>EXPENDITURES:</u>			
SALARIES & WAGES	1,191,025	951,533	1,082,351
EMPLOYEE BENEFITS	468,028	395,500	457,105
MATERIALS & SUPPLIES	82,208	68,375	64,850
PROFESSIONAL SERVICES	62,309	37,841	12,900
CONTRACTUAL SERVICES	166,966	124,804	107,300
CONFERENCES & WORKSHOPS	195	1,550	1,550
INSURANCE & BONDS	7,546	7,500	5,040
REPAIRS & MAINTENANCE	43,540	45,957	48,093
MISCELLANEOUS	6,708	6,100	11,475
EDUCATION & TRAINING	1,053	1,700	1,070
CAPITAL OUTLAY	0	0	0
TRANSFER TO RETIREE HEALTH CARE	20,000	103,953	146,149
TOTAL EXPENDITURES	<u>2,049,578</u>	<u>1,744,813</u>	<u>1,937,883</u>
FUND BALANCE BEGINNING OF YEAR	59,853	45,000	45,000
EXPENDITURE RESERVE	58,809	45,000	45,000
FUND BALANCE JUNE 30TH	<u>0</u>	<u>(1,265)</u>	<u>0</u>
DEBT RETIREMENT FUND			
<u>REVENUES:</u>			
TAXES	2,332,830	2,546,017	2,585,288
INTEREST INCOME	4,877	17,525	0
TRANSFER IN	562,585	967,563	152,873
TOTAL REVENUES	<u>2,900,292</u>	<u>3,531,105</u>	<u>2,738,161</u>
<u>EXPENDITURES:</u>			
DEBT PRINCIPAL PAYMENTS	1,420,000	1,230,000	1,360,000
INTEREST & PAYING AGENT FEES	1,416,284	1,406,085	1,182,391
MISCELLANEOUS	36,119	60,932	195,770
TRANSFER OUT	512,585	581,076	0
TOTAL EXPENDITURES	<u>3,384,988</u>	<u>3,278,093</u>	<u>2,738,161</u>
FUND BALANCE BEGINNING OF YEAR	584,391	99,695	352,707
FUND BALANCE JUNE 30TH	<u>99,695</u>	<u>352,707</u>	<u>352,707</u>
WATER AND SEWER			
<u>REVENUES:</u>			
METERED WATER, PENALTIES AND DELINQUENT CHARGES	4,260,755	4,740,060	4,657,089
SEWER CHARGES	6,263,054	7,461,668	7,717,482
METER SERVICES CHARGES	202,609	210,212	152,526
MISCELLANEOUS	0	0	0
TRANSFER FROM SOLID WASTE	50,000	66,666	50,000
INTEREST INCOME	30,156	24,460	22,926
TOTAL REVENUES	<u>10,806,574</u>	<u>12,503,066</u>	<u>12,600,023</u>
<u>EXPENDITURES:</u>			
BOND & INTEREST EXPENSE	365,381	333,236	291,156
TRANSFER OUT	135,000	180,000	180,000
CAPITAL OUTLAY	940	125,000	322,000
OTHER	9,016,117	10,310,005	11,103,527
TOTAL EXPENDITURES	<u>9,517,438</u>	<u>10,948,241</u>	<u>11,896,683</u>
NET ASSETS - BEGINNING OF YR	18,622,909	19,912,045	21,466,870
NET ASSETS AS OF JUNE 30TH	<u>19,912,045</u>	<u>21,466,870</u>	<u>22,170,210</u>

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
RISK MANAGEMENT			
<u>REVENUES:</u>			
CHARGES TO OTHER FUNDS	347,675	294,000	191,225
INTEREST INCOME	864	460	470
MISCELLANEOUS FEES	141,349	71,604	85,000
TRANSFER-IN	110,000	110,000	110,000
TOTAL REVENUES	599,888	476,064	386,695
<u>EXPENDITURES:</u>			
INSURANCE	540,984	451,686	329,548
TOTAL EXPENDITURES	540,984	451,686	329,548
NET ASSETS - BEGINNING OF YR	364,958	423,862	448,240
NET ASSETS AS OF JUNE 30TH	423,862	448,240	505,387
RETIREES HEALTH CARE - DISTRICT COURT			
<u>REVENUES:</u>			
INTEREST INCOME	111	80	80
ORDINANCE FINES	141,628	155,528	134,148
TRANSFER FROM COURT	20,000	103,953	146,149
TOTAL REVENUES	161,739	259,561	280,377
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES:	204,936	251,273	280,377
NET ASSETS - BEGINNING OF YR	86,444	43,247	51,535
NET ASSETS AS OF JUNE 30TH	43,247	51,535	51,535
RETIREES HEALTH CARE - CITY OF OAK PARK RETIREES			
<u>REVENUES:</u>			
INTEREST INCOME	153	104	100
GAIN ON INVESTMENT	79,911	70,000	50,000
TOTAL REVENUES	80,064	70,104	50,100
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES:	60,536	4,519	10,000
NET ASSETS - BEGINNING OF YR	352,883	426,678	492,263
NET ASSETS AS OF JUNE 30TH	372,411	492,263	532,363
CENTRAL SERVICES			
<u>REVENUES:</u>			
INTEREST	53	40	55
CHARGES FOR POSTAGE	0	0	0
TRANSFER-IN - GENERAL FUND	75,000	75,000	60,000
TOTAL REVENUES	75,053	75,040	60,055
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES	65,020	66,575	74,250
NET ASSETS - BEGINNING OF YR	19,545	29,578	38,043
NET ASSETS AS OF JUNE 30TH	29,578	38,043	23,848

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

	ACTUAL 2011-2012	ESTIMATED 2012-2013	APPROVED 2013-2014
MOTOR POOL			
REVENUES:			
FEDERAL GRANTS	0	0	0
INTEREST INCOME	416	50	50
RENTS - OTHER FUNDS	375,977	578,108	687,000
SALE OF FIXED ASSETS	13,039	10,000	10,000
TOTAL REVENUES	389,432	588,158	697,050

EXPENDITURES:			
TOTAL EXPENDITURES	737,695	701,081	930,989
RETAINED EARNINGS BEGINNING OF YEAR	1,738,580	1,390,317	1,277,394
RETAINED EARNINGS JUNE 30TH	1,390,317	1,277,394	1,043,455

PUBLIC IMPROVEMENT FUND

REVENUES:			
INTEREST INCOME	122	36	50
TOTAL REVENUES	122	36	50

EXPENDITURES:			
TOTAL EXPENDITURES	0	0	0
FUND BALANCE BEGINNING OF YEAR	54,006	54,128	54,164
FUND BALANCE JUNE 30TH	54,128	54,164	54,214

CITY OWNED PROPERTY

REVENUES:			
SALE OF PROPERTY	800	0	0
INTEREST INCOME	69	70	70
TRANSFER IN - GENERAL FUND	55,000	55,000	10,000
TOTAL REVENUES	55,869	55,070	10,070

EXPENDITURES:			
TOTAL EXPENDITURES	52	10,000	10,000
FUND BALANCE BEGINNING OF YEAR	(23,774)	32,043	77,113
FUND BALANCE JUNE 30TH	32,043	77,113	77,183

NEIGHBORHOOD STABILIZATION PROGRAM FUND

REVENUES:			
FEDERAL GRANTS	431,544	86,501	120,000
INTEREST INCOME	0	0	0
TOTAL REVENUES	431,544	86,501	120,000

EXPENDITURES:			
TOTAL EXPENDITURES	431,063	79,649	120,000
FUND BALANCE BEGINNING OF YEAR	(7,333)	(6,852)	0
FUND BALANCE JUNE 30TH	(6,852)	0	0

SIDEWALK PROGRAM

REVENUES:			
SPECIAL ASSESSMENTS	50,331	260,000	30,000
INTEREST INCOME	4,339	4,000	4,000
TOTAL REVENUES	54,670	264,000	34,000

EXPENDITURES:			
TOTAL EXPENDITURES	25,779	253,000	30,000
FUND BALANCE BEGINNING OF YEAR	152,706	181,597	192,597
FUND BALANCE JUNE 30TH	181,597	192,597	196,597

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

ROAD CONSTRUCTION FUND

REVENUES:

FEDERAL GRANTS	0	0	0
INTEREST INCOME	6,157	5,000	0
TOTAL REVENUES	6,157	5,000	0

EXPENDITURES:

TOTAL EXPENDITURES:	221,881	1,300,000	375,000
FUND BALANCE BEGINNING OF YEAR	1,926,846	1,711,122	416,122
FUND BALANCE JUNE 30TH	1,711,122	416,122	41,122

ACTUAL	ESTIMATED	APPROVED
2011-2012	2012-2013	2013-2014

MUNICIPAL BUILDING CONSTRUCTION FUND

REVENUES:

INTEREST	2,266	1,100	1,500
ORDINANCE FINES	243,369	170,000	163,314
TOTAL REVENUES	245,635	171,100	164,814

EXPENDITURES:

TOTAL EXPENDITURES:	0	5,000	44,700
FUND BALANCE BEGINNING OF YEAR	851,314	1,096,949	1,263,049
FUND BALANCE JUNE 30TH	1,096,949	1,263,049	1,383,163

MUNICIPAL COMPLEX FACILITY FUND

REVENUES:

INTEREST	29,198	12,000	3,000
BOND PROCEEDS	0	0	0
TOTAL REVENUES	29,198	12,000	3,000

EXPENDITURES:

TOTAL EXPENDITURES:	661,459	11,000,000	928,310
FUND BALANCE BEGINNING OF YEAR	12,545,571	11,913,310	925,310
FUND BALANCE JUNE 30TH	11,913,310	925,310	0

EMPLOYEES RETIREMENT SYSTEM - GENERAL

REVENUES:

INTEREST INCOME	1,581,307	1,595,405	1,126,500
CONTRIBUTION	3,655,224	3,108,610	1,090,875
GAIN ON INVESTMENTS	1,546,946	1,500,000	1,500,000
TOTAL REVENUES	6,783,477	6,204,015	3,717,375

EXPENDITURES:

TOTAL EXPENSES:	7,304,311	7,921,580	3,503,000
FUND BALANCE BEGINNING OF YEAR	57,780,430	57,259,596	55,542,031
FUND BALANCE JUNE 30TH	57,259,596	55,542,031	55,756,406

**CITY OF OAK PARK
FISCAL YEAR 2013-2014 GENERAL AND SPECIAL FUND BUDGET
BUDGET RESOLUTION**

EMPLOYEES RETIREMENT SYSTEM - PUBLIC SAFETY PA345

REVENUES:

PROPERTY TAXES	0	0	2,830,516
INTEREST INCOME	0	0	226,200
CONTRIBUTION	0	0	295,425
TRANSFER IN - GENERAL FUND	0	0	835,686
GAIN ON INVESTMENTS	0	0	1,500,000
TOTAL REVENUES	0	0	5,687,827

EXPENDITURES:

TOTAL EXPENSES:	0	0	3,719,727
FUND BALANCE BEGINNING OF YEAR	0	0	0
FUND BALANCE JUNE 30TH	0	0	1,968,100

BE IT FURTHER RESOLVED, that the detailed budget document submitted to Council on April 15, 2013 and amended by Council will be used for comparative reporting purposes in addition to the adopted budget.

BE IT FURTHER RESOLVED, that the City Manager is authorized to make individual transfers in amounts of up to one thousand dollars each between departments and/or funds.

BE IT FURTHER RESOLVED, that the City Clerk be and is hereby ordered and directed to certify the above amount required for the several funds of the City and the aggregate thereof, to the City Treasurer.

BE IT FURTHER RESOLVED, that the Clerk of this City be and is hereby ordered and directed to certify to the Assessor of this City that the several amounts of appropriation herein determined and the aggregate thereof (less the estimate of the amount of revenues from other sources) are to be raised by General Tax spread on Real and Personal Property, and based on an estimated taxable valuation of \$434,243,830 including Industrial & Commercial Facilities assessments, the following tax rates are approved.

TAX RATES:

16.3563	PER \$1,000 TAXABLE VALUATION FOR OPERATION
1.4914	PER \$1,000 TAXABLE VALUATION FOR LIBRARY
2.0000	PER \$1,000 TAXABLE VALUATION FOR PUBLIC SAFETY
6.4729	PER \$1,000 TAXABLE VALUATION FOR PUBLIC SAFETY PA 345
0.5000	PER \$1,000 TAXABLE VALUATION FOR RECREATION
5.9560	PER \$1,000 TAXABLE VALUATION FOR DEBT RETIREMENT
1.1437	PER \$1,000 TAXABLE VALUATION FOR HEADLEE OVERRIDE
2.9531	PER \$1,000 TAXABLE VALUATION FOR SOLID WASTE

TOTAL: \$36.8734 PER \$1,000 EQUALIZED VALUATION

ROLL CALL VOTE: Yes

No, None
Absent, None

PUBLISH: T. Edwin Norris

**CITY OF OAK PARK
NOTICE OF PUBLIC HEARING ON
2013 –2014 FISCAL YEAR BUDGET**

PLEASE TAKE NOTICE that the City Council of the City of Oak Park, Oakland County, Michigan will hold a public hearing to take testimony and discuss the City's Budget for July 1, 2013 through June 30, 2014. The public hearing will be held on Monday, May 20, 2013 at 7:00 o'clock in the evening, at the Council Chambers, 13600 Oak Park Boulevard, Oak Park, Michigan.

Last Fiscal Year (July 1, 2012 through June 30, 2013), the City of Oak Park levied 16.3563 mills for Operating purposes, 1.4914 mills for Library purposes, .50000 of a mill for Recreation purposes, 2.0000 mills for Public Safety, 1.1437 for Headlee Override, 2.9531 mills for Solid Waste and 5.3953 mills for Retirement of Debt. The proposed FY 2013-2014 Budget recommends 16.3563 mills for Operating purposes, 1.4914 mills for Library purposes, .5000 of a mill for Recreation purposes, 2.0000 mills for Public Safety, 2.9531 mills for Solid Waste, 5.9560 for the Retirement of Debt, 1.1437 for Headlee Override and 6.4729 for Public Safety PA345.

A copy of the proposed budget is available at: City Clerk's Office, City of Oak Park, 13600 Oak Park Blvd., Oak Park, Michigan, 48237, Telephone: (248) 691-7544.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This Notice is given by order of the City Council for the City of Oak Park, Michigan.

T. EDWIN NORRIS, CITY CLERK

**CITY OF OAK PARK
2013 - 2014 BUDGET
REVENUES AND EXPENDITURES
INCLUDING TRANSFERS-IN AND TRANSFERS-OUT
OVERVIEW - ALL FUNDS**

FUND NO.	FUND	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
REVENUES								
101	General Fund	17,383,203	17,190,083	14,096,779	17,374,255	15,959,500	15,959,500	16,081,960
110	Economic Development Corporation	5	15	0	7	7	7	7
111	Library Authority	849,567	762,201	761,324	869,077	812,430	819,777	819,777
112	Brownfield Authority	46,995	48,000	15	48,000	48,000	48,000	48,000
113	Municipal Building Authority	48	100	0	50	50	50	50
202	Major Streets	1,292,249	1,126,800	460,466	1,078,800	1,078,800	1,078,800	1,078,800
203	Local Streets	711,146	674,000	329,408	674,000	674,000	674,000	674,000
226	Solid Waste	2,394,388	2,549,641	1,975,190	2,547,500	2,429,866	2,429,866	2,429,866
253	Narcotic Forfeiture	8,504	15,092	5,078	8,570	8,570	8,570	8,570
254	Criminal Justice Training	11,390	15,024	5,537	11,079	11,020	11,020	11,020
255	Disaster Contingency	8	25	2	5	25	25	25
256	Caseflow Assistance Fund	34,654	25,750	91	25,620	25,620	25,620	25,620
275	Community Development Block Grant	122,265	111,701	88,589	92,800	113,092	113,092	113,092
276	45th District Court	2,048,534	1,743,948	1,078,481	1,743,548	2,029,196	1,925,883	1,937,883
281	COPS Grant Fund	262,209	235,000	279,297	312,950	298,459	298,459	298,459
301	Debt Retirement Fund	2,900,292	2,701,704	3,163,222	3,531,105	2,738,161	2,738,161	2,738,161
401	Public Improvement Fund	122	100	36	36	50	50	50
402	City Owned Property	55,869	55,000	36,703	55,070	10,070	10,070	10,070
403	Neighborhood Stabilization Program	431,544	400,000	39,938	86,501	120,000	120,000	120,000
450	Road Construction Fund	6,157	0	4,578	5,000	0	0	0
451	Sidewalk Program	54,670	364,000	245,976	264,000	384,000	34,000	34,000
452	Municipal Complex Facility Fund	29,198	5,000	6,886	12,000	3,000	3,000	3,000
470	Municipal Building Construction Fund	245,635	192,652	116,106	171,100	164,814	164,814	164,814
592	Water & Sewer	10,806,574	11,489,623	6,488,797	12,503,066	12,600,023	12,600,023	12,600,023
653	Central Services	75,053	75,100	50,024	75,040	60,055	60,055	60,055
654	Motor Pool	389,432	620,255	341,813	588,158	605,050	605,050	697,050
677	Risk Management	599,888	317,484	346,608	476,064	386,695	386,695	386,695
678	Retiree Health Care - District Court	161,739	240,053	97,333	259,561	251,291	280,377	280,377
680	Retiree Health Care - General	80,064	75,175	23,973	70,104	50,100	50,100	50,100
TOTAL REVENUE		41,001,402	41,033,526	30,042,250	42,883,066	40,861,944	40,445,064	40,671,524
EXPENDITURES								
101	General Fund	18,045,523	16,520,180	10,499,618	16,816,700	15,694,142	15,479,889	16,004,236
110	Economic Development Corporation	0	10	0	0	0	0	0
111	Library Authority	843,303	752,927	524,416	816,423	813,195	820,542	795,542
112	Brownfield Authority	0	0	0	0	0	0	0
113	Municipal Building Authority	0	0	0	0	0	0	0
202	Major Streets	876,443	1,197,589	722,608	1,228,076	1,302,732	1,302,732	1,302,732
203	Local Streets	569,042	607,276	295,276	503,151	702,406	702,406	702,406
226	Solid Waste	2,364,701	2,574,346	1,486,999	2,489,028	2,563,973	2,563,973	2,585,047
253	Narcotic Forfeiture	500	1,250	0	500	500	500	500
254	Criminal Justice Training	9,901	15,000	10,424	15,000	11,000	11,000	11,000
255	Disaster Contingency	0	0	0	0	0	0	0
256	Caseflow Assistance Fund	18,949	26,137	1,383	10,000	9,781	9,781	9,781
275	Community Development Block Grant	122,265	111,701	88,589	92,800	113,092	113,092	113,092
276	45th District Court	2,049,578	1,743,948	1,225,158	1,744,813	2,026,321	1,925,883	1,937,883
281	COPS Grant Fund	262,209	235,000	279,297	312,950	298,459	298,459	298,459
301	Debt Retirement Fund	3,384,988	2,701,704	1,208,703	3,278,093	2,738,161	2,738,161	2,738,161
401	Public Improvement Fund	0	0	0	0	0	0	0
402	City Owned Property	52	19,600	511	10,000	10,000	10,000	10,000
403	Neighborhood Stabilization Program	431,063	400,000	39,938	79,649	120,000	120,000	120,000
450	Road Construction Fund	221,881	1,125,000	438,112	1,300,000	375,000	375,000	375,000
451	Sidewalk Program	25,779	350,000	234,250	253,000	380,000	30,000	30,000
452	Municipal Complex Facility Fund	661,459	12,591,647	4,284,396	11,000,000	928,310	928,310	928,310
470	Municipal Building Construction Fund	0	40,000	1,563	5,000	44,700	44,700	44,700
592	Water & Sewer	9,517,438	11,071,086	6,339,553	10,948,241	11,858,609	11,875,609	11,896,683
653	Central Services	65,020	74,400	45,239	66,575	74,250	74,250	74,250
654	Motor Pool	737,695	615,960	312,595	701,081	883,989	838,989	930,989
677	Risk Management	540,984	539,580	451,686	451,686	329,548	329,548	329,548
678	Retiree Health Care - District Court	204,936	246,350	169,624	251,273	280,377	280,377	280,377
678	Retiree Health Care - General	60,536	0	2,945	4,519	10,000	10,000	10,000
TOTAL EXPENDITURES		41,014,245	53,560,691	28,662,883	52,378,558	41,568,545	40,883,201	41,528,696

CITY OF OAK PARK
2013 - 2014 BUDGET
ENDING UNRESERVED FUND BALANCE AND NET ASSETS AS OF JUNE 30
OVERVIEW - ALL FUNDS

FUND NO.	FUND	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	EST. YEAR END 2012-2013	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
	<u>FUND BALANCE</u>					
101	General Fund	612,065	1,305,551	1,209,400	1,689,011	1,287,124
110	Economic Development Corporation	11,801	11,802	11,808	11,808	11,808
111	Library Authority	(41,997)	12,439	0	(765)	24,235
112	Brownfield Authority	22,993	71,998	70,993	118,993	118,993
113	Municipal Building Authority	10,084	10,236	10,134	10,134	10,134
202	Major Streets	1,059,589	546,809	908,201	684,269	684,269
203	Local Streets	479,214	468,179	654,633	626,227	626,227
226	Solid Waste	387,154	317,597	445,626	311,519	290,445
253	Narcotic Forfeiture	74,001	93,681	82,071	90,141	90,141
254	Criminal Justice Training	15,831	14,387	11,910	11,930	11,930
255	Disaster Contingency	3,586	3,608	3,591	3,616	3,616
256	Caseflow Assistance Fund	141,070	142,135	156,690	172,529	172,529
275	Community Development Block Grant	0	0	0	0	0
276	45th District Court	0	0	(1,265)	0	0
281	COPS Grant Fund	0	0	0	0	0
301	Debt Retirement Fund	99,695	140,619	352,707	352,707	352,707
401	Public Improvement Fund	54,128	54,206	54,164	54,214	54,214
402	City Owned Property	32,043	59,776	77,113	77,183	77,183
403	Neighborhood Stabilization Program	(6,852)	731,819	0	0	0
450	Road Construction Fund	1,711,122	304,346	416,122	41,122	41,122
451	Sidewalk Program	181,597	189,206	192,597	196,597	196,597
452	Municipal Complex Facility Fund	11,913,310	(12,617,723)	925,310	0	0
470	Municipal Building Construction Fund	1,096,949	1,184,466	1,263,049	1,383,163	1,383,163
	<u>NET ASSETS</u>					
592	Water & Sewer	19,912,045	20,131,465	21,466,870	22,191,284	22,170,210
653	Central Services	29,578	20,880	38,043	23,848	23,848
654	Motor Pool	1,390,317	1,524,543	1,277,394	1,043,455	1,043,455
677	Risk Management	423,862	115,131	448,240	505,387	505,387
678	Retiree Health Care - District Court	43,247	10,267	51,535	51,535	51,535
680	Retiree Health Care - General	372,411	503,698	492,263	532,363	532,363
	TOTAL	40,028,843	15,351,121	30,619,199	30,182,270	29,763,235

CITY OF OAK PARK
2013 - 2014 BUDGET
OVERVIEW - ALL FUNDS

FUND NO.	FUND	REVENUES	TRANSFERS-IN	FUND BALANCE APPROPRIATION	TOTAL	EXPENDITURES	TRANSFERS-OUT	FUND BALANCE INCREASE	TOTAL
101	GENERAL FUND	15,486,960	595,000		16,081,960	13,650,168	2,954,068	77,724	16,081,960
110	ECONOMIC DEVELOPMENT CORPORATION	7			7	0	0	7	7
111	LIBRARY AUTHORITY	711,231	108,546		819,777	745,542	50,000	24,235	819,777
112	BROWNFIELD AUTHORITY	48,000			48,000	0		48,000	48,000
113	MUNICIPAL BUILDING AUTHORITY	50			50	0		50	50
202	MAJOR STREETS	1,075,800		223,932	1,302,732	952,732	350,000	(28,406)	1,302,732
203	LOCAL STREETS	404,000	270,000		674,000	627,406	75,000	(134,107)	674,000
226	SOLID WASTE	2,429,866			2,429,866	2,253,973	310,000	8,070	2,429,866
253	NARCOTIC FORFEITURE	8,570			8,570	500		20	8,570
254	CRIMINAL JUSTICE TRAINING	11,020			11,020	11,020		20	11,020
255	DISASTER CONTINGENCY	25			25	0		25	25
256	CASEFLOW ASSISTANCE	25,620			25,620	9,781		15,839	25,620
276	COMMUNITY DEVELOPMENT BLOCK GRANT	113,092			113,092	113,092			113,092
277	45th DISTRICT COURT	415,423	1,522,460	0	1,937,883	1,791,734	146,149		1,937,883
301	COPS GRANT FUND	225,956	72,503		298,459	298,459			298,459
401	DEBT RETIREMENT FUND	2,585,288	152,873	0	2,738,161	2,738,161	0		2,738,161
402	PUBLIC IMPROVEMENT FUND	50			50	0		50	50
403	CITY OWNED PROPERTY	70	10,000		10,070	10,000		70	10,070
403	NEIGHBORHOOD STABILIZATION PROGRAM	120,000			120,000	120,000			120,000
450	ROAD CONSTRUCTION FUND	0		375,000	375,000	375,000			375,000
451	SEAWALK PROGRAM	34,000			34,000	30,000		4,000	34,000
452	MUNICIPAL COMPLEX FACILITY FUND	3,000		0	3,000	928,310		(925,310)	3,000
470	MUNICIPAL BUILDING CONSTRUCTION FUND	164,814			164,814	44,700		120,114	164,814
592	WATER & SEWER	12,550,023			12,600,023	11,695,609	180,000	724,414	12,600,023
653	CENTRAL SERVICES	55	50,000		60,055	74,250		(14,195)	60,055
654	MOTOR POOL	565,050	132,000	233,939	930,989	930,989			930,989
677	RISK MANAGEMENT	276,695	110,000	0	386,695	329,548		57,147	386,695
678	RETIREE HEALTH CARE - DISTRICT COURT	134,228	146,149	0	280,377	280,377		0	280,377
678	RETIREE HEALTH CARE - GENERAL	50,100			50,100	10,000		40,100	50,100
733	PUBLIC SAFETY RETIREMENT PA 345	2,534,337	835,686		3,670,023	3,670,023		0	3,670,023
TOTAL		40,276,330	4,065,217	832,871	45,174,418	41,091,354	4,065,217	17,847	45,174,418

ANALYSIS OF TRANSFERS-IN AND TRANSFERS-OUT	
TRANSFERS-IN	TRANSFERS-OUT
GENERAL FUND	GENERAL FUND
MAJOR STREETS	MAJOR STREETS
LOCAL STREETS	LOCAL STREETS
SOLID WASTE	SOLID WASTE
WATER & SEWER	WATER & SEWER
	CENTRAL SERVICES
	45th DISTRICT COURT
	PS RETIREMENT PA 345
	COPS GRANT
	DEBT SERVICE
	RISK MANAGEMENT
	LIBRARY AUTHORITY
	CITY OWNED PROPERTY
	MOTOR POOL
MAJOR STREETS	GENERAL FUND
	LOCAL STREETS
LOCAL STREETS	MAJOR STREETS
SOLID WASTE	GENERAL FUND
CITY OWNED PROPERTY	GENERAL FUND
DEBT SERVICE FUND	GENERAL FUND
DEBT SERVICE FUND	LIBRARY AUTHORITY
PS RETIREMENT PA 345	GENERAL FUND
45th DISTRICT COURT	GENERAL FUND
WATER & SEWER	SOLID WASTE
CENTRAL SERVICES	GENERAL FUND
RISK MANAGEMENT	GENERAL FUND
COPS GRANT	GENERAL FUND
LIBRARY AUTHORITY	GENERAL FUND
RETIREE'S HEALTH CA	45th DISTRICT COURT
MOTOR POOL	GENERAL FUND
TOTAL	TOTAL
	4,065,217
	4,065,217

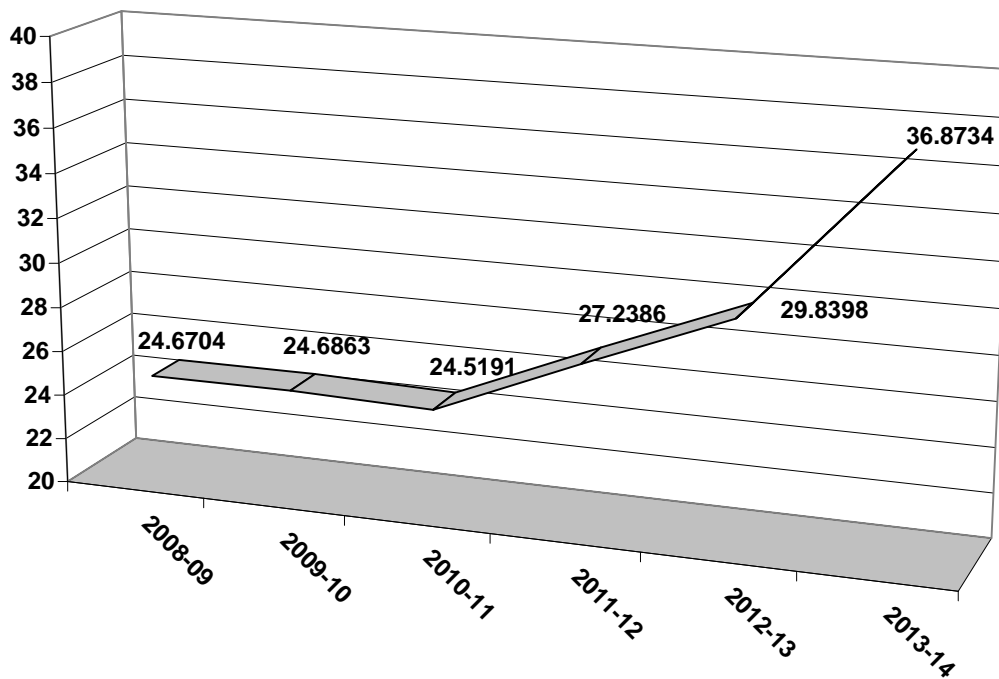
CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
Adjustments to Proposed Budget

Activity Name	Account Number	Departmental Request	Increase + Decrease (-)	City Managers Recommended Budget	Increase + Decrease (-)	City Council Approved
GENERAL FUND						
City Council						
Employee Benefits	101-11-172 712.001	74,338	638	74,976		
Memberships & Dues	101-11-172 958.000				1,000	2,000
Education & Training	101-11-172 980.000				1,500	2,000
Professional Services	101-11-172 801.000				25,000	25,000
Community & Economic Development						
Salaries & Wages	101-11-611 702.000	106,000	(41,000)	65,000		
Materials & Supplies	101-11-611 726.001	28,000	(3,250)	24,750		
Professional Services	101-11-611 726.000	4,000	(3,000)	1,000		
Employee Recruitment	101-11-611 801.000	0	18,000	18,000		
Contractual Services	101-11-611 804.000	12,170	(12,170)	0		
Conferences & Workshops	101-11-611 818.000	3,000	32,000	35,000		
Publications	101-11-611 864.000	1,500	500	2,000		
Miscellaneous	101-11-611 900.000	25,000	(25,000)	0		
Memberships & Dues	101-11-611 956.000	750	950	2,500		
Education & Training	101-11-611 980.000	0	500	500		
City Clerk & Elections						
Salaries & Wages	101-14-215 702.000	78,556	(23,370)	55,186		
Materials & Supplies	101-14-215 726.000	6,000	(3,000)	3,000		
Education & Training	101-14-215 980.000	0	(23,370)	(23,370)		
Salaries & Wages	101-14-191 712.001	78,956	(1,000)	55,186		
Materials & Supplies	101-14-191 726.000	16,000	(1,000)	15,000		
Finance						
Salaries & Wages	101-15-201 702.000	415,512	2,370	414,882		
Employee Benefits	101-15-201 712.001	251,462	1,228	252,720		
Law						
Materials & Supplies	101-13-210 726.000	0	5,000	5,000		
Professional Services	101-13-210 801.000	170,100	(45,100)	125,000		
Contractual Services	101-13-210 818.000	0	60,960	60,960		
Salaries & Wages	101-13-229 702.000	57,044	(57,044)	0		
Employee Benefits	101-13-229 712.001	39,462	(39,462)	0		
Utilities - Electricity	101-13-229 726.000	500	51,500	52,000		
Professional Services	101-13-229 818.000	250	(250)	0		
Contractual Services	101-13-229 818.000	250	(250)	0		
Public Safety						
Salaries & Wages	101-17-345 702.000	4,452,307	(69,743)	4,422,564		
Employee Benefits	101-17-345 712.001	1,279,940	50,282	1,330,332		
Materials & Supplies	101-17-345 726.000	0		100,000		
Technical & Planning Services						
Salaries & Wages	101-16-371 702.000	39,717	(1,886)	37,831		
Employee Benefits	101-16-371 712.001	89,850	(5,772)	84,078		
Professional Services	101-16-371 801.000	69,082	(7,839)	61,243		
Utilities - Heating	101-16-245 822.000	3,000	(1,500)	1,500		
Utilities - Electricity	101-16-245 921.000	950	(950)	0		
Salaries & Wages	101-12-258 702.000	74,744	(5,844)	68,900		
Employee Benefits	101-12-258 712.001	39,717	(1,886)	37,831		
Public Information						
Salaries & Wages	101-22-808 702.000	89,850	(5,772)	84,078		
Employee Benefits	101-22-808 712.001	69,082	(7,839)	61,243		
Printing & Publications	101-22-808 900.000	0	30,000	30,000		
Repairs & Maintenance	101-22-808 930.000	3,000	(1,500)	1,500		
Miscellaneous	101-22-808 956.000	950	(950)	0		
Non Departmental						
Transfer Out - District Court	101-21-889 999.156	1,613,873	(103,413)	1,510,460		
Transfer Out - Debt Service	101-21-889 999.157	101,189	7,347	108,536		
Transfer Out - Library Authority	101-21-889 999.158	0	0	0		
Transfer Out - Motor Pool	101-21-889 999.159	0	0	0		
LIBRARY AUTHORITY						
Transfer In - General Fund	111-000 699.101	101,189	7,347	108,536		
Salaries & Wages	111-20-790 702.000	326,330	(6,632)	319,698		
Employee Benefits	111-20-790 712.001	169,549	(13,021)	147,528		
Materials & Supplies	111-20-790 726.000	8,000	(3,000)	5,000		
Professional Services	111-20-790 801.000	63,000	(2,000)	61,000		
Price Year Tax Refunds	111-20-790 964.000	18,000	7,000	25,000		
Transfer To Debt Service	111-20-790 999	50,000	25,000	75,000		
SOLID WASTE						
Salaries & Wages	226-16-529 702.000	190,000	19,500	209,500		
Employee Benefits	226-16-529 712.001	168,973	1,514	170,487		
DISTRICT COURT						
Interest Income	276-000 664.000	0	100	100		
Transfer In - General Fund	276-000 699.101	1,613,873	(103,413)	1,510,460		
Salaries & Wages	276-50-138 702.000	1,152,888	(110,537)	1,042,351		
Employee Benefits	276-50-138 712.001	476,062	(18,987)	457,075		
Contractual Services	276-50-138 818.000	117,063	29,086	146,149		
Transfer To Retiree Health Care	276-50-138 999.276	0	0	0		
WATER & SEWER						
Salaries & Wages	592-16-527 702.000	305,000	17,000	322,000		
Employee Benefits	592-16-527 712.001	43,812	1,574	45,386		
Capital Outlay	592-16-528 970.000	0	0	0		
MOTOR POOL						
Transfer In - General Fund	654-000 699.101	120,000	(45,000)	75,000		
NEIGHBORHOOD STABILIZATION PROGRAM						
Salaries & Wages	403-16-520 702.000	25,000	(25,000)	0		
Fringe Benefits	403-16-520 712.001	11,500	(11,500)	0		
Professional Services	403-16-520 801.000	83,000	36,500	120,000		
Transfer In - District Court	678-000 699.000	117,063	29,086	146,149		
45th District Court Refuse Health Care						
Transfer In - District Court		117,063	29,086	146,149		
TOTAL		13,794,630	(602,234)	14,996,862	749,495	6,134,213

**CITY OF OAK PARK
SIX YEAR TAX RATE SUMMARY
2013-2014 BUDGET**

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
General Tax Levy	16.3563	16.3563	16.3563	16.3563	16.3563	16.3563
Library	0.9914	0.9914	0.9914	1.4914	1.4914	1.4914
Recreation	0.0000	0.0000	0.0000	0.5000	0.5000	0.5000
Public Safety	1.0000	1.0000	1.0000	2.0000	2.0000	2.0000
Public Safety - PA 345	0.0000	0.0000	0.0000	0.0000	0.0000	6.4729
Debt Retirement	3.8696	3.8855	3.7183	4.4378	5.3953	5.9560
Headlee Override	0.0000	0.0000	0.0000	0.0000	1.1437	1.1437
Solid Waste	2.4531	2.4531	2.4531	2.4531	2.9531	2.9531
	24.6704	24.6863	24.5191	27.2386	29.8398	36.8734

SIX YEAR TAX RATE



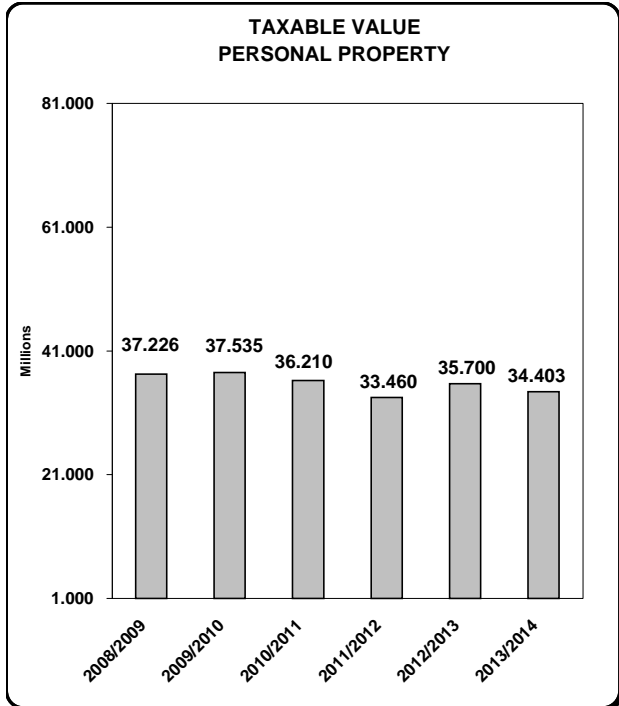
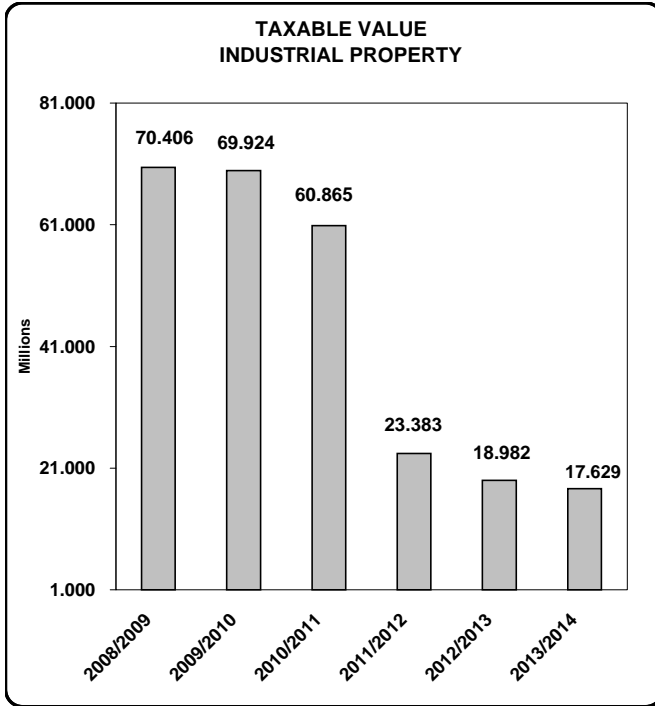
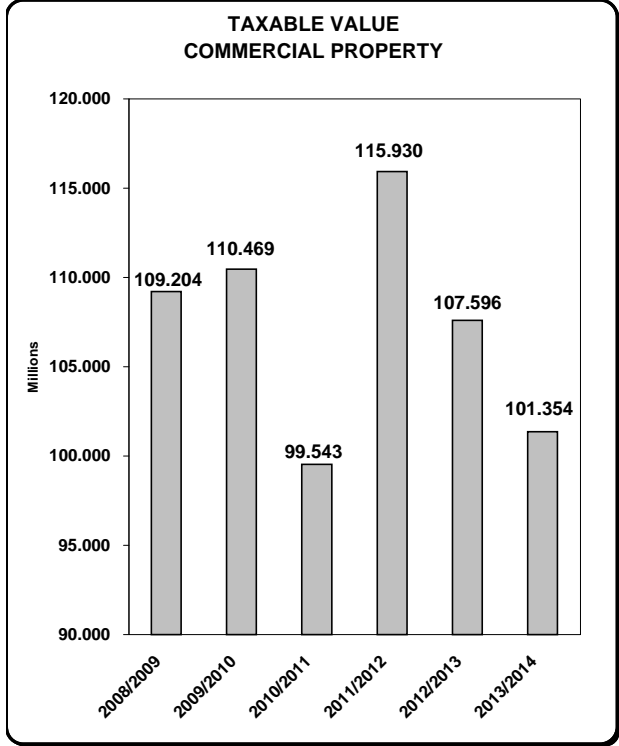
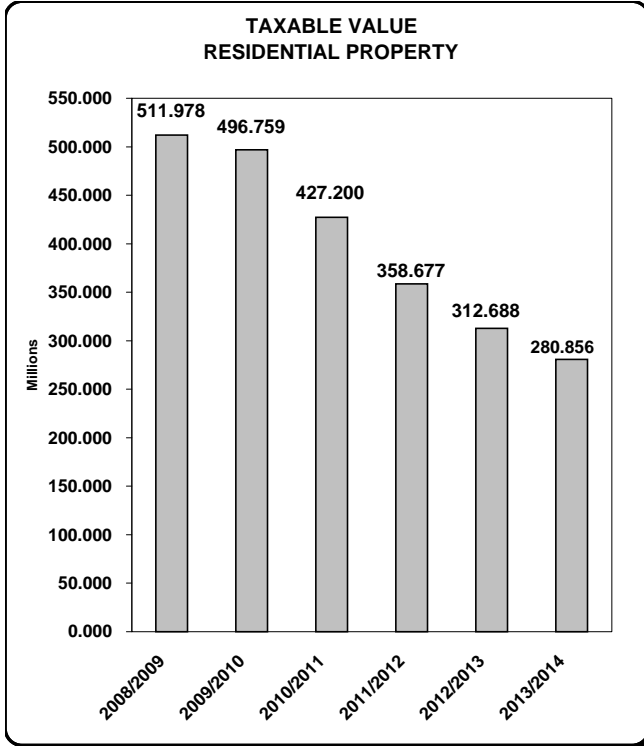
TAXABLE VALUE

CLASSIFICATION	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
RESIDENTIAL	511,737,180	496,759,030	427,200,170	358,677,900	312,688,580	280,856,040
COMMERCIAL	109,204,400	110,469,460	99,543,660	115,935,490	107,596,610	101,354,490
INDUSTRIAL	70,406,640	69,924,120	60,865,560	23,383,320	18,982,270	17,629,760
PERSONAL PROPERTY	37,226,110	37,535,040	36,210,100	33,460,080	35,705,130	34,403,540
	728,574,330	714,687,650	623,819,490	531,456,790	474,972,590	434,243,830

PERCENT OF TOTAL

RESIDENTIAL	70.24%	69.51%	68.48%	67.49%	65.83%	64.68%
COMMERCIAL	14.99%	15.46%	15.96%	21.81%	22.65%	23.34%
INDUSTRIAL	9.66%	9.78%	9.76%	4.40%	4.00%	4.06%
PERSONAL PROPERTY	5.11%	5.25%	5.80%	6.30%	7.52%	7.92%
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**CITY OF OAK PARK
2013-2014 BUDGET**



**CITY OF OAK PARK
PROJECTION OF 2013 MILLAGE REDUCTION FACTOR**

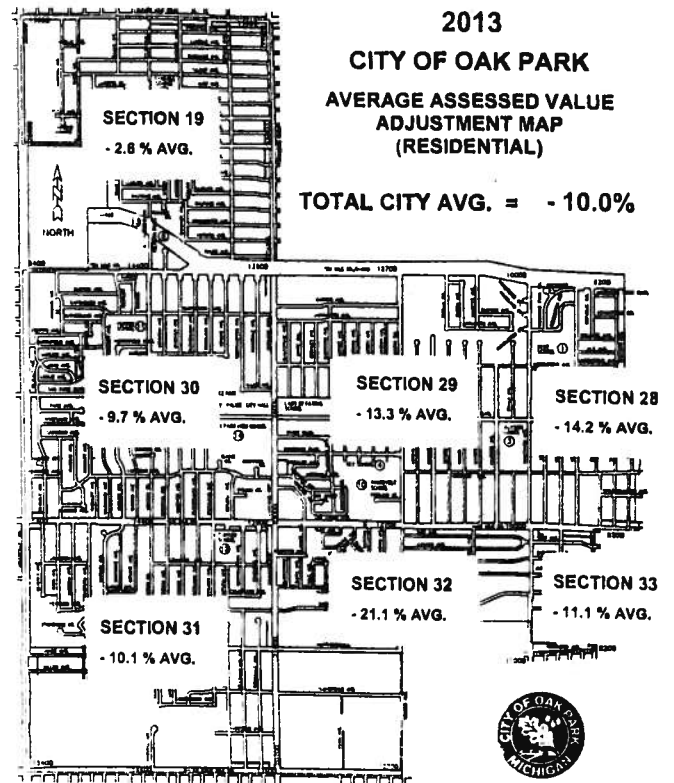
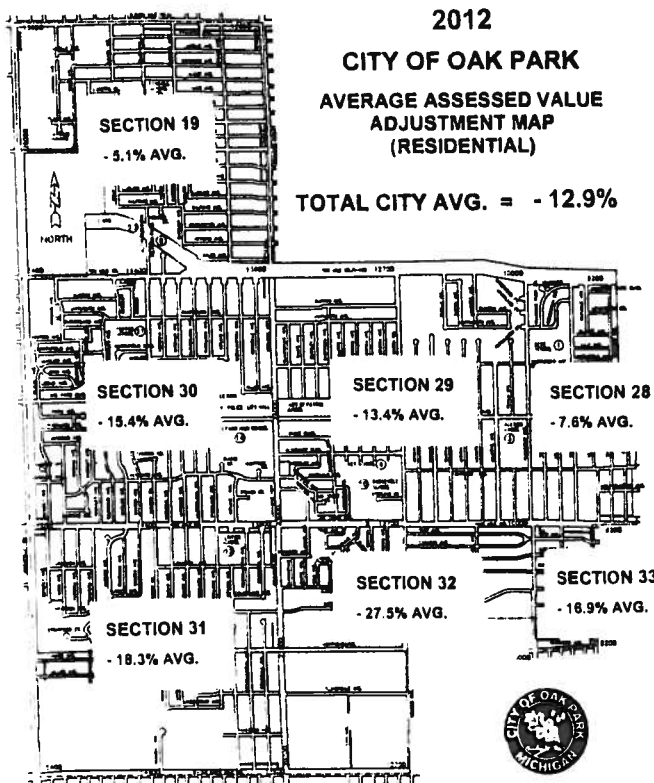
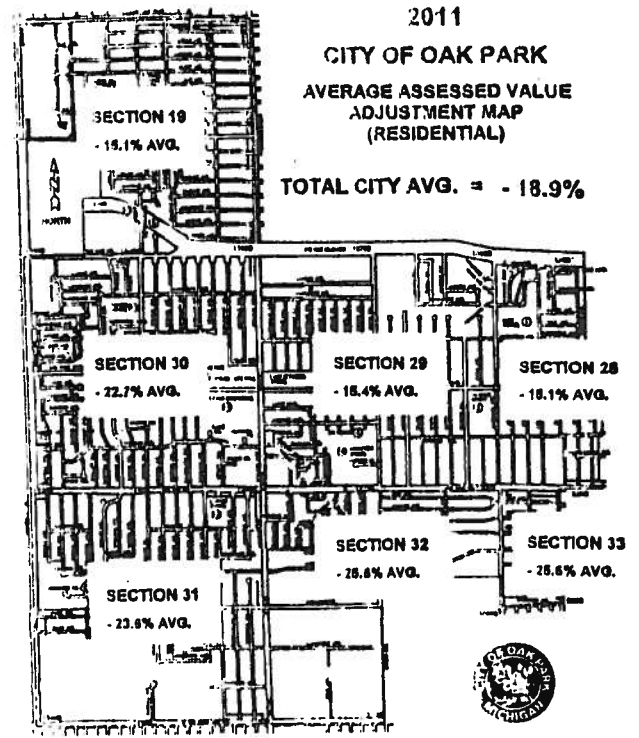
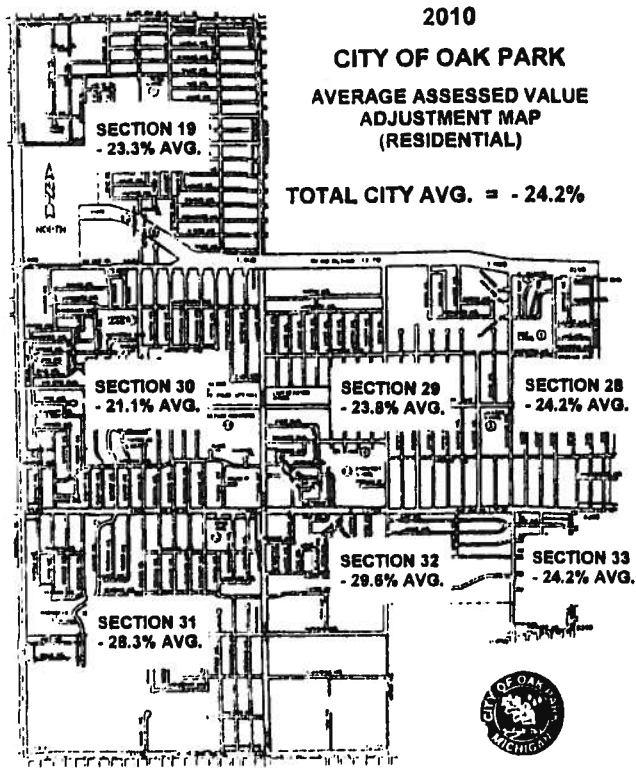
$$\frac{(\text{PRIOR YEARS TAXABLE VALUE} - \text{CURRENT YEARS LOSSES}) \times \text{CPI}}{\text{CURRENT YEARS TAXABLE VALUE} - \text{CURRENT YEARS TV ADDITIONS}} = \text{CURRENT YEARS MILLAGE REDUCTION FACTOR (CAN'T EXCEED 1.00)}$$

$$\frac{(\$474,972,590 - 15,622,161) \times 01.024}{\$434,243,830 - 7,508,470} = 1.0000 \text{ CURRENT YEARS (CANNOT EXCEED 1.0) MILLAGE REDUCTION FACTOR} = 1.0$$

	<u>MAXIMUM AUTHORIZED MILLAGE</u>	x	<u>MILLAGE FACTOR</u>	=	<u>HEADLEE MILLAGE</u>
GENERAL FUND OPERATING	16.3563	x	1	=	16.3563 MILLS
LIBRARY AUTHORITY	1.4914	x	1	=	1.4914 MILLS
RECREATION	0.5000	x	1	=	0.5000 MILLS
PUBLIC SAFETY	2.0000	x	1	=	2.0000 MILLS
PUBLIC SAFETY - PA 345	6.4729	x	1	=	6.4729 MILLS
DEBT RETIREMENT	5.9560	x	1	=	5.9560 MILLS
HEADLEE OVERRIDE	1.1437	x	1	=	1.1437 MILLS
SOLID WASTE MILLAGE	<u>2.9531</u>	x	<u>1</u>	=	<u>2.9531</u> MILLS
TOTAL	36.8734	x	1	=	36.8734 MILLS - HEADLEE CAPPED RATE

The 1978 Tax Limitation Amendment to the Michigan Constitution (Headlee Amendment) provides for property tax rate rollbacks. This amendment requires the maximum authorized tax rate of a taxing unit to be reduced by the proposition that the percentage increase in the Total Value of existing property in the unit in any year exceeds the rate of inflation during the prior year. Rollbacks only affect operating millage's such as General Fund and Solid Waste taxes, and do not affect debt millage.

CITY OF OAK PARK – 2013/2014 BUDGET – FOUR YEAR ASSESSED VALUE FACTORS



The maps above demonstrate the changes in assessed value for residential properties in the City of Oak Park during the last four years. Assessed values are projected to be 50% of "True Cash Value". Although tax revenue is computed on taxable value of properties, the fluctuation in assessed value reflects growth or declines in the housing market and can be considered an indicator of overall economic health.

**CITY OF OAK PARK
2013-2014 BUDGET
Personnel Worksheet**

Department	Actual 2010-2011	Actual 2011-2012	Budgeted 2012-2013	Requested 2013-2014	Managers Rec. 2013-2014	City Council Approved
<u>FULL TIME</u>						
Council	5.00	5.00	5.00	5.00	5.00	5.00
City Manager	3.00	3.00	3.00	3.00	3.00	3.00
Community & Economic Development	0.00	0.00	0.00	0.00	0.00	1.00
Information Technology	1.00	1.00	1.00	1.00	1.00	1.00
Prosecuting Attorney	0.00	0.00	0.00	0.00	0.00	0.00
City Clerk	3.00	2.00	1.00	2.00	2.00	2.00
Finance & Administrative Services	13.00	11.00	8.00	10.00	10.00	10.00
Technical & Planning Services	12.00	10.00	6.00	6.00	6.00	9.00
Public Safety	73.00	68.00	52.00	57.00	57.00	57.00
Public Works	24.00	24.00	24.00	22.00	22.00	21.00
Recreation	7.00	7.00	3.00	2.00	2.00	2.00
Library	6.00	4.00	4.00	4.00	4.00	4.00
Public Information	3.00	3.00	2.00	2.00	2.00	2.00
45th District Court / Probation	27.00	23.00	19.00	22.00	22.00	22.00
Sub-Total Full Time	177.00	161.00	128.00	136.00	136.00	139.00
<u>PART TIME</u>						
Council	0.00	0.00	0.00	0.00	0.00	0.00
City Manager	0.00	0.12	0.00	0.00	0.00	0.00
Information Technology	0.00	0.00	0.00	0.00	0.00	0.00
City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Prosecuting Attorney	1.00	1.00	1.00	0.00	0.00	0.00
Elections	0.00	0.00	0.00	0.00	0.00	0.00
City Clerk	0.50	0.50	1.00	0.00	0.00	0.00
Finance & Administrative Services	0.00	0.00	0.75	0.00	0.00	0.00
Technical & Planning Services	0.50	0.50	0.50	0.50	0.50	0.50
Public Safety	5.25	5.25	5.25	5.25	5.25	5.25
Public Works	3.17	3.17	1.67	1.67	1.67	1.67
Recreation	20.35	20.35	20.35	20.35	20.35	20.35
Library	4.50	3.75	2.50	2.50	2.50	2.50
Public Information	0.00	0.00	0.00	0.00	0.00	0.00
45th District Court / Probation	0.70	1.70	2.70	2.70	2.70	2.70
Sub-Total Part Time	35.97	36.34	35.72	32.97	32.97	32.97
TOTAL FULL TIME EQUIVALENTS	212.97	197.34	163.72	168.97	168.97	171.97

The amounts presented under Part Time workers represent Full Time Equivalents and not actual positions. Full Time Equivalents equalizes part time hours to that of a full time worker in a like position. For example a part time worker who works 30 hours in a office that normally works 40 hours would be recorded at .75 FTE (30 hours / 40 hours = .75 FTE).

FULL TIME PERSONNEL BY SALARY CLASSIFICATION

Legislative	5	5	5	5	5	5
Exempt	10	10	10	11	11	11
Supervisory	13	13	10	10	10	10
Administrative	4	4	3	6	6	6
TPOAM	51	43	33	30	30	33
POAM	47	45	30	34	34	34
COAM	14	13	13	13	13	13
Dispatch	6	5	5	5	5	5
45th District Court / Probation	27	23	19	22	22	22
	177	161	128	136	136	139

CHANGES IN FULL TIME PERSONNEL FROM FY 2012 - 2013 BUDGET

<u>DEPARTMENT</u>		<u>POSITION</u>
COMMUNITY & ECONOMIC DEVELOPMENT	+1	Director of Community & Economic Development
FINANCE	+1	Senior Financial Analyst
	+1	Finance Clerk I
PUBLIC SAFETY	+5	Public Safety Officer I
TECHNICAL & PLANNING	+2	Code Assistance Officer
	+1	Rental Inspector II
PUBLIC WORKS	-2	Public Service Worker
RECREATION	-1	Senior Citizen Coordinator
DISTRICT COURT	+1	Probation Court Officer
	+1	Collections Officer

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
CITY OF OAK PARK - DEPARTMENT TOTALS**

POSITION	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH	LIFE & AD&D	FICA / MEDICARE	CLOTHING	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
CITY COUNCIL	25,044	0	0	0	25,044	106	4,399	4,624	62,964	936	1,917	0	0	74,946	99,990
CITY MANAGER	209,952	0	2,183	0	212,135	882	48,276	2,312	24,482	468	16,228	0	500	93,148	305,283
ECONOMIC DEVELOPMENT	64,000	0	0	0	64,000	269	8,640	1,156	7,341	234	4,896	0	250	22,786	86,786
LAW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CITY CLERK	110,000	0	372	0	110,372	462	14,900	1,156	21,341	187	8,444	0	250	46,740	157,112
FINANCE & ADMIN. SERVICES	505,030	10,920	13,274	2,520	531,744	2,168	195,338	11,560	123,469	1,545	40,678	780	2,260	377,798	909,542
INFORMATION TECHNOLOGY	66,000	0	900	2,000	68,900	277	9,302	1,156	21,341	234	5,271	0	250	37,831	106,731
LIBRARY	310,348	1,000	5,950	2,400	319,698	1,307	79,197	4,624	36,023	516	24,456	585	820	147,528	467,226
PUBLIC INFORMATION	78,164	3,500	2,414	0	84,078	343	26,800	2,312	24,482	374	6,432	0	500	61,243	145,321
TECHNICAL & PLANNING SERVICES	474,674	19,000	10,179	1,695	535,548	9,105	167,331	10,404	149,728	1,079	38,675	1,935	1,830	414,616	950,164
PUBLIC WORKS	1,084,488	74,600	22,997	1,695	1,153,780	53,007	437,926	24,276	404,420	2,764	90,558	4,050	4,230	993,144	2,146,924
PUBLIC SAFETY	4,276,084	287,000	65,340	35,040	4,663,464	111,626	143,401	63,580	906,131	9,294	94,579	44,650	13,630	1,386,891	6,050,355
RECREATION	323,851	0	1,800	2,520	328,171	6,555	30,043	2,312	21,341	421	25,106	195	500	86,473	414,644
DISTRICT COURT	1,025,108	3,500	36,463	17,280	1,082,351	7,718	82,140	21,964	264,044	2,441	74,438	0	4,360	457,105	1,539,456
TOTAL	8,552,743	399,520	161,872	65,150	9,179,285	193,825	1,247,693	151,436	2,067,107	20,493	431,678	52,195	29,380	4,200,249	13,379,534

CITY OF OAK PARK - SALARY CLASSIFICATION TOTALS

POSITION	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH	LIFE & AD&D	FICA / MEDICARE	CLOTHING	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
LEGISLATIVE	25,044	0	0	0	25,044	106	4,399	4,624	62,964	936	1,917	0	0	74,946	99,990
EXEMPT	847,936	0	19,438	9,805	877,179	10,960	241,212	11,560	116,905	2,359	60,015	870	2,500	446,381	1,323,560
SUPERVISORY	553,296	16,400	11,716	0	581,412	9,291	182,885	11,560	185,410	1,936	44,478	1,025	2,440	439,025	1,020,437
ADMINISTRATIVE	183,478	6,020	5,015	0	194,513	796	49,746	3,468	41,623	561	14,880	0	750	111,824	306,337
TPOAM	1,366,990	88,200	27,900	3,390	1,486,480	48,688	580,403	38,148	539,771	3,341	113,714	6,910	6,330	1,337,305	2,830,227
TPOAM - PART TIME	73,681	0	700	0	74,381	310	0	0	0	0	5,691	0	0	6,001	80,382
POLICE OFFICERS - POAM	2,532,702	172,100	36,600	19,850	2,761,252	71,134	0	39,304	601,329	5,576	40,035	29,580	8,500	795,458	3,556,710
COMMAND OFFICERS - COAM	1,235,039	89,500	16,200	12,305	1,353,044	33,754	0	15,028	196,778	2,408	19,620	11,310	3,250	282,148	1,635,192
DISPATCHERS	220,400	23,800	7,840	2,520	254,560	1,025	106,908	5,780	58,283	935	19,474	2,500	1,250	196,155	450,715
COURT	1,025,108	3,500	36,463	17,280	1,082,351	7,718	82,140	21,964	264,044	2,441	74,438	0	4,360	457,105	1,539,456
PART TIME / NON-UNION	489,069	0	0	0	489,069	10,043	0	0	0	0	37,416	0	0	47,459	536,528
TOTAL	8,552,743	399,520	161,872	65,150	9,179,285	193,825	1,247,693	151,436	2,067,107	20,493	431,678	52,195	29,380	4,193,807	13,379,534

**CITY OF OAK PARK
FISCAL YEAR 2013-2014
SALARIES AND FRINGE BENEFITS
FUND TOTALS**

<u>FUND NO.</u>	<u>FUND</u>	<u>SALARIES</u>	<u>FRINGE BENEFITS</u>	<u>TOTAL</u>
101	GENERAL	\$6,010,587	\$2,268,800	\$8,279,387
111	LIBRARY	319,698	147,528	467,226
202	MAJOR STREETS	204,643	175,089	379,732
203	LOCAL STREETS	168,000	149,406	317,406
226	SOLID WASTE	209,500	170,547	380,047
275	FEDERALLY FUNDED GRANTS: CDBG	42,000	42,000	84,000
276	45th DISTRICT COURT	1,082,351	457,105	1,539,456
279	COPS PROGRAM GRANT FUND	240,900	57,559	298,459
402	CITY OWNED PROPERTY	0	0	0
403	NEIGHBORHOOD STABILIZATION PROGRAM	0	0	0
592	WATER AND SEWER	852,705	688,727	1,541,432
654	MOTOR POOL	<u>48,901</u>	<u>43,488</u>	<u>92,389</u>
	TOTAL	<u>\$9,179,285</u>	<u>\$4,200,249</u>	<u>\$13,379,534</u>

SALARIES & FRINGE BENEFITS BY FUND AND DEPARTMENT

DEPARTMENT	GENERAL	LIBRARY	MAJOR STREETS	LOCAL STREETS	SOLID WASTE	DISTRICT COURT	CDBG	COPS GRANT	CITY OWNED PROPERTY	NSP PROPERTY	WATER & SEWER	MOTOR POOL	TOTAL
CITY COUNCIL	\$99,990												\$99,990
CITY MANAGER	305,283												305,283
COMM. & ECONOMIC DEVELOPMENT	86,786												86,786
LAW	0												0
CITY CLERK	157,112												157,112
FINANCIAL & ADM. SERVICES	695,568									213,974			909,542
INFORMATION TECHNOLOGY	106,731												106,731
LIBRARY		467,226											467,226
PUBLIC INFORMATION	145,321												145,321
TECHNICAL & PLANNING SERVICES	481,566		56,886				84,000				327,712		950,164
PUBLIC WORKS	34,490		322,846	317,406	380,047				0		999,746	92,389	2,146,924
PUBLIC SAFETY	5,751,896							298,459					6,050,355
RECREATION	414,644												414,644
DISTRICT COURT						1,539,456							1,539,456
TOTAL	\$ 8,279,387	\$ 467,226	\$ 379,732	\$ 317,406	\$ 380,047	\$ 1,539,456	\$ 84,000	\$ 298,459	0	0	\$ 1,541,432	\$ 92,389	\$ 13,379,534

CITY OF OAK PARK

2013 - 2014 BUDGET

REVENUES AND EXPENDITURES

INCLUDING TRANSFERS-IN AND TRANSFERS-OUT

OVERVIEW - ALL FUNDS - CITY COUNCIL APPROVED

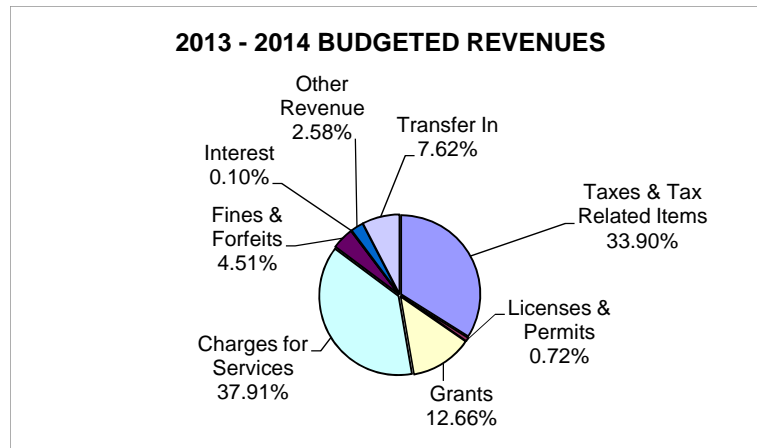
ACCT. NO.	ACCOUNT NO. / NAME	General Fund	Library Authority	Brownfield Authority	EDC & MBA	Major Streets	Local Streets	Solid Waste	Narcotic Forfeiture	Criminal Justice Train.	Disaster Contingency	Caseflow Assistance	CDBG	COPS Grant
403	Taxes & Tax Related Items	9,223,798	647,631	48,000				1,282,366						
451	Licenses & Permits	293,020												
574	Grants	3,108,082	54,800			1,000,000	400,000			11,000		25,500	113,092	225,956
644	Charges for Services	509,200	3,300					1,146,000						
659	Fines & Forfeits	1,522,460	5,000						8,400					
664	Interest	3,000	500		57	800	4,000	1,500	170	20	25	120		
683	Other Revenue	827,400				78,000								
699	Transfer In	595,000	108,546				270,000							72,503
	Total Revenues	16,081,960	819,777	48,000	57	1,078,800	674,000	2,429,866	8,570	11,020	25	25,620	113,092	298,459
702	Salaries & Wages	6,010,587	319,698			204,643	168,000	209,500					42,000	240,900
712	Employee Benefits	2,268,800	147,528			175,089	149,406	170,547					42,000	57,559
712.001	Retiree's Benefits	1,547,854	93,366											
712.004	Unemployment Compensation	30,000												
726	Materials & Supplies	394,399	57,000			80,000	45,000	10,000	500					
727	Nursery Stock	5,000												
730	Water Meters													
801	Professional Services	551,500	61,000	0		190,000		30,000						
803	Medical Services	1,700												
804	Employee Recruitment	1,250												
807	Refuse Collection													
808	Refuse Disposal							1,650,000						
818	Contractual Services	595,443	800					50,000					29,092	
860	Transportation	15,880	150											
861	Fleet Collision Repairs													
864	Conferences & Workshops	2,000	0			500								
900	Printing & Publications	47,850	0											
901	Newspaper Postings	12,500												
903	Postage													
910	Insurance Bonds													
920.001	Utilities - Telephone	35,950	0											
920.002	Utilities - Heating	65,000	15,000											
920.003	Utilities - Water	30,000				12,000								
920.004	Utilities - Electricity	698,700	25,000											
924	Sewage Disposal													
925	Non-Residential IWC													
926	Industrial Surcharge													
930	Repairs & Maintenance	228,100	1,000				20,000							
940	Rentals	175,480	0			70,000	95,000	140,000						
956	Miscellaneous	64,010	0		0							9,781		
958	Memberships & Dues	40,100	0			500								
960	Education & Training	68,065	0							11,000				
961	Contingencies	10,000												
964	Refunds & Rebates	150,000	25,000					15,000						
	Total - Operations	13,050,168	745,542	0	0	732,732	477,406	2,275,047	500	11,000	0	9,781	113,092	298,459
968	Depreciation													
970	Capital Outlay	0				220,000	150,000							
991	Principal													
992	Debt Service													
995	Interest													
999	Transfer Out	2,954,068	50,000			350,000	75,000	310,000						
	Total Expenditures	16,004,236	795,542	0	0	1,302,732	702,406	2,585,047	500	11,000	0	9,781	113,092	298,459
	Expenditures (Over) Under Revenues	77,724	24,235	48,000	57	(223,932)	(28,406)	(155,181)	8,070	20	25	15,839	0	0
	Beginning Fund Balance	1,409,400	5,400	70,993	21,885	911,701	654,633	445,626	82,071	11,910	3,591	156,690	0	0
	Reserved Fund Balance	200,000	5,400	0	0	3,500	0							
	Ending Unreserved Fund Balance	1,287,124	24,235	118,993	21,942	684,269	626,227	290,445	90,141	11,930	3,616	172,529	0	0

District	Debt	Road	Sidewalk	Public	City	NSP	Mun. Bldg.	Mun. Complex	Water &	Central	Motor	Risk	Retiree's	Retiree's	TOTAL
Court	Retirement	Construction	Program	Imp.	Prop.		Construction	Facility Fund	Sewer	Services	Pool	Management	Health-Court	Health-Gen.	
	2,585,288														13,787,083
															293,020
91,448						120,000									5,149,878
323,875			30,000						12,527,097	0	687,000	191,225			15,417,697
							163,314						134,148		1,833,322
100	0	0	4,000	50	70	0	1,500	3,000	22,926	55	50	470	80	100	42,593
											10,000	85,000		50,000	1,050,400
1,522,460	152,873				10,000				50,000	60,000		110,000	146,149		3,097,531
1,937,883	2,738,161	0	34,000	50	10,070	120,000	164,814	3,000	12,600,023	60,055	697,050	386,695	280,377	50,100	40,671,524
1,082,351		0	0		0	0			852,705		48,901				9,179,285
457,105		0	0		0	0			688,727		43,488				4,200,249
													280,377		1,921,597
															30,000
64,850					0				96,000	500	180,000				928,249
															5,000
									130,000						130,000
12,900		375,000	0		10,000	120,000	25,000	928,310	155,000	8,500	95,000		0	10,000	2,572,210
															1,700
															1,250
															0
															1,650,000
107,300			30,000						35,000						847,635
										250	195,000				211,280
											2,500				2,500
1,550															4,050
									200						48,050
									500						13,000
										65,000					65,000
5,040									73,000			329,548			407,588
									4,000						39,950
									13,000						93,000
									1,265,000						1,307,000
									75,000						798,700
									4,900,000						4,900,000
									187,000						187,000
									0						0
48,093									1,300,000						1,597,193
			0						145,000						625,480
11,475					0	0			0						85,266
									300		100				41,000
1,070									5,000		1,000				86,135
															10,000
	195,770														385,770
1,791,734	195,770	375,000	30,000	0	10,000	120,000	25,000	928,310	9,925,432	74,250	565,989	329,548	280,377	10,000	32,375,137
									315,000		198,000				513,000
0			0				19,700		322,000		167,000				878,700
	1,360,000								862,095						2,222,095
									1,000						1,000
	1,182,391								291,156						1,473,547
146,149	0								180,000						4,065,217
1,937,883	2,738,161	375,000	30,000	0	10,000	120,000	44,700	928,310	11,896,683	74,250	930,989	329,548	280,377	10,000	41,528,696
0	0	(375,000)	4,000	50	70	0	120,114	(925,310)	703,340	(14,195)	(233,939)	57,147	0	40,100	(857,172)
45,000	352,707	416,122	192,597	54,164	77,113	0	1,263,049	925,310	21,466,870	38,043	1,277,394	448,240	51,535	492,263	30,874,307
45,000															253,900
0	352,707	41,122	196,597	54,214	77,183	0	1,383,163	0	22,170,210	23,848	1,043,455	505,387	51,535	532,363	29,763,235

**CITY OF OAK PARK
2013 - 2014 BUDGET
ANALYSIS OF REVENUE SOURCES
OVERVIEW - ALL FUNDS**

ACCT. NO.	ACCOUNT NO. / NAME	FY 2009 - 2010 ACTUAL	FY 2010 - 2011 ACTUAL	FY 2011 - 2012 ACTUAL	FY 2012 - 2013 ESTIMATED	FY 2013 - 2014 BUDGETED
403	Taxes & Tax Related Items	18,275,919	15,842,232	14,853,988	14,653,022	13,787,083
451	Licenses & Permits	286,918	324,819	410,216	295,870	293,020
574	Grants	6,952,057	6,969,461	5,498,480	5,055,648	5,149,878
644	Charges for Services	11,570,096	13,294,971	13,296,014	15,439,365	15,417,697
659	Fines & Forfeits	1,988,116	1,981,754	2,081,556	1,781,428	1,833,322
664	Interest	211,032	264,142	165,390	75,202	42,593
683	Other Revenue	2,052,273	14,392,758	1,231,469	1,868,864	1,050,400
699	Transfer In	3,286,461	3,407,072	3,464,289	3,713,667	3,097,531
	Total Revenues	44,622,872	56,477,209	41,001,402	42,883,066	40,671,524

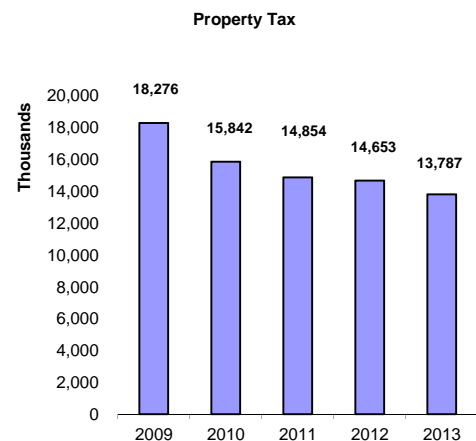
The City has several revenue sources, each representing a different percentage of total revenues.



Percentages are shown at the budgeted amounts.

PROPERTY TAX

	Amount	% Inc (Dec)
FY 2009 - 2010	18,275,919	3.30%
FY 2010 - 2011	15,842,232	-13.32%
FY 2011 - 2012	14,853,988	-6.24%
FY 2012 - 2013 - Estimated	14,653,022	-1.35%
FY 2013 - 2014 - Budgeted	13,787,083	-5.91%



Property taxes represent 33.90% of the total revenue budgeted for FY 2013 - 2014 and is the city's largest source of revenue. The City has five funds that have property tax revenue - General Fund, Library Authority, Brownfield Authority, Solid Waste Fund and Debt Service Funds. Taxes are levied on the Taxable Value of Real and Personal Property located in the City. The City experienced steady growth in tax revenue until FY 2009 - 2010 when property values began to decrease in response to the housing crisis that has affected the State of Michigan as well as the nation. In FY 2010 - 2011 the taxpayers of the city voted to increase the millage by two mills. A mill is defined as one dollar for every \$1,000 of value. The City is still experiencing decreases in tax revenue. During FY 2013 - 2014 the City is still closely monitoring expenditures in ways such as redesigning health care plans for the staff. Also, in November, 2012 the voters approved another millage to fund Public Safety retirement benefits. This will free up funds in the General Fund for operating purposes.

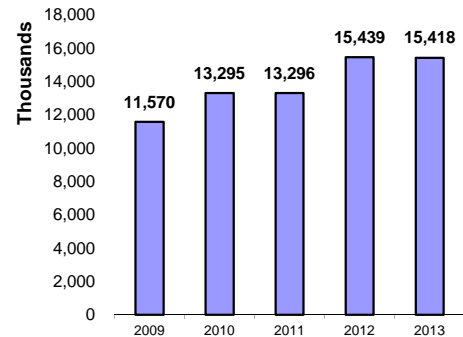
It is presumed that tax revenue may decline in the next fiscal year. The City will continue to cut it's expenditures to balance it's budget. Wages and fringe benefits represent over 75% of expenditures so the City will seek concessions from union groups to help maintain services and get through these tough economic times.

**CITY OF OAK PARK
2013 - 2014 BUDGET
ANALYSIS OF REVENUE SOURCES
OVERVIEW - ALL FUNDS**

CHARGES FOR SERVICES

	<u>Amount</u>	<u>% Inc (Dec)</u>
FY 2009 - 2010	11,570,096	-2.39%
FY 2010 - 2011	13,294,971	14.91%
FY 2011 - 2012	13,296,014	0.01%
FY 2012 - 2013 - Estimated	15,439,365	16.12%
FY 2013 - 2014 - Budgeted	15,417,697	-0.14%

Charges for Services



Charges for Services represent 37.91% of the total revenue budgeted for FY 2013 - 2014 and is the city's second largest source of revenue. The City has eight funds that have charges - General Fund, Library Authority, Solid Waste Fund, District Court Fund, Sidewalk Program Fund, Water and Sewer Fund, Motor Pool, and Risk Management Fund.

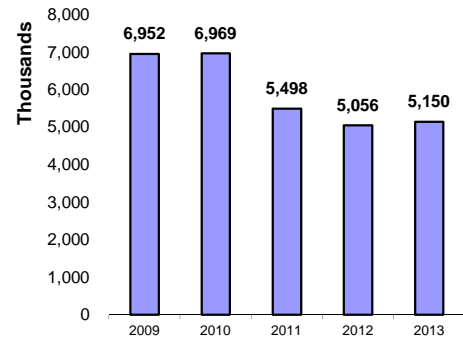
Charges for Services are fees paid for services rendered. Payment for recreation programs, solid waste pickup and disposal, court costs, replacement of sidewalks, insurance, repair and maintenance of vehicles and water and sewer are some of the charges the City collects. Fees are analyzed on an annual basis and adjusted if the cost of the service is greater than the revenue generated.

Charges for Water and Sewer represent 83.46% (\$12,600,023) of charges for services and are budgeted to increase 8.81%. The increase is due to the City of Detroit raising its rates for the purchase of water. The City will adjust rates accordingly to offset the cost of providing services for this revenue source.

GRANTS

	<u>Amount</u>	<u>% Inc (Dec)</u>
FY 2009 - 2010	6,952,057	0.32%
FY 2010 - 2011	6,969,461	0.25%
FY 2011 - 2012	5,498,480	-21.11%
FY 2012 - 2013 - Estimated	5,055,648	-8.05%
FY 2013 - 2014 - Budgeted	5,149,878	1.86%

Grants



Grants represent 12.66% of the total revenue budgeted for FY 2013 - 2014 and is the city's third largest source of revenue. The City has eleven funds that have grants - General Fund, Library Authority, Major Street Fund, Local Street Fund, Criminal Justice Training Fund, Caseflow Assistance Fund, CDBG Fund, COPS Grant Fund, District Court Fund and NSP Fund.

Grants are funds received from other sources such as the State of Michigan and the Federal Government. The largest source of grants is State Shared Revenue, which is budgeted to receive \$3.1 million in FY 2013 - 2014. State shared revenue is sales tax collected by the State of Michigan and distributed to cities and counties. It is under constant pressure as the State has continually reduced the amount distributed as it tries to balance it's budget. Expenditures will have to be cut should the State continue this practice.

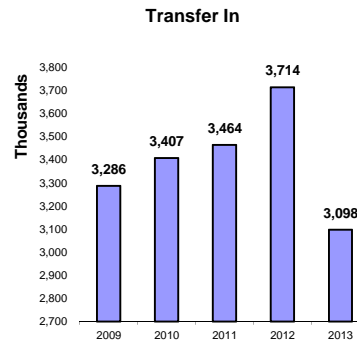
The Community Oriented Policing Services Grant Fund (COPS) is a Federal Grant that will provide \$681,363 for hiring and compensation of three Public Safety Officers for three years. The Neighborhood Stabilization Program Grant Fund is a federal grant that will provide \$120,000 for the purchase and rehabilitation of foreclosed homes in the City.

The City will continue to monitor and apply for grants that are available to help pay for services or improve the quality of life of it's citizens.

**CITY OF OAK PARK
2013 - 2014 BUDGET
ANALYSIS OF REVENUE SOURCES
OVERVIEW - ALL FUNDS**

TRANSFER IN

	Amount	% Inc (Dec)
FY 2009 - 2010	3,286,461	-10.81%
FY 2010 - 2011	3,407,072	3.67%
FY 2011 - 2012	3,464,289	1.68%
FY 2012 - 2013 - Estimated	3,713,667	7.20%
FY 2013 - 2014 - Budgeted	3,097,531	-16.59%

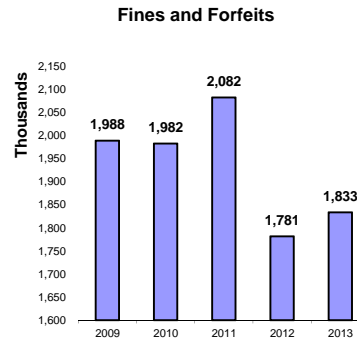


Transfers In represent 7.62% of the total revenue budgeted for FY 2013 - 2014 and is the city's fourth source of revenue. The City has seven funds that have transfers in - General Fund, Local Street Fund, District Court Fund, Water and Sewer Fund, Central Services Fund, Risk Management Fund and Retiree's Health Care Fund - District Court Employees Fund.

Transfers In are funds that are transferred from one fund that performs a service for another fund. The decrease in transfers are the result of monies transferred from the General Fund to the District Court Fund to help off-set Court expenses. The General Fund transferred the same amount as FY 2012-2013 to the Risk Management Fund due to decreasing insurance premiums.

FINES AND FORFEITS

	Amount	% Inc (Dec)
FY 2009 - 2010	1,988,116	-2.22%
FY 2010 - 2011	1,981,754	-0.32%
FY 2011 - 2012	2,081,556	5.04%
FY 2012 - 2013 - Estimated	1,781,428	-14.42%
FY 2013 - 2014 - Budgeted	1,833,322	2.91%

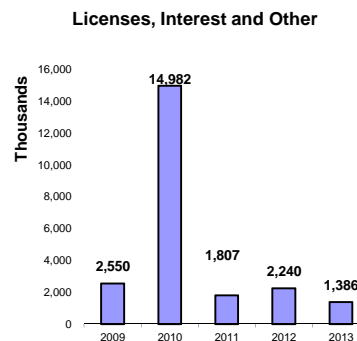


Fines and Forfeits represent 4.61% of the total revenue budgeted for FY 2013 - 2014 and is the city's fifth largest source of revenue. The City has five funds that have fines - General Fund, Library Authority, Narcotics Forfeiture Fund, Municipal Building Construction Fund, and Retirees Health Care Fund - District Court Employees.

Fines are fees paid for tickets written by the Public Safety Department and levied by the District Court. The amount of fines is directly related to the number of traffic tickets written. The number of tickets written in 2012 was 1,215 less than the amount written in 2011. However, due to Grant funding, Public Safety staff has been added and it is expected that fines will increase by 9.7% for FY 2013-2014.

LICENSES & PERMITS, INTEREST, and OTHER REVENUE

	Amount	% Inc (Dec)
FY 2009 - 2010	2,550,223	-22.85%
FY 2010 - 2011	14,981,719	487.47%
FY 2011 - 2012	1,807,075	-87.94%
FY 2012 - 2013 - Estimated	2,239,936	23.95%
FY 2013 - 2014 - Budgeted	1,386,013	-38.12%



Other Revenue represents 2.58% of the total revenue budgeted for FY 2013 - 2014 and is the city's sixth largest source of revenue. The City has five funds that have other revenue - General Fund, Major Street Fund, Motor Pool, Risk Management Fund and Retire Health Care Fund - General Employees. The majority of this revenue is franchise and cell tower rental fees. A small increase is anticipated.

Bond proceeds of \$13,326,647 in FY 2010-2011 is the reason for the large increase in that year.

Licenses & Permits represent .72% of the total revenue budgeted for FY 2013 - 2014. The General Fund is the only fund with this revenue source which contains amounts for building and construction permits. It is expected that this revenue will continue to increase as the economy improves and investment in the city's housing stock rebounds

Interest represents 0.10% of the total revenue budgeted for FY 2013 - 2014. All funds with fund balance or cash reserves will receive interest. Interest rates are at a historical low and revenue is expected to remain flat.

