



**Regular City Council Meeting  
7:00 p.m., Monday, May 7, 2018  
Conference Room  
23600 Liberty Street  
Farmington, MI 48335**

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## **REGULAR MEETING AGENDA**

- 1. Roll Call**
  
- 2. Approval of Items on Consent Agenda**
  - a. Consideration to accept the resignations of Mike Fera and John Perry from the Downtown Farmington Parking Advisory Committee**
  - b. Consideration to accept the resignation of James Gallagher from the Zoning Board of Appeals**
  - c. Consideration to accept the resignation of Suzanne Paul from the Library Board**
  - d. Consideration to approve Special Event Application for Farmington Community Library's Family Fun in Riley Park**
  - e. Consideration to approve Special Event Application for Farmington Community Library's Pavilion Story Time**
  - f. Consideration to approve Special Event Application for the Allstate Insurance annual picnic**
  - g. Consideration to approve Special Event Application for Farmington Public Schools Back to School Celebration**
  
- 3. Approval of Agenda**
  
- 4. Public Comment**
  
- 5. Special Event Application**
  - a. Friends of FASD 5K**
  
- 6. Consideration to Purchase a New Screen for the Farmington Civic Theaters**
  
- 7. Farmington Downtown Development Authority Budget Presentation**
  
- 8. Discussion – City Council's Budget**

**9. Other Business**

**10. Council Comment**

**11. Adjournment**

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 2a</b>
<b>Submitted by: Melissa Andrade</b>		
<b>Agenda Topic:</b> Resignations from the Downtown Parking Advisory Committee		
<b>Proposed Motion:</b> Move to accept the resignations of Mike Fera and John Perry from the Downtown Farmington Parking Advisory Committee.		
<b>Background:</b>  Mike Fera held a business owner seat on the Downtown Farmington Parking Advisory Committee. His business has moved out of the downtown. He will leave a seat that is up on 6/30/2018.  John Perry held a resident seat on the parking committee; he is moving out of the city. His term is up on 6/30/2020. John served as the secretary of the committee.		
<b>Materials:</b> Resignation letters		

In an e-mail to Melissa Andrade dated 4.17.2018

Hi Melissa,

We have consolidated our offices to Saginaw and closed our Farmington address. Though I still live in the city, we no longer operate a business in it. Through this transition my schedule has proved to be difficult and inconsistent. I regret not having contacted you earlier but I will have to resign from my position on the Parking Committee. I truly appreciate the opportunity to to have been a part of it.

Thank you,  
Mike Fera

In an e-mail date April 22, 2018:

David,

After 20 years in the great city of Farmington we will be moving from our home in Farmington to Howell.

Based on that fact I will be resigning from the Parking Committee and the Construction Board of Appeals effective immediately.

It was a pleasure to serve the community of Farmington and I wish you and the others on this email chain all the best.

David, You run a great city and I look forward to us continuing our relationship in the future even after the move.

Sincerely,

JP

*John D Perry*

Technical & Applications Engineering

Government Relations and Public Affairs

Edw. C. Levy Co.

9300 Dix Ave

Dearborn MI 48120

[313.429.2429](tel:313.429.2429) Office

[248.640.2390](tel:248.640.2390) Cell



Celebrating our 100 year Anniversary

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 2b</b>
<b>Submitted by: Melissa Andrade</b>		
<b>Agenda Topic:</b> Resignation from the Zoning Board of Appeals		
<b>Proposed Motion:</b> Move to accept the resignation of James Gallagher from the Zoning Board of Appeals.		
<b>Background:</b>  James Gallagher plans to move out of Farmington and will no longer be eligible. The term left by James will expire on 6/30/2018.		
<b>Materials:</b> Resignation letter.		

DATE: 4-18-18

TO: City of Farmington

From: James P. Gallagher

RE: Zoning Board of Appeals Resignation

This letter is to inform the City and its staff that I (James Gallagher) tender my resignation from the Zoning Board of Appeals effectively immediately.

Best,

James Gallagher

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 2c</b>
<b>Submitted by: Melissa Andrade</b>		
<b>Agenda Topic:</b> Resignation from the Farmington Community Library Board		
<b>Proposed Motion:</b> Move to accept the resignation of Suzanne Paul from the Farmington Community Library Board		
<b>Background:</b>  The term left by Suzanne Paul will expire on 6/30/2019.		
<b>Materials:</b> Resignation letter.		



*Rev. Suzanne Paul*  
*23063 Farmington Road*  
*Farmington, Michigan 48336*  
[Suzanne@crpaul.com](mailto:Suzanne@crpaul.com)  
*248-421-8174*

April 20, 2018

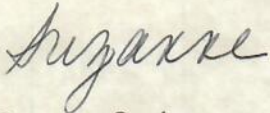
Mayor Steven Schneemann & City Council Members  
City of Farmington  
23600 Liberty Street  
Farmington, MI 48335

Dear Mayor Schneemann & Council:

It is with deep regret that I am resigning my position on the Farmington/Farmington Hills Library Board. I want to thank you for entrusting me with this honor. I have enjoyed my two years as a Trustee and have particularly enjoyed the wonderful Library staff and my fellow Trustees. Due to circumstances that were beyond my control, the situation on the Board has become untenable and I do not feel that I can continue.

I thank you again for this great honor.

