



**PLYMOUTH CITY COMMISSION
REGULAR MEETING AGENDA**

KELLOGG PARK

Monday, June 6, 2016 - 7:00 p.m.



201 S. MAIN ST., PLYMOUTH, MI 48170

Ph (734) 453-1234 Fax (734) 455-1892

<http://www.ci.plymouth.mi.us>

- 1) **CALL TO ORDER**
 - a) Pledge of Allegiance
 - b) Roll Call
- 2) **CITIZENS COMMENTS**
- 3) **APPROVAL OF THE AGENDA**
- 4) **ENACTMENT OF THE CONSENT AGENDA**
 - a) Approval of May 16, 2016 City Commission Regular Meeting Minutes
 - b) Special Event: Good Morning USA 4th of July Parade, 7/4/16
- 5) **COMMISSION COMMENTS**
- 6) **PUBLIC HEARING**
 - a) Adoption of 2016-17 Budget
- 7) **OLD BUSINESS**
 - a) Liquor Management Ordinance- 2nd Reading
- 8) **NEW BUSINESS**
 - a) Youth Sports Policy Update - Soccer
 - b) Soccer Equipment Bids
 - c) Delinquent Charges on Tax Rolls
 - d) Changes to Fee Schedules - Community Development
 - e) 2016 Infrastructure Program - Fleet Street
 - f) Plymouth Canton Little League - Bingo at Fall Festival
 - g) Adoption of Additional Goal
- 9) **REPORTS AND CORRESPONDENCE**
- 10) **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.

PLEASE NOTE MEETING LOCATION

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**

CITY OF PLYMOUTH

CITY COMMISSION MEETING MINUTES

MONDAY, MAY 16, 2016, 7:00 p.m.

CITY HALL
201 s. Main Street
Plymouth, MI 48170

CALL TO ORDER:

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

ABSENT: None

PROCLAMATIONS:

Public Works Week – May 15th thru Saturday May 21, 2016

Municipal Services Director Chris Porman spoke about the recent award that was presented to the City of Plymouth for the enhanced recycling program. He stated he was proud that only the City won this award and was presented at St. John's Conference Center.

Arbor Day – May 20th, 2016

National Police Week – week of May 15th, 2016 and also Proclaimed Peace Officers' Memorial Day as May 15, 2016.

Mayor Dwyer thanked Chris Porman and Also Chief Al Cox for all they do to keep the City safe.

CITIZEN COMMENTS: None

APPROVAL OF THE AGENDA:

3. A motion was made by Commissioner Suzie Deal and seconded by Commissioner Colleen Pobur for approval of the amended Agenda for Monday, May 16, 2016.

MOTION PASSED

ENACTMENT OF THE CONSENT AGENDA:

- 4 a. Approval of May 2, 2016 City Commission Regular Meeting Minutes
- 4b. Approval of April, 2016 Bills
- 4c. Special Event: 2016 Plymouth Memorial Day Parade, May 30, 2016
- 4d. Special Event: MI Philharmonic Youth Orchestra Pops Concert, June 7, 2016
- 4e. Special Event: Summer Solstice Celebration-Plymouth Yoga Room, June 18,2016
- 4f. Special Event: Plymouth Community Fall Festival, September 9, 10, 11, 2016

A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Joe Valenti for approval of the amended Consent Agenda for Monday, May 16, 2016.

MOTION PASSED

COMMISSION COMMENTS:

5. Commissioner Joe Valenti stated he wanted to make it known to everyone that there are rumors going around and he does not have any financial, personal, or otherwise with anyone from Westborn Market management.

Mayor Dan Dwyer spoke about last week's meeting at Conference of Western Wayne and the discussion that they had about foreclosures in Wayne County. He has met several times with the new Wayne County Treasurer and he was at that particular meeting with a list of the foreclosures and it is a good sign that the City of Plymouth had zero foreclosures.

OLD BUSINESS: None

NEW BUSINESS:

7a. Liquor Management Ordinance – 1st reading :

Mayor Dwyer explained that this agenda item is an ordinance amendment and it will take two readings for it to become a legal ordinance. The Commission is not voting on the increase in the cap for liquor licenses, this is just a change in the language to an existing ordinance. The City Commission will have a separate meeting to discuss the cap of liquor licenses at a future meeting to be scheduled.

City Manager Paul Sincock provided an overview of the Liquor Management Ordinance and indicated to the City Commission to not schedule a 2nd reading until the Planning

Commission has a chance to review the changes. Also, between readings of the proposed changes, the City Commission will have a chance to review further and provide to the City Manager in advance any proposed changes they would like to have inserted. The Liquor License Review is recommending that the changes in the Liquor Management Ordinance be adopted as presented for the first reading. These changes will offer clarification on the proposed changes in the ordinance.

A motion was made by Commissioner Pobur and seconded by Commissioner Valenti for approval of the following resolution:

RES. #2016-39

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 maintain the number 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.

Patrick O'Neil, property owner of 843 Penniman, stated he would love to have reconsideration for increasing the liquor license cap and table the discussion until the parking issue is solved. He spoke about the DDA unanimously passing a resolution to not increase the liquor licenses for the City. He suggested they not drop the issue and perhaps make more licenses available when the parking problem is taken care of. He stated there is already a wait to dine at most restaurants and if they allow another license and bring in more patrons with no additional parking, it will a bigger problem for parking. He stated his clients meet him in the evening at his building and they have issues trying to find a place to park, and it is a real problem. He stated he knows there is more than one candidate expressing an interest and wanting this additional license, with no additional parking.

A township resident stated he is partners with several people with a business in town and he likes to have a drink and dine in town often. He feels if the Commission does not address the parking issue it will slowly cause people to leave. He sees people driving around town looking for a spot to park and he also is concern as Patrick O'Neil is about the impact this is having on business.

Paul Salom, building and property owner in town, stated he would like to see an increase in the licenses but doesn't feel the City is ready for it because of parking. His tenants constantly complain that their clients are complaining and especially on Thursday, Friday and Saturday. He would like to see the additional license and one of his tenants is interested, but this is not the time and the Commission needs to stay where they are at with the number of licenses.

Ron Cook, property owner with no liquor licenses, stated his tenants are ready to move because of the difficult situation with parking in this town. He suggested the Commission or DDA consider hiring a company to build a five or more story deck and leasing it. He stated it is being done around the country and the people driving around looking for parking just might not come back. Maybe a consideration for shuttle service would be something to look at as well. The Commission need to keep the cap on liquor licenses until the parking issue is solved.

Dean Rovonelli, Bario Restaurant on Forest Ave., spoke about bicycle communities and maybe take a look at encouraging people to come into town and park their bikes. He stated Bario Restaurant has their own lot for patrons and his employees have no where to park. He stated it is becoming an issue and with nice weather, maybe promote a bicycle community.

James Mulhern, Chairman of the Planning Commission, stated that the Planning Commission would be more than happy to take a look at this ordinance when it is given to them.

Mayor Dwyer thanked Jim Mulhern and his team on the Planning Commission for all they do for the City.

Mayor Dwyer spoke about the recent DDA Meeting and felt it was very productive and people need to realize that times change, circumstances change and should take this into consideration.

Patrick O'Neil feels very strongly that this parking issue needs to be kicked back to the DDA to continue to research alternatives.

Mayor Pro-Tem Wolcott stated he is very proud of the conversation and how passionate people are and there were ideas to do things now that are doable at the DDA meeting,

as opposed to long range. The DDA will have to look at these larger projects in earnest.

Commissioner Pobur spoke about the process with the Liquor License Review Committee Meetings. She stated that this ordinance amendment was a lot of work and she put a lot of hours herself, but feels it is an improvement and clarifies a lot and makes it easier to understand and is a road map for them. She does not feel Saxton's Property project has failed and does feel that parking is a problem, but also the competitiveness of the businesses come into play. She stated she also wanted to clear the air about all the rumors going on downtown about her and Commissioner Valenti. She stated it absolutely not fair and they work very hard for their \$20 a meeting, and she would like them to just stop doing this. She suggested perhaps looking at sections of the ordinance that may be tweaked, but the majority of the content is still very good.

Mayor Dwyer stated he would vote no, unless the text changes to the document have no increase in the cap.

A motion was made by Commissioner Valenti and seconded by Commissioner Pobur to review every line of the ordinance being proposed and every line that states "14" Licenses" remain and delete the number "15".

MOTION PASSED

Commissioner Wright stated he would like the opportunity to go through the document one additional time.

Mayor Dwyer stated this ordinance will come back in three weeks for vote on the modification so this gives the Commissioners time for review and to add any additional suggestions.

**MOTION PASSED TO
APPROVE THE RESOLUTION
#2016-39 AS AMENDED**

7b. Overnight Parking Policy Update –

RES. #2016-40

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).

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

MOTION PASSED

7c. Recognized Non Profit Chamber of Commerce –

RES. #2016-41

At a Regular Meeting of the Plymouth City Commission called to order by Mayor Daniel Dwyer on Monday, May 16, 2016 at 7:00 p.m. the following resolution was offered:

Moved by Commissioner Colleen Pobur and supported by Mike Wright that the request from Plymouth Community Chamber of Commerce of Plymouth, Michigan, County of Wayne, asked that they be recognized as a 501©6 nonprofit organizations operating in the community for the purpose of obtaining charitable gaming licenses, be considered for APPROVAL.

YEAS: Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioners Wright, Pobur, Dalton, Deal, Valenti

NAYS: None

ABSENT: None

MOTION PASSED

7d. Trash Cart & Bag Rates 2016-17 -

RES. #2016-42

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 restrictions 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

A motion was made by Commissioner Mike Wright and seconded by Commissioner Joe Valenti for approval of the resolution.

MOTION PASSED

7d. Water & Sewer Rate Card #18 –

RES. #2016-43

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 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.

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

MOTION PASSED

7e. Assessing Contract –

RES. #2016-44

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.

A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Mike Wright for approval of the resolution.

MOTION PASSED

7g. Master Plan Budget Allocation –

RES. #2016-45

WHEREAS, Communities throughout the state (of Michigan) must review their Master Plan every five as required by State of Michigan law; and

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.

A motion was made by Commissioner Daniel Dalton and seconded by Commissioner Joe Valenti for approval of the resolution.

MOTION PASSED

7h. Special Event for Praise in the Park –

Mayer Dan Dwyer stated he requested that this item be pulled off the consent agenda because he was not excited about the possibilities of the sound system going off too early in the morning, and also that they did not specify what local charity they are raising money for.

Municipal Services Director Chris Porman indicated that they are setting their equipment up early but the sound will not actually be turned on until later in the morning.

A motion was made by Commissioner Mike Wright and seconded by Commissioner Colleen Pobur for approval of the Special Event Request for "Praise in the Park" for Praise Baptist Church on June 26 from 6:30am – 2:00pm in Kellogg Park.

MOTION PASSED

8 REPORTS AND CORRESPONDENCE:

Mayor Dan Dwyer spoke about the report submitted to the Commission concerning their 2016 Goals. He wanted all the Commissioners to review the update and continue to work on their individual goals.

9. ADJOURNMENT:

Hearing no further discussion, a motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-tem Oliver Wolcott for adjournment of the meeting at 8:27 p.m.

