



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, JUNE 16, 2022

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

****IN-PERSON****

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

- I. Call to Order** Chairman Sam Abbas
- II. Roll Call** Secretaries Dietz & Lovejoy
- III. Joint Meeting Chair for June 2022: Chairman Eric Woody**
- IV. Approval of Regular Meeting May 2022**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (45 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Adopt FYE2023 Budgets
 - b) Introduction of Bylaw Amendment
 - c) Bike Racks
 - d) Board Absence Waivers
 - 2. EDDDA Actions Only**
 - a) Raised Planter Bed Perennials
 - b) Removal of Two Raised Planter Beds
 - 3. WDDDA Actions Only**
 - a) Open Door Dearborn Grant Amazing Subs
 - b) MEDC Match on Main Grant Agreement
 - c) Planter Rail Repairs
- VII. Old Business**
 - A. Platforms/Greenhouses
 - B. EDDDA Pedestrian Alley
 - C. WDDDA Library Lot
- VIII. Committee Reports**
- IX. DDDA Executive Management Team**
- X. ECD Report**
- XI. Call to Board of Directors**
- XII. Call to Audience** 3 min./guest

XIII. Adjournment



AGENDA OVERVIEW

JOINT ACTIONS

FYE2023-25 Budget Adoption

At last month's DDDA Joint Board meeting, the Boards approved the FYE2023-25 Budget to be sent to Council for approval with reductions to management and office lease line items to align with the non-renewal of the POW! Strategies, Inc. contract for executive management services. Council approved the budget on June 9, 2022, and therefore, the DDDA Boards now need to adopt the FYE2023-25 Budget.

Finance Department is finalizing the REFB for the DDDA which will be provided at the meeting along with the resolution.

Attached in the supplemental packet is the budget presentation presented to Council, as well as the adjusted expense budget detail as interpreted from the May 2022 meeting.

Bylaw Amendments

The Executive Committees have been working on bylaw amendments over the course of the last year, and ready to present the proposed amendments for approval. Per the bylaws, the DDDA Boards must announce the amendments recommended at one meeting, and then adopt them at a second meeting. This meeting will serve as the announcement, and a majority vote must authorize this moving forward for adoption at the July meeting.

The recommended amendments consist of the following:

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

The EDDDA final draft is attached. The WDDDA final draft will be sent under separate cover early next week.

Bike Racks

This purchase has been out to bid several times over the last year and a half. This item was a carry-forward from last fiscal year. Final costs will be in this coming week upon discussion with Purchasing Department to purchase direct from manufacturers. Total purchase is for 10

on-street bike racks (3 WDDDA & 7 EDDDA) and 3 sidewalk bike racks. If the total cost is over \$10,000, this will need Board approval.

EDDDA ACTIONS ONLY

Raised Planter Bed Perennials

The EDDDA has been interested over this past year to redesign the landscape materials in the raised planter beds along Michigan Avenue to create a more vibrant visual interest. Last summer, many of the perennials were relocated to other areas in the downtown in preparation for the new materials. POW! Strategies with SmithGroup services created a design plan for the beds, and the Purchasing Department has conducted a competitive solicitation for the work. Two bids were received, coming in at a much higher cost than anticipated (ranging from \$150,000-\$300,000). To reduce the overall costs, the Executive Management Team is working through potential changes to the scope with the Purchasing Department, and whether the lowest bid can be modified to reflect those scope changes. More information and potentially a resolution to approve the lowest bidder will be presented at the Board meeting.

Removal of Two Raised Planter Beds & Concrete Replacement Work

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. The EDDDA budgeted \$32,000 to complete this project; and it was competitively solicited three times by the Purchasing Department with no bidders received, spanning six months. At its November 2021 Board meeting, the EDDDA authorized the Manager of the DDDAs to make the purchase of the tree well planter removal and concrete replacement in the open market without bid solicitation and bring the selected service provider to the Board for approval if over \$10,000 pursuant to the DDDA Purchasing Policy Section II Solicitation: Item f - "In the event no bids are received after two solicitation attempts or all bids are rejected, the DDDAs may, by resolution, after stating the reasons therefore, direct the Manager of the DDDAs to make the purchase in the open market without solicitation"

Since that time, the Executive Management Team has tried securing a contractor for this work and anticipates having a recommendation available at the table. Many contractors have shown interest, however, acquiring quotes has been challenging which is why it has taken longer than expected.

WDDDA ACTIONS ONLY

Open Door Dearborn Grant Applicant: Amazing Subs

Mr. Rabee Khayat of Amazing Subs has submitted an Open Door Grant request for his new sub restaurant to be located at 1035 Mason St., Suite 101 located within the WDDDA. The applicant plans to complete the interior buildout of 1532 sq. ft. of space in the newly completed 1035 Mason Building. The plan involves a proposed new restaurant on the main floor. The application, business plan, floor plans and 3 quotes have been provided for review and comment. The owner will also be installing a new sign on the recently completed facade of the building. The estimated total cost for facade improvements is \$185,000. The grant amount requested for Level III construction is \$10,000.

At the May 25, 2022, meeting, the Design and Economic Vitality Committee reviewed the application and recommends approval of the Level III Open Door Grant up to \$10,000 for interior improvements with the condition that the design firm shall follow all City and WDDDA design guidelines. A resolution is attached for the WDDDA Board to approve.

Attached in the supplementals is the grant application, project narrative, plans, photo and 3 construction quotes.

MEDC Match on Main Grant Agreement

Match on Main is a reimbursement grant program, provided by the Michigan Economic Development Corporation, that serves as a tool to support new or expanding place-based businesses by providing up to \$25,000 in funding to support an eligible small business through an application submitted, administered, and managed by the local unit of government, downtown development authority, or other downtown management or community development organization where the business is located.

The DDDA Executive Management Team submitted three grant applications to the MEDC for the new MEDC Match on Main grant program in March 2022. District 12 was submitted from the WDDDA, while Green Brain Comics and Haraz Coffee were submitted from the EDDDA. On April 13, 2022, the MEDC notified the DDDA that District 12 was one of 20 grant recipients across the State awarded. District 12 will receive a \$25,000 grant for interior improvements for their new restaurant location at 22099 Michigan Avenue. The MEDC has provided the DDDA with a grant agreement which must be signed and returned by June 21, 2022. The resolution authorizing the WDDDA administering this grant is attached, and the agreement is in the supplemental materials.

Planter Rail Repairs

Several planter rails have been damaged by automobiles along the new streetscapes in the WDDDA around Wagner Place. The planter rails were crafted and installed by Future Fabricators, and to repair the rails, the cost is estimated at \$17,854. Future Fabricators is a sole source provider. Resolution is attached for making those repairs.

The Executive Management Team and Economic Development Department are inquiring with the Police Department to determine whether there were any accident reports related to these specified areas and will then pursue insurance reimbursement.

OLD BUSINESS

Platforms/Greenhouses

Finalizing movers of platforms and greenhouses – inquiring with DPW as to whether they can move greenhouses; Haraz Coffee has submitted permit application to MDOT for placement of platform in on-street parking space; and waiting on District 12 to turn in paperwork.

EDDDA Pedestrian Alley

Community engagement meeting held with adjacent property owners and businesses on May 26. RAP grant submitted to MEDC on June 3.

WDDDA Library Parking Lot Conversion

6-8 weeks out for survey; engineered drawings by Fall and bid. Anticipating hard surfaces to go in the fall and depending on timing of bid completion, soft surfaces will either be November or early Spring.

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

May 19, 2022

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Zaineb A. Hussein, Director Jeff Lynch (joined via Zoom), Director Amanda Bright McClanahan (joined via Zoom), and Director Audrey A. Ralko

EAST DDA: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan (joined via Zoom), Director Hamzah Nasser, and Director Kamal Turfah (joined via Zoom)

MEMBERS ABSENT

WEST DDA: Director Thomas L. Clark and Director Karen Nigosian,

EAST DDA: Director Mustapha Hawily and Director Jay P. Kruz

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Jordan Twardy (ED), Cristina Sheppard-Decius (DDDA) (joined via Zoom, left 9:40am), Cathleen Francois (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: Julia Kapilango, Darryl Woods, and Min. Teferi Brant

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:20am

II. Roll Call

WDDDA Director Jackie Lovejoy called the roll for Board Members for West DDDA. A quorum was present.

EDDDA Vice Chairperson Matthew Dietz called the roll for Board Members for East DDDA. A quorum was present.

III. Joint Meeting Chair for May 2022: Chairman Sam Abbas

IV. Approval of Regular Meeting April 2022 Minutes

A. Approval of Regular Meeting April 2022 Minutes:

WDDDA - A motion to approve the minutes was made by Secretary-Treasurer Mohammed Hider, seconded by Director Jackie Lovejoy. Voice vote passed unanimously. Motion passed. Minutes approved.

EDDDA - A motion to approve the minutes was made by Vice Chairperson Matthew Dietz, seconded by Chairperson Eric Woody. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated April 30, 2022. Revenue to date totaled \$1,132,104. Total expenditures totaled \$740,603. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$844,860.

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated April 30, 2022. Revenue to date totaled \$959,760. Total expenditures totaled \$723,557. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year will be \$411,654.

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

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) FYE2023 Budgets

The Manager of the DDDAs is required by Public Act 57 to prepare and submit an operation budget for the DDDAs to be approved each year and submitted to the City Council. The boards have reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDAs.

Director Zaineb Hussein presented a motion to amend the EDDDA and WDDDA budget to reduce the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022.

Also, to amend the EDDDA and WDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022. Mayor Abdullah Hammoud seconded the motion. No vote taken.

Discussion continued on the subject.

For WDDDA, Director Zaineب Hussein made a motion to end discussion and take a vote. Seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion approved.

For WDDDA, roll call vote for proposed budget amendment motion: Chairperson Sam Abbas - no, Vice Chairperson Mohammed Hider - yes, Mayor Abdullah Hammoud - yes, Director Tahrik Alcodray - yes, Director Zaineب Hussein - yes, Director Jeff Lynch - yes, Director Amanda Bright-McClanahan - yes, Director Audrey Ralko - no, and Secretary-Treasurer Jackie Lovejoy - yes. Motion approved.

For EDDDA, roll call vote for proposed budget amendment motion: Chairperson Eric Woody - yes, Mayor Abdullah Hammoud - yes, Director Zaineب Hussein - yes, Director Amanda Bright-McClanahan - yes, Director Hamzah Nasser - yes, Kamal Turfah - yes, Matthew Dietz - yes. Motion approved.

b) Sale of Dining Platforms

The EDDDA and WDDDA purchased from Unilock outdoor dining platforms up to \$7600 per 8'x40'. EDDDA planters were moved along Michigan and Schaefer Roads.

For EDDDA, one was purchased and placed on Williamson St. for \$6000 and \$1500 installed to be used by Good Burger and Koja Sushi. Both decided they didn't want to use the platform and removal and storage is approximately \$1500.

For WDDDA, one outdoor dining platform was purchased for \$5954 and installed for \$1500 on Howard St. which La Fork was going to use. They decided to no longer use the platform. Removal and storage will be approximately \$1500.

For WDDDA, Secretary-Treasurer Jackie Lovejoy made the motion to allow District 12 to obtain the outdoor dining platform, planters and barricades through a three year lease with an option to purchase at the end of the lease. Seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

For EDDDA, Chairman Eric Woody motioned to obtain the outdoor dining platform through a one year lease to Haraz Coffee with an option to purchase at end of the lease, complying with all permitting and approvals. Seconded by Vice Chairperson Matthew Dietz. Director Hamzah Nasser

abstained from voting. A voice vote passed unanimously. Motion approved.

2. EDDDA Actions Only

a) Temporary Landscape & Maintenance Services

The EDDDA wants to align a second temporary service until a Request for Proposal is awarded. The temporary service is May 10, 2022 to August 31, 2022.

The EDDDA has indicated the scope of work as the following:

- Litter Removal (5x a week)
- Remove large debris/graffiti as needed
- Landscape and Maintenance of sidewalks, alleys, parking lots, planters, tree wells, City Hall Park including:
 - Mulching (1x)
 - Installation of annuals (1x)
 - Installation of perennials (1x)
 - Grass Cutting - 1x/week
 - Weeding as needed
 - Watering (3-5x a week)
 - Pruning as needed
 - Fertilize - grass (2x), other plant materials (1x)

Six quotes were requested, one quote was secured. Four Seasons quote for a total cost up to \$118,770 for the temporary contract period.

A portion of these funds will be expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW).

The EDDDA authorizes the temporary landscape and maintenance contract with Four Seasons starting May 10, 2022-August 31, 2022, in an amount of \$118,770.

The EDDDA Board authorizes the Manager of the DDDAS to execute the contract, subject to the review and approval of Corporation Counsel.

For EDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Chairperson Eric Woody. A voice vote passed unanimously. Motion approved.

b) RAP Grant Supporting Resolution

There is a project in EDDDA to improve the alleyways between 5050 building and Masri Clinic, east of Schaefer and west of Schaefer between Adonis and former Citizens Bank alley continuing up to the last building by Dearborn Fresh. The project total is currently \$1.5 million, with funds currently in CIP. POW! Strategies Inc. and stakeholders are currently working with SmithGroup on the design.

This is a resolution of support to apply for the RAP grant and to approve the matching funds.

Motion is that the EDDDA strongly supports applying for the MEDC Revitalization and Placemaking Grant due on June 3, 2022, for the pedestrian alley improvements that stimulate and grow the local economy and the EDDDA commits the necessary 50% matching funds to match the grant request not to exceed a total project cost of \$1,575,436 through its CIP M20017 project.

For EDDDA, motion to approve was made by Director Zaineb Hussein, and seconded by Chairperson Eric Woody. A voice vote passed unanimously. Motion approved.

c) Juneteenth Event Sponsorship Request

Julia Kapilango is bringing back the Juneteenth event to EDDDA. She brought supporters Darryl Woods and Minister Teferi Brant to speak in support of the event. Julia requested the EDDDA to financially support the event.

EDDDA approves paying for the police support, printing of posters, paying for insurance, and also artist labels/cards, up to \$5500. It was requested to display the EDDDA logo as a sponsor. Invoices must be submitted to the DDDA office.

For EDDDA, motion to approve was made by Director Hamzah Nasser, and seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only
a) None at this time

VII. Old Business

- A. Bylaw Amendments
Currently under Legal review. Will revisit in June.
- B. EDDDA - City Hall Park Redesign
Mayor Hammoud - \$20 million dollar proposal was turned into Wayne County, of which \$10 million is slated for foundation/non-profit use. The project was considered highly transformational so could get funding by the end of this year and with construction happening next year. When funds are received, it would be brought back to the DDDAs and community to review the list of items for parks. Also included is the sliver of land next to Beaumont parking deck off Schaefer to possibly set up a ghost kitchen.

VIII. Committee Reports

Promotions - Cathleen Francois - Spring Perennial Exchange Saturday 10am - 1 pm.
Dearborn Farmers and Artisans Market now has 40 vendors, back to pre-pandemic numbers. Starts June 3. Also includes ribbon cutting, Kids Day with pirates versus

mermaids and movie night showing Luca. Ladies Night Out - more restaurant and service so have set it up as an "Adventure" night. Focus is to be more gender neutral. Design/Economic Vitality (DEV) Committee - Steve Deisler - one more Open Dearborn grant request is coming in for facade improvements in EDDDA. Will be brought to board after DEV review. Committee is also reviewing rules to grant programs to decide how best to proceed moving forward.

IX. DDDA Executive Management Team

Janet Bloom - left at table a copy of board attendance.

X. ED Report

Jordan Twardy - will be working to set up meetings that were brought up earlier. Sam Abbas - glad to know Building Dept. going under ED. He complimented the process since he had a project go through the building department recently.

XI. Call to Board of Directors

Jackie Lovejoy - Taste of Dearborn coming up June 15. Tickets are still available. Eric Woody stated Beaumont's sponsorship deadline is July 1 for upcoming events and programs.

XII. Call to Audience

No comments at this time

XIII. Adjournment

Meeting adjourned at 10:09 a.m. A motion was made by Director Jackie Lovejoy, seconded by Director Tahrack Alcodray.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

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

Financial Statement Summary		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 366,558	\$ 386,278	\$ 409,600	\$ 409,600	\$ 589,096	\$ -	N/A	144%
	Brownfield Tax Capture	448,590	457,004	457,000	457,000	274,220	-	\$ 182,780	60%
Tax Revenue Total		\$ 815,148	\$ 843,282	\$ 866,600	\$ 866,600	\$ 863,316	\$ -	\$ 182,780	100%
297-0000-330.05-14	Local Community Stabilization Authority	26,223	23,965	24,000	24,000	24,712	-	N/A	103%
297-6100-365.90-00	Donations from a Private Source	7,849	10,250	90,000	90,000	16,800	-	73,200	19%
297-0000-361.10-05	Interest Income	18,330	97	534	534	(6,070)	-	6,604	-1137%
297-6100-322.40-10	Events Revenue	6,350	(4,800)	3,000	3,000	10,300	-	N/A	343%
297-6100-369.90-00	Miscellaneous Income	-	14,203	31,909	31,909	14,613	-	17,296	46%
Donation Revenue Total		\$ 58,752	\$ 43,715	\$ 149,443	\$ 149,443	\$ 60,355	\$ -	\$ 97,100	40%
297-0000-391.96-97	Workers Compensation Fund	155	-	0	-	-	-	0	
297-0000-391.91-01	Contributions from the General Fund	11,310	22,620	37,620	37,620	34,485	-	3,135	92%
Contribution Total		\$ 11,310	\$ 22,620	\$ 37,620	\$ 37,620	\$ 34,485	\$ -	\$ 3,135	92%
Total Revenue		\$ 885,365	\$ 909,617	\$ 1,053,663	\$ 1,053,663	\$ 958,156	\$ -	\$ 283,015	91%
Expenditure									
297-6100-911.30-40	Audit Services	\$ 800	\$ 800	\$ 800	800	800	\$ -	-	100%
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	37,620	5,580	\$ 1,575	30,465	19%
297-6100-911.34-90	Development Contractual Services	\$ 302,415	\$ 324,419	\$ 396,095	\$ 488,079	284,534	\$ 39,251	164,294	66%
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ -	\$ 886	\$ 375	375	347	\$ -	28	93%
297-6100-911.44-10	Building Rental	\$ 10,830	\$ 10,830	\$ 11,415	11,415	11,415	\$ -	-	100%
297-6100-911.51-00	Community Promotion	\$ 112,128	\$ 157,917	\$ 240,430	\$ 283,323	99,152	\$ 34,981	149,190	47%
297-6100-911.52-10	Insurance	\$ 6,260	\$ 6,234	\$ 6,937	6,937	6,358	\$ -	579	92%
297-6100-911.53-00	Communications	\$ 1,200	\$ 1,046	\$ 1,107	1,107	453	\$ 112	542	51%
297-6100-911.58-10	Training & Transportation	\$ 1,397	\$ 1,075	\$ 3,500	3,500	475	\$ 1,084	1,941	45%
297-6100-911.60-10	Office Supplies	\$ 401	\$ 63	\$ 1,500	1,500	1,526	\$ -	(26)	102%
297-6100-911.60-20	Postage	\$ 214	\$ -	\$ 350	350	8	\$ -	342	2%
297-6100-911.61-90	Non-Capital Equipment	\$ -	\$ -	\$ 3,585	3,585	-	\$ -	3,585	0%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	\$ 50,825	50,825	40,625	\$ -	10,200	80%
297-6100-911.65-00	Memberships	\$ 435	\$ 148	\$ 1,190	1,190	462	\$ -	728	39%
297-6100-911.68-90	Other Operating Expenses	\$ -	\$ -	\$ 29,658	29,658	14,203	\$ -	15,455	48%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	\$ 448,590	\$ 457,004	\$ 457,000	457,000	274,220	\$ -	182,780	60%
Total Operating Expenditures		910,163	1,001,662	1,242,387	1,377,264	740,158	77,003	560,103	59%
297-6100-435.34-40	Building Demolition Services	-	-	\$ -	-	-	-	-	
297-6100-435.45-10	Architect & Engineering Services	-	-	-	59,501	-	16,831	42,670	28%
297-6100-435.45-20	Construction Contractor	-	-	-	137,785	-	137,147	638	100%
297-6100-435.98-00	Undistributed Appropriations	-	-	-	5,694	-	-	5,694	0%
Total Capital Expenditures		-	-	-	202,980	-	153,978	49,002	76%
Total Expenditure		\$ 910,163	\$ 1,001,662	\$ 1,242,387	\$ 1,580,244	\$ 740,158	\$ 230,981	\$ 609,105	61%
Revenues Over/(Under) Expenditures		\$ (24,798)	\$ (92,045)	\$ (237,538)	\$ (526,581)	\$ 217,998	\$ (230,981)	\$ (326,090)	
Balance Sheet						Current			
Equity in Pooled Cash	Cash Position					\$ 1,001,133			
Current Assets	Current Receivables					-			
	Unearned Income					283,015			
Current Liabilities	Current Liabilities					(14,203)			
	Encumbrances					(230,981)			
	Uncommitted Budget					(609,105)			
	Estimated Ending Cash Position					\$ 429,859			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	\$ 37,620	\$ 5,580	\$ 1,575	\$ 30,465	19%
297-6100-911.34-90	Holiday Décor & Installation	\$ 14,440	\$ 1,402	10,000	10,000	1,648	-	8,352	16%
297-6100-911.34-90	Landscape & Maintenance	\$ 44,090	\$ 83,550	62,500	62,500	57,904	5,230	(634)	101%
297-6100-911.34-90	Snow Removal	\$ 26,538	25000	25,000	38,590	36,010	3,183	(603)	102%
	On-Street Bike Racks	-	0	-	15,000	-	-	15,000	0%
297-6100-911.34-90	Platform Dinning	\$ -	0	-	2,621	5,015	-	(2,394)	191%
297-6100-911.34-90	Artspace, Public Space Design	\$ 34,581	\$ 5,638	-	12,363	9,020	3,343	-	100%
297-6100-911.34-90	Streetscape Enhancements	\$ 8,446	-	45,000	63,410	2,905	195	60,310	5%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	50,825	50,825	40,625	-	10,200	80%
Total Beautification		\$ 148,520	\$ 158,950	\$ 230,945	\$ 292,929	\$ 158,707	\$ 13,526	\$ 120,696	59%
Development									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 5,922	\$ 10,802	\$ 35,000	\$ 35,000	\$ 13,464	5,732.00	\$ 15,804	55%
297-6100-911.51-00	Branding	35,568	67,129	\$ 30,000	\$ 81,883	42,303	23,028.00	16,552	80%
297-6100-911.51-00	Photography	963	-	\$ 2,500	\$ 2,500	363	-	2,137	15%
297-6100-911.51-00	Metro Mode / Issue Media	18,000	24,501	\$ 9,000	\$ 9,000	4,500	-	4,500	50%
297-6100-911.51-00	CTM Brochure Distribution	438	1,802	\$ -	\$ -	292	-	(292)	-
297-6100-911.51-00	Website, Constant Contacts	-	-	\$ 250	\$ 250	-	-	250	0%
297-6100-911.51-00	Website Hosting & Domain Registration	1,828	714	\$ 1,430	\$ 1,430	714	-	716	50%
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	\$ 5,600	\$ 5,600	-	-	5,600	0%
297-6100-911.51-00	Community Art Enhancement	-	-	\$ 5,000	\$ 19,000	-	-	19,000	0%
297-6100-911.51-00	Community Garden	-	-	\$ 1,000	\$ 1,000	500	250.00	250	75%
297-6100-911.51-00	Fall Promotions	-	348	\$ 600	\$ 600	88	-	512	15%
297-6100-911.51-00	Shop Small Business Saturday-Holiday Promotion	14,051	5,755	\$ 15,250	\$ 15,250	26,967	4,289.00	(16,006)	205%
297-6100-911.51-00	Restaurant Week	1,050	1,145	\$ 10,000	\$ 22,010	7,975	-	14,035	36%
297-6100-911.51-00	Homage to Black Excellence	43	20,265	\$ 40,000	\$ 10,000	-	-	10,000	0%
297-6100-911.51-00	Movies in the Park	1,511	2,541	\$ 2,300	\$ 2,300	1,591	616.00	93	96%
297-6100-911.51-00	Art Crawl (Place Holder)	-	-	-	\$ -	-	-	-	0%
297-6100-911.51-00	City Hall Park Events	-	4,744	\$ 1,500	\$ 1,500	199	626.00	675	55%
297-6100-911.51-00	Way Finding	-	-	\$ 10,000	\$ 10,000	-	-	10,000	0%
297-6100-911.51-00	Build Institute	-	-	-	\$ -	-	-	-	0%
297-6100-911.51-00	Jazz on the Ave & Music	25,404	6,872	\$ 55,000	\$ 55,000	199	-	54,801	0%
297-6100-911.51-00	Eastborn Clean Up	-	-	-	\$ -	-	-	-	0%
297-6100-911.51-00	Covid Comeback Marketing	-	6,485	\$ 500	\$ 500	-	-	500	0%
297-6100-911.51-00	SEO/SEM	-	-	\$ 5,000	\$ -	-	-	-	0%
297-6100-911.51-00	Translation Services	-	-	\$ 500	\$ 500	-	440.00	60	88%
297-6100-911.51-00	East Farmers Market	-	-	\$ 10,000	\$ 10,000	-	-	10,000	0%
Total Development		\$ 112,128	\$ 159,228	\$ 240,430	\$ 283,323	\$ 99,155	\$ 34,981	\$ 149,187	47%
Planning & Administration									
297-6100-911.34-90	Pow Strategies	173,422	164,397	213,140	213,140	162,965	27,300	22,875	89%
297-6100-911.34-90	Building/Business Incentive	-	40,903	40,000	70,000	5,000	-	65,000	7%
		\$ 173,422	\$ 205,300	\$ 253,140	\$ 283,140	\$ 167,965	\$ 27,300	\$ 87,875	69%
various (comment)	Other Office Expenses	10,707	10,252	15,759	15,759	10,429	1,196	4,134	74%
297-6100-911.34-90	Office Cleaning	900	540	455	455	4,064	-	(3,609)	893%
297-6100-911.44-10	Building Rental	10,830	10,830	11,415	11,415	11,415	-	-	100%
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	3,585	3,585	-	-	3,585	0%
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	15,453	15,455	-	-	15,455	0%
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2	100%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	448,590	457,004	457,000	457,000	274,220	-	182,780	60%
297-6100-435.34-40	Building Demolition Services	-	-	-	-	-	-	-	-
297-6100-435.45-10	Architect & Engineering Services	-	-	-	59,501	-	16,831	42,670	-
297-6100-435.45-20	Construction Contractor	-	-	-	137,785	-	137,147	638	-
297-6100-435.98-00	Undistributed Appropriations	-	-	-	5,694	-	-	5,694	-
Total Planning & Administration		\$ 649,517	683,926	\$ 771,012	\$ 1,003,994	\$ 482,296	\$ 182,474	\$ 290,222	66%
Expenditures		\$ 910,164	\$ 1,001,662	\$ 1,242,387	\$ 1,580,244	\$ 740,158	\$ 230,981	\$ 609,105	61%

Contractual Services
Other Operating Expenses
Community Promotions

Financial Statement Summary		FY2020 Audited	FY2021 Unaudited	FY2022					
				Adopted	Amended	Actual	Encumbered	Balance	Actual %
Revenue									
296-0000-311.40-00	Property Tax Capture	\$ 810,083	852,811	\$ 884,900	\$ 884,900	\$ 812,618	\$ -	\$ 72,282	92%
	Brownfield Tax Capture	208,118	247,631	252,400	252,400	244,839	-	7,561	97%
Tax Revenue Total:		\$ 1,018,201	\$ 1,100,442	\$ 1,137,300	\$ 1,137,300	\$ 1,057,457	\$ -	\$ 79,843	
296-6110-330.01-90	Farmer's Market Federal Grant	607	-	1,500	1,500	-	-	1,500	0%
296-6110-369.90-00	Farmer's Market Miscellaneous	7,265	11,745	20,000	20,000	14,760	-	5,240	74%
296-6100-365.90-00	Donations from a Private Source	16,659	2,855	51,500	51,500	18,880	-	32,620	37%
296-6100-322.40-10	Events Revenue	6,545	(3,900)	4,000	4,000	10,725	-	N/A	268%
296-0000-361.10-05	Interest Income	15,928	94	524	524	(7,388)	-	7,912	-1410%
296-0000-369.90-00	Miscellaneous Income	-	4,669	-	-	2,660	-	N/A	0%
Donations & Farmer's Market Total:		\$ 47,015	\$ 15,463	\$ 103,444	\$ 103,444	\$ 39,637	\$ -	\$ 47,272	38%
296-0000-391.91-01	Contributions from the General Fund	35,000	35,105	35,105	35,105	32,180	-	2,925	92%
General Fund Contribution Total:		35,000	35,105	35,105	35,105	32,180	-	2,925	92%
Total Revenues:		\$ 1,100,216	1,151,010	\$ 1,275,849	\$ 1,275,849	\$ 1,129,274	\$ -	\$ 130,040	89%
296-6100-911.30-40	Audit Services	400	400	400	400	400	-	-	100%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-2972-463.34-90	Sanitation Contractual Services	19,620	28,260	25,920	25,920	10,695	540	14,685	43%
296-6100-911.34-90	Development Contractual Services	381,813	544,163	629,675	653,340	356,850	53,951	242,539	63%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,821	20,000	20,000	17,574	643	1,783	91%
296-6100-911.41-75	WATER/SEWAGE	683	4,873	3,190	6,890	559	6,307	24	100%
296-6100-911.43-82	Copier Repair & Maintenance Services	-	886	375	375	544	-	(169)	145%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	11,415	11,415	-	-	100%
296-6100-911.51-00	Community Promotion	175,184	179,457	297,530	317,509	102,974	70,597	143,938	55%
296-6100-911.52-10	Insurance	3,730	5,829	6,013	6,013	5,511	-	502	92%
296-6100-911.53-00	Communications	1,011	1,046	1,107	1,107	453	112	542	51%
296-6100-911.58-10	Training & Transportation	175	725	3,500	3,500	670	393	2,437	30%
296-6100-911.60-10	Office Supplies	395	63	1,500	1,500	1,461	-	39	97%
296-6100-911.60-20	POSTAGE	203	-	350	350	2	-	348	1%
296-6100-911.61-90	Non-Capital Equipment	-	4,426	33,600	25,985	-	-	25,985	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	43,600	14,505	29,072	23	100%
296-6100-911.65-00	Memberships	435	148	940	940	462	-	478	49%
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	244,839	-	7,561	97%
296-6100-980.96-34	Facilities Fund	-	37,500	-	-	-	-	-	0%
Total Expenditure		\$ 814,098	\$ 1,108,002	\$ 1,355,250	\$ 1,402,494	\$ 768,914	\$ 161,615	\$ 471,965	66%
Revenues Over/(Under) Expenditures		\$ 286,118	\$ 43,008	\$ (79,401)	\$ (126,645)	\$ 360,360	\$ (161,615)	\$ (341,925)	
Balance Sheet						Current			
Equity in Pooled Cash Cash Position						\$ 1,368,326			
Current Assets						11,215			
Current Liabilities						130,040			
Estimated Ending Cash Position						-			
						(161,615)			
						(471,965)			
						\$ - 876,001			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
296-2972-463.34-90	Sanitation Contractual Services	\$ 19,620	28,260	\$ 25,920	\$ 25,920	\$ 10,695	\$ 540	\$ 14,685	43%
296-6100-911.34-90	Holiday Décor & Installation	19,830	1,440	50,000	50,000	1,461	-	48,539	3%
296-6100-911.34-90	Landscape & Maintenance	155,223	303,486	179,580	179,580	139,069	26,830	13,681	92%
296-6100-911.34-90	Snow Removal	25,865	36,500	36,500	43,180	40,585	-	2,595	94%
296-6100-911.34-90	On-Street Bike Racks	516	-	-	4,000	-	-	4,000	0%
296-6100-911.34-90	Planning: Streetscapes (South Connectors)	-	-	40,000	40,000	-	-	40,000	0%
296-6100-911.34-90	Planning: Building Conversions	-	-	10,000	3,320	-	-	3,320	0%
296-6100-911.34-90	Platform Dining	-	21,503	30,000	37,865	24,041	1,623	12,201	68%
296-6100-911.34-90	Market Shelter Design	-	-	20,000	20,000	-	-	20,000	0%
296-6100-911.34-90	StreetScape Enhancements	-	-	10,000	11,800	-	-	11,800	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	43,600	14,505	29,072	23	100%
Total Beautification		\$ 221,631	413,133	\$ 442,000	\$ 459,265	\$ 230,356	\$ 58,065	\$ 170,844	63%

