

### MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle):  APPROVED  DENIED  N/A  CANCELED

Petition #: 1206 Event Name: Harvest happenings 2016

Event Date: September 1-October 31, 2016

Street Closure: \_\_\_\_\_

Organization Name: Detroit 300 Conservancy

Street Address: 1 Campus Martius

Receipt date of the <b>COMPLETED</b> Special Events Application:	July 7, 2016
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: Fall Park Programming
- 24-Hour Liquor License

**Petition Communications** (include date/time)

Downtown Street Eats; Mid-Day Music; Farmers Market Fridays; Parktoberfest; Big Games; Angels on the Avenue - Halloween

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Police assisted event
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupant load measurement required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROW permit required
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barricades and detour signs required for closures
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits required for all tents
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No impact on buses

**MAYOR'S OFFICE**

Signature: \_\_\_\_\_



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

8-12-16

City of Detroit  
OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Vivian A. Hudson  
Deputy City Clerk

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Thursday, July 07, 2016*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
POLICE DEPARTMENT    FIRE DEPARTMENT  
BUILDINGS SAFETY ENGINEERING    BUSINESS LICENSE CENTER  
TRANSPORTATION DEPARTMENT

**1206**    *Detroit 300 Conservancy, request to host "Harvest Happenings 2016" at Campus Martius Park from September 1 - October 31, 2016 with various times each day and temporary street closure on northbound Woodward on 9/16-9/18 and E. Cadillac Sq. on 10/26-10/27.*

### City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office. There is a 90 day review process. At the end of the 90 days, the petition could either be approved or denied by departments. Please take into consideration the amount of time it will take to plan the event when submitting the application. If submitted later than 90 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

#### Section 1- GENERAL EVENT INFORMATION

Event Name: HARVEST HAPPENINGS 2016

Event Location: CAMPUS MARTIUS PARK

#### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: DETROIT 300 CONSERVANCY

Organization Mailing Address: 1 CAMPUS MARTIUS, 3M, DETROIT, MI 48226

Business Phone: 313-715-9944

Business Fax:

Federal Tax ID # 30-0002873

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: HEATHER BADRAK

Title/Role: PARKS DIRECTOR

Email Address: HBADRAK@DETROIT300.ORG

Mailing Address: SAME

Business Phone:

Business Fax::

Event On-Site Contact Person:

Mailing Address: SAME

Business Phone:

Business Fax:

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors:

Event Elements (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance             |
| <input type="checkbox"/> Run/Marathon          | <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Religious Ceremony              |
| <input type="checkbox"/> Political Event       | <input type="checkbox"/> Festival          | <input type="checkbox"/> Filming                         |
| <input type="checkbox"/> Parade                | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration             |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks         | <input checked="" type="checkbox"/> Other: FALL CALENDAR |

**What are the projected set-up, event and tear down dates and times (must be completed)?**

Begin Set-up Date & Time: \_\_\_\_\_ Complete Set-up Date & Time: \_\_\_\_\_

Event Start Date & Time: \_\_\_\_\_ Event End Date & Time: \_\_\_\_\_

Begin Tearing Down Date: \_\_\_\_\_ Complete Tear Down Date: \_\_\_\_\_

Event Times (If more than one day, give times for each day): \_\_\_\_\_

**EVENTS ARE INSIDE CAMPUS MARTIUS PARK AND DOG PARK**

Is this the first time you have held this event in the City of Detroit?  Yes  No

If no, what years has the event been held in Detroit? 2015

When was the event last held in Detroit? \_\_\_\_\_

Where was the event last held in Detroit? \_\_\_\_\_

What were the hours last year? \_\_\_\_\_

Project Attendance This Year (Minimum - Maximum)? \_\_\_\_\_

What is the basis for your projected attendance? 500-1000 DAILY

**Please describe your anticipated/ target audience:**

Is this going to be an annual event?  Yes  No

If yes, do you have a preferred/proposed for next year? \_\_\_\_\_

If a parade is planned. Indicate elements (check all that apply):

People

Balloons

Floats

Animals

Vehicles

Other: \_\_\_\_\_

Bands

**If animals included, specify type, number and how used.**

Name of business supplying animal(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Section 3- LOCATION/SITE INFORMATION

Location of Event:

Facilities to be used (circle): Street  Sidewalk  Park  City Facility

Please attach a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

### Section 4- ENTERTAINMENT

What type of entertainment will be used? (check all that apply)

- Singers                       Magician  
 Musicians                     Story Telling  
 Comedians                     Other: \_\_\_\_\_

Describe the entertainment for this year's event:

**EVENT SERIES LISTED**

List proposed entertainers and/or bands performing at the event:

Will a sound system be used?  Yes  No

If yes, what type of sound system?

- Acoustic-audible, sound heard within natural range  
 Amplified-augmented, sound increased to broaden range

The amplified sound will be used:

Will the event consist of a musical concert?  Yes  No

If yes, what type of music? (check all that apply)

- Live                       Recorded                       Karaoke/Lip-synch

Describe specific power needs for entertainment and/or music:

How many generators will be used?

How will the generators be fueled?

Name of vendor providing generators:

Contact Person:

Address:

Phone:

City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

- Radio (Specify stations):
- Television (Specific stations):
- Newspapers (specify papers):
- Web site (identify web address):
- Public Relations or Marketing Firm (Specify):

Contact Info:

- Raffle (List Item(s)):
- Billboards
- Flyers
- Street Banners
- Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No  
If yes, please describe: \_\_\_\_\_

Will there be on-site ticket sales?  Yes  No  
If yes, list price(s): \_\_\_\_\_

Will food be sold?  Yes  No  
If yes, please pick up Special Events Vendor Packet in Suite 105: \_\_\_\_\_

Will merchandise be sold?  Yes  No  
If yes, describe: \_\_\_\_\_

Will a percentage of the proceeds be distributed to a charitable organization?  Yes  No  
If yes, describe: **DETROIT 300 CONSERVANCY**

If the event is a fundraiser, identify charity or recipient of funds: \_\_\_\_\_

Will there be vending or sales?  Yes  No  
If yes, check all that apply:

- Food
- Merchandise
- Non-Alcoholic Beverages
- Alcoholic Beverages
- Other (specify): \_\_\_\_\_

Indicate type of items to be sold: \_\_\_\_\_

Will these be exclusive vendors or outside vendors? (please describe): \_\_\_\_\_

**Section 7- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Existing park contract security will be used.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Private Security Personnel Hired Per Shift: \_\_\_\_\_

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

Describe the emergency evacuation plan: \_\_\_\_\_

Describe the parking plan to accommodate anticipated attendance: \_\_\_\_\_

How will you advise attendees of parking options? \_\_\_\_\_

Are you seeking a group parking rate? \_\_\_\_\_

**Section 8- COMMUNITY IMPACT INFORMATION**

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)? \_\_\_\_\_

Have local neighborhood groups/businesses approved your event? \_\_\_\_\_

Yes

No

Indicate what steps you have or will take to notify them of your event: \_\_\_\_\_

Indicate contact names and phone numbers (for verification) or attach approved letter(s): \_\_\_\_\_

**Section 9- EVENT SET-UP**

Complete the appropriate categories that apply to the event.

