

**WORK SESSION AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS**

Monday, February 12, 2018, 7:00 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Citizen Task Force Report**
- 5) Council Policy Review**
- 6) Gypsy Moth Process**
- 7) Branding**
- 8) Budget Review**
- 9) Lamar Park Softball Field Lights**
- 10) Rental Fees on the Tax Roll Ordinance Update**
- 11) Any Other Matters**
- 12) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

MEMORANDUM

TO: Mayor and City Councilmembers
FROM: Curtis Holt, City Manager
SUBJECT: Citizens General Fund Financial Review Task Force
DATE: February 6, 2018

Please accept this memorandum as a summary of the findings from the Citizens General Fund Financial Review Task Force. The committee is comprised of the following people:

Robert Kaminski
Chris Arnold
Douglas Wilterdink
Janis Petrini
Jeff Applehoff
Jeff Koeze
Jesse Flores
Kathey Batey

Support for the Task Force was provided by:

Curtis Holt, City Manager
Megan Sall, Assistant City Manager
Rosa Ooms, Finance Director
Kate Balfourt, Senior Accountant

Late last summer I asked a group of residents, non-residents and business owners to assist the City of Wyoming in reviewing the General Fund's current financial condition. We shared with them that our overall objective was to achieve long-term financial sustainability, and their input would be beneficial as we pursue this goal.

Over the next few months we met with this group and explored the financial position of the City. We looked at what might be a future operational model for the City of Wyoming including the premise of contracted services, consolidated services or stand-alone City maintained services. Connected to service delivery and the costs related to service delivery, we also explored how future revenues

might be generated using a model where services are delivered using contracts or regional approaches, while maintaining some local services.

In addition, the committee was provided information regarding user fees, both our fees and comparable fees from other municipalities and the recently completed Income Tax Study. We also discussed staffing issues related to OPEB, health care and retirement, development realities and revenue sharing cuts.

It must be noted that not every member attended every meeting, nor did we ask for voting on specific issues. We merely asked for ideas and as a result created consensus around general principles. The following principles were agreed upon by the committee and they are now being provided as guidance for staff and the Council.

1. “The committee understands the structural deficit and the financial constraints of the City.”

City staff reviewed the financial position of the City which included our 5x5 budget projection, historical information related to the taxable value, revenue sharing and employment costs. It was agreed that the City of Wyoming has a structural deficit as the annual cost of doing business exceeds revenue increases, specifically increases related to property taxes where State law limits growth. It was the general feeling that revenue constraints created a problem that was beyond the control of the City Council or staff.

2. Options discussed to address the financial challenges included:

- a. Public safety millage renewal

The committee reviewed public safety costs related to public safety expenditures. Several expressed concern regarding the adequacy of staffing levels. Understanding the need to maintain current services at a minimum, the committee supported renewal of the public safety millage.

- b. Staff reductions

The committee reviewed current staffing levels and asked about the adequacy of staffing levels. Staff costs represent nearly 80% of the General Fund expenses. Staff shared the flexibility of staffing including our dual-trained program related to firefighting. The

committee felt these were good solutions. It was the general consensus that staffing levels are minimally adequate and more staffing could be considered in the public safety operations. Staffing reductions were not recommended.

- c. Payment in-lieu-of-taxes (PILOT) for water and sewer infrastructure.

This concept assumes city-owned utilities facilities occupy land that is unavailable for public development and does not generate tax revenue for the City. It was felt that the City should pursue a replacement for this lost revenue relating to these properties and utilizing water and sewer fees to generate this revenue is an acceptable solution.

- d. Sale of assets that are underutilized should be pursued to determine ultimate viability, including potential sale of water and sewer production/treatment facilities.

The committee felt that fully vetting the potential sale of the water and sewer plant facilities was important to pursue to determine if that solution has viability towards the reduction of City expenses. In addition, the committee believed all properties, including park properties, need review to determine if the return on investment is acceptable. Finally, the recommendation also included City equipment including vehicles.

3. “A full review of user fees is necessary before any additional tax request.”

The committee was clear that in any private business setting, business owners maximize the revenues and minimize expenditures in their control before any price increase is passed on to customers. The City continually monitors expenses. However, it is also necessary for the City to review and fully maximize user fees before any additional tax request.