CITY OF OAK PARK

GENERAL FUND

OVERVIEW

The City's General Fund contains the budgetary and financial controls for all the City's activities and functions which are not accounted for in other specialized funds, which contain restrictions on the usage of the fund's assets, mandated by City Charter, State Statute or bond covenants. This fund contains budgets for all Operating Departments. The General Fund uses the current financial resources measurement focus and the modified accrual basis of accounting for budgeting which recognizes revenue when it is both measurable and available. Expenditures are recognized as soon as a liability is incurred.

The General Fund has surplus for the Fiscal Year of 2013-2014 – revenues are greater than anticipated expenditures. The Undesignated General Fund Balance is anticipated to be \$1,287,124.

REVENUE

The proposed budget recommends revenues in the General Fund of \$16,081,960 - a decrease of \$1,108,123 or 6.45% under the budget appropriation of \$17,190,083 in FY 2012-2013.

EXPENDITURES

The total appropriation for the General Fund is \$16,004,236 – a decrease of 3.12% from budgeted expenditures of \$16,520,180 in FY 2012-2013.

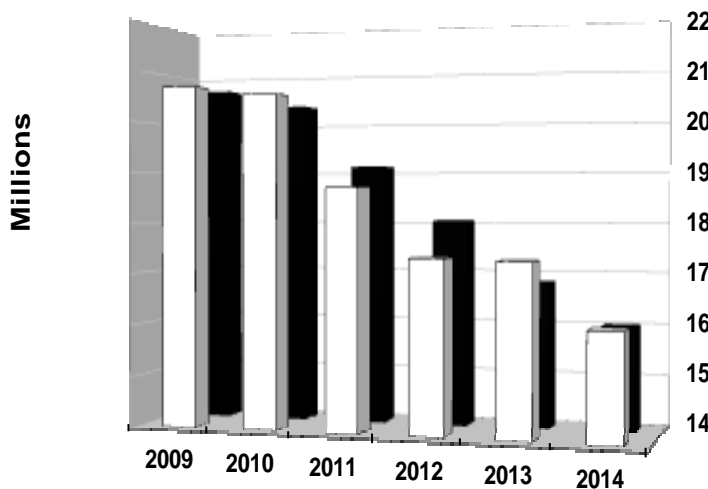
FUND BALANCE

It is estimated that the City's Undesignated General Fund Balance will be \$1,287,124 at the end of FY 2013-2014. This is projected to be 8% of operating revenues and 8.04% of operating expenditures.

PERFORMANCE OBJECTIVES

The Undesignated Fund Balance will be maintained at not less than 10% of operating revenues and not less than 8.33% (one month) of operating expenditures.

TOTAL REVENUE AND EXPENDITURES



	2009	2010	2011	2012	2013	2014
□ Revenues	20.67	20.50	18.71	17.38	17.34	16.08
■ Expenditures	20.67	20.34	19.11	18.05	16.82	16.00

CITY OF OAK PARK

GENERAL FUND - EXPENDITURES

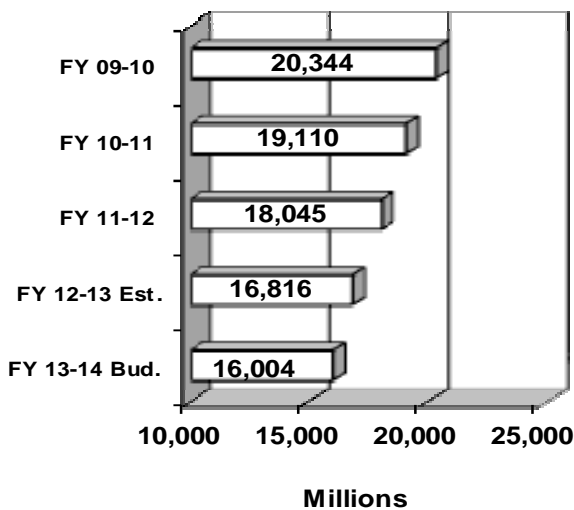
EXPENDITURES

The total appropriation for the General Fund is \$16,004,236 – a decrease of \$515,944 or 6.57% under the budget appropriation of \$16,520,180 in FY 2012-2013.

General Fund Expenditures have decreased an average of 5.17% over the past five years while revenues have decreased 5.70% during the same time period. However revenues have decreased 7.24% between FY 2012-2013 and 2013-14. As a result, Fund Balance is affected. Undesignated Fund Balance for Fiscal Year 2013-2014 is \$1,287,124. Lowering expenditures in capital improvements and negotiated wages and fringe benefits have accounted for decreases in expenditures. A balanced budget is presented for FY 2013-2014. An attempt will be made to present a balanced budget for the next 3-5 years.

fringe benefits paid employees and/or retirees. Anticipated decreases in wages and fringe benefits have accounted for this decrease. The rate of decline for wages and fringe benefits is expected to continue until economic conditions improve.

Total General Fund Expenditures

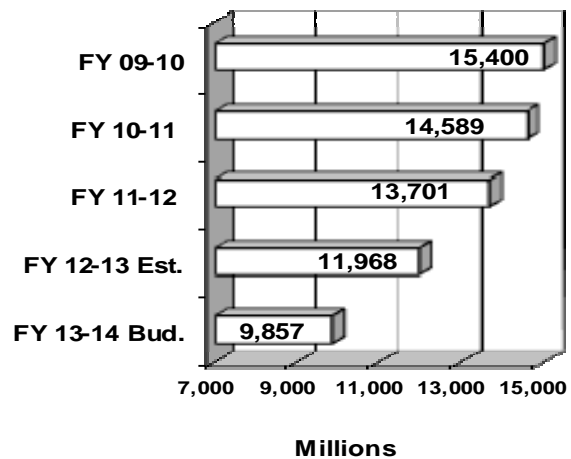


Budgeted Expenditures by line item are detailed in each department's budget. It is expected that the percent of the budget spent on each department will continue to decline. See the graph "Budgeted Expenditures By Classification" for a break-down of expenditures by department.

Personal Services

Personal Services represent 61.58% of General Fund Expenditures and is the largest source of expenditures. Personal Service Expenditures are wages and

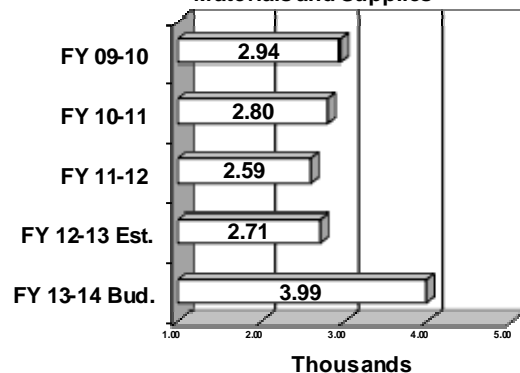
Personal Services



Materials & Supplies

Materials and Supplies represent 2.50% of General Fund expenditures. It is expected that this trend will continue.

Materials and Supplies

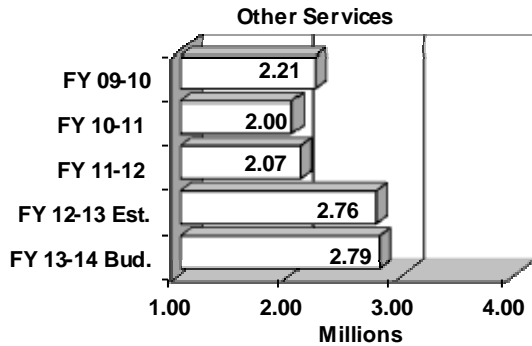


CITY OF OAK PARK

GENERAL FUND - EXPENDITURES

Other Services

Other Services represent 17.45% of General Fund expenditures. These expenditures are for services rendered by outside professionals, utilities, conferences, training, printing, repairs, and other miscellaneous costs experienced in the daily operation of the City. These items have historically been approximately 10-17% and this trend is expected to continue.



Capital Outlay

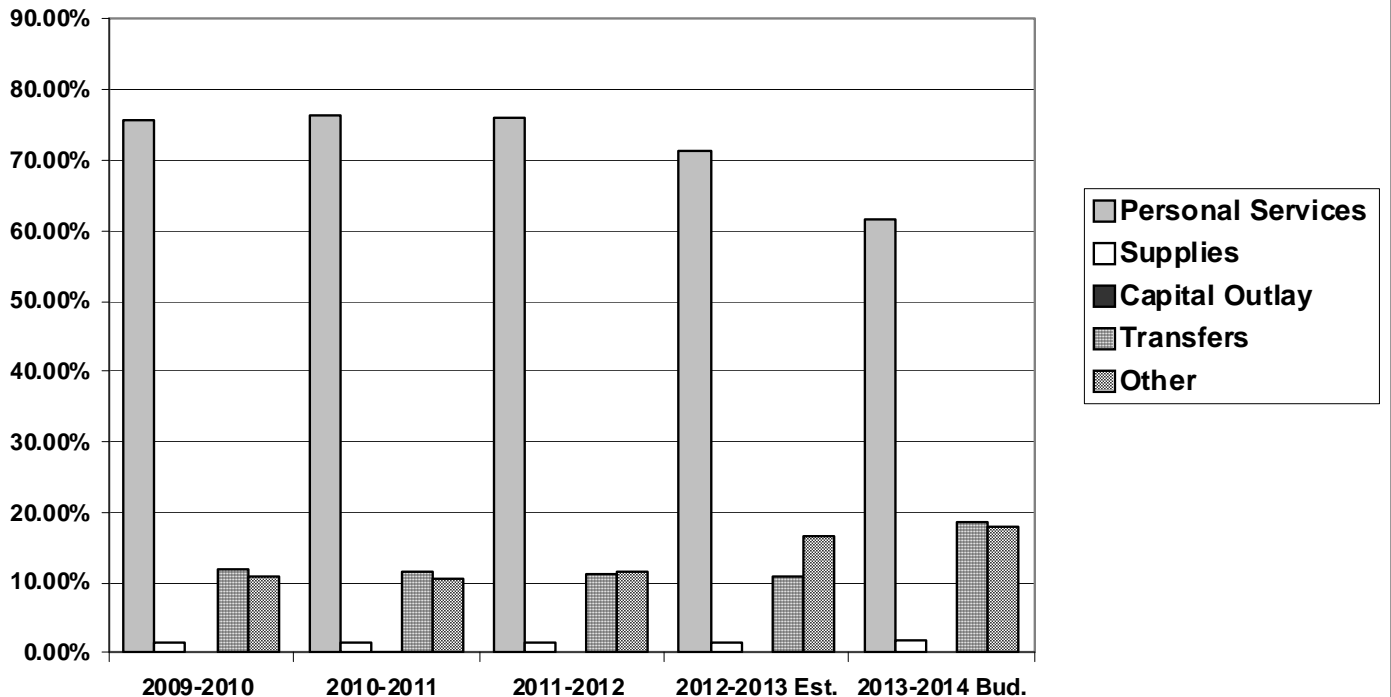
There are no Capital purchases represented in General Fund expenditures. Budget constraints have caused allocations to remain relatively low, to non-existent, each year. See General Fund – Capital Outlay in this section for a detailed discussion of Capital Outlay.

Transfer to Other Funds

Transfers to other funds represent 18.75% of the General Fund budget. This includes transfers to the Central Services, District Court, Risk Management and Retirees Health Care Funds. The transfer to the Risk Management Fund of \$110,000 is for costs for the City's property and liability insurance. This is the same allocation made in FY 2012-2013.

Due to cut-backs in Federal Grant assistance, transfers for various grant funding have been eliminated. Any future funding from these sources remains uncertain at this time.

Total Expenditures - General Fund As a Percent of Total Budget



**CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
GENERAL FUND**

ACTIVITY / NAME OF ACCOUNT	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPARTMENT REQUEST FY 2013-2014	CITY MANAGERS RECOMMENDED FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
<u>GENERAL GOVERNMENT</u>							
Council	100,190	100,815	67,337	93,315	101,352	101,990	104,490
City Manager	310,157	328,769	269,774	397,261	331,133	331,133	356,133
Community & Economic Development	0	0	0	0	179,531	147,486	177,486
Information Technology	184,468	182,315	107,586	183,615	193,911	186,181	186,181
City Attorney	165,815	170,000	138,416	170,110	170,100	190,960	190,960
Prosecuting Attorney	104,730	94,999	69,076	94,999	97,256	52,000	57,000
Labor Attorney	64,800	55,000	50,000	55,000	55,000	55,000	55,000
Elections	191,575	140,783	96,205	136,270	228,926	204,556	204,556
City Clerk	130,919	125,588	93,054	127,735	152,108	123,738	128,738
Finance & Administrative Services	888,473	615,102	434,664	635,190	757,484	761,082	789,048
Public Information	225,127	174,964	132,504	180,547	214,697	228,636	239,136
Technical & Planning Services	1,654,671	1,524,262	879,497	1,292,421	1,509,380	1,509,380	1,681,761
TOTAL GENERAL GOVERNMENT	4,020,925	3,512,597	2,338,113	3,366,463	3,990,878	3,892,142	4,170,489
Public Safety	8,453,443	7,172,509	4,430,003	7,104,542	6,172,447	6,152,996	6,269,996
Public Works	73,138	309,865	172,847	262,622	189,690	189,690	189,690
Recreation	866,832	634,635	372,939	641,658	651,466	651,466	651,466
TOTAL DEPARTMENTAL	13,414,338	11,629,606	7,313,902	11,375,285	11,004,481	10,886,294	11,281,641
<u>NON-DEPARTMENTAL</u>							
Retirees Health Care	2,316,610	2,675,048	1,854,733	2,860,644	1,528,975	1,528,975	1,528,975
Retirees Life Insurance	1,647	1,730	1,060	1,411	878	878	878
Retirees Dental	102,128	90,000	50,170	76,234	18,001	18,001	18,001
Unemployment Compensation	17,661	238,500	0	77,535	30,000	30,000	30,000
Community Promotion	8,067	0	2,922	2,922	0	0	0
Telephone System	5,078	7,000	2,015	7,000	7,000	7,000	7,000
Unforeseen Expense	6,578	10,000	192	5,000	10,000	10,000	10,000
Memberships & Dues	20,709	23,673	10,255	23,673	23,673	23,673	23,673
Refunds & Rebates	141,003	150,000	134,619	576,888	150,000	150,000	150,000
TOTAL NON-DEPARTMENTAL	2,619,481	3,195,951	2,055,966	3,631,307	1,768,527	1,768,527	1,768,527
TOTAL EXPENDITURES	16,033,819	14,825,557	9,369,868	15,006,592	12,773,008	12,654,821	13,050,168
<u>TRANSFERS-OUT</u>							
Transfer to Central Services	75,000	75,000	50,000	75,000	60,000	60,000	60,000
Transfer to District Court	1,771,704	1,375,000	916,667	1,375,000	1,613,873	1,510,460	1,522,460
Transfer to Public Safety Retirement PA 345	0	0	0	0	835,686	835,686	835,686
Transfer to COPS Grant	0	0	0	20,000	72,503	72,503	72,503
Transfer to Debt Service	0	79,623	53,082	79,623	77,873	77,873	102,873
Transfer to Risk Management	110,000	110,000	73,334	110,000	110,000	110,000	110,000
Transfer to Library Authority	0	0	0	95,485	101,199	108,546	108,546
Transfer to City Owned Property	55,000	55,000	36,667	55,000	10,000	10,000	10,000
Transfer to Motor Pool	0	0	0	0	40,000	40,000	132,000
TOTAL TRANSFERS-OUT	2,011,704	1,694,623	1,129,750	1,810,108	2,921,134	2,825,068	2,954,068
EXPENDITURES & TRANSFERS OUT	18,045,523	16,520,180	10,499,618	16,816,700	15,694,142	15,479,889	16,004,236
LESS: REVENUE & TRANSFERS IN	\$17,383,203	\$17,190,083	\$14,096,779	\$17,374,255	\$15,959,500	\$15,959,500	\$16,081,960
EXCESS / DEFICIT	(662,320)	669,903	3,597,161	557,555	265,358	479,611	77,724
Beginning Fund Balance	1,514,165	835,648	851,845	851,845	1,409,400	1,409,400	1,409,400
Ending Fund Balance	851,845	1,505,551	4,449,006	1,409,400	1,674,758	1,889,011	1,487,124
Reserved - Prepaid Expenses	239,780	200,000	N/A	200,000	200,000	200,000	200,000
Unreserved Fund Balance	612,065	1,305,551	N/A	1,209,400	1,474,758	1,689,011	1,287,124

CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
GENERAL FUND - CITY COUNCIL APPROVED BUDGET

ACCOUNT NUMBER AND NAME	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER SERVICES	CAPITAL & DEBT	TRANSFERS	TOTAL COST	PERCENT OF TOTAL
<u>GENERAL GOVERNMENT</u>							
Council	99,990	100	4,400	0	0	104,490	0.65%
City Manager	305,283	7,500	43,350	0	0	356,133	2.23%
Community & Economic Development	86,786	1,000	89,700	0	0	177,486	1.11%
Information Technology	106,731	15,000	64,450	0	0	186,181	1.16%
City Attorney	0	5,000	185,960	0	0	190,960	1.19%
Prosecuting Attorney	0	5,000	52,000	0	0	57,000	0.36%
Labor Attorney	0	0	55,000	0	0	55,000	0.34%
Elections	78,556	15,000	111,000	0	0	204,556	1.28%
City Clerk	78,556	6,000	44,182	0	0	128,738	0.80%
Financial & Administrative Services	695,568	15,000	78,480	0	0	789,048	4.93%
Public Information	145,321	6,000	87,815	0	0	239,136	1.49%
Technical & Planning Services	481,566	39,100	1,161,095	0	0	1,681,761	10.51%
TOTAL GENERAL GOVERNMENT	2,078,357	114,700	1,977,432	0	0	4,170,489	26.06%
Public Safety	5,751,896	217,000	301,100	0	0	6,269,996	39.18%
Public Works	34,490	8,000	147,200	0	0	189,690	1.19%
Recreation	414,644	59,699	177,123	0	0	651,466	4.07%
TOTAL DEPARTMENTAL	8,279,387	399,399	2,602,855	0	0	11,281,641	70.49%
<u>NON-DEPARTMENTAL</u>							
Retirees Health Care	1,528,975	0	0	0	0	1,528,975	9.55%
Retirees Life Insurance	878	0	0	0	0	878	0.01%
Retirees Dental	18,001	0	0	0	0	18,001	0.11%
Unemployment Compensation	30,000	0	0	0	0	30,000	0.19%
Utilities - Telephone	0	0	7,000	0	0	7,000	0.04%
Unforeseen Expense	0	0	10,000	0	0	10,000	0.06%
Memberships & Dues	0	0	23,673	0	0	23,673	0.15%
Refunds & Rebates	0	0	150,000	0	0	150,000	0.94%
TOTAL NON-DEPARTMENTAL	1,577,854	0	190,673	0	0	1,768,527	11.05%
TOTAL EXPENDITURES	9,857,241	399,399	2,793,528	0	0	13,050,168	81.54%
<u>TRANSFERS-OUT</u>							
Transfer to Central Services	0	0	0	0	60,000	60,000	0.37%
Transfer to District Court	0	0	0	0	1,522,460	1,522,460	9.51%
Transfer to Public Safety Retirement	0	0	0	0	835,686	835,686	5.22%
Transfer to COPS Grant	0	0	0	0	72,503	72,503	0.45%
Transfer to Debt Service	0	0	0	0	102,873	102,873	0.64%
Transfer to Risk Management	0	0	0	0	110,000	110,000	0.69%
Transfer to Library Authority	0	0	0	0	108,546	108,546	0.68%
Transfer to City Owned Property	0	0	0	0	10,000	10,000	0.06%
Transfer to Motor Pool	0	0	0	0	132,000	132,000	0.82%
TOTAL TRANSFERS-OUT	0	0	0	0	2,954,068	2,954,068	18.46%
EXPENDITURES & TRANSFERS OUT	9,857,241	399,399	2,793,528	0	2,954,068	16,004,236	
PER CENT OF TOTAL	61.58%	2.50%	17.45%	0.00%	18.46%		

CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
EXPENDITURE SUMMARY

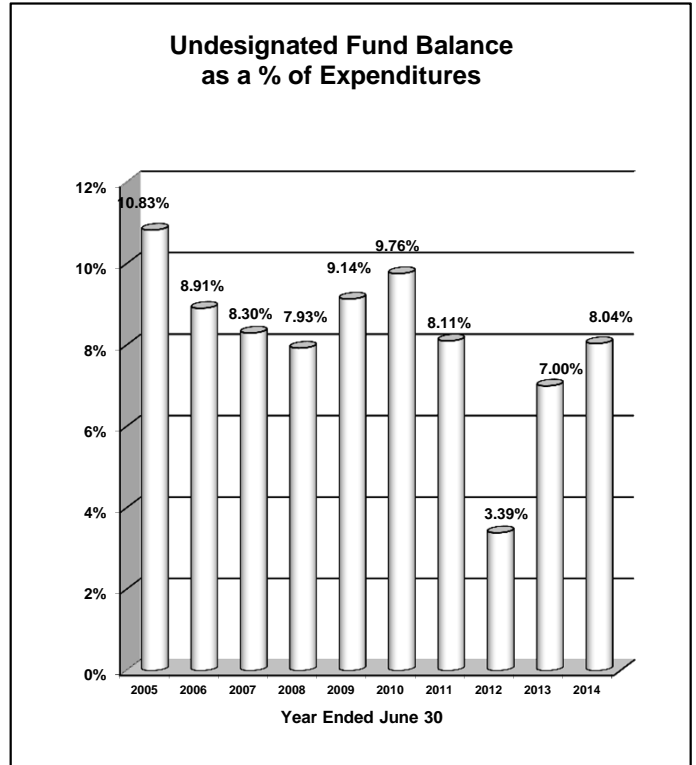
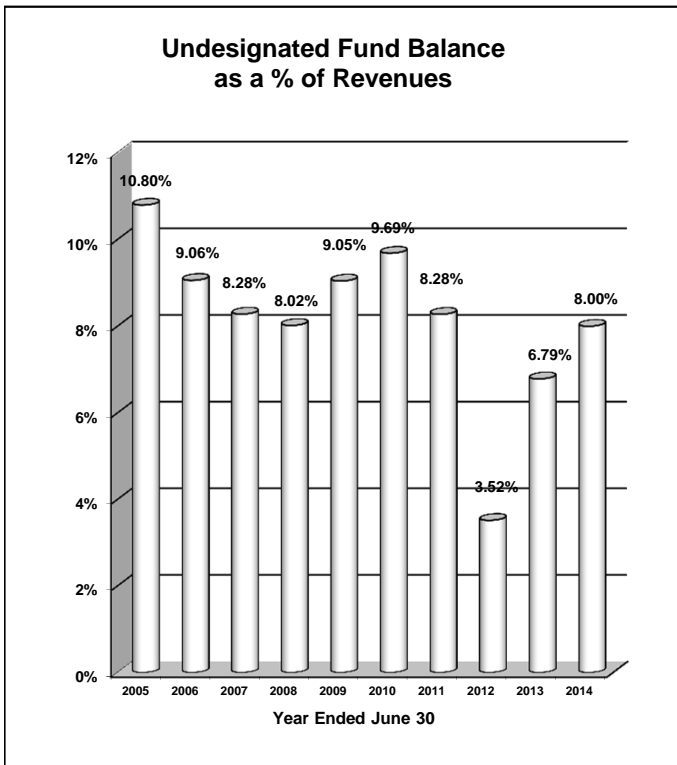
FUND GENERAL
DEPARTMENT ALL DEPARTMENTS
ACTIVITY TOTALS
FUND NUMBER 101

ACCT. NO.	ACCOUNT NO. / NAME	PRIOR YR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	6,992,636	5,423,031	3,509,089	5,547,310	6,126,284	5,902,511	6,010,587
712	Employee Benefits	4,270,893	3,470,117	2,278,206	3,405,086	2,153,483	2,153,529	2,268,800
726	Materials & Supplies	259,728	275,537	85,111	179,596	271,399	272,399	394,399
727	Nursery Stock	0	5,000	0	2,000	5,000	5,000	5,000
801	Professional Services	533,467	464,861	312,779	477,506	552,000	576,500	551,500
803	Medical Services	1,147	2,500	478	2,200	1,700	1,700	1,700
804	Employee Recruitment	152	2,500	13,095	15,887	13,420	1,250	1,250
818	Contractual Services	208,036	415,050	295,342	377,148	502,733	595,443	595,443
860	Transportation	13,797	25,880	4,675	10,918	15,880	15,880	15,880
864	Conferences & Workshops	150	0	78	40	1,500	2,000	2,000
900	Printing & Publications	47,378	24,450	15,772	9,593	32,350	37,350	47,850
901	Newspaper Postings	10,509	12,000	1,824	5,500	12,500	12,500	12,500
920	Utilities - Telephone	36,815	53,850	23,722	38,974	28,950	28,950	28,950
921	Utilities - Heating	41,339	65,000	28,568	50,000	50,000	50,000	65,000
922	Utilities - Water	29,511	30,000	16,280	30,000	30,000	30,000	30,000
923	Utilities - Electricity	678,506	698,700	425,794	689,048	686,700	686,700	698,700
930	Repairs & Maintenance	141,882	281,570	76,177	146,827	234,600	228,100	228,100
940	Rentals	82,127	270,680	187,845	301,218	175,480	175,480	175,480
956	Miscellaneous	30,745	34,900	7,513	22,262	34,960	34,010	64,010
958	Memberships & Dues	10,682	9,965	6,980	13,835	14,477	15,427	16,427
960	Education & Training	24,838	64,015	24,926	50,337	61,065	61,565	68,065
970	Capital Outlay	0	0	(352)	0	0	0	0
989	Non-Departmental	4,631,185	4,890,574	3,185,716	5,441,415	4,689,661	4,593,595	4,722,595
	GENERAL FUND TOTAL	18,045,523	16,520,180	10,499,618	16,816,700	15,694,142	15,479,889	16,004,236

CITY OF OAK PARK
Undesignated Fund Balance as a Percentage of Revenues and Expenditures
Fiscal Years 2004-2005 to 2013-2014

	<u>Revenues</u>	<u>Undesignated Fund Balance</u>	<u>Percentage</u>	<u>Expenditures</u>	<u>Undesignated Fund Balance</u>	<u>Percentage</u>
FY 2004-2005	19,655,760	2,122,398	10.80%	19,595,806	2,122,398	10.83%
FY 2005-2006	20,617,174	1,868,092	9.06%	20,967,132	1,868,092	8.91%
FY 2006-2007	21,157,908	1,752,635	8.28%	21,111,339	1,752,635	8.30%
FY 2007-2008	21,138,818	1,695,836	8.02%	21,380,684	1,695,836	7.93%
FY 2008-2009	21,372,802	1,933,449	9.05%	21,159,701	1,933,449	9.14%
FY 2009-2010	20,500,381	1,986,008	9.69%	20,344,751	1,986,008	9.76%
FY 2010-2011	18,715,136	1,549,260	8.28%	19,110,274	1,549,260	8.11%
FY 2011-2012	17,383,203	612,065	3.52%	18,045,523	612,065	3.39%
FY 2012-2013 Est.	17,342,255	1,177,400	6.79%	16,816,700	1,177,400	7.00%
FY 2013-2014 Bud.	16,081,960	1,287,124	8.00%	16,004,236	1,287,124	8.04%

It is the goal of the City of Oak Park to maintain Undesignated Fund Balance at not less than 10% of revenues and not less than 8.33% of expenditures.



CITY OF OAK PARK

2013-2014 Budget

General Fund

Listing of Memberships and Dues by Department

Organization	Amount
<u>City Council</u>	
Michigan Association of Mayors	230
Michigan Municipal League	70
United States Conference of Mayors	130
Women's Official Network	70
<u>City Manager</u>	
SHRM/ICMA/MIPRIMA	2,000
IPMA-HR/ASPA/MPELRA/MLGM	1,300
Eight Mile Blvd. Association/OPBEA	700
<u>City Clerk</u>	
International Institute of Municipal Clerks	367
Michigan Association of Parliamentarians	75
Michigan Association of Municipal Clerks	90
National Association of Parliamentarians	100
Oakland County Clerks Association	50
<u>Finance</u>	
Associations of Government Accountants	125
Government Finance Officers Association	375
Michigan Government Finance Officers Association	150
Association of Public Treasurers	172
Michigan Assessors Association	225
State of Michigan Assessing Certification	325
Michigan Association of Certified Public Accountants	60
Michigan Municipal Treasurers Association	200
Michigan Notary Service	38
Oakland County Association of Assessing Officers	45
Oakland County Treasurers Association	40
Southeastern Chapter Michigan Assessors Association	45
<u>Technical & Planning</u>	
Code Officials Conference of Michigan	40
Huron Valley Code Officials	85
International Association of Electrical Inspectors	40
International Code Council	100
Michigan Association of Animal Control Officers	60
Michigan Association of Code Enforcement Officers	120
Michigan Society of Planning Officials	700
National Animal Control Association	125
Oakland County Building Officials Association	35
South East Michigan Building Officials and Inspectors Association	240

CITY OF OAK PARK

2013-2014 Budget

General Fund

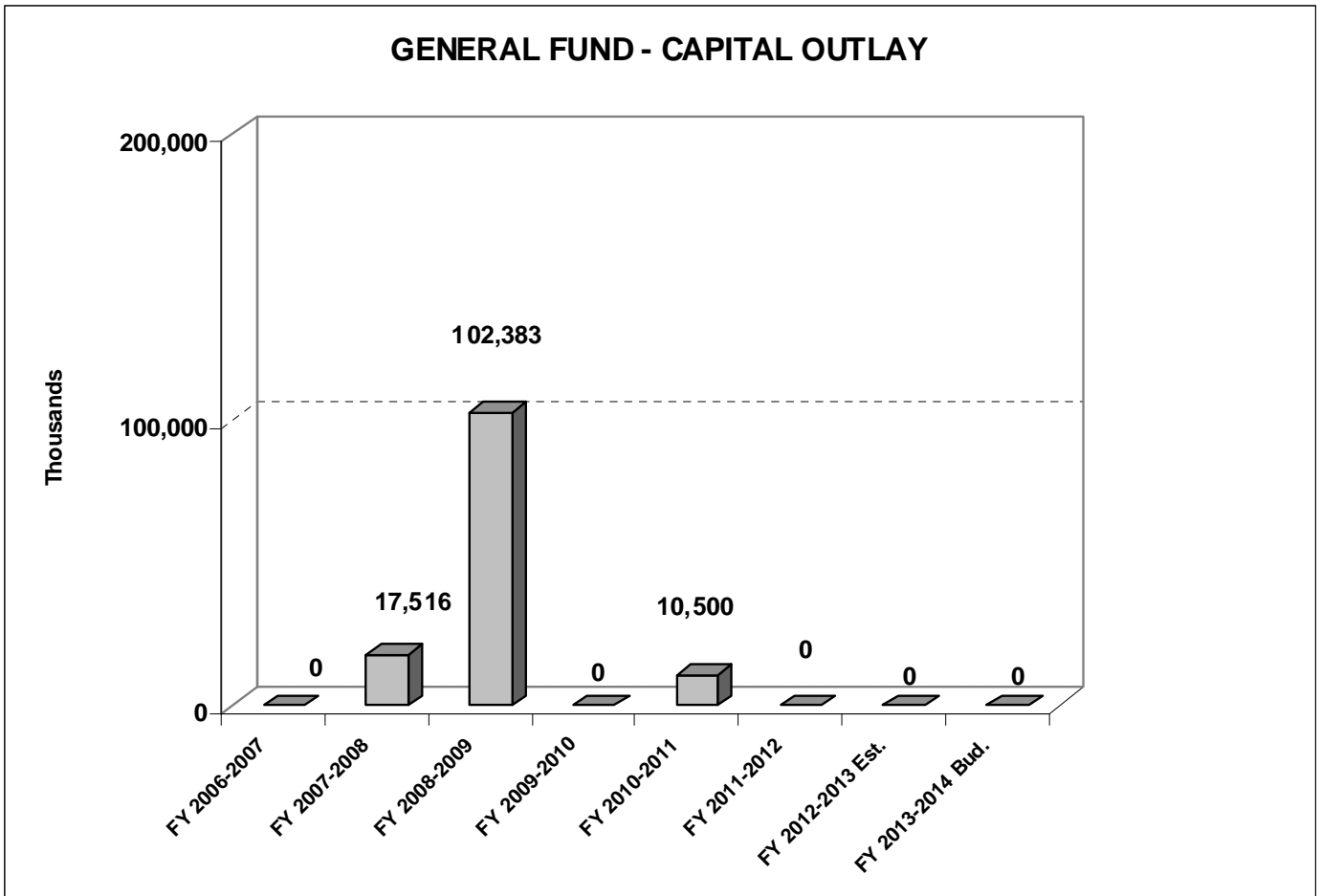
Listing of Memberships and Dues by Department

Organization	Amount
<u>Recreation</u>	
Michigan Recreation & Park Association	800
Northwest Recreation & Park Association	100
<u>Public Safety</u>	
Crime Prevention Association of Michigan	40
Costco Membership	55
FBI LEEDA Membership	40
FBI National Academy	55
Hostage Negotiators of America	45
International Association of Law Enforcement Firearms Instructors	120
International Association of Chiefs of Police	120
International Association of Fire Chiefs	120
Juvenile Officers of Michigan	50
Law Enforcement Records Management Association	35
Macomb Community College Fire Membership	500
Michigan Association of Chiefs of Police	230
C.E. Solutions Training Association	200
Michigan Fire Inspector Society	30
National Fire Prevention Association	60
National Tactical Officers Association	60
NTOA - Crisis Negotiator	45
Oakland County Arson/Fire Investigations	60
Oakland County Chiefs of Police	30
Oakland County Fire Prevention Society	30
Oakland County Medical Control	75
Oakland County Mutual Aid Association	2,500
Southeastern Michigan Association of Chiefs of Police	
<u>Public Works</u>	
International Society of Arborcare	350
Michigan Green Industry Association	450
Miscellaneous Memberships	700
<u>Non-Departmental</u>	
Eight Mile Blvd. Association	1,980
Michigan Municipal League	9,433
Traffic Improvement Association	8,700
Southeast Michigan Council of Governments	3,560
Total 2013-2014 Budget	39,100

**CITY OF OAK PARK
2013 – 2014 BUDGET
GENERAL FUND – CAPITAL EXPENDITURES**

Capital expenditure requests include equipment with a value greater than \$5,000 and are expected to have a useful life of at least two years. Requests are submitted by departments to the City Manager who recommends purchases to the City Council. Departments are also required to submit estimates of the Capital requirements for the ensuing five years (See Capital Projects section of this budget). The five year capital plan is submitted to the Planning Commission for their input and recommendations. The plan is compared to the City of Oak Park Master Plan and the Recreation Master Plan to ensure that goals are met. Each department must present a rational for their requests and an estimate of how the request will affect future operating budgets.

As a result of an overall decrease in revenue, there were no requests for Fiscal Year 2013-2014. A large portion of expenditures during the preceding eight Fiscal Years were for upgrading the City’s computer system and repairs to City buildings. It is expected that Capital expenditure projections will remain low until there is an economic upturn. The graph below shows Capital expenditures budgeted over the past seven years.



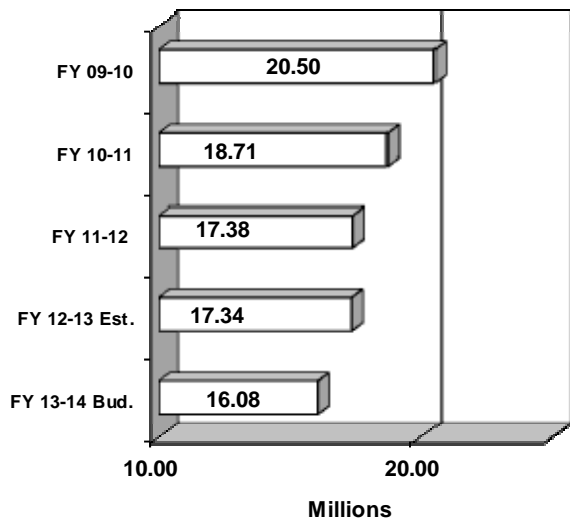
CITY OF OAK PARK

GENERAL FUND – MAJOR REVENUE TRENDS

REVENUE ASSUUMPTIONS

The budget recommends revenues in the General Fund of \$16,081,960, a decrease of 6.45% from budgeted revenues of \$17,190,083 in FY 2012-2013.

Total General Fund Revenue



General Fund revenues have decreased an average of 5.6% over the past five years. It is expected that revenue will continue to decrease depending on the stabilization of the economy and the political climate.

A 6.45% decrease is expected in overall revenue from FY 2012-2013 to FY 2013-2014. This is due to decreased Revenue Sharing, a decline in property tax collections and low interest returns.

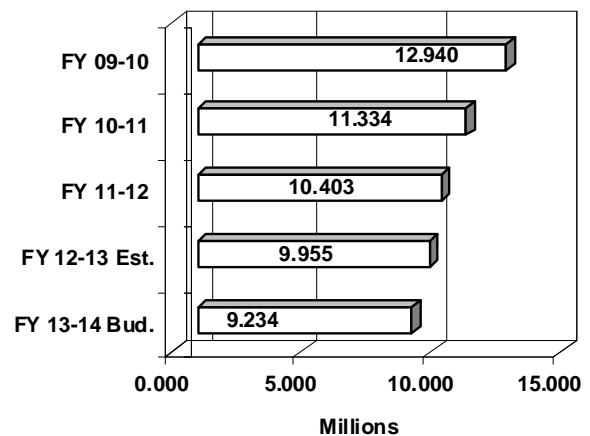
Property Taxes

Property taxes represent 57.35% of General Fund revenue and is the largest source of revenue for the City. This is based on property values in the City and the amount of property tax that can be levied is limited by "Proposal A", which was approved by Michigan voters in March, 1994. Proposal A limits the amount taxes can be increased to 5% or the inflation rate, whichever is lower. The inflation rate for 2013 is 2.4%.

Property tax revenues are based on a total tax rate of 16.3563 mills (16.3563 per \$1,000 Taxable Value) calculated on a Taxable Value of \$434,243,830. Real property taxes that are delinquent March 1, 2013 will be sold to the County Treasurer. Therefore, real property taxes will be 100% collectable for cash flow purposes. Taxes on Personal Property account for the amount of uncollected property tax revenue. However changes in the State of Michigan Tax Law may affect this in the future.

The fee paid by the Taxing Jurisdictions for collection of their taxes is expected to increase 2.85% from \$271,040 in FY 2012-2013 to \$279,000 in FY 2013-2014.

Property Taxes



The above graph shows decreased property tax revenue. It is expected that this trend will temporarily continue until the economy and housing market become stronger.

Licenses and Permits

Licenses and permits represent 1.84% of General Fund revenues. The City requires various licenses or permits to be acquired to perform certain functions within the City's jurisdiction. Business Licenses and Building Permits represent the largest portion of this revenue source. Businesses are required to obtain an annual license to operate. Building Permits are required to perform construction within the City.

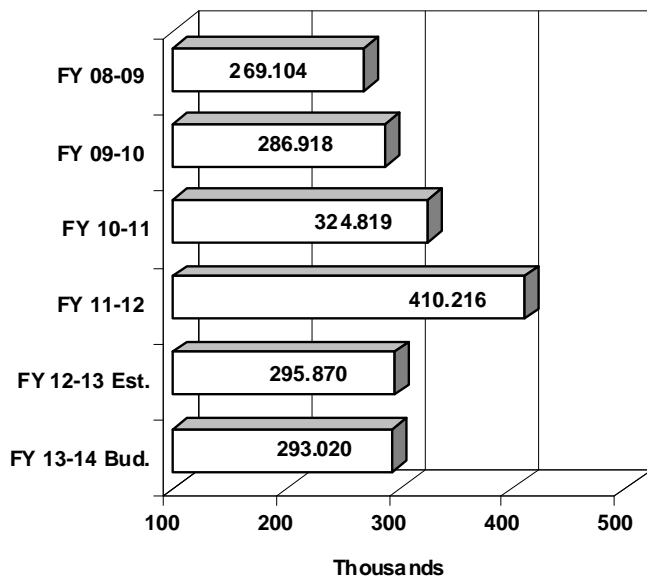
CITY OF OAK PARK

GENERAL FUND-MAJOR REVENUE TRENDS

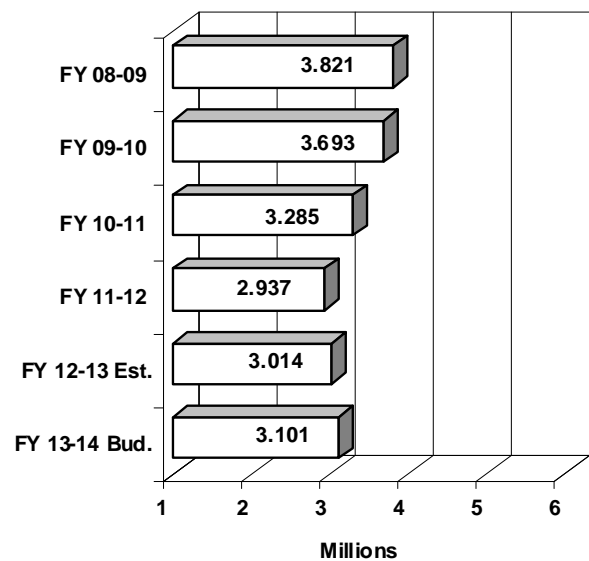
Revenue from Licenses & Permits represent a small part of the overall funds received by the City, however the number of Merchants Licenses issued is an indicator of the performance of the economy in the City. The number of Merchant Licenses increased from 667 licenses issued in 2011 to 575 issued in 2012 (See City Clerk's budget). The revenue assumption for Merchant Licenses during FY 2013-2014 is \$78,000.

Although this is a recurring revenue source, the amount received is volatile because the total amount of revenue shared by the State of Michigan is dependent on the performance of the economy.

Licenses and Permits



State Shared Revenues



State Shared Revenues

State Shared Revenues represent 19.45% of General Fund revenues. The State of Michigan shares revenues that are collected in the City by the State. These revenues include Sales Tax and Income Tax. A small increase of 3.28% is expected for revenue sharing during FY 2013-2014. The amount of \$3,101,662 is the estimated State revenue sharing portion to be received during FY 2013-2014 compared to \$3,000,000 that was anticipated for Fiscal Year 2012-2013. This is due to economic conditions resulting in less sales tax and the State of Michigan adjusting the revenue sharing formula.

Charges for Services

Charges for Services represent .03% of General Fund revenue.

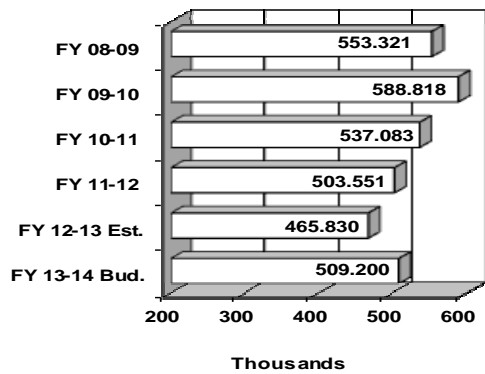
A service charge is a fee imposed upon the user for a service provided by the City. Certain services benefit an individual rather than the public, therefore the individual benefiting from the service pay for the cost. The charge is limited to the cost required to provide the service. The City evaluates costs annually and recommends appropriate changes to the City Council.

These charges are set by City Council Resolution or Ordinance. The charges for services are mainly charged for inspections and recreational activities. The revenues from fees are expected to decrease from \$529,600 for Fiscal Year 2012-2013 to \$509,200 in Fiscal Year 2013-2014.

CITY OF OAK PARK

GENERAL FUND – MAJOR REVENUE TRENDS

Charges for Services

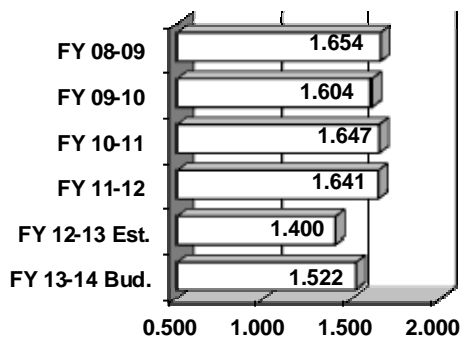


Charges for Services have been increasingly used by other cities as a way of recovering costs because other forms of income are either limited by statute, controlled by another jurisdiction, or subject to the performance of the economy. Because of these factors, especially the current economic conditions, substantial growth from this revenue source is not anticipated.

Fines and Forfeits

This category represents 9.47% of revenues. Fines are charged by the 45th District Court for violations of Federal, State, and Local laws. A portion of these are remitted to the City. \$1,522,460 in collections are anticipated during FY 2013-2014. This is a \$147,460 increase from funds anticipated to be received during FY 2012-2013.

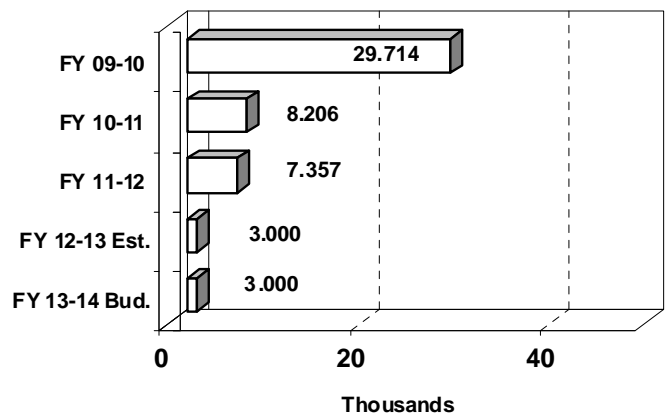
Fines & Forfeits



Interest Income

Interest Income is based on a 1% return on funds available for investment during the fiscal year and represents .02% of General Fund Revenues. Interest Income is budgeted at \$3,000 for FY 2013-2014, which was the same amount allocated for FY 2012-2013.

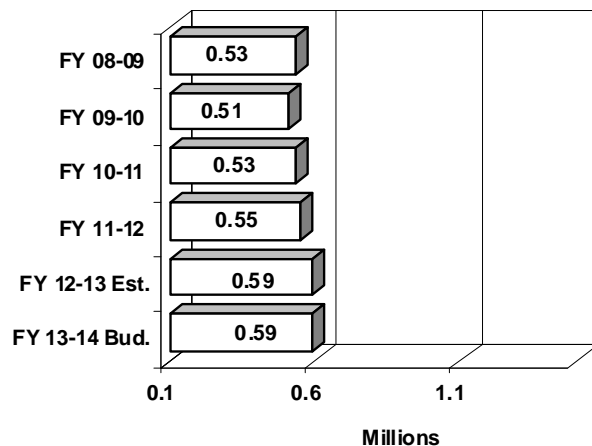
Interest Income



Interfund Charges

Inter-fund charges are the charges made by the General Fund to Non-General Fund activities for staff support. It is anticipated that the amounts charged will be stable and continue to show little or no growth.

Transfer From Other Funds



**CITY OF OAK PARK
REVENUE
GENERAL FUND
FISCAL YEAR 2013 - 2014 BUDGET**

ACCOUNT NO.	SOURCE	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	ESTIMATED YEAR END 2012-2013	CITY MANAGERS RECOMMENDED 2013-2014	CITY COUNCIL APPROVED 2013-2014
403.000	PROPERTY TAXES	9,841,575	9,461,623	9,407,148	9,415,000	8,704,798	8,704,798
404.000	OTHER TAX REVENUE - ADMIN. FEE	307,803	271,040	299,280	300,000	279,000	279,000
420.000	DELINQUENT PERSONAL PROPERTY TAX	13,759	15,000	12,942	15,000	15,000	15,000
445.000	PENALTIES & INTEREST ON TAXES	240,217	225,000	114,657	225,000	225,000	225,000
	TOTAL TAXES & TAX RELATED	\$10,403,354	\$9,972,663	\$9,834,027	\$9,955,000	\$9,223,798	\$9,223,798
451.000	BUSINESS LICENSES & PERMITS	70,360	70,000	71,468	72,000	78,000	78,000
452.000	BURGLAR ALARM PERMITS	1,594	1,200	852	1,150	1,000	1,000
453.000	EMERGENCY RESPONSE FEES	6,223	5,000	1,320	5,000	5,000	5,000
477.000	ANIMAL LICENSES	6,301	7,500	4,080	4,700	5,000	5,000
478.000	SIDEWALK PERMITS	17,219	12,000	23,789	25,000	15,000	15,000
479.000	BUILDING PERMITS	182,864	187,000	68,118	95,000	95,000	95,000
481.000	ELECTRICAL PERMITS	41,513	44,000	30,275	35,000	35,000	35,000
482.000	HEATING PERMITS	53,837	33,000	27,863	34,000	33,000	33,000
483.000	PLUMBING PERMITS	14,971	19,000	5,713	9,000	10,000	10,000
484.000	ZONING PERMITS & FEES	6,756	6,000	4,175	5,500	7,000	7,000
485.000	OTHER NON-BUSINESS LICENSES	8,552	8,000	6,360	9,500	9,000	9,000
486.000	BICYCLE REGISTRATIONS	26	100	6	20	20	20
	TOTAL LICENSES & PERMITS	\$410,216	\$392,800	\$244,019	\$295,870	\$293,020	\$293,020
545.000	LIQUOR LICENSES	5,613	6,000	0	5,600	5,600	5,600
568.000	ROYAL OAK TOWNSHIP	0	0	35,636	0	0	0
570.000	REIMBURSEMENTS - OTHER	15,942	820	0	820	820	820
574.000	STATE REVENUE SHARING	2,937,911	3,000,000	1,038,751	3,014,175	3,101,662	3,101,662
	TOTAL STATE GRANTS	\$2,959,466	\$3,006,820	\$1,074,387	\$3,020,595	\$3,108,082	\$3,108,082
602.000	WEDDING CEREMONIES	270	250	105	180	200	200
626.000	PASSPORT SERVICES	975	1,900	0	0	0	0
629.000	DOG POUND FEES	2,319	2,000	999	1,500	2,000	2,000
632.000	HOUSING INSPECTIONS	91,722	70,000	47,560	100,000	100,000	100,000
633.000	CAR POUND FEES	5,503	5,000	2,720	4,000	4,500	4,500
634.000	POLICE ALARM FEES	3,690	2,100	5,300	6,500	3,000	3,000
635.000	POLICE REPORTS	12,444	10,000	5,633	10,000	10,000	10,000
643.000	SCRAP METAL	1,773	1,300	333	600	500	500
644.001	ADMINISTRATION - MISCELLANEOUS	121	200	3,001	3,100	3,100	3,100
644.102	RENTALS	44,441	42,000	23,175	28,000	42,000	42,000
644.108	YOUTH ATHLETICS	33,438	38,000	8,111	11,000	25,000	25,000
644.111	BASEBALL SPONSOR FEES	1,650	1,600	0	1,600	1,600	1,600
644.112	MINI-GOLF	396	800	98	400	400	400
644.115	ADULT ATHLETICS	15,020	20,000	0	15,000	17,000	17,000
644.121	CAMPS	60,673	60,000	30,934	60,000	70,000	70,000
644.126	YOUTH INSTRUCTIONAL	28,316	46,000	12,790	28,000	28,000	28,000
644.132	ADULT INSTRUCTIONAL	19,390	24,000	10,431	19,000	24,000	24,000
644.139	FUNFEST	4,330	3,000	2,337	4,000	4,000	4,000
644.141	SPECIAL EVENTS	3,806	5,000	1,158	3,800	5,000	5,000
644.146	MUNICIPAL POOL	42,023	43,000	18,478	42,000	42,000	42,000

**CITY OF OAK PARK
REVENUE
GENERAL FUND
FISCAL YEAR 2013 - 2014 BUDGET**

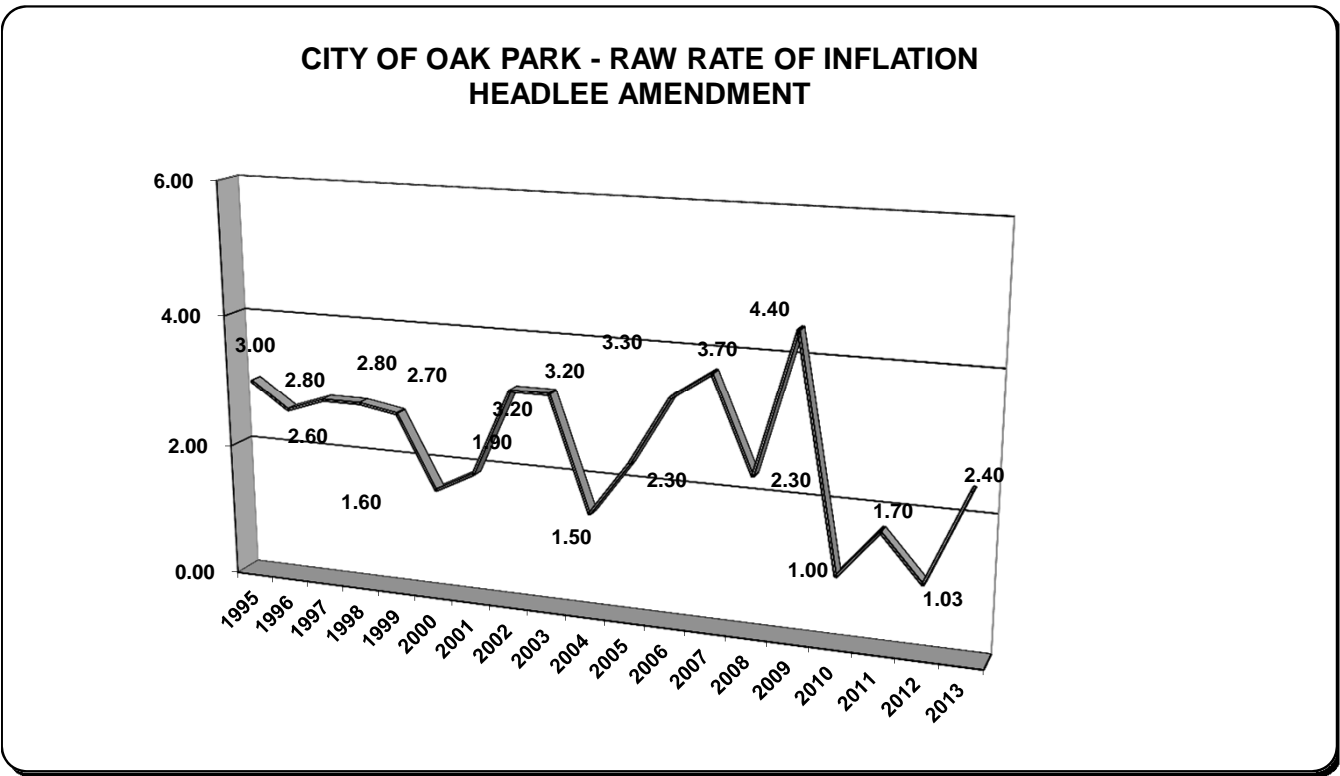
ACCOUNT NO.	SOURCE	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	ESTIMATED YEAR END 2012-2013	CITY MANAGERS RECOMMENDED 2013-2014	CITY COUNCIL APPROVED 2013-2014
644.148	SENIORS	51,240	48,000	31,563	48,000	48,000	48,000
644.153	TRANSPORTATION	48,402	74,000	44,987	48,000	48,000	48,000
644.158	ICE ARENA RENTAL	30,000	30,000	20,000	30,000	30,000	30,000
678	POLICE - FINGERPRINTING	789	840	510	700	700	700
679	POLICE - GUN REGISTRATION	820	610	370	450	200	200
	TOTAL CHARGES FOR SERVICES	\$503,551	\$529,600	\$270,593	\$465,830	\$509,200	\$509,200
659.000	ORDINANCE FINES	1,641,122	1,375,000	1,020,844	1,400,000	1,400,000	1,522,460
	TOTAL FINES AND FORFEITS	\$1,641,122	\$1,375,000	\$1,020,844	\$1,400,000	\$1,400,000	\$1,522,460
664.000	INTEREST INCOME	7,357	3,000	1,676	3,000	3,000	3,000
	TOTAL INTEREST INCOME	\$7,357	\$3,000	\$1,676	\$3,000	\$3,000	\$3,000
672	SPECIAL ASSESSMENTS	0	300,000	728,976	728,976	0	0
674	MISCELLANEOUS FEES	26,229	24,000	100,952	135,580	24,000	24,000
676	REIMBURSEMENT- ICE RINK UTILITIES	74,707	65,000	54,853	65,000	65,000	65,000
676.001	MISCELLANEOUS REIMBURSEMENTS	14,819	14,000	8,627	14,000	14,000	14,000
676.345	REIMBURSEMENT- COPS GRANT	0	235,000	0	0	0	0
676.002	PUBLICATION ADS	1,212	1,500	0	0	0	0
676.003	ELECTION REIMBURSEMENTS	0	0	21,004	21,004	0	0
681	WARRANT COLLECTION	910	1,700	320	400	400	400
683	CABLE TV FRANCHISE FEE	606,701	500,000	271,745	500,000	550,000	550,000
684	CELLULAR PHONE FRANCHISE FEE	107,374	100,000	68,090	100,000	100,000	100,000
685.000	RIGHT-OF-WAY FEE	76,185	74,000	0	74,000	74,000	74,000
	TOTAL OTHER REVENUE	\$908,137	\$1,315,200	\$1,254,567	\$1,638,960	\$827,400	\$827,400
699.202	MAJOR STREET FUND	80,000	80,000	53,333	80,000	80,000	80,000
699.203	LOCAL STREET FUND	75,000	75,000	50,000	75,000	75,000	75,000
699.226	SOLID WASTE FUND	260,000	260,000	173,333	260,000	260,000	260,000
699.592	WATER SUPPLY SYSTEM	135,000	180,000	120,000	180,000	180,000	180,000
	TOTAL OTHER FINANCING SOURCES	\$550,000	\$595,000	\$396,666	\$595,000	\$595,000	\$595,000
	TOTAL REVENUE AND OTHER FINANCING SOURCES	\$17,383,203	\$17,190,083	\$14,096,779	\$17,374,255	\$15,959,500	\$16,081,960

**CITY OF OAK PARK
SUMMARY OF TAX REQUIREMENTS
GENERAL FUND
2013 - 2014 BUDGET**

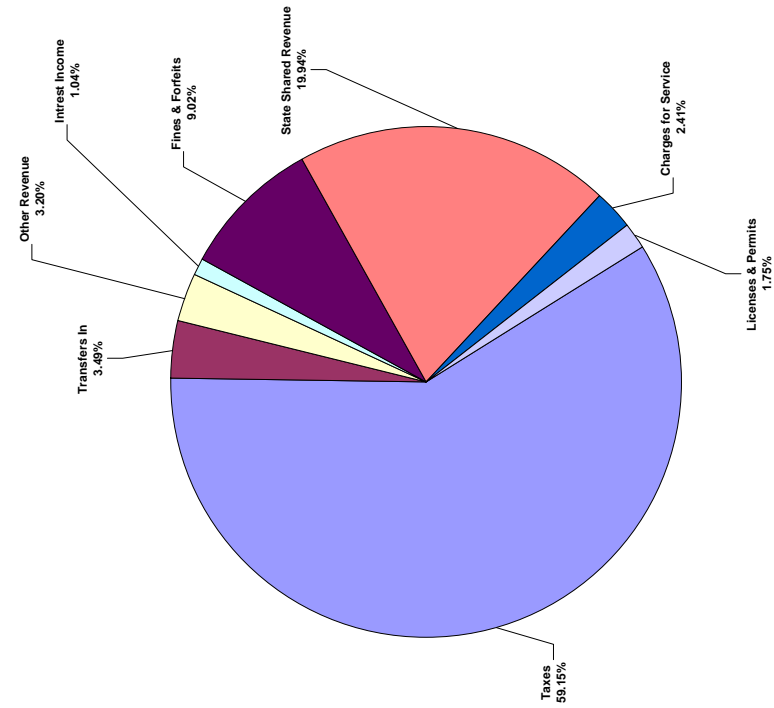
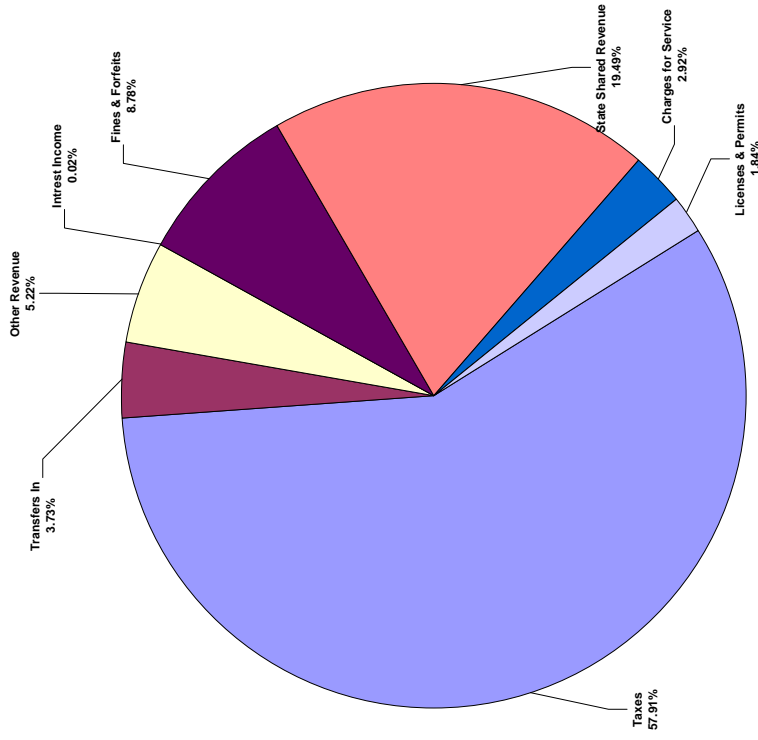
TOTAL GENERAL FUND EXPENDITURES	\$ 16,004,236
INCREASE IN FUND BALANCE	<u>77,724</u>
TOTAL GENERAL FUND BUDGET	<u><u>\$ 16,081,960</u></u>

ESTIMATED REVENUES FROM GENERAL FUND	\$ 7,241,344
TRANSFER FROM OTHER FUNDS	\$595,000
SUB-TOTAL	\$ 7,836,344

BALANCE TO BE RAISED BY TAXES	TAXABLE VALUE	OPERATING MILLAGE	
2012 TAXABLE VALUE	434,243,830	0.0188563	8,188,232
2012 IFT ROLL-HALF	6,086,440	0.0188563	57,384
			<u>8,245,616</u>
			<u><u>\$ 16,081,960</u></u>



REVENUES BY CLASSIFICATION FY 2012 - 2013 & FY 2013 - 2014



The graph above demonstrates a shift of all revenue sources from State Shared Revenues and Fines and Forfeits to Property Taxes and Charges for Services.



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

City Council

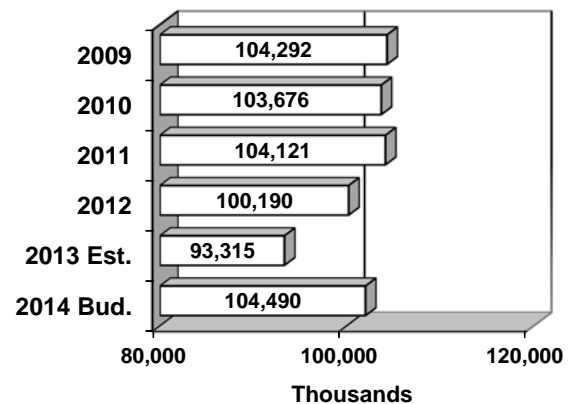
OVERVIEW

The City of Oak Park City Council is composed of a directly elected Mayor and four Council members elected at large by the community. With the Council/City Manager form of government, the Mayor is not responsible for the daily operations of the City. The Council's legislative powers are shared equally among all members, and regular meetings are scheduled for the first and third Monday of each month. Collectively the Mayor and City Council are responsible for establishing policy, adopting a budget, and hiring and directing the chief administrator, the City Manager. Additionally, they appoint a City Attorney, represent the City in various local, regional, state, and national boards and committees. All members have the duty to provide public leadership and communicate with their constituents, the citizens of Oak Park regarding issues of concern.

This document, the City budget, represents the largest policy-making decision the City Council must make each year. This document determines not just the types of public services to be provided but what level of service will meet the needs and demands of the residents. It includes the annual operational costs and any special capital purchases or projects the Council believes is needed during the course of the next fiscal year.

Indirectly, the City Council does act in a supervisory role of reviewing recommendations for programs and services proposed in the budget and evaluating these through staff and constituent feedback. Council also helps processing of complaints and concerns of the residents to the administrative staff along with providing direction regarding legal and legislative issues with the City Attorney.

**Expenditure History
Year Ended June 30**



CITY COUNCIL MEETINGS

For the Fiscal Year July 1, 2013 to June 30, 2014

July 1, 2013	January 6, 2014
July 15, 2013	January 20, 2014
August 5, 2013	February 3, 2014
August 19, 2013	February 17, 2014
September 3, 2013	March 3, 2014
September 16, 2013	March 17, 2014
October 7, 2013	April 7, 2014
October 21, 2013	April 21, 2014
November 4, 2013	May 5, 2014
November 18, 2013	May 19, 2014
December 2, 2013	June 2, 2014
December 16, 2013	June 16, 2014

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: CITY COUNCIL		FUND: GENERAL	ACCT. NO.: 101-10-101	ACTIVITY: LEGISLATIVE				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 02/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	25,044	25,044	16,375	25,044	25,044	25,044	25,044
712	Employee Benefits	63,237	66,401	49,932	66,401	74,308	74,946	74,946
726	Materials & Supplies	75	1,000	0	100	100	100	100
900	Publications	11,079	7,000	375	400	400	400	400
958	Memberships & Dues	85	370	85	370	1,000	1,000	2,000
960	Education & Training	670	1,000	570	1,000	500	500	2,000
TOTALS		100,190	100,815	67,337	93,315	101,352	101,990	104,490

MAYOR AND CITY COUNCIL

		<u>Term Began</u>	<u>Term Expires</u>
MAYOR	Marian McClellan	2011	November 12, 2013
MAYOR PRO-TEM	Angela Diggs Jackson	2005	November 12, 2013
COUNCILMEMBER	Michael M. Seligson	1991	November 10, 2015
COUNCILMEMBER	Paul H. Levine	2007	November 10 2015
COUNCILMEMBER	Emile J. Duplessis	2009	November 12, 2013

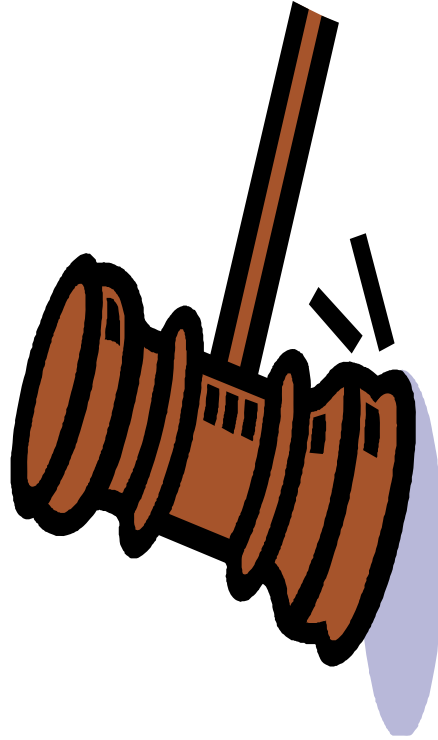
MAYORS OF THE CITY OF OAK PARK

**First Year
In Office**

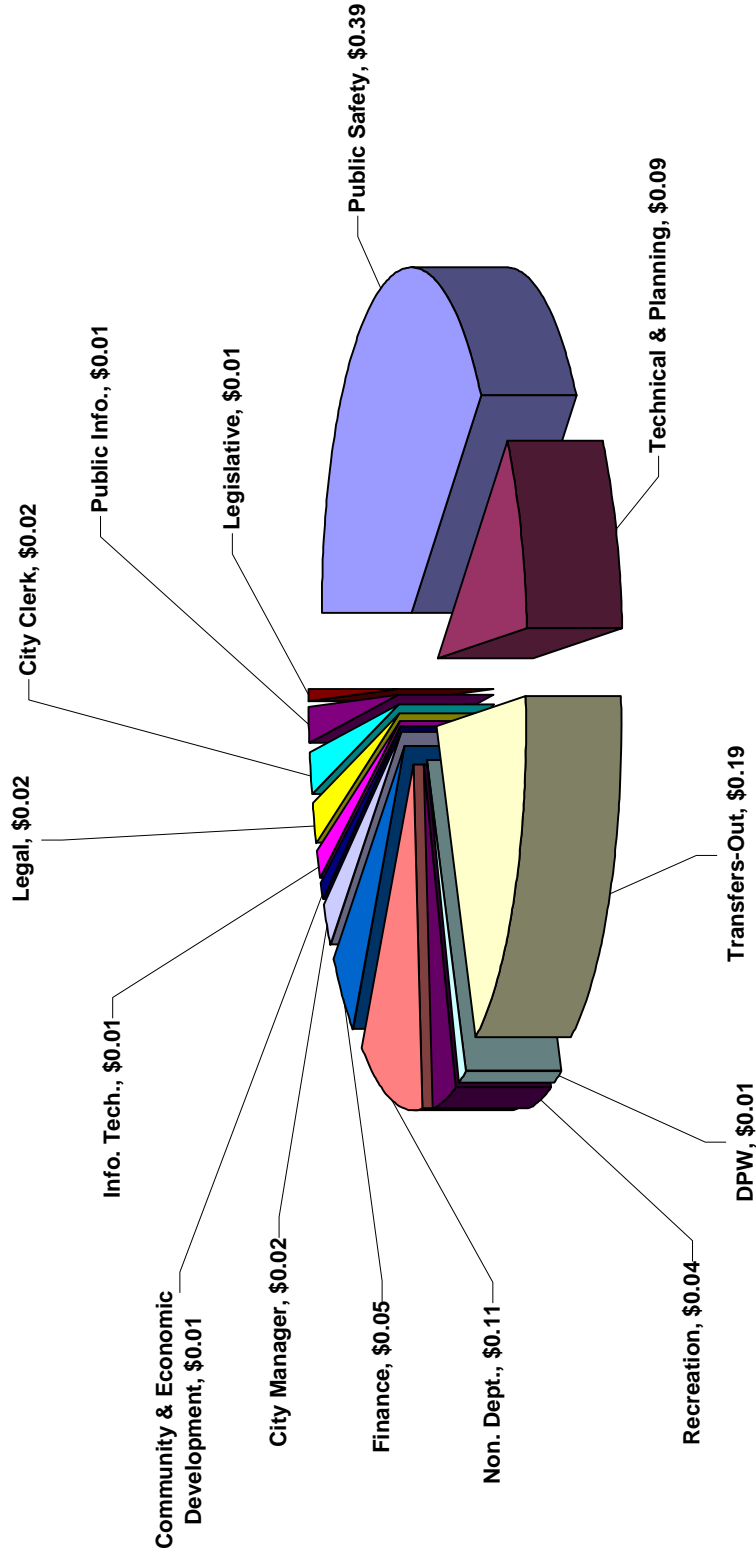
1945	John Joseph Molloy
1947	Robert L. Crinnian
1949	Gerald P. Kent
1951	Richard Marshall
1959	Raymond Alexander
1967	Joseph Forbes
1971	David Shepherd
1981	Charlotte M. Rothstein
1991	Gerald E. Naftaly
2011	Marian McClellan

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
CITY COUNCIL**

POSITION	PAY GRADE	REG PAY	DIRECT PAY TOTAL	WORK COMP	RETIRE- MENT	DENTAL	HEALTH	LIFE	FICA / MEDICARE	FRINGE BENEFIT TOTAL	GRAND TOTAL
Mayor	L	6,010	6,010	25	0	0	0	0	460	485	6,495
Mayor Pro-Tem	L	5,009	5,009	21	676	1,156	7,341	234	383	9,811	14,820
Councilperson	L	4,675	4,675	20	2,461	1,156	17,141	234	358	21,370	26,045
Councilperson	L	4,675	4,675	20	631	1,156	17,141	234	358	19,540	24,215
Councilperson	L	4,675	4,675	20	631	1,156	21,341	234	358	23,740	28,415
Total		25,044	25,044	106	4,399	4,624	62,964	936	1,917	74,946	99,990



\$ HOW MY GENERAL FUND DOLLAR IS USED \$



The above chart demonstrates how one dollar of General Fund Revenue is expended. For example, .40 (forty cents) of every dollar spent in the General Fund is on Public Safety.

CITY OF OAK PARK

Boards and Commissions

The City of Oak Park has 24 separate and independent Boards and Commissions, which operate in an advisory capacity to the City Council and City Administrative Staff. All committee membership listings are based on rosters compiled as of May 20th, 2013. Although these committees do not have separate funding and operate on a volunteer basis they perform a vital function for the efficient operation of our local government and therefore are presented with this budget.

OVERVIEW

Section 4.18, Independent Boards and Commissions, of the City of Oak Park Charter, states: "The council may not create any board or commission, other than those provided for in this Charter, to administer any activity, department or agency of the city government except (a) a municipal hospital, (b) recreation or (c) any activity which by statute is required to be so administered. The council may, however, establish (a) quasi-judicial appeal boards and (b) boards or commissions to serve solely in an advisory capacity. The following Boards and Commissions have been created:

ARTS AND CULTURAL COMMISSION

The Arts and Cultural Commission shall perform the following functions: a) Consider, study and recommend plans for City-wide cultural programs. b) Promote, coordinate and develop the performing and creative arts with the objective of bringing together the arts of the community. c) Make recommendations for cultural opportunities to facilitate communications with the Michigan Council of the Arts. d) Investigate possibility of obtaining grants. (City Council Resolution CM-9-591-74, Sept. 13, 1974)

Meetings: 4th Wednesday of each month, 7:30 p.m., Community Center.

BEAUTIFICATION ADVISORY COMMISSION

The beautification advisory commission shall consider and advise the city council on the following: a) Consider and propose programs which would improve the physical appearance of the community. b) Annually organize and carry out a short term campaign to encourage citizen participation in activities designed to beautify the city. (Sec. 2-301 of the City of Oak Park Code)

Meetings: Every 3rd Tuesday of: February, April, May, June, September & December.

BOARD OF REVIEW

The Board of Review shall hear the complaints of all persons considering themselves aggrieved by assessments, and if it shall appear that any person or property has been wrongfully assessed or omitted from the roll, the board shall correct the roll in such a manner as it deems just. (City of Oak Park Charter, Section 10.9)

Meetings:

Session No. 1 - 2nd Monday in March

Session No. 2 - 4th Monday in March

CITY OF OAK PARK

Boards and Commissions

BOARD OF TRUSTEES – GENERAL EMPLOYEES RETIREMENT SYSTEM

The general administration, management and responsibility for the proper operation of the retirement system, and for constructing and making effective the provisions of the retirement system are vested in a board of trustees. (Sec. 18.3 of the City of Oak Park Charter)

Meetings: Quarterly, 4th Monday, 3:30 p.m., City Manager's Office.

BOARD OF TRUSTEES – PUBLIC SAFETY EMPLOYEES RETIREMENT SYSTEM

The general administration, management and responsibility for the proper operation of the retirement system, and for constructing and making effective the provisions of the retirement system are vested in a board of trustees. (Sec. 55 of the City of Oak Park Code)

Meetings: Monthly, 4th Monday, 4:30 pm, City Manager's Office.

BUILDING BOARD OF APPEALS

The building board of appeals shall have the duty, responsibility and authority to hear and decide such appeals under the Building Code of the State of Michigan. (Sec. 18-130 of the City of Oak Park Code)

Meetings: As required.

CABLE TELEVISION ADVISORY COMMISSION

The functions of the commission shall be as follows: 1) Strengthen locally originated programming in order to meet the need and desires of its audience 2) Assist in developing guidelines for integrating local CATV programming with community needs 3) Encourage and coordinate the best use of public facilities and channels of the system 4) Prepare an annual report outlining the accomplishments of the commission 5) Perform advisory functions to the city council. (Sec. 2-330 of the City of Oak Park Code)

Meetings: Monthly, Communication Center.

CITY BOARD OF CANVASSERS

The board of canvassers shall convene on the day following each city election at the usual time and place of meeting of the council and determine the results of the city election upon each question and proposition voted upon and what persons are duly nominated or elected to the several offices respectively at said election, and shall notify in writing the successful candidates or nominees of their nomination or election. (City of Oak Park Charter, Section 3.16)

Meetings: After each City Election.

ECONOMIC DEVELOPMENT CORPORATION - Brownfield Redevelopment Authority

The economic development corporation's purpose will be to alleviate and prevent conditions of unemployment, to assist and retain local industries, to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in locating, purchasing, construction, modernizing, improving, maintaining, repairing, furnishing, and expanding in the City. (Sec. 58-103 of the City of Oak Park Code)

Meetings: As needed.

CITY OF OAK PARK

Boards and Commissions

ELECTION COMMISSION

The election commission shall appoint the board of election inspectors for each precinct and have charge of all activities relating to the conduct of elections in the city. (City of Oak Park Charter, Section 3.14)

Meetings: On request.

EMERGENCY SERVICES COUNCIL

The emergency services council shall advise the city manager and the emergency services director on matters pertaining to emergency management, especially in plan development. (Sec. 34-45 of the City of Oak Park Code)

Meetings: 2nd Monday, September through June, 7:30 p.m., Public Safety.

ETHNIC ADVISORY COMMISSION (FORMERLY ETHNIC TASK FORCE)

The function of the Ethnic Advisory Commission is to improve ethnic relations within the City of Oak Park. It is appointed by the mayor with the approval of the Council. Its mission is to recognize, maintain, communicate and celebrate the cultural richness of our community. (City Council Resolution CM-04-175-96, April 15, 1996)

Meetings: 2nd Thursday of each quarter, 7:30 p.m., Community Center.

INDEPENDENCE DAY COMMISSION

It shall be the duty of the Independence Day Commission to plan, promote, execute and evaluate the City of Oak Park's Independence Day celebration, including a parade and any activities held in the park. (Sec. 2-625 of the City of Oak Park Code)

Meetings: 1st Wednesday, February through June, 7:00 p.m., Community Center.

LIBRARY AUTHORITY

It shall be the duty of the library advisory board, operating under bylaws adopted by the city council, to consider and study reasonable needs and requirements of the library facilities of the city, and to formulate and to report its findings from time to time to the city council. (Sec. 2-280 of the City of Oak Park Code)

Meetings: 3rd Tuesday of each month, 7:30 p.m., Library.

OAK PARK LOCAL OFFICERS' COMPENSATION COMMISSION

The Oak Park Local Officers' Compensation Commission shall determine the salaries of all elected officials of the City, which determination shall be the salaries unless the City Council by resolution adopted by two-thirds of the members elected and serving on the City Council shall reject them. (Sec.2-313 of the City of Oak Park Code)

Meetings: On odd years.

CITY OF OAK PARK

Boards and Commissions

PLANNING COMMISSION

The City plan commission shall consider and advise the City Council on; a) Creation of a Master Plan. b) The removal, location, widening, narrowing, vacating, abandonment, change of use, or extension of streets, alleys, ground, open spaces, building, public utilities and terminals. c) All proposed changes in the zoning ordinance. d) the approval of plats subdividing land within the City. (Sec. 2311 of the City of Oak Park Code)

Meetings: 2nd Monday of each month, 7:30 p.m., Council Chambers.

RECREATION ADVISORY BOARD

It shall be the duty of the recreation advisory board, operating under bylaws adopted by the City Council, to consider and study reasonable needs and requirements of the recreation program, to serve in an advisory capacity to the director of parks, recreation and forestry when so requested, and to act as a recommending body to the City Council on matters of general recreation department policy, and to formulate and report its finds from time to time, to the City Council. (Sec. 54-43 of the City of Oak Park Code)

Meetings: 3rd Wednesday of each month, 7:30 p.m., Community Center.

RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION

It shall be the duty of the recycling and environmental conservation commission to advise the City Council on topics relating to recycling, waste reduction, and environmental protection. (Sec. 2-605 of the City of Oak Park Code)

Meetings: 3rd Wednesday of each month, 7:30 p.m., Community Center.

SPORTS COMMISSION

The purpose of the Sports Commission is to further Department of Recreation Sports programs by acting in an advisory capacity to the Director of Recreation on matters pertaining to the operation of sports in Oak Park (By-Laws Oak Park Sports Commission, City Council Resolution CM-4-208-61, April 17, 1961). Board to be eliminated and duties will be assumed by the Recreation Advisory Board.

Meetings: On request.

ZONING BOARD OF APPEALS

The board of zoning appeals shall have the following powers: a) To hear and decide appeals of any decision made by the building inspector or any other administrative official. b) To permit the erection or use of a building to a greater height or of a larger area than the district requirements established. c) To hear and decide requests for special exceptions and for interpretation of the zoning map. d) To authorize, upon an appeal, a variance from the strict application of the provisions of the zoning ordinance. (Sec. 2201 of the City of Oak Park Code)

Meetings: 4th Tuesday of each month, 7:30 p.m., Council Chambers.

CITY OF OAK PARK

City Manager

OVERVIEW

As Chief Administrative Officer of the City, the City Manager oversees all day-to-day operations of the municipal corporation, which include overall planning and implementation of programs and services established by City Council. The City Manager, which is appointed by and serves at the pleasure of City Council, attends all City Council meetings and reports directly to them on all matters.

One of the principal roles of the City Manager is to develop and present recommendations to City Council that reflect good public policy. Once policies are adopted by City Council, the City Manager guides and directs City staff to ensure the appropriate implementation of programs and services.

The City Manager also maintains accountability for the efficient management of City resources, which includes the planning and presentation of an annual budget proposal to City Council. Once City Council has adopted the budget, the City Manager is responsible for sound fiscal management of all revenues and expenditures throughout the year.

The City Manager also serves as the official spokesperson for City administration. The City Manager establishes and maintains effective communication practices with City Council, City staff, community and business partners, news media and local residents. The perception of professionalism and quality services must be conveyed and maintained at all times.

The Human Resource Department is within the City Manager's office. This department oversees

the employment process, and assists in employee training and development. In addition to participating in negotiations, and administering policies and procedures, the Human Resource Department is also responsible for risk management and workers compensation administration.

EXPENDITURES

The largest portion of non-personnel costs in this budget center is for services related to the Human Resources function such as professional and contractual services for labor relations. Citywide training shall continue to be a part of the City Manager's budget.

PERFORMANCE OBJECTIVES

The primary goal of the City Manager's Office for the upcoming fiscal year is to build on the stability established in the previous year by executing an innovative growth plan for the City of Oak Park.

The City administration will continue to develop the Community and Economic Development function in order to attract and retain businesses in the community, which in turn, will provide opportunities to rebuild the local economy and reduce the financial burden on residential taxpayers.

Since the City is no longer in financial crisis mode, City administration is now in a position to increase operating efficiencies, improve communication, and enhance customer service delivery in response to the needs of residents.

