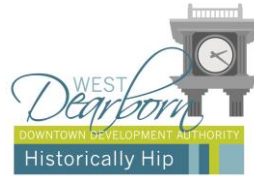




EAST DOWNTOWN DEARBORN
Neighborhood Feel. Totally Real.



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

**THURSDAY, MAY 16, 2019
8:00 A.M. – 9:30 A.M.
Dearborn Administrative Center
16901 Michigan Avenue, Dearborn, MI**

I. Call to Order

II. Roll Call

Secretary Kruz & Vice Chairperson Jernigan

III. Joint Meeting Chair for May 2019: Chairman Saionz

IV. WDDDA Secretary/Treasurer Temporary Meeting Appointment

V. Approval of the April 2019 Meeting Minutes

VI. Treasurer’s Report

Finance/Treasurers

VII. Action Items

A. Joint Board Actions

- 1. Network Relocation**
- 2. Comcast Cable Contract**
- 3. Ladies Night Transportation**
- 4. Volunteer T-Shirts**
- 5. Event Photography**

B. EDDDA Actions Only

- 1. Spring Perennial Exchange Speaker Change**

C. WDDDA Actions Only

- 1. Farm to Table Liquor License**
- 2. Wagner Park Amenities**
- 3. Farmers Market Vendor Amendment**
- 4. Friday Nites Vendor Amendment for Banners**

VIII. Committee Reports

IX. DDDA Executive Management Team & ECD Reports

X. Call to Board of Directors

XI. Call to Audience

3 min./guest

XII. Adjournment



AGENDA OVERVIEW

Action Items

JOINT ACTIONS

Network Relocation & Comcast Cable

On May 1, 2019, the utility room in Artspace Connector where the DDDAs' network and internet is housed was flooded due to the storms. It damaged all of the equipment in the room and the utility room is still in a state of repair at this time by Artspace. Prior to this, the DDDAs had been working with the City's MIS Department to acquire new equipment that would provide better and more reliable connectivity in order to resolve some of the long-term issues impacting the management team's productivity. Currently the DDDAs share internet service with Artspace's contract with Comcast Cable, however, this has been inconsistent and slow in terms of service, impacting the productivity. It is MIS' recommendation to move the network and internet service into the DDDA office suite for security and access purposes moving forward. Therefore, MIS has procured quotes for a new firewall, new (separate) internet service and for rewiring the equipment from the utility room to the DDDA office. The costs are outlined below and will be split evenly between the EDDDA and WDDDA:

- Comcast Internet: \$187.30/month + \$49 installation fee
- Firewall \$561.00
- Wiring \$2239.97

Ladies Night Transportation

The EDDDA and WDDDA held the Ladies Night Event on May 1, 2019, in both downtown districts to highlight the retail shopping experience in Downtown Dearborn. Initially, the Promotions Committee and Management Team had anticipated shuttle services to be provided in-kind by the Dearborn Recreation Department, but unfortunately, they were not able to procure drivers for the event, in which the management team was notified one week prior to the event. Transportation between the two downtowns was essential to the success of the event and the partnering businesses, therefore, the executive boards of the EDDDA and WDDDA authorized the management team to seek an alternate transportation service provider. The Housing Department was able to provide one bus at no cost, but a second bus was needed, which after soliciting three other companies for options, TOP Limousine was able to provide a shuttle in the amount of \$500 for the evening. However, the cost had to be paid in full prior to the event, therefore, the Executive Boards authorized POW! Strategies to incur the expense to assure that the service was available. The cost was within the event budget previously adopted by both Boards. The resolution attached authorizes the reimbursement of the shuttle bus service in the amount of \$500 to POW! Strategies.

Volunteer T-shirts

The EDDDA previously authorized expenses up to \$1500 for the Neighborhood Clean Up, which included the purchase of T-shirts for the volunteers. After discussion with the Promotions Committee and the Executive Boards it is recommended to purchase a bulk supply of volunteer T-shirts for all of the events this summer season. The cost is \$940 for 150 T-shirts (\$6 per shirt + set up fee of \$40) with PrintCitee LLC.

2.



Event Photography

The DDDAs budget photography every year to accompany the events and promotions of the district. As we continue to build the photography inventory and freshen the visual images to support the promotions of the district, it is recommended to focus on the following photography for the summer with the following providers:

FYE 2019	COST	PROVIDER
Perennial Exchange May 18 EDDDA	\$600	JWhite Photography
Friday Nites June 7 WDDDA	\$1600	JWhite Photography
Music in the Park June 12 EDDDA	\$375	On Location Photography
Farm to Table June 15 WDDDA	\$600	JWhite Photography
FYE2020		
Movies in the Park July 19 EDDDA	\$375	On Location Photography
Tunes at Noon July 16 WDDDA	\$375	On Location Photography
1/2 Day of General Shots WDDDA/EDDDA in July/August	\$1050	On Location Photography

EDDDA ACTIONS ONLY

Spring Perennial Exchange Speaker Fee

Due to a health-related issue that came up, one of the speakers had to decline participating in the Spring Perennial Exchange. Management team is in the process of trying to fill the second speaker session, therefore the Board may need to make an amendment to the resolution this Thursday with the new vendor.

WDDDA ACTIONS ONLY

Farm to Table Liquor License

In order to complement the meal with a tasting of selected wines for the Farm to Table event, a temporary special event liquor license is needed for the event. Attached is a resolution authorizing the WDDDA to apply for a special event liquor license through the MLCC for June 15, 2019. The application with the State is \$50. An insurance bond will be necessary as well, which estimates are still being procured through the City’s insurance agency Nickel & Saph, but anticipate it not exceeding \$1500.