**Structure**

How Many? \_\_\_\_\_

1

Size/Height \_\_\_\_\_

40' x 270'

Booth \_\_\_\_\_

Tent (enclosed on 3 sides) \_\_\_\_\_

Canopy (open on all sides) \_\_\_\_\_

Parktoberfest & Big Game

Staging/Scaffolding \_\_\_\_\_

Bleachers \_\_\_\_\_

**Company:**

Grill

Gas

Charcoal

Electrical

Propane

Fireworks (Pyrotechnics)

Aerial

Stage

Provide Sketch:

Portable Restrooms:

Standard

ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

Other: \_\_\_\_\_

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

\_\_\_\_\_  
\_\_\_\_\_

Will additional utility services be used (power, water, etc.)? Please describe.

\_\_\_\_\_

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

\_\_\_\_\_  
\_\_\_\_\_





**STREET NAME:** EASTBOUND CADILLAC SQUARE

FROM WOODWARD  
TO BATES

Closure Dates: 10/26, 5AM  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: 10/27, 5AM  
Time: \_\_\_\_\_

SEE MAP

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Requested City Equipment**

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

Posting no parking signs

Light pole

Electrical Services

Storage for Trailers/Trunks

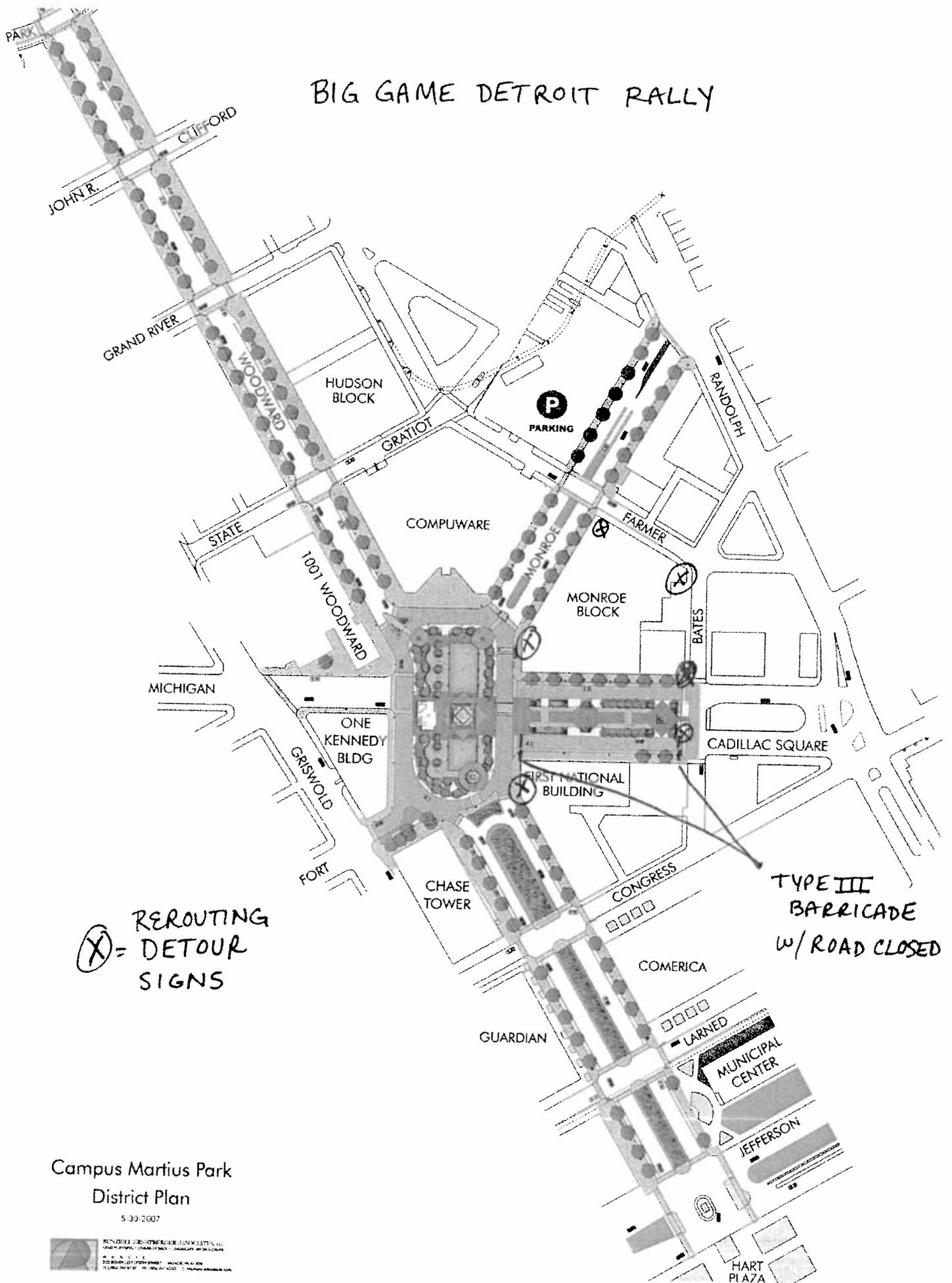
**Barricades are not available from the City of Detroit.**

**ADDITIONAL INFORMATION**

Is there any additional information that you feel is important to mention regarding your event or additional requests?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# BIG GAME DETROIT RALLY



Campus Martius Park  
 District Plan  
 5.30.2007

**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulation established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.



Signature of Applicant

6/30/15

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

2016 Downtown Detroit Parks Entertainment Series  
**HARVEST HAPPENINGS Program Plan Draft**

**DOWNTOWN STREET EATS**

Monday-Friday, Sept. 2 - Oct. 21	Cadillac Square 11a-2p	Rotating menus of <b>delicious food choices</b> provided at lunchtime by local/regional caterers and restaurants.	<ul style="list-style-type: none"> <li>* Food Trucks</li> <li>* Restaurant Caterers</li> <li>* Pop-Ups</li> </ul>
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**MERIDIAN MID-DAY MUSIC**

Thursdays, Sept. 1 - Oct. 13 & Fri., Sept. 2	Campus Martius 12p-2p	Live <b>musical performances</b> entertaining the lunchtime crowd featuring a selection of Detroit's favorite bands.	<ul style="list-style-type: none"> <li>* Local bands</li> <li>* Live performances</li> <li>* Various genres</li> </ul>
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**FARMERS MARKET FRIDAYS**

Fridays, Sept. 2 - Oct. 21	Cadillac Square 11a-2p	Fresh <b>produce stand</b> , plus a variety of breads, dessert items, specialty foods and products.	<ul style="list-style-type: none"> <li>* Fruits &amp; Vegetables</li> <li>* Home-Baked Goods</li> <li>* Specialty Foods &amp; Products</li> </ul>
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**PARKTOBERFEST**

Friday, September 16	Cadillac Square 5p-11p	<p><b>Downtown Beer &amp; Food Fest</b>  <i>Celebrating Oktoberfest in Downtown Detroit.</i></p>	<ul style="list-style-type: none"> <li>* Ceremonial Keg Opening</li> <li>* Sampling Atwater Beers</li> <li>* Champion Pumpkin Carver</li> <li>* Live Music &amp; Dancers</li> <li>* Featuring Fall Food Favorites</li> </ul>
Saturday, September 17	Campus Martius 12p-8p	<p><b>Kidz Zone</b>  <i>Zucchini 500 Car Race, Root Beer Garden, Games and Inter-active Activities. Food &amp; Drink Sales. Free Admission.</i></p>	<ul style="list-style-type: none"> <li>* Pumpkin Painting</li> <li>* Face Painters</li> <li>* Inflatables</li> <li>* Prizes</li> </ul>
	Cadillac Square 12p-11p	<p><b>Downtown Beer &amp; Food Fest</b>  <i>Celebrating Oktoberfest in Downtown Detroit.</i></p>	<ul style="list-style-type: none"> <li>* Ceremonial Keg Opening</li> <li>* Sampling Atwater Beers</li> <li>* Champion Pumpkin Carver</li> <li>* Live Music &amp; Dancers</li> <li>* Featuring Fall Food Favorites</li> </ul>