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	11,537	13,384	\$ 45,000	\$ 45,000	\$ 16,037	\$ 6,587	\$ 22,376	50%
296-6100-911.51-00	Branding	84,932	40,506	30,000	87,771	37,930	39,552	10,289	88%
296-6100-911.51-00	Photography	963	-	5,000	5,000	2,214	1,188	1,598	68%
296-6100-911.51-00	Metro Mode / Issue Media	18,000	10,501	9,000	9,000	4,500	-	4,500	50%
296-6100-911.51-00	Website, Constant Contacts	-	-	250	250	-	-	250	0%
296-6100-911.51-00	Website Hosting & Domain Registration	2,188	1,074	1,430	1,430	714	-	716	50%
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600	0%
296-6100-911.51-00	Community Art Enhancement	-	-	10,000	10,000	3,000	-	7,000	30%
296-6100-911.51-00	Dearborn Art Month	1,000	-	1,000	4,000	-	-	4,000	0%
296-6100-911.51-00	Fall Promotions	193	150	600	600	88	-	512	15%
296-6100-911.51-00	Shop Small Business Saturday/Holiday Promotions	20,070	20,755	45,750	45,750	23,034	1,760	20,956	54%
296-6100-911.51-00	Restaurant week	1,050	37,021	16,500	29,308	10,989	-	18,319	37%
296-6100-911.51-00	Tunes at Noon	3,024	1,300	4,700	4,700	2,653	800	1,247	73%
296-6100-911.51-00	Friday Nites Concert Series	8,468	6,153	30,000	30,000	-	-	30,000	0%
296-6100-911.51-00	Movies In the Park	658	2,889	2,300	2,300	184	474	1,642	29%
296-6100-911.51-00	Ladies Night Out	-	-	3,700	3,700	90	302	3,308	11%
296-6100-911.51-00	Perennial Exchange	360	-	700	700	175	100	425	39%
296-6100-911.51-00	Kids Day	8,945	-	6,000	6,000	-	-	6,000	0%
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	6,400	-	-	6,400	0%
296-6100-911.51-00	SEO/SEM	-	-	10,000	-	-	-	-	0%
296-6100-911.51-00	Social District	-	-	50,000	10,000	1,075	19,835	(10,910)	209%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,821	20,000	20,000	17,574	643	1,783	91%
296-6100-911.34-90	Building / Business Incentives	-	7,500	40,000	50,000	-	-	50,000	0%
Total Development		\$ 186,107	206,778	\$ 357,530	\$ 387,509	\$ 120,549	\$ 71,241	\$ 154,846	49%

Planning & Administration

296-6100-911.34-90	Pow Strategies	180,144	173,054	213,140	213,140	147,630	25,498	40,012	81%
		\$ 180,144	173,054	\$ 213,140	\$ 213,140	\$ 147,630	\$ 25,498	\$ 40,012	81%
various (comment)	Other Office Expenses	6,233	9,097	14,185	14,185	10,062	6,812	4,201	119%
296-6100-911.34-90	Office Cleaning	750	680	455	455	4,064	-	(3,609)	893%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	11,415	11,415	-	-	100%
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	4,426	33,600	25,985	-	-	25,985	0%
296-6100-435.41-75	Water / Sewage	-	4,873	3,190	6,890	-	-	6,890	0%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	244,839	-	7,561	97%
Total Planning & Administration		\$ 406,075	488,091	\$ 555,720	\$ 555,720	\$ 418,010	\$ 32,310	\$ 112,290	81%
Expenditures		\$ 813,813	1,108,002	\$ 1,355,250	\$ 1,402,494	\$ 768,914	\$ 161,615	\$ 471,965	66%

Contractual Services

Community Promotions

Other Operating Expenses

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023 BUDGET ADOPTION

Date Adopted:

Motioned by :

Seconded by:

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

WHEREAS: The EDDDA approved a 3-year budget for FYE2023-25 at the May 19, 2022, meeting to be submitted to the City of Dearborn City Council for approval and adoption; and

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

RESOLVED: That the EDDDA adopts the FYE2023-25 budget as adopted by City Council on June 9, 2021; and let it be

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

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023 BUDGET ADOPTION

Date Adopted:

Motioned by :

Seconded by:

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

WHEREAS: The WDDDA approved a 3-year budget for FYE2023-25 at the May 19, 2022, meeting to be submitted to the City of Dearborn City Council for approval and adoption; and

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

RESOLVED: That the WDDDA adopts the FYE2023-25 budget as adopted by City Council on June 9, 2022; and let it be

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

Yes:

No:

Abstain:

Absent:

	WDDDA							EDDDA													
			FYE2023 REDUCTIONS/ ADDITIONS/ CORRECTIONS 3/10/22	FYE2023 REVISED	FYE2023 REDUCTIONS/ ADDITIONS/ CORRECTIONS 3/24/22	FYE2023 REDUCTION/ MAY 2022 BOARD MEETING	FYE2023 REVISED/FINAL DRAFT	FYE2024	FYE2025		FYE2022	FYE2023 PROPOSED	FYE2023 REDUCTIONS	FYE2023 REVISED	FYE2023 REVISED #2 (millage reduction)	FYE2023 REVISED 3/4/22	FYE2023 REDUCTIONS/ ADDITIONS/ CORRECTIONS 3/10/22	FYE2023 REDUCTION/ MAY 2022 BOARD MEETING	FYE2023 REVISED/FINAL DRAFT	FYE2024	FYE2025
CONTRACT SERVICES																					
Sanitation	\$ 25,920.00	\$ 25,920.00	\$ 10,000.00	\$ 35,920.00			\$ 35,920.00	\$ 35,920.00	\$ 35,920.00	\$ 37,620.00	\$ 37,620.00	\$ -	\$ 37,620.00	\$ -	\$ 37,620.00	\$ 3,600.00			\$ 41,220.00	\$ 41,220.00	\$ 41,220.00
Holiday Décor	\$ 50,000.00	\$ 10,000.00	\$ 40,000.00	\$ 50,000.00			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ (5,000.00)	\$ 10,000.00	\$ (5,000.00)	\$ 5,000.00	\$ 5,000.00			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Ramadan Lighting	\$	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	\$ -	\$ 10,000.00	\$ (10,000.00)	\$	\$ 10,000.00			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Landscape Maintenance	\$ 179,580.00	\$ 179,580.00	\$ (7,230.00)	\$ 172,350.00			\$ 172,350.00	\$ 179,580.00	\$ 179,580.00	\$ 62,500.00	\$ 62,500.00	\$ -	\$ 62,500.00	\$ -	\$ 62,500.00	\$ 2,670.00			\$ 65,170.00	\$ 65,170.00	\$ 65,170.00
Snow Removal	\$ 36,500.00	\$ 36,500.00	\$ 10,950.00	\$ 47,450.00			\$ 47,450.00	\$ 36,500.00	\$ 36,500.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 7,500.00			\$ 32,500.00	\$ 25,000.00	\$ 25,000.00
Bike Racks/Facilities	\$ 4,000.00	\$ 10,000.00		\$ 10,000.00			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Planning - Streetscapes (South Connector/Schaefer/SMART City/Parking/Alleys/Other)	\$ 40,000.00	\$ 40,000.00	\$ (30,000.00)	\$ 10,000.00			\$ 10,000.00	\$ 40,000.00	\$ 40,000.00		\$ 25,000.00	\$ (10,000.00)	\$ 15,000.00	\$ -	\$ 15,000.00	\$ (15,000.00)			\$ -	\$ 10,000.00	\$ 10,000.00
Planning - Building Conversions	\$ 10,000.00	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Platform Dining	\$ 37,865.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ (25,000.00)		\$ -	\$ -	\$ -	\$ 2,621.00	\$ 12,000.00	\$ (12,000.00)	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Market Shelter Design/Engineering	\$ 20,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ (25,000.00)		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Streetscape Enhancements	\$ 11,800.00	\$ 12,000.00	\$ 8,000.00	\$ 20,000.00			\$ 20,000.00	\$ 12,000.00	\$ 12,000.00	\$ 77,000.00	\$ 40,000.00	\$ (10,000.00)	\$ 30,000.00	\$ (15,000.00)	\$ 15,000.00	\$ -			\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Planting Materials	\$ 40,000.00	\$ 42,000.00	\$ 25,332.00	\$ 67,332.00			\$ 67,332.00	\$ 42,000.00	\$ 42,000.00	\$ 50,825.00	\$ 55,000.00	\$ (2,500.00)	\$ 52,500.00		\$ 52,500.00				\$ 52,500.00	\$ 30,000.00	\$ 30,000.00
Planning Public Space Design- City Hall Park	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ 12,363.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Planning Public Space Design- Pocket Parks	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Digital Marquee/Over the Road Banner System	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ 15,000.00	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Michigan Avenue Lighting	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00			\$ 25,000.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Planning - Lot B	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ (25,000.00)		\$ -	\$ -	\$ 25,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
W Village Commons Plaza	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ 25,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Open Door	\$ 50,000.00	\$ 80,000.00	\$ (30,000.00)	\$ 50,000.00	\$ (25,000.00)		\$ 25,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ (35,000.00)	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -			\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Dumpster Enclosures	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ 20,000.00	\$ (5,000.00)	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -			\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
PR Monitor Services	\$ -	\$ 5,000.00	\$ (3,500.00)	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ (2,500.00)	\$ 2,500.00	\$ (2,500.00)	\$ -	\$ 1,500.00	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Pest Control	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 7,500.00		\$ 8,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TOTAL CONTRACT SERVICES	\$ 455,665.00	\$ 552,000.00	\$ 33,552.00	\$ 575,552.00			\$ 447,132.00	\$ 468,500.00	\$ 518,500.00	\$ 292,929.00	\$ 428,120.00	\$ (122,000.00)	\$ 306,120.00	\$ (32,500.00)	\$ 273,620.00	\$ 15,270.00			\$ 288,890.00	\$ 268,890.00	\$ 268,890.00
COMMUNITY PROMOTIONS																					
General Marketing (banners, printing, social media)	\$ 45,000.00	\$ 45,000.00	\$ (10,000.00)	\$ 35,000.00	\$ 5,000.00		\$ 40,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 45,000.00	\$ (15,000.00)	\$ 30,000.00	\$ (15,000.00)	\$ 15,000.00	\$ 5,000.00			\$ 20,000.00	\$ 18,750.00	\$ 18,750.00
Additional Social Media Ads (General)	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Branding/Graphic Design	\$ 37,771.00	\$ 37,500.00	\$ (2,500.00)	\$ 35,000.00			\$ 35,000.00	\$ 32,500.00	\$ 30,000.00	\$ 66,883.00	\$ 37,500.00	\$ -	\$ 37,500.00	\$ -	\$ 37,500.00	\$ (5,000.00)			\$ 32,500.00	\$ 32,500.00	\$ 30,000.00
Photography	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ (2,500.00)		\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ (2,500.00)	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -			\$ 2,500.00	\$ 2,500.00	2500
Metromode	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 9,000.00	\$ (4,500.00)		\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00	\$ 9,000.00	\$ (4,500.00)	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -			\$ 4,500.00	\$ 2,500.00	\$ 2,500.00
Constant Contact	\$ 250.00	\$ 250.00	\$ (250.00)	\$ -			\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ (250.00)			\$ -	\$ -	\$ -
Web Hosting & Domains	\$ 1,430.00	\$ 1,430.00	\$ 250.00	\$ 1,680.00			\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,430.00	\$ 1,430.00	\$ -	\$ 1,430.00	\$ -	\$ 1,430.00	\$ 250.00			\$ 1,680.00	\$ 1,680.00	\$ 1,680.00
Henry Ford	\$ 5,600.00	\$ 5,600.00	\$ -	\$ 5,600.00			\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ -	\$ 5,600.00	\$ -	\$ 5,600.00	\$ -			\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
Community Art/Pockets of Perception	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ (5,000.00)		\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 19,000.00	\$ 20,000.00	\$ (10,000.00)	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ 5,000.00			\$ 5,000.00	\$ -	\$ -
Art Month	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Fall Promotions	\$ 600.00	\$ 1,000.00	\$ -	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Holiday Promotions/Winterfest/SS																					
Kick Off	\$ 38,000.00	\$ 38,000.00	\$ (13,000.00)	\$ 25,000.00			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -			\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Shop Small	\$ 7,750.00	\$ 8,500.00	\$ -	\$ 8,500.00			\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 7,750.00	\$ 8,500.00	\$ -	\$ 8,500.00	\$ -	\$ 8,500.00	\$ -			\$ 8,500.00	\$ 6,000.00	\$ 6,000.00
Restaurant Week (\$16,500 W; \$10k E budgeted + carry forward from 2021)	\$ 29,308.00	\$ 16,500.00	\$ -	\$ 16,500.00			\$ 16,500.00	\$ 16,500.00	\$ 16,500.00	\$ 22,010.00	\$ 16,500.00	\$ (6,500.00)	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Tunes at Noon	\$ 4,700.00	\$ 6,000.00	\$ (1,000.00)	\$ 5,000.00			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Friday Nites	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00			\$ 30,000.00	\$ 30,000.00	\$ 30,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Movies in the Park	\$ 2,300.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00		\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,300.00	\$ 2,300.00		\$ 2,300.00	\$ -	\$ 2,300.00	\$ -			\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Ladies Night Out	\$ 3,700.00	\$ 6,500.00	\$ (2,000.00)	\$ 4,500.00			\$ 4,500.00	\$ 4,500.00	\$ 4,500.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Perennial Exchange	\$ 700.00	\$ 700.00	\$ -	\$ 700.00			\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ 700.00	\$ -			\$ 700.00	\$ 700.00	\$ 700.00
Kids Day	\$ 6,000.00	\$ 17,000.00	\$ (2,000.00)	\$ 15,000.00	\$ (5,000.00)		\$ 10,000.00	\$ 15,000.00	\$ 15,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Beer Festival Partnership		\$ -	\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Wayfinding	\$ 10,000.00	\$ 20,000.00	\$ -	\$ 20,000.00			\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ (10,000.00)	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ 10,000.00			\$ 10,000.00	\$ -	\$ -
BUILD Institute/Entrepreneur Dev	\$ 10,000.00	\$ 10,000.00	\$ (10,000.00)	\$ -			\$ -	\$ -	\$ -		\$ 10,000.00	\$ (5,000.00)	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -			\$ -	\$ -	\$ -
SEO/SEM	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ (5,000.00)		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ (5,000.00)	\$ 5,000.00	\$ (2,500.00)	\$ 2,500.00	\$ -			\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Social District	\$ 50,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ (15,000.00)		\$ 10,000.00	\$ 20,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Farmers Market	\$ 20,000.00	\$ 25,000.00		\$ 25,000.00			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 20,000.00	\$ (5,000.00)	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -			\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
H2BE	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Community Gardens	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ (1,000.00)	\$ 1,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)			\$ -	\$ 500.00	\$ 500.00
Ramadan Pop Ups	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -			\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000										

POW	\$ 193,140.00	\$ 205,735.00		\$ 205,735.00		(\$102,867.50)	\$ 102,867.50	\$ -	\$ -	\$ 193,140.00	\$ 205,735.00	\$ -	\$ 205,735.00	\$ -	\$ 205,735.00		(\$102,867.50)	\$ 102,867.50	\$ -	\$ -
Communications Management	\$ 20,000.00	\$ 22,500.00		\$ 22,500.00		(\$11,250)	\$ 11,250.00	\$ -	\$ -	\$ 20,000.00	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ 22,500.00		(\$11,250)	\$ 11,250.00	\$ -	\$ -
Land Acquisition (\$23k estimated)	\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
TIF Plan Revisions	\$ 10,000.00	\$ 10,000.00	\$ (10,000.00)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Internship Program	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (6,000.00)	\$ 4,000.00	\$ (4,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MANAGEMENT	\$ 223,140.00	\$ 248,235.00	\$ (20,000.00)	\$ 228,235.00			\$ 114,117.50	\$ -	\$ -	\$ 213,140.00	\$ 248,235.00	\$ (16,000.00)	\$ 232,235.00	\$ (4,000.00)	\$ 228,235.00	\$ -		\$ 228,235.00	\$ -	\$ -
OFFICE EXPENSES																				
Audit	\$ 400.00	\$ 400.00	\$ -	\$ 400.00			\$ 400.00	\$ 400.00	\$ 400.00	\$ 800.00	\$ 800.00	\$ -	\$ 800.00		\$ 800.00			\$ 800.00	\$ 800.00	\$ 800.00
Insurance	\$ 6,013.00	\$ 6,013.00	\$ -	\$ 6,013.00			\$ 6,013.00	\$ 6,013.00	\$ 6,013.00	\$ 6,937.00	\$ 6,937.00	\$ -	\$ 6,937.00		\$ 6,937.00			\$ 6,937.00	\$ 6,937.00	\$ 6,937.00
Postage	\$ 350.00	\$ 350.00	\$ -	\$ 350.00			\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -	\$ 350.00		\$ 350.00			\$ 350.00	\$ 350.00	\$ 350.00
Copier	\$ 375.00	\$ 375.00	\$ -	\$ 375.00			\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ -	\$ 375.00		\$ 375.00			\$ 375.00	\$ 375.00	\$ 375.00
Training & Transportation	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00			\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00		\$ 3,500.00			\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Communications	\$ 1,107.00	\$ 1,107.00	\$ -	\$ 1,107.00			\$ 1,107.00	\$ 1,107.00	\$ 1,107.00	\$ 1,107.00	\$ 1,107.00	\$ -	\$ 1,107.00		\$ 1,107.00			\$ 1,107.00	\$ 1,107.00	\$ 1,107.00
Memberships	\$ 940.00	\$ 940.00	\$ -	\$ 940.00			\$ 940.00	\$ 940.00	\$ 940.00	\$ 1,190.00	\$ 940.00	\$ -	\$ 940.00		\$ 940.00			\$ 940.00	\$ 940.00	\$ 940.00
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00		\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Office Cleaning	\$ 455.00	\$ 455.00	\$ (455.00)	\$ -			\$ -	\$ -	\$ -	\$ 455.00	\$ 455.00	\$ -	\$ 455.00	\$ -	\$ 455.00	\$ (455.00)		\$ -	\$ -	\$ -
Building Rental	\$ 7,500.00	\$ 12,140.00	\$ -	\$ 12,140.00			(\$6,070)	\$ 6,070.00	\$ -	\$ 7,500.00	\$ 12,140.00	\$ -	\$ 12,140.00	\$ -	\$ 12,140.00	\$ -	(\$6,070)	\$ 6,070.00	\$ -	\$ -
TOTAL OFFICE EXPENSES	\$ 22,140.00	\$ 26,780.00	\$ (455.00)	\$ 26,325.00			\$ 20,255.00	\$ 14,185.00	\$ 14,185.00	\$ 23,714.00	\$ 28,104.00	\$ -	\$ 28,104.00	\$ -	\$ 28,104.00	\$ (455.00)		\$ 27,649.00	\$ 15,509.00	\$ 15,509.00
OTHER EXPENSES													\$ -							
Non-capital Equipment (Lighting & Repairs)	\$ 33,600.00	\$ 33,600.00	\$ (8,600.00)	\$ 25,000.00			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ (2,500.00)		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Utilities	\$ 1,250.00	\$ 1,250.00	\$ (1,250.00)	\$ -			\$ -	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -	\$ 1,250.00	\$ (1,250.00)		\$ -	\$ -	\$ -
Water	\$ 3,190.00	\$ 4,873.00	\$ -	\$ 4,873.00			\$ 4,873.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Undistributed Appropriation (Library??)	\$ 30,000.00	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -
Brownfield/Bond Debts	\$ 252,400.00	\$ 252,400.00	\$ -	\$ 252,400.00			\$ 252,400.00	\$ 252,400.00	\$ 457,000.00	\$ 457,000.00	\$ -	\$ 457,000.00	\$ -	\$ 457,000.00	\$ (195,800.00)			\$ 261,200.00	\$ 250,000.00	\$ 250,000.00
Other Operating Expenses (Artspace Loans)	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ 29,658.00	\$ 29,658.00	\$ -	\$ 29,658.00	\$ -	\$ 29,658.00	\$ -		\$ 29,658.00	\$ -	\$ -
OTHER EXPENSES	\$ 320,440.00	\$ 292,123.00		\$ 282,273.00			\$ 282,273.00	\$ 277,400.00	\$ 277,400.00	\$ 494,158.00	\$ 495,408.00	\$ -	\$ 495,408.00	\$ -	\$ 495,408.00	\$ (199,550.00)		\$ 295,858.00	\$ 255,000.00	\$ 255,000.00
REDUCTION			\$ (73,511.00)	\$ (132,000.00)								\$ (242,063.00)		\$ (125,813.00)		\$ 957.00				
GRAND TOTAL	\$ 1,362,494.00	\$ 1,519,118.00		\$ 1,425,115.00			\$ 1,137,007.50	\$ 1,041,815.00	\$ 1,066,065.00	\$ 1,296,064.00	\$ 1,569,647.00		\$ 1,327,397.00		\$ 1,201,397.00			\$ 1,002,162.00	\$ 701,179.00	\$ 697,179.00

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

By-Law Amendment Proposal - EDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

By-Law Amendment Proposal - WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

Yes:

No:

Abstained:

Absent:

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

ARTICLE I

NAME REGISTERED OFFICE AND REGISTERED AGENT

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

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

ARTICLE II

BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III

OFFICERS


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

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

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

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

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

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

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

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

next regular meeting for its review. The committee shall meet as necessary and all such meetings shall comply with the notice requirements, as set forth in Article II, Section 7.

ARTICLE IV

CONTRACTS, DONATIONS, AND POWERS OF THE BOARD

Section 1. Contracts.

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

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

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

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

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

Section 6. Budget

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

Section 7. Audit

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

ARTICLE V FISCAL YEAR

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

ARTICLE VI INITIATION OF PROJECTS

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

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

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

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

ARTICLE VII

REPORTING REQUIREMENTS

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

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

ARTICLE VIII
AMENDMENTS

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

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

SECRETARY-TREASURER

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

ARTICLE I

NAME REGISTERED OFFICE AND REGISTERED AGENT

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

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

ARTICLE II

BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III

OFFICERS


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

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

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

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

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

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

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

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

next regular meeting for its review. The committee shall meet as necessary and all such meetings shall comply with the notice requirements, as set forth in Article II, Section 7.

ARTICLE IV

CONTRACTS, DONATIONS, AND POWERS OF THE BOARD

Section 1. Contracts.

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

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

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

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

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

Section 6. Budget

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

Section 7. Audit

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

ARTICLE V FISCAL YEAR


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

ARTICLE VI INITIATION OF PROJECTS

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

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

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

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

ARTICLE VII

REPORTING REQUIREMENTS

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

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

ARTICLE VIII
AMENDMENTS

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

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

SECRETARY-TREASURER

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-EDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

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

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WDDDA Open Door Dearborn Business Incentives Program - Grant Application: Amazing Subs, Rabee Khayat

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development Authority (WDDDA) are committed to promoting the downtown districts by aiding in efforts to address vacancies, beautification, and attraction within the districts; and

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

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

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

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

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

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

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Trio Restaurant, LLC (District 12) Match On Main Grant Agreement - Resolution Authorizing to Sign Grant Agreement

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) is committed to supporting business growth and stimulating the economy through planning, implementing and funding physical improvements and business assistance programs and projects within the district; and

WHEREAS: The WDDDA has identified a new State of Michigan MEDC Program called the Match on Main Grant that provides small businesses grant funds for interior improvements within a designated DDA District; and

WHEREAS: The Match on Main Grant is a competitive reimbursement grant program that serves as a tool to support new or expanding place-based businesses by providing up to \$25,000 in funding to support an eligible small business through an application submitted, administered, and managed by the downtown development authority where the business is located. Up to two grants can be submitted per DDA district; and

WHEREAS: The Dearborn DDA surveyed and evaluated several businesses planning or in the process of investing and redeveloping their property. The DDA submitted three grant requests to MEDC, two businesses in the EDDDA and one in the WDDDA; and

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

RESOLVED: That the WDDDA strongly supports accepting and administering the Match on Main Grant on behalf of Trio Restaurant, LLC, for District 12, and authorizes the Manager of the DDDAs to execute the MEDC Match on Main Grant Agreement for the

interior restaurant improvements subject to the review and approval of Corporation Counsel.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Planter Rail Replacement 2022

Date Adopted:

Motioned by:

Seconded by:

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

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

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

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

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

RESOLVED: Future Fabricators is awarded the contract to repair the damaged planter rail in WDDDA, with the cost not to exceed \$17,854, expending from Repair/Maintenance account #296-6100-911-61-00; and let it be further

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

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

Yes:

No:

Abstained:

Absent:

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MATCH ON MAIN
GRANT AGREEMENT
WITH
CITY OF DEARBORN WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY**

This Grant Agreement (this “Agreement”), effective as of May 31, 2022 (the “Effective Date”), is between the Michigan Economic Development Corporation, a public body corporate (the “MEDC”), whose address is 300 North Washington Square, Lansing, Michigan 48913, and the City of Dearborn West Dearborn Downtown Development Authority, a Michigan public body corporate, whose address is 4700 Schaefer Road, Suite 360, Dearborn, Michigan 48126 (the “Grantee”). As used in this Agreement, the MEDC and the Grantee are, individually, a “Party” and, collectively, the “Parties”.

RECITALS

A. The MEDC Match on Main initiative (“MoM”) is to provide MEDC funding to Redevelopment Ready Communities®, and select or master level Michigan Main Street communities in Michigan to support small businesses within their respective communities.

B. The Grantee applied for a MoM award on March 9, 2022 (“Application”) to support reimbursement of certain capital expenditures by Trio Restaurant Group, LLC (“Company”), a Michigan limited liability company doing business as District 12 whose project address is 22091 Michigan Avenue, Dearborn, Michigan 48124 and located within Grantee’s traditional downtown, historic neighborhood commercial corridor, or area planned and zoned for concentrated commercial development (“Project”).

C. The MEDC agrees to award Grantee a grant in the amount of up to Twenty-Five Thousand Dollars (\$25,00) to be disbursed by Grantee under the terms of this Agreement (the “MEDC Grant”).

D. Consistent with this Agreement, the Grantee desires to disburse the MEDC Grant to the Company for reimbursement of certain of the Company’s Eligible Expenses for the Project.

In consideration of the Recitals and promises in this Agreement, the Parties agree:

ARTICLE I

DEFINITIONS

Section 1.1 Defined Terms. Except as otherwise defined in this Agreement, all capitalized terms in this Agreement shall have the respective meanings set forth on Exhibit A, which contains the defined terms for this Agreement and is incorporated herein by reference.

Section 1.2 Construction of Certain Terms. Unless the context of this Agreement otherwise requires: (i) words of any gender include each other gender; and (ii) words using the singular or plural number also include the plural or singular number.

ARTICLE II

MEDC GRANT

Section 2.1 MEDC Grant Commitment. Subject to the terms and conditions of this Agreement, and in reliance upon the representations and covenants of the Grantee set forth in this Agreement, the MEDC agrees to make, and the Grantee agrees to accept, the MEDC Grant.

Section 2.2 MEDC Grant Manager. The Grantee must communicate with the MEDC representative named below, or his or her designee as notified from time to time regarding this Agreement.

Suzanne Perreault ("Grant Manager")
Michigan Economic Development Corporation
300 North Washington Square
Lansing, Michigan 48913
perreaults@michigan.org

Section 2.3 Grant Disbursement Request. Subject to the terms and conditions of this Agreement, payment of up to the full amount of the MEDC Grant shall be made to the Grantee in one disbursement as soon as institutionally possible for the MEDC, after completion of all of the following requirements to the satisfaction of the Grant Manager:

- (a) **Vendor Registration.** MEDC requires that payments under this Agreement be processed by electronic funds transfer (EFT). Grantee is required to register to receive payments by EFT at the State Integrated Governmental Management Applications (SIGMA) Vendor Self Service (VSS) website (www.michigan.gov/VSSLogin).
- (b) **Conditions to MEDC Grant Disbursement.** Grantee has timely complied with, and in the manner required by, Key Milestone Number One, which includes that the Grantee has submitted to the Grant Manager, in form and substance set forth for Key Milestone Number One on Exhibit B to the satisfaction of the Grant Manager, the fully completed and signed of all of the following, all of which are made part of Exhibit B-1:
 - i. the Grant Disbursement Request, together with:
 - a) a copy of the supporting documentation received by the Grantee from the Company evidencing the Company Match;
 - b) the Company Acknowledgment, and
 - c) the Compliance and Reporting form, together with a copy of the supporting documentation received by the Grantee from the Company evidencing the Company's actual expenditure of permitted Eligible Expenses for the Project (i.e., receipt, copy of check payment, purchaser order denoted as paid).

