

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

Monday, February 11, 2019, 5:30 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) 2019-20 Budget Review**
 - a. Building Inspections Fund Contribution to OPEB**
- 5) Master Plan Consultant Recommendation and Funding Request**
- 6) Panhandle Sanitary Trunk Sewer Capacity Study**
- 7) Michigan Indigent Defense Update and Recommendation**
- 8) Odd/Even Parking Ordinance Update**
- 9) New State Legislation Regarding Local Fireworks Regulations**
- 10) Any Other Matters**
- 11) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

Please remember that the City Council Retreat will be held February 14 at 8:00 A.M. in the West Conference Room at City Hall.

2019-2020 Budget

Council Work Session February 11, 2019

Property Tax Millage Rates

	2020
General	4.8938
Public Safety	1.2477
Fire	0.7487
Police	1.2478
Parks & Rec	1.4973
Sidewalks	0.1996
Yard Waste	0.3500
Library & Parks Capital	0.3693
Capital Improvement	1.5650
Total	<u>12.1192</u>

Other Revenue Updates – Water and Sewer

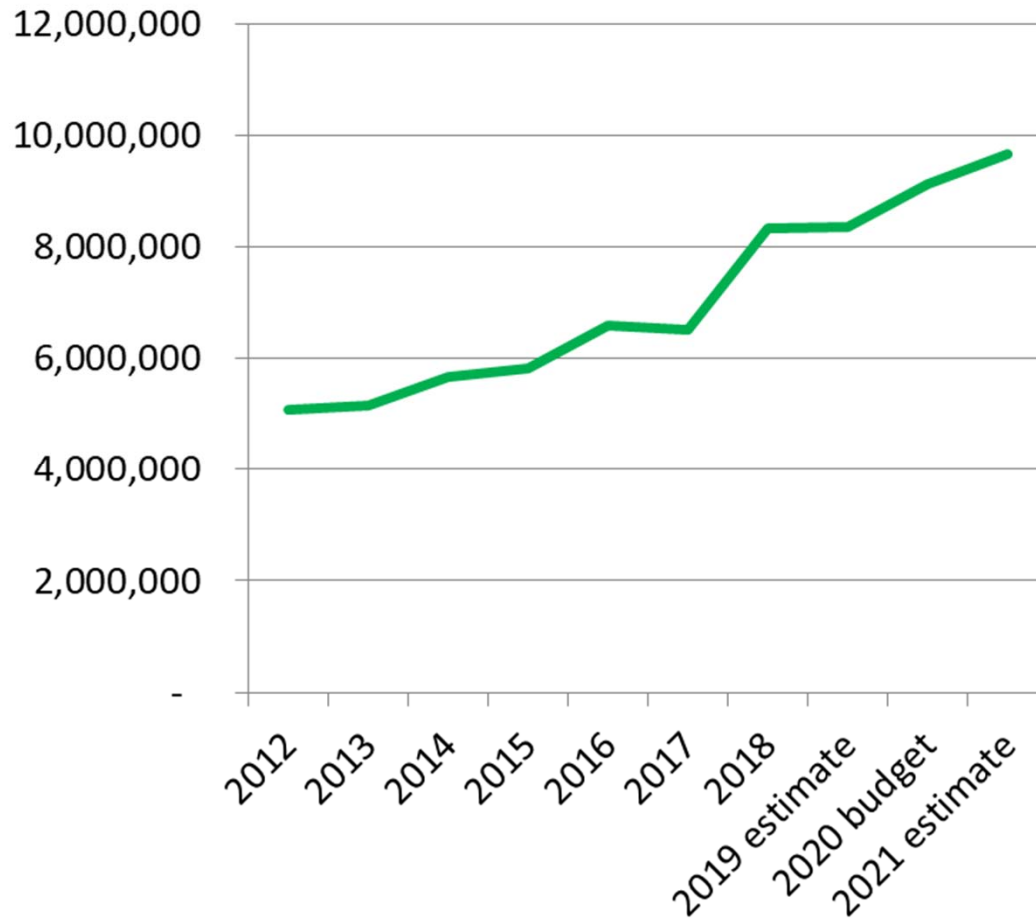
Fiscal Year	Ready to Serve	Rate per HCF	Ave. Winter Quarter Bill	Ave. Non-Winter Quarter Bill	
<i>2018-2019</i>					
<i>Water</i>	<i>\$23.31</i>	<i>\$1.22</i>	<i>\$44</i>	<i>\$65</i>	
<i>Sewer</i>	<i>\$17.43</i>	<i>\$2.94</i>	<i>\$68</i>	<i>\$75</i>	
<i>Overall</i>			<i>\$112</i>	<i>\$141</i>	
<i>2019-2020</i>					
<i>Water</i>	<i>\$23.66</i>	<i>\$1.35</i>	<i>\$47</i>	<i>\$70</i>	<i>7.1%</i>
<i>Sewer</i>	<i>\$17.69</i>	<i>\$2.94</i>	<i>\$68</i>	<i>\$76</i>	<i>0.4%</i>
<i>Overall</i>			<i>\$115</i>	<i>\$146</i>	<i>3.4%</i>

Total revenue increase:

Water \$620,000

Sewer \$30,000

Other Revenue Updates - Streets



Fiscal Year	Comined Local & Major Streets
2016	6,599,000
2017	6,511,000
2018	8,320,000
2019	8,350,000
2020	9,130,000

2020 Increase Over 2019
\$780,000

Fringe Benefit Rates Charged to Departments

DB Pension/OPEB	32.07%-42.07%
DC Pension	8.00%
DC Medical	4.00%
DC Supplemental	20.07-30.07%
Life Insurance	0.138%
Liability Insurance	2.20%
Workers Compensation	0.13%-5.79%

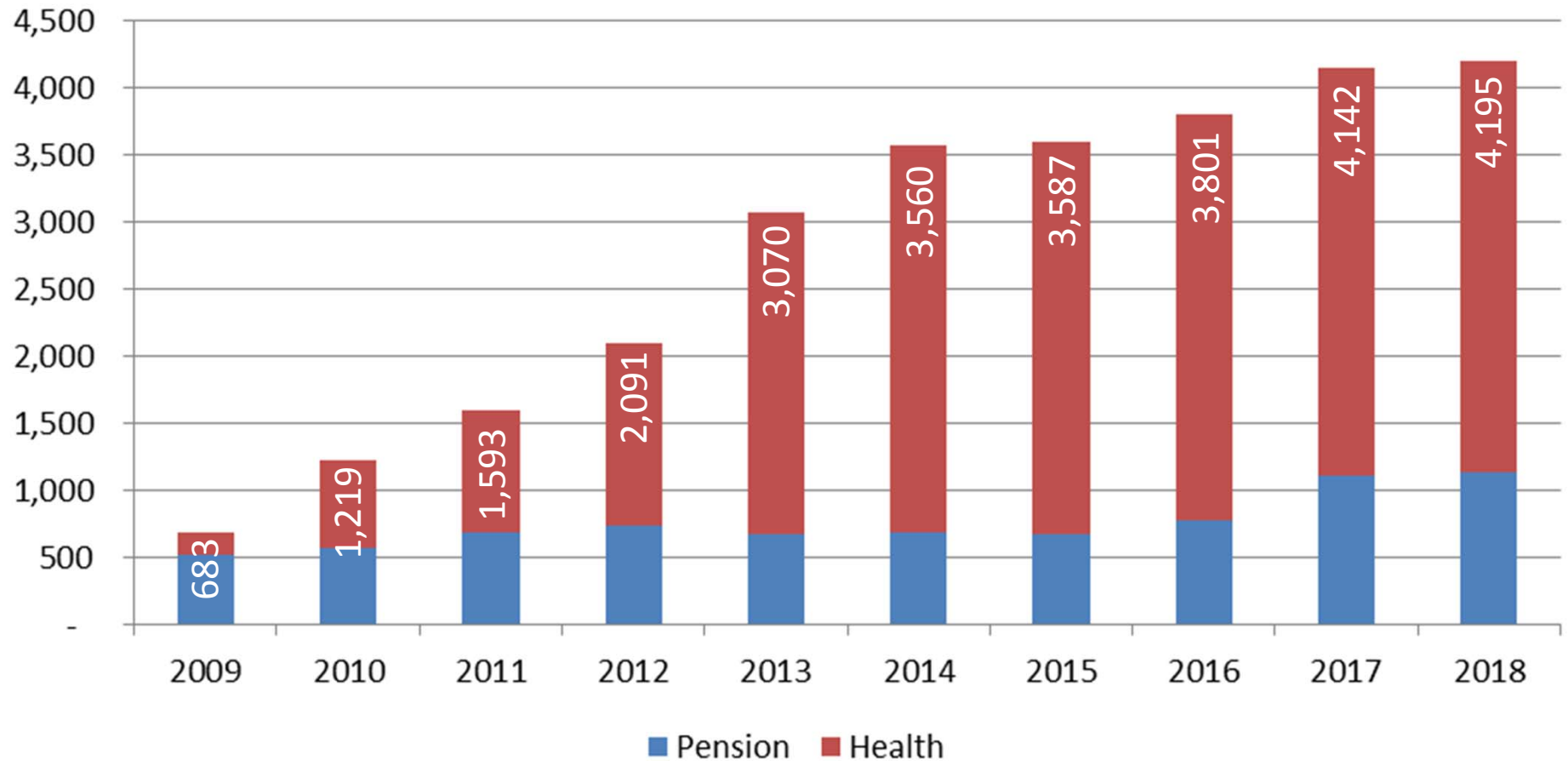
	<u>Single</u>	<u>Double</u>	<u>Family</u>
Health Insurance	756.30	1,588.20	2,117.59
Dental Insurance	45.96	87.78	148.44
Vision Insurance	9.42	13.71	24.57

Employee Contribution Examples

Maintenance Technician 1		Office Specialist I		Police Officer	
G33 - F Step - \$21.87/hr		G21 - F Step - \$19.20/hr		P30 - E Step - \$30.66/hr	
Wages	\$ 43,215.12	Wages	\$ 37,939.20	Wages	\$ 63,772.80
Taxes	\$ (7,643.42)	Federal Tax	\$ (6,487.99)	Federal Tax	\$ (11,364.67)
Health (Family)	\$ (3,905.76) 9%	Health (Family)	\$ (3,905.76) 10%	Health (Family)	\$ (3,905.76) 6%
Pension	\$ (864.30) 2%	Pension	\$ (758.78) 2%	Pension	\$ (3,564.90) 5.59%
Total Deductions	\$ (12,413.48)	Total Deductions	\$ (11,152.53)	Total Deductions	\$ (18,835.33)
Annual Net Pay	\$ 30,801.64	Annual Net Pay	\$ 26,786.67	Annual Net Pay	\$ 44,937.47
Biwkly Net Check	\$ 1,184.68	Biwkly Net Check	\$ 1,030.26	Biwkly Net Check	\$ 1,728.36

