



**PLYMOUTH CITY COMMISSION
REGULAR MEETING AGENDA**

Monday, May 16, 2016 - 7:00 p.m.



201 S. MAIN ST., PLYMOUTH, MI 48170 Ph (734) 453-1234 Fax (734) 455-1892

COMPLETE AGENDAS ARE AVAILABLE ONLINE AT <http://www.ci.plymouth.mi.us/AgendaCenter>

- 1) **CALL TO ORDER**
 - a) Pledge of Allegiance
 - b) Roll Call
 - c) Proclamation- Public Works Week
 - d) Proclamation- Arbor Day
 - e) Proclamation- Police Week

- 2) **CITIZENS COMMENTS**

- 3) **APPROVAL OF THE AGENDA**

- 4) **ENACTMENT OF THE CONSENT AGENDA**
 - a) Approval of May 2, 2016 City Commission Regular Meeting Minutes
 - b) Approval of April, 2016 Bills
 - c) Special Event: 2016 Plymouth Memorial Day Parade, May 30, 2016
 - d) Special Event: MI Philharmonic Youth Orchestra Pops Concert, June 7, 2016
 - e) Special Event: Summer Solstice Celebration-Plymouth Yoga Room, June 18, 2016
 - f) Special Event: Praise in the Park, June 26, 2016
 - g) Special Event: Plymouth Community Fall Festival, September 9, 10, 11, 2016

- 5) **COMMISSION COMMENTS**

- 6) **OLD BUSINESS**

- 7) **NEW BUSINESS**
 - a) Overnight Parking Policy Update
 - b) Recognized Non-Profit-Chamber of Commerce
 - c) Trash Cart & Bag Rates 2016-17
 - d) Water & Sewer Rate Card #18
 - e) Assessing Contract
 - f) Master Plan Budget Allocation Authorization
 - g) Liquor Management Ordinance - 1st Reading

- 8) **REPORTS AND CORRESPONDENCE**
 - a) City Commission Goals - April 2016 Update

- 9) **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Mon-Fri from 8:00am -4:30pm, at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or Citizen so requests, in which case that item will then be placed on the regular agenda.

City of Plymouth 2016 Goals

- Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues) **Champions: Dalton, Dwyer, Valenti**
- Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.
Champions: Dalton, Deal, Dwyer
- Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff. **Champions: Deal, Pobur, Valenti**
- Develop funding plan for future capital improvements **Champions: Pobur, Wolcott, Wright**
- Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades. **Champions: Deal, Wolcott, Wright**

Proclamation

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives, and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection, and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services, and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of the public works officials, and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I Daniel Dwyer, Mayor of the City of Plymouth, Michigan, do hereby proclaim the week of Sunday May 15, 2016, through Saturday May 21, 2016 as

Public Works Week

In the City of Plymouth, Michigan, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Official Seal of the City of Plymouth, Michigan to be affixed this 16th day of May, 2016.

Daniel Dwyer
Mayor of the City of Plymouth, Michigan

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I Daniel Dwyer, Mayor of the City of Plymouth, Michigan, do hereby proclaim May 20th, 2016, as

Arbor Day

In the City of Plymouth, Michigan, and I urge all citizens to Celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Official Seal of the City of Plymouth, Michigan to be affixed this 16th day of May, 2016.

Daniel Dwyer
Mayor of the City of Plymouth, Michigan

Proclamation

Whereas, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and

Whereas, the members of the law enforcement agency of the City of Plymouth play an essential role in safeguarding the rights and freedoms of the City of Plymouth; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of the City of Plymouth unceasingly provide a vital public service;

Now, therefore, I, Dan Dwyer, Mayor of the City of Plymouth, call upon all citizens of the City of Plymouth and upon all patriotic, civic and educational organizations to observe the week of May 15, 2016 as

National Police Week

with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of City of Plymouth and upon all patriotic, civic and educational organizations to observe the day of May 15, 2016 as

Peace Officers' Memorial Day

in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this 16th Day of May of Two-Thousand Sixteen.

Dan Dwyer, Mayor
City of Plymouth, Michigan

CITY OF PLYMOUTH
CITY COMMISSION MEETING MINUTES
MONDAY, MAY 2, 2016, 7:00 p.m.

CITY HALL
201 S. Main Street
Plymouth, MI 48170

CALL TO ORDER: 7:04p.m.

PRESENT: Mayor Daniel Dwyer, Mayor Pro-Tem Oliver Wolcott; Commissioners Mike Wright, Colleen Pobur, Suzie Deal, Joe Valenti

ABSENT: Commissioner Daniel Dalton

PROCLAMATION FOR MUNICIPAL CLERK'S WEEK:

Mayor Daniel Dwyer presented the City Clerk with a Proclamation to proclaim May 1-7, 2016 as "Municipal Clerks Week" in the City of Plymouth.

CITIZEN COMMENTS:

Congressman Dave Trott was present to honor and present a veterans pin, US flag and proclamation from the President to the family of Osborn Donald Olson. He served in the US Army in WWII and was never properly recognized for his service. Congressman Trott recognized all the family present on behalf of Mr. Olson. He thanked all them for attending and for Mr. Olson's years of service in the US Army.

Congressman Dave Trott also recognized Commissioner Mike Wright for his years of service as Sergeant E5 Specialist who was wounded in Viet Nam. He presented Mike Wright with a veterans pin and proclamation from the President to honor his service in the military during the Viet Nam War.

Ed Krol, 1108 Beech, expressed his concern with drivers running red lights downtown and feels it is very scary. He spoke about budget concerns and asked that the City be sure that there is equitable and fair assessments on each residence, especially since there are such huge houses going up in the community. He also spoke about a meeting going on in Lansing this Friday concerning preservation and hoped the City would take an interest in what is going on.

APPROVAL OF THE AGENDA:

3. A motion was made by Commissioner Mike Wright and seconded by Commissioner Colleen Pobur for approval of the Agenda for Monday, May 2, 2016.

MOTION PASSED

ENACTMENT OF THE CONSENT AGENDA:

- 4a. Approval of April 14, 2016 Budget Session Meeting Minutes
- 4b. Approval of April 18, 2016 City Commission Regular Meeting Minutes
- 4c. Approval of April 25, 2016 Budget Session Meeting Minutes
- 4d. Special Event: Sand Volleyball Thursdays, May 19th – October 13th
- 4e. Special Event: Susan G. Komen 3-Day (revised appl), August 5 –7 in City on Aug6
- 4f. Special Event: Robots in the Park, August 21st
- 4g. Special Event: PennTasteTic Downtown Restaurant Crawl, October 4
- 4h. Special Event: Pumpkin Palooza, October 23rd

A motion was made by Mayor Pro-tem Oliver Wolcott and seconded by Commissioner Colleen Pobur for approval of the Consent Agenda for Monday, May 2, 2016.

MOTION PASSED

COMMISSION COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

7a. 3rd Quarter Budget Amendments –

RES.. #2016-36

WHEREAS, actual patterns of Departmental expenditures occur differently than originally projected in the 2015-2016 City Budget as adopted in June of 2015; and

WHEREAS, overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS, the City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City.

NOW, THEREFORE BE IT RESOLVED, that the 2015-2016 City Budget is hereby amended as indicated in the 3rd quarter amendments column of the attached Budget Amendments Summary which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective March 31, 2016.

A motion was made by Mayor Pro-tem Oliver Wolcott and seconded by Commissioner Colleen Pobur for approval of the resolution.

MOTION PASSED

7b. Summer Commission Meetings in the Parks –

RES. #2016-37

WHEREAS, The City Commission has indicated a desire to move the summer City Commission meetings from City Hall to the neighborhood parks; and

WHEREAS, The Commission found this program to be successful during the summers of 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014 and 2015.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby schedule the following meetings for 7:00 p.m. at the following locations. The Significant Rain location for all locations will be Plymouth City Hall, 201 S. Main, Plymouth.

Monday, June 6, 2016	Kellogg Park
Monday, June 20, 2016	Fire House Playground (Holbrook & Spring)
Tuesday, July 5, 2016	Wilcox Park (Byron & Dewey)
Monday, July 18, 2016	Lions Park (Burroughs & Fairground)
Monday, August 1, 2016	Rotary Park (Wing & Harold)
Monday, August 15, 2016	Kiwanis Park (Auburn & Junction)

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby directs the City Clerk to post a notice of the changed meeting locations as appropriate and as quickly as possible.

A motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-tem Oliver Wolcott for approval of the resolution.

MOTION PASSED

Mayor Dan Dwyer and Commissioner Colleen Pobur spoke briefly about the LLRC meeting prior to the Commission Meeting. This meeting was a continuation of a discussion concerning forming criteria to issue another liquor license in the City. They indicated the room was packed with business owners, as well as Bar/Restaurant owners. They stated that there has been a lot of work and consideration put into developing criteria that would be appropriate for issuing another license. They indicated that the majority present felt that the problem is lack of parking and that should be resolved before issuing another license.

Commissioner Joe Valenti spoke his concerns about any reports that the City Commission should be reviewing should be passed along and that there is a need to improve communication.

7c. Closed Session – Attorney/Client Privilege -

RES. #2016-38

WHEREAS, The City Commission of the City of Plymouth is authorized by the Michigan Open Meetings Act to go into closed session to consider material exempt from discussion or disclosure by state or federal statute; and

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorized a closed session in accordance with the Michigan Open Meetings Act to discuss material from the City Attorney that is exempt from discussion or disclosure by state or federal statute.

A roll call vote was asked for:

Commissioner Deal	Yes
Commissioner Dalton	ABSENT
Mayor Pro-tem Wolcott	Yes

Commissioner Wright	Yes
Commissioner Pobur	Yes
Commissioner Valenti	Yes
Mayor Dwyer	Yes

MOTION PASSED

The City Commissioner went into closed session at - 7:31 p.m.

OPEN SESSION:

8. Hearing no further discussion, a motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-tem Oliver Wolcott to return to open session at 8:15 p.m. Mayor Dan Dwyer asked for a roll call vote:

Commissioner Valenti	Yes
Commissioner Pobur	Yes
Commissioner Wright	Yes
Mayor Pro-tem Wright	Yes
Commissioner Dalton	ABSENT
Commissioner Deal	Yes
Mayor Dwyer	Yes

MOTION PASSED

REPORTS AND CORRESPONDENCE:

9. Hearing no further discussion, a motion was made by Commissioner Mike Wright and seconded by Mayor Pro-tem Oliver Wolcott for adjournment of the meeting at 8:16 p.m.

MOTION PASSED

DANIEL DWYER
MAYOR

LINDA LANGMESSER
CITY CLERK

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name PLYMOUTH LIONS CLUB / PLYMOUTH VETERANS ORGS.

Ph# N/A Fax# N/A Email N/A Website N/A

Address _____ City _____ State _____ Zip _____

Sponsoring Organization's Agent's Name LEE EKHOLM Title CHAIRMAN

Ph# _____ Fax# _____ Email EKHOLM36@HOTMAIL.COM Cell# 734-812-8724

Address 46689 WARREN RD. City CANTON State MI. Zip 48187

Event Name 2016 PLYMOUTH MEMORIAL DAY PARADE

Event Purpose HONOR SERVICE MEN & WOMEN

Event Date(s) MAY 30, 2016

Event Times LINE UP 8:00 / PARADE 9:00 / CEREMONY 10:00 AM

Event Location WING & HARVEY → MAIN ST. → VETERANS PARK

What Kind Of Activities? MARCHING UNITS / CEREMONY @ VETERANS PARK

What is the Highest Number of People You Expect in Attendance at Any One Time? _____

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

8:00 AM UNITS ASSEMBLE / WING & HARVEY
9:00 AM PARADE UP MAIN STREET
10:00 AM CEREMONY @ VETERANS PARK
11:00 AM CEREMONY CONCLUDES

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: (Weddings Ceremonies – Please Review Section 12.2 f)
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

MEMORIAL DAY

Next year's specific dates:

LAST MONDAY OF MAY 2017

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.

(see Attachment B)

(4 SPEAKERS)

PODIUM & SOUND SYSTEM / 44 FOLDING CHAIRS

CLOSE CHURCH STREET WEST OF PARK TO ALLOW BAND TO ASSEMBLE

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES NO

If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

4/29/16
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

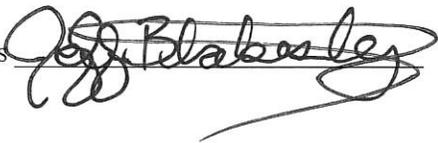
11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The PLYMOUTH LIONS CLUB (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the MEMORIAL DAY PARADE (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature 

Date 4-29-16

Witness 

Date 4-29-16

EVENT REVIEW

EVENT NAME: MEMORIAL DAY PARADE
(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>CP</u>
\$250 Bathroom Cleaning Fee Per Day of Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Regular Time \$	Overtime Costs: \$ <u>750⁰⁰</u>	Equipment & Materials Costs: \$ <u>275⁰⁰</u>	
<u>ROAD CLOSURE</u>			
<u>PA SYSTEM</u>			
<u>FLAGS</u>			

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>ALC</u>
Regular Time \$	Overtime Costs: \$ <u>APPROX. 1140-</u>	Equipment & Materials Costs: \$	
<u>5 OFFICERS @ 3 HOURS EACH</u>			

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>JO</u>
Regular Time \$ <u> </u>	Overtime Costs: \$ <u> </u>	Equipment & Materials Costs: \$ <u> </u>	
<u>Fire will have units in the parade</u>			

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time \$ <u> </u>	Overtime Costs: \$ <u> </u>	Equipment & Materials Costs: \$ <u> </u>	
<u>✓</u>			

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
Regular Time \$ <u> </u>	Overtime Costs: \$ <u> </u>	Equipment & Materials Costs: \$ <u> </u>	

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard <input type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured'		
Class II – Moderate Hazard <input checked="" type="checkbox"/>			
Class III – High Hazard <input type="checkbox"/>			
Class IV – Severe Hazard <input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Michigan Philharmonic

Ph# 734-451-2112 Fax# 734-416-4267 Email jane@michiganphil.org Website www.michiganphil.org

Address 650 Church St City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Jane Libbing Title Ed. Coordinator Youth Orch. Manager

Ph# 734-451-2112 Fax# 734-416-4267 Email jane@michiganphil.org Cell# 734-718-1552
Home 734-453-8910

Address 979 Penniman Ave (home) City Plymouth State MI Zip 48170
650 Church St (work)

Send bill to

Event Name Michigan Philharmonic Youth Orchestra Pops Concert in the Park

Event Purpose Share our music with family, friends and our home community

Event Date(s) Tuesday, June 7, 2016

Event Times 6-7 PM (Set up at 5 PM)

Event Location Kellogg Park

What Kind Of Activities? Youth Orchestra in the band shell

What is the Highest Number of People You Expect in Attendance at Any One Time? 200

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

5:00 - 6:00 PM Chair/sound system set up and check
- Students arrive
6:00 - 7:00 PM Concert
7:00 - 7:30 Chair take down / student dismissal

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

first Tuesday in June

Next year's specific dates:

June 6, 2017

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** electricity for YES NO
sound system

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

Band shell needed

Sound system setup/testing

7. **AN EVENT MAP** IS IS NOT attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO *Not planned*
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

If we decide to use one, it would be the Michigan Philharmonic sign which is used at all Kellogg Park Mich Phil concerts.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

5/4/16
Date

Jane Libbing
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

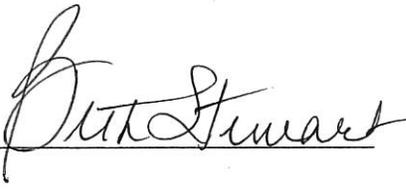
**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Michigan Philharmonic (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the MPYO Pops Concert (event name) in the Park by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature 

Date 3/23/16

Witness Jane Libbing

Date 3/23/16

EVENT REVIEW

EVENT NAME: MI PHIL YOUTH ORCHESTRA POPS CONCERT

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial <u>CP</u>
\$250 Bathroom Cleaning Fee Per Day of Event?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$		
<u>1 FTE APPROX 4 HRS = \$250</u>				
<u>TRUCK \$60</u>				

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial <u>guc</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$		
<u>76-</u>				
<u>1 OFFICER @ 1 HOUR</u>				

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial <u>gls</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$		
<u>No Service Required</u>				

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$		

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial <u>TRB</u>
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$		

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial <u>mb</u>
Class I – Low Hazard	<input checked="" type="checkbox"/>			
Class II – Moderate Hazard	<input type="checkbox"/>		CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT	
Class III – High Hazard	<input type="checkbox"/>		Naming City of Plymouth as ‘Additional Insured’	
Class IV – Severe Hazard	<input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth
SPECIAL EVENT APPLICATION

ITEM #4.e

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name PLYMOUTH YOGA ROOM
Ph# 734 259-4324 Fax# _____ Email INFO @PLYMOUTHYOGAROOM.COM Website PLYMOUTHYOGAROOM.COM
Address 474 FOREST AVE. City PLYMOUTH State MI Zip 48170
Sponsoring Organization's Agent's Name Melissa Amin Title MANAGER
Ph# SAME Fax# _____ Email MELISSA@PLYMOUTHYOGAROOM.COM Cell# 734.502.9724
Address SAME City _____ State _____ Zip 48170

Event Name SUMMER SOLSTICE CELEBRATION
Event Purpose CELEBRATE THE SUMMER SOLSTICE
Event Date(s) SATURDAY JUNE 18TH.
Event Times 8:00 A.M. - 11:00 A.M.
Event Location KELLOG PARK
What Kind Of Activities? 108 SUN SALUTATIONS

What is the Highest Number of People You Expect in Attendance at Any One Time? 90 * COMING / GOING NOT ALL AT ONCE
Coordinating With Another Event? YES NO If Yes, Event Name: FARMERS MARKET

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
OUR TEACHERS WILL LEAD STUDENTS THROUGH 108 SUN SALUTATIONS. WE WILL HAVE STUDENTS ARRANGE THEIR MATS IN A LARGE CIRCLE - TEACHERS WILL WALK THROUGHOUT THE CIRCLE AS THEY GIVE INSTRUCTION. TEACHERS WILL USE A HEAD SET MICROPHONE SYSTEM TO ALLOW FOR BETTER HEARING - THE SAME SYSTEM IS USED FOR YOGA IN THE PARK. THIS IS A FREE EVENT OPEN TO STUDENTS (CURRENT) OF PLYMOUTH YOGA ROOM AS WELL AS ANYONE WHO WOULD LIKE TO DROP IN. IT SHOULD TAKE APPROX 1.5 HOURS TO COMPLETE THE 108 SALUTATIONS.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*

City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

SUMMER SOLSTICE

Next year's specific dates:

JUNE 17 2017

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** Electricity YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO

If Yes, list the lots or locations where/why this is requested:

10. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

4-19-16
Date

Melissa Elm
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The PLYMOUTH Yoga Room (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Summer Solstice Celebration (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Melissa Lin

Date 5-5-14

Witness _____

Date _____

EVENT REVIEW

EVENT NAME: Summer Solstice Celebration

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>GP</u>
\$250 Bathroom Cleaning Fee Per Day of Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<u>NO SERVICES NEEDED</u>			

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MLC</u>
Regular Time Costs: \$	Overtime Costs: \$ <u>0</u>	Equipment & Materials Costs: \$	
<u>No Services Necessary</u>			

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>JG</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<u>No Service Required</u>			

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$	

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard <input type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as ‘Additional Insured’		
Class II – Moderate Hazard <input checked="" type="checkbox"/>			
Class III – High Hazard <input type="checkbox"/>			
Class IV – Severe Hazard <input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Praise Baptist Church

Ph# (734) 455-2300 Fax# (734) 455-1977 Email pastorandrew@pbcplymouth.org Website pbcplymouth.org

Address 45000 North Territorial City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Andrew Lenhart Title Pastor

Ph# (734) 277-9867 Fax# N/A Email pastorandrew@pbcplymouth.org Cell# (734) 277-9867

Address 44732 Crestmont Dr. City Canton State MI Zip 48187

Event Name Praise in the Park

Event Purpose To share God's love through word, song and deed (raise \$ for local charity)

Event Date(s) June 26 (Sunday)

Event Times 6:30am - 2pm

Event Location Kellogg Park

What Kind Of Activities? Church worship service (music, sharing about God) + family picnic afterward + raise \$ for local charity

What is the Highest Number of People You Expect in Attendance at Any One Time? 100

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

We will start setting up at 6:30am (sound system, some chairs, few canopies, etc.). worship service which is open to all people will start at 10:30am. We will shuttle some of our elderly church members from our church to the park during 9:30am - 10:30am. 10:30am worship service will finish about noon. There will be some worship music, and preaching about God during the service. Afterward we will have a family picnic (people will bring their own food) and clean up. We will be done by 2pm.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: (Weddings Ceremonies – Please Review Section 12.2.f)
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

last Sunday in June

Next year's specific dates:

June 25, 2017

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

Public Restrooms

Rent Band shell and sound system

7. **AN EVENT MAP** IS IS NOT attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

- Please block off Penniman Ave. behind the band shell. Also please don't allow parking for the 17 spots along

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO West Ann Arbor trail between S. Main + S. Union.
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.** We will be shuttling church members to and from our church and drop them off there.