The Grant Manager determines compliance with Key Milestone Number One.

ARTICLE III

REPRESENTATIONS AND COVENANTS OF THE GRANTEE

The Grantee represents to the MEDC, from the Effective Date through the end of the Term:

Section 3.1 Organization. The Grantee is duly organized and has the power to enter into and perform its obligations under this Agreement.

Section 3.2 Authority. The execution, delivery and performance by the Grantee of this Agreement has been duly authorized and approved by all necessary and proper action on the part of the Grantee and will not violate any provision of law or result in the breach, be a default of, or require any consent under, any of Grantee's organizational and governing documents, or any agreement or instrument to which the Grantee is a party, or by which the Grantee or its property may be bound or affected. This Agreement is valid, binding, and enforceable in accordance with its terms, except as limited by applicable bankruptcy, insolvency, moratorium, reorganization or other laws or principles of equity affecting the enforcement of creditors' rights generally or by general principles of equity.

Section 3.3 Consent. Except as has been disclosed in writing to the MEDC, no consent or approval is necessary from any governmental or other entity, except the MEDC, as a condition to the execution and delivery of this Agreement by the Grantee or the performance of any of its obligations under this Agreement.

Section 3.4 Full Disclosure. Neither this Agreement, the Application, the Grant Disbursement Request, or to the knowledge of the Grantee, any supporting documentation furnished by the Grantee to the MEDC in connection with the MEDC Grant or this Agreement contain, or shall contain, any untrue statement of material fact, or to the best of the Grantee's knowledge, omit, or shall omit, a fact, necessary to make the statements true. There are no undisclosed facts, which materially adversely affect or, to the best of the Grantee's knowledge, are likely to materially adversely affect the properties, business, or condition (financial or otherwise) of the Grantee or the ability of the Grantee to perform its obligations under this Agreement.

Section 3.5 Litigation or Other Proceedings. Except as has been disclosed in writing to the MEDC, to the knowledge of the Grantee and its officers or directors, there are no suits or proceedings pending or, to the knowledge of the Grantee or its officers or directors, threatened, before any court, governmental commission, board, bureau, or other administrative agency or tribunal, which, if resolved against the Grantee, would have a material adverse effect on the financial condition or business of the Grantee or impair the Grantee's ability to perform its obligations under the Agreement.

Section 3.6 Compliance with Laws. To its knowledge, the Grantee is not, and will not, be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees, or other requirements imposed by any governmental authority to which it is subject.

Section 3.7 Uses of Grant Disbursements.

- (a) Any Grant Disbursement paid by the MEDC to the Grantee shall be paid by the Grantee to the Company as reimbursement for permitted Eligible Expenses for the Project.

- (b) In addition to submission of information required by Key Milestone Number One, if requested by the Grant Manager, the Grantee shall provide additional information satisfactory to the Grant Manager evidencing the Grantee's use of any portion of the Grant Disbursement.

Section 3.8 Conflict of Interest. Except as has been disclosed to the MEDC, Grantee affirms that neither the Grantee, nor any of its officers, directors, employees, or affiliates have, shall have, or shall acquire any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner with Grantee's performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee further affirms that neither Grantee nor any of its officer, directors, employees, or affiliates have accepted, shall accept, have offered, or shall offer, anything of value to influence the MEDC, its Corporate Board, Executive Committee and their respective directors, participants, officers, agents, and employees. Grantee shall not attempt to influence any MEDC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, its affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its Affiliate, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MEDC regarding possible conflicts of interest which may arise because of such change. Grantee agrees that conflicts of interest shall be resolved to the MEDC's satisfaction or the MEDC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

Section 3.9 Key Milestones. The Grantee agrees to Key Milestone Number One set forth in Exhibit B, which is incorporated herein by reference.

ARTICLE IV

OTHER GRANTEE COVENANTS

Section 4.1 Reporting. In addition to other reporting to the MEDC under this Agreement, or under the MEDC's Redevelopment Ready Communities® and Michigan Main Street programs, as applicable, the Grantee shall provide such other reports and information related to the MEDC Grant and this Agreement as reasonably requested by Grant Manager from time to time through the end of the Term.

Section 4.2 Indemnification and Insurance. To the extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the MEDC, its Corporate Board, Executive Committee, and their respective directors, participants, officers, agents, and employees ("Indemnified Persons") from any damages that it may sustain by any acts or omissions of Grantee pertaining to this Agreement. The Grantee shall maintain such insurance to protect the Indemnified Persons from claims that might arise out of, or as a result of, Grantee's operations, or its acts or omissions arising under this Agreement; however, Grantee's indemnification obligations under this Agreement shall not be limited to the limits of liability imposed under the

Grantee's insurance policies. The Grantee will provide and maintain its own general liability, property damage and workers' compensation insurance. This Section shall survive indefinitely.

Section 4.3 Access to Records. During the Term, and for seven (7) years thereafter, the Grantee shall maintain reasonable records arising out of this Agreement and shall allow access to those records by the MEDC, or its authorized representative. This Section shall survive for seven (7) years following the end of the Term.

ARTICLE V

REPRESENTATIONS AND COVENANTS OF THE MEDC

The MEDC represents and warrants to the Grantee:

Section 5.1 Organization. The MEDC is a public body corporate and has the power and authority to enter into and perform its obligations under this Agreement.

Section 5.2 Consent. Except as disclosed in writing to the Grantee, or provided by law, no consent or approval is necessary from any governmental authority as a condition to the execution and delivery of this Agreement by the MEDC or the performance of any of its obligations under this Agreement.

ARTICLE VI

SUSPENSION, TERMINATION, DEFAULT AND REPAYMENT

Section 6.1 Suspension, Termination, Event of Default. Notwithstanding anything to the contrary, the MEDC's obligation to disburse any portion of the MEDC Grant shall automatically be suspended and may be terminated, and this Agreement may be terminated, all at the option of the MEDC, upon the occurrence, and during the continuance, of any one or more of the following events (each, an "Event of Default"), unless a written waiver is provided by the MEDC:

- (a) the failure of the Grantee to timely request the Grant Disbursement, and in the manner, as required by Key Milestone Number One in accordance with this Agreement, which in the aggregate, totals the full amount of the MEDC Grant;
- (b) any representation or covenant made by the Grantee in support of this Agreement shall prove incorrect at the time that such representation was made in any material respect, including, but not limited to, any information provided in any Grant Disbursement Request or otherwise in support of Key Milestone Number One, or the representations and covenants set forth in Article III or Article IV;
- (c) any material failure by the Grantee to comply with any of the terms, covenants, and conditions on its part to be performed under this Agreement, including without limitation, any of the terms, covenants or conditions under Article III or Article IV, which, if considered curable by the MEDC, is not cured by the Grantee to the satisfaction of the MEDC within the Cure Period;
- (d) the Grantee is in default, violation, breach, or non-compliance, of any kind or nature under any agreement or requirement, including submission of reports, with the

MEDC, or for any department or agency within the State, federal, local or any governmental agency, including without limitation, the Department of Licensing and Regulatory Affairs, the Department of Labor and Economic Opportunity, or the Michigan Strategic Fund, which, if considered curable by the MEDC, is not cured by the Grantee to the satisfaction of the MEDC within the Cure Period; or

- (e) any voluntary bankruptcy or insolvency proceedings are commenced by, or against, the Grantee, with any such proceedings against the Grantee not being set aside within sixty (60) calendar days from the date commenced.

Section 6.2 Repayment of Certain Events.

- (a) **Event of Default.** If this Agreement is terminated prior to the end of the Term by the MEDC as a result of any Event of a Default, the Grantee shall upon written notice by the MEDC, immediately repay to the MEDC the amount of the MEDC Grant then disbursed by the MEDC to the Grantee that Grantee has not yet disbursed to the Company as permitted by this Agreement.
- (b) **Recovery by the Grantee.** In the event the Grantee receives repayment for any reason, voluntarily or involuntarily, of any portion of any MEDC Grant funds from or on behalf of any Company, the amount received (not to exceed the amount of the Grant Disbursement paid to Grantee) less reasonable costs of collection, if any, shall be repaid to the MEDC within thirty (30) calendars of receipt by the Grantee.
- (c) **Failure to Disburse.** In the event the Grantee has received any Grant Disbursement and has not, within sixty (60) days of receipt of such Grant Disbursement, disbursed all such MEDC Grant monies to the Company as required by this Agreement, the Grantee shall return to the MEDC the portion of the MEDC Grant monies not yet disbursed by the Grantee.

Section 6.3 Other Suspension. In the event the MEDC becomes aware of an event or circumstance, which, with the giving of notice or passage of time or both, would reasonably constitute an Event of Default, the MEDC may immediately and without prior notice suspend making any Grant Disbursement, until such time the MEDC is satisfied otherwise. The Grantee shall cooperate upon the request of the Grant Manager to provide additional information regarding the aforementioned event or circumstance.

Section 6.4 Available Remedies. The suspension or termination of payments to the Grantee, or the termination of this Agreement, are not intended to be the sole and exclusive remedies available to the MEDC, and each remedy shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law, in equity, by statute or otherwise. The Grantee shall also pay all costs and expenses, including, without limitation, reasonable attorney's fees and expenses incurred by the MEDC in collecting any sums due the MEDC from the Grantee under this Agreement, in enforcing any of its rights against the Grantee under this Agreement, or in exercising any remedies against the Grantee available to the MEDC.

ARTICLE VII

MISCELLANEOUS

Section 7.1 Notice. Any notice or other communication under this Agreement shall be in writing and e-mailed, or faxed, or mailed by first class mail, postage prepaid, or sent by express, overnight courier to the respective Party at the address listed at the beginning of this Agreement or such other last known addresses or e-mail accounts and shall be deemed delivered one business day after the delivery or mailing date.

Section 7.2 Counterparts; Facsimile/pdf Signatures. This Agreement may be signed in counterparts and delivered by facsimile or in pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

Section 7.3 Severability. All clauses of this Agreement are distinct and severable and, if any clause shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality or enforceability of any other clause or provision of this Agreement. To the extent possible, the illegal, void, or unenforceable provision shall be revised to the extent required to render the Agreement enforceable and valid, and to the fullest extent possible, the rights and responsibilities of the Parties shall be interpreted and enforced to preserve the Agreement and the intent of the Parties. Provided, if application of this section should materially and adversely alter or affect a Party's rights or obligations under this Agreement, the Parties agree to negotiate in good faith to develop a structure that is as nearly the same structure as the original Agreement (as may be amended from time to time) without regard to such invalidity, illegality, or unenforceability.

Section 7.4 Captions. The captions or headings in Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions or sections of this Agreement.

Section 7.5 Governing Law. This Agreement is a contract made under the laws of the State, and for all purposes shall be governed by, and construed in accordance with, the laws of the State.

Section 7.6 Relationship between Parties. The Grantee and its officers, agents and employees shall not describe or represent themselves as agents of the State, the MEDC, or the MEDC to any individual person, firm, or entity for any purpose.

Section 7.7 Successors and Assigns. The MEDC may at any time assign its rights or obligations in this Agreement. The Grantee may not assign its rights or obligations under this Agreement without the prior written consent of the MEDC. The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

Section 7.8 Waiver. A failure or delay in exercising any right under this Agreement will not be presumed to operate as a waiver unless otherwise stated in this Agreement, and a single or partial exercise of any right will not be presumed to preclude any subsequent or further exercise of that right or the exercise of any other right.

Section 7.9 Termination of Agreement. Except as to this Article VII and the Exhibit A definitions, which shall survive indefinitely, and except as to other terms and conditions which shall survive as provided in this Agreement, this Agreement shall terminate at the end of the Term.

Provided however, any claims for repayment hereunder which arise out event that occurred during the Term, shall be brought within three (3) years after the end of the Term, and all available remedies thereon shall survive until all amounts due the MEDC are paid in full. Provided further, and notwithstanding anything to the contrary, in the event that the State Legislature or the State government fails to provide or terminates the funding necessary for the MEDC to fund the MEDC Grant, the MEDC may terminate this Agreement by providing notice to the Grantee not less than thirty (30) calendar days before the date of cancellation provided, however, that in the event the action of the State Legislature or State government results in an immediate absence or termination of funding, this Agreement may be terminated effective immediately upon delivery of written notice to the Grantee. In the event of termination of funding, the MEDC has no further obligation to make any Grant Disbursement to Grantee for any reason beyond the date of termination of this Agreement.

Section 7.10 Amendment. This Agreement may not be modified or amended except pursuant to a written instrument signed by the Grantee and the MEDC.

Section 7.11 Publicity. At the request and expense of the MEDC the Grantee will cooperate with the MEDC, and request that the Company also cooperate, to promote the Project through one or more of the placement of a sign, plaque, media coverage or other public presentation at the Project location, or other locations, acceptable to the Parties.

Section 7.12 Site Visit. At the request and expense of the MEDC, the Grantee will cooperate with the MEDC, and request that the Company also cooperate, to permit the Grant Manager or such other MEDC representative to visit the Project location and/or view the results of the permitted Eligible Expenses.

(Signature page follows)

Execution Copy

The Parties have executed this Agreement effective on the Effective Date.

The signatories below warrant that they are empowered to enter into this Agreement.

CITY OF DEARBORN WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Cristina Lynn Sheppard-Decius
Downtown Development Authority Manager

Date

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Christin Armstrong
Secretary

Date

(Signature page to MEDC Match on Main Grant Agreement)

EXHIBIT A

DEFINED TERMS

- a) “**Agreement**” means this Agreement, including the Exhibits to this Agreement.
- b) “**Application**” has the meaning set forth in Recital B.
- c) “**Company**” has the meaning set forth in Recital B.
- d) “**Company Acknowledgment**” means the written acknowledgment of the Company in support of Key Milestone Number One, in the form and substance set forth on Exhibit B-1;
- e) “**Company Match**” has the meaning set forth in Exhibit B-1.
- f) “**Compliance and Reporting**” means the written report of the Grantee in support of Key Milestone Number One, in the form and substance set forth on Exhibit B-1, together with copies of receipts or other documentary evidence satisfactory to the Grant Manager of all permitted Eligible Expenses;
- g) “**Cure Period**” means within thirty (30) calendar days after written notice by the MEDC, or within such longer period as determined in writing and at the sole discretion of the MEDC.
- h) “**Eligible Expenses**” means any one or more, or any combination, of the following, which must have been incurred by the Company for the Project on or after March 9, 2022, and actually paid by the Company to an independent third party:
 - i. Expenses for technical assistance items for design and layout of interior or exterior space, such as conceptual renderings of the interior or exterior floor plan, merchandise layout, other interior or exterior design concepts, and construction drawings, plans or specifications for interior or exterior space activation;
 - ii. Expenses for interior building renovation items, including rehabilitation of floors, walls, ceiling, rooms, electrical improvements, lighting and lighting fixtures, furniture and display renovations, installation of permanent kitchen or other equipment, and/or fire suppression or other code compliance items;
 - iii. Expenses for permanent or semi-permanent activation of an outdoor space, including a dining area, beer garden, or other place-based outdoor activation deemed acceptable by the MEDC. Exterior signage, doors and windows may be permitted if is part of a larger outdoor space activation project;
 - iv. Expenses for permanent or semi-permanent business infrastructure related to COVID-19 recovery efforts such as items that promote the health and safety of employees and customers (examples include plexiglass barriers, curbside service windows, etc.); or
 - v. Expenses for general marketing or technology to assist in connecting with customers (example: website upgrades or e-Commerce integration), operational

changes (example: shifting from dine in to carry out), the purchase of a point-of-sale system, or inventory expenses for retail goods.

For the avoidance of doubt, all Eligible Expenses must be otherwise acceptable to the MEDC, and further Eligible Expenses **do not** include expenses for: exterior improvements that could be considered as general maintenance, repairs, landscaping, or other non-place based outdoor activation, employee wages, salaries or benefits, rent, mortgage, land contract or lease payments, utilities, equipment, machine or vehicle leases, vehicle payments, taxes, interest or insurance, professional fees, federal, state, or local application, licensing, permit or similar fees, bank or other lender financing, interest, inspection fees or costs, credit card processing fees; non-infrastructure COVID-19 expenses, such as disposable PPE, including masks or other face coverings, gloves, or hand sanitizer, or any other capital expenditure (including soft costs) deemed ineligible at sole discretion of the MEDC.

- i) **“Event of Default”** means any one or more of those events described in Section 6.1.
- j) **“Exhibit”** means each of the documents or instruments attached to this Agreement.
- k) **“Grant Disbursement”** means MEDC Grant funds paid to the Grantee under this Agreement.
- l) **“Grant Disbursement Request”** means: a written request from the Grantee for a Grant Disbursement in support of Key Milestone Number One, in the form and substance set forth on Exhibit B-1; and
- m) **“Grantee”** has the meaning set forth in the preamble.
- n) **“Grant Manager”** has the meaning set forth in Section 2.2.
- o) **“Indemnified Persons”** has the meaning set forth in Section 4.2.
- p) **“Key Milestone Number One”** means Key Milestone Number One which is set forth on Exhibit B.
- q) **“MEDC”** has the meaning set forth in the preamble.
- r) **“MEDC Grant”** has the meaning set forth in Recital C.
- s) **“MoM”** has the meaning set forth in Recital A.
- t) **“Party”** or **“Parties”** has the meaning set forth in the preamble.
- u) **“Project”** has the meaning in Recital B.
- v) **“State”** means the State of Michigan.
- w) **“Term”** means from the Effective Date and, unless earlier terminated as provided by this Agreement through December 31, 2022.

EXHIBIT B
KEY MILESTONES

Key Milestone Number One:

Subject to the terms and conditions of the Agreement, including the terms and conditions of Section 2.3 of the Agreement which include the required submission of a Grant Disbursement Request, and any other information as may be required under the Agreement, a Grant Disbursement may be requested by the Grantee:

Grant Disbursement: Up to \$25,000

By no later than November 30, 2022, the Grantee must submit, and demonstrate to the satisfaction of the Grant Manager, all of the following, and must otherwise be in compliance with the Agreement:

1. A fully completed Grant Disbursement Request in the form and substance set forth in Exhibit B-1, signed by the Grantee, together with all required supporting documentation; and
2. A fully completed Company Acknowledgment in the form and substance set forth on Exhibit B-1, signed by the Company; and
3. A fully completed Compliance and Reporting form, in the form and substance set forth on Exhibit B-1, signed by the Grantee, together with all required documentation;
4. One or more photograph(s) of the Project reflecting the results of the Eligible Expenses (such as a photograph of the improvements made to the Project or a photograph of items purchased for the Project).

EXHIBIT B-1

**KEY MILESTONE NUMBER ONE
GRANT DISBURSEMENT REQUEST**

This Grant Disbursement Request is being delivered pursuant to Section 2.3 and Key Milestone Number One of the Grant Agreement dated as of May 31, 2022 (the "Grant Agreement"), by and between the Michigan Economic Development Corporation (the "MEDC"), and City of Dearborn West Dearborn Downtown Development Authority (the "Grantee"), Case No. 354246. Capitalized terms in this Grant Disbursement Request not otherwise defined herein shall have the meanings ascribed to them in the Grant Agreement. The undersigned, in the name and on behalf of Grantee, hereby certifies, represents, and warrants, that as of the date of signing this Grant Disbursement Request:

1. The Grantee has complied, and is in compliance, with all the terms, covenants, and conditions of the Grant Agreement.
2. No Event of Default (as defined in Section 6.1 of the Grant Agreement) exists, and no event which, with the giving of notice or the lapse of time, or both, would constitute such an Event of Default.
3. The representations and covenants of the Grantee contained in Article III and Article IV of the Grant Agreement are true.
4. This Grant Disbursement Request is being submitted with respect to Trio Restaurant Group, LLC ("Company") doing business as District 12 for the Project located at 22091 Michigan Avenue, Dearborn, Michigan 48124.
5. Attached is the Company Acknowledgment, signed by the Company.
6. Attached is a Compliance and Reporting form, signed by the Grantee, together with a copy of the supporting documentation received by the Grantee from the Company evidencing the Company's actual expenditure of the permitted Eligible Expenses for the Project (i.e., receipt, copy of check payment, purchaser order denoted as paid).
7. In addition to the amount otherwise spent by the Company on permitted Eligible Expenses, attached is a copy of supporting documentation received by the Grantee from the Company evidencing that the Company has actually contributed its own additional cash, or received additional private funding, for the Project in the total amount of at least \$2,500 ("Company Match").
8. The Grantee requests a Grant disbursement in the amount of \$_____.

(Remainder of this page is blank)

Execution Copy

The undersigned has the authority, and signs this Grant Disbursement Request, on behalf of the Grantee.

CITY OF DEARBORN WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

(Authorized Signature)

(Print Name)

(Title)

(Date)

(Remainder of this page is blank)

(Company Acknowledgment follows)

COMPANY ACKNOWLEDGMENT

This Company Acknowledgment is being delivered pursuant to Section 2.3 and Key Milestone Number One of the Grant Agreement dated as of May 31, 2022 (the "Grant Agreement"), by and between the Michigan Economic Development Corporation (the "MEDC"), and City of Dearborn West Dearborn Downtown Development Authority (the "Grantee"), Case No. 354246. Capitalized terms in this Company Acknowledgment not otherwise defined herein shall have the meanings ascribed to them in the Grant Agreement. The undersigned, in the name and on behalf of Company, hereby certifies, represents, and warrants, that as of the date of signing this Grant Disbursement Request:

1. The Company affirms it has paid the permitted Eligible Expenses for the Project.
2. The Company affirms it has contributed the Company Match for the Project.
3. The Company will cooperate with the Grantee's and/or the MEDC's reasonable requests for information related to the Project, Eligible Expenses, the Company Match, or arising out of the Grant Agreement.
4. At the request and expense of the MEDC the Company will cooperate with the Grantee, and the MEDC, to promote the Project through one or more of the placement of a sign, plaque, media coverage or other public presentation at the Project location, or other locations, acceptable to the Parties.
5. At the request and expense of the MEDC, the Company will cooperate with the Grantee and the MEDC, to permit an MEDC representative to visit the Project location and/or view the results of the Eligible Expenses.

The undersigned has the authority, and signs this Company Acknowledgment, on behalf of the Company.

TRIO RESTAURANT GROUP, LLC DBA DISTRICT 12

(Authorized Signature)

(Print Name)

(Title)

(Date)

Execution Copy

(Compliance and Reporting form follows)

COMPLIANCE AND REPORTING FORM

This Compliance and Reporting form is being delivered pursuant to Section 2.3 and Key Milestone Number One of the Grant Agreement dated as of May 31, 2022 (the "Grant Agreement"), by and between the Michigan Economic Development Corporation (the "MEDC"), and City of Dearborn West Dearborn Downtown Development Authority (the "Grantee"), Case No. 354246. Capitalized terms in this Compliance and Reporting form not otherwise defined herein shall have the meanings ascribed to them in the Grant Agreement. The undersigned, in the name and on behalf of Grantee, hereby certifies, represents, and warrants, that as of the date of signing this Compliance and Reporting form:

A. REQUIRED INFORMATION:

Grantees are required to provide the MEDC with the following compliance and reporting data, to be submitted as part of the Grantee's Grant Disbursement Request:

Grantee Information			
Date Grant Disbursement and Compliance Form Submitted:			
Organization Name (Grantee):			
Point of Contact	First and Last Name:		
	Title:		
	Email:		
	Phone:		
Company Information			
Name of the Company:		th	
Physical Address:			
City, State, Zip:			
County:			
Total MEDC Grant Amount:			
Brief description of completed Project:			
What did the Company report as jobs retained?			
What did the Company report as jobs created?			
Is the Company a "new" business (open 12 months or less)?			
Grant Reimbursement Information			
The Grantee is required to complete the following and submit proof of payment (i.e., paid receipt) for all Eligible Expenses and the minimum required Company Match. Please use a separate line for each submitted receipt and use additional sheets, as necessary. Receipts for Eligible Expenses should total at least: (i) the total amount of the MEDC Grant plus (ii) at least 10% of the total amount of the MEDC Grant .			
Date of Receipt	Vendor	Item	Cost

TOTAL:			

B. OPTIONAL INFORMATION

The following questions are optional to complete. This information is collected by the MEDC to track metrics across programs and does not have any impact on the MEDC Grant. Grantees may collect this information from the business using any available method including verbally, over the phone, through email, etc

Is the owner of the Company an employee-owner (receives a W2)? Yes / No / Preferred Not to Answer
What did the Company report as the hourly wage of the Company owner? (If the owner receives an annual salary, please divide total by 2080.) \$ / Preferred Not to Answer
What did the Company report as the total number of employees? / Preferred Not to Answer
What did the Company report as the average hourly wage of employees? \$ / Preferred Not to Answer
Did the Company report that they offer employee sponsored healthcare to at least one or more employees (including employee-owner) AND cover at least 70% of the cost? Yes / No / Did Not to Answer

The undersigned has the authority, and signs this Compliance and Reporting form, on behalf of the Grantee.

CITY OF DEARBORN WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

(Authorized Signature)

(Print Name)

(Title)

(Date)

⇒ APPLICATION ⇒

Application Date 4, 26, 2022

Business

Name AMAZING SUBS LLC

Property Address 1035 MASON ST suite 101 Dearborn, MI 48124

Business Owner Rabee Khayat

Business Owner

Address 26342 Champ Hill RD, APT 106 Dearborn, MI 48127

Business Owner

Business Owner Phone 313-502-7359 Email AMAZINGSUBS3@gmail.com

Property Owner Ali Nasser

Property Owner Address

Property Owner Phone 313-485-1411 Email Huseinnasser2012@gmail.com

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

Is this business expanding? ☐ Yes ☐ No

Amount of square footage to be added to building

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

If relocating, when was this business established?

If relocating, please list current address

Estimated start date of project 05, 01, 2022

Estimated completion date of project 06, 15, 2022

Total cost of project \$ 185,000.00 Amount requested \$ 25,000.00

APPLYING FOR:

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

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

Signature of Applicant

4-26-2022

Date

⇒ MANDATORY CHECKLIST

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

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

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

⇒ SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities
13615 Michigan Avenue, Suite B-2
Dearborn, MI 48126
info@downtowndearborn.org
313-943-3141

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

AMAZING SUBS LLC
1035 MASON ST SUITE 101
DEARBORN , MI 48124

ESTIMATES FOR PROJECT

1-BLUE PRINT	\$ 5500.00
2- TILE AND LABOR	\$ 14200.00
3- HOOD AND HEAT PLUS LABOR	\$ 40000.00
4- FIRE EXTANGUSEE FOR HOOD	\$ 3850.00
5- PLUMING	\$ 19500.00
6- ELECTRIC	\$ 19850.00
7- DESING AND PAINT	\$ 31000.00
8- KITCHEN EQUEPEMENTS	\$ 42500.00
9- out side sighn	\$ 8600.00

\$ 185,000.00

Our company can benefit the community in different ways. We will create jobs for people in the area. Our tax revenue will go up for our community. With being a local owned company, we will keep the hard earned money in the community. We'll offer a catering menu that local business can order from to host events at their establishment. Our customers will be able to purchase gift cards to use for future orders or to give to people that they know. We plan to join in on events that Dearborn has to support the restaurants in our area. Our company plans to use local businesses for our produce and meats to keep our community growing.

Here at Amazing Subs our goal is to bring quality and freshness to the area of Dearborn. We will serve premium meats and fresh produce on all our sandwiches. We'll offer steak, chicken, tuna, and vegetarian options. The sandwiches will come with the option of fries or chips. Our menu will be halal to accommodate our local community. All our subs will be fresh to order.

When it comes to our decor, we plan to go with a design that will coincide with the exterior of the building. We are going with a clean modern look. We'll be able to allow 30-40 customers to sit and enjoy their meals while looking out onto Mason Street. Our customers will be able to see our chef make their orders in our open kitchen area. We are bringing in the brick look from outside into our restaurant on the bottom half of the walls and the ordering counter.

CODE INFORMATION

1. BUILDING DESCRIPTION: FOUR STORY COMMERCIAL BUILDING
2. APPLICABLE CODE: 2015 MICHIGAN BUILDING CODE
 ACCESSIBILITY: ANSI 117.1 - 2009, ACCESSIBILITY
 ENERGY: 2015 MICHIGAN ENERGY CODE - MCHPEL 501-1-2007
 FIRE: 2015 INTERNATIONAL FIRE CODE
 PLUMBING: 2015 MICHIGAN PLUMBING CODE
 MECHANICAL: 2015 MICHIGAN MECHANICAL CODE
 ELECTRICAL: 2015 NATIONAL ELECTRIC CODE, WITH PART 8
3. OCCUPANCY/USE CLASSIFICATION: BUSINESS GROUP "B"
4. CONSTRUCTION TYPE: TYPE II-B - NON-SPRINKLED
5. ALLOWABLE AREA TABLE (506.2): 1,532.59 SQ. FT.
6. GROSS AREA SUMMARY:
7. SHOP AREA:
8. ALLOWABLE BLDG. HEIGHT (504.3):
9. OCCUPANT LOAD TABLE:
 CARRY OUT / SEATING: 15 NET = 730.70 SQ. FT. / 15 = 49 OCCUPANTS
 KITCHEN, COMMERCIAL = 200 GROSS = 614.25 SQ. FT. / 200 = 3.07 OR 3 OCCUPANTS
 TOTAL OCCUPANT LOAD = 49 + 3 = 52 OCCUPANTS
 TWO H.C. TOILET ROOMS REQUIRED WITH OCCUPANT LOAD 15 OR MORE
10. NUMBER OF REQUIRED EXITS: (2) REQUIRED MIN (2) PROVIDED
11. EXIT ACCESS TRAVEL DISTANCE (1017.2): REQUIRED 200.0 FT. PROPOSED LESS THAN 60.0 FT.
12. SPRINKLER SYSTEM REQUIREMENT (903.2.3): NOT REQUIRED AREA LESS THAN 5,000.00 SQ. FT.



ALI KHALAF
AND ASSOCIATES

AK ARCHITECTURE LLC

SUB: OWNER
 ADDRESS: 14101 N
 ADDRESS: 14101 N
 ADDRESS: 14101 N
 ADDRESS: 14101 N
 ADDRESS: 14101 N



ZIAD EL-BABI
ENGINEERING

REGISTERED
 PROFESSIONAL ENGINEER
 STATE OF MICHIGAN
 NO. 11500882
 CELL: 313-994-1111
 CELL: 313-994-1111

DATE: 04/28/22
 TIME: 10:00 AM
 PROJECT: 14101 N

PROJECT: 14101 N
 SUBPROJECT: 14101 N
 SHEET: 14101 N
 SHEET: 14101 N
 SHEET: 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N

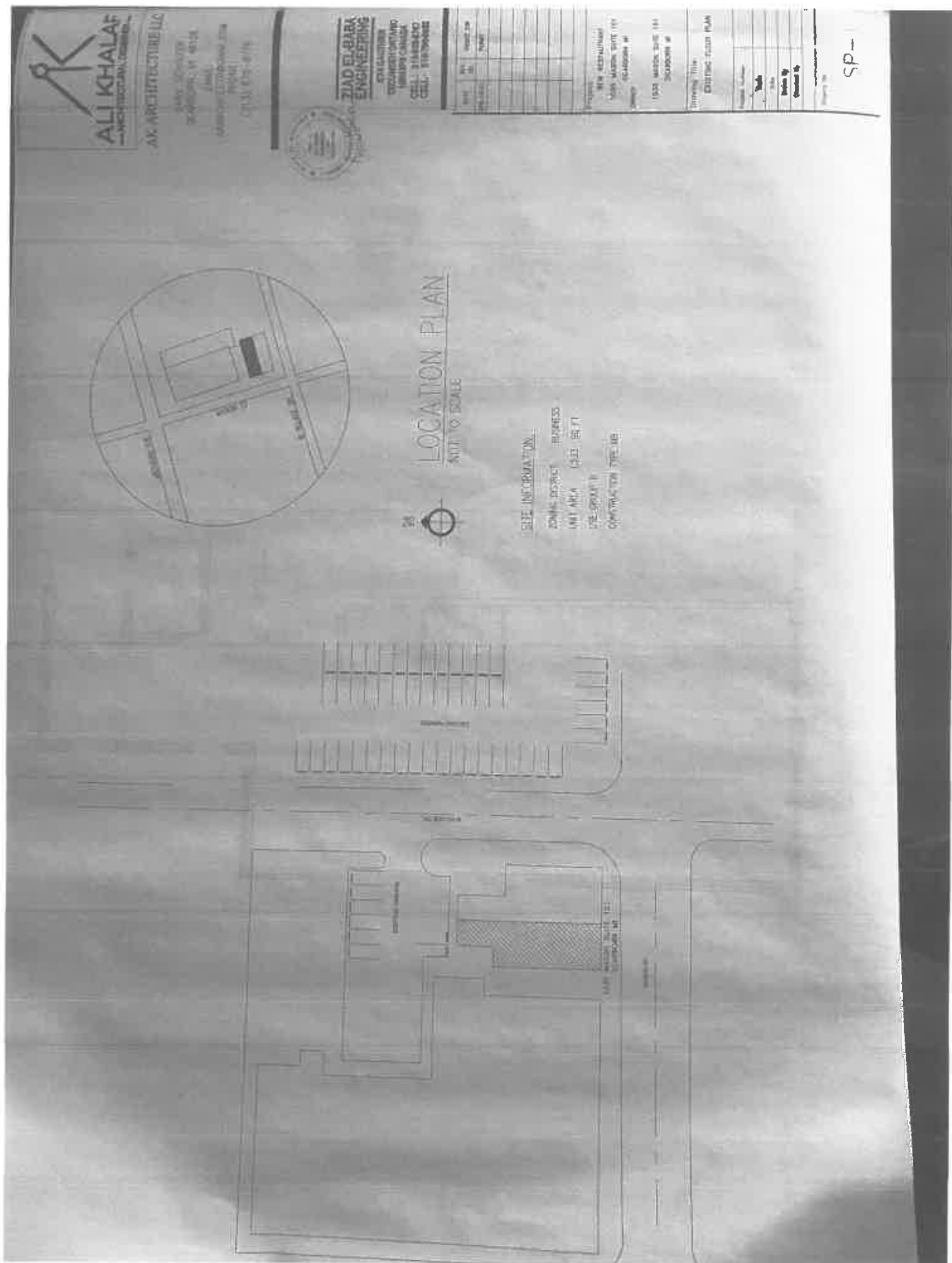
14101 N
 14101 N
 14101 N
 14101 N
 14101 N

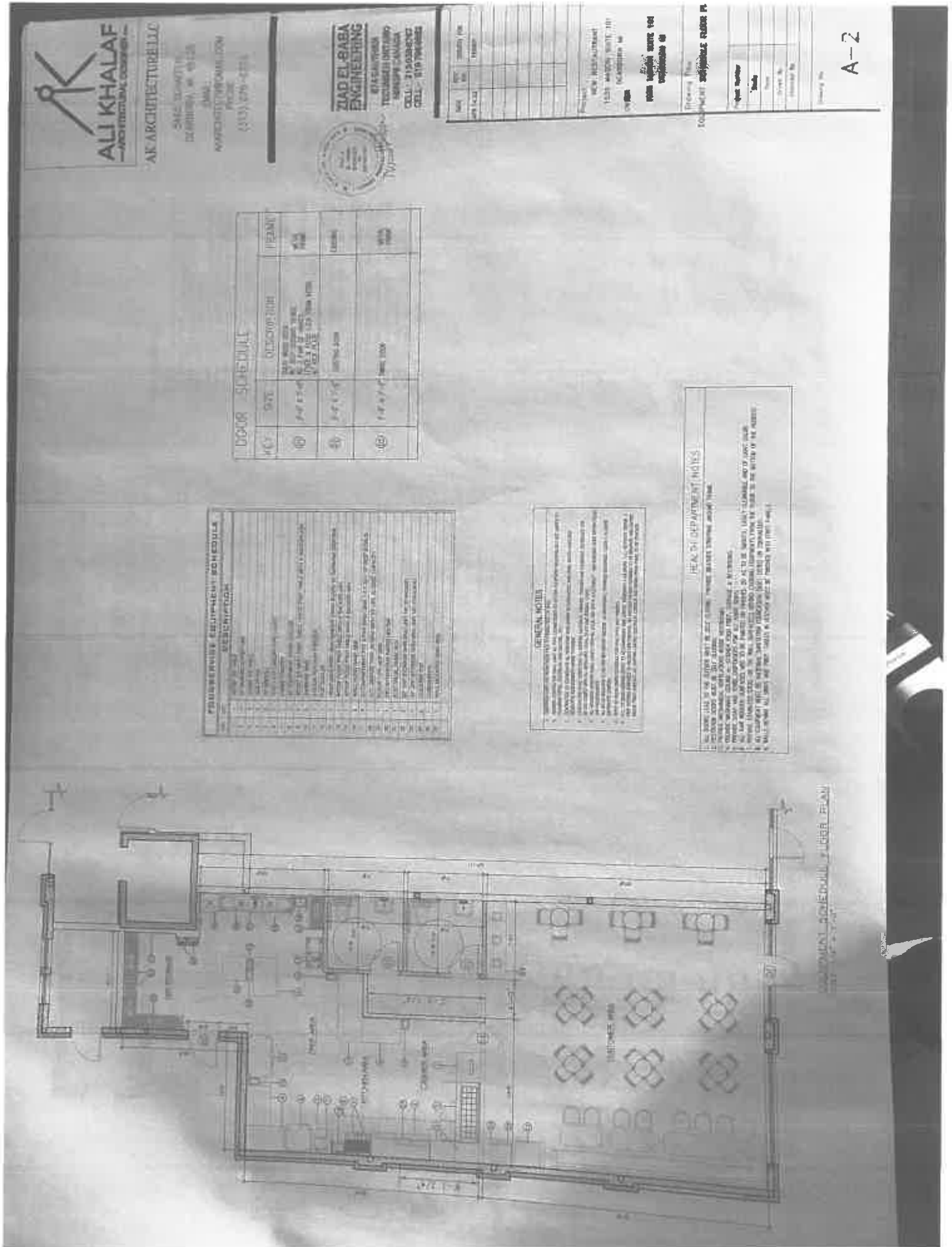
14101 N
 14101 N
 14101 N
 14101 N
 14101 N

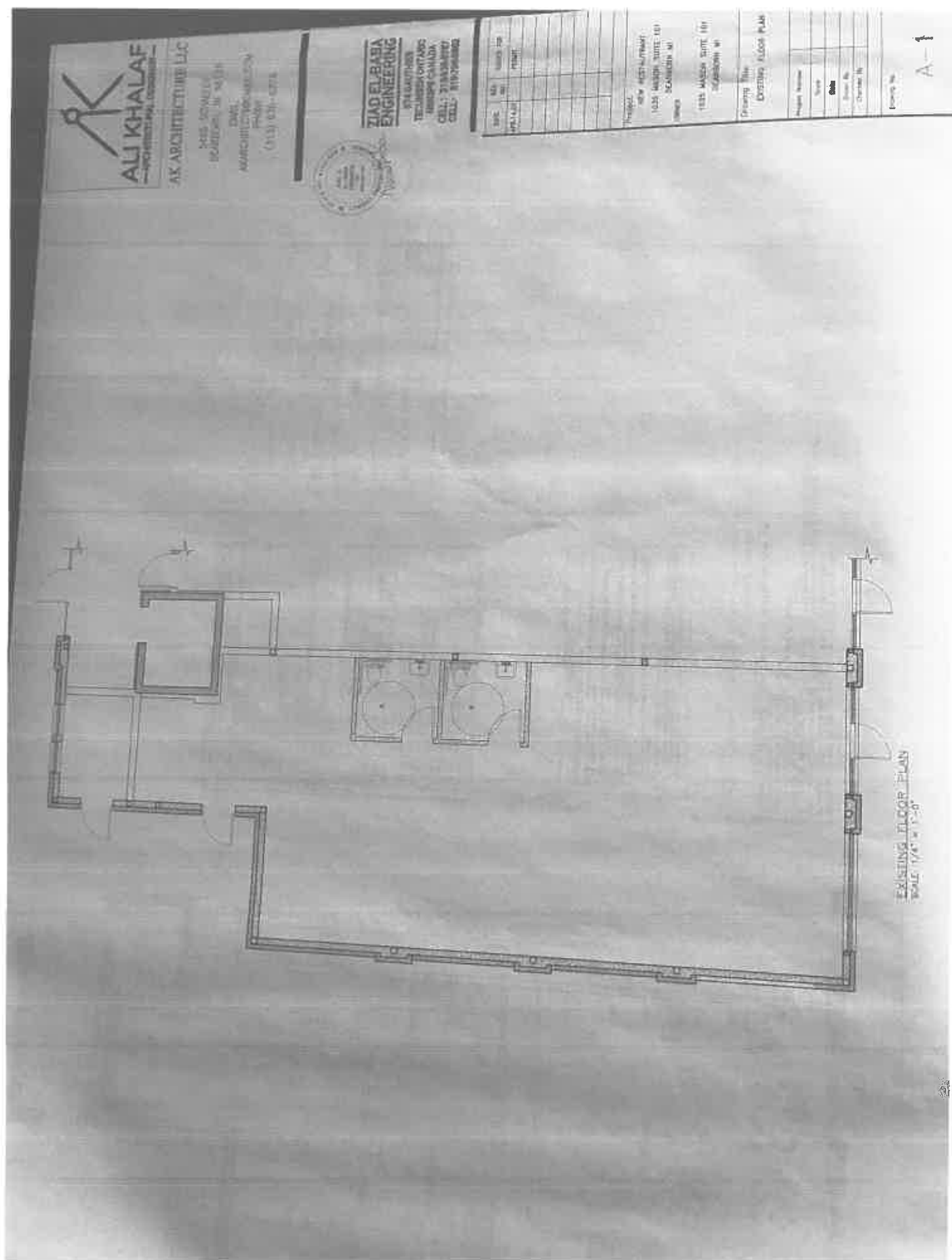
14101 N
 14101 N
 14101 N
 14101 N
 14101 N

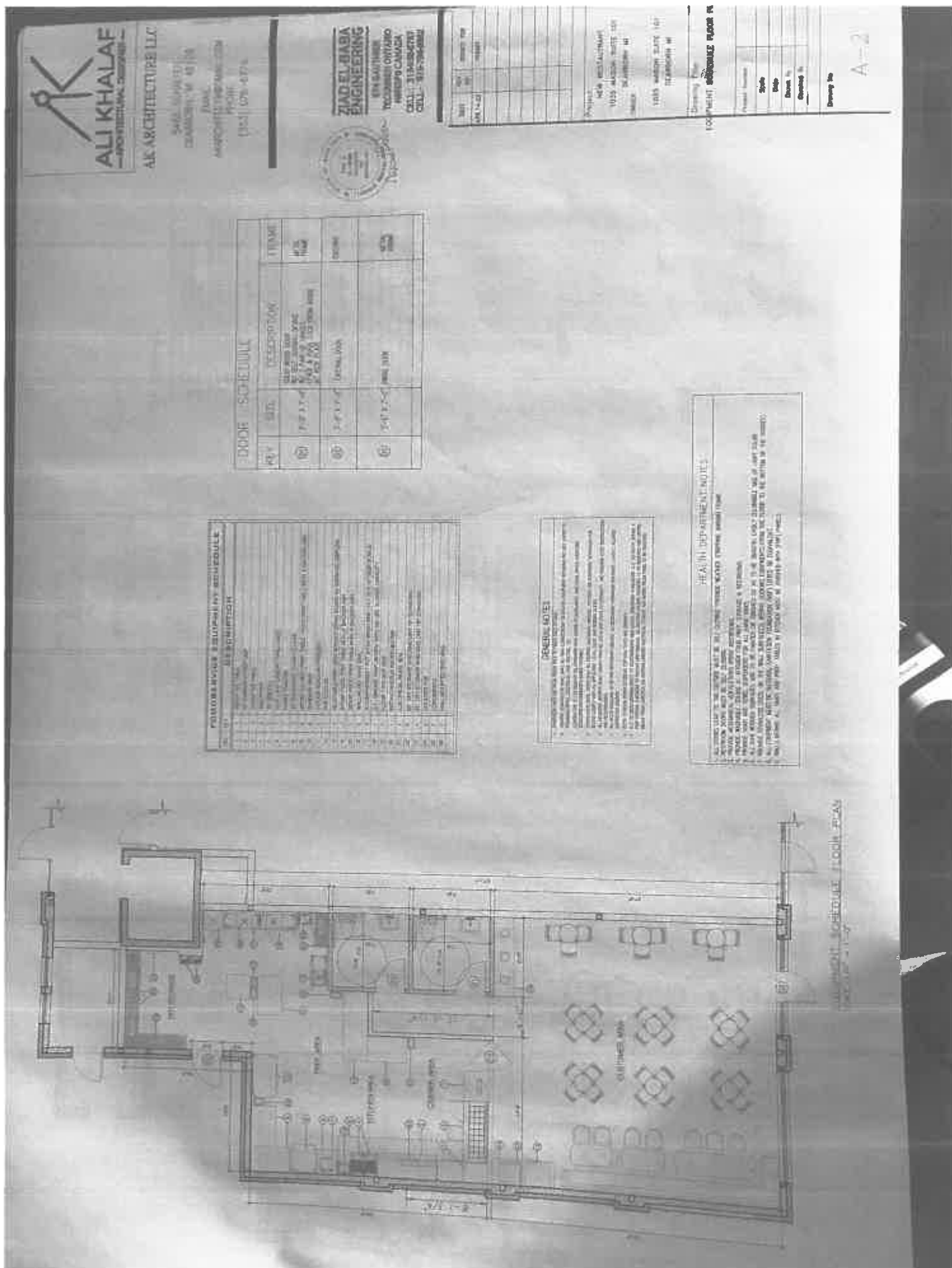
14101 N
 14101 N
 14101 N
 14101 N
 14101 N

14101 N
 14101 N
 14101 N
 14101 N
 14101 N







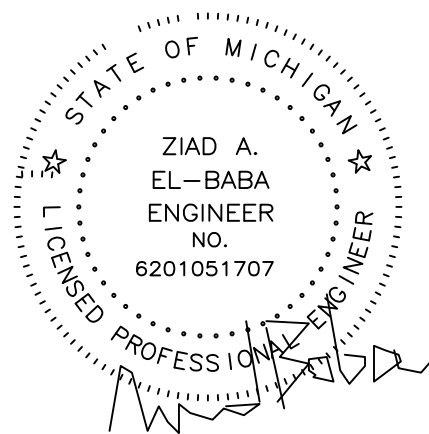




AK ARCHITECTURE LLC

5465 SCHAEFER
DEARBORN, MI 48126

EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776



**ZIAD EL-BABA
ENGINEERING**

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882

CODE INFORMATION		
1. BUILDING DESCRIPTION:	FOUR STORY COMMERCIAL BUILDING	
2. APPLICABLE CODE:	BUILDING:	2015 MICHIGAN BUILDING CODE.
	ACCESSIBILITY:	ANSI 117.1-2003 ACCESSIBILITY.
	ENERGY:	2015 MICHIGAN ENERGY CODE-ASHRAE 90.1-2007
	FIRE:	2015 INTERNATIONAL FIRE CODE
	PLUMBING:	2015 MICHIGAN PLUMBING CODE.
	MECHANICAL:	2015 MICHIGAN MECHANICAL CODE.
	ELECTRICAL:	2018 NATIONAL ELECTRIC CODES, WITH PART 8.
3. OCCUPANCY/ USE CLASSIFICATION:	BUSINESS GROUP "B"	
4. CONSTRUCTION TYPE:	TYPE II-B - NON SPRINKLED	
5. ALLOWABLE AREA TABLE (506.2):		
6. GROSS AREA SUMMARY:		
7. SHOP AREA:	1,532.59 SQ. FT.	
ALLOWABLE BLDG. HEIGHT (504.3):		
8. OCCUPANT LOAD: TABLE:		
	CARRY OUT / SEATING : 15 NET = 730.70 SQ.FT. /15 =	49 OCCUPANTS
	KITCHEN, COMMERCIAL= 200 GROSS = 614.25 SQ. FT. /200=	3.07 OR 3 OCCUPANTS
	TOTAL OCCUPANT LOAD = 49+3 =	52 OCCUPANTS
	TWO H.C. TOILET ROOMS REQUIRED WITH OCCUPANT LOAD 15 OR MORE	
9. NUMBER OF REQUIRED EXITS:	(2) REQUIRED MIN.	(2) PROVIDED
10. EXIT ACCESS TRAVEL DISTANCE (1017.2):	REQUIRED:200.0 FT. PROPOSED LESS THAN 60.0 FT.	
	SPRINKLER SYSTEM REQUIREMENT (903.2.3) NOT REQUIRED AREA LESS THAN 5,000.00 SQ.FT.	

DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT

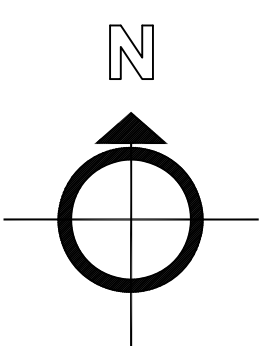
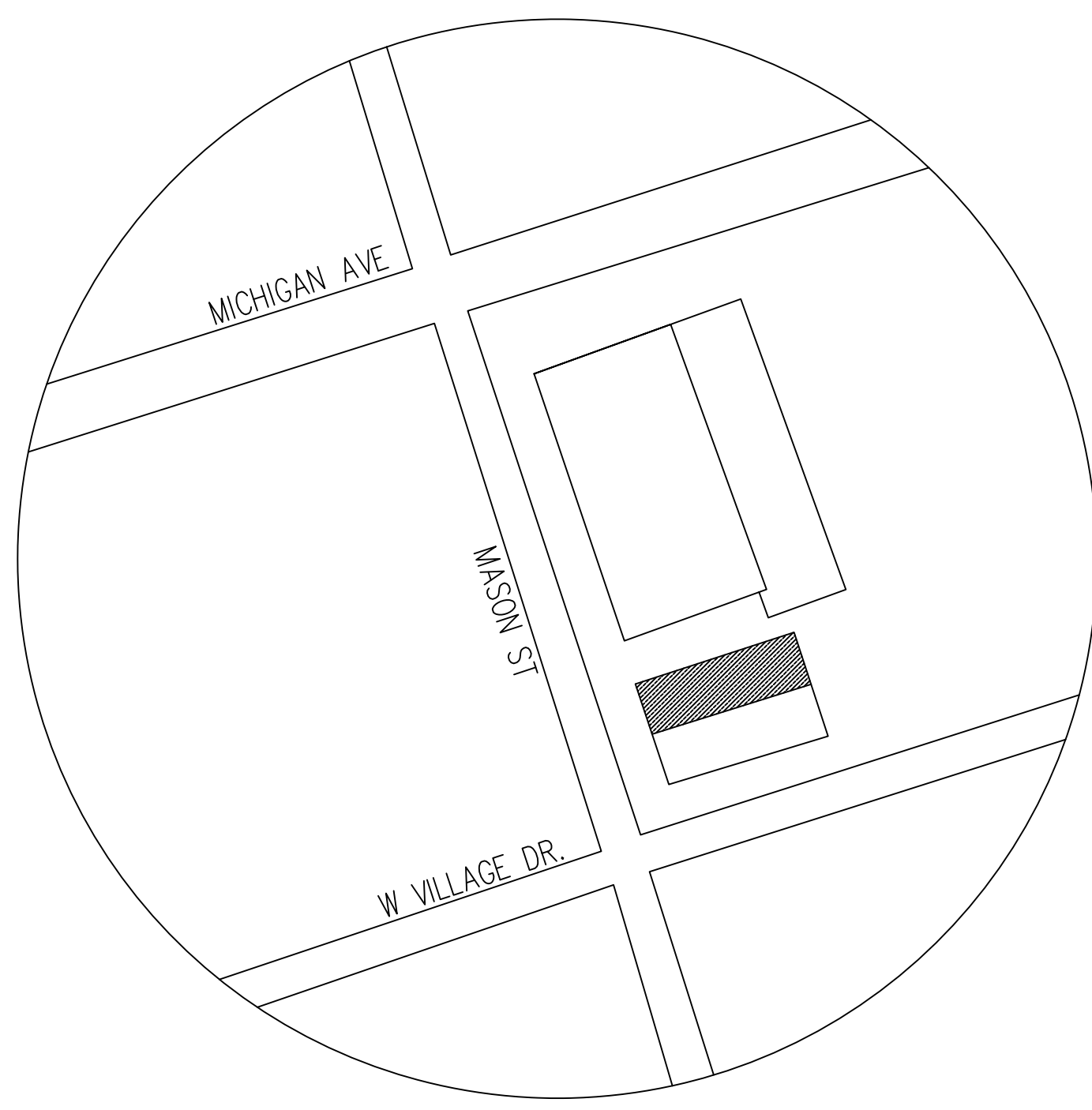
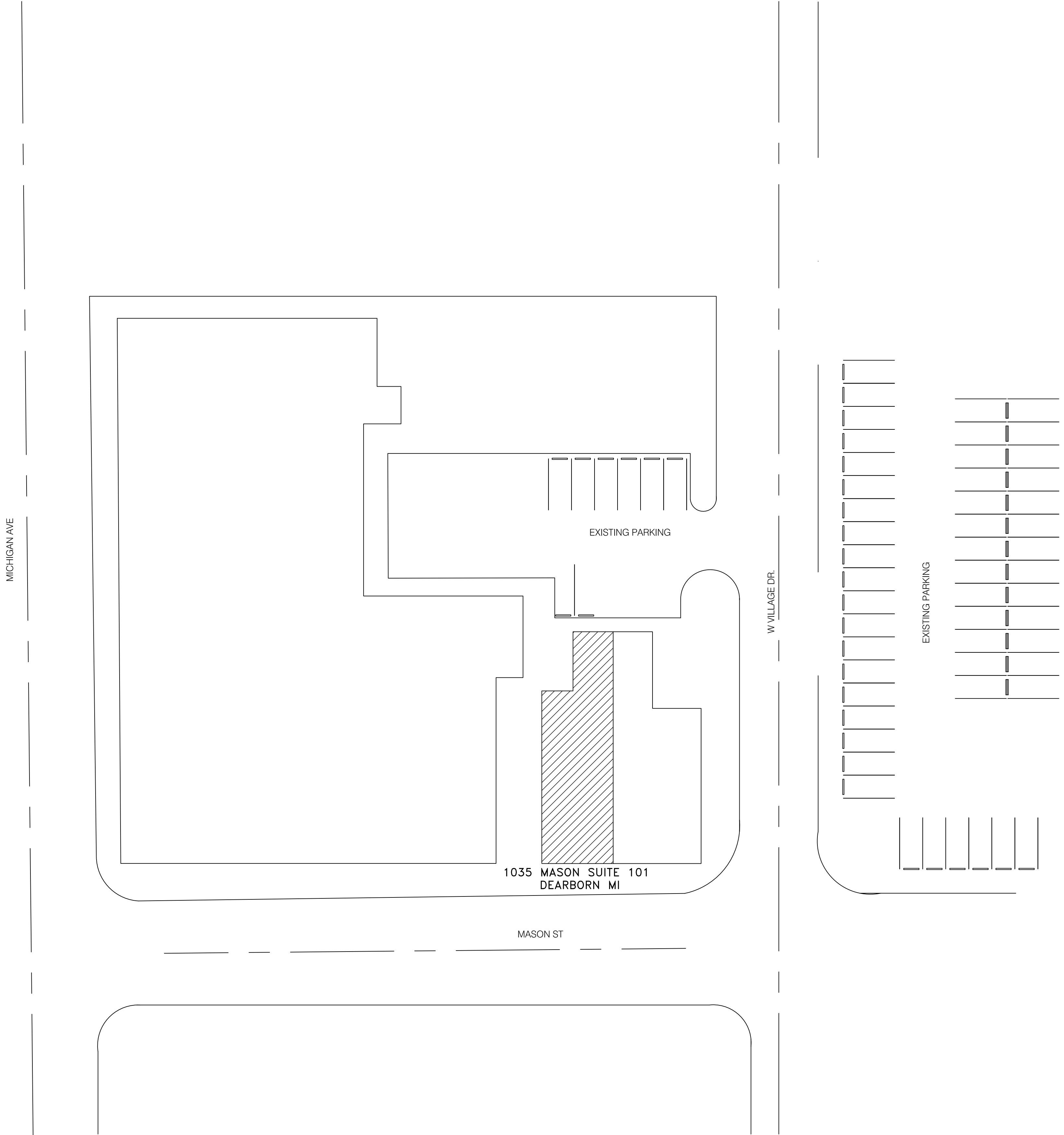
Project:
NEW RESTAURANT
1035 MASON SUITE 101
DEARBORN MI
OWNER

1035 MASON SUITE 101
DEARBORN MI

Drawing Title:
EXISTING FLOOR PLAN

Project Number	
Scale	
Date	
Drawn By	
Checked By	

Drawing No.



LOCATION PLAN
NOT TO SCALE

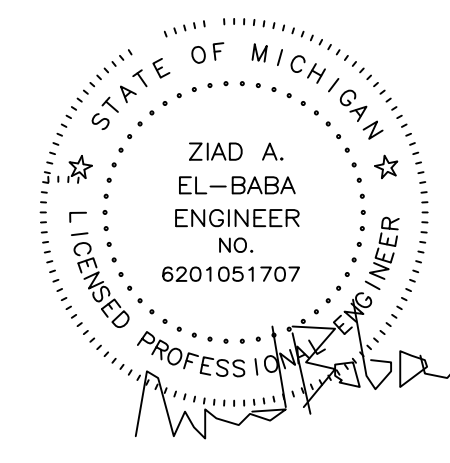
SITE INFORMATION:

ZONING DISTRICT: BUSINESS
UNIT AREA 1,533 SQ FT
USE GROUP B
CONSTRUCTION TYPE IIIB



AK ARCHITECTURE LLC

5465 SCHAEFER
DEARBORN, MI 48126
EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776

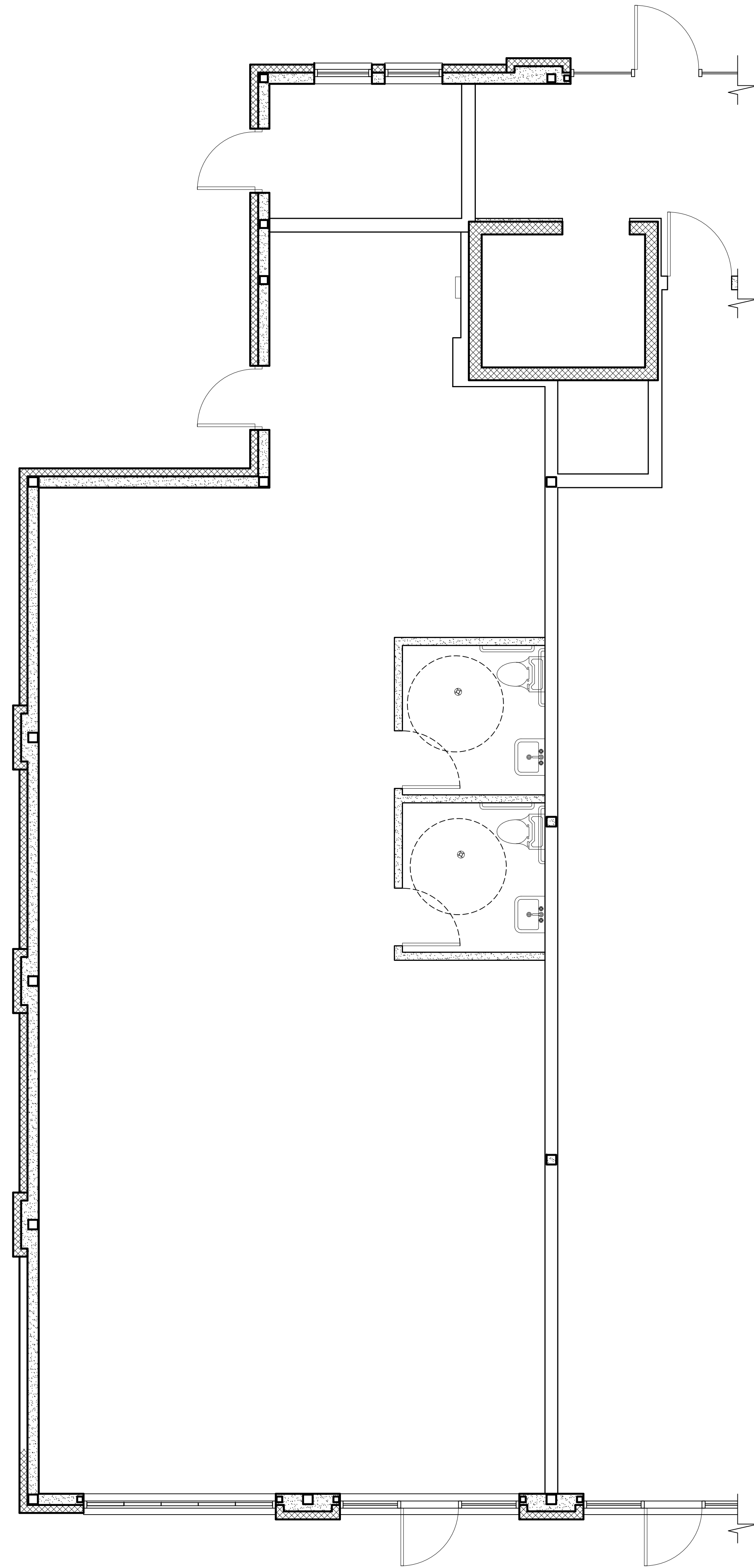


**ZIAD EL-BABA
ENGINEERING**
674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882

DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT
Project:		
NEW RESTAURANT		
1035 MASON SUITE 101		
DEARBORN MI		
OWNER		
1035 MASON SUITE 101		
DEARBORN MI		
Drawing Title:		
EXISTING FLOOR PLAN		
Project Number		
Scale		
Date		
Drawn By		
Checked By		

Drawing No.

SP-1



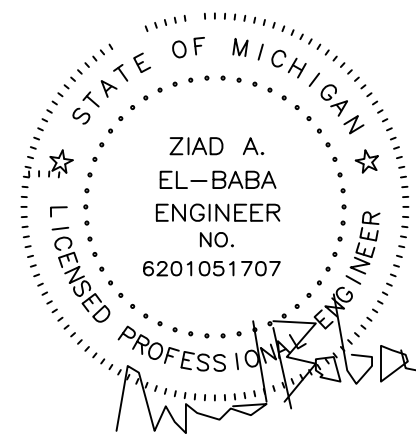
EXISTING FLOOR PLAN
SCALE: 1/4" = 1'-0"



AK ARCHITECTURE LLC

5465 SCHAEFER
DEARBORN, MI 48126

EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776



**ZIAD EL-BABA
ENGINEERING**

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882

DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT
Project: NEW RESTAURANT 1035 MASON SUITE 101 DEARBORN MI OWNER		
1035 MASON SUITE 101 DEARBORN MI		
Drawing Title: EXISTING FLOOR PLAN		
Project Number		
Scale		
Date		
Drawn By		
Checked By		

Drawing No.

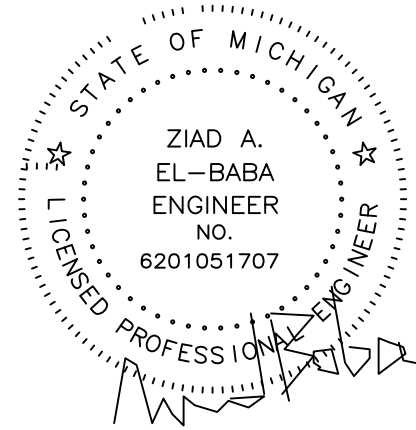
A-1



AK ARCHITECTURE LLC

5465 SCHAEFER
DEARBORN, MI 48126

EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776



**ZIAD EL-BABA
ENGINEERING**

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882

DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT

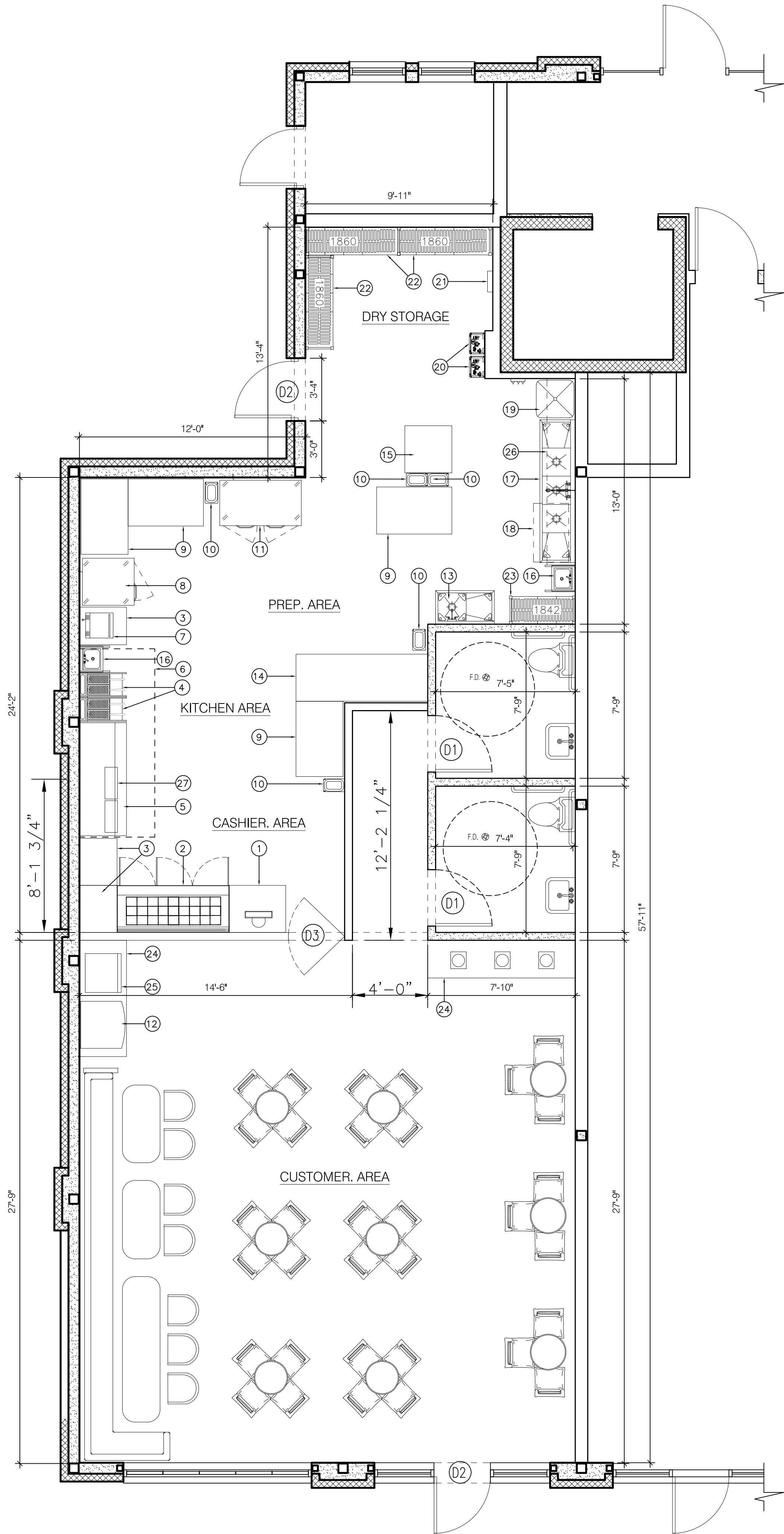
Project:
NEW RESTAURANT
1035 MASON SUITE 101
DEARBORN MI
OWNER
1035 MASON SUITE 101
DEARBORN MI

Drawing Title:
EQUIPMENT SCHEDULE FLOOR PLAN

Project Number	
Scale	
Date	
Drawn By	
Checked By	

Drawing No.

A-2



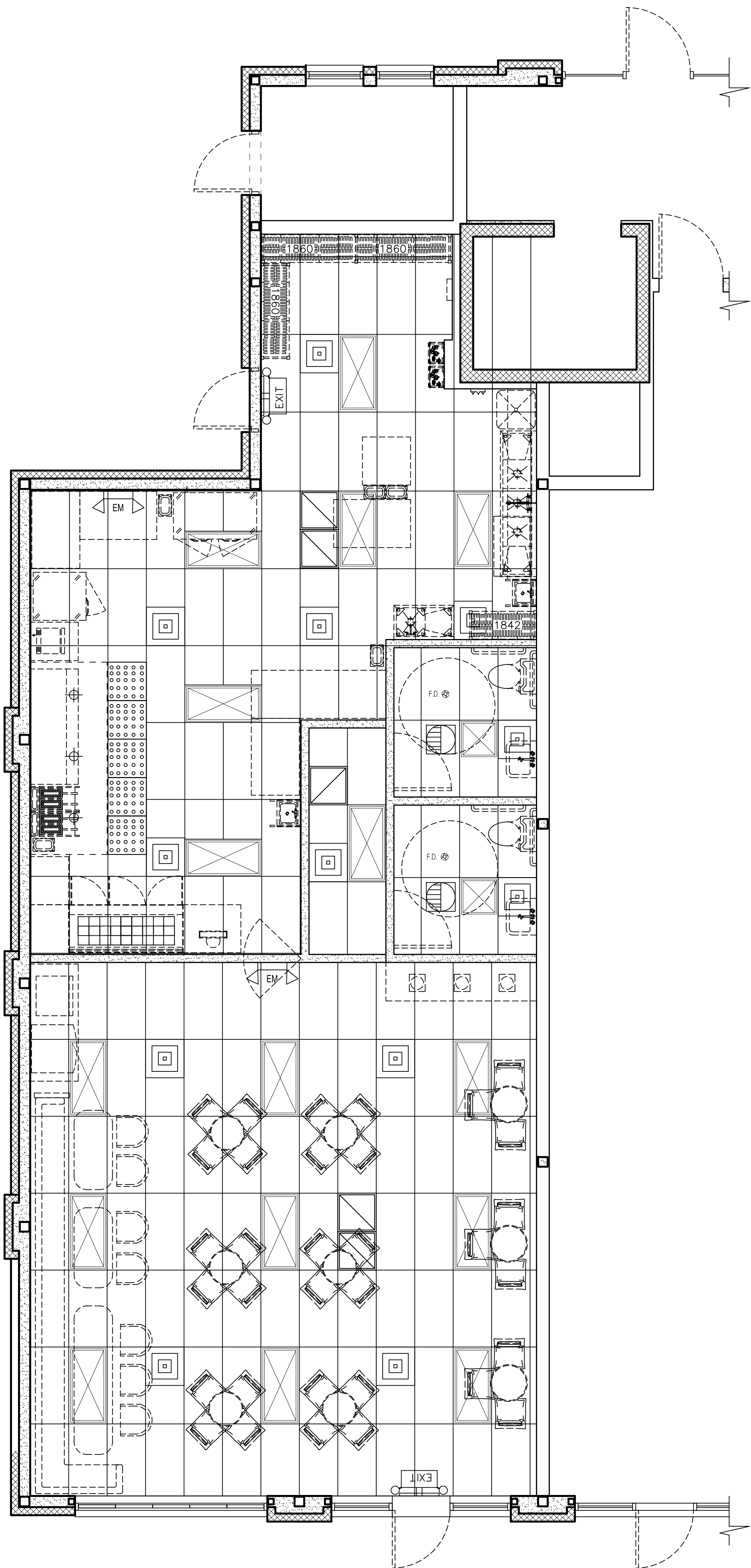
EQUIPMENT SCHEDULE FLOOR PLAN
SCALE: 1/4" = 1'-0"

FOODSERVICE EQUIPMENT SCHEDULE		
NO.	QTY.	DESCRIPTION
1	1	36"x30" S/S TABLE
2	1	72" SANDWICH PREP UNIT
3	3	24"x30" S/S TABLE
4	2	GAS FRYER
5	2	72" GRIDDLE
6	1	10'-0" x 4'-0" CANOPY TYPE-I HOOD
7	1	PANINI TOASTER
8	1	30" EQUIPMENT STAND COOLER
9	4	48"x30" S/S TABLE WITH 4" BACKSPLASH
10	4	GARBAGE BINS
11	1	2-DOOR REACH-IN FREEZER
12	1	POP COOLER
13	1	VEGETABLE PREP. SINK W/RIGHT DRAIN BOARD W/ GARBAGE DISPOSAL
14	1	84"x30" FOOD PREP TABLE WITH 4" BACKSPLASH
15	1	30"x30" FOOD PREP TABLE WITH 4" BACKSPLASH
16	2	WALL-HUNG HAND SINK
17	2	3-COMPARTMENT POT & PAN WASH SINK (16 X 20 X 12" DEEP BOWLS)
18	1	G.T., GREASE TRAP, 50 GPM WITH 100 LBS. SLUDGE CAPACITY
19	1	FLOOR TYPE MOP SINK
20	1	TANKLESS WATER HEATER
21	1	ELECTRICAL PANEL BOX
22	3	60" DRY STORAGE SHELVING UNIT 18" STANDARD
23	1	42" DRY STORAGE SHELVING UNIT 18" STANDARD
24	2	COUNTER TOP
25	1	CONDIMENTS
26	1	WALL MOUNTED SHELVING

GENERAL NOTES
A. DIMENSION LINES ARE FROM FINISH FACE TO FINISH FACE OF WALL.
B. GENERAL CONTRACTOR SHALL MAKE ALL FINAL CONNECTIONS TO KITCHEN EQUIPMENT INCLUDING BUT NOT LIMITED TO PLUMBING/ PIPING, ELECTRICAL, GAS, DUCTING, ETC.
C. CONTRACTOR TO COORDINATE ALL HARDWARE WITH OWNER REQUIREMENTS, AND SHALL MATCH LANDLORD/ DEVELOPER REQUIREMENTS WHERE POSSIBLE.
D. CONTRACTOR SHALL VERIFY THAT ALL EXISTING MATERIALS, FINISHES, FIXTURES AND EQUIPMENT SCHEDULED FOR RE-USE COMPLY WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL CODES.
E. ALL MOUNTING HEIGHTS SHALL COMPLY WITH ALL LOCAL AND STATE ACCESSIBILITY, AND BUILDING CODE RESTRICTIONS AND REQUIREMENTS.
F. ALL WOOD BLOCKING TO BE FIRE RETARDANT TREATED, AS NECESSARY, SPRINKLED BUILDINGS, CLASS C ALLOWED (UNTREATED LUMBER).
G. REFER TO ROOM FINISH SCHEDULE FOR WALL TYPES AND FINISHES
H. G.C. TO DEMO EXISTING SPACE TO ACCOMMODATE NEW LAYOUT, EQUIPMENT & MILLWORK, G.C. TO PATCH, REPAIR, & PREP EXISTING SURFACES TO RECEIVE NEW FINISHES. ALL EXISTING UNUSED PLUMBING TO BE REMOVED AND CAPPED BELOW FINISH SURFACE. ALL EXISTING UNUSED ELECTRICAL CONDUIT AND WIRING FROM PANEL TO BE REMOVED.

HEALTH DEPARTMENT NOTES
1. ALL DOORS LEAD TO THE OUTSIDE MUST BE SELF CLOSING. PROVIDE WEATHER STRIPPING AROUND FRAME. 2. RESTROOM DOORS MUST BE SELF CLOSING. 3. PROVIDE MECHANICAL VENTILATIONS INSIDE RESTROOMS. 4. PROVIDE WASHABLE CEILING in: KITCHEN FOOD PREP, STORAGE & RESTROOMS. 5. PROVIDE SOAP AND TOWEL DISPENSERS FOR ALL HAND SINKS. 6. ALL RAW WOODEN SURFACES ARE TO BE PAINTED OR FINISHED SO AS TO BE SMOOTH, EASILY CLEANABLE AND OF LIGHT COLOR. 7. PROVIDE STAINLESS STEEL ON THE WALL SURFACE(S) BEHIND COOKING EQUIPMENTS FROM THE FLOOR TO THE BOTTOM OF THE HOOD(S) 8. ALL EQUIPMENT MUST BE NATIONAL SANITATION FOUNDATION (NSF) LISTED OR EQUIVALENT. 9. WALLS BEHIND ALL SINKS AND PREP. TABLES IN KITCHEN MUST BE FINISHED WITH (FRP) PANELS.

DOOR SCHEDULE			
KEY	SIZE	DESCRIPTION	FRAME
(D1)	3'-0" X 7'-0"	SOLID WOOD DOOR W/ SELF CLOSING DEVICE W/ 3 PAIR OF HINGES LEVER & PUSH LOCK FROM INSIDE w/ KICK PLATE	METAL FRAME
(D2)	3'-0" X 7'-0"	EXISTING DOOR	EXISTING
(D3)	3'-6" X 7'-0"	SWING DOOR	METAL FRAME

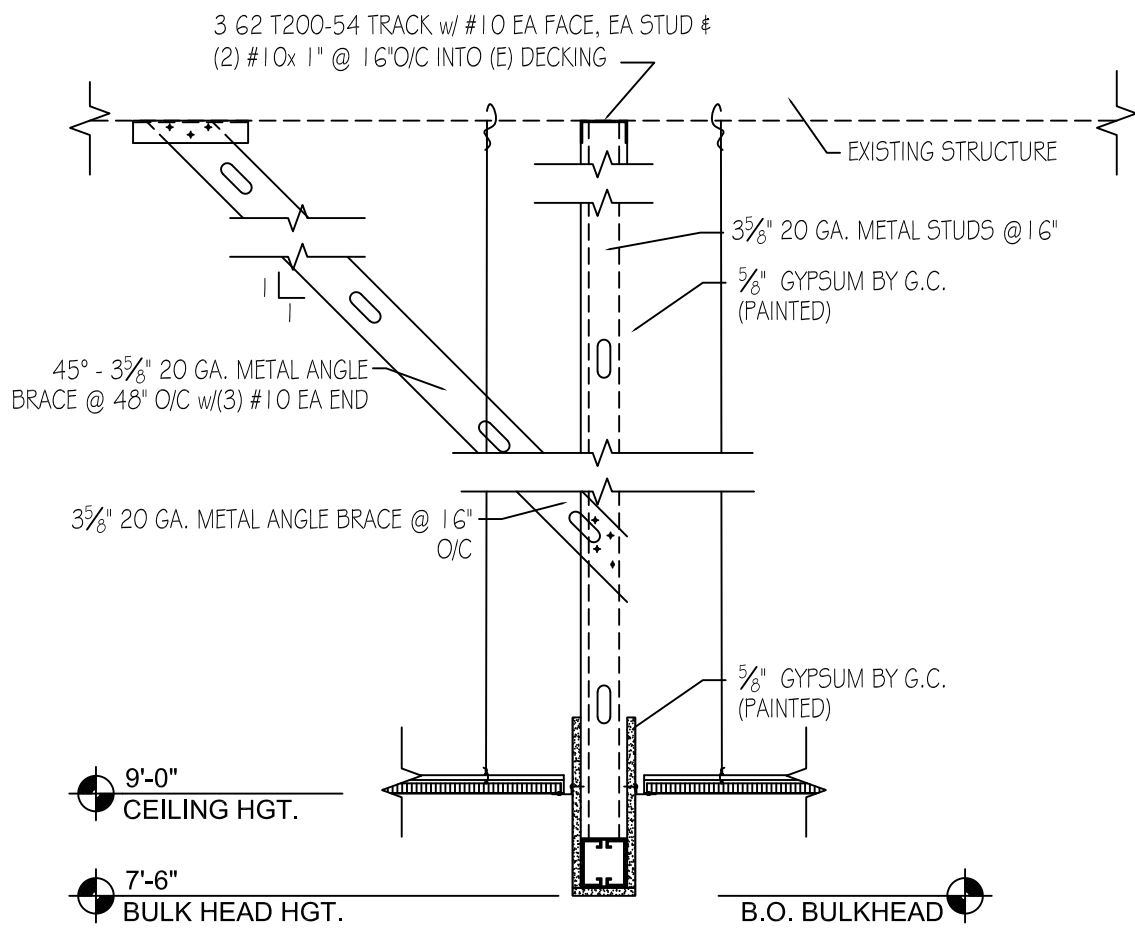


REFLECTED CEILING PLAN
SCALE: 1/4" = 1'-0"

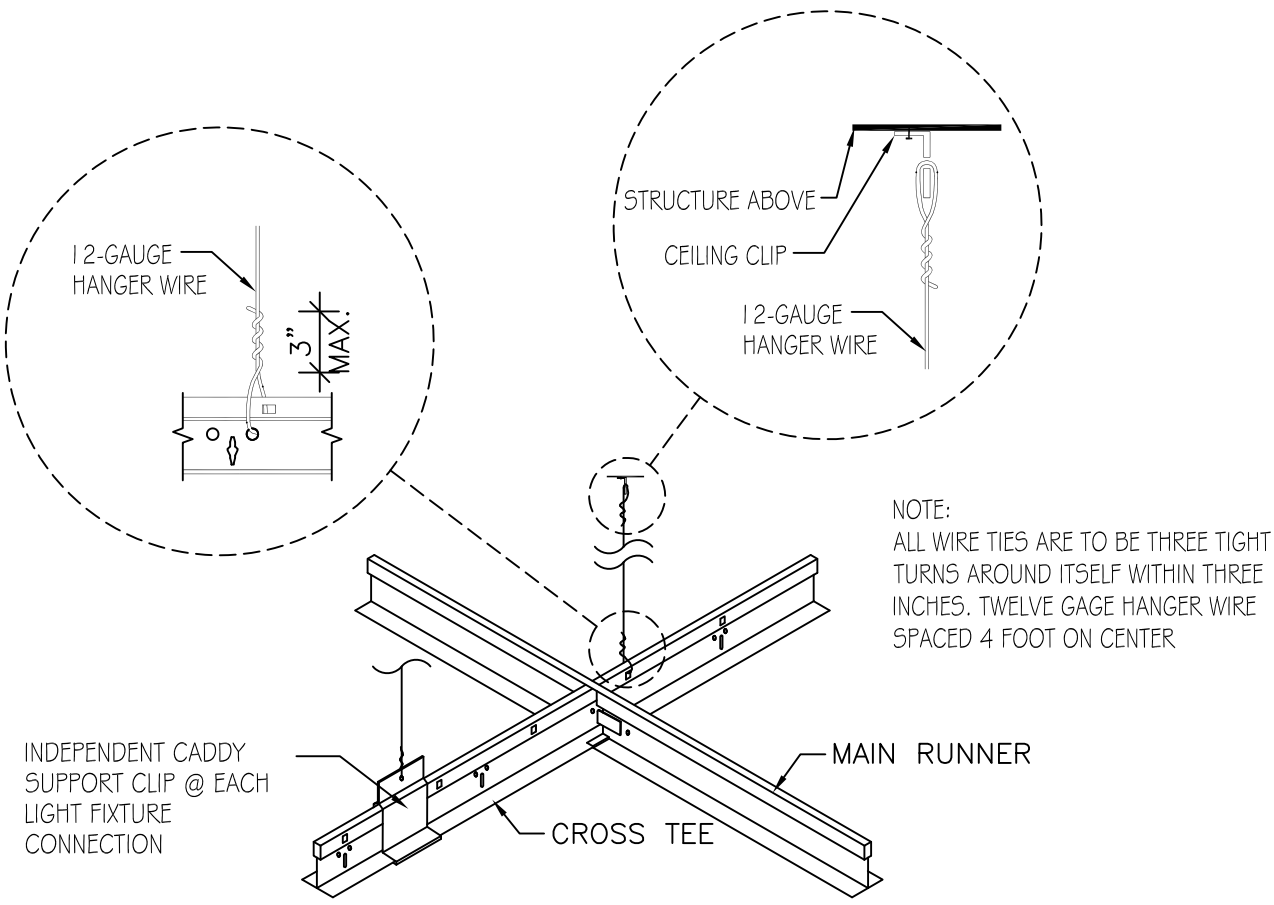
GENERAL NOTES	
A.	GENERAL CONTRACTOR TO VERIFY EXISTING STRUCTURE AND REVIEW CEILING HEIGHTS WITH OWNER.
B.	SUSPENDED CEILING IN CUSTOMER AREA TO BE INSTALLED USING SUSPENDED CEILING GRID ACCORDING TO MANUFACTURER GUIDE.

CEILING TYPES			
MARK	DESCRIPTION	MANUFACTURER & SPEC	REMARKS
C-1	2X4' LAY-IN TILE	BY OWNER	
C-2	2X4' VINYL LAY-IN TILE	BY OWNER	
REMARKS:			

REFLECTED CEILING LEGEND		
SYMBOL	DESCRIPTION	REMARKS
	LIGHT FIXTURE	BY OWNER LIGHTING VENDOR
	2X4 LAY-IN LIGHT FIXTURE	BY OWNER LIGHTING VENDOR
	2X2 LAY-IN LIGHT FIXTURE	BY OWNER LIGHTING VENDOR
	COMBINATION BATTERY OPERATED EMERGENCY LIGHTING UNIT AND LED DIRECTIONAL SIGN SURFACE MOUNT	BY OWNER LIGHTING VENDOR
	BATTERY OPERATED EMERGENCY LIGHTING UNIT SURFACE MOUNT	BY OWNER LIGHTING VENDOR
	TOILET RM. EXHAUST FAN	BY OWNER HVAC VENDOR
	AIR SUPPLY GRILL	BY OWNER HVAC VENDOR
	AIR RETURN GRILL	BY OWNER HVAC VENDOR
	M.A.U. AIR SUPPLY 472 CFM DIFFUSER	BY OWNER HVAC VENDOR
	LAY-IN TILE NOTES: 1- CEILING TILE AT KITCHEN AREAS, RESTROOMS, STORAGE, AND ABOVE SERVING COUNTERS SHALL BE VINYL CLAD AS REQUIRED BY CODE.	



1 BULKHEAD DETAIL
Scale: N.T.S.



D3 TYP. SUSPENDED CEILING DTL
Scale: N.T.S.

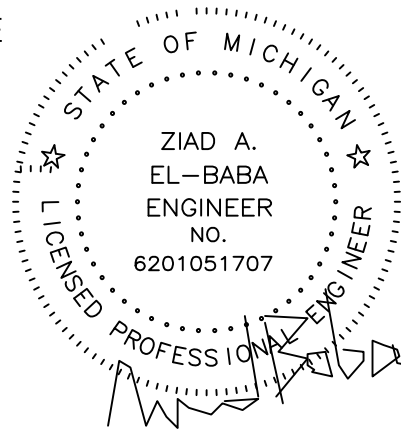
- REFLECTED CEILING NOTES:
1. INFORM ARCHITECT IMMEDIATELY OF CONFLICTS DISCOVERED ON SITE BETWEEN DRAWINGS AND FIELD CONDITIONS. OBTAIN CLARIFICATION OR RESOLUTION OF CONFLICTS PRIOR TO PROCEEDING WITH WORK IN QUESTION.
 2. CONFIRM EXISTING LAYOUT FOR FIXTURES TO REMAIN. INFORM ARCHITECT OF DEVIATIONS FROM EXISTING LAYOUT SHOWN.
 3. REFER TO LIGHTING, POWER AND COMMUNICATIONS GENERAL NOTES FOR INFORMATION PERTAINING TO LIGHTING.
 4. REFER TO MECHANICAL GENERAL NOTES FOR INFORMATION PERTAINING TO HVAC DEVICES IN THE CEILING.
 5. REUSE EXISTING CEILING TILE AND GRID IN ISOLATED AREAS AS SHOWN OR NOTED ON THE REFLECTED CEILING PLAN.
 6. REPLACE ALL EXISTING DAMAGED TILE IN AREAS OF SUSPENDED CEILING TO REMAIN.
 7. REPLACE ALL NEW TILE AND GRID DAMAGED DURING THE COURSE OF CONSTRUCTION PRIOR TO TENANT MOVE-IN.
 8. LOCATIONS OF LIGHT FIXTURES, HVAC DEVICES AND OTHER CEILING-MOUNTED ELEMENTS ON ARCHITECTURAL REFLECTED CEILING PLANS HAVE PRECEDENCE OVER LOCATIONS SHOWN ON M.E.P. DRAWINGS.
 9. CEILING AND SOFFIT HEIGHTS ARE EXISTING TO REMAIN.
 10. THE ELECTRICAL CONTRACTOR SHALL PROVIDE ALL ADDITIONAL FIRE ALARM DEVICES, VISUAL ALARM LIGHTS, SPEAKERS, AND WIRING THAT ARE REQUIRED TO MEET THE BUILDING CODE, AND ACCESSIBILITY REQUIREMENTS.
 11. REPAINT AND REFINISH EXISTING HVAC DIFFUSERS SCHEDULED FOR REUSE.



AK ARCHITECTURE LLC

5465 SCHAEFER
DEARBORN, MI 48126

EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776



**ZIAD EL-BABA
ENGINEERING**

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882

DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT

Project:
NEW RESTAURANT
1035 MASON SUITE 101
DEARBORN MI
OWNER

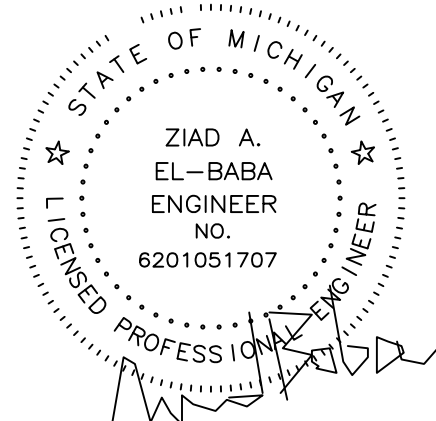
1035 MASON SUITE 101
DEARBORN MI

Drawing Title:
REFLECTED CEILING PLAN

Project Number	
Scale	AS NOTED
Date	
Drawn By	Z.E.
Checked By	Z.E.

Drawing No.

