



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, MARCH 17, 2022

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

****IN-PERSON****

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

- I. Call to Order** Chairman Sam Abbas
- II. Roll Call** Secretaries Dietz & Lynch
- III. Joint Meeting Chair for March 2022: Chairman Sam Abbas**
- IV. Approval of Regular Meeting February 2022 Minutes:**
- V. Treasurer's Report** Finance/Treasurers
- VI. Action Items** (45 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) Snow Removal Addendum
 - b) Landscape & Maintenance Contracts 2022/23
 - c) Event Goal Policy
 - d) FYE2023-25 Budget Draft Approval
 - 2. EDDDA Actions Only**
 - a) Open Door Application: Green Brain
 - b) Open Door Extension: Juee Café
 - c) Holiday Décor Extra Lighting Management Costs
 - 3. WDDDA Actions Only**
 - a) None at this time
- VII. Old Business**
 - A. FEMA Reimbursement
 - B. Farmers Market Shed Planning
 - C. City Hall Park Redesign
 - D. By-law Revision
- VIII. Committee Reports**
- IX. DDDA Executive Management Team**
- X. ECD Report**
- XI. Call to Board of Directors**
- XII. Call to Audience** 3 min./guest

XIII. Adjournment



AGENDA OVERVIEW

JOINT ACTIONS

Snow Removal Addendum

At last month's meeting, the DDDA Boards authorized the purchase of the exigent snow removal services for 2022 up to the service dates February 10 with Frank's Nursery and Four Seasons for the following amounts:

Up to \$25,000 - EDDDA

Up to \$36,500 - WDDDA

Since then the DDDAs needed to add an additional service provider in place of Four Seasons for sidewalk snow removal, as well as additional snow events have occurred changing the overall budget line item cost for the fiscal year for both DDDAs.

The DDDAs previously approved paying a portion of the disputed costs with Premium Lawn Care totaling \$14,045 (\$8000 EDDDA/\$6,045 WDDDA) that occurred in 2021 season, but were paid out under FYE2022. (Premium Lawn Care refused to provide services as of January 2022 which required the DDDAs to seek other service providers under exigent circumstances.) This then requires moving funds from other line items to help cover the 2022 season costs.

It is recommended to move funds from the following account line items under Contract Services Fund 34-90:

- Planning: Building Conversions - WDDDA - \$2579.07 + any additional pushes/salts for March estimated at
- Streetscape Enhancements - EDDDA - \$9,889.92 + any additional pushes/salts for March estimated at

Landscape & Maintenance Contracts 2022/23

The DDDAs contract for landscape and maintenance services with WH Canon (EDDDA) and Fairlane Grounds (WDDDA), and have two one-year renewals left on the contracts. Contracts run April 1-March 31. Through these contracts, the contractors provide litter and debris removal, landscaping installation and maintenance, watering, weeding, pruning, fall and holiday décor installations, spring and summer annual plant material installations. Each contract has base services, and then annually the Boards review any additional landscape and maintenance services needed to maintain daily operations and long-term improvements. DPW and the Sanitation Fund cover a portion of the costs associated with the contract pertaining to maintaining parking lot areas and litter.

The following is a breakdown of the services needed for this year, including base services and additional items:

WDDDA

WDDDA Base Services

Landscape/Maintenance Services	\$178,033.97
Litter, Debris, Graffiti Removal	\$25,920.00
Annual Watering	\$50,400.00
Plant Material	\$33,046.99
Total Base Services	

WDDDA Additional Services

Additional Trash Removal (Social District, Refuse & Streetscapes) (addressing any illegal dumping/refuse special calls)	\$10,000.00
Additional Materials & Installation	\$34,285.00
Additional L&M	\$16,655.00

Additional Materials and Landscape/Maintenance include:

- Planters around decks - Remove, replace, water plantings (spring, summer, fall)
- Plantings in rails (75 Perennials includes watering for survival)
- Hampton Inn
- Tree replacement (per tree \$1400, 3 trees estimated)
- Garrison and Howard Controller/Diagnose and Repair Electrical Issue
- Replacement holiday décor (12 - 8 ornaments, 4 finials)/Installation Costs (20)
- Moving 1 platform deck - materials not included
- Irrigation Controller Upgrades (Howard/Monroe/Mason)
- Holiday Décor Additions (Flood Lights) Installation/Removal

WDDDA Total Annual Amount	\$348,340.96
Breakdown of Costs	
DPW/SAD	\$72,740.00
Sanitation	\$35,920.00
WDDDA	\$239,681

EDDDA

EDDDA Base Services

Landscape & Maintenance	\$70,170.00
Plant Materials	\$18,000.00
Litter	\$11,310.00*

(*Note: this is only 1x per week—last year, the EDDDA expanded this to 2.5x per week and increased contract to \$15,810, however budgeted up to \$37,620)

EDDDA Additional Services

Additional L&M	\$9,000.00
Additional Plant Materials	\$40,500
Additional Litter	\$29,910*

(*this will increase litter to 5x per week from April - December, and 2x per week January - March, as well address any illegal dumping/refuse special calls)

Additional Service Items includes:

- Hanging Baskets on Schaefer (south of Michigan Ave)
- 22 New Planters on Schaefer & Schlaff/Michigan with 3 seasonal changes
- Holiday Trees/Greens/Supplies

- Parking Lot Perennials/Trees
- Holiday Lighting Management Service Calls

EDDDA Total Contract Amount \$160,890

Breakdown of costs are:

DPW/SAD \$14,000.00

Sanitation \$41,220.00

DDA 34-90 \$100,670

This does not include the new plant materials needed for the raised planter beds along Michigan Avenue as designed for this year. This installation will be bid out separately.

If there are any other areas where the Board feels landscape and maintenance should focus on, please let us know so that we can include in the contract terms.

Event Goal Criteria & Policy

Over the last six months, the Promotions Committee has been discussing and evaluating an event goal criteria and policy at the request of the DDDA Boards. The Event Goal criteria and policy will help provide guidance for the Boards in determining its annual calendar of events and strategize for continuously improving events. The tangible key performance indicators (KPI) include the event goal itself (retail, signature, community), general target audience (metro or local), attendance, social media reach and engagement, news media reach, sponsorship and expenses. Other factors to take into consideration are community perception, consumer experience, market demand, business economic impacts, as well as a SWOT analysis.

The Promotions Committee and Executive Management Team have put together a matrix to track events with these KPIs, as well as a benchmark from last year's events and recommendations for this year's events. The Boards will be able to utilize this matrix to better evaluate either the following year's goals or if an event needs to be reconsidered. It is recommended that any new events added be provided a 3-year period to grow sponsorships from 15-25%, 30-35% and 50% of event costs. Since the DDDAs have greatly adjusted its event calendar during the pandemic, it is recommended that all current events be provided this same 3-year growth period to evaluate against more accurate statistics.

FYE2023-25 Budget Draft Approval

Annually, the DDDA Boards review and approve a three-year budget to be presented to Council and then adopted by the Boards after Council approval. This year, both boards will see a growth in taxable value, however the 3.5 millage that was voted down by the community to continue will impact each DDDA - a loss of \$128,599 WDDDA and \$87,493 EDDDA. A spreadsheet showing taxable value and the millages is attached in the supplementals. To calculate the loss, one must take the captured taxable value of the DDA times the 3.5 millage rate lost (ie: captured taxable value x .0035). The DDDAs have generally been budgeting for an expenditure greater than its income annually, dipping into reserves to provide services and programs to grow the district. The DDDAs have now been seeing a steady increase in taxable value, with the WDDDA seeing the largest growth comparatively. The EDDDA needs to focus on redevelopment and infill projects to stimulate

further economic growth and resources for the district. The EDDDA refinanced the bond debt for the parking deck this year, providing for a reduction in costs in this area, however, with the millage loss, the gain isn't as significant and required reductions in many areas. Sponsorship/fee income projections from events should still be conservative considering the economy and business changes these past two years, and the economic stress of rising prices.

Attached in the packet is a draft budget showing the projected expenses for this coming year. This has been reviewed by the Executive Committee, and modifications have been made with some of the initial feedback. A full financial review including income, expense and reserve fund projections is also included in the packet. Increases have been projected for some services and contracts such as snow removal, as well as sustaining and growing programs that are showing great success like the Open Door Dearborn grant program. Planning for future streetscapes and physical improvements will be a major emphasis this year. Then as you go out into years two and three, you will see that capital improvements project funding are planned for installation. The EDDDA will be focused on the completing the pedestrian alley and parking lots this coming year, and working with the City on City Hall Park. Continuing holiday décor investments and adding lighting for Ramadan next year will also be a priority. The EDDDA held a special meeting on Friday, March 11, 2022, deciding to not host the summer music series and farmers and artisans market this summer and take the time to survey the community on the event programming desired for the district. There will still be a focus on the retail events planned for the year. The EDDDA will also increase sanitation/litter removal based on trends last summer to a 5-day/week clean up similar to that of the WDDDA, and an emphasis on landscaping to beautify the area. The WDDDA events that have been on hiatus due to the pandemic are planned to returned this summer and are factored into the budget. Search engine optimization and marketing will be needed with the new website launch, and some minimal wayfinding for parking and micro-mobility is needed. Boards should continue to strive to have a reserve fund of 10-20% annually.

EDDDA ACTIONS ONLY

Open Door Dearborn Application: Green Brain

Katie and Dan Merritt, owners of Green Brain, have submitted an Open Door Dearborn grant request for their property at 13936 Michigan Ave. located within the East Dearborn DDA. They plan to renovate their facade with the help of the Open Door Grant Program. Their first step is to secure a Level I design grant (up to \$2,500) to hire and design appropriate architectural plans for the storefront. Once the plans are completed and 3 quotes are collected they plan to return to request a Level III construction grant (up to \$7,500). Total estimated design cost is \$3,300. The grant amount requested is \$2,500.

Attached in the supplemental packet is the Grant application, project narrative and design quote. Staff recommends approval of the Level I grant with the condition that the design firm shall follow all City and EDDDA design guidelines.

Open Door Dearborn Extension: Juee Cafe

Rafi Reyes, owner of the proposed Juee Café located at 14220 Michigan Ave. received approval for a \$10,000 Level III grant on March 18, 2021, for facade and interior improvements. Significant progress has been made including new windows, and interior

finishes. Mr. Reyes indicated he needs an extension to finish the Café project due to Wayne County Health Department taking longer than anticipated to review the application. We are hoping for 5/1/2022 for the soft opening.

The Design/EV Committee reviewed and recommends a 60-day extension to complete the project and be open by May 18, 2022. Grant receipt is due upon completion, City inspection and certificate of occupancy, and paid receipts.

Holiday Décor Extra Lighting Management Costs

This past holiday, WH Canon provided additional management services of assuring lights remained on which required extra man hours, vehicles and supplies to make this happen. DTE did come out and repair a number of GFIs and wiring, but there are still on-going issues since the GFIs do not have a cover from the elements. The lightpoles along Michigan Avenue are old and it is a recommendation that the Board considering investing in new lighting in the future as funds become available. The EDDDA will need to authorize the additional expenditure of \$4585 with WH Canon and move funds from streetscape enhancements line item to the landscape & maintenance line item.

WDDDA ACTIONS ONLY

None at this time

OLD BUSINESS

FEMA Reimbursement

Executive Management submitted for FEMA reimbursement for the flooding of the DDDA office last summer and has not received word on the status of this reimbursement yet.

Farmers Market Shed Planning

After hearing of the vision for the land between the East & West Parking Decks at last month's Board meeting, the Boards should discuss whether utilizing the funds budgeted for the Farmers Market Shed plans should be coupled with the City's efforts in reimagining this space.

City Hall Park Redesign

Beckett & Raeder has completed four design concepts and reviewed these with the Advisory Committee. The next step was to hold a community session to review these plans and garner further feedback, however, the Board may want to consider expediting this process by having the four concepts presented to the Board at next month's meeting and provide the community the opportunity to attend the Board meeting and engage online versus a community forum. By expediting this process it may be advantageous given that potential funding may be available and it would provide the City with a initial concept to work from for the vision of the park.

By-law Revision

A draft of the example by-law revision for the DDDAs has been prepared and is available for review. The Executive Committees are reviewing the draft and making final comments/suggestions.

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

February 17, 2022

8:00 – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider (left 10:02am), Mayor Abdullah Hammoud (joined 8:30am), Director Thomas L. Clark, Director Zaine A. Hussein, Director Jeff Lynch (via phone), Director Amanda Bright McClanahan, and Director Karen Nigosian.

EAST DDA: Chairperson Eric Woody, Vice Chairperson Matthew Dietz (joined 8:45am), Mayor Abdullah Hammoud (joined 8:30am), Director Janice B. Cislo, Director Mustapha Hawily, Director Zaine A. Hussein, Director Jay P. Kruz (left 9:15am), Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah

MEMBERS ABSENT

WEST DDA: Secretary-Treasurer Jackie Lovejoy and Director Audrey A. Ralko

EAST DDA: N/A

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Moe Almaliky (Finance), Hassan Sheikh (ECD), Alexa Salen (Council Office), Cristina Sheppard-Decius (DDDA), Janet Bloom (DDDA), Helen Lambrix (DDDA), Cathleen Francois (DDDA), Steve Deisler (DDDA).

OTHERS:

Dan Merritt (Green Brain Comics-EDDDA)

I. Call to Order

EDDDA Chairperson Eric Woody called the meeting to order at 8:15am

II. Roll Call

EDDDA Chairperson Eric Woody called the roll for Board Members for East DDDA. A quorum was present.

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

III. Joint Meeting Chair for February 2022: Chairman Eric Woody

IV. Approval of Regular Meeting January 2022 Minutes

- A. EDDDA - A motion to approve the minutes was made by Director Kamal Turfah, seconded by Director Jay Kruz. Voice vote passed unanimously. Motion passed. Minutes approved.
- B. WDDDA - A motion to approve the minutes was made by Director Thomas Clark, seconded by Vice Chairperson Mohammed Hider. Voice vote passed unanimously. Motion passed. Minutes approved.

V. Treasurer's Report

WDDDA: Moe Almaliky from Finance reviewed the financial statement dated January 31, 2022. Revenue to date totaled \$900,023. Total expenditures totaled \$349,714. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year would be \$669,902.

EDDDA: Moe Almaliky from Finance reviewed the financial statement dated January 31, 2022. Revenue to date totaled \$817,142. Total expenditures totaled \$316,380. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year will be \$307,417.

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

VI. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Snow Removal

The EDDDA and WDDDA recognizes the need to maintain a safe and accessible downtown area with snow removal services.

The EDDDA authorized a budget of \$25,000 and the WDDDA authorized

a budget of \$36,500 for fye 2022. The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks.

The services were sent for bid with Premium Lawn being awarded a term of one season starting November 2019-March 2020 with up to three, one-year renewals. The DDDAs authorized a one year renewal for the 2021/2022 season with Premium Lawn October 2021. The contractor declined proceeding with contract January 23, 2022.

Under exigent circumstances, Four Seasons was brought in to clear sidewalks and Frank's Nursery was brought in to plow parking lots. The current billing for EDDDA for Four Season's is \$12,060.16 and Frank's is \$5448 and for WDDDA for Four Season's is \$18,565 and Frank's at \$6725.75.

It was resolved that the Manager of the DDDAs is able to execute a contract of payment to Four Seasons and Frank's Nursery for snow removal services not to exceed \$25,000 in EDDDA and not to exceed \$36,500 in WDDDA, expending from account #296/297-6100-911-34-90.

For EDDDA, motion to table was made by Director Kamal Turfah and was seconded by Director Hamzah Nasser. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Director Karen Nigosian, and seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

b) SmithGroup 2022 Design Service Plan via POW! Strategies

As part of the DDDAs contract with POW! Strategies for Executive Management Services, SmithGroup can provide design services up to \$83,035 annually (January - December) split equally between the EDDDA and WDDDA.

Currently for the DDDAs there is \$62,533 remaining on Year 2 of the 2021 contract year plus another for Year 3 of the 2022 contract year for a total of \$145,568.

The DDDAs input on prioritizing projects that require design concepts and analysis is desired to set a workplan for 2022. A summary of proposed projects prepared by POW! Strategies and SmithGroup along with design costs was presented.

For EDDDA, approved was Vision Plan (up to \$10,000, split equally), GIS

Mapping (up to \$9,000, split equally) and Multi-modal pavement markings (up to \$30,000, split equally), and EDDDA Pedestrian Alley (\$30,000, EDDDA only).