*German-themed food & drink celebration plus fun specials for children & families.*

2016 Downtown Detroit Parks Entertainment Series  
**HARVEST HAPPENINGS Program Plan Draft**

<b>THE BIG GAME DETROIT RALLY</b>			
Wednesday, October 12	Campus Martius 11a-2p	<b>Field Games</b> <i>Sack Races, Tug-of-War. Open to all.</i>	* MSU "Spirit" Booth * U-M "Spirit" Booth * Judges' Table
	Campus Martius 5p-8p	<b>MSU vs U-M Alumni Flag Football</b> <i>Game 1: MSU vs MSU, Game 2: U-M vs U-M, Championship Game: MSU vs U-M. Alumni, only.</i>	* MSU "Spirit" Booth * U-M "Spirit" Booth * Judges' Table * Beer Kiosk
<i>The new downtown classic returns.</i>			
Wednesday, October 26	Cadillac Square 5p-9p	<b>MSU vs U-M Pre-Game Tailgate Party</b>	* Ticketed event (\$15) * High School/College Bands * Cheerleaders * Live Band & DJ * Meijer "Big Chairs"

*Mac & Cheese / Chili Cook-off, Beer Tastings, Music, Games.*

<b>HALLOWEEN</b>			
Monday, October 31	Cadillac Square 4p-7p	<b>Angels On The Avenue</b> <i>Food Trucks, Candy &amp; Snacks, Youth/Acoustic Entertainment</i>	* Branded Trick/Treat Bags * "Trick or Treat" route map * Discounted parking

*The City of Detroit and Rock Ventures host a fun downtown Halloween Trick-or-Treat experience.*

### MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle):  APPROVED  DENIED  N/A  CANCELED

Petition #: 1231 Event Name: Dine Drink Detroit Launch Party

Event Date: October 3, 2016

Street Closure: \_\_\_\_\_

Organization Name: Riverfront Conservancy

Street Address: 600 Renaissance Suite 1720 Detroit Mi 48243

Receipt date of the <b>COMPLETED</b> Special Events Application:	August 3, 2016
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: \_\_\_\_\_
- 24-Hour Liquor License

**Petition Communications** (include date/time)

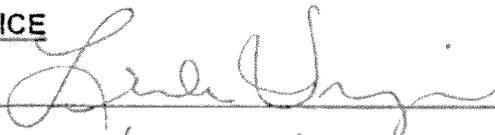
Riverfront Conservancy will host a strolling food and drink event at the West Riverfront Park

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Police assisted event
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Hart Medical to provide emergency medical services
	DPW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Require Bike Valet racks - No ROW permit required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food vending license required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No street closures
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits required for 20x40 tent and temporary fencing
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary liquor license required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No impact on buses

**MAYOR'S OFFICE**

Signature: 

Date: 8-24-2016

# City of Detroit

OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Vivian A. Hudson  
Deputy City Clerk

## DEPARTMENTAL REFERENCE COMMUNICATION

*Wednesday, August 03, 2016*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
POLICE DEPARTMENT    FIRE DEPARTMENT  
BUILDINGS SAFETY ENGINEERING    BUSINESS LICENSE CENTER

**1231**    *Riverfront Conservancy, request to hold "Dine Drink Detroit Launch Party" at the West Riverfront Park on October 1, 2016 from 6:00pm to 11:00 pm.*

# City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. You are required to complete the information below so that the City of Detroit can gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the City of Detroit Clerk's Office. There is a 90 day review process. At the end of the 90 days, the petition could either be approved or denied by departments. Please take into consideration the amount of time it will take to plan the event when submitting the application. If submitted later than 90 days prior, application is subject to denial. Please type or print clearly and attach additional sheets or maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: Dine Drink Detroit Launch Party

Event Location: West Riverfront Park

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Riverfront Conservancy

Organization Mailing Address: 600 Renaissance Suite 1720 Detroit, MI 48243

Business Phone: 313-566-8207

Business Fax: 313-

Federal Tax ID # 30-0125283

*If registered as a non-profit, indicate non-profit ID number and attach a copy of the certificate.*

Applicant Name: Scott Rutterbush

Title/Role: Organizer

Email Address: Scotttrutterbush@me.com

Mailing Address: 19726 Southampton Livionia MI 48152

Business Phone: 248-986-5336

Business Fax:

Event On-Site Contact Person:

Mailing Address: 19726 Southampton Livonia MI 48152

Business Phone: 248-986-5336

Business Fax:

*List name/phone number of person(s) authorized to make decisions for the organization/event (indicate role/responsibility).*

List Event Sponsors: Brooklyn Outdoor, Domestic Linen, Midtown Inc.

Event Elements (check all that apply)

Walkathon

Carnival/Circus

Concert/Performance

Run/Marathon

Bike Race

Religious Ceremony

Political Event

Festival

Filming

Parade

Sports/Recreation

Rally/Demonstration

Convention/Conference

Fireworks

Other: Strolling Food/Drink Event

**What are the projected set-up, event and tear down dates and times (must be completed)?**

Begin Set-up Date & Time: 10/1 - Noon Complete Set-up Date & Time: 10/1 - 5 PM

Event Start Date & Time: 10/1 - 6pm Event End Date & Time: 10/1 - 11pm

Begin Tearing Down Date: 10/1 Complete Tear Down Date: 10/1

Event Times (If more than one day, give times for each day): 6pm - 11pm

**Is this the first time you have held this event in the City of Detroit?**  Yes  No

If no, what years has the event been held in Detroit? 2014, 2015

When was the event last held in Detroit? 09/28 2015

Where was the event last held in Detroit? Gabriel Richard Park

What were the hours last year? 6pm - 10pm

Project Attendance This Year (Minimum - Maximum)? Text 2000 - 3000

What is the basis for your projected attendance? Estimated Attendance from last year

**Please describe your anticipated/ target audience:**

Is this going to be an annual event?  Yes  No

If yes, do you have a preferred/proposed for next year? 10/03

If a parade is planned. Indicate elements (check all that apply):

People  Balloons

Floats  Animals

Vehicles  Other: \_\_\_\_\_

Bands

**If animals included, specify type, number and how used.**

Name of business supplying animal(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



City/State/Zip: \_\_\_\_\_

### Section 5- COMMUNICATION/ADVERTISING STRATEGY

Check all applicable boxes that describe the type of promotion you plan to use to attract participants:

- Radio (Specify stations):
- Television (Specific stations):
- Newspapers (specify papers):
- Web site (identify web address):
- Public Relations or Marketing Firm (Specify):

Contact Info:

Raffle (List Item(s):

Billboards

Flyers

Street Banners

Other (specify): \_\_\_\_\_

NOTE: All raffles subject to laws of State/City.