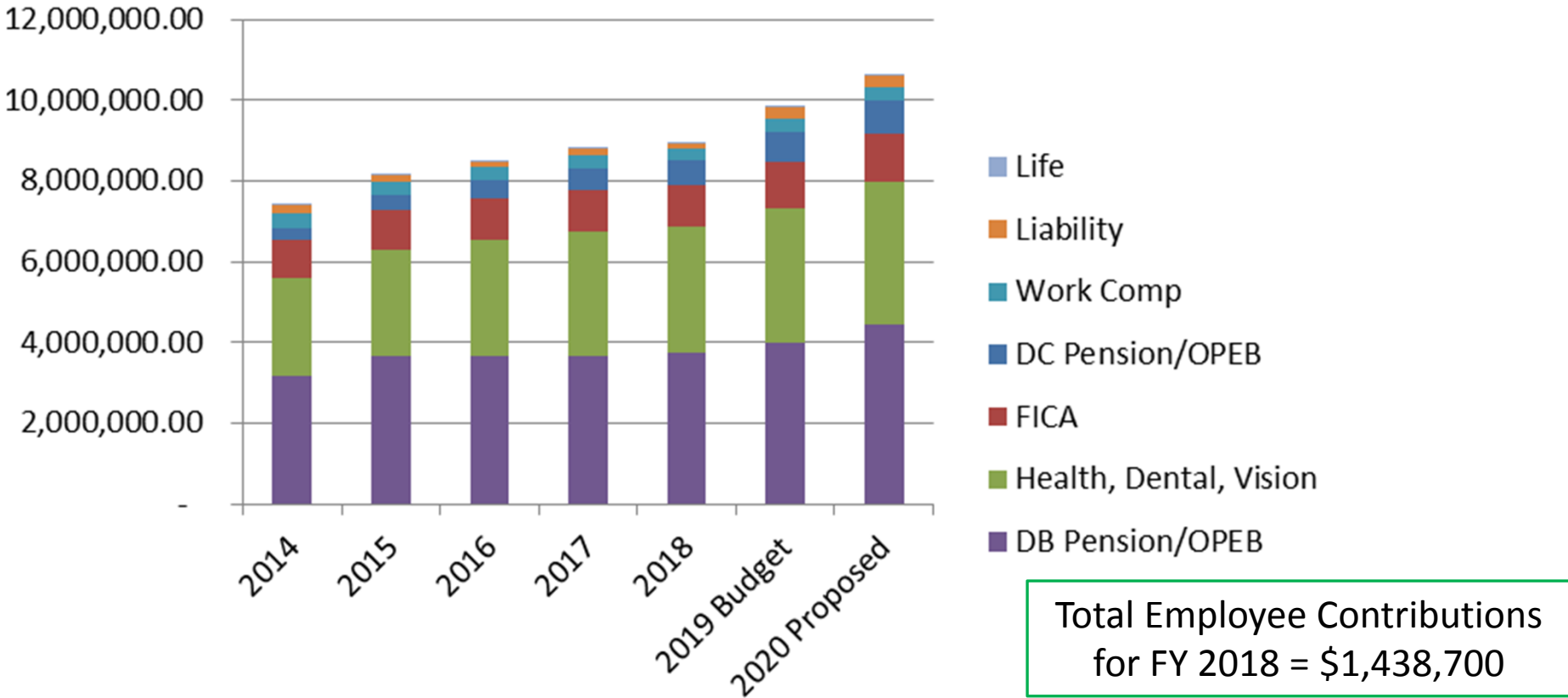
Taxes based on Married with 1 child; Insurance based on family coverage

Average Annual Contributions Per Employee



2018 Annual contributions per employee averaged \$4,195

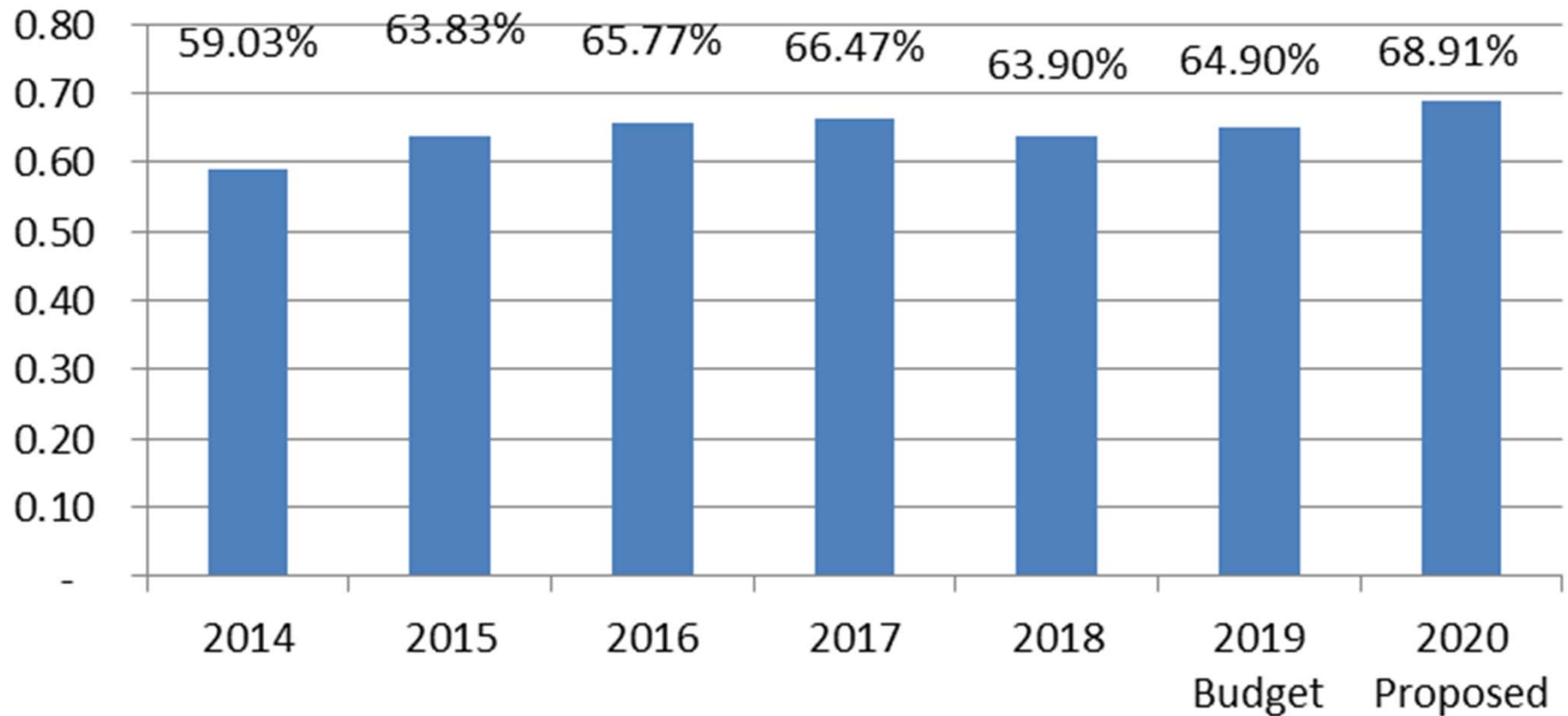
General Fund Benefit Costs



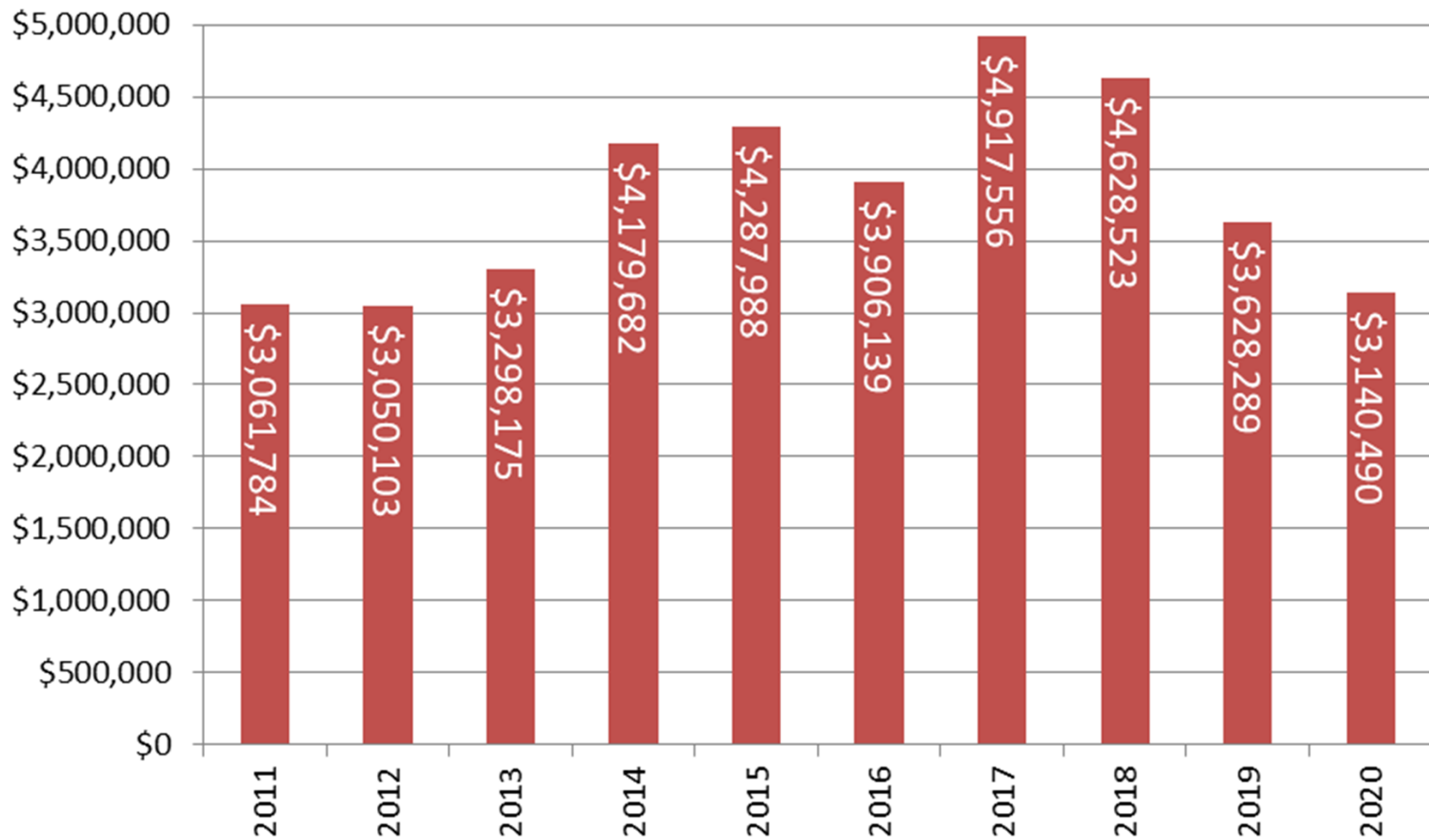
Total Employee Contributions for FY 2018 = \$1,438,700

	2015	2016	2017	2018	2019	2020
Total	8,171,814	8,483,066	8,799,764	8,954,662	9,854,201	10,636,748
Increase	10.39%	3.81%	3.73%	1.76%	10.05%	7.94%

