

FORMAL SESSION

10-8-19.

**NEIGHBORHOOD  
AND COMMUNITY  
SERVICES STANDING  
COMMITTEE**

7

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

October 1, 2019

HONORABLE CITY COUNCIL:

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

6002370 REVENUE – To Provide a Lease Agreement for 19,665 Square Feet of Space at Northwest Activity Center to Provide a Type 1 Career Center. – Contractor: Detroit Employment Solutions Corporation – Location: 440 E Congress, Detroit, MI, 48216 – Contract Period: Upon City Council Approval through August 16, 2024 – Total Contract Amount: \$1,179,900.00. **RECREATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM \_\_\_\_\_ SHEFFIELD \_\_\_\_\_**

**RESOLVED**, that Contract No. 6002370 referred to in the foregoing communication dated October 1, 2019, be hereby and is approved.



CITY OF DETROIT  
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE, SUITE 500  
DETROIT, MICHIGAN 48226-3437  
PHONE 313•224•4550  
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September 30, 2019

Detroit City Council  
1340 Coleman A. Young Municipal Center  
Detroit, Michigan 48226

**Re: Amendment To Chapter 33, *Parks and recreation*, Article I, *Regulations for parks*,  
by adding Division 5, *Park naming procedures*.**

Honorable City Council:

At the request of Council President Brenda Jones, the Law Department has prepared an amendment to Chapter 33, *Parks and recreation*; of the 2019 Detroit City Code, Article I, *Regulations for parks*, by adding Division 5, *Park naming procedures*, to include Sections 33-1-100 through 33-1-109. The amendment will add a new division that will address a procedure to name or rename City parks. The new division will encompass the application process, delineate the respective roles of the General Services Department and City Council, speak to the resolution by City Council authorizing the naming or renaming of a park and lastly, address the public hearing requirements. A copy of the ordinance, which has been approved as to form, is attached for your consideration.

I look forward to discussing this important legislation with this Honorable Body.

Respectfully Submitted,

Mary Parisien  
Assistant Corporation Counsel  
City of Detroit Law Department  
Municipal Section

## SUMMARY

AN ORDINANCE to amend Chapter 33 of the 2019 Detroit City Code, *Parks and Recreation*, Article I, *Regulations for parks*, by adding Division 5, *Park naming procedures*, to include Section 33-1-100, *Permitted*, Section 33-1-101, *Definitions*, Section 33-1-102, *Official application form required*, Section 33-1-103, *Procedure*, Section 33-1-104, *Fee*, 33-1-105, *Department review of application*, Section 33-1-106, *Report*, Section 33-1-107, *Resolution by City Council authorizing the naming or renaming of a City park*, Section 33-1-108, *Public hearing*; and Section 33-1-109, *Park Signage*.

1 **BY COUNCILMEMBER \_\_\_\_\_ :**

2 **AN ORDINANCE** to amend Chapter 33 of the 2019 Detroit City Code, *Parks and*  
3 *Recreation*, Article I, *Regulations for parks*, by adding Division 5, *Park naming procedures*, to  
4 include Section 33-1-100, *Permitted*, Section 33-1-101, *Definitions*, Section 33-1-102, *Official*  
5 *application form required*, Section 33-1-103, *Procedure*, Section 33-1-104, *Fee*, 33-1-105,  
6 *Department review of application*, Section 33-1-106, *Report*, Section 33-1-107, *Resolution by City*  
7 *Council authorizing the naming or renaming of a City park*, Section 33-1-108, *Public hearing*;  
8 and Section 33-1-109, *Park Signage*.

9 **IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:**

10 **Section 1.** Chapter 33 of the 2019 Detroit City Code; *Parks and Recreation*; Article I,  
11 *Regulations for Parks*, by adding Division 5, *Park naming procedures*, Sections 33-1-100 through  
12 33-1-109, be amended to read as follows:

13 **CHAPTER 33. PARKS AND RECREATION**

14 **ARTICLE I. REGULATIONS FOR PARKS**

15 **DIVISION 5. PARK NAMING PROCEDURES**

16 **Sec. 33-1-100. Permitted.**

17 (a) Parks located within the City of Detroit may be named or renamed in accordance  
18 with this division.