For WDDDA, approved was Vision Plan (up to \$10,000, split equally), GIS Mapping (up to \$9,000, split equally) and Multi-modal pavement markings (up to \$30,000, split equally), and WDDDA South Connector Streetscape (\$30,000, WDDDA only).

For EDDDA, motion to approve was made by Vice Chairperson Matthew Dietz, and was seconded by Director Janice Cislo. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Chairman Sam Abbas, and was seconded by Vice Chairperson Mohammed Hider. A voice vote passed unanimously. Motion approved.

c) Absence Waivers

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

The following EDDDA and WDDDA board members have provided their reasons for absences for recent board meetings.

West: Sam Abbas, November 2021 and January 2022; Audrey Ralko, November 2021

East: Kamal Turfah, January 2022

The EDDDA and WDDDA agree to approve the presented absence waivers and excuse the absences.

For EDDDA, motion to approve was made by Vice Chairperson Matthew Dietz, and was seconded by Director Kamal Turfah. A voice vote passed unanimously. Motion approved.

For WDDDA, motion to approve was made by Vice Chairperson Mohammed Hider, and was seconded by Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

2. EDDDA Actions Only

a) Mosaic: Music on Michigan Ave. Concept

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

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.

The music concert series concept proposal is to change from twelve (12) weeks to ten (10) weeks that will replace Jazz on the Ave with the goal to bring visitors to the District, promote diversity of the district through entertainment and increase local community engagement and business development.

The EDDDA budgeted a total of \$73,162 for Jazz on the Ave and Music in the Park for FYE2022 and FYE2023 (2022 event season), and it is recommended to utilize the funds from those budgeted events to replace the new music concert series concept.

A budget of \$69,220 is proposed for the 2022 music concert series, which would include entertainment, advertising, marketing and equipment rental.

It was resolved that the EDDDA tables this resolution to allow time to research further style of music and community needs for this new music series concept as presented to replace Jazz on the Ave and Music in the Park/Harmonize Dearborn.

For EDDDA, motion to approve was made by Director Zaineb A. Hussein, and seconded by Vice Chairman Matthew Dietz. A voice vote passed unanimously. Motion approved.

3. WDDDA Actions Only
a) None at this time

Chairperson Eric Woody requested that due to time, if anyone had any pressing comments for items VII. to X. they were welcome to share.

VII. Old Business

- A. Downtown Market Data
Steve D. - looking at expanding scope so it engages data citywide. Will plan to get more quotes.
- B. Igloos/Platforms
- C. Social District Common Area Boundaries
- D. Event Goals & Participation Fee/Policy Development
Sam asked for review of events to see which have 50% expense coverage by sponsorship. For those that don't, board needs to review to see if event

continues or if event was recently launched, allow it time to build.

VIII. Committee Reports

IX. DDDA Executive Management Team

X. ECD Report

XI. Call to Board of Directors

No comments at this time

XII. Call to Audience

No comments at this time

XIII. Adjournment

Meeting adjourned at 10:10 a.m. A motion was made by Mayor Abdullah Hammoud, seconded by Vice Chairperson Matthew Dietz.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

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

Financial Statement Summary		FY2020 Audited	FY2021 Unaudited	FY2022					
				Adopted	Amended	Actual	Encumbered	Balance	Actual %
Revenue									
296-0000-311.40-00	Property Tax Capture	\$ 810,083	852,811	\$ 884,900	\$ 884,900	\$ 851,601	\$ -	\$ 33,299	96%
	Brownfield Tax Capture	208,118	247,631	252,400	252,400	-	-	252,400	0%
Tax Revenue Total:		\$ 1,018,201	\$ 1,100,442	\$ 1,137,300	\$ 1,137,300	\$ 851,601	\$ -	\$ 285,699	
296-6110-330.01-90	Farmer's Market Federal Grant	607	-	1,500	1,500	-	-	1,500	0%
296-6110-369.90-00	Farmer's Market Miscellaneous	7,265	11,745	20,000	20,000	7,260	-	12,740	36%
296-6100-365.90-00	Donations from a Private Source	16,659	2,855	51,500	51,500	17,880	-	33,620	35%
296-6100-322.40-10	Events Revenue	6,545	(3,900)	4,000	4,000	2,100	-	1,900	53%
296-0000-361.10-05	Interest Income	15,928	94	524	524	(1,632)	-	2,156	-311%
296-2972-311.80-01	Taxes Allocated In	-	-	25,920	25,920	-	-	25,920	0%
Donations & Farmer's Market Total:		\$ 47,015	\$ 15,463	\$ 103,444	\$ 103,444	\$ 26,358	\$ -	\$ 51,916	25%
296-0000-391.91-01	Contributions from the General Fund	35,000	35,105	35,105	35,105	23,403	-	11,702	67%
General Fund Contribution Total:		35,000	35,105	35,105	35,105	23,403	-	11,702	67%
Total Revenues:		\$ 1,100,216	1,151,010	\$ 1,275,849	\$ 1,275,849	\$ 901,362	\$ -	\$ 349,317	71%
296-6100-911.30-40	Audit Services	400	400	400	400	400	-	-	100%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-2972-463.34-90	Sanitation Contractual Services	19,620	28,260	25,920	25,920	10,695	540	14,685	43%
296-6100-911.34-90	Development Contractual Services	381,813	544,163	629,675	653,340	285,042	146,151	222,147	66%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,820	20,000	20,000	13,806	6,160	34	100%
296-6100-911.41-75	WATER/SEWAGE	683	4,873	3,190	3,190	559	-	2,631	18%
296-6100-911.43-82	Copier Repair & Maintenance Services	-	886	375	375	347	-	28	93%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	11,415	8,415	3,000	-	100%
296-6100-911.51-00	Community Promotion	175,184	179,457	297,530	321,109	69,686	73,973	177,450	45%
296-6100-911.52-10	Insurance	3,730	5,829	6,013	6,013	4,008	-	2,005	67%
296-6100-911.53-00	Communications	1,011	1,046	1,107	1,107	453	112	542	51%
296-6100-911.58-10	Training & Transportation	175	725	3,500	3,500	470	393	2,637	25%
296-6100-911.60-10	Office Supplies	395	63	1,500	1,500	1,154	-	346	77%
296-6100-911.60-20	POSTAGE	203	-	350	350	2	-	348	1%
296-6100-911.61-90	Non-Capital Equipment	-	4,426	33,600	33,600	-	-	33,600	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	43,600	14,505	29,072	23	100%
296-6100-911.65-00	Memberships	435	148	940	940	315	148	477	49%
296-6100-911.68-90	Other Operating Expenses	-	-	1,250	1,250	-	-	1,250	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	-	-	252,400	0%
296-6100-980.96-34	Facilities Fund	-	37,500	-	-	-	-	-	0%
Total Expenditure		\$ 814,098	\$ 1,108,001	\$ 1,355,250	\$ 1,410,009	\$ 409,857	\$ 259,549	\$ 740,603	47%
Revenues Over/(Under) Expenditures		\$ 286,118	\$ 43,009	\$ (79,401)	\$ (134,160)	\$ 491,505	\$ (259,549)	\$ (391,286)	
Balance Sheet						Current			
Equity in Pooled Cash Cash Position						\$ 1,368,326			
Current Assets						11,215			
Current Liabilities						349,317			
Estimated Ending Cash Position						-			
						(259,549)			
						(740,603)			
						\$ 728,706			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
296-2972-463.34-90	Sanitation Contractual Services	\$ 19,620	28,260	\$ 25,920	\$ 25,920	\$ 10,695	\$ 540	\$ 14,685	43%
296-6100-911.34-90	Holiday Décor & Installation	19,830	1,440	50,000	50,000	1,461	487	48,052	4%
296-6100-911.34-90	Landscape & Maintenance	155,223	303,486	179,580	179,580	139,069	26,830	13,681	92%
296-6100-911.34-90	Snow Removal	25,865	36,500	36,500	36,500	10,756	61,811	(36,067)	199%
296-6100-911.34-90	On-Street Bike Racks	516	-	-	4,000	-	-	4,000	0%
296-6100-911.34-90	Planning: Streetscapes (South Connectors)	-	-	40,000	40,000	-	-	40,000	0%
296-6100-911.34-90	Planning: Building Conversions	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.34-90	Platform Dining	-	21,503	30,000	37,865	24,041	1,639	12,185	68%
296-6100-911.34-90	Market Shelter Design	-	-	20,000	20,000	-	-	20,000	0%
296-6100-911.34-90	StreetScape Enhancements	-	-	10,000	11,800	-	-	11,800	0%
296-6100-911.62-40	Planting Materials	577	21,944	40,000	43,600	14,505	29,072	23	100%
Total Beautification		\$ 221,631	413,133	\$ 442,000	\$ 459,265	\$ 200,527	\$ 120,379	\$ 138,359	70%
Development									
296-6100-911.51-00	General Marketing (banners, printing, social media)	11,537	13,384	\$ 45,000	\$ 45,000	\$ 6,344	\$ 1,960	\$ 36,696	18%
296-6100-911.51-00	Branding	84,932	40,506	30,000	37,771	27,001	50,480	(39,710)	205%
296-6100-911.51-00	CTM Brochure Distribution	438	1,803	-	-	292	-	(292)	-
296-6100-911.51-00	Photography	963	-	5,000	5,000	2,214	1,188	1,598	68%
296-6100-911.51-00	Metro Mode / Issue Media	18,000	10,501	9,000	9,000	4,500	-	4,500	50%
296-6100-911.51-00	Website, Constant Contacts	-	-	250	250	-	-	250	0%
296-6100-911.51-00	Website Hosting & Domain Registration	2,188	1,074	1,430	1,430	714	-	716	50%
296-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	5,600	5,600	-	-	5,600	0%
296-6100-911.51-00	Community Art Enhancement	-	-	10,000	10,000	3,000	-	7,000	30%
296-6100-911.51-00	Dearborn Art Month	1,000	-	1,000	4,000	-	-	4,000	0%
296-6100-911.51-00	Fall Promotions	193	150	600	600	88	-	512	15%
296-6100-911.51-00	Shop Small Business Saturday	20,070	20,755	45,750	45,750	17,366	2,200	26,184	43%
296-6100-911.51-00	Restaurant week	1,050	37,021	16,500	29,308	-	-	29,308	0%
296-6100-911.51-00	Tunes at Noon	3,024	1,300	4,700	4,700	2,000	1,550	1,150	76%
296-6100-911.51-00	Friday Nites Concert Series & Winterfest	8,468	6,153	30,000	30,000	5,218	10	24,772	17%
296-6100-911.51-00	Movies In the Park	658	2,889	2,300	2,300	-	549	1,751	24%
296-6100-911.51-00	Ladies Night Out	-	-	3,700	3,700	-	302	3,398	8%
296-6100-911.51-00	Perennial Exchange	360	-	700	700	-	-	700	0%
296-6100-911.51-00	Kids Day	8,945	-	6,000	6,000	-	-	6,000	0%
296-6100-911.51-00	Way Finding	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Build Institute Program/Entrepreneur	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	SEO/SEM	-	-	10,000	10,000	-	-	10,000	0%
296-6100-911.51-00	Social District	-	-	50,000	50,000	775	15,635	33,590	33%
296-6110-911.34-90	Farmer's Market Contractual Services	10,924	19,820	20,000	20,000	13,806	6,160	34	100%
296-6100-911.34-90	Building / Business Incentives	-	7,500	40,000	50,000	-	-	50,000	0%
Total Development		\$ 186,107	206,777	\$ 357,530	\$ 391,109	\$ 83,318	\$ 80,034	\$ 144,133	42%
Planning & Administration									
296-6100-911.34-90	Pow Strategies	141,014	169,154	193,140	193,140	105,704	53,941	33,495	83%
296-6100-911.34-90	Communications Manager, Public Relations	39,130	3,900	20,000	20,000	-	-	20,000	0%
		\$ 180,144	173,054	\$ 213,140	\$ 213,140	\$ 105,704	\$ 53,941	\$ 53,495	75%
various (comment)	Other Office Expenses	6,233	9,097	14,185	14,185	7,708	653	9,014	59%
296-6100-911.34-90	Office Cleaning	750	680	455	455	4,012	1,443	(5,000)	1199%
296-6100-911.44-10	Building Rental	10,830	10,830	7,500	11,415	8,415	3,000	-	100%
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	-	4,426	33,600	33,600	-	-	33,600	0%
296-6100-435.41-75	Water / Sewage	-	4,873	3,190	3,190	-	-	3,190	0%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	-	-	252,400	0%
Total Planning & Administration		\$ 406,075	488,091	\$ 555,720	\$ 559,635	\$ 125,839	\$ 59,037	\$ 377,949	33%
Expenditures		\$ 813,813	1,108,001	\$ 1,355,250	\$ 1,410,009	\$ 409,857	\$ 259,550	\$ 740,602	47%
Contractual Services									
Community Promotions									
Other Operating Expenses									

Financial Statement Summary		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 366,558	\$ 386,278	\$ 409,600	\$ 409,600	\$ 756,243	\$ -	N/A	185%
	Brownfield Tax Capture	448,590	457,004	457,000	457,000	-	-	\$ 457,000	0%
Tax Revenue Total		\$ 815,148	\$ 843,282	\$ 866,600	\$ 866,600	\$ 756,243	\$ -	\$ 457,000	87%
297-0000-330.05-14	Local Community Stabilization Authority	26,223	23,965	24,000	24,000	24,712	-	N/A	103%
297-6100-365.90-00	Donations from a Private Source	7,849	10,250	90,000	90,000	10,800	-	79,200	12%
297-0000-361.10-05	Interest Income	18,330	97	534	534	(1,331)	-	1,865	-249%
297-6100-322.40-10	Events Revenue	6,350	(4,800)	3,000	3,000	3,475	-	N/A	116%
297-6100-369.90-00	Miscellaneous Income	-	14,203	31,909	31,909	14,203	-	17,706	45%
Donation Revenue Total		\$ 58,752	\$ 43,715	\$ 149,443	\$ 149,443	\$ 51,859	\$ -	\$ 98,771	35%
297-0000-391.96-97	Workers Compensation Fund	155	-	0	-	-	-	0	
297-0000-391.91-01	Contributions from the General Fund	11,310	22,620	37,620	37,620	25,080	-	12,540	67%
Contribution Total		\$ 11,310	\$ 22,620	\$ 37,620	\$ 37,620	\$ 25,080	\$ -	\$ 12,540	67%
Total Revenue		\$ 885,365	\$ 909,617	\$ 1,053,663	\$ 1,053,663	\$ 833,182	\$ -	\$ 568,311	79%
Expenditure									
297-6100-911.30-40	Audit Services	\$ 800	\$ 800	\$ 800	800	800	\$ -	-	100%
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	37,620	4,800	\$ 23,625	9,195	76%
297-6100-911.34-90	Development Contractual Services	\$ 302,415	\$ 324,419	\$ 396,095	\$ 468,079	216,487	\$ 128,135	123,457	74%
297-6100-911.43-82	Copier Repair & Maintenance Services	\$ -	\$ 886	\$ 375	375	347	\$ -	28	93%
297-6100-911.44-10	Building Rental	\$ 10,830	\$ 10,830	\$ 7,500	7,500	8,415	\$ 3,000	(3,915)	152%
297-6100-911.51-00	Community Promotion	\$ 112,128	\$ 157,917	\$ 240,430	\$ 303,323	70,277	\$ 68,276	164,770	46%
297-6100-911.52-10	Insurance	\$ 6,260	\$ 6,234	\$ 6,937	6,937	4,624	\$ -	2,313	67%
297-6100-911.53-00	Communications	\$ 1,200	\$ 1,046	\$ 1,107	1,107	453	\$ 112	542	51%
297-6100-911.58-10	Training & Transportation	\$ 1,397	\$ 1,075	\$ 3,500	3,500	275	\$ 1,084	2,141	39%
297-6100-911.60-10	Office Supplies	\$ 401	\$ 63	\$ 1,500	1,500	1,219	\$ -	281	81%
297-6100-911.60-20	Postage	\$ 214	\$ -	\$ 350	350	8	\$ -	342	2%
297-6100-911.61-90	Non-Capital Equipment	\$ -	\$ -	\$ 7,500	7,500	-	\$ -	7,500	0%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	\$ 50,825	50,825	27,975	\$ 14,490	8,360	84%
297-6100-911.65-00	Memberships	\$ 435	\$ 148	\$ 1,190	1,190	315	\$ 148	727	39%
297-6100-911.68-90	Other Operating Expenses	\$ -	\$ -	\$ 29,658	29,658	14,203	\$ -	15,455	48%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	\$ 448,590	\$ 457,004	\$ 457,000	457,000	-	\$ -	457,000	0%
Total Operating Expenditures		910,163	1,001,662	1,242,387	1,377,264	350,198	238,870	788,196	43%
297-6100-435.34-40	Building Demolition Services	-	-	\$ -	-	-	-	-	
297-6100-435.45-10	Architect & Engineering Services	-	-	-	59,501	-	-	59,501	0%
297-6100-435.45-20	Construction Contractor	-	-	-	137,785	-	-	137,785	0%
297-6100-435.98-00	Undistributed Appropriations	-	-	-	5,694	-	-	5,694	0%
Total Capital Expenditures		-	-	-	202,980	-	-	202,980	0%
Total Expenditure		\$ 910,163	\$ 1,001,662	\$ 1,242,387	\$ 1,580,244	\$ 350,198	\$ 238,870	\$ 991,176	37%
Revenues Over/(Under) Expenditures		\$ (24,798)	\$ (92,045)	\$ (237,538)	\$ (526,581)	\$ 482,984	\$ (238,870)	\$ (422,865)	
Balance Sheet									
						Current			
Equity in Pooled Cash Position						\$ 1,001,133			
Current Assets						-			
Current Liabilities						568,311			
Current Liabilities						(14,203)			
Encumbrances						(238,870)			
Uncommitted Budget						(991,176)			
Estimated Ending Cash Position						\$ 325,195			