Wagner Park Amenities

As discussed at the April 2019 Joint Board meeting, the WDDDA is transitioning its events to Wagner Park and adjacent West Village Drive area. The WDDDA budgeted for event amenities to be added for the festivities and area. Initially, an upgraded portable bathroom (bathroom trailer as opposed to port-o-johns) was projected, but the cost of the bathroom trailer was extremely high and it is recommended to invest in the future in a permanent public bathroom facility instead. Therefore, after discussion with the Design EV committee and Ford Land, it is recommended to invest in bistro tables and chair, Adirondack chairs, games, street blockades and portable carts to add to the community event environment. The WDDDA budgeted \$15,000 for FYE2019 and another \$15,000 for FYE2020. Service providers for the following items have been procured thus far:

Vendor	Purpose	Amount
Ideal Shield	Fabric Bollard Covers	\$1233.98
TransSupply	Class III Barricades	\$2049.50

Anti-ram blockades and the bistro tables and chairs are still in the process of being bid.

Farmers Market Vendor Amendment

The WDDDA authorized a budget of \$25,540 in expenditures for specific service providers for the Farmers and Artisans Market at its January 17, 2019. A small change is requested to the vendors for the A-frames to be created by Malkomedia as opposed to Postnet because a lower price was offered. The change in the resolution is:

- Postnet from \$1375 reduced to \$1000
- Malko Media increased by the \$375 to a final total of \$1775

Friday Nites Banner Patches

The Friday Nites street pole banners for Michigan Avenue need to be vinyl patched to reflect the new location of the Friday Nites events at Wagner Park. There are 20 banners, therefore, 40 patches are needed. Malkomedia can provide the patches at a total of \$540. Resolution is attached to reflect this purchase.

CITY OF DEARBORN
EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (EDDDA)
WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY (WDDDA)
REGULARLY SCHEDULED JOINT BOARD MEETING
APRIL 18, 2019
DEARBORN ADMINISTRATIVE CENTER
MINUTES

MEMBERS PRESENT

JOINT EAST & WEST :

EAST DDDA : Scott Saionz, Dan Merritt, Janice Cislo, Kamal Turfah (left At 10:01am), Judith McNeeley, Jay Kruz (arrived at 8:16am, left at 9:53am).

WEST DDDA : Sam Abbas, Audrey Ralko, Mohammed Hider, Jim Jernigan (left at 10:01am) Karen Nigosian, Jackie Lovejoy, John McWilliams (left at 9:48am).

MEMBERS ABSENT

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

EAST DDDA : Joseph Bojovic, Mary O'Bryan

WEST DDDA : Thomas Clark

NON-MEMBERS PRESENT

CITY OF DEARBORN : Bill Irving (Law), Maria Buffone (Finance), Maryann Zelasko (ECD), Zeinab Hachem (Council's Office), Cristina Sheppard-Decius (DDDA), Ellen Goedert (DDDA), Jean Smith (DDDA).

OTHERS : John Davis (Ford Land)

I. Call to Order

Joint DDDA Chair Sam Abbas called the meeting to order at approximately 8:14am.

II. Roll Call

WDDDA: Vice-Chair Jim Jernigan called the roll of Board members. A quorum was present.

EDDDA: Vice-Chair Dan Merritt called the roll of Board members. Secretary-Treasurer

Jay Kruz arrived during Roll Call and a quorum was then present.

III. Joint Meeting Chair for April 2019: Sam Abbas

IV. WDDDA Secretary/Treasurer Appointment & Nominations

The WDDDA Board has a vacancy on the Executive Committee. The position of Secretary/Treasurer is currently open. WDDDA Board Members interested in running for the position need to notify Chair Sam Abbas or Executive Director Cristina Sheppard-Decius. Elections will be held at the May 2019 Board Meeting. In the interim, Chair Sam Abbas appoints Jackie Lovejoy to the position of Secretary/Treasurer for the April 2019 Board Meeting.

V. Approval of the January 2019 Meeting Minutes

EDDDA: The minutes from the March 21, 2019 Joint Board meeting were presented for approval. Secretary-Treasurer Jay Kruz motioned to approve. Director Jan Cislo seconded. Passed by unanimous vote.

WDDDA: The minutes from the March 21, 2019 Joint Board meeting were presented for approval. Director Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Passed by unanimous vote.

VI. Treasurer's Report

A. Receive & File Report

EDDDA: Maria Buffone from Finance reviewed the financial statement dated April 9, 2019. Revenue to date totaled \$941,256.. Expenditures to date totaled \$830,148. The current cash position equals \$1,166,417, and it is estimated that the EDDDA's cash position at the end of the fiscal year will be \$547,517. Per Chairperson Scott Saionz, the Treasurer's Report was received and filed.

WDDDA: Maria Buffone from Finance reviewed the financial statement dated April 9, 2019. Revenue to date totaled \$946,020. Expenditures to date totaled \$551,970. The current cash position equals \$1,097,575 and it is estimated that the WDDDA's cash position at the end of the fiscal year will be \$535,797. Per Chairperson Sam Abbas, the Treasurer's Report was received and filed.

VII. Action Items

A. Joint Action Items

1. Open Door Dearborn Incentives

EDDDA: The EDDDA adopts the Open Door Dearborn Business Incentive Program in conjunction with the WDDDA to revitalize Downtown Dearborn, subject to review and approval by Corporation Counsel. The EDDDA agrees to financially invest in the Open Door Dearborn Incentive Program annually as budgets permit and adopted by the EDDDA; be it further resolved, The EDDDA will review and authorize funding to applicants on a case-by-case basis. Vice Chair Dan Merritt motioned to approve. Director Judith McNeeley seconded. Passed by unanimous vote.

WDDDA: The WDDDA adopts the Open Door Dearborn Business Incentive Program in conjunction with the EDDDA to revitalize Downtown Dearborn, subject to review and approval by Corporation Counsel. The WDDDA agrees to financially invest in the Open Door Dearborn Incentive Program annually as budgets permit and adopted by the WDDDA; be it further resolved, The WDDDA will review and authorize funding to applicants on a case-by-case basis. Director Jackie Lovejoy motioned to approve. Director Mohammed Hider seconded. Passed by unanimous vote.

