



SPECIAL STUDY SESSION MEETING AGENDA

1. ROLL CALL

Roll Call

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

4. CONSTRUCTION ESTIMATE AND CHANGE ORDER

- A. Consideration to Approve Final Construction Estimate and Change Order for 2013 Streetscape Project**

5. DISCUSSION

- A. Discussion - Twin Valley Lift Station Improvements**

6. RESOLUTION TO APPROVE HOLIDAY PARADE

- A. Consideration to Approve Resolution Authorizing Holiday Parade**

7. DISCUSSION

- 1. Discussion - Administrative Reorganization**

8. DISCUSSION

- 1. Discussion - Special Event and Park Reservation Policy Revisions**

9. DISCUSSION

- 1. Discussion - Complete Streets Mobility Plan RFP**

10. SKATE RENTAL AT RILEY PARK ICE RINK

- 1. Authorize Agreement Regarding Skate Rental at Riley Park Ice Rink**

11. COUNCIL COMMENT

12. CLOSED SESSION - LAND ACQUISITION

13.ADJOURNMENT

**Farmington City Council
Staff Report**

Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1712)**

Submitted by: Vincent Pastue, City Manager

Description: Consideration to Approve Final Construction Estimate and Change Order for 2013 Streetscape Project

Requested Action:

Move to approve Construction Estimate No. 10 in the amount of \$21,277.84 plus releasing \$15,011.87 in retainage, and approving Change Order No. 7 in the amount of \$16,055.84.

Background:

City Administration is requesting that City Council approve construction estimate No. 10 in the amount of \$21,277.84 plus releasing the remaining retainage in the amount of \$15,011.87. In addition, City Administration is requesting approval of Change Order No. 7 in the amount of \$16,055.84 for additional electrical work which was discussed with the City Council in July. **This action will close out the project!**

Agenda Review

Review:

Vincent Pastue Pending

City Manager Pending

City Council Pending 11/03/2014 6:00 PM



ARCHITECTS. ENGINEERS. PLANNERS.
October 30, 2014

Mr. Chuck Eudy
DPW Superintendent
City of Farmington
33720 W. 9 Mile Road
Farmington, Michigan 48335

Regarding: 2013 Streetscape & Utilities Improvements
OHM Job No. 0111-11-0163

Dear Mr. Eudy:

Enclosed is Construction Estimate No. 10 for the referenced project and includes the following required documents: 1) Contractor's Declaration; 2) Contractor's Affidavit; 3) Consent of Surety; and 4) Full Unconditional Waivers. Please note that not all subcontractors have provided waivers however pending final payment Full Unconditional Waivers will be obtained and provided to the City and OHM.

Warren Contractors & Development Inc. has completed the work shown on the attached construction estimate for the period ending October 16, 2014 and we would recommend payment to the Contractor in the amount of **\$21,277.84** which includes the pending approval of Change Order No.7 and the release of previously held retainage.

The itemization of the Total Earnings This Period is as follows:

Breakdown by Category:

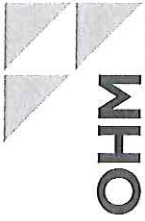
Category – Grove Street: General	\$0.00
Category – Grove Street: Water Main	\$0.00
Category – Grove Street: Paving	\$0.00
Category – Grove Street: Streetscape	<u>\$2,011.75</u>
Grove Street Total this Estimate:	\$2,011.75
Category – Warner St. & Oakland Ave: General	\$0.00
Category – Warner St. & Oakland Ave: Water Main	-\$1,200.00
Category – Warner St. & Oakland Ave: Sanitary	\$0.00
Category – Warner St. & Oakland Ave: Paving	-\$0.00
Category – Warner St. & Oakland Ave: Streetscape	<u>\$15,466.09</u>
Warner St. & Oakland Ave Total this Estimate:	\$14,266.09
Retainage Release:	<u>\$5,000.00</u>
Total Payment:	\$21,277.84

Sincerely,
OHM Advisors

Gary M. Smolinski
Construction Manager

Farmington Streetscape
Estimate 10 (FINAL)
October 30, 2014
Page 2 of 2

cc: Warren Contractors & Development, Inc., 14979 Technology Drive, Shelby Township, MI 48315
Matt Parks, P.E., OHM
File



CONSTRUCTION ESTIMATE

ORCHARD, HILTZ & McCLIMENT, INC.
34000 Plymouth Road
Livonia, MI 48150

p: (734) 522-6711
f: (734) 522-6427
w: ohm-advisors.com

PROJECT: Farmington - 2013 Streetscape & Utility Improvements

Job Numbers: 0111-07-0063
0111-11-0163

Estimate Number: 10 FINAL

Period End Date: 10/16/2014 15:38:00

Estimate Status: Approved

Contract Start Date: 05/02/2013

Contract End Date: 10/15/2013

Contract Duration: 166 days

Print Date: 10/30/2014 10:22:22

CONTRACTOR: Warren Contractors & Development, Inc.

