



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, MARCH 18, 2021

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

Via Zoom

Join Zoom Meeting

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

Meeting ID: 433 224 302

Password: 844577

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

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

- I. Call to Order** Chairman Abbas
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for March 2021: Chairman Abbas**
- IV. Approval of Minutes**
 - A. Joint DDDA Board February 2021 Minutes**
 - B. EDDDA Special Meeting Minutes from March 1, 2021**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (40 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Chamber Directory Ad
 - b) Michigan Downtown Association Spring Workshop
 - c) National Main Street NOW Conference
 - d) Landscape & Maintenance Contract Renewals
 - 2. EDDDA Actions Only**
 - a) Open Door Dearborn - T-Mobile
 - b) Open Door Dearborn - Juee Café
 - c) Perennial Exchange Amendment
 - d) 5050 Alley Planter Tree Well Removal
 - 3. WDDDA Actions Only**
 - a) Ladies Night Out
 - b) Tunes at Noon
- VII. FYE2021-23 Budget Presentation**
- VIII. Old Business**
 - A. Outdoor Dining Amenities
 - B. WDDDA Social District Update
 - C. EDDDA TIF

D. EDDDA Holiday Décor

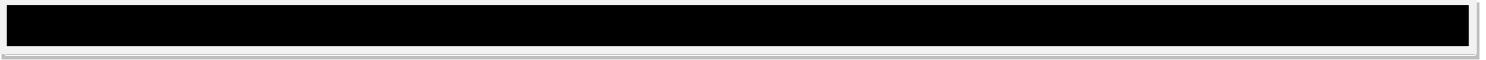
IX. Committee Reports

X. DDDA Executive Management Team & ECD Reports

XI. Call to Board of Directors

XII. Call to Audience 3 min./guest

XIII. Adjournment



AGENDA OVERVIEW

JOINT ACTIONS

Chamber Directory Ad

The DDDAs annually advertise in the Dearborn Area Chamber of Commerce directory. Last year, the DDDAs upgraded to a full-page inside cover placement for a rate of \$2675. This year they are offering the same ad and location for the same amount, plus there is an option to add a digital ad version for \$50 that can link back to the Downtown Dearborn website. The digital version has 11,000 digital views per year. It is recommended to continue the advertising and placement, as well as add the digital ad. The Executive Committee recommended the ad include an event calendar and/or other business-related content, which will be reviewed further.

Michigan Downtown Association Spring Workshop

The Michigan Downtown Association (MDA) is holding its Spring Workshop on Friday, March 26 virtually. The overall theme is "Adapting to Fit Today's World. DDDA Board members are encouraged to register to attend. The cost is \$50 per member, which the DDDAs will sponsor. We will need to know who plans to attend at the Board meeting. There is plenty of budget remaining with \$3275 in the EDDDA budget for training/travel/meetings and \$3350 for the WDDDA. The spring workshop details can be found at https://www.michigandowntowns.com/docs/MDA_Spring_Workshop_2021_v3_PRESS.pdf.

National Main Street NOW! Conference

Annually the DDDAs have sent a board member each to the annual National Main Street NOW! Conference. This year it is being held virtually on April 12-14. Deadline for early bird registration is March 22, so we will need to know who would like to attend at this month's board meeting. Fee is \$99 per member, and since we normally spend approximately \$2,000 per year, the Boards have flexibility in the number of attendees this year.

The topics include:

Recovery and Resilience: The pandemic has had immense impacts on all aspects of Main Street revitalization work. The conference will directly address the ways in which our communities can rebuild stronger, resilient, and more equitable local economies.

Equity and Inclusion: Main Street Now2021 will feature a series of education sessions and keynotes on the topics of antiracism, equity, and inclusion on MainStreet; community wealth-building; and supporting traditionally underserved populations.

Small Business and Entrepreneurship: For the first time, Main Street Now will host "Small Business Day" on the second day of the conference, inviting small businessowners to join us for sessions and workshops offering real time solutions as they look ahead to recovery. Other conference content will address ways in which communities can better support, retain, and recruit entrepreneurs.

More details can be found in the supplemental materials and [here](#).

Landscape & Maintenance Contract Renewals

The DDDAs entered into landscape and maintenance contracts in April 2018 for a two-year term with four one-year renewals with WH Canon for the EDDDA and Fairlane Grounds for the WDDDA. This year the DDDAs can take the option to renew for the second of four renewals. It is recommended to accept the option to renew the landscape and maintenance contracts for both DDDAs with their respective contractors. There are some additional areas of landscape needs for both districts which are represented in the renewal contract, as well as special performance conditions for WH Canon to address some of the service issues these past years.

The WDDDA authorized a contract with Fairlane Grounds in 2020 for \$281,346.00. For this year's renewal, the contract will increase slightly to reflect the special items needed for the district. Special items added for the WDDDA include:

- Beds in front of East & West Parking Decks
- Bed along W Village Drive west of Mason Street
- Addition of Mason, Monroe and Howard Connector Streetscape maintenance
- Additional holiday décor items for planter pots
- Social District daily maintenance (as needed/demand increases)
- Installation and Removal of Platform Dining
- Replacement of materials in Pocket Park (previously approved for this fiscal year)
- Replacement of materials west of the East Parking Deck adjacent to W Village Condos (previously approved for this fiscal year)

In 2020, the EDDDA authorized \$104,380 in base services and \$12,000 in additional items with WH Canon for April 1, 2020-March 31, 2021. This included once weekly litter cleaning/removal, landscaping, maintenance, graffiti removal, materials and décor/banner installation and takedown. The current contract included an increase in the number of litter pick-ups per week from one to 2.5 days per week at an additional cost of \$4500 annually to the base services, annually powerwash the sidewalks in spring of 2020 at no additional cost, and additional plant materials/services to \$12,000 which were not performed.

For the renewal this year, the EDDDA will continue a dedicated, regularly scheduled 2.5 times per week litter service. Since it was unclear of the consistency of the litter service this past year, this will allow management to better determine whether additional days of service are truly needed. It is anticipated additional days are needed at this point, but not recommending adding additional days until service performance improves.

Special conditions for WH Canon:

- Three-strike rule being added for performance review. The EDDDA will then have the option to terminate the contract after three strikes. If the contract is terminated, WH Canon will continue to provide services until another service provider is retained.
- WH Canon must notify DDDA Office when each time service is being performed per week to better track quality of work.

- Streetpole power assessment will be performed in the summer to allow for adequate time for DTE to address any power issues for upcoming holiday décor installation.
- WH Canon to provide a map of banner arms and needs assessment for fixing or replacements, as well as inventory.
- DDA to provide a new and improved GIS map with landscape and litter areas defined.
- DDA and WH Canon to conduct a walk-through of the area to pinpoint issues and continue to educate WH Canon team on expectations.
- Clarification in contract for sweeping curblines
- WH Canon will perform additional powerwashing for 2020 contract completion

Special items added for the EDDDA include:

- New soil and plant materials for raised planter beds, as well as a redesign/reconfiguration of perennials
- Replacement of dead/missing trees along Michigan Avenue
- New planter pots along Schaefer north of Michigan Avenue
- Plant materials for beds in Neckel and Wellesley Parking lots, and other key focal points
- Holiday greens for beds and planter pots
- Hanging baskets for Schaefer south of Michigan Avenue
- Installation and removal of Platform Dining (***)

The contract for the WDDDA is a total of \$329,905 with \$72,740 of it paid from the Parking SAD via DPW. The contract for the EDDDA is a total of \$122,780 with \$9,000 paid from the Parking SAD via DPW.

EAST DDDA ACTION ITEMS ONLY

Open Door Dearborn Grant - T-Mobile

T-Mobile, an existing retail small business in the EDDDA district located at 14216 Michigan Avenue, applied for an Open Door Dearborn Grant to improve the exterior, interior and signage, with an estimated project cost of \$30,000. The applicant is eligible for a Level I sign grant at \$2,500 and a Level III construction grant in the amount of \$7,500 totaling \$10,000. The property owner, Rafi Rayes has received City of Dearborn building permit approval and has secured three quotes for construction as required by the Open Door Dearborn Grant.

At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the T Mobile improvements for Level I sign grant of \$2,500 and Level III building improvements up to \$7,500 or up to 50% of construction costs, whichever contingency comes first.

Resolution is attached with these conditions. Funding is still available in the budget for FYE2021.

Open Door Dearborn Grant - Juee Café

Property owner Rafi Rayes applied for an Open Door Dearborn Grant to start a new coffee shop, Juee Cafe, located at 14220 Michigan Avenue in the EDDDA district, with improvements intended for the exterior and interior estimated at \$100,000. The applicant is

eligible for a Level I design grant for \$2,500, a Level II startup grant for \$2,500 and a Level III construction grant in the amount of \$5,000 totaling \$10,000. Mr. Rayes has received City Building permit approval on November 20, 2020, and has secured three quotes for construction.

At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the Juee Cafe improvements for Level I design grant of \$2,500, a Level II start-up grant for \$2,500 and a Level III building improvements for \$5,000.

Resolution is attached with these conditions. Funding is still available in the budget for FYE2021.

Perennial Exchange Amendment

An amendment to the perennial exchange resolution from last month is needed to include the advertisement with the Arab American News of \$470. Resolution is attached.

WEST DDDA ACTION ITEMS ONLY

Ladies Night Out

Since restrictions on public gatherings have been lifted somewhat, this year the WDDDA plans to host Ladies Night Out in person, in the district on May 12, as opposed to a virtual event. Participants will be able to walk throughout the district to the participating businesses for deals, specials and experiential retail programs. Expenditures for the events have been identified and are included in the attached resolution. The Board approved a budget of \$3400 for this event, however, it is anticipated that expenditures will total \$2800, with income from sponsors and participation fees totaling \$1900.

Tunes at Noon

Again, since restrictions on public gathering have been lifted to an extent and we were able to successfully hold the Tunes at Noon event last year even with restrictions in place, the DDDA has planned to host the event this year. This six-week series on Tuesdays at noon will begin on July 13 featuring local music artists. Resolution attached includes expenditures for artists. The budget for the music series is \$3700.

BUDGET PRESENTATION

The FYE2022-24 budget presentation will be provided in detail at the March board meeting.

OLD BUSINESS

The Executive Committee recommended adding an Old Business section to the Board agendas to provide updates on any previous items the Boards have taken action on or items of discussion brought forth by Board members. If there is an item you would like added to this section for future meetings, please provide those to the Executive Management team before the first of the month.

Outdoor Dining Amenities

Igloos have arrived for the WDDDA businesses this week, and are being distributed Friday, March 12 from the DPW yard. Greenhouses should arrive next week with direct installation at the locations. EDDDA igloos and greenhouses have now been purchased based on the final opinion of the City of Dearborn's Legal Department. The purchase was postponed until this was resolved. The igloos will arrive next week for the east businesses, and the greenhouses will take two weeks for installation.

Platform dining - final dimensions are being set for the three identified locations (2 WDDDA and 1 EDDDA). Installation and removal will be provided by the Landscape and Maintenance contractor of each district. The tentative location originally discussed Alcamo's and Coco Divine have been confirmed with the businesses. There is additional interest for more platform dining locations in the district, which we are evaluating the remaining budget for the year in order to achieve this or the potential for support from ECD.

WDDDA Social District Update

Notification to all liquor license establishments as to the official creation of the Social District and steps they needed to take in order to become state licensed was sent out the week February 15th. At this point, one business has applied for a license at the state (Biergarten), and another one is expected shortly (Dearborn Brewing). At a minimum for the Social District to operate, two businesses are needed to be licensed. A few businesses have declined pursuing a license at this time (Don Taco, Buddy's, Bar Louie O'Sushi and Mint 29), and there are still other businesses who have yet to return communication on this matter. Therefore, the Executive Management Team taking additional measures to reach the following businesses this week, and also looking for assistance from Board members where possible:

- Moose's Martini
- Double Olive
- Frida's
- Longboard/Jolly Pumpkin
- Blue Fish
- BD's Mongolian BBQ
- Buffalo Wild Wings
- Le Cigar

Until there are two licensed establishments, the Executive Management Team plans to hold off on signage purchases.

A survey will be going out soon regarding the brand naming of the social district. Please watch for this in your inbox.

EDDDA TIF

Licia Yangouyian, Assistant Corporation Counsel for the City of Dearborn, has provided a final opinion regarding the matter of TIF expenditures and the DDA district boundaries. Please find this attached in the supplemental materials. In essence, because the EDDDA TIF Plan identifies specific expenditures for the DDA district, the EDDDA is able to continue certain expenditures throughout the entire DDA district area. Ms. Yangouyian also recommends that as the Board considers expenditures, that the Board explicitly cite the TIF Plan in the board resolutions when authorizing purchases. Executive Management Team will also review these items with legal prior to purchase as well.

EDDDA Holiday Décor

Director Kruz has expressed his concern with this past season's holiday décor, specifically the electrical issues which prevented proper illumination of some of the décor along Michigan Avenue. For the Board's purpose, below is a summary of current communications with Director Kruz and Vice-Chair Eric Woody.

All lower level lightpoles along Michigan Avenue and on Schaefer south of Michigan Ave. have GFIs. Because GFIs are temperamental due to exposure to weather, they can fail or falter at any time. That is the nature of the beast, but there are prevention methods that can be put in place. The protocol of the Executive Management Team in coordination with WH Canon for installation is for WH Canon to notify the Executive Management Team of any non-working GFIs as they install the lights and test the GFIs so that the Executive Management Team can notify DTE for repair.

Based on installation and response dates, WH Canon was late installing decor this year (they were out the week of Thanksgiving, which they are supposed to be completed by November 15) and late in turning in their lightpole report. The Executive Management Team didn't receive the report until December 15. DTE came out a week later and fixed the issues.

This week, the Executive Management Team and Purchasing Department with WH Canon to discuss performance issues and contract renewal. Based on these conversations, WH Canon will perform an assessment of the lightpoles in the summer, providing ample time to notify DTE and repair prior to the holidays.

The GFIs on the newer poles on Schaefer are better equipped than the older poles on Michigan Avenue because they have a cover on them, as well as all of the conduit feeding the pole is newer, in better working condition. The poles along Michigan Avenue are older, and many have missing covers. That is one of the reasons why the Executive Management Team would like to explore with DTE the idea about new poles along Michigan Avenue. However, it is a costly endeavor, so the EDDDA will need to determine what fiscal year to plan for this capital investment.

As for the cost spent annually on holiday decor the last three years varied based on the purchases each year. They are not duplicative purchases, just a growth of the stock to cover the entire area. (These totals can be found on your financial reports)

- FYE2019 \$17,256
- FYE2020 \$14,440
- FYE2021 \$10,000 budgeted/expended to date based on bills received \$3,477

WH Canon provides installation services of \$28,000 in labor costs for holiday decor annually. The EDDDA provides the product. They also provide fall seasonal materials and installation for a cost of \$2825 per the contract which includes the haybales, mums, pumpkins, cornstalks. The EDDDA additionally authorized \$2999 for holiday greens and pine trees for the raised planter beds this past year.

Director Kruz inquired why the WDDDA décor looked more visually appealing. Both DDAs have spent about the same amount annually. The real difference is that the WDDDA has

more trees near lightpoles to decorate when it comes to lighting. The position of the EDDDA trees don't always align with a lightpole. Therefore, the Executive Management Team has concentrated its efforts on illuminating City Hall Park, and then targeting specific planter areas where trees and lightpoles aligned. There are no GFIs on the larger lightpoles either, therefore, the wreaths were purchased to create a daytime visual pop to the district.

To make it look amazing, we need better electrical service up and down Michigan Avenue in both districts. Again, there is not power on the upper level lightpoles, which means the wreaths cannot be illuminated. The lower level lightpoles are the only source of power besides in City Hall Park. The EDDDA could explore a different service provider for holiday decor installations. The Executive Management Team recommends installing more décor in the beds for a pop of color and lighting since this is the only areas where decor is still needed. Another option is to illuminate each lower level lightpole if the issues with DTE are resolved and the EDDDA feels confident in doing so. The last recommendation is to form a sub-committee to review and plan for the décor next year, and to complete plans by July.

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

February 18, 2021

Virtual Meeting via Zoom

Topic: Joint DDDA Board Meeting

Time: February 18, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/433224302?pwd=bmd2VzZBZ2l2WEY5eDUyVmVCQlQwQT09>

Meeting ID: 433 224 302

Passcode: 844577

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 433 224 302

Passcode: 844577

Join by Skype for Business

<https://us02web.zoom.us/skype/433224302>

MINUTES

MEMBERS PRESENT

EAST DDA :

Chairperson Julia Kapilango (joined 9:45am),
Vice-Chairperson Eric Woody, Secretary-Treasurer
Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo,
Director Mark Guido, and Director Kamal Turfah.

WEST DDA :

Chairperson Sam Abbas, Vice-Chairperson Mohammed
Hider, Secretary-Treasurer Jeff Lynch (joined 8:17 am),
Mayor Jack O'Reilly, Director Thomas Clark, Director Mark
Guido, Director Jackie Lovejoy, Director John McWilliams,

and Director Audrey Ralko.

MEMBERS ABSENT

EAST DDA : Director Jay Kruz, Director Heidi Merino and Director Mary O'Bryan

WEST DDA : Director Karen Nigosian

NON-MEMBERS PRESENT :

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

OTHERS : Mike Kirk (Neumann Smith)

I. Call to Order

EDDDA Vice Chairperson Eric Woody called the meeting to order at 8:05 am

II. Roll Call

Janet Bloom, Operations Manager for DDDAs, called the roll for Board Members for East and West.

EDDDA: A quorum was present

WDDDA: A quorum was present

III. Joint Meeting Chair for February 2021: Chairwoman Kapilango

Vice-Chairperson Eric Woody assumed the role

IV. Approval of the January 2021 Joint Board Meeting & January EDDDA Special Meeting

For the EDDDA, the minutes from the January 2021 Board meeting were presented for approval. For EDDDA, motion to approve by Secretary-Treasurer Matthew Dietz, seconded by Director Kamal Turfah. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

For the WDDDA, the minutes from the January 2021 Board meeting were presented for approval. It was moved by Chairperson Sam Abbas and it was seconded by Vice Chairperson Mohammed Hider. Roll call vote: Chairperson Sam Abbas - yes, Vice Chairperson Mohammed Hider - yes, Mayor Jack O'Reilly - yes, Director Thomas Clark - yes, Director Mark Guido - yes, Director Jackie Lovejoy - yes, Director John McWilliams - yes, and Director Audrey Ralko - yes. Motion passed.

The minutes were recorded and filed.

January EDDDA Special Meeting

For the EDDDA, the minutes from the January Special Meeting were presented for approval. For EDDDA, motion to approve by Director Mark Guido, seconded by Director Kamal Turfah. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - abstain, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

V. Treasurer's Report

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated January 31, 2021. Revenue to date totaled \$669,301. Total expenditures totaled \$269,781. The current cash position equals \$1,381,997 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$750,416.

WDDDA: Moe Almaliky reviewed the financial statement dated January 31, 2021. Revenue to date totaled \$676,052. Total expenditures totaled \$432,565. The current cash position equals \$1,355,244 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,047,018.

Vice-Chairperson Eric Woody asked that the minutes show the Treasurer's Report as received and filed for both EDDDA and WDDDA.

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Metromode

Issue Media Group/Metromode provides economic development news stories and entrepreneur engagement discussions through its MetroMode and SecondWave media platforms. The EDDDA and WDDDA contracted with Issue Media Group/Metromode from March 1, 2020 - February 28, 2021, totaling \$38,000 to be split equally between the EDDDA and WDDDA; and for the 2021/2022 contract with Issue Media Group/Metromode, the cost is \$18,000 from March 1, 2021 - February 28, 2022, to be split equally with EDDDA and WDDDA and will consist of one feature story per month and six Q&A's throughout the year. The EDDDA authorizes expending \$9,000 from Community Promotions account

#297-6100-911-51-00 with Issue Media Group/Metromode. The WDDDA authorizes expending \$9,000 from Community Promotions account #296-6100-911-51-00 with Issue Media Group/Metromode.

For EDDDA, motion to approve was made by Director Janice Cislo, seconded by Director Kamal Turfah. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal Turfah - yes. Motion passed.

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

b) Perennial Exchange

The EDDDA and WDDDA will each host a perennial exchange to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols. The EDDDA anticipates expenditures of \$1030 for the Spring Perennial Exchange and WDDDA anticipates expenditures of \$1030 for the Fall Perennial Exchange for posters from Beshara and newspaper ads from Bewick Publications, Michigan Gardener, Arab American News, and Yemeni News. The EDDDA obligates \$1030 in expenditures and the WDDDA obligates \$1030 in expenditures from the Community Promotions Budget # 297-6100-911-51-00 and # 296-6100-911-51-00 for 2021.

The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA with the companies listed below for the Spring and Fall Perennial Exchange, subject to review and approval by Corporation Counsel.

Beshara Printing (Posters, qty. 100 @ \$100), Bewick Publications (Newspaper Advertisement @ \$150), Michigan Gardener (Advertisement-Business card ad-one month @ \$475), Arab American News (Advertisement @ \$TBD), and Yemeni News (Advertisement @ \$TBD).

For EDDDA, motion to approve by Director Kamal Turfah, seconded by Director Janice Cislo. Roll call vote: Vice-Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark Guido - yes, and Director Kamal

Turfah - yes. Motion passed.

For WDDDA, motion to approve by Chairperson Sam Abbas, seconded by Director Jackie Lovejoy.

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

c) Social Media Ad Schedule

The EDDDA and WDDDA has a slate of 2021 events that would benefit from paid social media boosts to engage businesses, residents and visitors alike. The EDDDA and WDDDA approved expenditures up to \$7,500 for costs related to social media boosts through POW! Strategies, Inc. contract. The EDDDA and WDDDA authorizes \$3750 each for the following revised social media ad buy schedule for 2021, expending for EDDDA #296-6110-911-51-00 and WDDDA #297-6110-911-51-00:

EVENT/PROMOTION	TOTAL AMT	EDDDA	WDDDA	DISTRICT SPLITS
Ladies Night Out	\$ 250.00	0	\$ 250.00	WDDDA
Perennial Exchange	\$200.00	\$ 100.00	\$ 100.00	WDDDA
Farmers Market	\$ 800.00	\$ -	\$ 800.00	WDDDA
Movie Nights	\$400.00	\$ 200.00	\$ 200.00	EDDDA/WDDDA SPLIT
Social District	\$ 1,000.00	0	\$ 700.00	EDDDA/WDDDA SPLIT
Trick or Treat	\$200.00	\$ 100.00	\$ 100.00	EDDDA/WDDDA SPLIT
Pumpkin Carving	\$ 100.00	\$ 50.00	\$ 50.00	EDDDA

Shop Small	\$ 1,000.00	\$500.00	\$ 500.00	EDDDA/WDDDA SPLIT
Winterfest	\$ 400.00	0	\$ 400.00	EDDDA/WDDDA

				SPLIT
Winter Breeze	\$200.00	\$ 200.00	0	EDDDA
General Page Boosts	\$200.00	\$ 100.00	\$ 100.00	EDDDA/WDDDA SPLIT
bike share	\$200.00	\$ 100.00	\$ 100.00	EDDDA/WDDDA SPLIT
H2BE	\$ 1,000.00	\$ 1,000.00	0	EDDDA
Friday Nights	\$ -	0	0	WDDDA
Jazz on the Ave	\$500.00	\$ 450.00	0	EDDDA
Music in the Park	\$500.00	\$ 500.00	0	EDDDA
Kids Days	\$ -	0	0	WDDDA
Economic Survey	\$ 50.00	\$ 25.00	\$ 25.00	EDDDA/WDDDA SPLIT
Outdoor Dining	\$200.00	\$ 100.00	\$ 100.00	EDDDA/WDDDA SPLIT
Preservation Month	\$ 50.00	\$ 25.00	\$ 25.00	EDDDA/WDDDA SPLIT
Sidewalk Sale	\$100.00	\$ 100.00		EDDDA
Tunes at Noon	\$ 300.00		\$ 300.00	WDDDA
CHP	\$200.00	\$ 200.00	0	EDDDA
TOTAL		\$ 3,750.00	\$ 3,750.00	

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

For WDDDA, motion to approve by Secretary-Treasurer Jeff Lynch, seconded by Director John McWilliams.

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

d) Platform Dining

The EDDDA and WDDDA wishes to establish outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district. It is estimated that the cost per 8'x40' platform dining set up is \$15,000 for platform, planter and containment amenities. The EDDDA Board authorizes a purchase from Unilock of up to \$7600 for one platform dining location, and seasonal installation and removal of up to \$2,000, and purchase of planters of up to \$5400 from account # 297-6100-911-34-90. The WDDDA Board authorizes a purchase from Unilock of up to \$15,200 for two platform dining locations, and the purchase of planters of up to \$10,800, and seasonal installation and removal of up to \$4,000 from account # 296-6100-911-34-90. The EDDDA and WDDDA Boards authorizes the Manager of the DDDAs to execute necessary contracts, contingent upon City Council approval, subject to the review and approval of Corporation Counsel.

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

For WDDDA, motion to approve by Director Jackie Lovejoy, seconded by Secretary-Treasurer Jeff Lynch.

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

e) Exec. Committee Action: Outdoor Dining Amenities

On January 28, EDDDA and WDDDA Executive Committee held a special meeting to approve Outdoor Dining Amenities - Amendment I. Cost of igloos is \$1475 and greenhouses are \$1149 plus \$1100 for

delivery and installation. The EDDDA resolved to defer to business for selection of igloos or greenhouse, based on their needs, and then authorize the Manager of the DDDAs to purchase thereafter. If businesses don't respond with choice, the Manager of the DDDAs is authorized to make a recommendation and move forward with purchase coming from the EDDDA account #297-6100-911-51-00.

For WDDDA, the Executive Committee authorizes to begin purchases of igloos based upon the results of a complete site survey from WDDDA account #296-6100-911-51-00.

It is resolved that these purchases for both EDDDA and WDDDA are considered an exigency purchase that follows the purchasing ordinance for emergency purchases.