2. Office Supplies

EDDDA: The EDDDA authorizes amending the contract with POW! Strategies, Inc. allocating up to \$500 split evenly with the WDDDA (no more than \$250 per DDDA) until the end of December 31, 2019, to be reimbursed to POW! Strategies, Inc. for office supplies in the DDDAs' office Vice chair Dan Merritt motioned to approve. Director Kal Turfah seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA authorizes amending the contract with POW! Strategies, Inc. allocating up to \$500 split evenly with the EDDDA (no more than \$250 per DDDA) until the end of December 31, 2019, to be reimbursed to POW! Strategies, Inc. for office supplies in the DDDAs' office Director Jackie Lovejoy motioned to approve. Director Audrey Ralko seconded. Motion passed by unanimous vote.

3. Web Hosting and Maintenance

EDDDA: The EDDDA allocates \$267.00 to Essential IT for web hosting, maintenance and email address services from January 1- June 30, 2019 for FYE 2019; be it further resolved, The EDDDA allocates \$534.00 to Essential IT for web hosting, maintenance and email address services from July 1, 2019- June 30, 2020, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Secretary-Treasurer Jay Kruz seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA allocates \$267.00 to Essential IT for web hosting, maintenance and email address services from January 1- June 30, 2019 for FYE 2019; be it further resolved, The WDDDA allocates \$534.00 to Essential IT for web hosting, maintenance

and email address services from July 1, 2019- June 30, 2020, subject to review and approval by Corporation Counsel. Director Jackie Lovejoy motioned to approve. Director Mohammed Hider seconded. Motion passed by unanimous vote.

4. Main Street Conference Reimbursement Amendment

EDDDA: The EDDDA previously approved allocating \$2000 for one EDDDA board member's travel, lodging and registration costs associated with the Main Street NOW Conference 2019 and expense to Account #297-6100-911-58-10; and that all other out-of-pocket costs are the responsibility of the Board member or volunteer. Registration for Director J. Scott Saionz was paid directly by the EDDDA to the National Main Street Center, but the costs of the travel and accommodations were greater than anticipated. Therefore, the EDDDA allocates up to an additional \$700.00 to reimburse Director J. Scott Saionz for attending the National Main Street Conference on behalf of the EDDDA. Vice Chair Dan Merritt motioned to approved. Director Judith McNeeley Scott Saionz abstained. Motion passed.

WDDDA: The WDDDA previously approved allocating \$2000 for one WDDDA board member's travel, lodging and registration costs associated with the Main Street NOW Conference 2019 and expense to Account #296-6100-911-58-10; and that all other out-of-pocket costs are the responsibility of the Board member or volunteer. Director Sam Abbas paid the National Main Street Conference directly for his registration costs. The costs of the conference registration, travel and accommodations were greater than anticipated. Therefore, the WDDDA allocates up to an additional \$900.00 to reimburse Director Sam Abbas for attending the National Main Street Conference on behalf of the WDDDA. Director Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Sam Abbas abstained. Motion passed.

5. Ladies Night Amendment

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Ladies Night 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

EDDDA: The EDDDA Executive Director is authorized to administer, sign contracts and expend the funds for the 2019 Ladies Night event with the amended list of companies and amounts below, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Director Kal Turfah seconded. Motion passed by unanimous vote.

WDDDA: The WDDDA Executive Director is authorized to administer, sign contracts and expend the funds for the 2019 Ladies Night event with the amended list of companies and amounts below, subject to review and approval by Corporation Counsel. Director

Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Motion passed by unanimous vote.

B. WDDDA Actions Only

1. Farm to Table POS/Chamber Agreement

The WDDDA agrees to use the Chamber of Commerce's point of sale system and will give the Chamber 5% of total sales from tickets and auction items paid through credit card processing system and will cover the processing fees; Be it further resolved the WDDDA authorizes the executive director to execute a contract on behalf of the WDDDA with the Dearborn Area Chamber of Commerce for use of the point of sale system, contingent upon review and approval by Corporation Counsel. Vice Chair Jim Jernigan motioned to approve. Director Audrey Ralko seconded. Jackie Lovejoy abstained. Motion passed.

2. Summer Banners

The WDDDA authorized an expenditure of up to \$3,000 for printing of Summer banners including pertinent costs of design, shipping and freight. Director Jackie Lovejoy motioned to approve. Director Mohammed Hider seconded. Motion passed by unanimous vote.

3. Farmers Market Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for the Dearborn Farmers and Artisans Market 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

The WDDDA authorized the executive director to execute contracts on behalf of the WDDDA with the amended list of companies for Dearborn Farmers & Artisans Market, subject to review and approval by Corporation Counsel. Director Jackie Lovejoy motioned to approve. Vice Chair Jim Jernigan seconded. Motion passed by unanimous vote.

4. Tunes at Noon Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Tunes at Noon at Wagner Park 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

The WDDDA authorizes the Executive Director to execute contracts on behalf of the WDDDA with the amended list of companies for Tunes at Noon, subject to review and approval by Corporation Counsel. Director Karen Nigosian motioned to approve. Director Jackie Lovejoy seconded. Motion passed by unanimous vote.

C. EDDDA Actions Only

1. Eastborn Neighborhood Clean-Up

The EDDDA approved an amount up to \$1500 from the Community Promotions budget account 297-6100-911-51-00 in support of the 2019 Eastborn Neighborhood Clean-Up Efforts in the EDDDA district. Purchases in support of the Eastborn Neighborhood Clean-Up can be made using a department purchasing card from the Property Maintenance & Development Services Office which the EDDDA agrees to reimburse through CDV or Inter-Department Transfer through the Economic and Community Development Department. Vice Chair Dan Merritt motioned to approve. Director Jan Cislo seconded. Motion passed by unanimous vote.

