



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, JUNE 18, 2020

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

Via Zoom

Join Zoom Meeting

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- I. Call to Order** Chairman Dan Merritt
- II. Roll Call** Secretaries Kapilango & Lynch
- III. Joint Meeting Chair for June 2020: Dan Merritt**
- IV. Approval of the April & May 2020 Meeting Minutes**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items**
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Artspace Lease - PO expires 6/30/20 - Lease thru 12/31/21
 - b) Bike Racks
 - c) Brand Banners
 - d) Campbell's Cleaning
 - e) Comcast - FYE2021
 - f) COVID-19 - Welcome Back Campaign
 - g) Sanitation Stations
 - h) Carry Forwards
 - i) Social Media Amendment
 - 2. EDDDA Actions Only**
 - a) COVID-19 Office Supplies
 - b) Tanner Friedman
 - c) Hanging Baskets
 - d) Movies in the Park Service Provider Amendment
 - e) Event Insurance
 - f) Planter Tree Well Removal
 - g) Trash Liners
 - 3. WDDDA Actions Only**
 - a) Farmers Market Amendment

VII. Committee Reports

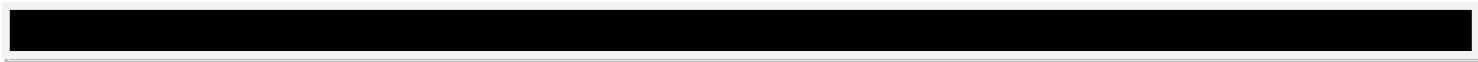
VIII. DDDA Executive Management Team & ECD Reports

IX. Call to Board of Directors

X. Call to Audience

3 min./guest

XI. Adjournment



AGENDA OVERVIEW

JOINT ACTIONS

Artspace Lease

The DDDAs office lease with Artspace runs through December 31, 2021. Annually the Boards need to authorize the next fiscal year end expenditures for the issuance of a purchase order. The resolution attached authorizes payments from July 1, 2020 - June 30, 2021. Lease negotiations for 2022 have been initiated.

Bike Racks

As part of the DDDAs strategy to improve and diversify mobility in the districts, locations for additional on-street bike racks and sidewalk bike racks have been identified including:

EDDDA: 8 on-street and 3 on-sidewalk (along Michigan and Schaefer)

WDDDA: 2 on-street (on Howard and Mason)

(The WDDDA already has a number of locations throughout the district, as well as more are being added with the Connector Streetscape project on Howard, Mason and Monroe.)

The EDDDA budgeted \$15,000 of the \$32,340 remaining, while the WDDDA budgeted \$6,000. A competitive bid for the installation and purchase of the bike racks, bumpers and stanchions was solicited, however, no bids were received by the due date. Purchasing continues to solicit these items. Typically, production and shipping of these items will take 6-8 weeks.

Striping for the on-street areas is also recommended, but this solicitation will be competitively bid separately upon confirmation of a bike rack provider.

Brand Banners

As part of the new brand, a new set of banners for both districts will be developed and installed. The DDDA Boards budgeted in FYE2020 for banner production (General Marketing budget) and a requisition/bid is in process. The solicitation will be finalized in the coming weeks. In order to obligate the funds from FYE2020 before the end of the fiscal year and carry this expense forward into the next fiscal year, a resolution is attached. It is anticipated costing \$4250 for the WDDDA and \$1500 for the EDDDA.

Office Cleaning Service

Renewal of the annual office cleaning service contract is due with Campell's Cleaning for FYE2021. Resolution is attached.

Comcast

FYE2021 renewal of Comcast service for the DDDA office is required for purchase order. Resolution is attached.

Welcome Back Campaign

A strategy has been prepared to welcome back businesses and customers to an adjusted reality in doing business in the downtown areas. See attached presentation. This strategy identifies communications and marketing materials needed to help reach our businesses, employees, residents, and visitors, as well as tactical urbanism needed for public spaces.

The EDDDA and WDDDA both have funds that would have been otherwise used for events and marketing that can be redirected towards these efforts. After deducting the loss of income in sponsorships related with these events, the estimated budgets remaining for the Welcome Back Campaign/COVID-19 Response are:

EDDDA: \$49,000

WDDDA: \$102,000

EDDDA BUDGET

CONTRIBUTIONS	EDDDA BUDGET	ACTUAL	PROJECTED	REMAINING	
SPONSORS	115,000	14,199	14,199	100,901	
EXPENSES	EDDDA BUDGET	ACTUAL	ENCUMBERED	REMAINING	AVAILABLE
GENERAL MARKETING	30000	4515	2094	23391	19,500
GRAPHIC DESIGN	5000	220		4780	4780
PHOTOGRAPHY	5000	963		4037	4037
MOBILE APP	3750	0		3750	3750
WEB HOSTING	1350	1828		-489	-489
COMMUNITY ART ENHANCEMENT	10000	0		10000	10000
SCULPTURE INITIATIVE	6000	0		6000	6000
POP	20000	0		20000	20000
FALL PROMO	600	0		600	600
HOLIDAY OPEN HOUSE/MARKET	15000	8486		6514	6514
SHOP SMALL	7000	5565	167	1268	1435
RESTAURANT WEEK	16500	1050		15450	0
BLACK HISTORY MONTH	100	43		58	58
BIG READ	1000			1000	1000
MOVIES IN THE PARK	2000	1511	1521	-1032	
MUSIC IN PARK		316		-316	-316

EXPENSES	EDDDA BUDGET	ACTUAL	ENCUMBERED	REMAINING	AVAILABLE
CITY HALL PARK EVENTS	2700			2700	2700
JAZZ ON AVE	55000	25088	22370	7542	29912
EASTBORN CLEANUP	1500			1500	1500
OTHER	2500	750	155	1595	1595
BUILDING/BUSINESS INCENTIVE	7760	0	0	7760	0
HOLIDAY DÉCOR	27500	14440	1135	11925	11925
SNOW REMOVAL	45000	26538	18463	-1	18463
OTHER OFFICE	16650	9890	104	0	6656
TOTAL AVAILABLE BUDGET					149,620

WDDDA BUDGET

CONTRIBUTIONS	WDDDA BUDGET	ACTUAL	PROJECTED	REMAINING	
Farmers Market	23500	2265	7,750	15750	
Sponsors	83500	16659		66841	
Event Revenue Participants		6545		-6545	
TOTAL INCOME LOSS				77,156	
EXPENSES	WDDDA BUDGET	ACTUAL	ENCUMBERED	REMAINING	AVAILABLE
GENERAL MARKETING	30000	9691	3448	16861	12611
GRAPHIC DESIGN	5000	220	78	4702	4780
PHOTOGRAPHY	5000	963	0	4037	4037
MOBILE APP	3750	0	0	3750	3750
WEB HOSTING	1350	2188	11	-849	-849
COMMUNITY ART ENHANCEMENT	4000	0	0	4000	4000
SCULPTURE INITIATIVE	6000	0	0	6000	6000
FALL PROMO	300	0	0	300	
HOLIDAY OPEN HOUSE/MARKET	14665	13590	0	1075	1075
SHOP SMALL	7000	6480	167	353	353
RESTAURANT WEEK	16500	1050	0	15450	0
BLACK HISTORY MONTH	21	0	21	2	2
BIG READ	1000	0	0	1000	1000

EXPENSES	WDDDA BUDGET	ACTUAL	ENCUMBERED	REMAINING	AVAILABLE
MOVIES IN THE PARK	2000	658	29	1313	1313
MUSIC IN PARK					
TUNES AT NOON	6500	3024		3476	3476
OTHER	2000	798	5	1197	1197
ART MONTH	1000	0	0	1000	1000
WAGNER PLACE EQUIPMENT	26570	6659	0	19911	19911
MARTIAN MARATHON	500	0	0	500	500
FARM TO TABLE	8500	0	0	8500	8500
FRIDAY NITES	44600	8468	241	35891	35891
DOGGONE DEARBORN	800	0	0	800	800
ICE CREAM SOCIAL	700	0	0	700	700
LADIES NIGHT	550		3441	-2891	-2891
PERENNIAL EXCHANGE	550	360	0	190	190
KIDS DAY	10000	8945	2801	-1746	
FARMERS MARKET	22000	13864	3038	5398	0
BUILDING/BUSINESS INCENTIVE	55000	0	0	55000	45000
HOLIDAY DÉCOR	20000	19830	0	170	170
SNOW REMOVAL	45000	25865	19198	-63	19135
OTHER OFFICE	14570	5878	1116	7526	7526
TOTAL AVAILABLE BUDGET					179,177

The WDDDA approved initial items at its May 2020 WDDDA Board meeting, which the EDDDA will now need to approve including:

- COVID-19 safety yardsigns qty 50 for social distancing
- branded outdoor ground stickers 24"x24" qty. 50 for social distancing
- Distance Street decals 10 sets for social distancing
- posters (3 sets) - one welcome back sign for customers, and two standard safety posters for businesses/employees
- newspaper ads with local newspapers

A change of service providers has been made for the posters and outdoor ground decals for a cost savings. Additional items have now also been added including window display signs for businesses, sail banners and gateway banners to bring attention to the business districts.

The ECD/DDDA/DBIAs have been preparing plans to encourage more outdoor business activation capacity in Dearborn during COVID-19. This has been a national trend and recommendation on all levels of government (federal, state, county and local neighbors), and

the City Council was provided recommendations this past Thursday at its Council of the Whole and will be up for final vote on Tuesday evening. The initial presentation is attached, as well as a copy of the recommendation to Council. In conjunction with the City's plan to waive fees and encourage more outdoor dining spaces for businesses during COVID-19, we are recommending that the DDDAs invest in some additional seating, tables and tents in public areas such as W. Village Drive and City Hall Park. After review and outreach to service providers, we are recommending purchasing foldable picnic tables as opposed to renting them because they are not readily available, nor affordable when rented for the season. There are not additional tables available at the City.

The Executive Committee did request looking into more permanent and varied seating for City Hall Park, which is recommended as part of the City Hall Park redesign. If the Board would like to proceed with other temporary seating than picnic tables in areas, this can be investigated within the coming days. It was not possible to secure prior to the meeting.

These items now total \$22,839.00 to be split equally between the EDDDA and WDDDA. Additional advertising opportunities can be structured throughout the summer if the Boards wish.

Social media will be an even stronger emphasis in terms of marketing and communications which an adjustment to the previously approved social media paid boost schedule has been developed and in a separate resolution. Also, a video is being developed showcasing Downtown Dearborn as planned with the branding campaign, yet a slight twist being added for getting us through this unchartered time.

Sanitation Stations

As discussed at the last WDDDA Board meeting and with the Executive Committees, a further developed plan for sanitation stations throughout the district was desired. In reviewing areas of need throughout the district, it has been determined to provide seven stations in the EDDDA and nine stations in the WDDDA, include:

- EDDDA - two at City Hall Park, one by AANM alley, one at Wellsley lot, one in Neckel lot near Dearborn Fresh, one in Jonathan lot near plaza and one at parking deck;
- WDDDA - two at each parking deck, one on W. Village Drive, one at W. Village Commons, and one at Muirhead Park.

Carry Forwards

Annually, the DDDAs review and prepare a list of budget items that need to be carried forward into the next fiscal year for City's finance.

EDDDA ITEMS	STATUS	CARRY FORWARD AMOUNT
City Hall Park/Artspace Space Design	REQ in/ awaiting BID	\$10,000
Raised Planter Well Removal	REQ submittal in process/ developing BID	\$32,000
Brand Banners	REQ submittal in process/developing BID	\$1500
Dearborn Restaurant Week	Postponed due to COVID-19	\$15,450
Branding	Per Contract	\$62,462
WDDDA ITEMS	STATUS	CARRY FORWARD AMOUNT
Brand Banners	REQ submittal in process/developing BID	\$4250
Dearborn Restaurant Week	Postponed due to COVID-19	\$15,450
Branding	Per Contract	\$110,985

Social Media Advertising Amendment

Previously the DDDAs approved a social media advertising buy schedule in conjunction with the POW! Strategies contracted amount of \$7,500 for the calendar year. Due to COVID-19 and the cancellation of many of the summer events, a revised advertising buy schedule is recommended to support the Welcome Back Campaign.

EAST DDDA ACTION ITEMS ONLY COVID-19 Office Supplies

To prepare the DDDAs' office for reopening, the following materials are needed for the office and event use totaling \$4129 to be split equally between the East and West DDDAs (the WDDDA approved at its May 2020 Board meeting):

- contactless thermometers (qty. 2) office/events
- hand sanitizer (70% gel/gallon) \$34.50 ea., plus \$3.50 for pump - qty. 12
- medical grade masks - qty. 500; \$.90 ea for 5K
- non-latex gloves - 3 mil - \$.013/ea. for 5K
- disinfectant spray (liquid sanitizer) ½ gallon, qty. 10 \$19.50 each
- In office, sneeze guard (installed) at desk at entrance - labor/materials
- Check in table at office (purchase at Wal-Mart)
- move from 2x month cleaning/sanitizing to weekly for remainder of contract (month of June) (\$150); addition of Bio-Shield type product (\$50)
- 1 hand sanitizer stand in office, 4 for events (\$279 plus S/H of up to \$45)
- Spray bottle at Wal-Mart (\$3 each) qty. 4

Tanner Friedman - Additional Budget through June 30, 2020

At the April 2020 Joint Board meeting, the DDDAs authorized an additional 30 hours (\$4500 split equally between the DDDAs) for the Tanner Friedman contract due to COVID-19 communications. These hours have been completely utilized for the month of April/May with communication focused on Ladies Night In, social media and the Dearborn Small Business Grant. An additional 24 hours (\$3600 split equally between the DDDAs) is recommended to utilize Tanner Friedman in developing content for the summer event schedule and welcome back campaign, as well as media relations for both items. The WDDDA approved its portion at its May 2020 Board meeting.

POW! Strategies has temporarily taken on full content development and implementation of social media, website and e-communications since Tanner Friedman hours are exhausted and the DDDAs are still in the process of vetting a new communications/PR contract.

Attached is a summary report of Tanner Friedman's success in acquiring press for the Dearborn Small Business Grant, as well as an overview of social media statistics.

Hanging Baskets

The East Dearborn DDA budgeted for landscape materials, supplies and streetscape amenities. In the EDDDA, new lightpoles along Schaefer Road south of Michigan Avenue can hold hanging baskets. It is recommended to utilize a reuseable hanging basket that offers a water reservoir (self-watering) to reduce the number of times per week maintenance crews need to water hanging baskets.

A competitive bid was solicited to provide the 22" diameter self-watering hanging basket. The lowest bidder of four was Sybertech Waste at \$131.50 each. Cost is \$920.50 for the EDDDA for 7 hanging baskets. Installation will be handled by the landscape/maintenance companies for each district (WH Canon/Fairlane Grounds).

Movies in the Park Amendment to Service Providers

A budget of \$2350 for Movies in the Park at City Hall Park for two movie nights has been budgeted. Costs include the screen operations, licensed movie and marketing materials. Additional service providers have been finalized including Swank Productions for the licensing of the movies (\$945) and Beshara Printing for posters (\$50). All four movies (East and West) will be in held on Fridays in August instead of the originally planned schedule of June, July and August due to COVID-19. The event areas will be marked with appropriate signage for social distancing and safety measures.

Event Insurance

The DDDAs utilize the City of Dearborn's insurance company for the additional event insurance needed to host public events. Cost is \$1290 to host the Farmers & Artisans Market, and the Movies in the Park events for 2020. The EDDDA portion is \$161.25 for its movie events.

Planter Tree Well Removal

The EDDDA previously developed a long-term plan for removing some of the raised tree well planters along Michigan Avenue to make way for sidewalk café seating. Given the state of society with COVID-19 and the need for social distance, the Executive Board recommends moving forward with removals. The most immediate areas of need are in front of M Cantina and Joe's Top Dog, which both businesses have indicated the need and desire for the café space along Michigan Avenue. The cost of removal and replacement per location is approximately \$16,000, therefore, \$32,000 needs to be dedicated. The EDDDA has \$24,380 remaining in the Streetscape Enhancement and Vision Plan line items, and as previously mentioned, another \$42,000 available for COVID-19 response or other projects.

Trash Liners

An amendment to the previously authorized expenditure for trash receptacles is needed to include an adjust for the trash liner vinyl covering. Matching the red vinyl needed for the trash liner to the trash receptacle top proved challenging, even with the exact color codes provided by the manufacture. Upon receipt, the red vinyl was not a close enough match to the color on the trash receptacle, therefore, a secondary piece of red vinyl was ordered for an exact match. Cost total of \$195.

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

May 21, 2020

Virtual Meeting via Zoom

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

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Meeting ID: 433 224 302

Join by Skype for Business

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

MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Mark Guido, Mayor Jack O'Reilly, and Director Kamal Turfah

WEST DDA : Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider (joined 8:23 am), Secretary-Treasurer Jeff Lynch, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, Mayor Jack O'Reilly, and Director Audrey Ralko

MEMBERS ABSENT

EAST DDA : Vice-Chairperson Jay P. Kruz, Director Jan Cislo, and Director Mary O'Bryan

WEST DDA : N/A

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD) (joined 8:36 am), Leslie Herrick (City Council), Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA), Steve Deisler (DDDA), and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

West DDDA Chair Sam Abbas called the meeting to order at 8:05 am.

II. Roll Call

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

EDDDA: A quorum was not present. Due to being one board member short from a recent resignation, only West DDDA is able to take action today.

WDDDA: A quorum was present.

III. Approval of the April 2020 Board Meeting Minutes

The minutes from the April 16, 2020 Board meeting were presented for approval. Director Guido asked for the minutes to be corrected since Mayor O'Reilly was listed as absent but then recorded for a vote for draft budget item for both East and West. For the WDDDA, it was moved by Director Mark Guido and it was seconded by Director Jackie Lovejoy to approve minutes with stated correction. Roll call vote: Chairperson Sam Abbas - yes, Secretary-Treasurer Jeff Lynch - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, Director Karen Nigosian - yes, and Director Audrey Ralko - yes. Motion passed.

For the West DDDA, the minutes will be noted to be corrected, recorded and filed.

IV. Treasurer's Report

A. Receive & File Report

WDDDA: Moe Almaliky reviewed the financial statement dated April 30, 2020. Revenue to date totaled \$1,087,663. Total expenditures totaled \$932,462. The current cash position equals \$959,081 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$774,559.