4. “Although property tax and income tax were viewed somewhat equally, several committee members felt the income tax presented a new challenge.”

Overall the committee felt property tax and income tax were equal in terms of revenue generation and impact on the public. However, some committee members felt the “unknown” of local income tax presented a

unique concern versus the “known” property tax system. These committee members felt that mistrust of any new “unknown” would make the implementation of an income tax challenging relative to public perception and could outweigh any potential positive impacts an income tax may have.

5. “Income tax itself is not a business barrier”

The committee did not feel that an income tax was a barrier to local business. However, they did feel that administration of an income tax would need to be as simple as possible to minimize the administrative burden to local businesses.

6. “Any additional local tax is a tough sell to the public”

Tax increases are not an easy answer and ongoing public concern for taxes makes any additional tax a tough hill to climb. The only way this can potentially be overcome is through deep and repetitive communication with the Public.

7. “More communication/education for the public regarding the City’s financial constraints and current funding mechanisms is needed.”

The committee felt the information that had been presented to them was accurate, trustworthy and logical; however, the general public does not have the same opportunity or time to review and question the information. The City needs to engage the public with continuous communication and education with a goal towards creating and increasing the public’s knowledge of the City of Wyoming’s services and financial status.

I want to thank the Task Force for their time and effort. They have indicated their willingness to offer input on future issues should the Council desire. The opportunity to hear from a sample of businesses and residents is extremely valuable. Their input and contributions will shape our approach to how we continue to address our fiscal challenges.

Finally, I want to share with you a comment received from one of our Task Force members.

“Wyoming City Council-

It has been my pleasure to be involved with the Citizens General Fund Financial Review Task Force. As a Wyoming resident and businessperson, I appreciate that City leadership wanted to take the time to solicit the views of those who have a definite stake in the future of our city. I also want to commend Curtis Holt, Megan Sall, Rosa Ooms, and Kate Balfort for their excellent work in providing our task force so much information and explanation that made our review possible.

I wish you the best as you embark on a process to make some very important decisions that will shape the future of Wyoming.

Thank you
Robert Kaminski”

STAFF REPORT

Date: January 24, 2018

Subject: City Council Policy Manual Amendments and Additions – Sections 1 and 3

From: Kelli VandenBerg, City Clerk

Meeting Date: February 12, 2018 – Work Session, February 19, 2018 – Regular Meeting

Recommendation:

It is recommended that the City Council approve the proposed amendments to Section 1 to reflect changes that have occurred in the Council's order of business and the delivery of the agenda to Councilmembers. It is also recommended that the City Council approve the recommendations pertaining to Section 3 partly to clarify the policy and to reflect a program name change.

Sustainability Criteria:

Environmental Quality – There is no environmental impact.

Social Equity – There is no social equity impact.

Economic Strength – There is no economic impact.

Discussion:

During a recent review of the City Council Policy Manual, inconsistencies were discovered which prompted a thorough review of the policy's amendment history and a review of the entire policy manual document. Based on that review, the following excerpts highlight the proposed recommendations:

1.03 Order of Business

- (8) Public Hearings (*3 minute limit per person*)
- (19) Acknowledgement of Visitors (*3 minute limit per person*)

In this case, Council practice has limited public comment at City Council meetings to 3 minutes per person, the agenda notes this as well. The Council Policy Manual only identifies item (9) Public Comment on Agenda Items as having a 3 minute limit. This amendment will make the policy manual consistent with practice.

1.04 Agenda

The agenda and supporting material shall be available for the City Council by *5:00 p.m. Thursday* prior to the meeting.

This recommendation is based on the City's move to a four-day work week and the fact that the City Council Agenda is available by end of business on Thursday prior to the meeting.

1.07 Audio Recording of Business

It is recommended the last two sentences of this section be deleted, as they are already independently established in the policy as 1.09 Closed Session Minutes.

3.02 62-A District Court Judges

Notes in the Council Policy Manual files suggest this section was rescinded on July 2, 2012, however there is no documentation to support that statement. Furthermore, the City Council took action amending this section of the policy in 2013. The purpose of presenting this to Council is to confirm its inclusion in the Council Policy Manual and reaffirm the amendments made in 2013.