2. Memorial Day Parade

The EDDDA approved an amount of \$500 from the Community Promotions budget account 297-6100-911-51-00 in support of the 2019 Memorial Day Parade to be held May 27, 2019. The EDDDA authorizes the Executive Director to issue a funds transfer for the \$500 to the Department of Public Information in support of the 2019 Memorial Day Parade. Vice Chair Dan Merritt motioned to approve. Director Kal Turfah seconded. Motion passed by unanimous vote.

3. Music in the Park Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Music in the Park 2019. The proposed vendor changes do not change the event costs or budget. They are edits only to the vendors providing services for the event.

The EDDDA authorized the Executive Director to execute contracts on behalf of the EDDDA with the amended list of companies and amounts for Music in the Park, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Secretary-Treasurer Jay Kruz seconded. Motion passed by unanimous vote.

4. Spring Perennial Exchange Speaker

The EDDDA authorized the Executive Director to execute contracts with Geoff Dickens and Julia Kapilango as the speakers at the Perennial Exchange in the amount of \$100 each on behalf of the EDDDA for the Spring Perennial Exchange, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Director Jan Cislo seconded. Motion passed by unanimous vote.

5. Jazz on the Ave. Amendment to Providers

Executive Director Cristina Sheppard-Decius and Events Manager Jean Smith presented a revised list of vendors for Jazz on the Ave 2019. The proposed vendor changes do not exceed the budget previously approved by the board.

The EDDDA obligates \$52,460 from the Community Promotions Budget # 297-6100-911-51-00 to fund the event costs for the 2019 Jazz on the Ave events; and The EDDDA Executive Director is authorized to execute contracts on behalf of the EDDDA with the amended list of companies for Jazz on the Ave, subject to review and approval by Corporation Counsel. Vice Chair Dan Merritt motioned to approve. Director Judith McNeeley seconded. Motion passed by unanimous vote.

VIII. Discussion Items

1. Wagner Park Event Amenities- WDDDA

Executive Director Cristina Sheppard-Decius presented. As the WDDDA transitions to a new event space at Wagner Park and the adjacent West Village Dr. area, the WDDDA had identified a need for adding event amenities to the area. Initially, we anticipated adding an upgraded portable bathroom, but the cost was too great, so it is recommended to invest in a permanent public bathroom facility in the future. In the meantime, the Design/EV committee is recommending investing bistro tables & chairs, adirondack chairs, games, street blockades, and portable carts. Additionally, the Dearborn Police are recommending anti-ramming street blockades. Executive director presented on proposed anti-ramming street blockades and bistro tables and chairs. The executive management team will send quote requests to purchasing and report back with more updated pricing information on these items.

IX. Committee Reports

Committee reports can be found in the supplemental board packet information that Executive Director Cristina Sheppard-Decius emailed out prior to the meeting.

X. DDDA Executive Management Team Report & ECD Report

Executive Management: Cristina Sheppard-Decius sent a full Executive Management Team Summary to the board prior to the meeting. Team updates can be found in the summary.

Executive Director Cristina Sheppard-Decius shared some training & conference opportunities for those interested. Michigan Main Street is hosting trainings in Howell, MI on April 30th. Oakland County also offers trainings that they have now opened to us as well.

ECD: Maryann Zelasko reported updates on the parking at Wagner Place. The concern is that there is a lack of parking available for customers of businesses in the area. The parking deck is also used for Ford Land employees and there is not always available parking during the business day for customers. The issue was taken to the city parking advisory committee. The city will put up limited-time parking signs on the lower levels of the deck. Ford Land will need to create and track parking passes for employees. City will cover the costs of the signs, but other costs will be Ford Land's responsibility.

A new ECD Director has been hired with a start date of June 1st. Maryann Zelasko will be retiring at the end of June 2019.

XI. Call to Board of Directors

- The board is looking for updates on the lighting on Schaefer Rd. The contract was approved and is ready to be sent to purchasing.
- Vice Chair Dan Merritt updated the board about Free Comic Book Day. They have secured a keynote speaker, Jim Benton.
- Chair Sam Abbas reiterated parking concerns in the WDDDA. Maryann addressed some of these issues, but Sam is concerned that these measures will not fully address the problem. The board should plan ahead and anticipate future parking concerns in the district.
- Director Judith McNeeley offered insight into what sponsors are most looking for and what makes sponsors interested in supporting our events. Director McNeeley also suggested scaling back on the number of events the DDDAs manage to better allocate existing resources to a smaller number of events.
- Director Karen Nigosian expressed concern about the appearance of gang-related graffiti on a Nar Bar window in the West District. Executive Director noted this and will be following up.

XII. Call to Audience

None.

XIII. Adjournment

Meeting adjourned by Chairman Sam Abbas at 10:13am.

Approved by:

Jay Kruz, Secretary-Treasurer, EDDDA

Jackie Lovejoy, Acting Secretary-Treasurer for April 2019 Meeting, WDDDA

City of Dearborn
East Downtown Development Authority (EDDDA)
Prepared as of April 29, 2019