For EDDDA, motion to approve Executive Board action was moved by Secretary-Treasurer Matthew Deitz, seconded by Director Janice Cislo. Roll call vote: Vice Chairperson Eric Woody - yes, Secretary-Treasurer Matthew Dietz - yes, Mayor Jack O'Reilly - yes, Director Janice Cislo - yes, Director Mark G. Guido - yes, and Director Kamal Turfah - yes. Motion passed.

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

2. EDDDA Actions Only

a) Open Door Dearborn - Modern Hijabi

The EDDDA and WDDDA established the Open Door Dearborn grant to recruit businesses to Downtown Dearborn and improve the appearance of the districts through storefront and business rehabilitation and expansions. Modern Hijabi is an incoming retail clothing store and proposes to complete the project in March 2021 and is located at 13750 Michigan Ave. Modern Hijabi has applied for Levels I, II and III for a total of \$10,000. Modern Hijabi received City Building permit approval for their original plan. The EDDDA awards a Level I grant for \$2,500, a Level II grant for \$2,500 and Level III grant up to \$5,000 from the Open Door Dearborn grant program from account #297-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; and subject to

review and approval of Corporation Counsel.

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

3. WDDDA Actions Only

a) Doggie Stations

The WDDDA wishes to purchase and install 20 dog waste stations along Michigan Avenue and Garrison St. and by Wagner Place area. After competitively reviewing dog station providers, dogwastedepot.com was selected as the lowest price provider with free shipping. The WDDDA authorizes the purchase of 20 dog waste stations for \$2500, expending from account #296-6100-911-34-90.

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

b) Farmers Market Website Hosting & Maintenance

Essential IT provides Dearborn Farmers Market website hosting, maintenance, and updates for the Farmers & Artisans Market website for an annual contract cost of \$720, with a contract date of January 1, 2021 to December 31, 2021. The WDDDA obligates \$720 from the Community Promotions Budget # 296-6100-911-51-00 for Essential IT for the 2021 Dearborn Farmers & Artisans Market website services; and the WDDDA Board authorizes the Manager of the DDDAs to execute the contract, subject to the review and approval of Corporation Counsel.

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

c) Social District Amendment

The West Dearborn Downtown Development Authority (WDDDA) wishes

to establish a Social District as presented, following the guidelines provided by the State of Michigan. The WDDDA Board authorized the Social District Plan and the designation of the Social District(s) be presented to the City of Dearborn City Council for approval at the August 20, 2020 Joint DDDAs Board meeting. The WDDDA Board approved on November 19, 2020, to authorize the Executive Committee to expend up to \$25,000 to obtain the structures, heat, electrical and furnishings, contingent that it is considered an exigency purchase that follows the purchasing ordinance for emergency purchases for the Social District, coming from account # 296-6100-911-51-00. The City of Dearborn City Council approved the Social District pilot project through September 30, 2021, at its February 9, 2021, meeting. Additional amenities and services will need to be acquired to maintain the Social District pilot project. The WDDDA Board authorizes the expenditure of an additional \$65,000 for the amenities and services listed below from accounts # 296-6100-911-51-00 and #296-6100-911-34-90.

Service Provider	Item	WDDDA Cost	Account
Beshara	Signage: 92 - 12 x 18 pole signs at \$7/ea. (directional/rules & code of conduct/enter/exit)	Approved \$700; Add an additional \$1150	51-00
TBD	Entertainment (14 weeks)	\$14,000	51-00
Fairlane Grounds	Twice Daily Additional Litter Service (April - September)	\$30,000	34-90
TBD	Security (4-weeks)	\$5000	51-00

TBD	Decor	\$10,000	51-00
TBD	Marketing/Advertis in g/Design	\$10,000	51-00

Home Depot/Omnia Partners	Adirondack Chairs (80) (est. \$160.10 per chair) \$12,808 Previously Approved \$2466 through Welcome Back Campaign (equals 15 chairs)	Additional \$10,342 \$2466 Previously Approved	51-00
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The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts in conjunction with the Social District program, subject to the review and approval of Corporation Counsel.

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

VII. Committee Reports

Committee minutes are in Supplemental Materials in the digital board packet.

A. Promotion Committee

Jean Smith: Jazz on Ave. - Alexander Zonjic attending Promotion Committee meeting next week to discuss whether JOA should be recorded or live. Maybe 3 concerts. Spring Perennial - getting materials together for event. Sidewalk Sale - need to see participation of businesses in East. 360 Virtual Tour is up for Art of Courage. AANM - not doing event live in Summer, they will stream event. Preservation Month - on DDDA website/socials - do walking/biking/driving tour. Canceling Friday Nites and Kids Days. Continuing with Movies in the Park, Music in the Park, and Tunes at Noon. Pick up Pledge had 700 impressions, 300 new followers.

B. Bike Share/Mobility Committee

No updates at this time.

C. Design/EV Committee

No updates at this time.

D. Steering Committee

No updates at this time.

VIII. DDDA Executive Management Team & ECD Reports

A. DDDA Executive Management Team

Cristina Sheppard-Decius:

RFP went out for Bike Share vendor. Currently working on budgets. Economic Survey - will send out link again to board. Please forward on to contacts. Apply for Small Business Grant through City of Dearborn. First come - First serve.

B. ECD Reports

Jeff Watson:

HUD Federal funds are being used for Small Business Grant. Opened last Wednesday and surprised by how low turnout is so far. Only 30 applications received so far.

IX. Call to Board of Directors

Director Jackie Lovejoy:

Work is happening daily on the Better Health construction.

Chamber/ServPro with Zaman International in Inkster is currently going on. ServPro will sanitize coats prior to drop off.

Director Tom Clark:

OSP at Muirhead Building - any updates. Response was none at this time.

Chairperson Julia Kapilango:

Like and share the Homage to Black Excellence events on social media.

Vice-Chairperson Eric Woody:

Requested H2BE items are sent to both boards to review and participate.

X. Call to Audience

Councilwoman Leslie Herrick:

Thanked the boards and staff for all their efforts.

XI. Adjournment

Motion to adjourn for EDDDA: moved by Chairperson Julia Kapilango and seconded by Secretary -Treasurer Matthew Dietz. Motion to adjourn for WDDDA: moved by Director Jackie Lovejoy and seconded by Director Mark Guido. Meeting adjourned at 9:50 am.

Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA

Jeff Lynch, Secretary-Treasurer, WDDDA

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
SPECIAL BOARD MEETING

March 1, 2021

4:00-5:00 pm

Virtual Meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84768000367?pwd=Q2ZKUWhZ0tja0xqWnduS3NPREVjUT09>

Meeting ID: 847 6800 0367

Passcode: 590164

One tap mobile

+19292056099,,84768000367#,,,,*590164# US (New York)

+13017158592,,84768000367#,,,,*590164# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 847 6800 0367

Passcode: 590164

Join by Skype for Business

<https://us02web.zoom.us/skype/84768000367>

MINUTES

MEMBERS PRESENT

EAST DDA : Chairperson Julia Kapilango, Vice-Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, and Director Mark Guido.

MEMBERS ABSENT

EAST DDA : Director Janice Cislo, Director Jay Kruz, Director Heidi Merino, Director Mary O'Bryan, and Director Kamal Turfah.

NON-MEMBERS PRESENT :

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

OTHERS : Sue Suchyta (reporter)

I. Call to Order

EDDDA Chairperson Julia Kapilango called the meeting to order at 9:10 am

II. Roll Call

No roll call performed.

EDDDA: No quorum was present

III. Action Item - due to no quorum, no actions taken

A. Budget

a. \$1 Million Dollar Cuts

i. Contractual Services

1. Branding

a. Street Light Banners

b. Length of Contract

Send Octane report of what was spent/left in contract

2. Landscape, Holiday Decor and Planting Supplies

Can ask purchasing to do a month to month. It's 2 year contract with 4, 1 year renewals. Add 3 strikes rule. Matt - review CHP costs in regards to Park & Rec. mgt. Mark - can't recall if formal agreement set on that with Parks & Rec.

3. Snow Removal

Three strikes rule in place.

b. TIF Funding

i. Allocations of funds spent outside of TIF Boundaries

1. Defining spending outside of TIF Boundaries allowed

Specs on contracts would need to reflect changes in providing service in non-TIF areas. Waiting on Legal official city opinion. Can review a 2 mill levy or Principal Shopping District, as examples.

c. Reallocation of Funds

i. Banner Replacement

Approval received today and forwarded to DPW for install.

d. Sponsorship

i. Process for intake of sponsorship dollars

Once sponsor secured, invoice request is done and sent to Treasury to generate invoice and send out.

ii. Current sponsors

iii. Explanation of POW! Strategies Sponsorship Packet

B. Holiday Decor

a. Installment Approval

No flare this year. DTE - need to fix plugs, upgrade poles.

b. Subcommittee

C. Board Member Appointment Process

- a. Submission Protocol
- b. Venting
- c. Approval

Jeff Watson receives application, interviews candidates, gives recommendation to Mayor's office then Mayor's office provides recommendation to City Council for approval. City Charter 10.2 and 10.9 address the procedures. East currently has 10 on board, can have 12.

D. Jazz on the Ave

- a. Cost - roughly half a million dollars over the last 11 years.
- b. Recommendations - look at other options of offering music

E. Beautification

- a. Art in Public Spaces
 - i. Murals

F. Meeting Toolkit

- a. Agenda Format and Content -requesting to have East items separate so don't have to filter through entire packet.
- b. Board Packet Delivery Time - get to board on Fridays

IV. Call to Board of Directors

Add old business to agenda - any pending items or items waiting on update. Exec. Board and DDDA staff would add to this agenda item in Executive Committee meetings.

V. Call to Audience

None

VI. Adjournment

Meeting adjourned at 5:45 pm.

Approved by:

Matthew Dietz, Secretary-Treasurer, EDDDA

Financial Statement Summary		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Revenue								
296-0000-311.40-00	Property Tax Capture	\$ 611,157	810,083	\$ 888,400	\$ 888,400	\$ 649,778	\$ -	\$ 238,622
	Brownfield Tax Capture	132,940	208,118	243,700	243,700	-	-	243,700
	Tax Revenue Total:	\$ 744,097	\$ 1,018,201	\$ 1,132,100	\$ 1,132,100	\$ 649,778	\$ -	\$ 482,322
296-0000-330.05-14	Local Community Stabilization Authority	25,313	-	25,000	25,000	-	-	25,000
296-6110-330.01-90	Farmer's Market Federal Grant	1,424	607	1,500	1,500	-	-	1,500
296-6110-369.90-00	Farmer's Market Miscellaneous	18,865	7,265	23,500	23,500	11,745	-	11,755
296-6100-365.90-00	Donations from a Private Source	48,348	16,659	52,500	52,500	250	-	52,250
296-6100-322.40-10	Events Revenue	-	6,545	4,000	4,000	(3,900)	-	7,900
296-0000-361.10-05	Interest Income	19,928	15,928	15,755	15,755	535	-	15,220
296-0000-369.90-00	Miscellaneous Income	6,194	-	-	-	4,669	-	N/A
	Donations & Farmer's Market Total:	\$ 120,072	\$ 47,004	\$ 122,255	\$ 122,255	\$ 13,299	\$ -	\$ 113,625
296-0000-391.91-01	Contributions from the General Fund	37,913	35,000	35,105	35,105	23,400	-	11,705
	General Fund Contribution Total:	37,913	35,000	35,105	35,105	23,400	-	11,705
Total Revenues:		\$ 902,082	1,100,205	\$ 1,289,460	\$ 1,289,460	\$ 686,477	\$ -	\$ 607,652
Expenditure								
296-6100-911.10-20	Part-time Wages	81	-	\$ -	\$ -	\$ -	\$ -	\$ -
296-6100-911.22-00	City Share of FICA & Medicare	6	-	-	-	-	-	-
296-6100-911.26-00	Workers Compensation Contribution	-	-	-	-	-	-	-
296-6100-911.30-40	Audit Services	382	400	400	400	400	-	-
296-2972-463.34-90	Sanitation Contractual Services	25,920	19,620	25,920	25,920	22,480	3,440	-
296-6100-911.34-90	Development Contractual Services	399,227	381,813	522,540	564,425	268,965	237,230	58,230
296-6110-911.34-90	Farmer's Market Contractual Services	16,509	10,924	20,000	20,000	15,345	3,617	1,038
296-6100-911.41-75	WATER/SEWAGE	-	683	-	3,190	3,110	80	-
296-6100-911.43-82	Copier Repair & Maintenance Services	362	-	375	375	-	-	375
296-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	7,220	903	877
296-6100-911.51-00	Community Promotion	264,955	175,184	241,225	391,187	79,129	91,684	220,374
296-6100-911.52-10	Insurance	2,670	3,730	5,344	5,344	3,560	-	1,784
296-6100-911.53-00	Communications	225	1,011	1,140	1,140	757	383	-
296-6100-911.58-10	Training & Transportation	2,836	175	3,500	3,500	150	-	3,350
296-6100-911.60-10	Office Supplies	802	395	1,487	1,487	63	-	1,424
296-6100-911.60-20	POSTAGE	-	203	350	350	-	-	350
296-6100-911.61-90	Non-Capital Equipment	-	-	18,600	18,600	4,426	1,000	13,174
296-6100-911.62-00	Repair & Maintenance Supplies	1,400	-	-	-	-	-	-
296-6100-911.62-40	Planting Materials	6,798	577	40,000	40,000	2,014	37,986	-
296-6100-911.65-00	Memberships	513	435	940	940	-	-	940
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	132,940	208,118	243,700	243,700	-	-	243,700
296-6100-980.96-34	Facilities Fund	-	-	-	37,500	37,500	-	-
	Total Expenditure:	\$ 866,561	\$ 814,098	\$ 1,135,771	\$ 1,368,308	\$ 445,119	\$ 376,323	\$ 546,866
Revenues Over/(Under) Expenditures		\$ 35,521	\$ 286,107	\$ 153,689	\$ (78,848)	\$ 241,358	\$ (376,323)	\$ 60,786
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash Cash Position						\$ 1,329,104	\$ 1,083,008	
Current Assets						16,820	14,800	
Current Liabilities						607,652	1,289,460	
Encumbrances						-	(16,076)	
Uncommitted Budget						(376,323)	(140,107)	
Estimated Ending Cash Position		\$ 906,009	1,083,008			(546,866)	(952,912)	
						\$ 1,030,387	\$ 1,278,173	
Expenditure Details		FY2018	FY2019	FY2020				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
296-2972-463.34-90	Sanitation Contractual Services	\$ 25,920	19,620	\$ 25,920	\$ 25,920	\$ 22,480	\$ 3,440	\$ -
296-6100-911.34-90	Holiday Décor & Installation	17,350	15,017	10,000	10,000	-	1,350	8,650
296-6100-911.34-90	Landscape & Maintenance	55,820	193,459	188,000	225,885	158,497	108,662	(41,274)
296-6100-911.34-90	Snow Removal	38,250	39,678	36,500	36,500	5,523	31,040	(63)
296-6100-911.34-90	On-Street Bike Racks	516	-	4,000	8,000	-	-	8,000
296-6100-911.34-90	Master Plan/Vision, Art in Public Spaces	-	-	10,000	10,000	-	-	10,000
296-6100-911.62-40	Planting Materials	6,798	577	40,000	40,000	2,014	37,986	-
	Total Beautification	\$ 144,654	268,351	\$ 314,420	\$ 356,305	\$ 188,514	\$ 182,478	\$ (14,687)

Development

296-6100-911.51-00	General Marketing (banners, printing, social media)	10,258	10,649	\$ 35,000	\$ 35,000	\$ 3,384	\$ 230	\$ 31,386
296-6100-911.51-00	Branding	118,371	84,932	30,000	138,262	26,705	30,259	81,298
296-6100-911.51-00	CTM Brochure Distribution	2,339	438	-	-	2,403	1,202	(3,605)
296-6100-911.51-00	Photography	1,850	963	5,000	5,000	-	-	5,000
296-6100-911.51-00	Metro Mode / Issue Media	18,000	18,000	19,000	25,000	6,000	1	18,999
296-6100-911.51-00	Website, Constant Contacts	226	-	230	230	-	-	230
296-6100-911.51-00	Website Hosting & Domain Registration	801	2,188	1,680	1,680	714	-	966
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600	-
296-6100-911.51-00	Community Art Enhancement	-	-	4,000	4,000	-	-	4,000
296-6100-911.51-00	Art month, Art Spark, Pocket Park Mural, POP-Student	5,500	1,000	1,000	1,000	-	-	1,000
296-6100-911.51-00	Fall Promotions	193	-	300	300	150	-	150
296-6100-911.51-00	Holiday Promotions, Holly Berry Brunch Program	16,144	13,590	14,665	14,665	14,120	300	245
296-6100-911.51-00	Shop Small Business Saturday	3,665	6,480	7,000	7,000	7,790	1,986	(2,776)
296-6100-911.51-00	Restaurant week	17,581	1,050	16,500	31,553	-	49,829	(18,276)
296-6100-911.51-00	Tunes at Noon	-	3,024	3,700	3,700	-	-	3,700
296-6100-911.51-00	Friday Nites Concert Series & Winterfest	32,876	8,468	38,000	38,000	7,038	5	30,957
296-6100-911.51-00	Movies In the Park	-	1,488	3,100	3,100	1,786	12	1,302
296-6100-911.51-00	Ladies Night Out	-	-	3,400	3,400	-	-	3,400
296-6100-911.51-00	Pernennail	-	360	550	550	-	-	550
296-6100-911.51-00	Kids Day	1,457	8,945	12,500	12,500	-	-	12,500
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	10,000	-	-	10,000
296-6110-911.34-90	Farmer's Market Contractual Services	16,509	13,564	20,000	20,000	15,345	3,617	1,038
296-6100-911.34-90	Building / Business Incentives	-	-	40,000	40,000	7,500	-	32,500
296-6100-911.51-00	Covid Comeback Marketing	-	-	20,000	36,221	9,038	2,260	24,923
296-6100-911.51-00	Other Community Development	4,479	798	-	-	-	-	-
Total Development		\$ 259,784	181,837	\$ 301,225	\$ 446,761	\$ 101,973	\$ 95,301	\$ 249,487

Planning & Administration

296-6100-911.34-90	Pow Strategies	128,820	95,242	193,140	193,140	93,145	94,136	5,859
296-6100-911.34-90	Communications Manager, Public Relations	30,064	40,680	40,000	40,000	3,900	1,537	34,563
Total Directors Expenses		158,884	135,922	233,140	233,140	97,045	95,673	40,422
various (comment)	Wages & Benefits	87	-	-	-	-	-	-
various (comment)	Other Office Expenses	9,277	7,585	13,536	16,726	8,040	463	8,223
296-6100-911.34-90	Office Cleaning	-	975	900	900	400	505	(5)
296-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	7,220	903	877
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	-	18,600	23,026	4,426	1,000	17,600
296-6100-911.68-90	Other Operating Expenses (utilities)	-	-	1,250	1,250	-	-	1,250
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	132,940	208,118	243,700	243,700	-	-	243,700
296-6100-980.96-34	Facilities Fund-Bryant Library	-	-	-	37,500	37,500	-	-
Total Planning & Administration		\$ 462,123	363,430	\$ 286,986	\$ 332,102	\$ 154,631	\$ 98,544	\$ 312,067

Expenditures \$ 866,561 814,098 \$ 1,135,771 \$ 1,368,308 \$ 445,118 \$ 376,323 \$ 546,867

Contractual Services

Community Promotions

Other Operating Expenses

Financial Statement Summary		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
297-0000-311.40-00	Property Tax Capture	\$ 359,405	\$ 366,558	\$ 386,700	\$ 386,700	\$ 636,176	\$ -	N/A
	Brownfield Tax Capture	464,099	448,590	456,900	456,900	-	-	456,900
	Tax Revenue Total	\$ 823,504	\$ 815,148	\$ 843,600	\$ 843,600	\$ 636,176	\$ -	\$ 456,900
297-0000-330.05-14	Local Community Stabilization Authority	23,733	26,223	26,000	26,000	23,965	-	2,035
297-6100-330.01-99	Federal Sources (contra-revenue)	(142,029)	-	-	-	-	-	-
297-6100-365.90-00	Donations from a Private Source	41,850	7,849	46,000	46,000	10,250	-	35,750
297-0000-361.10-05	Interest Income	27,156	18,330	18,200	18,200	515	-	17,685
297-6100-322.40-10	Events Revenue	-	6,350	3,000	3,000	-	-	3,000
297-6100-369.90-00	Miscellaneous Income	-	14,203	14,205	14,205	-	-	14,205
	Donation Revenue Total	\$ (49,290)	\$ 72,955	\$ 107,405	\$ 107,405	\$ 34,730	\$ -	\$ 72,675
297-0000-391.96-97	Workers Compensation Fund	0	155	0	-	-	-	0
297-0000-391.91-01	Contributions from the General Fund	11,794	11,310	22,620	22,620	15,080	-	7,540
	Contribution Total	\$ 11,794	\$ 11,465	\$ 22,620	\$ 22,620	\$ 15,080	\$ -	\$ 7,540
	Total Revenue	\$ 786,008	\$ 899,568	\$ 973,625	\$ 973,625	\$ 685,986	\$ -	\$ 537,115
Expenditure								
297-6100-911.10-20	Part-time Wages	\$ 505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.22-00	City Share of FICA & Medicare	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.25-00	Unemployment Compensation	\$ -	\$ 5,068	\$ 2,200	\$ 2,200	\$ -	\$ -	\$ 2,200
297-6100-911.26-00	Workers Compensation Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.30-40	Audit Services	\$ 763	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	\$ -
297-2972-463.34-90	Sanitation Contractual Services	\$ 11,794	\$ 2,600	\$ 22,620	\$ 22,620	\$ 6,345	\$ 13,865	\$ 2,410
297-6100-911.30-90	Other Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.34-90	Development Contractual Services	\$ 265,527	\$ 302,415	\$ 426,610	\$ 512,077	\$ 163,954	\$ 152,295	\$ 195,828
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ 362	\$ -	\$ 375	\$ 375	\$ -	\$ -	\$ 375
297-6100-911.44-10	Building Rental	\$ 10,935	\$ 10,830	\$ 9,000	\$ 9,000	\$ 7,220	\$ 903	\$ 877
297-6100-911.51-00	Community Promotion	\$ 190,668	\$ 112,128	\$ 270,860	\$ 355,950	\$ 68,662	\$ 118,151	\$ 169,137
297-6100-911.52-10	Insurance	\$ 4,110	\$ 6,260	\$ 6,234	\$ 6,234	\$ 4,160	\$ -	\$ 2,074
297-6100-911.53-00	Communications	\$ 281	\$ 1,200	\$ 1,128	\$ 1,141	\$ 757	\$ 384	\$ -
297-6100-911.58-10	Training & Transportation	\$ 2,539	\$ 1,397	\$ 3,500	\$ 3,500	\$ 225	\$ -	\$ 3,275
297-6100-911.60-10	Office Supplies	\$ 802	\$ 401	\$ 1,487	\$ 1,487	\$ 63	\$ -	\$ 1,424
297-6100-911.60-20	Postage	\$ 154	\$ 214	\$ 350	\$ 350	\$ -	\$ -	\$ 350
297-6100-911.61-90	Non-Capital Equipment	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ 3,500
297-6100-911.62-00	Repair & Maintenance Supplies	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.62-40	Planting Materials	\$ 18,455	\$ 17,825	\$ 30,000	\$ 30,000	\$ 23,895	\$ 6,105	\$ -
297-6100-911.65-00	Memberships	\$ 513	\$ 435	\$ 1,190	\$ 1,190	\$ -	\$ -	\$ 1,190
297-6100-911.66-00	Reference Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.68-80	Licenses, Fees, & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
297-6100-911.68-90	Other Operating Expenses	\$ -	\$ -	\$ 29,660	\$ 29,660	\$ 14,203	\$ -	\$ 15,457
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	\$ 464,099	\$ 448,590	\$ 456,900	\$ 456,900	\$ -	\$ -	\$ 456,900
	Total Operating Expenditures	972,946	910,163	1,266,414	1,436,984	290,284	291,703	854,997
297-6100-435.34-40	Building Demolition Services	-	-	\$ -	\$ -	-	-	-
297-6100-435.45-10	Architect & Engineering Services	-	-	-	-	-	-	-
297-6100-435.45-20	Construction Contractor	-	-	-	-	-	-	-
297-6100-435.98-00	Undistributed Appropriations	-	-	-	-	-	-	-
	Total Capital Expenditures	-	-	-	-	-	-	-
	Total Expenditure	\$ 972,946	\$ 910,163	\$ 1,266,414	\$ 1,436,984	\$ 290,284	\$ 291,703	\$ 854,997
	Revenues Over/(Under) Expenditures	\$ (186,938)	\$ (10,595)	\$ (237,538)	\$ (463,359)	\$ 395,702	\$ (291,703)	\$ (317,882)
Balance Sheet						Current	Beginning of Year	
Equity in Pooled Cash	Cash Position					\$ 1,346,387	\$ 950,332	
Current Assets	Current Receivables					15,450	10,000	
	Unearned Income					537,115	971,740	
Current Liabilities	Current Liabilities					(14,203)	(29,154)	
	Encumbrances					(291,703)	(149,888)	
	Uncommitted Budget					(854,997)	(1,099,629)	
	Estimated Ending Cash Position	\$ 1,042,608	\$ 994,168			\$ 738,049	\$ 653,401	

