

New BUSINESS

9-17-19.

**PUBLIC HEALTH  
AND SAFETY  
STANDING  
COMMITTEE**

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 1029 Event Name: Quicken Loans Carnival

Event Date : October 2, 2019

CITY CLERK 2019 SEP 18 PM 3:55

Street Closure: Witherell, Montcalm and Elizabeth

Organization Name: Quicken Loans, Inc.

Street Address: 1050 Woodward Avenue Detroit, MI 48226

Receipt date of the <b>COMPLETED</b> 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):

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

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

Quicken Loans will host their annual appreciation awards at the Fox Theater with an afterparty at the Comerica Park Parking Lots; with temporary street closures on Witherell, Montcalm and Elizabeth.

**\*\* 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 will Provide Special Attention; Contracted with Olympia Security to Provide Private Security Services
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections; Contracted with BLS Services to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROW Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades & Detour Signage Required
	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents, Stage & Generators
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 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: B. Austin

Date: 9-12-2019

City of Detroit  
OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Andre P. Gilbert II  
Deputy City Clerk

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Friday, September 13, 2019*

To: *The Department or Commission Listed Below*

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

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**AMENDMENT**

Herewith, the following referral is a copy of Petition **1029**

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DPW - CITY ENGINEERING DIVISION    MAYOR'S OFFICE  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
TRANSPORTATION DEPARTMENT    MUNICIPAL PARKING DEPARTMENT

**1029**    *Quicken Loans Inc., request to hold "Quicken Loans Carnival" at 2200 Woodward Ave. on October 2, 2019 from 5:00 PM to 8:00 PM with the temporary closure of Witherell from Montcalm to Elizabeth.*

**NOTE:**    **Attached please find additional documentation for the above mentioned petition.**

**PETITIONER IS AMENDING PETITION DUE TO:**  
**amended application. See attached.**

Please provide the City Council with a report relative to this petition within four (4) weeks. Thanking you in advance.

# 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. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: Quicken Loans Carnival

Event Location: 2200 Woodward Ave - Comerica Park Parking Lots (Lot 1 & lot 2)

Is this going to be an annual event?  Yes  No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Quicken Loans Inc

Organization Mailing Address: 1050 Woodward Ave. Detroit MI 48226

Business Phone: 313-373-0093

Business Website: Quickenloans.com

Applicant Name: Becky Glynn

Business Phone: 313-373-0093

Cell Phone: 313-820-5451

Email: BeckyGlynn@quickenloans.com

### Event On-Site Contact Person:

Name: Becky Glynn

Business Phone: 313-373-0093

Cell Phone: 313-820-5451

Email: BeckyGlynn@quickenloans.com

### Event Elements (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Walkathon             | <input checked="" 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: <u>Private Corporate Event</u> |

### Please provide a brief description of your event:

A social gathering and appreciation event for Quicken Loans team members from three areas of business to enjoy after their company award show hosted at the Fox Theater. Food, Alcohol, and non-alcoholic beverages will be served through Olympia Catering. There will be carnival rides on-site such as a Ferris wheel, scrambler and a giant slide.

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

Begin Set-up Date : 9/30                      Time: 7:00 AM                      Complete Set-up Date: 10/2                      Time: 3:00 PM

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Event Start Date: 10/2                      Time: 7:00 PM                      Event End Date: 10/3                      Time: 9:30 PM

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Begin Tearing Down Date: 10/4                      Complete Tear Down Date: 10/5

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Event Times (If more than one day, give times for each day):  
10/2 7:15 PM – 9:30 PM & 10/3 3:00 PM – 5:00 PM & 7:30 PM – 9:30 PM

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**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Comerica Park Lots 1 & 2

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

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as 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**

Describe the entertainment for this year's event:

DJ, Carnival Games

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Will a sound system be used?     Yes     No

If yes, what type of sound system? External Sound System

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Describe specific power needs for entertainment and/or music:  
Power Provided by generator. Vendor to obtain generator permit.

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How many generators will be used? .1 Unit

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How will the generators be fueled?    Electric Powered . 85 KVA generator

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**Name of vendor providing generators:**

Contact Person: Danny Huston Northern

American Midway Entertainment

Address: 109 S. Main St

Phone: 765-212-5784

City/State/Zip: Farmland, MI 47340

**Section 5- 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 there be vending or sales?  Yes  No

If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold: No sales, items are complimentary to invited Team Members.

**Section 6- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Olympia Entertainment Inc. Security

Contact Person: Johnny Jackson

Address: 2522 Woodward Ave

Phone: 313-471-7430

City/State/Zip: Detroit, MI 48226

Number of Private Security Personnel Hired Per Shift: 35

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

Licensed  Armed  Bonded

How will you advise attendees of parking options?

No On-site parking required; attendees will be parking in their assigned company parking lots.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

No Pedestrian access on the road between Lot 1 and 2 (See diagram) and on Witherell between Montcalm and Elizabeth.

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

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

Olympia will be contacting the local community.

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

	How Many?	Size/Height
Booth		
Tents (enclosed on 3 sides)	<u>7</u>	<u>(1) 20 x 60, (6) 10 x 10</u>
Canopy (open on all sides)	<u>4</u>	<u>(1) 80 x 210, (1) 60 x 165, (1) 60 x 90</u>
Staging/Scaffolding	<u>1</u>	<u>(1) 16'L C 8'D X 2'H</u>
Bleachers	<u>N/A</u>	<u>N/A</u>

## Section 9- COMPLETE ALL THAT APPLY

**Emergency medical services? BLS Services**

Contact Person: Candace Weaver

Address: 2252 Woodward Ave

City/State/Zip: Detroit, MI 48226

**Name of company providing port-a-johns.** Parkway Services

Contact Person: Dave

Address: 2876 Tyler Rd,

Phone: 734-482-7633

City/State/Zip: Ypilanti, MI 48198

**Name of private catering company?** Olympia Catering

Contact Person: Jennifer Tompos

Address: 2211 Woodward Ave

Phone: 313-471-3218

City/State/Zip: Detroit, MI 48226



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

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

**STREET NAME:** Witherell

FROM: Montcalm TO: Elizabeth

CLOSURE DATES: 10/2-10/3 BEG BEGIN TIME: 1:00 AM END TIME: 11:59 PM

REOPEN DATE: 10/3 TIME: 11:59 PM

**STREET NAME:** Montcalm

FROM: Witherell TO: Woodward

CLOSURE DATES: 10/2 - 10/3 BEGIN TIME: 1:00 AM END TIME 11:59 M

REOPEN DATE: 10/3 TIME: 11:59 PM

**STREET NAME:** Elizabeth

FROM: Witherell TO: Woodward

CLOSURE DATES: 10/2 - 10/3 BEGIN TIME: 1:00 AM END TIME: 11:59 PM

REOPEN DATE: 10/3 TIME: 11:59 PM

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

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) **CERTIFICATE OF INSURANCE**
- 2) **EMERGENCY MEDICAL AGREEMENT**
- 3) **SANITATION AGREEMENT**
- 4) **PORT-A-JOHN AGREEMENT**
- 5) **COMMUNITY COMMUNICATION**

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**AUTHORIZATION & AFFIDAVIT 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, understood and agreed 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 regulations 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.

Rebecca Gley  
Signature of Applicant

7/31/2019  
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.

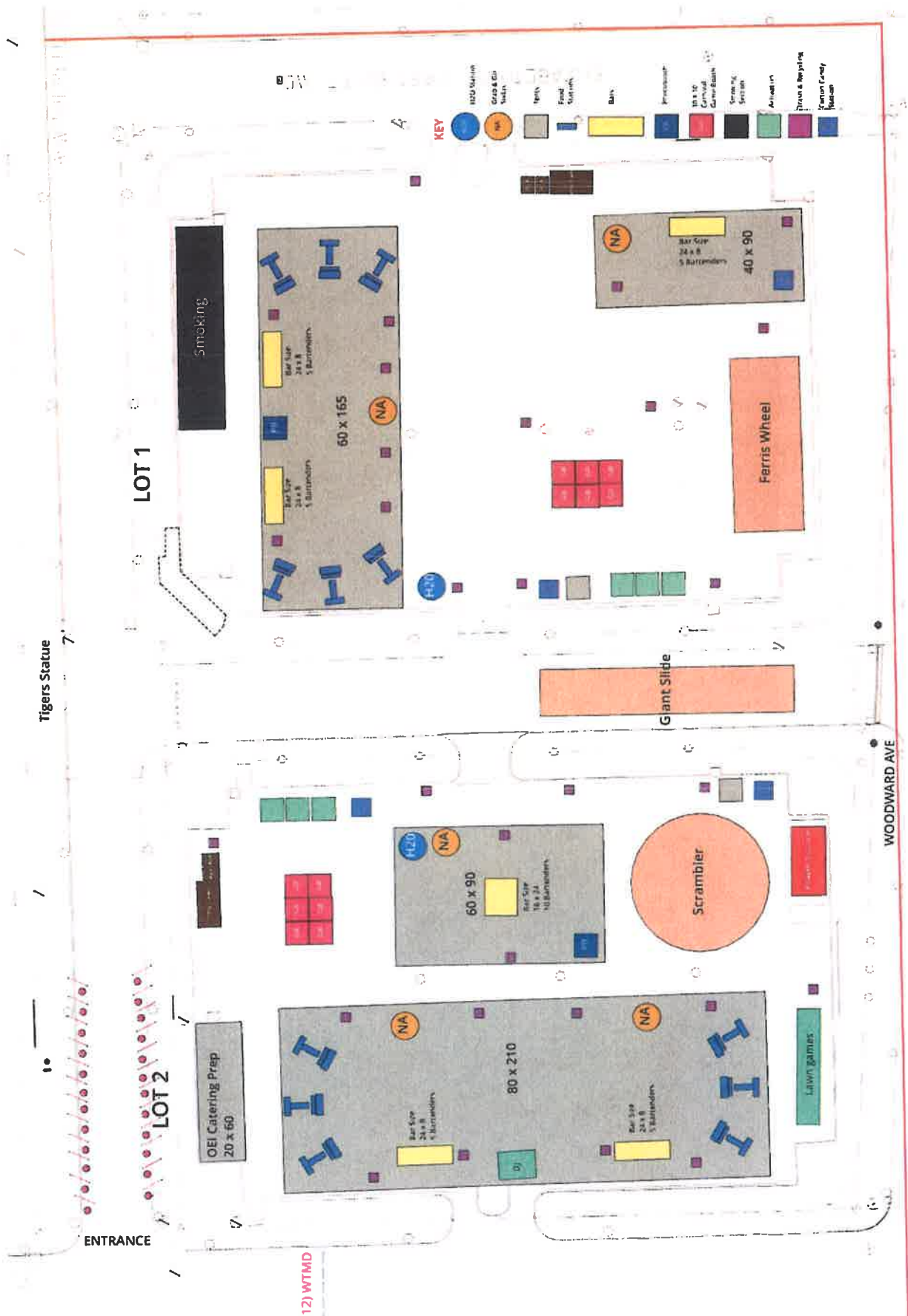
(Please Print)

Event Name: Quicken Loans Carnival Event Date: 10/2 + 10/3/2019

Event Organizer: Becky Gynn (Event Manager)

Applicant Signature: Rebecca Gley Date: 7/31/19

20 Feet





**Proposed Road Closure Dates:**

October 2nd - 1:00 AM to  
October 3rd - 11:59 PM

# QL Carnival – City of Detroit Special Events Application

## Our Ask

We are requesting approval to host a private carnival event in the Olympia Lots 1 & 2 for Quicken Loans Team Members. There will be one(1) event on October 2<sup>nd</sup> and two(2) events on October 3<sup>rd</sup>.

## Event Timing

Load-in: September 30<sup>th</sup>

October 2<sup>nd</sup>:

- 7:15 PM – 9:30 PM **2,500 team members**

October 3<sup>rd</sup>

- 3:00 PM – 5:00 PM **1,700 team members**
- 7:30 PM – 9:30 PM **1,800 team members**

Load-out: October 5<sup>th</sup>

## Road Closures

We are requesting to have Witherell, Montcalm, and Elizabeth closed from October 2<sup>nd</sup> at 1:00 AM – October 3<sup>rd</sup> at 11:59 PM. Olympia Entertainment/ Tigers organization will provide the barricades for the closures.

## Tents & infrastructure

Stage provided by stage rite:

- 16' x 8' – 2' high

Tents provided by BOS Structures and Events:

- (1) 80' x 210'
- (1) 60' x 165'
- (1) 20' x 60'
- (1) 60' x 90'
- (1) 40' x 90'
- (6) 10' x 10'

Carnival Rides provided by North American Midway Entertainment:

- Scrambler
- Ferris Wheel
- Giant Slide

## Generators and Power

- (1) 28' Trailer provided by North American Midway Entertainment. We will provide a bike rack barricade for around the generator.

## Trash and Sanitation

All guest trash (food containers, utensils, etc.) and recycling will be taken care of by Olympia Entertainment (per contract). Trash and recycling receptacles in each parking lot.

## Security and Barricades

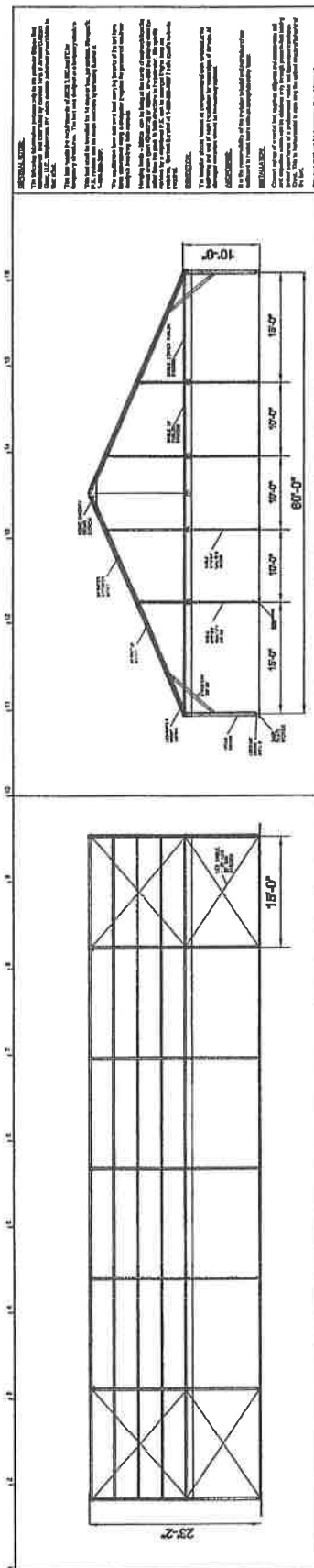
We will use snow fencing and bike racks to create barricades around the lot to keep the area closed to the public. Bike racks & snow fencing provided by Olympia Entertainment.

Olympia Entertainment to provide security for the event. Rock Security will be on-site as well.

## Food and Beverage:

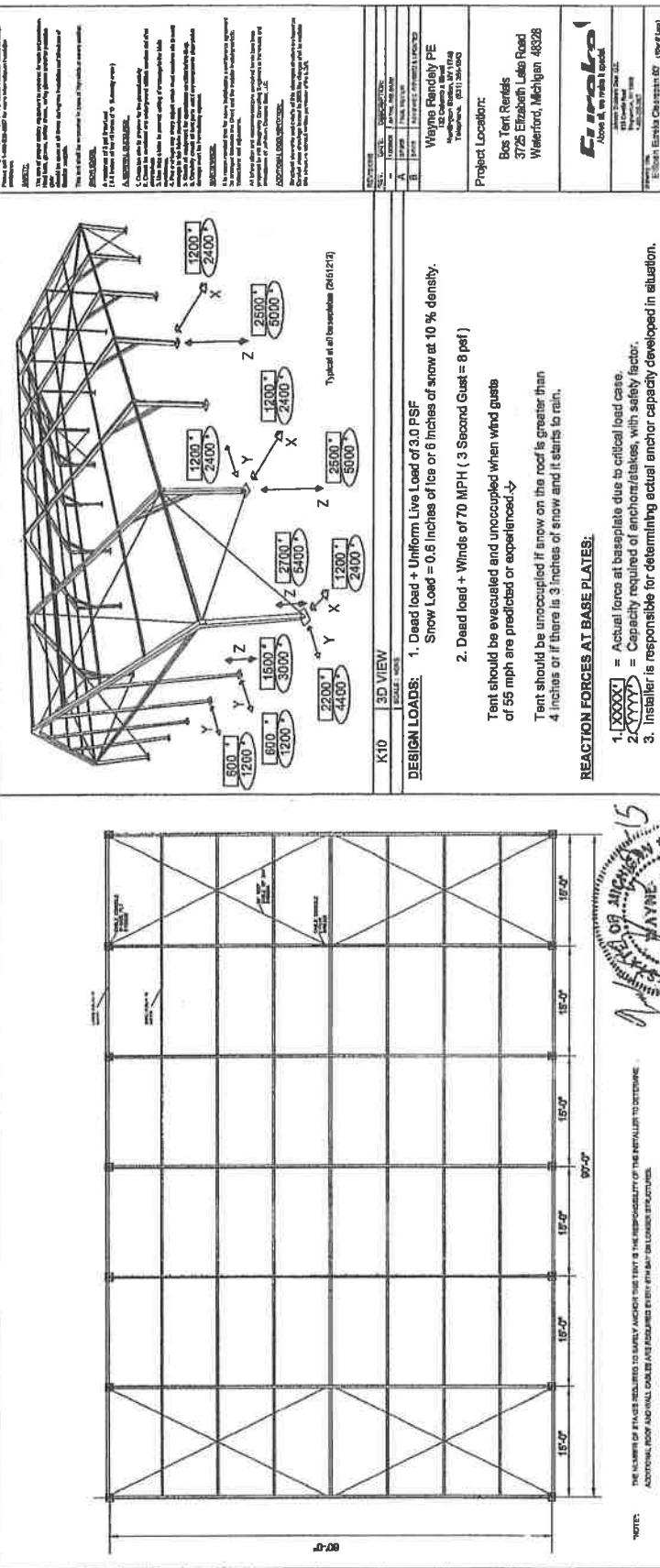
All food and beverage will be provided by Olympia Entertainment. Bars will be hosted, free to guests and Olympia Entertainment is providing the alcohol. Liquor License is included in the packet.





E1 SIDE ELEVATION  
SCALE: 1/8" = 1'-0"

E10 END ELEVATION  
SCALE: 1/8" = 1'-0"



K10 3D VIEW  
SCALE: NONE

**DESIGN LOADS:**

1. Dead load + Uniform Live Load of 3.0 PSF  
Snow Load = 0.6 inches of ice or 6 inches of snow at 10 % density.
2. Dead load + Winds of 70 MPH ( 3 Second Gust = 8 psf )

Tent should be evacuated and unoccupied when wind gusts of 55 mph are predicted or experienced. →  
Tent should be unoccupied if snow on the roof is greater than 4 inches or if there is 3 inches of snow and it starts to rain.

**REACTION FORCES AT BASE PLATES:**

1. XXXXX = Actual force at baseplate due to critical load case.
2. XXXXX = Capacity required of anchor/base, with safety factor.
3. Installer is responsible for determining actual anchor capacity developed in situation.

**REVISIONS:**

NO.	DATE	DESCRIPTION
1	04/01/17	ISSUE FOR PERMIT
2	04/01/17	ISSUE FOR PERMIT
3	04/01/17	ISSUE FOR PERMIT
4	04/01/17	ISSUE FOR PERMIT

**PROJECT LOCATION:**  
Wiggins Randy PE  
122 Jackson St.  
Warren, MI 48090

**PROJECT:**  
Boss Tent Rentals  
3725 Elizabeth Lake Road  
Waterford, Michigan 48328

**DESIGNED BY:**  
Wiggins Randy PE  
122 Jackson St.  
Warren, MI 48090

**DATE:** 04/01/17

**SCALE:** 1/8" = 1'-0"

**GENERAL NOTES:**

P1 PLAN  
SCALE: 1/8" = 1'-0"





**IMPORTANT DOCUMENT**  
*Certificate of Flame Resistance*

ISSUED BY

Date of Shipment  
5/4/2016

Registration Number  
FA-444.02



Sales Order #  
SO-630603

EVANSVILLE, INDIANA 47725

**MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN**

This is to certify that the materials described are inherently flame retardant and were supplied to:

222300  
BOS RENTALS AND SERVICE (B) (S 1100205)  
DBA BOS TENT RENTALS INC  
44882 LINDBERGH LN  
NOVI MI 48377  
USA



Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code. All fabric has been tested and passes NFPA 701, ULC 109.

Serial #                    8125050 (2)

Description of item certified:    ANCHOR STRUCTURE GABLE END 25M #702 FERRARI BLOCKOUT  
WHITE

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

FERRARI TEXTILES, FRANCE

Name of Applicator of Flame Resistant Finish

A handwritten signature in cursive script, appearing to read "Valerie Ashby".

Signed:    **ANCHOR INDUSTRIES INC**

**IMPORTANT DOCUMENT**  
*Certificate of Flame Resistance*

ISSUED BY

Date of Shipment  
5/4/2016

Registration Number  
FA-444.02



Sales Order #  
SO-630603

EVANSVILLE, INDIANA 47725

**MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN**

This is to certify that the materials described are inherently flame retardant and were supplied to:

222300  
BOS RENTALS AND SERVICE (B) (S 1100205)  
DBA BOS TENT RENTALS INC  
44882 LINDBERGH LN  
NOVI MI 48377  
USA



Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code. All fabric has been tested and passes NFPA 701, ULC 109.

Serial #                    8125682 (10)

Description of item certified:    ANCHOR STRUCTURE WALL 3MX5M FERRARI 702 WHITE W/2 CA

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

FERRARI TEXTILES, FRANCE

Name of Applicator of Flame Resistant Finish

A handwritten signature in cursive script that reads "Vickie Ashby".

Signed:    **ANCHOR INDUSTRIES INC**

**IMPORTANT DOCUMENT**  
*Certificate of Flame Resistance*

ISSUED BY

Date of Shipment  
5/4/2016

Registration Number  
FA-444.02



Sales Order #  
SO-630603

EVANSVILLE, INDIANA 47725

**MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN**

This is to certify that the materials described are inherently flame retardant and were supplied to:

222300  
BOS RENTALS AND SERVICE (B) (S 1100205)  
DBA BOS TENT RENTALS INC  
44882 LINDBERGH LN  
NOVI MI 48377  
USA



Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code. All fabric has been tested and passes NFPA 701, ULC 109.

Serial #                    8125055 (16)

Description of item certified:    ANCHOR STRUCTURE 25MX5M MID #702 FERRARI BLOCKOUT WHITE

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

FERRARI TEXTILES, FRANCE

Name of Applicator of Flame Resistant Finish

A handwritten signature in cursive script, appearing to read "Vance Ashby".

Signed:    **ANCHOR INDUSTRIES INC**

**IMPORTANT DOCUMENT**  
*Certificate of Flame Resistance*

ISSUED BY

Date of Shipment  
5/4/2016

Registration Number  
FA-444.02



Sales Order #  
SO-630603

EVANSVILLE, INDIANA 47725

**MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN**

This is to certify that the materials described are inherently flame retardant and were supplied to:

222300  
BOS RENTALS AND SERVICE (B) (S 1100205)  
DBA BOS TENT RENTALS INC  
44882 LINDBERGH LN  
NOVI MI 48377  
USA



Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code. All fabric has been tested and passes NFPA 701, ULC 109.

Serial #                    8125676 (42)

Description of item certified:    ANCHOR STRUCTURE WALL 3MX5M #702 FERRARI WW W/CENTER LACE

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

FERRARI TEXTILES, FRANCE

Name of Applicator of Flame Resistant Finish

A handwritten signature in cursive script, appearing to read "Vince Ashby".

Signed:    **ANCHOR INDUSTRIES INC**

McGINNIS & ASSOCIATES  
Structural Engineers  
1110 Westmark Drive  
St. Louis, Missouri 63131  
(314) 835-1224 Fax: (314) 984-0561

JOB: Event Series - 25m Wide x 4m Eave  
Anchor Industries NO. 22320  
SHEET NO: 1 of 81  
CALC. BY: DWM DATE: 5/10/16

**Structural Calculations for:**

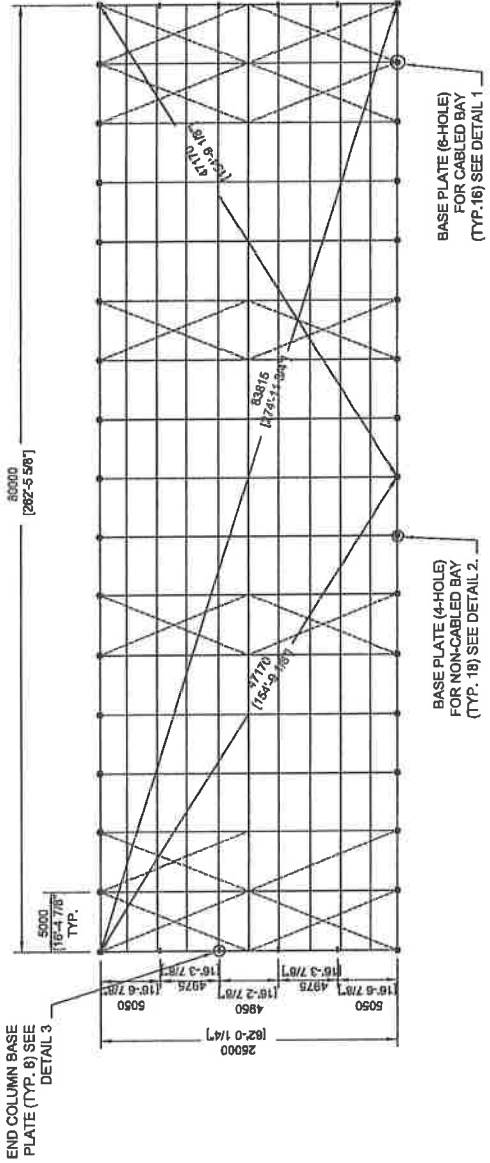


**Event Series Aluminum Tent  
25m Wide Gable End / 4m Side Height / 5m Bay Spacing**

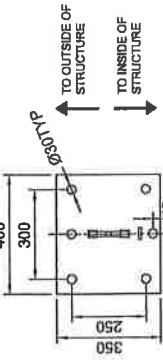
These calculations are acceptable for use for the tent configurations narrower and/or shorter in eave height than those outlined in the contents of this report by the next larger size configuration shown above them.

