



**Special City Council Meeting
6:00 PM, MONDAY, OCTOBER 17, 2016
Conference Room
Farmington City Hall
23600 Liberty St
Farmington, MI 48335**

SPECIAL MEETING AGENDA

1. CALL TO ORDER

Roll Call

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Consideration to Provide City of Farmington Residents the Water Residential Assistance Program (WRAP) Administered by Oakland Livingston Human Service Agency.

B. Consideration to Introduce an Ordinance to Amend the City's Special Events Article Regarding Food Trucks

5. OTHER BUSINESS

6. COUNCIL COMMENT

7. ADJOURNMENT

Motion To Adjourn

**Farmington City Council
Staff Report**
Council Meeting Date:
October 17, 2016

**Reference
Number
(ID # 2269)**
Submitted by: Chuck Eudy, Superintendent

Description: Consideration to Provide City of Farmington Residents the Water Residential Assistance Program (WRAP) Administered by Oakland Livingston Human Service Agency.

Requested Action:
None at this time

Background:

Great Lakes Water Authority (GLWA) has established the Water Residential Assistance Program (WRAP). This program could provide qualifying City of Farmington residents assistance in payment of their water bills and in implementing/improving water conservation. See attached brochure. The program is paid for by the GLWA and there is no cost to the City.

The WRAP is administered by Oakland Livingston Human Service Agency (OHLSA), but would require coordination with the City of Farmington's Treasurers Department. The Treasurers Department does not anticipate any issue with participating in the program.

If the City of Farmington would like to participate in the WRAP, it would require the City to sign and comply with the attached Memorandum of Agreement (MOA). In addition to the MOA, City Council may need to pass a resolution approving the MOA; and, it would be necessary to revise the City of Farmington ordinance which allows delinquent water and sewer bills to be placed on the City of Farmington tax roll for collection. (If a resident qualifies to be enrolled in the WRAP, their outstanding water and sewer bills would not be placed on the City of Farmington tax roll, while they are participating in the program.)

Agenda Review
Review:
Chuck Eudy Pending
City Manager Pending
City Council Pending 10/17/2016 6:00 PM



Community Action Alliance
Suburban

Water Residential Assistance Program

*Income restrictions and eligibility requirements apply.



Assistance up to \$1,000 per household per year. \$25 monthly bill credit + help with arrears.



Home water audit for households above 120% of average usage



Home repairs up to \$1,000 per household to fix minor plumbing issues leading to high usage



Water saving kits and consumer training classes



Supportive WRAP-Around Services

WRAP Participant Check List:

- ✓ Have income at or below 150% of poverty threshold
- ✓ Provide proof of residency & income
- ✓ Provide renter's proof of responsibility for water on lease
- ✓ Stay current on monthly bill payment

Attachment: CAA WRAP Flyer Suburban (2269 : Wrap)



WRAP funding is made possible by the Great Lakes Water Authority.

Call 313.386.WRAP (9727)

or visit www.waynemetro.org/wrap



Wayne Metropolitan
Community Action Agency
Established 1971



Community Action Alliance WRAP Program

Community Action Alliance will deliver WRAP through our Empowerment Pathway Model—a custom designed service plan to help residential customers in the Great Lakes Water Authority regions to access bill assistance, water conservation measures, and navigate resources and WRAP-around supports on a pathway toward self-sufficiency.

Household Income eligibility for the WRAP is 150% of poverty:

Household Members	Household Income	Household Members	Household Income
1	\$17,805	5	\$42,660
2	\$24,030	6	\$48,870
3	\$30,240	7	\$55,095
4	\$36,450	8	\$61,335



Attachment: CAA WRAP Flyer Suburban (2269 : Wrap)

The WRAP's mission is to administer the distribution of WRAP funding to the eligible, low-income customers of the GLWA with a vision to create a transformative water utility assistance program focusing on bill assistance, conservation and self-sufficiency initiatives.

Call 313.386.WRAP (9727)

or visit www.waynemetro.org/wrap





Community Action Alliance Water Residential Assistance Program

Made possible through funding from the Great Lakes Water Authority.



Community Action Alliance will deliver WRAP through our Empowerment Pathway Model—a custom designed service plan to help residential customers of the Great Lakes Water Authority access bill assistance, water conservation measures, and navigate resources and supports on a pathway toward self-sufficiency.

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)



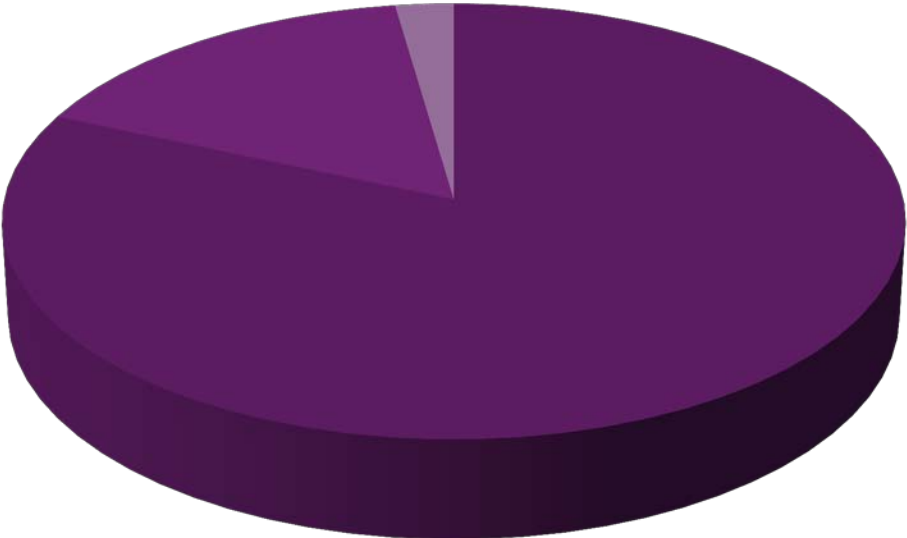
Wayne Metropolitan
Community Action Agency
Established 1971