Expenditure Details		FY2020	FY2021	FY2022					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
297-2972-463.34-90	Sanitation Contractual Services	\$ 2,600	\$ 10,845	\$ 37,620	\$ 37,620	\$ 4,800	\$ 23,625	\$ 9,195	76%
297-6100-911.34-90	Holiday Décor & Installation	\$ 14,440	\$ 1,402	10,000	10,000	1,648	487	7,865	21%
297-6100-911.34-90	Landscape & Maintenance	\$ 44,090	\$ 83,550	62,500	62,500	52,654	11,191	(1,345)	102%
297-6100-911.34-90	Snow Removal	\$ 26,538	25000	25,000	25,000	16,472	43,721	(35,193)	241%
297-6100-911.34-90	On-Street Bike Racks		0	-	15,000	-	-	15,000	0%
297-6100-911.34-90	Platform Dining	\$ -	0	-	2,621	5,015	1,852	(4,246)	262%
297-6100-911.34-90	Artspace, Public Space Design	\$ 34,581	\$ 5,638	-	12,363	7,893	20	4,450	64%
297-6100-911.34-90	Streetscape Enhancements	\$ 8,446		45,000	77,000	2,905	195	73,900	4%
297-6100-911.62-40	Planting Materials	\$ 17,825	\$ 30,395	50,825	50,825	27,975	14,490	8,360	84%
Total Beautification		\$ 148,520	\$ 158,950	\$ 230,945	\$ 292,929	\$ 119,362	\$ 95,581	\$ 77,986	73%
Development									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 5,922	\$ 10,802	\$ 35,000	\$ 35,000	\$ 4,658	1,700.00	\$ 28,642	18%
297-6100-911.51-00	Branding	35,568	67,129	\$ 30,000	\$ 66,883	31,374	33,957.00	1,552	98%
297-6100-911.51-00	Photography	963	-	\$ 2,500	\$ 2,500	363	-	2,137	15%
297-6100-911.51-00	Metro Mode / Issue Media	18,000	24,501	\$ 9,000	\$ 9,000	4,500	12,001.00	(7,501)	183%
297-6100-911.51-00	CTM Brochure Distribution	438	1,802	\$ -	\$ -	292	-	(292)	
297-6100-911.51-00	Website, Constant Contacts		-	\$ 250	\$ 250	-	-	250	0%
297-6100-911.51-00	Website Hosting & Domain Registration	1,828	714	\$ 1,430	\$ 1,430	714	-	716	50%
297-6100-911.51-00	Henry Ford Promotion Package	5,600	5,600	\$ 5,600	\$ 5,600	-	-	5,600	0%
297-6100-911.51-00	Community Art Enhancement	-	-	\$ 5,000	\$ 19,000	-	-	19,000	0%
297-6100-911.51-00	Community Garden			\$ 1,000	\$ 1,000	500	250.00	250	75%
297-6100-911.51-00	Fall Promotions		348	\$ 600	\$ 600	88	-	512	15%
297-6100-911.51-00	Shop Small Business Saturday-Holiday Promotion	14,051	5,755	\$ 15,250	\$ 15,250	16,060	1,962.00	(2,772)	118%
297-6100-911.51-00	Restaurant Week	1,050	1,145	\$ 10,000	\$ 22,010	-	6,747.00	15,263	31%
297-6100-911.51-00	Homage to Black Excellence	43	20,265	\$ 40,000	\$ 40,000	92	6,899.00	39,908	17%
297-6100-911.51-00	Movies in the Park	1,511	2,541	\$ 2,300	\$ 2,300	790	1,218.00	292	87%
297-6100-911.51-00	City Hall Park Events	-	4,744	\$ 1,500	\$ 1,500	-	626.00	874	42%
297-6100-911.51-00	Way Finding	-	-	\$ 10,000	\$ 10,000	-	-	10,000	0%
297-6100-911.51-00	Jazz on the Ave & Music	25,404	6,872	\$ 55,000	\$ 55,000	-	-	55,000	0%
297-6100-911.51-00	Covid Comeback Marketing	-	6,485	\$ 500	\$ 500	-	-	500	0%
297-6100-911.51-00	SEO/SEM	-	-	\$ 5,000	\$ 5,000	-	-	5,000	0%
297-6100-911.51-00	Translation Services	-	-	\$ 500	\$ 500	-	440.00	60	88%
297-6100-911.51-00	East Farmers Market	-	-	\$ 10,000	\$ 10,000	-	-	10,000	0%
Total Development		\$ 112,128	\$ 159,228	\$ 240,430	\$ 303,323	\$ 59,431	\$ 65,800	\$ 184,991	41%
Planning & Administration									
297-6100-911.34-90	Pow Strategies	131,082	160,497	193,140	193,140	121,039	69,226	2,875	99%
297-6100-911.34-90	Communications Manager, Public Relations	42,340	3,900	20,000	20,000	-	-	20,000	0%
297-6100-911.34-90	Building/Business Incentive		40,903	40,000	50,000	5,000	-	45,000	10%
		\$ 173,422	\$ 205,300	\$ 253,140	\$ 263,140	\$ 126,039	\$ 69,226	\$ 67,875	74%
various (comment)	Other Office Expenses	10,707	10,252	15,759	15,759	8,041	1,344	6,374	60%
297-6100-911.34-90	Office Cleaning	900	540	455	455	4,012	1,443	(5,000)	1199%
297-6100-911.44-10	Building Rental	10,830	10,830	7,500	7,500	8,415	3,000	(3,915)	152%
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	7,500	7,500	-	-	7,500	0%
297-6100-911.68-90	Other Operating Expenses (utilities)	-	-	15,453	15,455	-	-	15,455	0%
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,205	14,205	14,203	-	2	100%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	448,590	457,004	457,000	457,000	-	-	457,000	0%
Total Planning & Administration		\$ 649,517	\$ 683,926	\$ 771,012	\$ 983,994	\$ 160,710	\$ 75,013	\$ 545,291	24%
Expenditures		\$ 910,164	\$ 1,001,662	\$ 1,242,387	\$ 1,580,244	\$ 339,503	\$ 236,394	\$ 1,004,347	36%

Contractual Services
Other Operating Expenses
Community Promotions

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021/2022 Snow Removal Contract Exigent- Amendment I - EDDDA

Date Adopted:

Motioned by:

Seconded by:

- WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district; and
- WHEREAS:** The EDDDA authorized a budget of \$25,000 for snow removal services FYE2022; and
- WHEREAS:** The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks; and
- WHEREAS:** The DDDAs, through City of Dearborn procurement processes, awarded the bid for snow removal services to Premium Lawn for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options; and
- WHEREAS:** The DDDAs authorized a one-year renewal for the 2021/22 winter season with Premium Lawn at its October 21, 2021 meeting; and
- WHEREAS:** The contractor declined to proceed with the 2021-2022 option to renew for the second year of the available three, one-year renewal options on January 23, 2022; and
- WHEREAS:** Under exigent circumstances, Four Seasons was brought in to provide sidewalk snow removal and salting, and Frank's Nursery was brought in to provide parking lot snow removal; and
- WHEREAS:** Four Seasons then pulled out of servicing the sidewalks and Christian's Maintenance was brought in to conduct the work of sidewalk snow removal and salting; and

WHEREAS: The billing for Four Seasons of \$12,060.16 and the billing for Frank's Nursery of \$5448.00 was approved at the February 20222 Joint DDDAs board meeting; and

WHEREAS: Additional snow events occurred incurring charges of \$2699.76 for Four Seasons , and \$1922 for Frank's Nursery, and \$4760 for Christian's Maintenance; and

WHEREAS: The Executive Committee recommends including an additional amount to cover one additional snow event in the amount of \$2484 for Frank's Nursery and \$3700 for Christian's Maintenance; and

WHEREAS: A reappropriation of funds is necessary from budget line item streetscape enhancements totaling \$13,590; therefore, let it be

RESOLVED: The EDDDA authorizes the reappropriate of \$13,590 from streetscape enhancements to snow removal, and authorizes the Manager of the DDDAs to execute a contract of payment on behalf of the EDDDA with Four Seasons, Frank's Nursery and Christian's Maintenance for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #297-6100-911-34-90, covering the incurred charges plus one additional snow event, subject to the review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021/2022 Snow Removal Contract Exigent- Amendment I - WDDDA

Date Adopted:

Motioned by:

Seconded by:

- WHEREAS:** The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district; and
- WHEREAS:** The WDDDA authorized a budget of \$36,500 for snow removal services FYE2022; and
- WHEREAS:** The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks; and
- WHEREAS:** The DDDAs, through City of Dearborn procurement processes, awarded the bid for snow removal services to Premium Lawn for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options; and
- WHEREAS:** The DDDAs authorized a one-year renewal for the 2021/22 winter season with Premium Lawn at its October 21, 2021 meeting; and
- WHEREAS:** The contractor declined to proceed with the 2021-2022 option to renew for the second year of the available three, one-year renewal options on January 23, 2022; and
- WHEREAS:** Under exigent circumstances, Four Seasons was brought in to provide sidewalk snow removal and salting, and Frank's Nursery was brought in to provide parking lot snow removal; and
- WHEREAS:** The billing for Four Seasons of \$18,565 and the billing for Frank's Nursery of \$6725.75 was approved at the February Joint DDDAs board meeting; and

- WHEREAS:** Four Seasons then pulled out of servicing the sidewalks due to staff issues and Christian's Maintenance was brought in conduct the work of sidewalk snow removal and salting; and
- WHEREAS:** Additional snow events occurred incurring charges of \$4029 for Four Seasons, \$701.50 for Frank's Nursery, and \$3013 for Christian's Maintenance; and
- WHEREAS:** The Executive Committee recommended including an additional amount to cover one additional snow event for \$1104 for Frank's Nursery and \$4100 for Christian's;
- WHEREAS:** A reappropriation of funds is necessary from budget line item building conversions totaling \$6,680; therefore, let it be therefore
- RESOLVED:** The WDDDA authorizes to reappropriate of \$6,680 from building conversions to snow removal, and authorizes the Manager of the DDDAs to execute a contract of payment on behalf of the WDDDA with Four Seasons, Frank's Nursery and Christian's Maintenance for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #296-6100-911-34-90, covering the incurred charges and for an additional snow event, subject to the review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Fairlane Grounds Landscape/Maintenance Contract 2022 - WDDDA

Date Adopted:
Motedioned 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 third of four one-year renewals with these additions:

- Planters around decks - Remove, replace, water plantings (spring, summer, fall) \$18,700
- Plantings in rails (75 Perennials includes watering for survival) \$8,860
- Hampton Inn additional plant materials \$2,525
- Tree replacement (per tree \$1400, 3 trees estimated) \$4,200
- Garrison and Howard Controller/Diagnose and Repair Electrical Issue \$920
- Replacement holiday décor (12 - 8 ornaments, 4 finials)/Installation Costs (20) \$7,240
- Moving 1 platform deck - materials not included \$3,000
- Irrigation Controller Upgrades (Howard/Monroe/Mason) \$4,815
- Holiday Décor Additions (Flood Lights) Installation/Removal \$680
- Trash collection at Streetscapes and Library \$10,000

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 third of four options to renew the landscape and maintenance contract with Fairlane Grounds starting April 1, 2022-March 31, 2023, in an amount not to exceed \$348,341, 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 2022

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: 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

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 to the base services and install additional plant materials/services of \$24,300 in 2021; and

WHEREAS: The following special conditions were 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 \$14,000, are expended under the Special Assessing District (SAD) fund which is payable by the Department of Public Works (DPW);

WHEREAS: The EDDDA wishes to exercise the option to renew the third of four one-year renewals for the base contract of \$98,480 plus the following additions totaling \$61,410:

- Landscaping, Maintenance & Supplies totaling including:
 - Hanging baskets on Schaefer - \$1500
 - Planter beds and tree replacements in parking lots and key focal points - \$5,000
 - Holiday greens and supplies for Michigan Avenue raised planter wells - \$9,000

- Holiday lighting management - \$9,000
- Annuals with three seasonal changes for 22 new planters on Schaefer and Michigan/Schlaff intersection - \$7,000
- Additional 4x/week litter pick-up from April - December and additional 1x/week litter pick-up from January - March for a total of 5x/week peak season and 2x/week off-season - \$26,310
- Additional large refuse pick up - \$3,600; and

RESOLVED: The EDDDA authorizes the third of four options to renew the landscape and maintenance contract including special conditions and additional services with WH Canon starting April 1, 2022-March 31, 2023, totaling \$160,890 with a base rate of \$99,480 plus \$61,410 for additional services ; so let it be further

RESOLVED: The EDDDA 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

Event Goals - EDDDA

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The East and West Dearborn Downtown Development Authority (DDDA) recognizes the benefit of creating placemaking activities that help market and promote businesses and activities in the district; and

WHEREAS: The East Dearborn Downtown Development Authority (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; and

WHEREAS: The DDDA would like to establish an Event Goal Analysis, Strategy and Policy that takes into consideration key performance indicators (KPI) including the event goal, general target audience, attendance, social media reach and engagement, news media reach, sponsorship, expenses, community perception, consumer experience, market demand, business economic impacts, and a SWOT analysis; and

WHEREAS: The goal recommended is that event income should cover 50% of the expenditures of a DDDA event by year three of the event and other KPIs should be trending at a growth of 10% per year; and

WHEREAS: Given that the pandemic has greatly reduced the DDDAs' ability to produce events and economic conditions are impacting overall costs and income, the DDDA recommends applying this three year trend to all events whether new or existing; and

WHEREAS: The Executive Committee recommends that if income levels don't meet the three-year goal of 50%, then the DDDA should conduct an official review to discuss if the DDDA should remove the event or not; and

WHEREAS: The official review should be conducted by the Promotions Committee and Manager of the DDDAs, and then presented to the DDDA Board; and

WHEREAS: The DDDA will continue to have the Promotions Committee review and present a list of recommended events each August for board approval; so let it be

RESOLVED: The EDDDA approves the DDDA Event Goal Analysis, Strategy and Policy as presented.