MOTION PASSED

DANIEL DWYER
MAYOR

LINDA LANGMESSER
CITY CLERK

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~~ ¹⁰ 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~~ ¹⁰ 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%

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- 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. Formatted ... [2]
- Provide renderings of the establishment and a business plan. Formatted ... [3]
- Will facility be a sit down full service restaurant serving alcohol or other "bar only" type of establishment? Formatted ... [4]
- Define the projected food sales / alcohol sales ratio (the city recommends at least 70 / 30). Formatted ... [5]
- Define the percent of floor area devoted to dining versus bar area. Formatted ... [6]
- Provide the size of the bar area. Formatted ... [6]
- Provide the size of any dance floor, if that is permitted in the proposed establishment. Formatted ... [7]
- Describe the type of establishment being proposed; for example, restaurant, nightclub, hotel, dance club. Formatted ... [7]
- Clearly define the proposed establishment's concept. Formatted ... [8]
- Explain how the proposed establishment will differ from current licensed establishments in Plymouth. Formatted ... [9]

b. Impact on the Community - 20%

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- Input from residents and surrounding business owners. Formatted ... [12]
- Explain how the proposed establishment will fit into its surrounding neighborhood and deal with noise and refuse. Formatted: Font: Times New Roman, 10 pt
- Describe the impact of the establishment on surrounding businesses and neighborhoods. Formatted ... [13]
- 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. Formatted ... [14]
- Describe any relevant preservation or restoration of historic buildings. Formatted ... [15]
- If applicable, detail the location of the project in an underdeveloped area of the city. Formatted ... [16]
- Outline the overall benefit of the plan to the city and any other factors that may affect the public health, safety and welfare. Formatted ... [17]
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c. Parking - 20%

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- Detail the parking plan including drawings and any information about payment in lieu of parking. Formatted ... [20]

e. City Service Requirements - 20%

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- Explain how the applicant envisions the impact of its establishment opening in the city on Plymouth's Public Safety Department. Formatted ... [22]
- Provide your plan for crowd control and handling overcrowding. Formatted ... [23]
- Explain your plan for adhering to state and local liquor laws. Formatted ... [24]
- Describe the staffing and supervision plan for the service of alcohol. Formatted ... [24]
- Discuss the concentration of drinking establishments in the surrounding area and the associated impact on policing requirements. Formatted ... [25]
- Formatted ... [26]

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 ~~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

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 <<

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

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): _____
Next year's specific dates: 7-4-17

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)

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, fun, 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.

5-27-16
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

Mill St

WQUA

Starkweather

MAIN STREET

Lilley

STAGING MAP

Amelia St

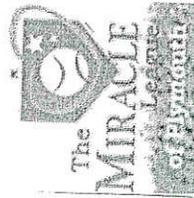
Ply Crossing

Theodore St

Farmer St

Cultural Center

Cultural Center Parking



Parade ← Start

ANN ARBOR ROAD

CORNWELL
RITE AID

BYRON

SIMPSON

ROSS

HARTSOUGH

HARVEY STREET (Does Lead back to Farmer)

MAIN STREET

DICK SCOTT
DODGE

NOTE: OKAY TO LEAVE AVEHICLE AT EAST
MIDDLE SCHOOL TO DRIVE BACK TO
PARADE START AREA IF YOU CHOOSE.

TO
EAST
MIDDLE
SCHOOL

MILL STREET

END
OF
PARADE



DISBAND AREA



Streets and other areas (public and private) to be used for the Good Morning USA Parade:

Main Street from Starkweather to Ross (the actual Parade route is from the railroad tracks to Hartsough)

N. Union Street

Amelia Street -- North of Main for one block off of Main

Amelia Street -- South of Main for one block off of Main

Theodore

Ann Arbor Trail west of Main to Forest (for MC stand near intersection)

Hartsough one block east of Main (for disbursement)

Cultural Center Parking Lot and east/west service drive from Parking Lot to Theodore

City of Plymouth, Michigan
SPECIAL EVENTS APPLICATION

Event Name: 2016 KIWANIS GOOD MORNING USA PARADE

Attachment B

6.

Electricity: I will need electricity at Main and Ann Arbor Trail for the Announcer (same as last year). The city coordinated this with our AV group -- JAG Entertainment.

City Services Required: Same as last year. Traffic control and Patrol Car to lead off.

I have seen light pole banners with American flags. It would be nice if the City could place those American flag light pole banners for the parade. Also, we are going to try and use the Cultural Center and Theodore Street to a greater extent than in the past for the staging and use less of Main Street east of the railroad tracks (to reduce the possibility of train delays). I don't recall if the Cultural Center bathrooms were open to Parade participants but I would request that they be available.

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The KIWANIS CLUB OF COLONIAL PLYMOUTH (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 7.4.16 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 5-27-16
SCOTT D. KAPPLER, AGENT

Witness _____ Date _____

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of Pylmouth Michigan
Attn: Paul Sincock, City Manager
201 S Main Street
Pymouth, MI 48170

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

EVENT REVIEW

EVENT NAME: GOOD MORNING USA 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 checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<u>LABOR \$1200</u>			
<u>EQUIP 250</u>			
<u>PORT-A-JOHN 100</u>			
<u>PA SYSTEM 100</u>			

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>OC</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<u>\$ APPROX 2472</u>			
<u>8 OFFICERS @ 4 HRS</u>			

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>J</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>B</u>
Regular Time Costs: \$	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 <u>Naming City of Plymouth as 'Additional Insured'</u> <u>REC'D</u>		
Class II - Moderate Hazard <input type="checkbox"/>			
Class III - High Hazard <input checked="" type="checkbox"/>			
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 - Public Hearing & Adoption of the Budget 2016 - 17 - 06-06-16.doc
Date: 6/1/2016
Re: Public Hearing & Adoption of the 2016 - 17 Budget

BACKGROUND:

The City Commission has reviewed the proposed budget since it was publicly presented at the first Commission Meeting in April. The City Commission held three additional Regular Budget Study Sessions after the proposed budget was presented in April. The proposed budget has also been posted on our web site since April and there have been some newspaper articles on the budget or elements of the budget as the City Commission held their Budget Study Sessions.

In addition, separate units of Government such as the Downtown Development Authority and the Brownfield Redevelopment Authority have their Fiscal 16 – 17 Budgets documents included in the City's overall Budget. It should be noted that both the DDA and the Brownfield Redevelopment Authority have their own tax revenues and are controlled by separate independent Boards. Both Boards contract with the City for a variety of financial, administrative, property management and maintenance services, so their budgets are included in the overall City Budget.

The result of the City Commission deliberations is the proposed budget that has the following highlights:

- Balanced Budget for Fiscal 16 - 17
- Balanced Budget Projections for four additional fiscal years beyond 16 - 17
- Reduced Millage Rate in Fiscal 16 - 17 – (.13080 Reduction)
- No Increase in Trash Cart Rates — *Maintaining the reduced monthly rated adopted in fall of 2014.*
- Provides for Police Staffing at 16 Officers *this made possible through cooperative agreement between DDA & City, with each sharing in the cost and is funded in part through DDA tax revenues specifically generated by the Downtown Property owners.*
- Maintains current city service levels
- Re-implements the 1% property tax administration fee *(Per City Commission action on 04-25-16)*

The new budget will require that we continually monitor our revenue sources, including those from State of Michigan as State Shared Revenues and new revenue sharing schemes seems to be an on-going issue in Lansing. We also have to be vigilant related to watching how much Lansing is pushing their work down to the local level.

Obviously, based on the five year budget projections we will need to continue our efforts to hold the line on our costs; however based on the cooperative work between the City Administration and the City Commission the proposed budget is balanced for the upcoming Fiscal Year and projected for the following four years beyond that.

Our employees continue to step up and take on additional duties in order to provide a high level of services to our residents. We are blessed to have a staff that is as dedicated, engaged and committed as they are and their professionalism is shown on a daily basis.

Under the guidance of the City Commission our active employees and retirees have also stepped up to accept changes in health care to reduce benefits, pay higher co-pays and new Federal ACA Fees. The changes in health care along with the fact that we moved our employees from the old government pension program to a 401K style retirement more than 16 years ago has helped develop the positive financial direction of the City.

We have attached a memorandum from Finance Director Mark Christiansen which will provide additional background information on the budget adoption.

RECOMMENATION:

The City Administration recommends that the City Commission open a Public Hearing on the Budget and hear any additional citizen comments on the proposed budget. After consideration of the public comments we would recommend that the City Commission adopt the attached proposed Resolution related to the 2016 - 17 Fiscal Year Budget.

The budget has been extensively reviewed by the City Commission through a number of public meetings. There has been media coverage of the budget process and the official notice has been published in the local newspaper.

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. If 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 31, 2016

File: 16CMMM06

TO: Paul Sincock
City Manager

FROM: Mark Christiansen
Finance Director

SUBJECT: Resolution of Adoption - 2016-2017 Proposed City Budget

The budget, as altered by the most recent handouts, is a reflection of what the City Commission has approved after meeting for three budget sessions in April. As presented for the June 6, 2016 hearing, the proposed budget includes a decrease in the total millage rate of .1380 mills from 16.1428 mills to 16.0048 mills, comprised of a reduction in the general operating millage of .1280 mills, an increase in GO bond debt retirement millage of .0900 mills and a reduction of .1000 mills in the solid waste and recycling millage rate. The resolution also provides for the formal adoption of a 1% property tax administration fee which the City Commission approved by a 5-2 vote at the city budget session held on April 25, 2016.

All of the major operating funds of the city are balanced although the Recreation Fund and Neighborhood Services Fund will receive operating subsidies from the General Fund for the 2016-17 fiscal year. It should be noted that no future deficits are currently indicated over the four future years of budget projections.

The proposed 2016-2017 city budget includes capital expenditures of \$ 216,600 (mostly for sidewalks and park equipment) in the General Fund, \$ 1,643,942 in the Water & Sewer Capital Improvement related funds primarily for utility replacements, \$ 929,948 for road reconstruction improvements out of the Major & Local Street Funds and 2015 LTGO Bond Construction Fund, \$ 113,271 in the 2015 LTGO Bond Construction Fund for Parking facility improvements, and \$ 231,520 of acquisitions and replacements in the Equipment Fund.

The proposed General Fund budget for the new fiscal year is \$ 8,024,710, an increase of \$ 110,070 from the amended budget for the current year or the equivalent 1.4% more than the current year.

Adoption of the budget as proposed will address funding issues for the next year and four additional projected years based on facts known presently. However, the unpredictability of revenue sources more than two years into the future and the uncertainty of legacy costs in the next few years means that future projections must be viewed cautiously.

Attached is the budget adoption resolution for the 2016-17 city budget along with the notice that appeared in the paper on May 22, 2016. It is recommended that the City Commission pass the attached **Resolution of Adoption** for the 2016-17 City Budget and associated millage rates for the fiscal year beginning July 1, 2016.

City of Plymouth 2016-2017 Budget

RESOLUTION
ADOPTION OF THE 2016-17 BUDGET

The following was moved by Comm. _____ and seconded by Comm. _____.