Expenditure Details		FY2019	FY2020	FY2021				
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance
Beautification								
297-2972-463.34-90	Sanitation Contractual Services	\$ 11,794	\$ 2,600	\$ 22,620	\$ 22,620	\$ 6,345	\$ 13,865	\$ 2,410
297-6100-911.34-90	Holiday Décor & Installation	\$ 17,256	\$ 14,440	10,000	10,000	-	3,477	6,523
297-6100-911.34-90	Landscape & Maintenance	\$ 62,470	\$ 44,841	76,570	93,237	59,976	38,180	(4,919)
297-6100-911.34-90	Snow Removal	\$ 38,536	26,538	25,000	25,000	5,925	19,075	-
297-6100-911.34-90	On-Street Bike Racks	\$ -	0	15,000	30,000	-	-	30,000
297-6100-911.34-90	Artspace, Public Space Design		\$ 34,581	10,000	30,000	-	-	30,000
297-6100-911.34-90	Streetscape Enhancements		\$ 8,415	16,000	48,000	-	1,800	46,200
capital project	Parking Master Plan (M20006)	\$ 281	\$ 1,200	-	-	-	-	-
297-6100-911.68-90	East Dearborn Parking Lots (M20017)	\$ 2,539	\$ 1,397	-	-	-	-	-
297-6100-911.62-40	Planting Materials	\$ 18,455	\$ 17,825	30,000	30,000	23,895	6,105	-
	Total Beautification	\$ 151,331	\$ 151,837	\$ 205,190	\$ 288,857	\$ 96,141	\$ 82,502	\$ 110,214
Development								
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 4,705	\$ 4,976	\$ 35,000	\$ 36,500	\$ 1,738	222.00	\$ 34,540
297-6100-911.51-00	Branding	34,210	35,568	30,000	86,537	26,705	77,307.00	(17,475)
297-6100-911.51-00	Photography	1,125	963	5,000	5,000	-	-	5,000
297-6100-911.51-00	Metro Mode / Issue Media	18,000	18,000	19,000	25,000	20,000	12,001.00	(7,001)
297-6100-911.51-00	Website, Constant Contacts	226		230	230	-	-	230
297-6100-911.51-00	Website Hosting & Domain Registration	801	1,828	1,680	1,680	714	-	966
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	5,600.00	-
297-6100-911.51-00	Community Art Enhancement	-	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Dearborn Community Fund Sculpture Initiative	5,900		6,000	6,000	-	-	6,000
297-6100-911.51-00	Art Month	4,480	1,000	1,000	1,000	-	-	1,000
297-6100-911.51-00	Pocket of Perception (student art project)	8,000		5,000	5,000	-	-	5,000
297-6100-911.51-00	Fall Promotions	592		600	600	208	-	392
297-6100-911.51-00	Holiday Promotions (Holiday Open House, Santa)	8,197	8,486	15,000	-	-	-	-
297-6100-911.51-00	Shop Small Business Saturday	4,581	5,565	7,000	7,000	8,075	1,986.00	(3,061)
297-6100-911.51-00	Restaurant Week	15,583	1,050	16,500	31,553	1,145	5,263.00	25,145
297-6100-911.51-00	Homage to Black Excellence	-	43	-	40,000	3,300	12,649.00	36,700
297-6100-911.51-00	Movies in the Park	2,582	1,511	2,200	2,200	2,308	12.00	(120)
297-6100-911.51-00	Music in the Park	5,177	316	4,500	4,500	-	-	4,500
297-6100-911.51-00	Art Crawl (Place Holder)	-	-	2,500	2,500	-	-	2,500
297-6100-911.51-00	City Hall Park Events	-	-	5,550	5,550	-	-	5,550
297-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Build Institute	-	-	10,000	10,000	-	-	10,000
297-6100-911.51-00	Jazz on the Ave	51,136	25,088	55,000	30,000	-	-	30,000
297-6100-911.51-00	Eastborn Clean Up	448	-	1,000	1,000	-	-	1,000
297-6100-911.51-00	Covid Comeback Marketing	-	-	20,000	26,000	4,318	1,671.00	20,011
297-6100-911.51-00	Other Community Development	8,922	750	2,500	2,500	152	1,440.00	908
	Total Development	\$ 182,948	\$ 111,402	\$ 270,860	\$ 355,950	\$ 68,663	\$ 118,151	\$ 181,785
Planning & Administration								
297-6100-911.34-90	Pow Strategies	106,038	114,019	193,140	193,140	86,288	87,687	19,165
297-6100-911.34-90	Communications Manager, Public Relations	38,430	39,130	40,000	41,800	3,900	1,537	36,363
297-6100-911.34-90	Building/Business Incentive	-	7,760	40,000	40,000	7,500	-	32,500
	Total Directors Expenses	144,468	160,909	273,140	274,940	97,688	89,224	88,028
	Unemployment Compensation			2,200	2,200	-	-	-
various (comment)	Wages & Benefits	-	-	-	-	-	-	-
various (comment)	Other Office Expenses	10,924	10,707	15,064	15,077	6,005	384	8,688
297-6100-911.34-90	Office Cleaning	825	750	900	900	365	540	(5)
297-6100-911.44-10	Building Rental	10,935	10,830	9,000	9,000	7,220	903	877
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	3,500	3,500	-	-	3,500
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	15,455	15,455	-	-	15,455
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	464,566	448,590	456,900	456,900	-	-	456,900
	Total Planning & Administration	\$ 631,718	\$ 631,786	\$ 790,364	\$ 792,177	\$ 125,481	\$ 91,051	\$ 573,445
	Expenditures	\$ 975,689	\$ 887,265	\$ 1,266,414	\$ 1,436,984	\$ 290,285	\$ 291,704	\$ 854,995

Contractual Services
Other Operating Expenses
Community Promotions

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Dearborn Area Chamber of Commerce Membership Directory - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA promote and market Downtown Dearborn to consumers to improve the economy of the districts; and

WHEREAS: The 2021 *Dearborn Area Chamber of Commerce Membership Directory* will be available in a fully interactive digital edition, mobile and 2,000 print copies distributed; and

WHEREAS: The EDDDA and WDDDA are interested in sharing the cost of a full-page inside front cover advertisement in the yearly print publication and digital advertisement totaling \$2725, payable to Harbor House Publishers, a Chamber Member that has partnered with the Dearborn Area Chamber of Commerce to produce the directory; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; therefore, be it

RESOLVED: The EDDDA approves an expenditure not to exceed \$1362.50 payable to Harbor House Publishers for a full-page advertisement in partnership with the WDDDA in the 2021 *Dearborn Area Chamber of Commerce Membership Directory* from the General Marketing Fund 297-6100-911-51-00; and further be it

RESOLVED: The Manager of the DDDAs is authorized to execute a contract on behalf of the EDDDA with Harbor House Publishers for a full-page advertisement in the 2021 *Dearborn Area Chamber of Commerce Membership Directory*, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 Dearborn Area Chamber of Commerce Membership Directory - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA promote and market Downtown Dearborn to consumers to improve the economy of the districts; and

WHEREAS: The 2021 *Dearborn Area Chamber of Commerce Membership Directory* will be available in a fully interactive digital edition, mobile and 2,000 print copies distributed; and

WHEREAS: The WDDDA and EDDDA are interested in sharing the cost of a full-page inside front cover advertisement in the yearly publication totaling \$2725, payable to Harbor House Publishers, a Chamber Member that has partnered with the Dearborn Area Chamber of Commerce to produce the directory; therefore, be it

RESOLVED: The WDDDA approves an expenditure not to exceed \$1362.50 from General Marketing Fund 296-6100-911-51-00, payable to Harbor House Publishers for a full-page advertisement in partnership with the EDDDA in the 2021 *Dearborn Area Chamber of Commerce Membership Directory*; and further be it

RESOLVED: The Manager of the DDDAs is authorized to execute a contract on behalf of the WDDDA with Harbor House Publishers for a full-page advertisement in the 2021 *Dearborn Area Chamber of Commerce Membership Directory*, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Annual Conference 2021 - EDDDA

Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA and WDDDA collaborate with state-level organizations which focus on downtown revitalization; and

WHEREAS: The Michigan Downtown Association (MDA) is a state-wide, non-profit organization whose mission is to strengthen downtowns in Michigan through education, resources, networking and advocacy; and

WHEREAS: The EDDDA and WDDDA have the opportunity to attend the 2021 MDA Spring Workshop being held virtually on March 26, 2021, in the amount of \$50 per person; and

WHEREAS: The listed individuals for the EDDDA will attend the workshop: _____, _____, and _____; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) A) Planning, Administration and Staffing, which supports expending on soft costs to implement and carry out activities within the district; therefore, let it be

RESOLVED: The EDDDA authorizes the expenditure up to \$_____ for EDDDA board members to participate in the 2021 Virtual MDA Spring Workshop from the Training/Transportation budget line item account # 297-6100-911-58-10; and further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the MDA Spring Workshop, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

MDA Annual Conference 2021 - WDDDA

Adopted:

Motioned by:

Seconded by:

WHEREAS: The WDDDA and EDDDA collaborate with state-level organizations which focus on downtown revitalization; and

WHEREAS: The Michigan Downtown Association (MDA) is a state-wide, non-profit organization whose mission is to strengthen downtowns in Michigan through education, resources, networking and advocacy; and

WHEREAS: The WDDDA and EDDDA have the opportunity to attend the 2021 MDA Spring Workshop being held virtually on March 26, 2021, in the amount of \$50 per person; and

WHEREAS: The listed individuals for WDDDA will attend the workshop: _____, _____, and _____; so let it

RESOLVED: The WDDDA authorizes the expenditure up to \$_____ for WDDDA board members to participant at the 2021 Virtual MDA Spring Workshop from the Training/Transportation budget line item account # 296-6100-911-58-10; and further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the MDA Spring Workshop, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 National Main Street Conference - EDDDA

Adopted:
Motioned by:
Seconded by:

WHEREAS: The EDDDA and WDDDA Board of Directors follow the Main Street Approach to revitalizing downtowns and downtown management; and

WHEREAS: The EDDDA and WDDDA Board of Directors encourage volunteers, Board members and staff to attend trainings and conferences that educate the practice of the Main Street Approach; and

WHEREAS: The National Main Street NOW Conference is April 12-14, 2021, being held virtually, and the EDDDA and WDDDA Board of Directors intend for interested board members and volunteers; and

WHEREAS: The cost is \$99 per person or \$25 per person for any business owner; and

WHEREAS: The EDDDA Board members of _____, _____, _____ plan to attend the NOW Conference virtually, for a total cost of \$_____; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) A) Planning, Administration and Staffing, which supports soft costs to implement and carry out activities within the district; therefore, let it be

RESOLVED: The EDDDA approves expending \$_____ for the EDDDA board members and volunteers registration costs associated with the Main Street NOW Conference 2021 from Account #297-6100-911-58-10; and further

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA for the National Main Street Conference, subject to review and approval by Corporation Counsel.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021 National Main Street Conference - WDDDA

Adopted:
Motioned by:
Seconded by:

WHEREAS: The WDDDA and EDDDA Board of Directors follow the Main Street Approach to revitalizing downtowns and downtown management; and

WHEREAS: The WDDDA and EDDDA Board of Directors encourage volunteers, Board members and staff to attend trainings and conferences that educate the practice of the Main Street Approach; and

WHEREAS: The National Main Street NOW Conference is April 12-14, 2021, being held virtually, and the WDDDA and EDDDA Board of Directors intend for interested board members and volunteers; and

WHEREAS: The cost is \$99 per person or \$25 per person for any business owner; and

WHEREAS: The WDDDA Board members of _____, _____, _____ plan to attend the NOW Conference virtually, for a total cost of \$_____; so let it be

RESOLVED: The WDDDA approves expending \$_____ for the WDDDA board members and volunteers registration costs associated with the Main Street NOW Conference 2021 from Account #296-6100-911-58-10; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the National Main Street Conference, subject to review and approval by Corporation Counsel.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fairlane Grounds Landscape/Maintenance Contract 2021 - WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: A competitive proposal process for landscaping and outdoor maintenance services was performed by the City of Dearborn Finance Department Purchasing Division on behalf of the WDDDA; and

WHEREAS: Fairlane Grounds submitted the top proposal with a responsive and responsible bid for services to include: landscaping, maintenance, litter/debris/graffiti removal, materials and décor/banner installation and takedown; and

WHEREAS: At its March 15, 2018 meeting, the WDDDA Board authorized the Executive Committee to act on behalf of the full Board to negotiate and enter into an agreement with Fairlane Ground for a comprehensive landscape/maintenance contract with Fairlane Grounds for two years with four one-year renewals in an amount not to exceed \$275,000 annually starting April 1, 2018; and

WHEREAS: The WDDDA wishes to exercise the option to renew the contract for the second of four one-year renewals with these additions:

- Landscape Installation - Pocket Park (\$3000)
- Landscape Installation - Red Effect Alley (\$1400)
- Landscape Installation - Village Road behind Comerica (\$420)
- Landscape Installation - West Deck (\$4175)
- Landscape Installation - East Deck (\$2470)
- Platform Dining Installation/Removal - (\$9200)
- Additional holiday decorations - materials/labor for 20 additional pots - (\$7155)
- Social District 2x Daily Litter Removal for 12 weeks - (\$14,685; weekly rate \$1223.75); and

WHEREAS: A portion of these funds, totaling \$72,740, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW); and therefore, be it

RESOLVED: The WDDDA authorizes the second of four options to renew the landscape and maintenance contract with Fairlane Grounds starting April 1, 2021-March 31, 2022, in an amount not to exceed \$329,905, furthermore; let it be further

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

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

WH Canon Landscape/Maintenance Contract 2021

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: A competitive proposal process for landscaping and outdoor maintenance services was performed by the City of Dearborn Purchasing Office on behalf of the EDDDA; and

WHEREAS: WH Canon submitted the most responsive and responsible bid for services which include: landscaping, maintenance, litter/debris/graffiti removal, materials and décor/banner installation and takedown; and

WHEREAS: The EDDDA authorized a two-year contract of \$130,000 per year (\$98,480 base services at \$32 per man hour and \$30,000 for additional materials/services) with WH Canon starting April 1, 2018, with four one-year renewals; and

WHEREAS: It was approved to increase the number of litter pick-ups per week from one to 2.5 days per week at an additional cost of \$4500 annually to the base services in 2020 and the EDDDA wishes to continue this additional service; and

WHEREAS: A budget of \$15,000 for additional plant materials/services was approved for the district for 2020 in which some services were not completed, therefore, the EDDDA wishes to continue with these additional materials, including, but not limited to:

- re-topsoil and replace/reinstall perennials in the large planter wells;
- Replacement trees for Michigan Avenue;
- Hanging baskets on Schaefer
- Planter beds in parking lots and key focal points

- Holiday greens for Michigan Avenue raised planter wells; and

WHEREAS: It was recommended to annually powerwash the sidewalks in spring at no additional cost, and since the service was not rendered in 2020, two power washings will be performed in 2021; and

WHEREAS: Sixteen additional planter pots will be added by the EDDDA along Schaefer Road with soil and plants and three seasonal material changes provided by WH Canon up to **\$4800**; and

WHEREAS: The following special conditions will be applied to the contract with WH Canon for April 1, 2021-March 31, 2022:

1. A three-strike rule performance review with the option for the EDDDA to terminate the contract after three strikes. If the contract is terminated, WH Canon will continue to provide services until another service provider is retained.
2. WH Canon must notify DDDA Office each time service is being performed per week to better track quality of work.
3. Streetpole power assessment will be performed in the summer to allow for adequate time for DTE to address any power issues for upcoming holiday décor installation.
4. WH Canon to provide a map of banner arms and needs assessment for fixing or replacements, as well as inventory.
5. EDDDA to provide a new and improved GIS map with landscape and litter areas defined.
6. EDDDA and WH Canon to conduct a walk-through of the area to pinpoint issues and continue to educate WH Canon team on expectations.
7. Clarification in contract for sweeping curblines.
8. WH Canon will perform one additional power washing from the 2020 contract not completed in the 2021 contract; and

WHEREAS: A portion of these funds, totaling \$9000, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW);

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity including maintenance within the district; therefore, let it be

RESOLVED: The EDDDA authorizes the second of four options to renew the landscape and maintenance contract including special conditions with WH Canon starting April 1, 2021-March 31, 2022, at a base rate of \$102,980 annually plus \$19,800 for additional materials/services; let it be further

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

Yes:

No:

Abstain:

Absent:

EAST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: T Mobile - Rafi Rayes

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the Development and TIF Plan Section (2) (e) C) Private Sector Improvement Incentives, which supports incentives to attract and retain appropriate businesses within the district, as determined by EDDDA Board and to the extent permitted by law; and

WHEREAS: T- Mobile, an existing retail small business in the EDDDA district located at 14216 Michigan Avenue, applied for an Open Door Dearborn Grant to improve the exterior, interior and signage, with an estimated project cost of \$30,000. The applicant is eligible for a Level I sign grant at \$2,500 and a Level III construction grant in the amount of \$7,500 totaling \$10,000; and

WHEREAS: Mr. Rayes has received City of Dearborn building permit approval and has secured three quotes for construction as required by the Open Door Dearborn Grant; and

WHEREAS: At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the T-Mobile improvements for **Level I sign grant of \$2,500 and Level III building improvements up to \$7,500 or up to 50% of construction costs, whichever contingency comes first.** It was motioned by Mike Kirk and seconded by Mark Guido. Roll Call Vote was unanimous in favor of awarding the grant; therefore, let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500, and a Level III grant up to \$7,500 or up to 50% of construction costs, whichever contingency comes first, funding from the Open Door Dearborn grant program from account #297-6100-911-34-90 to Rafi Rayes for the T-Mobile location at 14216 Michigan Avenue, and subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: Juee Cafe - Rafi Rayes

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to Development and TIF Plan Section (2) (e) C) Private Sector Improvement Incentives, which supports expending on incentives to attract and retain appropriate businesses within the district, as determined by EDDDA Board and to the extent permitted by law; and

WHEREAS: Property owner Rafi Rayes applied for an Open Door Dearborn Grant to start a new coffee shop, Juee Cafe, located at 14220 Michigan Avenue in the EDDDA district, with improvements intended for the exterior and interior estimated at \$100,000. The applicant is eligible for a Level I design grant for \$2,500, a Level II startup grant for \$2,500 and a Level III construction grant in the amount of \$5,000 totaling \$10,000; and

WHEREAS: Mr. Rayes has received City Building permit approval on November 20, 2020, and has secured three quotes for construction; and

WHEREAS: At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the Juee Cafe improvements for **Level I design grant of \$2,500, a Level II start-up grant for \$2,500 and a Level III building improvements for \$5,000** motioned by Mark Guido and seconded by Jackie Lovejoy. Roll Call Vote was unanimous in favor of awarding the grant. Jeff Watson abstained; therefore, let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500, a Level II start-up grant for \$2,500 and a Level III grant for \$5,000 totaling \$10,000 from the Open Door Dearborn grant program from account #297-6100-911-34-90, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Spring Perennial Exchange 2021 - Amendment I - EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the EDDDA Development and TIF Plan, Section (2) (e) B) District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs for programs that sustain and increase business activity within the district; therefore, be it

WHEREAS: The Promotions and Organization Committee has recommended hosting and coordinating a Spring Perennial Exchange in the EDDDA to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols; and

WHEREAS: The EDDDA approves expenditures of \$1030 for the Spring Perennial Exchange for posters from Beshara, newspaper ads from Bewick Publications, Arab American News, and yard signs (vendor TBD); therefore, let it be

RESOLVED: That the EDDDA obligates \$1030 in expenditures for the Spring Perennial Exchange event from the Community Promotions Budget # 297-6100-911-51-00 for 2021; and

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for the Spring Perennial Exchange, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Beshara Printing	Posters (qty. 100)	\$100
Bewick Publications	newspaper advertisement	\$150
Arab American News	advertisement	\$470
TBD	yard signs (10 qty)	TBD

Yes:

No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Ladies Night Event 2021_Service Providers

Adopted on:
Motioned by:
Seconded by:

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

WHEREAS: The WDDDA is planning the Ladies Night Event on May 12, 2021, to occur in the WDDDA downtown district to highlight the retail shopping experience in Downtown Dearborn; and

WHEREAS: The WDDDA anticipates \$2800 in expenditures, \$750 in income from participating businesses and \$1150 from sponsorships for Ladies Night for WDDDA; so let it be

RESOLVED: The WDDDA approves expending \$302 to Beshara for posters, postcards and yard signs with WDDDA expending from account # 296-6100-911-51-00; and, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the 2021 Ladies Night event with the list of service providers and amounts below, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Beshara Printing	Posters	\$ 91.50
Beshara Printing	2500 postcards	\$125.50
Beshara Printing	18x24 yard signs (dbl-sided, corrugated) w stakes	\$85

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Tunes at Noon at Wagner Place 2021_Service Providers

Approved:
Motioned by:
Seconded by:

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

WHEREAS: The Tunes at Noon at Wagner Place event, sponsored by the WDDDA, is created to provide entertainment during the afternoon to employees of Wagner Place, surrounding businesses, and the community; and

WHEREAS: The WDDDA authorized a budget of \$3700 in expenditures for the 2021 Tunes at Noon at Wager Place events; therefore, let it be

RESOLVED: The WDDDA approves to expend \$2400 for the listed service providers from account #296-6100-911-51-00; and let it be

RESOLVED: The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA for the listed service providers, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Dearborn School of Music	musical entertainment	\$400
Amy Loskowski	musical entertainment	\$400
Jillian Govan	musical entertainment	\$400
Steve Taylor	musical entertainment	\$400
Gia Warner	musical entertainment	\$400
Bruce Bailey	musical entertainment	\$400

Yes:
No:
Abstained:
Absent:

City of Dearborn
West Dearborn Downtown Development Authority Fund
Revenue and Fund Balance Trend

Prepared by Finance Department
As of March 16, 2021

	Actual 2018-2019	Actual 2019-2020	Amended Budget 2020-2021	Projected Budget 2020-2021	Proposed Budget 2021-2022	Proposed Budget 2022-2023	Proposed Budget 2023-2024
<u>Revenue</u>							
Property Taxes	\$ 819,275	\$ 1,018,201	\$ 1,132,100	\$ 1,132,100	\$ 1,163,220	\$ 1,185,920	\$ 1,209,120
Intergovernmental Revenue							
Federal Sources	1,424	607	1,500	1,500	1,500	1,500	1,500
State, Local Community Stabilization Authority	25,313	-	25,000	-	-	-	-
Interest on Investments	19,928	15,928	15,755	564	524	1,375	2,227
Private Source Contributions	48,348	16,659	52,500	15,000	51,500	51,500	51,500
Miscellaneous Revenue	25,059	13,810	27,500	25,000	24,000	24,000	24,000
Transfers In							
General Fund	11,993	15,380	9,185	4,380	9,185	9,185	9,185
General Fund, Sanitation Millage	25,920	19,620	25,920	30,720	25,920	25,920	25,920
Workers' Compensation	-	11	-	-	-	-	-
Total financing sources	977,260	1,100,216	1,289,460	1,209,264	1,275,849	1,299,400	1,323,452
<u>Expenditures</u>							
Personnel Services	88	-	-	-	-	-	-
Professional & Contractual Services	416,118	393,136	584,825	584,400	935,825	685,825	565,825
Sanitation Contractual Services	25,920	19,620	25,920	30,720	25,920	25,920	25,920
Utilities, Communications	225	1,694	4,330	4,330	4,297	4,297	4,297
R&M Services, Copiers	362	-	375	375	375	375	375
Building Rental	10,935	10,830	9,000	9,000	7,500	7,500	7,500
Supplies	9,001	1,175	60,437	50,437	75,450	75,450	75,450
Other Operating Expenses	270,974	179,524	402,221	400,221	291,233	287,741	287,851
Capital Improvements & Infrastructure (projects)	-	-	-	-	-	-	-
Transfers Out							
Brownfield Redevelopment Authority	132,940	208,118	243,700	243,700	252,400	252,400	252,400
Facilities	-	-	37,500	37,500	-	-	-
Total financing uses	866,563	814,097	1,368,308	1,360,683	1,593,000	1,339,508	1,219,618
Estimated Financing Sources Over (Under) Uses	110,697	286,119	(78,848)	(151,419)	(317,151)	(40,108)	103,834
<u>Fund Balance</u>							
Beginning Balance	517,491	717,795	945,533	945,533	952,920	635,769	595,661
Prior Year Encumbrances & Advances	190,032	100,425	158,806	158,806	-	-	-
Encumbrances at Fiscal Year End	(100,425)	(158,806)	-	-	-	-	-
Ending Fund Balance	\$ 717,795	\$ 945,533	\$ 1,025,491	\$ 952,920	\$ 635,769	\$ 595,661	\$ 699,495

City of Dearborn
East Dearborn Downtown Development Authority Fund
Revenue and Fund Balance Trend

Prepared by Finance Department
As of March 16, 2021

	Actual 2018-2019	Actual 2019-2020	Amended Budget 2020-2021	Projected Budget 2020-2021	Proposed Budget 2021-2022	Proposed Budget 2022-2023	Proposed Budget 2023-2024
<u>Revenue</u>							
Property Taxes	\$ 807,995	\$ 815,148	\$ 843,600	\$ 843,600	\$ 866,600	\$ 883,900	\$ 901,600
Intergovernmental Revenue							
Federal Sources	(142,029)	-	-	-	-	-	-
State, Local Community Stabilization Authority	23,733	26,223	26,000	23,965	24,000	24,000	24,000
Interest on Investments	27,156	18,330	18,200	575	534	1,402	2,271
Private Source Contributions	41,850	7,849	46,000	5,000	90,000	100,000	100,000
Miscellaneous Revenue	-	6,350	17,205	7,000	34,909	34,909	34,909
Transfers In							
General Fund	-	8,710	-	-	-	-	-
General Fund, Sanitation Millage	11,794	2,600	22,620	22,620	37,620	37,620	37,620
Workers' Compensation	-	155	-	-	-	-	-
Total financing sources	770,499	885,365	973,625	902,760	1,053,663	1,081,831	1,100,400
<u>Expenditures</u>							
Personnel Services	543	5,069	2,200	2,200	-	-	-
Professional & Contractual Services	266,290	303,215	512,877	512,877	396,895	331,895	321,895
Sanitation Contractual Services	11,794	2,600	22,620	22,620	37,620	37,620	37,620
Utilities, Communications	281	1,200	1,141	1,141	1,107	1,107	1,107
R&M Services, Copiers	362	-	375	375	375	375	375
Building Rental	10,935	10,830	9,000	9,000	7,500	7,500	7,500
Supplies	20,812	18,440	35,337	34,650	60,175	39,350	39,350
Other Operating Expenses	197,829	120,220	396,534	394,144	295,920	250,546	225,672
Capital Improvements & Infrastructure (projects)	-	-	202,980	197,286	-	-	-
Transfers Out							
Brownfield Redevelopment Authority	464,099	448,590	456,900	456,900	457,000	457,000	457,000
Total financing uses	972,945	910,164	1,639,964	1,631,193	1,256,592	1,125,393	1,090,519
Estimated Financing Sources Over (Under) Uses	(202,446)	(24,799)	(666,339)	(728,433)	(202,929)	(43,562)	9,881
<u>Fund Balance</u>							
Beginning Balance	982,269	813,436	705,302	705,302	277,469	74,540	30,978
Prior Year Encumbrances & Advances	250,878	217,265	300,600	300,600	-	-	-
Encumbrances at Fiscal Year End	(217,265)	(300,600)	-	-	-	-	-
Ending Fund Balance	\$ 813,436	\$ 705,302	\$ 339,563	\$ 277,469	\$ 74,540	\$ 30,978	\$ 40,859