Design Standard:	2012 International Building Code / ASCE 7-10
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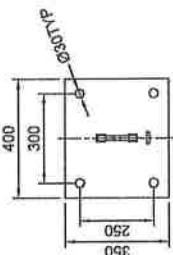




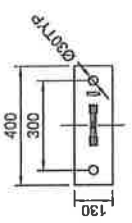
**FOOTING LAYOUT**  
ALL DIMENSIONS IN MILLIMETERS



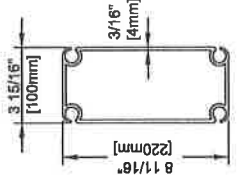
**DETAIL 1**  
BASE PLATE (FOR X-CABLED BEAMS)



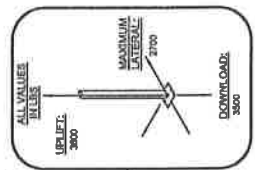
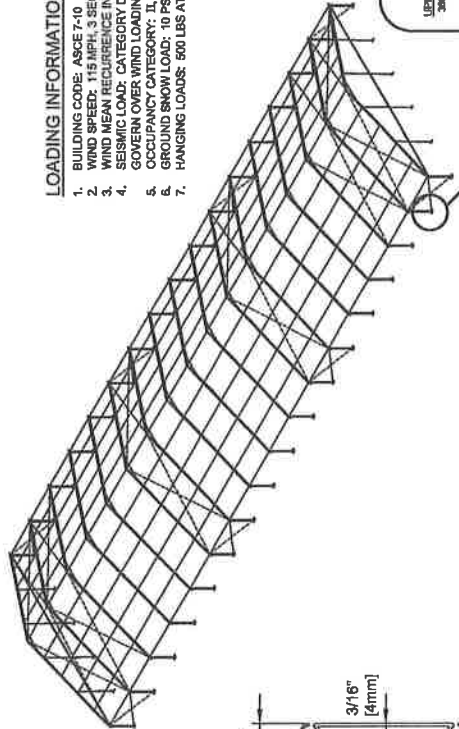
**DETAIL 2**  
BASE PLATE (FOR NON-CABLED BEAMS)



**DETAIL 3**  
CABLED END PLATE



**BEAM PROFILE**  
RAFTERS AND UPRIGHTS



TYPICAL BASE PLATE DESIGN LOADS W/ NO SAFETY FACTOR. PROPERLY DESIGNED TO MEET THE RESPONSIBILITY OF CUSTOMER.

**LOADING INFORMATION BASED ON THE FOLLOWING:**

- BUILDING CODE: ASCE 7-10
- WIND SPEED: 115 MPH, 3 SEC. GUST; EXPOSURE C
- SEISMIC LOAD: CATEGORY D; SEISMIC LOADING IS NEGLIGIBLE AND WILL NOT GOVERN OVER WIND LOADING.
- OCCUPANCY CATEGORY: II
- GROUND SNOW LOAD: 10 PSF
- HANGING LOADS: 500 LBS AT RIDGE AND 500 LBS MID-RAFTER

**LIMITS OF INSTALLATION RESPONSIBILITY FOR ANCHOR INDUSTRIES**

- ANCHOR INDUSTRIES OPERATES PURELY AS A MANUFACTURER OF MATERIALS AND WILL PERFORM NEITHER AS CONTRACTOR NOR INSTALLER OF THE STRUCTURE. IT IS THE CUSTOMER'S RESPONSIBILITY TO PROVIDE ALL LABOR, EQUIPMENT, AND ANCHORING FOR THE INSTALLATION, OBTAIN ALL NECESSARY PERMITS, AND DESIGNATE THE APPROPRIATE LOADS AND BUILDING CODES HAVING JURISDICTION OVER THE INSTALLATION SITE.
- THE TEST STAKES SUPPLIED MAY NOT BE ADEQUATE TO MEET THE DESIGN LOADS AS DEFINED.
- IF A WET ENGINEERING SEAL IS REQUIRED, THIS SERVICE MUST BE DEFINED AND QUOTED SEPARATELY IN ADVANCE WITH ANCHOR INDUSTRIES.
- APPROPRIATE STAGES OR ANCHORING DEVICES SHOULD BE INSTALLED IN ALL BASEPLATE HOLES.
- IT IS THE CUSTOMER'S RESPONSIBILITY TO READ AND UNDERSTAND THE ASSEMBLY INSTRUCTIONS FOR THIS UNIT BEFORE BEGINNING THE INSTALLATION.

**NOTES:**

- MEASUREMENTS ARE CENTER TO CENTER OF BEAMS AND PLATES.
- NO MORE THAN (8) CONSECUTIVE BAYS PERMISSIBLE WITHOUT X-CABLING

REVISIONS	
ECPR NO.	BY

<b>ANCHOR INDUSTRIES INC.</b>	
<b>STANDARD ANCHOR STRUCTURE</b>	
<b>25M W x 80M L x 3M EAVE (220 x 100 x 4MM PROFILE)</b>	
DRAWN BY: DMK	CHECKED BY: EC4867
APPROVED BY: [Signature]	DATE: 05/21/2016
DRAWING NO. [FP]0205-02508003	

**IMPORTANT DOCUMENT**

**Certificate of Flame Resistance**

**REGISTRATION APPLICATION NUMBER**

F140.1



**ISSUED BY**  
**ANCHOR INDUSTRIES INC.**

**EVANSVILLE, INDIANA 47725**  
**MANUFACTURERS OF THE FINISHED**  
**TENT PRODUCTS DESCRIBED HEREIN**

**Date of Shipment**  
4/29/2005

**Tent Identification**  
04046075

**This is to certify that the materials described have been flame-retardant treated (or are inherently noninflammable) and were supplied to:**

222300  
BOS RENTALS AND SERVICE  
DBA BOS TENT RENTALS INC  
44882 LINDBERGH LN  
NOVI MI 48377

**Certification is hereby made that:**

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code. All fabric has been tested and passes NFPA 701-99, CPAI 84, ULC 109.

**Serial #** 8040000C (1)

**Description of item certified:**

FIESTA EXPANDABLE TOP 20WXX20  
(2PC) SNYDER WHITE VINYL WITH

**Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric**

SNYDER MFG NEW PHILADELPHIA OH

Signed: *Jerry W. Good*  
SPECIAL EVENTS DIVISION - ANCHOR INDUSTRIES INC.

# Certificate of Flame Resistance

REGISTERED APPLICATION NUMBER

F140.1



ISSUED BY  
**ANCHOR**  
INDUSTRIES INC.  
EVANSVILLE, INDIANA 47711

MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture  
4/21/99  
Order Number  
216085

**This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:**

BOS TENT RENTAL INC  
840 RACHELLE

WHITE LAKE MI 48386

**Certification is hereby made that:**  
The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.  
**The method of the FR chemical application is:**

Serial #: 8020000C

(0001)

Description of item certified: FI EXP MDD 20X20 VL W SNY BO

**Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric**

SNYDER MFG, NEW PHILADELPHIA, OH  
Name of Applicator of Flame Resistant Finish

Signed: *James D. Thruer*  
TENT DEPARTMENT—ANCHOR INDUSTRIES INC.



# Certificate of Flame Resistance

REGISTERED  
FABRIC  
NUMBER

F-140.01

ISSUED BY  
JOHNSON OUTDOORS INC.  
BINGHAMTON, NEW YORK 13902  
*Manufacturers of the Finest  
Tent Products Described Herein*

Date of Manufacture

4-11-2018

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: Bos Tent Rental

CITY: Novi, MI

Certification is hereby made that:  
The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43005G.

Type, color and weight of material      60' Wide E!Span Cleaspan Structure

Description of item certified:      Made with 22oz Coated Vinyl

**Flame Retardant Process Used Will Not Be Removed By Washing And  
Is Effective For The Life Of The Fabric**

**Snyder Manufacturing, Inc.**

Manufacturer of Flame Retardant Vinyl Laminates

TENT DEPARTMENT, JOHNSON OUTDOORS INC.

\*Large Scale



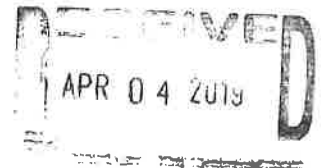
Department Of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
P.O. Box 30254  
Lansing, Michigan 48909

## CARNIVAL/AMUSEMENT PERMIT

**Permanent ID Number:** 2001000425

Mid America Shows Delaware Inc  
109 S Main St  
PO Box 429  
Farmland IN 47340

<u>Ride Name</u>	<u>Permanent ID Number</u>
Giant Wheel 400-02290	2005011034
Childress Slide 075	2005011093
Flivver 1212	2005011115
Round Up 279	2005011126
Merry Go Round 1841	2005011132
Dinosaur ARM14164	2005011140
TMS Scrambler TMS979	2005011170
Hampton 4 X 4 99588	2005011174
Hampton Jump Cycle 15488	2005011175
Hampton Combination Jeep 95488	2005011176
Kamikaze ZA9RAN3A146A98485	2005011705
Zamperla Fire Chief CB20R200US93	2005011708
Zamperla Samba Balloon SD08R201US93	2005011709
Chance Century Wheel 406-03095	2005011824
Zamperla Rio Grande Train RG22F018US94	2005011828
Chance Yo Yo 376-08095	2005011842
Sizzler 761265	2005011859
Chance Red Baron Beta Bumble Be OHC09296	2005011953



VALID: 03/01/2019 to 02/28/2020

Department Of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
P.O. Box 30254  
Lansing, Michigan 48909

**CARNIVAL/AMUSEMENT PERMIT**

Sellner Bear Affair BEAR16T96	2005011954
Owens Glass House 39265	2005012032
Tilt A Whirl Sellner 2025E791	2005012096
Toon Town Theatre Fun House FH15497FT1	2005012097
Mini Indy Majestic 276235	2005012098
Majestic Scooters 276232	2005012119
Pharaoh's Fury 407-03997	2005012130
Ring Of Fire 97PA60079	2005012175
1001 Nachts 041096USA	2005012204
Starship 2000 861818	2005012208
Orient Express 63388	2005012221
Dizzy Dragon 18T-98	2005012291
Himalaya 63880	2005012399
Infernal Combustion Fun House	2005012416
Alpine Fun House WKT-15402	2005012478
Raiders 1W9FRW3S9GM081196	2005012546
Merry Go Round AH732568	2005012605
Wet Boat 481	2005012606
Cliffhanger 0112316-5K	2005012607
Samba Movie Reel Ride SB08F075US98	2005012784
Kiddie Swing SR20F002US94	2005012785
State Fair Fun Slide 1D9A12815S1210746	2005012788
Tilt A Whirl 758R77	2005012900
Tornado 1F9SVW3T4WM063268	2005012980

VALID: 03/01/2019 to 02/28/2020

Department Of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
P.O. Box 30254  
Lansing, Michigan 48909

## CARNIVAL/AMUSEMENT PERMIT

Skater GFB24R03313US	2005013000
Helicopter Red Baron 1711859	2005013050
Cliffhanger 903021-5K	2005013201
Twister KTT1898	2005013327
Freakout FRB1613937	2005013346
Orient Express 832885	2005013357
Mouse Coaster GRCB1R06398US	2005013376
Flying Elephant 36657	2005013495
Remix 48147/230	2005013620
Traffic Jam 139323	2005013623
Frog Hopper 1005	2005013646
Vertigo VG105080112	2005013647
Giant Wheel 40001389	2005013655
Merry Go Round CG-050	2005013770
Circus Train GCT04F00186US	2005013771
Orient Express 1F9GEW3S7SM063885	2005013861
Slide 1F9S302XWT162008	2005013862
Zombie Hotel Alpine Fun House 150449	2005014355
Wisdom Monster Truck 90198	2005014366

VALID: 03/01/2019 to 02/28/2020



# Trailer Strick Alum Assy Presentation

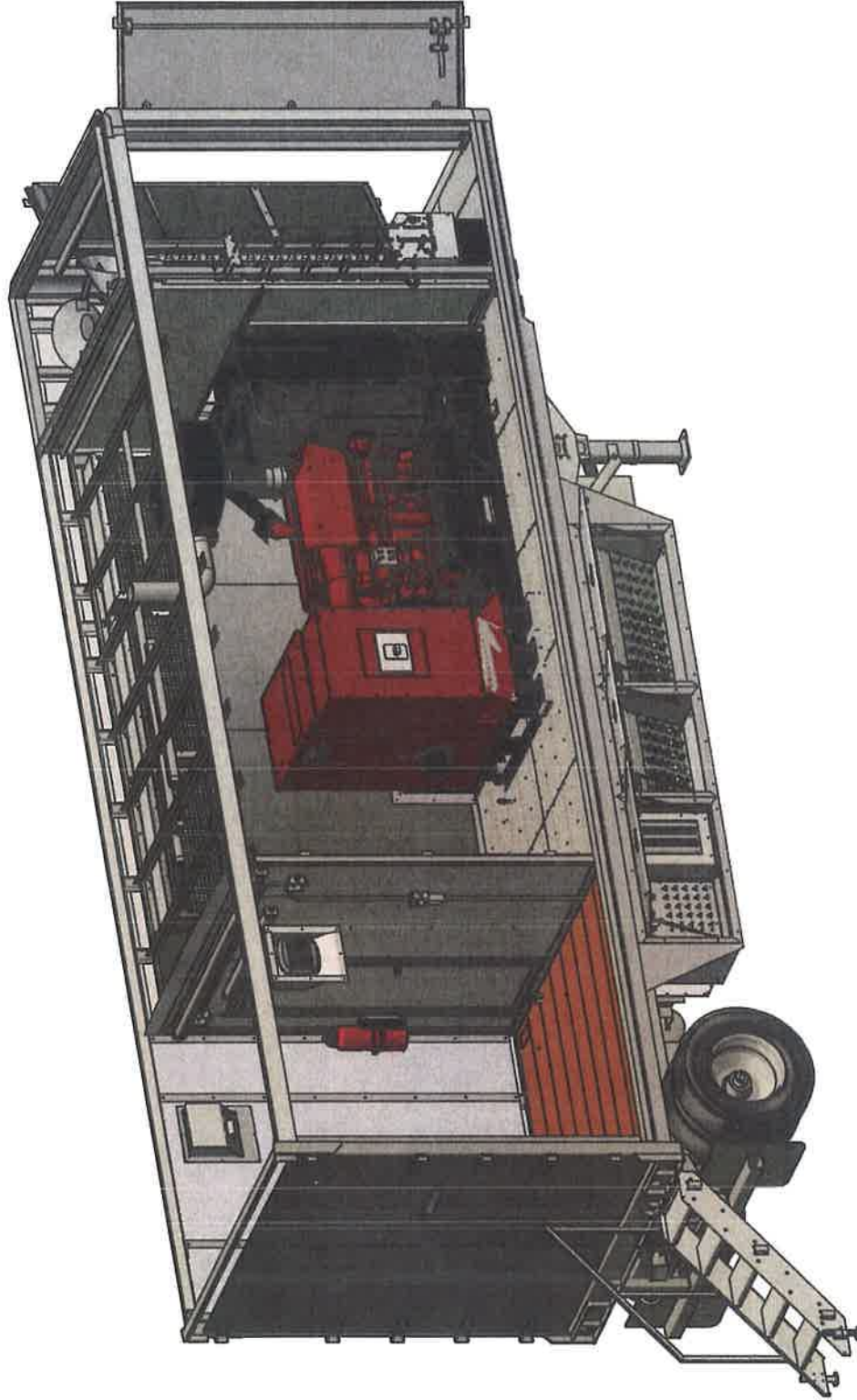
FINISH:

BRAKE: NA

SCALE: 1/50

3/11/2019

DRAWN: NP



Strick Pup Trailer  
QSX-455 Cummins Generator Set (455kW Prime)  
Generator Connection Bay: GCB4-42, GCB12-36, GCB12-53

MATERIAL: .125 aluminum sheet

FINISH: Powder- Sky white

Mid America Shows

DRAWING NO: 12470

REV: 1

PART NO:



# GCB 12-53B Panel Assembly

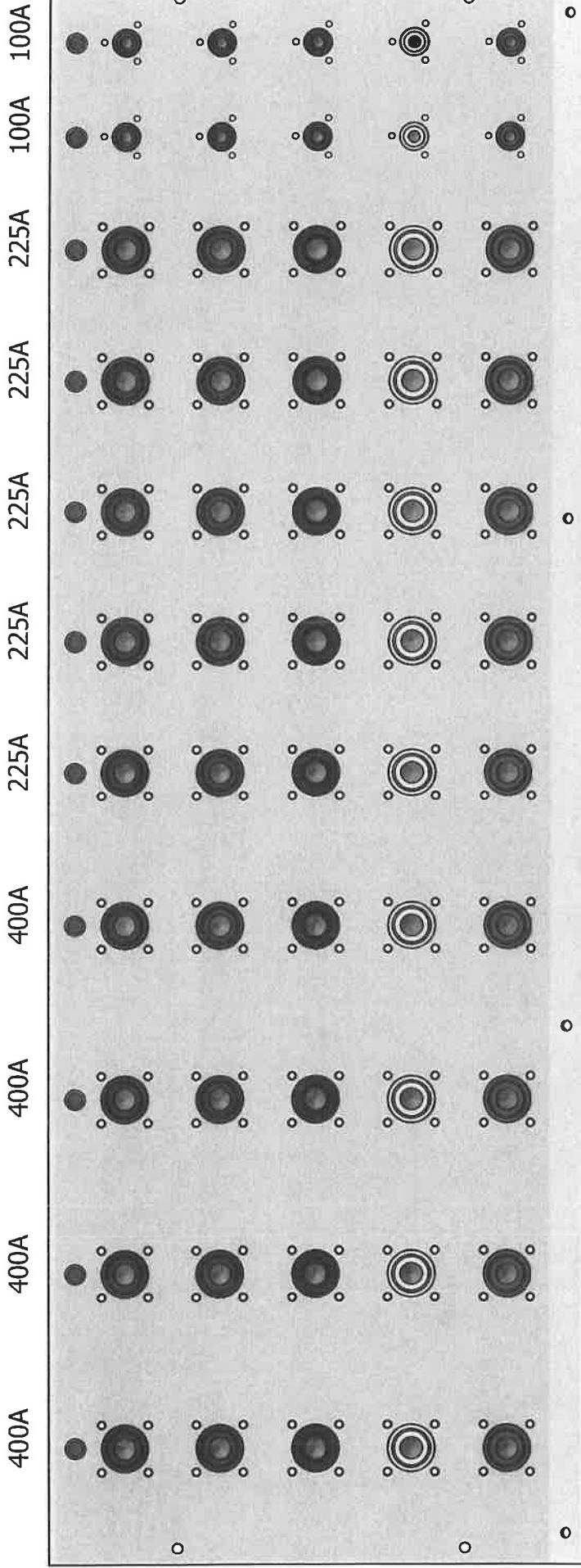
Mid America

BRAKE: NA

SCALE: 1/5

2/25/2014

DRAWN: SR



- 4 x 400A E1016 Cam 5-Wire Female on K-Frame
- 5 x 225A E1016 Cam 5-Wire Female on F-Frame
- 2 x 100A E1015 Cam 5-Wire Female on QCD

### REVISION HISTORY

REV	DESCRIPTION	DATE	DESIGNER
1	Added (1) more 400A cam set & changed 100A mini cam to QCD breakers (2)	2/27/2014	JRS

## LICENSE AGREEMENT

This License Agreement ("Agreement") effective as of August 14, 2019, is by and between Quicken Loans Inc. whose address is 1050 Woodward Avenue, Detroit, Michigan 48226 (hereinafter, "Licensee") and ODM Parking, L.L.C., a Michigan limited liability company whose address is 2525 Woodward Avenue, Detroit, Michigan 48201 (hereinafter, "ODMP").

W I T N E S S E T H:

WHEREAS, ODMP manages, operates and/or is authorized to license the use of surface parking lots 61 E. Elizabeth, Detroit, Michigan 48201 also known as "Lots 1, 2 (hereinafter "Lots");

WHEREAS, Licensee desires to obtain a license from ODMP to use the Lots during the "Term" and for the "Purpose" as defined in this Agreement.

WHEREAS, Licensee has engaged ODM's affiliate, Olympia Entertainment, Inc. ("OEI"), to provide services and amenities in connection with the use and Purpose of the Lot as more fully described herein under a separate Event Order between Licensee and Olympia Entertainment, Inc.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, ODMP and Licensee do hereby agree as follows:

1. Use of the Lots. ODMP hereby grants to Licensee a limited, non-exclusive license to enter upon and use the Lots during the Term for the sole and exclusive purpose of setting up a stage, tents and activations for colleagues of Quicken Loans, Inc. ODMP permits Licensee to obtain the necessary permits from the City of Detroit to set up a stage and position the tents ("Purpose").
2. Term. The term of this Agreement is on or about 7:00 a.m. on September 30, 2019 through 11:59 a.m. on October 5, 2019 ("Term").
3. Fee. The license fee of Twenty-Five Thousand and Zero Dollars and no/100 Dollars (\$25,000.00) for the use of the Lots as specified in the Event Order will be credited against the total fees due under the Event Order and Olympia Entertainment, Inc. shall remit the fee to ODMP. In the event ODMP is required to file suit to collect any amount owed under this Agreement for Licensee's use of the Lots, ODMP shall be entitled to collect reasonable attorney's fees and all other expenses ODMP may reasonably incur in collection of such amount.
4. Maintenance and Repair. Licensee agrees that it shall be responsible for any damage (e.g., fence, light poles, ground holes) it causes and that it shall be responsible for keeping the Lots free from rubbish and debris, arising out of the Purpose, during the Term of this Agreement. Licensee agrees to pay for any damages to the Lots that are caused by Licensee attendees. Licensee will not be responsible, however, for ordinary wear and tear or for damage that was caused by persons other than it and its attendees. If ODMP is notified of damages during the event, it will notify Licensee, in writing, of any damage and any related charges within 24 hours. ODMP will also provide photographic evidence with a written description if



any such damage occurs. ODMP further agrees to repair any damages in a commercially reasonable manner.

5. Condition of Premises. Licensee hereby accepts the Lots in their "as is" condition, subject to all applicable zoning, municipal, county and state laws, ordinances and regulations governing and regulating the use of the Lots and hereby acknowledges that neither ODMP nor any agent of ODMP has made a representation or warranty as to the suitability of the Lots for the conduct of Licensee's business. Licensee agrees to return the Lots in the same "as is" condition. Any, and all, repairs to damage on the Lots caused by Licensee shall be at the sole cost of Licensee. At the completion of the Term, Licensee will, at ODMP's request, complete a walk through and a punch list of any items that need to be repaired.

6. Lots Entry. Subject to Paragraph 8, below, Licensee shall enter the Lots at its own risk.

7. Insurance. Licensee shall provide ODMP with evidence of, secure, pay for and maintain, during the Term, the insurance policies required and in the amounts as set forth below. Licensee shall not be permitted to enter upon or use the Lots until certificates of insurance evidencing the following coverages have been delivered to ODMP:

(a) Property Insurance insuring against damage or destruction to Licensee's equipment and personal property in an amount equal to the full replacement cost thereof, on an "all risk of direct physical loss" peril basis.

(b) Workers Compensation insurance as required by the laws of the State of Michigan, with statutory limits, and employers' liability insurance with limits of \$500,000 per accident, \$500,000 per employee for disease, and a \$500,000 disease aggregate.

(c) Commercial general liability insurance with limits of at least \$1,000,000 per occurrence. Umbrella/Excess Liability of \$2,000,000 per occurrence/aggregate. Such insurance shall include the following: premises and operations, actions of independent contractors, liquor liability, contractual liability including protection from claims arising out of liability assumed from the indemnification provision herein to use an ODMP location, personal injury liability and products and completed operations liability. Any aggregate limit shall apply on a per location basis.

(d) The general liability and business auto liability set forth with a \$1,000,000 combined single limit for bodily injury and/or property damage. This coverage shall apply for any owned, hired or non-owned motor vehicle.

The coverage set forth herein (except Workers' Compensation) shall name as additional insureds Detroit Tigers, Inc., Wayne County Stadium Authority, City of Detroit, City of Detroit Downtown Development Authority, Ilitch Holdings, Inc., ODM Parking, L.L.C., Olympia Development of Michigan, L.L.C., Olympia Entertainment, Inc. and all of their affiliated and related entities, and all of their agents, employees, representatives, directors, officers and shareholders (collectively, "Additional Insureds"). If Licensee fails to comply with the insurance requirements set forth in these requirements, ODMP shall have the right to obtain and keep such insurance in full force and effect and, as additional amounts payable hereunder, Licensee shall pay ODMP or such person or entity as directed by ODMP, the cost of such

insurance promptly upon request.

8. Indemnification. Excluding ODM's negligent or willful misconduct, Licensee hereby agrees to indemnify, defend and save harmless all of the Additional Insureds from liabilities, obligations, damages, penalties, claims, costs, charges, losses, and expenses (including reasonable fees and expenses for attorneys, expert witnesses and other consultants) to the extent caused by:

- (a) Licensee's breach of this License Agreement;
- (b) Licensee's entry upon or use of the Lots, including its invitees, agents, employees, contractors, customers, or licensees, and, including the installation and use of the Facility;
- (c) any disturbance or occurrence in, upon, or at the Lots caused by the person or property of Licensee or its invitees, agents, employees, contractors, customers, or licensees.

The foregoing indemnification obligations shall apply to Licensee and its invitees, agents, employees, and contractors. In the event any action or proceeding shall be brought against an Additional Insured, arising out of (b) – (c) above. Licensee upon written request of such Indemnitee shall, at its cost and expense, indemnify, defend and save harmless Additional Insured as described above.

9. Miscellaneous. This Agreement shall be governed by Michigan law, without regard to conflicts of law principles. This Agreement may only be amended by a written instrument signed by both parties. This Agreement may be executed in two or more counterparts, each of which may be deemed an original, and all of which together shall constitute one and the same instrument. A signed copy of this Agreement delivered by facsimile or email shall be binding on the parties hereto. Licensee's obligations under Sections 4, 5, 6, 7 and 8 shall survive the expiration or earlier termination of this Agreement. The section headings herein are for convenience only and do not constitute matter to be construed.

The parties hereto have executed this License Agreement the day and year first above written.

QUICKEN LOANS INC.

ODM PARKING, L.L.C.

By: Rebecca A. Gey  
Its: Sept. 5<sup>th</sup> 2019

By: Joe Jewry  
Its: 9-9-19



# STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

**BUSINESS ID: 4489** **THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO APRIL 29, 2019**  
**FILE NUMBER: D59672**

**OLYMPIA ENTERTAINMENT, INC.**  
**D/B/A FOX THEATRE**

2211 WOODWARD AVE,  
DETROIT, MI 48201-3467  
WAYNE COUNTY  
D-236  
DETROIT CITY

LICENSE # 11097 LICENSE: Specially Designated Merchant ACT:

6894 Class C

TOTAL BARS: 21 OUTDOOR SERVICE AREA: ROOMS:  
DIRECT-CONNECTIONS: 15 PASSENGERS:

PERMIT  
Sunday Sales (PM), Dance-Entertainment, Specific Purpose (Special Events) (Sunday-Sunday  
Hours: 9:00 AM-12:00 PM), Specific Purpose (Other, Conventions) (Sunday-Sunday Hours: 9:00  
AM-12:00 PM), Sunday Sales (AM), Catering, Direct Connection(15), Additional Bar(20)

IN WITNESS WHEREOF,  
this License has been duly signed  
and sealed by both the Michigan  
Liquor Control Commission and the  
Licensee(s).

LIQUOR CONTROL COMMISSION

*[Signature]*  
*[Signature]*

LICENSEE(S) SIGNATURE(S)  
*[Signature]*

LICENSE EFFECTIVE MAY 1, 2019 - EXPIRES APRIL 30, 2020

2019  
2020

City of Detroit  
OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Caven West  
Deputy City Clerk/Chief of Staff

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Monday, August 5, 2019*

*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.

---

DPW - CITY ENGINEERING DIVISION    MAYOR'S OFFICE  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
TRANSPORTATION DEPARTMENT    MUNICIPAL PARKING DEPARTMENT

**1029**    *Quicken Loans Inc., request to hold "Quicken Loans Carnival" at 2200 Woodward Ave. on October 2, 2019 from 5:00 PM to 8:00 PM with the temporary closure of Witherell from Montcalm to Elizabeth.*

10/22/19

## 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. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

### Section 1- GENERAL EVENT INFORMATION

Event Name: Quicken Loans Carnival

Event Location: 2200 Woodward Ave - Comerica Park Parking Lots (Lot 1 & lot 2)

Is this going to be an annual event?  Yes  No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Quicken Loans Inc

Organization Mailing Address: 1050 Woodward Ave. Detroit MI 48226

Business Phone: 313-373-0093

Business Website: Quickenloans.com

Applicant Name: Becky Glynn

Business Phone: 313-373-0093

Cell Phone: 313-820-5451

Email: BeckyGlynn@quickenloans.com

#### Event On-Site Contact Person:

Name: Becky Glynn

Business Phone: 313-373-0093

Cell Phone: 313-820-5451

Email: BeckyGlynn@quickenloans.com

#### Event Elements (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Walkathon             | <input checked="" 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: <u>Private Corporate Event</u> |

#### Please provide a brief description of your event:

A social gathering and appreciation event for Quicken Loans team members from three areas of business to enjoy after their company award show hosted at the Fox Theater. Food, Alcohol, and non-alcoholic beverages will be served through Olympia Catering. There will be carnival rides on-site such as a Ferris wheel, scrambler and a giant slide.

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

Begin Set-up Date : 9/29                      Time: 5:00 PM                      Complete Set-up Date: 10/2                      Time: 3:00 PM

Event Start Date: 10/22                      Time: 5:00 PM                      Event End Date: 10/2                      Time: 8:00 PM

Begin Tearing Down Date: 10/4                      Complete Tear Down Date: 10/5.

Event Times (If more than one day, give times for each day):  
10/2 5:00 PM – 8:30 PM & 10/3 3:00 PM – 8:30 PM

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Comerica Park Lots 1 & 2

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

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as 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**

Describe the entertainment for this year's event:

DJ, Carnival Games

Will a sound system be used?     Yes     No

If yes, what type of sound system? External Sound System

Describe specific power needs for entertainment and/or music:  
Power Provided by generator. Vendor to obtain generator permit.

How many generators will be used? .1 Unit

How will the generators be fueled?    Electric Powered . 85 KVA generator

**Name of vendor providing generators:**

Contact Person: Adam Martin, Premier Event

Technology

Address: 2871 Research Dr

Phone: 248-230-2640

City/State/Zip: Rochester Hills, MI 48309

**Section 5- 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 there be vending or sales?  Yes  No

If yes, check all that apply:

Food  Merchandise  Non-Alcoholic Beverages  Alcoholic Beverages

Indicate type of items to be sold: No sales, items are complimentary to invited Team Members.

**Section 6- PUBLIC SAFETY & PARKING INFORMATION**

Name of Private Security Company: Olympia Entertainment Inc. Security

Contact Person: Johnny Jackson

Address: 2522 Woodward Ave

Phone: 313-471-7430

City/State/Zip: Detroit, MI 48226

Number of Private Security Personnel Hired Per Shift: 35

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

Licensed

Armed

Bonded

How will you advise attendees of parking options?

No On-site parking required; attendees will be parking in their assigned company parking lots.

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

No Pedestrian access on the road between Lot 1 and 2 (See diagram) and on Witherell street between Montcalm and Elizabeth.

Have local neighborhood groups/businesses approved your event?

Yes  No

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

Olympia will be contacting the local community.

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth		
Tents (enclosed on 3 sides)	<u>5</u>	<u>(5) 20 x 20</u>
Canopy (open on all sides)	<u>3</u>	<u>(1) 60 x 210, (1) 60 x 160, (1) 60 x 90</u>
Staging/Scaffolding	<u>1</u>	<u>(1) 32'L C 8'D X 4'H</u>
Bleachers	<u>9</u>	<u>14 x 8</u>

## Section 9- COMPLETE ALL THAT APPLY

Emergency medical services? BLS Services

Contact Person: Candiece Weaver

Address: 2252 Woodward Ave

City/State/Zip: Detroit, MI 48226

Name of company providing port-a-johns.

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company? Olympia Catering

Contact Person: Jennifer Tompos

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. Barricades are not available from the City of Detroit.

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

**STREET NAME:** Witherell

**FROM:** Montcalm **TO:** Elizabeth

**CLOSURE DATES:** 10/1 **BEG TIME:** 12:00 AM **END TIME:** \_\_\_\_\_

**REOPEN DATE:** 10/3 **TIME:** 11:59 PM

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

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) **CERTIFICATE OF INSURANCE**
- 2) **EMERGENCY MEDICAL AGREEMENT**
- 3) **SANITATION AGREEMENT**
- 4) **PORT-A-JOHN AGREEMENT**
- 5) **COMMUNITY COMMUNICATION**

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**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, understood and agreed 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 regulations 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.

Rebecca Gley  
Signature of Applicant

7/31/2019  
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: Quicken Loans Carnival Event Date: 10/2 + 10/3/2019

Event Organizer: Becky Gwynn (Event Manager)

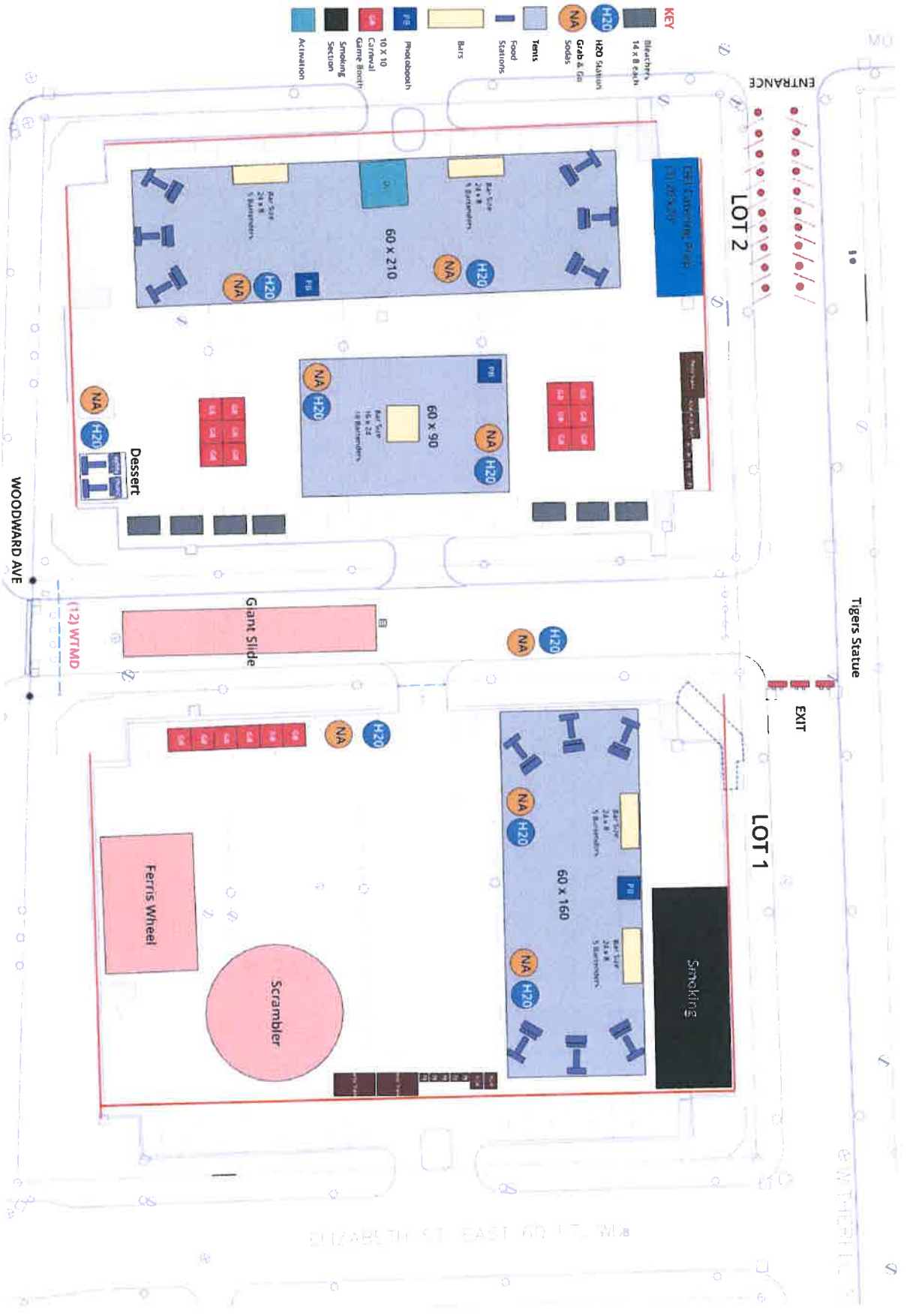
Applicant Signature: Rebecca A Gley Date: 7/31/19



**Proposed road closure:**  
Witherell St between E Montcalm  
St and E Elizabeth St  
Start: 9/29 at 7:00 AM  
End: 10/3 11:59 PM



**Proposed Road Closure - Witherell St**



20 Feet

2019-08-05

**1029**

**1029** *Petition of Quicken Loans Inc.,  
request to hold "Quicken Loans  
Carnival" at 2200 Woodward Ave. on  
October 2, 2019 from 5:00 PM to 8:00  
PM with the temporary closure of  
Witherell from Montcalm to Elizabeth.*

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**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

DPW - CITY ENGINEERING DIVISION    MAYOR'S OFFICE  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE  
DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
TRANSPORTATION DEPARTMENT    MUNICIPAL

**MAYOR'S OFFICE COORDINATORS REPORT**

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

Petition #: 1082 Event Name: Techstars Demo Day

Event Date: October 1, 2019

Street Closure: State Street

CITY CLERK 2019 SEP 18 PM 3:58

Organization Name: Techstars

Street Address: 119 State Street Detroit, MI 48226

Receipt date of the <b>COMPLETED</b> 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):

- 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)

Techstars Detroit will host their Demo Day at 119 State Street and will erect a tent adjacent for demonstrations from 11:00am - 8:00pm; with temporary street closure on Shelby Street.

**\*\* 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"/>	Contracted with Lear Security to Provide Private Security Services
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROW Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Required for Tent
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits 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 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: B. Fisher

Date: 9-13-2019

City of Detroit  
OFFICE OF THE CITY CLERK

Janice M. Winfrey  
City Clerk

Andre P. Gilbert II  
Deputy City Clerk

**DEPARTMENTAL REFERENCE COMMUNICATION**

*Friday, September 13, 2019*

*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  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
TRANSPORTATION DEPARTMENT    MUNICIPAL PARKING DEPARTMENT

**1082**    *Techstars, request that Techstars Detroit will host their Demo Day at 119 State Street and will erect a tent adjacent for demonstrations from 11:00am - 8:00pm; with temporary street closure on Shelby Street.*

# 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. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: Techstars Detroit Demo Day

Event Location: Lear Innovation Center (119 State Street, Detroit, MI 48226)

Is this going to be an annual event?  Yes  No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Techstars

Organization Mailing Address: 119 State Street, Detroit, MI 48226

Business Phone: (917) 246-9413 Business Website: <https://www.techstars.com/programs/detroit-program/>

Applicant Name: Kelly Kang

Business Phone: (917) 246-9413 Cell Phone: \_\_\_\_\_ Email: kelly.kang@techstars.com

### Event On-Site Contact Person:

Name: Kelly Kang

Business Phone: Same as above Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 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 checked="" type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks         | <input type="checkbox"/> Other: _____        |

Projected Number of Attendees: 400

### Please provide a brief description of your event:

Techstars Detroit is holding our program's final event (Demo Day) on October 1st, 2019 from 11am to 8pm. The bulk of the event will happen in the Lear Innovation Center and we hope to use the alleyway west of the building for additional space for companies to set up product demos/tables to showcase what they are building.