	FY2017		FY2018		FY2019					FY2020	FY2021	FY2022
	Audited	Audited	Adopted	Amended	Actual	Budget	Budget	Projected	Proposed	Proposed	Proposed	
	Actual	Actual	Budget	Budget		(Encumbered)	Remaining	Budget	Budget	Budget	Budget	
REVENUES:												
Property Tax Capture	313,361	331,579	337,617	337,617	343,896	-	N/A	346,435	354,750	317,260	325,980	
BRA Tax Captures	465,013	464,566	475,250	475,250	464,099	-	N/A	464,100	475,240	486,650	498,330	
Tax Revenue Total:	778,374	796,145	812,867	812,867	807,995	-	N/A	810,535	829,990	849,910	870,310	
Penalties and Int on Taxes	-	-	-	-	-	-	-	-	-	-	-	
State, Local Community Stabilization Authority	21,979	-	-	-	23,733	-	N/A	23,733	23,740	23,740	23,740	
Federal Funds	-	-	-	-	-	-	-	-	-	-	-	
Interest Income	10,246	18,257	17,621	17,621	19,028	-	N/A	30,155	31,218	31,506	31,802	
Donations from Private Sources	15,761	22,965	75,000	75,000	36,195	-	38,805	75,000	115,000	114,000	114,000	
Miscellaneous Income	-	-	-	-	-	-	-	-	14,205	60,205	77,910	
DCC Loan-Federal USEPA Funds	-	-	-	-	-	-	-	-	-	-	-	
Contribution from General Fund	-	35,681	72,840	72,840	60,700	-	12,140	72,840	11,310	11,310	11,310	
Total Revenues:	\$ 826,360	\$ 873,048	\$ 978,328	\$ 978,328	\$ 947,651	\$ -	\$ 50,945	1,012,263	1,025,463	1,090,671	1,129,072	
EXPENDITURES:												
Salaries & Wages-Part Time	67,278	51,593	-	505	505	-	-	505	-	-	-	
FICA/Medicare, City Share	5,147	3,947	-	39	39	-	-	39	-	-	-	
Workers Comp. Contribution	43	33	-	-	-	-	-	-	-	-	-	
Sanitation Contractual Services	-	33,603	72,840	72,840	9,714	(3,674)	59,452	72,840	11,310	11,310	11,310	
Audit Services	694	772	763	763	763	-	-	763	800	800	800	
Other Professional Services (Office Expenses)	2,061	150	1,500	1,365	100	-	1,265	1,490	-	-	-	
Contract Services	61,872	133,045	307,950	337,406	197,968	(63,022)	76,416	337,406	359,856	342,616	332,616	
R&M Services, Copiers	147	58	250	375	181	-	194	375	375	375	375	
Building Rental	24,740	25,000	11,000	11,010	9,114	(1,895)	1	11,010	11,010	11,010	11,010	
Community Promotion	123,956	154,922	266,280	316,280	142,140	(41,706)	132,434	316,280	339,980	219,980	219,180	
Insurance & Bonds	1,370	3,255	4,110	4,110	3,420	-	690	4,110	6,260	6,540	6,830	
Communications	1,240	720	850	850	77	(233)	540	65	-	-	-	
Training & Transportation	2,624	3,310	4,500	4,500	685	-	3,815	4,500	3,500	3,500	3,500	
Office Supplies	306	642	3,450	3,450	435	-	3,015	3,450	4,125	4,125	4,125	
Equipment - Non Capital	-	1,720	500	500	-	-	500	500	3,500	3,500	3,500	
Postage	-	4	100	100	154	-	(54)	100	100	100	100	
Planting Materials	-	7,057	12,000	12,000	11,775	(225)	-	12,000	30,000	30,000	30,000	
Memberships	663	413	1,190	1,190	513	-	677	1,190	1,190	1,190	1,190	
Reference Materials	28	28	100	100	-	-	100	100	-	-	-	
Licenses, Fees & Permits	-	-	300	300	-	-	300	300	300	300	300	
Other Operating Expenses	502,757	536,989	1,250	1,250	-	-	1,250	1,250	15,455	15,455	15,455	
Sub-total Operations	794,926	957,261	688,933	768,933	377,583	(110,754)	280,596	768,273	787,761	650,801	640,291	
Projects:												
Building Demolition Serv	-	-	-	2,522	-	-	2,522	2,522	-	-	-	
Architect/Engineer Svc	1,700	4,250	-	60,256	-	(16,831)	43,425	60,256	-	-	-	
Construction Contractor	-	25,180	-	137,785	-	(137,147)	638	137,785	-	-	-	
Licenses, Fees & Permits (Project)	-	-	100	100	-	-	100	100	-	-	-	
Undistributed Appropriation	-	-	-	62,345	-	-	62,345	62,345	-	-	-	
Sub-Total Capital	1,700	29,430	100	263,008	-	(153,978)	109,030	263,008	-	-	-	
Transfer - Brownfield Redevelopment Authority	465,013	464,566	475,250	475,250	464,099	-	11,151	464,100	475,240	486,650	498,330	
Total Expenditures:	\$ 1,261,639	\$ 1,451,257	\$ 1,164,283	\$ 1,507,191	\$ 841,682	\$ (264,732)	\$ 400,777	1,495,381	1,263,001	1,137,451	1,138,621	
Revenues Over (Under) Expenditures:	\$ (435,279)	\$ (578,209)	\$ (185,955)	\$ (528,863)	\$ 105,969	\$ 264,732	\$ (349,832)	(483,118)	(237,538)	(46,780)	(9,549)	

Balance Sheet @ April 29, 2019	FY2017	FY2018	FY2019		FY2020	FY2021	FY2022	
Cash Position			\$ 1,161,624		\$ 1,233,147	\$ 750,029	\$ 512,491	\$ 465,711
Add Current Receivables			3,865					
Add Unearned Income			50,945		1,012,263	1,025,463	1,090,671	1,129,072
Less Current Liabilities			(3,408)		(1,495,381)	(1,263,001)	(1,137,451)	(1,138,621)
Less Encumbrances			(264,732)					
Less Uncommitted Budget			(400,777)					
Ending Estimated Cash Position June 30	\$ 1,811,354	\$ 1,233,147	\$ 547,517		\$ 750,029	\$ 512,491	\$ 465,711	\$ 456,162
10% of annual income			\$ 94,765		\$ 101,226	\$ 102,546	\$ 109,067	\$ 112,907
*Long Term Note Receivable booked on Balance Sheet			\$ 177,035					

