



# **EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING**

**THURSDAY, JULY 21, 2022**

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

**\*\*IN-PERSON\*\***

Dearborn Administrative Center - Council Chambers  
16901 Michigan Avenue, Dearborn, MI

- I. Call to Order** Chairman Sam Abbas
- II. Roll Call** Secretaries Dietz & Lovejoy
- III. Joint Meeting Chair for June 2022: Chairman Sam Abbas**
- IV. PA57 Information Session #1-2022**
  - 1. PA57 Report**
  - 2. City Hall Park Redesign Concepts**
  - 3. Q&A**
  - 4. Close PA57 Information Session**
- V. Approval of Regular Meeting Minutes June 2022**
- VI. Treasurer's Report** Finance/Treasurers
- VII. Action Items** (45 min.)
  - A. Regular Action Items**
    - 1. Joint Board Actions**
      - a) Bylaw Amendment
    - 2. EDDDA Actions Only**
      - a) Open Door Dearborn Grant: 13355 Michigan Avenue
    - 3. WDDDA Actions Only**
      - a) Open Door Dearborn Grant: Galata Sweets, 1035 Mason Street
- VIII. Old Business**
- IX. Committee Reports**
- X. DDDA Executive Management Team**
- XI. ED Report**
- XII. Call to Board of Directors**
- XIII. Call to Audience** 3 min./guest
- XIV. Adjournment**

# AGENDA OVERVIEW

---

## PA57 INFORMATION SESSION #1-2022

### Report

Annually, DDAs are required by Public Act 57 to provide for two information sessions and notify the taxing authorities of the sessions. The Dearborn DDAs hold their information sessions in July and October of each year as a standard. An overview of some this past year's accomplishments will be provided, as well as programming and projects the community can look forward to this fiscal year.

### City Hall Park Redesign Concepts

In August 2020, the EDDDA approved contracting with Beckett & Raeder to prepare conceptual plans and budget for redesigning City Hall Park into a more inviting and interactive park within its downtown. Public input sessions were held in January of 2021 to gather input on desires and needs of the community with the park redesign. City Hall Park then underwent stormwater repairs and Beckett & Raeder had to wait until those final engineered drawings were available to prepare conceptual designs (summer 2021). Four conceptual designs have been prepared and reviewed by the Advisory Committee, which was made up of fellow Board members, City Parks & Recreation, AANM, Dearborn Community Fund, Artspace and Design/EV committee members. The Advisory Committee narrowed the concepts down to one preferred design with modifications and considerations from some of the other designs.

The intent was to conduct an additional public input sessions based on the conceptual designs earlier this year, but with the exciting announcement of the plan for Sister Parks by Mayor Hammoud at the March 2022 Joint Board meeting, it is now recommended that the EDDDA Board review the design concepts prepared by Beckett & Raeder and provide any final feedback with the concepts to the Mayor's office. Beckett & Raeder will present the concepts at this PA57 information session and allow for any additional time for questions and comments.

## JOINT ACTIONS

### Bylaw Amendments

The Executive Committees have been working on bylaw amendments over the course of the last year, and presented the proposed amendments at the June 2022 Joint DDDA Board meeting and approved voting on this item at the July 21, 2022, meeting. Per the bylaws, the DDDA Boards must announce the amendments recommended at one meeting, and then adopt them at a second meeting.

The recommended amendments consist of the following:

- Cleaned up and tightened language to be consistent with PA57;
- Clarifying Board and Executive Board roles;

- Administration by City of Dearborn Economic Development Director;
- Calling special meetings by three members versus two;
- Up to a three-minute time limit for public comment at meetings;
- Process for attendance waivers;
- Employment of personnel as deemed necessary per PA57;
- Process for contracts, checks and deposits;
- Budget and audit processes per PA57;
- and PA57 reporting requirements.

The proposed bylaw amendments are attached and recommended for approval.

## **EDDDA ACTIONS ONLY**

### **Open Door Dearborn Grant Application: 13355 Michigan Avenue**

Issam Sayed-Ahmad has submitted an Open Door Grant application for his property at 13355 Michigan Avenue located within the EDDDA. The applicant plans to renovate their facade with the help of the Open Door Grant Program. The plan involves removing existing brick and wood trim, installing new brick, door transom and front window. An architectural sketch and 2 written quotes and one verbal quote have been provided for review and comment. The existing office will remain in the space. The estimated total cost for facade improvements is between \$34,100 and \$40,000. The grant amount requested for Level III construction is \$10,000.

On June 22, 2022, the Design and Economic Vitality Committee (DEV) reviewed the application including the revised facade design and the 3 quotes. The DEV recommends approval of the Level III grant for \$10,000 conditioned upon providing the new facade design, required permits and follow all City and EDDDA design guidelines.

Attached in the supplemental packet is the grant application, project narrative, design plan and construction quotes.

## **WDDDA ACTIONS ONLY**

### **Open Door Dearborn Grant Applicant: Galata Sweets**

Imad Mohamad has submitted an Open Door Grant application for the corner suite #103 at 1035 Michigan Avenue, located within the WDDDA. The applicant plans to improve the interior of the suite and add a new business sign with the help of the Open Door Grant Program. The plan involves the addition of a new business sign (Level I - \$2,500 grant) and total build-out of the interior space (Level II - \$5,000 grant). An architectural sketch and 3 quotes have been provided for review and comment. The quotes include: Eastern Michigan Builders for \$149,300, Green Builders Plus for \$123,199, and Quality Construction LLC for \$141,192.00 The new restaurant / bakery will have its entry on Mason St. existing office will remain in the space. The estimated total cost for the overall project is \$320,000. The total grant amount requested for Level I and Level II is \$7,500.

On June 22, 2022, the Design and Economic Vitality Committee (DEV) reviewed the application including the interior design and the 3 quotes. The DEV recommends approval of the Level I and Level II grant for a total of \$7,500 conditioned upon 1) providing their business plan, 2) DEV final review and approval of the 3 quotes, 3) securing all required

permits, 4) submitting the design of the proposed sign to WDDDA, 5) Letter from The property owner (Ali Nasser) approving the interior improvements for his property and 6) following all City and EDDDA design guidelines and permits.

Attached is the grant application, project narrative, design plan and construction quotes.

## **OLD BUSINESS**

### **Platforms/Greenhouses**

Awaiting MDOT approval for locating a platform in front of Haraz Coffee. Additional supplies or traffic safety items may be required by MDOT. Finalizing contract with mover for platform in front District 12 and a final agreement signed by District 12 for the usage. Two of the four greenhouses were removed by Sheeba and stored in their basement (unbeknownst to the Executive Management Team) as they are planning to create a new outdoor dining space and working with the City on those plans. The contract with the mover for the greenhouses is being finalized and scheduling a move/install date. A final agreement with JB Bamboozles for the use of two of the greenhouses is in process, however, further discussion on whether a rental rate should be applied needs to occur. Since these are WDDDA bought greenhouses, the lease of these should be between the DDDAs, and Executive Committee recommends not charging the business a lease rate as originally designed with the program.

### **EDDDA Pedestrian Alley**

Two public input sessions have been held, and initial design concepts have been developed. Currently no word yet on the RAP grant. MEDC has reported a high number of applications however, and potentially multiple rounds of funding until all funds are expended.

### **WDDDA Library Parking Lot Conversion**

A purchase order for survey and engineering is being finalized this week by Purchasing Department. It is still 6-8 weeks out for survey; and tentative whether engineered drawings will be ready by Fall for bidding. Anticipating hard surfaces to go in the fall depending on timing of bid completion, and soft surfaces will either be November or early Spring.

### **Vision Plan**

Awaiting administrative review and feedback. Next steps are Council review and feedback, then return to the DDDA for adoption. Tentatively early Fall for completion. A revised strategic plan will then be developed based upon the Vision Plan. Tentative completion is December.

### **Scooter Program**

The Executive Management Team and DDDA's Mobility Committee have been working to address the Administration's concerns about the demand for implementing a Scooter Program within Downtown Dearborn from East to West Downtown and the Souk and South End areas. We have reached out to our partners at U of M Dearborn and Ford Land to seek input on their facility, students and staff interest in utilizing scooters as a mobility option around Dearborn. U of M Dearborn carried out a student survey in May/June 2022 to determine user interest, and the results of the survey indicate a high student interest in

piloting scooters if they are free or very low priced. There is also interest in other transportation solutions including an improved bus stop on-campus and easy and reduced or free train connections to Ann Arbor.

Specifics survey responses include:

126 out of 196 respondents indicated an interest in electric scooters, or approximately 63% of respondents. 56 out of 196 respondents had some interest in bike sharing.

50 out of 196 respondents prefer not to pay for electric scooters; 68 respondents would pay up to \$0.50 per ride -- this is in-line with feedback over the years about cost sensitivity for students. This next statement is anecdotal, however, Zagster was so successful for U of M Dearborn in large part due to the "free" rides they subsidized.

Ford Land has been studying the use of scooters on their campus for over a year and believe demand is high. Once employees return to the office this fall a better assessment can be determined. They are serious about starting the program, but the creation of a City Scooter Ordinance is required to implement a system in and around their campus to make it successful for riders and community access.

Furthermore, the Mobility Committee has prepared a preliminary scooter pathway and hub plan that will integrate all Dearborn commercial corridors, U of M Dearborn/HFC and Ford into a connected strategy.

A scooter program launch this Fall would meet the needs of U of M Dearborn students. In order to accomplish this, a scooter ordinance would need to be prepared and approved by Council, as well as a MOU with Spin. The Economic Development Department is currently reviewing and assessing the steps and considerations needed to move this forward.

## **Grease Issue at Wellesley Lot**

Over the last few months, there has been serious violations of restaurants not properly disposing of grease in the Wellesley parking lot - to the extent that grease was overflowing in the lot and dumped over the retaining wall into the vegetation. This caused Sanitation to have to come in and try to clean the area, but it still damaged the brick wall visually and planting beds. An update on the status of this situation will be provided at the meeting. The best solution for restaurants is to install an internal grease trap, and secondary option is to contract with a company for a grease container. Restaurants are typically paid by the grease removal contractors for the grease, so it will pay back any investment they make with either options.

CITY OF DEARBORN  
**EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES  
BOARD OF DIRECTORS MEETING**

**June 16, 2022**

**8:00 – 9:30 AM**

Dearborn Administrative Center – Council Chambers  
16901 Michigan Avenue, Dearborn, MI, 48126

MINUTES

**MEMBERS PRESENT**

WEST DDA: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy (joined 8:17am), Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan (joined 8:38am), and Director Audrey A. Ralko

EAST DDA: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan (joined 8:38am), and Director Kamal Turfah

**MEMBERS ABSENT**

WEST DDA: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian

EAST DDA: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

**NON-MEMBERS PRESENT :**

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Massara Zwayen (Planning), Hassan Sheikh (ED), Cristina Sheppard-Decius (DDDA), Cathleen Francois (DDDA), Helen Lambrix (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: Christy - Amazing Subs

**I. Call to Order**

WDDDA Chairperson Eric Woody called the meeting to order at 8:13am

**II. Roll Call**

WDDDA Chairperson Sam Abbas called the roll for Board Members for West DDDA. A quorum was present.

EDDDA Chairperson Eric Woody called the roll for Board Members for East DDDA. A quorum was not present. (Note: quorum reached at 8:38am)

**III. Joint Meeting Chair for June 2022: Chairman Eric Woody**

**IV. Approval of Regular Meeting May 2022 Minutes**

A. Approval of Regular Meeting May 2022 Minutes:

WDDDA - A motion to approve the minutes was made by Chairman Sam Abbas, seconded by Director Jef Lynch. Voice vote passed unanimously. Motion passed. Minutes approved.

EDDDA - A motion to approve the minutes was made by Director Kamal Turfah, seconded by Director Zaineb Hussein. Voice vote passed unanimously. Motion passed. Minutes approved.

**V. Treasurer's Report**

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated May 31, 2022. Revenue to date totaled \$958,156. Total expenditures totaled \$740,158. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$429,859.

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated May 31, 2022. Revenue to date totaled \$1,129,274. Total expenditures totaled \$768,914. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$876,001.

The Treasurer's Report was received and filed for both EDDDA and WDDDA.

**VI. Staffing Change Proposal**

Hassan Sheikh presented the first draft of the staffing plan to the board. Eric Woody requested that a market study be conducted since he feels salaries are too low for work requested. Jackie Lovejoy asked for salary data from other comparable communities be presented. Jackie Lovejoy and Sam Abbas also pointed out that the cost savings shown doesn't reflect the removal of the social media and the work of SmithGroup which both pass through the POW! Strategies, LLC. contract. These amounts would need to be removed to compare accurately.

**VII. Action Items**

## **A. Regular Action Items**

### **1. Joint Board Actions**

#### **a) Adopt FYE2023 Budgets**

Section 28 of Public Act 197 of 1975 requires that the director of the DDDAs to prepare and submit an operating budget each year.

The DDDA boards approved a 3-year budget for FYE2023-25 at the May 19, 2022, meeting to be submitted to the City of Dearborn City Council for approval and adoption with an amendment reducing the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022, and to further amend the DDDA budgets to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022, and by transitioning Executive Management to in-house staffing provided by the City of Dearborn Economic Development Department.

The City of Dearborn approved and adopted the budget on June 9, 2022, as submitted by the DDDAs.

It is approved to have the DDDAs adopt the FYE2023-25 budget as adopted by City Council on June 9, 2021, reflecting an expenditure amount of \$626,955 for FYE2023.

Also approved was the proposal for staffing plans and any FYE2023 budget amendments necessary will be provided to the DDDAs for approval.

The DDDAs also approved that unexpended FYE 2022 appropriations shall be carried forward for completion of DDDAs activities initiated by June 30, 2022.

For WDDDA, Secretary-Treasurer Jackie Lovejoy made the motion to approve. Seconded by Director Jeff Lynch. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

#### **b) Landscape & Maintenance Reallocations**

For East: In order to meet current costs for plant materials for the district it is being requested to reallocate \$20,150 to Plant Materials, account #297-6100-911-62-40, from Streetscape Enhancements, account #297-6100-911-34-90. A portion of these funds will be expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).



The EDDDA Board authorizes reallocating \$20,150 from line item # 297-6100-911-34-90 Streetscape Enhancements to be transferred into the EDDDA budget line item #297-6100-911-62-40 Plant Materials to support the additional costs in FYE2022.

For West: In order to meet current costs for plant materials for the WDDDA district it is being requested to reallocate \$10,039 to Plant Materials, account #296-6100-911-62-40, from Connector Streetscapes, account #297-6100-911-34-90.

The WDDDA Board authorizes reallocating \$10,039 from line item # 296-6100-911-34-90 Connector Streetscapes to be transferred into the WDDDA budget line item #296-6100-911-62-40 Plant Materials to support the additional costs in FYE2022.

For WDDDA, Director Tahrik Alcodray made the motion to approve. Seconded by Director Audrey Ralko. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Jay Kruz made the motion to approve. Seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

#### **c) FYE22 Carry Forwards**

The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end.

For East: The EDDDA has the following projects in which funding needs to be carried forward into FYE2023 in order to complete the projects and contracts:

Item	EDDDA
Juee Cafe - Open Door Dearborn Grant	\$10,000.00
K & W Real Estate Property, LLC-Open Door Dearborn Grant	\$10,000.00
Green Brain Comics-Open Door Dearborn Grant	\$2,500.00
KHYL, LLC-Open Door Dearborn Grant	\$10,000.00
Baba's Grill- Open Door Dearborn Grant	\$2,500.00

Bike Racks	\$15,000.00
Wayfinding	\$10,000.00
Holiday Curtain Lights	\$6,800.00
Planter Removal	\$23,385.12
Graphic Design/Branding	\$39,580.00
Photography	\$2,100.00
Light Poles	\$1,430.00
Dog Waste Stations	\$1500.00
POW! Strategies	\$50,175.00

The EDDDA authorizes carrying forward \$184,969.12 for Open Door Dearborn Grants, Bike Racks, Wayfinding, Holiday Curtain Lights, Planter Removal, Graphic Design/Branding, Photography, Light Poles, Dog Waste Stations, and POW! Strategies, from FYE2022 to FYE2023.

For West: The WDDDA has the following projects in which funding needs to be carried forward into FYE2023 in order to complete the projects and contracts:

Item	WDDDA
Real Estate 1000 LLC- Open Door Dearborn Grant	\$10,000.00
District 12 - Open Door Dearborn Grant	\$10,000.00
Le Cigar - Open Door Dearborn Grant	\$10,000.00
City of Dearborn Water Bills	\$680.47
City of Dearborn Water Bills	\$1,755.15
Multi-modal Pavement Markings	\$30,000.00
Wayfinding	\$10,000.00
Holiday Curtain Lights	\$47,000.00
Graphic Design/Branding	\$49,841.00
Photography	\$1,500.00

Light Poles	\$4,290.00
Dog Waste Stations	\$1499
Streetscape Enhancement/Crosswalk Art	\$18,000.00
Bench and Planter Replacement	\$7,685.00
SmithGroup/Library Parking Lot	\$65,000.00
POW! Strategies	\$65,510.00
Bike Racks	\$4,000.00
Planter Rail Repairs	\$17,854.00

The WDDDA authorizes carrying forward \$354,614.62 for Open Door Dearborn Grants, City of Dearborn Water Bills, Multi-modal Pavement Markings, Wayfinding, Holiday Curtain Lights, Graphic Design/Branding, Photography, Light Poles, Dog Waste Stations, Streetscape Enhancement/Crosswalk Art, Bench and Planter Replacement, SmithGroup/Library Parking Lot, POW! Strategies, Bike Racks, and Planter Rail Repairs from FYE2022 to FYE2023.

For WDDDA, Secretary-Treasurer Jackie Lovejoy made the motion to approve. Seconded by Director Thomas Clark. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

#### **d) Introduction of Bylaw Amendment**

The EDDDA and WDDDA follow adopted by-laws for operating under the established Downtown Development Authority per district.

At its July 16, 2020, Joint Board meeting, the EDDDA and WDDDA appointed an Ad-hoc Committee made up of board and Executive Committee members, legal counsel, City administration and Executive Management to review the current by-laws for any modifications needed; and

The EDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting.

The EDDDA authorizes voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting.

For WDDDA, Secretary-Treasurer Jackie Lovejoy made the motion to approve. Seconded by Director Jeff Lynch. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

**e) Bike Racks**

The EDDDA budgeted \$15,000 for bike racks for FYE2022 and the WDDDA budgeted \$4,000 for bike racks for FYE2022 for a bike rack to be placed near Howard and Michigan Avenue. DPW has offered to install bike racks on behalf of the DDDAs.

A competitive bid went sent out multiple times for the purchase of on-street bike racks by the City of Dearborn on behalf of the DDDAs but no bidders stepped forward so a quote was obtained direct from the Manufacturer.

It is resolved that the EDDDA awards Dero for the purchase of five on-street bike rack sets, anchors, delineators and rubber bumpers in the amount \$10,366.60 to be expended from account # 297-6100-911-34-90. EDDDA awards Forms+Surfaces for the purchase of on-sidewalk Twist bike racks and anchors in the amount of \$2735.00 from account #297-6100-34-90.

It is also resolved WDDDA awards Dero for the purchase of one on-street bike rack set, delineators and rubber bumpers in the amount \$2591.65 to be expended from account # 296-6100-911-34-90.

Lastly, It is also resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the DDDAs with the vendor selected, subject to review and approval by Corporation Counsel.

For WDDDA, Chairperson Sam Abbas made the motion to approve. Seconded by Secretary-Treasurer Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

**f) Board Absence Waivers**

The WDDDA and EDDDA board members have provided their reasons for absences for the 2022 calendar year for absence waiver consideration.

The following WDDDA Board Members have met the criteria for absence waivers for February 2022 to May 2022 monthly board meetings, excluding any special board meetings:

Thomas Clark- April 2022 and May 2022;  
Mayor Abdullah Hammoud - April 2022;  
Mohammed Hider - March 2022;  
Jackie Lovejoy - February 2022;  
Karen Nigosian - May 2022  
Audrey Ralko - February 2022 and March 2022

The following EDDDA Board Members have met the criteria for absence waivers for the March 2022 to May 2022 monthly board meetings, excluding any special board meetings:

Mayor Abdullah Hammoud - April 2022;  
Jay Kruz - March 2022 and May 2022;  
Hamzah Nasser - March 2022 and April 2022

It was resolved the WDDDA agrees to approve the presented absence waivers and excuses the absences of Thomas Clark, Mayor Abdullah Hammoud, Mohammed Hider, Jackie Lovejoy, Karen Nigosian and Audrey Ralko, for monthly meetings conducted from February 2022 to May 2022.

The EDDDA agrees to approve the presented absence waivers and excuses the absence as indicated by Mayor Abdullah Hammoud, Jay Kruz, and Hamzah Nasser for the monthly meetings conducted in March 2022- May 2022.

For WDDDA, Director Jeff Lynch made the motion to approve. Seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion Approved.

For EDDDA, Director Kamal Turfah made the motion to approve. Seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.

## **2. EDDDA Actions Only**

### **a) Raised Planter Bed Perennials**

Two bids were received that were well over budget. Scope will be reviewed again.

No resolution was presented so no action was taken on this item.

### **b) Removal of Two Raised Planter Beds**

The EDDDA developed a plan for planter tree well removal along Michigan Avenue to spur economic development, and two tree wells have been identified for immediate removal in front of Joe's Top Dog and M Cantina in order to create additional outdoor seating along Michigan

Avenue.

At the November 21, 2021 board meeting, due to the lack of bidders, competition for contractors and projects, and the need for timely completion of this project for business growth the EDDDA authorized the Manager of the DDDAs to make the purchase of the tree well planter removal and concrete replacement in the open market without bid solicitation and bring the selected service provider to the Board for approval if over \$10,000.

Only one quote was received for the project from USAF Construction for \$43,320.00, and given the budget, the project scope was reduced to removing the planter tree wells in front of M Cantina and Joe's Top Dog only, along with traffic control costs and management fees for a total of \$23,000.00 expending from account #297-6100-911-34-90.

USAF Construction is selected to remove the planter tree wells in front of M Cantina and Joe's Top Dog only, along with traffic control costs and management fees for a total of \$23,000.00 expending from account #297-6100-911-34-90 and it was resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

For EDDDA, motion to approve was made by Director Jay Kruz, and seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

### **3. WDDDA Actions Only**

#### **a) Open Door Dearborn Grant Amazing Subs**

Rabee Khayat, Amazing Subs LLC. (applicant), will be a tenant in the new multiple use building at 1035 Mason St. in Suite 101 on the main floor of the building consisting of 1,532 sq. ft. and seating for 30 - 40 customers.

The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$10,000 for interior build-out including installation of a new HVAC system with an estimated total investment of \$185,000 and a proposed completion date of summer 2022.

Three required contractor quotes have been provided and include: Unlimited Heating and Cooling for \$35,000, Protech for \$39,200 and Cool Heat for \$38,000.

On May 25, 2022, the Design/EV Committee verified and approved a recommendation to the WDDDA Board to fund a Level III Grant for Amazing Subs for interior improvements up to \$10,000 motioned by Hassan Sheikh and seconded by Steve Hortsman with the conditions that the applicant submit and secures all required building and sign permits with an unanimous roll call vote.

The WDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to Amazing Subs LLC, from account #296-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Director Amanda Bright McClanahan, and seconded by Director Thomas Clark. A voice vote passed unanimously. Motion approved.

**b) MEDC Match on Main Grant Agreement**

Trio Restaurant Group, LLC, doing business as District 12 restaurant, located at 22099 Michigan Avenue in the WDDDA district was selected by the MEDC as a recipient of the \$25,000 Match on Main grant based on its project impact, quality of improvements, private investment and job Creation.

The WDDDA strongly supports accepting and administering the Match on Main Grant on behalf of Trio Restaurant, LLC, for District 12, and requests City of Dearborn Legal to review the MEDC agreement to ensure that the WDDDA is protected from liabilities and that the WDDDA is able to fulfill the necessary obligations required for the grant receipt.

The WDDDA authorizes the Manager of the DDDAs to execute the MEDC Match on Main Grant Agreement for the interior restaurant improvements subject to the review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Chairperson Sam Abbas, and seconded by Secretary-Treasurer Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

**c) Planter Rail Repairs**

The WDDDA decorative planter rail elements were placed throughout the West Village Drive streetscape improvements around Wagner Place.

Damage from vehicles necessitates the repair of several planter rails within the WDDDA, with funds being expended from Repair/Maintenance account #296-6100-911-61-90. The manufacturer and designer of WDDDA's planter rails, Future Fabricating, is determined to be a Sole Source provider in the repair. The cost by Future Fabricating for the repair of the damaged planter rails is estimated to be \$17,854.00. Future Fabricators is awarded the contract to repair the damaged planter rail in WDDDA, with the cost not to exceed \$17,854, expending from Repair/Maintenance account #296-6100-911-61-90. Attempts will be made to collect where able through insurance on these repairs to help offset the cost. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with this provider, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Director Jeff Lynch, and seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion approved.

**VIII. Old Business**

- A. Platforms/Greenhouses - Steve Deisler - waiting on MDOT permit for platform at Haraz Coffee.
- B. EDDDA Pedestrian Alley - Cristina Sheppard-Decius - have received letters of support for RAP grant for project.
- C. WDDDA Library Lot - Cristina Sheppard-Decius - Smithgroup to do work - will take 6-8 weeks. We do know costs are higher so hopefully as bids come in we have budget to cover.

**IX. Committee Reports**

Design/Economic Vitality (DEV)

Steve Deisler - two more Open Door Dearborn grants coming in

Promotions

Cathleen Francois - June 3 was Dearborn Farmers Market Opening Day along with ribbon cutting plus it looped in Kids Day and Movie in the Park the same day. The market will run each Friday now until September 30 from 2 pm - 7 pm.; June 4 was East Sidewalk Sale - didn't get a lot of businesses to participate. Adventure on the Ave is replacing Ladies Night Out in West Dearborn and will be June 27 to July 2 with a special night on June 29.

Social Media

Helen Lambrix - we are hitting or exceeding all our benchmarks; 1.5 million impressions so far which puts us on target for a goal of 3 million by year end. Engagement goal was 60,000, we are close to 40,000. 18,400 current followers.

**X. DDDA Executive Management Team**

Cristina Sheppard-Decius - we are pulling together team priorities and will tie it in with board priorities. It will be a substantial workplan.

We thank outgoing West board member Karen Nigosian. We appreciate her years of service to the community.

Sam Abbas welcomed incoming board members: for East, Khalil Dabaja and Zo Olabi and for West, Devon O'Reilly. Sam requested that the boards, or at minimum, board executive committee members get a chance to weigh in on potential DDDA board members prior to Mayoral approval.

**XI. ED Report**

No comments at this time

**XI. Call to Board of Directors**



Tom Clark requested that Howard Street have increased parking enforcement due to so many people parking in no parking zones.

Sam Abbas requested that loading zone enforcement is also increased.