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Goals - WDDDA

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The East and West Dearborn Downtown Development Authority (DDDA) recognizes the benefit of creating placemaking activities that help market and promote businesses and activities in the district; and

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) shall expend Tax Increment Financing (TIF) pursuant to the WDDDA 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; and

WHEREAS: The DDDA would like to establish an Event Goal Analysis, Strategy and Policy that takes into consideration key performance indicators (KPI) including the event goal, general target audience, attendance, social media reach and engagement, news media reach, sponsorship, expenses, community perception, consumer experience, market demand, business economic impacts, and a SWOT analysis; and

WHEREAS: The goal recommended is that event income should cover 50% of the expenditures of a DDDA event by year three of the event and other KPIs should be trending at a growth of 10% per year; and

WHEREAS: Given that the pandemic has greatly reduced the DDDAs' ability to produce events and economic conditions are impacting overall costs and income, the DDDA recommends applying this three year trend to all events whether new or existing; and

WHEREAS: The Executive Committee recommends that if income levels don't meet the three-year goal of 50%, then the DDDA should conduct an official review to discuss if the DDDA should remove the event or not; and

WHEREAS: The official review should be conducted by the Promotions Committee and Manager of the DDDAs, and then presented to the DDDA Board; and

WHEREAS: The DDDA will continue to have the Promotions Committee review and present a list of recommended events each August for board approval; so let it be

RESOLVED: The WDDDA approves the DDDA Event Goal Analysis, Strategy and Policy as presented.

Yes:

No:

Abstain:

Absent:

2022 DDDA EVENT GOAL MATRIX

2022 EVENTS	Goal of Event	Target Audience	Actual 2021 Income/Cost Ratio	2022 Expense Budget	2022 Income Goal	2022 Income/Cost Ratio Goal	2022 Income Actual	2022 Income/Cost Ratio Actual	2021 Social Media Reach/Engagement	2022 Social Media Reach/Engagement Goal	2022 Business Participation Goal/Actual	2022 Attendance Goal/Actual	News Media Actual Reach	SWOT	Community Impressions/Economic Impacts
JOINT EVENTS															
Dearborn Restaurant Week	Signature & Retail	metro	60%	\$26,500.00	\$13,250.00	50%	\$15,150.00	57%	1,650,000	2,000,000	50/32				
Pumpkin Carving	Community	local	75%	\$700.00	\$375.00	75%			20,000	30,000		70W&100E/			
Trick or Treat	Community	local	50%	\$300.00	\$150.00	50%			20,000	30,000		200W&100E/			
Shop Small Week	Retail	metro	33%	\$17,000.00	\$8,500.00	50%			170,000	300,000	38/	1200/			
Movies in the Park	Community	local	0%	\$4,800.00	\$1,200.00	25%			50,000	75,000		100/			
Adopt a Tree Well	Community	local	0%	\$100.00	\$50.00	25%			50,000	75,000	25/				
Green Earth Week	Educational	local	n/a	\$100.00	\$0.00				NA	35,000	20/				
Healthy Ramadan/Light Contest/Event Shuttle	Retail & Community	metro	n/a	\$2,000.00	\$2,000.00	100%			NA	25,000	20/				
Downtown Day Sale	Retail	local	n/a	\$5,000.00	\$1,250.00	25%			NA	25,000	25/				
WEST EVENTS ONLY															
Friday Nites Music and Food Rallies	Signature & Community	metro	30%	\$30,000.00	\$15,000.00	50%			NA	150,000	50/	800/			
Kids Day @ the Market	Community	local	50%	\$17,000.00	\$8,500.00	50%			NA	75,000		600/			
Dearborn Farmers & Artisans Market	Signature & Community	metro	90%	\$25,000.00	\$18,750.00	75%			260,000	300,000	30/	400/			
Ladies Night Out	Retail	local	104%	\$3,700.00	\$2,775.00	75%			50,000	75,000	24/	400/			
Fall Perennial Exchange	Community	local	0%	\$700.00	\$175.00	25%			35,000	40,000		25/			
Winterfest	Community	local	33%	\$25,000.00	\$12,500.00	50%			115,000	200,000	40/	1500/			
Tunes at Noon	Community	local	14%	\$5,350.00	\$2,675.00	50%			20,000	40,000		75/			
EAST EVENTS ONLY															
EDDDA Summer Music Series/Farmers	Signature & Community	metro/ (grow local)	21%	\$62,500.00	\$18,750.00	30%	\$12,500.00	20.00%	150,000	200,000	35/	500/			
Shop Small Kick Off	Community	local	33%	\$7,500.00	\$3,750.00	50%			25,000	50,000		1000/			
East Sidewalk Sale	Retail	metro	0%	\$600.00	\$150.00	25%			35,000	50,000	15/	300/			
Spring Perennial Exchange	Community	local	0%	\$700.00	\$175.00	25%			25,000	40,000		100/			
TOTAL 2022															
				\$234,550.00	\$109,800.00				2,675,000	3,815,000					

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023-25 BUDGET APPROVAL

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: The EDDDA has reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDA; therefore, let it be

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

Yes:

No:

Abstain:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023-25 BUDGET APPROVAL

Date Adopted:

Motioned by:

Seconded by:

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

WHEREAS: The WDDDA has reviewed a 3-year budget for FYE2023-25 as submitted by the Manager of the DDDA; therefore, let it be

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

Yes:

No:

Abstain:

Absent:

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

Prepared by Finance Department
As of March 12, 2022

	Actual 2019-2020	Actual 2020-2021	Amended Budget 2021-2022	Projected Budget 2021-2022	Proposed Budget 2022-2023	Proposed Budget 2023-2024	Proposed Budget 2024-2025
<u>Revenue</u>							
Property Taxes	\$ 1,018,201	\$ 1,100,442	\$ 1,163,220	\$ 1,163,220	\$ 1,040,220	\$ 1,060,520	\$ 1,081,220
Intergovernmental Revenue							
Federal Sources	607	-	1,500	1,500	1,500	1,500	1,500
State, Local Community Stabilization Authority	-	-	-	-	-	-	-
Interest on Investments	15,928	94	524	147	363	580	797
Private Source Contributions	16,659	2,855	51,500	30,000	31,750	31,750	31,750
Miscellaneous Revenue	13,810	12,514	24,000	26,375	25,375	25,375	25,375
Transfers In							
General Fund	15,380	6,845	9,185	9,185	9,185	9,185	9,185
General Fund, Sanitation Millage	19,620	28,260	25,920	25,920	25,920	25,920	25,920
Workers' Compensation	11	-	-	-	-	-	-
Total financing sources	1,100,216	1,151,010	1,275,849	1,256,347	1,134,313	1,154,830	1,175,747
<u>Expenditures</u>							
Personnel Services	-	-	-	-	-	-	-
Professional & Contractual Services	393,136	564,382	673,740	673,340	716,170	706,264	646,264
Sanitation Contractual Services	19,620	28,260	25,920	25,920	25,920	25,920	25,920
Utilities, Communications	1,694	5,919	4,297	4,297	9,449	9,449	9,449
R&M Services, Copiers	-	886	375	375	886	886	886
Building Rental	10,830	10,830	11,415	12,415	12,140	12,140	12,140
Supplies	1,175	26,432	75,135	75,450	77,450	77,450	77,450
Other Operating Expenses	179,524	186,159	329,212	331,562	381,697	371,057	368,782
Capital Improvements & Infrastructure (projects)	-	-	30,000	30,000	-	-	-
Transfers Out							
Brownfield Redevelopment Authority	208,118	247,631	252,400	252,400	219,600	219,600	219,600
Facilities	-	37,500	-	-	-	-	-
Total financing uses	814,097	1,107,999	1,402,494	1,405,759	1,443,312	1,422,766	1,360,491
Estimated Financing Sources Over (Under) Uses	286,119	43,011	(126,645)	(149,412)	(308,999)	(267,936)	(184,744)
<u>Fund Balance</u>							
Beginning Balance	717,795	945,533	1,070,909	1,070,909	997,938	688,939	421,003
Prior Year Encumbrances & Advances	100,425	158,806	76,441	76,441	-	-	-
Encumbrances at Fiscal Year End	(158,806)	(76,441)	-	-	-	-	-
Ending Fund Balance	\$ 945,533	\$ 1,070,909	\$ 1,020,705	\$ 997,938	\$ 688,939	\$ 421,003	\$ 236,259

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

Prepared by Finance Department
As of March 12, 2022

	Actual 2019-2020	Actual 2020-2021	Amended Budget 2021-2022	Projected Budget 2021-2022	Proposed Budget 2022-2023	Proposed Budget 2023-2024	Proposed Budget 2024-2025
<u>Revenue</u>							
Property Taxes	\$ 815,148	\$ 843,282	\$ 866,600	\$ 866,600	\$ 790,100	\$ 805,900	\$ 822,000
Intergovernmental Revenue							
Federal Sources	-	-	-	-	-	-	-
State, Local Community Stabilization Authority	26,223	23,965	24,000	24,000	20,713	20,713	20,713
Interest on Investments	18,330	97	534	120	298	475	653
Private Source Contributions	7,849	10,250	90,000	90,000	23,750	24,250	24,250
Miscellaneous Revenue	6,350	(4,800)	34,909	36,909	38,156	38,156	38,156
Transfers In							
General Fund	8,710	11,775	-	-	-	-	-
General Fund, Sanitation Millage	2,600	10,845	37,620	37,620	37,620	37,620	37,620
Workers' Compensation	155	-	-	-	-	-	-
Total financing sources	885,365	895,414	1,053,663	1,055,249	910,637	927,114	943,392
<u>Expenditures</u>							
Personnel Services	5,069	-	-	-	-	-	-
Professional & Contractual Services	303,215	325,217	468,879	468,879	412,990	409,584	409,584
Sanitation Contractual Services	2,600	10,845	37,620	37,620	37,620	37,620	37,620
Utilities, Communications	1,200	1,046	1,107	1,107	1,093	1,093	1,093
R&M Services, Copiers	-	886	375	375	886	886	886
Building Rental	10,830	10,830	11,415	12,415	12,140	12,140	12,140
Supplies	18,440	30,458	56,260	56,260	64,350	39,350	39,350
Other Operating Expenses	120,220	165,374	344,608	329,153	206,803	192,388	192,597
Capital Improvements & Infrastructure (projects)	-	-	202,980	202,980	-	-	-
Transfers Out							
Brownfield Redevelopment Authority	448,590	457,004	457,000	335,000	261,200	261,200	261,200
Total financing uses	910,164	1,001,660	1,580,244	1,443,789	997,082	954,261	954,470
Estimated Financing Sources Over (Under) Uses	(24,799)	(106,246)	(526,581)	(388,540)	(86,445)	(27,147)	(11,078)
<u>Fund Balance</u>							
Beginning Balance	813,436	705,302	616,269	616,269	511,116	424,671	397,524
Prior Year Encumbrances & Advances	217,265	300,600	283,387	283,387	-	-	-
Encumbrances at Fiscal Year End	(300,600)	(283,387)	-	-	-	-	-
Ending Fund Balance	\$ 705,302	\$ 616,269	\$ 373,075	\$ 511,116	\$ 424,671	\$ 397,524	\$ 386,446

	WDDDA						EDDDA								
		FYE2023						FYE2023				FYE2023			
		REDUCTIONS/						REDUCTIONS/				REDUCTIONS/			
		ADDITIONS/						ADDITIONS/				ADDITIONS/			
		CORRECTIONS						CORRECTIONS				CORRECTIONS			
CONTRACT SERVICES	FYE2022	FYE2023	3/10/22	FYE2023	FYE2024	FYE2025	FYE2022	FYE2023	FYE2023	FYE2023	FYE2023	FYE2023	FYE2023	FYE2024	FYE2025
		PROPOSED		REVISED/FINAL				PROPOSED	REDUCTIONS	reduction)	(millage	3/10/22	REVISED/FINAL		
				DRAFT									DRAFT		
Sanitation	\$ 25,920.00	\$ 25,920.00	\$ 10,000.00	\$ 35,920.00	\$ 35,920.00	\$ 35,920.00	\$ 37,620.00	\$ 37,620.00	\$ -	\$ -	\$ 3,600.00	\$ 41,220.00	\$ 41,220.00	\$ 41,220.00	\$ 41,220.00
Holiday Décor	\$ 50,000.00	\$ 10,000.00	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 15,000.00	\$ (5,000.00)	\$ (5,000.00)	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Ramadan Lighting		\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	\$ -	\$ (10,000.00)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Landscape Maintenance	\$ 179,580.00	\$ 179,580.00	\$ (7,230.00)	\$ 172,350.00	\$ 179,580.00	\$ 179,580.00	\$ 62,500.00	\$ 62,500.00	\$ -		\$ 2,670.00	\$ 65,170.00	\$ 65,170.00	\$ 65,170.00	\$ 65,170.00
Snow Removal	\$ 36,500.00	\$ 36,500.00	\$ 10,950.00	\$ 47,450.00	\$ 36,500.00	\$ 36,500.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ 7,500.00	\$ 32,500.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Bike Racks/Facilities	\$ 4,000.00	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning - Streetscapes (South Connector/Schaefer/SMART City/Parking/Alleys/Other)	\$ 40,000.00	\$ 40,000.00	\$ (30,000.00)	\$ 10,000.00	\$ 40,000.00	\$ 40,000.00		\$ 25,000.00	\$ (10,000.00)	\$ -	\$ (15,000.00)	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Planning - Building Conversions	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Platform Dining	\$ 37,865.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 2,621.00	\$ 12,000.00	\$ (12,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Market Shelter Design/Engineering	\$ 20,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streetscape Enhancements	\$ 11,800.00	\$ 12,000.00	\$ 8,000.00	\$ 20,000.00	\$ 12,000.00	\$ 12,000.00	\$ 77,000.00	\$ 40,000.00	\$ (10,000.00)	\$ (15,000.00)	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Planting Materials	\$ 40,000.00	\$ 42,000.00	\$ 25,332.00	\$ 67,332.00	\$ 42,000.00	\$ 42,000.00	\$ 50,825.00	\$ 55,000.00	\$ (2,500.00)			\$ 52,500.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Planning Public Space Design- City Hall Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,363.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning Public Space Design- Pocket Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Digital Marquee/Over the Road Banner System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 15,000.00	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Michigan Avenue Lighting	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning - Lot B	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
W Village Commons Plaza	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Open Door	\$ 50,000.00	\$ 80,000.00	\$ (30,000.00)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ (35,000.00)	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Dumpster Enclosures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 20,000.00	\$ (5,000.00)	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
PR Monitor Services	\$ -	\$ 5,000.00	\$ (3,500.00)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ 5,000.00	\$ (2,500.00)	\$ (2,500.00)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Pest Control	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TOTAL CONTRACT SERVICES	\$ 455,665.00	\$ 552,000.00	\$ 33,552.00	\$ 585,552.00	\$ 468,500.00	\$ 493,500.00	\$ 292,929.00	\$ 428,120.00	\$ (122,000.00)	\$ (32,500.00)	\$ 15,270.00	\$ 288,890.00	\$ 268,890.00	\$ 268,890.00	\$ 268,890.00
COMMUNITY PROMOTIONS															
General Marketing (banners, printing, social media)	\$ 45,000.00	\$ 45,000.00	\$ (10,000.00)	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 45,000.00	\$ (15,000.00)	\$ (15,000.00)	\$ 5,000.00	\$ 20,000.00	\$ 18,750.00	\$ 18,750.00	\$ 18,750.00
Additional Social Media Ads (General)	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Branding/Graphic Design	\$ 37,771.00	\$ 37,500.00	\$ (2,500.00)	\$ 35,000.00	\$ 32,500.00	\$ 30,000.00	\$ 66,883.00	\$ 37,500.00	\$ -	\$ -	\$ (5,000.00)	\$ 32,500.00	\$ 32,500.00	\$ 30,000.00	\$ 30,000.00
Photography	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ (2,500.00)	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	2500
Metromode	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 9,000.00	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00	\$ 9,000.00	\$ (4,500.00)	\$ -	\$ -	\$ 4,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Constant Contact	\$ 250.00	\$ 250.00	\$ (250.00)	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ (250.00)	\$ -	\$ -	\$ -	\$ -
Web Hosting & Domains	\$ 1,430.00	\$ 1,430.00	\$ 250.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,430.00	\$ 1,430.00	\$ -	\$ -	\$ 250.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00
Henry Ford	\$ 5,600.00	\$ 5,600.00	\$ -	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
Community Art/Pockets of Perception	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 19,000.00	\$ 20,000.00	\$ (10,000.00)	\$ (10,000.00)	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Art Month	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Fall Promotions	\$ 600.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Holiday Promotions/Winterfest/SS Kick Off	\$ 38,000.00	\$ 38,000.00	\$ (13,000.00)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Shop Small	\$ 7,750.00	\$ 8,500.00	\$ -	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 7,750.00	\$ 8,500.00	\$ -	\$ -	\$ -	\$ 8,500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Restaurant Week (\$16,500 W; \$10k E budgeted + carry forward from 2021)	\$ 29,308.00	\$ 16,500.00	\$ -	\$ 16,500.00	\$ 16,500.00	\$ 16,500.00	\$ 22,010.00	\$ 16,500.00	\$ (6,500.00)	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Tunes at Noon	\$ 4,700.00	\$ 6,000.00	\$ (1,000.00)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00						\$ -			
Friday Nites	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00						\$ -			
Movies in the Park	\$ 2,300.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,300.00	\$ 2,300.00		\$ -	\$ -	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Ladies Night Out	\$ 3,700.00	\$ 6,500.00	\$ (2,000.00)	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00						\$ -			
Perennial Exchange	\$ 700.00	\$ 700.00	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ -		\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
Kids Day	\$ 6,000.00	\$ 17,000.00	\$ (2,000.00)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00						\$ -			
Beer Festival Partnership		\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00						\$ -			