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

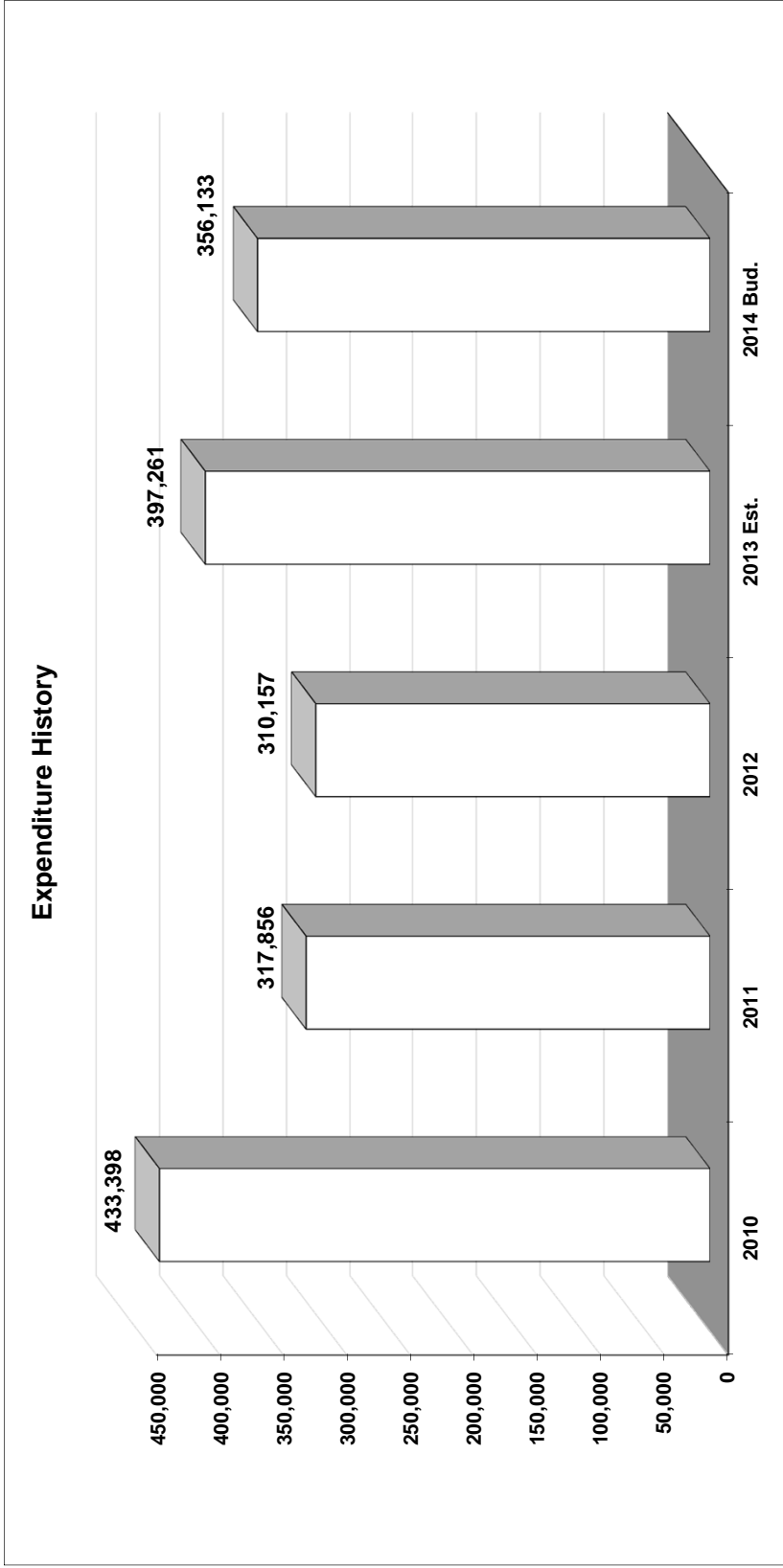
DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
CITY MANAGER		GENERAL	101-11-172	CITY MANAGEMENT / HUMAN RESOURCES				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	206,317	211,371	176,496	260,000	212,135	212,135	212,135
712	Employee Benefits	83,011	88,398	67,279	100,000	93,148	93,148	93,148
726	Materials & Supplies	7,915	10,000	7,579	10,000	7,500	7,500	7,500
801	Professional Services	110	1,000	309	1,000	0	0	25,000
803	Medical Services	1,147	2,000	478	2,000	1,500	1,500	1,500
804	Employee Recruitment	122	2,500	10,477	10,477	750	750	750
818	Contractual Services	9,433	9,000	4,160	9,000	9,000	9,000	9,000
860	Transportation	0	0	0	0	0	0	0
864	Conferences & Workshops	75	0	0	0	0	0	0
900	Publications	985	1,500	1,418	1,500	1,000	1,000	1,000
920	Utilities - Telephone	602	1,000	1,031	1,000	1,600	1,600	1,600
930	Repairs & Maintenance	0	0	0	0	0	0	0
956	Miscellaneous	0	0	284	284	500	500	500
958	Memberships & Dues	440	2,000	350	2,000	4,000	4,000	4,000
TOTAL		310,157	328,769	269,861	397,261	331,133	331,133	356,133

Personnel Worksheet

<u>Job / Class Title</u>	<u>Actual 2011-2012</u>	<u>Budgeted 2012-2013</u>	<u>Requested 2013-2014</u>	<u>Managers Rec. 2013-2014</u>	<u>City Council Approved</u>
<u>FULL TIME</u>					
City Manager	1.0	1.0	1.0	1.0	1.0
Assistant City Manager	0.0	1.0	0.0	0.0	0.0
Assistant to City Manager	1.0	0.0	0.0	0.0	0.0
Director of Human Resources & Operations	0.0	1.0	1.0	1.0	1.0
Executive Secretary	0.0	0.0	0.0	0.0	0.0
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Sub-Total Full Time	3.00	4.00	3.00	3.00	3.00
<u>PART TIME</u>					
Administrative Clerk	0.12	0.00	0.00	0.00	0.00
TOTAL	3.12	4.00	3.00	3.00	3.00

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
CITY MANAGER**

POSITION	PAY GRADE	REG PAY	OT PAY	LONG PAY	OTHER PAY	PAY TOTAL	WORK COMP	RETIRE- MENT	DENTAL	HEALTH	LIFE & AD&D	FICA / MEDICARE	CLOTHING	LTD	FRINGE BENEFIT TOTAL	GRAND TOTAL
City Manager	E	115,000	0	383	0	115,383	483	15,577	1,156	7,341	234	8,827	0	250	33,868	149,251
Director of Human Resources & Operations	E	65,000	0	1,800	0	66,800	273	32,699	1,156	17,141	234	5,110	0	250	56,863	123,663
Administrative Secretary	F	29,952	0	0	0	29,952	126	0	0	0	0	2,291	0	0	2,417	32,369
Part Time Clerical	PT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		209,952	0	2,183	0	212,135	882	48,276	2,312	24,482	468	16,228	0	500	93,148	305,283





“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Community and Economic Development

OVERVIEW

The Community and Economic Development Department is committed to the growth and prosperity of the City of Oak Park. Working together with businesses, residents and others who can benefit from a thriving community; this department provides necessary resources to achieve a successful environment from every aspect. Input from many sources are analyzed to allow for the City's economic and cultural success.

The results of these efforts from both a business and residential standpoint can enhance the community as a whole. By supporting current local businesses and encouraging new development, economic stability can be achieved. Guides for both Community and Business resources are available. These tools can assist existing businesses to improve or provide information for those who see Oak Park as an opportunity to launch a successful enterprise.

The results of a flourishing business sector can improve the local and regional economy. Employment positions are created and residents have more choices to support their local business. This not only provides convenience to residents, but local businesses can collaborate to use each other's goods and services.

Economic Development not only affects the business aspect, but on a residential level as well. Residents and those from surrounding communities will have easy access to local merchants who provide a variety of goods and services.

These improvements can result in a stronger tax base, which can provide higher tax revenues and an increase in the generation of various licenses and fees.

In conclusion, the Community and Economic Development Department is focused on working to increase the vitality of the city through the planning and implementation of place-making initiatives which will help increase the quality of life and attract new residents, business owners, and stakeholders.

REVENUES

No direct revenues are generated by this department.

EXPENDITURES

Total expenditures are anticipated to total \$177,486 for Fiscal Year 2013-2014.

PERFORMANCE OBJECTIVES

1) To improve the economic outlook for the City by providing information to promote Oak Park as an appealing place to live, conduct business and visit.

2) Effective communication with the community is emphasized. This is achieved by easily accessible resources and presenting a strong City presence by attending Block Club meetings and organizing roundtable events that are open to anyone interested in investing in the City's future.

3) Working with the City's Planning Commission to monitor activities as they relate to the City's Master Plan. In this way both businesses and residents can be assured that any development or re-development are within City ordinances.

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

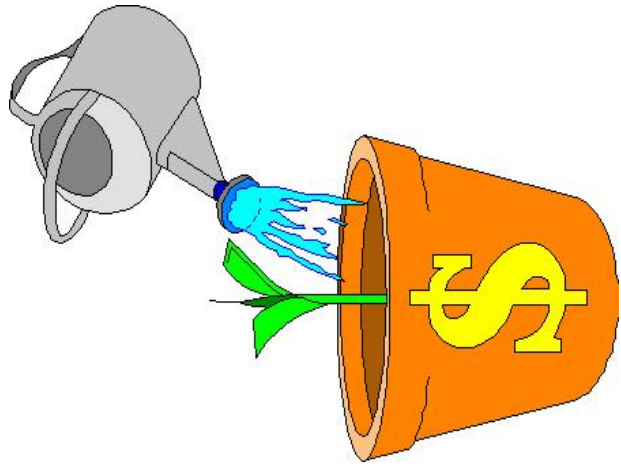
DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
COMMUNITY & ECONOMIC DEVELOPMENT		GENERAL	101-11-611	ATTRACT DEVELOPMENT TO THE CITY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	0	0	0	0	105,000	64,000	64,000
712	Employee Benefits	0	0	0	0	25,611	22,786	22,786
726	Materials & Supplies	0	0	0	0	4,000	1,000	1,000
801	Professional Services	0	0	0	0	0	18,000	18,000
804	Employee Recruitment	0	0	0	0	12,170	0	0
818	Contractual Services	0	0	0	0	3,000	35,000	35,000
864	Conferences & Workshops	0	0	0	0	1,500	2,000	2,000
900	Publications	0	0	0	0	25,000	0	0
956	Miscellaneous	0	0	0	0	2,500	2,500	32,500
958	Memberships & Dues	0	0	0	0	750	1,700	1,700
960	Education & Training	0	0	0	0	0	500	500
TOTAL		0	0	0	0	179,531	147,486	177,486

Personnel Worksheet

<u>Job / Class Title</u>	<u>Actual 2011-2012</u>	<u>Budgeted 2012-2013</u>	<u>Requested 2013-2014</u>	<u>Managers Rec. 2013-2014</u>	<u>City Council Approved</u>
<u>FULL TIME</u>					
Director of Community & Econ. Development	0.0	1.0	1.0	1.0	1.0
Sub-Total Full Time	0.00	1.00	1.00	1.00	1.00
<u>PART TIME</u>					
Planner	0.00	0.00	0.50	0.00	0.00
TOTAL	0.00	1.00	1.50	1.00	1.00

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
COMMUNITY AND ECONOMIC DEVELOPMENT**

POSITION	PAY GRADE	REG PAY	OT PAY	LONG OTHER PAY	PAY TOTAL	WORK RETIRE- COMP	DENTAL	HEALTH LIFE & AD&D	FICA / MEDICARE	CLOTHING	LTD	FRINGE BENEFIT TOTAL	GRAND TOTAL	
Director of Community & Economic Development	E	64,000	0	0	64,000	269	8,640	1,156	7,341	234	0	250	22,786	86,786
Part Time Planner	G	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		64,000	0	0	64,000	269	8,640	1,156	7,341	234	0	250	22,786	86,786





“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

City Clerk Administration and Elections

The City Clerk's Office is the information center of the City. As a professional liaison between the City, its citizens and the public, the Clerk's office not only provides various services on a daily basis for the community, but maintains neutrality and impartiality, thus rendering equal service to all while maintaining the integrity of all elections and public records of the City of Oak Park.

OVERVIEW

The City Clerk's Office is responsible for:

A. Attending meetings and providing minutes and services for the following Boards and Commissions:

- ❖ City Council
- ❖ Board of Canvassers
- ❖ Brownfield Redevelopment Authority
- ❖ Economic Development Corporation
- ❖ Election Commission
- ❖ Employees' Retirement System
- ❖ Local Officers' Compensation Commission
- ❖ Municipal Building Authority
- ❖ Planning Commission
- ❖ Public Safety Retirement System
- ❖ Zoning Board of Appeals

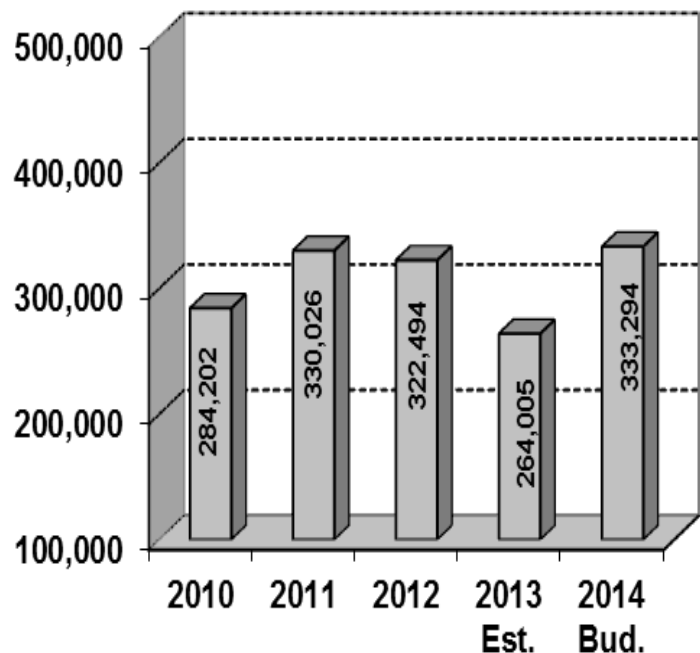
B. Issuance of the following Licenses and Permits:

- ❖ Day Care
- ❖ Distributor Licenses
- ❖ Garage Sale Permits
- ❖ Going-out-of-Business Licenses
- ❖ Handbill Licenses
- ❖ Lawn Care Licenses
- ❖ Mechanical Amusement Devices
- ❖ Precious Metals License
- ❖ Special Event Permits
- ❖ Taxi Cab Licenses
- ❖ Vendor's Licenses

C. Other business the City Clerk's office is responsible for include:

- ❖ Record Management
- ❖ Narcotics Forfeiture Bonds
- ❖ Freedom of Information Requests
- ❖ Bid Openings
- ❖ Preparation and Follow-up of City Council Agenda
- ❖ Maintaining City Ordinances, Resolutions, Proclamations, Real Estate Non-Solicitation List, Legal Notifications
- ❖ Other projects as requested by the City Manager, City Council, or other Departments
- ❖ Process and Maintain applications for all City Boards & Commissions

Expenditure History



CITY OF OAK PARK

City Clerk Administration and Elections

PERFORMANCE OBJECTIVES

The City Clerk's Office continues to work towards a paperless office. Many documents are being created and saved electronically, while being made available on the City's web page to the residents of Oak Park.

Boards and Commissions

Boards and Commissions applications and follow-up processes are being re-evaluated and updated to provide for electronic processing and sharing of documents to increase efficiencies in the application process.

Qualified Voter File

Cross-training of all staff members will continue to assure residents fast and effective service at the counter and on the telephone.

Freedom of Information and Open Meeting Act

Electronic tracking is being implemented to help monitor requests. Employees will continue to be trained and updated on new laws.

Licenses and Permits

Electronic processing is being implemented as well as training of staff members to assure residents fast and effective service at the counter and on the telephone.

Elections

Cross-training will continue on all aspects of elections.

Records Management

Records retention schedules have changed. The Clerk's Office has been working to transfer all paper files to Laserfiche whenever possible.

2013 Elections:

School Election, May 7, 2013
City Primary Election, August 6, 2013 (if necessary)
City General Election, November 5, 2013

2014 Elections:

Special Election, February 25, 2014 (if necessary)
Special Election, May 6, 2014 (if necessary)
State Primary Election, August 5, 2014
State General Election, November 4, 2014

2015 Elections:

Special Election, February 24, 2015 (if necessary)
Special Election, May 5, 2015 (if necessary)
City Primary Election, August 4, 2015
City General Election, November 3, 2015

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	DEPT. NO.:	ACTIVITY:				
CITY CLERK		GENERAL	101-14-215	ADMINISTRATION - CITY RECORDS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	53,859	47,579	31,373	47,579	78,556	55,186	55,186
712	Employee Benefits	29,507	17,059	8,288	17,000	23,370	23,370	23,370
726	Materials & Supplies	9,161	5,100	1,922	5,100	6,000	6,000	6,000
801	Professional Services	33,845	6,000	4,465	6,000	15,000	15,000	15,000
818	Contractual Services	2,293	34,800	46,102	50,000	15,000	15,000	15,000
900	Publications	25	1,000	6	6	1,000	1,000	1,000
901	Newspaper Postings	1,212	6,500	0	0	6,500	6,500	6,500
930	Repairs & Maintenance	172	6,000	326	500	6,000	1,000	1,000
958	Memberships & Dues	350	550	572	550	682	682	682
960	Education & Training	495	1,000	0	1,000	0	0	5,000
TOTAL		130,919	125,588	93,054	127,735	152,108	123,738	128,738

DEPARTMENTAL REVENUE

626.000	Passport Services	975	1,900	0	0	0	0	0
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Personnel Worksheet

Job / Class Title	Actual <u>2011-2012</u>	Budgeted <u>2012-2013</u>	Requested <u>2013-2014</u>	Managers Rec. <u>2013-2014</u>	City Council Approved
<u>FULL TIME</u>					
City Clerk	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk/Director of Elections	0.0	0.0	1.0	1.0	1.0
City Clerk - Technical Aide	0.0	0.0	0.0	0.0	0.0
Administrative Clerk	1.0	0.0	0.0	0.0	0.0
Sub-Total Full Time	2.00	1.00	2.00	2.00	2.00
<u>PART TIME</u>					
Assistant City Clerk/Election Coordinator	0.50	1.00	0.00	0.00	0.00
TOTAL	2.50	2.00	2.00	2.00	2.00

PERMITS AND LICENSES ISSUED

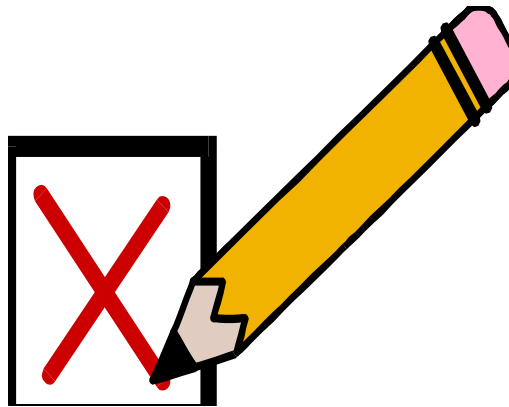
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Merchants Licenses	668	642	615	536	522	667	575
Garage Sale Permits	128	155	163	168	145	128	107
Lawn Care Licenses	14	13	6	4	3	1	6
Taxi Cab Licenses	7	7	6	6	8	8	8
Handbill Permits	7	12	9	10	20	8	9
Precious Metal Licenses	14	21	18	32	31	30	29
Sidewalk Sale Permits	4	5	4	4	9	2	0
Vendor's Licenses	2	8	4	7	4	3	8
Mech. Amusement Devices	2	2	0	1	3	2	0
Distributor Licenses	0	1	0	0	2	1	0
Going-Out-Of-Business	0	0	0	1	0	0	0
Auction	2	0	0	0	0	0	0
Day Care Licenses	16	13	14	18	24	25	33
Passports	216	234	130	176	96	73	0
Block Party	0	0	0	0	0	5	2
One Day Liquor Licenses	0	0	0	0	0	2	3
Special Events	0	0	0	0	0	4	16
Notaries	136	121	79	84	63	0	0
TOTAL	1,216	1,234	1,048	1,047	930	959	796

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: CITY CLERK		FUND: GENERAL	DEPT. NO.: 101-14-191	ACTIVITY: ELECTIONS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	87,270	47,579	38,921	56,000	78,556	55,186	55,186
712	Employee Benefits	44,391	17,059	13,783	18,000	23,370	23,370	23,370
726	Materials & Supplies	8,995	5,000	3,809	5,000	16,000	15,000	15,000
801	Professional Services	31,219	45,000	33,168	45,000	45,000	45,000	45,000
818	Contractual Services	0	1,000	0	0	53,000	53,000	53,000
860	Transportation	0	500	0	0	0	0	0
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Printing & Publications	219	11,000	0	0	1,000	1,000	1,000
901	Newspaper Postings	9,297	5,500	1,824	5,500	6,000	6,000	6,000
930	Repairs & Maintenance	10,154	6,770	4,700	6,770	5,000	5,000	5,000
956	Miscellaneous	0	500	0	0	1,000	1,000	1,000
960	Education & Training	30	875	0	0	0	0	0
TOTAL		191,575	140,783	96,205	136,270	228,926	204,556	204,556

DEPARTMENTAL REVENUE

676	Election Reimbursement	0	0	21,004	21,004	0	0	0
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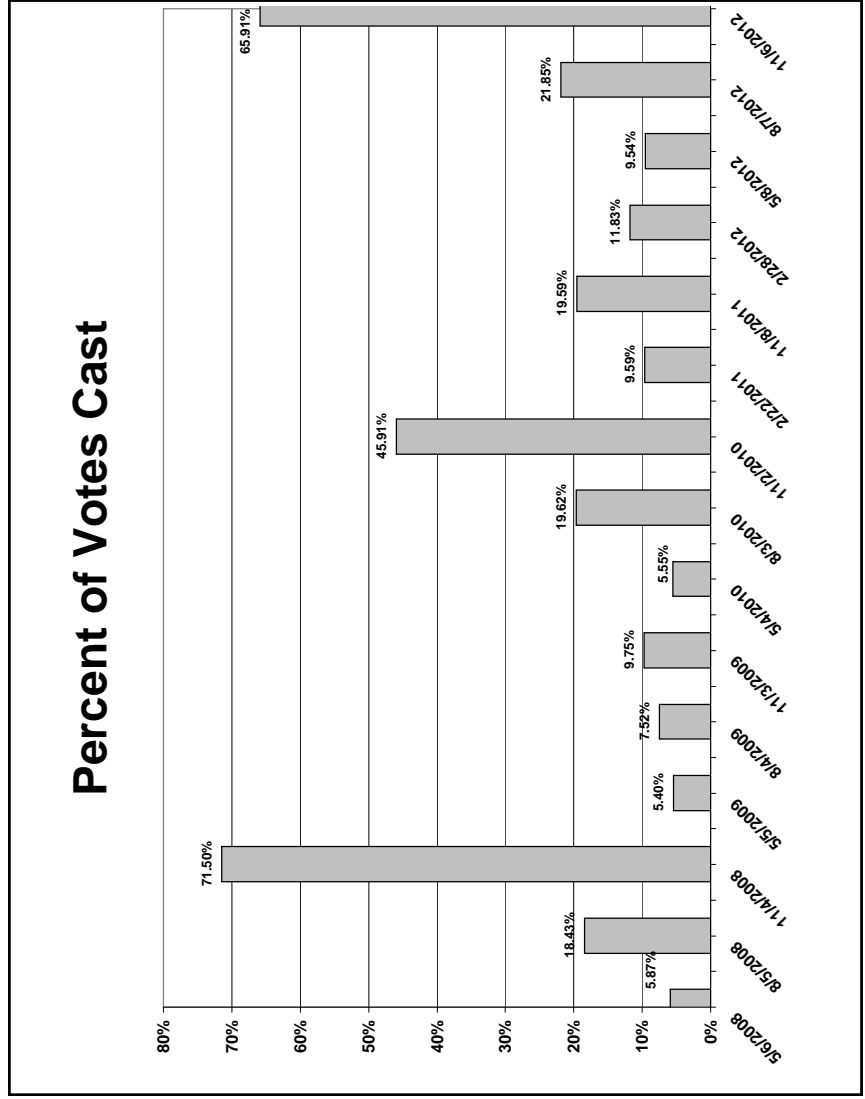


**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
CITY CLERK**

POSITION	PAY GRADE	REG PAY	OT PAY	LONG PAY	OTHER PAY	PAY TOTAL	WORK COMP	RETIRE-MENT	DENTAL	HEALTH AD&D	LIFE & MEDICARE	FICA/	CLOTHING	LTD	FRINGE BENEFIT TOTAL	GRAND TOTAL
City Clerk	E	65,000	0	201	0	65,201	273	8,802	0	0	4,988		0	0	14,063	79,264
Deputy City Clerk/Director of Elections	G	45,000	0	171	0	45,171	189	6,098	1,156	21,341	187	3,456	0	250	32,677	77,848
Total		110,000	0	372	0	110,372	462	14,900	1,156	21,341	187	8,444	0	250	46,740	157,112

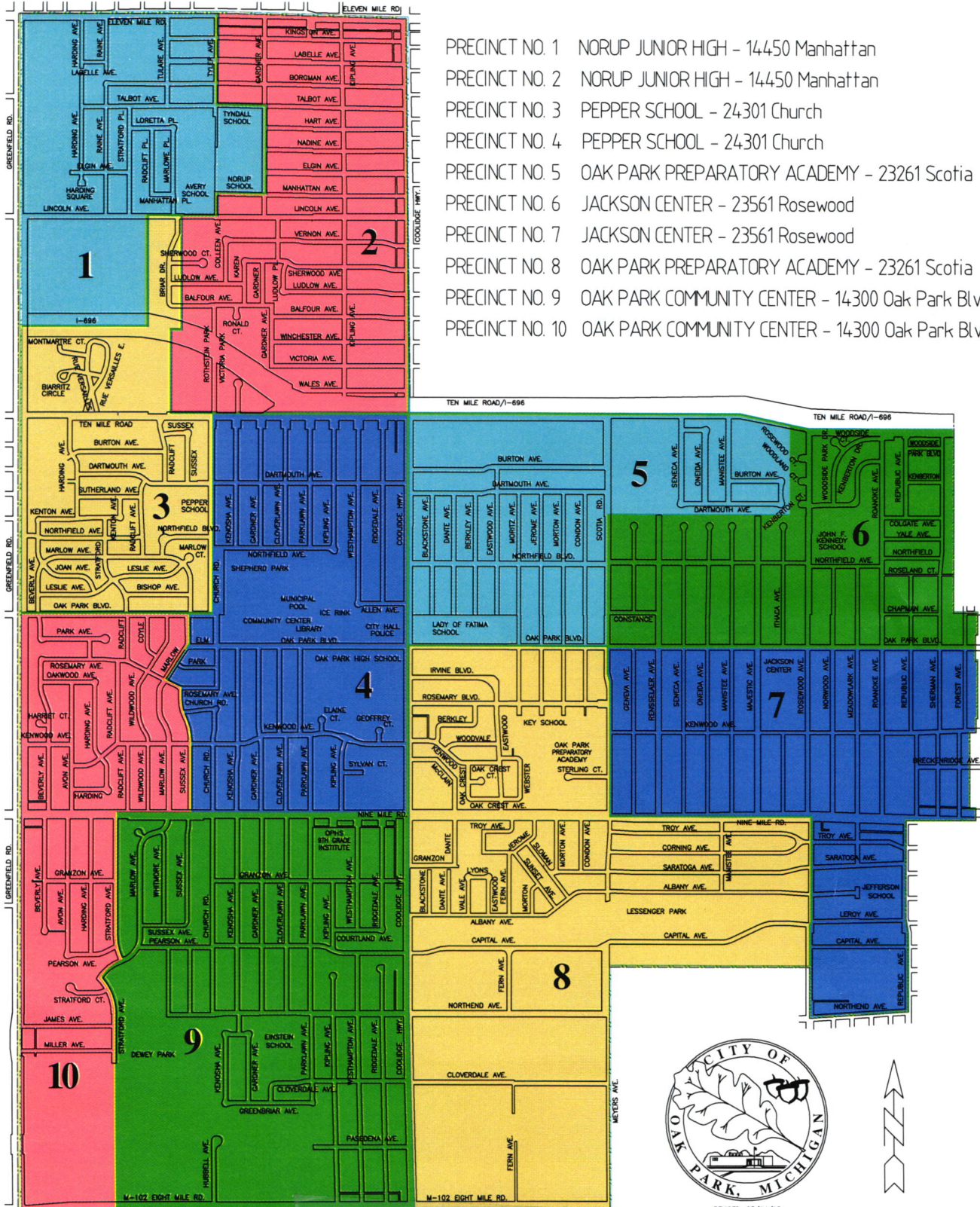
Reason For Election

Date	Total Registered Voters	Votes Cast	Percent Cast
1/15/2008	22,540	5,068	22.48%
5/6/2008	18,324	1,075	5.87%
8/5/2008	22,781	4,199	18.43%
11/4/2008	23,249	16,624	71.50%
5/5/2009	21,167	1,143	5.40%
8/4/2009	22,337	1,679	7.52%
11/3/2009	22,385	2,182	9.75%
5/4/2010	3,751	208	5.55%
8/3/2010	22,507	4,415	19.62%
11/2/2010	22,609	10,380	45.91%
2/22/2011	22,731	2,181	9.59%
11/8/2011	22,800	4,466	19.59%
2/28/2012	22,919	2,711	11.83%
5/8/2012	22,970	2,192	9.54%
8/7/2012	23,109	5,049	21.85%
11/6/2012	23,477	15,474	65.91%



CITY OF OAK PARK

VOTING PRECINCTS



- PRECINCT NO. 1 NORUP JUNIOR HIGH - 14450 Manhattan
- PRECINCT NO. 2 NORUP JUNIOR HIGH - 14450 Manhattan
- PRECINCT NO. 3 PEPPER SCHOOL - 24301 Church
- PRECINCT NO. 4 PEPPER SCHOOL - 24301 Church
- PRECINCT NO. 5 OAK PARK PREPARATORY ACADEMY - 23261 Scotia
- PRECINCT NO. 6 JACKSON CENTER - 23561 Rosewood
- PRECINCT NO. 7 JACKSON CENTER - 23561 Rosewood
- PRECINCT NO. 8 OAK PARK PREPARATORY ACADEMY - 23261 Scotia
- PRECINCT NO. 9 OAK PARK COMMUNITY CENTER - 14300 Oak Park Blvd.
- PRECINCT NO. 10 OAK PARK COMMUNITY CENTER - 14300 Oak Park Blvd.



REVISED: 05/14/12

CITY OF OAK PARK

Department of Finance and Administrative Services

OVERVIEW

The Department of Finance and Administrative Services is comprised of six divisions: Accounting, Assessing, Purchasing, Treasury, Water & Sewer Billing and Collection, and Central Services. Funding is provided by the General, Water & Sewer and Central Service Funds.

The Department is responsible for the collection of revenues, including but not limited to, real property taxes, personal property taxes, license and permit fees, penal fines, and fees for services. Revenues that are collected are disbursed by various departments as appropriated by City Council during yearly budget process. The preparation of the Annual Budget and The Comprehensive Annual Financial Report (CAFR) is headed by this department.

Central Services is part of this department and is described as part of the Central Services Fund in this document.

The Water & Sewer Billing and Collection Division is responsible for the billing and collection of fees for water, solid waste and sewer services. This division is detailed in the Water & Sewer Fund in this document.

The Assessing Division is responsible for maintaining the property records of the City. This includes establishing and maintaining assessed values of real and personal property. The Board of Review is conducted yearly which allows citizens to challenge their assessment established by this division.

EXPENDITURES

Expenditures are expected to increase in this department by \$133,501. This is due to additional staff positions being added.

FY 2012-2013 GOALS

The City is expecting to receive the GFOA Certificate of Achievement for Excellence in Financial Reporting, for the 15th consecutive year, for its FY 2011-2012 CAFR.

The City is moving forward into the future of internet accessibility. The citizens of Oak Park have the ability to access parcel information on-line. Currently residents are able to pay property taxes and water bills on-line via credit card. Consideration is being made to possibly allow for sidewalk assessment on-line credit card payments.

Implemented "Positive Pay" procedures with the City's financial institution to ensure that all transactions be verified to avoid any fraudulent activity.

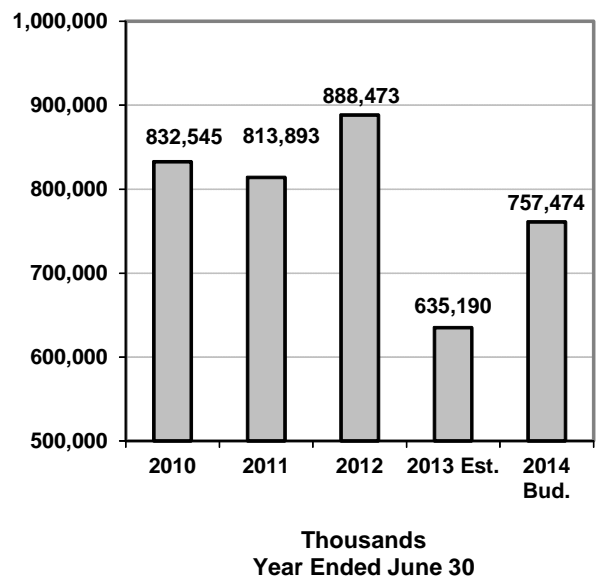
PERFORMANCE OBJECTIVES: FY 2013-2014

Maximize investment revenues by increasing interest on cash balances. Interest earned by all funds in FY 2011-2012 was \$59,080, a decrease from FY 2010-2011 revenue of \$122,813. This decrease was due to lower interest rates of short term instruments.

Apply for the GFOA Distinguished Budget Presentation, the Certificate of Achievement for Excellence in Financial Reporting and the Award for Outstanding Achievement in Popular Annual Financial Reporting.

Continue to maintain the highest level of performance in serving both City residents and staff members.

DEPARTEMENT OF FINANCE
Expenditure History



**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: FINANCE AND ADMINISTRATIVE SERVICES		FUND: GENERAL	DEPT. NO.: 101-15-201	ACTIVITY: ACCOUNTING, ASSESSING, TREASURY, FINANCIAL MANAGEMENT				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	495,792	315,217	224,782	337,173	412,512	414,882	412,584
712	Employee Benefits	341,566	200,405	138,164	207,246	251,492	252,720	282,984
726	Materials & Supplies	17,507	15,500	10,560	15,500	15,000	15,000	15,000
801	Professional Services	9,398	15,000	8,740	10,000	10,000	10,000	10,000
818	Contractual Services	17,875	59,380	48,928	59,380	59,380	59,380	59,380
860	Transportation	604	400	109	400	200	200	200
864	Conferences & Workshops	75	0	40	40	0	0	0
900	Publications	1,856	1,600	1,285	1,600	1,600	1,600	1,600
920	Utilities - Telephone	226	500	0	0	0	0	0
930	Repairs & Maintenance	375	300	1,051	1,051	500	500	500
958	Memberships & Dues	1,435	1,800	990	1,800	1,800	1,800	1,800
960	Education & Training	1,764	5,000	15	1,000	5,000	5,000	5,000
TOTAL		888,473	615,102	434,664	635,190	757,484	761,082	789,048

Personnel Worksheet

Job / Class Title	Actual <u>2011-2012</u>	Budgeted <u>2012-2013</u>	Requested <u>2013-2014</u>	Managers Rec. <u>2013-2014</u>	City Council <u>Approved</u>
<u>FULL TIME</u>					
Director of Finance & Administrative Services	1.0	1.0	1.0	1.0	1.0
Assistant Director of Finance & Administrative Services	1.0	0.0	0.0	0.0	0.0
Senior Financial Analyst	0.0	0.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Finance Clerk	3.0	2.0	3.0	3.0	3.0
Finance Clerk II	0.0	0.0	0.0	0.0	0.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
City Assessor	1.0	1.0	1.0	1.0	1.0
Appraiser	1.0	1.0	1.0	1.0	1.0
Assessing Clerk	1.0	0.0	0.0	0.0	0.0
Water Supervisor	1.0	1.0	1.0	1.0	1.0
Administrative Clerk	0.0	0.0	0.0	0.0	0.0
Water Meter Reader/Repairer	0.0	0.0	0.0	0.0	0.0
Sub-Total Full Time	11.0	8.0	10.0	10.0	10.0
<u>PART TIME</u>					
Administrative Clerk	0.75	0.75	0.00	0.00	0.00
TOTAL	11.8	8.8	10.0	10.0	10.0

CITY OF OAK PARK
PROPERTY TAX RATES - ALL DIRECT AND OVERLAPPING GOVERNMENTS
(Per \$1,000 of Assessed Value)
LAST TEN FISCAL YEARS

Fiscal Year	City	School Districts			Community College	County	Total Rates for Residents Residing In		
		Oak Park	Ferndale	Berkley			Oak Park School District	Ferndale School District	Berkley School District
2003: Homestead (1)	23.5377	12.5350	12.2223	9.5660	1.5983	8.6462	46.3172	46.0045	43.3482
2003: Non-Homestead	23.5377	30.6184	30.4023	27.7460	1.5983	8.6462	64.4006	64.1845	61.5282
2004: Homestead (1)	24.1194	13.4729	13.4732	11.5744	1.5889	8.6227	47.8039	47.8042	45.9054
2004: Non-Homestead	24.1194	31.6529	31.6532	29.7544	1.5889	8.6227	65.9839	65.9842	64.0854
2005: Homestead (1)	23.7201	13.4688	13.4691	10.9509	1.5844	8.6101	47.3834	47.3837	44.8655
2005: Non-Homestead	23.7201	31.6488	31.6491	29.1309	1.5844	8.6101	65.5634	65.5637	63.0455
2006: Homestead (1)	23.8150	13.3585	13.4699	10.9416	1.5844	8.6051	47.3630	47.4744	44.9461
2006: Non-Homestead	23.8150	31.5385	31.6499	29.1216	1.5844	8.6051	65.5430	65.6544	63.1261
2007: Homestead (1)	23.7288	13.4388	13.4691	10.7892	1.5844	8.6051	47.3571	47.3874	44.7075
2007: Non-Homestead	23.7288	31.6188	31.6491	28.9692	1.5844	8.6051	65.5371	65.5674	62.8875
2008: Homestead (1)	24.6704	13.4492	13.4795	10.6684	1.5844	8.4905	48.1945	48.2248	45.4137
2008: Non-Homestead	24.6704	31.6292	31.6595	28.8484	1.5844	8.4905	66.3745	66.4048	63.5937
2009: Homestead (1)	24.6863	13.4494	13.4796	10.6685	1.5844	8.7051	48.4252	48.4554	45.6443
2009: Non-Homestead	24.6863	31.6294	31.6596	28.8485	1.5844	8.7051	66.6052	66.6354	63.8243
2010: Homestead (1)	24.5191	13.6800	13.4780	10.6668	1.5844	8.7051	48.4886	48.2866	45.4754
2010: Non-Homestead	24.5191	31.8600	31.6580	28.8468	1.5844	8.7051	66.6686	66.4666	63.6554
2011: Homestead (1)	27.2386	15.5252	13.5052	11.1788	1.5844	8.7051	53.0533	51.0333	48.7069
2011: Non-Homestead	27.2386	33.7052	31.6852	29.3588	1.5844	8.7051	71.2333	69.2133	66.8869
2012: Homestead (1)	29.8398	17.0682	13.5332	11.2270	1.5844	8.9051	57.3975	53.8625	51.5563
2012: Non-Homestead	29.8398	35.2482	31.7132	29.4070	1.5844	8.9051	75.5775	72.0425	69.7363

(1) The State of Michigan passed a Property Tax Reform measure in 1994 which reduced property taxes for property owners who reside at the property (homestead). This reform created a two tiered tax system which accounts for the presentation above.

BUDGET TO ACTUAL FISCAL YEAR 2011-2012			
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
GENERAL FUND REVENUES	17,621,964	17,383,203	1.37%
GENERAL FUND EXPENDITURES	17,621,964	18,045,523	-2.35%
MAJOR STREET FUND EXPENDITURES	1,255,613	876,443	43.26%
LOCAL STREET FUND EXPENDITURES	624,368	569,042	9.72%
SOLID WASTE FUND EXPENDITURES	2,446,600	2,364,701	3.46%
WATER & SEWER FUND EXPENDITURES	10,746,313	9,517,438	12.91%
RISK MANAGEMENT EXPENDITURES	571,827	540,984	5.60%

The figures above depict both budgeted and actual amounts for the 2011-2012 Fiscal Year. The estimates for the General Fund and other major funds were adopted on May 16, 2011. The actual activity is recorded as of June 30, 2012. An important performance goal of the Finance Department is to estimate revenues and expenses within 5% of actual activity.

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
FINANCE AND ADMINISTRATIVE SERVICES**

POSITION	PAY GRADE	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH AD&D	LIFE & MEDICARE	CLOTHING	FICA /	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Director of Finance & Adm. Services	E	86,100	0	1,800	2,520	90,420	362	44,261	1,156	0	234	0	6,917	250	53,180	143,600
Administrative Assistant	F	43,356	920	2,601	0	46,877	186	22,946	1,156	17,141	187	0	3,586	250	45,452	92,329
ACCOUNTING																
Senior Financial Analyst	G	64,000	0	0	0	64,000	269	8,640	1,156	21,341	187	0	4,896	250	36,739	100,739
TREASURY																
Deputy Treasurer	G	53,547	0	1,673	0	55,220	225	7,455	1,156	7,341	187	0	4,224	250	20,838	76,058
Finance Clerk	A	34,980	0	1,500	0	36,480	147	17,857	1,156	17,141	94	195	2,791	190	39,571	76,051
ASSESSING																
City Assessor	G	64,000	0	0	0	64,000	269	8,640	1,156	21,341	187	0	4,896	250	36,739	100,739
Senior Appraiser	A	44,087	10,000	1,500	0	55,587	227	27,210	1,156	17,141	94	195	4,252	190	50,465	106,052
Appraiser I	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total		390,070	10,920	9,074	2,520	412,584	1,685	137,009	8,092	101,446	1,170	390	31,562	1,630	282,984	695,568
WATER & SEWER																
Water Supervisor	G	45,000	0	1,800	0	46,800	189	22,909	1,156	7,341	187	0	3,580	250	35,612	82,412
Finance Clerk	A	34,980	0	1,500	0	36,480	147	17,857	1,156	7,341	94	195	2,791	190	29,771	66,251
Finance Clerk	A	34,980	0	900	0	35,880	147	17,563	1,156	7,341	94	195	2,745	190	29,431	65,311
Administrative Clerk - Part Time	A-pt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total		114,960	0	4,200	0	119,160	483	58,329	3,468	22,023	375	390	9,116	630	94,814	213,974
Finance Department Total		505,030	10,920	13,274	2,520	531,744	2,168	195,338	11,560	123,469	1,545	780	40,678	2,260	377,798	909,542
General Fund						412,584									282,984	695,568
Water & Sewer Fund						119,160									94,814	213,974
Total						<u>531,744</u>									<u>377,798</u>	<u>909,542</u>

CITY OF OAK PARK

Law

OVERVIEW

According to the Code of Ordinances, City of Oak Park, Michigan, Chapter 4, Organization of Government, Section 4.14. Attorney - Function and Duties:

(a) The City Attorney shall act as legal advisor to, and be attorney and counsel for, the City Council and shall be responsible solely to the council. He shall advise any officer or department head of the City in matters relating to his official duties when so requested and shall file with the clerk a copy of all written opinions given by him.

(b) The attorney shall prosecute such ordinance violations and he shall conduct for the city such cases in court and before other legally constituted tribunals as the council may request. He shall file with the clerk copies of such records and files relating thereto as council may direct.

(c) The attorney shall prepare or review all ordinances, contracts, bonds and other written instruments which are submitted to him by the council and shall promptly give his opinion as to the legality thereof.

(d) The attorney shall call to the attention of the council all matters of law, and changes or developments therein, affecting the city.

(e) The attorney shall perform such other duties as may be prescribed for him by the City Charter or by the council.

(f) Upon the recommendation of the attorney, or upon its own initiative, the council may retain special legal counsel to handle any matter in which the city has an interest, or to assist and counsel with the attorney therein.

Compensation for the City Attorney does not include salaries. Also, anticipated Professional Services will decrease from \$170,000 for FY 2012-2013 to \$125,000 during FY 2013-2014. The compensation appropriation for the Prosecuting Attorney is estimated to be \$57,000 for FY 2013-2014. This consists of \$52,000 in expenditures for Professional Services and \$5,000 for Materials and Supplies.

PERFORMANCE OBJECTIVES

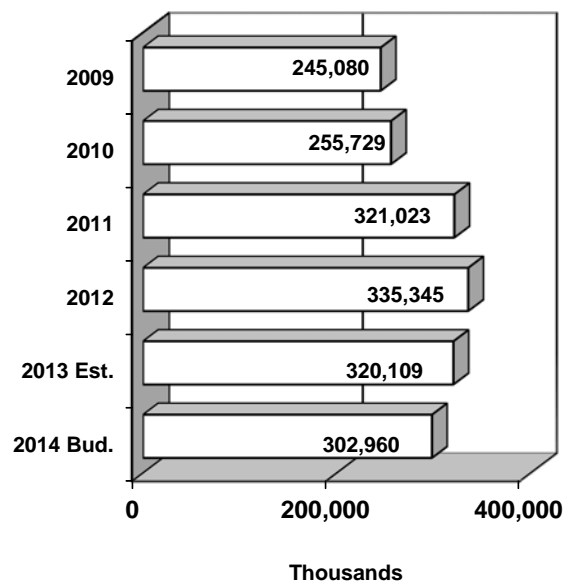
Assist City Council and Administration in the negotiations of a labor contract with Police Officers Association of Michigan who represent our Public Safety Officers. and assist in negotiations with TPOAM.

Continue with the effort to clean docket of Michigan Tax Tribunal of all appeals of property taxes within the City.

EXPENDITURES

Expenditures in the Law Budget are divided into three categories: City Attorney, Prosecuting Attorney and Labor Counsel.

Expenditure History



**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: CITY ATTORNEY		FUND: GENERAL	DEPT. NO.: 101-13-210	ACTIVITY: LEGAL COUNSEL				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC 2013-2014	CITY COUNCIL APPROVED 2013-2014
726	Materials & Supplies	0	0	0	0	0	5,000	5,000
801	Professional Services	165,815	170,000	138,416	170,110	170,100	125,000	125,000
818	Contractual Services	0	0	0	0	0	60,960	60,960
TOTAL		165,815	170,000	138,416	170,110	170,100	190,960	190,960

Note: The above budget includes amounts charged to the General Fund. See next page for amounts charged to all funds.

DEPARTMENT: PROSECUTING ATTORNEY		FUND: GENERAL	DEPT. NO.: 101-13-229	ACTIVITY: LEGAL PROCEEDINGS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	57,166	57,044	37,298	57,044	57,044	0	0
712	Employee Benefits	45,503	37,205	31,358	37,205	39,462	0	0
726	Materials & Supplies	0	0	0	0	0	0	5,000
801	Professional Services	2,061	500	420	500	500	52,000	52,000
818	Contractual Services	0	250	0	250	250	0	0
TOTAL		104,730	94,999	69,076	94,999	97,256	52,000	57,000

DEPARTMENT: LABOR ATTORNEY		FUND: GENERAL	DEPT. NO.: 101-13	ACTIVITY: LABOR COUNSEL				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC 2013-2014	CITY COUNCIL APPROVED 2013-2014
818	Contractual Services	64,800	55,000	50,000	55,000	55,000	55,000	55,000
TOTAL		64,800	55,000	50,000	55,000	55,000	55,000	55,000

TOTAL LAW	335,345	319,999	257,492	320,109	322,356	297,960	302,960
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NOTE: The City Attorney, Prosecuting Attorney, and Labor Attorney serve the City Council.

Personnel Worksheet

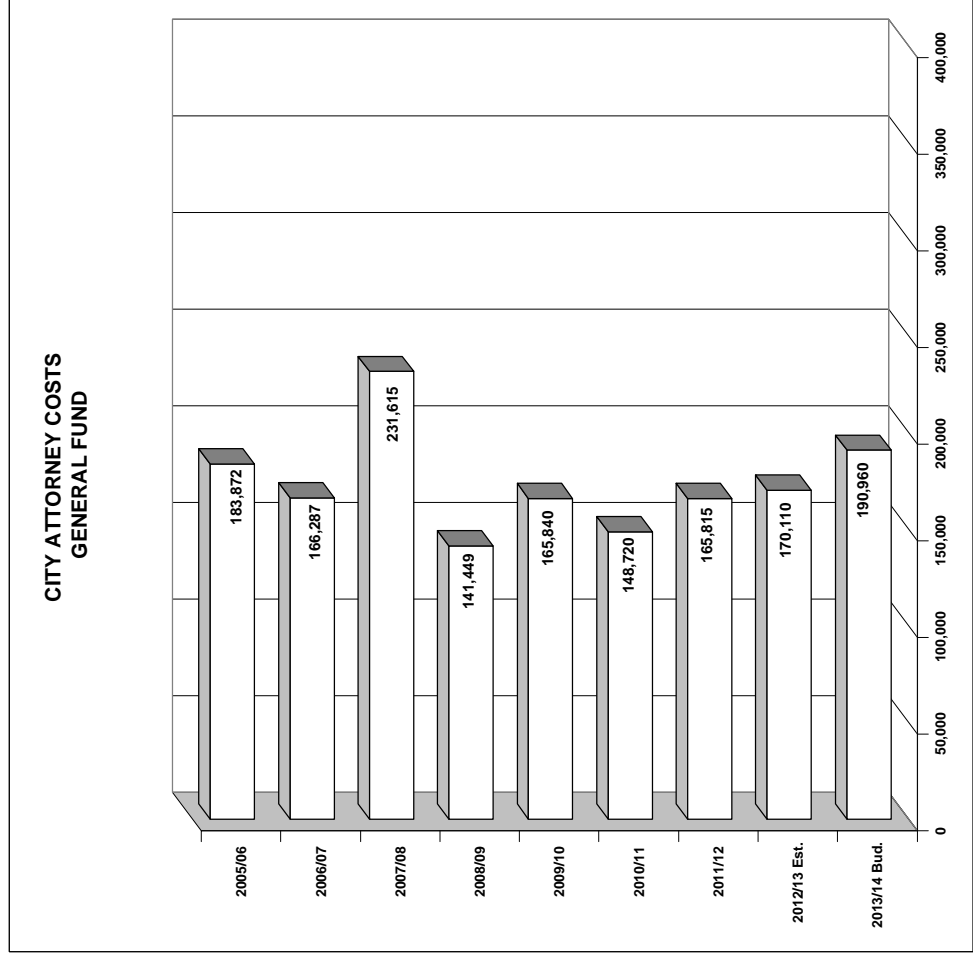
Job / Class Title	Actual 2011-2012	Budgeted 2012-2013	Requested 2013-2014	City Council Approved
Prosecuting Attorney	1	1	0	0
TOTAL	1	1	0	0

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
LEGAL**

POSITION	PAY GRADE	REG PAY	PAY TOTAL	WORK COMP	RETIREMENT	DENTAL	HEALTH AD&D	LIFE & MEDICARE	FICA / LTD	FRINGE BENEFIT TOTAL	GRAND TOTAL
Prosecuting Attorney	E	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0

City Attorney Costs - By Fund FY 2009 - 2010	
FUND	
101 - General Fund	165,840
402 - City Owned Property	5,440
450 - Road Construction Fund	353
731 - Employee Retirement System	728
TOTAL	172,361

City Attorney Costs - By Fund FY 2010 - 2011	
FUND	
101 - General Fund	148,720
111 - Library Fund	1,470
403 - Neighborhood Stabilization	5,312
452 - Municipal Complex Facility	4,307
592 - Water & Sewer Fund	743
731 - Employee Retirement System	24,830
TOTAL	185,382





“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Public Safety

We exist to serve the community. Our mission is to improve the quality of life in Oak Park by working together with all citizens to protect life and property, to promote safety, to maintain public order, and to preserve human rights.

OVERVIEW

The Department of Public Safety is responsible for:

a) Operation of a uniformed patrol force for routine investigations and the general maintenance of law and order.

b) Maintenance of a Dispatch Center at a central Public Safety location in the City Hall, the maintenance and supervising of police records, criminal and non-criminal identification, custody of property and the operation of short-term holding facilities.

c) Operation of an Investigations Bureau responsible for investigation of crimes, and the preparation of evidence for the prosecution of criminal cases and offenses in violation of the Code of Ordinances of the City of Oak Park and State Law.

d) Prevention and control of juvenile delinquency, the identification of crime hazards and the coordination of community agencies interested in crime prevention.

e) Control of traffic, traffic safety educational programs, school patrols and coordination of traffic violation prosecutions.

f) Efficient and prompt extinguishment of fires which endanger or are likely to endanger life or property; the maintenance and operation of fire-fighting equipment and of such other emergency equipment as may be assigned to it.

g) Investigation and inspection of potential fire hazards and the abatement of existing fire hazards.

The Department of Public Safety is directed by the Director of Public Safety, who is the commanding officer of the department. He directs the police and fire work of the City, is responsible for the enforcement of law and order, the protection of life and property against fire and the performance of other public services of an emergency nature assigned to the department.

The Public Safety Department is divided into three Divisions: Operations, Investigations and Fire.

EXPENDITURES

The Materials and Supplies appropriation for FY 2013-2014 is \$217,000; an \$86,500 increase compared to the request made during FY 2012-2013. In determining all purchases, the Department makes every effort to acquire equipment that allows all officers to perform their duties in the most efficient and safest manner possible. Examples of purchases include computers, ammunition for firearms training, first-aid supplies and general office supplies.

The amount of \$48,000 for FY 2013-2014 in the Education and Training account is slightly less than the allocation of \$47,700 that was used for FY 2012-2013. These funds are used for various Police, Fire and EMS training for the City's Public Safety Officers. civilian employees, including dispatchers, records clerks and the property clerk also receive training from these funds.

CITY OF OAK PARK

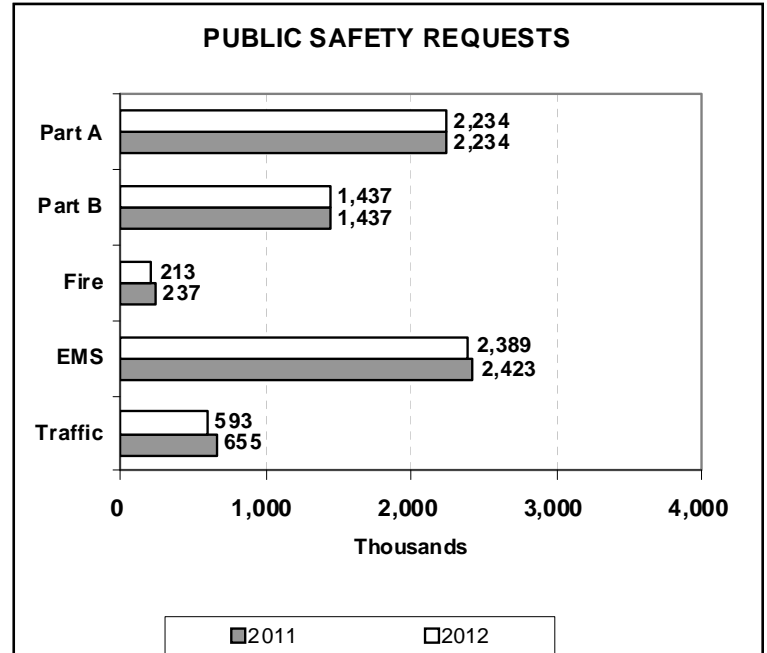
Public Safety

PERFORMANCE OBJECTIVES

1. Respond promptly, courteously and effectively to 100% calls for service.
2. Maintain overtime expenditures within 5% of Fiscal Year 2012-2013 amounts.
3. 100% of evidence and property to be accounted for an annual property room audit.
4. Investigations Division:
 - 100% of initial follow-up contacts on criminal cases made within 5 days.
 - 90% of follow-up investigations on assigned criminal cases completed within 45 days.
5. All mandated training to be completed by 100% of effected employees.
6. School Programs:
 - 95% of children in grade 3-6 to receive instruction on bullying and severe weather.
 - 95% of children in grades K-3 to receive fire safety instruction.
7. 50% of public, commercial and industrial occupancies will be fire inspected to insure compliance with local, state and federal fire safety guidelines. The ultimate goal is biennial inspection.
8. Percent of external complaints sustained to be less than 10% of the total reported and investigated.

Records Bureau:

- 100% response to public requests for reports in compliance with the Freedom of Information Act guidelines.



EXPLANATION OF GRAPH

Part A Crime: Murder, Rape, Robbery, Assault, Burglary, Larceny, Auto Theft, Arson and Fraud.

Part B Crime: Encompasses all other criminal offenses, that are in violation of State Law & Local Ordinances and are not among the Part A offenses. Examples include Driving While Impaired, Disorderly Conduct, etc..

Part A Crime decreased by 13%, from 2011 (2,234) to 2012 (1,944).

Part B Crime decreased by 25%, from 2011 (1,531) to 2012 (1,147).

Requests for Fire Services decreased by 10%, from 2011 (237) to 2012 (213).

Requests for EMS decreased by 1.4%, from 2011 (2,423) to 2012 (2,389).

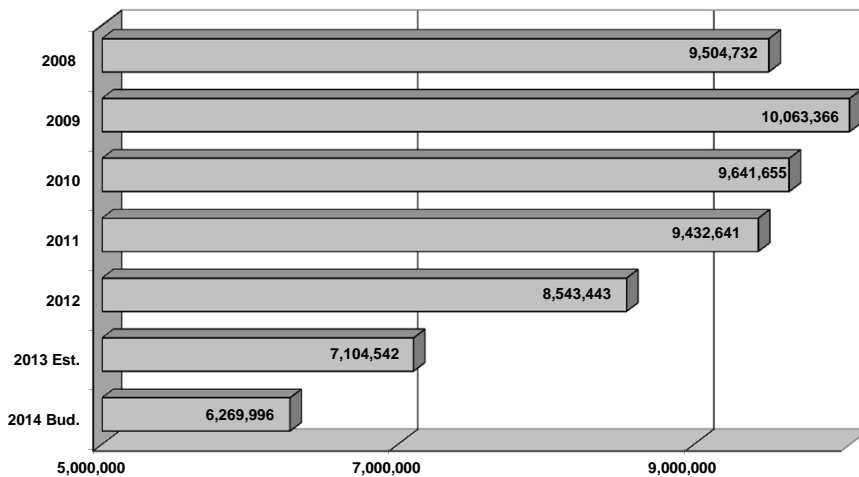
Traffic Crashes decreased by 9.466%, from 2011 (655) to 2012 (593).

**CITY OF OAK PARK
2013-2014 BUDGET**

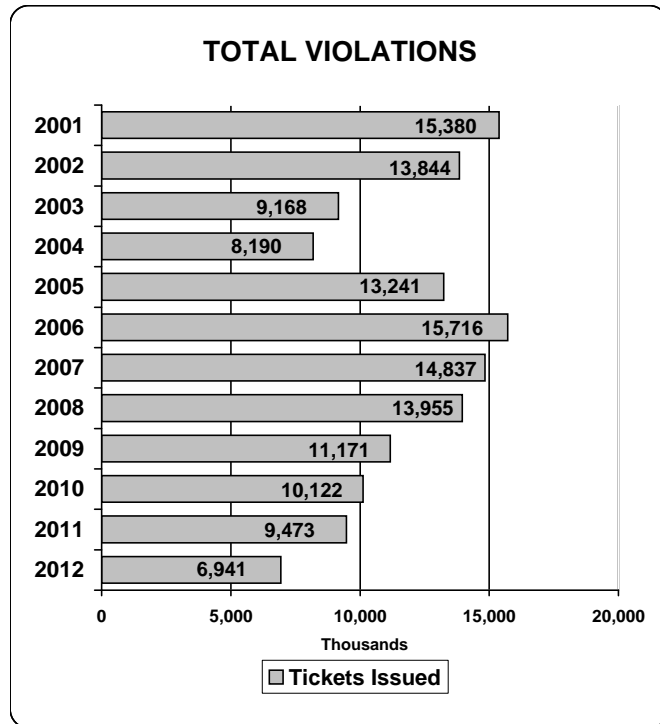
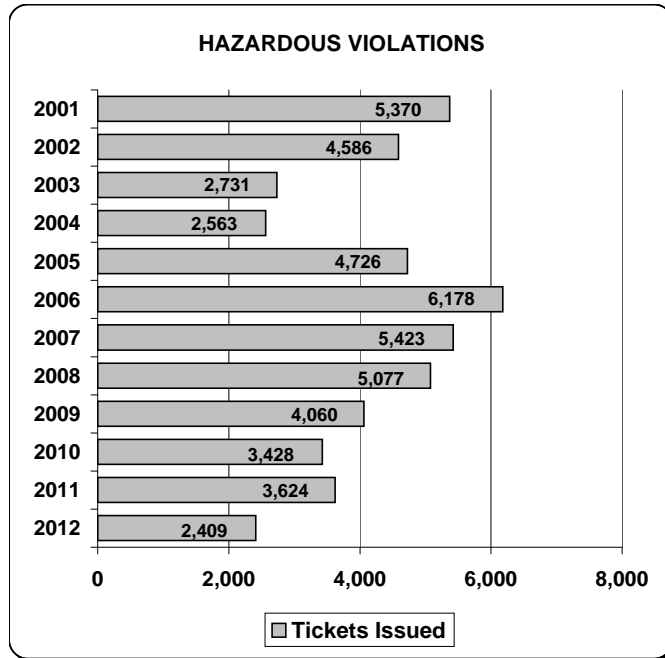
EXPENDITURE SUMMARY

DEPARTMENT:		FUND:	DEPT. NO.:	ACTIVITY:				
PUBLIC SAFETY		GENERAL	101-17-345	LAW ENFORCEMENT, FIRE SUPPRESSION, EMERGENCY SERVICES				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	5,062,295	4,047,943	2,563,517	4,098,461	4,492,307	4,422,564	4,422,564
712	Employee Benefits	3,016,856	2,645,605	1,700,277	2,673,663	1,279,040	1,329,332	1,329,332
726	Materials & Supplies	99,443	130,500	18,947	37,894	100,000	100,000	217,000
801	Professional Services	125,101	151,161	54,003	108,006	120,000	120,000	120,000
804	Employee Recruitment	30	0	2,705	5,410	500	500	500
860	Transportation	8,650	19,000	2,759	5,518	10,000	10,000	10,000
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Publications	1,311	1,800	77	154	1,800	1,800	1,800
920	Utilities - Telephone	6,916	8,600	4,712	9,424	8,600	8,600	8,600
921	Utilities - Electricity	5,226	6,700	4,524	9,048	6,700	6,700	6,700
930	Repairs & Maintenance	45,047	46,700	10,203	20,406	40,000	40,000	40,000
940	Rentals	57,157	56,200	43,369	86,738	56,000	56,000	56,000
956	Miscellaneous	4,260	8,800	639	1,278	5,000	5,000	5,000
958	Memberships & Dues	4,380	1,800	3,335	6,670	4,500	4,500	4,500
960	Education & Training	16,771	47,700	20,936	41,872	48,000	48,000	48,000
TOTAL		8,453,443	7,172,509	4,430,003	7,104,542	6,172,447	6,152,996	6,269,996

EXPENDITURE HISTORY



**CITY OF OAK PARK
2013-2014 BUDGET
TICKETS ISSUED BY PUBLIC SAFETY DEPARTMENT BY CALENDAR YEAR**



**CITY OF OAK PARK
2013-2014 BUDGET**

DEPARTMENTAL REVENUE - PUBLIC SAFETY

ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 02/28/13 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
452.000	Burglar Alarm Permits	1,594	1,200	852	1,150	1,000	1,000	1,000
453.000	Emergency Response	6,223	5,000	1,320	5,000	5,000	5,000	5,000
477.000	Animal Licenses	6,301	7,500	4,080	4,700	5,000	5,000	5,000
486.000	Bicycle Registrations	26	100	6	20	20	20	20
633.000	Car Pound Fees	5,503	5,000	2,720	4,000	4,500	4,500	4,500
634.000	Police Alarm Fees	3,690	2,100	5,300	6,500	3,000	3,000	3,000
635.000	Police Reports	12,444	10,000	5,633	10,000	10,000	10,000	10,000
678.000	Fingerprinting	789	840	510	700	700	700	700
679.000	Gun Registration	820	610	370	450	200	200	200
TOTAL		37,390	32,350	20,791	32,520	29,420	29,420	29,420

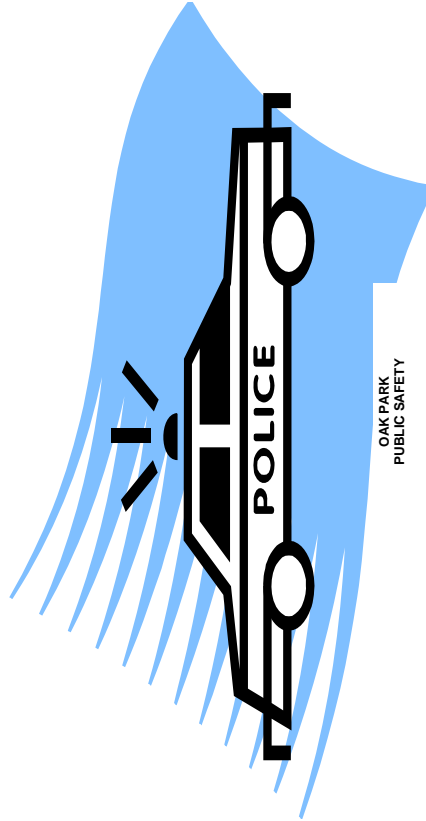
Personnel Worksheet - Public Safety Department

Job / Class Title	Actual 2011-2012	Budgeted 2012-2013	Requested 2013-2014	Managers Rec. 2013-2014	City Council Approved
<u>FULL TIME</u>					
Director of Public Safety	1.00	1.00	1.00	1.00	1.00
Deputy Director	1.00	1.00	1.00	1.00	1.00
Public Safety Officer II - Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Public Safety Officer II - Community Services Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Administrative Clerk II	2.00	2.00	1.00	1.00	1.00
Property Clerk	1.00	1.00	1.00	1.00	1.00
Patrol Lieutenant	4.00	4.00	4.00	4.00	4.00
Platoon Sergeant	3.00	3.00	4.00	4.00	4.00
Public Safety Officer I	37.00	23.00	26.00	26.00	26.00
Investigations Lieutenant	1.00	1.00	1.00	1.00	1.00
Investigations Sergeant	2.00	1.00	1.00	1.00	1.00
Public Safety Officer II - Detective	4.00	4.00	4.00	4.00	4.00
Public Safety Officer II - Juvenile Justice Coordinator	1.00	1.00	1.00	1.00	1.00
Fire Marshall / Lieutenant	1.00	1.00	1.00	1.00	1.00
Sergeant	1.00	1.00	1.00	1.00	1.00
Public Safety Officer II - Fire Inspector	1.00	1.00	1.00	1.00	1.00
Civil Records Supervisor	0.00	1.00	1.00	1.00	1.00
Civilian Dispatcher	5.00	5.00	5.00	5.00	5.00
Sub-Total Full Time	68.00	54.00	57.00	57.00	57.00
<u>PART TIME</u>					
Crossing Guard (14 Positions)	5.25	5.25	5.25	5.25	5.25
Sub-Total Part Time	5.25	5.25	5.25	5.25	5.25
TOTAL	73.25	59.25	62.25	62.25	62.25

PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
PUBLIC SAFETY

POSITION	PAY GRADE	REG PAY	OT PAY	LONG PAY	OTHER PAY	DIRECT PAY TOTAL	WORK COMP	RETIRE-MENT	DENTAL	HEALTH	LIFE & AD&D	FICA / MEDICAR	CLOTHING	LONG TERM DISABIL	FRINGE BENEFIT	GRAND TOTAL
Director of Public Safety	E	112,286	0	1,700	365	114,351	2,953	60,206	1,156	21,059	187	1,658	870	250	88,339	202,690
Deputy Director of Public Safety	M	101,819	0	1,700	365	103,884	2,678	54,695	1,156	21,059	187	1,506	870	250	82,401	186,285
Confidential Administrative Secretary	F	32,006	1,600	0	0	33,606	141	0	0	0	0	2,571	0	0	2,712	36,318
Administrative Clerk II	A	34,980	0	1,500	0	36,480	147	17,857	1,156	21,341	94	2,791	195	190	43,771	80,251
Dispatcher	A	220,400	23,800	7,840	2,520	254,560	1,025	106,908	5,780	56,283	935	19,474	2,500	1,250	196,155	450,715
Property Clerk	A	36,571	0	1,500	0	38,071	154	18,636	1,156	7,341	94	2,912	195	190	30,678	68,749
Leutenant	A	565,218	52,700	7,650	4,710	630,278	16,251	331,841	6,936	91,483	1,099	9,139	5,220	1,500	463,469	1,093,747
Sergeant	A	520,002	35,900	6,850	7,230	569,982	14,620	300,095	6,936	84,236	1,122	8,266	5,220	1,500	421,995	991,977
Civil Records Supervisor	M	48,000	900	0	0	48,900	205	0	0	0	0	709	0	0	914	49,814
PSO II - Administrative Assistant	P	75,996	1,400	450	365	78,211	2,036	41,178	1,156	20,759	164	1,134	870	250	67,547	145,758
PSO II - Community Service Coordinator	P	79,795	5,500	850	365	86,510	2,243	45,548	1,156	16,675	164	1,254	870	250	68,160	154,670
Public Safety Officer II - Detective	P	319,180	23,400	4,250	3,980	350,810	9,009	184,701	4,624	62,277	656	5,086	3,480	1,000	270,833	621,643
Public Safety Officer II - Fire Inspector	P	79,795	3,400	850	365	84,410	2,188	44,442	1,156	20,759	164	1,224	870	250	71,053	155,463
Public Safety Officer II - Youth Officer	P	79,795	4,400	1,700	365	86,260	2,214	45,416	1,156	20,759	164	1,251	870	250	72,080	158,340
Public Safety Officer I	P	1,898,141	134,000	28,500	14,410	2,075,051	53,444	1,062,489	30,056	460,100	4,264	30,086	22,620	6,500	1,669,559	3,744,610
Sub-Total Full Time		4,203,984	287,000	65,340	35,040	4,591,364	109,308	2,314,012	63,580	906,131	9,294	89,061	44,650	13,630	3,549,666	8,141,030
Crossing Guards - Part Time	PT	72,100	0	0	0	72,100	2,318	0	0	0	0	5,518	0	0	7,836	79,936
		4,276,084	287,000	65,340	35,040	4,663,464	111,626	2,314,012	63,580	906,131	9,294	94,579	44,650	13,630	3,557,502	8,220,966
Amount charged to COPS grant		155,157	16,000	0	0	171,157	4,501	53,052	3,468	40,497	492	2,481	2,610	750	107,851	279,008
Total General Fund		4,120,927	271,000	65,340	35,040	4,492,307	107,125	2,260,960	60,112	865,634	8,802	92,098	42,040	12,880	3,449,651	7,941,958

Other Pay represents Hazard Pay and Payment-in Lieu of Medical.



OAK PARK
PUBLIC SAFETY

CITY OF OAK PARK

Department of Technical and Planning Services

OVERVIEW

The Department of Technical and Planning Services consists of the following divisions: Building Inspection (including Electrical, Mechanical, and Plumbing), Code Assistance, and Engineering.

The Building Inspection and Code Assistance Division is responsible for the issuance of all permits, inspection of all work relating to building construction of all buildings or structures in the City and enforces the zoning ordinance. It is responsible for all work done under the provisions of the electrical, plumbing, mechanical and building codes of the City. This Division is also responsible for the investigation of all alleged violations of ordinances and codes of the City parking lots, signs, nuisances and offensive conditions, anti-blight, garbage and rubbish containment, weeds and rodent control, dog pound and animal care, and certain types of parking offenses.

The Engineering Division is responsible for all matters relating to construction of all physical properties of the City's infrastructure. The division is also responsible for planning in connection with such changes or improvements to the physical properties of the City as are consistent with and necessary to the future growth and development of the City. This division performs the engineering services for the City.

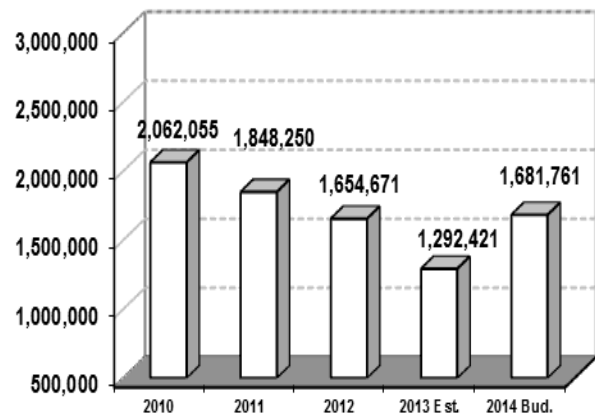
REVENUE

Fiscal Year 2013-14 will reflect a 36% rise in revenues over the past ten years. Some revenue increases cannot be controlled, such as the number of building permits, which were lower than last year. The Department continues to aggressively pursue the rental inspection program and the business licensing registrations which are partly responsible for the increase in revenue. Last year, we increased the Business License fee as well as the Rental Inspection fee.

EXPENDITURES

As of Fiscal Year 2013-14, expenditures have decreased 30% over the past eleven years. This can be attributed to our energy conservation efforts and a reduction in personnel. Despite lower staffing levels, the department continues to provide quality service to the community.

EXPENDITURE HISTORY
General Fund



CITY OF OAK PARK

ACCOMPLISHMENTS FOR 2012-2013

- a) Planned, administered, and inspected the 2012 Sewer Cleaning and Televising Inspection Program.
- b) Planned, designed, administered, and inspected the water main placement at the new City Hall / Public Safety Building.
- c) Planned, administered, and inspected the 2012 miscellaneous concrete program to repair damage caused from water main breaks, sewer repairs and other damaged pavement.
- d) Planned, administered, and inspected the 2013 Fire Hydrant Blasting and Repainting Project.
- e) Planned, designed, administered, and inspected the 2013 Joint Sealing Project.
- f) Planned, administered, and inspected the 2012 Sidewalk Replacement Program.
- g) Coordinated and administered multiple projects regarding the Library / Community Center renovation and the new City Hall and Public Safety Building.
- h) Continued to administer the Business License Program.
- i) Annual low-cost animal shot clinic.
- j) Demolished, renovated, or reconstructed over 25 homes under the Neighborhood Stabilization Program.
- k) Have restructured our Rental Home Inspection Program.
- l) Became a participating community in the Fire Insurance Withholding Program.
- m) Have reviewed and modified our fee schedule for Business Licenses.

PERFORMANCE OBJECTIVES

- a) With cooperation from the Road Commission for Oakland County; plan, design, administer and inspect the resurfacing of the pavement on the Ten Mile Road Service Drive at Coolidge Highway.
- b) Continue to plan, coordinate, and administer multiple projects regarding the Library / Community Center renovation and the new City Hall and Public Safety Building.
- c) Plan, design, administer, and inspect the 2014 Fire Hydrant Blasting and Repainting Project.
- d) Administer, and inspect the 2014 Sewer Lining and Repair Project.
- e) Plan, administer, and inspect 2014 Sewer Cleaning and Television Inspection Program.
- f) Plan, administer, and inspect the 2014 Joint and Crack Sealing Project
- g) Plan, administer, and inspect the miscellaneous concrete repairs related to water and sewer repairs and perform repairs of intersections and street patches.
- h) Continue to gather accurate utility locations throughout the City using the GPS system.
- i) Continue to work with the Developer with the development of the Armory property.
- j) Continue aggressive Rental Registration and Inspection Program.
- k) Continue to acquire and renovate homes under the Neighborhood Stabilization Program.
- l) Revise our Ordinances to incorporate Civil Infractions and clarify fees and processes.

**CITY OF OAK PARK
SCHEDULE OF BUILDING PERMITS AND VALUATIONS
LAST TEN FISCAL YEARS**

The Department of Technical & Planning Services is responsible for the issuance of Building Permits and accumulates date, which indicates the value

FISCAL YEAR	COMMERCIAL		INDUSTRIAL		RESIDENTIAL		TOTAL	
	Number	Value	Number	Value	Number	Value	Number	Value
2002/2003	16	2,412,958	9	334,818	913	6,354,166	938	9,101,942
2003/2004	22	2,580,175	6	123,330	682	3,812,111	710	6,515,615
2004/2005	24	5,614,224	3	140,000	785	4,956,994	814	10,711,218
2005/2006	22	2,971,371	8	2,138,615	781	4,820,450	811	9,930,436
2006/2007	21	2,157,170	6	1,711,000	689	5,207,410	716	9,075,580
2007/2008	36	2,744,715	4	162,331	584	5,608,563	624	8,515,609
2008/2009	32	2,583,891	3	121,785	510	3,162,819	545	5,868,495
2009/2010	26	3,027,240	1	25,000	545	3,091,511	582	6,143,751
2010/2011	73	2,210,548	1	20,000	399	2,816,225	473	5,007,773
2011/2012	101	5,146,820	1	2,537,950	547	5,331,079	649	6,143,751

CITY OF OAK PARK
2013 - 2014 BUDGET
EXPENDITURE SUMMARY
TECHNICAL AND PLANNING SERVICES - ALL FUNDS

ACCT. NO.	ACCOUNT NO. / NAME	PRIOR YEAR ACTUAL - FISCAL YEAR 2011-2012						YEAR END ESTIMATE - FISCAL YEAR 2012-2013						CITY COUNCIL APPROVED - FISCAL YEAR 2013-2014									
		General Fund	Major Streets	Local Streets	CDBG	Road Construction	Water and Sewer	TOTAL	General Fund	Major Streets	Local Streets	CDBG	Road Construction	Water and Sewer	TOTAL	General Fund	Major Streets	Local Streets	CDBG	Road Construction	NSP	Water and Sewer	TOTAL
702	Salaries & Wages	332,278	28,483	9,033	55,286	0	123,458	548,538	166,985	27,400	8,600	35,036	0	163,800	401,821	263,739	33,764	0	42,000	0	0	196,045	535,548
712	Employee Benefits	306,221	21,569	7,306	43,195	0	95,433	473,724	63,591	93,200	7,200	31,070	0	142,108	337,169	217,827	23,122	0	42,000	0	0	131,667	414,616
726	Materials & Supplies	26,591						26,591	31,200					31,200	31,200	39,100							39,100
801	Professional Services	125,773				221,881		347,654	92,000				1,300,000	1,392,000	75,500				375,000	120,000			570,500
818	Contractual Services	40,584			23,784		64,368	64,368	76,000			26,694		102,694	139,000				29,092				168,092
860	Transportation	0					0	0	0					0	0	150							150
864	Conferences & Workshops	0					0	0	0					0	0	0							0
900	Printing & Publications	263					263	263	0					0	400								400
920	Utilities - Telephone	26,740					26,740	26,740	25,000					25,000	15,000								15,000
922	Utilities - Heating	41,339					41,339	41,339	50,000					50,000	65,000								65,000
923	Utilities - Water	29,511					29,511	29,511	30,000					30,000	30,000								30,000
921	Utilities - Electricity	673,280					673,280	673,280	680,000					680,000	680,000								680,000
930	Repairs & Maintenance	49,313					49,313	49,313	75,000					75,000	75,000								75,000
958	Memberships & Dues	1,640					1,640	1,640	1,545					1,545	1,545								1,545
960	Education & Training	1,138					1,138	1,138	1,100					1,100	1,100								1,100
Department Total - Operations		1,654,671	50,052	16,339	122,265	221,881	2,284,099	2,284,099	1,292,421	120,600	15,800	92,800	1,300,000	3,127,529	1,681,761	56,886	0	113,092	375,000	120,000	327,712	2,674,451	
999	Transfer Out		350,000	75,000		0	425,000	425,000		350,000	75,000		0	425,000		350,000	0		0	0			350,000
970	Capital Outlay		0	0			0	0		135,000	0			135,000		220,000	150,000						370,000
Total		1,654,671	400,052	91,339	122,265	221,881	2,709,099	2,709,099	1,292,421	605,600	90,800	92,800	1,300,000	3,687,529	1,681,761	626,886	150,000	113,092	375,000	120,000	327,712	3,394,451	

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: TECHNICAL & PLANNING SERVICES - SUMMARY		FUND: GENERAL	DEPT. NO.: 101-16	ACTIVITY: PLANNING, INSPECTIONS, ENGINEERING, CODE ASSISTANCE, BUILDING MAINTENANCE, STREET LIGHTING				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	332,278	146,570	113,707	166,985	153,365	153,365	263,739
712	Employee Benefits	306,221	154,720	126,264	63,591	132,820	132,820	217,827
726	Materials & Supplies	26,591	34,100	11,402	31,200	39,100	39,100	39,100
801	Professional Services	125,773	46,200	58,611	92,000	125,500	125,500	75,500
818	Contractual Services	40,584	129,202	52,438	76,000	139,000	139,000	139,000
860	Transportation	0	450	0	0	150	150	150
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Publications	263	400	0	0	400	400	400
920	Utilities - Telephone	26,740	40,000	16,865	25,000	15,000	15,000	15,000
922	Utilities - Heating	41,339	65,000	28,568	50,000	50,000	50,000	65,000
923	Utilities - Water	29,511	30,000	16,280	30,000	30,000	30,000	30,000
921	Utilities - Electricity	673,280	692,000	421,270	680,000	680,000	680,000	692,000
930	Repairs & Maintenance	49,313	180,000	33,617	75,000	140,000	140,000	140,000
958	Memberships & Dues	1,640	1,545	792	1,545	845	845	845
960	Education & Training	1,138	4,075	35	1,100	3,200	3,200	3,200
TOTALS		1,654,671	1,524,262	879,849	1,292,421	1,509,380	1,509,380	1,681,761

DEPARTMENTAL REVENUE

451.000	Business Licenses & Permits	70,360	70,000	71,468	72,000	78,000	78,000	78,000
478.000	Sidewalk Permits	17,219	12,000	23,789	25,000	15,000	15,000	15,000
479.000	Building Permits	182,864	187,000	68,118	95,000	95,000	95,000	95,000
481.000	Electrical Permits	41,513	44,000	30,275	35,000	35,000	35,000	35,000
482.000	Heating Permits	53,837	33,000	27,863	34,000	33,000	33,000	33,000
483.000	Plumbing Permits	14,971	19,000	5,713	9,000	10,000	10,000	10,000
484.000	Zoning Permits & Fees	6,756	6,000	4,175	5,500	7,000	7,000	7,000
485.000	Other Non-Business Licenses	8,552	8,000	6,360	9,500	9,000	9,000	9,000
629.000	Dog Pound Fees	2,319	2,000	999	1,500	2,000	2,000	2,000
632.000	Housing Inspections	91,722	70,000	47,560	100,000	100,000	100,000	100,000
676.000	Reimbursement. - Ice Rink Electricity	74,707	65,000	54,853	65,000	65,000	65,000	65,000
TOTAL		564,820	516,000	341,173	451,500	449,000	449,000	449,000

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
TECHNICAL & PLANNING SERVICES		GENERAL	101-16-691	PLANNING				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	113,763	35,000	22,120	34,000	0	0	0
712	Employee Benefits	69,422	2,865	25,004	24,355	0	0	0
958	Memberships & Dues	1,110	700	0	700	0	0	0
960	Education & Training	433	500	0	500	0	0	0
TOTAL		184,728	39,065	47,124	59,555	0	0	0

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
TECHNICAL & PLANNING SERVICES		GENERAL	101-16-371	INSPECTIONS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 02/28/13 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	104,164	101,671	72,699	107,000	113,302	113,302	223,676
712	Employee Benefits	108,427	143,867	61,105	0	97,436	97,436	182,443
726	Materials & Supplies	1,012	1,100	413	600	1,100	1,100	1,100
801	Professional Services	95,575	46,200	37,787	60,000	115,500	115,500	65,500
818	Contractual Services	7,282	9,000	2,334	5,000	9,000	9,000	9,000
860	Transportation	0	300	0	0	0	0	0
864	Conferences & Workshops	0	0	0	0	0	0	0
958	Memberships & Dues	530	845	792	845	845	845	845
960	Education & Training	0	1,575	35	100	1,200	1,200	1,200
		316,990	304,558	175,165	173,545	338,383	338,383	483,764

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
TECHNICAL & PLANNING SERVICES		GENERAL	101-16-265	BUILDING MAINTENANCE				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL	CURRENT BUDGET	ACTUAL AS OF 2/28/13	EST. YEAR END	DEPT. REQUEST	MANAGERS REC.	CITY COUNCIL APPROVED
		2011-2012	2012-2013	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
702	Salaries & Wages	26,642	0	11,617	21,000	30,000	30,000	30,000
712	Employee Benefits	51,927	0	29,268	30,000	28,087	28,087	28,087
726	Materials & Supplies	17,025	20,000	8,305	26,000	25,000	25,000	25,000
801	Professional Services	5,404	0	20,824	32,000	10,000	10,000	10,000
818	Contractual Services	32,462	46,202	4,028	6,000	60,000	60,000	60,000
920	Utilities - Telephone	26,740	40,000	16,865	25,000	15,000	15,000	15,000
922	Utilities - Heating	41,339	65,000	28,568	50,000	50,000	50,000	65,000
923	Utilities - Water	29,511	30,000	16,280	30,000	30,000	30,000	30,000
921	Utilities - Electricity	199,430	222,000	135,355	210,000	210,000	210,000	222,000
930	Repairs & Maintenance	49,313	180,000	33,617	75,000	140,000	140,000	140,000
970	Capital Outlay	0	0	(352)	0	0	0	0
TOTAL		479,793	603,202	304,375	505,000	598,087	598,087	625,087

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
TECHNICAL & PLANNING SERVICES		GENERAL	101-16-447	ENGINEERING				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL	CURRENT BUDGET	ACTUAL AS OF 2/28/13	EST. YEAR END	DEPT. REQUEST	MANAGERS REC.	CITY COUNCIL APPROVED
		2011-2012	2012-2013	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
702	Salaries & Wages	13,746	9,899	6,351	4,200	10,063	10,063	10,063
712	Employee Benefits	16,588	7,988	10,887	9,236	7,297	7,297	7,297
726	Materials & Supplies	198	3,000	97	100	3,000	3,000	3,000
801	Professional Services	0	0	0	0	0	0	0
860	Transportation	0	150	0	0	150	150	150
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Printing & Publications	263	400	0	0	400	400	400
958	Memberships & Dues	0	0	0	0	0	0	0
960	Education & Training	705	2,000	0	500	2,000	2,000	2,000
970	Capital Outlay	0	0	0	0	0	0	0
TOTAL		31,500	23,437	17,335	14,036	22,910	22,910	22,910

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
TECHNICAL & PLANNING SERVICES		GENERAL	101-16-448	STREET LIGHTING				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL	CURRENT BUDGET	ACTUAL AS OF 2/28/13	EST. YEAR END	DEPT. REQUEST	MANAGERS REC.	CITY COUNCIL APPROVED
		2011-2012	2012-2013	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
921	Utilities - Electricity	473,850	470,000	285,915	470,000	470,000	470,000	470,000
TOTAL		473,850	470,000	285,915	470,000	470,000	470,000	470,000

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: TECHNICAL & PLANNING SERVICES		FUND: GENERAL	ACCT. NO.: 101-16-401	ACTIVITY: ADMINISTRATION				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/13 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	73,963	0	920	785	0	0	0
712	Employee Benefits	59,857	0	0	0	0	0	0
726	Materials & Supplies	8,356	10,000	2,587	4,500	10,000	10,000	10,000
801	Professional Services	24,794	0	0	0	0	0	0
818	Contractual Services	840	74,000	46,076	65,000	70,000	70,000	70,000
TOTAL		167,810	84,000	49,583	70,285	80,000	80,000	80,000

Personnel Worksheet - Department of Technical and Planning Services

Job / Class Title	Actual 2011-2012	Budgeted 2012-2013	Requested 2013-2014	Managers Rec. 2013-2014	City Council Approved
<u>FULL TIME</u>					
Director of Technical & Planning Services	1.00	0.00	1.00	1.00	1.00
Engineering Supervisor/Deputy Director	1.00	1.00	1.00	1.00	1.00
Office Coordinator	1.00	0.00	0.00	0.00	0.00
Code Assistance / Animal Control	2.00	3.00	2.00	2.00	4.00
Rental Inspector II	0.00	0.00	0.00	0.00	1.00
Engineering Technician I	1.00	1.00	1.00	1.00	1.00
Engineering Technician II	1.00	1.00	0.00	0.00	0.00
Administrative Clerk II	1.00	0.00	0.00	0.00	0.00
Building Division Supervisor	1.00	1.00	1.00	1.00	1.00
Building Maintenance Repairer	1.00	0.00	0.00	0.00	0.00
Sub-Total Full Time	10.00	7.00	6.00	6.00	9.00
<u>PART TIME</u>					
Engineering Part Time	0.50	0.50	0.50	0.50	0.50
TOTAL	10.50	7.50	6.50	6.50	9.50

BUILDINGS MAINTAINED

	Square Footage
CABLE BUILDING	4,870
COMMUNITY CENTER	19,440
CITY HALL	43,447
PARKS & FORESTRY BUILDING	5,180
LIBRARY	18,670
ARENA	45,953
DPW SERVICE CENTER	26,360
SWIMMING POOL	5,100

The Department of Technical and Planning Services maintains the above buildings and utilities are charged to this area of the budget for all department

City of Oak Park Zoning Districts

R-1 ONE-FAMILY DWELLING DISTRICT

The One-Family Dwelling Districts are intended to provide an environment of one-family detached dwellings and accessory uses in structures within stable residential neighborhoods.