General Fund Benefits as a Percentage of Full Time Payroll

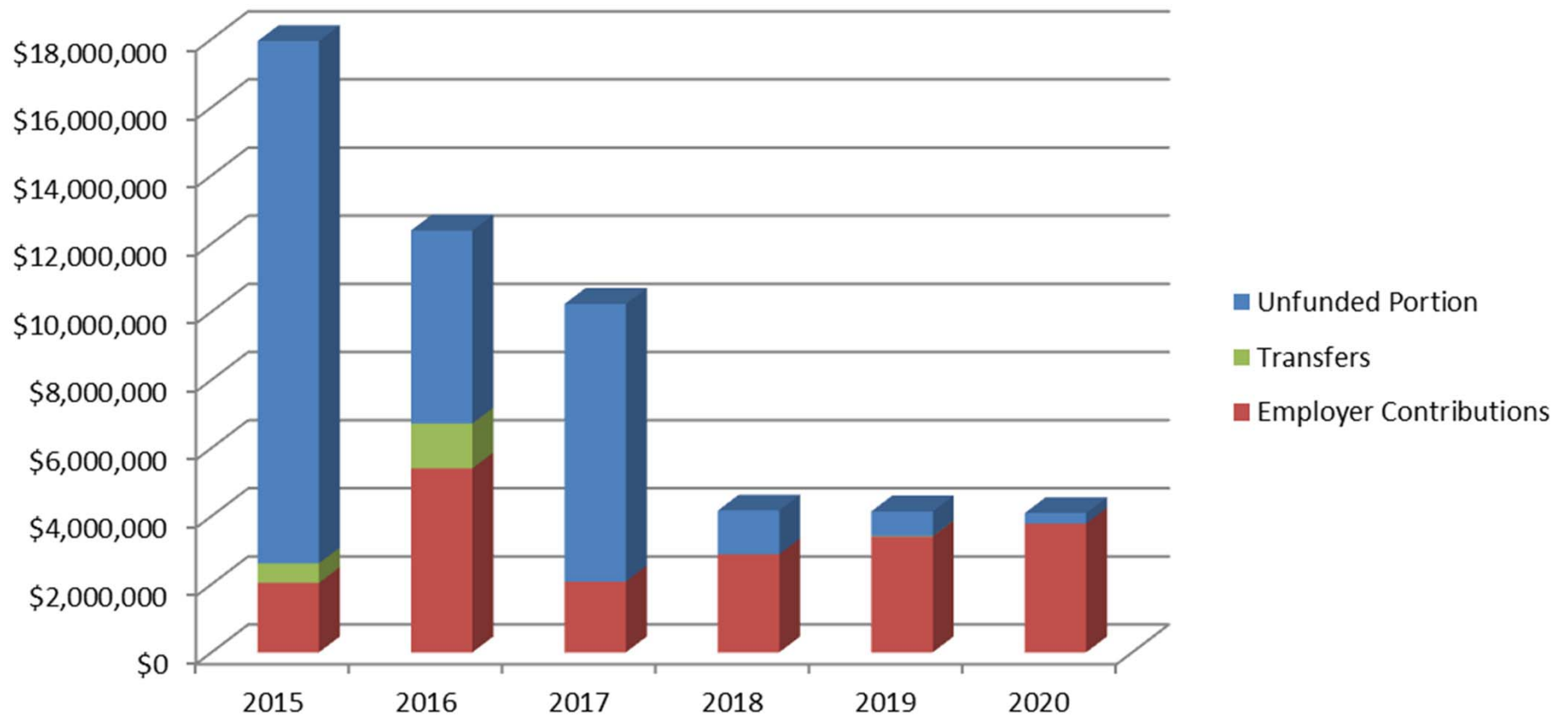


Defined Benefit Pension Annual Required Contribution (ARC) – All Funds



Pension ARC is funded at 100%

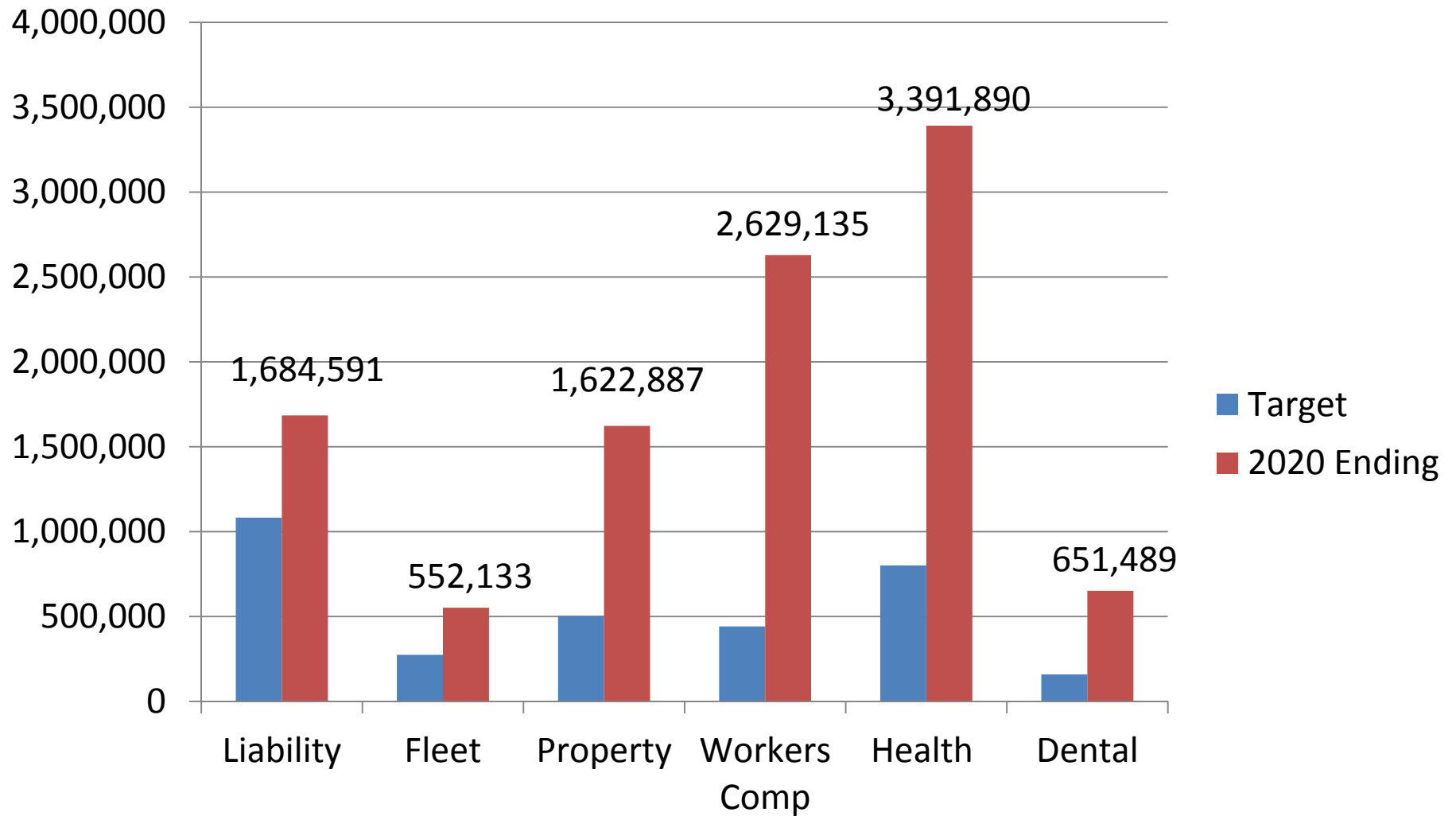
Defined Benefit Retiree Health Care (OPEB) Actuarially Calculated Employer Contribution (ACEC)



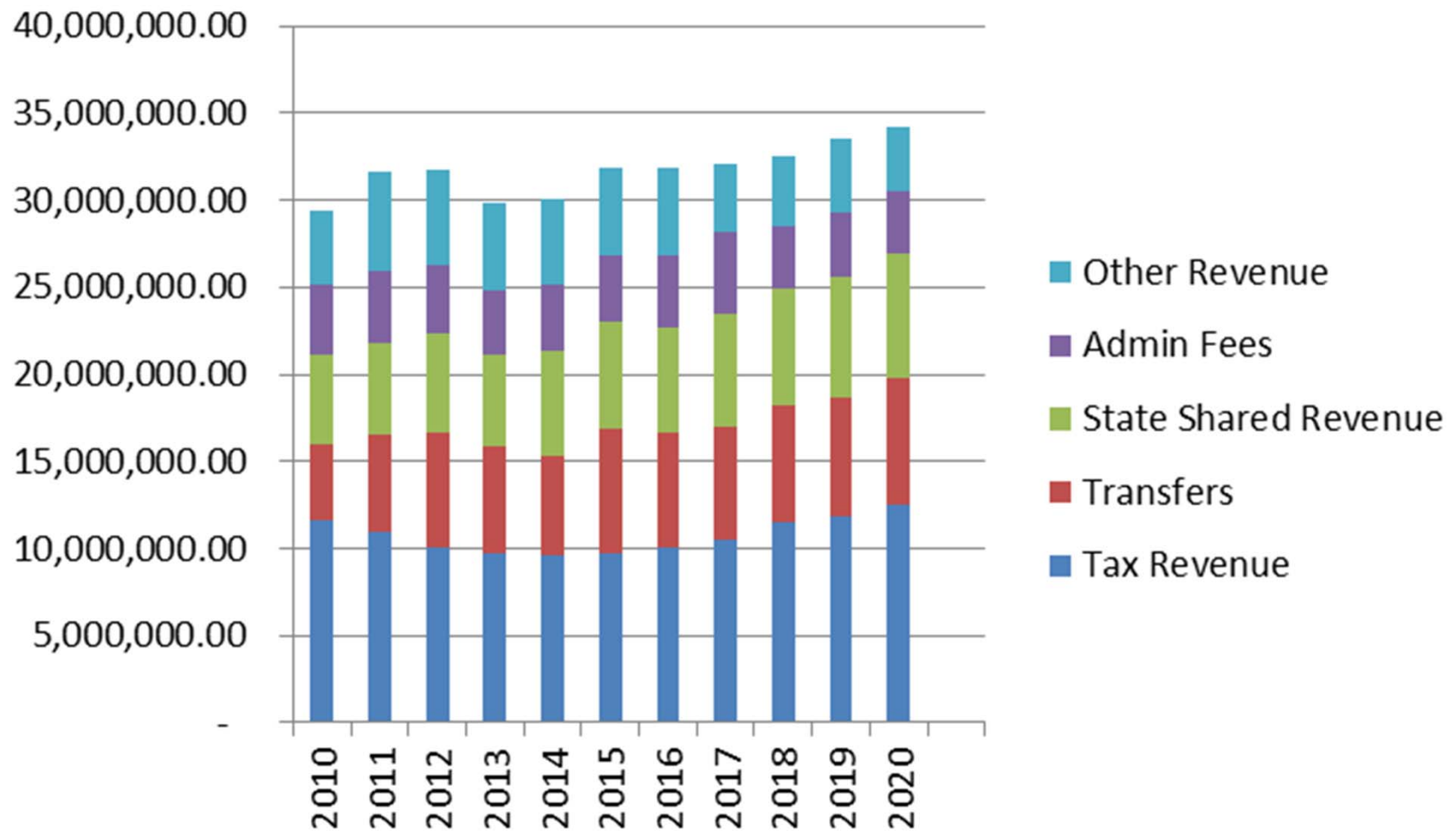
Graph represents all funds

2020 Additional needed is estimated at \$285,000 from the General Fund

Insurance Fund Reserves



Where does the General Fund revenue come from?

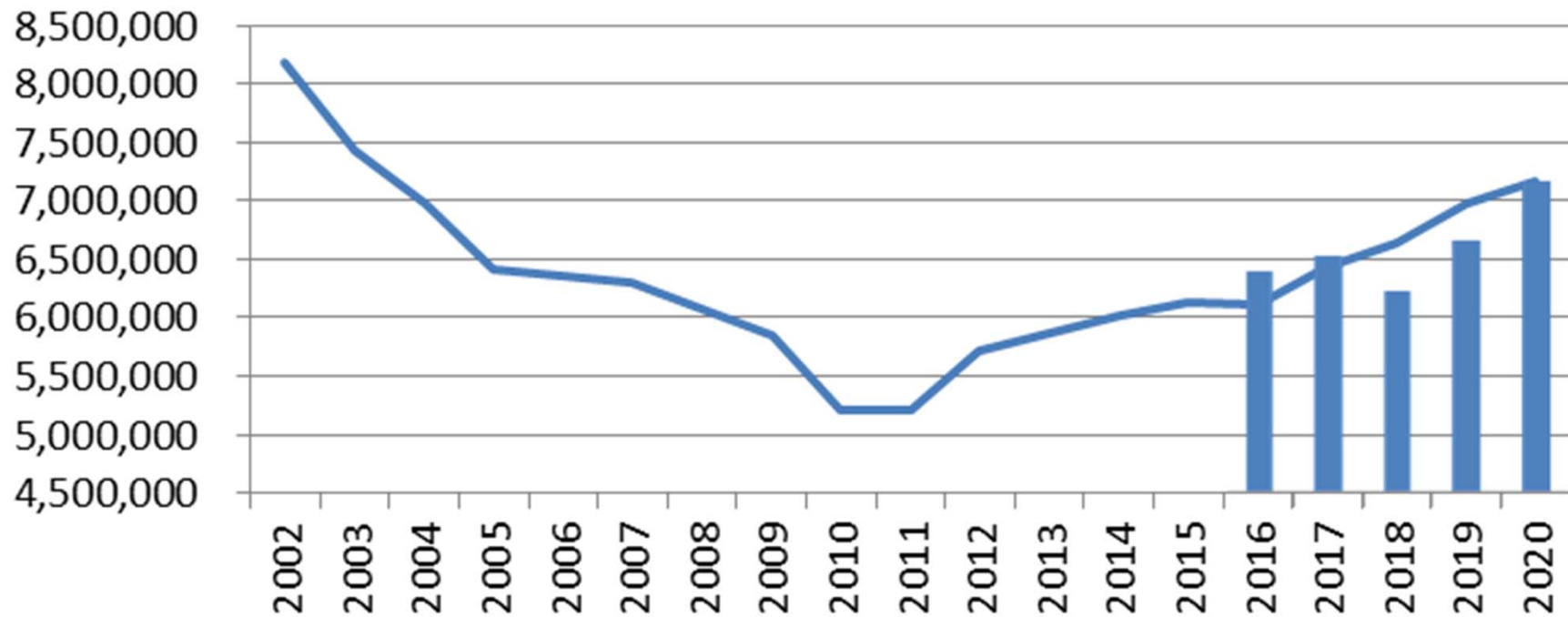


Where does the General Fund revenue come from?

