



**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•1258
Fax 313•224•0542
www.detroitmi.gov

February 2, 2024

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

RE: Request to accept a donation of up to 250 trees from the Greening of Detroit for various parks across the City of Detroit

The Greening of Detroit has awarded up to 250 trees, valued at \$200,000.00, to the City of Detroit General Services Department, for various parks across the City of Detroit, including Jayne Field, Wish-Egan Park, Marruso Park, Collins Park, Cross Park, Civic Park, and Skinner Playfield. There is no match requirement for this donation. This is a non-cash donation.

The objective of the donation to the department is to make landscape improvements to City-owned parks. The Greening of Detroit will purchase and install up to 250 shade and ornamental trees (1.5" caliper balled and burlap) in the following locations:

- Jayne Field, (40 trees), 13280 Conant, Detroit, MI 48212
- Wish-Egan Park, (40 trees), 19800 Schoenherr St., Detroit, MI 48205
- Marruso Park, (75 trees), 19908 Annott Ave., Detroit, MI 48205
- Collins Park, (20 trees), 11618 Alpena Ave., Detroit, MI 48212
- Cross Park, (10 trees), 8134 Manor, Detroit, MI 48204
- Civic Park, (25 trees), 8051 Littlefield St., Detroit, MI 48228
- Skinner Playfield (40 trees), 12800 Kelly Rd, Detroit, MI 48224

I respectfully ask your approval to accept this donation in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

DocuSigned by:
Donald R. Johnson
34F9071313554A4...

Office of Budget

CC:
Sajjiah Parker, Assistant Director, Grants



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the General Services Department has been awarded a donation of up to 250 trees for various parks in the City of Detroit, including Jayne Field, Wish-Egan Park, Marruso Park, Collins Park, Cross Park, Civic Park, and Skinner Playfield, from the Greening of Detroit, valued at \$200,000.00; and

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

THEREFORE, BE IT RESOLVED, that the General Services Department is hereby authorized to accept a donation of up to 250 trees for various parks in the City of Detroit.



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

AIM Code	DPRD Prop #	Request tracking #
----------	-------------	--------------------

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> The Greening of Detroit	Contact Name: Fai Foen
Address: 13000 W. McNichols, Detroit, MI 48235	Phone: 3137570788
Email: fai@greeningofdetroit.com	<i>Website:</i> www.greeningofdetroit.com
Preferred contact method: e-mail	Organization type: Environmental non-profit

DONATION INFORMATION

Park/Rec Facility Name: Multiple, see gift letter	Address: Multiple, see gift letter
<i>Specific location at the property (if needed for clarity):</i> Multiple, please see site plans.	
Estimated value (including all costs incurred): \$ 200,000	
How is this project funded? We receive government, foundation and corporate support.	
<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="padding-left: 20px;"><input type="checkbox"/> Structure (requires BSEED permit)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Signage (may require BSEED permit)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> All others (requires Gift Letter)</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 checked="" type="checkbox"/> Yes (requires Events Permit)</p> <p><input type="checkbox"/> No</p>	

PROJECT SUMMARY

Please include a brief narrative of the donation.

The Greening of Detroit offers its full assistance in purchasing and installing 250 shade and ornamental trees (minimum size of 1.5" caliper balled and burlap) at the following parks: Jayne Field, (13280 Conant, Detroit, MI 48212), Wish-Egan Park (19800 Schoenherr St, Detroit, MI 48205), Marruso Park, (19908 Annott Ave, Detroit, MI 48205), Collins Park, (11618 Alpena Ave, Detroit, MI 48212).



PROJECT DOCUMENTS/SITE PLAN(S)

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

Please see attached.

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 Greening of Detroit worked closely with the Landscape Design Unit to confirm the location and appropriateness of trees for this site.

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

Explanation:

The Greening of Detroit has 33 years experience of specifying, procuring and planting trees through its community planting model.

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

Explanation:

Procurement and volunteer logistics are underway. Site preparation begins two days prior to the event, and completes the day of the planting date scheduled by early September 2023. Maintenance begins during the first growing season.

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

Explanation:

The Greening of Detroit is responsible for cleanup related to tree planting events.

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

CITY APPLICANT OTHER N/A

Explanation:

The Greening of Detroit provides a 3 year maintenance plan that includes irrigation, and the first structural pruning of these trees. No warranty is provided, but any trees that have died within the first two years can be removed (flush cut) at the request of the Landscape Design Unit. The Parks Development Unit has previously agreed to provide full removal as needed.

***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

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

Any previous experience with this applicant? YES NO

Park Partnership / Community Group Affiliation? YES NO

Describe: Purchasing and installing Of 103 shade ornamental trees by the Greening of Detroit

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:

3 year maintenance plan including irrigation and structure for pruning

Administrator Name: Tiffany Franklin

Signature: 

Date: 8/4/2023 | 7:56:35 AM E

Landscape Architect Input

Donation Decision:

Asset Value:

Asset Life Cycle:

Conditions of Approval:

Landscape Architect Name:

Signature:

Date:


Grounds Input

Donation Decision: Approved

Conditions of Approval:

Full approval

Grounds Name: Rosemary Edwards

Signature: 

Date: 9/4/2023 | 10:25:09 AM PDT

PDU Input

Donation Decision: Approved

Conditions of Approval:

Full approval

PDU Name: David Sumner

Signature: 

Date: 8/17/2023 | 6:25:03 AM EDT

Facilities Input

Donation Decision:

Conditions of Approval:

Facilities Name:

Signature:

Date:

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:
no conditions required

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: Fai Foen

On behalf of Organization: The Greening of Detroit Date: 9/6/2023 | 8:22:56 PM PDT

DIRECTOR AUTHORIZATION

Completed by the City of Detroit.

Donation Decision: Approved

Director Name: Crystal Perkins

Signature:  DocuSigned by:
Crystal Perkins
610015210700148...

Date: 9/7/2023 | 9:50:19 AM EDT

GIFT LETTER OF REQUEST
(Attachment to the Asset Improvement Request)

August 3, 2023

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

Dear Director Perkins,

On behalf of The Greening of Detroit, I am writing to offer our full assistance in purchasing and installing approximately 250 shade and ornamental trees (1.5" min caliper balled and burlap) at the following parks:

- Jayne Field, (40 trees), 13280 Conant, Detroit, MI 48212
- Wish-Egan Park, (40 trees), 19800 Schoenherr St., Detroit, MI 48205
- Marruso Park, (75 trees), 19908 Annott Ave., Detroit, MI 48205
- Collins Park, (20 trees), 11618 Alpena Ave., Detroit, MI 48212
- Cross Park, (10 trees), 8134 Manor, Detroit, MI 48204
- Civic Park, (25 trees), 8051 Littlefield St., Detroit, MI 48228
- Skinner Playfield (40 trees in addition to previously approved 30 trees in 2022, per GSD), 12800 Kelly Rd, Detroit, MI 48224

The costs, approximately \$200,000, are being borne by our group. These improvements will take place during the Fall 2023, Spring 2024, and Fall 2024 planting seasons. We have worked with community and city representatives to ensure these improvements are desired.

The Greening of Detroit provides a 3 year maintenance plan that includes irrigation, and the first structural pruning of these trees. No warranty is provided, but any trees that have died within the first two years can be removed (flush cut) at the request of the Landscape Design Unit.

Thank you for your consideration!

Sincerely,



Fai Foen
Director of Green Infrastructure
The Greening of Detroit
fai@greeningofdetroit.com



LANDSCAPE DESIGN UNIT
1810 WETHERS RD.
UPPER LEVEL
DETROIT, MICHIGAN 48226
(313) 623-9919 Phone
(313) 623-9927 Fax

NOTES:

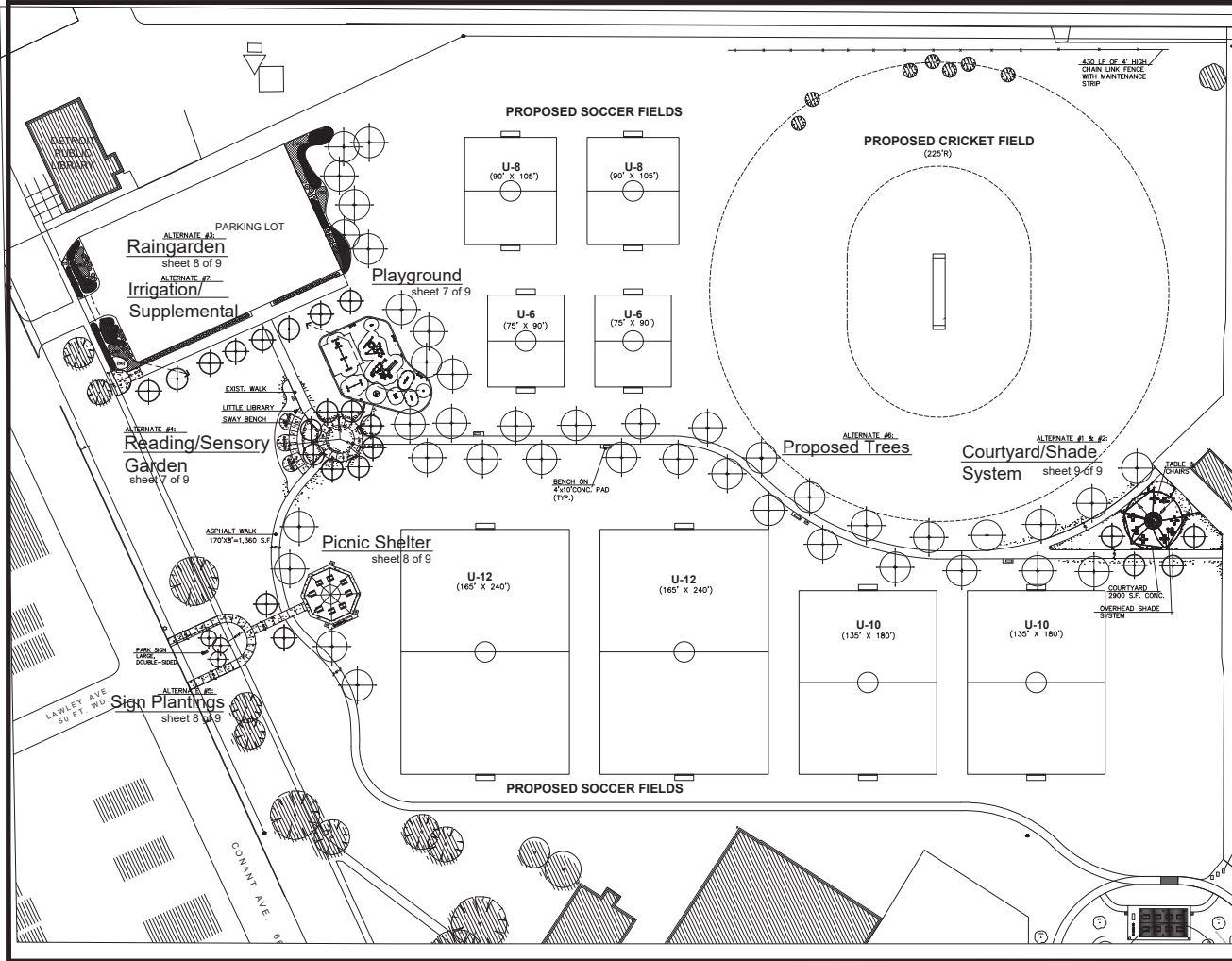
PREPARED BY:
LANDSCAPE DESIGN UNIT
DRAWN BY: DG DATE: 4/15/2019
CHECKED BY: TK DATE:
APPROVED BY:

SHEET TITLE
SITE PLAN

SUBMITTED FOR:
REVISIONS:

PROJECT:
JAYNE PARK

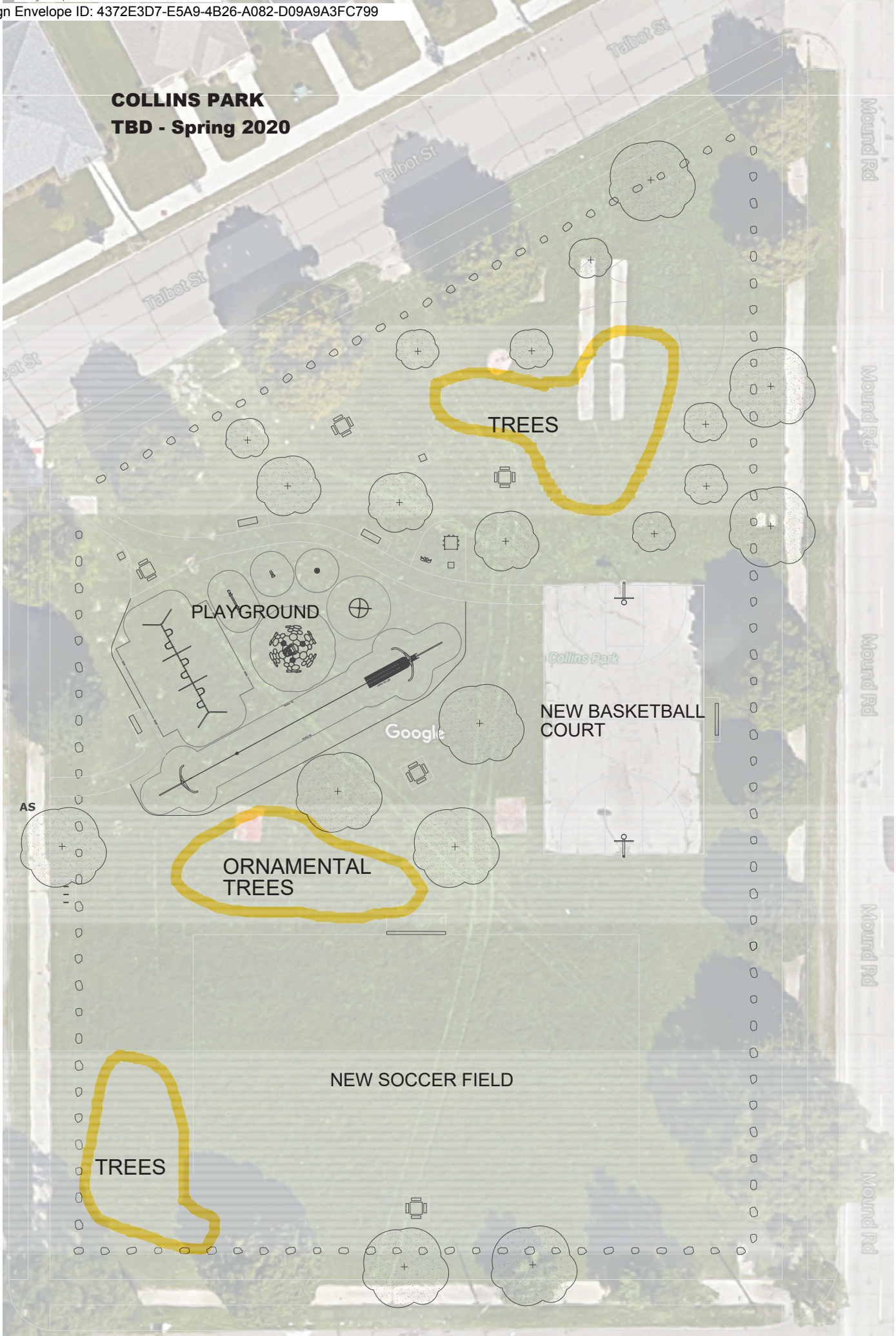
SCALE: NTS
SHEET NO. 1 OF 9
PROJECT NO. 89
DISTRICT NO. 3





40 TREES

COLLINS PARK TBD - Spring 2020



TREES

PLAYGROUND

NEW BASKETBALL COURT

ORNAMENTAL TREES

NEW SOCCER FIELD

TREES

Google

Collins Park

AS

Talbot St

Talbot St

Talbot St

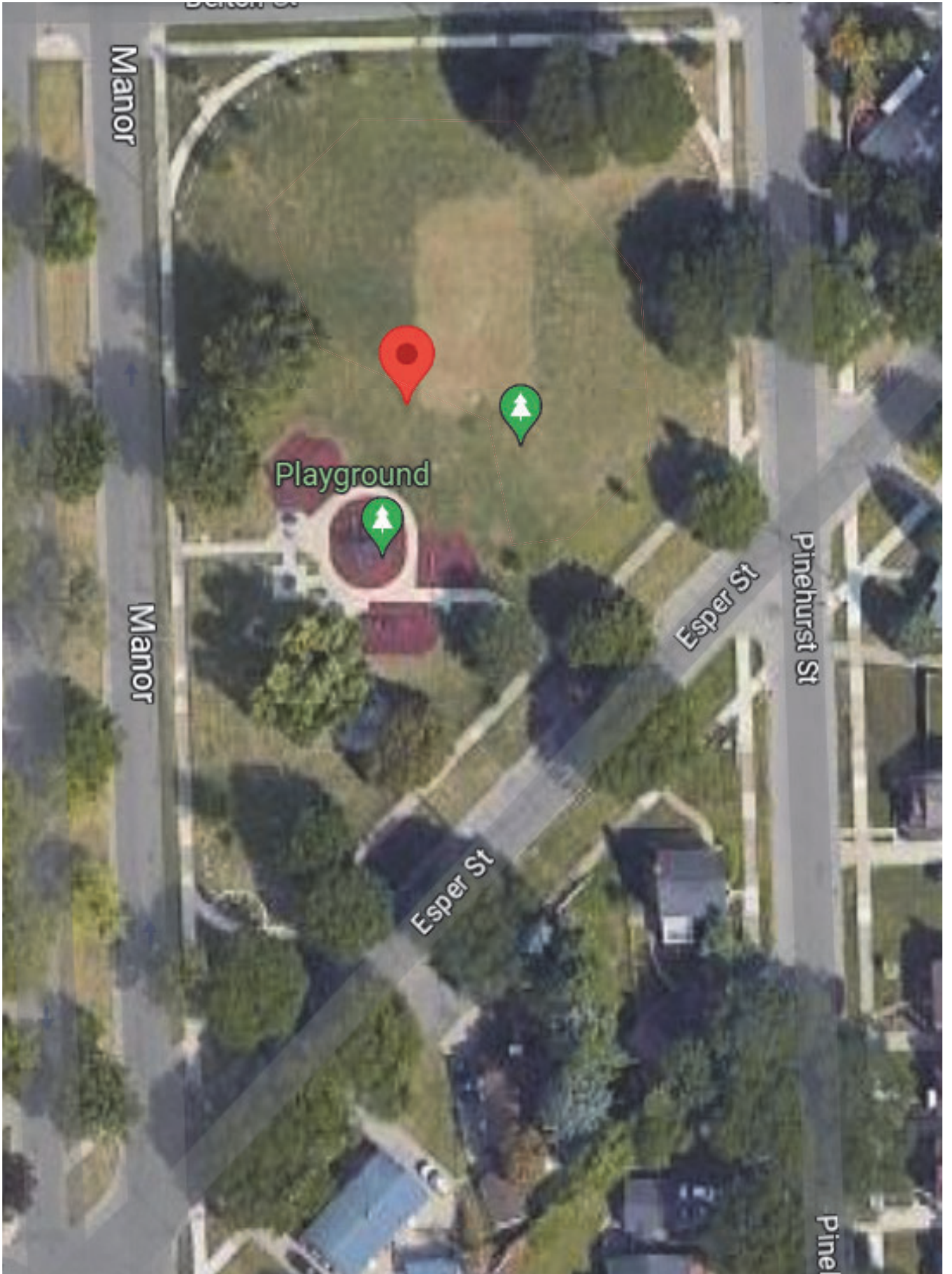
Mound Rd

Mound Rd

Mound Rd

Mound Rd

Mound Rd





70 TREES



GENERAL SERVICES DEPARTMENT
 LANDSCAPE DESIGN UNIT
 116 ERSKINE ST. DETROIT MI 48201
 PH: (313) 628-0000 FAX: (313) 628-0927

PROJECT NAME:
**SKINNER PARK
 TREES**

DRAWN:	APPROVED:
CHECKED:	SCALE: 1:30
ISSUED FOR:	DATE
	0/00/0000

SHEET TITLE:
TREE PLAN

DATE FILE:	SHEET
PROJ #:	
DIST #:	L1.03

