

# City of Detroit

Janice M. Winfrey  
City Clerk

OFFICE OF THE CITY CLERK

Andre P. Gilbert II  
Deputy City Clerk

## DEPARTMENT PETITION REFERENCE COMMUNICATION

*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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Petition No.	2025-187
Name of Petitioner	Mama Akua Community House and the Michigan Roundtable for Just Communities
Description of Petition	Petition request to hold “20 <sup>th</sup> Annual Ava Jo Neighborhood Festival and Backpack Giveaway” on August 2, 2025 from 1:00 PM until 6:00 PM the same day at 2431 Ferry Park. Set-up will begin at 9:00 AM on August 2, 2025 and be completed by 9:00 AM the same day. Tear down will begin at 6:00 PM on August 2, 2025 and be completed by 8:00 PM the same day.
Type of Petition	<b>Special Events</b>
Submission Date	07/14/25
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	Lacy Dawson 2431 Ferry Park Detroit, MI 48208 (Ph) 313-978-7296 <a href="mailto:ldawson@miroundtable.org">ldawson@miroundtable.org</a>

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

# City of Detroit Special Events Application Authorizations

## **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 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.

**Applicant Signature:** Lacy R. Dawson

**Date:**5/2/2024

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.

**Event Name:** 20th Annual Ava Jo Neighbc

**Event Date:**8/2/2025

**Event Organizer:** Lacy Dawson

**Applicant Signature:** Lacy Dawson

**Date:**5/2/2025

**20<sup>TH</sup> ANNUAL BACK PACK GIVEAWAY  
AND COMMUNITY FAIR - LEGEND**

• Porta Potty



• First Aid Tent



• 10 by 10 Tents



• Bouncy Houses



• Water Station



• Game Trucks



**FOOD SERVICE AREA**



**Carnival Games Area**



**Entertainment Area**



**Fire Truck Area**



**Barricades**



**Entrance/Exit**



**Registration**





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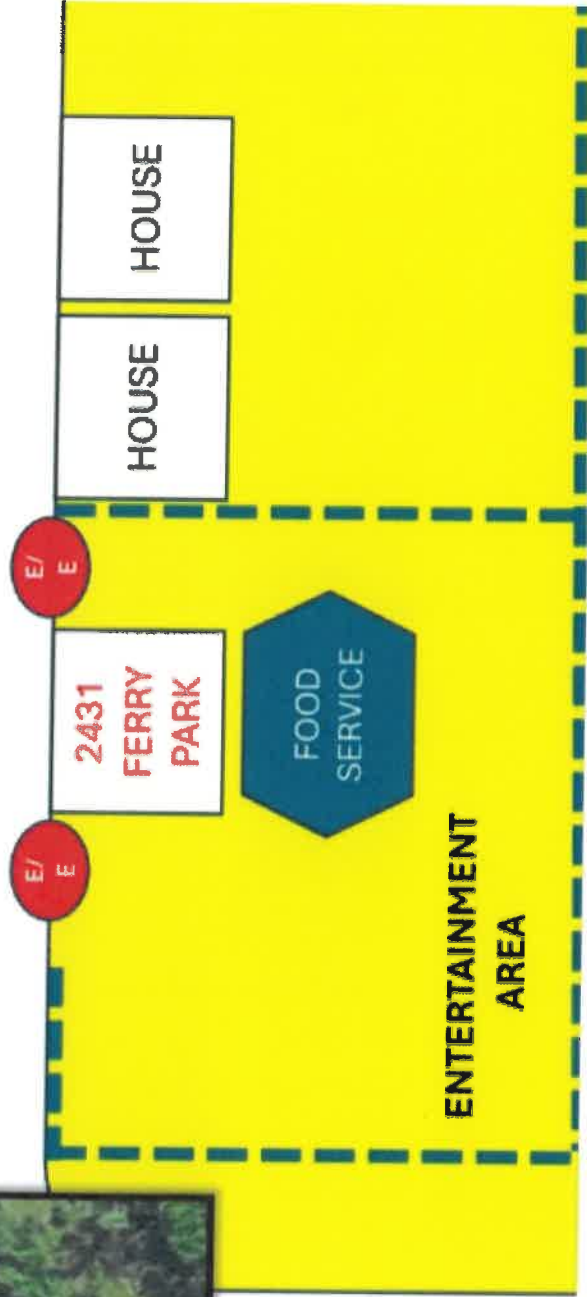
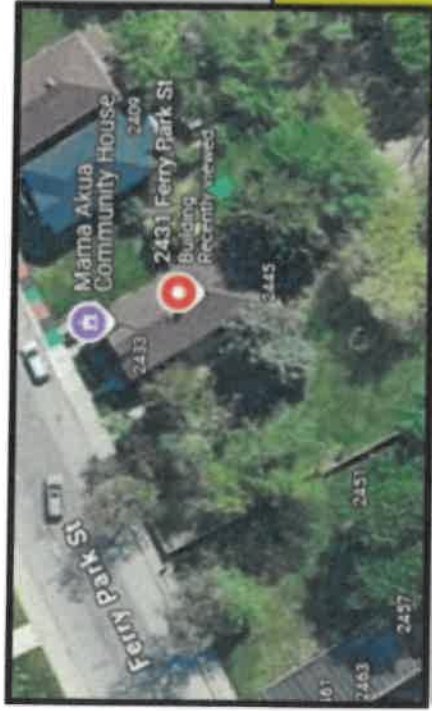
16th St