Revenue Type	2019 Estimates	2020 Proposed
Taxes & Transfers	\$18,652,083	\$19,747,826
State Shared	\$6,974,142	\$7,162,398
Administrative Fee	\$3,612,000	\$3,568,906
Other	\$4,263,309	\$3,719,970
Total Revenue	\$33,501,534	\$34,199,100

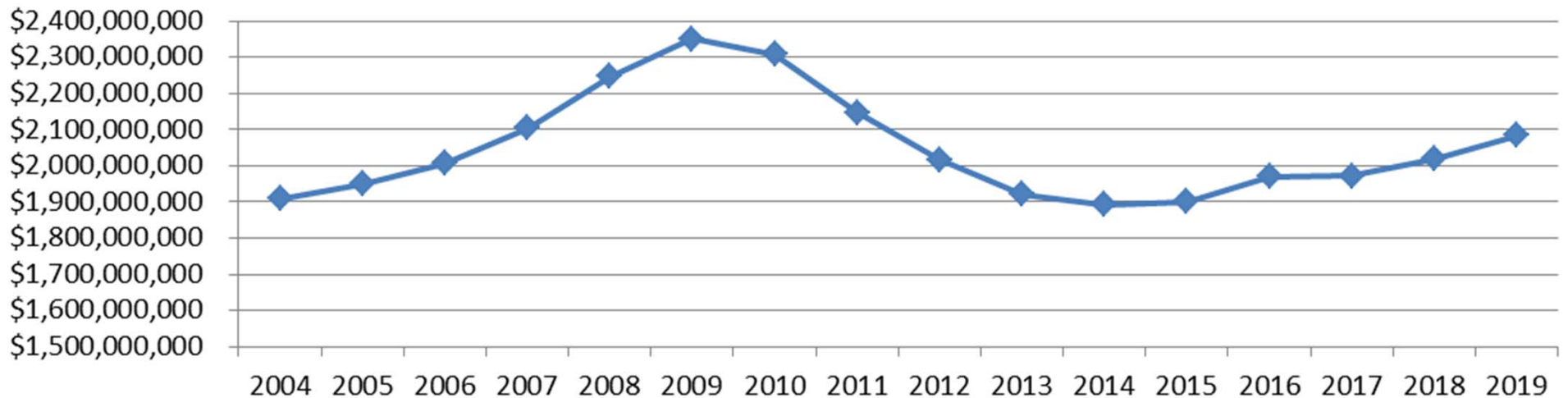
- General, Police, Fire and Public Safety Millages = 58% of 2020 total GF revenues
- A 2.4% increase on these tax revenues generates approx. \$435,000 - only 1.3% of total General Fund expenditures budgeted for 2019
- The taxes total above includes the Payment In Lieu of Tax from the Sewer and Water Funds of \$309,217 implemented in FY 2019

State Shared Revenues



- 2019 Estimate is 4.94% over 2018
- Estimating a 2.7% increase for 2020
- 2020 estimate is \$1,957,320 over amount received in 2011
- 2020 estimate is still \$1,011,202 less than received in 2002

Taxable Value History



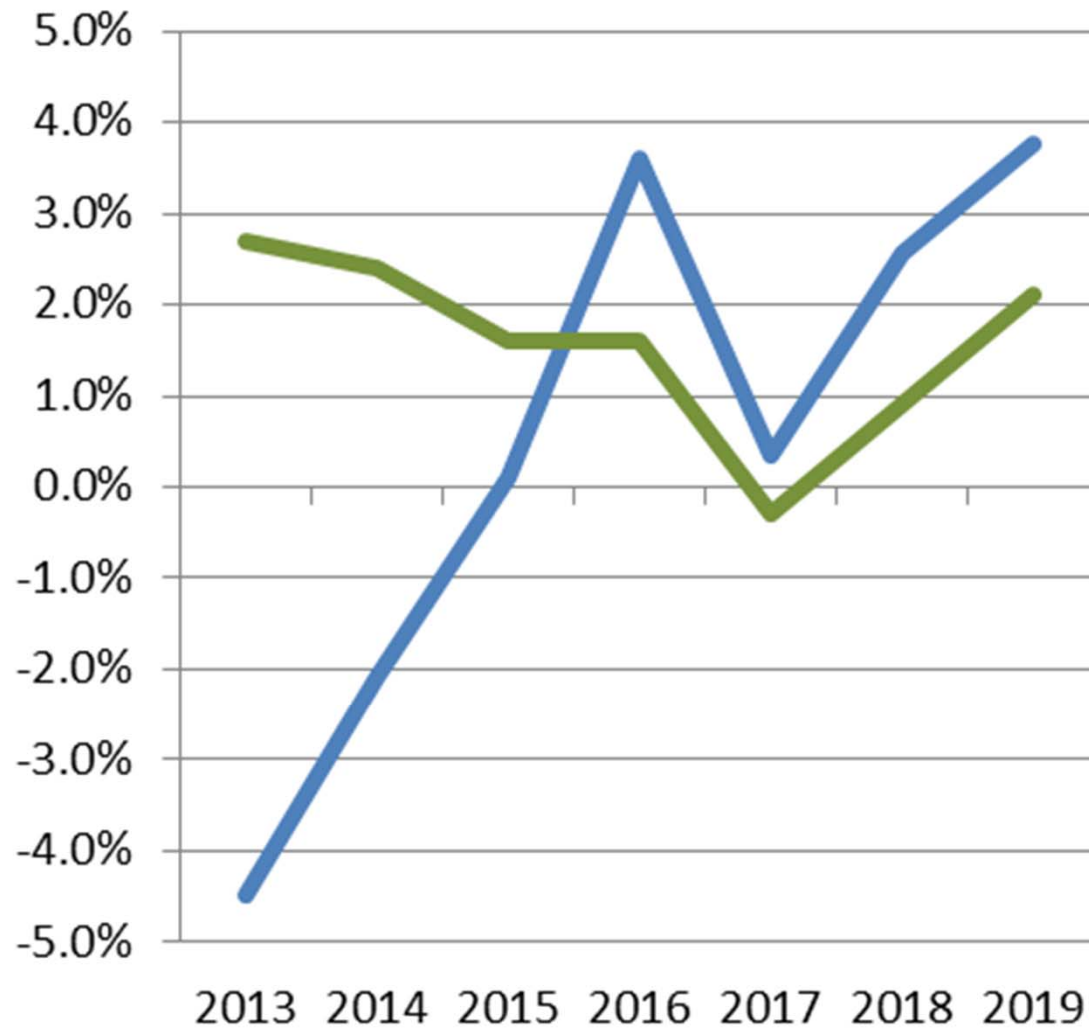
Taxable Value Increase from 2018 to 2019 = \$66,124,944 (3.3%)

An Increase of \$538,125 in Tax Revenue to the General Fund

The drop from 2009 to 2014 was \$459 million in taxable value (19.5%)

The FY 2019 taxable value is still \$192 million lower than 2009 (11.3%)

Taxable Value Growth Over Inflation



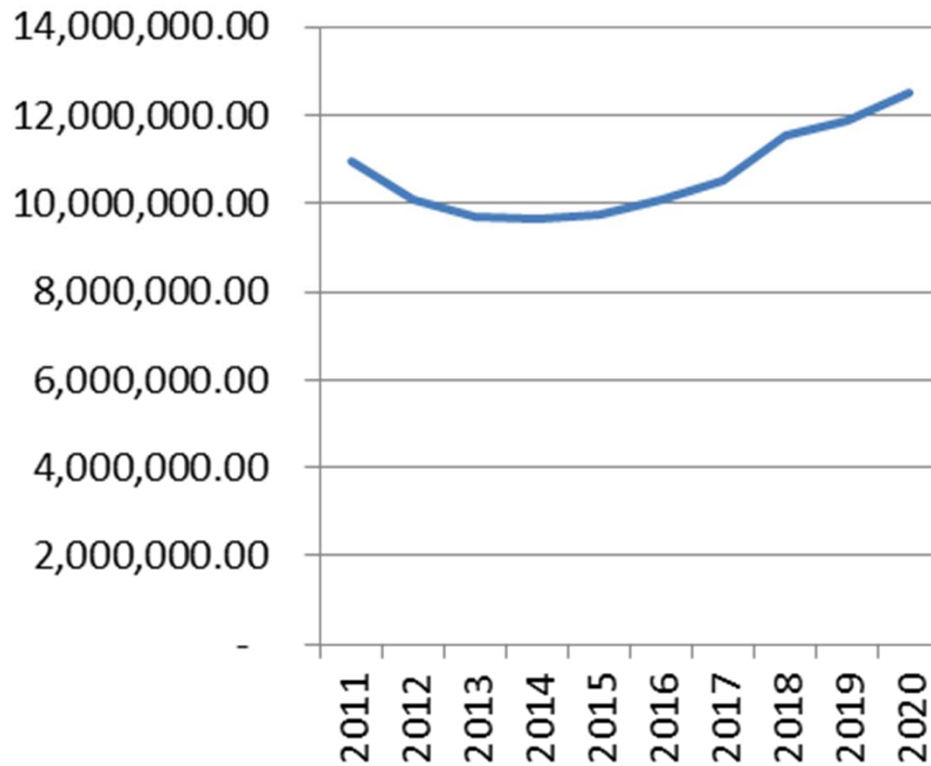
— Actual Change In Value
— Inflation Rate

Increase Over Inflation
and % of GF Expenditures

2016 - \$296,140 .9%
 2017 - \$97,769 .3%
 2018 - \$265,285 .8%
 2019 - \$281,786 .8%

For ad valorem only

General Fund Tax Revenue



<u>Tax Year</u>	<u>% Change</u>	<u>\$ Change</u>
2011	-5.26%	(608,588)
2012	-7.82%	(857,093)
2013	-3.99%	(4,032)
2014	-0.57%	(55,134)
2015	1.05%	101,781
2016	3.48%	339,183
2017	4.49%	452,920
2018	9.44%	995,004
2019	2.97%	343,196
2020	5.40%	641,933

General Fund Fund Balance Projection

Target Fund Balance = 15% of Expenditures

	FY 2018 Amended Budget	FY 2018 Ending Actual	FY 2019 Amended Budget
Beginning Fund Balance	8,816,235	8,816,235	10,194,886
Revenue	31,750,611	32,490,164	33,128,909
Expenditures	32,900,430	31,111,513	33,729,171
Ending Fund Balance	7,666,416	10,194,886	9,594,623
Change in Fund Balance	(1,149,819)	1,378,651	(600,262)
Fund Balance as a % of Expenditures	23.30%	32.77%	28.45%

