

1. Downtown Development Authority Regular Meeting Agenda 2016 0420

Documents: [DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA 2016 0420.PDF](#)

2. 3 Minutes 03-16-16 And 03-30-16

Documents: [3 MINUTES 03-16-16 AND 03-30-16.PDF](#)

3. 4a Monthly Expenses

Documents: [4A MONTHLY EXPENSES.PDF](#)

4. 5 Holiday Lights - 2016 - 2018 Pricing And Plan A

Documents: [5 HOLIDAY LIGHTS - 2016-2018 PRICING AND PLAN A.PDF](#)

5. 5 Holiday Lights - Tree Proposal

Documents: [5 HOLIDAY LIGHTS - TREE PROPOSAL.PDF](#)

6. 6 Library Request - 11 Mile Repair And Improvements

Documents: [6 LIBRARY REQUEST - 11 MILE REPAIR AND IMPROVEMENTS.PDF](#)

7. 7 CC Consulting - Proposal

Documents: [7 CC CONSULTING - PROPOSAL.PDF](#)

8. 7 Revised CC Consulting - Proposal

Documents: [7 REVISED CC CONSULTING - PROPOSAL.PDF](#)

9. 9a 16-011 Clay Glass Metal Show - June 11 12 2016

Documents: [9A 16-011 CLAY GLASS METAL SHOW - JUNE 11 12 2016.PDF](#)



Agenda
Royal Oak Downtown Development Authority
April 20, 2016
4:00 p.m. Regular Meeting
City Commission Chambers

As a reminder, if you have not already done so, please turn your cellular phones off or to a silent or vibrate mode for the duration of the meeting. This will allow the meeting to proceed without distractions or interruptions. Thank you for your cooperation.

1. Call to Order
2. Public Comment
3. Approval of Meeting Minutes from March 16 and March 30, 2016.
4. Expense Items
 - a. Monthly Expenses
5. Holiday Lights – Tree Proposal English Gardens
2016-2018 Pricing & Plan
6. Library Request – 11 Mile Repairs & Improvements
7. CC Consulting - Proposal
8. Committee Updates
 - a. Consumer Marketing Committee – 03/24/16 & 04/04/16 meeting(s)
 - i. SAM Monthly Report(s) March
 - b. Infrastructure (Joint) Committee – 04/06/16 meeting
 - c. Business Marketing Committee – 04/05/16 meeting
9. Other Business & Reports
 - a. Clay, Glass & Metal Show

**DOWNTOWN DEVELOPMENT AUTHORITY
ROOM 309
ROYAL OAK, MICHIGAN
www.ci.royal-oak.mi.us**

**Wednesday, March 16, 2016
Regular Meeting
4:00 P.M.**

Present

Gary Baglio
Jay Dunstan, Chairperson
Donald Johnson, City Manager
Jason Krieger
Lori London
Amanda Page
Matt Riley
Michael Sophiea
Anthony Yezbick

Absent

Staff

Tim Thwing, Executive Director

* * * * *

1. **Call to Order**
2. **Public Comment**
3. **Approval of Minutes from February 24, 2016**
4. **Expense Items**
 - a. **Monthly Expenses**
5. **Holiday Lights**
6. **Committee Updates**
 - a. **Consumer Marketing Committee – 03/03/16 meeting**
 - i. **SAM Monthly Report(s) February**
 - b. **Infrastructure Committee – 03/02/16 meeting**
 - c. **Business Marketing Committee – 02/29/16 meeting**
7. **Other Business & Reports**
 - a. **Change May 18, 2016 meeting**
 - b. **Legislation – Downtown Patio Permits**
 - c. **Main Street Oakland County – 2016 Main Event**

d. Zoo Parking License Agreement

* * * * *

1. CALL TO ORDER

Chairperson Dunstan called the meeting to order at 4:00 pm.

* * * * *

2. PUBLIC COMMENT

Chairperson Dunstan opened Public Comment.

No one from the audience spoke and public comment was closed.

* * * * *

3. APPROVAL OF MEETING MINUTES FROM FEBRUARY 24, 2016

MOVED by Director Krieger
SUPPORTED by Director Riley

To Approve the minutes of the February 24, 2016 DDA meeting, as presented.

MOTION APPROVED UNANIMOUSLY.

* * * * *

4. EXPENSE ITEMS

a. Monthly Expenses

The invoices received and paid for the month of February 2016 were provided as information, no action is required.

* * * * *

5. HOLIDAY LIGHTS

Representatives from English Gardens and LeClerc Display Co. Inc. presented their individual holiday light proposals, plans and price quotes and then answered questions from the board. From English Gardens the board requested a breakout of the labor verses material charges, that the orbital be hung on a decorative lamppost as a test to evaluate its height, proximity to the street light and other characteristics. From both presenters the board requested a cost breakdown or plan for three years.

The board also scheduled a special meeting for March 30th, 2016 at 4:00 p.m.

* * * * *

6. COMMITTEE UPDATES

a. Consumer Marketing Committee – 03/03/16 meeting

i. SAM Monthly Report(s) February

Provided as information, no action is required

* * * * *

b. Infrastructure (Joint) Committee – 03/02/16 meeting

Provided as information, no action is required

* * * * *

c. Business Marketing Committee – 02/29/16 meeting

Provided as information, no action is required

* * * * *

7. OTHER BUSINESS & REPORTS

a. Change May 18, 2016 meeting date

MOVED by Director Yezbick
SUPPORTED by Director Riley

Be It Resolved, the Royal Oak Downtown Development Authority (DDA) hereby moves its regular May 18th, 2016 meeting to May 4th, 2016

MOTION APPROVED UNANIMOUSLY.

* * * * *

b. Legislation – Downtown Patio Permits

Provided as information, no action is required

c. Main Street Oakland County – 2016 Main Event

Provided as information, no action is required

b. Zoo Parking License Agreement

MOVED by Director Riley
SUPPORTED by Director Krieger

Be It Resolved, the Royal Oak Downtown Development Authority (DDA) hereby modifies its prior (January 20, 2016) approval of the license agreement with the Detroit Zoological Society that would allow the Zoo to park cars on the DDA's (Main/696) property, subject to the terms and conditions of said agreement including a per day fee increase from \$500 to \$950; rather than \$1,500 and

Be It Further Resolved, the DDA hereby authorizes the Executive Director to execute the modified license agreement.

MOTION APPROVED UNANIMOUSLY.

* * * * *

There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

MOVED by Director Yezbick
SUPPORTED by Director Krieger

To Adjourn the March 16, 2016 DDA meeting at 5:37 pm.

MOTION APPROVED UNANIMOUSLY.

* * * * *



Timothy E. Thwing, Executive Director

DRAFT

**DOWNTOWN DEVELOPMENT AUTHORITY
ROOM 309
ROYAL OAK, MICHIGAN
www.ci.royal-oak.mi.us**

**Wednesday, March 30, 2016
Special Meeting
4:00 P.M.**

Present

Gary Baglio
Jay Dunstan, Chairperson
Donald Johnson, City Manager
Jason Krieger
Lori London (arrived @ 4:07)
Matt Riley
Michael Sophiea

Absent

Amanda Page
Anthony Yezbick

Staff

Tim Thwing, Executive Director

* * * * *

1. **Call to Order**
2. **Public Comment**
3. **Holiday Lights**
4. **Joint Representation – Kerr Russell Weber**
5. **Other Business & Reports**

* * * * *

1. CALL TO ORDER

Chairperson Dunstan called the meeting to order at 4:00 pm.

* * * * *

2. PUBLIC COMMENT

Chairperson Dunstan opened Public Comment.

No one from the audience spoke and public comment was closed.

* * * * *

3. HOLIDAY LIGHTS

MOVED by Director Krieger
SUPPORTED by Director Johnson

To Approve working with English Gardens on all holiday light decorations with the exception of holiday (Christmas) trees.

MOTION FAILED 4 yeas; 2 nays (Baglio & London); 1 abstention (Riley)

* * * * *

MOVED by Director Krieger
SUPPORTED by Director Sophia

To Request a cost estimate from both English Gardens and LeClerc for one (1) 30 foot tall RGB programmable, indexed Christmas tree; including a 4 foot base, decorations, and topper; also two (2) 20 foot tall LED single color Christmas trees with decorations and topper with the bid to be submitted by Friday April 8th, 2016.

MOTION APPROVED UNANIMOUSLY.

* * * * *

MOVED by Director Riley
SUPPORTED by Director Krieger

To Approve working with English Gardens on all holiday light decorations with the exception of holiday (Christmas) trees.

MOTION APPROVED 5 yeas; 2 nays (Baglio & London)

* * * * *

MOVED by Director Krieger
SUPPORTED by Director Sophia

To Approve wrapping corner trees (50) with winter white lights and installing green spheres.

MOTION APPROVED 5 yeas; 1 nay (Baglio); 1 abstention (London)

* * * * *

Director London left the meeting at 6:05 pm.

MOVED by Director Krieger
SUPPORTED by Director Baglio

To Request a plan and cost estimate from English Gardens that utilizes the 18 inch column orbital's in the corner trees (50); approximately five (5) per tree to be determined based upon the size of each tree.

MOTION APPROVED UNANIMOUSLY.

* * * * *

MOVED by Director Krieger
SUPPORTED by Director Baglio

To Request a plan and cost estimate from English Gardens that provides decorative coverage (similar to sprays) throughout the downtown.

MOTION APPROVED UNANIMOUSLY.

* * * * *

4. JOINT REPRESENTATION – KERR RUSSELL WEBER

MOVED by Director Sophia
SUPPORTED by Director Riley

Whereas, the City of Royal Oak desires to retain the legal services of Kerr Russell Weber, PLC, and Brandy L. Mathie as principal counsel to represent the city in matters concerning real estate law, working under the direction of the City Attorney's Office, and

Whereas, Kerr Russell Weber, PLC, and Brandy L. Mathie have been retained to provide legal services to the DDA, and

Whereas, the City of Royal Oak waived any potential conflict where Kerr Russell Weber, PLC, and Brandy L. Mathie may also represent the Royal Oak Downtown Development Authority in the same legal issues, provided that the DDA also waives any potential conflict in representation of the city's interests, then therefore

Be It Resolved, the Downtown Development Authority waives any potential conflict where Kerr Russell Weber, PLC, and Brandy L. Mathie may also represent the Royal Oak Downtown Development Authority in the same legal issues, and does not object to its joint representation by Kerr Russell Weber, PLC and Brandy L, Mathie.

MOTION APPROVED UNANIMOUSLY.