Wayfinding	\$ 10,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ (10,000.00)	\$ (10,000.00)	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
BUILD Institute/Entrepreneur Dev SEO/SEM	\$ 10,000.00	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (5,000.00)	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ -
Social District	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ (5,000.00)	\$ (2,500.00)	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Farmers Market	\$ 50,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 20,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H2BE	\$ 20,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 20,000.00	\$ (5,000.00)	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Community Gardens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ramadan Pop Ups	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ (1,000.00)	\$ -	\$ (1,000.00)	\$ -	\$ 500.00	\$ 500.00
Green Earth Week	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ -
Sidewalk Sale	\$ -	\$ 6,000.00	\$ (3,000.00)	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ (2,000.00)	\$ -	\$ (2,000.00)	\$ 2,000.00	\$ -	\$ -
Summer Music Series (formerly Jazz/Mosaic)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 2,500.00	\$ -	\$ (1,500.00)	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Eastborn Clean Up	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 85,000.00	\$ (15,000.00)	\$ (25,000.00)	\$ (20,000.00)	\$ 25,000.00	\$ 45,000.00	\$ 45,000.00
Downtown Day Sale	\$ -	\$ 5,000.00	\$ (2,500.00)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 5,000.00	\$ (2,500.00)	\$ -	\$ (1,000.00)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Open House	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -
Translation Services	\$ -	\$ 2,500.00	\$ (1,500.00)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,500.00	\$ (1,500.00)	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Awards/Volunteer Recognition	\$ -	\$ 1,500.00	\$ (750.00)	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ 1,500.00	\$ (750.00)	\$ -	\$ -	\$ 750.00	\$ 750.00	\$ 750.00
Incubator/Pop Up Shops	\$ -	\$ 20,000.00	\$ (10,000.00)	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 20,000.00	\$ (10,000.00)	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -
Mobility Marketing	\$ -	\$ 7,500.00	\$ (7,500.00)	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ (3,750.00)	\$ (3,750.00)	\$ -	\$ -	\$ -	\$ -
SWAG	\$ -	\$ 10,000.00	\$ (7,500.00)	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 10,000.00	\$ (5,000.00)	\$ (5,000.00)	\$ -	\$ -	\$ 2,500.00	\$ 1,000.00
TOTAL COMMUNITY PROMOTIONS	\$ 341,109.00	\$ 399,980.00	\$ (87,250.00)	\$ 312,730.00	\$ 281,730.00	\$ 255,980.00	\$ 272,123.00	\$ 369,780.00	\$ (104,250.00)	\$ (89,500.00)	\$ (14,500.00)	\$ 161,530.00	\$ 161,780.00	\$ 157,780.00
MANAGEMENT														
POW	\$ 193,140.00	\$ 205,735.00		\$ 205,735.00	\$ 218,329.00	\$ 218,329.00	\$ 193,140.00	\$ 205,735.00	\$ -	\$ -		\$ 205,735.00	\$ 218,329.00	\$ 218,329.00
Communications Management	\$ 20,000.00	\$ 22,500.00		\$ 22,500.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 22,500.00	\$ -	\$ -		\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Land Acquisition (\$23k estimated)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
TIF Plan Revisions	\$ 10,000.00	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -		\$ -	\$ -	\$ -
Internship Program	\$ -	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (6,000.00)	\$ (4,000.00)	\$ -	\$ -	\$ -	\$ -
TOTAL MANAGEMENT	\$ 223,140.00	\$ 248,235.00	\$ (20,000.00)	\$ 228,235.00	\$ 243,329.00	\$ 243,329.00	\$ 213,140.00	\$ 248,235.00	\$ (16,000.00)	\$ (4,000.00)	\$ -	\$ 228,235.00	\$ 240,829.00	\$ 240,829.00
OFFICE EXPENSES														
Audit	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 800.00	\$ 800.00	\$ -			\$ 800.00	\$ 800.00	\$ 800.00
Insurance	\$ 6,013.00	\$ 6,013.00	\$ -	\$ 6,013.00	\$ 6,013.00	\$ 6,013.00	\$ 6,937.00	\$ 6,937.00	\$ -			\$ 6,937.00	\$ 6,937.00	\$ 6,937.00
Postage	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -			\$ 350.00	\$ 350.00	\$ 350.00
Copier	\$ 375.00	\$ 375.00	\$ -	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ -			\$ 375.00	\$ 375.00	\$ 375.00
Training & Transportation	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -			\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Communications	\$ 1,107.00	\$ 1,107.00	\$ -	\$ 1,107.00	\$ 1,107.00	\$ 1,107.00	\$ 1,107.00	\$ 1,107.00	\$ -			\$ 1,107.00	\$ 1,107.00	\$ 1,107.00
Memberships	\$ 940.00	\$ 940.00	\$ -	\$ 940.00	\$ 940.00	\$ 940.00	\$ 1,190.00	\$ 940.00	\$ -			\$ 940.00	\$ 940.00	\$ 940.00
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Office Cleaning	\$ 455.00	\$ 455.00	\$ (455.00)	\$ -	\$ -	\$ -	\$ 455.00	\$ 455.00	\$ -	\$ -	\$ (455.00)	\$ -	\$ -	\$ -
Building Rental	\$ 7,500.00	\$ 12,140.00	\$ -	\$ 12,140.00	\$ 12,382.80	\$ 12,625.10	\$ 7,500.00	\$ 12,140.00	\$ -	\$ -	\$ -	\$ 12,140.00	\$ 12,382.80	\$ 12,625.10
TOTAL OFFICE EXPENSES	\$ 22,140.00	\$ 26,780.00	\$ (455.00)	\$ 26,325.00	\$ 26,567.80	\$ 26,810.10	\$ 23,714.00	\$ 28,104.00	\$ -	\$ -	\$ (455.00)	\$ 27,649.00	\$ 27,891.80	\$ 28,134.10
OTHER EXPENSES														
Non-capital Equipment (Lighting & Repairs)	\$ 33,600.00	\$ 33,600.00	\$ (8,600.00)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ (2,500.00)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Utilities	\$ 1,250.00	\$ 1,250.00	\$ (1,250.00)	\$ -	\$ -	\$ -		\$ 1,250.00	\$ -	\$ -	\$ (1,250.00)	\$ -	\$ -	\$ -
Water	\$ 3,190.00	\$ 4,873.00	\$ -	\$ 4,873.00				\$ -			\$ -	\$ -	\$ -	\$ -
Undistributed Appropriation (Library??)	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	
Brownfield	\$ 252,400.00	\$ 252,400.00	\$ -	\$ 252,400.00	\$ 252,400.00	\$ 252,400.00	\$ 457,000.00	\$ 457,000.00	\$ -	\$ -	\$ (207,000.00)	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Other Operating Expenses (Artspace Loans)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,658.00	\$ 29,658.00	\$ -	\$ -	\$ -	\$ 29,658.00	\$ -	\$ -
OTHER EXPENSES	\$ 320,440.00	\$ 292,123.00		\$ 282,273.00	\$ 277,400.00	\$ 277,400.00	\$ 494,158.00	\$ 495,408.00	\$ -	\$ -	\$ (210,750.00)	\$ 284,658.00	\$ 255,000.00	\$ 255,000.00
REDUCTION			\$ (73,511.00)						\$ (242,063.00)	\$ (125,813.00)	\$ 957.00			
GRAND TOTAL	\$ 1,362,494.00	\$ 1,519,118.00		\$ 1,435,115.00	\$ 1,297,526.80	\$ 1,297,019.10	\$ 1,296,064.00	\$ 1,569,647.00				\$ 990,962.00	\$ 954,390.80	\$ 950,633.10

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: Green Brain Comics,
13936 Michigan Ave.

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 applicant and property owner, Dan and Katie Merritt, plan to renovate their exterior facade and sign located at 13354 Michigan Ave. in the EDDDA District; and

WHEREAS: The applicant has applied for Level I of the Open Door Dearborn grant program, requesting a grant of \$2,500 for design assistance in order to develop architectural drawings for the improvements that can then be used to acquire three bids for future Level III grant funding; and

WHEREAS: At the February 23, 2022, regular meeting of the Design/EV Committee, the committee unanimously approved recommending to the EDDDA Board funding the applicant for a Level I Open Door Dearborn Grant in the amount of \$2,500.00, with a requirement to utilize a certified architect and follow all required EDDDA and city design guidelines; so let it be

RESOLVED: The EDDDA awards a Level I grant for \$2,500.00 from the Open Door Dearborn grant program from account #297-6100-911-34-90 to Green Brain Comics, for design assistance, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Business Grant Program - Deadline Extension - Juee Coffee, Rafi Rayes

Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA provides the Open Door Dearborn Grant Program and offers funds to businesses for building improvements and business start-up; and

WHEREAS: Mr. Rafi Rayes (property owner) and Juee Coffee (tenant), 14420 Michigan Ave. were awarded a \$10,000 Level I, II and III Open Door grant on March 18, 2021, to apply to sign, exterior and interior improvements; and

WHEREAS: The Open Door Grant Guidelines require that grant recipients complete their project improvements, secure a Certificate of Occupancy and open for business within one year of grant award; and

WHEREAS: The property owner is requesting a 60-day extension to complete the project due to supply chain and permit delays with Wayne County Health Department; and

WHEREAS: The Design and Economic Vitality Committee reviewed and approved the 60-day extension on February 23, 2022; so let it be

RESOLVED: The EDDDA authorizes Mr. Rafi Rayes a 60-day extension of the Open Door Dearborn Grant requirements to complete their project and open for business; furthermore, let it be

RESOLVED: The new deadline for project completion and opening is May 18, 2022, subject to review and approval by Corporation Counsel.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Décor - W H Canon additional fees - FYE2022

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) authorized a budget of \$28,000 for holiday decoration install by W H Canon, EDDDA's landscape and maintenance provider, in FYE2022; and

WHEREAS: Additional materials were authorized by the EDDDA including trees, greens, additional lighting and garland as part of the contract requiring install; and

WHEREAS: W H Canon had to expend additional hours in troubleshooting or resetting GFI's to get the holiday lights displays operational, at a rate of \$32/man hour; therefore, let it be

RESOLVED: The EDDDA authorizes up to \$4585 in expenditures for the additional holiday decor labor and lighting management, from the Contract Services budget 297-6100-911-34-90; and let it be

RESOLVED: The Manager of the DDDAs is authorized to administer, sign contracts and expend the funds for the additional holiday decor labor as authorized, subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:

2021 EVENTS RAISING OVER 50% IN INCOME OF EXPENSES	PERCENTAGE OF INCOME/COST			
Dearborn Farmers & Artisans Market	90%			
Pumpkin Carving	75%			
Trick or Treat	50%			
Ladies Night Out	104%	(under budget by 39%)		
EVENTS RAISING BETWEEN 25-50%				
Shop Small	33%			
Winterfest	33%			
Music in the Park	30%			
Shop Small Kick Off	33%			
EVENTS RAISING BETWEEN 1-25%				
Tunes at Noon	14%			
Silent East Disco	15%			
EVENTS RAISING 0% IN 2020/21		EVENT HARD COSTS	SOCIAL MEDIA	
Movies in the Park		\$3,857.00	400	
Adopt a Tree Well		\$187.28		
Fall Perennial Exchange		\$442.00	100	
Spring Perennial Exchange		\$805.00	100	
East Sidewalk Sale		\$150.00	100	
EVENTS NOT HELD IN 2020/21- --2019 COMPARISONS				
Jazz on the Ave	13%			
Friday Nites Music and Food Rallies	30%			
Kids Day @ the Market	50%			
Dearborn Restaurant Week	60%			

2022 DDDA EVENT GOAL MATRIX

2022 EVENTS	Goal of Event	Target Audience	Actual 2021 Income/Cost Ratio	2022 Expense Budget	2022 Income Goal	2022 Income/Cost Ratio Goal	2022 Income Actual	2022 Income/Cost Ratio Actual	2021 Social Media Reach/Engagement	2022 Social Media Reach/Engagement Goal	2022 Business Participation Goal/Actual	2022 Attendance Goal/Actual	News Media Actual Reach	SWOT	Community Impressions/Economic Impacts
JOINT EVENTS															
Dearborn Restaurant Week	Signature & Retail	metro	60%	\$26,500.00	\$13,250.00	50%	\$15,150.00	57%	1,650,000	2,000,000	50/32				
Pumpkin Carving	Community	local	75%	\$700.00	\$375.00	75%			20,000	30,000		70W&100E/			
Trick or Treat	Community	local	50%	\$300.00	\$150.00	50%			20,000	30,000		200W&100E/			
Shop Small Week	Retail	metro	33%	\$17,000.00	\$8,500.00	50%			170,000	300,000	38/	1200/			
Movies in the Park	Community	local	0%	\$4,800.00	\$1,200.00	25%			50,000	75,000		100/			
Adopt a Tree Well	Community	local	0%	\$100.00	\$50.00	25%			50,000	75,000	25/				
Green Earth Week	Educational	local	n/a	\$100.00	\$0.00				NA	35,000	20/				
Healthy Ramadan/Light Contest/Event Shuttle	Retail & Community	metro	n/a	\$2,000.00	\$2,000.00	100%			NA	25,000	20/				
Downtown Day Sale	Retail	local	n/a	\$5,000.00	\$1,250.00	25%			NA	25,000	25/				
WEST EVENTS ONLY															
Friday Nites Music and Food Rallies	Signature & Community	metro	30%	\$30,000.00	\$15,000.00	50%			NA	150,000	50/	800/			
Kids Day @ the Market	Community	local	50%	\$17,000.00	\$8,500.00	50%			NA	75,000		600/			
Dearborn Farmers & Artisans Market	Signature & Community	metro	90%	\$25,000.00	\$18,750.00	75%			260,000	300,000	30/	400/			
Ladies Night Out	Retail	local	104%	\$3,700.00	\$2,775.00	75%			50,000	75,000	24/	400/			
Fall Perennial Exchange	Community	local	0%	\$700.00	\$175.00	25%			35,000	40,000		25/			
Winterfest	Community	local	33%	\$25,000.00	\$12,500.00	50%			115,000	200,000	40/	1500/			
Tunes at Noon	Community	local	14%	\$5,350.00	\$2,675.00	50%			20,000	40,000		75/			
EAST EVENTS ONLY															
EDDDA Summer Music Series/Farmers	Signature & Community	metro/ (grow local)	21%	\$62,500.00	\$18,750.00	30%	\$12,500.00	20.00%	150,000	200,000	35/	500/			
Shop Small Kick Off	Community	local	33%	\$7,500.00	\$3,750.00	50%			25,000	50,000		1000/			
East Sidewalk Sale	Retail	metro	0%	\$600.00	\$150.00	25%			35,000	50,000	15/	300/			
Spring Perennial Exchange	Community	local	0%	\$700.00	\$175.00	25%			25,000	40,000		100/			
TOTAL 2022															
				\$234,550.00	\$109,800.00				2,675,000	3,815,000					

⇒ APPLICATION ⇒

Application Date 2/7/22

Business

Name Green Brain Comics

Property Address 13936 Michigan Ave.

Business Owner Dan Merritt

Business Owner

Address 8470 Niver Ave, Allen Park, MI 48101

Business Owner Katie Merritt

Business Owner Phone 313-204-2484 Email katiemerrittgbc@gmail.com

Property Owner Same as business owners

Property Owner Address Same

Property Owner Phone Same Email Same

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

Is this business expanding? Yes ☒ No

Amount of square footage to be added to building 0 N/A

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 _____

as soon as approved for grant

Estimated completion date of project _____

Total cost of project \$ 3300.00

Amount requested \$ 2500.⁰⁰

APPLYING FOR:

- ☒ Level 1 Grant
☐ Level 2 Grant
☐ Level 3 Grant *once design is finished*

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.