- WHEREAS the 2016 – 2017 City Budget was presented by the City Manager on April 4, 2016, and was reviewed by the City Commission with the Administration during three budget study sessions, and
- WHEREAS various modifications have been made to the proposed budget, based on a review of the projected revenues and the City’s priorities for various programs and projects, and
- WHEREAS a public hearing was held on June 6, 2016, as required by the City Charter and Act 43 P.A. 1963, as amended; and
- WHEREAS the maximum operating tax levies for general purposes and refuse removal have been amended as required by Section 211.34 of the General Property Tax Law; and
- WHEREAS the City Commission acted on a 5 - 2 vote at the City Budget session held on April 25, 2016 to authorize the levy of a property tax administration fee of 1 % on all property taxes for the July 1, 2016 and December 1, 2016 tax levies as authorized under Section 211.44(3) of the General Property Tax law;

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby set the City’s 2016 millage levy as follows:

GENERAL FUND OPERATING	11.1848 Mills
2008/2012/2014 GO & Refunding Bond Debt	3.0000 Mills
Solid Waste/Recycling Operating	1.8200 Mills
GRAND TOTAL LEVY	16.0048 Mills

BE IT FURTHER RESOLVED THAT the 2016 – 2017 City Budget is hereby adopted by the City Commission as presented at the June 6, 2016 Regular Commission meeting as follows:

City of Plymouth 2016-2017 Budget

Public Improvement Fund	\$ 50	\$ 50
Recreation Capital Improvement Fund	\$ 4,050	\$ 4,050
DDA Capital Improvement Fund	\$ 25,050	\$ 25,050
2012 GO Bond Construction Fund	\$ 1,076,010	\$ 1,076,010
2015 LTGO Cap Imp Bond Construction Fund (DDA)	\$ 309,948	\$ 309,948
2015 LTGO Cap Imp Bond Construction Fund (W/S)	\$ 1,033,542	\$ 1,033,542
Water/Sewer Capital Improvement Fund	\$ 150,400	\$ 150,400
Water/Sewer Operating & Maintenance Fund	\$ 4,760,950	\$ 4,760,950
Equipment Fund	\$ 879,630	\$ 879,630
Cemetery Trust Fund	\$ 14,600	\$ 14,600

BE IT STILL FURTHER RESOLVED THAT pursuant to State Law, the City Manager is hereby authorized to transfer up to ten percent (10%) of each appropriation to any other appropriation within each Fund, but not from Reserve Accounts nor between Funds.

BUDGET HEARING NOTICE

City of Plymouth NOTICE OF PUBLIC HEARING 2016 - 2017 PROPOSED CITY BUDGET

Notice is hereby given that a public hearing will be held on Monday, June 6, 2016, at 7:00 P.M. in Kellogg Park, or in the Commission Chambers of City Hall at 201 South Main Street in the event of inclement weather, for the purpose of discussing and receiving public comments on the proposed 2016 - 2017 City Budget.

Proposed 2016 City Millage Rates

The property tax millage rates proposed to be levied to support the proposed budget will be a subject of this hearing. The following statements are provided concerning the 2016 proposed millage levies for the City of Plymouth:

- The 2016 tax rate for City operating millage is proposed to be 11.1848 mills, which is .1280 mills less than the 2015 operating tax rate. The City Commission has the authority under the City Charter to set the operating millage rate, within the maximum allowed rate of 11.1848 mills, as adjusted by the Headlee millage roll-back formula.
- The 2016 tax rate for debt service millage to fund debt service requirements for the 2008, 2012, and 2014 (refunded 2004 GO bonds) General Obligation and Limited Tax General Obligation refunding bond issues is proposed to be 3.0000 mills, which is .0900 mills more than the 2015 tax rate.
- The 2016 tax rate for City solid waste and recycling millage is proposed to be 1.8200 mills which is .1000 mills less than the 2015 tax rate.
- The total City millage for all purposes is proposed to be 16.0048 mills for 2016, which is .1380 mills less than the 2015 total City tax rate.

Property Tax Administration Fee

Pursuant to Section 211.44(3) of the General property Tax law a property tax administration fee of 1% is proposed to be levied on the total of all property taxes levied, both real and personal, on both the Summer Levy due July 1, 2016 and the Winter Levy due December 1, 2016 as authorized by a 5 - 2 vote of the City Commission at a scheduled budget meeting held on April 25, 2016.

Equalization Factors

Wayne County established tentative 2016 equalization factors of 1.1001 for the residential class of property, 1.1218 for the commercial class of property and 1.0307 for the industrial class of property. Since the City has adjusted assessments for all property classes for 2016 by the proposed factors, all 2016 equalization factors will be set at 1.0000.

2016 - 2017 Proposed City Budgets

The budgets for the various funds of the City of Plymouth are proposed for 2016/17 as follows:

Revenues

Expenditures

GENERAL FUND

Property taxes	\$5,240,350	Administration	\$1,629,420
Licenses & Permits	5,100	Buildings & Grounds	409,590
Federal Grants	1,000	Police Department	3,567,120
State-shared Revenue	854,470	Fire Department	923,740
Sales of Service	764,730	Public Works Dept	755,400
Cemetery Revenue	157,000	Other Functions	182,880
Parking Revenue	69,400	Capital Outlay	216,600
Other Revenue	797,180	Debt Service	60,616
Transfers-In	135,480	Transfers-Out	279,344
REVENUE TOTAL	\$8,024,710	EXPENDITURE TOTAL	\$8,024,710

MAJOR STREET FUND

Gas & Weight Tax	\$ 458,290		
Contrib & Other	500,010		
REVENUE TOTAL	\$ 958,300	EXPENDITURE TOTAL	\$ 958,300

LOCAL STREET FUND

Gas & Weight Tax	\$ 244,770		
Contrib & Other	142,410		
REVENUE TOTAL	\$ 387,180	EXPENDITURE TOTAL	\$ 387,180

RECREATION FUND

Contrib. From G/F	\$ 200,000		
Prog. Fees & Other	1,006,680		
REVENUE TOTAL	\$1,206,680	EXPENDITURE TOTAL	\$ 1,206,680

WASTE & RECYCLING FUND

Property Taxes	\$ 802,250		
Sales of Service & Other	420,630		
REVENUE TOTAL	\$1,222,880	EXPENDITURE TOTAL	\$ 1,222,880

Revenues

Expenditures

OTHER CITY FUNDS

PARC Fund	\$ 85,000	\$ 85,000
Parking Fund	\$ 10	\$ 10
DDA Operating Fund	\$ 1,006,890	\$ 1,006,890
Building Fund	\$ 577,700	\$ 577,700
Neighborhood Services Fund	\$ 79,730	\$ 79,730
Brownfield Re-Development Authority Fund	\$ 388,530	\$ 388,530
Brownfield Site Remediation Fund	\$ 50	\$ 50
Drug Law Enforcement Fund	\$ 6,500	\$ 6,500
OWI Forfeiture Fund	\$ 11,250	\$ 11,250
Omnibus Forfeiture Fund	\$ 1,700	\$ 1,700
2006 LTGO Cap Imp Bond Debt Fund	\$ 122,850	\$ 122,850
2008 GO Debt Fund	\$ 367,640	\$ 367,640
2010 LTGO Debt Fund (DDA)	\$ 233,040	\$ 233,040
2012 GO Bond & 2002 Refunding Bond Debt Fund	\$ 581,150	\$ 581,150
2012 W/S Refunding Bond Debt Fund	\$ 258,050	\$ 258,050
2014 GO/2004 Refunding Bond Debt Fund	\$ 414,310	\$ 414,310
2015 LTGO Cap Imp Bond Debt Fund - DDA	\$ 102,560	\$ 102,560
2015 LTGO Cap Imp Bond Debt Fund - W/S	\$ 258,940	\$ 258,940
Public Improvement Fund	\$ 50	\$ 50
Recreation Capital Improvement Fund	\$ 4,050	\$ 4,050
DDA Capital Improvement Fund	\$ 25,050	\$ 25,050
2012 GO Bond Construction Fund	\$ 1,076,010	\$ 1,076,010
2015 LTGO Cap Imp Bond Construction Fund - DDA	\$ 309,948	\$ 309,948
2015 LTGO Cap Imp Bond Construction Fund - W/S	\$ 1,033,542	\$ 1,033,542
Water / Sewer Capital Improvement Fund	\$ 150,400	\$ 150,400
Water / Sewer Operating & Maintenance Fund	\$ 4,760,950	\$ 4,760,950
Equipment Fund	\$ 879,630	\$ 879,630
Cemetery Trust Fund	\$ 14,600	\$ 14,600

Transfers between Appropriations

As provided in State law, the general appropriations resolution is proposed to allow the City Manager to transfer up to ten percent (10 %) of each appropriation to any other appropriation within each fund, but not from Reserve Accounts nor between funds.

Copies of Proposed Budget Available

A complete copy of the 2016 - 2017 City Budget is available for public inspection at the City Clerk's office during regular business hours and also at the Plymouth District Library during its regular hours of operation.

Linda J. Langmesser, CMC
City Clerk

Publish Date: Sunday, May 22, 2016

**NOTE: LEGAL REQUIREMENT - at least 11 point type required for paragraphs,
with titles being any suitable larger point size**

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 - Liquor Management Ordinance Amendments 2nd Reading - 06-06-16.doc
Date: 6/2/2016
Re: Liquor Management Ordinance – Final 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 the City Commission's required annual review of the number of Liquor Licenses allowed in all Zoning Districts. 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. When the First Reading was acted upon the City Commission reversed their earlier decision to expand, by one the number of allowable Liquor Licenses in the DDA or B-2 Zoning District. The First Reading of the Ordinance Changes was adopted with MAINTAINING the number of Liquor Licenses in all Zoning Districts. The second and final reading of the Ordinance will MAINTAIN the current number of licenses in the DDA/B-2 Zoning District. It will also adopt several changes to the future review criteria.

This would be the second and final reading of the Ordinance and after publication it will go into effect.

RECOMMENDATION:

The Liquor License Review Committee is recommending that the changes in the Liquor Management Ordinance be adopted as presented. 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.

CITY OF PLYMOUTH
ORDINANCE NO. 2016 - _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, PART II, CHAPTER 6, SECTIONS 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-Sections E & F in the Code of Ordinances of the City of Plymouth is hereby DELETED.

Part II, Section 6-35, Sub-Section 4, A - F is hereby added.

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 (deleting the word lire). *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.

- **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 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.

(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 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.

(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. 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.

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.

c. Parking - 20%

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

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.

f. Proposed Licensees 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.

(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 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 city manager 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 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.

Section 3 Validity.

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: _____ May 16, _____ 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 The Local Liquor License Review Committee has recommended a number of changes, however maintaining the current number of licenses allowed under 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 at its Second and Final Reading

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 6-35, Sub-Section 4, A - F is hereby added.

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 (deleting the word lire). *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.

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

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 - Youth Sports Policy Update - Soccer 06-06-16.doc
Date: 5/26/2016
Re: Youth Sports Policy Update - Soccer

BACKGROUND:

The City Commission is aware that they have adopted a number of policies related to the operations of the Parks and Recreation Department. From time to time it is necessary to update the policies as things evolve or new and creative programs are developed and to keep the recreational focus of our programs. The key to our programs is to allow everyone an opportunity for participation and being active.

The attached changes in policy are set mainly to address a number of issues related to the Youth Soccer Program and to provide some consistency with that program. Recreation Director Steve Anderson has outlined the proposed changes in policy in the attached memorandum.

The draft policy is also attached as reference material. As Steve indicates in his memorandum there is a lot of “soccer lingo” in the policy, but we would be happy to explain it further as needed.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the revised Youth Soccer Program Policies as attached. We have provided 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 Steve Anderson or myself.



Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 5/26/2016
Re: Youth Soccer Policy

As you are aware, the world of youth sports is a continually evolving world of rules and regulations. Occasionally we need to update our policies to reflect those changes. Attached is the proposed update to the Youth Soccer Policy that we would like to implement upon the approval of the City Commission.

The major updates to the current draft from the previous policy is as follows:

- Directly addresses when a Fall "School Team" wants to bring the whole team intact to the Spring Recreational Soccer Program.
- Removed a gray area in the priority of player placement so Spring players cannot "bump" returning Fall players from a returning roster.

I know that the policy gets rather involved with "soccer lingo", however, it is the best way to leave little or no ambiguity in the policy for members of the soccer community.

Please feel free to contact myself with any questions.

City of Plymouth

Recreation Department



Draft Revision as of 5-26-16

Youth Soccer Program Policies

- A The City of Plymouth Recreation Department reserves the right to remove a child from the program if the child or child's parent / guardian display inappropriate conduct at games, practices and or tournaments as determined by the Recreation Director or Program Coordinator..
- All cancellation requests will be charged a \$50.00 fee. The only exceptions to this fee will be:
 1. For medical reasons documented by a physician.
 2. A documented move of residence of no less than 20 miles from the Plymouth Cultural Center as the crow flies.
- All fees shall be set by the City Manager or Recreation Director.
- All in-office registrations require a completed registration form. It is the responsibility of the Parent or Guardian to have this form completed in its entirety. Registration may be denied if any part of the form is incomplete.
- It shall be the responsibility of the parent inform the coach or instructor of any pertinent medical information required as part of this activity
- All divisions are separated according to date of birth. Girls and Boys must play in their own Divisions. No Exceptions!
- The Recreation Department will not guarantee any requests for coaches. Requests for players to be placed together will be taken but are not guaranteed.
- New players in the Spring will be placed on existing teams from the Fall season or if enough new players exist, they may be placed together to form a new team.
- Unless requested otherwise by a child's parent, players / teams will remain together from the Fall into the Spring.
- Request from parents for new team placements in the Spring are not guaranteed.
- Combined age divisions from the Fall season that receive enough players to reform their own age divisions will be split in the Spring.
- Teams that are capped by WSSL roster limits may not exceed that designated roster number at any time.
- Allowances for late registration are up to the sole discretion of the City of Plymouth Recreation Dept.
- The City of Plymouth Recreation Department reserves the right to amend the rules, game times, practice times or policies if deemed to be in the best interest of the league or in the spirit of youth recreation.
- Players may play up in an older age division but may not play down in a younger age division. Players may not play more than two age divisions above their true age.
- Players may be moved up an age division or brought back to their appropriate division if needed to complete a division or resolve surplus players in a division. See "Priority of Placement" listed below.

- Players shall use the same uniforms issued in the Fall for both the Fall and Spring Seasons. Players new to the program in the Spring shall be issued a new uniform.
- No Jewelry is allowed to be worn during play as describe in the FIFA Laws of the Game.
- Players must use Soccer Cleats if wearing cleats. No Football or Baseball cleats are allowed (squared off cleat) as described in the FIFA Laws of the Game.
- Recreational teams may not pursue financial sponsorships or place advertising on team uniforms or warm ups.

Pre-Registration, Open Registration Periods and Late Registration Policies –

- The Open Registration period for the Fall Season will be June 1st thru 30th.
- The Pre-Registration period (if offered) for the Spring Season will be December 1st thru 31st.
- The Open Registration period for the Spring Season will be January 1st thru 31st.
- Registration periods may be adjusted as required by MSYSA, WSSL, MSPSL or any other governing body.
- All late registrations may be taken at the discretion of the Program Coordinator.

In-Office registration availability based upon normal business days and times.

On-line registration may be extended by one or two days based upon how the calendar falls (e.g. last day of registration falls on a weekend). On-line extensions are at the complete discretion of the Program Coordinator.

The Recreation Department is not responsible for any missed registrations based upon On-line technical issues.

Coaches have no authority to override departmental registration policies.

School Teams requesting to play Spring Soccer in the City Recreational Program-

For any public, charter or private school team that played in the Fall and then would like to stay completely or partially intact and participate in the Spring City Recreational Soccer Program; the Head Coach and/or Manager must complete the following requirements to participate:

- The Head Coach or Manager must notify the Program Coordinator of their intent (by email) to place a Spring team prior to January 15th.
- The Head Coach or Manager must provide a player/team roster to the Program Coordinator prior to Jan 30th. The player roster must fulfill the following requirements:
 1. No player on the roster can have played on any other City, WSSL or MSPSP team during the Fall season within the same soccer year.
 2. Players on the roster must meet all WSSL and MSYSA rules and policies for participation.
 3. Must have three more player than the WSSL minimum of the requested age division.
 4. Must have no more players than the maximum players allowed of the requested age division.
 5. No player listed can be playing up more than two age divisions of the requested age division.
 6. All players on the roster must be registered according to City policy by Jan. 31st.
- Spring School Teams will provide their own soccer balls, corner flags and any other training equipment.
- Teams must wear the provided City uniforms and not school uniforms.

- The Head Coach and all team officials must have a completed the GOT SOCCER Risk Management certification prior to Feb. 15th of that season.
- The Program Coordinator shall have complete discretions on the WSSL Division placement.
- If the Head Coach or Manager fails to fulfill the listed requirements, all new Spring players from that group will fall under the same policies and procedures as any other new Spring players.

Priority of Player Selection –

- In the case of a surplus of players within an age division due to roster maximums or the lack of available teams, the following listing will be the priority of player placement within the division.
 - Fall season players returning for the Spring season cannot be "bumped" off their returning team roster by a new Spring player regardless of the priority of placement.
1. Child of a Volunteer Coach that is coaching the team that the child will play on.
 2. Child of a Volunteer Coach coaching another team within the City Soccer Program during the current season.
 3. Child of a City Resident that played in the City Recreational program the previous soccer season.
 4. Child of a City Resident.
 5. Child of a P.C.C.S. Resident that played in the City Recreational program the previous soccer season.
 6. Child of a P.C.C.S. Resident.
 7. Child of a Wayne County Resident that played in the City Recreational program the previous soccer season.
 8. Child of a Wayne County Resident.
 9. Child of a Non -Wayne County Resident that played in the City Recreational program the previous soccer season.
 10. Child of a Non -Wayne County Resident.
 11. Chronological order of registration.

- Proof of residency may be requested by the Recreation Department to verify child's true residency status. Failure of the parent or guardian to provide proof of residency within five business days of the department's request will drop the child to the lowest verifiable priority.

Requirements for City Select Team Sponsorship –

The City of Plymouth Recreation Department will sponsor Select Teams into the Western Suburban Soccer League if the team / Head Coach fulfills the following conditions:

- The Head Coach must have been a Head Coach within the City Recreational Program for no less than three (3) seasons immediately prior to requesting a Select Team sponsorship.
- The Head Coach must have coached the same age group and gender as the requested Select placement during the previous immediate three seasons.
- No adults, coaches, trainers or managers may receive any compensation (monetary or otherwise) for involvement with the team.

- If there is a request for more than one team within an age group, the City will not entertain requests for separate division placement within WSSL.
- No pass carding will be allowed between any City Select Teams, City Recreational Teams, Plymouth Reign Teams or any other teams participating under the City of Plymouth WSSL franchise.
- The Recreation Director or Program Supervisor may deny a Head Coach a Select Team placement if in their opinion they are not qualified to coach at the Select Level.
- City sponsored Select Teams shall receive no special considerations above and beyond what is supplied to recreational teams of the same age (uniforms, equipment, ref. fees, field usage).
- Sponsored City Select teams are responsible for any Referee Fees above and beyond the Rec. Dept. Ref pay scale.
- Sponsored City Select teams may vary the standard issued City jerseys and logos with prior City Program Supervisor approval. However, no additional funding will be given by the City Soccer Program.
- City Select teams may pursue team financial sponsorship only with prior approval from the City Soccer Program Supervisor.
- No financial sponsorship / advertising logos may be placed on City Select Team uniforms.
- Violation of City Select Team Policies will void all Select Team sponsorship for following soccer seasons. All WSSL / MSYSA rules will also apply to mid-year team termination.

The City will not Sponsor any teams in to the Michigan State Premier Soccer Program.

RESOLUTION

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

WHEREAS The City of Plymouth offers a Youth Soccer program to help promote
The public health, safety and welfare, and

WHEREAS The City has a number of policies for this program and from time to
Time they need to be updated, and

WHEREAS The Recreation Director has proposed a number of changes to the
Current policies.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of
Plymouth does hereby adopt the Revised Youth Soccer Program Policies as of May
26, 2016 as presented.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to place a
copy of the adopted policies in the Meeting Minutes for this City Commission
Meeting.

**City of Plymouth
201 S. Main
Plymouth, MI 48170
734-453-1234**

ADMINISTRATIVE RECOMMENDATION

To: Mayor and City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Soccer Equipment Purchase 16 - 17 - 06-06-16.doc
Date: 5/26/2016
Re: Soccer Equipment Bids Fiscal 16 - 17

BACKGROUND:

Each year the City requests bids for a variety of soccer equipment. The revenue to make these purchases is generated by soccer registration fees. Each year we purchase a variety of jerseys, t-shirts, socks, soccer balls and flags for this program.

The City Administration has gone out to bid for these items and in addition to sending the notice to bid to over 1,400 people who have signed up on our e-bid list we also published a notice in the newspaper and mailed it out to area stores that specialize in soccer equipment. As a result of the bid process and we received two sealed bids. The two valid bidders were Trading Post in Plymouth and BSN Sports of Dallas, Texas. The bid from the Trading Post is valid and meets all of our specific quality specifications. Trading Post is also one of the largest suppliers of this type of sports equipment in our area and has a long standing tradition of excellent service and meeting the needs the Recreation Department. Using the locally owned Trading Post also presents a significant amount of efficiency for the Recreation Staff.

We have attached a memorandum from Steve Anderson from our Recreation Department as additional background information.

RECOMMENDATION:

The City Administration recommends that the City Commission accept the bids from the Trading Post, for soccer equipment for the 2016 - 17 Fiscal Year. We have attached a proposed Resolution for the City Commission to consider regarding this purchase. The purchases are budgeted in the Parks and Recreation Fund and are routine expenses for the soccer programs. Should you have any questions in advance of the meeting please feel free to contact either Steve Anderson or myself.



Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 5/26/2016
Re: Soccer Equipment Bid Recommendation 2016-2017 Budget Year

As you are aware, we have once again gone out for bids on the soccer equipment that is required to conduct the youth soccer program that serves over 900 children of the community. The bids are sent out to begin the new budget year that also coincides with the beginning of the soccer seasonal year. The bid includes player's jerseys, goalkeeper's jerseys, socks, size 3, 4 & 5 soccer balls and corner flags. The bid opening was attended by myself and Maureen Brodie.

The purchase of this soccer equipment is offset by the registration fees collected during the months of June and January. The expenditure comes from account number 208-754-740.000.

Tom Alexandris posted the bids on-line and sent out the usual e-mail blast and vendor distribution e-mail listing.

This year we have received two complete bids. The bids for the jerseys and equipment are attached.

The vendors that did a complete bid were the Plymouth Trading Post of Plymouth Township, MI and BSN Sports of Dallas TX.

After reviewing the soccer equipment bids, pricing of the products and the logistical location of the vendors, I would like to recommend that the bid be awarded to low bidder, the Plymouth Trading Post of Plymouth, MI.