A-3



DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT

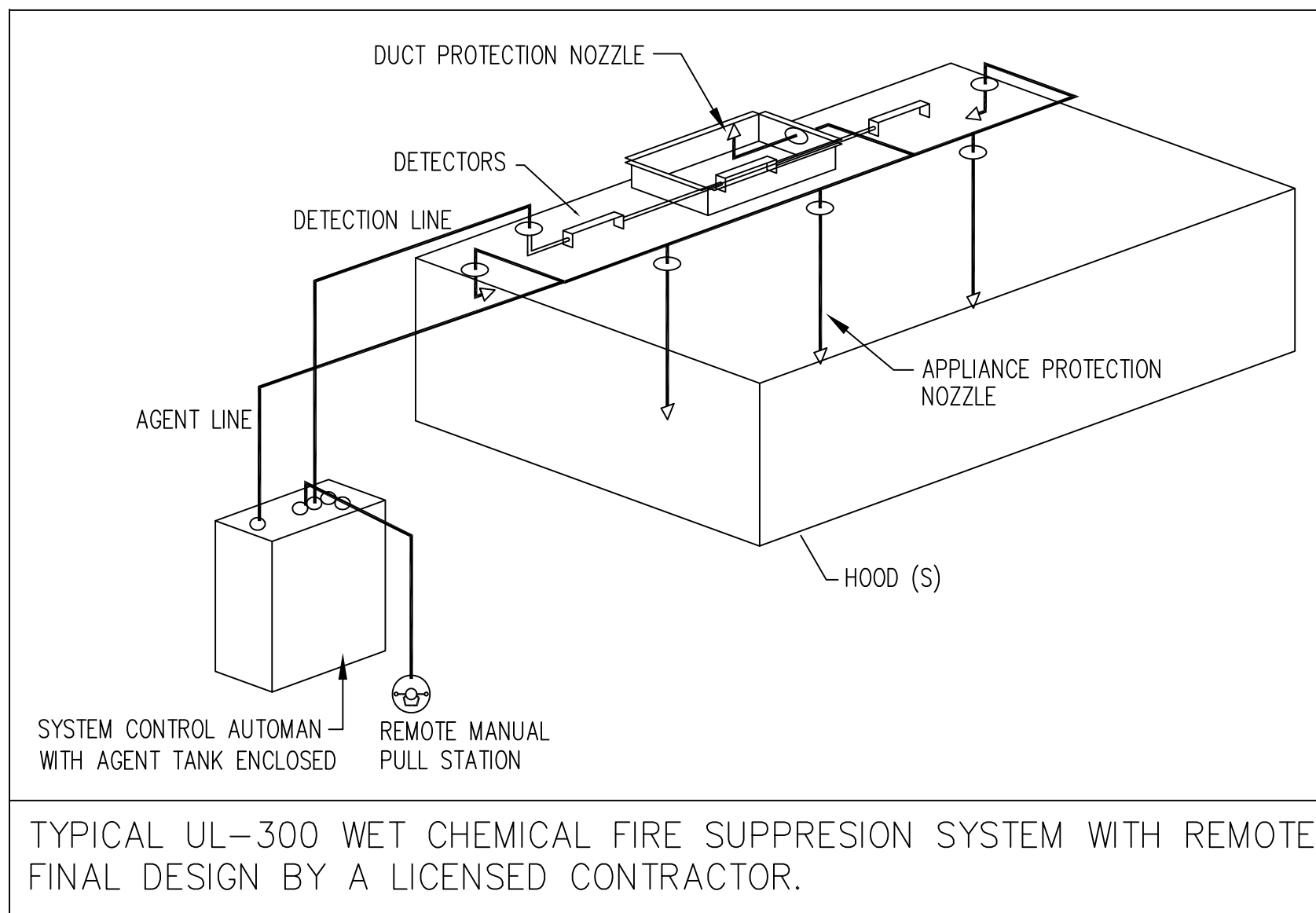
Project:
NEW RESTAURANT
1035 MASON SUITE 101
DEARBORN MI
OWNER
1035 MASON SUITE 101
DEARBORN MI

Drawing Title:
MECHANICAL PLANS

Project Number	
Scale	AS NOTED
Date	
Drawn By	Z.E.
Checked By	Z.E.

Drawing No.

M-1



- DUCT WORK GENERAL NOTES
1. BRANCH TAKE-OFF FITTING HAVE A LETTER DESIGNATION AND ARE SHOWN PLAN VIEWS.
 2. ALL JOINTS, CORNERS AND SEAMS TO BE FULLY SEALED WITH SMACNA APPROVED DUCTWORK SEALANT.
 3. ALL DUCT WORK IS TO BE LEAK TESTED AT PRESSURES SPECIFIED.
 4. ALL DUCTWORK ELBOWS SHALL HAVE MINIMUM 1.5 CENTERLINE RADIUS.
 5. USE METERED ELBOW WITH TURNING VANES WHEN CENTERLINE RADIUS IS LESS THAN 1.5.
 6. ALL EXHAUST DUCT WORK MUST BE DOUBLE WRAPPED ENTIRELY AS PER CODE.
 7. AN AIR BALANCE REPORT WILL BE PROVIDED PRIOR TO FINAL INSPECTION.

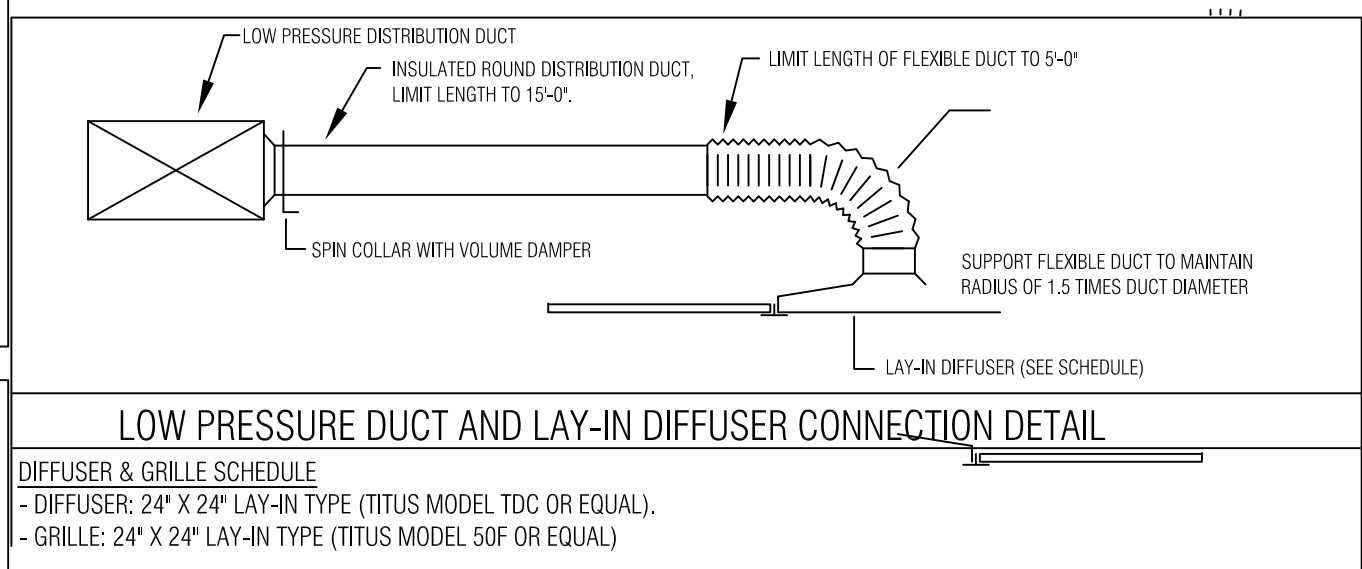
- ROOFTOP UNITS NOTES
- MECHANICAL SYSTEM CONSTRUCTION AND MATERIAL SHALL COMPLY WITH THE LATEST STATE OF MICHIGAN AND LOCAL MECHANICAL CODES.
 - KEEP FRESH AIR INTAKES (MUA OR RTU) 10' HORIZONTAL OR 3' VERTICAL FROM FANS.
 - ALL PERMITS TO BE PULLED IN ADVANCE.
 - PERFORM AIR BALANCING WITH REPORT. FRESH AIR REQUIREMENTS: 25 PERSON X 7.5 CFM/PERSON = 187.5 CFM

- VENTILATION NOTES
1. VENTILATION SYSTEM CONSTRUCTION AND MATERIAL SHALL COMPLY WITH THE LATEST STATE OF MICHIGAN AND LOCAL MECHANICAL CODES.
 2. VENTILATION CONTRACTOR SHALL SUPPLY ROOF CURBS FOR ALL ROOF TO EQUIPMENT AND LOCATE AT ROOF (CUTTING, FRAMING AND FLASHING BY ROOF CONTRACTOR AFTER APPROVAL FROM A STRUCTURAL ENGINEER, OWNER, AND LOCAL ORDINANCE.
 3. VENTILATION CONTRACTOR TO VERIFY EXISTING ROOF STRUCTURE PRIOR TO PLACING ANY EQUIPMENT ON ROOF. STRUCTURAL SUPPORT TO BE DONE BY OWNER AFTER APPROVAL FROM A STRUCTURAL ENGINEER AND LOCAL ORDINANCE.
 4. ALL EXHAUST FANS MUST BE INTERLOCKED WITH MAKE UP AIR UNIT. 5. TERMINATE EXHAUST FAN 40" MINIMUM ABOVE ROOF OR 12" ABOVE ANY PARAPET WALL WITHIN 10 FEET.
 6. KEEP FRESH AIR INTAKES (MUA OR RTU) 10' HORIZONTAL OR 3' VERTICAL FROM FANS, VENTS OR FLUE.
 7. GREASE EXHAUST DUCTS ARE 16 GAUGE CARBON STEEL WELDED SEAM AND JOINTS. CLEAN OUTS AT CHANGE OF DIRECTION AND EVERY 12 FEET HORIZONTAL.
 8. PROVIDE SLOPE OF MINIMUM OF 1/4" PER FOOT FOR HORIZONTALLY EXHAUST DUCTS; SLOPE DOWN TOWARDS HOOD.
 9. KEEP 18" MINIMUM CLEARANCE FROM COMBUSTIBLE OR PROVIDE REDUCED CLEARANCE METHODS AS PER NFPA #96 AND LOCAL CODES.
 10. UL-300 FIRE SUPPRESSION SYSTEM BY SEPARATE LICENSED CONTRACTOR.
 11. ALL PERMITS TO BE PULLED IN ADVANCE.
 12. PERFORM AIR BALANCE WITH REPORT & SMOKE CAPTURE TEST

- NOTE:
- VENTILATION CONTRACTOR TO SET ALL CURBS ACCORDING TO JOB SITE REQUIREMENT
 - COORDINATE LOCATION OF CURBS WITH ROOFING CONTRACTOR & ALL TRADE.
 - EXHAUST FANS & MAKE-UP AIR TO BE INTERLOCKED AT ALL TIMES.
 - MECHANICAL CONTRACTOR TO INSTALL HEAT ACTIVATED SENSOR/SWITCH IN THE CAPTURE AREA OF HOODS AS PER MMC-2015 TO START HOODS AUTOMATICALLY IN CASE OF TEMPERATURE EXCEEDS 110° F. VERIFY LOCATION WITH LOCAL CODE.
 - PROVIDE MIN. 10'-6" HORIZONTAL OR 3'-0" VERTICAL DISTANCE BETWEEN EXHAUST FANS AND FRESH AIR INTAKES OF ALL ROOF TOP UNITS.
 - MECHANICAL CONTRACTOR TO DISCUSS THE DETAILS & LOCATIONS OF HOOD/ FANS/ AND MAKE UP AIR UNIT PRIOR TO INSTALLATIONS.

FIRE PROTECTION SYSTEM NOTES:

SHOP DRAWINGS FOR THE FIRE PROTECTION SYSTEM SHALL BE SUBMITTED TO INDICATE COMPLIANCE WITH THIS CODE AND THE CONSTRUCTION DOCUMENTS AND SHALL BE APPROVED PRIOR TO THE START OF INSTALLATION. SHOP DRAWINGS SHALL CONTAIN ALL INFORMATION AS REQUIRED BY THE REFERENCED INSTALLATION STANDARDS IN CHAPTER 9 OF IFC 2015.



LOW PRESSURE DUCT AND LAY-IN DIFFUSER CONNECTION DETAIL

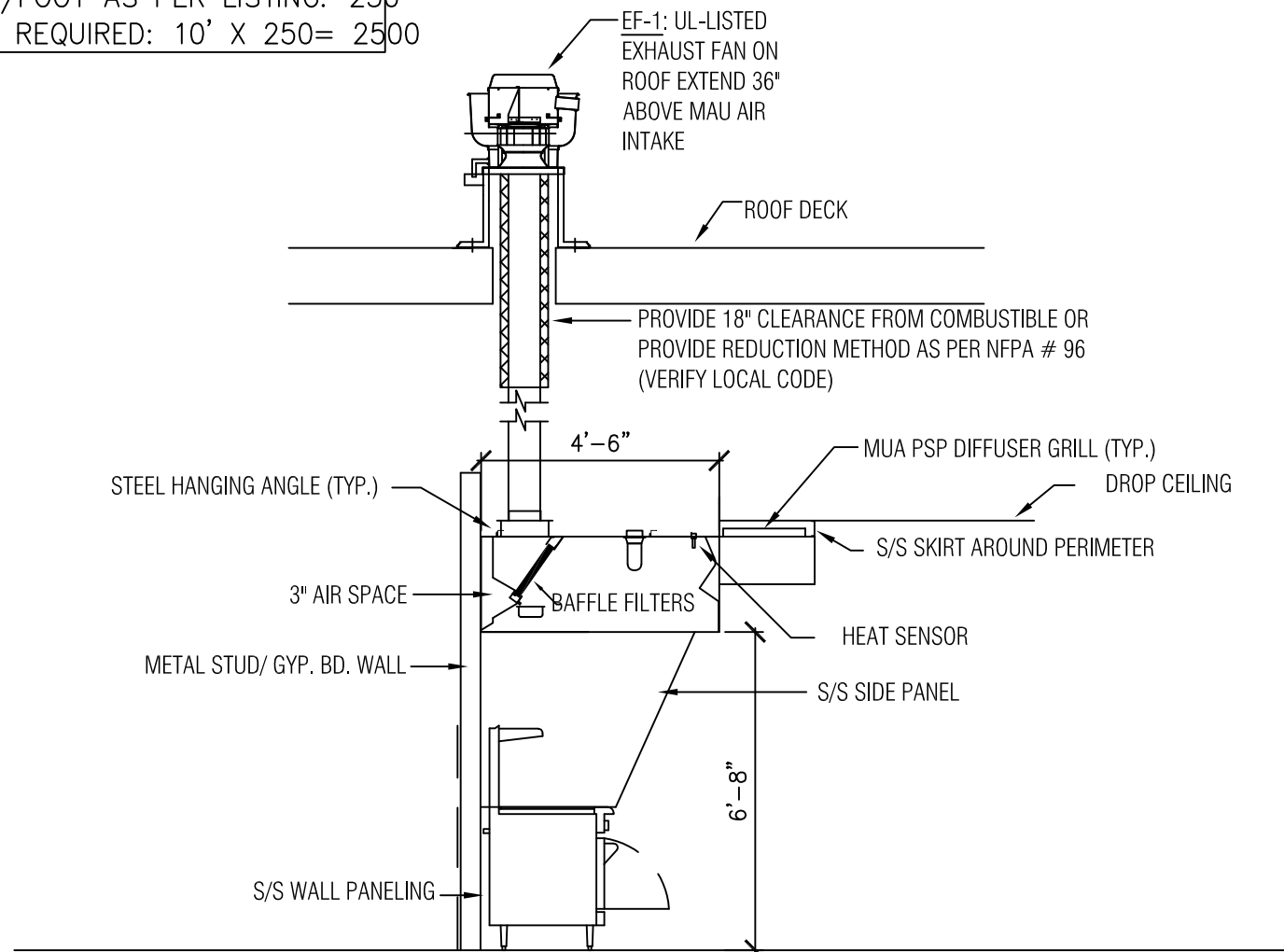
DIFFUSER & GRILLE SCHEDULE

- DIFFUSER: 24" X 24" LAY-IN TYPE (TITUS MODEL TDC OR EQUAL).
- GRILLE: 24" X 24" LAY-IN TYPE (TITUS MODEL 50F OR EQUAL)

KITCHEN VENTILATION SCHEDULE										
UNIT NO.	AREA SERVED	WEIGHT	MODEL	TONNAGE	HP	VOLT/PH	ESP	SUPPLY	EXHAUST	OFA
EF-1	HOOD # 1			---				---	2500	---
EF-2&3	RESTROOMS			---		120/1	---	---	200	---
MUA-1	HOOD # 1			---	1.5		1/2"	2500	---	2500
RTU-1				4.0	---		1/2"	200	---	200
TOTAL									2700	2700
									FINAL PRESSURE	0

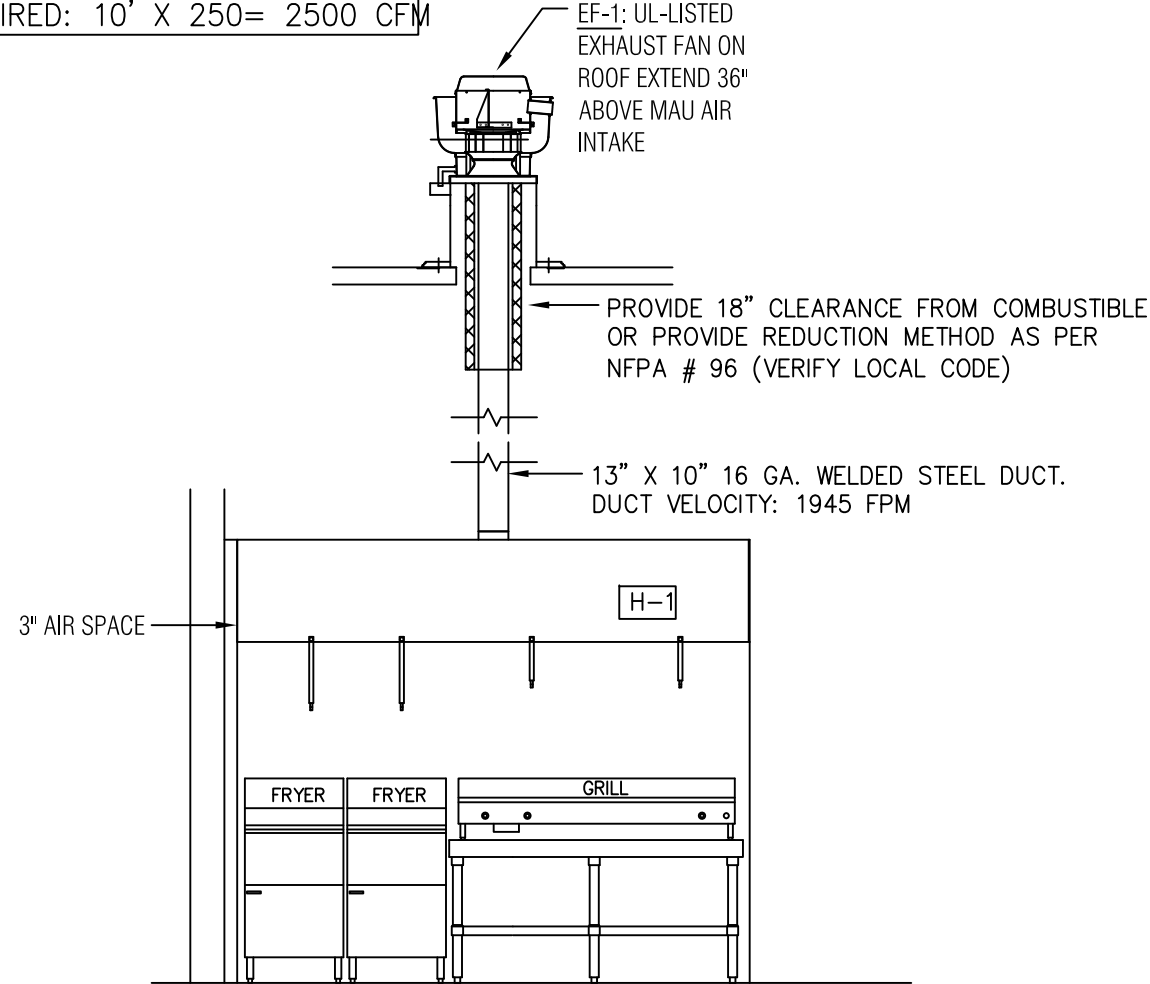
- NOTES:
- CFM CALCULATIONS BASED ON THE MANUFACTURER UL-LISTING AND MMC-2015 STATE MECHANICAL CODE
 - RTU-1: ROOF TOP UNIT # 1 SERVING KITCHEN.
 - EXHAUST AND MAKE-UP AIR MUST BE INTERLOCKED AT ALL TIMES.
 - EXHAUST AND MAKE-UP AIR QUANTITIES MUST BE BALANCED. FINAL BUILDING PRESSURE SHOULD NOT EXCEED +/- .02 WATER GAUGE. - LIGHT DUCT WELDING TEST TO BE WITNESSED BY THE MECHANICAL INSPECTOR.
 - SMOKE CAPTURE TEST TO BE WITNESSED BY THE MECHANICAL INSPECTOR
 - SEE PLAN FOR CFM RATING OF SD (SUPPLY AIR) AND RG (RETURN GRILL).
- PROVIDE THE FOLLOWING AS REQUIRED BY LOCAL CODE:
- SMOKE DETECTORS WITH STATUS REMOTE PANELS.
 - OFA: OUTSIDE FRESH AIR REQUIREMENT BASED ON MMC-2015
 - PRIOR TO FINAL INSPECTION PROVIDE CERTIFIED AIR BALANCE REPORT (BY A THIRD PARTY) TO ALL EXHAUST & SUPPLY AIR UNITS.

CFM CALCULATION HOOD # 1:
CAPTIVE AIR ND-2 SERIES
TOTAL HOOD LENGTH: 10'-0"
CFM/FOOT AS PER LISTING: 250
CFM REQUIRED: 10' X 250= 2500

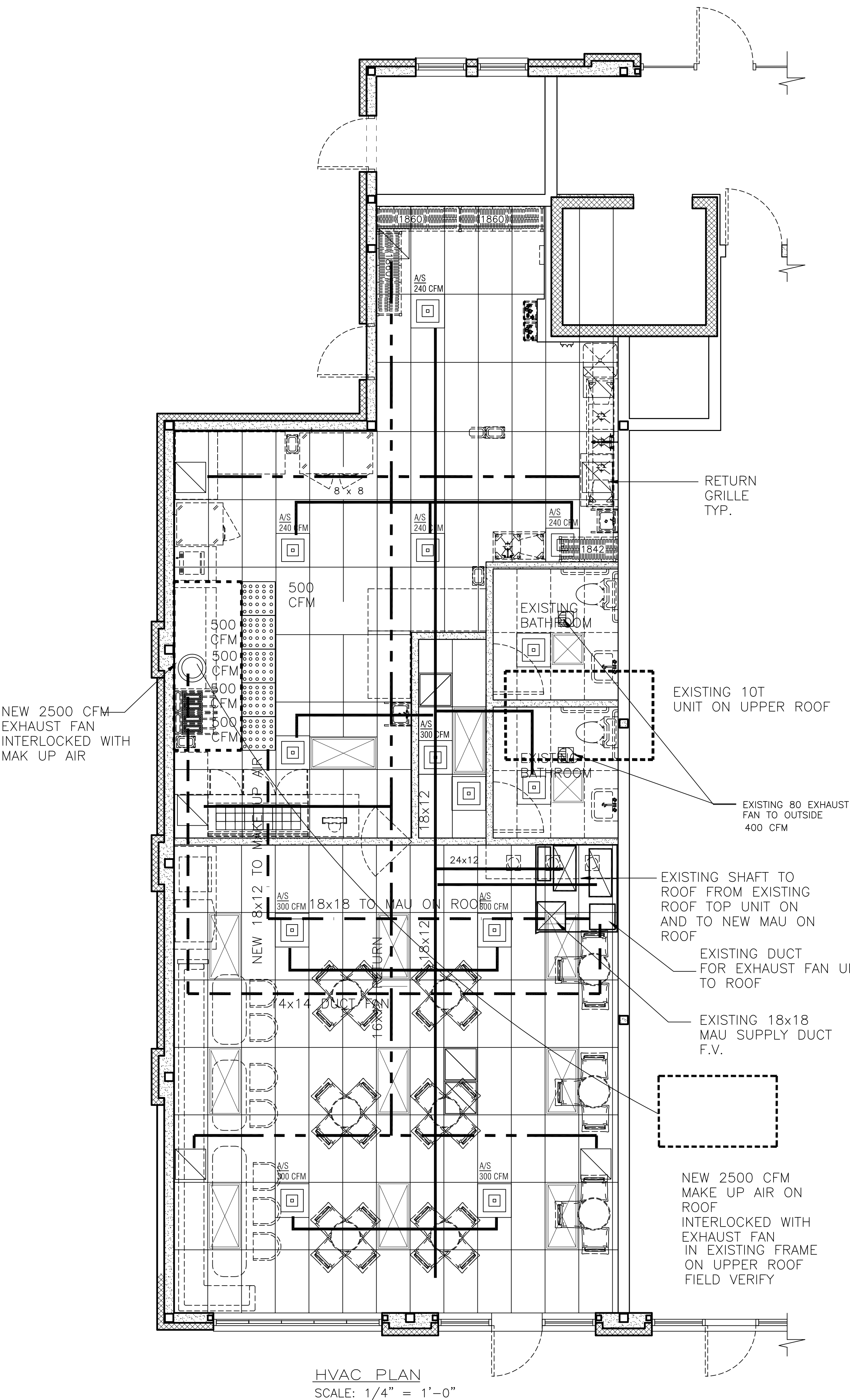


EXISTING HOOD SIDE VIEW

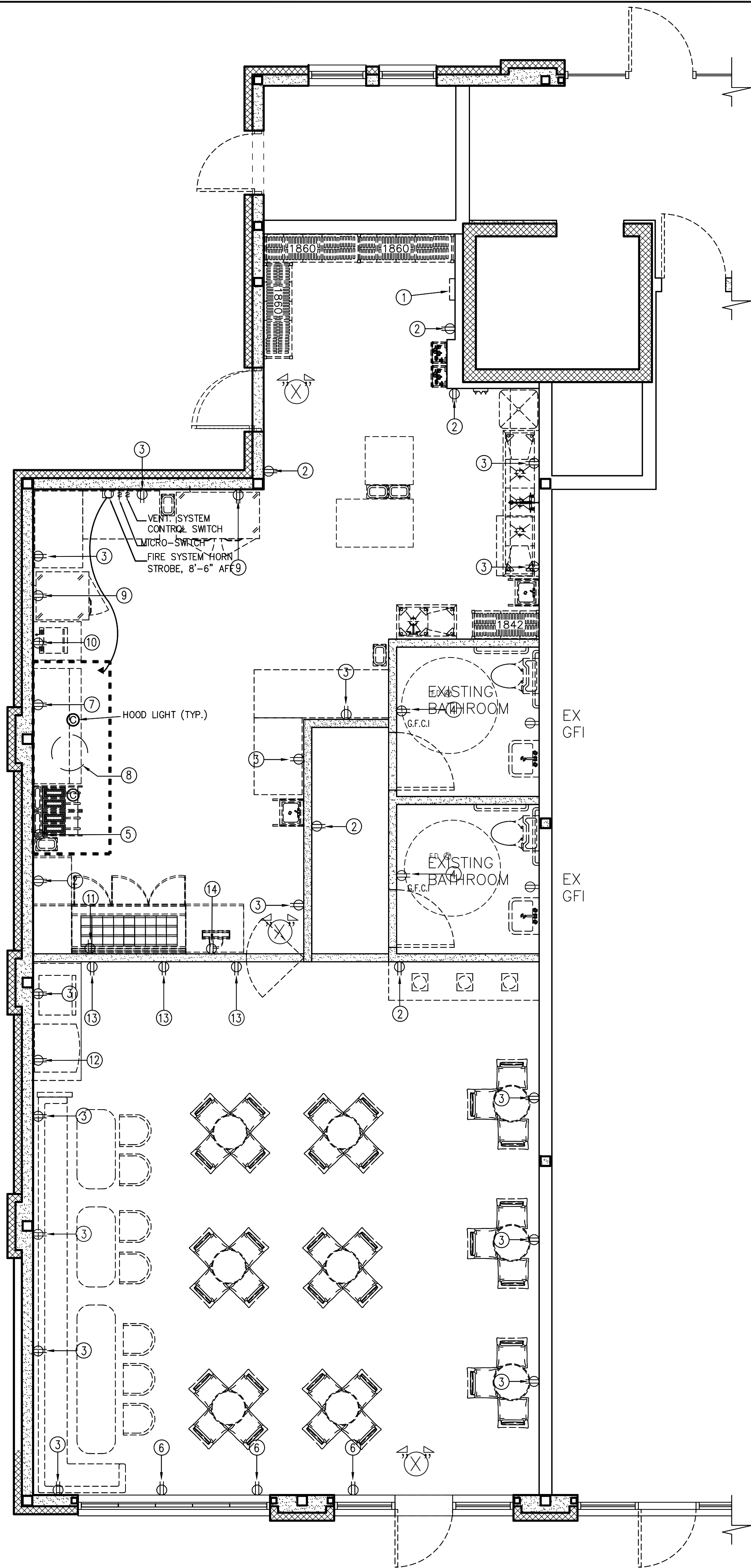
CFM CALCULATION HOOD # 1:
CAPTIVE AIR ND-2 SERIES
TOTAL HOOD LENGTH: 10'-0"
CFM/FOOT AS PER LISTING: 250
CFM REQUIRED: 10' X 250= 2500 CFM



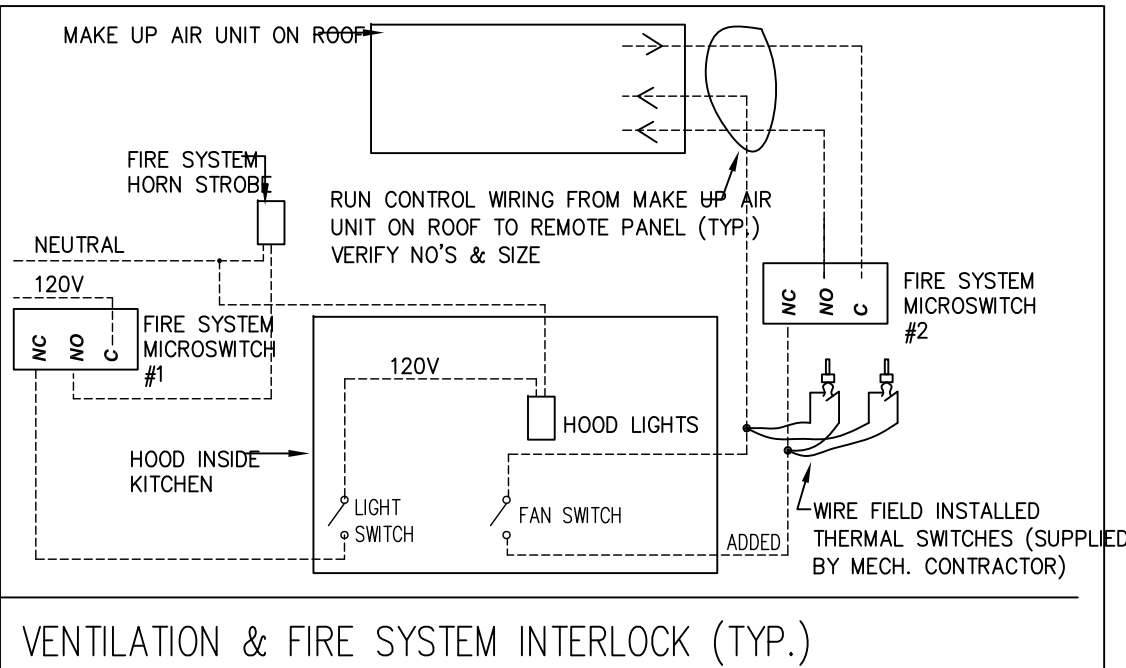
FRONT VIEW
HOOD # 1 TYPE 1 DETAIL
SCALE: 1/4" = 1'-0"



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



ELECTRICAL FLOOR PLAN
SCALE: 1/4" = 1'-0"



NOTE:
- ELECTRICAL CONTRACTOR TO REMOVE ALL PIPING, CIRCUITS, FIXTURES, EQUIPMENTS THAT ARE NOT BEING USED FROM FLOOR, CEILING AND ROOF.

NO.	ELECTRICAL ROUGH-IN
1	ELECTRICAL BOX
2	DR, 120, 20A, GPO, 24" AFF, GENERAL PURPOSE OUTLET-GFI TYPE
3	DR, 120, 20A, GPO, 48" AFF, GENERAL PURPOSE OUTLET-GFI TYPE
4	DR, 120, 20A, GPO, 48" AFF, GENERAL PURPOSE OUTLET-GFCI TYPE
5	SR, 120, 3A EACH, 24" AFF, FRYER
6	DR, 120, 2A, MOUNT TO BOTTOM OF CEILING, WINDOW SIGN
7	SR, 120, 3A EACH, 24" AFF, GRIDDOLE
8	EC, 120, 16A, BT EXHAUST FAN ON ROOF (INTERLOCK W/ EXISTING MAKE UP AIR)
9	SR, 120, 9A EACH, 16" AFF, PREP. WORK TOP COOLER AND FREEZER
10	DR, 120, 15A, 48" AFF, PANINI GRILL OUTLET, GFI-TYPE
11	SR, 120, 3A, 24" AFF, PREP. COOLER (TYP. 2)
12	SR, 120, 3A, 24" AFF, POP MACHINE
13	SR, 120, 4A, MOUNT TO BOTTOM OF CEILING, TELEVISION (TYP.4)
14	DR, 120, 2A, 48" AFF, MOUNT INSIDE CABINET, POS TERMINAL (ISOLATED CIRCUIT)

NOTE:
- VERIFY CONDITIONS OF ALL EXISTING ELECTRICAL SYSTEM.
- PROVIDE GROUND AS REQUIRED BY LOCAL CODES.
- DISCONNECT FROM SOURCE AND CAP ALL CIRCUITS NOT BEING USED.
- PROVIDE GFI TYPE OUTLETS WHERE NEEDED BY LOCAL CODE.

NO.	ADDED ELECTRICAL ROUGH-IN
1	EC, 120, 16A, BT EXHAUST FAN ON ROOF (INTERLOCK W/ EXISTING MAKE UP AIR)
2	SR, 120, 6A, 96" AFF, FIRE SYSTEM HORN STROBE, MICROSWITCH AND HOOD LIGHTS
3	EC, 240, 3~, 5A, BT MAKE UP AIR UNIT ON ROOF (MUA-1)

NOTE:
- VERIFY CONDITIONS OF ALL EXISTING ELECTRICAL SYSTEM.
- PROVIDE GROUND AS REQUIRED BY LOCAL CODES.
- DISCONNECT FROM SOURCE AND CAP ALL CIRCUITS NOT BEING USED.
- ALL OUTLETS IN KITCHEN TO BE GFI TYPE

ELECTRICAL ABBREVIATIONS & SYMBOLS	
E.C.	▼ ELECTRICAL CONNECTION - CONDUIT
D.R.	⊕ DUPLEX RECEPTACLE
S.R.	⊕ SINGLE RECEPTACLE
HP	HORSE POWER
K.W.	KILOWATT
W.	WATT
AMP	AMPERAGE
V.	VOLTAGE
SW	SWITCH
J.B.	JUNCTION BOX
	○ INCANDESCENT LIGHT
	▭ FLUORESCENT LIGHT
A.F.F.	ABOVE FINISHED FLOOR
D.F.A.	DROP FROM ABOVE
BT	BRANCH & CONNECT TO

ELECTRICAL NOTES

- IT IS THE RESPONSIBILITY OF THE OWNER TO SUBMIT THESE PLANS FOR APPROVAL PRIOR TO START OF WORK.
- ALL MATERIAL AND WORKMANSHIP SHALL CONFORM TO THE REQUIREMENTS OF APPLICABLE BUILDING CODES AND ORDINANCES.
- CONTRACTORS SHALL OBTAIN AND PAY FOR ALL THE PERMIT FEES THAT RELATED TO THEIR PART OF WORK.
- PRIOR TO START OF WORK, CONTRACTORS MUST VISIT THE JOB SITE TO BECOME FAMILIAR WITH THE SCOPE OF WORK.
- PRIOR TO START OF WORK, CONTRACTORS TO CHECK AND VERIFY ALL DIMENSIONS ON THE FIELD, REPORT ANY ERRORS, OMISSIONS, OR POSSIBLE DISCREPANCIES TO THE OWNER/ OR ARCHITECT.
- ELECTRICAL CONTRACTOR SHALL VERIFY EXISTING SERVICE, CT BOX, PHASE, METER LOCATION AND SHALL PERFORM THE WORK TO MEET JOB REQUIREMENT AS PER CODE.
- THESE PLANS SHOW ROUGH-IN REQUIREMENTS FOR THE EQUIPMENTS DISCUSSED WITH OWNER AT THE START AND DURING THE DESIGN PROCESS. CONTRACTORS TO CHECK WITH OWNER FOR ANY CHANGES, SO THE SERVICE REQUIREMENTS ARE SIZED AND ROUGHED-IN PROPERLY.
- CONTRACTORS ARE RESPONSIBLE TO CHECK THE SPECIFICATION SHEETS OF ALL EQUIPMENTS TO BE USED ON THIS JOB, TO PROPERLY LOCATE THE ROUGH-IN LOCATION AND TO SUPPLY ALL FITTINGS NEEDED TO DO THE FINAL CONNECTIONS OF ALL EQUIPMENTS.
- ALL SERVICES SHOWN WITH SYMBOLS CENTERED ON FACE OF WALL SHOULD BE BROUGHT TO THAT POINT CONCEALED IN WALL STUBBED OUT OF WALL CENTERED AT HEIGHT SHOWN, DO NOT STUB OUT OF FLOOR AND RUN EXPOSED ON FACE OF WALL.
- ALL SERVICES SHOWN WITH SYMBOLS AWAY FROM ANY WALL OR COLUMN SHOULD BE STUBBED OUT OF FLOOR TO A MAXIMUM OVERALL HEIGHT AS SHOWN.

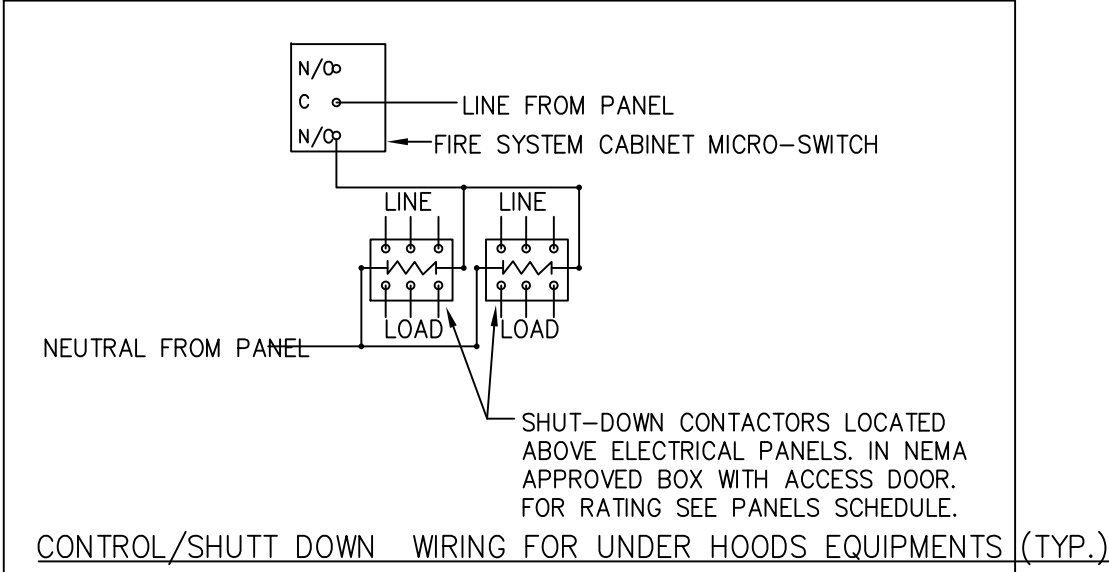
ELECTRICAL ABBREVIATIONS & SYMBOLS	
E.C.	▼ ELECTRICAL CONNECTION - CONDUIT
D.R.	⊕ DUPLEX RECEPTACLE
S.R.	⊕ SINGLE RECEPTACLE
HP	HORSE POWER
K.W.	KILOWATT
W.	WATT
AMP	AMPERAGE
V.	VOLTAGE
SW	SWITCH
J.B.	JUNCTION BOX
	○ INCANDESCENT LIGHT
	▭ FLUORESCENT LIGHT
A.F.F.	ABOVE FINISHED FLOOR
D.F.A.	DROP FROM ABOVE
BT	BRANCH & CONNECT TO

NOTE: SUPPORT ALL ELECTRICAL EQUIPMENT AND WIRING (INCLUDING LOW VOLTAGE) IN ACCORDANCE WITH NEC 300-11 AND 725 TO 830

NOTE: GFCI RECEPTACLES REQUIRED IN TOILET ROOMS, AND WITHIN 25 FEET OF ROOF TOP EQUIPMENT, KITCHEN AND PREP. AREAS AS PER NEC

NOTES:
ELECTRICAL CONTRACTOR TO WIRE HEAT ACTIVATED SENSOR/SWITCH (SUPPLIED BY THE MECHANICAL CONTRACTOR) IN PARALLEL WITH VENT. SYSTEM SWITCH

NOTE: RUN CONTROL WIRING BETWEEN MAKE UP AIR, REMOTE PANEL & MICRO-SWITCH



"FA" 2'x4' LAY-IN FLUORESCENT FIXTURE WITH 3-F40 T12 LAMPS WITH ACRYLIC LENS. LITHONIA CAT.# 2CT-340-A12 OR APPROVED EQUAL

"EM" EMERGENCY LIGHTING UNIT WITH SEALED BATTERY TEST SWITCH AND READY LIGHT 120VAC OPERATION LITHONIA CAT# ELU-2H OR APPROVED EQUAL

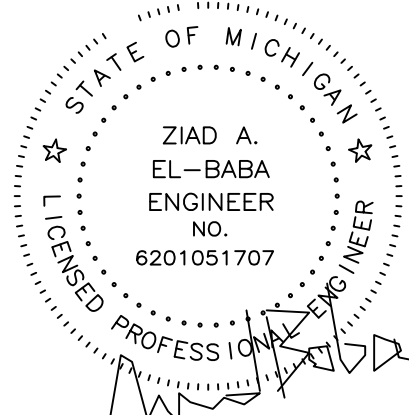
"X" EXIT LIGHT STENCIL FACE 6" HIGH RED LETTERS SEALED BATTERY. LITHONIA CAT# ESIR-ELC OR APPROVED EQUAL



AK ARCHITECTURE LLC

5465 SCHAEFER
DEARBORN, MI 48126

EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776



ZIAD EL-BABA
ENGINEERING

674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882

DATE	REV. NO.	ISSUED FOR
APR.14.22		PERMIT

Project:
NEW RESTAURANT
1035 MASON SUITE 101
DEARBORN MI
OWNER

1035 MASON SUITE 101
DEARBORN MI

Drawing Title:
ELECTRICAL FLOOR PLAN

Project Number	
Scale	AS NOTED
Date	
Drawn By	Z.E.
Checked By	Z.E.

Drawing No.

E-2

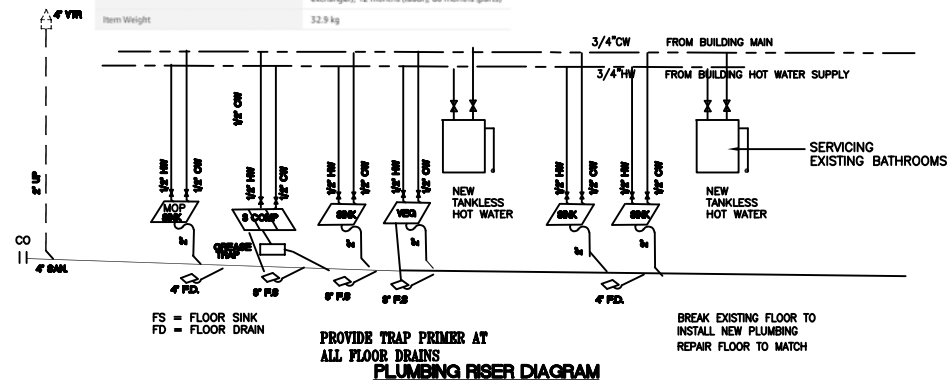
IMPORTANT NOTE: PLUMBING CONTRACTOR TO VERIFY THE EXACT LOCATION OF THE EXISTING SANITARY LINE BEFORE STARTING TO RUN NEW LINES. VERIFY SIZE AND DIRECTION OF FLOW

EXT. GAS LINE GAS METER LOCATION.
NOTE: OWNER TO CONTACT UTILITY CO.
TO VERIFY THE CAPACITY OF THE GAS
METER, TO MEET THE NEW REQUIREMENTS.

NEW TANKLESS
HOT WATER
TYP. TWO TO
BE INSTALLED

	 H6 Series V-Models	 H6-Series RL-Models	 S6 Series RLQ-Models	 S6S60 36-Series RLQ-Models	 S6S61 36-Series RLQ-Models	 C6 Series CL-Models
Energy Star Qualified	x	x	x	x	x	x
Available in Natural Gas or Propane	x	x	x	x	x	x
Indoor and outdoor versions available	x	x	x	x	x	Indoor only
Quick Access Isolator Valve Included	x	x	x	x	x	x
GPM's - Gallons Per Minute	3.3-5.5 GPM	7.5-9.5 GPM	6.5-7.5 GPM	5-11 GPM	5-11 GPM	5-11 GPM
# of Filtration Stages	2 to 6	3 to 6	2 to 6	3 to 7	3 to 7	3 to 7
Reactivation Technology	No	On-Logic	No	On-Logic	ThermoOnS60	On-Logic
WiFi Ready/Notice Activated	x	x	x	x	x	x

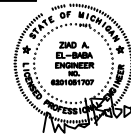
Manufacturer	Rinnai
Place of Business	Peachtree City, GA 30269, USA
Part Number	RUF6QN
Product Dimensions	56.01 x 37.49 x 86 cm; 32.89 Kilograms
Item model number	RUF6QN
Is Discontinued By Manufacturer	No
Size	9 GPM
Colour	RUF6QN - Natural Gas/9 Gpm
Style	Natural Gas, Indoor Installation
Pattern	Water Heater
Power Source	Gas Powered
Voltage	120 Volts
Installation Method	Wall Mounted
Item Package Quantity	1
Certification	Energy Star
Included Components	Water Heater
Batteries Included?	No
Batteries Required?	No
Warranty Description	Residential Factory Warranty - 120 months (heat exchange), 12 months (labor), 60 months (parts)
Item Weight	32.9 kg



- IT IS THE RESPONSIBILITY OF THE OWNER TO SUBMIT THESE PLANS FOR APPROVAL PRIOR TO START OF WORK.
- ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE TO THE REQUIREMENTS OF APPLICABLE BUILDING CODES AND ORDINANCES.
- CONTRACTORS SHALL OBTAIN AND PAY FOR ALL THE PERMIT REQUIRED BY THE CITY OF CHICAGO.
- PRIOR TO BEGINNING CONTRACTORS MUST HAVE THE JOB SITE TO ACCORDANCE WITH THE CITY OF CHICAGO.
- PRIOR TO START OF WORK, CONTRACTORS TO CHECK AND VERIFY:
 - DIMENSIONS ON THE FIELD, REPORT ANY ERRORS, OMISSIONS, OR POSSIBLE DISCREPANCIES TO THE OWNER/ OR ARCHITECT.
 - EXISTING UTILITIES, INCLUDING BUT NOT LIMITED TO, GAS, CASTING SANITARY AND WATER LINES, PERFORMANCE ANY NEEDED PLUMBING ON PLANS TO MEET REQUIREMENTS AS PER CODE.
- THESE PLANS SHOW ROUGH-IN REQUIREMENTS FOR THE EQUIPMENT.
- DISCUSSED WITH OWNER AT THE START AND DURING THE DESIGN PHASE. CONTRACTORS TO VERIFY ALL DIMENSIONS, MATERIALS, CHANGES, SO THE SERVICE REQUIREMENTS ARE SIZED AND INSTALLED PROPERLY.
- CONTRACTORS ARE RESPONSIBLE TO CHECK THE SPECIFICATION SIZES OF THE EQUIPMENTS TO BE USED ON THE PROJECT.
- THE OWNER TO LOCATE THE SERVICE EQUIPMENT TO SUPPLY ALL FITTINGS NEEDED TO DO THE FINAL CONNECTIONS OF ALL EQUIPMENTS.
- ALL SERVICES SHOWN WITH SYMBOLS CENTERED ON FACE OF EQUIPMENT OR BRANCH.
- ALL SERVICES SHOWN WITH SYMBOLS CENTERED AT HEIGHT SHOWN, DO NOT SHOW OF FLOOR TO FLOOR.
- ALL SERVICES SHOWN WITH SYMBOLS AROUND ANY WALL.
- ALL SERVICES SHOWN WITH SYMBOLS STUDIED OF FLOOR TO A MAXIMUM OVERALL HEIGHT AS SHOWN.



EMAIL:
AKARCHITECT9@GMAIL.COM
PHONE:
(313) 676-6776

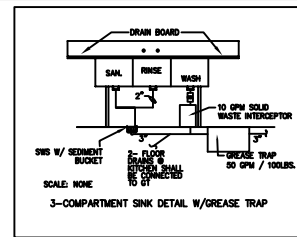


**674 GAUTHIER
TECUMSEH ONTARIO
N8N3P8 CANADA
CELL: 313-938-8767
CELL: 519-796-9882**

HOT WATER REQUIREMENT (TANKLESS WATER HEATER)			
FIXTURE	NO.	DEG. RISE	GPM
3-COMP. SINK	1	100	2
VEG. SINK	1	70	1
MOP SINK	1	100	2
HAND SINK	4	70	4 x .5= 2.0
			TOTAL 7.0 GPM

NOTE:

- PROVIDE 70' RISE TEMPERING VALVE FOR PRE-RINSE HOSE
- HOT WATER CALCULATIONS ARE BASED ON GPM RATES FOR TANKLESS WATER HEATERS. FINAL REQUIREMENT TO BE DETERMINED BY THE HEALTH DEPT. WAIT FOR THE HEALTH DEPT. APPROVAL PRIOR TO PURCHASING AND INSTALLATION.



DATE	REV. NO.	ISSUED FOR
APR. 14-22		PERMIT

Project:
NEW RESTAURANT
1035 MASON SUITE 101
DEARBORN MI

1035 MASON SUITE 101
DEARBORN MI

Drawing Title:
PLUMBING PLAN

Project Number	
Scale	AS NOTED
Date	
Drawn By	Z.E.
Checked By	Z.E.

Drawing No.



5645 Schaefer Rd.
Dearborn, MI 48126

(313) 676-6776
akarchitect9@gmail.com

RESIDENTIAL - COMMERCIAL - 3D RENDERINGS

DATE: APRIL 26 2022
TO: AMAZING SUBS
ADDRESS: 1035 MASON ST. SUITE 101 - DEARBORN, MI - 48124

DESCRIPTION	QTY.	AMOUNT.
SITE ADDRESS: 1035 MASON ST. SUITE 101 - DEARBORN, MI - 48124 SUBS RESTAURANT TO BE DESIGNED AND PLANNED.		
BLUE PRINTS (DRAWINGS) FULL PACKAGE STORE PLANNING/MEP DRAWINGS	(1)	\$3,500
HEALTH DEPARTMENT APPLICATION FOR HEALTH DEPARTMENT AND APPROVAL	(1)	\$1,500

AMOUNT	\$5,000
DELIVERY TIME	4-6 WEEKS
NOTE: DELIVERY TIME STARTS WHEN THE CONTRACT IS SIGNED AND AGREED ON FROM THE CLIENT.	

PAYMENT TERMS:

- PAYMENTS TO BE PAID IN CHECKS 50% OF THE OVERALL AMOUNT TO BE PAID WHEN THE CLIENT ACCEPT THE ABOVE PROJECT DESCRIPTION BEFORE THE BEGGING OF THE PROJECT, AND THE FINAL 50% OF THE OVERALL AMOUNT SHOULD BE PAID WHEN THE ARCHITECT/DESIGNER WHEN THE PROJECT DELIVERS.

RESPONSIBILITY:

- AK ARCHITECTURE LL. IS RESPONSIBLE TO MAKE ANY CHANGES OR FIX ANY WORK THEY DID FOR DRAWINGS AFTER CITY COMMENTS AND RETURN NOTES. (ONLY FOR THE DRAWINGS THAT AK ARCHITECTURE WORKED ON)

NOTE:

- THE ABOVE DESCRIPTION OF THE PROJECT AND TOTAL AMOUNT COST INCLUDES (SITE VISITS - INITIAL DRAFTS - CONSTRUCTION DOCUMENTS)
- TOTAL COST MAY CHANGE UPON CLIENT (NEW REQUESTS OR ADDING MORE THAN WHAT WAS AGREED ON)
- THE MENTIONED DELIVERY TIME ABOVE IS DEPENDING ON THE SIZE OF THE PROJECT AND HOW MUCH DETAILS THEY NEED.

APPROVED BY: ALI KHALAF SIGNATURE: [Signature] DATE: APRIL 26 2022
(AK ARCHITECTURE LLC) (AK ARCHITECTURE LLC) (AK ARCHITECTURE LLC)

APPROVED BY: Rubee Khayrol SIGNATURE: [Signature] DATE: 4-26-2022
(CLIENT) (CLIENT) (CLIENT)

UNLIMITED

Heating & Cooling

PO Box 851083
Westland, MI 48185
734.658.4376

INVOICE

Date 5-10-22

Quote

☐ INCOMPLETE ☐ C.O.D. ☐ CHARGE ☐ CONTRACT ☐ WARRANTY

INVOICE TO <u>Amazing subs</u>	<input type="checkbox"/> REF. <input type="checkbox"/> A/C <input type="checkbox"/> HEAT
ADDRESS <u>1035 Mason suite 101</u>	MFG. NAME
CITY & STATE <u>Dearborn MI</u> ZIP <u>48124</u>	SERIAL NO.
CUSTOMER ORDER NO.	MODEL NO.
SERVICE REQUESTED BY	PHONE NO. <u>313-502-7359</u> TYPE
ORIGINAL PROBLEM/COMPLAINT	
WORK PERFORMED <u>The Installation of equipment listed Below to Mechanical code and city permit. No fire suppression or detection is included in this permit bid</u>	

MATERIALS USED

QTY	DESCRIPTION	EACH	AMOUNT	ACCOUNTING
1	10x48 grease Hood			2500 00
1	2000 cfm Make up air Heat only			6500 00
1	2500 cfm exhaust Fan 2.5 static pressure			2000 00
1	gas line for equipment 10 flex hose			1500 00
1	spring duct system			3000 00
3	standards sheets Behind Hood			600 00
1	duct system for Make up air			1200 00
1	welded duct system for exhaust 90 feet			9000 00
1	fire wrap for a welded duct			9300 00
SERVICE ENGINEER	DATE	START	END	HRS
<u>Adrian</u>	am pm	am pm		
	am pm	am pm		
	am pm	am pm		
				TOTAL MATERIAL
				SALES TAX
				SERVICE CHARGE
				REG HOURS @
				OT HOURS @
				PAY THIS AMOUNT

I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL AND COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.

ACCEPTED BY CUSTOMER

DATE 5-10-2022

LIMITED WARRANTY: all materials, parts and equipment are warrantied by the manufacturers' or suppliers' written warranty only. All labor performed and freon installed by the above named company is warrantied for 30 days or as otherwise indicated in writing. The above named company is not responsible for any downtime or product loss, due to equipment failure. The above named company makes no other warranties express or implied, and its agents or technicians are not authorized to make such warranties on behalf of above named company. We do not, of course, guarantee any other parts than those we install. If repairs become necessary due to other defective parts, they will be charged separately.

RESTAURANT EQUIPPERS WAREHOUSE STORES

27041 Greenfield Rd. Southfield, MI 48076
Ph# Toll Free: 866-532-9936 Local: 248-415-0212
Fax Toll Free: 866-532-9937 Local: 248-415-0213

Order OR2927941
Date 5/5/2022
Ordered By
Site 02
Page 1

Bill To:
AMAZING SUBS
1035 Mason St Ste 101

Ship To:
AMAZING SUBS
1035 Mason St Ste 101

Dearborn MI 48124-2202

Dearborn MI 48124-2202

PO Number	Customer ID	Sales Rep	Ship Via	Cash	Check	Card	Terms
	AMAZ047	GA	OURTRUCK			m 1018	COD

Order	Ship	B/O Item	Description	U/M	Unit Price	Ext. Price
1	1	0 418248	REFRIG, 2DR SOLID 48CF BTM MT P	EACH	\$2,899.00	\$2,899.00
2	2	0 KA0996	FREEZER, 23CF TEXTURED GREY BER	EACH	\$1,699.00	\$3,398.00
1	1	0 785048	GRIDDLE 48" NG/LP THERM 1" PLAT	EACH	\$1,299.00	\$1,299.00
1	1	0 753160	SAND UNIT 60" 16 PAN 2 DR BERG	EACH	\$2,649.00	\$2,649.00
2	2	0 760036	FRYER, 35-40LB NG 90,000 BTU PIT	EACH	\$1,349.00	\$2,698.00
1	1	0 PA3048S	EQUIPMENT STAND, 30Dx48W S/S TO	EACH	\$269.00	\$269.00
1	1	0 PA7272	WORK TABLE, 24x72 ALL S/S 16GA	EACH	\$419.00	\$419.00
1	1	0 PA0260	WORK TABLE, 24x60 S/S TOP GALV	EACH	\$199.00	\$199.00
1	1	0 PA0016	SINK, 3 COMP 2 DB, 84x25.5, 16x	EACH	\$799.00	\$799.00
1	1	0 PA0455	PRE-RINSE, WALL MOUNT W/BACKET	EACH	\$229.00	\$229.00
1	1	0 LA0220	ALL-IN-ONE LED SIGN DISPLAY 19"	EACH	\$159.00	\$159.00

2600
Dep

Subtotal \$15,017.00
Tax \$912.72
Freight \$195.00

Deposit/Payment Rec. \$2,500.00
Credit Applied \$0.00
Total \$13,624.72

When you provide us a check as payment for your purchase, you authorize us to use the information from that check to process an Electronic Funds Transfer (EFT), a draft drawn from your account or a check transaction in that amount. If returned unpaid, you authorize us to collect payment by EFT or draft from your account. If you are processing a corporate check you make these representations as an authorized corporate representative.

Signature: _____

If you have questions concerning this order, please contact Customer Service at 800-235-3325

ESTIMATE

PROTECH MECHANICAL HEATING AND COOLING

Division of DIVERSITECH ENTERPRISES INC

1955 ALLEN RD.
MELVINDALE MI. 48122

CELL- 3138288288 OFFICE- 3139171111

JOB NAME: AMAZING SUB

JOB ADDRESS: 1035 Mason, Suite 101 Dearborn

Description

- . Fire suppression system.
- . Install gas line.
- . Install ten foot hood with exhaust fan and make up air unit.
- . Commercial kitchen ventilation equipment included.
- . Work includes city permit.
- . Electrical not included.
- . Price includes labor and material.

Total Price: \$39,200.00

COOL HEAT SUPPLIES INC.

28616 WARREN RD, WESTLAND, MI 48185 (313)828-7135

-----INVOICE, -----X-----QUOTATION

Costumer Name:	Amazing Subs	Invoice Date:	05/14/2022
Street Address:	1035Mason, Suite 101	Invoice Number	
City:	Dearborn	48124	
Home Phone:			
Email Address:			
Work Discretion			AMOUNT
- Work Include the following:			
- City permit			
- Complete commercial kitchen ventilation equipment including			
- Ten-foot hood, exhaust fan and make up air unit.			
- Fuel line.			
- Fire suppression system.			
- Electrical work not included.			
-			
-			
-			
-			
-			
-			
-			
Total			\$38,000

WASFY ALROSHOOD

MECHANICAL CONTRACTOR LICENSE # 7112910



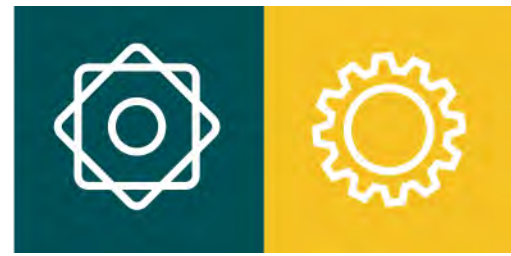
FOR LEASE
313-465-1471

22084
WEST VILLAGE
LOFTS

DTE



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



Join Zoom Meeting

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

Meeting ID: 323 245 564

Password: 265323

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

Meeting ID: 323 245 564 Join by Skype for Business:

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

May 25, 2022

2 p.m.

Attendees: Mike Kirk, Christine Noxakis (Amazing Subs) (left 2:15 pm), Jordan Twardy, Hassan Sheikh, Jackie Lovejoy (joined 2:30pm), Steve Horstman, Steve Deisler, and Janet Bloom.