Katie Smith

Signature of Applicant

2/7/22

Date

⇒ MANDATORY CHECKLIST

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

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

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

⇒ SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities

13615 Michigan Avenue, Suite B-2

Dearborn, MI 48126

info@downtowndearborn.org

313-943-3141

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

Green Brain Comics is planning a façade renovation for its storefront, located at 13936 Michigan Ave., and is looking for assistance from the Downtown Development Authority's Open Door Dearborn Grant program to help make it happen.

We believe this improvement will benefit the EDDDA District by making the main street facing side, as well as parking lot facing side, of our building more appealing and eye catching. The façade of this building has not been updated in a few decades and is need of repairs and updating. This improvement will address these repairs, addressing all unsightly conditions caused by these much-needed repairs.

We would love to keep to the historical features of our building, built in 1949, including the classic roof-top sign. Our goal for a new design is something timeless and classic, with a nod to the original design.

We are applying for Level 1 Grant today, with the intention to apply for Level 3 Grant once designs are created and approved.

Thank you for your consideration for the DDDA Open Door Grant program.

Katie Merritt
Co-owner,
Green Brain Comics
13936 Michigan Ave
Dearborn, MI 48126

(w) 313-582-9444

(c) 313-204-2484



MA ARCHMASTER

Residential & Commercial Designs

PROPOSAL

12/22/2021

TO: KEY CONSTRUCTION

RE: FAÇADES RENOVATIONS FOR A COMIC BOOK SHOP (3,332 SQ.FT.)

LOCATION: 13936 MICHIGAN AVE. DEARBORN, MI 48126

Work Description:

This Proposal is for providing Architectural drawings for renovating the building's facades for the project mentioned above for the purpose of obtaining building permit and approval.

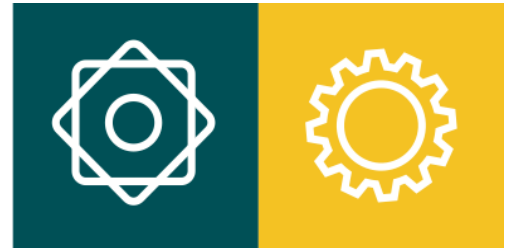
OWNER/CONTRACTOR IS RESPONSIBLE FOR ALL THE PAYMENTS FOR ALL THE BUILDING'S PERMITS. OWNER/CONTRACTOR SHALL SUBMIT THE PLANS TO THE CITY OF DEARBORN FOR OBTAINING THE BUILDING'S PERMITS.

Fees & Payment:

TOTAL FEE	\$3,300
Deposit shall be paid upon starting the work	\$1,800
Final payment shall be paid upon completing the drawings	\$1,500



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



Thursday, February 24, 2022

10:00 a.m.

Attendees: Marc Brigolin, Tracy Besek, Steve Deisler, Steve Horstman, Kari Woloszyk, Chris Small, Tim Harrison, Cristina Sheppard-Decius, Caeley Hynes, Frank Speek and Ben Petrowski.

I. Committee Topics: Scooter demand, mapping and scooter locations and operations/management.

A. SPIN and DDDA staff reviewed the scooter PowerPoint presentations from 11/18/21 DDDA Board meeting -

The goal is to bring the new city administration up to date on the proposed scooter program and address some initial safety and demand concerns. Key new city staff was not present therefore another meeting with Spin reps will be scheduled. General demographics of users and demand were outlined including ages: 18-24, length of trips, college campuses are key trip destinations.

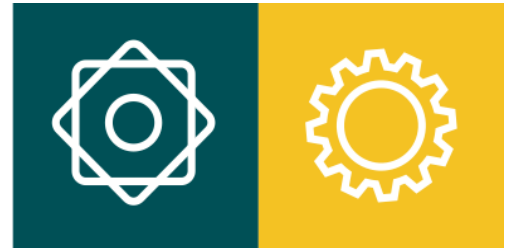
Frank S. indicated the scooter use id for the last mile of transportation options. Mixed land use zones drive ridership. SPIN has the highest compliance rate for scooter vendors in the country. One hour or less is their response to customer and community concerns. Users must be educated and notified of "no ride zones", geo-fencing and parking rules prior to launch.

B. Ford Land Update -

Chris Small reviewed the status of their scooter program. They are planning to implement their program this year as staff returns to work. Ford launch will also depend on the use of city streets and the creation of a scooter ordinance must be resolved and prepared to move forward. Chris suggested the use of existing and new concrete pads for the hub locations.



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



C. General Discussion -

The demand and implementation would be similar to the Bike Share program. The history of the bike-share program shall be presented to Council. Locations of operation including streets, sidewalks, and trails were discussed. Need to get an answer from Wayne County Parks on scooter use on trails. Smith Group will assist in preparing a preliminary map of use area and potential hub locations. We should overlay Bikeshare and scooter maps to correlate proposed locations. The lowest speeds for scooters are 8-10 mph.

Tim H. suggested Outer Drive as a key neighborhood hub. Marc B. wanted to make sure the U of M Union and apartments are connected. We need to contact Fairlane Town Center and Henry Ford College for potential hub destinations and connections. Tim H and Tracy B. both agreed that Michigan Ave. (south side sidewalk) between East and West DDA's have been used for bike share program and could be used for scooters with improvements and signage. We also need to utilize the Multi-modal plan for reference.

Cristina indicated we can tie the education and launch to upcoming community events.

D. Next Steps -

- 1) Send the recording of this meeting to Amanda, Kayleigh, Jordan, at the city to allow them to review the discussion
- 2) Hold internal meetings with DDDA, City Staff and SmithGroup to prepare a preliminary scooter map.
- 3) Schedule another meeting with City staff to review the preliminary map and plan for the development of the Draft Scooter Ordinance.



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



Join Zoom Meeting

<https://zoom.us/j/323245564?pwd=NnhnNjVNSE1tVTdHNjVMak91dC9nZzQ9>

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 23, 2022
2 p.m.

Attendees: Dan and Katie Merritt, Jackie Lovejoy, Steve Horstman, Hassan Sheikh, Mike Kirk, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

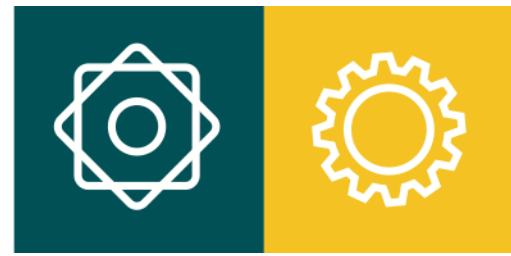
Agenda

- I. Committee Recruitment
Cristina - need to grow committee and diversify. Want architect, real estate professionals, other board members on business development front. Hassan will have conversation with Kaileigh to see if she has additional recommendations. Last month's minutes include additional suggested names. Want to do on an annual basis that board approves who is on committees. Make it a more formal process.
- II. Open Door Dearborn
 - a. Applicant: Green Brain
Level I request for design assistance up to \$2500 to hire and prepare designs for their facade improvements. Estimate was \$3300 from design firm quote. Green Brain would cover balance. Green Brain would then come back for \$7500 for actual improvements. Katie - front of building needs repairs, updated, and update sign. Back of store - get mural ready, asphalt repairs and activate back area space. In next phase, need three quotes. Timeline: want to do as soon as possible. Motion to approve: Jackie Lovejoy, motion to second: Hassan Sheikh. Voice vote: all ayes, no nays. Asked to attend board meeting on March 17, 2022. Katie - looking to do a



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classic design. Steve D. - there are design standards and guidelines designer would need to follow. Find on the DDA or city website.

- b. Extension Request: Juee Cafe
Steve D. - they have done substantial work to date, but it was supposed to be done by Mid-March. They are asking for an extension. Stated slow down was Wayne County Health Dept. permits. It was a backup of permits. Steve D. recommends a full 60 days and deadline of May 18, 2022. Motion to approve, Jackie Lovejoy, Steve Horstman seconded motion. Voice vote - all ayes, no nays.

III. MEDC Grants

a. Match on Main

Cristina - put out worksheet Saturday morning that businesses would need to fill out. Added Warren and Dix/Vernor areas. None received at this point. We have reached out to those businesses that we felt were a good fit for grant. Steve D. reached out or been reached out to by 9 businesses: Green Brain, District 12, Baba's, Haraz Coffee, Juee Cafe, Wale - previous Open Door Grant recipient, Four Square Media, M Cantina, Baquee's restaurant and continue to send more information out. Of those, Green Brain and Haraz Coffee has stepped forward as interested. Worksheets due March 1. Dan and Katie Merritt - concern is getting estimates in time. It is taking three weeks to get an estimate. Look to install an elevator, reactivate the lower level.

Green Brain wants to use current elevator shaft for elevator. The elevator has been removed. Use MOM for design support for elevator. Green Brain would put towards and DDA would add funds to then present to MOM grant. Mike - there is a difference between elevator and lift. Two stop elevator - \$60,000-\$70,000 range; lift is \$20,000. Local business, Wright & Fillipis - do design and install of lifts. There is one in West Dearborn across from Kroger. Cristina - we have to turn in by March 9, so if need more time after March 1, that is fine.

Haraz want to do outdoor cafe seating area in parking lot. He is working on getting costs. Each economic area is eligible for two



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grants. Whoever applied for original NEI grant received Constant Contact invite to participate in MOM.

b. RAP Grant

Cristina - its a grant available for placemaking projects or development projects that are for property owners or developers. There is a third layer - multiple projects in a city or regional projects. It requires more up front. We have two months. It should be items that are already ideas and in the pipeline. One idea was the pedestrian alleys in 5050 and AANM. Also, one consideration might be the 5050 building.

Hassan will set up a meeting with 5050 owner.

The city is also revamping intake process to make it more efficient. Other locations could be infill locations or maybe Howard and Michigan Ave. - will they have control of site (which is required). It needs to be shovel ready.

Hassan - administration looking at open sites and doing vision plans for those areas. Once more concrete, will share with the group. Developers will be engaged once needs/wants determined.

IV. SmithGroup Services 2022

WDDDA board moved forward to do concepts for the streetscape on the southside (Howard/Tenny/Mason). For East, move forward with concepts in pedestrian alleys.

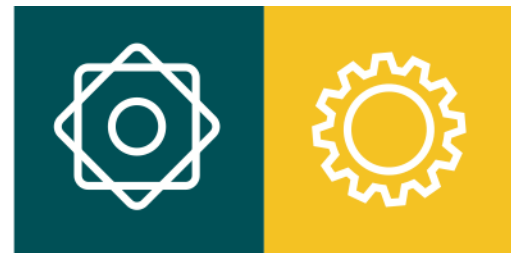
Art in public spaces plan.

Cristina will meet with SmithGroup next week to develop next steps/plans.

V. Market Research

a. Placer.ai vs. Cobalt

Steve D. - Cobalt had good proposal- board wanted to expand and get more competitive bids. Reached out to Placer.ai. Neither do dollar/economy research for cash economy challenges. It is considered to have city pick up plan and have all areas to have access to these services. It might also include focus groups and intercept surveys. Mobile survey gives immediate information and a good benchmark. Steve D. to send out Placer.ai presentation that was done. Cristina recommends using a smaller company to start with and build from there.



- b. Comprehensive Research Plan
Plan out a multi-layer approach - focus/intercept surveys/mobile tracking data.
- VI. Business Development & Assistance
 - a. BAT Relaunch & Brochure
Steve D. - developing a flyer and short videos that we could share and put online. Been doing Morning Mix live Facebook video each month.
 - b. Property Updates
Steve D. - word of mouth has been a driver of those who have received grants speaking to their business neighbors.
- VII. Vision Plan Update
Cristina - currently under review in administration. Waiting on feedback before doing community sessions. Timeline is looking like May/June.
- VIII. Multi-Modal & Physical Improvement Projects Updates
 - a. Bike/Scooter Facilities
Steve D. - Cristina met with Mayor and City Council. Address demand for scooters. Want to set up meeting in next week or two with city staff. It would need a MOU and an ordinance created. Ford plans to launch a scooter program, whether the city does. It would still need an ordinance. We have scooter meeting tomorrow at 10am.
 - b. Public Spaces
 - i. City Hall Park
Cristina - Mayor's office wants to group City Hall Park together with other parks. More discussion will happen.
 - ii. Farmers Market Shed
 - iii. EDDDA Pedestrian Alleys
 - c. Infrastructure
 - d. Landscape/Maintenance
 - e. Art
Cristina - look to launch in July timeframe. Want to complete Vision Plan first.



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DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



February 23, 2022

9 a.m.

Attendees: Brian Boyle, Chris Sickle, Elizabeth Curran, Katie Merritt, Jackie Lovejoy, Helen Lambrix, Cathleen Francois, Cristina Sheppard-Decius, and Janet Bloom.

A. Storytelling Time– What's Happening Around Town

Brian Boyle of Metromode presented Metromode wrapup. Regional audience and statewide audience. March - December 2021: 11 stories, 224,934 people reached, total engagement 4,001, Average Time on page 7 minutes and 44 seconds. Average open rate: 14%. Brian shared other created articles which focused on corridor articles which covers a corridor/district which includes business spotlights. Helen - suggested an article on the coffee culture; many coffee shops have opened, each sharing their own uniqueness and each have a large social media following.

Art stories: Black Box is an art anchor. Find and use art assets/anchors for articles.

Podcast - Cost is roughly \$3,000 per podcast for a six podcast run. Katie - if on website, must be able to download it in podcast que so can listen to it later. Brian - content was available on 4 podcast outlets. Topics could be food stories. Will connect on Dearborn Restaurant Week via article and also Instagram takeover. Cover on variety of what's in Dearborn and tap into what is unique in Dearborn.

Other story ideas: Helen - Preservation Dearborn - they do great work on important people and architecture. They have a focus on keeping history intact. Circle it back to historic assets in the downtowns. Janet - look at "ghost ads" painted on buildings as another historical asset.

Brian - will have Mike engage in this meeting each month for the 15 minute for this agenda item.

Other news: Black Box current show with Bruce Harkness.

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

Meeting ID: 308 973 055
Password: 123811

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

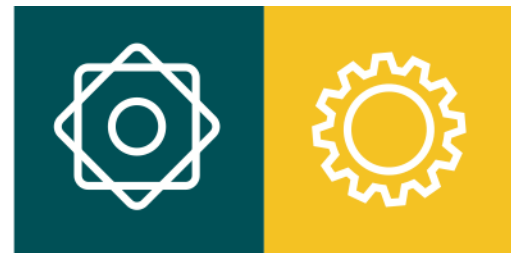
Dial by your location
+1 929 205 6099
US (New York)
+1 312 626 6799
US (Chicago)
+1 301 715 8592
US

Meeting ID: 308 973 055
Find your local number: <https://zoom.us/j/308973055>

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



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B. Sponsorship Outreach/Goals/Policy FYE2022 (June 30)

Reviewed sponsorship reports to see sponsorship coverage of expenses. We can set targets to grow to 50% level, maybe by 10% per year. Must always weigh against what it brings to the community.

- a. Pick Two Businesses and Connect
- b. Goals/Policy Discussion

C. FYE2023 Budget

- a. Draft Budget Review

EDDDA - Cristina had to reduce budget. Reviewed budget worksheet. At \$30,000 for general marketing now. Metromode is cut in half. Amped up Sidewalk Sale in East.

D. Volunteer Management

- a. Committee Projects/Roles
- b. Committee Member Needs

E. Jazz on the Ave/Mosaic of Music on Michigan Ave Plan

F. 1st Quarter Events 2022

- a. DRW

Cathleen: Kickoff is March 3. Invitations going out today and tomorrow. Helen: starting to put restaurants out on social media. Also talking to area food influencers in the market to get them engaged with participating restaurants. Using YouTube, too. Total sponsorship to date: \$6000. Restaurants - \$9000 in fees.

G. Communications/Social Media

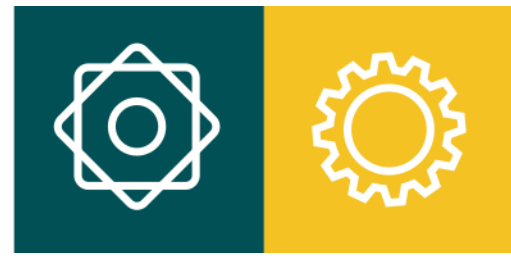
- a. Monthly Report

Helen - social reports were attached with agenda. We continue to grow and working on DRW items and generate excitement around that event. Have started to put Tik Tok and Reel items out. Need to get to a space to be able to create more and post.