Annual Report Expenditures

STREETSCAPE PROJECTS

PUBLIC FACILITIES

	FY2017	FY2018	FY2019					FY2020	FY2021	FY2022	
	Audited	Audited	Adopted	Amended	Actual	Budget	Budget	Projected	Proposed	Proposed	
	Actual	Actual	Budget	Budget		(Encumbered)	Remaining	Budget	Budget	Budget	
Transfer - Brownfield Redevelopment Authority	465,013	464,566	475,250	475,250	464,099	-	11,151	464,100	475,240	486,650	498,330
Public Facilities Parking Master Plan M20006	1,700	7,880	100	263,008	-	(153,978)	109,030	263,008	-	-	-
Artspace (Downtown Master Plan, City Hall Park Arch design, AANM Alley, Mural Parklet)	-	25,180	10,000	40,000	-	-	40,000	40,000	20,000	20,000	10,000
Commercial Property Appearance (streetscape, tree well removals, bike racks, trash cans.)	-	4,250	11,500	10,956	-	-	10,956	10,956	41,000	31,000	31,000
Building / Business Incentive	-	-	30,000	7,760	-	-	7,760	7,760	-	-	-
Total Public Facilities	466,713	501,876	526,850	796,974	464,099	(153,978)	178,897	785,824	536,240	537,650	539,330

DOWNTOWN DEVELOPMENT

General Marketing- (Banners, Printing, Social Media)	-	-	20,000	6,041	352	(4,013)	1,676	6,041	33,750	33,750	33,750
Banners	-	-	-	1,552	1,552	-	-	1,552	-	-	-
Branding	-	-	65,000	116,500	17,710	(33,829)	64,961	116,500	120,000	30,000	30,000
Henry Ford Promotion Pkg	8,400	5,600	5,600	5,600	5,600	-	-	5,600	5,600	5,600	5,600
Metro Mode /Issue Media -Social Media Promos	-	34,682	24,000	24,000	12,000	-	12,000	24,000	24,000	-	-
CTM Brochure Distribution-Social Media Promos	-	-	4,250	4,250	-	(2,625)	1,625	4,250	4,250	4,250	4,250
Main Street Materials-Social Media Promos	-	-	1,000	1,000	-	-	1,000	1,000	-	-	-
Graphic Design	-	-	5,000	5,000	340	(580)	4,080	5,000	5,000	5,000	5,000
Photography	-	1,325	3,200	3,200	1,125	-	2,075	3,200	5,000	5,000	3,200
Flowers	150	28,952	12,000	12,000	11,775	(225)	-	12,000	30,000	30,000	30,000
Landscape & Maintenance	-	-	60,000	60,000	45,520	(7,423)	7,057	60,000	70,170	70,170	70,170
Sanitation Contractual Services	-	33,603	72,840	72,840	9,714	(3,674)	59,452	72,840	11,310	11,310	11,310
City Hall Park Maintenance (Activity moved to Landscape FY19)	5,788	5,425	-	-	-	-	-	-	-	-	-
Holiday Décor	16,500	20,646	10,000	10,000	9,756	-	244	10,000	20,000	20,000	20,000
Holiday Installation	-	-	7,500	7,500	7,500	-	-	7,500	7,500	7,500	7,500
Snow Removal	19,922	37,575	30,000	45,000	25,456	(15,653)	3,892	45,000	45,000	45,000	45,000
Dearborn Community Fund Sculptures	5,900	5,900	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Fall Décor	-	814	-	-	-	-	-	-	-	-	-
Community Art Enhancement	-	15,000	20,000	20,000	-	-	20,000	20,000	10,000	20,000	20,000
Pocket of Perception (student art project)	-	-	5,000	8,000	8,000	-	-	8,000	20,000	5,000	5,000
Art Month	-	-	5,000	5,000	4,480	-	520	5,000	1,000	1,000	1,000
Jazz on the Ave	55,995	50,864	56,000	56,000	48,636	-	7,364	56,000	55,000	55,000	55,000
Tunes at noon	-	4,858	6,000	6,495	6,495	-	0	6,495	-	-	-
Movies in the Park	-	1,774	4,000	4,000	2,110	-	1,890	4,000	2,000	2,000	2,000
Shop Small	-	9,735	6,500	6,500	4,581	(4)	1,916	6,500	7,000	7,000	7,000
Restaurant Week	-	12,465	20,000	20,000	15,480	(500)	4,020	20,000	16,500	16,500	16,500
Other Community Development	55,907	11,726	-	2,405	3,410	-	(1,005)	2,405	2,500	2,500	2,500
Website - Constant Contact	340	-	230	230	226	-	4	230	230	230	230
Website Hosting & Domain Reg	290	1,020	1,000	1,000	534	-	466	1,000	1,350	1,350	1,350
Fall Promotions	-	-	500	592	592	-	(0)	592	600	600	600
City Hall Park Events	-	-	3,500	3,500	-	-	3,500	3,500	2,700	2,700	2,700
Holiday Promotions (Holiday Open House, Santa, Events)	-	-	3,000	6,718	8,187	(156)	(1,625)	6,718	15,000	15,000	15,000

Eastborn Clean UP	-	-	1,500	1,500	-	-	1,500	1,500	1,500	1,500	1,500
Community Promotion (Mobile App)	1,236	-	-	1,197	1,197	-	-	1,197	-	-	-
Big Read	-	-	-	-	-	-	-	-	1,000	-	1,000
Social Media Promotions Total	-	34,682	34,250	34,250	12,340	(3,205)	18,705	34,250	33,250	9,250	9,250
Holiday Décor and Installation Total	16,500	20,646	17,500	17,500	17,256	-	244	17,500	27,500	27,500	27,500
Total Downtown Development	170,429	281,963	458,620	523,620	252,328	(68,680)	202,612	523,620	523,960	403,960	403,160

PLANNING & ADMINISTRATION

	FY2017		FY2018		FY2019					FY2020	FY2021	FY2022
	Audited	Audited	Adopted	Amended	Actual	Budget	Budget	Projected	Proposed	Proposed	Proposed	
	Actual	Actual	Budget	Budget		(Encumbered)	Remaining	Budget	Budget	Budget	Budget	
Insurance & Bonds	1,370	3,255	4,110	4,110	3,420	-	690	4,110	6,260	6,540	6,830	
Audit Services	694	772	763	763	763	-	-	763	800	800	800	
Building Rental	24,740	25,000	11,000	11,010	9,115	(1,895)	-	11,010	11,010	11,010	11,010	
Cleaning	1,800	1,800	900	900	675	(225)	-	900	900	900	900	
Office Security	300	150	-	-	-	-	-	-	-	-	-	
Directors Expenses:												
Salary, Wages, & Benefits	72,468	55,573	-	544	543	-	1	544	-	-	-	
DDA Director	-	-	48,000	48,000	38,507	(28,615)	(91)	48,000	47,996	47,996	47,996	
Operations Manager	-	-	30,950	30,950	21,294	-	-	30,950	30,950	30,950	30,950	
Design and Planning Manager	-	-	12,000	12,000	6,900	-	-	12,000	12,000	12,000	12,000	
Event Manager	-	7,075	17,100	17,100	12,825	-	-	17,100	17,100	17,100	17,100	
Communications Manager PR Firm	15,000	30,064	40,000	40,000	28,893	(11,107)	1	40,000	40,000	40,000	40,000	
Unemployment Compensation	-	-	-	7,240	-	-	7,240	7,240	7,240	-	-	
Office Expenses	3,437	5,575	10,200	10,190	1,577	-	8,613	10,315	11,500	11,500	11,500	
Reference Materials	28	28	100	100	-	-	100	100	-	-	-	
Memberships	663	413	1,190	1,190	513	-	677	1,190	1,190	1,190	1,190	
Postage	-	4	100	100	154	-	(54)	100	100	100	100	
Phone	1,240	720	850	850	77	(233)	540	65	-	-	-	
Total Directors Expenses	92,836	99,452	160,490	168,264	111,282	(39,954)	17,027	167,604	168,076	160,836	160,836	
Licenses, Fees & Permits	-	-	300	300	-	-	300	300	300	300	300	
Debt Service Fees (Utilities)	502,757	536,989	1,250	1,250	-	-	1,250	1,250	15,455	15,455	15,455	
Total Planning, Administration and Directors Expenses	121,740	130,429	177,263	185,047	125,255	(42,074)	17,717	184,387	187,046	180,086	180,376	
Total Expenditures	\$ 1,261,639	\$ 1,451,257	\$ 1,164,283	\$ 1,507,191	\$ 841,682	\$ (264,732)	\$ 400,777	1,495,381	1,263,001	1,137,451	1,138,621	

City of Dearborn
West Downtown Development Authority (WDDDA)
Prepared as of April 29, 2019

Description	FY2017	FY2018	FY2019					FY2020	FY2021	FY2022	
	Audited	Audited	Adopted Budget	Amended Budget	Actual	Budget (Encumbered)	Budget Remaining	Projected Budget	Proposed Budget	Proposed Budget	
REVENUES:											
Property Tax Capture	\$ 509,661	\$ 496,065	\$ 507,210	\$ 507,210	\$ 782,052	-	N/A	\$ 590,680	\$ 505,710	\$ 516,880	\$ 528,320
BRA Tax Captures	21,354	119,900	150,610	150,610	37,223	-	N/A	132,940	235,220	241,830	248,600
Tax Revenue Total:	\$ 531,015	\$ 615,965	\$ 657,820	\$ 657,820	\$ 819,275	\$ -	\$ -	\$ 723,620	\$ 740,930	\$ 758,710	\$ 776,920
State, Local Community Stabilization Authority	18,518	12,332	13,110	13,110	25,313	-	N/A	25,313	25,320	25,320	25,320
Interest Income	3,495	9,786	9,183	9,183	12,629	-	N/A	19,993	20,698	20,888	21,085
Donations from Private Sources	10,550	88,742	75,000	50,500	38,355	-	\$12,145	51,500	83,500	233,500	233,500
Miscellaneous Income	7,845	-	-	-	6,194	-	N/A	-	-	-	-
Federal Grant- Farmer's Market	-	-	-	1,000	1,424	-	N/A	1,500	1,000	1,000	1,000
Miscellaneous Income - Farmer's Market Fees & Donations	-	12,900	-	23,500	4,335	-	\$19,165	23,500	23,500	23,500	23,500
Donations & Farmer's Market Total:	\$ 10,550	\$ 101,642	\$ 75,000	\$ 75,000	\$ 44,114	\$ -	\$ 31,310	\$ 76,500	\$ 108,000	\$ 258,000	\$ 258,000
Contribution from General Fund	2,450	16,950	9,275	9,275	-	-	\$9,275	9,275	9,080	9,170	9,260
Contribution from General Fund (Sanitation)	-	22,152	43,825	43,825	44,250	-	(\$425)	43,825	25,920	25,920	25,920
General Fund Contribution Total:	\$ 2,450	\$ 39,102	\$ 53,100	\$ 53,100	\$ 44,250	\$ -	\$ 8,850	\$ 53,100	\$ 35,000	\$ 35,090	\$ 35,180
Total Revenues:	\$ 573,873	\$ 778,827	\$ 808,213	\$ 808,213	\$ 951,775	\$ -	\$ 40,160	\$ 898,526	\$ 929,948	\$ 1,098,008	\$ 1,116,505

