



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, JULY 16, 2020

8:00 A.M. - 9:30 A.M.

Via Zoom

Join Zoom Meeting

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Password: 844577

One tap mobile +13126266799,,433224302# US (Chicago)

Join by Skype for Business <https://zoom.us/skype/433224302>

- I. Call to Order** Chairman Sam Abbas
- II. Roll Call** Secretaries Kapilango & Lynch
- III. Joint Meeting Chair for July 2020: Sam Abbas**
- IV. Approval of the June 2020 Meeting Minutes**
- V. Treasurer's Report** Finance/Treasurers
- VI. Public Act 57 Info Session #1 - 2020** (20 min.)
- VII. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) By-Law Amendment Ad-hoc Committee
 - b) PR Extension of Contract
 - c) Welcome Back Campaign Amendment
 - 2. WDDDA Actions Only**
 - a) Black Box Gallery - Open Door Dearborn Grant
 - b) Planters for Alley behind Gentleman's First Barbershop
 - c) Library Lot Conversion to Greenspace
 - d) DFAM Amendment
 - 3. EDDDA Actions Only**
 - a) City Hall Park Redesign
 - b) Executive Committee Resignations & Call for Nominations
 - (1) Chair
 - (2) Vice-Chair & Secretary/Treasurer
- VIII. Committee Reports** (20 min.)
 - A. Platform Dining**
 - B. Main Street/DDI**
- IX. DDDA Executive Management Team & ECD Reports**
- X. Call to Board of Directors**
- XI. Call to Audience** **3 min./guest**
- XII. Adjournment**

AGENDA OVERVIEW

JOINT ACTIONS

By-Law Amendment Ad-Hoc Committee

In reviewing the DDDA by-laws, it has become apparent that there are numerous areas where the by-laws can be improved upon to better reflect the operations of the DDAs and expectations of the Board and its members. Items include P.A. 57 changes, clarification on number of Board members per law, election of officers, officer duties, committee structure, contracts/loans/checks/deposits, term limits and other minor clean-ups.

It is recommended to appoint two-members from each DDA to an Ad-Hoc Committee to develop a final recommendation of amendments to the Boards. The committee will most likely need to meet three times over the course of the next two months to discuss, review and develop a recommendation. The Executive Committee is recommending the following individuals:

- Julia Kapilango (EDDDA)
- Additional Board Volunteer from the EDDDA
- Jeff Lynch (WDDDA)
- Moe Hider with Sam Abbas as an alternate (WDDDA)

PR Extension of Contract

The PR contract with Tanner Friedman expired June 30, 2020, and the solicitation for PR services is still underway with an anticipated recommendation to the Board coming at the August 2020 meeting. Typically, the DDAs average 45-55 hours per month with PR services from Tanner Friedman. POW! Strategies, Inc. has stepped in to manage social media, website and eblast communications through until the end of August. However, the DDDAs will need to extend the contract with Tanner Friedman for up to 60 hours of PR services for July and August to not exceed \$8400 (split equally), including:

- Social Media Monitoring/Reporting and Counsel: Bi-weekly tracking, suggestions: (10 hours)
- Media Relations: Welcome Back Campaign news stories (25 hours); potential crisis management (10 hours)
- Vision Planning Communications and Media Relations (15 hours)

Welcome Back Campaign Amendment

Modest change to the number of picnic tables for the West and East DDDAs were made: 5 more in the West and 5 less in the East.

WEST DDDA ACTION ITEMS ONLY

Black Box Coffee – Open Door Dearborn Grant

The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting.

Black Box Coffee, a proposed WDDDA district business start-up, has applied for Level 1 funding of \$2500 to support their installation of new business signage and Level 2 funding of \$5,000 for business start-up support at 1034 Monroe Street under the Open Door Dearborn grant program. Although the applicant started with a larger request for Levels 1-3, the Design/EV Committee recommended that he narrow his application scope to Levels 1 & 2 in order to meet the three-quote requirement for the signage in Level 1. The Applicant has secured the required three quotes for the sign despite the challenges that COVID-19 threw in the way and has modified his grant request for Level 2 by providing a business plan for a new business concept called Black Box Coffee. The secondary use of the business will be a gallery.

The Design/EV Committee still needs to meet and deliberate their final recommendation, but that is expected prior to the Board meeting. Therefore, a draft resolution is attached to expedite the application if recommended by the committee. The Board has budgeted \$40,000 for the Open Door Dearborn program in FYE2021.

Planters for Alley behind Gentleman’s First Barbershop

Gentleman’s First Barbershop is located at Military between Michigan Avenue and Garrison, and has a public alley directly behind their business that dead ends at the western edge of the parking lot abutting Military. On numerous occasions, vehicles have mistaken this area as an outlet to Military, with close calls for pedestrian/vehicular conflicts. To improve the pedestrian safety in this area, it is recommended to install three tall planters along the raised curb that will be extremely visible to the motorist’s eye. (The trash receptacle in the picture below was temporarily repurposed, and belongs on Military.) The business has agreed to assist with watering and maintaining these planters, however, it will not be a significant burden for Fairlane Grounds to add to their watering list. The initial investment will be approximately \$4500.

Library Lot Conversion to Greenspace

Dearborn City Council is reviewing and will decide on whether to convert the Bryant Library parking lot to a greenspace at its Tuesday, July 14, Council meeting. If approved, survey work and engineered drawings will be needed which the WDDDA will need to participate in the cost and amend its budget to accommodate this expenditure. Estimated total cost for survey work is \$9500, and engineered drawings and construction costs are still being determined. (estimating up to \$80,000). More detail may be available by Thursday’s Board meeting for the Board to take action on.

Attached is a presentation that reviews the need and plans for the area, and below is a summary of the intended improvements.

The greenspace will improve pedestrian safety at the Library and in the district, resolve existing stormwater issues at the Library, and increase economic growth and quality of life for the downtown and Dearborn residents. From the community engagement held during the design study and planning of the WDDDA Connector Streetscape along Howard, Mason and Monroe, it was determined that converting the Bryant Branch Library Parking Lot to a greenspace would greatly improve the pedestrian safety in the area, as well as providing an external connection to the Library by creating a community gathering space for the Library, Chamber and community at-large to use.

Based on the existing site conditions, the proposed improvements will:

- Resolve existing stormwater issues by removing the impervious surface directly adjacent to the library
- Provide a programmable outdoor space for library use.
- Reduce disconnected parking resources to improve wayfinding
- Remove the existing drive lane adjacent to the library entrances/exits to reduce pedestrian/vehicular conflict areas
- Remove driveways that cross sidewalks within the downtown core
- Provide on street parking along side streets closest to Michigan Avenue
- Relocate dumpster enclosure to improve access and pedestrian/vehicular conflicts

In February 2020, a public meeting was held at the Bryant Library for the patrons of the Library and Dearborn residents. At this meeting, the following input was provided further informing the design process and needs within this area:

- Provide additional dedicated ADA parking near the library
- Improve existing ADA parking spaces, bollards and signage within Lot B
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Provide short stay dedicated library parking spaces
- Look into future alternative book drop-off location
- Three concepts were developed and the final recommended concept provides for:
- Two ADA parking spaces within +/- 10' of existing
- New on-street parking spaces (2-hour short term parking)
- Dedicated Library parking space. (1-2 spaces 15 or 30-minute parking)
- Existing ADA parking spaces to be restriped and confirm compliance
- On-street bike parking spaces
- Maintain a similar dumpster location and keeps the dumpster pick up time flexible with a dedicated drive.
- Site wall with raised lawn edge accommodate a 100 seated theater style (rows of chairs with an aisle up the middle or on seated on the lawn) or 64 seated at round tables of 8, as well as the availability to provide for more intimate small group settings for readings and educational instruction.

There are also mid-term and long-term recommendations needed within Lot B and on Mason Street, including:

- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be the highest turn-over. It will also prevent

overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.

- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up drop-box location, but offer a drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.
- Conduct a parking usage analysis of Lot B, especially the usage of the handicap spaces to determine the need of additional handicap parking. Conduct a survey of library patrons regarding parking usage.
- Reconfigure the handicap spaces in Lot B to improve parking access. Before restriping, confirm that parking lot is level in those areas.
- If more handicap spots are found to be needed, then add additional spots to the alley parking spots closest to the Library. Again, leveling of the parking spaces must be confirmed prior to restriping.
- Evaluate and potentially redesign Lot B and the alley between Mason and Howard.

Three concepts have been developed for Lot B redesign that will greatly improve pedestrian access from the parking lot and traffic flow for future consideration of Council and the WDDDA. These greater improvements would be a potential long-term goal for the WDDDA to consider, but obviously would require a greater investment.

Dearborn Farmers and Artisans Market Amendment

DFAM is utilizing Mama Mia direct marketing to reach a portion of residents in the Dearborn area. This has been added to the resolution for service providers.

EAST DDDA ACTION ITEMS ONLY

City Hall Park Redesign

The EDDDA's goal of this project is to develop a regional downtown destination that enhances the sites historical context. The intent is to make the park a central gathering spot within the East Downtown, providing amenities for large events, cultural activities, as well as a place where neighbors can relax. Competitively solicited bids for the design concept services for redesigning City Hall Park have been received and are under review. A recommendation will be provided at the Board meeting. The EDDDA Board carried forward from FYE2020 to FYE2021, budgeting \$20,000 from contractual services for design concepts.

An advisory committee will be formed made up of EDDDA stakeholders and Board members to provide guidance and feedback through the public engagement and planning phases to make sure that the design meets the desires of the community. Kick-off will be August with design concepts and a construction budget developed by the end of the calendar year so that the EDDDA can plan for the installation in FYE2022. Stormwater repairs are still needed prior to embarking on any reconstruction of the park, which is still anticipated either this fall or early spring of 2021.

Executive Committee Nominations

Earlier this year, the EDDDA Chair Dan Merritt and Vice-Chair Jay Kruz had stated their intent to serve on the Executive Committee in the defined positions would most likely be temporary, with the hope that others amongst the Board would step-up by mid-year and after the EDDDA Board was able to add additional board members. Last month, three new board members were added to the Board, bringing better depth to the Board. At this time, Jay Kruz is resigning as Vice-Chair, but intends to remain on the Board. Dan Merritt intends to resign as Chairperson and run for another position on the Executive Committee. Julia Kapilango has expressed interest in serving as Chairperson, and therefore, will be resigning from the Secretary/Treasurer position with the intent of running for another position on the Executive Committee.

A call for nominations, three-times, for each position and voting/approval can be held at the July meeting. We highly encourage succession planning amongst leadership to build a strong and sustainable Board.

DISCUSSION ITEMS

Platform Dining

In order to support local restaurants and give them the ability to extend outdoor dining areas, administration has been exploring a pilot program of two-to-four platform dining locations for on-street parking spaces (see examples attached). The goal would be to have the DDAs financially support the pilot project this summer and in future years, lease the equipment to restaurants who intend to continue it. The estimated cost is \$5,000 per location, however, more concrete costs are being explored which may be available for Thursday's meeting. We will provide further details at the meeting.

Main Street/DDI Formation

Letter of intent to apply for the select level of Michigan Main Street will be due by early September, and the goal is to apply this year. The last time the Board discussed this and the Downtown Dearborn, Inc. umbrella organization formation, a few questions were posed, and we now have ample information to share with the Board to progress with our joint efforts.

- The first related to whether or not having a service agreement between the DDAs and DDI to manage the DDA operations, projects and programs would jeopardize the DDAs' Tax Increment Financing (TIF). As previously noted, there are other communities across the state that other entities such as a non-profit or economic development organization manage DDAs and multiple TIFs or TIFAs, such as Detroit Economic Growth Corporation with seven different authorities, Downtown Grand Rapids, Inc. with five TIF and DDA areas, and a few other models such as Lansing, Howell and Muskegon. Inquiry was also made with the State Treasury, which they confirmed it **would not** jeopardize TIF, as long as DDA P.A. 57 law is followed and TIF funds are used for their defined districts.
- The second issue discussed was Board representation. This is an easy solution in making sure that there is an emphasis of DDA Board representation on the DDI Board versus other community members.
- Third, the Boards wanted to know whether forming the DDI was a requirement of Michigan Main Street. It will not be required to have the organization legally formed by the application deadline, but they do want to see the Boards working towards this

goal. The Boards did also pledge a memorandum of understanding indicating how the Boards currently and intend to work together in the future, which will be looked at favorably with our application.

- Fourth, a clear understanding of the DDI and DDAs' role, responsibilities and process relationship. A service agreement will address all of these items.

The Steering Committee intends to bring the request to approve the letter of intent to apply for the Michigan Main Street Select Level at the August meeting.

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING

June 18, 2020

Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Password: 844577

One tap mobile

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Dial by your location

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+1 301 715 8592 US

Meeting ID: 433 224 302

Join by Skype for Business

<https://zoom.us/skype/433224302>

MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Mayor Jack O'Reilly, Director Janice B. Cislo, Director Matthew Dietz, Director Mark Guido, Director Heidi Merino, Director Mary O'Bryan, and Director Kamal Turfah (joined 8:15 am) and Director Eric Woody.

WEST DDA : Chairperson Sam Abbas, , Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas L. Clark, Director Mark Guido, Director Jackie Lovejoy, and Director John McWilliams (joined 8:10 am), and Director Audrey Ralko.

MEMBERS ABSENT

EAST DDA : Vice-Chairperson Jay P. Kruz

WEST DDA : Vice-Chairperson Mohammed Hider and Director Karen Nigosian

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Steve Horstman (ECD), Zeinab Hachem (Council Office), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) Steve Deisler (DDDA), and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Dan Merritt called the meeting to order at 8:05 am.

II. Roll Call

Janet Bloom, Operations Mgr. for DDDAs called the roll of Board Members for East and Board members for West.

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. **Joint Meeting Chair for June 2020: Chairperson Dan Merritt**

IV. Approval of the April (EDDDA) & May (WDDDA) 2020 Board Meeting Minutes

The minutes from the April 16, 2020 EDDDA Board meeting were presented for approval. For EDDDA, it was moved by Director Janice Cislo and it was seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan- yes, and Director Eric Woody - yes. Motion passed and minutes were recorded and filed.

For the WDDDA, the minutes from the May 21, 2020 WDDDA Board meeting were presented for approval. It was moved by Mayor Jack O'Reilly and it was seconded by Director Jackie Lovejoy. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark -

yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director Audrey Ralko - yes. Motion passed. The minutes were recorded and filed.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated May 31, 2020. Revenue to date totaled \$896,978. Total expenditures totaled \$881,589. The current cash position equals \$1,000,335 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$432,320.

WDDDA: Moe Almaliky reviewed the financial statement dated May 31, 2020. Revenue to date totaled \$1,090,579. Total expenditures totaled \$807,974. The current cash position equals \$1,086,480 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$774,554.

Chairman Sam Abbas asked that the minutes show the Treasurer's Report as received and filed for both EDDDA and WDDDA.

VI. Action Items

A. Joint Board Actions

1. Artspace Lease

The DDDAs office is at the Artspace. The PO expires 6/30/20 and the lease agreement runs until 12/31/21. Lease negotiations for 2022 have been initiated. Annually the Boards need to authorize the next fiscal year end expenditures for issuance of a purchase order, running July 1, 2020 to June 30, 2021.

The EDDDA and WDDDA boards authorized an amount not to exceed \$10,830 per district using account #297-6100-911-44-10 for EDDDA and account #296-6100-911-44-10 for WDDDA. The EDDDA and WDDDA boards also authorized the Executive Director to execute the contract with the listed service provider on behalf of both boards, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve by Director Kamal Turfah, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Mayor Jack O'Reilly; seconded by Chairperson Sam Abbas. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director

Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

2. Bike Racks

The bike racks for both EDDDA and WDDDA are going back out to bid since zero bids were received at deadline. No resolutions to pass at today's meeting.

3. Brand Banners

The EDDDA and WDDDA launched new branding for the districts. Street pole banners are an important element to market and identify the districts. For EDDDA, they obligate \$1500 for the design, production and shipping of branded banners from account #297-6100-911-51-00. For WDDDA, they obligate \$4250 for the design, production and shipping of branded banners from account #296-6100-911-51-00.

For EDDDA, motion to approve by Director Eric Woody, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Vice Chairperson Mohammed Hider; seconded by Chairperson Sam Abbas. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, and Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

3. Campbell's Cleaning

The EDDDA and WDDDA split the office space cost at Artspace. Campbell's Cleaning contract ends June 30, 2020. Also, due to Covid-19, cleanings have moved from twice a month to weekly. The EDDDA and WDDDA authorize a contract extension of three months from July 1, 2020 to September 30, 2020 at a cost of \$300 a month, totaling \$900, to be split equally by EDDDA and WDDDA. For EDDDA, the funds will expend from account #297-6100-911-34-90. For WDDDA, the funds will expend from account #296-6100-911-34-90.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Thomas Clark; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

4. Comcast - FYE 2021

The EDDDA and WDDDA split the office space cost at Artspace. Comcast is the current provider for internet and Wi-Fi services. A new PO needs to be issued for FYE 2021 at a rate of \$190 a month, totaling \$2280, to be split equally between EDDDA and WDDDA. The EDDDA authorizes an expenditure of \$1140 for EDDDA's 50% portion of the Comcast billing year of FYE 2021. For EDDDA, the funds will expend from account #297-6100-911-53-00. The WDDDA authorizes an expenditure of \$1140 for WDDDA's 50% portion of the Comcast billing year of FYE 2021. For WDDDA, the funds will expend from account #296-6100-911-53-00.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Eric Woody. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

5. Covid-19 - Welcome Back Campaign

For the Welcome Back Campaign, a reopening strategy has been developed, consisting of both physical improvements and marketing, with costs to be split equally between EDDDA and WDDDA. The items to be ordered are from Malko Media for covid-19 safety yardsigns (qty. 50, \$475), Beshara posters (3 sets - \$300), and Rocket branded outdoor ground stickers (qty. 40, \$50 ea. for \$2000); Rocket branded outdoor ground stickers (DFM) (qty. 10, \$26.25 ea. for \$262.50); Press and Guide newspaper ads (\$600), Times Herald newspaper ads (\$600), Epiccrowdcontrol.com (10 sets, \$170); and Beshara \$300 for flyer; Rocket 14 vinyl posters (\$262.50); Rocket 50 vinyl banners (\$1347.50); Rocket feather banners (20 per district, \$3964); Beshara gateway banners (qty 3, \$607.50); Jean Smith 6ft foldable picnic tables (10 per district, \$150 each, \$3000); Downriver Tents 20x 20 tent, 1 EDDDA/1WDDDA, \$4225 each, \$8450), and Janet Bloom for stakes and chains for picnic tables (\$25 per table, \$500) and Adirondack chairs \$18 each, EDDDA 16, WDDDA 12, \$504).