Most sincerely,



Suzanne Paul

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> May 7, 2018	<b>Reference Number 2D</b>	
<b>Submitted by:</b> Melissa Andrade			
<b>Description</b> Special Event Request – Family Fun in Riley Park, Library			
<b>Requested Action</b> Move to approve special event request from the Farmington Community Library to host Family Fun in Riley Park, June 20, July 11, 25 August 8 and 22, 7 – 8 p.m. in Riley Park			
<b>Background</b>  The City received a special event request from Maria Showich-Gallup, Librarian with the Farmington Community Library. The request is to host outdoor family friendly concerts in Riley Park on Wednesdays, June 20, July 11, 25, August 8 and 22, 2018 with set-up time starting at 6 p.m. and the actual concert from 7 until 7:45 p.m. The event has been very successful over the past few summers.			
<b>Agenda Review</b>			
<b>Department Head</b>	<b>Finance/Treasurer</b>	<b>City Attorney</b>	<b>City Manager</b>



CITY USE ONLY	
Approval Needed:	
<input type="checkbox"/>	City Manager
<input type="checkbox"/>	City Council
<hr/>	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

## City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. 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 60 days prior to the starting date of the event.

Sponsoring Organization's Name Farmington Community Library  
 Organization Phone: 248-553-0321  
 Organization Address 23500 Liberty St.  
 Organization's Agent: Maria Showich-Gallup Phone: 248-553-0321 x220  
 Agent's Title: Librarian II E-mail: ms.gallup@farmlib.org  
 Agent's Address: 23500 Liberty St.  
 Event Name: Family Fun in Riley Park  
 Event Purpose: Family Entertainment  
 Event Dates: \_\_\_\_\_  
 Event Times: 7-8  
 Event Location: June 20, July 11, 25, Aug. 8, 22  
 Number of People Expected: 200 +

1. **Type of Event:** Based on policy section 2, this event is:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> City Operated Event         | <input type="checkbox"/> Co-sponsored Event | <input type="checkbox"/> Private Event<br><i>Prohibited in Riley Park</i> |
| <input checked="" type="checkbox"/> Non-Profit Event | <input type="checkbox"/> For-Profit Event   |   |

2. **An Event Map [is] [is not] attached.** If your 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.

Riley Park Permit Fee:  
\$100 residents/\$200 non-residents

3. **Vendors:** Food Concessions (YES)  (NO) Other vendors (YES)  (NO)  
Food Truck (YES)  (NO)

If food truck, please the complete food truck registration, which you can obtain from the City Manager's office.

If yes, refer to Policy Section IV.2.M for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

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4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.** Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

( ) I have invited local businesses to participate.

Those invited include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **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:

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6. **Other Requests:**

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**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 illustrations below.

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

Width

24x72  
(same size as last year)

Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Height

Write copy of sign in the box.

Width

7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Event Policy Sec. IV.2.K for insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section IV.2.M)
  - 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 IV.2.L)
  - 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 IV.2.N)
  - 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 Section IV.2.R)
  - 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 IV.2 e and f.

As the duly authorized agent of the sponsoring organization, thereby 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.

4/23/18  
Date

Maria Stewart Golley  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office  
23600 Liberty Street  
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221

# FAMILY FUN



# IN RILEY PARK

WEDNESDAYS, 7 P.M.

FOR ALL AGES!



## **JUNE 20: ZIPPITY2DADS**

Sponsored by PLUSkateboarding and Camp Casey

## **JULY 11: JIM GILL**

Sponsored by DROP Aquatics

## **JULY 25: DOUBLE PLAY FLUTE & TUBA**

Sponsored by Zap Zone

## **AUGUST 8: BICHINI BIA CONGO**

Sponsored by Lil' Kickers

## **AUGUST 22: CAMERON ZVARA**

Sponsored by Hersh-Beattie Orthodontics



<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> May 7, 2018	<b>Reference Number 2e</b>	
<b>Submitted by:</b> Melissa Andrade			
<b>Description</b> Special Event Request – Pavilion Story Time			
<b>Requested Action</b> Move to approve special event request from the Farmington Community Library to host Pavilion Story Time, June 21 & 28; July 5, 12 & 26 from 11 a.m. – noon in Riley Park			
<b>Background</b>  The City received a special event request from Maria Showich-Gallup, Librarian with the Farmington Community Library. The request is to host Pavilion Story time, an outside story time for families in Riley Park on Thursdays, June 21, 28, July 5, 12 and 26 from 11 a.m. until noon. This event has been successful for the past few years.			
<b>Agenda Review</b>			
<b>Department Head</b>	<b>Finance/Treasurer</b>	<b>City Attorney</b>	<b>City Manager</b>





<b>CITY USE ONLY</b>	
Approval Needed:	
<input type="checkbox"/>	City Manager
<input type="checkbox"/>	City Council
<hr/>	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

## City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. 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 60 days prior to the starting date of the event.

Sponsoring Organization's Name Farmington Community Library

Organization Phone: 248-553-0321

Organization Address 23500 Liberty St.

Organization's Agent: Maria Showich-gallup Phone: 248-553-0321 x220

Agent's Title: Librarian II E-mail: ms.gallup@farmlib.org

Agent's Address: 23500 Liberty St.

Event Name: Pavilion Story Time

Event Purpose: Story Time

Event Dates: June, 21, 28, July 5, 12 & 26

Event Times: 11- Noon

Event Location: Pavilion

Number of People Expected: 100 +

1. **Type of Event:** Based on policy section 2, this event is:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> City Operated Event         | <input type="checkbox"/> Co-sponsored Event | <input type="checkbox"/> Private Event<br><i>Prohibited in Riley Park</i> |
| <input checked="" type="checkbox"/> Non-Profit Event | <input type="checkbox"/> For-Profit Event   |   |

2. **An Event Map [is] [is not] attached.** If your 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 lots that you are requesting to be blocked off.