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES NO

If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

5/6/16
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

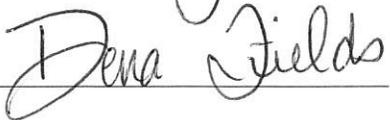
11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Praise Baptist Church (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Praise in the Park (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

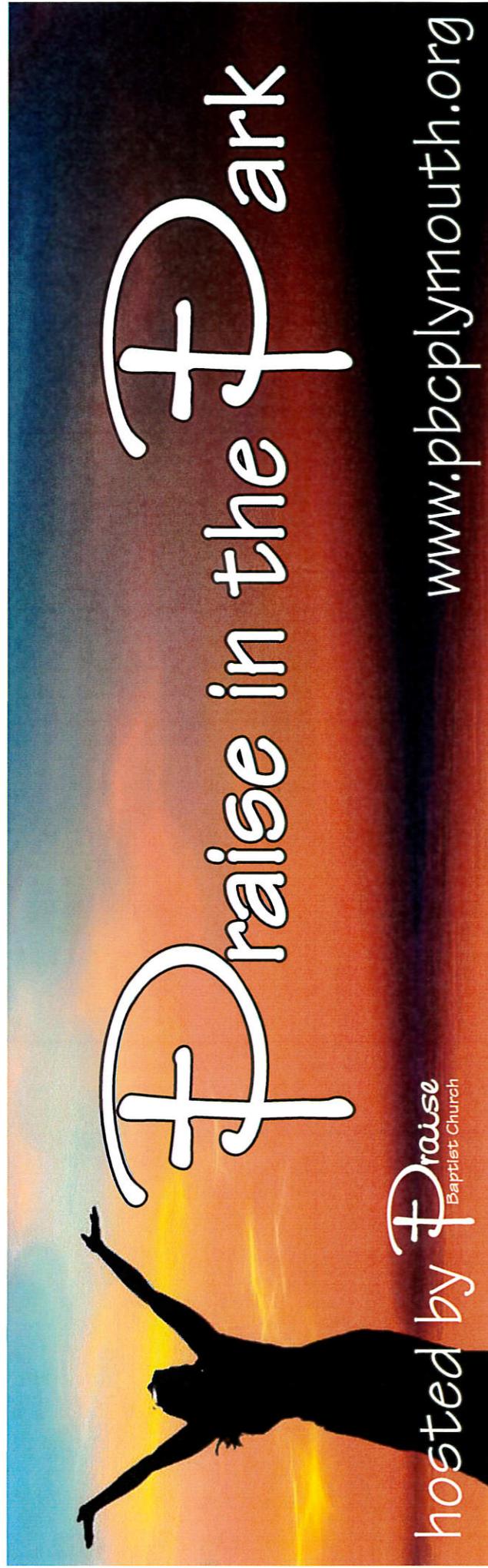
Signature 

Date 5/6/16

Witness 

Date 5/6/2016

3ft x 10ft. Banner to go on top of Band shell



hosted by Praise
Baptist Church

www.pbcplymouth.org

EVENT REVIEW

EVENT NAME: PRaise IN THE PARK

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>CP</u>
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
Regular Time	\$	Overtime Costs:	\$	Equipment & Materials Costs:
1 FTE APPROX 8 HRS = \$500 TRUCK \$100 PA SYSTEM \$100				

POLICE:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>ACC</u>
Regular Time	\$	Overtime Costs:	\$ 152 ⁻	Equipment & Materials Costs:
1 - OFFICER @ 2 HOURS				

FIRE:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>JD</u>
Regular Time	\$	Overtime Costs:	\$	Equipment & Materials Costs:
No Service Required				

HVA:		Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time	\$	Overtime Costs:	\$	Equipment & Materials Costs:

DDA:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
Regular Time	\$ <u>0</u>	Overtime Costs:	\$	Equipment & Materials Costs:

RISK MANAGEMENT:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard	<input checked="" type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured'		
Class II – Moderate Hazard	<input type="checkbox"/>			
Class III – High Hazard	<input type="checkbox"/>			
Class IV – Severe Hazard	<input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name <u>Plymouth Community Fall Festival</u>			
Ph# <u>734-335-0449</u>	Fax# _____	Email _____	Website _____
Address <u>PO Box 6177</u>		City <u>Plymouth</u>	State <u>MI</u> Zip <u>48170</u>
Sponsoring Organization's Agent's Name <u>ERIC JOY</u>			Title <u>President</u>
Ph# _____	Fax# _____	Email _____	Cell# <u>734 754-4400</u>
Address <u>PO Box 6177</u>		City <u>Plymouth</u>	State <u>MI</u> Zip <u>48170</u>

Event Name Plymouth Community Fall Festival

Event Purpose _____

Event Date(s) Sept 9, 10, 11

Event Times Sept 9 12 Noon - 11pm Sept 10 7AM - 11pm Sept 11 8AM - 6pm

Event Location Kellogg Park, Penniman, Main, Ann Arbor Trail

What Kind Of Activities? Food Booths, Craftshow, Car show, Carnival,

What is the Highest Number of People You Expect in Attendance at Any One Time? 20,000

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

50+ Year Plymouth event Allowing for many Non-Profit Community groups and opportunity to raise funds for their organizations.

Food Booths, Craftshow, Car show, Carnival

Pancake Breakfast, Chicken BBQ and Bingo.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO
If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Weekend after Labor Day

Next year's specific dates:

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

Police, Fire, HVA, DMS

7. **AN EVENT MAP** IS IS NOT attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO

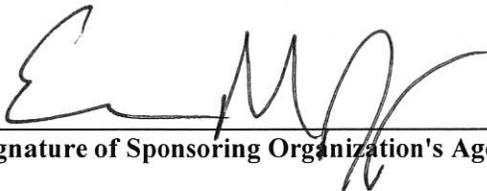
If Yes, list the lots or locations where/why this is requested:

Parking on the same as 2015

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

4/15/16
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth Fall Festival (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Plymouth Fall Festival (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature 
Witness 

Date 4/14/16
Date 4/19/16

EVENT REVIEW

EVENT NAME: Plymouth Community Fall Fest

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>GP</u>
----------------------------	--	--	-------------------

\$250 Bathroom Cleaning Fee Per Day of Event? YES NO 3 DAYS

Regular Time \$ Overtime Costs: \$ Equipment & Materials Costs: \$

LABOR \$11,000

EQUIP \$ 3,000

MATERIALS \$ 2,750 (BIKE FENCE, SIGN, ETC)

OUTSIDE VENDORS \$6,000 (RADIOS, PORTA POTS, LIGHT TOWERS, ETC)

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>guc</u>
----------------	--	--	--------------------

Regular Time \$ Overtime Costs: \$ APPROX Equipment & Materials Costs: \$

\$360

- PATROL + COMMAND OFFICERS @ APPROX 100 HRS - \$7860
- WACO RESERVE OFFICERS - \$500

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>GP</u>
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Regular Time \$ Overtime Costs: \$ Equipment & Materials Costs: \$

Costs: 4,300 ESTIMATE

6 Firefighters Staffing 3 Days 282 man hours

HVA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MB/PLS</u>
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Regular Time \$ Overtime Costs: \$ Equipment & Materials Costs: \$

HVA SPONSORED EVENT - THEY WILL SUPPLY GATOR AND BIKE TEAMS

54 HOURS OF SERVICE \$7,290

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
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Regular Time \$ Overtime Costs: \$ Equipment & Materials Costs: \$

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MB</u>
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Class I - Low Hazard <input type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT	
Class II - Moderate Hazard <input type="checkbox"/>		
Class III - High Hazard <input checked="" type="checkbox"/>		Naming City of Plymouth as 'Additional Insured'
Class IV - Severe Hazard <input type="checkbox"/>		

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Revise Parking Policy for Overnight Parking 05-16-16.doc
Date: 4/29/2016
Re: Parking Policy Update

BACKGROUND:

From time to time it is necessary to update the City's Parking Policy. One section of the Policy that has not been revised since 2004 is the section dealing with overnight parking on the street. As you know there is a prohibition of parking on the street from 3:00 a.m. to 6:00 a.m. The parking restriction is designed to help with a number of issues; first it will help keep "extra" cars from being parked on the street for extended periods without moving. A second area is crime prevention, as our Police Department have caught a number of suspects over the years as a result of the "bad guy's" car being parked on the street a block over from where the illegal activity is taking place. The third reason is related to snow removal, street sweeping and emergency services that occur during the overnight hours.

The changes in the policy relate to the intent of the parking restriction as well as how to obtain permits and temporary permits to allow on-street parking. We have attached a memorandum from Chief Al Cox related to this matter as additional background information. In addition, we have provided a complete copy of the policy with the changes highlighted for your reference.

RECOMMENDATION:

The City Administration recommends to the City Commission that the City's Parking Policy be updated related to the overnight parking sections of the policy.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.

PLYMOUTH POLICE DEPARTMENT MEMORANDUM

TO: PAUL SINCOCK, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY *A.L. Cox*
SUBJECT: OVERNIGHT-ON STREET PARKING POLICY
DATE: 4/28/2016

BACKGROUND:

The current parking policy was adopted by the City Commission on November 1, 2004. Over the years however, it has been revised from time to time to adapt to changing trends and circumstances within the City. One area that has not been revised/updated since 2004 is the Overnight-On Street Parking section.

While this section is not in need of significant changes, a bit more clarity would be beneficial. At times, we have received inquiries from residents and guests as to why such a policy is even necessary and if so, what is reasonable versus what constitutes abuse of the established permits and process.

For this reason, we have rewritten the Overnight-On Street Parking Policy in three ways. First, we reorganized the various paragraphs under specific headings; Second, we added a heading and paragraph titled "Intent" to explain the reasoning behind the Ordinance (70-93); Lastly, we added language that defines and explains the Overnight-On Street Parking option and process that exists separate from a Residential Overnight Permit.

As part of the added language, we established a set number of nights that a vehicle may be placed on the Temporary Overnight Parking List. Specifically, we limited the number to 14 nights; a very reasonable number when one considers that it is nearly half of the days in a month. There is also an allowance to exceed this number in extreme cases at the discretion of the Chief of Police.

RECOMENDATION:

After much review and careful consideration of the elements of the Overnight-On Street Parking Policy, I would like to respectfully recommend that the City Commission adopt the reorganized/rewritten sections of this policy as part of the City's overall Parking Policy. The reorganized sections of the Overnight-On Street Parking Policy have been inserted into the attached Parking Policy Memorandum (pp.6-7). The newly added language is highlighted for your review.

PARKING POLICY

Adopted by the City Commission on November 1, 2004

Revised 02-21-05 – Change Central Parking Deck lower level to three hour time limit

Revised 07-05-05 – Reduce lower level permit fee & change Penniman lot to 3 hours

Revised 04-07-08 – Change to allow 13 parking spaces on lower level of Central Deck to be 8 hours

Revised 08-03-09 – Change to allow temp. on street 3 hour parking during streetscape/deck construction

Revised 09-08-09 – Change back to 2 hour on street parking. Deck Construction Completed

Revised 04-02-12 – Change to eliminate 13 long term spaces on lower level of deck

S:\MANAGER\Sincock Files\Parking Policy Statement Revised & Adopted by City Commission 04-02-12.doc

PREAMBLE:

From time to time it is necessary for the City Commission to update its policy as it relates to parking in the municipal or municipally controlled parking areas. This parking Policy is a result of deliberations that included representatives from the Plymouth Community Chamber of Commerce, the Downtown Development Authority (DDA) and the City Commission.

Further, it is the goal of the Chamber of Commerce, the City Commission and the City's Downtown Development Authority to encourage, create, maintain and manage parking in the downtown and other areas in a manner to support the economic viability and vitality of the heart of the Plymouth Community.

The demand for parking in the downtown area (*between Church to Wing and Harvey to Union/Deer*) is approaching capacity and the nature of the demand varies by location and use type. Planning for future parking needs in the downtown is prudent and there is a need to optimize current resources through the implementation of a comprehensive management and parking policy. The policy shall include the enforcement of time limited, free parking in a firm, fair and consistent manner.

PARKING SYSTEM SUPERVISION:

The Plymouth City Code indicates that the City Manager provides supervision of the municipal parking system, as indicated here:

SECTION 70-111 – Supervision: *The automobile parking system of the city shall be under the supervision and direction of the City Manager.*

This Policy Statement adopted by the City Commission, with the support of the Chamber of Commerce and the DDA shall provide guidance to the City Manager when acting in the role of parking system supervisor. Further, this City Commission Policy shall establish standards and fees when appropriate and authorized by City Ordinance.

PRIVATE PARKING LOTS:

The City recognizes that privately owned parking lots provide a significant amount of parking in the city's commercial areas. Often times these "private parking lots" are perceived as public parking areas. Private Parking lots or lots that are owned by other than the City MAY be regulated as a part of the municipal parking system ONLY with the consent and request of the owners or persons in charge of the private parking lot. The City shall determine the need for signage and shall maintain said signage in accordance with the Uniform Traffic Code for Cities R28.113b, Rule 136b. The cost for signage shall initially be borne by the City or its agents (DDA). Enforcement shall occur on private parking lots where the City has the consent and request from the owners or persons in charge of the parking lot in the same manner as in municipally owned parking lots consistent with the City's Parking Policy.

The City Manager shall develop a system to allow private parking lot owners to be regulated as a part of the municipal parking system. This system shall include the various forms and signage necessary to insure enforcement.

RESIDENTIAL PARKING IN MUNICIPAL PARKING LOTS:

The Chamber of Commerce, the DDA and the City Commission have established goals that promote downtown and downtown perimeter residential development. Due to this use overnight parking in municipal lots is sometimes required. Consistent with the goal to encourage downtown residential parking various sections of the City Code authorize a program for allowing overnight parking in municipal parking lots, including:

SECTION 70-94 – Overnight Parking, municipal parking lots:

Overnight parking in municipal parking lots IS permitted unless otherwise posted.

SECTION 70-95 - Overnight Parking Authorization to issue permits:

The City Manager is authorized to establish procedures for the issuance of permits for parking overnight on public streets, courts, alleys and municipal parking lots.

SECTION 70-112 – Rates:

The rates for parking in off-street parking lots and structures, operated as a part of the automobile parking system shall be established by resolution of the City Commission from time to time based on recommendation of the city manager. Such rates need not be uniform throughout the system, but shall be based upon demand for parking in the area, which the lot or structure serves and such other considerations as the commission shall

deem pertinent. The rates and charges in effect upon the date of the adoption of this code shall remain in effect until thereafter changed as herein provided.

SECTION 70-116 – Central Parking Lot:

In the public parking lot known as the Central Parking Lot situated within the area bounded by Penniman Avenue, S. Main Street, W. Ann Arbor Trail, S. Harvey Street, no owner or operator of a motor vehicle or conveyance shall park the same or permit the same to be parked in such parking lot and structure for a continuous period of time in excess of those time restrictions placed on such motor vehicle and duly posted. Such time restrictions shall be posted at the entrances and/or designated time zone restriction areas, excluding special events designated by the City Manager. Such posted time limitations upon parking in such parking lot and structure shall be in force all days of the week excepting Sunday and legal holidays known as New Year's Day, Memorial or Decoration Day, July the Fourth or Independence Day, Labor Day, Thanksgiving Day, and Christmas Day and other days deemed appropriate by the city commission.

SECTION 70-119 – Vehicle Abandonment: *Any motor vehicle parked for over 48 consecutive hours in any parking lot or structure of the system, shall be deemed abandoned and may be removed by the city and impounded. Vehicles with residential permits shall not be considered abandoned until at least 120 hours (five days) has passed. Any motor vehicle otherwise parked in violation of this division may be removed by the city from the parking lot or structure in which it is parked and impounded. Any vehicle so impounded by the city shall not be released to the owner until all parking charges, storing and towing charges shall have been paid by the owner. The procedure for disposing of impounded vehicles shall be as specified in this chapter. The abandonment of a vehicle as provided in this section shall constitute of violation of this chapter.*

Through the adoption of this policy the City Manager as Supervisor of the Parking System (70-111) shall have established a residential parking program (70-95) for residents located in the Downtown Development District. That program shall be as follows:

- Residents must be able to show current registration for the vehicle showing an address for a building located in the Downtown Development District.
- Residents who live in the downtown area must use either the Central Parking lot/structure, designated public parking locations or private property for residential parking. The City Commission shall establish an annual fee (70-112) for residential parking permits in the public parking lots.
- Persons with outstanding (*unpaid*) parking tickets shall not be eligible for parking permits.
- Eligible residents will complete required forms and show appropriate documentation of compliance with this policy and pay all established fees.

