



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

THURSDAY, MARCH 21, 2019

8:00 A.M. – 9:30 A.M.

Dearborn Administrative Center
16901 Michigan Avenue, Dearborn, MI

- I. Call to Order**
- II. Roll Call**
- III. Joint Meeting Chair for March 2019: Chairman Saionz**
- IV. Approval of the February 2019 Meeting Minutes**
- V. Treasurer's Report**
 - A. Receive & File Report**

Secretary Kruz & Secretary Van Noord

Finance/Treasurers

- VI. Discussion**
 - A. Business Incentives**
 - B. AANM Festival**
- VII. Action Items**
 - A. Joint Board Actions**
 - 1. Sculpture Initiative**
 - 2. Sponsor Policy**
 - 3. Michigan Avenue Banner Installation**
 - 4. Ladies Night Amendment – Radio Addition**
 - 5. FYE2020-22 Budget**
 - B. EDDDA Actions Only**
 - 1. Trash Receptacles**
 - 2. Tree Well Plan**
 - 3. Reimbursement for Supplies/Director Kruz**
 - C. WDDDA Actions Only**
 - 1. Farm to Table POS/Chamber Agreement**

- VIII. Committee Reports**
- IX. DDDA Executive Management Team Report & ECD Report**
- X. Call to Board of Directors**
- XI. Call to Audience**
- XII. Adjournment**

3 min./guest

AGENDA OVERVIEW

Action Items

Treasurer's Report

Both the EDDDA & WDDDA March 1, 2019 financial reports will be sent under separate cover.

DISCUSSION ITEMS

Business Incentives

Adding business incentives for both the East & West DDAs was previously identified as an objective in the Downtown Dearborn Transformational Strategies in both Image and Retail Innovation goals. Two types of incentives were identified, including a façade improvement program and a business location incentive. A façade improvement program will encourage beautification and improvements to the buildings in the districts in order to improve visitors' first impressions and create a more vibrant environment. A location incentive that targets specific types of businesses based on each district's needs will help to attract businesses by building confidence in the market and closing funding gaps. Both incentives will make Dearborn more competitive amongst other downtowns in the Metro Detroit area.

Attached is the proposed incentive program for the Dearborn DDAs. The Design/EV Committee has reviewed and discussed this over the last year, and Executive Management has put the finishing touches on the document. The Boards will need to commit funding each year to stimulate businesses, and this coming FYE2020 it was recommended to fund it \$40,000 which could provide an impact of up to 8 new businesses or façade improvements in each of the districts. The process for applicants will include a review with the Design/EV Committee prior to being recommended to the Board for approval. Applicants will have to follow design guidelines established by the DDDA for building improvements.

Design guidelines are currently being written and will be presented at April's meeting. The adoption of the business incentives will be recommended at the same time. In the meantime, the Boards should provide any comments or feedback so that we can make sure to consider those before final adoption.

AANM Festival

The Arab American National Museum has been meeting with Executive Management to discuss the potential of bringing a new event to East Downtown Dearborn in August 2020. They will introduce a new FREE-admission music, food, and art festival and are seeking a partnership with the East Downtown Dearborn Development Authority. Thanks to the generous support of the Knight Foundation and other supporters, the festival will be comprised of two days featuring Arab American contemporary/pop music performers, artist workshops, an artisan market, and local culinary vendors and food demonstrations, bringing the national and the local together, making East Dearborn a hub for Arab American art through creative placemaking. The target audience is a burgeoning national arts community of 18 to 35-year-olds who support and produce Arab American art. Their goal is, that by positioning East Downtown Dearborn as a home base for this and other exciting national programs, the local community will also benefit by discovering new artists and supporting more local businesses that surround the AANM in East Downtown Dearborn.

Executive Management and City of Dearborn recreation, police, fire, DPW and Sanitation recently met to discuss the logistical needs of event of this magnitude, and AANM will be pursuing in-kind donations of City and DDDA services. They also hope to find ways to incorporate local business involvement by working with the DDDA. The details of services and needs still are yet to be flushed out, but we thought it imperative to start the conversation early so that the event can be extremely successful. Attached is a presentation that Kathryn Grabowski will review briefly at the meeting to start this conversation of partnership.

They are looking to:

- Utilize City Hall Park in its entirety without disruption to feature an outdoor stage with audience seating for ongoing performances to occur between the hours of approx. 2pm- 10pm on August 15 and 16, 2020, beginning with setup on August 14 and ending with take-down on August 17, 2020.
- Close down Maple Street between Michigan Ave. & John Nagy Dr. on August 14, 15, and 16, 2020 to accommodate an Arab American outdoor vendor/food market as part of the festival
- Close down John Nagy Dr. up to the lines of the parking lot to allow for safe load-ins, load-outs, and storage while maintaining public parking access on August 14, 15, and 16, 2020
- Have full access to the municipal parking lot on John Nagy Dr. for ease of vendor load-ins and parking, accessible parking, and VIP parking
- Block off some parking space (amount TBD) in municipal lot behind the AANM
- Block off a designated alcohol sales/consumption zone in City Hall Park or on Artspace property (area TBD)

JOINT ACTIONS

Sculpture Initiative

This past year, the Dearborn Community Fund contracted with the Nordine brothers, who have local ties to Dearborn, to provide sculptures in both East & West Downtown Dearborn and at the Ford Community & Performing Arts Centers. These sculptures were planned for a two-year installation. Last year, the DDDAs both approved the first of the two year program, and the resolution attached authorizes the second year contribution of \$5900 each district. The Dearborn Community Fun plans to continue to reach out to schools with their iSpy Card promotion, as well as working with CDTV to put together a video series featuring the art. EmmaJean Woodyard will be at the Board meeting to discuss this initiative in detail and to share their interest in partnering on a future Art In Public Spaces/Cultural Plan that the DDDAs are interested in pursuing.

Sponsor Policy

At the request of the Boards, the Executive Management team has drafted a sponsorship policy to help the Boards best determine approving future sponsorships of other organizations' events, programs and marketing opportunities. Also included in this policy is how the DDDAs themselves will pursue sponsors to support its own programs and events. This helps set a standard in both directions.

Included in the attachments are a Sponsor-Provider Policy and a Sponsor-Seeker Policy.

Both policies seek to establish fair and transparent protocols regarding sponsorship opportunities. The need for two policies addresses the reality that the DDDAs will, at different times, play the role of sponsor-provider and that of sponsor-seeker.

The Sponsor-Provider Policy outlines the criteria and decision making process that the DDDAs will utilize when receiving sponsorship requests from other organizations.

The Sponsor-Seeker Policy outlines the criteria and decision making process that the DDDAs will utilize when approaching other organizations to serve as sponsors of the DDDAs.

The Boards reviewed these policies at the February 2019 Joint Board meeting to provide feedback, as well as they were given the opportunity to send any additional feedback within one week from the Board meeting. Adding language to the criteria regarding Public Act 57/DDA purpose and powers, and requesting organizations to provide marketing statistics on success of programs/events or market penetration were recommended by Board members and legal counsel. These modifications have been added.

Michigan Avenue Banner Installation

For the Shop Small promotion and holidays, DPW notified the DDDAs with only a one week window from the promotion that they would be unable to install the Michigan Avenue banners as they normally have done due to other fall services they were providing throughout the city. Therefore, the DDDAs needed to have an outside contractor provide the installation quickly in order to meet our marketing timeline. The Executive Management Team inquired with each of the DDDAs current landscaping and maintenance providers to see if they would be able to install these large banners on Michigan Avenue, which typically requires a lift in order to do this. WH Canon was the only one able to provide the service. A resolution is needed since this was outside of the scope of the current contract with WH Canon. The expense is \$1280 per district.

Ladies Night Addendum – Radio Advertising

In January, the Boards requested that radio advertising for Ladies Night with iHeart be brought back to the Boards for consideration after review of the proposal. Attached is the proposal. The commitment of \$5,000 would be equally split between the DDDAs. For the EDDDA, \$5689 is remaining in General Marketing. The WDDDA has \$11,459 remaining.

Budget FYE2020-22

Attached are the FYE2020-22 Budgets prepared for the DDDAs. The DDDAs need to approve the budgets to be presented to Council. After Council adoption in April, they will then return to the Boards for final adoption.

At the February Joint Board meeting, the Boards were presented with draft budgets for review and discussion.

Revenues

As previously noted, the Boards are in need of increasing and diversifying their revenue streams for long-term sustainability. The DDDAs' major source of revenue is Tax Increment Financing. It has been encouraged by Executive Management to diversify funding so that the DDDAs are not solely reliant on TIF to grow and manage the districts, as well as maintaining current level of services. Increasing sponsorship revenue is one source that is growing and continues to be projected for future years, but will require Board member involvement to grow this substantially. Grants are encouraged but are

usually tied with a specific project or program; therefore, these cannot be a guaranteed source of funds until the grant is actually awarded.

The other funding source that has been explored over the last year is a Principal Shopping District assessment. A PSD can be assessed to provide for things such as downtown management, marketing, promotions, beautification, maintenance and security. PSDs do not invest in infrastructure and developments. A PSD can be established for the same boundaries of a DDA or different boundaries. A PSD can be assessed in different ways, but across the State in many other communities it is assessed on the square footage of the properties within the district. It was recommended that the PSD be structured to bring in a minimum of \$150,000 annually per district. Included in the packet are details on what that assessment projection could be for a property. Properties are capped at \$10,000 annually by State law.

A 2 Mill Levy is another source of funding available to DDAs to implement, which are levied against the taxable value of the properties within the DDA districts. These are generally used for operations and management. The projected income from a 2 Mill Levy for either district is @\$45,000. Again, projections for a property are included in the packet.

Expenses

Also as previously noted, both DDDA budgets will continue to see the collaborative efforts on programs, marketing and events for Downtown Dearborn, as well as the distinct projects that each district needs independently to stimulate growth.

Across the boards:

- Adding a social media fund line item to put all social media advertising expenditures from events and general marketing in this line item as opposed to with the individual event budgets. This is to ease financial reporting. All event budgets were then adjusted accordingly.
- Same as above applies for printing.
- Consolidated website hosting expenses for downtowndearborn.org and dearbornrestaurantweek.com into one line item. We are discontinuing service for the individual DDDA pages and have redirected those to downtowndearborn.org.
- Continuing investment in new holiday décor to fully cover areas throughout the districts.
- Landscape costs reflect the current contracts with WH Canon (EDDDA) and Fairlane Grounds (WDDDA). Contracts are set to renew in May 2020. (In FYE2021, it is recommended to increase WH Canon's contract for watering and litter purposes, although this budget will not reflect this until the contract is renewed.) In addition to this we have budgeted for some additional landscaping needs in areas that need attention for both districts.
- Separated streetpole banners from General Marketing line item for clarity.
- Big Read is projected for FYE2020 and 2022 (every other year).
- Continuing investment in Art Month at the current rate, as well as a more significant investment in community art initiatives as a long-range plan. To that note, an Art in Public Spaces Plan is recommended for the districts to develop a formal plan for what art, where and an investment schedule. This should then inform our annual budgets for community art investments.
- A comprehensive Vision Plan is needed for the DDDAs and Downtown Dearborn as a whole. This has been budgeted for this current fiscal year, but may need to overlap fiscal years.
- Holiday promotions/WinterFest – goal is to grow this to a Campus Martius style event/program within five years.

- Added an Event for the WDDDA by moving Tunes at Noon to Wagner Place; and the EDDDA changing Tunes at Noon to an evening music event from June-July so that there is continuous music throughout the summer.
- The Shop Small program is investigating an APP that can be used for coupon-usage for the district and consumer incentives.
- In the future, although not specified in the three-year budget yet until we have more detail on potential costs, the DDDAs should plan to invest in:
 - Wayfinding (2021)
 - Entry Signs
 - Pedestrian Directionals
 - Visitor Info Boards
 - Business Development & Recruitment Efforts
 - Pop Up Shop takeovers (lease a property or purchase)
 - Chariot – Inter Shuttle
 - Redevelopment & Property Tours & Marketing
 - Business Location Incentives

WDDDA

Specifically for the WDDDA

- Continue to invest in Business Development and Physical Improvements items such as
 - Connector Streetscapes
 - Michigan Avenue Streetscape
 - Wagner Place/Event Festivities Design Plan
 - W. Village Commons Plaza Redesign
 - Farmers Market Shell/Shed
 - Public Space Amenities, ie: Mobile Charging Spots
 - Development Infill

EDDDA

Specifically for the EDDDA

- Continue to invest in Business Development and Physical Improvements items such as
 - AANM Alley Improvements
 - Mural Parklet Improvements
 - Parking Lot Improvements/ Alley/Wall /Parking lot entry walls/markers
 - Raised Tree Wells – Michigan Avenue – Sidewalk Café areas
 - Landscaping improvements in parking lots and other key areas; trees on Schaefer
 - City Hall Park Improvements
 - Trash Cans
 - Window Art Displays

However, at the Executive Committee meetings this past week, both committees are recommending the following changes:

The WDDDA

Revenue

Do not institute a Principal Shopping District (PSD) assessment due to the fact that there will be two other City assessments coming online this year. Originally projected for FYE2021 and 22 at \$150,000, this removal then causes a deficit by FYE2022. Therefore, reductions in expenditures and an increase in sponsor revenue will be necessary to maintain the recommended minimum fund balance of 10%. The Executive Committee requested an analysis of events, their income projections and priority to the district. The Boards could require that all events must be self-funded without TIF dollars, as an option, but this will be challenging to ramp up sponsor efforts that quickly for FYE2020. However, please be aware that cutting these items doesn't necessarily improve the bottom line because many of these events currently do bring in sponsor revenue and participant fees, so eliminating them means eliminating that funding stream as well. Executive Management recommends at a minimum instituting the 2 Mill Levy given the increase in landscape, maintenance and snow removal services over the last year. In particular, snow removal is a service that most DDAs across the State do not provide without assessing an additional fee.

Expenses

The WDDDA Executive Committee recommends reviewing its line-up of events and determining what is a priority, as well as what has a greater possibility of funding.

Suggested areas in which to reduce spending include:

FUND ITEM	FYE2020 ORIGINAL PROPOSAL	FYE2020 BUDGET CHANGE	RECOMMENDATION REDUCTION	2020 REDUCTIONS	2021 REDUCTIONS	2022 REDUCTIONS
Branding	\$120,000	80,000	Adjusted/ Eliminates Possibility to add to Task 6 or Wayfinding	\$ 40,000.00		
General Marketing & Banners	\$20,000	10,000	Reduces by 50%	\$ 10,000.00	\$10,000.00	\$10,000.00
Dearborn Community Fund Sculpture Initiative	\$6,000	-	Eliminate – Pending Art Plan – Pursue Grants	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Henry Ford Promotion Pkg	\$5600	-	Pursue in-kind partnership	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
Other Community Development	\$2000	-	Eliminate Outside Sponsorships	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Metro Mode/Issue	\$24,000	12,000	Reduce FYE2020/Remove FYE2021-22	\$ 12,000.00	\$24,000.00	\$24,000.00
Big Read	\$1,000	1,000	Remove 2022			\$ 1,000.00

Art Projects	\$5000	\$1000	deleted \$4000 annually OR/ only if granted or sponsored	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Snow Removal	\$45,000	20,000	reduced to only cover public sidewalks around parking lots and decks.	\$ 25,000.00	\$25,000.00	\$25,000.00
REDUCTIONS TOTAL				\$ 104,600.00	\$76,600.00	\$77,600.00

The EDDDA

Revenue

The Executive Committee recommends instituting the 2 Mill Levy instead of the PSD.

It was already projected that the EDDDA needs to increase sponsor revenue, therefore identifying other “sponsorable” opportunities is necessary, as well as active Board involvement in the solicitation of sponsors.

Expenses

The Executive Committee recommends the following areas in which to reduce spending:

- i. Jazz on the Ave \$55K - Open to sponsors covering event. DDA cannot sustain this cost.
- ii. Metro Mode \$24K
- iii. Bldg. Incentive \$40k

After further review of the branding contract with Octane, and what may be priorities of outcomes from the branding initiative, the FYE2020 for branding can be reduced by \$40,000 down to \$80,000 each district, which will cover the remainder of the contract, plus some minor additions to Task 6 if the campaign strategy recommends and the Board feels important to add. What would not be able to be started in FYE2020 is wayfinding. This would be a multi-year project anyways, and best to defer at this point until more details are available on what is needed.

EDDDA ACTIONS ONLY

Trash Receptacles

The Design/EV Committee identified through the street inventory analysis that the one of the most needed amenities in the EDDDA is trash receptacles. Board member Cislo volunteered her time to identify the quantity and locations of needed receptacles, which in her analysis was 25 units along Michigan Avenue and Schaefer Road. It is recommended to go with a unit that is durable, heavy enough or the capabilities of bolting down so they don’t “walk” away, and consistent through the district. This could also be an opportunity to support sustainable measures by using recycled metal, and/or to support the arts and culture of the district by either adding an artistic touch to them or pop of color. There are approximately 7 black iron traditional receptacles in storage that need powder coating or cleaning, and the EDDDA has \$10,958 remaining in its budget for streetscape amenities. Typically trash receptacles range between \$800-\$1500 depending on size, style, material and shipping. Executive Management would like to hear the Board’s preference in style, design and materials, and then will proceed with securing the trash receptacles. Resolution is attached.

Tree Well Removal Plan

Attached is the final tree well removal plan for Michigan Avenue in order to encourage more opportunities for sidewalk cafes. These can be pursued when a business indicates interest or in conjunction with a new development or as a recruitment tool for a business. The attached document notes the planter removal options that vary along the corridor for East Downtown Dearborn. The cost opinions provided are based on aerial measurements and may be more or less depending on actual field measurements, current site conditions or unknown utility infrastructure. These also vary depending on the location.

Tying this together with the business incentive program (which will be discussed at the Board meeting and is attached), will be the most efficient, effective and consistent way to authorize this expenditure in the future for the EDDDA with interested businesses. The EDDDA has \$7,706 remaining in business incentives this fiscal year, but if budgeted for FYE2020, there will be up to \$40,000 that businesses could apply for to encourage cafes.

WDDDA ACTIONS ONLY

Farm to Table Point of Sale System (POS)

Executive Management met with the Dearborn Area Chamber of Commerce to discuss the possibility of partnering with the Farm to Table event to use of the Chamber's Point of Sale System (POS) in order to accept payments for both tickets and auction items. The Chamber has agreed to provide a link on their website in order for interested parties to purchase tickets for the event. The Chamber is providing the WDDDA with the POS systems to use on the ground at the event for auction sale items. In exchange for the services, the WDDDA will reimburse all processing fees associated with the sale of tickets from their website, and donated auction items from the event, in addition to 5% of total sales processed through their system for both online ticket sales and donated auction item sales at the event. This will not include sales from items sold by Sports Auction Items, nor sales that are received via check or sponsors.

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
FEBRUARY 21, 2019
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

JOINT EAST & WEST : Mark Guido, Mayor Jack O'Reilly

EAST DDDA : Scott Saionz, Jay Kruz, Judith McNeeley, Kamal Turfah,
Janice Cislo, Mary O'Bryan (left at 10:10am)

WEST DDDA : Sam Abbas, Thomas Clark, John McWilliams,
Jackie Lovejoy (by phone), Karen Nigosian
Doug Van Noord (arrived at 8:20am, left at 9:56am)

MEMBERS ABSENT

EAST DDDA : Joseph Bojovic, Dan Merritt

WEST DDDA : James Jernigan, Audrey Ralko, Mohammed Hider

NON-MEMBERS PRESENT

CITY OF DEARBORN : Licia Yangouyian (Law), Maria Buffone (Finance), Laura
Freeman (Council), Maryann Zelasko (ECD), Cristina
Sheppard-Decius (DDDA), Jean Smith (DDDA), Ellen
Goedert (DDDA), Teresa Duhl (DDDA).

OTHERS : Brian Boyle (Issue Media Group/Metromode)

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at approximately 8:09am.

II. Roll Call

EDDDA: Secretary-Treasurer Jay Kruz called the roll of Board members. A quorum was Present.

WDDDA: Chair Sam Abbas called the roll of Board members. A quorum was present.

III. Joint Meeting Chair for February 2019: Sam Abbas

IV. Approval of the January 2019 Meeting Minutes

EDDDA: The minutes from the January 17, 2019 Joint Board meeting were presented for approval. Director Mark Guido motioned to approve. Secretary-Treasurer Jay Kruz seconded. Passed by unanimous vote.

WDDDA: The minutes from the January 17, 2019 Joint Board meeting were presented for approval. Director Mark Guido motioned to approve. Director Karen Nigosian seconded. Passed by unanimous vote.

V. Treasurer's Report

A. Receive & File Report

EDDDA: Maria Buffone from Finance reviewed the financial statement dated February 1, 2019. Revenue to date totaled \$783,865. Expenditures to date totaled \$230,879. The current cash position equals \$1,598,615, and it is estimated that the EDDDA's cash position at the end of the fiscal year will be \$550,983. Per Chairperson Scott Saionz, the Treasurer's Report was received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated February 1, 2019. Revenue to date totaled \$706,641. Expenditures to date totaled \$333,251. The current cash position equals \$1,068,082, and it is estimated that the WDDDA's cash position at the end of the fiscal year will be \$364,278. Per Chairperson Sam Abbas, the Treasurer's Report was received and filed.

VI. Presentation: Dearborn 2018 Impact Report by Metromode

Presented by Brian Boyle of Issue Media Group. Presentation included slides to illustrate the impact, outreach, and viewership of 2018 Metromode articles and media focused on Dearborn. For a full report, see the board packet attachment.

VII. Action Items

A. Joint Action Items

1. Metromode Contract Renewal

EDDDA: The EDDDA Board approved allocating \$12,000 from Community Promotions account 297-6100-911-51-00 for a media contract with Issue Media Group/Metromode for a contract running March 1, 2019 - August 31, 2019, with the option of two three-month renewals at \$6,000 each; and that the EDDDA Executive Director be authorized to execute and sign the contract agreement; subject to review and approval by Corporation Counsel. Director Mary O'Bryan motioned to approve. Director Kamal Turfah seconded. Passed by unanimous vote.

WDDDA: The WDDDA Board approved allocating \$12,000 from Community Promotions account 296-6100-911-51-00 for a media contract with Issue Media Group/Metromode for a contract running March 1, 2019 - August 31, 2019, with the option of two three-

month renewals at \$6,000 each; and that the WDDDA Executive Director be authorized to execute and sign the contract agreement; subject to review and approval by Corporation Counsel. Mayor Jack O'Reilly motioned to approve. Director John McWilliams seconded. Passed by unanimous vote.

2. Snow Removal- Additional Funds

EDDDA: The EDDDA Board authorizes an additional \$15,000 to the snow removal services budget 297-6100-911-34-90 for contracted services for the 2018-2019 winter season. Final payment for services will be contingent upon Premium Lawn's (contractor) repair of damaged fencing and public property in the WDDDA district.

Director Kamal Turfah motioned to approve. Secretary-Treasurer Jay Kruz seconded. Passed by unanimous vote.

WDDDA: The WDDDA Board authorizes an additional \$15,000 to the snow removal services budget 296-6100-911-34-90 for contracted services for the 2018-2019 winter season. Final payment for services will be contingent upon Premium Lawn's (contractor) repair of damaged fencing and public property in the WDDDA district.

Mayor Jack O'Reilly motioned to approve. Secretary-Treasurer Doug Van Noord seconded. Passed by unanimous vote.

3. Amended Dearborn Restaurant Week Resolution

EDDDA: In January. the EDDDA board authorized sharing expenditures equally with the WDDDA related to Dearborn Restaurant Week with the following service providers: Hallarsen Group, iHeart Media, Times Herald, Outfront Billboards, Got Print, Beshara Printing, Malko Media, and Metro Times. The EDDDA now approves changes in line items within the same total budget. Secretary-Treasurer Jay Kruz motioned to approve. Director Jan Cislo seconded. Motion passed by unanimous vote.

WDDDA: In January. the WDDDA board authorized sharing expenditures equally with the EDDDA related to Dearborn Restaurant Week with the following service providers: Hallarsen Group, iHeart Media, Times Herald, Outfront Billboards, Got Print, Beshara Printing, Malko Media, and Metro Times. The WDDDA now approves changes in line items within the same total budget. Director Mark Guido motioned to approve. Director Tom Clark seconded. Motion passed by unanimous vote.

4. Executive Management Contract

EDDDA: The EDDDA Board of Directors authorizes the EDDDA Chairperson to execute a contract with POW! Strategies, Inc. for executive director services extended through December 31, 2019. The contract is subject to the review and approval of Corporation Counsel. Director Kamal Turfah motioned to approve. Director Judith McNeeley seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA Board of Directors authorizes the WDDDA Chairperson to execute a contract with POW! Strategies, Inc. for executive director services extended

through December 31, 2019. The contract is subject to the review and approval of Corporation Counsel. Mayor Jack O'Reilly motioned to approve. Director Tom Clark seconded. Motion passed by unanimous vote.

B. EDDDA Actions Only

1. Artspace Loan Extension

The EDDDA authorizes the EDDDA chairperson to execute a consent document for the Artspace/IFF loan modification agreement, revising the loan maturity date to June 1, 2019, subject to review and approval by the Corporation Counsel. Mayor Jack O'Reilly motioned to approve. Director Kamal Turfah seconded. Motion passed by unanimous vote.

2. Free Comic Book Day Sponsorship

The EDDDA approved an amount not to exceed \$1,000.00 from the Community Promotions budget account, 297-6100-911-51-00 in support of Green Brain Comics' Free Comic Book Day to be held on May 4, 2019. The money provided by the EDDDA will be used to promote the EDDDA and the EDDDA will be listed as a sponsor in all promotional materials. Director Mark Guido motioned to approve. Director Judith McNeeley seconded. Motion passed by unanimous vote.

C. WDDDA Actions Only- None

VIII. Discussion

A. Sponsorship Policy

Teresa Duhl and Cristina Sheppard-Decius presented Sponsorship Policy for Board review. Voting on policy to occur at future board meeting.

B. FYE 2020-22 Budget Draft

Cristina Sheppard-Decius and Maria Buffone presented FYE 2020-22 Budget Draft for Board review. Voting on budget to occur at future board meeting.

IX. Committee Reports

A. Promotions/Organization Updates

Chairperson Sam Abbas elected to postpone committee updates until the March 2019 Board meeting.

B. Design/Economic Vitality

Chairperson Sam Abbas elected to postpone committee updates until the March 2019 Board meeting.

X. DDDA Executive Management Team Report & ECD Report

Cristina Sheppard-Decius highlighted changes in reporting under PA 57, the Michigan Downtown Association Conference, and the Business Owners and Property Owners Roundtable. For more details, see information provided in Board Packet.

XI. Call to Board of Directors

None.

XII. Call to Audience

None.

XIII. Adjournment

Motion to adjourn meeting made by Secretary-Treasurer Jay Kruz. Seconded by Director Mark Guido. Motion passed by unanimous vote. Meeting adjourned at 10:43am.