The EDDDA obligates to pay 50% of the \$23,343 for the purchase of supplies for the welcome back campaign for a total of \$11,617.50 from account #297-6100-911-51-00.

The WDDDA obligates to pay 50% of the \$23,343 for the purchase of supplies for the welcome back campaign for a total of \$11,617.50 from account #296-6100-911-51-00.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Heidi Merino. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

6. Sanitation Stations

For the safety of customers within Downtown Dearborn, hand sanitizing stations will be placed throughout key locations, seven in the East and nine in the West. The EDDDA obligates up to \$2303 for sanitation stations from Sanistands and security items to be purchased by Janet Bloom from account #297-6100-911-51-00. The WDDDA obligates \$2761 from account #296-6100-911-51-00.

For EDDDA, motion to approve by Director Kamal Turfah, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Chairperson Sam Abbas. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

7. Carry Forwards

The City of Dearborn uses carry forwards for any budget items that need to move from the current fiscal year to the future fiscal year, in this case, FYE 2020 to FYE 2021. The EDDDA authorized the following projects to be carried forward: Branding (\$62,462),

Planter Tree Well Removal (\$32,000), City Hall Park Redesign (\$20,000), Brand Banners (\$1,500), Dearborn Restaurant Week (\$15,450), and Bike Racks (\$15,000). Total carry forward amount is \$146,412.

The WDDDA authorized the following projects to be carried forward: Branding (\$110,985), Brand Banners (\$4,250), Dearborn Restaurant Week (\$15,450), and Bike Racks (\$4,000). Total carry forward amount is \$134,685.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Secretary-Treasurer Jeff Lynch; seconded by Director Jackie Lovejoy. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

8. Social Media Amendment

Due to Covid-19, several summer 2020 events were cancelled or postponed so certain social media funds will be transferred to the Welcome Back Campaign and to the virtual Ladies Night In event which include both EDDDA and WDDDA. The EDDDA authorizes \$3500 from account #297-6100-911-51-00 for the revised social media schedule. For the WDDDA, the total is \$4000 from account #296-6100-911-51-00 for the revised social media schedule.

DRW: \$1500 (E/W split); Ladies Night In: \$100 (E/W split), Perennial Exchange: \$100 (W); Farmers Market: \$800 (W); Movie Nights: \$500 (E/W split); Welcome Back Campaign: \$2500 (E/W split); Trick or Treat: \$200 (E/W split); Pumpkin Carving: \$100 (E); Shop Small: \$500 (E/W split); Winterfest: \$400 (E/W split); General Page Boosts: \$500 (E/W split); Bike Share: \$100 (E/W split); Black History Month: \$200 (E).

For EDDDA, motion to approve by Director Jan Cislo, seconded by Mayor Jack O'Reilly. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Chairperson Sam Abbas; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes,

Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes and Director Audrey Ralko - yes. Motion passed.

B. EDDDA Board Actions

1. COVID-19 Office Supplies

For COVID-19 office supplies, as the DDDAs office prepares for return to work in the office, in the field and at events, additional supplies are needed to maintain a safe work environment. The supplies to be ordered will be split equally between EDDDA and WDDDA. Supplies to be ordered are from City of Dearborn for two contactless thermometer (\$96) and 12, one gallon 70% hand sanitizer gels and pump (\$38 each, \$456 total), Visibles for medical grade masks (qty. 500, \$450) and non-latex gloves (qty. 5000, \$650), Dearborn Chamber of Commerce for 10, half-gallon disinfectant spray (\$195), DPW for sneeze guard at office desk (\$300), Janet Bloom to purchase check in table for office at Wal-Mart (\$150), Campbell's Cleaning to increase from 2x monthly cleaning to a weekly cleaning schedule and use a Bioshield type product (\$200), and Sanistand hand sanitizer stands (1 in office and 4 for events) \$1620, and Janet Bloom to purchase spray bottles (qty. 4, \$12). The total cost of these supplies is \$4129.

The EDDDA obligates to pay 50% of the cost of \$4129 for the purchase of supplies for the office and event use, expending \$2064.50 for EDDDA from account #297-6100-911-51-00 and further resolves the EDDDA Executive Director is authorized to execute the contract with listed service providers on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve by Director Heidi Merino, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

2. Tanner Friedman

For Tanner Friedman COVID-19 response additional hours, Tanner Friedman has been engaged to develop content for graphics, communications, media relations, website, Constant Contact, signage, and social media for Downtown Dearborn. An additional 30 hours of work up to \$4500 was authorized by EDDDA and WDDDA to split equally to add to contract ending June 30, 2020. An additional 24 hours of work up to \$3600, split equally between EDDDA and WDDDA, is recommended to be added to Tanner Friedman contract through June 30, 2020, which is for additional communications specific to crafting content and managing media relations for the reopening of the business districts and summer event schedule.

The EDDDA obligates to pay 50% of the cost of \$3600 for the additional 24 hours of work with Tanner Friedman, expending \$1800.00 for EDDDA from account #297-6100-911-34-90 and further resolves the EDDDA Executive Director is authorized to execute the contract with the listed service provider on behalf of the EDDDA, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Mary O'Bryan . Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

3. Hanging Baskets

The EDDDA values implementing planters and landscaping to beautify the district. A competitive bid managed by the City of Dearborn for seven self-watering hanging baskets at 22" diameter size was conducted. Sybertech Waste was the lowest bidder for an amount of \$131.50 each for a total of \$920.50. The EDDDA approves expending \$920.50 from account #297-6100-911-34-90 for the seven hanging baskets, to be placed on the southside of Schaefer.

For EDDDA, motion to approve by Director Mark Guido, seconded by Director Heidi Merino. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

4. Movies in the Park Service Provider Amendment

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation, these are now scheduled for four Fridays in August. The EDDDA budgeted and obligates \$2350 to conduct the Movies in the Park event. Vendors are: Stardust Theatre Rental (\$800), Swank movie licensing (\$945), Beshara (\$50). Funds will be expended from account #297-6100-911-51-00.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Matthew Dietz. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

5. Event Insurance

The city's insurer, Nickel and Saph Inc. Insurance Agency, quoted \$1290 for the

insurance premium to cover Dearborn Farmers Market and the Movies in the Park, effective 07/10/2020 - 09/26/2020, for a cost of \$80.265 per event day. For EDDDA, having two movie days, the cost is \$161.25 for coverage. The EDDDA authorizes expending \$161.25 from account # 297-6100-911-51-00.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Matthew Dietz. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

4. Planter Tree Well Removal

The EDDDA developed a plan for planter tree well removal along Michigan Ave. to spur economic development, such as additional outdoor restaurant dining space. Two have been identified for removal: in front of Joe's Top Dog and M Cantina. The EDDDA obligates \$32,000 for the removal of the two tree wells expending from account #297-6100-911-34-90.

For EDDDA, motion to approve by Mayor Jack O'Reilly, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - abstain., Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

4. Trash Liners

The EDDDA previously authorized \$720 to Britten Banners for the production of the liners for the new trash cans for the district. Additional red vinyl needed to be ordered from Britten to better match the trash can color for an additional fee of \$195. The EDDDA authorizes to expend \$195 from account #297-6100-911-34-90.

For EDDDA, motion to approve by Director Kamal Turfah, seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

C. WDDDA Board Actions

1. Farmers Market Amendment

The Farmers Market requested to expand advertising in the Press and Guide for \$600, and add an additional \$200 to the budget for Jean Smith for additional a-frames, caution tape and tables at the market, bringing total to \$700. The POP Club Passports for \$400

from Beshara were removed from list due to POP Club not running sue to Covid-19. Brendel's was arranged for portajohns, sinks and hand sanitizer for \$2940 for abbreviated 12 week market season. An additional date was added for One Man Band on August 7 for \$135, still within the \$2500 allotted for entertainment. WDDDA will expend from account #296-6110-911-34-90

For WDDDA, motion to approve by Director Mark Guido; seconded by Director John McWilliams. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

D. Joint Action Item added

1. FYE 2021-FYE 2023 Budget

In April, the EDDDA and WDDDA boards approved a budget which was then presented to City Council. City Council approved the budget presented. The action today is to adopt the approved budget.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Matthew Dietz - yes, Director Mark Guido - yes, Director Heidi Merino - yes, Director Mary O'Bryan - yes, Director Kamal Turfah - yes, and Director Eric Woody - yes. Motion passed.

For WDDDA, motion to approve by Chairperson Sam Abbas; seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Mark Guido - yes, and Director John McWilliams - yes. Motion passed.

VII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet. Jean shared Promotion Committee updates that new Covid related signage will be used for the Farmers Market. She also shared that vendors are happy since all can participate now that restrictions are lifted on types of vendors at market. Steve Deisler covered items from the Design/Economic Vitality Committee. The Dearborn Business Assistance Team (BAT) is in recruitment mode for resource participants. A possible list of about 25-30 people are being asked to be on the Team. A few have been working with Zee the Cook as a BAT client. Steve has been working with U of M for a list of interns that downtown businesses can hire for additional support, tied into the BAT program.

VIII. DDDA Executive Management Team & ECD Reports

Cristina shared that the city is moving a program forward for expanded outdoor seating

at restaurants. It will encompass both public areas and sidewalks, and private areas. Staff have been reaching out to businesses to gauge interest and notify them of the program.

Hassan stated the outdoor seating is launching Friday for private property and a week later for public sites. Permit fees will be waived and a 24 turnaround is the goal. He also stated CDBG application should be available end of June. As far as Census, 7 of 10 areas have surpassed targets.

IX. Call to Board of Directors

Chairperson Dan Merritt stated that the Black Lives Matter had good content and thought it was a good piece. Cristina stated that it was a combined effort of Tanner Friedman, POW! Strategies and Director Julia Kapilango. It was posted on social media and will be posted on website soon.

X. Call to Audience

No comments.

XI. Adjournment

Meeting adjourned at 10:50 am

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
297-0000-311.40-00	Property Tax Capture	\$ 331,579	\$ 343,896	\$ 354,750	\$ 354,750	\$ 366,558	\$ -	N/A
	Brownfield Tax Capture	464,566	464,099	475,240	475,240	448,590	-	26,650
	Tax Revenue Total	\$ 796,145	\$ 807,995	\$ 829,990	\$ 829,990	\$ 815,148	\$ -	\$ 26,650
297-0000-330.05-14	Local Community Stabilization Authority	-	23,733	23,740	23,740	26,223	-	N/A
297-6100-330.01-99	Federal Sources (contra-revenue)	-	(142,029)	-	-	-	-	-
297-6100-365.90-00	Donations from a Private Source	22,965	41,850	115,000	115,000	7,849	-	107,151
297-0000-361.10-05	Interest Income	18,257	27,156	31,218	31,218	16,682	-	14,536
297-6100-322.40-10	Events Revenue	-	-	-	-	6,350	-	-
297-6100-369.90-00	Miscellaneous Income	-	-	14,205	14,205	14,203	-	2
	Donation Revenue Total	\$ 41,222	\$ (49,290)	\$ 184,163	\$ 184,163	\$ 71,307	\$ -	\$ 121,689
297-0000-391.96-97	Workers Compensation Fund	0	0	0	155.00	155.00	-	0
297-0000-391.91-01	Contributions from the General Fund	35,681	11,794	11,310	11,310	11,310	-	-
	Contribution Total	\$ 35,681	\$ 11,794	\$ 11,310	\$ 11,465	\$ 11,465	\$ -	\$ -
	Total Revenue	\$ 873,048	\$ 770,499	\$ 1,025,463	\$ 1,025,618	\$ 897,920	\$ -	\$ 148,339
Expenditure								
297-6100-911.10-20	Part-time Wages	\$ 51,593	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.22-00	City Share of FICA & Medicare	3,947	39	-	-	-	-	-
297-6100-911.25-00	UNEMPLOYMENT COMPENSATION	-	-	-	5,068	5,068	-	-
297-6100-911.26-00	Workers Compensation Contribution	33	-	-	-	-	-	-
297-6100-911.30-40	Audit Services	772	763	800	800	800	-	-
297-2972-463.34-90	Sanitation Contractual Services	33,603	11,794	11,310	11,310	2,600	4,400	4,310
297-6100-911.30-90	Other Professional Services	150	-	-	-	-	-	-
297-6100-911.34-90	Development Contractual Services	133,045	265,527	359,856	402,197	282,713	67,904	51,580
297-6100-911.43-82	Copier Repair & Maintenance Services	58	362	375	375	-	-	375
297-6100-911.44-10	Building Rental	25,000	10,935	11,010	11,010	10,830	-	180
297-6100-911.51-00	Community Promotion	154,922	190,668	339,980	422,022	111,401	129,998	180,623
297-6100-911.52-10	Insurance	3,255	4,110	6,260	6,260	6,260	-	-
297-6100-911.53-00	Communications	720	281	-	500	1,199	76	(775)
297-6100-911.58-10	Training & Transportation	3,310	2,539	3,500	3,500	1,397	-	2,103
297-6100-911.60-10	Office Supplies	642	802	4,125	3,125	401	-	2,724
297-6100-911.60-20	Postage	4	154	100	600	214	-	386
297-6100-911.61-90	Non-Capital Equipment	1,720	-	3,500	3,500	-	-	3,500
297-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
297-6100-911.62-40	Planting Materials	7,057	18,455	30,000	30,000	17,825	-	12,175
297-6100-911.65-00	Memberships	413	513	1,190	1,190	148	28	1,014
297-6100-911.66-00	Reference Materials	28	-	-	-	-	-	-
297-6100-911.68-80	Licenses, Fees, & Permits	-	-	300	300	-	-	300
297-6100-911.68-90	Other Operating Expenses	536,989	-	15,455	15,455	14,203	-	1,252
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	464,099	475,240	475,240	448,590	-	26,650
	Total Operating Expenditures	1,421,827	972,946	1,263,001	1,392,452	903,649	202,406	286,397
	Total Expenditure	\$ 1,451,257	\$ 972,946	\$ 1,263,001	\$ 1,595,432	\$ 903,649	\$ 356,384	\$ 335,399
	Revenues Over/(Under) Expenditures	\$ (578,209)	\$ (202,447)	\$ (237,538)	\$ (569,814)	\$ (5,729)	\$ (356,384)	\$ (187,060)
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash Cash Position						\$ 994,168	\$ 1,047,136	
Current Assets	Current Receivables					10,750	1,745	
	Unearned Income					148,339	1,024,520	
Current Liabilities	Current Liabilities					(29,154)	32,070	
	Encumbrances					(356,384)	(318,346)	
	Uncommitted Budget					(335,399)	(1,207,035)	
	Estimated Ending Cash Position	\$ 1,090,062	\$ 1,042,608			\$ 432,320	\$ 580,090	

Expenditure Details		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
297-2972-463.34-90	Sanitation Contractual Services	\$ 33,603	\$ 11,794	\$ 11,310	\$ 11,310	\$ 2,600	\$ 4,400	\$ 4,310
297-6100-911.51-00	Fall Décor	814	-	-	-	-	-	-
297-6100-911.34-90	Holiday Décor & Installation	20,646	17,256	27,500	27,500	14,440	1,135	11,925
297-6100-911.34-90	Landscape & Maintenance	5,425	62,470	70,170	70,170	44,841	10,755	14,574
297-6100-911.34-90	Snow Removal	37,575	38,536	45,000	45,000	26,538	18,463	(1)
297-6100-911.34-90	Artspace, Public Space Design	25,180	-	10,000	44,581	34,581	-	10,000
297-6100-911.34-90	Streetscape Enhancements	4,250	-	41,000	41,000	8,415	245	32,340
297-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	10,000	-	2,960	7,040
297-6100-911.62-40	Planting Materials	28,952	18,455	30,000	30,000	17,825	-	12,175
	Total Beautification	\$ 699,711	\$ 148,511	\$ 244,980	\$ 482,541	\$ 149,240	\$ 191,936	\$ 141,365
Development								
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ -	\$ 4,705	\$ 30,000	\$ 30,000	\$ 4,976	1,615.00	\$ 23,409
297-6100-911.51-00	Branding	-	34,210	120,000	202,042	35,568	104,012.00	62,462
297-6100-911.51-00	Graphic Design	-	490	5,000	5,000	220	-	4,780
297-6100-911.51-00	Photography	1,325	1,125	5,000	5,000	963	-	4,037
297-6100-911.51-00	Metro Mode / Issue Media	34,682	18,000	24,000	24,000	18,000	-	6,000
297-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
297-6100-911.51-00	CTM Brochure Distribution	-	2,193	4,250	4,250	438	146.00	3,666
297-6100-911.51-00	Website, Constant Contacts	-	226	230	230	-	-	230
297-6100-911.51-00	Website Hosting & Domain Registration	1,020	801	1,350	1,350	1,828	11.00	(489)
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	5,600	-	-
297-6100-911.51-00	Community Art Enhancement	15,000	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
297-6100-911.51-00	Art Month	-	4,480	1,000	1,000	1,000	-	-
297-6100-911.51-00	Pocket of Perception (student art project)	-	8,000	20,000	20,000	-	-	20,000
297-6100-911.51-00	Fall Promotions	-	592	600	600	-	-	600
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	-	8,197	15,000	15,000	8,486	-	6,514
297-6100-911.51-00	Shop Small Business Saturday	9,735	4,581	7,000	7,000	5,565	167.00	1,268
297-6100-911.51-00	Restaurant Week	12,465	15,583	16,500	16,500	1,050	-	15,450
297-6100-911.51-00	Black History Month	-	-	-	100	43	-	58
297-6100-911.51-00	Big Read	-	-	1,000	1,000	-	-	1,000
297-6100-911.51-00	Movies in the Park	1,774	2,582	2,000	2,000	1,511	1,521.00	(1,032)
297-6100-911.51-00	Music in the Park	-	5,177	-	-	316	-	(316)
297-6100-911.51-00	Tunes at Noon	4,858	8,495	-	-	-	-	-
297-6100-911.51-00	City Hall Park Events	-	-	2,700	2,700	-	-	2,700
297-6100-911.51-00	Jazz on the Ave	50,864	51,136	55,000	55,000	25,088	22,370.00	7,542
297-6100-911.51-00	Eastborn Clean Up	-	448	1,500	1,500	-	-	1,500
297-6100-911.51-00	Other Community Development	11,726	8,922	2,500	2,500	750	155.00	1,595
	Total Development	\$ 154,949	\$ 192,640	\$ 339,980	\$ 422,122	\$ 111,402	\$ 129,997	\$ 180,724
Planning & Administration								
297-6100-911.34-90	Pow Strategies	-	-	-	95,078	60,996	34,081	1
297-6100-911.34-90	Executive Director	\$ -	\$ 50,006	\$ 47,996	\$ 22,998	\$ 22,998	\$ 3	\$ (3)
297-6100-911.34-90	Operations Manager	-	29,032	30,950	15,475	15,475	-	-
297-6100-911.34-90	Design & Planning Manager	-	9,900	12,000	6,000	6,000	-	-
297-6100-911.34-90	Event Manager	7,075	17,100	17,100	8,550	8,550	-	-
297-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	37	833
297-6100-911.34-90	Building/Business Incentive	-	-	7,760	7,760	-	-	7,760
297-6100-911.34-90	Unemployment	-	-	7,240	7,240	-	-	7,240
	Total Directors Expenses	37,139	144,468	155,286	203,101	153,149	34,121	15,831
various (comment)	Wages & Benefits	55,573	544	-	-	-	-	-
various (comment)	Other Office Expenses	9,196	10,924	16,650	16,650	10,419	104	6,127
297-6100-911.34-90	Office Cleaning	1,800	825	900	900	750	225	(75)
297-6100-911.44-10	Building Rental	25,000	10,935	11,010	11,010	10,830	-	180
297-6100-911.61-90	Non-Capital Equipment (light poles)	1,720	-	3,500	3,500	-	-	3,500
297-6100-911.68-90	Other Operating Expenses (utilities)	1,603	-	1,250	1,250	-	-	1,250
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	464,099	475,240	475,240	448,590	-	26,650
	Total Planning & Administration	\$ 596,597	\$ 631,795	\$ 678,041	\$ 725,856	\$ 637,941	\$ 34,450	\$ 53,465
	Expenditures	\$ 1,451,257	\$ 972,946	\$ 1,263,001	\$ 1,595,432	\$ 903,649	\$ 356,383	\$ 335,400