16th St

MAIN ENTERTAINMENT AREA

# MAMA AKUA COMMUNITY HOUSE

2431 FERRY PARK



**Lacy R. Dawson**  
 pronouns: she/her/hers  
 CN&Y Organizer

**Michigan Roundtable for Just Communities**  
 3031 W. Grand Blvd., Ste. 535, Detroit, MI 48208  
[www.MIRoundtable.org](http://www.MIRoundtable.org)

The Michigan Roundtable occupies the ancestral, traditional, and contemporary Lands of the Anishinaabeg – the Three Fires Confederacy of Ojibwe, Odawa, and Bodéwadmí Nations, the Wyandot, Meskwaki, Sauk, Kickapoo, Myaamia, Peoria, and Métis Nations. We also acknowledge the building of institutions, infrastructure, and economies of Michigan and the United States was made possible by the enslavement and exploitation of Black lives and the perpetuation of

**20<sup>TH</sup>**

**Annual Ava Jo & Durrón  
Neighborhood Festival and Backpack Giveaway**



**COMMUNITY AND COMMUNITY ACTION PLAN**

The Mama Akua Community House and the Michigan Roundtable for Just Communities staff and volunteers will conduct a community-wide canvas and email blast to notify residents, businesses, and churches of the pending 20th Annual Ava Jo Neighborhood Festival and Backpack Giveaway.

This communication will include, but not be limited to, communication regarding the event date, time, traffic interruption, special invitations, and details about the event agenda. An event invite for vendor participation will also be provided to community members, businesses, and churches in the area.

The event will affect pedestrian traffic on Ferry Park Street, Stanton Street, 15th and 16th Streets. Event organizers will post signs throughout the community two weeks prior, one week prior, and days before the event to notify residents of pending street closures and bus re-routes.

To date we have had communication with King Solomon's Temple, 15th St. Block Club, Kings and Queens Block Club and Star of Zion Missionary Baptist Church. Manager of programs will be in contact with several other businesses and community organizations in the area during the month of May.

Community event organizers will do their due diligence to contact community members no less than 45 days from the approval of the pending event. This will occur via community canvassing and a mass e-mail blast.

**20<sup>TH</sup>**

**Annual Ava Jo & Durrón  
Neighborhood Festival and Backpack Giveaway**



### **EVENT SET UP CLEAN UP PLAN**

Mama Akua Community House and Michigan Roundtable for Just Communities staff and volunteers will be responsible for setting up and cleaning up before and after the event.

Staff and volunteers will be utilized to assist with tent and table set up the morning of the event. Setup will begin around 9:00 AM.

Event organizers estimate at least 20 individuals will be available for event clean up, which will include picking up any debris and paper left by attendees.

**20<sup>TH</sup>**

**Annual Ava Jo & Durrion  
Neighborhood Festival and Backpack Giveaway**



**BARRICADE PROVIDER**

Event coordinators will be working with State Barricades Inc., in order to secure type 3 barricades for the event.

Contact information is listed below:

Ryan Hadley  
STATE BARRICADES, INC.  
Manager/Scheduler  
24806 Industrial Hwy.  
Warren, Mi. 48089  
(586)756-8282  
Fax; (586)756-8285  
Cell (586) 531-1085  
Ryan@statebarr.com

**20<sup>TH</sup>**

**Annual Ava Jo & Durrón  
Neighborhood Festival and Backpack Giveaway**



**EMERGENCY ACTION PLAN**

Event organizers will work with our local community police officer in order to review a viable emergency action plan. This meeting will take place mid-late May.

**Emergency Contact Person (s):**

**Dr. Yusef Shakur – 313-459-6008**

**Lacy Dawson -313-978-7296**

**Dez Squire – 586-744-3889**

- 1. Emergency Medical Equipment**
- 2. Evacuation Plan**
- 3. Accountability Plan**
- 4. Reporting**
- 5. Documentation**
  - To be determined after meeting with CPO.**

### **Emergency Contact Information**

Who will be the event contacts in case of an emergency, and how can they be contacted?

- **Level I: Dr. Yusef Bunchy Shakur, Executive Director: 313-459-6008**
- **Level I: JMo- Security Manager – NOI: 313-420-9803**
- **Level II: Lacy Dawson, Manager of Programs: 313-978-7296**
- **Level II: Dez Squire, Operations Manager: 586-744-3889**
- **Level II: Jeffrey Waver, Volunteer: 313-408-8091**

All Emergency Contact Personnel will have access to phones, walkie-talkies, and in the case of contacts mega phones.

**Communication:** Procedures for alerting staff and visitors, and for notifying authorities.

- Level I contact will be notified of incidents immediately and will direct the processes. EAP personnel will contact emergency services immediately upon notification of an emergency.
- All Level II EAP personnel will contact Level I personnel upon alert of incidents and immediately following contact made with emergency responders.
- Level I EAP personnel will be contacted via walkie-talkie first and then by phone if needed.
- Level I EAP personnel will have access to megaphones and DJ Microphones and will broadcast emergency messages from a safe location.

### **Emergency Equipment:**

An emergency first aid tent will be set up at the corner of Station and Ferry Park. Tent Equipment will include:

- Medical 1<sup>st</sup> Aid Kit
- Water

### **Evacuation Procedures:**

EAP personnel will have access to megaphones which will be utilized in the case of a needed evacuation. Evacuation procedures will also be broadcast via DJ Microphone.

The event takes place within an easily accessible and easy to exit. Exit signage will be visible in the yard area..

In the case of:

1. **Severe Weather** – Announcements will be made for participants to take cover in the community house or church.

2. Active Shooter – EAP personnel will utilize the U.S. Department of Homeland Securities Active Shooter Guide as a training and standard of practice.

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

3. Fire - Announcements will be made for participants to take cover in the community house or church.

4. Lost Child- Lost children will be housed in the first aid tent and announcements will be made for parental pickup.

**Medical Emergency Accountability:**

- All Level II EAP personnel will contact Level I personnel upon alert of incidents and immediately following contact made with emergency responders..

**Staff Accounting:** In the case of an evacuation or emergency, staff plans to meet on the 1<sup>st</sup> floor of the community house. If the community house is unavailable, the plan is to meet in the church lobby. A group text will be used for communication.

**Reporting:** A method for reporting emergencies and fires.

The Manager of Programs and the Manager of Operations will use the following guidelines to craft an effective, thorough, and accurate report that helps keep your workplace safe.

**1. Be Prompt**

- report the incident immediately.

**2. Be Clear and Accurate**

- ensure all information you provide is accurate and entirely factual.

- include details about the incident, where it happened, who was involved, and any actions taken after the fact.

**3. Be Thorough**

Give as much relevant information and context to your report as you can.

Any data you have – including the event’s time, location, sequence of events, causes, and outcomes – should be noted.

**4. Be Sensitive to Privacy**

-handle all sensitive information with care. Keep the personal information of those involved anonymous or to a minimum, and ensure that those who can read the report are those who really need to.

**5. Be Objective**

-be objective when writing your report.

-focus on the facts, stick to clear, concise language to describe your observations.

**Documentation:** A plan for documenting actions that need to be taken after an emergency.

This will be handled by the Manager of Programs and Operations Manager and signed off on by the Executive Director.

**Training:** Training for employees on emergency procedures, first aid and how to use emergency equipment.

**Personal Information:** Information about employees, such as their home phone numbers, next of kin and medical information. (On file)

**Maintenance:** Policies for updating and maintaining the emergency action plan –Trainings for the Emergency Action Plans will take place on June 3rd, July 15th and July 29th.

# SPECIAL EVENTS PETITION

**Petition No:** 2025-187

**Event Name:** 20th Annual Ava Jo Neighborhood Festival and Backpack Giveaway

**Event Status:** In Review- Clerk's Office (Step 2 of 6)

**Petitioner Name / Organization:** Mama Akua Community House and the Michigan Roundtable for

**Event Location:** 2431 Ferry Park

**Event Date(s) and Time(s):** 08/02/25 1:00 PM to 08/02/25 6:00 PM

**Type of Event:** Festival, Other

<b>Applicant Contact:</b>
Lacy Dawson
ldawson@miroundtable.org
+1 (313) 978-7296

<b>Submission Date:</b>	05/07/25 7
<b>Date of Clerk's Office Referral:</b>	7/14/25
<b>Date of City Departments Sign Off:</b>	7/9/25
<b>Date Referred to Council:</b>	7/14/25

### Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed-Ready for Council	DFD Reviewed-Ready for Council	EMS Reviewed-Ready for Council	GSD Approval Not Required		MPD Reviewed-Ready for Council	DPW Reviewed-Ready for Council	DHD Reviewed-Ready for Council

**BSEED**  
BSEED Reviewed-Ready for Council

**Mayor's Office Special Events Signature:** 

**Date:** July 14, 2025

## General Event Information

Has this event been hosted before? \_\_\_\_\_

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? \_\_\_\_\_

Is this an annual event? Yes \_\_\_\_\_

Event Website: n/a \_\_\_\_\_

Which spaces will be used? Street, Sidewalk, Private Facility \_\_\_\_\_

Will this event include the use or sale of marijuana? No \_\_\_\_\_

## Event Description

Brief Event Purpose & Description:

20th Annual Ava Jo Neighborhood Festival and Backpack Giveaway. The event is planned for Saturday, August 2nd, from 1:00 PM to 6:00 PM along Ferry Park Street between Stanton and 15th St. The central gathering place is at the Mama Akua Community House, located at 2431 Ferry Park. We are looking forward to a fun-filled day packed with entertainment free food face painting, games, and endless fun as we celebrate the 20th year of giving back to our amazing community.

Estimated Peak Attendance: 250 \_\_\_\_\_

Estimated Total Attendance: 250 \_\_\_\_\_

Is this a public event? Yes \_\_\_\_\_

Will there be ticket sales or admission charged? No \_\_\_\_\_

Does this event use Hart Plaza? \_\_\_\_\_

Will there be merchandise sold? No \_\_\_\_\_

Will you be taking donations? No \_\_\_\_\_

Is this a charity event? No \_\_\_\_\_

Does this event involve campers, tents and/or RVs? \_\_\_\_\_

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? \_\_\_\_\_

## Contact Information

Organization / Petitioner Name: Mama Akua Community House and the Michigan Roundtable for Just (

Mailing Address: 2431 Ferry Park

Detroit Michigan 48208

<b>Primary Contact:</b>	<b>Secondary Contact:</b>
Lacy Dawson	Dr. Yusef Shakur
ldawson@miroundtable.org	yshakur@miroundtable.org
+1 (313) 978-7296	+1 (313) 459-6008

Organization Type: Nonprofit

Organization Website: https://miroundtable.org/

## Event Setup & Breakdown

Begin Setup: 08/02/25 9:00 AM

Complete Setup: 08/02/25 12:00 PM

Setup Location(s): 2431 FERRY PARK / BTW STANTON & 16TH

Event Start: 08/02/25 1:00 PM

Event End: 08/02/25 6:00 PM

Begin Tear Down: 08/02/25 6:00 PM

Complete Tear Down: 08/02/25 8:00 PM

Number of Trash Containers: 6 Number of Recycling Containers: 3

Cleaning Service Vendor: N/A

Other Waste Elements: N/A

## Street Closures & Parking

How many streets will be closed: 4

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. FERRY PARK 08/02/25

STANTON & 16TH STREETH 9:00 AM 6:00 PM

2. STANTON 08/02/25

FERRY PARK & 16TH STREET 9:00 AM 6:00 PM

3. 15TH 08/02/25

FERRY PARK & 16TH STREET 9:00 AM 6:00 PM

4. 16TH 08/02/25

FERRY PARK & 16TH STREET 9:00 AM 6:00 PM

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:  
Participants will park on out lining streets.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 0 Number of non-truck food vendors: 1

## Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? \_\_\_\_\_

What type(s) of alcohol will be served? \_\_\_\_\_

Day(s) and time(s) alcohol will be served: \_\_\_\_\_

Will ice be used in any served beverages? No

## Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? \_\_\_\_\_

Do any of the stages have a canopy? \_\_\_\_\_

Number of tents 10' x 10' and smaller: 30

Number of tents larger than 10' x 10': 0

Tent Contractor: NONE. We have our own 10X10's

What other structures will your event include? N/A

Will your event use any grills? Yes

What kind of grills? Charcal

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Gas

Generator contractor: TBD

Will additional wiring be installed? No

Does the event require access to a hydrant? Yes

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Nation of Islam

Number of private personnel per shift: 6

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? No

Name of emergency medical services contractor: \_\_\_\_\_

Does this event include fireworks? No

Day(s) and time(s) of fireworks: \_\_\_\_\_

Fireworks vendor: \_\_\_\_\_

## Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: \_\_\_\_\_

**Resolved**, The Mayor’s Office is hereby authorized and directed to issue permits to Mama Akua Community House and the Michigan Roundtable for Just Communities to host “20<sup>th</sup> Annual Ava Jo Neighborhood Festival and Backpack Giveaway” (2025-187) on August 2, 2025 at 2431 Ferry Park. from 1:00 PM to 6:00 PM.

**PROVIDED**, that there will be DPD Assisted Event; and be it further

**PROVIDED**, that there will be DFD Pending Inspections; and be it further

**PROVIDED**, that there will be BSEED Permits for Temporary Use; and be it further

**PROVIDED**, that there will be DPW Permits Required for Road Closure being Type III Barricades; and be it further

**PROVIDED**, that there will be Health Department Inspections Required upon Honorable Council Approval; and be it further

**PROVIDED**, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.