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA

Doug Van Noord, Secretary-Treasurer, WDDDA

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
EAST DEN DOWNTOWN DEV AUT										
297-0000-311.40-00	DEVELOPMENT AUTHORITIES	778,374-	796,145-	812,867-	812,867-	668,967-	810,535-	829,990-	849,910-	870,310-
297-0000-330.05-14	LOC COMM STABIL SHARE APP	21,979-	0	0	0	23,733-	23,733-	23,740-	23,740-	23,740-
297-0000-361.10-05	INTEREST-CURRENT	10,246-	18,257-	17,621-	17,621-	12,045-	30,155-	31,218-	31,506-	31,802-
297-6100-365.90-00	DONATIONS FROM PRIV SOURC	15,761-	22,965-	75,000-	75,000-	35,870-	75,000-	85,000-	95,000-	95,000-
297-6100-369.90-00	OTHER	0	0	0	0	0	0	14,205-	164,205-	181,910-
297-0000-391.91-01	CONTRI FROM GENERAL FUND	0	35,681-	72,840-	72,840-	48,560-	72,840-	11,310-	11,310-	11,310-
*		826,360-	873,048-	978,328-	978,328-	789,175-	1,012,263-	995,463-	1,175,671-	1,214,072-
**	REVENUE	826,360-	873,048-	978,328-	978,328-	789,175-	1,012,263-	995,463-	1,175,671-	1,214,072-
297-6100-911.10-20 WAGES, PART TIME/SEASONAL										
*	Salary,Wages,Allowance	67,278	51,593	0	505	505	505	0	0	0
297-6100-911.22-00	FICA/MEDICARE, CITY SHARE	5,147	3,947	0	39	39	39	0	0	0
297-6100-911.26-00	WORKERS COMP CONTRIB.	43	33	0	0	0	0	0	0	0
*	Personnel Svcs-Benefits	5,190	3,980	0	39	39	39	0	0	0
297-6100-435.34-40 BUILDING DEMOLITION SERV										
297-2972-463.34-90	OTHER SERVICES	0	0	0	2,522	0	2,522	0	0	0
297-6100-911.30-40	AUDIT SERVICE	694	772	763	763	8,514	72,840	11,310	11,310	11,310
297-6100-911.30-90	OTHER PROF. SERVICES	2,061	150	1,500	1,365	100	1,490	800	800	800
297-6100-911.34-90	OTHER SERVICES	61,872	133,045	307,950	337,406	147,533	337,406	399,856	382,616	372,616
*	Services-Prof&Contractual	64,627	167,570	383,053	414,896	156,910	415,021	411,966	394,726	384,726
297-6100-911.43-82 COPIERS R & M										
*	Repair & Maint Services	147	58	250	375	181	375	375	375	375
297-6100-911.44-10 BUILDING RENTAL										
*	Rentals	24,740	25,000	11,000	11,010	8,198	11,010	11,010	11,010	11,010
297-6100-435.45-10	ARCHITECT/ENGINEER SVC	1,700	4,250	0	60,256	0	60,256	0	0	0
297-6100-435.45-20	CONSTRUCTION CONTRACTOR	0	25,180	0	137,785	0	137,785	0	0	0
*	Construction Expenses	1,700	29,430	0	198,041	0	198,041	0	0	0
297-6100-911.51-00 COMMUNITY PROMOTION										
*	Community Promotion	123,956	154,922	266,280	316,280	113,348	316,280	346,980	250,980	250,180

WEREFB

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
297-6100-911.52-10	GENERAL INSURANCE	1,370	3,255	4,110	4,110	2,736	4,110	6,260	6,540	6,830
*	Insurance & Bonds	1,370	3,255	4,110	4,110	2,736	4,110	6,260	6,540	6,830
297-6100-911.53-00	COMMUNICATIONS, TELE SERV	1,240	720	850	850	71	65	0	0	0
*	Communications	1,240	720	850	850	71	65	0	0	0
297-6100-911.58-10	STAFF TRAINING & TRAN EXP	2,624	3,310	4,500	4,500	685	4,500	3,500	3,500	3,500
*	Training & Transportation	2,624	3,310	4,500	4,500	685	4,500	3,500	3,500	3,500
297-6100-911.60-10	OFFICE SUPPLIES	306	642	3,450	3,450	433	3,450	4,125	4,125	4,125
297-6100-911.60-20	POSTAGE	0	4	100	100	61	100	100	100	100
297-6100-911.61-90	EQUIPMENT - NON CAPITAL	0	1,720	500	500	0	500	3,500	3,500	3,500
297-6100-911.62-40	PLANTING MATERIALS	0	7,057	12,000	12,000	8,100	12,000	30,000	30,000	30,000
*	Supplies & Materials	306	9,423	16,050	16,050	8,594	16,050	37,725	37,725	37,725
297-6100-435.68-80	LICENSES, FEES & PERMITS	0	0	100	100	0	100	0	0	0
297-6100-911.65-00	MEMBERSHIPS	663	413	1,190	1,190	338	1,190	1,190	1,190	1,190
297-6100-911.66-00	REFERENCE MATERIALS	28	28	100	100	0	100	0	0	0
297-6100-911.68-80	LICENSES, FEES & PERMITS	0	0	300	300	0	300	300	300	300
297-6100-911.68-90	OTHER OPERATING EXPENSE	502,757	536,989	1,250	1,250	0	1,250	15,455	15,455	15,455
*	Other Expenses	503,448	537,430	2,940	2,940	338	2,940	16,945	16,945	16,945
297-6100-980.92-75	BROWNFIELD FUND	465,013	464,566	475,250	475,250	0	464,100	475,240	486,650	498,330
*	Transfers Out	465,013	464,566	475,250	475,250	0	464,100	475,240	486,650	498,330
297-6100-435.98-00	UNDISTRIBUTED APPROP	0	0	0	62,345	0	62,345	0	0	0
*	Undistributed Appropriat	0	0	0	62,345	0	62,345	0	0	0
**	EXPENDITURE	1,261,639	1,451,257	1,164,283	1,507,191	291,605	1,495,381	1,310,001	1,208,451	1,209,621
***	EAST DEN DOWNTOWN DEV AUT	435,279	578,209	185,955	528,863	497,570-	483,118	314,538	32,780	4,451-

PREPARED 03/09/2019, 6:19:54 PROGRAM: GM257U CITY OF DEARBORN, MICHIGAN		2019 TRIAL BALANCE AS OF 03/31/2019		PAGE 1
FUND 297 EAST DBN DOWNTOWN DEV AUT ACCOUNT DESCRIPTION		ACCOUNTING PERIOD	09/2019	
ACCOUNT	DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE	
101 00 00	CURRENT ASSETS / EQUITY IN POOLED CASH	1,557,976.07		
115 01 00	A/R / MUNICIPAL INVOICES	4,820.00		
170 03 00	OTHER / LT LOANS/NOTE RECEIVABLE	177,034.75		
199 00 00	REVENUE / REVENUE SUMMARY		789,174.98	
202 00 00	CURRENT LIABILITIES / VOUCHERS PAYABLE		9,113.50	
244 00 00	FUND EQUITY / RESERVE FOR ENCUMBRANCES		279,804.14	
249 00 00	FUND EQUITY / FUND BALANCE		1,233,147.18	
251 00 00	FUND EQUITY / ENCUMBRANCE SUMMARY	279,804.14		
252 00 00	FUND EQUITY / EXPENDITURE SUMMARY	291,604.84		
	FUND TOTALS	2,311,239.80	2,311,239.80	
	FUND IS IN BALANCE			

INDEX TO FUND BALANCES

FUND	FUND NAME	PAGE
297	EAST DEN DOWNTOWN DEV AUT	1

PROGRAM: GM152L
CITY OF DEARBORN, MICHIGAN

REPORT INCLUDES UNPOSTED AMOUNTS

ACCOUNT NUMBER		P.O. NUM		ENC DATE		VENDOR#		PROJECT		ENCUMBRANCE		LIQUIDATED		OUTSTANDING	
										AMOUNT		AMOUNT		AMOUNT	
19	297-2972-463.34-90	094909	07/01/18	0008447	W H CANON INC					13,388.00		8,514.00		4,874.00	
19	297-6100-435.45-10	E08006	07/01/18	0011457	REDICO HOLDINGS LLC		A55000			16,831.06				16,831.06	
19	297-6100-435.45-20	E08006	07/01/18	0011457	REDICO HOLDINGS LLC		A55000			137,146.84				137,146.84	
19	297-6100-911.34-90	094106	07/02/18	0013969	POW STRATEGIES INC					68,515.54		60,607.47		7,908.07	
		094712	07/02/18	0014620	TANNER FRIEDMAN					21,666.00		20,107.50		1,558.50	
		094909	10/05/18	0008447	W H CANON INC					51,607.00		28,020.00		23,587.00	
		095666	08/16/18	0012585	CAMPBELL'S CLEANING CO LLC					900.00		450.00		450.00	
		096023	11/06/18	0014938	PREMIUM LAWN SOLUTIONS					45,000.00		28,097.50		16,902.50	
					ACCOUNT TOTAL					187,688.54		137,282.47		50,406.07	
19	297-6100-911.44-10	095726	08/29/18	0011937	ARTSPACE PROJECTS INC					10,107.50		7,295.00		2,812.50	
19	297-6100-911.51-00	095163	07/01/18	0015265	OCTANE DESIGN INC					50,143.50		16,563.14		33,580.36	
		095789	09/14/18	0015201	ROCKET COPY PRINT SHOP INC					485.00		385.00		100.00	
		095790	09/14/18	0014946	BESHARA					566.50		323.25		243.25	
		095843	09/28/18	0015236	BRIGHT SKY CREATIVE LLC					800.00				800.00	
		095861	09/28/18	0014993	IHEART MEDIA					3,750.00		3,744.00		6.00	
		096011	11/02/18	0014946	BESHARA					573.25		569.75		3.50	
		096124	12/20/18	0013744	BAMBOOZLES					25.00		20.00		5.00	
		096292	02/13/19	0091454	ALEXANDER ZONJIC					21,250.00				21,250.00	
		096296	02/13/19	0015532	M CANTINA					150.00				150.00	
		096315	02/22/19	0014589	MALKOMEDIA LLC					500.00				500.00	
		096316	02/22/19	0010373	THE HENRY FORD					5,600.00				5,600.00	
		096330	02/26/19	0015236	BRIGHT SKY CREATIVE LLC					120.00				120.00	
		096333	02/26/19	0012983	HARBOR HOUSE PUBLISHERS					1,237.50				1,237.50	
					ACCOUNT TOTAL					85,200.75		21,605.14		63,595.61	
19	297-6100-911.53-00	095641	08/13/18	0013538	AT&T / SBS					120.00		31.94		88.06	
		095642	08/13/18	0004412	SPRINT					150.00				150.00	
					ACCOUNT TOTAL					270.00		31.94		238.06	
19	297-6100-911.62-40	094909	10/05/18	0008447	W H CANON INC					12,000.00		8,100.00		3,900.00	
					FUND TOTAL					462,632.69		182,828.55		279,804.14	
					GRAND TOTAL					462,632.69		182,828.55		279,804.14	

ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
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PROJECT NAME: A55000 East Dearborn Development MANAGER: Barry Murray SPONSOR: UNKNOWN

297-6100-435.34-40 BUILDING DEMOLITION SERV	304,326.00	.00	304,325.83	.00	.00	.00
297-6100-435.43-00 REPAIR & MAINTENANCE	.00	.00	.00	.00	.00	.00
297-6100-435.45-10 ARCHITECT/ENGINEER SVC	50,604.00	16,831.00	33,770.94	.00	16,831.06	.06-
297-6100-435.45-20 CONSTRUCTION CONTRACTOR	816,269.00	137,147.00	679,118.79	.00	137,146.84	.16
297-6100-435.45-30 ENGINEERING & INSP SERV	55,321.00	.00	55,320.65	.00	.00	.00
297-6100-435.68-24 SETTLEMENTS EXPENSE	81,500.00	.00	81,500.00	.00	.00	.00
297-6100-435.98-00 UNDISTRIBUTED APPROP	.00	.00	.00	.00	.00	.00
297-6100-911.30-90 OTHER PROF. SERVICES	13,310.00	.00	13,309.89	.00	.00	.00
297-6100-911.34-90 OTHER SERVICES	318,156.00	.00	318,155.51	.00	.00	.00

EXPENSE TOTAL	1,639,486.00	153,978.00	1,485,501.61	.00	153,977.90	.10
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FUND 297 TOTAL	1,639,486.00	153,978.00	1,485,501.61	.00	153,977.90	.10
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PROJECT TOTAL	1,639,486.00	153,978.00	1,485,501.61	.00	153,977.90	.10
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ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE

PROJECT NAME: M20006 E Dbn Pkg Master Dsgn Pln MANAGER: Barry Murray SPONSOR: UNKNOWN

297-6100-435.45-10	334,199.00	42,670.00	291,528.02	.00	.00	42,670.00
ARCHITECT/ENGINEER SVC						
297-6100-435.45-20	50,000.00	638.00	49,362.00	.00	.00	638.00
CONSTRUCTION CONTRACTOR						
297-6100-435.45-30	101.00	.00	100.50	.00	.00	.00
ENGINEERING & INSP SERV						
297-6100-435.98-00	5,694.00	5,694.00	.00	.00	.00	5,694.00
UNDISTRIBUTED APPROP						
EXPENSE TOTAL	389,994.00	49,002.00	340,990.52	.00	.00	49,002.00
FUND 297 TOTAL	389,994.00	49,002.00	340,990.52	.00	.00	49,002.00
PROJECT TOTAL	389,994.00	49,002.00	340,990.52	.00	.00	49,002.00

ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
PROJECT NAME: M20017 EDDDA Prking Lot Reconstr MANAGER: Michael Bewick, Exec Dir SPONSOR: N/A						
297-6100-911.68-90	.00	.00	.00	.00	.00	.00
OTHER OPERATING EXPENSE						
EXPENSE TOTAL	.00	.00	.00	.00	.00	.00
FUND 297 TOTAL	.00	.00	.00	.00	.00	.00
PROJECT TOTAL	.00	.00	.00	.00	.00	.00

ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
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PROJECT NAME: Q99999 Street Infrastr Reserve MANAGER: Reserve for Future Use SPONSOR: UNKNOWN

297-6100-435.98-00 .00 .00 .00 .00 .00 .00

UNDISTRIBUTED APPROP

EXPENSE TOTAL .00 .00 .00 .00 .00 .00

FUND 297 TOTAL .00 .00 .00 .00 .00 .00

PROJECT TOTAL .00 .00 .00 .00 .00 .00

ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
PROJECT NAME: Z77100 Michigan Main Street Prgm MANAGER: Michael J Boettcher SPONSOR: N/A						
297-6100-365.90-00	.00	.00	100.00	.00	.00	.00
DONATIONS FROM PRIV SOURC						
REVENUE TOTAL	.00	.00	100.00	.00	.00	.00
FUND 297 TOTAL	.00	.00	100.00	.00	.00	.00
PROJECT TOTAL	.00	.00	100.00	.00	.00	.00

PREPARED	3/09/19,	6:20:36	CITY OF DEARBORN, MICHIGAN				PAGE	6
PROGRAM	DM189L		PROJECT BUDGET REPORT FOR F/Y 2019 FUND 297 PROJECT				ALL ACTIVE ONLY	
ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE		

PROJECT NAME: Z77620 Artspace Endeavor	MANAGER: Michael Bewick, Exec Dir		SPONSOR: UNKNOWN					
297-0000-330.01-90	140,000.00	.00	140,000.00	.00	.00	.00		
OTHER								
297-0000-391.92-76	.00	.00	.00	.00	.00	.00		
DESIGNATED PURPOSES FUND								
297-6100-330.01-90	166,832.00	.00	166,832.00	.00	.00	.00		
OTHER								
297-6100-365.90-00	345,000.00	.00	345,000.00	.00	.00	.00		
DONATIONS FROM PRIV SOURC								
REVENUE TOTAL	651,832.00	.00	651,832.00	.00	.00	.00		
=====								
297-6100-435.30-90	346,875.00	.00	346,875.00	.00	.00	.00		
OTHER PROF. SERVICES								
297-6100-435.34-40	169,354.00	2,522.00	166,832.00	.00	.00	2,522.00		
BUILDING DEMOLITION SERV								
297-6100-435.45-10	155,006.00	755.00	154,250.00	.00	.00	755.00		
ARCHITECT/ENGINEER SVC								
297-6100-435.68-80	1,350.00	.00	1,350.00	.00	.00	.00		
LICENSES, FEES & PERMITS								
297-6100-435.98-00	56,651.00	56,651.00	.00	.00	.00	56,651.00		
UNDISTRIBUTED APPROP								
297-6100-911.30-90	17,500.00	.00	17,500.00	.00	.00	.00		
OTHER PROF. SERVICES								
297-6100-911.34-90	56,500.00	.00	56,500.00	.00	.00	.00		
OTHER SERVICES								
297-6100-911.51-00	2,928.00	.00	2,927.37	.00	.00	.00		
COMMUNITY PROMOTION								
297-6100-911.58-10	1,269.00	.00	1,269.12	.00	.00	.00		
STAFF TRAINING & TRAN EXP								
EXPENSE TOTAL	807,433.00		747,503.49	.00	.00	59,928.00		
=====								
FUND 297 TOTAL	1,459,265.00		1,399,335.49	.00	.00	59,928.00		
=====								
PROJECT TOTAL	155,601.00	59,928.00	95,671.49	.00	.00	59,928.00		
=====								

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
WEST DEN DOWNTOWN DEV AUT										
296-0000-311.40-00 DEVELOPMENT AUTHORITIES		531,015-	615,966-	657,820-	657,820-	594,136-	723,620-	740,930-	758,710-	776,920-
296-0000-330.05-14 LOC COMM STABIL SHARE APP		18,518-	12,332-	13,110-	13,110-	25,313-	25,313-	25,320-	25,320-	25,320-
296-6110-330.01-90 OTHER		0	0	0	1,000-	1,424-	1,500-	1,000-	1,000-	1,000-
296-0000-361.10-05 INTEREST-CURRENT		3,495-	9,786-	9,183-	9,183-	7,919-	19,993-	20,698-	20,888-	21,085-
296-6100-365.90-00 DONATIONS FROM PRIV SOURC		10,550-	88,742-	75,000-	50,500-	38,030-	51,500-	83,500-	83,500-	83,500-
296-0000-369.90-00 OTHER		7,845-	0	0	0	6,194-	0	0	150,000-	150,000-
296-6110-369.90-00 OTHER		0	12,900-	0	23,500-	1,830-	23,500-	23,500-	23,500-	23,500-
296-0000-391.91-01 CONTRI FROM GENERAL FUND		2,450-	39,102-	53,100-	53,100-	35,400-	53,100-	35,000-	35,090-	35,180-

*		573,873-	778,828-	808,213-	808,213-	710,246-	898,526-	929,948-	1,098,008-	1,116,505-

**	REVENUE	573,873-	778,828-	808,213-	808,213-	710,246-	898,526-	929,948-	1,098,008-	1,116,505-

296-6100-911.10-20 WAGES, PART TIME/SEASONAL		4,925	4,830	0	82	81	81	0	0	0

*	Salary,Wages,Allowance	4,925	4,830	0	82	81	81	0	0	0

296-6100-911.22-00 FICA/MEDICARE, CITY SHARE		377	369	0	7	6	6	0	0	0
296-6100-911.26-00 WORKERS COMP CONTRIB.		3	3	0	0	0	0	0	0	0

*	Personnel Svcs-Benefits	380	372	0	7	6	6	0	0	0

296-2972-463.34-90 OTHER SERVICES		0	22,152	43,825	43,825	10,080	43,825	25,920	25,920	25,920
296-6100-911.30-40 AUDIT SERVICE		447	329	382	382	382	382	400	400	400
296-6100-911.30-90 OTHER PROF. SERVICES		135	0	1,500	1,115	100	1,490	0	0	0
296-6100-911.34-90 OTHER SERVICES		236,881	253,616	426,255	432,145	205,388	432,234	499,826	518,826	515,326
296-6110-911.34-90 OTHER SERVICES		0	5,089	0	20,000	8,173	20,000	22,000	22,000	22,000

*	Services-Prof&Contractual	237,463	281,186	471,962	497,467	224,123	497,931	548,146	567,146	563,646

296-6100-911.43-82 COPIERS R & M		0	0	0	375	181	375	375	375	375

*	Repair & Maint Services	0	0	0	375	181	375	375	375	375

296-6100-911.44-10 BUILDING RENTAL		0	0	11,000	11,010	8,198	11,010	11,010	11,010	11,010

*	Rentals	0	0	11,000	11,010	8,198	11,010	11,010	11,010	11,010

296-6100-911.51-00 COMMUNITY PROMOTION		113,474	137,110	292,780	458,780	155,129	458,780	341,345	235,345	234,545

*	Community Promotion	113,474	137,110	292,780	458,780	155,129	458,780	341,345	235,345	234,545

296-6100-911.52-10 GENERAL INSURANCE		700	2,985	2,670	2,670	1,776	2,670	3,730	3,900	4,070

*	Insurance & Bonds	700	2,985	2,670	2,670	1,776	2,670	3,730	3,900	4,070

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
296-6100-911.58-10 STAFF TRAINING & TRAN EXP		4,896	2,569	4,500	4,500	1,240	4,500	3,500	3,500	4,500
* Training & Transportation		4,896	2,569	4,500	4,500	1,240	4,500	3,500	3,500	4,500
296-6100-911.60-10 OFFICE SUPPLIES		62	693	1,950	1,950	433	1,950	4,125	4,125	4,125
296-6100-911.61-90 EQUIPMENT - NON CAPITAL		0	0	0	0	0	0	18,600	18,600	18,600
296-6100-911.62-00 REPAIR & MAINT SUPPLIES		0	0	10,000	10,000	0	10,000	0	0	0
296-6100-911.62-40 PLANTING MATERIALS		4,230	8,276	15,000	24,021	4,021	24,021	30,000	30,000	30,000
* Supplies & Materials		4,292	8,969	26,950	35,971	4,454	35,971	52,725	52,725	52,725
296-6100-911.65-00 MEMBERSHIPS		413	413	938	938	338	938	940	940	940
296-6100-911.68-90 OTHER OPERATING EXPENSE		150,000	150,000	1,250	1,250	0	1,250	1,250	1,250	1,250
* Other Expenses		150,413	150,413	2,188	2,188	338	2,188	2,190	2,190	2,190
296-6100-980.92-75 BROWNFIELD FUND		21,354	119,900	150,610	150,610	0	132,940	235,220	241,830	248,600
* Transfers Out		21,354	119,900	150,610	150,610	0	132,940	235,220	241,830	248,600
** EXPENDITURE		537,897	708,334	962,660	1,163,660	395,526	1,146,452	1,198,241	1,118,021	1,121,661
*** WEST DEN DOWNTOWN DEV AUT		35,976-	70,494-	154,447	355,447	314,720-	247,926	268,293	20,013	5,156

PREPARED 03/09/2019, 6:13:06		2019 TRIAL BALANCE		PAGE	
PROGRAM: GM257U		AS OF 03/31/2019		ACCOUNTING PERIOD 09/2019	
CITY OF DEARBORN, MICHIGAN					

FUND 296 WEST DBN DOWNTOWN DEV AUT					

ACCOUNT	ACCOUNT DESCRIPTION		DEBIT BALANCE	CREDIT BALANCE	

101 00 00	CURRENT ASSETS / EQUITY IN POOLED CASH		1,024,650.33		
115 01 00	A/R / MUNICIPAL INVOICES		6,705.00		710,244.57
199 00 00	REVENUE / REVENUE SUMMARY				
202 00 00	CURRENT LIABILITIES / VOUCHERS PAYABLE				9,113.50
244 00 00	FUND EQUITY / RESERVE FOR ENCUMBRANCES				287,709.97
249 00 00	FUND EQUITY / FUND BALANCE				707,522.94
251 00 00	FUND EQUITY / ENCUMBRANCE SUMMARY		287,709.97		
252 00 00	FUND EQUITY / EXPENDITURE SUMMARY		395,525.68		
FUND TOTALS			1,714,590.98		1,714,590.98
FUND IS IN BALANCE					

INDEX TO FUND BALANCES

FUND	FUND NAME	PAGE
296	WEST DEN DOWNTOWN DEV AUT	1

PROGRAM: GM152L
CITY OF DEARBORN, MICHIGAN

ACCOUNT NUMBER
P.O. NUM ENC DATE VENDOR#

REPORT INCLUDES UNPOSTED AMOUNTS				ENCUMBRANCE		LIQUIDATED		OUTSTANDING	
PROJECT				AMOUNT		AMOUNT		AMOUNT	
19 296-2972-463.34-90									
094943	10/05/18	0015155	FAIRLANE GROUNDS	25,920.00		10,080.00		15,840.00	
19 296-6100-911.34-90									
094106	07/02/18	0013969	POW STRATEGIES INC	75,714.54		67,357.47		8,357.07	
094712	07/02/18	0014620	TANNER FRIEDMAN	21,666.00		20,107.50		1,558.50	
094943	10/05/18	0015155	FAIRLANE GROUNDS	166,884.00		84,443.78		82,440.22	
095666	08/16/18	0012585	CAMPBELL'S CLEANING CO LLC	900.00		450.00		450.00	
096022	11/06/18	0014938	PREMIUM LAWN SOLUTIONS	45,000.00		26,040.25		18,959.75	
			ACCOUNT TOTAL	310,164.54		198,399.00		111,765.54	
19 296-6100-911.44-10									
095726	08/29/18	0011937	ARTSPACE PROJECTS INC	10,107.50		7,295.00		2,812.50	
19 296-6100-911.51-00									
095023	07/02/18	0079035	SWANK MOTION PICTURES	85.00				85.00	
095138	07/09/18	0015098	LEADER PRINTING AND MAILING LLC	49.50				49.50	
095163	07/01/18	0015265	OCTANE DESIGN INC	185,143.50		58,723.86		126,419.64	
095789	09/14/18	0015201	ROCKET COPY PRINT SHOP INC	485.00		385.00		100.00	
095790	09/14/18	0014946	BESHARA	566.50		323.25		243.25	
095843	09/28/18	0015236	BRIGHT SKY CREATIVE LLC	800.00				800.00	
095854	09/28/18	0015386	NAYELI GLITZ	323.00		70.00		253.00	
095861	09/28/18	0014993	IHEART MEDIA	3,750.00		3,744.00		6.00	
095916	10/11/18	0014939	VISUAL RONIN MEDIA LLC	200.00				200.00	
096011	11/02/18	0014946	BESHARA	573.25		569.75		3.50	
096019	11/05/18	0014948	BRITTEN INC	1,400.00		1,134.74		265.26	
096124	12/20/18	0013744	BAMBOOZLES	25.00		20.00		5.00	
096295	02/13/19	0031729	GAIL & RICE PRODUCTIONS INC	2,750.00		1,375.00		1,375.00	
096315	02/22/19	0014589	MALKOMEDIA LLC	500.00				500.00	
096316	02/22/19	0010373	THE HENRY FORD	5,600.00				5,600.00	
096330	02/26/19	0015236	BRIGHT SKY CREATIVE LLC	120.00				120.00	
096333	02/26/19	0012983	HARBOR HOUSE PUBLISHERS	1,237.50				1,237.50	
			ACCOUNT TOTAL	203,608.25		66,345.60		137,262.65	
19 296-6100-911.62-40									
094943	10/05/18	0015155	FAIRLANE GROUNDS	24,021.00		4,020.99		20,000.01	
19 296-6110-911.34-90									
095199	07/02/18	0011424	BRENDELS SEPTIC TANK SERVICE LLC	1,279.56		1,250.29		29.27	
			FUND TOTAL	575,100.85		287,390.88		287,709.97	
			GRAND TOTAL	575,100.85		287,390.88		287,709.97	

PREPARED 3/09/19, 6:13:35		CITY OF DEARBORN, MICHIGAN				PAGE 1	
PROGRAM DM189L		PROJECT BUDGET REPORT FOR F/Y 2019 FUND 296 PROJECT				ALL ACTIVE ONLY	
ACCOUNT NUMBER/ ACCOUNT DESCRIPTION	TOTAL PROJECT BUDGET	CURRENT YEAR PROJECT BUDGET	PRIOR YEARS' ACTUAL	CURRENT YEAR'S ACTUAL	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	
	.00	.00	.00	.00	.00	.00	
FUND 000 TOTAL	.00	.00	.00	.00	.00	.00	
PROJECT TOTAL	.00	.00	.00	.00	.00	.00	

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sculpture Initiative 2019

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) counts among its duties the beautification of its district; and

WHEREAS: The EDDDA has participated in the annual Midwest Sculpture Initiative since 2010, but has expressed interest in acquiring art for permanent placement in the district;

WHEREAS: The EDDDA approved foregoing the Midwest Sculpture Initiative for the 2019 season to explore other artist options with the Nordin Brothers;

RESOLVED: That the EDDDA approves an amount not to exceed \$5,900.00 from Community Promotions fund 297-6100-911-51-00 as a contribution to the Dearborn Community Fund to participate in the sculpture initiative with the Nordin Brothers for year two of two.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Sculpture Initiative 2019

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) counts among its duties the beautification of its district; and

WHEREAS: The WDDDA has participated in the annual Midwest Sculpture Initiative since 2010, but has expressed interest in acquiring art for permanent placement in the district;

WHEREAS: The WDDDA approved foregoing the Midwest Sculpture Initiative for the 2019 season to explore other artist options with the Nordin Borthers;

RESOLVED: That the WDDDA approves an amount not to exceed \$5,900.00 from Community Promotions fund 296-6100-911-51-00 as a contribution to the Dearborn Community Fund to participate in the sculpture initiative with the Nordin Brothers for year two of two.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA's Sponsorship Policies

Date Adopted:

Resolution by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) seeks to establish a policy to guide decisions on which sponsorship opportunities to pursue; and

WHEREAS: The EDDDA seeks to establish fair and transparent protocols regarding sponsorship opportunities; and

WHEREAS: The EDDDA understands that the WDDDA can be either a sponsor-provider or a sponsor-seeker at different times; be it

RESOLVED: The EDDDA adopts the Sponsor-Provider Policy presented that establishes the criteria and decision making process that the EDDDA will utilize when receiving sponsorship requests from other organizations; further be it

RESOLVED: The EDDDA adopts the Sponsor-Seeker Policy that establishes the criteria and decision making process that the EDDDA will utilize when approaching other organizations to serve as sponsors of the DDAs.