DEARBORN
Downtown

FYE 2022-24 BUDGET

EAST & WEST DEARBORN
DOWNTOWN DEVELOPMENT AUTHORITIES



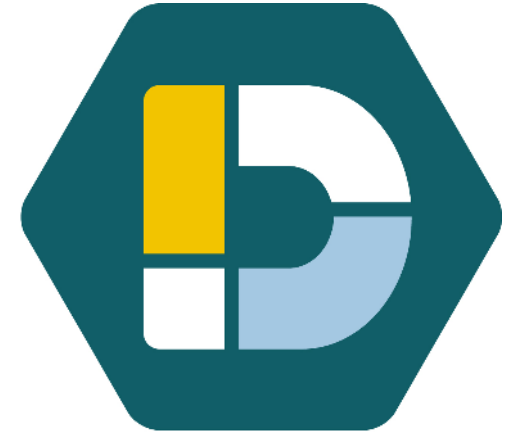
CITY OF DEARBORN BUDGET PROCESS

THREE-YEAR BUDGET PROJECTION

DUE DATE: MARCH - APRIL

DDA PROCESS:

- ☐ STAFF AND EXECUTIVE COMMITTEE DEVELOP DRAFT BUDGET
- ☐ APPROVAL OF DRAFT BUDGET BY BOARD
- ☐ APPROVAL BY CITY
- ☐ FINAL ADOPTION BY BOARD



DEARBORN
Downtown

Transform Michigan Avenue from east to west to increase economic vitality of the whole community in order to be one of the most desirable cities in the United States in which to live using 5 key transformational strategies:

- Image
- Mobility
- Cohesive Community
- Next-Generation Appeal
- Innovative Retail Diversity



KEY FOR GROWTH

Physical Improvements: Landscape, Maintenance, Façade Improvements, Holiday Décor, Lighting, Streetscape Amenities, Bike Facilities, EDDDA Parking Lot and Alley Improvements, Expand Multi-modal Options, Sidewalk Cafes And Public Spaces

Downtown Vision Plan

Plan for the Future: Art in Public Spaces Plan and Specific Public Spaces/Streets

Business Retention

Business Incentives to Assist Recruitment Efforts & Build Entrepreneurial Ecosystem

Branding Dearborn Initiative

Cultural **Attractions/Events**/Community Programming

DISTRICT FUTURE NEEDS

EDDDA

Michigan Avenue
Tree Wells &
Lighting

Schaefer
Streetscape

Mural Parklet

City Hall Park
Redesign

Infill Projects

Wayfinding

WDDDA

Michigan Avenue
Streetscape &
Lighting

South Connector
Streetscape

W. Village
Commons Plaza
Redesign

Wayfinding

Farmers Market
Shed

FUNDING RECOMMENDATION

Recommend a Diverse Mix of the Following Funding:

- Stable/Conservative Funding (PSD, 2 Mill, and/or TIF)
- Moderate Funding (Memberships, Service and Participation Fees)
- Aggressive Funding (Sponsorships, Grants, Foundations)
 - ✓ Projections must be attainable
 - ✓ Board must be active in solicitation

FUNDING OVERVIEW – FYE2022

TYPE	EDDDA	WDDDA
TIF*	\$386,700	\$884,900
BRA TIF*	\$456,900	\$252,400
2 MILL LEVY**	0	0
LOCAL STABILIZATION	\$24,000	\$0
SPONSORSHIP	\$90,000	\$51,500
INTEREST	\$534	\$524
SANITATION FUND	\$37,620	\$25,920
Event Participation Fees	\$3,000	\$10,000
WDDDA - FARMERS MARKET – FED GRANT		\$1,500
WDDDA - FARMERS MARKET		\$24,000
WDDDA-OUTDOOR SEATING		\$9,185
EDDDA - ARTSPACE LOANS	\$31,909	

*Current Year Amounts – Final Projections Due This Month

**Evaluating Instituting a 2 Mill Levy for EDDDA

REMINDER:

- BRA Is A Pass-through

EDDDA

- 1st Artspace Loan/DCC of \$142,029.20 Repayment Began September 2019 At 10% Annually
- 2nd Artspace Loan of \$177,035 Begins Repayment In 2022 At 10% Annually
- **NEW: Recommend Delaying 2 Mill Levy due to COVID-19

2 MILL LEVY

	EDDDA		
	CAPTURED TV	2 MILL LEVY	TOTAL
Captured Value	32,328,577	0.002	\$ 64,657.15
Parcels	353		
Average of Parcels Captured			\$ 183.16

HIGHEST VALUE PROPERTIES	2 MILL ESTIMATE
DEARBORN PROPERTY MANAGEMENT GROUP	\$ 4,114.16
HISTORIC SCHAEFER PROPERTIES LLC	\$ 2,285.46
DEARBORN SCHAEFER OFFICE CO LLC	\$ 25,260.03
THE TURFAH PROPERTIES LLC	\$ 1,800.89
NEW AVERAGE PER PARCEL AFTER HIGHS REMOVED	\$89.39

COMMUNITY PROMOTIONS

GENERAL MARKETING

INCOME ITEM	EDDDA BUDGET	WDDDA BUDGET
General Marketing/Co-Op Advertising/Banners/Social Media/Printing	\$30,000	\$45,000
Metromode Partnership	\$9,000	\$9,000
Branding Partnership	\$30,000	\$30,000
SEO Marketing	\$5,000	\$10,000
Photography/Video	\$2,500	\$5,000
Eblast	\$250	\$250
Web Hosting/Maint.	\$1,430	\$1,430
Henry Ford Package	\$5,600	\$5,600
Translation Services (volunteer time)	\$500	\$0
Art Month	Included in general marketing	\$1,000
Community Art	\$5,000	\$10,000

COMMUNITY PROMOTIONS JOINT PROGRAMS

INCOME ITEM	EDDDA COST/BUDGET	WDDDA COST/BUDGET
Shop Small	\$7,750	\$7,750
Winterfest Market/Open House	\$38,000	\$7500
Restaurant Week	\$10,000	\$16,500
Perennial Exchange	\$700	\$700
Movies in the Park	\$2300	\$2300
Fall Promotions: Trick or Treat/Pumpkin Carving Adopt a Tree	\$600	\$600

COMMUNITY PROMOTIONS

DISTRICT SPECIFIC PROGRAMS

INCOME ITEM	EDDDA COST/BUDGET	WDDDA COST/BUDGET
Friday Nites		\$30,000
Social District		\$50,000
Tunes @Noon		\$4,700
Kids Days		\$6,000
Ladies Night		\$3,700
Farmers Market	\$10,000	\$20,000
Jazz on Ave	\$25,000	
City Hall Park Events	\$1,500	
Music in the Park	\$30,000	
Diversity, Equity & Inclusion	\$40,000	
Community Garden	\$1,000	
Eastborn Cleanup	\$500	

DISTRICT MAINTENANCE & AMENITIES 2021

COST ITEM	EDDDA	WDDDA
LANDSCAPE & MAINTENANCE	\$62,500	\$179,580
LITTER	\$37,620	\$25,920
SNOW REMOVAL	\$25,000	\$36,500
FLOWERS/PLANTS	\$50,000	\$40,000
HOLIDAY DÉCOR ITEMS	\$10,000	\$50,000
STREETSCAPE AMENITIES	\$45,000	\$40,000

PUBLIC SPACE & BUILDING/BUSINESS IMPROVEMENTS 2021

COST ITEM	EDDDA	WDDDA
INCENTIVES - BUILDING/FAÇADE/BUSINESS	\$40,000	\$40,000
PLANNING (South Connector Streetscape, Market Shelter & Building Conversions)		\$70,000
PUBLIC SPACES - CIP		
-City Hall Park.....	Deferred Until Concept Developed & Funds Available	
-Market Shelter.....	\$200,000
-Bike Lanes/MMTP Implementation.....	(\$100,000 needed) Potentially Use Streetscape Enhancements Budget	

ADMINISTRATION EXECUTIVE MANAGEMENT

COST ITEM	EDDDA	WDDDA
Executive Management Services (Fixed)	\$137,373	\$150,873
Executive Management Services (Supplemental-SmithGroup)	\$41,517.50	\$41,517.50
Executive Management Services (Social Media Ad Buys)	\$3,750	\$3,750
Communications/ Social Media Management	\$20,000	\$20,000

DEARBORN

AREA CHAMBER OF COMMERCE

CONNECTIONS • VALUE • PROGRESS

2021 MEMBERSHIP DIRECTORY & CITY GUIDES



PRINT

DIGITAL

**TWO EDITIONS
ONE PRICE**

MORE THAN
11,000
DIGITAL VIEWS
PER YEAR

We know the pandemic has impacted you in major ways. In times like this, the first dollars a company usually cuts is from the advertising budget. This is a big mistake. Advertising in hard times is actually a smart business decision to preserve and grow your business, both now and in the future. This is an important year to advertise. Our *Directory* is an excellent way to promote and publicize your business.

Used by your customers

- Well written, beautifully illustrated, full-color, magazine style
- Designed for easy use and readability
- One low cost gives you a full year of building brand retention and sales

Used by the Chamber of Commerce to

- Stimulate interest in the area and fulfill information requests
- Provide visitors and residents with a useful buyer's guide to local businesses

- Promote the area business community both inside and outside of the region
- As an economic development tool and an aid to workforce development
- As a business-to-business sales tool

Stimulates community interest and provides business information

- 2,000 high quality print copies as well as an interactive digital edition
- Useful buyer's guide to local business and industry

- The Chamber's premier publication to promote business recruitment and retention

Extensive and highly targeted distribution

- Chamber members
- Business prospects
- Chamber events
- Information requests
- Newcomer packets
- Educational and financial institutions
- Visitors to the area
- Governmental agencies
- Digital edition available on the Chamber website

**Year long
distribution
adds value and
exposure!**

2,000 print copies,
in addition to thousands of
digital views per year



Geographic distribution of digital views.
Each pin represents a state or province.

Call **231-582-2814** Ext. 112 or Reserve your ad online
www.harborhouse.com/dearborn

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Main Street Now 2021

Renew. Recharge. Reimagine.

Join us April 12-14 as we go virtual for the 2021 Main Street Now Conference! With three days of immersive online content and networking opportunities, the conference will provide us with the opportunity to reflect on how the events of the past year have changed our work and how we can rebuild stronger, more equitable Main Streets for the future. You'll hear from national thought leaders, leading Main Street experts, and local practitioners on strategies for strengthening your organization, supporting your small businesses, telling your story, and so much more.

Schedule | Register | FAQs

Main Street Now Conference 2021



Registration

Registration is now open! View FAQs [here](#). Early bird rates (closing on March 22 at 11:59pm CDT) are listed below.

REGISTER >

Main Street America Member	\$99
Non-Member	\$149
Civic Leader	\$50

What You'll Learn

Main Street Now 2021 programming will be focused around a number of major themes including:

- **Recovery and Resilience:** The pandemic has had immense impacts on all aspects of Main Street revitalization work. The conference will directly address the ways in which our communities can rebuild stronger, resilient, and more equitable local economies.

Student	\$50
Small Business	\$25*
Exhibitor Member	\$699
Exhibitor Non-Member	\$999

*Limited access to Small Business Day content and special plenaries only. [Small businesses located in a Main Street America or UrbanMain district are eligible for free registration to the conference's small business content.](#) Contact your local director contact for the coupon code.

Registering a group? Main Street America members are eligible for a discounted rate of \$75/person for groups of 5 or more attendees representing the same organization.

Sponsorship

Sponsoring the Main Street Now Conference is a highly visible, cost-effective way to reach community leaders and partners as they foster new ideas and solutions for preservation-based revitalization.

View prospectus [here](#). Please contact Katie Eckstein at keckstein@savingplaces.org for more details.

Exhibit Hall

The 2021 Main Street Now Conference will feature a virtual exhibit hall. Exhibitor booths have lead retrieval capabilities and will be fully customizable in terms of text, graphics, and materials. All exhibitors will also have a dedicated Zoom meeting room to interact with attendees. For more information on exhibiting, please contact Steve Amraen at samraen@savingplaces.org.

- **Equity and Inclusion:** Main Street Now 2021 will feature a series of education sessions and keynotes on the topics of antiracism, equity, and inclusion on Main Street; community wealth-building; and supporting traditionally underserved populations.
- **Small Business and Entrepreneurship:** For the first time, Main Street Now will host “[Small Business Day](#)” on the second day of the conference, inviting small business owners to join us for sessions and workshops offering real time solutions as they look ahead to recovery. Other conference content will address ways in which communities can better support, retain, and recruit entrepreneurs. [Learn more](#).

The Experience


Main Street Now 2021 will offer a range of ways to engage:

- **Listen & Learn** (Main Idea General Sessions, Education Sessions, and Tactical Solution Sessions)
- **Participate & Share** (Mini-workshops, Q&As with speakers and participants)
- **Engage & Connect** (Networking Events, Celebratory Events, Virtual Expo Hall)



Schedule at a Glance

Below is a broad overview of the 2021 Main Street Now Conference schedule. A more detailed schedule will be forthcoming with session descriptions and additional events and opportunities. **Please note that session times are listed in Eastern Daylight Time.**

				
	MONDAY APRIL 12	TUESDAY APRIL 13	WEDNESDAY APRIL 14	THURSDAY APRIL 15
10:00 AM		WELLNESS ACTIVITIES 10:00 – 11:00 AM		
11:00	EXPO HALL - 11:00 – 11:30 AM	EXPO HALL - 11:00 – 11:30 AM	EXPO HALL - 11:00 – 11:30 AM	
NOON	OPENING PLENARY 12:00 – 12:50 PM	GENERAL SESSION 12:00 – 12:50 PM	GENERAL SESSION 12:00 – 12:50 PM	
1:00 PM	SESSION BLOCK 1 1:15 – 2:00 PM	SESSION BLOCK 1 1:15 – 2:00 PM	SESSION BLOCK 1 1:00 – 1:45 PM	SPECIAL WORKSHOP 11:30 AM – 4:30 PM
2:00		EXPO HALL - 2:00 – 2:30 PM	SESSION BLOCK 2 2:00 – 3:00 PM	
3:00	SESSION BLOCK 2 2:30 – 3:30 PM	SESSION BLOCK 2 2:30 – 3:30 PM	EXPO HALL - 3:00 – 3:30 PM	
	EXPO HALL - 3:30 – 4:00 PM		SESSION BLOCK 3 3:30 – 4:30 PM	
4:00	MAIN STREET FORWARD AWARDS - 4:00 – 5:00 PM	SESSION BLOCK 3 - 3:45 – 4:15 SPECIAL SESSION - 4:30 – 5:15		
5:00			CLOSING PLENARY 5:00 – 6:00 PM	
6:00	RECEPTION 5:30 – 6:30 PM	RECEPTION 5:30 – 6:30 PM		

SCHEDULE IS SUBJECT TO CHANGE



Attendees can look forward to the following:

- Our content addresses the broad range of issues that impact Main Street, including community economic development, placemaking and design, marketing and promotions, organizational development and capacity building, and more. A detailed schedule will be coming soon.
- As a participant, you will have the opportunity to interact with peers across the country in educational sessions and networking events.

- The majority of session content along with supplemental materials will be available for one year following the conference. Participants are encouraged to return to the materials as you develop strategies and workplans to navigate the next stages of pandemic response.



Who should attend?

Our attendees hail from commercial corridors in the largest cities to Main Streets in some of America's smallest towns, and everywhere in between. Our content will directly address the experience and perspectives of:

- Main Street program staff, volunteers, and board members
- Small Business Owners
- Civic Leaders (elected officials and municipal staff)
- Economic Development Practitioners
- Historic Preservation Professionals
- Urban Planners and Architects (CEUs anticipated available for AIA/AICP members)



Additional FAQs >

OPEN DOOR DEARBORN GRANT APPLICATIONS

To: Design and Economic Vitality Committee

Regular Meeting: January 27, 2021

From: Steve Deisler

EDDA Open Door Grant Request: Juee Cafee, 14220 Michigan Ave. - Rafi Rayes

Request:

Open Door Dearborn Grant Applicant: Mr. Rafi Rayes owner of 14220 Michigan Ave. has applied for the Open Door Dearborn grant program to renovate the former Duds and Suds retail space in the EDDA district. The improvements include exterior, interior and signage upgrades to support the tenants workspace and brand. The estimated project cost is \$100,000.00. And the grant request is for \$10,000.00.

The applicant is requesting a **Level I** design grant, **Level 2** startup grant **and a Level III** construction grant in the amount of \$10,000. The three areas of improvements are eligible under the Open Door Grant Guidelines

Plans / Bids / Specs:

Mr. Rayes has secured three construction contract quotes for the exterior and interior work:

T/A Rizo Construction	\$55,000		
Alfredo Carreon		\$70,000	
MR Architecture and Construction			\$65,000

Mr. Rayes has secured a quote and completed architectural designs:

MA Architecture	\$6,000		

The building plans and grant application are included in the supplemental materials below. A draft resolution will be provided to the EDDA Board pending Design/EV Committee review and action.

DEV Recommendation:

The DEV Committee has the option of 1) denying the request, 2) approving the request of the applicant to apply towards either of the three quotes in the amount of \$2,500.00 (based on the Level #3 grant criteria and total maximum of \$10,000 to any one applicant), or 3) at the discretion of the EDDA, an exception to the guidelines may be granted in the event of special conditions or situations.

Staff recommends the DEV Committee approve a Level I for \$2,500 for design, Level II for \$2,500 for startup business eligible costs and Level III for \$5,000 for construction, brickwork, interior walls, doors, ceilings and painting resulting in an amount of \$10,000.00 to be funded by EDDA.

Application Date 12/31/2020

Business

Name Juce Cafe

Property Address 14220 Michigan Ave, Dearborn, MI 48126

Business Owner RAFI RAYES

Business Owner Address 14300 Michigan Ave.

Business Owner

Business Owner Phone 3134434413 Email rafirayes@hotmail.com

Property Owner Nuvue Investments

Property Owner Address 14300 Michigan Ave., Dearborn, MI 48126

Property Owner Phone 313-4434413 Email rafirayes@hotmail.com

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

Is this business expanding? Yes ☐ No ☒

Amount of square footage to be added to building SAME SQ. FT

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 02/01/2021

Estimated completion date of project 04/01/2021

Total cost of project \$ 100,000 Amount requested \$ 10,000

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

12/31/2020

MANDATORY CHECKLIST

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

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

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

SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities

13615 Michigan Avenue, Suite B-2

Dearborn, MI 48126

info@downtowndearborn.org

313-943-3141

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

Competition

The general nature of the competition is typically a 50 to 80 seat Cafe with outdoor seating. The general menu prices for coffee entree's range from \$2.00 to \$8.60. All the surrounding establishments serve, at a minimum, coffee, soda etc.

Why Us?

Jucee Cafe will provide accessible and affordable high-quality coffee-based products, Tea, Juice, Smoothies and Desserts to all local residents and passersby. In time, Jucee Café will establish itself as a "destination" of choice to the many residents of the greater Dearborn area, as well as numerous out-of-town visitors.

Sales & Marketing

Social media presence is everything; we plan to focus on Instagram, google pay per click and our company website.

Daily online advertisements; along with events and competitions will be shared on all social media platforms.

Local news paper and Instagram official accounts (i.e City Of Dearborn) will be contacted to advertise the opening as well as any upcoming events or deals/competitions.

Advertisement by mail and using third party marketing platforms (UberEATS, doordash delivery)

Creating a buzz both online and in person with a great overall experience in customer service is key.

Operations

For the Café A team of 10 dedicated and trained (Julius Meinl) staff members will be required.

Opening hours will range from 8:00am - 8pm daily (Indoor/outdoor seating will be available and delivery within 5 mile radius)

See blueprint for layout measurements and all other requirements.

Expenses/payroll/scheduling and all other management and operational work will be managed by Rafi Rayes, Hala Fawaz and Samira Fawaz.

Business Plan Café Project

Introduction

To create an engaging ambience and diverse atmosphere whilst providing a unique selection of coffee, tea, juice & dessert.

Jucee Café is a full-service Café/ Juice bar located on 14220 Michigan Avenue, Dearborn MI 48126. The Café features a full menu of moderately priced "coffee, juice, smoothies, tea & dessert" influenced by Julius Meinl a famous European Coffee & Tea brand with locations all over Europe and here in the USA in New York and Florida.

Julius Meinl has been bringing customers premium coffee and tea since 1862, serving premium hot drinks. With over 150 years of experience and innovation behind them, they share their expertise and unique service culture with coffee houses, hotels, restaurants and other businesses.

Julius Meinl represents Viennese coffee house culture around the world and combines tradition with a spirit of innovation. For over 150 years, the family business has been synonymous with the highest quality coffee and tea, as well as a complete, tailored service for the food service and hotel industry.

Our prime location at Michigan Avenue in Dearborn is in need of a new vibrant café that serves the residents and people that work in the area. The population is growing and the places where people can get a good cup of coffee, tea or juice is limited. The coffee that we will be serving, no other Café in Michigan is serving.

Rafi Rayes the proprietor, who is a Pharmacist, has a T-Mobile store and owns a restaurant has a strong presence in the community, with all locations next to each other on Michigan Avenue.

Market

The retail value of the U.S. coffee market is estimated to be \$48 billion dollars with specialty comprising approximately 55% value share. 31% of consumers aged 18+ drank specialty coffee yesterday, compared with 34% in 2014, 31% and 2013 and 2012, 25% in 2011, and 24% in 2010.

Revenue in Other Juice, Juice Mixtures & Smoothies segment is projected to reach US \$4,601.3m in 2020. The market is expected to grow annually by 6.4% (CAGR 2020-2025). In global comparison, most revenue will be generated in the United States (US\$4,601m in 2020). Coffee is one of the most widely consumed beverages worldwide and in the United States. Millions of consumers across the country cannot imagine starting their day without a hot cup of coffee. Coffee is produced from the Coffea plant, which naturally contains caffeine with levels varying between individual plants. There are over 120 species of the plant. The two most which are responsible for most of the global coffee production are Coffea arabica and Coffea canephora, more commonly known as Arabica and Robusta, respectively.

Finances

- \$100000 start up cash.
 - Rent \$2000 monthly.
 - Dte \$500 monthly.
 - Cable/ phone lines \$200 monthly.
 - Water \$200 monthly.
 - Payroll \$8000 per month.
 - Bookkeeper \$150 per month.
 - \$500 tax payments per month.
 - Current insurance \$300 month.
-

Downtown Dearborn BAT Open Door Grant Program									
Estimated Project Budget									
Project Name : Juee Cafe Project Location: 14220 Michigan Property Owner: Rati Rayes Tenant: Juee Cafe Application Date: 12/31/20									
Estimated Cost Project Improvements	Design Plans	Contractor	Quote (3 quotes required)			Grant Level Eligible / Request Amount			
			One	Two	Three				
Architect / Design / Marketing	Yes	MA Architecture - completed	8000			Level #1 \$2,500.00			
Exterior / Interior Construction	Yes	T/A Rizo Construction	\$55,000			Level #2 \$2,500.00			
		Alfredo Carreon		70000		Level #3 \$5,000.00			
		MR Architecture and Construction			\$65,000				
		AZR Construction - Includes both Projects			198800				
Individual Quotes		Lux Garage Door	\$3,842						
		Jan Door	\$4,567.70						
		Best Block Co.	\$2,338.34						
		Friendship Brick	\$4,421.58						
Signage	No								
Site Improvements	No								
TOTAL ESTIMATE PROJECT COST									
TOTAL GRANT REQUEST						\$10,000.00			



Image capture: Aug 2019 © 2021 Google

Dearborn, Michigan



Street View





MA ARCHITECTURE

Residential & Commercial Designer

Cell Phone: (313) 505-7744

Email: alahwalmoneer@gmail.com

PROPOSAL

RE: CAFE PROJECT

LOCATION: 14220 MICHIGAN AVE. DEARBORN, MI 48126

DATE: 08/15/2020

This agreement is a proposal for architectural plans of the above description. This proposal is as follows:

1. An architectural set of plans to be submitted by Owner/Contractor to the City for the Owner/Contractor to obtain building permits. This proposal will include the following:

- Proposed Floor Plan, Building Elevations (if applicable), & Construction Details.
- All Mechanical, Plumbing, & Electrical Plans & Details.
- 4 hard copies of Construction Documents.
- Electronic copy (PDF file).

2. All applications, permits, & third-party review fees, and plans reproductions cost, are the Owner's responsibility.

3. Architect & Engineer are not responsible for the General Contractor's work. Owner to rely on City inspection or to have a private inspector should the City ask for a confirmation letter about the General Contractor's work.

4. Three Design iterations will be included in the design process after consultation with the clients' request. Any addition custom design furniture, shop drawings are not included.

Fees & Payments:

The Total Cost shall be **\$6,000**. Payments shall be as follows:

1. **\$3,000** shall be paid upon execution of this contract.
2. **\$3,000** shall be paid upon the completion of working drawings.

THIS AGREEMENT MAY BE AMENDED OR MODIFIED ONLY IN WRITING SIGNED BY THE PARTIES AND NOT VERBALLY OR BY ANY COURSE OF DEALING. THIS AGREEMENT SHALL BIND TO THE BENEFIT OF THE PARTIES AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS.

IN WITNESS WHEREOF, THE PARTIES HAVE HERETO BY THEIR DULY AUTHORIZED REPRESENTATIVES EXECUTED THIS AGREEMENT.

