

Commission Letter #315-09  
Commission Meeting: 9/14/2009  
RE: **Valet Services Request from Woody's: Valet Pros**

November 6, 2009

The Honorable Mayor  
and  
Members of City Commission

A Valet Agreement has been requested from Woody's to have Valet Pros run their valet service. The prior valet company on Fifth Street was run by Fifth Avenue Billiards. Since they are no longer in business, Woody's is requesting a valet service for their establishment. Being this is a first time application from Woody's, they need to have City Commission approval for their Valet Service. They have submitted an application, including Certificate of Liability Insurance, Site Plan and fee. A copy of their proposal is attached. The Police Department has reviewed their plans and do not have any issues with the proposal. If the Commission is in agreement, the following resolution would be appropriate:

Be It Resolved, the City Commission authorizes the Mayor and City Clerk to sign a Valet Parking Agreement for Woody's to have Valet Pros run their valet service.

Respectfully submitted,



Melanie Halas  
City Clerk

Approved,



Donald E. Johnson  
City Manager



City Clerk's Office  
 City of Royal Oak  
 211 Williams Street/P.O. Box 64  
 Royal Oak, Michigan 48068-0064  
 Ph. (248) 246-3050

**APPLICATION FOR VALET PARKING**

**VALET SERVICE INFORMATION**

VALET COMPANY NAME VALET PROS  
 ADDRESS 2432 HARVARD - BERKLEY, MA. 48072  
 CONTACT PERSON WILLIAM BARCOCK PHONE 313-717-3717  
 FAX \_\_\_\_\_ E-MAIL (optional) billbarcock@wowway.com

**APPLICANT INFORMATION**

BUSINESS NAME WOODY'S DINER  
 ADDRESS 208 W. 5<sup>th</sup> STREET ROYAL OAK, MI 48067  
 CONTACT PERSON TONY KASAB PHONE 248-543-6911  
 FAX 248-543-2131 E-MAIL (optional) TKASAB@COMCAST.NET  
 SIGNATURE OF APPLICANT Tony Kasab DATE 7/22/09  
Cell (313) 220-5522

**Procedure**

Separate payments of the Non-Refundable Application Fee and Performance Bond can be made to "City of Royal Oak," City Clerk's Office, 211 Williams Street, P.O. Box 64, Royal Oak, MI 48068-0064. Applications must include all required information, including a valet parking agreement signed by the business owner (not the valet operator), insurance certificates, a site plan of the proposed pick-up and drop off location, and the number of spaces (if any) that will be use in any public parking deck or lot. The City reserves the right to request any additional information. All payments must be made at the time of application. Non-payment will cause the application to be returned.

**FEES**

New Valet Service		
<input checked="" type="checkbox"/>	Initial Review Fee- (first time applicant)	\$750
<input type="checkbox"/>	Change of Valet Service- (existing agreement)	\$50
Renewal of Existing Valet Service		
<input type="checkbox"/>	Annual Renewal Fee- (existing agreement)	\$300
<input type="checkbox"/>	One Day or Special Event Valet Service	\$300
Total Non-Refundable Application Fee		\$750 -

**Performance Bond (first-time applicants only) \$350**

**Use of Public Parking Facility Payable and Processed at the Treasurer's Office**

Public parking facility used to park vehicles?  Yes  No

Name or location of public parking deck or lot: \_\_\_\_\_

Number of spaces used in public deck or lot \_\_\_\_\_

Additional Annual Fee @ \$300 per space \$ \_\_\_\_\_

\*Annual fee to use spaces in a public parking deck or it may instead be paid on a monthly basis at \$25 per space per month by contacting the Finance Department at (248) 246-3030.

Official Use Only			
This application is valid when signed by the cashier at the City Clerk's or City Treasurer's office confirming payment of all required fees.			
DATE	CLERK INITIALS	CASH/CHECK	TOTAL PAID
<u>8.10.09</u>	<u>MR</u>	<input checked="" type="checkbox"/>	<u>750.00</u>
Cashier's Signature		Date	

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/22/08

**PRODUCER**  
COLIN J KELLY INSURANCE AGENCY  
25600 WOODWARD STE 103  
ROYAL OAK MI 48067  
248 545 1220

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: ESSEX INSURANCE COMPANY	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**INSURED**

WILLIAM BABCOCK - VALET PROS  
2432 HARVARD  
BERKLEY MI 48072

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$								
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
A	A	<b>GARAGE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO	VP10212008-01	10/21/08	10/21/09	AUTO ONLY - EA ACCIDENT \$1,000,000 OTHER THAN AUTO ONLY: EA ACC \$1,000,000 AGG \$1,000,000								
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
A		<b>OTHER</b> GKLL	VP10212008-01	10/21/08	10/21/09	\$50,000								

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Garage Liability includes endorsement covering personal & advertising injury. City of Royal Oak, including all elected & appointed officials, all employees & volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are additional insureds.