3.07 *Equal Employment Opportunity*

This recommendation stems from a program name change.

Incorporating these recommended changes would ensure the Council Policy Manual accurately reflects amendments approved by the City Council, as well as current practices and operations.

RESOLUTION NO. _____

RESOLUTION TO AMEND SECTION 1 AND SECTION 3
OF THE CITY COUNCIL POLICY MANUAL

WHEREAS:

1. A recent review of the City Council Policy Manual as well as the manual's amendment history identified opportunities where practice and policy were inconsistent or where amendments are necessary due to a change in operations.
2. It is recommended that the City Council amend Section 1 and Section 3 of the City Council Policy Manual to ensure the manual accurately reflects amendments approved by the City Council, as well as current practices and operations.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby amend Section 1 and Section 3 of the City Council Policy Manual to read as follows in the attached documents.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

Attachment: Staff Report
Section 1 and Section 3 – Draft

Resolution No. _____

CITY COUNCIL POLICY MANUAL

City of Wyoming, Michigan

Section 1 - RULES OF PROCEDURE

1.01 Meetings of the City Council shall be conducted according to Roberts Rules of Order Newly Revised, most recent edition, subject to provisions of the Charter and these rules.

1.02 These Rules of Procedure may be amended by a majority of the City Council and may be suspended at a regular meeting by a majority attending such meeting.

1.03 Order of Business

The order of business for regular council meetings shall be as follows:

- (1) Call to Order
- (2) Invocation
- (3) Pledge of Allegiance
- (4) Roll Call
- (5) Student Recognition
- (6) Approval of Minutes
- (7) Approval of Agenda
- (8) Public Hearings (3 minute limit per person)
- (9) Public Comment on Agenda Items (3 minute limit per person)
- (10) Presentations and Proclamations
- (11) Petitions and Communications
- (12) Reports from City Officers
- (13) Budget Amendments
- (14) Consent Agenda
- (15) Resolutions
- (16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts
- (17) Ordinances
- (18) Informational Material
- (19) Acknowledgement of Visitors (3 minute limit per person)
- (20) Executive Session (as necessary)
- (21) Adjournment

1.04 Agenda. The City Manager shall prepare the agenda for each Regular Council meeting and Work Session. The Agenda shall include petitions and communications and items approved for consideration at the Work Session. The agenda and supporting material shall be available for the City Council by 25:00 p.m. Thursday Friday prior to the meeting.

1.05 Public Discussion at Meetings. All persons may address the City Council at any meeting which is open to the public during Public Comment or Acknowledgement of Visitors. The person may be asked to give their name and address at the beginning of their comments. The Chairman may limit the comments of any person to items on the agenda or to such matters as may be relevant to the City.

At the discretion of the Chairman, persons may be allowed to speak only once on the same matter. The Chairman may limit to 3 minutes the time that any person is allowed to speak.

1.06 Regular Meeting Date and Time. Meeting dates for regular City Council Meetings are hereby established as the first and third Mondays of each month. There shall be an additional meeting on the first Monday following the City Election, except when the first Monday falls on a City holiday. In that case, that meeting shall be on the first Tuesday following the City Election. All regular meetings shall begin at 7:00 p.m.

The City Council work session meetings shall be on the second Monday of each month, and at any time as determined by the City Manager.

1.07 Audio Recording of Meetings. The City Clerk shall electronically record all proceedings of the City Council at regular meetings and work sessions. These recordings are to be used by the City Clerk's office for the preparation of minutes of the various meetings. Tape recordings of regular meetings and work sessions shall be disposed of, destroyed or reused at the discretion of the City Clerk. No tape recordings of closed sessions shall be made. ~~The City Clerk shall prepare the required minutes of any closed session, and they shall be approved by the Council before the closed session ends. The minutes of the closed session shall be retained as required in PA 1976, No. 267, as amended, MCL 15.261(2).~~

1.08 Committees. There shall be no standing committees of Council. Special committees and their members may be appointed by the Mayor, subject to the approval of the City Council, or by City Council itself.

Whenever the final report of any special committee of the City Council has been submitted and approved by the City Council, such committee shall be considered as dissolved.