About Community Action Alliance

- Community Action mission to empower and strengthen low-income communities
- 29 throughout State of Michigan. 900 across the Country
- Regional presence and local control
- Shared Systems and Processes
- Client focused
- Long-time partnerships and collaborations
- Data Driven
- Proven Outcomes

2016 Combined Assistance Funding Beyond WRAP \$4.5M



- MEAP - \$24,862,726
- Weatherization - \$4,928,874
- Water Assistance - \$700,000

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

Universal Program Delivery Model



Payment Assistance up to \$1,000 per household per year. \$25 monthly bill credit + help with arrears



Home water audit for households above 120% of average usage



Home repairs up to \$1,000 per household to fix minor plumbing issues leading to high usage



Water saving kits and consumer training classes



Supportive WRAP-Around Services

Program Guidelines



- \$25 per month = \$300 annual bill assistance
- Up to \$700 annual arrearage assistance
- At six months of successful payment, 50% of arrears up to \$350 can be applied
- At 12 months of successful payment, up to \$350 (second 50%) can be applied toward arrears
- Participants can remain in the program for up to 24 months. Must apply annually.



Household Members	Household Income	Household Members	Household Income
1	\$17,805	5	\$42,660
2	\$24,030	6	\$48,870
3	\$30,240	7	\$55,095
4	\$36,450	8	\$61,335

Alliance Administration Assignments



➤ City of Detroit and Wayne County



➤ Oakland and Genesee County



➤ Macomb, Lapeer, St. Clair County



➤ Monroe, Washtenaw County

**BUDGETED REVENUE ALLOCATION
WHOLESALE AND CITY OF DETROIT CUSTOMERS
FY 2015-16**

<u>Community</u>	<u>Budgeted Water Revenue</u>	<u>Budgeted Sewer Revenue</u>	<u>Total Budgeted Revenue</u>	<u>Allocation</u>
WAYNE COUNTY				
CITY OF DETROIT	\$94,641,200	\$254,643,600	\$349,284,800	38.41%
SUBURBAN	101,005,170	110,084,800	211,089,970	23.22%
TOTAL WAYNE COUNTY	<u>195,646,370</u>	<u>364,728,400</u>	<u>560,374,770</u>	<u>61.63%</u>
OAKLAND COUNTY	100,097,540	108,602,850	208,700,390	22.95%
MACOMB COUNTY	71,655,200	35,426,350	107,081,550	11.78%
GENESEE COUNTY	18,000,000	0	18,000,000	1.98%
WASHTENAW COUNTY	9,987,100	0	9,987,100	1.10%
LAPEER COUNTY	2,842,340	0	2,842,340	0.31%
MONROE COUNTY	1,436,000	0	1,436,000	0.16%
ST. CLAIR COUNTY	860,200	0	860,200	0.09%
TOTAL	<u><u>\$400,524,750</u></u>	<u><u>\$508,757,600</u></u>	<u><u>\$909,282,350</u></u>	<u><u>100.00%</u></u>

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

Initial Funding Distribution Chart

COUNTY	BILL PAYMENT PLAN DIRECT ASSISTANCE	WATER CONSERVATION DIRECT ASSISTANCE	TOTAL DIRECT ASSISTANCE	# AVG CLIENTS BILL PLAN	# AVG CLIENTS HOME AUDIT
DETROIT	\$1,238,736.29	\$288,022.46	\$1,526,758.76	2,277	422
OUT-WAYNE	\$748,629.22	\$174,066.13	\$922,695.35	1,376	255
OAKLAND	\$740,154.59	\$172,095.67	\$912,250.26	1,360	252
MACOMB	\$379,764.03	\$88,300.13	\$468,064.15	698	129
GENESEE	\$63,836.88	\$14,842.91	\$78,679.80	117	22
WASHTENAW	\$35,418.83	\$8,235.34	\$43,654.17	65	12
LAPEER	\$3,050.69	\$709.33	\$3,760.02	19	3
MONROE	\$5,092.76	\$1,184.13	\$6,276.90	9	2
ST. CLAIR	\$10,080.34	\$2,343.81	\$12,424.15	6	1
TOTAL	\$3,224,764	\$749,800.00	\$3,974,564.00	5,927	1,098

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

Participant Work Flow



All participants enter through the Wayne Metro CONNECT™ Call Center 313.386.WRAP or via an online service request form



Appts. will be scheduled during initial call. Meetings will take place at one of 29 locations throughout the GLWA service area



Time and resources will be maximized. Walk-ins and long wait times will be eliminated.



Quality customer service will be managed by trained, compassionate service representatives and program staff.