**XII. Call to Audience**

No comments at this time

**XIII. Adjournment**

Meeting adjourned at 10:08 a.m. A motion was made by Director Jackie Lovejoy, seconded by Chairperson Sam Abbas.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

---

Matthew Dietz, Vice-Chairperson/Interim Secretary-Treasurer, EDDDA

---

Financial Statement Summary		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 366,558	\$ 386,278	\$ 409,600	\$ 409,600	\$ 589,096	\$ -	N/A	144%
	Brownfield Tax Capture	448,590	457,004	457,000	457,000	274,220	-	\$ 182,780	60%
<b>Tax Revenue Total</b>		<b>\$ 815,148</b>	<b>\$ 843,282</b>	<b>\$ 866,600</b>	<b>\$ 866,600</b>	<b>\$ 863,316</b>	<b>\$ -</b>	<b>\$ 182,780</b>	<b>100%</b>
297-0000-330.05-14	Local Community Stabilization Authority	26,223	23,965	24,000	24,000	24,712	-	N/A	103%
297-6100-365.90-00	Donations from a Private Source	7,849	10,250	90,000	90,000	24,300	-	65,700	27%
297-0000-361.10-05	Interest Income	18,330	97	534	534	(6,070)	-	6,604	-1137%
297-6100-322.40-10	Events Revenue	6,350	(4,800)	3,000	3,000	10,300	-	N/A	343%
297-6100-369.90-00	Miscellaneous Income	-	14,203	31,909	31,909	14,613	-	17,296	46%
<b>Donation Revenue Total</b>		<b>\$ 58,752</b>	<b>\$ 43,715</b>	<b>\$ 149,443</b>	<b>\$ 149,443</b>	<b>\$ 67,855</b>	<b>\$ -</b>	<b>\$ 89,600</b>	<b>45%</b>
297-0000-391.96-97	Workers Compensation Fund	155	-	0	-	-	-	0	-
297-0000-391.91-01	Contributions from the General Fund	11,310	22,620	37,620	37,620	37,620	-	-	100%
<b>Contribution Total</b>		<b>\$ 11,310</b>	<b>\$ 22,620</b>	<b>\$ 37,620</b>	<b>\$ 37,620</b>	<b>\$ 37,620</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Total Revenue</b>		<b>\$ 885,365</b>	<b>\$ 909,617</b>	<b>\$ 1,053,663</b>	<b>\$ 1,053,663</b>	<b>\$ 968,791</b>	<b>\$ -</b>	<b>\$ 272,380</b>	<b>92%</b>
<b>Expenditure</b>									
297-6100-911.30-40	Audit Services	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	-	100%
297-2972-463.34-90	Sanitation Contractual Services	2,600	10,845	37,620	37,620	6,180	1,575	29,865	21%
297-6100-911.34-90	Development Contractual Services	302,415	324,419	396,095	467,929	313,941	16,443	137,545	71%
297-6100-911.43-82	Copier Repair & Maintenance Services	-	886	375	375	446	-	(71)	119%
297-6100-911.44-10	Building Rental	10,830	10,830	11,415	11,415	11,415	-	-	100%
297-6100-911.51-00	Community Promotion	112,128	157,917	240,430	283,323	113,537	43,612	126,174	55%
297-6100-911.52-10	Insurance	6,260	6,234	6,937	6,937	6,937	-	-	100%
297-6100-911.53-00	Communications	1,200	1,046	1,107	1,107	604	161	342	69%
297-6100-911.58-10	Training & Transportation	1,397	1,075	3,500	3,500	475	-	3,025	14%
297-6100-911.60-10	Office Supplies	401	63	1,500	1,526	1,526	-	-	100%
297-6100-911.60-20	Postage	214	350	350	324	8	-	316	2%
297-6100-911.61-90	Non-Capital Equipment	-	7,500	7,500	3,585	-	-	3,585	0%
297-6100-911.62-40	Planting Materials	17,825	30,395	50,825	70,975	40,625	-	30,350	57%
297-6100-911.65-00	Memberships	435	148	1,190	1,190	462	-	728	39%
297-6100-911.68-90	Other Operating Expenses	-	-	29,658	29,658	-	-	29,658	0%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	448,590	457,004	457,000	457,000	274,220	-	182,780	60%
<b>Total Operating Expenditures</b>		<b>\$ 910,163</b>	<b>\$ 1,009,512</b>	<b>\$ 1,246,302</b>	<b>\$ 1,377,264</b>	<b>\$ 771,176</b>	<b>\$ 61,791</b>	<b>\$ 544,297</b>	<b>60%</b>
297-6100-435.34-40	Building Demolition Services	-	-	\$ -	-	-	-	-	-
297-6100-435.45-10	Architect & Engineering Services	-	-	-	59,501	-	16,831	42,670	28%
297-6100-435.45-20	Construction Contractor	-	-	-	137,785	-	137,147	638	100%
297-6100-435.98-00	Undistributed Appropriations	-	-	-	5,694	-	-	5,694	0%
<b>Total Capital Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>202,980</b>	<b>-</b>	<b>153,978</b>	<b>49,002</b>	<b>76%</b>
<b>Total Expenditure</b>		<b>\$ 910,163</b>	<b>\$ 1,009,512</b>	<b>\$ 1,246,302</b>	<b>\$ 1,580,244</b>	<b>\$ 771,176</b>	<b>\$ 215,769</b>	<b>\$ 593,299</b>	<b>62%</b>
Revenues Over/(Under) Expenditures		\$ (24,798)	\$ (99,895)	\$ (237,538)	\$ (526,581)	\$ 197,615	\$ (215,769)	\$ (320,919)	
<b>Balance Sheet</b>									
Equity in Pooled Cash						Current			
Cash Position						\$ 1,001,133			
Current Assets						-			
Current Receivables						-			
Unearned Income						272,380			
Current Liabilities						(14,203)			
Encumbrances						(215,769)			
Uncommitted Budget						(593,299)			
Estimated Ending Cash Position						\$ 450,242			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	\$ 37,620	\$ 6,180	\$ 1,575	\$ 29,865	21%
297-6100-911.34-90	Holiday Décor & Installation	\$ 14,440	\$ 1,402	10,000	10,000	4,559	-	5,441	46%
297-6100-911.34-90	Landscape & Maintenance	\$ 44,090	\$ 83,550	62,500	62,500	57,904	5,230	(634)	101%
297-6100-911.34-90	Snow Removal	\$ 26,538	25000	25,000	38,590	36,010	562	2,018	95%
297-6100-911.34-90	On-Street Bike Racks		0	-	15,000	-	-	15,000	0%
297-6100-911.34-90	Platform Dining	\$ -	0	-	2,621	5,015	-	(2,394)	191%
297-6100-911.34-90	Artspace, Public Space Design	\$ 34,581	\$ 5,638	-	12,363	9,020	-	3,343	73%
297-6100-911.34-90	Streetscape Enhancements	\$ 8,446		45,000	63,410	2,905	-	60,505	5%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	50,825	50,825	40,625	-	10,200	80%
Total Beautification		\$ 148,520	\$ 158,950	\$ 230,945	\$ 292,929	\$ 162,218	\$ 7,367	\$ 123,344	58%

<b>Development</b>									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 5,922	\$ 10,802	\$ 35,000	\$ 35,000	\$ 19,572	1,363.00	\$ 14,065	60%
297-6100-911.51-00	Branding	35,568	67,129	30,000	81,883	46,803	39,580.00	(4,500)	105%
297-6100-911.51-00	Photography	963	-	2,500	2,500	363	-	2,137	15%
297-6100-911.51-00	Metro Mode / Issue Media	18,000	24,501	9,000	9,000	4,500	-	4,500	50%
297-6100-911.51-00	CTM Brochure Distribution	438	1,802	-	-	292	-	(292)	
297-6100-911.51-00	Website, Constant Contacts	-	-	250	250	-	-	250	0%
297-6100-911.51-00	Website Hosting & Domain Registration	1,828	714	1,430	1,430	714	-	716	50%
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600	0%
297-6100-911.51-00	Community Art Enhancement	-	-	5,000	19,000	-	-	19,000	0%
297-6100-911.51-00	Community Garden			1,000	1,000	750	-	250	75%
297-6100-911.51-00	Fall Promotions		348	600	600	88	-	512	15%
297-6100-911.51-00	Shop Small Business Saturday-Holiday Promotions	14,051	5,755	15,250	15,250	13,698	313.00	1,239	92%
297-6100-911.51-00	Restaurant Week	1,050	1,145	10,000	22,010	7,975	-	14,035	36%
297-6100-911.51-00	Homage to Black Excellence	43	20,265	40,000	10,000	4,986	-	5,014	50%
297-6100-911.51-00	Movies in the Park	1,511	2,541	2,300	2,300	2,515	80.00	(295)	113%
297-6100-911.51-00	Art Crawl (Place Holder)	-	-	-	-	-	-	-	0%
297-6100-911.51-00	City Hall Park Events	-	4,744	1,500	1,500	561	-	939	37%
297-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
297-6100-911.51-00	Build Institute	-	-	-	-	-	-	-	0%
297-6100-911.51-00	Jazz on the Ave & Music	25,404	6,872	55,000	55,000	10,570	2,277.00	42,153	23%
297-6100-911.51-00	Eastborn Clean Up	-	-	-	-	-	-	-	0%
297-6100-911.51-00	Covid Comeback Marketing	-	6,485	500	500	-	-	500	0%
297-6100-911.51-00	SEO/SEM	-	-	5,000	-	-	-	-	0%
297-6100-911.51-00	Translation Services	-	-	500	500	-	-	500	0%
297-6100-911.51-00	East Farmers Market	-	-	10,000	10,000	-	-	10,000	0%
Total Development		\$ 112,128	\$ 159,228	\$ 240,430	\$ 283,323	\$ 113,387	\$ 43,613	\$ 126,323	55%

<b>Planning &amp; Administration</b>									
297-6100-911.34-90	Pow Strategies	173,422	164,397	213,140	213,140	179,614	10,651	22,875	89%
297-6100-911.34-90	Building/Business Incentive		40,903	40,000	70,000	15,000	-	55,000	21%
		\$ 173,422	\$ 205,300	\$ 253,140	\$ 283,140	\$ 194,614	\$ 10,651	\$ 77,875	72%

various (comment)	Other Office Expenses	10,707	10,602	15,759	15,759	11,258	161	4,340	72%
297-6100-911.34-90	Office Cleaning	900	540	455	455	4,064	-	(3,609)	893%
297-6100-911.44-10	Building Rental	10,830	10,830	11,415	11,415	11,415	-	-	100%
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	7,500	7,500	3,585	-	-	3,585	0%
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	15,453	15,455	-	-	15,455	0%
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	-	-	14,205	0%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	448,590	457,004	457,000	457,000	274,220	-	182,780	60%
297-6100-435.34-40	Building Demolition Services	-	-	-	-	-	-	-	
297-6100-435.45-10	Architect & Engineering Services	-	-	-	59,501	-	16,831	42,670	
297-6100-435.45-20	Construction Contractor	-	-	-	137,785	-	137,147	638	
297-6100-435.98-00	Undistributed Appropriations	-	-	-	5,694	-	-	5,694	
Total Planning & Administration		\$ 649,517	\$ 691,776	\$ 774,927	\$ 1,003,994	\$ 495,571	\$ 164,790	\$ 294,631	66%
Expenditures		\$ 910,164	\$ 1,009,512	\$ 1,246,302	\$ 1,580,244	\$ 771,176	\$ 215,770	\$ 593,298	62%

Contractual Services
Other Operating Expenses
Community Promotions

Financial Statement Summary		FY2020 Audited	FY2021 Unaudited	FY2022					
				Adopted	Amended	Actual	Encumbered	Balance	Actual %
<b>Revenue</b>									
296-0000-311.40-00	Property Tax Capture	\$ 810,083	852,811	\$ 884,900	\$ 884,900	\$ 812,618	\$ -	\$ 72,282	92%
	Brownfield Tax Capture	208,118	247,631	252,400	252,400	244,839	-	7,561	97%
<b>Tax Revenue Total:</b>		<b>\$ 1,018,201</b>	<b>\$ 1,100,442</b>	<b>\$ 1,137,300</b>	<b>\$ 1,137,300</b>	<b>\$ 1,057,457</b>	<b>\$ -</b>	<b>\$ 79,843</b>	
296-6110-330.01-90	Farmer's Market Federal Grant	607	-	1,500	1,500	-	-	1,500	0%
296-6110-369.90-00	Farmer's Market Miscellaneous	7,265	11,745	20,000	20,000	26,961	-	N/A	135%
296-6100-365.90-00	Donations from a Private Source	16,659	2,855	51,500	51,500	35,130	-	16,370	68%
296-6100-322.40-10	Events Revenue	6,545	(3,900)	4,000	4,000	10,725	-	N/A	268%
296-0000-361.10-05	Interest Income	15,928	94	524	524	(7,388)	-	7,912	-1410%
296-0000-369.90-00	Miscellaneous Income	-	4,669	-	-	2,660	-	N/A	0%
<b>Donations &amp; Farmer's Market Total:</b>		<b>\$ 47,015</b>	<b>\$ 15,463</b>	<b>\$ 103,444</b>	<b>\$ 103,444</b>	<b>\$ 68,088</b>	<b>\$ -</b>	<b>\$ 25,782</b>	66%
296-0000-391.91-01	Contributions from the General Fund	35,000	35,105	35,105	35,105	35,105	-	-	100%
<b>General Fund Contribution Total:</b>		<b>35,000</b>	<b>35,105</b>	<b>35,105</b>	<b>35,105</b>	<b>35,105</b>	<b>-</b>	<b>-</b>	100%
<b>Total Revenues:</b>		<b>\$ 1,100,216</b>	<b>1,151,010</b>	<b>\$ 1,275,849</b>	<b>\$ 1,275,849</b>	<b>\$ 1,160,650</b>	<b>\$ -</b>	<b>\$ 105,625</b>	<b>91%</b>
296-6100-911.30-40	Audit Services	400	400	400	400	400	-	-	100%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-2972-463.34-90	Sanitation Contractual Services	19,620	28,260	25,920	25,920	10,695	540	14,685	43%
296-6100-911.34-90	Development Contractual Services	381,813	544,163	629,675	643,301	383,500	35,679	224,122	65%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,821	20,000	20,000	19,540	643	(183)	101%
296-6100-911.41-75	WATER/SEWAGE	683	4,873	3,190	6,890	4,430	6,307	(3,847)	156%
296-6100-911.43-82	Copier Repair & Maintenance Services	-	886	375	446	446	-	-	100%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	11,415	11,415	-	-	100%
296-6100-911.51-00	Community Promotion	175,184	179,457	297,530	317,509	127,504	66,591	123,414	61%
296-6100-911.52-10	Insurance	3,730	5,829	6,013	6,013	6,013	-	-	100%
296-6100-911.53-00	Communications	1,011	1,046	1,107	1,107	604	112	391	65%
296-6100-911.58-10	Training & Transportation	175	725	3,500	3,500	670	393	2,437	30%
296-6100-911.60-10	Office Supplies	395	63	1,500	1,500	1,461	-	39	97%
296-6100-911.60-20	POSTAGE	203	-	350	350	2	-	348	1%
296-6100-911.61-90	Non-Capital Equipment	-	4,426	33,600	25,985	-	-	25,985	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	53,639	14,505	29,072	10,062	81%
296-6100-911.65-00	Memberships	435	148	940	940	462	-	478	49%
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	244,839	-	7,561	97%
296-6100-980.96-34	Facilities Fund	-	37,500	-	-	-	-	-	0%
<b>Total Expenditure</b>		<b>\$ 814,098</b>	<b>\$ 1,108,002</b>	<b>\$ 1,355,250</b>	<b>\$ 1,402,565</b>	<b>\$ 826,486</b>	<b>\$ 139,337</b>	<b>\$ 436,742</b>	<b>69%</b>
Revenues Over/(Under) Expenditures		\$ 286,118	\$ 43,008	\$ (79,401)	\$ (126,716)	\$ 334,164	\$ (139,337)	\$ (331,117)	

**Balance Sheet**

Current

Equity in Pooled Cash Cash Position		\$ 1,368,326
Current Assets	Current Receivables	11,215
	Unearned Income	105,625
Current Liabilities	Current Liabilities	-
	Encumbrances	(139,337)
	Uncommitted Budget	(436,742)
	Estimated Ending Cash Position	\$ 909,087

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
<b>Beautification</b>									
296-2972-463.34-90	Sanitation Contractual Services	\$ 19,620	28,260	\$ 25,920	\$ 25,920	\$ 10,695	\$ 540	\$ 14,685	43%
296-6100-911.34-90	Holiday Décor & Installation	19,830	1,440	50,000	50,000	1,461	-	48,539	3%
296-6100-911.34-90	Landscape & Maintenance	155,223	303,486	179,580	179,580	139,069	26,830	13,681	92%
296-6100-911.34-90	Snow Removal	25,865	36,500	36,500	<b>43,180</b>	40,585	-	2,595	94%
296-6100-911.34-90	On-Street Bike Racks	516	-	-	<b>4,000</b>	-	-	4,000	0%
296-6100-911.34-90	Planning: Streetscapes (South Connectors)	-	-	40,000	40,000	-	-	40,000	0%
296-6100-911.34-90	Planning: Building Conversions	-	-	10,000	<b>3,320</b>	-	-	3,320	0%
296-6100-911.34-90	Platform Dining	-	21,503	30,000	<b>37,865</b>	24,041	-	13,824	63%
296-6100-911.34-90	Market Shelter Design	-	-	20,000	20,000	-	-	20,000	0%
296-6100-911.34-90	StreetScape Enhancements	-	-	10,000	11,800	-	-	11,800	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	53,639	14,505	29,072	10,062	81%
Total Beautification		<b>\$ 221,631</b>	<b>413,133</b>	<b>\$ 442,000</b>	<b>\$ 469,304</b>	<b>\$ 230,356</b>	<b>\$ 56,442</b>	<b>\$ 182,506</b>	<b>61%</b>
<b>Development</b>									
296-6100-911.51-00	General Marketing (banners, printing, social media)	11,537	13,384	\$ 45,000	\$ 45,000	\$ 24,289	\$ -	\$ 20,711	54%
296-6100-911.51-00	Branding	84,932	40,506	30,000	<b>87,771</b>	42,430	49,841	(4,500)	105%
296-6100-911.51-00	CTM Brochure Distribution	438	1,803	-	\$ -	292	-	(292)	-
296-6100-911.51-00	Photography	963	-	5,000	5,000	2,214	875	1,911	62%
296-6100-911.51-00	Metro Mode / Issue Media	18,000	10,501	9,000	9,000	4,500	-	4,500	50%
296-6100-911.51-00	Website, Constant Contacts	-	-	250	250	-	-	250	0%
296-6100-911.51-00	Website Hosting & Domain Registration	2,188	1,074	1,430	1,430	714	-	716	50%
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600	0%
296-6100-911.51-00	Community Art Enhancement	-	-	10,000	10,000	3,000	-	7,000	30%
296-6100-911.51-00	Dearborn Art Month	1,000	-	1,000	<b>4,000</b>	-	-	4,000	0%
296-6100-911.51-00	Fall Promotions	193	150	600	600	88	-	512	15%
296-6100-911.51-00	Shop Small Business Saturday/Holiday Promotions	20,070	20,755	45,750	45,750	23,090	-	22,660	50%
296-6100-911.51-00	Restaurant week	1,050	37,021	16,500	<b>29,308</b>	10,989	-	18,319	37%
296-6100-911.51-00	Tunes at Noon	3,024	1,300	4,700	4,700	2,749	50	1,901	60%
296-6100-911.51-00	Friday Nites Concert Series	8,468	6,153	30,000	30,000	6,395	657	22,948	24%
296-6100-911.51-00	Movies In the Park	658	2,889	2,300	2,300	2,132	33	135	94%
296-6100-911.51-00	Ladies Night Out	-	-	3,700	3,700	90	100	3,510	5%
296-6100-911.51-00	Perennial Exchange	360	-	700	700	189	-	511	27%
296-6100-911.51-00	Kids Day	8,945	-	6,000	6,000	2,369	50	3,581	40%
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	<b>6,400</b>	-	-	6,400	0%
296-6100-911.51-00	Social District	-	-	50,000	<b>10,000</b>	1,975	14,985	(6,960)	170%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,821	20,000	20,000	19,540	643	(183)	101%
296-6100-911.34-90	Building / Business Incentives	-	7,500	40,000	50,000	10,000	-	40,000	20%
Total Development		<b>\$ 186,107</b>	<b>206,778</b>	<b>\$ 357,530</b>	<b>\$ 387,509</b>	<b>\$ 157,045</b>	<b>\$ 67,234</b>	<b>\$ 130,373</b>	<b>58%</b>
<b>Planning &amp; Administration</b>									
296-6100-911.34-90	Pow Strategies	180,144	173,054	213,140	213,140	164,279	8,849	40,012	81%
		<b>\$ 180,144</b>	<b>173,054</b>	<b>\$ 213,140</b>	<b>\$ 213,140</b>	<b>\$ 164,279</b>	<b>\$ 8,849</b>	<b>\$ 40,012</b>	<b>81%</b>
various (comment)	Other Office Expenses	6,233	9,097	14,185	14,185	14,488	6,812	(154)	150%
296-6100-911.34-90	Office Cleaning	750	680	455	455	4,064	-	(3,609)	893%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	11,415	11,415	-	-	100%
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	4,426	33,600	25,985	-	-	25,985	0%
296-6100-435.41-75	Water / Sewage	-	4,873	3,190	6,890	-	-	6,890	0%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	244,839	-	7,561	97%
Total Planning & Administration		<b>\$ 406,075</b>	<b>488,091</b>	<b>\$ 555,720</b>	<b>\$ 555,720</b>	<b>\$ 439,085</b>	<b>\$ 15,661</b>	<b>\$ 107,935</b>	<b>82%</b>
Expenditures		<b>\$ 813,813</b>	<b>1,108,002</b>	<b>\$ 1,355,250</b>	<b>\$ 1,412,533</b>	<b>\$ 826,486</b>	<b>\$ 139,337</b>	<b>\$ 446,710</b>	<b>68%</b>
<div>Contractual Services</div> <div>Community Promotions</div> <div>Other Operating Expenses</div>									

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

By-Law Amendment Adoption - EDDDA

Date Adopted:

Motioned by:

Seconded by:

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) follow adopted by-laws for operating under the established Downtown Development Authority per district; and

**WHEREAS:** At its July 16, 2020, Joint Board meeting, the EDDDA and WDDDA appointed an Ad-hoc Committee made up of Board and Executive Committee members, legal counsel, City administration and Executive Management to review the current by-laws for any modifications needed; and

**WHEREAS:** The EDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting; and

**WHEREAS:** The EDDDA authorized voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting; so let it be

**RESOLVED:** The EDDDA approves the by-law amendments as presented at the June 2022 Joint DDDA board meeting and those changes go into immediate effect.

Yes:

No:

Abstained:

Absent:

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

By-Law Amendment Adoption - WDDDA

Date Adopted:

Motioned by:

Seconded by:

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) follow adopted by-laws for operating under the established Downtown Development Authority per district; and

**WHEREAS:** At its July 16, 2020, Joint Board meeting, the EDDDA and WDDDA appointed an Ad-hoc Committee made up of Board and Executive Committee members, legal counsel, City administration and Executive Management to review the current by-laws for any modifications needed; and

**WHEREAS:** The WDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting; and

**WHEREAS:** The WDDDA authorized voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting; so let it be

**RESOLVED:** The WDDDA approves the by-law amendments as presented at the June 2022 Joint DDDA board meeting and those changes go into immediate effect.

Yes:

No:

Abstained:

Absent:

The BY LAWS  
OF  
THE DOWNTOWN DEVELOPMENT AUTHORITY – EAST DEARBORN  
(An Authority formed pursuant to Act No. 57 of 2018 Code of Ordinances—City of  
Dearborn Ordinance No. 96-661)

ARTICLE I

NAME REGISTERED OFFICE AND REGISTERED AGENT

Section 1. Name. The name of this authority shall be the Downtown Development Authority – East Dearborn.

Section 2. Registered Office and Agent. The Authority shall continuously maintain a registered office in the City of Dearborn, County of Wayne, State of Michigan and a registered agent whose office address is identical to such registered office. The registered office and agent may be changed from time to time by the Board of Directors of the Authority (“the Board”) subject to the approval of the City Council. The Economic Development Director of the City of Dearborn shall serve in the capacity as registered agent, with offices located in the Dearborn Administrative Center, 16901 Michigan Avenue, Dearborn, MI 48126. The Economic Development Director of the City of Dearborn shall serve as the administrative liaison and provide supportive staff for the Authority.

ARTICLE II

BOARD OF DIRECTORS

Section 1. General Powers. The Authority shall be under the supervision and control of the Board of Directors, except as otherwise provided by Act No. 57 of 2018 and Code of Ordinances—City of Dearborn Ordinance No. 96-661 as amended.

Section 2. Replacement and Vacancies. Members of the Board of Directors shall consist of the Mayor or his designee from the City Council and not less than 8 or more than 12 members in accordance with the Dearborn Code of Ordinances. Members shall be



appointed by the Mayor, subject to the approval by the City Council, for a 4-year term. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district. An appointment to fill a vacancy shall be made by the Mayor for the unexpired term only. A Member whose term of office has expired shall continue to hold office until a successor is appointed. A Member may be appointed to additional terms in accordance with the provisions hereunder.

Section 3. Removal. Pursuant to notice and after having been given an opportunity to be heard, a member of the Board may be removed for cause by City Council.

Section 4. Conflict of Interest. A Member who has a conflict between a personal interest and the public interest shall fully disclose the nature of the interest prior to the Authority taking any action with respect to the matter. Such disclosure shall become a part of the record of the Authority's official proceedings. Such declaration shall be made before discussion on the item begins. Except as provided by law, no Member may participate in, act upon, or vote upon any matter if a conflict exists. Any Board member is permitted to inquire about potential conflicts that may exist among other members.

Section 5. Meetings. At the first meeting of the calendar or fiscal year, the Authority shall set the dates, times, and places of the Authority's regular meetings for the coming year. Special meetings of the Authority may be called by or at the request of the Chairperson of the Board or any three Members. The business which the Board may perform shall be conducted at a public meeting of the Board held in compliance with the Open Meetings Act, Act. No. 267 of 1976, as amended. A 2/3 roll call vote of the Members then on the Board shall be required to call a closed session and the Board shall meet in closed session only for the purposes permitted by law.

Section 6. Public Participation at Meetings. A reasonable opportunity shall be given for members of the public to be heard at any open meeting on agenda items before the

Authority. In the interest of ensuring the orderly processing of items of business before the Authority, such public comments shall be heard at the end of the meeting agenda. Consistent with the Open Meetings Act, the Authority may impose a time limitation up to three (3) minutes per person for public comment. All individuals who wish to address the authority must identify themselves by name and address prior to speaking at the meeting.

Section 7. Notice. Public notice of all meetings which provides the time, date, and location of the meeting shall be given in the manner required by the Open Meetings Act, Act No. 267 of 1976, as amended. For regular meetings of the Authority, there shall be posted within ten (10) days after the first meeting in each calendar year a public notice stating the dates, times, and places of its regular meetings. For a rescheduled regular or a special meeting of the Authority, a public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The public notice shall contain the name of the Authority, its telephone number, its address, and shall be posted at the Dearborn Administrative Center and any other location considered appropriate by the Authority.

Section 8. Quorum. A majority of the members of the Authority then in office constitutes a quorum for the transaction of business at any meeting of the Board. If the Authority lacks a quorum, the Board members may receive reports and comments from the public or staff, ask questions, and comment on matters of interest. An affirmative vote of the majority of a quorum shall be required to adopt any resolution. No resolution shall be adopted by less than five affirmative votes. Whenever a quorum is present, but due to abstentions for conflict of interest and an affirmative vote of five members is not possible, then a majority vote shall be 2/3 or more of the remaining voting members.

Section 9. Participation by Communication Equipment. All meetings of the Authority must be open to the public and must be held in a place available to the general public. Only as permitted by law, an absent Member may participate in, and vote on, business before the Authority by way of a two-way electronic communication device wherein all discussions and deliberations are able to be heard by the public in attendance at the meeting. For any member attending the meeting remotely, a public announcement at the outset of the

meeting to be included in the meeting minutes must be made, announcing that a Member is in fact attending the meeting remotely. Participation by communication equipment shall be permitted only in accordance with the Open Meetings Act, Act No. 267 of 1976, as amended.

Section 10. Attendance. Each Member is required to attend a minimum of two-thirds of the regularly scheduled Board meetings in a twelve (12) month period. If a Member has not fulfilled this requirement after a twelve (12) month period, the Board may recommend that the City Council declare that Member's position vacant and remove the Member from the Board, in accordance with Section 3. The Board may grant a waiver, given a sufficient explanation of extenuating circumstances. Waivers shall be considered monthly by the Board or upon request.

Section 11 Committees. The Board may, by resolution, designate one or more committees, each committee shall consist of at least one of the Members. The Board may designate one or more Members as alternate members of a committee to replace an absent or disqualified Member at a committee meeting. A committee, and each member thereof, shall serve at the pleasure of the Board. Committees shall consist of less than a quorum of Members and shall meet in accordance with the Open Meetings Act, Act No. 267 of 1976, as amended .

Section 12 Personnel. Pursuant with Public Act No. 57 of 2018, the Board may employ personnel as deemed necessary. Such personnel may include, but is not limited to an executive director, treasurer, secretary, and legal counsel. The duties, rights and responsibilities of employees of the Authority shall be consistent with the provisions of Act No. 57 of 2018. The Board may employ and fix the compensation of an executive director, subject to the approval of the City Council. The employees of the Authority shall be eligible to participate in municipal retirement and insurance programs of the City of Dearborn as if they are civil service employees except that the employees of the authority are not civil service employees.

### ARTICLE III

## OFFICERS

Section 1. Officers. The officers of the Authority shall be elected by the Board annually and shall consist of a Chairperson, Vice-Chairperson and Secretary-Treasurer. An officer shall not execute a contract on behalf of the Authority without a resolution adopted by the Board.

Section 2. Election and Term of Office. Each officer so elected shall hold office until December 31 of the year in which she or he is elected, or until his or her term expires, or upon resignation or removal, whichever occurs first.

Section 3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled at any meeting of the Board for the unexpired portion of the term of such office, in accordance with Act No. 57 of 2018 and the Dearborn Code of Ordinances.

Section 4. Chairperson. . The Chairperson shall perform all duties of the office as provided in these Bylaws, by Act No. 57 of 2018, and the Dearborn Code of Ordinances. The Chairperson shall preside over all meetings of the Authority and shall perform all duties as directed by the Board. The Chairperson shall be ex-officio member of all standing committees, and shall have the general oversight of the Board. The Chairperson shall also act as Chair of the Executive Committee, assuming the same powers and authority as listed above, and further described in Article III, Section 8. To qualify to serve as the Chairperson, it is preferred that the Board Member have served at least one full year as an active Board Member.

Section 5. Vice-Chair. The Vice-Chair shall act as the Chair when the Chair is absent or unable to act, and otherwise be vested with the powers and shall perform such duties and exercise such other powers as may from time to time be imposed upon or vested by resolution of the Board.

Section 6. Secretary-Treasurer. The Board may employ and fix the compensation of a Secretary-Treasurer, who shall maintain custody of the official seal and of records, books, Documents, or other papers, and shall keep a record of Authority proceedings. The Secretary-Treasurer shall attend meetings of the Board and keep a record of its proceedings. The minutes of the Authority shall contain the date, time, place, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The Secretary-Treasurer shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary-Treasurer shall, when authorized by the Board, attest by signature to actions of the Board. The Secretary-Treasurer shall also keep the financial records of the Authority and who, together with the director (if any), shall approve all vouchers for the expenditure of funds of the Authority, The Secretary-Treasurer shall perform all other duties as may be delegated to him by the Board and shall furnish bond in an amount prescribed by the Board, in accordance with Act No. 57 of 2018. The City of Dearborn may designate an accountant for the Authority who shall track all funds, expenses and revenues, and prepare a monthly financial report. The Secretary-Treasurer shall review and present a monthly financial report to the Board to receive and file.

Section 7. Delegation of Duties and Officers. In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may, by Resolution, delegate from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any Member, provided a majority of the Board then in office concurs therein.

Section 8. Executive Committee. The Executive Committee shall consist of the three Board officers (Chair, Vice-Chair, and Secretary-Treasurer). The Executive Committee shall be responsible for reviewing the agenda for the regular Board meetings and proposing the agenda for the Board. The Board may pre-approve, by resolution, for the Executive Committee to act as the full Board on items of exigency that may occur between regular scheduled Board meetings. Such actions shall be brought to the Board at the next regular meeting for its review. The committee shall meet as necessary and all

such meetings shall comply with the notice requirements, as set forth in Article II, Section 7.

#### ARTICLE IV

##### CONTRACTS, DONATIONS, AND POWERS OF THE BOARD

##### Section 1. Contracts.

The Board may make and enter into contracts necessary or incidental to the exercise of powers and the performance of its duties. The Board may, by resolution, authorize an agent of the Authority to execute contracts and/or documents on behalf of the Authority, consistent with Act. No. 57 of 2018. A copy of the resolution approving such contracts must be attached to such contract and must adhere to any Purchasing/Procurement policies that the Authority may adopt. .

Section 2. Checks, Drafts, etc. All orders for the payment of money, notes, or other evidences of indebtedness shall be signed by the Board's authorized agent and submitted to the Finance Department of the City of Dearborn for signature and for the issuance of payment..

Section 3. Grants and Donation. The Board may accept grants and donations of property, labor, or other things of value from a public or private source, consistent with Act No. 57 of 2018.

Section 4. Deposits. All funds of the Authority shall immediately be deposited into the appropriate fund or account to the credit of the Authority in such banks, trust companies, or other depositories as the Authority or Finance Director of the City of Dearborn may select. Report of these receipts shall be provided by the accountant of the Authority to the Secretary/Treasurer or its Agent for review and submittal to the Board.

Section 5. Other Powers of the Board. The Board shall perform and exercise all such powers as provided in Public Act No. 57 of 2018.

#### Section 6. Budget

Pursuant to Public Act No. 57 of 2018, the director of the Authority or designee shall prepare and submit for the approval of the Board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the Board, it shall be approved by City Council. The Authority shall submit an annual budget to the City Council by April 30 each year for inclusion in the City's annual budget presentation. The budget shall be adopted by the Board no later than by July 1 each year

#### Section 7. Audit

The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the Authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

### ARTICLE V FISCAL YEAR

The fiscal year of the Authority shall correspond at all times to the fiscal year of the City of Dearborn.