19 (b) A park naming or renaming may be sought to recognize a person who has achieved  
20 prominence as a result of his or her significant position, contributions to the City of Detroit, State  
21 of Michigan, the United States of America, or the international community; or to commemorate a  
22 place or an event in the City of Detroit that seeks to preserve and honor the history of the City.

1 **Sec. 33-1-101. Definitions.**

2 For the purpose of this division, the following words and phrases shall have the meanings  
3 respectively ascribed to them by this section:

4 *Amenities* means resources, conveniences, facilities or benefits offered to the general public  
5 for their use, with or without charge, such as restrooms, information displays, public telephones,  
6 rain shelters, and drinking fountains.

7 *Applicant* means a resident of the City of Detroit that is 18 years of age or older.

8 *Department* means the City's General Services Department.

9 *Park* means all parks, parkways, playfields, park lots, grass plots, golf courses,  
10 playgrounds, recreation centers, athletic fields, open places, squares, lands under water and other  
11 areas which are now owned by the City or under City control or may hereafter be acquired by  
12 purchase, gift, devise, bequest, loan or lease.

13 *Radial feet* means the measurement between two properties, measured as the shortest  
14 straight line connecting such properties, drawn irrespective of intervening property lines, rights-  
15 of-way, or natural or built environment. Radial feet shall be measured from the parameter of the  
16 park.

17 *Service area* means the area around the park that the park serves, the radius of which  
18 depends on the park's size.

19 **Sec. 33-1 -102. Official application form required.**

20 (a) Applications for the naming or renaming of City parks shall be provided by the  
21 Department and shall be made available on the Department's website.

22 (b) A complete application to name or rename a City park shall be filed with the  
23 Department.

1           (c) The applicant must obtain the required number of signatures specified on the  
2 application based upon the park’s typography. The signatures must be collected within the same  
3 zip code as the park.

4           (d) No form other than that referenced in Subsection (a) of this section shall be  
5 accepted as a valid application.

6           (e) The application and the fee schedule shall be subject to City Council approval.

7 **Sec. 33-1-103. Procedure.**

8           (a) An application to name or rename a City park may be submitted by a Detroit  
9 resident who is 18 years of age or older, a property owner, or a City official.

10          (b) The applicant shall provide, as an attachment to a complete application:

11          (1) A statement describing why the park should be named after the individual or entity,  
12 which shall include:

13           a. The historical, cultural or social significance of the name;

14           b. If the name will memorialize or commemorate people, places or events that  
15 are of enduring importance to the community or the City;

16           c. If the name will be identified with a major achievement or the advancement  
17 of the public good within the community or City; and,

18           d. If the name will be suitable for the park based on the location or history of  
19 the park.

20          (2) Evidence indicating the physical characteristics of the park, which may include, but  
21 is not limited to a map or photographs of the park.

22          (3) A summary of any public outreach conducted to date, including neighborhood  
23 associations, Neighborhood Councils, Business District Associations, and

1 commercial property owners' groups. This may include any statements of support  
2 or endorsement received.

3 (4) The required amount of signatures based upon the typography of the park from  
4 residents that reside within the same zip code of the park. The requisite amount of  
5 signatures shall be listed on the application and verified by the Department.

6 (c) The Department, upon receiving an application to name or rename a park shall  
7 review the proposal for completeness:

8 (1) If the application is complete and meets the criteria in this Section, then the  
9 Department shall provide a report and recommendation to City Council in  
10 accordance with Section 33-1-106 of this division.

11 (2) If the Department determines the application is not complete the  
12 Department shall provide to the applicant, in writing, within 30 days of  
13 submission of the application, a description of what information is needed  
14 to complete the request. The applicant shall have 30 days after receipt of the  
15 notice of incompleteness from the Department to complete the application  
16 and return it to the Department. Failure to complete the application shall  
17 result in the forfeiture of the application fee.

18 (d) The Department will notify the community of a potential name change to a  
19 park by publishing information about the renaming on their website and on their social media  
20 forums.

21 (e) Applications for the naming or renaming of amenities shall be reviewed by the  
22 Department and approved or denied unilaterally without submission to City Council.



1 **Sec. 33-1-104. Fee.**

2 A non-refundable fee shall be required to process the application to name or rename the  
3 park. Fees shall be established based upon the typography of the park and will be listed on the  
4 application provided by the Department. Fees shall be determined by the Department and subject  
5 to approval by City Council.

6 **Sec. 33-1-105. Department review of the application.**

7 (a) The Department shall use the following criteria when considering applications to  
8 name or rename a park:

9 (1) To avoid duplication, confusing similarity or inappropriateness, the Department, in  
10 considering the name request, shall review existing park, building and facility  
11 names;

12 (2) The names may be based on distinctive, predominant and defining natural or  
13 geological features of an area;

14 (3) A park may be given a name based on historical significance if it meets one of the  
15 following:

16 a. The name is associated with a historically significant event or for events  
17 reflecting broad patterns of Detroit's history;

18 b. The name is associated with the lives of persons of citywide significance in  
19 Detroit's past. Names requested for individuals may only be made after the  
20 individual has been deceased for five years or more, unless the individual  
21 meets the requirements of Subsections (a)(4) and (5) of this section, or at  
22 the discretion of the Director of the Department.

1           c. The name reflects a distinctive architectural or engineering achievement; or

2           d. The name is related to an existing or proposed registered historic property  
3           or district.

4           (4) A park may be named for a person or non-profit entity that has been active for at  
5           least 50 years, when the entity's contribution to the City has been substantial and  
6           has a positive impact on the community.

7           (5) A park may be named for an individual or organization if that individual or  
8           organization has made a significant direct property or monetary contribution to the  
9           City of Detroit, consistent with the City's relevant acceptance policies, for purposes  
10          of developing that particular park and the naming is a stipulation of the donation.

11          (b) Upon receipt of a proposal requesting a park be renamed, the Department shall  
12          investigate and consider the potential impact of removing the current name.

13          **Sec. 33-1-106. Report.**

14          The Department shall submit a report of the name request to City Council who shall, at  
15          their discretion, approve or deny the Department's recommendation of the suggested name. The  
16          report to City Council shall include the following:

17               (1) A copy of the application;

18               (2) A brief summary of the Department findings regarding the name request;

19               (3) A map of the park; and,

20               (4) A recommendation to Council for action to be taken.

21          **Sec. 33-1-107. Public hearing.**

22          A public hearing shall take place prior to the adoption of the park name. Notice of the  
23          public hearing shall be given to the City Clerk's Office and sent to all individuals within a 300

1 radial foot distance, and shall also be published in a newspaper of general circulation at least five  
2 days prior to the date fixed for the hearing.

3 **Sec. 33-1-108. Resolution by City Council authorizing the naming or renaming of a City**  
4 **park.**

5 (a) Where an application for a park naming or renaming is approved by City Council,  
6 a certified copy of the resolution adopting the request shall be transmitted by the City Clerk to the  
7 Department.

8 (b) City Council shall reserve the authority to rename any park if the individual or  
9 entity it was named for is deemed disreputable or subsequently acts in a disreputable way.

10 **Sec. 33-1-109. Park Signage.**

11 (a) After adoption of the resolution by City Council, the Department shall collect  
12 payment from the applicant for the cost of designing, producing, and installing the sign.

13 (b) The Department shall erect the park sign within 45 days from the date of adoption  
14 of the resolution by City Council.