If you have any questions, feel free to contact me at anytime.



NOTICE TO BIDDERS CITY OF PLYMOUTH



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:30 a.m., Thursday, May 26, 2016. The bid opening will be at 10:30 a.m., Thursday, May 26, 2016 for the following:

PURCHASE OF SOCCER EQUIPMENT FOR THE 2016 / 2017 BUDGET YEAR

Specifications and bid documents are available at the city hall during normal business hours.

You may also download a copy of the documentation from the City's web site at:
<http://www.ci.plymouth.mi.us>.

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Linda J. Langmesser, CMC
City Clerk
City of Plymouth

2016/2017 Budget Year Soccer Equipment Bid Specifications

“Alternate” Jersey & Sock Bids Will NOT Be Accepted.

Jerseys

Protime Soccer Jersey – Style – Sedona, Color: Black with White Trim.

- * Screened White numbering on back.
- * “Mayflower” logo Flock iron-on patch on front.
- * Jerseys bagged together in teams at delivery.
- * Sizes ranging from Youth Med. to Adult Large
- * **Quantity from 250 - 400 jerseys**

Protime Soccer Jersey – Style – Arlington - Multiple Colors

- * Screened numbering in white or black - Numbering on back to match trim color.
- * “Mayflower” flock logo iron-on patch on front.
- * Jerseys bagged together in teams at delivery.
- * Sizes ranging from Youth Small to Adult Med.
- * **Quantity from 550 - 650 jerseys**
- * **Assortment of no less than 8 different colors and must also be available in white with black trim.**

Protime Soccer Jersey – Style – Arlington, Color – Lime with & Black trim

THIS JERSEY WILL BE THE GOAL KEEPERS JERSEY.

- * No Numbering on back.
- * “Mayflower” logo flock iron-on patch on front .
- * Sizes ranging from Youth Med to Adult Large
- * **Quantity from 60 - 80 jerseys**

Socks

Protime “All Sport” Sock Pair BLACK, Quantity 600-700. Sizes appropriate to age division.

Soccer Balls

Select Classic - Quantity 100 – 200 in sizes 3, 4 & 5

Corner Flags

Bicycle Type - Quantity 100-125

- *** **Bid Winner must be able to supply all items listed on a year round basis.**
- *** **Complete Order to be filled within 3 weeks of order placement.**
- *** **Order to be bagged in Teams at delivery**
- *** **Sample products to be presented upon request of the Recreation Department Representative before final bid acceptance.**

City of Plymouth Proposal Form

Soccer Equipment Bid - May 26, 2016

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
Total bid for all services as listed in bid specifications	
Prototime – Sedona Youth Size Jersey per unit with patch and numbers	\$
Prototime – Sedona Adult Size Jersey per unit with patch and numbers	\$
Prototime – Arlington Youth Size Jersey per unit with patch and numbers	\$
Prototime – Arlington Adult Size Jersey per unit with patch and numbers	\$
Prototime “All Sport” Sock Pair – (Black)	\$
Select Brillante Replica - Soccer Balls Sizes – 3, 4 & 5	\$
Corner Flags – Bicycle Type - 100/125 Qty	\$

Bidder Company Name:	
Address:	
Phone Number:	
Fax:	
Email Address:	
Contact Person:	

The Undersigned, having examined the scope of work, hereby proposes to perform the work in a manner satisfactory to the City of Plymouth Recreation Department in accordance with all specifications, terms and conditions contained in this bid document at the following rates and prices and complete all work within schedules as generally stated and specifically agreed to at the initiation of each phase of work. I affirm that I have the authority to submit this bid to the City of Plymouth for the work specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:	
Printed Name of Authorized Agent:	
Date:	

RESOLUTION

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

WHEREAS The City offers a soccer program to help promote the public health and welfare
And to promote the benefits of a parks and recreation program, and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to
Operate the program each year, and

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Plymouth Trading Post for a variety of soccer equipment for the 2016 - 17 Fiscal Year as follows:

PLYMOUTH TRADING POST:

Protime – Arlington Youth Size Jerseys	\$16.60 each
Protime – Arlington Adult Size Jerseys	\$17.80 each
Protime – Sedona Youth	\$14.60 each
Protime – Sedona Adult	\$15.80 each
Protime “All Sport” Sock Black	\$ 3.10 per pair
Select Classic – Soccer Balls	\$10.00 each
Corner Flags – Bicycle Type	\$ 3.75 each

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.

**City of Plymouth
201 S. Main
Plymouth, MI 48170
734-453-1234**

ADMINISTRATIVE RECOMMENDATION

To: Mayor and City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Delinquent Charges On The Tax Roll 06-06-16.doc
Date: 6/1/2016
Re: Delinquent Charges On the Tax Rolls

BACKGROUND:

Each year the City Administration is required to present to the City Commission a listing of delinquent charges that have gone unpaid and are eligible to be placed on the tax rolls. The vast majority of this listing is for delinquent water bills. These are classified as residential water bills.

As you will recall, City Commission policy indicates that we turn off only commercial accounts for non-payment in excess of 90 days. Our commercial delinquent accounts have gone down with the 90 day policy. It should also be noted that there is a 25% fee added when we place delinquent commercial or residential water bills the tax roll. This has also had a significant impact on reducing our delinquent accounts.

We are also bringing forward unpaid bills for sidewalk replacement, snow removal, weed mowing and special refuse services that were required as a result of Ordinance Violations.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the attached proposed Resolution which would allow the City to collect on delinquent accounts by rolling these over to the tax bills. The City is authorized through a variety of City Ordinances to complete this procedure.

Should you have any questions regarding this matter 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

TO: Paul J Sincock
City Manager

FROM: Teresa Cischke
City Treasurer

RE: Delinquent Charges/
Transfer to 2016 Summer Tax Roll

DATE: June 1, 2016

Attached are the delinquent charges that have been invoiced/billed that remain unpaid at this time. The City Charter and various ordinances provide the necessary vehicle to place these items on the tax roll to the property benefited.

A resolution for consideration by the City Commission is attached. This resolution will facilitate the delinquent transfers to the summer tax roll.

Please feel free to contact me should additional information is needed.



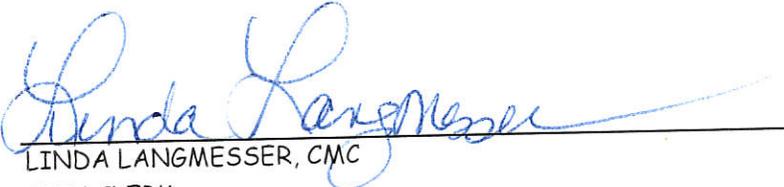
City of Plymouth

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

June 1, 2016

DELINQUENT CHARGES TO BE PLACED ON SUMMER 2016 TAX ROLL

WATER BILLS		\$	57,642.68
	SECTION 1	\$	19,512.37
	SECTION 2		17,929.86
	SECTION 3		18,296.77
	SECTION 4		1,903.68
			<hr/>
MISCELLANEOUS CHARGES - FALSE ALARMS		\$	1,325.00
			<hr/>
GRAND TOTAL		\$	<u>58,967.68</u>


LINDA LANGMESSER, CMC
CITY CLERK


TERESA CISCHKE, MICPT/CPFA
CITY TREASURER

DELINQUENT WATER TRANSFER TO SUMMER TAXES 2016 - PAGE 1 OF 2

Parcel #	Account #	Address	Delinquent	Penalty	Tax Roll Transfer
SECTION 1					
003-01-0524-000	PEAE-000259-0000-01	259 E PEARL ST	\$ 615.32	\$ 153.83	\$ 769.15
003-01-0545-000	HOLN-001059-0000-01	1059 N HOLBROOK ST	\$ 992.84	\$ 248.21	\$ 1,241.05
003-01-0546-000	HOLN-001071-0000-01	1071 N HOLBROOK ST	\$ 261.84	\$ 65.46	\$ 327.30
005-03-0048-000	LIBW-000173-0000-01	173 W LIBERTY	\$ 261.84	\$ 65.46	\$ 327.30
005-03-0064-001	STAR-000685-0000-04	685 STARKWEATHER	\$ 575.52	\$ 143.88	\$ 719.40
005-04-0015-000	STAR-000472-0000-01	472 STARKWEATHER	\$ 888.51	\$ 222.13	\$ 1,110.64
006-03-0233-000	UNIS-000270-0000-01	270 S UNION ST	\$ 1,001.30	\$ 250.33	\$ 1,251.63
006-08-0015-000	ROES-000302-0000-01	302 ROE ST	\$ 549.44	\$ 137.36	\$ 686.80
006-10-0722-000	ARTW-000409-0000-01	409 W AA TRL	\$ 679.85	\$ 169.96	\$ 849.81
006-12-0801-000	MAPL-000523-0000-01	523 MAPLE ST	\$ 2,519.31	\$ 629.83	\$ 3,149.14
006-14-0009-000	JOYS-000203-0000-01	203 JOY ST	\$ 784.19	\$ 196.05	\$ 980.24
006-14-0009-000	JOYS-000205-0000-02	205 JOY ST	\$ 261.84	\$ 65.46	\$ 327.30
007-03-0068-000	PARV-000720-0000-01	720 PARKVIEW	\$ 1,097.17	\$ 274.29	\$ 1,371.46
007-03-0091-000	PARV-000485-0000-01	485 PARKVIEW	\$ 117.96	\$ 29.49	\$ 147.45
011-03-0016-000	DEWE-001068-0000-01	1068 DEWEY	\$ 771.81	\$ 192.95	\$ 964.76
011-05-0015-000	HATS-000345-0000-02	345 HARTSOUGH	\$ 1,045.00	\$ 261.25	\$ 1,306.25
011-05-0056-000	BURR-000220-0000-01	220 BURROUGHS	\$ 887.17	\$ 221.79	\$ 1,108.96
011-05-0067-000	BURR-000195-0000-01	195 BURROUGHS	\$ 105.71	\$ 26.43	\$ 132.14
011-05-0083-000	HATC-000930-0000-01	930 HARTSOUGH CT	\$ 1,317.79	\$ 329.45	\$ 1,647.24
011-99-0005-000	FAIR-000259-0000-01	259 FAIR	\$ 875.48	\$ 218.87	\$ 1,094.35
TOTAL FOR SECTION 1			\$ 15,609.89	\$3,902.48	\$ 19,512.37