Contractual Services

Community Promotions

Other Operating Expenses

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
296-0000-311.40-00	Property Tax Capture	\$ 496,066	686,335	\$ 505,710	\$ 505,710	\$ 769,618	\$ -	N/A
	Brownfield Tax Capture	119,900	132,940	235,220	235,220	248,583	-	N/A
	Tax Revenue Total:	\$ 615,966	\$ 819,275	\$ 740,930	\$ 740,930	\$ 1,018,201	\$ -	\$ -
296-0000-330.05-14	Local Community Stablization Authority	12,332	25,313	25,320	25,320	-	-	25,320
296-6110-330.01-90	Farmer's Market Federal Grant	-	1,424	1,000	1,000	607	-	393
296-6110-369.90-00	Farmer's Market Miscellaneous	12,900	18,865	23,500	23,500	7,265	-	16,235
296-6100-365.90-00	Donations from a Private Source	88,742	48,348	83,500	83,500	16,659	-	66,841
296-6100-322.40-10	Events Revenue	-	-	-	-	6,545	-	-
296-0000-361.10-05	Interest Income	9,786	19,928	20,698	20,698	14,219	-	6,479
296-0000-369.90-00	Miscellaneous Income	-	6,194	-	-	-	-	-
	Donations & Farmer's Market Total:	\$ 123,760	\$ 120,072	\$ 154,018	\$ 154,018	\$ 45,295	\$ -	\$ 115,268
296-0000-391.91-01	Contributions from the General Fund	39,102	37,913	35,000	35,000	35,000	-	-
	General Fund Contribution Total:	39,102	37,913	35,000	35,000	35,000	-	-
	Total Revenues:	\$ 778,828	977,260	\$ 929,948	\$ 929,948	\$ 1,098,496	\$ -	\$ 230,536
Expenditure								
296-6100-911.10-20	Part-time Wages	\$ 4,830	81	\$ -	\$ -	\$ -	\$ -	\$ -
296-6100-911.22-00	City Share of FICA & Medicare	369	6	-	-	-	-	-
296-6100-911.26-00	Workers Compensation Contribution	3	-	-	-	-	-	-
296-6100-911.30-40	Audit Services	329	382	400	400	400	-	-
296-2972-463.34-90	Sanitation Contractual Services	22,152	25,920	25,920	25,920	19,620	540	5,760
296-6100-911.34-90	Development Contractual Services	253,616	399,227	499,826	534,826	360,287	95,192	79,347
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	10,624	4,006	7,370
296-6100-911.41-75	WATER/SEWAGE	-	-	-	1,500	534	966	-
296-6100-911.43-82	Copier Repair & Maintenance Services	-	362	375	375	-	-	375
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	10,830	-	180
296-6100-911.51-00	Community Promotion	137,110	264,955	341,345	485,817	173,821	72,832	239,164
296-6100-911.52-10	Insurance	2,985	2,670	3,730	3,730	3,730	-	-
296-6100-911.53-00	Communications	-	225	-	500	1,010	76	(586)
296-6100-911.58-10	Training & Transportation	2,569	2,836	3,500	3,500	175	-	3,325
296-6100-911.60-10	Office Supplies	693	802	4,125	3,125	395	-	2,730
296-6100-911.60-20	POSTAGE	-	-	-	500	203	-	297
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	17,100	-	5,426	11,674
296-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
296-6100-911.65-00	Memberships	413	513	940	940	148	28	764
296-6100-911.68-90	Other Operating Expenses	150,000	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	248,583	-	(13,363)
	Total Expenditure	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 830,937	\$ 200,138	\$ 349,794
	Revenues Over/(Under) Expenditures	\$ 70,494	110,699	\$ (268,293)	\$ (447,765)	\$ 267,559	\$ (200,138)	\$ (119,258)
Balance Sheet								
						Current	Beginning of Year	
Equity in Pooled Cash Position						\$ 1,083,008	\$ 851,078	
Current Assets	Current Receivables					18,860	9,636	
	Unearned Income					230,536	926,885	
Current Liabilities	Current Liabilities					(16,076)	80,057	
	Encumbrances					(200,138)	(212,549)	
	Uncommitted Budget					(349,794)	(1,019,109)	
	Estimated Ending Cash Position	\$ 787,019	906,009			\$ 766,396	\$ 635,998	
Expenditure Details								
		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
296-2972-463.34-90	Sanitation Contractual Services	\$ 22,152	25,920	\$ 25,920	\$ 25,920	\$ 19,620	\$ 540	\$ 5,760
296-6100-911.34-90	Holiday Décor & Installation	17,350	11,861	20,000	20,000	19,830	-	170
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	219,080	219,080	146,728	38,725	33,627
296-6100-911.34-90	Snow Removal	38,250	39,678	45,000	45,000	25,865	19,198	(63)
296-6100-911.34-90	On-Street Bike Racks	516	-	6,000	6,000	-	-	6,000
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	30,000	-	-	30,000
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
	Total Beautification	\$ 142,364	277,716	\$ 356,000	\$ 376,000	\$ 212,620	\$ 76,379	\$ 87,001

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,625	10,258	\$ 30,000	\$ 30,000	\$ 10,147	\$ 2,968	\$ 16,885
296-6100-911.51-00	Branding	-	118,371	120,000	252,881	84,932	56,964	110,985
296-6100-911.51-00	Graphic Design	1,474	150	5,000	5,000	220	78	4,702
296-6100-911.51-00	Photography	1,825	1,850	5,000	5,000	963	-	4,037
296-6100-911.51-00	Metro Mode / Issue Media	30,000	18,000	24,000	24,000	18,000	-	6,000
296-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
296-6100-911.51-00	CTM Brochure Distribution	5,852	2,339	4,250	4,250	438	3,751	61
296-6100-911.51-00	Website, Constant Contacts	275	226	230	230	-	-	230
296-6100-911.51-00	Website Hosting & Domain Registration	985	801	1,350	1,350	2,188	11	(849)
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	5,600	-	-
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000
296-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Studen	1,500	5,500	1,000	1,000	1,000	-	-
296-6100-911.51-00	Fall Promotions	476	193	300	300	-	-	300
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	3,950	16,144	14,665	14,665	13,590	-	1,075
296-6100-911.51-00	Shop Small Business Saturday	7,201	3,665	7,000	7,000	6,480	167	353
296-6100-911.51-00	Restaurant week	12,465	17,581	16,500	16,500	1,050	-	15,450
296-6100-911.51-00	Big Read	1,000	-	1,000	1,000	-	-	1,000
296-6100-911.51-00	Tunes at Noon	-	-	6,500	6,500	3,024	-	3,476
296-6100-911.51-00	Friday Nites Concert Series & Food Truck Rally	34,328	32,876	44,600	44,600	8,468	241	35,891
296-6100-911.51-00	W.Village Commons & Wagner Place Programs	10,368	15,011	-	-	-	-	-
296-6100-911.51-00	Wagner Place Park Equipment	-	2,280	15,000	26,570	6,659	-	19,911
296-6100-911.51-00	Main Street Materials	790	-	-	-	-	-	-
296-6100-911.51-00	Martian Marathon	619	375	500	500	-	-	500
296-6100-911.51-00	Bike Dearborn	-	250	-	-	-	-	-
296-6100-911.51-00	Farm Table	-	-	8,500	8,500	-	175	8,325
296-6100-911.51-00	Movies In the Park	-	-	2,000	2,000	658	2,010	(668)
296-6100-911.51-00	Doggone	-	-	800	800	-	-	800
296-6100-911.51-01	Black History Month	-	-	-	21	-	21	21
296-6100-911.51-00	Ice Cream	-	-	700	700	-	-	700
296-6100-911.51-00	Ladies Night Out	-	-	550	550	-	3,441	(2,891)
296-6100-911.51-00	Pernennial	-	-	550	550	360	-	190
296-6100-911.51-00	Kids Day	-	1,457	10,000	10,000	8,945	2,801	(1,746)
296-6100-911.51-00	Farmer's Market Promotions	1,729	3,936	-	-	300	-	(300)
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	13,564	4,006	4,430
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	55,000	-	-	55,000
296-6100-911.51-00	Other Community Development	13,336	4,479	2,000	2,000	798	200	1,002
	Total Development	\$ 149,387	284,947	\$ 403,345	\$ 562,817	\$ 187,384	\$ 76,834	\$ 298,620

Planning & Administration

296-6100-911.34-90	Pow Strategies	-	-	-	101,828	66,621	35,206	0
296-6100-911.34-90	Executive Director	\$ 94,570	46,172	\$ 47,996	\$ 22,998	\$ 22,998	\$ 3	\$ (3)
296-6100-911.34-90	Operations Manager	-	27,742	30,950	15,475	15,475	-	-
296-6100-911.34-90	Design & Planning Manager	-	9,400	12,000	6,000	6,000	-	-
296-6100-911.34-90	Event Manager, Farmer's Market Manager	9,771	26,738	27,900	13,950	13,950	-	-
296-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	1,837	(967)
	Total Directors Expenses	134,405	148,482	158,846	200,251	164,174	37,046	(970)
various (comment)	Wages & Benefits	5,202	87	-	-	-	-	-
various (comment)	Other Office Expenses	7,076	10,629	13,070	14,570	6,595	1,070	6,905
296-6100-911.34-90	Office Cleaning	-	825	900	900	750	225	(75)
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	10,830	-	180
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	17,100	-	5,426	11,674
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	248,583	-	(13,363)
	Total Planning & Administration	\$ 416,583	303,898	\$ 438,896	\$ 480,301	\$ 430,932	\$ 43,767	\$ 5,601

Expenditures \$ 708,334 866,561 \$ 1,198,241 \$ 1,377,713 \$ 830,937 \$ 200,138 \$ 349,794

Contractual Services

Community Promotions

Other Operating Expenses

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of By-Law Ad-hoc Committee Members 2020

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to form an Ad-Hoc Committee for the review of by-laws; therefore, be it

RESOLVED: That the EDDDA Board appoints Julia Kapilango and _____ to the 2020 By-law Ad-hoc Committee to develop an amendment recommendation for the consideration of the EDDDA Board.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Appointment of By-Law Ad-hoc Committee Members 2020

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to form an Ad-Hoc Committee for the review of by-laws; therefore, be it

RESOLVED: That the WDDDA Board appoints Jeff Lynch and Mohammad Hider with Sam Abbas as an alternate to the 2020 By-law Ad-hoc Committee to develop an amendment recommendation for the consideration of the WDDDA Board.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

PR Service Tanner Friedman - July and August Extension- EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs currently have returned bids for the PR RFP and awaits PR RFP committee review; and

WHEREAS: Tanner Friedman has been engaged for public relations service for Downtown Dearborn to date; and

WHEREAS: Due to the timing of the PR FRP review, a service gap will occur. An additional \$8400, to be split equally between EDDDA and WDDDA, is recommended to meet the needs of the DDAs’ communication and marketing efforts; therefore, let it be

RESOLVED: That the EDDDA obligates to pay 50% of the cost of \$8400 for contact extension for Tanner Friedman for public relations services for July and August 2020 expending \$4200 for EDDDA from account #297-6100-911-34-90; and let it be further

RESOLVED: That the EDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

PR Service Tanner Friedman - July and August Extension- WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (“WDDDA”) and the East Dearborn Downtown Development Authority (“EDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The West & East DDAs currently have returned bids for the PR RFP and awaits PR RFP committee review; and

WHEREAS: Tanner Friedman has been engaged for public relations service for Downtown Dearborn to date; and

WHEREAS: Due to the timing of the PR FRP review, a service gap will occur. An additional \$8400, to be split equally between WDDDA and EDDDA, is recommended to meet the needs of the DDAs’ communication and marketing efforts; therefore, let it be

RESOLVED: That the WDDDA obligates to pay 50% of the cost of \$8400 for contact extension for Tanner Friedman for public relations services for July and August 2020 expending \$4200 for WDDDA from account #296-6100-911-34-90; and let it be further

RESOLVED: That the WDDDA Executive Director is authorized to execute the contract with Tanner Friedman on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020 Amendment I-EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between EDDDA and WDDDA; and

WHEREAS: The amendment recommends moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so \$750 comes off the EDDDA total and adds \$750 to the WDDDA total; so let it be

RESOLVED: The EDDDA obligates to pay 50% of the cost of \$23,343 for the purchase of Welcome Back campaign supplies and materials for a total of \$11,671.50 minus \$750 for five picnic tables moving to WDDDA for a total cost of \$10,921.50 from account #297-6100-911-51-00; and let it be

RESOLVED: That the EDDDA Executive Director is authorized to execute contracts with the listed service providers on behalf of the EDDDA, subject to the review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300
Rocket	40 qty. 24” branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24” branded outdoor stickers (DFM)	\$262.50

	\$26.25/ea.	
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	starter info flyer	\$300
Rocket	14 vinyl posters (18"x60") for businesses	\$262.50
Rocket	50 vinyl banners (3'x5') for businesses	\$1347.50
Rocket	Feather banners (qty 40);includes hardware qty: 20 per district; \$99.10/ea	\$3964
Beshara	3 gateway banners (36"x240") vinyl \$202.50/ea	\$607.50
Jean Smith	6ft foldable picnic tables (5 for EDDDA/15 for WDDDA) \$150/ea	\$3000
Downriver Tents	20x20 tent - 1 EDDDA, 1 WDDDA (\$4225 each) at 13 week use.	\$8450
Janet Bloom	stakes and chains for foldable picnic tables (\$25/table) qty= 20 tables	\$500
Jean Smith	Adirondack plastic chairs (\$18/ea) EDDDA: qty. 16 (\$288); WDDDA: qty. 12 (\$216)	\$504

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-WDDDA amendment I

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and the West Dearborn Downtown Development Authority (“WDDDA”), collectively “DDDA”, have worked collaboratively to create and maintain a vibrant Downtown Dearborn experience for all, unified by a shared vision for the community to improve the local economy; and

WHEREAS: The East & West DDAs have been impacted by the recent COVID-19 pandemic and a reopening strategy has been developed to safely welcome customers back into the district and its businesses, following local, state, and federal guidelines; and

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing with the cost to be split equally between WDDDA and EDDDA; and

WHEREAS: The WDDDA obligated at May 2020 board meeting to pay 50% of the cost of \$4595 for the purchase of supplies for a Welcome Back campaign expending \$2297.50 for the WDDDA from account #296-6100-911-51-00; and

WHEREAS: Modifications to service providers for cost savings have been secured, as well as window display, gateway and sail signage for businesses, and tents and picnic tables for W. Village Drive and City Hall Park public seating areas; and

WHEREAS: The amendment recommends moving five picnic tables from the EDDDA and relocate to the WDDDA and adjusting the cost so \$750 comes off the EDDDA total and adds \$750 to the WDDDA total; so let it be

RESOLVED: The WDDDA obligates to pay 50% of the cost of \$23,343 for the purchase of Welcome Back campaign supplies and materials for a total of \$11,671.50 plus and additional \$750 for five additional picnic tables for a total cost of \$12,421.50 from account #296-6100-911-51-00; and let it be

RESOLVED: That the WDDDA Executive Director is authorized to execute contracts with the listed service providers on behalf of the WDDDA, subject to the review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300.00
Rocket	40 qty. 24" branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24" branded outdoor stickers (DFM) \$26.25/ea.	\$262.50
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170
Beshara	starter info flyer	\$300
Rocket	14 vinyl posters (18"x60") for businesses	\$262.50
Rocket	50 vinyl banners (3'x5') for businesses	\$1347.50
Rocket	Feather banners (qty 40);includes hardware qty: 20 per district; \$99.10/ea	\$3964
Beshara	3 gateway banners (36"x240") vinyl \$202.50/ea	\$607.50
Jean Smith	6ft foldable picnic tables (5 in EDDDA/ 15 in WDDDA) \$150/ea	\$3000
Downriver Tents	20x20 tent - 1 EDDDA, 1 WDDDA (\$4225 each) at 13 week use.	\$8450
Janet Bloom	stakes/metal bars and chains for foldable picnic tables	\$500
Jean Smith	Adirondack plastic chairs (\$18/ea) EDDDA: qty. 16 (\$288); WDDDA: qty. 12 (\$216)	\$504

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application Black Box Coffee - 1034 Monroe.
Owner: Ray Alcodray

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

WHEREAS: The EDDDA and WDDDA established the Open Door Dearborn business incentive to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions at its April 18, 2019 joint Board meeting; and

WHEREAS: Black Box Coffee, a proposed WDDDA district business start-up, has applied for all three levels of funding under the Open Door Dearborn grant program, but ran into significant issues acquiring quotes for Level 3 funding; and

WHEREAS: Black Box Coffee modified its application for only requesting Level 1 funding of \$2500 to support their installation of new business signage at 1034 Monroe Avenue and Level 1 funding of \$5,000 for business start-up support under the Open Door Dearborn grant program; and