15 **Secs. 33-1-110--33-1-130. Reserved.**

1        **Section 2.** This ordinance is hereby declared necessary to preserve the public peace, health,  
2 safety, and welfare of the People of the City of Detroit.

3        **Section 3.** All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

4        **Section 4.** The division added by this ordinance has been enacted as comprehensive local  
5 legislation. It is intended to be the sole and exclusive law regarding its subject matter, subject to  
6 provisions of state law.

7        **Section 5.** In the event this ordinance is passed by two-thirds (2/3) majority of City Council  
8 Members serving, it shall be given immediate effect and become effective upon publication in  
9 accordance with Section 4-118 of the 2012 Detroit City Charter. Where this ordinance is passed  
10 by less than a two-thirds (2/3) majority of City Council Members serving, it shall become effective  
11 on the thirtieth (30) day after enactment, or on the first business day thereafter, in accordance with  
12 Section 4-118 of the 2012 Detroit City Charter.

**Approved as to form:**



Lawrence T. Garcia  
Corporation Counsel



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  
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September 6, 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 FY 2018 Trust Fund Grant for Romanowski Park Renovations**

The Michigan Department of Natural Resources has awarded the City of Detroit General Services Department with the FY 2018 Trust Fund Grant for Romanowski Park Renovations for a total of \$300,000.00. The State share is 60 percent or \$300,000.00 of the approved amount, and there is a required cash match of 40 percent or \$200,000.00. The total project cost is \$500,000.00. The grant period is May 15, 2019 through May 31, 2021. This request will correct and replace a previous Council request to provide the required match funding for this grant from appropriation number 21001, in the amount of \$160,000.00, and appropriation number 20435, in the amount of \$40,000.00, which was approved by Council on July 16, 2019. If approval is granted for this request, the full required match amount of \$200,000.00 will come from appropriation number 21001.

The objective of the grant is to make renovations and upgrades to Romanowski Park. The funding allotted to the department will be utilized to upgrade the basketball courts, install walking paths, benches and trash receptacles, and playground equipment. The department will also install futsal and pickleball courts. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 20661, with a match coming from appropriation 21001.

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 General Services Department is requesting authorization to accept a grant of reimbursement from the Michigan Department of Natural Resources, in the amount of \$300,000.00, to make renovations and upgrades to Romanowski Park; and

**WHEREAS**, this request will correct and replace a previous Council request to provide the required match funding for this grant from appropriation number 21001, in the amount of \$160,000.00, and appropriation number 20435, in the amount of \$40,000.00, which was approved by Council on July 16, 2019; and

**WHEREAS**, if approval is granted for this request, the full required match amount of \$200,000.00 will come from appropriation number 21001; 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 change the match source for Appropriation number 20661, in the amount of \$500,000.00; the new cash match source is coming from Appropriation 21001, in the amount of \$200,000.00, for the FY 2018 Trust Fund Grant for Romanowski Park Renovations.



Michigan Department of Natural Resources - Grants Management

**Michigan Natural Resources Trust Fund  
Development Project Agreement**

**Project Number : TF18-0026**

**Project Title : Romanowski Park Renovation**

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the City of Detroit IN THE COUNTY OF Wayne County ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In PA 12 of 2019, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by 07/14/2019.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number TF18-0026 (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is 05/16/2019 through 05/31/2021, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.
4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.
  - Picnic Table(s)
  - Access Pathway 6' wide or more
  - Trash Bin(s)
  - Play Equipment (including safety surfacing)
  - Bench(es)
  - Recycle Bin(s)
  - Landscaping
  - Bike Rack(s)
  - Basketball Court

Signage  
Pickleball / Futsal Courts

6. The DEPARTMENT agrees as follows:
  - a. To grant to the GRANTEE a sum of money equal to Sixty (60%) Percent of Five Hundred Thousand (\$500,000.00) dollars and Zero Cents, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed Three Hundred Thousand (\$300,000.00) dollars and Zero Cents.
  - b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
    - i. Payments will be made on a reimbursement basis at Sixty (60%) Percent of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
    - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiRecGrants website, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.
    - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
    - iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.
7. The GRANTEE agrees as follows:
  - a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide Two Hundred Thousand (\$200,000.00) dollars and Zero Cents in local match. This sum represents Forty(40%) Percent of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
  - b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
  - c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
    - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the