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

V. Action Items

A. Consent Agenda

1. WDDDA

- a) Hanging Baskets
- b) Movies in the Park Service Provider Amendment
- c) Event Insurance
- d) Planter Rail Repair

For hanging baskets, it was recommended that the districts move to a self-watering version to reduce the number of times per week maintenance crews need to water hanging baskets. A competitive bid was solicited to provide a 22" diameter self-watering hanging basket. Sybertech Waste was the lowest bidder of four at \$131.50 each. The cost for WDDDA is \$3156 for 24 hanging baskets. The baskets will be maintained by the landscape and maintenance company Fairlane Grounds for West DDDA. The West DDDA awards the lowest bidder Sybertech Waste for 24 self-watering hanging baskets at \$131.50 each, for a total of \$3156, to be expended from account #296-6100-911-34-90. The WDDDA Executive Director was also authorized to execute a contract with the listed service provider on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

For Movies in the Park Service Provider Amendment, West DDDA approved a budget of \$2350 to host two movies in their district for summer of 2020 at the April 2020 board meeting. Cost covers screen operations, licensed movies and marketing materials. Additional providers added for May are Swank Productions for licensing at \$945 for WDDDA and Beshara Printing for posters at \$50 for WDDDA. The funds are to be expended from account #296-6100-911-51-00. It is noted that all movies will be held on Fridays in August, instead of June through August due to COVID-19. The event location will have appropriate signage for social distancing and safety measures. The WDDDA Executive Director was also authorized to execute contracts with the listed service providers on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

For event insurance, the DDDAs utilize the City of Dearborn's insurance company, Nickel & Saph. Nickel & Saph quoted \$1290 to cover Dearborn Farmers Market and

Movies in the Park, equalling \$80.265 per event day. For West DDDA, having 12 Farmer Market dates and two Movies in the Park dates, the total is \$1128.75. The WDDDA authorizes \$161.25 from #296-6100-911-51-00 for Movies in the Park and \$967.50 from #296-6110-911-34-90 for the Dearborn Farmers Market with insurer Nickel and Saph to cover the WDDDA portion of the event insurance premium. The WDDDA Executive Director was also authorized to execute a contract with the listed service provider on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

For Planter Rail repair, due to damage from a vehicle, which the driver is unknown, a planter rail along W. Village Drive, by Wagner Park, needs to be fixed. Future Fabricators, who was determined to be the Sole Source provider is awarded the contract for the repair, expending funds from #296-6100-911-61-90, at a cost not to exceed \$4426. The WDDDA Executive Director was also authorized to execute a contract with the listed service provider on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

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

B. Regular Action Items

1. Joint Board Actions (West only)

- a) COVID-19 Office Supplies
- b) Welcome Back Campaign
- c) Tanner Friedman

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

The WDDDA obligates to pay 50% of the cost of \$4129 for the purchase of supplies for the office and event use, expending \$2064.50 for WDDDA from account

#296-6100-911-51-00 and further resolves the WDDDA Executive Director is authorized to execute the contract with listed service providers on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

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

For the Welcome Back Campaign, a reopening strategy has been developed, consisting of both physical improvements and marketing, with costs to be split equally with EDDDA. To note, the WDDDA board asked to have direct mail pieces from Mama Mia's (\$2999.99) and brochures from Beshara (\$1700) removed stating additional expenditures for these items are not needed at this time. The items to be ordered are from Malko Media or covid-19 safety yardsigns (qty. 50, \$475), posters (3 sets - \$300), and branded outdoor ground stickers (qty. 50, \$43 ea. for \$2150); Press and Guide newspaper ads (\$600), Times Herald newspaper ads (\$600), Epiccrowdcontrol.com (10 sets, \$170); and Beshara \$300 for flyer.

The WDDDA obligates to pay 50% of the cost of \$4595 for the purchase of supplies for the Welcome Back campaign, expending \$2297.50 for WDDDA from account #296-6100-911-51-00 and further resolves the WDDDA Executive Director is authorized to execute the contract with listed service providers on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

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

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

The WDDDA obligates to pay 50% of the cost of \$3600 for the additional 24 hours of work with Tanner Friedman, expending \$1800.00 for WDDDA from account #296-6100-911-34-90 and further resolves the WDDDA Executive Director is authorized to execute the contract with the listed service provider on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

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

2. WDDDA Actions Only

none

VII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

Bike Share Committee- Zagster is not open at this time. There is no news on come back yet.

Executive Board Committee - DDDAs office lease expires 2021. Artspace reached out to Cristina to ask intent on staying in space. They have a new tenant moving in that is interested in occupying the entire space. Cristina Sheppard-Decius to send current lease to Jeff Lynch for review. Current rates are higher than what is being offered to newer tenants. DDDAs office lease rate includes the cost of office buildout repayment.

Design Committee - Current Open Dearborn grant applicants are Haraz Coffee and Black Box. Steve Deisler working with them to further grant applications. BAT resource team starting to get traction. Meeting will be set to those on list to gauge interest. Cristina Sheppard-Desius checking with Wayne County to see what web trainings they are providing so DDDAs can tap into those rather than duplicate efforts.

Promotions Committee - Jean Smith stated current rules dictate no non-essential items at Dearborn Farmers Market at this time. Currently not allowed: music, sampling, seating, no onsite consumption. Music is currently booked but will cancel as time approaches since rules may relax. Market will have one entrance and one exit and an Information Booth with masks, disinfectant, gloves, and hand sanitizer. Customers can't be forced to wear mask but staff and volunteers will be required to. Market will have social distancing signage and crowd control items. Beaumont is still supporting and doing POP Club tent but will not offer samples and tokens will be pre-packaged.

Jean stated Movies in the Park dates are in August (each Friday) and set up will include social distancing and appropriate safety signage. Councilwoman Leslie Herrick stated stickers with something clever such as, "I am wearing a mask. How about you?" might be good to include. Jean will research.

Cristina Sheppard-Decius shared Ladies Night Out became Ladies Night In, a virtual Zoom and Facebook shopping and demo event. It was a two hour event and the majority who started with the event stayed until the end. Dan Merritt stated in chat that he agreed it was a good event and customers and businesses appreciated the event.

VIII. DDDA Executive Management Team & ECD Reports

Karen Nigosian stated the DTE lines are buried on W. Village Dr. Jeff Watson stated the line burying is complete and they are near completion on taking out poles. Jeff stated the cables with AT&T and Comcast were tangled. Steve Horstman reviewing. Sam Abbas stated at the back of Brome, DTE had installed a new pole but didn't take old pole out. He is still waiting on resolution.

Jeff Watson shared that a focus group was held with Dearborn restaurants, which garnered good questions and an exchange of good information. More focus groups will be held with different sectors.

Jeff continued by stating the city is getting \$1.2 million in additional CDBG funds. Applications will be ready mid to late June.

The NEI (New Economy Initiative) grant was a great partnership and over 600 applications were received with 60 receiving funding. \$150,000 was distributed. Director Lovejoy said some are confusing this program with Wayne County grant program which had \$5 million to distribute, not \$150,000.

IX. Call to Board of Directors

Director Jackie Lovejoy stated the Dearborn Chamber of Commerce is working on a new gift card program, "Gifting Dearborn". It is open to all members and non-members. Key to program is that funds are deposited immediately to business at purchase of gift card. More details will be forthcoming including via a CDTV video.

Director Julia Kapilango stated Alcamo's is opening shop on Friday so post on Dearborn:Open for Business page.

Director Kapilango asked if a final tally of businesses has been determined yet. Cristina stated there are approximately 700 properties and some are condo units. Cristina estimates there are 350 businesses but will work with team to provide final numbers of businesses in the EDDDA.

X. Call to Audience

City Councilwoman Leslie Herrick stated that it has been a great and informative meeting.

XI. Adjournment

Motion to adjourn moved by WDDDA's Vice-Chairperson Mohammed Hider and seconded by WDDDA's Director Jackie Lovejoy.

Meeting adjourned at 10:13 am.

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

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

April 16, 2020

Virtual Meeting via Zoom

<https://zoom.us/j/433224302?pwd=bmd2VzZBZ2I2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Password: 844577

One tap mobile

+13126266799,,433224302# US (Chicago)

+19292056099,,433224302# US (New York)

Dial by your location

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+1 301 715 8592 US

Meeting ID: 433 224 302

Join by Skype for Business

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

MINUTES

MEMBERS PRESENT

EAST DDA	:	Chairperson Dan Merritt, Secretary-Treasurer Julia Kapilango, Director Janice B. Cislo, Director Mark Guido, Director Judith A. McNeeley, and Director Kamal Turfah (joined 8:42 am)
WEST DDA	:	Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Director Thomas L. Clark (joined 8:28 am, left 9:42 am, back 10:00 am), Director Mark Guido, Director Jackie Lovejoy (left 9:41 am, returned 10:15 am, left 10:30 am) , and Director John McWilliams (left 9:18 am)

MEMBERS ABSENT

EAST DDA : Vice-Chairperson Jay P. Kruz, Director Mary O'Bryan, and Mayor Jack O'Reilly,

WEST DDA : Director Karen Nigosian, Mayor Jack O'Reilly, and Director Audrey Ralko

NON-MEMBERS PRESENT :

CITY OF DEARBORN : Jeff Watson (ECD), Licia Yangouyan (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Steve Horstman (ECD), Mike Kirk, Cristina Sheppard-Decius (DDDA), Jean Smith (DDDA) and Janet Bloom (DDDA)

OTHERS : N/A

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at 8:13 am.

II. Roll Call

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

EDDDA: A quorum was present.

WDDDA: A quorum was present.

III. Joint Meeting Chair for April 2020: Chairperson Sam Abbas

IV. Approval of the March 2020 Board Meeting Minutes - EDDDA

The minutes from the March 19, 2020 Board meeting were presented for approval. For the WDDDA, it was moved by Vice-Chairperson Mohammed Hider and it was seconded by Director Julia Kapilango. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes. Motion passed.

For the EDDDA, Director Julia Kapilango stated the minutes need a correction to correct her vote for the Consent Agenda item. Her "yes" vote will be corrected to "abstain, due to not confident with the process currently". For EDDDA, it was moved by Director Janice Cislo and it was seconded by Director Mark Guido. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes,

Director Mark Guido - yes, Director Judith McNeeley - yes. Motion passed with minutes being approved as corrected.

The minutes were recorded and filed.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated March 31, 2020. Revenue to date totaled \$889,068. Total expenditures totaled \$817,313. The current cash position equals \$1,032,335 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$432,318.

WDDDA: Moe Almaliky reviewed the financial statement dated March 31, 2020. Revenue to date totaled \$1,079,445. Total expenditures totaled \$891,029. The current cash position equals \$993,363 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$779.852.

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

VI. Action Items

A. Joint Board Actions

1. FYE 2021-23 Budget Draft

The final draft budget for FYE 2021-23 for the DDDAs was reviewed. For EDDDA, Section 28 of Public Act 197 of 1975 requires that the Directors of the EDDDA prepare and submit an operating budget for the EDDDA each year. For both EDDDA and WDDDA, the City of Dearborn requires a three-year budget of all departments and authorities for adoption. The fund balance, along with projected FYE 2021-2023 revenues for both EDDDA and WDDDA, is sufficient to support the proposed budget. Unexpended FYE2020 appropriations shall be carried forward for completion of EDDDA and WDDDA activities initiated by June 30, 2020.

For EDDDA, motion to approve by Director Jan Cislo, seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - no, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, and Director Kamal Turfah - yes. Motion passed.

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

2. Tanner Friedman - Additional Budget through June 30, 2020

Tanner Friedman is the current public relations vendor for both EDDDA and WDDDA. Due to Covid-19, Tanner Friedman was engaged to develop content, graphics, communications for the website, Constant Contact, signage and social media for Downtown Dearborn. They utilized 50 hours on this response in the month of March 2020. An additional \$7500 is necessary to add to their current contract to take them to the contract end date of June 30, 2020. The cost will be split equally between EDDDA and WDDDA, each expending \$3750. For EDDDA it will come from account #297-6100-911-34-90. For WDDDA it will come from account #296-6100-911-34-90.

For EDDDA, motion to approve by Director Jan Cislo; seconded by Director Kamal Turfah. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - no, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

3. Event Schedule For Spring/Summer 2020

Due to Covid-19, the Executive Board spoke at length about how it impacts the DDDA's events for Spring and Summer 2020. The Executive Committee recommended cancellation or postponement of events in May and June.

The EDDDA board approved the following:
Jazz on the Ave - cancelled for 2020

The WDDDA board approved the following:
Farmers Market - further explore later start dates
Tunes at Noon - cancelled for 2020
Friday Nights - cancelled for 2020
Kids Days at the Market - cancelled for 2020

Both EDDDA and WDDDA approved the following:
Movies in the Park - further explore moving June dates to later months.
Music in the Park - cancelled for 2020
Ladies Night Out - further explore options of a virtual Ladies Night In, tentatively scheduled for May 6
Dearborn Restaurant Week - further explore a new plan to do this event later in year

For EDDDA, motion to approve by Secretary-Treasurer Julia Kapilango; seconded by Director Judith McNeeley. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

For WDDDA, motion to approve by Vice-Chairperson Mohammed Hider; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

Other recommendations for events included considering purchasing hand sanitizer stands since in high demand, and set up sanitation stations; purchase gloves and branded masks; change Farmers Market bags to paper bags; and possibility of demarking 6ft. spacing at events.

The Executive Committee has also wanted to plan for a “Comeback Campaign”, putting funds towards mailers, co-op ads, more social media marketing, TV, YouTube/Google ads and a general video promotion on CDTV.

The DDDAs are still actively pursuing sponsors to help with events and programs.

B. EDDDA Board Actions

1. Consent Agenda

- a) **COVID-19 Response Sandwich Board Signs**
- b) **Movies in the Park**

2. Motion to revise Consent Agenda

Motion was made to revise Consent Agenda to speak on each agenda item. Motion made by Director Mark Guido and seconded by Director Jan Cislo.

Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

3. COVID-19 Response Sandwich Board Signs

Sandwich board signs were created to advertise at select locations that area restaurants were still open and offering delivery, take out or curbside service and it provided a 15 minute parking rule. Malko Media produced 32 signs at \$22 a piece and two additional a-frame signs were ordered at \$105 each. The total cost is \$914, which is to be split equally between EDDDA and WDDDA. The EDDDA approves expending \$457 from

account #296-6100-911-51-00 for the a-frames and inserts.

For EDDDA, motion to approve by Director Mark Guido; seconded by Director Jan Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

4. Movies in the Park

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation, this item was requested to be tabled until May.

For EDDDA, motion to table was presented by Director Mark Guido; seconded by Director Janice Cislo. Roll call vote: Chairperson Dan Merritt - yes, Secretary-Treasurer Julia Kapilango - yes, Director Janice Cislo - yes, Director Mark Guido - yes, Director Judith McNeeley - yes, Director Kamal Turfah - yes. Motion passed.

C. WDDDA Board Actions

1. Consent Agenda

- a) COVID-19 Response Sandwich Board Signs**
- b) Movies in the Park**
- c) Farmers Market**
- d) Tunes at Noon**

2. Motion to revise Consent Agenda:

Motion was made to revise Consent Agenda to remove Movies in the Park and Tunes at Noon from Consent Agenda since Movies in the Park was moved to May review by EDDDA and Tunes at Noon was cancelled during Joint Board Actions.

For WDDDA, motion to remove Consent Agenda items presented by Vice-Chairperson Mohammed Hider; seconded by Director Mark Guido. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

3. Motion to approve Consent Agenda

- a) COVID-19 Response Sandwich Board Signs**
- b) Farmers Market**

The remaining items on Consent Agenda, COVID-19 Response Sandwich Board Signs and Farmers Market were presented for approval. For WDDDA, motion to approve by Director Jackie Lovejoy; seconded by Secretary-Treasurer Jeff Lynch. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

4. Motion to Table Movies in the Park

Movies in the Park is a family event that has two movies shown in the EDDDA district and two shown in the WDDDA district. The movies usually begin in June and run through August. Given the Covid-19 situation and EDDDA already approving this item to be presented at next board meeting, this item was requested to be tabled until May.

For WDDDA, motion to approve tabling this item was first moved by Director Mark Guido; seconded by Vice-Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice-Chairperson Mohammed Hider - yes, Secretary-Treasurer Jeff Lynch - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes. Motion passed.

VII. Committee Reports

Committee minutes are in Supplemental Materials in digital board packet.

Cristina Sheppard-Decius shared updates on the Promotions Committee that volunteer needs will need to be reviewed given change of events in 2020. Jean Smith stated Home Tour is cancelled.

Cristina Sheppard-Decius covered items from the Design/Economic Vitality Committee. A virtual meeting was held with businesses with about 40 participants. It included a panel with government, economic development and chamber resources. Property Owner Round Table cancelled. Chairperson Sam Abbas interjected that this should be reinstated since property owners will need support more than ever given COVID-19 situation. For Open Door Dearborn, reviewing current applications. Follow up is being conducted with Haraz Coffee in East Dearborn on progress.

VIII. DDDA Executive Management Team & ECD Reports

Chairperson Sam Abbas commented on the lack of transparency of the Brady RFP process and asked that RFP process be more open so more local participants in property development can happen. Cristina stated that the process is being managed by ECD and the Purchasing Department. RFP is on the DowntownDearborn.org site and on bidnet.com. Jeff Watson stated that the RFP went out to a list of potential candidates and primary tool is bidnet.com. Cristina stated working on bid for City Hall Park and bike racks. Sharing on Bike Share Committee information, Cristina stated Zagster has pulled all bikes and has suspended operations currently. The committee was exploring docked and dockless bike stations. She pointed out the Happy Hour document which lists opportunities for engagement between businesses and their customers. She stated she could invite a few board members to join in the weekly 4 pm Michigan Downtown Association calls if interested. A Downtown Business and Property Owner Virtual Town Hall event was held. Everyone is being directed to the DowntownDearborn.org website to visit the resources under the COVID-19 tab, which is a collection of available local, county, state and federal resources for business and

property owners. Additional funds are being structured at the City level and more details will be coming out on that program. Hassan Sheikh mentioned Census is still in process. Mark Guido stated inspections have been scaled back and are primarily focused on vacant residential properties at this time to reflect compliance with Governor Whitmer's Executive Order. Jeff Lynch stated Ford is doing no new construction at this time and all focus is on essential maintenance. Sam asked if our Landscape and Maintenance contracts now are only concentrating on essential litter pickup, we should see a cost savings. Cristina stated yes and that we only get billed by work completed.

IX. Call to Board of Directors

No comments.

X. Call to Audience

No comments.

XI. Adjournment

Motion to adjourn moved by EDDDA's Vice-Chairperson Mohammed Hider and seconded by EDDDA's Secretary-Treasurer Julia Kapilango.

