



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

MEMORANDUM

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

Date: July 12, 2023

RE: Report Submitted for all donated assets Accepted to improve existing City of Detroit parks and facilities for Calendar Year 2023 Quarter 2

TO THE HONORABLE CITY COUNCIL:

Attached herein is a report of all non-cash donated assets that were accepted to improve existing City of Detroit parks for the calendar year 2023 Quarter 2. This includes the period between April 1, 2023 through June 30, 2023.

The Office of Development and Grants, in partnership with the General Services Department, received authorization from Detroit City Council to accept donated Assets to improve existing City of Detroit parks on a rolling basis. There are no match requirements for these non-cash donations. The resolution was approved on September 22, 2020. The approved resolution only applies to non-cash assets that were valued under \$25,000.00.

During this quarter, two such assets were donated. The attached report provides additional details. Also included in this report are the supporting documents for this asset improvement.

If you have any questions about this report, please contact our office at any time and we will work to promptly answer all questions.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Crystal Perkins
619D1524D70D44B...

General Services
Department

DocuSigned by:
Donald R Johnson
34F9071313554A4...

Office of Budget

General Services Department
Donation Asset Improvements Report
2023 Quarter 2

Park Name/Location	Funding Agency	Award Date	Award Amount	Project Summary
The bridge crossing the Rouge River of Eliza Howell Park	Sidewalk Detroit	05/01/2023	\$1,500.00	To install an ADA approved handrail on the hill of the nature path leading to the bridge crossing the Rouge River of Eliza Howell Park.
Stein Park	Sunbridge International Collaborative, Inc	06/12/2023	\$10,000.00	To install an ADA accessible stage at Stein Park.



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

AIM Code	DPRD Prop #	Request tracking #
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FORM PURPOSE

This form is for individuals or organizations who wish to donate labor, artwork, or funding to physically improve or enhance a City park or recreation center. The information provided on this form will be used to evaluate the proposed donation to determine if the donation can be accepted by the City. All fields not in *italics* are required.

REQUESTOR INFORMATION

<i>Organization Name:</i> Sidewalk Detroit	Contact Name: Nicky Marcot
Address: P.O. Box 2805, Detroit, MI 48202	Phone: 313-590-1965
Email: nicky@sidewalkdetroit.com	<i>Website:</i> sidewalkdetroit.com
Preferred contact method: e-mail	Organization type: non-profit

DONATION INFORMATION

Park/Rec Facility Name: Eliza Howell Park	Address: 23751 Fenkell
<i>Specific location at the property (if needed for clarity):</i> Nature trail	
Estimated value (including all costs incurred): \$ \$1500	
How is this project funded? donation from contractor	
<p>Improvement Type:</p> <p>Please note all Improvements require supporting documentation, see below list with links to the materials.</p> <p><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Structure/Facility (may require BSEED permits)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Signage (may require BSEED permit)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Artwork</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Other</p> <p><input type="checkbox"/> Maintenance Improvement</p> <p>Will this project host an event of more than 25 or more people in the proposed park?</p> <p><input type="checkbox"/> Yes (requires Events Permit)</p> <p><input checked="" type="checkbox"/> No</p>	

PROJECT SUMMARY

Please include a brief narrative of the donation.

Premier Group Associates will install an ADA approved handrail on the hill of the nature path leading to the concrete bridge crossing the Rouge River.

PROJECT DOCUMENTS/SITE PLAN(S)

Please attach the following required documents here: gift letter, site plan, pictures, scope, and specifications, plus maintenance agreement if applicable:

Attached - gift letter and plan

RESPONSIBILITIES

Please specify what the proposed responsibilities would be of the applicant, the City or others that are associated with this project. Your application will be reviewed by City staff from each area, starting with a Landscape Architect to review or help you with design and ensure it meets City safety standards.

Who is responsible for the Planning and Design? ☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

Sidewalk Detroit, in collaboration with JIMA studios, is fully responsible.

Who is responsible for Construction (labor/material/permits/insurance)? ☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

Sidewalk Detroit, in collaboration with Premier Group Associates, is fully responsible.

What is the timeline of construction/completion for this donation project? (Project must commence within 90 days of application approval, unless extension requested.)

Explanation:

The construction will be complete by April 22.

Who is responsible for Cleanup, and Restoration if required? ☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

Sidewalk Detroit, in collaboration with PGA, is responsible.

What are the scheduled Maintenance Requirements for the improvement, and who would be responsible for doing them?

☒ CITY ☐ APPLICANT ☐ OTHER ☐ N/A

Explanation:

There are no scheduled maintenance requirements.

***AFTER CITY REVIEW, THE FORM WILL ROUTE BACK FOR APPLICANT APPROVAL. PLEASE CLICK THE FINISH BUTTON TO SUBMIT.**



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form City Section

This section of the form is for internal City use only.

It is used to review and analyze proposals pending a recommendation to proceed.

Administrative Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Any previous experience with this applicant?

Describe: sidewalk Detroit has worked on successful capital projects and programmed events for the park in the past.

Park Partnership / Community Group Affiliation? ☒ YES ☐ NO

Describe: sidewalk Detroit is our official Adopt-A-Park steward for Eliza Howell park.

Does this project require a maintenance agreement or MOU? ☐ YES ☒ NO

Conditional input: ☐ Facilities ☐ Recreation

Has the appropriate gift letter, site plan and supplemental materials been provided? ☒ YES ☐ NO ☐ N/A

Other comments:

Nicky from Sidewalk Detroit has worked with Farhat (the LA for Eliza Howell) on this project and specific requirements.

Administrator Name: Juliana Fulton

Signature:

DocuSigned by:
Juliana Fulton
985C803C50B18D...

Date: 4/5/2023 | 10:10:34 AM E

Landscape Architect Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision:

Asset Value:

Asset Life Cycle:

Conditions of Approval:

Landscape Architect Name:

Signature:

Date:

PDU Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Conditions of Approval:

Full approval

PDU Name: David Sumner

Signature:  DocuSigned by:
379CF3CBB60F4EB...

Date: 4/18/2023 | 6:11:57 AM EDT

Grounds Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Conditions of Approval:

Full approval

Grounds Name: Rosemary Edwards

Signature:  DocuSigned by:
632D351DF8BD411...

Date: 5/1/2023 | 6:00:56 AM PDT

Facilities Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision:

Conditions of Approval:

Facilities Name:

Signature:

Date:

Recreation Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)**Donation Decision:**

Conditions of Approval:

Recreation Name:

Signature:

Date:

APPLICANT CERTIFICATION

By submitting this request, the undersigned certify(ies) as follows:

1. I/we have the authority to execute this Authorization Form on behalf of myself and the organization named herein;
2. I/we will abide by all rules and policies of the City of Detroit and the General Services Department's Parks and Recreation Division.
3. I/we commit to completing the proposed donation/project within a year of Authorization Form approval. If the project is not complete within a year from approval I/we will reach out to the General Services Department for an approval extension. If an extension is not requested within 30 days of the one year lapse of Authorization Form approval, a new Donation Authorization Form must be submitted, and the process for approval will start over.
4. All of the information submitted in this Authorization Form is true and accurate to the best of my/our knowledge;
5. The purpose of this Authorization Form is to provide the Parks and Recreation Division with enough information about the donation(s) described herein needed for prior approval of the donation(s);
6. I/We will defend, indemnify, save and hold harmless the City of Detroit, its officers, employees, and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by, or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the property, project, or improvements described in this Authorization Form.
7. We acknowledge that all donations are subject to the prior approval by resolution of the Detroit City Council.
8. I/We acknowledge the approved or denied terms of the review donation project as listed below:

Project Conditions required for approval:

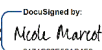
None

☐ Project Requires City Council approval prior to implementation (submission will be done by GSD/the City).

☐ Project Condition Terms Denied by Applicant

☐ Project Approved Conditions Accepted by Applicant

Signature:



Print Name:

Nicole Marcot

On behalf of Organization: Sidewalk Detroit

Date: 5/1/2023 | 2:46:49 PM EDT

DIRECTOR AUTHORIZATION (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Completed by the City of Detroit.

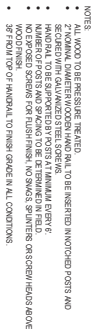
Donation Decision: Approved

Conditions of Approval:

Director Name: Crystal Perkins

Signature: 

Date: 5/4/2023 | 6:38:31 AM EDT



NTS

NOT FOR CONSTRUCTION 3.8.23



April 4, 2023

Brad Dick, Group Executive
Detroit Parks and Recreation Division
115 Erskine St.
Detroit, MI 48201

Dear Brad:

On behalf of Sidewalk Detroit, I am writing to offer our full assistance in purchasing and installing a handrail on the nature trail in Eliza Howell Park. The costs, approximately \$1500, are being borne by the group mentioned above.

These improvements will take place on April 17, 2023. We have worked with community representatives to ensure these improvements are desired.

Sidewalk Detroit will continue to maintain this site for the next five years, with the assistance of the General Services Department.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Nicole Marcot". The signature is written in a cursive, flowing style.

Nicole Marcot





GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

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FORM PURPOSE

This form is for individuals or organizations who wish to donate labor, artwork, or funding to physically improve or enhance a City park or recreation center. The information provided on this form will be used to evaluate the proposed donation to determine if the donation can be accepted by the City. All fields not in *italics* are required.

REQUESTOR INFORMATION

Organization Name: Sunbridge International Collaborative, Inc	Contact Name: TC Bart Eddy
Address: 12675 Burt Rd Detroit 48223	Phone: 313-477-7346
Email: barteddy45@gmail.com	Website: more.detroit sunbridgecollaborative
Preferred contact method: e-mail	Organization type: non-profit 501c3

DONATION INFORMATION

Park/Rec Facility Name: Stein Park Stage	Address: Chicago and Faust
Specific location at the property (if needed for clarity): Northeast corner of W. Chicago and Faust	
Estimated value (including all costs incurred): \$ 10,000	
How is this project funded? Sunbridge International Collaborative, Inc	
<p>Improvement Type:</p> <p>Please note all Improvements require supporting documentation, see below list with links to the materials.</p> <p> <input checked="" type="checkbox"/> Physical Improvement (Select all that apply.) <input type="checkbox"/> Structure (requires BSEED permit) <input type="checkbox"/> Signage (may require BSEED permit) <input type="checkbox"/> Artwork (requires Artwork Gift Letter) <input checked="" type="checkbox"/> All others (requires Gift Letter) </p> <p><input checked="" type="checkbox"/> Maintenance Improvement</p>	
<p>Will this project host an event of more than 25 or more people in the proposed park?</p> <p> <input type="checkbox"/> Yes (requires Events Permit) <input checked="" type="checkbox"/> No </p>	

PROJECT SUMMARY

Please include a brief narrative of the donation.

Sunbridge International Collaborative is a workforce Development and Community Transformation project training young people (14-24) in essential carpentry/design skills. The \$10,000 donation was raised via Sunbridge to complete the Stein Park stage.

PROJECT DOCUMENTS/SITE PLAN(S)

Please attach your gift letter (required, see links on previous page), site plan, pictures, scope, and/or specifications here:

Attached is our gift letter and site plan. Pictures and documentary upon completion. Please note on the site plan that the the flat ramp indicates 16' however to be in compliance we have extended that to 24'.

RESPONSIBILITIES

Please specify what the proposed responsibilities would be of the applicant, the City or others that are associated with this project. Your application will be reviewed by City staff from each area, starting with a Landscape Architect to review or help you with design and ensure it meets City safety standards.

Who is responsible for the Planning and Design? ☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

The Stein Park initiative is a cooperative design effort with the Cody Rouge Youth Group, the Brightmoor Maker Space youth and the professional instructors.

Who is responsible for Construction (labor/material/permits/insurance)? ☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

The Sunbridge International Collaborative/Brightmoor Maker Space are the responsible parties for the design/build, labor and materials.

What is the timeline of construction/completion for this donation project? (Project must commence within 90 days of application approval, unless extension requested.)

Explanation:

The timeline for project completion is July 15, 2023. We have been engaged in collaborative design work since February 2023 and are ready for the build out portion Spring/Summer 2023.

Who is responsible for Cleanup, and Restoration if required? ☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

Sunbridge International Collaborative will assume responsibility for clean up and restoration whenever necessary.

What are the scheduled Maintenance Requirements for the improvement, and who would be responsible for doing them?

☐ CITY ☒ APPLICANT ☐ OTHER ☐ N/A

Explanation:

Co-Founder, Bart Eddy, is the primary responsible party for scheduled maintenance, etc.

***THANK YOU FOR COMPLETING THIS FORM. AFTER CITY REVIEW THE FORM WILL ROUTE BACK TO THE APPLICANT FOR A FINAL SIGNATURE AND APPROVAL. PLEASE CLICK THE FINISH BUTTON TO SUBMIT.**



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form City Section

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It is used to review and analyze proposals pending a recommendation to proceed.

Administrative Input

Any previous experience with this applicant? ☒ YES ☐ NO

Park Partnership / Community Group Affiliation? ☐ YES ☒ NO

Describe: This group has experience working with the City, new to us/our processes.

Does this project require a maintenance agreement or MOU? ☐ YES ☐ NO

Conditional input: ☒ Facilities ☐ Recreation

Has the appropriate gift letter, site plan and supplemental materials been provided? ☐ YES ☐ NO ☐ N/A

Landscape Design Area / City Council District: ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5N ☐ 5S ☐ 6 ☐ 7 ☐ City-wide

Other comments:

The previous LA for Stein park, Rayshaun Landrum, has worked with this group on the design on the stage.

Administrator Name: Juliana Fulton

Signature: 

Date: 5/24/2023 | 4:47:46 PM

Landscape Architect Input

Donation Decision: Approved with Conditions

Asset Value: \$10,000

Asset Life Cycle: 15+ years

Conditions of Approval:

I have spoken to Bart Eddy to make the necessary revisions to be ADA accessible. Landing required with ramp before meeting R.O.W

Landscape Architect Name: Rayshaun Landrum

Signature: 

Date: 5/25/2023 | 4:03:14 PM

Grounds Input**Donation Decision:** Approved with Conditions

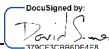
Conditions of Approval:

Approved with adding a border to the perimeter edge to contain the gravel.

Grounds Name: Rosemary Edwards**Signature:**  63203510F88D411...**Date:** 6/7/2023 | 10:29:19 AM PDT**PDU Input****Donation Decision:** Approved

Conditions of Approval:

Full approval

PDU Name: David Sumner**Signature:**  379CF3C888DF1E8...**Date:** 5/31/2023 | 1:05:02 PM EDT**Facilities Input****Donation Decision:** Approved with Conditions

Conditions of Approval:

- a) The drawing notes that (4) 4'x4' post is sticking out 5'=6" above platform. Can you confirm what this is for?
- b) please provide materials being used for GSD review and approval
- c) post shall be min. 4' undergrade.

Facilities Name: Rhea Bautista**Signature:**  FCA207A8312741E...**Date:** 6/8/2023 | 5:05:20 PM EDT**Recreation Input****Donation Decision:**

Conditions of Approval:

Recreation Name:**Signature:****Date:**

APPLICANT CERTIFICATION

By submitting this request, the undersigned certify(ies) as follows:

1. I/we have the authority to execute this Authorization Form on behalf of myself and the organization named herein;
2. I/we will abide by all rules and policies of the City of Detroit and the General Services Department's Parks and Recreation Division.
3. I/we commit to completing the proposed donation/project within a year of Authorization Form approval. If the project is not complete within a year from approval I/we will reach out to the General Services Department for an approval extension. If an extension is not requested within 30 days of the one year lapse of Authorization Form approval, a new Donation Authorization Form must be submitted, and the process for approval will start over.
4. All of the information submitted in this Authorization Form is true and accurate to the best of my/our knowledge;
5. The purpose of this Authorization Form is to provide the Parks and Recreation Division with enough information about the donation(s) described herein needed for prior approval of the donation(s);
6. I/We will defend, indemnify, save and hold harmless the City of Detroit, its officers, employees, and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by, or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the property, project, or improvements described in this Authorization Form.
7. We acknowledge that all donations are subject to the prior approval by resolution of the Detroit City Council.
8. I/We acknowledge the approved or denied terms of the review donation project as listed below:

Project Conditions required for approval:

Approved with conditions as outlined above by the Landscape architect, Ground and Facility signatories.

☐ Project Requires City Council approval prior to implementation (submission will be done by GSD/the City).

☐ Project Condition Terms Denied by Applicant

☒ Project Approved Conditions Accepted by Applicant

Signature: DocuSigned by: Sunbridge International Collaborative, Inc

Print Name: Sunbridge International Collaborative, Inc

On behalf of Organization: Bart Eddy

Date: 6/12/2023 | 6:24:52 AM PDT

DIRECTOR AUTHORIZATION

Completed by the City of Detroit.

Donation Decision:

Approved

Director Name:

Crystal Perkins

Signature:

DocuSigned by:

Crystal Perkins

61801521078D148...

Date:

6/13/2023 | 8:29:48 AM EDT



Crystal Perkins, Director
General Services Department
115 Erskine St.
Detroit, MI 48201

Dear Crystal:

On behalf of Sunbridge International Collaborative, Inc., I am writing to offer our full assistance in purchasing and installing the Stein Park Stage Design at West Chicago and Faust on the northeast corner of Stein Park. The costs, approximately \$10,000 are being borne by the group mentioned above.

These improvements will take place during the Spring/Summer of 2023. We have worked with community representatives to ensure these improvements are desired.

We will maintain the structure for this site for the next five years.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "Bart Eddy". The signature is stylized with a large, looped "B" and a cursive "Eddy".

Title: Co-Founder and Project Director ~ Sunbridge International Collaborative, Inc
Bart Eddy