**Michigan Natural Resources Trust Fund Application 2018**  
**Organization: City of Detroit**  
**Section A: Applicant Site and Project Information: Romanowski Park**

TF18-0026

<b>*Is the application for site development or land acquisition?</b> <input checked="" type="checkbox"/> Development Acquisition			
<b>*Name of Applicant (Government Unit)</b> City of Detroit		<b>*Federal ID Number</b> 38-6004606	<b>*County</b> Wayne County
<b>*Name of Authorized Representative</b> Brad Dick		<b>*Title</b> Director	
<b>*Address</b> Detroit Parks and Recreation Department Northwest Activities Center 18100 Meyers - Upper Level		<b>*Telephone (313) 224-1128</b>  <b>Fax(313) 224-1860</b>	
<b>*City</b> Detroit	<b>*State</b> MI	<b>*ZIP</b> 48235	<b>*E-mail</b> dickb@detroitmi.gov
<b>*State House District</b> District 13		<b>*State Senate District</b> District 4	<b>*U.S. Congress District</b> District 13

<b>*Proposal Title (Not to exceed 60 characters)</b> Romanowski Park Renovation
--

<b>*Proposal Description</b> The proposed project includes renovating 3,000+ LF of obsolete walking paths, creating a 2/3 mile ADA compliant walking path around Romanowksi Park's perimeter. In addition, a new play structure will be installed with site amenities such as ADA accessible tables and benches will be installed throughout the park. Major renovations will be done to the park's 3 existing basketball courts. Its tennis courts will be converted into courts for folsut and pickleball.
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<b>*Address of Site</b> 4795 Lonyo	<b>*City, Village or Township of Site</b> Detroit	<b>*Zip</b> 48210
<b>*County In which Site is located</b> Wayne	<b>*Town, Range and Section Numbers of Site Location</b> <i>Letters must be upper-case:</i> <i>(examples: T02N, R13E, 22)</i> (Town) T02S (Range)R11E (Section)16	<b>*Latitude/Longitude at park entrance</b> 42.326064 -83.142641

**\*Park Name**  
Romanowski Park

**Michigan Natural Resources Trust Fund Application 2018**

**Organization: City of Detroit**

TF18-0026

**Section C2: Project Details**

**Development Applications ONLY**

**\*Applicant's current control of the site:**

- Fee Simple
- Lease
- Easement
- Other (describe)

**\*Age of Park**            76 Years

**\*Acres**                    26.04

**Project Cost Estimate Table**

<u>SCOPE ITEM</u>	<u>DNR ONLY</u> <u>Accessibility Guidelines</u>	<u>QUANTITY</u>	<u>TOTAL ESTIMATED</u> <u>COST</u>
Basketball Court		1	\$46,000.00
Access Pathway 6' wide or more		1	\$267,000.00
Trash Bin(s)		1	\$2,000.00
Play Equipment (Including surfacing)		1	\$115,000.00
Bench		4	\$9,200.00
Picnic Table		5	\$28,500.00
Recycle Bin(s)		1	\$1,400.00

*(New rows will appear as rows are completed and Saved)*

Other: Native Trees		2	\$3,900.00
Other: Bike Rack (Recycled Materials)		1	\$3,000.00
Other: Pickleball / Futsal Courts		1	\$20,000.00

**Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. (New rows will appear as rows are completed and Saved)**

<b>Permit Fees</b>	
<b>MNRTF Sign</b>	\$3,000.00
<b>Subtotal</b>	\$497,000.00
<b>Engineering (These fees may not exceed 15% of subtotal)</b>	\$3,000.00