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H. 2nd Quarter Events 2022

- a. Earth Day - USGBC is onboard - looking for 17 locations for statewide poster contest. Talking to AANM and Parks & Rec. Want to do poster contest awards in city. Tracy Besek will do bike parade.
- b. Ramadan - looking at doing a lighting contest.
- c. LNO
- d. Perennial Exchange
- e. Art Month

I. COMMITTEE ASSIGNMENTS/TAKE AWAYS

- a. Katie - just create awareness to audience of area businesses. Like at music/movie series see screen of ad or announcement of businesses in area. Announcements during breaks. Cristina - or create a radio style spot. Maybe do a coupon package online - facilitate through a QR code. Cathleen - do community tent, have business info., do a rolling video, shopping bags.
- b. Cristina - meeting with Jackie to strategize sponsorship plans.

J. TO DO/DISCUSSION FOR FUTURE

- a. Legal/Financial Collection of Funds on Square/Paypal
- b. Fan Club Drive/Friends of Downtown Dearborn



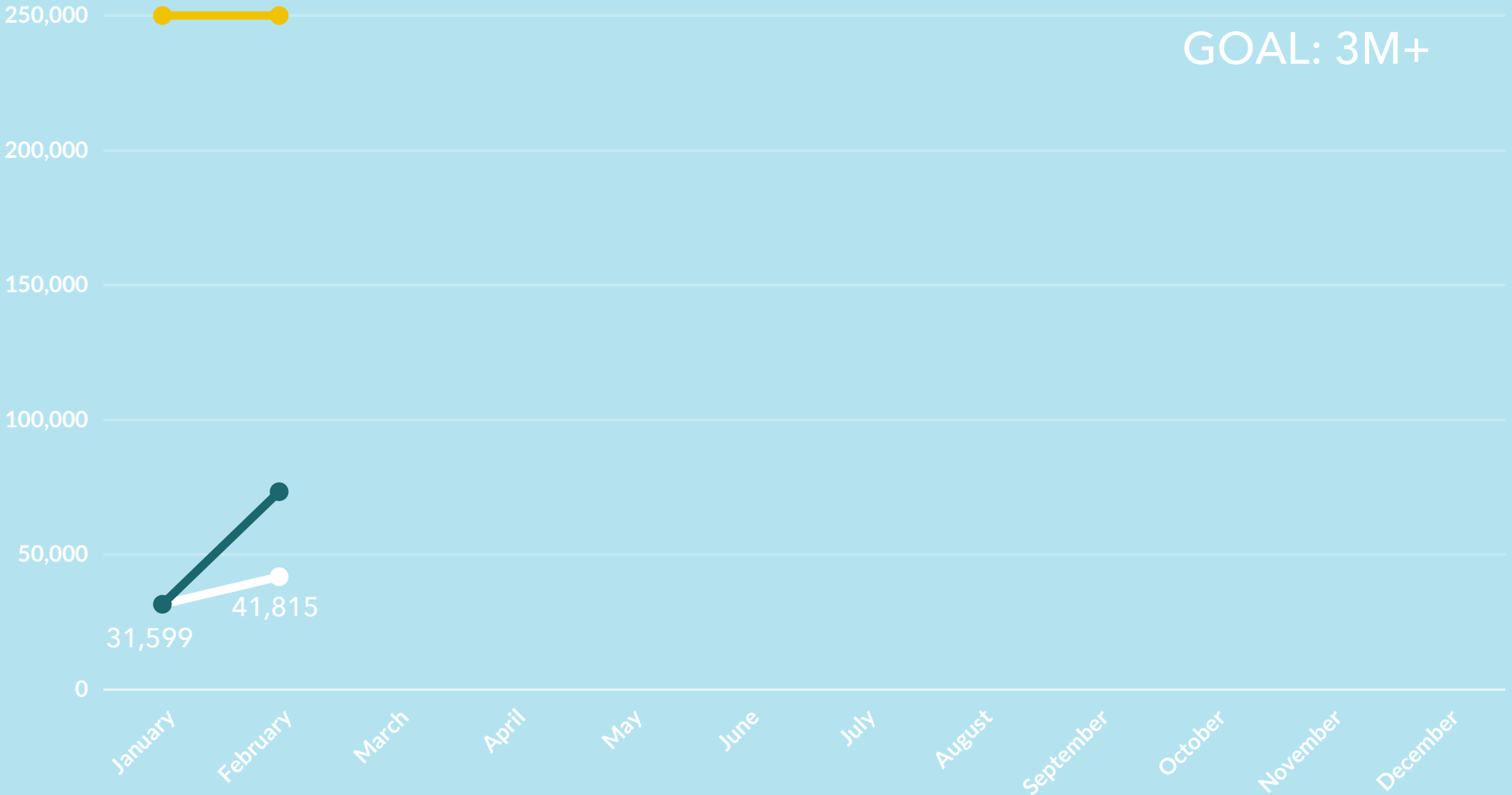
Mission:
Collaborating to create a vibrant Downtown Dearborn experience for all.



DEARBORN

Downtown

IMPRESSIONS 2022



Goal

Growth

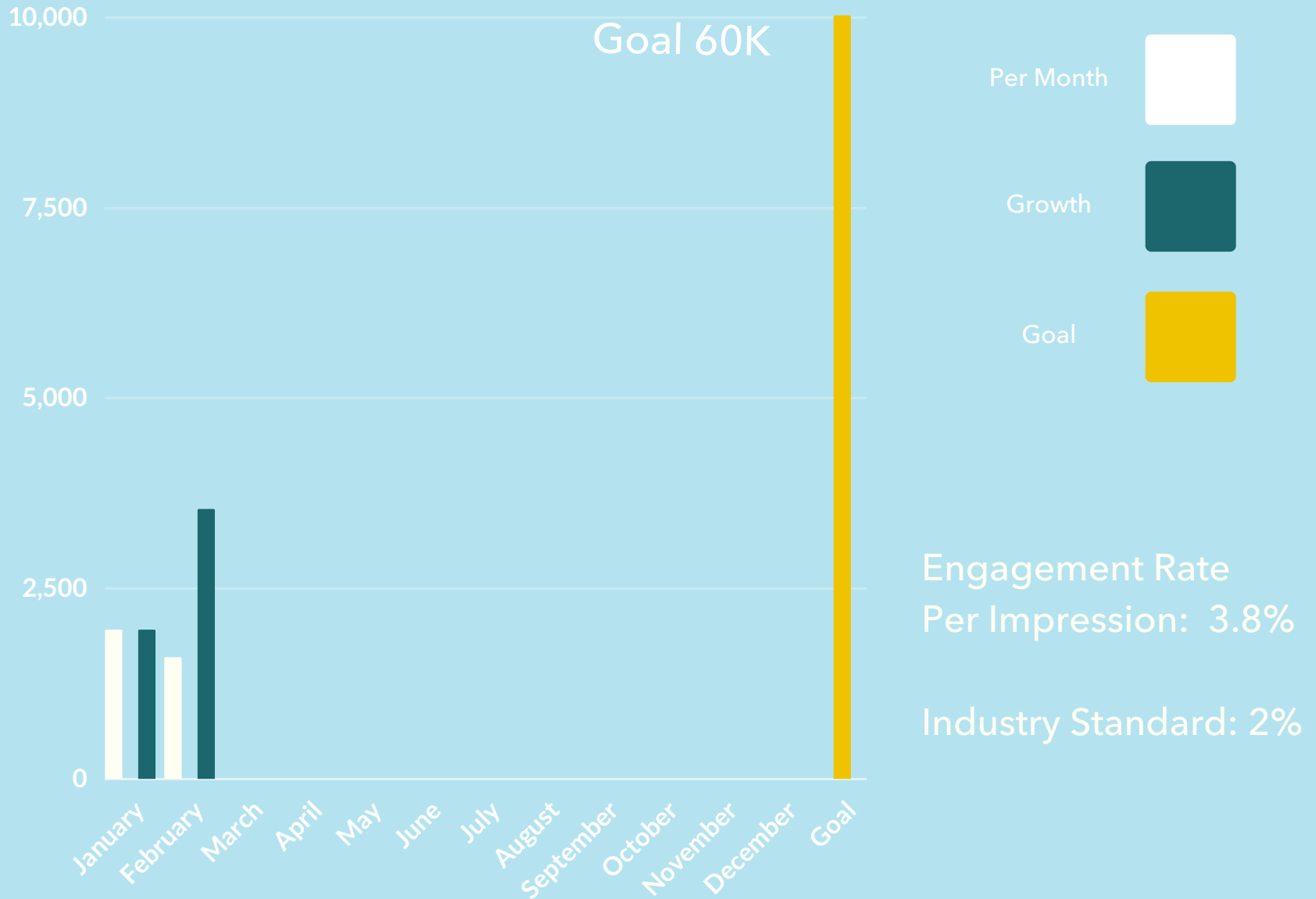
Per Month

ENGAGEMENT 2022



DEARBORN

Downtown



Total Followers

January: 16,785

February: 16,885

March:

April:

May:

June:

July:

August:

September:

October:

November:

December:

GOAL: 18,000

New Followers

January: 64

February: 113

March:

April:

May:

June:

July:

August:

September:

October:

November:

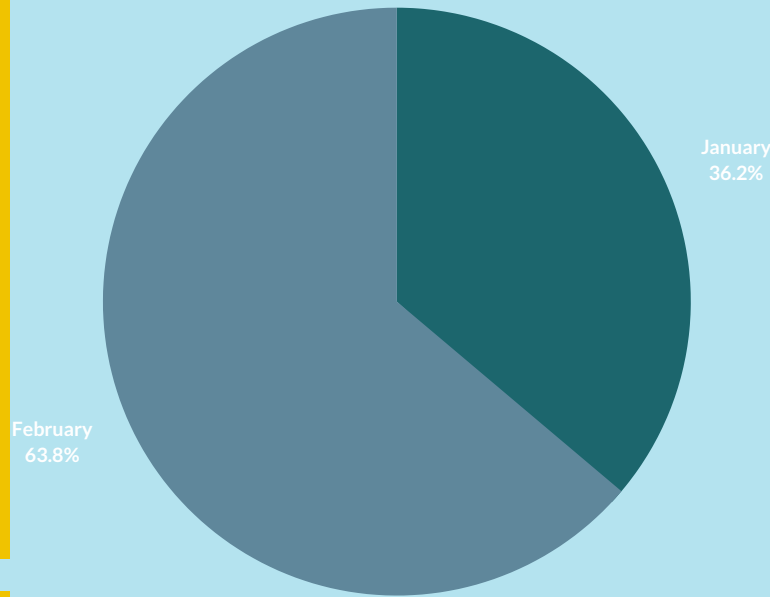
December:

Total: 177

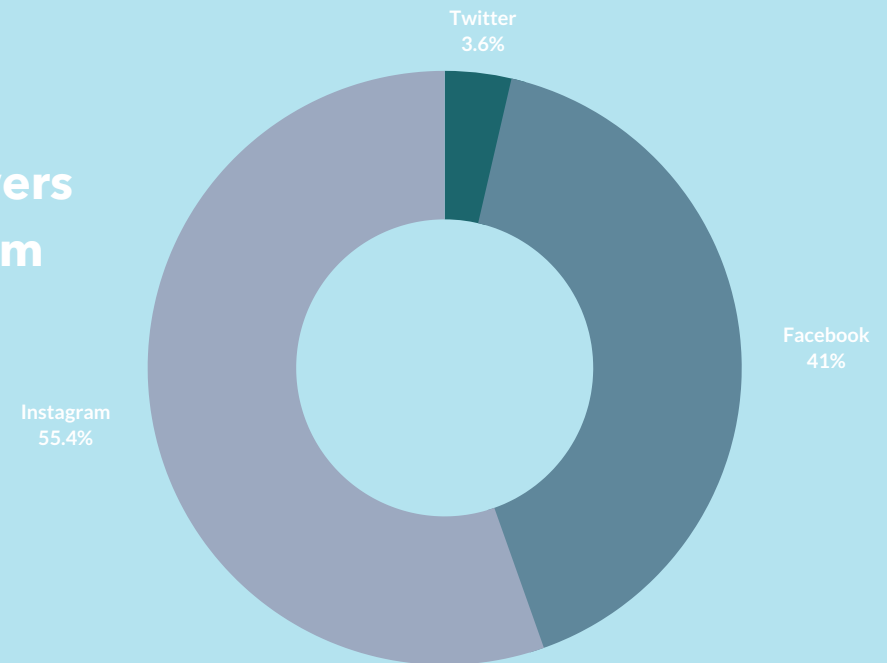
Goal: 4,000 New Followers



DEARBORN
Downtown



New Followers Per Platform



Downtown Dearborn Social Media Metrics - February 2022

IMPRESSIONS

February 2022: 41,815

Total for 2022: 73,360

- Goal: 3 Million +
- 2021 Comparison: 3,069,269
- 2020 Comparison: 1,464,858

Impressions per Platform:

Facebook: 25,167

Instagram: 12,037

Twitter: 4,611

ENGAGEMENT

February 2022: 1,586

Total Engagement 2022: 3,517

Goal: 60K

Engagement Rate per Impression: 3.8%

Engagement per Platform:

Facebook: 1,164

Instagram: 370

Twitter: 52

AUDIENCE

February 2022: 16,885

Goal: 18K +

- GROWTH: 113 New Followers
(2022 total: 177)

Audience Net Growth per Platform:

Facebook: 54

Instagram: 51

Twitter: 8

Join us in downtown Dearborn

Downtown Dearborn
February 25 at 3:52 PM · 🌐

Get ready to eat, eat, and repeat during Dearborn Restaurant Week, March 18 - 27! Go on a culinary adventure with more than 30 restaurants offering "prix fixe" menu deals at \$15, \$25, and \$40 price points. Explore new tastes and revisit your favorites!

Join the **Dearborn Restaurant Week 2022** event page and follow **Dearborn Restaurant Week** for updates and details, or head to <https://www.dearbornrestaurantweek.com/> for all the info!

#DearbornisDelicious #Dearborn #dearbornfood #dearbornfoodie #metrodetroitfood #supportrestaurants #loveyourlocal

See less

Most relevant ▼

Alexis Nikol Baer
Jeanne Lark Baer this is probably why the menu change

Like Reply Tw


Write a comment...

👍 Like 💬 Comment ➦ Share

👤 Dan Merritt and 7 others · 1 Comment · 15K Views

Performance for your post

0 People Reached

10 Reactions, Comments & Shares 

35  Like	7  On Post	28  On Stamps
6  Love	1  On Post	5  On Stamps
0  Comments	0  On Post	0  On Stamps
2  Shares	2  On Post	0  On Stamps

0 Post Clicks

0 Photo views	0 Link clicks	0 Other clicks 
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NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported data may be delayed from what appears on posts


Download Dearborn
February 11

Love is in the air! Prep just a few of the many wonderful treats you can love your local in **AdornWithDearborn** while celebrating Valentine's Day with sweet ones, family friends, your special someone, or to show yourself the love you deserve! ❤️❤️❤️

All Adorned Jewels | **Lustre's** | **Ben & Jerry's** | **Western Market** | **Centura** | **Stick Art Materials** | **Dearborn** | **Irish Sage** | **The Studio** | **The Shop** | **The Lifestyle** | **The Great Commerce** | **The Festalite** | **Collette's** | **Palmerine** | **Mokacchie Cafe** ... See more







0
 People recently

0
 Engagements

[Boost post](#)



11

0 Comments · 3 Shares


Performance for your post

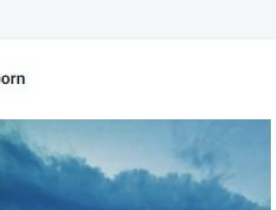
People Reached		
16	Reactions, Comments & Shares	16
12	Like	9
		Can Post
		On Shares
3	Love	2
		Can Post
		On Shares
2	Comments	2
		Can Post
		On Shares
3	Shares	3
		Can Post
		On Shares
Post Clicks		
0	Photo views	0
		Like clicks
		Comment clicks

NEGATIVE FEEDBACK

0	Like post	0
		I like all posts
0	Report as spam	0
		Unlike Page

Reported posts may be displayed on your wall, depending on your privacy settings.


downtowndearborn



downtowndearborn We really love our view of East #DowntownDearborn from our office at Michigan and Schaefer. But we can see that dark cloud coming! Be safe out there, Dearborn! ❤️❤️❤️

#Dearborn #snowscoming #DearbornLove #dearborncommunity #dearbornatnight #dearbornmichigan

Feb 1, 2022

Post performance

👍 47
💬 1
➦ 0
📌 0

Interactions

4

Actions taken from this post

Profile visits

4

Discovery

540

Accounts reached

5% weren't following you

Follows

--

Reach

540

Impressions

600

From home

548

From profile

39

From other

13

downtowndearborn

downtowndearborn What's for dinner?????