14979 Technology Drive

586-323-3350

Shelby Township, MI 48315

OWNER: City of Farmington
33720 W 9 Mile Rd
(248) 473-7250

Farmington, MI 48335

STATUS: On Schedule

*Retainage: Lump Sum

Original Contract Amount: \$1,988,168.20

Change Orders: \$10,076.74

Current Contract Amount: \$1,998,244.94

A) Changes due to CO No. 1: (\$36,583.69)

B) Changes due to CO No. 2: \$507.81

C) Changes due to CO No. 3: (\$84.26)

D) Changes due to CO No. 4: (\$22,859.48)

E) Changes due to CO No. 5: \$54.20

F) Changes due to CO No. 6: \$52,886.32

G) Changes due to CO No. 7: \$16,055.84

\$10,076.74

Earnings this Period: \$16,277.84

Earnings to Date: \$1,998,244.93

Previous Retainage: \$5,000.00

Retainage this Estimate: (\$5,000.00)

\$0.00

Net Earned: \$1,998,244.93

Previous Estimates: \$1,976,967.09

\$21,277.84

Amount Due Contractor:

Amount Due Contractor includes \$5,000.00 of retainage previously held.

Prepared By:

Gary Smolinski
Gary Smolinski, Construction Manager, Orchard, Hiltz & McCliment, Inc.

Approved By:

Chuck Eudy, DPW Director, City of Farmington

Date:

10/30/14

Date:



Farmington - 2013 Streetscape & Utility Improvements
City of Farmington

Change Order Number: 7
Job Number: 0111-07-0063
0111-11-0163

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division A: Division A - GROVE STREET						
134	Conduit, DB, 1, 3 Inch Balancing of the electrical items Based on the Record Drawings of work actually performed,	184.00 Ft	14.00	198.00	\$10.55	\$147.70
135	Conduit, DB, 2, 3 Inch Balancing of the electrical items based on the Record Drawings of work actually performed,	42.00 Ft	8.00	50.00	\$15.83	\$126.64
136	Conduit, DB, 2, 4 Inch Balancing of the electrical items Based on the Record Drawings of work actually performed,	221.00 Ft	26.00	247.00	\$21.10	\$548.60
148	Conduit, 1-1/2" Balancing of the electrical items based on the Record Drawings of work completed. This quantity was increased due to the City of Farmington's request to install all the receptacles on separate circuits to allow them to operate manually.	850.00 Ft	1,405.00	2,255.00	\$8.60	\$9,273.00
149	Conduit, Directional Bore, 2, 4 Inch Balancing of the electrical items based on the Record Drawings of work completed.	0.00 Ft	9.00	9.00	\$25.32	\$227.88
152	Wire, #8 AWG Balancing of the electrical items based on the Record Drawings of work completed. This quantity was increased due to the City of Farmington's request to install all the receptacles on separate circuits to allow them to operate manually.	5,748.00 Ft	1,152.00	6,900.00	\$1.59	\$1,031.88
161	Light- Relocate Balancing of the electrical items based on the Record Drawings of work completed,	1.00 Ea	1.00	2.00	\$2,004.50	\$2,004.50
166	Pole/Luminaire-Refurbish (E3) Balancing of the electrical items based on the Record Drawings of work completed. The actual plan quantity for this item was 5 each, but this pay item was inadvertently balanced on a prior change order. Original Plan quantity was installed for this item.	3.00 Ea	2.00	5.00	\$3,165.00	\$6,330.00
SUB-TOTAL INCREASES DIVISION A:						\$20,490.00
Division B: Division B - WARNER ST. & OAKLAND AVE.						
370	Conduit, 1" Balancing Electrical Items Based on Record Drawings of work completed. Original Plan Quantity for this item was 1450 feet, and the quantity was revised a second time due to the City of Farmington's request to have the receptacles on separate circuits. Record Drawing quantity is 61 feet over plan quantity,	926.00 Ft	585.00	1,511.00	\$5.28	\$3,088.80
372	Wire, #12 AWG Balancing of the electrical items based on the Record Drawings of work completed. This quantity was increased due to the City of Farmington's request to install all the receptacles on separate circuits to allow them to operate manually.	3,160.00 Ft	693.00	3,843.00	\$0.53	\$367.29

Farmington - 2013 Streetscape & Utility Improvements
City of Farmington

Change Order Number: 7
Job Number: 0111-07-0063
0111-11-0163

Item No.	Description	Previous Authorized Quantity		Quantity Change	New Authorized Quantity	Unit Price	Total Increase
377	Pole/Luminaire-New (E5) Balancing Electrical Items Based on Record Drawings. Balancing of the electrical items based on the Record Drawings of work completed. The City of Farmington requested that the new light poles that were to be installed on the north side of Thomas be installed along Grove Street as opposed to refurbished ones. The City took delivery of the two refurbished poles and has possession of them.	0.00	Ea	2.00	2.00	\$6,330.00	\$12,660.00
Additional Items to the Contract:							
395	DWP Credit for Water Service Repair Credit to the DPW for the necessary repairs to the water service curb stop box in the east approach of the funeral home on Oakland Street.		Ls	1.00	1.00	(\$1,200.00)	(\$1,200.00)
SUB-TOTAL INCREASES DIVISION B:							\$14,916.09
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT							
Division A: Division A - GROVE STREET							
143	Wood Pole, Fit Up, Sec Cable Pole Balancing of electrical items based on the Record Drawings of work performed.	3.00	Ea	(2.00)	1.00	\$698.75	(\$1,793.50)
146	Cable, Sec, 600V, 1/2C#4, #8 Ground Balancing of electrical items based on the Record Drawings of work performed.	175.00	Fl	(75.00)	100.00	\$5.28	(\$396.00)
159	Ground Mounted Receptacles Balancing of electrical items based on the Record Drawings of work performed.	18.00	Ea	(9.00)	9.00	\$263.75	(\$2,373.75)
165	Pole/Luminaire-New (E5) Balanced Quantity.	7.00	Ea	(2.00)	5.00	\$6,330.00	(\$12,660.00)
174	Fdn, Rein Balancing of electrical items based on the Record Drawings of work performed.	11.00	Ea	(7.00)	4.00	\$211.00	(\$1,477.00)
SUB-TOTAL DECREASES DIVISION A:							(\$18,700.25)
Division B: Division B - WARNER ST. & OAKLAND AVE.							
383	Remove and Replace Light Pole Foundation (Warner Street) Balancing of electrical items based on the Record Drawings of work performed.	7.00	Ea	(1.00)	6.00	\$850.00	(\$650.00)
SUB-TOTAL DECREASES DIVISION B:							(\$650.00)