1.09 Closed Session Minutes. The City Clerk shall prepare the required minutes of any closed session, and they shall be approved by the Council before the closed session ends. The minutes of the closed session shall be retained as required in PA 1976, No. 267, as amended, MCL 15.261(2).

Section 3 - STAFF AND EMPLOYEES

3.01 City Manager. The City Manager is hereby authorized to make settlement of claims without the prior approval of the City Council in all cases where the settlement does not exceed \$10,000.

The City Manager is hereby authorized to give such assistance as is needed in the form of equipment or employees to another municipality within the immediate area in the event that such municipality has been affected with a disaster such as a tornado, conflagration or other emergency situation in which the municipality needs assistance.

3.02 62-A District Court Judges. ~~(Rescinded July 2, 2012)~~

~~Beginning June 1, 1986, the annual salary supplement provided by the City of Wyoming to each 62-A District Court Judge shall be equal to the annual salary set by the State of Michigan for District Court Judges, less the amount of the State contribution, and will include the following fringe benefits:~~

- ~~A. The City Health Plan subject to enrollment rules of the plan~~
- ~~B. Life insurance - \$35,000~~
- ~~C. Payment of State and local bar dues~~
- ~~D. One annual judicial in-state conference~~

3.03 City Attorney. In order to obtain a written opinion from the city attorney, the request will be put in writing signed by at least two members of the City Council, or by verbal request at a public meeting with support from at least one other member of the Council.

The Attorney or designee shall attend all meetings of the City Council.

3.04 Reserved

3.05 Employee Service Awards. Service awards for all employees shall be given annually for continuous years of employment with the City at: 10 years, 15 years, 20 years, 25 years, and 30 years or more of service.

3.06 Unemployment Compensation. The City adopts the Michigan State plan for unemployment compensation whereby the City will reimburse the State for the unemployment expenses incurred on its behalf.

3.07 ~~Equal Employment Opportunity Affirmative Action Program.~~ The City subscribes to ~~equal employment opportunity for employment and purchasing practices. an Affirmative Action Program for minority group persons employed by certain contractors, agencies, and other business firms which are utilized by the City. The City also subscribes to an Affirmative Action policy regarding minority group persons employed, and to be employed, by the City. A complete copy is on file at the Human Resources office.~~

3.08 Authorization for City Treasurer to accept partial payments. The City Treasurer is hereby authorized to accept partial payments for real and personal property taxes. If the

partial payment on a parcel results in a balance of less than \$5.00 on summer taxes and less than \$1.00 on winter taxes, the City Treasurer is authorized to mark the parcel as paid in full prior to the turning the tax roll over to the Kent County Treasurer on March 1 of each year.

3.09 De Minimis Benefits. Employee compensation includes additional de minimis benefits as provided at the discretion of the City Manager within the annual budget.

STAFF REPORT

Date: February 7, 2018
Subject: Gypsy Moth Suppression Program and Special Assessment
From: Kelli VandenBerg, City Clerk
Meeting Date: February 12, 2018 Work Session

Recommendation:

Staff recommends approval of a Gypsy Moth Suppression Program through an aerial insecticide spray and defraying the costs of this program through the creation of two special assessment rolls to be applied to affected properties.

Staff further recommends maintaining a one-year contract with the aerial applicator.

Sustainability Criteria:

Environmental Quality – The approval of a Gypsy Moth Suppression Program will allow for the treatment and suppression of Gypsy Moths, providing protection to trees and properties in the affected areas.

Social Equity – Approval of a Special Assessment Roll for the treatment of Gypsy Moths will result in the costs of the program being applied to those directly benefitting from the service.

Economic Strength – Approval of a Gypsy Moth Suppression Program will aid in protecting the aesthetics and value of trees and property in the affected areas.

Discussion:

For nearly a decade, the City of Wyoming has been monitoring and addressing the issue of Gypsy Moth infestations. Through communication with residents and consultation with Aquatic Consulting Services, Inc., infestation areas are identified and monitored to determine treatment recommendations for the spring season. In recent years, the City has worked with Hamilton Helicopter, Inc. as the aerial applicator for spraying affected properties. Because the size of the treatment area can vary so greatly, budgeting for this program is very challenging, so the City has chosen to fund this effort through a special assessment. For most residential property owners, the charge for this service has been as low as \$20.00 and as high as \$28.00. For those owning parcels larger than a half-acre, a per acre charge is applied. In this case, these property owners have paid as little as \$71.00 per acre and as high as \$91.00 per acre.