Meeting adjourned at 11:07 am

Approved by:

Julia Kapilango, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
296-0000-311.40-00	Property Tax Capture	\$ 496,066	686,335	\$ 505,710	\$ 505,710	\$ 769,618	\$ -	N/A
	Brownfield Tax Capture	119,900	132,940	235,220	235,220	248,583	-	N/A
	Tax Revenue Total:	\$ 615,966	\$ 819,275	\$ 740,930	\$ 740,930	\$ 1,018,201	\$ -	\$ -
296-0000-330.05-14	Local Community Stablization Authority	12,332	25,313	25,320	25,320	-	-	25,320
296-6110-330.01-90	Farmer's Market Federal Grant	-	1,424	1,000	1,000	607	-	393
296-6110-369.90-00	Farmer's Market Miscellaneous	12,900	18,865	23,500	23,500	2,265	-	21,235
296-6100-365.90-00	Donations from a Private Source	88,742	48,348	83,500	83,500	16,659	-	66,841
296-6100-322.40-10	Events Revenue	-	-	-	-	6,545	-	-
296-0000-361.10-05	Interest Income	9,786	19,928	20,698	20,698	14,219	-	6,479
296-0000-369.90-00	Miscellaneous Income	-	6,194	-	-	-	-	-
	Donations & Farmer's Market Total:	\$ 123,760	\$ 120,072	\$ 154,018	\$ 154,018	\$ 40,295	\$ -	\$ 120,268
296-0000-391.91-01	Contributions from the General Fund	39,102	37,913	35,000	35,000	32,083	-	2,917
	General Fund Contribution Total:	39,102	37,913	35,000	35,000	32,083	-	2,917
	Total Revenues:	\$ 778,828	977,260	\$ 929,948	\$ 929,948	\$ 1,090,579	\$ -	\$ 243,453
Expenditure								
296-6100-911.10-20	Part-time Wages	\$ 4,830	81	\$ -	\$ -	\$ -	\$ -	\$ -
296-6100-911.22-00	City Share of FICA & Medicare	369	6	-	-	-	-	-
296-6100-911.26-00	Workers Compensation Contribution	3	-	-	-	-	-	-
296-6100-911.30-40	Audit Services	329	382	400	400	400	-	-
296-2972-463.34-90	Sanitation Contractual Services	22,152	25,920	25,920	25,920	19,620	540	5,760
296-6100-911.34-90	Development Contractual Services	253,616	399,227	499,826	534,826	344,135	106,040	84,651
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	10,624	3,038	8,338
296-6100-911.41-75	WATER/SEWAGE	-	-	-	1,500	534	966	-
296-6100-911.43-82	Copier Repair & Maintenance Services	-	362	375	375	-	-	375
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	9,928	903	179
296-6100-911.51-00	Community Promotion	137,110	264,955	341,345	485,817	168,221	76,254	241,342
296-6100-911.52-10	Insurance	2,985	2,670	3,730	3,730	3,421	-	309
296-6100-911.53-00	Communications	-	225	-	500	1,010	76	(586)
296-6100-911.58-10	Training & Transportation	2,569	2,836	3,500	3,500	175	-	3,325
296-6100-911.60-10	Office Supplies	693	802	4,125	3,125	395	-	2,730
296-6100-911.60-20	POSTAGE	-	-	-	500	203	-	297
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	17,100	-	1,000	16,100
296-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
296-6100-911.65-00	Memberships	413	513	940	940	148	28	764
296-6100-911.68-90	Other Operating Expenses	150,000	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	248,583	-	(13,363)
	Total Expenditure	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 807,974	\$ 206,761	\$ 362,978
	Revenues Over/(Under) Expenditures	\$ 70,494	110,699	\$ (268,293)	\$ (447,765)	\$ 282,605	\$ (206,761)	\$ (119,525)
Balance Sheet								
						Current	Beginning of Year	
Equity in Pooled Cash Position						\$ 1,086,480	\$ 851,078	
Current Assets	Current Receivables					14,360	9,636	
	Unearned Income					243,453	926,885	
Current Liabilities	Current Liabilities					-	80,057	
	Encumbrances					(206,761)	(212,549)	
	Uncommitted Budget					(362,978)	(1,019,109)	
	Estimated Ending Cash Position	\$ 787,019	906,009			\$ 774,554	\$ 635,998	
Expenditure Details								
		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
296-2972-463.34-90	Sanitation Contractual Services	\$ 22,152	25,920	\$ 25,920	\$ 25,920	\$ 19,620	\$ 540	\$ 5,760
296-6100-911.34-90	Holiday Décor & Installation	17,350	11,861	20,000	20,000	19,830	-	170
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	219,080	219,080	146,728	38,725	33,627
296-6100-911.34-90	Snow Removal	38,250	39,678	45,000	45,000	25,865	19,198	(63)
296-6100-911.34-90	On-Street Bike Racks	516	-	6,000	6,000	-	-	6,000
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	30,000	-	-	30,000
296-6100-911.62-40	Planting Materials	8,276	6,798	30,000	30,000	577	17,916	11,507
	Total Beautification	\$ 142,364	277,716	\$ 356,000	\$ 376,000	\$ 212,620	\$ 76,379	\$ 87,001

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,625	10,258	\$ 30,000	\$ 30,000	\$ 10,147	\$ 2,968	\$ 16,885
296-6100-911.51-00	Branding	-	118,371	120,000	252,881	84,932	56,964	110,985
296-6100-911.51-00	Graphic Design	1,474	150	5,000	5,000	220	78	4,702
296-6100-911.51-00	Photography	1,825	1,850	5,000	5,000	963	-	4,037
296-6100-911.51-00	Metro Mode / Issue Media	30,000	18,000	24,000	24,000	18,000	-	6,000
296-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
296-6100-911.51-00	CTM Brochure Distribution	5,852	2,339	4,250	4,250	438	3,751	61
296-6100-911.51-00	Website, Constant Contacts	275	226	230	230	-	-	230
296-6100-911.51-00	Website Hosting & Domain Registration	985	801	1,350	1,350	2,188	11	(849)
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600	-
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000
296-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Studen	1,500	5,500	1,000	1,000	1,000	-	-
296-6100-911.51-00	Fall Promotions	476	193	300	300	-	-	300
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	3,950	16,144	14,665	14,665	13,590	-	1,075
296-6100-911.51-00	Shop Small Business Saturday	7,201	3,665	7,000	7,000	6,480	167	353
296-6100-911.51-00	Restaurant week	12,465	17,581	16,500	16,500	1,050	-	15,450
296-6100-911.51-00	Big Read	1,000	-	1,000	1,000	-	-	1,000
296-6100-911.51-00	Tunes at Noon	-	-	6,500	6,500	3,024	-	3,476
296-6100-911.51-00	Friday Nites Concert Series & Food Truck Rally	34,328	32,876	44,600	44,600	8,468	241	35,891
296-6100-911.51-00	W.Village Commons & Wagner Place Programs	10,368	15,011	-	-	-	-	-
296-6100-911.51-00	Wagner Place Park Equipment	-	2,280	15,000	26,570	6,659	-	19,911
296-6100-911.51-00	Main Street Materials	790	-	-	-	-	-	-
296-6100-911.51-00	Martian Marathon	619	375	500	500	-	-	500
296-6100-911.51-00	Bike Dearborn	-	250	-	-	-	-	-
296-6100-911.51-00	Farm Table	-	-	8,500	8,500	-	175	8,325
296-6100-911.51-00	Movies In the Park	-	-	2,000	2,000	658	29	1,313
296-6100-911.51-00	Doggone	-	-	800	800	-	-	800
296-6100-911.51-01	Black History Month	-	-	-	21	-	21	21
296-6100-911.51-00	Ice Cream	-	-	700	700	-	-	700
296-6100-911.51-00	Ladies Night Out	-	-	550	550	-	3,441	(2,891)
296-6100-911.51-00	Pernennial	-	-	550	550	360	-	190
296-6100-911.51-00	Kids Day	-	1,457	10,000	10,000	8,945	2,801	(1,746)
296-6100-911.51-00	Farmer's Market Promotions	1,729	3,936	-	-	300	-	(300)
296-6110-911.34-90	Farmer's Market Contractual Services	5,089	16,509	22,000	22,000	13,564	3,038	5,398
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	55,000	-	-	55,000
296-6100-911.51-00	Other Community Development	13,336	4,479	2,000	2,000	798	5	1,197
Total Development		\$ 149,387	284,947	\$ 403,345	\$ 562,817	\$ 181,784	\$ 79,290	\$ 301,764

Planning & Administration

296-6100-911.34-90	Pow Strategies	-	-	-	98,070	50,545	47,779	47,525
296-6100-911.34-90	Executive Director	\$ 94,570	46,172	\$ 47,996	\$ 47,996	\$ 22,998	\$ 3	\$ 24,995
296-6100-911.34-90	Operations Manager	-	27,742	30,950	30,950	15,475	-	15,475
296-6100-911.34-90	Design & Planning Manager	-	9,400	12,000	12,000	6,000	-	6,000
296-6100-911.34-90	Event Manager, Farmer's Market Manager	9,771	26,738	27,900	27,900	13,950	-	13,950
296-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	37	833
Total Directors Expenses		134,405	148,482	158,846	158,846	148,098	47,819	108,778
various (comment)	Wages & Benefits	5,202	87	-	-	-	-	-
various (comment)	Other Office Expenses	7,076	10,629	13,070	14,570	6,286	1,070	7,214
296-6100-911.34-90	Office Cleaning	-	825	900	900	675	300	(75)
296-6100-911.44-10	Building Rental	-	10,935	11,010	11,010	9,928	903	179
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	17,100	-	1,000	16,100
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	119,900	132,940	235,220	235,220	248,583	-	(13,363)
Total Planning & Administration		\$ 416,583	303,898	\$ 438,896	\$ 438,896	\$ 413,570	\$ 51,092	\$ 120,083

Expenditures	\$ 708,334	866,561	\$ 1,198,241	\$ 1,377,713	\$ 807,974	\$ 206,761	\$ 362,978
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Contractual Services

Community Promotions

Other Operating Expenses

Financial Statement Summary		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
297-0000-311.40-00	Property Tax Capture	\$ 331,579	\$ 343,896	\$ 354,750	\$ 354,750	\$ 366,558	\$ -	N/A
	Brownfield Tax Capture	464,566	464,099	475,240	475,240	448,590	-	26,650
	Tax Revenue Total	\$ 796,145	\$ 807,995	\$ 829,990	\$ 829,990	\$ 815,148	\$ -	\$ 26,650
297-0000-330.05-14	Local Community Stabilization Authority	-	23,733	23,740	23,740	26,223	-	N/A
297-6100-330.01-99	Federal Sources (contra-revenue)	-	(142,029)	-	-	-	-	-
297-6100-365.90-00	Donations from a Private Source	22,965	41,850	115,000	115,000	7,849	-	107,151
297-0000-361.10-05	Interest Income	18,257	27,156	31,218	31,218	16,682	-	14,536
297-6100-322.40-10	Events Revenue	-	-	-	-	6,350	-	-
297-6100-369.90-00	Miscellaneous Income	-	-	14,205	14,205	14,203	-	2
	Donation Revenue Total	\$ 41,222	\$ (49,290)	\$ 184,163	\$ 184,163	\$ 71,307	\$ -	\$ 121,689
297-0000-391.96-97	Workers Compensation Fund	0	0	0	155.00	155.00	-	0
297-0000-391.91-01	Contributions from the General Fund	35,681	11,794	11,310	11,310	10,368	-	942
	Contribution Total	\$ 35,681	\$ 11,794	\$ 11,310	\$ 11,465	\$ 10,523	\$ -	\$ 942
	Total Revenue	\$ 873,048	\$ 770,499	\$ 1,025,463	\$ 1,025,618	\$ 896,978	\$ -	\$ 149,281
Expenditure								
297-6100-911.10-20	Part-time Wages	\$ 51,593	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.22-00	City Share of FICA & Medicare	3,947	39	-	-	-	-	-
297-6100-911.25-00	UNEMPLOYMENT COMPENSATION	-	-	-	-	5,068	-	-
297-6100-911.26-00	Workers Compensation Contribution	33	-	-	-	-	-	-
297-6100-911.30-40	Audit Services	772	763	800	800	800	-	-
297-2972-463.34-90	Sanitation Contractual Services	33,603	11,794	11,310	11,310	2,600	4,400	4,310
297-6100-911.30-90	Other Professional Services	150	-	-	-	-	-	-
297-6100-911.34-90	Development Contractual Services	133,045	265,527	359,856	402,197	267,686	79,427	55,084
297-6100-911.43-82	Copier Repair & Maintenance Services	58	362	375	375	-	-	375
297-6100-911.44-10	Building Rental	25,000	10,935	11,010	11,010	9,928	903	179
297-6100-911.51-00	Community Promotion	154,922	190,668	339,980	422,122	105,799	135,598	180,625
297-6100-911.52-10	Insurance	3,255	4,110	6,260	6,260	5,731	-	529
297-6100-911.53-00	Communications	720	281	-	500	1,199	76	(775)
297-6100-911.58-10	Training & Transportation	3,310	2,539	3,500	3,500	1,397	-	2,103
297-6100-911.60-10	Office Supplies	642	802	4,125	3,125	401	-	2,724
297-6100-911.60-20	Postage	4	154	100	600	214	-	386
297-6100-911.61-90	Non-Capital Equipment	1,720	-	3,500	3,500	-	-	3,500
297-6100-911.62-00	Repair & Maintenance Supplies	-	1,400	-	-	-	-	-
297-6100-911.62-40	Planting Materials	7,057	18,455	30,000	30,000	17,825	-	12,175
297-6100-911.65-00	Memberships	413	513	1,190	1,190	148	28	1,014
297-6100-911.66-00	Reference Materials	28	-	-	-	-	-	-
297-6100-911.68-80	Licenses, Fees, & Permits	-	-	300	300	-	-	300
297-6100-911.68-90	Other Operating Expenses	536,989	-	15,455	15,455	14,203	-	1,252
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	464,099	475,240	475,240	448,590	-	26,650
	Total Operating Expenditures	1,421,827	972,946	1,263,001	1,387,484	881,589	220,432	290,431
	Total Expenditure	\$ 1,451,257	\$ 972,946	\$ 1,263,001	\$ 1,590,364	\$ 881,589	\$ 374,410	\$ 339,433
	Revenues Over/(Under) Expenditures	\$ (578,209)	\$ (202,447)	\$ (237,538)	\$ (564,746)	\$ 15,389	\$ (374,410)	\$ (190,152)
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash	Cash Position					\$ 1,000,335	\$ 1,047,136	
Current Assets	Current Receivables					10,750	1,745	
	Unearned Income					149,281	1,024,520	
Current Liabilities	Current Liabilities					(14,203)	32,070	
	Encumbrances					(374,410)	(318,346)	
	Uncommitted Budget					(339,433)	(1,207,035)	
	Estimated Ending Cash Position	\$ 1,090,062	\$ 1,042,608			\$ 432,320	\$ 580,090	

Expenditure Details		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
297-2972-463.34-90	Sanitation Contractual Services	\$ 33,603	\$ 11,794	\$ 11,310	\$ 11,310	\$ 2,600	\$ 4,400	\$ 4,310
297-6100-911.51-00	Fall Décor	814	-	-	-	-	-	-
297-6100-911.34-90	Holiday Décor & Installation	20,646	17,256	27,500	27,500	14,440	1,135	11,925
297-6100-911.34-90	Landscape & Maintenance	5,425	62,470	70,170	70,170	44,841	10,755	14,574
297-6100-911.34-90	Snow Removal	37,575	38,536	45,000	45,000	26,538	18,463	(1)
297-6100-911.34-90	Artspace, Public Space Design	25,180	-	10,000	44,581	34,581	-	10,000
297-6100-911.34-90	Streetscape Enhancements	4,250	-	41,000	41,000	8,415	245	32,340
297-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	10,000	-	2,960	7,040
297-6100-911.62-40	Planting Materials	28,952	18,455	30,000	30,000	17,825	-	12,175
	Total Beautification	\$ 699,711	\$ 148,511	\$ 244,980	\$ 482,541	\$ 149,240	\$ 191,936	\$ 141,365
Development								
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ -	\$ 4,705	\$ 30,000	\$ 30,000	\$ 4,972	1,616.00	\$ 23,412
297-6100-911.51-00	Branding	-	34,210	120,000	202,042	35,568	104,012.00	62,462
297-6100-911.51-00	Graphic Design	-	490	5,000	5,000	220	-	4,780
297-6100-911.51-00	Photography	1,325	1,125	5,000	5,000	963	-	4,037
297-6100-911.51-00	Metro Mode / Issue Media	34,682	18,000	24,000	24,000	18,000	-	6,000
297-6100-911.51-00	Mobile App	-	1,197	3,750	3,750	-	-	3,750
297-6100-911.51-00	CTM Brochure Distribution	-	2,193	4,250	4,250	438	146.00	3,666
297-6100-911.51-00	Website, Constant Contacts	-	226	230	230	-	-	230
297-6100-911.51-00	Website Hosting & Domain Registration	1,020	801	1,350	1,350	1,828	11.00	(489)
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600.00	-
297-6100-911.51-00	Community Art Enhancement	15,000	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000
297-6100-911.51-00	Art Month	-	4,480	1,000	1,000	1,000	-	-
297-6100-911.51-00	Pocket of Perception (student art project)	-	8,000	20,000	20,000	-	-	20,000
297-6100-911.51-00	Fall Promotions	-	592	600	600	-	-	600
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	-	8,197	15,000	15,000	8,486	-	6,514
297-6100-911.51-00	Shop Small Business Saturday	9,735	4,581	7,000	7,000	5,565	167.00	1,268
297-6100-911.51-00	Restaurant Week	12,465	15,583	16,500	16,500	1,050	-	15,450
297-6100-911.51-00	Black History Month	-	-	-	100	43	-	58
297-6100-911.51-00	Big Read	-	-	1,000	1,000	-	-	1,000
297-6100-911.51-00	Movies in the Park	1,774	2,582	2,000	2,000	1,511	1,521.00	(1,032)
297-6100-911.51-00	Music in the Park	-	5,177	-	-	316	-	(316)
297-6100-911.51-00	Tunes at Noon	4,858	8,495	-	-	-	-	-
297-6100-911.51-00	City Hall Park Events	-	-	2,700	2,700	-	-	2,700
297-6100-911.51-00	Jazz on the Ave	50,864	51,136	55,000	55,000	25,088	22,370.00	7,542
297-6100-911.51-00	Eastborn Clean Up	-	448	1,500	1,500	-	-	1,500
297-6100-911.51-00	Other Community Development	11,726	8,922	2,500	2,500	750	155.00	1,595
	Total Development	\$ 154,949	\$ 192,640	\$ 339,980	\$ 422,122	\$ 105,798	\$ 135,598	\$ 180,727
Planning & Administration								
297-6100-911.34-90	Pow Strategies	-	-	-	91,320	46,045	45,529	45,791
297-6100-911.34-90	Executive Director	\$ -	\$ 50,006	\$ 47,996	\$ 47,996	\$ 22,998	\$ 3	\$ 24,995
297-6100-911.34-90	Operations Manager	-	29,032	30,950	30,950	15,475	-	15,475
297-6100-911.34-90	Design & Planning Manager	-	9,900	12,000	12,000	6,000	-	6,000
297-6100-911.34-90	Event Manager	7,075	17,100	17,100	17,100	8,550	-	8,550
297-6100-911.34-90	Communications Manager, Public Relations	30,064	38,430	40,000	40,000	39,130	37	833
297-6100-911.34-90	Building/Business Incentive	-	-	7,760	7,760	-	-	7,760
297-6100-911.34-90	Unemployment	-	-	7,240	7,240	-	-	7,240
	Total Directors Expenses	37,139	144,468	155,286	163,046	138,198	45,569	70,853
various (comment)	Wages & Benefits	55,573	544	-	-	-	-	-
various (comment)	Other Office Expenses	9,196	10,924	16,650	16,650	9,890	104	6,656
297-6100-911.34-90	Office Cleaning	1,800	825	900	900	675	300	(75)
297-6100-911.44-10	Building Rental	25,000	10,935	11,010	11,010	9,928	903	179
297-6100-911.61-90	Non-Capital Equipment (light poles)	1,720	-	3,500	3,500	-	-	3,500
297-6100-911.68-90	Other Operating Expenses (utilities)	1,603	-	1,250	1,250	-	-	1,250
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	464,099	475,240	475,240	448,590	-	26,650
	Total Planning & Administration	\$ 596,597	\$ 631,795	\$ 678,041	\$ 685,801	\$ 621,484	\$ 46,876	\$ 109,015
	Expenditures	\$ 1,451,257	\$ 972,946	\$ 1,263,001	\$ 1,590,364	\$ 876,521	\$ 374,410	\$ 339,433
						(5,068)		
	Contractual Services							
	Community Promotions							
	Other Operating Expenses							

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Artspace Office Lease FYE 2021

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: At its November 9, 2017, Board meeting, the EDDDA resolved to move into one of the non-residential office spaces in the City Hall Artspace Lofts building; and

WHEREAS: The EDDDA Board executed a lease agreement on December 8, 2017, for an office in 13615 Michigan Avenue Building B, the designated commercial space in the City Hall Artspace Lofts building, for an office with a per square foot rental amount of no more than \$20; and

WHEREAS: The WDDDA Board agreed to sharing the office space with the EDDDA and adopted a budget for office lease for FYE2019 of \$11,000; and

WHEREAS: The EDDDA has been sharing this office space with the WDDDA since June of 2018 and has been paying half of the office's monthly rent (\$902.50) since July of 2018; and

WHEREAS: The EDDDA Board authorized an amount not to exceed \$10,830 (\$902.50 monthly) for July 1, 2019-June 30, 2020, towards sharing an office with the WDDDA in 13615 Michigan Avenue Building B from building rental line item #297-6100-911-44-10; let it

RESOLVED: The EDDDA Board authorizes an amount not to exceed \$10,830 (\$902.50 monthly) for July 1, 2020-June 30, 2021, towards sharing an office with the WDDDA in 13615 Michigan Avenue Building B from building rental line item #297-6100-911-44-10; and let it be further

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Artspace Office Lease FYE 2021

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: At its November 9, 2017, Board meeting, the EDDDA resolved to move into one of the non-residential office spaces in the City Hall Artspace Lofts building; and