R-2 TWO-FAMILY DWELLING DISTRICTS

The Two-Family Dwelling Districts are intended to permit both one-family and two-family dwellings and compatible accessory uses and structures within stable residential neighborhoods.

RM-1 AND RM-2 MULTI-FAMILY RESIDENTIAL DISTRICTS

The Low-Rise Multi-Family Residential Districts and the Mid-Rise Multi-Family Districts are intended to provide areas for multiple family dwellings and related uses.

O OFFICE BUILDING DISTRICTS

The Office Districts are intended to accommodate uses such as offices, banks, personal services, and a limited amount of retail.

B-1 NEIGHBORHOOD BUSINESS DISTRICTS

The Neighborhood Business Districts are intended to meet the day-to-day convenience shopping and service needs of persons residing in nearby residential areas.

B-2 GENERAL BUSINESS DISTRICTS

The General Business Districts are intended to accommodate more intensive businesses that cater to a larger consumer market than those typically found in Neighborhood Business Districts.

LI LIGHT INDUSTRIAL DISTRICTS

The Light Industrial Districts are intended to accommodate uses such as manufacturing plants, warehousing, research laboratories and similar uses.

PTRED PLANNED TECHNICAL, RESEARCH, EDUCATION DEVELOPMENT DISTRICTS

The Planned Technical, Research, Education Development Districts are intended to accommodate research, technical, medical and educational activities which serve the needs of nearby regional establishments.

PCD PLANNED CORRIDOR DEVELOPMENT DISTRICTS

The Planned Corridor Development Districts are designed to provide for a variety of retail and service establishments in business areas abutting major thoroughfares.

PMF PLANNED MULTIFAMILY DISTRICTS

The Planned Multifamily Residential Districts is designed to provide for low-rise multiple-family residential and related uses fronting on major thoroughfares.

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
TECHNICAL AND PLANNING SERVICES**

POSITION	NAME	SENIORITY DATE	MONTHS OF SERVICE as of 11/1/2013	PAY GRADE	REGULAR PAY		OVER TIME PAY		LONGEVITY PAY		OTHER PAY		DIRECT PAY TOTAL		WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH AD&D	LIFE & MEDICARE	FICA / CLOTHING	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
					PAY	PAY	PAY	PAY	PAY	PAY	PAY	PAY	PAY	PAY									
Director of Technical & Planning Services	Barrett, R.	02/19/96	215	E	70,429	0	4,807	0	75,236	296	36,828	1,156	21,341	234	5,756	0	250	65,861	141,097				
Deputy Director of Technical & Planning	DeCoster, D.	12/16/02	132	G	64,000	0	1,800	0	65,800	269	32,209	1,156	21,341	187	5,034	0	250	60,446	126,246				
Building Division Supervisor	Hines, J.	02/25/08	69	G	53,100	0	872	0	53,972	1,816	5,667	1,156	21,341	94	4,129	290	190	34,683	88,655				
Code Assistance Officer II	Jones, K.	09/16/02	135	A	47,765	7,000	900	0	55,665	1,473	27,248	1,156	17,141	94	4,258	290	190	51,850	107,515				
Code Assistance / Animal Control	Hairston, S.	01/30/06	94	A	42,765	7,000	900	0	50,665	1,702	24,801	1,156	17,141	94	3,876	290	190	49,250	99,915				
Code Assistance / Rental Officer	Vacant	07/01/13	4	A	31,439	0	0	0	31,439	846	4,244	1,156	17,141	94	2,405	290	190	26,366	57,805				
Code Assistance / Rental Officer	Vacant	07/01/13	4	A	31,439	0	0	0	31,439	846	4,244	1,156	17,141	94	2,405	290	190	26,366	57,805				
Rental Inspector II	Vacant	07/01/13	4	A	42,496	0	0	0	42,496	1,453	5,737	1,156	17,141	94	3,251	290	190	29,312	71,808				
Building Maintenance Repairer	Wehner, B.	04/28/97	201	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Building Maintenance Repairer	Vacant	05/29/00	163	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Engineering Technician Part-time	Vacant	07/01/13	4	PT	30,000	0	0	0	30,000	126	0	0	0	0	2,295	0	0	2,421	32,421				
Engineering Technician I	Wilson, J.	10/01/01	147	A	46,241	5,000	900	0	53,836	215	26,353	1,156	0	94	4,118	195	190	32,321	86,157				
Engineering Co-op Part-time	Vacant	07/01/13	4	PT	15,000	0	0	0	15,000	63	0	0	0	0	1,148	0	0	1,211	16,211				
Total					474,674	19,000	10,179	1,695	505,548	9,105	167,331	10,404	149,728	1,079	38,675	1,935	1,830	380,087	885,635				
	General Fund								263,739										217,827	481,566			
	Major Streets								33,764										23,122	56,886			
	Local Streets								0										0	0			
	Community Development Block Grant								42,000										42,000	84,000			
	Neighborhood Stabilization Program								0										0	0			
	Road Construction								0										0	0			
	Water & Sewer								196,045										131,667	327,712			
Total									535,548										414,616	950,164			

CITY OF OAK PARK

Department of Recreation

OVERVIEW

The Department of Recreation is responsible for the programming of all City recreation areas and facilities.

Department supervisors meet formally at least twice per month to discuss programming and more efficient methods of meeting the needs of residents. In addition, extensive evaluations for each program or special event conducted by the department throughout the year are written by staff and reviewed by the Recreation Advisory Board.

The Recreation Department is also responsible for the investigation of all alleged violations of the City of Oak Park Codified Ordinances as they pertain to recreation and park facilities. Park Rangers and Building Monitors are assigned to assist in the enforcement of code provisions, rules and regulations.

The Department's budget is derived from the City's general fund. It is divided into seven activities: Administration, Athletics, Outdoor Activities, Municipal Swimming Pool, Instructional Activities, Special Events and Senior Services.

The Department is also involved in the Community Development Block Grant program. This function is to administer the Home Chores Program for senior citizens. These chores include grass cutting, snow shoveling, and other routine maintenance items to help the senior citizens in Oak Park continue to maintain their homes and stay independent. Senior citizens in the low-income range get this work done for free through this grant. In 2012, we served approximately 70 homes and performed over 855 chores.

In addition, the Recreation Department oversees the operations of the Municipal Pool. In 2012, the pool attracted over 9,700 patrons through the summer.

The Recreation Department also has an on-line computerized registration system, and this has helped streamline the registration process. Residents can register on-line at <http://active.com/browse/oakparkrecreation>.

REVENUES

Revenues are supplied to the Department through fees charged to users of the various Recreation activities. Revenues line items have been expanded to a more detailed analysis for each separate activity. Revenues can be affected by many variables including weather and interest level of programs. In fiscal year ending June 30, 2012, the Recreation Department generated \$641,588 in revenue. It is estimated that for FY 2012-2013, \$574,900 in funds will be received. And it's anticipated that for FY 2013-2014 \$606,744 of revenue will be generated.

EXPENDITURES

In FY 2013-2014 our total expenditures will be estimated at \$651,466.

The Recreation Department commits itself to fiscal responsibility and yet maintains a high level of recreational programs for the community.



CITY OF OAK PARK

Department of Recreation

2012-2013 DEPARTMENT GOAL RESULTS

- 1. Offer more instructional programs targeting the teen population.**

We offered Teen Zumba, Cedar Point Trip, Teen Center at the Oak Park Preparatory and Hip Hop Class

- 2. Use Facebook as a means of communication.**

We have reached out to residents using our Facebook page by letting them know of upcoming events and posting pictures shortly after events have happened.

- 3. Increase the number of programs that we are running jointly with the City of Ferndale.**

Oak Park and Ferndale have monthly meetings to discuss programs that we are going to collaborate on, improving the current programs and adding new ones to benefit both of our residents

- 4. Increase Senior membership by outreaching to neighboring communities.**

We have increased our membership by reaching out to the seniors at the Kulich Center.

- 5. Continue to upgrade City Parks concentrating on ball fields and park shelters.**

We have started improving the appearance of our ball fields by repairing minor fence repairs and are researching the possibility to add an additional bathroom in Shepherd Park.

2013 – 2014 DEPARTMENT GOALS

1. Continue conversations with Ferndale Recreation to increase the number of programs that we offer jointly.
2. Increase the number of sponsorships for our programs.
3. Increase the number of weekend Community Center Rentals.
4. Survey the community to see what different and additional programs and services we can offer them.
5. Continue to upgrade city parks and facilities.

**CITY OF OAK PARK
2013-2014 BUDGET
RECREATION DEPARTMENTAL REVENUE**

ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
403.000	Property Taxes	258,342	237,695	232,812	233,000	218,644	218,644	218,644
644.001	Administration - Miscellaneous	121	200	3,001	3,100	3,100	3,100	3,100
644.102	Rentals	44,441	42,000	23,175	28,000	42,000	42,000	42,000
644.108	Youth Athletics	33,438	38,000	8,111	11,000	25,000	25,000	25,000
644.111	Baseball Sponsor Fees	1,650	1,600	0	1,600	1,600	1,600	1,600
644.112	Mini-Golf	396	800	98	400	400	400	400
644.115	Adult Athletics	15,020	20,000	0	15,000	17,000	17,000	17,000
644.121	Day Camp	60,673	60,000	30,934	60,000	70,000	70,000	70,000
644.126	Youth Instructional	28,316	46,000	12,790	28,000	28,000	28,000	28,000
644.132	Adult Instructional	19,390	24,000	10,431	19,000	24,000	24,000	24,000
644.139	Funfest	4,330	3,000	2,337	4,000	4,000	4,000	4,000
644.141	Special Events	3,806	5,000	1,158	3,800	5,000	5,000	5,000
644.146	Municipal Pool	42,023	43,000	18,478	42,000	42,000	42,000	42,000
644.148	Seniors	51,240	48,000	31,563	48,000	48,000	48,000	48,000
644.153	Transportation	48,402	74,000	44,987	48,000	48,000	48,000	48,000
644.158	Ice Arena Rental	30,000	30,000	20,000	30,000	30,000	30,000	30,000
TOTAL		641,588	673,295	439,875	574,900	606,744	606,744	606,744

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: RECREATION - SUMMARY		FUND: GENERAL	ACCT. NO.: 101-19	ACTIVITY: ATHLETICS, OUTDOOR ACTIVITIES, INSTRUCTIONAL ACTIVITIES, SPECIAL EVENTS, SENIOR SERVICES; SWIMMING POOL FACILITY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	457,739	322,914	195,833	328,254	328,171	328,171	328,171
712	Employee Benefits	234,296	117,306	73,120	118,854	86,473	86,473	86,473
726	Materials & Supplies	69,055	48,337	25,805	51,802	59,699	59,699	59,699
818	Contractual Services	60,501	96,418	66,032	98,518	127,103	127,103	127,103
860	Transportation	4,543	5,530	1,807	5,000	5,530	5,530	5,530
864	Conferences & Workshops	0	0	38	0	0	0	0
920	Utilities - Telephone	1,929	3,000	827	3,000	3,000	3,000	3,000
930	Repairs & Maintenance	10,637	11,800	0	11,800	11,800	11,800	11,800
940	Rentals	0	3,780	1,791	3,780	3,780	3,780	3,780
956	Miscellaneous	26,038	24,650	6,510	19,750	25,010	25,010	25,010
958	Memberships & Dues	2,094	900	641	900	900	900	900
960	Education & Training	0	0	0	0	0	0	0
TOTAL		866,832	634,635	372,404	641,658	651,466	651,466	651,466

Personnel Worksheet

Job / Class Title	Actual 2011-2012	Budgeted 2012-2013	Requested 2013-2014	Managers Rec. 2013-2014	City Council Approved
<u>FULL TIME</u>					
Director of Recreation	1.00	1.00	1.00	1.00	1.00
Deputy Director of Recreation	1.00	0.00	0.00	0.00	0.00
Administrative Clerk II	2.00	0.00	0.00	0.00	0.00
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Senior Citizen Service Coordinator	1.00	1.00	0.00	0.00	0.00
Assistant Senior Citizen Service Coordinator	1.00	0.00	0.00	0.00	0.00
Sub-Total Full Time	7.00	3.00	2.00	2.00	2.00
<u>PART TIME</u>					
Administrative Clerk	0.75	0.75	0.00	0.00	0.00
Senior Citizen Service Coordinator	0.00	0.00	0.75	0.75	0.75
Seasonal Workers (139-150 Positions)	19.60	19.60	19.60	19.60	19.60
Sub-Total Part Time	20.35	20.35	20.35	20.35	20.35
TOTAL	27.35	23.35	22.35	22.35	22.35

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
RECREATION		GENERAL	101-19-752	ADMINISTRATION				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	224,164	133,229	82,983	133,229	147,192	147,192	147,192
712	Employee Benefits	149,932	62,510	45,235	62,510	37,165	37,165	37,165
726	Materials & Supplies	6,840	9,308	3,078	9,308	9,308	9,308	9,308
818	Contractual Services	3,068	35,100	33,891	35,100	35,700	35,700	35,700
860	Transportation	86	530	0	0	530	530	530
864	Conferences & Workshops	0	0	38	0	0	0	0
920	Utilities - Telephone	1,929	3,000	827	3,000	3,000	3,000	3,000
930	Repairs & Maintenance	10,637	7,800	0	7,800	7,800	7,800	7,800
956	Miscellaneous	7,088	6,000	351	6,000	6,000	6,000	6,000
958	Memberships & Dues	2,094	900	641	900	900	900	900
TOTAL		405,838	258,377	167,044	257,847	247,595	247,595	247,595

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
RECREATION		GENERAL	101-19-753	ATHLETICS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	41,893	31,741	33,187	31,741	28,941	28,941	28,941
712	Employee Benefits	4,597	3,491	4,646	4,300	7,885	7,885	7,885
726	Materials & Supplies	28,375	19,060	5,443	19,060	29,423	29,423	29,423
818	Contractual Services	6,446	7,748	3,331	7,748	8,483	8,483	8,483
940	Rentals	0	3,780	1,791	3,780	3,780	3,780	3,780
956	Miscellaneous	0	250	335	350	610	610	610
TOTAL		81,311	66,070	48,733	66,979	79,122	79,122	79,122

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: RECREATION		FUND: GENERAL	ACCT. NO.: 101-19-754	ACTIVITY: OUTDOOR ACTIVITIES				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	29,341	48,802	21,536	48,802	52,878	52,878	52,878
712	Employee Benefits	3,289	4,700	3,688	4,700	14,407	14,407	14,407
726	Materials & Supplies	3,993	3,819	210	3,819	3,420	3,420	3,420
818	Contractual Services	1,121	3,060	0	3,060	3,060	3,060	3,060
860	Transportation	4,457	5,000	1,807	5,000	5,000	5,000	5,000
864	Conferences & Workshops	0	0	0	0	0	0	0
920.001	Utilities-Telephone	0	0	0	0	0	0	0
940	Rentals	0	0	0	0	0	0	0
956	Miscellaneous	5,422	5,000	649	0	5,000	5,000	5,000
960	Education & Training	0	0	0	0	0	0	0
TOTAL		47,623	70,381	27,890	65,381	83,765	83,765	83,765

DEPARTMENT: RECREATION		FUND: GENERAL	ACCT. NO.: 101-19-755	ACTIVITY: INSTRUCTIONAL ACTIVITIES				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
726	Materials & Supplies	142	0	65	65	100	100	100
818	Contractual Services	25,449	24,128	13,795	24,128	24,128	24,128	24,128
TOTAL		25,591	24,128	13,860	24,193	24,228	24,228	24,228

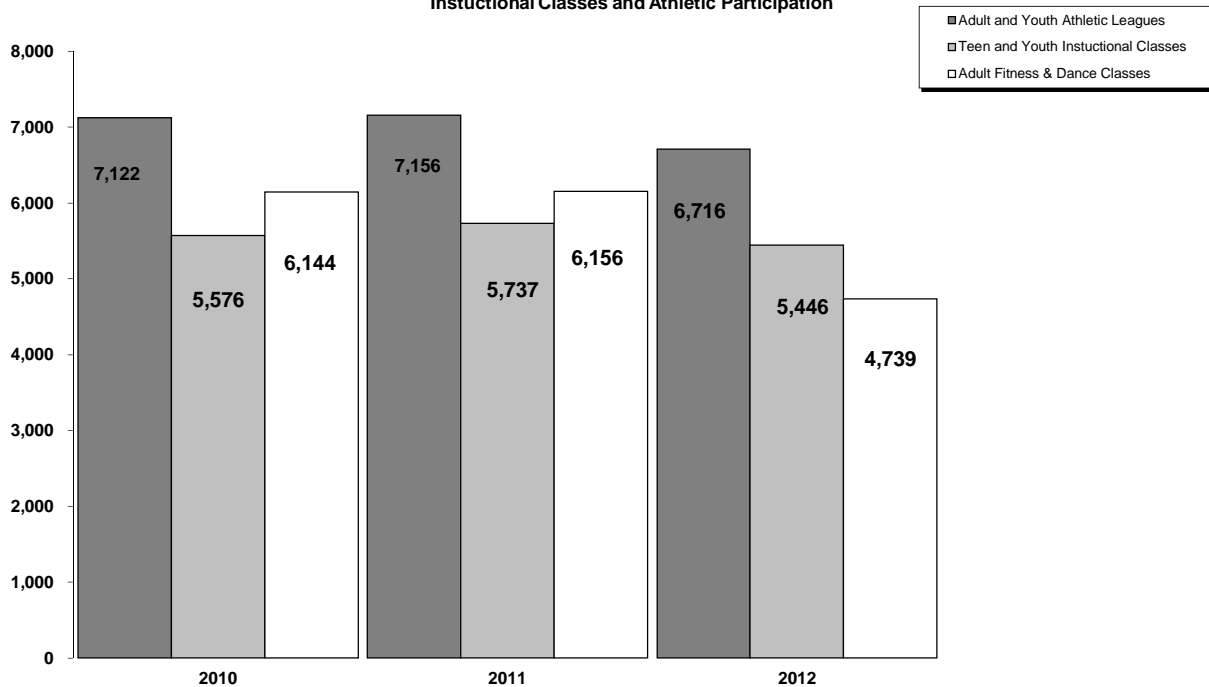
DEPARTMENT: RECREATION		FUND: GENERAL	ACCT. NO.: 101-19-756	ACTIVITY: SPECIAL EVENTS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	10,249	960	6,253	6,300	1,496	1,496	1,496
712	Employee Benefits	1,795	261	941	1,000	408	408	408
726	Materials & Supplies	2,376	1,350	2,685	2,800	2,648	2,648	2,648
818	Contractual Services	1,369	0	2,069	2,100	3,950	3,950	3,950
956	Miscellaneous	13,013	11,900	4,403	11,900	11,900	11,900	11,900
TOTAL		28,802	14,471	16,351	24,100	20,402	20,402	20,402

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: RECREATION		FUND: GENERAL	ACCT. NO.: 101-19-757	ACTIVITY: SWIMMING POOL FACILITY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	43,056	47,999	19,686	47,999	47,999	47,999	47,999
712	Employee Benefits	4,683	4,478	3,023	4,478	13,077	13,077	13,077
726	Materials & Supplies	23,817	11,050	12,508	13,000	11,050	11,050	11,050
818	Contractual Services	282	5,000	0	5,000	5,900	5,900	5,900
930	Repairs & Maintenance	0	4,000	0	4,000	4,000	4,000	4,000
956	Miscellaneous	0	0	0	0	0	0	0
TOTAL		71,838	72,527	35,217	74,477	82,026	82,026	82,026

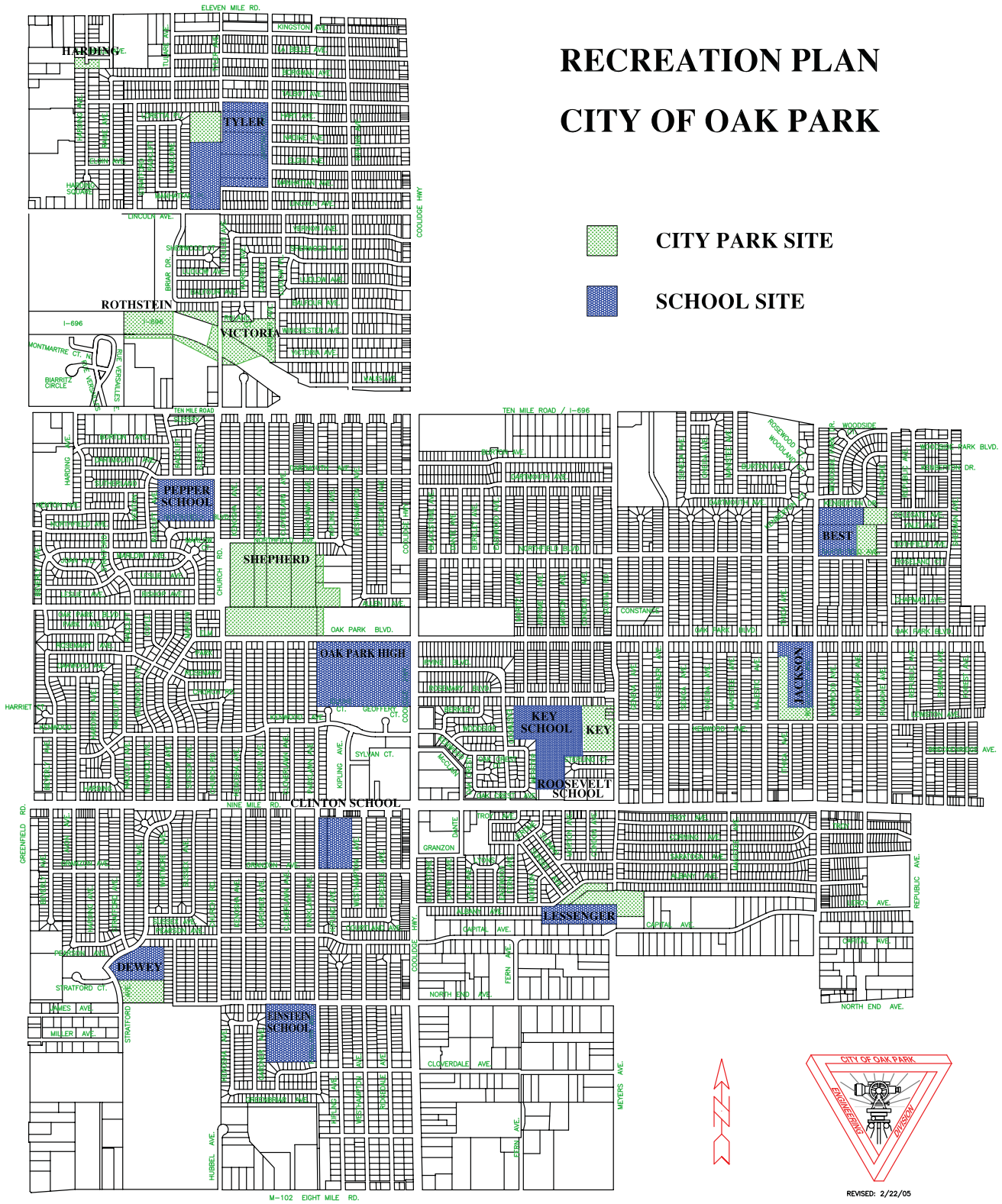
DEPARTMENT: RECREATION		FUND: GENERAL	ACCT. NO.: 101-19-776	ACTIVITY: SENIOR SERVICES				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	109,036	60,183	32,188	60,183	49,665	49,665	49,665
712	Employee Benefits	70,000	41,866	15,587	41,866	13,531	13,531	13,531
726	Materials & Supplies	3,512	3,750	1,816	3,750	3,750	3,750	3,750
818	Contractual Services	22,766	21,382	12,946	21,382	45,882	45,882	45,882
956	Miscellaneous	515	1,500	772	1,500	1,500	1,500	1,500
TOTAL		205,829	128,681	63,309	128,681	114,328	114,328	114,328

Instuctional Classes and Athletic Participation



RECREATION PLAN CITY OF OAK PARK

-  CITY PARK SITE
-  SCHOOL SITE



REVISED: 2/22/05

CITY OF OAK PARK RECREATION DEPARTMENT

CONTACT US!!

248-691-7555

www.ci.oak-park.mi.us

SPECIAL EVENTS

4th of July Parade.
Halloween,
Winterfest,
Easter Egg Hunt,
Valentine's Dance
& More!!

FAMILY TRIPS

Tigers/Pistons/Lions/
Red Wings/Toledo Zoo/
Cedar Pointe/Circus
& More!!

YOUTH CAMPS

Summer Camps for
5-6, 7-9 & 10-12
year old children.
Travel Camps.

SENIOR DIVISION

Clubs – (.i.e. Computer)
Home Chore Program
Transportation
Trips, Meals on Wheels
Volunteer Program

INSTRUCTIONAL

Adult & Youth
Karate, Aerobics,
Basketball, Tennis,
Cheerleading
& More!!

DEVELOP RECREATION MASTER PLAN

MUNICIPAL POOL

Open during the
summer from June
through August.

ATHLETIC ACTIVITIES

Adult & Youth Leagues
Basketball, Kickball, Baseball
Softball, Flag Football
& More!!

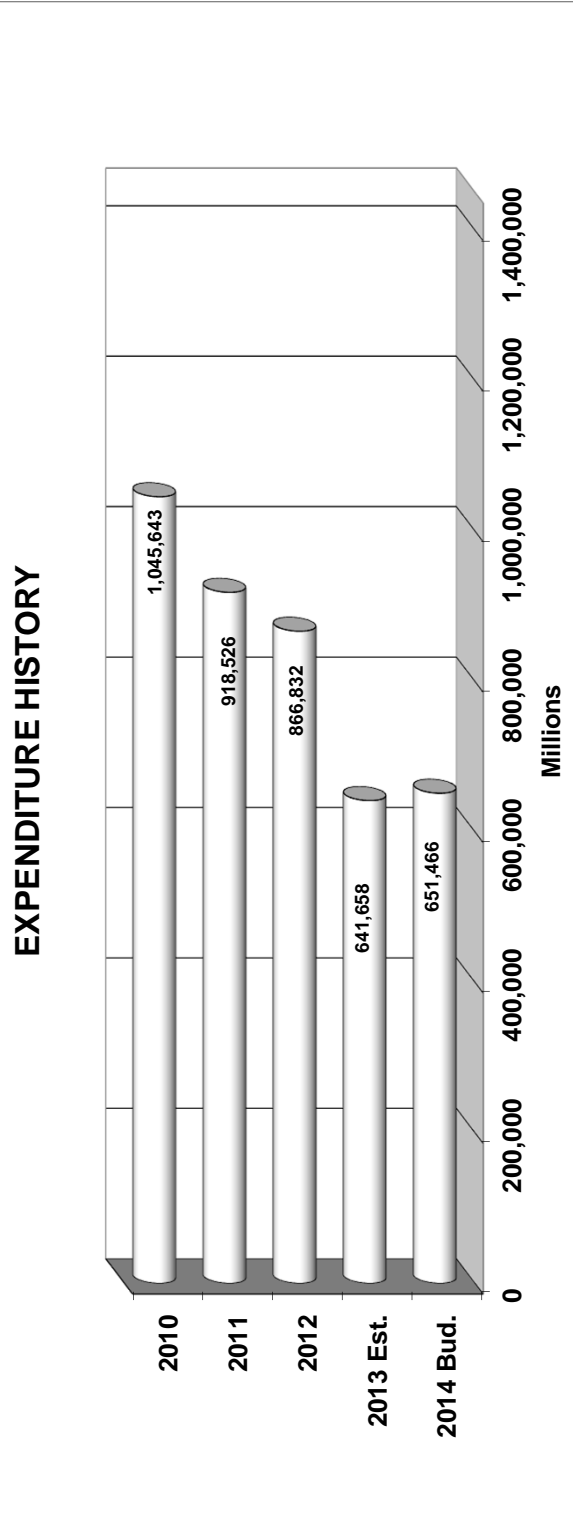
PARKS

Recommend recreational
structures in the parks,
assist DPW with park
maintenance.

WE HAVE SOMETHING FOR EVERYONE!

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
RECREATION**

POSITION	PAY GRADE	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH AD&D	LIFE & AD&D	FICA / MEDICARE	CLOTHING	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Director of Recreation	E	56,000	0	900	2,520	59,420	235	8,022	1,156	0	234	4,546	0	250	14,443	73,863
Recreation Coordinator	A	44,087	0	900	0	44,987	1,164	22,021	1,156	21,341	187	3,442	195	250	49,756	94,743
Sub-Total Full Time		100,087	0	1,800	2,520	104,407	1,399	30,043	2,312	21,341	421	7,988	195	500	64,199	168,606
Seasonal Workers - Part Time	PT	189,932	0	0	0	189,932	5,014	0	0	0	0	14,530	0	0	19,544	209,476
Senior Citizen Service Coordinator	PT	33,832	0	0	0	33,832	142	0	0	0	0	2,588	0	0	2,730	36,562
Sub-Total Part Time		223,764	0	0	0	223,764	5,156	0	0	0	0	17,118	0	0	22,274	246,038
Total Recreation		323,851	0	1,800	2,520	328,171	6,555	30,043	2,312	21,341	421	25,106	195	500	86,473	414,644
Administration						147,192									37,165	184,357
Athletics						28,941									7,885	36,826
Outdoor Activities						52,878									14,407	67,285
Special Events						1,496									408	1,904
Swimming Pool						47,999									13,077	61,076
Senior Events						49,665									13,531	63,196
Total Recreation						328,171									86,473	414,644



CITY OF OAK PARK

Department of Public Works

OVERVIEW

The Department of Public Works is divided into five divisions: Streets, Water Supply, Parks & Forestry, Motor Pool, and Facilities Maintenance.

The Streets division is in charge of the operation and maintenance of the Cities streets and sewage system. They are responsible for all street operations and maintenance, the removal of snow, the maintenance of sidewalks, the operation of City refuse collection stations, and the supervision of the rubbish and disposal service of the City. They are also responsible for traffic sign installation and traffic pavement striping.

The Water Supply division is responsible for the construction, operation, and maintenance of City water mains, service connections, and all other facilities pertaining to the city water supply system, including meter installation. The Water Supply division is also responsible for all pumping and storage facilities that are part of the City Water Distribution system.

The Parks and Forestry division is in charge of the control and regulation of trees. This division is also responsible for the planting, development, maintenance, management and operation of parks, boulevards, and municipal parking lots.

The Motor Pool division is responsible for the purchase and maintenance of the City's motor fleet.

Expenditures by the DPW are paid from six funds: General, Major Streets, Local Streets, Solid Waste, Water & Sewer, and Motor Pool.

REVENUES

Revenues in this department are charges for services performed and billed to other parties, such as work done in the RCOC and MDOT rights of way, along with reimbursements for work done on code violation properties.

EXPENDITURES

Fiscal Year 2013-2014 will see expenditures below FY 2012-2013 levels due to reductions in the Motor Pool rentals.

CRITICAL SUCCESS FACTORS

To sustain all our initiatives the Department has adopted the policy of quality management to improve customer service and cut costs. Consistent with this policy, the DPW will focus on four factors critical to realizing our vision:

1) Improve communications and trust by making more information available to our residents.

2) Increase productivity of DPW human resources for our vision by creating an environment where teamwork, trust, openness, pride, and respect are standard practice. Provide meaningful work opportunities to retain a diverse and well trained workforce.

3) Achieve excellence in safety and health of DPW workers and the public by shifting from a reactive approach to an emphasis on prevention and excellence in protecting the worker.

4) Become the best in class in the use of management practices by meeting or exceeding customer expectations by enabling people to be results oriented and cost effective.

PERFORMANCE OBJECTIVES

Encourage the Beautification Advisory Commission and the Recycling and Environmental Conservation Commission to remain active within the community by developing new and different projects for them to work on.

Utilize CAMS for collaboration across jurisdictional and organizational boundaries. This allows for better workflows and more efficient and responsive service requests. Also allows for data sharing throughout the public works community, government accountability, access and transparency along with government service offerings through measurement and analysis of service.

Maintain workloads by filling vacant positions and contracting out some work in order to concentrate on our core competencies; water, sewer, street, facilities, and motor pool.

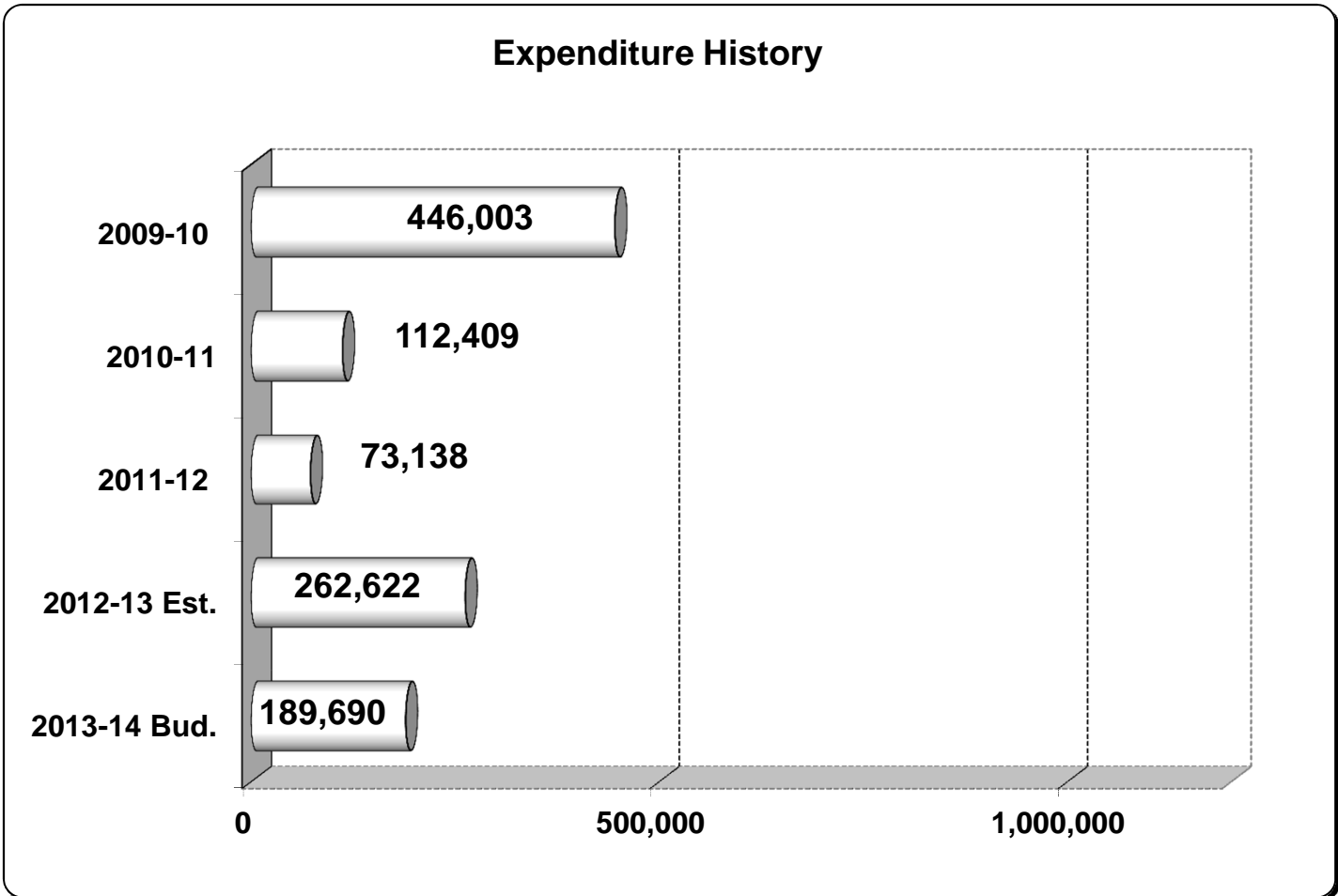
**CITY OF OAK PARK
2013 - 2014 BUDGET
EXPENDITURE SUMMARY
DEPARTMENT OF PUBLIC WORKS-ALL FUNDS**

ACCT. NO.	ACCOUNT NO. / NAME	PRIOR YEAR ACTUAL - FISCAL YEAR 2011-2012						YEAR END ESTIMATE - FISCAL YEAR 2012-2013						CITY COUNCIL APPROVED - FISCAL YEAR 2013-2014						DEPT. TOTAL			
		General Fund	Major Streets	Local Streets	Solid Waste	Water & Sewer	Motor Pool	General Fund	Major Streets	Local Streets	Solid Waste	Water & Sewer	Motor Pool	General Fund	Major Streets	Local Streets	Solid Waste	Cty Owned Property	Sidewalk Program		Water & Sewer	Motor Pool	
702	Salaries & Wages	15,623	111,307	189,648	162,867	479,414	97,991	1,056,850	16,000	140,000	138,000	160,000	531,498	36,000	1,021,498	19,000	170,879	168,000	209,500	0	537,500	48,901	1,153,780
712	Employee Benefits	30,322	142,548	179,099	130,953	455,069	100,587	1,038,598	21,422	138,276	130,751	151,028	514,236	33,981	989,694	15,480	151,967	149,406	170,547	0	482,246	43,488	995,144
726	Materials & Supplies	2,394	74,592	13,565	4,140	48,327	144,893	287,911	4,000	70,000	39,800	3,000	50,000	140,000	306,800	8,000	80,000	45,000	10,000		93,000	180,000	416,000
730	Water Meters					99,982	99,982	99,982					130,000		130,000						130,000		130,000
801	Professional Services	7,332	85,689		14,983	33,789	7,492	149,295	19,000	220,000	15,000	30,000	49,000	62,000	395,000	40,000	190,000	20,000	10,000	0	155,000	95,000	540,000
803	Medical Services	0						0	200					200		200							200
807	Refuse Collection	0			1,548,446			1,548,446				1,650,000		1,650,000					1,650,000				1,650,000
808	Refuse Disposal	0						0						0									0
818	Contractual Services	2,833			46,594	33,507		82,934	2,000			50,000	33,000		85,000	2,000			30,000		35,000		117,000
860	Transportation	0					187,996	187,996	0					195,000	195,000							195,000	195,000
861	Fleet Collision Repairs	0	0				0	0						2,500	2,500							2,500	2,500
864	Conferences & Workshops	0	0				0	0	0	0				0	0							0	0
900	Printing & Publications	0				30		30	0				200		200	0					200		200
901	Newspaper Postings	0				0		0	0				500		500	0					500		500
910	Insurance Bonds	0				78,235		78,235	0				72,308		72,308	0					73,000		73,000
920.001	Utilities - Telephone	0				0		0	0				1,000		1,000	0					4,000		4,000
920.002	Utilities - Heating	0				5,810		5,810	0				6,000		6,000	0					13,000		13,000
920.003	Utilities - Water	0	8,983			983,759		982,742	0	12,000		1,200,000		1,212,000	0	12,000			0	1,285,000		1,277,000	
920.004	Utilities - Electricity	0				78,617		78,617	0			65,000		65,000	0					75,000		75,000	
924	Sewage Disposal	0				4,945,773		4,945,773	0			4,700,000		4,700,000	0					4,900,000		4,900,000	
925	Non-Residential IWC	0				187,480		187,480	0			170,000		170,000	0					187,000		187,000	
926	Industrial Surcharge	0				0		0	0			0		0	0					0		0	
930	Repairs & Maintenance	0		3,015		410,903		413,918	0	10,800		562,000		572,800	0			0	1,300,000		1,300,000		1,300,000
940	Rentals	14,149	53,262	92,376	130,778	89,768		380,333	200,000	42,000	78,000	120,000	135,000	575,000	200,000	70,000	95,000	140,000	0	145,000		555,000	
956	Miscellaneous	0				0		0	0				9,995		9,995	0							9,995
958	Memberships & Dues	258	0			20		278	0	200				300	0	500				100		600	
960	Education & Training	227				3,215		3,442	0			5,000		6,000	0					5,000		6,000	
961	Contingencies	0						0	0					0	0							0	
964	Refunds & Rebates	0			15,940			15,940	0			15,000		15,000	0			15,000					15,000
Department Total - Operations		73,138	476,391	477,703	2,054,701	7,933,698	538,979	11,554,610	262,622	622,476	412,351	2,179,028	8,234,737	470,581	12,181,795	189,680	675,846	477,406	2,275,047	10,000	9,380,446	965,989	13,604,424

968	Depreciation	0				651,160		849,876	0					198,000	513,000	0				315,000		198,000	513,000
970	Capital Outlay	0				940		940	0					32,500	489,000	0				322,000		167,000	489,000
991	Principal	0				0		0	0			1,226,198		1,226,198	0					862,095		862,095	862,095
992	Debt Service	0				74		74	0	200			1,000	1,000	0					1,000		1,000	1,000
995	Interest	0				365,381		365,381	0			333,236		333,236	0					291,156		291,156	291,156
999	Transfer Out	0			310,000	135,000		445,000	0			310,000		180,000	490,000					180,000		180,000	490,000
Total		73,138	476,391	477,703	2,364,701	9,086,253	737,695	13,215,881	262,622	622,476	412,351	2,489,028	10,415,171	701,081	14,902,729	189,680	675,846	477,406	2,585,047	10,000	11,351,697	930,989	16,250,675

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
PUBLIC WORKS - SUMMARY		GENERAL	101-18	ADMINISTRATION, SIDEWALKS, PARKING LOTS, FORESTRY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS 2/28/2013 2012-2013	EST YR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGER REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	15,623	47,000	9,424	16,000	19,000	19,000	19,000
712	Employee Benefits	30,322	44,365	16,390	21,422	15,490	15,490	15,490
726	Materials & Supplies	2,394	10,000	673	4,000	8,000	8,000	8,000
801	Professional Services	7,332	4,000	9,188	19,000	40,000	40,000	40,000
803	Medical Services	0	500	0	200	200	200	200
818	Contractual Services	2,833	3,000	973	2,000	2,000	2,000	2,000
860	Transportation	0	0	0	0	0	0	0
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Publications	0	0	0	0	0	0	0
920	Utilities - Telephone	0	0	0	0	0	0	0
930	Repairs & Maintenance	0	0	0	0	0	0	0
940	Rentals	14,149	200,000	135,984	200,000	105,000	105,000	105,000
958	Memberships & Dues	258	1,000	215	0	0	0	0
960	Education & Training	227	0	0	0	0	0	0
970	Capital Outlay	0	0	0	0	0	0	0
TOTAL		73,138	309,865	172,847	262,622	189,690	189,690	189,690



**CITY OF OAK PARK
2013 - 2014 BUDGET**

Personnel Worksheet - Department of Public Works

<u>Job/Class Title</u>	<u>Actual 2011-2012</u>	<u>Budgeted 2012-2013</u>	<u>Requested 2013-2014</u>	<u>Managers Rec. 2013-2014</u>	<u>City Council Approved</u>
<u>FULL TIME</u>					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Deputy Director of Public Works	1.00	1.00	1.00	1.00	1.00
Foreman	2.00	2.00	2.00	2.00	2.00
Finance Clerk II	1.00	1.00	0.00	0.00	0.00
Service Center Coordinator	0.00	0.00	0.00	0.00	0.00
Master Mechanic	1.00	1.00	0.00	0.00	0.00
Master Mechanic Assistant	1.00	1.00	1.00	1.00	1.00
Public Services Worker I	13.00	13.00	13.00	13.00	13.00
Public Services Worker II	4.00	4.00	3.00	3.00	3.00
Sub-Total Full Time	24.00	24.00	21.00	21.00	21.00
<u>PART TIME</u>					
Stock Person	0.00	0.00	0.00	0.00	0.00
Administrative Clerk II	0.00	0.00	1.50	1.50	1.50
Seasonal Workers (10 Positions)	1.67	1.67	1.67	1.67	1.67
Sub-Total Part Time	1.67	1.67	3.17	3.17	3.17
TOTAL	25.67	25.67	24.17	24.17	24.17

**CITY OF OAK PARK
2013 - 2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
PUBLIC WORKS		GENERAL	101-18-441	ADMINISTRATION				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	2,401	35,000	3,066	4,000	6,000	6,000	6,000
712	Employee Benefits	2,174	33,283	(100)	3,804	4,468	4,468	4,468
726	Materials & Supplies	546	2,000	322	500	1,000	1,000	1,000
801	Professional Services	3,507	4,000	1,838	6,000	25,000	25,000	25,000
803	Medical Services	0	500	0	200	200	200	200
818	Contractual Services	2,833	3,000	973	2,000	2,000	2,000	2,000
900	Publications	0	0	0	0	0	0	0
920	Utilities - Telephone	0	0	0	0	0	0	0
930	Repairs & Maintenance	0	0	0	0	0	0	0
940	Rentals	695	0	0	0	0	0	0
958	Memberships & Dues	258	1,000	215	0	0	0	0
960	Education & Training	227	0	0	0	0	0	0
TOTAL		12,641	78,783	6,314	16,504	38,668	38,668	38,668

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
PUBLIC WORKS		GENERAL	101-18-442	SIDEWALKS & PARKING LOTS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	0	0	0	0	0	0	0
712	Employee Benefits	0	0	0	0	0	0	0
726	Materials & Supplies	46	0	0	0	0	0	0
940	Rentals	3,054	0	0	0	0	0	0
TOTAL		3,100	0	0	0	0	0	0

**CITY OF OAK PARK
2013 - 2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
PUBLIC WORKS		GENERAL	101-18-443	SHEPHERD PARK - FORESTRY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	8,692	6,000	4,792	7,000	7,000	7,000	7,000
712	Employee Benefits	24,710	5,541	15,207	13,000	6,554	6,554	6,554
726	Materials & Supplies	1,476	1,000	277	500	1,000	1,000	1,000
940	Rentals	6,944	100,000	68,899	100,000	100,000	100,000	100,000
TOTAL		41,822	112,541	89,175	120,500	114,554	114,554	114,554

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
PUBLIC WORKS		GENERAL	101-18-444	OTHER PARKS - FORESTRY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	4,530	6,000	1,566	5,000	6,000	6,000	6,000
712	Employee Benefits	3,438	5,541	1,283	4,618	4,468	4,468	4,468
726	Materials & Supplies	326	2,000	74	1,000	1,000	1,000	1,000
726.001	Nursery Stock	0	5,000	0	2,000	5,000	5,000	5,000
801	Professional Services	3,825	0	7,350	13,000	15,000	15,000	15,000
818	Contractual Services							
930	Repairs & Maintenance							
940	Rentals	3,417	100,000	67,085	100,000	5,000	5,000	5,000
958	Memberships & Dues							
970	Capital Outlay	0	0	0	0	0	0	0
TOTAL		15,536	118,541	77,358	125,618	36,468	36,468	36,468

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
PUBLIC WORKS		GENERAL	101-18-445	RIGHTS OF WAY				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
940	Rentals	39	0	0	0	0	0	0
TOTAL		39	0	0	0	0	0	0

DIVISIONS OF THE DEPARTMENT OF PUBLIC WORKS

STREETS DIVISION

Construction, operation and maintenance of City streets and sidewalks.

WATER SUPPLY DIVISION

Administers and maintains the City water system. This includes: water mains, storm & sanitary sewers, water meters and water pumping facilities.

PARKS & FORESTRY

Maintains the various parks, boulevards, municipal parking lots.
Monitors the tree population within the City. This includes planting and removal, when necessary.

MOTOR POOL

Maintains the City's fleet of automobiles. Manages purchases and disposals.

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
PUBLIC WORKS**

POSITION	PAY GRADE	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIREMENT	DENTAL	HEALTH AD&D	LIFE & AD&D	FICA / MEDICARE CLOTHING	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Director of Public Works/City Engineer	E	88,121	0	5,147	0	93,268	5,287	45,655	1,156	21,341	300	7,135	250	81,124	174,392
Deputy Director of Public Works	G	65,433	0	1,800	0	67,233	2,192	32,911	1,156	21,341	240	5,143	250	63,478	130,711
General Foreman	G	49,608	9,600	1,800	0	61,008	1,983	29,863	1,156	21,341	240	4,667	250	59,745	120,753
General Foreman	G	49,608	6,800	1,800	0	58,208	1,890	28,493	1,156	21,341	240	4,453	250	58,068	116,276
Master Mechanic	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Master Mechanic Assistant	A	46,901	1,200	0	0	48,101	2,886	23,545	1,156	21,341	94	3,680	190	53,087	101,188
Public Service Worker I	A	44,673	2,300	450	0	47,423	2,818	6,402	1,156	21,341	94	3,628	190	35,824	83,247
Public Service Worker I	A	44,673	2,000	1,500	0	48,173	2,800	23,581	1,156	21,341	94	3,685	190	53,042	101,215
Public Service Worker I	A	44,673	6,800	900	0	52,173	3,076	7,043	1,156	21,341	94	3,991	190	37,086	89,259
Public Service Worker I	A	38,236	2,500	0	0	40,736	2,444	5,499	1,156	21,341	94	3,116	190	34,035	74,771
Public Service Worker I	A	44,673	6,800	900	1,695	54,068	1,724	26,466	1,156	0	94	4,136	190	33,961	88,029
Public Service Worker I	A	44,673	400	1,500	0	46,573	2,704	22,797	1,156	7,341	94	3,563	190	38,040	84,613
Public Service Worker I	A	38,236	2,500	0	0	40,736	2,444	5,499	1,156	21,341	94	3,116	190	34,035	74,771
Public Service Worker I	A	38,236	2,500	0	0	40,736	2,444	5,499	1,156	21,341	94	3,116	190	34,035	74,771
Public Service Worker I	A	44,673	1,400	1,500	0	47,573	1,543	23,287	1,156	21,341	240	3,639	190	51,591	99,164
Public Service Worker I	A	38,236	2,500	0	0	40,736	2,444	5,499	1,156	21,341	94	3,116	190	34,035	74,771
Public Service Worker I	A	44,673	4,400	1,500	0	50,573	1,644	24,755	1,156	17,141	94	3,869	190	49,044	99,617
Public Service Worker I	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Service Worker I	A	38,236	2,500	0	0	40,736	2,444	19,940	1,156	21,341	94	3,116	190	48,476	89,212
Public Service Worker I	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Service Worker I	A	44,673	6,400	900	0	51,973	1,711	25,441	1,156	21,341	94	3,976	190	54,104	106,077
Public Service Worker II	A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Service Worker II	A	45,751	8,600	900	0	55,251	1,821	27,045	1,156	17,141	94	4,227	190	51,869	107,120
Public Service Worker II	A	45,751	3,000	1,500	0	50,251	1,633	24,598	1,156	21,341	94	3,844	190	53,051	103,302
Public Service Worker II	A	45,751	2,600	900	0	49,251	2,901	24,108	1,156	21,341	94	3,768	190	53,753	103,004
Administrative Clerk II	A-pt	985,488	74,600	22,997	1,695	1,084,780	50,833	437,926	24,276	404,420	2,764	82,984	4,230	1,011,483	2,096,263
PT Stock Person	A-pt	0	0	0	0	39,000	164	0	0	0	0	2,984	0	3,148	42,148
PT Seasonal (10 Positions)	PT	60,000	0	0	0	60,000	2,010	0	0	0	0	4,590	0	6,600	66,600
Sub-Total Part Time		99,000	0	0	0	99,000	2,174	0	0	0	0	7,574	0	9,748	108,748
Total Department of Public Works		1,084,488	74,600	22,997	1,695	1,183,780	53,007	437,926	24,276	404,420	2,764	90,558	4,230	1,021,231	2,205,011
General Fund - Maint.						30,000								28,087	58,087
General Fund -DPW						19,000								15,490	34,490
Major Streets						170,879								151,967	322,846
Local Streets						168,000								149,406	317,406
Solid Waste						209,500								170,547	380,047
Water & Sewer						537,500								462,246	999,746
Motor Pool						48,901								43,389	92,389
City Owned Property						0								0	0
Total						1,183,780								1,021,231	2,205,011



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Department of Information Technology

OVERVIEW

Information Technology provides and supports all technologies relating to the gathering, analysis and dissemination of information to both City Departments and the general public. The main areas of concentration are the IBM AS/400 system which handles all financial information, Local Area Network (LAN) for PC's users, and the Internet for the general public. The department consists of one full time employee.

In FY 2002-2003, the Information Technology Department merged with the Public Information Department.

EXPENDITURES

Salaries and Wages are expected to remain flat at \$68,900 for FY 2013-2014. Capital Outlay for all computer related projects is funded through IT. Due to financial constraints, no Capital Outlay has been allocated for the 2013-2014 fiscal year.

The entire IT budget is expected to increase by \$3,866 for FY 2013-2014 due to increases in repairs and maintenance.

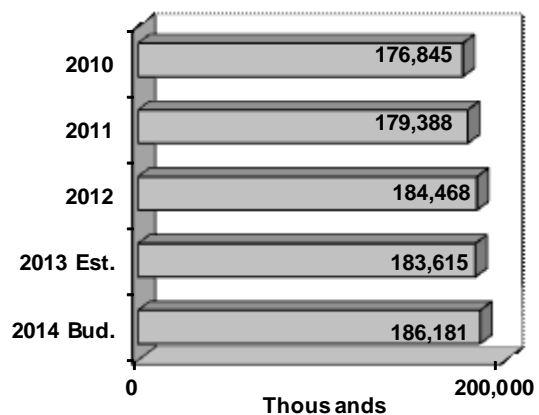
Accomplishments for 2012-2013

- The library/Technical Planning/Recreation buildings have all been renovated with many projects that had to be done including cabling, computers & laptops.
- Financial and Human Resource applications have been updated with new software releases.
- Continue to update various PC's throughout the City. Started loading Windows7 on all new and reloaded computers/laptops.
- Upgraded CLEMIS software and installed new Public Safety Copier/Scanner.
- Installed DPW upgrade, so they can access water valves remotely and replaced the PC running it.
- Installed more duplex printers to save on paper usage.

Accomplishments for 2012-2013 (Cont.)

- Maintained city phone system and voicemail.
- Update the city website with new information and forms.
- Installed latest version of Back-up Exec 2012, so we can maintain our policy for at least 4 weeks of data to be kept, plus we take tapes home for off-site storage and Disaster Recovery.
- Maintained 2 Cymphonix internet tracking, blocking boxes to help with Malware problems.

Expenditure History



PERFORMANCE OBJECTIVES

The goals for FY 2013-2014 are:

- Continue the process of verifying all data on the website and working with other departments on keeping the latest information on the web.
- Install Virtualization and look at Desktop Management. Look to replace AS/400 because is it no longer supported by IBM after this year.
- Purchase new PC's to keep rotating older PC's out of service. Make sure PC's have sufficient virus protection.

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: DEPARTMENT OF INFORMATION TECHNOLOGY		FUND: GENERAL	DEPT. NO.: 101-12-258	ACTIVITY: DATA PROCESSING				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	70,309	68,900	45,362	68,900	74,744	68,900	68,900
712	Employee Benefits	29,180	35,265	21,066	35,265	39,717	37,831	37,831
726	Materials & Supplies	14,871	15,000	3,877	15,000	15,000	15,000	15,000
801	Professional Services	32,970	26,000	5,569	26,000	26,000	26,000	26,000
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Publications	1,305	150	21	150	150	150	150
930	Repairs & Maintenance	25,734	27,000	24,940	28,300	28,300	28,300	28,300
940	Rentals	8,056	8,000	5,051	8,000	8,000	8,000	8,000
960	Education & Training	2,043	2,000	1,700	2,000	2,000	2,000	2,000
970	Capital Outlay	0	0	0	0	0	0	0
TOTAL		184,468	182,315	107,586	183,615	193,911	186,181	186,181

Personnel Worksheet

Job / Class Title	Actual <u>2011-2012</u>	Budgeted <u>2012-2013</u>	Requested <u>2013-2014</u>	Managers Rec. <u>2013-2014</u>	City Council <u>Approved</u>
Director of Information Technology	1	1	1	1	1
TOTAL	1	1	1	1	1

PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
DEPARTMENT OF INFORMATION TECHNOLOGY

POSITION	PAY GRADE	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT TOTAL PAY	WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH AD&D	LIFE	FICA / MEDICARE	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Director of Information Technology	E	66,000	0	900	2,000	68,900	277	9,302	1,156	21,341	234	5,271	250	37,831	106,731
Total		66,000	0	900	2,000	68,900	277	9,302	1,156	21,341	234	5,271	250	37,831	106,731



REAL TIME DATA AVAILABE WITH JUST A CLICK OF YOUR MOUSE!

ON-LINE CREDIT CARD PAYMENTS NOW BEING ACCEPTED!

The Department of Information Technology strives to keep up with all the latest technological innovations. One of the most important functions of this department is the maintenance of the City's web site. An abundance of information is available, from community activities to contacting City Officials. One of the web site's most exciting features is access to up-to-date information of property taxes and water billings. Visit our home page at: www.ci.oak-park.mi.us for this and much more!

Online Property Tax Inquiry



Online Utility Inquiry



CITY OF OAK PARK

Department of Public Information

OVERVIEW

The Department of Public Information consists of two general functions - Collateral Marketing Material and Cable Operations. Respective activities include:

Collateral Marketing

- Publication of the City's newsletter, Annual Report and Community Calendar
- Assistance to other departments in the production and publication of their own materials
- Scripting for special video programs produced by the Cable Operations Division
- Implementation of a comprehensive Advertising Strategy
- Implementation of City of Oak Park Branding Strategy
- Development and distribution of Communications Standards – in alignment with administration policies and procedures
- Media relations management, including the preparation and distribution of press releases publicizing City programs and special events

Cable Operations Division

- Production and airing of regularly-scheduled municipal governmental programs on **OPTV 15**, such as live coverage and taped re-broadcasts of City Council Meetings.
- Production and airing of special programs on **OPTV 15**, such as Storytime, youth sports events, plus a variety of public service presentations.
- Preparing and presenting hundreds of constantly updated Electronic Bulletin Board messages, featuring information provided by municipal departments, which residents can view whenever programs are not airing (Channel 15 and 16 cablecasts non-stop, 24 hours a day, every day).
- Provision of a wide array of audio-visual equipment for use by other City departments upon request.

The central mission of the Public Information Department is to convey to Oak Park's residents – via both printed materials and video – as much relevant

information as possible about municipal services and events. As illustrated, the department's companion mission is to provide internal informational support.

REVENUE ASSUMPTIONS

The Department's revenue continues to be based primarily upon franchise fees and programming grants received from the City's cable television franchisee. Franchise fee income has increased substantially, thanks to provisions of the 15-year renewal agreement finalized in 1999 between the City of Oak Park and its franchisee. It is projected that this revenue will continue to increase, as the company aggressively markets new services.

The Department also relies on the execution of a comprehensive advertising strategy designed to capture undesignated revenue by selling ad space in the newsletter, on the web site and through cable postings, along with other specified promotional benefits to the for-profit sector.

PERFORMANCE OBJECTIVES

- To increase residential viewership of the OPTV by producing and airing a greater variety of informational and promotional programming
- To adequately educate and inform COP residents through a series of regularly-scheduled and "special" publications
- To develop Communication Standards and distribute to COP leadership and staff
- To design and implement a comprehensive Advertising Plan, resulting in a minimum of \$5,000 in annual sales
- To establish the department as the first line of editing and approval for all promotional and informational marketing material distributed externally
- To serve municipal departments in providing video services and audio-visual support resources.
- To secure additional technology and professional assistance required for constant improvement of services
- To maintain/update city website content

**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: PUBLIC INFORMATION		FUND: GENERAL	DEPT. NO.: 101-22-806	ACTIVITY: CABLE OPERATIONS, OAK PARK REPORT				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 02/28/203 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
702	Salaries & Wages	128,944	85,870	57,419	85,870	89,850	84,078	84,078
712	Employee Benefits	46,646	46,329	30,757	46,329	69,082	61,243	61,243
726	Materials & Supplies	3,721	6,000	537	6,000	6,000	6,000	6,000
801	Professional Services	0	0	0	0	0	0	0
818	Contractual Services	9,717	27,000	26,709	27,000	40,000	40,000	40,000
864	Conferences & Workshops	0	0	0	0	0	0	0
900	Printing & Publications	30,335	0	12,590	5,783	0	30,000	40,500
920	Utilities - Telephone	402	750	287	550	750	750	750
930	Repairs & Maintenance	450	3,000	1,340	3,000	3,000	1,500	1,500
940	Rentals	2,765	2,700	1,115	2,700	2,700	2,700	2,700
956	Miscellaneous	447	950	80	950	950	0	0
958	Memberships & Dues	0	0	0	0	0	0	0
960	Education & Training	1,700	2,365	1,670	2,365	2,365	2,365	2,365
TOTAL		225,127	174,964	132,504	180,547	214,697	228,636	239,136

DEPARTMENTAL REVENUE

676	Publication Ads	0	1,500	0	0	0	0	0
683	Cable TV Franchise Fee	603,027	492,000	297,280	500,000	500,000	500,000	500,000
Total		603,027	493,500	297,280	500,000	500,000	500,000	500,000

Personnel Worksheet

Job/Class Title	Actual	Budgeted	Requested	Managers	Council
	2011-2012	2012-2013	2013-2014	Rec. 2013-2014	Approved
FULL-TIME					
Director of Public Information	1	0	0	0	0
Computer/Video Technician	1	1	1	1	1
Video Production Technician	1	1	1	1	1
Total Full Time	3.00	2.00	2.00	2.00	2.00

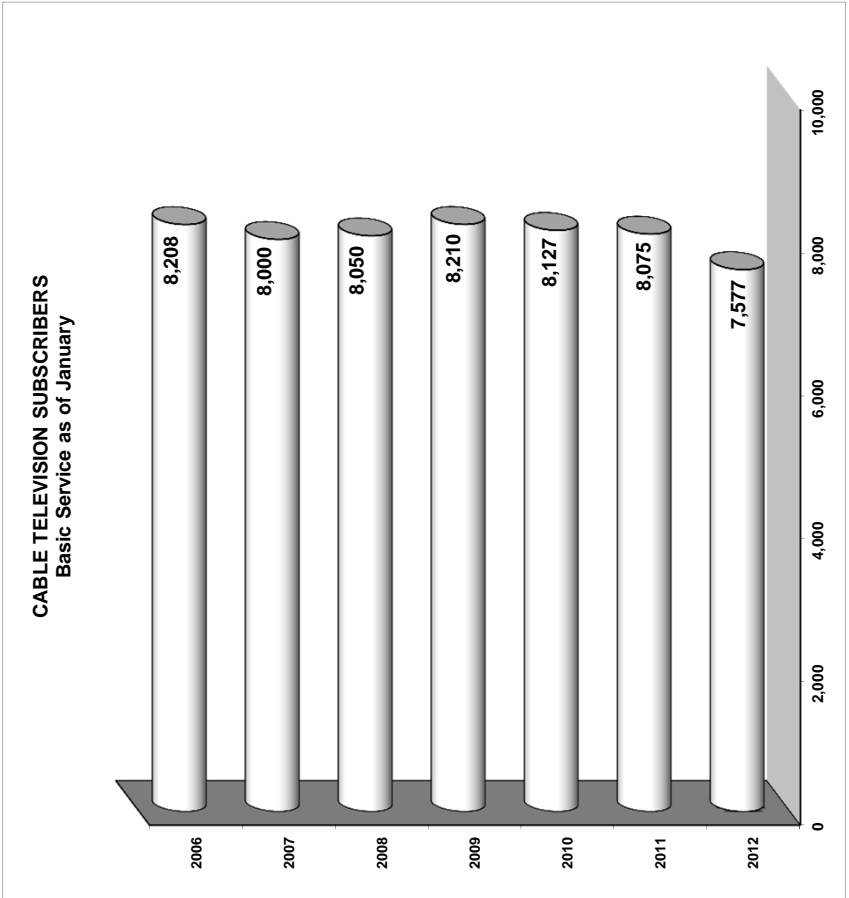
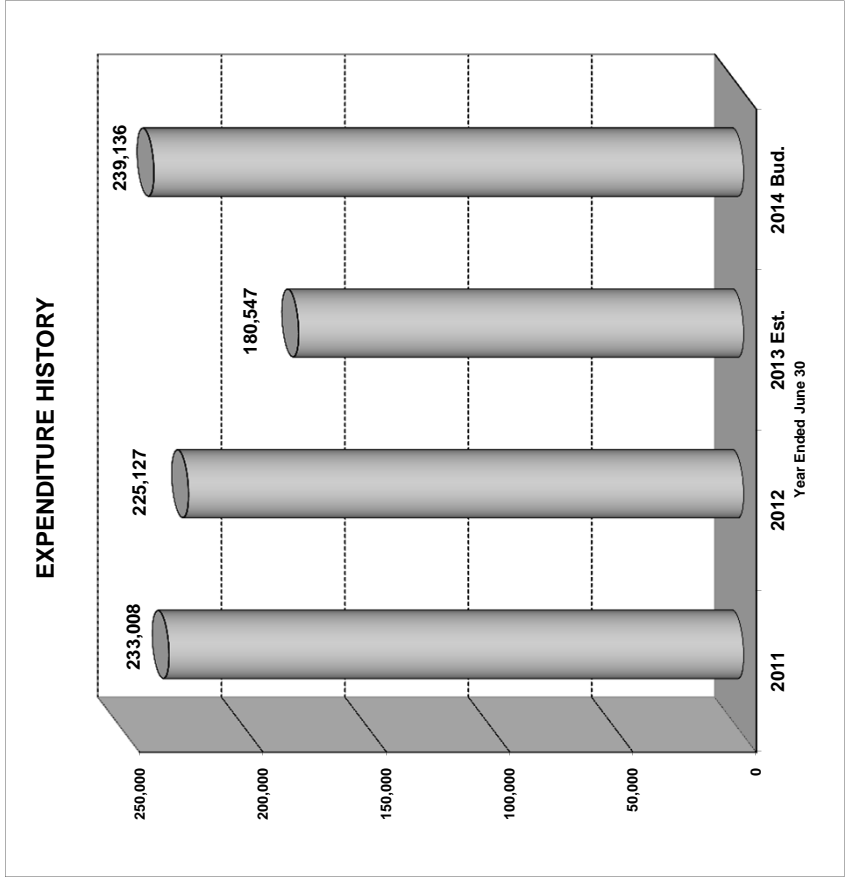
**ADVERTISE IN THE
OAK PARK BRANCH!**

**Promote your business in
the community by placing an
ad in the City's special
advertising supplement.**

**Contact the Public
Information Department at
248/691-7589.**

**PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
PUBLIC INFORMATION**

POSITION	PAY GRADE	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIRE-MENT	DENTAL	HEALTH AD&D	LIFE & MEDICARE	FICA /	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Director of Public Information	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cable/ IT Coordinator	F	39,082	800	614	0	40,496	168	5,467	1,156	17,141	187	3,098	250	27,467	67,963
Cable/ IT Coordinator	F	39,082	2,700	1,800	0	43,582	175	21,333	1,156	7,341	187	3,334	250	33,776	77,358
Total		78,164	3,500	2,414	0	84,078	343	26,800	2,312	24,482	374	6,432	500	61,243	145,321



OPTV-15 GUIDE

CITY COUNCIL MEETINGS: LIVE
1ST & 3RD MONDAY OF EVERY MONTH

COUNCIL MEETING REPLAYS
MONDAY, WEDNESDAY, THURSDAY, SATURDAY & SUNDAY
(NO 7 PM, & 11 :30 PM SHOWS ON LIVE COUNCIL DAYS)

THE OAK PARK REPORT UPDATE
TUESDAY, WEDNESDAY, FRIDAY, SATURDAY & SUNDAY

RECREATION ON THE MOVE
TUESDAY, WEDNESDAY, FRIDAY, SATURDAY & SUNDAY

SPECIAL INTEREST SHOWS
MONDAY, WEDNESDAY, THURSDAY, SATURDAY & SUNDAY

Please visit www.ci.oak-park.mi.us for up-to-date program information.



CITY OF OAK PARK

Non-Departmental

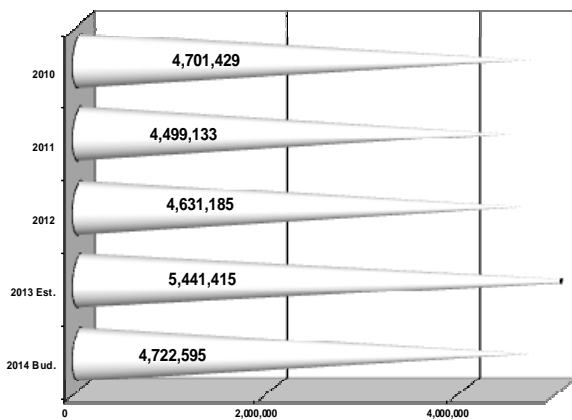
OVERVIEW

The Non-Departmental activity is used for expenditures which cannot be specifically related to a department but affect the City at large. Items included in this activity are: benefits for retired workers of the City, community promotion, membership dues for the various organizations which the City belongs, and refunds to taxpayers who have settlements granted by the Michigan Tax Tribunal or the Board of Review. This activity is also used to record transfers-out to other funds.

The City is currently insured with the Michigan Municipal League Liability & Property Pool. The cost for insurance has been moved to the Risk Management Fund and is financed by a transfer to that fund.

The City belongs to various organizations which are paid from the non-departmental activity. These organizations and their yearly dues are:

EXPENDITURE HISTORY



Beginning in FY 2007-2008, retiree's health care began to be totally funded by the City's General Fund. In November, 2012 PA 345 was approved by the voters. As a result, only General Employee retiree health care will be carried by the General Fund. In FY 2001-2002 the City implemented a Retiree Health Care Fund to pre-fund future retiree health care costs. Expenditures for retiree health care are anticipated to be \$1,528,975 for FY 2013-2014. During FY 2007-2008, the City partially self-insured its' health care plan for both retirees and active employees.

CITY MEMBERSHIPS

Eight Mile Blvd. Assoc.	1,980
Traffic Improvement Assoc. (TIA)	8,700
Southeast Michigan Council of Governments (SEMCOG)	3,560
Michigan Municipal League	9,433
TOTAL	\$23,673

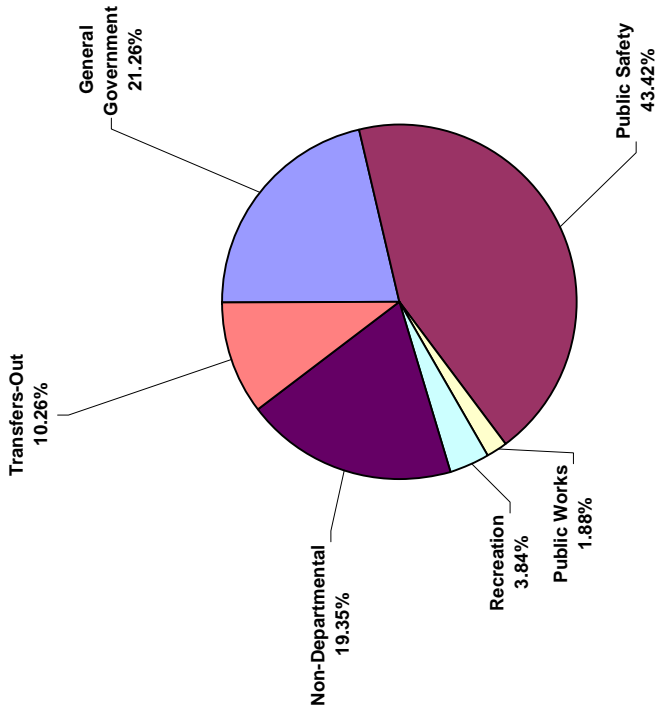
Transfers-out include transfers to the Central Services, Local Street, District Court, and Risk Management Funds. The transfer to the Risk Management Fund is \$110,000. Costs for the City's insurance have also been moved to offset this transfer.

Refunds and Rebates represent amounts refunded to taxpayers who have a reduction in their property taxes granted by the Board of Review, Michigan Tax Tribunal or Courts. The amount budgeted for FY 2013-2014 is \$150,000. This is the same amount allocated during from FY 2012-2013.

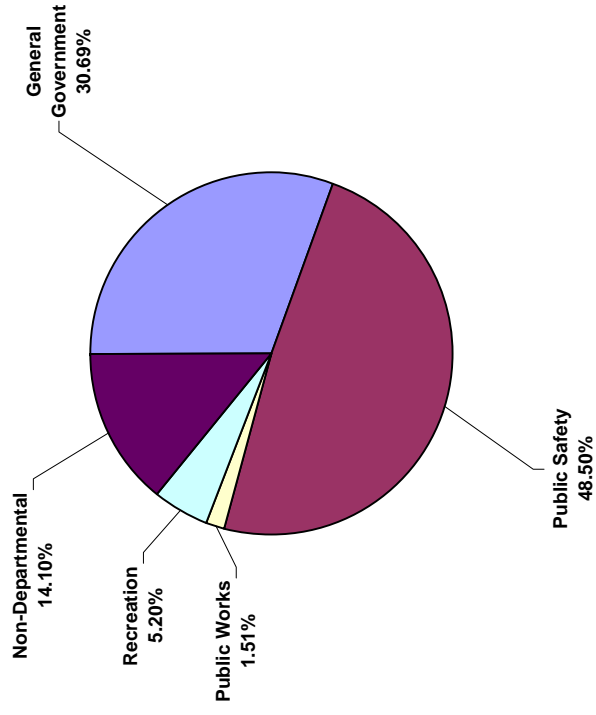
**CITY OF OAK PARK
2013-2014 BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT:		FUND:	ACCT. NO.:	ACTIVITY:				
NON-DEPARTMENTAL		GENERAL	101-21-890	VARIOUS				
ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
712.001	Retirees Health Care	2,316,610	2,675,048	1,854,733	2,860,644	1,528,975	1,528,975	1,528,975
712.002	Retirees Life Insurance	1,647	1,730	1,060	1,411	878	878	878
712.003	Retirees Dental	102,128	90,000	50,170	76,234	18,001	18,001	18,001
712.004	Unemployment Compensation	17,661	238,500	0	77,535	30,000	30,000	30,000
880	Community Promotion	8,067	0	2,922	2,922	0	0	0
920.001	Utilities - Telephone	5,078	7,000	2,015	7,000	7,000	7,000	7,000
956	Unforeseen Expense	6,578	10,000	192	5,000	10,000	10,000	10,000
958	Memberships & Dues	20,709	23,673	10,255	23,673	23,673	23,673	23,673
964	Refunds & Rebates	141,003	150,000	134,619	576,888	150,000	150,000	150,000
999.000	Transfer to Central Services	75,000	75,000	50,000	75,000	60,000	60,000	60,000
999.136	Transfer to District Court	1,771,704	1,375,000	916,667	1,375,000	1,613,873	1,510,460	1,522,460
999	Transfer to PS Retirement PA 345	0	0	0	0	835,686	835,686	835,686
999	Transfer to COPS Grant	0	0	0	20,000	72,503	72,503	72,503
999	Transfer to Debt Service	0	79,623	53,082	79,623	77,873	77,873	102,873
999.677	Transfer to Risk Management	110,000	110,000	73,334	110,000	110,000	110,000	110,000
999.111	Transfer to Library Authority	0	0	0	95,485	101,199	108,546	108,546
999.402	Transfer to City Owned Property	55,000	55,000	36,667	55,000	10,000	10,000	10,000
999.654	Transfer to Motor Pool	0	0	0	0	40,000	40,000	132,000
TOTAL		4,631,185	4,890,574	3,185,716	5,441,415	4,689,661	4,593,595	4,722,595

**CITY OF OAK PARK
BUDGETED EXPENDITURES BY CLASSIFICATION**



FY 2012-2013



FY 2013-2014

**CITY OF OAK PARK
TAX RATE FOR
AVERAGE TAXABLE HOME
2013 - 2014 BUDGET**

\$28,797 IS THE AVERAGE TAXABLE VALUE OF A HOME IN OAK PARK

	<u>MILLS</u>	YEARLY <u>TAX</u>
GENERAL FUND (INCLUDES PUBLIC SAFETY)	18.3563	\$529
LIBRARY	1.4914	43
RECREATION	0.5000	14
DEBT	5.9900	172
HEADLEE OVERRIDE	1.1437	33
PUBLIC SAFETY - PA 345	6.4729	186
SOLID WASTE	<u>2.9531</u>	<u>85</u>
TOTAL	<u>36.9074</u>	<u>\$1,063</u>

HOW AN AVERAGE YEARLY TAX IS USED - GENERAL FUND

PUBLIC SAFETY		208
TECHNICAL AND PLANNING SERVICES		50
TRANSFER OUTS: DISTRICT COURT	52	
PUBLIC SAFETY - PA 345	28	
COPS GRANT	5	
DEBT SERVICE	3	
RISK MANAGEMENT	4	
LIBRARY AUTHORITY	4	
CENTRAL SERVICES	2	
CITY OWNED PROPERTY	1	
MOTOR POOL	1	99
NON-DEPARTMENTAL		61
RECREATION		22
FINANCE AND ADMINISTRATIVE SERVICES		26
ADMINISTRATIVE		11
COMMUNITY & ECONOMIC DEVELOPMENT		5
CITY CLERK		11
LEGAL		10
PUBLIC INFORMATION		8
INFORMATION TECHNOLOGY		6
LEGISLATIVE		3
PUBLIC WORKS		<u>7</u>
TOTAL EXPENDITURES		<u>529</u>

CITY OF OAK PARK

BROWNFIELD AUTHORITY

OVERVIEW

The Brownfield Authority plan was approved by City Council during FY 2004 - 2005. The Authority was made possible via the Brownfield Redevelopment Financing Act (PA 381) which is administered by the State of Michigan. This project involves the redevelopment of the Detroit Artillery Armory site. The Armory structure is currently in the end stage of demolition and will be replaced by both retail and industrial entities.

To follow the progress of the project, a nine member Board was formed and is known as the Brownfield Redevelopment Authority (a.k.a the Economic Development Corporation). This committee is comprised of Oak Park residents, City Officials and City staff. This Board has ensured that the Oak Park community was actively involved in the initial proposal of the redevelopment and will monitor the project as it progresses. A list of the current membership is listed under the Boards and Commissions section of this budget document.

REVENUE ASSUMPTIONS

Revenue consists of property taxes captured within the Brownfield District. The City will capture 80% of all tax revenue provided by the increased taxable value of the property being developed. It is estimated the property will be responsible for all taxes after fifteen years or when total reimbursement has been made.

EXPENDITURES

The City will assist the project through tax relief by providing reimbursement for eligible costs to complete the project successfully. Eligible costs include the demolition of the armory structure, environmental clean-up and portions of new construction costs (i.e. streets and sewers).

PERFORMANCE OBJECTIVES

To increase and improve the City's tax base. Also, to provide an attractive area for City residents and the surrounding community to work and shop.

2013 – 2014 BUDGET Brownfield Authority

ACCT. NO.	FUND NO.: 112 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-13	ACTUAL AS OF 2/28/13 FY 2012-13	EST YEAR END FY 2012-13	DEPT. REQUEST FY 2013-14	MANAGERS REC. FY 2013-14	CITY COUNCIL APPROVED FY 2013-14
403	REVENUES							
	Property Taxes	46,995	48,000	15	48,000	48,000	48,000	48,000
	TOTAL REVENUE	46,995	48,000	15	48,000	48,000	48,000	48,000
818	EXPENDITURES							
	Payment to Developer	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0
	EXCESS DEFICIT	46,995	48,000	15	48,000	48,000	48,000	48,000
	Beginning Net Assets	(24,002)	23,998	22,993	22,993	70,993	70,993	70,993
	Ending Net Assets	22,993	71,998	23,008	70,993	118,993	118,993	118,993

GENERAL INFORMATION

Public Act 381

BROWNFIELD AUTHORITY

Q: How are a Brownfield Project's taxes affected?

A: Since a redevelopment project means that its' property value will increase, tax revenues will increase as well. The amount that the taxes increase in the first year are considered "captured taxes". This specific amount is used to pay for costs associated with the redevelopment project. These are reimbursed by the City as they are incurred.