As with any new program, the initial implementation of the gypsy moth suppression program was challenging, but through education of staff and the public, the entire process has become

more efficient and streamlined. Where there was once significant effort put into educating the public about the process, product and cost, staff is well-versed and can now rely on informed residents to report infestation levels. Furthermore there are established guidelines and a methodology for creation of the special assessment program and legal notification.

Looking ahead to the 2018 treatment program, ACS has identified a significantly larger treatment area totaling 1,114 acres. This is second only to our initial treatment in 2009, which encompassed 1,230 acres. It seems this is the trend locally, as neighboring communities Walker, Kentwood and Cascade Township are also proposing larger treatment programs in 2018. Because we are served by the same consultant and aerial applicator, we inquired about consolidated efforts or other opportunities to reduce costs. A multi-year agreement with the aerial applicator was proposed at a reduced per acre treatment cost, but stipulated a 500-acre minimum application for each year of the agreement. While this arrangement could provide a savings of approximately \$3,000 in 2018, a small or non-existent treatment area in 2019 or 2020 would still be billed at roughly \$32,000. For this reason, combined with the funding method used for this program, staff recommends maintaining a one-year contract with the aerial applicator.

In the coming months Council will have the opportunity to initiate and approve the special assessment rolls and the aerial applicator. The process timeline and initial treatment map are attached for reference.

Budget Impact:

As there are currently no funds available to provide a Gypsy Moth Suppression Program, it is proposed that special assessment rolls be created and applied to affected property owners to accommodate the costs associated with this service.