WHEREAS: Three quotes for the signage, as requested by the Design/EV Committee, has been received and reviewed; and the Design/EV Committee recommends approving funding of the Black Box Coffee Open Door Dearborn application; therefore, be it

RESOLVED: The WDDDA awards Black Box Coffee a Level 1 grant for signage of \$2500, and also awards a Level 2 grant for business start-up support of \$5000 from the Open Door Dearborn grant program from account #296-6100-911-34-90.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Gentlemen's First Pedestrian Safety Planters

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) was notified of a pedestrian safety issue at Gentlemen's First barbershop location off of Military; and

WHEREAS: Vehicles are currently driving through a pedestrian walkway already clearly marked along with painted curbs; and

WHEREAS: A WDDDA goal is to improve the overall walkability and pedestrian access, as well as providing a safe and visually appealing environment within the downtown business district; and

WHEREAS: It was determined using three large planter boxes with tall plants are a proper deterrent to redirect traffic in that area; and

WHEREAS: A planter box style was selected from Wayfair.com at a price of \$317 each plus shipping and handling so estimated cost is \$951 plus shipping and handling; so let it be

WHEREAS: Plant materials, fill and installation of the planters is estimated at \$3,000 with landscape and maintenance contractor Fairlane Grounds; so let it be

RESOLVED: The WDDDA Board authorizes the purchase of three planters from Wayfair to not exceed \$1,000 plus shipping and handling charges from account #297-6100-911-62-40; and let it further be

RESOLVED: The WDDDA Board authorizes up to \$3,000 for fill, plant materials and installation by Fairlane Grounds from account #297-6100-911-62-40; and let it be it further

RESOLVED: The WDDDA Board authorizes the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers & Artisans Market_Service Providers_ Amendment III 2020

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The WDDDA authorized a budget of \$22,000 in expenditures for the 2020 Farmers & Artisans Market; and

WHEREAS: A listing of selected vendors and expenditures is recommended for the Farmers & Artisans Market for the 2020 season, being expended from account #296-6110-911-34-90; and

WHEREAS: Adjustments were made to accommodate the Farmers Market late start of July 10th, the entertainment vendors of Lawrence Arbor, Visual Ronin Media (Michael Kuentz), Dearborn School of Music, One Man Music Band, and Amy Loskowski, have been selected to perform for a fee of \$150 per scheduled date, with exception of One Man Band for \$135 for two dates, maintaining within the approved \$2500 entertainment budget; and

WHEREAS: Accommodations were made to remove the high contact kid activity of the bounce house from the list of service providers, which was previously approved for Jokers4Fun for \$500, and POP Club Passports for \$400 with Beshara; and

WHEREAS: The portajohns, sinks, and hand sanitizer stands from Brendel's are arranged at a cost of \$2940 for the abbreviated twelve week market season; and

WHEREAS: The Farmers Market has expanded advertising in Press & Guide for \$600 and added additional \$200 to Jean Smith's supplies budget to total \$700 for additional a-frames, tables and caution tape; and

WHEREAS: Additional marketing for the Farmers Market was printed and sent via Mama Mia's service to selected postal codes for \$2990.00; so let it be

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the list of providers below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel:

Vendor	Purpose	Amount
Taste the Local Difference	Advertisement- magazine	\$ 100.00
Edible WOW LLC	Advertisement- magazine	\$ 1,800.00
Farmers Market Coalition via Jean Smith	Membership renewal- POP Club related materials/ resources	\$40.00
Michigan Agritourism Association	Advertisement- magazine	\$ 150.00
Times Herald (Bewick Publications)	Advertisement- newspaper	\$ 300.00
Beshara Printing	Posters (qty. 100) and yard sign patches	\$ 310.00
Lawrence Arbor Dates: 7/17/20, 8/21/20 Visual Ronin Media (Michael Kuentz) Dates: 9/18/20, 9/25/20 Dearborn School of Music Dates: 7/24/20, 8/28/20, 9/4/20 One Man Music Band Date: 7/31/20, 8/7/20 Amy Loskowski Dates: 7/10/20, 8/14/20, 9/11/20	Entertainment at market (\$150 per performance, with exception of One Man Music Band for \$135)	\$2500.00
Malko Media	A-frame signage, road closed signage, vinyl coverups (tent, over the street banners, and street pole banners)	\$1000.00
Essential IT, LLC	web hosting, maintenance, technical support (Jan. 2020-Dec. 2020)	\$ 720.00
Michigan Farmers Market Assoc. (MIFMA)	Dues for membership- advertisement	\$200.00
Jean Smith, Events Mgr.	cooking demo supplies, caution tape, tables, a-frame signs	\$700.00
Brendel's	Portajohns, sinks, and hand sanitizer stands	\$2940
Malko Media	Yard signs - Safety reminders and FM specific (\$9.50ea - qty. 30 signs total)	\$300
Malko Media	A-frame signs (\$120 ea.) qty. 4 plus signage (8 signs at \$23ea.)	\$680
Epiccrowdcontrol.com	floor/ground stickers (\$17/ 6pk) qty 3 sets	\$51

Press & Guide	monthly newspaper - 4 ads in June	\$600
Arab American News	4 weeks of ads	\$900
Mama Mia	postcard printing and distribution	\$2990.00

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Park Redesign Schematics

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) wishes to improve the City Hall Park located at 13615 Michigan Avenue; and

WHEREAS: The EDDDA goal is to improve the overall walkability and pedestrian connection, as well as providing a safe and visually appealing environment in a highly visible location within the downtown business district; and

WHEREAS: A competitive solicitation of bids was conducted for developing a schematic redesign of City Hall Park and a construction budget; and

WHEREAS: The lowest bidder was _____ at a price of _____; therefore, let it be

RESOLVED: The EDDDA Board awards the bid to _____ for the amount of _____ to be expended from account #297-6100-911-34-90 and let it be it further

RESOLVED: The EDDDA Board authorizes the Executive Director to execute the contract, subject to the review and approval of Corporation Counsel.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2020 EDDDA Board Nominations

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the City Council; and

WHEREAS: The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer to make up the Executive Committee; and

WHEREAS: The 2020 Executive Committee members resigned at the July 16, 2020, meeting, and the Executive Committee positions may be filled at any meeting of the Board for the unexpired portion of the term of such office; and

WHEREAS: The following Board members were nominated for the Executive Committee positions:

Chairperson

Vice-Chairperson

Secretary-Treasurer

RESOLVED: The EDDDA Board elects the officers as named above for the remaining year of 2020.

(if there are multiple nominations for one position or another, then a ballot vote will need to be cast)

Yes:

No:

Abstained:

Absent:



11444 Kaltz Avenue
Warren, MI 48089
Phone 586-759-2700
Fax 586-759-2703
www.metrodetroit signs.com

PROPOSAL

Proposal #: 11728

Proposal Date: 07/06/20
Customer #: CRM012060
Page: 1 of 3

SOLD TO:	JOB LOCATION:
Black Box 1034 Monroe Dearborn MI 48124	Black Box 1034 Monroe Dearborn MI 48124 REQUESTED BY: Ray Alcodray

Metro Detroit Signs (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #4687 Survey site. Secure sign and electrical connection permits. Fabricate and install illuminated double sided approximately 36" x 36" blade sign. Black aluminum cabinet with edge lit and push-thru acrylic copy. Primary electrical to sign by others. Engineering additional if required. Includes \$400 allowance for walk-up sign on side elevation (design and construction TBD).	\$4,300.00	\$4,300.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$4,300.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

- UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, Metro Detroit Signs MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY THE COMPANY, INCLUDING ATTORNEY'S FEES.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



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PROPOSAL Proposal #: 11728

Proposal Date: 07/06/20
Customer #: CRM012060
Page: 2 of 3

2. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID ELECTRICAL SIGN SHALL REMAIN IN THE COMPANY UNTIL PAID FOR IN FULL, BUT AFTER DELIVERY TO THE CUSTOMER ALL OF DAMAGE FROM FIRE OR OTHER CAUSES AFTER SAID DELIVERY SHALL BE ASSUMED BY SAID CUSTOMER AND WILL NOT EFFECT THE RIGHTS OF THE COMPANY TO ENFORCE OF THE PURCHASE PRICE THEN UNPAID.
3. IT IS FURTHER AGREED BY BOTH PARTIES THAT ALL PROVISIONS IN REGARD TO THE PROJECT ARE CONTAINED IN WRITING HEREIN.
4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANYSUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.
5. Metro Detroit Signs SHALL SECURE ALL NECESSARY PERMITS FROM THE BUILDING OWNER, AND/OR OTHERS WHOSE PERMISSION IS REQUIRED FOR THE INSTALLATION OF THE SIGN AND SAID SHALL BE LIABLE FOR ANY OBSTRUCTION OF DELIVERY DUE TO DELAY IN OBTAINING SUCH PERMISSION, AND IF CUSTOMER EXECUTES THIS CONTRACT OF SALES WITHOUT EVER OBTAINING PERMISSION FROM PARTY OR PARTIES NECESSARY FOR THE INSTALLATION OF SAID SIGN, THEN HE PURCHASES SAME AND IS BOUND TO THE TERMS AND CONDITIONS OF THIS CONTRACT AS THOUGH HE HAD OBTAINED SAID PERMISSION AND HE AGREES TO RELIEVE THE COMPANY FROM ANY LIABILITY FOR ITS FAILURE WITHIN 10 DAYS OF DELIVERY TO ERECT OR INSTALL SAID SIGN.
6. CUSTOMER AGREES TO PROVIDE SERVICE FEED WIRE OF SUITABLE CAPACITY AND APPROVED TO LOCATION OF DISPLAY IN ADVANCE OF INSTALLATION, AND MAKE CONNECTION THEREOF TO DISPLAY.
7. WHEN PIER DRILLING IS NECESSARY, THE COMPANY WILL CONTACT DIG TESS TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK IS ENCOUNTERED IN THE DRILLING PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED, ADDITIONAL MONIES MAY BE REQUESTED IN WRITING BY THE COMPANY.
8. ALL PRODUCTS MANUFACTURED BY THE COMPANY ARE GUARANTEED UNCONDITIONALLY AGAINST DEFECTIVE PARTS, MATERIALS AND WORKMANSHIP, WITH EXCEPTION OF INCANDESCENT AND FLUORESCENT LAMPS AS THEY ARE NEVER GUARANTEED, FOR A PERIOD OF ONE YEAR (1) YEAR. FOR THE NEXT THREE HUNDRED THIRTY (330) DAYS, AND MATERIAL, WITH THE EXCEPTION OF THE LAMPS, WILL BE REPLACE AT NO COST TO THE BUYER FOR THIS MATERIAL. THE COST OF LABOR, HOWEVER, WILL BE CHARGED AT HOURLY RATES.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 90 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: 

DATE: 7/6/20

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____

**JOINT DDDA BOARD PACKET
SUPPLEMENTAL MATERIALS
JULY 2020**

Exterior Blade Sign & Walk-up Window

Ray Alcodray

Black Box

1034 Monroe Street

Dearborn MI 48214

ralcodray@yahoo.com | 248-962-5466

goals

Design exterior signage to 1) *Visually help reinforce your "brand" shift* from primarily a gallery to a coffee shop/creative events model.
2) Create a *bold minimalistic first impression* to "play well" with your *design esthetics*.

scope

- **Site survey and client interview** for objective clarification, visibility, architecture and installation considerations.
- **Design of exterior signage** considering optimal impact, branding and architecture integration. Assumes for (1) corner blade sign and option for directional signage a walk-up window.
- **Production and Installation estimate** of design concept.

Assumes for (2) design presentations (1 concept and (1) refinement presentation) Work to be completed in approximate (4-6) week timeframe, subject to schedule coordination.

cost

This figure is an estimate, not a quote. It is based on the information provided, and may be inappropriate if additional information is forthcoming, or specifications change. Additional effort billed at \$135/hour. Out of pocket expenses will be billed at a 25% markup which covers our handling costs. Such items could include deliveries, printing, reproductions, photography and travel beyond 25 miles.

Description	Price
1) Consultation and design fees for blade sign (option for walk-up window directional = \$810)	\$2,300
Dark Budget for Blade Sign Production & Install = \$7,900	

terms

50% deposit due upon approval, balance invoiced upon completion. Invoices are net 30 days. If you are not satisfied with the work for any reason, we will refund the consultation and design fees. Thank you for the opportunity to submit this estimate. We look forward to working with you.

Sincerely,

Mo Meadows

Ideation Signs & Communications, Inc.

acceptance

To accept this proposal, please click and sign below.



SIGNATURE
Ray Alcodray

4/23/2020

BLACK BOX GALLERY.jpg

QUOTE**P.O#****4-22-2020****PROsigns**

1866.419.5379 - Toll Free
 313.581.9333 - Office
 313.581.8995 - Fax
 info@signmi.com
 www.signmi.com
 #prosignsmi
 17627 W.Warren
 Detroit, MI 48228

Survey
 Design
 Manufacture
 Installation
 Service
 Licensed
 Bonded
 Insured



CUSTOMER NAME: RAY ALCODRAY
 BUSINESS NAME: BLACK BOX GALLERY
 STORE#:
 FAX#
 EMAIL:
 ADDRESS: 1034 MONROE
 DEARBORN, MI 48124

QUANTITY	DESCRIPTION	PRICE
1	CUSTOM FABRICATION BLADE SIGN 36" X 36" ANGLE FORWARD PROJECTION HIGH POWER LED LIGHTS UL LISTED ACRYLIC FACES TRANSLUCENT VINYL OVERLAY	\$2850
1	CITY PERMITS SIGN PERMIT SIGN CONNECTION PERMIT SEALED PLANS	\$650
1	INSTALLATION	\$750

FABRICATION

Fabrication Time Frame Will Range From 30 Days Up To 60 Days Otherwise Specified & Agreed Upon By Terms And Signatures. Additional Delay May Be Added In The Event Of National Disaster, Act Of God, Fatality, Sickness, Hospitalization Mechanical Failure, Payment Delay, Building Or Business Lack Of Readiness, Landlord Disapproval. Sign To Be Erected On Building Structure As Specified On Sign Diagram. Sign Company Will Not Be Responsible For Building Structure Vulnerable Wall Integrity & Will Be Not Be Responsible & Cleared From All Liability & Lawsuits Pertaining To Wall Facade, & All Surface Areas Supporting Sign Structure. Store Front Must Be Cleared From All Obstruction Leading To Accommodation Of Space For Sign Vehicles Of Installation. If Plaza Front Is Jammed With Cars And Owners Are Reluctant To Remove There Vehicles Job Installation Will Be Canceled And Rescheduled With A Penalty Fee Of 6% Of Total Price.

ADDITIONAL CHARGES

In The Event Of Job Cancellation After Signing Contract, 50% Of Job Deposit Will Be Avoid & Can Not Be Issued Back Due To Material & Labor Loss! Additional Fees & Interest Rate Of 12% Shall Be Added After Signing Contract In The Event Of Design Change Of Size, Color, Material, Or Any Contradiction Of Approved Sign Diagram! Customer & Landlord Shall Facilitate All Installation Required Procedures On Site Of Install, Access To Building & Plaza Shall Be Granted To Fulfill The Installation Requirement Of Verifying Circuits And Access To Power Source, Shelter From Snow, Rain, Wind, Thread, Vandalism, Terror, Electrocuton. Failure In Assistance & Facilitation Will Result In Job Delay, Reschedule Of Sign Installation In Which And Additional Fee & Rate Of 12% Will Back To Total Invoice. Removal Or Relocation Of Sign Electrical Hook Up Complication Or Other Means Of Power Connection. All credit cards transactions are subject to 3% processing fee.

WARRANTY

Warranty Will Not Cover: Act Of God, Vandalism Force Of Destruction, Conspiracy Otherwise Will Be Canceled With Termination. Prosigns Llc & Affiliates Corporations Will Not Hold Responsibility - Liability - Accountability For Destruction Inflicted By Excavation & Soil Disturbance To Power Circuit Pipelines, Sewer, Gas, Water, Cable, Telephone, Camera Alarm, Sprinkler System, Air, Under Nor Above Ground.

PAYMENTS TERMS

Once Invoice Is Signed 50% Deposit Is Due Immediately. No Exceptions Or Favoritism. 25% Will Be Due Upon 50% Of Project Completion & Therefore Shall Be Collected. Final 25% Of Job Total Shall Be Collected In Full 1 Day Prior To Sign Installation According To Company Policy, Terms & Conditions

SUBTOTAL**\$4260****TAX****6%****TOTAL****\$4515**

A Signature Below Indicates The Above Prices, Specifications, Terms & Conditions Are Satisfactory And Accepted. Acceptance Of Artwork In This Page And The Proof Page Indicated In The Drawings Is An Artistic Representation Only Of Sign Size On Building And Color Accuracy. Elements May Vary Based On Field Measurements This Color Proof Is Intended For Verification Of Spelling, Layout, Color And Composition. By Approving And Proofing All Artwork As Correct & Accurate You Bear Responsibility For Any Corrections Changes -Modification Alteration Of Color, Size, Location & Area Of Install, Dates, & Content. Penalty Fees & 6% Rate Will Be Added Accordingly To Total Price. This Sign Is The Ownership Of Prosigns Llc, You Authorize & Give All Rights To Prosigns Llc & Prosigns & Awning To Remove Sign Off Building In The Event Of Debt Collection & Outstand Amount Due. Additional 12% Will Be Added Weekly If Total Owed On Sign Is Not Paid In Full. Signature Constitutes Authorization To Proceed With Specifications And Conditions Of This Document As Specified. All Rights Reserved Prosigns Llc Initial: X_____

APPROVAL SIGNATURE: X_____

APPROVAL DATE: X_____

V.3
6/23/20

⇒ APPLICATION ⇒

Application Date 04 / 06 / 2020

Business

Name Black Box

Property Address 1034 Monroe, Dearborn, MI 48124

Business Owner Ray and Lisa Alcodray

Business Owner Address 21753 Garrison St., 48124

Business Owner

Business Owner Phone 248-962-5466 Email ralcodray@yahoo.com

Property Owner Ray & Lisa Alcodray

Property Owner Address same

Property Owner Phone same Email same

Is this business currently located within the DDA District? Yes No

Is this business expanding? ☒ Yes No Opening new concept in WDDA zone.

Amount of square footage to be added to building None.

Is this an existing or a new business? ☒ New Existing

If relocating, when was this business established?