### Section 6- SALES INFORMATION

Will there be advanced ticket sales?  Yes  No

If yes, please describe: \_\_\_\_\_

Will there be on-site ticket sales?  Yes  No

If yes, list price(s): \_\_\_\_\_

Will food be sold?  Yes  No

If yes, please pick up Special Events Vendor Packet in Suite 105: \_\_\_\_\_

Will merchandise be sold?  Yes  No

If yes, describe: \_\_\_\_\_

Will a percentage of the proceeds be distributed to a charitable organization?  Yes  No

If yes, describe: \_\_\_\_\_

If the event is a fundraiser, identify charity or recipient of funds: \_\_\_\_\_

Will there be vending or sales?  Yes  No

If yes, check all that apply:

- Food  Merchandise
- Non-Alcoholic Beverages  Alcoholic Beverages

Other (specify): \_\_\_\_\_

Indicate type of items to be sold: \_\_\_\_\_

Will these be exclusive vendors or outside vendors? (please describe): \_\_\_\_\_

### Section 7- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Existing park contract security will be used.

Contact Person: Riverfront Security & Volunteers will be used

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Private Security Personnel Hired Per Shift: \_\_\_\_\_

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

Describe the emergency evacuation plan: Site is outdoor and open for immediate evacuation

Describe the parking plan to accommodate anticipated attendance: Valet Parking

How will you advise attendees of parking options? Social media, Email, Podcast

Are you seeking a group parking rate? \_\_\_\_\_

### Section 8- COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

\_\_\_\_\_

Have local neighborhood groups/businesses approved your event?

Yes

No

Indicate what steps you have or will take to notify them of your event: Several Meetings with The Riverfront and sign off on use of the facility

Indicate contact names and phone numbers (for verification) or attach approved letter(s):

\_\_\_\_\_

\_\_\_\_\_

### Section 9- EVENT SET-UP

Complete the appropriate categories that apply to the event.

#### Structure

How Many? \_\_\_\_\_

Size/Height \_\_\_\_\_

Booth \_\_\_\_\_

Tent (enclosed on 3 sides) \_\_\_\_\_

Canopy (open on all sides) \_\_\_\_\_

Staging/Scaffolding \_\_\_\_\_

Bleachers \_\_\_\_\_

**Company:**

Grill

Gas

Charcoal

Electrical

Propane

Fireworks (Pyrotechnics)

Aerial

Stage

Provide Sketch:

Portable Restrooms:

Standard

ADA Accessible

Vehicles

Type/Weight: \_\_\_\_\_

Other: \_\_\_\_\_

NOTE: Specific requirements must be met and special approval must be received by the Detroit Fire Department.

Will additional electrical wiring need to be installed? Specify locations, voltage, amperage, and phase.

\_\_\_\_\_  
\_\_\_\_\_

Will additional utility services be used (power, water, etc.)? Please describe.

\_\_\_\_\_

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance.

\_\_\_\_\_  
\_\_\_\_\_

**Section 10- COMPLETE ALL THAT APPLY**

**Name of Sanitation Company collecting refuse and garbage?**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Name of company providing emergency medical services?**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Name of company providing porta-johns.**

Contact Person: **Scottish Potties**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Name of private catering company?**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**SPECIAL USE REQUESTS**

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval.

**Attach a map or sketch of the proposed area for closure.**

**STREET NAME:** \_\_\_\_\_

**FROM** \_\_\_\_\_

**TO** \_\_\_\_\_

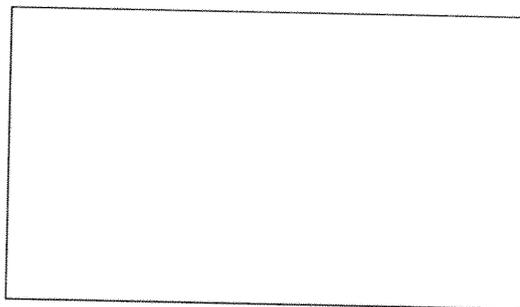
**Closure Dates:** \_\_\_\_\_

**Beg. Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

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

**Time:** \_\_\_\_\_



**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

FROM \_\_\_\_\_  
TO \_\_\_\_\_

Closure Dates: \_\_\_\_\_  
Beg. Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Reopen Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Requested City Equipment**

Provided In: \_\_\_\_\_ (year)

Current Request: \_\_\_\_\_ (year)

Street Closures:

- Posting no parking signs
- Light pole
- Electrical Services
- Storage for Trailers/Trunks

**Barricades are not available from the City of Detroit.**

**ADDITIONAL INFORMATION**

Is there any additional information that you feel is important to mention regarding your event or additional requests?

**AUTHORIZATION & AFFADAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulation established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

**HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**(Please Print)**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000287      **REVENUE** – 100% City Funding – To Provide Leasing of Chene Park Amphitheatre, located at 2600 East Atwater, Detroit, Michigan – Contractor: Soul Circus, Inc., Location: 230 Peachtree Street NW, Suite 2000, Atlanta, Georgia 30303 – Contract Period: September 6, 2016 through September 28, 2016 – Total Contract Amount: \$25,000.00. **RECREATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **SHEFFIELD**

**RESOLVED**, that Contract No. 6000287 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

TRO-01934 100% Federal Funding – To Provide a Physical Fitness Instructor – Contractor: Troy Miller, Location: 8818 West Outer Drive, Detroit, MI 48219 – Contract Period: September 1, 2016 through June 30, 2017– \$20.00 per hour – Total Contract Amount: \$2,400.00. **RECREATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER \_\_\_\_\_ SHEFFIELD \_\_\_\_\_**

**RESOLVED**, that Contract No. TRO-01934 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
GRANTS MANAGEMENT

(116)

JUL 07 2016 #1958

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 1026  
DETROIT, MICHIGAN 48226  
PHONE: 313 • 628-2158  
FAX: 313 • 224 • 0542  
WWW.DETROITMI.GOV

CITY CLERK HAS SEP 1 APPROVAL

July 7, 2016

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to accept an increase in appropriations for Historic Preservation Fund Certified Local Government Grant**

The Belle Isle Conservancy has awarded an increase to the City of Detroit Historic Designation Advisory Board for FY 2015 Historic Preservation Fund Certified Local Government Grant in the amount of \$9,500 bringing their cash match share from \$8,500 to \$18,000. The Historic Designation Advisory Board will allocate an in-kind match of \$7,500. The State share from the Michigan State Housing Development Authority/State Historic Preservation Office is \$24,000 of the approved amount bringing the project total to \$49,500.

The funding allotted to the department will be utilized to hire a contractor to provide plans and specifications detailing the reopening of the Belle Isle building, a construction cost estimate, and color renderings of the proposed pass-through between the Belle Isle Aquarium and the Anna Scripps Whitcomb Conservatory. This is a reimbursement grant.

If approval is granted to accept the increase and appropriate accordingly, the cost center for the matching funds will be 520501 and appropriation number is 14055.

I respectfully ask your approval to accept the increase in appropriations funding in accordance with the attached resolution.