### ARTICLE VI INITIATION OF PROJECTS

All requests for assistance of this Authority shall be made in written form and should be addressed to the Secretary-Treasurer of this Board. Such requests shall include the following information:

1. Name, address and business status of applicant.
2. Brief personal or business history of applicant.

3. Narrative description of proposed project, including type of business to be conducted thereon and services to be provided thereby.
4. Description and location of project area.
5. Number of employment opportunities that will be afforded or retained in the community by the project.
6. Potential impact of the proposed project on the development plan and/or financial plan of the Authority.

Upon receipt of said application, the Board shall assess the public purpose of the project, its desirability, suitability, and its economic feasibility. The Board may request such other data and information from the applicant as it deems appropriate. The Board shall not proceed with the project unless such findings are made.

## ARTICLE VII

### REPORTING REQUIREMENTS

All expense items of the Authority shall be recorded monthly and financial records shall be open to the public. If the Board does not employ a Director, the Board shall file any and all necessary reports in connection with a proposed development plan and/or tax increment financing plan. Annually, the Board shall submit to the City Council a report on the status of any tax increment financing account utilized by the Authority. The report shall be published in a newspaper of general circulation in the municipality.

Pursuant to Act no. 57 of 2018, annually, the Authority shall submit to the City Council, the governing body of a taxing unit levying taxes subject to capture by the Authority, and the Michigan Department of Treasury, a report on the status of the tax increment financing account. The Board or its designee shall prepare all annual reporting requirements required by Public Act 57 within 180 days of the fiscal year end and post on the website of the Authority, and submit the reports to the City and the Michigan State Tax Commission.



ARTICLE VIII  
AMENDMENTS

These Bylaws may be altered or amended or repealed by the affirmative vote of the Board then in office over the minimum course of two regular or special meetings. At the first meeting, proposed alterations, amendments or repeal of any part of these Bylaws are to be announced for consideration at a subsequent meeting. The proposed changes may be put to a vote at the second meeting, but cannot be adopted unless their consideration was agreed to by a majority of members present at the first meeting. Approved changes to these Bylaws take effect immediately.

I HEREBY CERTIFY that the above Bylaws were amended as written by the Downtown Development Authority – East Dearborn, of the City of Dearborn on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

SECRETARY-TREASURER

The BY LAWS  
OF  
THE DOWNTOWN DEVELOPMENT AUTHORITY – WEST DEARBORN  
(An Authority formed pursuant to Act No. 57 of 2018 Code of Ordinances—City of  
Dearborn Ordinance No. 96-661)

ARTICLE I

NAME REGISTERED OFFICE AND REGISTERED AGENT

Section 1. Name. The name of this authority shall be the Downtown Development Authority – West Dearborn.

Section 2. Registered Office and Agent. The Authority shall continuously maintain a registered office in the City of Dearborn, County of Wayne, State of Michigan and a registered agent whose office address is identical to such registered office. The registered office and agent may be changed from time to time by the Board of Directors of the Authority (“the Board”) subject to the approval of the City Council. The Economic Development Director of the City of Dearborn shall serve in the capacity as registered agent, with offices located in the Dearborn Administrative Center, 16901 Michigan Avenue, Dearborn, MI 48126. The Economic Development Director of the City of Dearborn shall serve as the administrative liaison and provide supportive staff for the Authority.

ARTICLE II

BOARD OF DIRECTORS

Section 1. General Powers. The Authority shall be under the supervision and control of the Board of Directors, except as otherwise provided by Act No. 57 of 2018 and Code of Ordinances—City of Dearborn Ordinance No. 96-661 as amended.

Section 2. Replacement and Vacancies. Members of the Board of Directors shall consist of the Mayor or his designee from the City Council and not less than 8 or more than 12 members in accordance with the Dearborn Code of Ordinances. Members shall be

appointed by the Mayor, subject to the approval by the City Council, for a 4-year term. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district. An appointment to fill a vacancy shall be made by the Mayor for the unexpired term only. A Member whose term of office has expired shall continue to hold office until a successor is appointed. A Member may be appointed to additional terms in accordance with the provisions hereunder.

Section 3. Removal. Pursuant to notice and after having been given an opportunity to be heard, a member of the Board may be removed for cause by City Council.

Section 4. Conflict of Interest. A Member who has a conflict between a personal interest and the public interest shall fully disclose the nature of the interest prior to the Authority taking any action with respect to the matter. Such disclosure shall become a part of the record of the Authority's official proceedings. Such declaration shall be made before discussion on the item begins. Except as provided by law, no Member may participate in, act upon, or vote upon any matter if a conflict exists. Any Board member is permitted to inquire about potential conflicts that may exist among other members.

Section 5. Meetings. At the first meeting of the calendar or fiscal year, the Authority shall set the dates, times, and places of the Authority's regular meetings for the coming year. Special meetings of the Authority may be called by or at the request of the Chairperson of the Board or any three Members. The business which the Board may perform shall be conducted at a public meeting of the Board held in compliance with the Open Meetings Act, Act. No. 267 of 1976, as amended. A 2/3 roll call vote of the Members then on the Board shall be required to call a closed session and the Board shall meet in closed session only for the purposes permitted by law.

Section 6. Public Participation at Meetings. A reasonable opportunity shall be given for members of the public to be heard at any open meeting on agenda items before the

Authority. In the interest of ensuring the orderly processing of items of business before the Authority, such public comments shall be heard at the end of the meeting agenda. Consistent with the Open Meetings Act, the Authority may impose a time limitation up to three (3) minutes per person for public comment. All individuals who wish to address the authority must identify themselves by name and address prior to speaking at the meeting.

Section 7. Notice. Public notice of all meetings which provides the time, date, and location of the meeting shall be given in the manner required by the Open Meetings Act, Act No. 267 of 1976, as amended. For regular meetings of the Authority, there shall be posted within ten (10) days after the first meeting in each calendar year a public notice stating the dates, times, and places of its regular meetings. For a rescheduled regular or a special meeting of the Authority, a public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The public notice shall contain the name of the Authority, its telephone number, its address, and shall be posted at the Dearborn Administrative Center and any other location considered appropriate by the Authority.

Section 8. Quorum. A majority of the members of the Authority then in office constitutes a quorum for the transaction of business at any meeting of the Board. If the Authority lacks a quorum, the Board members may receive reports and comments from the public or staff, ask questions, and comment on matters of interest. An affirmative vote of the majority of a quorum shall be required to adopt any resolution. No resolution shall be adopted by less than five affirmative votes. Whenever a quorum is present, but due to abstentions for conflict of interest and an affirmative vote of five members is not possible, then a majority vote shall be 2/3 or more of the remaining voting members.

Section 9. Participation by Communication Equipment. All meetings of the Authority must be open to the public and must be held in a place available to the general public. Only as permitted by law, an absent Member may participate in, and vote on, business before the Authority by way of a two-way electronic communication device wherein all discussions and deliberations are able to be heard by the public in attendance at the meeting. For any member attending the meeting remotely, a public announcement at the outset of the

meeting to be included in the meeting minutes must be made, announcing that a Member is in fact attending the meeting remotely. Participation by communication equipment shall be permitted only in accordance with the Open Meetings Act, Act No. 267 of 1976, as amended.

Section 10. Attendance. Each Member is required to attend a minimum of two-thirds of the regularly scheduled Board meetings in a twelve (12) month period. If a Member has not fulfilled this requirement after a twelve (12) month period, the Board may recommend that the City Council declare that Member's position vacant and remove the Member from the Board, in accordance with Section 3. The Board may grant a waiver, given a sufficient explanation of extenuating circumstances. Waivers shall be considered monthly by the Board or upon request.

Section 11 Committees. The Board may, by resolution, designate one or more committees, each committee shall consist of at least one of the Members. The Board may designate one or more Members as alternate members of a committee to replace an absent or disqualified Member at a committee meeting. A committee, and each member thereof, shall serve at the pleasure of the Board. Committees shall consist of less than a quorum of Members and shall meet in accordance with the Open Meetings Act, Act No. 267 of 1976, as amended .

Section 12 Personnel. Pursuant with Public Act No. 57 of 2018, the Board may employ personnel as deemed necessary. Such personnel may include, but is not limited to an executive director, treasurer, secretary, and legal counsel. The duties, rights and responsibilities of employees of the Authority shall be consistent with the provisions of Act No. 57 of 2018. The Board may employ and fix the compensation of an executive director, subject to the approval of the City Council. The employees of the Authority shall be eligible to participate in municipal retirement and insurance programs of the City of Dearborn as if they are civil service employees except that the employees of the authority are not civil service employees.

### ARTICLE III

## OFFICERS

Section 1. Officers. The officers of the Authority shall be elected by the Board annually and shall consist of a Chairperson, Vice-Chairperson and Secretary-Treasurer. An officer shall not execute a contract on behalf of the Authority without a resolution adopted by the Board.

Section 2. Election and Term of Office. Each officer so elected shall hold office until December 31 of the year in which she or he is elected, or until his or her term expires, or upon resignation or removal, whichever occurs first.

Section 3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled at any meeting of the Board for the unexpired portion of the term of such office, in accordance with Act No. 57 of 2018 and the Dearborn Code of Ordinances.

Section 4. Chairperson. . The Chairperson shall perform all duties of the office as provided in these Bylaws, by Act No. 57 of 2018, and the Dearborn Code of Ordinances. The Chairperson shall preside over all meetings of the Authority and shall perform all duties as directed by the Board. The Chairperson shall be ex-officio member of all standing committees, and shall have the general oversight of the Board. The Chairperson shall also act as Chair of the Executive Committee, assuming the same powers and authority as listed above, and further described in Article III, Section 8. To qualify to serve as the Chairperson, it is preferred that the Board Member have served at least one full year as an active Board Member.

Section 5. Vice-Chair. The Vice-Chair shall act as the Chair when the Chair is absent or unable to act, and otherwise be vested with the powers and shall perform such duties and exercise such other powers as may from time to time be imposed upon or vested by resolution of the Board.

Section 6. Secretary-Treasurer. The Board may employ and fix the compensation of a Secretary-Treasurer, who shall maintain custody of the official seal and of records, books, Documents, or other papers, and shall keep a record of Authority proceedings. The Secretary-Treasurer shall attend meetings of the Board and keep a record of its proceedings. The minutes of the Authority shall contain the date, time, place, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The Secretary-Treasurer shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary-Treasurer shall, when authorized by the Board, attest by signature to actions of the Board. The Secretary-Treasurer shall also keep the financial records of the Authority and who, together with the director (if any), shall approve all vouchers for the expenditure of funds of the Authority, The Secretary-Treasurer shall perform all other duties as may be delegated to him by the Board and shall furnish bond in an amount prescribed by the Board, in accordance with Act No. 57 of 2018. The City of Dearborn may designate an accountant for the Authority who shall track all funds, expenses and revenues, and prepare a monthly financial report. The Secretary-Treasurer shall review and present a monthly financial report to the Board to receive and file.

Section 7. Delegation of Duties and Officers. In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may, by Resolution, delegate from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any Member, provided a majority of the Board then in office concurs therein.

Section 8. Executive Committee. The Executive Committee shall consist of the three Board officers (Chair, Vice-Chair, and Secretary-Treasurer). The Executive Committee shall be responsible for reviewing the agenda for the regular Board meetings and proposing the agenda for the Board. The Board may pre-approve, by resolution, for the Executive Committee to act as the full Board on items of exigency that may occur between regular scheduled Board meetings. Such actions shall be brought to the Board at the next regular meeting for its review. The committee shall meet as necessary and all

such meetings shall comply with the notice requirements, as set forth in Article II, Section 7.

#### ARTICLE IV

##### CONTRACTS, DONATIONS, AND POWERS OF THE BOARD

##### Section 1. Contracts.

The Board may make and enter into contracts necessary or incidental to the exercise of powers and the performance of its duties. The Board may, by resolution, authorize an agent of the Authority to execute contracts and/or documents on behalf of the Authority, consistent with Act. No. 57 of 2018. A copy of the resolution approving such contracts must be attached to such contract and must adhere to any Purchasing/Procurement policies that the Authority may adopt. .

Section 2. Checks, Drafts, etc. All orders for the payment of money, notes, or other evidences of indebtedness shall be signed by the Board's authorized agent and submitted to the Finance Department of the City of Dearborn for signature and for the issuance of payment..

Section 3. Grants and Donation. The Board may accept grants and donations of property, labor, or other things of value from a public or private source, consistent with Act No. 57 of 2018.

Section 4. Deposits. All funds of the Authority shall immediately be deposited into the appropriate fund or account to the credit of the Authority in such banks, trust companies, or other depositories as the Authority or Finance Director of the City of Dearborn may select. Report of these receipts shall be provided by the accountant of the Authority to the Secretary/Treasurer or its Agent for review and submittal to the Board.

Section 5. Other Powers of the Board. The Board shall perform and exercise all such powers as provided in Public Act No. 57 of 2018.



#### Section 6. Budget

Pursuant to Public Act No. 57 of 2018, the director of the Authority or designee shall prepare and submit for the approval of the Board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the Board, it shall be approved by City Council. The Authority shall submit an annual budget to the City Council by April 30 each year for inclusion in the City's annual budget presentation. The budget shall be adopted by the Board no later than by July 1 each year

#### Section 7. Audit

The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the Authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

### ARTICLE V FISCAL YEAR

The fiscal year of the Authority shall correspond at all times to the fiscal year of the City of Dearborn.

### ARTICLE VI INITIATION OF PROJECTS

All requests for assistance of this Authority shall be made in written form and should be addressed to the Secretary-Treasurer of this Board. Such requests shall include the following information:

1. Name, address and business status of applicant.
2. Brief personal or business history of applicant.

3. Narrative description of proposed project, including type of business to be conducted thereon and services to be provided thereby.
4. Description and location of project area.
5. Number of employment opportunities that will be afforded or retained in the community by the project.
6. Potential impact of the proposed project on the development plan and/or financial plan of the Authority.

Upon receipt of said application, the Board shall assess the public purpose of the project, its desirability, suitability, and its economic feasibility. The Board may request such other data and information from the applicant as it deems appropriate. The Board shall not proceed with the project unless such findings are made.

## ARTICLE VII

### REPORTING REQUIREMENTS

All expense items of the Authority shall be recorded monthly and financial records shall be open to the public. If the Board does not employ a Director, the Board shall file any and all necessary reports in connection with a proposed development plan and/or tax increment financing plan. Annually, the Board shall submit to the City Council a report on the status of any tax increment financing account utilized by the Authority. The report shall be published in a newspaper of general circulation in the municipality.

Pursuant to Act no. 57 of 2018, annually, the Authority shall submit to the City Council, the governing body of a taxing unit levying taxes subject to capture by the Authority, and the Michigan Department of Treasury, a report on the status of the tax increment financing account. The Board or its designee shall prepare all annual reporting requirements required by Public Act 57 within 180 days of the fiscal year end and post on the website of the Authority, and submit the reports to the City and the Michigan State Tax Commission.

ARTICLE VIII  
AMENDMENTS

These Bylaws may be altered or amended or repealed by the affirmative vote of the Board then in office over the minimum course of two regular or special meetings. At the first meeting, proposed alterations, amendments or repeal of any part of these Bylaws are to be announced for consideration at a subsequent meeting. The proposed changes may be put to a vote at the second meeting, but cannot be adopted unless their consideration was agreed to by a majority of members present at the first meeting. Approved changes to these Bylaws take effect immediately.

I HEREBY CERTIFY that the above Bylaws were amended as written by the Downtown Development Authority – West Dearborn, of the City of Dearborn on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

---

SECRETARY-TREASURER

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA Open Door Dearborn Business Incentives Program - Grant Application:  
13355 Michigan Ave. Issam Sayed-Ahmad

Date Adopted:

Motioned by:

Seconded by:

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (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:** Issam Sayed-Ahmad, applicant and property owner of 13355 Michigan Ave., plans to renovate the facade of the one story building for a new office tenant in the building; and

**WHEREAS:** The applicant has applied for Level III of the Open Door Dearborn grant program in the amount of \$10,000 for facade improvements, window replacement, removal of existing brick and application of new brick and cornice with an estimated total investment of \$40,000 and a proposed completion date of late summer 2022; and

**WHEREAS:** Three required contractor quotes have been provided and include: Professional Consulting Co. for \$34,100, Alexismartin Construction. for \$40,000 and a verbal quote for \$40,000 ; and

**WHEREAS:** A meeting on June 22, 2022, was held by the Design/EV Committee in which the committee verified and approved the facade renovations based on available grant funds. The Open Door Grant is conditioned upon the following: 1) follow the revised facade design A-1 dated 1/5/22; 2) that the applicant submit and secures all required building and sign permits.

The Design/EV Committee recommends to the EDDDA Board funding KHYL, LLC a Level III Grant (exterior construction) for improvements up to \$10,000 with special conditions motioned by Matthew Dietz and seconded by Steve Horstman with the conditions; and roll call vote of support by six ayes: Steve Horstman, Matthew Dietz, Jackie Lovejoy, Mike Kirk, Jeff Lynch and Hassan Shiekh ; and no nays; so let it be

**RESOLVED:** The EDDDA awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to 13355 Michigan Ave., Issam Sayed-Ahmad, from account #297-6100-911-34-90, contingent upon meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA Open Door Dearborn Business Incentives Program - Grant Application: Galata Sweets, Imad Mohamad

Date Adopted:

Motioned by:

Seconded by:

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (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:** Galata Sweets, a new Turkish bakery / restaurant to be located at the new mixed-use building 1035 Mason Street, occupying the corner suite on the main floor of the building consisting of 1,345 sq. ft. and seating for approximately 26 customers; and

**WHEREAS:** The applicant has applied for Level I and Level II of the Open Door Dearborn grant program in the amount of \$7,500 for interior build-out including installation of a new plumbing, electrical, HVAC system and new sign with an estimated total investment of \$320,000. The proposed completion date is late summer 2022; and

**WHEREAS:** Three required contractor quotes have been provided and include: Eastern Michigan Builders for \$149,300, Green Builders Plus for \$123,199; and Quality Construction for \$141,192.00; and

**WHEREAS:** On June 22, 2022, the Design/EV Committee verified and approved a recommendation to the WDDDA Board to fund a Level I grant for \$2,500 (sign) and a Level II grant for interior improvements up to \$5,000 motioned by Matthew Dietz and seconded by Steve Hortsman with the conditions that the applicant submit a business plan, the sign design including three quotes and secures all required building and sign permits with an unanimous roll call vote; so let it be

**RESOLVED:** The WDDDA awards a Level I grant up to \$2,500 and Level II grant up to \$5,000 from the Open Door Dearborn Business Grant Program to Galata Sweets, from account #296-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to review and approval of Corporation Counsel.

Yes:  
No:  
Abstained:  
Absent:



# City Hall Park

Conceptual Design Options  
October 2021





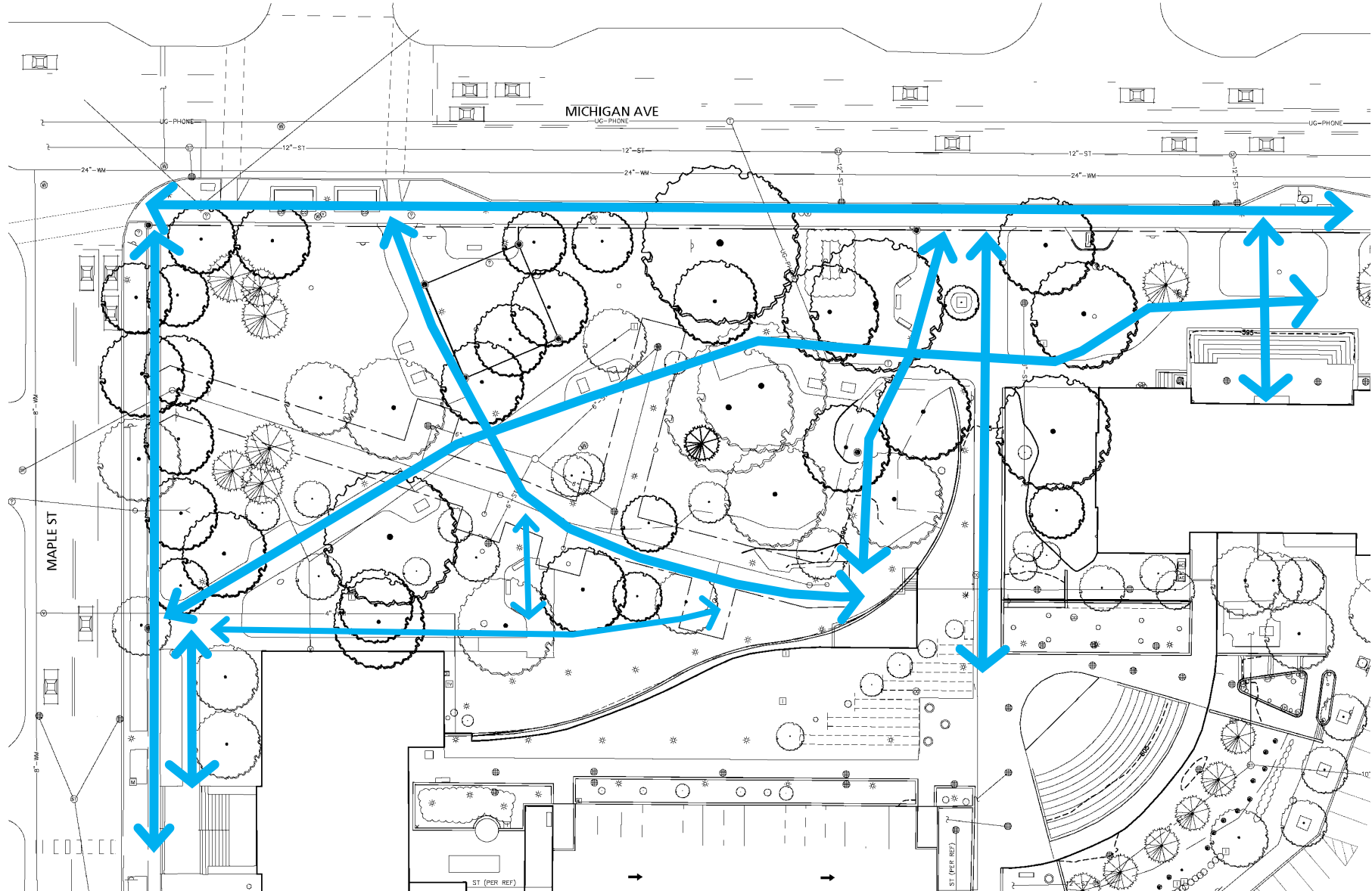
## A few notes

- Four Design Options
- Similar program elements in each option
- Arrangement and circulation differs in each option
- Bullet points on the slides will describe the main differences
- Some character images will be shown with each option, but those images apply to all options













## Option 1: Informal diagonal (to Michigan Ave)

- Dining areas flank the entrance
- A curved sidewalk with a sculptural portal connects the two and enhances the park entrance
- A sculptural play area is next to the dining area, with a landscape buffer between the play area and the road.
- Sculptural chaise lounge chairs are set at the outside edge of the play area.
- Sweeping curved sidewalks run diagonally through the park, connecting the corners
- Sidewalk close to the bandshell, with a small performance seating area
- A curved walk connects the center of the streetscape to the lower level of ArtSpace Lofts.



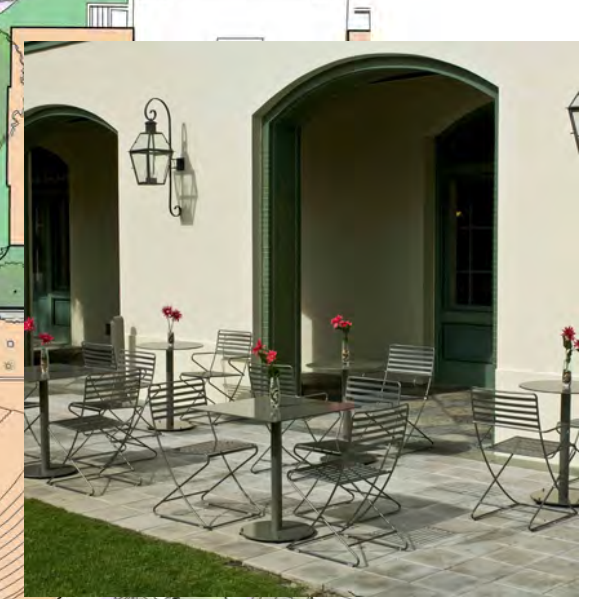


## Common to all concepts:

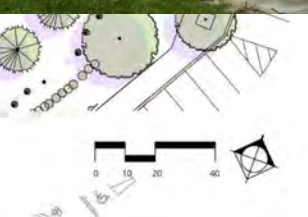
- Bandshell with restrooms in central location
- Streetscape modified for food trucks
- Landscape beds define the lawn seating areas, buffer the park
- Sculptural benches for lawn seating, informal play
- Curving retaining seat walls for respite or additional event seating. Could be sculptural in their form.
- Proposed site lighting along sidewalks
- Colorful accent lighting up-lights the ArtSpace Lofts building and tree canopies for a whimsical and exciting atmosphere







DEARBORN DDA / CITY OF DEARBORN  
City Hall Park Redevelopment  
Conceptual Plan - Option 1





## Option 2: Primary Loop Circulation

- Instead of a diagonal circulation pattern, two looping arcs connect the streetscape, the southwest corner of the site, and the lower level of ArtSpace Lofts.
- Sculptural portals are at the four entry points into the site, instead of at the center near the food trucks.
- Two dining areas and a playground are situated close to the bandshell and streetscape, with a slightly modified shape.
- Instead of sculptural chaise lounges, there are sculptural benches near the playground.
- The sidewalk is slightly pulled back from south of the bandshell, with a lawn area immediately in front of it instead of a seating area.









### Option 3: Informal Diagonal Circulation (to ArtSpce Lofts)

- Sweeping walks link the main use areas, but the main diagonal leads more directly to ArtSpace lofts.
- A larger area of special pavers with café table seating is directly in front of the bandshell, with a larger area of lawn surrounding it between the bandshell and the sidewalk.
- The play area is set farther to the west, with some separation between it and the central park entrance.
- One of the café table dining areas is positioned adjacent to the playground, with the other nearer to the food truck area.







ULATION (CONNECTS TO ARTSPACE LOFTS)'

CH PARK

WELL

ILES / KIDS -

AL CHAIRS

RESPIRE

MICHIGAN AVE

B R ①  
Beckett&Raeder  
Landscape Architecture  
Planning, Engineering &  
Environmental Services





## Option 4: Promenade

- Bandshell/restrooms are parallel to a straight diagonal promenade sidewalk
- Promenade sidewalk with colorful inset accent lights. Sculptural portals are on either end of the promenade.
- Small seating/dining area is directly in front of the bandshell for small performances.
- Angular dining area between the bandshell/restroom building
- Playground set just off of the dining area, with a sidewalk and landscape bed between the two.
- The lower level of ArtSpace lofts is connected with a sidewalk that leads to the front door of ArtSpace lofts, without a paved sidewalk through the park











DEARBORN DDA / CITY OF DEARBORN  
City Hall Park Redevelopment  
Conceptual Plan - Option 4





Option 1 – Informal Diagonal (to Michigan Ave)



Option 2 – Primary Loop Circulation



Option 3 – Informal Diagonal (to ArtSpace Lofts)



Option 4 – Promenade



East Dearborn Downtown DDA

Dearborn City Hall Park

**Preliminary Opinion of Probable Construction Cost - Summary**

October 21, 2021



	OPTION 1	OPTION 2	OPTION 3	OPTION 4	STREETSCAPE
Site Preparation	\$ 19,014.50	\$ 19,014.50	\$ 19,014.50	\$ 19,014.50	\$ 7,000.00
Demolition	\$ 37,447.50	\$ 35,747.50	\$ 37,547.50	\$ 37,647.50	\$ 12,891.00
Earthwork	\$ 30,250.30	\$ 31,066.30	\$ 30,718.30	\$ 30,580.30	\$ 3,964.22
Site Improvements	\$ 823,341.00	\$ 819,650.00	\$ 843,085.00	\$ 816,421.00	\$ 58,695.00
Site Furnishings	\$ 142,050.20	\$ 139,132.12	\$ 156,763.26	\$ 160,258.37	
Site Electrical	\$ 192,567.35	\$ 230,567.35	\$ 211,567.35	\$ 261,567.35	\$ 23,136.00
Landscaping	\$ 404,764.76	\$ 426,452.74	\$ 406,509.23	\$ 412,566.04	\$ 29,125.00
ArtSpace Lofts Area	\$ 17,958.00	\$ 17,958.00	\$ 17,958.00	\$ 17,958.00	
<b>Subtotal</b>	<b>\$ 1,667,393.60</b>	<b>\$ 1,719,588.51</b>	<b>\$ 1,723,163.14</b>	<b>\$ 1,756,013.06</b>	<b>\$ 134,811.22</b>
5% General Conditions	\$ 83,369.68	\$ 85,979.43	\$ 86,158.16	\$ 87,800.65	\$ 6,740.56
10% Design Contingency	\$ 175,076.33	\$ 180,556.79	\$ 180,932.13	\$ 184,381.37	\$ 14,155.18
<b>Total Construction Costs</b>	<b>\$ 1,925,839.61</b>	<b>\$ 1,986,124.73</b>	<b>\$ 1,990,253.42</b>	<b>\$ 2,028,195.08</b>	<b>\$ 155,706.96</b>
 Soft Costs (21%)	 \$ 404,426.32	 \$ 417,086.19	 \$ 417,953.22	 \$ 425,920.97	 \$ 32,698.46
<b>GRAND TOTAL</b>	<b>\$ 2,330,265.93</b>	<b>\$ 2,403,210.92</b>	<b>\$ 2,408,206.64</b>	<b>\$ 2,454,116.05</b>	<b>\$ 188,405.42</b>

**Soft Costs:**

Design & Engineering

Survey

Geotechnical

Inspection

Construction Contingency

Legal



*EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY  
CITY HALL PARK REDESIGN  
MEETING 05 NOTES*

---

DATE: Thursday, October 21  
TIME: 1:00 p.m.  
LOCATION: Web Conference

---

MEETING ATTENDEES

Cristina Sheppard-Decius, Dearborn DDA

Janet Bloom, Dearborn DDA

Matthew Dietz, DDA board

Mike Kirk, Design /EV Chair

Michael Shooshanian, Dearborn Recreation & Parks

Hassan Sheikh, Dearborn ECD

Kimberly Moore, Art Space

Christy Summers, Beckett & Raeder

Caitlin Jackson, Beckett & Raeder

Deb Cooper, Beckett & Raeder

Steve Deisler, Dearborn ECD

1. Review of Site Concepts
  - a. Beckett & Raeder presented the four initial site concepts.
    - i. Option 1: Informal Diagonal Circulation (to Michigan Ave)
      1. A bandshell with attached restrooms (2 unisex) is positioned centrally in the park, perpendicular to Michigan Ave.
      2. Sweeping curved sidewalks run diagonally through the park, connecting the southwest corner of the site to the Michigan Ave streetscape. This sidewalk runs close to the bandshell, with a small seating area for small performances. A curved walk connects the center of the streetscape to the lower level of ArtSpace Lofts.
      3. Streetscape is modified with a bump-out that separates parking for food trucks or cars from the bus stop parking. This creates symmetry in the streetscape and more definition to the food truck area.
      4. Between the bandshell and the streetscape, there are two dining areas with special pavers and café table seating. A curved sidewalk with a sculptural portal connects the two and enhances the park entrance.
      5. A sculptural play area is set adjacent to the dining area, with a landscape buffer between the play area and the road.
      6. Sculptural chaise lounge chairs are set at the outside edge of the play area.
      7. Landscape beds surround and define the spacious lawn seating areas throughout the center of the site. Sculptural benches dot the lawn seating area and can be used for seating or informal play.
      8. Curving retaining seat walls are set near the ArtSpace Lofts building to provide everyday respite or additional event seating. They could be sculptural in their form.

9. Proposed site lighting illuminates the sidewalks. Colorful accent lighting uplifts the ArtSpace Lofts building as well as the tree canopies for a whimsical and exciting atmosphere.
- ii. Option 2: Primary Loop Circulation (main differences from Option 1)
  1. Instead of a diagonal circulation pattern, two looping arcs connect the streetscape, the southwest corner of the site, and the lower level of ArtSpace Lofts.
  2. Sculptural portals are at the four entry points into the site, instead of at the center near the food trucks.
  3. Streetscape is similar to Option 1.
  4. Two dining areas and a playground are situated close to the bandshell and streetscape, with a slightly modified shape.
  5. Instead of sculptural chaise lounges, there are sculptural benches near the playground.
  6. The sidewalk is slightly pulled back from south of the bandshell, with a lawn area immediately in front of it instead of a seating area.
- iii. Option 3: Information Diagonal Circulation (to ArtSpace Lofts)
  1. Sweeping walks link the central food truck area, the southwest corner of the site, the sidewalk that connects to the front of the ArtSpace Lofts building, and the lower level of ArtSpace lofts.
  2. A larger area of special pavers with café table seating is directly in front of the bandshell, with a larger area of lawn surrounding it between the bandshell and the sidewalk.
  3. The play area is set farther to the west, with some separation between it and the central park entrance. One of the café table dining areas is positioned adjacent to the playground, with the other nearer to the food truck area.
- iv. Option 4: Promenade
  1. Instead of the bandshell/restroom building oriented perpendicular to Michigan Avenue, the building is parallel to a straight diagonal promenade sidewalk that runs from the southwest side of the site to the northeast corner of the streetscape.
  2. The promenade sidewalk has colorful inset accent lights. Sculptural portals are on either end of the promenade.
  3. A small seating/dining area is directly in front of the bandshell as seating for small performances.
  4. Between the bandshell/restroom building, there is an angular dining area with café tables.
  5. A sidewalk connects the dining area to the playground area, which is near to the dining, but set apart with a landscape bed between the two.
  6. The lower level of ArtSpace lofts is connected with a sidewalk that leads to the front door of ArtSpace lofts, without a direct sidewalk connection to the interior of the park.

2. Discussion of Site Concepts
  - a. The team generally approved of the site concepts, with some desired modifications to circulation and arrangement. The more curvilinear circulation style of options 1, 2, and 3 were preferred over option 4.
  - b. The team requested some type of barrier between the playground and the streetscape, whether it be large shrubs or a simple post and chain fence. The type of barrier is to be determined.
  - c. Direct access sidewalks are not desired between the ArtSpace main entrances and the park.
  - d. The team requested a blend of the circulation of option 2 and option 3, which would bring a sidewalk in from the corner of the streetscape into the park.
  - e. A route is needed to the existing ArtSpace Lofts transformers.
  - f. The team liked the orientation of the bandshell in option 4 and would like to see that incorporated.
  - g. If at all possible, create a berm to direct stormwater away from the park on the east side.
  - h. The illuminated walks in option 4 should be kept as a potential option.
3. Cost Estimates
  - a. Christy presented the cost estimates for the four options, which were very close to each other due to the elements being largely similar, with slight differences in arrangement and amounts of materials.
  - b. Cristina discussed that funding sources have not yet been identified; that this process was intended to help establish a working budget number and that identifying funding would come later.
4. Next Steps
  - a. The original scope for this project states that the next step is to take the initial options to the public for review. There was some discussion whether since the options are very similar, if just one refined option should be presented at this time, or if several options should be presented as originally scoped. Cristina will inform BRI of the next course of action.

Application Date May 19, 2022

Business

Name ISSAM SAYED-AHMAD

Property Address 13355 MICHIGAN AVE

Business Owner

Business Owner

Address

Business Owner

Business Owner Phone

Email

Property Owner SAME

Property Owner Address 4946B THETFORD CT E

Property Owner Phone 313 221 6716 Email ISSAMLLC@ADL.COM

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

Is this business expanding? Yes ☐ No ☒

Amount of square footage to be added to building 0

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 JUNE 1, 2022

Estimated completion date of project SEP 1, 2022

Total cost of project \$ 34,100.00 Amount requested \$ GRANT

## 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.

Imam M Ahmad  
Signature of Applicant

9 APR 2022  
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](mailto:info@downtowndearborn.org)  
313-943-3141

For more info about Downtown Dearborn events and projects visit [www.downtowndearborn.org](http://www.downtowndearborn.org)



**April 11, 2022**

**Mr. Issam Sayed Ahmad**

13355 Michigan Ave.  
Dearborn, MI 48126

**Re: 13355 Michigan Ave.**

Dear Mr. Issam Ahmad;

We are pleased to submit a proposal to provide the necessary labor and material to remove existing front of the building and replace it according to the approved architectural plans. The scope of work includes the following:

1. Provide architectural plans including city permit.
2. Remove existing brick and wood from the front of the building.
3. Frame the front wall.
4. Install I beam with plate to support center blocks and bricks.
5. Install bricks for the front facia as per plans.
6. Reattach the roof membrane to the new wall.
7. Install new door, door transim, and glass front.

This scope of work will be for a total cost of **Thirty Four Thousands One Hundred Dollars (\$34,100.00)**.

**This proposal is valid for 30 days from the date of this proposal.**

Should you have any questions or concerns, please feel free to contact the office at (313) 583-0550.

**Sincerely,**

**Dr. Tarik Najib**  
**President**

**ALEXISMARTIN CONSTRUCTION INC.**  
**2270 Virginia Park St.**  
**Detroit, MI 48206**  
**313-221-4937**

**Date: April 29, 2022**

**Issam Sayed Ahmad**

**Property Address: 13355 Michigan Ave.**  
**Dearborn, MI 48126**

**The total cost of labor and material for the above referenced project is \$40,000.00.**

- Demo existing fascia on the front of the building.
- Frame new front wall, install I beam.
- Install New Blocks and bricks.
- Install glass front door and window.
- Obtain permit from city.
- Fix the roof to cover new wall.

**Our Estimate is valid for 30 days from the date of this proposal.**

**Feel free to contact us at 313-221-4937.**

*Alexis Martin*

**Alexis Martin**  
**Manager**



110

DEARBORN

13355



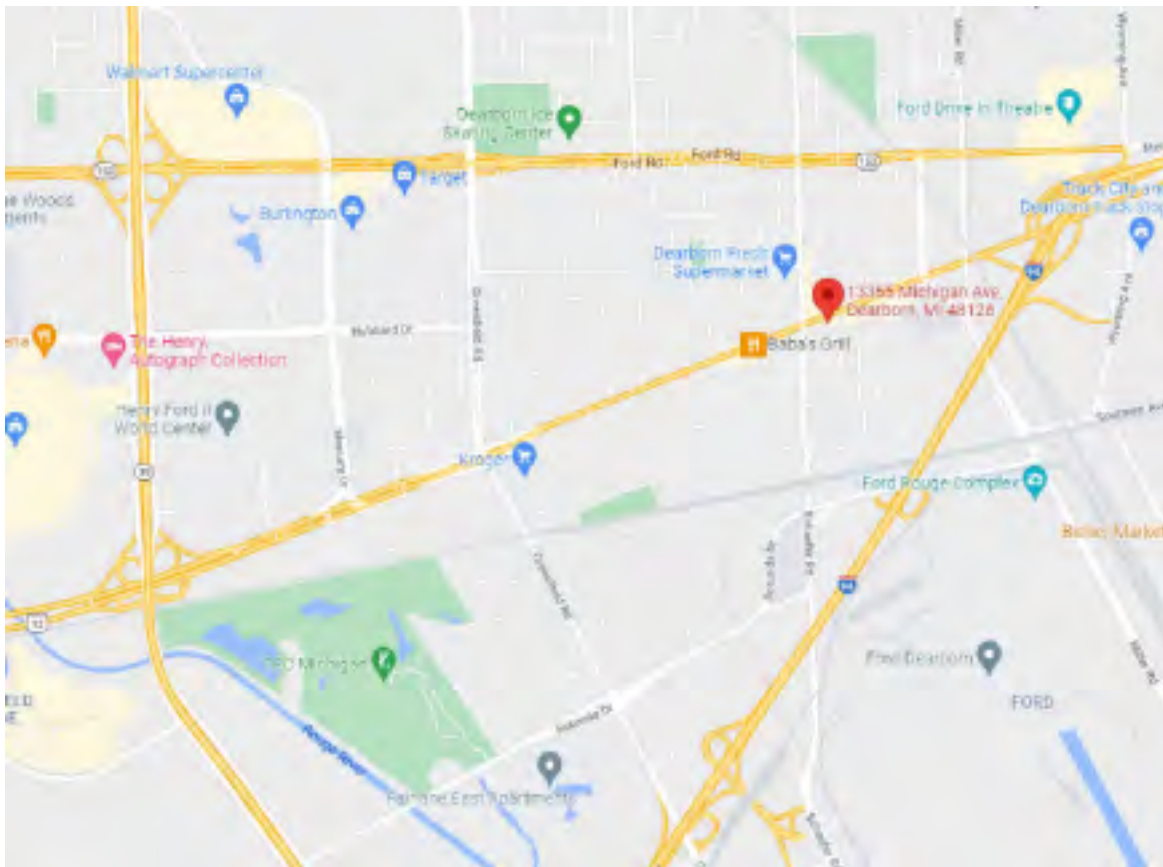


exi. 2"x4"  
PARTITION WALL TO REMAIN (typ.)

exi. DOOR TO REMAIN (typ.)

exi. 2"x4" PARTITION WALL TO REMAIN (typ.)

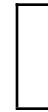
exi. DOOR TO REMAIN (typ.)



exi. 2"x4" wood on 8" cmu  
block side walls to remain  
(typ.)

existing 8" cmu

PROFESSION



wood WALL TO BE REMOVED (typ.)  
WALL @ 16" o.c. with batt

exi. ALUMINUM GLASS DOOR TO  
BE  
SALVAGED & REUSED

(typ.)  
existing steel post

1" 1'-4" 1" 1" 1" 1" 1'-4" 1"  
4 2 5 2'-3 8 2 8 4 2 4 2

(VERIFY IN FIELD)

3'-6 3 4" 12'-2"

existing 8" cmu

block side walls to remain  
DOOR TO BE

NEW exterior wall

1" 1'-4" 1" 1" 1" 1" 1'-4" 1"  
4 2 5 2'-3 8 2 8 4 2 4 2  
refer to wall detail

existing WINDOW TO BE REMOVED  
(typ.)

SALVAGED & REUSED



3'-6 3 4" 12'-2"

block side walls  
to remain  
1-2-3  
A-2

new lintel refer to detail for type & size  
16970 W. WARREDETROIT, MI 48228

NEW 12'X5' WINDOW TO BE  
INSTALLED

PH:(313) 583-0550FAX:(313)  
583-0551

DRAWN BY

AM

APPROVED BY TN

site location not to scale

22'-4 7 8"

existing storefront SCALE: 1/4" = 1'-0"

be removed

top roof wood deck  
elev: 14' -4 1/2"

top wall  
elev: 13' -5"  
existing limestone

to be removed

drop ceiling  
elev: 10' -0"

existing vinyl  
cladding to be  
removed

existing foundation  
existing 8" cmu  
block side walls to remain  
top of parapet  
elev: 18' - 6"

bot of crown molding elev: 18' - 8 1/4"

existing brick veneer wall to be removed  
top of awning  
elev: 12' - 9 1/4"

elev: 2' - 3 3/4"

existing awning to be removed

win. head  
elev: 8' - 9 3/4"

PROJECT facade repair

OWNER'S NAME

ISSAM SAYED  
AHMAD

ADDRESS

13355 Michigan ave.DEARBORN, MI 48126

existing ELEVATION SCALE: 1/4" = 1'-0"

PROJECT NO.

1-2-3 A-2  
existing 8" cmu  
block side walls to remain

top of parapet  
elev: 18' - 6"

brick veneer COLOR A TO  
COORDINATE WITH

DATE :  
11/16/2021  
REV :

SCALE  
NOT TO SCALE

accent brick veneer OWNER

COLOR b TO COORDINATE

provide steel lintel

1/4" = 1'-0" **SHEET TITLE**

**SITE PLAN**

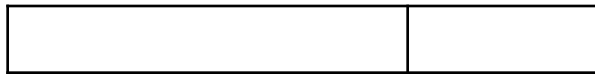
dumpsters  
not to scale  
enclosure  
WITH OWNER

drop ceiling  
elev: 10' -0"

brick veneer on 5-5/8" steel stud wall @ 16" O.C.

salvaged aluminum class door

existing foundation shall be verified in field to support new 8" cmu block wall  
& BRICK VENEER finish floor  
elev: 0' -4"



OR CONCRETE LINTEL REFER TO DETAIL

win. head  
elev: 8' - 9 3/4"

win. sill  
elev: 2' - 9 3/4"

**proposed ELEVATION** SCALE: 1/4" = 1'-0"

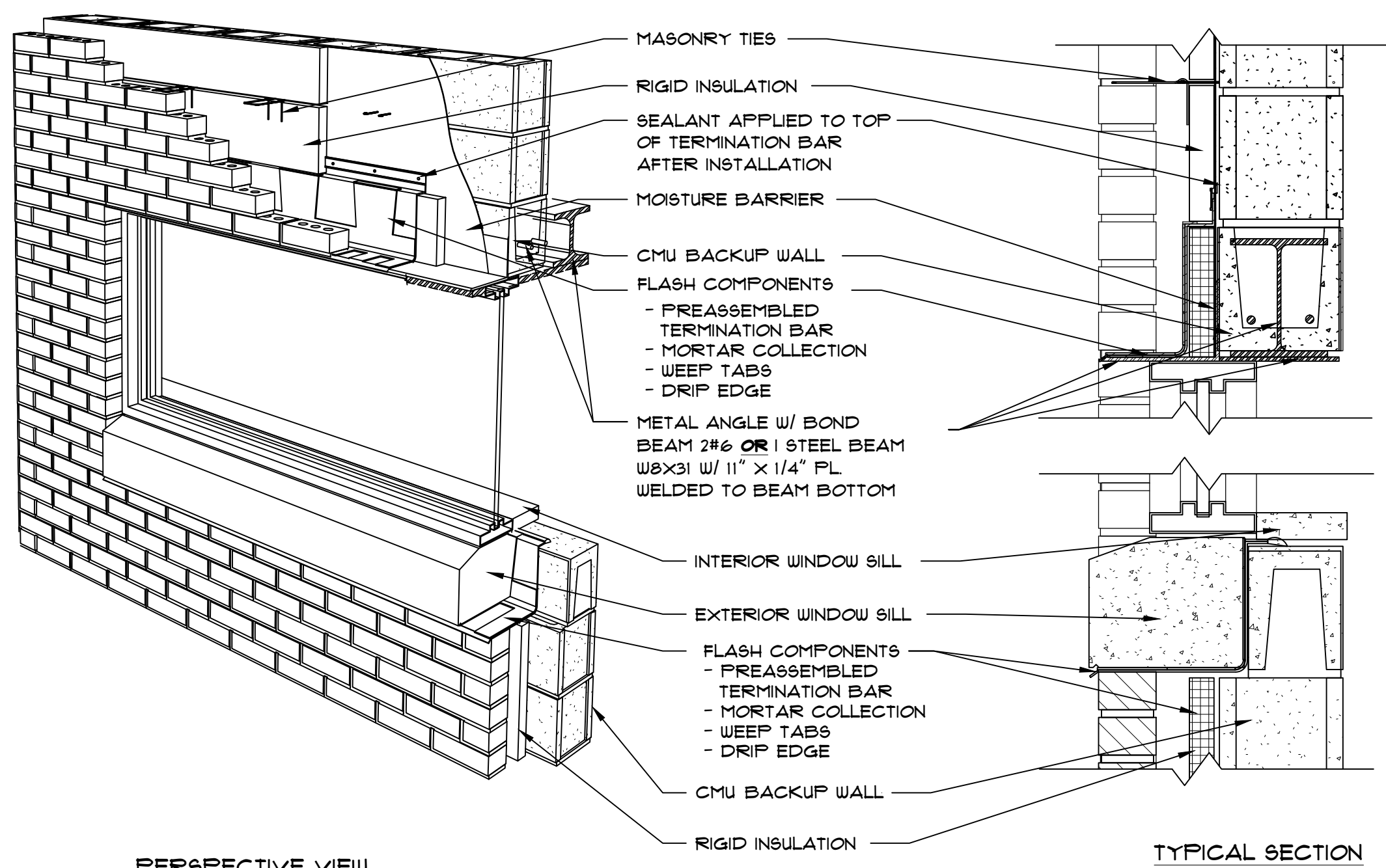
ground  
elev: 0' -0"

SITE PLAN, EXISTING& PROPOSED FLOORAND  
ELEVATION

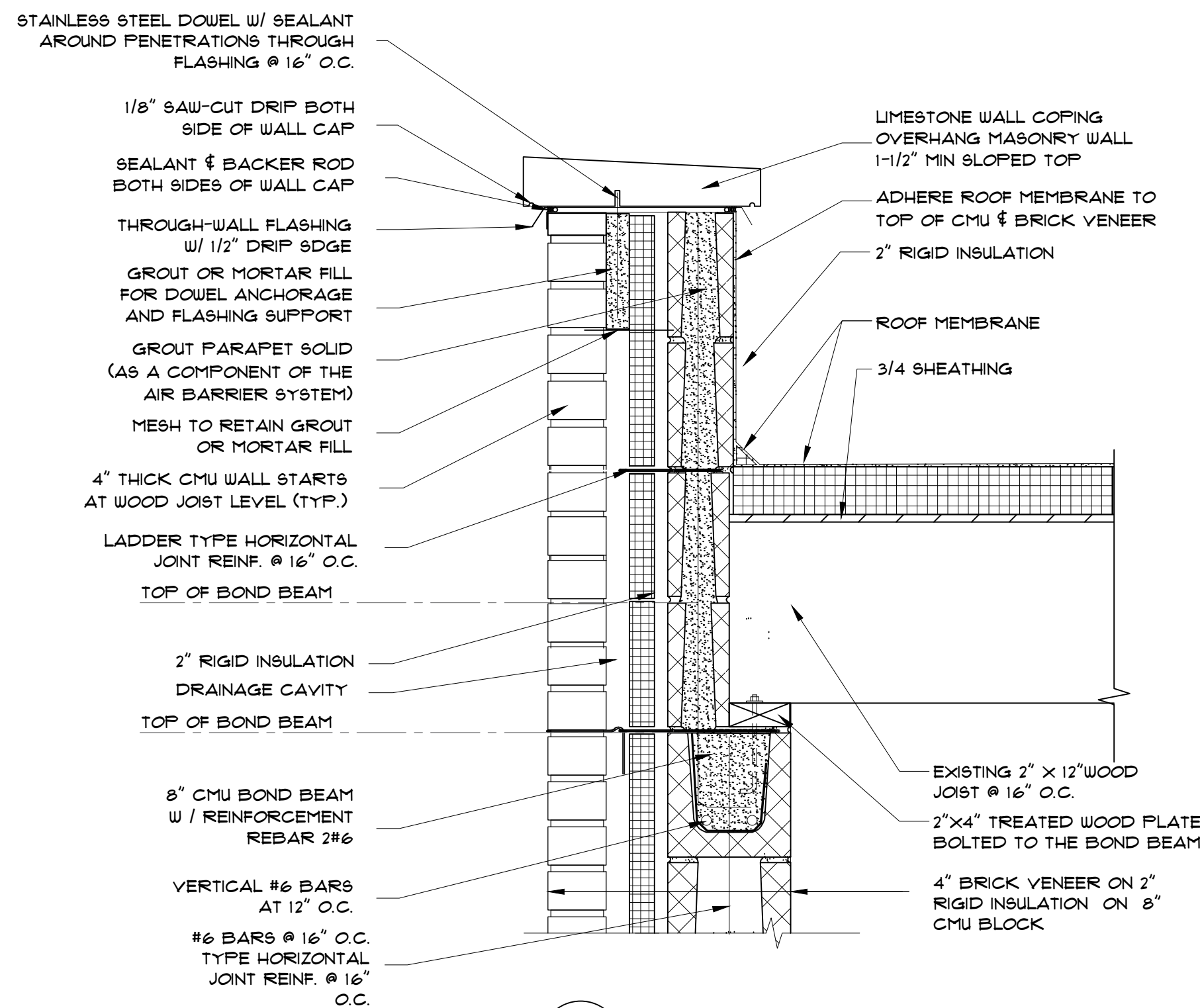
**A-1**

**SEAL**

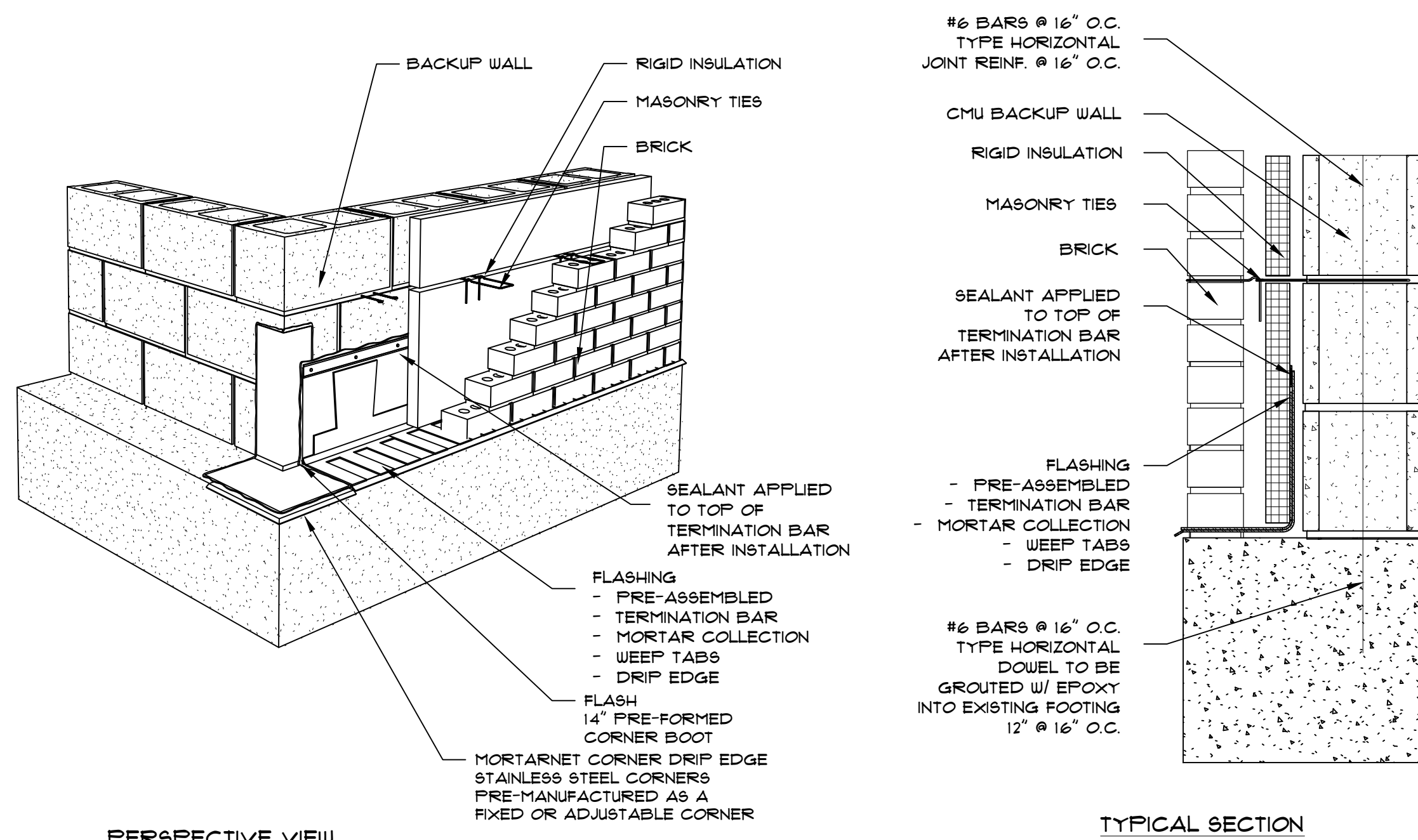




2 WINDOW HEAD & SILL DETAIL  
SCALE : 1-1/2" = 1'-0"



3 PARAPET DETAIL  
SCALE : 1-1/2" = 1'-0"



1 BRICK & CMU WALL DETAIL  
SCALE : 1-1/2" = 1'-0"

#### GENERAL DEMOLITION NOTES

- CONTRACTOR TO FIELD VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO COMMENCEMENT OF WORK.
- REMOVE ALL EXISTING FLOOR, WALL AND CEILING FINISHES AS REQUIRED, AND PREPARE ALL SURFACES TO RECEIVE NEW FINISHES AS REQUIRED UNLESS NOTED OTHERWISE.
- AT AREAS OF DEMOLITION, WHERE ADJACENT MATERIALS REMAIN, CONTRACTOR TO PATCH EXISTING TO MATCH EXISTING CONSTRUCTION AND FINISHES.
- THE CONTRACTOR SHALL REMOVE ALL ITEMS NOT DENOTED AS BEING RELOCATED FROM THE SITE. ALL MATERIALS INDICATED FOR DEMOLITION REMAIN THE PROPERTY OF THE OWNER UNLESS NOTED OTHERWISE.
- CUTTING OF EXISTING CONSTRUCTION FOR THE INSTALLATION OF ALL NEW WORK BY ALL TRADES, AND SUBSEQUENT PATCHING THEREOF, SHALL THE RESPONSIBILITY OF THE GENERAL CONTRACTOR, WHETHER THE WORK IS DONE BY HIS OWN FORCES OR NOT. DAMAGE RESULTING FROM FROM CROCKED CUT AND UNACCEPTABLE PATCHING SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR TO AN EXTENT ACCEPTANCE TO THE OWNER.
- CONTRACTOR SHALL PROVIDE ALL TEMPORARY MEASURES AT NEW EXTERIOR OR INTERIOR OPENINGS AS REQUIRED TO KEEP BUILDING WEATHER TIGHT AND CLEAN THROUGHOUT CONSTRUCTION.
- CONTRACTOR SHALL CLEAN AND INSPECT ALL FIXTURES AND MATERIALS INDICATED FOR SALVAGE AND RE-USE PRIOR TO INSTALLATION. MATERIALS SHALL BE INSPECTED FOR PROPER OPERATION AND COMPLIANCE WITH ALL APPLICABLE CODES. DAMAGED OR DEFECTIVE MATERIALS THAT CANNOT BE PROPERLY REPAIRED SHALL BE DISPOSED.
- WHEN UNCERTAINTY EXISTS AS TO WHETHER AN ITEM IS TO BE REMOVED OR DEMOLISHED, CONSULT THE ARCHITECT PRIOR TO REMOVAL WHERE THE CONTRACTOR BELIEVES THAT DEMOLITION OR REMOVAL OF AN ITEM MAY CAUSE DAMAGE TO OR MAY JEOPARDIZE AN ADJACENT ITEM INTENDED TO REMAIN, CONSULT THE ARCHITECT PRIOR TO REMOVAL. A VISUAL INSPECTION SHALL BE PERFORMED BY THE ARCHITECT TO IDENTIFY ANY ADDITIONAL MISCELLANEOUS ITEMS TO BE REMOVED. THE ARCHITECT SHALL NOTIFY THE CONTRACTOR OF SUCH ADDITIONAL MISCELLANEOUS ITEMS BY PHYSICAL MARKING OR WRITTEN LIST.
- CONTRACTOR SHALL TAKE ALL SAFETY MEASURES TO BRACE AND FASTEN STRUCTURAL COMPONENTS OF THE EXISTING ROOF BEFORE THE DEMOLITION OF THE BEARING WALL.

#### FIELD CONDITIONS:

- THE GENERAL CONTRACTOR AND EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR FIELD CHECKING ALL EXISTING CONDITIONS AND FOR FITTING THEIR WORK TO NEW AND EXISTING WORK. NOTICE MUST BE IMMEDIATELY GIVEN TO THE ARCHITECT WHERE THERE ARE INCONSISTENT OR CONFLICTING DIMENSIONS ON THE DRAWING AND FOR WHERE THERE IS A CONFLICT IN THE WORK OF THE INDIVIDUAL TRADE AND/OR CONDITIONS FOUND IN THE FIELD.
- EACH CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL WORK HE OR SHE PERFORMED.
- IN GENERAL, UNLESS OTHERWISE INDICATED ON THE DRAWINGS, FORTY-EIGHT HOURS BEFORE ANY EXCAVATING WORK IS DONE, CONTACT MISS "DIG" @ 1-800-482-1111

#### INSULATION

- RIGID INSULATION SHALL BE THE THICKNESS INDICATED ON DRAWINGS. ALL RIGID INSULATION, UNLESS OTHERWISE NOTED, SHALL BE FACED WITH A VAPOR BARRIER. ALL VAPOR BARRIER FACED INSULATION SHALL BE INSTALLED WITH THE VAPOR BARRIER TO THE WINTER WARM SIDE OF THE CONSTRUCTION.

#### GYPSTUM BOARD

- GYPSTUM BOARD FOR ALL AREAS, UNLESS OTHERWISE NOTED, SHALL BE 1/2" REGULAR TAPERED EDGE TYPE. JOINTS SHALL BE TAPED AND FINISHED IN ACCORDANCE WITH THE MANUFACTURES PRINTED INSTRUCTIONS.

#### SPECIAL CONDITIONS:

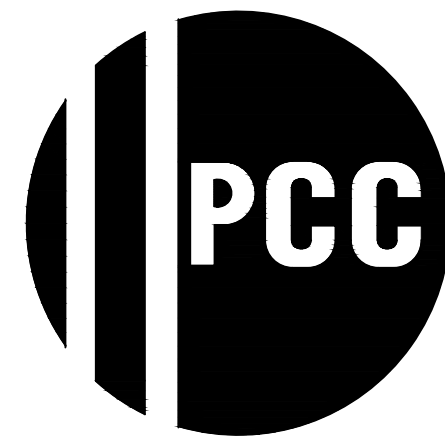
- THE OWNER, GENERAL CONTRACTOR, EACH INDIVIDUAL SUBCONTRACTOR AND MATERIAL MAN AGREE TO SAVE THE ARCHITECT HARMLESS, AS A RESULT OF ANY INJURY OR DAMAGE THAT MAY OCCUR TO ANY INDIVIDUAL OR PROPERTY DURING CONSTRUCTION.
- ALL WORK SHALL PROCEED IN STRICT ACCORDANCE WITH LOCAL, STATE AND FEDERAL SAFETY CODES, STATUTES AND RECOGNIZED STANDARDS.
- THE GENERAL CONTRACTOR SHALL OBTAIN THE GENERAL BUILDING PERMIT(S), PAY ALL FEES AND ARRANGE FOR ALL INSPECTIONS FOR HIS WORK. NO MATERIALS OR CONSTRUCTION PROCEDURES SHALL BE UTILIZED ON THIS PROJECT WHICH ARE PROHIBITED BY LAW OR SHALL CAUSE A HARMFUL EFFECT ON THE ENVIRONMENT OR TO ANY PERSON ON THE SITE DURING CONSTRUCTION AND AFTER THE COMPLETION OF CONSTRUCTION.

#### INSURANCE:

- EACH CONTRACTOR SHALL BE RESPONSIBLE FOR THE LIABILITY AND COMPREHENSIVE INSURANCE AND FOR WORK DAMAGED BY IMPROPER WORKMANSHIP.
- THE OWNER SHALL PURCHASE AND MAINTAIN THE OWNER'S USUAL COVERAGE INSURANCE ON THE WORK WHICH INSURES TO THE OWNER'S BENEFIT. OPTIONALLY, THE OWNER MAY PURCHASE AND MAINTAIN OTHER INSURANCE FOR SELF-PROTECTION AGAINST CLAIMS WHICH MAY ARISE FROM OPERATIONS DURING CONSTRUCTION.

#### GENERAL CONSTRUCTION NOTES

- DO NOT SCALE DRAWINGS. DIMENSIONS OF EXISTING CONDITIONS SHOWN ON PLANS ARE TO BE VERIFIED IN THE FIELD. DISCREPANCIES OR QUESTIONS REGARDING DIMENSIONS SHOULD BE DIRECTED TO THE ATTENTION OF THE ARCHITECT.
- THE EXISTING LAYOUT AND DIMENSION ARE APPROXIMATE AND SHOULD BE USED FOR BIDDING PURPOSES ONLY. FIELD VERIFICATION OF ALL EXISTING CONDITIONS SHALL BE UTILIZED PRIOR TO LAYOUT OR INSTALLATION OF ANY NEW CONSTRUCTION.
- ALL WORK PROVIDED AND INSTALLED BY THE CONTRACTOR SHALL MEET THE LATEST EDITIONS OF ALL STATE, LOCAL, FEDERAL AND N.E.C. REGULATIONS AND CODES.
- ALL INTERIOR DIMENSIONS ARE TO FINISH FACE OF GYPSTUM BOARD UNLESS NOTED OTHERWISE.
- PATCH ALL REMAINING WALLS, FLOORS AND CEILINGS AT DEMOLITION LOCATIONS TO MATCH EXISTING OR PREPARE TO RECEIVE NEW FINISHES AND TEXTURES AS REQUIRED.
- ALL INTERIOR FINISHES SHALL BE IN ACCORDANCE WITH 2015 MICHIGAN BUILDING CODE.
- THE CONTRACTOR SHALL COORDINATE ALL WALL, CEILING, FLOOR, ETC. FINISHES, LOCATIONS AND MATERIAL SPECIFICATIONS WITH THE OWNER PRIOR TO CONSTRUCTION.
- ALL WORK SHALL BE DONE ACCORDING TO APPLICABLE BUILDING CODES AND ORDINANCE AS WELL AS THE BEST PRACTICE AND STANDARD OF THE TRADE. SUBCONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING PROPER PERMITS AND PAYING ALL PAYABLE FEES.
- EACH SUBCONTRACTOR IS SOLELY RESPONSIBLE TO BE INFORMED, TO PROVIDE FOR AND MAINTAIN SAFETY OF OPERATING EQUIPMENT AND HANDLING OF MATERIALS. THE CONTRACTOR SHALL COMPLY WITH SAFETY STANDARD OF OSHA, AND ANY OTHER STANDARD ENFORCEABLE BY LAW.



PROFESSIONAL  
CONSULTING  
COMPANY Inc.

16910 W. WARREN  
DETROIT, MI 48228  
PH:(313) 583-0550  
FAX:(313) 583-0551

DRAWN BY  
AM

APPROVED BY  
TN

#### PROJECT

FACADE REPAIR

#### OWNER'S NAME

ISSAM SAYED  
AHMAD

#### ADDRESS

13355 MICHIGAN AVE.  
DEARBORN, MI  
48126

#### PROJECT NO.

DATE : 11/16/2021

REV :

#### SCALE

1/4" = 1'-0"

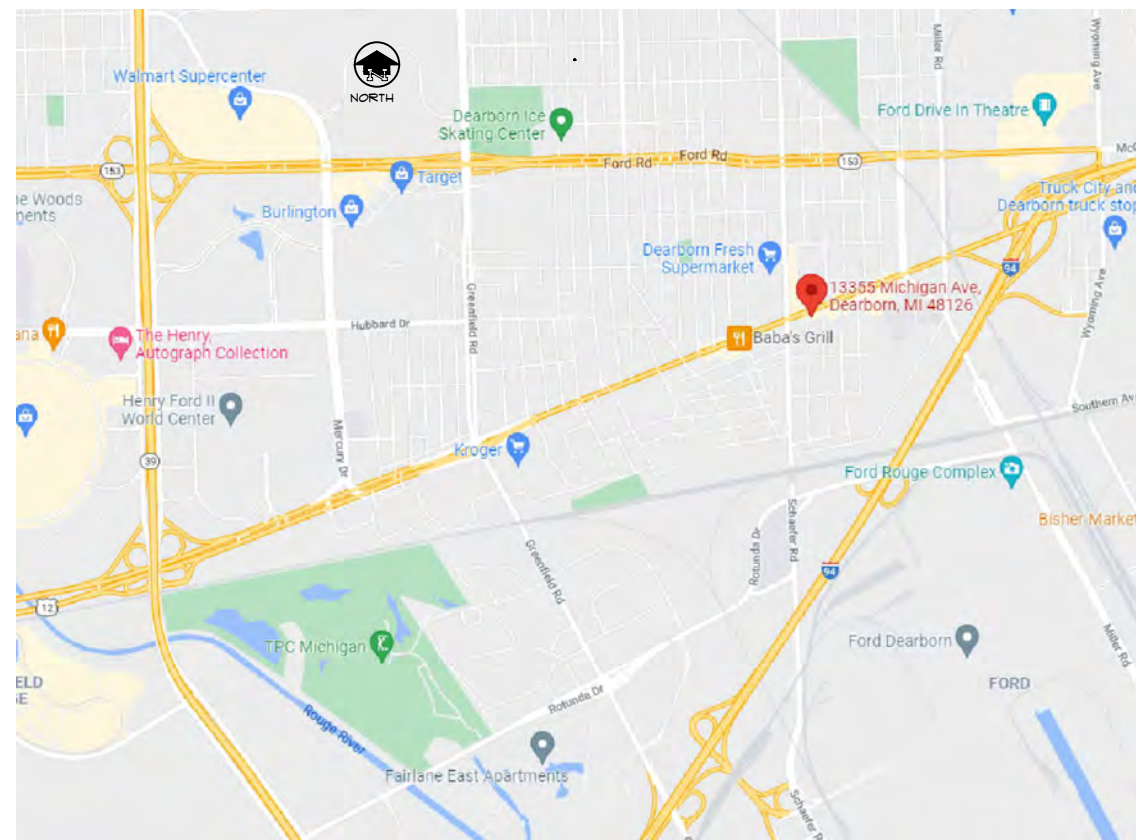
#### SHEET TITLE

SECTIONS

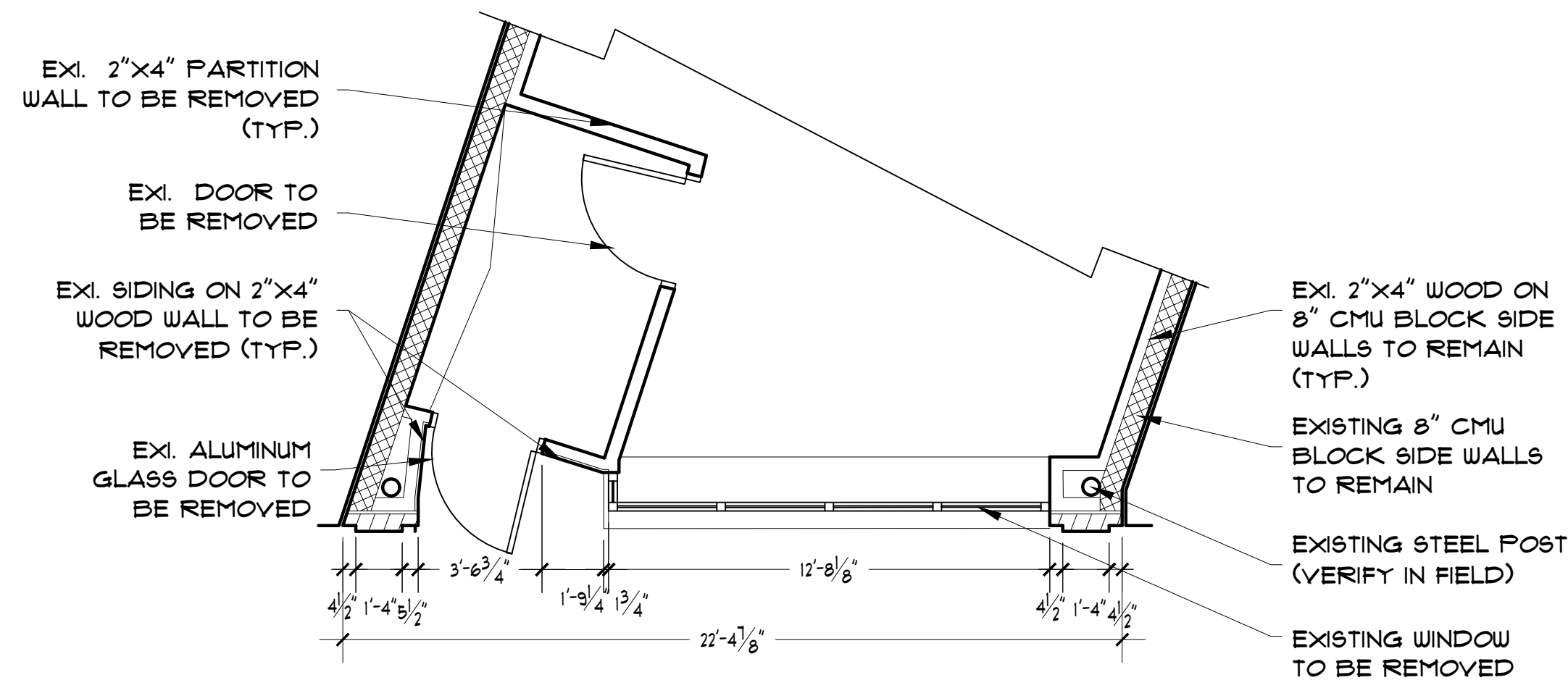
A-2

SEAL

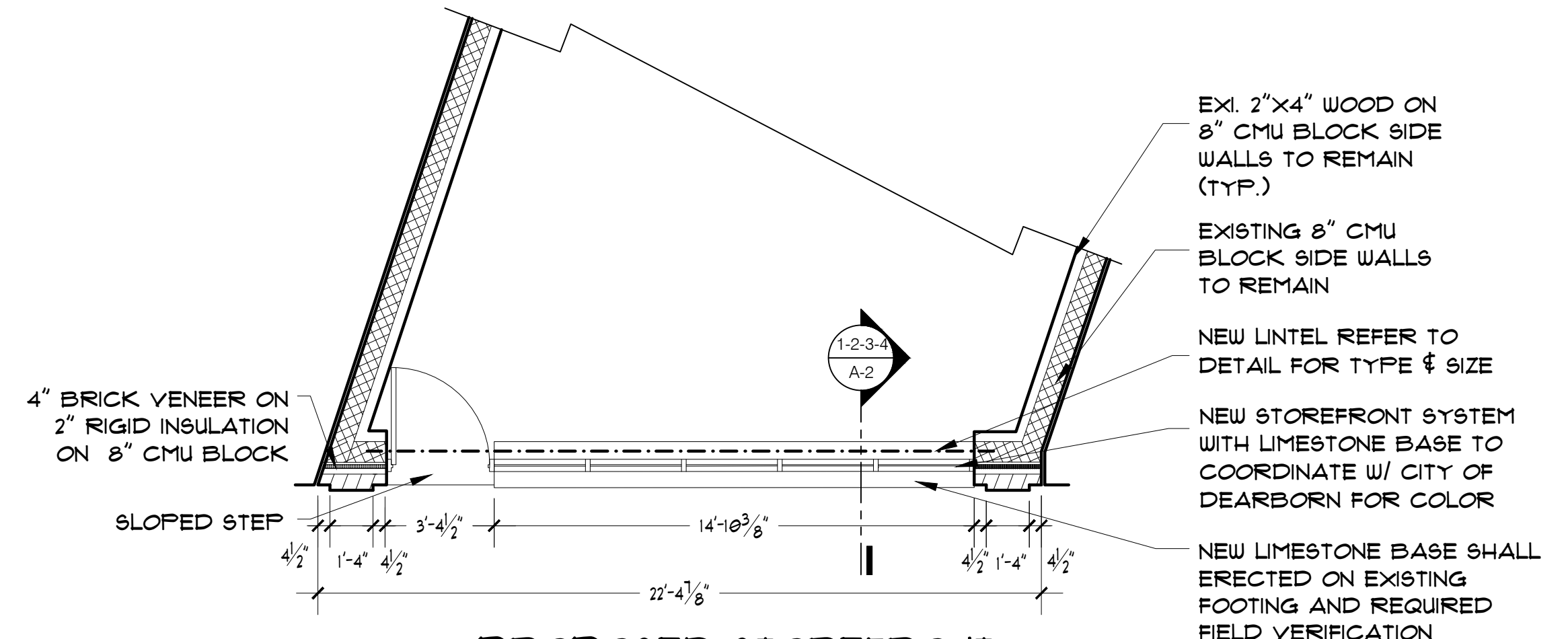




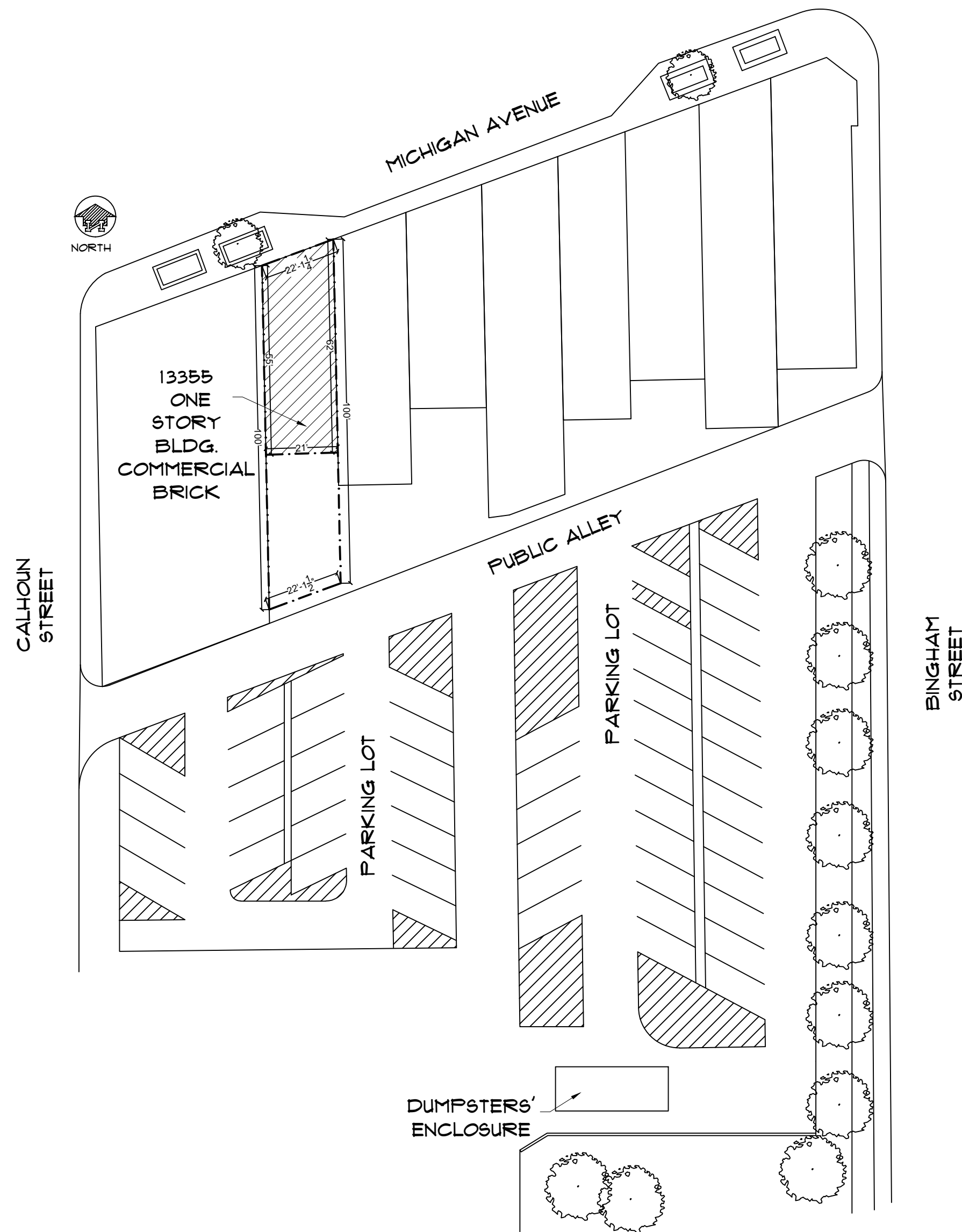
SITE LOCATION  
NOT TO SCALE



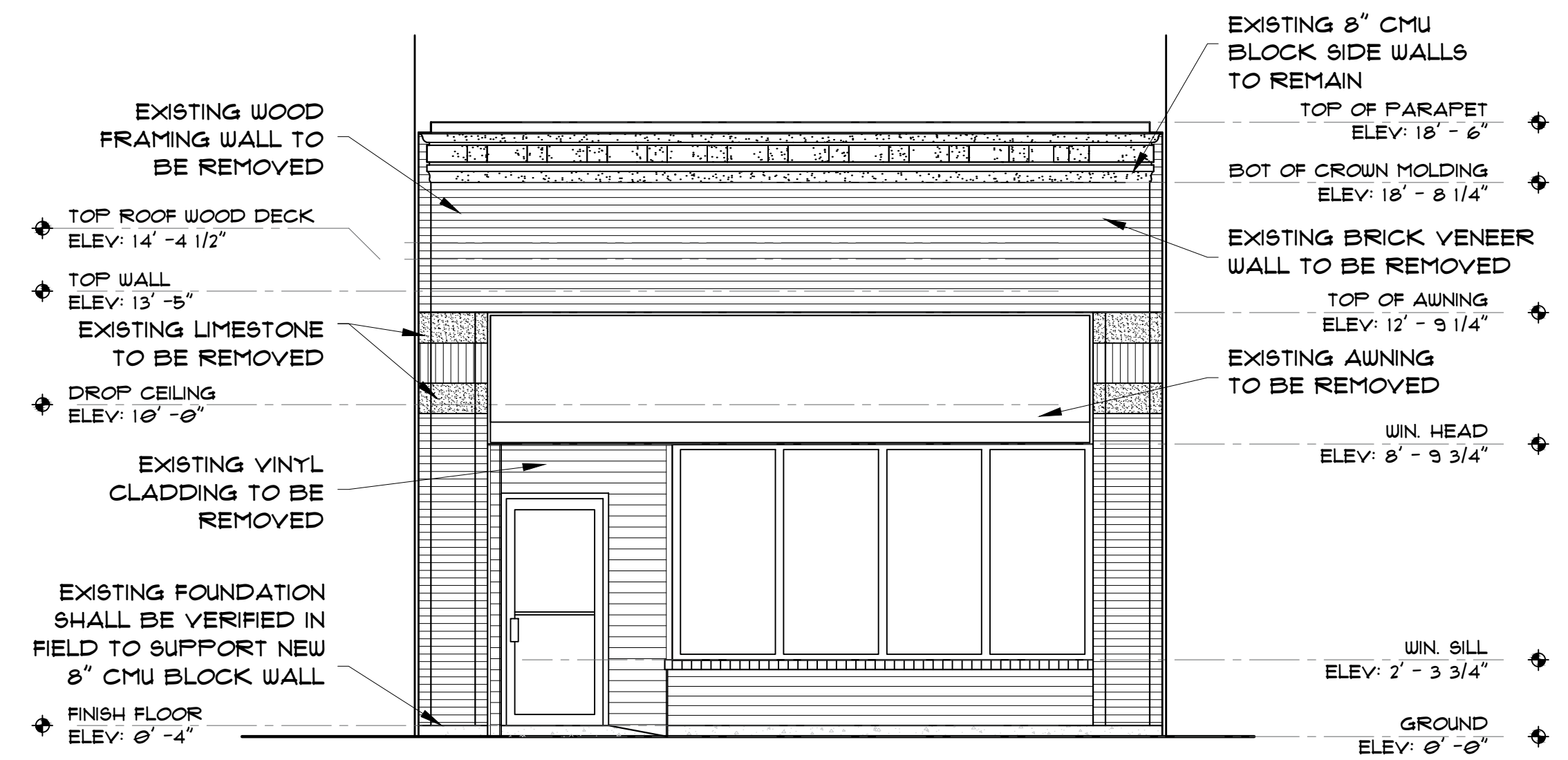
EXISTING STOREFRONT  
SCALE: 1/4" = 1'-0"



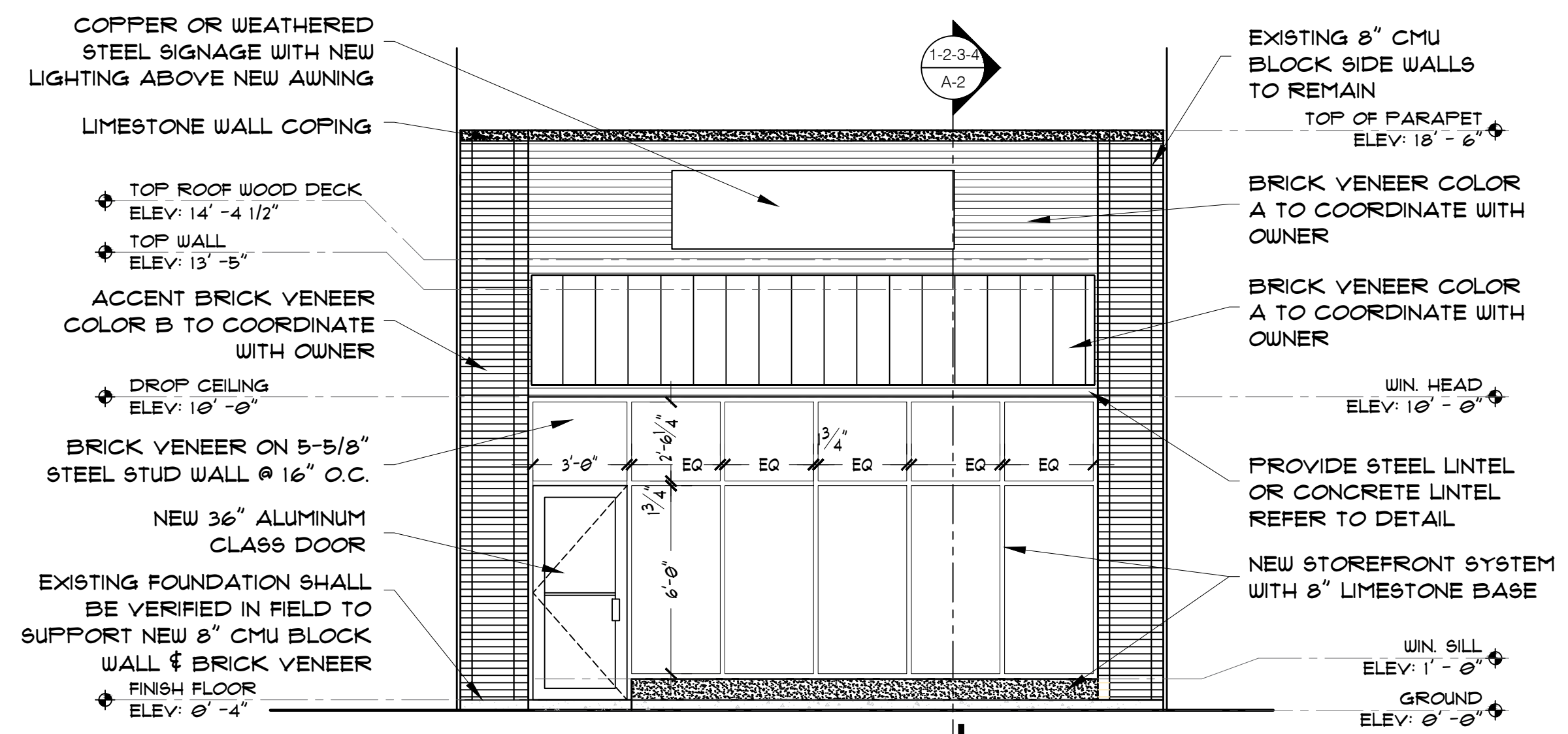
PROPOSED STOREFRONT  
SCALE: 1/4" = 1'-0"



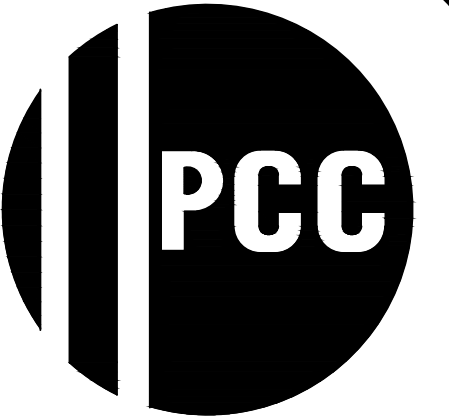
SITE PLAN  
NOT TO SCALE



EXISTING ELEVATION  
SCALE: 1/4" = 1'-0"



PROPOSED ELEVATION  
SCALE: 1/4" = 1'-0"



PROFESSIONAL  
CONSULTING  
COMPANY Inc.

16910 W. WARREN  
DETROIT, MI 48228  
PH: (313) 583-0550  
FAX: (313) 583-0551

DRAWN BY  
AM

APPROVED BY  
TN

PROJECT

FACADE REPAIR

OWNER'S NAME

ISSAM SAYED  
AHMAD

ADDRESS

13355 MICHIGAN AVE.  
DEARBORN, MI  
48126

PROJECT NO.