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

Begin Set-up Date : October 1st, 2019  
Time: 11am

Time: 10am

Complete Set-up Date: October 1st, 2019

Event Start Date: October 1st, 2019  
Time: 8pm

Time: 11am

Event End Date: October 1st, 2019

Begin Tearing Down Date: October 1st, 2019

Complete Tear Down Date: October 1st, 2019

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

From set-up to tear-down: 10am - 9pm. Event time will be from 11am to 8pm (latest).

**Section 3- LOCATION/SITE INFORMATION**

Location of Event: Lear Innovation Center (119 State Street, Detroit, MI 48226)

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

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as 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**

Describe the entertainment for this year's event:

None

Will a sound system be used?       Yes       No

If yes, what type of sound system?

**Section 5- SALES INFORMATION**

Will there be advanced ticket sales?       Yes       No  
If yes, please describe: Attendees can register through our Eventbrite link

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

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

Food       Merchandise       Non-Alcoholic Beverages       Alcoholic Beverages

Indicate type of items to be sold:

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Will there be food trucks?       Yes       No

If yes, please list how many:

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Will there be a charge for parking?       Yes       No

If yes, please describe the amount:

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How will you advise attendees of parking options?

Through email (we will email all attendees the week before of nearby parking options)

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### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company:

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

### Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

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

A public alleyway will be closed. We anticipate limited impact on the community as there's limited foot traffic through the alleyway.

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Have local neighborhood groups/businesses approved your event?

Yes

No

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

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We are working with the Westin Book Cadillac to approve the use of the alleyway.

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### Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

Describe specific power needs for entertainment and/or music. If generators will be used, described how many and how they will be fueled:

---

Name of vendor providing generators: Contact Person: \_\_\_\_\_

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

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

	How Many?	Size/Height
Booth		
Tents (enclosed on 3 sides)	<u>1-2</u>	<u>20x50</u>
Canopy (open on all sides)	<u>          </u>	
Staging/Scaffolding	<u>          </u>	
Bleachers	<u>          </u>	<u>          </u>

**Section 9- COMPLETE ALL THAT APPLY**

Emergency medical services?

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

Address: \_\_\_\_\_ City/State/

Zip: \_\_\_\_\_

Name of company providing port-a-johns. \_\_\_\_\_

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

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

Will there be street closures?       Yes       No

**If yes, please complete the street closure information below and attach a map or sketch of the proposed area for closure.**

**STREET NAME:** Shelby and State

FROM: 10am TO: 8pm

CLOSURE DATES: October 1st, 2019 BEG TIME: 10am END TIME: 8pm

REOPEN DATE: October 1st, 2019 TIME: 8pm

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

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) **CERTIFICATE OF INSURANCE**
- 2) **EMERGENCY MEDICAL AGREEMENT**
- 3) **SANITATION AGREEMENT**
- 4) **PORT-A-JOHN AGREEMENT**
- 5) **COMMUNITY COMMUNICATION**

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**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, understood and agreed 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 regulations 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.

*Kelly Jisun Kang*

*August 27th, 2019*

---

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: Techstars Detroit Demo Day** \_\_\_\_\_ **E v e n t**

**Date: October 1st, 2019** \_\_\_\_\_

**Event Organizer: Techstars** \_\_\_\_\_

**Applicant Signature: *Kelly Jisun Kang*** \_\_\_\_\_

**Date:** August 27th, 2019

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2019-09-13

**1082**

**1082** *Petition of Techstars, request that Techstars Detroit will host their Demo Day at 119 State Street and will erect a tent adjacent for demonstrations from 11:00am - 8:00pm; with temporary street closure on Shelby Street.*

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**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
PLANNING AND DEVELOPMENT DEPARTMENT    POLICE  
DEPARTMENT

FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
TRANSPORTATION DEPARTMENT    MUNICIPAL



CITY OF DETROIT  
BUILDINGS, SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, FOURTH FLOOR  
DETROIT, MICHIGAN 48226  
(313) 224-2733 • TTY:711  
WWW.DETROITMI.GOV

40

September 11, 2019

HONORABLE CITY COUNCIL:

Re: RECOMMENDATION FOR RESCISSION  
ADDRESS: 9201 E. Jefferson  
Case Number: DNG2013-01061  
Date Ordered Demolished: July 21, 2014  
Deferral Date: December 3, 2014

The building at the location listed above was ordered demolished by your Honorable Body on the date indicated above and the order was deferred under the conditions of the Ordinance.

A recent inspection on September 11, 2019 has revealed that the building is open to trespass and/or required progress has not been made, contrary to the conditions of the deferral.

**Therefore, we respectfully recommend that the deferral be rescinded and the demolition proceed as originally ordered, with the cost of demolition assessed against the property.**

Respectfully submitted,

David Bell  
Director

DB:AE/sc

cc: Taniya Haspard, 700 Montclair Street, Detroit, MI 48214

CITY CLERK 2019 SEP 12 PM 3:58



CITY OF DETROIT  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF DEVELOPMENT AND GRANTS

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

41

August 7, 2019

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

**RE: Request to Accept and Appropriate the Recycling Partnership Grant**

The Recycling Partnership has awarded the City of Detroit Department of Public Works with the Recycling Partnership Grant for a total of \$325,308.00. In addition, the Recycling Partnership has awarded the department with in-kind program support services, valued at \$125,000.00. There is no match requirement. The total project cost is \$450,308.00.

The objective of the grant is to support recycling programs and initiatives across the City of Detroit. The funding allotted to the department will be utilized to purchase recycling carts and recycling containers, as well as conduct educational and outreach efforts with the goal of improving and enhancing residential curbside and multifamily recycling programs. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 20674.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

Ryan Friedrichs  
Director, Office of Development and Grants

CC:  
Katerli Bounds, Deputy Director, Grants  
Sajjiah Parker, Assistant Director, Grants

This request has been approved by the Law Department

This request has been approved by the Office of Budget

**RESOLUTION**

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

**WHEREAS**, the Department of Public Works is requesting authorization to accept a grant of reimbursement from the Recycling Partnership, in the amount of \$325,308.00, to support recycling programs and initiatives across the City of Detroit; and

**WHEREAS**, the Recycling Partnership has also awarded in-kind program support services, valued at \$125,000.00; and the total award amount is \$450,308.00; and

**WHEREAS**, this request has been approved by the Law Department; and

**WHEREAS**, this request has been approved by the Office of Budget; now

**THEREFORE, BE IT RESOLVED** that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to establish Appropriation number 20674, in the amount of \$325,308.00, for the Recycling Partnership Grant.



125 Rowell Court  
Falls Church, VA 22046  
864 760 8828  
RECYCLINGPARTNERSHIP.ORG

## RECYCLING PARTNERSHIP GRANT AGREEMENT

This Grant Agreement is hereby made and entered into on the date executed below, by and between The Recycling Partnership, Inc. (“The Partnership”) and the City of Detroit, MI (“Grantee”), which are referred to collectively herein as the “Parties.”

**1. Grant Agreement Documents:** This Grant Agreement consists of this document and its attachments; (a) Terms and Conditions (Attachment A), and (b) Grantee’s Work Plan (Attachment B). This Grant Agreement comprises the entire agreement between the Parties and supersedes any and all previous and contemporaneous agreements and representations, whether oral or written. The Parties may amend the Grant Agreement as provided in Paragraph 8.

**2. Term:** The Grant Agreement shall be effective during the Grant Period, which begins on the execution date below and ends on December 30, 2020 unless the Parties agree to amend the Grant Agreement as provided in Paragraph 8.

**3. Grantee’s Duties:** Subject to Paragraph 10 hereof, the Grantee shall take reasonable and appropriate steps to substantially complete the Grantee’s Work Plan as set out in Attachment B and under the conditions set forth in Attachment A.

**4. Duties of Partnership and Grantee:** The Partnership shall make a cash grant to the Grantee in an amount not to exceed THREE HUNDRED TWENTY FIVE THOUSAND THREE HUNDRED EIGHT DOLLARS (\$325,308) to support the purchase recycling carts, recycling containers and educational and outreach efforts with the goal of improving and enhancing Grantee’s residential curbside and multifamily recycling programs (“Cash Grant”). The details of the cash grant and the anticipated costs and expenditures associated with this grant project are detailed in the section titled Project Budget and Grant Funding found in Attachment B, the Grantee’s Workplan.

In addition to the provision of direct grant funding, during the Grant Period The Partnership shall also provide the Grantee with access to resources, Partnership staff time and other in-kind services with an estimated value of ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$125,000). The purpose of these in-kind services is to support Grantee’s public recycling program through the provision of technical support for strategic planning, program assessment, and recycling education and outreach including graphic design customization. The amounts set forth below represent The Partnership’s intended distribution of the in-kind resources to the Grantee:

Description of In-Kind Resources from The Recycling Partnership	Projected Value
Access to Recycling Partnership educational campaign materials and design support	Up to \$100,000
Dedicated technical assistance support from Partnership staff	Up to \$25,000
Total projected value of in-kind assistance and support	Up to \$125,000

In exchange for the Cash Grant and In-kind resources from The Partnership, the Grantee will (i) commit staff time and resources for the planning and implementation of the project, including producing and distributing educational materials, providing access to data and information to support program analysis, and under the conditions set forth in Attachment A.

Subject to Paragraph 10 hereof, the Grantee will take reasonable and appropriate steps to make every effort to complete the Grantee’s Work Plan in accordance with the Anticipated Implementation Timeline described in the Grantee’s Work Plan.

**5. Distribution Provisions:** The Partnership shall distribute Grant funds to the Grantee to reimburse the Grantee for actual allowable expenditures that the Grantee has made or otherwise incurred during the Grant Period. An allowable expenditure is one associated with work performed or goods or services acquired to complete the Grantee’s Work Plan as outlined in Attachment B hereto determined by The Partnership.. Excluding the final payment of grant funds, The Partnership shall make such distributions to the Grantee within thirty (30) days of receiving from the Grantee invoices prepared as described in Paragraph 6 below documenting allowable expenditures. Total distributions from The Partnership will not exceed ninety (90) percent of reimbursable costs until the submittal of a final project report; the remaining ten (10) percent of reimbursable expenses shall be paid upon final report submittal. Grant proceeds may be distributed to the Grantee by check or direct deposit, as the Grantee and The Partnership shall reasonably agree, and such agreement shall be subject to a separate written agreement between the Grantee and The Partnership setting out the agreed upon method of payment and applicable remittance information.

**6. Invoices:** As described in the section of Attachment A captioned “Reimbursement,” the Grantee shall submit reimbursement requests to The Partnership, which shall include copies of invoices of allowable expenditures for which the Grantee is seeking reimbursement. The Grantee’s final invoices must be received by The Partnership with the Grantee’s Final Report, as described in the “Reporting and Additional Post Award Requirements” section of Attachment A. With respect to all invoices submitted to The Partnership, the Grantee shall provide reasonable and appropriate evidence for The Partnership to determine the actual amounts paid by Grantee for work and services associated with allowable expenditures, as well as documentation that provides evidence of payment by the Grantee for all allowable expenditures submitted. In addition to supporting documentation, the Grantee shall provide a summary of the expenses paid by the Grantee in a format that is agreeable to the Partnership. Upon presentation of herein described invoices and documentation, the Grantee will then be eligible for reimbursement of up to 90 percent of the amount of grant funds to be provided by The Recycling Partnership for allowable



expenditures and with the final 10 percent becoming available as detailed in Paragraph 5 above.

**7. Grant Contacts:** Programmatic contacts are set forth below.

<b>Partnership Chief Community Strategy Officer:</b>	<b>Partnership Project Manager:</b>	<b>Grantee Project Manager:</b>
Cody Marshall Telephone: (919) 612-7127 Email: cmarshall@recyclingpartnership.org	Rob Taylor Telephone: (919) 777-3964 Email: rtaylor@recyclingpartnership.org	Doug Collins Detroit Department of Public Works Telephone: (313) 876-0039 Email: collinsw@detroitmi.gov

**8. Changes and Amendments:** Any change to this Grant Agreement that increases or decreases the amount distributable to the Grantee is not effective until approved in writing by the Chief Community Strategy Officer of The Partnership. The Grant Agreement may be amended or modified in writing signed by the Parties, subject to the approval of the Detroit City Council by resolution.

**9. Signature Warranty:** Each of the undersigned represents and warrants that he or she is authorized to execute this Grant Agreement.

**10. Subject-to-Appropriations:** All expenditures and other performance by the Grantee under this Grant Agreement are subject to appropriations by the Detroit City Council. Consequently, this Grant Agreement shall bind the Grantee only to the extent that the Detroit City Council appropriates sufficient funds for the Grantee to perform its obligations hereunder.

The City of Detroit, MI

The Recycling Partnership, Inc.

By \_\_\_\_\_

By \_\_\_\_\_

Ron Brundidge  
Director of Detroit Department of Public Works

Cody Marshall,  
Chief Community Strategy Officer

Signed by City of Detroit on this date:

Signed by The Recycling Partnership on this date:

\_\_\_\_\_

\_\_\_\_\_

**Attachment A: Terms and Conditions**

**a. Termination:** Either Party may terminate the Grant Agreement in writing with thirty (30) days' notice to the other Party. If the Grantee fails to substantially fulfill its obligations under this Grant Agreement in a timely and proper manner, The Partnership may provide written notice to the Grantee of its intent to terminate the Grant Agreement. Such notice shall specify the reasons for termination and allow the Grantee thirty (30) days to mitigate any specified reasons. If the Grantee fails to mitigate the specified reasons, The Partnership may terminate this Grant Agreement by giving written notice to the Grantee of such termination and the effective date of such termination. In such case, the Grantee is entitled to retain a percentage of the Cash Grant distributed from The Partnership equal to the total amount of actual allowable expenditures incurred for educational and outreach efforts prior to termination.

**b. Notices:** All notices required by the terms of this Grant Agreement must be delivered by email with a read receipt requested to The Recycling Partnership at [cmarshall@recyclingpartnership.org](mailto:cmarshall@recyclingpartnership.org) with a copy to [rtaylor@recyclingpartnership.org](mailto:rtaylor@recyclingpartnership.org).

All notices required by the terms of this Grant Agreement must be delivered by email with a read receipt requested to Grantee at [brundidger@detroitmi.gov](mailto:brundidger@detroitmi.gov) or [collinsw@detroitmi.gov](mailto:collinsw@detroitmi.gov) with a copy to Lydia Rae Levinson, Development Officer in the City of Detroit Office of Development and Grants at [levinsonlr@detroitmi.gov](mailto:levinsonlr@detroitmi.gov).

**c. Lobbying:** The Grantee shall not use or appropriate any funds received from The Partnership to carry on propaganda or otherwise attempt to influence legislation.

**d. Compliance with Work Plan:** The Grantee shall make reasonable efforts to adhere to the timeline and objectives detailed in the Grantee's Work Plan as set out in Attachment B and strive to make sufficient progress toward fulfilling such timeline and objectives.

**e. Extensions:** No-cost time extensions are possible, but not guaranteed by The Partnership. If the Grantee seeks a no-cost time extension, the Grantee shall submit a written request for extension to the Chief Community Strategy Officer of The Partnership at least SIXTY (60) days prior to the end of the Grant Period.

**f. Retroactive Costs:** Costs incurred before the Grant Period are not eligible for reimbursement unless approved in writing by the Chief Community Strategy Officer of The Partnership.

**g. Travel Expenses:** Grant funds from the Partnership may not be used for travel expenses without prior written approval from the Chief Community Strategy Officer of The Partnership.

**h. Technical Assistance:** The Grantee acknowledges that the Partnership is available to work with the City and provide support, during the design, implementation, and monitoring of the program, and agrees to work with The

**Attachment B: Grantee's Workplan**

**a. Background:** The City of Detroit operates a bi-weekly (every-other-week) curbside recycling collection system using two different contracted haulers to offer opt-in recycling collection to all eligible single-family households within its jurisdiction. The city is divided into two service districts, with each hauler managing collection within its assigned district. Curbside recycling service is available to all residential properties in Detroit with four (4) units or less, and city staff estimate that approximately 61,000 of the approximately 207,000 curbside recycling eligible households presently have a cart for curbside recycling. The city's curbside recycling program collected approximately 4,188.64 tons of recyclables in 2018. Households must opt-in to participate in the curbside recycling program, and those that do so are offered one 64-gallon recycling cart that they can set out for every-other-week collection. The City of Detroit contracts with two local organizations, Green Living Science (GLS) and the Michigan Environmental Council (MEC), to provide education and outreach services about Detroit's curbside recycling program, and the City's office of Sustainability also supports recycling education and outreach efforts. As part of those efforts, Green Living Science and the Michigan Environmental Council conduct workshops to educate citizens on proper recycling protocol. To become eligible to receive a recycling cart at no-cost, citizens can either attend one of the recycling workshops hosted by GLS or MEC, or they can choose to play an interactive online game that teaches them about the city's program. Residents who forgo qualifying for a free cart are required to pay a one-time fee of \$25 in order to receive a recycling cart.

Properties with more than four (4) residential units are not eligible for curbside recycling services, and at present there is no formal city-sponsored or operated program to help these properties secure recycling services. These properties can contract with the designated hauler that services their portion of the city to receive waste collection services, and the City of Detroit also offers waste collection services using city staff and vehicles. At present it is projected that 166 multifamily properties secure waste collection directly from the city and that 2,529 multifamily units secure waste collection through one of the city's contracted haulers. Data about the number of individual residential units (households) at these multifamily properties is not presently available. These properties will be targeted for recycling collection during Phase 1 of the city's plan to implement a commercial and multifamily recycling program in the second half of 2019 as described in the Project Description.

**b. Project Description:** The City of Detroit is planning to implement a significant expansion of its public recycling efforts between September 1, 2019 and August 31, 2020. City staff have prepared and submitted a request for funding to the state of Michigan's Recycling Infrastructure Grant Program in support of this expansion, and grant funding from The Recycling Partnership is intended to compliment any award of funding from the state. Grant funding from The Recycling Partnership will be specifically allocated to support the expansion of the City's existing curbside recycling program and to support the initiation of a new multifamily recycling program.

As a part of curbside recycling portion of this project, Detroit will proactively seek to significantly expand the number of curbside-eligible households opting to participate. To support this expansion the city will collaborate with its contracted service providers (haulers) to purchase and distribute up to 16,401 recycling carts that are 64 +/- gallon in volume in order to allow additional households to access curbside recycling service.

For the multifamily portion of the project, the city will implement Phase 1 of its new multifamily recycling program with the goal of bringing recycling services to at least forty percent (40%) of the multifamily properties currently receiving waste collection from either the city or one of the two designated haulers serving the city. As part of this project, the city and its contracted haulers will provide multifamily properties with outdoor receptacles for recycling collection as well as in-unit bins that residents can use to collect and store their recyclables inside their homes. The outdoor receptacles will be either 400-gallon side-load containers or 64 gallon carts, and the in-unit bins will be 18 gallon or smaller. The exact number of the different sized indoor/in-unit and outdoor receptacles to be purchased will be determined based on which multifamily properties choose to participate in the multifamily recycling program as well as how individual multifamily households and property managers respond to the availability of different sizes and types of in-unit bins. To the degree possible, one goal of Phase 1 will be to determine which types and sizes of in-unit bins are the most desirable and effective when it comes to facilitating resident participation and proper preparation of recyclables.

The project will also include the implementation of a jurisdiction-wide education and outreach campaign to support the curbside and multifamily recycling programs. Education and outreach will be delivered in collaboration with city staff and the two non-profit organizations that the City of Detroit contracts with for recycling educational services, and outreach efforts will be planned and coordinated with support from The Recycling Partnership.

**c. Measurement Plan:** The Grantee will implement a system for tracking the effectiveness of its curbside and multifamily recycling efforts.

For curbside recycling, the Grantee will track the total number of households eligible to receive curbside recycling service along with the number of households actually opting-in to utilize said service in the two different service jurisdictions. The Grantee will track the number of households added to curbside recycling service each month. The Grantee will also implement a system for tracking monthly tonnage data for the amounts of municipal solid waste and recyclables collected from curbside recycling eligible households, and the Grantee will also work with The Partnership to evaluate contamination rates of the materials recovered by its curbside recycling program as resources allow. When reporting information about the households that have been added to its curbside recycling program, the Grantee will carefully track and report the number of households that have taken the steps necessary to qualify for no-cost distribution of a recycling cart versus those who have been required to pay to receive a curbside recycling cart.

The Grantee will implement a system to track the number of multifamily properties participating in the multifamily recycling program as well as the number of residential units at each participating property. It is understood that recyclables from multifamily properties may be collected at the same time as recyclables from other non-residential / commercial properties, but at the very least efforts will be made to accurately estimate the amount of recyclables originating from multifamily residential sources. If multifamily recycling tonnage is determined by estimation, the Grantee will share details of how the estimates are derived.

Reports will be provided to The Partnership as outlined in section t, Reporting and Additional Post-Award Requirements, as set out in Attachment A, and every effort will be made to track the tonnage of materials collected by the curbside recycling program separately from materials collected by the multifamily recycling program.

**d. Public Outreach Plan:** The Grantee will work closely with The Partnership to develop and implement an effective education and outreach campaign in support of Grantee's curbside and multifamily recycling programs utilizing the approach outlined in Paragraph n of Attachment A.

As part of implementing this campaign, the Grantee and its contracted education and outreach providers will collaborate with The Recycling Partnership to build a detailed scope of work around education and outreach, and this scope of work will include a plan for how to allocate Partnership grant funds allotted for education and outreach. A mutually agreed amount of grant funding may be allotted for direct financial support of the contracted service providers as long as The Partnership agrees that an adequate amount of funding has been allocated towards direct-to-resident program promotion and outreach.

Educational efforts will focus on engaging long-term recyclers as well as new participants to keep the recycling stream clean and ensure that residents are informed of what is acceptable and not acceptable in the curbside and multifamily recycling program. A heavy emphasis of this campaign will be around the recruitment of new opt-in curbside and multifamily customers and about how to properly prepare materials for recycling. This educational program is intended to complement any previous educational pieces that have already been sent to Detroit residents. The educational effort will target all single family / curbside recycling eligible households in the Detroit service jurisdiction as well as the multifamily units targeted for recycling implementation, and will utilize most if not all of these supporting tools:

- Direct to resident informational mailers or utility bill inserts for all curbside households,
- Public activation event to drive citizen engagement in recycling,
- Social media boosting,
- Paid advertisements,
- The implementation of anti-contamination strategies to reinforce correct recycling behavior. and
- Other strategies determined effective by Detroit and The Recycling Partnership.

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Irvin Corley, Jr.  
Executive Policy Manager  
Marcell R. Todd, Jr.  
Senior City Planner  
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John Alexander  
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Tasha Cowen  
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George Etheridge  
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City of Detroit  
CITY COUNCIL

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CITY CLERK 2019 SEP 10 AM 11:20

LEGISLATIVE POLICY DIVISION  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226

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TO: The Honorable City Council

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: September 10, 2019

RE: EMERGENCY KEY BOX SYSTEMS (KNOX BOX)

LPD was asked by Council President Pro Tem Sheffield to determine the feasibility of creating an ordinance to require an emergency key box system for senior buildings and other multifamily gated communities for the purpose of providing a secure means of access to the police, fire, or other emergency service personnel in case of an emergency.

Perhaps, the most recognizable brand name for emergency key boxes in the country is the Knox Box, which is made by an Arizona-based company called Knox Company<sup>1</sup>. The company has been around for more than 40 years. It is a steel lock box that can store building entrance keys, access cards, emergency contact numbers or floor layout documents that can be mounted on the outside entrance of a building. The boxes can withstand extreme weather conditions; and have an anti-theft re-locking mechanism with a drill resistant hard-plate lock protector. There are different models available depending on the needs of the owner. A vault can hold one, two, ten, or fifty keys/key cards. There are commercial and residential versions that come with add-ons such as dual locks, tamper alarms, encrypted electronic key systems, elevator key boxes, pad locks, electric door and gate switches.

The Knox Company's lock boxes are used by over 14,000 fire departments, law enforcement agencies, and governmental entities nationwide. Many cities have mandated that a Knox Box be mounted outside of certain buildings front doors to gain quick access into buildings during emergency situations. The lock box circumvents forced entry by emergency personnel, preventing potential property damage and reducing the time taken to provide emergency assistance.

<sup>1</sup> <https://www.knoxbox.com/>

Each city that has enacted an ordinance requiring an installation of these systems has established its own set of standards. Some of these requirements include mandating that a combination of any of the following types of buildings must have a lock box on-site:

1. Any building with an elevator
2. Any commercial building that is more than 1 story
3. A building that has hazardous materials
4. A residential building with 3 or more rental units
5. Commercial or industrial structures that have a fire alarm and/or sprinkler systems that are secured in a manner that restricts access during emergencies or are protected by automatic alarm/suppression systems
6. Multifamily residential structures that have restricted access through locked doors and have a common corridor for access to living units
7. Governmental structures and nursing care facilities with gated entrances
8. Gated communities are required to have a Knox Switch to disconnect the electric charge to an electric fence.

Some cities have also specified that a Knox Box at a residential building can only contain keys to the portions of the building that are not leased to residents, such as common areas, hallways, basements, utility rooms, automatic sprinkler control rooms, etcetera.

Many of the cities that has surfaced in LPD's investigation have similar ordinances that typically assigned their lock box implementation strategy to their local fire department. Some require building owners to purchase the boxes from the local fire departments or the companies that sell the *Knox Box*. The governmental agencies that have access to the lock boxes must register with the *Knox Company* through their website. Fire departments hold copies of the master keys within a city or fire zone. Other agencies that need emergency access to a building can also have copies of the master key.

After the department is registered, the *Knox Company* will assign a system identification number and a restricted lock code. Knox will also send authorization forms preprinted with the department name, system ID, and brochures explaining the Knox system.

The website offers "ordinance support" to help cities create an ordinance that fits the needs of its constituents<sup>2</sup>. The implementing agency must assign a Knox program coordinator to represent either one department or multiple departments within a city. Many cities require approval from the local fire department for a building owner to purchase a Knox Box.

The Fire Code for the State of Georgia and many other states require some buildings to have key boxes in pre-approved locations. Milton, Georgia has created an ordinance<sup>3</sup> that mandates lock boxes to be affixed to the front entrance or another location determined by the fire marshal for certain types of buildings. The Fire Marshal, in Milton, Georgia and other cities with similar ordinances, has the authority to determine the type of lock box system; implement rules and

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<sup>2</sup> <https://www.knoxbox.com/resources/ordinance-support/>

<sup>3</sup> Article IV: Key Lockbox System, Section 22-90 to 22-91 of Milton, GA's Municipal Code;

[https://library.municode.com/ga/milton/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH22FIPRPR\\_ARTIVKEL\\_OSY#TOPTITLE](https://library.municode.com/ga/milton/codes/code_of_ordinances?nodeId=PTIICOOR_CH22FIPRPR_ARTIVKEL_OSY#TOPTITLE)

regulations, including requiring any structure to have a lock box; and, handles all requests and inquiries regarding the boxes. Newly constructed buildings, that are subject to the ordinance, are required to have a functional lock box before an occupancy permit can be issued. All other pre-existing buildings have one year from the effective date of the ordinance to install a lock box system. The owner of the property must have an operational lock box that contains a key at all times. A violation of this code could result in a maximum fine of \$1,000 upon conviction.

To prevent theft or forced entry of a *Knox Box*, fire departments have to lock each *Knox Box* for the owner after installation and add or remove keys by appointment. Once the fire department locks the box, the building owner can no longer access the keys or the items inside the lock box without the fire department.

As mentioned before, the fire department has a master key that can open every lock box within the city. This can raise fears about thieves possibly gaining access to the keys inside the lock box, ultimately, allowing them access to any building in the city that uses a lock box to store emergency keys. Those fears became a reality in Seattle, WA<sup>4</sup>, when the city had to spend \$500,000 to re-key lock boxes after a burglar somehow gained possession of one of the master keys. Furthermore, Austin, TX<sup>5</sup> will have to pay \$1.8 million<sup>6</sup> to replace lock boxes after a thief used a master key to rob multiple medical facilities, including \$31,000 from a hospital cashier's office in 2018. The law enforcement agencies investigating these events could not figure out how the thieves in either case got their hands on a master key.

Criminals can also remove the lock box from its mount with powerful blunt force, take it and break it open, thereby getting access to one building, as opposed to the whole city. This occurred in Seattle, WA<sup>7</sup>. Thieves broke into several commercial buildings, stealing \$750,000 worth of computer servers with the businesses' trade and people's private information on it. Recess-mounted key lock boxes are supposed to protect against physical attacks better than other types of mounts, but the threat is still a possibility. Another worry is that a skilled hacker could theoretically make a copy of the master key<sup>8</sup>, although there aren't any current examples of criminal hackers accomplishing this for the specific purpose of breaking into a building. The old adage that if it could happen, sooner or later it will happen probably applies here.

The aforementioned situations reveal the monetary and property risks of requiring a key lock box outside of a large number of buildings that can be opened with just one master key. The security of a city's buildings that are using a lock box system is as strong as the precautions taken to

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<sup>4</sup> Rosoff, Henry. "Burglary Spree Will Cost Taxpayers \$500,000." Seattle News, Weather, Traffic, Video and Sports. Cox Media Group, 2 Oct. 2013. Web. <http://www.kirotv.com/news/news/half-million-dollar-key-city/nbDmT/>

<sup>5</sup> <https://www.kxan.com/news/local/austin/security-at-austin-buildings-compromised-after-burglary-suspect-gets-master-key/>

<sup>6</sup> <http://www.austintexas.gov/edims/pio/document.cfm?id=290956>

<sup>7</sup> Phelps, Matt. "Seattle Men Charged in Bellevue, Redmond and Kirkland Burglaries, Could Also Face Charges in Sony Online Entertainment Server Theft." "Kirkland Reporter", 11 May 2011. Web. <https://patch.com/washington/redmond/trial-awaits-for-men-charged-in-redmond-eastside-comm4177dc6aad>

<sup>8</sup> Finkle, Jim. "Security Expert Warns Fire Department Lockboxes Can Be Hacked." Reuters. Thomson Reuters, 28 Feb. 2013. Web. <http://www.reuters.com/article/2013/03/01/us-security-lockbox-idUSBRE92004T20130301>



prevent lost or stolen keys. Phoenix, AZ<sup>9</sup> encountered this problem. The city made 1,350 master key copies for emergency personnel over the years since implementing the program in 1999. About 850, or 63% of the total master key copies were missing in a 2014 audit. The Fire Department still had to re-secure the lock boxes at a cost of about \$50,000. Phoenix responded to the discovery by implementing new key controls, such as creating fewer key copies and keeping a record of whoever is in possession of a key at any time for any reason. An encrypted electronic master key system is available, which may reduce the opportunity for theft or misplacement of a key, conversely, it may also increase the risk of hackers electronically gaining access to the lock box.

In conclusion, it is feasible to enact an ordinance to mandate key lock boxes outside of certain types of buildings. However, any consideration of such policy should minimize the risk of theft or negligence that could lead to safety concerns or property loss for citizens.

If you have any more questions, please do not hesitate to call upon us.

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<sup>9</sup> <https://www.azcentral.com/story/news/local/phoenix/2014/04/14/phoenix-fire-missing-keys/7724577/>



CITY OF DETROIT  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATION DIVISION

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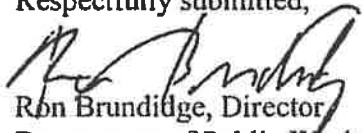
August 27, 2019

Honorable City Council  
Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1340  
Detroit, Michigan 48226

**Re: Traffic Control Devices – Installed and Discontinued**

The Department of Public Works (DPW) is submitting a list of traffic control devices that were installed and discontinued during the period of July 16, 2019 – August 15, 2019 to your Honorable Body for approval.

Respectfully submitted,

  
Ron Brundidge, Director  
Department of Public Works

CC: Stephanie Washington, Mayor's Office  
Municipal Parking Department  
Ashok Patel, DPW TED



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

RESOLVED, That the traffic regulations, as listed in Communications from the Department of Public Works dated July 16, 2019 – August 15, 2019, and the discontinuance of restrictions as listed therein, be and the same are hereby approved and confirmed and further, RESOLVED, That any regulation or restriction in conflict with the foregoing be and the same is hereby rescinded.

Provided, That the traffic regulations adopted pursuant to the Ordinance provisions of Section 55-1-8, 55-1-9, and 55-1-11 of Chapter 55, Article 1, of the Code of Detroit and properly indicated by signs, signals, markings, or other devices as authorized by the ordinance provisions, and further, Provided, the traffic regulations listed in the communication above referred to shall be kept on file by the City Clerk in his/her office for reference and for inspection.

**TRAFFIC CONTROL DEVICES  
 INSTALLED AND DISCONTINUED  
 July 16, 2019 - August 15, 2019**

<u>HANDICAPPED PARKING SIGNS</u>	<u>DATE INSTALLED</u>
Asbury Park ES in front of 12858 Asbury Park	08/15/2019
Atkinson NS in front of 1136 Atkinson	08/15/2019
Bingham ES in front of 8130 Belton	08/15/2019
Lasalle WS in front of 15369 Lasalle	08/15/2019
Warrington ES in front of 17400 Warrington	08/15/2019
Cheyenne WS in front of 16165 Cheyenne	08/13/2019
Tyler NS in front of 4364 Tyler	08/09/2019
Stahelin WS in front of 17301 Stahelin	08/08/2019
Fielding WS in front of 17251 Fielding	08/06/2019
Gallagher WS in front of 12617 Gallagher	08/02/2019
Indiana ES in front of 18474 Indiana	08/02/2019
Lexington SS in front of 7079 Lexington	08/02/2019
Davison W NS on the side of 13501 Grandmont	08/01/2019
Parker ES in front 714 Parker	08/01/2019
Central WS in front of 4357 Central	07/31/2019
Taylor SS in front of 3343 Taylor	07/29/2019
Beaverland WS in front of 12705 Beaverland	07/25/2019
Piedmont WS in front of 14225 Piedmont	07/22/2019
Harold NS in front of 3935 Harold	07/19/2019
Charles SS in front of 4400 Charles	07/18/2019
Dacosta WS in front of 14801 Dacosta	07/18/2019
Inglis ES in front of 2636 Inglis	07/18/2019
Twenty Fifth WS in front of 1241 Twenty Fifth	07/18/2019
Grandmont SS in front of 14890 Grandmont	07/16/2019

<u>PARKING PROHIBITION SIGNS</u>	<u>DATE INSTALLED</u>
Griswold WS btw fort W & Congress W "No Parking No Standing No Stopping"	08/14/2019
Erskine NS btw 108 & 2283 W/O Riopelle "No Parking No Standing No Stopping"	08/13/2019

PARKING REGULATIONS SIGNS

DATE  
INSTALLED

None

TRAFFIC CONTROL SIGNS

DATE  
INSTALLED

None

TURN CONTROL SIGNS

DATE  
INSTALLED

None

STOP SIGNS

DATE  
INSTALLED

Orleans to govern NB & SB Orleans at Woodbridge "Stop"	08/06/2019
Fenmore to govern EB & WB Trojan at Fenmore "Stop"	08/05/2019
Abington to govern NB & SB Abington at Constance "Stop"	08/05/2019
Edmund to govern NB & SB John R at Edmund "Stop"	07/25/2019
Jeffries NSD to govern SB Stoepel at Jeffries NSD "Stop"	07/26/2019
Mackenzie to govern NB & SB Prairie at Mackenzie "Stop"	07/22/2019

YIELD SIGNS

None

DATE  
INSTALLED

ONE WAY SIGNS

None

DATE  
INSTALLED

SPEED LIMIT SIGNS

None

DATE  
INSTALLED

## DISCONTINUED

<u>HANDICAPPED PARKING SIGNS</u>	<u>DATE DIS- CONTINUED</u>
Mason PL NS in front of 9148 Mason Place	08/09/2019
Edwin NS in front of 6249 Edwin	08/01/2019
Central WS in front of 4351 Central	07/31/2019
Cabot ES in front of 2030 Cabot	07/29/2019
Byron WS on the side of 1403 Edison	07/25/2019
Inglis ES in front of 2558 Inglis	07/18/2019
Martin WS btw 69 S/O St John S C/L & 93 S/O St John S C/L	07/16/2019

<u>PARKING PROHIBITION SIGNS</u>	<u>DATE DIS- CONTINUED</u>
Grand Blvd E NS btw Oakland & 245 W/O Oakland "No Standing (Symbol)"	08/13/2019
Dequindre WS btw Meade and Carpenter "No Standing (Symbol)"	08/01/2019
Dequindre WS btw Seven Mile E & Robinwood "No Standing (Symbol)"	08/01/2019
Dequindre ES btw Grixdale & 70 N/O Grixdale E "No Standing (Symbol)"	07/29/2019
Dequindre ES btw 185 N/O Remington E & 300 Remington E "No Standing (Symbol)"	07/29/2019
Dequindre ES btw Seven Mile E & Emery "No Standing (Symbol)"	07/29/2019
Dequindre ES btw Davison Fwy SSD & Davison NSD "No Standing (Symbol)"	07/25/2019
Dequindre ES btw Lantz E and 70 N/O Lantz E "No Standing (Symbol)"	07/25/2019

<u>PARKING PROHIBITION SIGNS</u>	<u>DATE DIS-CONTINUED</u>
Dequindre ES btw 72 N/O Lantz E & Outer Drive E "No Parking (Symbol)"	07/25/2019
Dequindre ES btw Remington & 50 N/O Remington "No Standing (Symbol)"	07/25/2019

<u>PARKING REGULATION SIGNS</u>	<u>DATE DIS-CONTINUED</u>
Greenfield WS btw 75 S/O Tireman & Diversey "No Standing 4PM-6PM Mon thru Fri"	07/23/2019

<u>TRAFFIC CONTROL SIGNS</u>	<u>DATE DIS-CONTINUED</u>
None	

<u>TURN CONTROL SIGNS</u>	<u>DATE DIS-CONTINUED</u>
None	

<u>STOP SIGNS</u>	<u>DATE DIS-CONTINUED</u>
None	

<u>YIELD SIGNS</u>	<u>DATE DIS-CONTINUED</u>
None	



ONE WAY SIGNS

None

DATE DIS-  
CONTINUED

SPEED LIMIT SIGNS

None

DATE DIS-  
CONTINUED

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City of Detroit  
CITY COUNCIL  
COUNCIL PRESIDENT BRENDA JONES

MEMORANDUM

**TO:** Lawrence Garcia, Corporation Counsel  
City of Detroit

**CC:** Honorable Colleagues  
Louise Jones, Senior City Clerk

**FROM:** Council President Brenda Jones *BG*

**DATE:** September 17, 2019

**RE:** Ordinance Request

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Please draft an ordinance creating a permit process for curbside pickup for retail establishments in the City of Detroit.