WHEREAS: The EDDDA Board executed a lease agreement on December 8, 2017, for an office in 13615 Michigan Avenue Building B, the designated commercial space in the City Hall Artspace Lofts building, for an office with a per square foot rental amount of no more than \$20; and

WHEREAS: The WDDDA Board agreed to sharing the office space with the EDDDA and adopted a budget for office lease for FYE2019 of \$11,000; and

WHEREAS: The WDDDA has been sharing this office space with the EDDDA since June of 2018 and has been paying half of the office's monthly rent (\$902.50) since July of 2018; and

WHEREAS: The WDDDA Board authorized an amount not to exceed \$10,830 (\$902.50 monthly) for July 1, 2019-June 30, 2020, towards sharing an office with the EDDDA in 13615 Michigan Avenue Building B from building rental line item #296-6100-911-44-10; let it

RESOLVED: The WDDDA Board authorizes an amount not to exceed \$10,830 (\$902.50 monthly) for July 1, 2020-June 30, 2021, towards sharing an office with the EDDDA in 13615 Michigan Avenue Building B from building rental line item #296-6100-911-44-10; and let it be further

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

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Racks 2020 - EDDDA

Date Approved:

Motioned by:

Seconded by:

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: A competitive bid for the purchase and installation of 8 on-street and 3 on-sidewalk bike racks that add an additional function and design element to the district was solicited by the City of Dearborn on behalf of the EDDDA; therefore, be it

RESOLVED:

1. That the EDDDA awards the lowest bidder_____ for the purchase and installation of 8 on-street and 3 on-sidewalk bike racks for _____ which is to be expended from account # 297-6100-911-34-90; and
2. The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Bike Racks 2020 - WDDDA

Date Approved:

Motioned by:

Seconded by:

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: A competitive bid for the purchase and installation of 2 on-street bike racks that add an additional function and design element to the district was solicited by the City of Dearborn on behalf of the WDDDA; therefore, be it

RESOLVED:

1. That the WDDDA awards the lowest bidder _____ for the purchase of 2 on-street bike racks, plus installation, for _____ which is to be expended from account # 296-6100-911-34-90; and
2. The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branded Banners - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA has launched the new branding initiative and recognizes the benefit of Marketing and Promoting businesses and activities in the District, and that using street pole banners are an effective way to market and identify the district with the new branding elements; and

WHEREAS: The EDDDA obligates \$1500 for the design, production and shipping of branded banners that will be placed throughout the EDDDA district; therefore be it

RESOLVED: The EDDDA authorizes expending up to \$1500 for the design, production and shipping of the branded banners from the General Marketing budget line item account #297-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Branded Banners - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA has launched the new branding initiative and recognizes the benefit of Marketing and Promoting businesses and activities in the District, and that using street pole banners are an effective way to market and identify the district with the new branding elements; and

WHEREAS: The WDDDA obligates \$4250 for the design, production and shipping of branded banners that will be placed throughout the WDDDA district; therefore be it

RESOLVED: The WDDDA authorizes expending up to \$4250 for the design, production and shipping of the branded banners from the General Marketing budget line item account #296-6100-911-51-00, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA OFFICE CLEANING CONTRACT FYE21

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA approved a contract with Campbell's Cleaning Company LLC for full office suite cleaning services for FYE19 and FYE20 and wish to extend the contract again with this vendor; and

WHEREAS: The EDDDA and WDDDA currently split the office space cost at Artspace; and

WHEREAS: A one-year contract extension for cleaning services with Campbell's Cleaning Company, LLC for FYE2021 beginning July 1, 2020 to June 30, 2021 costs \$300 per month for weekly cleaning and an additional \$160 a year for Bioshield product for a contract total not to exceed \$3760 to be split equally between the EDDDA and WDDDA; therefore, let it be

RESOLVED: The EDDDA authorizes a contract extension with Campbell's Cleaning in an amount not to exceed \$1880 from account 297-6100-911-34-90; and let it be further

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA OFFICE CLEANING CONTRACT FYE21

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA approved a contract with Campbell's Cleaning Company LLC for full office suite cleaning services for FYE19 and FYE20 and wish to extend the contract again with this vendor; and

WHEREAS: The WDDDA and EDDDA currently split the office space cost at Artspace; and

WHEREAS: A one-year contract extension for cleaning services with Campbell's Cleaning Company, LLC for FYE2021 beginning July 1, 2020 to June 30, 2021 costs \$300 per month for weekly cleaning and an additional \$160 a year for Bioshield product for a contract total not to exceed \$3760 to be split equally between the EDDDA and WDDDA; therefore, let it be

RESOLVED: The EDDDA authorizes a contract extension with Campbell's Cleaning in an amount not to exceed \$1880 from account 296-6100-911-34-90; and let it be further

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

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA's Comcast Internet Billing FYE 21

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA maintain a shared DDDA office at the Artspace Connector; and

WHEREAS: Access to reliable internet and Wi-Fi services is necessary to the operations of the EDDDA, WDDDA, and the DDDDA's office; and

WHEREAS: The previous internet connections and equipment were lost as a result of flooding in May 2019; and

WHEREAS: The EDDDA and WDDDA approved in May 2019 to switch to Comcast; and

WHEREAS: A new PO needs to be issued for contract year FYE 2021 with Comcast at a rate of \$190 a month, totaling \$2280, to be split equally between EDDDA and WDDDA; so let it be

RESOLVED: The EDDDA authorizes an expenditure of \$1140 for EDDDA's 50% portion of the Comcast billing year of FYE 2021, using account # 297-6100-911-53-00; and let it be

RESOLVED: The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA's Comcast Internet Billing FYE 21

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA maintain a shared DDDA office at the Artspace Connector; and

WHEREAS: Access to reliable internet and Wi-Fi services is necessary to the operations of the WDDDA, EDDDA, and the DDDDA's office; and

WHEREAS: The previous internet connections and equipment were lost as a result of flooding in May 2019; and

WHEREAS: The WDDDA and EDDDA approved in May 2019 to switch to Comcast; and

WHEREAS: A new PO needs to be issued for contract year FYE 2021 with Comcast at a rate of \$190 a month, totaling \$2280, to be split equally between WDDDA and EDDDA; so let it be

RESOLVED: The WDDDA authorizes an expenditure of \$1140 for WDDDA's 50% portion of the Comcast billing year of FYE 2021, using account # 296-6100-911-53-00; and let it be

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-WDDDA amendment I

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

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

RESOLVED: The WDDDA obligates to pay 50% of the cost of \$22,657.50 for the purchase of Welcome Back campaign supplies and materials for a total of \$11,328.75 from account #296-6100-911-51-00; and let it be

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

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$118.50

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

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-EDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

RESOLVED: The EDDDA obligates to pay 50% of the cost of \$22,839 for the purchase of supplies for a Welcome Back campaign for a total of \$11,419.50, from account #297-6100-911-51-00; and let it be

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

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Beshara	posters (3 sets)	\$300
Rocket	40 qty. 24” branded outdoor stickers (\$50/ea)	\$2000
Rocket	10 qty. 24” branded outdoor stickers (DFM) \$26.25/ea.	\$262.50
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600

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

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sanitation Stations

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The “Welcome Back” reopening strategy consists of both physical improvements and marketing; and

WHEREAS: For the safety of customers within Downtown Dearborn, seven hand sanitizing stations will be placed in the EDDDA district and nine in the WDDDA district along with security items to keep them in each designated area; so let it be

RESOLVED: The EDDDA obligates up to \$2,303 for sanitation stations and security items from account #297-6100-911-51-00; and let it be

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

Vendor	Purpose	Amount
Sanistand	16 hand sanitizer stations at \$279 plus est. shipping of \$200 (EDDDA - 7) (WDDDA - 9)	\$4664
Janet Bloom	stakes/metal bars and chains for Sanistands	\$500

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sanitation Stations

Date Adopted:

Motioned by:

Seconded by:

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

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

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

WHEREAS: For the safety of customers within Downtown Dearborn, five hand sanitizing stations will be placed per district along with security items to keep them in each designated area, with costs to be split equally between EDDDA and WDDDA; so let it be

RESOLVED: The WDDDA obligates up to \$2,761 from account #296-6100-911-51-00; and let it be

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

Vendor	Purpose	Amount
Sanistand	16 hand sanitizer stations at \$279 plus est. shipping of \$200 (EDDDA - 7) (WDDDA - 9)	\$4664
Janet Bloom	stakes/metal bars and chains for Sanistands	\$500

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2020 to FYE2021

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The City of Dearborn's process for carrying forward any budget items from the current fiscal year to the future fiscal year, in this case, FYE2020 to FYE2021; and

WHEREAS: The WDDDA and EDDDA have the following projects in which funding needs to be carried forward into FYE2021 in order to complete the projects and contracts:

Item	WDDDA	EDDDA
Branding	\$110,985	\$62,462
Planter Tree Well Removal	\$0	\$32,000
City Hall Park Redesign	\$0	\$10,000
Brand Banners	\$4,250	\$1,500
Dearborn Restaurant Week	\$15,450	\$15,450

RESOLVED: That the EDDDA authorizes carrying forward \$121,412 for Branding, Planter Tree Well Removal, City Hall Park Redesign, Brand Banners and Dearborn Restaurant Week from FYE2020 to FYE2021.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Budget Carry-Forwards from FYE2020 to FYE2021

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The City of Dearborn's process for carrying forward any budget items from the current fiscal year to the future fiscal year, in this case, FYE2020 to FYE2021; and

WHEREAS: The WDDDA and EDDDA have the following projects in which funding needs to be carried forward into FYE2021 in order to complete the projects and contracts:

Item	WDDDA	EDDDA
Branding	\$110,985	\$62,462
Planter Tree Well Removal	\$0	\$32,000
City Hall Park Redesign	\$0	\$10,000
Brand Banners	\$4,250	\$1,500
Dearborn Restaurant Week	\$15,450	\$15,450

RESOLVED: That the WDDDA authorizes carrying forward \$126,435 for Branding, Brand Banners and Dearborn Restaurant Week from FYE2020 to FYE2021.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social Media Boosts 2020 Amendment I - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA Board of Directors recognize the importance of promoting the districts' events via social media; and

WHEREAS: The EDDDA and WDDDA has a slate of 2020 events that would benefit from paid social media boosts to engage businesses, residents and visitors alike; and

WHEREAS: The EDDDA and WDDDA approved expenditures up to \$7,500 for Farmers Market from Account #296-6110-911-34-90 and for remaining listed activities from Account #297-6100-911-51-00 for costs related to social media boosts through POW! Strategies, Inc. contract; and

WHEREAS: Due to COVID-19, several summer 2020 events were cancelled or postponed so certain funds will be transferred to the Welcome Back Campaign and to the virtual Ladies Night In event which included both EDDDA and WDDDA; so therefore, let it be

RESOLVED: The EDDDA authorizes \$3500 for the following revised social media ad buy schedule for 2020:

EVENT/PROMOTION	TOTAL AMOUNT	DISTRICT
DRW	\$1500	EDDDA/WDDDA SPLIT
Ladies Night In	\$100	WDDDA/EDDDA SPLIT
Perennial Exchange	\$100	WDDDA
Farmers Market	\$800	WDDDA

Movie Nights	\$500	EDDDA/WDDDA SPLIT
Welcome Back Campaign	\$2500	EDDDA/WDDDA SPLIT
Trick or Treat	\$200	EDDDA/WDDDA SPLIT
Pumpkin Carving	\$100	EDDDA
Shop Small	\$500	EDDDA/WDDDA SPLIT
Winterfest	\$400	EDDDA/WDDDA SPLIT
General Page Boosts	\$500	EDDDA/WDDDA SPLIT
bike share	\$100	EDDDA/WDDDA SPLIT
Black History Month	\$200	EDDDA

Yes:

No:

Abstention:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social Media Boosts 2020 Amendment I - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA Board of Directors recognize the importance of promoting the districts' events via social media; and

WHEREAS: The EDDDA and WDDDA has a slate of 2020 events that would benefit from paid social media boosts to engage businesses, residents and visitors alike; and

WHEREAS: The EDDDA and WDDDA approved expenditures up to \$7,500 for Farmers Market from Account #296-6110-911-34-90 and for remaining listed activities from Account #296-6100-911-51-00 for costs related to social media boosts through POW! Strategies, Inc. contract; and

WHEREAS: Due to COVID-19, several summer 2020 events were cancelled or postponed so certain funds will be transferred to the Welcome Back Campaign and to the virtual Ladies Night In event which included both EDDDA and WDDDA; therefore, let it be

RESOLVED: The WDDDA authorizes \$4000 for the following revised social media ad buy schedule for 2020:

EVENT/PROMOTION	TOTAL AMOUNT	DISTRICT
DRW	\$1500	EDDDA/WDDDA SPLIT
Ladies Night In	\$100	WDDDA/EDDDA SPLIT
Perennial Exchange	\$100	WDDDA
Farmers Market	\$800	WDDDA

Movie Nights	\$500	EDDDA/WDDDA SPLIT
Welcome Back Campaign	\$2500	EDDDA/WDDDA SPLIT
Trick or Treat	\$200	EDDDA/WDDDA SPLIT
Pumpkin Carving	\$100	EDDDA
Shop Small	\$500	EDDDA/WDDDA SPLIT
Winterfest	\$400	EDDDA/WDDDA SPLIT
General Page Boosts	\$500	EDDDA/WDDDA SPLIT
bike share	\$100	EDDDA/WDDDA SPLIT
Black History Month	\$200	EDDDA

Yes:

No:

Abstention:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Office Supplies 2020-EDDDA

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: The East & West DDAs and district businesses have been impacted by the recent COVID-19 pandemic and the DDAs office must prepare for return to work and safe, contactless event management, following local, state, and federal guidelines; and

WHEREAS: A list of required items are needed to be provide safe work environment at the office, in the field and at events; therefore, let it be

RESOLVED: That the EDDDA obligates to pay 50% of the cost of \$4129 for the purchase of supplies for office and event use, expending \$2064.50 for EDDDA from account #297-6100-911-51-00; and let it be further

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

Vendor	Purpose	Amount
City of Dearborn	contactless thermometers (qty. 2) office/events	\$96
City of Dearborn	hand sanitizer (70% gel/gallon) \$34.50 ea., plus \$3.50 for pump - qty. 12	\$456
Visibles	medical grade masks - qty. 500; \$.90 ea for 5K	\$450
Visibles	non-latex gloves - 3 mil - \$.13/ea. for 5K	\$650
Dearborn Chamber of Commerce	disinfectant spray (liquid sanitizer) ½ gallon, qty. 10 \$19.50 each	\$195
DPW	In office, sneeze guard (installed) at desk at entrance - labor/materials	\$300

Janet Bloom	Check in table at office (purchase at Wal-Mart)	\$150
Campbell's Cleaning	move from 2x month cleaning/sanitizing to weekly for remainder of contract (month of June) (\$150); addition of Bio-Shield type product (\$50)	\$200
Sanistand	1 hand sanitizer stand in office, 4 for events (\$279 plus S/H of up to \$45)	\$1620
Janet Bloom	Spray bottle at Wal-Mart (\$3 each) qty. 4	\$12

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response Tanner Friedman 2020 Additional Hours

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: The East & West DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: Tanner Friedman was engaged to develop content for graphics, communications, media relations, website, Constant Contact, signage, and social media for Downtown Dearborn; and

WHEREAS: An additional 30 hours of work up to \$4500, was authorized by the East and West DDAs to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts, split equally between EDDDA and WDDDA; therefore, let it be

WHEREAS: An additional 24 hours of work up to \$3600 is recommended to be added to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts specifically related to crafting content and managing media relations for the reopening of the business districts and summer event schedule, split equally between EDDDA and WDDDA; therefore, let it be

RESOLVED: That the EDDDA obligates to pay 50% of the cost of \$3600 for the purchase of additional hours to be added to the Tanner Friedman contract for communications and marketing expending \$1800 for EDDDA from account #297-6100-911-34-90; and let it be further

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

Yes:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Hanging Baskets for Schaefer 2020

Date Approved:

Motioned by:

Seconded by:

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

WHEREAS: The EDDDA values implementing planters and landscaping to beautify the district; and

WHEREAS: A competitive bid for the purchase of seven self-watering hanging baskets at 22" diameter size was solicited by the City of Dearborn on behalf of the EDDDA; therefore, be it

RESOLVED:

1. That the EDDDA awards the lowest bidder, Sybertech Waste, for the purchase of 7 self watering hanging baskets, 22" diameter in size, for EDDDA, for placement along Schaefer Ave., for an amount of \$131.50 each, for a total of \$920.50, which is to be expended from account # 297-6100-911-34-90; and
2. The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with the vendor selected, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (City Hall Park) 2020 Amendment I

Date Approved:

Motioned by:

Seconded by:

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

WHEREAS: The EDDDA values programming events and activities to engage the community and grow the economy; and

WHEREAS: The EDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2020 event season; therefore, be it

RESOLVED:

1. That the EDDDA obligates \$2350 in expenditures for the Movies in the Park event for 2020 event season, for two dates in August, from the Community Promotions Budget account # 297-6100-911-51-00; and
2. The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Stardust Theatre Rentals	screen/sound (two dates)	\$ 800.00
Swank	movies/movie license	\$ 945.00
Beshara Printing	posters- 100	\$ 50.00

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy for Summer 2020-EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA recognizes the benefit of producing events in the district to help market and promote businesses and activate space in the districts; and

WHEREAS: The EDDDA and WDDDA authorized an abbreviated event schedule for Summer 2020 which included the Dearborn Farmers & Artisans Market from July 10th to September 25th, 2020 and the Movies in the Park series, operating for two dates in each district in the month of August 2020; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency, quoted \$1290 for the insurance premium to cover these two events, with effective dates 07/10/2020-09/26/2020, of which the cost is \$80.265 per event day, with EDDDA having two Movies in the Park dates, for a total of 2 event dates, totaling \$161.25, to be expended from #297-6100-911-51-00; therefore, be it

RESOLVED: The EDDDA agrees to expend \$161.25 to the city insurer Nickel & Saph Inc, Insurance Agency, to cover the EDDDA portion of the insurance premium to cover the Movies in the Park to be expended from #297-6100-911-51-00; and let it be further

RESOLVED: The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA for the selected service provider, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Tree Well Removal - EDDDA

Date Approved:

Motioned by:

Seconded by:

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

WHEREAS: The EDDDA values implementing planters and landscaping to beautify the district, yet balanced with available sidewalk use for economic drivers such as outdoor restaurant seating;; and

WHEREAS: 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; therefore, let it be

RESOLVED: That the EDDDA obligates \$32,000 for the removal of two tree wells along Michigan Ave., in front of Joe's Top Dog and M Cantina, which is to be expended from account #297-6100-911-34-90.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Trash Receptacles 2019 - amendment I

Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) wishes to advocate and promote a clean, safe and attractive downtown by repairing and purchasing and installing trash receptacles throughout the district; and

WHEREAS: A street inventory was conducted and recommended that twenty-five (25) trash receptacles were needed throughout the district; and

WHEREAS: A design and scope of 12 receptacles is recommended for FYE2020 for competitive pricing; therefore, be it

WHEREAS: The EDDDA previously authorized an amount not to exceed \$10,552.49 from the Streetscape Amenities budget line item for the purchase trash receptacles; therefore, be it

WHEREAS: The EDDDA previously authorized \$9,380.28 from the following service providers for the purchase of 12 trash receptacles and supplies; and

WHEREAS: Additional red vinyl needed to be ordered from Britten to better match the trash can color for an additional fee of \$195; so let it be

RESOLVED: The EDDDA authorizes to expend \$195 to Britten for additional vinyl liners from account #297-6100-911-34-90; and let it be further