General Fund Fund Balance Projection

AS PRESENTED WITH THE BUDGET FOR FY 2019

	Estimated 2018	Budget 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
Beginning Reserves	8,816,237	9,396,578	9,274,580	9,150,215	8,737,711	8,030,591
Revenues	32,438,717	32,606,254	33,364,303	34,106,098	34,888,262	35,682,138
Expenditures	31,858,376	32,728,252	33,488,668	34,518,603	35,595,382	36,700,865
Surplus or (Deficit)	580,341	(121,998)	(124,365)	(412,504)	(707,120)	(1,018,727)
Ending Fund Balance	9,396,578	9,274,580	9,150,215	8,737,711	8,030,591	7,011,864
FB as a % of Exp	29.5%	28.3%	27.3%	25.3%	22.6%	19.1%

UPDATED WITH 2018 ACTUAL AND 2019 AMENDED BUDGET

	Actual 2018	Budget 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023
Beginning Reserves	8,816,237	10,194,854	10,027,217	9,902,852	9,490,347	8,783,227
Revenues	32,490,164	33,561,534	33,364,303	34,106,098	34,888,262	35,682,138
Expenditures	31,111,547	33,729,171	33,488,668	34,518,603	35,595,382	36,700,865
Surplus or (Deficit)	1,378,617	(167,637)	(124,365)	(412,505)	(707,120)	(1,018,727)
Ending Fund Balance	10,194,854	10,027,217	9,902,852	9,490,347	8,783,227	7,764,500
FB as a % of Exp	32.8%	29.7%	29.6%	27.5%	24.7%	21.2%

Target Fund Balance = 15% of Expenditures

Schedule

- February 14 – Council Retreat
- March 11 – Public Works and Utilities
 - Funds: Local and Major Streets, Yard Waste, Sidewalk, Capital Improvement, Water, Sewer, Motor Pool
- April 8 – Community Services & General Fund
 - Funds: Parks, Building Inspections, CDBG, Library
 - General Fund: Any updates including Police and Fire
- May 6 – Public Hearing
- May 13 – Final Budget Review, if needed
- May 20 – Final Budget Approval

CITY OF WYOMING BUDGET AMENDMENT

Date: February 18, 2019

Budget Amendment No. 047

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$712,362.00 of additional budgetary authority to fund contributions from the Building Inspections Fund for OPEB costs and recognize the contributions in the Retiree Health Trust Fund.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>Building Inspections Fund</u>				
Permits - Permits - Pension				
249-371-37100-718.000	129,377.00	391,302.63		520,679.63
Permits - Code Enforcement - Pension				
249-371-37210-718.000	40,987.00	164,293.54		205,280.54
Permits - Rental Program - Pension				
249-371-37300-718.000	46,007.00	115,145.87		161,152.87
Permits - Zoning - Pension				
249-371-72200-718.000	15,648.00	41,619.96		57,267.96
Balance/Working Capital (Fund 249)		\$ -	\$ 712,362.00	
<u>Retiree Health Trust Fund</u>				
Employer Contributions Group A Pension Health				
732-597.023	526,000.00	712,362.00		1,238,362.00
Fund Balance/Working Capital (Fund 732)		\$ 712,362.00	\$ -	

Recommended: *Kate Barton*
Senior Accountant

City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: Yes _____, No _____

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

STAFF REPORT

Date: February 4, 2019

Subject: Recommendation of Consultant Contract Award for the City Master Plan and Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment (HUD Required)

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 11, 2019 Work Session
February 18, 2019 Regular Meeting

RECOMMENDATION:

- a) To award a contract for professional services to Houseal and Lavigne Associates to provide for a new City Master Plan, this includes the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment, in an amount not to exceed \$179,178.
- b) To approve a budget amendment to make available the necessary funds for contract award.

SUSTAINABILITY CRITERIA:

Environmental Quality – The Master Plan shall help guide and inform access to material resources through connectivity of neighborhoods, enhanced social environments, with programming and recommended remedies to overcome community barriers such as lack of infrastructure, and impeded transportation systems.

Social Equity –The development of a new city Master Plan, coupled with the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment, is essential to ensure an environment of equality in making community planning decisions, development of city regulations, administrative policies, procedures and practices. The assessment will provide tools to promote social equity in decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choices in the city.

Economic Strength – The primary purpose of this project is to develop a Master Plan that will be used to guide future strategic decision making, inform investments and incentives, provide a platform to integrate plans from across the City and region, and provide a unified vision and goals for the future. Additionally, the data from these studies can be used to analyze the location, availability, accessibility and affordability of housing in the city for the use in long-term planning to promote economic strength of the community. The housing data shall assist social service agencies, advocacy groups, government leaders, developers, appraisers and bankers in decision making regarding housing development within the City of Wyoming.

DISCUSSION:

As prepared by Nicole Hofert, I’ve attached her detailed review of the consultant selection process and resulting staff recommendation for your consideration. Note the requirements of maintaining a current Master Plan to comply with the Michigan Planning and Zoning Enabling Act, as well as compliance with the State of Michigan’s Redevelopment Ready Communities initiative. Additionally, through the completion of this work, the City will be in full compliance with HUD regulations 24 CFR 570.904(c), which require these studies be done as part of the CDBG Consolidated Plan.

Houseal and Lavigne’s proposal was 97 pages long and a significant electronic file size. Rather than provide the full document, I’ve attached key pages for your information, including team backgrounds, project scope, and bid forms. Coupled with this staff report and the reference and process review memo, this information affirms our recommendation.

BUDGET IMPACT:

During the FY 2019 budgeting process, staff was proactive, with Council’s support, in providing a placeholder within the budget for this work at \$70,000. Through the development of the RFP, refining the scope to align with community needs, and acknowledging the current bidding environment, our cost estimate was revised to \$180,000.

In addition to the original \$70,000, through staff retirements and reduced project expenses, savings have been identified in both the CDBG budget as well as the Planning budget to apply to the increased cost. Even with these opportunities, additional funds will be necessary from the General Fund Fund Balance to award this contract. Our funding plan:

Project Cost – Houseal and Lavigne Assoc. Bid Price	\$179,178
Original Budget	Funds
Planning	\$70,000
Reallocation of Additional Funding Proposal	
CDBG	\$10,000
Planning Staff Retirement Savings	\$15,000
General Fund Fund Balance Request	\$85,000*
Total Original Budget + Proposal	\$180,000

*Through Nicole Hofert and Megan Sall we are currently seeking an MEDC grant of \$20,000 for this work as well. It is a qualified request under the Redevelopment Ready Communities initiative. If this is received, a return of funds to the General Fund Fund Balance will be made.

With Council’s support of this funding plan, a budget amendment will be prepared and presented with the resolution and professional services contract at the February 18 Regular meeting.

###

MEMORANDUM

To: Rebecca Rynbrandt, Director of Community Services
From: Nicole Hofert, City Planner
Date: January 28, 2019
Subject: Selection of Master Plan Consultant

Wyoming's Master Plan, Land Use Plan 2020, was last amended in March 2012 and is in need of a comprehensive overhaul as the community plans for the next 20 years. To accomplish this, a Request for Proposals was crafted to develop a Master Plan that will be used to guide future strategic decision making, inform investments and incentives, provide a platform to integrate plans from across the City and region, and provide a unified vision and goals for the future. The Master Plan is envisioned as both a physical plan and policy guide. It will serve as a framework for future planning documents as well as a policy guide for staff, developers, and decision makers regarding future growth and opportunities.

Additionally, a primary component of the overall Master Plan deliverable is a separate companion product, the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. Project teams should demonstrate ability to achieve both deliverables and are expected to integrate the findings on the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment into the larger Master Plan housing conversation.

Finally, Wyoming is actively engaged with the MEDC to be recognized as a Redevelopment Ready Community (RRC). In order to finalize Wyoming's certification the community must submit an updated Master Plan.

Following is background information on the RFP process utilized as well as staff's recommendation for a planning consultant to lead this effort.

RFP – Round 1

On September 25, 2018 the City of Wyoming released an RFP for professional services for the development of the City of Wyoming's 2018 Master Plan and the Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. The bid closed on October 23 and resulted in three proposals being submitted (see table 1). Following a review of the proposals received, two firms were selected for interviews.

The firms selected were Williams & Works and Wightman. Following the interviews on November 13th, staff, in consultation with the interview panel (see table 3), decided to amend the RFP and re-bid the project. The RFP was revised to more strongly emphasize staff's desire for a consultant team with a more comprehensive and resident focused approach that included additional desired elements (economic and infrastructure) and more clearly defined the community engagement and sub-area deliverables.

<u>Table 1: Consultant Teams Round 1</u>	
<u>Lead Firm</u>	<u>Team Members</u>
Williams & Works	Beckett & Raeder
Wightman	Place Makers; BBC Research & Consulting
McKenna	Prein & Newhof; The Diatribe

RFP – Round 2

On November 21, 2018 the City of Wyoming released a revised RFP. The bid closed on December 18 and resulted in five proposals being submitted. Following a review of the proposals, three firms were selected for interviews. The teams selected were: Houseal and Lavigne Associates, McKenna, and Metta Urban Design. Following the interviews on January 10, 2019, staff began to conduct reference calls for Houseal and Lavigne, the firm identified as “the preferred consultant” by the interview panel.

<u>Table 2: Consultant Teams Round 2</u>	
<u>Lead Firm</u>	<u>Team Members</u>
Houseal and Lavigne Associates	Abonmarche; Lee Nelson Weber
McKenna	DPZ CoDesign; Prein & Newhof; The Diatribe
Metta Urban Design	Progressive AE; Root Policy Research
Wightman	Place Makers; Root Policy Research
Williams & Works	Beckett & Raeder

<u>Table 3: Interview Panel Rounds 1 and 2</u>			
<u>Name</u>	<u>Affiliation/Title</u>	<u>Present for Round 1</u>	<u>Present for Round 2</u>
Sam Bolt	City Council	Yes	Yes
Robert Postema	City Council	Yes	Yes
Alex Smart	Planning Commission	No	Yes
Chris Hall	Community Development Committee, Resident	Yes	Yes
Megan Sall	Assistant City Manger	Yes	No
Rebecca Rynbrandt	Director of Community Services	Yes	Yes
Nicole Hofert	City Planner	Yes	Yes
Krashawn Martin	Special Events & Marketing Programmer, Community Services	Yes	Yes
Russ Henckel	City Engineer	No	Yes

Houseal and Lavigne Associates Reference Checks

Following the direction of the interview panel, staff performed the following reference checks:

- 1.) Kevin Schronce, Former Planner, City of Flint, MI (1/16/19)
- 2.) Christine Zuzga, Planning Manager, City of Battle Creek, MI (1/15/19)
- 3.) Mark Richardson, Development Director, City of Hudson, OH (1/16/19)
- 4.) Ellen Habel, Assistant City Manager, City of Coralville, IA (1/15/19)
- 5.) Frank Wash, Assistant City Manager, Walker, MI (1/16/19)

Reference checks revealed mostly positive attributes of Houseal and Lavigne and confirmed their reputation as a strong Master Plan consultant. One reference praised them as very “user” friendly and said they excelled in gaining public input and feedback. Two references did express that during their planning process materials for public events were frequently delivered the day of the event leading to limited staff review time. Due to this, staff recommends the contract include a clause requiring all materials used at public events be submitted to the City a minimum of five business days prior to the event to allow for adequate review time.

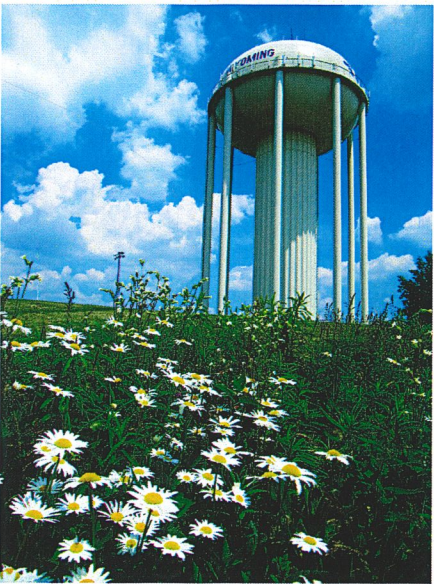
One reference also commented that Houseal and Lavigne had billed based on hours work and not project progress which had led to inconsistencies between billed time and progress on the project timeline. While this is not unusual, to avoid this scenario, staff recommends billing occur by phase/step up to 100% completion.