Gypsy Moth Suppression Program Timeline and Processes

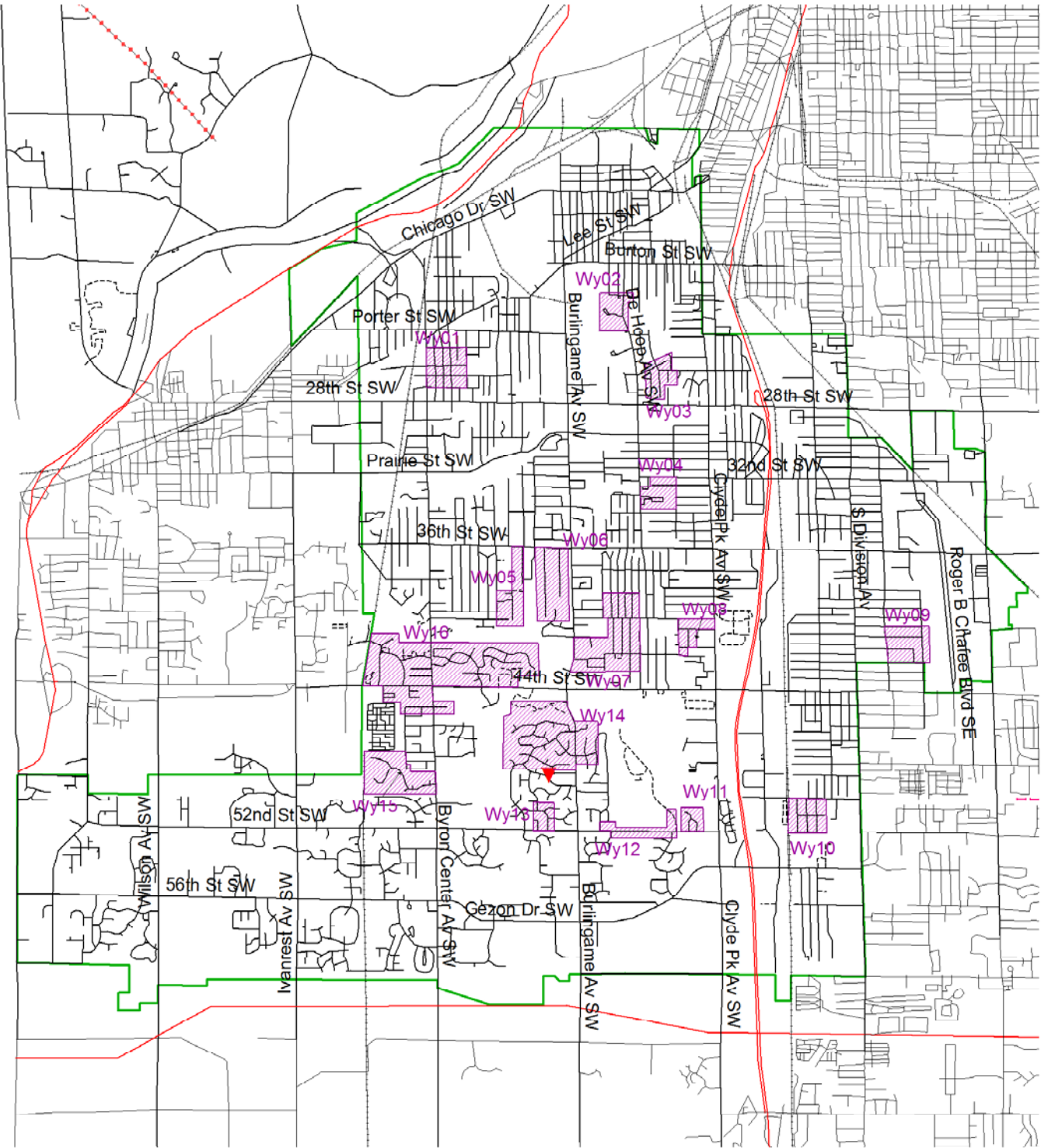
Council Process

March 5	Resolutions to Set Public Hearings to Determine the Necessity of Gypsy Moth Special Assessments
March 19	Hold a public hearing for each proposed special assessment roll Resolution to Declare the Necessity of Establishing a Special Assessment for Each Special Assessment Roll Resolutions to Set Public Hearings to Confirm the Gypsy Moth Special Assessments Resolution to Accept a Proposal for Aerial Insecticide Spray for a GMSP
April 2	Hold a public hearing to confirm each proposed special assessment roll Resolutions to Confirm the Special Assessment Rolls for a GMSP

Notification/Public Process

After March 5	Mail required notice to all affected property owners
March 12	Publish required notice of public hearing in the Grand Rapids Press
March 19	Property owners can speak during the public hearing in support or opposition of the GMSP Special Assessment
After March 19	Mail required notice to all affected property owners
March 27	Publish required notice of public hearing in the Grand Rapids Press
April 2	Property owners can speak during the public hearing in support or opposition of the GMSP Special Assessment
Mid-May	Mail reminder letter to property owner (not required)
Spray day	Post all City properties (day of spray, as well as 24 hours before and after)

City of Wyoming Gypsy Moth Survey Report for 2018 Season



**Shaded Areas are Recommended
for Aerial Spray in Spring 2018**



City Border
2017 Aquatic Consulting Services

MEMORANDUM

TO: WYOMING CITY COUNCIL
CURTIS HOLT, CITY MANAGER

FROM: MEGAN SALL, ASSISTANT CITY MANAGER

SUBJECT: COMMUNITY BRANDING

DATE: FEBRUARY 6, 2018

CC: BILL DOOLEY, DIRECTOR OF PUBLIC WORKS

Community branding is a topic that has long been discussed in the City of Wyoming. Staff, council and other stakeholders have often lamented the perceived lack of unified identification by our residents, primarily due to the presence of multiple school districts within the city's boundaries. Signage and naming of neighborhoods has been suggested as a solution, but staff believe more work with the neighborhoods is needed before this can be pursued.

The City's branding has also evolved over the years, most recently resulting in new letterhead with "Wyoming" in a bold, block-type font. This design has been well-received by staff and it is now widely used on business cards and letterhead. However, it has not been fully rolled out and the former Wyoming swoosh and the oval logo are all still in use, without clear standards for their application

While valuable, continued discussions regarding identity and brand have an impact on the ongoing activities of various City departments. Most recently, the Gezon water tower painting contract has been stalled due to a lack of consensus regarding its design. All agree that the painting of this tower is an opportunity to reinforce community branding which shouldn't be overlooked. However, it appears more work is needed to determine how to maximize this opportunity.