By: _____
(Authorized Signature)

Name: Moneer Alahwal
Phone #: (313) 505-7744

By: _____
(Authorized Signature)

Name:
Phone #:



MARUSCH ARCHITECTURE
10000 BROADVIEW AVENUE
BROOKFIELD, IL 60015
TEL: (708) 500-2322
PROJECT DIRECTOR

CLIENT:
JUEE CAFE
10000 BROADVIEW AVENUE
BROOKFIELD, IL 60015

DATE:
10/1/2018

PROJECT NAME:
JUEE CAFE

DATE:
10/1/2018

PROJECT NAME:
JUEE CAFE

DATE:
10/1/2018

PROJECT NAME:
JUEE CAFE

DATE:
10/1/2018

PROJECT NAME:
JUEE CAFE

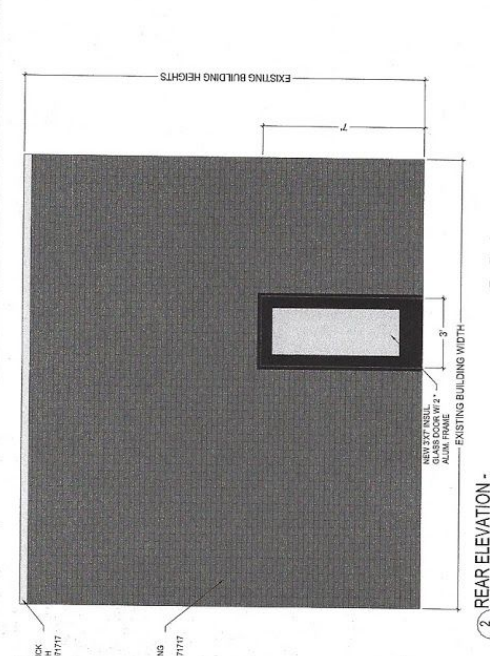
DATE:
10/1/2018

PROJECT NAME:
JUEE CAFE

DATE:
10/1/2018

PROJECT NAME:
JUEE CAFE

DATE:
10/1/2018



REAR ELEVATION -
SCALE 1/2" = 1'

NOTE:
SIGNAGE IS NOT PART OF THIS BUILDING PERMIT.
THE CONTRACTOR WILL PULL A PERMIT PER CITY
REQUIREMENT IN REGARD OF THIS MATTER.

EXISTING BUILDING HEIGHTS

EXISTING BUILDING WIDTH

NEW 3/4" PINE ALUM. FRAME

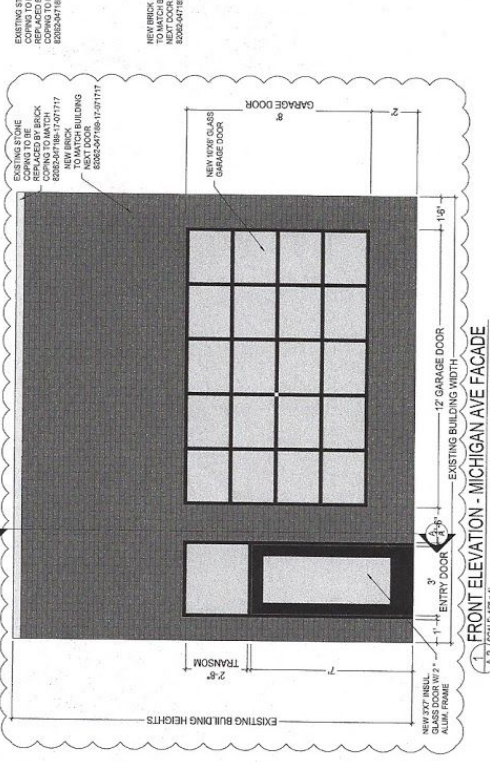
NEW 1/2" PINE ALUM. FRAME

EXISTING BUILDING HEIGHTS

EXISTING BUILDING WIDTH

NEW 3/4" PINE ALUM. FRAME

NEW 1/2" PINE ALUM. FRAME



FRONT ELEVATION - MICHIGAN AVE FACADE
SCALE 1/2" = 1'

EXISTING BUILDING HEIGHTS

EXISTING BUILDING WIDTH

NEW 3/4" PINE ALUM. FRAME

NEW 1/2" PINE ALUM. FRAME

EXISTING BUILDING HEIGHTS

EXISTING BUILDING WIDTH

NEW 3/4" PINE ALUM. FRAME

NEW 1/2" PINE ALUM. FRAME



WALL SECTION B-B
SCALE 1/4" = 1'

NEW BRICK COPIING

NEW 1/2" PINE ALUM. FRAME

EXISTING BUILDING HEIGHTS

EXISTING BUILDING WIDTH

NEW 3/4" PINE ALUM. FRAME

NEW 1/2" PINE ALUM. FRAME

EXISTING BUILDING HEIGHTS

EXISTING BUILDING WIDTH

14220 Michigan Ave 48126MI

Café Juice

David Rizo T/A Rizo Construction 3136336255

F.A.O Rafi Rayes 3134434413

Quote Details:-

1. Demolition and removal of all existing fixtures.
2. Prep & Frame all existing walls & drop ceiling.
3. Remove and replace front door (right to left)
4. Remove and replace brick and windows.
5. Remove and extend front of café (to match same height of T-mobile/Alanos)
6. Apply brick to front and back of café (leaving opening for garage door)
7. Build private glass room front right (behind garage door/ see quote from Lux Garage for garage door this is separate charge)
8. Remove and replace utility door and bathroom door.
9. Create cupboard for metering and fix existing wires.
10. Plumbing and removal of existing bathroom (remove/replace)
11. Tiles for bathroom.
12. Tile/Wood/Marble floor throughout (material not included in quote)
13. Counter top framing against wall.
14. Drywall installed throughout then material of your choice for walls (material chosen will be additional charge).
15. Install rooftop unit heating & Cooling and remove/replace existing boiler (50 Gallon water tank)

Price all-inclusive of labor and material (except where stipulated above)

\$55000

Alfredo Carreon

+13136713985

8-15-2020

Quote for Café project 14220 Michigan Ave, Dearborn 48126

- Removal of existing pipes, wall, window and drop ceiling and any old fixtures and fittings
- Swap entrance door to other side and keep opening for garage door and brick layer front and back of Café and front of T-mobile.
- Remove/Replace back exit door and front door.
- Cover meters with wall closet and clean up back for storage (potentially add wall section)
- Remove and reinstall new bathroom (inclusive wall)
- Build Instagram wall separating bathroom from main area.
- Install drywall and drop ceiling.
- 25-30 foot bar counter top (frame wall)
- Install new flooring.
- Paint or tile all walls.
- Install Mop sink in metering/storage room.
- Remove and replace existing sink
- All plumbing and fixtures
- Remove existing water boiler and arrange replacement (decrease size)
- Re wire existing electrical cables in order.
- See quote from Mastercraft for roofing requirements.
- Arrange cleanup and dumping of all excess materials.

Total Cost: \$70000 (inclusive of all Labor & material and team of 4 people)

MR Architecture & Construction
Residential & Commercial Designer
3135057744

Proposal for Café Project

1. Proposal Café Project:
2. Removal of all excess pipes and fixtures, windows.
3. Replace back exit door and front door. Switch entrance door from right to left.
4. Leave 10x8 Opening for Garage door (shopfront)
5. Remove and replace bathroom (Employee & Customer)
6. Install drywall and drop ceiling.
7. 30ft bar counter top.
8. Install new flooring and frame walls and tile/paint (depending on your choice)
9. Install new flooring (After amending existing)
10. Add Mop sink and hand sink where required (as per blueprint)
11. Create electrical room for electrician to move existing switchboards/meters.
12. Arrange cleanup and dumping of all excess materials.
13. Build wall to separate customer bathroom from storage room.
14. Build new wall in front of employee bathroom (Instagram wall)
15. Cleanup and dumpster included in price.

a. Total Cost: \$65000 (inclusive of all Labor but **not** material)

To: Design and Economic Vitality Committee

Regular Meeting: January 27, 2021

From: Steve Deisler

EDDA Open Door Grant Request: T-Mobile, 14216 Michigan Ave. - Rafi Rayes

Request:

Open Door Dearborn Grant Applicant: Mr. Rafi Rayes, owner of 14216 Michigan Ave., has applied for the Open Door Dearborn grant program to renovate the existing T-Mobile retail space in the EDDA district. The improvements include exterior, interior and signage upgrades to support the tenants workspace and brand. The estimated project cost is \$30,000.00. And the grant request is for \$10,000.00.

the outlined improvements. The project construction will include flooring work, walls, lighting upgrades, bathroom upgrades, new roof, door work/replacement, and the outside front concrete replacement. The upgrade to the interior and exterior of a 25 year plus building will certainly provide a needed revitalization for Better Health and bring excitement to the district. The repairs along the front concrete pad will allow for Better Health to petition for some outdoor seating. This area will also be an inviting location along Michigan Avenue for residents and customers alike in the area to sit and/or enter. The applicant is requesting a **Level I** sign grant **and a Level III** construction grant in the amount of \$10,000. The two areas of improvements are eligible under the Open Door Grant Guidelines

Plans / Bids / Specs:

Mr. Rayes has secured three construction contract quotes for the exterior and interior work:

T/A Rizo Construction	\$13,500		
Alfredo Carreon		\$15,000	

MR Architecture and Construction			\$11,000

Mr. Rayes has secured three sign quotes:

Southfield Signs	7228		
Stixels Design		7500	
Cladding Solution			7500

The building plans and grant application are included in the supplemental materials below. A draft resolution will be provided to the EDDA Board pending Design/EV Committee review and action.

DEV Recommendation:

The DEV Committee has the option of 1) denying the request, 2) approving the request of the applicant to apply towards either of the three quotes in the amount of \$2,500.00 (based on the Level #3 grant criteria and total maximum of \$10,000 to any one applicant), or 3) at the discretion of the EDDA, an exception to the guidelines may be granted in the event of special conditions or situations.

Staff recommends the DEV Committee approve a Level I for \$2,500 for signage and Level III grant for brickwork, interior walls, ceilings and painting resulting in an amount of \$10,000.00 to be funded by EDDA.

Photo:

<https://www.google.com/maps/@42.3207171,-83.1807546,3a,30y,340.09h,92t/data=!3m6!1e1!3m4!1smR9AOdQmwPpocVWoMwdbtw!2e0!7i16384!8i8192>

Application Date 12/31/2020

Business

Name Microtge Inc (T-Mobile)

Property Address 14216 Michigan Ave., Dearborn, MI 48126

Business Owner Rafael RAYES

Business Owner Address 14300 Michigan Ave

Business Owner _____

Business Owner Phone 3134434413 Email rafirayes@hotmail.com

Property Owner Muvue Investments

Property Owner Address 14300 Michigan Ave, Dearborn, MI 48126

Property Owner Phone 3134434413 Email rafirayes@hotmail.com

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

Is this business expanding? Yes ☐ No ☒

Amount of square footage to be added to building SAME SQ. FT

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

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

If relocating, please list current address N/A

Estimated start date of project 2/1/2021

Estimated completion date of project 4/1/2021

Total cost of project \$ 30,000 Amount requested \$ 10,000

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

12/31/2020

MANDATORY CHECKLIST

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

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

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

SUBMIT

Please return grant application and supporting documentation to:

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

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

Google Maps 14225 US-12



Image capture: Aug 2019 © 2021 Google

Dearborn, Michigan



Street View



Estimated Project Budget

Estimated Cost Project Improvements

Marketing

Contractor

One	Two
-----	-----

100

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1

Marusich Architecture

T/A Rizo Construction

\$13,500

Alfredo Carreon

\$15,000

MR Architecture and Construction

\$11,000

AZR Construction – Includes both Projects

158800

Southfield Signs

722B

Stixels Design
Cladding Solution

7500

7500

Grant Level Eligible / Request Amount

Level #3

\$7,500

Level #1

\$2,500

\$10,000

14216 Michigan Ave 48126MI

T-Mobile

David Rizo T/A Rizo Construction 3136336255

F.A.O Rafi Rayes 3134434413

Quote details:

1. Facelift front of store (remove and replace brick)
2. Remove and replace shopfront windows and two existing windows in the back and back door.
3. Removal of current sign side and top (store front)
4. Repaint all interior walls.
5. Replace and fix back wall (bottom left side of building/brick)
6. Knock down and rebuild backwall to extend shop front.

Price all-inclusive of labor and material (except where stipulated above)

\$13500

MR Architecture & Construction
Residential & Commercial Designer
3135057744

Proposal for T-Mobile

- Removal all brick (front)
- Replace new red velour brick (front)
- Update and Paint all walls back and front of store.
- Roof and walls fixed and new paint.
- Renovate inside Back door replace and all windows.
- Extend wall to increase shop space.

a. Total Cost: \$11000 (inclusive of all Labor but **not** material)

Alfredo Carreon

+13136713985

8-15-2020

Quote for T-Mobile 14216 Michigan Ave, Dearborn 48126

Interior & Exterior:

- *Remove and replace existing bricks (front of store) and windows.*
- *Update and Paint all walls back and front of store and update fixtures and fitting where needed (as discussed)*
- *Remove outside sign (side and top)*
- *Fix ceiling/walls as and where needed (as discussed)*
- *Back door replacement and two existing windows*
- *Move back wall to increase of store.*

Total Cost: \$15000 (inclusive of all Labor & material and team of 4 people)



19660 W 8 Mile Rd
Southfield, MI. 48075
Tel # 248-688-5000
Fax # 248-355-4997

Residential, Commercial & Industrial
Sign Specialists • Digital Printing

QUOTE

01/05/2021

To: **T Mobile** Michigan Ave

No. Item

Price

1 Cabinet
Channel Letter Sign
TMOBILE White
Backer Magenta Color
White LED
MEANWELL POWER SUPPLY
High Brightness 1w

\$7228.00

Capsule Logo on Side of Building

Removal of existing Sign
Installation of New Sign
Includes Crane Service

Permits from City Billed Separately

Remarks:

Payment 30% Deposit Balance due on Install
Warranty 2 years Parts & Labor
Build Time Frame 20-25 Days

Signature

Total

\$7228.00

stixels design studio

25505 West Seven Mile Road

Redford Michigan 48240

P: 313-289-0152

stixelz@gmail.com

Bill To

Tmobile

samirahhass@outlook.com

Estimate EST0068

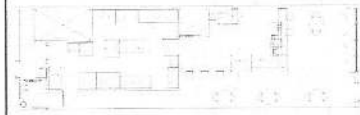
Date

01/19/2021

DESCRIPTION	QTY	RATE	AMOUNT
Outdoor channel letter sign		\$7,500.00	\$7,500.00
Tmobile sign in channel letters over a backer			
magenta color			
White legs			
Fabrication and installation			

Cladding Solution Inc.

25513 West Seven Mile Road
Redford Michigan 48240
P: 313-289-0152
stixelz@gmail.com



Bill To

Tmobile
samirahhass@outlook.com

Estimate EST0068

Date 01/19/2021

DESCRIPTION	QTY	RATE	AMOUNT
Outdoor channel letter sign Tmobile sign in channel letters over a backer magenta color White leds Fabrication and installation		\$7,500.00	\$7,500.00

COMMITTEE MINUTES



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE



Join Zoom Meeting

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

Meeting ID: 323 245 564

Password: 265323

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

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

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

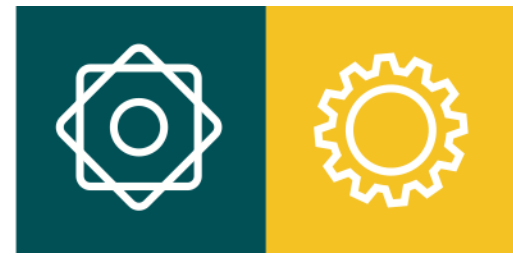
February 24, 2021
2 p.m.

Attendees: Steve Horstman, Mark Guido, Jeff Watson, Hassan Sheikh, Steve Deisler, Janet Bloom, and Cristina Sheppard-Decius.

AGENDA ITEMS	TASKS/ACTIONS	ASSIGNMENTS
A. Open Door Dearborn	<ul style="list-style-type: none">• TIF Determination/Application: Rafi• Renderings/Design Promotion	<p>-Block Renderings/Budget Rendering of one block is \$1500. Deleting 2 of 3 blocks. Steve to send out revised map to committee.</p> <p>Rafi - TIF- awaiting final position from Legal if TIF funds can be used since he is outside of TIF area. May need to look at reimbursing EDDDA. TIF amended 1991, appears to have started 1983. 2002 - citizens council for EDDDA; 2008-both remained unchanged - extended to 2043. Will need to review citizens advisory council and continue. If CDBG used, more burdensome and choice limiting action (such as work started) would make him ineligible.</p>
B. COVID-19 Business Support	<ul style="list-style-type: none">• Social District• Economic Study Update	<p>-SD Council Approval - Received approval. Now working with businesses to go through with City on licensing/permits.</p> <p>-Economic Survey - 21 surveys in. Sent emails to boards. Today was</p>

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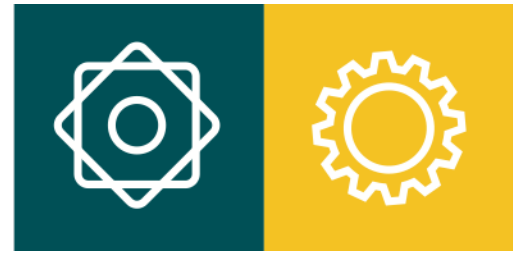
		deadline but need to push out a week. Also instant message on socials to get engagement - send to a handful and ask to fill it out. Can't say who has complete since it is anonymous unless name given.
C. Sidewalk Cafés	<ul style="list-style-type: none"> ● Tree Well Removals – Out for Bid ● Outdoor Use Amendment – When? ● Future Items: <ul style="list-style-type: none"> ○ Design Manual: Lighting & Signage 	<ul style="list-style-type: none"> -Bid for installation and removal of platforms. -Participation agreements.
D. Business Assistance Team	<ul style="list-style-type: none"> ● Webinar Schedule/DDA Talks 	2021 Schedule
E. Bike Facilities Implementation Plan	<ul style="list-style-type: none"> ● Bike Racks for EDDDA – potential funding 2021 ● Bike Lane Education Flyer ● Healthy Streets – Spring 2021 	<ul style="list-style-type: none"> -Bike Lane Flyer Draft -Bike Share RFP
F. Public Art	<ul style="list-style-type: none"> ● Public Art Plan 2021 	Kick off in April
G. Recruitment/Tackling Vacancies	<ul style="list-style-type: none"> ● Property Updates & Key Property Mtgs ● Broker Roundtable - KW/DABOR ● Property Owner Roundtable – push to 2021 ● FBC Marketing Piece (Tom, Kaileigh, Steve & Steve) 	<ul style="list-style-type: none"> -Schedule Roundtable -Content for FBC marketing piece
H. Public Spaces & Amenities	<ul style="list-style-type: none"> ● Michigan Avenue (CAVnue Project) ● Spec for Seating at Fishnet ● REQ Library Lot – Survey & Engineering ● City Hall Park Redesign Architects: Follow Up ● EDDDA Parking Lots – Lighting Underway – Alley Demo Schedule ● Vision Plan – ● Vacant Land – Due Diligence ● Farmers Market Shelter 	<ul style="list-style-type: none"> -Vision Plan -In Draft Review -CHP survey closed -REQ for Library Lot -Alley Demo Schedule -Farmers Market Shelter engineering/design/location

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DOWNTOWN DEARBORN PROMOTIONS COMMITTEE



February 24, 2021

10 a.m.

Attendees: Alexander Zonjic, Elizabeth Curran, Julie Schaefer, PJ Lemanski, Helen Lambrix, Hassan Sheikh, Eric Woody, Jackie Lovejoy, Kelli Vandenbosch, Katie Merritt, Julia Kapilango, Cristina Sheppard-Decius, Jean Smith, and Janet Bloom.

A. Jazz on the Ave – Discussion with Alexander Zonjic

Asked Alexander to present pros/cons with live virtual or recorded virtual concerts. Could have 110 attendees based on location size. We could use PAC or AANM. No cons to pre-recorded. It's like creating a TV show and air at usual concert time. Public access could air. Could add additional video as B roll to draw people to Dearborn activities. May be able to air on his show and should be able to find others to carry the show. He takes recording to studio to mix so everything is professionally done. Can use either location but PAC offers a better fit.

Jackie - prefers recorded due to pauses/technical issues that can drive down audience and allows b roll inbetween.

If we have 100 tickets, could do engagement via social media to be able to win tickets to VIP experience.

CSD - have materials as our brand. Want to be coordinated on marketing this. He will send photos/bios of each artist.

Julia - considering the budget amount; spacing them out throughout the East, CHP, Al Wlssam, green space across from Alcamo's, pavilion at Artspace on upper level. Also, reviewing a Silent Disco.

CSD - might be better to do as Music in the Park.

B. Communications

a. Metromode Contract approved

Was approved at recent board meeting

b. Social Media Report

See separate report; Impressions: 98.1% to goal, Engagement: 25% (at industry standard), Audience: gained 416 followers.

Spend advertising on Facebook via boosting. We don't advertise on Twitter. Jackie - more visual on Facebook and Instagram. Chambers tend not to use Twitter.

Join Zoom Meeting

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

Meeting ID: 308 973 055

Password: 123811

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

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

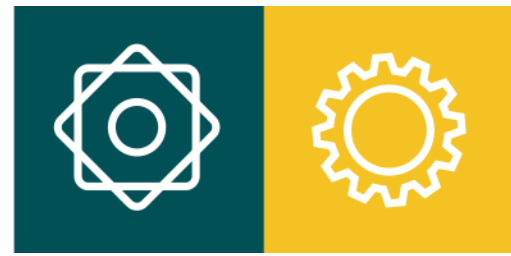
Meeting ID: 308 973 055

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

Join by Skype for Business

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c. Advertising Plan (In Development)

d. Photography Plan - Review

See spreadsheet.

Jean - not doing East Farmers Market since we want to tie in with onsite JOA.

Julia - want to engage with Artspace and seniors and others in the area so would like market to start in 2021.

Do separate East Farmers Market meeting - Jean, Eric, Janet, Jean to invite market managers and vendors in conversation.

Katie states she supports not starting this year.

Library - put in for general photos of location and schedule for Fall. When more people are using Cafe/Maker Space/etc.

We use MITN to post and can promote via social media so get more local support.

C. Sponsorship Goals/Reality/Plan/Assignments

Reviewed budget.

DRW is big hit to budget losing \$20K-\$25K this year and last year.

Need to look more consistently as a committee. We need to know what is realistic. Need to see who on committee and others reach out to raise funds.

D. Volunteer Management Plan – Subcommittee Needed

Ask for 1-2 per committee. Julie has offered to be on the committee.

Jackie - name it so it has a draw. Kelli can send out to the chamber to gain participation.

Cristina - maybe make a pool of volunteers for all to pull from.

E. Committee Chair & Committee Members

Need to identify new committee members and remove those who are no longer participating.

Also, need to review committee chairs.

F. 1st Quarter Events/Promotions

a. Pick Up Pledge – Final Stats

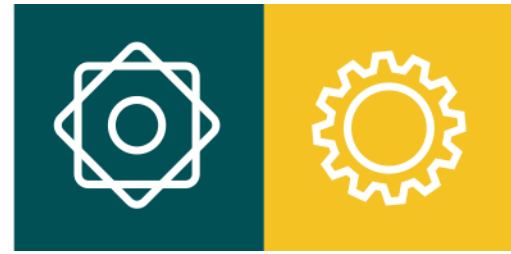
Ran January 22 through January 31. Social media engagement was good with program.

b. Homage to Black Excellence – February – April - Recap

Video from first panel has been viewed over 500 times. Dean of Dept. for Dr. Robbya

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Weir-Green, was recognized by head of dept. for participation in this project.
Art of Courage - video looks great. 18 artists participated and over 40 pieces of art.
Video is hosted on DDDA website. Issues in boosting - some of the language in posts were being flagged by Facebook. Had to change language. Helen to send final information to Julia so she can review modifications. Cristina- algorithms are just catching words and not intent. Artspace Kim Moore called and stated she said kudos on the first panel. She was impressed with the courage of the participants.
Mobility Stroll and Roll - had meeting with Dearborn and Detroit police depts.
Working with Greenways Coalition - hope they can provide ride marshalls. 10 ½ miles - begin at CHP and finish at CHP. Still looking for sponsorships. Goal is community vendors, food vendors, and merchandise vendors in space CHP. No movement on shortening the route.
Julia - sponsorship packages are in an affordable price range.

c. Library Read Woke Challenge - January 11- February 20 –
Stats/Feedback -

Julie - 116 people registered for Read Woke. 461 books read, 371 activities completed. For programs, there were 6 total and 103 people participated in some way virtually.

d. Social District Kick-Off - March

Still working on final participants for program and naming.

G. 2nd Quarter Events/Promotions

a. Ladies Night

May 12, 2021; business letters and invites were sent to potential participants. Free to participate in district; \$20 out of district. List sent to Octane for needed assets.

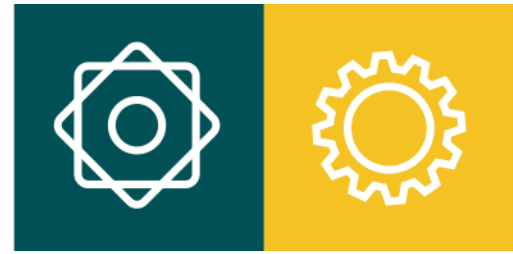
b. Perennial Exchange

Julia - maybe partner with Keep Growing Detroit

Katie - focus is community partnership and know your neighbors and into the parks - go with local news.

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Hassan - suggested the Arab-American News.

Metroparent, Michigan Gardener - ask to be listed in calendars for free.

c. Preservation Month - May (Walk/Bike Tour)?

Reviewing ideas

d. Juneteenth

Covered under H@BE agenda item above

H. 2nd/3rd Quarter Events/Promotions

a. Final Schedule

Sidewalk Sale - Windy's store will participate if other in district are.

b. Subcommittees Needed?

Work to recruit volunteers to support.