Recommendation

Based on the proposal, detailed scope of work, interview, and reference checking, staff recommends engaging Houseal and Lavigne Associates as the consultant to lead the Master Plan effort at the submitted not-to-exceed cost of \$179,178.

City of Wyoming, Michigan
Master Plan
Consultant Interview

January 10, 2019





RECENT AWARDS

2018

IL APA Healthy Active Community Award
Healthy Chicago 2.0

Special Achievement in GIS Award (Esri)
Oshkosh Corporation World Headquarters /
Lakeshore Redevelopment

VA APA - Commonwealth Plan of the Year Award
Bristol Comprehensive Plan

2017

IL APA - Outreach Award
Envision Oak Park Comprehensive Plan

2016

MN APA - Innovation Award
St. Cloud Comprehensive Plan

2015

MI APA - Daniel Burnham Award (Best Plan)
Imagine Flint Master Plan

2014

American Planning Association
National Planning Excellence Award
for an Emerging Planning & Design Firm

MI APA - Planning Excellence Award for Public
Outreach - Imagine Flint Master Plan

IA APA - Daniel Burnham Award (Best Plan)
Coralville Community Plan

2013

Kane County Plan of the Year Award
City of St. Charles Comprehensive Plan

2012

IL APA - Daniel Burnham Award (Best Plan)
Village of Downers Grove Comprehensive Plan

ACEC Illinois - Merit Award - Studies & Research
IL 47 Corridor Plan

2011

IL APA - Gold Award - Implementation
Village of Bartlett Town Center

TEAM PROFILE

Our project team for the City of Wyoming's Master Plan assignment is made up of a team of professionals with specialized expertise in all areas of comprehensive planning, neighborhood and special area planning, housing studies and plans, infrastructure and conditions assessments, sustainability and resiliency planning, economic development and market analysis, community outreach and engagement, special area planning, and implementation. Our Team has been specifically assembled to provide the City of Wyoming with a responsive, effective, creative, and specifically unique plan for this important assignment.

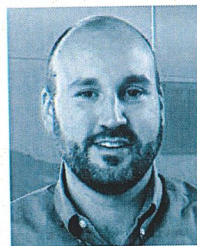


Houseal Lavigne is an innovation-based urban planning and design firm, which prides itself on creativity and collaboration. Our team approach is built on strong relationships, the exchange of ideas, and a commitment to the integration of technology. Houseal Lavigne is nationally recognized for its integrity, as a leader in planning, and is constantly identifying and developing new techniques and tools to engage residents, find new ways to visualize data, and create better workflows and methods to develop and communicate plans and concepts.



John Houseal, FAICP Principal and Co-founder

John is Principal and Co-founder of Houseal Lavigne and has over 30 years of planning, design, economic development, and zoning related experience. He is regarded as one of the top planning professionals in the U.S. Several unique and very significant assignments have been directed by John, which provided momentum for his career, and he has directed a wide range of planning and urban design assignments across the country for communities of all types, including comprehensive plans, strategic plans, zoning ordinances, design guidelines, sustainability studies, corridor and downtown plans, and more. John's work has garnered national attention and he has received numerous awards at both the national and state level for topics related to urban planning, strategic planning, public outreach, innovation, zoning, graphic communication, outreach, urban design, development and implementation. These awards include: an IL APA Gold Award for Planning; an IL APA Silver Award for Plan Implementation; an IL APA Award for Planning Education; IL APA Awards for Strategic Planning; the DePaul University Chaddick Institute Development Award; the Greater OBCC Commercial Revitalization Award, APA National Excellence Award, and induction into Lambda Alpha International, an international honorary fraternity for professional excellence in the field of land economics.



Brandon Nolin, AICP Principal Associate

Brandon is a Principal Associate at Houseal Lavigne Associates with 12 years of planning, urban design, and market analysis experience. Brandon specializes in comprehensive planning and economic development and is a self-described "numbers guy," who uses his background in archaeology, statistics, and market research to develop data-driven plans that are both physically achievable and economically viable. Brandon has created award-winning plans to reposition disinvested communities like Flint, MI and North Lawndale on Chicago's west side; leverage key redevelopment opportunities in growing downtowns; revitalize aging commercial corridors in inner ring suburbs; and strengthen small rural towns and emerging suburban communities. Brandon also has extensive knowledge and experience in the use of Geographic Information Systems (GIS).



Abonmarche is a multi-disciplined, full service firm that provides engineering, architecture, land surveying, marina/waterfront, community planning, landscape architecture, and development services to private and public clients, including municipalities and state governments. Abonmarche will provide services relating to civil engineering and infrastructure concerns as it relates to the Wyoming Master Plan project.



Lee Nelson Weber brings considerable experience performing analysis to impediments of fair housing in and around Kent County, including the City of Wyoming. Lee served as the Program Director of the Dyer-Ives Foundation until its planned spendout in 2017. Prior to her work in philanthropy, she served for 15 years as the Executive Director of the Fair Housing Center of Greater Grand Rapids (now FHC of West Michigan), leading the Center's early growth and collaborating with local, state and federal authorities in the enforcement of fair housing laws.

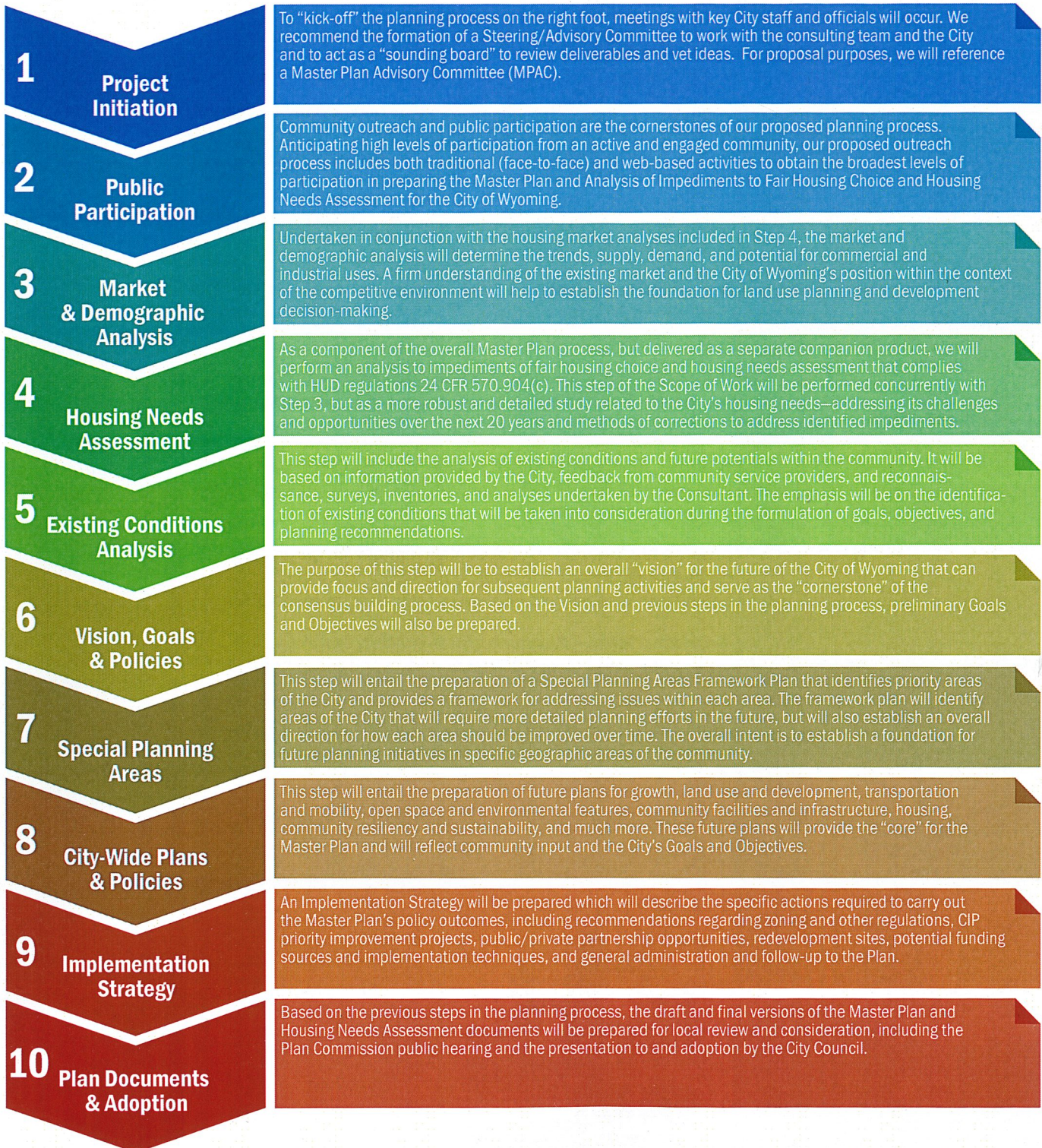
Lee Nelson Weber
Analysis of Impediments to Fair Housing

Weber has been awarded the Liberty Bell Award by the Grand Rapids Bar Association in recognition of her civil rights work, and has also received the Heartside Champion Award, and the YWCA TRIBUTE! Award for Advocacy. Her community history involves several Board and leadership positions with organizations including the National Fair Housing Alliance, National Neighborhood Indicators Project (Urban Institute), ACLU-West Michigan, Kent County Land Bank Authority Advisory Committee, the Dispute Resolution Center, Foreclosure Response, Urban Institute for Contemporary Arts, Progressive Women's Alliance, the Advisory Committee to the Legal Education Department of Davenport College, and several human, economic and neighborhood development efforts through participation in United Way, YWCA, Grand Rapids Opportunities for Women (GROW), and various commercial and residential neighborhood development projects.



PLANNING APPROACH & SCOPE

Houseal Lavigne proposes a multi-step process for preparing the City of Wyoming’s Master Plan and separate Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. This program entails analyzing existing conditions to provide a concise and accurate assessment of the City’s strengths, weaknesses, issues, and opportunities; emphasizing community participation to foster a sense of stewardship for the Plan; developing and evaluating alternative plans and policies; developing an attractive, user-friendly plan that effectively communicates planning recommendations and concepts; and formulating final Plan recommendations and implementation strategies that are both measurable and specific.



ADDENDUM – PROPOSAL FOR THE PREPARATION OF A
MASTER PLAN FOR THE CITY OF WYOMING, MICHIGAN

BID DUE: 11:00 AM; Tuesday, DECEMBER 18, 2018

ADDENDUM #1

The following attached documents are added to the Request for Proposal for the preparation of a master plan for the City of Wyoming, Michigan:

City Contract Standard Terms and Conditions

Federal Labor Standard Provisions

Questions regarding the specifications may be directed to Nichole Hofert, City planner at hofertn@wyomingmi.gov or by contacting the Purchasing Department at 616-530-7229 (Monday-Thursday, 7:00 AM – 5:00 PM).

The Addendum shall be part of and be incorporated into this bid/proposal.

Please complete this addendum and attach to your bid/proposal. If your bid proposal has already been submitted, please return the addendum to the Clerk's Office in a sealed envelope with the name of the bid/proposal written on the outside of the envelope.

Houseal Lavigne

COMPANY

(312) 372-1008

(708) 785-7526

jhouseal@hlplanning.com

BUSINESS PHONE

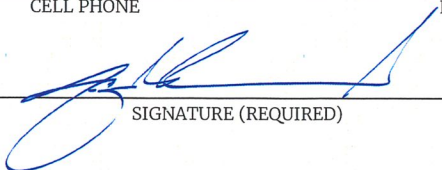
CELL PHONE

EMAIL ADDRESS (REQUIRED)

John Houseal, FAICP

12/18/2018

NAME (PLEASE PRINT)


SIGNATURE (REQUIRED)

DATE

CITY OF
Wyoming
MICHIGAN

BID PROPOSAL FORM

State proposal prices as per the specifications included herein. Proposal price shall include all delivery charges.