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

Global Industrial	trash can provider	\$641.69/ea Total: \$7700.28
Britten	color matching vinyl wrap for liners/shipping est.	\$60/ea for wrap/ \$40 est. shipping Total: \$720
Britten	reorder of red vinyl wrap (qty. 3)	\$60/ ea for wrap plus shipping. Total: \$195
Malko Media	vinyl wrap application	\$80/ea Total: \$960

.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers & Artisans Market_Service Providers_ Amendment II 2020

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

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

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

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

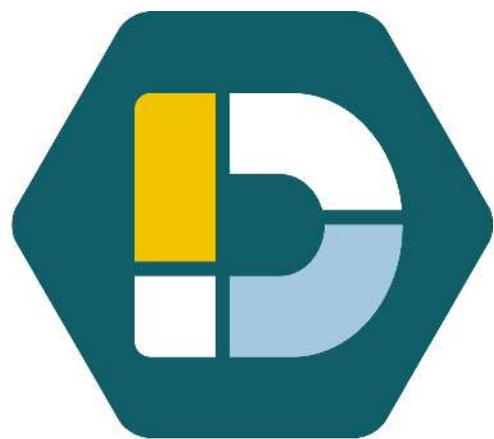
RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the list of providers below for the Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel:

Vendor	Purpose	Amount
Taste the Local Difference	Advertisement- magazine	\$ 100.00

Edible WOW LLC	Advertisement- magazine	\$ 1,800.00
Farmers Market Coalition via Jean Smith	Membership renewal- POP Club related materials/ resources	\$40.00
Michigan Agritourism Association	Advertisement- magazine	\$ 150.00
Times Herald (Bewick Publications)	Advertisement- newspaper	\$ 300.00
Beshara Printing	Posters (qty. 100) and yard sign patches	\$ 310.00
Lawrence Arbor Dates: 7/17/20, 8/21/20 Visual Ronin Media (Michael Kuentz) Dates: 9/18/20, 9/25/20 Dearborn School of Music Dates: 7/24/20, 8/28/20, 9/4/20 One Man Music Band Date: 7/31/20, 8/7/20 Amy Loskowski Dates: 7/10/20, 8/14/20, 9/11/20	Entertainment at market (\$150 per performance, with exception of One Man Music Band for \$135)	\$2500.00
Malko Media	A-frame signage, road closed signage, vinyl coverups (tent, over the street banners, and street pole banners)	\$1000.00
Essential IT, LLC	web hosting, maintenance, technical support (Jan. 2020-Dec. 2020)	\$ 720.00
Michigan Farmers Market Assoc. (MIFMA)	Dues for membership- advertisement	\$200.00
Jean Smith, Events Mgr.	cooking demo supplies, caution tape, tables, a-frame signs	\$700.00
Brendel's	Portajohns, sinks, and hand sanitizer stands	\$2940
Malko Media	Yard signs - Safety reminders and FM specific (\$9.50ea - qty. 30 signs total)	\$300
Malko Media	A-frame signs (\$120 ea.) qty. 4 plus signage (8 signs at \$23ea.)	\$680
Epiccrowdcontrol.com	floor/ground stickers (\$17/ 6pk) qty 3 sets	\$51
Press & Guide	monthly newspaper - 4 ads in June	\$600
Arab American News	4 weeks of ads	\$900

Yes:
No:
Abstained:
Absent:

**JOINT DDDA BOARD PACKET
JUNE 2020
SUPPLEMENTAL
INFORMATION**



DEARBORN

OUTDOOR ACTIVATION PLAN



OUTDOOR DINING IN DEARBORN

Outdoor dining in Dearborn currently takes place via four mechanisms

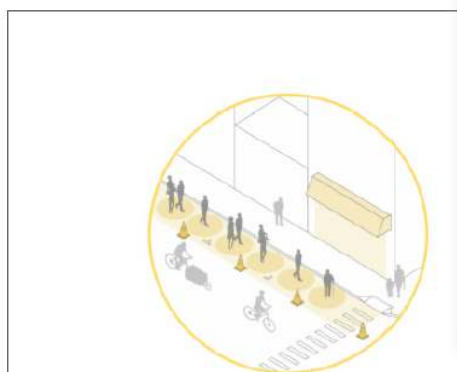
- Permanent outdoor dining on private property
- Permanent outdoor dining on City property
- Seasonal sidewalk cafes on public sidewalks
- Special events

COVID-19 RESPONSE NATIONAL RECOMMENDATIONS

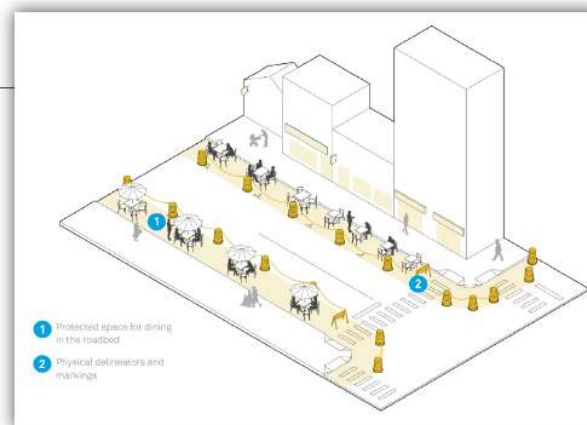
NATIONAL GUIDANCE – COVID-19 RESPONSE PROJECTS

NACTO GUIDE - STREETS FOR PANDEMIC RESPONSE AND RECOVERY

- Adapting streets as pandemic phases and needs change
- Build toward future vision and goals
- Short-term and long-term strategies are needed, addressing:
 - Safe mobility
 - Healthy recreation and activity
 - Commercial support
 - Public health
 - Systemic inequities



Streets for Pandemic Response & Recovery



“Creating safe, walkable streets and choices for getting around are critical during the initial crisis response, and also to achieving a long-term economic recovery that is equitable, sustainable, and enduring.”

– Jannette Sadik-Khan

COVID-19 RESPONSE WAYNE COUNTY RECOMMENDATIONS

IMPLEMENTATION BASED ON CORRIDOR TYPE



FULL OPEN STREETS

Dense small business corridors along traditional Main Streets or smaller roads. Recommending full closure of street to traffic.
(Example: Downtown Northville)



USE OF PUBLIC PARKING

Medium density business corridors with larger and busier roads where full road closure could be a challenge. Recommending temporary speed reductions for traffic.
(Example: Michigan Ave)



USE OF PARKING LOTS

Low density business corridors with businesses that are set back further onto the property.
(Example: Canton Center Rd)

OUTDOOR BUSINESS ACTIVATION PLAN

Key to Success

- Make it Easy – Simple
- Expedite
- Flexibility
- Collaboration
- Business Coordination

OUTDOOR BUSINESS ACTIVATION PLAN

Making it Easy & Flexible

- Establish Shared Sites
- Sidewalk Café Policy – Simplify Application
- Expand Cafes, Areas to Walk, and Space for Cueing
 - Michigan Avenue Walkability Temporary Lane Closure
- Platform Dining Options Where Available & Appropriate
- Alleys, Parking Lots, and Streets Where Appropriate
- Social Districts & Food Courts
- Restaurants to Locate Hostess Stands Outdoors

OUTDOOR BUSINESS ACTIVATION PLAN

Expedite the Process

- Authorize Administrative Approvals
- 24-hour Turn-Around
- Authorize DDAs/Corridors to Establish Shared Sites
- LCC Temporary Expansions within 25 ft.
- Be Ready to Establish Social Districts
- Tent Permits

OUTDOOR BUSINESS ACTIVATION PLAN

Collaborate & Coordinate

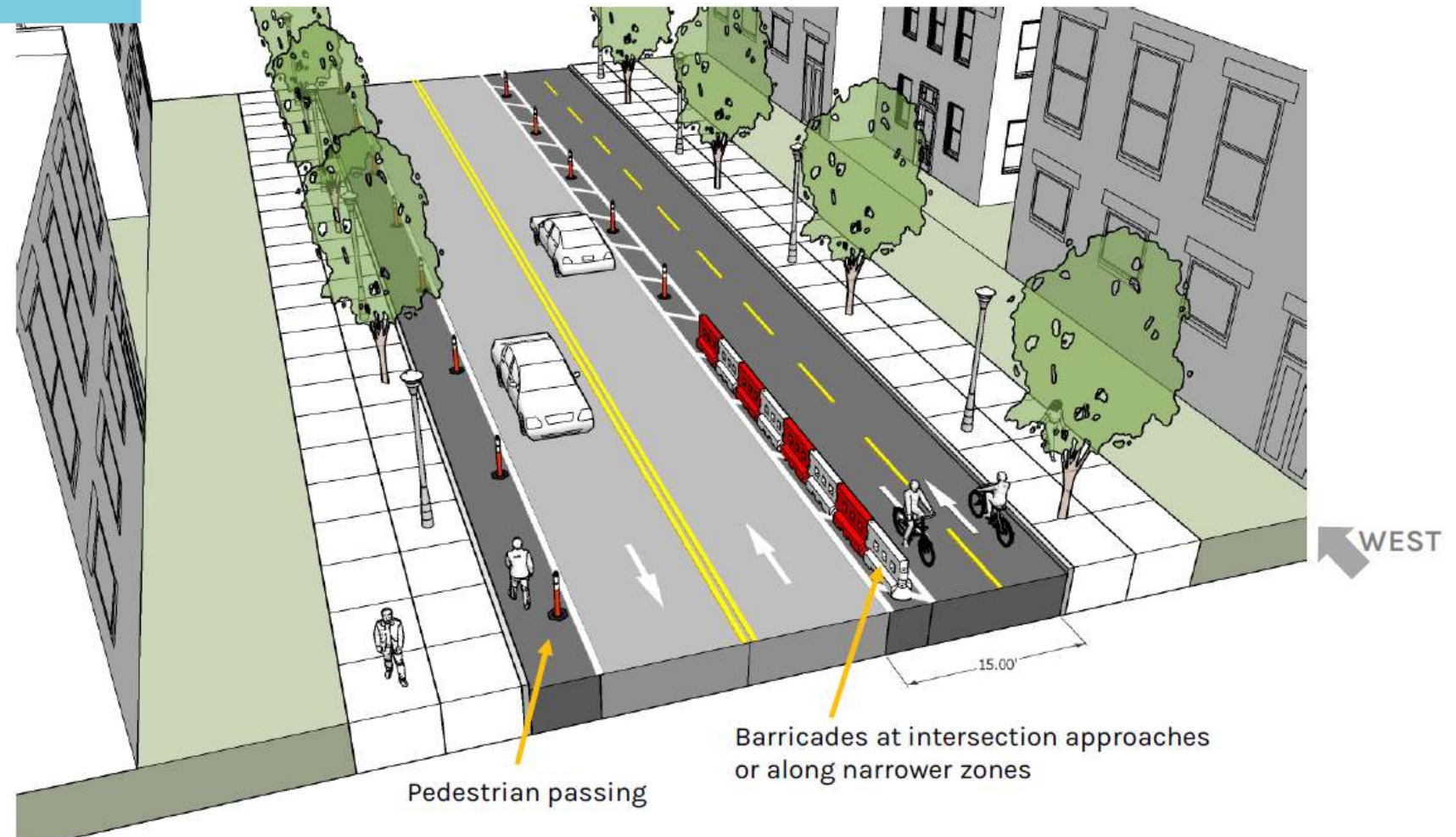
- Amongst City Departments – PMAD, ECD, Fire, Legal, DPW
- DDAs and its businesses + focus groups, Boards
- Business Outreach – underway
- Coordinate Cueing Lines if needed
- Warning Notices for Businesses Who May Have Leaped Ahead Before Approval – Provide How To Get Approval
- Management of Site Cleanliness and Safety Standards
- Management of Closures
- Seating, Tables, and Tents

SIDEWALK AND SEPARATED BIKEWAY PILOTS

PILOT PROJECT

Potential Direction

- 13-15' for bikeway
- Repurpose extra space for pedestrian crossing
- Minimal lane re-striping needed



EXAMPLE BLOCK – CATHERINE, 5TH AVE TO 4TH AVE

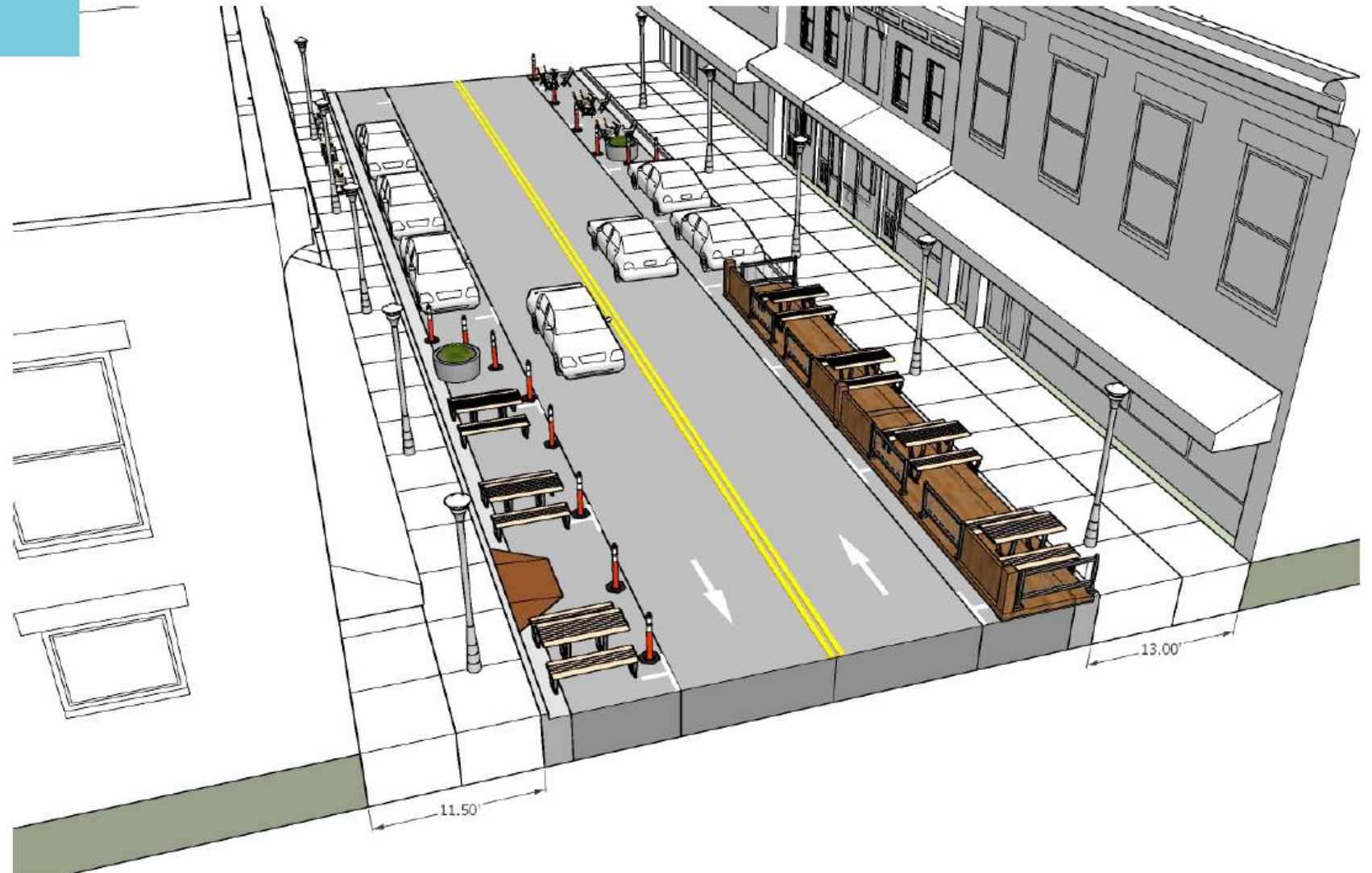
STATE STREET FLEX STREET PILOT

PILOT PROJECT

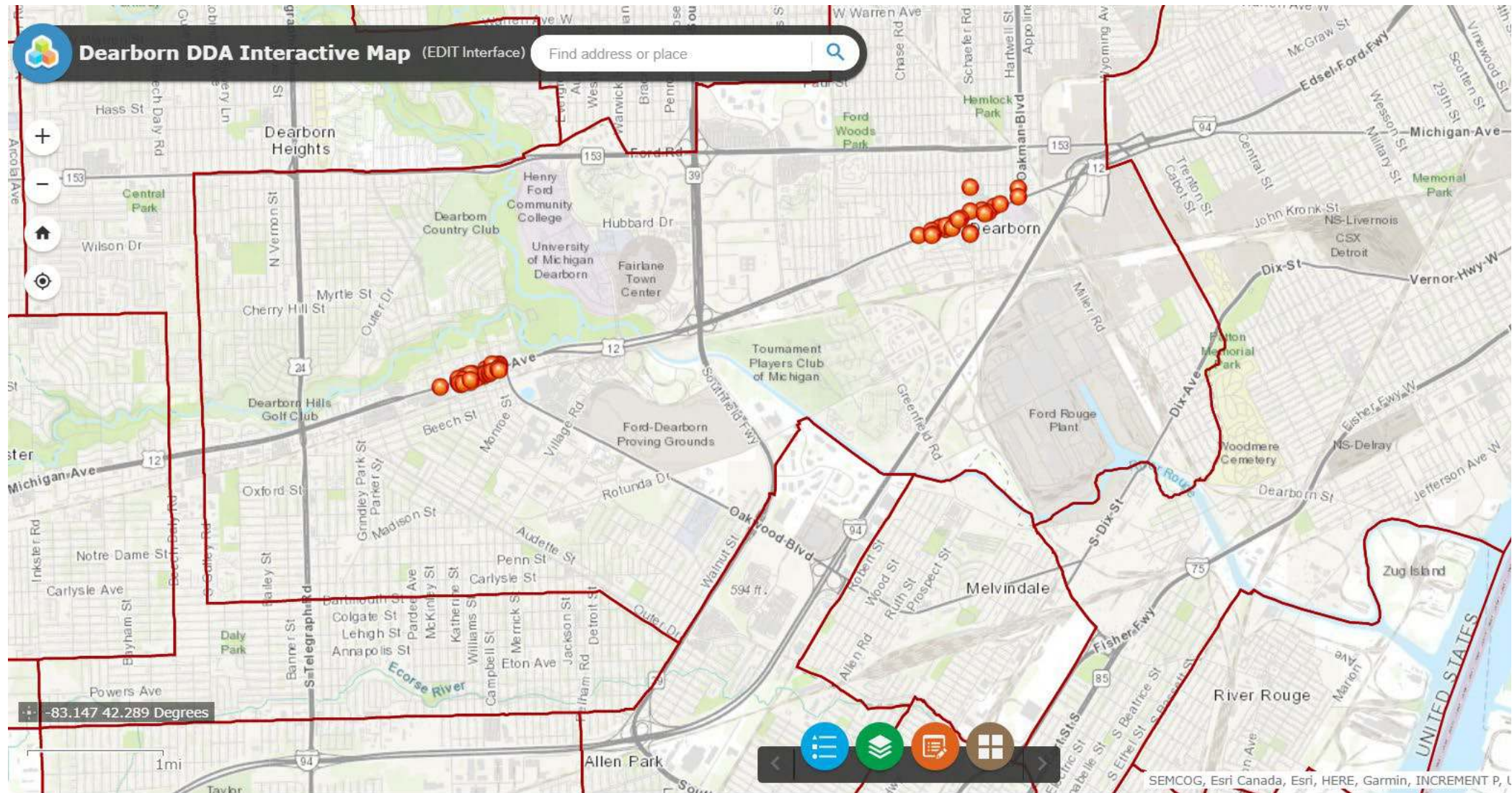
Potential

Re-configure into a two-lane road

- Add curb-side zone on east side of the road for commercial/business support
- Maintain wider sidewalks and let café dining expand into curb zone.