Riley Park Permit Fee:  
\$100 residents/\$200 non-residents

3. **Vendors:** Food Concessions (YES) (NO) Other vendors (YES) (NO)  
Food Truck (YES) (NO)

If food truck, please the complete food truck registration, which you can obtain from the City Manager's office.

If yes, refer to Policy Section IV.2.M for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

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4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.** Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

( ) I have invited local businesses to participate.

Those invited include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **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:

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6. **Other Requests:**

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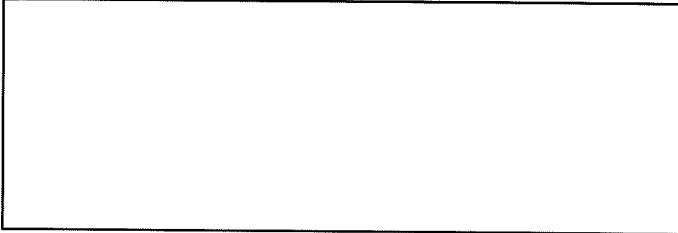
**Event Signs:** Will this event include the use of signs (YES) (NO)  
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

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

Width



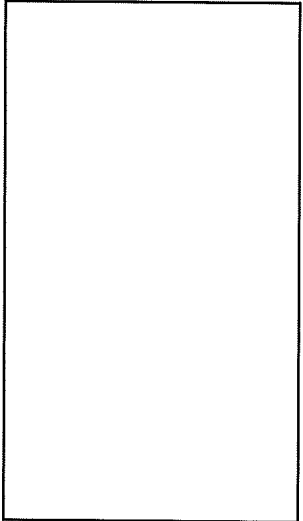
Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Height

Write copy of sign in the box.

Width



7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Event Policy Sec. IV.2.K for insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section IV.2.M)
  - 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 IV.2.L)
  - 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 IV.2.N)
  - 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 Section IV.2.R)
  - 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 IV.2 e and f.

As the duly authorized agent of the sponsoring organization, thereby 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.

April 23, 2018  
Date

Maria Shewell Gallop  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office  
23600 Liberty Street  
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 2F</b>
<b>Submitted by: Melissa Andrade</b>		
<b><u>Agenda Topic</u></b> Special Events Application - Allstate Insurance Company Summerfest		
<b><u>Proposed Motion:</u></b> Move to approve the Special Event Application from Allstate Insurance Company for its annual company picnic, Summerfest, in Shiawassee Park on August 23, 2018 from 9 a.m. until 5 p.m.		
<b><u>Background:</u></b> Annually, Allstate holds its annual picnic in Shiawassee Park. This year, the attendance number is expected to increase from 140 to about 200, as it was last year. This is a private event, slated for August 23, 2018, 9 a.m. until 5 p.m. There have never been any problems with this event in the past.		
<b><u>Materials:</u></b> Event application		



CITY USE ONLY
Approval Needed:
<input type="checkbox"/> City Manager
<input type="checkbox"/> City Council
<input type="checkbox"/> Approved
<input type="checkbox"/> Denied

## City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. 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 60 days prior to the starting date of the event.

Sponsoring Organization's Name Allstate Insurance  
Organization Phone: 248-994-9778 cell: 734-612-1783  
Organization Address 27555 Executive Dr. F.Hills 48331  
Organization's Agent: Cheryl Galesewicz Phone: 734-612-1783  
Agent's Title: Claim Service Leader E-mail: cd5vn@allstate.com  
Agent's Address: 41655 Quail Ct Canton 48188  
Event Name: Allstate Summer Picnic  
Event Purpose: Company Picnic  
Event Dates: 8/23/18.  
Event Times: All Day  
Event Location: Shiawassee Park  
Number of People Expected: 200

1. Type of Event: Based on policy section 2, this event is:

- City Operated Event       Co-sponsored Event       Private Event  
 Non-Profit Event       For-Profit Event      *Prohibited in Riley Park*

2. An Event Map [is] [is not] attached. If your 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 lots that you are requesting to be blocked off.

3. Vendors: Food Concessions  (YES) (No) Other vendors (YES) (No)

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

If yes, please list all of the vendors by vendor name:

Catered by Adoba

4. For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity. Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

( ) I have invited local businesses to participate.

Those invited include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. 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:

\_\_\_\_\_

\_\_\_\_\_

6. Other Requests:

\_\_\_\_\_

\_\_\_\_\_

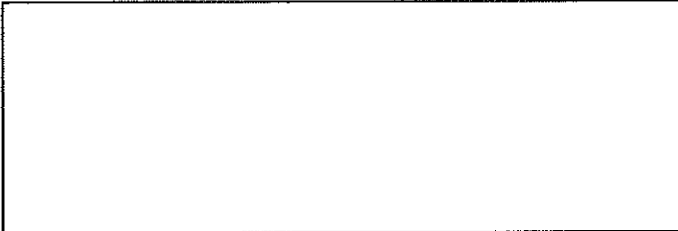
7. **Event Signs:** Will this event include the use of signs (YES) **(NO)**  
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

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

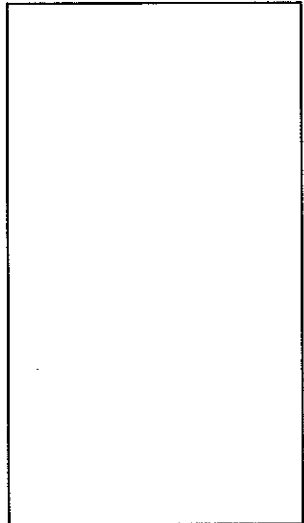
Width



Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Width



Height

Write copy of sign in the box.



8. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. For public events, 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, thereby 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.