In order to address current branding efforts and the pending activities that are dependent upon their resolution, staff recommend the following actions be taken:

1. Engage with Sabo PR to analyze current branding standards, and: a) develop an implementation plan for the existing brand/logo(s), or b) develop a new brand/logo and implementation plan.
2. Paint the Gezon water tower white and leave as is until the City's branding efforts are complete and a design can be finalized.

STAFF REPORT

Date: January 25, 2018

Subject: Award of Purchase – Sports Lighting Equipment

From: Rebecca Rynbrandt, Director of Community Services

Cc: Kenny Westrate, Recreation Programmer I, Community Services

Meeting Date: February 12, 2018, Work Session

RECOMMENDATION:

It is recommended that the City Council award the purchase of LED sports lighting equipment to Musco Sports Lighting, LLC for the lighting project at the north softball field at Lamar Park through the National Joint Purchasing Alliance, Contract Number: 082114-MSL, in the amount of \$143,000.00 and approve the attached budget amendment in the amount of \$262,730 to provide for the overall project.

SUSTAINABILITY CRITERIA:

Environmental Quality – The use of LED lighting consumes a fraction of the energy relative to other sources of lighting.

Social Equity – Our programs, facilities and services create community for individuals and neighborhoods by fostering connections for families and friends while building strong minds and bodies. Expanding the availability for use of the ballfield will provide more opportunities for community members to participate and make those community connections.

Economic Strength – With expanded availability of the field, there will be more opportunities to bring in additional revenue through league offerings and field rentals. The 25 year warranty for the LED lights will also provide a better benefit over the 10 year warranty available for the HID lighting option in terms of maintenance and repair costs, and staff time, along with the savings from lower energy consumption.

Optimum Customer Service - The City practices continuous financial stability, utilizing various techniques and practices to ensure its financial status. Use of the National Joint Purchasing Alliance, coupled with the exercise of financial discipline, allows us to achieve a high level of stewardship of funds. Additionally, the expanded availability of the field will allow for more use at times that better fit with the schedules of community members.

DISCUSSION:

This specific project is prioritized in the 5-Year Community Recreation Master Plan. Previous development projects for Lamar Park included the sizing of electrical service (load) to the park in anticipation of this expansion. Electrical panels had been installed at the north field in anticipation of this lighting project.



Specific recognition is given to Kenny Westrate for this work as project lead. In addition, the following team members were crucial to this project’s work scope development: Bob Hoekwater, Jeff Anderson, Russ Henckel, and Laura Jackson.

BUDGET IMPACT:

This specific project is prioritized in the 5-Year Community Recreation Master Plan, and \$100,000 in funds has been set aside by City Council in the FY 2018 budget in anticipation of the project. The price for the purchase of the sports lighting equipment is \$143,000.00. By direct purchasing from the national bid, the City projected a cost savings of 15-20%, or \$21,000-\$28,000.

The purchase of the product does not include installation, which is anticipated to be up to an additional 125% mark-up. The product will be provided by the City to the General Contractor. A

general contractor will be secured through a competitive bid process; which is currently underway. In reviewing construction costs, significant charges are anticipated for crane rental; we are also seeing an increase in costs associated with the general market – contractors are busy. In planning for overall cost of the project the following illustrates the requested budget amendment:

Item	Amount
Lighting Product (Costs firm)	\$143,000
General Contractor for Installation (Projected)	\$178,000
Contingency (13%)	\$41,730
Total Project Estimated Cost (including Contingency)	\$362,730
Amount currently authorized in FY 2018 Budget	\$100,000
Budget Amendment needed	\$262,730

With City Council support of a budget amendment to account #208-752-756.00-975.110, the Community Services Department’s Parks and Recreation staff can move forward with this project.