Farmington City Council Staff Report

Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1713)**

Submitted by: Vincent Pastue, City Manager

Description: Discussion - Twin Valley Lift Station Improvements

Requested Action:

Background:

City Administration would like to discuss improvements to the Twin Valley sewer pump station. Over the last few years, City Administration has known this pump station has been operating at peak capacity and will need improvements in the upcoming years. In fact, a new force main connection point at the corner of Warner Street and Shiawassee was constructed with the 2013 Streetscape Improvement Project in anticipation of this improvement coming. City staff has been working with the City's consulting engineers Orchard Hiltz and McCliment (OHM) over the last year analyzing the magnitude of the pump improvements that would be needed to address the problem. The source of the problem is wet weather flows because we have footing drains connected to the sanitary sewer collection system that flows to the Twin Valley pump station.

It is important to note that the Twin Valley station, which is located north of Shiawassee and west of the east Farmington Road intersection near the Rouge River, serves an area bounded to the east by Power Road, to the north by Ten Mile Road, and to the west by the Rouge River along Twin Valley Drive. As part of the engineering analysis for the Balfour site development, it was recommended by OHM that if they were to connect to the Farmington sanitary sewer system, upgrades to the Twin Valley Pump Station should take place concurrent with the Balfour site construction.

Matt Parks will be at the study session to discuss the needed improvements and the estimated cost. Initially, OHM was estimating in the \$500,000 range. The annual budget has approximately \$300,000 set aside each year for capital improvements to the system. If we were to proceed with the project in 2015, I would recommend a temporary financing of no more than three years. Interest rates are extremely low for short-term financings.

As this pertains to the Balfour development, there are a couple of options which are listed below.

1. Proceed with the Twin Valley station improvements in 2015 as recommended by City Administration. **Make no mistake, the City of Farmington will need to make these improvements sometime in the near future.** Furthermore, this would be necessary for any future development that might take place on the School Administration and Bus Depot property.
2. Allow Balfour to connect to the Farmington Hills sanitary sewer system on Ten Mile Road. The City would forego approximately \$20,000 per year in revenues for the sanitary sewer service. Farmington would still receive revenue for water service.

Other Issues

1. If the City Council was to go forward with Twin Valley project in 2015, we would recommend to

Information Item (ID # 1713)

Meeting of November 3, 2014

include a 450 foot water main extension on Raphael Street that would connect that main at Ten Mile Road improving water pressure in the area.

2. City Administration will be providing the City Council with an updated capital improvements program for the Water and Sewer System in early 2015. This would be helpful to provide context for the City Council's decision making.

Agenda Review

Review:**Vincent Pastue Pending****City Manager Pending****City Council Pending 11/03/2014 6:00 PM**

**Farmington City Council
Staff Report**

Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1714)**

Submitted by: Vincent Pastue, City Manager

Description: Consideration to Approve Resolution Authorizing Holiday Parade

Requested Action:

Background:

The Greater Farmington Area Chamber of Commerce is organizing the 2014 Holly Day events and proposed a parade as part of the event. This is something that has been discussed the last few years and was mentioned at the City Council's October 20 meeting. Since the parade would require closure of Grand River Avenue for a short period of time, it is necessary to submit a resolution of support from the Farmington City Council and to indemnify and hold harmless the Michigan Department of Transportation (MDOT) in the event of a claim resulting from the temporary closure.

The proposed parade route would begin at School Street and proceed through the downtown terminating at Liberty Street similar to the Memorial and Founders parades. The parade would begin at 5:00 p.m. Staging would take place along School Street, Thomas Street east of Warner, the east Training Center parking lot, and possibly the west parking lot as well. The staging would take place during day light hours and the parade would begin at dark.

Janet Bloom has been in contact with Public Safety Director Frank Demers regarding the details of the parade. The timing and location works to minimize the amount of overtime due to shift change and because the parade route is much shorter resulting in fewer intersections and curb cuts requiring officer monitoring and control.

At the study session, City Administration will provide a formal resolution for approval that encompasses the items discussed.

Agenda Review

Review:

Vincent Pastue Pending
City Manager Pending
City Council Pending 11/03/2014 6:00 PM

Farmington City Council Staff Report

Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1715)**

Submitted by: Vincent Pastue, City Manager

Description: Discussion - Administrative Reorganization

Requested Action:

Background:

City Administration is recommending that the City Council authorize an incentive that would allow all administrative employees currently eligible to retire to receive two years of additional credited service if they were to retire between January 1, 2015 and April 30, 2015. There are currently six administrative employees in the Treasurer's Office, Clerk's Office, Public Safety, and City Manager's office eligible to retire. We anticipate that two to four of the employees would likely accept this incentive.