If relocating, please list current address

Estimated start date of project 04 / 01 / 2020

Estimated completion date of project 07 / 30 / 2020

Total cost of project \$ 125,000.00 Amount requested \$ 7,500.00

APPLYING FOR:

- ☒ Level 1 Grant
☒ Level 2 Grant
☐ Level 3 Grant

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 6 consecutive months after grant payment, the grant funding must be repaid in full to the DDDAs.

Signature of Applicant

Date

⇒ MANDATORY CHECKLIST

Please submit with your application the following 4 attachments (required):

- ☐ Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
- ☐ Architectural plans, renderings, sketches or illustrations depicting the work to be performed
- ☐ Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting
- ☐ Copy of your company's business plan (Level 2 only)

NOTE: All decisions concerning aspects of the grant application process, including eligibility and/or containing eligibility for grants are within the sole discretion of the DDDA Boards. Incomplete applications will not be reviewed and make sure to retain a copy for your records.

⇒ SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities

13615 Michigan Avenue, Suite B-2

Dearborn, MI 48126

info@downtowndearborn.org

313-943-3141

For more info about Downtown Dearborn events and projects visit www.downtowndearborn.org.

June 22nd, 2020

Dearborn Downtown Development Authority
13615 Michigan Ave., Ste. B-2
Dearborn, MI 48126

Re: Black Box Application for Open Door Grant

Please find the attached items that make up our grant application required materials.

Narrative: The Black Box is a new business start up that will emphasize coffee as a core business and platform around which we will delivery special events and activities tied to; a) art exhibitions, cultural art events (music, poetry, performing arts, etc.), pop up art events, and business pop up events. Our current business is identified as "Black Box Gallery" and is located at 3700 Monroe. We are well established for hosting large group art exhibitions, musical events, and small private gatherings. Coffee is considered a secondary strategy. However our new business drops "Gallery" from the name, and flips to a focus on coffee, and leaves a wider lane for a variety of cultural, creative, and business activities. This is how we differentiate the two locations and ourselves from surrounding retail businesses.

Grant Levels requested are:

Level 1. \$2,500: To consult on branding and assist in the design, build of outdoor signage.

Level 2. \$5,000: New business startup – a) creative enterprise in the DDA zone, art, cultural activities, art retail, b) creative events, c) and ideation/incubation activities.

As part of our strategic plan, our new business will gain greater exposure to the West Dearborn business and resident community by locating in the heart of Wagner Place. As one of the few stand-alone, original structures in the area that has survived, we hope to bring a unique operation to the neighborhood. Our past exhibits and functions draw patrons from throughout metro Detroit, but more significantly, from across Michigan. We believe the draw of our new concept will be strong addition that will compliment the food and retail establishments currently in place.

Work To Be Performed:

The primary work being performed is renovation on the first and second floors, with the bulk of work taking place on Floor 1. The high level drawing below shows an overall layout of the 1st floor (see fig. 1).

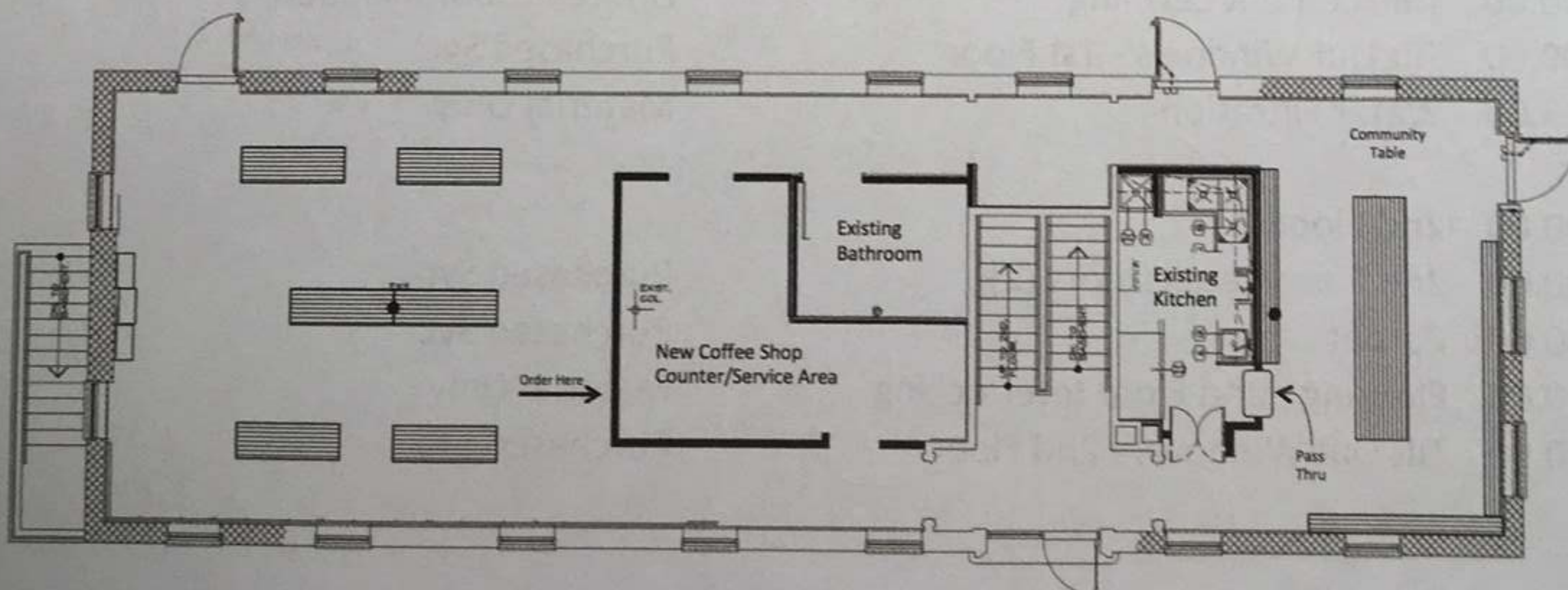


Figure 1 - First Floor Layout

The gallery will utilize surface area between windows to place art for exhibition, have a series of bar height gathering surfaces, and a community table (space permitting). The introduction of a coffee service layout area is shown below (see fig. 2).

1034 Monroe Renovation Estimate

\$125,000.00	Grand Total Est.	
\$99,417.00	Improvements	
\$25,583.00	Labor, Skilled Trades, Construction Mgt.	
\$69,517.00	1st Floor Improvements	
\$1,000.00	2nd Floor Tuck Point	Purchased Svc
\$2,500.00	Additional Lighting	Limited Labor Included
\$3,500.00	ADM Sneeze Guard	Material Only
\$4,000.00	Bar Height Counters	Material Only
\$225.00	Brick/Block basement Windows	Purchased Svc
\$2,000.00	Carpet on Stairs	Purchased Svc
\$1,000.00	Cold Brew Tap Plumbing	Purchased Svc
\$2,400.00	Drywall	Limited Labor Included
\$5,000.00	Electrical Wiring	Limited Labor Included
\$300.00	Entrance Step Cement	Purchased Svc
\$8,400.00	Flooring - 1st Floor Interlocking	Material Only
\$2,952.00	Foyer Doors	Purchased Svc
\$3,000.00	Front Exterior Door	Purchased Svc
\$225.00	Glass Block Window	Purchased Svc
\$4,500.00	Hot Water Tank	Material Only
\$4,300.00	Marygrove Awning	Purchased Svc
\$3,000.00	Outdoor Sign Design/Build	Purchased Svc
\$1,500.00	Paint Ceiling	Limited Labor Included
\$2,500.00	Paint Walls	Limited Labor Included
\$2,500.00	Plumbing Rework	Limited Labor Included
\$4,000.00	Quartz Counter New	Purchased Svc
\$500.00	Sill Repair	Purchased Svc
\$4,000.00	Tile/Cement Leveling	Limited Labor Included
\$7,200.00	Tilt Out Windows - 1st Floor	Purchased Svc
\$515.00	Water Filtration	Material Only
\$21,900.00	2nd Floor	
\$4,000.00	2nd Floor Retail Doors (2)	Purchased Svc
\$2,000.00	Carpet	Purchased Svc
\$8,400.00	Flooring - 2nd Floor Interlocking	Material Only
\$7,500.00	Tilt Out Windows - 2nd Floor	Purchased Svc

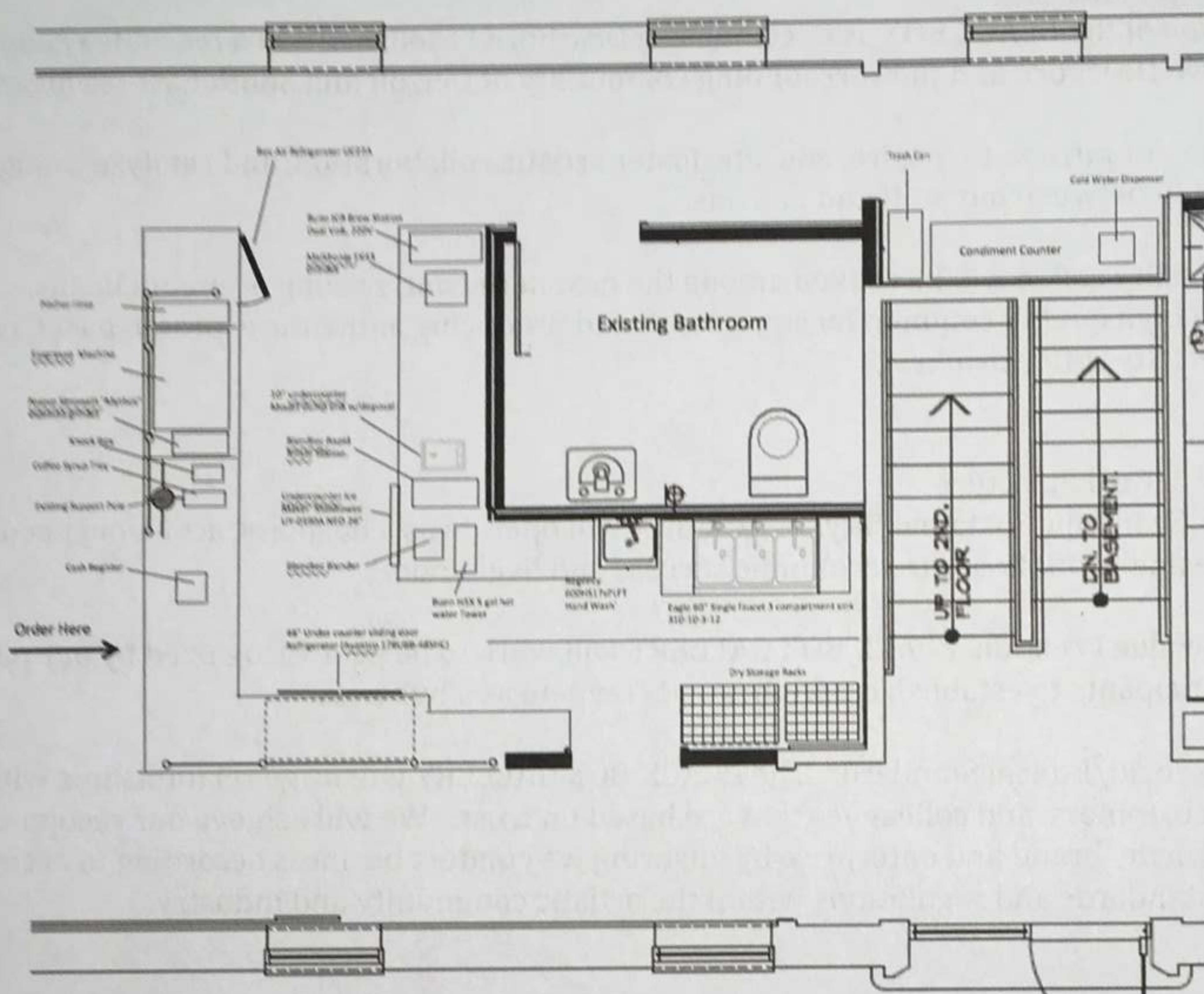


Figure 2 - Coffee Service Area Detail

Additional work to be performed includes; paint, laminate plank and porcelain tile flooring, stairwell carpeting, lighting improvements, entrance step cement, exterior tuck pointing, window sill repair, removal of coal chute, new commercial hot water tank, drywall, cabinetry, countertops, electrical, plumbing, new entrance door, foyer security doors, and possibly the addition of vented windows on 1st floor, plus exterior signage and awnings.

The estimates and detail for the above work are as follows:

Business Planning: BLACK BOX promotes the finest hand crafted coffee experience while showcasing the creative work of local artists, musicians, poets, writers, entrepreneurial socializing, and mind expanding programming!

By providing a flexible, creative space, our business will serve as an incubator and accelerator for all forms of creative expression thereby providing Dearborn with a unique and recognized innovative business, unlike anything in the city today.

Together, we will create meaningful activities our patrons can personally connect with, while we strive to attract broad audiences and forge deep human networks.

Success for us means that BLACK BOX is sustainable, recognized for offering highly valued products and services, and seen as adhering to ethical management practices.

VISION and MISSION

The *vision* of the BLACK BOX is to establish a Dearborn based, multi-faceted coffee shop that will serve Dearborn and the surrounding community of Detroit and South East Michigan.

It will be our *mission* to inspire, educate, foster artistic collaboration, and catalyze thought leadership between our staff and patrons.

Our specialty coffee will be ranked among the best in Detroit, serving premium beans, utilizing high quality commercial equipment, and producing authentic espresso based drinks and specialty coffee drinks.

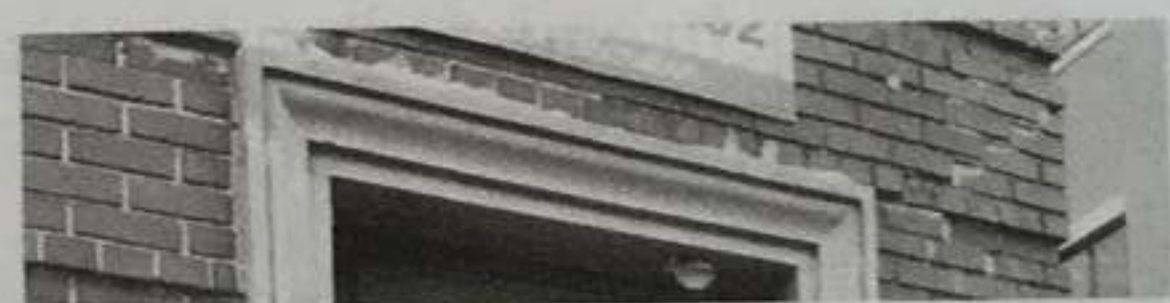
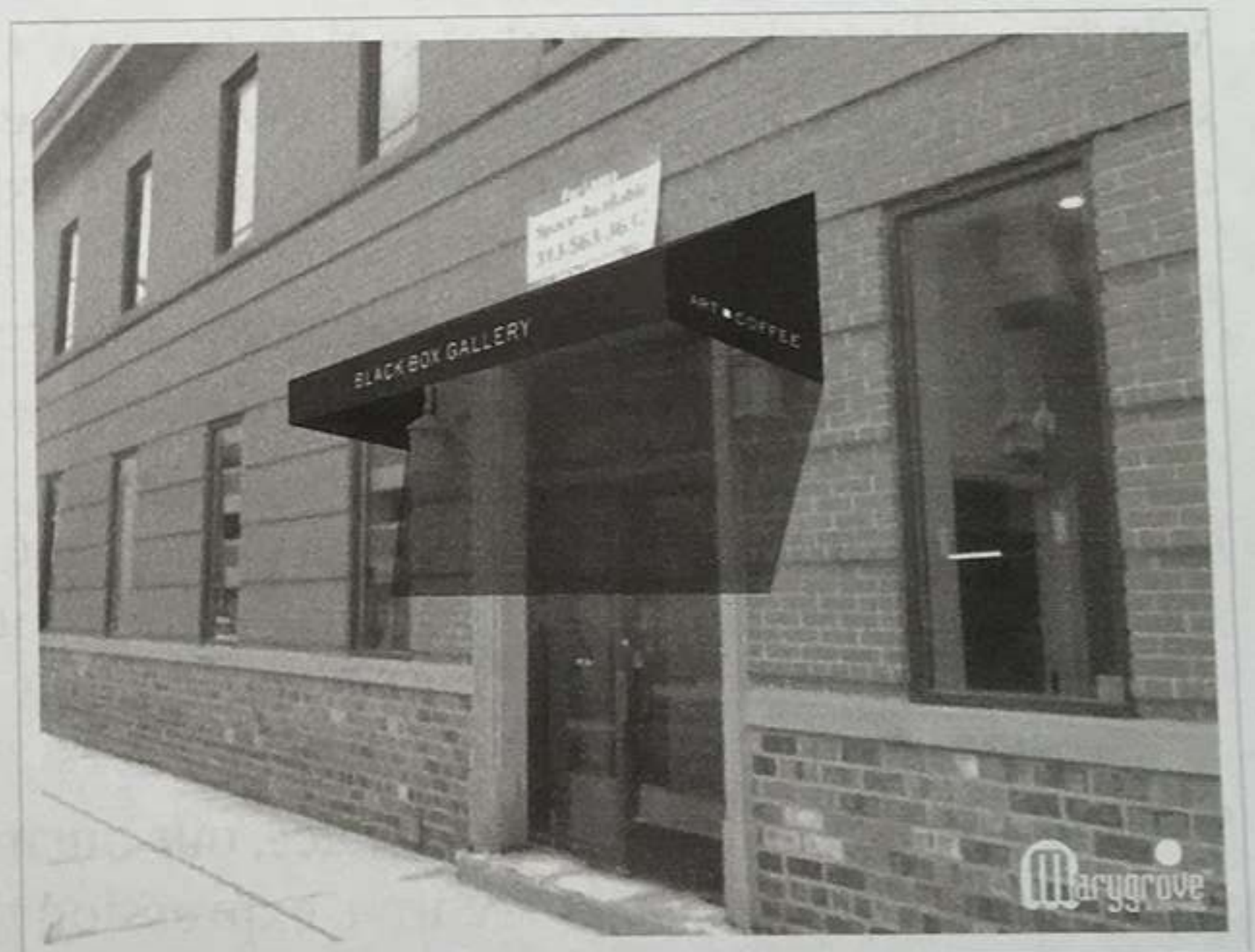
Tri-lateral Goal Structure

Goal 1 – Economic Sustainability. BLACK BOX will operate as a business, achieving needed revenue and profit to assure economic success and livelihood.

Goal 2 –Value Creation. BLACK BOX GALLERY will work to be peer recognized by our patrons and participants to establish credibility and compete as a business.

Goal 3 – Socio/Ethical Standards. The BLACK BOX GALLERY will forge relationships with our artists, customers, and colleagues that are based on trust. We will achieve our recognition as a trustworthy brand and enterprise by ensuring we conduct business according to accepted ethical standards and regulations within the artistic community and industry.