- Residents will be required to prominently display the residential parking permit in accordance with the directions at the time of issuance. Failure to display the permit shall constitute a violation of the parking ordinance. Only permits authorized by the City Manager shall be valid for parking.
- Residents with permits shall be allowed to park in open parking (*non-reserved*) spaces on the upper level of the Central Parking Deck. Residents may apply for lower level reserved parking spaces (*if offered*) as long as they pay the appropriate fee for lower level reserved parking.
- It should be noted that there might be times when there are no available spaces in the lower level or upper level of the parking structure. A residential permit does not guarantee a parking space. Parking restrictions for areas outside of the Parking Structure also apply to permit holders.

By Adoption of this policy by Resolution, the City Commission does hereby establish the annual fee of \$25.00 for a downtown residential parking permit for the upper level of the Central Parking Lot/Structure, designated public parking locations.

RESERVED (VANITY) PARKING CENTRAL PARKING DECK:

There has been a practice of allowing several parking spaces on the lower level of the Central Parking Lot/Structure for Reserved (or vanity) Long Term Parking. It shall be the policy of the City to allow not more than Ten (10) parking spaces for reserved/vanity long term parking (70-116). By adoption of this policy the City Commission establishes a fee of \$400.00 per year for a reserved/vanity long-term parking space (70-112). A Reserved Parking Permit does not guarantee a particular parking space, or any parking space on the lower level of the parking deck. A Reserved Parking Permit does allow the owner of the permit to park their vehicle in ANY lower level parking space for periods of time beyond the posted time limitations on parking.

Holding a Reserved/Vanity Parking Permit does not guarantee a parking space on the lower level, due to events and other activities in the downtown.

- Reserved Parking Permits are not valid during major Special Events such as, but not limited to the following, Fall Festival, Art in the Park and the Plymouth Ice Sculpture Spectacular.
- Persons holding a Reserved/Vanity Parking Space Permit are not subject to time limitations on the Central Parking Lot/Structure, all other rules of the parking system apply.
- Vehicles with residential permits shall not be considered abandoned until at least 120 hours (five days) has passed

CENTRAL PARKING LOT/STRUCTURE PARKING TIME LIMITS:

All parking spaces on the lower level of the Central Parking Lot shall be limited to THREE HOUR parking (70-116). All parking time limit restrictions shall be enforced between the hours of 9:00 a.m. to 8:00 p.m. Monday through Saturday, except designated holidays.

Signs shall be posted at the entrance to the lower level to indicate the time restrictions for all spaces (70-116).

The upper level of the parking deck shall be limited to eight hour parking and residential parking with permit.

ON STREET OR PUBLIC PARKING LOT MARKED PARKING SPACES (Commercial Areas):

In the areas commonly known as the Old Village Commercial Area and the Downtown Commercial Area, there are several parking spaces located on the street and in public parking lots. The City Commission has the authority to designate all municipally owned parking spaces as metered parking areas. **HOWEVER, AT THIS TIME THE CITY SHALL NOT DESIGNATE ANY PUBLIC PARKING AS METERED PARKING.** The focus of this policy as recommended by the Sub-Committee of the Chamber of Commerce, DDA and the City Commission is to enforce time limited free parking in a firm, fair and consistent manner.

On Street Parking Spaces and public parking lots in the Old Village Commercial Area shall be limited to Two (2) Hour maximum parking times. On Street Parking in the downtown commercial district, also known as the Downtown Development District shall be limited to a two (2) hour maximum parking time.

Parking in the Penniman Parking Surface Lot shall be limited to either three or eight hour parking in designated areas as determined by the City Manager. Parking restrictions in these areas of the City shall be enforced Monday through Saturday between the hours of 9:00 a.m. and 8:00 p.m. except designated holidays.

Signs shall indicate the parking time restriction as well as the enforcement times.

OVERNIGHT PARKING – ON STREET:

SECTION 70-93 – Overnight Parking:

Parking on any public street court, or alley within the city limits is hereby prohibited between the hours of 3:00 am and 6:00 am with the exception of Sundays and holidays.

INTENT:

It is the intent of the City of Plymouth to keep streets as clear as possible between the hours of 3:00 am and 6:00 am. Fewer vehicles on the street during these times provides for better street maintenance in the form of cleaning and snow removal. In addition, clear streets promote crime deterrence and offer the police department better visibility while conducting neighborhood patrols.

POLICY:

Parking on any public street court, or alley within the city limits is prohibited between the hours of 3:00 am and 6:00 am with the exception of Sundays and holidays (70-93). However, the City Manager is authorized to establish procedures for the issuance of permits for parking overnight on city streets and municipal parking lots (70-95).

The City Manager has designated that the Police Department shall have charge of the application for overnight on-street and residential parking permits. Further, the Police Department shall conduct all necessary investigations to determine need for overnight on-street residential parking permits.

OVERNIGHT RESIDENTIAL PARKING PERMIT PROCESS:

Applications for Overnight Parking Permits are available at the Police Department front counter within City Hall or online via the City's website (www.ci.plymouth.mi.us).

Applications must be completed in their entirety and submitted with all required documentation. Completed applications will then be turned over to the Police Department Ordinance Officer to review and investigate the need for a permit per this policy.

It shall be the policy of the city and required that the vehicles shall fill all available parking spaces, as determined by the building code for vehicles including the garage and driveways. A parking space shall be considered available if the original construction was for the parking of a vehicle. This includes garage space that is being used for storage and not available for vehicle parking. If garage space is being used for storage it shall be included in the available parking spaces for that residence.

In order to receive a parking permit, all vehicles must be registered to the residence address requesting the permit. Further, the driver's license of the person requesting the permit must show a valid City of Plymouth address for the location in question.

There shall be a \$25.00 fee paid to the City of Plymouth for Overnight Parking Permits. This fee shall be used to cover the cost of the permit as well as processing the permit and the necessary Ordinance Officer investigation related to the permit.

TEMPORARY OVERNIGHT PARKING AUTHORIZATION:

It is understood that specific situations arise from time to time in which overnight on-street parking may be necessary. Such situations are considered temporary and infrequent. They may include emergencies, home or driveway construction, and out-of-town guests. To facilitate this need, the Temporary Overnight Parking List has been established to provide authorization for such temporary and infrequent situations.

Temporary overnight parking authorization will be limited to no more than 14 days in a calendar month. In extreme cases, additional days may be permitted at the discretion of the Chief of Police or his designee.

The Temporary Overnight Parking List is maintained within the Plymouth Community Communications Center (PCCC). A vehicle may be placed on this list by calling the PCCC and providing the following information of the vehicle that will be parked on the street:

- 1. Address in which the vehicle owner/driver will be visiting,**
- 2. Vehicle Make,**
- 3. Vehicle License Plate Number,**
- 4. Beginning and ending dates being requested to park on the street between 3:00 am and 6:00 am (limited to 14 days in any calendar month).**

PARKING SYSTEM ENFORCEMENT:

Currently Section 70-135 of the City Code indicates that a Police Officer of the City shall issue a traffic ticket or notice of violation.

Section 70-135 – Issuing Tickets:

The issuance of a traffic ticket or notice of violation by a police officer or parking enforcement officer of the city shall be deemed an allegation of a parking violation. Such traffic ticket or notice of violation shall indicate the length of time in which the person to whom the same was issued must respond before the parking violations bureau. It shall also indicate the address of the bureau, the hours during which the bureau is open, the amount of the penalty scheduled for the offense for which the ticket was issued and advise that a warrant for the arrest of the person to whom the ticket was issued will be sought if such a person fails to respond within the time limited.

Parking enforcement may be handled by either full or part time personnel of the City. Violations would be forwarded to the police administration for follow up and additional collection activity, as needed.

The cost for the enforcement program should be borne by the City as designated and determined in its annual budget. This does not preclude that the City's Downtown Development Authority budget being used to help assist in funding this effort. Any collection of fines generated by the enforcement activity should be used to offset the expense of the program. Included in the cost of the enforcement activity should be all expenses related to the Parking Enforcement Officer/Police Officer dedicated to this enforcement program as well as the cost for follow up processing and collection of the violation fees.

EVENT PARKING:

The City of Plymouth hosts a number of major special events annually. By adoption of this policy the City Commission does hereby set a fee of \$5.00 for all major special events as determined by the City Manager. Event parking rates shall also be allowed to be charged on Sunday or Holidays as determined by the City Manager. Event Parking shall be allowed and may be charged in the Central Parking Deck, East Central Lot, Penniman Lot and the Harvey and Wing Parking Lot.

As a matter of policy the City shall allow up to 150 Advanced Purchase Event Parking Passes (APEPP) to be purchased by the Plymouth Community Chamber of Commerce at a cost of \$3.00 each. Advanced Purchase Event Parking Passes DO NOT guarantee a parking space. Possession of an APEPP allows access to the regulated parking area when space becomes available for no additional fee. APEPP at the Central Parking Deck shall be for parking on the upper level, if space is available.

The City Manager shall be allowed to hire either temporary parking lot attendants or shall be allowed to partner with a local service organization that is a member of the Chamber of Commerce to provide for attendants during Event Parking Hours.

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS The City Commission established a Parking Policy in November of 2004, and

WHEREAS From time to time the Parking Policy needs to be updated and most recently the City Administration is recommending changes to the Parking Policy related to overnight on street parking.

NOW THEREFORE BE IT RESOLVED THAT THE City Commission of the City of Plymouth does hereby adopt the following highlighted sections to the Parking Policy.

OVERNIGHT PARKING – ON STREET:

SECTION 70-93 – Overnight Parking:

Parking on any public street court, or alley within the city limits is hereby prohibited between the hours of 3:00 am and 6:00 am with the exception of Sundays and holidays.

INTENT:

It is the intent of the City of Plymouth to keep streets as clear as possible between the hours of 3:00 am and 6:00 am. Fewer vehicles on the street during these times provides for better street maintenance in the form of cleaning and snow removal. In addition, clear streets promote crime deterrence and offer the police department better visibility while conducting neighborhood patrols.

POLICY:

OVERNIGHT RESIDENTIAL PARKING PERMIT PROCESS:

Applications for Overnight Parking Permits are available at the Police Department front counter within City Hall or online via the City's website (www.ci.plymouth.mi.us).

Applications must be completed in their entirety and submitted with all required documentation. Completed applications will then be turned over to the Police Department Ordinance Officer to review and investigate the need for a permit per this policy.

TEMPORARY OVERNIGHT PARKING AUTHORIZATION:

It is understood that specific situations arise from time to time in which overnight on-street parking may be necessary. Such situations are considered temporary and infrequent. They may include emergencies, home or driveway construction, and out-of-town guests. To facilitate this need, the Temporary Overnight Parking List has been established to provide authorization for such temporary and infrequent situations.

Temporary overnight parking authorization will be limited to no more than 14 days in a calendar month. In extreme cases, additional days may be permitted at the discretion of the Chief of Police or his designee.

The Temporary Overnight Parking List is maintained within the Plymouth Community Communications Center (PCCC). A vehicle may be placed on this list by calling the PCCC and providing the following information of the vehicle that will be parked on the street:

1. Address in which the vehicle owner/driver will be visiting.
2. Vehicle Make.
3. Vehicle License Plate Number.
4. Beginning and ending dates being requested to park on the street between 3:00 am and 6:00 am (limited to 14 days in any calendar month).

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI
48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Non-Profit Recognition - Plymouth Chamber of Commerce 05-16-16.doc
Date: 5/6/2016
Re: Recognized Non-Profit Organization – Chamber of Commerce

BACKGROUND:

From time to time the City receives requests from locally based non-profit organizations to have a Resolution passed that indicates that the group is recognized as a local non-profit organization. We have received a request from the Plymouth Chamber of Commerce. While the Chamber is NOT a 501c3 as all of the other groups that we have recognized have been, they are a 501c6. I checked with the State of Michigan Charitable Gaming Division and they indicated that as long as they are a Michigan Not for Profit organization then we can recognize them. In addition, the President of the Chamber has also contacted the State and received the same answer, as indicated in his attached letter.

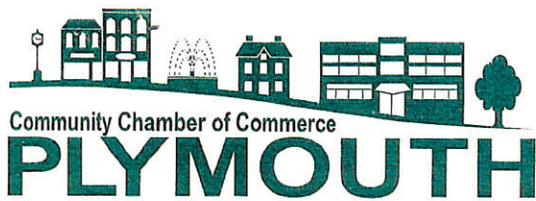
The purpose of the official recognition is to allow the group to proceed with their application to the State of Michigan. They are applying to the State of Michigan Bureau of the State Lottery for a permit to hold a raffle or engage in charity gaming activities as authorized by the State of Michigan.

The City Administration is familiar with the group and their efforts to raise funds to pay their operations.

RECOMMENDATION:

The organization has requested that the City Commission recognize the Plymouth Community Chamber of Commerce as a local non-profit organization in the community. The request merely recognizes the group as a local non-profit organization. The Resolution makes no endorsement of their proposed activity or organization, just that they are located here in the City.

The State of Michigan has prepared a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



850 W. Ann Arbor Trail • Plymouth, MI 48170
734-453-1540 • Fax: 734-453-1724

May 5, 2016

Plymouth City Commission
201 S Main Street
Plymouth, MI 48170

Dear City Commission,

We have been contacted by the State of Michigan Lottery Charitable Gaming Division to renew our Charitable Gaming License. Any entity that holds a charitable gaming license in the State of Michigan has to go through a requalification process once every ten years. This year we need to be requalified.

We spoke to Charitable Gaming Division to clarify that as a 501(c)6 not-for-profit we have to complete the same process as a 501(c)3 nonprofit corporation. They confirmed we are treated in the same manner as a charitable organization to requalify and need to use the same paperwork. We have provided you the Local Governing Body Resolution For Charitable Gaming Licenses form they request be approved by the City Commission.

We are requesting a resolution passed by the City of Plymouth stating our organization is recognized for this purpose as a "nonprofit" organization in the community, to comply with the attached form for requalification. This is a similar process we have followed in the past for requalification.

Thank you for your assistance with this matter.

Regards,

G. Wesley Graff

President

Plymouth Community Chamber of Commerce



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a *501c6*
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a _____ meeting held on _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION Required
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: *S:\MANAGER\Sincock Files\Memorandum - Trash Cart & Bag Rates 2016 - 17 - 05-16-16.doc*
Date: 5/10/2016
Re: Trash Cart & Bag Rates 2016 - 17

BACKGROUND:

We have had discussion related to the Trash Cart/Bag fees during our budget discussions. Our new solid waste and recycling contract, which included the recycle cart program has resulted in lower costs for the City as a result of efficiencies built into the program.

In October of 2014 the City Commission established new rates for the cart program and bag rates. The rates established by the City Commission were \$3.00 per bag and a reduced rate of \$9.50 per month for the cart program, which was a .50 reduction in the cart rates. We are proposing that the reduced bag & cart rate remain in effect for the upcoming fiscal year in accordance with the adopted budget plan. In addition, the City Administration recommended that we lower the current Solid Waste and Recycling Property tax millage from 1.92 to 1.82 mills as a result of a large fund balance in this account.

We have attached information from our budget document which further outlines the reduced tax rate for this fund. In addition, we have provided some additional information from Finance Director Mark Christiansen which further outlines this issue.

RECOMMENDATION:

The City Administration recommends that the City Commission maintain the reduced rate of \$9.50 per month for trash carts and the current \$3.00 rate for trash bags. In addition, we are proposing that the property tax millage rate be set at 1.82 mills, which is down from the current year 1.92 mills. with the new rate to be effective July 1, 2016.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.

City of Plymouth



201 SOUTH MAIN STREET
PLYMOUTH, MICHIGAN 48170-1688
(734) 453-1234
FAX: (734) 455-1892
www.ci.plymouth.mi.us

DATE: May 10, 2016

File: 16CMMM05

TO: Paul Sincock
City Manager

FROM: Mark Christiansen
Finance Director

SUBJECT: Proposed Reduction of Waste & Recycling Operating Millage Rate

At the budget meeting held on April 25, 2016 discussion was held regarding the determination of rates affecting the waste and recycling service for the city. The commission decided to leave the cart rate and bag rate at their current levels of \$ 9.50 per month and \$ 3.00 per bag but endorsed the staff recommendation to reduce the current property tax millage rate from 1.92 mills to 1.82 mills to the large fund balance relative to operational costs.

Attached are revised pages 62 through 64 of the proposed city budget for fiscal year 2016-17 with information related to waste and recycling operations of the city.

Also attached is a proposed resolution authorizing that reduction.

WASTE & RECYCLING RATE DETERMINATION

The City provides waste and recycling services to its citizens. Plastic, paper, and yard waste are disposed of weekly along with the regularly scheduled waste disposal. Beginning at the end of 2014, the city converted to an automated recycling system utilizing 65 gallon containers which has been well accepted by the public. In addition, the city disposes of brush, cut branches and hazardous waste materials at periodically scheduled times. Beginning with the 2009/10 fiscal year, the city was no longer obligated for long-term debt associated with the capping of a former city-operated landfill located at Chubb Road and Five Mile Road in Salem Township. However, the city could continue to face future financial obligations regarding monitoring and maintenance of this former waste facility. The current disposal system is financed with a combination of taxes authorized under Public Act 298 of 1917, monthly trash cart fees for both waste and recycling containers billed with the water and sewer charges, and by the sale of waste disposal bags used primarily by low volume consumers.

Prior to December of 2004 the system was funded only by taxes and by the sale of bags and/or tags. In fiscal year 1992/93, nearly 68 % of the costs were paid by taxes while 29 % were paid by the sale of bags and tags and other user charges. Over the years since that time, the funding has shifted at times between tax burden and user fees but has generally remained at approximately 2/3 supported by taxes. Historically, the administration has attempted to match tax support with recycling service costs and landfill debt service while relying on user fees to support waste removal costs. Recycling costs historically have represented less than 25 % of the total cost of the operations. With the expiration of the 5 year contract for waste and recycling services in October of 2014 and a shift to automated recycling services with the new contract, recycling costs represent a bigger share of costs and the millage component to fund these services has increased to 69.2% of total revenues while user fees and other revenues have decreased to 30.8% of total revenue. Because the millage rate available for this service under Public Act 298 of 1917 is subject to Headlee rollbacks as an operating millage, it is prudent to continually monitor the current rate structure of this fund and it is, generally, the recommendation of the administration to reduce the reliance on taxes by shifting financing to user based charges by increasing the trash cart rates in the future such that user based fees more realistically reflect the total costs of providing this service.

Public Act 298 authorizes the levy of up to 3 mills for waste removal services. However, the Headlee rollback provisions have reduced that maximum authorization from 3 mills to 2.2327 mills. For fiscal year 2014/15, the City Commission increased the levy for this service from 1.72 mills to 1.92 mills and the 2016/17 budget proposes to maintain the levy at the same level as 2014/15. Since 1993, millage rates for this service have ranged from a low of 1.25 mills to a high of 1.97 mills in 2006.