Yes:

No:

Abstained:

Absent:

Adopted:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA's Sponsorship Policies

Date Adopted:

Resolution by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) seeks to establish a policy to guide decisions on which sponsorship opportunities to pursue; and

WHEREAS: The WDDDA seeks to establish fair and transparent protocols regarding sponsorship opportunities; and

WHEREAS: The WDDDA understands that the WDDDA can be either a sponsor-provider or a sponsor-seeker at different times; be it

RESOLVED: The WDDDA adopts the Sponsor-Provider Policy presented that establishes the criteria and decision making process that the WDDDA will utilize when receiving sponsorship requests from other organizations; further be it

RESOLVED: The WDDDA adopts the Sponsor-Seeker Policy that establishes the criteria and decision making process that the WDDDA will utilize when approaching other organizations to serve as sponsors of the DDAs.

Yes:

No:

Abstained:

Absent:

Adopted:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small Banner Installation by WH Canon

Date Adopted:

Resolution by:

WHEREAS: The WDDDA and EDDDA recognize the benefit of marketing and promoting activities and events in the district; and

WHEREAS: The Department of Public Works was unable to provide services to hang banners on Michigan Ave. in time to promote the Shop Small event; and

WHEREAS: The EDDDA is contracted and maintains a relationship with WH Canon who provide landscaping services in the EDDDA and were available for banner installation; be it

RESOLVED: the EDDDA and WDDDA will pay WH Canon a total of \$2,560 for Shop Small Banner Installation split evenly between the districts; be it further

RESOLVED: the EDDDA will pay their portion, \$1,280 with money previously allocated to WH Canon's comprehensive landscaping contract for FYE 2019.

Yes:

No:

Abstained:

Absent:

Adopted:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Shop Small Banner Installation by WH Canon

Date Adopted:

Resolution by:

WHEREAS: The WDDDA and EDDDA recognize the benefit of marketing and promoting activities and events in the district; and

WHEREAS: The Department of Public Works was unable to provide services to hang banners on Michigan Ave. in time to promote the Shop Small event; and

WHEREAS: The EDDDA is contracted and maintains a relationship with WH Canon who provide landscaping services in the EDDDA and were available for banner installation; be it

RESOLVED: the EDDDA and WDDDA will pay WH Canon a total of \$2,560 for Shop Small Banner Installation split evenly between the districts; be it further

RESOLVED: the WDDDA allocates \$1,280 to WH Canon for Banner Installation from account 296-6100-911-51-00 General Marketing/Banners.

Yes:

No:

Abstained:

Absent:

Adopted:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Ladies Night Event 2019

Moved by:

Seconded by:

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

WHEREAS: The EDDDA and WDDDA are planning the Ladies Night Event on May 1, 2019, in both downtown districts to highlight the retail shopping experience in Downtown Dearborn; and

WHEREAS: The EDDDA and WDDDA reviewed and rejected a projected budget of \$6,755 in expenditures and \$2000 in income for Ladies Night to be shared equally between the EDDDA and WDDDA; and

WHEREAS: The EDDDA and WDDDA approved a budget of \$1,855 for Ladies Night at the January 17, 2019 board meeting which did not include funds for radio promotion; and

WHEREAS: The benefit to promoting this event via radio would be beneficial to participation; and

WHEREAS: The EDDDA and WDDDA will again review the projected budget of \$6,755 in expenditures and \$2,000 in income for Ladies Night, which includes an allocation of \$5,000 split between the EDDDA and WDDDA for radio promotion; be it

RESOLVED:

1. That the EDDDA obligates \$3,377.50 in expenditures for the Ladies Night event from the Community Promotions Budget # 297-6100-911-51-00 for FYE2019; and
2. The EDDDA will acknowledge receipt of funds for the Ladies Night event up to \$1000 in FYE2019.
3. The EDDDA Executive Director is authorized to administer, sign contracts and expend the funds for the 2019 Ladies Night event as presented.

Vendor	Purpose	Amount
Live Entertainment TBD	Live music for Artspace	\$ 300.00
Beshara Printing	Posters and brochure	\$ 330.00
Malko Media	banners	\$ 150.00
Oriental Trading	lei's for participants	\$ 100.00
Facebook via POW! Strategies	Social Media	\$200.00
Sarieni Photography	photography	\$ 500.00
iHeart	Radio Advertising	\$5000.00
Misc. Supplies	Badges, leis, refreshments, décor	\$275.00

Yes:

No:

Abstained:

Absent:

Adopted:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Ladies Night Event 2019

Moved by:

Seconded by:

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

WHEREAS: The EDDDA and WDDDA are planning the Ladies Night Event on May 1, 2019, in both downtown districts to highlight the retail shopping experience in Downtown Dearborn; and

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WHEREAS: The benefit to promoting this event via radio would be beneficial to participation; and

WHEREAS: The EDDDA and WDDDA will again review the projected budget of \$6,755 in expenditures and \$2,000 in income for Ladies Night, which includes an allocation of \$5,000 split between the EDDDA and WDDDA for radio promotion; be it

RESOLVED:

1. That the WDDDA obligates \$3,377.50 in expenditures for the Ladies Night event from the Community Promotions Budget # 296-6100-911-51-00 for FYE2019; and
2. The WDDDA will acknowledge receipt of funds for the Ladies Night event up to \$1000 in FYE2019.
3. The WDDDA Executive Director is authorized to administer, sign contracts and expend the funds for the 2019 Ladies Night event as presented.

Vendor	Purpose	Amount
Live Entertainment TBD	Live music for Artspace	\$ 300.00
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Facebook via POW! Strategies	Social Media	\$200.00
Sarieni Photography	photography	\$ 500.00
iHeart	Radio Advertising	\$5000.00
Misc. Supplies	Badges, leis, refreshments, décor	\$275.00

Yes:

No:

Abstained:

Absent:

Adopted:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE 2020-22 BUDGET

Moved by:

Seconded by:

WHEREAS: Section 28 of Public Act 197 of 1975, Public Act 57 of 2018 requires that the Directors of the East Dearborn Downtown Development Authority (EDDDA) prepare and submit an operating budget for the EDDDA each year; and

WHEREAS: The City of Dearborn has now implemented the submission of a 3-year budget which the EDDDA along with other City of Dearborn departments will adopt; and

WHEREAS: The EDDDA fund balance, along with projected FYE 2020-2022 revenues, is sufficient to support the proposed budget; be it

RESOLVED: That unexpended FYE2019 appropriations shall be carried forward for completion of EDDDA activities initiated by June 30, 2019; and be it further

RESOLVED: That the EDDDA approves the attached FYE 2020-2022 budget to be submitted to the Dearborn City Council for adoption.

Yes:

No:

Abstained:

Absent:

Date:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE 2020-22 BUDGET

Moved by:

Seconded by:

WHEREAS: Section 28 of Public Act 197 of 1975, Public Act 57 of 2018 requires that the Directors of the West Dearborn Downtown Development Authority (WDDDA) prepare and submit an operating budget for the WDDDA each year; and

WHEREAS: The City of Dearborn has now implemented the submission of a 3-year budget which the WDDDA along with other City of Dearborn departments will adopt; and

WHEREAS: The WDDDA fund balance, along with projected FYE 2020-2022 revenues, is sufficient to support the proposed budget; be it

RESOLVED: That unexpended FYE2019 appropriations shall be carried forward for completion of WDDDA activities initiated by June 30, 2019; and be it further

RESOLVED: That the WDDDA approves the attached FYE 2020-2022 budget to be submitted to the Dearborn City Council for adoption.

Yes:

No:

Abstained:

Absent:

Date:

Prepared by Finance Department
As of March 14, 2019
Board Approval Date:

CITY OF DEARBORN
East Dearborn Downtown Development Authority
Revenue and Fund Balance Trend
Fund 297

	2016 - 2017	2017 - 2018	2018 - 2019	2018 - 2019	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022
	Actual	Actual	Amended Budget	Projected	Proposed	Proposed	Proposed	Proposed
REVENUES:								
Property Taxes	\$ 778,373	\$ 796,146	\$ 812,867	\$ 810,535	\$ 829,990	\$ 849,910	\$ 870,310	
Interest on Investments	10,246	18,257	17,621	30,155	31,218	31,506	31,802	
Other Revenue	15,761	22,965	75,000	75,000	129,205	174,205	191,910	
Intergovernmental Sources	21,979	-	-	23,733	23,740	23,740	23,740	
Total revenues	826,359	837,368	905,488	939,423	1,014,153	1,079,361	1,117,762	
Estimated operating transfers in	-	35,681	72,840	72,840	11,310	11,310	11,310	
Total Estimated Financing Sources	826,359	873,049	978,328	1,012,263	1,025,463	1,090,671	1,129,072	
EXPENDITURES								
Personnel Services	72,468	55,573	544	544	-	-	-	
Supplies	306	9,423	16,050	16,050	37,725	37,725	37,725	
Other operating expense	219,395	355,275	751,089	750,429	734,581	597,621	587,111	
Utilities	2,757	1,603	1,250	1,250	1,253	1,253	1,253	
Transfer to BRA	465,013	464,566	475,250	464,100	475,240	486,650	498,330	
Capital Outlay for Parking	501,700	564,816	263,008	263,008	-	-	-	
Debt Service: Principal and Interest-DCC	-	-	-	-	14,202	14,202	14,202	
Total expenditures	1,261,639	1,451,256	1,507,191	1,495,381	1,263,001	1,137,451	1,138,621	
EXCESS (DEFICIENCY) OF REVENUES	(435,280)	(578,207)	(528,863)	(483,118)	(237,538)	(46,780)	(9,549)	
OVER EXPENDITURES								
FUND BALANCE:								
Beginning fund balance	2,246,634	1,811,354	1,233,147	1,233,147	750,029	512,491	465,711	
ENDING FUND BALANCE	1,811,354	1,233,147	704,284	750,029	512,491	465,711	456,162	
CAFR								
CAFR								

City of Dearborn
East Dearborn Downtown Development Authority
Proposed FY2020-FY2022 Budget

This fund records revenues and expenditures related to the East Dearborn Downtown business district.

The purpose of this fund is to promote economic growth in this area by financing a variety of activities and physical improvements.

Revenues:

- Property tax capture as allowed in the current TIF plan and Michigan Act 197, funds major improvements and community promotion.
- Tax Capture includes Real Property Tax on all parcels, Personal Property Tax on parcels with Taxable Value in excess of \$40,000, and Local Community Stabilization Authority (LCSA). The assumption is that Residential Real Property will remain relatively the same.
- Tax Captured on parcels which are in the BRA are transferred from the EDDDA to the BRA as a pass-through. Currently, Redico is the only BRA plan in the district.
- Garbage and rubbish millage will fund litter pick up in the district and be recognized as a contribution from the General
- The DDA is planning Co-ops and event sponsorships to include: Metro Mode Partners, Branding Partners, Building Business Incentives, Jazz on the Ave Concerts, City Hall Park Events, Restaurant Week, Shop Small, Holiday Promotions, CTM Brochure Partners
- Artspace loan from the DCC of \$142,029 will be repaid in FY20-30 and the Promissory Note from the EDDDA of \$177,035 will be repaid in FY22-32.

Expenditures:

- Annual reimbursement to the BRA fund to support the Redico Development parking deck per the original project plan. FY2019 is estimated at \$475,238.

- Other Operating Expenses include Community Promotion expenditures. Some of the current and future promotion events are general marketing and advertising, branding, Metro Mode, CTM Brochure, Main Street materials, graphic design services, photography services, Constant Contact, Web IT hosting, domain name, The Henry Ford Promotion Pkg, Dearborn Community Fund Sculptures, Dearborn Art Month, Restaurant Week, fall promotions, Shop Small, Jazz on the Avenue, Movies in the Park, and East-born Cleanup.
- Contract Services expenditures include: landscaping, snow removal maintenance, planting, holiday lighting/decorating, Building Business Incentive, seasonal streetscape enhancements, bike racks, trash cans, Downtown Master Plan, office cleaning, Downtown Dearborn Exec Dir. services (POW Strategies), Communications Manager services (PR Firm-Tanner Friedman), Operations Manager services, Design and Planning Manager services, and Event Manager services.
- The City Hall Park remains owned by the City of Dearborn and the EDDDA FY2020-FY2021 budget includes park management expenses due to events in the park. City Hall Park maintenance will be budgeted through DDA.
- Capital Outlay includes budget for FY2019-22 for the cost of the consulting firm of the Dearborn Master Parking Plan Project, East Downtown Development projects, reconstruction of the East Dearborn parking lot projects. The goal is to develop a plan for parking that includes reconstruction and maintenance of the East Dearborn parking lots.
- The EDDDA and the City continue to evaluate plans for the East Dearborn Parking System Renovations in the East Dearborn Sustainability Parking Project. The lots are deteriorating and many are in need of resurfacing or repairs. The EDDDA has contributed a down payment cash contribution of \$1,000,000 in FY2017-2018 and has contributed an additional \$45,386 to match the City's commitment to the Facility Fund of \$250,000 in FY18. No additional budget has been allocated to FY19 for the parking projects.
- Spending Reserves are in the form of East Dearborn Development Projects and fund balance.

PREPARED 03/14/19, 07:48:59

PROGRAM GW601L

PREPARED BY Buffone, Maria

MEEREB

BUDGET PREPARATION WORKSHEET FY2019

FOR FISCAL YEAR 2020

Monthly Financial Reporting

PAGE 1
ACCOUNTING PERIOD 09/2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY200 Budget Request	FY201 Budget Request	FY202 Budget Request
EAST DEN DOWNTOWN DEV AUT										
297-0000-311.40-00	DEVELOPMENT AUTHORITIES	778,374-	796,145-	812,867-	812,867-	668,967-	810,535-	829,990-	849,910-	870,310-
297-0000-330.05-14	IOC COMM STABIL SHARE APP	21,979-	0	0	0	23,733-	23,733-	23,740-	23,740-	23,740-
297-0000-361.10-05	INTEREST-CURRENT	10,246-	18,257-	17,621-	17,621-	12,045-	30,155-	31,218-	31,506-	31,802-
297-6100-365.90-00	DONATIONS FROM PRIV SOURC	15,761-	22,965-	75,000-	75,000-	35,870-	75,000-	115,000-	114,000-	114,000-
297-6100-369.90-00	OTHER	0	0	0	0	0	0	14,205-	60,205-	77,910-
297-0000-391.91-01	CONTRI FROM GENERAL FUND	0	35,681-	72,840-	72,840-	48,560-	72,840-	11,310-	11,310-	11,310-
*		826,360-	873,048-	978,328-	978,328-	789,175-	1,012,263-	1,025,463-	1,090,671-	1,129,072-
**	REVENUE	826,360-	873,048-	978,328-	978,328-	789,175-	1,012,263-	1,025,463-	1,090,671-	1,129,072-
297-6100-911.10-20	WAGES, PART TIME/SEASONAL	67,278	51,593	0	505	505	505	0	0	0
*	Salary,Wages,Allowance	67,278	51,593	0	505	505	505	0	0	0
297-6100-911.22-00	FICA/MEDICARE, CITY SHARE	5,147	3,947	0	39	39	39	0	0	0
297-6100-911.26-00	WORKERS COMP CONTRIB.	43	33	0	0	0	0	0	0	0
*	Personnel Svcs-Benefits	5,190	3,980	0	39	39	39	0	0	0
297-6100-435.34-40	BUILDING DEMOLITION SERV	0	0	0	2,522	0	2,522	0	0	0
297-2972-463.34-90	OTHER SERVICES	0	33,603	72,840	72,840	9,714	72,840	11,310	11,310	11,310
297-6100-911.30-40	AUDIT SERVICE	694	772	763	763	763	763	800	800	800
297-6100-911.30-90	OTHER PROF. SERVICES	2,061	150	1,500	1,365	100	1,490	0	0	0
297-6100-911.34-90	OTHER SERVICES	61,872	133,045	307,950	337,406	154,021	337,406	359,856	342,616	332,616
*	Services-Prof&Contractual	64,627	167,570	383,053	414,896	164,598	415,021	371,966	354,726	344,726
297-6100-911.43-82	COPIERS R & M	147	58	250	375	181	375	375	375	375
*	Repair & Maint Services	147	58	250	375	181	375	375	375	375
297-6100-911.44-10	BUILDING RENTAL	24,740	25,000	11,000	11,010	8,198	11,010	11,010	11,010	11,010
*	Rentals	24,740	25,000	11,000	11,010	8,198	11,010	11,010	11,010	11,010
297-6100-435.45-10	ARCHITECT/ENGINEER SVC	1,700	4,250	0	60,256	0	60,256	0	0	0
297-6100-435.45-20	CONSTRUCTION CONTRACTOR	0	25,180	0	137,785	0	137,785	0	0	0
*	Construction Expenses	1,700	29,430	0	198,041	0	198,041	0	0	0
297-6100-911.51-00	COMMUNITY PROMOTION	123,956	154,922	266,280	316,280	118,948	316,280	339,980	219,980	219,180
*	Community Promotion	123,956	154,922	266,280	316,280	118,948	316,280	339,980	219,980	219,180

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
297-6100-911.52-10	GENERAL INSURANCE	1,370	3,255	4,110	4,110	2,736	4,110	6,260	6,540	6,830
*	Insurance & Bonds	1,370	3,255	4,110	4,110	2,736	4,110	6,260	6,540	6,830
297-6100-911.53-00	COMMUNICATIONS, TELE SERV	1,240	720	850	850	71	65	0	0	0
*	Communications	1,240	720	850	850	71	65	0	0	0
297-6100-911.58-10	STAFF TRAINING & IRAN EXP	2,624	3,310	4,500	4,500	685	4,500	3,500	3,500	3,500
*	Training & Transportation	2,624	3,310	4,500	4,500	685	4,500	3,500	3,500	3,500
297-6100-911.60-10	OFFICE SUPPLIES	306	642	3,450	3,450	433	3,450	4,125	4,125	4,125
297-6100-911.60-20	POSTAGE	0	4	100	100	137	100	100	100	100
297-6100-911.61-90	EQUIPMENT - NON CAPITAL	0	1,720	500	500	0	500	3,500	3,500	3,500
297-6100-911.62-40	PLANTING MATERIALS	0	7,057	12,000	12,000	8,100	12,000	30,000	30,000	30,000
*	Supplies & Materials	306	9,423	16,050	16,050	8,670	16,050	37,725	37,725	37,725
297-6100-435.68-80	LICENSES, FEES & PERMITS	0	0	100	100	0	100	0	0	0
297-6100-911.65-00	MEMBERSHIPS	663	413	1,190	1,190	513	1,190	1,190	1,190	1,190
297-6100-911.66-00	REFERENCE MATERIALS	28	28	100	100	0	100	0	0	0
297-6100-911.68-80	LICENSES, FEES & PERMITS	0	0	300	300	0	300	300	300	300
297-6100-911.68-90	OTHER OPERATING EXPENSE	502,757	536,989	1,250	1,250	0	1,250	15,455	15,455	15,455
*	Other Expenses	503,448	537,430	2,940	2,940	513	2,940	16,945	16,945	16,945
297-6100-980.92-75	BROWNFIELD FUND	465,013	464,566	475,250	475,250	0	464,100	475,240	486,650	498,330
*	Transfers Out	465,013	464,566	475,250	475,250	0	464,100	475,240	486,650	498,330
297-6100-435.98-00	UNDISTRIBUTED APPROP	0	0	0	62,345	0	62,345	0	0	0
*	Undistributed Appropriat	0	0	0	62,345	0	62,345	0	0	0
**	EXPENDITURE	1,261,639	1,451,257	1,164,283	1,507,191	305,144	1,495,381	1,263,001	1,137,451	1,138,621
***	EAST DEN DOWNTOWN DEV AUT	435,279	578,209	185,955	528,863	484,031	483,118	237,538	46,780	9,549

Prepared by Finance Department
As of March 14, 2019
Board Approval Date:

CITY OF DEARBORN
West Dearborn Downtown Development Authority
Revenue and Fund Balance Trend
Fund 296

	2016 - 2017	2017 - 2018	2017 - 2019	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022
	Actual	Actual	Amended Budget	Projected	Proposed	Proposed	Proposed
REVENUES:							
Property Taxes	\$ 531,017	\$ 615,965	\$ 657,820	\$ 723,620	\$ 740,930	\$ 758,710	\$ 776,920
Interest on Investments	3,495	9,786	9,183	19,993	20,698	20,888	21,085
Other Revenue	18,395	101,642	75,000	76,500	108,000	258,000	258,000
Intergovernmental Sources	18,518	12,332	13,110	25,313	25,320	25,320	25,320
Total revenues	571,425	739,725	755,113	845,426	894,948	1,062,918	1,081,325
Estimated Operating Transfers In	2,450	39,102	53,100	53,100	35,000	35,090	35,180
Total Estimated Financing Sources	573,875	778,827	808,213	898,526	929,948	1,098,008	1,116,505
EXPENDITURES							
Personnel Services	5,305	5,202	89	87	-	-	-
Supplies	4,292	8,969	35,971	35,971	52,725	52,725	52,725
Other operating expense	356,946	424,264	975,740	976,204	909,046	822,216	819,086
Utilities	-	-	1,250	1,250	1,250	1,250	1,250
Debt Service: principal and Interest	150,000	150,000	-	-	-	-	-
Transfer to BRA	21,354	119,900	150,610	132,940	235,220	241,830	248,600
Capital Outlay	-	-	-	-	-	-	-
Total expenditures	537,897	708,335	1,163,660	1,146,452	1,198,241	1,118,021	1,121,661
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	35,978	70,492	(355,447)	(247,926)	(268,293)	(20,013)	(5,156)
FUND BALANCE:							
Beginning fund balance	601,053	637,031	707,523	707,523	459,597	191,304	171,291
ENDING FUND BALANCE	\$ 637,031	\$ 707,523	\$ 352,076	\$ 459,597	\$ 191,304	\$ 171,291	\$ 166,135

City of Dearborn
West Dearborn Downtown Development Authority
Proposed FY2020-FY2022 Budget

This fund records revenues and expenditures related to the West Dearborn Downtown business district.

The purpose of this fund is to promote economic growth in this area by financing a variety of activities and physical improvements.

Revenues:

- Property tax capture as allowed in the current TIF plan and Michigan Act 197 funds major improvements and community promotion.
- Tax Capture includes Real Property Tax on all parcels, Personal Property Tax on parcels with Taxable Value in excess of \$40,000, and Local Community Stabilization Authority (LCSA). The assumption is that Residential Real Property will remain relatively the same.
- Tax Captured on parcels which are in the BRA are transferred from the WDDDA to the BRA as a pass through. There are currently two approved BRA plans in the WDDDA district, the Hampton Inn and Wagner Place. The Hampton is has completed tax capture and reimbursement in FY19. The Wagner Place is expected to start tax capture and reimbursement in FY20 with an expected pass through of approximately \$235,218
- Garbage and rubbish millage will fund litter pick up in the district and be recognized as a contribution from the General Fund.
- FY2017-18 actuals reflects \$168,000 contributed from the General Fund for other operating expenses for Marketing and Branding and the WDDDA Executive Director contracted with POW! Strategies. This contribution was balanced in FY17-18 with a decrease in the WDDDA parking debt contribution and the General Fund will cover more parking debt service instead as a net expense of \$150,000. The WDDDA parking debt was paid off by the general fund in FY18 with no additional debt service contribution from the WDDDA.

- **In lieu of the plan to create a Principal Shopping District with an SAD of \$150,000 to start in FY21 with cost tracked in FY2020 to be used for reimbursement billing of marketing, promotions, and district beautification (landscaping, snow removal, and salting). The WDDDA is working on contingency funding options as well as reductions in expenditures to reflect the same net impact of the previously planned \$150,000 revenue. The WDDDA will not be requesting funds from the City's General Fund outside of the originally planned sanitation activity to supplement the budget.**

- The DDA is planning Co-ops and event sponsorships to include: Metro Mode Partners, Branding Partners, Building Business Incentives, Friday Nites Concerts, West Village Commons Events, Wagner Place Events, Farmers & Artisans Market, Holiday Promotions, CTM Brochure Partners
- The DDA West Village Commons Events will be funded in part by the lease revenue from the West Village Common's outdoor seating as a contribution from the General Fund.