Appendix A –Photos/Renderings of Awnings and Front Door



5/18/2020

Corner Mock Sign3.jpg



Appendix A – Additional Photos/Renderings



BLACK BOX

GALLERY

Dearborn Bike Share Minutes

Meeting date: June 25, 2020

10:00am

Via Zoom

Join Zoom Meeting

<https://zoom.us/j/656083923?pwd=SVhjNWxDQ2ppKzZSMExOU1heHUzd09>

Meeting ID: 656 083 923

Password: 041183

One tap mobile

+19292056099,,656083923# US (New York)

+13126266799,,656083923# US (Chicago)

Attendees: Dave Norwood, Cristina Sheppard-Decius, Steve Diesler, Joseph Koo, Tim Harrison, Jackie Lovejoy, Janet Bloom, Kari Woloszyk, Tracy Besek, and Hassan Sheikh.

RFP Scope of Services additions-

- Ability to provide customizable and structured programs for different users or sponsors of the bike share system (for example, The Henry Ford and University of Michigan- Dearborn's participation in the system)
- Ability to advertise on the bicycle or stations (front baskets, signs at stations)
- Provide a brochure or other informational takeaway with maps and how to access/use the system
- Willingness or ability to partner with a regional transit system
- The point of contact will go through one person
- Willingness to engage Ford Motor Company
- Assist with the expansion of the system- new station locations, additional bikes, and sponsorships
- What is the system's COVID-19 response plan
- Rebalancing strategy and schedule for bikes and scooters
- Describe your E-Bike system and availability
- Marketing and Advertising plan
 - Customizable promotional materials
 - Templates for use by bike share steering committee
 - Electronic and social media strategy and implementation plan for launch and other campaigns to increase ridership

- Ability to set up virtual stations
- What is the plan or metrics for missing bikes
- What is the warranty on the bikes and service
- Analytics should be provided quarterly
- Maintenance schedule (including preventative maintenance) and schedule for response to bike outages

Criteria for measuring proposals

1. Maintenance Plan
2. Past history of vendor with bike share systems
3. Marketing Plan
4. Capacity to service bike share in Dearborn
5. Customer interface- virtual and face to face
6. Comparable experience with cities or systems our size



Report from the DDDA Design & Economic Vitality Committee Special Meeting

Meeting held , July , 2020, PM

BLACK BOX CAFE OPEN DOOR GRANT REQUEST

Application / Business Plan: attached

Photos: attached

Plans: attached

Staff Recommendation: Mr Alcodray initially requested all 3 levels of grants. He had significant issues with getting bids on signage and construction. Based on conversations with staff he has modified his application and is submitting for Level 1 and 2. The 3 sign design and installation quotes are provided. Mr. Alcodray is eligible to receive up to \$7,500 for signage (\$2,500) and start-up business branding and marketing (\$5,000) to support his new business. Staff recommends to the DEV Committee that Black Box receive both Level 1 - signage and Level 2 - start-up grants.

DEV Committee Recommendation: TBD

Project History:

4/6/20 - Original Application Submitted - not complete, sign application, business plan and floor plan sketches included , estimated total budget is \$125,000

4/17/20 - Notified Alcodray of required 3 formal quotes and signed building plans.

Alcodray asked for permission to go with only one contractor since it is only a renovation project

4/22/20 - Revised application submitted.

4/22/20 - DEV reviewed Alcodray application. Denied sole source construction contract. Additional information requested formal plans, 3 quotes on construction and sign

4/23/20 - Alcodray requests modified grant request based on breakdown of his cost estimates. Delay submission of 3 quotes on construction

4/28/20 - Alcodray taxes current

5/14/20 - DDA notifies Alcodray that 3 quotes required and no reimbursement for work .

5/15/20 - Alcodray submits signed plans, signed application, sign mock up design, one sign quote, requested approval in concept dependent on 3 quotes.

5/21/20 - DDA Staff offers Alcodray an alternative approach to his application. Level 1 grant for signage (submit 2 more quotes). Level 2 grant of \$5,000 for business start-up. Provide more details on business as start-up and marketing.

6/20/20 - Alcodray indicates that two sign vendors have declined submitting bids. DDA offers contacts for other sign companies



6/23/20 - Alcodray revises application (v.3).including new business plan for Level 1 and 2 grant request per Staff recommendation. Black Box will now emphasize coffee as its core business including delivery and special events. The gallery will primarily remain at 3700 Monroe.

7/6/20 - Third sign quote is submitted by Alcodray

7/8/20 - Staff sent out survey to hold special DEV meeting

Downtown Dearborn

Design & Economic Vitality Committee

June 24, 2020 @ 2pm

DDDA Office, 13615 Michigan Ave.

Join Zoom Meeting

<https://zoom.us/j/323245564?pwd=NnhnNjVNSE1tVTdHNjVMak91dC9nZz09>

Meeting ID: 323 245 564

Password: 265323

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 323 245 564

Find your local number: <https://zoom.us/u/adku9nqyrM>

Join by Skype for Business

<https://zoom.us/skype/323245564>

Attendees: Mike Kirk, Mark Guido, Steve Horstman, Tom Paison, Scott Black (Unilock), Hassan Sheikh, Jeff Lynch, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom

AGENDA ITEMS	TASKS/ACTIONS
A. Sidewalk Café Application Process	<ul style="list-style-type: none">• Temporary Application - 24 hour turnaround. Private out last week; public out this week (must add insurance rider).• Outdoor Activation PlanServe alcohol outside, must get license from LCC. Need to work through logistics of the West Village Commons area - who uses, maintenance, etc.• Platform Dining - Steve D. introduced Scott Black joined from Unilock. 2'x2' sections. Milford DDA happy with performance of product. He shared photos, product details, and pricing. Double is two parking spaces (8ftx40ft), smaller is 8ftx18ft. Fades to teak, easy to maintain. Needs containment - wood, cement, can do lag bolts. Timing - do site survey, then work on pedestal needs and material, materials are stock; 5-7 days from order to delivery typically. Warranty available. Review outdoor either use or storage. One option is that businesses purchase

	<p>materials and DDA pays for labor install. Milford had DPW install (CAD provided).</p> <ul style="list-style-type: none"> ● Amendment ● Design Manual- add platform dining
B. COVID-19 Business Support	<ul style="list-style-type: none"> ● CDBG loan/grant - first full week of July when ready to roll out. ● Wayne County Grant & Tech Support- Opening June 29. We will be sharing in eNewsletter tomorrow and social media. ● Welcome Back Campaign - outdoor signage, business tips flyer, video in production (ready in 2-3 weeks), posters are hitting the downtowns now. ● Economic Study - Cristina reached out to UofM Dearborn to help do an impact study of Covid-19. They will do it in Fall with students. Calls for students over the next month. View before, during and after. Review questionnaire for potential questions. Jeff - technology, computer, social media, online retailing. Establish banking relationships. Tools currently available by city are available and helpful Steve offered up BAT as a source for this. Capture business demand - shifts. How are we going to using data?
C. Business Assistance Team	<ul style="list-style-type: none"> ● Next Steps/Promotion of program - confirmed 15 people who could do 2-3 hours/month. There are 30 on full member list. Adding interns that are available to help businesses. First come, first serve. ● Send to Grant Applicants/Survey
D. Open Door Dearborn	<ul style="list-style-type: none"> ● Haraz Coffee App - see attached info. ● Blackbox Gallery App - see attached info. <p>Consider charging application fee to help applicants commit to the process.</p>
E. Tackling Vacancies Property Owner Roundtable	<ul style="list-style-type: none"> ● One-on-One Meetings/Issue-Fact Finding
UPDATES	
F. Entrepreneur System/Incubator/Co-Working Hubs –	<ul style="list-style-type: none"> ● Entrepreneur Round Table to Develop Strategy – Online Meet-Up? ● Website Go Live/Partnership – StartUp Space ● Partnership with BUILD/ACCESS/Others?

G. Public Art	<ul style="list-style-type: none"> • AANM Mural Location • POP Team? • Sculpture Program • Community Fund Impact
H. Recruitment	<ul style="list-style-type: none"> • Schedule Brainstorming with KW • Meet with Key Properties
I. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> • RFP for Bike Racks
J. Public Spaces & Amenities	<ul style="list-style-type: none"> • M Cantina & Joe's Top Dog Café tree wells/café areas - plan for tree well removal to allow for more seating. • RFP for Seating at Fishnet • Library Lot Recommendations • RFP City Hall Park - Due back July • EDDDA Parking Lots • Connector Streets

ACTION PLAN & RESOURCES

OBJECTIVE	ASSIGNED TO:	NEXT STEPS:	BUDGET/ VOLUNTEER NEEDS/NOTES
Objective: Recruit Businesses (1.75)	Adam/Hassan/ Andrea	TASKS	IMPORTANT DOCS
Ecosystem—Networking/Incubator/Shared Space/Accelerators/Pop Ups (2)	Hassan/Reaching out for New UofM Rep	<ul style="list-style-type: none"> • Recruitment of an Incubator/Co-Working Space • Metromode Follow Up • Partners • Funding!! • Hub Location: Commercial Kitchen Needed – <u>Discuss Code Issues in downtown districts</u> 	Metromode DRAFT Summary Launch Lab Framework Launch Dearborn Vision Plan Draft Entrepreneur Ecosystem Committee Notes
Business Start-up/Recruitment Incentive (4.67)	Andrea/Stacey/Steve/Jackie	<ul style="list-style-type: none"> • Innovate this Space - Recruitment Marketing Campaign with Key Retail Properties - develop • EDDDA Intercept Survey – In Process • Vacancy Roundtable – Nov. 21 • Keller Williams Sub-Committee 	Open Door Dearborn Vision Vacancy Roundtable Business Promotion Micro-Grant link FINAL Open Door Dearborn Incentive link
Business Assistance Programs/Trainings	Steve/Stacey/Hassan	<ul style="list-style-type: none"> • Round Table with Entrepreneurs for Strategy on Needs/Missing Links • <u>Website Resource Draft – Partnership to Manage</u> • Hubs: Tech Lab @Artspace; Kitchen Connect; FEAST Detroit – Commercial Kitchen Needed 	https://staceygrant1.wixsite.com/launchlab Business Resource Incentives Document
Objective: Redevelop Sites (1.8)	Steve/Doug/Mike/Jennifer	TASKS	
Redevelopment Ready Marketing of Sites (1.8)	Doug/Steve/Mike/Jennifer	<ul style="list-style-type: none"> • PRIORITY 1 SITES: Brady & MI; 5050 • Tour of Top 10 Development Sites – <u>schedule with Ford Land</u> – coordinate event - Lease sites (Developer Road Show) & separate 	

		<p>development sites (DABOR partnership potential)</p> <ul style="list-style-type: none"> Howard & Michigan RFP – marketing needed? 	
Design Guidelines/Façade Improvement Program (2.25)	Hassan/ Mike/Steve	<ul style="list-style-type: none"> Final Guidelines Sponsor Recruitment/Sale Sheet; Lending Partners Needed (ie: Comerica, Huntington, Chase) Meet with CRA Wayne County – HASSAN – Status? Finalize CDBG funding opps/changes Main Street funding/grant with Select Level Finalize and Approach Design Assistance Firms – Inquiring with City on any recommended architects 	<p>Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to previous list identified for EDDDA; -FBC Code presentation and user guide; FBC Code -Business Overlay & Sample Guidelines; Committee Notes; Suggested Design Asst. Firms FINAL DESIGN GUIDELINES FINAL INCENTIVE PROGRAM</p>
Objective: Streetscape/Walkability Improvements (4) – 2 votes	Mark G		
Streets		<ul style="list-style-type: none"> Connector Streets & Michigan Ave Multi-Modal Plan – (Jeff P.) Amenities <ul style="list-style-type: none"> Tree Well Planters/Sidewalk Cafes Mural Seating Area – need concept design (volunteer?) WDDDA Trash Cans Artspace Landscaping/Campus Plan – discussed preliminarily with Kim Moore Schaefer Lighting –in process Bike Share & Scooter Launch 2020 	<p>Presentation for Connector Streets & Michigan Ave.</p> <p>MMTP draft plan link</p> <p>Tree Well Overview Overall Rendered Plan Schaefer Rendered Plan</p>
Public Spaces		<ul style="list-style-type: none"> Sidewalk Café/Design Cheat Sheets - SmithGroup Alley in AANM Lot – need concept – part of Parking Lot CIP Art in Public Spaces Plan – 2020 Sculpture Initiative 2020 	<p>Using Public Sidewalks How To Sheet DRAFT</p> <p>FYE2020 - Art In Public Spaces Plan budgeted</p>
Objective: Branding (2.6)	Cristina	Brand Design & Messaging	www.brandingdearborn.com
Wayfinding (3.83)		RFP release ?	

Downtown Dearborn Promotions Committee Minutes

Attendees: Matthew Dietz, Hassan Sheikh, Katie Merritt, Julie Schaefer, Julia Kapilango, Sam Abbas, Cristina Sheppard-Decius, Jean Smith, Janet Bloom

I. 3RD Quarter Events/Promotions

a. Farmers Market

Jean sat in on MIFMA conference call- both essential and non-essential vendors are now allowed in market. With social distancing - limiting # of vendors due to # of available open booth spaces. Corp. Bartok - yes, they are able to help out at market. Music can be allowed since not technically in market area. Edible Wow - no sampling or demos allowed. Doing pre-recorded cooking demos and DDDAs will post on Facebook pages. Octane will do a mock set for next Monday to do video to help give tips on market processes with Covid-19. Sponsors - waiting to hear from HFCC. Westborn Insurance backed out this year. # of vendors - 14 registered. \$3600 in vendor fees anticipated. YogaShala - doing free 45 min. yoga each week. Anticipate \$5-\$7k off revenue so need to save on expense side. Music will be placed by Malek Al kabob side in Wagner Park, yoga by Eleanor's, bistro tables to be on grass by yoga.

b. Movies in the Park

Can't find Ford vs. Ferrari licensing for outdoor use. Jean reached out to Jeff and Maria from Fordland to see if they have any leads. Jean will pull together list of potential replacement movies by end of today. Choose by Friday morning.

II. Comeback Campaign

- ### a. PR/Marketing/Advertising - two styles of posters and business tips flyers are out; yard signs are out. To come: ground decals are done, feather banners need to be ordered, gateway banners are ordered. Creating video - still shooting at this time. Businesses stated they had a good experience. Will

Meeting Date:

June 24, 2020

10:00 am

Meeting Location:

DDDA Office

13615 Michigan Avenue

Conference Call #:

Join Zoom Meeting

<https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmgxRlZrRzk3WTdHQOT09>

Meeting ID: 308 973 055

Password: 123811

One tap mobile

+19292056099,,308973

055# US (New York)

+13126266799,,308973

055# US (Chicago)

Dial by your location

+1 929 205 6099

be on CCTV. Cristina asked for suggestions on other locations. Plan is to have businesses share video and to post on the Downtown Dearborn website.

b. Outdoor Activation Plan

Current digital billboard special going on. Cristina feels that traffic is still down. Free digital billboard with every new contract. Jean to review further. Jean suggested to start scheduling social media boosts for upcoming events. Cristina mentioned Birmingham does advertising on channel 4 so something to think about for Dearborn.

Jean -driving billboard was mentioned. Cristina stated might work better in a denser location, not Dearborn.

City released the Private Property and Sidewalk Cafe applications last week. Public property application should be ready by today. Permit is still required, fee is waived and includes 24 hour turnaround. It is good until Nov. 1. The city has also waived some signage fees. It appears about 20 are currently interested in utilizing the outdoor space.

Matthew - mentioned doing a sidewalk sale to help push the “outdoor” spaces. Suggested to do closer to August/September so closer to school time. Do over a day or weekend. Tie in with Artspace vendors, maybe add a food truck, too. Matthew volunteered to be the chair for Sidewalk Sale.

Katie - Free Comic Book Day is now Free Comic Book Summer this year. Sending out a shipment every week with 4-5 different books running from July 15 through September 9. Deciding on how they are managing promotion then will send to DDDAs to promote in eNewsletter. Julie Schaefer will also promote through library.

c. DRW Plans?

Jean touched based with Sam and impression was maybe DRW should be skipped this year. Cristina said we should ask the group to gauge interest. Do we charge \$300, plus discount of food, so might be hard ask. Jean thinks as we are going through 50% occupancy, doing DRW doesn't seem viable.

Cristina had an additional idea of a lunch promotion, “get away from Zoom call” to bring residents and customers into Downtown restaurants.

III. Fall Timelines/Plans

Jean - plan to do more online events. Perennial Exchange - still trade out plants but use social distancing. Can still do plant class, put space between participants. Trick or Treat - Jean stated it might get canceled. Would need to call by 9/10/20 due to marketing collateral.

Winterfest - East - make it shopping event with Shop Small and Artspace, too. West - Keep like last year. Do sign up by participants by August for winter events.

IV. Volunteer/Committee Needs

a. Volunteer Management Plan –

- i. Plan/Schedule for Think Tank on Activating Student Body
- ii. Volunteer Manual - written plan due
- iii. Outreach Plan (Develop Target List)

Janet presented Michigan Main Street Volunteer Toolkit. Agenda and timeline for Relaunch of Volunteer program also reviewed. Janet will send out items to committees and boards to have them completed. Janet to provide punch list of items Octane will redesign with branding. Julie S. mentioned many other groups not using their volunteers so we might be able to tap into them. Cristina stated we need to include Safety Measures being taken currently for our volunteers.

V. Artspace Resident Survey Status

Janet stated Kim Moore from Artspace provided feedback. Kim asked to add a question on ownership or access to technology (computer/cell phone); ask what residents want to see in the Art and Tech room or how would they like to use the space with EDDDAs support; and do the residents use or have they ever used the Community Room, if so, for what purpose? These additions will be added and sent over to Emma and Kim no later than tomorrow for distribution to residents.

VI. Storytelling/Sharing – What’s Happening Around Town

Cristina stated Metromode advisory meeting was held last week. Does Promotions Committee have anything to add? Julie S. stated the curbside delivery services at library could be mentioned. They still have reduced hours. DAC is now welcoming guests in a limited, social distancing way.

Ramp to back of library - Julie stated that it is more secure now.

VII. 2021 Calendar due by end of July/August

Mary Laundroche needs 2021 calendar in August. Prep and prepare and present to boards first prior to giving to city.

Sam - events that aren’t mostly covered by sponsorship, we should consider dropping. For DRW, do not do event this year, but maybe a Restaurant Appreciation event so less cost to districts and restaurants.

Other news:

Yard Signs - signs were installed Friday, and the ones that received negative feedback were taken down Saturday. Sam requested Dan and Sam review items prior to production. Also, asked if Hassan wants to review. Hassan - said cultural items need to be reviewed. Cristina asked for Sam and Hassan to let her know of items they want to review (ie video) so they can be flagged.

DATE	EVENT	HASHTAG	CHAMPION
March 20 - 29, 2020	Dearborn Restaurant Week	#DRW2020	Sam Abbas
March	Reading Month/ The Big Read		Maryanne Bartles
April	Art Month		Emma Jean Woodyard
May 18	Martian Marathon		Mo Hider
May 6	Ladies Night		Chris Sickle
May 2	Free Comic Book Day		Katie Merritt
May 16	Spring Perennial Exchange		Katie Merritt
July 10 – September 25	Farmers Market	#DFM	NEED A CHAIR
June 5, July 10, August 14	Kids Days	#KidsDays	NEED A CHAIR
June 3-July 8	Music in the Park	#MIP2020	Julia Kapliango?
June 12, July 17, August 14, Aug. 21	Movies in the Park (West & East Alternate)	#Movies2019	NEED A CHAIR
June 26, July 24, Aug 28	Friday Nites	#FridayNites	NEED A CHAIR
July 15-August 19	Jazz on the Ave	#JazzAve2019	Kalette Willis
July 14-August 18	Tunes at Noon	#TunesatNoon	
Aug 15-16	JAM3A		AANM
Sept. 12	Fall Perennial Exchange		Katie Merritt
Oct. 24 (same day as TOT?)	Pumpkin Carving		
Oct. 24	Trick-or-Treat	#DearbornTreats #TrickorTreat	
Oct. 26	Doggone Dearborn		
???	Beer Crawl		Lynette Downey
Nov. 28	Shop Small & EDDDA Winterfest Market	#ShopSmall	
Dec. 9 (change on lists)	EDDDA Open House		
Dec. 12	WDDDA Winterfest Market	#DWM2019	

DOWNTOWN DEARBORN

STEERING COMMITTEE MINUTES

July 8, 2020

Attendees: Steve Deisler, Mike Kirk, Eric Woody, Kari Woloszyk, Mark Guido, Julia Kapilango, Hassan Sheikh, Jackie Lovejoy, Cristina Sheppard-Decius, and Janet Bloom

I. Next Steps

a. Chairperson/Lead Advocates –

- i. Candidates - Jackie to approach Donna Inch to gauge interest. Also looking at creating the position as co-chairs so job responsibility will be split and candidates would feel more comfortable to commit. Would like to have a “leader in training” person and a more seasoned member of the community to team together. Check with Chamber to see if they have young professionals group to tap into. No Jaycees in area.
- ii. Craft Job Description - still needs to be done.

b. Vision Plan Update

Reviewed current PPT. Want many voices to impart into Vision Plan. Kaileigh stated Master Plan should take lead from Vision Plan. Guiding Principles - look at what works versus our transformational strategies and be sure it ties into branding. Jackie cautioned that next groups should understand this is not a rewrite but continuing the project. It was also stated to take pictures and present so it demonstrates what has been accomplished. Cristina asked when do we go back out to public, Eric stated we need to get it out quickly.

II. DDI Formation/Exploration Actions

a. Service Agreement –follow up docs needed to legal

Cristina to circle back to Licia to see who can help. Jackie, Eric, and Julia volunteered to be reviewers. Currently flushing out what services to be provided and financial management.

b. Partner Engagement Recruitment

- i. Committee Progress on reaching out to potential Sponsors for initial introduction - Given Covid, this has moved to back burner but

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

need to refocus again on funds and support. Cristina will resend sample letter for solicitation. Adding and verifying these are on the solicitation list: Comcast, Verizon, Consumers Ed., Starbucks, Waste Mgt./GFL. Mike to check to see if there are architectural sources for partners.

c. Michigan Main Street Work Plan

- i. Application – Divide Sections
- ii. Downtown Management Checklist (tally) - Janet to forward completed checklists to Cristina to tally. Janet will send out to board again to get more participants.
- iii. GIS Mapping - Steve Deisler working with city to get a multi-layer map to help in several areas and help fulfill this item.

A letter of intent is due in September to Main Street program. Cristina to check in with organization to see if timing has been adjusted due to Covid. The Joint DDDAs boards will need to authorize in August. Jackie asked if that impacts taxes. Mark mentioned there have been several conversations on the tax issue. He would like that addressed at July board meeting. Jackie offered to present. Cristina stated as long as we are moving towards Main Street certification, the organization doesn't have to be completely set yet. The MOU represents a good step and the group is moving forward.

What's Next?

- * Partner Engagement Recruitment
- * Collaborative Budget
- * Enact Engagement & Communication Plan
- * By-Laws
- * Vision Document
- * Co-Chair Recruitment
- * Processes

Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

JOINT DDDA EXECUTIVE COMMITTEE MEETING

July 6, 2020

9am

Attendees: Dan Merritt, Jeff Lynch, Julia Kapilango, Sam Abbas, Moe Hider, Hassan Sheikh, Cristina Sheppard-Decius, and Janet Bloom.

1. DISCUSSION ITEMS:

a. By-Laws

Cristina - current version is very basic style. It needs to reflect how the DDDAs actually operate. Jeff Watson recommends appointing two people per board to review for changes. There are no term limits in either district, which would need a discussion with the Mayor if that change moves forward. Dan questioned how that affects those who have already spent a long length of time on the board. Sam's concern is how to handle when enough people don't step up to fill a board opening. Cristina stated that a Main Street Approach needs to be added to the bylaws. For board agenda, appoint two people per district. Julia volunteered for East and suggested the new board members for other open spot. Jeff Lynch volunteered to participate for West.

b. Social Districts & Outdoor Dining

Allows a municipality to create a district(s), if you have multiple liquor license holders, that they can sell a single serve plastic cup of alcoholic beverage, which indicates location of sale, and customer can take with them within the "social district". Must have at least two license holders to create Social District. Cristina stated this program works better for West, since East businesses are across the street from each other and can't shut down Michigan Ave.. Permit is \$250 at state level. Need to define hours of operation, maintenance, etc. Cristina still needs to speak with police on this program. Sam asked how it would work in weather such as high heat we are now experiencing. Cristina stated that state permit runs until 2024 so it is a multiyear program. DDDAs will need to define area. Moe H. asked what makes this different than patio permits already paid into city. Cristina stated customer can move to another location within the shared space. Cristina suggested to have a meeting with liquor license holders to see if they see this program as a benefit. Moe said he doesn't see it as something business owners would pursue. Sam mentioned if current property owners don't maintain area now, will they be able to participate. Moe wondered if additional maintenance costs would get passed to business owners from landlords. Sam suggested a pilot program with those that have a good track record of maintaining grounds and would be transparent with program. Jeff - we are transparent with costs.

Cristina - staff is currently working with businesses to alert them to available permits for outdoor dining. A few have applied or still considering. City is working on 24 hour turnaround once application received from business.

2. JOINT BOARD MEETING AGENDA ITEMS

- a. Public Act 57 Open Meeting #1
July meeting is a PA 57 meeting. October is second PA 57 meeting. Tax bodies will be notified of meeting. It will be part information meeting and part board meeting.
- b. Open Door Grants – Tentatively for Black Box Gallery & Haraz Coffee.
Still waiting on information from owners.
- c. Bike Racks
No updates as of yet.
- d. Platform Dining - Jeff Watson and Hussan Sheikh checked out platform dining in Milford. A meeting was held with Unilock. A two stall area is roughly \$5000 for product. MDOT said they would potentially be open to platform dining along Michigan Ave. In future years, business owners could possibly rent materials/space. Current conditions, we would need to support to get these out. Dan - need to accommodate install, removal, storage, and maintenance on these. Question was asked on length of product for use if maintained properly. Information forthcoming. It was mentioned a warranty comes with product.
- e. PR Extension/New RFP - July 14 is the first meeting of the PR RFP to review received RFPs so that pushes out contract to August board date. Cristina stated that leaves a gap of service from current provider Tanner Friedman. Sam asked if they can they do hourly. Cristina suggested to do a lump sum approach, rather than hourly rate since hours can quickly accumulate. Julia stated services aren't currently needed since activities are cancelled and POW team is doing social media and eNewsletter. Cristina would like to use their services for both districts with Welcome Back campaign items. Sam and Dan would like to see more information on the deliverables we receive for the money we expend. Cristina stated the office doesn't have the depth of contacts with media like they do. Julia stated with tools such as social media, Press & Guide and Dearborn Patch, the interns and POW team has covered it currently. Cristina stated it does add additional hours to staff time. Julia suggested to step back during this time to help save on costs. Julia asked if Tanner Friedman wrote Sharwarma response. The response was no, that was handled in house. Julia asked if they wrote Covid-19 response which, yes they did along with Cristina doing edits. Cristina stated she reviews all items prior to release.

3. WDDDA ONLY ITEM

- a. Library Lot
Meeting tomorrow at work session. Cristina will send presentation to board. What they are deciding on is what will happen with lot. It will need survey work in August with a goal of construction this fall. Lot B will also need to be consider since changes may be needed and, in turn, impact the library use. It might be

available to have on next week's agenda. Sam asked to have the proposed idea sent via email again. Cristina will also add summary document.

- b. Planters for Alley behind Gentleman's First Barbershop
Drivers going through a pedestrian area. There is no alley access to Military at this location. Cristina anticipates three planters. Sam stated get what would make the area look good and still make it safe.

4. EDDDA

- a. City Hall Park Redesign - due back July 2. (Update 7/6/2020: changed to July 9).
- b. Executive Committee Positions - Jay Kruz stepping back from Executive Board.
Dan stated he recommends Julia for Chair and moving himself to Vice-Chair.
Julia recommends Heidi Merino for Secretary-Treasurer.

5. CALL TO EXEC COMMITTEE

Julia - pull platform dining and bike racks and table those items for now. Dan concurs. Cristina asked what would trigger to bring these back. Dan would like the bike racks to be underwritten with sponsor dollars. Sam stated to have a discussion, push out a couple months from now. Cristina stated these items will be WDDDA items only for board meeting. Julia stated they will internally deliberate for now with EDDDA team.

Dan- No "Free Comic Book Day" this Spring which meant no 1500 people through in 6 hours at store. "Free Comic Book Summer" coming July 15. Not sure how it will be handled so more details to come.

Moe H. stated lights on Michigan Ave. are out from Military to Howard. Janet will open work ticket with DTE.

Janet shared updates from DTE:

- a) agreement was signed by the city to convert all 4300 city lights to LED. Once complete, maps with pole serial numbers will be provided to the office.
- b) DTE working with Cristina and Eric Witte, DPW, to set up a project to address and replace rusted post skirts.
- c) post inspection is part of routine maintenance and is on a 3 year cycle. It identifies post replacement, painting, etc. Once issue identified, then work proceeds to correct. In 2018, 200 posts were painted in EDDDA. Janet asked that board members and business owners can email, call, or text outages so she can create a ticket with DTE for repair.

6. UPDATES

- a. BATeam
25 representatives working to help Dearborn businesses. A Town Hall will be scheduled to get information to businesses and gauge interest.
- b. Comeback Campaign
More signage in and will get out in the community.
Artspace lease has also started in discussions.

DOWNTOWN DEARBORN EVENT MANAGEMENT NOTES JUNE 2020

REPORT ON RECENT EVENTS

POSTPONED/CANCELED UPCOMING EVENTS:

- Movies in the Park (@WP & @CHP)
 - M@WP: August 7th- A Dog's Purpose; August 21st- TBD- Looking for Ford vs Ferrari
- M@CHP: August 14th- Toy Story 4; August 28th- Godzilla
- DFM- opening day scheduled for July 10th
 - Have approx 14 vendor apps, several other verbals
 - Musical entertainment for remaining for July through Sept are booked. Because the music will not be directly in the market space, we are permitted to have in WP area while maintaining social distancing
- Working on creating a market video depicting the process coming into, making a purchase, and exiting the market. Working with Octane on this. Scheduled for Monday, June 29th
- Working on the postcard- should be mailed out in the next week or so
- Due to COVID19 and MDARD rules the

following policies will be implemented into the farmers market:

- All vendors are now permitted to participate- all food, pet food, body care products, and crafters

As of 5/26 the following are not permitted at Michigan markets:

Entertainment, kids activities, cooking demos, food sampling/tasting, social gathering areas, eating within the market area

- The market will be contained with a caution tape barrier with one way traffic directional signage.
- All vendors, market staff, and volunteers will be required to wear face masks.
- Social distancing will be enforced and managed with directional signage and staff/volunteers.
- Sponsorships secured: Beaumont, Andrea Fitzgerald, Glass Academy, Rotary
 - Will be reaching out to others for confirmation by the end of the month
- Signage related to COVID19 has been created for market
- Met via zoom with Beaumont to discuss COVID19 implementation for the market
- Ads in Edible WOW, Family Farm Fun (Michigan Agritourism Council publication), and Taste the Local Difference have been placed and/or being worked on.
- Times Herald ad will go out later due to the opening date being changed.
- Looking to take monies from iHeart and redirect in social media marketing- in order to reach a more local demographic.

- New Logo has been created!
- DFM- very desperate for help here

An aerial photograph of the Bryant Library building, a rectangular structure with a grey roof and several air conditioning units. The building is surrounded by a paved area with yellow parking lines, trees, and a sidewalk. A large tree is prominent to the left of the building. The text "BRYANT LIBRARY" is overlaid in white, bold, sans-serif font on the right side of the building.