In April of 2010, the administration proposed the shifting of street sweeping and tree removal and replacement services from the Major and Local Street Funds to the Waste and Recycling Fund which resulted in an increase in refuse cart rates from \$ 7.15 per month to \$ 9.42 per month, a rate which was maintained for four consecutive fiscal years until the anticipated escalation of contract rates for waste and recycling pick-up coupled with the effects of six consecutive years of reduced tax revenues resulted in an increase in the cart rate from \$ 9.42 per month to \$ 10.00 per month beginning July 1, 2013. This rate of \$ 10.00 was continued on into fiscal year 2014/15 through the expiration of the existing contract on October 31, 2014 at which time a new slightly lower rate of \$ 9.50 was implemented reflecting lower waste removal costs and slightly higher recycling costs.

For the new fiscal year the city continues to face fiscal stress dealing with funding needed to eliminate rapidly escalating liabilities associated with legacy costs in addition to funding for future contract cost increases included in the new waste and recycling contract. Nevertheless, the Waste & Recycling Fund has built up significant fund balance over the years anticipated to be more than \$ 609,000. This represents nearly 50% of the annual fund operating and is more than enough to support a recommended reduction in the millage rate for this service from 1.92 mills to 1.82 mills beginning July 1, 2016. This staff recommendation was presented to the City Commission meeting held on April 25, 2016 and was endorsed by the Commission for inclusion in the budget appropriation resolution scheduled for adoption on June 6, 2016. The current cart rates of \$ 9.50 per month and bag rates of \$ 3.00 per bag are recommended for no change in the new fiscal year.

Listed on the following page is some key historical financial data related to the waste and recycling program.

WASTE & RECYCLING FUND HISTORY - KEY FINANCIAL FACTORS

Fiscal Year Ending	INCOME				EXPENSES					RESERVES Year End F/B	RATES		
	Operating Taxes	Bag / Tag Revenue	Cart Revenue	Other Income	Total Income	Personnel Costs	Contract Costs	Landfill Debt	Other Costs		Total Expenses	Taxes	Bags Tags
1994	459,004	149,139	N/A	(209,426)	404,717	44,201	268,258	75,508	187,266	575,233	1.82	1.00	N/A
1995	407,098	144,389	N/A	305,840	857,327	61,648	286,724	75,508	536,476	960,356	1.80	1.00	N/A
1996	325,355	145,185	N/A	8,942	479,482	66,417	194,850	75,508	105,832	442,607	1.25	1.00	N/A
1997	331,677	147,612	N/A	18,804	498,093	74,414	237,970	75,508	94,783	482,675	1.25	1.00	N/A
1998	346,672	142,442	N/A	18,800	507,914	83,092	247,002	75,508	87,823	493,425	1.25	1.00	N/A
1999	411,993	139,374	N/A	18,497	569,864	81,950	337,959	75,508	110,765	606,182	1.40	1.00	N/A
2000	495,097	143,451	N/A	19,953	658,501	110,705	352,030	75,508	92,039	630,282	1.60	1.00	N/A
2001	501,473	152,006	N/A	22,467	675,946	81,485	388,296	75,508	98,237	643,526	1.60	1.00	N/A
2002	581,303	155,109	N/A	18,410	754,822	135,098	418,839	75,508	118,861	748,306	1.56	1.00	N/A
2003	565,413	160,021	N/A	11,745	737,179	136,201	450,887	75,508	115,684	778,280	1.50	1.00	N/A
2004	726,023	202,097	N/A	14,486	942,606	245,462	401,019	75,508	225,903	947,892	1.80	1.50	N/A
2005	720,106	161,982	N/A	21,328	903,416	204,055	418,629	75,508	163,567	861,759	1.80	1.50	N/A
2006	715,056	13,304	206,003	37,453	971,816	215,126	427,587	75,508	217,840	936,061	1.74	1.80	6.28
2007	846,988	12,188	220,114	35,040	1,114,330	289,308	446,727	75,508	235,597	1,047,140	1.97	2.25	6.50
2008	835,475	10,393	239,750	31,364	1,116,982	344,036	441,407	64,970	273,019	1,123,432	1.90	2.25	6.93
2009	763,050	8,541	249,494	22,117	1,043,202	175,263	462,844	-	232,067	870,174	1.72	2.25	7.15
2010	756,833	7,137	267,098	10,195	1,041,263	223,699	476,375	-	262,807	962,880	1.72	2.25	7.15
2011	734,418	9,196	338,885	10,835	1,093,334	238,843	486,855	-	309,283	1,034,981	1.72	3.00	9.42
2012	717,177	7,365	343,473	12,049	1,080,064	253,090	497,705	-	317,894	1,068,689	1.72	3.00	9.42
2013	705,136	7,276	348,314	11,660	1,072,386	270,456	502,979	-	308,075	1,081,510	1.72	3.00	9.42
2014	720,263	5,455	370,305	12,152	1,108,175	258,874	542,555	-	314,671	1,116,100	1.72	3.00	9.42
2015	815,876	6,570	356,777	11,287	1,190,510	288,580	481,404	-	365,945	1,135,929	1.92	3.00	9.50
**2016	807,001	2,977	236,720	8,202	1,054,900	163,979	243,151	-	232,312	639,441	1.92	3.00	9.50
**2016	836,840	5,000	360,000	11,550	1,213,390	317,010	487,100	-	379,500	609,258	1.92	3.00	9.50
PROPOSED 2017	802,250	5,000	360,000	55,630	1,222,880	345,290	491,000	-	386,590	1,222,880	1.82	3.00	9.50

* Through first eight months of fiscal year 2015/16

** Projected through June 30, 2016

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

- WHEREAS The City of Plymouth operates a solid waste and recycling program to help protect the public health, safety and welfare, and
- WHEREAS The City Commission of the City of Plymouth reviews rates for the solid Waste and Recycling Program as a part of the budget review process, and
- WHEREAS The City Commission did conduct a review of the program during the recent Budget Study Sessions, and
- WHEREAS Public Act 298 of 1917 authorizes an operating levy of up to 3.00 mills for waste disposal and recycling, subject to the restriction of the Headlee Amendment to the State constitution, and
- WHEREAS The maximum operating millage rate for the levy of 2016 taxes for such purposes has been reduced from 2.2605 to 2.2349 mills pursuant to the requirements of the Headlee Amendment, and
- WHEREAS The City Commission, after reviewing the financial condition of the Waste & Recycling Fund at a budget session held on April 25, 2016 and concluding that the operating millage rate for 2016 can be reduced to 1.82 mills without causing significant adverse financial impact to the fund.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the current rate of \$9.50 per month for trash cart service and \$3.00 per trash bag for solid waste disposal and that this rate shall be effective on July 1, 2016.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby establishes a new rate of 1.82 mills to be used to provide tax support for operations of the Waste & Recycling Fund for the 2016 - 17 Fiscal Year and that such millage rate be incorporated into the general budget resolution to be presented to the City Commission in June of 2016

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Water & Sewer Rates - Rate Card #18 - 05-16-16.doc
Date: 5/10/2016
Re: Water & Sewer – Rate Card #18

BACKGROUND:

In March of 1999 the City Commission adopted an Ordinance, which requires that the City Administration annually review water and sewer rates to insure that the rate structure is adequate to provide for expenses of the system. The Ordinance also requires that the rates and charges shall be fixed to preserve the system in good repair and working order for the long term and to provide for the debt obligations and for the maintenance of the system.

The City Finance Director Mark Christiansen has reviewed with the City Commission the new rate structures from Great Lakes Water Authority and Wayne County. In addition, we have reviewed the financial condition of the system. We also discussed this issue in detail at the recent Budget Study Session. Based on recent budget discussions with the City Commission we are proposing nearly 3% increase in rates. For the average customer the rate for three months of water will increase from \$215.68 per quarter to \$221.90 per quarter.

The proposed plan continues maintains fiscal responsibility for the Water and Sewer System, while at the same time attempting to keep increases to reasonable levels. Attached is information from the proposed budget that provides additional documentation. This information has been updated slightly from our Budget Study Session on this topic as a result of further information from the Great Lakes Water Authority.

RECOMMENDATION:

The City Administration recommends that in order to comply with the 1999 Ordinance the City Commission should adopt Rate Card #18, effective July 1, 2016.

Should you have any questions in advance of the meeting please feel free to contact either Mark Christiansen or myself.

WATER / SEWER RATE DETERMINATION

The City of Detroit annually reviews and revises its rates for all services early each year to take effect coincident with the beginning of the city fiscal year on the first of July. Beginning with start of the 2014/15 fiscal year the Detroit Water & Sewer Department (DWSD) implemented a new rate structure proposal designed to simplify and stabilize future customer rates. The new structure is based on average historical costs and was intended to be held constant for a three year period through fiscal year 2016/17. Because of the significant change in rate structuring and impacts on DWSD as a result of the Detroit bankruptcy proceedings, the ability to hold rates fixed for three years is already in question.

The rates which began July 1, 2014 indicated an increase of 5.3% for water charges and a .88% increase for sewer charges. However, during the past two years, sales volumes from DWSD have been down significantly for both years due to a number of reasons including weather conditions, reaction to rate increases and ecological awareness. As a result of the lost consumption and the lack of any stabilizing funding within the system, further changes to the financing system have been implemented including a 20% shift in revenues from the commodity based charge system to the fixed cost system and establishing overall rate goals generating 4% increases in revenue requirements. However, the impact on individual communities in regard to this rate restructuring has varied greatly. In the case of the City of Plymouth, the fixed monthly fees have been increased 78% to attain a 60% level of revenue requirement based on fixed charges. The commodity rate, however, has been reduced by 23% to bring variable charges to a level of 40% of total costs. During the 2014/15 fiscal year, fixed charges for water were at 40% of total while variable charges were at 60%. It is the ultimate goal of DWSD to switch over in time to a 100% fixed cost rate structure.

The annual cost to the city from Detroit and Wayne County to provide water and wastewater removal services for the city is approximately \$ 2.19 million or about 46 % of the total Water and Sewer Fund budget of \$ 4.72 million. The remainder of the water and sewer budget is related to the costs of local staffing for maintenance of services and mains within the city, debt service on \$ 3.37 million of outstanding bonds, funding of capital infrastructure projects totaling \$ 434,760 and the maintenance of significant cash reserves due to the capital intensive nature of these services.

In the past fifteen years, annual rate setting by the City Commission has focused on establishing rates that have not only kept pace with cost increases being passed on by Detroit and Wayne County but that also have managed to accumulate significant reserves to offset unforeseen expenditures and provide funding for capital improvements to the infrastructure replaced in connection with the city's street reconstruction program. Fiscal year end cash reserves have increased from \$ 63,593 on June 30, 2000, to \$ 4,533,524 on June 30, 2015. During the present 2015/16 fiscal year, the water and sewer operations will transfer \$ 150,000 to the Water and Sewer Capital Improvement Fund to provide for repairs and replacement to both water and sewer mains as part of the 2014 and 2015 street construction programs and an additional \$ 1,157,220 will be expended from the \$ 2,000,000 in bond proceeds received during early 2015.

The City Commission will review the proposed water and sewer rate analysis at Budget Session #3 to be held on April 25, 2016 which takes into effect the cost increases imposed by Detroit and Wayne County as well as internally generated operating expenses for the fiscal year beginning on July 1st. The results of the water and sewer rate analysis indicate that, although there are increases in operational costs from the Great Lakes Water Authority for both water and sewer delivery as well as internal operational costs for fiscal year 2016/17, the net effect of that increase is only 2.59% overall compared to fiscal year 2015/16. That increase converts to a proposed rate increase of \$.29 per thousand gallons of water consumed.

Following on pages 65 through 71 is the recommendation from the City Administration which will be presented to the City Commission at a regular Commission meeting to be held on May 16, 2016 recommending the adoption of the proposed rate increase of \$.29 per thousand gallons of water consumed.

WATER / SEWER RATE ANALYSIS

Rate or Cost Item	Rate / Cost Charged as of 07/01/14 per Mcf	Proposed Rate Charged as of 07/01/15 per Mcf	Rate / Cost Increase per Mcf	Rate / Cost Increase per 1000 gallons converted	Estimated Usage Gallons X 1000	Cost Inc / (Dec) from prior year	Rate Inc / (Dec) Required	% Increase over Prior Year
Water Usage Rate	\$ 8.77	\$ 9.54	\$ 0.77	\$ 0.10293	320,000			
Water Usage Rate Converted to Fixed Costs	\$ 492,400	\$ 400,800	\$ (91,600)	N/A	N/A	\$ (91,600)		-18.60%
Fixed Water Charge	\$ 565,400	\$ 601,300	\$ 35,900	N/A	N/A	\$ 35,900		6.35%
Sewer Usage Rate	\$ 12.27	\$ -	\$ (12.27)	\$ (1.64026)	320,000			
Sewer Usage Rate converted to Fixed Cost	\$ 1,144,670	\$ 1,230,520	\$ 85,850	N/A	N/A	\$ 85,850		7.50%
Fixed Administrative Costs	\$ -	\$ -	\$ -	N/A	N/A	\$ -		
Fixed Excess Flow Charges	\$ -	\$ -	\$ -	N/A	N/A	\$ -		
TOTAL RATE/FIXED COST CHANGES	\$ 2,202,470	\$ 2,232,620	\$ 30,150			\$ 30,150	\$ 0.09	1.37%
OTHER OPERATING COST CHANGES	\$ 1,856,140	\$ 1,930,050	\$ 73,910	N/A	N/A	\$ 73,910	\$ 0.23	3.98%
DEBT SERVICE COSTS								
1999 A Revenue Bonds	\$ -	\$ -	\$ -			\$ -		
1999 B Revenue Bonds	\$ -	\$ -	\$ -			\$ -		
1999 C Revenue Bonds	\$ -	\$ -	\$ -			\$ -		
2003 LTGO Bonds	\$ -	\$ -	\$ -			\$ -		
2012 LTGO Refunding Bonds	\$ 220,000	\$ 225,000	\$ 5,000			\$ 5,000		
2015 LTGO Capital Improvement Bonds	\$ 190,000	\$ 190,000	\$ -			\$ -		
TOTAL DEBT SERVICE COST CHANGES	\$ 410,000	\$ 415,000	\$ 5,000			\$ 5,000	\$ 0.02	1.22%
CAPITAL OUTLAY COSTS								
Direct Funding of Capital Outlay Costs	\$ 225,000	\$ 210,000	\$ (15,000)			\$ (15,000)		-6.67%
Estimate net change for Capital Payments	\$ (55,000)	\$ (55,000)	\$ -			\$ -		0.00%
TOTAL CAPITAL OUTLAY COST CHANGES	\$ 170,000	\$ 155,000	\$ (15,000)			\$ (15,000)	\$ (0.05)	-6.67%
AMOUNT NEEDED FOR ADDITIONAL CASH RESERVE	\$ -	\$ -	\$ -			\$ -	\$ -	n/a
TOTAL RATE AND FIXED COST INCREASES						\$ 94,060	\$ 0.29	
COST INCREASE CONVERTED TO RATE /1000 GALLONS*								
CURRENT COMBINED WATER/SEWER RATE						\$ 0.29		
RATE NEEDED TO COVER 2015 / 2016 COST - INCREASE/DECREASE*						\$ 11.34		
						\$ 11.63	\$ 0.29	2.59%
RATE RECOMMENDED FOR 2015 / 2016						\$ 11.63	\$ 0.29	2.59%

Existing Rates Water - \$ 4.94 Sewer - \$ 6.40 * Proposed Changes Water - \$.13 Sewer - \$.16 Proposed Rate: Water - \$ 5.07 Sewer - \$ 6.56
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WATER / SEWER FUND HISTORY - KEY FINANCIAL FACTORS

Fiscal Year Ending	INCOME AND RETAINED EARNINGS				MAJOR COSTS			LIQUIDITY		RATES			
	Operating Revenues	Operating Expenses	Operating Income	Net Income	Retained Earnings	Water Purchases	Sewer Charges	Capital Expenses	Year End Cash	Working Capital	Water	Sewer	Total
1990	1,557,820	1,326,318	231,502	290,850	1,155,546	303,662	339,294	64,196	1,174,441	2,101,585	2.23	1.34	3.75
1991	1,605,079	1,320,554	284,525	309,981	1,385,527	334,544	352,650	-	1,941,794	2,838,383	2.41	1.34	3.95
1992	1,711,087	1,399,483	311,604	239,312	1,544,839	359,040	370,816	1,521	2,525,474	3,041,898	2.61	1.34	3.95
1993	1,489,536	1,341,942	147,594	2,010	1,466,849	348,350	324,750	25,530	2,359,831	2,999,942	2.61	1.34	3.95
1994	1,630,693	1,557,735	72,958	113,244	1,584,246	357,790	420,865	46,378	2,094,922	3,159,477	2.41	1.54	3.95
1995	1,566,696	1,444,535	122,161	227,529	1,811,775	379,051	368,763	299,736	1,658,844	3,042,318	2.41	1.54	3.95
1996	1,593,795	1,574,844	18,951	66,144	1,877,919	390,578	467,997	1,466,778	1,137,449	1,748,672	2.41	1.54	3.95
1997	1,620,577	1,932,290	(311,713)	(287,191)	1,687,188	388,658	554,231	214,925	681,309	1,226,818	2.41	1.54	3.95
1998	1,678,999	2,086,826	(407,827)	(416,901)	1,241,127	408,943	578,311	1,527,982	64,695	(460,083)	2.41	1.54	3.95
1999	2,062,266	2,256,977	(194,711)	(249,571)	991,556	437,280	591,025	230,299	122,627	348,673	2.41	1.54	5.02
2000	2,542,426	2,178,416	364,010	(254,395)	1,245,951	449,646	587,465	498,218	63,593	757,217	2.21	2.81	5.46
2001	2,618,902	2,287,079	331,823	164,644	1,410,595	464,919	700,286	274,433	276,965	974,064	2.36	3.10	6.00
2002	2,658,255	2,360,052	298,203	168,351	1,578,946	500,939	662,529	601,226	210,951	650,258	2.59	3.41	6.89
2003	3,187,916	2,681,534	506,382	354,976	4,098,083	603,118	734,352	1,230,870	52,818	568,697	2.97	3.92	8.08
2004	3,371,611	2,516,438	855,173	692,628	4,838,561	521,532	739,039	526,693	139,269	697,884	3.48	4.60	8.94
2005	3,626,127	2,465,945	1,160,182	977,847	5,891,408	552,375	701,897	447,367	1,010,173	1,699,108	3.85	5.09	9.31
2006	3,700,885	2,337,178	1,363,707	1,254,615	7,217,229	504,564	675,451	266,263	2,078,171	2,806,013	4.01	5.30	9.51
2007	3,683,801	2,598,151	1,085,650	1,027,252	8,244,481	544,535	719,121	468,221	2,392,406	3,268,813	4.10	5.41	9.51
2008	3,774,116	2,546,347	1,227,769	1,188,659	9,433,140	582,815	759,442	193,512	3,096,238	3,695,497	4.10	5.41	9.51
2009	3,717,993	2,342,181	1,375,812	1,232,232	10,665,372	504,719	722,807	1,579,599	3,113,910	3,852,983	4.38	5.77	10.15
2010	3,795,597	2,504,049	1,291,548	1,116,021	11,781,393	534,025	779,550	644,442	3,523,224	4,334,767	4.38	5.77	10.15
2011	3,738,598	2,782,379	956,219	787,603	12,568,996	611,852	919,812	776,840	4,077,552	4,803,148	4.38	5.77	10.15
2012	3,802,831	3,176,187	626,644	624,371	13,193,367	712,073	1,125,479	741,562	4,411,879	5,102,600	4.48	5.88	10.36
2013	4,073,087	3,189,808	883,279	818,950	14,012,317	758,441	1,190,114	1,021,290	4,594,220	5,053,603	4.67	6.04	10.71
2014	3,826,287	3,412,434	413,853	353,878	14,366,195	778,262	1,211,867	448,467	4,712,344	5,404,392	4.75	6.14	10.89
2015	3,718,733	3,404,533	314,200	218,083	14,584,278	771,022	1,220,795	1,372,324	4,533,524	4,371,981	4.94	6.40	11.34
*2016	2,646,621	2,034,713	611,908	535,188	15,119,466	477,194	706,854	1,211,539	5,857,174	5,835,075	4.94	6.40	11.34
**2016	4,544,610	3,823,830	720,780	630,950	14,997,145	942,400	1,269,470	1,307,220	5,857,254	6,717,442	4.94	6.40	11.34
PROPOSED 2017	4,765,050	3,974,880	790,170	675,850	15,672,995	1,002,100	1,360,300	434,760	6,096,344	6,993,938	5.07	6.56	11.63