Have you tried Prime Eatery yet? They opened recently at 13030 Michigan - in the Historical Scharf building! With a huge selection of burgers, sandwiches, wings, munchies, shakes and more, they are a welcome mouthwatering addition to #DowntownDearborn!

They're open Mon-Fri 11 am - Midnight, Saturday Noon - Midnight, and Sunday 1-8 PM. Stop by this weekend and grab some grub to warm you up!

#primeeatery

#DowntownDearborn #Dearborn #downtowndearborn #whatstfordin... More

Feb 4, 2022

Post performance

41 1 0

Interactions

28 Actions taken from this post

Profile visits 28

Discovery

572 Accounts reached
16% weren't following you

Follows	Reach	Impressions
--	572	624
From home	493	449
From profile	95	159
From hashtags	6	41
From other	2	88

downtowndearborn Get hungry and prepare to satisfy your taste buds during Dearborn Restaurant Week. March 18 - 27! Go on a culinary adventure with more than 25 restaurants offering "bite fix" menu deals at \$15, \$25, and \$40 price points. Explore new tastes, revisit your favorites, and #eatstreetup!

Follow @dearbornrestaurantweek for updates and details or head to dearbornrestaurantweek.com (@bibi_boi) for all the info!

#DearbornDelicious #Dearborn #dearborned #dearbornfoodie #metrodetroitfood #europeans... More

Feb 25, 2022

Views 322

Interactions 20
Actions taken from this post

Profile visits 20

Discovery 654
Accounts reached
36% weren't following you

Follows	Reach	Impressions
16	654	624
From home	449	449
From hashtags	159	41
From profile	41	88
From other	88	

Interactions 20
Actions taken from this post

Profile visits 20

Discovery 654
Accounts reached
36% weren't following you

Follows	Reach	Impressions
16	654	624
From home	449	449
From hashtags	159	41
From profile	41	88
From other	88	

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-EDDDA

Date Adopted: February 17, 2022

Motioned by: Vice Chairperson Matthew Dietz

Seconded by: Director Kamal Turfah

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

WHEREAS: The EDDDA and WDDDA board members have provided their reasons for absences for the 2021 and 2022 calendar year for absence waiver consideration; and

WHEREAS: The following EDDDA Board Member has met the criteria for absence waivers for the January monthly board meeting, excluding any special board meetings:

Kamal Turfah - January 2022;
so let it be

RESOLVED: The EDDDA agrees to approve the presented absence waiver and excuse the absence as indicated by Kamal Turfah for the monthly meeting conducted in January 2022.

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Janice B. Cislo, Director Mustapha Hawily, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted: February 17, 2022

Motioned by: Vice Chairperson Mohammed Hider

Seconded by: Mayor Abdullah Hammoud

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

WHEREAS: The WDDDA and EDDDA board members have provided their reasons for absences for the 2021 and 2022 calendar years for absence waiver consideration; and

WHEREAS: The following WDDDA Board Members have met the criteria for absence waivers for November 2021 to January 2022 monthly board meetings, excluding any special board meetings:

Sam Abbas - November 2021 and January 2022;
Audrey Ralko - November 2021;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas and Audrey Ralko, for monthly meetings conducted from November 2021 to January 2022.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan, and Director Karen Nigosian

No:

Abstained:

Absent: Secretary-Treasurer Jackie Lovejoy and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

SmithGroup 2022 Design Service Plan via POW! Strategies - EDDDA

Adopted: February 17, 2022
Motioned by: Vice Chairperson Matthew Dietz
Seconded by: Director Janice Cislo

WHEREAS: As part of the DDDAs contract with POW! Strategies for Executive Management Services, SmithGroup can provide design services up to \$83,035 annually (January – December), split equally between the EDDDA and WDDDA; and

WHEREAS: Currently there is \$62,533 remaining on Year 2 of the contract (2021 calendar year), plus another \$83,035 for Year 3 of the contract (2022 calendar year) for a total of \$145,568; and

WHEREAS: The DDDAs' input on prioritizing projects that require design concepts and analysis is desired to set a workplan for 2022; and

WHEREAS: **POW! Strategies** and SmithGroup prepared and presented a summary of the potential projects based on the Boards budgets and plans for the year and coming years, as well as design costs associated with them (attached in the supplemental packet); and

WHEREAS: The following projects are essential to the DDDAs based on current work in progress, regular maintenance of data or directly associated with capital improvement projects:

- **Vision Plan** – projected to be completed by late Spring after review of draft by Mayor's Office and Council, community review and then final document changes for adoption – up to \$10,000 projected from budget;
- **GIS Inventory** – for on-going maintenance to the geographical data collected and mapped for the districts, including building occupancy/uses and streetscape amenities - up to \$9,000 projected from budget;
- **Multi-modal Pavement Markings** – to improve the bike-ability in both districts - up to \$30,000 projected from budget for construction drawings;

WHEREAS: As part of the contract, it was also recommended that in Year 3, an Art in Public Spaces Plan be developed to help layout both a short and long-term plan for art installations and art programming/support in the downtown - up to \$26,000 projected from budget; and

WHEREAS: Optional projects based on capital improvement projects needed for the downtown districts include:

- **WDDDA South Connector Street Concepts** – to improve the south side of Michigan connector streets of Mason, Howard and Tenney Streets - up to \$40,000 for concept planning and community outreach; and
- **WDDDA Public Lot E Redesign** – to provide for an improved location for deliveries and quick pick-up spots/15 min parking near Wagner Place - *concept budget TBD*; and
- **EDDDA Pedestrian Alley Design Concepts inconjunction with EDDDA Sustainable Parking Lots & Alley Improvements**– to improve and create a welcoming environment and greenspace behind the AANM and Masri Clinic - up to 30,000 for concept designs and community outreach; and
- **EDDDA Pocket Park** – creating an outdoor dining and greenspace area on the public parking lot adjacent to Williamson Street - up to \$30,000 for concept planning and community outreach; and
- **EDDDA Wellesley Public Parking Lot/Alley Safety Improvements** – improving the safety of the alley for pedestrians and redirect alley traffic - up to \$30,000 for concept planning and community outreach; and

RESOLVED: The EDDDA affirms the following priorities for design services to be provided by SmithGroup via the POW! Strategies, Inc. contract for Year 3 of the contract, calendar year 2022:

CONFIRMED PROJECT	SMITHGROUP BUDGET/ESTIMATES (MAX.)	DISTRICT
Vision Plan	\$10,000	EDDDA/WDDDA
GIS Inventory	\$9,000	EDDDA/WDDDA
Multi-modal Pavement Markings	\$30,000	EDDDA/WDDDA
EDDDA Pedestrian Alley	\$30,000	EDDDA

RESOLVED: The EDDDA directed the Manager of the DDDAs to further service and cost options with SmithGroup via POW! Strategies, Inc. contract for

Art in Public Spaces Plan	\$26,000	EDDDA/WDDDA
EDDDA Wellesley Lot	\$30,000	EDDDA

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Janice B. Cislo, Director Mustapha Hawily, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

SmithGroup 2022 Design Service Plan via POW! Strategies - WDDDA

Adopted: February 17, 2022
Motioned by: Chairperson Sam Abbas
Seconded by: Vice Chairperson Mohammed Hider

WHEREAS: As part of the DDDAs contract with POW! Strategies for Executive Management Services, SmithGroup can provide design services up to \$83,035 annually (January – December), split equally between the EDDDA and WDDDA; and

WHEREAS: Currently there is \$62,533 remaining on Year 2 of the contract (2021 calendar year), plus another \$83,035 for Year 3 of the contract (2022 calendar year) for a total of \$145,568; and

WHEREAS: The DDDAs' input on prioritizing projects that require design concepts and analysis is desired to set a workplan for 2022; and

WHEREAS: **POW! Strategies** and SmithGroup prepared and presented a summary of the potential projects based on the Boards budgets and plans for the year and coming years, as well as design costs associated with them (attached in the supplemental packet); and

WHEREAS: The following projects are essential to the DDDAs based on current work in progress, regular maintenance of data or directly associated with capital improvement projects:

- **Vision Plan** – projected to be completed by late Spring after review of draft by Mayor's Office and Council, community review and then final document changes for adoption – up to \$10,000 projected from budget;
- **GIS Inventory** – for on-going maintenance to the geographical data collected and mapped for the districts, including building occupancy/uses and streetscape amenities - up to \$9,000 projected from budget;
- **Multi-modal Pavement Markings** – to improve the bike-ability in both districts - up to \$30,000 projected from budget for construction drawings;

WHEREAS: As part of the contract, it was also recommended that in Year 3, an Art in Public Spaces Plan be developed to help layout both a short and long-term plan for art installations and art programming/support in the downtown - up to \$26,000 projected from budget; and

WHEREAS: Optional projects based on capital improvement projects needed for the downtown districts include:

- **WDDDA South Connector Street Concepts** – to improve the south side of Michigan connector streets of Mason, Howard and Tenney Streets - up to \$40,000 for concept planning and community outreach; and
- **WDDDA Public Lot E Redesign** – to provide for an improved location for deliveries and quick pick-up spots/15 min parking near Wagner Place - *concept budget TBD*; and
- **EDDDA Pedestrian Alley Design Concepts inconjunction with EDDDA Sustainable Parking Lots & Alley Improvements**– to improve and create a welcoming environment and greenspace behind the AANM and Masri Clinic - up to 30,000 for concept designs and community outreach; and
- **EDDDA Pocket Park** – creating an outdoor dining and greenspace area on the public parking lot adjacent to Williamson Street - up to \$30,000 for concept planning and community outreach; and
- **EDDDA Wellesley Public Parking Lot/Alley Safety Improvements** – improving the safety of the alley for pedestrians and redirect alley traffic - up to \$30,000 for concept planning and community outreach; and

RESOLVED: The WDDDA affirms the following priorities for design services to be provided by SmithGroup via the POW! Strategies, Inc. contract for Year 3 of the contract, calendar year 2022:

CONFIRMED PROJECT	SMITHGROUP BUDGET/ESTIMATES (MAX.)	DISTRICT
Vision Plan	\$10,000	EDDDA/WDDDA
GIS Inventory	\$9,000	EDDDA/WDDDA
Multi-modal Pavement Markings	\$30,000	EDDDA/WDDDA
WDDDA South Connector Streetscape	\$30,000	WDDDA

RESOLVED: The WDDDA directed the Manager of the DDDAs to further service and cost options with SmithGroup via POW! Strategies, Inc. contract for

Art in Public Spaces Plan	\$26,000	EDDDA/WDDDA
Lot E	\$30,000	WDDDA

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan, and Director Karen Nigosian.

No:

Abstained:

Absent: Secretary-Treasurer Jackie Lovejoy and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021/2022 Snow Removal Contract Exigent - EDDDA

Date Adopted: February 17, 2022

Motioned by: Director Kamal Turfah

Seconded by: Director Hamzah Nasser

- WHEREAS:** The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district; and
- WHEREAS:** The EDDDA authorized a budget of \$25,000 for snow removal services FYE2022; and
- WHEREAS:** The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks; and
- WHEREAS:** The DDDAs, through City of Dearborn procurement processes, awarded the bid for snow removal services to Premium Lawn for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options; and
- WHEREAS:** The DDDAs authorized a one-year renewal for the 2021/22 winter season with Premium Lawn at its October 21, 2021 meeting; and
- WHEREAS:** The contractor declined to proceed with the 2021-2022 option to renew for the second year of the available three, one-year renewal options on January 23, 2022; and
- WHEREAS:** Under exigent circumstances, Four Seasons was brought in to provide sidewalk snow removal and salting, and Frank's Nursery was brought in to provide parking lot snow removal; and
- WHEREAS:** The current billing for Four Seasons is \$12,060.16 and the current billing for Frank's Nursery is \$5448.00; therefore, let it be
- RESOLVED:** The EDDDA authorizes the Manager of the DDDAs to execute a contract of payment on behalf of the EDDDA with Four Seasons and Frank's Nursery to not

exceed \$25,000 in total for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #297-6100-911-34-90, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Janice B. Cislo, Director Mustapha Hawily, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2021/2022 Snow Removal Contract Exigent - WDDDA

Date Adopted: February 17, 2022

Motioned by: Director Karen Nigosian

Seconded by: Vice Chairperson Mohammed Hider

- WHEREAS:** The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to maintain a safe and accessible downtown area with consistent snow removal services for the sidewalks and public pedestrian areas throughout the district; and
- WHEREAS:** The WDDDA authorized a budget of \$36,500 for snow removal services FYE2022; and
- WHEREAS:** The City of Dearborn Parking Fund and Department of Public Works annually cover the costs for parking lots/decks and the sidewalk perimeters around parking lots/decks; and
- WHEREAS:** The DDDAs, through City of Dearborn procurement processes, awarded the bid for snow removal services to Premium Lawn for a term of one season starting November 1, 2019 - March 31, 2020, with up to three, one-year renewal options; and
- WHEREAS:** The DDDAs authorized a one-year renewal for the 2021/22 winter season with Premium Lawn at its October 21, 2021 meeting; and
- WHEREAS:** The contractor declined to proceed with the 2021-2022 option to renew for the second year of the available three, one-year renewal options on January 23, 2022; and
- WHEREAS:** Under exigent circumstances, Four Seasons was brought in to provide sidewalk snow removal and salting, and Frank's Nursery was brought in to provide parking lot snow removal; and
- WHEREAS:** The current billing for Four Seasons is \$18,565 and the current billing for Frank's Nursery is \$6725.75; therefore, let it be
- RESOLVED:** The WDDDA authorizes the Manager of the DDDAs to execute a contract of payment on behalf of the WDDDA with Four Seasons and Frank's Nursery to not

exceed \$36,500 in total for snow removal services for the 2021/2022 snow season, from the snow removal budget line account #296-6100-911-34-90, subject to the review and approval of Corporation Counsel.

Yes: Chairperson Sam Abbas, Vice Chairperson Mohammed Hider, Mayor Abdullah Hammoud, Director Thomas L. Clark, Director Zaineb A. Hussein, Director Jeff Lynch, Director Amanda Bright McClanahan, and Director Karen Nigosian.

No:

Abstained:

Absent: Secretary-Treasurer Jackie Lovejoy and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Music Concert Series 2022- EDDDA (Tabled)

Date Tabled: February 17, 2022
Moved by: Director Zaineb A. Hussein
Seconded by: Vice Chairperson Matthew Dietz

WHEREAS: The EDDDA recognizes the benefit of creating placemaking activities that help market and promote 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; and

WHEREAS: The music concert series concept proposal is to change it from twelve (12) weeks, (two events Jazz on the Ave & Harmonize Dearborn/Music in the Park), to one 10-week event that will replace Jazz on the Ave this year with the goal to bring visitors to the District, promote the diversity of the district through entertainment, increase local community engagement and business development; and

WHEREAS: The EDDDA budgeted a total of \$73,162 for Jazz on the Ave and Music in the Park for FYE2022 and FYE2023 (2022 event season), and it is recommended to utilize the funds from those budgeted events to replace the new music concert series concept ; and

WHEREAS: A budget of \$69,220.00 is proposed for the 2022 music concert series, which would include entertainment, advertising, marketing and equipment rental; so let it be

RESOLVED: That the EDDDA tables this resolution to allow time to research further style of music and community needs for this new music series concept as presented to replace Jazz on the Ave and Music in the Park/Harmonize Dearborn.

Yes: Chairperson Eric Woody, Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Janice B. Cislo, Director Mustapha Hawily, Director Zaineb A. Hussein, Director Jay P. Kruz, Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

No:
Abstained:
Absent: