



**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

## MEMORANDUM

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

Date: February 7, 2025

**RE: Report Submitted for all donated assets Accepted to improve existing City of Detroit parks and facilities for Calendar Year 2024 Quarter 3 and Quarter 4**

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 2024 Quarter 3 and Quarter 4. This includes the period between July 1, 2024, through December 31, 2024.

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 period, between July 1, 2024, through December 31, 2024, eight such assets were donated. The attached report provides additional details. Also included in this report are the supporting documents for this asset improvement.

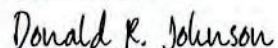
If you have any questions about this report, please contact our office.

Sincerely,

DocuSigned by:  
  
4D2BEEE23C8D489...  
Terri Daniels  
Director of Grants, Office of Development and Grants

DocuSigned by:  
  
619D1524D70D44B...  
General Services  
Department

CC:  
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:  
  
34F9071313554A4...  
Office of Budget

General Services Department  
 Donation Asset Improvements Report  
 2024 Quarter 3 and Quarter 4

Park Name/Location	Funding Agency	Award Date	Award Amount	Project Summary
Chandler Park	Detroit Audubon	07/15/2024	\$1,300.00	To install single post interpretive sign that shows bird species that are likely to be seen at Detroit parks at Chandler Park.
Woodward and 7 Mile (19101 Woodward Ave) for Woodward/7 Mile Park	Palmer Woods Association	07/15/2024	\$20,732.74	To install a brick and limestone sign at the northwest corner of Woodward and 7 Mile (19101 Woodward Ave) for Woodward/7 Mile Park.
Eliza Fitzgerald Park	Our Backyard Detroit	07/24/2024	\$2,500.00	To install a toddler Sensory Board, plant perennial flowers, and Paint the Wooden Playground equipment at Eliza Fitzgerald Park.
Patton Park north of Woodmere, between Cabot & Oakdale	Crow House	08/04/2024	\$1,500.00	To beautify the alley at Patton Park north of Woodmere, between Cabot & Oakdale into a visually delineated path for pedestrians/vehicles.
Historic Fort Wayne	Detroit Bird Alliance	08/14/2024	\$4,500.00	To install 2 benches and a sign by the meadow at the Historic Fort Wayne.
Meadow habitat at Hunt Park	Detroit Bird Alliance	09/13/2024	\$2,900.00	To install a sign and bench at the meadow habitat at Hunt Park.
Palmer Park	The Greening of Detroit	09/16/2024	\$24,000.00	To install up to 30 shade and ornamental trees (minimum size of 1.5" caliper balled and burlap) at Palmer Park.
Warren-Meldrum Park	Detroit Bird Alliance	10/02/2024	\$2,900.00	To install a sign and bench at Warren-Meldrum 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**

Organization Name: Ava Landgraf	Contact Name: Ava Landgraf
Address: 174 S Clark St Detroit	Phone: 313-800-1578
Email: <a href="mailto:alandgraf@detroitaudubon.org">alandgraf@detroitaudubon.org</a>	Website: <a href="http://detroitbirdalliance.org">detroitbirdalliance.org</a>
Preferred contact method: e-mail	Organization type: non-profit

**DONATION INFORMATION**

Park/Rec Facility Name: Chandler Park	Address: 12801 Chandler Park Dr
<i>Specific location at the property (if needed for clarity):</i> near the marsh	
Estimated value (including all costs incurred): \$ 1300	
How is this project funded? funded by NFWF Five Star and Urban Water Grant	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input type="checkbox"/> Maintenance Improvement</li> </ul>	
<b>Will this project host an event of more than 25 or more people in the proposed park?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (requires Events Permit)</li> <li><input checked="" type="checkbox"/> No</li> </ul>	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

This is a single post interpretive sign that shows bird species that are likely to be seen at Detroit parks.



**PROJECT DOCUMENTS/SITE PLAN(S)**

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

Img 8885 shows sign location in black pen.

**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:

Arianna Zannetti selected the location for the sign.

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

Explanation:

Performance Creative Resources, Inc. will be constructing the sign.

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

Explanation:

As soon as the sign is approved we will order the sign to be created and aim to get it installed before the end of 2024.

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

Explanation:

no clean up or restoration is required.

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

CITY     APPLICANT     OTHER     N/A

Explanation:

No maintenance is required.

**\*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.**





**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**Grounds Name:** Jerrell Harris

**Signature:** 

**Date:** 7/12/2024 | 8:42:42 AM EDT

**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval

**PDU Name:** David Sumner

**Signature:** 

**Date:** 7/12/2024 | 8:26:18 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:**  
 See Approval

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: Ava Landgraf

On behalf of Organization: Detroit Bird Alliance Date: 7/15/2024 | 1:51:42 PM EDT

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b0c4de287878e94899ef19119ff89e

**Date:** 7/16/2024 | 10:44:34 AM EDT



DETROIT MI  
WAYNE COUNTY

# Detroit Chandler Park Meadow 2023



<27">

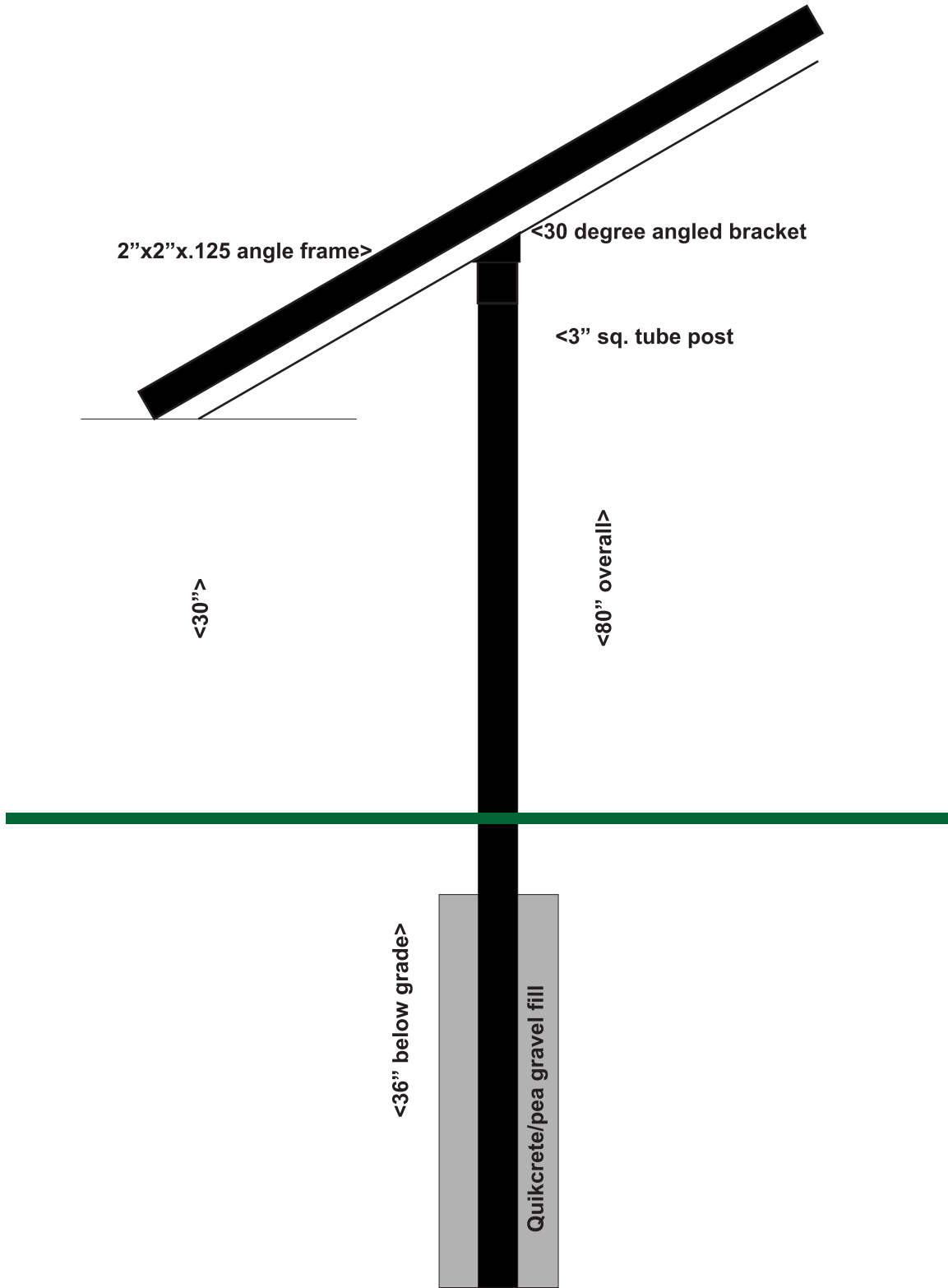
<22">

visual opening  
23.75 x 17.75

flat panel, weld to tube @ 30 degree angle



3"x3" x .125  
tube x 6' (h)





## SAMPLE LETTER

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

7/9/2024

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

Dear Crystal:

On behalf of Detroit Bird Alliance, I am writing to offer our full assistance in purchasing and installing an interpretive bird sign by the marsh at Chandler Park. The costs, approximately \$1,300, are being borne by the group mentioned above.

These improvements will take place in 2024. We have worked with community representatives to ensure these improvements are desired.

No maintenance is required to maintain this site for the next five years.

Thank you for your time and consideration.

Sincerely,



Ava Landgraf  
Conservation and Research Coordinator  
Detroit Bird Alliance





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**

Organization Name: <i>Palmer Woods Association</i>	Contact Name: <i>Joshua Ronnebaum</i>
Address: <i>19410 Lucerne Dr.</i>	Phone: <i>248-904-0110</i>
Email: <i>joshua.ronnebaum@gmail.com</i>	Website: <i>www.palmerwoods.org</i>
Preferred contact method: <i>e-mail</i>	Organization type: <i>Homeowners' Association</i>

**DONATION INFORMATION**

Park/Rec Facility Name: <i>Woodward / 7 Mile Park</i>	Address: <i>19101 Woodward Ave</i>
<i>Specific location at the property (if needed for clarity): 52 feet from corner of sidewalk</i>	
Estimated value (including all costs incurred): \$ <i>\$20,732.74 (sign construction + lighting)</i>	
How is this project funded? <i>Palmer woods Association funds</i>	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input checked="" type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input type="checkbox"/> Maintenance Improvement</li> </ul>	
Will this project host an event of more than 25 or more people in the proposed park? <input type="checkbox"/> Yes (requires Events Permit) <input checked="" type="checkbox"/> No	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

The Palmer woods Association proposes a brick and limestone sign to be constructed at the northwest corner of Woodward Avenue and 7 Mile Drive (19101 Woodward Ave). The marker is to be aesthetically consistent with the existing markers at the entrances to the neighborhood. The maker is to be two-sided, with limestone engravings on front and back. The sign will be lit from the ground with lamps, similar to the lighting on the existing markers.



**PROJECT DOCUMENTS/SITE PLAN(S)**

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

The sign will be located on the interior of the lot, approximately 52 feet from the corner sidewalk at the northwest corner of Woodward and 7 mile. The sign will be approximately 86" H x 98" W x 28" D.

**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 PWA has planned and designed the proposed marker, acting through a subcommittee of the PWA Board of Directors, and as approved by the Board of Directors.

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

Explanation:

The PWA has contracted with Phillips Sign and Lighting, a city-licensed sign contractor based in Harrison Township, Michigan as our contractor for the installation of the sign, and the Public Lighting Authority for the installation of the lighting.

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

Explanation:

We would like to begin construction in Fall 2024 (date TBD).

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

Explanation:

No cleanup/restoration will be required.

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

CITY  APPLICANT  OTHER  N/A

Explanation:

The PWA will maintain the marker itself and ensure the lights are in working order.

**\*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: see description

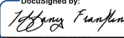
Does this project require a maintenance agreement or MOU?    YES    NO

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:  
review attachments


**Administrator Name:** Tiffany Franklin      **Signature:**       **Date:** 7/11/2024 | 12:22:57 PM

***Landscape Architect Input***

**Donation Decision:** Approved

Asset Value: \$ 22,000      Asset Life Cycle: 20 years

Conditions of Approval:  
Applicant to coordinate and inform City Representative with construction schedule.  
Applicant to provide planting details to City Representative.  
Applicant to coo-ordinate with City Representative for planting trees by City, if needed.

**Landscape Architect Name:** Farhat      **Signature:**       **Date:** 7/11/2024 | 12:39:17 PM

**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**Grounds Name:** Jerrell Harris

**Signature:** 

**Date:** 7/12/2024 | 8:40:32 AM EDT

**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval.

**PDU Name:** David Sumners

**Signature:** 

**Date:** 7/12/2024 | 8:25:02 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:**  
See approval

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: Michelle Story-Stewart

On behalf of Organization: Palmer woods Association \_\_\_\_\_ Date: 7/15/2024 | 1:54:57 PM PDT

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e202001e2

**Date:** 7/16/2024 | 10:44:01 AM EDT

# PALMER WOODS

ASSOCIATION

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

Dear Ms. Perkins:

On behalf of the Palmer Woods Association, I am writing to offer our full assistance in purchasing and installing a Palmer Woods sign/marker at the southeast section of 19101 Woodward in the "Woodward-7 Mile Park" (located at the northwest corner of 7 Mile and Woodward). The project costs, outlined in detail below, will total approximately \$22,000, and will be borne solely by the Palmer Woods Association.

The project will include

- A sign/marker made of brick and limestone exterior, with a core of cinderblock and a concrete footing. The limestone facade will be carved with "Palmer Woods / Est. 1915" and a tree motif. The proposed sign/marker was designed to be consistent with, though larger than, the existing signage at the entrances to our neighborhood. The proposed marker will be approximately 25"D x 78"H x 98"W. The approximate cost for the construction of the sign/marker is projected to be \$18,000.
- Lighting for the marker will be provided by and with the cooperation of the Detroit Public Lighting Authority (PLA), and paid for by the Palmer Woods Association. After installation of the sign/marker, underground conduit will be run from the easternmost lamp post near the corner of Balmoral Dr. and Woodward Ave. This lighting will show off the beauty of the finished sign/marker and surrounding landscaping into the evening hours. The approximate cost of the lighting is projected to be \$2,000.
- Landscaping around the marker will extend between 2 and 3 feet from the front and sides of the sign/marker, and will include a combination of hardy perennials and small shrubs, consistent with landscaping around the other neighborhood signage. The approximate cost of the surrounding landscaping is projected to be \$2,000, however we will seek to work with Detroit Parks and Rec on beautification of the entire corner.

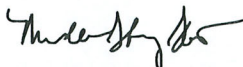
Upon approval by the General Services Division, these improvements will hopefully begin during Summer to Fall 2024, starting with the construction of the sign/marker, followed by the lighting, and finally the landscaping. We have worked with neighbors within Palmer Woods to ensure these improvements are desired.

As with other signage at the neighborhood entrances, landscaping surrounding the proposed sign/marker will be maintained by the Palmer Woods Association. As with the other signage lighting, Palmer Woods will monitor for lightbulb outages and replace them at our expense. This maintenance will continue for 5 years and beyond.

Finally, this project comes with significant community support. The initial concept was approved by the Palmer Woods Board of Directors on January 10, 2024, with final budgeting and contractor selection being approved on June 12, 2024. The plan was presented at the Palmer Woods Annual Meeting on May 15, 2024 and in particular we have received significant support from our neighbors along 7 Mile, those who are located closest to the proposed site. This project is highly anticipated, and much needed to signify the presence of our neighborhood at 7 Mile and Woodward.

Please contact me with any questions or concerns. Thank you for your time and consideration.

Sincerely,



Michelle Story-Stewart  
President  
Palmer Woods Association



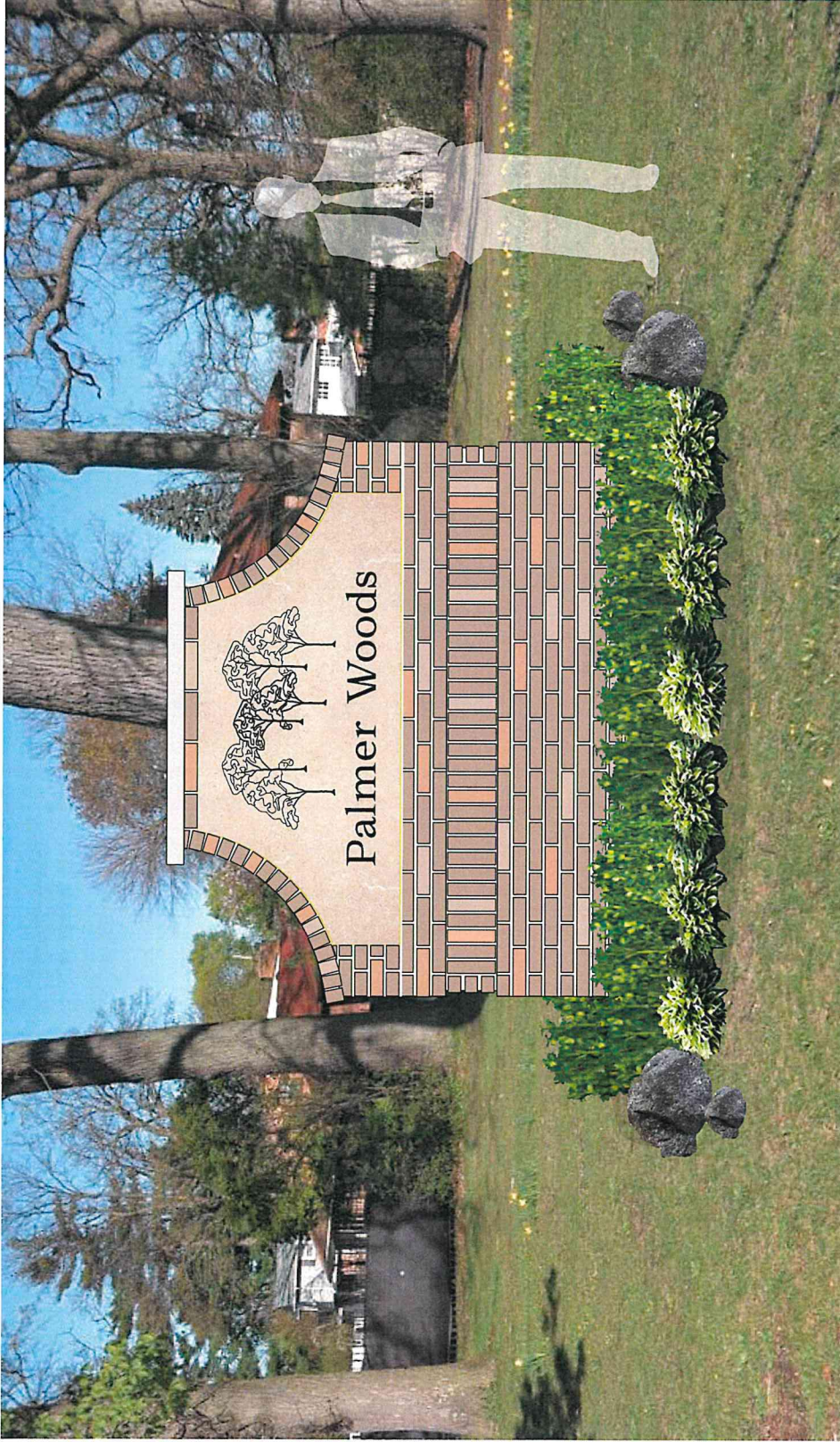
**22" from Woodward**

**Proposed Location:  
52" from corner,  
facing toward corner**

**30" from 7 Mile**



Proposed Sign



Existing @ Site

BRICK TO MATCH EXISTING  
EXHIBIT  
"A"

**Item #1**  
TOTAL SIGN AREA: 20 Sq. Ft.

**Monument - Brick Sign  
Single Sided**

Lead #: P21003921	
PROJECT: Palmer Woods-Detroit	
FILE: Palmer Woods-Men 1	
SITE ADDRESS: 19101 Woodward Avenue, Detroit, Mi. 48203	
LEAD: EP	REVISION: -
LAYOUT: CG	
Date: 4-29-24	

Designs, details and plans represented herein are the sole property of Phillips Signs & Lighting, Inc. All rights are reserved. Attempts to duplicate designs without written consent may result in Legal Repercussions.

phillips SIGN & LIGHTING Inc.  
**PS&L**  
Ph: 586.468.7110

40920 Executive Drive  
Harrison Twp., MI  
48045-1363

Permit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

visit us at: **phillippsign.com**



Proposed Sign



Existing @ Site

Item #1

TOTAL SIGN AREA: 20 Sq. Ft.

Monument - Brick Sign  
Single Sided

Lead #: P21003921

PROJECT: Palmer Woods-Detroit

FILE: Palmer Woods-Mon 1

SITE ADDRESS: 19101 Woodward Avenue,  
Detroit, MI, 48203

LEAD: EP

LAYOUT: CG

DATE: 4-25-24

REVISION:

—

Designs, details and plans represented herein are the sole property of Phillips Sign & Lighting, Inc. All or any part of these designs (except registered trademarks) may not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, without consent in writing from Phillips Sign & Lighting, Inc.

Phillips SIGN & LIGHTING inc.



Ph: 586.468.7110

visit us at: [phillipssign.com](http://phillipssign.com)

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Permit: \_\_\_\_\_

40920 Executive Drive  
Harrison Twp., MI  
48045-1363



**Item #1**

TOTAL SIGN AREA: 20 Sq. Ft.

**Monument - Brick Sign  
Single Sided**

Lead #: P21003921

PROJECT: Palmer Woods-Detroit

FILE: Palmer Woods-Mon 1

SITE ADDRESS: 19101 Woodward Avenue,  
Detroit, MI. 48203

LEAD: EP REVISION: -

LAYOUT: CG

Date: 4-29-24

**1**

**Qty: 1 Single Sided  
Monument Sign**

**Brick Sign  
with Limestone Face  
with Engraved Copy & Logo  
Limestone Cap**

**\*Final Brick Color & Size  
To Be Determined**

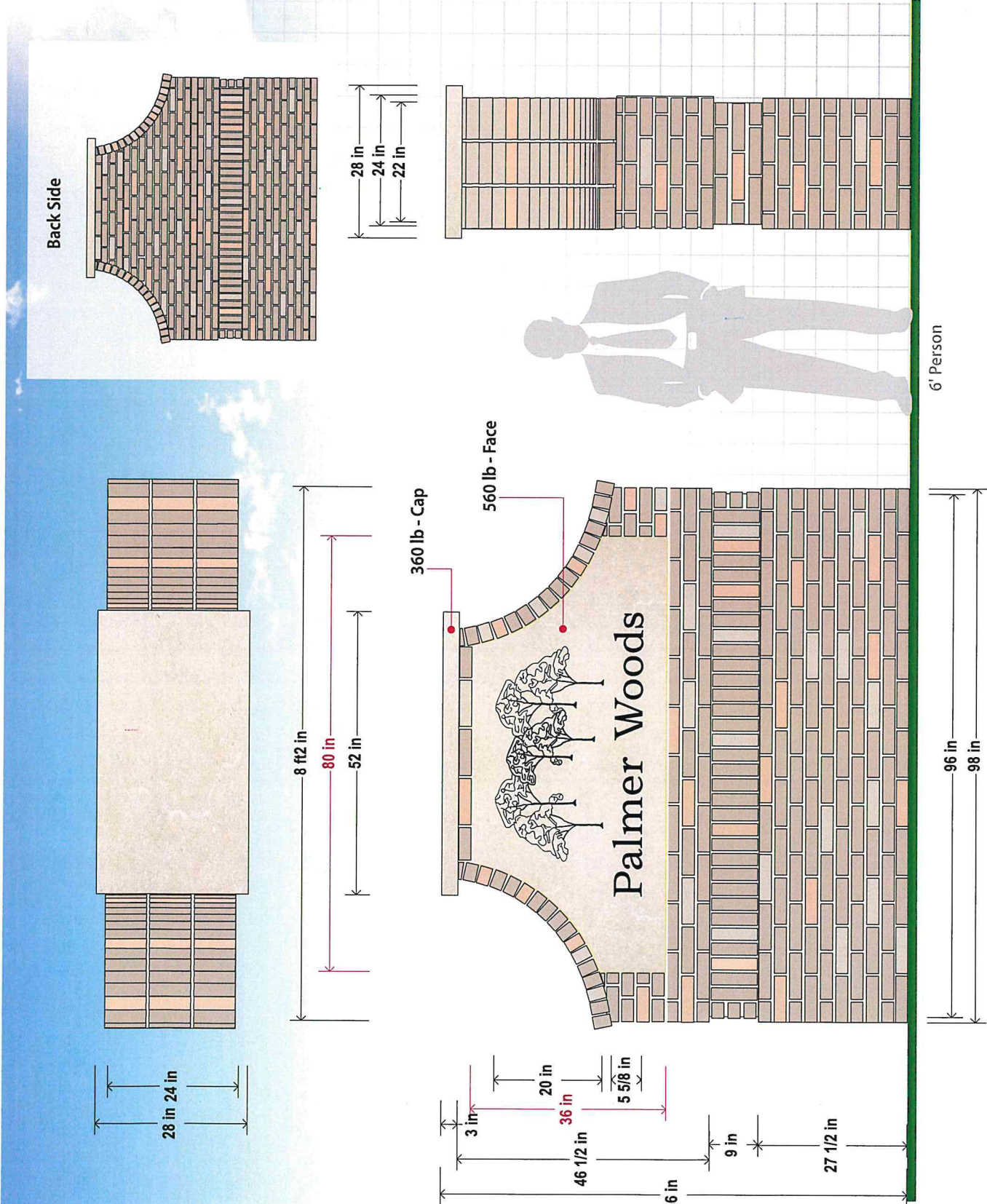
Designs, details and plans represented herein are  
the sole property of Phillips Sign & Lighting, Inc. (marks)  
are protected. Attempts to duplicate designs without  
written consent may result in legal repercussions.

Phillips SIGN & LIGHTING Inc.



Ph: 586.468.7110

40920 Executive Drive  
Harrison Twp., MI  
48045-1363



visit us at: **phillipssign.com**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Permit: \_\_\_\_\_

# phillips SIGN & LIGHTING INC.

40920 Executive Drive, Harrison Twp, MI 48045-1363

Phone: (586) 468-7110 Fax: (586) 468-7441 Visit us online at: [www.phillipssign.com](http://www.phillipssign.com)

**Contract:**

**Palmer Woods**

**19101 Woodward Avenue, Detroit, MI. 48203**

**phone: (248) 904-0110 - fax: (586) Email: [Joshua.ronnebaum@gmail.com](mailto:Joshua.ronnebaum@gmail.com)**

**contact: Joshua Ronnebaum**

**RE: 19101 Woodward Avenue, Detroit, MI. 48203**

**Item: #1**

Masonry Sign

consists of:

PS&L to work with and coordinate the fabrication and installation of (1) single faced non illuminated masonry monument sign.

Base to have an overall size of about 86" tall x 8' 2" wide x 28" deep.

Sign to have a concrete block interior and a brick exterior to match existing as close as possible.

Client to provide (1) engraved and painted limestone sign and (1) 3" x 52" x 28" limestone top cap.

Genesee Stone to deliver (1) limestone sign panel and limestone cap to site.

Masonry contractor to install client supplied limestone cap and sign in new masonry base.

Sign base to be set on a concrete footing.

Top of sign to be about 86" above grade.

PS&L to handle all communication with contractor.

Masonry warranty is by contractor.

PS&L to manage job until completion.

Contractor to install @ site and verify location with client.

**\*Note:** Client to supply engraved painted limestone sign and top limestone cap.

Client to have limestone sign and cap delivered to jobsite.

**\*Note:** Additional second face would not incur any additional labor cost for installation in masonry base.

Limestone sign face or faces to be provided by client.

Continued on next page.

**Contract:**  
**Continued from previous page.**

	<b>Item: #1</b>				
	Masonry Sign				
permit cost:	per city				
sign cost:	8,590.74				
6% sales tax:					
installation:	12,073.70				
<b>total:</b>	<b>20,664.44</b>				
down payment:	10,332.22				
balance C.O.D.:	10,332.22				

• Price is subject to review after 15 days due to fluctuating material costs. X\_\_\_\_\_

(print)

acceptance: \_\_\_\_\_ date: \_\_\_\_\_

*[Signature]* 5-7-24

salesperson: \_\_\_\_\_ date: \_\_\_\_\_

**Warranty (Materials & Labor)** - 5 years on construction workmanship, 1 year on lighting & electrical components.

\* Warranty excludes existing items, mdo signs, banners, acts of God and vandalism. Electrical UL listed.

**EXTRAS** - Sign Permit, Electrical Permit, and X\_\_\_\_\_ staff time fee (for permit procurement), as required.

- Client is responsible for landlord approval and final electrical hook-up. Installation based on normal conditions X\_\_\_\_\_
- Additional costs may be incurred if problems are encountered during excavation of footing (i.e., poor soil conditions, buried objects, sprinklers, etc.). PS&L assumes no responsibility for any sprinkler damage X\_\_\_\_\_.
- PS&L assumes no responsibility for damage to landscaping/grass due to install. X\_\_\_\_\_
- If clean art work is not provided, art work will be generated at a rate of **\$50.00** Per Hr. X\_\_\_\_\_
- Engineer sealed drawings, if required, to be provided at additional cost. X\_\_\_\_\_
- PS&L takes all precautionary steps to protect parking surfaces during installations. PS&L cannot be held liable for parking lot repairs if required. X\_\_\_\_\_
- Price quoted assumes reasonable access for installation and wiring of signage and components. X\_\_\_\_\_
- Installation quotations are estimates subject to verification of technical survey and confirmed access to signage. X\_\_\_\_\_
- No sign construction will begin prior to obtaining permits without written authorization of client. X\_\_\_\_\_
- Any additional required endorsements or changes to PS&L's current liability insurance certificate may be subject to additional costs. X\_\_\_\_\_
- Photographs and/or videos of signage may be used by PS&L for marketing purposes. X\_\_\_\_\_
- Credit Card orders over \$1,000.00 will be subject to a 3% fee. X\_\_\_\_\_
- Invoices over 30 days are subject to 2% finance charges. X\_\_\_\_\_



# phillips SIGN & LIGHTING INC.

40920 Executive Drive, Harrison Twp, MI 48045-1363

Phone: (586) 468-7110 Fax: (586) 468-7441 Visit us online at: [www.phillipssign.com](http://www.phillipssign.com)

**Contract:**

**Palmer Woods**

**19101 Woodward Avenue, Detroit, MI. 48203**

**phone: (248) 904-0110 - fax: (586) Email: [Joshua.ronnebaum@gmail.com](mailto:Joshua.ronnebaum@gmail.com)**

**contact: Joshua Ronnebaum**

**RE: 19101 Woodward Avenue, Detroit, MI. 48203**

**Item: #1**

Masonry Sign

consists of:

PS&L to work with and coordinate the fabrication and installation of (1) single faced non illuminated masonry monument sign.

Base to have an overall size of about 86" tall x 8' 2" wide x 28" deep.

Sign to have a concrete block interior and a brick exterior to match existing as close as possible.

**Limestone sign and cap is included in Item #2 or #3.**

Genesee Stone to deliver (1) limestone sign panel and limestone cap to site.

Masonry contractor to install client supplied limestone cap and sign in new masonry base.

Sign base to be set on a concrete footing.

Top of sign to be about 86" above grade.

PS&L to handle all communication with contractor.

Masonry warranty is by contractor.

PS&L to manage job until completion.

Contractor to install @ site and verify location with client.

**\*Note:** Additional second face would not incur any additional labor cost for installation in masonry base.

**Item: #2**

Limestone Sign & Cap - **Single Sided**

consists of:

PS&L to supply (1) limestone sign and (1) limestone cap for masonry base in Item #1.

Sign to be about 36" tall x 80" wide x 3" deep.

Cap to be about 3" tall x 52" wide x 28" deep.

Limestone sign to be engraved per the artwork.

PS&L to place order and coordinate with Genesee Stone to have sign and cap delivered to site.

Installation of sign and cap to be by masonry contractor and is included in Item #1.

**Item: #3**

Limestone Signs & Cap - **Double Sided**

consists of:

PS&L to supply (2) limestone signs and (1) limestone cap for masonry base in Item #1.

Each sign to be about 36" tall x 80" wide x 3" deep.

Cap to be about 3" tall x 52" wide x 28" deep.

Limestone signs to be engraved per the artwork.

PS&L to place order and coordinate with Genesee Stone to have signs and cap delivered to site.

Installation of signs and cap to be by masonry contractor and is included in Item #1.

**\*Note:** If Item #2 or #3 is not purchased, client is responsible for purchasing limestone sign and cap and having them delivered to site.

Continued on next page.


**Contract:**  
Continued from previous page.

	<u>Item: #1</u>	<u>Item: #2</u>	<u>Item: #3</u>		
	Masonry Sign	Limestone S/F	Limestone D/F		
permit cost:	per city	per city	per city		
sign cost:	6,642.41	3,343.28	5,987.21		
6% sales tax:					
installation:	6,103.13	0.00	0.00		
<b>total:</b>	<b>12,745.53</b>	<b>3,343.28</b>	<b>5,987.21</b>		
down payment:	6,372.77	1,671.64	2,993.60		
balance C.O.D.:	6,372.77	1,671.64	2,993.60		

• Price is subject to review after 15 days due to fluctuating material costs. X \_\_\_\_\_

Michelle Story-Stewart (print) June 17, 2024

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acceptance:  date: 5-9-24

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salesperson: \_\_\_\_\_ date: \_\_\_\_\_

**Warranty (Materials & Labor) - 5 years on construction workmanship, 1 year on lighting & electrical components.**

\* Warranty excludes existing items, mdo signs, banners, acts of God and vandalism. Electrical UL listed.

**EXTRAS - Sign Permit, Electrical Permit, and X MSS staff time fee (for permit procurement), as required.**

- Client is responsible for landlord approval and final electrical hook-up. Installation based on normal conditions X MSS
- Additional costs may be incurred if problems are encountered during excavation of footing (i.e., poor soil conditions, buried objects, sprinklers, etc.). PS&L assumes no responsibility for any sprinkler damage X MSS
- PS&L assumes no responsibility for damage to landscaping/grass due to install. X MSS
- If clean art work is not provided, art work will be generated at a rate of **\$50.00** Per Hr. X MSS
- Engineer sealed drawings, if required, to be provided at additional cost. X MSS
- PS&L takes all precautionary steps to protect parking surfaces during installations. PS&L cannot be held liable for parking lot repairs if required. X MSS
- Price quoted assumes reasonable access for installation and wiring of signage and components. X MSS
- Installation quotations are estimates subject to verification of technical survey and confirmed access to signage. X MSS
- No sign construction will begin prior to obtaining permits without written authorization of client. X MSS
- Any additional required endorsements or changes to PS&L's current liability insurance certificate may be subject to additional costs. X MSS
- Photographs and/or videos of signage may be used by PS&L for marketing purposes. X MSS
- Credit Card orders over \$1,000.00 will be subject to a 3% fee. X MSS
- Invoices over 30 days are subject to 2% finance charges. X MSS





2

Palmer  
Woods







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**

Organization Name: <i>Our Backyard Detroit</i>	Contact Name: <i>LaTonya Thomas</i>
Address: <i>16725 Tuller St. Detroit, 48221</i>	Phone: <i>(313) 244-2348</i>
Email: <i>latonyathomas213@gmail.com</i>	Website: <i>ourbackyarddetroit.org</i>
Preferred contact method: <i>e-mail</i>	Organization type: <i>Non Profit</i>

**DONATION INFORMATION**

Park/Rec Facility Name: <i>Ella Fitzgerald Park</i>	Address: <i>16625 Prairie St. 48221</i>
<i>Specific location at the property (if needed for clarity): Playground areas</i>	
Estimated value (including all costs incurred): \$ <i>2,500.00</i>	
How is this project funded? <i>Grant</i>	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input type="checkbox"/> Maintenance Improvement</li> </ul>	
Will this project host an event of more than 25 or more people in the proposed park? <input type="checkbox"/> Yes (requires Events Permit) <input checked="" type="checkbox"/> No	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

Beautification Grant:  
 Purchase and install a Toddler Sensory Board, Paint the wooden Playground equipment with Bright primary colors and install Perennial Flowers around trees in green spaces.



**PROJECT DOCUMENTS/SITE PLAN(S)**

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

Gift Letter is 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:  
Not Applicable

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

Explanation:  
Gilbert family Foundation volunteers

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

Explanation:  
within 30 days from application approval date.

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

Explanation:  
Park Champion, Ella Fitzgerald Park Conservancy and Community Park Clean ups.

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

CITY  APPLICANT  OTHER  N/A

Explanation:  
I currently perform weekly audits at the park for needed issues along with Ella Fitzgerald Park Conservancy, President.

**\*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: See description

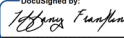
Does this project require a maintenance agreement or MOU?    YES    NO

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:  
LA will review


**Administrator Name:** Tiffany Franklin      **Signature:**       **Date:** 6/17/2024 | 9:48:54 AM

***Landscape Architect Input***

**Donation Decision:** Approved

Asset Value: 2,500      Asset Life Cycle: 5 YEARS

Conditions of Approval:  
Approved- Toddler sensory board to be reviewed by City Representative prior to install.

**Landscape Architect Name:** Farhat      **Signature:**       **Date:** 7/1/2024 | 11:17:51 AM

**Grounds Input**

**Donation Decision:** Approved with Conditions

Conditions of Approval:

Approved with the inclusion of the conditions from PDU.

**Grounds Name:** Jerrell Harris

**Signature:** 

**Date:** 7/24/2024 | 7:03:59 AM EDT

**PDU Input**


**Donation Decision:** Approved with Conditions

Conditions of Approval:

The playground should not be painted. The playground was manufactured, installed, and inspected by Certified Playground Safety Inspectors. Paint would change the ASTM standards and possibly become slippery when wet and a liability to the city. Paint on wood outdoors also only last a year or 2 and needs repainted creating added maintenance.

Other items in the scope are approved.

**PDU Name:** David Sumner

**Signature:** 

**Date:** 7/24/2024 | 5:38:06 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**

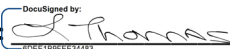
By submitting this request, the undersigned certify(ies) as follows:

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:**  
See conditional approval

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: LaTonya Thomas

On behalf of Organization: LaTonya Thomas

Date: 7/24/2024 | 3:34:14 PM PDT

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e2078017e1

**Date:** 7/29/2024 | 8:18:57 PM EDT

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

June 14, 2024

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

Dear Crystal:

On behalf of Our Backyard Detroit, I am writing to offer our full assistance in purchasing and installing a Toddler Sensory Board, Painting the wooden playground equipment and planting perennial flowers at Ella Fitzgerald Park located at 16625 Prairie St., 48221. The cost, approximately \$2,500.00 are being borne by the group mentioned above.

These improvements will take place on June/July 2024. We have worked with Community Representatives to ensure these improvements are desired.

By being the Champion for Ella Fitzgerald Park and Certified in the skilled Trades, this will give me the knowledge to address the long-term sustainability and maintenance of our beautification efforts for the next five years.

Thank you for your time and consideration. Sincerely,

*LaTonya Thomas*

Champion – Ella Fitzgerald Park  
Our Backyard Detroit





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**

Organization Name: Crow House	Contact Name: Marlena Crow
Address: 2567 Cabot St	Phone: 313-414-0083
Email: crowhouseorg@gmail.com	Website: crowhouse.org
Preferred contact method: e-mail	Organization type: 501c3

**DONATION INFORMATION**

Park/Rec Facility Name: Patton Park	Address: Cabot St @ Patton Park border
<i>Specific location at the property (if needed for clarity):</i> Segment of alley west of Cabot St, between Woodmere and Patton Park.	
Estimated value (including all costs incurred): \$ 1500	
How is this project funded? Grant revenue	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input checked="" type="checkbox"/> Maintenance Improvement</li> </ul>	
Will this project host an event of more than 25 or more people in the proposed park? <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (requires Events Permit)</li> <li><input checked="" type="checkbox"/> No</li> </ul>	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

We are beautifying the alley parallel with Cabot St, between Woodmere and the park. Part of the wood chip path material overlaid on the existing grass path may overlap with some park property where the alley and Cabot terminate.

We are interested in assisting with design, implementation and provision for a buffer area in ~~what is now a close at the north end of Cabot. However, this part is still in preliminary~~ discussion.



**PROJECT DOCUMENTS/SITE PLAN(S)**

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

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:

This is a very straight forward addition of an organic layer and planting along the periphery of perennial plants.

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

Explanation:

No permits are required. Applicant signed a maintenance agreement with DPW, as required.

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

Explanation:

By the end of July, the alley should be cleared of debris and the wood chip path laid. Planting of perennials will happen over time, perhaps multiple seasons.

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

Explanation:

N/A

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

CITY  APPLICANT  OTHER  N/A

Explanation:

There really is no maintenance: the wood chips may be replaced, but if not, they will simply deteriorate into dirt, which is what the current alley is. The plants will be trimmed, as needed, to ensure they do not encroach into the passable/travel lane.

**\*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.**



**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**Grounds Name:** Jerrell Harris

**Signature:** 

**Date:** 7/25/2024 | 8:44:38 AM EDT

**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**PDU Name:** David Sumner

**Signature:** 

**Date:** 7/25/2024 | 5:25:58 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:**  
see conditional approval

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: Marlena Crow \_\_\_\_\_

On behalf of Organization: n/a \_\_\_\_\_

Date: 8/4/2024 | 9:01:54 PM EDT \_\_\_\_\_

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e202001e2

**Date:** 8/6/2024 | 3:32:44 PM EDT

TO: Gerrajh Surles, EIT

FROM: Marlena Crow, MUP, PDC, MSW, MLSe

RE: Alley beautification, D6 Springwells/Patton Park

Below are points for consideration in the proposed project.

### **LOCATION**

This alley is located north of Woodmere, between Cabot and Oakdale. The south entrance is from Cabot, where it makes a 90 turn at approximately 100'. The alley continues north toward Patton Park, with this west side terminating at the unpaved lot/cul de sac on Cabot.

The alley continues across Cabot and in parallel to Patton Park's border. It terminates at Lawndale. In the park, directly inside the railing, is a portion of the existing greenway.

Figure 1 depicts the satellite view of the existing alley and its surrounds.

### **CONDITIONS**

This alley is fully unpaved. The initial entry from the south portion of Cabot, between a multi-family and SFR, is packed dirt. The remainder is grass, with uneven terrain. Trees line both sides, with a denser tree line on the east and north sides. There is litter typical for the area. See Figures 6-10.

### **USE AND ENVIRONMENT**

Currently, there are three garages which have potential access to this alley, as well as a small lot to the west of the MFR. No garages are in use, although one is planned to have restored use within the year. The garage on the west side has permanent, footed, metal balusters in front of the garage door. The north garage is currently out of use and completely fenced off behind a chain link fence. The MFR lot is used primarily for the trash container and building/stairwell egress.

This side of the alley is primarily used as a utility right of way and a pedestrian path to the park. However, residents at the MFR on Cabot and a duplex on Oakdale sometimes obstruct the alley with parked vehicles.

Due to an existing blockade of the east side of the alley, from Cabot to Lawndale, the unpaved lot at the foot of Patton Park requires a turn around, rather than traffic flowing north on Cabot, then east to Lawndale. This creates challenging two-way traffic on Cabot, which is a narrow residential street with parking on both curbs.

Consequently, the use demands are perfect for this type of project: light vehicle traffic currently and projected, but retaining full right of way, even with improvements.



## **PROPOSAL**

To create a visually delineated path suitable for vehicles and pedestrians, using wood chips as the surface medium.

Over time, to line the path with appropriate native plants and low lumen solar lighting.

Figures are given to convey concepts. Figures 4 and 5 are more demonstrative of alley scale, while Figures 2 and 3 are more demonstrative of enhanced peripheral landscaping layered over time.

## **PURPOSE**

There is significant value in terms of both ecology and public health. The use of wood chips over other material choices ensures dynamic edges along the landscaped periphery, and will restore the soil from years of misuse and neglect.

By offering what transforms just an alley into a dual purpose wynd/linear park for surrounding residents, it transitions the block into the emerging greenway and park improvements.

By using native plants, the maintenance requirements are low and it offers the benefit of being a pollinator garden. Lastly, rain garden strategies will be used as part of an overall permaculture approach, adding benefit in water management.

Additionally, the visual cue of an active right of way will deter illegal behaviors, such as obstructing the alley.

## **FUNDING AND PROJECT MANAGEMENT**

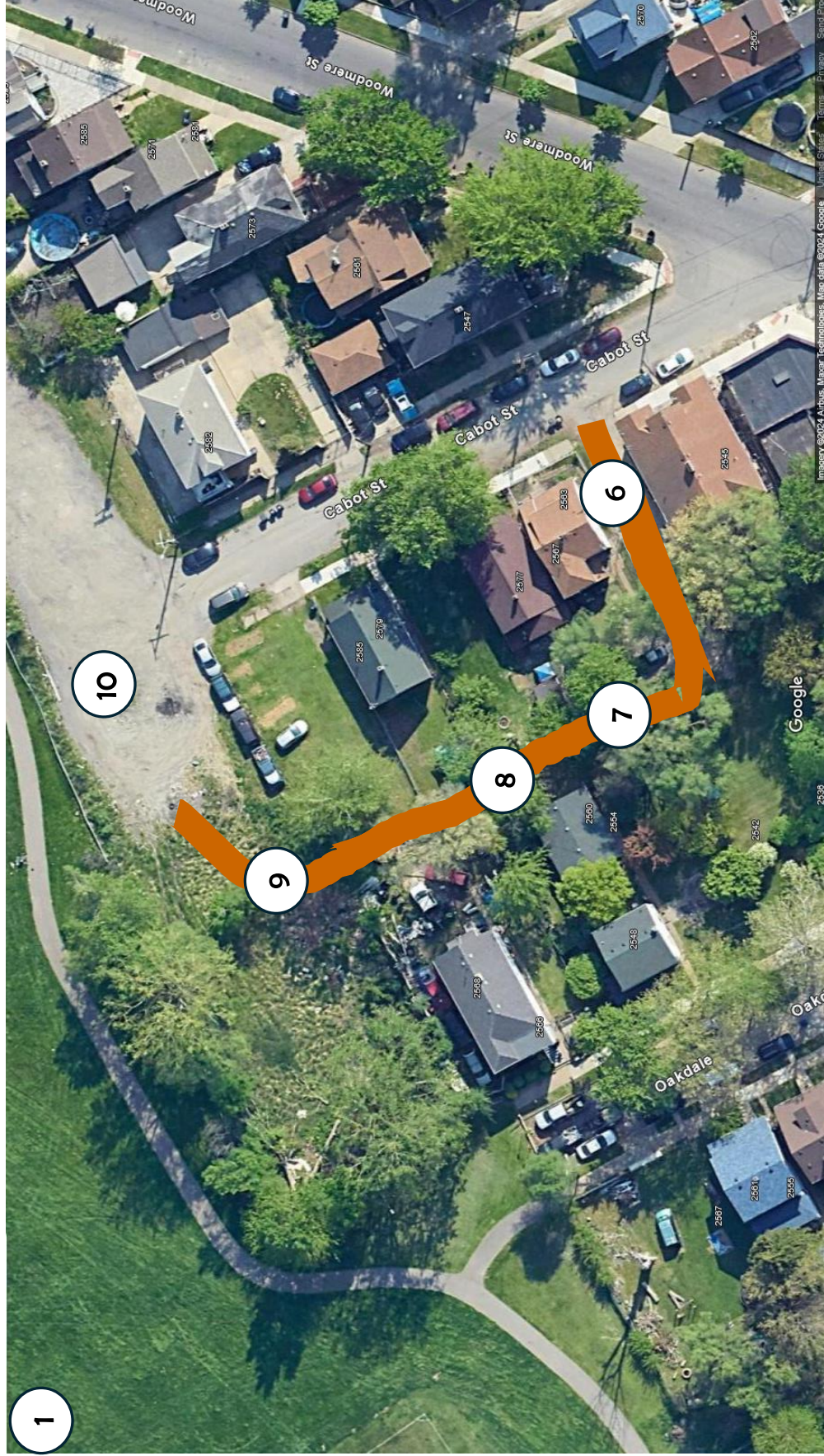
No funding is needed. Crow House Inc, a 501(c)(3), is a sponsor for the project.

Marlena Crow is the project manager. She is a certified Permaculture Design Consultant, and holds graduate degrees in urban planning with an emphasis on sustainable cities, social work with an emphasis on public health, and law. She is formally trained and certified in waterfall and Agile project management. Her resume is attached.

## **CONCERNS**

There are no significant concerns. In the worst case scenario, the wood chips are not maintained, in which case the area returns to its original condition of a grass passage. The alley is already overgrown and poorly maintained, and so attention to this as an enhanced path will only improve existing conditions. The same is true for the litter.

Once the landscaping is in place, it will require very little maintenance. Since the alley has such low traffic, overgrowth is not a significant concern and would not require more maintenance than typical alley cutting, even so.

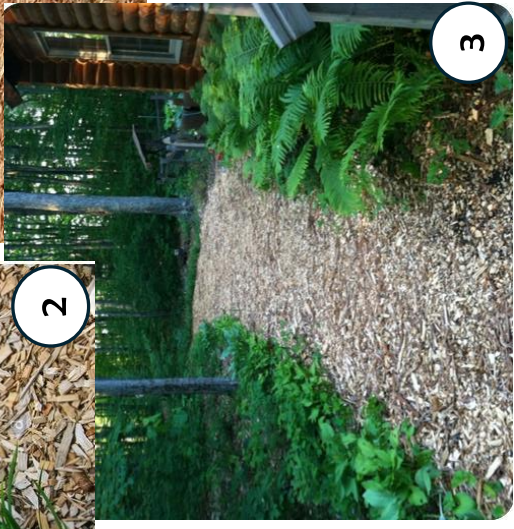




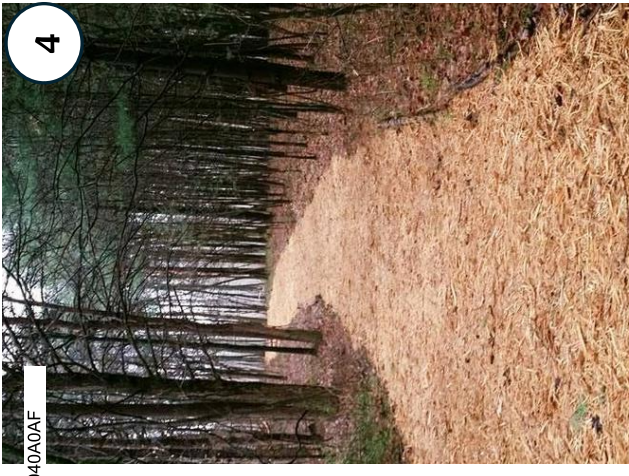
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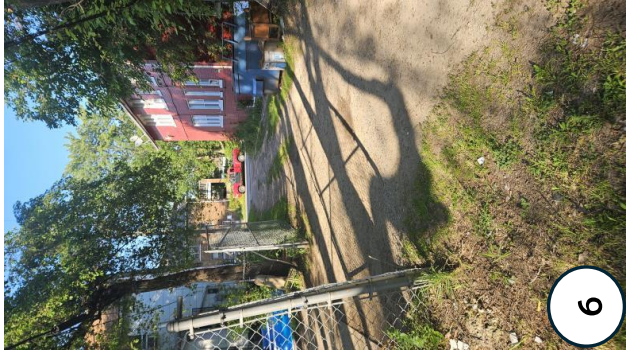
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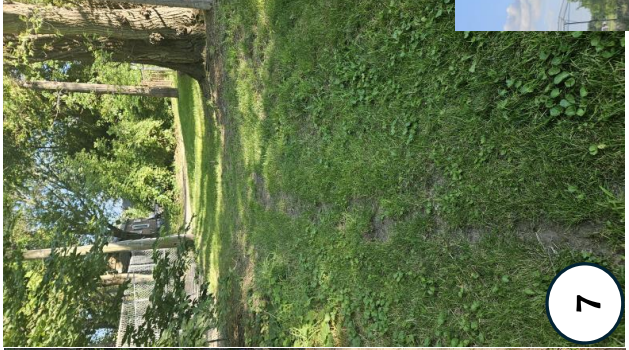
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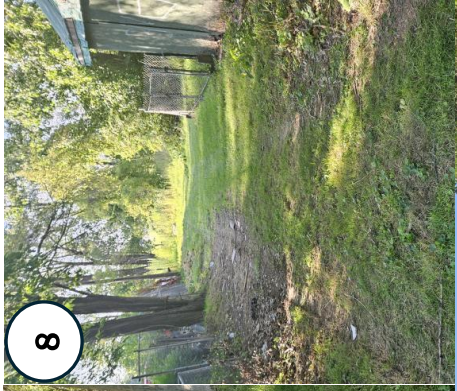
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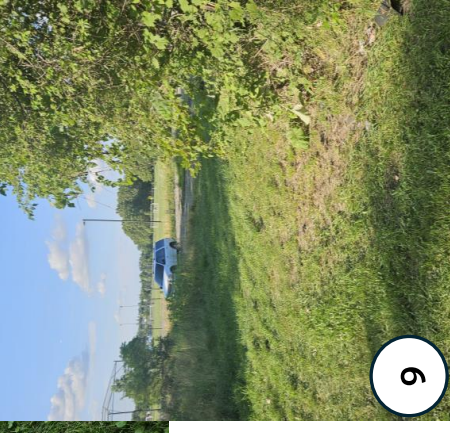
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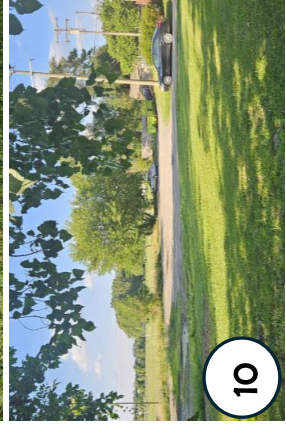
7



8



9



10



## COMMUNITY DEVELOPMENT WORK CHRONOLOGY

### Project Manager

**Incremental Housing Development**  
Crows Roost LLC Detroit, MI  
1/2015 - Present

### Program Manager

**Resilience and Placemaking**  
Crow House Inc Detroit, MI  
9/2014 - Present

### Community Planner

Coyote Crow International  
2000 - Present

### Project Manager (Admin Analyst IV)

City of Oakland Public Works Oakland, CA  
3/2009 – 10/2010

### Project Manager

**Incremental Development**  
Coyote Kaiser LLC Tucson, AZ  
2/2005 – 8/2008

## UNIVERSITY EDUCATION

### Master of Urban Planning

University of Michigan – Ann Arbor

- ▶ Sustainable Cities
  - \* Sustainability Fellow
  - \* Graham Institute Distinguished Award for Interdisciplinary Sustainability
- ▶ Global & Comparative Planning

### Graduate Coursework and Research

University of Arizona

- ▶ International Development
  - \* Public Health
  - \* Development Economics

### Master of Social Work

University of Michigan – Ann Arbor

- ▶ Policy and Evaluation
- ▶ Community Organizing & Social Systems
  - \* Community Scholar
  - \* Margaret Dow Towsley Scholar (CEW)

### Post-Bac 2-year Degree (Summa Cum Laude)

Pima College (ABA Approved)

- ▶ Law (Applied practice)

### Bachelor of Arts (Magna Cum Laude)

University of Arizona

- ▶ Cultural Anthropology (Urban Studies)
  - \* French minor
- ▶ World Religions (Comparative)
  - \* History minor

## PROFESSIONAL ASSOCIATIONS

- ▶ Project Management Institute (PMI)
- ▶ American Planning Association (APA)
- ▶ Congress for the New Urbanism (CNU)
- ▶ Society for Human Resources (SHRM)
- ▶ American Bar Association (ABA)
- ▶ National Assoc for Social Workers (NASW)

## COMMUNITY DEVELOPMENT SNAPSHOT

### Building Sustainable Communities

- Designed, funded and implemented community projects, such as:
  - ▶ Neighborhood greenbelts, including leveraging right of ways for water management and permaculture landscaping
  - ▶ Pocket parks and park improvements/amenities
  - ▶ Community permaculture gardens, urban forestation and management
  - ▶ Water management groundworks and cistern systems, gray water retrofits
  - ▶ Bike and pedestrian infrastructure, including Safe Routes to School
  - ▶ Traffic mitigation and calming for complete streets approach, integrating green infrastructure such as bioswale roundabouts, chicanes and medians
  - ▶ Public transportation planning and engagement strategy design
  - ▶ Historic district design overlays, upcycle/infill development, district inventories
  - ▶ Community planner contributor for project task forces or development groups
    - \* Roosevelt NIA (Historic District)
    - \* Phoenix Light Rail Charrette (bound by downtown historic districts)
    - \* 2<sup>nd</sup> Avenue Greenway Charrette (Historic District, Phoenix)
- Legal work with zoning and land use issues: right of use, legal non-conforming status, variances, overlay and zoning violations

### Engagement - Participatory Planning and Budgeting, Placemaking

- Led participatory planning initiatives in historic neighborhood plans/overlays, zoning issues, districting, special infrastructure/infill projects
- Designed, implemented and facilitated community engagement processes, including a stakeholder coalition of ~30 Ward neighborhood associations
- Managed projects for boards and committees in community sustainability, planning and development equity organizations, including:
  - ▶ Bioneers
  - ▶ Watershed Management Group
  - ▶ Sustainable Tucson
  - ▶ Keeling Neighborhood Association
  - ▶ Dunbar Springs Neighborhood Association
  - ▶ KAEC Weed & Seed Coalition
  - ▶ Ward 3 Neighbors Coalition (30 neighborhoods, mixed historic designations)
  - ▶ Feldman's Neighborhood Association (Historic District)
  - ▶ Roosevelt Action Association (Historic District)
- Created and managed large-scale community events, including:
  - ▶ Farmers' market
  - ▶ Historic home tours
  - ▶ Fundraisers
  - ▶ Street fairs

### Real Estate – Housing, Historic and Green Building

- Managed and designed renovation of commercial and residential buildings, emphasizing hybrid projects of historic preservation and green retrofits (gray water, weatherization, energy efficient heating/cooling, etc)
- Managed property acquisition and project cost analysis of affordable and market rate SFR, MFR and commercial property
- Construction management, including condition assessment, work schedule, punch lists, supervision of trade contractors, permitting
- Managed property portfolios, including leasing, tenant relations and community development, maintenance orders, and legal compliance

### Urban and Social Policy

- Researcher and policy analyst representing community interests at the city, county and state level, particularly regarding government compliance and accountability. A few example research and analysis projects include:
  - ▶ Impact of proposed stadium development
  - ▶ Impact of liquor license density in urban communities
  - ▶ "Herding" of crime and minority groups
  - ▶ Impact of urban renewal on low-earning groups
  - ▶ Intersection of built environment and community ethos
  - ▶ Relationship between transportation accessibility and employment success

## FUNCTIONAL MANAGEMENT HIGHLIGHTS

### ANALYST & MANAGEMENT WORK CHRONOLOGY

#### Process Analyst Project Manager

hica dracones Consulting International  
2000 – Present

#### Program Architect – Green Project Management

PMI - SF/BAC Chapter San Francisco, CA  
12/2009 – 1/2011

### PARTIAL CLIENT LIST

#### Corporate

- ▶ Intel
- ▶ CSAA (California AAA)
- ▶ Jubilee Technologies
- ▶ Wells Fargo
- ▶ Gate Capital Investment
- ▶ Seasonal Strategy
- ▶ General Dynamics
- ▶ Southwest Supermarkets
- ▶ Levi-Strauss
- ▶ AmericaWest

#### Public and Non-Profit

- ▶ Alberta Learning, STB
- ▶ Maricopa County Public Health Dept
- ▶ Foundation for Integrative Medicine
- ▶ Roosevelt Action Association
- ▶ Scottish Parliament, Green Party

#### Legal

- ▶ Faculty of Advocates
- ▶ Semple Fraser
- ▶ Pillsbury Madison & Sutro



**Veteran**  
US Coast Guard

### PROFESSIONAL EDUCATION CERTIFICATES

- ▶ Project Management (CSM)
  - \* Lean, Agile, Scrum
- ▶ Permaculture Design
- ▶ Real Estate Sales
- ▶ Mortgage Lending
- ▶ Human Resources
- ▶ Fraud Examination
- ▶ Mediation
- ▶ Adult Literacy (Project Read)
- ▶ TEFL/TESOL

### PROFESSIONAL LICENSES

- ▶ LLMSW
- ▶ Lead Inspector/Risk Assessor
- ▶ Residential Builder (Complete 2023)

### Procurement, Grant and Contract Management

- Ensured fiscal, scope, and reporting compliance with state, federal and private grants
- Managed public bidding and contracting process, including analysis of documents submitted to ensure compliance with federal, state and local laws and requirements
- Negotiated vendor and client contracts; analyzed contracts for terms enhancement
- Estimated job and contract costing
- Developed and deployed first zero waste bid process for large municipality

### Development, Public Relations, Corporate Communication

- Secured financing through multi-media presentations, business proposals and grants
- Led outreach drives to garner program awareness, support and participation
- Managed events: budget, event staff, site selection and contracts, onsite booth build, menu planning, agenda and activities schedule, travel arrangements
- Responsible for all levels of corporate communication and public relations, including:
  - ▶ Grants and ongoing grant results/justification
  - ▶ Business proposals
  - ▶ Corporate newsletters
  - ▶ White papers
  - ▶ Press releases
  - ▶ Live television and radio
  - ▶ Executive summaries
  - ▶ Community newsletters
  - ▶ Web content
  - ▶ Marketing materials
  - ▶ Live debates, forums, seminars and workshops

### Finance and Accounting

- Extensive internal audit experience (financial and procedural); for example, audited over 12 federal grants held by the Office of Family Services in a county Public Health Department. This recaptured 'lost' funds totaling 30% of annual dept budget.
- Created property portfolios for package resale on stock market
- Created scenario budgeting and financial projections (org/depart/project)
- Established SEC compliance processes and paper trail for investment adviser, resulting in a "No Action" letter from the first inspection.
- General ledger, accounts payable and receivable, reconciliation, payroll

### Human Resources

- Developed unique team-building model, reducing turn-over by 100% in pilot
- Recommended globalization outsourcing strategies based on social research
- Evaluated efficacy of current training programs against strategic objectives; established proficiency standards and developed training curriculums
- Converted 250+ contractors to employee status, entailing enrollment in health, dental, flex benefits, life and disability insurance, as well as payroll and tax conversion
- Designed and implemented comprehensive policies and procedures for new organizations; designed evidence-based board governance structures
- Evaluated and recommended compensation structure, both monetary and incentive, for market competitiveness
- Advised managers and employees on issues regarding labor law, applied labor psychology and standard HR practices, ensuring compliance; mediated conflict and provided employee advocacy

### Technology

- Created customer support and data analysis infrastructure for internet business channel, which included developing support strategy; establishing internal accountability; developing and implementing workflows and fulfillment standards; producing a team manual; identifying design needs; developing content
- Developed database and reports to capture, analyze and document data
- Implemented all levels of cash management client services across multiple delivery platforms. Resolved customer service issues, from on-site technical support and training to service delivery. Led the Implementation Resolution Team during the first phase of customer conversion (First Interstate—Wells Fargo merger) to ensure quality control during the transition.

### Inventory and Records Management

- Supervised inventory procurement and reconciliation, shipping and receiving
- Developed multi-media storage system and supervised storage facility
- Supervised paper and electronic records for corporate and highly regulated environments, including PD Internal Affairs complaints and investigations, personnel, medical records, donor records, legal case files, USCG classified communication

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

July 18, 2024

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

Dear Crystal:

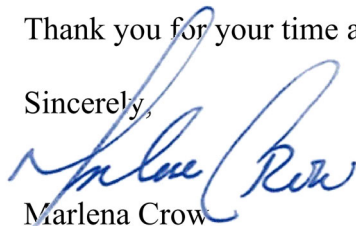
On behalf of Crow House, I am writing to offer our full assistance in purchasing and installing wood chip path and native perennial plants in the alley to the west of Cabot Street, which may dovetail into Patton Park. The costs, approximately \$1,500 are being borne by the group mentioned above.

These improvements will take place during July 2024 and seasonally thereafter. We have worked with community representatives to ensure these improvements are desired.

To maintain this site for the next five years, the needs are low. The wood chips may be refreshed, but if not, they will deteriorate into earth, which is the existing alley "material." The perimeter plants will be trimmed, as needed, to ensure they do not encroach on the travel lane.

Thank you for your time and consideration.

Sincerely,



Marlena Crow  
Program Director



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**

Organization Name: <i>Detroit Bird Alliance</i>	Contact Name: <i>Ava Landgraf</i>
Address: <i>174 S Clark St Detroit 48209</i>	Phone: <i>313-800-1578</i>
Email: <i>alandgraf@detroitaudubon.org</i>	Website: <i>detroitbirdalliance.org</i>
Preferred contact method: <i>e-mail</i>	Organization type: <i>non-profit</i>

**DONATION INFORMATION**

Park/Rec Facility Name: <i>Historic Fort Wayne</i>	Address: <i>6315 W Jefferson</i>
<i>Specific location at the property (if needed for clarity): Within line of trees north of meadow</i>	
Estimated value (including all costs incurred): \$ <i>4,5000</i>	
How is this project funded? <i>NFWF Five Star and Urban Waters Restoration Grant Project</i>	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input type="checkbox"/> Maintenance Improvement</li> </ul>	
<b>Will this project host an event of more than 25 or more people in the proposed park?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (requires Events Permit)</li> <li><input checked="" type="checkbox"/> No</li> </ul>	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

The benches and sign will encourage people to interact with and enjoy the meadow. The benches are made of reclaimed materials from Architectural Salvage warehouse and the sign shows common bird species found in Detroit.





**PROJECT DOCUMENTS/SITE PLAN(S)**

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

Gift letter and site plan are 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:

Detroit Bird Alliance worked with city staff to select the locations for the benches and sign.

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

Explanation:

Detroit Bird Alliance will pay for the construction of the benches and sign.

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 benches are ready to install and the signs will be made soon and then are ready to be installed as approval allows.

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

Explanation:

No clean up or restoration is required.

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

CITY     APPLICANT     OTHER     N/A

Explanation:

Detroit Bird Alliance will apply a stain finish to the benches each year for upkeep.

**\*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: See description


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:  
See comments/


**Administrator Name:** Tiffany Franklin      **Signature:**       **Date:** 8/6/2024 | 4:02:05 PM E

***Landscape Architect Input***

**Donation Decision:** Approved

Asset Value: \$4,500      Asset Life Cycle: 15 years

Conditions of Approval:  
Met on site with group. No conditions.

**Landscape Architect Name:** John DeRuiter      **Signature:**       **Date:** 8/7/2024 | 12:03:53 PM E

**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**Grounds Name:** Jerrell Harris

**Signature:** 

**Date:** 8/12/2024 | 9:16:32 AM EDT

**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval

**PDU Name:** David Sumner

**Signature:** 

**Date:** 8/10/2024 | 8:04:43 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:**  
See conditions for approval

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: Ava Landgraf

On behalf of Organization: Detroit Bird Alliance Date: 8/14/2024 | 6:31:28 PM EDT

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e3202001e3

**Date:** 8/14/2024 | 7:04:36 PM EDT



## SAMPLE LETTER

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

8/6/2024

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

Dear Crystal:

On behalf of Detroit Bird Alliance, I am writing to offer our full assistance in purchasing and installing 2 benches and a sign by the meadow at Historic Fort Wayne. The costs, approximately \$4,500, are being borne by the group mentioned above.

These improvements will take place in October 2024. We have worked with community representatives to ensure these improvements are desired.

We will paint the benches with finishing oil yearly to maintain this site for the next five years.

Thank you for your time and consideration.

Sincerely,



Ava Landgraf  
Conservation and Research Coordinator  
Detroit Bird Alliance

Historic Fort Wayne



- ★ Sign
- ◆ Bench
- ◇ Meadow



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**

Organization Name: <i>Detroit Bird Alliance</i>	Contact Name: <i>Ava Landgraf</i>
Address: <i>174 S Clark St Detroit MI 48209</i>	Phone: <i>313-800-1578</i>
Email: <i>alandgraf@detroitaudubon.org</i>	Website: <i>detroitbirdalliance.org</i>
Preferred contact method: <i>e-mail</i>	Organization type: <i>non-profit</i>

**DONATION INFORMATION**

Park/Rec Facility Name: <i>Hunt Park</i>	Address: <i>520 winchester</i>
<i>Specific location at the property (if needed for clarity): SW Corner</i>	
Estimated value (including all costs incurred): \$ <i>2,900</i>	
How is this project funded? <i>NFWF Five Star and Urban Waters Restoration Grant Program</i>	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input type="checkbox"/> Maintenance Improvement</li> </ul>	
<b>Will this project host an event of more than 25 or more people in the proposed park?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (requires Events Permit)</li> <li><input checked="" type="checkbox"/> No</li> </ul>	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

This sign and bench will serve to make the meadow habitat at the park feel welcoming to people. The bench is made from Architectural Salvage warehouse and the sign shows common birds to be found around Detroit.



**PROJECT DOCUMENTS/SITE PLAN(S)**

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

Gift letter and site plan 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:

Detroit Bird Alliance worked with community members to select the bench and sign location.

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

Explanation:

Detroit Bird Alliance will pay for the bench and sign to be created.

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

Explanation:

After this is approved we will install the sign and bench as soon as possible.

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

Explanation:

No clean up or restoration is needed.

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

CITY     APPLICANT     OTHER     N/A

Explanation:

Detroit Bird Alliance will apply a wood finish to the bench on a yearly basis.

**\*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.**

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***Administrative Input***

Any previous experience with this applicant?    YES    NO

Park Partnership / Community Group Affiliation?    YES    NO

Describe: See Description

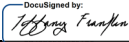
Does this project require a maintenance agreement or MOU?    YES    NO

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:  
See comments


**Administrator Name:** Tiffany Franklin      **Signature:**       **Date:** 8/6/2024 | 3:53:46 PM E

***Landscape Architect Input***

**Donation Decision:** Approved

Asset Value: \$2,900      Asset Life Cycle: 5+ years

Conditions of Approval:  
n/a

**Landscape Architect Name:** Rayshaun Landrum      **Signature:**       **Date:** 8/9/2024 | 10:11:10 AM

**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved.

**Grounds Name:** Jerrel Harris

**Signature:**  Signed by: Jerrel Harris  
309661380D564EC

**Date:** 9/11/2024 | 7:01:41 AM EDT


**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval.

**PDU Name:** Dave Summers

**Signature:**  Signed by: Dave Summers  
319CF3CBBDF4E8

**Date:** 9/11/2024 | 5:15:41 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:**  
 See conditional approval

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:** Ava Landgraf

**On behalf of Organization:** Detroit Bird Alliance **Date:** 9/13/2024 | 1:48:31 PM EDT




**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e2d20201e2

**Date:** 9/16/2024 | 12:32:38 PM EDT

## SAMPLE LETTER

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

8/6/2024

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

Dear Crystal:

On behalf of Detroit Bird Alliance, I am writing to offer our full assistance in purchasing and installing a bench and a sign by the meadow at Hunt Park. The costs, approximately \$2,900, are being borne by the group mentioned above.

These improvements will take place in October 2024. We have worked with community representatives to ensure these improvements are desired.

We will paint the bench with finishing oil yearly to maintain this site for the next five years.

Thank you for your time and consideration.

Sincerely,



Ava Landgraf  
Conservation and Research Coordinator  
Detroit Bird Alliance



# U.S. Fish & Wildlife Service

## City of Detroit - Hunt Park/Playground

WAYNE COUNTY  
City of Detroit

**2024 Native grass & wildflower planting area - including a diversity of native seed/plants appropriate for the site elements & conditions**  
**1.35 acres**  
**See PFW Landowner Agreement for details**



Need to determine details of how the pathway will connect to Asibara Forest.

**Legend**

- Native Habitat Boundary
- Property Boundary

0

130

260

520


780

1,040



## Michigan Private Lands Office Partners for Fish and Wildlife



 Pathway- allows people to walk through and around meadow, while also keeping pathway simple to reduce complications with city upkeep and reduce habitat fragmentation. The pathway will connect to Asibara Forest, but we still need to figure out exactly how.

 Interpretive Sign- placed at front of park to invite people into meadow and show intentionality.

 Bench- placed at front of park to be more visible and invite people for use. Also placed under a large tree to provide shade and shelter from the street.



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**

Organization Name: <i>Fai Foen</i>	Contact Name: <i>The Greening of Detroit</i>
Address: <i>13000 W. McNichols, Detroit, MI 4823</i>	Phone: <i>3137570788</i>
Email: <i>fai@greeningofdetroit.com</i>	Website: <i>www.greeningofdetroit.com</i>
Preferred contact method: <i>e-mail</i>	Organization type: <i>Environmental non-profit</i>

**DONATION INFORMATION**

Park/Rec Facility Name: <i>Palmer Park</i>	Address: <i>1112 Merrill Plaisance St., Detroit, MI 48203</i>
<i>Specific location at the property (if needed for clarity): Southeast of the Tennis Courts, per LDU/GSD</i>	
Estimated value (including all costs incurred): \$ <i>24,000</i>	
How is this project funded? <i>Inflation Reduction Act (IRA) of 2022</i>	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure (requires BSEED permit)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</li> <li><input checked="" type="checkbox"/> All others (requires Gift Letter)</li> </ul> </li> <li><input type="checkbox"/> Maintenance Improvement</li> </ul>	
<b>Will this project host an event of more than 25 or more people in the proposed park?</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Yes (requires Events Permit)</li> <li><input type="checkbox"/> No</li> </ul>	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

The Greening of Detroit offers its full assistance in purchasing and installing up to 30 shade and ornamental trees (minimum size of 1.5" caliper balled and burlap) at Palmer Park. This is a separate application to support the restoration and improvement of the historic withere'll woods, a rare and essential remnant forest. These improvements will take place on Tuesday, September 17, 2024, in partnership with ECT, the People for Palmer Park, and the City of Detroit.



**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 works 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 34 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. 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: View description

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  5S  6  7  City-wide

Other comments:

No additional comments

**Administrator Name:** Tiffany Franklin

**Signature:**

**Date:** 9/4/2024 | 12:14:50 PM

***Landscape Architect Input***

**Donation Decision:** Approved

Asset Value: \$ 24,000

Asset Life Cycle: 50 YEARS

Conditions of Approval:

Greening to coordinate City Representative prior to the Sept 17th event to stake and field locate final locations of trees.

**Landscape Architect Name:** Farhat

**Signature:**

**Date:** 9/4/2024 | 12:34:34 PM



**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**Grounds Name:** Jerrel Harris

**Signature:**  Signed by: Jerrel Harris  
30986138D0564EC

**Date:** 9/16/2024 | 10:10:33 AM EDT


**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval

**PDU Name:** Dave Sumner

**Signature:**  Signed by: Dave Sumner  
30986138D0564EC

**Date:** 9/12/2024 | 6:15:50 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.
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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:**  
conditional approval /review

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: 9/16/2024 | 9:00:07 AM PDT

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e202001e2

**Date:** 9/16/2024 | 12:25:59 PM EDT

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

August 29, 2024

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

Dear Crystal:

On behalf of The Greening of Detroit, and in partnership with Environmental Consulting & Technology, Inc. (ECT), the People for Palmer Park, and the City of Detroit, I am writing to offer our full assistance in purchasing and installing up to 30 shade and ornamental trees (1.5" caliper balled and burlap) at Palmer Park, located at 1112 Merrill Plaisance St., Detroit, MI 48203.

The costs, approximately \$24,000, are being borne by our group, and will support the restoration and improvement of the historic Witherell Woods, a rare and essential remnant forest within the park. These improvements will take place on Tuesday, September 17, 2024. 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 time and consideration!

Sincerely,

A handwritten signature in cursive script that reads "Fai Foen".

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



## Palmer Park- Proposed Tree Plan Fall 2024 Tree Planting

**Project:** Palmer Park  
**Site Location:** 1112 Merrill Plaisance Street  
Detroit, MI 48203  
**Project Lead:** Jenna Johnson, Urban and Community Forester

**Community Contact:** People for Palmer Park  
**Property Contact:** Farhat Chaudhry/Jeff Kline, LDU/GSD

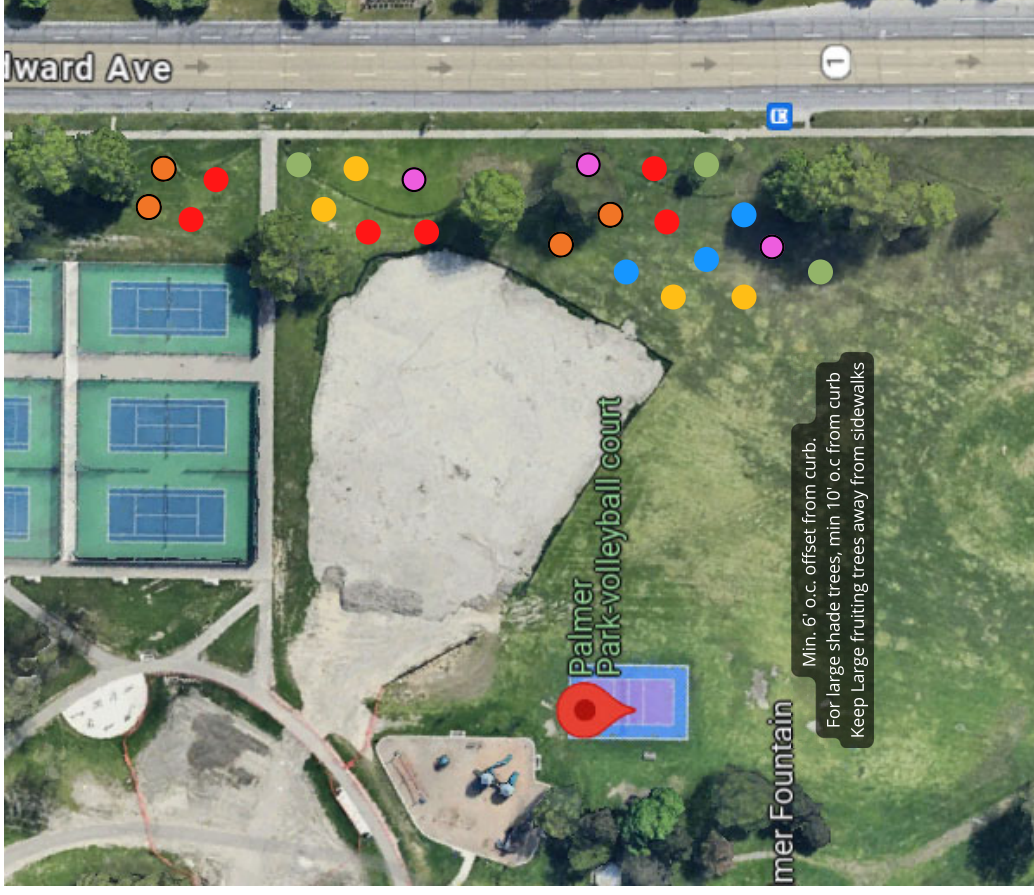
**Planting Date:** Tuesday, September 17, 2024  
**Tree Count:** ~23 Trees

### Notes

- Site Visit conducted: 7/1/2024
- Property Owner approval: 9/2/2024
- Miss Dig utilities called out: 9/6/2024
- Planting locations, marked: Summer of 2025 and 2026
- Scheduled for watering:

### Tree Species

- (4) Swamp White Oak + (2) White Oak/Quercus bicolor + Quercus alba
- (4) Hackberry/Celtis occidentalis
- (4) Tulip Tree/ Liriodendron tulipifera
- (3) Ironwood/Ostrya virginiana
- (3) 'Autumn Brilliance' Serviceberry/ Amelanchier grandiflora
- (3) Hornbeam/Carpinus caroliniana







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**

Organization Name: <b>Detroit Bird Alliance</b>	Contact Name: <b>Ava Landgraf</b>
Address: <b>174 S Clark St Detroit 48209</b>	Phone: <b>313-800-1578</b>
Email: <b>alandgraf@detroitaudubon.org</b>	Website: <b>detroitbirdalliance.org</b>
Preferred contact method: <b>e-mail</b>	Organization type: <b>non-profit</b>

**DONATION INFORMATION**

Park/Rec Facility Name: <b>Warren-Mel drum Park</b>	Address: <b>4742 Mel drum</b>
<i>Specific location at the property (if needed for clarity):</i> <b>see attached layout</b>	
Estimated value (including all costs incurred): \$ <b>2900</b>	
How is this project funded? <b>NFWF Five Star and Urban Waters Restoration Grant Project</b>	
Improvement Type: <b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b> <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) <input type="checkbox"/> Maintenance Improvement	
<b>Will this project host an event of more than 25 or more people in the proposed park?</b> <input type="checkbox"/> Yes (requires Events Permit) <input checked="" type="checkbox"/> No	

**PROJECT SUMMARY**

Please include a brief narrative of the donation.

This bench and sign will show intentionality and help neighbors and visitors feel welcome in the space. The bench is made from reclaimed materials by Architectural Salvage Warehouse and the sign shows common bird species to be found in Detroit.



**PROJECT DOCUMENTS/SITE PLAN(S)**

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

Gift Letter and site plan are 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:

Detroit Bird Alliance worked with Detroit Future City and community members to plan the layout of warren-Meldrum park

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

Explanation:

Detroit Bird Alliance is paying for the construction of the bench and sign.

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 bench has been constructed already and the sign is in process.

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

Explanation:

No clean up or restoration is required.

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

CITY  APPLICANT  OTHER  N/A

Explanation:

Detroit Bird Alliance will apply a stain finish to the bench on a yearly basis for upkeep.

**\*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: see description


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:  
N/A


**Administrator Name:** Tiffany Franklin **Signature:**  **Date:** 8/12/2024 | 10:00:26 AM

***Landscape Architect Input***

**Donation Decision:** Approved

Asset Value: \$2900                      Asset Life Cycle: 10+ years

Conditions of Approval:  
n/a

**Landscape Architect Name:** Rayshaun Landrum **Signature:**  **Date:** 9/24/2024 | 10:29:54 AM

**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Approved

**Grounds Name:** Jerrel Harris

**Signature:**  Signed by: Jerrel Harris  
309661380D564EC

**Date:** 10/2/2024 | 7:17:00 AM EDT


**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval

**PDU Name:** Dave Sumner

**Signature:**  Signed by: Dave Sumner  
851EE278EBCAD7

**Date:** 10/2/2024 | 5:03:15 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:

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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:**  
See attached conditions

---

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: Ava Landgraf


On behalf of Organization: Detroit Bird Alliance Date: 10/2/2024 | 11:12:23 AM EDT

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
e3b01e3202001e3

**Date:** 10/3/2024 | 7:50:38 AM EDT

# SAMPLE LETTER

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

8/6/2024

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

Dear Crystal:

On behalf of Detroit Bird Alliance, I am writing to offer our full assistance in purchasing and installing a bench and a sign by the meadow at Warren-Meldrum Park. The costs, approximately \$2,900, are being borne by the group mentioned above.

These improvements will take place in October 2024. We have worked with community representatives to ensure these improvements are desired.

We will paint the benches with finishing oil yearly to maintain this site for the next five years.

Thank you for your time and consideration.

Sincerely,



Ava Landgraf  
Conservation and Research Coordinator  
Detroit Bird Alliance

DocuSign Envelope ID: AD312675-7359-4150-85D0-BBFF2D2FD9A3

**LEGEND**

- Canopy Tree
- Evergreen Tree
- ⊗ Flowering Tree
- ▨ Meadow