DATE: 01/05/2022

REV:

SCALE

NOT TO SCALE  
1/4" = 1'-0"

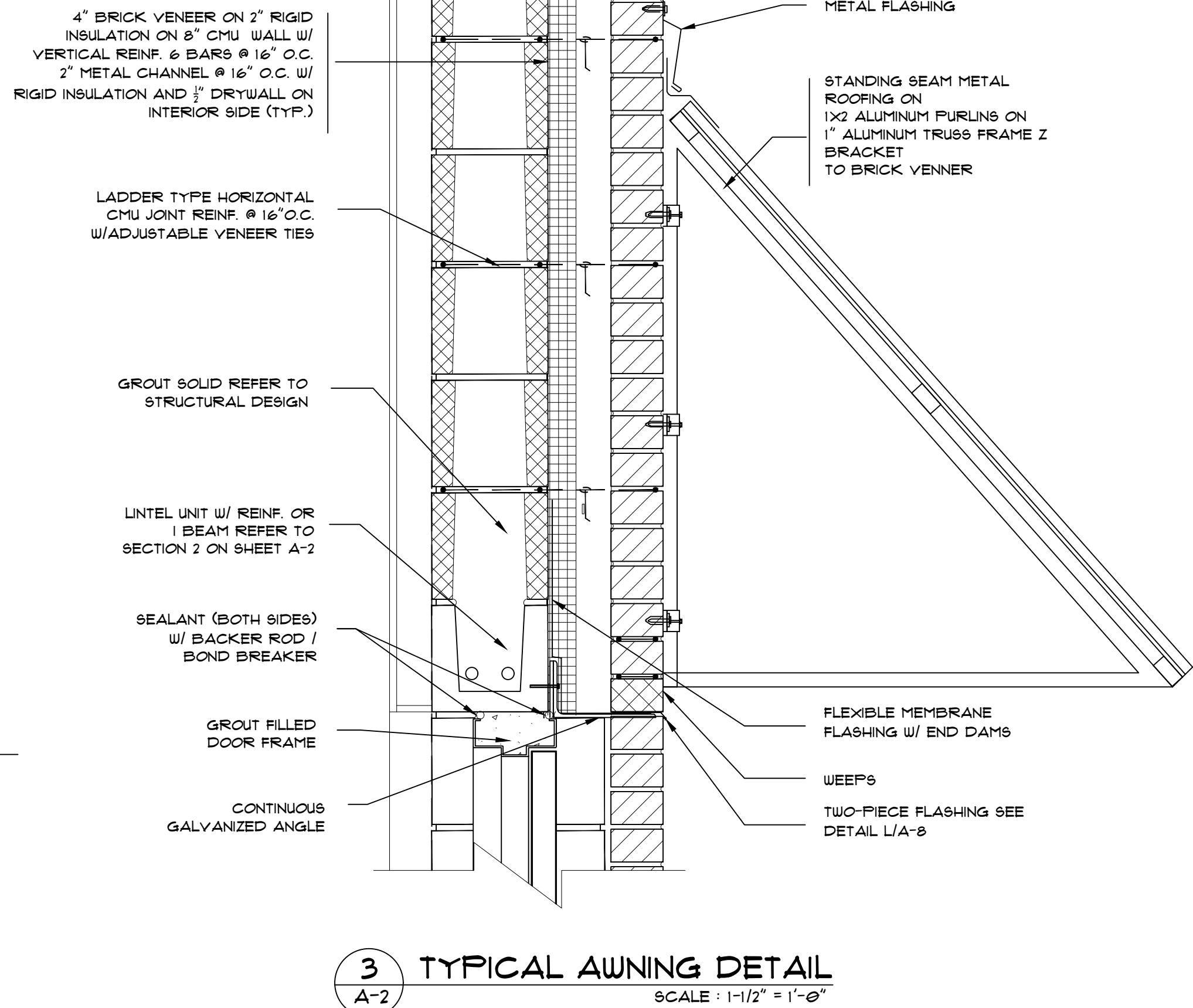
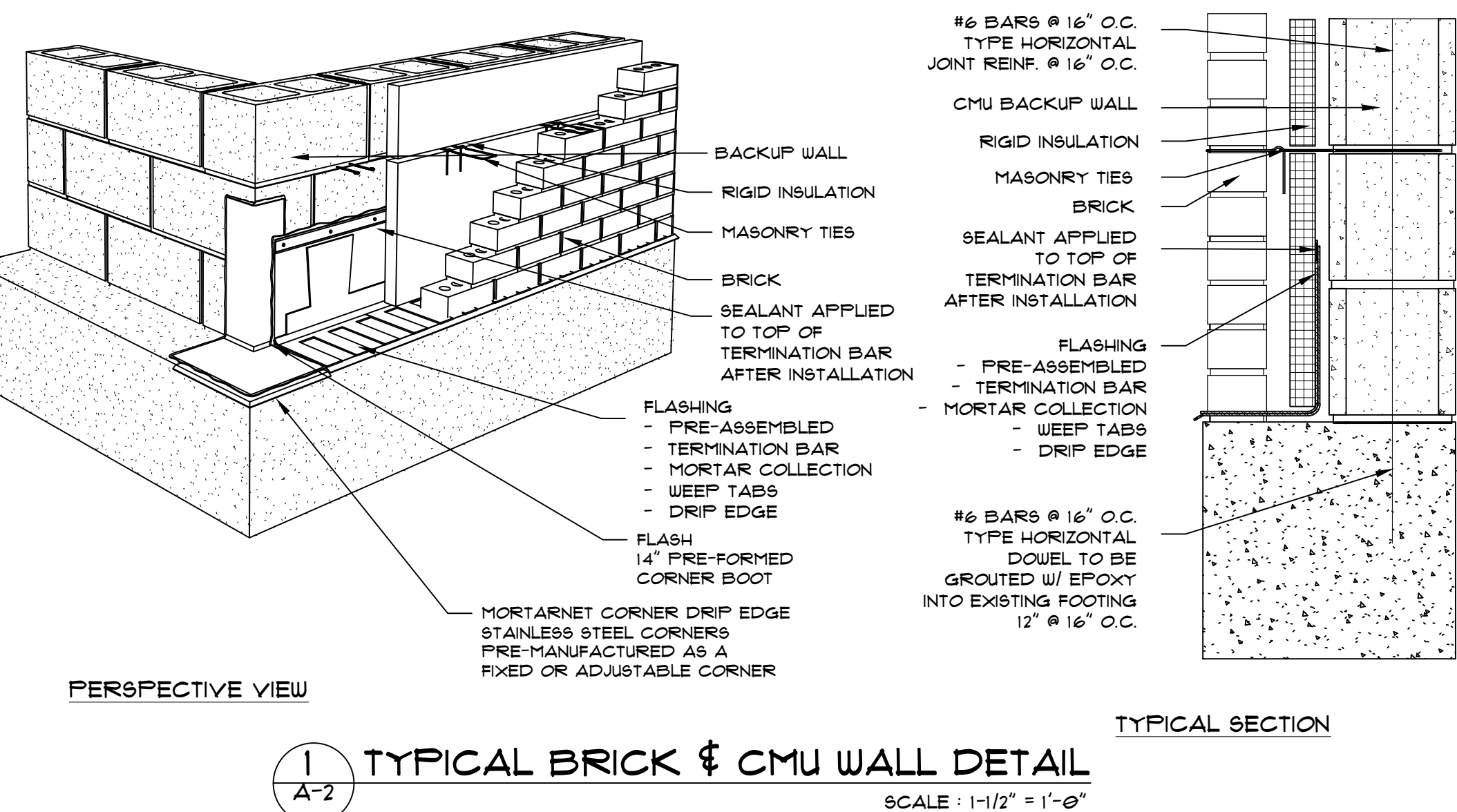
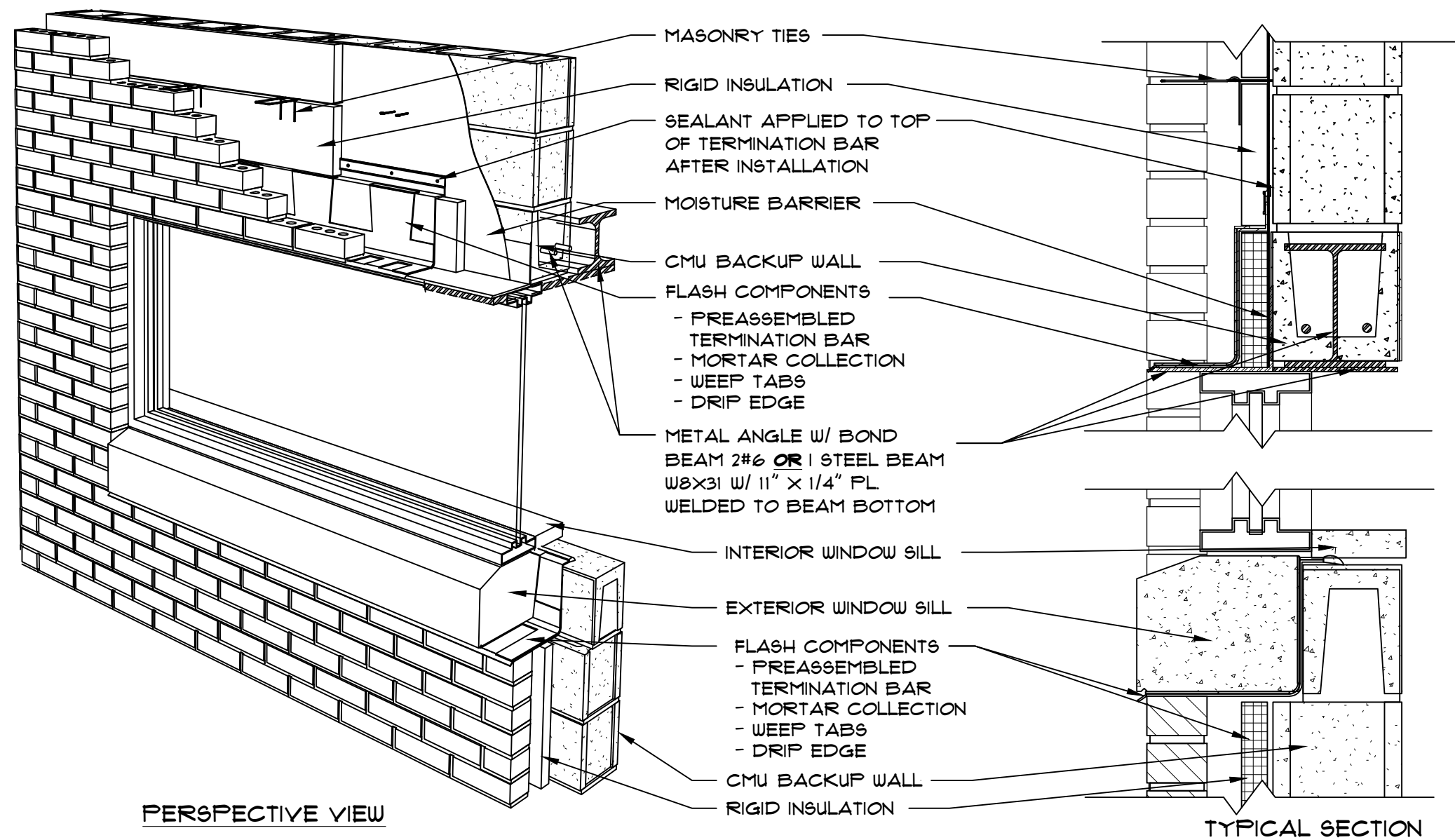
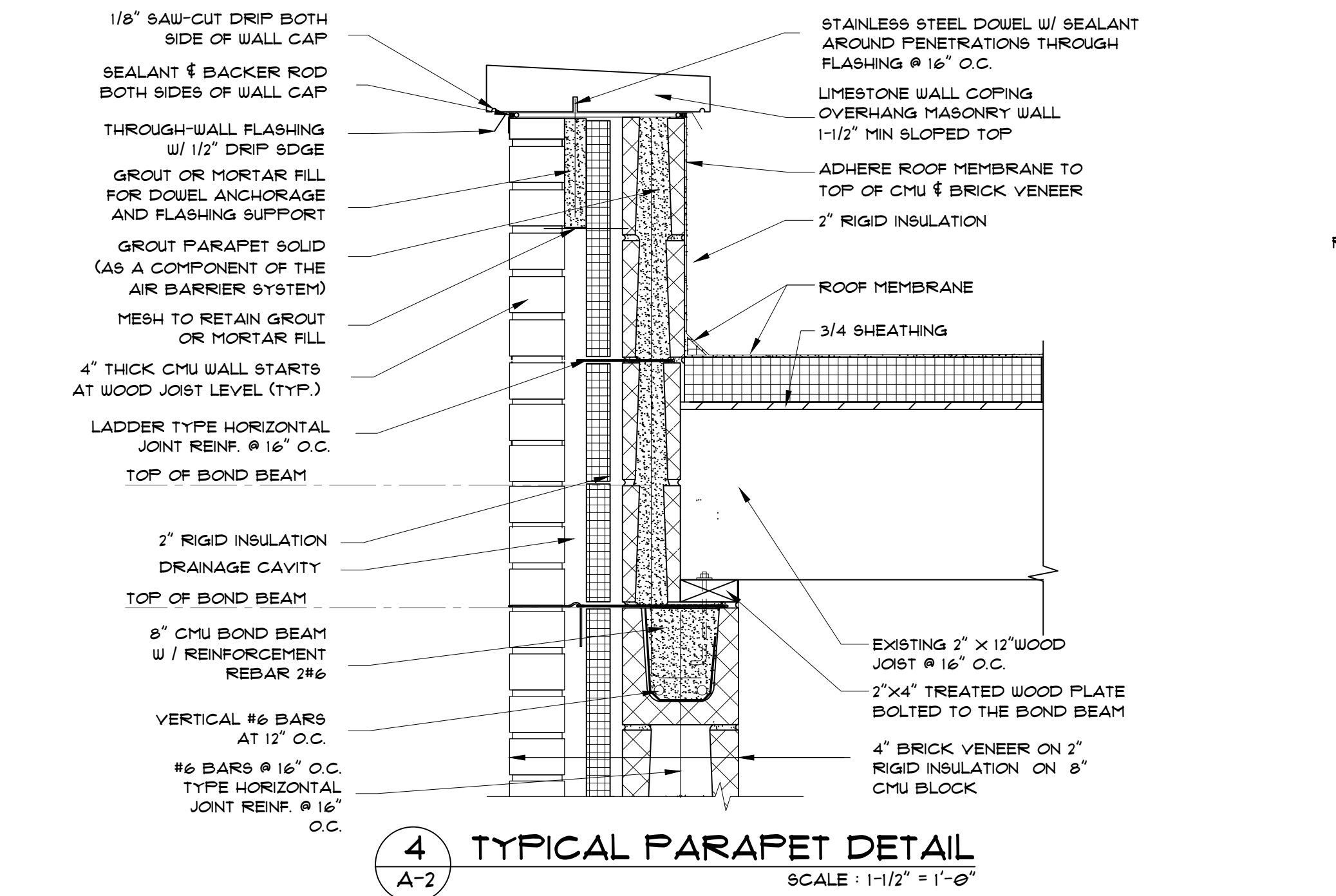
SHEET TITLE

SITE PLAN, EXISTING  
& PROPOSED FLOOR  
AND ELEVATION

A-1

SEAL





#### GENERAL DEMOLITION NOTES

- CONTRACTOR TO FIELD VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO COMMENCEMENT OF WORK.
- REMOVE ALL EXISTING FLOOR, WALL AND CEILING FINISHES AS REQUIRED, AND PREPARE ALL SURFACES TO RECEIVE NEW FINISHES AS REQUIRED UNLESS NOTED OTHERWISE.
- AT AREAS OF DEMOLITION, WHERE ADJACENT MATERIALS REMAIN, CONTRACTOR TO PATCH EXISTING TO MATCH EXISTING CONSTRUCTION AND FINISHES.
- THE CONTRACTOR SHALL REMOVE ALL ITEMS NOT DENOTED AS BEING RELOCATED FROM THE SITE. ALL MATERIALS INDICATED FOR DEMOLITION REMAIN THE PROPERTY OF THE OWNER UNLESS NOTED OTHERWISE.
- CUTTING OF EXISTING CONSTRUCTION FOR THE INSTALLATION OF ALL NEW WORK BY ALL TRADES, AND SUBSEQUENT PATCHING THEREOF, SHALL THE RESPONSIBILITY OF THE GENERAL CONTRACTOR, WHETHER THE WORK IS DONE BY HIS OWN FORCES OR NOT. DAMAGE RESULTING FROM FROM CROCKED CUT AND UNACCEPTABLE PATCHING SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR TO AN EXTENT ACCEPTANCE TO THE OWNER.
- CONTRACTOR SHALL PROVIDE ALL TEMPORARY MEASURES AT NEW EXTERIOR OR INTERIOR OPENINGS AS REQUIRED TO KEEP BUILDING WEATHER TIGHT AND CLEAN THROUGHOUT CONSTRUCTION.
- CONTRACTOR SHALL CLEAN AND INSPECT ALL FIXTURES AND MATERIALS INDICATED FOR SALVAGE AND RE-USE PRIOR TO INSTALLATION. MATERIALS SHALL BE INSPECTED FOR PROPER OPERATION AND COMPLIANCE WITH ALL APPLICABLE CODES. DAMAGED OR DEFECTIVE MATERIALS THAT CANNOT BE PROPERLY REPAIRED SHALL BE DISPOSED.
- WHEN UNCERTAINTY EXISTS AS TO WHETHER AN ITEM IS TO BE REMOVED OR DEMOLISHED, CONSULT THE ARCHITECT PRIOR TO REMOVAL WHERE THE CONTRACTOR BELIEVES THAT DEMOLITION OR REMOVAL OF AN ITEM MAY CAUSE DAMAGE TO OR MAY JEOPARDIZE AN ADJACENT ITEM INTENDED TO REMAIN, CONSULT THE ARCHITECT PRIOR TO REMOVAL. A VISUAL INSPECTION SHALL BE PERFORMED BY THE ARCHITECT TO IDENTIFY ANY ADDITIONAL MISCELLANEOUS ITEMS TO BE REMOVED. THE ARCHITECT SHALL NOTIFY THE CONTRACTOR OF SUCH ADDITIONAL MISCELLANEOUS ITEMS BY PHYSICAL MARKING OR WRITTEN LIST.
- CONTRACTOR SHALL TAKE ALL SAFETY MEASURES TO BRACE AND FASTEN STRUCTURAL COMPONENTS OF THE EXISTING ROOF BEFORE THE DEMOLITION OF THE BEARING WALL.

#### FIELD CONDITIONS:

- THE GENERAL CONTRACTOR AND EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR FIELD CHECKING ALL EXISTING CONDITIONS AND FOR FITTING THEIR WORK TO NEW AND EXISTING WORK. NOTICE MUST BE IMMEDIATELY GIVEN TO THE ARCHITECT WHERE THERE ARE INCONSISTENT OR CONFLICTING DIMENSIONS ON THE DRAWING AND FOR WHERE THERE IS A CONFLICT IN THE WORK OF THE INDIVIDUAL TRADE AND/OR CONDITIONS FOUND IN THE FIELD.
- EACH CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL WORK HE OR SHE PERFORMED.
- IN GENERAL, UNLESS OTHERWISE INDICATED ON THE DRAWINGS, FORTY-EIGHT HOURS BEFORE ANY EXCAVATING WORK IS DONE, CONTACT MISS "DIG" @ 1-800-482-1111

#### INSULATION

- RIGID INSULATION SHALL BE THE THICKNESS INDICATED ON DRAWINGS. ALL RIGID INSULATION, UNLESS OTHERWISE NOTED, SHALL BE FACED WITH A VAPOR BARRIER. ALL VAPOR BARRIER FACED INSULATION SHALL BE INSTALLED WITH THE VAPOR BARRIER TO THE WINTER WARM SIDE OF THE CONSTRUCTION.

#### GYPSUM BOARD

- GYPSUM BOARD FOR ALL AREAS, UNLESS OTHERWISE NOTED, SHALL BE 1/2" REGULAR TAPERED EDGE TYPE. JOINTS SHALL BE TAPED AND FINISHED IN ACCORDANCE WITH THE MANUFACTURES PRINTED INSTRUCTIONS.

#### SPECIAL CONDITIONS:

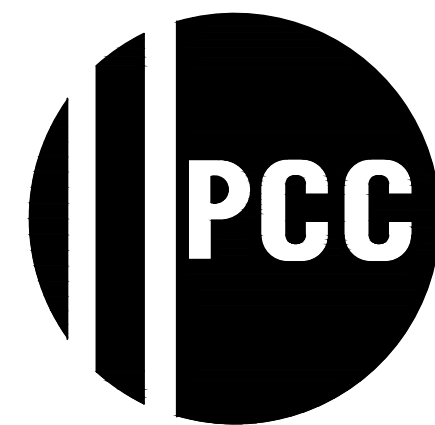
- THE OWNER, GENERAL CONTRACTOR, EACH INDIVIDUAL SUBCONTRACTOR AND MATERIAL MAN AGREE TO SAVE THE ARCHITECT HARMLESS, AS A RESULT OF ANY INJURY OR DAMAGE THAT MAY OCCUR TO ANY INDIVIDUAL OR PROPERTY DURING CONSTRUCTION.
- ALL WORK SHALL PROCEED IN STRICT ACCORDANCE WITH LOCAL, STATE AND FEDERAL SAFETY CODES, STATUTES AND RECOGNIZED STANDARDS.
- THE GENERAL CONTRACTOR SHALL OBTAIN THE GENERAL BUILDING PERMIT(S), PAY ALL FEES AND ARRANGE FOR ALL INSPECTIONS FOR HIS WORK. NO MATERIALS OR CONSTRUCTION PROCEDURES SHALL BE UTILIZED ON THIS PROJECT WHICH ARE PROHIBITED BY LAW OR SHALL CAUSE A HARMFUL EFFECT ON THE ENVIRONMENT OR TO ANY PERSON ON THE SITE DURING CONSTRUCTION AND AFTER THE COMPLETION OF CONSTRUCTION.

#### INSURANCE:

- EACH CONTRACTOR SHALL BE RESPONSIBLE FOR THE LIABILITY AND COMPREHENSIVE INSURANCE AND FOR WORK DAMAGED BY IMPROPER WORKMANSHIP.
- THE OWNER SHALL PURCHASE AND MAINTAIN THE OWNER'S USUAL COVERAGE INSURANCE ON THE WORK WHICH INSURES TO THE OWNER'S BENEFIT. OPTIONALLY, THE OWNER MAY PURCHASE AND MAINTAIN OTHER INSURANCE FOR SELF-PROTECTION AGAINST CLAIMS WHICH MAY ARISE FROM OPERATIONS DURING CONSTRUCTION.

#### GENERAL CONSTRUCTION NOTES

- DO NOT SCALE DRAWINGS. DIMENSIONS OF EXISTING CONDITIONS SHOWN ON PLANS ARE TO BE VERIFIED IN THE FIELD. DISCREPANCIES OR QUESTIONS REGARDING DIMENSIONS SHOULD BE DIRECTED TO THE ATTENTION OF THE ARCHITECT.
- THE EXISTING LAYOUT AND DIMENSION ARE APPROXIMATE AND SHOULD BE USED FOR BIDDING PURPOSES ONLY. FIELD VERIFICATION OF ALL EXISTING CONDITIONS SHALL BE UTILIZED PRIOR TO LAYOUT OR INSTALLATION OF ANY NEW CONSTRUCTION.
- ALL WORK PROVIDED AND INSTALLED BY THE CONTRACTOR SHALL MEET THE LATEST EDITIONS OF ALL STATE, LOCAL, FEDERAL AND N.E.C. REGULATIONS AND CODES.
- ALL INTERIOR DIMENSIONS ARE TO FINISH FACE OF GYPSUM BOARD UNLESS NOTED OTHERWISE.
- PATCH ALL REMAINING WALLS, FLOORS AND CEILINGS AT DEMOLITION LOCATIONS TO MATCH EXISTING OR PREPARE TO RECEIVE NEW FINISHES AND TEXTURES AS REQUIRED.
- ALL INTERIOR FINISHES SHALL BE IN ACCORDANCE WITH 2015 MICHIGAN BUILDING CODE.
- THE CONTRACTOR SHALL COORDINATE ALL WALL, CEILING, FLOOR, ETC. FINISHES, LOCATIONS AND MATERIAL SPECIFICATIONS WITH THE OWNER PRIOR TO CONSTRUCTION.
- ALL WORK SHALL BE DONE ACCORDING TO APPLICABLE BUILDING CODES AND ORDINANCE AS WELL AS THE BEST PRACTICE AND STANDARD OF THE TRADE. SUBCONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING PROPER PERMITS AND PAYING ALL PAYABLE FEES.
- EACH SUBCONTRACTOR IS SOLELY RESPONSIBLE TO BE INFORMED, TO PROVIDE FOR AND MAINTAIN SAFETY OF OPERATING EQUIPMENT AND HANDLING OF MATERIALS. THE CONTRACTOR SHALL COMPLY WITH SAFETY STANDARD OF OSHA, AND ANY OTHER STANDARD ENFORCEABLE BY LAW.



**PROFESSIONAL  
CONSULTING  
COMPANY Inc.**

16910 W. WARREN  
DETROIT, MI 48228  
PH:(313) 583-0550  
FAX:(313) 583-0551

DRAWN BY  
AM

APPROVED BY  
TN

#### PROJECT

**FACADE REPAIR**

#### OWNER'S NAME

**ISSAM SAYED  
AHMAD**

#### ADDRESS

**13355 MICHIGAN AVE.  
DEARBORN, MI  
48126**

#### PROJECT NO.

DATE: 11/16/2021

REV:

#### SCALE

**NOT TO SCALE  
1-1/2" = 1'-0"**

#### SHEET TITLE

**SECTIONS**

**A-2**

#### SEAL



COPPER OR WEATHERED  
STEEL SIGNAGE WITH NEW  
LIGHTING ABOVE NEW AWNING

LIMESTONE WALL COPING

TOP ROOF WOOD DECK  
ELEV: 14' - 4 1/2"

TOP WALL  
ELEV: 13' - 5"

ACCENT BRICK VENEER  
COLOR B TO COORDINATE  
WITH OWNER

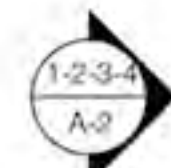
DROP CEILING  
ELEV: 10' - 0"

BRICK VENEER ON 5-5/8"  
STEEL STUD WALL @ 16" O.C.

NEW 36" ALUMINUM  
CLASS DOOR

EXISTING FOUNDATION SHALL  
BE VERIFIED IN FIELD TO  
SUPPORT NEW 8" CMU BLOCK  
WALL & BRICK VENEER

FINISH FLOOR  
ELEV: 0' - 4"



EXISTING 8" CMU  
BLOCK SIDE WALLS  
TO REMAIN

TOP OF PARAPET  
ELEV: 18' - 6"

BRICK VENEER COLOR  
A TO COORDINATE WITH  
OWNER

BRICK VENEER COLOR  
A TO COORDINATE WITH  
OWNER

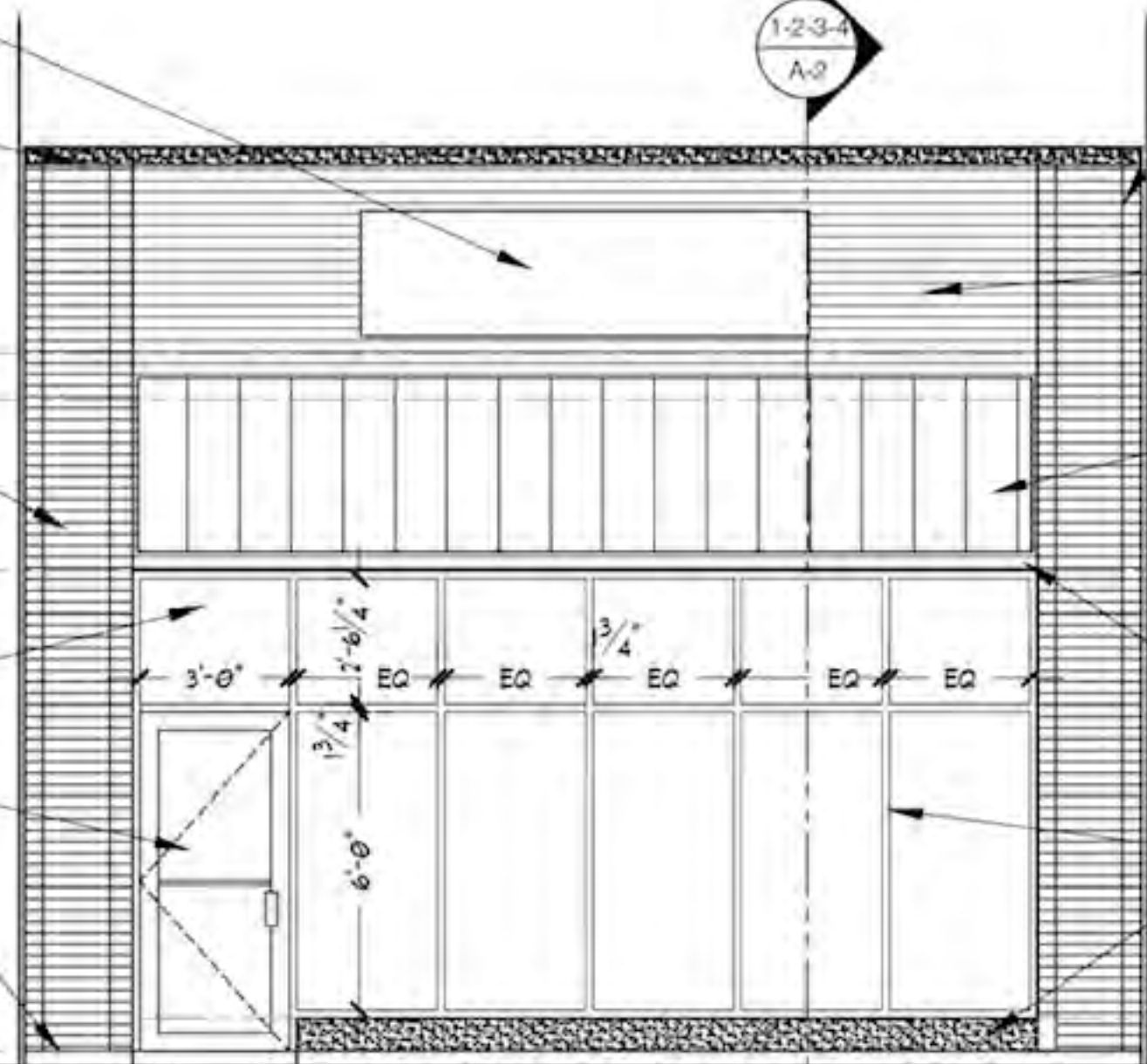
WIN. HEAD  
ELEV: 10' - 0"

PROVIDE STEEL LINTEL  
OR CONCRETE LINTEL  
REFER TO DETAIL

NEW STOREFRONT SYSTEM  
WITH 8" LIMESTONE BASE

WIN. SILL  
ELEV: 1' - 0"

GROUND  
ELEV: 0' - 0"



# PROPOSED ELEVATION

SCALE: 1/4" = 1' - 0"

⇒ APPLICATION ⇒

Application Date 10 / 26 / 2021

Business

Name GALATA SWEETS

Property Address 1035 MASON ST Suite 102

Business Owner IMAD MOHAMAD

Business Owner

Address 6022 N BEECH DALEY RD

Business Owner \_\_\_\_\_

Business Owner Phone 313 744 0333 Email INFO@GALATASWEETSUSA.COM

Property Owner ALI NASSER

Property Owner Address 7 1/2 W LANE

Property Owner Phone 313 485-1411 Email ALIKNASSER@GMAIL.COM

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

Is this business expanding? Yes ☒ No

Amount of square footage to be added to building N/A

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

If relocating, when was this business established? N/A

If relocating, please list current address N/A

Estimated start date of project 01 / 01 / 2022

Estimated completion date of project 08 / 01 / 2022

Total cost of project \$ 720,000 Amount requested \$ 2500 + 7500 BUILD UP

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

10-26-2021  
\_\_\_\_\_  
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](mailto:info@downtowndearborn.org)

313-943-3141

For more info about Downtown Dearborn events and projects visit [www.downtowndearborn.org](http://www.downtowndearborn.org).



To whom it may concern,

Galata sweets bakery/coffee shop was influenced by showcasing our Turkish family heritage here in the USA. I remember when I first moved to the USA in 2010 I was always looking with family for a restaurant or bakery that is Turkish or serves Turkish food but there was none in the Detroit metro area. So I came up with the idea of opening a Turkish style bakery, this will definitely bring more diversity to the city of Dearborn and especially downtown west Dearborn. Serving a full menu of Turkish sweets, bakery and beverages items, it will attract more people to the downtown area coming from various parts of metro Detroit and the state of Michigan to discover a new culture. I've attached the estimate of the work done and all the plans.

Thank you,

Regards,  
Imad Mohamad





FOR LEASE  
313-465-1471

22084  
WEST VILLAGE  
LOFTS



# Eastern Michigan Builders

IMPROVEMENT TYPE	TOTAL CONTRACT
Electrical	\$ 12,000.00
HVAC-Ductwork	\$ 3,600.00
PLUMBING	\$ 8,700.00
FLOORING	\$ 6,000.00
PAINTING	\$ 3,100.00
KITCHEN EXHAUST	\$ 9,000.00
CARPENTERS	\$ 4,000.00
INTERIOR DISPLAYS & DÉCOR	\$ 12,000.00
TILE LABOR AND MATERIAL	\$ 3,500.00
DUMPSTERS AND CLEAN UP	\$ 1,000.00
EXTERIOR SIGNAGE	\$ 5,000.00
INTERIOR DOOR,HARDWARE,MISC	\$ 3,000.00
INTERIOR TRIM MATERIALS	\$ 2,500.00
GRANITE COUNTER TOPS	\$ 4,000.00
MANAGEMENT FEE	\$ 9,000.00
KITCHEN EQUIPMENT/TABLES CHAIRS	\$ 50,000.00
PERMITS AND LICENSES	\$ 1,400.00
BUILDING MATERIAL	\$ 1,500.00
CONTINGENCY	\$ 10,000.00
TOTAL	
	\$149,300.00

We are pleased to submit the proposal above for: Imad Mohamad

Project location:

Galata Sweets

1031 Mason Street

Dearborn, MI 48124

PO Box 7281 Dearborn, MI 48124



# GATALA SWEETS BUDGET

Owner: IMAD MOHAMAD

Project Address: 1035 MASON SUITE 200 DEARBORN MI.

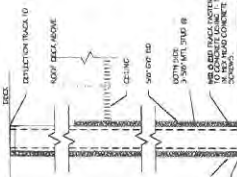
DATE: 06/03/22

	NAME OF CONTRACTOR	IMPROVEMENT TYPE	TOTAL CONTRACT	CHANGE ORDER	ADJUSTED CONTRACT	AMOUNTS PAID	AMOUNT CURRENTLY OWING	BALANCE TO COMPLETE
1	All Electrical Services	Electrical	\$ 15,175.00	\$ 4,825.00	\$ 20,000.00		\$ 5,000.00	\$ 15,000.00
2	Mechanical Heating & Cooling	HVAC-Ductwork	\$ 3,800.00	\$ -	\$ 3,800.00	\$ 2,778.55		\$ 1,021.45
3	CLARK PLUMBING	PLUMBING	\$ 11,800.00		\$ 11,800.00	\$ 6,000.00		\$ 5,800.00
4	DECORAMA	FLOORING	\$ 7,500.00		\$ 7,500.00	\$ 5,909.54		\$ 1,590.46
5	Green Builders Plus	PAINTING	\$ 2,900.00		\$ 2,900.00	\$ 940.00		\$ 1,960.00
6	Mechanical Heating & Cooling	Make-Up Air	\$ 8,850.00	\$ 1,350.00	\$ 10,200.00	\$ 10,200.00	\$ -	\$ -
7	Green Builders Plus	TRIM CARPENTERS	\$ 4,500.00		\$ 4,500.00		\$ 2,560.26	\$ 1,939.74
8	Green Builders Plus	INTERIOR DISPLAYS & DÉCOR	\$ 15,000.00		\$ 15,000.00	\$ 2,778.54		\$ 12,221.46
9	Green Builders Plus	TILE LABOR	\$ 3,800.00	\$ 3,200.00	\$ 7,000.00	\$ 7,000.00		\$ -
10	Green Builders Plus	DUMPSTERS AND CLEAN UP	\$ 1,250.00		\$ 1,250.00			\$ 1,250.00
11	STIXLE SERVICES	EXTERIOR SIGNAGE	\$ 5,200.00	\$ 7,300.00	\$ 12,500.00	\$ 2,778.55		\$ 9,721.45
12	Green Builders Plus	INTERIOR FIXTURES	\$ 2,500.00		\$ 2,500.00			\$ 2,500.00
13	STELLAR HARDWOOD	INTERIOR TRIM MATERIALS	\$ 1,500.00		\$ 1,500.00			\$ 1,500.00
14	GRANITE SOURCE	GRANITE COUNTER TOPS	\$ 3,500.00		\$ 3,500.00	\$ 1,750.00		\$ 1,750.00
15	Green Builders Plus	Construction Management Fee	\$ 10,000.00	\$ 5,645.80	\$ 15,645.80		\$ 6,500.98	\$ 9,144.82
16	BELL AND SONS/RESTURANT EQUIPPERS	KITCHEN EQUIPMENT/TABLES CHAIRS	\$ 47,800.00		\$ 47,800.00			\$ 47,800.00
17	CITY OF DEARBORN	Permits	\$ 1,383.00	\$ 9.00	\$ 1,392.00	\$ 1,392.00		\$ -
18	Wayne County Health Department	Food License		\$ 700.00	\$ 700.00	\$ 700.00		\$ -
19	Sherwin Williams	Paint Supplies		\$ 1,862.81	\$ 1,862.81	\$ 1,862.81		\$ -
20	Home Depot/Menards/Lowes	Misc Hardware and Supplies		\$ 289.16	\$ 289.16	\$ 289.16		\$ -
21	Reprographics/Staples/USPS	Blueprints and Postage for Health Department		\$ 74.83	\$ 74.83	\$ 74.83		\$ -
22	Guthrie Lumber	Lumber		\$ 546.02	\$ 546.02	\$ 546.02		\$ -
23								\$ -
24								\$ -
25								\$ -
26								\$ -
27								\$ -
28								\$ -
29								\$ -
30								\$ -
31								\$ -
32	GREEN BUILDERS PLUS	CONTINGENCY	\$ 10,000.00		\$ 10,000.00			\$ 10,000.00
33								\$ -
34								\$ -
35								\$ -
		TOTAL	\$156,458.00	\$25,802.62	\$182,260.62	\$45,000.00	\$14,061.24	\$ 123,199.38





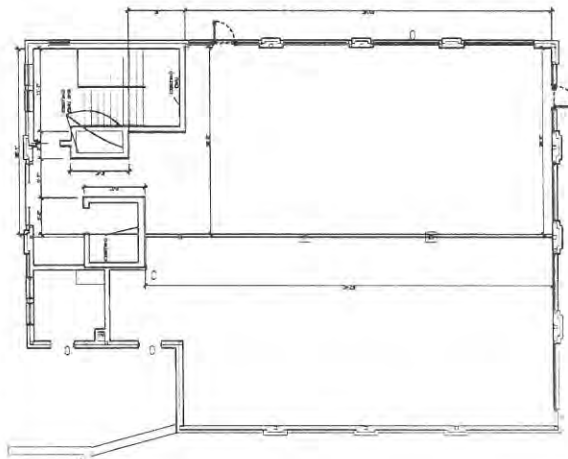
ID	SHEET INDEX	NAME
A-01	FLOOR PLANS	
A-02	EQUIPMENT PLANS	
P-01	DOMESTIC WATER PLAN	
P-02	SANITARY SEWER PLAN	
E-01	ELECTRICAL PLANS	
M-01	MECHANICAL HVAC PLAN	
M-02	MECHANICAL NOTES	



ROOM TITLE	FINISH	WALL	CEILING
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD
3-PRG. BATH	PAINTED	CEMENT BOARD	CEMENT BOARD

- NOTES:
1. SEE 1-01 FOR MATERIALS AND FINISHES.
  2. SEE 1-02 FOR MATERIALS AND FINISHES.
  3. SEE 1-03 FOR MATERIALS AND FINISHES.
  4. SEE 1-04 FOR MATERIALS AND FINISHES.
  5. SEE 1-05 FOR MATERIALS AND FINISHES.
  6. SEE 1-06 FOR MATERIALS AND FINISHES.
  7. SEE 1-07 FOR MATERIALS AND FINISHES.
  8. SEE 1-08 FOR MATERIALS AND FINISHES.
  9. SEE 1-09 FOR MATERIALS AND FINISHES.
  10. SEE 1-10 FOR MATERIALS AND FINISHES.
  11. SEE 1-11 FOR MATERIALS AND FINISHES.
  12. SEE 1-12 FOR MATERIALS AND FINISHES.
  13. SEE 1-13 FOR MATERIALS AND FINISHES.
  14. SEE 1-14 FOR MATERIALS AND FINISHES.
  15. SEE 1-15 FOR MATERIALS AND FINISHES.
  16. SEE 1-16 FOR MATERIALS AND FINISHES.
  17. SEE 1-17 FOR MATERIALS AND FINISHES.
  18. SEE 1-18 FOR MATERIALS AND FINISHES.
  19. SEE 1-19 FOR MATERIALS AND FINISHES.
  20. SEE 1-20 FOR MATERIALS AND FINISHES.

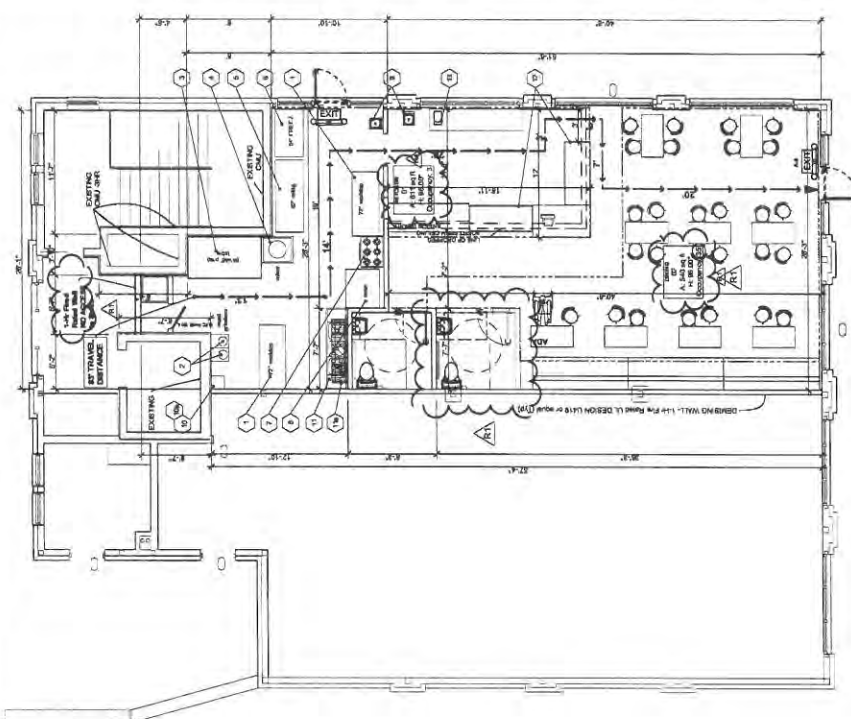
DOOR SCHEDULE											
DOOR NUMBER	LOCATION	DOOR OPENING SIZE	DOOR			FRAME			HARDWARE SET	REMARKS	
			THICK	TYPE	FIN	TYPE	MATL	FIN			
D-01	ALL INTERIOR DOORS	2'-0" x 6'-6"	1 3/4"	DI	MD	ST	FI	WD	BT	7	-



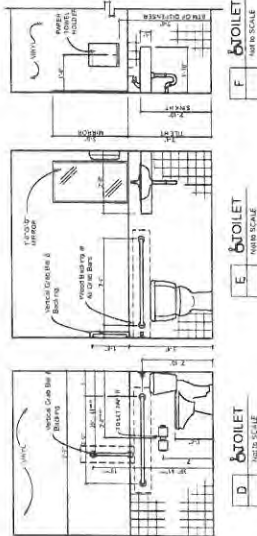
2 EXISTING PLAN  
SCALE: 1/8" = 1'-0"

OCCUPANT LOAD	
BUILDING NO.	1
FLOOR NO.	1
PREVIOUS USE	Commercial Kitchen - 611 sq. ft. gross 200 sq. ft. net
APR. 2015	Commercial Kitchen - 611 sq. ft. gross 200 sq. ft. net
OCCUPANT CLASSIFICATION	Restaurant & Egress Plan - 104 sq. ft.
CONSTRUCTION TYPE	II-B
DESIGNATED AREA	104 sq. ft.
OCCUPANT LOAD ASSUMPTION	50 sq. ft. of seating area = 1 person
OCCUPANT LOAD CALCULATION	104 sq. ft. / 50 sq. ft. = 2.08 persons
OCCUPANT LOAD	2 persons

1 PROPOSED PLAN  
SCALE: 1/8" = 1'-0"



NO.	EQUIPMENT KEY
1	WATER HEATER
2	WATER HEATER
3	WATER HEATER
4	WATER HEATER
5	WATER HEATER
6	WATER HEATER
7	WATER HEATER
8	WATER HEATER
9	WATER HEATER
10	WATER HEATER
11	WATER HEATER
12	WATER HEATER
13	WATER HEATER
14	WATER HEATER
15	WATER HEATER



TOILET  
SCALE: 1/8" = 1'-0"

ANALYSIS AND CORRECTIONS  
DATE: 11/11/2021  
CONSULTANT: GMS/ANALYSIS  
PROJECT NO.: 1111/2021/28 PM

PROJECT NO.: 1111/2021/28 PM  
DATE: 11/11/2021  
CONSULTANT: GMS/ANALYSIS  
PROJECT NO.: 1111/2021/28 PM

GALATA SWEETS  
LICENSE EXP. DATE: SEPTEMBER 2023

APPLICANT:

NOTE:  
OWNER AND THE CONTRACTOR ARE THE SOLE RESPONSIBLE FOR THE PROJECT. THE ENGINEER IS NOT RESPONSIBLE FOR THE PROJECT. THE ENGINEER IS NOT RESPONSIBLE FOR THE PROJECT.

Applicable codes:  
2015 Michigan Building Code  
ANSI 117-2003 Accessibility  
ASHRAE 90.1-2009  
2015 International Fire Code  
2015 International Plumbing Code  
2015 International Mechanical Code  
2015 National Electric Code, with Part 8

FLOOR PLANS

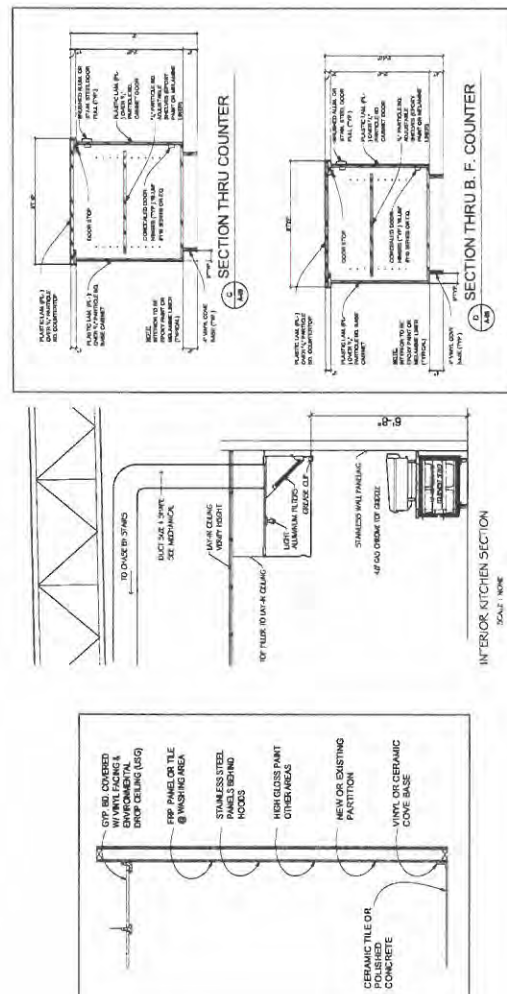
SCALE AS NOTED

DRAWN BY: MCLIN

A-01

SHEET 1



[illegible]

IS THE OWNER/CONTRACTOR AND SUB-CONTRACTORS RESPONSIBILITIES TO CHECK THE EQUIPMENT'S MANUALS AND INSTALLATION REQUIREMENTS PRIOR TO ANY CONSTRUCTION ACTIVITIES.

[illegible]



















# ESTIMATE

**DATE**

4/22/2022

**Estimate#**

6356

**Quality Construction LLC**

4556 Walwit St

Dearborn, MI 48126

Ph: 313-220-7787

Email:

qualityconstructionll@yahoo.com

**Presented To**

Galata Sweets

1031 Mason Street

Dearborn, MI 48124

Ph: 313-744-0333

Email:

imad@themultimedistation.com

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
-------------	-----	---------------	----------

Sam

Due on Receipt

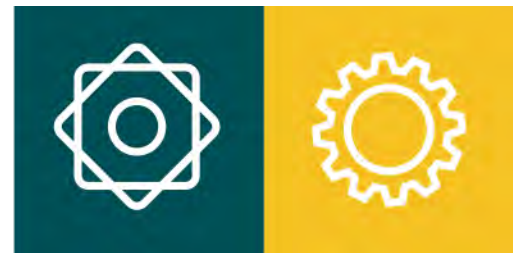
QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Management Fee	12,000.00	12,000.00
1	Lumber	1375.00	1375.00
1	Ductwork	3800.00	3800.00
1	Flooring	6000.00	6000.00
1	Interior	14000.00	14000.00
1	Kitchen Equipment	40,000.00	40,000.00
1	Permits/Plans	1800.00	1800.00
1	Dumpsters	1250.00	1250.00
1	Trim	1575.00	1575.00
1	Electrical	15000.00	15,000.00
1	Signage	5500.00	5500.00

1	Carpenters	4000.00	4000.00
1	Painting Labor	3000.00	3000.00
1	HVAC	9000.00	9000.00
	Plumbing	7500.00	7500.00
1	Tile Labor	3900.00	3900.00
1	Counter Tops	3500.00	3500.00

Subtotal	\$133,200.00
Sales Tax	\$7,992.00
Total	\$141,192.00



# MOBILITY MEETING MINUTES



June 23, 2022

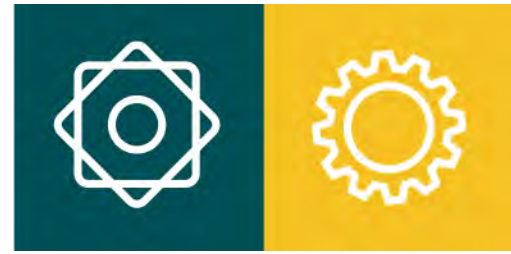
**10 a.m.**

**Attendees:** Tracy Besek, Erica Porter, Susan Jean Hull Grasso (Bike Dearborn), Julia Schlau (Ford), Steve Horstman, Hassan Sheikh, Tim Harrison, Steve Deisler, and Cristina Sheppard-Decius.

## I. Scooter Pilot Program

- a. Review of Draft U of M Dearborn Scooter Mobility Survey  
Steve emailed out to the committee a recap of this survey. Please note it is still in draft form. 196 responses came back which is a great response. 63% said they would use electric scooters. 56% would be interested in bike sharing. Students prefer not to pay but may be willing to pay small fee. If we charge, may need to keep it as low as possible. Cristina - there may be an option to sponsor student portions to bring cost down.  
Steve - 122 respondents would attend scooter training and it could be tied with an event and do test drives and educational training on usage. IF DDOT came to campus they would prefer that a major hub be at the University center. Cristina - yes, it was mirrored that it needs to be more accessible for students. Steve - students want scooters that connect to bus lines. 136 respondents were interested in a connection to the Amtrak station to University campus. Once in final format, we would need to share results to city council and city administration. You have to be 18 or older to use SPIN scooter program. Cristina - it was interesting to see in that age group more interest in scooters than bikes. Steve - we have created a proposed route system. We have discussed having it expand further into Dearborn, like Warren-Dix. Cristina - use Neighborhood Associations group, downtown businesses and employee surveys to get more data points via a five question survey. For neighborhoods, look at doing something similar to U of M-Dearborn survey. Steve H. - great survey locations are mosques in the corridor areas. Steve H. has a board member that could help facilitate.  
Julia with Ford stated that scooters would make sense for Ford employees given space between buildings. They could do survey to determine interest. Cristina - City still needs to approve scooter ordinance. Julia will check to see what Ford's timeline is for scooter program. Julia - the biggest item is to make sure areas are indicated of where they shouldn't operate - geofence. Cristina -





there are areas identified to geofence on maps. The Gateway Trail - they were going to allow scooters on the trail. Speed limits can be capped.

b. Feedback on other scooter programs

i. Ford Land, Ann Arbor, Trenton

Steve - this committee is tasked to reach out to those who have launched their scooter programs - ask how they did launch, what they did, what surveys they used, then provide details back to Steve D. so he can collate and distribute.

c. Timeline- meet U of M goal to launch September 1, 2022

Council of the Whole is July 7 and then in August 18, 2022. Don't anticipate making timeline of September 1, 2022. Hassan to review timing and decide what needs to be done.

d. Next steps- City Council authorization to:

i. Create Scooter Ordinance

Tracy - ordinance should have e-bike verbiage. Cristina - next University - move in day is August 26-29, Welcome Week is Sept. 6-12. They wanted a training session during welcome week. Steve- would be helpful to know when a draft ordinance would be available. Hassan to talk to Kaileigh about a draft ordinance.

ii. Finalize routes, hubs, operations

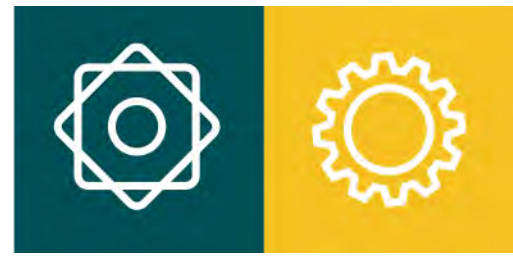
Need to complete

iii. Police Department sign-off

Police, DPW, Engineering, Legal, and Planning will need to be the conversation with this ordinance and program.

iv. Review and sign Spin MOU

Steve - already have a draft MOU ready and SPIN said they are ready and no supply issues indicated and maintenance systems are okay to go. Steve will reach out to SPIN to give update on timing and check in with their current status.



## II. Bike Share Update

## III. MMTP Updates

a. Outer Drive?

b. Central Loop?

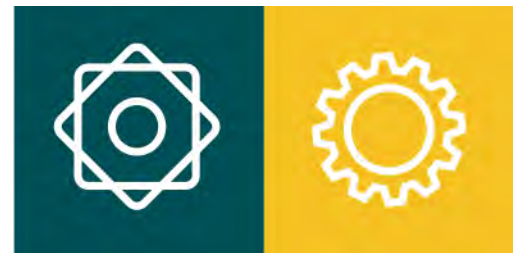
## IV. Committee Updates

The next items to do are create ordinance, finalize hubs and routes, bring police and other stakeholders to be part of the process, and sign final MOU. Work with Hassan on timing on these tasks.

Cristina - owes Jordan materials on where we are at with MOGO and the Kosch Family financial support. MOGO more expensive with additional capital upfront. Need to brainstorm with Jordan and Hassan on additional sponsor funders and use of TAP grant. We may have other TAP grants we want to pursue. We have completed 3 of 6 years of Beaumont Foundation and Kosch Family - either we are able to continue or if not, come to final determination. Hassan - have Kaileigh or Massara present at next meeting.

Bike Dearborn Update: Tracy - trying to expand leadership team. Develop committees to better focus on Outer Drive and other connections and develop a tighter connection with new city employees. Doing Walk and Rolls. Back in May - Mayor's Bike Ride. It was well attended. Administration and council onsite got a different perspective riding around Dearborn on bikes.

Healthy Dearborn Update: Susan - They were awarded a Safe Routes to School grant of \$100,000 from Michigan Fitness Foundation. They ran two competitions between ten schools. One 6 week competition in Fall (8000 participants) and another in Spring (15,000 participants). These were those walking and biking to school. They were recently awarded \$100,000 to do program again next school year. And Beaumont Foundation has given \$20,000 to help support that program. They will be in all elementary schools but one. Awards program gives items like bike repair stations to schools, individual prizes to students like bikes and much more. Running Health Streets program and now in five neighborhoods. Tracy has been conducting bike training and a bike ride program. Wednesday Walking Program - walk with kids to school.



T-shirt designs for walking/biking - winner had design made into t-shirts and distributed.

Another event for Healthy Dearborn is Story Walk which has been in town. Multiple stops in town - walk and read a page at each stop.

[www.healthydearborn.org/storywalk](http://www.healthydearborn.org/storywalk)

Cristina - requested success data so it can be broadcast.

Hassan requested Steve H. connect Susan with Bilal the City Communications Director to get information out in the community.

Cristina - multi-modal pavement markings are planned for East and West. Working on doing bids and what.

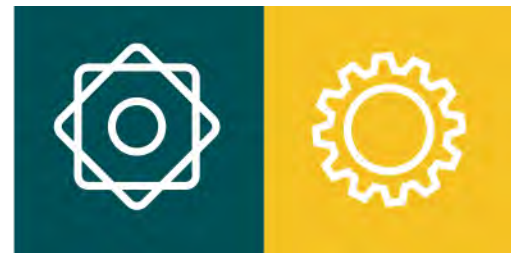
Bike Dearborn - secured a bike counter from University. Working with a professor at U of M-Dearborn to learn how to use and get bike count data. Do have one on order. Can use wherever we need to count - it is portable and also tracks direction. Tracy doesn't think it differentiates between scooters and bikes. Cristina suggested to use on Monroe. For markings, need to consider full circle connections or within neighborhoods.

Cristina to forward pavement markings to Tracy for review.





# DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



## 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 Join by Skype for Business:

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

**June 22, 2022**

**2 p.m.**

**Attendees:** Omar Mohamad, Mike Kirk, Jeff Lynch, Issam Sayed-Ahmad, Steve Horstman, Matthew Dietz, Hassan Sheikh, Steve Deisler, Cristina Sheppard-Decius and Janet Bloom.

## Agenda

- I. Open Door Dearborn
  - a. Applicants
    - i. EDDDA – 13600 Michigan Ave. - Noon Fashion - No Show by business owner. Steve D. to follow up with them.
    - ii. EDDDA - 13355 Michigan Ave. - Issam Sayed-Ahmad  
Project cost is around \$150,000; facade estimated cost is around \$40,000-\$50,000; third quote was requested. Motion to approve presented by Matthew Dietz, seconded by Steve Horstman, voice vote, motion passes.
    - iii. EDDDA – 13936 Michigan Ave. – Green Brain Comics -  
Motioned by Steve Horstman, seconded by Matthew Dietz.
    - iv. WDDDA – 1035 Mason – Galata Sweets - need business plan, additional quotes. Committee will consider \$7500, using Level I and Level II. Send requested information and missing items to Steve Deisler and then an online vote can happen.
  - b. Extension of Grant for Juee Café - have already given 60 day extension; building permit probably needs to be pulled again since those are only good a year. Currently waiting on health dept. approval. Once that is received, the list to do is final plumbing, final electrical, interior build out, interior design, equipment installation, and painting. What is complete is rough plumbing, rough electrical, framing, drywall, HVAC, windows and facade. Mike asked that if he



**Mission:**

***Collaborating to create a vibrant Downtown Dearborn experience for all.***



has to reapply for building permit, then he should come back to DEV for update. He is already a month beyond latest extension.

c. WDDDA retail criteria

Steve - Spoke to Executive Committee and it still is not settled. How to get it tailored to target retail since restaurants already are a high percentage in West. Mike - Maybe change approach to incentivize those we want to see in district. Maybe review by sq. ft. Currently restaurants/bakeries/shop using 1500-1700 sq. ft. space and that is what is mostly open currently in West. Steve will bring back a list to review for next month for new guidelines.

II. Scooter Update

Information was given to city staff, and then it was given to city council who then asked if there was a demand. U of M-Dearborn conducted a survey and received 196 responses. There is a high level of interest in electric scooters and lesser so for bike sharing. Bus stops and DDOT are important hubs and mobility connection requested to Amtrak. Will be sharing this draft survey tomorrow at Bike Share meeting. U of M-Dearborn wants this to start in September. Need a bike ordinance in place first, then do MOU with SPIN. Consideration also to add more bike hubs in corridors. Also plan to have SPIN onsite for training. Jeff - Byrd just launched in Trenton. Cristina - next step is to put ordinance in place, finalize hubs/routes, and do MOU.

Cristina - need to get a survey to Ford employees on scooter use or any available data on potential employee use. Jeff will talk to Chris Small. Ford is still tied with SPIN.

III. Art Projects

a. Crosswalk Art

Cristina - been working with Emmajean and Community Foundation and they are doing a call for artists. Plan for installation would be early Fall at the Wagner Place area on W. Village Dr. (green and blue used and has worn off quickly). 5K sq. ft size and will need higher quality products. Thermoplast, which highways use, that last. Would need to see if artists could use and applied and if a third party would need to be used for installation.

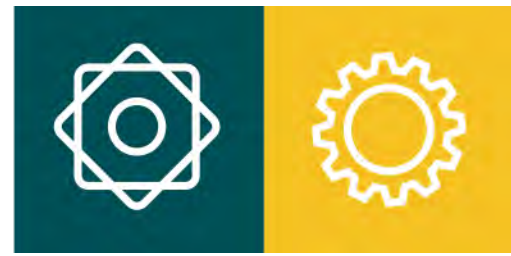
b. POP Mural – Rafi Rayes/Alanos

Cristina - was in ED for review and would think it would go to Design Committee. Not sure if that is still part of the approval process.



Mission:

***Collaborating to create a vibrant Downtown Dearborn experience for all.***



c. EDDDA - Raised Planter Well Art

Cristina - timing would be a Spring 2023 project. Artists would need time to design.

d. Joint Project - Spring 2023 Student Banner Art Contest

Cristina - promote arts in East and West and launch in art month next year. Gear it towards younger kids through high school students.

IV. Committee Recruitment

Mike - We asked in previous meeting an understanding of what the staffing plan is (email to committee). Want to know what the plan the city has before we put more time in.

Cristina - it appears DDI is a priority for the city. It is still a work in progress. We have been asked to work it along as far as we can.

Hassan - this is still a work in progress and input will be requested.

Cristina - let's have a meeting with Hassan and Jordan to only talk about this topic. Need to be all in or not.

Mike - we can't recruit members until we know what this structure will be.

V. Committee Priority Projects/Work Plan

Cristina - need boards to define priorities so we can develop work plan.

Offered to share it out or email Cristina what should be prioritized.

Mike - requested Cristina to take current programs and list what is DDDA funded. Mike wants to know what resources will be available in order to develop priorities. Cristina - there will also be an estimate of time required for projects to help with priorities and planning.

Mike - send all the priorities to group and we can mark up and return.

Current staffing plan does not reflect support of a DDI.

Matthew - requested Steve D. to send out current list of Open Door program. Steve D. will update list and send out current and potential Open Door grant businesses.



Mission:

*Collaborating to create a vibrant Downtown Dearborn experience for all.*





# DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



June 22, 2022

**10 a.m.**

**Attendees:** Matthew Dietz, Julie Schaefer, Helen Lambrix, Cathleen Francois, Katie Merritt, Hassan Sheikh, Jackie Lovejoy, and Cristina Sheppard-Decius.

- A. Storytelling Time– What’s Happening Around Town  
Julie - summer reading challenge started this week. Did 2-3 page flyer for upcoming months for all ages. Lots going on - check it out on flyer or website.  
Katie - Green Brain Comics - we finally have a facade design. Hope to get it approved then get construction quotes. It is going to DEV today at 2 pm.  
Matthew - POP doing mural at Alano’s. Katie - would like to have POP do their back alley wall for 2023. Reach out now. Approvals are still working through city.
- B. Social Media Report  
Helen- for May, 86K impressions, total for 2022 so far is 1.5 million impressions, we are well on track for the goal of 3 million impressions for the year, beating last year's impressions.  
Engagements are 38K, well over halfway point towards our goal of 60K. Engagement rate: industry standard is 2%, we are at 4.5%. Audience continues to grow: 18,499 followers across all platforms. Goal was 18K, new goal is 20K by end of year.  
Farmers Market posts got a lot of attention.  
Being real and talking about our downtown resonates with the community and followers.
- C. Volunteer Management Report  
Janet - No further updates.

Join Zoom Meeting  
<https://zoom.us/j/308973055?pwd=Sy9GNlBXaGZ4UmgxRlZrRzk3WTdHQT09>

Meeting ID: 308 973 055

Password: 123811

One tap mobile  
+19292056099,,308973055# US (New York)  
+13126266799,,308973055# US (Chicago)

Dial by your location  
+1 929 205 6099  
US (New York)  
+1 312 626 6799  
US (Chicago)  
+1 301 715 8592  
US

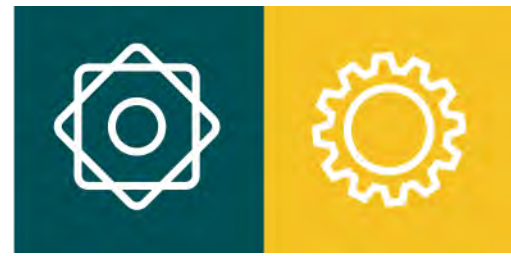
Meeting ID: 308 973 055

Find your local number: <https://zoom.us/j/308973055>

Join by Skype for Business  
<https://zoom.us/skype/308973055>



Mission:  
***Collaborating to create a vibrant Downtown Dearborn experience for all.***



#### D. 2<sup>nd</sup>/3<sup>rd</sup> Quarter Events/Promotions

##### a. Update/Successes/Needs

Farmers market - have 59 vendors, and continue to receive applications. Have 5 sponsors - SMART, Beaumont, Renewal Family Dental, Mayweather Gym, and Oak Street Health.

Had Kids Day and Movie Night.

Jackie offered to pull liquor license since Jolly Pumpkin just getting doors reopened. Chamber's regular event insurance covers it. 15 days minimum to pull liquor license. Would have Dearborn Brewing and Downey Brewing TAPS certificate holders to pour.

Tunes at Noon - put performers in multiple locations.

Movie Nights - The Prophet (9/2/22) - board which kids can apply feathers to and create selfie board. July 15 is Ford vs. Ferrari.

Adventure on the Ave. - not getting a good response from business - moved date and still running into issues. Have 16 businesses to date.

This replaces Ladies Night Out. So far have \$2500 in sponsorships to date. Katie - there is a language barrier to overcome for many businesses so need to get a spokesperson to help connect.

City calendar still lists Jazz on the Ave. - Cathleen to reach out to correct.

Friday Nites - \$1725 per event for stage, more than originally quoted from Parks and Rec/DPW.

Beaumont sponsor dollars are on hold for East since Music in the Park and Jazz on the Ave. not programmed for 2022- working to see if they will reapply to other DDDA programs or if reimbursement check needs to be done.

##### b. Event Matrix To Date

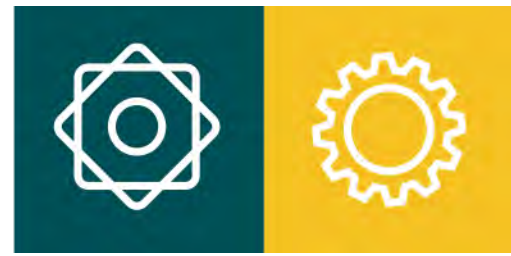
Reviewed matrix spreadsheet.

Board passed resolution that goal is to have all events hit 50% expense coverage via sponsorship dollars. If not achieved in three years, need



Mission:

***Collaborating to create a vibrant Downtown Dearborn experience for all.***



to bring event to board to see if event should be canceled.  
Cathleen to send email of matrix to committee for review.

#### E. 4<sup>th</sup> Quarter Event Planning Items

Cathleen - Shop Small Saturday - do we want to do week prior or week after for the Shop Small week? Shop Small Saturday is Nov. 26. Julie and Katie - do after Thanksgiving. Holiday shopping picks up after Thanksgiving weekend. Jackie - use Shop Small Saturday as Kickoff. Cristina - Kickoff event - should it stand on its own and not tie in with Shop Small Saturday? Julie - keep on same date but start later, like 3 pm. Library programs have more success with later programs.

Cathleen - Winterfest - pay a lot for tent. How can we utilize tent better to recoup cost? Thoughts are run market two days, or rent to another organization or have additional activities. Cristina - take this offline and work up ideas. Is it more effective to spread vendors out amongst businesses?

#### F. Advertising

##### a. Comcast

Cristina - we will be ending this contract, do we want to continue to use - \$10K per district. We kicked it off with Shop Small last year and got commercials off the ground. Shop Small/Winterfest campaign - 98K impressions. Dearborn Restaurant Week - over 16K impressions then almost 80K impressions. Then continued with more commercials - even placed on 38 Tigers games. Do we want to continue? Katie - if we are getting good results then continue. Cristina - suggest to be on multiple platforms. Helen - still need to use other mediums to point people to our socials. Cristina - so will start developing next year's package. We will bring back to committee in July for review then present to board.

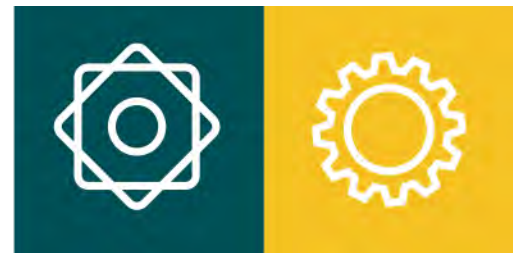
##### b. Radio

Cristina - this looks to be an area we need to add dollars to for a mass media buy. We did during Shop Small and Dearborn Restaurant Week.



**Mission:**  
***Collaborating to create a vibrant Downtown Dearborn experience for all.***





Jackie - it was great to hear Dearborn mentioned on several stations.

Cristina - we will pull package together for upcoming year.

c. Bandwango – Passport App

Cristina - this is a package for tourism. We would use as printed passport and can be a tourism passport. Look at it as a longterm use. Initial cost upfront for up to 4 passports - annually \$6500 to maintain. It is a 15 month program. Cathleen - collaborate with Chamber, others. Jackie - open to collaborate, pull it offline to discuss.

G. 2023 Event Schedule

Cathleen - Ramadan falls during Dearborn Restaurant Week in 2023. Sam Abbas was alerted that we'll need to reschedule.

Cristina - pulled up event calendar listing with descriptions and dates. This will also be part of management plan and present to board in August for event approvals.

Cathleen - Ramadan - Suhoor Festival was set. DDDAs we did banners and posters. Cristina - we can concentrate on decor only or streetpole banners. Katie - acknowledge - like streetpole banners.

Hassan - will check into survey for events in East that the city was to lead.

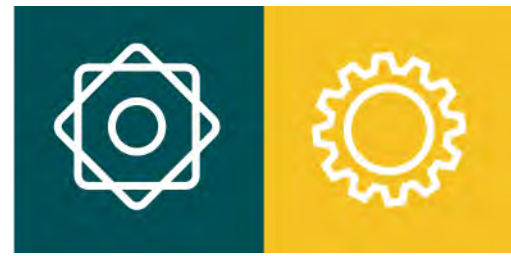
Cathleen - will need to dive into the hours required to do these events so that it is reflected in the management plan. Will bring to staff meeting on how best to package hours per event.



Mission:  
***Collaborating to create a vibrant Downtown Dearborn experience for all.***



# DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



July 13, 2022

**9 a.m.**

**Attendees:** Mike Kirk, Hassan Sheikh, Peggy Richards, Jackie Lovejoy, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

## A. DDI By-Laws

Cristina - Presented draft of the DDI By-laws and committee walked through presenting ideas and edits.

Cristina - need to create DDI as a 501(c)3 for tax purposes. We don't want less than 15 members and not more than 19 members where it is too large to manage.

Article I: Powers on the board - two options listed or we can combine the two to a new structure.

Article II: Composition of the board. Mike - likes 6-8 per side. Prefers a smaller board so easier to manage.

Cristina - we don't want it to look like a DDA board and it won't function like a DDA board.

3 East, 3 West, possibly corridors, which might move DDDAs to 2 per district.

Other standard language of no compensation, removal, etc. is listed.

Article III: structure on Main Street or Vision - leave it flexible

Article IV: Frequency of meetings - minimum of four meetings, how does it interact with DDDA meetings. Define proxy voting.

Article V: Officers - makeup is President, Chairperson, Vice Chairperson, Secretary, and Treasurer. Selection methods of the positions were discussed and will be in Section 6.1.

Article VI: Appointment of President/Employment/Personnel

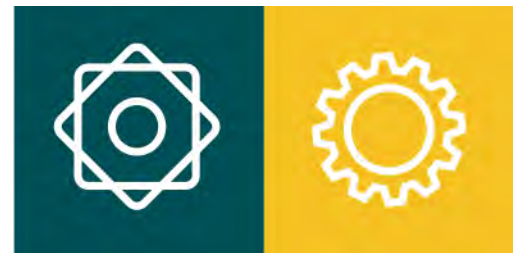
Article VII: Contracts & Funds

Article VIII: Books/Records/Accounting Systems/Audits - items shall be open to the public. Audits - have as a review or audit and decide timing (bi-annual?).



**Mission:**

***Collaborating to create a vibrant Downtown Dearborn experience for all.***



Article IX: Indemnification and Insurance - see how to make verbiage stronger.

Article X: Dedication of Assets - Dissolution and Liquidation - verbiage on what happens if DDI's purposed fail or if the corporation ceases to be approved as a tax-exempt organization.

Article XI: Miscellaneous

Fiscal year - shall begin July 1 of a year and end on June 30.

Ask Licia about Open Meetings Act.

No lobbying. May need to specify in bylaws.

Hassan - Midtown is coming online but more details to come. Connecting East and West districts.



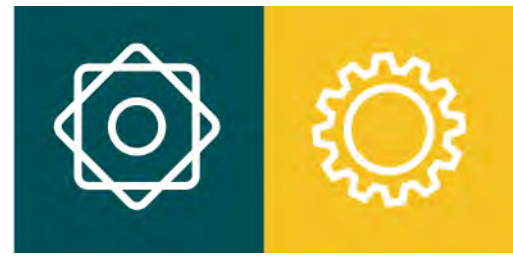
Mission:

***Collaborating to create a vibrant Downtown Dearborn experience for all.***





# JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES

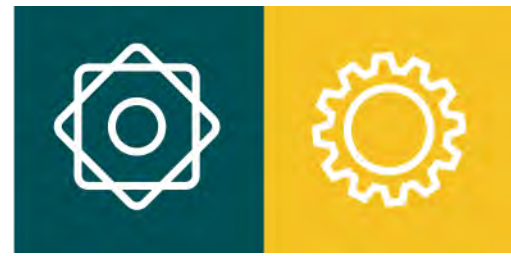


**July 11, 2022**

**9 a.m.**

Attendees: Sam Abbas, Matthew Dietz, Jackie Lovejoy, Hassan Sheikh, Steve Deisler, Cathleen Francois, Cristina Sheppard-Decius, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS
  - a. PA57 Info Session  
Cristina will do PA 57, no quorum needed. Cristina will do the reports and Beckett and Raeder will go over City Hall Park designs. The meeting will then open for questions.
  - b. Bylaw Amendment  
Cristina - should be a simple review and approval since many reviews have been done prior.
2. WDDDA ONLY ITEM
  - a. Open Door Grant: Galata Sweets  
Steve - They are requesting two grants: Level I for \$2500, and Level 3 for \$7500.  
They were missing one quote at last DEV meeting and will email to Steve who will send out to the committee prior to board meeting. It is being recommended by the committee for approval. Upcoming budget year will have \$25,000.
3. EDDDA ONLY ITEM
  - a. Open Door Dearborn Grant: 13355 Michigan Avenue (Issam Sayed-Ahmad)  
Building is between Designer Suite building and Hawaii Nails. They are proposing a facade improvement - plan \$40,000 and asking for a \$10,000 grant. It replaces windows and replaces brick. It is currently occupied by tenant (office user/trucking company).
  - b. City Hall Park Redesign Presentation (we will do this at the top of agenda with PA57 reporting)  
Provide recommendations from Advisory Committee. Mayor's office said they will use toward the sister park plans being developed. This is to close out Beckett & Raeder contract.
2. NEW BUSINESS/DISCUSSION
  - a. AANM Letter of Support for JAM3A  
The event will be for next year. We had planned marketing support and to help promote the event. Also, talked about how to best connect with businesses for event. Eric Woody had provided statement of support earlier. Moving forward there will need to be a plan to map out what support can be provided.



b. Carry Forwards/Modifications

There were items that Finance didn't feel were far enough along so wouldn't carry-forward: Wayfinding Signs and Holiday Lights. Cristina suggests to put Wayfinding into CIP. Holiday Lights - the req was canceled so had to reenter req so can put out to bid to those we have curated. These were to pay out across multiple years so will need to check budget to see what is available.

c. Transition/Staff Planning/Priorities

Cristina - does this need to be an action item on the agenda? Hassan - no, not this meeting but can plan on for next meeting. Cristina presented the spreadsheet of tasks/projects. Cristina should be able to email out by end of week.

5. OLD BUSINESS

- a. Vision Plan - Cristina - we are waiting on response from Mayor's office. Will meet with Hassan and he should have more detail on it this week.
- b. Grease Issue at Wellesley Lot- Matthew - Koja is fine but not sure if grease is still being tossed over fence area.
- c. Event Survey - ATA interns will be doing survey. With no Jazz on the Ave, the city was to facilitate a survey to see what other events, music, entertainment the community would like to see. Hassan to track down progress and report back.
- d. Platform Update - Steve - awaiting MDOT permit to put in parking lane in front of Haraz. May have Hamzah take from his van, where he has temporarily stored, and store in East Deck storage in West Dearborn.
- e. Greenhouses - Sam - two are already moved. Steve - Morse Moving was awarded but doesn't have PO yet. Steve will check to see if Morse already started job. The removal happened about a week ago.
- f. EDDDA Pedestrian Alley - Cristina - next stakeholder meeting is Thursday at 10:00am. Jackie asked to be added to calendar invite.
- g. WDDDA Library Parking Lot Update  
Cristina - need Purchasing to do PO. Hassan to follow up with Mark.

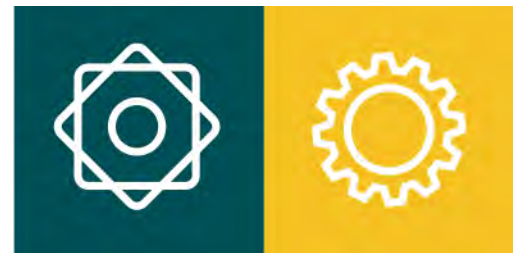
6. CALL TO EXEC COMMITTEE

Jackie - Little Library in Brome Pocket Park - Janet- per Legal, it will need to be brought from Economic Department to Mayor's office for approval along with a library representative to be tied to the project. It was presented by Jackie and a contact with Rotary on behalf of a Rotarian in palliative care.

Steve - Scooter Program - still trying to roll something out by September. Hassan to set up meeting to discuss ordinance.

Cristina - we will update group on greenhouses.

Cristina - Cathleen Francois will be moving to another job. We will reach out if support is needed.



#### AUGUST/SEPTEMBER ITEMS SLATED

- Board Member Job Description
- Market Data / Survey
- 2023 Calendar of Events
- Snow Removal Contract
- Holiday Lighting
- Board Orientations
- EDDDA Landscape/Maintenance Contract



**DDDA BOARD OF DIRECTORS  
ADOPTED RESOLUTIONS  
JUNE 2022**

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Bike Racks 2022 - EDDDA

Date Approved: June 16, 2022

Motioned by: Director Kamal Turfah

Seconded by: Director Jay Kruz

**WHEREAS:** The EDDDA recognizes the benefit of beautification and adding aesthetic elements to a downtown for placemaking purposes; and

**WHEREAS:** The EDDDA values the importance of the goals and objectives of non-motorized transportation for a healthier and more engaged community; and

**WHEREAS:** The EDDDA budgeted \$15,000 for bike racks for FYE2022; and

**WHEREAS:** DPW has offered to install bike racks on behalf of the DDDA; and

**WHEREAS:** A competitive bid went sent out multiple times for the purchase of on-street bike racks by the City of Dearborn on behalf of the EDDDA but no bidders stepped forward so a quote was obtained direct from the manufacturer; therefore, be it

**RESOLVED:**

1. That the EDDDA awards Dero for the purchase of five on-street bike rack sets, anchors, delineators and rubber bumpers in the amount \$10,366.60 to be expended from account # 297-6100-911-34-90; furthermore
2. That the EDDDA awards Forms+Surfaces for the purchase of on-sidewalk Twist bike racks and anchors in the amount of \$2735.00 from account #297-6100-34-90; furthermore
3. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Bike Racks 2022 - WDDDA

Date Approved: June 16, 2022

Motioned by: Chairperson Sam Abbas

Seconded by: Secretary-Treasurer Jackie Lovejoy

**WHEREAS:** The WDDDA recognizes the benefit of beautification and adding aesthetic elements to a downtown for placemaking purposes; and

**WHEREAS:** The WDDDA values the importance of the goals and objectives of non-motorized transportation for a healthier and more engaged community; and

**WHEREAS:** The WDDDA budgeted \$4,000 for bike racks for FYE2022 for a bike rack to be placed near Howard and Michigan Avenue; and

**WHEREAS:** DPW has offered to install bike racks on behalf of the DDDA; and

**WHEREAS:** A competitive bid went sent out multiple times for the purchase of on-street bike racks by the City of Dearborn on behalf of the WDDDA but no bidders stepped forward so a quote was obtained direct from the manufacturer; therefore, be it

**RESOLVED:**

1. That the WDDDA awards Dero for the purchase of one on-street bike rack set, delineators and rubber bumpers in the amount \$2591.65 to be expended from account # 296-6100-911-34-90; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Board Attendance Absence Waivers-WDDDA

Date Adopted: June 16, 2022

Motioned by: Director Jeff Lynch

Seconded by: Director Tahrik Alcodray

**WHEREAS:** The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) recognize the benefit of engaged board members with consistent attendance at monthly board meetings; and

**WHEREAS:** The WDDDA and EDDDA board members have provided their reasons for absences for the 2022 calendar year for absence waiver consideration; and

**WHEREAS:** The following WDDDA Board Members have met the criteria for absence waivers for February 2022 to May 2022 monthly board meetings, excluding any special board meetings:

Thomas Clark- April 2022 and May 2022;  
Mayor Abdullah Hammoud - April 2022;  
Mohammed Hider - March 2022;  
Jackie Lovejoy - February 2022;  
Karen Nigosian - May 2022  
Audrey Ralko - February 2022 and March 2022;  
so let it be

**RESOLVED:** The WDDDA agrees to approve the presented absence waivers and excuses the absences of Thomas Clark, Mayor Abdullah Hammoud, Mohammed Hider, Jackie Lovejoy, Karen Nigosian and Audrey Ralko, for monthly meetings conducted from February 2022 to May 2022.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian



# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Board Attendance Absence Waivers-EDDDA

Date Adopted: June 16, 2022

Motioned by: Director Kamal Turfah

Seconded by: Director Zaineب Hussein

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of engaged board members with consistent attendance at monthly board meetings; and

**WHEREAS:** The EDDDA and WDDDA board members have provided their reasons for absences for the 2022 calendar year for absence waiver consideration; and

**WHEREAS:** The following EDDDA Board Members have met the criteria for absence waivers for the March 2022 to May 2022 monthly board meetings, excluding any special board meetings:

Mayor Abdullah Hammoud - April 2022;  
Jay Kruz - March 2022 and May 2022;  
Hamzah Nasser - March 2022 and April 2022;  
so let it be

**RESOLVED:** The EDDDA agrees to approve the presented absence waivers and excuses the absence as indicated by Mayor Abdullah Hammoud, Jay Kruz, and Hamzah Nasser for the monthly meetings conducted in March 2022- May 2022.

Yes: Chairperson Eric Woody, Director Zaineب A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Budget Carry-Forwards from FYE2022 to FYE2023 - EDDDA

Date Adopted: June 16, 2022

Motioned by: Director Kamal Turfah

Seconded by: Director Jay Kruz

**WHEREAS:** The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end; and

**WHEREAS:** The EDDDA has the following projects in which funding needs to be carried forward into FYE2023 in order to complete the projects and contracts:

Item	EDDDA
Juee Cafe - Open Door Dearborn Grant	\$10,000.00
K & W Real Estate Property, LLC-Open Door Dearborn Grant	\$10,000.00
Green Brain Comics-Open Door Dearborn Grant	\$2,500.00
KHYL, LLC-Open Door Dearborn Grant	\$10,000.00
Baba's Grill- Open Door Dearborn Grant	\$2,500.00
Bike Racks	\$15,000.00
Wayfinding	\$10,000.00
Holiday Curtain Lights	\$6,800.00
Planter Removal	\$23,385.12
Graphic Design/Branding	\$39,580.00
Photography	\$2,100.00
Light Poles	\$1,430.00

Dog Waste Stations	\$1500.00
POW! Strategies	\$50,175.00

**RESOLVED:** That the EDDDA authorizes carrying forward \$184,969.12 for Open Door Dearborn Grants, Bike Racks, Wayfinding, Holiday Curtain Lights, Planter Removal, Graphic Design/Branding, Photography, Light Poles, Dog Waste Stations, and POW! Strategies, from FYE2022 to FYE2023.

Yes: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Budget Carry-Forwards from FYE2022 to FYE2023 - WDDDA

Date Adopted: June 16, 2022

Motioned by: Secretary-Treasurer Jackie Lovejoy

Seconded by: Director Tom Clark

**WHEREAS:** The City of Dearborn's end-of-year financial process allows for carrying forward any budget items from the current fiscal year to the future fiscal year for projects, programs or contracts not completed by year-end; and

**WHEREAS:** The WDDDA has the following projects in which funding needs to be carried forward into FYE2023 in order to complete the projects and contracts:

Item	WDDDA
Real Estate 1000 LLC- Open Door Dearborn Grant	\$10,000.00
District 12 - Open Door Dearborn Grant	\$10,000.00
Le Cigar - Open Door Dearborn Grant	\$10,000.00
City of Dearborn Water Bills	\$680.47
City of Dearborn Water Bills	\$1,755.15
Multi-modal Pavement Markings	\$30,000.00
Wayfinding	\$10,000.00
Holiday Curtain Lights	\$47,000.00
Graphic Design/Branding	\$49,841.00
Photography	\$1,500.00
Light Poles	\$4,290.00
Dog Waste Stations	\$1499



Streetscape Enhancement/Crosswalk Art	\$18,000.00
Bench and Planter Replacement	\$7,685.00
SmithGroup/Library Parking Lot	\$65,000.00
POW! Strategies	\$65,510.00
Bike Racks	\$4,000.00
Planter Rail Repairs	\$17,854.00

**RESOLVED:** That the WDDDA authorizes carrying forward \$354,614.62 for Open Door Dearborn Grants, City of Dearborn Water Bills, Multi-modal Pavement Markings, Wayfinding, Holiday Curtain Lights, Graphic Design/Branding, Photography, Light Poles, Dog Waste Stations, Streetscape Enhancement/Crosswalk Art, Bench and Planter Replacement, SmithGroup/Library Parking Lot, POW! Strategies, Bike Racks, and Planter Rail Repairs from FYE2022 to FYE2023.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

By-Law Amendment Proposal - EDDDA

Date Adopted: June 16, 2022

Motioned by: Director Kamal Turfah

Seconded by: Director Jay Kruz

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) follow adopted by-laws for operating under the established Downtown Development Authority per district; and

**WHEREAS:** At its July 16, 2020, Joint Board meeting, the EDDDA and WDDDA appointed an Ad-hoc Committee made up of board and Executive Committee members, legal counsel, City administration and Executive Management to review the current by-laws for any modifications needed; and

**WHEREAS:** The EDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting; so let it be

**RESOLVED:** The EDDDA authorizes voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting.

Yes: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

By-Law Amendment Proposal - WDDDA

Date Adopted: June 16, 2022

Motioned by: Secretary-Treasurer Jackie Lovejoy

Seconded by: Director Jeff Lynch

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) follow adopted by-laws for operating under the established Downtown Development Authority per district; and

**WHEREAS:** At its July 16, 2020, Joint Board meeting, the EDDDA and WDDDA appointed an Ad-hoc Committee made up of board and Executive Committee members, legal counsel, City administration and Executive Management to review the current by-laws for any modifications needed; and

**WHEREAS:** The WDDDA Executive Committee presented the proposed by-law amendments to the board for review at its June 16, 2022, meeting; so let it be

**RESOLVED:** The WDDDA authorizes voting on the by-law amendment at the July 21, 2022, Joint DDDA board meeting.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

## FYE2023 BUDGET ADOPTION

Date Adopted: June 16, 2022

Motioned by : Director Kamal Turfah

Seconded by: Director Jay Kruz

**WHEREAS:** Section 28 of Public Act 197 of 1975 requires that the director of the East Dearborn Downtown Development Authority (EDDDA) prepare and submit an operating budget for the EDDDA each year; and

**WHEREAS:** The EDDDA Board approved a 3-year budget for FYE2023-25 at the May 19, 2022, meeting to be submitted to the City of Dearborn City Council for approval and adoption with an amendment reducing the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022, and to further amend the EDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022, and by transitioning Executive Management to in-house staffing provided by the City of Dearborn Economic Development Department; and

**WHEREAS:** The City of Dearborn approved and adopted the budget on June 9, 2022, as submitted by the EDDDA; so let it be

**RESOLVED:** That the EDDDA adopts the FYE2023-25 budget as adopted by City Council on June 9, 2021, reflecting an expenditure amount of \$626,955 for FYE2023; furthermore

**RESOLVED:** A proposal for staffing plans and any FYE2023 budget amendments necessary will be provided to the EDDDA for approval; furthermore

**RESOLVED:** That unexpended FYE 2022 appropriations shall be carried forward for completion of EDDDA activities initiated by June 30, 2022.

Yes: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser





# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

## FYE2023 BUDGET ADOPTION

Date Adopted: June 16, 2022

Motioned by : Secretary-Treasurer Jackie Lovejoy

Seconded by: Director Jeff Lynch

**WHEREAS:** Section 28 of Public Act 197 of 1975 requires that the director of the West Dearborn Downtown Development Authority (WDDDA) prepare and submit an operating budget for the WDDDA each year; and

**WHEREAS:** The WDDDA Board approved a 3-year budget for FYE2023-25 at the May 19, 2022, meeting to be submitted to the City of Dearborn City Council for approval and adoption with an amendment reducing the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022, and to further amend the WDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022, and by transitioning Executive Management to in-house staffing provided by the City of Dearborn Economic Development Department; and

**WHEREAS:** The City of Dearborn approved and adopted the budget on June 9, 2022, as submitted by the WDDDA; so let it be

**RESOLVED:** That the WDDDA adopts the FYE2023-25 budget as adopted by City Council on June 9, 2021, reflecting an expenditure amount of \$917,585 for FYE2023; furthermore

**RESOLVED:** A proposal for staffing plans and any FYE2023 budget amendments necessary will be provided to the WDDDA for approval; furthermore

**RESOLVED:** That unexpended FYE 2022 appropriations shall be carried forward for completion of WDDDA activities initiated by June 30, 2022.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian

# EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Landscape & Maintenance Budget Reallocation - FYE 22 - EDDDA

Date Adopted: June 16, 2022

Motioned by: Director Jay Kruz

Seconded by: Director Kamal Turfah

**WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) wishes to advocate and promote a clean, safe and attractive downtown; and

**WHEREAS:** In order to meet current costs for plant materials for the EDDDA district it is being requested to reallocate \$20,150 to Plant Materials, account #297-6100-911-62-40, from Streetscape Enhancements, account #297-6100-911-34-90;

**WHEREAS:** A portion of these funds will be expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW); and therefore, be it

**RESOLVED:** The EDDDA Board authorizes reallocating \$20,150 from line item # 297-6100-911-34-90 Streetscape Enhancements to be transferred into the EDDDA budget line item #297-6100-911-62-40 Plant Materials to support the additional costs in FYE2022.

Yes: Chairperson Eric Woody, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained:

Absent: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Mustapha Hawily, and Director Hamzah Nasser.

# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Landscape & Maintenance Budget Reallocation - FYE 22 - WDDDA

Date Adopted: June 16, 2022

Motioned by: Director Tahrik Alcodray

Seconded by: Director Audrey Ralko

**WHEREAS:** The West Dearborn Downtown Development Authority (WDDDA) wishes to advocate and promote a clean, safe and attractive downtown; and

**WHEREAS:** In order to meet current costs for plant materials for the WDDDA district it is being requested to reallocate \$10,039 to Plant Materials, account #296-6100-911-62-40, from Connector Streetscapes, account #297-6100-911-34-90; so let it be

**RESOLVED:** The WDDDA Board authorizes reallocating \$10,039 from line item # 296-6100-911-34-90 Connector Streetscapes to be transferred into the WDDDA budget line item #296-6100-911-62-40 Plant Materials to support the additional costs in FYE2022.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian



# WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

---

Planter Rail Replacement 2022

Date Adopted: June 16, 2022

Motioned by: Director Jeff Lynch

Seconded by: Chairperson Sam Abbas

**WHEREAS:** The WDDDA recognizes the benefit of infrastructure improvements and creative design elements in a downtown district to boost image and visual interest for placemaking, businesses and activities in the District; and

**WHEREAS:** The WDDDA decorative planter rail elements were placed throughout the West Village Drive streetscape improvements around Wagner Place; and

**WHEREAS:** Damage from vehicles necessitates the repair of several planter rails within the WDDDA, with funds being expended from Repair/Maintenance account #296-6100-911-61-90; and

**WHEREAS:** The manufacturer and designer of WDDDA's planter rails, Future Fabricating, is determined to be a Sole Source provider in the repair; and

**WHEREAS:** The cost by Future Fabricating for the repair of the damaged planter rails is estimated to be \$17,854.00; so let it be

**RESOLVED:** Future Fabricators is awarded the contract to repair the damaged planter rail in WDDDA, with the cost not to exceed \$17,854, expending from Repair/Maintenance account #296-6100-911-61-90; and let it be further

**RESOLVED:** Attempts will be made to collect where able through insurance on these repairs to help offset the cost; and let it be

**RESOLVED:** The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with this provider, subject to review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaine A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, and Director Karen Nigosian