Sincerely,

Nichelle Hughley  
Deputy CFO, Office of Grants Management

Enclosure

APPROVED	
BUDGET DIRECTOR	
JUL 12 2016	
FINANCE DIRECTOR	

CC: Kenny Shannon – NCED, Program Analysis Officer, OGM

RESOLUTION

Council Member \_\_\_\_\_

**WHEREAS**, the Historic Designation Advisory Board is requesting authorization to accept an increase in appropriations for **Historic Preservation Fund Certified Local Government Grant** from Belle Isle Conservancy in the amount of \$9,500 to hire a contractor to provide plans and specifications detailing the reopening of the building, a construction cost estimate, and color renderings of the proposed pass-through between the Belle Isle Aquarium and the Anna Scripps Whitcomb Conservatory,

**THEREFORE, BE IT RESOLVED** that the Director for the Office of Grants Management is hereby authorized to sign the grant agreement on behalf of the City of Detroit, and that the Director or Head of the Department is authorized to execute the modified grant agreement on behalf of the City of Detroit, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to increase the budget accordingly for appropriations number 14055 in the amount of \$9,500 from the Belle Isle Conservancy for the purpose to hire a contractor to provide plans and specifications detailing the reopening of the building, a construction cost estimate, and color renderings of the proposed pass-through between the Belle Isle Aquarium and the Anna Scripps Whitcomb Conservatory.

**CITY OF DETROIT  
TRANSMITTAL SHEET  
COUNCIL LETTER**

**LOG NUMBER:** 1958  
**DEPARTMENT:** City Council (HDAB)  
**DATE:** 7/7/16  
**AMOUNT:** \$9,500  
**PURPOSE:** Accept & appropriate increase from Belle Isle Conservatory

**RECOMMENDATION**

APPROVE

DENY

**DATE COMPLETED** 7/8/16

**ANALYST** Janya Mason

**DATE RELEASED** \_\_\_\_\_

COMPLETE BELOW WHEN DOCUMENT DELAYED. USE DC1 FOR FIRST DELAY AND DC2 FOR SECOND DELAY.

(DC1) _____	0 NO DELAY	4 REQ DPT IMPOSED HOLD	(DC2) _____
DC 1 START DATE _____	1 MORE INFO	5 MGMT DELAY	DC2 START DATE _____
DC 1 END DATE _____	2 LACK FUNDS	6 OTHER	DC2 END DATE _____
	3 HUM RES COORD		

**2118 City Council Grant Fund  
Appn 14055 2015-16 Belle Isle Aquarium & Anna Scripps Whitcomb Conservatory**

**Who:** Historic Designation Advisory Board (sub-division of Legislative Policy Division)

**What:** requesting increase to existing Appn 14055 by way of the Belle Isle Conservatory (BIC).

**Why:** City Council approved a contract with Merz & Associates, the contractor hired to provide plans and specs detailing work and costs in the Belle Isle Aquarium and Anna Scripps Whitcomb Conservatory. However, the total expenses came in at \$9,500 over the original grant budget of \$24k. The BIC is awarding the variance increase so the City can proceed with the project.

**When:** Immediately upon Council's approval.

	Council approved 7/21/15	Proposed increase	Proposed Total
HDAB in-kind (staff) match	\$7,500	-	\$7,500
B.I. Conservatory cash match	8,500	\$9,500	18,000
Award from *MSHDA State Historic Preservation Office	24,000	-	24,000
<b>Total Value</b>	<b>\$40,000</b>	<b>\$9,500</b>	<b>\$49,500</b>

Cassandra Myers - Re: Belle Isle Aquarium and Conservatory Pass-Through Project

**From:** Michele Hodges <hodgesm@belleisleconservancy.org>  
**To:** Kemba Braynon <braynonk@detroitmi.gov>  
**Date:** 6/27/2016 12:12 PM  
**Subject:** Re: Belle Isle Aquarium and Conservatory Pass-Through Project  
**Cc:** Summer Ritner <ritners@belleisleconservancy.org>, Katy Wyerman <WyermanK...>

Hello, Kemba.

I'd like to take this opportunity to confirm the Conservancy's intent to pay the \$18,000 match associated with this project. Payment of it can be made whenever you deem necessary.

Thanks again for moving this project forward. We are excited to be part of it.

On Thu, Jun 23, 2016 at 9:48 AM, Kemba Braynon <braynonk@detroitmi.gov> wrote:  
Thanks, Michele! We're all looking forward to working with the Belle Isle Conservancy on this important project!

Kemba

Kemba Braynon, Historic Planner  
Historic Designation Advisory Board  
Detroit City Council Legislative Policy Division  
218 Coleman A. Young Municipal Center  
Detroit, MI 48226  
(734) 757-7518 cell  
[BraynonK@detroitmi.gov](mailto:BraynonK@detroitmi.gov)

>>> Michele Hodges <hodgesm@belleisleconservancy.org> 06/22/16 5:25 PM >>>  
Thanks for reminding me of the circumstances, Kemba. We will most certainly make good on our commitment.

Sent from my iPhone  
Michele Hodges

On Jun 22, 2016, at 4:12 PM, Kemba Braynon <braynonk@detroitmi.gov> wrote:

Hi Michele,

Thanks for reviewing it with your team. One of the concerns with selecting Merz & Associates, whose fee came in higher than budgeted, was determining how to cover the additional amount for his fee. The grant we received from SHPO is only \$24,000 and so even a match amount of \$14,000 would only leave us with \$38,000 which doesn't fully cover Merz's fee. We did exchange a few email messages about this last fall (see email attached) when I checked in to confirm that the BIC was okay with paying an additional match amount for Merz & Associate's fee

Would it help if you provided a match of \$14,000 at the start of the project, and then paid the additional \$4,000 once the project was completed in the fall?

Thanks,

City of Detroit

CITY COUNCIL

HISTORIC DESIGNATION ADVISORY BOARD

218 Coleman A. Young Municipal Center, Detroit, Michigan 48226

Phone: (313) 224-3487 Fax: (313) 224-4336

e-mail: [historic@detroitmi.gov](mailto:historic@detroitmi.gov)

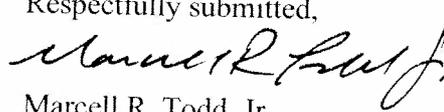
September 1, 2016

HONORABLE CITY COUNCIL

RE: **100% Federal Funding – To provide re-roofing services for Scarab Club – Contractor: Detroit Cornice and Slate Company, Location: 1315 Academy St., Ferndale, Michigan 48220 – Contract Period: Upon City Council approval through September 30, 2016 – Total Contract Amount: \$57,500.00 (AMENDMENT TO EXISTING CONTRACT #6000230)**

At the request of the State Historic Preservation Office, Michigan State Housing Development Authority, from whom federal pass-through dollars are received for the above-captioned grant-funded project, this amendment (attached) changes certain language within the contract primarily affecting the relationship between the State agency and the Detroit Cornice and Slate Company (contractor).

Respectfully submitted,



Marcell R. Todd, Jr.,  
Director, City Planning Commission

Cc: Boysie Jackson, Director, Office of Contracts and Procurement

attachment

BY COUNCIL MEMBER: \_\_\_\_\_

RESOLVED, that a contract amendment dated August 26, 2016, with the Detroit Cornice and Slate Company be hereby and is approved.

**CITY OF DETROIT  
AMENDMENT AGREEMENT NO. DET-02031  
TO CONTRACT NO. 6000230**

**THIS AMENDMENT AGREEMENT NO.** is entered into by and between the City of Detroit, a Michigan municipal corporation, acting by and through its Department ("City"), and Detroit Cornice and Slate Co., a Michigan Corporation, with its principal place of business located at 1315 Academy Street, Ferndale, Michigan, 48220.

**BASIC CONTRACT DETAILS:**

**Amend Contract Amount:**

Original Contract Amount is:

Amount Added to Contract is: \_\_\_\_\_

Total Amended Contract Value is:

**Amend Contract Duration:**

Original Contract Expiration Date: \_\_\_\_\_

Current Expiration Date:

**Amend Contract Terms and Conditions**

**WITNESSETH:**

**WHEREAS**, the City has engaged the Contractor to provide certain services ("Services") to the City; and

**WHEREAS**, the City and the Contractor have entered into a Contract reflecting the terms and conditions governing the subject engagement; and

**WHEREAS**, Article 18 of the Contract permits the parties to amend the Contract by mutual agreement; and

**WHEREAS**, it is the mutual desire of the parties to amend the Contract as set out in detail in the following sections;

**NOW, THEREFORE**, in consideration of the foregoing, and of the benefits to accrue to the parties from this Amendment, the parties agree that this Contract is amended as follows:

**1. AMENDMENT TO SECTION 3.01**

**1.01** Section 3.01, which now reads:

To induce the City to enter into this Contract, the Contractor represents and warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is duly qualified to perform the Services as set forth in this Contract, and that the execution of this Contract is within the Contractor's authorized powers and is not in contravention of federal, state or local law.

Is amended to read:

To induce the City to enter into this Contract, the Contractor represents and warrants that the Contractor is authorized to do business under the laws of the State of Michigan and is duly qualified to perform the Services as set forth in this Contract, and that the execution of this Contract is within the Contractor's authorized powers and is not in contravention of federal, state or local law. In addition, the Contractor shall neither employ nor subcontract for a service under this Contract a party who is debarred or suspended under state or federal law, including but not limited to suspensions or debarments.

## 2. AMENDMENT TO SECTION 9.01

2.01 Section 9.01, which now reads:

The Contractor agrees to indemnify, defend, and hold the City harmless against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses (including, without limitation, fees and expenses for attorneys, expert witnesses and other consultants) that may be imposed upon, incurred by, or asserted against the City or its departments, officers, employees, or agents by reason of any of the following occurring during the term of this Contract:

Is amended to read:

The Contractor agrees to indemnify, defend, and hold the City and any government-grantor agency providing funds harmless against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses (including, without limitation, fees and expenses for attorneys, expert witnesses and other consultants) that may be imposed upon, incurred by, or asserted against the City or its departments, officers, employees, or agents by reason of any of the following occurring during the term of this Contract:

## 3. AMENDMENT TO SECTION 13.01

3.01 Section 13.01, which now reads:

None of the Services covered by this Contract shall be subcontracted without the prior written approval of the City and, if required, any grantor agency. The City reserves the right to withhold approval of subcontracting such portions of the Services where the City determines that such subcontracting is not in the City's best interests.

Is amended to read:

None of the Services covered by this Contract shall be subcontracted without the prior written approval of the City and any grantor agency. The City reserves the right to withhold approval of subcontracting such portions of the Services where the City determines that such subcontracting is not in the City's best interests.

4. AMENDMENT TO SECTION 14.01

4.01 Section 14.01, which now reads:

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the Services under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed by it.

Is amended to read:

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the Services under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed by it. The Services of this Contract shall be accomplished free from bribery, graft, kickbacks, and other corrupt practices as provided in the Copeland "Anti-Kickback" Act, 18 USC 874, and as supplemented by the U.S. Department of Labor regulations, set fort at 29 CFR Part 3.

5. AMENDMENT TO SECTION 16.02

5.01 Section 16.02, which now reads:

The Contractor shall hold the City harmless with respect to any damages arising from any violation of law by it or its Associates. The Contractor shall commit no trespass on any public or private property in performing any of the Services encompassed by this Contract. The Contractor shall require as part of any subcontract that the Subcontractor comply with all applicable laws and regulations.

Is amended to read:

The Contractor shall hold the City and any government-grantor agency providing funds harmless with respect to any damages arising from any violation of law by it or its Associates. The Contractor shall commit no trespass on any public or private property in performing any of the Services encompassed by this Contract. The Contractor shall

require as part of any subcontract that the Subcontractor comply with all applicable laws and regulations.

## **6. AMENDMENT TO SECTION 14.01**

**6.01** Section 23.02, which now reads:

**This Contract contains the entire agreement between the parties and all prior negotiations and agreements are merged into this Contract. Neither the City nor the City's agents have made any representations except those expressly set forth in this Contract, and no rights or remedies are, or shall be, acquired by the Contractor by implication or otherwise unless expressly set forth in this Contract. The Contractor waives any defense it may have to the validity of the execution of this Contract.**

Is amended to read:

**This Contract contains the entire agreement between the parties and all prior negotiations and agreements are merged into this Contract. Neither the City nor the City's agents have made any representations except those expressly set forth in this Contract, and no rights or remedies are, or shall be, acquired by the Contractor by implication or otherwise unless expressly set forth in this Contract. The Contractor waives any defense it may have to the validity of the execution of this Contract. If this contract is grant funded, this contract is governed by the terms and conditions of the grant agreement and its amendments, if any (see the full terms and conditions of the grant agreement, included with this contract: CLG Grant Agreement CG15-427 executed 8/21/2015, and its amendment dated March 2, 2016).**

## **7. EFFECT OF AMENDED TERMS ON THE REMAINING PROVISIONS OF THE CONTRACT**

**7.01** With the exception of the provisions of the Contract specifically contained in this Amendment, all other terms, conditions and covenants contained in the Contract shall remain in full force and effect and as set forth in the Contract.

## **8. AMENDMENT AUTHORIZATION**

**8.01** This Amendment to the Contract shall not become effective until:

- a) The Amendment has been approved by the required City departments;
- b) The Amendment has been authorized by resolution of the City Council, if applicable;  
and
- c) The Amendment has been signed by the City's Chief Procurement Officer

signature page

The City and the Contractor, by and through their duly authorized officers and representatives, have executed this Contract Amendment as follows:

City of Detroit:

Department: Detroit City Council's Historic Designation Advisory Board

Contractor: Detroit Cornice and Slate Co.

By: Brenda Jones 08-26-16  
Name Date

By: Marc D. Hesse 8-25-16  
Name Date

Council President  
Title

Corp Treasurer  
Title

THIS AMENDMENT WAS APPROVED BY THE CITY COUNCIL ON:

THIS AMENDMENT WAS APPROVED BY FRC ON:  
(if FRC approval is not required, leave blank)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPROVED BY LAW DEPARTMENT PURSUANT TO § 7.5-206 OF THE CHARTER OF THE CITY OF DETROIT

APPROVED BY THE CHIEF PROCUREMENT OFFICER

\_\_\_\_\_  
Corporation Counsel Date

\_\_\_\_\_  
Chief Procurement Officer Date

**THIS CONTRACT AMENDMENT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY RESOLUTION OF THE CITY COUNCIL AND SIGNED BY THE CHIEF PROCUREMENT OFFICER.**

Prior to the approvals set forth in this Section, the Chief Procurement Officer shall not authorize any payments to the Contractor pursuant to this Amendment, nor shall the City incur any liability to pay for any services or to reimburse the Contractor for any expenditure authorized by this Amendment

# City of Detroit

## CITY COUNCIL

RAQUEL CASTAÑEDA-LÓPEZ  
COUNCIL MEMBER  
DISTRICT 6

118

### MEMORANDUM

**TO:** Mike Duggan, Mayor  
**THRU:** Council President Brenda Jones  
**FROM:** Council Member Raquel Castañeda-López   
**DATE:** July 22, 2016  
**RE:** Riverside Park Update

---

Please provide a written update on the status of Riverside Park, including a timeline for construction and conversion application submission.

Please contact me if you have any questions.

Cc: Honorable Detroit City Council  
Thomas Lewand, Group Executive for Jobs and Economic Growth  
Alexis Wiley, Chief of Staff  
Aliyah Sabree, City Council Liaison  
Janice Winfrey, City Clerk

Referrals  
9-16-16

**PLANNING AND  
ECONOMIC  
DEVELOPMENT  
STANDING  
COMMITTEE**



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000201      100% Grant Funding-To provide Rapid Re-Housing services, Call Center Expansion, HUD Emergency Solutions Grant-Contractor: Neighborhood Service Organization, Location: 882 Oakman Boulevard, Suite C, Detroit, MI 48238-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$117,372.00. **HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **LELAND**

**RESOLVED**, that Contract No. 6000201 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000281      100% Grant Funding-To provide Rapid Re-Housing services, HUD Emergency Solutions Grant-Contractor: Cass Community Social Services, Inc., Location: 11745 Rosa Parks Blvd, Detroit, MI 48206-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$100,000.00.  
**HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **LELAND**

**RESOLVED**, that Contract No. 6000281 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000207      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: St John Community Center, Location: 14320 Kercheval, Detroit, MI 48215-2804-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$125,000.00. **HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **LELAND**

**RESOLVED**, that Contract No. 6000207 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000209      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: Mariners Inn, Location: 445 Ledyard, Detroit, MI 48201-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$100,000.00. **HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER \_\_\_\_\_ LELAND \_\_\_\_\_**

**RESOLVED**, that Contract No. 6000209 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000194      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: Covenant House Michigan, Location: 2959 Martin Luther King, Jr. Blvd. Detroit, MI 48208-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$100,000.00.  
**HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER \_\_\_\_\_ LELAND \_\_\_\_\_**

**RESOLVED**, that Contract No. 6000194 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

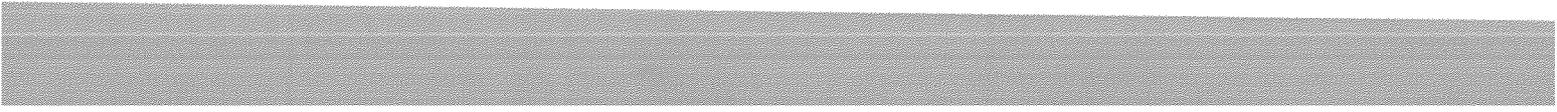
6000205      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: YWCA of Metropolitan Detroit, Location: 985 East Jefferson Ave, Suite 101, Detroit, MI 48207-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$75,000.00.  
**HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **LELAND**

**RESOLVED**, that Contract No. 6000205 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000196      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: Coalition on Temporary Shelter, Location: 26 Peterboro, Detroit, MI 48201-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$100,000.00. **HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER \_\_\_\_\_ LELAND \_\_\_\_\_**

**RESOLVED**, that Contract No. 6000196 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

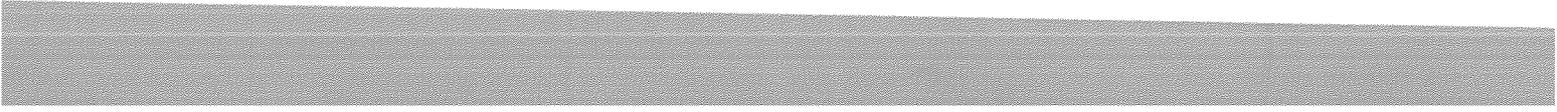
6000200      100% Grant Funding – To provide Shelter services, HUD Emergency Solutions Grant-Contractor: Neighborhood Service Organization, Location: 882 Oakman Boulevard, Suite C, Detroit, MI 48238-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$100,000.00.  
**HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER \_\_\_\_\_ LELAND**

**RESOLVED**, that Contract No. 6000200 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000197      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: Alternatives for Girls, Location: 903 W. Grand Blvd., Detroit, MI 48208-Contract Period: Upon City Council Approval through June 30, 2017-Total Contract Amount: \$100,000.00. **HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **LELAND**

**RESOLVED**, that Contract No. 6000197 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 1, 2016

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000208      100% Grant Funding-To provide Shelter services, HUD Emergency Solutions Grant-Contractor: Matrix Human Services, Location: 450 Eliot, Detroit, MI 48201-Contract Period: Upon City Council Approval through June 30, 2017- Total Contract Amount: \$100,000.00. **HOUSING AND REVITALIZATION DEPARTMENT**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Finance Department/Purchasing Division

**BY COUNCIL MEMBER** \_\_\_\_\_ **LELAND**

**RESOLVED**, that Contract No. 6000208 referred to in the foregoing communication dated September 1, 2016, be hereby and is approved.

Lesley Carr Fairrow, Esq.  
Chairperson  
Lisa Whitmore Davis  
Vice Chair/Secretary

# City of Detroit

**CITY PLANNING COMMISSION**  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226  
Phone: (313) 224-6225 Fax: (313) 224-4336  
e-mail: [cpc@detroitmi.gov](mailto:cpc@detroitmi.gov)

Brenda Goss Andrews  
David Esparza, AIA, LEED  
Alton James  
Daniel Klinkert  
Frederick E. Russell, Jr.  
Angy Webb  
Roy Levy Williams

August 5, 2016

## HONORABLE CITY COUNCIL

**RE:** PCA (Public Center Adjacent) Special District Review of signage changes to 328 West Congress Avenue Revised Submission Awning Sign

### REQUEST

The City Planning Commission (CPC) has received the request of Sterling Group, owner of the Downtown Garage at 328 West Congress Avenue, via Phillips Sign and Lighting for special district review to facilitate sign replacement and installation.

The subject property is zoned PCA (Public Center Adjacent), a classification which calls for City Council approval of any exterior changes following the review and recommendation of the City Planning Commission (CPC) and the Planning and Development Department (PDD) (Sections 61-3-181 and 61-11-81 of the Zoning Ordinance).

### BACKGROUND

The Downtown Garage is an operating five-story parking garage facing south onto West Congress Avenue, spanning the block between Cass Avenue and Washington Boulevard directly across from Cobo Center. Phillips Sign and Lighting Company, agent of the property owner, submitted application PRV 2016-00428 to the Buildings, Safety Engineering, and Environmental Department to replace two existing internally illuminated signs in-kind and to replace an internally-illuminated awning with an LED electronic messaging center of comparable size.

In a CPC report dated May 16, 2016 and in a verbal report given by CPC staff at the Planning and Economic Development Standing Committee meeting on the following Thursday, May 19<sup>th</sup> staff indicated that the two static signs were approvable. However, the “electronic messaging center” as identified on the proposed plans was not. The two internally illuminated signs with static images were approved by Your Honorable Body by resolution on May 17, 2016. Phillips Sign and Lighting has revised the proposal eliminating the language, “electronic messaging center” and revising the image that the desired LED sign will display (see attached).