* Through first eight months of fiscal year 2015/16
 ** Projected through June 30, 2016

Water Usage / Wastewater Flow

Water Usage / Wastewater Flow in Cubic Feet (X 1,000) - Volume Billed by Detroit to City of Plymouth

	2006 / 07	2007 / 08	2008 / 09	2009 / 10	2010 / 11	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16
July	3,776.1	6,124.7	4,988.8	4,787.9	4,903.5	5,776.7	5,997.2	4,482.1	4,402.2	4,367.1
August	5,774.8	5,089.1	6,465.7	4,888.9	5,148.5	4,801.1	5,413.6	4,590.1	4,253.9	4,703.1
September	3,908.8	4,669.0	4,180.9	4,111.8	4,188.0	4,055.0	4,490.7	4,096.2	3,637.3	4,120.5
October	3,429.4	3,862.8	3,788.2	3,428.0	3,556.6	3,509.4	3,412.0	3,406.4	3,187.4	3,536.9
November	3,172.3	3,242.1	3,177.6	3,154.2	2,981.1	3,054.0	2,969.2	2,921.8	2,870.0	2,891.3
December	3,256.1	3,541.9	3,334.4	3,353.9	3,204.3	3,211.0	3,145.1	3,228.3	2,914.1	2,891.7
January	3,302.8	3,441.5	3,424.4	3,377.6	3,273.5	3,248.5	3,176.4	3,463.5	3,035.3	3,039.6
February	3,641.3	3,069.7	3,076.5	2,912.5	3,153.2	3,034.9	2,686.5	3,279.0	2,993.2	2,986.2
March	3,355.5	3,436.9	3,408.9	3,167.8	3,336.0	3,180.6	3,045.2	3,649.0	3,208.3	3,300.8
April	3,232.5	3,454.7	3,154.2	3,108.4	2,941.5	3,071.2	2,855.0	3,297.3	2,765.9	2,972.7
May	4,051.0	4,059.2	3,722.6	3,603.6	3,303.5	4,091.4	3,867.8	3,726.2	3,248.6	3,614.2
June	5,481.6	3,374.4	4,121.8	3,924.5	4,399.7	5,900.9	4,315.3	4,077.5	3,463.2	3,952.0
TOTAL	46,382.2	47,366.0	46,844.0	43,819.1	44,389.4	46,934.7	45,374.0	44,217.4	39,979.4	42,376.2
Average	3,865.2	3,947.2	3,903.7	3,651.6	3,699.1	3,911.2	3,781.2	3,684.8	3,331.6	3,531.4

* volumes shown in bold italic have been estimated

Water Usage / Wastewater Flow Converted to Gallons (X 1,000) - Volume Billed by Detroit to City of Plymouth

	2006 / 07	2007 / 08	2008 / 09	2009 / 10	2010 / 11	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16
July	28,247.1	45,815.8	37,318.7	35,815.9	36,680.6	43,212.6	44,862.1	33,528.3	32,930.7	32,668.1
August	43,198.4	38,069.0	48,366.7	36,571.4	38,513.4	35,914.6	40,496.4	34,336.2	31,821.3	35,181.5
September	29,239.8	34,926.5	31,275.2	30,758.3	31,328.3	30,333.4	33,592.7	30,641.6	27,208.8	30,823.4
October	25,653.6	28,895.7	28,337.6	25,643.2	26,605.1	26,252.1	25,523.5	25,481.6	23,843.3	26,457.8
November	23,730.4	24,252.5	23,770.0	23,595.0	22,300.1	22,845.4	22,211.1	21,856.5	21,469.0	21,628.4
December	24,357.3	26,495.2	24,943.0	25,088.8	23,969.8	24,019.9	23,526.9	24,149.3	21,798.9	21,631.4
January	24,706.6	25,744.1	25,616.2	25,286.1	24,487.4	24,300.4	23,761.1	25,908.7	22,705.6	22,737.7
February	27,238.7	22,962.9	23,013.8	21,787.0	23,587.5	22,702.6	20,096.4	24,528.6	22,390.6	22,338.5
March	25,100.8	25,709.7	25,500.3	23,696.7	24,954.9	23,792.5	22,779.6	27,296.3	23,999.7	24,691.9
April	24,180.7	25,842.9	23,595.0	23,252.4	22,003.9	22,974.1	21,356.8	24,665.5	20,690.3	22,237.5
May	30,303.5	30,364.8	27,846.9	26,956.7	24,711.8	30,605.7	28,933.1	27,873.8	24,301.2	27,036.0
June	41,005.1	25,242.2	30,833.1	29,357.2	32,912.0	44,141.7	32,280.6	30,501.7	25,906.5	29,562.9
TOTAL	346,962.0	354,321.4	350,416.5	327,788.8	332,054.9	351,095.0	339,420.2	330,768.3	299,065.9	316,995.2
Average	28,913.5	29,526.8	29,201.4	27,315.7	27,671.2	29,257.9	28,285.0	27,564.0	24,922.2	26,416.3

* volumes shown in bold italic have been estimated

Water Usage / Wastewater Flow in Gallons (X 1,000) - Volume Billed by City of Plymouth to Customers

	2006 / 07	2007 / 08	2008 / 09	2009 / 10	2010 / 11	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16
July	35,568.0 v	38,223.0 ^	33,956.0 v	31,435.0 v	34,925.0 ^	35,599.0 ^	37,783.0 ^	28,520.0 v	26,785.0 v	23,673.0 v
August	37,992.0 ^	37,653.0 v	34,337.0 v	42,139.0 v	26,552.0 v	32,197.0 ^	38,636.0 ^	30,810.0 v	26,179.0 v	29,490.0 ^
September	35,086.0 v	40,765.0 v	36,350.0 v	31,684.0 v	41,928.0 v	36,633.0 v	40,716.0 v	30,597.0 v	31,506.0 v	29,198.0 v
October	32,990.0 v	37,233.0 v	36,305.0 v	42,970.0 v	33,481.0 v	32,402.0 v	40,018.0 v	33,461.0 v	29,515.0 v	32,481.0 v
November	23,131.0 v	28,262.0 v	30,739.0 v	17,821.0 v	25,045.0 v	25,421.0 v	22,829.0 v	22,889.0 v	19,699.0 v	23,081.0 v
December	20,323.0 v	23,302.0 v	29,300.0 v	22,336.0 v	21,159.0 v	16,905.0 v	20,698.0 v	19,144.0 v	18,961.0 v	19,400.0 v
January	25,216.0 v	26,370.0 v	26,256.0 v	21,116.0 v	42,008.0 v	22,712.0 v	23,089.0 v	25,217.0 v	19,466.0 v	21,490.0 v
February	23,484.0 v	22,485.0 v	20,508.0 v	24,577.0 v	23,260.0 v	21,967.0 v	23,395.0 v	19,956.0 v	20,766.0 v	17,499.0 v
March	21,664.0 v	23,337.0 v	21,877.0 v	18,920.0 v	19,711.0 v	21,119.0 v	18,201.0 v	19,549.0 v	18,965.0 v	18,905.0 v
April	23,976.0 v	23,506.0 v	21,489.0 v	24,674.0 v	23,983.0 v	24,030.0 v	21,434.0 v	23,172.0 v	22,921.0 v	22,509.0 v
May	21,999.0 v	23,822.0 v	23,855.0 v	21,055.0 v	22,060.0 v	20,643.0 v	17,670.0 v	19,689.0 v	18,409.0 v	18,589.3 v
June	27,773.0 v	31,722.0 v	23,945.0 v	25,575.0 v	22,101.0 v	23,505.0 v	25,415.0 v	24,874.0 v	23,823.0 v	24,704.0 v
Total	329,202.0	356,680.0	338,917.0	324,302.0	336,213.0	313,133.0	329,884.0	297,878.0	276,995.0	281,019.3
Average Rates	27,433.5	29,723.3	28,243.1	27,025.2	28,017.8	26,094.4	27,490.3	24,823.2	23,082.9	23,418.3
Water	4.01 / 4.10	4.10	4.10 / 4.38	4.38	4.38	4.48	4.67	4.75	4.94	4.94
Sewer	5.30 / 5.41	5.41	5.41 / 5.77	5.77	5.77	5.88	6.04	6.14	6.4	6.40

* volumes shown in bold italic have been estimated

Water Usage / Wastewater Flow in Gallons (X 1,000) - Unbilled Volume by City of Plymouth to Customers

	2006 / 07	2007 / 08	2008 / 09	2009 / 10	2010 / 11	2011 / 12	2012 / 13	2013 / 14	2014 / 15	2015 / 16
July	(7,320.9)	7,592.8	3,362.7	4,380.9	1,755.6	7,614	7,079	5,008	6,146	8,995
August	5,206.4	416.0	14,029.7	(5,567.6)	11,961.4	3,718	1,860	3,526	5,642	5,692
September	(5,846.2)	(5,838.5)	(5,074.8)	(925.7)	(10,599.7)	(6,300)	(7,123)	45	(4,297)	1,625
October	(7,336.4)	(8,337.3)	(7,967.4)	(17,326.8)	(6,875.9)	(6,150)	(14,495)	(7,979)	(5,672)	(6,023)
November	599.4	(4,009.5)	(6,969.0)	5,774.0	(2,744.9)	(2,576)	(618)	(1,032)	1,770	(1,453)
December	4,034.3	3,193.2	(4,357.0)	2,752.8	2,810.8	7,115	2,829	5,005	2,838	2,231
January	(509.4)	(625.9)	(639.8)	4,150.1	(17,520.6)	1,588	672	692	3,240	1,248
February	3,754.7	477.9	2,505.8	(2,790.0)	327.5	736	(3,299)	4,573	1,625	4,840
March	3,436.8	2,372.7	3,623.3	4,776.7	5,243.9	2,673	4,579	7,747	5,035	5,787
April	204.7	2,336.9	2,106.0	(1,421.6)	(1,979.1)	(1,056)	(77)	1,493	(2,231)	(271)
May	8,304.5	6,542.8	3,991.9	5,901.7	2,651.8	9,963	11,263	8,185	5,892	8,447
June	13,232.1	(6,479.8)	6,888.1	3,782.2	10,811.0	20,637	6,866	5,628	2,083	4,859
Total	17,760.0	(2,358.6)	11,499.5	3,486.8	(4,158.1)	37,962	9,536	32,890	22,071	35,976
Average	1,480.0	(196.6)	958.3	290.6	(346.5)	3,164	795	2,741	1,839	2,998
% unbilled	5.12%	-0.67%	3.28%	1.06%	-1.25%	10.81%	2.81%	9.94%	7.38%	11.35%

* volumes shown in bold italic have been estimated



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DATE: May 5, 2016

File: 16CMMM01

TO: Paul Sincock
City Manager

FROM: Mark Christiansen
Finance Director

SUBJECT: Proposed Water / Sewer Rates – Fiscal Year 2016 / 2017

Attached please find the following:

- Budget Pages 65 and 66 - Water / Sewer Rate Determination
- Revised City of Plymouth Water and Sewer Rate Card # 18
- Revised Water/Sewer Rate Analysis – Fiscal Year 2016 / 17
- Table of key historical factors which bear on the evolution of the present rates
- Water Usage / Wastewater Flow Volume History

The analysis referred to in the third item above has been based on cost estimates currently available in the proposed 2016/17 city budget and information available from the Great Lakes Water Authority, successor to the City of Detroit DWSD and Wayne County relative to their proposed fee changes to go into effect on July 1, 2016. All costs shown regarding both rate based charges for water and fixed costs for both water and sewer services have been included in this analysis. However, as of this writing, the City of Plymouth has not received the summary distribution of charges from the Rouge Valley Sanitary Sewer System. Although the GLWA has been attempting to maintain promises of 4% budgetary increases for both water and sewer services that evolved out of the bankruptcy proceedings for the City of Detroit, they nevertheless have passed on increases to the Rouge Valley of 7.5% in total. Because the distribution of these costs will probably not be available until June, the proposal before the City Commission now is based on increasing the flat rate sewer cost by 7.5% rather than 4.2% as was presented on April 25, 2016 at budget session #3. This adjustment creates an increase in total rates of 2.59% rather than 1.55% and increases combined water

and sewer rates by \$.29 per 1,000 gallons from the original \$.18 per 1,000 gallons. Therefore, the rates shown for water and sewer on Rate Card # 18 are proposed to be increased from \$ 4.94 to \$ 5.07 for water and \$ 6.40 to \$ 6.56 for sewer.

Since 1999, with the annual review process of water and sewer rates by the City Commission, the city has had little difficulty meeting operational expenditures with the rates as determined. In addition, most of the capital improvement and replacement needs related to street replacements have been met by the three bonds issued in 1999 and a fourth issue in 2003. Those bond issues, with the exception of 2012/13 and 2013/14 installments for the 2003 bonds were refinanced in the spring of 2012 with a limited tax general obligation refunding bond, releasing nearly a quarter of a million dollars in restricted funds and saving more than \$ 274,000 in interest expense. More recently, an additional \$ 2,000,000 in bonds were issued in January of 2015 for the replacement of water and sewer utility systems for more than a mile of Mill Street from Ann Arbor Road to the Main Street/Plymouth Road intersection. This \$ 2 million project was financed by another limited tax general obligation issue which will also include the acquisition of parking facilities. The primary decisions in rate setting since 1999 have focused on setting rates high enough to establish cash reserves in the system similar to those existing prior to 1995 and consistent with recommendations of the City Auditor. That goal has been met with the rates established for the past 16 fiscal years.

By the end of the current fiscal year, cash reserves will be approximately \$ 5.86 million, substantially more than the \$ 4.53 million at the end of fiscal year 2014/15 despite extensive replacement of water and sewer infrastructure the past six years. However, due to increasing operating costs related to water and sewer charges from the Great lakes Water Authority in addition to legacy expenses related to closed pension plans and retiree health care costs, reserves may decline slightly in the next few years until the true pattern of expenses under the GLWA is clear.

With the passage of the vote to continue the street construction program in November of 2007, the city’s water and sewer fund has faced financing obligations for significant capital improvements for the past eight years and that trend will continue in the 2016/17 fiscal year but will begin to decline as the scope of road projects change with the exhaustion of bond proceeds from the 2007 voter authorization. However, for the first time since 2003, the city will be able to partially rely on bond proceeds from the sale of bonds in January of 2015 to finance part of this year's capital improvements rather than relying on direct funding of these costs. The availability of these bond proceeds allows us to temporarily maintain stable cash flow within the operating fund and allows us to recommend a minimal rate change to water and sewer rates for the new year

Following is an indication of the current and proposed charges for a typical residential customer with a 5/8-inch meter using 18,000 gallons **per quarter**.

	<u>R-T-S</u> <u>Charge</u>	<u>Water</u> <u>Charge</u>	<u>Sewer</u> <u>Charge</u>	<u>Total</u> <u>Charge</u>
Existing Average Costs	\$ 11.56	\$ 88.92	\$115.20	\$215.68
Proposed Average Costs	\$ 11.56	\$ 92.26	\$118.08	\$221.90

The following proposed resolution is presented adopting Rate Card # 18, effective July 1, 2016, establishing new water and sewer rates effective July 1, 2016. The recommendation and this resolution will be presented to the City Commission for acceptance at their regular meeting to be held on May 16, 2016.

RESOLUTION

The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

WHEREAS, the City of Plymouth operates a water and sewer system to protect the public health, safety and welfare, and

WHEREAS, the Great Lakes Water Authority have imposed rate adjustments for wholesale water and sewer service charges to the City of Plymouth effective July 1, 2016, and

WHEREAS, other operating and capital costs for both water and sewer operating systems have changed from the prior fiscal year, and

WHEREAS, total estimated cost increases for operations and capital needs for fiscal year 2016/17 have increased from those for fiscal year 2015/16.

NOW, THEREFORE, BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Water and Sewer Rate Card # 18 (attached to this resolution) to be effective for all services beginning on July 1, 2016 establishing a water rate \$ 5.07 per 1,000 gallons consumed and a sewer rate of \$ 6.56 per 1,000 of water consumed for fiscal year 2016/17 beginning July 1, 2016.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to publish Water and Sewer Rate Card # 18 to inform the residents of the newly established rate structure.

Budget

Effective July 1, 2016

City of Plymouth Water and Sewer Rate Card # 18					
Per 1000 Gallons		Water Rate	Sewer Rate	Minimum Billing: 4,000 Gallons	
		\$5.07	\$6.56		
Ready to Serve Charges Quarterly Fees		Water Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew		Sanitary Sewer Tap Fees/ Storm Sewer Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew	
Meter Size	Charge	Tap Size	Charge	Tap Size	Charge
5/8"	\$11.56	Up to and including 1" Tap	\$3,530.00	Up to and including 6" Tap	\$10,000.00
3/4"	\$13.00	1.5" Tap	\$3,750.00	8" Tap	\$25,000.00
1"	\$19.76	2" Tap	\$6,515.00	10" Tap	\$40,000.00
1.5"	\$39.65	3" Tap	\$11,410.00	12" Tap	\$55,000.00
2"	\$62.92	4" Tap	\$19,274.00	14" Tap	\$70,000.00
3"	\$117.96	6" Tap	\$38,792.00		
4"	\$185.22	8" Tap	\$50,000.00		
6"	\$389.20	For Sizes Not Listed Multiply Tap Diameter By \$8125.00			

- > Commercial Sewer Surcharge-Fees are Billed as Mandated on a One-for-One Basis
- > Non-Residential Customers are Billed Monthly
- > There Will Be a Maximum of 20 Days From Water Billing Date to Due Date
- > New Water Service Meter Fee = Installation Time and Material plus 15%
- > There is a \$90.00 Fee for "After Hours" Water Turn on/off

ADDITIONAL SEWER FEES

Property owner is responsible for all sewer leads, pipes, and taps up to and including the connection to the City's mains. Property owner is responsible for the repair and/or replacement of any publicly owned property including, but not limited to grass, sod, top soil, trees, curb, gutter, street pavement and base material.