* * * * *

5. OTHER BUSINESS & REPORTS

* * * * *

There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

MOVED by Director Riley
SUPPORTED by Director Krieger

To Adjourn the March 30, 2016 DDA special meeting at 6:17 pm.

MOTION APPROVED UNANIMOUSLY.



Timothy E. Thwing, Executive Director

DRAFT



Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 04/20/2016

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyaloak.org

MEMORANDUM

DATE: April 13, 2016

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **EXPENSE ITEMS - MONTHLY**

Listed below are the invoices for the month(s) of March 2016 that were received and paid.

<u>Vendor</u>	<u>Payment Detail</u>	<u>Amount</u>
SAM Event Management	Event Services Feb	\$3,000.00
Rose Pest Solutions	CBD Pest Program	\$158.00
Worry Free Inc	CBD Maintenance	\$15,802.00
Rich & Associates, Inc	Parking Deck Design	\$45,712.00
Rose Pest Solutions	CBD Pest Program	\$158.00
Worry Free Inc	CBD Maintenance	\$346.00
Arts Beats & Eats	2016 Sponsorship ½ payment	\$50,000.00
English Gardens	Holiday removal-storage	\$80,186.67

Timothy Thwing

From: Sterling Weber [sweber@englishgardens.com]
Sent: Thursday, April 14, 2016 11:32 AM
To: Timothy Thwing; JoeM@ci.royal-oak.mi.us
Cc: John Collins; Carolyn Berwick
Subject: City of royal oak paperwork
Attachments: 2017-2018season.JPG; 2017-2018season (2).JPG; 2016-2017 season.JPG; 2016-2017 season (2).JPG; Teardrop2.JPG; City of Royal Oak 2016-2018 pricing.pdf

Hello Tim,

Attached is the contracts along with some pictures of example teardrops for the lampposts and plans that layout the design. The 2016/2017 season is separated into two contract numbers, one for the wrapping of corner trees and using the green spheres with existing product (that was already agreed upon); the other is for RGB orbitals in some of the trees and the teardrops for the lampposts.

We also have put together a plan and pricing for 2017/2018 season. In that year we have pricing for wrapping the corner trees with new lights, adding more RGB orbitals to replace the green spheres along with adding more teardrops to cover streets that wouldn't be covered in 2016/2017.

Please let me know if you have any questions.

Best regards,

Sterling Weber
Senior Landscape Designer

English Gardens Landscape Company
20 Congress Street, Pontiac, MI 48341
248.874.1400 x 15 office
248.763.9165 cell
248.874.1411 fax
sweber@englishgardens.com

“Professionals Doing Extraordinary Work”

A referral is the greatest compliment to give. Click [here](#) to fill out a contact information sheet; mention my name in the notes!

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4/14/2016



Landscape Company
 20 Congress Street • Pontiac, MI 48341
 P: 248-874-1400 • F: 248-874-1411

City of Royal Oak he16/17 VIP
 Downtown Development Authority
 211 Williams Street
 Royal Oak, MI 48068-0064

2016/17 Season SW
 Estimate Number: 161031 Page: 1
 Estimate Date: Wednesday, April 13, 2016
 Date Expires: Saturday, April 23, 2016

Retail Locations in Metro-Detroit & Ann Arbor
 1-800-355-GROW
 www.englishgardens.com

(248) 246-3285 phone
 (248) 246-3005 fax 2/27

ITEM #	DESCRIPTION AND SIZE	QUANTITY	UNIT PRICE	TOTAL PRICE
	New product setup and takedown:			
IH290	Lamp post decor 40" Tear drop with 100 lights [03/16] Light & ornament color TBD We are recommending silver ornaments in both shiny & matte.	Varied 428	128.721	55092.38
HE347	Takedown and store lamp post decor: [03/16]	Varied 428	44.331	18973.75
			Sub Total	<u>74066.13</u>
IH286	RGB orbitals within large corner trees: RGB orbital system for large trees Price per tree Average of 6 orbitals per tree	Varied 20	3237.498	64749.96
HE346	Takedown & store orbitals [03/16]	Varied 20	724.120	14482.40
			Sub Total	<u>79232.36</u>
	All product pricing includes installation		Total	<u>153298.49</u>

ACCEPTANCE OF PROPOSAL: "I have read and understand the terms of this Proposal and agree to be bound by the terms and conditions as stated on the front and back of this form. Payment will be made as stated below."

 Purchaser English Gardens Representative Date

The terms of payment of the total purchase price shall be as follows:
 A. Downpayment of _____ upon execution of this agreement B. Draws on substantial completion C. Balance upon completion



Landscape Company
 20 Congress Street • Pontiac, MI 48341
 P: 248-874-1400 • F: 248-874-1411

City of Royal Oak he17/18 VIP
 Downtown Development Authority
 211 Williams Street
 Royal Oak, MI 48068-0064

2017/18 Season SW
 Estimate Number: 161033 Page: 1
 Estimate Date: Wednesday, April 13, 2016
 Date Expires: Saturday, April 23, 2016

Retail Locations in Metro-Detroit & Ann Arbor
 1-800-355-GROW
 www.englishgardens.com

(248) 246-3285 phone
 (248) 246-3005 fax 2/27

ITEM #	DESCRIPTION AND SIZE		QUANTITY	UNIT PRICE	TOTAL PRICE
	2017/2018 Season New product and existing product				
	New product:				
IH290	Lamp post decor 40" Tear drop with 100 lights Light & ornament color to match existing	Varied	44	128.720	5663.70
HE347	Takedown and store lamp post decor [03/16]	Varied	44	44.331	1950.57
				Sub Total	<u>7614.27</u>
IH286	RGB orbitals within large corner trees: RGB orbital system for large trees Price per tree Average of 6 orbitals per tree	Varied	17	3237.498	55037.47
HE346	Takedown & store orbitals [03/16]	Varied	17	724.119	12310.03
				Sub Total	<u>67347.50</u>
52815	Wrapping corner trees: Winter White LED [1/16] new in 2017	Bulk Pack	1546	39.974	61800.27
HE304	Holiday takedown & store light sets [03/16] Un-wrap		1	32802.000	32802.00

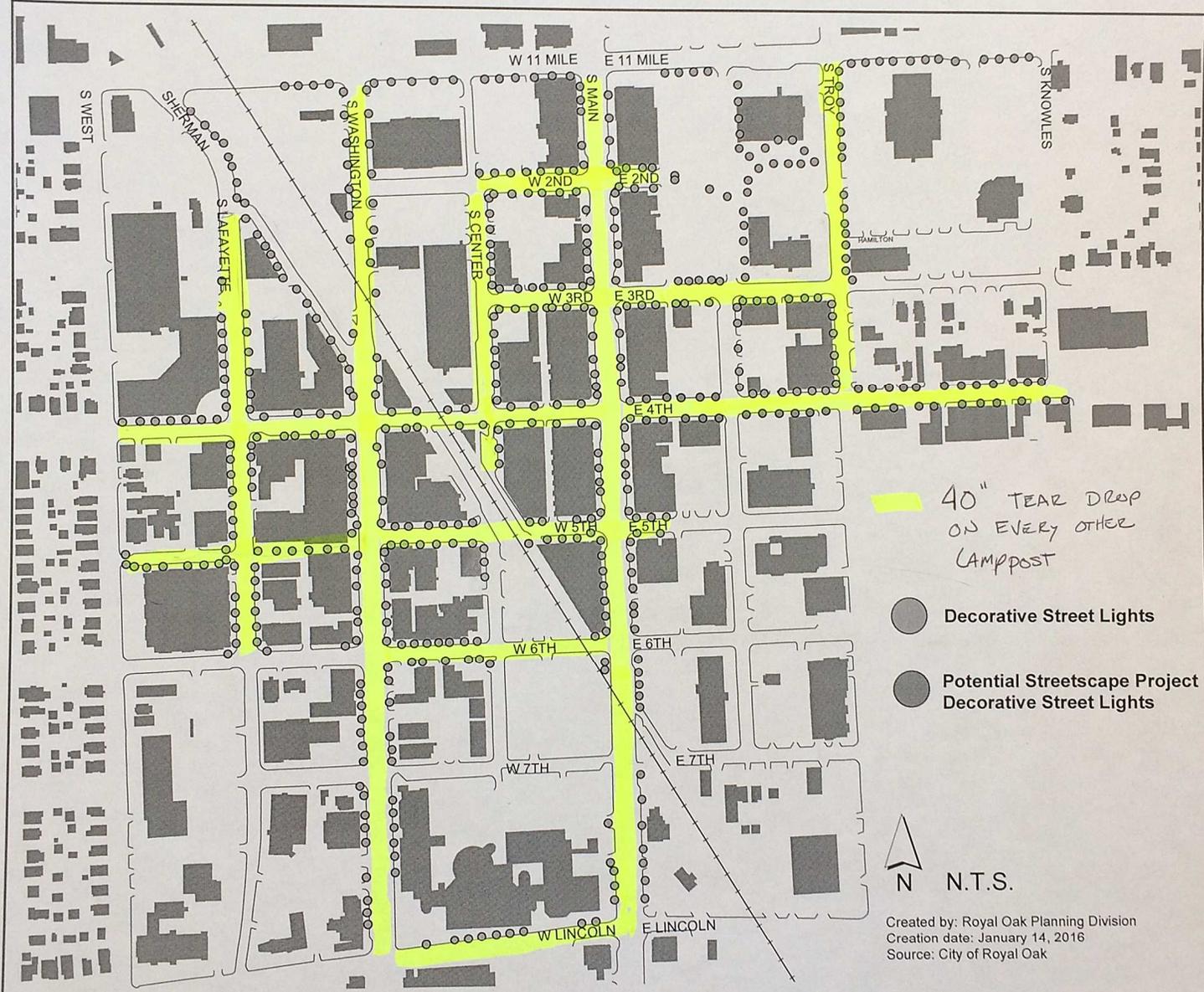
ACCEPTANCE OF PROPOSAL: "I have read and understand the terms of this Proposal and agree to be bound by the terms and conditions as stated on the front and back of this form. Payment will be made as stated below."

 Purchaser English Gardens Representative Date

The terms of payment of the total purchase price shall be as follows:
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2016/2017
SEASON

Decorative Street Lights Downtown Royal Oak



40" TEAR DROP
ON EVERY OTHER
LAMPPOST

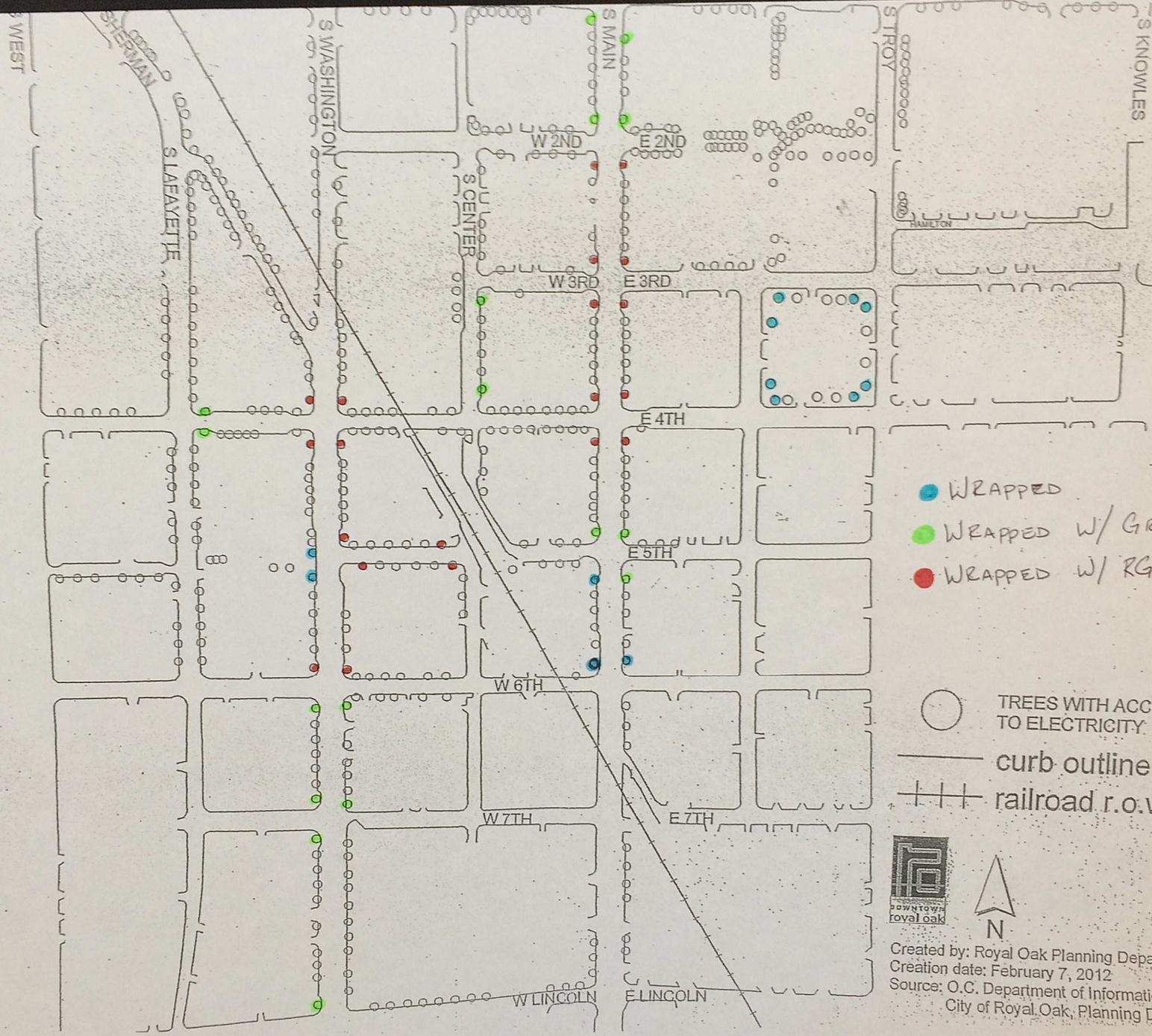
- Decorative Street Lights
- Potential Streetscape Project
Decorative Street Lights

N N.T.S.

Created by: Royal Oak Planning Division
Creation date: January 14, 2016
Source: City of Royal Oak

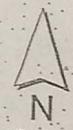
Downtown Royal Oak

2016/2017
SEASON



- WRAPPED
- WRAPPED W/ GREEN SPHERE
- WRAPPED W/ RGB ORBITAL

- TREES WITH ACCESS TO ELECTRICITY
- curb outline
- railroad r.o.w.

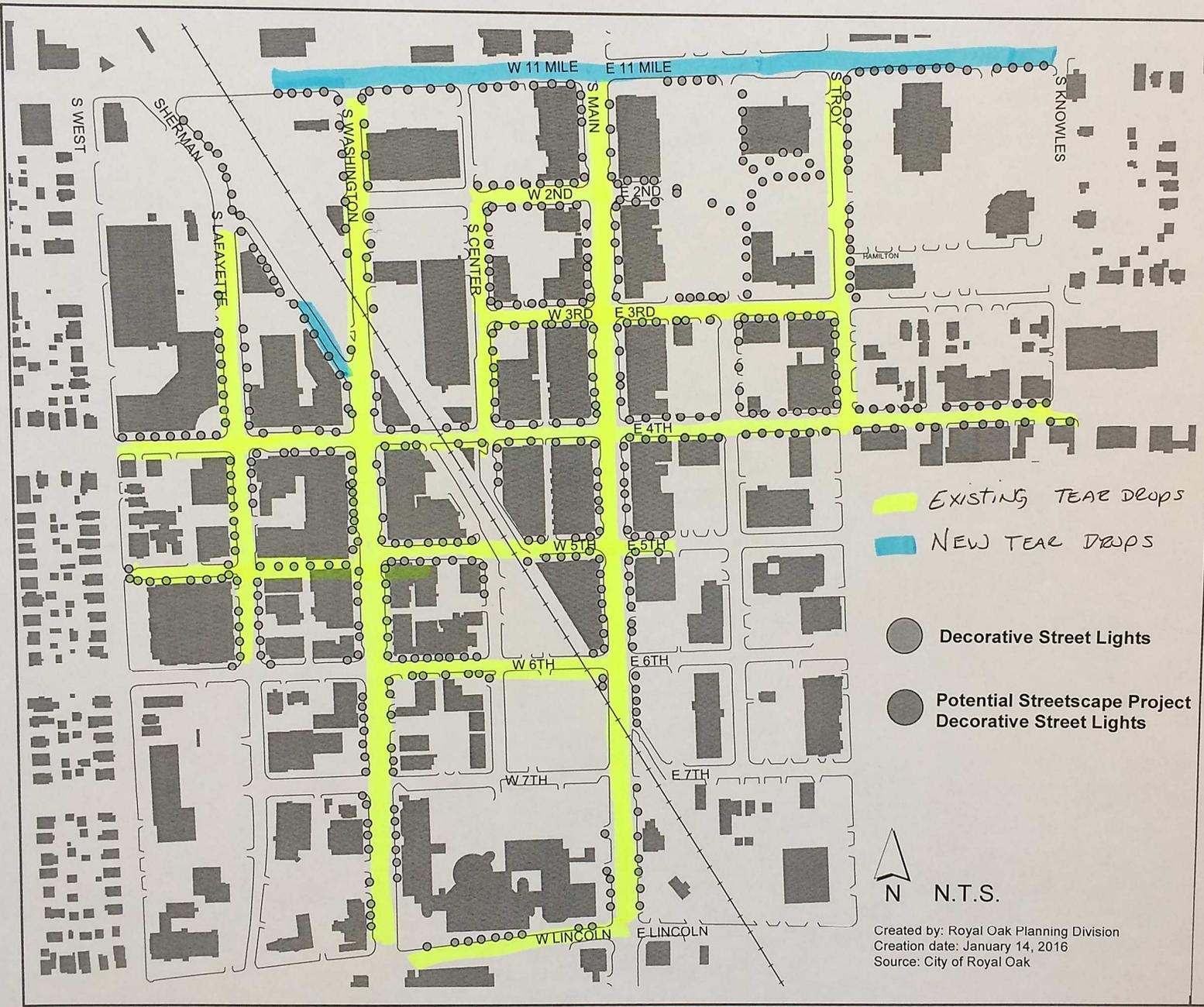


N.T.S.

Created by: Royal Oak Planning Department
Creation date: February 7, 2012
Source: O.C. Department of Information Technology
City of Royal Oak, Planning Department

2017/2018
SEASON

Decorative Street Lights Downtown Royal Oak



EXISTING TEAR DROPS
NEW TEAR DROPS

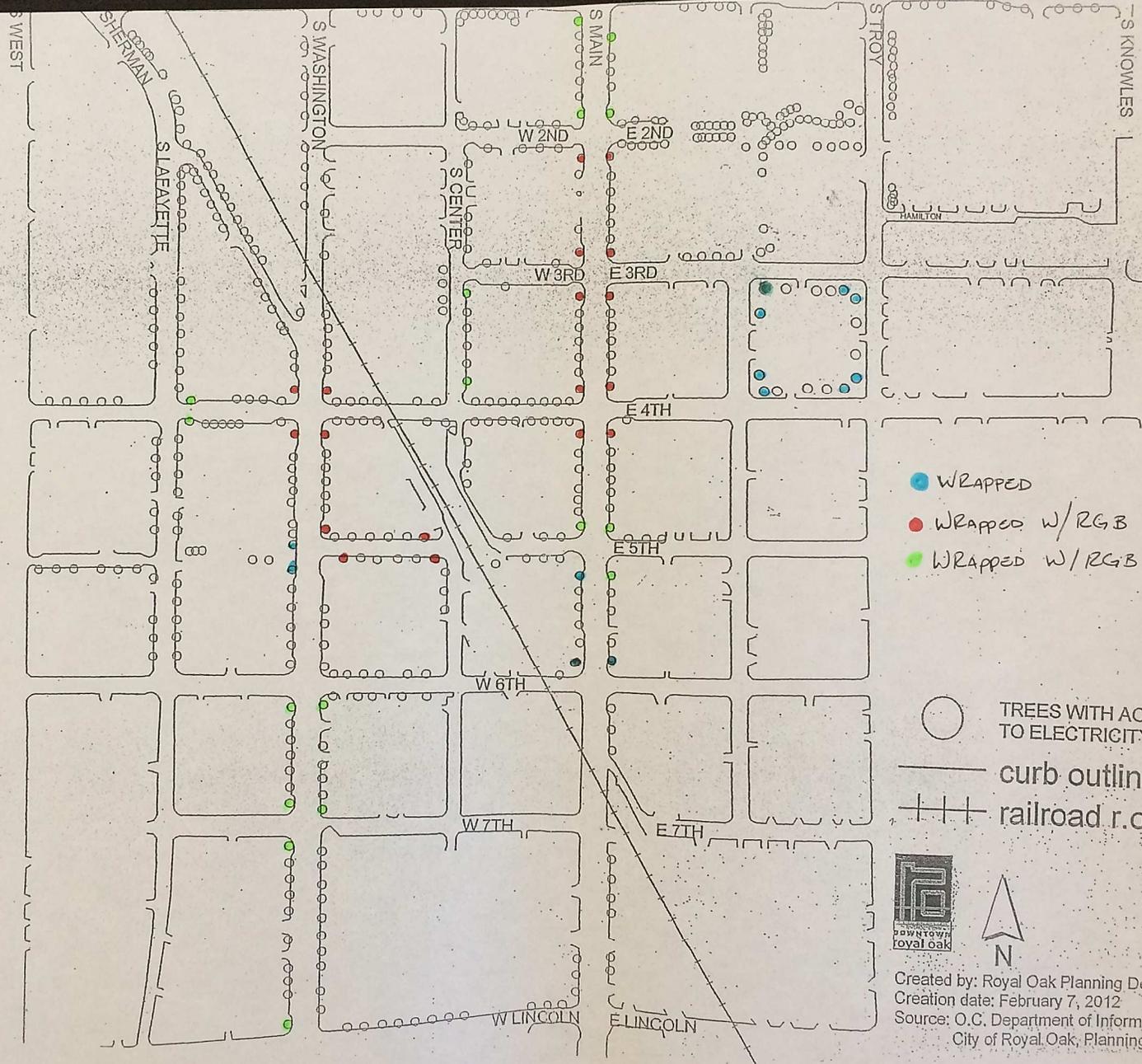
Decorative Street Lights
Potential Streetscape Project
Decorative Street Lights

N N.T.S.

Created by: Royal Oak Planning Division
Creation date: January 14, 2016
Source: City of Royal Oak

Jowntown Royal Oak

2017/2018
SEASON



- WRAPPED
- WRAPPED W/RGB ORBITALS (EXISTING)
- WRAPPED W/RGB ORBITALS (NEW)

- TREES WITH ACCESS TO ELECTRICITY
- curb outline
- railroad r.o.w.



N.T.S.

Created by: Royal Oak Planning Department
 Creation date: February 7, 2012
 Source: O.C. Department of Information Technology
 City of Royal Oak, Planning Department





Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 04/20/2016

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyalok.org

MEMORANDUM

DATE: April 13, 2016
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY
SUBJECT: **HOLIDAY LIGHTS – TREE PROPOSAL ENGLISH GARDENS**

Board members may recall that during its special meeting of March 30th the DDA selected English Gardens as its primary contractor for the installation of holiday lights throughout the downtown area. I anticipate receiving their revised plan and price quote this week. If it is received in time for the April 20th meeting I will add it to the agenda.

In addition, the DDA asked both English Gardens and LeClerc to provide bids for Christmas trees. LeClerc sent an email declining and English Gardens provided the attached proposal. Please note that English Gardens has indicated they can not order an RGB tree and guarantee its arrival for the 2016-2017 season so no price was provided.

I have also attached an email from Buffalo Wild Wings indicating they will not be able to sponsor a tree.

If the board wants to move forward with a tree or trees it should adopt the appropriate resolution and the contract with English Gardens will be modified accordingly.

Respectfully Submitted,

Timothy E. Thwing
Executive Director

Enclosure/attachment

Timothy Thwing

From: Sterling Weber [sweber@englishgardens.com]
Sent: Friday, April 08, 2016 12:31 PM
To: Timothy Thwing
Cc: JoeM@ci.royal-oak.mi.us; John Collins; Carolyn Berwick
Subject: Tree pricing
Follow Up Flag: Follow up
Flag Status: Red
Attachments: City of Royal Oak Trees.pdf; Example tree.jpg

Hello Tim,

Attached is the pricing for the trees along with an example photo.

Please note that due to the time constraints we are unable to order and receive a RGB tree with a base in time for the 2016/2017 holiday season, but we have a different option of what we can provide.

best regards,

Sterling Weber

Award Winning Landscape Designer

English Gardens Landscape Company
20 Congress Street, Pontiac, MI 48341
248.874.1400 x 15 office
248.763.9165 cell
248.874.1411 fax
sweber@englishgardens.com

“Professionals Doing Extraordinary Work”

A referral is the greatest compliment to give. Click [here](#) to fill out a contact information sheet; mention my name in the notes!

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Landscape Company
 20 Congress Street • Pontiac, MI 48341
 P: 248-874-1400 • F: 248-874-1411

City of Royal Oak he16/17/18 VIP
 Downtown Development Authority
 211 Williams Street
 Royal Oak, MI 48068-0064

2016-2017 Trees SW
 Estimate Number: 160952 Page: 1
 Estimate Date: Thursday, April 07, 2016
 Date Expires: Sunday, April 17, 2016

Retail Locations in Metro-Detroit & Ann Arbor
 1-800-355-GROW
 www.englishgardens.com

(248) 246-3285 phone
 (248) 246-3005 fax 2/27

ITEM #	DESCRIPTION AND SIZE	QUANTITY	UNIT PRICE	TOTAL PRICE	
<p>Due to timeframe constraints we would be unable to purchase a RGB tree and base to have it arrive in time for the holiday season. This is what we can provide for the 2016/2017 season in place of the RGB tree:</p>					
IH291	36' LED Tree with decor, lit topper & setup Tree is 36' tall, 20' wide: 284 branches, 93,054 tips. 29,450 light bulbs, color TBD.	Varied	1	36822.360	36822.36
HE311	Takedown and store giant tree [03/16] 2nd year setup, takedown, store: \$22,000.00 3rd year setup, takedown, store: \$22,000.00	MISC	1	13484.330	13484.33
<p>Plan over the years: 1] replace lights after 3 years. 2] replace branches and lights after 6 to 9 years based on weathering. 3] repair metal frame at 10 years. 4] add computer system to animate at any time.</p>				Sub Total	50306.69

ACCEPTANCE OF PROPOSAL: "I have read and understand the terms of this Proposal and agree to be bound by the terms and conditions as stated on the front and back of this form. Payment will be made as stated below."

 Purchaser English Gardens Representative Date

The terms of payment of the total purchase price shall be as follows:
 A. Downpayment of _____ upon execution of this agreement B. Draws on substantial completion C. Balance upon completion



Landscape Company
 20 Congress Street • Pontiac, MI 48341
 P: 248-874-1400 • F: 248-874-1411

City of Royal Oak he16/17/18 VIP
 Downtown Development Authority
 211 Williams Street
 Royal Oak, MI 48068-0064

2016-2017 Trees SW
 Estimate Number: 160952 Page: 2
 Estimate Date: Thursday, April 07, 2016
 Date Expires: Sunday, April 17, 2016

Retail Locations in Metro-Detroit & Ann Arbor
 1-800-355-GROW
 www.englishgardens.com

(248) 246-3285 phone
 (248) 246-3005 fax 2/27

ITEM #	DESCRIPTION AND SIZE	QUANTITY	UNIT PRICE	TOTAL PRICE
IH289	20' LED tree with decor, lit topper & setup Tree is 20' tall, 12' wide: 56 branches, 20,094 tips. 6650 light bulbs, color TBD.	2	11061.010	22122.02
HE304	Takedown and store both trees 2nd year cost to setup, takedown and store both: \$18,000.00 3rd year cost to setup, takedown and store both: \$18,000.00 Plan over the years: 1] replace lights after 3 years. 2] replace branches and lights after 6 to 9 years based on weathering. 3] repair metal frame at 10 years. 4] add computer system to animate at any time.	1	14367.510	14367.51
			Sub Total	36489.53
			Total	86796.22

ACCEPTANCE OF PROPOSAL: "I have read and understand the terms of this Proposal and agree to be bound by the terms and conditions as stated on the front and back of this form. Payment will be made as stated below."

 Purchaser English Gardens Representative Date

The terms of payment of the total purchase price shall be as follows:
 A. Downpayment of _____ upon execution of this agreement B. Draws on substantial completion C. Balance upon completion



Timothy Thwing

From: shawn [shawn@leclercdisplay.com]
Sent: Friday, April 08, 2016 5:02 PM
To: Timothy Thwing
Cc: Baglio, Gary
Subject: Royal Oak Tree quotes

Hello,

Thank you for the opportunity to present a few ideas to the board for your Holiday Program. I am declining the request to extend the quotes for the downtown trees at this time. Please let us know if we can be of any assistance in the future.

Sincerely,

Shawn Bailey
LeClerc Display Co. Inc.

Timothy Thwing

From: Lisa Bissett [lbissett@drh-inc.com]
Sent: Monday, April 11, 2016 4:25 PM
To: Timothy Thwing
Cc: Gary Baglio; 'Davids, Judy'
Subject: RE: Holiday Lights in Royal Oak
Follow Up Flag: Follow up
Flag Status: Red

Hello Timothy,

Thank you for the information. Under much review, unfortunately this is not something that we will be able to commit to.

Sincerely,

Lisa Bissett

Director of Marketing - BWW
 Diversified Restaurant Holdings, Inc.
 P: (248) 215-0009
 E: lbissett@drh-inc.com

Learn more about Bagger Dave's at www.baggerdaves.com
 For corporate and investor relations information, please visit:
www.diversifiedrestaurantholdings.com

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NASDAQ: SAUC

From: Timothy Thwing [mailto:TimT@ci.royal-oak.mi.us]
Sent: Tuesday, April 05, 2016 2:50 PM
To: Lisa Bissett <lbissett@drh-inc.com>
Cc: Gary Baglio <garybaglio@comcast.net>; 'Davids, Judy' <JudyD@romi.gov>
Subject: FW: Holiday Lights in Royal Oak

Lisa,

Attached is a draft copy of a sponsorship agreement between BWW and the Royal Oak DDA regarding a holiday tree; Please review for any suggested revisions, clarifications etc... If you can send your comments to me I will put the agreement in a final form for the DDA's consideration and signature by BWW.

I have not attached a specific tree to the agreement because the DDA is still reviewing it option(s).

Thanks



Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 04/20/2016

211 Williams Street
Royal Oak, MI 48067
Phone: (248) 246-3280
downtownroyalok.org

MEMORANDUM

DATE: April 14, 2016
TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY
SUBJECT: **LIBRARY REQUEST – 11 MILE REPAIRS & IMPROVEMENTS**

The Infrastructure Committee (Directors Dunstan, Krieger and Sophiea) met with the Library Director Mary Karshner on April 6th to discuss her request, see attachment. After discussing the request the committee is recommending that the DDA hire a design professional to work with the committee and the library on a plan for repairs and improvements to north entrance area.

Should the board concur with the committee's recommendation the following resolution has been provide for its consideration;

Be It Resolved, the Royal Oak Downtown Development Authority, DDA hereby directs the Executive Director to solicit bids from design professional to prepare and provide plans for repairs and improvements to the north entrance of the Royal Oak Library.

Respectfully Submitted,

Timothy E. Thwing
Executive Director

Enclosure/attachment

Timothy Thwing

From: Mary Karshner [mary@ropl.org]
Sent: Wednesday, March 23, 2016 3:02 PM
To: Timothy E Thwing
Subject: Fwd: Scan from the Royal Oak Public Library
Follow Up Flag: Follow up
Flag Status: Red
Attachments: img-323114558-0001.pdf

Tim,

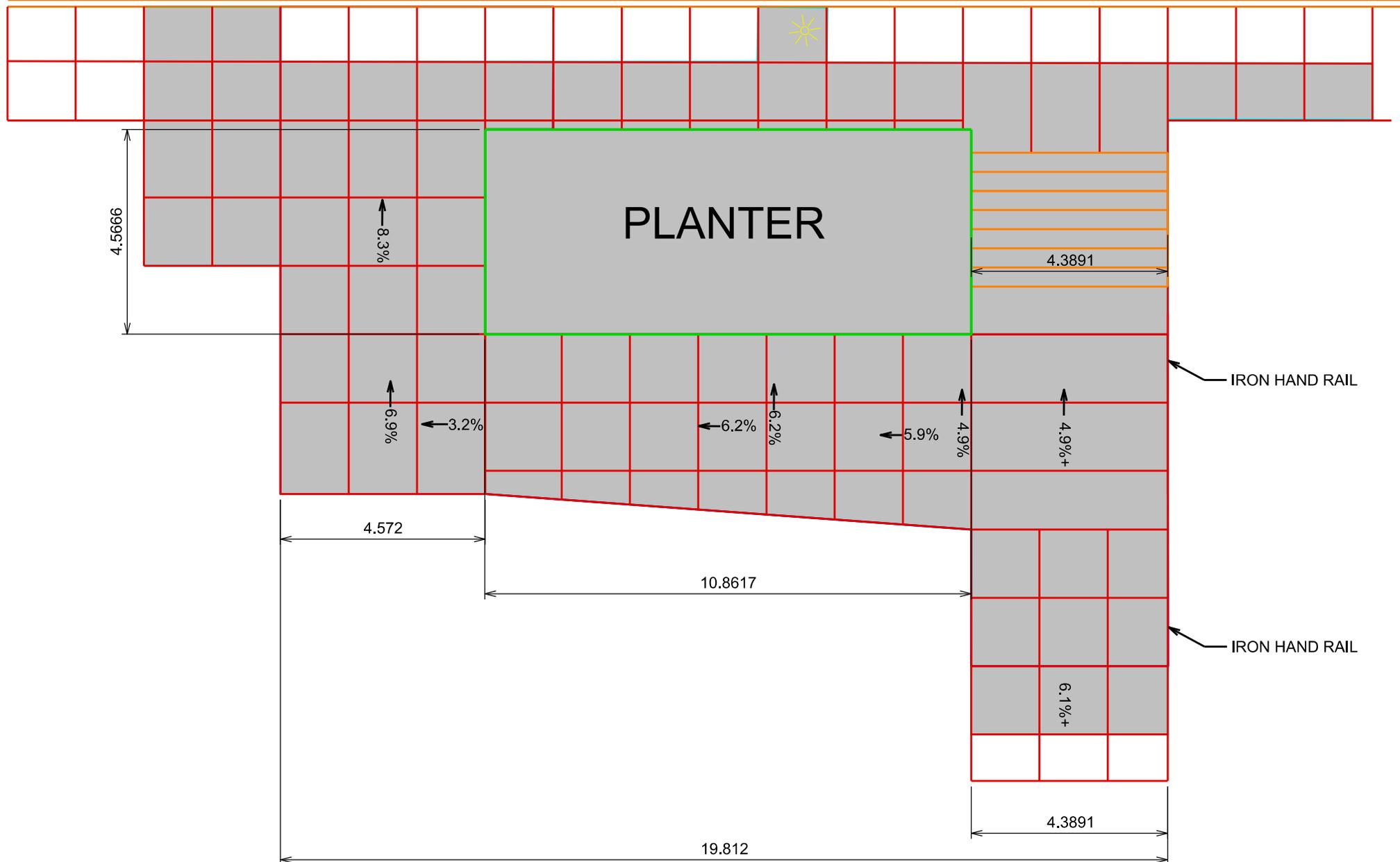
Here is what I have from Matt but I have many additional questions re this. It only covers demolition and ADA compliant sidewalk replacement - not the landscaping/sod, etc. needed after the brick walled "planter" is removed. I have a diagram from Matt, too, but it shows the existing configuration. Could we meet? I have many questions re this.

Thanks

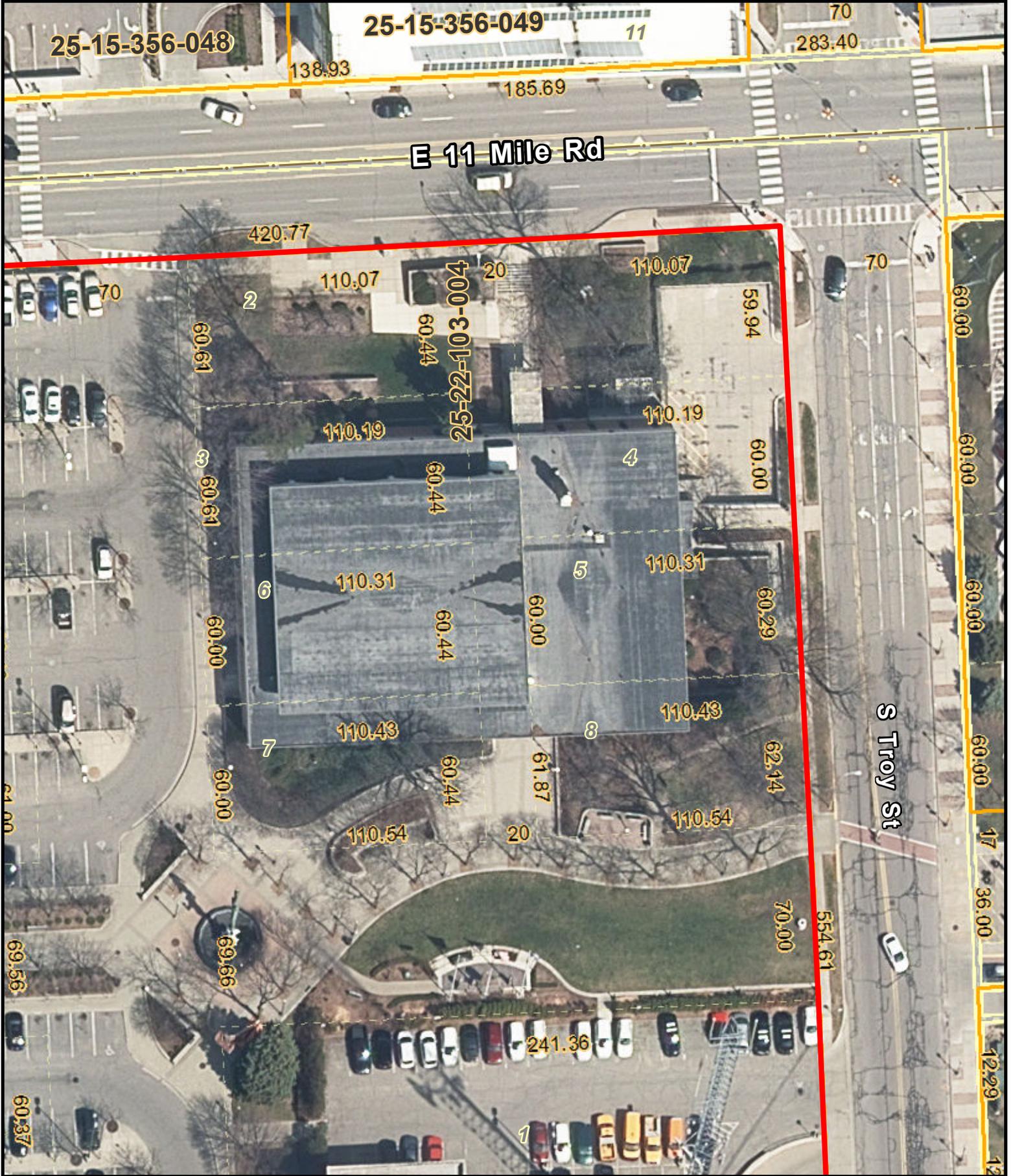
BID TAB For SW1503				ENGINEERS ESTIMATE		
SIDWELL #				QUANT.	TOTAL	COMMENTS
1	REM. 6" - 8" SIDEWALK	Res. / DDA	SF	1974.00	\$ 3,651.90	
2	REM. Conc. Wall & Foundation	DDA	LFT		\$ -	
3	REM. Conc. Planter & Foundation	DDA	LFT		\$ -	
4	4" SIDEWALK	Res.	SF	605.00	\$ 2,692.25	
5	6"- SIDEWALK or APPROACH	Res.	SF		\$ -	
6	8" SIDEWALK or APPROACH	Res.	SF		\$ -	
7	7" SIDEWALK RAMP	DDA	SF	1369.00	\$ 28,749.00	
8	4" STAMPED SIDEWALK	DDA	SF		\$ -	
9	R & R 24" Curb & Gutter, 6" Top	ST	LFT		\$ -	
10	R & R 24" Curb & Gutter, 12" Top	ST	LFT		\$ -	
11	R & R 6" PAVEMENT	ST	SYD		\$ -	
12	R & R 7"-9" PAVEMENT	ST	SYD		\$ -	
13	COLD MILLING HMA SURFACE	ST	SYD		\$ -	
14	BIT. SEAL JOINT (Dummy Paper)	Res.	LFT		\$ -	
15	REM. & REPLACE PAVERS	DDA	SF		\$ -	
16	REM. & RE-LAY PAVERS	DDA	SF		\$ -	
17	JOINT SEAL PAVERS	DDA	LFT		\$ -	
18	REM. & REP TREE GRATE FRAME	Parks	EA		\$ -	
19	REM. & REP TREE ADA GRATE	Parks	EA		\$ -	
20	ADJ OR MOTIFY EX. TREE GRATE	Parks	EA		\$ -	
21	REM 4"- 16" DIA TREE & STUMP	Parks	EA		\$ -	
22	INSTALL NEW TREE 2"-4" DIA.	Parks	EA		\$ -	
23	ADJ. STRUCTURE	ST	EA		\$ -	
24	REC. STRUCTURE	ST	EA		\$ -	
25	REC. STRUCTURE > 3'	ST	EA		\$ -	
26	R & R RING & COVER	ST	EA		\$ -	
27	CONST. STRUCTURE 2' DIA	ST	EA		\$ -	
28	CONST. STRUCTURE 4' DIA	ST	EA		\$ -	
29	INSTALL SEWER LEAD	ST	LFT		\$ -	
30	4" EDGE DRAIN	ST	LFT		\$ -	
31	MDOT 21 AA CRUSH CONC.	DDA	TON		\$ -	
32	ASPHALT 13 A	ST	TON		\$ -	
33	CONSTRUCTION SIGNING		SF		\$ -	
34	PLASTIC DRUMS, TYPE II BARRICADE		EA		\$ -	
35	TYPE III BARRICADE		EA		\$ -	
36	LIGHTED ARROW, SOLAR POWER		EA		\$ -	
37	SPRINKLER HEAD	DDA	EA		\$ -	
38	SPRINKLER PIPE	DDA	EA		\$ -	
39	TOP SOIL, & HYDROSEED		CY		\$ -	
40	SOD		SYD		\$ -	
41	MULCH, SHREDDED BARK		CY		\$ -	
42	HORIZONTAL SAWCUTTING	ST	LFT		\$ -	
43	LANDSCAPE TIMBERS		LFT		\$ -	
44	4 x 8 PLYWOOD		EA		\$ -	
45	ADDITIONAL CEMENT		TON		\$ -	
46	R & R STEPS	Parks	LS		\$ -	
47	RAMP CURB & GUTTER	DDA	LF		\$ -	
48	MINOR ROOT ADJUSTMENT		EA		\$ -	
49	MAJOR ROOT ADJUSTMENT		EA		\$ -	
	DEMOLITION		LS	1.00	\$ 21,800.00	
	ENGINEERS ESTIMATE			SUB TOTAL	\$ 56,893.15	

inc steps

11 MILE RD. PULL OFF PARKING



Library



	2 Foot Contours		100 yr - FEMA Floodplain
	5 Foot Contours		100 yr (detailed) - FEMA Floodplain
	FEMA Base Flood Elevations		500 yr - FEMA Floodplain
	FEMA Cross Sections		FLOODWAY - FEMA Floodplain

Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.


L. Brooks Patterson
 Oakland County Executive

Date Created: 4/5/2016

 NORTH
 1 inch = 50 feet

THIS
ENTRANCE
CLOSED.
PLEASE USE
SOUTH
ENTRANCE.



















Royal Oak
DOWNTOWN
DEVELOPMENT AUTHORITY

Meeting Date: 04/20/2016

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Phone: (248) 246-3280
downtownroyaloak.org

MEMORANDUM

DATE: April 14, 2016

TO: MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY

SUBJECT: **CC CONSULTING - PROPOSAL**

Attached is a revised proposal from Cindy Ciura, CC Consulting. The Consumer Marketing Committee met with Ms. Ciura to discuss potential opportunities. Committee members may have additional comments at the board meeting on April 20th.

If the board wants to move forward with CC Consulting it will need to adopt the appropriate resolution and identify the funding.

Respectfully Submitted,



Timothy E. Thwing
Executive Director

Enclosure/attachment

Timothy Thwing

From: Cindy Ciura [Cindy@ccofdetroit.com]
Sent: Wednesday, April 13, 2016 6:08 PM
To: Timothy Thwing
Cc: <toddf@romi.gov>; Gary Baglio; Jay Dunstan; Amanda A. Page; Lori A London
Subject: Re: [SPAM] Re: Following Up

I will make the changes and get it back to you. Cindy

Sent from my iPhone

On Apr 13, 2016, at 4:03 PM, "Timothy Thwing" <TimT@ci.royal-oak.mi.us> wrote:

Cindy,

If you're okay with making the changes indicated on the attached document please send me a revised document tomorrow and I will then schedule for DDA meeting on April 20th. The DDA Board can then establish its own preliminary budget cap.

CMC members (Jay, Gary, Lori and Amanda), are you recommending this to the DDA Board? Do you have a recommended budget amount for a campaign?

Thanks

From: cindy@ccofdetroit.com [<mailto:cindy@ccofdetroit.com>]
Sent: Wednesday, April 13, 2016 1:04 PM
To: Timothy Thwing; toddf@romi.gov; 'Gary Baglio'
Cc: 'Jay Dunstan'; 'Tim Thwing'
Subject: RE: [SPAM] Re: Following Up

Tim/Gary/Todd- I suggest that perhaps we get on a conference call to discuss. I can't give you "out of pocket" costs for a campaign since I don't know what forms of media we are using. The cost would vary tremendously depending on whether it was TV, cable, radio, print, etc. The direction I was given at our last meeting was to put together a proposal (this is my 5th one) that outlined coordinating a promotional campaign with the stores involvement. I am happy to provide whatever info you need, but we all need to be on the same page. Cindy

----- Original Message -----

Subject: RE: [SPAM] Re: Following Up
 From: "Timothy Thwing" <TimT@ci.royal-oak.mi.us>
 Date: Wed, April 13, 2016 10:46 am
 To: <toddf@romi.gov>, "Gary Baglio" <gary@five15.net>, <cindy@ccofdetroit.com>
 Cc: "Jay Dunstan" <jay@dunstan.me>, "Tim Thwing" <TimT@romi.gov>

I have added my comments to the attached document. Cindy, the board will also need an estimated budget for outside services, etc... there is no point in entering into a \$25,000 contract without some commitment/idea of funds (DDA and/or sponsors) to care out effort.

From: Todd Fenton [<mailto:toddf@romi.gov>]

Sent: Wednesday, April 13, 2016 10:03 AM
To: 'Timothy Thwing'; 'Gary Baglio'; cindy@ccofdetroit.com
Cc: 'Jay Dunstan'; 'Tim Thwing'
Subject: RE: [SPAM] Re: Following Up

Attached

From: Timothy Thwing [<mailto:TimT@ci.royal-oak.mi.us>]
Sent: Wednesday, April 13, 2016 10:01 AM
To: 'Gary Baglio'; cindy@ccofdetroit.com
Cc: 'Todd Fenton'; 'Jay Dunstan'; 'Tim Thwing'
Subject: RE: [SPAM] Re: Following Up

I am not going to be in the office tomorrow afternoon or Friday so if this needs to be included (posted) on agenda for DDA meeting on 20th I need a copy of the proposal by tomorrow morning.

Thanks

From: Gary Baglio [<mailto:gary@five15.net>]
Sent: Wednesday, April 13, 2016 8:33 AM
To: cindy@ccofdetroit.com
Cc: Todd Fenton; Jay Dunstan; Tim Thwing; Timothy Thwing
Subject: [SPAM] Re: Following Up

Cindy,

Your proposal looks fine to me. Todd has not had a chance to look at it as he is tied up with other city business. I forwarded the proposal to Jay Dustan yesterday, and he was going to look at it and get Tim Thwing involved to get it in front of the board. I have cc'd them both on this. Hopefully we will have some info for you soon. I have done as much as I possibly can. I'm sorry things don't move faster :(

Gary

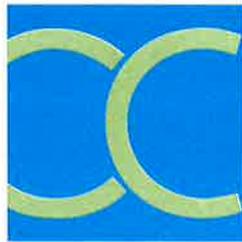
On Apr 13, 2016, at 8:27 AM, <cindy@ccofdetroit.com>
 <cindy@ccofdetroit.com> wrote:

Todd/Gary- Please let me know if the proposal looks good for next week's meeting and please let me know if you want me to attend the meeting. I have a pretty crazy couple of weeks and trying to get everything on my calendar. thank you. Cindy

<bottom.letterhead>



<2016 04-13 CC Consulting Royal Oak Proposal Advertising TT Comments 2.pdf>



CC CONSULTING

SPECIAL EVENT CONSULTING FIRM CONTRACT

1. Work Objectives

Under the direction of the City of Royal Oak Downtown Development Authority (DDA), CC Consulting, the event marketing company, will plan and implement a comprehensive advertising campaign to market and promote the stores located in downtown Royal Oak. This program will incorporate a media sponsorship, and the coordination of Royal Oak stores to participate in a city-wide effort. The goal is to increase the number of customers and foot traffic from both the immediate Royal Oak trade area and the greater Detroit metropolitan market, and to increase awareness of the DDA.

Only businesses within DDA boundary, not city-wide, see attached map.

2. Services

CC Consulting agrees to render professional services for the DDA as necessary to accomplish those tasks contained in this document within the timeframe prescribed.

3. Scope of Work

Organize all components of a first time advertising campaign that coordinates Royal Oak stores participation along with sponsorship components.

Royal Oak Retail Advertising Campaign

Organize and implement all event features including:

Business Coordination

- Be the "point of contact" for retailer based ad campaign
- Coordinate store meetings and formal launch meeting
- Develop store materials with options for admission-based ad campaign
- Initiate store follow up and participation

Advertising

- Develop promotional elements of campaign-tagline, theme, and copy
- Integrate promotional advertising into existing advertising-TV, radio, print, social media, banners, posters, existing promotions, and Website
- Hire agency to execute ad production

Public Relations

- Develop press release
- Coordinate release with other efforts
- Develop formal PR plan



Media Sponsorship

- Develop sponsorship package for media
- Develop media "hit list"
- Pitch media sponsorship
- Develop media budget and plan
- Execute sponsorship agreement

In addition to the tasks outlined, CC Consulting shall perform all activities deemed necessary to carry out the above listed events and services.

B. Any additional personnel needed to accomplish these tasks will be the responsibility of CC Consulting with no additional cost to DDA.

C. A monthly update will be provided on event progress to the DDA.

D. All press releases will be approved through DDA before distribution.

E. Negotiate and secure best rates for appropriate advertising.

F. Secure media sponsorships in print, TV, radio, Internet, as approved by DDA.

H. All invoices go directly to DDA.

All outside commitments and/or contracts need prior approval of DDA Executive (\$3,000 or less if part of approved budget/plan) or DDA Board (greater than \$3,000).

G. Before responding to inquiries, state media, public officials or elected officials, the Executive Director must be contacted.

H. Thank you letters for event sponsors, participators, businesses, and other entities must come from DDA Board Chairman or DDA Executive Director.

I. DDA agrees to pay CC Consulting a "not to exceed" fee of \$20,000 thru December 31, 2016 in installments of \$2,500 per month to perform all services described under the Scope of Work. Additional expenses such as creative design, printing, and ad production will be submitted directly to DDA.

The DDA will pay the monthly fee within 30 days of monthly invoice.

J. CC Consulting will be given an evaluation of an advertising campaign. The evaluation will be conducted by the DDA. The contract including a review of monthly advertising of CC Consulting

Invoices will be paid pursuant to city's AP Calendar as amended - see attached.

K. CC Consulting agrees to complete the formal evaluation. Agreement prior to a



L. CC Consulting agrees to indemnify and hold harmless the DDA, volunteers and the City of Royal Oak and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, cost expenses judgments, and liabilities of any kind whatsoever arising out the CC Consulting performance of the work described herein other than the negligent or intentional acts of the DDA, the City, their volunteers, officers, employees and agents. CC Consulting will not take any action or cause a situation or result that proves detrimental to the DDA.

M. All funds, donations, and sponsorships will be paid direction to the DDA, not CC Consulting.

N. It is agreed by the parties that any extra work not specifically mentioned in this agreement, but which is necessary to the complete performance of this agreement, which may be fairly implied as included, will be considered included and performed by CC Consulting, within reasonable expectation, without charge.

Terms of Agreement: Termination

The term of this agreement shall commence for a period of eight (8) months from May 1, 2016 to December 31, 2016 and shall automatically expire at this time unless extended or terminated earlier as provided herein.

Termination

During the term of this agreement, the agreement may be terminated only in the following manner.

1. The agreement shall be terminated upon the dissolution of the firm.
2. Either the DDA or CC Consulting may terminate the agreement at any time, with or without cause, upon 60 calendar days written notice to the other party. 30 days
3. The DDA may terminate the agreement, at any time and without prior notice, upon CC Consulting material breach of this agreement, CC Consulting failure to perform obligations pursuant to the agreement, or any other conduct detrimental to the interest of the DDA.

IN WITNESS WHEREOF the parties have caused this contract to be executed and signed on this date _____.

City of Royal Oak Downtown Development Authority

By: _____

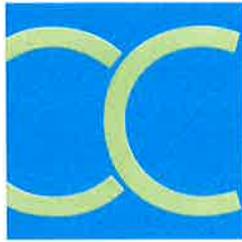
Timothy E. Thwing
Executive Director

Cindy Ciura
Principal, CC Consulting

2016 ACCOUNTS PAYABLE CALENDAR

	FINANCE CUT-OFF (TUES NOON)	CHECKS ISSUED (TUESDAY)
Monday	12/28/15	01/05/16
Monday	01/11/16	01/19/16
	01/26/16	02/02/16
	02/09/16	02/16/16
	02/23/16	03/01/16
	03/08/16	03/15/16
Monday	03/21/16	03/29/16
	04/05/16	04/12/16
	04/19/16	04/26/16
	05/03/16	05/10/16
	05/17/16	05/24/16
	05/31/16	06/07/16
	06/14/16	06/21/16
Monday	06/27/16	07/05/16
	07/12/16	07/19/16
	07/26/16	08/02/16
	08/09/16	08/16/16
	08/23/16	08/30/16
	09/06/16	09/13/16
	09/20/16	09/27/16
	10/04/16	10/11/16
	10/18/16	10/25/16
	11/01/16	11/08/16
	11/15/16	11/22/16
	11/29/16	12/06/16
	12/13/16	12/20/16
Thursday	12/22/16	01/03/17

NOTE: Some cut-off dates have been changed due to the Holidays



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2. Services

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Media Sponsorship

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- Pitch media sponsorship
- Develop media budget and plan (approval required by Consumer Marketing Committee)
- Execute sponsorship agreement

In addition to the tasks outlined, CC Consulting shall perform all activities deemed necessary to carry out the above listed events and services.

- B. Any additional personnel needed to accomplish these tasks will be the responsibility of CC Consulting with no additional cost to DDA.
- C. A monthly update will be provided on event progress to the DDA.
- D. All press releases will be approved through DDA before distribution.
- E. Negotiate and secure best rates for appropriate advertising.
- F. Secure media sponsorships in print, TV, radio, Internet, as approved by DDA.
- H. All invoices go directly to DDA. All outside commitments and/or contracts need prior approval of DDA executive (\$3,000 or less if part of approved budget/plan) or DDA Board (greater than \$3,000).
- G. Before responding to inquiries, statements, comments or criticisms by the media, public officials or elected officials, the Executive Director must be contacted.
- H. Thank you letters for event sponsors, participators, businesses, and other entities must come from DDA Board Chairman or DDA Executive Director.
- I. DDA agrees to pay CC Consulting a "not to exceed" fee of \$20,000 thru December 31, 2016 in installments of \$2,500 per month to perform all services described under the Scope of Work. Additional expenses such as creative design, printing, and ad production will be submitted directly to DDA. The DDA will pay the monthly fee pursuant to the city's AP calendar attached.
- J. CC Consulting will be given an evaluation following the execution of an advertising campaign. The evaluation will include all aspects of CC Consulting contract including a review of monthly activity.



K. CC Consulting agrees to complete the work under this agreement prior to a formal evaluation.

L. CC Consulting agrees to indemnify and hold harmless the DDA, volunteers and the City of Royal Oak and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, cost expenses judgments, and liabilities of any kind whatsoever arising out the CC Consulting performance of the work described herein other than the negligent or intentional acts of the DDA, the City, their volunteers, officers, employees and agents. CC Consulting will not take any action or cause a situation or result that proves detrimental to the DDA.

M. All funds, donations, and sponsorships will be paid direction to the DDA, not CC Consulting.

N. It is agreed by the parties that any extra work not specifically mentioned in this agreement, but which is necessary to the complete performance of this agreement, which may be fairly implied as included, will be considered included and performed by CC Consulting, within reasonable expectation, without charge.

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2. Either the DDA or CC Consulting may terminate the agreement at any time, with or without cause, upon 30 days written notice.
3. The DDA may terminate the agreement, at any time and without prior notice, upon CC Consulting material breach of this agreement, CC Consulting failure to perform obligations pursuant to the agreement, or any other conduct detrimental to the interest of the DDA.

IN WITNESS WHEREOF the parties have caused this contract to be executed and signed on this date_____.

City of Royal Oak Downtown Development Authority

By:_____

Timothy E. Thwing
Executive Director

Cindy Ciura
Principal, CC Consulting

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	05/17/16	05/24/16
	05/31/16	06/07/16
	06/14/16	06/21/16
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	08/09/16	08/16/16
	08/23/16	08/30/16
	09/06/16	09/13/16
	09/20/16	09/27/16
	10/04/16	10/11/16
	10/18/16	10/25/16
	11/01/16	11/08/16
	11/15/16	11/22/16
	11/29/16	12/06/16
	12/13/16	12/20/16
Thursday	12/22/16	01/03/17

NOTE: Some cut-off dates have been changed due to the Holidays

Agreement #: SEP 16-011

RE: Special Event – Clay, Glass and Metal Show, June 11-12, 2016

April 4, 2016

The Royal Oak Chamber of Commerce (ROCC) requests permission to use city streets for the 22nd Annual Clay, Glass, and Metal Show (Washington Avenue between Fourth Street and Lincoln Avenue; Sixth Street between Washington Avenue and Lafayette Avenue; Seventh Street between Washington Avenue and Lafayette Avenue). The event is scheduled for Saturday, June 11 and Sunday, June 12, 2016.

City staff has had discussions involving details of the event with Jennifer Clark, Director of Events and Communications for the Royal Oak Chamber of Commerce. Listed below are the specifics of a proposed agreement between the city and the Royal Oak Chamber of Commerce.

I. Description of Event

The Clay, Glass and Metal Show is a signature event for Royal Oak. The art portion is one of the country's top art shows featuring over 120 of the country's finest artists in the clay, glass, and metal mediums who are selected by a jury process.

This event has generated more than 11 million positive impressions of Royal Oak in the region, and resulted in a substantial positive impact for ROCC sponsors, the city, restaurants, and downtown businesses. An estimated 6,000 people attended the event in 2015.

II. Hours of Operation

The event will take place on Saturday, June 11, 2016 from 10:00 a.m. to 7:00 p.m. and Sunday, June 12, 2016 from 11:00 a.m. to 5:00 p.m.

Set-up: Friday, June 10, from 5:00 p.m. to 11:00 p.m. and Saturday, June 11, from 6:00 a.m. to 10:00 a.m. Clean-up: Sunday, June 12 from 5:00 p.m. to 11:00 p.m.

III. Street Closings

The ROCC requests the following street closings beginning Friday, June 10 at 5:00 p.m. through Sunday, June 12 at 11:00 p.m.:

- Washington Avenue from Fourth Street to Lincoln Avenue
 - One traffic lane will remain open on Washington north of Fifth Street to accommodate the Fifth Condominium residents to enter and exit their parking garage. A ROCC volunteer will be stationed at this location to allow tenant access.

- Sixth Street from Lafayette Avenue to Washington Avenue
 - ROCC also requests that the first six meters on Sixth Street east of Washington are bagged by 3:00 p.m. on Friday, June 10.

- Seventh Street from Lafayette Avenue to Washington Avenue with signage allowing one-way access for Jimi's Family Restaurant and church patrons only, directing them to exit via the alleyway onto Lincoln Avenue.
 - ROCC will accommodate Jimi's patrons who can enter Jimi's through the alleyway off Seventh Street, as well as First United Methodist Church-goers needing to drop off patrons on Sunday morning. One Type III barricade will be placed at Lafayette Avenue and Seventh Street with clear signage created by ROCC that indicates access for Jimi's Family Restaurant and church patrons only.

All other event footprint streets leading up to Washington Avenue will remain open; however, once vehicles arrive at Washington Avenue they will be forced to turn around.

IV. Booths/Tents

Artists and food vendors will set up their own booths/tents from which they will sell their wares. Organizers and sponsors will have approximately 25 activity and informational booths placed throughout the festival. All tents will be situated without the use of stakes. Tents/booths will remain in place at the close of the event on Saturday, June 11 and will be removed at the end of the day on Sunday, June 12 with no damage, marks, or other defacements to the asphalt.

The ROCC will contact Royal Oak Building Official Jason Craig to coordinate any required tent or temporary structure permits if necessary.

V. Music

No music will be provided at this event.

VI. Parking

Volunteers, sponsors, and vendors will be provided with parking passes to the Lafayette Avenue parking structure north of Fourth Street. ROCC is requesting that the parking fees be waived, consistent with the past 21 years of this event.

Attendees will be encouraged to park in the Sixth Street/Lafayette Avenue and Center Street parking decks and at metered lots throughout the central business district.

The ROCC will reimburse the city for all lost parking revenue for metered parking spaces utilized for the event.

VII. Traffic Control

The ROCC requests:

- The Department of Public Service (DPS) supply barricades to prevent motor vehicle access to streets leading into Washington Avenue between Fourth Street and Lincoln Avenue, Sixth Street between Washington Avenue and Lafayette Avenue as well as Seventh Street between Washington and Lafayette.

ROCC requests the barricades be delivered by DPS on Friday, June 10 before 5:00 p.m. and picked up on Monday, June 13. All streets will be barricaded Friday, June 10 at 5:00 p.m. for artists to begin setting up. ROCC will work with the Royal Oak

Police Department to ensure all cars are removed from Washington Avenue by 7:00 p.m. on Friday, June 10.

- The ROCC requests the following parking meters be bagged by 3:00 p.m. Friday, June 10:
 - Washington Avenue between Fourth Street and Lincoln
 - Sixth Street between Washington and Lafayette
 - The first six meters on Sixth Street east of Washington
 - Seventh Street between Washington and Lafayette

VIII. Insurance

A certificate of insurance for \$2 million general aggregate coverage has been provided to the City of Royal Oak by Greater Royal Oak Chamber of Commerce with the city named as additional insured.

IX. Impact on Adjacent Commercial & Residential Properties

Notification of this event including dates and times was distributed by letter to all downtown businesses in early March 2016.

The ROCC has notified the management and residents of the Fifth Condominiums of this event and the provision to have access to their parking garage. The ROCC has provided residents with passes to place on the dashboard of their vehicles identifying them as residents of the condos to assist the volunteer controlling access to the garage.

X. Restroom Facilities

The ROCC will arrange to have eight port-a-johns placed in the festival footprint on Friday, June 10. They will be cleaned several times over the weekend and removed by Monday, June 13, 2016.

XI. Food and Beverage

Minor food and beverage sales will take place on Washington Avenue within the event footprint, such as: donuts, nuts, fudge, kettle corn, and lemonade. There will be no alcohol served or sold. All food vendors throughout the event will have required insurance and Oakland County Health Department permits. In accordance with county health requirements, no animal displays may be near food distribution points; therefore, no animal displays will be allowed within the event footprint.

XII. Utilities

Food vendors and other sponsoring booths will need access to water (ROCC requests hydrant attachments at Washington and Seventh Street and at Fifth Street and Washington). Approximately 25 artists will need access to power along Washington Avenue. Water and electricity costs will be reimbursed by the ROCC to the city. In addition, organizers request a representative from the city be on call to assist with any utility problems should they occur. Wage costs will be reimbursed by the ROCC. **ROCC requests the DPS Electrical**

Department ensure street light power is on and not on timers from Friday, June 10 at 5:00 p.m. until to Sunday, June 12 at 7:00 p.m.

XIII. Refuse Barrels / Dumpsters / Barricades

Organizer requests DPS deliver the following items and provide the following services:

- Deliver 16 refuse containers with a supply of liners to Washington and Sixth Street by 7:00 p.m. on Friday, June 10, 2016
- Deliver one dumpster to be placed at the northwest corner of the Sixth Street/Main Street parking lot by 7:00 p.m. on Friday, June 10. The dumpster should be picked up on Monday, June 13
- Organizer requests the dumpster be emptied after 7:00 p.m. on Saturday, June 11 or before 9:00 a.m. on Sunday, June 12
- Organizer requests DPS deliver five (5) Type III and 25 Type I barricades as indicated on the attached barricade placement map. Barricades should be delivered by, Friday, June 10 at 5:00 p.m. and picked up on Monday, June 13

XIV. Clean-Up Procedures

Organizers, with assistance from the community service workers provided by the 44th District Court in partnership with the Boys and Girls Clubs of South Oakland County, will monitor and remove accumulated refuse from trash containers throughout the footprint area to the dumpster throughout the event. Clean-up will take place at 7:00 p.m. on Saturday, June 11, and following the conclusion of the event at 5:00 p.m. on Sunday, June 12. All barricades and refuse containers should be removed by DPS personnel no later than 12:00 p.m. on Monday, June 13, 2016.

In the event the city is required to perform any clean-up after this event, the ROCC agrees to reimburse the city for any related overtime expense incurred by city employees.

XV. Fire Protection

Event promoters will provide full access to this area for emergency vehicles, which will allow entry response for fire, medical emergency, or police related needs.

XVI. Reimbursement to the City

A. Public Service Overtime

Organizer requests equipment and services outlined in Section XIII with equipment delivered Friday, June 10 and picked up by Monday, June 13.

B. Police Protection

For purpose of security during the event, organizer asks that one patrol officer be assigned to monitor the area during the hours of the event on Saturday and Sunday.

In the event of any unanticipated circumstance connected in any way to this special event, which necessitates alerting of and/or deployment of additional police officers, the ROCC agrees to reimburse all related expenses incurred by the city.

The standard cost of one police officer is \$ 84.99 per hour.

C. Parking Revenue

The ROCC will reimburse the city for all lost parking revenue for metered parking spaces utilized and/or reserved for the event.

XVII. Security

During the hours of the show on Saturday and Sunday, the ROCC requests that one police officer on duty be assigned to the event. Royal Oak Auxiliary Police will be hired to patrol the event area during the overnight hours. ROCC staff will contact the Royal Oak Police Department with dates and times.

XVIII. Special Event Permit Fee

The \$125.00 special event permit fee was paid at the City Clerk's Office on March 17, 2016.

XIX. Cost Recovery History

The Royal Oak Chamber of Commerce has reimbursed the city cost recovery for prior year's events as follows:

\$ 1,102.48 in 2004	\$5,694.28 in 2009	\$5,155.34 in 2014
\$ 3,567.80 in 2005	\$3,668.54 in 2010	\$3,327.00 in 2015
\$ 3,316.31 in 2006	\$4,017.72 in 2011	
\$ 4,003.13 in 2007	\$4,296.82 in 2012	
\$ 4,930.67 in 2008	\$4,933.42 in 2013	

cc: Don Johnson, City Manager
Mark Liss, Interim City Attorney
Tim Thwing, Director of Community Development
Greg Rassel, Director of Recreation and Public Service
Chuck Thomas, Fire Chief
Julie Rudd, Finance Director
Sekar Bawa, Treasurer
Jason Craig, Building Official
Michael Frazier, Deputy Police Chief
Robert Reilly, Deputy Police Chief
Judy Davids, Community Engagement Specialist
Richard Wilson, Cable Coordinator, WROK

AGREEMENT

The agreement between the Royal Oak Chamber of Commerce and the City of Royal Oak concerning the special event, Clay, Glass and Metal Show, on Saturday and Sunday, June 11-12, 2016, as enumerated in Agreement # SEP 16-011 is hereby approved this date April 4, 2016.

ROYAL OAK CHAMBER OF COMMERCE

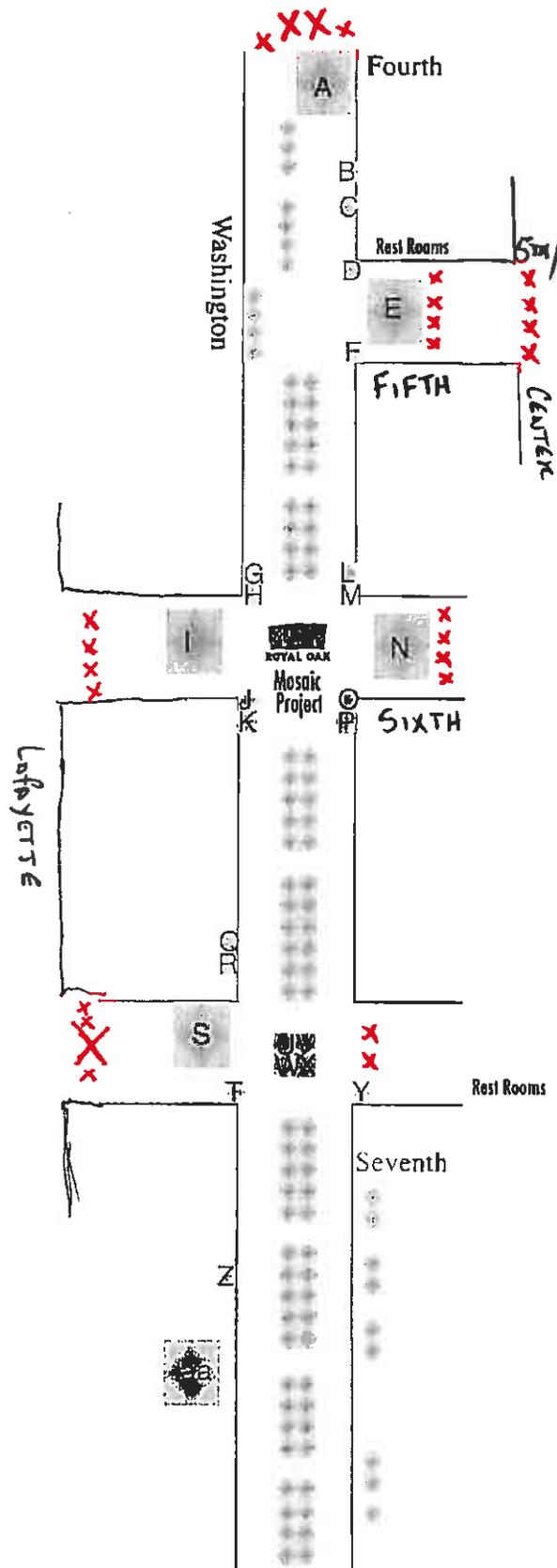
CITY OF ROYAL OAK

Jennifer Clark
Director of Events & Communications



Corrigan P. O'Donohue
Chief of Police

Melanie Halas
City Clerk



Map Key

- Artist Booths - [circle with dot]
- Premium Sponsor - [circle with cross]
- Standard Sponsor - [circle with plus]
- Possible Large Spaces - [circle with asterisk]

This map shows some of the spaces that we can typically make available for sponsors. Not all spaces will be used, and the map will be adjusted to best suit our partners and artists.



X = T-3 BARRICADE
 x = T-1 BARRICADE
 5 - T-3 BARRICADES
 7.5 - T-1 BARRICADES
 XXX Lincoln