The rationale for considering this incentive is to reduce the number of full-time positions and replace most of these positions with part-time employees which would reduce costs without a loss in service to the public. City Administration would recommend that the on-going saving realized with this change be applied to the following areas:

1. Re-instate the Deputy Director position which was eliminated in 2010.
2. Create a laborer position in the Department of Public Works that would be dedicated to parks year-round.
3. Allow for internal reshuffling of personnel to provide Economic and Community Development with administrative support.

Financial Impact

1. Assuming four employees take the retirement incentive, the accrued liability cost would be approximately \$100,000 to the pension system. City Administration had already had the Municipal Employees Retirement System (MERS) prepare an actuarial valuation for one and two years of additional credited service.
2. Again assuming four of the six eligible employees accepted the retirement incentive, the City would see a reduction in its operating expenses of approximately \$35,000 per year after all of the following occur:
 - Reinstating the Deputy Director position
 - Creating the Parks Laborer Position
 - Incorporating all the new part-time positions
 - Outsourcing of Payroll (still under review and consideration)
 - Incorporating all of the changes in salaries for the Public Safety department reflecting retirements being backfilled with lower starting wages.

Other Considerations

1. **Parks Maintenance Need** - We now have year round park activities and I feel it is important to have high-quality well-maintained parks if we want to appeal to a younger family demographic. Our parks maintenance has room for improvement as well as addressing ice rink maintenance. In the past, we have had a part-time seasonal employee handle parks. This position would be available to assist with the Farmers Market and maintaining our parks on weekends when utilization is at its peak. We would need to negotiate with the DPW bargaining unit regarding the wages, benefits, and conditions of employment. We do not foresee any major issues.
2. **Deputy Director Position** - I would like reinstate this position that was lost during our downsizing in 2010. I think this position is important as we continue with the 12-hour shifts and to provide opportunities for officers to work with specialized details. Furthermore, this reinstated position would handle some of the administrative items currently handled by the department secretary, oversee special operations, and provide relief to the director regarding personnel matters and community relations. This is something that came out of our on-going employee assessment process. It should be noted that officer output has dramatically risen as a result of the twelve hour shifts.
3. We will provide more details at the study session regarding how the cost savings were calculated and provide additional details how the reorganization would function.

Agenda Review

Review:

Vincent Pastue Pending

City Manager Pending

City Council Pending 11/03/2014 6:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1716)**
Submitted by: Vincent Pastue, City Manager

Description: Discussion - Special Event and Park Reservation Policy Revisions

Requested Action:
Background:

One of the goals identified in the City Council's 2014-2015 Work Plan was to update the special event policy. City Administration has already begun the review process and drafted an outline for discussion with the City Council. Rather than draft changes to the existing policy, which are attached, it is felt that we start with a general discussion. It will eventually lead to a more formalized policy for adoption at a future date.

There are a few themes for discussion which are listed below.

1. There has been a significant increase in the use of Shiawasse Park from individuals and businesses outside of Farmington and Farmington Hills. One of the policy recommendation is that we allow local residents an opportunity to enjoy the park more regularly, especially on weekends.
2. Many of the special events and park reservations are creating additional work for public safety and public works. City Administration is recommending that we restructure our fee system to insure that we are covering any additional cost incurred by public safety and public works. The exception would be community events such as the Founders Festival, Art on the Grand, Farmers Market, etc.
3. Streamline approval process. City Administration feels that many items that come before the City Council can be approved administratively. Some are already incorporated into the current policy.

Agenda Review
Review:

Vincent Pastue	Pending
City Manager	Pending
City Council Pending	11/03/2014 6:00 PM

Special Event Policy Review

October 8, 2014

I. Purpose of Policy Review

- A. Identify different types of special events and conditions for approval
- B. Streamline and clarify approval process
- C. Review Park and Mansion Reservation Policies
- D. Establish policy for use of City Hall
- E. Review of Block Party Policy
- F. Establish policy for film productions – both public and private locations
- G. Identify who is able to reserve City facilities
- H. Identify responsibilities for the various parties
- I. Establish a single point of contact within the City (Clerk's Office and Website)
- J. Review of existing fees and deposits and whether these need to be increased and extended.
- K. Review of Indemnification Requirements

Proposed preamble to be incorporated into written policy: The Farmington City Council recognizes that a "Sense of Place" is necessary for creating a vibrant and engaged community along with supporting local businesses. The purpose of this policy is to encourage public and private events that supports creating this Sense of Place, streamlines the approval process, clarifies responsibilities for event activities, protects the health, safety and welfare of public, mitigates impacts on residents and businesses, and protects the financial interests of the City of Farmington.

II. Applicability

A. Park Reservations

1. Shiawassee Park
2. Drake Park
3. Riley Park
4. Other Parks: Women's Park, Memorial Park, Flanders

B. Use of Governor Warner Mansion

C. Use of City Hall

1. City Council Chambers
2. Conference Room A

D. Special Events and Activities

E. Event signage

III. Special Events

A. Type of Special Events

1. City/DDA/Chamber Community Events: Farmers Market, Founders Festival, Art on the Grand, Harvest Moon, Summer Concert Series, Holly Days
2. Civic Organizations/Community Benefit: Memorial Day Parade and Service, 9-11 Memorial Service,
3. Civic Organization/School Groups Fund Raising – Tag Days, Poppy Days
4. Outside Organizations – 3-day Cancer Walk, Relay for Life, Crop Walk
5. Recreational Activities: Run to the Hills, Swing Dancing,
6. Private Events Utilizing Public Facilities: News Years Day Challenge,
7. Private Events serving private audience on private property