Expenditures:

- Other Operating Expenses include:

Community Promotion expenditures include: General Marketing and Advertising, Branding, Metro Mode, CTM Brochure, Main Street Materials, Graphic Design Services, Photography Services, Constant Contact, Web IT hosting, Domain Name, The Henry Ford Promotion Pkg, Dearborn Community Fund Sculptures, Dearborn Art Month, Restaurant Week, Fall Promotions, Shop Small, WDDDA Concert Series (Friday Nites & Food Truck Rallies), WDDDA Holiday Promos, Market, and Santa Event, West Village Commons Events, Wagner Place Events, Martian Marathon, and Farmers & Artisans Market.

Contract Services expenditures include: Landscaping Maintenance, Snow Removal, Planting, Holiday Lighting/Decorating, Building Business Incentive, Seasonal Streetscape Enhancements, Bike Racks, Downtown Dearborn Exec Dir. Services (POW Strategies), Communications Manager services (PR Firm-Tanner Friedman), Operations Manager Services, Design and Planning Manager Services, and Event Manager Services.

Landscaping, planting, holiday lighting/decorating, and litter removal services have been contracted with Fairlane Grounds for service continuity between the new Wagner Place parking deck, Wagner Place BRA redevelopment project and the rest of the West Dearborn Downtown Business District. This service is not to exceed \$275,000 total between the Public Works West Downtown Parking Lot fund and the WDDDA fund.

Building rental, staff training, insurance.

- The contribution to the parking deck debt service was \$475,000 annually from FY2013 to FY2015. This contribution was not sustainable due to the taxable values within the district. Therefore, this contribution was reduced to \$340,000 for FY2016, it had been reduced further to \$150,000 per year for FY2017- FY2018 in lieu of the annual General Fund contribution of \$168,000 to aide in the sustainability of the district. The WDDDA parking debt was paid off by the general fund in FY18 with no additional debt service contribution from the WDDDA.
- Further General Fund contribution may be needed to support the increased level of promotions, events, and beautification services in the district. (As of 1/17/18 this contribution amount has not been included in the REFB calculations.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
WEST DEN DOWNTOWN DEV AUT										
296-0000-311.40-00	DEVELOPMENT AUTHORITIES	531,015-	615,966-	657,820-	657,820-	594,136-	723,620-	740,930-	758,710-	776,920-
296-0000-330.05-14	LOC COMM STABIL SHARE APP	18,518-	12,332-	13,110-	13,110-	25,313-	25,313-	25,320-	25,320-	25,320-
296-6110-330.01-90	OTHER	0	0	0	1,000-	1,424-	1,500-	1,000-	1,000-	1,000-
296-0000-361.10-05	INTEREST-CURRENT	3,495-	9,786-	9,183-	9,183-	7,919-	19,993-	20,698-	20,888-	21,085-
296-6100-365.90-00	DONATIONS FROM PRIV SOURC	10,550-	88,742-	75,000-	50,500-	38,030-	51,500-	83,500-	233,500-	233,500-
296-0000-369.90-00	OTHER	7,845-	0	0	0	6,194-	0	0	0	0
296-6110-369.90-00	OTHER	0	12,900-	0	23,500-	1,830-	23,500-	23,500-	23,500-	23,500-
296-0000-391.91-01	CONTRI FROM GENERAL FUND	2,450-	39,102-	53,100-	53,100-	35,400-	53,100-	35,000-	35,090-	35,180-
*		573,873-	778,828-	808,213-	808,213-	710,246-	898,526-	929,948-	1,098,008-	1,116,505-
**	REVENUE	573,873-	778,828-	808,213-	808,213-	710,246-	898,526-	929,948-	1,098,008-	1,116,505-
296-6100-911.10-20 WAGES, PART TIME/SEASONAL										
*	Salary,Wages,Allowance	4,925	4,830	0	82	81	81	0	0	0
296-6100-911.22-00	FICA/MEDICARE, CITY SHARE	377	369	0	7	6	6	0	0	0
296-6100-911.26-00	WORKERS COMP CONTRIB.	3	3	0	0	0	0	0	0	0
*	Personnel Svcs-Benefits	380	372	0	7	6	6	0	0	0
296-2972-463.34-90	OTHER SERVICES	0	22,152	43,825	43,825	10,080	43,825	25,920	25,920	25,920
296-6100-911.30-40	AUDIT SERVICE	447	329	382	382	382	382	400	400	400
296-6100-911.30-90	OTHER PROF. SERVICES	135	0	1,115	1,115	100	1,490	0	0	0
296-6100-911.34-90	OTHER SERVICES	236,881	253,616	426,255	432,145	212,325	432,234	499,826	518,826	515,326
296-6110-911.34-90	OTHER SERVICES	0	5,089	0	20,000	8,173	20,000	22,000	22,000	22,000
*	Services-Prof&Contractual	237,463	281,186	471,962	497,467	231,060	497,931	548,146	567,146	563,646
296-6100-911.43-82	COPIERS R & M	0	0	0	375	181	375	375	375	375
*	Repair & Maint Services	0	0	0	375	181	375	375	375	375
296-6100-911.44-10	BUILDING RENTAL	0	0	11,000	11,010	8,198	11,010	11,010	11,010	11,010
*	Rentals	0	0	11,000	11,010	8,198	11,010	11,010	11,010	11,010
296-6100-911.51-00	COMMUNITY PROMOTION	113,474	137,110	292,780	458,780	160,729	458,780	341,345	235,345	234,545
*	Community Promotion	113,474	137,110	292,780	458,780	160,729	458,780	341,345	235,345	234,545
296-6100-911.52-10	GENERAL INSURANCE	700	2,985	2,670	2,670	1,776	2,670	3,730	3,900	4,070
*	Insurance & Bonds	700	2,985	2,670	2,670	1,776	2,670	3,730	3,900	4,070

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY17 ACTUAL	FY18 ACTUAL	ORIGINAL BUDGET	FY19 ADJUSTED BUDGET	FY19 Y-T-D ACTUAL	FINANCE PROJ THIS YEAR	FY2020 Budget Request	FY2021 Budget Request	FY2022 Budget Request
296-6100-911.58-10	STAFF TRAINING & TRAV EXP	4,896	2,569	4,500	4,500	1,240	4,500	3,500	3,500	4,500
*	Training & Transportation	4,896	2,569	4,500	4,500	1,240	4,500	3,500	3,500	4,500
296-6100-911.60-10	OFFICE SUPPLIES	62	693	1,950	1,950	433	1,950	4,125	4,125	4,125
296-6100-911.61-90	EQUIPMENT - NON CAPITAL	0	0	0	0	0	0	18,600	18,600	18,600
296-6100-911.62-00	REPAIR & MAINT SUPPLIES	0	0	10,000	10,000	0	10,000	0	0	0
296-6100-911.62-40	PLANTING MATERIALS	4,230	8,276	15,000	24,021	4,021	24,021	30,000	30,000	30,000
*	Supplies & Materials	4,292	8,969	26,950	35,971	4,454	35,971	52,725	52,725	52,725
296-6100-911.65-00	MEMBERSHIPS	413	413	938	938	513	938	940	940	940
296-6100-911.68-90	OTHER OPERATING EXPENSE	150,000	150,000	1,250	1,250	0	1,250	1,250	1,250	1,250
*	Other Expenses	150,413	150,413	2,188	2,188	513	2,188	2,190	2,190	2,190
296-6100-980.92-75	BROWNFIELD FUND	21,354	119,900	150,610	150,610	0	132,940	235,220	241,830	248,600
*	Transfers Out	21,354	119,900	150,610	150,610	0	132,940	235,220	241,830	248,600
**	EXPENDITURE	537,897	708,334	962,660	1,163,660	408,238	1,146,452	1,198,241	1,118,021	1,121,661
***	WEST DEN DOWNTOWN DEV AUT	35,976-	70,494-	154,447	355,447	302,008-	247,926	268,293	20,013	5,156

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Trash Receptacles 2019

Date Adopted:

Moved by:

Seconded by:

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

WHEREAS: The City of Dearborn Department of Public Works (DPW) has indicated that upon purchase, it can regularly service and maintain up to approximately thirty (30) receptacles in East Downtown; and

WHEREAS: The EDDDA Design Committee approved staff recommendations for locations of at least twenty-five (25) trash receptacles throughout the district; be it

RESOLVED: The EDDDA Board empowers the Design Committee to choose a trash receptacle vendor and model for up to 25 receptacles for the East Downtown Dearborn district; and be it further

RESOLVED: The EDDDA authorizes an amount not to exceed \$10,958 from the Streetscape Amenities budget line item for the purchase and repair of trash receptacles.

Yes:

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Tree Well Removal

Adopted:

Resolution by:

Seconded:

WHEREAS: The EDDDA established a plan for tree well removal in order to encourage businesses to establish outdoor sidewalk cafes along Michigan Avenue; and

WHEREAS: The EDDDA and WDDDA are considering a new business incentives in which sidewalk cafes could be applicable for funding; and

WHEREAS: The EDDDA has \$7,700 remaining in FYE2019 in business incentives; and therefore be it

RESOLVED: The EDDDA authorizes \$7,700 in FYE2019 from business incentives to tree well removal and that funding be designated to business applicants through the business incentive program with final approval of applicants from the EDDDA.

Yes:

No:

Abstained:

Resolution:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farm to Table 2019 Point of Sale System

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The WDDDA, desires to host a Farm to Table event in May 2019, featuring local ingredients, chefs, and restaurant items to promote the district assets and businesses; and

WHEREAS: At the January 17, 2019 board meeting, the WDDDA Board authorized the expenditure of an amount not to exceed \$12,000 in expenditures from the Community Promotions/W. Village Commons Events budget #296-6100-911-51-00 for the production and promotion of the 2019 Farm to Table event with the service providers listed below; and

WHEREAS: The WDDDA does not have a point of sale system that would allow for the purchase of online tickets and silent auction items on-site; and

WHEREAS: The Dearborn Area Chamber of Commerce does have a point of sale system that could be used by the WDDDA with the agreement that the Chamber of Commerce will receive 5% of total sales for tickets and auction items paid through credit card processing system; additionally, WDDDA agrees to pay any fees associated with processing of payments incurred by processing company, therefore be it

RESOLVED: The WDDDA agrees to use the Chamber of Commerce's point of sale system and will give the Chamber 5% of total sales from tickets and auction items paid through credit card processing system and will cover the processing fees; and be it further

RESOLVED: The WDDDA authorizes the executive director to execute a contract on behalf of the WDDDA with the Dearborn Area Chamber of Commerce for use of the point of sale system, contingent upon review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

Adopted:

Open Door Dearborn Business Grants

DOWNTOWN DEARBORN

Funded by the East & West Dearborn Downtown Development Authorities

application & guidelines

OVERVIEW

The East & West Dearborn Downtown Development Authorities (DDDA) were created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDDA Districts.

Our grant program provides funding to property owners and new businesses moving to the DDDA Districts or existing businesses within the district.

Grant Types and Levels Include:

- Level 1 - Design Incentives Available Up to \$2500
 - Exterior Design Assistance
 - Signage Improvement
- Level 2 - Business Start-Up Incentives Available Up to \$5,000
 - Retail Start-Ups
 - Arts, Culture and Creative Businesses
 - Incubators
 - Pop Ups
- Level 3 - Design Incentives Available Up to 20% of Costs, Not Exceeding \$10,000 Reimbursement
 - Facade Improvement - Up to \$10,000
 - Expansion/Development - Up to \$10,000

{Expansion is defined as: Adding square footage to an existing building, acquisition of neighboring property, addition of outdoor seating or service areas that thereby add taxable value to the property; or moving to a larger facility within the district. }

Businesses must meet the following eligibility criteria.

ELIGIBILITY

- Owners or new tenants that are moving to the DDDA Districts
- Owners or tenants of property currently located within the DDDA Districts and are expanding
- Tenants must apply jointly with property owners

CONDITIONS OF ELIGIBILITY

The property owner must be current on all City, County and State property and income taxes and all other City accounts.

Approved applicants shall additionally sign an “Agreement to Comply with the Commencement and Completion Timetable” as a condition of approval for any funding and shall be subject to all program guidelines and all amendments thereto. The commencement and completion dates will be “best guess” estimates that are mutually acceptable to the applicant and DDA.

- Levels 1 & 2 - All work must commence within 60 days and be completed within six (6) months from the date the grant is awarded. At its discretion, the DDA reserves the right to cancel or extend the commitment.
- Level 3 - In the event that actual physical construction on a project has not commenced within 60 days of the DDDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year (365 days) of the DDDA funding commitment date, the DDDA will evaluate the status of that project. At its discretion, the DDDA reserves the right to cancel or extend the commitment.

Maximum grant funding given to one business cannot exceed \$10,000.00. New applicants will be given priority over applicants that have previously received grants from the DDDAs. If a commercial building under one ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible. However, funds shall not exceed \$30,000 for the entire building. If the owner or tenant of a building, which occupies more than sixty (60) feet of storefront, the DDDA Boards may award additional funds at its discretion.

This is a competitive grant process and projects with a higher ratio of private to public

investment will be given preference.

Grant proposals must provide the DDDAs with photographs of aesthetic improvements before and after the completion of work. Photographs must be taken from the same vantage point. These photographs will be used by the DDDAs for marketing purposes.

Grants will not be awarded for physical improvements and work completed prior to grant application date, except for pre-authorized exploration of viability of historical or existing character on building materials that informs the budget proposal.

All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances and contractor or owner must secure proper permits prior to commencement of work.

Once a grant is awarded, grant recipients must display the DDDA Grant Award Signage in the window on the pedestrian side, in plain view of the public. Signage must remain in place a minimum of 60 days after the completion of funded project.

Within a 5 (five)-year period, a property address may not apply for funds more than twice for the same store unit unless a change in business ownership occurs

- The total amount awarded to a property and tenant for the same store unit address, during a 5 (five)-year period, may not exceed \$10,000.
- Whenever the property ownership changes, the new owner is eligible for funds. When a change of ownership occurs, the DDDAs may consider factors such as prior improvements and further eligibility shall be at the sole discretion of the DDDA Boards. A new 5 (five) year timetable and \$10,000 maximum would apply to the new owner without concern for the application of guidelines to the former owner, and provided all other guidelines are adhered to.
- Whenever the business tenant changes, a new tenant becomes eligible for funds. A new 5 (five) year timetable and a maximum of \$10,000 would apply to the new tenant without concern for the application of guidelines on the previous tenant and provided all other guidelines are adhered to.

At the DDDA discretion, an exception to any guideline may be granted in the event of special conditions or situations.

All projects are subject to audit by the City of Dearborn.

All Design and Facade Improvements Grants must adhere to the DDA Design Guidelines. The DDDAs will use these Design Guidelines and the City of Dearborn codes to judge grant awardees..

Projects will be funded to the extent that budgeted funding is available.

Applicants must submit a current copy of business plan and be available to attend a DDDAs grant sub-committee meeting. Applicants are also invited to attend the DDDA monthly meeting at which their grant is brought to the DDDA Board. The DDDA Director will contact you regarding appointment times.

ELIGIBLE COSTS FOR LEVEL 1 DESIGN IMPROVEMENTS

- Professional design fees (Architectural, interior design or landscape)
- Exploratory research and costs related to historically significant buildings
- Restoration of historically significant signage
- Signage design
- New signage installation
- Signage lighting and electrical

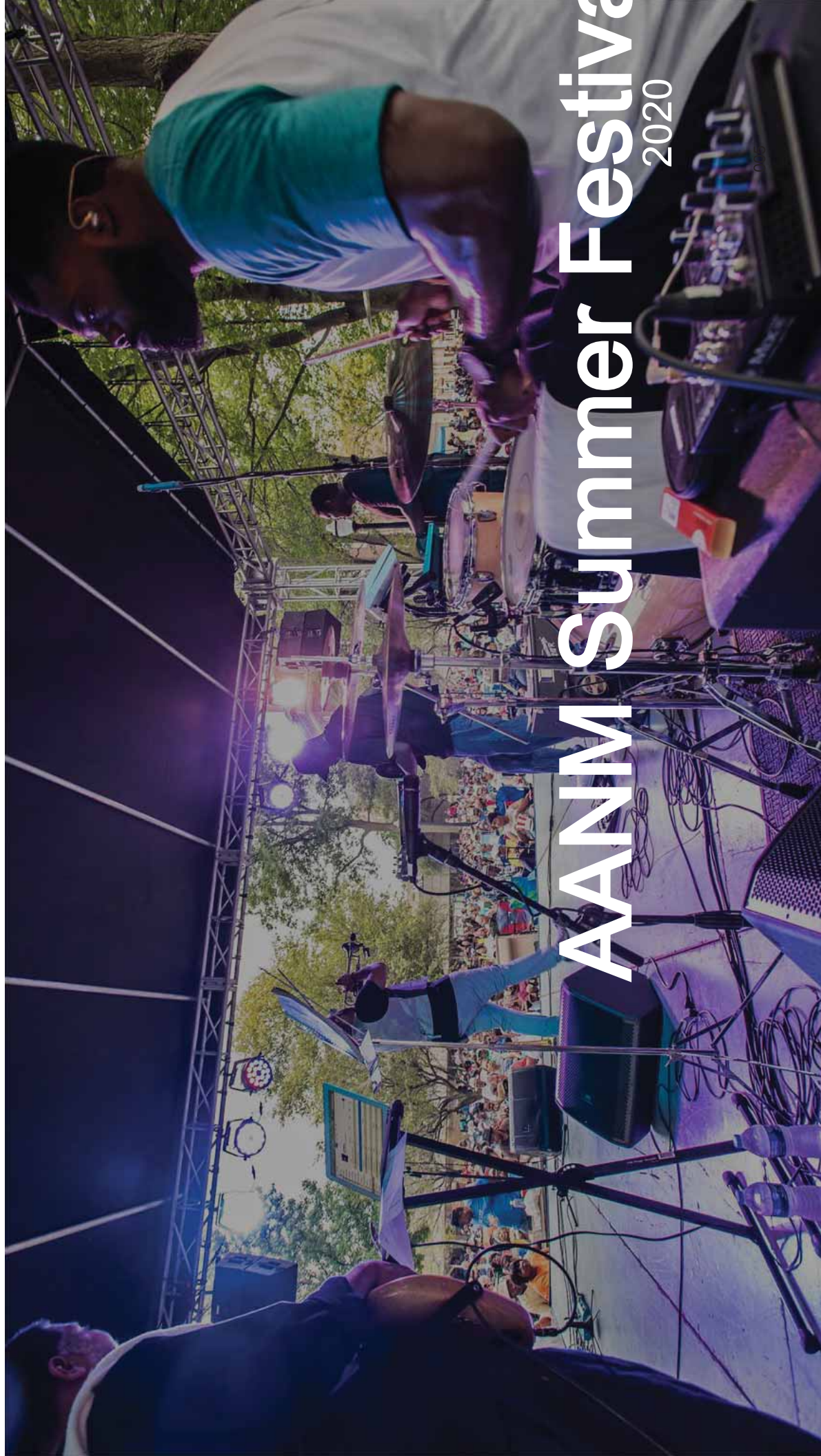
ELIGIBLE COSTS FOR LEVEL 2 BUSINESS START-UPS

- All items in Level 1
- Repair, replacement or addition of windows, doors, walls, or other appropriate architectural elements.
- Interior painting
- interior lighting
- Conversion of storefront
- Restoration of historic elements (both interior and exterior)
- Construction or installation of interior partition walls, flooring and ceiling systems
- Construction or installation of ADA facilities
- Construction or installation of bathrooms
- Installation or upgrades to energy efficient heating and cooling systems
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements

ELIGIBLE COSTS FOR LEVEL 3 DESIGN IMPROVEMENTS

- All items in Level 1
- Repair, replacement or addition of windows, doors, walls, or other appropriate architectural elements.
- Exterior painting
- Awnings or exterior canopies
- Exterior or interior lighting
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- New outdoor café seating
- Restoration of historic elements (both interior and exterior)
- Removal of historically inaccurate facade treatments
- Professional design fees (Architectural, interior design or landscape)

AANM Summer Festival 2020



ABOUT

Where did the idea sprout from?

- A natural progression: AANM has developed/presented artistic convenings, workshops, food programs, artisan fairs, and concerts by and for Arab Americans nationally + locally in various forms and sizes for years
- AANM has credibly produced Concert of Colors for many years
- This festival draws on staff's expertise presenting aforementioned events in an expanded format closely aligned with AANM's mission, vision, and values.
- An ongoing goal to fuse the local and national

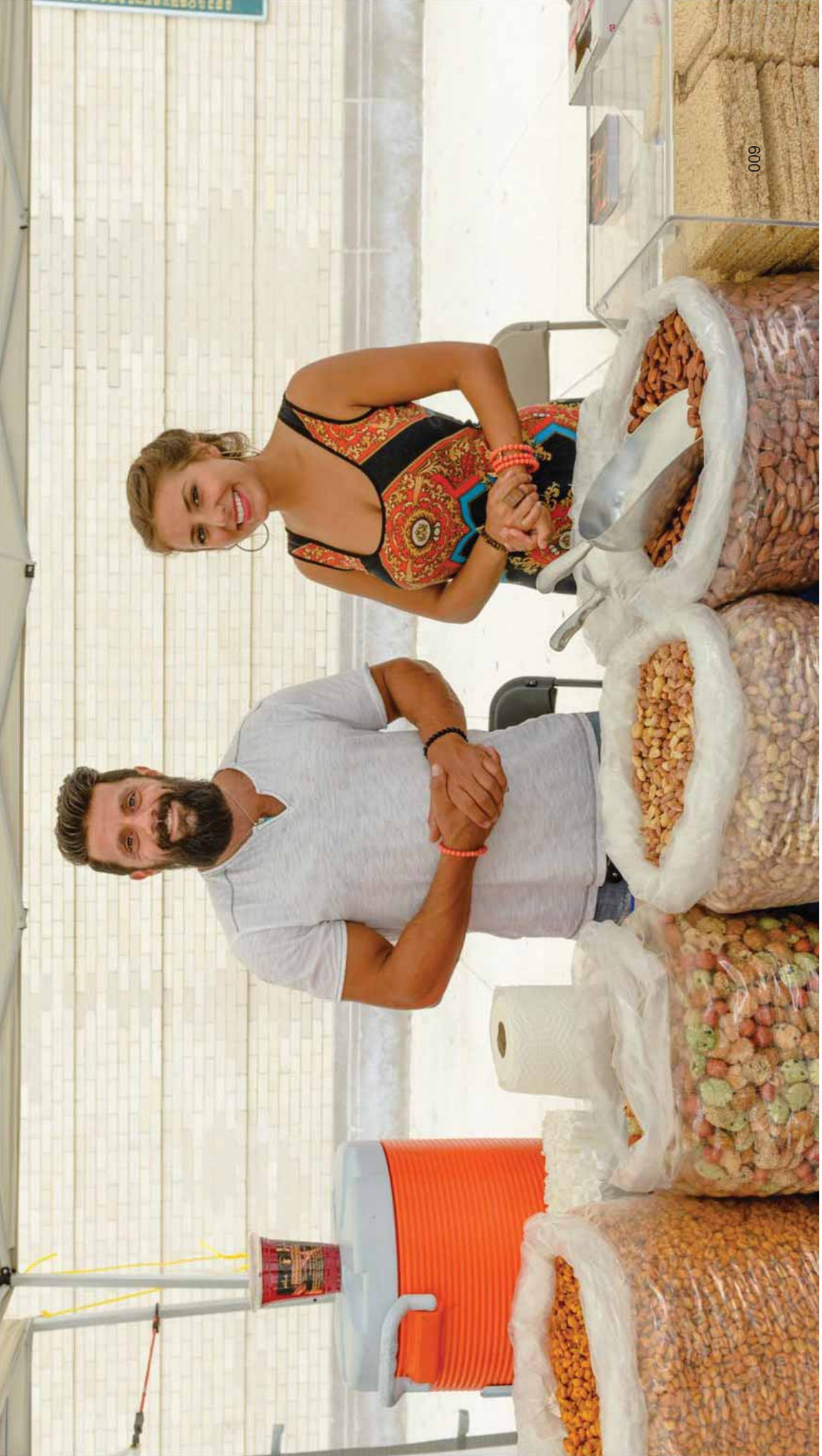


ABOUT (cont.)

Who is our target audience, and why?

- 18- 35 year old local + National Arab Americans and allies
- Primary national music festival age range (think Bonnaroo, South x Southwest, Lollapalooza), IG foodie demographic
- Fills a void for this demographic not only locally, but nationally
- A homecoming for Arabs across the U.S. and cont'd source of pride for local community
- Local audiences of all ages/ethnicities will discover artists/businesses/AANM via a FREE placemaking event

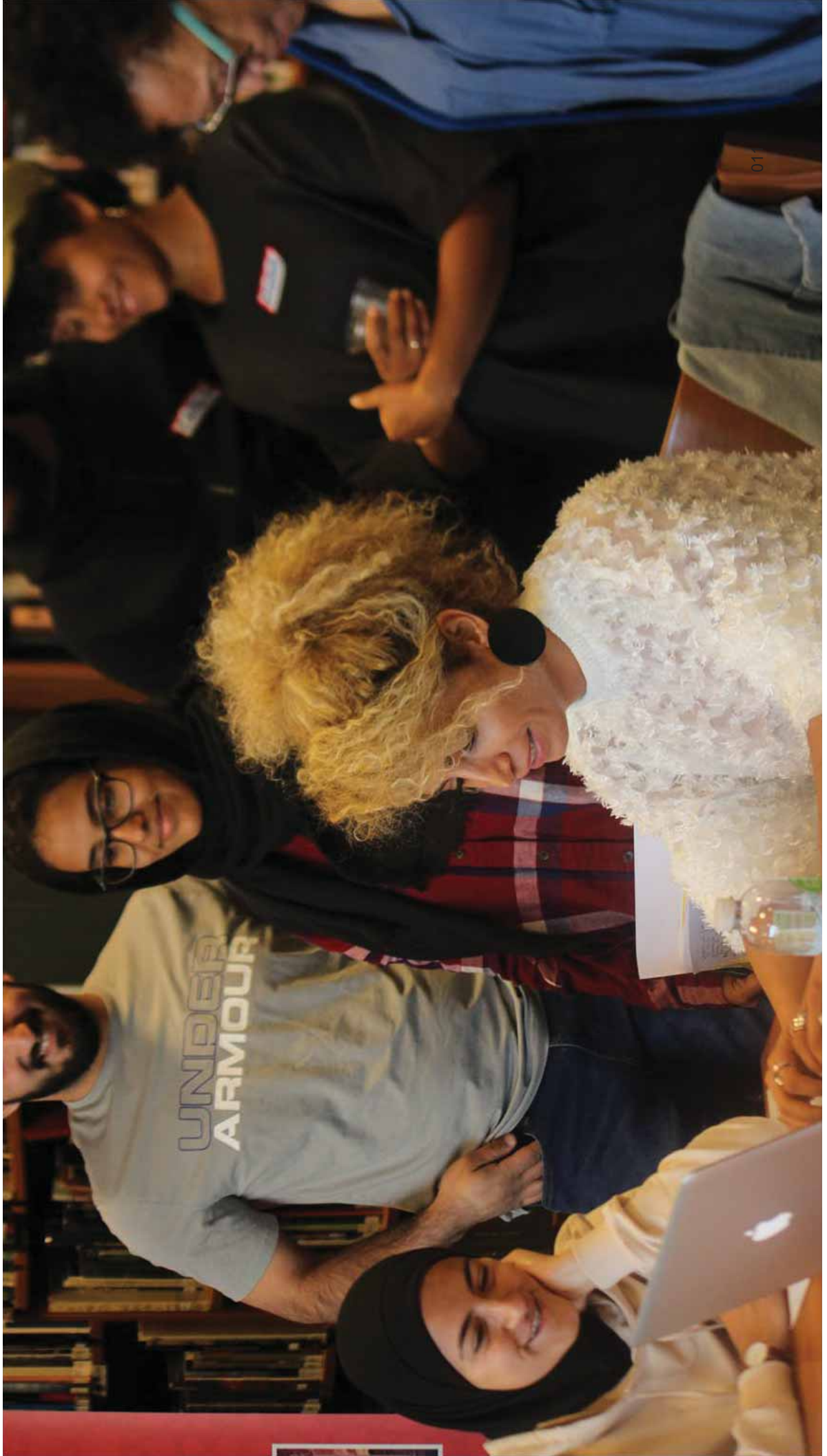
Partners: Downtown Dearborn, Spotify's Arab Hub (TBC), Detroit Institute of Arts (TBC)



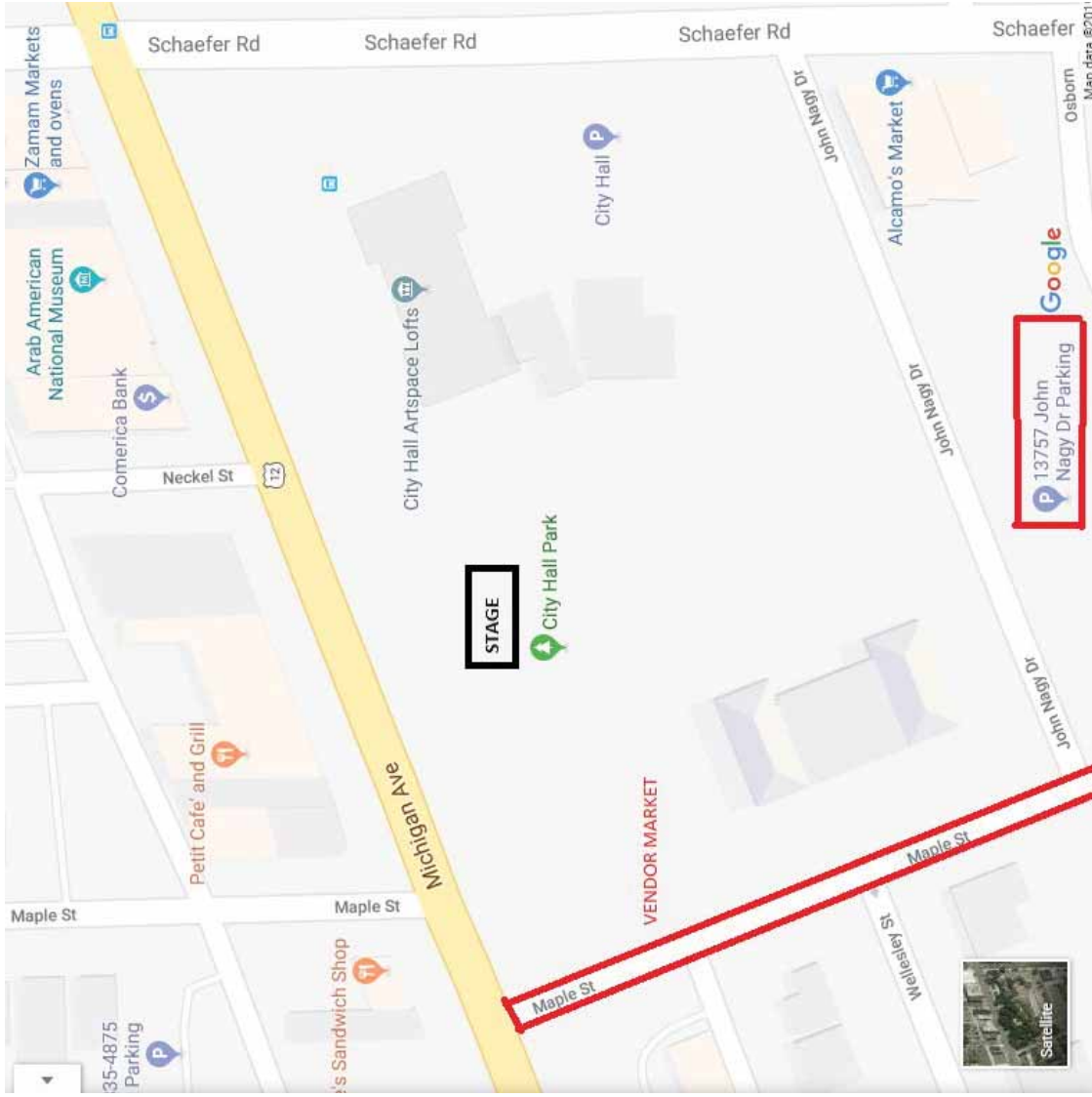
ABOUT (cont.)

Structure:

- Approx. 2pm - 10pm: Ongoing performances by diverse, contemporary National Arab American and Arabophone musicians in City Hall Park
- Concurrent vendor market feat. local Arab American food vendors and artisans on Maple Street
- Concurrent live painting + demonstrations
- Artist Talks + workshops inside AANM
- Detroit2Dubai/Palestine simulcast party to kick off event at 12:00 p.m. on Saturday
- VIP brunch on AANM Terrace on Sunday
- Other fun offerings like modern henna, cup readings, etc.



MAP



GOALS

- Promote community economic development via public access to local businesses & artists
- Showcase AANM + East Dearborn as a regional and national hub for Arab and Arab American art and culture
- Advance Downtown Dearborn's shared economic, physical, and social vision for East Dearborn as a welcoming community with rich cultural traditions
- Encourage visitors to participate in AANM programs

MEMORANDUM

To: Cristina Sheppard-Decius

CC: Chair, East Dearborn Downtown Development Authority
Chair, West Dearborn Downtown Development Authority

From: EmmaJean Woodyard, Dearborn Community Fund (DCF) Director

Subject: Sculpture Initiative 2018-2020 and Beyond

Date: March 1, 2019

2019-20 is the second year of a two year sculpture lease agreement with the Detroit Design Center (Nordin Brothers). All sculptures will remain in place through May 2020. The sculptures are located in the East and West Downtowns and at the Ford Community & Performing Arts Center.

Attached is the I SPY Card which highlights the sculptures in addition to other public art located in our downtown areas. The cards are distributed to students who participate in sculpture and writing workshops planned and coordinated by the DCF. Upon completion of the current initiative in May 2020, more than 600 students will have participated in the sculpture and writing workshops held at the Ford Community & Performing Arts Center. The workshops include teacher/student mentoring prior to the actual “hands on” workshops. Select pieces of sculpture and writing will be included in the Youth Arts Festival scheduled for Wednesday, April 24 at the Center.

I Spy cards are available in public buildings and a downloadable version is available at www.dearborncommunityfund.org.

Looking ahead to 2020-21, I would like to schedule a meeting as soon as possible with all parties concerned with the “Art in Public Places” – Sculpture Initiative to plan for future opportunities.

Thank you.



I SPY DEARBORN'S ART IN PUBLIC PLACES

A project of the Dearborn Community Fund (DCF) in partnership with Downtown Dearborn, the East & West Dearborn Downtown Development Authorities. Can you find all 16 of the public art works in Dearborn?

Check the boxes as you spot the artwork in locations

across the city. Find them all in a day or over time while exploring different areas of Dearborn. Some artwork is permanent; other pieces are on loan but available for purchase. Contact the DCF at 313.943.5478

Photo Credit:
Teresa Louisa, Leslie Harrick



1



2



3



4

EAST DEARBORN



5



6



7

WEST DEARBORN

1. "An American Exchange"

Brain Lacey, 14245 Michigan Ave

2. "Communication Breakdown"

Detroit Design Center, Michigan Ave & Schaefer

3. "Calendra"

Detroit Design Center, Maple & Osborn

4. "Gravity"

Detroit Design Center, Michigan Ave & Maple

5. "The Tower"

Detroit Design Center, Starbucks Plaza

6. "Three Spirits"

Detroit Design Center, Muirhead Plaza

7. "Life Tree City"

Detroit Design Center, Michigan Ave & Howard

1. "Transitions"

POP, John D. Dingell Transit Center

2. "Rouge River Rebirth"

POP, Schaefer & Osborn

3. "We Are One Community"

POP, Pocket Park Michigan Ave

4. "We Are One Community"

POP, City Hall Park Michigan Ave

5. "Self Series - Twins"

Detroit Design Center, FCPA

6. "Two Sides of Michigan"

Detroit Design Center, FCPA

7. "Gaze"

James Oleson, SW Side FCPA

8. "Arch & Bench"

Russell Thayer,

W Entrance FCPA

9. "Joy of Music"

George Lundeen,

W Entrance FCPA

**DEARBORN
COMMUNITY FUND**

The DCF is a non-profit 501 c3 organization. Gifts towards purchase of art work for permanent public installation are tax deductible.

Learn more about the DCF at

DearbornCommunityFund.org

"POP" POCKETS OF PERCEPTION

An apprentice style program to cultivate students' creativity while encouraging multicultural understanding and community investment through the creation of public art.



FORD (FCPA) COMMUNITY & PERFORMING ARTS CENTER



East Dearborn DDA & West Dearborn DDA (DDAs)

Dearborn Administrative Center 16901 Michigan Avenue, Dearborn, MI 48126

POLICY FOR PROVIDING SPONSORSHIPS

(DDAs as Sponsors)

I. PURPOSE

1. Set out the criteria and decision making process for the East and West Dearborn Downtown Development Authorities (DDAs) in their roles as sponsors of other organizations, events, or projects.
2. Ensure fair, transparent sponsorship practices.

II. DEFINITIONS

1. Sponsor: An organization or individual, in this case, the DDAs, looking for marketing and community relations opportunities that support their brand, message, and/or goals.
2. Sponsorship: A business relationship between the DDAs (as the sponsor) and the sponsor-seeker where the sponsor provides money, products, or services to the sponsor-seeker in exchange for publicity and recognition.
3. Sponsor-Seeker: An organization or individual seeking money, products, or services from the DDAs to alleviate costs, diversify revenue, and, possibly, exhibit alignment with the DDAs.

III. OVERVIEW

As sponsors, the DDAs may support the events, projects, programs and operations of other organizations within the terms outlined below. Using sponsorships as a marketing tool, the DDAs seek to promote their mission and brand, that is, Dearborn's downtown business districts and the overall image of Downtown Dearborn. Evaluation of sponsorship opportunities will be guided by the Downtown Dearborn vision and transformational strategies.

IV. CRITERIA FOR EVALUATING SPONSORSHIP REQUESTS

1. Only reputable individuals and organizations whose image, product, or services do not conflict with the DDAs' missions or values may be considered.
2. The DDAs' long term reputation and credibility always take precedence.
3. There is no obligation to accept any particular request.
4. Each sponsorship request will be considered on its merits. Discernment will characterize the decision making process.
5. Each sponsorship request will consider the authority and powers of the DDAs and Public Act 57, in particular whether the sponsorship will benefit only retail and general marketing of the downtown district.
6. These questions will be asked of each sponsorship opportunity:
 - a. Does it match, complement, or conflict with the DDAs' values?
 - b. Does it support one or more of the DDAs' transformational strategies?
 - c. Would this association be a good fit with the image of the Downtown Dearborn project?
 - d. Does it appeal to at least one of the DDAs' target markets?
 - e. Does it support the vision of the Downtown Dearborn project?



East Dearborn DDA & West Dearborn DDA (DDAs)

Dearborn Administrative Center 16901 Michigan Avenue, Dearborn, MI 48126

POLICY FOR PROVIDING SPONSORSHIPS

(DDAs as Sponsors)

7. Ethical filters that help determine good-fit sponsor-seekers:
 - a. Disclosure and accountability.
8. The DDAs will not continue sponsorship discussions with any organization once that organization, its parent or subsidiaries is found to be engaged in criminal activity.
9. To ensure that the DDAs are perceived as welcoming and inclusive to everyone, the DDAs shall not enter into sponsorship discussions with organizations that have a primary focus on party politics and/or religious activities.

V. VETTING

1. Using the criteria listed in section IV, the DDAs' representatives will vet potential organizations that are seeking sponsorship (sponsor-seeker) support.
2. Vetting may include general research, as well as interviewing a sponsor-seeker's representatives.
 - a. Sponsor-seekers who refuse/fail to respond to inquiries may be rejected.
 - b. Questions may vary between sponsor-seekers.
 - c. If a sponsor-seeker is later found to have misled the DDAs, the DDAs have the right to cancel the sponsorship agreement.
 - d. Market impact and previous success of programming
3. Sponsorships shall be reviewed with more rigor and detail where the risks to the DDAs' credibility and integrity are higher, for instance with national or multi-year agreements. In such circumstances, information obtained solely from the sponsor-seeker may not be sufficient.

VI. RECOGNITION OF THE DDAs

1. The DDAs and their joint Downtown Dearborn initiative shall be represented by name and logo as Downtown Dearborn in all promotions, as well as respective DDA district logos if different.

VII. SPONSORSHIP MANAGEMENT

1. Sponsorships will be documented with a sponsorship contract between the DDAs and the sponsor-seeker.
2. Sponsor-seekers and sponsorships will be tracked in a database for reporting purposes.

VIII. REVIEW AND EVALUATION

This policy shall be reviewed by the promotions committee every two years. Recommended changes shall be presented to the board for approval. Revisions will be completed by the DDA staff.

APPROVED BY BOARD OF DIRECTORS: XX/XX/20XX

Commented [1]: Stormy thought this criteria might ruffle feathers with the many religious groups and houses of worship throughout the city.

Commented [2]: _Marked as resolved_

Commented [3]: _Re-opened_

Commented [4]: Ask legal to help reword number eight.



East Dearborn DDA & West Dearborn DDA (DDAs)
Dearborn Administrative Center 16901 Michigan Avenue, Dearborn, MI 48126

POLICY FOR PROVIDING SPONSORSHIPS

(DDAs as Sponsors)

APPROVED AS TO FORM:

CORPORATION COUNSEL



POLICY FOR SEEKING SPONSORSHIPS

(DDDA's as Sponsor-Seekers)

I. PURPOSE

1. Set out the criteria and decision making process for the East and West Dearborn Downtown Development Authorities (DDDA's) in their roles as sponsor-seekers.
2. Diversify and generate revenue for the DDDA's' operations, programs, events, special projects, and campaigns.
3. Ensure fair, transparent sponsorship practices.

II. DEFINITIONS

1. Sponsor: An organization or individual looking for marketing and community relations opportunities that support their brand, message, and/or goals. These organizations include, but are not limited to, corporations, health care systems, small businesses, schools, higher education institutions, and government.
2. Sponsorship: A business relationship between a sponsor and the sponsor-seeker where the sponsor provides money, products, or services to the sponsor-seeker in exchange for publicity and recognition.
3. Sponsor-Seeker: Sponsor-seekers, in this case, the DDDA's, utilize sponsorships to alleviate costs, diversify revenue, and, possibly, exhibit alignment with a particular brand or organization.

III. CRITERIA FOR EVALUATING POTENTIAL SPONSORS

1. Only reputable individuals and organizations whose image, product, or services do not conflict with the DDDA's' missions or values may be considered.
2. The DDDA's' long term reputation and credibility always take precedence.
3. There is no obligation to accept any particular request.
4. Each sponsorship request will be considered on its merits. Discernment will characterize the decision making process.
5. These questions will be asked of each sponsorship opportunity:
 - a. Does it match, complement, or conflict with the DDDA's' values?
 - b. Does it support one or more of the DDDA's' transformational strategies?
 - c. Would this association be a good fit with the image of the Downtown Dearborn project?
 - d. Does it appeal to at least one of the DDDA's' target markets?
 - e. Does it support the vision of the Downtown Dearborn project?
6. Ethical filters that help determine good-fit sponsor-seekers:
 - a. Disclosure and accountability.
7. The DDDA's will not continue sponsorship discussions with any organization once that organization, its parent or subsidiaries is found to be engaged in criminal activity.



POLICY FOR SEEKING SPONSORSHIPS

(DDDA's as Sponsor-Seekers)

8. To ensure that the DDDAs are perceived as welcoming and inclusive to everyone, the DDDAs shall not enter into sponsorship discussions with organizations that have a primary focus on party politics and/or religious activities.

IV. SPONSOR SELECTION & VETTING

1. Sponsor recommendations will be accepted from the boards of directors and other stakeholders as well as by the DDDAs' staff.
2. DDDA representatives will conduct an initial vetting of recommended sponsors for a good-fit with the criteria listed in section IV.
3. This process may include general research as well as interviewing a sponsor's representatives.
 - a. Sponsors who refuse/fail to respond to inquiries may be rejected.
 - b. Questions asked may vary between sponsors.
 - c. If a sponsor is later found to have misled the DDDAs, the DDDAs have the right to cancel the sponsorship agreement.
4. Sponsorships shall be reviewed with more rigor and detail where the risks to the DDDAs' credibility and integrity are higher, for instance with national or multi-year agreements. In such circumstances, information obtained solely from the sponsor may not be sufficient.

V. SPONSORSHIP TYPES

1. Limited Sponsorships are fully-compliant with the sponsorship policy, pertain to particular events or single programs only.
 - a. Research and recruitment of Limited Sponsorships shall be vetted by the committee overseeing the project, event or program. Final authorization of limited sponsorships is at the sole discretion of the DDDAs' executive director.
2. Downtown Champion Sponsorships pertain to organizational projects, programs or campaigns that support either more than one program, project, event or initiative of the DDDAs; or are an exclusive (one-time) project or program; and/or have a duration that exceeds more than six months; and/or are only partially compliant with the criteria established in item IV.
 - a. Selection and authorization of Downtown Champion Sponsorships will first be vetted by the committee overseeing the project, event or program. Authorization of Downtown Champion sponsorships under \$25,000 is at the sole discretion of the DDDAs' executive director. The committee will present its recommendation to the DDDAs' joint board for approval. Authorization of Downtown Champion Sponsorships over \$25,000 shall be approved by the Boards jointly.

VI. SPONSORSHIP MANAGEMENT



East Dearborn DDA & West Dearborn DDA (DDAs)

Dearborn Administrative Center 16901 Michigan Avenue, Dearborn, MI 48126

POLICY FOR SEEKING SPONSORSHIPS

(DDAs as Sponsor-Seekers)

1. The DDAs will draft and administer a sponsorship contract with the sponsor.
2. Sponsors and sponsorships will be tracked in a database for reporting purposes.

VII. REPRESENTATION OF THE DDAs

1. The DDAs and their joint Downtown Dearborn initiative shall be represented by name and logo as Downtown Dearborn in all promotions, as well as respective DDA district logos if different.

VIII. REVIEW AND EVALUATION

This policy shall be reviewed by the promotions committee every two years. Recommended changes shall be presented to the board for approval. Revisions will be completed by the DDA staff/executive management team.

APPROVED BY BOARD OF DIRECTORS: XX/XX/20XX

APPROVED AS TO FORM:

CORPORATION COUNSEL

Ladies Night Summary 2019

Date: Wednesday, May 1st

Location: East & West Downtown

Time: 5pm to 9pm

The Event:

Our goal is to host a city-wide promotion targeting women ages 25 - 60 for an evening of pampering, socializing, shopping, along with wining and dining. This event will encourage patronage to participating businesses/shops; focusing on retail, service and restaurant establishments. This is a free event to the public.

Participating Businesses:

We will plan on reaching out to businesses in out and of the downtown district by sending out a participation application. We are planning on charging a small fee to both in and out of district businesses. These fees will help to cover event expenses.

Partnering with Bailey's Bar & Grill and their Vendors:

We have partnered with Baileys who have been hosting a Ladies Night for a couple years now. They will host up to 16 vendors in their establishment. They will cross promote with us.

Partnering with J.B. Bamboozles and their Vendors:

We have partnered with J.B. Bamboozles and are planning on inviting several vendors who will set up similar to Baileys. They will cross promote with us.

Marketing & Promotions:

We intend to partner with iHeartMedia to promote the event in order to draw an even larger crowd than 2018. We estimate the event had close to 750 participants by the number of Lei's distributed at the registration points. Our goal is to use \$5000 for radio marketing in addition to social media boosting and printed materials.

Sponsors:

Our goal is to reach out to several businesses to sponsor the event.

Potential Sponsors:

Hampton Inn

Dearborn Inn

Steven Bernard Jewelers

Merchant of Vino

OM Spa

Salon 260

Some other female oriented businesses

Shuttle Service:

We would like to reach out to inquire with the city to utilize their shuttle busses. We will have 3 Event Registration, drop off and pick up locations, including Steven Bernard Jewelers, Baileys and J.B Bamboozles. We are still working on the fourth, which will be in the East.

Downtown Dearborn's Ladies Night

Who: West Dearborn DDA, iHeartMedia and Shannon Murphy

What: Downtown Dearborn Ladies Night Out!

Where: Downtown Dearborn

When: April 2019

Marketing Objective:

Persuade women living in Dearborn to get together for a great night of shopping, workshops, dining, drinking and more! Give them an opportunity to come share a cocktail with their favorite morning show hosts – Shannon!

Marketing Strategy:

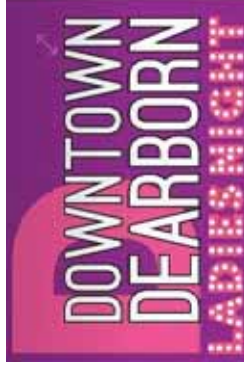
Connect with women of all ages with the help of Detroit's Sweetheart – Shannon Murphy! Reach them in all of the ways they engage with Mojo in the Morning – on-air, on social media and online.

Recommended tools:

- On-air messages promoting Shannon's appearance at [insert destination of your choice] where women can join Shannon for a pre-ladies night cocktail.
- Boosted Facebook Video with Shannon – inviting them to come join her for Ladies Night in Downtown Dearborn – targeting women living in pre-selected zip codes.
- ROS Display at channel955.com
- On-air schedule promoting Ladies Night in tandem with Shannon's appearance to increase reach and response.



Downtown Dearborn's Ladies Night



Deliverables:

On-air:

- 12x:15 second commercials during Mojo in the Morning (8x per week) leading up to the event
- 10x:15 second promotional messages promoting Shannon's appearance
- 12x:15 second messages on the Mojo in the Morning Live Stream on iHeartRadio
- 1x call in from the event

Social Media:

- Boosted Facebook Video featuring Shannon – targeting women living in hot zip codes for Downtown Dearborn (Ferndale, Wyandotte, Taylor, Downtown Detroit, etc.)

On-device/ Online:

- 50,000 digital display impressions at Channel 1955.com

On-site:

- Shannon onsite for 2 hours at location of your choice

Source:

Net Investment: \$5,000
(inclusive of all talent and promotional fees)

026



Principal Shopping District Feasibility

Table 1 & Table 2 depict estimated annual revenues for both the WDDDA & EDDDA if a Principal Shopping District is established in either district. These estimates are based on property data provided by the City's GIS department, originally collected from Permitting.

Estimates for both districts include all properties within each downtown where:

- Properties are within each DDDA's TIF boundary
- Have a taxable value greater than zero
- No building is taxed more than \$10,000

Table 1.

West Downtown		
Square Footage		
Taxable		945,189
Non-Taxable		321,971
Total		1,267,160
Cents per Square Foot		
\$	0.15	\$ 126,401.60
\$	0.20	\$ 156,705.80
\$	0.25	\$ 182,493.50
Tax Burden by Property		
Average Tax Burden	\$	972.32
Q0 Tax Burden	\$	143.55
Q1 Tax Burden	\$	162.15
Median Tax Burden	\$	232.65
Q3 Tax Burden	\$	658.95
Q4 Tax Burden	\$	10,000.00
Mode Tax Burden	\$	143.55
Total Taxable Properties		130
Total Tax Exempt Properties		9
Total Properties at \$10,000 Cap		2

Table 2.

East Downtown		
Square Footage		
Taxable		1,019,287
Non-Taxable		111,880
Total		1,131,167
Cents per Square Foot		
\$	0.15	\$ 124,603.00
\$	0.20	\$ 151,405.40
\$	0.25	\$ 176,756.75
Tax Burden by Property		
Average Tax Burden	\$	532.49
Q0 Tax Burden	\$	115.65
Q1 Tax Burden	\$	130.95
Median Tax Burden	\$	226.35
Q3 Tax Burden	\$	333.15
Q4 Tax Burden	\$	10,000.00
Mode Tax Burden	\$	130.95
Total Taxable Properties		234
Total Tax Exempt Properties		3
Total Properties at \$10,000 Cap		4

EVENT	WEST	EAST	COMBINED	EXPENSE LEVEL	ATTENDANCE	INCOME PROJECTED	2018 ACTUAL INCOME	RANK	PRIORITY
Restaurant Week (DRW)			x	\$34,000.00	N/A	\$30,000.00	\$19,500.00	1	1
Shop Small			x	\$14,500.00	N/A	\$2,500.00	\$1,000.00	2	2
Ladies Night			x	\$6,855.00	750	\$2,000.00	\$1,740.00	2	3
Adopt a Tree Well			x	\$600.00	N/A	\$500.00	\$0.00	4	3
Friday Nites Music & Foodie Rallies	x			\$42,520.00	6000-7000	\$18,000.00	\$6,175.00	1	1
Farmers & Artisans Market (DFM)	x			\$25,540.00	5000	\$25,000.00	est. 12500	1	1
Winterfest Market West	x			\$20,815.00	1200	\$7,500.00	\$2,520.00	3	3
Kids Day at the Market	x			\$16,655.00	3000	\$15,000.00	\$10,000.00	1	1
Farm to Table	x			\$12,000.00	N/A	\$15,500.00	\$0.00		4
Tunes at Noon	x			\$6,620.00	N/A	\$4,500.00	\$5,000.00	2	3
Movies at Wager Park	x			\$2,350.00	600	\$2,500.00	\$2,500.00	4	4
Fall Perennial Exchange	x			\$2,060.00	50	\$500.00	\$0.00	5	4
Trick or Treat/ Doggone Dearborn	x			\$1,000.00	3000	\$500.00	\$0.00	2	2
Martian Marathon	x			\$500.00	N/A	\$0.00	\$0.00	4	4
Ice Cream Social	x				350	\$200.00	\$0.00	4	4
EVENT	WEST	EAST	COMBINED	EXPENSE LEVEL	ATTENDANCE	INCOME PROJECTED	2018 ACTUAL INCOME	RANK	PRIORITY
Jazz on the Ave		x		\$57,460.00	12000	\$10,500.00	\$5,000.00	1	1
Winterfest Market East		x		\$15,000.00	500	\$2,500.00	\$2,050.00	3	3
Music in the Park		x		\$6,620.00	N/A	\$1,000.00	\$0.00	4	4
Movies in the Park		x		\$2,350.00	300	\$1,000.00	\$0.00	5	4
Spring Perennial Exchange		x		\$2,060.00	50	\$500.00	\$0.00	5	4
Pumpkin Carving		x		\$400.00	125	\$500.00	\$0.00	4	4
Trick or Treat/ Spooky Storey		x		\$400.00	1000	\$500.00	\$0.00	2	2
EDDDA Open House		x		\$1,500.00	100	\$500.00	\$0.00		



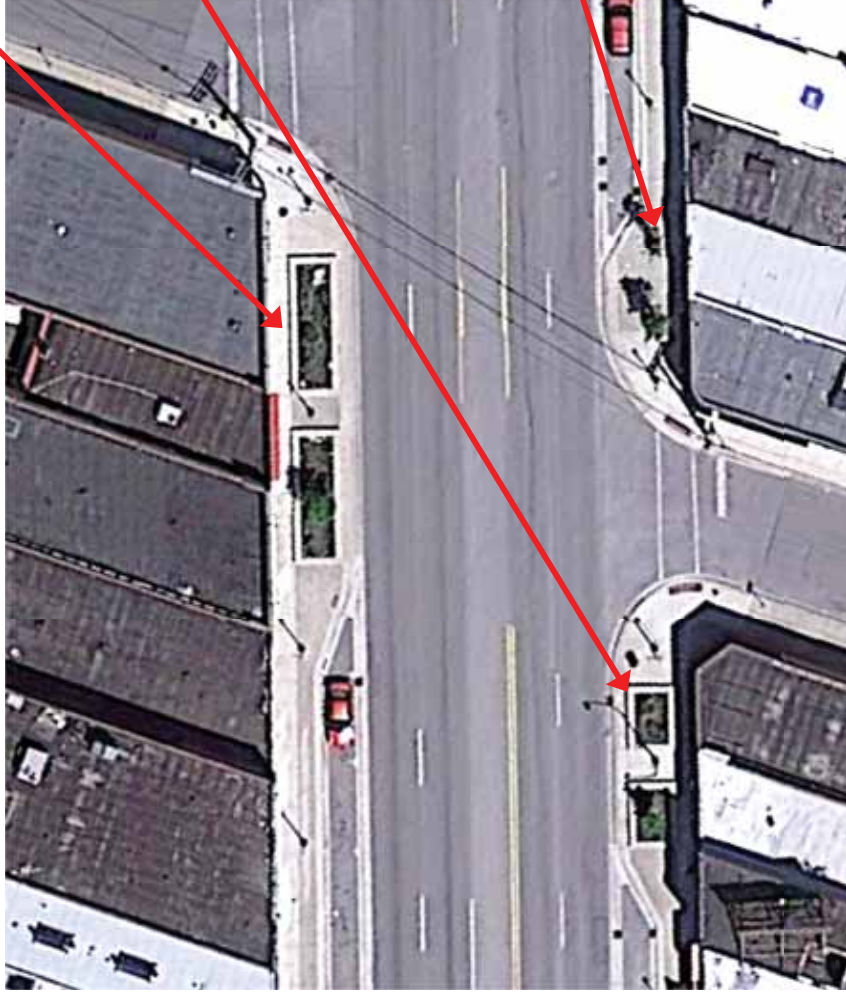
EAST DEARBORN

PLANTER REMOVAL

SMITHGROUP

EAST & WEST DEARBORN

EAST DEARBORN EXISTING CONDITIONS



A. TWO LARGE PLANTERS (10'X4')



B. TWO SMALL PLANTERS (4'X4')



C. TREES IN GROUND PLANTER



EAST & WEST DEARBORN

EAST DEARBORN LARGE PLANTER

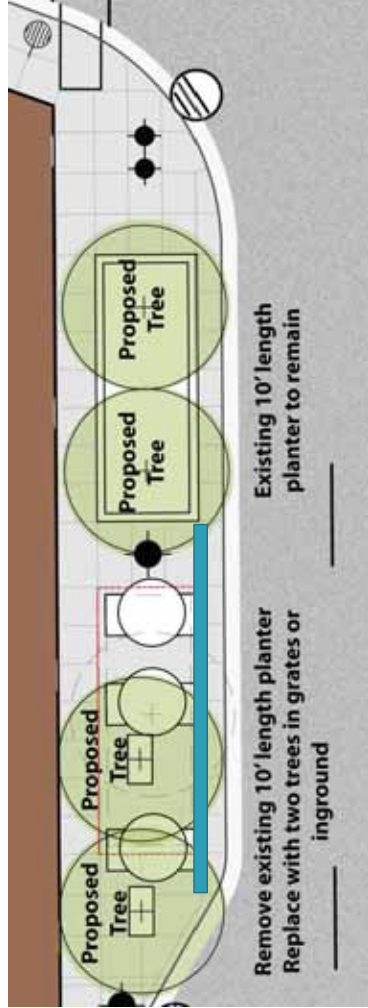
EXISTING



PROPOSED

OPTION 1:

REMOVE THE INTERIOR PLANTER ONLY (COMPLETELY) AND REPLACE WITH TREES IN GRATES. PROVIDE OUTDOOR DINING IN THE AREA WHERE THE PLANTER IS REMOVED.

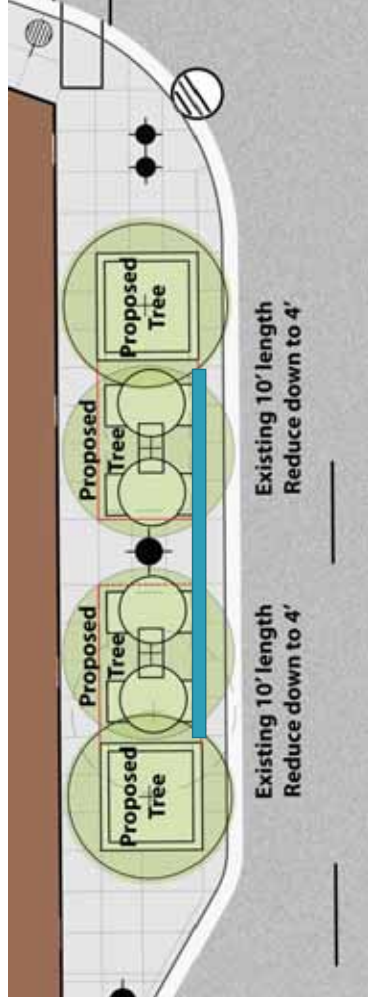


TWO LARGE PLANTERS (10'X4')



OPTION 2:

REDUCE THE WIDTH OF EACH PLANTER TO THE 4'X4' SMALL PLANTER SIZE (KEEP EXISTING 3 SIDES) AND ADD TWO TREES IN GRATES. PROVIDE OUTDOOR DINING BETWEEN EACH PLANTER.



EAST & WEST DEARBORN

EAST DEARBORN LARGE PLANTER REMOVAL OPTION 1

	Quantity	Unit	Unit Price	Cost
Demolition / Site Preparation / SESC / Earthwork				
Sawcut and Remove Concrete Sidewalk	50 SF	\$	1.50	\$75.00
Sawcut and Remove Concrete Wall	28 LF	\$	100.00	\$2,800.00
Remove Trees	1 EA	\$	250.00	\$250.00
Earthwork Removal and Haul off	2 CY	\$	17.00	\$34.00
Soil Erosion Allowance	15 LF	\$	10.00	\$150.00
				\$3,309.00 Total

Hardscape				\$680.00 Total
6" Concrete Sidewalk with 6" Aggregate Base	85 SF	\$	8.00	\$680.00

Site Furnishings and Landscaping				\$8,490.00 Total
Screen Fence	12 LF	\$	50.00	\$600.00
Tree	4 EA	\$	450.00	\$1,800.00
Tree Grates	2 EA	\$	3,000.00	\$6,000.00
Structural Soil	4 CY	\$	10.00	\$40.00
Planting Mix 12" depth at Plant Beds	2 CY	\$	25.00	\$50.00

Subtotal	\$12,479.00
10% Soft Cost	\$1,247.90
10% Contingency	\$1,247.90

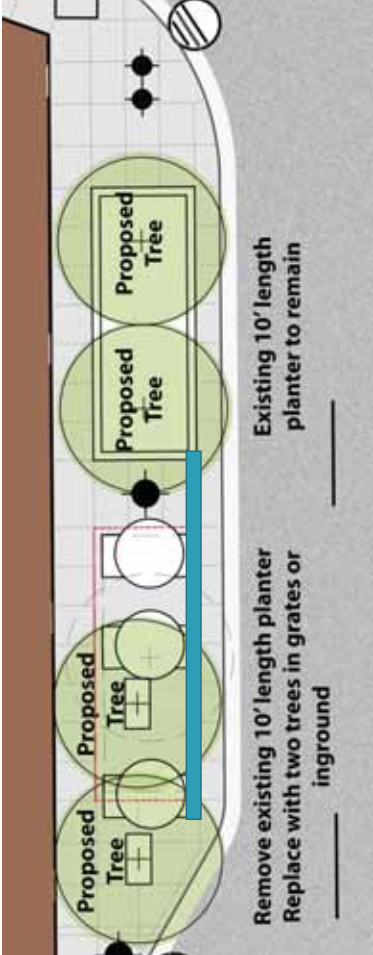
Total	\$14,974.80
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EXISTING

----- LIMITS OF REMOVAL



PROPOSED



REMOVE THE INTERIOR PLANTER ONLY (COMPLETELY) AND REPLACE WITH TREES IN GRATES. PROVIDE OUTDOOR DINING IN THE AREA WHERE THE PLANTER IS REMOVED.

EAST & WEST DEARBORN

EAST DEARBORN LARGE PLANTER REMOVAL OPTION 2

	Quantity	Unit	Unit Price	Cost
Demolition / Site Preparation / SESC / Earthwork				
Sawcut and Remove Concrete Sidewalk	45	SF	\$ 1.50	\$67.50
Sawcut and Remove Concrete Wall	30	LF	\$ 100.00	\$3,000.00
Remove Trees	1	EA	\$ 250.00	\$250.00
Earthwork Removal and Haul off	4	CY	\$ 17.00	\$68.00
Soil Erosion Allowance	25	LF	\$ 10.00	\$250.00
				\$3,635.50 Total

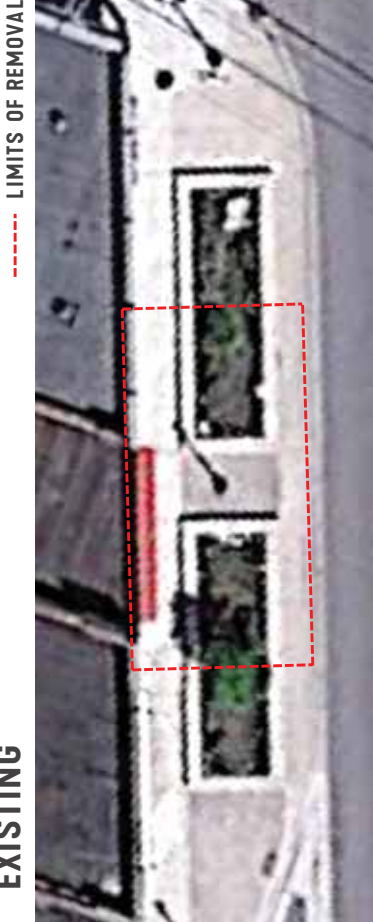
Hardscape				
6" Concrete Sidewalk with 6" Aggregate Base	85	SF	\$ 8.00	\$680.00
Retaining Walls	8	LF	\$ 125.00	\$1,000.00
				\$1,680.00 Total

Site Furnishings and Landscaping				
Screen Fence	12	LF	\$ 50.00	\$600.00
Tree	4	EA	\$ 450.00	\$1,800.00
Tree Grates	2	EA	\$ 3,000.00	\$6,000.00
Perennials	20	EA	\$ 15.00	\$300.00
Structural Soil	4	CY	\$ 10.00	\$40.00
Planting Mix 12" depth at Plant Beds	2	CY	\$ 25.00	\$50.00
				\$8,790.00 Total

	Subtotal	\$14,105.50
	10% Soft Cost	\$1,410.55
	10% Contingency	\$1,410.55
		\$16,926.60

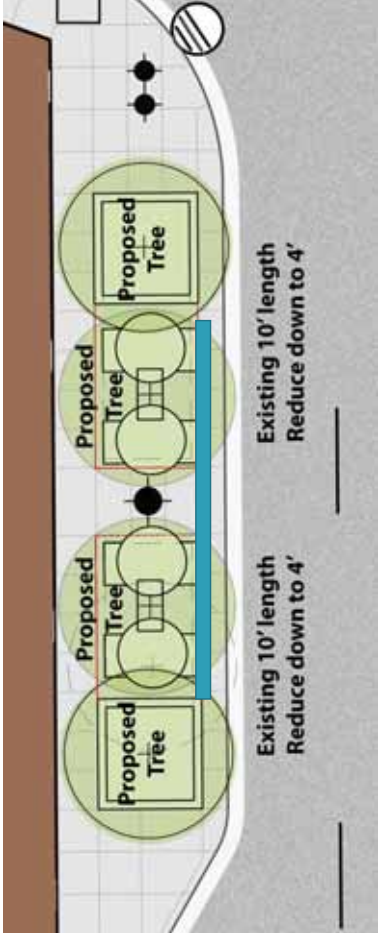
	Total	\$16,926.60
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EXISTING



--- LIMITS OF REMOVAL

PROPOSED



REDUCE THE WIDTH OF EACH PLANTER TO THE 4'X4' SMALL PLANTER SIZE [KEEP EXISTING 3 SIDES] AND ADD TWO TREES IN GRATES. PROVIDE OUTDOOR DINING BETWEEN EACH PLANTER.

EAST & WEST DEARBORN

EAST DEARBORN SMALL PLANTER



EXISTING

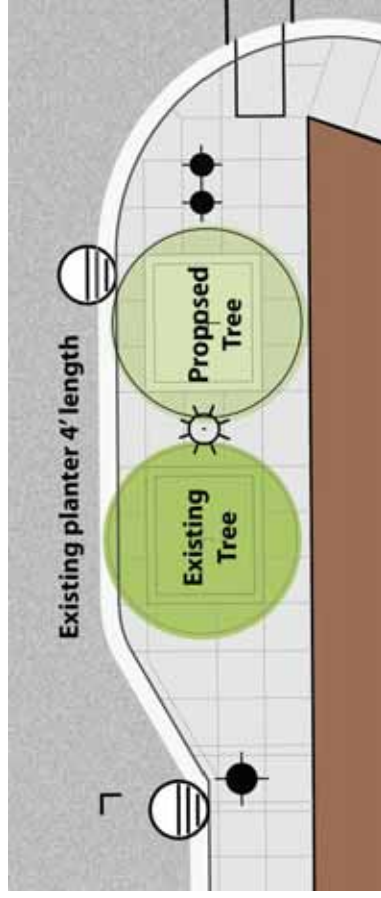


TWO SMALL PLANTERS (4'X4')

PROPOSED

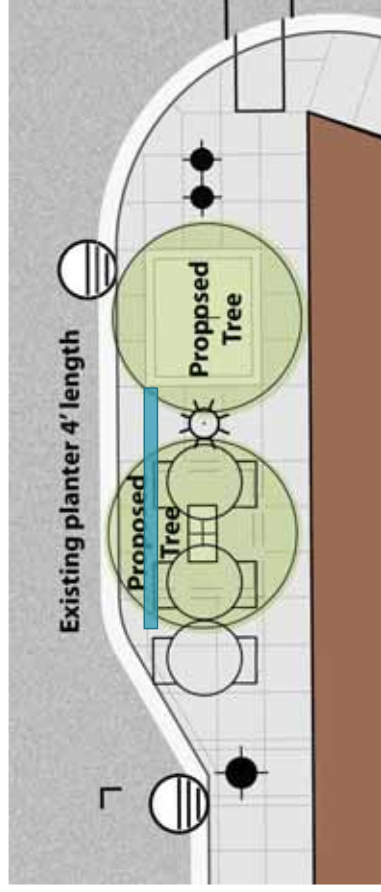
OPTION 1:

KEEP BOTH EXISTING SMALL PLANTERS BUT REPLACE THE MISSING TREE.



OPTION 2:

REMOVE THE INTERIOR PLANTER ONLY (COMPLETELY) AND REPLACE WITH A TREE IN A GRATE. PROVIDE OUTDOOR DINING IN THE AREA WHERE THE PLANTER IS REMOVED.



EAST & WEST DEARBORN

EAST DEARBORN SMALL PLANTER OPTION 1



EXISTING

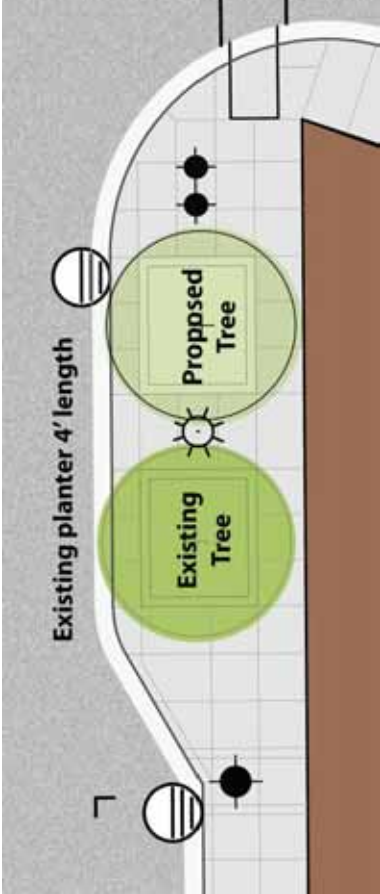
REPLANT SMALL PLANTERS (4'X4')



PROPOSED

OPTION 1:
KEEP BOTH EXISTING SMALL PLANTERS BUT REPLACE THE MISSING TREE.

	Quantity	Unit	Unit Price	Cost
Site Furnishings and Landscaping				
Tree	2 EA	\$	450.00	\$900.00
Subtotal				\$900.00
10% Soft Cost				\$90.00
10% Contingency				\$90.00
Total				\$1,080.00



EAST & WEST DEARBORN

EAST DEARBORN SMALL PLANTER OPTION 2



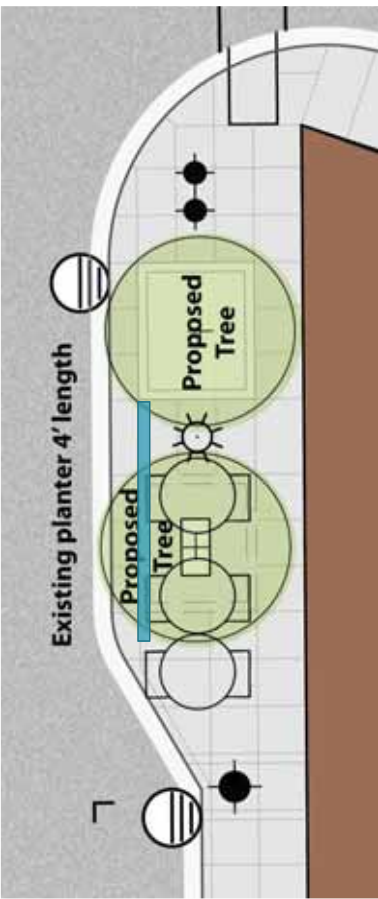
EXISTING

REMOVE SMALL PLANTER (4'X4')



	Quantity	Unit	Unit Price	Cost
Demolition / Site Preparation / SESC / Earthwork				
Sawcut and Remove Concrete Sidewalk	36	SF	\$	1.50
Sawcut and Remove Concrete Wall	16	LF	\$	100.00
Remove Trees	1	EA	\$	250.00
Earthwork Removal and Haul off	0.5	CY	\$	17.00
Soil Erosion Allowance	8	LF	\$	10.00
				\$1,992.50 Total
				\$54.00
				\$1,600.00
				\$250.00
				\$8.50
				\$80.00
Hardscape				
6" Concrete Sidewalk with 6" Aggregate Base	52	SF	\$	8.00
				\$416.00 Total
				\$416.00
Site Furnishings and Landscaping				
Screen Fence	8	LF	\$	50.00
Tree	2	EA	\$	450.00
Tree Grates	2	EA	\$	3,000.00
Structural Soil	2	CY	\$	10.00
				\$7,320.00 Total
				\$400.00
				\$900.00
				\$6,000.00
				\$20.00
				\$9,728.50
				Subtotal
				10% Soft Cost
				10% Contingency
				\$972.85
				\$972.85
				Total
				\$11,674.20

PROPOSED



REMOVE THE INTERIOR PLANTER ONLY (COMPLETELY) AND REPLACE WITH A TREE IN A GRATE. PROVIDE OUTDOOR DINING IN THE AREA WHERE THE PLANTER IS REMOVED.

EAST & WEST DEARBORN

EAST DEARBORN FLUSH TREE PITS

EXISTING



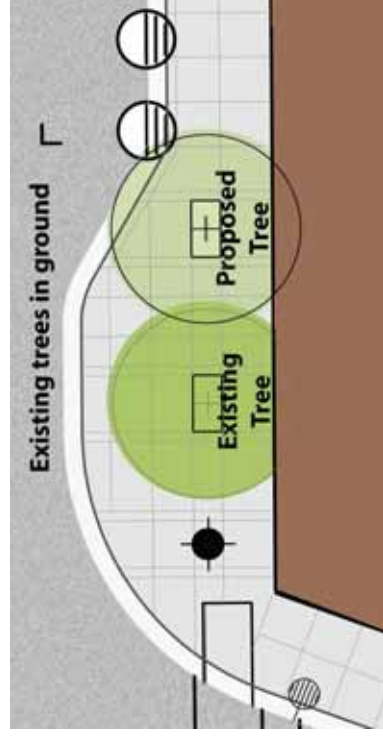
TREES IN GROUND PLANTER



PROPOSED

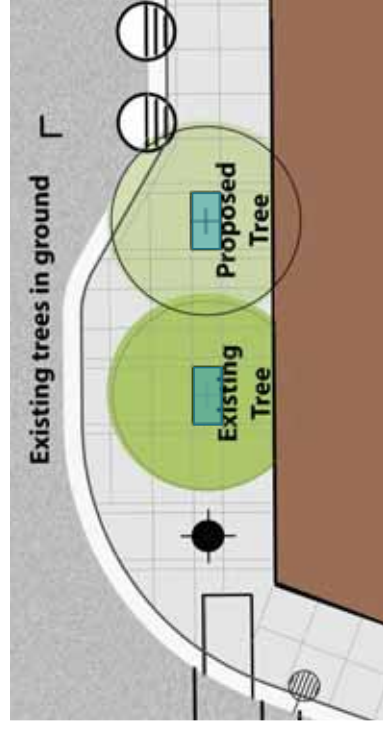
OPTION 1:

KEEP EXISTING AS IS BUT REPLACE ANY MISSING TREES.



OPTION 2:

PROVIDE TREE GRATES AROUND EXISTING TREE PITS AND REPLACE ANY MISSING TREES.



EAST & WEST DEARBORN

EAST DEARBORN FLUSH TREE PIT OPTION 1

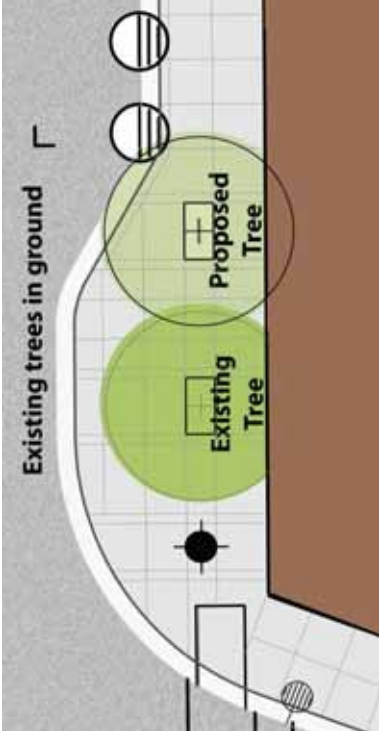
EXISTING



TREES IN GROUND PLANTER

PROPOSED

	Quantity	Unit	Unit Price	Cost
Demolition / Site Preparation / SESC / Earthwork				
Remove Trees	1	EA	\$ 250.00	\$250.00 Total
Site Furnishings and Landscaping				
Tree	2	EA	\$ 450.00	\$900.00 Total
Subtotal				
10% Soft Cost				\$115.00
10% Contingency				\$115.00
Total				\$1,380.00



KEEP EXISTING AS IS BUT REPLACE ANY MISSING TREES.

EAST & WEST DEARBORN

EAST DEARBORN FLUSH TREE PIT OPTION 2

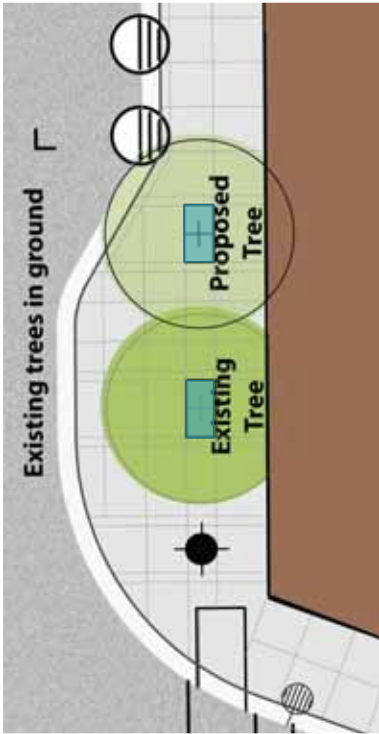
EXISTING



TREES IN GROUND PLANTER

PROPOSED

	Quantity	Unit	Unit Price	Cost
Demolition / Site Preparation / SESC / Earthwork				
Remove Trees	1	EA	\$ 250.00	\$250.00
				\$250.00 Total
Site Furnishings and Landscaping				
Tree	2	EA	\$ 450.00	\$900.00
Tree Grates	2	EA	\$ 3,000.00	\$6,000.00
Structural Soil	2	CY	\$ 10.00	\$20.00
				\$6,920.00 Total
				\$900.00
				\$6,000.00
				\$20.00
				\$7,170.00
				\$717.00
				\$717.00
				\$8,604.00



PROVIDE TREE GRATES AROUND EXISTING TREE PITS AND REPLACE ANY MISSING TREES.

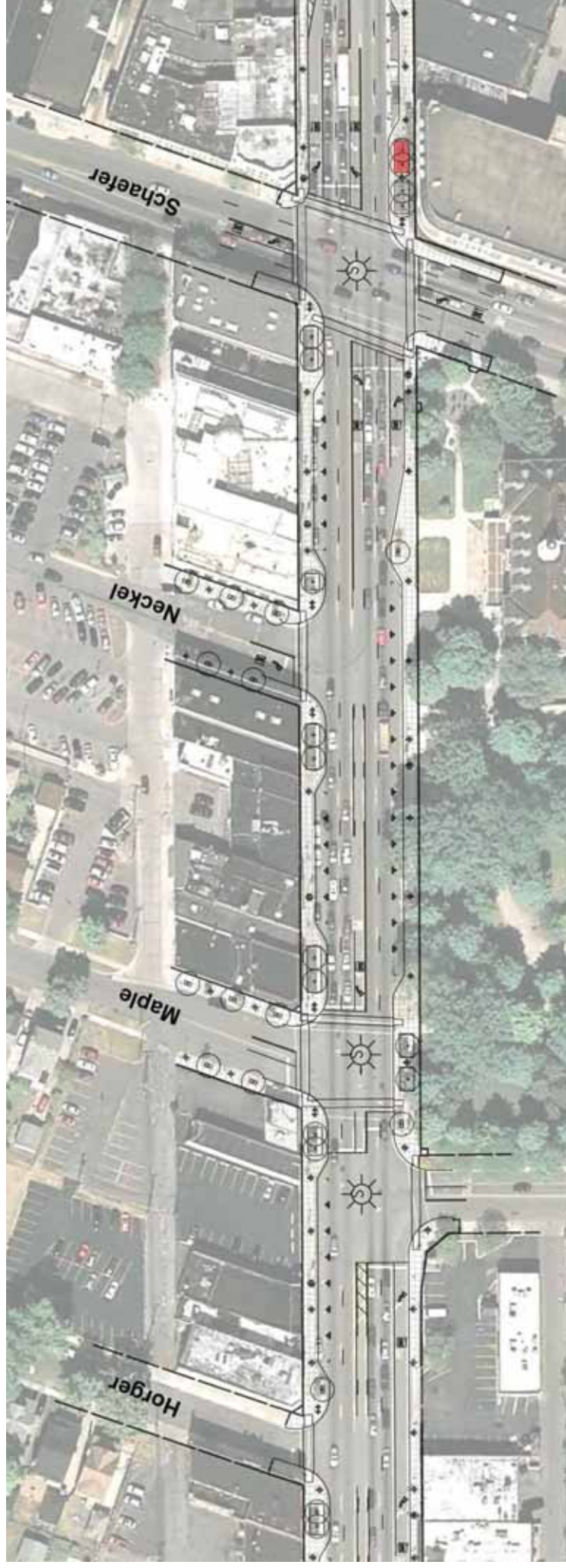
EAST & WEST DEARBORN

EAST DEARBORN OVERALL PLANTER REMOVAL LOCATIONS



EAST & WEST DEARBORN

EAST DEARBORN OVERALL PLANTER REMOVAL LOCATIONS



EAST & WEST DEARBORN

EAST DEARBORN OVERALL PLANTER REMOVAL LOCATIONS



EAST & WEST DEARBORN

EAST DEARBORN DINING SCREEN

PRIVATELY OWNED:

LIMITED CONTROL OVER FINISH AND MAINTENANCE.
COST BY EACH PROPERTY OWNER.
TEMPORARY INSTALL SUMMER MONTHS ONLY.



CITY OWNED:

FINISH / STYLE DETERMINED BY CITY.
MAINTENANCE COMPLETED BY CITY.
COST BY CITY INSTEAD OF PROPERTY OWNER.
COULD BE A MORE PERMANENT FIXTURE.






DEARBORN
**RESTAURANT
WEEK 2019**
IN NUMBERS

 **33** 
PARTICIPATING RESTAURANTS

NEW RESTAURANTS
IN 2018:

 **9** 

 **4,257,000**
iHeart  **BROADCAST**
RADIO  **IMPRESSIONS**
(adults 18+)

ACROSS **6** METRO DET. STATIONS

RESTAURANTS SAW A

30% 
INCREASE IN BUSINESS

FOOOD!!!

DEARBORNRESTAURANTWEEK.COM
PAGE VIEWS:



 **90,449**



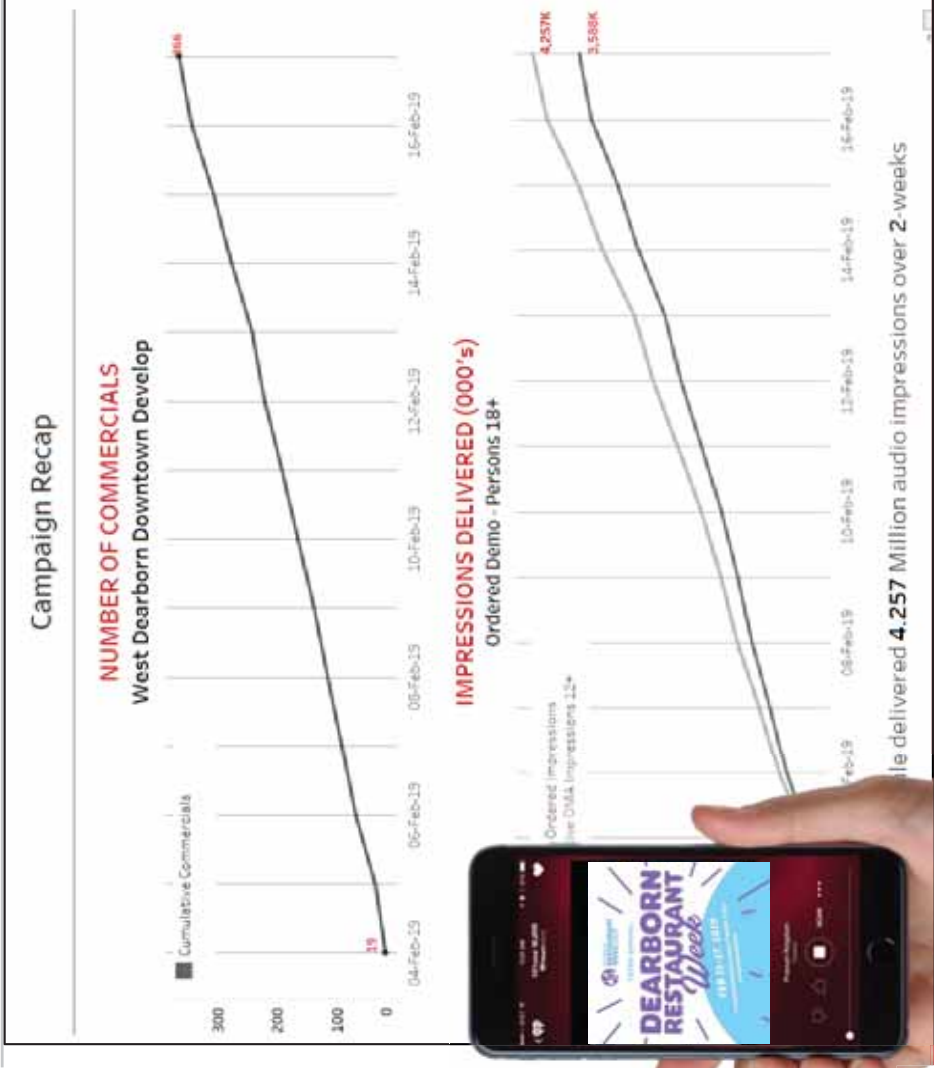
Legal Property of iHeartMedia

2/26/2019

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Campaign Summary



Dearborn Restaurant Week
Channel 955, 100.3 WNIC, ALT106.7, Mix 92.3
WMXD, 97.9 WJLB, 1130 WDFN

2/4/2019 – 2/17/2019

- 366x :15 & :30 commercials delivered
- 366x :15 & :30 sec iHeartRadio commercials delivered
- 12x :30 Spike Endorsements
- 9x: 60 sec cond sponsor commercials
- 6 stations
- 2 weeks of promotion
- 1 amazing week of delicious eats!

Delivered Impressions:

- 4,257,000 total broadcast impressions
- 466,440 streaming impressions
- 237,500 digital impressions

4,960,490 impressions delivered across all demos

047

iHeartRadio ROS Banner Ads

Digital Summary:

- ROS Banner Ads run across our station's website
- This campaign ran across Channel 95.5, WNIC, FM98 WJLB, Mix 92.3, WDFN, & Alt 106.7

Digital Description:

- 150,002 impressions were delivered during the month of January & Feb
- 500 listeners have clicked on your digital creative!

142,426

Impressions

358

Clicks

.25%

CTR .15% national avg



048

Facebook Boosted Ads

Digital Summary:

- The DRW video was shared & boosted on Channel's Facebook page

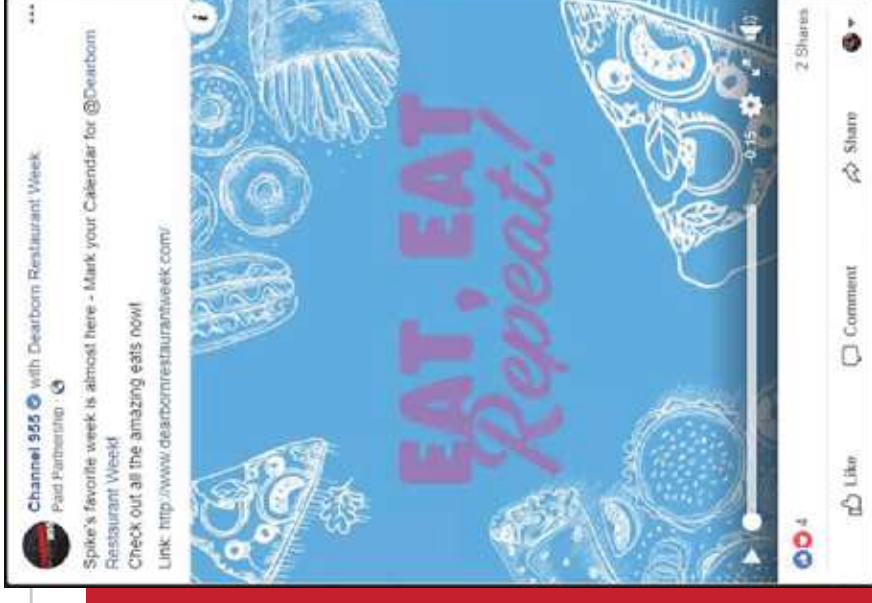
Digital Description:

- We reached over 30,614 listeners over the course of 2.5 weeks!

30,614
People Reached

27
Post Clicks

10,075
Total Views



Appearance – Good Burger

Appearance Summary

- Spike from Mojo in the Morning went to Good Burger on Tuesday February 12th, to kickoff Restaurant Week!
- Wednesday 2/14/2019 from 5p-7p

Promotion Details

- Channel 1555 ran 10x:15 second promotions for the event!
- We promoted the event prior & during through Channel 1555's social media & Spike's personal Facebook and Instagram



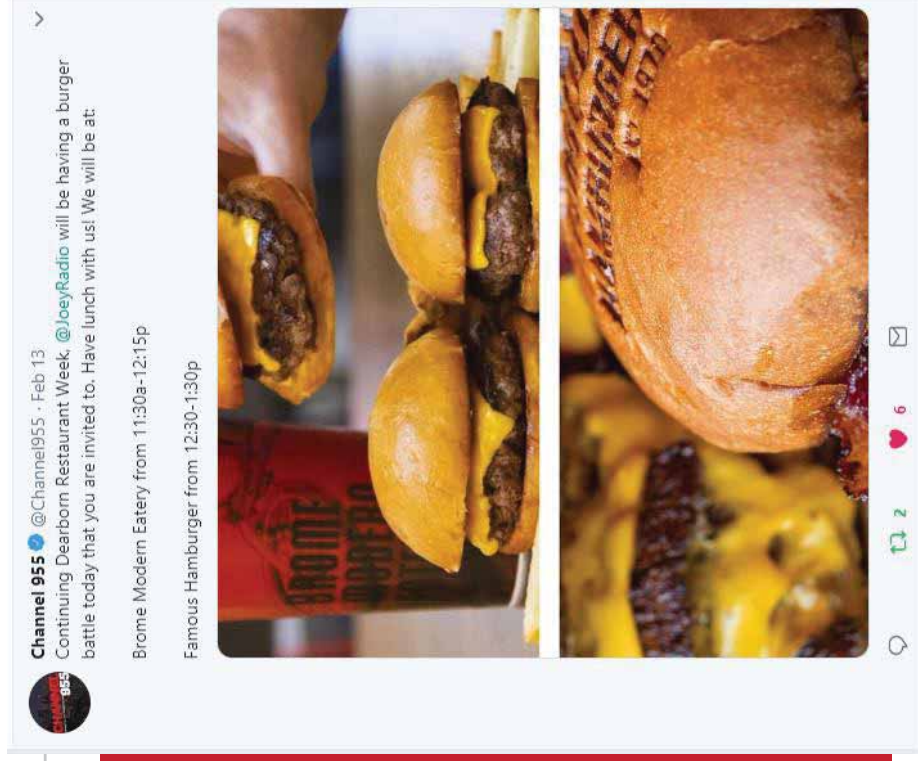
Appearance – Brome Modern Eatery and Famous Hamburger

Appearance Summary

- Joey from Mojo in the Morning went to Brome Modern Eatery and Famous Hamburger for a “Burger Battle” on Wednesday from 11:30am-1:30pm
- Wednesday 2/15/2019

Promotion Details

- Channel 955 ran 10x :15 second promotions for the event!
- We promoted the event prior & during through Channel 955’s social media & Joey’s personal social page!



Appearance – Gateaux Pâtisserie

Appearance Summary

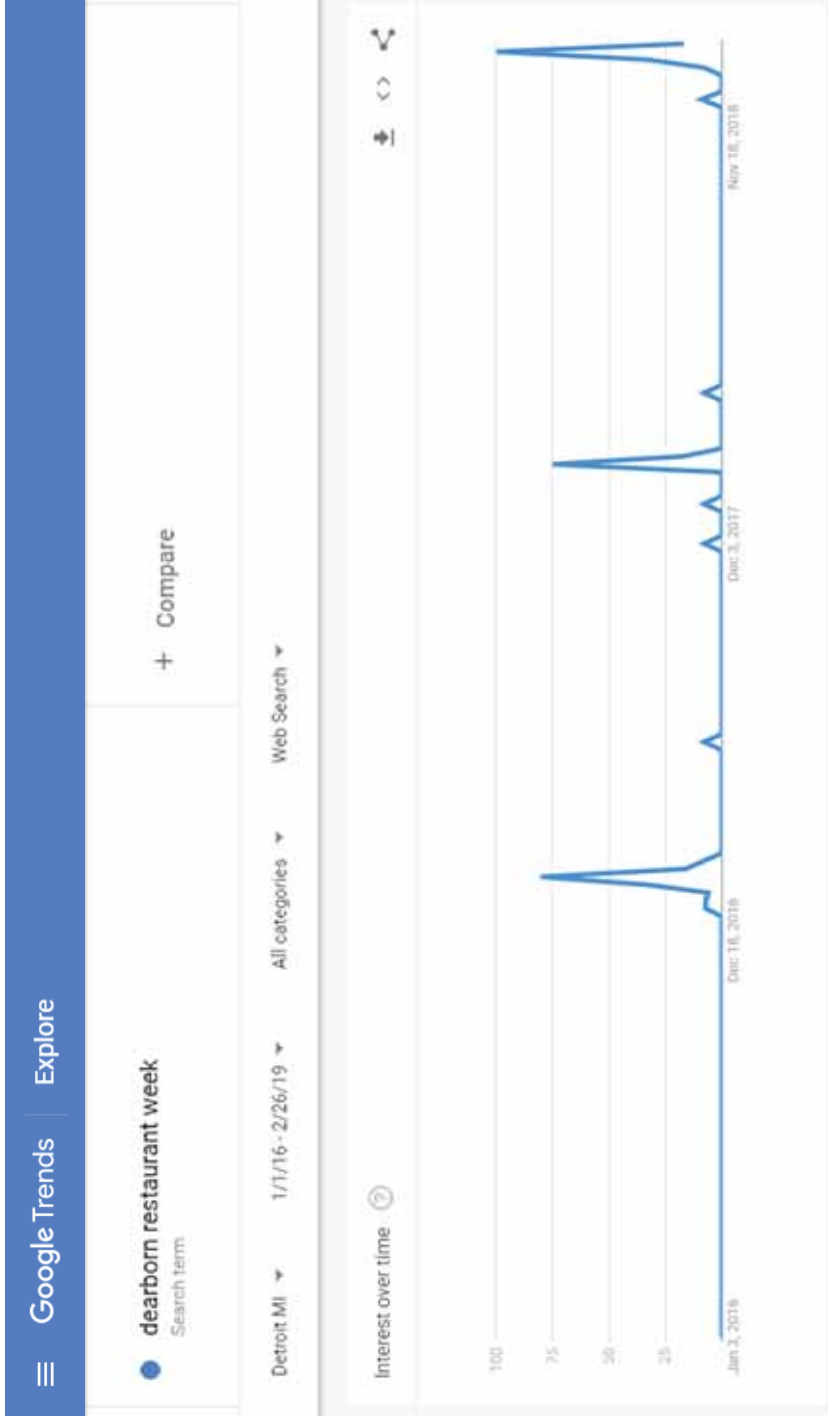
- Spike from Channel 955 went to Gateaux Pâtisserie to help procrastinate on Valentine's Day with "Treats for your Valentine"
- Thursday 2/14/19 from 11:30AM-1:30PM

Promotion Details

- Channel 955 ran 10x:15 second promotions for the event!
- We promoted the event prior & during through Channel 955's social media & Spike's personal social pages!



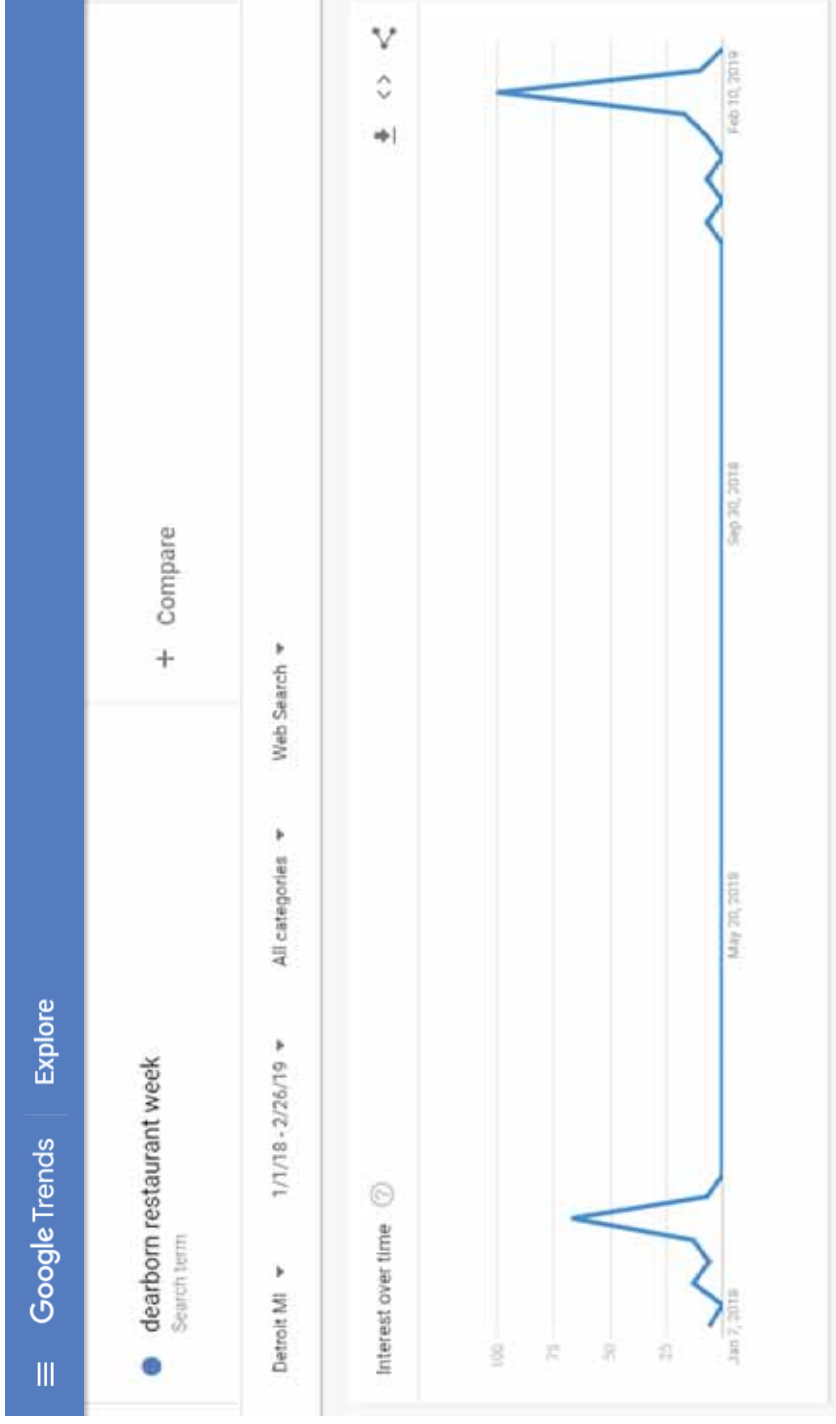
Google Trends 4-year comparison



Google Trends is a search trends feature that shows how frequently a given search term is entered into Google's search engine relative to the site's total search volume over a given period of time.

This chart indicates that there were more searches for Dearborn Restaurant Week in 2019 than ever before!

Google Trends Year-over-Year Comparison



Google Trends is a search trends feature that shows how frequently a given search term is entered into Google's search engine relative to the site's total search volume over a given period of time.

Google Search for the term "Dearborn Restaurant Week" was 33% higher in 2019 than 2018.

Thank you!!!

DEARBORN BIKE SHARE MEETING

February 28, 2018

10:00am

Attendance: Sara Gleicher, Steve Horstman, Chris Small, Tim Harrison, Cristina Sheppard-Decius, Ellen Goedert, Karl Alexander (by phone), Marc Brigolin (by phone), Kate Malicke (by phone).

AGENDA

- I. 2019 Plans, Stations & Other Amenities
 - A. Installation Schedule for New Locations
 - B. Location Announcements/Coordination
 - C. Coordination of Moving Station in EDDDA?
 1. Bundle with install for UofM; about 30 day process – end of February (\$500 cost; sign reprint \$300) option to have DPW - investigate
 - D. Other Locations & Sponsors?
 1. Fairlane Town Center (radius restrictions?) near food court;
 2. Karl will send the new proposal;
 3. Warren/Dix?.
 4. Doug for Wagner Place?
 - (1) Detail by end of February can incorporate with UofM install or end of March for spring launch;
 - E. MMTP/Bike Network Update?
- II. Marketing & Membership
 - A. Connecting the Dots:
 1. Marketing that Coordinates with Henry Ford to partner with students to go to HF, Union, Downtown and Fairlane; Ideas? Collaborations?
 2. International Student Audience – How Best to Market/Reach?
 3. Detroit Connector open to public and can push to use Zagster
 - B. Survey to Riders – sending out in February – daily users and members; discount to sign up for annual member and a free ride.
 - C. Open Streets – Schaefer south of the via duct to Tireman; June 9th 11am-3pm; amenities/temporary pop up stations
 - D. Walk N Roll Ride launch date ? incorporating or separate event to demonstrate

Bikedearborn = ½ off annual membership

bikemonth = 1 free ride (used in eblast and social for the month of May)

visitdearborn = 1 free ride (used in our brochure rack card)

freeride = 1 free ride (used in conjunction with our hoteliers and Wagner Place employees)

1. Installation Schedule: April 1, 30 Days Out
 - a. Separate Installs- Soft Installation on April 1, Hard Promotional Launch Later in the week
 - b. Concrete needs to be poured 10 days early to set.
2. Locations: Unions @ Dearborn (near Zipcars on Evergreen Rd.), University Center (UM-D), Hubbard @ Fairlane Town Center.
3. News/Marketing Updates:

- a. Kate- News release on website on April 1st.
 - b. Article in Alumni magazine happening in early May.
 - c. Student Gov't @ UM-D involved and excited, ties into healthy lifestyles initiative.
 - d. Social Media Teasers: "Zagster is coming....." for UM- hold for city-wide release.
 - e. Large market w/ international students.
- 4. Scooters:
 - a. Zagster is partnering with Spin. Spin acquired by Ford.
 - b. Worth looking into creating scooter program before competitors arrive, be in charge of scooters that are here.
- 5. Other Partnerships:
 - a. Henry Ford College
 - b. Dearborn Inn?
- 6. Open Streets:
 - a. On hold- looking towards 2020.
- 7. Walk N Roll:
 - a. May 1st
 - b. Beaumont Dearborn President Leading
 - c. Could include bike hop and training on bike sharing
 - i. Bike share can be intimidating for those who have never done it. Host training event so people can practice and learn to use bike share and locate racks easily.

Downtown Dearborn Promotions Committee

Meeting Date:
February 27, 2018
10:00 am

Meeting Location:
DDDA Office
13615 Michigan Avenue

Feb. 11-17	Dearborn Restaurant Week
March	Reading Month
April	Art Month
April 13	Martian Marathon
May 1	Ladies Night
May 18	Spring Perennial Exchange
June	Farm to Table

Attending: Katie Merritt, Maryanne Bartles, Cristina Sheppard-Decius, John Diponio, Teresa Duhl, Jean Smith, Chris Sickie, Maria Marzolo, Sam Abbas

I. Impact Analysis/Sponsor Recaps:

- a. Dearborn Restaurant Week
 - i. Report required covering all impact points (impressions, reach, etc.).
Report will go to sponsors and DDDA boards.
 - ii. Send survey to participating restaurants to acquire feedback.
- b. Shop Small/Winterfest
 - i. Report required covering all impact points (impressions, reach, etc.).
Report will go to sponsors and DDDA boards.
 - ii. Send survey (again) to participating shops to acquire feedback.

II. Sponsorships

- a. Policy – Final Review
 - i. Add info about PA57–how and why DDAs spend money.
 - ii. Board has until the end of today (2/27) to review.
- b. List of sponsors to TF for tracking purposes
 - i. Wants to track our sponsors, so they can track media impressions/reach/etc. all the way through the year, as those interactions occur, rather than retroactively.

III. Metromode Contract

- a. Advisory Committee (AC)
 - i. Seeking volunteers from the Promotions Committee to serve.
 - ii. AC does brainstorming for stories/story ideas; who to reach out to for those stories (sources). They also monitor the receipt of deliverables in the Metromode contract.
 - 1. Stories focus on businesses in the community--innovation, new, interesting, etc.
- b. Contract/Stories/Ideas
 - i. Contract has been renewed with slightly changed deliverables--more focused.
 - ii. Potential Story Ideas
 - 1. New director at AANM.
 - 2. New bakeries in east end.
 - 3. New playscape-coffee biz in east end.
 - 4. New chocolate place in east end (on Schaefer near Alcamo's (near Osborne St.)
 - 5. New boutique in east end.
 - 6. Could use additional ideas for stories.
 - 7. Do theme stories: breweries, bakeries, recreation, art, colleges, etc.

IV. Printing Deadlines

- a. CTM – March 15
- b. Summer Brochure – April 15 (Final deadline)
 - i. Need lists of all summer sponsors and entertainment finalized, so they go on the brochure.