###

Project: Lamar Park Ballfield
Wyoming, MI
Date: 12/14/2017

Quotation Price – Materials Only Delivered to Job Site

LED Ball field.....\$143,000

(25 years warranty)

HID Ball field.....\$101,000

(10 year warranty)

*Sales tax, bonding, labor, and unloading of the equipment are not included.
Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.*

Light-Structure System with Green Generation Lighting® metal halide technology or Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 50 foot-candles infield and 30 foot-candles outfield
- BallTracker™ technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight (LED only)

System Description [Light-Structure System]

- Pre-cast concrete bases with integrated lightning grounding
- Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- Factory aimed and assembled luminaries, including BallTracker™ luminaires
- UL Listed as a complete system

Control Systems and Services

- Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support
- Control-Link® System with Contactors for remote on/off control

Operation and Warranty Services

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500W metal halide equipment
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for **25 years (LED) and 10 years (HID)**
- Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Delivery Timing

4 - 6 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.



Notes

Quote is based on:

- Shipment of entire project together to one location
- Sized for voltage and phasing on site
- Structural code and wind speed = 2012 IBC, 115 MPH, exposure C.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost
- Confirmation of pole locations prior to production

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Jefferson Barber
Musco Sales Representative
Musco Sports Lighting, LLC
Phone: (616)510-7146
E-mail: Jefferson.Barber@Musco.com

STAFF REPORT

Date: January 24, 2018

Subject: Property Maintenance Code Update to Affirm City Practices (Rental Inspection Program)

From: Dave Rupert, Building Inspection Supervisor, Community Services

CC: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 12, 2018

RECOMMENDATION: It is recommended that the City Council approve changes to the Property Maintenance Code to affirm the practice of adding unpaid fees to the tax rolls, ensuring collection when past due notices go unanswered.

SUSTAINABILITY CRITERIA:

Environmental Quality – The Rental Inspection Program is a tool to ensure safe, habitable and maintained buildings for our residents. The program is designed to be self-funded, where by fees are charged for inspections directly related to services performed and fines related to a rental property's failure to certify (register) with the City.

Social Equity – As rental properties are dwellings for people to live in and raise their families, our inspection program requires that dwellings be maintained at minimum housing standards.

Economic Strength – The program works to maintain and improve all neighborhood property values, via the proximity affect, while protecting current and future owner investment. Economic strength of property values directly affects the City's sustainability.

DISCUSSION: Following consultation with City Treasurer Andrea Boot, City Attorney Jack Sluiter, and Director of Community Services Rebecca Rynbrandt, it was decided that an ordinance should be presented to Council to affirm past practice, and assure transparency to the community of the placement on the tax rolls for related non-payment of fees owned to the City. Placement of fees due on the tax rolls is a commonly accepted practice to ensure collection; and the City has been using this method for years. An ordinance, affirming this practice, prepared by the City Attorney and recommended by staff to ensure transparency to the community, is attached. To summarize, the ordinance does the following:

- Provides language to clarify and affirm past practice of adding unpaid fees to the tax rolls.
- Ensures the payment for unpaid rental program fees.
- Maintains an equitable collection system for unpaid fees.

BUDGET IMPACT:

This is an ongoing practice for the collection of rental inspection fees. Without the ability to maintain a tax roll collection option, expenses will increase as staff or contract service will be required to perform ongoing collections; revenue will decrease due to delayed collection or inability to collect. Our ability to meet council expectation that the Rental Inspection Program be self-funded through fees will be compromised.

###

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 10-179(4)(g)
AND TO ADD SECTION 10-179(4)(h) TO
THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 10-179(4)(g) of the Code of the City of Wyoming is hereby amended to read as follows:

(g) Fees for licenses and registration, including rental inspection fees shall be periodically set by resolution of the city council. Fees shall reflect the cost of processing, inspection, supervision and other related costs of regulation. The city council may by resolution establish a fee for failure to comply with the rental inspection program.

Section 2. That Section 10-179(4)(h) is hereby added to the Code of the City of Wyoming to read as follows:

(h) **Unpaid Fees.** The property owner shall be notified of the amount of any fees unpaid for a period in excess of 60 days by first-class mail at the address shown on the property tax records maintained by the City Assessor. If the owner fails to pay the amount owed within 30 days after mailing of the notice, the city may add the amount owed to the next tax roll of the City and the amount may be collected in the same manner as provided by law for the collection of city taxes.

Section 3. This ordinance shall be in full force and effect on the _____ day of _____, 2018.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a _____ session of the City Council held on the _____ day of _____, 2018.

Kelli A. Vandenberg
Wyoming City Clerk