\$ 179,718

The Consultant shall submit, on a monthly basis, invoices for services performed and reimbursable directly related job expenses incurred on the project during the billing period. Invoices are due and payable no later than thirty (30) days from the date of the City's receipt of the invoice.

TERMS

Houseal Lavigne

COMPANY

188 W. Randolph Street, Suite 200

STREET ADDRESS

PO BOX

Chicago

CITY

IL

STATE

60601

ZIP CODE

(312) 372-1008

BUSINESS PHONE

(708) 785-7526

CELL PHONE

jhouseal@hplanning.com

EMAIL ADDRESS (REQUIRED)

BID PROPOSAL FORM CONTINUED

Is the bidder/contractor a:	YES	NO
Woman Owned Company?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minority Owned Company?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section 3 Certified Contractor? If yes, Dunns #: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The bidder/contractor certifies that they are not in default on any contract or agreement with the city or any taxes, fines or fees due the city. YES NO

The bidder/contractor certifies that they have not been disbarred or suspended in the _____ past three years? YES NO

The bidder/contractor represents and warrants to the City that it is not on the Federal EPLS YES NO

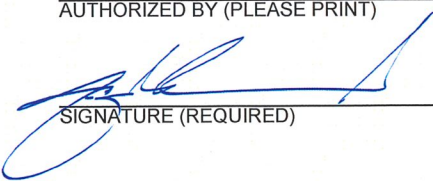
The bidder/contractor certifies it is not an Iran linked business as defined in the Michigan Iran Economic Sanctions Act, 2012 P.A.517 YES NO

The bidder/contractor certifies that it complies with the Elliot Larson Civil Rights Act, the Persons with Disabilities Act, Equal Employment Opportunity, and any other applicable laws related to employment and non-discrimination. YES NO

Are you, or the business owner related to any elected official or employee of the City? YES NO
 If yes, list name and relationship: _____

The bid proposal form shall be part of and be incorporated into this contract. The bidder agrees to all specifications, terms and conditions as stated herein:

John Houseal, FAICP Principal and Co-founder
 _____ TITLE
 AUTHORIZED BY (PLEASE PRINT)

 12/18/2018
 _____ DATE
 SIGNATURE (REQUIRED)

MEMORANDUM

DATE: January 26, 2019

TO: Curtis L. Holt, City Manager

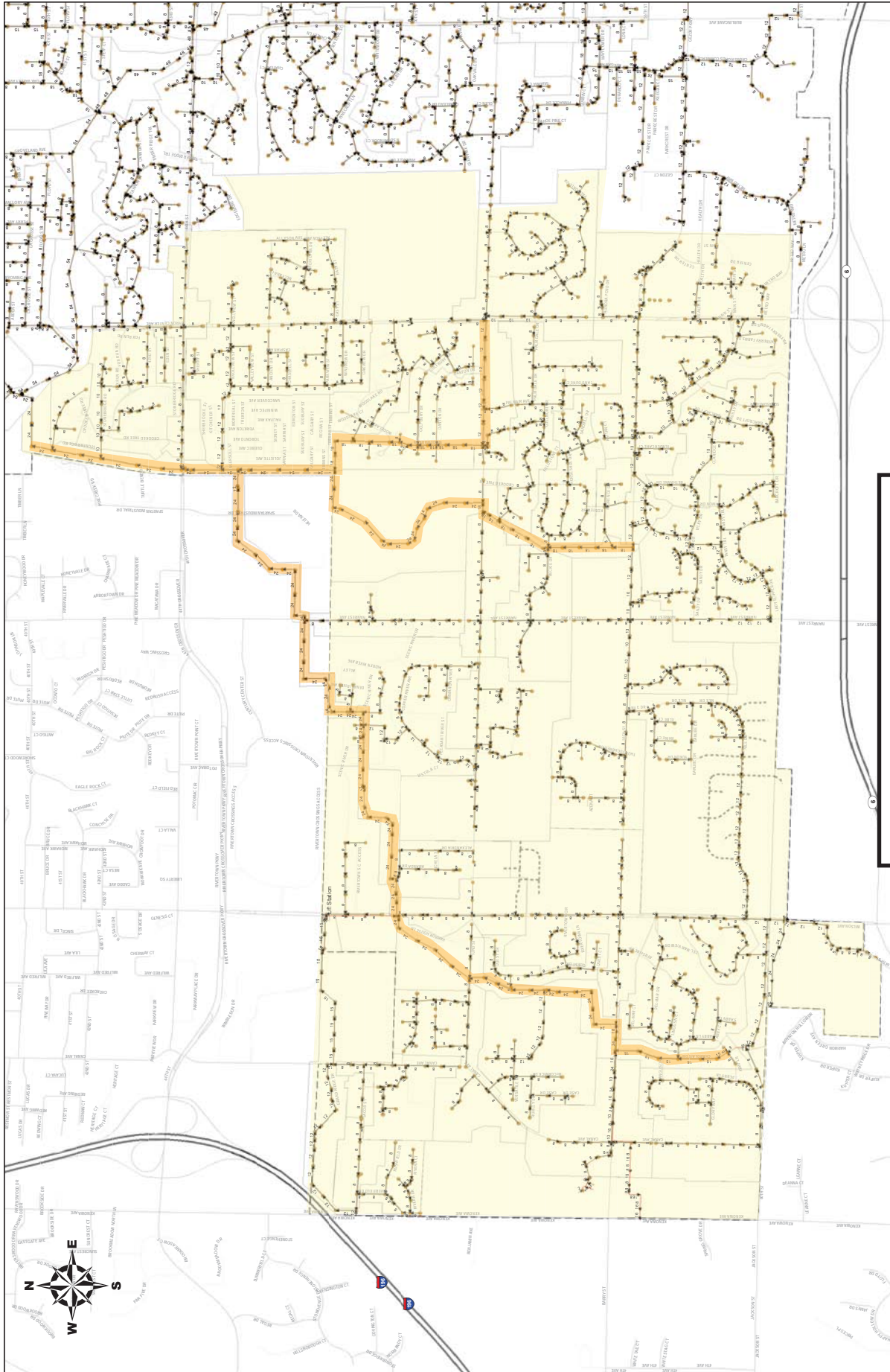
FROM: William D. Dooley, Director of Public Works

SUBJECT: Panhandle Sanitary Trunk Sewer Capacity

Wyoming's "panhandle" area is serviced by a single 24-inch diameter sanitary trunk sewer as shown on the attached map. The initial north-south segment was designed and built in 1964 to transport the flow of wastewater from approximately 3500 acres of primarily single-family homes, using an overall density of four housing units per acre (not including undevelopable wetland areas). Because Wyoming's panhandle area has been developed with the four units per acre criteria in mind, including the use of PUD's having an overall density of not more than four units per acre, there have been little concern about the sanitary trunk sewer capacity. If, however, Wyoming wishes to consider future developments having overall densities greater than four housing units per acre, then the capacity of the panhandle trunk sanitary sewer system should be evaluated.

Black & Veatch has been asked to provide Wyoming with a proposal to evaluate the capacity of the panhandle sanitary trunk sewer system. A majority of the estimated \$56,000 cost will pay for the required flow monitoring and data collection. If the City Council authorizes this study, Black & Veatch will make arrangements to have the flow testing done in April and May, then complete their analysis and report once they have all of the data that they need.

Attachment: Map of Panhandle Sanitary Trunk Sewer System
Black & Veatch Proposal



SEWER STUDY AREA

January 24, 2019

Bill Dooley, PE
City of Wyoming
Public Works Facility
2660 Burlingame Avenue SW
Wyoming, MI 49509

Dear Mr. Dooley:

We are pleased to provide this proposal to conduct the described Panhandle Sewer Capacity Evaluation. We appreciate your confidence in our team and look forward to the opportunity to assist the City in validating sewer capacity for continued development in the Panhandle area.

Should you have any questions on this Proposal, please contact the undersigned (letterhead contact information), or Ben Whitehead (616) 710-3443; or WhiteheadBC@bv.com).

Best regards,

Black & Veatch Ltd. of Michigan

David S. Koch, PE
Attorney at Fact, Black & Veatch Ltd. of Michigan
Associate Vice President, Black & Veatch Corporation

Attached:

- Attachment A: Proposed Scope of Services
- Proposed Level of Effort and Fee

Attachment A

PROPOSED SCOPE OF SERVICES

FOR

CITY OF WYOMING PANHANDLE SEWER CAPACITY EVALUATION

1.0 PURPOSE AND BACKGROUND

The City of Wyoming, MI (City) has asked Black & Veatch to assist in evaluating the capacity of the Panhandle Sewer and confirm its ability to handle planned development through 2045.

The goal of this evaluation is to use available information and flow monitoring data to develop a model of the 24-inch Panhandle sewers and identify any capacity issues that may be triggered by planned development.

2.0 SCOPE OF SERVICES

The following services are to be provided:

2.1 Background Gathering and Project Initiation Meeting

Following Notice to Proceed, Black & Veatch will submit a data request to the City for information needed for the evaluation and schedule a project initiation meeting with the City.

2.2 Field Data Collection

Based on the information reviewed, five flow monitoring locations will be used: Two in the 24-inch sewer collecting the west drainage area, one on each arm of the east drainage area, and one in the 24-inch sewer downstream from where the east and west areas combine. It is assumed that five flow monitors and one month of flow monitoring services will provide adequate data for evaluation. An allowance is provided for one month of flow monitoring and rainfall data collection, with an optional allowance to continue for a second month. The allowance for the second month provides contingency if rain events observed in the first month inadequately reflect wet weather conditions. Black & Veatch will contract with the flow monitoring supplier, provide support in identifying the specific monitoring locations, and review the flow monitoring and rainfall data results. This work will include comparing the flow monitoring results with available information from the CWP and recommending unit flows and peaking factors.

2.3 Model Build

Using available GIS information from the City for the alignment and manhole invert elevations, Black & Veatch will build a model (either in Microsoft Excel or SewerGEMs) of the 24-inch gravity sewers that make up the Panhandle Sewer. Flow will be allocated to the model based on the number of units upstream from the manholes in the model.

Black & Veatch will include 18-inch and 12-inch existing lines to specifically model the capacities of the lines from the 24-inch gravity sewers to two development areas: 52nd St & Byron Center Ave and 64th St west of Wilson Ave (area adjacent to Spectrum Health Hospital).

2.4 Sewer Capacity Evaluation

Based on housing counts and timing provided by the City, future flows will be allocated to the model. Using the model, Black & Veatch will evaluate the ability of the Panhandle Sewer to handle 2020, 2035, and 2045 flows. For areas of concern, Black & Veatch will identify the development that is projected to trigger the capacity event and the pipe impacted. Black & Veatch will review the results with the City at a meeting.

2.5 Technical Memorandum

A technical memo will be written to summarize the approach, assumptions, data, and results. The technical memo will also provide information on the trigger and extent of any anticipated capacity issues.

This Scope of Services assumes the availability of complete and accurate GIS data and does not include providing field verification services.