**CERTIFICATE HOLDER**  
CITY OF ROYAL OAK  
ATTN: Chief of Police  
211 Williams St  
Royal Oak MI 48066

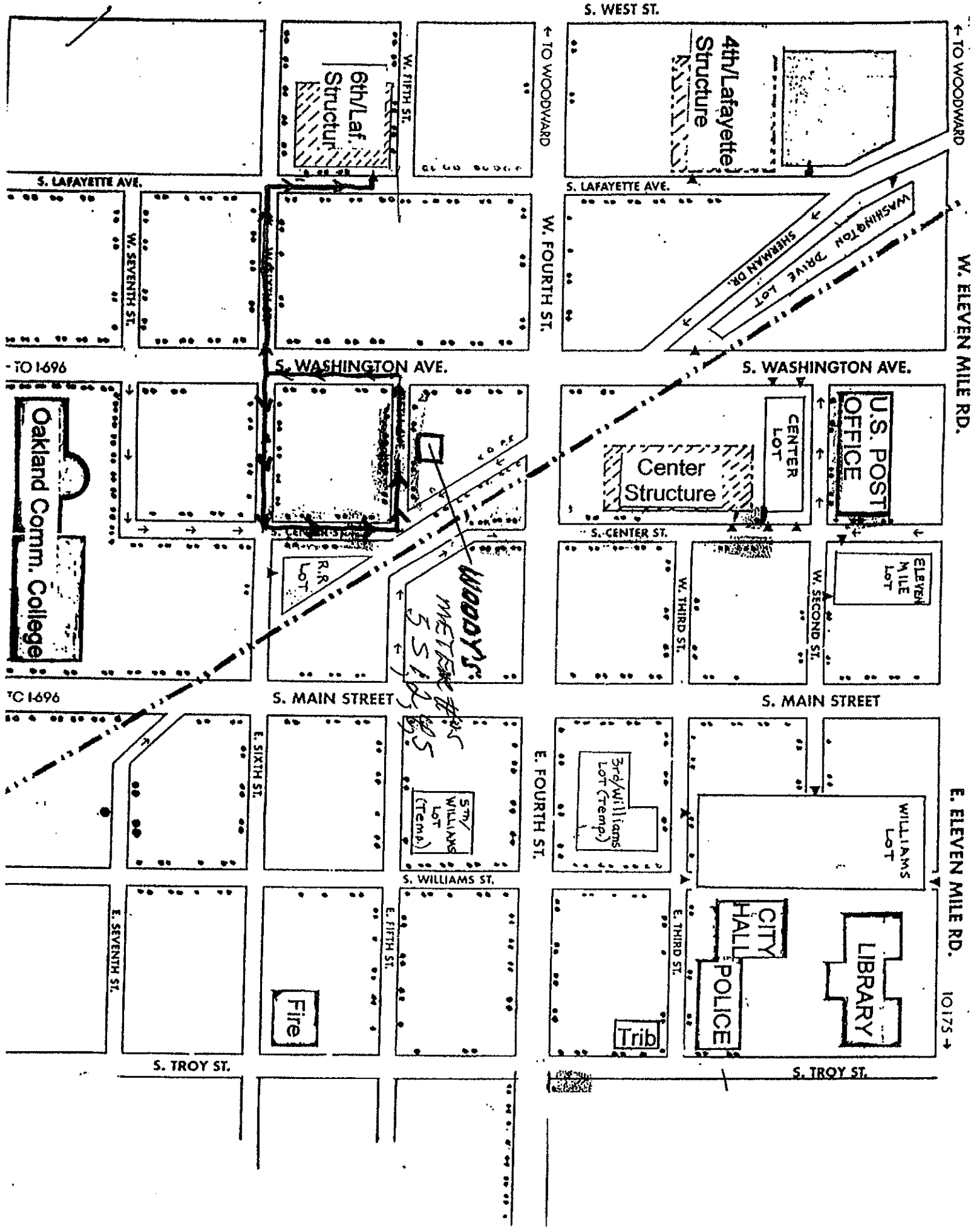
**CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor to MAIL ~~XXXXXXXXXX~~ 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~WHICH WILL BE FOR SOLE USE OF THE OPERATOR OR REPRESENTATIVE OF THE INSURED~~ ~~WHICH WILL BE FOR SOLE USE OF THE OPERATOR OR REPRESENTATIVE OF THE INSURED~~ ~~WHICH WILL BE FOR SOLE USE OF THE OPERATOR OR REPRESENTATIVE OF THE INSURED~~  
 REPRESENTATIVE  
 AUTHORIZED REPRESENTATIVE  
 COLIN J KELLY

DIAGRAM OR SITE PLAN

VALET: PICK UP AND DROP OFF  
@ METER #'S 5S 1, 2, 4, 5 \*

PARKING IN 6<sup>TH</sup>/LAF. STRUCTURE

\* THERE IS NO 5S3 METER



S. WEST ST.

← TO WOODWARD

4th/Lafayette Structure

← TO WOODWARD

S. LAFAYETTE AVE.

W. FOURTH ST.

WASHINGTON DRIVE LOT  
SHERMAN DR.

W. ELEVEN MILE RD.

S. WASHINGTON AVE.

S. WASHINGTON AVE.

U.S. POST OFFICE

Center Structure

CENTER LOT

← TO 1696

Oakland Comm. College

*WOODY'S METEOROLOGICAL S.S. 12 1905*

ELEVEN MILE LOT

← TO 1696

S. MAIN STREET

S. MAIN STREET

W. SECOND ST.

W. THIRD ST.

E. FOURTH ST.

3rd/Williams Lot (Temp)

WILLIAMS LOT

5th/Williams Lot (Temp)

E. ELEVEN MILE RD.

10175 →

S. WILLIAMS ST.

LIBRARY

CITY HALL POLICE

Trib

Fire

E. THIRD ST.

E. FIFTH ST.

E. SEVENTH ST.

S. TROY ST.

S. TROY ST.