V. First Quarter Events Tasks & Updates

- a. Reading Month Business Participation & Social
 - i. Artspace engagement still a challenge.
 - 1. CSD will reach out to Lola to attempt to involve them.
 - 2. Event at Artspace will have to happen at the end of March.
 - 3. DDDAs will promote the event in a similar way that they do Trick or Treat.
 - ii. Green Brain has 3 reading events this month. Check Green Brain website.
 - 1. DDDA staff will promote those events on its own social media.
- b. Martian Marathon Business Sign Ups & Social
 - i. Create sign up genius to distribute martians to businesses (TD)

- c. Ladies Night (Chris Sickie) determination – Sponsor/Participant Sign Up deadline March 25
 - i. Bailey's on board. Chris and Jean will attempt to provide context info to help them move forward on event--given staff changes since last year.
 - ii. Jean will reach out to east end businesses to engage them in this event.
- d. Farm to Table (Maria Marzolo): Date, Sponsors, Printing Needs
 - i. Avoid conflict w/Taste of Dearborn (6/19/19)
 - ii. Invites should go out 2 months ahead.
 - 1. Via save-the-date with a raffle (two winners who sign up early).
 - 2. Save the date should go out by March 15.
 - iii. Date still being figured out.
 - iv. Theme of 1920s. 90 years for Dearborn.
 - v. Food: M Cantina, Gateaux
 - vi. Will be held outdoors under a tent--Wagner Place?West Village Commons?Rooftop of Wagner?
 - vii. Weather issues?Alternate indoor location?
 - viii. Chef per course.
- e. Spring Perennial Exchange (Katie Merritt)
 - i. Still looking for sponsors
 - ii. Planning to get ahead on print materials and graphics/artwork
- f. Kids Day
 - i. Prepping to book all of the entertainment.
- g. Friday Nights
 - i. Music being booked.
- h. Movies in the Park & Movies at Wagner Place
 - i. Movies selected, being arranged
- i. Farmers Market
 - i. Vendors apps sent out.
 - ii. Sponsors being recruited.
 - iii. Ads being prepared.
- VI. Social/Online Communication
 - a. Business & Community Leader Profiles
 - i. To start: The DDDAs' new board chairs
 - ii. Later: committee members and other community members who are actively engaged
 - iii. Ideas:

1. Tracy Besek (Dearborn Walk and Roll)
 2. Mural artists
 - b. Reading Month/Martian
 - c. St. Patty's Day Fun/Mardi Gras
 - i. Breweries
 - d. Blogging
 - i. Monthly blog post
 - ii. List of people willing to write/contribute
 - iii. Maria's "Positively Dearborn" FB page was intended in this direction.
 - e. Student Instagram Take Over
 - i. In planning phase.
 - f. Social Media Event Boosting
 - i. When boosting events, do so in a "series" (if applicable to that event)--
CSD reports far more effective than individual boosts.
- VII. Volunteer/Committee Needs
- a. Recruit a Street Team Coordinator
 - i. Jean will attempt to recruit.
 - ii. Jean will create job description.
 - b. Committee/Event Needs – List of Volunteer Duties/Time/Responsibilities
 - i. Send volunteer needs to the DDDAs--be sure to include description of responsibilities
- VIII. Zagster Spring Promotion
- a. Bike share program starts season on March 15
- IX. AANM Festival
- a. Intros: Catherine Rurbowski (sp?) and Ryah Aqel
 - b. Music, Food, Art: August 17-18
 - i. Arab-Am performers
 - ii. Artists workshops
 - iii. @ City Hall Park
 - iv. Vendor Market on Maple Street (food and artisans)
- X. Other
- a. Maria Marzolo launched a new Facebook page featuring good news about Dearborn: "Positively Dearborn".
 - b. Library would like to coordinate with the DDDAs this summer for programming.
 - i. Closed: May 20 to mid-September
 - ii. Limited opening on Memorial Day.

iii. Library still needs staff space

EDDDA EXECUTIVE COMMITTEE Minutes

Attending: Dan Merritt, Jay Kruz, Scott Saionz, Mark Guido

5:30PM – 6:45 PM

March 11, 2019

1. JOINT BOARD MEETING AGENDA ITEMS

- a. Finance Reports
- b. Budget – Zero Out the following items from next year and beyond
 - i. Jazz on the Ave \$55K
 1. Open to sponsors covering event. DDA cannot sustain this cost.
 - ii. Metro Mode \$24K
 - iii. Bldg. Incentive \$40K
- c. EDDDA supports immediate implementation of 2 Mills or \$45K annual. We do not support PSD and agree with the WDDDA. We will cut items to prioritize
 - i. Branding
 - ii. Infrastructure
 - iii. Business Attraction
 - iv. Walkability
 - v. Some events but less emphasis on this. We want family friendly events that boost retail traffic in the district.
- d. Sponsor Policy – EDDDA SUPPORTS THIS
 - i. Needs parameters and guidelines to make it very clear how we sponsor projects like the Sidewalk Café. A percentage (like 10%) might work.
- e. Michigan Avenue Banner Installation – EDDDA SUPPORTS THIS
- f. Sculpture Initiative – Nardeem brothers -we support this
- g. Ladies Night Additional Marketing (POTENTIALLY) (\$5689 remaining in General Marketing) – West DDDA can do this event. East will defer.
- h. DISCUSSION: Business Incentives, Sidewalk Café Info Sheets
 - i. Need more information on Business incentives
 - ii. EDDDA supports Sidewalk Café, we do not want to set path for wave of requests from others though. Clear Parameters need to be defined. We like the 10 – 20 % idea.
 - iii. Need Study on how much we save annually by not watering/planting flower bed. Maybe if this is \$3K it gives us a nice payback.
 - iv. How much business will this attract into the district with visible seating outside. We support this.

2. EAST ONLY AGENDA ITEMS

- a. AANM Festival Introduction
- b. Michigan Avenue Tree Wells (\$7,760 remaining in Building Incentives)

- i. Why add trees if we plan to remove anyway?
- c. Streetscape Amenities - Trash Cans (\$10,958 remaining)
 - i. Can we get cheaper cans? See Cans at GTC \$500 each.
 - ii. Will the city charge us to empty the cans?
 - iii. Can we test in an area for one year first and see how it goes?
 - iv. Do we need to remove the cans in the winter or can they stay out all year?

3. UPDATES

- a. Schaefer Lighting (\$34,581)
 - i. Dan will attend the March 26 city council meeting. City is already paying electric bill. LED lights will be a big savings for the city. Can they apply any of that savings to chip in for lights? If no then DDA still believes that this is critical infrastructure and supports.
- b. Parking Lots
 - i. When will Engineering send the CAD to SMITH? Mark is going to call and check on the progress.
- c. ACT 57 Reporting Compliance – Submitted TIF Plan to Treasury
- d. Tackling Vacancy Roundtable – Setting Date in April
 - i. Need more detail on this plan
- e. Snow Removal Contract
- f. DRW Report
- g. Branding
- h. Sponsorships – (The EDDDA needs about \$20,000 to meet budget goal – we need Board help and action on this)
- i. POW! Strategies Contract
 - i. Monthly status report will be discussed with POW, we support the current simplified contract.

4. On-Deck/Upcoming

- a. City Hall Park Concept (\$20,000 previously budgeted, but Schaefer lighting needs to come out of this) – this has been postponed waiting Storm Water Plans
 - i. Mark is going to check with Engineering
- b. Vision Plan (\$20,000 remaining budgeted – Schaefer lighting needs to come out of this as well) (Bid or SmithGroup?) – @\$5,000 remaining, and then remaining funding needs to come from FYE2020 now
- c. MOU for DDDA Joint Partnership – in development (April)
- d. Purchasing Policy – (Legal) – EDDDA SUPPORTS THIS

EXECUTIVE COMMITTEE MEETING

11 MARCH 2019 / 9:00 AM / DDDAs Office @ Artspace

ATTENDEES

Sam Abbas, Doug Van Noord, James Jernigan, Cristina Sheppard-Decius, Jean Smith, Ellen Goedert

MINUTES

Joint Board Meeting Agenda Items

1. Finance Reports
2. Budget
 - a. Discussion on new budget documents. FYE 2020-22 Budget to be voted on at March 21st meeting.
 - b. Discussion on Branding Contract & Costs and how to get other city partners/invested in Branding Contract moving forward. Branding will benefit the entire city, so searching for additional sources of income to pay for those services is necessary.
3. Sponsor Policy
4. Michigan Avenue Banner Installation
5. Sculpture Initiative
 - a. Nordin Brothers is new contract for sculptures this year. Comparing costs of sculptures currently, discussion on future of getting a permanent piece for the city.
 - b. Sculpture contract is in partnership with EDDDA and Dearborn Community Fund.
 - c. EmmaJean Woodyard from Dearborn Community Fund will be available for next board meeting.
6. Ladies Night Additional Marketing (POTENTIALLY)
 - a. Jean Smith discusses quote for billboards from Outfront Media. Quotes seem too expensive, will re-examine billboards.
 - b. Marketing funds for ladies night can be used with iHeart Media. A resolution will be created for the board meeting requesting an increase in Ladies Night marketing budget to total \$5,000.
7. DISCUSSION: Business Incentives, Sidewalk Café Info Sheets

West Only Agenda Items

1. Summer Banners
2. Friday Nites
 - a. Discussion on current obstacles to using food trucks during Friday Nites.
Discussion on solutions and possible partnerships with restaurants close to the event.

Updates

- a. ACT 57 Reporting Compliance – Submitted TIF Plan to Treasury
- b. Tackling Vacancy Roundtable – Setting Date in April
- c. Streetscapes – Connector & Michigan Ave/Wagner
- d. Snow Removal Contract
- e. DRW Report
- f. Branding
- g. Sponsorships

On- Deck/Upcoming (not discussed)

- h. Streetscape Amenities (\$16,513 remaining)
- i. Wagner Park Events & Amenities (\$15,000 equipment/events)
- j. Vision Plan (\$20,000 budgeted) (Bid or SmithGroup?)
- k. MOU for DDDA Joint Partnership – in development (April)
- l. Purchasing Policy – (Legal)

- Exterior landscaping, outdoor cafés or seating areas
- Construction or installation of ADA facilities
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements
- New construction

INELIGIBLE COSTS

- Appraiser or attorney fees
- Expenses incurred prior to application date
- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Maintenance items: Roofs, building systems, parking lots, electrical or mechanical work, etc.
- Interior renovation or work that is not associated with expansion
- Interior signage of any kind
- Furnishings, trade fixtures, display cases, counters, computers, equipment or other items taxed as personal property

NOTE: These eligible and ineligible costs are not all-inclusive. Final determination of eligibility requirements are governed by the DDDA Boards.

GRANT PAYMENTS

DDA grants are awarded to recipients as reimbursements.

All work must be in compliance with the aforementioned requirements and original receipts for work performed must be provided in order to receive reimbursement.

In order to receive grant reimbursement, the establishment must be open for regular business.

Grant payments must be personally guaranteed by the business owner through signing the provided personal guarantee agreement.

Level 3 Grants Only - To receive reimbursement, the property owner must sign an agreement to maintain the improvements funded for the building as rehabilitated for a period of at least 3 years for a reimbursement total of \$1 - \$4,999, and at least 5 years for a reimbursement total over \$5,000. This agreement shall provide for a lien against the property in an amount equal to the reimbursement amount. For reimbursements totaling over \$5,000, twenty (20) percent of said lien for improvements shall be forgiven annually on the anniversary date of the Certificate of Completion. For reimbursements totaling \$4,999 or below will have thirty-three and one-third percent (33.3%) of the lien forgiven annually on the anniversary date of the Certificate of Completion. Should the property be sold or refinanced prior to the full forgiveness of the lien, the remaining amount of the lien shall be paid to the DDDAs upon sale, or closing of the refinancing loan. The agreement shall be filed with Wayne County Register of Deeds and transferred upon sale of the property.

PROJECT PRIORITIES

DDA Grants are competitive, meaning that the most viable projects will be selected for grant funding. The more documentation (photographs, renderings, sketches, estimates) you are able to provide about your project will increase your chances of receiving grant funding. Applications containing the following characteristics will have priority in the appropriation of DDA funding:

- Projects containing a high ratio of private to public dollars
- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, unsightly storefronts, etc.)
- Projects that enhance pedestrian movement from the rear to the front of buildings
- Projects designed to restore the historic condition of the building facade
- Projects that will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades)

Projects which contain the following types of businesses will be given priority over others for grant award consideration as established by the adopted Downtown Dearborn Strategic Plan:

- Various types of restaurants and entertainment establishments
- Merchandising & retail stores
- Upscale jewelry stores
- Kitchen supplies and utensil
- Wine/craft beer/cheese
- General food/grocer
- Upscale second hand store/boutique
- Specialty merchant stores
- Boutique Hotel
- Upscale antique/vintage store
- Book/record/music store
- Breweries
- Shoe store
- Art Galleries and Studios
- Makers and Innovators
- Incubators
- Pop-Up Experiences

GRANT PAYMENT TIMELINE

Please note that if the grant application deadline falls on a weekend or a holiday, the deadline for the grant shall be the following weekday.

Deadline	Grant Cycle 1	Grant Cycle Cycle 2	Funding Cycle 3	Funding Cycle 4
Grant applications due	January 2nd	April 2nd	July 2nd	October 2nd
Reviewed by Grant Subcommittee	Prior to the end of January	Prior to the end of April	Prior to the end of July	Prior to the end of October
Final Approval by Board of Directors	2 nd week of February	2 nd week of May	2 nd week of August	2 nd week of November
Project Completion & Reimbursement request to DDA Office	Six months from date of Award Letter	Six months from date of Award Letter	Six months from date of Award Letter	Six months from date of Award Letter

APPLICATION

Application Date ____/____/____

Business

Name_____

Property Address_____

Business Owner_____

Business Owner
Address_____

Business Owner_____

Business Owner Phone_____ Email_____

Property Owner_____

Property Owner Address_____

Property Owner Phone_____ Email_____

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 ____/____/____

Estimated completion date of project ____/____/____

Total cost of project \$_____ Amount requested \$_____

APPLYING FOR:

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

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

Signature of Applicant

Date

MANDATORY CHECKLIST

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

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

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

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

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Metromode Contract 2019

Date Adopted: 2/21/2019

Resolution by: Motioned: Mary O'Bryan; Seconded: Kamal Turfah

WHEREAS: The EDDDA values and desires to increase communications, public relations, marketing and media exposure for Downtown East Dearborn; and

WHEREAS: The EDDDA currently has contract with Issue Media Group/Metromode which expires on 02/15/2019. Issue Media Group/Metromode has agreed to renew the contract at the same rate; and

WHEREAS: Issue Media Group/Metromode has offered to provide economic development news stories and entrepreneur engagement discussions to build an entrepreneurial ecosystem through its MetroMode and SecondWave media platforms; and

WHEREAS: The proposed agreement is for six months at \$24,000 in total for 2019 from March 1, 2019 –August 31, 2019, with two three-month renewals at \$12,000 each, which will be equally split between the EDDDA and WDDDA; and

RESOLVED: That the EDDDA allocates \$12,000 from Community Promotions account 297-6100-911-51-00 for a media contract with Issue Media Group/Metromode for a contract running March 1, 2019 - August 31, 2019, with the option of two three-month renewals at \$6,000 each; and that the EDDDA Executive Director be authorized to execute and sign the contract agreement; subject to review and approval by Corporation Counsel.

Yes: Janice Cislo, Mark Guido, Jay Kruz, Judith McNeeley, Mary O'Bryan, Mayor Jack O'Reilly, Scott Saionz, Kamal Turfah

No: None.

Abstained: None.

Absent: Joseph Bojovic, Dan Merritt

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Metromode Contract 2019

Date Adopted: 2/21/2019

Resolution by: Motioned: Mayor Jack O'Reilly; Seconded: John McWilliams

WHEREAS: The WDDDA values and desires to increase communications, public relations, marketing and media exposure for Downtown West Dearborn; and

WHEREAS: The WDDDA currently has a contract with Issue Media Group/Metromode which expires on 02/15/2019. Issue Media Group/Metromode has agreed to renew the contract at the same rate; and

WHEREAS: Issue Media Group/Metromode has offered to provide economic development news stories and entrepreneur engagement discussions to build an entrepreneurial ecosystem through its MetroMode and SecondWave media platforms; and

WHEREAS: The proposed agreement is for six months at \$24,000 in total for 2019 from March 1, 2019 –August 31, 2019, with two three-month renewals at \$12,000 each, which will be equally split between the EDDDA and WDDDA; and

RESOLVED: That the WDDDA allocates \$12,000 from Community Promotions account 296-6100-911-51-00 for a media contract with Issue Media Group/Metromode for a contract running March 1, 2019 - August 31, 2019, with the option of two three-month renewals at \$6,000 each; and that the WDDDA Executive Director be authorized to execute and sign the contract agreement; subject to review and approval by Corporation Counsel.

Yes: Sam Abbas, Thomas Clark, Mark Guido, Jackie Lovejoy, John McWilliams, Karen Nigosian, Mayor Jack O'Reilly, and Doug Van Noord

No: None.

Abstained: None.

Absent: Mohammed Hider, James Jernigan

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Updated 2019 Dearborn Restaurant Week Expense Report

Date Adopted: 2/21/19

Resolution By: Motioned by Secretary-Treasurer Jay Kruz; Seconded by Director Jan Cislo

WHEREAS: The WDDDA and EDDDA Board of Directors recognize the importance of promoting the district and its assets, including building notoriety of the restaurant culture in Downtown Dearborn; and

WHEREAS: The WDDDA and EDDDA Promotions Committee is coordinating the third annual Dearborn Restaurant Week for February 11-17, 2019, and is soliciting funds to support the event; and

WHEREAS: The Promotions Committee presented a projected budget of \$34,000 in anticipated income from participation fees and sponsorships and \$32,600 in anticipated expenditures for Dearborn Restaurant Week; and

WHEREAS: The EDDDA and WDDDA agree to split the income and expenditures equally; and

WHEREAS: At its November 15, 2018 meeting, the EDDDA approved expenditures up to \$16,300 from Account #297-6100-911-51-00 for costs related to Dearborn Restaurant Week; be it

RESOLVED: The EDDDA authorizes sharing expenditures equally with the WDDDA related to Dearborn Restaurant Week with the following service providers:

Vendor	Purpose	Amount
Hallarsen Group	Content, Design, Creative & Web	\$ 2,750.00
iHeart Media	Radio Promotions	\$ 19,750.00
Times Herald	Newspaper Ads	\$ 600.00
Outfront Billboards	Billboard Advertising	\$ 6,000.00
Got Print	Coasters	\$ 400.00
Beshara Printing	Menu Printing and Posters Printing	\$ 1,600.00
Malko Media	Banners	\$ 1,000.00

Metro Times	Newspaper Ads	\$500.00
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RESOLVED: The EDDDA director is authorized to execute contracts on behalf of the EDDDA with the companies listed above for Dearborn Restaurant Week, subject to review and approval by Corporation Counsel.

Yes: Jan Cislo, Mark Guido, Jay Kruz, Judith McNeeley, Mary O' Bryan, Mayor Jack O'Reilly,

Scott Saionz, Kamal Turfah

No: none

Abstained: none

Absent: Joseph Bojovic, Dan Merritt

Adopted: Yes

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Updated 2019 Dearborn Restaurant Week Expense Report

Date Adopted: 2/21/19

Resolution By: Motioned by Director Mark Guido; seconded by Director Thomas Clark.

WHEREAS: The WDDDA and EDDDA Board of Directors recognize the importance of promoting the district and its assets, including building notoriety of the restaurant culture in Downtown Dearborn; and

WHEREAS: The WDDDA and EDDDA Promotions Committee is coordinating the third annual Dearborn Restaurant Week for February 11-17, 2019, and is soliciting funds to support the event; and

WHEREAS: The Promotions Committee presented a projected budget of \$34,000 in anticipated income from participation fees and sponsorships and \$32,600 in anticipated expenditures for Dearborn Restaurant Week; and

WHEREAS: The EDDDA and WDDDA agree to split the income and expenditures equally; and

WHEREAS: At its November 15, 2018 meeting, the WDDDA approved expenditures up to \$16,300 from Account #296-6100-911-51-00 for costs related to Dearborn Restaurant Week; be it

RESOLVED: The WDDDA authorizes sharing expenditures equally with the EDDDA related to Dearborn Restaurant Week with the following service providers:

Vendor	Purpose	Amount
Hallarsen Group	Content, Design, Creative & Web	\$ 2,750.00
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Beshara Printing	Menu Printing and Posters Printing	\$ 1,600.00
Malko Media	Banners	\$ 1,000.00

Metro Times	Newspaper Ads	\$500.00
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RESOLVED: The WDDDA director is authorized to execute contracts on behalf of the WDDDA with the companies listed above for Dearborn Restaurant Week, subject to review and approval by Corporation Counsel.

Yes: Sam Abbas, Thomas Clark, John McWilliams, Karen Nigosian, Doug Van Noord, Mark Guido, Mayor Jack O'Reilly, Jackie Lovejoy

No: none.

Abstained: none.

Absent: Mohammed Hider, James Jernigan, Audrey Ralko

Adopted: Yes

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2019 Additional Snow Removal Funds

Date Adopted: 2/21/2019

Resolution by: Motioned by Kamal Turfah; Seconded by Jay Kruz

WHEREAS: The 2018-2019 winter season has been unusually snowy and icy and;

WHEREAS: The original snow removal budget of \$30,000 has been depleted while the threat of snow and ice still remains for this season; therefore be it

RESOLVED: The EDDDA Board authorizes an additional \$15,000 to the snow removal services budget 297-6100-911-34-90 for contracted services for the 2018-2019 winter season.

RESOLVED: Final payment for services will be contingent upon Premium Lawn's (contractor) repair of damaged fencing and public property in the WDDDA district.

Yes: Janice Cislo, Mark Guido, Jay Kruz, Judith McNeeley, Mary O'Bryan, Mayor Jack O'Reilly, Scott Saionz, Kamal Turfah

No: None.

Abstained: None.

Absent: Joseph Bojovic, Dan Merritt

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Artspace Loan Extension 2019

Date Adopted: 2/21/2019

Resolution by: Motioned by Mayor Jack O'Reilly; Seconded by Kamal Turfah.

WHEREAS: The Downriver Community Consortium (DCC) loaned \$142,029.20 to the EDDDA at 0% interest for five years. Repayment is \$14,202.92 annually for 10 years beginning on September 4, 2019; and

WHEREAS: The EDDDA loaned the proceeds of the DCC loan to Artspace (City Hall Commercial, LLC) for the remediation of hazardous substances, at the same terms of repayment as the EDDDA/DCC loan; and

WHEREAS: Artspace also borrowed funds from lender IFF which has agreed to extend the maturity date of a bridge loan agreement for the commercial portion of the project at 13615 Michigan Avenue that was initially entered into on December 4, 2014, and by amendment matured on December 1, 2018; and

WHEREAS: The EDDDA loan to Artspace is subordinate to the IFF loan to Artspace; and

WHEREAS: Artspace has requested that the EDDDA consent to allow extension of repayment of the Artspace/IFF loan so that Artspace may utilize available funds to complete improvements in the commercial space to make it desirable to potential tenants; therefore be it

RESOLVED: The EDDDA authorizes the EDDDA Chairperson to execute a consent document for the Artspace/IFF loan modification agreement, revising the loan maturity date to June 1, 2019, subject to review and approval by Corporation Counsel.

Yes:	Janice Cislo, Mark Guido, Jay Kruz, Judith McNeeley, Mary O'Bryan, Mayor Jack O'Reilly, Scott Saionz, Kamal Turfah
No:	None.
Abstained:	None.
Absent:	Joseph Bojovic, Dan Merritt

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2019 Free Comic Book Day Sponsorship

Date Adopted: 2/21/2019

Resolution by: Motioned by Mark Guido; Seconded by Judith McNeeley.

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes hosting, creating and sponsoring special public and community events in East Downtown as a means to reach the goals of increased traffic and commerce, which benefit its businesses and neighborhoods; and,

WHEREAS: Green Brain Comics has invited the EDDDA to be a sponsor of its Free Comic Book Day; therefore, be it

RESOLVED: The EDDDA approve an amount not to exceed \$1,000.00 from the Community Promotions budget account 297-6100-911-51-00 in support of Green Brain Comics' Free Comic Book Day to be held May 4, 2019; and further be it

RESOLVED: The money provided by the EDDDA will be used to promote the EDDDA; and be it further

RESOLVED: The EDDDA will be listed as a sponsor in all materials.

Yes: Janice Cislo, Mark Guido, Jay Kruz, Judith McNeeley, Mary O'Bryan, Mayor Jack O'Reilly, Scott Saionz, Kamal Turfah

No: None.

Abstained: None.

Absent: Joseph Bojovic, Dan Merritt

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

POW! Strategies, Inc. Contract

Date Adopted: 2/21/2019

Resolution by: Motioned by Kamal Turfah; Seconded by Judith McNeeley.

WHEREAS: The East Dearborn Downtown Development Authority (“EDDDA”) and West Dearborn Downtown Development Authority (“WDDDA”) executed a contract (“Contract”) with POW! Strategies, Inc. (“POW”), dated June 29, 2018, which was extended by way of amendment through February 28, 2019, for executive director services; and

WHEREAS: POW, the EDDDA, and WDDDA agree to extend the current contract terms, subject to mutually agreeable modifications, through December 31, 2019, and

WHEREAS: POW, the EDDDA, and WDDDA mutually agree that the rate of compensation shall remain unchanged; therefore be it

RESOLVED: That the EDDDA Board of Directors authorizes the EDDDA Chairperson to execute a contract with POW! Strategies, Inc. for executive director services extended through December 31, 2019; be it further

RESOLVED: That the contract is subject to the review and approval of Corporation Counsel.

Yes: Janice Cislo, Mark Guido, Jay Kruz, Judith McNeeley, Mary O’Bryan, Mayor Jack O’Reilly, Scott Saionz, Kamal Turfah

No: None.

Abstained: None.

Absent: Joseph Bojovic, Dan Merritt

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

POW! Strategies, Inc. Contract

Date Adopted: 2/21/2019

Resolution by: Motioned by Mayor Jack O'Reilly; Seconded by Thomas Clark.

WHEREAS: The West Dearborn Downtown Development Authority ("WDDDA") and East Dearborn Downtown Development Authority ("EDDDA") executed a contract ("Contract") with POW! Strategies, Inc. ("POW"), dated June 29, 2018, which was extended by way of amendment through February 28, 2019, for executive director services; and

WHEREAS: POW, the WDDDA, and EDDDA agree to extend the current contract terms, subject to mutually agreeable modifications, through December 31, 2019, and

WHEREAS: POW, the WDDDA, and EDDDA mutually agree that the rate of compensation shall remain unchanged; therefore be it

RESOLVED: That the WDDDA Board of Directors authorizes the WDDDA Chairperson to execute a contract with POW! Strategies, Inc. for executive director services extended through December 31, 2019; be it further

RESOLVED: That the contract is subject to the review and approval of Corporation Counsel.

Yes: Sam Abbas, Thomas Clark, Mark Guido, Jackie Lovejoy, John McWilliams, Karen Nigosian, and Mayor Jack O'Reilly

No: None.

Abstained: None.

Absent: Mohammed Hider, James Jernigan, Doug Van Noord (departed early)

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2019 Additional Snow Removal Funds

Date Adopted: 2/21/2019

Resolution by: Motioned by Mayor Jack O'Reilly; Seconded by Doug Van Noord

WHEREAS: The 2018-2019 winter season has been unusually snowy and icy and;

WHEREAS: The original snow removal budget of \$30,000 has been depleted while the threat of snow and ice still remains for this season; therefore, be it

RESOLVED: The WDDDA Board authorizes an additional \$15,000 to the snow removal services budget 296-6100-911-34-90 for contracted services for the 2018-2019 winter season with Premium Lawn; and be it further

RESOLVED: Final payment for services will be contingent upon Premium Lawn's (contractor) repair of damaged fencing and public property in the WDDDA district.

Yes: Sam Abbas, Thomas Clark, Mark Guido, Jackie Lovejoy, John McWilliams, Karen Nigosian, Mayor Jack O'Reilly, and Doug Van Noord

No: None.

Abstained: None.

Absent: Mohammed Hider, James Jernigan