DOWNTOWN DEARBORN MAP



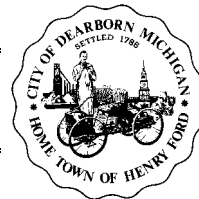
OUTDOOR DINING IN DEARBORN

Use four approaches to create outdoor dining space throughout the City

- Waive site development standards for private property
- Authorize administrative approval of dining on publicly owned parcels and land
- Waive fees for sidewalk cafes and suspend the 120-day limit pending ordinance amendment
- Authorize administrative approval of special events

SMALL BUSINESS COVID-19 RESPONSE

- City-Wide Access Plan
 - Curbside Pick-Up & Delivery Locations
 - Sidewalk Café Expansions
 - Sidewalk Cueing Plan
 - Assess Public Space Layouts
 - Sanitation Stations
- Retention Plan
 - Business Assistance Team Consultations
 - Weekly Webinar Trainings
 - Open Door Dearborn Grant
 - Dearborn Small Business Grant & CDBG Loan/Grant Programs
- Event Plan
 - Safety & Sanitation Standards
 - Signage/Cueing & Social Distance Markers
 - Self-guided Walking Tours & Things to Do Marketing



ECONOMIC & COMMUNITY DEVELOPMENT

TO: City Council

FROM: Jeffrey D. Watson, Director of Economic and Community Development

VIA: Mayor John B. O'Reilly, Jr.

SUBJECT: Outdoor Service Areas Under COVID-19

DATE: June 11, 2020

The COVID-19 coronavirus pandemic has affected our community in multiple ways and has been acknowledged as a public health crisis and economic crisis nationwide. Businesses in Dearborn have suffered as a result of the public health protocols and restrictions on what types of business may operate during the crisis. Many businesses have temporarily closed or reduced hours and operations, resulting in financial losses and employee layoffs.

During the State of Emergency, the Economic and Community Development Department has been working with community partners including the Dearborn Chamber and American Arab Chamber, the Dearborn Downtown and Corridor Authorities, Wayne County, and non-profit agencies like ACCESS to support small businesses in Dearborn. We have worked to provide businesses with accurate and useful information, connect them to funding, both grants and loans, and support the business community with preparations for re-opening.

Restaurants and retail and service businesses have been especially hard hit by the economic slowdown and operational restrictions associated with the COVID-19 crisis. For restaurants, this is reflected most notably in the limitations on seating capacity in dining rooms due to social-distancing requirements. For retail and service businesses, many have not been able to operate, because they were not considered “essential” businesses. In response, the City has developed a series of proposed action steps to help restaurants expand capacity via outdoor dining. These steps include temporarily suspending certain provisions of the Zoning Ordinance, waiving permit fees for sidewalk cafes and other outdoor dining areas, and expediting permits. To support retail and service businesses, many of the same temporary provisions will apply and enable them to take advantage of opportunities for outdoor sales and service as a means to help jump-start their re-opening.

The attached resolution provides for the suspension of provisions of the Zoning Ordinance, fee waivers, and the other details. Staff requests City Council approval of the resolution with immediate effect.

Respectfully submitted,

Jeffrey D. Watson
Director of Economic and Community Development

APPROVED:

APPROVED:

APPROVED:


DEBRA WALLING
Corporation Counsel


JEFFREY WATSON
ECD Director

NICHOLAS SIROSKEY
PMDS Director



ECONOMIC & COMMUNITY DEVELOPMENT

TO: City Council

FROM: Jeffrey D. Watson, Director of Economic and Community Development

VIA: Mayor John B. O'Reilly, Jr.

SUBJECT: Small Business Support Under COVID-19

DATE: June 11, 2020

In response to the COVID-19 pandemic and economic crisis, the ECD, Dearborn DDAs, and Commercial Corridor Authorities strongly support an outdoor activation plan for businesses. Retention of businesses is the number one priority, and the ability for the City of Dearborn to be flexible and agile with outdoor services areas will be critical to the success of our businesses.

In an effort to expedite this process, the ECD, Dearborn DDAs, and Commercial Corridor Authorities have laid the ground work for this outdoor activation plan, including:

- Identifying potential locations for both individual business and shared sites;
- business needs assessment;
- developing design plans and equipment costs related to public shared sites, as well as identifying any equipment or permit costs for individual business sites that may be prohibitive;
- expediting the application process;
- paving the way for coordinated cross-jurisdictional approvals [e.g., Wayne County, MDOT, and the Michigan Liquor Control Commission (LCC)]; and
- establishing maintenance protocols with businesses and shared sites.

The DDAs have successfully reached out to 30 of the 45 identified businesses to gauge their business needs, and mapping the identified areas based on their needs. Businesses are extremely receptive and appreciative of this potential opportunity, and they are ready to activate spaces when the City authorizes this ability to do so. Outreach to Warren and Dix Corridors are underway.

Flexibility is a key to success, and will be necessary to be able to accommodate the unique settings and locations of each business and their surrounding areas. The DDDAs have also identified potential costs for shared site equipment such as tents, seating, barricades and sanitation. In most cases, businesses have identified that they would be able to provide seating, tenting, and maintenance. In a few of the publicly shared spaces, there will be public costs and they will vary. Those costs are being finalized. Also, businesses who would be able to take advantage of platform dining in on-street spaces may not be able to take on the additional cost of the platforms this season, but potentially could be able and are interested in doing so in the future after piloting it this season. These are costs that may need the support of the City and its DDDAs and Corridor Authorities.

Below are examples of businesses and varying locational differences:

EXAMPLE AREAS

West Downtown

- Shared Public Streets/Plazas/Alleys/On-Street Parking Platform Dining
 - W. Village Commons – close plaza for expansion of existing café leases
 - W. Village Drive – close from Mason to Monroe for shared public seating
 - South side of alley behind businesses of Himalyan Flames/Buffalo Wild Wings
 - Muirhead Park/Clock Tower – Buddy's Pizza, Don Taco's and Bryant Library
- Public Land
 - Biergarten – adjacent public land
- Private Property/Lots
 - Dearborn Brewery and L.A. Bistro – private lot immediately behind businesses

East Downtown

- Shared Streets/Plazas/Alleys/On-Street Parking Platform Dining

- Good Burger – platform dining on Williamston
- Arab American National Museum & Adonis – shared use of pedestrian alley
- Green Brain Comics – private property and public alley behind business for their book readings, podcasts and gaming events, as well as café seats in front of business on Michigan Avenue
- Alcamo's – café seating and/or platform dining in front of businesses on Schaefer
- M Cantina and Joe's Top Dog – The EDDDA has created concept plans to remove planter wells in certain areas along Michigan Avenue where they are excessive and impede pedestrian movement. The removal of the some planter wells will help to create more space for long-term seasonal sidewalk café seating, which will enhance the downtown experience, environment and business economy. The EDDDA is in the process of bidding this work out.
- Public Parking Lots
 - Habib's – portion for outdoor seating
 - Arab American National Museum – potential for small special events
- Private Property/Lots
 - JB Bamboozles – private property at rear of building

Warren Avenue and Dix-Vernor

- Shared streets or platform dining options:
 - Williamson Street – Shatila & Al-Saha could share
 - Horger Street – New Yasmeen
 - Maple Street – Al Mabarrat & Lebon Sweets could share

- Hartwell Street – Cedarland
- Appoline Street – Damas Chicken
- Pinehurst Street – Prince’s Bakery
- Middlepoint Street – Hot Bite
- Miller Street – Al-Ameer – or use their parking lot for outdoor seating and people could park in Arther Basse Park or street parking
- Private Lots:
 - Qahwah House – could use parking lot
 - ATA Plaza has big lot
 - Golden Bakery has lot
 - Hallab Pastry has lot
- Public Lots:
 - Along Dix-Vernor, approximately 5-6 restaurants have potential space in their parking lots without impacting too much parking space – all are public except one (adjacent to Roman Village).

CODE ITEMS TO BE WAIVED OR MODIFIED RELATED TO TEMPORARY OUTDOOR SERVICE AREAS

City Administration is providing City Council a proposed resolution that would enable temporary suspension of certain zoning and permitting requirements, such that small businesses in Dearborn will be able in take action expeditiously in reopening or expanding the capacity of their businesses to overcome the negative economic impacts associated with the COVID-19 crisis.

A simplified and expedited application process has been prepared and ready for use, as well as coordination between departments has been defined related to permit processing, fees, and document requirements.

Through implementation of the proposed resolution, businesses will have the support of the City; however, provisions affecting health and public safety will not be lessened. Examples include:

- Public health requirements, both those related to COVID-19 and those of general concern will continue to be enforced;
- The City will not be waiving its ability to revoke or suspend permits for cause or its normal enforcement and abatement authorities under the various applicable ordinances and nuisance regulations. Should voluntary compliance to resolve an issue not work, enforcement or abatement will be taken by the normal procedures for such; and
- Insurance will continue to be required for activities on public property and rights-of-way.

Next administrative steps are to:

- Prepare guidelines to assist businesses through the application process (by Monday, June 15);
- Communicate and disseminate information to businesses regarding Council's decision and any applicable permit applications and processes;
- Finalize shared streets/plazas, closure plans, and equipment needs and costs; and
- Finalize maintenance/sanitation coordination and supplies.

COUNCIL RESOLUTION

WHEREAS: on March 11, 2020, the World Health Organization declared COVID-19 a pandemic; and

WHEREAS: the COVID-19 pandemic is both a public health crisis and economic crisis affecting businesses, households, families, and individuals throughout the United States, the State of Michigan, and the City of Dearborn; and

WHEREAS: on March 10, 2020, in order to minimize the spread of COVID-19 in the State, Michigan Governor Gretchen Whitmer declared a State of Emergency via Executive Order (EO) 2020-4, which was followed by EO 2020-21 and subsequent EOs that included stay-at-home directives for most persons and limited the operations of businesses in the State to only those identified as essential; and

WHEREAS: during the State of Emergency, following guidelines from the Centers for Disease Control (CDC), limitations on the number of persons permitted to gather in once place and at one time, and the imposition of “social-distancing” requirements, restaurants and retail and service businesses have been especially affected operationally and economically; and

WHEREAS: the imposition of social-distancing during the COVID-19 crisis limits the indoor capacity of restaurants and retail and service businesses throughout the City of Dearborn and the City wishes to provide options that will enable those businesses to expand capacity and overcome the limitations due to social-distancing and provide support for other needs that will help them recover from the economic slowdown during the crisis. Therefore, be it

RESOLVED: With the overall goal of promoting public safety, health and welfare, in response to the conditions created by the COVID-19 pandemic and the actions taken to respond to it, and to assist those businesses that have suffered substantial negative impacts from such, City Council makes the following temporary alterations to the ordinances of the City:

- Temporary outdoor service areas on private property:
 - Reduce required parking for retail and restaurant businesses under DZO Section 4.01 by 50% to make space in the parking lot available for outdoor service areas
 - Waive site development standards for outdoor dining areas related to location, parking, landscaping and Design Review Committee review in the BD district under DZO Section 7.02(W)

- Waive development standards in B (Business) zoning districts that prohibit outdoor business activity to allow temporary outdoor service areas for retail businesses (DZO sections 14.03.A.2, 15.03.A.2, and 16.03.A.2)
 - Waive Planning Commission approval of a site plan changes related to temporary outdoor service areas for special land uses under DZO Section 32.02, all such site plans shall be reviewed administratively
- Sidewalk café permits:
 - Waive all fees associated with sidewalk café permits
 - Waive the 120 day time limit on sidewalk café permits under DCO Section 9-363
- Sidewalk sale licenses:
 - Waive all fees associated with sidewalk sale licenses
- Tent permits:
 - Waive all fees associated with tent permits for temporary outdoor service areas (only required for tents over 400 s.f. in area)
- Electrical permits:
 - Waive all fees associated with electrical permits for temporary outdoor service areas
- Signs:
 - Waive all permits and fees for temporary event and sandwich board signs related to restaurant and retail businesses, otherwise all standards related to such signs under DCO section 5-1337 shall apply and be complied with
- Temporary outdoor service areas on public rights-of-way and public or privately owned parcels:
 - Delegate City Council authority to approve such under City Charter Section 8.4 to the administration (Mayor or designee)
 - Delegate City Council authority to approve Special Events under DZO Section 2.07(A.4) and DCO Sections 17-26 to 17-37 to the administration (Mayor or designee)

- Lighting:
 - Delegate to the administration (Mayor or designee) the ability to reduce site lighting restrictions under DZO Section 2.12 to the extent necessary for safety and functionality at temporary outdoor service areas.
- Noise:
 - Delegate to the administration (Mayor or designee) the ability to reduce noise restrictions under DCO Sections 13-41 to 13-47 and DZO Section 8.02(A) to the extent necessary for the functionality of the temporarily outdoor service areas.
- Enforcement & resolution of issues: the City will not be waiving its ability to revoke or suspend permits for cause or its normal enforcement and abatement authorities under the various applicable ordinances and nuisance regulations. Should voluntary compliance to resolve an issue not work, enforcement or abatement will be taken by the normal procedures for such.

Be it further

RESOLVED: City Council authorizes the administratively approved outdoor service areas located on City of Dearborn property, such as a city sidewalk, lot, street, or public parking lot for the new Limited Permanent Outdoor Service applications offered by the Michigan Liquor Control Commission (LCC-204a) through the spring, summer, and fall seasons of 2020 only, expiring on October 31, 2020. Be it further

RESOLVED: City Council authorization expires at 12:01am on November 1, 2020, unless extended by further Council action, and that all temporary permits and provisions issued as a result of this resolution shall expire at the same time and date. Be it further

RESOLVED: This authorization and approval shall take place with immediate effect.

Downtown Dearborn Design & Economic Vitality Committee Minutes

May 27, 2020 @ 2pm

DDDA Office, 13615 Michigan Ave.

Join Zoom Meeting

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

Meeting ID: 323 245 564

Password: 265323

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 323 245 564

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

Join by Skype for Business

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

Attendees: Jeff Watson, Mike Kirk, Steve Horstman, Hassan Sheikh, Tom Clark, Mark Guido, Jackie Lovejoy, Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom

AGENDA ITEMS	TASKS/ACTIONS
A. COVID-19 Business Support (New)	<ul style="list-style-type: none">• Dearborn Small Business Grant Recap 675 applications received; 60 awarded to Dearborn businesses. Create survey to send to applicants to provide feedback on process.• CDBG loan/grant – will be more emphasis on low and moderate income workers. How did they expend money? If you don't meet provisions, you will have to return money. Intent is to help retain workers and need evidence of that, with 90-120 days after receipt of federal funds. Two grant proposals – first \$700K, second \$600K. Still deciding grant award amounts. Cristina – one-on-one assistance will be available.
B. Business Assistance Team	<ul style="list-style-type: none">• Update from Steve – have about 25 area wide experts. Will set meeting on June 2 at 3pm – 4pm to get them up to speed and then begin connecting them with businesses. (98% of applications have not

	<p>used or reached out to a small business resource). Free resource. Underbanked or unbanked – do a cash business. Steve – a big degree of detail was missing in applications. Mike – need a revolving line of credit, not just a checking account. If they didn't have, they couldn't receive PPP loan. Negatively impacts many avenues of available help and resources if no credit established, especially in economic downturn.</p> <ul style="list-style-type: none"> • Business Trainings – Steve – can bounce off reps. next week at June 2 meeting. • Send to Grant Applicants • Post Online/Social
C. Sidewalk Café Application Process (New)	<ul style="list-style-type: none"> • Ordinance Amendment & Application – Jeff: consideration for permit for sidewalk café to be for a season rather than 90 days (annual permit). Consider getting a license from clerk's office, get application, pay fee and license is good for that year and renew each year. Would like Council to review June/July. Mark – check with Legal. Wording will need to be appropriate to cover businesses since it is a Zoning issue. Brad is reviewing case law regarding Wayne County's additional in street business use, etc. • Outdoor Seating Areas/COVID Planning- currently mapping out restaurants and where expanded capacity makes sense. Jeff – some restaurants may push back since a cool reception on idea at restaurant focus group. Cristina – food court area is where the government might be leaning rather than expanded per business. Lake Orion just announced their plan – Cristina to review. Jeff – do a trial run.
D. Tackling Vacancies Property Owner Roundtable	<ul style="list-style-type: none"> • One-on-One Meetings/Issue-Fact Finding- Cristina will reach out to set up meeting.
E. Entrepreneur System/Incubator/Co-Working Hubs –	<ul style="list-style-type: none"> • Entrepreneur Round Table to Develop Strategy – Online Meet-Up? – Cristina – Connect with Metromode to review doing an Entrepreneur round table • Website Go Live/Partnership – StartUp Space

	<ul style="list-style-type: none"> Partnership with BUILD/ACCESS/Others? Cristina needs to connect with.
F. Open Door Dearborn	<ul style="list-style-type: none"> Haraz Coffee App-need to provide DDDA two written quotes. Blackbox Gallery App – needing a week to gather more information. M Cantina & Joe’s Top Dog Café tree wells/café areas; Janet to start req. on MCantina to get a bid out.
UPDATES	
G. Development Projects	<ul style="list-style-type: none"> Brady Site – Jeff will reach out to Travis to get update on site. 5050 – no further movement Howard & Michigan – city owned; RFP has been done on this property in the past. Selected developer didn’t come through. Jeff will speak to Travis on this property. Consideration for commercial broker. Jeff will check with Tom and Nick on former Beaumont property site.
H. Public Art	<ul style="list-style-type: none"> AANM Mural Location- on hold POP Team? Sculpture Program – on hold <p>Cristina asked how COVID-19 is affecting Community Foundation. Tom mentioned old Lynch’s building could use a mural.</p>
I. Recruitment	<ul style="list-style-type: none"> Schedule Brainstorming with KW Meet with Key Properties Holding off on recruitment – move to retention at this point
J. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> REQ for Bike Racks – Due Back in June
K. Public Spaces & Amenities	<ul style="list-style-type: none"> REQ for Seating at Fishnet Library Lot Recommendations – Cristina might have update later today. Mark - Timing might be second meeting in June. Cristina – pushed on AI to get planking done. REQ City Hall Park- it was suggested to do Storm water detention to mitigate water issues in Maple residential area. Mark to speak with Eunice. Lighting for the EDDDA/DTE in process

ACTION PLAN & RESOURCES

OBJECTIVE	ASSIGNED TO:	NEXT STEPS:	BUDGET/ VOLUNTEER NEEDS/NOTES
Objective: Recruit Businesses (1.75)	Adam/Hassan/ Andrea	TASKS	IMPORTANT DOCS
Ecosystem—Networking/Incubator/Shared Space/Accelerators/Pop Ups (2)	Hassan/Reaching out for New UofM Rep	<ul style="list-style-type: none"> Recruitment of an Incubator/Co-Working Space Metromode Follow Up Partners Funding!! Hub Location: Commercial Kitchen Needed – <u>Discuss Code Issues in downtown districts</u> 	Metromode DRAFT Summary Launch Lab Framework Launch Dearborn Vision Plan Draft Entrepreneur Ecosystem Committee Notes
Business Start-up/Recruitment Incentive (4.67)	Andrea/Stacey/Steve/Jackie	<ul style="list-style-type: none"> Innovate this Space - Recruitment Marketing Campaign with Key Retail Properties - develop EDDDA Intercept Survey – In Process Vacancy Roundtable – Nov. 21 Keller Williams Sub-Committee 	Open Door Dearborn Vision Vacancy Roundtable Business Promotion Micro-Grant link FINAL Open Door Dearborn Incentive link
Business Assistance Programs/Trainings	Steve/Stacey/Hassan	<ul style="list-style-type: none"> Round Table with Entrepreneurs for Strategy on Needs/Missing Links Website Resource Draft – Partnership to Manage Hubs: Tech Lab @Artspace; Kitchen Connect; FEAST Detroit – Commercial Kitchen Needed 	https://staceygrant1.wixsite.com/launchlab Business Resource Incentives Document
Objective: Redevelop Sites (1.8)	Steve/Doug/Mike/Jennifer	TASKS	
Redevelopment Ready Marketing of Sites (1.8)	Doug/Steve/Mike/Jennifer	<ul style="list-style-type: none"> PRIORITY 1 SITES: Brady & MI; 5050 Tour of Top 10 Development Sites – schedule with Ford Land – coordinate event - Lease sites (Developer Road Show) & separate development sites (DABOR partnership potential) Howard & Michigan RFP – marketing needed? 	
Design Guidelines/Façade Improvement Program (2.25)	Hassan/Mike/Steve	<ul style="list-style-type: none"> Final Guidelines Sponsor Recruitment/Sale Sheet; Lending Partners Needed (ie: Comerica, Huntington, Chase) Meet with CRA Wayne County – HASSAN – Status? Finalize CDBG funding opps/changes Main Street funding/grant with Select Level Finalize and Approach Design Assistance Firms – Inquiring with City on any recommended architects 	Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to previous list identified for EDDDA ; -FBC Code presentation and user guide ; FBC Code -Business Overlay & Sample Guidelines ; Committee Notes ; Suggested Design Asst. Firms FINAL DESIGN GUIDELINES FINAL INCENTIVE PROGRAM

Objective: Streetscape/Walkability Improvements (4) – 2 votes	Mark G		
Streets		<ul style="list-style-type: none"> • Connector Streets & Michigan Ave • Multi-Modal Plan – (Jeff P.) ▪ Amenities <ul style="list-style-type: none"> ○ Tree Well Planters/Sidewalk Cafes ○ Mural Seating Area – need concept design (volunteer?) ○ WDDDA Trash Cans • Artspace Landscaping/Campus Plan – discussed preliminarily with Kim Moore • Schaefer Lighting –in process • Bike Share & Scooter Launch 2020 	Presentation for Connector Streets & Michigan Ave. MMTP draft plan link Tree Well Overview Overall Rendered Plan Schaefer Rendered Plan
Public Spaces		<ul style="list-style-type: none"> • Sidewalk Café/Design Cheat Sheets - SmithGroup ▪ Alley in AANM Lot – need concept – part of Parking Lot CIP • Art in Public Spaces Plan – 2020 • Sculpture Initiative 2020 	Using Public Sidewalks How To Sheet DRAFT FYE2020 - Art In Public Spaces Plan budgeted
Objective: Branding (2.6)	Cristina	Brand Design & Messaging	www.brandingdearborn.com
Wayfinding (3.83)		RFP release?	