B. Special Event Needs

1. Attendance exceeds 250

2. Multi-day event
3. Alcohol served
4. Portable restrooms
5. Electricity in exceed of 110 v
6. Bands/Music
7. Food Service
8. Outside Vendors
9. Road Closure
10. Park Area Closure
11. Involve animals
12. Additional Security
13. Signage – Limit to 21 days and specify locations

C. Required Approval

1. Administrative Approval

- A. Special Event on Public Property if the following conditions are met
 - i. Less than 250 attendees
 - ii. Limited park area or parking lot closure as determined by City Administration
 - iii. Public Safety determination no outside security is necessary
 - iv. Limited number of outside vendors
 - v. Electricity needs do not exceed 110 v
 - vi. Determination that bands and music will not exceed standards in noise ordinance
 - vii. Applicant is local civic organization, school. Library, local business, resident of Farmington or Farmington Hills, and event is open to the community.
- B. Block Parties
- C. Special Events on Private Property if the following conditions are met
 - i. Event takes place in a commercial or industrial zoned area with at least 250 feet residential area
 - ii. Less than 200 attendees
 - iii. Public Safety determination no outside security is necessary
 - iv. Determination that music will not excessively exceed standards in noise ordinance
 - v. **(Does serving alcohol matter?)**
- D. City Manager denial can be appealed to Farmington City Council

2. City Council approval required

A. Special Event on Public Property if one of the conditions below are part of the application for special events if only one of the following exist

- i. Anticipated attendance exceeds 250
- ii. Multi-day event
- iii. Alcohol will be served
- iv. Portable restrooms are necessary
- v. Electrical needs exceed 110 v
- vi. Bands or music that are anticipated to exceed noise ordinance standards
- vii. Food service is part of the event
- viii. Requires park or parking lot closure
- ix. Requires road closure
- x. Event involves animals
- xi. Public Safety determination that additional security is necessary
- xii. Referral from City Administration for consideration
- xiii. Special activities: amusements, fireworks, organized demonstrations

B. Special Event on Private Property

- i. Off-site parking is required
- ii. Multi-day event
- iii. Public Safety determination

IV. Park Reservations

A. Prohibitions: Women's Park, Memorial Park, Drake Park and Flanders Park

B. Approval by City Clerk's Office (Shiawassee Park)

Park reservations on weekends are limited to residents of Farmington or Farmington Hills, businesses located in Farmington or Farmington Hills, civic and community groups located in Farmington or Farmington Hills, Schools and any affiliate organizations located in Farmington or Farmington Hills, or any Church located in Farmington or Farmington Hills.

1. Reservation with less than 100 attendees at any one time
2. No portable restrooms are necessary
3. Music will not exceed noise ordinance standards

4. Applicant does not need electricity exceeding 110 v
5. Cooking of food will be limited to pavilion area and does not require more than four grills or outside vendors stationed at the park

C. Approval by City Manager

1. Any activity in Riley Park that does not require City Council approval
2. Reservation with more than 100 attendees
3. Portable restrooms will be necessary
4. Applicant will have bands and/or loud music
5. Reservation could alter the enjoyment of the park by residents
6. Food service
 - a. More than four grills will be used
 - b. Food vendor(s) will be parked as part of the reservation
7. Special requests such as tents, amusements, and special activities
8. Activities that involve animals

D. Approval required by City Council

1. Any multi-day event
2. Any event that involves fireworks or firearms
3. Any event that requests to serve alcohol

V. Governor Warner Mansion Reservations

A. Grounds for Special Events:

1. Prom pictures shall be limited to high schools located in the cities of Farmington or Farmington Hills
2. Promotional or Appreciation Events
3. Fund raising activities for Governor Warner Mansion or Historical Commission

B. Weddings

C. Photography

VI. City Hall

A. Applicant Limitations

1. Community or Civic Group

2. Neighborhood Association
 3. Political Party
 4. Weddings
- B. Approval is required by the City Manager's Office
- C. Appeal City Manager's denial to City Council

VII. Fees and Deposits

- A. Waiver of Fees and Deposits for any use by the City organizations, Farmington Community Library, and Farmington Public Schools.
- B. See Appendix A

Website www.ci.farmington.mi.us

Office of City Manager

23600 Liberty Street
Farmington, Michigan 48335



Telephone 248-474-5500
Fax 248-473-7261

Dear Special Event Sponsor:

The City of Farmington Special Events Policy and Application Form are enclosed. The application form includes references to the policy sections to assist you in completing the form.

All special events must be approved by City Council. The application form must be returned to the City Manager's office at least thirty (30) days prior to the first date of the event. However, it is recommended that you submit your application well in advance of this deadline to be sure your date is available and to allow sufficient time to work out any details with you.

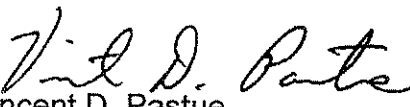
Upon receipt, the application will be reviewed by the City Manager or Designee to estimate the need for City services and associated costs. Any concerns that may arise during this review will be discussed with you in an effort to resolve them to everyone's satisfaction.

The City Manager or Designee will also review the application to evaluate the insurance risk involved, as described in the policy. If you have any questions about the insurance requirements for your event, please call the City Manager's office.

Regular City Council meetings are held on the third Monday of each month at 7 pm in City Hall. It is recommended that a representative of your event attend the meeting at which your application will be considered so that any questions may be answered at the meeting.