### REVISED PROJECT PROPOSAL

An internally illuminated awning, reading “DOWNTOWN GARAGE” exists above the primary vehicle entrance on the south façade. This is proposed for removal, and replacement with a LED sign, that while capable of displaying text, graphics and full motion video, will limit the display to the static image depicted in the attached drawing. Any static image other than what is

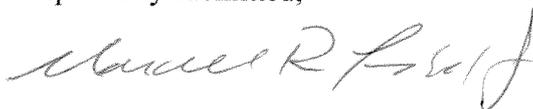
displayed in the attached drawing or similar copy that is directional in nature will require Special District Review and approval in order to be legally displayed.

**RECOMMENDATION AND APPROVAL**

CPC staff and the PDD have reviewed this matter. Based upon the revised submission as described above CPC staff is now able to recommend approval of the LED sign in replacement of the awning sign. Again, the two internally illuminated signs were previously approved.

According to the provisions of the attached resolution approved by your Honorable Body on July 19, 2016, authority has been granted to CPC and PDD, to fulfill the Special District Review process by denying, approving or approving with conditions requests such as this. The staff of the City Planning Commission hereby approves the installation of the requested LED sign, conditioned upon the display being limited to the copy on the attached drawing bearing the authorized signature of the City Planning Commission or the display of similar copy that is directional in nature as defined by the Zoning Ordinance. Display of any other copy will require the approval of Your Honorable Body via Special District Review.

Respectfully submitted,

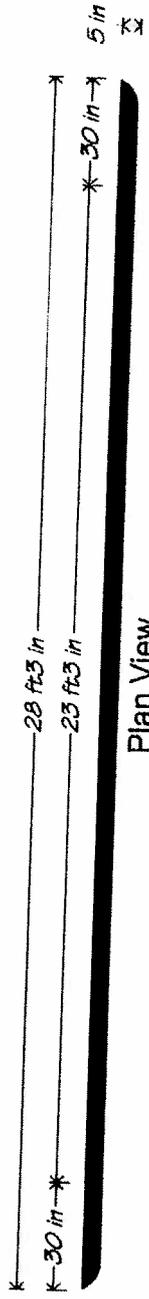


Marcell R Todd, Jr. Director, CPC  
Timothy Boscarino, staff

Attachments

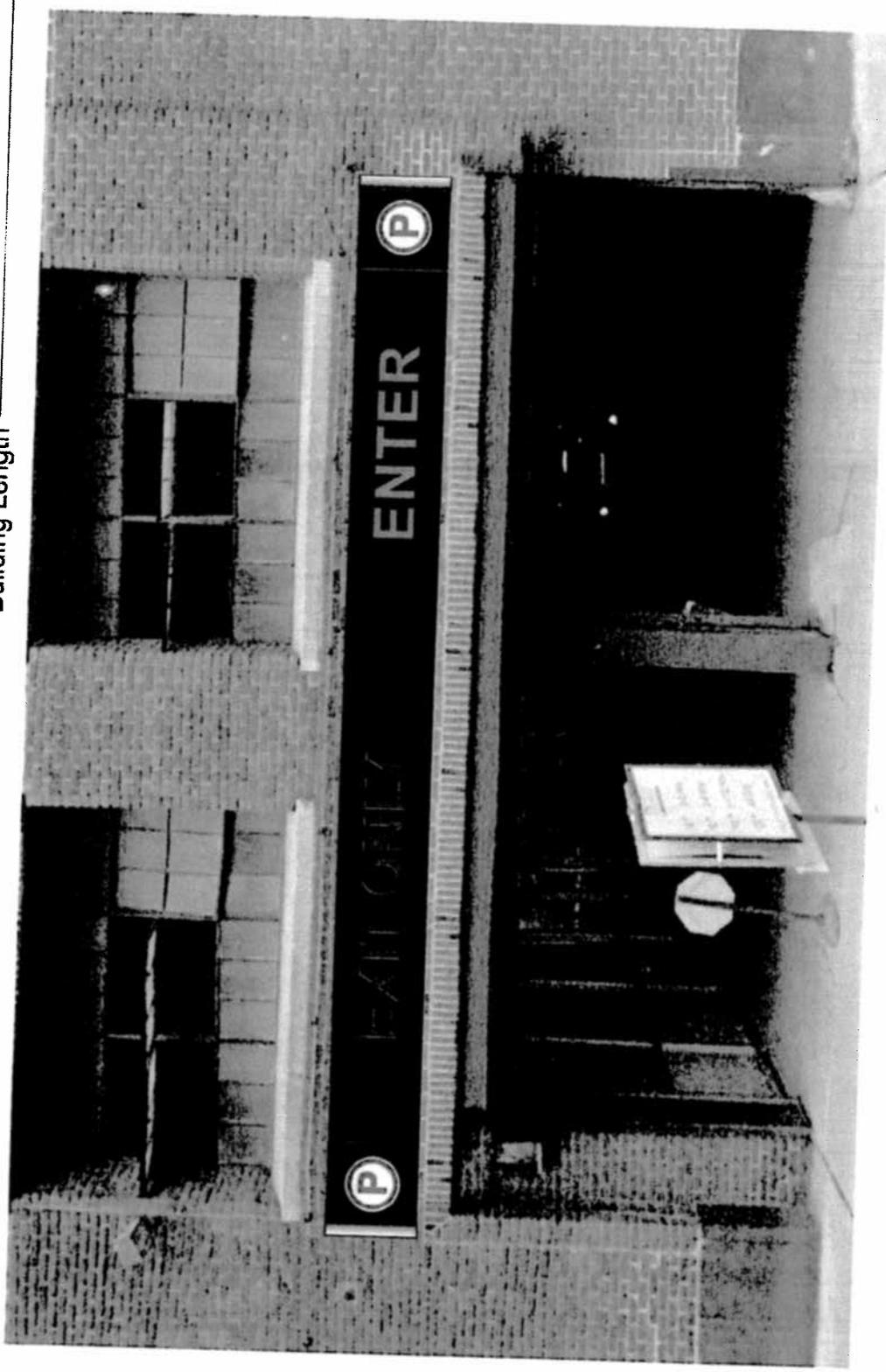
cc: David Bell, Director BSEED  
Maurice Cox, Director P&DD  
R. Steven Lewis P&DD  
Gregory Moots, P&DD

Item #3 - Entrance/ Exit Sign



Building Length

104 ft



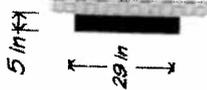
Top of Sign to Grade

13 ft 1/2 in

10 ft 7 1/2 in

Bottom of Sign to Grade

Side View



Client Approval: \_\_\_\_\_

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

Total Sign Area: 68 Sq. Ft.

Ph: 586.468.7110

Fx: 586.468.7441

**Phillips SIGN & LIGHTING inc.**  
40920 Executive Drive  
Harrison Twp., MI  
48045-1363

JOB NO: \_\_\_\_\_

PROJECT: Downtown Garage

FILE: Downtown Garage-2

SITE ADDRESS: 328 W. Congress, Detroit, MI

ARTIST: KP DATE: 11-18-15 REV: KP-6-1-16

Designs, details and plans represented herein are the sole property of Phillips Sign & Lighting, Inc. All or any part of these designs (except registered trademarks) are protected. Attempts to duplicate designs without written consent may result in Legal Repercussions.



www.phillipsign.com