CONSTRUCTION PURPOSES

For building or construction purposes, the daily charges shall be made for the use of water from the time of installation of the service pipe until meter installation:

Service Pipe Size	Charge
3/4"	\$50.00
1"	\$60.00
1.5"	\$85.00
2"	\$115.00
3"	\$165.00
4"	\$195.00
6"	\$385.00
8"	\$750.00

All connections to the water supply system or the sewer disposal system shall be made by and at the expense of the property owner or user so connecting, subject to any rules or regulations therefore now or hereafter established by the city, and subject to inspection and approval prior to use. A permit for such connection shall be obtained in advance from the city, and the property owner or user making such connection shall pay all inspection charges now or hereafter established by the city prior to the use thereof.

Property owner is responsible for TAP compliance with ALL Federal, State or Local Rules, Regulations, or Laws.

TAPS RESTRICTED

The term "tap" as used herein shall include any opening or outlet heretofore or hereafter made in the water system, for the purpose of withdrawing water therefrom for any use, public or private, either commercial or domestic, excepting fire hydrants. No taps shall be made to the system unless authorized by the proper city authorities.

>> Non-Payment Penalty - 15% Added To Total Bill For All Bills Paid After The Due Date <<

CITY OF PLYMOUTH
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ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Assessing Contract Renewal - 05-16-16.doc
Date: 5/10/2016
Re: Assessing Contract

BACKGROUND:

Members of the City Commission may be aware that at one time the City had in-house Assessing Staff that were on the City Payroll. Approximately fourteen years ago the City privatized that service in an effort to reduce costs. The privatization of Assessing Services has proved to be cost effective and has provided excellent service to our residents. The current assessing contract with Wayne County Appraisal expires this month.

We have reviewed the renewal contract from WCA Assessing to continue to provide a this professional services contract. The contract follows the same methodology as currently exists and actually provides some enhancements for the city under insurance and tax appeal litigation. The contractor has proposed a four year contract with a renewal of four years. This new contract calls for price increases based on the State CPI plus 1% not to exceed 5%. Since the State CPI is the factor used for annual determination of taxable value increases this seemed like a better way to tie our contract to our revenue stream.

We have attached a memorandum from Mark Christiansen as additional background on this matter. It should also be noted that Wayne County Appraisal is the vendor for appraisal services in all of western Wayne County as well as eastern Washtenaw County and many other areas. They provide a very high level of service to the City and to our residents.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize a professional services contract between the City and Wayne County Appraisal, LLC for assessing services for the City of Plymouth. This firm has provided our residents with excellent service and they have extensive knowledge of Real Estate values and trends in our area of the County.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Please feel free to contact either Mark Christiansen or myself if you have any questions in advance of the meeting.

City of Plymouth



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DATE: May 10, 2016

File: 16CMMM04

TO: Paul Sincock
City Manager

FROM: Mark Christiansen
Finance Director

SUBJECT: Proposed Extension of Assessing Contract

The City of Plymouth has contracted with WCA Assessing (formerly WCA and Wayne County Appraisal, LLC) since 2004 for complete assessing services for the city. The original contract was for 4 years and was renegotiated in essentially the current form in 2008. Under terms of that contract the duration was again extended in 2012 to 2016. Attached is a proposed contract for 5 years which, although different in format, is essentially the same as prior year contracts and has a clause for extensions if mutually agreed to between the parties. The proposed contract is more expansive in terms of the technical services provided and provides expanded insurance coverage and litigation services at lower rates for some of the appeals before the full tribunal which do not necessitate the use of full attorney fees.

The essence of the contract begins with section 15 on page 5. Since 2008, the company has charged for services based on the established state cost of living index plus 1%. The starting figure for May 1, 2016 in the proposed contract of \$ 57,252 represents the continuation of that practice from the current rate being charged and , for fiscal year 2016-17 is only 1.3% higher than the current fee. The highest state inflation rate in the past five years was 2.7% in 2012 and for the past three years has been below 2% meaning current or proposed contract rate increases for that time would be below 3%.

Services for appeals for legal and technical services for tax appeals are billed separately as shown in sections 16, 17 and 18. Section 16 is new and establishes a new lower rate for appeals that can be handled by paralegals. Sections 17 and 18 are similar to existing contract clauses but with rates that are lower than current rates.

I have been very pleased over the years with the performance of the company and all of the personnel who have been assigned to the city and would highly recommend renewing their services under the contract as proposed.

ASSESSMENT CONTRACT
FOR CITY OF PLYMOUTH, WAYNE COUNTY, MICHIGAN

WHEREAS, City of Plymouth, hereinafter called "City", with its principal offices located at 201 S. Main, Plymouth, Michigan, 48170, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 200, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective May 1, 2016;

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of all assessment rolls during the period covered by this contract, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to holidays, acts of God, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:

- To meet with City staff to answer questions and give advice;
 - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
 - Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
 - To perform certain other functions as described herein.
4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.
 5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT). The company shall be available to defend all assessments to the MTT as needed during this contract.
 6. If Company is retained by the City, the City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City Manager of such requirement.
 7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;
 - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
 - Perform neighborhood market studies and land value analyses throughout the term of this contract.
 - Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
 - Provide digital photographs of all properties visited for maintenance purposes.

- Working with the Building Department to ensure all new property is equitably assessed.
 - Prepare all new property record cards in compliance with State tax Commission requirements.
 - Attend, prepare, and work with all Boards of Review.
 - Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
8. Company agrees to meet with the City Manager and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.
12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.
14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

May 1, 2016 to April 30, 2017.....\$ 57,252 annually
May 1, 2017 to April 30, 2018.....\$ *
May 1, 2018 to April 30, 2019.....\$ *
May 1, 2019 to April 30, 2020.....\$ *
May 1, 2020 to April 30, 2021.....\$ *

* Previous amount as adjusted by the (CPI+1%) not to exceed 5%
* Yearly CPI adjustments will continue after current contract period until either party terminates agreement with six month notice

The payments shall be made in twelve (12) equal installments due on the fifteenth (15th) day of each month. The CPI used as the basis of adjustments will be the inflation rate multiplier as published by the State of Michigan State Tax Commission as used in the assessment process.

16. The City's representation for all Michigan Tax Tribunal petitions **not in the Small Claims Division**, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

May 1, 2016 to April 30, 2017.....\$\$130.00 / Hourly
May 1, 2017 to April 30, 2018.....\$ *
May 1, 2018 to April 30, 2019.....\$ *
May 1, 2019 to April 30, 2020.....\$ *
May 1, 2020 to April 30, 2021.....\$ *

* Previous amount as adjusted by the (CPI+1%) not to exceed 5%
* Yearly CPI adjustments will continue after current contract period until either party terminates agreement with six month notice

17. The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division **relative to Tribunal Hearings**, shall be provided by Company's legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

May 1, 2016 to April 30, 2017.....\$\$175.00 / Hourly
May 1, 2017 to April 30, 2018.....\$ *
May 1, 2018 to April 30, 2019.....\$ *
May 1, 2019 to April 30, 2020.....\$ *
May 1, 2020 to April 30, 2021.....\$ *

* Previous amount as adjusted by the (CPI+1%) not to exceed 5%
* Yearly CPI adjustments will continue after current contract period until either party terminates agreement with six month notice

18. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS
 Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services approved by the City, shall be provided to the City at the rate of:

Title	05/01/16	thru 04/30/21
Appraiser Aide	\$41.90.....	* CPI+1% Yearly
Appraiser	\$58.12	* CPI+1% Yearly
Level III Appraiser	\$103.00.....	* CPI+1% Yearly
Assessor	\$118.34.....	* CPI+1% Yearly

Hourly fees include clerical costs and overhead for the Company.

* CPI plus 1%, not to exceed 5%. The CPI (Consumer Price Index) is based on data released by the US Department of Labor, as measured by the CPI for all urban consumers for a 12 month period using the State of Michigan fiscal year and is the same inflation rate multiplier used to calculate capped values i.e. the 2016 CPI is 1.003. CPI would be limited to no more than five percent (5%) as it relates to taxable value increases, and annual contract increases will not exceed five percent (5%).

19. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.
20. The City and Company agree that the term of this contract shall begin May 1, 2016 and expire April 30, 2021. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.
21. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.
22. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.
23. The Company shall acknowledge receipt of and comply with the City's ethics policy, computer usage policy or other signed documents

24. The City agrees the Mayor and City Clerk possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.

WITNESSES:

WCA ASSESSING:

By: _____
Doug Shaw, for WCA Assessing,
as its Member

WITNESSES:

CITY OF PLYMOUTH:

By: _____
Dan Dwyer, MAYOR

By: _____
Linda Langmesser, CITY CLERK

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm.

_____.

WHEREAS The City of Plymouth is required by State Law to provide certain assessing services for the establishment of values for tax purposes, and

WHEREAS The City of Plymouth has used a private firm to provide this service over the past several years, with excellent service levels for our property owners, and

WHEREAS From time to time it is necessary to review this professional services contract and renew it, and

WHEREAS The City Administration has reviewed the new proposed contract with WCA Assessing and has found that it offers price stability, excellent service and certain enhancements for the City in terms of pricing of special services.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize the Contract between the City of Plymouth and WCA Assessing. Further, the City Commission authorizes the Mayor and the City Clerk to sign the contract on behalf of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to attach a complete copy of the contract to these Meeting Minutes and to incorporate the contract into the Meeting Minutes for this City Commission Meeting.

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - City Planner Authorization for Master Plan Update 05-16-16.doc
Date: 5/11/2016
Re: Master Plan Budget Allocation Authorization

BACKGROUND:

As you are aware the City is required by the State to update their City Master Plan every five years. As such, the Planning Commission has been working to define the "scope of work" that will be included in the update to the Master Plan. This also means that there will be additional work by the City's Planning Consultant and that means we need to have an authorization from the City Commission to do the work and to authorize a not to exceed amount to be spent on the program.

After significant review of the various areas in which the Planning Commission would like to review and moving that to a focus list, it is estimated that the costs should not exceed \$18,920. This is a professional services contract and it is extending the scope of the contracted City Planner's contact. We technically need an authorization from the City Commission to expend an amount up to \$18,920 on the Master Plan Update. This amount of money is already incorporated into the budget, but we still need the authorization to allow the Planner to move forward on this special project.

We have attached a memorandum from Community Development Director John Buzuvis related to this matter and it has significant background information. There is also an attachment from the City Planner which outlines the scope of work.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize the City Planner Carlisle Wortman provide services on based on the scope of work outlined in their May 5, 2016 letter to the City related to the City Master Plan Update. The expense for these services is in an amount NOT TO EXCEED \$18,920. Funding for this work is already included in the City's budget documents.

This authorization is an extension of the professional services contract between the City and Carlisle Wortman. Having the current City Planner work on this project allows us to save considerable money as we do not have to bring a different planner "up to speed" on the thought process of the City Planning Commission.

Should you have any questions in advance of the meeting please feel free to contact me.

Administrative Recommendation

To: Paul J. Sincock, City Manager
From: John Buzuvis, Community Development Director 
CC: S:\COMMUNITY DEVELOPMENT\John\Master Plan Review 2015
Date: 5/11/2016
Re: Master Plan Review Scope of Work Budget Allocation

BACKGROUND:

As you are aware all communities, in Michigan, must review their Master Plan every five years as required by the State of Michigan Planning enabling legislation. The City of Plymouth last completed this process in 2011 and are legally required to complete the process again as five years have elapsed. The Master Plan provides a long-term vision for the "built" aspects of the community. All zoning ordinances are based on the concepts, vision and direction presented in a community's master plan.

The Planning Commission has formed a sub-committee to review the document and develop a plan to complete the review/update. Generally speaking, the Master Plan adopted by the City Commission in 2011 has good content and information. However, given the volume of development and redevelopment in the community the Planning Commission is recommending a thorough review/update of the document. The objective of the review, aside from being legally required, is to consider the pace/type of residential building, redevelopment of transitional properties (Bathey, 909 Sheldon, 110 W. Ann Arbor Rd. etc.), making the document more user friendly, introducing concepts focused on non-motorized transportation, reforesting the city, parking, and visions for sub-areas off the community such as Old Village, Downtown, north and south Main St. etc.

The Master Plan sub-committee has completed a thorough review of the current Master Plan and have recommended desired outcomes of this review process. A scope of work has been developed and Sally Elmiger, the City's Planning Consultant, from Carlisle/Wortman, has provided a work-plan and corresponding cost estimate to provide in depth technical guidance and document development support as well as attend meetings, develop a web-based citizen survey etc. This work-plan has been reviewed by the Master Plan sub-committee and is recommended by the Planning Commission as a whole.

In 2011 the Master Plan review was largely completed "in-house". Significant initial "background" work, in the form of an existing land-use map is being completed by Community Development staff at this time. The map will graphically show existing land uses (based on data gathered in the field) and compare the current uses to the existing zoning classification which may or may not be the same. The maps will be interactive and produced utilizing Geographic Information System (GIS) software purchased by the City and housed at the Department of Municipal Services as part of the SAW grant. This map will serve as the basis for many of the discussions in the upcoming Master Plan review.

These efforts by staff members will save several thousands of dollars as the work is extremely resource (time) intensive. We anticipate having a draft of the map completed in the very near future.

Carlisle Wortman has served as the City's Planning Consultant for several years and was part of the team that reviewed the 2011 Master Plan. As such the administration has asked them to provide an estimate for the current master plan review work. This service is considered a "professional service" and Carlisle Wortman has provided a scope of work, as requested by the Master Plan sub-committee, and recommended by the Planning Commission. A copy of the work plan is attached for your review. The estimated cost of the work is estimated at \$17,745, inclusive of reformatting the final document to a web-based easily searchable document. The administration would recommend an additional allocation of \$1,175 for contingencies totaling an amount not to exceed \$18,920. Costs for this project have been budgeted in both the 2015-16 and 2016-17 fiscal years and will be, if approved, authorized from account number 249-371-818.000, Community Development, Contractual Services.

RECOMMENDATION:

The administration recommends that the City Commission approve a budget allocation in an amount, not to exceed, \$18,920 from account number 249-371-818.000 for Carlisle Wortman to provide comprehensive technical guidance and document development for the 2016 Master Plan review as required by state law.

Attached is the copy of the work-plan, cost estimate, Master Plan sub-committee meeting minutes (from their most recent meeting), and the corresponding page from the budget for your reference.

A sample resolution for the City Commission to consider regarding this matter is also attached.

Please feel free to contact me should you have any questions in advance of the meeting.



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

May 5, 2016

Mr. John Buzuvis
Community Development Director
201 S. Main Street
Plymouth, MI 48170

Re: City of Plymouth Master Plan Update

Dear Mr. Buzuvis:

We are pleased to provide a revised proposal to assist the Master Plan Subcommittee in updating the City's Master Plan document. As discussed with you and the Subcommittee last week, we have re-worked our approach and have revised the proposal to add the following:

1. Additional topics for the on-line survey, including downtown parking, street trees, Complete Streets, the Old Village as a study sub-area, and community aesthetics
2. Study of two additional transitional areas. We have quoted the top number, but this could turn out to be less.
3. Additional study of implementation techniques and strategies.
4. An optional step of creating a searchable document that can be used on-line.

In the proposal, we included attendance at several "Mayor and Chairs" meetings to gather input and share our progress with this group. To be as efficient as possible, we assumed that some of the Subcommittee meetings could be held just before the Mayor and Chairs meeting.

We look forward to discussing the project with you.

CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP

Principal

cc: Mr. Paul Sincock

Master Plan Update - Revised Workplan

City of Plymouth

May 5, 2016

Task	S. Elmiger Principal	Planner	GIS/AutoCAD	Office Support
1. Review and revise the Background Studies chapter, as needed.	1	4		
2. Develop on-line survey to solicit input on the following topics. Work with subcommittee via e-mail to refine survey and post on-line. Gather comments and draft summary to include in Master Plan. 1. Single-Family Neighborhood Preservation 2. Multi-Family Residential 3. Downtown 4. Downtown Parking 5. Street Trees 6. North & South Main St. 7. South Mill St. 8. Junction St. 9. Saxton's property 10. Central Middle School property 11. Old Village 12. Pedestrian/bicycle amenities/Complete Streets 13. Community Character/Aesthetics	8	4	4	
3. Present survey findings at Mayor and Chairs meeting. Discuss findings with Master Plan Subcommittee. Using public input, review city-wide planning goals and guiding principles with Subcommittee. Prepare revisions as needed.	8	4		
4. At regularly-scheduled Planning Commission meeting, present findings of on-line survey. Prepare for and facilitate Master Plan goals & guiding principles discussion based on proposed revisions developed by Subcommittee. Revise goals/guiding principles as directed by Subcommittee.	8	4		
5. Using the updated goals and guiding principles, work with Master Plan Subcommittee to review transitional properties (per attached listing and map), and determine if future land use designation is appropriate, and whether a sub-area plan is needed to further guide development.	8		8	
6. Prepare Area Plans for four (4) to six (6) transitional areas, as identified by Subcommittee/Planning Commission. Present to Subcommittee for input; revise as needed.	20		20	

Task	S. Elmiger Principal	Planner	GIS/AutoCAD	Office Support
7. Using revised goals and objectives, review intent of future land use categories , and recommend revisions to Master Plan Subcommittee. Gather input and revise document and Future Land Use Map.	8		4	
8. PC At regularly-scheduled Planning Commission meeting, summarize proposed approaches to transitional properties, new/revised area plans and future land use categories . Gather input and revise as directed by Subcommittee.	8		4	
9. MC Attend Mayor and Chairs meeting to present progress report on transitional properties, area plans and future land use categories.	2			
10. Research and provide descriptions of desirable form-based zoning techniques . Review Complete Streets chapter developed by Subcommittee. Present form-based research findings and recommendations for conceptual approaches to various pedestrian/bicycle issues presented in Complete Streets chapter to Subcommittee for review and comment.	16		8	
11. Research and present implementation techniques to Subcommittee for review and comment. Revise as needed.	2	4		
12. Prepare Zoning Plan , as required by the Planning Enabling Act.	2			
13. Re-work Master Plan document into easy-to-read format, including implementation techniques. Provide to Subcommittee for review and comment. Revise as needed.	8	4		8
14. Present draft Master Plan to Mayor and Chairs meeting for input. MC Revise as directed by Subcommittee.	2		2	
15. At regularly-scheduled Planning Commission meeting, present PC revised Master Plan document for discussion and comment. Revise as needed.	2	2	2	
16. Prepare for and attend City Commission meeting to present the CC draft Master Plan document for discussion and comment. Revise as directed by Subcommittee.	2		2	
Total Hours:	105	26	54	8
Hourly Rate:	\$85	\$80	\$75	\$50
Hourly Fee:	\$8,925	\$2,080	\$4,050	\$400
AutoCAD/GIS operation (\$25/hr.)			\$1,350	
Total:				\$16,805

Task	S. Elmiger Principal	Planner	GIS/AutoCAD	Office Support
Optional: Format document into searchable document to enable web browsing.	4			12
Hourly Rate:	\$85			\$50
Hourly Fee:	\$340			\$600
Total:				\$940

FORMAT DOCUMENT INTO WEB SEARCHABLE/BROWSEABLE = \$940

TECHNICAL CONSULT COST = \$16,805

CONTINGENCY = \$1,175

TOTAL PROJECT ALLOCATION AS BUDGETED = \$18,920

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CITY OF PLYMOUTH
Planning Commission – Master Plan Sub-Committee Meeting
Monday April 25, 2016
7:00pm
Plymouth City Hall-City Commission Conference Room
Meeting Minutes

Meeting called to order at 7:05pm.

Members Present: Jennifer Kehoe, Jennifer Frey, Scott Silvers, Conrad Schewe

Others Present: John Buzuvis, Community Development Director
Paulette Longe, Resident

2. APPROVAL OF MEETING MINUTES: None

2. DISCUSSION

- General Discussion was had related to the draft Scope of Work submitted by Sally Elmiger for the 2016 Master Plan Review. The following comments and discussion was had specifically:

- Is it necessary to review/revise the Background Studies chapters of the Master Plan or is that information better put somewhere else?
- Adding the following categories to consider when writing questions for the on-line survey portion of the Master Plan review:
 - o Old Village
 - o Complete Streets
 - o Parking (including Downtown)
 - o Aesthetics/design guidelines
- Prepare 4-6 sub-area plans, including plans for “transitional areas” as identified by the sub-committee/planning commission (sub-area examples: Old Village, Downtown. Transitional areas: Bathey, 909 Sheldon etc.)
- Importance of thoroughly reviewing and revising the current and future land use maps
- Importance of the Planning Consultant’s attendance at various City Commission, Mayor & Chair and Master Plan sub-committee meetings
- Plan for and focus on the intentional implementation of the revised/reviewed

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Master Plan so the document is used by various City departments and boards in future decision making and project planning efforts

- Reworking the Master Plan into an easy to read/use document
- Investigate Form Based Code techniques as part of Master Plan review
- Create a separate section of the Master Plan focused on Complete Streets(non-motorized transportation)
- Designing the revised plan to be as user friendly as possible and "searchable" as a web-based document
- Establishing a timeline for the process/project
- Intention to have the Master Plan consulted/used as part of future Capital Improvement program planning
- Importance of the Master Plan to guide all future land use/zoning/rezoning decisions
- Consider Neighborhood Character (size of homes, aesthetics etc.)
- Volume of residential development/redevelopment currently taking place in town

MOTION TO ADJOURN

A motion was made by Conrad Schewe and seconded by Jennifer Frey to adjourn

Meeting Adjourned: 7:48pm

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BUDGET

Account #	Account Title	2013/14		2014/15		12 Months Projected	2015 / 16 Adopted Budget	2016 / 17 Projected Budget	2017 / 18 Projected Budget	2018 / 19 Projected Budget	2019 / 20 Projected Budget
		Amended Budget	Audited Actual	Original Budget	Amended Budget						
BUILDING & ENGINEERING FUND EXPENDITURES											
<i>Engineering / Inspection Expenditures</i>											
249 371 706.000	SALARY & WAGES/PERM-FULL TIME	124,070	121,433	128,260	92,989	128,260	83,760	86,270	88,860	91,530	94,280
249 371 706.050	SALARY & WAGES/PERM-PART TIME	3,530	1,865	36,590	556	36,590	20,000	20,600	21,220	21,860	22,520
249 371 706.100	SALARY & WAGES/SICK	4,100	5,253	5,720	6,062	7,600	3,690	3,800	3,910	4,030	4,150
249 371 706.300	SALARY & WAGES/LONGEVITY	1,550	1,550	1,670	1,280	1,670	880	910	940	970	1,000
249 371 706.600	SALARY & WAGES/VACATION PAYOFF	18,570	3,565	2,140	3,315	4,150	3,170	3,270	3,370	3,470	3,570
249 371 706.860	SALARY & WAGES/AUTO ALLOWANCE	3,740	4,733	3,840	1,520	3,840	0	0	0	0	0
249 371 707.000	SALARY & WAGES/TEMPORARY	67,830	64,831	72,780	36,300	72,780	74,450	76,680	78,980	81,350	83,790
249 371 709.000	SALARY & WAGES/OVERTIME	1,490	275	1,340	197	1,340	0	0	0	0	0
249 371 721.000	FRINGE BENEFITS	45,100	43,566	65,030	44,075	65,030	43,820	45,130	46,480	47,870	49,310
249 371 721.500	POST RETIREMENT BENEFITS	10,030	18,470	18,580	9,285	18,580	14,740	15,180	15,640	16,110	16,590
249 371 725.000	EMPLOYEE TESTING & LICENSING	400	412	350	0	350	350	360	370	380	390
249 371 725.500	MEAL ALLOWANCE	0	0	0	0	0	0	0	0	0	0
249 371 727.000	OFFICE SUPPLIES	1,500	1,245	750	503	750	1,000	1,030	1,060	1,090	1,120
249 371 728.000	POSTAGE	1,300	1,169	750	822	1,700	1,000	1,030	1,060	1,090	1,120
249 371 740.000	OPERATING SUPPLIES	1,800	2,121	750	3,259	5,000	1,000	1,030	1,060	1,090	1,120
249 371 815.000	ADMINISTRATIVE SERVICES	6,550	6,550	6,880	3,440	6,880	25,000	25,750	26,520	27,320	28,140
249 371 818.000	CONTRACTUAL SERVICES	22,000	22,189	28,750	5,804	28,750	35,910	36,990	38,100	39,240	40,420
249 371 818.380	CONT SVCS/CDBG BLDG MAINT	0	0	0	0	0	0	0	0	0	0
249 371 818.390	CONT SVCS/PROPERTY MAINT-RICKY BRACKEN	0	0	0	0	0	0	0	0	0	0
249 371 818.430	CONT SVCS/SNOW REMOVAL	5,000	3,825	1,500	0	1,500	1,000	1,030	1,060	1,090	1,120
249 371 818.435	CONT SVCS/SWEED MOWING	7,000	6,343	4,000	3,850	4,000	2,500	2,580	2,660	2,740	2,820
249 371 818.449	CONT SVCS/SIZONING	9,000	10,583	5,000	1,595	5,000	5,500	5,670	5,840	6,020	6,200
249 371 818.454	CONT SVCS/TREE REMOVAL	0	0	0	0	0	0	0	0	0	0
249 371 822.000	ANIMAL CONTROL EXPENSES	0	0	0	0	0	0	0	0	0	0
249 371 850.000	COMMUNICATIONS	3,300	3,127	2,000	1,569	2,000	2,500	2,580	2,660	2,740	2,820
249 371 860.000	TRANSPORTATION	750	688	500	339	500	500	520	540	560	580
249 371 864.000	CONFERENCES & MEETINGS	2,000	1,812	1,500	1,809	2,000	1,000	1,030	1,060	1,090	1,120
249 371 900.000	PRINTING & PUBLISHING	2,000	1,358	1,500	2,019	1,500	2,000	2,060	2,120	2,180	2,250
249 371 925.000	SUBSCRIPTIONS & PUBLICATIONS	1,200	896	300	802	300	230	240	250	260	270
249 371 930.000	REPAIRS & MAINTENANCE	4,000	2,485	1,000	1,000	1,000	1,000	1,030	1,060	1,090	1,120
249 371 938.000	EQUIPMENT LEASE EXPENSE	1,200	1,276	1,100	675	1,100	1,100	1,130	1,160	1,190	1,230
249 371 940.000	EQUIPMENT RENTAL - FORCE ACCT	1,500	1,000	2,000	1,500	2,500	2,250	2,320	2,390	2,460	2,530
249 371 956.000	MISCELLANEOUS	100	14	100	100	100	0	0	0	0	0
249 371 957.000	TRAINING EXPENSE	500	297	750	2,042	1,500	1,000	1,030	1,060	1,090	1,120
249 371 958.000	MEMBERSHIPS & DUES	1,000	952	500	495	700	500	520	540	560	580
249 371 962.000	RESERVE FOR CONTINGENCY	5,840	0	5,000	0	0	10,320	19,560	29,630	36,160	38,100
249 371 963.000	BAD DEBT EXPENSE/BANKRUPTCY	0	0	0	0	0	0	0	0	0	0
249 371 965.306	CONTRIB TO LTGO DBT FD - 2006	6,090	6,090	5,750	5,520	6,130	6,140	6,140	6,140	6,140	6,140
249 371 965.320	CONTRIB TO CAP IMP DBT FD - 2002	0	0	0	0	0	0	0	0	0	0
Total		364,040	339,975	406,680	231,624	413,100	346,310	365,470	379,600	396,630	409,380

RESOLUTION

The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

- WHEREAS Communities throughout the state (of Michigan) must review their Master Plan every five as required by state of Michigan law, and
- WHEREAS Whereas the City of Plymouth’s Master Plan was last reviewed by the Planning Commission and adopted by the City Commission in October 2011, and
- WHEREAS The Planning Commission has formed a Master Plan Review sub-committee to review and recommend a scope of work for the required five year review of the City’s Master Plan, and
- WHEREAS The Master Plan sub-committee has reviewed the existing document and has presented a draft scope of work to the Planning Commission to consider at a regular Planning Commission meeting, and
- WHEREAS The Planning Commission has reviewed the scope of work and recommends that the City Commission review the scope and allocate funds in an amount not to exceed \$18,920 for Carlisle Wortman to provide assistance and technical expertise in the review/update of the City’s Master Plan,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth authorizes the expenditure of up to \$18,920 from account 249.371.818.000 to Carlisle Wortman for technical direction and support for the review of the City’s Master Plan as required by state law every five (5) years.

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincok – City Manager
CC: S:\MANAGER\Sincok Files\Memorandum - Liquor Management Ordinance Amendments 1st Reading - 05-16-16.doc
Date: 5/11/2016
Re: Liquor Management Ordinance – 1st Reading

BACKGROUND:

The City Commission has been discussing the possibility of making some changes to what is commonly known as the Liquor Management Ordinance. This process started with a City Commission action to expand the number of Liquor Licenses allowed in the B-2 Zoning District. The City Commission also directed the Local Liquor License Review Committee (LLRC) to also include a review of the criteria by which an application for a liquor license would be subject to.

The LLRC had public meetings related to this issue and has had discussion related to the criteria. The proposed changes are highlighted in the attached Ordinance. This is only a first reading of the Ordinance. It will require a second reading prior to becoming formal and we would not suggest a second reading be scheduled until such time as the Planning Commission has had the opportunity to hold the Public Hearing to allow the changes in the Zoning Ordinances to match the Liquor Management Ordinance.

We would anticipate that the earliest a second reading of the Liquor Management Ordinance could take place is sometime in June/July.

RECOMMENDATION:

The Liquor License Review Committee is recommending that the changes in the Liquor Management Ordinance be adopted as presented. We anticipate that the members of the LLRC will comment on the proposed changes and will offer clarification on the proposed changes in the Ordinance. We have attached a proposed Resolution for the City Commission to consider regarding this matter. This proposed Resolution would adopt the proposed changes as presented the attached Ordinance.

Should you have any questions in advance of the meeting please feel free to contact the members of the LLRC or myself.

~~S:\MANAGER\Simcock Files\Liquor Management Ordinance Changes 05-02-16.docx~~

CITY OF PLYMOUTH
ORDINANCE NO. 2016 - _____

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AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, PART II, CHAPTER 6, SECTIONS 33, 35 & 36 OF THE CITY OF PLYMOUTH FOR THE PURPOSE OF MODIFYING THE LIQUOR MANAGEMENT ORDINANCE.

Section 1 The City of Plymouth Ordains:

~~Part II, Section 6-33, Sub-Section B & C In the Code of Ordinances of the City of Plymouth is hereby modified to increase the number of Liquor Licenses allowed in this Zoning Classification.~~

~~Part II, Section 6-33, Sub-Sections E & F in the Code of Ordinances of the City of Plymouth is hereby DELETED.~~

~~Part II, Section 6-33, INSERT New Sub-Sections a-f~~

~~Part II, Section 6-35, Sub-Sections A - W in the Code of Ordinances of the City of Plymouth is hereby amended by adding the following described text revisions. Permits. New requests for permits for dance, entertainment, or dance and entertainment shall be reviewed by the (lire) LLRC and approved in the sole discretion of the city commission after an evaluation of the factors listed in subsection 6-35(4). The city will not consider requests for topless entertainment permits.~~

~~Section 2 ——— Modify Section 6-36~~

~~Part II, Section 6-36, Sub-Section A in the Code of Ordinances of the City of Plymouth is hereby amended by revising the following described text revisions.~~

- **Sec. 6-31. - Short title.**

This article shall be known and may be cited as the "Liquor Management Ordinance."

(Ord. No. 2010-01, 4-5-10)

- **Sec. 6-32. - Statement of purpose.**

(a)

The purpose of this article is to allow the city to establish and administer a policy for the issuance and transfer of liquor licenses and permits which allow the service by the glass of any alcohol (beer, wine, spirits) to be consumed on the premises, to provide for the enforcement of liquor laws, regulations and ordinances, and to manage the number of on-premises retail liquor licenses in the city.

(b)

This article shall also create the liquor license review committee (LLRC), which shall be composed of at least three members of the city commission. The purpose of the LLRC is to review applications and make recommendations to the city commission as required by this article.

(c)

It shall be the policy of the city to notify all known existing service by the glass also known as on-premises retail type liquor license holders of proposed changes in this article via first class mail at least ten business days in advance of the city commission acting on a change.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-33. - Licensing policy.**

(a)

New licenses or liquor license permits, transfer of ownership of existing licenses, transfers into the city of new licenses, will be approved at the sole discretion of the city commission. This shall include liquor license permits proposed within the B-1, B-2, B-3, and ARC zoning districts within the city.

(b)

Within the B-2, central business district, as indicated on the City of Plymouth Zoning Map, the city shall have a cap or a total of not more than ~~14~~ ~~15~~ State of Michigan Liquor Licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This would include but not limited to State of Michigan Class C, Club, B Hotel, A Hotel, Tavern, Bistro, Brewpub, Micro-Brewer, Resort, DDA, and Economic Development, winery and/or other type of state license allowing the regular serving of alcohol at a licensed establishment.

Field Code Changed

(c)

Within the B-1, B-3, and ARC zoning districts within the city, as indicated on the City of Plymouth Zoning Map, the city shall have a cap or a total of not more than ten State of Michigan Liquor Licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This would include but not limited to State of Michigan Class C, Club, B Hotel, A Hotel, Tavern, Brewpub, Micro-Brewer, Resort, DDA, and Economic Development, winery and/or other type of state license allowing the regular serving of alcohol at a licensed establishment.

(c)

The city commission shall not recommend to the State of Michigan Liquor Control Commission the approval of any on-premises retail liquor license in excess of ~~14~~ ~~15~~ within the B-2 district as outlined here.

(d)

The city commission shall not recommend to the State of Michigan Liquor Control Commission the approval of any on-premises retail liquor license in excess of ten within the B-1, B-3, and ARC districts as outlined here.

~~(e)~~

~~The city commission shall give first consideration for a new or transfer in of a liquor license in the B-1, B-3 and ARC Districts to restaurant businesses currently operating in the city that want to expand their restaurants to include the sale of alcohol by the glass for a period that shall end on November 1, 2011 after this date no such preference shall be given. If no currently operating city located restaurant applies to the city and the State of Michigan Liquor Control Commission in the preference period the city shall consider all applications equally based on the criteria outlined in the Liquor Management Ordinance on a first completed application, first reviewed process.~~

~~(f)~~

~~The city shall conduct an annual review of all 24 on-premises retail liquor licenses within B-1, B-2, B-3, and ARC Zoning Districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forward to the city commission.~~

(Ord. No. 2003-4, 5-19-03; Ord. No. 2011-05, §§ 1, 2, 6-26-11)

• **Sec. 6-34. - Plan of operation required.**

(a)

Business operation. All new requests for permits, requests for transfers of ownership of existing licenses or requests for transfers of licenses into the city of on-premises licensees shall operate in accordance with a plan of operation approved by the city commission.

(b)

Plan of operation. A plan of operation shall contain an operational statement outlining the proposed manner in which the establishment will be operated, including, but not limited to, the format, schedule of the hours of operation, crowd control, security, alcohol management, use of the facilities, parking provisions, plan for interior use and layout, and any other pertinent information as requested by the city or city's liquor license review committee (LLRC).

(c)

Compliance. Licensees shall comply with all applicable state and city regulations, this general policy, and a plan of operation as approved by the city commission. Any change to a plan of operation shall be approved by the city commission prior to implementation of the change by the licensee. Failure of such compliance or variance from an approved plan is a violation of this ordinance and may result in the city commission recommending to the Michigan Liquor Control Commission that the license be revoked or not renewed.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-35. - Review procedures.**

Each applicant for a new license, the establishment of a new permit, the transfer into the city of a new license, or the transfer of an existing license shall make a request to the city in accordance with the following procedures:

(1)

Application. Each applicant must submit to the city clerk an application (on a form provided by the city), a plan of operation, plot plan of the site, a plan for interior use and exterior design, and the layout of any ancillary facilities. As part of the application, each applicant shall submit a written statement explaining in detail how their proposal meets the factors as listed in subsection 6-35(4).

(2)

City departmental review. Upon receipt of an application and plans, the city manager will refer same to the chief of police, fire chief, planning department, building department and other city officers or employees, who shall cause a thorough review and investigation, including, but not limited to a complete history of past business experience and liquor law violations, if any, to be made of the persons and/or premises which must meet or exceed codes. The applicant shall provide all requested information to, and fully cooperate with, all city departments requesting any and all additional relevant information. The findings resulting from such review and investigation shall be reported to the city manager, who then will report same to the LLRC and the city commission.

(3)

Public hearing/review.

a.

Hearing. The city commission shall hold a public hearing upon a request for a new license, the establishment of a new permit, transfer of an existing license to new owners, or for the transfer of a new license into the city.

b.

Notice. Notice of all hearings shall be provided to all property owners, residents and voters, within 300 feet of the proposed establishment, all LCC Service by the Glass-On Premises retail license holders, the Chamber of Commerce, all neighborhood associations and the Plymouth-Canton Community Schools. The applicant shall pay the cost of such notice.

c.

Appearance. The applicant will be required to appear at the hearing before the LLRC committee or the city commission, and make a written and/or oral presentation concerning the request.

d.

Recommendation. The LLRC shall review and may recommend approval or disapproval of all requests to the city commission.

(4)

Review factors. In reviewing a request for a new license or permits or transfers of ownership of existing licenses or transfers into the city of new on-premises licensees, the city commission or LLRC may consider and/or weigh the following factors:

- ~~a. Conserve the expenditure of funds for public improvements and services to conform with the most advantageous uses of land, resources and property.~~
- ~~b. Total number of similar licenses in the city.~~
- ~~c. Input from residents and surrounding business owners.~~
- ~~d. Impact of the establishment on surrounding businesses and neighborhoods.~~
- ~~e. Whether a proposed licensed premise is part of a multi-use project with substantial new retail, office, or residential components. The size of the licensed premise relative to the overall project or development.~~
- ~~f. Crowd control.~~
- ~~g. Parking availability.~~
- ~~h. Preservation or restoration of historic buildings.~~
- ~~i. Locating in an underdeveloped area.~~
- ~~j. Concentration of drinking establishments and impact on policing requirements.~~
- ~~k. Policing requirements.~~
- ~~l. Business history.~~
- ~~m. Business experience.~~
- ~~n. LCC violation history.~~
- ~~o. Will facility be a sit down full service restaurant serving alcohol or other "bar only" type establishment.~~
- ~~p. Will restaurant have a 70 percent—30 percent sales of food over alcohol~~
- ~~q. Percent of floor area devoted to dining versus bar area.~~
- ~~r. Size of bar area.~~
- ~~s. Size of dance floor, if any.~~

- t- Type or character of the establishment, e.g. dining, nightclub, hotel, dance club.
- u- Overall benefit of the plan to the city.
- v- Non-payment of taxes or other payment due to the city.
- w- Any other factor(s) that may effect the health, safety and welfare or the best interests of the community.

a. Business Plan and Concept - 30%

- Describe in detail the plan of operation of the proposed establishment including how the applicant will comply with the City Zoning Ordinances related to Special Land Use Permits. Use Section 6-34 of the City's Code of Ordinances as a guideline.
- Provide renderings of the establishment and a business plan.
- Will facility be a sit down full service restaurant serving alcohol or other "bar only" type of establishment?
- Define the projected food sales / alcohol sales ratio (the city recommends at least 70 / 30).
- Define the percent of floor area devoted to dining versus bar area.
- Provide the size of the bar area.
- Provide the size of any dance floor, if that is permitted in the proposed establishment.
- Describe the type of establishment being proposed, for example, restaurant, nightclub, hotel, dance club.
- Clearly define the proposed establishments' concept.
- Explain how the proposed establishment will differ from current licensed establishments in Plymouth.

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b. Impact on the Community - 20%

- Input from residents and surrounding business owners.
- Explain how the proposed establishment will fit into its surrounding neighborhood and deal with noise and refuse.
- Describe the impact of the establishment on surrounding businesses and neighborhoods.
- Is the proposed establishment part of a multi-use project with substantial new retail, office, or residential components? Define the size of the licensed premises relative to the overall project or development.
- Describe any relevant preservation or restoration of historic buildings.
- If applicable, detail the location of the project in an underdeveloped area of the city.
- Outline the overall benefit of the plan to the city and any other factors that may affect the public health, safety and welfare.

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c. Parking - 20%

- Detail the parking plan including drawings and any information about payment in lieu of parking.

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e. City Service Requirements - 20%

- Explain how the applicant envisions the impact of its establishment opening in the city on Plymouth's Public Safety Department.
- Provide your plan for crowd control and handling overcrowding.
- Explain your plan for adhering to state and local liquor laws.
- Describe the staffing and supervision plan for the service of alcohol.
- Discuss the concentration of drinking establishments in the surrounding area and the associated impact on policing requirements.

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f. Proposed Licensee's Resume - 10%

- Detail the proposed licensee's business history.
- Provide a detailed account of the proposed licensee's business experience, especially in similar licensed businesses.
- Provide a complete list of all Michigan Liquor Control Commission violations for all members of the proposed licensee team.
- Advise the Commission if the proposed licensee owes the city any taxes or other municipal payments at the time of the application.

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(5)

Approval. If after a review by the LLRC, and/or a public hearing, the city commission is satisfied that the establishment or operation will provide a benefit to the city and constitute an asset to the community, it will adopt a resolution granting approval, subject to the satisfaction of any conditions stated in the resolution.

a.

Building—Remodeling. If the request involves a change to the physical size or layout of the establishment, when the applicant's building or remodeling is completed, it must meet all state and local regulations, and must comply with the representations made to the city commission and LLRC committee by the applicant. If such physical alteration is approved by the city commission and it is subsequently determined that the project was not substantially completed as required by the plans and specifications presented to the city, or in substantial compliance with representations made to the city, the city may recommend that the license be revoked or not be renewed for the following year.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-36. - Permits and transfer of ownership.**

(a)

Permits. New requests for permits for dance, entertainment, or dance and entertainment shall be reviewed by the ~~fire~~ LLRC and approved in the sole discretion of the city commission after an evaluation of the factors listed in subsection 6-35(4). The city will not consider requests for topless entertainment permits.

(b)

Transfer of ownership. Requests for transfer of ownership of existing licensed establishments shall be reviewed by the LLRC and approved or disapproved by the city commission. The city commission may hold a public hearing. If the continuation of an existing operation is contemplated, the applicant must present a plan that indicates that it will continue the existing operation as established. If there are proposed changes in the operations then the request for transfer of ownership shall be subject to the reviews outlined in subsection 6-35(4).

(c)

Any change in existing operations from a full service sit down restaurant that serves alcohol to an establishment that features primarily alcohol would be subject to a new review as outlined in subsection 6-35(4).

(Ord. No. 2003-4, §6, 5-19-03)

• **Sec. 6-37. - Annual license and permit review.**

(a) The city commission will undertake a review of any license or permit for the purpose of making a recommendation to the Michigan Liquor Control Commission regarding renewal of said license or permit. The commission shall consider whether a licensed establishment has been operated in a manner consistent with the provisions of this article and all other applicable laws, and regulations of the city and the State of Michigan.

(b) Each year, the city manager shall cause an investigation to be made relative to each existing on-premises licensed establishment. The investigation shall include, but not be limited to, the following:

- (1) Licensee shall submit copies of current valid licenses from appropriate county, state or federal governments to insure authorization to serve food at the establishment.
- (2) An inspection of the premises to determine whether the licensee is in compliance with the license itself, its approved site plan and if applicable its plan of operation, as well as any conditions imposed by the city or the Michigan Liquor Control Commission or representations made by the licensee at the time of issuance or transfer of the license.
- (3) An inspection of city records to determine whether all taxes and other monies due the city are timely paid.
- (4) An inspection of police files or other sources of information to determine whether any activity in connection with the licensed premise is in violation of the law, disturbs the public peace and tranquility, constitutes a nuisance, or contributes to the disruption of the normal activities of those in the neighborhood of the licensed premise.
- (5) A review to determine the existence of any of the criteria as described in section 6-39.
- (6) A review of the operation of the licensed establishment to determine whether the business is being operated in compliance with any and all representations that may have been made by the licensee to the city or the city commission.

(c) *Recommendations from city departments.* Following receipt of a fully completed application, fees, and such other information as may be requested by the city, the city clerk shall forward the application to the police department, fire department, building department, treasurer's office, and such other departments as required by the city manager, which departments shall make their reviews and recommendations prior to consideration by the city commission. In conducting its review, the city may request other pertinent information from the licensee. The completed report shall be reviewed by the lire prior to being considered by the city commission.

(d) The local liquor license review committee shall annually review and report to the city commission its recommendations to maintain, expand or delete the total number of allowable on-premises retail licenses for establishments that serve alcohol by the glass under a variety of State of Michigan Licenses, including but not limited to; Class C, Club, B Hotel, A Hotel, Tavern, Brewpub, Micro-brewer, Resort, DDA, Economic Development, winery or other type license.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-38. - Revocation and non-renewal.**

(a) Each establishment within the city for which a liquor license or permit is granted shall be operated and maintained in accordance with all applicable laws and regulations of the City of Plymouth and the State of Michigan. Upon any violation of this article, the commission may, after notice and hearing, request the

Michigan Liquor Control Commission to revoke such license and/or permit.

Upon any violation(s) of this article, the city will notify the licensee of the specific violation(s) and afford the licensee an opportunity to come into compliance with this article. Licensee must reach compliance in that time established by the city manager, but in no event more than ten days after notification to licensee by city of such violation. Absent compliance within that time established by the city manager, the city may hold the above mentioned hearing and request that the Michigan Liquor Control Commission not renew and/or revoke such license and/or permit.

(b)

Before filing any objection to renewal or request for revocation of a license or permit with the Michigan Liquor Control Commission, the city shall serve the licensee with notice and proceed in accordance with this article, as amended. The city shall serve the licensee by first class mail mailed at least ten days prior to the hearing with notice of hearing, which notice shall contain, the following:

(1)

Date, time and place of hearing.

(2)

Notice of the proposed action.

(3)

Reasons for the proposed action.

(4)

Names of witnesses known at the time who will testify.

(5)

A statement that the licensee may present evidence or any testimony that may refute or respond to the claims of adverse witnesses.

(6)

A statement requiring the licensee to notify the city attorney's office at least three days prior to the hearing date if they intend to contest the proposed action, and to provide the names of witnesses known at the time who will testify on their behalf.

(c)

Upon completion of the hearing, the city commission shall submit to the licensee and the Michigan Liquor Control Commission a written statement of its findings and determination.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-39. - Criteria for non-renewal or revocation.**

(a)

The city commission may recommend non-renewal or revocation of a license or permit originally authorized on or after July 1, 2003 to the ~~Liquor Control~~ liquor control commission upon a determination based upon a preponderance of the evidence presented at the hearing that any of the following exists:

(1)

Failure to comply with all standards, plans or agreements entered into in consideration for the issuance, transfer or continuance of the license or permit, or failure to comply with all agreements or consent judgments entered into subsequent to the issuance of the license or permit.

(2)

Failure to comply with an approved plan of operation and other plans, specifications, or representations made or submitted to the city by the licensee.

(3)

Violations of the state liquor laws or regulations of the liquor control commission.

(4)

Violations of state laws or local ordinances including, but not limited to those laws or ordinances concerning the public health, safety or public welfare.

- (5) Maintenance of a nuisance upon or in connection with the licensed premises including, but not limited to, any of the following:
- a. Failure to correct violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes, to include the history thereof;
 - b. A pattern of patron conduct in the neighborhood of the licensed premises, which is a violation of the law and/or disturbs the peace, order and tranquility of the neighborhood; Including types of police, fire or medical services related to this operation.
 - c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris or refuse blowing or being deposited upon adjoining properties;
 - d. Entertainment on the premises or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinance or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises.

(6) Failure by the licensee to permit the inspection of the licensed premises by the city's agents or employees in connection with the enforcement of this article.

(7) Failure to pay taxes or make other payments due to the city in a timely manner.

(b) The city commission may recommend non-renewal or revocation of a license or permit originally authorized to operate in the city on or before June 30, 2003 to the liquor control commission upon a determination based upon a preponderance of the evidence presented at the hearing that any of the following exists:

(1) Violations of the state liquor laws or regulations of the liquor control commission.

(2) Violations of state laws or local ordinances including, but not limited to those laws or ordinances concerning the public health, safety or public welfare.

(3) Maintenance of a nuisance upon or in connection with the licensed premises including, but not limited to, any of the following:

- a. Failure to correct violations of building, electrical, mechanical, plumbing, zoning, health, fire, property maintenance or other applicable regulatory codes, to include the history thereof;
- b. A pattern of patron conduct in the neighborhood of the licensed premises, which is a violation of the law and/or disturbs the peace, order and tranquility of the neighborhood;
- c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris or refuse blowing or being deposited upon adjoining properties;
- d. Entertainment on the premises or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinance or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises.

(4)

Failure by the licensee to permit the inspection of the licensed premises by the city's agents or employees in connection with the enforcement of this article.

(5)

Failure to pay taxes or make other payments due to the city in a timely manner.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-40. - Capacity limits.**

The total capacity of each room of a licensed establishment shall be established and determined by the appropriate fire and building safety codes.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-41. - Termination of escrowed licenses.**

The city commission may, through resolution, request that the Michigan Liquor Control Commission terminate an on-premises license that has been placed in escrow for more than one (1) year after its expiration.

(Ord. No. 2010-01, 4-5-10)

• **Sec. 6-42. - Fees.**

Each applicant for a new license or permit, for transfer of an existing license or permit, for expansion of an existing establishment, and for renewal of an existing license or permit shall pay a non-refundable application investigation fee. Each applicant for renewal of a license that was originally established on or before June 30, 2003 shall be exempt from annual renewal fees; all others shall pay an annual review fee. Such fees will be in addition to any fee required by the liquor control commission and shall be set by a city commission resolution.

(Ord. No. 2010-01, 4-5-10)

Section 2 Rights and Duties.

Rights and Duties which have matured, penalties which have incurred, proceedings which have begun and prosecution for violations of law occurring before the effective date of this ordinance are not affected or abated by this ordinance.

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Section 3 Validity.

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Should any section, clause or paragraph of this ordinance be declared by a Court of competent jurisdiction to be invalid, the same will not affect the validity of the ordinance as a whole or part therefore, other than the part declared invalid.

Section 4 Ordinances Repealed.

All other ordinances inconsistent with the provisions of this ordinance are to the extent of such inconsistencies hereby repealed.

Section 5 Effective Date.

This ordinance shall become effective one day after publication.

Introduced: 2016

Enacted: 2016

Published: 2016

Effective: 2016

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS The City of Plymouth has a Liquor Management Ordinance and from time to time the City Commission determines that it will need to be updated, and

WHEREAS As a result of the required Annual Review of Liquor Licenses the City Commission Determined that they would like to expand the number of Liquor Licenses available in the B-2 or DDA District, and

WHEREAS The Local Liquor License Review Committee has recommended a number of changes to the Liquor Management Ordinance.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the proposed changes in the Liquor Management Ordinance as attached to these Meeting Minutes.

BE IT FURTHER RESOLVED THAT the City Clerk of the City of Plymouth is hereby directed to include the entire proposed changes in the Ordinance in the Meeting Minutes of this City Commission meeting.

AYES: _____

NAYS: _____

May 16, 2016

Plymouth City Commission

April 2016 Goal Update

**1) Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)
Goal Champions: Dalton, Dwyer, Valenti**

In order to move this goal along, the City of Plymouth developed a formula to apply to outstanding legacy costs and then, in collaboration with the Township Supervisor, we applied to formula to fire department retirement related health care costs. We met twice with the Township negotiating officials in January and February and considerable positive progress was made in advancing this dialog. Very little progress was made in March or April as we awaited information from the Township. We now have a revised spreadsheet from the township and city administration has been reviewing that information. We plan to meet with the township negotiating team the second week of May. We are hopeful that we will reach resolution regarding the health care legacy costs within the next month or so and then begin work on resolving the pension related costs.

2) Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.

Goal Champions: Dalton, Deal, Dwyer

Commissioners Dalton, Deal and Dwyer have met twice with Don Soenen from PARC to open communications and determine ways we can work together to make PARC a success. Our City Commission goal champions have been invited to attend the PARC Board of Director's meetings to further open lines of communication and collaboration. As a result of our meetings with Mr. Soenen, and collaboration with City Administration, we have increased nighttime police patrols in the back PARC lot. We will also provide contact information to the PARC Board of Directors when we determine a road paving vendor for this summer's street repair program so that PARC may potentially use that same paving vendor to pave their parking lot. Steve Anderson has worked collaboratively with Mr. Soenen to make improvements to PARC swim class scheduling and registration which our Parks & Recreation Department now handles for all swim classes at PARC. Commissioner Dalton has lead an effort to bring a Plymouth Chapter of Boys & Girls Club to PARC and those meetings are just getting started. And lastly, we are in the beginning stages of planning a "City Commission Day of Service" at the PARC where will engage in a hands-on public service project at PARC on an upcoming weekend

3) Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.

Goal Champions: Deal, Pobur, Valenti

Initial discussions with the City Manager and City Finance Director regarding Succession Planning and identifying transition issues have begun. Commissioner Deal, Pobur and Valenti are scheduled to meet in May to share initial feedback and brainstorm more ideas about this topic.

However, as a result of the city's budget planning, a new position in the budget for a deputy finance director has been added. This person's role is to assist with the workload of that department and to be groomed to assume the role of the finance director in the future. The city commission is supportive of that addition. Notably, Municipal Services and Police and Fire Departments continue to build upon and develop team members through training programs, leading to additional responsibilities in leadership roles.

4) Develop funding plan for future capital improvements.

Goal Champions: Pobur, Wolcott, Wright

As we are all aware, there is very little discretionary funding available for anything in the city. After discussing the capital improvement picture extensively with Paul, the truth of the matter is that we do not anticipate any significant capital improvement expenditures for the next several years. That could change if we decide to going out for a road funding millage or bond (that will probably be necessary within the next five years) or if our financial situation brightens considerably.

There are a couple of capital improvement projects underway now or planned for the near future. The first is the bleacher project at the Cultural Center. This project provides for the replacement of the original bleachers in the structure which have been in use since 1971. During the refurbishment, the whole arena will be painted, a new sound system will be installed and some smaller additions (lockers for coaches, etc.) will also take place.

5) Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.

Goal Champions: Deal, Wolcott, Wright

Celebrating Plymouth 150 Years has been divided into a two-step process:

- 1. Kellogg Park Fountain Upgrades*
- 2. A Citywide Celebration*

Kellogg Park Fountain Upgrades – *Initial design concepts were completed and shared with various board members, residents, service club representatives, and interested parties at a public meeting in January. Feedback was overwhelmingly positive. The Kellogg Park/Fountain Renovation Project presentation is posted on the DDA's website (www.downtownplymouth.org). Changes to some of the design based on feedback from that meeting are close to finalizing and the hope is to present them to the DDA board at their May meeting. In addition, a significant donation has been secured, and will go a long way towards the projects total fundraising aim. From the onset the project has proceeded with the goal of being 100% privately funded – that is still very much on track. Additional fundraising efforts will ramp up during the summer in conjunction with the 150th celebration plans.*

The **Citywide Celebration** is being planned in conjunction with the park and fountain upgrades. Relationships and partnerships with key city groups have been initiated. Developing a brand logo for the event has also begun. Possible advertising ideas through banners, lamppost flags, parade participation, city events and "spirit wear" have been discussed to coincide with events leading up to the celebration. Events such as historical walks highlighting neighborhoods, people and sites from the city are being planned, as is a possible Picnic in the Park at the Parks unveiling. Commissioners Deal, Wright and Wolcott have a meeting planned later this week with a reputable marketing company to discuss the possibility of assistance in the organization and implementation of this event.