4/18/18  
Date

Cheryl Galusiewicz  
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office  
23600 Liberty Street  
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221

**Submitted by:** Melissa Andrade

**Description:** Consideration to Approve Farmington Public School Annual Back to School Picnic

**Proposed Motion:**

Move to approve Special Event Request to hold Farmington Public Schools' Back to School Celebration on Wednesday, August 29, 2018 in Shiawassee Park from 11 a.m. until 1 p.m., with set up and tear down beginning at 8 a.m. and ending 3 p.m.

**Background:**

The City received a request from Diane Bauman to hold the Farmington Public School's annual back to school picnic at Shiawassee Park on Wednesday, August 29, 2018 from 11 a.m. until 1 p.m. The event can bring in up to 800 attendees. The school has been holding this event for more than 10 year and have never had an incident.

**Attachments:**

Event application



CITY USE ONLY	
Approval Needed:	
<input type="checkbox"/>	City Manager
<input type="checkbox"/>	City Council
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

## City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. 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 60 days prior to the starting date of the event.

Sponsoring Organization's Name Farmington Public Schools

Organization Phone: 248.489.3349

Organization Address 32500 Shiawassee, Farmington, MI 48336

Organization's Agent: Diane Bauman Phone: 248.489.3349

Agent's Title: Director, School/Community Relations E-mail: diane.bauman@farmington.k12.mi.us

Agent's Address: Same as Above

Event Name: Farmington Public Schools Back to School Celebration

Event Purpose: FPS Staff gather for picnic

Event Dates: Wednesday, August 29, 2018

Event Times: 11 a.m. - 1 p.m. (Set up/tear down 8 a.m. - 3 p.m.)

Event Location: Shiawassee Park

Number of People Expected: 800

1. **Type of Event:** Based on policy section 2, this event is:

City Operated Event

Co-sponsored Event

Private Event  
*Prohibited in Riley Park*

Non-Profit Event

For-Profit Event

2. **An Event Map [is] [is not] attached.** If your 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 lots that you are requesting to be blocked off.

3. **Vendors:** Food Concessions (YES) (No) Other vendors (YES) (No)

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

If yes, please list all of the vendors by vendor name:

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4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.** Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

( ) I have invited local businesses to participate.

Those invited include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **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:

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6. **Other Requests:**

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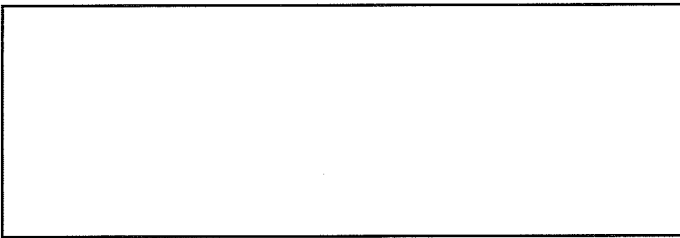
7. **Event Signs:** Will this event include the use of signs (YES) (NO)  
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

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

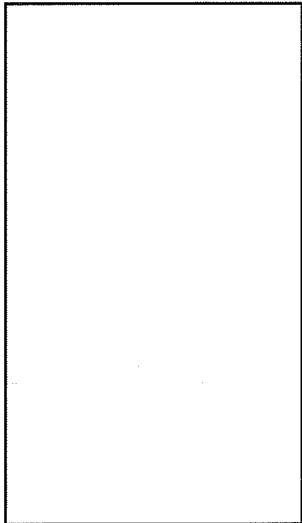
Width



Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Width



Height

Write copy of sign in the box.

8. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. For public events, 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, thereby 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.

5.1.18

Date

*Alaine Baumgart*

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office  
23600 Liberty Street  
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 5</b>
<b>Submitted by: Melissa Andrade</b>		
<b><u>Agenda Topic</u></b> Special Event Application: Friends of FASD 5K fund raiser		
<b><u>Proposed Motion:</u></b> Move to approve the Special Event Application for the Friends of FASD 5K fundraising event from 6 a.m. until noon beginning and Shiawassee Park on Sept. 15, 2018.		
<b><u>Background:</u></b> Kari Jo Wagner has worked with Farmington Public Safety and Council Member/Runner Sara Bowman to select an appropriate route for the 5K. This fun run is a fundraising event for the Friends of FASD (Fetal Alcohol Spectrum Disorders).		
<b><u>Materials:</u></b> Application Route Map		



CITY USE ONLY	
Approval Needed:	
<input type="checkbox"/>	City Manager
<input type="checkbox"/>	City Council
<hr/>	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

## City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. 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 60 days prior to the starting date of the event.

Sponsoring Organization's Name Friends of FASD

Organization Phone: 773-329-3058

Organization Address 30896 Huntsman Dr E, FH, MI 48331

Organization's Agent: Kari Jo Wagner Phone: 773-329-3058

Agent's Title: Founder E-mail: kjbwagner@gmail.com

Agent's Address: same

Event Name: Friends of FASD 5k

Event Purpose: Raise FASD awareness & fundraise to pay for therapies

Event Dates: Saturday, September 15<sup>th</sup>

Event Times: 6am - 12 noon

Event Location: Shiawassee Park

Number of People Expected: 250

1. **Type of Event:** Based on policy section 2, this event is:

- City Operated Event
- Co-sponsored Event
- Private Event  
*Prohibited in Riley Park*
- Non-Profit Event
- For-Profit Event

2. **An Event Map  [is not] attached.** If your 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 lot that you are requesting to be blocked off.

Riley Park Permit Fee:  
\$100 residents/\$200 non-residents



3. **Vendors:** Food Concessions (YES) (~~NO~~) Other vendors (YES) (NO)  
Food Truck (YES) (~~NO~~)

If food truck, please the complete food truck registration, which you can obtain from the City Manager's office.

If yes, refer to Policy Section IV.2.M for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

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4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.** Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

( ) I have invited local businesses to participate.

Those invited include:

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5. **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:

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6. **Other Requests:**

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**Event Signs:** Will this event include the use of signs (YES) (NO)

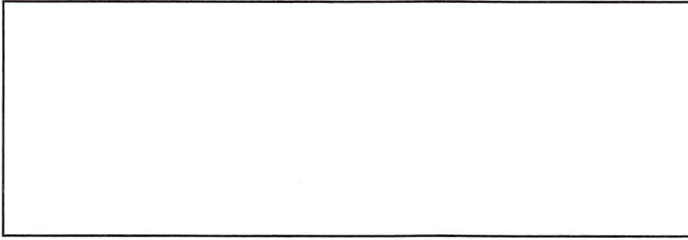
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

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

Width



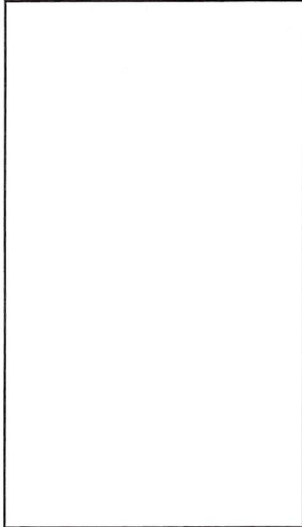
Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Width

Height

Write copy of sign in the box.







Google

Map data ©2018 Google

To view this route online:

<http://www.gmap-pedometer.com/?r=7041590>

<http://www.gmap-pedometer.com/gp/bookmark/view/id/7041590>

## FRIENDS OF FASD PROPOSED 5K ROUTE

(green arrow is start) Power Road South to Grand River

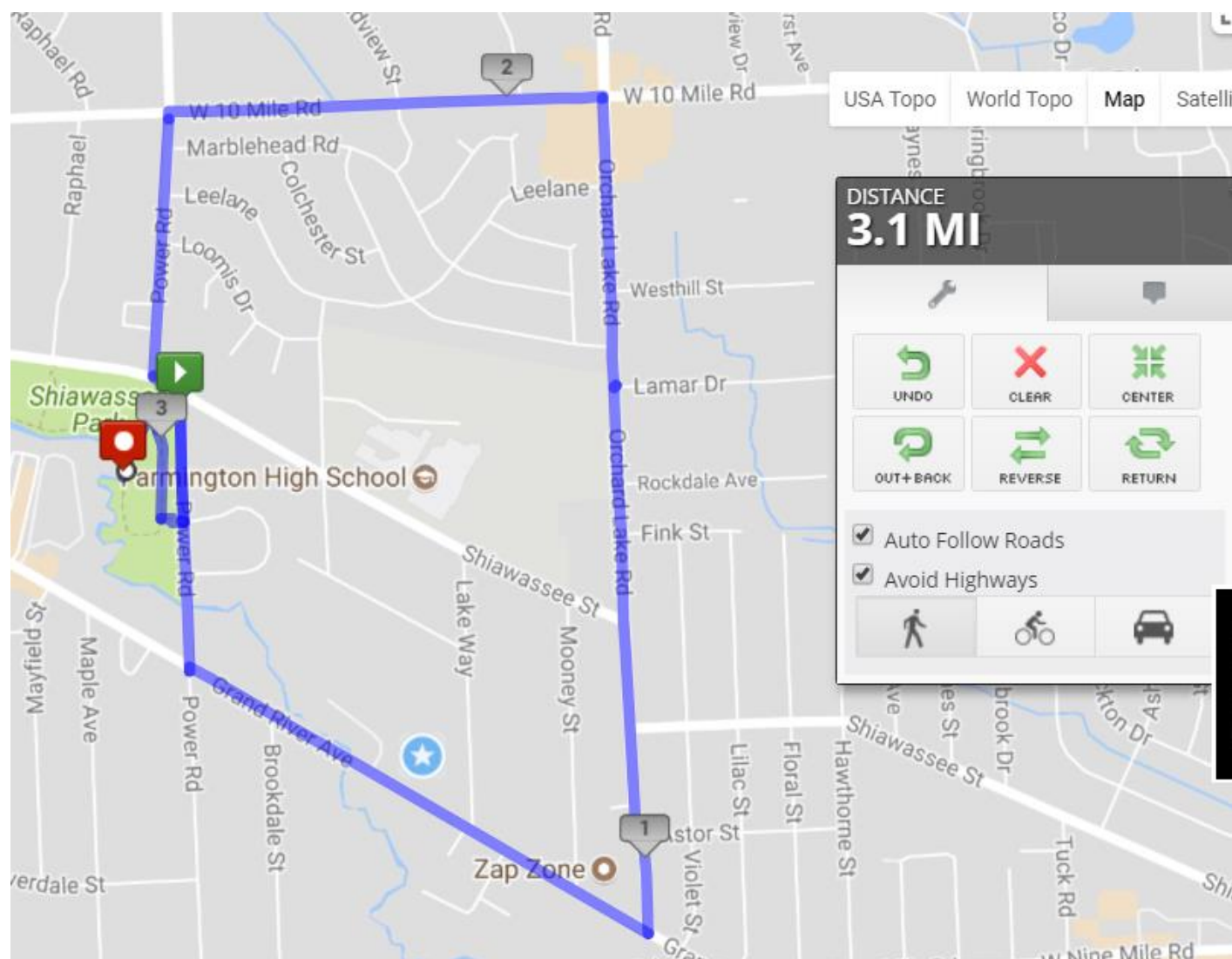
East on Grand River to Orchard Lake Road

North on Orchard Lake Road to 10 Mile Road (enjoy the smell of Greene's!)

West on 10 Mile Road to Power Road

South on Power Road (ROAD CROSSING @ Crosswalk at Shiawassee)

Enter Park and follow the dirt path.



<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 6</b>
<b>Submitted by:</b> Scott Freeman, Farmington Civic Theater General Manager		
<b>Agenda Topic</b> Consideration to Approve Request for Farmington Civic Theater motorized movie screen replacement in main auditorium.		
<b>Proposed Motion</b> Move to approve quote from Entertainment Supply & Technologies in the amount of \$15,350 for a new screen, removal of old screen, installation of new Severtson screen and an estimated \$1000 shipping cost for a total of \$16,350.		
<b>Background</b> Current screen has "draping" or "waves" visible on the screen surface. In addition, the side edges are curling inward. The problem continues to worsen resulting in a substandard movie presentation. Unlike the current motorized screen, the new motorized screen will be a tensioned screen which provides lateral tension to keep the screen flat for optimum viewing. Entertainment Supply & Technologies is a large cinema-support company based in Florida with regional crews throughout the United States. The theater currently has a maintenance agreement for its projectors with ES&T. ES&T would provide screen and installation. Lyttle Bit of Everything, a small Ohio company, and Mercury Sound and Lighting would provide installation only. Screen would be procured directly from Severtson. Once council approves request, it is estimated installation should occur in the last half of June.  <b>Cost with Entertainment Supply &amp; Technologies \$16,350.</b> \$12,500 screen, install, shipping <b>Cost with Mercury Sound and Lighting \$16,555.</b> \$12,675 screen directly from Severtson, install, shipping <b>Cost with Lyttle Bit of Everything \$20,175.</b> \$12,675 screen directly from Severtson, install, shipping		
<b>Materials</b> Quotes from Entertainment Supply & Technologies (screen and install), Lyttle Bit of Everything (install only), Mercury Sound and Lighting (install only). Quote from Severtson Screens for screen only. Severtson screen diagram.		



Northdale Executive Center  
 3820 Northdale Blvd., Suite 308B, Tampa, FL 33624  
 Phone: 813-960-1646 Fax: 813-961-7209

Job #: \_\_\_\_\_  
 Date: 02-Mar-18  
 Revised: \_\_\_\_\_

**Prepared for:**  
 Scott Freeman  
 Farmington Civic Theater  
 23600 Liberty Street  
 Farmington, MI 48335

**Electric Screen Proposal**

**Theatre:**  
 Farmington Civic Theater  
 23600 Liberty Street  
 Farmington, MI 48335

Quantity	Description	Unit Sell Price	Extended Sell
1	Severtson Large Studio Electric Tab Tension Cinema White Non-Perf Screen Viewing area 288" W x 161"H, Bottom black boarder 22.5"H and top black drop 32.5"H	\$ 12,500.00	\$ 12,500.00
1	Installation of Electric Tab Tension Cinema Screen	\$ 2,850.00	\$ 2,850.00
	Installation does not include the use of union labor or "Davis-Bacon Prevailing Wages."		
	Installation pricing is based on completion in (1) trip. If additional trips required for delays beyond our control, a redeployment fee of \$2250 will apply.		
<b>Prices above do not include any applicable Sales Taxes or Freight Charges.</b>			
<b>SUB-TOTAL:</b>			<b>\$ 15,350.00</b>
<b>TAX:</b>			
<b>TOTAL:</b>			<b>\$ 15,350.00</b>

The undersigned hereby accepts the above quotation and agrees to purchase the described property or services upon the terms and conditions of sale contained above.

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Lyttle Bit of Everything  
AV Integration / Services  
6805 State Route 133  
Pleasant Plain Oh  
45162  
513-383-9372 – Doug – Owner  
Commercially Insured**

**Quote Date – 4/14/18  
Name – Scott Freeman  
Address – 23600 Liberty Street  
Farmington, MI 48335  
Phone - Scott Freeman - 248-302-3090  
sfreeman@farmgov.com**

**Project**

- **Remove existing Dalite projection screen**
- **Install new Severtson screen**

**Total Quote – \$6,500.00**

**Deposit Require - 0**

**Final payment on completion Date – When final invoice is received (payment Net 30 days / all major CC accepted)**

**Extra –This price labor for onsite and all travel expenses.**

**Client - \_\_\_\_\_**

**Date - \_\_\_\_\_4/14/18\_\_\_\_\_**

**Douglas O Lyttle - \_\_\_\_\_**



Scott,

Sorry for the delayed response, I was waiting for a reference from my sales rep near MI, he reps in OH, PA and West VA usually, he said he has some contacts in MI. Below is your cost for the screen only and I am working to find a Dealer that can install the screen for you. I was not sure if you needing the screen to be acoustically transparent so I priced both.

Large Studio Electric Tab Tension Viewing Area 288"W x 161"H Cinema White Non AT \$12,675.00 + shipping

Large Studio Electric Tab Tension Viewing Area 288"W x 161"H Cinema White Mini Perforated AT \$14,975.00 + shipping

**Thanks,**  
**Aaron White**  
**Home Theater/Pro AV Sales**



**Reflect your *BEST* image**

[216 S. Alma School Road, Suite 3](#)

[Mesa, AZ 85210](#)

Phone (480)610-5155 Ext: 108 Cell (480)529-3164

[www.SevertsonScreens.com](http://www.SevertsonScreens.com)





**Mercury Sound and Lighting**  
 28854 Wall Street  
 Wixom, MI 48393  
 Phone: 734-507-1177  
 Fax: 734-943-6010  
 http://www.mercurysl.com

# Sales Quote

Quote #: 18-30365



18-30365

Farmington Civic Theatre - Screen Installation

<b>Client</b>
Farmington Civic Theatre Scott Freeman 33332 Grand River Ave. Farmington, MI 48336 US Office: 248-474-1951 Mobile: 248-302-3090 sfreeman@farmgov.com

<b>Ship To</b>
Farmington Civic Theatre 33332 Grand River Ave. Farmington, MI 48336 US Office: 248-474-1951

<b>Quote Date</b>	<b>Valid Until</b>	<b>Shipping Method</b>	<b>Account Manager</b>
5/3/2018	6/4/2018	Mercury Vehicle	Japheth Boivin

<b>Terms</b>	<b>Deposit Required</b>	<b>Deposit Amount</b>
COD	50%	\$1,440.00

Type	Qty.	Part Number	Description	Time	Rate	Price	Amount
<b>Labor</b>							
Labor	2		Installer				
Note			Installation of 24' x 18' projection screen, approximately 200lbs.				
						<b>Labor Total:</b>	<b>\$2,080.00</b>
<b>Rigging</b>							
Retail	1		Hardware Package				
						<b>Rigging Total:</b>	<b>\$500.00</b>
<b>Lifts</b>							
Retail	2		ST-25 Ground Supported Truss Lift				
Note			Rental Item.				
						<b>Lifts Total:</b>	<b>\$300.00</b>

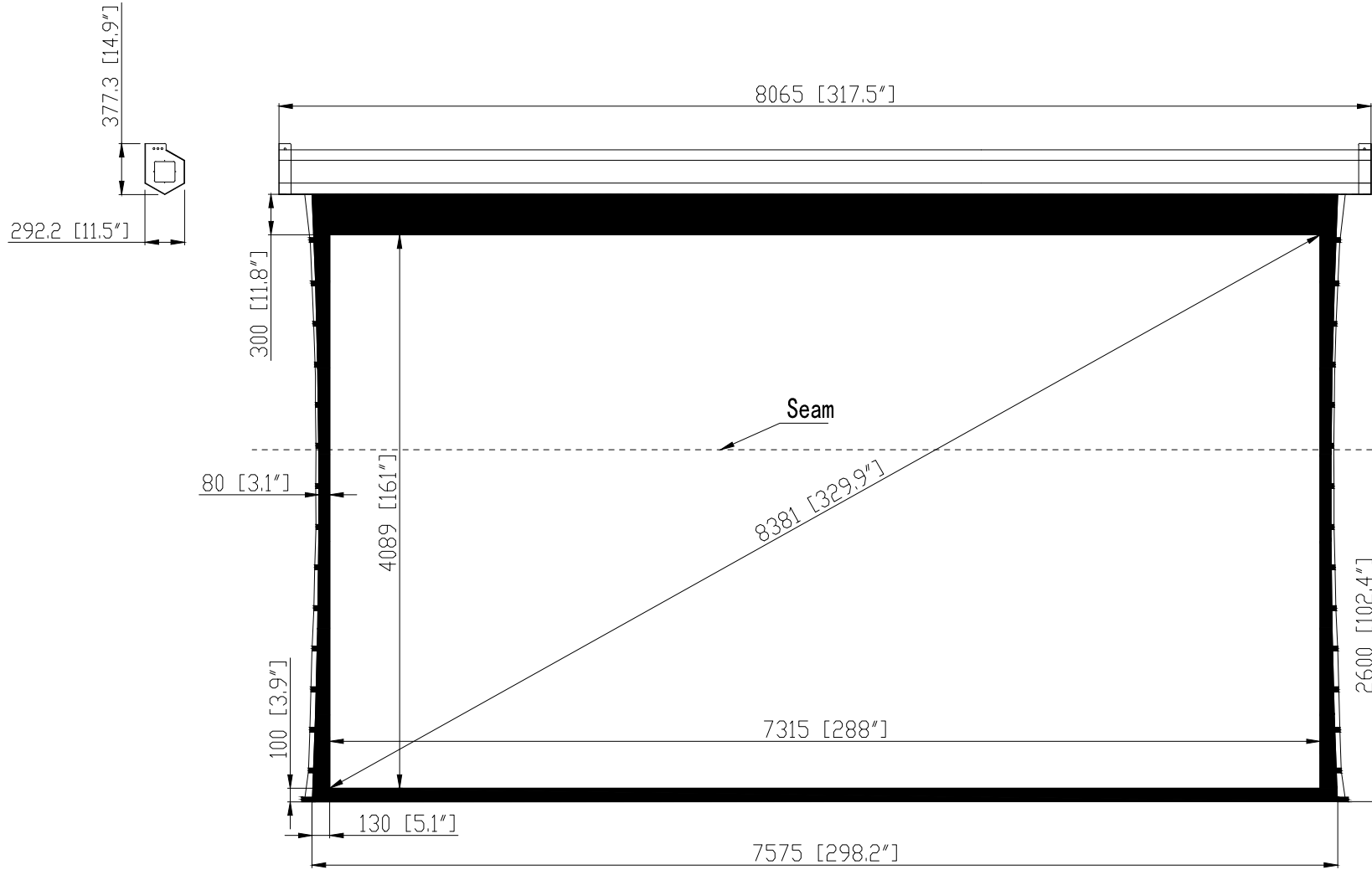
Notes:  
 Electrical work must be supplied and completed by a licensed electrical contractor.

Subtotal:	\$2,880.00
Sales Tax:	\$0.00
Total:	\$2,880.00
<b>Balance Due:</b>	<b>\$2,880.00</b>

Electrical work to be coordinated with Mercury Sound and Lighting.

Terms: 50% deposit required to confirm installation, remaining balance due upon completion.

X \_\_\_\_\_  
 Authoized Signature Date



design			SEVERTSON CORP		
drawing		2018-04-20	drawing No.		edition
Check			description	w288*h161	format
approve			Product	工程电动幕 白幕	unit
viewing angle					mm

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: May 7, 2018</b>	<b>Item Number 8</b>
<b>Submitted by: City Manager</b>		
<b><u>Agenda Topic:</u> City Council's Budget</b>		
<b><u>Proposed Motion:</u> None. Discussion only</b>		
<b><u>Background:</u> At the budget presentation meeting on April 24, 2018 there were some questions as to the amount of the Council's budget. I am enclosing the details of that budget so that the Council can see what specifically is in it and can have a discussion about it.</b>		
<b><u>Materials:</u> Detail sheets from Council's budget</b>		

# CITY OF FARMINGTON FISCAL YEAR 2018-19 PROPOSED BUDGET

## FUND 101 - GENERAL FUND

DESCRIPTION	2015-16	2016-17	2017-18	2017-18	2018-19
	Actual	Actual	Amended Budget	Projected Activity	Manager Proposed
<b>Function: GENERAL GOVERNMENT</b>					
<b>Dept 101.00-CITY COUNCIL</b>					
SALARIES	12,000	15,000	15,000	15,000	15,000
SOC SEC. EMPLOYER'S SHARE	918	1,148	1,150	1,150	1,150
WORKMEN'S COMPENSATION INS	36	78	60	63	75
OFFICE SUPPLIES	6	0	50	50	50
CONTRACTUAL SERVICES	0	0	0	6,000	0
COMMUNITY PROMOTION	3,174	1,500	2,500	3,000	4,300
MISCELLANEOUS EXPENSE	1,737	2,079	2,000	2,500	2,000
MEMBERSHIPS, SUBSCRIPTIONS	5,511	5,526	7,000	8,470	8,470
PROFESSIONAL DEV. CONFERENCES	4,655	10,575	5,500	5,500	10,900
CONTRIBUTION INS & BONDS	17,094	13,462	13,731	16,769	17,104
<b>Total</b>	<b>45,131</b>	<b>49,368</b>	<b>46,991</b>	<b>58,502</b>	<b>59,049</b>

**CITY OF FARMINGTON  
FISCAL YEAR 2018/19 BUDGET**

**Community Promotions**

**Description:**

**DEPARTMENT:** City Council

**LINE ITEM REQUEST:** \$4,300

JUSTIFICATION				City Manager's Comments
1.	Police Golf Outing		\$1,000	<b>foursome</b> <b>Promotional Tickets</b> <b>Four Tickets</b>  <b>1/4 fee we split with Northville</b> <b>Wixom and South Lyon</b>
2.	Civic Theater		100	
3.	Farmington/Farmington Hills Gala		\$1,000	
4.	Various other events		\$1,800	
5.	South Oakland Mayor Assoc. Hosting Annually		\$300	
	<b>Total</b>		4,200	
	Other Miscellaneous Expenses		100	
	<b>TOTAL</b>		<b>\$4,300</b>	

**Fund/Activity** 101-101.00-880.000

**CITY OF FARMINGTON  
FISCAL YEAR 2018/19 BUDGET**

**Miscellaneous Expense**

**Description:** The Miscellaneous Expense line item includes items needed for the City Council to carry out their duties

**DEPARTMENT:** Miscellaneous Expense

**LINE ITEM REQUEST:** \$2,000

**JUSTIFICATION**

**City Manager's Comments**

1. Water
2. Business Cards
3. Food
4. Portrait of Council
5. Member Portrait

**Total** \$2,000

**Fund/Activity** 101-101.00-956.000

**CITY OF FARMINGTON  
FISCAL YEAR 2018/19 BUDGET**

**Memberships and Subscriptions**

**Description:** The Memberships and Subscriptions line item includes memberships in the MML, SEMCOG, GFACC and 8 Mile Blvd.

**DEPARTMENT:** Miscellaneous Expense

**LINE ITEM REQUEST:** \$8,470

**JUSTIFICATION**

**City Manager's Comments**

1.	MML	\$5,071
2.	8 Mile Blvd.	\$500
3.	SEMCOG	\$1,599
4.	GFACC	\$1,300

**Total** \$8,470

**Fund/Activity** 101-101.00-958.501



**CITY OF FARMINGTON  
FISCAL YEAR 2018/19 BUDGET**

**Professional Development/Conferences**

**Description:** Professional Development/Conferences line item would include all costs associated with attending conferences and workshops. Expenses would include: conference registration, hotel expenses, travel, meals, and related expenses.

**DEPARTMENT:** City Council

**LINE ITEM REQUEST:** \$10,900

JUSTIFICATION		City Manager's Comments
<u>MML Annual Conference</u>		<b>Grand Rapids</b>
Registration (\$300 x 5)	\$1,500	
Meals (\$25/day x 3 days x 5)	375	
Hotel (\$175/night x 3 x 5)	<u>2,625</u>	
<b>Total</b>	<b>\$4,500</b>	
<u>MML Capital Conference</u>		
Registration (\$225 x 5)	\$1,125	
<u>8MBA Leadership Lunch</u>		
Registration (\$75 x 5)	\$375	
Miscellaneous Workshops	\$400	
<b>TOTAL This Page</b>	<b>\$10,900</b>	

**Fund/Activity** 101-101.00-958.502