If you have any questions about the policy or the form, please feel free to call the City Manager's office for assistance at 248-474-5500, ext. 221.

Sincerely,


Vincent D. Pastue
City Manager

Attachment: Special Event Policy (1716 : Special Event Policy)

SPECIAL EVENTS POLICY

1. SPECIAL EVENT APPLICATION REQUIRED:

This policy Statement on Special Events covers all special events and the commercial filming of locations and events in the City of Farmington. Any organization wishing to sponsor or hold a special event in the City of Farmington will be required to complete the City of Farmington Special Event Application.

A special event within the City of Farmington that will be conducted on the streets or parks, or other public areas is required by the City Code Article VI, "Special Events" to be approved by the City Council or City Manager. Applications to conduct a special event must be made in writing to the office of the City Manager. Applications are available from the City Manager's office or the City Clerk's office. Applications shall be submitted to the City Manager's office no later than thirty (30) days prior to the date of the actual event. However, the City Manager may waive such requirement if the permit does not require Council approval for issuance.

The City of Farmington may hold its own special events. It may contract with one or more organizations to perform special event services or it may jointly sponsor a special event with one or more organizations. In such cases, the City administration and the participating organizations shall submit a special event application to City Council, which shall include a presentation of the City's financial participation.

The City will provide a complete review of any special event application, including consultation with the applicant, as may be reasonably necessary.

2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS:

The City will provide support to special events on the following basis:

- a. **City Operated Events:** The City may operate certain special events directly. The full cost of these events will be funded by the City.
- b. **Co-Sponsored Events:** The City may co-sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and advances the City's image.
- c. **Other Non-Profit Events:** The City may assist other special events operated by non-profit organizations. These events must meet the other requirements of the special events policy and must reimburse the City for any City costs in excess of the approved support level.
- d. **Other For Profit Events:** The City may allow other special events operated by for-profit sponsors that are beneficial to the City and the public, subject to a rent for the use of the public property, which is approved for each event. These events must meet the other requirements of the special events policy and must reimburse the City for any City costs in addition to the payment of the established rent.

3. **FEES FOR SPECIAL EVENTS:**

Fees shall be charged for City services provided to special events as follows:

- a. **Straight time** shall be the hourly cost for any employee working on a special event during the "normal work day," including the actual cost for fringe benefits.
- b. **Overtime** shall be the hourly cost for any employee working on a special event during a time period, which would be considered overtime for City payroll records, including the actual cost for fringe benefits.
- c. **Purchased or rented materials** shall include all direct costs for all materials purchased or rented by the City of Farmington for use at the event.
- d. **Equipment charges** shall be the current equipment rental rates charged by the City of Farmington.
- e. **An administrative fee** of ten percent (10%) shall be added to the total billing. This administrative fee shall cover the City's expenses related to supervision, use of stock parts (i.e. nuts/bolts, fluids), and costs associated with payment of bills pertaining to the event.

4. **BILLINGS FOR SPECIAL EVENTS:**

Special event billings by the City shall be itemized as follows:

Public Safety Employee Regular/Overtime	\$
Public Services Employee Regular/Overtime	\$
Equipment Charges	\$
Purchased Materials	\$
Rented Materials	\$ _____
Subtotal	\$
Plus 10% Administrative Fee	\$
Plus For-Profit Rent if applicable	\$
Less amount of City support	\$ _____
NET TOTAL BILLING	\$ _____

A cash deposit, performance bond or other security acceptable to the City will be required in an amount equal to the amount estimated by the City to be billed for City fees as described above. The estimated City fees shall be listed as a part of the City Council resolution authorizing the special event. Arrangements for the deposit or other acceptable security are to be made by event organizers not less than five (5) working days before the start of the event.

5. **“EXEMPT PARKING” FOR SPECIAL EVENTS:**

The term “exempt parking” as used on the special event application form means that there will be no enforcement of parking time limits. Enforcement of handicapped zones, theater parking zones, and all fire lanes shall be enforced at all times. Exempt parking shall only be granted if requested by the sponsor and approved by City Council.

6. **RENTAL CHARGE TO BE SET FOR PRIVATE, FOR-PROFIT EVENTS:**

Events which are exclusively sponsored by private, for-profit organizations shall be charged a rent for use of public areas such as parks or streets, in addition to the City event fees provided herein. The rent shall be set by the City administration in consultation with the applicant, based on the overall economic impact of the privately sponsored event and subject to final approval by City Council as part of the special event application approval.

7. **CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS:**

It is the desire of City Council that local, non-profit organizations and local merchants in the vicinity of the special event being held, be given the opportunity to participate in the special event to the great extent practical, consistent with the nature and purpose of the event.

8. **SPECIAL EVENT SIGNS:**

The special event application shall include a description of any proposed advertising signs which are to be used for the event. The use of signs shall conform with the description contained in the application, or as modified by City Council or City Manager, in the approval process. Except as expressly approved otherwise by Council or City Manager, event signs erected prior to the first day of the event shall be subject to the following restrictions:

- a. There shall be no more than five (5) such signs;
- b. No such sign shall be erected earlier than fourteen (14) days prior to the first day of the event, nor remain beyond the first day following the last day of the event;
- c. No such sign shall be erected on any property without the express permission of the owner; and
- d. All such signs shall comply with the provisions of the City sign ordinance.

Additional signs may be erected as needed at the site of the event during the event's occurrence with the City Manager's approval.

9. VIDEO OR FILM PRODUCTION:

Organizations which request any location in the City of Farmington as a location for a commercial video or film production shall be required to coordinate the production with the City Manager's office. The City Manager's office shall have the authority to grant permission for commercial video or film production in the City and to allow use of City facilities for this purpose. All commercial video or film productions shall be required to pay the actual costs of all straight time and overtime for all City employees and equipment. Further, there shall be a twenty percent (20%) administrative fee placed on the final billing for such productions. In addition, a rent shall be charged for the use of public areas such as parks and streets. The rent shall be set by the City administration based on the overall impact of the production on the public areas being used.

10. LIABILITY INSURANCE REQUIREMENTS:

In order to comply with the City's insurance liability carrier, the City shall require that all sponsors of events or commercial video or film crews carry liability insurance with coverage of at least \$1,000,000 except for Class I - Low Hazard events approved by the City Manager as provided below. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Farmington as an additional insured prior to the event. City Council may require higher levels of insurance based on risk factors and past experience.

All special events shall be reviewed by the City Manager. Special events are defined as activities which are not directly related to the day-to-day operations of the City of Farmington, but which may occur on premises owned or controlled by the City of Farmington.

It shall be the policy of the City of Farmington to not routinely require insurance coverage for events classified as Class I – Low Hazard, and the City Manager may waive insurance requirements for Class II – Moderate Hazard events depending on evaluation of risk.

The City Manager may place additional requirements on any event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Public Services or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of the policy.

The City Manager will review each special event application received and assess the potential liability risk of the City of Farmington based on the following risk categories:

Class I – Low Hazard involves little physical activity by participants and no hazardous exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gatherings, theatrical performances, auctions, and car shows (vehicles parked).

Class II – Moderate Hazard involves moderate physical activity by participants and no significant hazardous exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, car cruises, political rallies, flea markets, picnics and parades with no floats.

Class III - Substantial Hazard involves major participation by participants and/or moderate risk to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races, festivals, circus/carnivals and semi-pro team sporting events.

Class IV - High Hazard involves danger or significant risk to spectators and/or participants. Examples of events in this category include, but are not limited to, rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, professional or collegiate sporting events.

As a result of the review of the event by the City Manager, some events may require that additional City staff or representatives of the City be on site during the event.

In addition, the City Manager, Director of Public Services and City Public Safety officials have the authority to cancel or stop any event or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

11. **TRAFFIC CONTROL AND SAFETY REQUIREMENTS:**

The special event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and the City may request additional requirements during the event, as necessary for the safety of the public.

All special events which allow participants soliciting funds in street intersections shall comply with the safety requirements and use of traffic cones as specified in the Public Safety Director's instructions.

12. **PARTICIPANT WAIVER OF LIABILITY:**

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to this policy. Specific requirements may be indicated in the City's written confirmation of approval.

13. VENDOR INSURANCE AND LICENSE REQUIREMENTS:

All vendors must complete the concession waiver of liability prior to opening of the vending operations.

An event that is serving food must have all food vendors approved by the Oakland County Health Department. All food vendors must supply a valid certificate of insurance naming the City of Farmington as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary food license if required by the Oakland County Health Department. Food vendors are responsible for any and all fees related to obtaining a food license.

14. TWO OR MORE APPLICATIONS FOR THE SAME DATE:

In the event that two or more special event applications are received for the same date and time, prior to the approval of either event, the date and time that each application was received by the City of Farmington shall determine the order of preference. Once a special event permit has been granted, it shall be the policy of City Council to not award further permits for the same date, time and general location except for special situations.

15. RESERVATION OF ANNUAL EVENT DATES:

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than eighteen (18) months in advance.

16. WRITTEN CONFIRMATION OF CITY APPROVAL:

Upon approval of the special event application, a written confirmation as to the action of City Council or City Manager will be forwarded to the individual or organization requesting the event by the City Clerk's office. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Farmington Special Event Application must be completed for all special events that take place on public lands or lands that are controlled by the City of Farmington.

City of Farmington Special Event Application

Directions: Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's office at least 30 days prior to the starting date of the event.

Sponsoring Organization's Legal Name _____ Phone _____

Organization Address _____

Organization's Agent _____ Phone _____

Agent's Title _____

Agent's Address _____

Event Name _____

Event Purpose _____

Event Dates _____

Event Times _____

Event Location _____

1. **TYPE OF EVENT:** Based on Policy Section 2, this event is:

City Operated Event Co-sponsored Event

Other Non-Profit Event Other For-Profit Event

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

If YES, you can reserve a date for next year with this application (See Policy Section 15). To reserve dates for next year, please provide the following information:

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

Next year's specific dates: _____

3. **An EVENT MAP** [is] [is not] attached. If you event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lost that you are requesting to be blocked off.

4. **VENDORS:** Food Concessions [YES] [NO] Other Vendors [YES] [NO]

If yes, refer to Policy Section 13 for license and insurance requirements.

5. **EVENT SIGNS:** Will this event include the use of signs [YES] [NO]

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: **Please complete sign illustration sheet on page 4 and include with the application.**

6. **EXEMPT PARKING:** Are you requesting exempt parking? (See Policy Section 5)
[YES] [NO]

If yes, list the lots or locations where exempt parking is requested:

7. **OTHER REQUESTS:** _____

8. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Policy Section 10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section 12)
 - c. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. (see Policy Section 11)
 - d. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the city with a certificate of insurance which names the city of Farmington as an additional named insured party on the policy. (see Policy Section 13)
 - e. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, in accordance with the city's special event policy. The event will be operated in conformance with the written confirmation of approval. (see Policy Sections 11 and 16)
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered, pursuant to Policy Sections 3 and 4.

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

Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

**City Manager's Office
23600 Liberty Street
Farmington MI 48335**

Phone: 248 474-5500-221

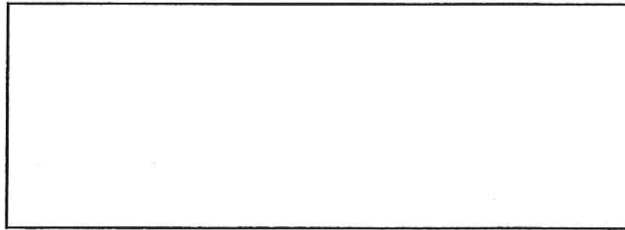
Signs or banners approved by the city of Farmington for special events shall be designed and made in an artistic and workman-like manner.

THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Total square footage of the banner cannot exceed 32 square feet.

BANNER LENGTH

W
I
D
T
H



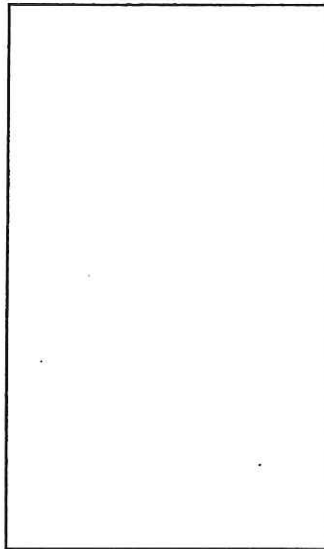
Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet.

Stand-up A Frame sign

WIDTH

H
E
I
G
H
T



Write sign copy inside sign area.

**Farmington City Council
Staff Report**
Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1717)**
Submitted by: Vincent Pastue, City Manager

Description: Discussion - Complete Streets Mobility Plan RFP

Requested Action:
Background:

The purpose of this agenda item is to discuss the lone request for proposal (RFP) we received for the Complete Streets Mobility Plan. The City advertised on Bidnet an RFP for this professional service which was due September 26. The only proposal we received was from LSL Planning partnering with OHM. They were aware of Farmington preparing an RFP for this and asked for it directly. I was surprised that we did not receive any other proposals and in fact I was not contacted during the four week period the RFP was issued. I wondered if our advertisement was actually posted. As a result, I did not open LSL/OHM proposal until discussing this with the City Council.

There are two alternatives to consider.

1. Open the LSL/OHM proposal. We are aware that they are capable of performing the work and have worked well with them in the past.
2. Re-advertise. Send RFP directly to consultants which has been my practice in the past.

Agenda Review
Review:
Vincent Pastue Pending
City Manager Pending
City Council Pending 11/03/2014 6:00 PM

Farmington City Council Staff Report

Council Meeting Date:
November 3, 2014

**Reference
Number
(ID # 1718)**

Submitted by: Vincent Pastue, City Manager

Description: Authorize Agreement Regarding Skate Rental at Riley Park Ice Rink

Requested Action:

Move to authorize the City Manager to sign an agreement with D&D Bicycle and Hockey regarding the rental of ice skates at the Riley Park Ice Rink, subject to review and final approval by the City Attorney.

Background:

City Administration is requesting City Council to authorize the City Manager to enter into an agreement with D&D Bicycle and Hockey to rent skates at the Riley Park Ice Rink. Listed below are the relevant aspects of the agreement. The City Manager and City Attorney will draft the agreement and incorporate insurance requirements.

Dates: December 7, 2014 through March 1, 2015 seasonal weather permitting.

Prime Time Hours: Fri 6-9pm, Sat 12-8pm, Sun 12-5pm, and other special events and holidays TBD, weather permitting.

D&D Services provided:

- Skate rental - \$4 per pair.
- Skate sharpening - \$5.
- Sale of skating equipment, supplies and Riley Ice Rink merchandise (clothing, etc.).
- 10% of Riley Park merchandise profits go back to Farmington DDA.
- Promotion of Riley Park Ice Rink and its events on D&D's website and email blasts. (D&D uses this method with other public events and has helped attract thousands of participants to the Northville Rotary Club's Tour de Ville bike event through their website registration. *See pic below.*)
- Assist in collection of ice rink access fees during prime time hours.

City / DDA / Ice Rink Committee Services provided:

- Allow other outdoor, mobile vendors but not ice skate rental or sporting goods suppliers.
- Actively promote D&D's services for the ice rink on websites, email blasts, Farmer's Market, Harvest Moon and other events.
- Provide ice rink special events and promotions.
- Maintain and resurface the ice rink and Riley Park in general.

- Provide electrical access and designated space for D&D's displays and equipment.
- Review insurance and liability requirements with D&D.
- Enclose three sides and provide heat in Sundquist Pavilion during prime time hours. This is to provide a warming room for patrons and stimulate demand for the ice rink.
- Prime Time access fee of \$2 per person or \$5 per family. This is to offset operational costs such as pavilion heat and enclosures. It also adds legitimacy and provides a means to track patron usage. This fee can be collected by D&D on behalf of the City/DDA.
- Highly suggested we engage a supervisor (volunteers or employees) to enforce a fee based ice rink access during "prime time" operational hours when D&D will be on site. City/DDA should consider civic organizations and youth groups in need of service hours.

Agenda Review

Review:**Vincent Pastue Pending****City Manager Pending****City Council Pending 11/03/2014 6:00 PM**