Downtown Dearborn Promotions Committee Minutes

Attendees: Julie Schaefer, Hassan Sheikh, Chris Sickie, Julia Kapilango, Sam Abbas, Brandon Coulter, Cristina Sheppard-Decius, Jean Smith, and Janet Bloom.

I. 2nd Quarter Events/Promotions

a. Ladies Night In! Recap

14 businesses participated, 49 attendees, Steven Bernard Jewelers was event sponsor. On social media - 20K reached and 641 responded. FB video didn't work but will try logging into FB first next time to see if that helps Zoom/FB connection. Two responses received from survey sent to businesses. One responded that no sales occurred during event but waiting to get all responses in. Do a quick tutorial to optimize experience for all at beginning of virtual event.

b. Preservation Month

Jean-Initiated this year with base information from Dearborn Historical Society covering East and West Districts. There is a link on the Downtown Dearborn website to download documents/maps; social media posts of historic sites also sent out. Helen - high engagement on social media; lots of nostalgia and positive vibes with Dearborn images and content.

II. 3rd Quarter Events/Promotions

a. Farmers Market

No crafters allowed. No special events, no seating. Signage for crowd control. Using two tables to separate vendor and customer. Customer cannot touch products. Vendors bring own bags to give to customers (plastic, cloth not allowed). All volunteers/staff/vendors must wear masks at market. Hand sanitizer/wipes will be at info. tent. Entertainment - Jean waiting to see if entertainment is able to happen month by month, based on rules released.

b. Movies in the Park

Meeting Date:

May 27, 2020

10:00 am

Meeting Location:

DDDA Office

13615 Michigan Avenue

Conference Call #:

Join Zoom Meeting

<https://zoom.us/j/308973055?pwd=Sy9GNIBXaGZ4UmQxRlZrRzk3WTdHQT09>

Meeting ID: 308 973 055

Password: 123811

One tap mobile

+19292056099,,308973

055# US (New York)

+13126266799,,308973

055# US (Chicago)

Dial by your location

+1 929 205 6099

Jean stated can't get Ford vs. Ferrari licensing yet. Julie S. to help research licensing for outdoor showings. Jean to call Michigan Festivals and Events to see if they can assist. Cristina - put plan in place to reserve your spot if crowd space is limited. Need to follow the City's plan and when at Wagner Place, also Ford's property rules.

Cristina says a "drive in" scenario doesn't fit a DDA approach to encourage connection to businesses.

Other updates:

Library updates - Julie S. - People are being instructed to use app to record books they read and library will use data to draw prizes. Waiting on Gov. orders to do curbside pickup service at branches for contactless delivery to cars. This would be in first phase of opening. Plan for second phase is allowing a limited number of patrons into the library for service. Seed delivery service - 1600 requests, filled 450 orders. They were overwhelmed so had to stop program. Centennial Library construction postponed due to COVID-19. Centennial Library being used for COVID-19 testing until end of June. Hope to open August/September.

Suggestions - to host concerts virtually. Sam - wants to be sure funds used in the DDDAs support the businesses and bring shoppers downtown. Need to be sure if these are run virtually there is a tie in with businesses.

Brandon (ACCESS) - moved all activities to online so film screenings/open mic night/ongoing chef series are on website/Facebook. Launching new website in June.

Everything on Facebook page is shareable. Jam3a - news will be announced soon on 2020 event, originally scheduled in August.

III. Comeback Campaign

Hassan - reviewing shutting down streets to allow gathering locations in the downtowns.

Cristina - need to have state support on advocacy and best practices for business owners to follow. Currently creating signage, videos, and messaging to guide and direct businesses and customers. Direct mail piece has been put on hold.

Jean - During Memorial Day weekend in Traverse City, Jean noted there were hand washing stations in Traverse City at key parks and points in city. Most people didn't wear masks. Places did require masks but not 100% enforced. Restaurants - if you walked around in them, you had to wear mask; if at table, you could remove.

Sam stated that the next CBDG grant might be a good option to not grant individually to artist businesses due to tight guidelines and documentation, which many artists would not be able to produce, but to go directly to Artspace as a whole and then they disperse as a month rent free or some structure like that. Hassan - CBD grants are Federal funds and require more reporting and more structure in application of funds. Regina Struk manages the program in the ECD Dept. and pulls together the reporting which goes back to HUD. Currently researching how funds can be used for housing. Julia stated Artspace should be used as an example since it is a HUD residential property. Cristina asked for Julia to send links of examples to use as next grant application creation is happening.

Janet stated that some type of program that assists with the many cars that sit at Artspace with flat tires or need work should be explored, as it has been used in other communities. Cristina suggested using the smaller busses that drive seniors around to somehow be used to also service Artspace. Hassan will research that option.

IV. Volunteer/Committee Needs

a. Volunteer Management Plan –

- i. Plan/Schedule for Think Tank on Activating Student Body - Janet reached out to Cristina Frendo, Dir. of Alumni Relations, Tyler Guenette, Interim Assoc. Dir. of Office of Student Life and Student Govt. office, all at Univ. of Michigan - Dearborn. Tyler coordinated “Go Blue Bash” and “Student Involvement Fair” which we participated in 2019.
- ii. Volunteer Manual - written plan due - Janet and intern Mamoun are reviewing current manual and volunteer application. Pulling parts from area community volunteer programs for best practices to develop the DDDA system.

- iii. Outreach Plan (Develop Target List) - Janet and Mamoun to create target list to send out to group to help fill in contacts. Will consist of area non-profits and community service groups.

V. Artspace Resident Survey

Reviewed final draft. Suggested edits will be incorporated and the next draft will be emailed out. Goal is to email out this week to residents.

DATE	EVENT	HASHTAG	CHAMPION
March 20 - 29, 2020 (POSTPONED)	Dearborn Restaurant Week	#DRW2020	Sam Abbas
March	Reading Month/ The Big Read		Maryanne Bartles
April	Art Month		Emma Jean Woodyard
May 18	Martian Marathon		Mo Hider
May 6	Ladies Night In! (Virtual)		Chris Sickle
May 2	Free Comic Book Day		Katie Merritt
May 16	Spring Perennial Exchange		Katie Merritt
July 10 – September 25	Farmers Market	#DFM	NEED A CHAIR
June 5, July 10, August 14	Kids Days	#KidsDays	NEED A CHAIR
June 3-July 8	Music in the Park	#MIP2020	Julia Kapliango?
West: Aug. 7 and Aug. 21; East: Aug. 14 and Aug. 28	Movies in the Park (West & East Alternate)	#Movies2019	NEED A CHAIR
June 26, July 24, Aug 28	Friday Nites	#FridayNites	NEED A CHAIR
July 15-August 19	Jazz on the Ave	#JazzAve2019	Kalette Willis
July 14-August 18	Tunes at Noon	#TunesatNoon	
Aug 15-16	JAM3A		AANM
Sept. 12	Fall Perennial Exchange		Katie Merritt
Oct. 24 (same day as TOT?)	Pumpkin Carving		
Oct. 24	Trick-or-Treat	#DearbornTreats #TrickorTreat	
Oct. 26	Doggone Dearborn		
???	Beer Crawl		Lynette Downey
Nov. 28	Shop Small & EDDDA Winterfest Market	#ShopSmall	
Dec. 9 (change on lists)	EDDDA Open House		

Dec. 12	WDDDA Winterfest Market	#DWM2019	
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JOINT DDDA EXECUTIVE COMMITTEE MEETING

June 8, 2020

9am

Attendees: Julia Kapilango, Dan Merritt, Jay Kruz, Sam Abbas, Jeff Lynch, Steve Deisler, Jean Smith, Cristina Sheppard-Decius, and Janet Bloom.

1. DISCUSSION ITEMS:

a. Expanding Outdoor Seating

Due to covid restrictions to limit restaurant customer capacities, outdoor seating is being explored for both districts. Options being discussed are expanding outdoor seating area for restaurants and create gathering locations for customers to bring carry out. State is reviewing "Social Districts". Platform dining is a form of additional dining space using bump outs in parking areas. Tree wells that have been identified as appropriate for removal are being reviewed as dining space is at a premium. The City and DDDAs are reviewing a 24 hour turnaround on outdoor dining requests and moving to a seasonal use of outdoor dining by loosening ordinances and policies.

Julia stated adding lawn chairs to City Hall Park, like Riverwalk, would be useful. Jean is asking Parks & Rec. if picnic tables are available to use in general areas. Dan asked if portajohns will be needed in general service areas. Cristina stated those at Farmers Market will be locked after event. DDDA staff to review need. Cleaning procedures for them will need to be reviewed. Cristina stated customers will need to be informed where restrooms are available by using signage and possibly a QR code.

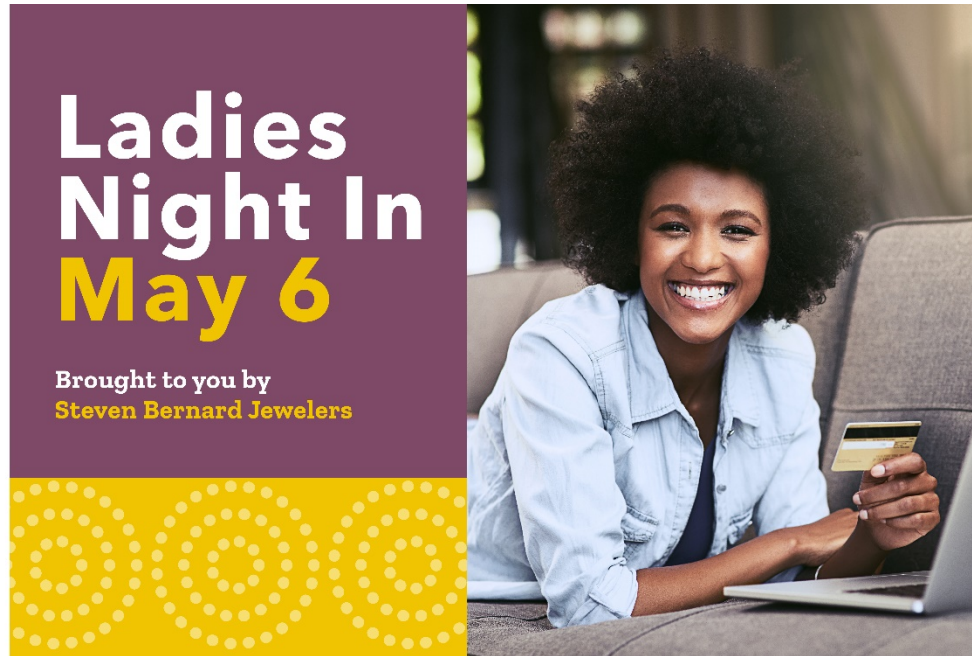
2. JOINT BOARD MEETING AGENDA ITEMS

- a. Sanitation Stations - Janet reviewing outdoor options. Local company designing a draft of a customer station with wipes and hand sanitizer for bike racks has yet to submit design and cost. Reviewing alternative options that can withstand outdoor use and won't succumb to theft of produce or stand. Jay suggested using camper styles stands. Janet will research. Suggestion was to buy units for long term use rather than rent. Use would be at bike racks and strategically place in both districts, especially at gathering locations.
- b. COVID-19 – Welcome Back Campaign (Amendment for West/New for East)- brochure of what to expect - event and use of outdoor spaces. Posters for business windows stating businesses are open. It was discussed to reduce suggested large poster sizes or offer a choice of sizes for owners. Steve suggested use of feather flags to make them more noticeable throughout districts.

- c. Open Door Grants – Tentatively for Black Box Gallery & Haraz Coffee; Steve is expecting quote from Haraz this week and Black Box is working on getting quotes but experiencing delays due to Covid.
 - d. Bike Racks - bid is due back 6/10/20. Two versions: onstreet and sidewalk styles.
 - e. Campbell's Cleaning - contract expires 6/30/2020. Add extra service so it is weekly rather than twice a month. Also, add cost of additional Bioshield-type product.
 - f. Comcast – FYE2021
 - g. Artspace Lease – PO expires 6/30/20 – Lease thru 12/31/21. Cristina will share lease with Jeff as negotiations will need to happen with Artspace.
 - h. Banners – new branded banners - Cristina will be working on getting these designed.
 - i. Carry Forwards - a final list of what is needed to carry forward will be presented.
3. WDDDA ONLY ITEM
- a. Amendment to Farmers Market Service Providers - adding Brendel's Sanitation for portajohns and hand washing station; additional items from Malko Media.
4. EDDDA
- a. COVID19 Office Supplies
 - b. Hanging Baskets
 - c. Tanner Friedman – Additional Services
 - d. Amendment to Movies in the Park Service Providers- Julia stated it shouldn't be an amendment since it was tabled in April, East didn't meet in May so will present at June meeting.
 - e. Tree Well Removal - reviewing appropriate wells to remove for improvement of sidewalk cafe use.
5. CALL TO EXEC COMMITTEE
- Jay shared that Now Cafe facade fell over weekend. Team will reach out to owner to review facade grant program option for repairs.
6. UPDATES/PREPARATION
- a. Board Reappointments & Board Vacancies – Jeff Lynch and Tom Clark reappointed. EDDDA appointments occurring June 16 – 3 appointments
 - b. COVID 19 Starter Kit – Cristina stated Wayne County is planning to provide and asking for our assistance in distribution; Wayne County producing 20 thousand for distribution, which Downtown Dearborn will be able to secure a share. DDDAs will need to develop plan on storage and distribution.
 - c. BATeam - first general team resource meeting held. Currently working on securing committed members now.
 - d. Economic Impact Study – UofM Dearborn student team this Fall
 - e. EDDDA Updates

- i. Parking Lot Improvements - Dan asked for review of parking lots in regards to privatization. Janet working with accounting and purchasing on DTE lighting project.
 - ii. City Hall Park Redesign Scope of Services - currently with purchasing. Awaiting update.
 - iii. Intercept Survey- results to be tabulated.
- f. WDDDA Updates
 - i. Library Lot – Council Presentation
 - ii. Connector Streets - pavement for street and sidewalks was removed on Monroe between Michigan and Garrison.

Ladies Night In! Recap



14 businesses participated
48 attendees

Facebook
Total Reach 20,200
7,964 paid reach
641 Event Responses

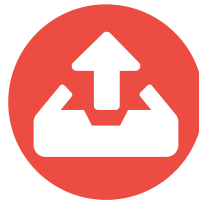
- **Channel 7:** <https://www.wxyz.com/about-us/as-seen-on/annual-ladies-night-event-supports-dearborn-businesses-in-time-for-mothers-day>
- **Dearborn Press & Guide:** https://www.pressandguide.com/lifestyles/downtown-dearborn-to-host-first-ever-virtual-ladies-night-in/article_c1d6e5e2-8a69-11ea-86c3-af94a0ffd781.html
- **Arab American News:** <https://www.arabamericannews.com/2020/04/30/downtown-dearborn-hosts-first-ever-virtual-ladies-night-in-may-6/>

Dearborn: Open for Business Group Page



280 Facebook members

33 posts in 28 days



















Post Performance for **Downtown Dearborn**

March 12, 2020 – April 17, 2020

Review the lifetime performance of the posts you published during the publishing period.

