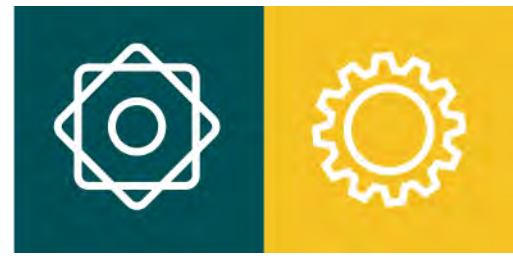
Agenda

- I. Open Door Dearborn
 - a. Applicants
 - i. WDDDA – Amazing Subs
1500 sq ft in new development in West Dearborn.
Can't begin work until EDDDA board approves at next joint board meeting on June 16, 2022. \$185K for interior buildout. Max available is \$10K. Three quotes were received for Heating/Cooling and mechanicals. Bids are well above the matching amount required so no issues for match. Proposed store hours are 10am - 10pm; seven days a week.
Motion: Hassan Sheikh made motion to approve. Steve Horstman seconded motion. 3 ayes; no nays. Motion passes.
 - b. WDDDA retail criteria update/Exec Comm Discussion
- II. Committee Management/Executive Management Team
At last joint board meeting, the budget was adjusted to redo the POW! Strategies, Inc. contract. POW! Strategies, Inc. contract will now end December 31, 2022. The plan is to move the DDDAs inhouse at the city. Jordan - meeting with the board chairs and Mayor to go over what will move forward as priority and make plans moving forward. Mike requested Cristina to send an emergency meeting invite to notify Steering/DDI stakeholders/DEV members of the change with the POW! Strategies, Inc.



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



contract. Jordan - In October there will be budget amendments to fund staff. Plan to have them hired in before the holidays and have a transition plan in place. Jordan asked for a ranking chart from the group so it indicates where their project status is, if funding is secured, and from a mission standpoint, where are the priorities.

Hassan - if there are areas that could overlap to cover all four districts, it should be noted, too.

III. Committee Priority Projects/Work Plan

Reviewed Work Plan list. Jordan has asked for this final review and prioritization by mid July. Jordan - It's important we don't inhibit the ability to do projects as requested.

Keeping current ddda boards and committees - Jordan stated this will also be reviewed as this transition moves forward.

Mike Kirk - in order to be Michigan Main Street Select Level - it requires a dedicated FT staff person.

Mike Kirk- asked that Steering, DEV, and key DDI stakeholders be invited to an emergency meeting to share the news on POW! Strategies, Inc. and let them know how the transition will progress. Mike asked that there is a hold on speaking on further topics until this meeting happens.

IV. Committee Recruitment

V. Art – banner program & striping/art for W. Village Dr. & planter art

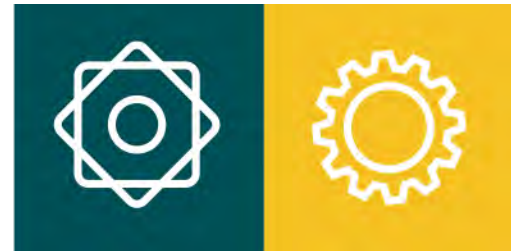


Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



May 25, 2022

9 a.m.

Attendees: Julie Schaefer, Hassan Sheikh, Cathleen Francois, Elizabeth Curran, Matthew Dietz (left at 9:30am), Jackie Lovejoy (left 9:45am), Katie Merritt (joined 10:10am), Cristina Sheppard-Decius, and Janet Bloom.

A. Storytelling Time– What’s Happening Around Town

Julie - gearing up for the library’s 100 year anniversary. Getting plans in place. Jackie - Taste of Dearborn 1500 tickets sold. Need 60 cardboard trash boxes - Hassan to connect with Jordan and Tim Hawkins. Also need volunteers. Matthew - Chris at Imageworks is doing an event to showcase art printing and documentation services. Ribbon cuttings coming up - Le Gelati (5/26 at 5 pm), and Booza Delight (6/2 at 4 pm), and then Farmers Market (6/3 at 1:45 pm - 3 pm). Janet to send notices to boards of ribbon cuttings.

B. Committee Management/Executive Management Team

At last board meeting, it was presented to not renew the POW! Strategies, Inc. executive management contract. The contract will end Dec. 31, 2022. The plans are to pull the services inhouse but final plans are still being flushed out. Matthew: requested that events and work is pulled together to easily transition.

C. Volunteer Management

a. Committee Lead

Julie will help but can’t commit to lead. She also noted that their organizations and others are also struggling for board, committee members and volunteers.

b. Committee Recruitment

Cristina - need to recruit to be able to support new structure.

c. Event Volunteer Needs (Farmers Market/Taste of Dearborn)

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

Meeting ID: 308 973 055

Password: 123811

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

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

Meeting ID: 308 973 055

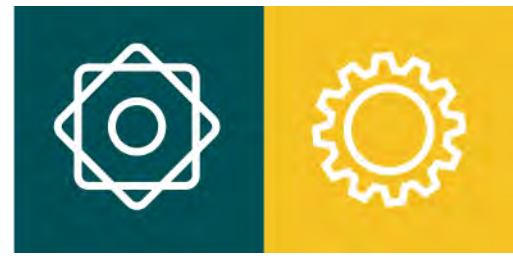
Find your local number: <https://zoom.us/j/308973055>

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



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



d. Materials Needed for Recruitment

D. 2nd Quarter Events 2022

a. Adventures on the Ave (LNO)

More service oriented in West than retail so made Ladies Night more of an Adventure. Check in at Steven Bernard's. It will be a week, with one night with a bigger splash.

b. Spring Sale

Cathleen - haven't gotten a strong response from businesses in East for this event. Cathleen going out today to go door to door for last commitments.

c. Perennial Exchange

Cathleen - Event was 10am - 2 pm this past Saturday, but shortly after 10am had to call with rain, thunder, and lightning. She invited those who were participating to join in at the Dearborn Farmers Market on June 3.

E. 3rd Quarter Events 2022

a. Updates: Farmers Market/Movies/Kids Days/Friday Nites

Jousting, slide, obstacle course in Wagner Park, doing an opening day ceremony with Mayor. Pirates and Mermaids theme. Farmers Market has been themed out for each week and Cathleen can send out that calendar if requested.

Movies - we were asked to do two more but budget is tight so rethinking what we are doing with that. A car show was to be part of one of the movies but that appears that it won't be happening due to lack of response and also possibly cutting car themed movie due to high licensing fee.

Friday Nights - have great bands lined up - Square Pegs (80's band) - June 24, Journey tribute band - July 29, Class of '98 - August 26.

Cathleen still waiting on stage costs from Martin from Parks and Rec. In lieu of beer tent, have asked Jolly Pumpkin to create a beer space.

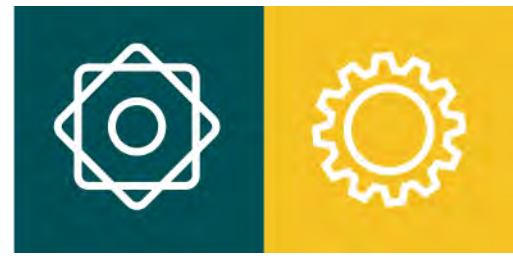
b. Tunes at Noon

Cathleen - activating multiple spaces - it is one hour performance. Muirhead Plaza, Wagner Park and Sheeba area.



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



F. 4th Quarter Events 2022

a. Winterfest Market – tent discussion

Cathleen - committee needs full attention to. Due to cost of tent, around \$14,000-\$16,000, consider what to do with tent outside of Winterfest hours of Saturday, 9am-4pm. Suggest to do something Friday night, Saturday evening and/or Sunday. Use additional activities to offset cost of tent. Cristina - maybe use tent as Chamber gala location. Need to partner with someone else to use it. Or do market Saturday and Sunday or have tent removed on Sunday (which would have an additional cost). Beth - Chamber gala is at Glass Academy this year - waiting on date, usually first week of December. Cristina - check with other local organizations to see if they would want to use.

G. 2023 Event Planning & Committee Roles

- a. Reviewed the Bandwango app that does tours - consider for Shop Small, DRW and also look at a more broad tourist type. Single event was around \$9500 or four for around \$14,000. Gather partners to help cover cost.

H. COMMITTEE ASSIGNMENTS/TAKE AWAYS

- a. Cristina - think of who can be on committee, think of roles you can fulfill.

I. TO DO/DISCUSSION FOR FUTURE

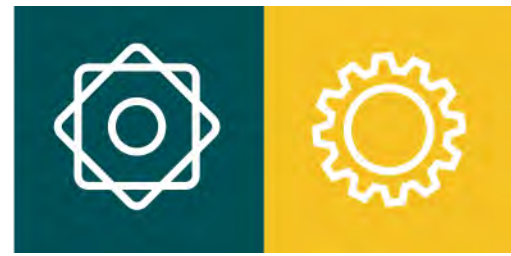
- a. Legal/Financial Collection of Funds on Square/Paypal
Hard to track back individual payments back to the DDDAs. Maybe the DDI would be an option to help sort funds through. Julie would be interested in doing something similar at libraries.
- b. Fan Club Drive/Friends of Downtown Dearborn



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



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



June 8, 2022

9 a.m.

Attendees: Mike Kirk, Laura Dyszlewski, Hassan Sheikh, Jeff Lynch, Jackie Lovejoy, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

A. DDI - continue to establish?

Cristina - with the POW! team working to transition operations over to the city at the end of December, we need to find out if we should continue to establish a DDI.

Mike - DDI would be formed as a 501(c)3 which would open us up for funds and grants, which the DDDA cannot obtain currently. Also impacts the application for Select Level of Michigan Main Street.

Jackie - there is a strong history of community involvement and the push to connect East and West. Let's go back to the beginning to see how we started and the reasons behind it. Get the backup on why we wanted this and why it was important.

Jeff - yes, I support the continuation of pursuing the DDI.

Hassan - the administration will work to be transparent during transition and will mirror off strong DDDAs such as Royal Oak and Ferndale. We are building a team and the next few months will be an important transition window. The formation of the DDIs will be part of the review of the path forward on DDDA projects and priorities.

Cristina - part of transition, if the DDI continues as a priority, is to develop a path to get to Select Level for Michigan Main Street.

Mike - Michigan Main Street is dependent on the DDI, but DDI is not dependent on Michigan Main Street.

Mike requested to have a response by early July from administration so they can tell the DDI/Steering Committee if DDI will be a priority so they know if time should be spent on that project.

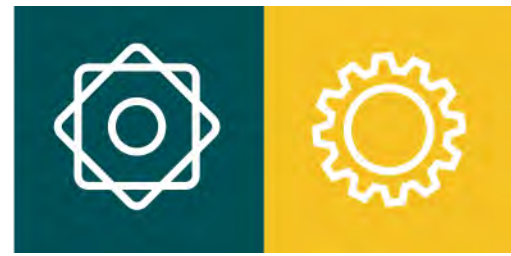


Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES



June 6, 2022

9 a.m.

Attendees: Eric Woody, Matthew Dietz, Sam Abbas, Jackie Lovejoy, Moe Hider (left at 10:09am), Jordan Twardy, Hassan Sheikh, Zaineb Hussein, Amanda Bright McClanahan (left at 10am), Steve Deisler, Cathleen Francois, Cristina Sheppard-Decius, and Janet Bloom.

1. CALENDAR YEAR-END PRIORITIES

Hassan will lead transition with POW! exit. Jordan asked that all open projects are wrapped up and provide 1-2 page executive summary, get all events lined up. POW! just needs to turn over keys, and not worry about packing up. Cristina - in August, the boards approve the next calendar year events. We need to know when we need to start preparing that. Matt - suggested as priority to do alley way project and parking lot improvements.

Sam - POW! team needs to provide a list of events and work plans for each for transition.

Jordan - we will set up one to two meetings to debrief on events and work with board on priorities - set up by July 9.

Cristina - any other changes to budget need to be brought forward.

Sam - requests an MOU with both boards and the city. The \$410K figure includes the lease, POW!, social media, and Smithgroup. Jordan will send a staffing plan for board meeting. He is unable to do MOU currently.

2. JOINT BOARD MEETING AGENDA ITEMS

a. Adopt FYE2023 Budget

b. Bylaw Amendment - Cristina - requested Licia to have ready for review this week. One item to note is that there wasn't anything in the bylaws regarding staffing. There are requirements on staffing in Public Act 57. Eric - will be happy to review bylaws again to wrap up project.

2. WDDDA ONLY ITEM

a. Open Door Grant: Amazing Subs

DEV Committee recommending a \$10K grant. It is a \$185,000 project. It would assist with interior improvements. Project has met required 50/50 match. Hope to be open late July. This would take the last of the current year Open Dearborn grant funds. Sam - we wanted to move to retail. Currently not seen as beneficial to support more restaurants in West. Cristina - from DEV Committee it was determined it wouldn't impact retail enough to warrant moving to retail and leaving out restaurants.

b. Repair of Landscape Rails



Quote came in for around \$17,000. They are frequently getting hit. Sam - some mechanism to get police information in so funds can be collected from insurance companies. Jordan to work with finance, legal and police chief to review procedure.

3. EDDDA ONLY ITEM

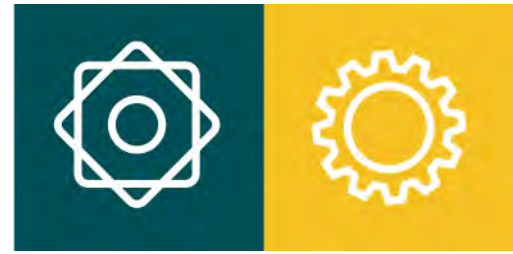
- a. Raised Planter Bed Perennial Installations
Cristina - Review bid in line item detail and also review with Smithgroup - two bids that came in were too high. Will plan to resubmit bid.
- b. City Hall Park Redesign
Jordan - team will look at plans that are already in place and will decide whether to incorporate plans or not in final design. Peace Parks project. Sam - who is picking up the cost? Amanda - design will be with a proprietary company. Items will be part of grant and currently budgeted through the city. Sam - if the DDDAs are having to pay toward, need to know details so can answer questions. It captures one park in East and one park in West.

3. NEW BUSINESS/DISCUSSION

- a. Holiday Building Lights
Cristina - In previous plan, DDDAs wanted curtain of lights for certain buildings in both districts. Is this still a priority? Sam- yes, that is my vision and people spend time and money when things are pretty. Eric - also in agreement. We will need to start working on that now then.

5. OLD BUSINESS

- a. Platform Update
Steve - working with Hamzah, MDOT, and city on placement along Michigan Ave. If it's a go, will pull together final costs. Need to remove platform at La Fork. Sam - see if DPW can do. Hassan will have conversation to see if they can.
- b. Greenhouses
Steve - one to J B Bamboozle's, then store others, hope to have out within next week or two. Sam - see if DPW can do. Hassan will have conversations to see.
- c. Vision Plan
Cristina - plan is in the packet Jordan has. Cristina to resend. Will need to determine where Vision Plan falls in exit strategy planning.
- d. EDDDA Tree Well Removals
Janet - work on getting quotes in since no bids came in after a few times posted. Many verbally said they would submit but no one yet. Restart again. Sam - see if DPW can do. Hassan will have conversations to see.
- e. EDDDA Pedestrian Alley
Cristina - Had first stakeholder meeting, includes stormwater improvements
- f. WDDDA Library Parking Lot Update
Cristina - 6-8 weeks out for engineering survey and approximate 17 weeks for



construction done. By Fall, hard surfaces in. It will be dependent on construction bids coming in.

6. CALL TO EXEC COMMITTEE

JULY/AUGUST ITEMS SLATED

- o Board Member Job Description
- o Market Data / Survey
- o PA57 Public Meeting
- o Carry Forwards
- o 2023 Calendar of Events
- o Snow Removal Contract

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

ARTICLE I

NAME REGISTERED OFFICE AND REGISTERED AGENT

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

Section 2. Registered Office and Agent. The Authority shall continuously maintain a registered office in the City of Dearborn, County of Wayne, State of Michigan and a registered agent whose office address is identical to such registered office. The registered office and agent may be changed from time to time by the Board of Directors of the Authority (“the Board”) subject to the approval of the City Council. The Economic Development Director of the City of Dearborn shall serve in the capacity as registered agent, with offices located in the City Hall, 16901 Michigan Avenue, Suite 15, Dearborn, MI 48126.

The Economic Development Director of the City of Dearborn shall serve as the administrative liaison and provide supportive staff for the Authority.

ARTICLE II

BOARD OF DIRECTORS

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

Section 2. Replacement and Vacancies. Members of the Board of Directors shall consist of the Mayor or his designee from the City Council and not less than 8 or more than 12

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

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



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

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

Section 6. Public Participation at Meetings. A reasonable opportunity shall be given for members of the public to be heard at any open meeting on agenda items before the Authority. In the interest of ensuring the orderly processing of items of business before the Authority, such public comments shall be heard at the end of the meeting agenda. Consistent with the Open Meetings Act, the Authority may impose a time limitation up to three (3) minutes per person for public comment. All individuals who wish to address the authority must identify themselves by name and address prior to speaking at the meeting.

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

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

Section 9. Participation by Communication Equipment. All meetings of the Authority must be open to the public and must be held in a place available to the general public. To accommodate the absence of any Member due to military duty, a medical condition, or a

statewide or local state of emergency or state of disaster declared pursuant to law, an absent Member may participate in, and vote on, business before the Authority by way of a two-way electronic communication device wherein all discussions and deliberations are able to be heard by the public in attendance at the meeting. For any member attending the meeting remotely, a public announcement at the outset of the meeting to be included in the meeting minutes must be made, announcing that a Member is in fact attending the meeting remotely. If a Member is attending the meeting remotely for a purpose other than for military duty, the Member's announcement must further identify specifically the Member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely. Participation by communication equipment shall be permitted only in accordance with the Open Meetings Act, Act No. 267 of 1976, as amended.

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

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

Section 12 Director. Pursuant with Public Act No. 57 of 2018, the Board may employ personnel as deemed necessary. Such personnel may include, but is not limited to an Executive Director, treasurer, secretary, and legal counsel. The duties, rights and responsibilities of employees of the Authority shall be consistent with the provisions of Act No. 57 of 2018. The Board may employ and fix the compensation of a Director, subject to the approval of the City Council. The employees of the Authority shall be eligible to participate in municipal retirement and insurance programs of the

City of Dearborn as if they are civil service employees except that the employees of the Authority are not civil service employees.

ARTICLE III

OFFICERS

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

Section 2. Election and Term of Office. The officers of the Authority shall be elected annually by the Board. Each officer so elected shall hold office until December 31 of the year in which she or he is elected, or until resignation or removal, whichever occurs first.

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

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

Section 5. Vice-Chair. The Vice-Chair shall act as the Chair when the Chair is absent or unable to act, and otherwise be vested with the powers and shall perform such duties and

exercise such other powers as may from time to time be imposed upon or vested by resolution of the Board.

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

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

Section 8. Executive Committee. The Executive Committee shall consist of the three Board officers (Chair, Vice-Chair, and Secretary-Treasurer). The Executive Committee shall be responsible for reviewing the agenda for the regular Board meetings and proposing the agenda for the Board. The Board may pre-approve, by resolution, for the

Executive Committee to act as the full Board on items of exigency that may occur between regular scheduled Board meetings. Such actions shall be brought to the Board at the next regular meeting for its review. The committee shall meet as necessary and all such meetings shall comply with the notice requirements, as set forth in Article II, Section 7.

ARTICLE IV

CONTRACTS, DONATIONS, AND POWERS OF THE BOARD

Section 1. Contracts.

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

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

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

Section 4. Deposits

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

Section 4. Other Powers of the Board. The Board shall perform and exercise all such powers as provided in Public Act No. 57 of 2018.

Section 5. Budget

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

Section 6. Audit

In accordance with Public Act No. 57 of 2018, the Board shall direct an annual audit to be prepared and forwarded to the City Council, unless the audit is conducted within the audit of the City. The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

ARTICLE V

FISCAL YEAR

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

ARTICLE VI

INITIATION OF PROJECTS

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

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

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

ARTICLE VII

REPORTING REQUIREMENTS

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

Pursuant to Act no. 57 of 2018, annually, the Authority shall submit to the City Council, the governing body of a taxing unit levying taxes subject to capture by the Authority, and

the Michigan Department of Treasury, a report on the status of the tax increment financing account. The Board or its designee shall prepare all annual reporting requirements required by Public Act 57 within 180 days of the fiscal year end and post on the website of the Authority, and submit the reports to the City and the Michigan State Tax Commission.

ARTICLE VIII

AMENDMENTS

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

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

SECRETARY-TREASURER



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

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023-25 BUDGET APPROVAL

Date Adopted: May 19, 2022

Motioned by: Director Zeinab Hussein

Seconded by: Mayor Abdullah Hammoud

WHEREAS: The Manager of the East Dearborn Downtown Development Authority (EDDDA) is required by Public Act 57 to prepare and submit an operating budget for the EDDDA to approve each year and submit to City Council; and

WHEREAS: The EDDDA has reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDA; and

WHEREAS: A motion to amend the EDDDA budget was introduced at the Joint Board meeting to reduce the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022 and to further amend the EDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022; therefore, let it be

RESOLVED: The EDDDA Board approves the budget amendment to the EDDDA budget to reduce the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022 and to further amend the EDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022; further, let it be

RESOLVED: That the EDDDA approves submitting to the City Council the FYE2023-25 budget as presented by the Manager of the DDDA with stated amendments.

Roll call vote:

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent: Director Jay P. Kruz and Director Mustapha Hawily.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023-25 BUDGET APPROVAL

Date Adopted: May 19, 2022

Motioned by: Director Zeinab Hussein

Seconded by: Mayor Abdullah Hammoud

WHEREAS: The Manager of the West Dearborn Downtown Development Authority (WDDDA) is required by Public Act 57 to prepare and submit an operating budget for the WDDDA to approve each year and submit to City Council; and

WHEREAS: The WDDDA has reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDA; and

WHEREAS: A motion to amend the WDDDA budget was introduced at the Joint Board meeting to reduce the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022 and to further amend the WDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022; therefore, let it be

RESOLVED: The WDDDA Board approves the budget amendment to the WDDDA budget to reduce the funding for POW! Strategies, Inc. contract by 50% to reflect not renewing the contract after December 31, 2022 and to further amend the WDDDA budget to reduce the office lease at the Beaumont building by 50% so lease will not renew and will expire December 31, 2022; further, let it be

RESOLVED: That the WDDDA approves submitting to the City Council the FYE2023-25 budget as presented by the Manager of the DDDA with stated amendments.

Roll Call Vote:

Yes: Vice Chairperson Mohammed Hider, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan

No: Chairperson Sam Abbas and Director Audrey A. Ralko

Abstained:

Absent: Director Thomas L. Clark and Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Juneteenth Mobility Stroll & Roll Support 2022 - EDDDA

Adopted on: May 19, 2022

Motioned by: Director Hamzah Nasser

Seconded by: Mayor Abdullah Hammoud

WHEREAS: The organizers of the Juneteenth Mobility Stroll & Roll event have requested financial support of this year's activities from the East Dearborn Downtown Development Authority (EDDDA); and

WHEREAS: A request has been made for the EDDDA to pay for the cost of the onsite police during the street closure for the Juneteenth Mobility Stroll & Roll, and to cover the cost of the poster printing, cost of the event insurance and artist labels. The estimated costs are \$4135.35 for onsite police, \$200 for poster printing, \$750 for insurance, \$200 for artist labels; and

WHEREAS: The Juneteenth Mobility Stroll & Roll organizers have been requested to turn in invoices for payment to the DDDAs office staff for payment; and

WHEREAS: The EDDDA logo is requested to be on advertising and marketing collateral to recognize event support; so let it be

RESOLVED: The EDDDA authorizes to expend up to \$5500 for the Juneteenth Mobility Stroll & Roll event, expending from account #297-6100-911-51-00; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the Juneteenth Mobility Stroll and Roll event, subject to review and approval by Corporation Counsel.

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent: Director Jay P. Kruz and Director Mustapha Hawily.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Landscape/Maintenance Temporary Contract - May to August 2022 - EDDDA

Date Adopted: May 19, 2022

Motioned by: Mayor Abdullah Hammoud

Seconded by: Chairperson Eric Woody

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

WHEREAS: The previous Landscape and Maintenance provider, W H Canon, sold their company and the owner opted not to continue with the EDDDA contract slated to run April 1, 2022 to March 31, 2023; and

WHEREAS: Due to these exigent circumstances, Fairlane Grounds serviced the Landscape and Maintenance obligations in the EDDDA from April 10 to May 8, 2022; and

WHEREAS: The EDDDA wants to align a second temporary service until a Request for Proposal is awarded. The temporary service would be from May 10, 2022 to August 31, 2022. The indicated scope of work is as the follows:

- Litter Removal (5x a week)
- Remove large debris/graffiti as needed
- Landscape and Maintenance of sidewalks, alleys, parking lots, planters, tree wells, City Hall Park including:
 - Mulching (1x)
 - Installation of Annuals (1x)
 - Installation of Perennials (1x)
 - Grass Cutting (1x/week)
 - Weeding as needed
 - Watering (3-5x a week)
 - Pruning as needed
 - Fertilize - grass (2x), other plant materials (1x)

and,

WHEREAS: Six quotes were requested of which one quote was secured for this service, and Four Seasons was awarded the bid for the price of \$118,770; and

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

RESOLVED: The EDDDA authorizes the temporary landscape and maintenance contract with Four Seasons starting May 9, 2022-August 31, 2022, in an amount of \$118,770; furthermore, let it be

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

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent: Director Jay P. Kruz and Director Mustapha Hawily.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Proposed Sale of Outdoor Seating Platforms - EDDDA

Date Adopted: May 19, 2022

Motioned by: Chairperson Eric Woody

Seconded by: Vice Chairperson Matthew Dietz

- WHEREAS:** It is the goal of East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The EDDDA established an outdoor platform dining structure program for the purpose of additional seating for restaurants and bars in the district; and
- WHEREAS:** The EDDDA Board authorized a purchase from Unilock of up to \$7600 for one (8' x 40') outdoor seating platform from account # 297-6100-911-34-90; and
- WHEREAS:** One Outdoor Seating Platform was purchased for \$6,000 and installed for \$1,500 at the City Parking Lot at the southeast corner of Michigan and Williamson to be used by Good Burger and Koja Sushi; and
- WHEREAS:** Good Burger and Koja Sushi have decided they do not want to use the platform, and removal and storage of the platform will cost approximately \$1,500.00;
- WHEREAS:** The City of Dearborn Purchasing Department has indicated that the EDDDA may sell the platform through its Govdeals.com bidding process; and
- WHEREAS:** The Dearborn DDA Execute Committee has reviewed the sale program and terms, and recommends the sale of the platform for a minimum of \$3,500.00 through the City's Govdeals.com bidding process; so let it be
- RESOLVED:** The EDDDA Board authorizes a one year lease to Haraz Coffee with an option to buy at lease end, with a requirement that all permitting and approvals are complied with; let it be further
- RESOLVED:** The EDDDA Board authorizes the Manager of the DDAs to execute necessary contracts, contingent on City Council approval, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan, and Director Kamal Turfah.

No:

Abstained: Director Hamzah Nasser

Absent: Director Jay P. Kruz and Director Mustapha Hawily.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Proposed Sale of Outdoor Seating Platforms - WDDDA

Date Adopted: May 19, 2022

Motioned by: Director Jackie Lovejoy

Seconded by: Director Mohammed Hider

- WHEREAS:** It is the goal of East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The WDDDA established an outdoor platform dining structure program for the purpose of additional seating for restaurants and bars in the district; and
- WHEREAS:** The WDDDA Board authorized a purchase from Unilock of up to \$7600 for each (8' x 40') outdoor seating platform from account # 296-6100-911-34-90; and
- WHEREAS:** One Outdoor Seating Platform was purchased for \$5954 and installed for \$1,500 on Howard St. to be used by La Fork ; and
- WHEREAS:** La Fork has decided they do not want to use the platform, and removal and storage of the platform will cost approximately \$1,500.00;
- WHEREAS:** The City of Dearborn Purchasing Department has indicated that the WDDDA may sell the platform through its Govdeals.com bidding process;
- RESOLVED:** The Dearborn DDA Execute Committee has reviewed the sale program and terms, and recommends the sale of the platform for a minimum of \$3,500.00 through the City's Govdeals.com bidding process; so let it be
- RESOLVED:** The WDDDA Board approves to lease to District 12 for a three year lease with platform, planters and barricades with an option to buy at end of lease; further let it be
- RESOLVED:** The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, contingent on City Council approval, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan and Director Audrey A. Ralko

No:

Abstained:

Absent: Director Thomas L. Clark and Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

RAP GRANT_PEDESTRIAN ALLEY_RESOLUTION OF SUPPORT

Date Adopted: May 19, 2022

Motioned by: Director Zaineb Hussein

Seconded by: Chairperson Eric Woody

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) is committed to supporting business growth and stimulating the economy through planning, implementing and funding physical improvements and business assistance programs and projects within the district; and

WHEREAS: The EDDDA has established and allocated funds for Capital Improvement Project (M20017) for parking lot and alley improvements in the EDDDA with \$787,718 remaining in the fund balance for improvements; and

WHEREAS: The EDDDA has prioritized improving the pedestrian alley north of Michigan Avenue that runs from the Neckel to 5050 parking lots behind the Arab American National Museum (AANM) and Masri Clinic, shops and restaurants; and

WHEREAS: The EDDDA envisions creating a dynamic space for public gatherings, adjacent property owner usage, dining, culture, art and innovative programming. Adjacent businesses including the AANM, Adonis and Prime Eatery have all indicated the need for outdoor space opportunities due to COVID-19 impacts and consumer demand for safe, outdoor dining, cultural and innovative business services, programming and engagement; and

WHEREAS: The EDDDA is in the process of developing plans for the pedestrian alley improvements and intends to apply for the MEDC Revitalization and Placemaking Grant that requires a 50% match with the intention to complete the pedestrian alley project by Fall 2023 and no later than the required timeframe of the grant requirements; therefore, let it be

RESOLVED: That the EDDDA strongly supports applying for the MEDC Revitalization and Placemaking Grant due on June 3, 2022, for the pedestrian alley improvements that stimulate and grow the local economy, and the EDDDA commits the necessary 50% matching funds to match of the grant request not to exceed a total project cost of \$1, 575, 436 through its CIP M20017 project.

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Zaineb A. Hussein, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent: Director Jay P. Kruz and Director Mustapha Hawily.