Q: Can any property become eligible for this type of program?

A: Properties that are considered to be "functionally obsolete or blighted" can be considered. This is especially true towards those properties where redevelopment will result in the increase of the taxable value of that particular property.

Q: Why was the Brownfield Plan initiated?

A: Over the years industrial contamination has occurred on many properties throughout the State. There are also many sites with old, unused buildings that serve no practical purpose. These are present in urban and rural areas alike and can be very expensive to clean up or demolish. Brownfield incentives are offered to developers to improve the areas where these sites are located that otherwise would be too costly to renovate without some type of financial incentives.



Detroit Artillery Armory Demolition
Eight Mile Rd.
Oak Park, MI

CITY OF OAK PARK

Library

OVERVIEW

The Library Director is responsible for the selection and purchase of books and other reference/reading materials in the library. The Director also oversees all other matters pertaining to the operation and management of library services in the City. The mission of the Library is to provide materials, services and information to the City's diverse community to meet their educational, informational, cultural, and recreational needs.

Library cards are available FREE to residents of Oak Park upon presentation of a valid driver's license, or current photo ID and proof of residency and can be used at several public libraries in Southeast Michigan.

The library provides citizens with free borrowing of adult, teen, children's and large print books as well as audio books, eBooks and music CDs. Desktop and laptop computers are also available for free in-library use. Patrons may renew books over the phone by calling 248-691-7480.

ANNUAL REPORT

Beginning in April, 2012, the Library's Hours of Operation changed to Mondays through Thursdays: noon to 8 p.m. and Fridays: noon to 6 p.m. to best serve our citizens without stretching our staff too thinly because of the budget & staffing cuts in that fiscal year.

In terms of programming, the Library again partnered with the University of Michigan's Exhibit Museum of Natural History to present three workshops on Family Reading & Science topics, followed by a free bus trip and admission to the Museum in Ann Arbor, suitable for adults and children.

For our younger citizens, Great Parents, Great Starts offered guided play groups for children birth - 5. Several Tuesday Morning Story Times were offered as well as the annual Summer Reading Clubs with 32 Preschoolers, 84 Preteens and 35 Teens partaking. McDonald's "Books and Backpacks" program and a visit from Ronald McDonald got children excited about reading while earning them free Happy Meals. Regular Drop-In evening Story Times brought variety and fun year round.

Twice-a-year Used Books Sales in April and October, sponsored by the ever-active Friends of Oak Park Library, offered inexpensive delights for all ages and tastes. The adults continued to enjoy their monthly Book Club, held on the first Wednesday of each month

(except July) in Room 5 of the Oak Park Recreation Center at 6 p.m.

The Library was a center of cultural and educational programming, including:

- Workshops on *Detroit's Mack Park & Urban Blight* by Keith McClellan; *5 Tips for Better Pix* by photographer Ron Warren; a Halloween program on *Bats of the World*; *Finger Painting on an iPad* with Donna Peltier; and Acrylic Landscape Painting and Oneita Porter Jewelry Design demonstrations
- Author visits from: *Kitchen Assistant Cookbook* author Darla P. Jaros; *1,000 Mitzvahs* local author Linda Cohen; *September Surprise* author Ryan Ennis; *The Faiths of the Postwar Presidents: from Truman to Obama* author Dr. David L. Holmes; *Oak Park* local author & former Mayor Gerald E. Naftaly and *Real Heroes Read* children's authors David Anthony & Charles D. Clasman and *Colors of Me* children's local author Brynne Barnes
- Concerts by Planet D Nonet, the Woodward Corridor Musicians and a Holiday Recital by Jeff Beyer & Sharon Sweet
- The Attorney General of Michigan's Senior Brigade offered: Phone & Email Scams; Online Safety; Identity Theft and Estate Planning programs

The Friends of Oak Park Library provided financial support and sponsorship for many of the above and other important library projects. The Arts and Cultural Commission of Oak Park also actively sought out and introduced suitable programming to be enjoyed by the community. Book Beat has also partnered with the library on some of the author events.

PERFORMANCE OBJECTIVES

During the 2013-2014 Fiscal Year the Library will work with City Departments, Friends of the Library, area schools and libraries, and other community groups to continue existing programming and to develop new programs. We will continue to work with the Library Board and City Council to improve planned giving to the Library and increase donations to the Library. We continue to look at potential cost savings and revenue enhancements as ways to mitigate revenue reductions while providing quality services and materials for all our residents, young and old.

CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET

LIBRARY AUTHORITY

ACCT. NO.	ACCOUNT NO.: 111-20-790 ACCOUNT NAME	PRIOR	CURRENT	ACTUAL AS	ESTIMATED	DEPT.	CITY	CITY
		YEAR ACTUAL FY 2011-2012	BUDGET FY 2012-2013	of 02/28/2013 FY 2012-2013	YEAR END FY 2012-2013	REQUEST FY 2013-2014	MANAGER RECOMMENDED FY 2013-2014	COUNCIL APPROVED FY 2013-2014
REVENUES								
403	Property Taxes	780,707	699,601	703,809	704,005	647,631	647,631	647,631
567	Libraries - State Aid	12,665	9,600	6,577	9,600	9,600	9,600	9,600
567.001	Libraries - Universal Service Fund (USF)	4,077	5,200	0	5,200	5,200	5,200	5,200
568	Libraries - Penal Fines	39,742	40,000	39,467	40,000	40,000	40,000	40,000
645	Library Rentals	40	300	40	300	300	300	300
646	Miscellaneous - Library	4,035	2,000	4,325	6,487	3,000	3,000	3,000
658	Library Book Fines	7,361	5,000	6,757	7,500	5,000	5,000	5,000
664	Interest	940	500	349	500	500	500	500
699	Transfers-in General Fund	0	0	0	95,485	101,199	108,546	108,546
TOTAL REVENUE		849,567	762,201	761,324	869,077	812,430	819,777	819,777
EXPENDITURES								
702	Salaries & Wages	342,685	295,911	191,745	295,911	326,330	319,698	319,698
712	Employee Benefits	176,871	140,505	107,384	180,000	160,549	147,528	147,528
712.001	Retirees Health Care	54,899	73,031	57,704	82,717	93,366	93,366	93,366
726	Materials & Supplies	12,315	5,000	4,570	5,000	8,000	5,000	5,000
727	Books	58,146	40,000	15,528	40,000	40,000	40,000	40,000
728	Periodicals & Papers	1,121	7,000	456	7,000	7,000	7,000	7,000
729	Digital Video Discs (DVD)	17,013	5,000	4,151	5,000	5,000	5,000	5,000
801	Professional Services	81,019	58,000	48,914	61,000	63,000	61,000	61,000
818	Contractual Services	1,046	800	833	1,050	800	800	800
860	Transportation	51	150	0	150	150	150	150
864	Conferences & Workshops	30	0	265	300	0	0	0
900	Printing & Publications	0	0	0	0	0	0	0
920	Utilities - Telephone	0	0	0	0	0	0	0
920.002	Utilities - Heating	10,700	15,000	7,857	15,000	15,000	15,000	15,000
920.004	Utilities - Electricity	22,690	25,000	15,485	25,000	25,000	25,000	25,000
930	Repairs & Maintenance	1,979	380	1,097	1,645	1,000	1,000	1,000
940	Rentals	0	0	0	0	0	0	0
956	Miscellaneous	167	900	0	900	0	0	0
958	Memberships & Dues	0	250	0	250	0	0	0
960	Education & Training	0	0	0	0	0	0	0
964	Prior Year Tax Refunds	12,571	11,000	18,427	20,500	18,000	25,000	25,000
999	Transfer to Debt Service	50,000	75,000	50,000	75,000	50,000	75,000	50,000
TOTAL EXPENDITURES		843,303	752,927	524,416	816,423	813,195	820,542	795,542
EXCESS / DEFICIT		6,264	9,274	236,908	52,654	(765)	(765)	24,235
Beginning Fund Balance		(43,004)	8,565	(47,254)	(47,254)	5,400	5,400	5,400
Reserved - Prepaid Expenditures		5,257	5,400	5,257	5,400	5,400	5,400	5,400
Ending Unreserved Fund Balance		(41,997)	12,439	184,397	0	(765)	(765)	24,235

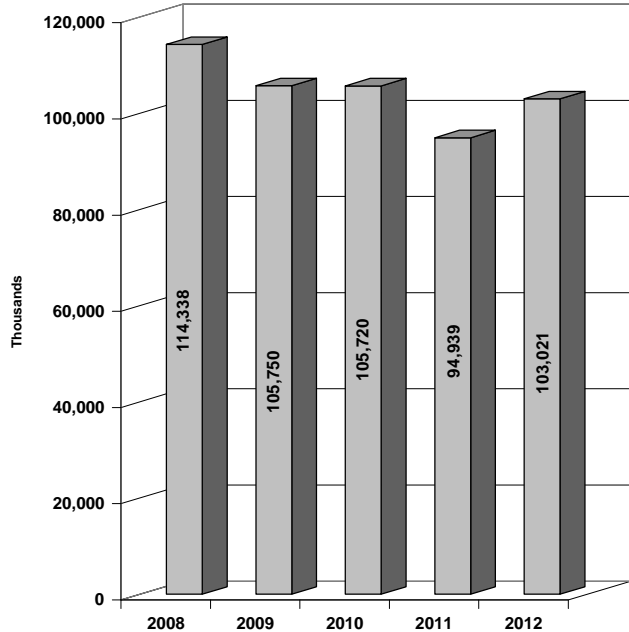
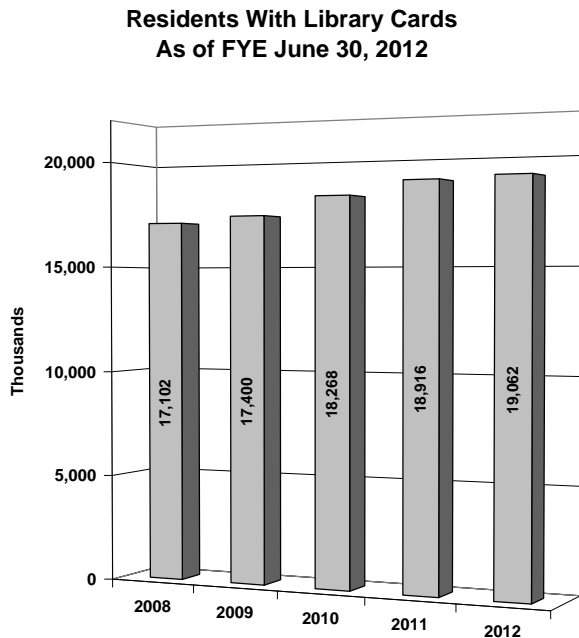
**CITY OF OAK PARK
2013-2014 BUDGET**

Personnel Worksheet - Library

Job / Class Title	Actual <u>2011-2012</u>	Budgeted <u>2012-2013</u>	Requested <u>2013-2014</u>	Managers Rec. <u>2013-2014</u>	City Council <u>Approved</u>
<u>FULL TIME</u>					
Library Director	1.00	1.00	1.00	1.00	1.00
Administrative Clerk II	1.00	1.00	1.00	1.00	1.00
Librarian	2.00	2.00	2.00	2.00	2.00
Library Section Coordinator	0.00	0.00	0.00	0.00	0.00
Sub-Total Full Time	4.00	4.00	4.00	4.00	4.00
<u>PART TIME</u>					
Monitors (1 Position)	0.50	0.50	0.50	0.50	0.50
Clerical (4 Positions)	0.50	0.50	0.50	0.50	0.50
Librarians (3 Positions)	1.25	1.00	1.00	1.00	1.00
Pages (3 Positions)	0.50	0.50	0.50	0.50	0.50
Sub-Total Part Time	2.75	2.50	2.50	2.50	2.50
TOTAL	6.75	6.50	6.50	6.50	6.50

For the fiscal year ended June 30, 2012, 19,062 library cards have been issued to Oak Park residents. This number increased from 18,916 since June 30, 2011. The number of items available for check-out to residents for FY 2011-2012 was 103,021. There are a variety of items that suit any interest, young and old alike. Examples of some of the types of resources available for check-out include: videos, books on tape (and on CD) for both children and adults, compact disks and DVD's.

**Library Items Available
as of FYE June 30, 2012**



PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
LIBRARY

POSITION	PAY GRADE	REGULAR PAY	OVER TIME PAY	LONGEVITY PAY	OTHER PAY	DIRECT PAY TOTAL	WORKERS COMP.	RETIRE- MENT	DENTAL	HEALTH AD&D	LIFE & MEDICARE	FICA / CLOTHING	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Library Director	E	60,000	0	1,800	2,400	64,200	252	31,426	1,156	0	234	4,911	250	38,229	102,429
Librarian	A	46,241	700	450	0	47,391	197	6,398	1,156	7,341	94	3,625	190	19,196	66,587
Administrative Clerk II	A	34,980	0	1,500	0	36,480	147	17,857	1,156	7,341	94	2,791	190	29,771	66,251
Librarian	A	46,241	300	1,500	0	48,041	195	23,516	1,156	21,341	94	3,675	190	50,362	98,403
Sub-Total Full Time		187,462	1,000	5,250	2,400	196,112	791	79,197	4,624	36,023	516	15,002	820	137,558	333,670
Part Time Librarian	A-pt	34,681	0	700	0	35,381	146	0	0	0	0	2,707	0	2,853	38,234
Part Time Librarian	PT	3,610	0	0	0	3,610	15	0	0	0	0	276	0	291	3,901
Part Time Librarian	PT	9,023	0	0	0	9,023	38	0	0	0	0	690	0	728	9,751
Night Clerk	A-pt	5,096	0	0	0	5,096	21	0	0	0	0	390	0	411	5,507
Night Clerk	PT	6,115	0	0	0	6,115	26	0	0	0	0	468	0	494	6,609
Page	PT	5,824	0	0	0	5,824	24	0	0	0	0	446	0	470	6,294
Page	PT	6,656	0	0	0	6,656	28	0	0	0	0	509	0	537	7,193
Page	PT	6,656	0	0	0	6,656	28	0	0	0	0	509	0	537	7,193
Page	PT	6,656	0	0	0	6,656	28	0	0	0	0	509	0	537	7,193
Page	PT	6,656	0	0	0	6,656	28	0	0	0	0	509	0	537	7,193
Page	PT	7,852	0	0	0	7,852	33	0	0	0	0	601	0	634	8,486
Monitor	PT	10,385	0	0	0	10,385	44	0	0	0	0	794	0	838	11,223
Page	PT	7,020	0	0	0	7,020	29	0	0	0	0	537	0	566	7,586
Sub-Total Part Time		122,886	0	700	0	123,586	516	0	0	0	0	9,454	0	9,970	133,556
Total		310,348	1,000	5,950	2,400	319,698	1,307	79,197	4,624	36,023	516	24,456	820	147,528	467,226

CITY OF OAK PARK

ECONOMIC DEVELOPMENT CORPORATION / MUNICIPAL BUILDING AUTHORITY FUNDS

ECONOMIC DEVELOPMENT CORPORATION FUND

OVERVIEW

The purpose of the Economic Development Corporation Fund is to initiate and maintain industrial and commercial prosperity in the City. A nine member committee monitors the business environment to ensure economic success now and well into the future. This Board is also involved with the Brownfield Project which is currently redeveloping the Armory Property located on Eight Mile Road.

REVENUE ASSUMPTIONS

Interest income of \$7 is estimated to be earned in FY 2013-2014.

EXPENDITURES

Expenditures in the amount of \$7 are anticipated for FY 2013-2014.

MUNICIPAL BUILDING AUTHORITY FUND

OVERVIEW

This fund manages buildings used by the City of Oak Park. Responsibilities include purchasing, maintaining and improving structures that the City uses in the course of providing services to its' residents and businesses.

REVENUE ASSUMPTIONS

The current form of revenue comes in the form of interest earned. This amount is expected to total \$50 during FY 2013-2014.

EXPENDITURES

Since there are no future plans that impact the use of monies from this fund, no expenditures are being allocated for FY 2013-2014.

Economic Development Corporation Fund 2013 -2014 Budget

ACCT. NO.	FUND NO.: 110 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/13 FY 2012-2013	EST YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013--2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
640	Miscellaneous Fees	5	15	0	7	7	7	7
	TOTAL REVENUE	5	15	0	7	7	0	0
	EXPENDITURES							
956	Miscellaneous	0	10	0	0	0	0	0
	TOTAL EXPENDITURES	0	10	0	0	0	0	0
	EXCESS DEFICIT	0	5	0	7	7	7	7
	Beginning Retained Earnings	11,796	11,797	11,801	11,801	11,801	11,801	11,801
	Ending Retained Earnings	11,801	11,802	11,801	11,808	11,808	11,808	11,808

Municipal Building Authority Fund 2013-2014 Budget

ACCT. NO.	FUND NO.: 113 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/13 FY 2012-2013	EST YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
664	Interest Income	48	100	0	50	50	50	50
	TOTAL REVENUE	48	100	0	50	50	50	50
	EXPENDITURES							
726	Supplies	0	0	0	0	0	0	0
970	Capital Outlay	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0
	EXCESS DEFICIT	48	100	0	50	50	50	50
	Beginning Retained Earnings	10,036	10,136	10,084	10,084	10,084	10,084	10,084
	Ending Retained Earnings	10,084	10,236	10,084	10,134	10,134	10,134	10,134



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Special Revenue Funds

OVERVIEW

Special Revenue Funds are maintained to account for specific revenue sources that are legally restricted to expenditures for specific functions or activities. The legal restrictions are imposed by State Statute or Constitution, City Council Resolution or City Charter. Special Revenue Funds use the modified accrual basis of accounting for budgeting purposes which recognizes revenue when it is both measurable and available. Expenditures are recognized as soon as a liability is incurred.

The Special Revenue Funds are subject to the budgetary requirements of Act 2 of the Public Acts of 1968 of the State of Michigan.

MAJOR STREET FUND

The Major Street Fund is used to finance the maintenance and construction of the City's major thoroughfares. These funds are restricted by State Statute.

LOCAL STREET FUND

The Local Street Fund is used to finance the maintenance and construction of the City's minor thoroughfares. These funds are restricted by State Statute.

SOLID WASTE FUND

The Solid Waste Fund is used to finance the collection, recycling and disposal of the City's garbage and refuse. It is funded by a tax levy on property and a user charge.

NARCOTIC FORFEITURE FUND

The Drug Forfeiture Fund is used for the accounting of funds collected in drug arrests. These Funds are restricted by state law and must be used for narcotic enforcement purposes.

CRIMINAL JUSTICE TRAINING FUND

This fund is used for training in the Public Safety Department and is financed by fines levied at the District Court. These Funds are restricted by state law and must be used for training personnel.

DISASTER CONTINGENCY FUND

The Disaster Contingency Fund was established in prior years for the accounting and financing of natural disasters occurring within the City limits. These funds are restricted for disaster recovery.

CASEFLOW ASSISTANCE FUND

The Caseflow Assistance Fund generates revenues that are received from drunk driving fines and fees. Its purpose is to expedite drunk driving court cases at the municipal and district court levels.

COMMUNITY DEVELOPMENT

BLOCK GRANT FUND

The Community Development Block Grant Fund is financed by grants received from the federal government and are restricted for use by the economically disadvantaged citizens of the City.

COMMUNITY ORIENTED POLICING SERVICES GRANT FUND

The COPS Grant Fund is a Federal program that provides funding to improve cooperation between law enforcement and the community.

45th DISTRICT COURT FUND

The 45th District Court fund is financed by a General Fund transfer-in and its uses are restricted to the operations of the 45th District Court.



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Major Street Fund

OVERVIEW

The City's Major Street Fund is a Special Revenue Fund and is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and the State Constitution, for streets and highway purposes which are described in detail by the Michigan Department of Transportation.

The fund receives Act 51 revenues paid to Oak Park and accounts for the construction, maintenance, and other authorized operations pertaining to all streets classified as major streets within the City. In addition this fund receives moneys paid to Oak Park for trunkline contracts and accounts for moneys transferred to other funds.

This Fund has been established to make it possible to show that the City has complied with all legal provisions of Act-51.

Charges for administering this fund are from the Department of Technical and Planning Services which is responsible for the administration of all Major Street Projects. The City Engineer is appointed Street Administrator and is responsible for street improvements, maintenance and traffic operations, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting. The Engineer represents the City in transactions involved with the Michigan Department of Transportation.

The Department of Public Works is responsible for the actual upkeep of the Major Streets which includes winter maintenance, sweeping, routine maintenance, and traffic services.

REVENUE ASSUMPTIONS

The proposed budget recommends revenues in the Major Street Fund of \$1,078,800 for FY 2013-2014. This is a decrease of 4.26% from Fiscal Year 2012-2013.

State Grants - Street

The State of Michigan shares revenue that are collected for Gas and Weight taxes. The amount of \$1,000,000 is the same allocation made in FY 2012-2013.

The amount is computed using a formula based on population and Major Street Mileage.

Interest Income

\$800 of Interest Income is based on a .08% return on funds available for investment during the fiscal year. The amount of Interest Earnings is expected to remain the same as the FY 2012- 2013 estimate.

EXPENDITURES

The total appropriation for the Major Street Fund is \$1,302,732. This is an increase of \$105,143 over the estimated expenditures of \$1,197,589 in Fiscal Year 2012-2013. Expenditures are affected by any road projects that may be planned during the fiscal year.

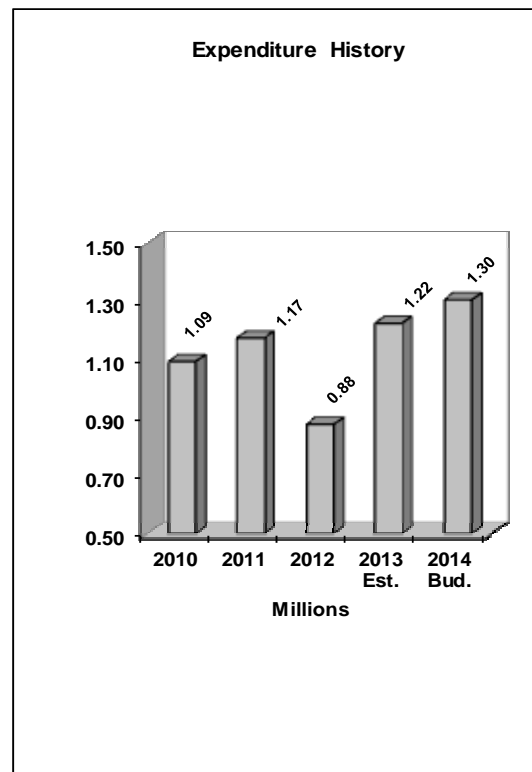
Rentals in this fund represent amounts paid to the Motor Pool Fund for equipment used on Major Streets.

FUND BALANCE

It is estimated that the City's Undesignated Major Street Fund Balance will have a surplus of \$684,269 at the end of Fiscal Year 2013-2014.

PERFORMANCE OBJECTIVES

To avoid a deficit Fund Balance and return Undesignated Fund Balance to not less than 10% of operating revenues and not less than 8.33% (one month) of operating expenditures.



CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET

MAJOR STREETS

ACCT. NO.	FUND NO.: 202 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS of 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER RECOMMENDED FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
546	State Grants - Streets	1,128,746	1,000,000	382,108	1,000,000	1,000,000	1,000,000	1,000,000
664	Interest Earnings	1,709	800	659	800	800	800	800
672.202	Special Assessments	161,794	126,000	77,699	78,000	78,000	78,000	78,000
	TOTAL REVENUE	1,292,249	1,126,800	460,466	1,078,800	1,078,800	1,078,800	1,078,800
	EXPENDITURES							
702	Salaries & Wages	139,790	217,640	107,097	167,400	204,643	204,643	204,643
712	Employee Benefits	164,117	201,949	108,869	231,476	175,089	175,089	175,089
726	Materials & Supplies	74,592	85,000	41,597	70,000	80,000	80,000	80,000
801	Professional Services	85,699	115,000	87,050	220,000	190,000	190,000	190,000
864	Conferences & Workshops	0	500	0	0	500	500	500
923	Utilities - Water	8,983	12,000	9,660	12,000	12,000	12,000	12,000
940	Rentals	53,262	80,000	23,171	42,000	70,000	70,000	70,000
958	Memberships & Dues	0	500	200	200	500	500	500
970	Capital Outlay	0	135,000	111,631	135,000	220,000	220,000	220,000
	TOTAL EXPENDITURES	526,443	847,589	489,275	878,076	952,732	952,732	952,732
	TRANSFERS-OUT							
999.101	Transfer Out-General Fund	80,000	80,000	53,333	80,000	80,000	80,000	80,000
999.203	Transfer Out-Local St.	270,000	270,000	180,000	270,000	270,000	270,000	270,000
	TOTAL TRANSFERS-OUT	350,000	350,000	233,333	350,000	350,000	350,000	350,000
	EXPENDITURES & TRANSFERS-OUT	876,443	1,197,589	722,608	1,228,076	1,302,732	1,302,732	1,302,732
	EXCESS / DEFICIT	415,806	(70,789)	(262,142)	(149,276)	(223,932)	(223,932)	(223,932)
	Beginning Fund Balance	645,171	621,098	1,060,977	1,060,977	911,701	911,701	911,701
	Ending Fund Balance	1,060,977	550,309	798,835	911,701	687,769	687,769	687,769
	Reserved Balance	1,388	3,500	3,500	3,500	3,500	3,500	3,500
	Unreserved Fund Balance	1,059,589	546,809	N/A	908,201	684,269	684,269	684,269

**CITY OF OAK PARK
MAJOR STREETS
2013 - 2014 FISCAL YEAR BUDGET
EXPENDITURE SUMMARY**

DEPARTMENT: TECH & PLAN			ACTIVITY: ADMINISTRATION			ACCOUNT NO.: 202-16-103		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	23,411	25,640	8,901	10,000	33,764	33,764	33,764
712	Employee Benefits	18,624	20,715	7,214	80,000	23,122	23,122	23,122
999.1	Transfer Out - General Fund	80,000	80,000	53,333	80,000	80,000	80,000	80,000
999.2	Transfer Out - Local Street	270,000	270,000	180,000	270,000	270,000	270,000	270,000
TOTALS		392,035	396,355	249,448	440,000	406,886	406,886	406,886

DEPARTMENT: TECH & PLAN			ACTIVITY: CONSTRUCTION			ACCOUNT NO.: 202-16-451		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	Salaries & Wages	5,072	0	8,999	17,400	0	0	0
	Employee Benefits	2,945	0	6,833	13,200	0	0	0
970	Capital Outlay	0	135,000	111,631	135,000	220,000	220,000	220,000
TOTALS		8,017	135,000	127,463	165,600	220,000	220,000	220,000

DEPARTMENT: PUBLIC WORKS			ACTIVITY: ROUTINE MAINTENANCE			ACCOUNT NO.: 202-18-463		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	22,304	0	0	0	0	0	0
712	Employee Benefits	29,445	0	138	250	0	0	0
726	Materials & Supplies	44,273	0	7,373	14,000	0	0	0
801	Professional Services	17,861	0	34,911	60,000	0	0	0
940	Rentals	4,192	0	0	0	0	0	0
TOTALS		118,075	0	42,422	74,250	0	0	0

DEPARTMENT: PUBLIC WORKS			ACTIVITY: TRAFFIC			ACCOUNT NO.: 202-18-474		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	16,042	37,517	8,504	14,000	17,000	17,000	17,000
712	Employee Benefits	25,793	29,244	9,262	10,913	13,916	13,916	13,916
726	Materials & Supplies	225	15,000	2,527	6,000	10,000	10,000	10,000
801	Professional Services	67,838	90,000	47,195	80,000	90,000	90,000	90,000
864	Conferences & Workshops	0	500	0	0	500	500	500
940	Rentals	493	10,000	1,482	2,000	5,000	5,000	5,000
958	Memberships & Dues	0	500	200	200	500	500	500
TOTALS		110,391	182,761	69,170	113,113	136,916	136,916	136,916

DEPARTMENT: PUBLIC WORKS			ACTIVITY: WINTER MAINTENANCE			ACCOUNT NO.: 202-18-478		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	12,140	39,724	10,339	16,000	38,000	38,000	38,000
712	Employee Benefits	12,670	33,421	9,626	13,461	32,577	32,577	32,577
726	Materials & Supplies	30,094	50,000	30,678	40,000	50,000	50,000	50,000
940	Rentals	5,785	25,000	15,283	15,000	25,000	25,000	25,000
TOTALS		60,689	148,145	65,926	84,461	145,577	145,577	145,577

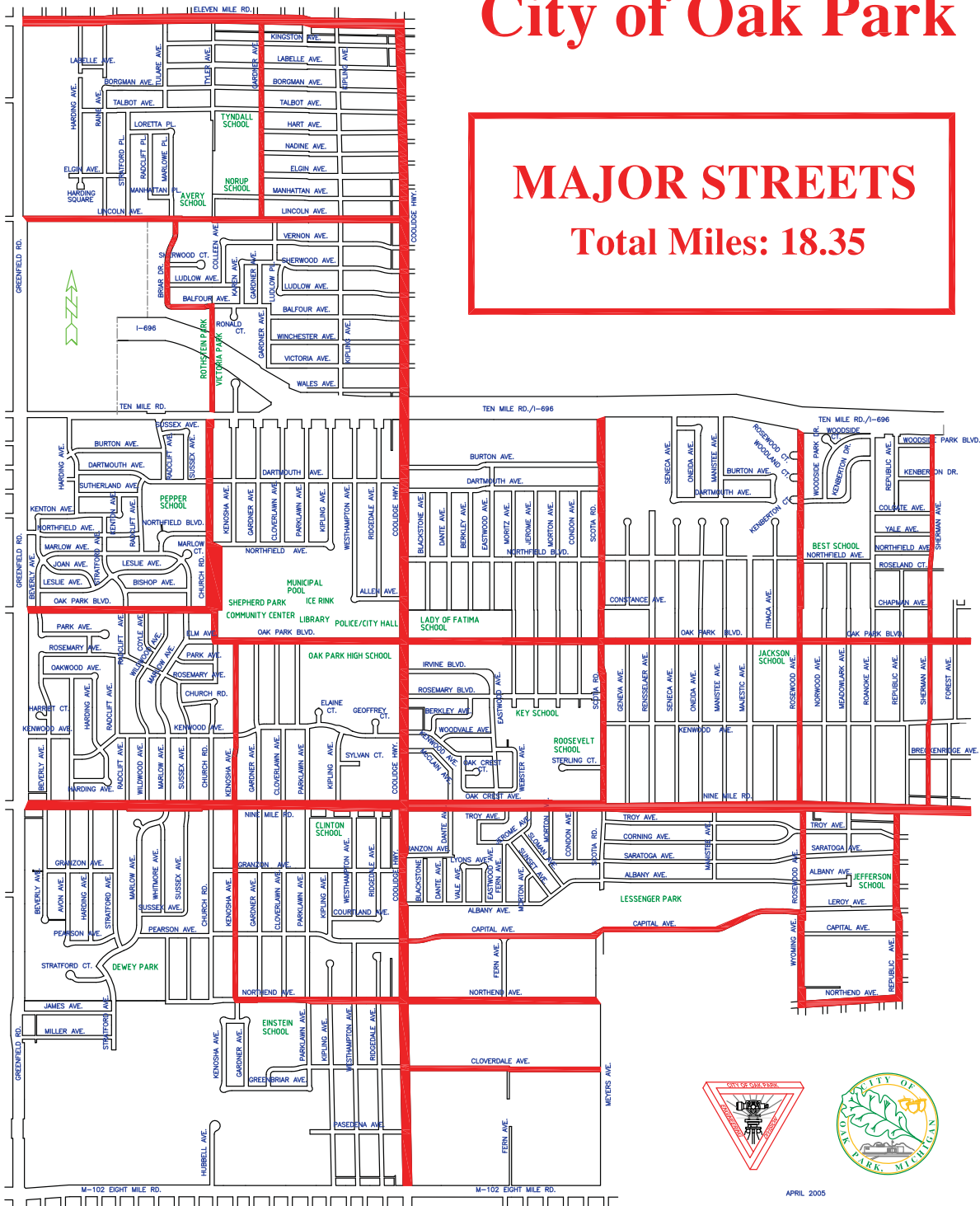
DEPARTMENT: PUBLIC WORKS			ACTIVITY: RIGHTS OF WAY			ACCOUNT NO.: 202-18-479		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	60,821	114,759	70,354	110,000	115,879	115,879	115,879
712	Employee Benefits	74,640	118,569	75,796	113,652	105,474	105,474	105,474
726	Materials & Supplies	0	20,000	1,019	10,000	20,000	20,000	20,000
810	Professional services	0	25,000	4,944	80,000	100,000	100,000	100,000
923	Utilities - Water	8,983	12,000	9,660	12,000	12,000	12,000	12,000
940	Rentals	42,792	45,000	6,406	25,000	40,000	40,000	40,000
TOTALS		187,236	335,328	168,179	350,652	393,353	393,353	393,353

GRAND TOTAL:		876,443	1,197,589	722,608	1,228,076	1,302,732	1,302,732	1,302,732
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City of Oak Park

MAJOR STREETS

Total Miles: 18.35



APRIL 2005

CITY OF OAK PARK

Listing of Major Streets by Name

<u>Key</u>	<u>Name</u>
A	BALFOUR
B	BRIAR DRIVE
C	CAPITAL
D	CHURCH
E	COOLIDGE
F	ELEVEN MILE
G	GARDNER
H	KENOSHA
I	LINCOLN
J	MEYERS
K	NINE MILE
L	NORTHEND
M	OAK PARK BLVD
N	REPUBLIC
O	ROSEWOOD
P	SCOTIA
Q	SHERMAN
R	WYOMING



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Local Street Fund

OVERVIEW

The City's Local Street Fund is a Special Revenue Fund and is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and the State Constitution, for streets and highway purposes which are described in detail by the Michigan Department of Transportation.

The fund receives 25% of the Act 51 revenues paid to Oak Park and accounts for the construction, maintenance, and other authorized operations pertaining to all streets classified as local streets within the City. In addition this fund receives moneys transferred from the Major Street Fund.

This Fund has been established to make it possible to show that the City has complied with all legal provisions of Act 51.

Charges for administering this fund are from the Department of Technical and Planning which is responsible for the administration of all Local Street Projects. The City Engineer is appointed Street Administrator and is responsible for street improvements, maintenance and traffic operations, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting. The Engineer represents the City in transactions with the Michigan Department of Transportation.

The Department of Public Works is responsible for the actual upkeep of the Local Streets which includes winter maintenance, sweeping, routine maintenance, and traffic services.

REVENUE ASSUMPTIONS

The proposed budget recommends revenues in the Local Street Fund of \$674,000. This the same projection used in FY 2012-013.

State Grants - Street

The State of Michigan shares revenue dollars that are collected for Gas and Weight taxes. These are expected to amount to \$400,000. This is the same allocation made in FY 2012-2013.

Contributions From Other Funds

Contributions from the Major Street Fund for FY 2013-2014 are assumed to be \$270,000, which was the budgeted amount for 2012-2013.

Interest Income

Interest Income is based on a 1.00% return on funds available for investment during the fiscal year. The expected amount is \$4,000 which was the same recommendation made for FY 2012-2013.

EXPENDITURES

The total appropriation for the Local Street Fund is \$702,406 an increase of \$95,130 from the estimated expenditures of \$607,276 in Fiscal Year 2012-2013.

There will be a \$150,000 Capital Outlay allocation for Fiscal Year 2013-2014.

Rentals in this fund represent amounts paid to the Motor Pool Fund for equipment used on Local Streets.

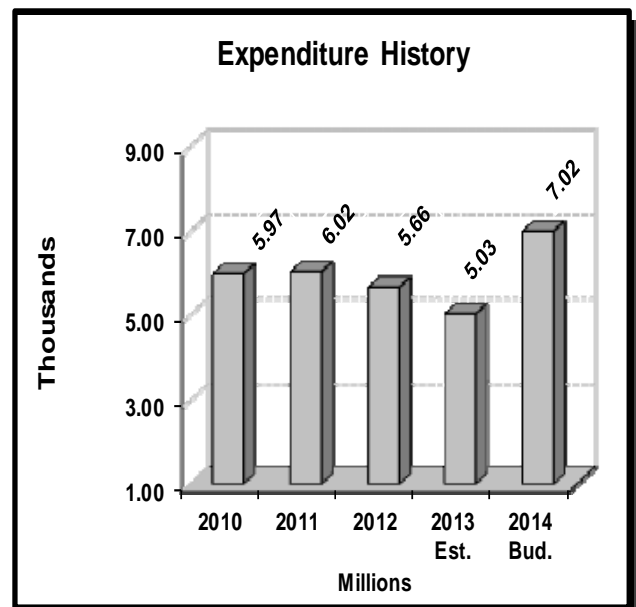
FUND BALANCE

It is estimated that the City's Undesignated Local Street Fund Balance is estimated to be \$626,227 at the end of FY 2013-2014. This is projected to be 7.09% of operating revenues.

PERFORMANCE OBJECTIVES

To increase the Undesignated Fund Balance to at least 10% of operating revenues and to at least 8.33% (one month) of operating expenditures.

To complete construction projects within scheduled number of days.



CITY OF OAK PARK

2013 - 2014 FISCAL YEAR BUDGET

LOCAL STREETS

ACCT. NO.	FUND NO.: 203 ACCOUNT NAME	PRIOR	CURRENT	ACTUAL AS	ESTIMATED	DEPT. REQUEST	CITY	CITY
		YEAR ACTUAL FY 2011-2012	BUDGET FY 2012-2013	OF 02/28/2013 FY 2012-2013	YEAR END FY 2012-2013		MANAGER RECOMMENDED FY 2013-2014	COUNCIL APPROVED FY 2013-2014
	REVENUES							
546	State Grants - Streets	440,337	400,000	149,084	400,000	400,000	400,000	400,000
664	Interest Earnings	809	4,000	324	4,000	4,000	4,000	4,000
699.202	Contribution from Major Streets	270,000	270,000	180,000	270,000	270,000	270,000	270,000
	TOTAL REVENUE	711,146	674,000	329,408	674,000	674,000	674,000	674,000
	EXPENDITURES							
702	Salaries & Wages	198,681	188,935	91,142	146,600	168,000	168,000	168,000
712	Employee Benefits	186,405	178,341	90,436	137,951	149,406	149,406	149,406
726	Materials & Supplies	13,565	45,000	9,866	39,800	45,000	45,000	45,000
801	Professional Services	0	15,000	3,800	15,000	20,000	20,000	20,000
930	Repairs & Maintenance	3,015	0	5,890	10,800	0	0	0
940	Rentals	92,376	105,000	44,142	78,000	95,000	95,000	95,000
970	Capital Outlay	0	0	0	0	150,000	150,000	150,000
	TOTAL EXPENDITURES	494,042	532,276	245,276	428,151	627,406	627,406	627,406
	TRANSFERS-OUT							
999.101	Transfer Out-General Fund	75,000	75,000	50,000	75,000	75,000	75,000	75,000
	TOTAL TRANSFERS-OUT	75,000	75,000	50,000	75,000	75,000	75,000	75,000
	EXPENDITURES & TRANSFERS-OUT	569,042	607,276	295,276	503,151	702,406	702,406	702,406
	EXCESS / DEFICIT	142,104	66,724	34,132	170,849	(28,406)	(28,406)	(28,406)
	Beginning Fund Balance	341,680	401,455	483,784	483,784	654,633	654,633	654,633
	Ending Fund Balance	483,784	468,179	517,916	654,633	626,227	626,227	626,227
	Reserved - Prepaid Expenditures	4,570	0	0	0	0	0	0
	Unreserved Fund Balance	479,214	468,179	N/A	654,633	626,227	626,227	626,227

CITY OF OAK PARK
LOCAL STREETS
2013 - 2014 FISCAL YEAR BUDGET
EXPENDITURE SUMMARY

DEPARTMENT: TECH & PLAN			ACTIVITY: ADMINISTRATION			ACCOUNT NO.: 203-16-103		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	9,033	0	6,540	8,600	0	0	0
712	Employee Benefits	7,306	0	5,627	7,200	0	0	0
999.101	Transfer Out-General Fund	75,000	75,000	50,000	75,000	0	0	0
TOTALS		91,339	75,000	62,167	90,800	0	0	0

DEPARTMENT: TECH & PLAN			ACTIVITY: CONSTRUCTION			ACCOUNT NO.: 203-16-451		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	0	0	0	0	0	0	0
712	Employee Benefits	0	0	0	0	0	0	0
970	Capital Outlay	0	0	0	0	150,000	150,000	150,000
TOTALS		0	0	0	0	150,000	150,000	150,000

DEPARTMENT: PUBLIC WORKS			ACTIVITY: ROUTINE MAINTENANCE			ACCOUNT NO.: 203-18-463		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	51,113		0	0	0	0	0
712	Employee Benefits	62,934		245	490	0	0	0
726	Materials & Supplies	8,450		4,451	8,800	0	0	0
930	Repairs & Maintenance	3,015		5,890	10,800	0	0	0
940	Rentals	9,762		0	0	0	0	0
TOTALS		135,274	0	10,586	20,090	0	0	0

DEPARTMENT: PUBLIC WORKS			ACTIVITY: TRAFFIC			ACCOUNT NO.: 203-18-474		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	4,579	28,390	3,116	8,000	15,000	15,000	15,000
712	Employee Benefits	4,480	26,798	2,706	7,551	12,043	12,043	12,043
726	Materials & Supplies	449	10,000	2,476	5,000	10,000	10,000	10,000
940	Rentals	902	10,000	3,152	3,000	5,000	5,000	5,000
TOTALS		10,410	75,188	11,450	23,551	42,043	42,043	42,043

DEPARTMENT: PUBLIC WORKS			ACTIVITY: WINTER MAINTENANCE			ACCOUNT NO.: 203-18-478		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	6,401	36,396	11,069	20,000	36,000	36,000	36,000
712	Employee Benefits	6,641	34,355	8,391	18,878	30,704	30,704	30,704
726	Materials & Supplies	4,587	25,000	1,214	16,000	25,000	25,000	25,000
940	Rentals	2,261	30,000	7,027	15,000	30,000	30,000	30,000
TOTALS		19,890	125,751	27,701	69,878	121,704	121,704	121,704

DEPARTMENT: PUBLIC WORKS			ACTIVITY: RIGHTS OF WAY			ACCOUNT NO.: 203-18-479		
ACCT. NO.	ACCOUNT NAME	PRIOR YR. ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YR. END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	127,555	124,149	70,417	110,000	117,000	117,000	117,000
712	Employee Benefits	105,044	117,188	73,467	103,832	106,659	106,659	106,659
726	Materials & Supplies	79	10,000	1,725	10,000	10,000	10,000	10,000
801	Professional Services	0	15,000	3,800	15,000	20,000	20,000	20,000
940	Rentals	79,451	65,000	33,963	60,000	60,000	60,000	60,000
TOTALS		312,129	331,337	183,372	298,832	313,659	313,659	313,659

GRAND TOTAL:		569,042	607,276	295,276	503,151	627,406	627,406	627,406
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CITY OF OAK PARK

Listing of Local Streets by Name

<u>Key</u>	<u>Name</u>	<u>Key</u>	<u>Name</u>	<u>Key</u>	<u>Name</u>
N-10	ALBANY	L-12	ITHACA	L-10	RENSSELAER
I-6	ALLAN	P-2	JAMES	L-14	REPUBLIC
N-2	AVON	M-8	JEROME	Q-6	RIDGEDALE
E-5	BALFOUR	I-2	JOAN	L-14	ROANOKE
K-7	BERKLEY	E-4	KAREN	E-4	RONALD CT.
N-1	BEVERLY	H-13	KENBERTON	I-14	ROSELAND CT.
I-3	BISHOP	H-12	KENBERTON CT.	J-2	ROSEMARY
I-7	BLACKSTONE	O-4	KENOSHA	G-12	ROSEWOOD CT.
B-4	BORGMAN	H-2	KENTON	M-10	SARATOGA
L-15	BRECKENRIDGE	K-3	KENWOOD	K-10	SCOTIA
G-7	BURTON	A-4	KINGSTON	L-11	SENECA
N-10	CAPITAL	Q-6	KIPLING	K-14	SHERMAN
I-14	CHAPMAN	A-4	LABELLE	D-5	SHERWOOD
N-4	CHURCH	N-13	LEROY	D-3	SHERWOOD CT.
K-4,F-4	CHURCH RD.	I-3	LESLIE	M-9	SLOMAN
P-8	CLOVERDALE	B-3	LORETTA PL.	L-9	STERLING CT.
O-5	CLOVERLAWN	E-5	LUDLOW	I-3,N-3	STRATFORD
E-4	COLLEEN	E-5	LUDLOW PL.	O-2	STRATFORD CT.
H-14	COLGATE	M-8	LYONS	C-3	STRATFORD PL.
M-9	CONDON	L-12	MAJESTIC	M-9	SUNSET
I-10	CONSTANCE	C-4	MANHATTAN	N-3	SUSSEX
M-10	CORNING	D-3	MANHATTAN PL.	H-2	SUTHERLAND
N-6	COURTLAND	L-11	MANISTEE	L-6	SYLVAN CT.
J-3	COYLE	L-3	MARLOW	B-4	TALBOT
I-7	DANTE	C-3	MARLOWE PL.	M-8	TROY
H-4	DARTMOUTH	M-3,I-3	MARLOW CT.	B-3	TULARE
I-8,N-8	EASTWOOD	L-7	McCLAIN	C-4	TYLER
K-5	ELAINE CT.	L-13	MEADOWLARK	N-8	VALE
C-5	ELGIN	P-2	MILLER	D-5	VERNON
J-4	ELM	I-8	MORITZ	F-5	VICTORIA
N-8	FERN	N-8	MORTON	F-5	WALES
K-15	FOREST	C-5	NADINE	L-8	WEBSTER
A-5	GARDEN	I-10	NORTHFIELD	Q-6	WESTHAMPTON
C-5	GARDNER	L-13	NORWOOD	N-3	WHITMORE
L-10	GENEVA	L-8	OAKCREST	L-3	WILDWOOD
K-6	GEOFFREY CT.	K-2	OAKWOOD	F-5	WINCHESTER
M-5	GRANZON	L-11	ONEIDA	H-12	WOODLAND CT.
Q-5	GREENBRIAR	J-4	PARK	G-13	WOODSIDE CT.
C-2,M-2	HARDING	K-5	PARKLAWN	H-13	WOODSIDE DR.
C-2	HARDING SQ.	Q-6	PASADENA	G-14	WOODSIDE PK.
K-1	HARRIET CT.	N-3	PEARSON	K-8	WOODVALE
B-4	HART	L-3	RADCLIFT	O-12	WYOMING CT.
R-4	HUBBELL	C-3	RADCLIFT PL.	H-14	YALE
J-7	IRVINE	C-2	RAINE		

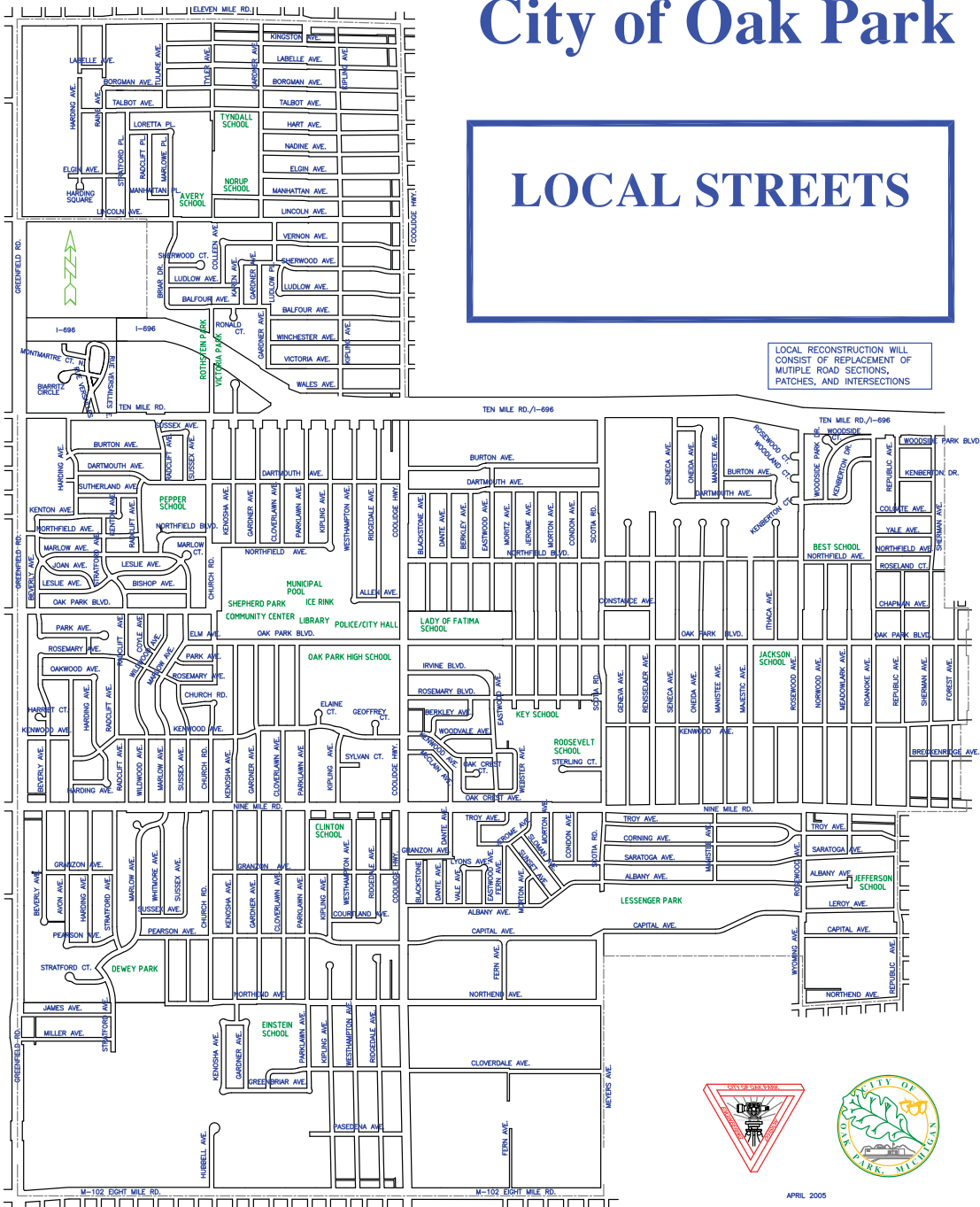
City of Oak Park

LOCAL STREETS

LOCAL RECONSTRUCTION WILL CONSIST OF REPLACEMENT OF MULTIPLE ROAD SECTIONS, PATCHES, AND INTERSECTIONS

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“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

SOLID WASTE FUND

OVERVIEW

The Solid Waste Fund is used to finance the collection, disposal and recycling of the City's garbage and refuse. These activities are administered through the Department of Public Works. The City's refuse collection is provided by a private contractor on a weekly basis. The City's current contract is with Tringali Sanitation. Contractual trash pick-up began on July 1, 1997 and resulted in a substantial decrease in the cost of solid waste collection. The City also maintains a contract with SOCRRA (Southeastern Oakland County Resource Recovery Authority) for the disposal of solid waste as well as the handling of recyclables.

The City began its curbside recycling program in October 1992. Initially overall recycling tonnage's for the city were lower than expected; it was observed that multi-lingual families were not actively participating in the program. A suggestion from the City Council to provide multi-lingual recycling information to non English speaking "New Americans" turned into a major educational program. In February 1993, Oak Park received a \$50,000 grant from the State of Michigan Department of Natural Resources Solid Waste Alternatives Division for implementation of a Multi-lingual Recycling Education Program.

The project was implemented through three program components: school based education; targeted outreach to Arabic and Russian-speaking families; and City-wide public information and outreach, through newsletters and consultation with the Oak Park Recycling Education Advisory Committee.

The Committee is comprised of 14 citizens who volunteer their time to help Oak Park strengthen its waste reduction programs. Committee meetings are held about 6 times a year, and provide a forum to review proposed changes in curbside collection programs and education strategies.

Within a one year-period, the City's target goal was achieved, at least 60% of households city-wide actively participate in recycling. The graph on the following page reflects the recycling tonnage's from Oak Park households as reported by SOCRRA.

REVENUE ASSUMPTIONS

The main source of funding is attributed to a tax levy on property of 2.9531 mills for FY 2013-2014. This is the same compared to FY 2012-2013. It is also funded by a service charge included on water bills. The 2013-2014 fee is \$9.77 per month. This accounts for the cost of picking up litter in the City.

An appropriation of \$2,429,866 is proposed. This is a decrease of \$119,775 over the FY 2012-2013 appropriation.

EXPENDITURES

An appropriation of \$2,585,047 is proposed. This is a decrease of \$10,701 over the FY 2012-2013 appropriation. This reflects an anticipated increase in refuse disposal costs.

FUND BALANCE

It is estimated that the City's Undesignated Solid Waste Fund Balance will be \$290,445 at the end of FY 2013-2014. This is projected to be 11.95% of total expenditures.

PERFORMANCE OBJECTIVES

To continue to monitor trends and move forward with education and information for recycling so participation will continue to increase in all neighborhoods of the city.

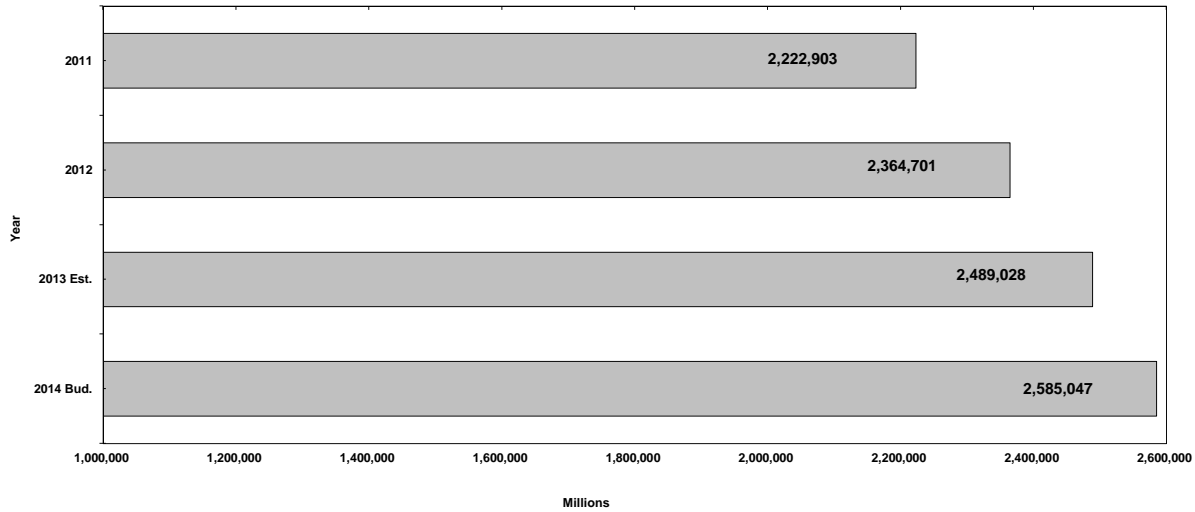
WE RECYCLE!



CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
SOLID WASTE

ACCT. NO.	FUND NO.:226 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGERS RECOMMEND. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
REVENUES								
403	Property Taxes	1,290,102	1,402,641	1,395,541	1,400,000	1,282,366	1,282,366	1,282,366
664	Interest Earnings	1,560	1,000	1,207	1,500	1,500	1,500	1,500
674	Miscellaneous Fees	1,102,726	1,146,000	578,442	1,146,000	1,146,000	1,146,000	1,146,000
674.003	Charges To Other Governments	0	0	0				
TOTAL REVENUE		2,394,388	2,549,641	1,975,190	2,547,500	2,429,866	2,429,866	2,429,866
EXPENDITURES								
702	Salaries & Wages	162,867	190,000	155,497	160,000	190,000	190,000	209,500
712	Employee Benefits	130,953	179,346	65,852	151,028	168,973	168,973	170,547
726	Supplies	4,140	5,000	(1,652)	3,000	10,000	10,000	10,000
801	Professional Services	14,983	40,000	21,942	30,000	30,000	30,000	30,000
807	Refuse Collection & Disposal	1,548,446	1,650,000	920,678	1,650,000	1,650,000	1,650,000	1,650,000
818	Contractual Services	46,594	50,000	37,207	50,000	50,000	50,000	50,000
930	Rentals	130,778	140,000	73,091	120,000	140,000	140,000	140,000
964	Refunds & Rebates	15,940	10,000	7,716	15,000	15,000	15,000	15,000
TOTAL EXPENDITURES		2,054,701	2,264,346	1,280,331	2,179,028	2,253,973	2,253,973	2,275,047
TRANSFERS-OUT								
999.101	Transfer Out - General Fund	260,000	260,000	173,334	260,000	260,000	260,000	260,000
999.592	Transfer Out - Water & Sewer	50,000	50,000	33,334	50,000	50,000	50,000	50,000
TOTAL TRANSFERS-OUT		310,000	310,000	206,668	310,000	310,000	310,000	310,000
EXPENDITURES & TRANSFERS-OUT		2,364,701	2,574,346	1,486,999	2,489,028	2,563,973	2,563,973	2,585,047
EXCESS/DEFICIT		29,687	(24,705)	488,191	58,472	(134,107)	(134,107)	(155,181)
Beginning Fund Balance		357,467	342,302	387,154	387,154	445,626	445,626	445,626
Ending Fund Balance		387,154	317,597	875,345	445,626	311,519	311,519	290,445

SOLID WASTE EXPENDITURE HISTORY



CITY OF OAK PARK

SOLID WASTE FUND

COLLECTION

- Begins at 7:00 a.m..
- No trash set out before noon the day before collection day.

RECYCLABLES COLLECTED

- Newspaper
- Tin/Aluminum Containers
- Glass Plastic Containers
- Household Batteries

ITEMS COLLECTED

- Brush
 - Compost/Yard Waste
 - Bulk Items (i.e. Carpeting)
 - Large Items (i.e. Furniture)
- *All of the above must be separated from regular trash.

ITEMS NOT COLLECTED

- Automotive Parts/Tires
- Slate/Tile/Stone/Concrete
- Home Construction Debris
- Ammunition/Explosives
- Poisons/Hazardous Wastes

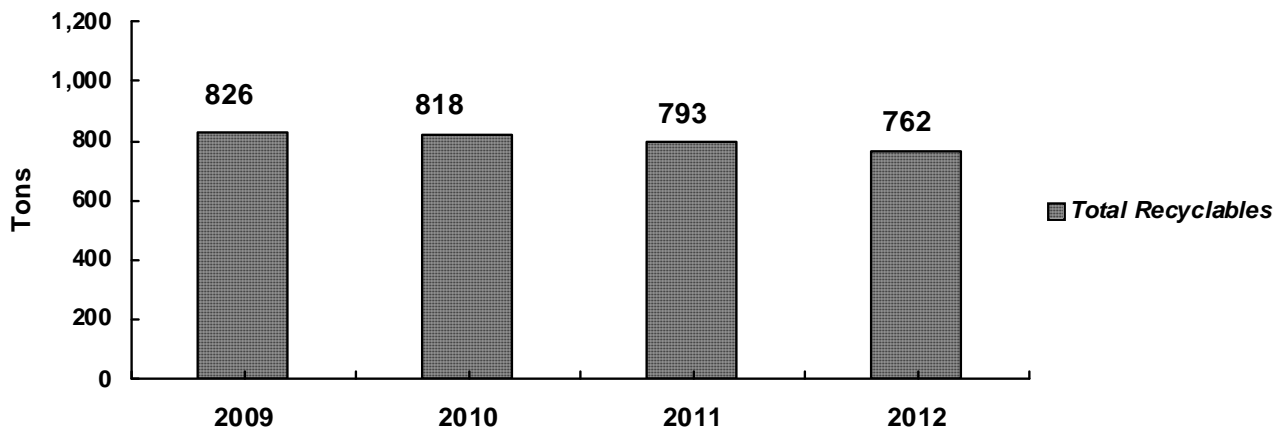
SPECIAL HOUSEHOLD HAZARDOUS WASTE DISPOSAL

At no charge, residents may drop off hazardous materials at the Southeastern Oakland County Resource Recovery Authority (SOCRRA) Drop-Off Center, . This is located at 995 Coolidge Rd., between 14 and 15 Mile Roads in Royal Oak. All drop off are made by appointment. Residents need to call 248/288-5153 for further information.

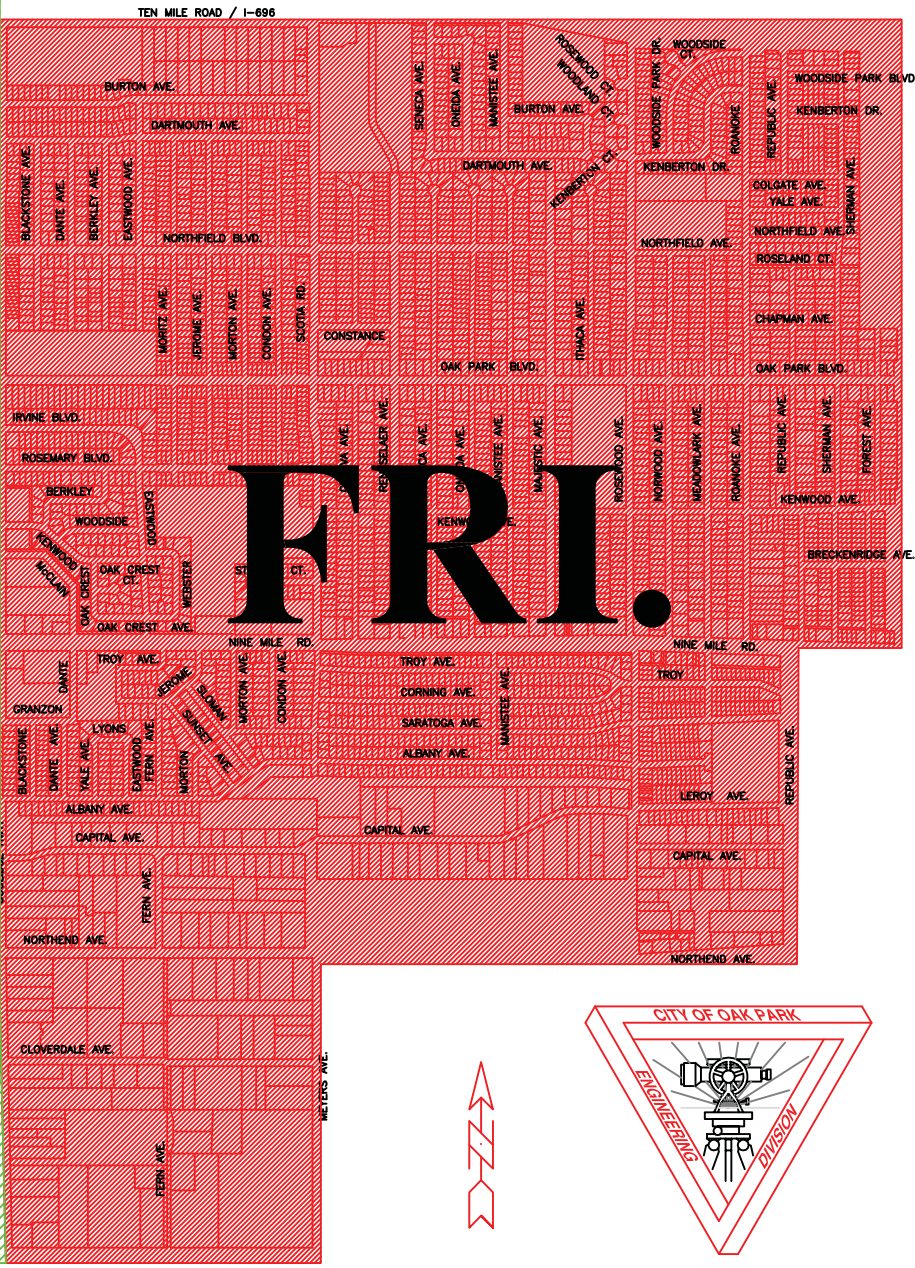
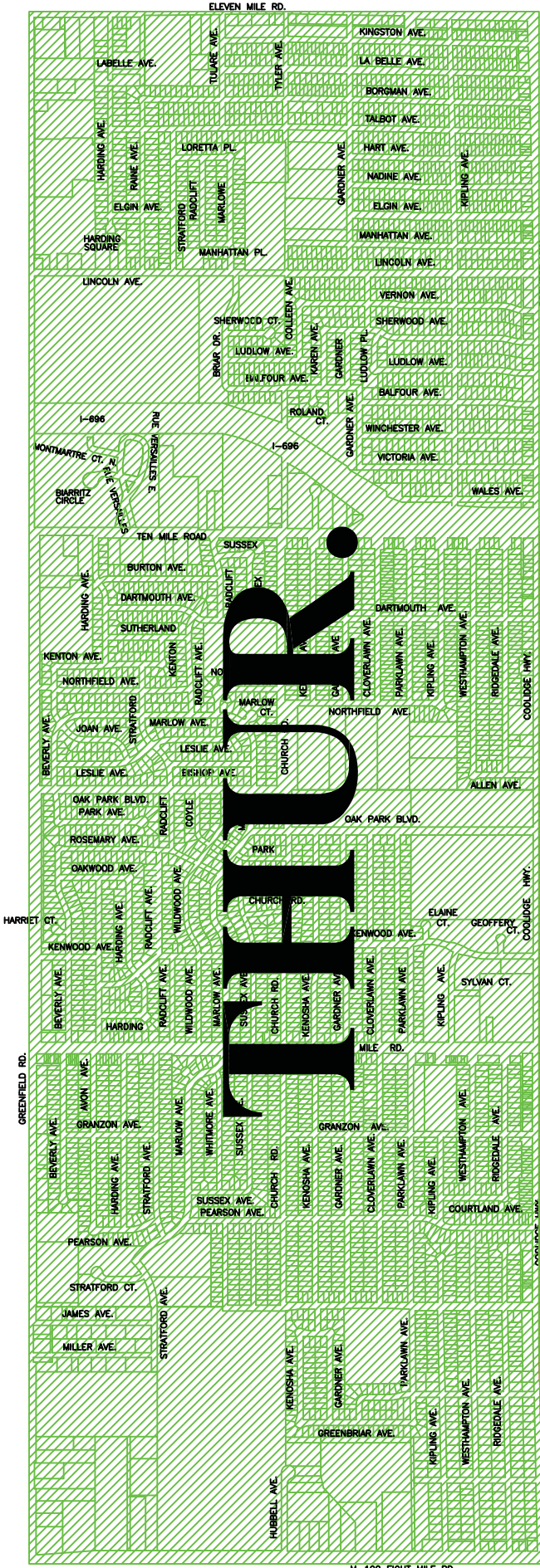
Household hazardous waste times include: paints, garden chemicals, household cleaners, solvents, oils, fluorescent light bulbs and insulin syringes.

TONS OF SOLID WASTE RECYCLED BY OAK PARK HOUSEHOLDS

Includes: Plastic, Metal, Glass, Cardboard & Newspaper



CITY OF OAK PARK DEPARTMENT OF PUBLIC WORKS TRASH ROUTES



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REVISED: 06/07/06

CITY OF OAK PARK

NARCOTIC FORFEITURE / CRIMINAL JUSTICE / DISASTER CONTINGENCY & CASEFLOW ASSISTANCE FUNDS

NARCOTIC FORFEITURE FUND

OVERVIEW

The Drug Forfeiture Fund is used for the accounting of funds collected in drug arrests. These Funds are restricted by State Law and must be used for narcotic enforcement purposes.

REVENUE ASSUMPTIONS

An amount of \$8,400 is proposed for forfeitures in FY 2013-2014. This is a \$6,600 decrease from the \$15,000 allocation for FY 2012-2013 appropriation.

Due to such low rates of return, Interest Income of only \$170 is anticipated for the 2013-2014 Fiscal Year.

EXPENDITURES

An amount of \$500 is proposed for FY 2013-2014. This is the same amount as the FY 2012-2013 appropriation

This amount provides for the purchase of various types of equipment to assist officers with their everyday duties. The use of these funds allows for equipment to be acquired that otherwise would not be available due to financial constraints. An example of equipment that has been purchased was for bullet proof vests to be worn by the City's Public Safety Officers.

CRIMINAL JUSTICE TRAINING FUND

OVERVIEW

This fund is used for training in the Public Safety Department and is financed by fines levied at the 45th District Court. These Funds are restricted by State law and must be used for training personnel.

REVENUE ASSUMPTIONS

The amount of funds provided from fines for training are expected to be \$11,000.

EXPENDITURES

Expenditures for Training are estimated to be \$11,000 during fiscal year 2013-2014.

DISASTER CONTINGENCY FUND

OVERVIEW

The Disaster Contingency Fund was established in prior years for the accounting and financing of natural disasters occurring within the City limits. These funds are restricted for disaster recovery. The Disaster Recovery Fund has no expected revenues other than interest income and has no expected expenditures.

CASEFLOW ASSISTANCE FUND

OVERVIEW

Funds for the Caseflow Assistance Fund are provided by the State of Michigan. Its purpose is to assist district and municipal courts in expediting drunk driving cases.

REVENUE ASSUMPTIONS

Revenues are received through drivers license reinstatement fees paid by those convicted of drunk driving. It is estimated that \$25,500 will be collected for this fund during FY 2013-2014.

EXPENDITURES

\$9,781 in expenditures are anticipated for FY 2013-2014.

**CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET**

NARCOTIC FORFEITURE

ACCT. NO.	FUND & ACTIVITY NO.: 253-74-333 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGERS RECOMMEND. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
663	Fines & Forfeitures	8,334	15,000	5,026	8,400	8,400	8,400	8,400
664	Interest	170	92	52	170	170	170	170
	TOTAL REVENUE	8,504	15,092	5,078	8,570	8,570	8,570	8,570
	EXPENDITURES							
726	Supplies	500	1,250	0	500	500	500	500
	TOTAL EXPENDITURES	500	1,250	0	500	500	500	500
	EXCESS/DEFICIT	8,004	13,842	5,078	8,070	8,070	8,070	8,070
	Beginning Fund Balance	65,997	79,839	74,001	74,001	82,071	82,071	82,071
	Ending Fund Balance	74,001	93,681	79,079	82,071	90,141	90,141	90,141

CRIMINAL JUSTICE TRAINING

ACCT. NO.	FUND & ACTIVITY NO.: 254-75-320 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGERS RECOMMEND. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
546	State Grants	11,360	15,000	5,527	11,054	11,000	11,000	11,000
664	Interest	30	24	10	25	20	20	20
	TOTAL REVENUE	11,390	15,024	5,537	11,079	11,020	11,020	11,020
	EXPENDITURES							
960	Education & Training	9,901	15,000	10,424	15,000	11,000	11,000	11,000
	TOTAL EXPENDITURES	9,901	15,000	10,424	15,000	11,000	11,000	11,000
	EXCESS/DEFICIT	1,489	24	(4,887)	(3,921)	20	20	20
	Beginning Fund Balance	14,342	14,363	15,831	15,831	11,910	11,910	11,910
	Ending Fund Balance	15,831	14,387	10,944	11,910	11,930	11,930	11,930

DISASTER CONTINGENCY

ACCT. NO.	FUND & ACTIVITY NO.: 255-17-345 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGERS RECOMMEND. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
664	Interest	8	25	2	5	25	25	25
	TOTAL REVENUE	8	25	2	5	25	25	25
	EXPENDITURES							
956	Miscellaneous	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0
	EXCESS/DEFICIT	8	25	2	5	25	25	25
	Beginning Fund Balance	3,578	3,583	3,586	3,586	3,591	3,591	3,591
	Ending Fund Balance	3,586	3,608	3,588	3,591	3,616	3,616	3,616

CASEFLOW ASSISTANCE FUND

ACCT. NO.	FUND & ACTIVITY NO.: 256-50-136 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGERS RECOMMEND. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
544	State Drunk Driving Fund	34,363	25,500	0	25,500	25,500	25,500	25,500
664	Interest	291	250	91	120	120	120	120
	TOTAL REVENUE	34,654	25,750	91	25,620	25,620	25,620	25,620
	EXPENDITURES							
956	Miscellaneous	18,949	26,137	1,383	10,000	9,781	9,781	9,781
	TOTAL EXPENDITURES	18,949	26,137	1,383	10,000	9,781	9,781	9,781
	EXCESS/DEFICIT	15,705	(387)	(1,292)	15,620	15,839	15,839	15,839
	Beginning Fund Balance	125,365	142,522	141,070	141,070	156,690	156,690	156,690
	Ending Fund Balance	141,070	142,135	139,778	156,690	172,529	172,529	172,529

CITY OF OAK PARK

Community Development Block Grant Fund

OVERVIEW

The Community Development Block Grant fund is financed by grants received from the federal government and is administered through the United States Department of Housing and Urban Development. Funds are restricted for use by the economically disadvantaged citizens of the City. The Community Development Act allows local communities the opportunity to structure the program to their own specific needs. The program has been in existence since 1974 and is comprised of various programs, which are explained below.

Code Assistance Officer Program - Providing code enforcement to residents in low to moderate areas of the City benefiting all the residents by protecting property values.

Minor Home Repair Program - Provides a city-wide minor home improvement program for low to moderate income residents.

Public Services: Safety & Repair and Yard Services - Benefits all handicapped, senior citizens and low to moderate income households by providing a service that will assist those that are not physically able to accomplish small jobs in and around their homes (Safety and Repair). Services also include snow removal and grass cutting (Yard Services). This portion of the CDBG program has assisted many households who are unable to perform general chores without assistance.

REVENUE ASSUMPTIONS

An appropriation of \$113,092 is proposed, which is a \$1,391 increase from the amount requested for FY 2012-2013. CDBG funding will vary each year. Amounts received are based on the City's population and the number of low and moderate income residents.

EXPENDITURES

An appropriation in the amount of \$44,520 has been requested in Salaries and Wages and a \$39,480 allocation of Fringe Benefits for Code Assistance activity during FY 2013-2014.

An appropriation of \$14,092 has been requested for FY 2013-2014 in Contractual Services for the Minor Home Repair activity.

An allocation in Contractual Services of \$15,000 has been requested during FY 2013-2014 for the Public Services Program (formerly known as Home Chore). This activity has been divided into two categories: Safety & Repair and Yard Services. The allocation for Yard Services will be \$15,000. The City did not receive Safety & Repair funding for the 2013-2014 fiscal year.

PERFORMANCE OBJECTIVES

Funding from this program focuses on maintaining and improving various residential neighborhoods. Senior citizens, the handicapped and low to moderate income households are those who receive the greatest benefit from the assistance provided through the City's Code Enforcement, Minor Home Repair and Public Service programs in eligible areas. Funding also prevents blight and pre-slum conditions.

In previous program years the installation of ADA access and paths in City buildings and parks has benefited people with disabilities and allowed the City to conform with ADA regulations.

CITY OF OAK PARK CDBG REMAINING BALANCES AS OF FEBRUARY 28, 2013

Project Name	Grant Year 2010	Grant Year 2011	Grant Year 2012
Code Enforcement	-0-	-0-	66,106
Minor Home Repair	1,244	10,100	14,092
Safety & Repair	2,475	-0-	-0-
Yard Services	29,098	17,601	17,000
Totals	32,817	27,701	97,198

**CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
COMMUNITY DEVELOPMENT BLOCK GRANTS**

ACCT. NO.	FUND NO.: 275 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
REVENUES								
502	Federal Grants	122,265	111,701	88,589	92,800	113,092	113,092	113,092
	TOTAL REVENUE	122,265	111,701	88,589	92,800	113,092	113,092	113,092
EXPENDITURES								
702	Salaries & Wages	55,286	84,000	39,825	35,036	42,000	42,000	42,000
712	Employee Benefits	43,195	0	32,022	31,070	42,000	42,000	42,000
818	Contractual Services	23,784	27,701	16,742	26,694	29,092	29,092	29,092
	TOTAL EXPENDITURES	122,265	111,701	88,589	92,800	113,092	113,092	113,092
	EXCESS/DEFICIT	0	0	0	0	0	0	0
	Beginning Fund Balance	0	0	0	0	0	0	0
	Ending Fund Balance	0	0	0	0	0	0	0

EXPENDITURE SUMMARY

FY 2012-2013

FY 2013-2014 REQUESTS

DEPARTMENT: RECREATION - PUBLIC SERVICES			
ACTIVITY NO.: 731665		ACTIVITY: SAFETY & REPAIR	
Acct. No.	Account Name	Current Budget FY 2012-2013	Est. Year End FY 2012-2013
818	Contractual Services	0	2,476
Total		0	2,476

DEPARTMENT: RECREATION - PUBLIC SERVICES		
ACTIVITY NO.: 731665		ACTIVITY: SAFETY & REPAIR
Acct. No.	Account Name	Amount
818	Contractual Services	0
Total		0

DEPARTMENT: RECREATION - PUBLIC SERVICES			
ACTIVITY NO.: 732170		ACTIVITY: YARD SERVICES	
Acct. No.	Account Name	Current Budget FY 2012-2013	Est. Year End FY 2012-2013
818	Contractual Services	17,601	12,873
Total		17,601	12,873

DEPARTMENT: RECREATION - PUBLIC SERVICES		
ACTIVITY NO.: 732170		ACTIVITY: YARD SERVICES
Acct. No.	Account Name	Amount
818	Contractual Services	15,000
Total		15,000

DEPARTMENT: TECHNICAL & PLANNING			
ACTIVITY NO.: 730310		ACTIVITY: CODE ASSISTANCE	
Acct. No.	Account Name	Current Budget FY 2012-2013	Est. Year End FY 2012-2013
702	Salaries & Wages	84,000	35,036
712	Employee Benefits	0	31,070
Total		84,000	66,106

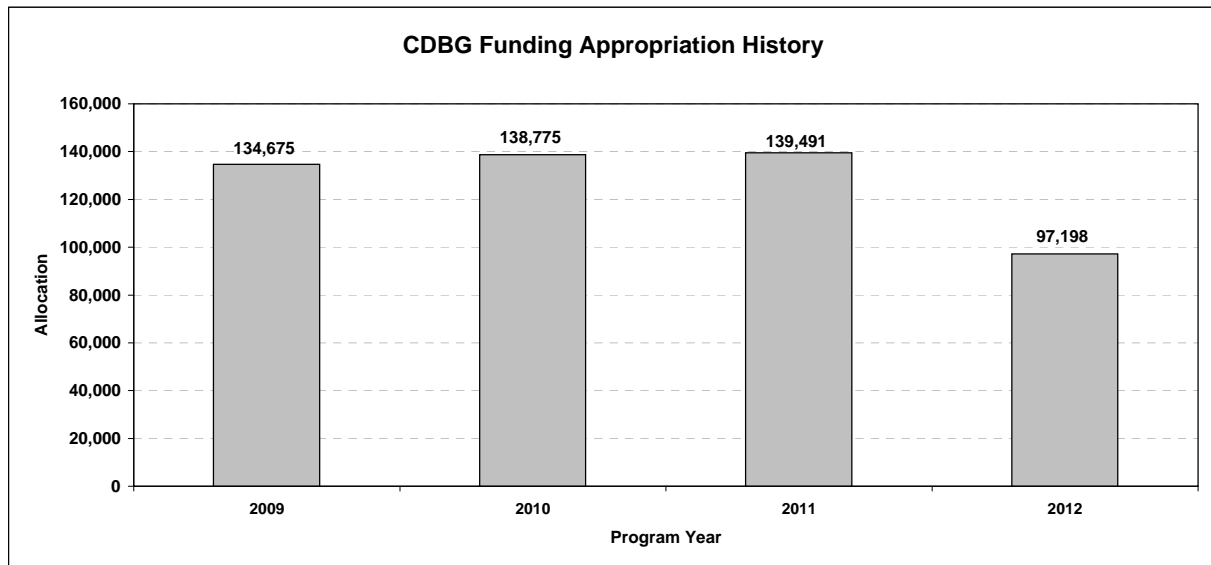
DEPARTMENT: TECHNICAL & PLANNING		
ACTIVITY NO.: 730310		ACTIVITY: CODE ASSISTANCE
Acct. No.	Account Name	Amount
702	Salaries & Wages	42,000
712	Employee Benefits	42,000
Total		84,000

DEPARTMENT: TECHNICAL & PLANNING			
ACTIVITY NO.: 731227		ACTIVITY: MINOR HOME REPAIR	
Acct. No.	Account Name	Current Budget FY 2012-2013	Est. Year End FY 2012-2013
818	Contractual Services	10,100	11,345
Total		10,100	11,345

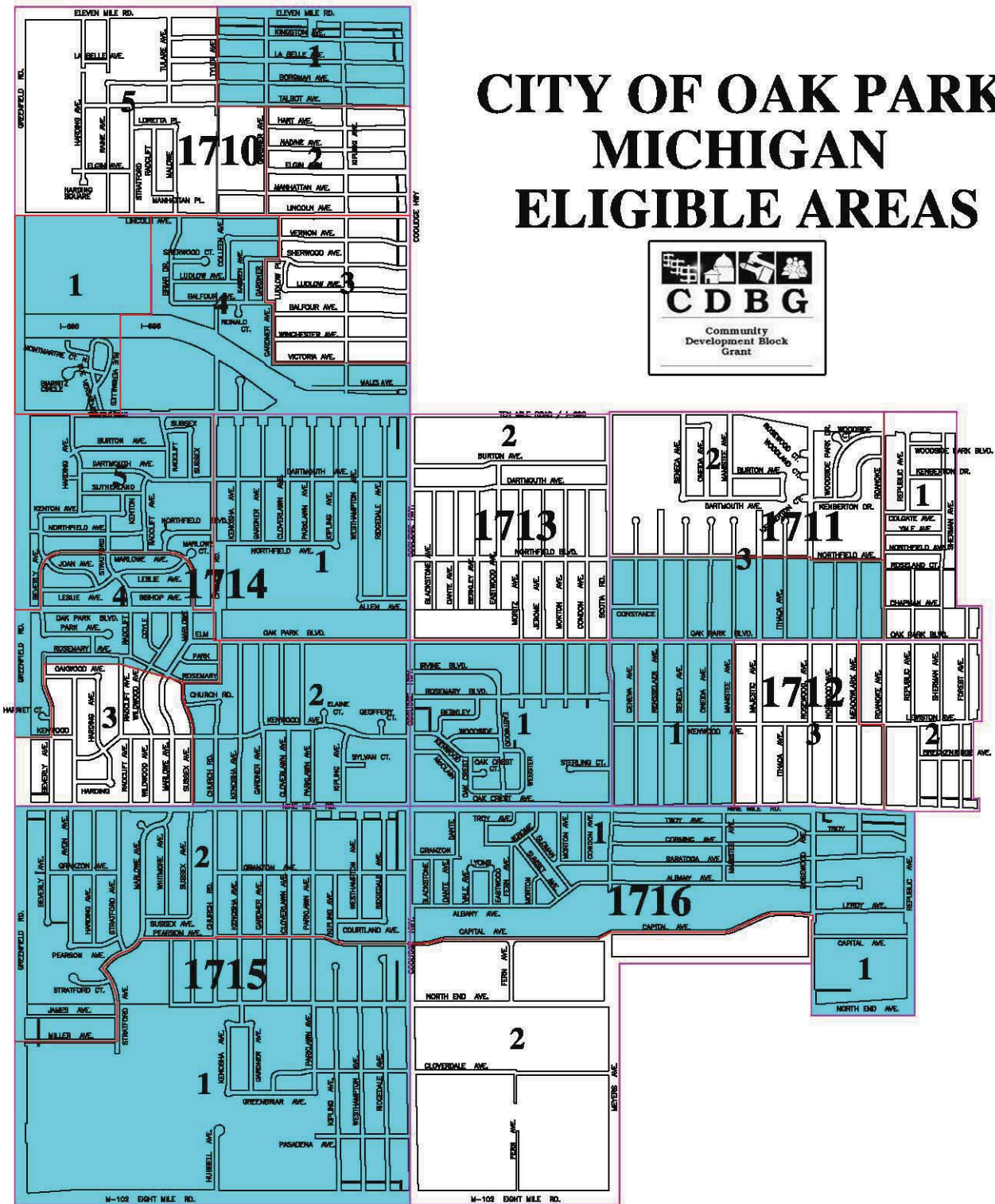
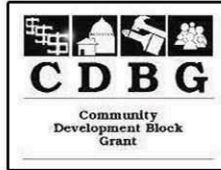
DEPARTMENT: TECHNICAL & PLANNING		
ACTIVITY NO.: 731227		ACTIVITY: MINOR HOME REPAIR
Acct. No.	Account Name	Amount
818	Contractual Services	14,092
Total		14,092

GRAND TOTAL:	111,701	92,800
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GRAND TOTAL:	113,092
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CITY OF OAK PARK MICHIGAN ELIGIBLE AREAS



AREAWIDE BENEFIT AREA(S)

TRACT	BG	COMMUNITY NAME	LOW/MOD PERSONS	LOW/MOD UNIVERSE	LOW/MOD PERCENT
171000	1	OAK PARK CITY	296	711	41.6
171000	4	OAK PARK CITY	952	1593	59.8
171100	3	OAK PARK CITY	580	1095	53.0
171200	1	OAK PARK CITY	370	892	41.5
171300	1	OAK PARK CITY	698	1369	51.0
171400	1	OAK PARK CITY	592	1263	46.9
171400	2	OAK PARK CITY	904	1918	47.1
171400	4	OAK PARK CITY	441	1135	38.9
171400	5	OAK PARK CITY	525	1236	42.5
171500	1	OAK PARK CITY	882	1953	45.2
171500	2	OAK PARK CITY	1468	3367	43.6
171600	1	OAK PARK CITY	1816	2566	70.8
172400	1	OAK PARK CITY	2083	2606	79.9

TOTAL LOW/MOD: 11607 21704 53.5

CITY OF OAK PARK

COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT FUND

OVERVIEW

The Community Oriented Policing Services (COPS) Fund is a program that is affiliated with the United States Department of Justice. The COPS Hiring Recovery Program (CHRP) is funded as part of the American Recovery and Reinvestment Act of 2009. These monies are used to hire or rehire full-time law enforcement officers and covers the cost of wages and fringe benefits for each position funded by the grant.

The focus of this program is to enhance community policing strategies. Emphasis is put on actual crime prevention and to address alarm created by criminal activities that can affect communities, especially those with a high crime rate. Officers forge a relationship with residents to earn their trust and to educate them to create practical solutions for crime. Not only are problems addressed directly, but long term objectives are explored and implemented to benefit the whole community.

REVENUE ASSUMPTIONS

Revenues are available through the American Recovery and Reinvestment Act of 2009. The City was awarded \$852,084 in July of FY 2009-2010. Another Grant was awarded in FY 12-13 for \$681,363 and will provide funding through 06/30/2015. These funds will cover three

full-time police officer positions over a three year period. Currently, this is not a renewable grant, and it is not known if future revenues will be available.

EXPENDITURES

All Expenditures are equal to the amount received from the grant. The City is also responsible for an additional \$300,000 local match. Funding is on behalf of the Federal Government and is based on a reimbursement system.

PERFORMANCE OBJECTIVES

To promote a strong relationship between the residents of the City of Oak Park and it's Public Safety Department. By working together, a safe environment can be maintained for everyone.

This can be accomplished by identifying various problems, following up on the causes, providing long-term solutions and determining how successful the strategies to prevent crime have affected the community.

By working together, residents and police can make the City of Oak Park safer and more enjoyable for residents of all ages.

2013-2014 Budget

ACCT. NO.	FUND NO.: 281 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/13 FY 2012-2013	EST YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
543	Federal Grants	262,209	235,000	279,297	292,950	225,956	225,956	225,956
699.101	Transfer In General Fund	0	0	0	20,000	72,503	72,503	72,503
	TOTAL REVENUE	262,209	235,000	279,297	312,950	298,459	298,459	298,459
	EXPENDITURES							
702	Wages	181,906	160,801	172,597	202,750	240,900	240,900	240,900
712	Employee Benefits	80,303	74,199	106,700	110,200	57,559	57,559	57,559
	TOTAL EXPENDITURES	262,209	235,000	279,297	312,950	298,459	298,459	298,459
	EXCESS DEFICIT	0	0	0	0	0	0	0
	Beginning Retained Earnings	0	0	0	0	0	0	0
	Ending Retained Earnings	0	0	0	0	0	0	0

CITY OF OAK PARK

45th DISTRICT COURT

OVERVIEW

The 45th District Court serves the communities of Oak Park, Huntington Woods, Royal Oak Township, and Pleasant Ridge.

The 45th District Court has two elected judges who hear traffic, criminal, civil, landlord/tenant and small claims cases. There are also two part time magistrates appointed by the judges to assist with the caseload.

The court is managed by a Court Administrator who oversees court operations. The Court consists of five sections: traffic, criminal, general civil, probation and security.

In the fall of 2011, a Judicial Resources report was released by SCAO, which included recommendations for the elimination of 44 Judgeships by attrition statewide, and included court consolidation of several district courts in southeast Michigan. One recommendation, was the elimination of the 45A (Berkley) and 45B (Oak Park) district courts and the creation of the 45th District Court, with the combining of the five jurisdictions. This began a 15 month planning process to merge the 45A/45B district courts as one entity. Over 35 meetings were held with the three District Court Judges, SCAO, Mayors, City Managers, Township Officials, and Legal Counsel, on how best to fund and house the District Court operations. At its inception, The City of Berkley was opposed to the merger of the two districts, and opposed the legislation as it went before each house of the Legislature.

P.A. 37 of 2012 became effective on February 28, 2012, which included the elimination of the 45A/45B district courts as of July 1, 2012, and the creation of the 45th District, with jurisdiction of the five communities. 45A/45B, combined had three Judgeships, passage of P.A. 37, eliminated one of those judgeships by attrition.

P.A. 624 of 2012, signed by the governor on 1/8/2013, reversed most of the relevant sections of P.A. 37, with the re-establishment of 45A District Court, serving the City of Berkley for a two year period, with the 45th District Court serving the four communities as it did under 45B, and the retention of two authorized judgeships for the 45th District Court. Under the act, after a two year period, 45A District Court would become merged with the 44th District court (Royal Oak), and after a period of time, Berkley and Royal Oak would become operationally merged. Under the act, 45A would retain one authorized judgeship.

Effective on January 1, 2013, the 45th District Court serves the original four communities, with two authorized Judgeships. While in the future, Judicial Resource reports will be released every two years, to the legislature, no further

efforts to consolidate 45th district court, with any other district is anticipated.

CASELOAD NUMBERS

The following caseload statistics for the annual years as noted:

2012	24,828
2011	26,582
2010	28,370
2009	29,106

These statistics include all case types, from the Cities of Oak Park, Huntington Woods, Pleasant Ridge and the Charter Township of Royal Oak. The case count for 2012 does not include any cases from the City of Berkley. Case filings have been declining throughout Michigan for the past 5 years, and especially in southeast Michigan. The overall reduction of law enforcement personnel statewide is only one factor in the declining trend in cases.

STAFFING

Hours of work-The District Court official hours are 8-5, M-F, and have been set for at least 10 years. For many years, the District Court staff have worked a 35 hour work week, and compensated based upon a 35 hour schedule versus the more common 40 hour basis. For this reason, it has been necessary for the Court to flex the hours for court employees, to insure that we had coverage during the 8-5 court schedule.

The existing workload and the hours of the court being open, are no longer working, and the court needs full staffing during the 8-5 open court hours. A Court is required to maintain a separation of duties for its fiduciary functions, and the current staffing levels are causing us a serious problem in this regard.

This budget request, adjusts the salary and wages for a 40 hour work week and the hourly compensation for the added 5 hours worked per week.

Compensation- One unique factor in considering court employee compensation is that the court does not have a salary scale, where an employee begins at an entry hourly rate, and each year, earns a step increase, for a 7-10 year period, The City is familiar with salary scales and annual step increases, as it has in place for most City staff. With the exception of new hires, and those few promotions, this will be the 5th year of no change to the hourly rate of compensation, with the exception of changes in longevity pay. In 2014-15, The Court will have to recommend an hour rate increase for its employees.

REVENUE ASSUMPTIONS

The 45th District Court operations are financed by a General Fund transfer-in, Fees, Fines and Court Costs Charged for specific purposes and probation charges for services. All revenue received are distributed based upon a distribution formula, which includes that certain fees and fines, are distributed based on a 2/3, 1/3 formula of revenues going to the funding unit, and 1/3 going to the other jurisdictions.

Schedule of Fees and Fines- On July 1, 2012, the District Judges approved a revised fee, fine and cost schedule. The new schedule was part of the overall process that was put into place with the then merger of 45A/45B, both locations needed to be on the same fee, fine, and court cost schedule. The Court took into consideration the statutory limitations, comparisons of the surrounding District Courts, a review of the fees and fines being assessed Region 1, of the State Courts.

Changes are made periodically, to the fee and fine schedule, often as a result of changes in the law, such as the texting and driving and the cell phone use restriction for new drivers, which have a graduated 1 or 2 driver's license.

*Methods of Payment of fees and fines-*In 2012, the Court began using a different payment provider. The public can now pay fees and fines, online, telephonically, using a credit card or debit card, with a small service fees, to [www. Govpay.net](http://www.Govpay.net). Previously, the court used a credit card vendor, where the court paid a 3% service fee. State Statute prohibits our adding a service fee, if we complete the transaction.

Afterhours Drop Box- In the fall, 2012, as a public convenience, the Court has installed a stainless steel drop box on the exterior of the entryway into the building. This is to receive after hour payments of fees and fines, and probationer reports.

Cost Recovery- Oak Park has had in place an ordinance pertaining to cost recovery of certain law enforcement related costs incurred, primarily for drunk driving offenses. If a defendant is found guilty of a crime, enumerated in MCL 769.1 f, an invoice is sent by City Finance to the guilty party. The rate of payment is less than 10%.

The District Judges have agreed to begin assessing cost recovery for certain law enforcement related costs for DUI and DWI cases, at the time of sentencing. Fees and fines are totaled at the time of sentencing, and defendants are obligated to pay the sums assessed. A court collection officer position would play a key role in insuring that all statements received from the various public safety agencies are included in the fees and fines assessed at time of sentencing.

The neighboring District Courts have had this method of cost recovery in place for a number of years, with courts reporting sums of \$25,000-\$50,000 in revenues being received. Cost recovery actions will be received from each of the units of government, via a reimbursement for emergency services statements. The District court will distribute all monies received for cost recovery to each jurisdiction, along with the monthly transmittal. Public Safety would no longer

need to send invoices to the city finance department, and or for a collection agency.

Collections rate- In the mid 2000's the Court implemented use of a new Collect software application, which targeted outstanding receivables for all case types. Early on this had a noticeable effect, but that has been decreasing in recent years. We use several, but not all of the features of the collect application, which produces various warning notices, scheduling show cause hearings, and make other demands of those defendants that, have outstanding fees and fines owed to the court.

As of June, 2012, the 45th District Court had outstanding receivables totaling \$5,819,660.85 of this amount, \$2,162,895 have owed for more than 7 years. Generally, monies owing after a 7 year period are uncollectable. As these monies are collected, they are then distributed to the various units of government and are not solely owed to the City of Oak Park.

Each court has recently been visited by their SCAO Regional Administrator. The Judges received reports on case flow timeliness for all case types and also a report of court collection outcomes. The 45th District Court collection report was very informative and the overall rate of collection within 3 years was above the region 1 average. We have an over 80 % collection rate over a three year period, from the date the fee/fines are assessed. One important factor is that the overall Region 1 average is negatively affected due to the very low rate of collection and the high case volume from 36th District Court. Their collection rate pulls down the entire region.

The Court received a rather detailed analysis and recommendations on how to further improve our rate of collections in a timely manner. Steps that will have to be taken include issuance of tax garnishments, wage assignments, payment plans, which is sort of an installment payment, with payment coupons being given to the owing party, various other notices, and setting of hearings and extending period of probation.

The SCAO report also, recommends that we have a full time staff person(s) dedicated to the collection effort, which requires an employee with experience in collections, accounting and knowledge of the case processing system. This requires an employee with advanced skills, since they will be interacting with various agencies, defendants, etc in the process. The Court budget request includes funding for a full time collection officer position.

State Drunk Driving Fund

The State of Michigan provides funds for drunken driving case flow assistance. In May, 2012, the Court received a total of \$34,363.04 these funds are designated for Drunk Driving Case flow and Drug cases. The 2012 number of Drug Case count was 160, versus a count of 237 in 2011, and for drunk driving cases, the court for 2012 was 341 and the count in 2011 was 459. These funds are placed in a case flow assistance account 256-50-136-956.

CITY OF OAK PARK

45th DISTRICT COURT

Charges for Services

Fees are charged for probation screening, alcohol drug evaluation, oversight fees, Violation of probation and PBT testing of clients. The court increased the fees and fines for most of these services in July, 2012.

In 2013-14, these fees are anticipated to be \$323,875, and oversight fees totaling \$110, 000. The overall reduction in the criminal caseload is a further reflection of the decrease in defendants placed on probation.

Transfer - In General Fund

Transfer-In from the General Fund of \$1,522,460 anticipated for FY 2013-2014, while \$1,375,000 was recommended for Fiscal Year 2012-2013. This is a \$147,460 increase from the previous year.

- *Fee and Fine Collection* – The Court will implement additional fee and fine collection enhancements. This will include maximum utilization of the “Collect” software application, filing of state income tax garnishments with the State Department of Treasury, and preparing wage assignment orders. .
- *Veterans Treatment Court* – In 2013 the Court will be implementing a Veterans Treatment court. The problem solving specialty court has been in the planning stages for almost a year, with stakeholders from the Oakland County Veterans Association, the Oakland County Bar Association and the Veterans Administration in Detroit and Ann Arbor. The Veterans Treatment Court will be working with honorably discharged and in some instances those with a general discharged from any era and we will be working in conjunction with the Veterans Administration to better serve the men and women who fought for our country. We anticipate in the beginning this new problem solving court will have about 20 defendants at any given time. Each defendant will be in the program for a period of 12-18 months. Defendants will be participating in an intensive probation supervision program, with treatment and vocational components. This program will require monthly court appearances, with a Prosecutor and defense attorney, mentor, and VA and Probation staff participating.

EXPENDITURES

The Court is anticipating an increase in expenditures from \$1,639,995 in FY 2012-2013 to \$1,779,734 in FY 2013-2014.

FUND BALANCE

Fund Balance in the 45th District Court fund is transferred to the General Fund and the Retiree’s Health Care Fund.

PERFORMANCE OBJECTIVES

The Court’s objective is to provide the community access to justice. Additionally, the court strives to provide the best possible public service through efficient caseload processing.

PROGRAMS

- *The Student Intern / Co-op* consists of high school and college students who obtain experience and earn credit for community service toward their high school

Diploma or credits toward their college degree. The interns and co-op students work closely with the employees of the 45th District Court for one semester to observe and learn the court’s role in the criminal justice system. For the past three fiscal years, The Court has participated in the Michigan Works program, with 1-2 youth assigned to the court, normally in the spring/summer timeframe.

45th District Court Probation Department

The 45th District Court Probation Department staff consists of 3 full-time probation officers, compliance /court officer and one part-time clerk. The probation department staff has a combined work experience of more than 65 years in district court probation department settings. Each member of the probation staff holds either a Masters or Bachelors with backgrounds in addiction counseling, psychology, management, and criminal justice. In addition, that probation staffs conducting evaluations are required to maintain, specific professional certifications from the Michigan Certification Board for Addiction Professionals.

Probationers Served

During 2012, the 45th District Court Probation Department monitored **702 offenders**. This is a decrease of offenders monitored in 2011. Once placed on probation, the number of offenders having direct reporting probation has been increasing, with some defendants required to report

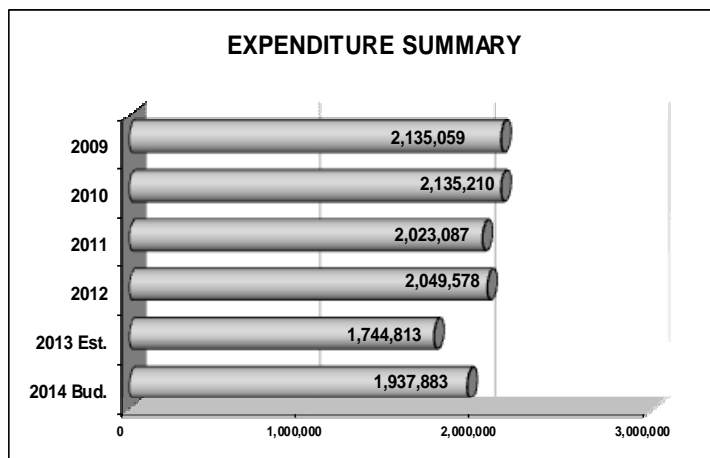
more than one per month, and following intensive supervision criteria.

In addition, the probation department staff conducted pre-sentence investigation interviews with **272 offenders** and an additional **405** substance abuse screening-assessment evaluation interviews.

Since 2006, to better serve the communities, the 45th District Court implemented these very significant programs:

- *The Domestic Violence Docket* – Beginning in 2006, those charged with Domestic Violence related crimes have been enrolled in a special problem solving court program, which involves in closer monitoring of defendants and frequent court appearances. A designated Probation officer monitors **85** offenders and offers a specialized probation supervision system to reduce recidivism. Each offender is required to attend a 26 week domestic violence treatment program.
- *The Volunteer Probation Officer Program* utilizes six to ten volunteers from local communities to assist the probation officers by facilitating orientations for all incoming probationers.
- *The Probation Officer Internship Program* consists of university students from nearby colleges who obtain experience and earn credit toward their Bachelor’s degree by working in the probation department and shadowing a probation officer for one college semester. We have now had three former probation interns, that have graduated with Bachelor’s degrees in criminal justice, completed successful internships with the Probation staff and have gone on to employment as a probation officer in another district court.
- *The DPW Clean-up Program* - In 2005, the 45th District Court DPW Clean-up Program was created to provide a supervised community service work program that directly benefits the City of Oak Park. The work program utilizes probationers to perform specialized clean-up projects within the communities. Annually, the program kicks off in late March and runs thru late November. Work is conducted each Saturday and Sunday, with 1-2 supervisors and 7-17 probationers. In 2012 a total of 1894 work hours were performed by the probationers, and a total of 15,614 works hours have been performed since the program’s inception in 2005. On Saturdays the crews focus on the civic center complex and the nearby parks, and on Sundays, they focus on the outlying parks, roadways along 696 and Greenfield, amongst other area. This is labor intensive work, picking up junk and debris.

- Drug screening program- Ideally, the Probation department would like to be able to conduct onsite drug screening of urine samples for those required to test. . This is a much less expensive method of screening, versus the salvia testing, which costs \$17.00 per testing instrument. In order to perform urine drug testing we need specially prepared space for conducting the screening, this requires observation of the defendant while producing the specimen.
- The current space in the modular building, and the space in the attic area, where Probation was previously housed, is incompatible with a testing program involving urine once probation is relocated outside of the modular building. .If probation is relocated; we will attempt to set up a urine screening program during the 2013-14 fiscal years. Until that time, the court has to refer probationers to outside agencies.
- *Random Alcohol Testing Program* – The 45th District Court Probation Department instituted a Random Alcohol Testing Program (RATP) in July of 2011. The RATP utilizes PBT testing to verify compliance with bond conditions or probation conditions. The defendants are assigned a color to represent frequency of testing as determined by their probation officer or the Judge. The schedule of testing is established by the Court officer/Compliance officer. Defendants have two options for complying with the PBT testing program, Court officers conduct the PBT testing, during normal court hours, and once the \$3.00 testing fee is paid, or O.P.P.S will conduct the test after court hours for a \$5.00 fee, which is paid for in public safety. In 2012, Probation conducted 2,301 PBT tests (\$6,903.00) and Public Safety tested 2,313 (\$11,565) during the same time period. The frequency of testing is determined by Probation, and failure to test, will likely result in a violation of probation hearing in front of the judge. A defendant early on will likely be required to test 2-4 times per week. Previously, the PBT testing was referred to outside agencies.



**CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET
45th DISTRICT COURT / PROBATION**

ACCT. NO.	FUND NO.: 276 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
REVENUES								
569	Reimbursement-Judges Salary	91,448	91,448	22,862	91,448	91,448	91,448	91,448
664	Interest Income	81	500	35	100	0	100	100
674	Charges for Services - Probation	185,301	277,000	138,917	277,000	323,875	323,875	323,875
699.101	Transfers-in General Fund	1,771,704	1,375,000	916,667	1,375,000	1,613,873	1,510,460	1,522,460
TOTAL REVENUE		2,048,534	1,743,948	1,078,481	1,743,548	2,029,196	1,925,883	1,937,883
EXPENDITURES								
702	Salaries & Wages	1,191,025	951,533	653,638	951,533	1,192,888	1,082,351	1,082,351
712	Employee Benefits	468,028	395,500	304,627	395,500	476,092	457,105	457,105
726	Materials & Supplies	82,208	68,375	46,839	68,375	64,850	64,850	64,850
801	Professional Services	62,309	37,841	21,668	37,841	12,900	12,900	12,900
818	Contractual Services	166,966	124,804	85,014	124,804	95,300	95,300	107,300
864	Conferences & Workshops	195	1,550	1,020	1,550	1,550	1,550	1,550
910	Insurance & Bonds	7,546	7,315	7,420	7,500	5,040	5,040	5,040
930	Repairs & Maintenance	43,540	45,957	32,153	45,957	48,093	48,093	48,093
956	Miscellaneous	6,708	6,100	1,785	6,100	11,475	11,475	11,475
960	Education & Training	1,053	1,020	1,692	1,700	1,070	1,070	1,070
TOTAL EXPENDITURES		2,029,578	1,639,995	1,155,856	1,640,860	1,909,258	1,779,734	1,791,734
TRANSFERS-OUT								
999.101	Transfer to Retirees Health Care	20,000	103,953	69,302	103,953	117,063	146,149	146,149
EXPENDITURES & TRANSFERS-OUT		2,049,578	1,743,948	1,225,158	1,744,813	2,026,321	1,925,883	1,937,883
EXCESS / DEFICIT		(1,044)	0	(146,677)	(1,265)	2,875	0	0
Beginning Fund Balance		59,853	45,000	44,888	45,000	45,000	45,000	45,000
Reserve for Prepaid Expenditures		13,921	0	0	0	0	0	0
Assigned for Capital Purchases		44,888	45,000	45,000	45,000	45,000	45,000	45,000
Ending Unreserved Fund Balance		0	0	(146,789)	(1,265)	2,875	0	0

**UNBUDGETED TRANSFERS BY 45TH DISTRICT COURT
FISCAL YEAR 2011-2012**

The 45TH District Court operates as a court for three cities and one township. Fines are also levied for the State of Michigan and Oakland County. Fees are collected for the Judges Retirement and Warrant Charges. These charges are collected by the 45TH District Court and transferred to the proper jurisdiction. Although these amounts are not budgeted, they represent a significant part of the District Court's operation by providing revenue to all involved jurisdictions.

CITY OF OAK PARK	1,641,122
CITY OF HUNTINGTON WOODS	126,577
PLEASANT RIDGE	46,377
ROYAL OAK TOWNSHIP	9,938
MICHIGAN STATE JUDGMENT FEES	722,066
MICHIGAN DEPT. OF STATE	42,189
OAKLAND COUNTY PENAL FINES	33,467
PROBATION FEES	184,303
DISTRICT CT. HEALTH CARE SURCHARGE	148,358
DISTRICT COURT CONSTRUCTION FUND	236,639
	\$3,191,036

**CITY OF OAK PARK
2013-2014 BUDGET**

Personnel Worksheet For 45th District Court and Probation

Job / Class Title	Actual 2011-2012	Budgeted 2012-2013	Requested 2013-2014	Managers Rec. 2013-2014	City Council Approved
<u>FULL TIME</u>					
Judge	2.0	2.0	2.0	2.0	2.0
Court Administrator	1.0	1.0	1.0	1.0	1.0
Magistrate	0.0	0.0	0.0	0.0	0.0
Judicial Secretary	2.0	2.0	2.0	2.0	2.0
Civil Supervisor	1.0	1.0	1.0	1.0	1.0
Traffic Supervisor	1.0	1.0	1.0	1.0	1.0
Finance Deputy Clerk	1.0	1.0	1.0	1.0	1.0
Senior Clerk - Collections	1.0	1.0	1.0	1.0	1.0
Senior Traffic Clerk	1.0	0.0	0.0	0.0	0.0
Court Clerk	6.0	4.0	5.0	5.0	5.0
Court Officer	3.0	3.0	4.0	4.0	4.0
Collections Officer	0.0	0.0	0.0	0.0	1.0
Chief Probation Officer	1.0	1.0	1.0	1.0	1.0
Probation Officer	3.0	2.0	2.0	2.0	2.0
Sub-Total Full Time	23.0	19.0	21.0	21.0	22.0
<u>PART TIME</u>					
Probation Clerk	1.7	0.7	0.7	0.7	0.7
Court Officer		0.7	0.7	0.7	0.7
Student Aide (2)		0.6	0.6	0.6	0.6
Court Clerk - Cashier		0.7	0.7	0.7	0.7
Sub-Total Part Time		2.7	2.7	2.7	2.7
TOTAL	24.7	21.7	23.7	23.7	24.7



Judges of the 45TH District Court



Chief Judge of the 45TH District Court, the Honorable Michelle Friedman Appel took the bench in 2003 and was re-elected in 2008. Judge Friedman Appel is a graduate of the University of Michigan and the University of Detroit Law School and was admitted to the State Bar of Michigan in 1981. She was a practicing attorney for over 20 years, regularly appearing in the Circuit and Probate Courts in Wayne, Oakland, Macomb and Livingston Counties. Prior to her election to the bench, from 1999-2002 Judge Friedman Appel also served as an Oakland County Commissioner representing Oak Park, Huntington Woods, and Pleasant Ridge. Currently Judge Friedman Appel is a member of and is past president of Oakland County District Judges Association, she serves on the Board of Directors Oak Park Business Education Alliance, is a Junior Achievement Volunteer for Oak Park School District, she participates with the Tri-Community Coalition, the drug prevention coalition serving the cities of Oak Park, Huntington Woods and Berkley, is a member of the Michigan District Judges Association Legislative and Judicial Response Committee, and maintains a membership in NAACP, South Oakland Chapter and the Oak Park/ROT Optimist Club. Included in the programs that have been established at the 45TH District Court, since her election, is the Domestic Violence Court, the Volunteer Probation Officers Program, the Teen Court Program that is run in partnership with the school districts and the Oakland County Prosecutor's office and the University of Detroit Mercy Law School Urban Law.

Chief Judge Pro Tem of the 45TH District Court, the Honorable David M. Gubow was first elected to the District Court in 2002 and was re-elected in 2008. Judge David Gubow earned his A.B. Degree and a varsity letter from the University of Michigan and received his J.D. from the University Of Detroit School School Of Law. Judge Gubow served as Chief Judge of the 45TH District Court from 2003-2007 and as Chief Judge Pro Tem from 2008-Present. Judge Gubow represented our community for seven terms in the Michigan Legislature as our State Representative from 1985-1998 and was the Assistant Clerk of the Michigan House of Representatives from 1999-2002. Judge David Gubow has been an attorney for more than 34 years and while in the private practice of law served as a mediator for Circuit, District and Small Claims cases. He is an Adjunct Professor at the University of Detroit-Mercy School of Law, a member of the American Judges Association, Michigan District Judges Association, State Bar of Michigan, Oakland County Bar Association, and is active with a variety of other community, religious, and civic organizations. Judge David Gubow has also been a lecturer for the Institute of Continuing Legal Education and has served as a Public Administrator and Member of the Oakland County Building Authority.

PERSONNEL COST SUMMARY
FISCAL YEAR 2013-2014
45TH DISTRICT COURT

POSITION	PAY GRADE	REG PAY	OT PAY	LONG PAY	OTHER PAY	DIRECT PAY TOTAL	WORK COMP	RETIRE-MENT	DENTAL	HEALTH	LIFE & AD&D	FICA / MEDICARE	LONG TERM DISABILITY	FRINGE BENEFIT TOTAL	GRAND TOTAL
Chief Judge	C	45,724	0	5,279	2,400	53,403	192	0	1,156	22,922	234	0	250	24,754	78,157
Chief Pro Tem District Judge	C	45,724	0	5,279	4,920	55,923	192	0	1,156	0	234	0	250	1,832	57,755
Court Administrator	C	85,000	0	1,073	2,400	88,473	357	9,290	1,156	7,868	187	6,768	250	25,876	114,349
Senior Clerk - Collections	C	38,438	0	1,464	0	39,902	161	3,591	1,156	22,922	94	3,053	190	31,167	71,069
Civil Supervisor	C	51,169	0	4,386	0	55,555	215	4,167	1,156	7,868	94	4,250	190	17,940	73,495
Court Clerk - Traffic/Criminal	C	34,580	500	272	2,520	37,872	147	3,408	1,156	0	94	2,897	190	7,892	45,764
Court Clerk - Civil	C	38,432	0	229	0	38,661	161	3,479	1,156	22,922	94	2,958	190	30,960	69,621
Court Clerk - Traffic/Criminal	C	31,905	0	357	0	32,262	134	2,904	1,156	22,922	94	2,468	190	29,868	62,130
Traffic/Criminal Supervisor	C	41,562	500	544	0	42,606	177	4,474	1,156	7,868	94	3,259	190	17,218	59,824
Court Clerk - Cashier	C	40,133	750	1,589	0	42,472	172	4,460	1,156	22,922	94	3,249	190	32,243	74,715
Court Clerk - Traffic/Criminal	C	29,120	0	83	2,520	31,723	122	0	1,156	0	94	2,427	190	3,989	35,712
Senior Court Officer	C	39,349	0	1,534	0	40,883	1,035	4,293	0	0	94	3,128	190	8,740	49,623
Court Officer	C	34,999	0	442	0	35,441	920	3,190	0	0	94	2,711	190	7,105	42,546
Court Officer	C	29,120	750	423	2,520	32,813	786	2,789	1,156	0	94	2,510	190	7,525	40,338
Judicial Secretary	C	47,277	0	3,122	0	50,399	199	3,760	1,156	22,922	94	3,856	190	32,197	82,596
Judicial Secretary	C	39,558	0	1,401	0	40,959	166	3,482	1,156	18,406	94	3,133	190	26,627	67,586
Fiscal Clerk/Asst. Supervisor	C	40,131	500	717	0	41,348	171	3,101	1,156	7,868	94	3,163	190	15,743	57,091
Collections Officer	C	39,375	0	38	0	39,413	165	4,138	1,156	7,868	94	3,015	190	16,626	56,039
Sub-Total District Court		751,596	3,000	28,232	17,280	800,108	5,472	60,546	18,496	195,278	2,065	52,845	3,600	338,302	1,136,410
PROBATION															
Probation Officer	C	48,426	0	4,551	0	52,977	203	5,563	1,156	22,922	94	4,053	190	34,181	87,158
Probation Officer	C	48,426	0	1,701	0	50,127	203	4,762	1,156	22,922	94	3,835	190	33,162	83,289
Chief Probation Officer	C	48,532	0	1,661	0	50,193	204	3,764	1,156	22,922	94	3,840	190	32,170	82,363
Court Officer	C	29,120	500	118	0	29,738	779	3,122	0	0	94	2,275	190	6,460	36,198
PART TIME															
Probation Clerk	C	24,960	0	200	0	25,160	105	1,887	0	0	0	1,925	0	3,917	29,077
Court Officer	C	19,968	0	0	0	19,968	525	0	0	0	0	1,528	0	2,053	22,021
File Clerk	C	16,640	0	0	0	16,640	70	0	0	0	0	1,273	0	1,343	17,983
Court Clerk - Civil	C	33,280	0	0	0	33,280	140	2,496	0	0	0	2,546	0	5,182	38,462
Student Intern	C	4,160	0	0	0	4,160	17	0	0	0	0	318	0	335	4,495
Student Intern	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		1,025,108	3,500	36,463	17,280	1,082,351	7,718	82,140	21,964	264,044	2,441	74,438	4,360	457,105	1,539,456



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Debt Service Funds

OVERVIEW

Debt Service Funds are established by State Statute and bond covenants to account for the recording of the collection and expenditures of resources earmarked for the retirement of debt issued directly by the City. Debt Service Funds use the modified accrual basis of accounting for budgetary purposes. The modified accrual basis of accounting recognizes revenue when it is both measurable and available. Expenditures are recognized as soon as a liability is incurred.

These funds are subject to the budgetary requirements of Act 2 of the Public Acts of 1968, as amended. All debt issues are supported by voter approved tax millages therefore expenditures in this fund do not affect the general fund or other operations of the City. The approved tax rate for debt retirement is demonstrated by the graph on this page.

State Law limits the City in the amount of debt it can levy. This limit is set at 10% of the total assessed value. The legal debt margin as of June 30, 2012 can be computed as follows:

Assessed Value	<u>\$474,376,890</u>
Legal Debt Limit (10% of assessed value)	47,437,689
Net Indebtedness	<u>35,438,601</u>
Legal Debt Margin	<u>\$11,999,088</u>

The City's Net Bonded Debt as a percentage of Assessed Value is 7.47%.

The City currently has the following issues outstanding:

<u>Issue</u>	<u>Moody's Rating</u>
2006 Street Improvement Bonds	A3
2010 Municipal Facility Bond	A1
2012 Refunding Bonds	A1

It is the goal of the City to maintain these bond ratings and pursue an upgrade through sound financial practices.

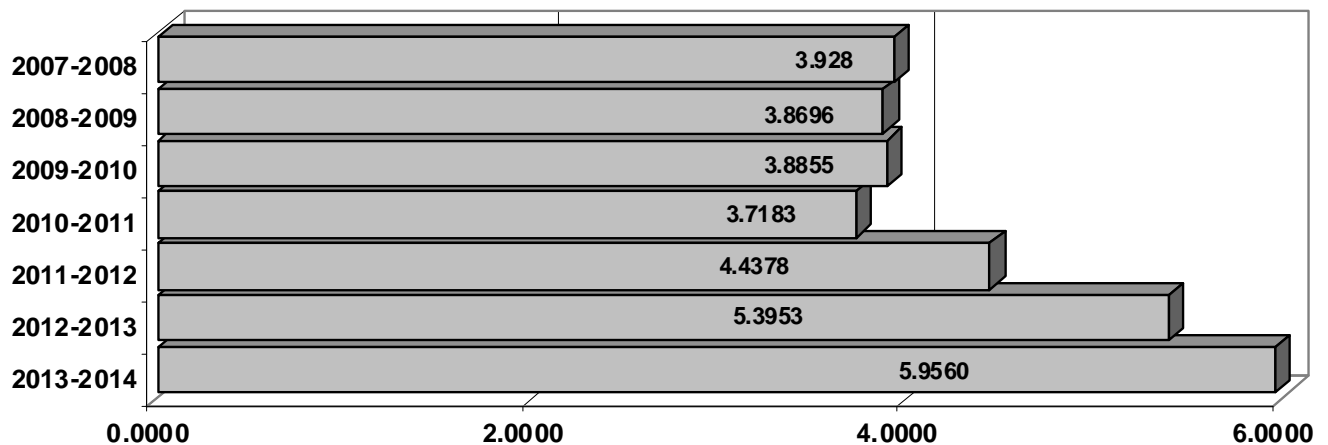
On February 5, 1996 City Council officially adopted a Debt Management Policy (CM-02-66096) which, "... helps accurately evaluate the impact of each funding decision on the City's debt position and credit quality. Sound debt issuance and management enhances credit quality and improves access to credit markets by demonstrating responsible management to credit analysts, underwriters, and investors".

In December 2012 the City refunded its 2003 Street Improvement Bonds. These bonds will be paid completely in May of 2028 at a savings of over a million dollars over the next twelve years.

In March 2003 (\$11.5 million) and April 2006 (\$11 million), debt was issued for road improvements. These bonds will be paid off in May of 2030.

In August, 2010 voters approved a bond proposal for the construction of a new municipal complex. The bonds were sold on November 1, 2010 for \$13,425,000. The last payment will be made May 1st, 2036.

Mills Required For Debt Retirement



**CITY OF OAK PARK
2013-2014 BUDGET
DEBT SERVICE REQUIREMENTS - SUMMARY**

	<u>Mills</u>	<u>Amount</u>	<u>Total</u>
<u>APPROPRIATED REVENUES</u>			
\$434,243,830 Taxable Value	5.95600	\$2,567,162	
\$6,086,440 IFT Roll - Half	2.97800	\$18,126	
General Obligation Bonds - General Tax Levy			\$2,585,288
Transfer In			152,873
Interest Income			\$0
TOTAL REVENUES			\$2,738,161
<u>APPROPRIATED EXPENDITURES</u>			
Street Improvement Bonds - 2003		0	
Street Improvement Bonds - 2006		947,211	
Municipal Facility Bond - 2010		837,842	
Refunding Bond - 2012		800,235	
Library and Recreation Lease - 2011		152,873	
			\$2,738,161
TOTAL DEBT SERVICE APPROPRIATION			\$2,738,161

**CITY OF OAK PARK
2013-2014 BUDGET**

DEBT RETIREMENT FUND - SUMMARY

ACCT. NO.	ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
REVENUES								
403	Property Taxes	2,332,830	2,547,081	2,546,017	2,546,017	2,585,288	2,585,288	2,585,288
664	Interest Income	4,877	0	2,315	17,525	0	0	0
699	Transfer-In	562,585	154,623	614,890	967,563	152,873	152,873	152,873
TOTAL REVENUES		2,900,292	2,701,704	3,163,222	3,531,105	2,738,161	2,738,161	2,738,161
EXPENDITURES								
991	Debt Principal Payments	1,420,000	1,230,000	70,000	1,230,000	1,360,000	1,360,000	1,360,000
995	Interest & Agent Fees	1,416,284	1,420,365	823,952	1,406,085	1,182,391	1,182,391	1,182,391
964	Miscellaneous - Prior Years Refunds	36,119	51,339	33,675	60,932	195,770	195,770	195,770
999	Transfer-Out	512,585	0	281,076	581,076	0	0	0
TOTAL EXPENDITURES		3,384,988	2,701,704	1,208,703	3,278,093	2,738,161	2,738,161	2,738,161
REVENUES OVER (UNDER) EXPENDITURES		(484,696)	0	1,954,519	253,012	0	0	0
BEGINNING FUND BALANCE		584,391	140,619	99,695	99,695	352,707	352,707	352,707
ENDING FUND BALANCE		99,695	140,619	N/A	352,707	352,707	352,707	352,707

SUMMARY OF FISCAL YEAR 2013 - 2014 REQUIREMENTS

ACCT. NO.	ACCOUNT CLASSIFICATION	2006 Street Improvement Bond	2010 Municipal Facility Bond	2011 Library & Recreation Lease	2012 Refunding Bond	CITY COUNCIL APPROVED 2013-2014
REVENUES						
403	Property Taxes	947,211	837,842	0	800,235	2,585,288
664	Interest Income	0	0	0	0	0
699	Transfer-In	0	0	152,873	0	152,873
TOTAL REVENUES		947,211	837,842	152,873	800,235	2,738,161
EXPENDITURES						
991	Debt Principal Payments	420,000	350,000	70,000	520,000	1,360,000
995	Interest & Agent Fees	438,068	455,688	82,873	205,762	1,182,391
964	Miscellaneous - Prior Years Refunds	89,143	32,154	0	74,473	195,770
999	Transfer-out	0	0	0	0	0
TOTAL EXPENDITURES		947,211	837,842	152,873	800,235	2,738,161
REVENUES OVER (UNDER) EXPENDITURES		0	0	0	0	0

DEBT RETIREMENT FUND - 2003 STREET IMPROVEMENT BOND

ACCT. NO.	FUND 304 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
REVENUES								
403	Property Taxes	712,554	845,270	835,079	835,079	0	0	0
664	Interest Income	1,437	0	679	679	0	0	0
699	Transfer In	0	0	0	100,000	0	0	0
TOTAL REVENUES		713,991	845,270	835,758	935,758	0	0	0
EXPENDITURES								
991	Debt Principal Payments	280,000	410,000	0	410,000	0	0	0
995	Interest & Agent Fees	431,660	420,210	322,730	330,930	0	0	0
964	Miscellaneous - Prior Years Refunds	7,510	15,060	7,030	18,000	0	0	0
999	Transfer-out	111,872	0	160,000	160,000	0	0	0
TOTAL EXPENDITURES		831,042	845,270	489,760	918,930	0	0	0
REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES		(117,051)	0	345,998	16,828	0	0	0
BEGINNING FUND BALANCE		162,975	59,569	45,924	45,924	62,752	62,752	62,752
ENDING FUND BALANCE		45,924	59,569	N/A	62,752	62,752	62,752	62,752

The 2003 General Obligation Unlimited Street Improvement Bonds were sold March 27, 2003 for the purpose of paying all or any part of the costs of paving, grading, resurfacing or reconstructing certain streets and drive approaches in the City, including curbs, gutters, drainage, and acquisition of necessary rights in land. Stauder, Barch & Associates were the financial advisors. Shifman and Carlson were used as bond counsel.

The General Obligation Bonding Proposition was approved November 5, 2002. The vote was: Yes 4,478; No 4,232. An amount of \$22,500,000 was approved with \$11,500,000 issued in 2003.

These Bonds are rated A3 by Moody's Investor Service and A+ by Standard & Poors.

The final payment is May 1, 2028.

**CITY OF OAK PARK
2013-2014 BUDGET
DEBT RETIREMENT FUND - 2003 REFUNDING BOND**

ACCT. NO.	FUND 309 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
	REVENUES							
403	Property Taxes	915,920		18,977	18,977	0	0	0
664	Interest Income	2,000		61	61	0	0	0
699	Transfer-In				1,132			
	TOTAL REVENUES	917,920	0	19,038	20,170	0	0	0
	EXPENDITURES							
991	Debt Principal Payments	865,000				0	0	0
995	Interest & Agent Fees	30,525		125	125	0	0	0
964	Miscellaneous - Prior Years Refunds	16,851		20,045	20,045	0	0	0
999	Transfer-out	284,021		0	0	0	0	0
	TOTAL EXPENDITURES	1,196,397	0	20,170	20,170	0	0	0
	REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(278,477)	0	(1,132)	0	0	0	0
	BEGINNING FUND BALANCE	278,477	40,561	0	0	0	0	0
	ENDING FUND BALANCE	0	40,561	N/A	0	0	0	0

The 2003 Refunding bonds were sold March 27, 2003 to refund the 1993 Refunding Bonds. Shifman & Carlson were used as Bond Counsel.

The sale of these bonds was approved by City Council Resolution at a regular city council meeting February 3, 2003.

These Bonds are rated A3 by Moody's Investor Service and insured as to principal and interest by AMBAC Indemnity Co.

An amount of \$11,875,000 was originally borrowed with \$11,875,000 outstanding as of July 1, 2003. The final payment will be made May 1, 201

DEBT RETIREMENT FUND - 2006 STREET IMPROVEMENT BONDS

ACCT. NO.	FUND 307 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
	REVENUES							
403	Property Taxes	704,356	874,060	881,651	881,651	947,211	947,211	947,211
664	Interest Income	1,339	0	790	1,000	0	0	0
699	Transfer-In	0	0	0	140,000	0	0	0
	TOTAL REVENUES	705,695	874,060	882,441	1,022,651	947,211	947,211	947,211
	EXPENDITURES							
991	Debt Principal Payments	225,000	400,000	0	400,000	420,000	420,000	420,000
995	Interest & Agent Fees	463,294	454,068	227,146	454,068	438,068	438,068	438,068
964	Miscellaneous - Prior Years Refunds	11,758	19,992	6,600	6,600	89,143	89,143	89,143
999	Transfer-out	116,692	0	121,076	121,076	0	0	0
	TOTAL EXPENDITURES	816,744	874,060	354,822	981,744	947,211	947,211	947,211
	REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(111,049)	0	527,619	40,907	0	0	0
	BEGINNING FUND BALANCE	142,939	40,489	31,890	31,890	72,797	72,797	72,797
	ENDING FUND BALANCE	31,890	40,489	N/A	72,797	72,797	72,797	72,797

The 2006 General Obligation Unlimited Street Improvement Bonds were sold April 20, 2006 for the purpose of paying all or any part of the costs of paving, grading, resurfacing or reconstructing certain streets and drive approaches in the City, including curbs, gutters, drainage, and acquisition of necessary rights in land. Stauder, Barch & Associates were the financial advisors. Shifman and Carlson were used as bond counsel.

The General Obligation Bonding Proposition was approved November 5, 2002. The vote was: Yes 4,478; No 4,232. An amount of \$22,500,000 was approved with \$11,500,000 issued in 2003 and \$11,000,000 in 2006.

These Bonds are rated A3 by Moody's Investor Service and A+ by Standard & Pools.

The final payment is May 1, 2030.

**CITY OF OAK PARK
2013-2014 BUDGET
DEBT RETIREMENT FUND - 2010 MUNICIPAL FACILITY BOND**

ACCT. NO.	FUND 303 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
	REVENUES							
403	Property Taxes	0	827,751	810,310	810,310	837,842	837,842	837,842
664	Interest Income	66	0	776	776	0	0	0
699	Transfer-In	512,585	0	511,808	511,808	0	0	0
	TOTAL REVENUES	512,651	827,751	1,322,894	1,322,894	837,842	837,842	837,842
	EXPENDITURES							
991	Debt Principal Payments	50,000	350,000	0	350,000	350,000	350,000	350,000
995	Interest & Agent Fees	462,651	461,464	231,232	461,464	455,688	455,688	455,688
964	Miscellaneous - Prior Years Refunds	0	16,287	0	16,287	32,154	32,154	32,154
999	Transfer-out	0	0	0	300,000	0	0	0
	TOTAL EXPENDITURES	512,651	827,751	231,232	1,127,751	837,842	837,842	837,842
	REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	0	0	1,091,662	195,143	0	0	0
	BEGINNING FUND BALANCE	0	0	0	0	195,143	195,143	195,143
	ENDING FUND BALANCE	0	0	N/A	195,143	195,143	195,143	195,143

The 2010 General Obligation Municipal Facility Bonds were sold November 1, 2010 to construct, reconstruct, remodel, add to, furnish and equip a city hall, a public safety building, a library building, a community and jobs placement center, and playground structures in the City of Oak Park. Municipal Financial Consultants, Inc. were the financial advisors. Shifman and Carlson were used as bond counsel.

The General Obligation Bonding Proposition was approved August 3, 2010. The vote was: Yes 2,774; No 1,147. An amount of \$13,425,000 was approved.

These Bonds are rated A1 by Moody's Investor Service and A+ by Standard & Poor's.

The final payment is May 1, 2036.

DEBT RETIREMENT FUND - 2011 LIBRARY AND RECREATION CENTER LEASE

ACCT. NO.	FUND 305 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
	REVENUES							
403	Property Taxes	0	0	0	0	0	0	0
664	Interest Income	35	0	9	9	0	0	0
699	Transfer-In	50,000	154,623	103,082	154,623	152,873	152,873	152,873
	TOTAL REVENUES	50,035	154,623	103,091	154,632	152,873	152,873	152,873
	EXPENDITURES							
991	Debt Principal Payments	0	70,000	70,000	70,000	70,000	70,000	70,000
995	Interest & Agent Fees	28,154	84,623	42,719	84,623	82,873	82,873	82,873
964	Miscellaneous - Prior Years Refunds	0	0	0	0	0	0	0
999	Transfer-out	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	28,154	154,623	112,719	154,623	152,873	152,873	152,873
	REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	21,881	0	(9,628)	9	0	0	0
	BEGINNING FUND BALANCE	0	0	21,881	21,881	21,890	21,890	21,890
	ENDING FUND BALANCE	21,881	0	N/A	21,890	21,890	21,890	21,890

**CITY OF OAK PARK
2013-2014 BUDGET
DEBT RETIREMENT FUND - 2012 REFUNDING BOND**

ACCT. NO.	FUND 309 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
	REVENUES							
403	Property Taxes					800,235	800,235	800,235
664	Interest Income				15,000	0	0	0
699	Transfer-In				60,000	0	0	0
	TOTAL REVENUES	0	0	0	75,000	800,235	800,235	800,235
	EXPENDITURES							
991	Debt Principal Payments					520,000	520,000	520,000
995	Interest & Agent Fees				74,875	205,762	205,762	205,762
964	Miscellaneous - Prior Years Refunds					74,473	74,473	74,473
999	Transfer-out					0	0	0
	TOTAL EXPENDITURES	0	0	0	74,875	800,235	800,235	800,235
	REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	0	0	0	125	0	0	0
	BEGINNING FUND BALANCE	0	0	0	0	125	125	125
	ENDING FUND BALANCE	0	0	N/A	125	125	125	125

The 2012 General Obligation Unlimited Tax Bonds were sold December 20, 2012 to refund the 2003 Street Improvement Bonds. The original Bonds were sold for the purpose of paying all or any part of the costs of paving, grading, resurfacing or reconstructing certain streets and drive approaches in the City, including curbs, gutters, drainage and acquisition of necessary rights in land. Stauder, Barch & Associates were the financial advisors. These Bonds are rated A1 by Moody's Investor Service. The final payment will be May 1st, 2028.

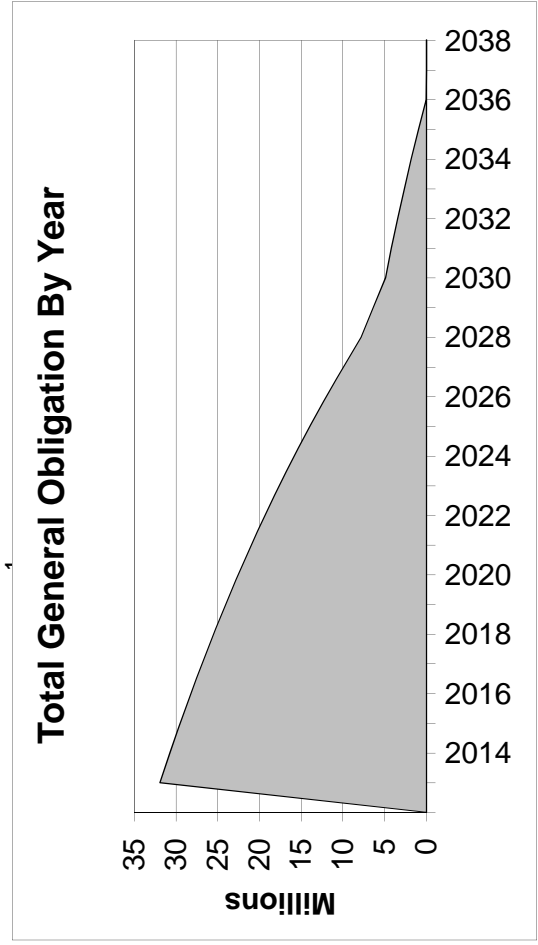
CITY OF OAK PARK
DEBT SCHEDULES
2013 - 2014 BUDGET

Total G.O. & Lease			2012 Refunding Bonds			2006 G.O. - Street Improvement Bonds			2010 G.O. - Facility Bonds			2011 - Library and Recreation Lease				
Fiscal Year Ending June 30	Principal	Interest	Total	Fiscal Year Ending June 30	Principal	Interest	Total	Fiscal Year Ending June 30	Principal	Interest	Total	Fiscal Year Ending June 30	Principal	Interest	Total	
2014	1,360,000	1,182,381	2,542,381	2014	11/1/2013	219,034	898,068	2014	11/1/2013	227,844	805,688	2014	11/1/2013	70,000	41,874	
2015	1,400,000	1,146,703	2,546,703	2015	5/1/2014	219,034	898,068	2015	5/1/2014	227,844	805,688	2015	5/1/2014	70,000	40,999	
2016	1,435,000	1,109,155	2,544,155	2016	11/1/2014	210,634	846,268	2016	11/1/2014	224,475	796,950	2016	11/1/2014	70,000	40,124	
2017	1,480,000	1,069,560	2,549,560	2017	5/1/2015	210,634	838,268	2017	5/1/2015	220,626	816,262	2017	5/1/2015	75,000	39,249	
2018	1,520,000	1,027,609	2,547,609	2018	11/1/2016	193,434	826,868	2018	11/1/2016	215,985	806,970	2018	11/1/2016	75,000	38,311	
2019	1,570,000	983,534	2,553,534	2019	5/1/2017	184,194	823,388	2019	5/1/2017	211,087	822,174	2019	5/1/2017	75,000	37,374	
2020	1,610,000	937,590	2,547,590	2020	11/1/2018	174,525	824,050	2020	11/1/2018	205,587	811,174	2020	11/1/2018	80,000	37,374	
2021	1,655,000	888,842	2,543,842	2021	5/1/2019	174,525	824,050	2021	5/1/2019	205,587	811,174	2021	5/1/2019	80,000	36,374	
2022	1,710,000	835,191	2,545,191	2022	11/1/2020	164,313	823,626	2022	11/1/2020	199,977	824,954	2022	11/1/2020	85,000	34,374	
2023	1,770,000	779,643	2,549,643	2023	5/1/2021	153,175	826,350	2023	5/1/2021	185,797	837,682	2023	5/1/2021	85,000	33,311	
2024	1,835,000	719,874	2,554,874	2024	11/1/2022	141,475	827,950	2024	11/1/2022	177,754	830,508	2024	11/1/2022	90,000	32,036	
2025	1,905,000	657,599	2,562,599	2025	5/1/2023	128,213	833,426	2025	5/1/2023	160,325	838,526	2025	5/1/2023	95,000	30,686	
2026	1,970,000	591,006	2,561,006	2026	11/1/2024	116,275	837,650	2026	11/1/2024	150,940	845,650	2026	11/1/2024	95,000	29,261	
2027	2,045,000	520,865	2,565,865	2027	5/1/2025	102,663	845,326	2027	5/1/2025	130,058	851,880	2027	5/1/2025	100,000	27,789	
2028	2,115,000	444,235	2,559,235	2028	11/1/2026	88,263	851,526	2028	11/1/2026	118,921	858,462	2028	11/1/2026	105,000	26,164	
2029	1,560,000	364,754	1,924,754	2029	5/1/2027	73,075	866,150	2029	5/1/2027	100,000	860,116	2029	5/1/2027	110,000	24,405	
2030	1,590,000	296,653	1,886,653	2030	11/1/2028	60,000	880,000	2030	11/1/2028	80,369	887,842	2030	11/1/2028	115,000	22,507	
2031	845,000	227,125	1,072,125	2031	5/1/2029	20,000	886,708	2031	5/1/2029	67,500	888,708	2031	5/1/2029	120,000	20,438	
2032	875,000	194,313	1,069,313	2032	11/1/2030	20,000	840,000	2032	11/1/2030	725,000	94,325	819,325	2032	11/1/2030	125,000	18,037
2033	930,000	160,337	1,090,337	2033	5/1/2031	40,000	890,000	2033	5/1/2031	750,000	80,369	830,369	2033	5/1/2031	130,000	15,538
2034	960,000	123,899	1,083,899	2034	11/1/2032	20,000	880,000	2034	11/1/2032	800,000	65,931	865,931	2034	11/1/2032	135,000	12,937
2035	1,015,000	85,950	1,100,950	2035	5/1/2033	20,000	880,000	2035	5/1/2033	825,000	50,531	875,531	2035	5/1/2033	140,000	9,900
2036	1,070,000	45,849	1,115,849	2036	11/1/2034	20,000	840,000	2036	11/1/2034	875,000	34,650	909,650	2036	11/1/2034	145,000	6,750
2037	155,000	3,487	158,487	2037	5/1/2035	17,806	860,612	2037	5/1/2035	925,000	17,806	942,806	2037	5/1/2035	155,000	3,487
	<u>\$ 3,380,000</u>	<u>\$ 1,438,164</u>	<u>\$ 4,818,164</u>		<u>\$ 9,775,000</u>	<u>\$ 4,538,564</u>	<u>\$ 14,313,564</u>		<u>\$ 13,025,000</u>	<u>\$ 6,767,354</u>	<u>\$ 19,792,354</u>		<u>\$ 2,430,000</u>	<u>\$ 1,272,724</u>	<u>\$ 3,702,724</u>	

**CITY OF OAK PARK
DEBT RETIREMENT SCHEDULE
GENERAL OBLIGATION BONDS
FISCAL YEAR 2013 - 2014 BUDGET**

Name Of Bond	Date Due	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2028	Total Due
2012 Refunding Bonds	May 1	520,000	555,000	555,000	590,000	590,000	615,000	610,000	5,115,000	9,150,000
		205,762	195,362	184,262	173,162	161,362	149,562	137,262	610,788	1,817,522
2006 Street Improvement Bonds	May 1	420,000	425,000	435,000	440,000	455,000	475,000	495,000	6,630,000	9,775,000
		438,968	421,268	404,268	386,686	368,388	349,050	328,626	1,841,310	4,538,564
2010 Facility Bonds	May 1	350,000	350,000	375,000	375,000	400,000	400,000	425,000	10,350,000	13,025,000
		455,688	448,950	441,252	431,970	422,174	411,174	399,954	3,756,192	6,767,354
2011 Library and Recreation Lease Bonds	Nov. 1	70,000	70,000	70,000	75,000	75,000	80,000	80,000	1,910,000	2,430,000
		82,873	81,123	79,373	77,560	75,685	73,748	71,748	730,614	1,272,724
Total Principal		1,360,000	1,400,000	1,435,000	1,480,000	1,520,000	1,570,000	1,610,000	24,005,000	34,380,000
Total Interest		1,183,291	1,146,703	1,109,155	1,069,378	1,027,609	983,534	937,590	6,938,904	14,396,164
Total Requirements		2,543,291	2,546,703	2,544,155	2,549,378	2,547,609	2,553,534	2,547,590	30,943,904	48,776,164

The City's total debt obligation is \$34,380,000 as of July 1, 2013 and will decline until all debt will be paid by May 1, 2037. Principal payments range from a high of \$2,215,000 in Fiscal Year 2027-2028 to a low of \$155,000 in Fiscal Year 2036-2037.



**CITY OF OAK PARK
2013-2014 BUDGET
RATIO OF NET GENERAL BONDED DEBT
TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA
LAST TEN FISCAL YEARS**

Fiscal Year Ending <u>June 30</u>	<u>Population</u>	<u>Assessed Value For Operations</u>	<u>Gross Bonded Debt</u>	<u>Amount Available in Debt Service Fund</u>	<u>Net Bonded Debt</u>	<u>Net Bonded Debt To Assessed Value</u>	<u>Net Bonded Debt Per Capita</u>
2003	30,865	806,112,830	23,375,000	274,921	23,100,079	2.87	748.42
2004	32,399	872,836,690	21,775,000	282,328	21,492,672	2.46	663.37
2005	32,399	917,783,950	19,930,000	334,783	19,595,217	2.14	604.81
2006	32,399	931,055,220	29,055,000	371,772	28,683,228	3.08	885.31
2007	32,399	952,252,280	27,475,000	493,669	26,981,331	2.83	832.78
2008	32,399	908,449,060	25,805,000	643,161	25,161,839	2.77	776.62
2009	32,399	814,775,470	24,110,000	784,216	23,325,784	2.86	719.95
2010	29,319	644,199,820	22,410,000	835,683	21,574,317	3.35	735.85
2011	29,319	532,026,790	34,540,000	654,398	33,885,602	6.37	1,155.76
2012	29,319	474,376,890	35,620,000	109,780	35,510,220	7.49	1,211.17



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

WATER AND SEWER FUND

OVERVIEW

The Water and Sewer Fund is an Enterprise Fund. The City operates one Enterprise Fund which accounts for the operation of the Water and Sewer Systems. The fund is financed and operated in a manner similar to a private enterprise. The intent is that costs (expenses, including depreciation) of providing water and sewer services to the general public are recovered through user charges. The fund uses full accrual accounting based on Generally Accepted Accounting Principals (GAAP) and follows accounting and financial activities prescribed by the Financial Accounting and Standards Board (FASB) as long as it does not conflict with the Government Accounting Standards Board (GASB) guidance. This fund is subject to the informational budget summary requirements of Act 2 of the Public Acts of 1968, as amended.

Five activities comprise the Water and Sewer Fund Services: Billing and Collection, administered by the Finance Department, Water and Sewer Administration, Transmission and Distribution, Pump Operations, and Maintenance and Repair, all of which are administered by the Department of Public Works. Also in the fund is the activity for the Water Bond Construction fund.

REVENUE ASSUMPTIONS

The FY 2013-2014 budget recommends revenues in the Water and Sewer Fund of \$12,600,023. This is an 8.81% increase from the estimate used for FY 2012-2013.

Water and Sewer Sales

Residential and commercial water sales are expected to increase in FY 2013-2014. This is a reflection of overall water consumption compared to previous years. Sales are expected to total \$3,979,945.

The proposed FY 2013-2014 sewage disposal sales are expected to increase compared to Fiscal Year 2012-2013. Sales are expected to total \$7,544,318 for FY 2013-2014.

Interest Income

Interest income is expected to be \$22,926 for Fiscal Year 2013-2014. This is a \$2,926 increase from the allocation for Fiscal Year 2012-2013.

Look Back Adjustments

Quarterly checks for the river overflow credit will no longer be issued by the Oakland County Drain Commissioner's Office. These credits have been utilized by Oakland County to offset further sewer rate increases to suburban communities.

Miscellaneous Revenue

Based on the prior year's history of late charges and disconnection fees, \$658,706 in miscellaneous water revenue is expected to decrease by \$41,294 for FY 2013-2014.

EXPENDITURES

The total appropriation for the Water and Sewer Fund is \$11,896,683, an increase of 6.74% from Fiscal Year 2012-2013. This can be attributed to higher expenses for repair and maintenance.

Water & Sewage Disposal

The City of Oak Park is in an agreement to purchase water from the City of Detroit. At this point in time, water rates are expected to increase to \$34.10/1000 cubic feet for FY 2013-2014. The current retail water rate is to \$32.66/1,000 cubic feet.

It is projected that the retail sewer rate for FY 2013-2014 will also increase. The rate for FY 2012-2013 was \$60.79 and will rise to \$63.46 for FY 2013-2014. A portion of the sewer rate supplements the payment of the drainage bond. Payments toward the construction of the George W. Kuhn Drain.

Capital Outlay

An appropriation of \$322,000 is recommended, which is a \$47,000 increase from FY 2012-2013, for the purchase of capital improvements. For the detail of the recommendations, please refer to the Capital Improvement schedule in the Capital Projects Funds section of this document.

PERFORMANCE OBJECTIVES

To continue to maintain radio meter reading devices so as to improve meter reading efficiency.

To continue to televise sewer lines to give us an accurate inspection of our sewer infrastructure, for viewing normal routine sewer cleaning, respond to residents quickly and also to assist in the needs of the other departments.

To continue in the repair and replacement of fire hydrants and the upgrade of pump stations and reservoirs.

To reduce the accounts receivable balance by improved collection methods through a more efficient shut-off program.

To reduce accounts receivable by placing charges that have been delinquent at six months on the next available tax roll. Delinquent balances would thus attach to either the Summer or Winter tax bill.

CITY OF OAK PARK
2013-2014 FISCAL YEAR BUDGET

WATER AND SEWER FUND

ACCT. NO.	FUND NO.: 592 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER RECOMMEND FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
REVENUES								
642.001	Residential - Water	2,334,728	2,777,172	1,292,068	2,300,000	2,401,200	2,401,200	2,401,200
642.002	Residential - Sewer	4,321,990	4,989,358	2,345,196	4,500,000	4,698,000	4,698,000	4,698,000
643.001	Commercial - Water	986,609	925,724	756,104	1,512,208	1,578,745	1,578,745	1,578,745
643.002	Commercial - Sewer	1,772,415	1,663,119	1,363,179	2,726,358	2,846,318	2,846,318	2,846,318
643.003	Non-Residential - Sewer	168,649	153,791	117,655	235,310	173,164	173,164	173,164
643.005	Residential Meter Charge	184,371	178,610	92,609	185,218	133,746	133,746	133,746
643.006	Commercial Meter Charge	18,238	22,129	12,497	24,994	18,780	18,780	18,780
643.008	High S Service Charge	0	120	0	0	0	0	0
649	Miscellaneous Water	892,542	700,000	454,207	908,414	658,706	658,706	658,706
650.001	Service Connection - Water	46,876	3,600	9,719	19,438	18,438	18,438	18,438
650.002	Service Connection - Sewer	0	6,000	0	0	0	0	0
664	Interest Earnings	30,156	20,000	12,230	24,460	22,926	22,926	22,926
699.226	Transfer from Solid Waste	50,000	50,000	33,333	66,666	50,000	50,000	50,000
TOTAL REVENUE		10,806,574	11,489,623	6,488,797	12,503,066	12,600,023	12,600,023	12,600,023
EXPENSES								
702	Salaries & Wages	733,955	684,798	487,352	823,466	833,205	833,205	852,705
712	Employee Benefits	624,780	606,632	474,958	752,168	687,153	687,153	688,727
726	Materials & Supplies	49,745	67,000	43,121	53,000	96,000	96,000	96,000
730	Water Meters	99,982	130,000	70,000	130,000	130,000	130,000	130,000
801	Professional Services	33,789	90,000	11,653	49,000	155,000	155,000	155,000
818	Contractual Services	37,107	63,000	29,259	33,000	35,000	35,000	35,000
900	Printing & Publications	1,795	9,000	29	200	200	200	200
901	Newspaper Posting	0	500	0	500	500	500	500
910	Insurance Bonds	78,235	84,000	72,308	72,308	73,000	73,000	73,000
920	Utilities - Telephone	0	4,700	0	1,000	4,000	4,000	4,000
922	Utilities - Heating	5,810	13,000	4,267	6,000	13,000	13,000	13,000
923	Utilities - Water	983,759	1,265,000	556,989	1,200,000	1,265,000	1,265,000	1,265,000
921	Utilities - Electricity	78,617	100,000	37,596	65,000	75,000	75,000	75,000
922	Sewage Disposal	4,945,773	4,700,000	2,612,253	4,700,000	4,900,000	4,900,000	4,900,000
923	Non-Residential IWC	187,480	149,272	117,848	170,000	187,000	187,000	187,000
924	Industrial Surcharge	0	0	0	0	0	0	0
930	Repairs & Maintenance	410,903	700,500	167,467	562,000	1,300,000	1,300,000	1,300,000
940	Rentals	89,768	111,000	62,127	135,000	145,000	145,000	145,000
956	Miscellaneous	0	0	9,995	9,995	0	0	0
958	Memberships & Dues	170	250	170	170	300	300	300
960	Education & Training	3,215	7,000	995	5,000	5,000	5,000	5,000
968	Depreciation	651,160	315,000	210,000	315,000	315,000	315,000	315,000
970	Capital Outlay	940	275,000	86,339	125,000	305,000	322,000	322,000
991	Principal	0	1,226,198	0	1,226,198	862,095	862,095	862,095
992	Debt Service	74	1,000	19	1,000	1,000	1,000	1,000
995	Interest	365,381	333,236	1,164,808	333,236	291,156	291,156	291,156
TOTAL EXPENSES		9,382,438	10,936,086	6,219,553	10,768,241	11,678,609	11,695,609	11,716,683
TRANSFERS-OUT								
999	Transfer Out	135,000	135,000	120,000	180,000	180,000	180,000	180,000
TOTAL TRANSFERS-OUT		135,000	135,000	120,000	180,000	180,000	180,000	180,000
EXPENSES & TRANSFERS-OUT		9,517,438	11,071,086	6,339,553	10,948,241	11,858,609	11,875,609	11,896,683
EXCESS/DEFICIT		1,289,136	418,537	149,244	1,554,825	741,414	724,414	703,340
Total Net Assets - Beginning Balance		18,622,909	19,712,928	19,912,045	19,912,045	21,466,870	21,466,870	21,466,870
Total Net Assets - Ending Balance		19,912,045	20,131,465	20,061,289	21,466,870	22,208,284	22,191,284	22,170,210

CITY OF OAK PARK
WATER AND SEWER
2013-2014 FISCAL YEAR BUDGET

EXPENSE SUMMARY

DEPARTMENT: FINANCE			ACTIVITY: BILLING & COLLECTION			ACCOUNT NO.: 592-15-536		
ACCT. NO.	ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	131,083	101,450	64,084	128,168	119,160	119,160	119,160
712	Employee Benefits	74,258	76,451	47,912	95,824	94,814	94,814	94,814
726	Material & Supplies	1,418	15,000	1,184	3,000	3,000	3,000	3,000
818	Contractual Services	3,600	30,000	0	0	0	0	0
900	Printing & Publications	1,765	8,800	0	0	0	0	0
920	Utilities - Telephone	0	700	0	0	0	0	0
930	Repairs & Maintenance	0	500	0	0	0	0	0
940	Rentals	0	3,000	0	0	0	0	0
958	Memberships & Dues	170	250	170	170	300	300	300
960	Education & Training	0	2,000	0	0	0	0	0
	TOTALS	212,294	238,151	113,350	227,162	217,274	217,274	217,274

DEPARTMENT: PUBLIC WORKS			ACTIVITY: ADMINISTRATION			ACCOUNT NO.: 592-18-537		
ACCT. NO.	ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	44,234	49,059	29,402	44,000	50,000	50,000	69,500
712	Employee Benefits	40,169	30,779	28,898	27,605	43,812	43,812	45,386
726	Material & Supplies	53	1,000	0	1,000	2,000	2,000	2,000
801	Professional Services	0	0	0	3,000	25,000	25,000	25,000
818	Contractual Services	33,507	33,000	29,259	33,000	35,000	35,000	35,000
900	Printing & Publications	30	200	29	200	200	200	200
901	Newspaper Posting	0	500	0	500	500	500	500
910	Insurance & Bonds	78,235	84,000	72,308	72,308	73,000	73,000	73,000
922	Utilities - Heating	0	7,000	0	0	7,000	7,000	7,000
956	Miscellaneous	0	0	9,995	9,995	0	0	0
968	Depreciation	198,484	275,000	183,333	275,000	275,000	275,000	275,000
999	Transfer Out	135,000	135,000	120,000	180,000	180,000	180,000	180,000
	TOTALS	529,712	615,538	473,224	646,608	691,512	691,512	712,586

CITY OF OAK PARK
WATER AND SEWER
2013-2014 FISCAL YEAR BUDGET
EXPENSE SUMMARY CONT'D

DEPARTMENT: PUBLIC WORKS		ACTIVITY: TRANSMISSION & DISTRIBUTION				ACCOUNT NO.: 592-18-538		
ACCT. NO.	ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	318,313	257,985	231,774	372,498	345,000	345,000	345,000
712	Employee Benefits	317,658	266,350	244,342	384,576	307,999	307,999	307,999
726	Materials & Supplies	34,367	40,000	26,240	40,000	80,000	80,000	80,000
730	Water Meters	99,982	130,000	70,000	130,000	130,000	130,000	130,000
801	Professional Services	7,119	10,000	8,011	16,000	25,000	25,000	25,000
923	Utilities - Water	983,759	1,265,000	556,989	1,200,000	1,265,000	1,265,000	1,265,000
930	Repair & Maintenance	40,978	75,000	0	50,000	180,000	180,000	180,000
940	Rentals	76,023	100,000	47,121	110,000	120,000	120,000	120,000
960	Education & Training	3,215	5,000	995	5,000	5,000	5,000	5,000
970	Capital Outlay	940	275,000	86,339	125,000	305,000	322,000	322,000
991	Principal	0	385,000	0	385,000	0	0	0
995	Interest	34,666	19,250	9,625	19,250	0	0	0
TOTALS		1,917,020	2,828,585	1,281,436	2,837,324	2,762,999	2,779,999	2,779,999

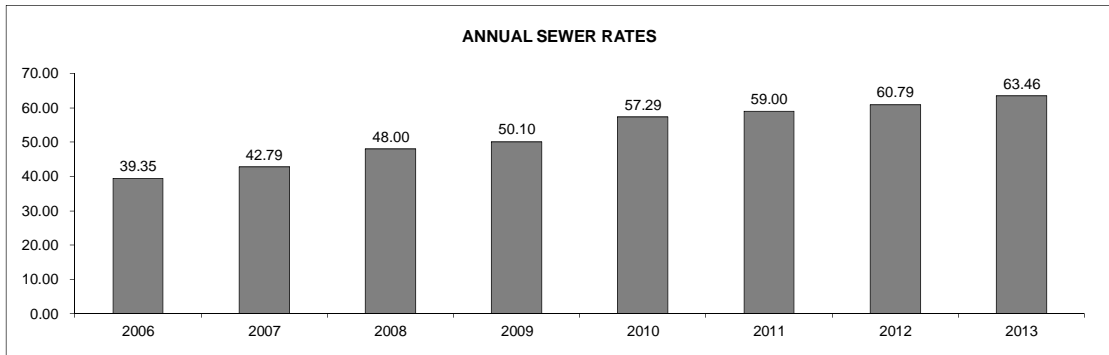
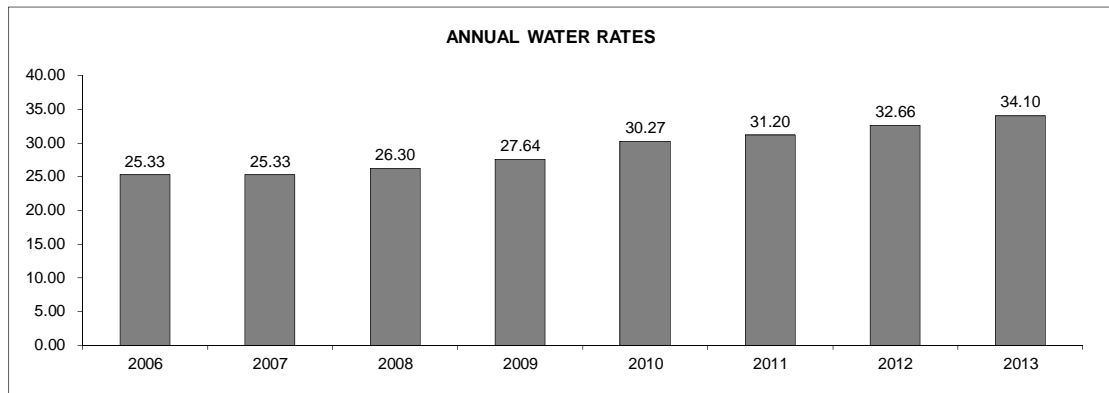
DEPARTMENT: PUBLIC WORKS		ACTIVITY: PUMP OPERATIONS				ACCOUNT NO.: 592-18-540		
ACCT. NO.	ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
702	Salaries & Wages	26,526	33,834	18,470	23,000	28,000	28,000	28,000
712	Employee Benefits	21,143	29,595	18,087	20,118	23,214	23,214	23,214
726	Materials & Supplies	7,847	6,000	14,139	6,000	6,000	6,000	6,000
801	Professional Services	23,352	75,000	762	25,000	100,000	100,000	100,000
920	Utilities - Telephone	0	4,000	0	1,000	4,000	4,000	4,000
922	Utilities - Heating	5,810	6,000	4,267	6,000	6,000	6,000	6,000
921	Utilities - Electricity	78,617	100,000	37,596	65,000	75,000	75,000	75,000
930	Repairs & Maintenance	7,033	25,000	187	12,000	520,000	520,000	520,000
TOTALS		170,328	279,429	93,508	158,118	762,214	762,214	762,214

**CITY OF OAK PARK
WATER AND SEWER
2013-2014 FISCAL YEAR BUDGET
EXPENSE SUMMARY CONT'D**

DEPARTMENT: PUBLIC WORKS			ACTIVITY: MAINTENANCE & REPAIR				ACCOUNT NO.: 592-18-550		
ACCT. NO.	ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014	
702	Salaries & Wages	90,341	93,044	61,722	92,000	95,000	95,000	95,000	
712	Employee Benefits	76,119	82,867	64,665	81,937	85,647	85,647	85,647	
726	Materials & Supplies	6,060	5,000	1,558	3,000	5,000	5,000	5,000	
801	Professional Services	3,318	5,000	2,880	5,000	5,000	5,000	5,000	
924	Sewage Disposal	4,945,773	4,700,000	2,612,253	4,700,000	4,900,000	4,900,000	4,900,000	
925	Non-Residential IWC	187,480	149,272	117,848	170,000	187,000	187,000	187,000	
930	Repairs & Maintenance	362,892	600,000	167,280	500,000	600,000	600,000	600,000	
940	Rentals	13,745	8,000	15,006	25,000	25,000	25,000	25,000	
968	Depreciation	452,676	40,000	26,667	40,000	40,000	40,000	40,000	
991	Principal	0	841,198	0	841,198	862,095	862,095	862,095	
992	Debt Service	74	1,000	19	1,000	1,000	1,000	1,000	
995	Interest	330,715	313,986	1,155,183	313,986	291,156	291,156	291,156	
TOTALS		6,469,193	6,839,367	4,225,081	6,773,121	7,096,898	7,096,898	7,096,898	

DEPARTMENT: TECHNICAL AND PLANNING SERVICES			ACTIVITY: ENGINEERING				ACCOUNT NO.: 592-16-550		
ACCT. NO.	ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGER REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014	
702	Salaries & Wages	123,458	149,426	81,900	163,800	196,045	196,045	196,045	
712	Employee Benefits	95,433	120,590	71,054	142,108	131,667	131,667	131,667	
TOTALS		218,891	270,016	152,954	305,908	327,712	327,712	327,712	

GRAND TOTAL:		9,517,438	11,071,086	6,339,553	10,948,241	11,858,609	11,875,609	11,896,683
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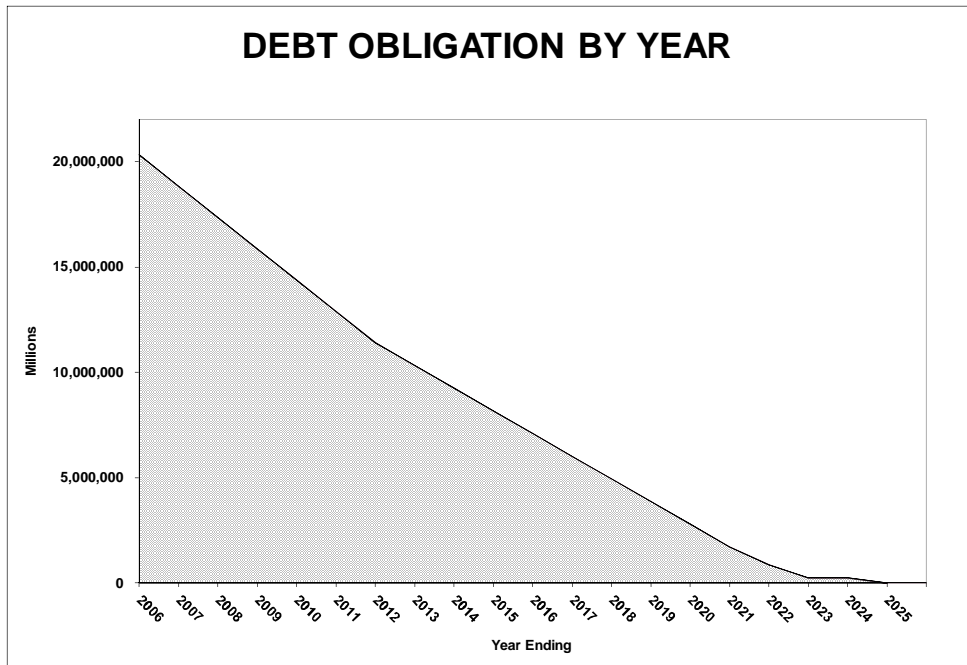


WATER & SEWER DEBT RETIREMENT SCHEDULE

	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 02/28/2013 FY 2012-2013	YEAR END ESTIMATE FY 2012-2013	DEPT REQUEST FY 2013-2014	CITY MANAGER RECOMMEND FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
2004 WATER REVENUE BOND							
Principal	370,000	385,000	0	385,000	0	0	0
Interest	34,666	19,250	9,625	19,250	0	0	0
Debt Service Fee	0	0	0	0	0	0	0
TOTAL	404,666	404,250	9,625	404,250	0	0	0
2001 DRAINAGE BOND (A)							
Principal	117,909	120,604	0	120,604	123,973	123,973	123,973
Interest	36,034	33,822	16,911	33,822	30,808	30,808	30,808
Debt Service Fee	0	1,000	0	100	100	100	100
TOTAL	153,943	155,426	16,911	154,526	154,881	154,881	154,881
2002 DRAINAGE BOND (C)							
Principal	515,429	528,231	0	528,231	541,706	541,706	541,706
Interest	191,883	182,220	91,110	182,220	169,014	169,014	169,014
Debt Service Fee	0	0	0	100	100	100	100
TOTAL	707,312	710,451	91,110	710,551	710,820	710,820	710,820
2002 DRAINAGE BOND (D)							
Principal	13,475	14,149	0	14,149	14,823	14,823	14,823
Interest	5,096	4,844	2,422	4,844	4,490	4,490	4,490
Debt Service Fee	0	0	0	250	250	250	250
TOTAL	18,571	18,993	2,422	19,243	19,563	19,563	19,563
2002 DRAINAGE BOND (E)							
Principal	57,270	0	0	0	0	0	0
Interest	1,976	0	0	0	0	0	0
Debt Service Fee	0	0	0	0	0	0	0
TOTAL	59,246	0	0	0	0	0	0
2005 DRAINAGE BOND (F)							
Principal	9,582	9,582	0	9,582	9,582	9,582	9,582
Interest	2,562	2,446	1,222	2,446	2,290	2,290	2,290
Debt Service Fee	0	0	0	250	250	250	250
TOTAL	12,144	12,028	1,222	12,278	12,122	12,122	12,122
2007 DRAINAGE BOND REFUNDING							
Principal	49,185	113,192	0	113,192	115,887	115,887	115,887
Interest	65,851	64,284	32,142	64,284	59,474	59,474	59,474
Debt Service Fee	0	0	0	100	100	100	100
TOTAL	115,036	177,476	32,142	177,576	175,461	175,461	175,461
2007 DRAINAGE BOND (G)							
Principal	10,951	10,951	0	10,951	10,951	10,951	10,951
Interest	3,370	3,236	1,618	3,236	3,058	3,058	3,058
Debt Service Fee	0	0	0	100	100	100	100
TOTAL	14,321	14,187	1,618	14,287	14,109	14,109	14,109
2008 DRAINAGE BOND (H)							
Principal	43,120	44,489	0	44,489	45,173	45,173	45,173
Interest	23,943	23,134	11,567	23,134	22,022	22,022	22,022
Debt Service Fee	0	0	0	100	100	100	100
TOTAL	67,063	67,623	11,567	67,723	67,295	67,295	67,295






Total Sewer Debt

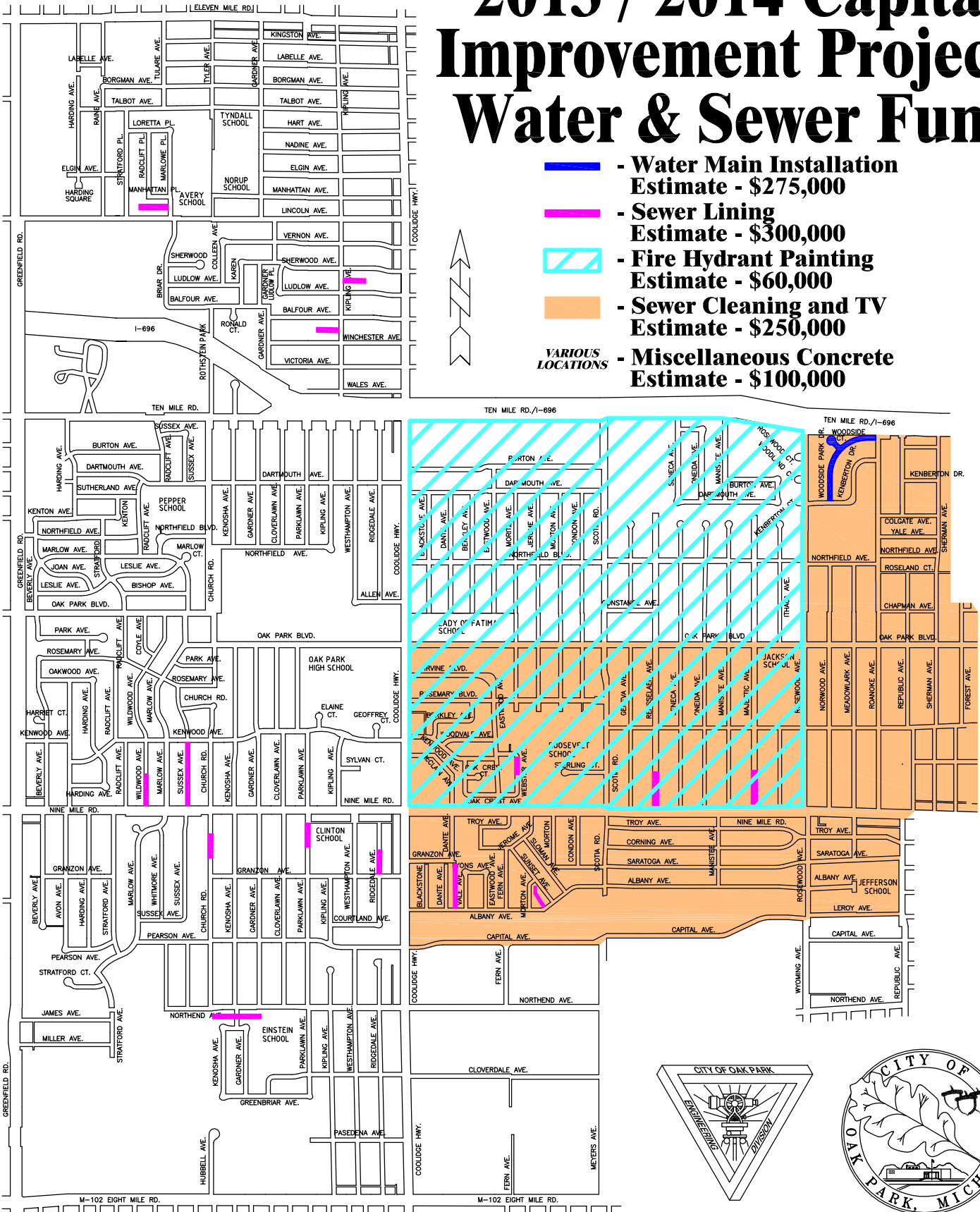
Principal	816,921	841,198	0	841,198	862,095	862,095	862,095
Interest	330,715	313,986	156,992	313,986	291,156	291,156	291,156
Debt Service Fee	0	1,000	0	1,000	1,000	1,000	1,000
TOTAL	1,147,636	1,156,184	156,992	1,156,184	1,154,251	1,154,251	1,154,251



City of Oak Park

2013 / 2014 Capital Improvement Projects Water & Sewer Fund




-  - Water Main Installation
Estimate - \$275,000
-  - Sewer Lining
Estimate - \$300,000
-  - Fire Hydrant Painting
Estimate - \$60,000
-  - Sewer Cleaning and TV
Estimate - \$250,000
-  - **VARIOUS LOCATIONS** - Miscellaneous Concrete
Estimate - \$100,000

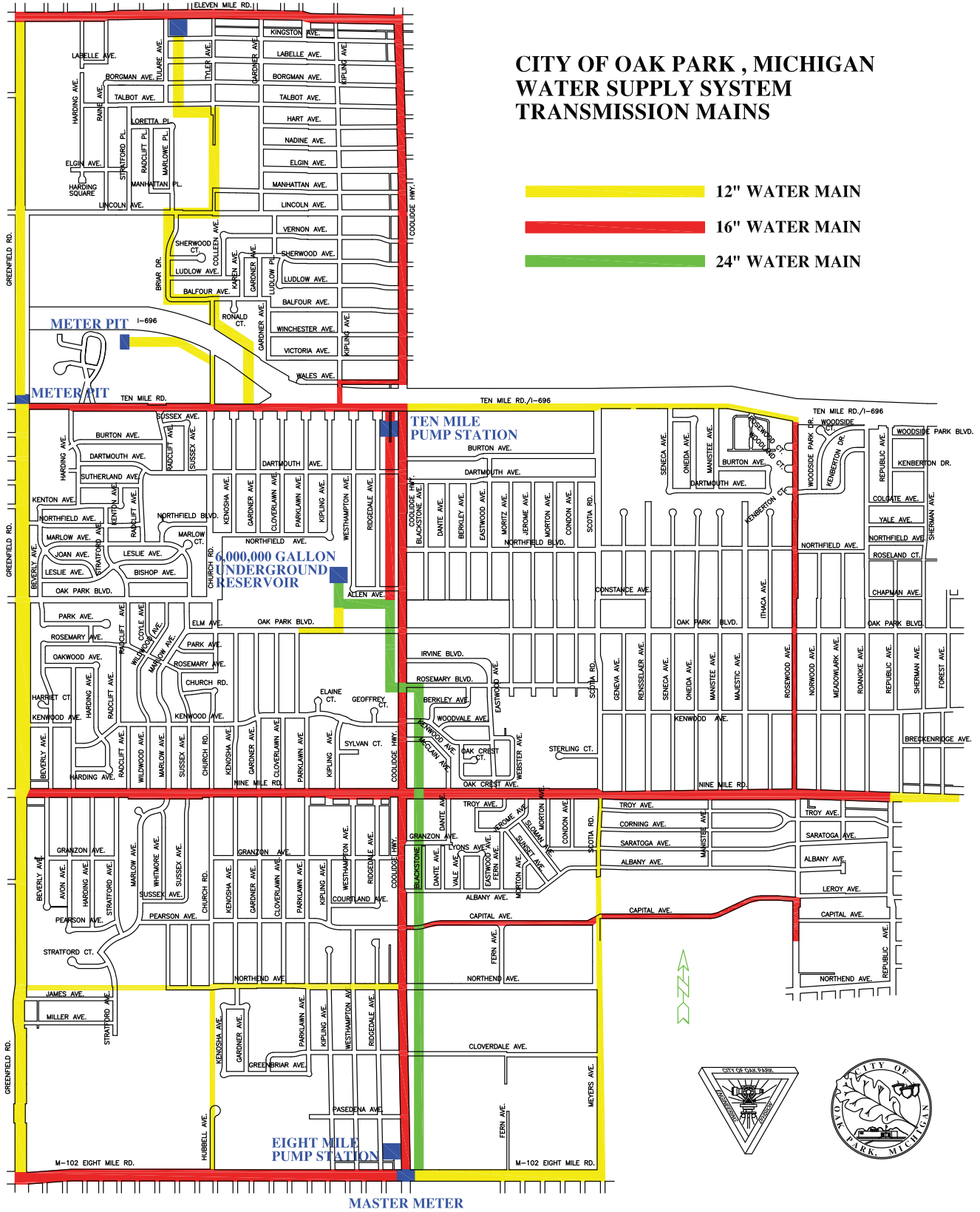


REVISED: MARCH 2013




250,000 GALLON ELEVATED WATER STORAGE TANK

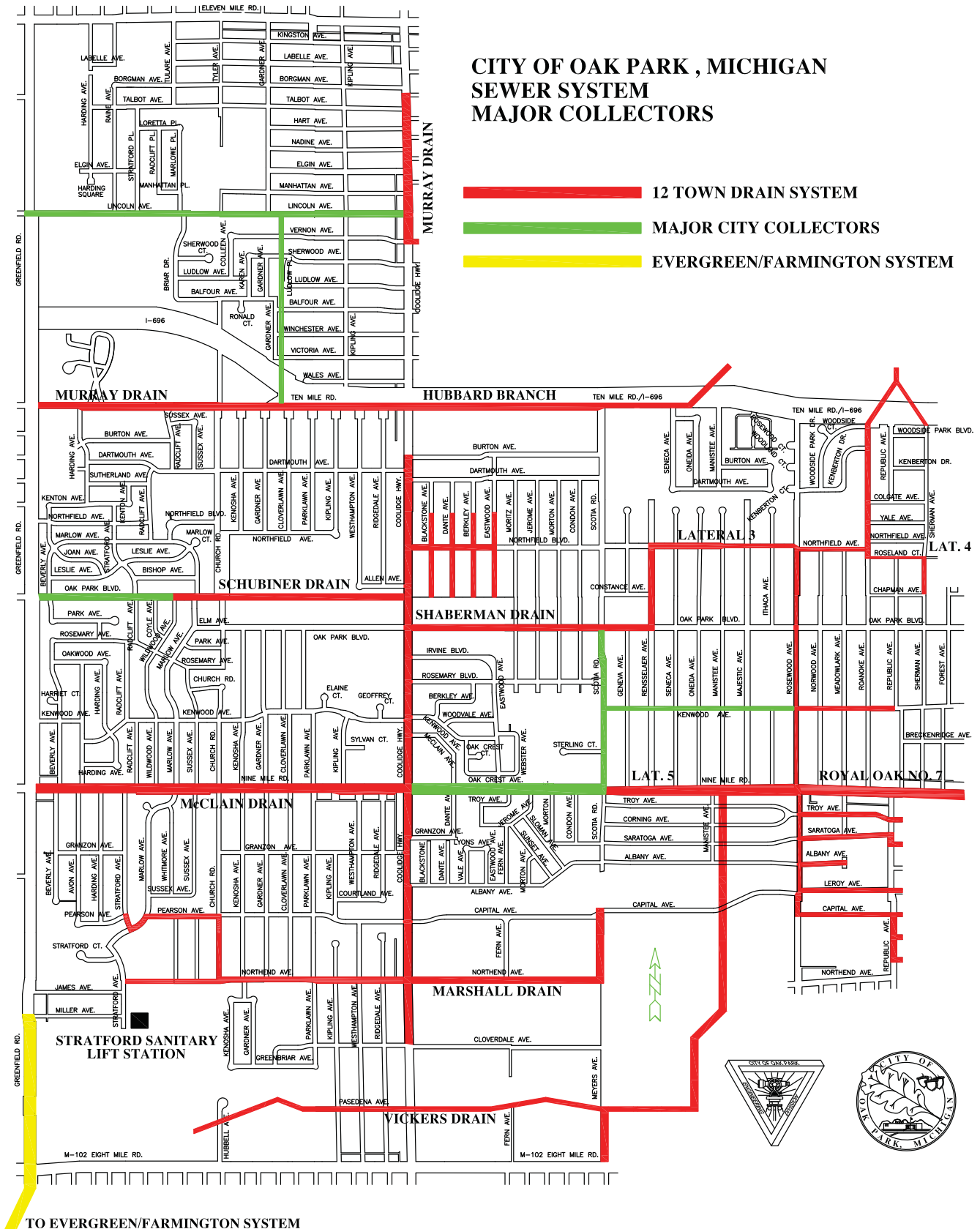
**CITY OF OAK PARK, MICHIGAN
WATER SUPPLY SYSTEM
TRANSMISSION MAINS**

-  12" WATER MAIN
-  16" WATER MAIN
-  24" WATER MAIN



CITY OF OAK PARK, MICHIGAN SEWER SYSTEM MAJOR COLLECTORS

-  12 TOWN DRAIN SYSTEM
-  MAJOR CITY COLLECTORS
-  EVERGREEN/FARMINGTON SYSTEM



WATER USE AND YOUR WATER BILL HOW IT ALL BREAKS DOWN.....

1 CUBIC FOOT = APPROXIMATELY 7.5 GALLONS

100 CUBIC FEET PER UNIT = 756 GALLONS

RESIDENTS ARE BILLED FOR EACH 100 CUBIC FEET OF WATER USED.

2012 - 2013 WATER RATE PER UNIT: **\$3.27**

SEE BELOW FOR USAGE AMOUNTS (PER GALLON/UNIT) AND HOW EACH ACTIVITY AFFECTS YOUR WATER BILL!

****BASED ON A 3 MONTH HOUSEHOLD BILLING CYCLE.**

	GALLONS USED	UNITS USED	COST
TOILET (DAILY USE)	1,692	2.24	\$7.32
SHOWER (ONE PER DAY)	1,044	1.38	\$4.52
BATHTUB (ONE PER DAY)	2,160	2.86	\$9.34
DISHWASHER (PER PERSON/PER DAY)	90	0.12	\$0.39
WASHING MACHINE (PER PERSON/DAILY USE)	1,350	1.79	\$5.84
KITCHEN/BATHROOM FAUCET (AVERAGE DAILY USE)	981	1.30	\$4.24
CAR WASH W/ GARDEN HOSE (10 MINUTES - ONCE PER WEEK)	1,200	1.59	\$5.19
WEEKLY WATERING OF A 10,000 SQUARE FOOT LAWN (NO RAIN)	74,796	98.94	\$323.52

HAVE A HEALTHY LAWN WITHOUT GOING BROKE!!

***TO BUILD A HEALTHY ROOT SYSTEM, DON'T OVERWATER. STRONG ROOTS WILL BENEFIT YOUR LAWN DURING THE COLD WINTER MONTHS. OVERWATERING CAN WASH AWAY VITAL NUTRIENTS AND INVITE INSECTS TO INFEST YOUR LAWN.**

***CUT YOUR GRASS AT A LEVEL OF 3 INCHES. HIGHER GRASS GROWS SLOWER AND NEEDS LESS WATERING.**

***WATER IN THE EARLY MORNING OR LATE EVENING.**

***LET YOUR GRASS GROW LONGER AND FERTILIZE LESS DURING DRY SPELLS OR DROUGHT!**

***ALWAYS PAY HEED TO LOCAL WATER RESTRICTIONS!**

MONEY DOWN THE DRAIN

A leaky faucet can waste 20 gallons or more per day. A leaky toilet can waste hundreds of gallons per day. To find out if your toilet has leaks, put a little food coloring in the tank. If, without flushing, color appears in the bowl, you have a leak that should be repaired. Repairing a faucet is usually as simple as changing an inexpensive washer. Leaky toilets can often be repaired by adjusting the float arm or plunger ball.

- ✓ Periodic maintenance of toilets can save you hundreds on a water bill. A toilet that runs continually can generate a bill of \$1,000 in 3 months! Even though the water usage was unintentional, the bill has to be paid by the homeowner.
- ✓ The bathroom is where you can make the most substantial reduction in your personal water use. 2/3 of water used in an average home is used in the bathroom. Most toilets use more water than is really necessary and work just as well with less. To cut down on use in the tank, fill a plastic soap or laundry bottle with water and place it in your tank, making sure it is not in the way of the flushing mechanism.
- ✓ Take short showers instead of baths. A four-minute shower can use as little as 8 gallons of water, while a bath needs 50 to 60 gallons.
- ✓ Turn off the faucet while you are shaving or brushing your teeth or hand washing dishes.
- ✓ Attach a sprayer to the end of the garden hose. In addition to enabling you to adjust the rate of flow, this device keeps water from continuing to run out during those short periods when you put down the water hose without turning it off (while you are washing the car for example).
- ✓ Water your lawn only when necessary. It takes 660 gallons of water to supply 1,000 square feet of lawn with 1 inch of water. This is nearly the same amount of water you use inside the house in an entire week! So, only water when it begins to show signs of wilting – when the grass does not spring back when you step on it – rather than on a regular schedule.
- ✓ Shutoff valves are located near your meter. They are easy to turn on and off if you have an emergency or need to make repairs in the house.
- ✓ You can easily read your own meter and keep track of your water usage. Call us at the Water Department for instructions!



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

Internal Service Funds

OVERVIEW

The City's Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis. These funds use the flow of economic resources for measurement purposes and the full accrual basis of accounting for budgeting purposes. Their objective is to recover the full cost of supplying the goods or services. They are subject to the informational budget summary requirements of Act 2 of the Public Acts of 1968, as amended.

RISK MANAGEMENT FUND

The Risk Management Fund is used to accumulate resources from other funds which utilize labor to pay workers compensation premiums to the Michigan Municipal League's Workers Compensation Pool. It is also used for the City's property and liability insurance.

RETIREE'S HEALTH CARE FUND

The Retiree's Health Care Fund is used to accumulate resources to fund medical benefits for retiree's of the 45th District Court. The revenues are provided by a \$15.00 per ticket charge added on to violation fees. Separate funds are also being invested for retiree health care for City retirees as well.

CENTRAL SERVICES FUND

The Central Services Fund is used to account for Printing, Duplicating, and Mail services performed for the City's departments.

MOTOR POOL FUND

The Motor Pool Fund is used for the purchase and maintenance of the City's fleet. Its revenues come from rental charges for equipment to other funds.





“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

RISK MANAGEMENT

OVERVIEW

As a city, we are exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City is self-insured for its workers' compensation coverage and carries commercial insurance for other risks of loss.

The Workers' Compensation Fund is used to account for and finance the self-insured workers' compensation plan. This fund uses the flow of economic resources for measurement purposes and the full accrual basis of accounting for budgeting purposes. The Workers' Compensation Fund charges the other funds an amount, based on a percentage of each fund's estimated current year payroll, that will provide for future expected and unexpected losses. The chart below provides the actual payroll detailed by the workers' compensation classification codes for the past three fiscal years.

As of FY 97-98 this fund now also provides for the cost of the City's Public Liability & Property insurance and deductibles. This expense was previously incurred by the General Fund as Non-Departmental costs.

The City's liabilities for claims are recorded when it is probable that a loss has occurred and the amount of that loss can

be reasonably estimated. Liabilities include an estimated amount for claims that have been incurred but not reported.

REVENUE ASSUMPTIONS

Revenues of \$386,695 are proposed. Sources of revenue include interest income, contributions from the General Fund and reimbursement of payments made by the City to claimants who have reached threshold amounts. A dividend credit is also applied against our premium amount and is accounted for as a revenue item.

EXPENDITURES

The proposed appropriation of \$329,548 reflects a decrease of \$210,032 from FY 2012-2013. This is due to lower Workers Compensation and Liability premium amounts.

Workers Compensation premiums are based on actual payroll expenses. Overtime and miscellaneous pay types are excluded from the workers compensation premium calculation.

PERFORMANCE OBJECTIVES

To monitor safety on all job sites throughout the City in order to maintain a low experience rate for the calculation of insurance premiums. The City is also attempting to ensure that City staff is fully aware how safe work habits can contribute to lower claims. This can allow for a decrease in expenditures in this fund, and as a result benefit the General Fund.

TOTAL WORKERS COMPENSATION PAYROLL BY CLASSIFICATION CODE

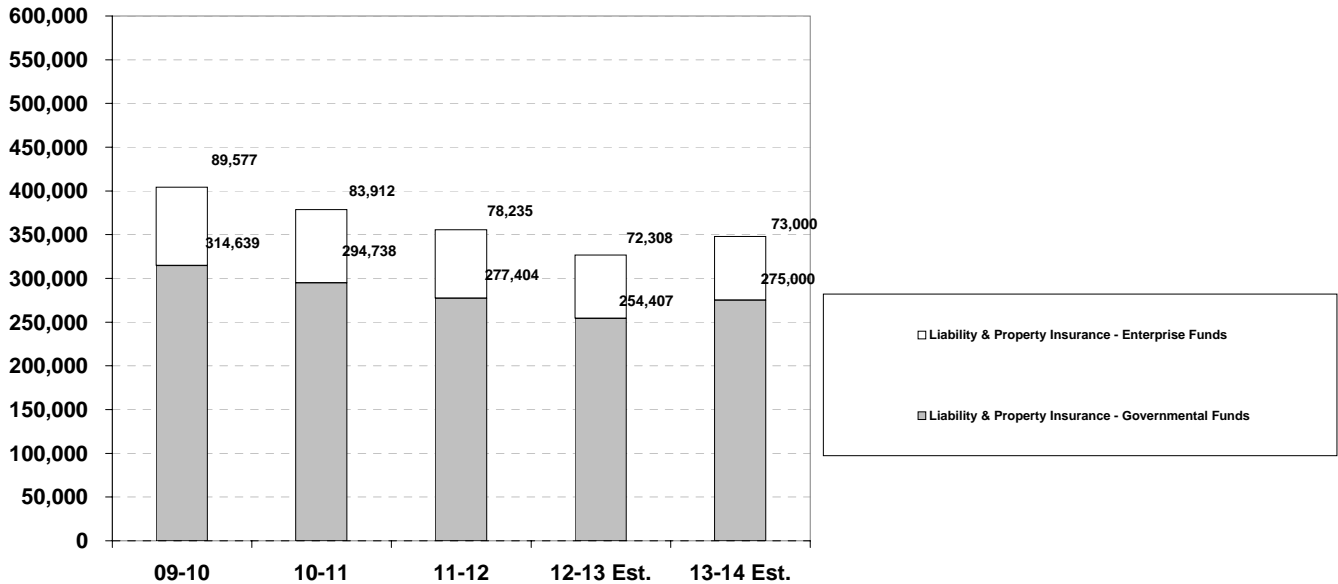
Class Code	Classification Name	Actual Payroll FY 2009-2010	Actual Payroll FY 2010-2011	Actual Payroll FY 2011-2012
5509	Street Maintenance	1,111,986	820,636	775,490
7380	Drivers	-0-	9,200	-0-
7382	Transit Bus Drivers	8,796	4,299	3,705
7520	Water Department	43,212	94,879	88,869
7610	Radio/TV	178,192	159,434	129,834
7704	Public Safety	5,505,753	5,273,096	4,587,226
7720	Police Officers	116,158	108,965	211,116
8395	Auto Garages	87,159	48,834	64,418
8810-1	Clerical-Office	2,498,913	2,282,543	2,218,115
8810-2	Elected Officials	25,044	26,810	26,810
8810-3	Libraries-Professional Employees	519,430	357,820	331,801
8820	Attorney/Judges	187,879	215,584	159,737
8831	Animal Shelter	39,684	32,937	9,170
9015	Building Maintenance	97,428	90,119	5,755
9102	Parks & Recreation	449,999	431,004	352,645
9103	Crossing Guards	68,613	71,188	71,943
9104	Lifeguards	30,431	36,838	32,759
9410	Municipal Employees	974,811	903,685	882,596
	TOTALS	11,943,488	10,967,871	9,951,989

**CITY OF OAK PARK
2013-2014 BUDGET**

RISK MANAGEMENT

ACCT. NO.	FUND NO.: 677-42-871 ACCOUNT NAME	PRIOR YEAR ACTUAL 2011-2012	CURRENT BUDGET 2012-2013	ACTUAL AS OF 2/28/2013 2012-2013	EST. YEAR END 2012-2013	DEPT. REQUEST 2013-2014	CITY MANAGERS REC. 2013-2014	CITY COUNCIL APPROVED 2013-2014
REVENUES								
664	Interest Income	864	200	316	460	470	470	470
674	Miscellaneous Fees	141,349	0	71,604	71,604	85,000	85,000	85,000
699	Charges to Other Funds-Workers Compensation	347,675	207,284	201,355	294,000	191,225	191,225	191,225
699.101	Transfer from General Fund	110,000	110,000	73,333	110,000	110,000	110,000	110,000
TOTAL REVENUE		599,888	317,484	346,608	476,064	386,695	386,695	386,695
EXPENDITURES								
910	Insurance - Workers Compensation	263,580	263,580	197,279	197,279	54,548	54,548	54,548
910	Insurance - Public Liability	277,404	275,000	254,407	254,407	275,000	275,000	275,000
910.001	Insurance Claims	0	1,000	0	0	0	0	0
TOTAL EXPENDITURES		540,984	539,580	451,686	451,686	329,548	329,548	329,548
EXCESS/DEFICIT		58,904	(222,096)	(105,078)	24,378	57,147	57,147	57,147
Beginning Net Assets		364,958	337,227	423,862	423,862	448,240	448,240	448,240
Ending Net Assets		423,862	115,131	318,784	448,240	505,387	505,387	505,387

PROPERTY AND LIABILITY INSURANCE HISTORY



	09-10	10-11	11-12	12-13 Est.	13-14 Est.
Liability & Property Insurance - Governmental Funds	314,639	294,738	277,404	254,407	275,000
Liability & Property Insurance - Enterprise Funds	89,577	83,912	78,235	72,308	73,000
Total	404,216	378,650	355,639	326,715	348,000

CITY OF OAK PARK

RETIREES HEALTH CARE

45TH DISTRICT COURT OVERVIEW

The Retirees Health Care Fund was created in Fiscal Year 1995-96 to account for the cost of health care for retirees of the 45TH District Court.

REVENUE ASSUMPTIONS

For 45TH District Court, funding comes from the collection of a \$15.00 per ticket assessment for civil infractions.

EXPENDITURES

There currently are 17 Court retirees receiving health care benefits. During FY 2007-2008, 45TH District Court retiree health care benefits became partially self-insured. It is anticipated that this alternative will help offset constantly increasing health care premiums that are associated with a fully insured plan design.

2013 – 2014 BUDGET

ACCT. NO.	FUND NO.: 678 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-13	ACTUAL AS OF 02/28/2013 FY 2012-13	EST YEAR END FY 2012-13	DEPT. REQUEST FY 2013-14	MANAGERS REC. FY 2013-14	CITY COUNCIL APPROVED FY 2013-14
REVENUES								
664	Interest Income	111	100	0	80	80	80	80
659	Ordinance Fines	141,628	136,000	28,031	155,528	134,148	134,148	134,148
699	Transfer-In	20,000	103,953	69,302	103,953	117,063	146,149	146,149
	TOTAL REVENUE	161,739	240,053	97,333	259,561	251,291	280,377	280,377
EXPENDITURES								
712.001	Retirees Health Care	194,233	233,000	164,193	242,000	272,987	272,987	272,987
712.001	Retirees Dental	10,569	9,400	5,323	5,323	7,240	7,240	7,240
712.002	Retirees Life Insurance	134	150	108	150	150	150	150
801	Professional Services	0	3,800	0	3,800	0	0	0
	TOTAL EXPENDITURES	204,936	246,350	169,624	251,273	280,377	280,377	280,377
	EXCESS DEFICIT	(43,197)	(6,297)	(72,291)	8,288	(29,086)	0	0
	Beginning Net Assets	86,444	16,564	43,247	43,247	51,535	51,535	51,535
	Ending Net Assets	43,247	10,267	(29,044)	51,535	22,449	51,535	51,535

CITY OF OAK PARK RETIREES OVERVIEW

Health Care benefits for City of Oak Park Retirees are also being exhibited. An actuarial study has been approved in FY 2011-2012 to determine the liability of this commitment. This study will be compiled using data from the City's June 30, 2012 actuarial valuation. Computation techniques used in this study will be calculated using similar methods as those used to determine pension benefits.

ASSUMPTIONS

In FY 1999-2000, pre-funding of the City of Oak Park retirees health care began with a transfer of \$125,000 from the General Fund.

EXPENDITURES

This fund is in addition to the City's Employee Retirement system. These funds will be used for future City retiree health care costs.

2013 – 2014 BUDGET

ACCT. NO.	FUND NO.: 680 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-13	ACTUAL AS OF 02/28/2013 FY 2012-13	EST YEAR END FY 2012-13	DEPT. REQUEST FY 2013-14	MANAGERS REC. FY 2013-14	CITY COUNCIL APPROVED FY 2013-14
REVENUES								
664	Interest Income	153	175	44	104	100	100	100
669	Gain on Investments	79,911	75,000	23,929	70,000	50,000	50,000	50,000
	TOTAL REVENUE	80,064	75,175	23,973	70,104	50,100	50,100	50,100
EXPENDITURES								
801	Professional Services	0	0	1,426	1,500	0	0	0
830	Loss on Investments	60,536	0	1,519	3,019	10,000	10,000	10,000
	TOTAL EXPENDITURES	60,536	0	2,945	4,519	10,000	10,000	10,000
	EXCESS DEFICIT	19,528	75,175	21,028	65,585	40,100	40,100	40,100
	Beginning Net Assets	352,883	428,448	426,678	426,678	492,263	492,263	492,263
	Ending Net Assets	372,411	503,698	447,706	492,263	532,363	532,363	532,363



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

MOTOR POOL

OVERVIEW

The Motor Pool fund is responsible for the acquisition and maintenance of all vehicles and licensed equipment for the City. The Motor Pool is a special revenue fund and uses the modified accrual basis of accounting for budget purposes.

All vehicles with in the City Fleet are budgeted, purchased, and expended through this fund. The City fleet is comprised of all vehicles which are used for City business on a daily basis. All police vehicles, fire vehicles, public works vehicles and equipment, and pooled vehicles are included in and accounted for in the Motor Pool fund. A listing of Motor Pool acquisitions and disposals can be located at the on the final page of the Motor Pool section of this budget.

For a complete listing of all vehicle and equipment descriptions and quantities, please refer to the Vehicle and Equipment Assignment Schedule on the following pages. This schedule includes a five year plan to be used as a guide only, to insure vehicles and equipment will be replaced as deemed appropriate. Vehicles and equipment are approved on a yearly basis and in no way does this schedule represent a commitment of future funds.

REVENUE ASSUMPTIONS

The proposed 2013-2014 budget recommends revenues of \$697,050 from rents charged to other funds, sales of fixed assets, and interest income. This is a \$76,795 decrease from the assumption that was made for FY 2013-2014 of \$620,255.

EXPENDITURES

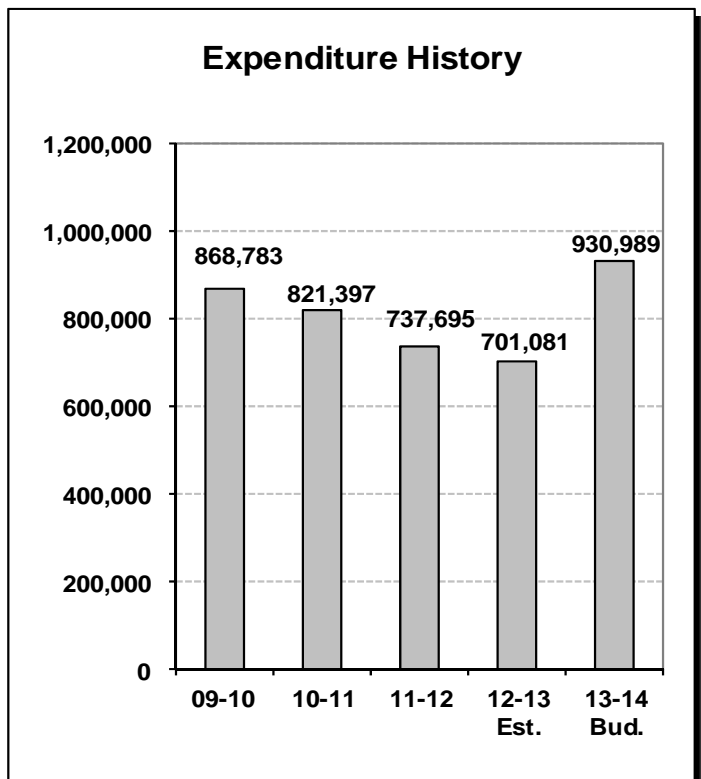
A total appropriation of \$930,989 is recommended for FY 2013-2014, an increase of \$315,029 from FY 2012-2013. This is mainly attributable to depreciation expenses.

For FY 2013-2014 it is being recommended that \$167,000 of funding be available for Capital Outlay. Estimates of \$32,500 for motor vehicles and equipment was appropriated for FY 2012-2013.

PERFORMANCE OBJECTIVES

To strengthen and implement a vehicle and equipment replacement program to insure that the City's vehicles and equipment will be replaced, as needed, on a regular basis.

Develop criteria for prioritizing capital purchases in the Motor Pool Fund.



**CITY OF OAK PARK
2013-2014 BUDGET
MOTOR POOL**

ACCT. NO.	FUND NO. 654-18-875 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
REVENUES								
664	Interest	416	200	30	50	50	50	50
673	Sale of Fixed Assets	13,039	34,000	0	10,000	10,000	10,000	10,000
699	Transfer In - General Fund	0	0	0	0	40,000	40,000	132,000
699.101	Rents - General Fund	14,150	200,000	135,985	200,000	105,000	105,000	105,000
699.202	Rents - Major Streets	53,262	80,000	23,171	42,000	70,000	70,000	70,000
699.203	Rents - Local Streets	92,376	55,000	44,142	78,000	95,000	95,000	95,000
699.226	Rents - Solid Waste	122,028	140,000	73,091	120,000	140,000	140,000	140,000
699.402	Rents - City Owned Property	38	55	0	0	0	0	0
699.403	Rents - Neighborhood Stabilization Program	726	2,500	754	754	0	0	0
699.451	Rents - Special Assessments	3,628	500	2,513	2,354	0	0	0
699.592	Rents - Water & Sewer	89,769	108,000	62,127	135,000	145,000	145,000	145,000
TOTAL REVENUE		389,432	620,255	341,813	588,158	605,050	605,050	697,050
EXPENDITURES								
702	Salaries & Wages	97,991	100,755	21,271	36,000	48,901	48,901	48,901
712	Employee Benefits	100,587	95,105	36,917	33,981	43,488	43,488	43,488
726	Materials & Supplies	144,893	180,000	90,417	140,000	180,000	180,000	180,000
801	Professional Services	7,492	9,000	36,670	62,000	95,000	95,000	95,000
860	Transportation	187,996	195,000	126,107	195,000	195,000	195,000	195,000
861	Fleet Collision Repairs	0	2,500	1,213	2,500	2,500	2,500	2,500
958	Memberships & Dues	20	100	0	100	100	100	100
960	Education and Training	0	1,000	0	1,000	1,000	1,000	1,000
968	Depreciation	198,716	0	0	198,000	198,000	198,000	198,000
970	Capital Outlay	0	32,500	0	32,500	120,000	75,000	167,000
TOTAL EXPENDITURES		737,695	615,960	312,595	701,081	883,989	838,989	930,989
EXCESS / DEFICIT		(348,263)	4,295	29,218	(112,923)	(278,939)	(233,939)	(233,939)
Retained Earnings - Beginning of Year		1,738,580	1,520,248	1,390,317	1,390,317	1,277,394	1,277,394	1,277,394
Retained Earnings - End of Year		1,390,317	1,524,543	1,419,535	1,277,394	998,455	1,043,455	1,043,455

MOTOR POOL REQUESTS

ITEM	VEHICLE NO.	PRIOR YEAR ACTUAL FY 2011-2012	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
Motor Pool Fund						
Police Cars - Marked		0	32,500	70,000	35,000	127,000
Police Cars - Unmarked		0	0	50,000	40,000	40,000
Ford Crown Victoria	251	21,746	0	0	0	0
Ford Crown Victoria	256	21,746	0	0	0	0
Ford Crown Victoria	257	21,746	0	0	0	0
Ford Crown Victoria	280	21,746	0	0	0	0
Ford Crown Victoria	271	21,850	0	0	0	0
Sub-total Governmental Funds		108,834	32,500	120,000	75,000	167,000
Water & Sewer Fund						
Replace Pick-up #523				30,000	30,000	30,000
Replace Car #400				17,000	17,000	17,000
Sub-Total Water & Sewer		0	0	47,000	47,000	47,000
TOTAL		108,834	32,500	167,000	122,000	214,000

CITY OF OAK PARK
FISCAL YEAR 2013-2014 BUDGET
GENERAL FUND

No.	Vehicle	Assignment	Historical Cost	Current Budget FY 2012-13	Department Request FY 2013-14	City Manager Recommended FY 2013-14	City Council Approved FY 2013-14	Future Years					Beyond 5 Years	Expected Life	Old City #
								FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			
101	2006 GMC Sierra Pickup	Motor Pool	28,428											5	
120	1995 Lathie Brake Van - Norman	Tech. & Plan.	6,606											5	
218	2001 Ford 4 Door Crown Victoria	Public Safety	21,298											5	117 & 261
240	2006 GMC Canyon Pickup	Tech & Plan	19,648											5	
243	2007 GMC Sierra	Tech & Plan	21,539											5	
251	2011 Ford 4 Door Crown Victoria	Public Safety	21,746											3	
251 OLD	2006 Ford 4 Door Crown Victoria	Public Safety	SOLD												
252	2009 Ford 4 Door Crown Victoria	Public Safety	20,568											3	
253	2008 Ford 4 Door Crown Victoria	Public Safety	20,834		35,000									3	
253 OLD	2006 Ford 4 Door Crown Victoria	Public Safety	20,856											3	
254	2004 Ford 4 Door Crown Victoria	Public Safety	20,747		25,000	20,000	20,000							3	
255	2006 Ford 4 Door Crown Victoria	Public Safety	20,856				30,000							3	
256	2011 Ford 4 Door Crown Victoria	Public Safety	21,746	16,250				30,000						3	
256 OLD	2007 Ford 4 Door Crown Victoria	Public Safety	SOLD												
257	2011 Ford 4 Door Crown Victoria	Public Safety	21,746					30,000						3	
257 OLD	2007 Ford 4 Door Crown Victoria	Public Safety	SOLD												
258	2009 Ford 4 Door Crown Victoria	Public Safety	20,568											3	
259 OLD	2009 Ford 4 Door Crown Victoria	Public Safety	20,568											3	
259	2013 Ford Police Interceptor	Public Safety	26,094									35,000		Now 508	
260	2009 Ford Taurus SEL	Public Safety	20,787											3	
262	2006 Pontiac Grand Prix	Public Safety	16,775											5	
263	2008 Ford Explorer	Public Safety	22,125	16,250			46,000			35,000				E-Rendered	
265	2008 Ford 4 Door Crown Victoria	Public Safety	20,562		35,000	35,000	35,000							5	118
266	2006 Dodge Grand Caravan	Public Safety	17,099											5	118
267	2006 Dodge Charger	Public Safety	17,609								25,000			5	
268	2009 Dodge Charger SE	Public Safety	17,903								25,000			3	
269	2007 Ford 500	Public Safety	21,864											5	
270	2007 GMC Sierra	Public Safety	35,355							35,000				5	
271	2012 Ford Taurus SE	Public Safety	19,814									35,000		5	
271 OLD #2	2011 Ford 4 Door Crown Victoria	Public Safety	21,850								30,000			3	
271 OLD #1	2008 Ford 4 Door Crown Victoria	Public Safety	20,834											To Be Sold	
275	1992 GMC Cargo Van	Public Safety	5,500				46,000						Extended	5	
280	2011 Ford 4 Door Crown Victoria	Public Safety	21,746											3	
280 OLD	2007 Ford 4 Door Crown Victoria	Public Safety	SOLD									25,000		3	
281	2013 Ford Police Interceptor	Public Safety	26,094										Extended		
281 OLD	2008 Ford 4 Door Crown Victoria	Public Safety	20,834										Extended	3	
282	Harley Davidson Cycle	Public Safety	14,500		25,000	20,000	20,000							5	
305	2004 Elgin Pelican P-Series Street Sweeper	DPW	129,743									185,000		12	
307	1999 Loader John Deere	DPW	113,047											15	
321	2001 Elgin Street Sweeper	DPW	91,000											20	
346	2002 Traffic Line Remover	DPW	5,214											10	
362	1991 AMVAC 300 Vacuum Leaf Loader	DPW	11,739											15	303L
364	2006 Old Dominion Brush Leaf Collector	DPW	15,747											15	
368	2002 American Leaf Loader	DPW	32,800										Extended	15	
386	1991 Swenson EV Series V-Box Hyd Sait Spreader	DPW	4,701											15	304S
400	2010 Ford Fusion	DPW/Water	14,927				17,000							3	
401	1999 GMC Savana Van	Tech. & Plan.	17,790											5	

CITY OF OAK PARK
FISCAL YEAR 2013-2014 BUDGET
GENERAL FUND

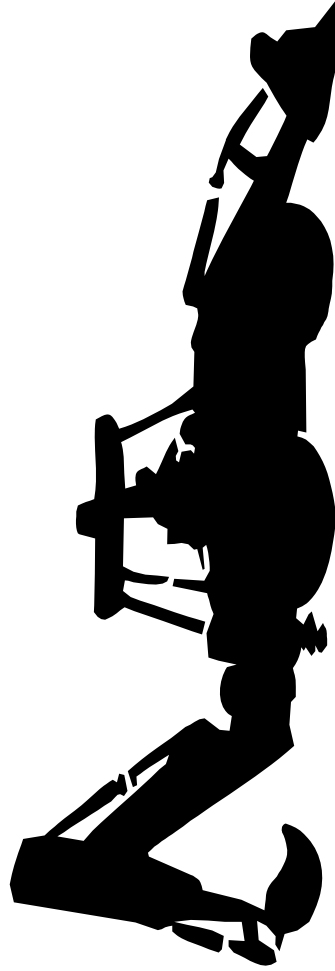
No.	Vehicle	Assignment	Historical Cost	Current Budget FY 2012-13	Department Request FY 2013-14	City Manager Recommended FY 2013-14	City Council Approved FY 2013-14	Future Years					Beyond 5 Years	Expected Life	Old City #
								FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			
416	2000 Ford 4 Door Crown Victoria	Tech. & Plan.	21,073											269 & 263	
417	2002 Ford 4 Door Crown Victoria	Tech. & Plan.	21,285											17 & 400	
419	2004 Ford Crown Victoria	Tech. & Plan.	0					18,000							
441	1996 Chevrolet Pickup	Tech. & Plan.	15,487											5	
442	1987 Animal Control Box/1996 GMC Truck Body	Tech. & Plan.	9,995											5	
450	2002 GMC Van	Tech. & Plan.	19,514											3	
500	1996 International 2654 8x4 Cab & Chassis	Tech. & Plan.	74,490					100,000						10 325	
518	2002 GMC Stake Truck	DPW	27,421											3	
522	2006 Sterling Dump Truck	DPW	87,190											To Be Replaced	
523	2007 GMC Sierra	DPW/Water	24,808		30,000									303	
525	2006 Sterling Dump Truck	DPW	95,921					50,000						10	
528	2002 Chevy Dump Truck	DPW	31,124						50,000					10	
529	2002 GMC Dump	DPW	66,781											10 301	
531	1999 Ford F150 Pick Up	DPW	15,412											5 261	
532	1998 Pickup 4x4 (green)	DPW	18,810											5 300	
533	2005 Chevrolet 3500 Dump Truck	DPW	35,973					30,000						To Be Replaced	
534	2006 GMC 1 1/2 Yd Dump w/ OPT Arrow	DPW	35,592											15 313	
535	2002 International Truck	DPW	100,941											15	
536	1992 Chevrolet Conventional Truck Cab/Chassis	DPW	25,156											304	
537	2007 GMC Sierra	DPW	22,670											10	
538	2001 57 Yd. Dump Truck	DPW	74,410											15	
541	American LaFrance Eagle Aerial Fire Engine	Public Safety	573,760											Extended	
542	2008 American LaFrance Pumper	Public Safety	334,161											Extended	
543	1987 Quality Fire Engine	Public Safety	153,926											Extended	
544	1997 Fire Engine Pierce Dash Pumper	Public Safety	250,326											Extended	
551	2006 GMC Sierra	Public Safety	22,261					30,000						25	
606	1996 Trailer LoadPacker New Way	DPW	32,991											5	
608	2001 John Deere Mowing Tractor	DPW	12,336											10	
610	1997 John Deere Tractor #5200	DPW	19,598											Extended	
611	2006 GMC Crew Cab Pickup	DPW	21,975											10	
612	1998 Ford F350 Pickup	DPW	25,944											5	
613	1997 Chevrolet 1 Ton Pickup/Crew Cab	DPW	16,734											10	
615	1981 Ford Tractor 3600 - Diesel	DPW	790											10	
616	1984 Ford Tractor 3900	DPW	3,918											15	
617	2006 Bobcat 5800 Tractor	DPW	46,004											10	
618	2010 GMC Sierra	DPW	46,294											10	
619	1988 Giant Vae-4000 Leaf Blower	DPW	675											10	
620	1999 Chipper Brush Bandit	DPW	23,984											15	
621	2004 Rayco Slump Cutter RG1672-DXH	DPW	30,881											To Be Replaced	
622	2006 GMC Sierra	DPW	24,448											5	
***	2007 John Deere Mowing Tractor	DPW	15,305											5	
623	2001 John Deere Mowing Tractor	DPW	14,054											5	
624	2005 Hustler Turn Zero Mower	DPW	7,718											To Be Replaced	
626	2010 GMC Sierra Pick Up with Snow Plow	DPW	25,679					8,500						5	
627	2006 Hustler Zero Turn Mower	DPW	7,721											5	
627 OH	1995 John Deere Mowing Tractor	DPW	9,619											To Be Sold	
630G OLD	1986 Prentice Log Loader	DPW	11,160											Extended	

CITY OF OAK PARK
FISCAL YEAR 2013-2014 BUDGET
GENERAL FUND

No.	Vehicle	Assignment	Historical Cost	Current Budget FY 2012-13	Department Request FY 2013-14	City Manager Recommended FY 2013-14	City Council Approved FY 2013-14	Future Years					Beyond 5 Years	Expected Life	Old City #
								FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19			
630G	1997 Prentice Log Loader	DPW	33,844											15	
630	1986 International w/ Dump Body	DPW	41,320						6,000					10	
631	2002 GMC Hi-Ranger w/ Aerial Lift	DPW	114,652											25	
633	1996 Silva Utility Trailer	DPW	3,542									Extended		10	
634	1991 Utility Trailer UHD7-12THR-EG	DPW	2,469									Extended		10	
636	1996 Silva Utility Trailer	DPW	3,542											10	
639	1992 STHL 020AV Chain Saw	DPW	167											5	
643	2002 Bavmg Mower	DPW	9,689											10	
648	1999 MB80 Mower Deck	DPW	3,155											3	
655	1993 Shindaiwa Chain Saw 360 (2)	DPW	80											3	
656	1993 Shindaiwa Chain Saw 360 (2)	DPW	80											3	
661	1993 STHL 020AV Chain Saw (6)	DPW	80											3	
715	2005 Buntor ZTR Riding Mower	DPW	7,484										To Be Replaced	3	
725ELO	1995 Salsco Debris Blower #317	DPW	750											3	
728ELO	1995 Salsco Debris Blower #317	DPW	750											3	
727	2002 Textron-Buntor Mower	DPW	5,250											3	
733	1993 Shindaiwa T25 Line Trimmer (2)	DPW	96											3	
743	1993 Rally 20 Inch Push Rotary Mower (2)	DPW	83											3	
746	1993 Rally 20 Inch Push Rotary Mower (2)	DPW	83											3	
800	2001 Ford Edorato 21 Ft. Coach	Recreation	50,100											15	
806	2005 Ford 4 Door Crown Victoria	Recreation	20,593											259	
807	1992 Ford Ranger 4 Wheel Drive Pickup	Recreation	5,046											10	240
829	2005 Ford 4 Door Crown Victoria	Recreation	20,593											3	271 OLD
*****	20 Concrete Saw	DPW	0						9,000			Extended			
*****	2008 Leaf Claw	DPW	14,600											3	
*****	Peabody-Gallon 402U Dump Body & Access.	Motor Pool	12,820											15	
*****	MD80 Mower Deck	DPW	3,154											10	
*****	45 Watt VHF GM300 Radios 1995	Motor Pool	4,125											5	
*****	1995 Equipment to be Converted - PSD	Public Safety	3,327											3	
*****	1993 Mobile Car Telephone - Ameritech	Motor Pool	178											5	
*****	1993 Lights, Sirens, Flashers	Public Safety	4,742											5	
*****	1994 VEH Graphics Package	Motor Pool	560											3	
*****	1995 Instal Police EG 5VEH	Motor Pool	6,448											3	
*****	1998 Vehicle Lift	Motor Pool	15,400											20	
Total General			4,059,117	32,500	167,000	122,000	214,000	190,000	298,500	146,500	160,000	95,000			

CITY OF OAK PARK
 FISCAL YEAR 2013-2014 BUDGET
 WATER AND SEWER FUND
 VEHICLE AND EQUIPMENT ASSIGNMENT AND ESTIMATED YEAR OF REPLACEMENT - MOTOR POOL

No.	Vehicle	Assignment	Historical Cost	Current Budget FY 2012-13	Department Request FY 2013-14	City Manager Recommended FY 2013-14	City Council Approved FY 2013-14	Future Years			Beyond 5 Years To Be Sold	Expected Life	Old City #	
								FY 2014-15	FY 2015-16	FY 2016-17				
287 OLD	1998 Ford 4 Door Crown Victoria	Water	0									3		
500	1996 International 10' yard Dump Truck	Water	72,354									10		
503	2008 GMC 112' yard Dump Truck		42,735							50,000				
507	1999 Ford Crown Victoria	Finance	20,291					25,000				7	251	
508	1999 Ford Crown Victoria	Finance	20,291										254	
509	1998 Generator Trailer	Water	N/A									20		
511	1982 Stanley Compressor	Water	14,625					18,000				12		
514	1989 Breaker Allied Mounted	Water	16,809									Extended	10 518BR	
516	1989 Backhoe/Loader John Deere 710D	Water	99,500									Extended		
517	1989 John Deere Tractor/Loader/Bucket	Water	70,600									Extended	15	
527	2001 Truck Sterling Vector Model 2110J	Water	186,000					25,000					15	
537 - OLD	2001 Ford Crown Victoria	DPW	0									Extended		
551	1998 Pickup GMC 4x4 (green)	Water Foreman	20610							60,000			10 509	
552	1993 GMC Safari Extended Van	Water	12,700									Extended	10 502	
553	1997 Pickup GMC contractors crane truck	Water	50,005					50,000				Extended	10	
554	2006 Freightliner Van	Water	48,869									Extended		
554 OLD	1993 Chevrolet Van	Water	23,388									To Be Sold	10 505	
555	2002 Chevrolet Van 1500	Water	19,643					5,000					10 506	
558	1982 Dietz Target Arrow Trailer Mid **	Water	2,222										25	
NEW	Mini Excavator & Trailer	Water	0											
576	Plate compactor	Water	0											
359	Air Compressor	Water	10,249					5,000					553	
Total Water & Sewer								0	0	0	0	0	0	0
								730,902	0	0	0	0	0	0
								43,000	75,000	60,000	50,000	60,000	50,000	



**CITY OF OAK PARK
FISCAL YEAR 2013-2014 BUDGET
GENERAL FUND
VEHICLE ACQUISITIONS AND DISPOSALS**

Vehicle No.	Model Year	Vehicle Description	Acquisitions	Disposals
Pending	Pending	1 Marked SUV Police Vehicle	35,000	
Pending	Pending	2 Unmarked Detective Cars	40,000	
523	2007	GMC Sierra (Water)	30,000	
400	2010	Ford Fusion	17,000	
271 OLD	2008	Crown Victoria		(2,000)
400	2010	Ford Fusion		(3,000)
523	2007	GMC Sierra (Water)		(5,000)
Est. Acquisitions and Disposals FY 2013-2014			122,000	(10,000)

Motor Pool Fund Value of 6/30/12	4,059,117
Less Accumulated Depreciation	(1,338,702)
Fixed Assets Net of Accumulated Depreciation 06/30/13	2,720,415

Motor Pool Fund Value as of 6/30/12	4,059,117
Estimated Acquisitions FY 2012-2013	32,500
Estimated Disposals FY 2012-2013	(10,000)
Estimated Value 06/30/13	4,081,617
Estimated Acquisitions FY 2013-2014	122,000
Estimated Disposals FY 2013-2014	(10,000)
Estimated Motor Pool Fund Value as of 06/30/14	4,193,617

MOTOR POOL VEHICLE & EQUIPMENT ASSIGNMENT CLASSIFIED BY DEPARTMENT	
<u>DEPARTMENT</u>	<u>HISTORICAL COST</u>
PUBLIC WORKS	1,711,081
PUBLIC SAFETY	1,941,391
RECREATION	96,332
TECHNICAL & PLANNING	242,354
MOTOR POOL/MISC ASSIGNMENTS	67,959
TOTAL HISTORICAL COST 06/30/12	4,059,117



“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

CENTRAL SERVICES

OVERVIEW

The Central Services fund is an Internal Service Fund. The City's Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other department or agencies of the City, or to other governmental units, on a cost-reimbursement basis. This fund uses the flow of economic resources for measurement purposes and the full accrual basis of accounting for budgeting purposes. Their objective is to recover the full cost of supplying the goods or services. They are subject to the informational budget summary requirements of Act 2 of the Public Acts of 1968, as amended.

REVENUE ASSUMPTIONS

Transfer - In General Fund

Transfer-In from the General Fund is \$60,000 for FY 2013-2014. This is a \$15,000 decrease from the allocation that was made for FY 2012-2013.

Interest

For FY 2013-2014, \$55 of Interest Revenue is projected. This is a \$45 decrease from the allocation of \$100 that was estimated for FY 2012-2013.

EXPENDITURES

The Central Services fund proposes an appropriation of \$74,250 for FY 2013-2014, which is \$150 under the estimate from FY 2012-2013.

Materials and Supplies are expected to decrease by \$2,000 for FY 2013-2014. The allocation for FY 2013-2014 is \$2,500 and was \$2,500 for FY 2012-2013.

Expenditures of \$8,500 for Professional Services are anticipated during FY 2013-2014. This appropriation amount will fund printing costs.

The \$65,000 allocation amount for postage will be a \$5,300 increase from FY 2012-2013. This account covers the cost of postage & delivery charges for UPS and regular mail.

FUND BALANCE

Fund Balance in the Central Services Fund is projected to be \$23,848 as of June 30, 2014.

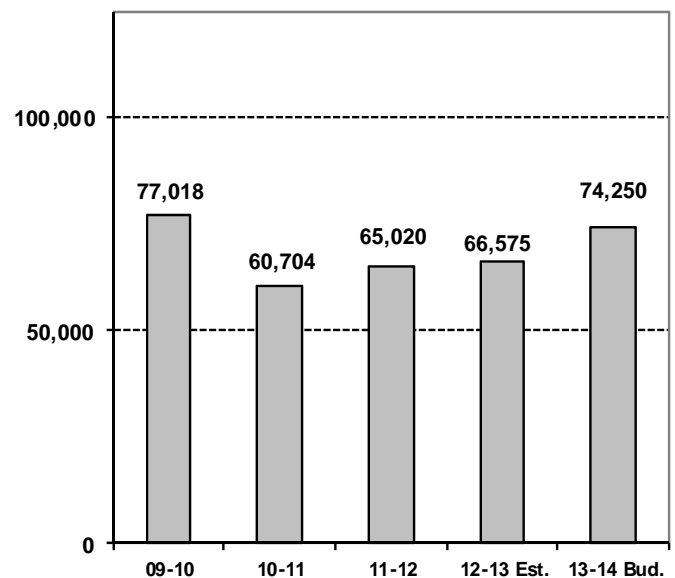
PERFORMANCE OBJECTIVES

To provide service to all departments that includes mail, postage, and printing so they can be free to work in the area of their expertise.

The City has adopted a paperless recordkeeping procedure. Scanned copies of documents are available on computer rather than storing hard copies of records. This policy will save storage space, which is in extremely short supply.

In FY 2002-2003, it was recommended to track the cost of printing by department and transfer the duties and any remaining fund balance to the General Fund on June 30, 2003. This recommendation enhanced the City's ability to be in compliance with the Governmental Accounting Standard Board (GASB) Statement 34. This disclosure requires governments to report costs by function on an entity-wide basis.

Expenditure History



CITY OF OAK PARK

2013-2014 BUDGET

CENTRAL SERVICES

ACCT. NO.	FUND NO.: 653 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPARTMENT REQUEST FY 2013-2014	MANAGERS RECOMMENDED FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	<u>REVENUES</u>							
664	Interest	53	100	24	40	55	55	55
699.101	Transfers-In - General Fund	75,000	75,000	50,000	75,000	60,000	60,000	60,000
	TOTAL REVENUE	75,053	75,100	50,024	75,040	60,055	60,055	60,055
	<u>EXPENDITURES</u>							
726	Materials & Supplies	584	2,500	0	0	500	500	500
801	Professional Services	7,488	11,800	2,867	3,000	8,500	8,500	8,500
860	Transportation	0	400	22	50	250	250	250
903	Postage	56,948	59,700	42,350	63,525	65,000	65,000	65,000
	TOTAL EXPENDITURES	65,020	74,400	45,239	66,575	74,250	74,250	74,250
	EXCESS / DEFICIT	10,033	700	4,785	8,465	(14,195)	(14,195)	(14,195)
	Total Net Assets - Beginning	19,545	20,180	29,578	29,578	38,043	38,043	38,043
	Total Net Assets - Ending	29,578	20,880	34,363	38,043	23,848	23,848	23,848

CITY OF OAK PARK

Capital Projects Funds

Capital Project Funds are used to account for financial resources to be used for the acquisition of major capital facilities. Capital Project Funds use the modified accrual basis of accounting for budgeting purposes which recognizes revenue when it is both measurable and available. Expenditures are recognized as soon as a liability is incurred. They are subject to the informational budget summary requirements of Act 2 of the Public Acts of 1968, as amended.

PUBLIC IMPROVEMENT FUND

OVERVIEW

The Public Improvement Fund is used to account for the acquisition, development and construction of capital facilities approved by the City Council. The most significant project proposed in the near future is the construction of a new municipal building that will house the City's administrative offices, the department of Public Safety, and the 45th District Court.

REVENUE ASSUMPTION

Due to Capital Outlay budget restrictions arising from a decrease in State of Michigan revenue sharing, there will be no expected revenues from that source for FY 2013-2014. However, interest earnings are anticipated to total \$50.

EXPENDITURES

There will be no anticipated expenditures for the Public Improvement Fund for FY 2013-2014.

PERFORMANCE OBJECTIVES

To continue to assist in the acquisition, development and construction of capital facilities.

CITY OWNED PROPERTY

OVERVIEW

This fund was established in FY 2002-2003 for purchases of distressed properties. Opportunities become available for various reasons such as foreclosure and unpaid taxes. These homes are then brought up to code and resold.

REVENUE ASSUMPTIONS

Revenues are generated through the sale of properties and Transfers from the General Fund. \$10,000 will be transferred from the General Fund during FY 2013-2014.

CITY OWNED PROPERTY (Cont'd)

EXPENDITURES

Expenditures consist of any repairs that need to be completed, as well as fees for professional services. There will be appropriations of \$10,000 recommended for FY 2013-2014.

PERFORMANCE OBJECTIVES

To purchase available properties and resell with no intention of profit. The City of Oak Park chose to implement this program as part of a plan to control blight. All actions are approved by City Council.

SIDEWALK PROGRAM

OVERVIEW

The Sidewalk Program is financed completely by special assessments charged to the citizens receiving the benefit. The cost of administering the program will be included on the sidewalk billings. There will be no replacement projects planned for Fiscal Year 2013-2014.

REVENUE ASSUMPTIONS

Special assessments of \$30,000 will be recommended for FY 2013-2014. This fund is expected to earn interest in the amount of \$4,000.

EXPENDITURES

Expenditures of \$30,000 are anticipated during FY 2013-2014 for weed mowing.

PERFORMANCE OBJECTIVES

To continue to improve and replace sidewalks as needed within the City to provide a safe means for use to the citizens and at the same time reducing the number of injury related liability claims against the City.

Municipal Building Construction

OVERVIEW

This fund was created in FY 95-96 to provide for the construction of a new Municipal Building that will include a new City Hall, District Court, Public Safety and General Services building and Multi-purpose Recreation Facility.

CITY OF OAK PARK

Capital Projects Funds

Municipal Building Construction (Cont'd)

REVENUE ASSUMPTIONS

Revenues come from a \$20.00 per ticket charge levied by the 45th District Court and from interest income due from pooled investments. An appropriation for FY 2013-2014 of \$163,314 is anticipated. Interest earned is expected to total \$1,500.

EXPENDITURES

\$44,700 in planned expenditures are being allocated to this fund during FY 2013-2014.

PERFORMANCE OBJECTIVES

To finance the construction of a new municipal complex. This would replace the aging structures that currently house the City and Court offices.

ROAD CONSTRUCTION FUND

OVERVIEW

This fund is used to account for transactions relating to road construction, paving and joint sealing. These activities are financed by general obligation debt. This proposal was approved by voters on November 5, 2002.

REVENUE ASSUMPTIONS

Funds are received through proceeds from the sale of registered bonds. There are no anticipated revenues for FY 2013-2014.

EXPENDITURES

Expenditures for planned projects during FY 2013-2014 will total \$375,000.

PERFORMANCE OBJECTIVES

To reconstruct roads, curbs and perform any other necessary street improvements throughout the City.

Neighborhood Stabilization Project

OVERVIEW

This fund is part of the American Recovery

Neighborhood Stabilization Project (Cont'd)

and Reinvestment Act and is administered by HUD. Houses are purchased by the City and either rehabilitated or demolished. These homes are then either remodeled or rebuilt and then sold to those who qualify according to HUD's income limitations.

REVENUE ASSUMPTIONS

Funds are received on a reimbursement basis. \$120,000 is expected to be received during FY 2013-2014. This is a temporary program, so future funding is not guaranteed.

EXPENDITURES

Rehabilitation reimbursements totaling \$120,000 are expected during FY 2013-2014.

PERFORMANCE OBJECTIVES

To rehabilitate homes that are in extreme disrepair, foreclosed or abandoned. This allows to control blight and to provide affordable housing to low and moderate income home buyers.

Municipal Complex Facility Fund

OVERVIEW

This fund will be used to construct a new City Hall and Public Safety facility. Improvements will also be made to the Library and Community Center. In November, 2010, Oak Park voters approved a municipal bond proposal that will provide funding for this project.

REVENUE ASSUMPTIONS

Funds are received through General Obligation Bond proceeds of \$13,326,647. Interest proceeds of \$3,000 are anticipated for FY 2013-2014.

EXPENDITURES

Construction and improvement costs of \$928,310 are planned for FY 2013-2014.

PERFORMANCE OBJECTIVES

To reconstruct and improve the City's current municipal complex.

**CITY OF OAK PARK
2013-2014 BUDGET
CAPITAL PROJECT FUNDS**

PUBLIC IMPROVEMENT FUND

ACCT. NO.	FUND NO.: 401 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
664	Interest Income	122	100	36	36	50	50	50
	TOTAL REVENUE	122	100	36	36	50	50	50
	EXPENDITURES							
801	Professional Services	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0
	EXCESS/DEFICIT	122	100	36	36	50	50	50
	Beginning Fund Balance	54,006	54,106	54,128	54,128	54,164	54,164	54,164
	Ending Fund Balance	54,128	54,206	N/A	54,164	54,214	54,214	54,214

CITY OWNED PROPERTY

ACCT. NO.	FUND NO.: 402 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
673	Sale of Property	800	0	0	0	0	0	0
664	Interest Income	69	0	36	70	70	70	70
699.101	Transfer-In - General Fund	55,000	55,000	36,667	55,000	10,000	10,000	10,000
	TOTAL REVENUE	55,869	55,000	36,703	55,070	10,070	10,070	10,070
	EXPENDITURES							
702	Salaries & Wages	4	0	0	0	0	0	0
712	Fringe Benefits	1	0	0	0	0	0	0
726	Materials & Supplies	0	0	0	0	0	0	0
801	Professional Services	47	19,600	511	10,000	10,000	10,000	10,000
956	Miscellaneous	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	52	19,600	511	10,000	10,000	10,000	10,000
	EXCESS/DEFICIT	55,817	35,400	36,192	45,070	70	70	70
	Beginning Fund Balance	(23,774)	24,376	32,043	32,043	77,113	77,113	77,113
	Ending Fund Balance	32,043	59,776	N/A	77,113	77,183	77,183	77,183

SIDEWALK PROGRAM

ACCT. NO.	FUND NO.: 451 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
628	Weeds	38,805	10,000	14,468	30,000	30,000	30,000	30,000
653	Sidewalk	11,526	350,000	229,052	230,000	350,000	0	0
664	Interest Income	4,339	4,000	2,456	4,000	4,000	4,000	4,000
674	Special Services	0	0	0	0	0	0	0
	TOTAL REVENUE	54,670	364,000	245,976	264,000	384,000	34,000	34,000
	EXPENDITURES							
702	Salaries & Wages	8,636	0	6,410	13,000	0	0	0
712	Employee Benefits	4,367	0	3,717	8,000	0	0	0
940	Rentals	3,628	0	2,514	5,000	0	0	0
801	Professional Services	9,148	0	932	2,000	0	0	0
818.001	Graffiti	0	0	0	0	0	0	0
818.003	Weed Mowing	0	0	0	0	30,000	30,000	30,000
818.006	Snow Removal	0	0	0	0	0	0	0
970.000	Sidewalks	0	350,000	220,677	225,000	350,000	0	0
	TOTAL EXPENDITURES	25,779	350,000	234,250	253,000	380,000	30,000	30,000
	EXCESS/DEFICIT	28,891	14,000	11,726	11,000	4,000	4,000	4,000
	Beginning Fund Balance	152,706	175,206	181,597	181,597	192,597	192,597	192,597
	Ending Fund Balance	181,597	189,206	N/A	192,597	196,597	196,597	196,597

**CITY OF OAK PARK
2013-2014 BUDGET
CAPITAL PROJECT FUNDS**

ROAD CONSTRUCTION FUND

ACCT. NO.	FUND NO.: 450-16 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
502	Federal Grants		0					
664	Interest Income	6,157	0	4,578	5,000			
	TOTAL REVENUE	6,157	0	4,578	5,000	0	0	0
	EXPENDITURES							
	Coolidge Highway Reconstruction							
702	Salaries & Wages		0					
712	Fringe Benefits		0					
801	Professional Services		400,000	120,022	400,000			
	Wales Avenue							
801	Professional Services		0			125,000	125,000	125,000
	City Parks - Parking Lots							
801	Professional Services		500,000		500,000			
	Nine Mile							
702	Salaries & Wages		0					
712	Fringe Benefits		0					
801	Professional Services	93,825	0					
	Coolidge & Ten Mile							
702	Salaries & Wages		0					
712	Fringe Benefits		0					
801	Professional Services		0			50,000	50,000	50,000
	Miscellaneous							
801	Professional Services	128,056	225,000	318,090	400,000	200,000	200,000	200,000
	Total							
	Salaries & Wages	0	0	0	0	0	0	0
	Fringe Benefits	0	0	0	0	0	0	0
	Professional Services	221,881	1,125,000	438,112	1,300,000	375,000	375,000	375,000
	TOTAL EXPENDITURES	221,881	1,125,000	438,112	1,300,000	375,000	375,000	375,000
	EXCESS/DEFICIT	(215,724)	(1,125,000)	(433,534)	(1,295,000)	(375,000)	(375,000)	(375,000)
	Beginning Fund Balance	1,926,846	1,429,346	1,711,122	1,711,122	416,122	416,122	416,122
	Ending Fund Balance	1,711,122	304,346	1,277,588	416,122	41,122	41,122	41,122

MUNICIPAL BUILDING CONSTRUCTION FUND

ACCT. NO.	FUND NO.: 470 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
659	Ordinance Fines	243,369	191,652	115,339	170,000	163,314	163,314	163,314
664	Interest	2,266	1,000	767	1,100	1,500	1,500	1,500
	TOTAL REVENUE	245,635	192,652	116,106	171,100	164,814	164,814	164,814
	EXPENDITURES							
801	Professional Services	0	40,000	0	5,000	25,000	25,000	25,000
970	Capital Outlay	0	0	1,563	0	19,700	19,700	19,700
	TOTAL EXPENDITURES	0	40,000	1,563	5,000	44,700	44,700	44,700
	EXCESS/DEFICIT	245,635	152,652	114,543	166,100	120,114	120,114	120,114
	Beginning Fund Balance	851,314	1,031,814	1,096,949	1,096,949	1,263,049	1,263,049	1,263,049
	Ending Fund Balance	1,096,949	1,184,466	N/A	1,263,049	1,383,163	1,383,163	1,383,163

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) FUND

ACCT. NO.	FUND NO.: 403 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
502	Federal Grants	431,544	400,000	39,938	86,501	120,000	120,000	120,000
	TOTAL REVENUE	431,544	400,000	39,938	86,501	120,000	120,000	120,000
	EXPENDITURES							
702	Salaries & Wages	50,826	0	19,520	29,280	25,000	25,000	0
712	Fringe Benefits	32,713	0	11,481	17,221	11,500	11,500	0
726	Materials & Supplies							
801	Professional Services	347,524	390,000	8,937	33,148	83,500	83,500	120,000
956	Miscellaneous		10,000					
	TOTAL EXPENDITURES	431,063	400,000	39,938	79,649	120,000	120,000	120,000
	EXCESS/DEFICIT	481	0	0	6,852	0	0	0
	Beginning Fund Balance	(7,333)	731,819	(6,852)	(6,852)	0	0	0
	Ending Fund Balance	(6,852)	731,819	N/A	0	0	0	0

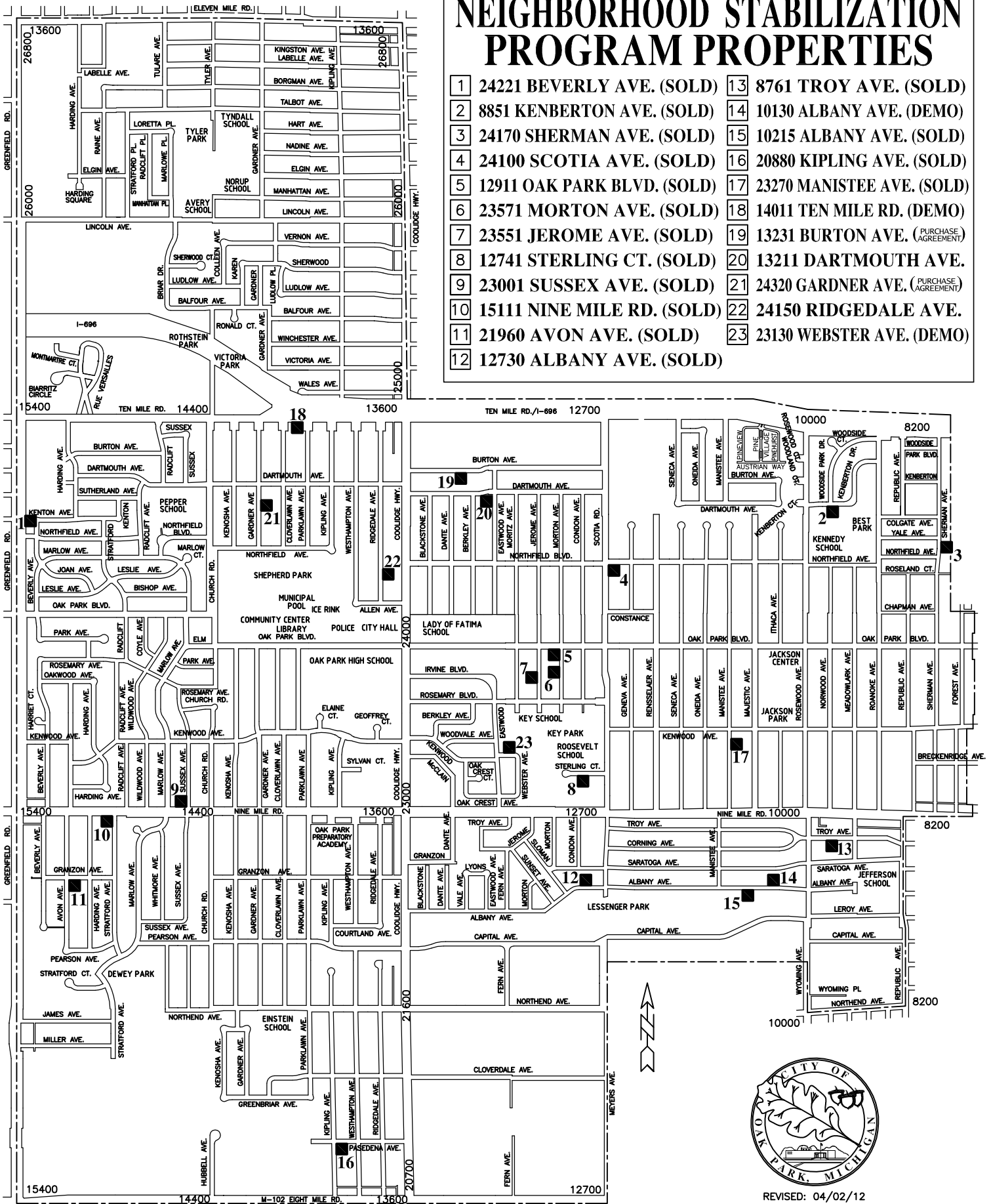
MUNICIPAL COMPLEX FACILITY FUND

ACCT. NO.	FUND NO.: 452 ACCOUNT CLASSIFICATION	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	EST. YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	MANAGERS REC. FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	REVENUES							
664	Interest	29,198	5,000	6,886	12,000	3,000	3,000	3,000
	TOTAL REVENUE	29,198	5,000	6,886	12,000	3,000	3,000	3,000
	EXPENDITURES							
801	Professional Services	661,459	12,591,647	4,284,396	11,000,000	928,310	928,310	928,310
	TOTAL EXPENDITURES	661,459	12,591,647	4,284,396	11,000,000	928,310	928,310	928,310
	EXCESS/DEFICIT	(632,261)	(12,586,647)	(4,277,510)	(10,988,000)	(925,310)	(925,310)	(925,310)
	Beginning Fund Balance	12,545,571	(31,076)	11,913,310	11,913,310	925,310	925,310	925,310
	Ending Fund Balance	11,913,310	(12,617,723)	N/A	925,310	0	0	0

City of Oak Park

NEIGHBORHOOD STABILIZATION PROGRAM PROPERTIES

- | | | | |
|----|-----------------------------|----|---|
| 1 | 24221 BEVERLY AVE. (SOLD) | 13 | 8761 TROY AVE. (SOLD) |
| 2 | 8851 KENBERTON AVE. (SOLD) | 14 | 10130 ALBANY AVE. (DEMO) |
| 3 | 24170 SHERMAN AVE. (SOLD) | 15 | 10215 ALBANY AVE. (SOLD) |
| 4 | 24100 SCOTIA AVE. (SOLD) | 16 | 20880 KIPLING AVE. (SOLD) |
| 5 | 12911 OAK PARK BLVD. (SOLD) | 17 | 23270 MANISTEE AVE. (SOLD) |
| 6 | 23571 MORTON AVE. (SOLD) | 18 | 14011 TEN MILE RD. (DEMO) |
| 7 | 23551 JEROME AVE. (SOLD) | 19 | 13231 BURTON AVE. (PURCHASE AGREEMENT) |
| 8 | 12741 STERLING CT. (SOLD) | 20 | 13211 DARTMOUTH AVE. |
| 9 | 23001 SUSSEX AVE. (SOLD) | 21 | 24320 GARDNER AVE. (PURCHASE AGREEMENT) |
| 10 | 15111 NINE MILE RD. (SOLD) | 22 | 24150 RIDGEDALE AVE. |
| 11 | 21960 AVON AVE. (SOLD) | 23 | 23130 WEBSTER AVE. (DEMO) |
| 12 | 12730 ALBANY AVE. (SOLD) | | |



REVISED: 04/02/12

CITY OF OAK PARK
CAPITAL IMPROVEMENT PROGRAM
FY 2013-2014 BUDGET

Project Description <u>General Fund</u>	Fund	Current Budget FY 2012-2013	Estimated Year End FY 2012-2013	Department Request FY 2013-2014	City Manager Recommended FY 2013-2014	City Council Approved FY 2013-2014	Future Years			7 Year Total
							FY 2015-2016	FY 2016-2017	FY 2017-2018	
Buildings Replace HVAC Unit - Court Room #1 Ten Mile Pump Station Roof DPW Truck Painting - 3,400 Square Feet DPW Gutters - 400 Linear Feet DPW Exterior Painting DPW Carpet Replacement DPW Miscellaneous Concrete Repair Removal of Room Dividers - Activity Room C	General	0	0	0	0	0	0	0	7,000	7,000
Total Buildings		0	0	0	0	0	0	0	7,000	7,000
Parks New Tennis Court Light Poles Swimming Pool Repairs - Water Heater Alteration & Mechanical Room Swimming Pool Repairs - Marcite & Pebble Shepherd Park Restrooms Various Park Restroom Improvements Playground Equipment	General	0	0	0	0	0	0	0	0	0
Total Parks		0	0	0	0	0	0	0	0	0
Equipment Removal of Room Dividers - Activity Room C	General	0	0	0	0	0	75,000	75,000	75,000	225,000
Total Equipment		0	0	0	0	0	75,000	75,000	75,000	225,000
Total General Fund		0	0	0	0	0	75,000	75,000	82,000	442,000
Major Street Fund										
Landscape Islands - Coolidge & Nine Mile	Major Streets			60,000	60,000	60,000				60,000
2013 Ten Mile & Coolidge Overlay	Major Streets			60,000	60,000	60,000				60,000
Coolidge Highway Reconstruction - Ten Mile to Eleven Mile	Major Streets	35,000	35,000							35,000
Traffic Signal Replacement - Nine Mile	Major Streets						100,000			100,000
Scotia Overlay - Nine Mile to Oak Park Blvd.	Major Streets						208,878			208,878
Lincoln Patching & Grinding - Coolidge to Greenfield	Major Streets						250,000			250,000
Northend Overlay - Coolidge to Whitmore	Major Streets							350,000		350,000
Northfield Reconstruction - Church to Kipling	Major Streets								350,000	350,000
Meyers Reconstruction - Eight Mile to Capital	Major Streets								600,000	600,000
Oak Park Blvd. Patching & Grinding - Coolidge to Greenfield	Major Streets								200,000	200,000
Shepherd Park East Parking Lot	Major Streets								80,000	80,000
City Entrance Signs	Major Streets								80,000	80,000
Joint Sealing	Major Streets	100,000	100,000						100,000	100,000
Miscellaneous Concrete	Major Streets								150,000	150,000
Tri-County Funds	Major Streets								200,000	200,000
Total Major Street Fund		135,000	135,000	220,000	220,000	220,000	792,878	614,000	1,314,000	4,343,878
Local Street Fund										
Overlay Winchester/Coolidge West	Local Streets			150,000	150,000	150,000				150,000
Total Local Street Fund		0	0	150,000	150,000	150,000	0	0	0	150,000
45th District Court/Probation										
Equipment	45th District Court									0
Total 45th District Court/Probation		0	0	0	0	0	0	0	0	0
Public Improvement Fund										
No Planned Projects	Public Improvement									0
Total Public Improvement Fund		0	0	0	0	0	0	0	0	0
Sidewalk Program										
Sidewalks	Special Assessments	350,000	225,000	350,000	0	0	0	250,000	250,000	725,000
Total Sidewalk Program		350,000	225,000	350,000	0	0	0	250,000	250,000	725,000
Road Construction Fund										
Wales - Coolidge West to End	Road Construction									125,000
Coolidge Highway Reconstruction - Ten Mile to Eleven Mile	Road Construction									400,000
Scotia - Oak Park Blvd. to Nine Mile Rd.	Road Construction	400,000	400,000	125,000	125,000	125,000			41,122	41,122
Joint & Crack Sealing	Road Construction									0
Overlay Ten Mile & Coolidge Intersections	Road Construction									50,000
Miscellaneous Reconstruction & Road Patches	Road Construction	225,000	400,000	50,000	50,000	50,000				600,000
Parking Lots - City Parks	Road Construction	500,000	500,000	200,000	200,000	200,000				600,000
Total Road Construction Fund		1,125,000	1,300,000	375,000	375,000	375,000	41,122	0	0	1,716,122
Municipal Building Construction Fund										
Minor Renovation for Court Consolidation - Telephone System	45th District Court			19,700	19,700	19,700				19,700
Total Municipal Building Construction Fund		0	0	19,700	19,700	19,700	0	0	0	19,700

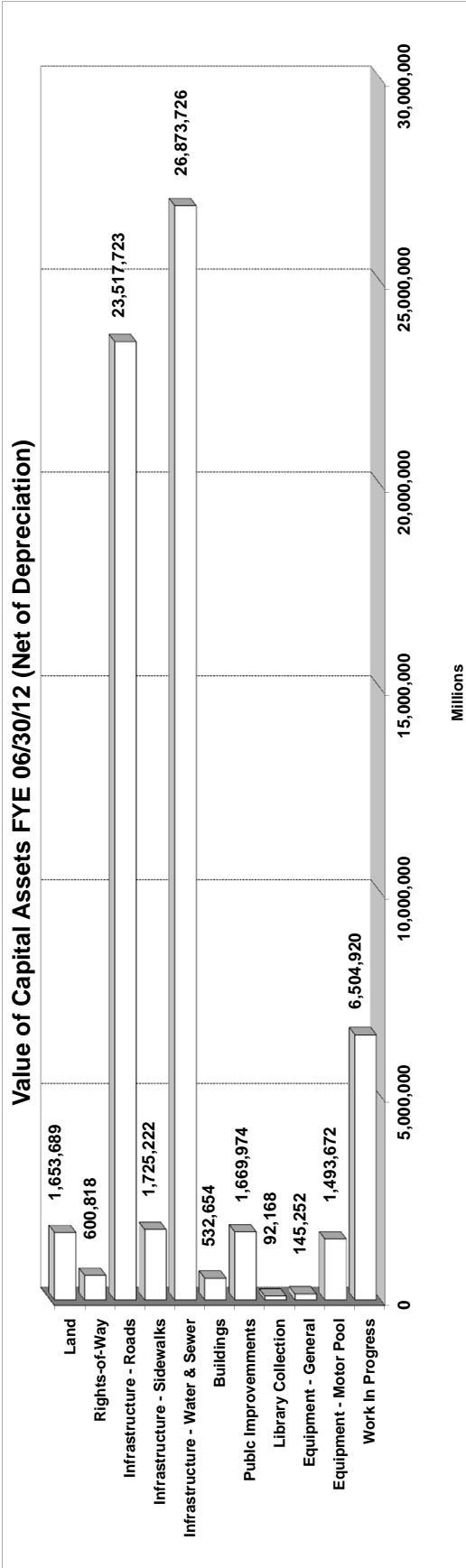
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CITY OF OAK PARK
CAPITAL IMPROVEMENT PROGRAM
FY 2013-2014 BUDGET

Project Description	Fund	Current Budget FY 2012-2013	Estimated Year End FY 2012-2013	Department Request FY 2013-2014	City Manager Recommended FY 2013-2014	City Council Approved FY 2013-2014	Future Years				7 Year Total
							FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	
City Hall Site Improvement Project	Public Improvement	12,591,647	11,000,000	928,310	928,310	928,310	0	0	0	0	11,928,310
Total Municipal Complex Facility Fund		12,591,647	11,000,000	928,310	928,310	928,310	0	0	0	0	11,928,310
Vehicles/Equipment	Motor Pool	32,500	32,500	120,000	75,000	167,000	298,500	190,000	146,500	200,000	1,102,500
Total Motor Pool Fund		32,500	32,500	120,000	75,000	167,000	298,500	190,000	146,500	200,000	1,102,500
Sewer Repairs as a Result of Televised Inspections	Water & Sewer Fund	75,000	125,000	275,000	275,000	275,000	200,000	150,000	350,000	200,000	1,225,000
City Hall - Storm Sewer Lines, Catch Basins & Construction	Water & Sewer	200,000									200,000
Replacement of Water Main - Woodside Park & Woodside Ct.	Water & Sewer										200,000
Replacement of Water Main - Manistee - Ten Mile to Dartmouth	Water & Sewer										150,000
Replacement of Water Main - Burton to Manistee (East)	Water & Sewer										150,000
Itasca - Nine Mile to Kenwood	Water & Sewer										150,000
Leslie - Marlow to Beverly	Water & Sewer										150,000
Kipling - Nine Mile to Kenwood	Water & Sewer										150,000
Harding - Pearson to Nine Mile	Water & Sewer										150,000
Vehicles/Equipment	Water & Sewer	275,000	125,000	305,000	322,000	47,000	52,000	100,000	86,000	50,000	415,000
Total Water & Sewer Fund		275,000	125,000	305,000	322,000	47,000	402,000	300,000	436,000	50,000	2,215,000
GRAND TOTAL		14,509,147	12,817,500	2,468,010	2,090,010	2,182,010	1,599,500	1,429,000	1,631,500	2,386,000	22,642,510

SUMMARY OF CAPITAL IMPROVEMENTS

Project Description	Current Budget FY 2012-2013	Estimated Year End FY 2012-2013	Department Request FY 2013-2014	City Manager Recommended FY 2013-2014	City Council Approved FY 2013-2014	Future Years				7 Year Total	
						FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018		FY 2018-2019
Highways & Streets	1,610,000	1,660,000	1,095,000	745,000	745,000	824,000	864,000	914,000	1,564,000	364,000	6,935,000
Water & Sewer System	275,000	125,000	275,000	275,000	275,000	350,000	200,000	350,000	500,000	0	1,800,000
Buildings	12,591,647	11,000,000	948,010	948,010	948,010	0	0	0	7,000	0	11,955,010
Parks	0	0	0	0	0	0	0	0	0	0	0
Equipment	32,500	32,500	150,000	122,000	214,000	425,500	365,000	367,500	315,000	325,000	1,952,500
Total Improvements	14,509,147	12,817,500	2,468,010	2,090,010	2,182,010	1,599,500	1,429,000	1,631,500	2,386,000	689,000	22,642,510



CITY OF OAK PARK

IMPACT OF CAPITAL PROJECTS

On July 3, 2000 City Council adopted a Capital Improvement Policy that established guidelines for the reporting and tracking of Capital Expenditures. These are identified as those items having a value of more than \$5,000 per item and have a useful life of at least two years following the date of acquisition. These expenditures can be included in the cost of the acquisition of an asset or to enhance its value or useful life. The following is a list of specific Capital Items to be funded in FY 2013-2014 and their impact on this and future years budgets.

EQUIPMENT

An amount of \$167,000 is recommended for vehicles in the Motor Pool Fund.

Equipment requests are evaluated on an individual basis with priority given to replacement items first as they will not increase the operating budget. The Capital request for the Motor Pool Fund is for the purchase of police cars, and one sedan assigned to Technical & Planning.

SIDEWALKS

There are no sidewalk improvements planned for the 2013-2014 fiscal year. When projects are planned, the citizens affected would be assessed for the cost of any replacements/repairs made. This factors in cost savings when it comes to potential lawsuits resulting from trip and fall injuries.

PARKS

There are no budget recommendations for park improvements. However, to accomplish the many projects that need to be implemented, the City applies for various grants to replace old playground equipment with updated, ADA accessible versions of current playground accessories. If the City is awarded grant funds, the General Fund will supply the monies needed for the local match amount.

Several other projects also need to be addressed, but due to budget constraints they will not be accomplished during this fiscal year. Repairing old and unsafe facilities in the parks will reduce initial operating costs however the overall impact will be immaterial to future operating budgets.

HIGHWAYS AND STREETS

An amount of \$745,000 is allocated for Highways and Streets. This amount is budgeted in the General, Major Street, Local Street and Road Construction Funds. Monies

are General Obligation Debt and were approved by voters during November, 2002. The planned projects for FY 2013-2014 are: landscape improvements on Coolidge (\$60,000), overlay work at the Coolidge and Ten Mile intersection (\$110,000), construction on Winchester (\$150,000), miscellaneous concrete repair due to water main breaks or general deterioration (\$300,000) and road construction on Wales (\$125,000).

It is expected that operation and maintenance costs will be reduced substantially if the City is diligent about addressing problems as they occur, rather than allowing needed repairs to go unheeded. Although the overall budget will not be impacted, the time and effort spent in repairing and maintaining the existing problems allows the City to keep up with general road maintenance and prevent severe deterioration in the future.

WATER AND SEWER

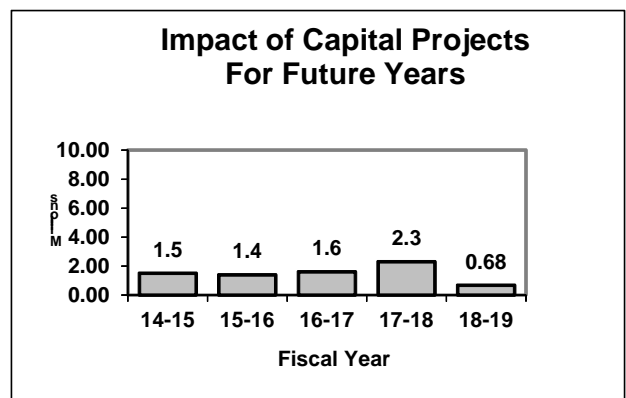
The Capital requests for the Water and Sewer Fund (excluding equipment) will be used for the installation of new storm sewer lines and catch basins as part of municipal complex construction. These repairs are estimated to cost approximately \$322,000. Planned projects include: the Woodside Park water main replacement totaling \$275,000 and the purchase of a new pick-up truck and car (\$47,000).

Implementation of these projects helps to determine the most efficient manner to evaluate and perform repairs and maintenance of the City's water and sewer system.

BUILDINGS

Capital Outlay for the Municipal Complex Facility Fund during FY 2013-2014 will total \$948,010. \$928,310 will fund the construction of a new City Hall and Public Safety Facility. \$19,700 is allocated for a new telephone system for the 45th District Court.

Costs savings can be appreciated through the construction of modern, energy efficient buildings.

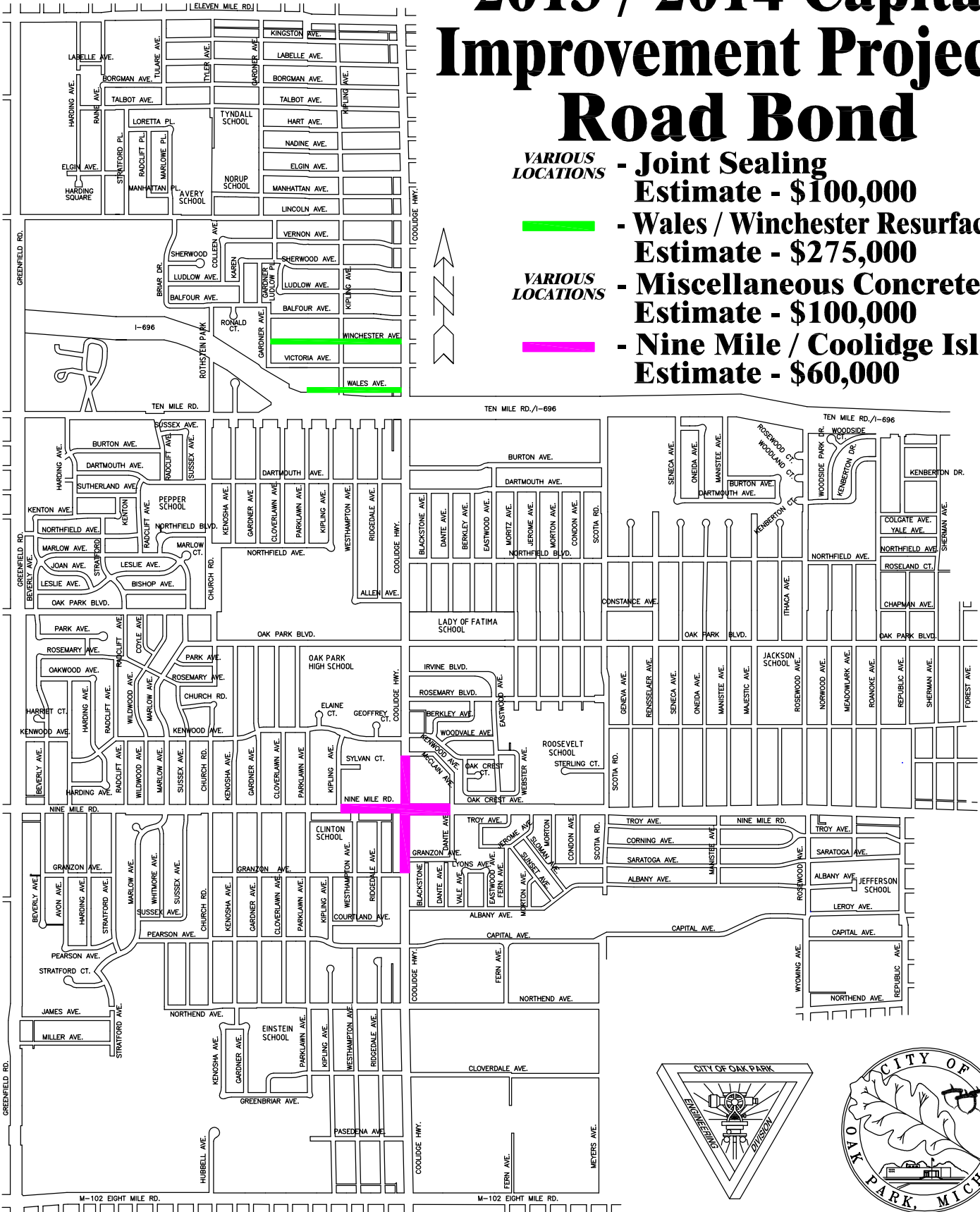


City of Oak Park

2013 / 2014 Capital Improvement Projects

Road Bond

- VARIOUS LOCATIONS** - Joint Sealing
Estimate - \$100,000
- VARIOUS LOCATIONS** - Wales / Winchester Resurfacing
Estimate - \$275,000
- VARIOUS LOCATIONS** - Miscellaneous Concrete
Estimate - \$100,000
- VARIOUS LOCATIONS** - Nine Mile / Coolidge Islands
Estimate - \$60,000

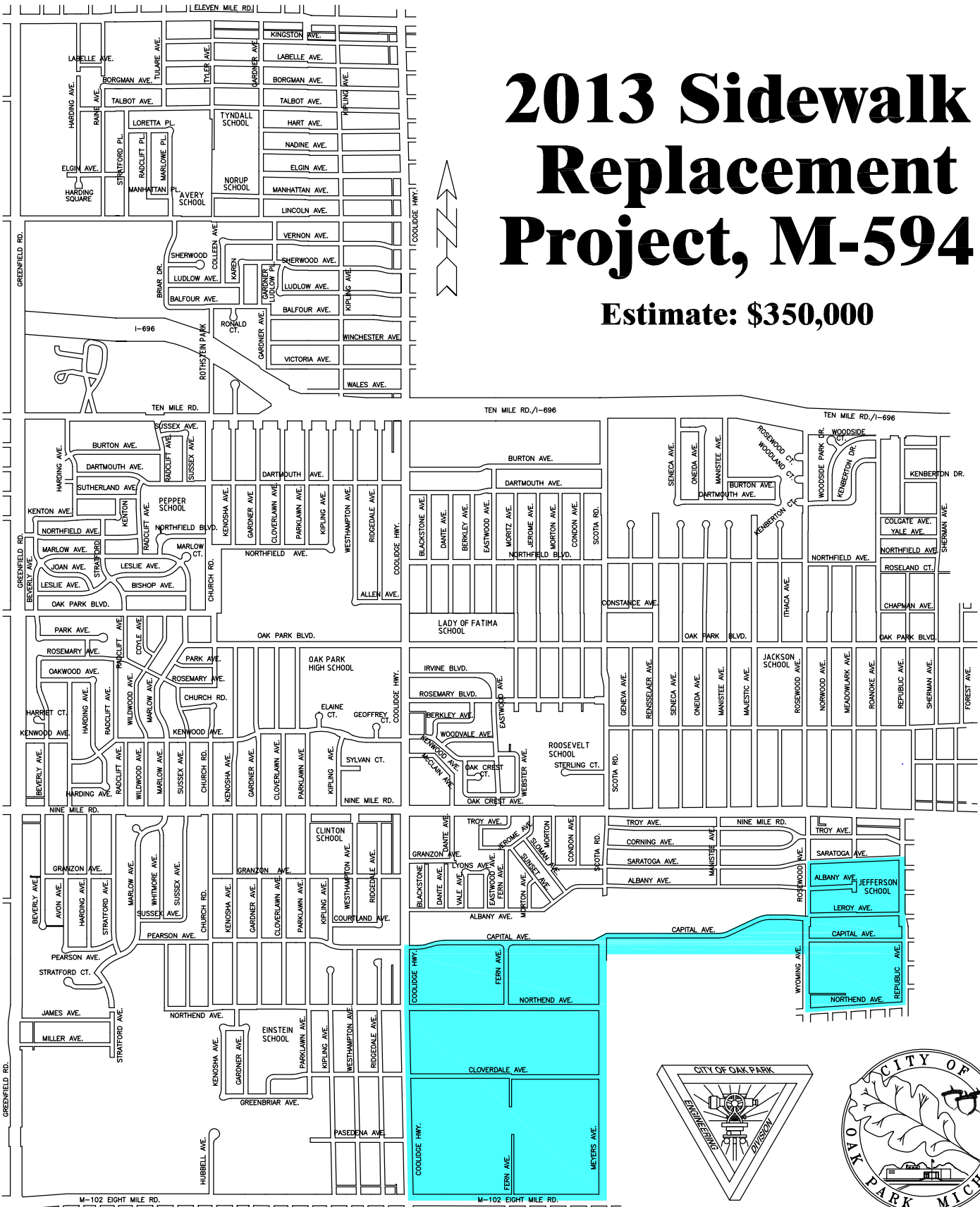


REVISED: MARCH 2013

City of Oak Park

2013 Sidewalk Replacement Project, M-594

Estimate: \$350,000



REVISED: MARCH 2013

CITY OF OAK PARK

FIDUCIARY FUND

OVERVIEW

Governments often hold or manage financial resources in an agent or fiduciary capacity. A single trust and agency fund type is used for a governments fiduciary activities. This single fund type, however, is subdivided into four "subfund types" to account for various types of fiduciary obligations. These are nonexpendable trust fund, the expendable trust fund, the pension trust fund and the agency fund. The City operates and budgets one fiduciary fund: The City of Oak Park Retirement System.

CITY OF OAK PARK EMPLOYEES RETIREMENT SYSTEM:

The Oak Park Employees Retirement System is a pension trust fund that uses the flow of economic resources measurement focus and the full accrual basis of accounting for budgeting purposes. In November, 2012, the voters approved a millage to create and fund a Retirement System for Public Safety. As a result, General and Public Safety staff will have separate Retirement Funds.





“The Family City”

**Fiscal Year July 1, 2013
through June 30, 2014**

Annual Budget

CITY OF OAK PARK

EMPLOYEE'S RETIREMENT SYSTEM - GENERAL

OVERVIEW

The Employees Retirement System was established on July 1, 1951 to enable the creation of a sound and efficient means of providing retirement allowances for the employees of the City. The retirement system is administered by a board of trustees, consisting of five board members: A member of the council to be selected by the council; a citizen who is an elector of the city and who is not a member of, or eligible to receive benefits from the retirement system; the city manager; and two employee members, one elected by the General membership and one elected from the Public Safety membership.

The board authorizes the granting of all annuities, retirement allowances and other benefits payable by the system. The retirement system began paying a portion of the health insurance premiums for retired persons during the year ended June 30, 1986 and discontinued this practice beginning Fiscal Year 2007-2008.

The board has appointed an actuary to perform the actuarial services required in the operation of the retirement system and also employs an outside investment firm to manage the acquisition and disposition of the system's investments, as well as a banking service for the issuance and disbursing of the monthly retirement allowances and withholdings.

The board holds quarterly meetings on the last Monday of the month following the end of each quarter.

The retirement system has been funded by the contributions from the City together with the contributions made by employees. The City's contribution rate is a percentage of payroll wages determined annually by the City's actuary. The City contribution rate in FY 2013-2014 for the General employee membership is 48.95% and 52.65% for Public Safety employees. A schedule of the City's contribution percentages for the past 5 years follows:

Computed Contributions Expressed as a Percent of Payroll

Fiscal Year	General Employees	Public Safety Employees
2010-11	53.65%	36.92%
2011-12	57.75%	35.16%
2011-12	57.75%	35.16%
2012-13	55.48%	39.00%
2013-14	48.95%	52.65%

As of June 30, 2012 there were 232 members receiving retirement benefits. The following table represents the most recent available data regarding retiree group averages between General and Public Safety beneficiaries as of June 30, 2011:

Category	General	Public Safety
Age	48.1	37.8
Service Years	12.00	11.3
Annual Pay	\$49,902	\$85,112

The market value of assets in the fund as of June 30, 2012 total \$56,813,391, compared to \$58,042,127 for FY 2010-2011. This was a decrease of \$1,228,736 or 2.12%.

The following chart provides the amount of Unfunded Accrued Liabilities of the fund, for the last 5 years:

History of Unfunded Accrued Liabilities

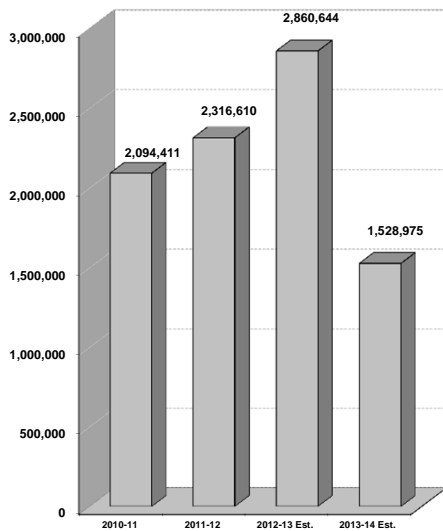
Year	Accrued Liabilities
2008	\$87,748,045
2009	\$91,730,860
2010	\$93,774,353
2011	\$93,719,400
2012	\$95,742,507

**CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET**

EMPLOYEES RETIREMENT SYSTEM

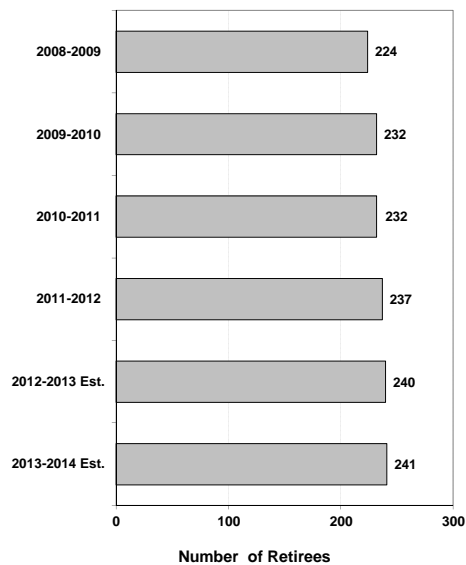
ACCT. NO.	FUND NO.: 731 ACCOUNT NAME	PRIOR YEAR ACTUAL FY 2011-2012	CURRENT BUDGET FY 2012-2013	ACTUAL AS OF 2/28/2013 FY 2012-2013	ESTIMATED YEAR END FY 2012-2013	DEPT. REQUEST FY 2013-2014	CITY MANAGERS RECOMMENDED FY 2013-2014	CITY COUNCIL APPROVED FY 2013-2014
	OPERATING REVENUES							
593	Employee Contributions - General	72,501	45,000	43,687	65,530	92,910	92,910	92,910
594	Employee Contributions - Public Safety	382,556	300,000	196,950	295,425	0	0	0
664	Interest Earnings	2,669	800	3,572	3,572	1,500	1,500	1,500
665	Bond & Note Interest	770,122	600,000	472,584	708,870	450,000	450,000	450,000
666	Dividend Income	808,516	550,000	588,642	882,963	675,000	675,000	675,000
696	Contribution from City - Public Safety	1,660,020	1,621,811	995,557	1,493,330	0	0	0
697	Contribution from City - General	1,540,147	1,148,058	836,217	1,254,325	997,965	997,965	997,965
	TOTAL OPERATING REVENUES	5,236,531	4,265,669	3,137,209	4,704,015	2,217,375	2,217,375	2,217,375
	NONOPERATING REVENUES							
665	Gain on Investment	1,546,946	1,800,000	1,097,828	1,500,000	1,500,000	1,500,000	1,500,000
	TOTAL NONOPERATING REVENUE	1,546,946	1,800,000	1,097,828	1,500,000	1,500,000	1,500,000	1,500,000
	TOTAL REVENUES	6,783,477	6,065,669	4,235,037	6,204,015	3,717,375	3,717,375	3,717,375
	OPERATING EXPENSES							
801	Professional Services	208,117	150,000	166,803	202,000	202,000	202,000	202,000
874	Benefit Payments	7,008,788	6,800,000	4,971,252	7,418,580	3,250,000	3,250,000	3,250,000
964.001	Refunds and Rebates - General	5,231	1,000	992	1,000	1,000	1,000	1,000
964.002	Refunds and Rebates - PSD	8,701	1,000	220,988	250,000	0	0	0
	TOTAL OPERATING EXPENSES	7,230,837	6,952,000	5,360,035	7,871,580	3,453,000	3,453,000	3,453,000
	NONOPERATING EXPENSES							
830	Loss on investments	73,474	100,000	33,870	50,000	50,000	50,000	50,000
	TOTAL NONOPERATING EXPENSES	73,474	100,000	33,870	50,000	50,000	50,000	50,000
	TOTAL EXPENSES	7,304,311	7,052,000	5,393,905	7,921,580	3,503,000	3,503,000	3,503,000
	NET INCOME	(520,834)	(986,331)	(1,158,868)	(1,717,565)	214,375	214,375	214,375
	BEGINNING FUND BALANCE	57,780,430	57,142,960	57,259,596	57,259,596	55,542,031	55,542,031	55,542,031
	ENDING FUND BALANCE	57,259,596	56,156,629	56,100,728	55,542,031	55,756,406	55,756,406	55,756,406

Retiree Health Care Trends



As of FY 2013-2014 Public Safety Retiree Health Care costs will be accounted for in a separate Fund as a result of PA 345.

Retiree History



CITY OF OAK PARK

EMPLOYEE'S RETIREMENT SYSTEM - PUBLIC SAFETY

OVERVIEW

In November, 2012, a millage was passed by the voters to establish a separate Retirement System for Public Safety employees under 1937 PA 345 effective July 1, 2013. This will allow for retirement benefits for Public Safety staff and for survivor benefits for their eligible dependents.

To accommodate this new organization, a Board of Trustees has been created and will be recognized as the "Public Safety Retirement Board". This Board will consist of five members to administer and monitor the Plan.

Funds will be transferred from the General Retirement System placed in an investment account. Additional funding will be provided by the appropriate millage rate collected from the taxpayers. This millage rate will be under annual review and will change in accordance with actuarial recommendations. Any and all Collective Bargaining Agreements will not be affected by this Retirement System. If a conflict should occur, the terms of the Union Contract will be honored.

REVENUE ASSUMPTIONS

Revenue consists of funds collected on the City's winter tax bills and can fluctuate annually. Employee contributions will still be applied as a percentage of payroll and can vary from year to year according to the City's Actuarial Valuation.

EXPENDITURES

Pensions and Retiree Health Care will be the major expenditures of this fund. Clerical, actuarial, medical or other miscellaneous expenses pertaining to this Retirement System will be paid through this fund.

PERFORMANCE OBJECTIVES

To allow the City's Public Safety Officers a separate Retirement System. The General Fund will also experience some relief, since Retiree Health Care Costs will be bourn by this fund.

**CITY OF OAK PARK
2013 - 2014 FISCAL YEAR BUDGET**

PUBLIC SAFETY EMPLOYEES RETIREMENT SYSTEM

ACCT. NO.	FUND NO.: 733 ACCOUNT NAME	PRIOR YEAR	CURRENT	ACTUAL AS	ESTIMATED	DEPT.	CITY	CITY
		ACTUAL FY 2011-2012	BUDGET FY 2012-2013	OF 2/28/2013 FY 2012-2013	YEAR END FY 2012-2013	REQUEST FY 2013-2014	MANAGERS RECOMMENDED FY 2013-2014	COUNCIL APPROVED FY 2013-2014
<u>OPERATING REVENUES</u>								
403	Property Taxes	0	0	0	0	2,830,516	2,830,516	2,830,516
594	Employee Contributions	0	0	0	0	295,425	295,425	295,425
664	Interest Earnings	0	0	0	0	500	500	500
665	Bond & Note Interest	0	0	0	0	700	700	700
666	Dividend Income	0	0	0	0	225,000	225,000	225,000
696	Contributions From City	0	0	0	0	0	0	0
699	Transfer In - General Fund	0	0	0	0	835,686	835,686	835,686
	TOTAL OPERATING REVENUES	0	0	0	0	4,187,827	4,187,827	4,187,827
<u>NONOPERATING REVENUES</u>								
665	Gain on Investment	0	0	0	0	1,500,000	1,500,000	1,500,000
	TOTAL NONOPERATING REVENUE	0	0	0	0	1,500,000	1,500,000	1,500,000
	TOTAL REVENUES	0	0	0	0	5,687,827	5,687,827	5,687,827
<u>OPERATING EXPENSES</u>								
712.001	Retiree Health Care					1,331,668	1,331,668	1,331,668
712.002	Retiree Life Insurance					561	561	561
712.003	Retiree Dental					76,834	76,834	76,834
801	Professional Services	0	0	0	0	150,000	150,000	150,000
874	Benefit Payments	0	0	0	0	2,105,664	2,105,664	2,105,664
964.002	Refunds and Rebates - PSD	0	0	0	0	5,000	5,000	5,000
	TOTAL OPERATING EXPENSES	0	0	0	0	3,669,727	3,669,727	3,669,727
<u>NONOPERATING EXPENSES</u>								
830	Loss on investments	0	0	0	0	50,000	50,000	50,000
	TOTAL NONOPERATING EXPENSES	0	0	0	0	50,000	50,000	50,000
	TOTAL EXPENSES	0	0	0	0	3,719,727	3,719,727	3,719,727
	NET INCOME	0	0	0	0	1,968,100	1,968,100	1,968,100
	BEGINNING FUND BALANCE	0	0	0	0	0	0	0
	ENDING FUND BALANCE	0	0	0	0	1,968,100	1,968,100	1,968,100

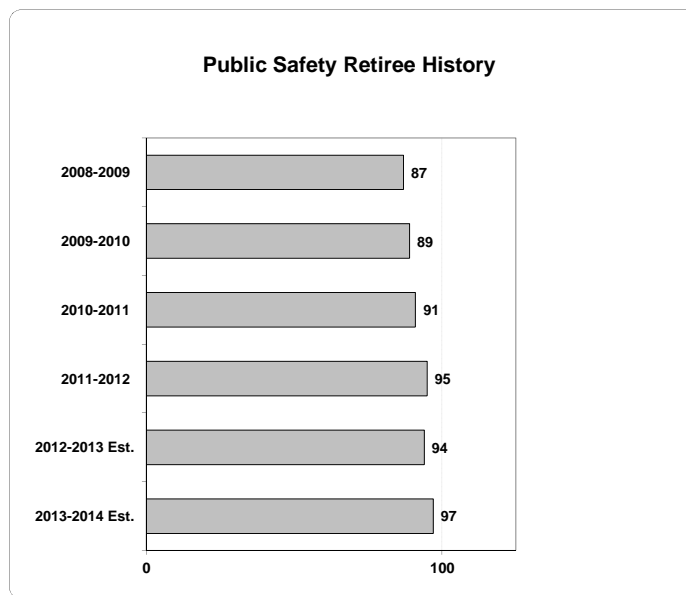


TABLE A - TPOAM
 JOB CLASSIFICATION AND WAGE STRUCTURE
 AS OF JULY 1, 2013 - Hourly Based on 40 hour work week

SALARY GRADE	JOB TITLE	MINIMUM	6 month	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year
1	Receptionist Service Aide	25,360 12.1923	26,657 12.8159	27,979 13.4514	29,277 14.0755	30,573 14.6986	30,573 14.6986	30,573 14.6986	30,573 14.6986
2	Administrative Clerk Records Clerk Water Meter Reader Bus Driver Janitor	26,412 12.6981	27,759 13.3457	29,130 14.0048	30,575 14.6995	31,995 15.3822	31,995 15.3822	31,995 15.3822	31,995 15.3822
3	Administrative Clerk II Assessing Clerk Finance Clerk Senior Citizen Outreach Provider Senior Janitor Bus Driver / Asst. to Senior Citizen Coordinator	28,713 13.8043	30,134 14.4875	31,651 15.2168	33,218 15.9702	34,907 16.7822	34,907 16.7822	34,907 16.7822	34,980 16.8173
4	Property Clerk	29,962 14.4048	31,456 15.1231	33,022 15.8760	34,687 16.6764	36,400 17.5000	36,400 17.5000	36,400 17.5000	36,571 17.5822
5	Administrative Secretary Finance Clerk II Appraiser I Library Computer Specialist	31,259 15.0284	32,851 15.7938	34,491 16.5822	36,205 17.4063	38,015 18.2764	38,015 18.2764	38,015 18.2764	38,285 18.4063
6	Meter Reader/Repairer	31,439 15.1149	33,020 15.8750	34,650 16.6587	36,407 17.5034	38,214 18.3721	38,214 18.3721	38,214 18.3721	40,121 19.2889
7	Office Coordinator	34,149 16.4178	35,886 17.2529	37,697 18.1236	39,509 18.9947	41,491 19.9476	41,491 19.9476	41,491 19.9476	42,054 20.2183

TABLE A - TPOAM
 JOB CLASSIFICATION AND WAGE STRUCTURE
 AS OF JULY 1, 2013 - Hourly Based on 40 hour work week

SALARY GRADE	JOB TITLE	MINIMUM	6 month	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year
8	Animal Control / Code Assistance Officer Technical Assistant	34,687 16.6764	36,400 17.5000	38,236 18.3827	40,145 19.3005	42,153 20.2659	42,765 20.5601		
9	Building Maintenance Repairer Recreation Coordinator Senior Appraiser Cable/IT Technician	35,764 17.1942	37,501 18.0293	39,386 18.9356	41,344 19.8769	43,425 20.8774	44,087 21.1957		
10	Public Service Worker I	31,161 14.9813	32,851 15.7938	34,564 16.6173	36,326 17.4644	38,236 18.3827	40,292 19.3712	42,398 20.3837	44,673 21.4774
11	Public Service Worker II	32,239 15.4995	35,764 17.1942	35,667 17.1476	36,523 17.5591	39,338 18.9125	41,369 19.8889	43,474 20.9010	45,751 21.9957
12	Librarian Engineering Technician	37,380 17.9712	39,264 18.8769	41,223 19.8188	43,279 20.8072	45,433 21.8428	46,241 22.2313		
13	Master Mechanic Assistant	37,869 18.2063	39,705 19.0889	41,442 19.9240	43,279 20.8072	45,090 21.6779	46,901 22.5486		
14	Code Inspector Mechanical Inspector	37,795 18.1707	40,855 19.6418	42,496 20.4308	44,184 21.2423	45,898 22.0663	47,562 22.8663		
15	Library Section Coordinator Master Mechanic Senior Systems Analyst Building Inspector Engineering Technician II	41,052 19.7365	43,108 20.7250	45,237 21.7486	47,514 22.8433	49,912 23.9962	51,014 24.5260		

**TABLE C
COURT EMPLOYEES
JOB CLASSIFICATION AND WAGE STRUCTURE**

CLASSIFICATION	CURRENT
<u>45th DISTRICT COURT</u>	
Magistrate	10,000
Magistrate	25,129
Court Clerk	20,000 - 37495
Court Officer	27,893 - 36828
Judicial Secretary	37,618 - 45,141
Judge	45,724
Supervisor	48,209 - 48,945
Financial Coordinator	57,672
Court Administrator	92,070
<u>PROBATION</u>	
Probation Supervisor	46,269
Probation Officer	46,269

The District Court personnel are compensated based upon a 35 hour work week. The District Court hours are 8am - 5pm, Monday - Friday. Employees are scheduled on a flex-time basis to insure that the Clerk's office is staffed from 8am - 5pm.

**TABLE L
LEGISLATIVE
JOB CLASSIFICATION AND WAGE STRUCTURE**

CLASSIFICATION	AMOUNT
Councilperson	4,675
Mayor Pro Tem	5,009
Mayor	6,010

**TABLE E
EXEMPT
JOB CLASSIFICATION AND WAGE STRUCTURE**

CLASSIFICATION	PROBATIONARY	STARTING	MAXIMUM
ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER	21,600	24,000	37,933
LIBRARY DIRECTOR	40,500	45,000	68,492
DIRECTOR OF INFORMATION TECHNOLOGY	36,900	41,000	70,548
DIRECTOR OF RECREATION	40,500	45,000	65,000
DIRECTOR OF PUBLIC INFORMATION	40,500	45,000	74,993
CITY CLERK	40,500	45,000	88,467
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	47,700	53,000	78,280
DIRECTOR OF TECHNICAL & PLANNING SERVICES	47,700	53,000	86,005
DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES	47,700	53,000	106,050
DIRECTOR OF PUBLIC SAFETY	51,956	57,728	103,824
CITY ASSESSOR	37,350	41,500	70,525

**TABLE F
ADMINISTRATIVE
JOB CLASSIFICATION AND WAGE STRUCTURE**

VIDEO PRODUCTION TECHNICIAN	18,450	20,124	36,470
ASST. SENIOR CITIZEN SERVICE COORDINATOR	18,450	20,500	38,693
ADMINISTRATIVE ASSISTANT	21,150	23,500	41,123
CONFIDENTIAL ADMINISTRATIVE SECRETARY OF PUBLIC SAFETY	22,050	24,500	41,432
ADMINISTRATIVE ASSISTANT TO FINANCE DIRECTOR	22,500	25,000	46,770
EXECUTIVE SECRETARY	25,200	28,000	44,556

**TABLE G
SUPERVISORY
JOB CLASSIFICATION AND WAGE STRUCTURE**

SENIOR CITIZEN SERVICE COORDINATOR	18,900	21,000	43,795
GENERAL FOREMAN	27,450	30,500	52,181
DEPUTY CITY CLERK	25,650	28,500	54,288
FACILITY MAINTENANCE SUPERVISOR	27,450	30,500	52,685
DEPUTY DIRECTOR OF RECREATION	27,450	30,500	52,800
DEPUTY DIRECTOR OF PUBLIC WORKS	27,900	31,000	70,586
DEPUTY TREASURER	25,650	28,500	56,822
DEPUTY DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES	32,400	36,000	58,721
WATER SUPERVISOR	27,900	31,000	54,280
ENGINEERING SUPERVISOR	27,900	31,000	59,007
DEPUTY DIRECTOR OF TECHNICAL & PLANNING SERVICES	27,900	31,000	67,438

* Probation Period Paid At 10% Less Than Starting.

**TABLE M
PUBLIC SAFETY - COAM
JULY 1, 2013 - JUNE 30, 2014**

	<u>BASE SALARY</u>
SERGEANT	82,540
LIEUTENANT	89,717
DEPUTY DIRECTOR	96,970

**TABLE P
PUBLIC SAFETY - POAM
JOB CLASSIFICATION AND WAGE STRUCTURE AS OF
JULY 1, 2013 - JUNE 30, 2014**

	<u>MINIMUM STARTING</u>	<u>6 MONTHS</u>	<u>12 MONTHS</u>	<u>18 MONTHS</u>	<u>24 MONTHS</u>	<u>30 MONTHS</u>	<u>36 MONTHS</u>	<u>42 MONTHS</u>	<u>48 MONTHS</u>
PSO I	49,257	51,016	52,775	58,405	60,164	61,923	66,849	68,608	70,367
PSO II - DETECTIVE	75,996								

**TABLE D
DISPATCHERS
JOB CLASSIFICATION AND WAGE STRUCTURE AS OF
JULY 1, 2013 - JUNE 30, 2014**

<u>STARTING</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>	<u>2 YEAR</u>	<u>3 YEAR</u>	<u>4 YEAR</u>	<u>5 YEAR</u>
34,079	35,781	37,571	39,451	41,422	41,981	44,080

CITY OF OAK PARK

2013 - 2014 BUDGET

Fringe Benefits

Worker's Compensation

<u>Job Classification</u>	<u>Code</u>	<u>Rate</u>
Street Maintenance	5509	6.32%
Drivers	7382	4.39%
Water Department	7520	3.36%
Radio/TV	7610	.49%
Public Safety	7704	2.77%
Police/Court Officers	7720	2.53%
Auto Garages	8395	3.12%
Clerical Offices	8810-01	.42%
Elected Officials	8810-02	.21%
Library	8810-03	.26%
Attorney	8820	.29%
Animal Shelters	8831	2.84%
Building Maintenance	9015	3.52%
Park & Recreation	9102	2.71%
Crossing Guards	9103	3.30%
Lifeguards	9104	1.83%
Municipal Employees	9410	1.03%

Retirement Contributions

	<u>Employers Share</u>	<u>Employees Share</u>
Public Safety	52.65%	7.5%
Defined Contribution	7.5% to 10.5%	-0- to 3%
Defined Contribution - HSP	3.0%	-0-
Defined Contribution Public Safety - HSP	1.0%	2.0%
General Non-Union	48.95%	3.0%
Dispatch	48.95%	2.0%
Defined Contribution Dispatch - HSP	1.0%	2.0%
General Part-Time	48.95%	-0-
General Union	48.95%	3.0%
Court – Defined Contribution	7.5% to 10.5%	-0- to 3%

Retirement Benefits

Public Safety

City Council Hired Prior to August 1, 2004

a) Retirement Benefit - Average Final Pay x 2.8% x Years of Credited Service). Capped at 70% of Final Average Compensation (FAC).

b) Medical, Surgical, Dental, Optical and Prescription Rider to retiree, their spouse and dependents at the time of retirement with continuing coverage after retirees death. (Less than 100% of Blue Cross Premiums are paid for retirees hired after Jan. 18, 1993 based on a sliding scale).

CITY OF OAK PARK

2013 – 2014 BUDGET

Fringe Benefits

Retirement Benefits (Continued)

Public Safety

City Council Hired Prior to August 1, 2004 (Continued)

c) Life Insurance in the amount of \$3,000.00

d) All Public Safety employees, employed on or after July 1, 2000, shall be eligible to receive an allowance that will increase their annual retirement pension by 2.5% on each 5-year anniversary of their retirement.

Public Safety POAM Hired After July 1, 2011

a) Retirement Benefit – Base Wage Rate FAC x 2.5% x Years of Credited Service.

b) Monetary benefits resulting from participation in the City's Health Savings Plan (HSP).

c) Life Insurance in the amount of \$3,000.

AFSCME – Hired Prior to July 1, 2006

Non-Union Employees- Hired Prior to August 1, 2004

Dispatch Hired Prior to July 1, 2007

a) Retirement Benefit - Average Final Pay x 2.50% x Years of Credited Service. Capped at 70% of FAC.

b) Medical, Surgical, and Prescription Rider to retiree, their spouse, and dependents with continuing coverage after retiree's death.

c) Life Insurance in the amount of \$3,000.00.

AFSCME – Hired After July 1, 2006

Non-Union Employees- Hired After August 1, 2004

a) Retirement Benefit – Participation in Defined Contribution Plan.

b) Option to enroll in the City's Health Savings Plan (HSP).

c) Life Insurance in the amount of \$3,000.00.

CITY OF OAK PARK

2013 - 2014 BUDGET

Fringe Benefits

Retirement Benefits (Continued)

Dispatch Hired After July 1, 2007

- a) Retirement Benefit - Participation in Defined Contribution Plan.
- b) Monetary benefits resulting from participation in the City's Health Savings Plan (HSP).
- c) Life Insurance in the amount of \$3,000.00

Clothing Allowance

	<u>Amount Per Year</u>
Hourly, Engineering Technician (Paid in July)	\$ 195
Code Enforcement/Animal Control & Dispatch (Paid 1/2 in Jan.;1/2 in July)	290
Dispatch	500
Public Safety	870

Meal Allowance - AFSCME - \$ 5.00 for 8 hours overtime worked in a 24 hour period.

Life Insurance and Accidental Death & Dismemberment (2013/2014 rates)

<u>Group</u>	<u>Face Amount</u>	<u>Annual Premium</u>
AFSCME & Court Employees	\$20,000	\$94
POAM	\$35,000	\$164
COAM, Court Adm., Administrative, Supervisory, & Dispatch	\$40,000	\$187
Exempt, Judges & Legislative	\$50,000	\$ 234

CITY OF OAK PARK

2013 - 2014 BUDGET

Fringe Benefits

Disability Insurance (2011/2012 rates)

<u>Group</u>	<u>Monthly Limit Amount</u>	<u>Annual Premium</u>
AFSCME/Court Employees	\$4,500	\$190
Administrative/Supervisory	\$7,500	\$190
COAM & POAM	\$6,750	\$250

Health Insurance (2013/2014 Estimated Rates)

<u>Blue Cross Blue Community Blue - PPO</u>	<u>Coverage</u>	<u>Annual Premium</u>	<u>Vision Rider Annual Premium</u>
COAM	Single	\$7,247	\$29
	Two Person	\$16,916	\$67
	Family	\$21,059	\$84
POAM	Single	\$5,629	\$29
	Two Person	\$16,073	\$67
	Family	\$18,169	\$84
AFSCME	Single	\$7,341	\$29
	Two Person	\$17,141	\$67
	Family	\$21,341	\$84
Dispatch	Single	\$6,397	\$29
	Two Person	\$14,874	\$67
	Family	\$18,506	\$84
Administration	Single	\$7,341	\$29
	Two Person	\$17,141	\$67
	Family	\$21,341	\$84
Court	Single	\$7,868	\$27
	Two Person	\$18,406	\$65
	Family	\$22,922	\$84

CITY OF OAK PARK

2013 - 2014 BUDGET

Fringe Benefits

Dental Insurance (2013 Rate)

All full time employees.

Yearly Premium	\$1,040
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Medicare and FICA

Employees are subject to Medicare tax at a rate of 1.45% (.0145) of payroll and a FICA tax at a rate of 6.20% (.0620) of payroll. Employers must match the contribution. Employees of Public Safety are not subject to FICA. Employees of Public Safety hired after March 31, 1986 are subject to 1.45 % Medicare tax.

Unemployment

The City of Oak Park is a reimbursing employer and provides unemployment benefits by reimbursing the state for actual claims.

Special Pay

Hazard & Professional Skills Pay

Public Safety (Paid 1/2 in Jan.; 1/2 in July)	\$365
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Longevity Pay (computed as of November 1)

AFSCME

Employees with 3 to 7 years seniority: $(2\% \times \text{Base Pay} \times \text{Months of Service}) / 84$.
Cap for employees hired after 7-1-84: \$ 450.00 (The cap applies to employees hired 1-1-80 to 7-1-84 for pension purposes only.)

Employees with 7 to 14 years seniority: $(5\% \times \text{Base Pay} \times \text{Months of Service}) / 168$.
Cap for employees hired after 7-1-84: \$ 900.00 (The cap applies to employees hired 1-1-80 to 7-1-84 for pension purposes only.)

Employees with more than 14 years seniority: $(8\% \times \text{Base Pay} \times \text{Months of Service}) / 252$.
Cap for employees hired after 7-1-84: \$1,500.00 (The cap applies to employees hired 1-1-80 to 7-1-84 for pension purposes only)

CITY OF OAK PARK

2013 – 2014 BUDGET

Special Pay

Public Safety

Employees with up to 7 years seniority: $(2\% \times \text{Base Pay} \times \text{Months of Service}) / 84$.
Cap for employees hired after 7-1-84: \$ 450.00

Employees with 7 to 14 years seniority: $(5\% \times \text{Base Pay} \times \text{Months of Service}) / 168$.
Cap for employees hired after 7-1-84: \$ 850.00

Employees with more than 14 years seniority: $(8\% \times \text{Base Pay} \times \text{Months of Service}) / 252$.
Cap for employees hired after 7-1-84: \$ 1,700.00

Exempt, Supervisory, Administrative, Dispatch and Court

Employees with 1 to 7 years seniority: $(2\% \times \text{Base Pay} \times \text{Months of Service}) / 84$.
Cap for employees hired after 1-1-1999: \$ 900.00

Employees with 7 to 14 years seniority: $(5\% \times \text{Base Pay} \times \text{Months of Service}) / 168$.
Cap for employees hired after 1-1-1999: \$ 1,800.00

Employees with more than 14 years seniority: $(8\% \times \text{Base Pay} \times \text{Months of Service}) / 252$.
Cap for employees hired after 1-1-1999: \$ 3,400.00

Note: Judges get longevity based on formula above times twice their base pay.

Payment In Lieu of Medical Benefits

AFSCME

Coverage	Annual Amount
Single	\$675
Two Person	\$1,515
Family	\$1,695

Public Safety, Supervisory, Exempt, Dispatch and Administrative

Two Person	\$2,400
Family	\$2,520

CITY OF OAK PARK

2013 - 2014 BUDGET

Special Pay

Sick Leave Bonus

Employees that don't use sick leave in a year's time are entitled to one days pay or one additional vacation day. Employees of POAM and COAM may not receive pay but are entitled to an additional day off.

Sick Leave Sell Back

Employees may sell unused sick leave in excess of 600 hours back to the city at 1/2 their current rate of pay.

Vacation Leave Sell Back

Union employees may sell unused vacation leave (up to 5 days) back to the city at the end of the Fringe Benefit Year (March 31). They may choose to roll over the five days instead of selling them back. Nonunion employees may roll over the five days.

Stand-By Alert Pay

Members of POAM and COAM shall be entitled to stand by alert pay when ordered to hold themselves available for immediate return to duty. Stand by alert pay is paid at 1/2 the normal rate of pay.

City Provided Vehicles and Vehicle Allowance

The following employees are provided with a city vehicle. The personal use of the vehicle is a taxable fringe benefit:

Director of Public Works

The following employees are provided with a city vehicle. The personal use of the vehicle is exempt as a taxable fringe benefit:

Director of Public Safety
Deputy Director of Public Safety
Deputy Director of Public Works
Foreman (2)

CITY OF OAK PARK

2013 - 2014 BUDGET

Special Pay

City Provided Vehicles and Vehicle Allowance (Continued)

The following employees receive a vehicle allowance:

Director of Information Technology (\$2,000 per year)
District Court Judge (\$2,400 per year)

Leave Time

Vacation

AFSCME, Exempt, Supervisory, Dispatch and Administrative

1 year of service but less than 5 years	2 weeks
5 year of service but less than 10 years	3 weeks
10 year of service but less than 20 years	4 weeks
20 years of service or more	5 weeks

Public Safety and Command Officers

1 to 60 months	88 hours
61 to 120 months	128 hours
121 to 180 months	168 hours
180 months and over	168 hours + 8 hours (8.5 hours for COAM) for each year of service to a maximum of 208 hours

Note: Vacation time may be earned at a rate based on an employment contract with the city.

Holidays

Thirteen days (13) are recognized as paid holidays as follows:

New Year's Day	Day After Thanksgiving Day
Martin Luther King Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	Employee's Birthday
Independence Day	New Years Eve
Labor Day	1 Unidentified Day (Floating)
Thanksgiving Day	

CITY OF OAK PARK

2013 - 2014 BUDGET

Leave Time

Personal

Employees are granted three (3) personal leave days per year.

Compensatory

Sergeants and Lieutenants assigned to operations earn 60 hours of compensatory time per year.

Sick

Employees earn one (1) day of sick time for each month worked.

Funeral and Emergency Leave

Employees may be granted three (3) days leave for a medical emergency or funeral of an immediate family member.



**CITY OF OAK PARK
CHART OF ACCOUNTS**

Listing of Funds

<u>Fund No.</u>	<u>Fund Name</u>
101	General Fund
110	Economic Development Corporation
111	Library Authority
112	Brownfield Authority
113	Municipal Building Authority
202	Major Streets
203	Local Streets
226	Solid Waste
253	Narcotic Forfeiture
254	Criminal Justice Training
255	Disaster Contingency
256	Caseflow Assistance
275	Community Development Block Grant
276	District Court 45-B
281	Community Oriented Policing Services Grant (COPS)
301	Debt Retirement Fund
303	1987 Street Improvement Debt Fund
304	2003 Street Improvement Debt Fund
305	1990 Street Improvement Debt Fund
306	1991 Street Improvement Debt Fund
307	1993 Street Refunding Debt Fund
309	2003 Street Refunding Debt Fund
401	Public Improvement Fund
402	City Owned Property
403	Neighborhood Stabilization Project
450	Road Construction
451	Sidewalk Program
470	Municipal Building Construction Fund
592	Water & Sewer
653	Central Services
654	Motor Pool
677	Risk Management
678	Retiree Health Care - District Court
680	Retiree Health Care
731	Employee's Retirement System - General
733	Employee's Retirement System - Public Safety
<u>Trust Funds</u>	
701	Trust and Agency
703	Current Tax Collections
704	Other Trust Deposits
705	Employee Flexible Spending Account
727	ICMA - Deferred Compensation
732	Nationwide - Deferred Compensation
750	Imprest Payroll Fund
760	District Court Trust Fund
900	General Fixed Assets
950	General Long-Term Debt

**Retiree Health Care Funds 678 & 680 are combined for financial reporting purposes.

**CITY OF OAK PARK
CHART OF ACCOUNTS**

Listing of Activity Names by Number

Activity No.	Activity Name	Activity No.	Activity Name
101	City Council - Legislative	502	CDBG - Administration
103	Tech. & Planning - Road Maintenance	503	CDBG - Home Chore Program
136	District Court 45-B	504	CDBG - Code Assistance Officer
151	District Court - Probation	505	CDBG - Barrier Free Design
172	City Management/Personnel	506	CDBG - Minor Home Repair
191	City Clerk - Elections	507	CDBG - Recreation Facilities
201	Financial and Admin. Services	508	CDBG - Home Improvement
210	City Attorney - Legal Council	536	Billing and Collection
215	City Clerk - City Records	537	Water & Sewer - Administration
229	Prosecuting Attorney	538	Transmission and Distribution
258	Management Information Services	540	Pump Operations
265	Building Maintenance - All Buildings	550	Maintenance & Repair
345	Public Safety	611	Community Services - Clinical
371	Technical & Planning - Inspections	691	Technical & Planning
441	Public Works - Administration	752	Recreation - Administration
442	Public Works - Sidewalks & Parking Lots	753	Recreation - Athletics
443	Public Works - Shepherd Park	754	Recreation - Outdoor Activities
444	Public Works - Other Parks	755	Recreation - Instructional Activities
447	Technical & Planning - Engineering	756	Recreation - Special Events
448	Technical & Planning - Street Lighting	757	Recreation - Swimming Pool
451	Construction	776	Recreation - Senior Services
463	Routine Maintenance	790	Library
474	Traffic	875	Motor Pool
478	Winter Maintenance	890	Non-Departmental

CITY OF PARK
CHART OF ACCOUNTS CONT'D
Listing of Revenue Accounts by Number

ACCOUNT NO.	REVENUE ACCOUNT NAME	ACCOUNT NO.	REVENUE ACCOUNT NAME	ACCOUNT NO.	REVENUE ACCOUNT NAME
401	TOTAL TAXES & TAX RELATED	638	MAPS & ORDINANCES	644.145	SEASON PASSES
401.001	ADMIN. FEE EXCESS OF ROLL	639	STREETS	644.146	GENERAL ADMISSION
403	CURRENT PROPERTY TAXES	640	MISCELLANEOUS FEES	644.147	ADAPTIVE RECREATION
404	OTHER TAX REVENUE	641	TREE PLANTING	644.148	SENIOR CITIZENS - MISC.
407	DELINQUENT REAL PROPERTY TAX	642	ENGINEERING FEES	644.149	MEMBERSHIP DUES
410	CURRENT PERSONAL PROPERTY TAX	642.001	WATER - RESIDENTIAL	644.150	INSTRUCTIONAL CLASSES
412	DELINQUENT PROPERTY TAX	642.002	SEWER - RESIDENTIAL	644.151	SENIOR ATHLETICS
420	UNPAID PERSONAL PROPERTY TAX	643	SHOPPING CART PICK UP	644.152	SENIOR SOCIAL ACTIVITIES
445	PENALTIES & INTEREST ON TAXES	643.001	WATER-COMMERCIAL	644.153	TRANSPORTATION
450	TOTAL LICENSES & PERMITS	643.002	SEWER-COMMERCIAL	644.154	HOME CHORE
451	BUSINESS LICENSES & PERMITS	643.003	NON-RESIDENTIAL - SEWER	644.155	RECREATION - ADMINISTRATION
452	BURGALAR ALARM PERMITS	643.004	ROYAL OAK TOWNSHIP WATER SALES	644.156	COMPLUWARE ARENA RENTAL
453	EMERGENCY RESPONSE FEES	643.005	RESIDENTIAL METER CHARGE	645	LIBRARY RENTALS
477	ANIMAL LICENSES	643.006	COMMERCIAL METER CHARGE	646	NON-RESIDENTIAL LIBRARY CARDS
478	SIDEWALK PERMITS	643.007	ROYAL OAK TOWNSHIP METER	647	COMMUNITY SERVICE FEES
479	BUILDING PERMITS	644	SPECIAL EVENTS - RECREATION	648	SALE OF SCRAP METAL
480	AIR CONDITIONING PERMITS	644.001	ADMIN. MISCELLANEOUS REVENUE	649	MISCELLANEOUS WATER SALES
481	ELECTRICAL PERMITS	644.102	COMMUNITY CENTER RENTALS	650	SERVICE CONNECTION
482	HEATING PERMITS	644.103	PARK SHELTER RENTAL	651	LOOK-BACK ADJUSTMENT
483	PLUMBING PERMITS	644.104	CONCESSION RENTAL	653.940	SIDEWALK BILLINGS 1994
484	ZONING PERMITS & FEES	644.105	AMUSEMENT PARK TICKETS	653.950	SIDEWALK BILLINGS 1995
485	OTHER NON-BUSINESS LICENSES	644.106	AREA AGENCY ON AGING	653.960	SIDEWALK BILLINGS 1996
486	BICYCLE REGISTRATIONS	644.107	SENIOR REC. DUES	655	FINES AND FORFEITS
501	TOTAL FEDERAL GRANTS	644.108	YOUTH ATHLETIC - MISC.	658	LIBRARY BOOK FINES
502	FEDERAL GRANTS	644.109	BASEBALL & SOFTBALL	659	ORDINANCE FINES
505	CIVIL DEFENSE	644.110	BASKETBALL	663	MISCELLANEOUS FINES & FORFEITS
523	FEDERAL GRANT LIBRARY	644.111	KIWANIS DONATIONS	664	INTEREST INCOME
544	STATE DRUNK DRIVING FUND	644.112	MINI-GOLF	665	BOND AND NOTE INTEREST
545	LIQUOR LICENSES	644.113	COMMUNITY CENTER	666	DIVIDEND INCOME
546	STATE GRANTS - MOTOR VEH. HIGHWAY REVENUE	644.114	SENIOR INSTRUCTION	672	SPECIAL ASSESSMENTS
552	GRANTS/REFUNDS	644.115	SENIOR SOFTBALL	672.499	SPECIAL ASSESSMENT 499
567	LIBRARIES-STATE AID	644.116	SENIOR BASKETBALL	672.509	SPECIAL ASSESSMENT 509
568	LIBRARIES-PENAL FINES	644.117	VOLLEYBALL	672.510	SPECIAL ASSESSMENT 510
569	REIMBURSEMENT-JUDGES SALARY	644.118	ATHLETIC FIELD RENTAL	672.511	SPECIAL ASSESSMENT 511
570	REIMBURSEMENT - ELECTIONS	644.119	ATHLETIC ACTIVITIES	672.512	SPECIAL ASSESSMENT 512
574	STATE REVENUE SHARING	644.120	OUTDOOR ACTIVITIES - MISC.	672.513	SPECIAL ASSESSMENT 513
574.1	STATE REVENUE - SALES TAX	644.121	DAY CAMP	672.514	SPECIAL ASSESSMENT 514
574.2	STATE REVENUE - SINGLE BUSINESS TAX	644.122	TOT-LOT	673	SALE OF FIXED ASSETS
574.3	STATE REVENUE - INCOME TAX	644.123	VACATION CAMP	674	MISCELLANEOUS FEES
574.4	STATE REVENUE - INTANGIBLES TAX	644.124	OAKLAND COUNTY SPORTS CAMP	674.1	CHARGES TO OUTSIDE SOURCE
574.5	STATE REVENUE - HOMESTEAD TAX	644.125	EXTENDED HOURS	674.2	CHARGES FOR POSTAGE
575	UNDERGROUND STORAGE TANKS	644.126	INSTRUCTIONAL MISC.	674.3	CHARGES TO OTHER FUNDS
593	EMPLOYEE CONTRIBUTIONS - GENERAL	644.127	SCHOOL YEAR LEARN TO SWIM	676	REIMB.-ICE RINK UTILITIES
594	EMPLOYEE CONTRIBUTIONS - PUBLIC SAFETY	644.128	SUMMER LEARN TO SWIM	677	REIMB. BLUE CROSS INSURANCE
600	CHARGES FOR SERVICES	644.129	THERAPEUTICS	677.001	REIMB. WORK'S COMP INS PREMIUM
601	PROBATION COSTS & OVERSIGHTS	644.130	DAY CARE	683	FRANCHISE FEE
602	WEDDING CEREMONIES	644.131	DANCE & AEROBICS CLASSES	695	OTHER FINANCING SOURCES
603	ART OVER THE INTERSTATE	644.132	EXERCISE	696	CONTRIBUTION FROM CITY - PUBLIC SAFETY
603.001	WEEDS	644.133	SPORTS	697	CONTRIBUTION FROM CITY - GENERAL
629	DOG POUND FEES	644.134	ARTS & CRAFTS	699	CHARGES TO OTHER FUNDS
632.001	APARTMENT INSPECTION FEE	644.135	PLAYGROUND & TOT-LOT ACTIVITIES	699.101	TRANSFER IN- GENERAL
630	ELECTRICAL FEES-OTHER	644.136	FAMILY TRIPS	699.202	TRANSFER IN- MAJOR STREET
631	REIMB. SERVICE-CODE ASSISTANCE	644.137	DANCES	699.203	TRANSFER IN- LOCAL STREET
632	HOUSING INSPECTIONS	644.138	WINTER CONCERTS	699.226	TRANSFER IN- SOLID WASTE FUND
633	CAR POUND FEES	644.139	FUNFEEST	699.251	TRANSFER IN- CABLE FUND
634	POLICE ALARM FEES	644.140	MUSIC IN THE PARK SOCIETY	699.252	TRANSFER IN- MOTOR POOL
635	POLICE REPORTS	644.141	SPECIAL EVENTS - MISCELLANEOUS	699.276	TRANSFER IN- DISTRICT COURT
636	DATA PROCESSING FEES	644.142	MUNICIPAL POOL - MISCELLANEOUS	699.592	TRANSFER IN- WATER & SEWER
637	WATER BILL PREPARATION	644.143	RENTALS	699.661	OTHER FUNDS
		644.144	ID. CARDS	699.677	TRANSFER IN- RISK MANAGEMENT

**CITY OF OAK PARK
CHART OF ACCOUNTS**

Listing of Expenditure Accounts by Number

Account No.	Expenditure Account Name	Account No.	Expenditure Account Name
702	Salaries & Wages	920	Utilities - Telephone
712	Employee Benefits	921	Utilities - Electricity
712.001	Retirees Health Care	922	Utilities - Heating
712.002	Retirees Life Insurance	923	Utilities - Water
712.003	Retirees Dental	924	Sewage Disposal
726	Materials & Supplies	925	Non-Residential IWC
727	Books	926	Industrial Surcharge
728	Periodicals & Papers	930	Repairs & Maintenance
729	Video Cassettes	940	Rentals
801	Professional Services	956	Miscellaneous
803	Medical Services	957	Event Tickets
804	Employee Recruitment	958	Memberships & Dues
807	Refuse Collection	960	Education & Training
808	Refuse Disposal	961	Contingencies
818	Contractual Services	964	Refunds and Rebates
830	Loss on Investments	965	Income Compensation
860	Transportation	968	Depreciation
864	Conferences & Workshops	969	Contributions
874	Benefit Payments	970	Capital Outlay
880	Community Promotion	975	Bond Redemption
880.001	Fireworks	991	Principal
880.002	Employee Recognition Dinner	995	Debt Service
880.003	Boards & Commissions Dinner	999	Transfer to Other Funds
880.005	50th City Anniversary	999.101	Transfer to General Fund
881	Youth Assistance Program	999.202	Transfer to Major Streets
900	Printing & Publications	999.203	Transfer to Local Streets
901	Newspaper Postings	999.251	Transfer to Cable
903	Postage	999.592	Transfer to Water & Sewer
910	Insurance & Bonds		

GLOSSARY OF KEY CONCEPTS

ACCRUAL BASIS

Accrual basis accounting recognizes transactions when they occur, regardless of the timing of related cash flows. The application of accrual accounting techniques prevents distortions in financial statement representations due to shifts in the timing of cash flows and related underlying economic events near the end of a fiscal period.

ACTIVITY

An office within a department to which specific expenses are to be allocated.

ADA

Americans with Disabilities Act - a law to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, to ensure the facilities, policies, and programs of public entities and accommodations are equally accessible to the disabled.

APPROPRIATION

An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.

APPROPRIATIONS ORDINANCE

The official enactment by the City Council establishing the legal authority for the City to incur obligations and to expend public funds for a stated purpose.

BALANCED BUDGET

A budget in which estimated revenues are equal to or greater than estimated expenditures.

CAPITAL EXPENDITURE

A disbursement of money which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$5,000 and have a useful life of at least two years.

CAPITAL PROJECTS FUND

A fund to account for the development of municipal capital facilities other than those financed by the Enterprise Fund.

CFT

Commercial Facilities Tax - An exemption from property tax allowed to commercial businesses. This exemption has been discontinued.

CDBG

Community Development Block Grants - a federally funded program to assist communities in the expansion and improvement of community services, to develop and improve neighborhoods, and to restore and preserve property values.

COAM

Command Officers Association of Michigan - the bargaining unit representing the Public Safety command officers.

CONTINGENCY

An estimated amount of funds needed for deficiency, contingent or emergency purposes.

COPS

Community Oriented Policing Services - a federal grant program which provides funding to hire police officers. These additional officers would concentrate on establishing and maintaining cooperation between law enforcement and members of the community.

GLOSSARY OF KEY CONCEPTS

DEBT SERVICE FUND

A fund to account for the accumulation of resources for and the payment of general long-term debt principal and interest.

DEFICIT

An excess of liabilities and reserves of a fund over its assets.

DEPARTMENTAL MISSION STATEMENT

A mission statement provides the full range of activities that will be used in the results oriented budget format to link the municipal purpose with the financial resources of the department.

EECBG

Energy Efficiency and Conservation Block Grant – a program that uses federal funds to promote energy efficiency and conservation. Emphasis is placed on responsible energy use now and in the future.

EMS

Emergency Medical Service - This service is provided by the Department of Public Safety.

ENTERPRISE FUND

A fund established to account for operations that are financed and operated in a manner similar to a private business, i.e., the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (Water & Sewer is an example of an enterprise fund.)

EXPENDITURE

The cost of goods delivered and services rendered, whether paid or unpaid, including expenses, debt retirement not required as liability of the fund from which retired, or capital outlay.

EXPENDITURE OBJECT

An expenditure object is a specific classification of expenditure account which includes a number of related accounts determined by the type of goods and services to be purchased. For example, the personnel services expenditure object includes the wages account as well as all fringe benefit account. Expenditure objects include personnel services, supplies, other charges, capital outlay, debt service, and transfer out.

FAC

Final Average Compensation - An average of an employees' annual wages used in the calculation of their retirement benefit.

FIXED ASSETS

Fixed assets are equipment and other capital items used in governmental fund type operations and are accounted for in the General Fixed Assets Group of Accounts rather than in the government funds. Such assets, which are recorded as expenditures at the time of purchase, do not include certain improvements such as roads, bridges, curbs and gutters, streets and sidewalks, and lighting systems. No depreciation has been provided on general fixed assets.

FTE

Full-time Equivalent - the equalization of part time hours to that of a full time worker in a like position.

FY

Fiscal Year - the 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

GLOSSARY OF KEY CONCEPTS

FUND

The accounts of the City are organized on the basis of funds and account groups in order to report on its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

FUND BALANCE

The excess of a fund entity's accumulated assets over its liabilities. Typically, excess revenues over expenditures at year-end will increase a fund's fund balance.

GENERAL FUND

The City's major operating fund to account for all financial resources except those required to be accounted for in another fund.

G.F.O.A.

Government Finance Officers Association of the United States and Canada - a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for public benefit.

IFT

Industrial Facilities Tax - An exemption from property tax allowed to industrial facilities.

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis. These funds use the flow of economic resources for measurement purposes and the full accrual basis of accounting. Included in this category are the Risk Management, Print Shop and Motor Pool Funds.

IWC

Industrial Waste Charge - a surcharge placed on all non-residential accounts by the City of Detroit.

LINE ITEM BUDGET

A budget which emphasizes allocations of resources to given organizational units for particular expenditures, such as, salaries, supplies services, and equipment. Line item budgets may be organized to provide accountability at varying levels, such as on department, division, or agency levels.

MIS DEPARTMENT

Management Information Services - this bureau is a service oriented provider of assistance for the City's technology program.

MODIFIED ACCRUAL

This basis of accounting recognizes revenues in the accounting period in which they are both measurable and available to finance expenditures. Expenditures are generally recognized in the accounting period in which they are both measurable and incurred.

MUSTFA

Michigan Underground Storage Tank Financing Authority - Funds provided by the State of Michigan for reimbursement of costs for the identification, removal and remediation of contaminated underground storage tank sites.

GLOSSARY OF KEY CONCEPTS

NSP

Neighborhood Stabilization Project – a federal program which funds the rehabilitation and/or demolition of undesirable properties. This project helps to control blight and can improve neighborhood property values.

OPERATING BUDGET

The operating budget is the authorized revenues and expenditures for on-going municipal services and is the primary means by which government is controlled. The life span of an operating budget typically is one year or less. Personnel costs, supplies, and other charges are found in an operating budget. A capital budget typically has a long term outlook where a project can span a several year period.

OSHA

Occupational Safety and Health Administration - The organization in state and federal government that oversees the workplace environment to insure it is safe for workers.

OTHER CHARGES

An expenditure object within an activity which includes professional services, utilities, rents, and training for example.

PERFORMANCE OBJECTIVES

Desired output oriented accomplishments which can be measured within a given time period.

PERSONNEL SERVICES

An expenditure object within an activity which includes payroll and all fringe benefits.

POAM

Police Officers Association of Michigan - The bargaining unit representing the Public Safety officers.

RESULTS ORIENTED BUDGETING

A management concept which links the annual line item budget to departmental results of operations.

REVENUE

An addition to the assets of a fund which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without a corresponding increase in any other liability or a decrease in assets, and does not represent a contribution of fund capital in enterprise or in intra-governmental service funds.

SERVICE STATEMENT

A statement of general and specific service deliveries rendered by an activity for the community.

S.E.V.

State Equalized Value - the assessed value multiplied by the tentative equalization factor. Michigan law requires that assessed value be at 50% of market value.

SOCRRA

Southeastern Oakland County Resource Recovery Authority - the corporation that provides for disposal of solid waste as well as the handling of recyclables.

SPECIAL ASSESSMENT

Amounts levied against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

GLOSSARY OF KEY CONCEPTS

SPECIAL REVENUE FUND

A fund to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or the major capital projects) that are legally restricted to expenditures for specified purposes.

SUPPLIES

An expenditure object within an activity which includes all items that have a useful life of less than one year and/or a purchase price of less than \$500 dollars.

SURPLUS

An excess of the assets of a fund over its liabilities and reserves.

TPOAM

Technical Professional Office Workers Association of Michigan - The bargaining unit that represents regular, full-time hourly, and salaried office clerical, professional/technical, and regular, part-time employees.

TRANSMITTAL LETTER

A written policy and financial overview of the City as presented by the City Manager.

TRANSFERS-IN/OUT

A legally authorized funding transfer between funds in which one fund is responsible for the initial receipt and the other fund is responsible for the actual disbursement.

TRUST & AGENCY FUND

Trust & Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments, or other funds. These include the Employees Retirement System and the Agency Funds. The Employees Retirement System is accounted for in the same manner as a proprietary fund. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

UNRESERVED FUND BALANCE

The balance of net financial resources that are spendable or available for appropriation or the portion of funds balance that is not legally restricted.

WATER & SEWER FUND

This enterprise fund accounts for the operation of a combined water & sewer system. The revenues consist of charges for services from City businesses and residences which are used to pay for all water and sewer related expenses.



GLOSSARY FOR EXPENDITURE ACCOUNTS

The following expenditure accounts may be used in the preparation of budget requests. Most departments will not use all of these accounts.

702 - SALARIES & WAGES

This account is to be used to record all compensation paid to employees. This includes all regular pay, over-time pay, longevity pay, leave pay, and other taxable pay.

712 - EMPLOYEE BENEFITS

This account is to be used to record the cost of all fringe benefits received by employees. This includes the cost of workers compensation, retirement, clothing allowance, dental insurance, health insurance, life insurance, accidental death and dismemberment insurance, long term disability insurance, FICA, and any other fringe benefit.

.001 - Retirees Health Care - for use in Non-Departmental to provide cost of this item.

.002 - Retirees Life Insurance -for use in Non-Departmental to provide cost of this item.

.003 - Retirees Dental - for use in Non-Departmental to provide cost of this benefit.

726 - MATERIALS & SUPPLIES

All materials and supplies consumed in your normal operation should be charged to this account, except for those items which more correctly involve the Transportation or Repairs and Maintenance classifications. This account includes paper, envelopes, folders, writing utensils, miscellaneous materials, postage, in-house printing, photocopy cost (except for copy machine rental), and forms expenses. It also includes operating supplies such as ammunition, extinguisher recharges, licenses, photo supplies, playground and athletic supplies, testing supplies, and other miscellaneous supplies. Small tools, batteries, flashlights, shovels, rope and other such similar items should also be considered supplies rather than equipment (Capital Outlay).

727 - BOOKS

For use in Library to provide the detail of the operating supplies required for circulation.

728 - PERIODICALS & PAPERS

For use in the Library to provide the detail of the operating supplies required for circulation.

729 - VIDEO CASSETTES

For use in Library to provide the detail for the operating supplies required for circulation.

801 - PROFESSIONAL SERVICES

All legal fees, engineering fees, auditing and financial consulting fees, and other professional service fees should be charged to this account.

803 - MEDICAL/HEALTH SERVICES

This account should be used for physicals requested in anticipation of employment as needed. Also for use to indicate the share of the cost of Health Insurance premiums paid by the Employees Retirement System for the retirees.

804 - EMPLOYEE RECRUITMENT This account is for the cost used in the recruitment of employees in Public Safety in order to maintain a listing for possible job vacancies.

GLOSSARY FOR EXPENDITURE ACCOUNTS

807 - REFUSE COLLECTION

This account is for use in the Solid Waste Fund to provide the detail the cost of refuse collection.

808 - REFUSE DISPOSAL

This account is for use in the Solid Waste Fund to provide the detail of the cost of refuse disposal.

818 - CONTRACTUAL SERVICES

This account is to be used for all services purchased by a department from an outside agency which do not belong in "801". This includes charges for rubbish disposal, fees for temporary help agencies, payments to board members, witness and jury fees, charges for computer programming services, and all other outside contractual services not delineated elsewhere.

830 - LOSS ON INVESTMENTS

This account is for use in the Employees Retirement System for the cost of loss on investments.

860 - TRANSPORTATION

This account should be charged for all gasoline, oil, auto repairs, and mileage, if the mileage does not more appropriately belong to another classification (e.g., Conferences & Workshops).

864 - CONFERENCES & WORKSHOPS

All expenses relating to attendance at any conference or workshop should be charged to this account. This includes registration fees, hotel bills, meal expenses, and transportation expenses (including mileage).

874 - BENEFIT PAYMENTS

This account is for use in the Employees Retirement System to provide the cost of the pension benefit's paid to the retirees.

880 - COMMUNITY PROMOTION

This account should be used for expenses of a public relations nature. This would include printing and mailing of brochures, citation plaques, and other miscellaneous public relation expense.

.001 - Fireworks - This account is to provide the cost detail for this specific event.

.002 - Employee Recognition Dinner - This account should be used to provide the cost of this specific event.

.003 - Boards & Commissions Dinner - This account should be used to provide the cost of this specific event.

.005 - 50th Anniversary - This account should be used to provide the cost of this specific expense.

881 - YOUTH ASSISTANCE PROGRAM

This account exists strictly for the charges of this specific program.

GLOSSARY FOR EXPENDITURE ACCOUNTS

900 - PRINTING & PUBLICATION

This account exists primarily for ordinance printing and advertising expenses. Form printing is considered to be in the Materials & supplies classification and should not be charged here.

901 - NEWSPAPER POSTINGS

This account exists primarily for postings in newspapers.

903 - POSTAGE

This account should be used to provide detail of the charges for the postage machine.

910 - INSURANCE & BONDS

This account should be used for all insurance and bond premiums, except for Workers Compensation and various employee fringe benefit insurance costs.

920 - TELEPHONE

This account should be used to provide the detail for this specific utility.

921- ELECTRICITY

This account should be used to provide the detail for this specific utility.

922 - HEATING

This account should be used to provide the detail for this specific utility.

923 - WATER

This account should be used to provide the detail for this specific utility.

922 - SEWAGE DISPOSAL

This account is used by the Water and Sewer Fund for this specific item.

925 - NON-RESIDENTIAL IWC

This account is used by the Water and Sewer Fund for this specific item.

926 - INDUSTRIAL SURCHARGE

This account is used by the Water and Sewer Fund for this specific item.

930 - REPAIRS & MAINTENANCE

All repair and maintenance costs, except those for automotive and radio equipment, should be charged here. Automotive repairs should be charged to the Transportation account (860).

940 - RENTALS

This account should be used for all rental expenses including rental of District Court facilities, rentals paid to the Building Authority for Recreation facilities, rentals of copying machines, and rentals of tools and equipment.

956 - MISCELLANEOUS

This account should be used for any charges which do not properly belong in any one of the other account classifications.

957 - EVENT TICKETS

This account is used by the Recreation Department to provide the detail for this specific item.

GLOSSARY FOR EXPENDITURE ACCOUNTS

958 - MEMBERSHIPS & DUES

This account should be used for memberships and dues in professional associations.

960 - EDUCATION & TRAINING

This account should be used for tuition and other training expenses. There is a very fine line separating the classification from Conferences & Workshops (864). If questions arise as to the proper classification for a particular item, they should be discussed with the Finance Director.

961 - CONTINGENCIES

This account is used strictly by the Solid Waster Fund for items such as hazardous waste disposal, private hauler for sweepings and excavated material, roll off of leaves, etc..

964 - REFUNDS AND REBATES

This account is used for settlement of Tax Tribunal decisions.

965 - INCOME COMPENSATION

This account is used in the Risk Management Fund to report income compensation payments made to claimants for workers compensation.

968 - DEPRECIATION

This account is used for the depreciation of fixed assets in the Enterprise and Internal Service Funds.

969 - CONTRIBUTIONS

This account is to be used for City grants to other programs with local units.

970 - CAPITAL OUTLAY

This account should be used for all purchases of fixed assets. This would include office furniture, machinery, equipment, vehicles, weapons, typewriters, and other fixed assets. Capital outlay items have a useful life of one or more years and cost more than \$500.

975 - BOND REDEMPTION

This account represents the interest and principal payment for the District Court renovation loan.

991 - PRINCIPAL

This account is used by the Water and Sewer for principal payment required on bond issues.

995 - DEBT SERVICE

This account is used by the Water and Sewer Fund.

995 - INTEREST

This account is used by the Water and Sewer Fund for interest payments required on bond issues.

999 - TRANSFERS

This classification is used to provide for transfers between funds.

Oak Park

A community you can LIVE in!

Located on the south side of I-696, the City of Oak Park is a fully developed mature city with modest homes, shopping and tree-lined streets. The American Dream is a reality in Oak Park. Although literally dozens of ethnic heritages are represented in our population, we share the same basic values, ambitions and opportunities. This is a great place to raise a family and to live the American Dream. People from miles away, and from continents away have chosen to live in Oak Park because the character of our community matches the ideals professed by our motto: "The Family City." We live side-by-side as neighbors and community partners. The city is supported by a diversified business community consisting of many small and medium sized businesses. If you have a business in Oak Park, or you are interested in locating your business in Oak Park, you are invited to join the 8 Mile Boulevard Association.

Local Government

Mayor

Marian McClellan (248) 691-7400

Manager

Erik Tungate (248) 691-7410

Clerk

Ed Norris (248) 691-7540

www.ci.oak-park-mi.us/

Private Schools

Academy for Student Soc. And Ed. Tr., Beis Chaya Mushka, Cheder Oholei Yosef Yitzchok Lubavitch, De Ror Montessori Center, Harmony Montessori, Heavenly Haven Christian Child, Sally Allan Alexander Beth Jacob School for Girls, Oholei Yosef Yitzchak Lubavitch, Yeshiva Gedolah Ateres Mordech

Public School Enrollment

Does not include public school academies

School District	Year	Enrollment
Berkley	2008 - 2009	4,438
Ferndale	2008 - 2009	4,283
Oak Park	2008 - 2009	3,784

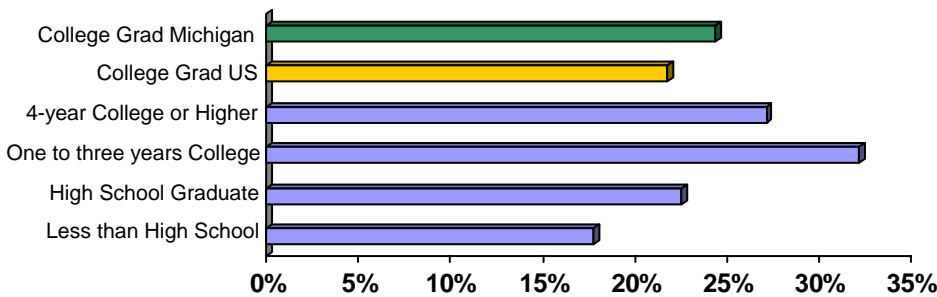
2009 Tax Rates

School District	Homestead	Non Homestead
Berkley	\$45.19	\$63.19
Ferndale	\$47.98	\$65.98
Oak Park	\$47.95	\$65.95

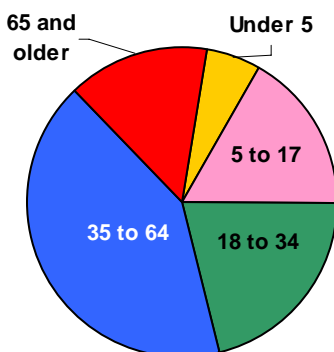
Colleges and Universities

None

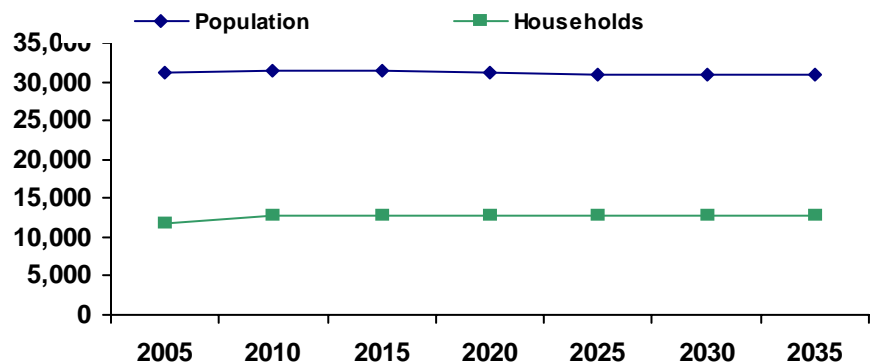
Educational Attainment of People Over 25 Years of Age



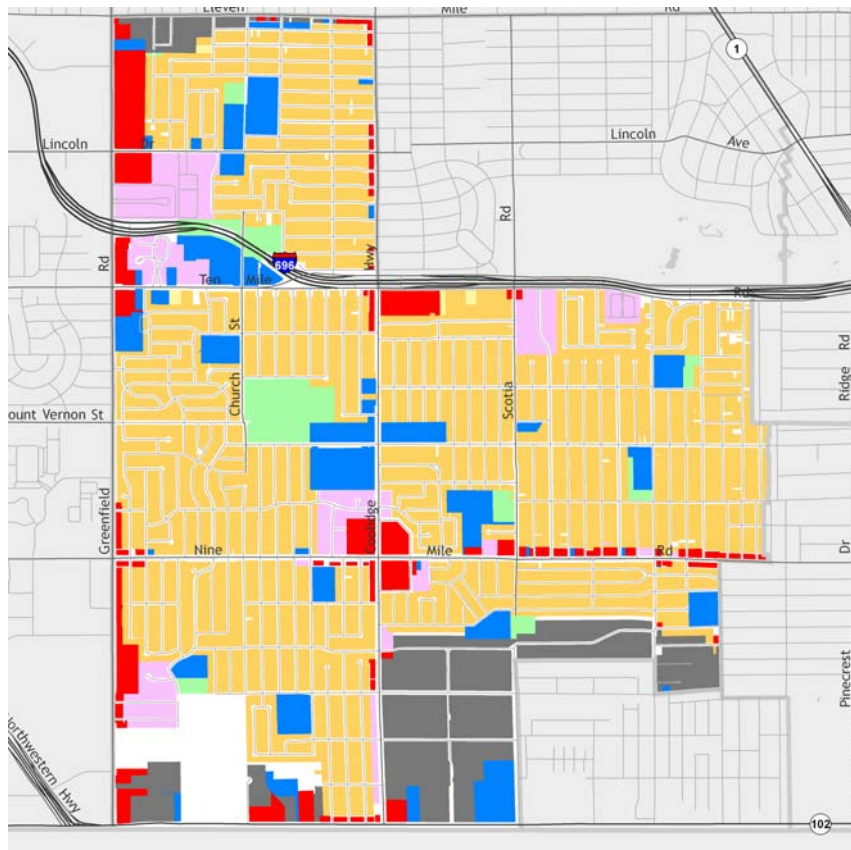
Population by Age



Population and Household Growth

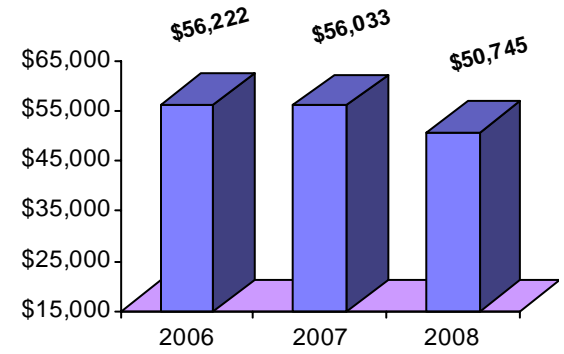


Oak Park



The information provided has been compiled from recorded deeds, plats, tax maps, surveys, and other public records. It is not a legally recorded map or survey and is not intended to be used as one. For more detailed land use information, go to <http://www.oakgov.com/luz>

Median Household Income



Source: Claritas

Housing Sales

2010 # of Sales	149
2010 Median Sales \$	\$35,200
2010 Avg DOM	82
2009 # of Sales	549
2009 Median Sale \$	\$35,000
2009 Avg DOM	81
2008 # of Sales	410
2008 Median Sale \$	\$47,000
2008 Avg DOM	90

Realcomp (2010 through April only)

Top Employers

Rank	Company Name	Industry
1	Oak Park School District	Primary and secondary education
2	City of Oak Park	Government services
3	Aarmco Inc.	Security guards and patrol services
4	Berkley School District	Primary education
5	Hagopian World of Rugs, Inc.	Floor covering stores
6	Barton-Malow Rigging Co. Inc.	Installing building equipment
7	K-mart Corporation	Discount department stores
8	Ferndale School District	Primary education and support services
9	Visiting Nurse Association	Home health care services
10	Bullseye Telecom, Inc.	Telephone communications
11	GTN Inc.	Motion picture services

Manufactured Housing

Year	# of Parks	# of Units
2005	0	0
2007	0	0
2003	0	0

Source: SEMCOG



CITY OF OAK PARK
2013 - 2014 BUDGET
MISCELLANEOUS STATISTICS

City Charter Adopted		October 29, 1945
Form of Government		Council / Manager
Number of full-time employees		139
Legislative	5	
Exempt	11	
Supervisory	10	
Administrative	6	
Command Officers	13	
Public Safety Officers	34	
Dispatch	5	
TPOAM	33	
District Court	22	
Area in Square Miles		5.5
City of Oak Park facilities and services:		
Miles of Major Streets		19.27
Miles of Local Streets		65.33
Number of Street Lights		1,534
Culture and Recreation:		
Community Center		1
City Parks		10
Park Acreage		109.8
Swimming Pool		1
Tennis Courts		8
Sewerage System:		
Miles of Sanitary Sewers		80.64
Miles of Storm Sewers		80.64
Number of Service Connections		10,400
Water System:		
Miles of Water Mains		115
Number of Service Connections		10,484
Number of Fire Hydrants		967
Daily Average Consumption in Gallons		3.6 million
Education:		
Elementary Schools		7
Middle Schools		3
High Schools		1
Education Centers		2
Labor Market:		
Total Labor Force		13,620
Total Employed		11,773
Total Unemployed		1,847
Percent Unemployment		13.60%

Source: Michigan Department of Technology, Management & Budget - December, 2012