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Thu 4/16/2020 11:35 am EDT Get assistance with the Paycheck Protection Program (PPP) by joining NDC National Development Council</p> <p> Post</p>	240	228	0%	0	0	0	0
	  <p>Tue 4/14/2020 11:26 am EDT You rock, Dearborn Police Department!</p> <p> Post</p>	538	464	6.9%	37	14	1	0
	  <p>Tue 4/14/2020 10:39 am EDT The mission of the New Economy Initiative (NEI) is to grow a culture of entrepreneurship in southeast</p> <p> Post</p>	342	319	2%	7	3	0	1
	  <p>Sat 4/11/2020 9:47 am EDT Important Updates from... Some great information and updates in this week's #DowntownDearborn</p> <p> Post</p>	276	254	0.4%	1	0	0	0

















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Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Thu 4/9/2020 9:54 am EDT For updates on your favorite #Dearborn establishments, join the new Dearborn: Open for Business</p> <p> Post</p>	3,405	3,108	4.9%	166	89	2	12
	  <p>Sun 4/5/2020 9:01 pm EDT Dearborn businesses, we are here for you. Please view the 'COVID-19 Resources for Dearborn Businesses'</p> <p> Post</p>	3,932	3,515	10.9%	429	13	1	11
	  <p>Sun 4/5/2020 9:42 am EDT Gloria Gaynor helps Dearborn... Positive news on this Sunday morning! A video posted Friday by</p> <p> Post</p>	694	615	8.4%	58	26	1	3
	  <p>Fri 4/3/2020 2:54 pm EDT Dearborn restaurateur... "The Dearborn community is resilient." We could not agree more,</p> <p> Post</p>	746	674	9.1%	68	19	0	0

















Published Posts

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Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Fri 4/3/2020 9:59 am EDT Michigan-Based Carhartt to... #Dearborn is proud to be home to Carhartt. <3</p> <p> Post</p>	1,027	887	39.9%	410	313	12	35
	  <p>Thu 4/2/2020 5:00 pm EDT Dearborn Business Owners:... Dearborn Patch is publishing a simple Open-or-Closed Directory for Dearbo</p> <p> Post</p>	424	407	6.1%	26	8	0	0
	  <p>Thu 4/2/2020 11:54 am EDT Dearborn Recreation, Gleaners... Dearborn Recreation & Parks department is partnering with</p> <p> Post</p>	608	553	10.2%	62	33	0	10
	  <p>Wed 4/1/2020 12:34 pm EDT Downtown Dearborn businesses, for your use, here's a comparison chart regarding the various local, state an</p> <p> Post</p>	483	423	4.8%	23	2	0	1

















Published Posts

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Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Wed 4/1/2020 9:49 am EDT Unburger Grill is famous! Well... #DowntownDearborn already knew that. ;) Congratulations on being</p> <p> Post</p>	627	517	4.6%	29	15	1	0
	  <p>Tue 3/31/2020 3:18 pm EDT The Mass-Mask Making Effort of... “We live in a community where people get involved...And I like that about</p> <p> Post</p>	530	495	9.6%	51	11	1	0
	  <p>Tue 3/31/2020 2:15 pm EDT</p> <p> Post</p>	296	263	0.3%	1	0	0	0
	  <p>Tue 3/31/2020 9:29 am EDT COVID-19 Resources for... We thank #DowntownDearborn businesses for continuing to serve o</p> <p> Post</p>	418	369	3.6%	15	4	0	0

















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Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Mon 3/30/2020 1:11 pm EDT Great way to support #DowntownDearborn and keep your kids entertained!</p> <p> Post</p>	336	287	2.7%	9	1	0	0
	  <p>Mon 3/30/2020 9:11 am EDT Important Updates from... Important Updates from Downtown Dearborn in this week's</p> <p> Post</p>	532	449	7.7%	41	3	0	0
	  <p>Mon 3/30/2020 8:46 am EDT Third-generation owner... #DowntownDearborn's Famous Hamburger and Moe Hider, third-</p> <p> Post</p>	911	797	6.5%	59	16	2	3
	  <p>Fri 3/27/2020 9:09 am EDT The East and West DDDA's are closely monitoring developments related to the coronavirus, and we are</p> <p> Post</p>	399	327	3%	12	1	0	0













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Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Fri 3/27/2020 9:05 am EDT The East and West DDDA's are closely monitoring developments related to the coronavirus, and we are</p> <p> Post</p>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	  <p>Thu 3/26/2020 9:55 pm EDT Sheila Hey, hey, lookie here! Way to go or should we say "deliver" Dearborn</p> <p> Post</p>	526	484	6.8%	36	4	4	0
	  <p>Wed 3/25/2020 2:13 pm EDT Hey #Dearborn - let people know that you're a local giver! Keep dollars in our community by purchasing "Gi</p> <p> Post</p>	327	288	2.8%	9	2	1	0
	  <p>Wed 3/25/2020 9:43 am EDT Share the news! Dearborn Public Schools are offering free pickup lunch and breakfast for students while</p> <p> Post</p>	314	263	2.2%	7	2	0	0

















Published Posts

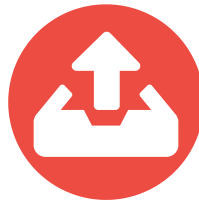
Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	 <p>Wed 3/25/2020 7:45 am EDT</p> <p>Beaumont Health continues to work together to combat the spread of COVID-19, care for patients who hav</p> <p> Post</p>	6,614	5,501	6.6%	437	78	20	43
	 <p>Tue 3/24/2020 4:47 pm EDT</p> <p>A coalition of U.S. restaurants has declared today, March 24, the "Great American Takeout Day" to support</p> <p> Post</p>	452	414	5.3%	24	3	0	0
	 <p>Mon 3/23/2020 4:27 pm EDT</p> <p>City of Dearborn Government</p> <p>From the City of Dearborn Government:</p> <p> Post</p>	466	398	5.8%	27	0	1	0
	 <p>Mon 3/23/2020 12:42 pm EDT</p> <p>COVID-19 Resources for...</p> <p>We thank Downtown Dearborn businesses for continuing to serve o</p> <p> Post</p>	553	481	4%	22	7	0	0

Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Reactions	Comments	Shares
	  <p>Tue 3/17/2020 10:20 am EDT As Dearborn Restaurant Week organizers continue to monitor developments related to the</p> <p> Post</p>	323	314	5.3%	17	0	0	0
	  <p>Mon 3/16/2020 12:18 pm EDT Regarding COVID-19, the City of Dearborn Government has created a dedicated webpage on the City</p> <p> Post</p>	469	468	4.5%	21	3	0	1
	  <p>Mon 3/16/2020 12:16 pm EDT Regarding COVID-19, the City of Dearborn Government has created a dedicated webpage on the City</p> <p> Post</p>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	  <p>Fri 3/13/2020 12:55 pm EDT The East and West Dearborn Downtown Development Authorities take the health of our community</p> <p> Post</p>	773	753	7%	54	10	1	3



















Post Performance for **Downtown Dearborn**

March 12, 2020 – April 17, 2020

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Published Posts

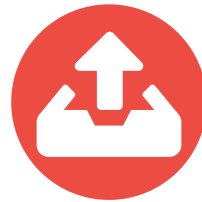
Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Likes	Comments	Saves
	  <p>Thu 4/16/2020 11:39 am EDT #Dearborn is open for business! For an updated list on restaurants, markets and retailers that are open</p> <p> Post</p>	325	285	4%	13	12	0	1
	  <p>Wed 4/8/2020 10:32 am EDT Today's 1-hour "#Dearborn Business & Property Owner Town Hall" forum provides an update on financial</p> <p> Post</p>	553	407	2.5%	14	13	0	1
	  <p>Wed 4/1/2020 1:07 pm EDT Downtown Dearborn businesses, for your use, here's a comparison chart regarding the various local, state and</p> <p> Post</p>	556	417	3.2%	18	16	0	2
	  <p>Tue 3/31/2020 9:34 am EDT We thank #DowntownDearborn businesses for continuing to serve our community & encourage business</p> <p> Post</p>	480	440	5.4%	26	25	0	1

Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Reach	Engagement Rate (per Impression)	Engagements	Likes	Comments	Saves
	  <p>Fri 3/27/2020 9:12 am EDT We thank #DowntownDearborn businesses for continuing to serve our community and encourage business</p> <p> Post</p>	457	426	2.6%	12	12	0	0
	  <p>Tue 3/24/2020 4:52 pm EDT A coalition of U.S. restaurants has declared today, March 24, the "Great American Takeout Day" to support</p> <p> Post</p>	482	434	3.1%	15	15	0	0
	  <p>Fri 3/20/2020 3:53 pm EDT Not only does #DowntownDearborn continue to #deliver... we also must continue to #shop! On Facebook,</p> <p> Post</p>	568	412	2.8%	16	16	0	0
	  <p>Fri 3/13/2020 1:01 pm EDT The East and West Dearborn Downtown Development Authorities take the health of our community</p> <p> Post</p>	487	434	3.5%	17	17	0	0

















Post Performance for **Downtown Dearborn**

March 12, 2020 – April 17, 2020

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Published Posts

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Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	  <p>Thu 4/16/2020 11:47 am EDT Make sure to join the Dearborn: Open for Business Facebook Group Page to share what your business is doing</p> <p> Tweet</p>	102	1,175	N/A	0%	0	0	0
	 <p>Sat 4/11/2020 10:05 am EDT Some great information and updates in this week's #DowntownDearborn E-news! conta.cc/2xjzxbq</p> <p> Tweet</p>	185	1,170	N/A	4.9%	9	0	0
	  <p>Wed 4/8/2020 10:28 am EDT Today's 1-hour "#Dearborn Business & Property Owner Town Hall" forum provides an update on financial</p> <p> Tweet</p>	386	1,358	N/A	6.7%	26	2	0
	 <p>Fri 4/3/2020 2:56 pm EDT "The Dearborn community is resilient." We could not agree more, Sam. Thank you for sharing your positive, but real, outlook with the #Dearborn</p> <p> Tweet</p>	1,290	1,491	N/A	1.1%	14	1	0














Published Posts

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Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	 Fri 4/3/2020 10:00 am EDT #Dearborn is proud to be home to @Carhartt <3 mix957gr.com/michigan-based...	2,030	1,491	N/A	1.5%	31	7	0
	 Tweet							
	 Thu 4/2/2020 5:04 pm EDT Dearborn Patch is publishing a simple Open-or-Closed Directory for Dearborn Businesses. Submit your listing below. patch.com/michigan/dearb .	1,346	1,158	N/A	1.3%	17	0	0
	 Tweet							
	 Thu 4/2/2020 5:03 pm EDT .@dearbornpatch is publishing a simple Open-or-Closed Directory for Dearborn Businesses. Submit your listing below. patch.com/michigan/dearb .	N/A	1,158	N/A	N/A	N/A	N/A	N/A
	 Tweet							
	 Thu 4/2/2020 5:01 pm EDT Dearborn Patch is publishing a simple Open-or-Closed Directory for Dearborn Businesses. Submit your listing below. patch.com/michigan/dearb .	N/A	1,158	N/A	N/A	N/A	N/A	N/A
	 Tweet							
















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	 <p>Thu 4/2/2020 11:57 am EDT</p> <p>.@dearbornrec is partnering with @Gleaners to provide food to households with children for free at 9 a.m. April 6 in the south parking lot at the Ford</p> <p> Retweet with Comment</p>	4,561	14,944	N/A	0.4%	16	6	0
	  <p>Wed 4/1/2020 12:37 pm EDT</p> <p>#DowntownDearborn businesses, here's a comparison chart on the various local, state & Federal financial</p> <p> Tweet</p>	1,844	1,158	N/A	0.7%	12	1	0
	 <p>Tue 3/31/2020 3:19 pm EDT</p> <p>"We live in a community where people get involved...And I like that about living in #Dearborn." Check out how our community</p> <p> Tweet</p>	1,863	1,158	N/A	0.3%	5	0	0
	 <p>Tue 3/31/2020 9:32 am EDT</p> <p>We thank #DowntownDearborn businesses for continuing to serve our community & encourage business owners to visit the "COVID-19 Resources</p> <p> Tweet</p>	2,164	1,157	N/A	0.8%	18	3	0
















Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	  <p>Mon 3/30/2020 9:11 am EDT Important Updates from Downtown Dearborn in this week's #DowntownDearborn Enews!</p> <p> Tweet</p>	2,103	1,155	N/A	0.2%	4	0	0
	 <p>Mon 3/30/2020 8:50 am EDT #DowntownDearborn's @FamousHamburger and Moe Hider, third-generation family owner, are featured in @crainsdetroit! "I want my dad to</p> <p> Tweet</p>	2,128	1,155	N/A	0.1%	3	0	0
	  <p>Fri 3/27/2020 9:10 am EDT We thank #DowntownDearborn businesses for continuing to serve our community and encourage you to vi</p> <p> Tweet</p>	2,822	1,149	N/A	0.1%	4	0	0
	  <p>Wed 3/25/2020 2:18 pm EDT Hey #Dearborn - let people know that you're a local giver! Keep dollars in our community by purchasing "Gi</p> <p> Tweet</p>	3,401	2,175	N/A	0.1%	3	0	0



Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
	  <p>Wed 3/25/2020 2:17 pm EDT Hey #Dearborn - let people know that you're a local giver! Keep dollars in our community by purchasing "Gi</p> <p> Tweet</p>	N/A	1,149	N/A	N/A	N/A	N/A	N/A
	  <p>Tue 3/24/2020 4:55 pm EDT A coalition of U.S. restaurants has declared today, March 24, the "Great American Takeout Day" to support</p> <p> Tweet</p>	3,459	1,149	N/A	0.1%	5	0	0
	  <p>Mon 3/23/2020 12:56 pm EDT We thank #DowntownDearborn businesses for continuing to serve our community and encourage business</p> <p> Tweet</p>	2,723	1,147	N/A	0.2%	5	0	0
	 <p>Tue 3/17/2020 10:31 am EDT .@DearbornRW has been postponed. Thank you for your commitment to the health of our community and your continued support of</p> <p> Retweet with Comment</p>	6,725	7,830	N/A	0.1%	5	1	0

Published Posts

Review the lifetime performance of the posts you published during the publishing period.

Profile	Post by Published Date ▼	Impressions	Potential Reach	Video Views	Engagement Rate (per Impression)	Engagements	Likes	@Replies
 	 <p>Mon 3/16/2020 12:20 pm EDT Regarding COVID-19, the @cityofdearborn has created a dedicated webpage on the City</p> <p> Tweet</p>	3,672	1,474	N/A	0.4%	14	1	0
 	 <p>Fri 3/13/2020 1:19 pm EDT The East and West Dearborn DDA's take the health of our community seriously & continue to closely</p> <p> Tweet</p>	3,445	1,144	N/A	0.1%	3	0	0

**WDDDA BOARD OF DIRECTORS
MAY 2020 ADOPTED
RESOLUTIONS**

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Office Supplies 2020-WDDDA

Date Adopted: May 21, 2020
Moteded by: Mayor Jack O'Reilly
Seconded by: Director Jeff Lynch

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

WHEREAS: The West & East DDDAs and district businesses have been impacted by the recent COVID-19 pandemic and the DDDAs office must prepare for return to work and safe, contactless event management, following local, state, and federal guidelines; and

WHEREAS: A list of required items are needed to be provide safe work environment at the office, in the field and at events; therefore, let it be

RESOLVED: That the WDDDA obligates to pay 50% of the cost of \$4129 for the purchase of supplies for office and event use, expending \$2064.50 for WDDDA from account #296-6100-911-51-00; and let it be further

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

Vendor	Purpose	Amount
City of Dearborn	contactless thermometers (qty. 2) office/events	\$96
City of Dearborn	hand sanitizer (70% gel/gallon) \$34.50 ea., plus \$3.50 for pump - qty. 12	\$456
Visibles	medical grade masks - qty. 500; \$.90 ea for 5K	\$450
Visibles	non-latex gloves - 3 mil - \$.13/ea. for 5K	\$650
Dearborn Chamber of Commerce	disinfectant spray (liquid sanitizer) ½ gallon, qty. 10 \$19.50 each	\$195
DPW	In office, sneeze guard (installed) at desk at entrance - labor/materials	\$300

Janet Bloom	Check in table at office (purchase at Wal-Mart)	\$150
Campbell's Cleaning	move from 2x month cleaning/sanitizing to weekly for remainder of contract (month of June) (\$150); addition of Bio-Shield type product (\$50)	\$200
Sanistand	1 hand sanitizer stand in office, 4 for events (\$279 plus S/H of up to \$45)	\$1620
Janet Bloom	Spray bottle at Wal-Mart (\$3 each) qty. 4	\$12

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained: Director Jackie Lovejoy

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

COVID-19 Response Tanner Friedman 2020 Additional Hours

Date Adopted: May 21, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director Mohammed Hider

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

WHEREAS: The West & East DDAs and district businesses have been impacted by the recent COVID-19 pandemic and a swift response was required to assist the district businesses; and

WHEREAS: Tanner Friedman was engaged to develop content for graphics, communications, media relations, website, Constant Contact, signage, and social media for Downtown Dearborn; and

WHEREAS: An additional 30 hours of work up to \$4500, was authorized by the East and West DDAs to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts, split equally between EDDDA and WDDDA; therefore, let it be

WHEREAS: An additional 24 hours of work up to \$3600 is recommended to be added to the Tanner Friedman contract through June 30, 2020, to meet the needs of the DDAs’ communication and marketing efforts specifically related to crafting content and managing media relations for the reopening of the business districts and summer event schedule, split equally between EDDDA and WDDDA; therefore, let it be

RESOLVED: That the WDDDA obligates to pay 50% of the cost of \$1800 to be added to the Tanner Friedman contract for communications and marketing from account #296-6100-911-34-90; and let it be further

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

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Hanging Baskets 2020 - WDDDA

Date Approved: May 21, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

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

WHEREAS: The WDDDA values implementing planters and landscaping to beautify the district; and

WHEREAS: A competitive bid for the purchase of twenty-four (24) self-watering hanging baskets at 22" diameter size was solicited by the City of Dearborn on behalf of the WDDDA; therefore, be it

RESOLVED:

1. That the WDDDA awards the lowest bidder Sybertech Waste for the purchase of twenty-four (24) self-watering hanging baskets, 22" diameter in size, for WDDDA, for placement around Wagner Place, at \$131.50 each, for a total of \$3156, which is to be expended from account # 296-6100-911-34-90; and
2. The WDDDA Executive Director 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 Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained:

Absent: Director Mohammed Hider

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Movies in the Park (Wagner Park) 2020 Amendment I

Date Approved: May 21, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

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

WHEREAS: The WDDDA values programming events and activities to engage the community and grow the economy; and

WHEREAS: The WDDDA reviewed a specific budget of \$2,350 for Movies in the Park for 2020 event season; therefore, be it

RESOLVED:

1. That the WDDDA obligates \$2350 in expenditures for the Movies in the Park event for 2020 event season, for two dates in August, from the Community Promotions Budget account # 296-6100-911-51-00; and
2. The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA with the vendors listed below for Movies in the Park, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Stardust Theatre Rentals	screen/sound (two dates)	\$ 875.00
Swank	movies/movie license	\$ 945.00
Beshara Printing	posters- 100	\$ 50.00

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained:

Absent: Director Mohammed Hider

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Nickel & Saph Event Insurance Policy for Summer 2020-WDDDA

Date Adopted: May 21, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The WDDDA recognizes the benefit of producing events in the district to help Market and Promote businesses and activate space in the District; and

WHEREAS: The WDDDA authorized an abbreviated event schedule for summer 2020 which included the Dearborn Farmers & Artisans Market from July 10th to September 25th, 2020 and the Movies in the Park series, operating for two dates in each district in the month of August 2020; and

WHEREAS: The city insurer Nickel & Saph Inc, Insurance Agency, quoted \$1290 for the insurance premium to cover these two events, with effective dates 07/10/2020-09/26/2020, of which the cost is \$80.265 per event day, with WDDDA having 12 Farmers Market dates and two Movies in the Park dates, for a total of 14 event dates, totaling \$1128.75; therefore, be it

RESOLVED: The WDDDA authorizes \$161.25 from #296-6100-911-51-00 for Movies in the Park and \$967.50 from 296-6110-911-34-90 for the Farmers Market with the city insurer Nickel & Saph Inc, Insurance Agency, to cover the WDDDA portion of the event insurance premium; let it be further

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA for the selected service provider, subject to review and approval by Corporation Counsel.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained:

Absent: Director Mohammed Hider

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Planter Rail Replacement 2020

Date Adopted: May 21, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director John McWilliams

WHEREAS: The WDDDA recognizes the benefit of infrastructure improvements and creative design elements in a downtown district to boost image and lift the visual intrigue for placemaking for 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 a vehicle, which the driver is unknown, necessitates the repair of a planter rail along W. Village Drive, by Wagner Park, 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 rail is estimated to be \$4426; 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 \$4426, expending from Repair/Maintenance account #296-6100-911-61-00; and let it be further

RESOLVED: The WDDDA Executive Director 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 Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained:

Absent: Director Mohammed Hider

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Welcome Back Campaign Items 2020-WDDDA

Date Adopted: May 21, 2020

Motioned by: Director Jackie Lovejoy

Seconded by: Director Mohammed Hider

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

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

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

RESOLVED: That the WDDDA obligates to pay 50% of the cost of \$4595 for the purchase of supplies for a Welcome Back campaign, expending \$2297.50 for the WDDDA from account #296-6100-911-51-00; and let it be further

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

Vendor	Purpose	Amount
Malko Media	covid-19 safety yardsigns (\$9.50 ea) qty 50	\$475
Malko Media	posters (3 sets)	\$300
Malko Media	branded outdoor ground stickers 24”x24” (\$43 each) qty. 50	\$2150
Press & Guide	newspaper ads	\$600
Times Herald	newspaper ads	\$600
Epiccrowdcontrol.com	Distance Street decals (\$17/6 items) 10 sets	\$170

Beshara	Starter info flyer	\$300
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Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director Mark Guido, Director Jackie Lovejoy, Director John McWilliams, Director Karen Nigosian, and Director Audrey Ralko.

No:

Abstained:

Absent: