

*October 16, 2018
Formal Agenda*

**NEIGHBORHOOD
AND COMMUNITY
SERVICES
STANDING
COMMITTEE**

MAYOR'S OFFICE COORDINATORS REPORT

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

Petition #: 550 Event Name: 11th Precinct Veterans Day Parade & Luncheon

Event Date : November 11, 2018

Street Closure: Ryan & E. Outer Drive

Organization Name: Detroit Police Department - 11th Precinct

Street Address: 5100 E. Nevada Detroit, MI

Receipt date of the COMPLETED Special Events Application:	
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):

- | | | | |
|--|--|--|--|
| <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 Ceremony | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Filming | <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> 24-Hour Liquor License | | | |

Petition Communications (include date/time)

Annual Veterans Day Parade & Luncheon from Farwell Recreation Center to American Serbian Memorial Hall from 9:00am - 10:30am.

**** 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"/>	DPD Assisted Event
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Closure; No Permit Required
	Health Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades Required
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Received & Approved as Presented
	Bldg & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bus. License	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Purchase of Parking Meters Required
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

MAYOR'S OFFICE

Signature: Bethanie Lusher

Date: September 26, 2018

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Caven West
Deputy City Clerk/Chief of Staff

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, October 11, 2018

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

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.

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

550 *Detroit Police Department 11th Pct, request to hold "11th Precinct Veterans Day Parade & Lucheon" starting at American Serbian Memorail Hall on 11/11/18 from 9:00 am - 10:30 am, Set-up from 11/11/18 @ 8am and Tear down on 11/11/18 at 11:00 am . With various street closure.*

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the special events guidelines, please print them out for reference. 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 at least 60 days prior to the first day of the event. If submitted later than 60 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: 11th Precinct Veterans Day Parade & Luncheon
Event Location: American Seabian Memorial Hall 19940 Vandyke Det. MI 48234

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Det Police Dept 11th Pct
Organization Mailing Address: 5100 E. Nevada
Business Phone: 313-596-1118 Business Fax:
Federal Tax ID #

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

Applicant Name: Dan Robinson SR
Title/Role: NPO
Email Address: Robinsond921@detroitmi.gov
Mailing Address: 5100 E. Nevada
Business Phone: 313-600-3354 Business Fax::

Event On-Site Contact Person:
Mailing Address: 5100 E. Nevada
Business Phone: 313-596-1118 or 313-600-3354 Business Fax:

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

List Event Sponsors: 11th Pct, Sgt Spruce

Event Elements (check all that apply)

- Walkathon
- Run/Marathon
- Political Event
- Parade
- Convention/Conference
- Carnival/Circus
- Bike Race
- Festival
- Sports/Recreation
- Fireworks
- Concert/Performance
- Religious Ceremony
- Filming
- Rally/Demonstration
- Other: _____

Provide a brief description of your event:

Annual Veterans Day Parade & Luncheon. Parade will consist of Military, Law Enforcement & Supporters. Parade will start at Ryan & E. Outer Dr and will proceed E/B Outer Dr to Vandyke where it will conclude. The Luncheon will then take place.

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

Begin Set-up Date & Time: 11-11-18/8am Complete Set-up Date & Time: 11-11-18/9am
Event Start Date & Time: 11-11-18/9am Event End Date & Time: 11-11-18/10:30A
Begin Tearing Down Date: 10:30A Complete Tear Down Date: 11:00A

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

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, 2016, 2017

When was the event last held in Detroit? 2017

Where was the event last held in Detroit? 8 Mile / Mound Rd

What were the hours last year? 10A-12P

Project Attendance This Year (Minimum - Maximum)? 200 - 400

What is the basis for your projected attendance? Veterans Day Parade & Continued Support.

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? Veterans Day Parade & Luncheon

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): N/A

Contact Person: _____

Address: _____ Phone: _____

City/State/Zip: _____

Section 3- LOCATION/SITE INFORMATION

Location of Event: Ryan / E. Outer Dr E/B to Vandyke

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: Marching band

Describe the entertainment for this year's event: Band

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

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: N/A

How many generators will be used? _____

How will the generators be fueled? N/A

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: _____

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: _____

N/A

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 10

Type/Weight: 2 Floats, buses + van

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. N/A

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

Do you plan a fireworks display? List dates, time, location, vendor, and attach certificate of insurance. NO

Will these be exclusive vendors or outside vendors? (please describe): N/A

Section 7- PUBLIC SAFETY & PARKING INFORMATION

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

Contact Person: Det Police 11th Pct

Address: 5100 E. Nevada Phone: 313-596-1118

City/State/Zip: Det, MI 48234

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: Ways Left Open for Emergency Vehicles

Describe the parking plan to accommodate anticipated attendance: Private Parking Lot at Seebian Hall

How will you advise attendees of parking options? Fliers, Social Media, Word of Mouth

Are you seeking a group parking rate? N/A

Section 8- COMMUNITY IMPACT INFORMATION

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

Minor Traffic Detours & Delays

Have local neighborhood groups/businesses approved your event? Yes No

Indicate what steps you have or will take to notify them of your event: Meetings, Letters, Fliers

Website

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

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) _____

N/A

Section 10- COMPLETE ALL THAT APPLY

Name of Sanitation Company collecting refuse and garbage?

Contact Person: _____

N/A

Address: _____

Phone: _____

City/State/Zip _____

Name of company providing emergency medical services?

Contact Person: _____

DFD EMS

Address: _____

City/State/Zip: _____

Name of company providing porta-johns.

N/A

Contact Person: _____

Address: _____

Phone: _____

City/State/Zip: _____

Name of private catering company?

N/A

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: _____

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: _____

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.



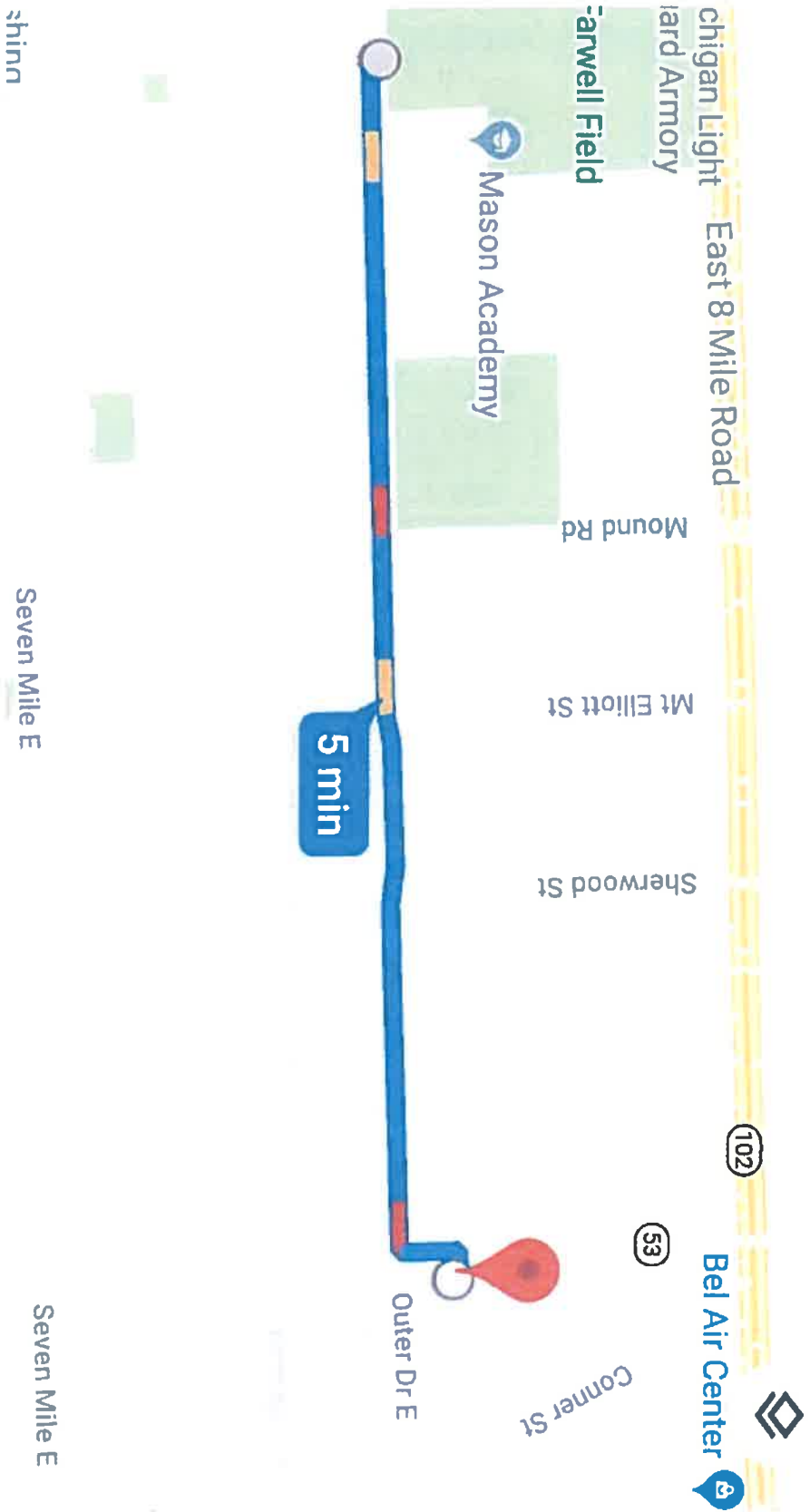
9-12-18

Signature of Applicant

Date

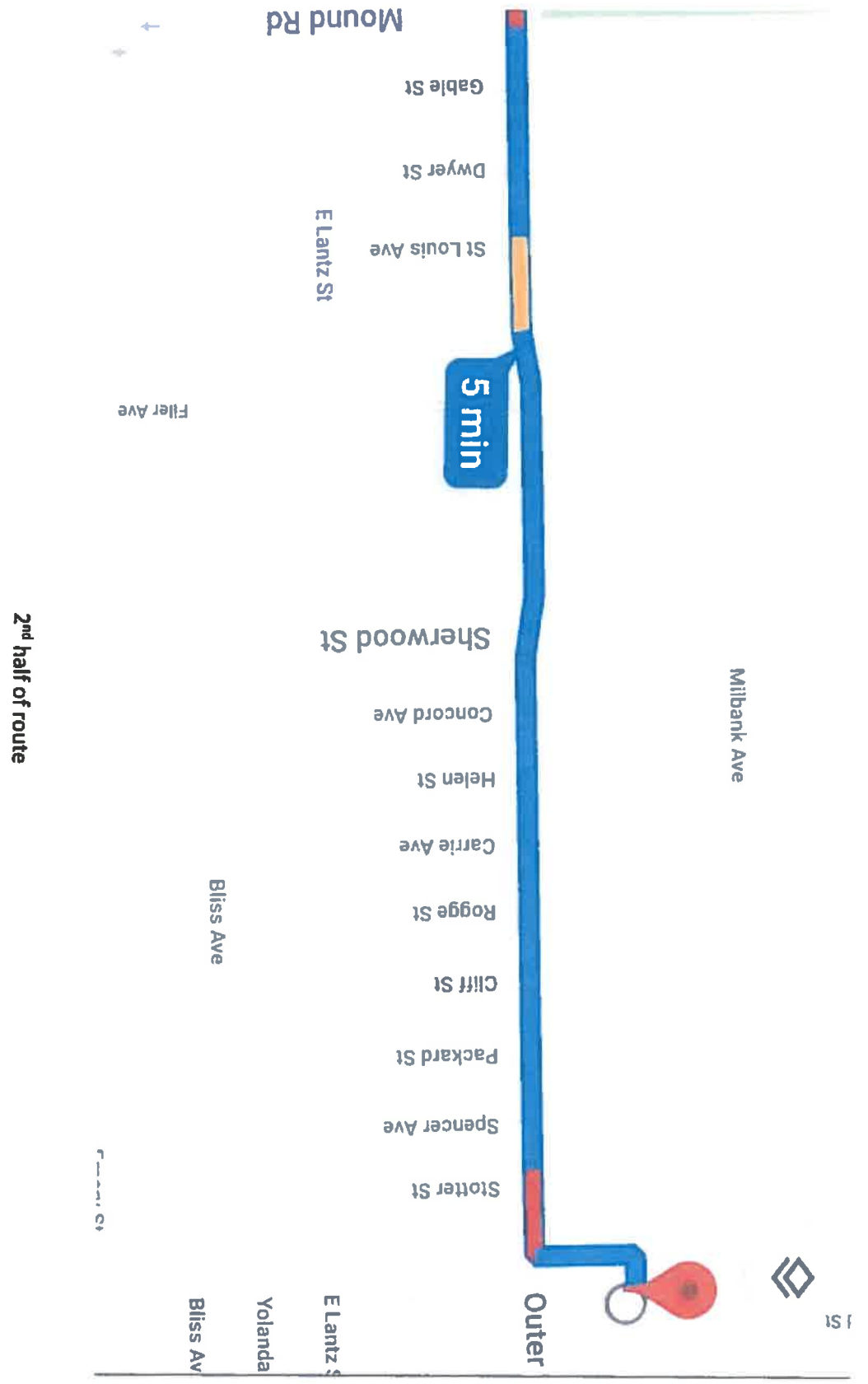
NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

11th Precinct Veterans Day Parade & Luncheon 2018



Full route, kick off 9am

11th Precinct Veterans Day Parade & Luncheon 2018



2nd half of route

13

2018-10-11

550

550

*Petition of Detroit Police Department
11th Pct, request to hold "11th
Precinct Veterans Day Parade &
Lucheon" starting at American
Serbian Memorail Hall on 11/11/18
from 9:00 am - 10:30 am, Set-up from
11/11/18 @ 8am and Tear down on
11/11/18 at 11:00 am. With various
street closure.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

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

**OFFICE OF CONTRACTING
AND PROCUREMENT**

October 11, 2018

HONORABLE CITY COUNCIL:

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

6001679 100% Federal Funding – To Provide Park Improvements to Dad Butler Park. – Contractor: WCI Contractors, Inc. – Location: 20210 Conner Street, Detroit, MI 48234 – Contract Period: Upon City Council Approval through October 16, 2019 – Total Contract Amount: \$135,000.00.
GENERAL SERVICES

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL PRESIDENT PRO TEM _____ SHEFFIELD _____

RESOLVED, that Contract No. 6001679 referred to in the foregoing communication dated October 11, 2018, be hereby and is approved.

**OFFICE OF CONTRACTING
AND PROCUREMENT**

October 11, 2018

HONORABLE CITY COUNCIL:

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

6001466 100% City Funding – AMEND 1 – To Provide New Underground Storage Tank Compliance Regulatory Testing Requirements. – Contractor: Phoenix Environmental, Inc. – Location: 12815 Premier Center Ct, Plymouth, MI 48170 – Contract Period: Upon City Council Approval through June, 1, 2021 – Contract Increase: \$151,200.00 – Total Contract Amount: \$361,200.00. **GENERAL SERVICES** (*This Amendment is for an Increase of Funds Only.*)

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL PRESIDENT PRO TEM _____ SHEFFIELD _____

RESOLVED, that Contract No. 6001466 referred to in the foregoing communication dated October 11, 2018, be hereby and is approved.

**OFFICE OF CONTRACTING
AND PROCUREMENT**

October 11, 2018

HONORABLE CITY COUNCIL:

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

6001635 100% City Funding – To Provide HVAC and PM Services for the General Services Department. – Contractor: Systemp Corporation – Location: 3909 Industrial Drive, Rochester Hills, MI 48309 – Contract Period: Upon City Council Approval through September 17, 2021 – Total Contract Amount: \$2,250,000.00. **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer
Office of Contracting and Procurement

BY COUNCIL PRESIDENT PRO TEM _____ SHEFFIELD _____

RESOLVED, that Contract No. 6001635 referred to in the foregoing communication dated October 11, 2018, be hereby and is approved.