City of Wyoming - Panhandle Sewer Capacity Evaluation
Proposed Level of Effort and Fee
January 24, 2019

Task / Subtask	Project Manager	Finance & Admin.	Technical Advisor	Sewer Modeler	TOTAL hours	TOTAL Billings
(Billing Rate, \$/Hr.)	\$179	\$100	\$210	\$145		
1.0 Project Management						
101 Project Management and Administration	4	4			8	\$ 1,116
2.1 Background Gathering and Project Initiation						
210 Data Collection	1		1	4	6	\$ 969
211 Project Initiation Meeting	4		2	4	10	\$ 1,716
2.2 Field Data Collection						
220 Coordinate with Flow Monitoring Services Provider				4	4	\$ 580
221 Review Flow Monitoring Data			1	8	9	\$ 1,370
222 Develop Unit Flows and Peaking Factors			1	4	5	\$ 790
2.3 Model Build						
230 Build Panhandle 24-inch Sewer Model				18	18	\$ 2,610
231 Allocate Flow			2	6	8	\$ 1,290
2.4 Sewer Capacity Evaluation						
240 Sewer Capacity Evaluation	2		3	16	21	\$ 3,308
241 Identify Improvements and Triggers	2		4	6	12	\$ 2,068
2.5 Technical Memorandum						
250 Draft Memo	4	4	2	16	26	\$ 3,856
251 Final Memo	4	4	2	4	14	\$ 2,116
2.6 Allowances						
260 Flow Monitoring (30 days)					-	\$ 21,230
261 Flow Monitoring (30 day extension)					-	\$ 12,600
TOTAL	\$ 3,759	\$ 1,200	\$ 3,780	\$ 13,050	141	\$ 55,760

STAFF REPORT

Date: February 5, 2019
Subject: MIDC Update & Recommendation
From: Scott Smith, City Attorney
Meeting Date: February 11, 2019 Work Session

Background:

The Michigan Indigent Defense Commission (“**MIDC**”) was formed pursuant to 2013 PA 93 to study how to provide indigent criminal defendants with attorneys in compliance with constitutional requirements. The MIDC adopted 8 Minimum Standards for Indigent Criminal Defense Services, the first 4 of which are now being implemented, requiring education and training of defense counsel, an initial confidential interview by defense counsel, and funding for defense investigation and experts.

Then Representative Verheulen sponsored 2018 PA 214 to provide state grants to court funding units to pay costs for providing attorneys to indigent persons that exceed the amounts the court funding units already pay for those services. The MIDC proposed a grant agreement that Kent County and other court funding units found unacceptable. Negotiations seem to be concluding with an agreement likely to be acceptable.

The City and the District Court need to implement the first 4 standards using grant funds. City and Court administrative staff filed an initial estimated budget with the MIDC. Training will be available through a contract Kent County developed with the Grand Rapids Bar Association. But the City and the Court will contract with defense counsel.

The 63rd District Court contracts with the Kent County Office of the Defender (the “**Defender’s Office**”) for indigent defense counsel. Other state courts have lists of attorneys they assign to defendants and other courts used a RFP to select one or more firms and attorneys. With the MIDC standards and reporting requirements, those other approaches may change.

Recommendation:

City staff and the District Court recommend contracting with the Defender’s Office for the needed professional services, at least for an initial term.

Discussion:

While a RFP might garner lower cost defense counsel (though that seems very unlikely) and might provide opportunities to a number of attorneys, we believe a contract with the Defender’s Office for this new endeavor offers a number of advantages.

- A. The Defender’s Officer will ensure assigned attorneys meet the training requirements.
- B. The Defender’s Office will arrange for substitutes if an assigned attorney is unavailable.
- C. Issues with an assigned attorney fails can be addressed with Defender’s Office supervisors.
- D. Because the Defender’s Office already serves courts and may be doing so for other courts, it is set to properly administer the services.
- E. The Defender’s Office attorneys know the system and how to represent clients, reducing chances for disruptive practices, unrealistic defense expectations, or, conversely, poor representation.
- F. This arrangement will minimize disputes about fees or case assignments.
- G. If adjustments are needed as the state, court funding units and courts implement MIDC standards, only a single contract is involved with a contractor making similar adjustments with the other courts.

STAFF REPORT

Date: February 5, 2019
Subject: Odd/Even Parking Ordinance Amendment
From: Scott Smith, City Attorney
Meeting Date: February 11, 2019 Work Session

Background:

During the “Polar Vortex Snow Event,” plow drivers encountered hundreds of cars parked in violation of the odd/even parking requirements that remained unmoved even after citations were issued. Asking police officers to issue odd/even parking citations makes them unavailable to address other issues.

The current ordinance dates to 1983 and should be updated to provide more clarity, as well as to allow citations to be issued by other City personnel.

This was originally drafted as an emergency ordinance, though due to the recent thaw, the urgency may no longer exist.

Recommendation:

It is recommended that the Council consider adopting the attached ordinance amendment.

We also request Council direction as to whether or not it should be proposed as an emergency ordinance.

ORDINANCE NO. __-19

ORDINANCE TO AMEND CHAPTER 70, ARTICLE II, DIVISION 2, OF THE CITY CODE TO
LIMIT PARKING ON CITY STREETS BETWEEN DECEMBER 1 AND MARCH 31, TO
AUTHORIZE ADDITIONAL CITY PERSONNEL TO ISSUE CITATIONS, TO PROVIDE
PENALTIES FOR VIOLATIONS AND TO PROVIDE FOR REMOVAL OF OFFENDING
VEHICLES AFTER 24 HOURS

(Adopted as an Emergency Ordinance to Take Immediate Effect)

THE CITY OF WYOMING ORDAINS:

Section 1. That Chapter 70, Article II, Division 2, of the Code of the City of Wyoming, Michigan, is amended to read as follows:

DIVISION 2. - PARKING ON STREETS

Sec. 70-76. – Purpose.

It is common for weather conditions between December 1 and March 31, and sometimes during other months, to include snowfalls requiring the plowing and removal of snow from city streets. It is also common for weather conditions to change requiring plowing all the way to curbs in order to clear snow cover over catch basins to allow for drainage when the snow and ice melt or rain occurs so as to prevent flooding, refreezing of undrained snowmelt and rain water, and other unsafe conditions. Plowing to the curbs is when cars are parked on the street along the curb. The City recognizes on-street parking is important in some circumstances. In balancing these competing needs, the City is allowing for parking on only one side of the street during overnight hours in the months of December, January, February and March and as such other times as there is a declared snow emergency with the allowed parking alternating on a daily basis to enable snowplowing of both sides of the street.

Sec. 70-77. - Odd and even parking for winter and snow emergencies.

(a) During the months of December, January, February and March and, at other times during any declared snow emergency:

(1) A motor vehicle or a licensed trailer or equipment shall be parked only on that side of the street having even numbered street addresses on even-numbered calendar days and on that side of the road having odd numbered street addresses on odd-numbered calendar days between the hours of 12:00 midnight and 7:00 p.m. of the same day.

(2) On cul-de-sacs on-street parking of a motor vehicle or a licensed trailer or equipment is permitted between the hours of 12:00 midnight and 7:00 p.m. of the same day only be on even-numbered calendar days.

(b) The city manager may declare a snow emergency when the city manager determines that because of current or anticipated winter weather conditions it is prudent to declare such an emergency in order to clear and maintain the streets of the city so as to allow normal and safe vehicular traffic, parking and access, or to open catch basins to improve street drainage.

(1) A declared snow emergency shall continue in effect until such time that the city manager declares the emergency to be ended.

(2) The city manager shall use reasonable means commensurate with the time and the weather conditions to notify the citizens by website, by publication, by media releases, or by other mean a snow emergency declaration.

(c) This section shall not allow on-street parking on any street or part of a street on which “no parking” signs are posted on one side of the street.

Sec. 70-78. – Violations.

(a) A violation of this Division are a municipal civil infraction for which a civil fine shall be imposed as provided in section 1-27(e) of this Code.

(b) Parking violation notices or municipal civil infraction citations for violations of this Division may be issued by any city police officer, director of planning/community development/inspections, chief building inspector, building inspector, housing inspector, code enforcement inspector, the city manager, the director of the department of public works, any city fire fighter, or any other person who the city manager may authorize in writing to issue such parking violation notices or municipal civil infraction citations.

(1) A parking violation notice may be placed on or affixed to a vehicle that is parked in violation of this Division to notify the owner or driver of the offense. Such notice shall state the date and time of issuance. A notice of violation shall not require payment of any fine or other cost of the violation.

(2) A municipal civil infraction citation shall be issued in the same form and manner as for any other parking violation and shall require the same response, appearance, payment of fine and other consequences and actions as any other municipal civil infraction citation.

(3) A parking violation notice or municipal civil infraction citation issued pursuant to this subsection shall contain or be accompanied by a statement that failure to move the parked vehicle to comply with the requirements of this Division will result in the impoundment of the vehicle as provided in this Division.

(c) A vehicle parked in violation of this Division is a public nuisance *per se*.

(d) If 48 hours has elapsed since a parking violation notice or a municipal civil infraction citation was issued as provided in subsection (b) and the vehicle is still parked or again parked in violation of this Division, a city official authorized to issue a parking violation notice or municipal civil infraction citation under subsection (b) may order the impounding of the vehicle so the street can be plowed.

(e) Notice of the impounding of the vehicle shall be given in the same manner as for impounding a vehicle under other circumstances in which neither the owner nor operator are present. Towing, storage and other fees related to impounding the vehicle shall be due, payable and collectable from the owner of the vehicle and the operator of the vehicle, jointly and severally, in the same manner as for impounding a vehicle under other circumstances. Any vehicle so impounded shall be released from impound in the same manner as for a vehicle impounded under other circumstances in which the owner or operator were not present or as ordered by a court of competent jurisdiction.

(f) If the city has incurred costs to impound a vehicle as provided in this section, but that vehicle is not so actually removed but is released to the owner or operator prior to such removal, the owner or operator shall pay, in addition to the penalty fixed for such violation, all costs and expenses incurred by the city by reason of the institution of those steps necessary to the removal of that vehicle.

Sec. 70-79. - Same—Responsibility of owner or operator.

In all cases of violation under this division the city the registered owner and the operator of a vehicle parked in violation of this division are jointly and severally responsible for such violation. The registration of the vehicle shall constitute in *prima facie* evidence of its ownership.

Secs. 70-80-70-100 – Reserved.

Section 2. This ordinance shall take immediate effect, having been declared by a 2/3 vote of the City Council to be an emergency in order to ensure the clearing of snow from public streets to provide for the safe travel over and other uses of them.

Kelli A. Vandenberg
Wyoming City Clerk

Ordinance No. __-19

STAFF REPORT

Date: February 5, 2019
Subject: Fireworks regulation
From: Scott Smith, City Attorney
Meeting Date: February 11, 2019 Work Session

Background:

New fireworks legislation, 2018 PA 634, 2018 PA 635 and 2018 PA 679, enacted on December 20, 2018:

- Better regulates sellers of consumer fireworks.
- Provides for fireworks use prohibitions during times when the DNR determines there are extreme fire conditions or environmental concerns are elevated to certain levels for 72 hours.
- Prohibits use of consumers fireworks in a manner intended to harass, scare or injure livestock.
- Provides a \$1,000 fine for use of fireworks under the influence of alcohol or a controlled substance.
- Continues to prohibit the use of fireworks on public property, school property, church property, or property of another person without permission. [Note this prohibits use in parks, streets, sidewalks, etc.]
- Allows local ordinances to restrict use to more limited time periods:

Times under Current Law

The day before, the day of, & the day after national holidays (generally except between midnight and 8:00 a.m.):

1. New Year's Day
2. Martin Luther King, Jr. Birthday
3. Washington's Birthday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day
10. Christmas Day

New Times

- A. 11 a.m. on December 31 until 1 a.m. on January 1.
- B. Saturday & Sunday immediately preceding Memorial Day from 11 a.m. until 11:45 p.m.
- C. June 29 to July 4 from 11 a.m. until 11:45 p.m.
- D. July 5, if it is a Friday or Saturday, from 11 a.m. until 11:45 p.m.
- E. Saturday and Sunday immediately preceding Labor Day from 11 a.m. until 11:45 p.m.

- Sets the fine at \$1,000 for violating the local ordinance and the ordinance must provide for remittance of \$500 to the local police agency enforcing the ordinance.

Grandville, East Grand Rapids and other area communities are considering ordinances to adopt the new time limitations for use of consumer fireworks and have proposed that common requirements in Kent County will be easier for consumers to understand and result in better compliance.

Discussion:

Does the Council wish to consider an ordinance amendment adopting the more restricted times for use of consumer fireworks?