BRYANT LIBRARY

DEARBORN LIBRARY

PAST AND PRESENT



1978



1991






2019

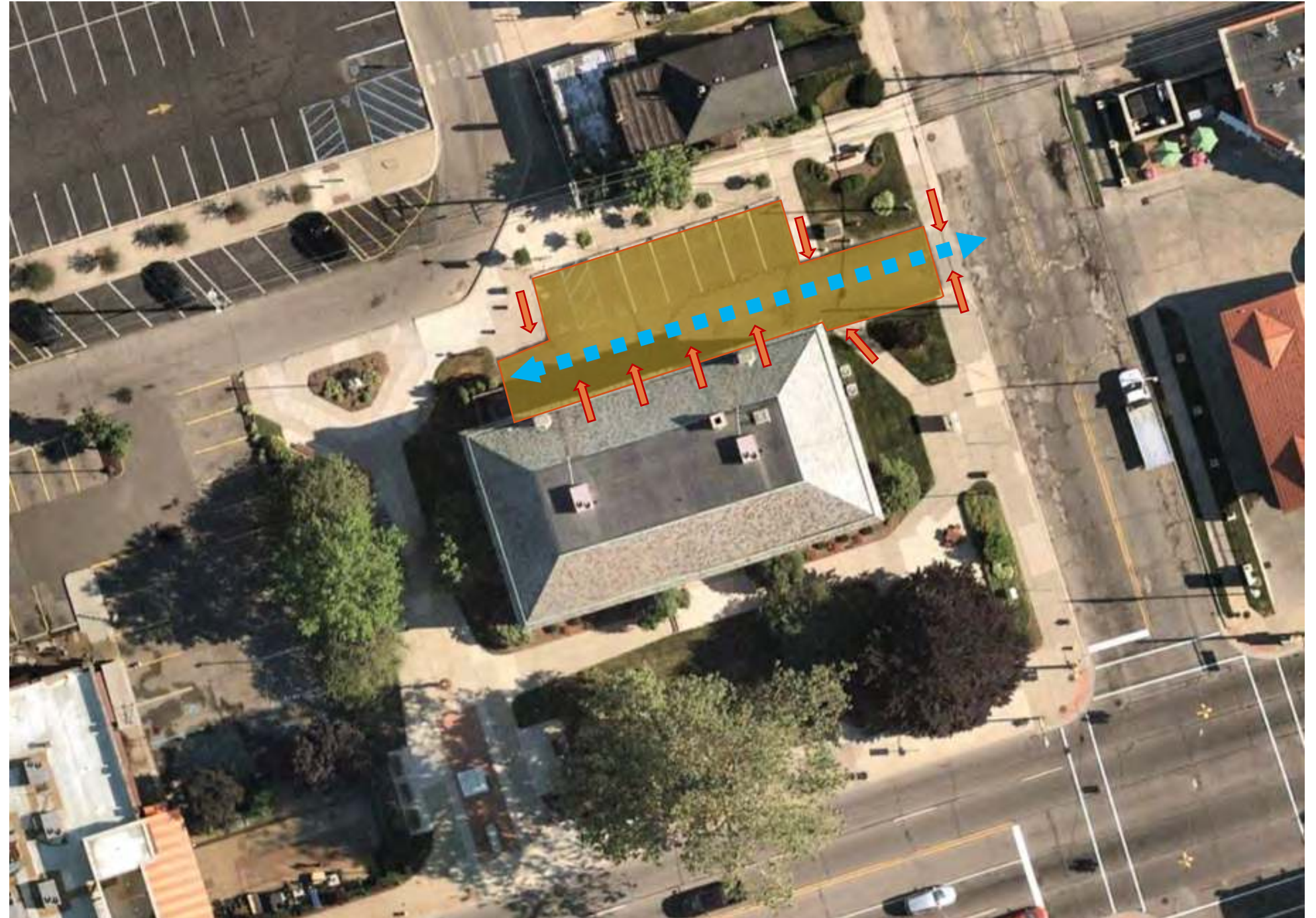
EXISTING SITE CONDITIONS

PROJECT GOALS

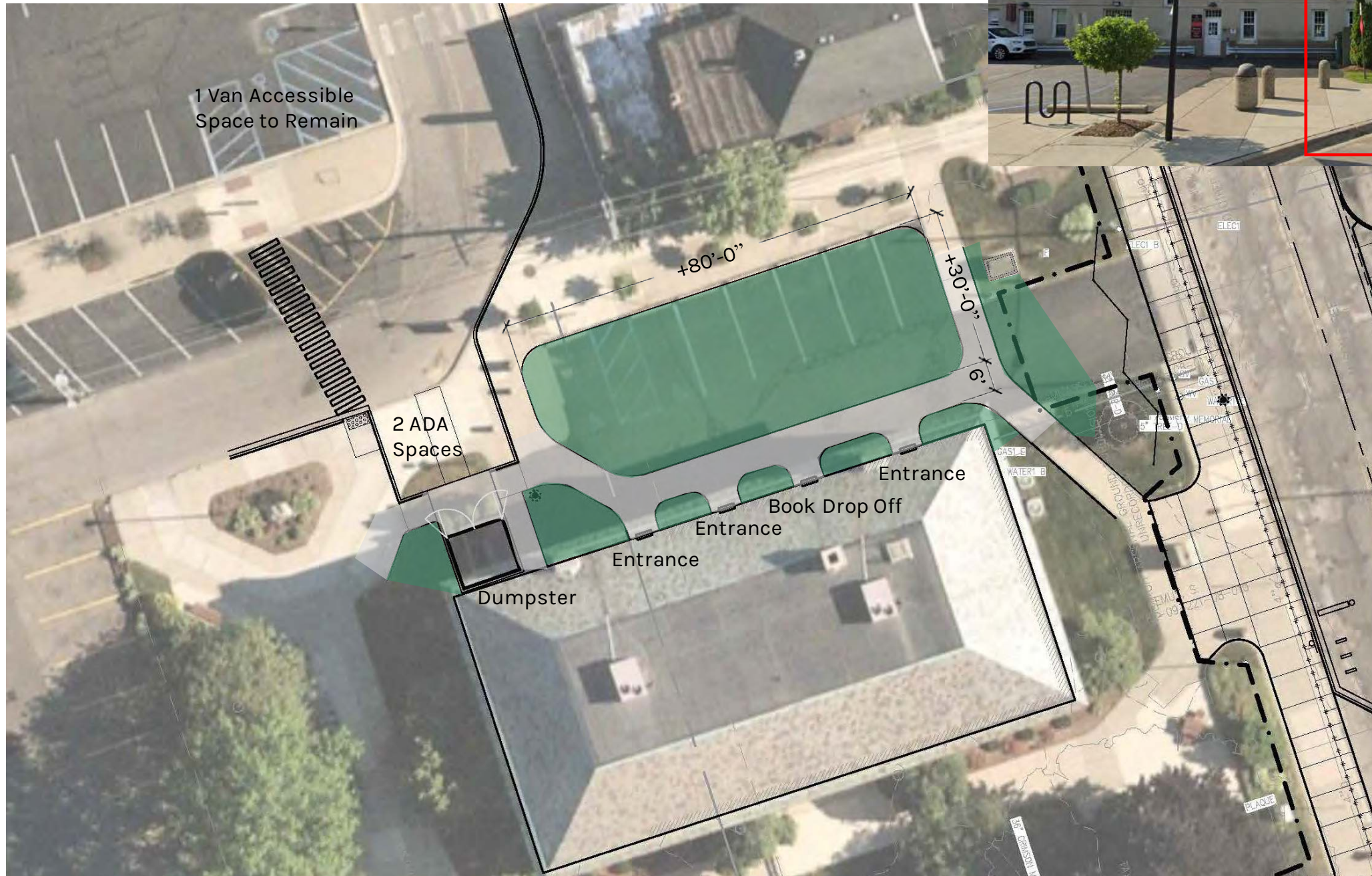
- Resolve existing stormwater issues by removing the impervious surface directly adjacent to the library
- Provide a programable outdoor space for library use.
- Reduce disconnected parking resources to improve wayfinding
- Remove the existing drive lane adjacent to the library entrances/exits to reduce pedestrian/vehicular conflict areas
- Remove driveways that cross sidewalks within the downtown core
- Provide on street parking along side streets closest to Michigan Ave.

SITE ANALYSIS

-  Impervious surface
-  Vehicular circulation
-  Pedestrian circulation

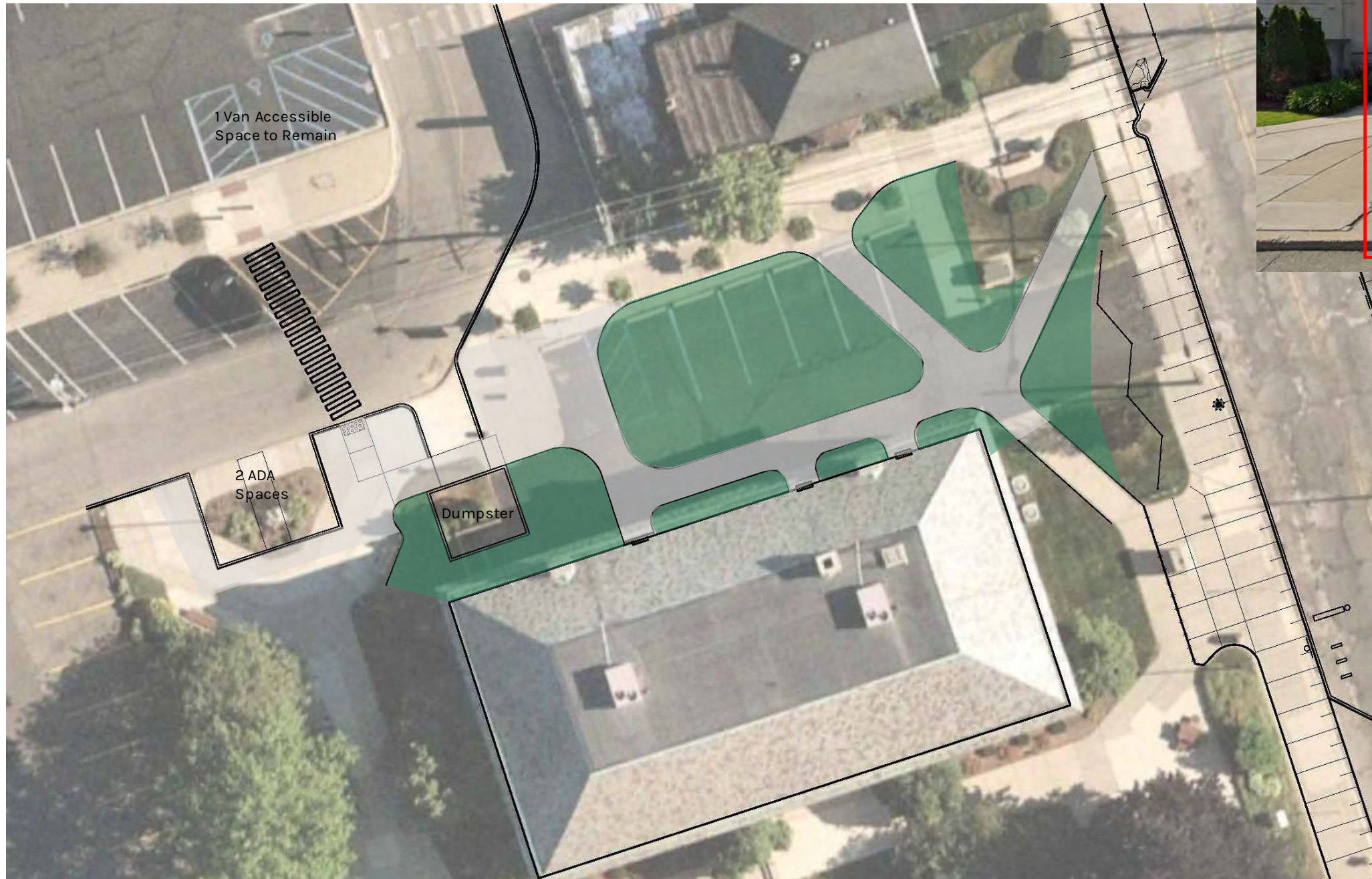


CONCEPT 1



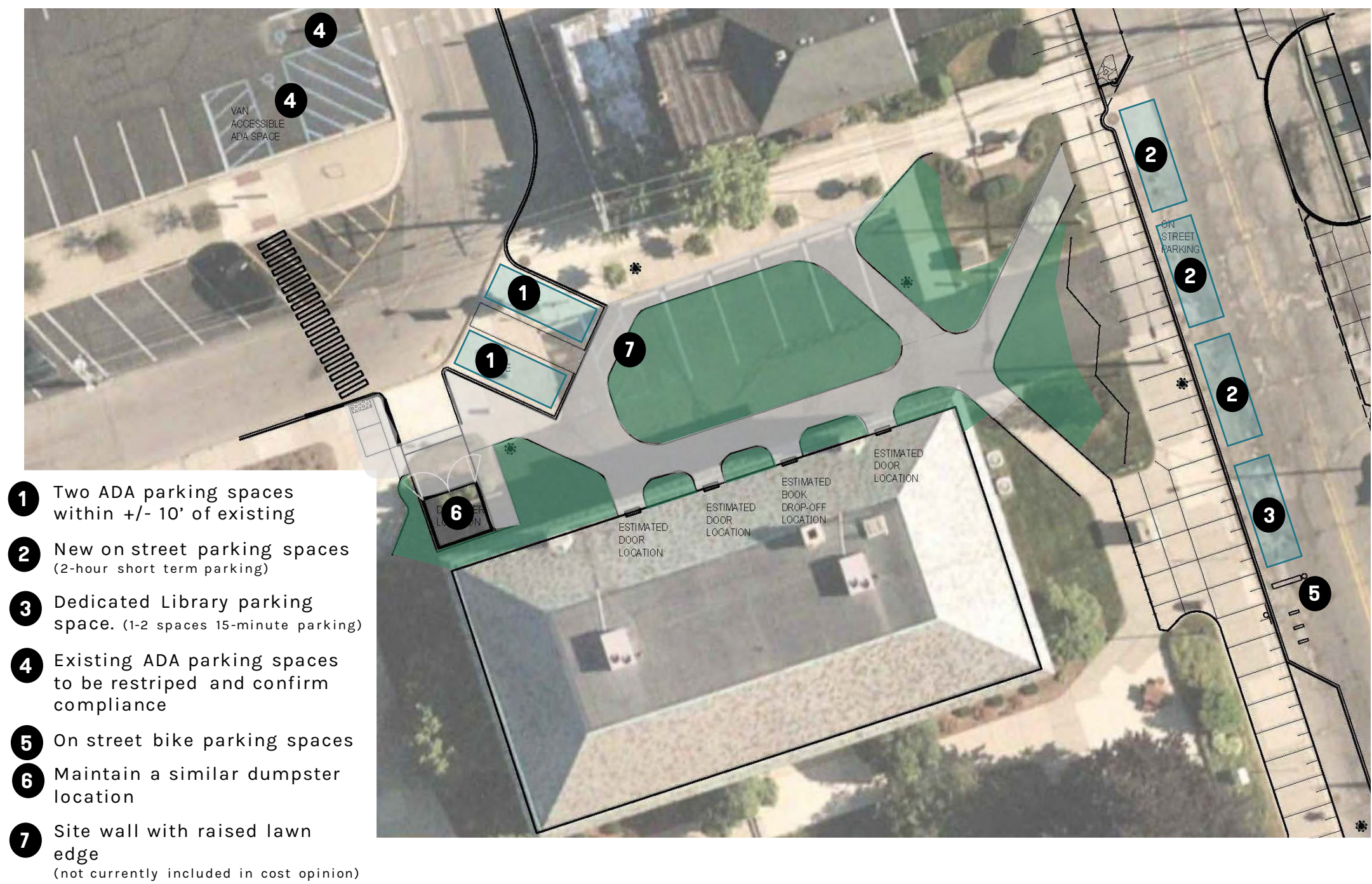
- Maintains a similar dumpster location
- Potentially most cost-effective option.
- Existing site lighting and utilities to remain without disruption.
- ADA spaces slightly further away then existing.
- A 30' x 60' tent could fit within the lawn area and accommodate 225 seated theater style, 144 seated at round tables of 8, or 180 seated cafeteria style (rows of 8' banquet tables).
- Removes existing bollards.
- Limits the time for dumpster pickup / parking.

CONCEPT 2



- Keeps the existing bollards.
- Maintains a similar dumpster location
- Keeps the dumpster pick up time flexible with a dedicated drive.
- Removes the memorial stone and plant bed.
- Removal or relocation of the existing light pole required.
- ADA spaces are the furthest away of the three options

LIBRARY LOT CONCEPT SELECTED



- Maintains a similar dumpster location
- Keeps the dumpster pick up time flexible with a dedicated drive.
- ADA spaces are the closest to the existing in this option.
- A 20' x 40' tent could be accommodated within the lawn area and accommodate 100 seated theater style (rows of chairs with an aisle up the middle) or 64 seated at round tables of 8.
- Removes the existing light pole and bollards.
- Adjustments to the existing utility structure may be needed.



7 Site wall with raised lawn edge (not currently included in cost opinion)

PUBLIC MEETING

WHAT WE HEARD:

- Provide additional dedicated ADA parking near the library entrance
- Improve existing ADA parking spaces and signage within Lot B
- Improve winter maintenance on the sidewalks and roadway that lead to the library
- Provide short stay dedicated library parking spaces
- Look into future alternative book drop-off location

EXISTING CONDITIONS



PROPOSED PLAN



- Existing ADA Parking
- No onstreet vehicular parking adjacent
- Pedestrian and Vehicular conflict

- Maintain similar dumpster location
- Maintain two ADA parking spaces close to their original location
- Provide safe pedestrian movement at each entry and the book drop off
- Provide a large open lawn for potential event space
- Provide 4 new vehicular parking spaces on street
- Provide on street bike parking

LIBRARY RECOMMENDATIONS

SHORT-TERM/IMMEDIATE RECOMMENDATIONS

In conjunction with proposed Library Lot plans, we recommend the following:

- Dedicate library patrons only handicap parking signage to the two new handicap spots.
- Add 15-minute parking signage at spots adjacent to Library on Mason Street.
- Adjust snow removal maintenance schedules to clear the library’s entries as one of their first stops.

MID-TERM RECOMMENDATIONS

- Meter the remaining on-street spots on Mason with pay stations. This will prevent “all-day parking” in the spots that should be highest turn-over. It will also prevent overflow parking from gas station. Coupons can be provided to library patrons for free parking when visiting the library.
- Once streetscape construction is completed, enhance Police regulations of gas station overflow and work with gas station to resolve tow truck issues.
- Add an additional drop box to alleviate accessibility concerns. Keep the current walk-up drop-box location but offer drive-up drop-box location perhaps either near each library or one central point within the City. Recommend further discussions.

An aerial photograph of a large, rectangular parking lot with numerous white-painted parking spaces. The lot is situated between a street on the left and a street on the right. Several cars are parked in the lot. The text "PARKING LOT B" is overlaid in the center of the image in a large, white, sans-serif font. The surrounding area includes various buildings, trees, and a sidewalk.

PARKING LOT B

DEARBORN LIBRARY

PROPERTY LINES

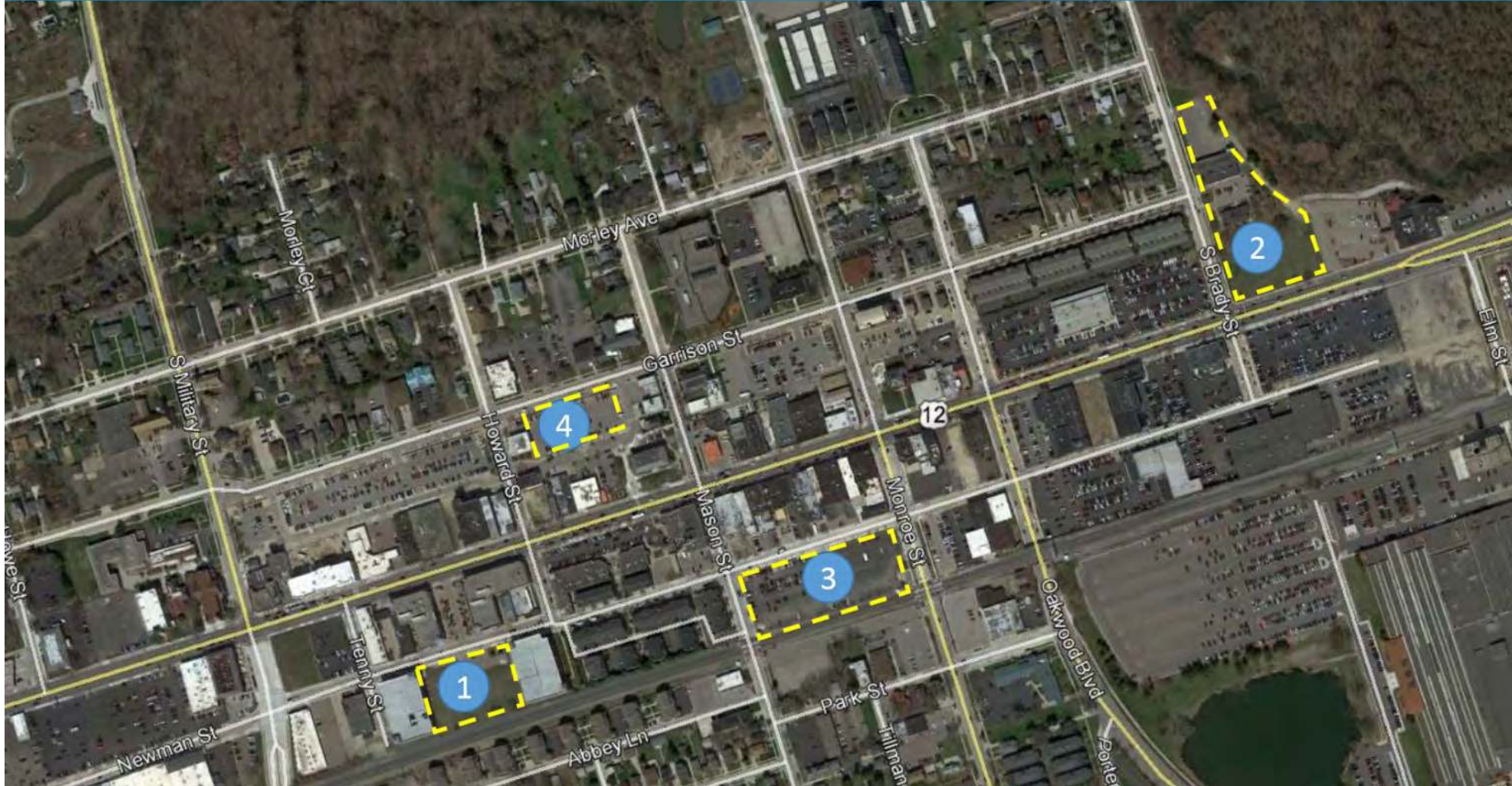
Bryant Library: 20 ft. Alley



NRN STUDY

SITE IMPLEMENTATION STRATEGIES

Four city-owned parcels with short and/or long-term development potential.



The city identified 4 sites within the downtown for the planning team to study and develop site capacity development diagrams. The following development concepts provide a visual representation of the massing and layout of one development idea that could occur at each location. Further studies will be required to determine the market for and feasibility of each project.

NRN STUDY

SITE 4 CAPACITY STUDY

Size: 0.85 acres (37,000 SF)
Zoning: BA – Local Business District



Loft-style residential development on existing City-owned parking lot (First development priority)