Step #1: CONNECT Center

- Clients seeking WRAP assistance call:
313-386-WRAP (9727)
- The CONNECT Center conducts pre-eligibility screening
- If eligible, client is informed of the required documentation, and an appointment is made at appropriate service area location accessible to client

Program Eligibility

- 150% FPL or below
- Bill must be in client/“tenant” name
- If renter, lease must indicate tenant responsible for water
- Account holder must attend appointment
- Shut off notice is not required
- Bill does not have to be Past Due
- Arrearages are not required
- For bill plan assistance, client participation in other education/trainings is not mandatory
- Subsidized housing participants are eligible for assistance

Step #2: Appointment Confirmation

Staff confirms the client appointment within 24-48 hours.

Step #3: Appointment Day

- Staff verifies required documentation and assesses eligibility.
- Water usage assessed: clients at or above 120% of average water usage are referred for home water audit
- WRAP contract is completed by client
- Client application is processed
- Voluntary water conservation workshop is scheduled
- Client receives water conservation education materials

Step #4: Water Conservation Audit

- Home water audit conducted within 7 days of intake
- Water audit assistance measures determined
- Audit recommendation(s) performed
- If minor plumbing repair needed, licensed contractors are engaged
- Audit assistance processed payment to approved providers
- Post-audit client follow up and bill analysis

Step #5: Award Made & WRAP-Around Services Begin

Step #6: Accounting & Bill Payment

- Monthly reporting of enrolled households will be provided to participating municipalities via secure web portal
- Municipality will report on enrolled WRAP households that did/did not make scheduled payment.
- Municipality sends report and batched invoice to agency for current enrollees (\$25 per household)
- **Missed payment time #1** Alliance contacts client to assess issue and provide case management. Client must pay total bill past due in order to remain in program
- **Missed payment time #2** official letter is sent to client informing of exit from program. Municipality will also be notified.
- Client can re-apply 12 mos. from initial date of enrollment

Step #7: If There Are Arrearages

At 6 months from date of intake- client has remained consistent on bill payment:

- CAA staff processes 6 month voucher (first 50% of arrearage). Client report is batched by Alliance Agency and purchase requisition is sent to accounting.
- Accounting pays requisition to municipality.

At 12 months from date of intake- client has remained consistent on bill payment:

- CAA staff processes 12 month voucher (second 50% of arrearage). Client report is batched by Alliance Agency and purchase requisition is sent to accounting.
- Accounting pays requisition to municipality.
- Monthly client database and accounting reconciliation performed.

Step #8: Ongoing Case Management & WRAP-Around Services

- Household self-sufficiency assessment completed
- Referrals to Alliance and external provider services made and follow up and progress tracked
- Clients successfully completing first year of WRAP can re-enroll in second year.
- New program intake completed

SAMPLE Wraparound Cycle #1
Referral to energy assistance, food, clothing

SAMPLE Wraparound Cycle #2
Referral to Financial Coaching, Free Tax Preparation, Healthcare Enrollment, Education

SAMPLE Wraparound Cycle #3
Budgeting, Saving, Longer-Term Goal Setting

WRAP Scenario – City of Detroit

- Wilson family of four, living in Detroit, with a household income at or below 150% federal poverty level (\$36,450). Water is billed monthly. Monthly bill is \$125.00.
- The family has an arrearage of \$1,500 upon date of intake.
- The family makes an appointment in March 2016 with Wayne Metro Community Action Agency.
- WRAP Assistance schedule after the family is income-qualified:



WRAP Assistance	Monthly Bill	Arrearage Total= \$1500
March 2016 - \$25.00 credit upon enrollment	Family qualifies for \$300 annual assistance upon successfully staying in plan	Family qualifies for \$700 annual assistance upon successfully staying in plan Arrearages are frozen.
April- Family current on previous month bill \$25.00 credit applied	\$125- \$25 (March credit)=\$100	
May-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (April credit)=\$100	
June-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (May credit)=\$100	
July-Family current on previous month bill \$25.00 credit applied	\$150- \$25 (June credit)=\$125	
August-Family current on previous month bill \$25.00 credit applied	\$150- \$25 (July credit)=\$125	50% of arrearage total (\$700) is paid= \$350
September-Family current on previous month bill. \$25.00 credit applied	\$125- \$25 (August credit)=\$100	
October-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (September credit)=\$100	
November-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (October credit)=\$100	
December-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (November credit)=\$100	
January-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (December credit)=\$100	
February-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (January credit)=\$100	
March 2017-Family current on previous month bill \$25.00 credit applied	\$125- \$25 (February credit)=\$100 Family eligible to re-enroll in WRAP	Second 50% of arrearage total (\$700) is paid= \$350. Outstanding arrearage is \$800. Family eligible to re-enroll in WRAP

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

WRAP Scenario – Wayne County Suburb

- Mendez family of two, living in Dearborn Heights, with a household income at or below 150% federal poverty level (\$24,030). Water is billed bi-monthly. Bi-monthly bill is \$150.00.
- The family has an arrearage of \$800 upon date of intake.
- The family makes an appointment in March 2016 with Wayne Metro Community Action Agency.
- WRAP Assistance schedule after the family is income-qualified:



WRAP Assistance	Bi-monthly Bill	Arrearage Total= \$800
March 2016 - \$25.00 credit upon enrollment	Family qualifies for \$300 annual assistance upon successfully staying in plan	Family qualifies for \$700 annual assistance upon successfully staying in plan Arrearages are frozen.
May-Family current on previous bill \$50.00 credit applied toward next bill (\$25 x 2)	\$150- \$25 (March credit)=\$125	
July-Family current on previous bill \$50.00 credit applied toward next bill (\$25 x 2)	\$150-\$50 (May credit)- \$100	
September-Family current on previous bill \$50.00 credit applied toward next bill (\$25 x 2)	\$150- \$50 (July credit)=\$100	50% of arrearage total (\$700) is paid= \$350. Outstanding arrearage is \$800. Family eligible to re-enroll in WRAP
November-Family current on previous month bill \$50.00 credit applied toward next bill (\$25 x 2)	\$150- \$50 (September credit)=\$100	
January-Family current on previous month bill \$50.00 credit applied toward next bill (\$25 x 2)	\$150- \$50 (November credit)=\$100	
March 2017-Family current on previous month bill \$50.00 credit applied toward next bill (\$25 x 2)	\$150- \$50 (January credit)=\$100 Family eligible to re-enroll in WRAP	Second 50% of arrearage total (\$700) is paid= \$350. Outstanding arrearage is \$100. Family eligible to re-enroll in WRAP

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

WRAP Scenario – Oakland County Suburb

- Tran family of three, living in Farmington, with a household income at or below 150% federal poverty level (\$30,240). Water is billed quarterly. Quarterly bill is \$150.00.
- The family has no arrearage upon date of intake.
- The family makes an appointment in April 2016 with Oakland Livingston Human Service Agency.
- WRAP Assistance schedule after the family is income-qualified:



WRAP Assistance	Quarterly Bill
Family presents with quarter bill for Jan-March. Family pays total bill. April 2016 - \$25.00 credit toward next bill upon enrollment	Family qualifies for \$300 annual assistance upon successfully staying in plan
July- Family current on previous quarter bill \$50.00 credit applied toward next bill (\$25 x 2 May & June)	\$150- \$25 (April credit)=\$125
October-Family current on previous quarter bill \$75.00 credit applied toward next bill (\$25 x 3)	\$150-\$50 (May & June credit)- \$100
January-Family current on previous quarter bill \$75.00 credit applied toward next bill (\$25 x 3)	\$150- \$75 (July, Aug., & Sept. credit)=\$75
April 2017 -Family current on previous quarter bill \$75.00 credit applied toward next bill (\$25 x 3)	\$150- \$75 (Oct., Nov., & Dec. credit)=\$75 Family eligible to re-enroll in WRAP

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

WRAP Scenario – Macomb County Suburb

- Mrs. Smith, a senior living alone in Warren, with a household income at or below 150% federal poverty level (\$17,805). Water is billed monthly. Monthly bill is \$75.00.
- Mrs. Smith has an arrearage of \$150 upon date of intake.
- She makes an appointment in March 2016 with Macomb Community Action Agency.
- Mrs. Smith is above 120% average water usage. Referral made for home water audit after intake.
- WRAP Assistance schedule after Mrs. Smith is income-qualified:



WRAP Assistance	Monthly Bill	Arrearage Total= \$150
March 2016 - \$25.00 credit upon enrollment	Family qualifies for \$300 annual assistance upon successfully staying in plan	Family qualifies for \$100 annual assistance upon successfully staying in plan Arrearages are frozen. Home Water Audit conducted and measures installed. \$1000
April- Family current on previous month bill \$25.00 credit applied	\$75- \$25 (March credit)=\$50	
May-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (April credit)=\$45	
June-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (May credit)=\$45	
July-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (June credit)=\$45	
August-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (July credit)=\$45	50% of arrearage total (\$150) is paid= \$75
September-Family current on previous month bill. \$25.00 credit applied	\$70- \$25 (August credit)=\$45	
October-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (September credit)=\$45	
November-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (October credit)=\$45	
December-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (November credit)=\$45	
January-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (December credit)=\$45	
February-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (January credit)=\$45	
March 2017-Family current on previous month bill \$25.00 credit applied	\$70- \$25 (February credit)=\$45 Family eligible to re-enroll in WRAP	Second 50% of arrearage total (\$150) is paid= \$75. Outstanding arrearage is paid

Attachment: 2-23 WRAP Wholesale Presentation (2269 : Wrap)

Communications

Wholesale Customers	Residential Customers	Media & General Public
Letter to Elected Officials	Press Release & Media Coverage	Press Release & Media Coverage
Web Meeting	Program Flyer Distribution	Program Distribution Flyer
Participation Survey	Website Links from Wholesale Website	CA Alliance Website
Face-to-Face Meetings	Website Links from GLWA Website	Media Packet
Secure Web Portal	Alliance Service Provider Networks	FAQs & First Year Report
Website	CA Alliance Website	Client Testimonials
Video Library	Video Library	Video Library
Email wrapwholesale@waynemetro.org	Email wrapcustomerservice@waynemetro.org	Email wrapinfo@waynemetro.org

Next Steps to March 1st:

- Municipality completes participation survey
 - Designates single point of contact and agrees to support program administration
 - Listed as participant on WRAP website
 - Places WRAP webpage link on community website and/or bill payment portal
 - Provides program information to residential customers

How to contact us...

Katy Kibbey, Chief Programs Officer

kkibbey@waynemetrol.org

313.463-5447

Jerome Drain, Director of Outreach & Community Services

jdrain@waynemetrol.org

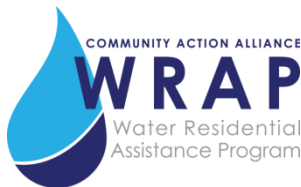
313.324.7925

Mia Cupp, Chief Development & Communications Officer

mcupp@waynemetrol.org

734-536-2006

Questions?



Memorandum of Agreement Between

Wholesale Customer: Name City of Farmington Address 23600 Liberty Street Farmington MI 48335	CA Alliance: Name Oakland Livingston Human Service Agency (OLHSA) Address 196 Cesar E Chavez Pontiac, MI 48343
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Project: The Water Residential Assistance Program is a universal service delivery model to help residential customers of the Great Lakes Water Authority access bill assistance, water conservation measures, and navigate resources and supports on a pathway toward self-sufficiency.

Duration: OLHSA is entering into a Memorandum of Agreement with City of Farmington effective XXXX through XXXX, pertaining to the WRAP Program(the Project) operated by the CA Alliance OLHSA and Wayne Metro Community Action Agency (Project Administrator).

(Wholesale Customer NAME) agrees to:

- Understand and accept WRAP Universal Service Delivery Model design.
- Provide a main point of contact to WRAP CAA Alliance Agency designated to Wholesale Community who will be responsible for:
 - Utilizing WRAP secure portal for on-going communications between CAA Alliance Agency and Wholesale Community regarding enrolled WRAP residential customers.
 - Receiving and reviewing reports of enrolled WRAP residents on regular basis.
 - Reporting back to CAA Alliance at established intervals on payment status of enrolled WRAP residential customers via electronic report form housed in web-portal.
 - Invoicing CAA Alliance for WRAP residents at established intervals for bill credit payments (Based on \$25 per month).
 - Receiving CAA Alliance questions regarding individual WRAP residential customer cases on as needed basis.
 - Acting as liaison to Wholesale Customer billing department regarding payments made by CAA Alliance.
 - Attending WRAP Wholesale Customer meetings held by CAA Alliance.

Attachment: WRAP MOA Farmington (2269 : Wrap)

- Provide CAA Alliance access to past customer billing history, previous or current enrollment in payment plans, previous or current enrollment in Wholesale assistance plans, and/or customer alerts.
 - Work with CAA Alliance to establish protocols for those WRAP residents who enroll with arrearage/past due amounts, including:
 - Freezing arrearages for 12 months or until resident exits from program as part of WRAP assistance plan.
 - Waiving penalties for WRAP participants.
 - Stopping pending shutoffs once resident appointment confirmation and/or enrollment verification received from CA Alliance to Wholesale Customer.
 - For Residents for whom water has been shut off, it understood by both parties that Resident is solely responsible for payment of applicable turn on/turn off fees.
 - Exempting from certifications.
 - Other as deemed mutually agreeable between both parties:
-
- Engage with CAA Alliance in shared marketing and outreach activities around WRAP to residential customers.

CA Alliance (NAME) agrees to:

- Provide a Single Service Point of Entry for GLWA regional resident to the WRAP Program; all calls will be processed through a dedicated telephone number-(313) 386-WRAP (9727) and via online Program Request Form.
- Pre-screen WRAP applicants for program eligibility and schedule residents for intake appointments based on pre-screening at time of call.
- Schedule intake appointments at CA Alliance Service Center accessible to resident.
- Inform and secure resident agreement of WRAP Program expectations and responsibilities via WRAP Client Contract.
- Refer eligible residents with water usage at or above 120% of normal usage for Home Water Conservation audit. Conduct Home Water Audit and perform minor home plumbing repairs eligible within scope of project.
- Provide a main point of contact to the Wholesale Customer who will be responsible for:
 - Utilizing WRAP secure portal for on-going communications between CA Alliance Agency and Wholesale Customer regarding enrolled WRAP residential customers.
 - Providing reports of enrolled WRAP residents on regular basis.
 - Providing reports of WRAP residents who exit and/or are terminated from the program.

- Reporting back to Wholesale Customer at established intervals on CA Alliance payment status of enrolled WRAP residential customers via electronic report form housed in web-portal.
- Acting as liaison to Wholesale Customer regarding the WRAP Program.
- Engaging with Wholesale Customer in shared marketing and outreach activities around WRAP to residential customers.
- Collect and maintain program data, including but not limited to:
 - Scheduled appointments of residents residing in Wholesale Customer Community.
 - Status of enrolled residents in WRAP from Wholesale Customer Community.
 - Reconciliation of total assistance provided, including bill payment plan assistance and amount of arrearages paid (total and average).
 - Number of households assisted.

This agreement shall be in effect until DATE from the date of execution and maybe renewed at that time based on an interest to do so by both parties. This agreement may be terminated by either party with 30 days written notice.

Should either party issue Notice of Termination, both parties agree that residents enrolled in WRAP prior and up to the date of written notice will continue to receive WRAP assistance program until the first 12 months of resident enrollment is completed or resident termination and the terms of this agreement will continue.

This MOA may be amended upon written approval of the parties at any time.

Signed for CA Alliance NAME:

Name, Title

Date

Signed for Wholesale Customer NAME:

Name, Title

Date

Attachment: WRAP MOA Farmington (2269 : Wrap)

Attachment A

Water Residential Assistance Program (WRAP) Universal Design

Residential Assistance- Water Bill Payment Plan

- Maximum assistance per resident- \$1,000 annually
 - Water bill payment plan assistance consists of \$300 annual bill credit (\$25 per month for 12 months) for residents who are verified as staying current on regular bill payments (per billing cycles).
 - Up to \$700 annually in assistance for past due/ arrearage amounts. Arreages will be paid in two installments:
 - At 6 months of successful payment history, up to \$350(50%) will be applied
 - At 12 months of successful payment, up to \$350 (second 50%) can be applied.
 - Additional assistance via other CA Alliance funding sources may be leveraged with WRAP based on client eligibility and fund availability.
 - On-going case management will be provided to ensure client success in the WRAP program and to build other self-sufficiency supports. Household self-sufficiency assessments will be completed and referrals to CA Alliance and external provider services made and follow up and progress tracked.
 - Wholesale customers (i.e. City municipalities billing for GLWA water and/or sewer) will be engaged in regular communication and processing with CA Alliance agencies to monitor customer success in the WRAP program and track payment history.
 - Participants can remain in the program for up to 24 months. Participants must re-apply annually.

Residential Assistance- Home Water Audit Conservation

- Households presenting at intake with documented water usage above 120% of average usage will be referred for a Home Water Conservation audit, as performed by CA Alliance.
- Households can receive up to \$1,000 per household for water conservation and minor home plumbing repairs annually.
- Conservation measures and simple leak repairs will be completed during the Home Water Audit. Minor Home Repair and toilet replacement will be referred for a Minor Home Repair visit. Minor Plumbing Repairs will be completed by licensed plumbers following all applicable permitting laws.
- Eligible WRAP measures may include: Faucet aerators
 - Spigot protectors
 - Low-flow toilets
 - Low-flow showerheads
 - Leaking faucets (indoor / outdoor)
 - Hose bib leaks (outdoor)
 - Pipe joint leaks (if easily accessible)
- Items not covered through WRAP:

- Emergency Repairs
- Plumbing that involves sewer/wastewater work
- Garbage disposals
- Dish washing machines
- Washing machines
- Repairs behind walls or underground
- Repairs in areas that pose a risk to contractors due to environmental hazards or structural deficiencies

WRAP Resident Eligibility Guidelines:

- Income-eligibility at 150% FPL or below based on 90 day look back from date of application.
- Bill must be in client/"tenant" name. Address must match client I.D.
- Proof of homeownership; If renter, lease must indicate tenant responsible for water
- Must have income source.
- Account holder must attend appointment.
- Shut off notice is not required.
- Bill does not have to be past due.
- For bill plan assistance, client participation in other education/trainings is not mandatory.
- Subsidized housing participants are eligible for assistance.

**Farmington City Council
Staff Report**

Council Meeting Date:
October 17, 2016

**Reference
Number
(ID # 2285)**

Submitted by: David Murphy, City Manager

Description: Consideration to Introduce an Ordinance to Amend the City's Special Events Article Regarding Food Trucks

Requested Action:

Move to introduce the ordinance to amend the City of Farmington City Code of Ordinances, Chapter 4, Article VI, Special Events as presented.

Background:

To date, the City of Farmington has not had an ordinance to cover the use of food trucks. The City Council had asked staff to work with the City Attorney on an ordinance and to bring to them for discussion and ultimately adoption. The DDA has reviewed this draft and their changes have been included. The Council was given the ordinance on July 18th for their review and comments. Council had very few comments and therefore, I am bringing this ordinance back to Council to discuss and adopt

Agenda Review

Review:

David M. Murphy Pending

City Manager Pending

City Council Pending 10/17/2016 6:00 PM

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF FARMINGTON

ORDINANCE NO. C-____-2016

AN ORDINANCE TO AMEND THE CITY OF FARMINGTON CITY CODE OF ORDINANCES, CHAPTER 4, "AMUSEMENTS AND ENTERTAINMENTS," ARTICLE VI, "SPECIAL EVENTS," IN ORDER TO _____.

THE CITY OF FARMINGTON ORDAINS:

PART I. That Chapter 4, "Amusements and Entertainments," Article VI, "Special Events," of the City of Farmington Code of Ordinances is hereby amended to read as follows in its entirety:

ARTICLE VI. - SPECIAL EVENTS

Sec. 4-190. - Definitions.

- (a) Mobile food stand means a stand that may, upon approval of a special event permit and conformance with the regulations established by this Article, temporarily park and engage in the service, sale, or distribution of ready-to-eat food for individual portion service to the general public directly from the stand.
- (b) Mobile food trailer means a vehicle that may, upon approval of a special event permit and conformance with the regulations established by this Article, temporarily park and engage in the service, sale, or distribution of ready-to-eat food for individual portion service to the general public directly from the trailer.
- (c) Mobile food vehicle means a motorized vehicle that may, upon approval of a special event permit and conformance with the regulations established by this article, temporarily park and engage in the service, sale, or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle.
- (d) Mobile food vehicle vendor means the registered owner of a mobile food vehicle or the owner's agent or employee.
- (e) Mobile food vending special events shall mean events where the primary purpose of the activities is to provide food through the use of a mobile food stand, trailer, or vehicle. Such events may occur in connection with the use of private property or on public property.
- (f) Parade means any march, demonstration, procession or motorcade consisting of persons, animals, or vehicles or a combination thereof upon the streets, parks or other public

grounds within the city with an intent of attracting public attention that interferes with the normal flow or regulation of traffic upon the streets, parks or other public grounds.

- (bg) Person means any person, firm, partnership, association, corporation, company or organization of any kind.
- (eh) Sidewalk is any area or way set aside or open to the general public for purposes of pedestrian traffic, whether or not it is paved.
- (di) Special event means any ~~meeting, festival or~~ gathering of more than twenty-five (25) persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic on public rights-of-way or private property generally open to the public or occupies any area in a place open to the general public, and shall include outdoor festivals, block parties, races or runs, walk-a-thons/marathons, mobile food vending, and other events or activities of a similar nature, that do not have or seek a permanent site or business location, and are temporary and of such a nature as to be acceptable to the general public with regard to morals, health, safety features, and the conduct of the special event participants.
- (ej) Special event permit means a permit as required by this article.
- (fk) Street is any place or way set aside or open to the general public for purposes of vehicular traffic, including any berm or shoulder parkway, right-of-way, or median strip thereof.

Sec. 4-191 - Permit required.

No person shall engage in or conduct any parade or special event unless a permit is issued by the city.

Sec. 4-192. - Exceptions.

This article shall not apply to the following:

- (a) Funeral processions;
- (b) Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities;
- (c) A governmental agency acting within the scope of its functions; and
- (d) Spontaneous events occasioned by news or affairs coming into public knowledge within three (3) days of such public assembly, provided that the organizer thereof gives written notice to the city at least twenty-four (24) hours prior to such parade or public assembly.

Sec. 4-193. - Application.

- (a) A person seeking a special event permit shall file an application with the city manager on forms provided by the city and the application shall be signed by the applicant under oath.
- (b) An application for a permit shall be filed with the city manager at least thirty (30) days before the parade or special event is proposed to commence; provided, however, that this requirement may be modified by the city manager if the permit does not require city council action in order to be issued by the city.
- (c) The application for a permit shall set forth information determined by the city council to be necessary for the protection of the public health, safety and ~~well~~-well-being and contained in the special events policy to be adopted by resolution of council. It may be amended from time to time.

Sec. 4-194. - Fees.

- (a) A fee to cover administrative costs of processing the permit shall be paid to the city by the applicant when the application is filed. The amount for such permit shall be as established by city council ~~in its special events policy to be adopted~~ by resolution of council. ~~It may be amended~~ from time to time.
- (b) If the application is for the use of any city property or if any city services shall be required for the parade or special event, the applicant shall pay, prior to the issuance of a permit, the charges for rent and services in accordance with a schedule of rent and service approved by the city council by resolution ~~as part of the special event policy. It may be amended~~ from time to time.

Sec. 4-195. - Standards for issuance.

The ~~city council or city manager~~ or city council, as applicable, shall issue a permit as provided for herein when, from a consideration of the application and from such other information as may otherwise be obtained, it is determined that:

- (1) The conduct of the parade or special event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic contiguous to its route or location.
- (2) The conduct of the parade or special event will not require the diversion of so great a number of city public safety officers to properly police the line of movement and the areas contiguous thereto as to prevent normal public safety protection of the city.
- (3) The concentration of persons, animals, and vehicles at public assembly points of the parade or special event will not unduly interfere with property, fire and police protection of, or ambulance service to, areas contiguous to such public assembly areas.
- (4) The conduct of the parade or special event is not reasonably likely to cause injury to persons or property.

- (5) The parade or special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays in route.
- (6) Adequate sanitation and other required health facilities are or will be made available in or adjacent to any public assembly areas.
- (7) There are sufficient parking places near the site of the parade or special event to accommodate the number of vehicles reasonably expected.
- (8) No special event permit application for the same time and/or location has already been granted, or has been received and will be granted. Where and the occurrence of two (2) or more special events would have an adverse effect upon the public health, safety, or welfare.
- (9) The conduct of the parade or special event shall comply with ~~the any~~ special event ~~policy~~ policies adopted by council.
- (10) The permittee shall establish to the satisfaction of the Director of Public Safety that such necessary and sufficient security personnel will be provided by permittee for the duration of the event.
- (11) No permit shall be granted where the applicant fails to comply with all requirements of this chapter or any other provision of state or local law, or where the applicant has knowingly made a false, misleading, or fraudulent statement in the application or supporting documents.

Sec. 4-196. - Exercise of approval authority.

Approval authority for special events shall be as set forth in the City's Park Reservation, Facility Use, and Special Event Policy; provided, however, that as to mobile food vending events that are not part of a larger special event application that includes additional activities, the city manager shall be authorized to review and approve such events. ~~The city manager shall issue permits for special events which are proposed to be located upon one (1) site for no greater duration than seventy two (72) hours. All other special events or parades shall require approval of city council.~~

Sec. 4-197. – Prohibited acts.

It shall be unlawful for any person to:

- (a) Advertise, promote, or sell tickets to, conduct or operate an outdoor assembly without first obtaining a permit as required by this chapter;
- (b) Conduct or operate an outdoor assembly in such a manner as to create a public or private nuisance;

- (c) Conduct or permit, within an outdoor assembly, any obscene display, exhibition, show, play, entertainment, or amusement as prohibited by Act No. 343 of the Public Acts of Michigan of 1984 (MCL 752.361 *et seq.*), as amended;
- (d) Permit any person on the premises to cause or create a disturbance in, around, or near an outdoor assembly by disorderly conduct;
- (e) Permit any person to unlawfully consume, sell, or possess alcoholic liquor while on the premises of an outdoor assembly;
- (f) Permit any person to unlawfully use, sell, or possess any controlled substances on the premises of an outdoor assembly.

Sec. 4-198. – Mobile food vending special events.

- (a) The provisions of this Section apply to mobile food stands, mobile food trailers, and mobile food vehicles. This Section does not apply to vehicles that dispense food and move from place to place and are only stationary for a brief period of time not to exceed ten (10) minutes, such as ice cream trucks.
- (b) A special event permit shall be required to operate a mobile food vehicle, mobile food trailer, or mobile food stand. The application for a permit shall include the information required in Section 4-193. In addition, the applicant shall provide (1) proof of insurance in the amount of \$1,000,000 naming the City as an additional insured; and (2) an additional application fee in an amount to be set by resolution of the City Council from time to time. If mobile food vending is proposed as part of an activity that also requires a special event permit, no additional or separate mobile food vending permit shall be required.
- (c) No owner or occupant of property within the City may secure more than three (3) mobile food vending special event permits within a calendar year with respect to events located on private property.
- (d) No mobile food vendor may secure more than three (3) special event permits per calendar year for a mobile food vending special event.
- (e) Mobile food vending activities as a special event, or as part of a special event, shall be subject to the following additional requirements:
 - (1) The customer service area for mobile food vehicles, trailers, or stands shall be on the side of the truck that faces a curb, lawn, or sidewalk if allowed on a street or right-of-way. No food service shall be provided on the driving land side of the vehicle, trailer, or stand when parked on a street or right-of-way. No food shall be prepared, sold, or displayed outside of mobile food vehicles, trailers, or stands when located on a city street or right-of-way.

- (2) No mobile food stand may be larger than ten feet by ten feet nor more than 75 square feet in size. A five-foot clearance must be maintained on all sides of the stand within the maximum space allotted.
- (3) Customers shall be provided with single service articles such as plastic utensils and paper plates and a waste container for their disposal. All mobile food vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles, trailers, or stands shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.
- (4) No mobile food vehicle, trailer, or stand shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles, trailers, or stands shall meet the city noise ordinance, including generators. No music, high-decibel sounds, horns, or amplified announcements are allowed.
- (5) Signage is only allowed when placed on mobile food vehicles, trailers, or stands. No separate freestanding signs are permitted on city streets, rights-of-way, or city-owned property except as expressly allowed in the permit.
- (6) No flashing or blinking lights, or strobe lights are allowed on mobile food vehicles, trailers, or stands or related signage when the vehicle, trailer, or stand is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downward.
- (7) Mobile food vehicles, trailers, or stands when parked on public streets shall be parked in conformance with all applicable parking restrictions, and shall not hinder the lawful parking or operation of other vehicles.
- (8) A mobile food vehicle, trailer, or stand shall not be left unattended and unsecured at any time. Any mobile food vehicle, trailer, or stand found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.
- (9) A vendor shall not operate on private property within first obtaining written consent to operate from the affected private property owner. The property owner or occupant shall be responsible for securing the special event permit.
- (10) No mobile food vehicle, trailer, or stand shall use external signage, bollards, seating or other equipment not contained within the vehicle when parked on city streets or right-of-ways. When extended, awnings for mobile food vehicles, trailers, or stands shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.
- (11) Any power required for the mobile food vehicle, trailer, or stand located on a public way shall be self-contained and a mobile food vehicle, trailer, or stand shall not use utilities drawn from the public right-of-way. Mobile food vehicles, trailers, or stands on private property may use electrical power from the property being

occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any city street, alley sidewalk, or right-of-way.

(12) Mobile food vehicles, trailers, or stands shall not be parked within 150 feet of an existing brick and mortar restaurant during the hours when such restaurant is open to the public for business unless the applicant for the special event permit is also an existing brick and mortar business that serves food or alcohol.

Sec. 4-199. – Revocation.

(a) The city manager or city council may revoke a permit issued pursuant to this article whenever the permittee, his employee, or agent fails, neglects, or refuses to fully comply with any and all provisions and requirements set forth in this chapter or with any and all provisions, regulations, ordinances, statutes, or other law incorporated by reference in this chapter.

(b) A permit shall automatically be revoked if disorderly conduct occurs at an outdoor assembly or if an assemblage exceeds twenty-five (25) percent of the estimated attendance, as indicated on the application for a permit. In such instances the premises may be closed by the police department and the assembly disbursed.

Part II Severability

Should any section, subsection, paragraph, sentence, clause, or word of this ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the ordinance.

Part III Savings

This amendatory ordinance shall not affect violations of the zoning ordinance or any other ordinance existing prior to the effective date of this ordinance and such violation shall be governed and shall continue to be separately punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

Part IV Effective Date: Publication.

This amendatory ordinance shall be effective 10 days after adoption by the City Council and after publication as provided by the Charter of the City of Farmington.

Ayes:
Nays:
Abstentions:
Absent:

STATE OF MICHIGAN)

Attachment: OCA-Special Events (2285 : Food Truck Ordinance Amendment)

COUNTY OF OAKLAND)
)ss.

I, the undersigned, the qualified and acting City Clerk of the City of Farmington, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington at a meeting held on the ____ day of _____, 2016, the original of which is on file in my office.

SUSAN K. HALBERSTADT, City Clerk
City of Farmington

Adopted:
Published:
Effective:

Attachment: OCA-Special Events (2285 : Food Truck Ordinance Amendment)