I. Storytelling Time— What's Happening Around Town

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DOWNTOWN DEARBORN EVENT MANAGEMENT NOTES FEBRUARY 2021

REPORT ON RECENT EVENTS

- H2BE:
 - Planning meetings are happening weekly between the 3 events as well as Social meetings w/ Helen
 - Worked out budgets for all 3 events
 - Working on Sponsorship recruitment, updating packages as well.
- DE&I Panel Discussions- Consultant- Dr. Robbya Green-Weir
- Advertisements with the Times Herald have been donated by them and will run monthly one week before each forum.
- February 20: Small Business & Entrepreneurship turned out wonderful.
 - Total of 7 panelists ranging from bankers, Chamber presidents, etc.
 - Total of 25 participants attended the forum
 - Panelists for the 3/20 Community Forum's have been selected, reached out to, and secured
 - Several call outs to individuals to share stories have been made via eblast, social media, personal socials from committee members
 - Topics, dates, times for Town Hall Discussion:
 - March 20: Community Safety: A solution-oriented conversation with our police
 - April 17: Real Estate Development
 - May 15: Healthcare, Education & Other Resources
 - All will run virtually from noon to 1:30p
 - Call to potential panelists for the March town hall has been sent out
- Art of Protest: Consultant- Rozenia Johnson
 - Virtual tour went live on 2/8
 - A total of 16 artists have their art displayed.

- Social Media/ Web Update- Helen
- Mobility Stroll- Juneteenth - Saturday, June 19th, 2021
 - Consultant- Rozenia Johnson
 - Budget approved by board
 - Had meeting with both Dearborn and Detroit PD's to discuss logistics.
 - Currently working on completing the Detroit Special Events Application- Jean & Frank Woods
 - Budget detail has been established & approved by board
 - Sponsorship package has been approved and working on acquiring sponsors
 - Have partnered with Greenways Coalition out of Detroit to assist with logistics
 - Ride Martials
 - Have had several meetings to determine logistics of events
 - Route will begin in Dearborn, go through Detroit, and end in Dearborn
 - Estimated 12 to 15 mile route- Route will begin at City Hall Park, move along Michigan Ave to Roosevelt Park/ Train Station and then shift back to CHP
 - Connect with MDOT, DDot, Smartbus
 - Looking into permits, policing, safety protocols
- DRW/ PUP
 - Pick up Pledge is currently in effect from January 22nd through the 31st
 - Social Media has been very well received w/re to engagement ■ Helen discuss?

UPCOMING EVENTS 2021:

UPCOMING EVENTS

- Historic Preservation Month- May 2021
 - Partnered with Historical Museum- HELEN DISCUSS
- Ladies Night Out - May 12, 2021
 - Business letters/invitations to participate were sent out
 - Two separate emails- one to in district which will be free to participate, and out of district- fee to participate will be \$20.
 - Sponsorship letters have been sent out to all previous sponsors.
 - Looking to promote via Pandora.
 - Task list for assets has been sent to Octane
- Spring Perennial Exchange May 22, 2021
 - Asset task list has been sent to Octane
 - Advertisement quotes have been received from:
 - Michigan Gardener- \$468.75 for a business card sized

- ad for one month.
 - Arab American National News- sent out request 2x with no response.
 - Yamani News- this was from a previous request I found-
 - \$1000.00 For both the newspaper, total of 2 ads and website
- JOA
 - Have 2 phone calls with Alexander Zonjic to discuss the option of virtual events
 - Cut the budget to \$25k and have received proposal from him
 - Looking at 3 rather than 6 concerts
 - Possibility of hosting up to 100 attendees at live performances
 - Discussion from AZ to host live virtually or prerecord.
 - Working on quotes for both the AANM and PAC studios to host the concerts.
 - JOA committee meeting is scheduled for tomorrow 2/25 to discuss alternative options to host this event
- MIP
 - Discussions with JOA committee are underway as well.
- Tunes at Noon
 - Email request sent out to entertainers
 - Have received and booked four of the six dates.
- DFM
 - Due to the current EO we will have to manage the market similarly as in 2020.
 - No live cooking demos
 - No kids activities
 - No sampling from vendors
 - No POP Club Tent
 - Currently working on setting up EBT platform
 - Reaching out to both SPF and WicPF programs to register
 - Registering with DUFEB
 - Have secured advertisements with both
 - Taste the Local Difference
 - Michigan Agritourism Council- Family Farm Fun advertisement placement
 - Email has been sent out to all previous years participants.
 - Email to all entertainers has been sent out
 - Sponsorship letters currently being worked on
 - Email to prospective vendors will go out 2 weeks from the date the first one to returning vendors were sent out- 3/2
 - Invite will also be sent out via
 - social media
 - Website
 - Enewsletter
 - MSU Farmers Market ListServ platform
 - I will begin onsite recruiting in the upcoming weeks
 - Asset tasks will be sent over to Octane next week
- Movies in the Park
 - Will be reaching out to book movies/ request new movie guide-

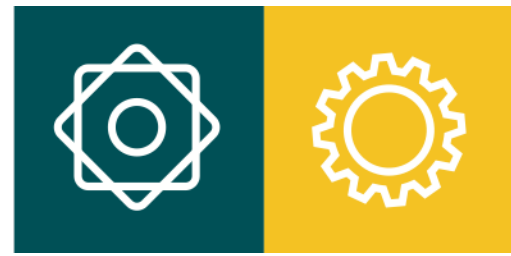
still waiting on that.

- East Sidewalk Sale
 - Spoke to Windy/ Stormy Records- she was very thankful for the opportunity to partner with the event, however they were looking to begin their sales in April. She said they will gladly participate if they still have enough inventory- however not interested if they are the only one at the end of the district.
- NEW suggested event:
 - Silent Disco- spoke with Julia- very interesting- Julia speak to this
 - We will be discussing more at the JOA meeting tomorrow as well.
 - Meditation, Drumming, and Thai Chi @CHP- Potential times/days- Julia discuss.
 - Drumming- Friday evening 6-8pm
 - Thai Chi- Saturdays noon to 1pm
 - Meditation- Sundays 7am to 8:30am

EVENT	DATE	TIME	PHOTO TYPES	LOCATION	LINKS/NOTES
Pick Up Pledge (PUP)	1/22-1/31		food, curbside pick-up, restaurants, people pickng up	List of participating businesses/sponsors will be provided	
Homage to Black Excellence- (H2BE) DEI	2/20, 3/20, 4/17, 5/15	12p-1:30p	4 panel discusses	These will be virtual	
H2BE- Art of Courage	2/8/2021- 2/28/2022		art pieces, artists,	City Hall Park, virtual tour	Link will be provided for the virtual tour
Dearborn Restaurant Week (DRW)	3/19-3/28		food, dine in service, restaurants,	List of participating businesses/sponsors will be provided	
Historic Preservation Month	May		historical markers, people on walking path, bikers @ locations	See link for locations	https://www.downtowndearborn.org/dearborn-historical-tour/
Ladies Night	May 12	4p-9p	sponsors, businesses/ products/ services, ladies out shopping, dining	List of participating businesses/sponsors will be provided	
East Side Side Walk Sale	TBD	TBD	local shops & wares, customers shopping	East Dearborn	
Spring Perennial Exchange	May 22	10a-1p	at event, gardeners sharing, engaging, plants	Wagner Park	
Music in the Park (MIP)	Wed's	7p-9p	performers, attendees	City Hall Park	every Wednesday 6/2- 7/7
Dearborn Farmers & Artisans Market (DFM)	Fridays	2p-7p	vendors, overall market scene, entertainers, produce, events @ market, cooking demos	Wagner Park	every Friday 6/4- 9/24- NO MARKET ON 7/2 , 8/6
Dearborn Farmers & Artisans Market @CHP	Wed's	4p- 9p	vendors, overall market scene, entertainers, produce, events @ market, cooking demos	City Hall Park	12 weeks every Wed. to coincide w/ MIP & JOA 6/4- 8/18
Friday Nites Music & Foodie Rallies (FNM)	Fridays	5p-10p	performers, attendees, event space	Wagner Park	last Friday of June, July, August- piggybacks w/ DFM
Kids Day @ the Market	Fridays	2p- 7p	kids events/ vendors, families, kids engaging in activities, event space	Wagner Park	June 4- opening day of DFM, 7/9, 8/13- all 3 piggyback w/DFM
Juneteenth Mobility Stroll & Roll	June 19th	9a-12p	participants riding/biking/walking, rest stops, ride martials, groups,	Bike route will be provided prior to the event	
Tunes @Noon	Tuesdays	12p-1p	performers, attendees	Wagner Park	every Tuesday 7/13-8/17
Jazz on the Ave (JOA)	Wed's	7p-9p	performers, attendees, event space, DFM@CHP vendors, attendees shopping	City Hall Park	every Wednesday 7/14- 8/18- coincide w/ DFM@CHP
Movies @WP	6/11, 8/13,	Dusk	movie screen/movie, attendees, families together	Wagner Park	
Movies @CHP	7/16, 9/3	Dusk	movie screen/movie, attendees, families together	City Hall Park	
Fall Perennial Exchange		9/11 10a-1p	at event, gardeners sharing, engaging, plants	City Hall Park	
Pumpkin Carving		10/30 10a-12p	families carving pumpkins, kids, pumpkins, event space	Wagner Park	
Pumpkin Carving		10/30 1p-3p	families carving pumpkins, kids, pumpkins, event space	City Hall Park	
Trick or Treat		10/30 2p-4p	kids in costumes, businesses distributing candy to kids, pets in costumes,	West Dearborn	
Trick or Treat		10/31 4p-6p	kids in costumes, businesses distributing candy to kids, pets in costumes,	East Dearborn	
Shop Small	11/27-12/5- pics prior to event		Partipating businesses, sponsors, merchandise, instore displays,	List of participating businesses/sponsors v	Photography needs to be done prior to the event
WinterBreeze		11/27 10a-4p	vendors, overall market scene, entertainers, any events@ market	City Hall Park/ Artspace Lofts	
Winterfest Market		12/11 10a-4p	vendors, overall market scene, entertainers, any events@ market	Wagner Park	
OTHER GENERAL SHOTS					
Outdoor dining seasonal	all four seasons			Dearborn	
Individual businesses- non retail/restaurant					
Parks and recreation areas / lifestyle			Need a more diverse showing of people. People active, engagement. Dog walking, biking, hiking, Hines Park, neighborhoods. Kayak (Rouge Rlver), dogs at Dearborn Dog Park, golf		
District collections			A group of photos: people, architecture, food, events in each district (East, West, Innovation, MoCa, Souk, etc.) Find the most distinct and unexpected aspects of each district and photograph that.		
Innovation and creativity collection			Artspace (artists in action), Glass Academy (products and artists in action), Art of Courage, science labs, engineering testing labs, high-tech imagery with black, white and brown people.		
Diversity			More from Arab American Museum? Architectural elements, patterns/mosaics. We use the same group over and over in ads, so it would be nice to mix it up with new selections.		
Food/Restaurants			Need a more diverse showing of people. Eating in and out. Emphasis on outside areas/community areas. Families, couples, various ages of people dining, also friendly waitstaff/servers		
Music			Good images of musicians performing.		
Portraits of people looking into the camera smiling			Black, white, brown people of all ages looking directly into the camera smiling. These can be outdoors or near murals - All ages, all colors, just capture the spirit of kindness.		
Police			Images of police interacting with all people. Well composed and looking natural		
			Have Octane art direct and advise photographers on the style and diversity needs		
			Quality, not quantity		



DOWNTOWN DEARBORN STEERING COMMITTEE



March 10, 2021

9 a.m.

Attendees: Mike Kirk, Mark Guido, Jeff Watson, Peggy Richard, Julia Kapilango, Jackie Lovejoy, Eric Woody, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

I. Actions/Updates for Main Street Application

a. To Do:

i. Application Timeline – July 31, 2021 — Completed applications due at MEDC by 4pm

ii. Letters of Support – Review and Finalize Any Needed
Cristina - 18 received to date; more may be received from list generated.

iii. Application Progress

Steve - almost done with East DDDA with business inventory; Getting started on WDDDA. Working to map historic structures with Mike Kirk. Working with SmithGroup. Received information on redevelopment ready status from the City. Kaileigh is preparing the city's master plan for inclusion. Will have a draft of the entire document in a couple weeks. Will share to the committee when complete.

iv. Update Communications Plan

Cristina - Further refined with brand messaging. Target one is funders. Goal was \$300,000 pre-Covid. Might be closer to \$100,000 for 2021. Jackie - capital campaign, legacy giving, own your downtown, or a program such as buy a park bench. Mark - if doing capital campaign, suggest to hire a professional. Jackie - will locate information on fundraiser contact. Cristina - need to uncover other

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fundraising methods from DDDAs or other organizations.

Committee provided examples to include: Royal Oak, Wyandotte, Birmingham, Ferndale, Gross Pointes (trolley system), Kalamazoo (community foundation support and large single tax payer system example), Battle Creek (Kellogg), tourism destination examples, Muskegon, and Flint Farmers Market, Holland Streetscapes, and Brighton.

Leverage and tap the Henry Ford College and U of M Dearborn (comparables with East Lansing).

Volunteer portion - Janet to review and prepare for application; formalize pitch and program; profile and targets of organizations/people who volunteer. Single family homes/seniors/empty nesters. Discover the tools we are going to use to capture volunteers.

Engage 30% of businesses/property owners/organizations.

Open House, meet and greets, community activities that connects DDDAs with businesses, etc.

v. Update Budget

Provide a budget which reflects what we are currently doing and also be aspirational on what we are working to raise and accomplish.

Cristina - review if we are doing Pure Michigan or advertise in larger markets (Chicago, etc.). Co-op with The Henry Ford for billboards was declined but Cristina will ask to see if other opportunities.

Peggy: include Ann Arbor. Jackie - Chicago/Visitors Bureau.

Advertising in Union train station and along route. Back panel of THF ticket.

Art installation - will be partnering with local arts organizations.

Bike facilities - researching available options since many evaporated with Covid. Infrastructure - need to sit with Dave Norwood and Kaileigh to see what is planned moving forward.

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Lighting/ Tech - might separate; Mark - no updates on smart technology yet.

Incubators - East exploring options.

Streetscape improvements - adjust as Cavenue information received.

Capital Improvement Projects - Mark - Meet with Corey Jawrocki on updates on funds.

vi. Mapping/Inventory

II. Next Steps for DDI Creation

- a. Vision Plan
- b. Service Agreement –Meeting needs to be set in 1st quarter of 2021 with Legal (Julia, Eric, Jackie and Mark) – start in January (6-8 month process)

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Steering Committee Communication Plan (Draft)

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

Organization Vision: *An innovative, volunteer-led organization strategically championing Downtown Dearborn's continuous economic momentum.*

Downtown Dearborn Vision:

In 2027, Downtown Dearborn will be a vibrant regional destination of business innovators offering a variety of attractions, access and housing where all are welcomed to celebrate in its rich tapestry of people, cultures, ideas, food, art and history.

Target Audience 1: Funders

GOAL: Raise \$300,000 to grow Downtown Dearborn in Year 1, and build long-term commitments.

Objective: Define What They Will Fund & Why It's Needed

Tasks:

- ~~1. Determine Budget for Events & Projects~~
- ~~2. Set Fund Levels~~
- ~~3. Define Timeline for Projects & Need~~
- ~~4.1. Determine Which Businesses To Recruit Based upon Projects & Events~~
- ~~5.2. Identify First Funders & Incentive for Doing So (ie: more access to city, downtown, engagement, marketing)~~
- ~~3. Establish Community Fundraising Events & Programs~~
- ~~4. Legacy Giving/Capital Campaign~~
- ~~6.5. Professional Fundraiser~~

The Pitch/The Message

Culture shift of "One Dearborn". Redefining expectations of the "way of doing business"; take an active role/participate in growing your downtowns. Funding goes further together/collaborating.

Why is this Needed?

- Return on Investment (ROI)
- Community Good
- Economic Interest
- Brand Building
- Business Exposure

Update based on brand

Formalize general pitch. Review sponsor presentation.

- Job Creation

What's In It For Me?

- Greater Sales
- Goodwill
- Position Self as a Leader
- Future Growth & Sustainability
- Shared Resources/Economy-of-Scale
- Stronger Tax Base
- Business Attraction/Recruitment
- Strong Market
- Excitement and Anticipation of Getting in Early
- Business Impact for Them

What Are Others Doing? (Other Downtowns? Or Other Funders? Opportunities)

Working on getting some Main Street community comparables ([Royal Oak](#), [Wyandotte](#), [Birmingham](#), [Ferndale](#), [Grosse Pointes \(trolley system\)](#)), [Kalamazoo \(community foundation support and large single tax payer example\)](#), [Battle Creek \(Kellogg\)](#), [tourism destination examples](#), [Muskegon and Flint Farmers Market](#), [Holland streetscapes](#)

[Leverage and tap the HFC and UofM Dearborn \(comparables with East Lansing\), Brighton and Howell](#)

Communication Tools

- A Compelling Case
- Current Success Stories
- Speakers Bureau
- Face-to-Face
- Need Image/Vision
- Leverage Relationships/Door Opening
- Media Coverage

*Potential Funders/Foundations to Add to List

- ~~Knight Foundation — Perceptions~~
- ~~EDA~~
- ~~Our Place~~
- ~~Cysco/Lighting/Smart City~~

Target Audience 2: Volunteers

GOAL: To recruit 100 volunteers that are actively engaged in shaping the future of Downtown Dearborn by 2019.

Objective: Define What They Will Volunteer For & Why It's Needed

Tasks:

Let's expand on this

Does the presentation do this already?

Define schedule

In process

Committee to open doors

Update timeline and # of volunteers

1. Develop Action Plan/List of Volunteer Needs
2. Define Skill Sets
- ~~2-3.~~ Identify/Target Types of Organizations/People Who Volunteer
- ~~3-4.~~ Determine Time Needed
- ~~4-5.~~ Define Purpose (refer to funding appeal) (What does it do for Community?)
6. Job Descriptions, ie: committee, board, event/project
7. Establish Volunteer Committee
8. Recruitment & Outreach Plan
9. Onboarding for Volunteers to build excitement
- ~~5-10.~~ Reward System

The Pitch/The Message

Why Volunteer?

- Corporate/Organization Requirements – making your mark/a difference/team building
- Marketing/Company Image
- Sense of Community
- Building a better tomorrow
- Sense of Pride/Betterment
- Family
- quality of life
- Social – get to know people and places
- Career Advancement/Networking
- Student/Academic Requirements

Who?

- Churches/Mosques
- Companies
- Community Organizations
- Neighborhood Associations/Residents
- Downtown Businesses

How to Volunteer?

- Answer the question: Do we need to invest money to volunteer? NO
- What other questions are there?
 - Time? Be Specific
 - Skills Required/Who Can Do This/Will I be Trained?
 - Do I have to be on a Committee?
 - Opportunities for youth?
 - Recognition?
 - Corporate Certificate
 - Media/Newsletter
 - Thank Yous

Janet – add specific tasks based on Volunteer Plan

Draft a standard pitch

- Swag (Downtown Symbol, bracelet, shirt)
- Annual Recognition Event
- Networking
- Volunteer Newsletter

How to Recruit Volunteers/Communication Tools

- Make the Ask
- Provide List to Groups
- Speakers Bureau
- Mailer
- Mayor Call to Action
- Social Media
- Call Companies/Organizations
- Calendar of Volunteer Events
- Volunteer Managers
- Public Booths/Tables
- Neighborhood Meet-Ups
- Ads on Big Screen/Colleges/CDTV Postings
- Identify Corporate Day of Giving/Service Day
- Volunteer Profiles online/marketing
- Recognizing Volunteers:
 - Corporate Certificate
 - Media/Newsletter
 - Thank You
 - Swag (Downtown Symbol, bracelet, shirt)
 - Annual Recognition Event
 - Networking
 - Volunteer Newsletter

Target Audience 3: Participants

GOAL: To engage 30% of businesses, property owners and organizations to actively participate in repositioning Downtown Dearborn by 2019.

Objective: Define What They Will Participate In & Why It's Needed

Tasks:

11. Define Physical Needs of District
- 6-12. Where Business Fit into the Vision
- 7-13. Identify Property Owners, Businesses and Organizations that are needed to meet the needs
14. Define How They Can Assist or Help the District
15. Identify those not engaged and potential for engagement

Review/Edit and Put elements into action plan. Also, make sure that the communication tools are communicated with Octane for delivery of any items or volunteers work.

Update timing and % based on current participation levels.

16. Develop messaging and programs how businesses can participate (team building, dedicating time to participate, clean up competition by block/cross promotions amongst businesses/talk to your neighbors)

8-17. Communication/Meet and Greet on What the Organization Does/Networking

The Pitch/The Message

Who

- Businesses (mom&pops, franchises)
- Property Owners (absentee, recalcitrant, large and single use owners)
- Institutions (city, school, religious)
- Organizations (community groups, HOAs, civic clubs, realtor associations)

What We're Asking Them to Do

- Be engaged in the big picture
- Build the Brand
- Fix Buildings
- Participate in Events
- Beautify the District
- Influence Others
- Provide Leadership
- Engage Their Employees/Members
- Mentor Others
- Best Practices in Leasing and Property Usage
- Invest in Property
- Collaborate with Neighbors/Businesses
- Create an Amazing Visitor Experience - Provide A#1 Customer Service

Why Participate? What's In It For Me?

- Increased Revenue/Value of Property (City too!)
- Exposure
- Brand Recognition
- Goodwill/Community
- Improved Occupancy
- Visual Connection
- Employee Recruitment Easier/Attractive
- Access to Resources
- Grow their Network
- Vibrant Downtown
- Attracts more More Students/Families
- Partners - Not Doing It By Yourself (city too)
- Opportunities to Engage with Constituents/Positive Interaction
- Buy-in
- Storytelling

Craft general message

- More hands/Less Work

Tools

- Business Kit (Stickers/Decals; images; brand; HOW TO)
- Main Communication Hub of What’s Happening/Vision
- Next Door APP (others too) – Interject in Other Forums Online
- Facebook/Social Media (Closed Groups? Good/Bad?)
- Newsletter, APP
- Educational Materials/Design Guidelines
- Opportunities List
- Feature Stories
- Façade Program
- Master Plan/Visuals
- Group Tours/Individuals

Review, Refine and Put in Work Plan



JOINT DDDA EXECUTIVE



March 8, 2021

9 a.m.

Attendees: Eric Woody, Jeff Lynch, Moe Hider, Julia Kapilango, Sam Abbas, Steve Deisler, Janet Bloom, Cristina Sheppard-Decius, Jeff Watson, Jean Smith, Helen Lambrix, and Hassan Sheikh.

1. JOINT BOARD MEETING AGENDA ITEMS
 - a. Chamber Directory Ad
2021 cost is \$2675. Full color inside front cover. Julia - add calendar to ad to market events.
 - b. Purchasing Policy (potentially ready)
Travis sent marked up copy of city purchasing policy. Cristina will request a separate DDDA purchasing policy that would reference back to that policy. Julia - would like to review and have other options for East. Not comfortable with \$14,500 level. Eric - provide recommendations to review. Moe - in agreement to review again. Cristina - will not have at this month's meeting; will reconvene another meeting to review. Will send out
 - c. Landscape & Maintenance Contracts
Met with Fairlane Grounds; WH Canon to meet with either today or tomorrow. Should know final W H Canon cost in 1-2 days. This is 2nd one year renewal. Add additional day for litter. West - Fairlane Grounds is out 6 days a week. RFP - out early Fall. Julia - asks that we hold off on additional day. Open up beautification for all to participate for East - board and volunteers. Cristina - annuals go in end of May; Spring plantings in pots - more towards April.
2. WDDDA ONLY ITEM
 - a. Ladies Night Out
100 posters - Beshara - \$91.50; 5K 4x6 postcards - \$165; yardsigns - \$85; Moe - either cut or reduce postcards, could use money for social media boost; Cristina - Jean check in with other retailers.
 - b. Tunes at Noon - 6 performers at \$400 each; total is \$2400.
3. EDDDA
 - a. Open Door Grant – Rafi's Properties
T-mobile - remodeling project - DEV committee awarded up to \$10K; former Duds & Suds - converting into a coffee shop - DEV committee awarded up to \$10K. Was on hold until TIF resolved. Julia - TIF properties need to be prioritized for grants. Cristina - can bring to DEV committee to address how it is marketed to businesses. Steve - can approach people on those who can benefit from. Julia - since monies raised in TIF area, utilize most in TIF area. Asked DEV
 - b. Amendments:
 - a. ~~H2BE~~



- b. Perennial Exchange - Arab-American News - \$470; Julia asked that yard sign quotes are also quoted to the two companies in East - Illusion and Dream Sign.
- 4. OLD BUSINESS FOR AGENDA?
 - a. EDDDA TIF
 - b. EDDDA Holiday Décor
 - c. WDDDA Social District Update - Cristina - have two right now.
 - d. Outdoor Dining Amenities- igloos for WDDDA delivering today;
 - e. Lightpole banners - Cristina - doing artwork now. Print and install in April.
It will have East brand and West brand on banners.
- 5. UPDATES/DISCUSSION
 - a. Summer Event Schedule - not doing Friday Nites - doing Social Districts instead.
Meeting with East Board- not moving forward with JOA. Julia - looking to add to a longer schedule with Music in the Park.
 - b. Budgets – Review/Discussion at Board Meeting in March
Julia - look at getting equipment for Helen to do hi-res photos.
DRW - Sam states that if DRW is going to be paid based on participation, then all events need to be treated that way. Provide break out of Perennial Exchange for East. Cristina will send budget out after this meeting.
 - c. Branding Budget to Date & Upcoming Deliverables
\$147K left on contract; funding partners: City/ Ford (First year = \$50K - West DDDA)/ then EDDDA was able to put monies in so the \$50K was split E/W). Julia - add in branding Dearborn site to our site so not maintaining a separate website; add Bike Share items to our site; also create toolkit for businesses to use to add to their social media.
 - d. By-Laws – Mtg Date
Janet to send Doodle
 - e. EDDDA Mural – When, Where and Who
Julia - do community collaborative with Artspace, DDDA, schools, Dearborn Art Community, and Fish Market Studio. Timing will be to start conversations soon.
Cristina- AANM was looking to do a mural project, so might be able to collaborate.
- 6. CALL TO EXEC COMMITTEE

EDDDA TIF OPINION

LEGAL DEPARTMENT



TO: JEFF WATSON, ECD DIRECTOR
FROM: CORPORATION COUNSEL
SUBJECT: AUTHORIZED TIF EXPENDITURES
DATE: MARCH 4, 2021

This memorandum is in response to your question as to whether TIF funds may only be spent within the TIF area development boundary.

The general rule is that TIF funds must be spent only inside of the area from which the TIF revenues are captured. However, MCL 125.4215(2) states in part that the "authority shall expend the tax increment revenues received for the development program¹ only pursuant to the **tax increment financing plan**. Surplus funds shall revert proportionately to the respective taxing bodies."

Therefore, one must look to the tax increment financing plan for guidance on the allowable expenditures pursuant to statute.

Within the plan, there is a category entitled, "District Marketing, Promotion, Recruitment, Support of Arts and Cultural Programs". This category includes activities associated with coordinating **district**² marketing (newsletters, brochures, website, support of the Welcome Center, etc.), various promotions, special events, business retention and attraction, management of joint business services (waste management, security, flower planting, snow removal, etc.) which sustain and increase business activity within the district.

Additionally, "Private Sector Improvement Incentives" which are activities to encourage private sector improvements are included within the plan. These activities are incentives to attract and retain appropriate businesses to locate within the district as determined necessary by the EDDDA Board and to the extent permitted by law.

¹ MCL 125.4201 defines "development program" as the implementation of the development plan and "development plan" means the information and those requirements for a development plan set forth in MCL 125.4217.

² In the development plan, "district" means the downtown district, established by the City pursuant to the Act, within which the Authority exercises its powers."

The plan has other enumerated categories of permissible expenditures for public improvements within the district, such as streetscape and parking lot beautification projects.

I would recommend that anytime the EDDDA intends to expend funds using TIF revenue, the corresponding resolution should cite the specific permissible expenditure provided for in the plan. Otherwise, any expenditure outside of the TIF boundary is not allowed.

Please note, in no case would TIF revenue be available for expenditures outside of the district.

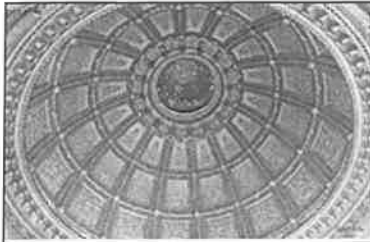
Please let me know if you have questions.

Respectfully submitted,


LICIA A. YANGOUYIAN
Assistant Corporation Counsel

APPROVED:


DEBRA A. WALLING
Corporation Counsel



MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 402 of 2020
House: Adjourned until Thursday, March 4, 2021 12:00:00 PM
Senate: Adjourned until Thursday, March 4, 2021 10:00:00 AM

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NAVIGATE
SECTIONS

MCL Chapter Index

Chapter 125
Act 57 of 2018
57-2018-2
Section 125.4201

Legislature

Bills
Appropriation Bills (Passed)
Calendars
Committees
Committee Bill Records
Committee Meetings
Concurrent Resolutions
Initiatives/Alternative
Measures
Joint Resolutions
Journals
Legislators
Public Act (Signed Bills)
Resolutions
Rules
Session Schedules
Search - Basic
Search - Advanced

Laws

Basic MCL Search
Advanced MCL Search
Public Act MCL Search
Michigan Constitution
Chapter Index
Executive Orders
Executive Reorgs
Historical Documents
MCL Tables
Often Req Laws
Req Outdated Acts

More

Archives
Email Notifications
Legislative Directory

Section 125.4201

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RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT) Act 57 of 2018

125.4201 Definitions.

Sec. 201.

As used in this part:

(a) "Advance" means a transfer of funds made by a municipality to an authority or to another person on behalf of the authority in anticipation of repayment by the authority. Evidence of the intent to repay an advance may include, but is not limited to, an executed agreement to repay, provisions contained in a tax increment financing plan approved prior to the advance, or a resolution of the authority or the municipality.

(b) "Assessed value" means 1 of the following:

(i) For valuations made before January 1, 1995, the state equalized valuation as determined under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

(ii) For valuations made after December 31, 1994, the taxable value as determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(c) "Authority" means a downtown development authority created pursuant to this part.

(d) "Board" means the governing body of an authority.

(e) "Business district" means an area in the downtown of a municipality zoned and used principally for business.

(f) "Captured assessed value" means the amount in any 1 year by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in subdivision (aa), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.

(g) "Catalyst development project" means a project that is located in a municipality with a population greater than 600,000, is designated by the authority as a catalyst development project, and is expected to result in at least \$300,000,000.00 of capital investment. There shall be no more than 1 catalyst development project designated within each authority.

(h) "Chief executive officer" means the mayor or city manager of a city, the president or village manager of a village, or the supervisor of a township or, if designated by the township board for purposes of this part, the township superintendent or township manager of a township.

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mcl 125 4102
mcl 125 4101
mcl 57 2018 1

(i) "Development area" means that area to which a development plan is applicable.

(j) "Development plan" means that information and those requirements for a development plan set forth in section 217.

(k) "Development program" means the implementation of the development plan.

(l) "Downtown district" means that part of an area in a business district that is specifically designated by ordinance of the governing body of the municipality pursuant to this part. A downtown district may include 1 or more separate and distinct geographic areas in a business district as determined by the municipality if the municipality enters into an agreement with a qualified township under section 203(7) or if the municipality is a city that surrounds another city and that other city lies between the 2 separate and distinct geographic areas. If the downtown district contains more than 1 separate and distinct geographic area in the downtown district, the separate and distinct geographic areas shall be considered 1 downtown district.

(m) "Eligible advance" means an advance made before August 19, 1993.

(n) "Eligible obligation" means an obligation issued or incurred by an authority or by a municipality on behalf of an authority before August 19, 1993 and its subsequent refunding by a qualified refunding obligation. Eligible obligation includes an authority's written agreement entered into before August 19, 1993 to pay an obligation issued after August 18, 1993 and before December 31, 1996 by another entity on behalf of the authority.

(o) "Fire alarm system" means a system designed to detect and annunciate the presence of fire, or by-products of fire. Fire alarm system includes smoke detectors.

(p) "Fiscal year" means the fiscal year of the authority.

(q) "Governing body of a municipality" means the elected body of a municipality having legislative powers.

(r) "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in subdivision (aa). In the case of a municipality having a population of less than 35,000 that established an authority prior to 1985, created a district or districts, and approved a development plan or tax increment financing plan or amendments to a plan, and which plan or tax increment financing plan or amendments to a plan, and which plan expired by its terms December 31, 1991, the initial assessed value for the purpose of any plan or plan amendment adopted as an extension of the expired plan shall be determined as if the plan had not expired December 31, 1991. For a development area designated before 1997 in which a renaissance zone has subsequently been designated pursuant to the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, the initial assessed value of the development area otherwise determined under this subdivision shall be reduced by the amount by which the current assessed value of the development area was reduced in 1997 due to the exemption of property

under section 7ff of the general property tax act, 1893 PA 206, MCL 211.7ff, but in no case shall the initial assessed value be less than zero.

(s) "Municipality" means a city, village, or township.

(t) "Obligation" means a written promise to pay, whether evidenced by a contract, agreement, lease, sublease, bond, or note, or a requirement to pay imposed by law. An obligation does not include a payment required solely because of default upon an obligation, employee salaries, or consideration paid for the use of municipal offices. An obligation does not include those bonds that have been economically defeased by refunding bonds issued under this part. Obligation includes, but is not limited to, the following:

(i) A requirement to pay proceeds derived from ad valorem property taxes or taxes levied in lieu of ad valorem property taxes.

(ii) A management contract or a contract for professional services.

(iii) A payment required on a contract, agreement, bond, or note if the requirement to make or assume the payment arose before August 19, 1993.

(iv) A requirement to pay or reimburse a person for the cost of insurance for, or to maintain, property subject to a lease, land contract, purchase agreement, or other agreement.

(v) A letter of credit, paying agent, transfer agent, bond registrar, or trustee fee associated with a contract, agreement, bond, or note.

(u) "On behalf of an authority", in relation to an eligible advance made by a municipality, or an eligible obligation or other protected obligation issued or incurred by a municipality, means in anticipation that an authority would transfer tax increment revenues or reimburse the municipality from tax increment revenues in an amount sufficient to fully make payment required by the eligible advance made by the municipality, or eligible obligation or other protected obligation issued or incurred by the municipality, if the anticipation of the transfer or receipt of tax increment revenues from the authority is pursuant to or evidenced by 1 or more of the following:

(i) A reimbursement agreement between the municipality and an authority it established.

(ii) A requirement imposed by law that the authority transfer tax increment revenues to the municipality.

(iii) A resolution of the authority agreeing to make payments to the incorporating unit.

(iv) Provisions in a tax increment financing plan describing the project for which the obligation was incurred.

(v) "Operations" means office maintenance, including salaries and expenses of employees, office supplies, consultation fees, design costs, and other expenses incurred in the daily management of the authority and planning of its activities.

(w) "Other protected obligation" means:

(i) A qualified refunding obligation issued to refund an obligation described in subparagraph (ii), (iii), or (iv), an obligation that is not a qualified refunding obligation that is issued to refund an eligible obligation, or a qualified refunding obligation issued to refund an obligation described in this subparagraph.

(ii) An obligation issued or incurred by an authority or by a municipality on behalf of an authority after August 19, 1993, but before December 31, 1994, to finance a project described in a tax increment finance plan approved by the municipality in accordance with this part before December 31, 1993, for which a contract for final design is entered into by or on behalf of the municipality or authority before March 1, 1994 or for which a written agreement with a developer, titled preferred development agreement, was entered into by or on behalf of the municipality or authority in July 1993.

(iii) An obligation incurred by an authority or municipality after August 19, 1993, to reimburse a party to a development agreement entered into by a municipality or authority before August 19, 1993, for a project described in a tax increment financing plan approved in accordance with this part before August 19, 1993, and undertaken and installed by that party in accordance with the development agreement.

(iv) An obligation incurred by the authority evidenced by or to finance a contract to purchase real property within a development area or a contract to develop that property within the development area, or both, if all of the following requirements are met:

(A) The authority purchased the real property in 1993.

(B) Before June 30, 1995, the authority enters a contract for the development of the real property located within the development area.

(C) In 1993, the authority or municipality on behalf of the authority received approval for a grant from both of the following:

(I) The department of natural resources for site reclamation of the real property.

(II) The department of consumer and industry services for development of the real property.

(v) An ongoing management or professional services contract with the governing body of a county which was entered into before March 1, 1994 and which was preceded by a series of limited term management or professional services contracts with the governing body of the county, the last of which was entered into before August 19, 1993.

(vi) A loan from a municipality to an authority if the loan was approved by the legislative body of the municipality on April 18, 1994.

(vii) Funds expended to match a grant received by a municipality on behalf of an authority for sidewalk improvements from the Michigan department of transportation if the legislative body of the municipality approved the grant application on April 5, 1993 and the grant was received by the municipality in June 1993.

(viii) For taxes captured in 1994, an obligation described in this subparagraph issued or incurred to finance a project. An obligation is considered issued or incurred to finance a project described in this subparagraph only if all of the following are met:

(A) The obligation requires raising capital for the project or paying for the project, whether or not a borrowing is involved.

(B) The obligation was part of a development plan and the tax increment financing plan was approved by a municipality on May 6, 1991.

(C) The obligation is in the form of a written memorandum of understanding between a municipality and a public utility dated October 27, 1994.

(D) The authority or municipality captured school taxes during 1994.

(ix) An obligation incurred after July 31, 2012 by an authority, municipality, or other governmental unit to pay for costs associated with a catalyst development project.

(x) "Public facility" means a street, plaza, pedestrian mall, and any improvements to a street, plaza, or pedestrian mall including street furniture and beautification, park, parking facility, recreational facility, right-of-way, structure, waterway, bridge, lake, pond, canal, utility line or pipe, building, and access routes to any of the foregoing, designed and dedicated to use by the public generally, or used by a public agency. Public facility includes an improvement to a facility used by the public or a public facility as those terms are defined in section 1 of 1966 PA 1, MCL 125.1351, which improvement is made to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531. Public facility also includes the

acquisition, construction, improvement, and operation of a building owned or leased by the authority to be used as a retail business incubator.

(y) "Qualified refunding obligation" means an obligation issued or incurred by an authority or by a municipality on behalf of an authority to refund an obligation if 1 or more of the following apply:

(i) The obligation is issued to refund a qualified refunding obligation issued in November 1997 and any subsequent refundings of that obligation issued before January 1, 2010 or the obligation is issued to refund a qualified refunding obligation issued on May 15, 1997 and any subsequent refundings of that obligation issued before January 1, 2010 in an authority in which 1 parcel or group of parcels under common ownership represents 50% or more of the taxable value captured within the tax increment finance district and that will ultimately provide for at least a 40% reduction in the taxable value of the property as part of a negotiated settlement as a result of an appeal filed with the state tax tribunal. Qualified refunding obligations issued under this subparagraph are not subject to the requirements of section 611 of the revised municipal finance act, 2001 PA 34, MCL 141.2611, if issued before January 1, 2010. The duration of the development program described in the tax increment financing plan relating to the qualified refunding obligations issued under this subparagraph is hereby extended to 1 year after the final date of maturity of the qualified refunding obligations.

(ii) The refunding obligation meets both of the following:

(A) The net present value of the principal and interest to be paid on the refunding obligation, including the cost of issuance, will be less than the net present value of the principal and interest to be paid on the obligation being refunded, as calculated using a method approved by the department of treasury.

(B) The net present value of the sum of the tax increment revenues described in subdivision (cc)(ii) and the distributions under section 213b to repay the refunding obligation will not be greater than the net present value of the sum of the tax increment revenues described in subdivision (cc)(ii) and the distributions under section 213b to repay the obligation being refunded, as calculated using a method approved by the department of treasury.

(iii) The obligation is issued to refund an other protected obligation issued as a capital appreciation bond delivered to the Michigan municipal bond authority on December 21, 1994 and any subsequent refundings of that obligation issued before January 1, 2012. Qualified refunding obligations issued under this subparagraph are not subject to the requirements of section 305(2), (3), (5), and (6), section 501, section 503, or section 611 of the revised municipal finance act, 2001 PA 34, MCL 141.2305, 141.2501, 141.2503, and 141.2611, if issued before January 1, 2012. The duration of the development program described in the tax increment financing plan relating to the qualified refunding obligations issued under this subparagraph is extended to 1 year after the final date of maturity of the qualified refunding obligations. The obligation may be payable through the year 2025 at an interest rate not exceeding the maximum rate permitted by law, notwithstanding the bond maturity dates contained in the notice of intent to issue bonds published by the municipality. An obligation issued under this subparagraph is a qualified refunding obligation only to the extent that revenues described in subdivision (cc)(ii) and distributions under section 213b to repay the qualified refunding obligation do not exceed \$750,000.00.

(iv) The obligation is issued to refund a qualified refunding obligation issued on February 13, 2008, and any subsequent refundings of that obligation, issued before December 31, 2018. Qualified refunding

obligations issued under this subparagraph are not subject to the requirements of section 305(2), (3), (5), and (6), 501, 503, or 611 of the revised municipal finance act, 2001 PA 34, MCL 141.2305, 141.2501, 141.2503, and 141.2611. The duration of the development program described in the tax increment financing plan relating to the qualified refunding obligations issued under this subparagraph is extended to 1 year after the final date of maturity of the qualified refunding obligations. Revenues described in subdivision (cc)(ii) and distributions made under section 213b in excess of the amount needed for current year debt service on an obligation issued under this subparagraph may be paid to the authority to the extent necessary to pay future years' debt service on the obligation as determined by the board.

(z) "Qualified township" means a township that meets all of the following requirements:

(i) Was not eligible to create an authority prior to January 3, 2005.

(ii) Adjoins a municipality that previously created an authority.

(iii) Along with the adjoining municipality that previously created an authority, is a member of the same joint planning commission under the joint municipal planning act, 2003 PA 226, MCL 125.131 to 125.143.

(aa) "Specific local tax" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the technology park development act, 1984 PA 385, MCL 207.701 to 207.718, and 1953 PA 189, MCL 211.181 to 211.182. The initial assessed value or current assessed value of property subject to a specific local tax shall be the quotient of the specific local tax paid divided by the ad valorem millage rate. However, after 1993, the state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.

(bb) "State fiscal year" means the annual period commencing October 1 of each year.

(cc) "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the development area, subject to the following requirements:

(i) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area for any purpose authorized by this part.

(ii) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area in an amount equal to the amount necessary, without regard to subparagraph (i), to repay eligible advances, eligible obligations, and other protected obligations.

(iii) Tax increment revenues do not include any of the following:

(A) Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of value of property that may be excluded from captured assessed value or specific local taxes attributable to such ad valorem property taxes.

(B) Ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax

increment revenues to be transmitted to the authority or specific local taxes attributable to such ad valorem property taxes.

(C) Ad valorem property taxes exempted from capture under section 203(3) or specific local taxes attributable to such ad valorem property taxes.

(D) Ad valorem property taxes levied under 1 or more of the following or specific local taxes attributable to those ad valorem property taxes:

(I) The zoological authorities act, 2008 PA 49, MCL 123.1161 to 123.1183.

(II) The art institute authorities act, 2010 PA 296, MCL 123.1201 to 123.1229.

(III) Except as otherwise provided in section 203(3), ad valorem property taxes or specific local taxes attributable to those ad valorem property taxes levied for a separate millage for public library purposes approved by the electors after December 31, 2016.

(iv) The amount of tax increment revenues authorized to be included under subparagraph (ii) or (v), and required to be transmitted to the authority under section 214(1), from ad valorem property taxes and specific local taxes attributable to the application of the levy of the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, a local school district or an intermediate school district upon the captured assessed value of real and personal property in a development area shall be determined separately for the levy by the state, each school district, and each intermediate school district as the product of sub-subparagraphs (A) and (B):

(A) The percentage that the total ad valorem taxes and specific local taxes available for distribution by law to the state, local school district, or intermediate school district, respectively, bears to the aggregate amount of ad valorem millage taxes and specific taxes available for distribution by law to the state, each local school district, and each intermediate school district.

(B) The maximum amount of ad valorem property taxes and specific local taxes considered tax increment revenues under subparagraph (ii) or (v).

(v) Tax increment revenues include ad valorem property taxes and specific local taxes, in an annual amount and for each year approved by the state treasurer, attributable to the levy by this state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and by local or intermediate school districts, upon the captured assessed value of real and personal property in the development area of an authority established in a city with a population of 600,000 or more to pay for, or reimburse an advance for, not more than \$8,000,000.00 for the demolition of buildings or structures on public or privately owned property within a development area that commences in 2005, or to pay the annual principal of or interest on an obligation, the terms of which are approved by the state treasurer, issued by an authority, or by a city on behalf of an authority, to pay not more than \$8,000,000.00 of the costs to demolish buildings or structures on public or privately owned property within a development area that commences in 2005.

(vi) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the levy by this state under the state education tax act, 1993 PA 331, MCL 211.201 to 211.906, and by local or intermediate school districts which were levied on or after July 1, 2010, upon the captured assessed value of real and personal property in the development area of an authority established in a city with a population of 600,000 or more to pay for, or reimburse an advance for, costs associated with the land acquisition, preliminary site work, and construction of a catalyst development project.

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

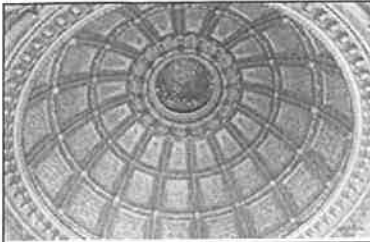
***** 125.4215.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 *****

125.4215.new Transmitting and expending tax increments revenues; reversion of surplus funds; abolishment of tax increment financing plan; conditions.

Sec. 215. (1) The municipal and county treasurers shall transmit to the authority tax increment revenues.

(2) The authority shall expend the tax increment revenues received for the development program only pursuant to the tax increment financing plan. Surplus funds shall revert proportionately to the respective taxing bodies. These revenues shall not be used to circumvent existing property tax limitations. The governing body of the municipality may abolish the tax increment financing plan when it finds that the purposes for which it was established are accomplished. However, the tax increment financing plan shall not be abolished, allowed to expire, or otherwise terminate until the principal of, and interest on, bonds issued pursuant to section 216 have been paid or funds sufficient to make the payment have been segregated.

History: 2018, Act 57, Eff. Jan. 1, 2019.



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[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)

NAVIGATE
SECTIONS

MCL Chapter Index

Chapter 125

Act 57 of 2018

57-2018-2

Section 125.4217

Section 125.4217

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RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT) Act 57 of 2018

125.4217 Development plan; preparation; contents.

Sec. 217.

Bills

Appropriation Bills (Passed)

Calendars

Committees

Committee Bill Records

Committee Meetings

Concurrent Resolutions

Initiatives/Alternative

Measures

Joint Resolutions

Journals

Legislators

Public Act (Signed Bills)

Resolutions

Rules

Session Schedules

Search - Basic

Search - Advanced

Laws

Basic MCL Search

Advanced MCL Search

Public Act MCL Search

Michigan Constitution

Chapter Index

Executive Orders

Executive Reorgs

Historical Documents

MCL Tables

Often Req Laws

Req Outdated Acts

More

Archives

Email Notifications

Legislative Directory

(1) When a board decides to finance a project in the downtown district by the use of revenue bonds as authorized in section 213 or tax increment financing as authorized in sections 214, 215, and 216, it shall prepare a development plan.

(2) The development plan shall contain all of the following:

(a) The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.

(b) The location and extent of existing streets and other public facilities within the development area, shall designate the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses, and shall include a legal description of the development area.

(c) A description of existing improvements in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion.

(d) The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.

(e) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

(f) A description of any parts of the development area to be left as open space and the use contemplated for the space.

(g) A description of any portions of the development area that the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

(h) A description of desired zoning changes and changes in streets, street levels, intersections, or utilities.

(i) An estimate of the cost of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange the financing.

(j) Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.

Michigan Manuals
Michigan Color Themes
Publications
Related Sites

Syndication

Bills 

Meetings 

Laws 

Recently Viewed

mcl 125 4217
mcl 125 4216
mcl 125 4215
mcl 125 4214
mcl 125 4213c
mcl 125 4213b
mcl 125 4213a

(k) The procedures for bidding for the leasing, purchasing, or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.

(l) Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those units in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.

(m) A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

(n) Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies act of 1970, Public Law 91-646, 42 USC 4601.

(o) A plan for compliance with 1972 PA 227, MCL 213.321 to 213.332.

(p) Other material that the authority, local public agency, or governing body considers pertinent.

History: 2018, Act 57, Eff. Jan. 1, 2019

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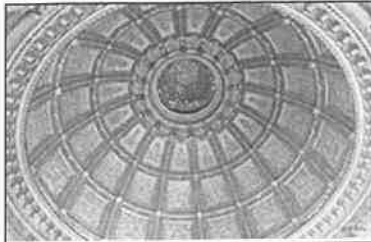
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MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 402 of 2020

[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)

← NAVIGATE SECTIONS →

MCL Chapter Index

Chapter 125

Act 57 of 2018

57-2018-2

Section 125.4217

Section 125.4217

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RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT) Act 57 of 2018

125.4217 Development plan; preparation; contents.

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Legislature

Bills
Appropriation Bills (Passed)
Calendars
Committees
Committee Bill Records
Committee Meetings
Concurrent Resolutions
Initiatives/Alternative Measures
Joint Resolutions
Journals
Legislators
Public Act (Signed Bills)
Resolutions
Rules
Session Schedules
Search - Basic
Search - Advanced

Laws

Basic MCL Search
Advanced MCL Search
Public Act MCL Search
Michigan Constitution
Chapter Index
Executive Orders
Executive Reorgs
Historical Documents
MCL Tables
Often Req Laws
Req Outdated Acts

More

Archives
Email Notifications
Legislative Directory

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(e) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

(f) A description of any parts of the development area to be left as open space and the use contemplated for the space.

(g) A description of any portions of the development area that the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

(h) A description of desired zoning changes and changes in streets, street levels, intersections, or utilities.


(i) An estimate of the cost of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange the financing.

(j) Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.

Michigan Manuals
Michigan Color Themes
Publications
Related Sites

Syndication

Bills 

Meetings 

Laws 

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mcl 125 4216
mcl 125 4215
mcl 125 4214
mcl 125 4213c
mcl 125 4213b
mcl 125 4213a

(k) The procedures for bidding for the leasing, purchasing, or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.

(l) Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those units in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.

(m) A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

(n) Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies act of 1970, Public Law 91-646, 42 USC 4601.

(o) A plan for compliance with 1972 PA 227, MCL 213.321 to 213.332.

(p) Other material that the authority, local public agency, or governing body considers pertinent.

History: 2018, Act 57, Eff. Jan. 1, 2019

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**DDDA ADOPTED RESOLUTIONS
FEBRUARY 2021**

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Doggie Stations FYE 2020 - WDDDA

Adopted: February 18, 2021

Motioned by: Director John McWilliams

Seconded by: Director Jackie Lovejoy

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) wishes to advocate and promote a clean, safe and attractive downtown district by purchasing and installing dog waste bag dispenser stands with bags within West Dearborn district; and

WHEREAS: It was recommended to install 20 dog waste stations along Michigan Avenue and Garrison St. and by Wagner Place area; and

WHEREAS: After competitively reviewing dog station providers, Dogwastedepot.com was selected as the lowest price provider with free shipping; so let it be

RESOLVED: The WDDDA authorizes the purchase of 20 dog waste stations for \$2500, expending from account #296-6100-911-34-90; and let it be

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

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

No:

Abstained:

Absent: Director John McWilliams and Director Karen Nigosian.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fall Perennial Exchange 2021 - WDDDA

Date Adopted: February 18, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Director Jackie Lovejoy

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The Promotions and Organization Committee has recommended hosting and coordinating a Fall Perennial Exchange in the WDDDA to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols; and

WHEREAS: The WDDDA anticipates expenditures of \$1030 for the Fall Perennial Exchange for posters from Beshara and newspaper ads from Bewick Publications, Michigan Gardener, Arab American News, and Yemeni News; so let it be

RESOLVED:

1. That the WDDDA obligates \$1030 in expenditures for the Fall Perennial Exchange event from the Community Promotions Budget # 296-6100-911-51-00 for 2021; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the WDDDA with the companies listed below for the Fall Perennial Exchange, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Beshara Printing	Posters (qty. 100)	\$100
Bewick Publications	newspaper advertisement	\$150
Michigan Gardener	advertisement-business card ad - one month	\$475
Arab American News	advertisement	TBD
Yemeni News	advertisement	TBD

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

No:

Abstained:

Absent: Director Karen Nigosian

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Essential IT - Farmers & Artisans Market 2021 Contract - WDDDA

Date Adopted: February 18, 2021
Motioned by: Director Jackie Lovejoy
Seconded by: Director Mark Guido

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: Essential IT provides Dearborn Farmers Market website hosting, maintenance, and updates for the Farmers & Artisans Market website for an annual contract cost of \$720, with a contract date of January 1, 2021 to December 31, 2021; so let it be

RESOLVED:

1. That the WDDDA obligates \$720 from the Community Promotions Budget # 296-6100-911-51-00 to fund the event costs for the 2021 Dearborn Farmers & Artisans Market; and
2. The WDDDA Board authorizes the Manager of the DDDAs to execute the contract, subject to the review and approval of Corporation Counsel.

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

No:

Abstained:

Absent: Director John McWilliams and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Metromode Contract 2021/22-EDDDA

Adopted: February 18, 2021
Motioned by: Director Janice Cislo
Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) value and desire to increase communications, public relations, marketing and media exposure for Downtown Dearborn; and

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

WHEREAS: The EDDDA and WDDDA contracted with Issue Media Group/Metromode from March 1, 2020 - February 28, 2021, totaling \$38,000 to be split equally between the EDDDA and WDDDA; and

WHEREAS: For the 2021/2022 contact with Issue Media Group/Metromode, the cost is \$18,000 from March 1, 2021 - February 28, 2022, to be split equally with EDDDA and WDDDA and will consist of one feature story per month and six Q&A's throughout the year, therefore, let it be

RESOLVED: The EDDDA authorizes expending \$9,000 from Community Promotions account #297-6100-911-51-00 with Issue Media Group/Metromode; furthermore, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute and sign the contract agreement on behalf of the EDDDA; subject to review and approval by Corporation Counsel.

.
Yes: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

No:

Abstained:

Absent: Chairperson Julia Kapilango, Director Jay Kruz, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Metromode Contract 2021/22-WDDDA

Adopted: February 18, 2021
Motioned by: Director Jackie Lovejoy
Seconded by: Secretary-Treasurer Jeff Lynch

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) value and desire to increase communications, public relations, marketing and media exposure for Downtown Dearborn; and

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

WHEREAS: The EDDDA and WDDDA contracted with Issue Media Group/Metromode starting March 1, 2020 - February 28, 2021, totaling \$38,000 to be split equally between the EDDDA and WDDDA; and

WHEREAS: For the 2021/2022 contract with Issue Media Group/Metromode, the cost is \$18,000 from March 1, 2021 - February 28, 2022, to be split equally with EDDDA and WDDDA and will consist of one feature story a month, six Q&A's throughout the year, therefore, let it be

RESOLVED: The WDDDA authorizes expending \$9,000 from Community Promotions account #296-6100-911-51-00 with Issue Media Group/Metromode; furthermore, let it be

RESOLVED: The Manager of the DDDAs is authorized to execute and sign the contract agreement on behalf of the WDDDA; subject to review and approval by Corporation Counsel.

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

No:

Abstained:

Absent: Director Karen Nigosian

EAST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: T Mobile - Rafi Rayes

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to the Development and TIF Plan Section (2) (e) C) Private Sector Improvement Incentives, which supports incentives to attract and retain appropriate businesses within the district, as determined by EDDDA Board and to the extent permitted by law; and

WHEREAS: T- Mobile, an existing retail small business in the EDDDA district located at 14216 Michigan Avenue, applied for an Open Door Dearborn Grant to improve the exterior, interior and signage, with an estimated project cost of \$30,000. The applicant is eligible for a Level I sign grant at \$2,500 and a Level III construction grant in the amount of \$7,500 totaling \$10,000; and

WHEREAS: Mr. Rayes has received City of Dearborn building permit approval and has secured three quotes for construction as required by the Open Door Dearborn Grant; and

WHEREAS: At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the T-Mobile improvements for **Level I sign grant of \$2,500** and **Level III building improvements up to \$7,500 or up to 50% of construction costs, whichever contingency comes first.** It was motioned by Mike Kirk and seconded by Mark Guido. Roll Call Vote was unanimous in favor of awarding the grant; therefore, let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500, and a Level III grant up to \$7,500 or up to 50% of construction costs, whichever contingency comes first, funding from the Open Door Dearborn grant program from account #297-6100-911-34-90 to Rafi Rayes for the T-Mobile location at 14216 Michigan Avenue, and subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: Juee Cafe - Rafi Rayes

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to Development and TIF Plan Section (2) (e) C) Private Sector Improvement Incentives, which supports expending on incentives to attract and retain appropriate businesses within the district, as determined by EDDDA Board and to the extent permitted by law; and

WHEREAS: Property owner Rafi Rayes applied for an Open Door Dearborn Grant to start a new coffee shop, Juee Cafe, located at 14220 Michigan Avenue in the EDDDA district, with improvements intended for the exterior and interior estimated at \$100,000. The applicant is eligible for a Level I design grant for \$2,500, a Level II startup grant for \$2,500 and a Level III construction grant in the amount of \$5,000 totaling \$10,000; and

WHEREAS: Mr. Rayes has received City Building permit approval on November 20, 2020, and has secured three quotes for construction; and

WHEREAS: At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the Juee Cafe improvements for **Level I design grant of \$2,500, a Level II start-up grant for \$2,500 and a Level III building improvements for \$5,000** motioned by Mark Guido and seconded by Jackie Lovejoy. Roll Call Vote was unanimous in favor of awarding the grant. Jeff Watson abstained; therefore, let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500, a Level II start-up grant for \$2,500 and a Level III grant for \$5,000 totaling \$10,000 from the Open Door Dearborn grant program from account #297-6100-911-34-90, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: Juee Cafe - Rafi Rayes

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: The EDDDA shall expend Tax Increment Financing (TIF) pursuant to Development and TIF Plan Section (2) (e) C) Private Sector Improvement Incentives, which supports expending on incentives to attract and retain appropriate businesses within the district, as determined by EDDDA Board and to the extent permitted by law; and

WHEREAS: Mr. Rafi Rayes applied for an Open Door Dearborn Grant to start a new coffee shop, Juee Cafe, located at 14220 Michigan Avenue in the EDDDA district, with improvements intended for the exterior and interior estimated at \$100,000. The applicant is eligible for a Level I design grant for \$2,500, a Level II startup grant for \$2,500 and a Level III construction grant in the amount of \$5,000 totaling \$10,000; and

WHEREAS: Mr. Rayes has received City Building permit approval on November 20, 2020, and has secured three quotes for construction; and

WHEREAS: At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Rafi Rayes for the Juee Cafe improvements for **Level I design grant of \$2,500, a Level II start-up grant for \$2,500 and a Level III building improvements for \$5,000** motioned by Mark Guido and seconded by Jackie Lovejoy. Roll Call Vote was unanimous in favor of awarding the grant. Jeff Watson abstained; therefore, let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500, a Level II start-up grant for \$2,500 and a Level III grant for \$5,000 totaling \$10,000 from the Open Door Dearborn grant program from account #297-6100-911-34-90, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN

DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: Modern Hijabi - Hamzah Nasser-EDDDA

Date Adopted: February 18, 2021

Motioned by: Director Janice Cislo

Seconded by: Director Kamal Turfah

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

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

WHEREAS: Modern Hijabi, is a proposed retail startup small business in the EDDDA district. The retail clothing store proposes to complete the project in March 2021 and is located at 13750 Michigan Ave. Modern Hijabi has applied for Levels I, II and III of the Open Door Dearborn grant program in the amount of \$10,000; and

WHEREAS: Modern Hijabi received City Building permit approval for their original plan. They have secured three quotes for construction from USAF Construction (\$31,800), Stixels Design (\$31,200) and Classic Building Co. (\$27,500) Construction includes interior remodeling and new exterior signage; and

WHEREAS: At the January 27, 2021, meeting of the Design/EV Committee, the committee approved recommending to the EDDDA Board funding Modern Hijabi for Level I sign grant of \$2,500, Level II startup assistance for \$2,500 and Level III building improvements for \$5,000 motioned by Jackie Lovejoy and seconded by Mike Kirk with the following conditions:

- 1) the applicant will agree to enlarge Michigan Avenue storefront window opening to approximately 24" above the sidewalk to improve the visibility to the store interior; and
- 2) provide a quote for the window enlargement. for internal repair of the sign which is located on the front of the building facing Michigan Ave.; and let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500, a Level II grant for \$2,500 and Level III grant up to \$5,000 from the Open Door Dearborn grant program from account #297-6100-911-34-90, contingent on meeting requested conditions by Design/EV Committee; contingent upon city permit approval and subject to review and approval of Corporation Counsel.

Yes: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

No:

Abstained:

Absent: Chairperson Julia Kapilango, Director Jay Kruz, Director Heidi Merino, and Director Mary O'Bryan.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Outdoor Dining Amenities - Amendment I - EDDDA

Date Adopted: January 28, 2021

Motioned by: Secretary-Treasurer Matthew Dietz

Seconded by: Vice-Chairperson Eric Woody

WHEREAS: It is the goal of East Dearborn Downtown Development Authority (EDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The Dearborn City Council approved \$200,000 at the December 30th meeting to pay for tents, heating and electrical to support approximately 6 tents throughout the city for a 3-month duration for communal outdoor dining; and

WHEREAS: The EDDDA wishes to establish outdoor structures immediately for the purpose of additional seating for restaurants and bars in the district that are best served with igloos or greenhouses as opposed to communal tents due to spacing of restaurants; and

WHEREAS: It was estimated that the cost per igloo is \$1475 sourced from SourceHub, and cost per greenhouse is \$1149, with \$1100 for delivery and installation sourced from Omnia Partners Cooperative through a city contract; and

WHEREAS: The EDDDA Board authorized an exigent purchase of up to \$33,600 from account # 297-6100-911-51-00 for igloos and greenhouses; and

WHEREAS: Businesses are to provide heat, electrical and furnishings; and

WHEREAS: The EDDDA Board authorized the EDDDA Executive Board to make the final decision for the participating businesses, number of igloo/greenhouse structures and service provider; so let it be

RESOLVED: The EDDDA Executive Committee authorizes to defer to businesses for selection of igloos or greenhouses, based on their needs, and then authorize the Manager of the DDDAs to purchase thereafter. If businesses don't respond with a preferred choice, the Manager of the DDDAs is authorized to make a recommendation and move forward with purchase; and let it be

RESOLVED: These purchases are considered an exigency purchase that follows the purchasing ordinance for emergency purchases, coming from account # 297-6100-911-51-00; and let it be

RESOLVED: The EDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, subject to the review and approval of Corporation Counsel.

Yes: Director Matthew Dietz and Director Eric Woody.

No:

Abstain:

Absent: Chairperson Julia Kapilango

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Outdoor Dining Amenities - Amendment I - WDDDA

Date Adopted: January 28, 2021

Motioned by: Chairperson Sam Abbas

Seconded by: Vice-Chairperson Mohammed Hider

WHEREAS: It is the goal of West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The Dearborn City Council approved \$200,000 at the December 30th meeting to pay for tents, heating and electrical to support approximately 6 tents throughout the city for a 3-month duration for communal outdoor dining; and

WHEREAS: The WDDDA wishes to establish outdoor structures immediately for the purpose of additional seating for restaurants and bars in the district that are best served with igloos or greenhouses as opposed to communal tents due to spacing of restaurants; and

WHEREAS: It was estimated that the cost per igloo is \$1475 sourced from SourceHub, and cost per greenhouse is \$1149, with \$1100 for delivery and installation sourced from Omnia Partners Cooperative through a city contract; and

WHEREAS: The WDDDA Board authorized an exigent purchase of up to \$38,400 from account # 296-6100-911-51-00 for igloos and greenhouses; and

WHEREAS: Businesses are to provide heat, electrical and furnishings; and

WHEREAS: The WDDDA Board authorized the WDDDA Executive Board to make the final decision for the participating businesses, number of igloo/greenhouse structures and service provider; so let it be

RESOLVED: The WDDDA Executive Committee authorizes to begin purchases of igloos based upon the results of a complete site survey; and let it be

RESOLVED: These purchases are considered an exigency purchase that follows the purchasing ordinance for emergency purchases, coming from account # 296-6100-911-51-00; and let it be

RESOLVED: The EDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice-Chairperson Mohammed Hider, and
Secretary-Treasurer Jeff Lynch.

No:

Abstain:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Platform Dining Amenities- EDDDA

Date Adopted: February 18, 2021

Motioned by: Director Kamal Turfah

Seconded by: Mayor Jack O'Reilly

WHEREAS: It is the goal of East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The EDDDA wishes to establish outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district; and

WHEREAS: It is estimated that the cost per 8'x40' platform dining set up is \$15,000 for platform, and planter and containment amenities;

WHEREAS: Unilock is a sole-source provider of the platform; therefore, let it be

RESOLVED: The EDDDA Board authorizes a purchase from Unilock of up to \$7600 for one platform dining location from account # 297-6100-911-34-90; and let it be further

RESOLVED: The EDDDA Board authorizes the purchase of planters of up to \$5400, and seasonal installation and removal of up to \$2,000; let it be further

RESOLVED: The EDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, contingent on City Council approval, subject to the review and approval of Corporation Counsel.

Yes: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

No:

Abstained:

Absent: Chairperson Julia Kapilango, Director Jay Kruz, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Platform Dining Amenities- WDDDA

Date Adopted: February 18, 2021

Motioned by: Director Jackie Lovejoy

Seconded by: Secretary-Treasurer Jeff Lynch

WHEREAS: It is the goal of East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) to establish areas of increased customer traffic and sales at established businesses with unique attractions; and

WHEREAS: The WDDDA wishes to establish outdoor platform dining structures for the purpose of additional seating for restaurants and bars in the district; and

WHEREAS: It is estimated that the cost per 8'x40' platform dining set up is \$15,000 for platform, and planter and containment amenities; therefore, let it be

RESOLVED: The WDDDA Board authorizes a purchase from Unilock of up to \$15,200 for two platform dining location from account # 296-6100-911-34-90; and let it be further

RESOLVED: The WDDDA Board authorizes the purchase of planters of up to \$10,800, and seasonal installation and removal of up to \$4,000; let it be further

RESOLVED: The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts, subject to the review and approval of Corporation Counsel.

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

No:

Abstained: Director John McWilliams

Absent: Director Karen Nigosian

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social District Program Amenities Amendment II - 2020- WDDDA

Date Adopted: February 18, 2021

Motioned by: Director Jackie Lovejoy

Seconded by: Chairperson Sam Abbas

- WHEREAS:** Michigan Public Act 124 of 2020, Social Districts, was signed into law on July 1, 2020, enabling Michigan municipalities to establish Social Districts that allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in special designated plastic cups to be taken into the area for consumption;
- WHEREAS:** The WDDDA goal is to establish areas of increased customer traffic and sales at established businesses with unique attractions; and
- WHEREAS:** The West Dearborn Downtown Development Authority (WDDDA) wishes to establish a Social District as presented, following the guidelines provided by the State of Michigan; and
- WHEREAS:** Businesses who participate in the Social District are required to apply for a license through the State of Michigan Liquor License Commission with approval from the City of Dearborn, as well as name the City of Dearborn as an additional insured on their insurance policies and provide proof of coverage; and
- WHEREAS:** The participating businesses will need to pay \$250 application fee to the State of Michigan and must follow all the outlined guidelines and directives from the State of Michigan, City of Dearborn and the WDDDA, for participating in a Social District; therefore, let it be
- WHEREAS:** The WDDDA Board authorized the Social District Plan and the designation of the Social District(s) be presented to the City of Dearborn City Council for approval at the August 20, 2020 Joint DDAs Board meeting; and
- WHEREAS:** The WDDDA Board approved on November 19, 2020, to authorize the Executive Committee to expend up to \$25,000 to obtain the structures, heat, electrical and furnishings, contingent that it is considered an exigency purchase that follows the purchasing ordinance for emergency purchases for the Social District, coming from account # 296-6100-911-51-00; and
- WHEREAS:** The City of Dearborn City Council approved the Social District pilot project through September 30, 2021, at its February 9, 2021, meeting; and
- WHEREAS:** Additional amenities and services will need to be acquired to maintain the Social District pilot project; so let it be
- RESOLVED:** The WDDDA Board authorizes the expenditure of an additional \$65,000 for the amenities and services listed below from accounts # 296-6100-911-51-00 and #296-6100-911-34-90; and let it be

RESOLVED: The WDDDA Board authorizes the Manager of the DDDAs to execute necessary contracts in conjunction with the Social District program, subject to the review and approval of Corporation Counsel.

Service Provider	Item	WDDDA Cost	Account
Beshara	Signage: 92 - 12 x 18 pole signs at \$7/ea. (directional/rules & code of conduct/enter/exit)	Approved \$700; Add an additional \$1150	51-00
Beshara	posters (qty. 100)	\$100	51-00
Malko Media	Signage: 34 - at \$25/ea. (social district signage for a-frames)	\$850	51-00
POW! Strategies, Inc.	Patio heaters (qty. 2)	\$334	51-00
TBD	Entertainment (14 weeks)	\$14,000	51-00
City of Dearborn	Sanitation services (April-September 30) \$3355/weekly - \$80,520	0	n/a
Fairlane Grounds	Twice Daily Additional Litter Service (April - September)	\$30,000	34-90
TBD	Security (4-weeks)	\$5000	51-00
TBD	Decor	\$10,000	51-00
TBD	Marketing/Advertising/Design	\$10,000	51-00
Home Depot/Omnia Partners	Adirondack Chairs (80) (est. \$160.10 per chair) \$12,808 Previously Approved \$2466 through Welcome Back Campaign (equals 15 chairs)	Additional \$10,342 \$2466 Previously Approved	51-00

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

No:

Abstention:

Absent: Director John McWilliams and Director Karen Nigosian.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social Media Boosts 2021 - EDDDA

Date Adopted: February 18, 2021

Motioned by: Mayor Jack O'Reilly

Seconded by: Director Kamal Turfah

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Development Authority (WDDDA) Board of Directors recognize the importance of promoting the districts' events via social media; and

WHEREAS: The EDDDA and WDDDA has a slate of 2021 events that would benefit from paid social media boosts to engage businesses, residents and visitors alike; and

WHEREAS: The EDDDA and WDDDA approved expenditures up to \$7,500 from Account #296-6110-911-51-00 for costs related to social media boosts through POW! Strategies, Inc. contract; therefore, let it be

RESOLVED: The EDDDA authorizes \$3750 for the following revised social media ad buy schedule for 2021:

EVENT/PROMOTION	TOTAL AMOUNT	EDDDA	WDDDA	DISTRICT SPLITS
Ladies Night Out	\$ 250.00	0	\$ 250.00	WDDDA
Perennial Exchange	\$ 200.00	\$ 100.00	\$ 100.00	WDDDA
Farmers Market	\$ 800.00	\$ -	\$ 800.00	WDDDA
Movie Nights	\$ 400.00	\$ 200.00	\$ 200.00	EDDDA/WDDDA SPLIT
Social District	\$ 1,000.00	0	\$ 700.00	EDDDA/WDDDA SPLIT
Trick or Treat	\$ 200.00	\$ 100.00	\$ 100.00	EDDDA/WDDDA SPLIT
Pumpkin Carving	\$ 100.00	\$ 50.00	\$ 50.00	EDDDA
Shop Small	\$ 1,000.00	\$ 500.00	\$ 500.00	EDDDA/WDDDA SPLIT
Winterfest	\$ 400.00	0	\$ 400.00	EDDDA/WDDDA SPLIT

Winter Breeze	\$ 200.00	\$ 200.00	0	EDDDA
				EDDDA/WDDDA
General Page Boosts	\$ 200.00	\$ 100.00	\$ 100.00	SPLIT
				EDDDA/WDDDA
bike share	\$ 200.00	\$ 100.00	\$ 100.00	SPLIT
H2BE	\$ 1,000.00	\$ 1,000.00	0	EDDDA
Friday Nights	\$ -	0	0	WDDDA
Jazz on the Ave	\$ 500.00	\$ 450.00	0	EDDDA
Music in the Park	\$ 500.00	\$ 500.00	0	EDDDA
Kids Days	\$ -	0	0	WDDDA
				EDDDA/WDDDA
Economic Survey	\$ 50.00	\$ 25.00	\$ 25.00	SPLIT
				EDDDA/WDDDA
Outdoor Dining	\$ 200.00	\$ 100.00	\$ 100.00	SPLIT
				EDDDA/WDDDA
Preservation Month	\$ 50.00	\$ 25.00	\$ 25.00	SPLIT
Sidewalk Sale	\$ 100.00	\$ 100.00		EDDDA
Tunes at Noon	\$ 300.00		\$ 300.00	WDDDA
CHP	\$ 200.00	\$ 200.00	0	EDDDA
TOTAL		\$ 3,750.00	\$ 3,750.00	

Yes: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

No:

Abstained:

Absent: Chairperson Julia Kapilango, Director Jay Kruz, Director Heidi Merino, and Director Mary O'Bryan.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Social Media Boosts 2021 - WDDDA

Date Adopted: February 18, 2021

Motioned by: Secretary-Treasurer Jeff Lynch

Seconded by: Director John McWilliams

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and the East Dearborn Development Authority (EDDDA) Board of Directors recognize the importance of promoting the districts' events via social media; and

WHEREAS: The WDDDA and EDDDA has a slate of 2021 events that would benefit from paid social media boosts to engage businesses, residents and visitors alike; and

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

RESOLVED: The WDDDA authorizes \$3750 for the following revised social media ad buy schedule for 2021:

EVENT/PROMOTION	TOTAL AMOUNT	EDDDA	WDDDA	DISTRICT SPLITS
Ladies Night Out	\$ 250.00	0	\$ 250.00	WDDDA
Perennial Exchange	\$ 200.00	\$ 100.00	\$ 100.00	WDDDA
Farmers Market	\$ 800.00	\$ -	\$ 800.00	WDDDA
Movie Nights	\$ 400.00	\$ 200.00	\$ 200.00	EDDDA/WDDDA SPLIT
Social District	\$ 1,000.00	0	\$ 700.00	EDDDA/WDDDA SPLIT
Trick or Treat	\$ 200.00	\$ 100.00	\$ 100.00	EDDDA/WDDDA SPLIT
Pumpkin Carving	\$ 100.00	\$ 50.00	\$ 50.00	EDDDA
Shop Small	\$ 1,000.00	\$ 500.00	\$ 500.00	EDDDA/WDDDA SPLIT
Winterfest	\$ 400.00	0	\$ 400.00	EDDDA/WDDDA

				SPLIT
Winter Breeze	\$ 200.00	\$ 200.00	0	EDDDA
				EDDDA/WDDDA
General Page Boosts	\$ 200.00	\$ 100.00	\$ 100.00	SPLIT
				EDDDA/WDDDA
bike share	\$ 200.00	\$ 100.00	\$ 100.00	SPLIT
H2BE	\$ 1,000.00	\$ 1,000.00	0	EDDDA
Friday Nights	\$ -	0	0	WDDDA
Jazz on the Ave	\$ 500.00	\$ 450.00	0	EDDDA
Music in the Park	\$ 500.00	\$ 500.00	0	EDDDA
Kids Days	\$ -	0	0	WDDDA
				EDDDA/WDDDA
Economic Survey	\$ 50.00	\$ 25.00	\$ 25.00	SPLIT
				EDDDA/WDDDA
Outdoor Dining	\$ 200.00	\$ 100.00	\$ 100.00	SPLIT
				EDDDA/WDDDA
Preservation Month	\$ 50.00	\$ 25.00	\$ 25.00	SPLIT
Sidewalk Sale	\$ 100.00	\$ 100.00		EDDDA
Tunes at Noon	\$ 300.00		\$ 300.00	WDDDA
CHP	\$ 200.00	\$ 200.00	0	EDDDA
TOTAL		\$ 3,750.00	\$ 3,750.00	

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Secretary-Treasurer Jeff Lynch, Mayor Jack O'Reilly, Director Thomas Clark, Director MarkGuido, Director Jackie Lovejoy, Director JohnMcWilliams, and Director Audrey A. Ralko.

No:

Abstained:

Absent: Director Karen Nigosian

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Spring Perennial Exchange 2021 - EDDDA

Date Adopted: February 18, 2021

Motioned by: Director Kamal Turfah

Seconded by: Director Janice Cislo

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the benefit of Marketing and Promoting businesses and activities in the District; and

WHEREAS: The Promotions and Organization Committee has recommended hosting and coordinating a Spring Perennial Exchange in the EDDDA to increase engagement in open spaces in Downtown Dearborn while adhering to COVID-19 protocols; and

WHEREAS: The EDDDA anticipates expenditures of \$1030 for the Spring Perennial Exchange for posters from Beshara and newspaper ads from Bewick Publications, Michigan Gardener, Arab American News, and Yemeni News; so let it be

RESOLVED:

1. That the EDDDA obligates \$1030 in expenditures for the Spring Perennial Exchange event from the Community Promotions Budget # 297-6100-911-51-00 for 2021; and
2. The Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA with the companies listed below for the Spring Perennial Exchange, subject to review and approval by Corporation Counsel.

Vendor	Purpose	Amount
Beshara Printing	Posters (qty. 100)	\$100
Bewick Publications	newspaper advertisement	\$150
Michigan Gardener	advertisement-business card ad - one month	\$475
Arab American News	advertisement	TBD
Yemeni News	advertisement	TBD

Yes: Vice Chairperson Eric Woody, Secretary-Treasurer Matthew Dietz, Mayor Jack O'Reilly, Director Janice Cislo, Director Mark Guido, and Director Kamal Turfah.

No:

Abstained:

Absent: Chairperson Julia Kapilango, Director Jay Kruz, Director Heidi Merino, and Director Mary O'Bryan.