SECTION 2

005-01-0389-000	ROSE-000142-0000-01	142 ROSE	\$ 1,255.38	\$ 313.85	\$ 1,569.23
005-07-0045-000	BLAN-000296-0000-02	296 BLANCHE	\$ 262.01	\$ 65.50	\$ 327.51
005-08-0009-301	KARM-000643-0000-02	643 KARMADA	\$ 916.19	\$ 229.05	\$ 1,145.24
005-11-0010-000	ADAM-000390-0000-01	390 ADAMS ST	\$ 825.04	\$ 206.26	\$ 1,031.30
006-02-0180-000	CHUR-000837-0000-01	837 CHURCH	\$ 189.53	\$ 47.38	\$ 236.91
008-02-0100-000	IRVI-000859-0000-02	859 IRVIN	\$ 1,440.37	\$ 360.09	\$ 1,800.46
008-03-0192-000	IRVI-000551-0000-02	551 IRVIN	\$ 433.80	\$ 108.45	\$ 542.25
008-04-0047-000	IRVI-000451-0000-02	451 IRVIN	\$ 1,151.04	\$ 287.76	\$ 1,438.80
008-04-0053-000	IRVI-000371-0000-03	371 IRVIN	\$ 666.12	\$ 166.53	\$ 832.65
008-04-0089-002	BLUN-000471-0000-01	471 BLUNK	\$ 694.61	\$ 173.65	\$ 868.26
008-04-0101-000	BLUN-000325-0000-01	325 BLUNK	\$ 1,229.30	\$ 307.33	\$ 1,536.63
008-04-0124-000	BLUN-000340-0000-01	340 BLUNK	\$ 567.44	\$ 141.86	\$ 709.30
009-07-0150-000	HAVS-000649-0000-02	649 S HARVEY	\$ 772.87	\$ 193.22	\$ 966.09
010-03-0118-000	SUTH-001134-0000-02	1134 SUTHERLAND	\$ 1,516.20	\$ 379.05	\$ 1,895.25
010-04-0090-000	HATS-001128-0000-03	1128 HARTSOUGH	\$ 394.68	\$ 98.67	\$ 493.35
010-04-0095-000	PALM-001179-0000-01	1179 PALMER	\$ 785.92	\$ 196.48	\$ 982.40
010-04-0106-000	HAVS-001010-0000-02	1010 S HARVEY	\$ 98.24	\$ 24.56	\$ 122.80
010-05-0042-000	ROSS-000957-0000-02	957 ROSS	\$ 320.11	\$ 80.03	\$ 400.14
010-99-0012-000	CARO-001180-0000-02	1180 CAROL AVE	\$ 825.03	\$ 206.26	\$ 1,031.29
TOTAL FOR SECTION 2			\$ 14,343.88	\$3,585.98	\$ 17,929.86

SECTION 3

008-02-0073-000	JUNC-001290-0000-01	1290 JUNCTION	\$ 970.89	\$ 242.72	\$ 1,213.61
008-03-0009-000	SHEN-000590-0000-01	590 N SHELDON	\$ 307.76	\$ 76.94	\$ 384.70
008-03-0050-000	SUNS-000464-0000-02	464 SUNSET	\$ 955.44	\$ 238.86	\$ 1,194.30
008-03-0064-300	AUBU-000601-0000-02	601 AUBURN	\$ 1,085.84	\$ 271.46	\$ 1,357.30
008-03-0078-000	AUBU-000674-0000-01	674 AUBURN	\$ 403.32	\$ 100.83	\$ 504.15
008-03-0122-000	EVEN-000464-0000-02	464 N EVERGREEN	\$ 559.77	\$ 139.94	\$ 699.71
008-03-0150-000	PACI-000674-0000-01	674 PACIFIC	\$ 720.69	\$ 180.17	\$ 900.86
008-03-0171-000	ATHU-000675-0000-02	675 ARTHUR	\$ 392.10	\$ 98.03	\$ 490.13

DELINQUENT WATER TRANSFER TO SUMMER TAXES 2016 - PAGE 2 OF 2

Parcel #	Account #	Address	Delinquent	Penalty	Tax Roll Transfer
SECTION 3 CONTINUED					
008-07-0034-000	PACI-000342-0000-01	342 PACIFIC	\$ 24.73	\$ 6.18	\$ 30.91
008-07-0039-000	PACI-000396-0000-01	396 PACIFIC	\$ 198.40	\$ 49.60	\$ 248.00
008-12-0091-000	AUBU-000325-0000-01	325 AUBURN	\$ 694.60	\$ 173.65	\$ 868.25
008-12-0111-002	EVEN-000371-0000-01	371 N EVERGREEN	\$ 1,085.84	\$ 271.46	\$ 1,357.30
008-99-0005-000	PENN-001415-0000-01	1415 PENNIMAN	\$ 605.73	\$ 151.43	\$ 757.16
009-02-0160-002	SHES-000539-0000-02	539 S SHELDON	\$ 2,794.22	\$ 698.56	\$ 3,492.78
009-07-0081-002	JENS-000616-0000-02	616 JENER	\$ 668.53	\$ 167.13	\$ 835.66
009-09-0231-000	EVES-000698-0000-02	698 S EVERGREEN	\$ 494.51	\$ 123.63	\$ 618.14
010-07-0008-000	MCKI-000840-0000-01	840 MCKINLEY	\$ 668.52	\$ 167.13	\$ 835.65
012-02-0060-000	GLOU-001642-0000-02	1642 GLOUCESTER	\$ 1,025.01	\$ 256.25	\$ 1,281.26
012-02-0097-000	GLOU-001745-0000-01	1745 GLOUCESTER	\$ 981.52	\$ 245.38	\$ 1,226.90
TOTAL FOR SECTION 3			\$ 14,637.42	\$ 3,659.35	\$ 18,296.77

SECTION 4					
008-01-0013-000	BLUN-000747-0000-01	747 BLUNK	\$ 1,522.94	\$ 380.74	\$ 1,903.68
TOTAL FOR SECTION 4			\$ 1,522.94	\$ 380.74	\$ 1,903.68
GRAND TOTAL			\$ 46,114.13	\$ 11,528.55	\$ 57,642.68

**DELINQUENT INVOICES 2016 SUMMER TAX ROLL
FALSE ALARMS**

<u>PARCEL NO.</u>	<u>SERVICE ADDRESS</u>	<u>OWNER</u>	<u>INVOICE #(s)</u>	<u>AMOUNT</u>	<u>6% PENALTY</u>	<u>Tax Roll TRANSFER</u>
FALSE ALARMS						
004-01-0482-000	632 N Mill Street	EBS Management	15-529-01	\$ 50.00	3.00	\$ 53.00
005-11-0035-303	800 Junction	Junction Plymouth	15-183-03	\$ 300.00	18.00	\$ 318.00
006-01-0241-000	280 N Main Street	Bode's	15-401-01	\$ 50.00	3.00	\$ 53.00
007-99-0002-701	200 Industrial Drive	E & E Manufacturing	15-738-02	\$ 100.00	6.00	\$ 106.00
007-99-0007-700	800 Plymouth Road	E & E Manufacturing	15-150-02	\$ 100.00	6.00	\$ 106.00
007-99-0010-000	201 Industrial Drive	E & E Manufacturing	15-783-02	\$ 200.00	12.00	\$ 212.00
009-05-0163-304	990 W Ann Arbor Tr #102	Arbor Health Systems	15-319-02	\$ 350.00	21.00	\$ 371.00
009-12-0012-000	400 S Main Street	Downtown Plymouth Ventures	15-705-02	\$ 100.00	6.00	\$ 106.00
TOTAL FALSE ALARMS				\$ 1,250.00	75.00	\$ 1,325.00

RESOLUTION

On Motion by Commissioner _____ and supported by Commissioner _____ the following resolution was adopted.

WHEREAS, the City Administration has reported delinquent water charges in the amount of **\$57,642.68** and other miscellaneous charges in the amount of **\$ 1,325.00**

AND WHEREAS, these delinquent charges in total amount to **\$58,967.68** have remained unpaid and are transferable by City Charter and applicable Ordinances to the summer taxes

NOW, THEREFORE BE IT RESOLVED that the delinquent charges described above be assessed against the property benefited and placed on the 2016 summer tax roll.

YES _____

NO _____

**City of Plymouth
201 S. Main
Plymouth, MI 48170
734-453-1234**

ADMINISTRATIVE RECOMMENDATION

To: Mayor and City Commission
From: Paul J. Sincock – City Manager
CC: *S:\MANAGER\Sincock Files\Memorandum - Community Development Permit Fee Schedule - 06-06-16.doc*
Date: 6/2/2016
Re: Community Development Fees

BACKGROUND:

The City Administration has an obligation to continually review its fee structures in order to insure that fees are in line with costs. John Buzuvis has recently completed such a review for the Water, Storm Sewer and Sanitary Sewer operations. With the extensive amount of major building projects taking place in the City we are finding that not all developers are able to complete their work to City Standards and this causes our staff to remain on site longer. The new proposed rates are more in line with our actual costs for inspection of the replacement of existing taps into the municipal systems.

We have attached a memorandum and report from John Buzuvis as additional background material for the Commission to review.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the attached fee schedule. The fee schedule can be adopted by Resolution of the City Commission and implemented on July 1, 2016 as outlined in the attached memorandum.

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

ADMINISTRATIVE RECOMMENDATION

To: Paul J. Sincock, City Manager
From: John Buzuvis, Community Development Director 
CC: S:\COMMUNITY DEVELOPMENT\BUILDING PERMIT, PC, ZBA, HIST APPLICATIONS and FEES\2016 Water Sewer Install Repair Replace Fee Update
Date: 6/2/2016
Re: Water, Sanitary and Storm Sewer Permit Fee Update 2016

BACKGROUND:

As you may be aware the Community Development Department reviews permit fees annually as part of the budget process or as needed. Due to several recent incidents, the Community Development Department is recommending increases to the permit fees for the installation, replacement and/or repair of storm sewer, sanitary sewer and water service. Below is a table containing the current permit fees and the proposed update to the permit fees:

Permit Type	Current	Proposed
Install/Replace/Repair Residential Sanitary Sewer Service	75.00	150.00
Install/Replace/Repair Residential Storm Sewer Service	75.00	150.00
Install/Replace/Repair Residential Water Service	75.00	150.00

The Community Development Department issues the permits for this work and the Department of Municipal Services performs the necessary inspections. DMS inspectors are typically on-site for approximately half an hour. Recently; however, there have been several instances where DMS staff has had to spend several hours on-site to advise contractors and homeowners to ensure the work was completed to City standards.

Additionally, in recent months, the Community Development Department and Department of Municipal Services have responded to questions, concerns, and complaints regarding sanitary, sewer, and water service projects throughout the city.

Important to note that most of the questions and comments have been related to residential new construction and/or repair work. The intent of the updated permit fees and attached additional fee policy is to provide the same excellent customer service to our residents while covering the additional costs that are required in additional administrative time spent, overtime and additional and/or extended inspections by city staff.

The City currently does not have a mechanism to recoup these additional costs for equipment usage and/or additional city personnel time spent on-site. The proposed changes to the fee schedule for these permits would include up to half an hour (30 minutes) of on-site inspection/consultation. Any additional inspection or consultation time will be billed at \$100 per hour (or portion thereof.) In some instances city staff has had to use city owned equipment to assist the homeowner/contractor with the repair. Should city owned equipment be used as part of the project, the equipment fees will be billed, to the party pulling the permit, based on the State of Michigan Department of Transportation Equipment Rental Rates: Schedule C. The permit fees apply to all work completed that is connected to the city water, sewer, and/or sanitary system. The work may be on private property and/or in the right-of-way and the same fees will apply. Note that if work is performed in the right-of-way (sidewalk, boulevard or street) an additional, refundable, \$2,000 bond is required.

The proposed fees are different from tap fees that create a new connection to the city system. The proposed fees are not to apply to the personnel costs associated with performing a final meter read, removing water meters, turning off water at the curb stop, and disconnecting the water line for new construction projects. Once again, these fees are suggested to be updated to control the city's costs relative to various infrastructure inspections on various projects, particularly residential.

RECOMMENDATION:

Staff recommends that the attached proposed fees be reviewed and approved by the City Commission at their June 6, 2016 meeting to take effect on July 1, 2016 to coincide with the beginning of the new fiscal year.

Attached please find the update draft permit, additional inspection and equipment time billing permit conditions/policy. A sample resolution related to this matter has been attached for the commission to consider. Should you have any questions in advance of the meeting please feel free to contact me.



Permit #

CITY OF PLYMOUTH PLUMBING PERMIT APPLICATION

INSPECTION HOT LINE 734-738-0289

201 S. Main Street Plymouth, MI 48170
Ph. 734-453-1234 x 232 Fax 734-455-1824
Website: www.ci.plymouth.mi.us

1. JOB LOCATION - Application is hereby made for a permit to INSTALL, ALTER, REPLACE the Plumbing equipment on the property herein described:

Street Address of Work	Date of Application
------------------------	---------------------

Name (Contractor's Company Name / Home Owner)			Telephone Number
Address			Fax Number
City	State	Zip Code	Email

2. PROPERTY OWNER INFORMATION

Name			
Address			
City	State	Zip Code	Phone Number

3. CONTRACTOR INFORMATION - To be filled out by all contractors:

Contractor's License Number	
Expiration Date	
Contractor's Driver's License Number	
Federal Employee ID Number (or reason for exemption)	
Worker's Comp Insurance Carrier (or reason for exemption)	
MESC Employer Number (or reason for exemption)	

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure: Violators of Section 23a are subject to civil fines.

Contractor's / Applicant Signature	Date
------------------------------------	------

4. HOMEOWNER AFFIDAVIT FOR PERMIT - To be filled out by all single-family applicants:

TO THE CITY OF PLYMOUTH BUILDING OFFICIAL:

I hereby certify the work described on the attached application shall be installed or constructed by myself, or under my direct supervision, in my own single family home in which I am living or will occupy upon completion. All work shall be installed or constructed in accordance with the applicable Code or Codes as adopted by the City of Plymouth. Such work shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Inspector. I will cooperate with the inspector and assume the responsibility to arrange for all necessary inspections. I will take full responsibility for all work, including any sub-contractors work, completed under this permit.

Homeowner's Signature

Date

SEE FEE CHART ON REVERSE SIDE

CLASS OF WORK (check one →)

NEW

ALTERATION

ADDITION TO EXISTING

Is the work being done located in a specific area or room?

Where?

FEE

QTY

TOTAL

5. FEE CHART- Enter the number of items being installed, multiply by the fee price for total fee.

Work in Public ROW	Cashier's Check or Certified Money Order	2,000 Bond		
Install/Replace/Repair Residential Sanitary Sewer Service		150.00		
Install/Replace/Repair Residential Storm Sewer Service		150.00		
Install/Replace/Repair Residential Water Service		150.00		
Manholes, Catch Basins		30.00		
Water Piping	Size	30.00		
Backflow Preventer		20.00		
Fire Suppression System		60.00		
Sprinkler Head/ Nozzles (Fire or Irrigation, each)		1.00		
Fire Hydrant Use		85.00		
Commercial / Industrial Gas Piping		50.00		
Residential Gas Piping, per unit		35.00		
Gas Pressure Test (Per Gas Line)		40.00		
Each Additional Gas Pressure Test, (Same Location)		17.00		
Bibbs		12.00		
Dishwasher		12.00		
Disposal		12.00		
Drains		12.00		
Showers		12.00		
Sinks		12.00		
Stacks		12.00		
Swimming Pool		50.00		
Sump Pump		12.00		
Toilets		12.00		
Tubs		12.00		
Urinal		12.00		
Washing Machine		12.00		
Water Heater		25.00		

Registration Fee (Reg. Fee is separate from Permit fee)	20/3yr		
Alteration	50.00		
Overtime Inspection (By the Hour)	50.00		
Re-Inspection / Additional Inspection	50.00		
Other – Please State			
MINIMUM PERMIT FEE IS \$50.00 (if the total permit cost is under \$50)			
TOTAL FEE			
Make checks payable to "City of Plymouth"			

DRAFT

Sanitary Sewer, Storm Sewer, and Water Service Permit Conditions for Plumbing Permits

All sanitary sewer, storm sewer, and water service permit fees includes a 30 minute on-site inspection/consultation by Department of Municipal Services staff

Additional inspection/consultation time will be billed at \$100 per hour

Equipment costs (if necessary) billed based on the State of Michigan Department of Transportation Equipment Rental Rates: Schedule C

NOTICE TO APPLICANT:

Statement of understanding and agreement:

I have read and understand the above remarks. I further acknowledge that the above remarks are conditions to and a part of the permit for this project.

Signature of Applicant

Date

RESOLUTION

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

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments for plumbing permits, and,

WHEREAS The City of Plymouth Community Development Department has compared current and proposed fee schedules to the actual staff time required, and

WHEREAS The fee schedule adequately accounts for the cost of staff time, and

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the proposed attached fee amendments for water service, storm sewer and sanitary sewer installation, repair and replacement as presented.

NOW THEREFORE BE IT FURTHER RESOLVED that the proposed and amended fee schedules as attached will go into effect for all plan reviews completed and permits applied for and issued on or after July 1, 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 - 2016 Street Improvement Program - Design Phase 06-06-16.doc
Date: 6/1/2016
Re: 2016 Infrastructure Improvement Program

BACKGROUND:

The City Commission is aware that we have been bringing our Street Infrastructure Programs in under budget and on-time. As a result we still have some funding in the Street Improvement Bond Funds and we have reviewed the use of those funds with the City's Bond Counsel. The City Commission is also aware of the requests of the DDA for improvements in the alley commonly known as Fleet Street. Also, there are a number trip and fall hazards in this alleyway, which our insurance carrier would like us to address in a more complete manner.

The City Administration has been working with the City Engineer on doing some of the preliminary work for the Fleet Street Alley for a possible project in 2016. Work in this area would also require some additional work by Consumers Energy in order to improve the natural gas service in this area. In addition to the Fleet Street north and south projects, we are suggesting that we complete the "back yard" water main project on Main Street in the area commonly known as Area D of the City, along Main, Dewey, Hartsough and Coolidge Streets. This project was put on hold several years ago and it is a project that we need to complete before we have a significant water main break in one of several properties in the area.

We are proposing a program that would encompass 1.424 million dollars of work and the final scope of the work would be dependent on the outcome of the bids for the project. We are initially proposing the following work:

- * Fleet Street - North - Around the Central Parking Deck
- * Fleet Street - South - From Ann Arbor Trail to Wing Street
- * Backyard Water Main Project - Dewey, Harding and Coolidge Streets

We would recommend that we authorize Wade Trim to begin the design phase of this project which will allow them to continue the topographic survey work that may be needed. They can also obtain soil borings in the proposed project areas as needed. They can also prepare plans and specifications and work with us to obtain construction bids for the project. Wade Trim would also be the lead on our Citizen Information meetings once a final project scope has been determined.

Funding for this project is from the voter approved bond issue for street paving programs as well as the Water & Sewer Fund and Street Funds.

We anticipate the following breakdown of the design phase and construction phase costs:

Design Allowance (+/- 7%)	\$ 84,000
Geotechnical Allowance (+/- 1%)	\$ 12,000
Coordination Allowance	\$ 6,000
Design Phase Subtotal.....	\$ 102,000
Construction Costs, including inspection – Approximate est.	\$1,200,000
Allowance for Construction Administration & Staking (+/- 8%)	\$ 100,000
Allowance for QA/QC & Materials Testing (+/- 1%)	\$ 12,000
Allowance for Record/As Built Drawings	\$ 10,000

RECOMMENDATION:

The City Administration recommends that the City Commission authorize that we proceed with the Design Phase of this project for a total of \$102,000. This is only authorization for the Design Phase and further approvals by the City Commission will be required prior to the project moving forward. This will authorize the design and further discussion with Consumers Energy and this will allow Wade Trim to develop the bid package for the project. City Engineer Shawn Keough will be on hand on Monday night to answer any specific questions related to this project.

We have attached a proposed Resolution for the City Commission to consider regarding this project and it will authorize Wade Trim to proceed with the design phase of the project. Should you have any questions in advance of the meeting please feel free to contact me.



WADE TRIM

June 1, 2016

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Mr. Paul Sincock, City Manager
Mr. Chris Porman, Director of Municipal Services

Re: City of Plymouth
2016 Infrastructure Improvement Program
Proposed Program Description and Design Proposal

Dear Mr. Sincock and Mr. Porman:

As requested, we have prepared a description of the 2016 Infrastructure Improvement Program for your information and City Commission consideration. The list of project areas was suggested by City staff during the budget planning process. The proposed program focuses two major alleys in the downtown business area as well as finishing a water main improvement program that began nearly five years ago. We are requesting authorization from the City Commission to begin work on the design phase for the 2016 Program. Most of this work will be planned for construction in late summer and fall of 2016.

2016 Program Description

The 2016 Infrastructure Improvement Program focuses on three projects. A summary of each project is provided below:

1. Fleet Street Alley

This project has been discussed by the City and the DDA for a number of years. Wade Trim has spent some time over the past two months meeting with City staff and Consumer's Energy to plan the project. Wade Trim has prepared a preliminary cost estimate of approximately \$575,000 for the replacement of the concrete pavement from Ann Arbor Trail to Harvey and the concrete pavement on the south side of the parking deck (behind Ironwood, Subway, etc.). This preliminary estimate includes a \$75,000 allowance for storm sewer and sanitary sewer repairs, a 15% construction contingency, and a 20% allowance for design/construction engineering. No improvements are planned at this time to the water system. Over the past several weeks, we have discussed this project with Consumer's Energy. They are prepared to upgrade their existing cast iron gas main that is located within this alley. Wade Trim has met with representatives from Consumer's Energy and discussed a September construction start date following the Fall Festival. This will give Consumers time to prepare their design also. Consumer's has previously indicated that whenever the City/DDA decides to upgrade Fleet Street, they would like to complete their gas main replacement.

Wade Trim Group, Inc.
25251 Northline Road
P.O. Box 10
Taylor, MI 48180

734.947.9700
800.482.2864
734.947.1380 fax
www.wadetrim.com



2. Alley from AA Trail to Wing west of Main Street

This alley reconstruction project was mentioned for the first time this year. We walked the 760-foot long alley and note that there is a public storm sewer along the entire length or through significant portions of the alley. We have included a replacement allowance for a portion of the storm sewer in our alley reconstruction estimate. The preliminary cost estimate to reconstruct this alley is estimated at approximately \$375,000, at this time. This estimate includes a construction estimate, a 15% contingency, and a 20% allowance for design/construction engineering and inspection. After discussing this project with Consumer's Energy, we have learned that there is only a small section of gas main near Ann Arbor Trail that requires an upgrade. We are aware that there are overhead electrical utilities on poles throughout the southern portion of the alley.

3. Main Street Rear Yard Water Main Project

This project was originally designed by Wade Trim in 2012 as part of the Rear Yard Water Main Elimination Projects on Dewey, Harding, and Coolidge. Previous bids for this work ranged from \$200,000 to \$250,000, including construction inspection. Easements are needed from the property owners prior to completing this work; however, the City and Wade Trim have had preliminary discussions with most of the property owners a few years ago when this was originally planned. Once the easements are obtained, the project could be scheduled immediately with Pro-line Asphalt and their contracting team.

2016 Design Phase – Scope of Services

Following City Commission authorization, Wade Trim will begin providing design phase services for the proposed project. We will continue to meet with the City Department of Municipal Services staff and will work with the DDA to coordinate the design and construction to minimize disturbances to the business community. While it is likely that the alleys will be closed for long periods of time, we will attempt to stage the project to maintain as much access as possible while still providing the Contractor open access to a safe working area.

As always, we will meet with the business community (public) to make sure we are addressing the individual needs to the extent possible. We feel it is extremely important to get the word out early and coordinate sooner than later with as many businesses as possible. As we get closer to the construction start date, additional public meetings will be held to describe the project and set the expectations for the construction period. Our proposal includes additional time for these important coordination activities. This has been a highly successful step on past projects.

A summary of our specific design phase scope of services for the 2016 program is presented below:

- Our survey crews have already completed a topographic survey of the Fleet Street project area. This was done in advance to aid in our communication with Consumer's Energy. We still need to complete a topographic survey of the alley between Ann

Arbor Trail and Wing. We will utilize and incorporate existing information that we already have to the extent possible, as some of these areas overlap previous areas where work has been done in the City.

- We have already reviewed video (provided by the City) of the existing sanitary sewer and storm sewers, as required. There are some existing pipe sections that require repair during the project. We have accounted for these repairs in our construction estimate. Our project design will include selective sanitary sewer and storm sewer repairs to improve the problems (i.e. fractures, voids, collapsed pipe, etc.) identified on the video.
- We will obtain soil borings in the proposed project areas that will involve new storm sewer or full street reconstruction. As we have done in the past, we plan to use SME as a sub-consultant for the geotechnical investigation.
- We will design new storm system elements (i.e. storm sewer, catch basins, etc.) to fix known problems and improve the drainage within the project areas, as required.
- We will design new concrete pavement within each alley project area. Reconstruction projects typically involve removal of the old roadway, any old curb and gutter, and the old alley base. Our plans will include a removal plan, a proposed pavement replacement plan with elevations and detailed elevations for storm structures along the roadway. Whenever possible, the new roadway will be designed to improve drainage. New edge drain may be incorporated into the reconstruction areas or in areas with poorly draining soils to help get the water out from under the roadway.
- All designs are reviewed to improve pedestrian and bicycle safety and for compliance with the American Disability Association (ADA) requirements. If necessary, we will design new sidewalk ramps at deficient intersections within the multiple project areas.
- Our plans will include the necessary construction detour plans and phasing plans for work around the parking structure and the Harvey Street and Ann Arbor Trail entrances.
- We will prepare permit applications as required to support the designs including, but not limited to, Wayne County for Soil Erosion and Sedimentation Control. Most of the project areas are within City Right-of-Way and will not require extensive permitting.
- We will meet and/or communicate with the City often during the design to review the plans and our recommended design. City comments will be incorporated into the plans as requested.
- Following all plan revisions and incorporation of City comments, Wade Trim will prepare complete plans and specifications in the form of contract documents that the City can use to obtain bids on the projects.

- An updated construction cost estimate will be provided to the City based on the final quantities and final design. This estimate can be compared to the City's available budget to determine the priorities for bidding and completion.
- Given that there are approximately 90 days to complete the design and coordinate the construction activities, we are assuming that the City will likely extend their existing contract with the Pro-line Asphalt Contracting Team (i.e. GM & Sons, CI Contracting, and Old Village Landscaping). If the City should decide to more formally bid the project, Wade Trim can assist with that approach.
- Preparation of updated easement documents for the Main Street Rear Yard WM project.
- We will provide a letter of recommendation of award to the City Commission for the construction phase. The letter will include a complete outline of expected construction costs for budgeting purposes and a comprehensive recommendation for the Commission packet.
- We will be meeting with the business community as necessary to plan the logistics for the project.

2016 Design Phase – Proposed Design Fee Allowance

We have prepared a preliminary project cost estimate for the City's review, including design, construction, construction engineering, and a construction contingency. The 2016 Program estimate will be refined once the design phase is underway. We will contact local contractors to verify specific unit prices (i.e. concrete, water main, etc.) to verify our estimate. We anticipate the following breakdown of design phase and construction phase costs:

Design Allowance (+/- 7%)	\$ 84,000
Coordination Allowance	\$ 6,000
Geotechnical Allowance (+/- 1%)	\$ 12,000
Design Phase Subtotal	\$ 102,000
Fleet Street Construction Estimate	\$ 575,000
Alley b/n AA Trail and Wing Const. Estimate	\$ 375,000
Main St. Rear Yard WM Const. Estimate	\$ 250,000
Construction Subtotal	\$1,200,000
Allowance for Const. Admin, Staking (+/- 8%)	\$ 100,000
Allowance for QA/QC & Materials Testing (+/- 1%)	\$ 12,000
Allowance for Record Drawings	\$ 10,000
Construction Phase Support	\$ 122,000
Preliminary 2016 Program Total	\$1,424,000

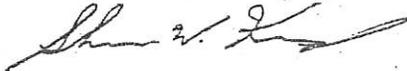
City of Plymouth
June 1, 2016
Page 5

At this time, we are requesting that the City Commission authorize Wade Trim to begin work on the design phase of the 2016 Infrastructure Improvement Program, as described above, for the not-to-exceed amount of \$102,000 (Design Engineering, Program Coordination, and Geotechnical work). As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current 2016 Rate Schedule. If extra work is required beyond the scope of this proposal, we will notify the City Manager and Director of Municipal Services immediately and provide an estimate for any additional work at that time.

Please do not hesitate to contact me directly at 734.947.2622 with any questions you may have. Thank you for the opportunity to help the City with this project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE

SWK:jel
PLY 2103-01T
2016 Ply Infrastructure Program Proposal.doc
Enclosure

cc: Mr. Mark Christiansen, Finance Director
Mr. Steve Faiman, Department of Municipal Services

RESOLUTION

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

WHEREAS The City of Plymouth has been involved in a voter approved street paving improvement Program for nearly 20 years, and

WHEREAS There is a need to continue to use the voter authorized bond issue proceeds for the Paving of streets and improvements to the storm sewer systems, and

WHEREAS The City Commission did review the proposed program of infrastructure improvements Being recommended for 2016 and the total scope of the 2016 program is 1.424 million Dollars the final scope of the project will be determined at a future time based on Bids submitted for the project, and

WHEREAS The City Commission has selected the following to be included into the proposed Project scope:

- Fleet Street - North around the Central Parking Deck
- Fleet Street - South Ann Arbor Trail to Wing
- Backyard water main improvements Dewey, Harding and Coolidge Streets

NOW THEREFORE BE IT RESOLVED THAT THE City Commission of the City of Plymouth does hereby authorize professional services from Wade Trim to complete the Design Phase of the 2016 Street Paving Program in an amount not to exceed \$102,000.

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 - Plymouth Canton Little League Bingo Fall Fest 06-06-16.doc
Date: 6/2/2016
Re: Plymouth Canton Little League - Bingo at Fall Festival

BACKGROUND:

We have received a request from Plymouth Canton Little League related to using the Gathering as a part of the Fall Festival for Bingo Games. We have checked with the President of Fall Festival Board and he indicated that Plymouth Canton Little League is indeed taking over the Bingo Games during the Festival. Due to the fact that the Gathering Pavilion is a public facility, the Little League Group is asking that the City Commission authorize them to use the facility for the Bingo during the Festival.

Since this activity has been a part of the Fall Festival for many, many years this is a normal request and the Little League has already received their license from the State of Michigan for this activity.

RECOMMENDATION:

The organization has requested that the City Commission recognize the Plymouth Canton Little League as being authorized to use the Gathering Pavilion for Bingo Games during the Fall Festival. The request merely recognizes the group as the group authorized and licensed by the State of Michigan to host Bingo during the Fall Festival. The Resolution makes no endorsement of their proposed activity or organization, just that they are located here in the City.

We have 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.



Plymouth Canton Little League
P.O. Box 87057
Canton, MI 48187

Linda Langmesser
City Clerk
201 S. Main St.
Plymouth, MI 48170

May 4, 2016

Dear Ms. Langmesser,

Plymouth Canton Little League has been awarded the opportunity to run Bingo at the Plymouth Fall Fest. The Fall Fest committee has requested that our State of Michigan Bingo license be approved by the Plymouth City Council.

I would like to request that the council stamp and approve the enclosed Bingo license so that we are in compliance with the City and committee.

Please let me know if I need to be added to the Council meeting agenda in order to obtain the approval.

Thank you,

Karin Stombaugh
PCLL Board
734-844-0041
734-578-3929 cell

MICHIGAN



LOTTERY

License Number V08549

Organization ID 133762

STATE OF MICHIGAN
BUREAU OF STATE LOTTERY
CHARITABLE GAMING DIVISION
SPECIAL BINGO LICENSE

is hereby issued to

PLYMOUTH CANTON LITTLE LEAGUE

to conduct the game of bingo at

GATHERING PAVILION
PENNIMAN AVE & S UNION ST
PLYMOUTH, MI 48170

in accordance with Act 382 of the Public Acts of 1972, as amended, charitable gaming rules, terms of probation, directives of the bureau, public policy of the State of Michigan, and any other local, state, and federal laws and regulations.

Authorized Date(s) and Time(s)

09/09/16 06:00 PM - 09:00 PM

A handwritten signature in black ink, appearing to read 'M. Scott Bowen', written over a horizontal line.

M. Scott Bowen, Commissioner

This license is the property of the State of Michigan and must be prominently displayed at the location where the game of bingo is conducted and is valid only on the date(s) and time(s) authorized.

RESOLUTION

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

WHEREAS The City of Plymouth is host to the annual Plymouth Fall Festival which is held in the City's Downtown Area, Kellogg Park and the Gathering Pavilion, and

WHEREAS Bingo Games have been a part of the Festival for many years, and

WHEREAS The Plymouth Fall Festival is held the weekend after Labor Day each year, and

WHEREAS The Plymouth Fall Festival Board has indicated that the Plymouth Canton Little League is authorized to run the Bingo Games at the Fall Festival and they have a duly authorized license from the State of Michigan Bureau of the State Lottery to host the Bingo Games.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Plymouth Canton Little League to use the Gathering Pavilion for Bingo Games during the 2016 Plymouth Fall Festival.

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 - Additional Goal of Ordinance Review 06-16-16.doc
Date: 6/3/2016
Re: Additional Goal for City Commission

BACKGROUND:

There was some discussion recently that the City Commission may want to adopt an additional goal of reviewing all of the current City Ordinances. The Mayor has suggested that the City Commission formally adopt an additional goal of Code or Ordinances review.

As a background, the City currently uses Municipal Code Corporation for hosting and updating of our City Ordinances. A review of all of our City Ordinances would require what is called a Recodification of the code. The City Clerk checked with Municipal Code Corporation and they have indicated that an expected timeline for that type of project would be approximately one year. It is further anticipated that pricing for such a project would start in the neighborhood of \$20,000 and go from there. In addition, there is a significant amount of staff time that would have to be dedicated to this project.

RECOMMENDATION:

Goal establishment is a City Commission driven process and goals direct the City Staff as well as Boards & Commissions where to put additional time and financial resources. We have included a proposed Resolution for the City Commission to consider regarding this matter.

RESOLUTION

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

WHEREAS The City Commission of the City of Plymouth annually determines the goals of the City and formally adopts those goals to help direct the City Administration and various Boards and Commissions to dedicate efforts and resources these projects, and

WHEREAS The City Commission has determined that it will add an additional goal to the 2016 Goal List of the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the additional goal of Code or Ordinances review as a City Commission Goal