Description	FY2017	FY2018	FY2019					FY2020	FY2021	FY2022	
	Audited	Audited	Adopted Budget	Amended Budget	Actual	Budget (Encumbered)	Budget Remaining	Projected Budget	Proposed Budget	Proposed Budget	
EXPENDITURES:											
Salaries & Wages-Part Time	\$ 4,925	\$ 4,830	\$ -	\$ 82	\$ 81	\$ -	\$ 1	\$ 81	\$ -	\$ -	\$ -
FICA/Medicare, City Share	377	369	-	7	6	-	1	6	-	-	-
Sanitation Contractual Services	-	22,152	43,825	43,825	10,080	(15,840)	17,905	43,825	25,920	25,920	25,920
Workers Comp. Contribution	3	3	-	-	-	-	-	-	-	-	-
Audit Services	447	329	382	382	382	-	-	382	400	400	400
Other Professional Services (Office Expenses)	135	-	1,500	1,115	100	-	1,015	1,490	-	-	-
Contract Services	236,881	253,617	426,255	432,145	232,172	(142,797)	57,176	432,234	499,826	518,826	515,326
Contractual Services- Farmer's Market	-	5,089	-	20,000	8,669	(329)	11,002	20,000	22,000	22,000	22,000
R&M Services, Copiers	-	-	-	375	181	-	194	375	375	375	375
Building Rental	-	-	11,000	11,010	9,115	(1,895)	-	11,010	11,010	11,010	11,010
Construction Material/Supplies	-	-	-	-	-	-	-	-	-	-	-
Community Promotion	113,474	137,110	292,780	458,780	161,621	(136,623)	160,536	458,780	341,345	235,345	234,545
Insurance & Bonds	700	2,985	2,670	2,670	2,220	-	450	2,670	3,730	3,900	4,070
Training & Transportation	4,896	2,569	4,500	4,500	1,240	-	3,260	4,500	3,500	3,500	4,500
Office Supplies	62	693	1,950	1,950	435	-	1,515	1,950	4,125	4,125	4,125
Equipment - Non Capital	-	-	-	-	-	-	-	-	18,600	18,600	18,600
Repair & Maintenance Supplies	-	-	10,000	10,000	-	-	10,000	10,000	-	-	-
Planting Materials	4,230	8,276	15,000	24,021	4,021	(20,000)	(0)	24,021	30,000	30,000	30,000
Memberships	413	413	938	938	513	-	425	938	940	940	940
Other Operating Expenses	150,000	150,000	1,250	1,250	-	-	1,250	1,250	1,250	1,250	1,250
Transfer - Brownfield Redevelopment Authority	21,354	119,900	150,610	150,610	132,940	-	17,670	132,940	235,220	241,830	248,600
Sub-total Operations	\$ 537,897	\$ 708,335	\$ 962,660	\$ 1,163,660	\$ 563,776	\$ (317,484)	\$ 282,400	\$ 1,146,452	\$ 1,198,241	\$ 1,118,021	\$ 1,121,661
Community Promotion & Farmer's Market Total:	\$ 113,474	\$ 142,199	\$ 292,780	\$ 478,780	\$ 170,290	\$ (136,952)	\$ 171,538	\$ 478,780	\$ 363,345	\$ 257,345	\$ 256,545
Total Expenditures:	\$ 537,897	\$ 708,335	\$ 962,660	\$ 1,163,660	\$ 563,776	\$ (317,484)	\$ 282,400	\$ 1,146,452	\$ 1,198,241	\$ 1,118,021	\$ 1,121,661

Revenues Over (Under) Expenditures: \$ 35,976 \$ 70,492 \$ (154,447) \$ (355,447) \$ 387,999 \$ 317,484 \$ (242,240) \$ (247,926) \$ (268,293) \$ (20,013) \$ (5,156)

Balance Sheet @ April 29, 2019	FY2017	FY2018	FY2019		FY2020	FY2021	FY2022	
Cash Position			\$ 1,093,223		\$ 707,523	\$ 459,597	\$ 191,304	\$ 171,291
Add Current Receivables			5,705					
Add Unearned Income			40,160		898,526	929,948	1,098,008	1,116,505
Less Current Liabilities			(3,408)		(1,146,452)	(1,198,241)	(1,118,021)	(1,121,661)
Less Encumbrances			(317,484)					
Less Uncommitted Budget			(282,400)					
Ending Estimated Cash Position June 30	\$ 637,031	\$ 707,523	\$ 535,796		\$ 459,597	\$ 191,304	\$ 171,291	\$ 166,135

10% of annual income \$ 89,853 \$ 92,995 \$ 109,801 \$ 111,651

Annual Report Expenditures STREETSCAPE PROJECT	FY2017	FY2018	FY2019					FY2020	FY2021	FY2022	
	Audited	Audited	Adopted	Amended	Budget	Budget	Projected	Proposed	Proposed	Proposed	
	Actual	Actual	Budget	Budget	(Encumbered)	Remaining	Budget	Budget	Budget		
Transfer - Brownfield Redevelopment Authority	21,354	119,900	150,610	150,610	132,940	-	17,670	132,940	235,220	241,830	248,600
Christmas Décor	\$ 23,544	\$ 17,350	6,500	6,500	6,494		6	6,500	20,000	20,000	10,000
Christmas Install- Fairlane Grounds	\$ -	\$ -	8,500	7,587	4,087		3,500	7,587			
District Plant & Maint.- Fairlane Grounds	34,613	55,820	170,905	162,797	80,357	(82,440)	-	162,884	219,080	219,080	219,080
Snow Removal	9,510	38,250	30,000	45,000	27,234	(17,710)	56	45,000	45,000	45,000	45,000
Annual Streetscape (Seasonal, W.Village, Wagner Place)	35,230	-	5,000	11,000	-	-	11,000	11,000	6,000	25,000	25,000
Sanitation Millage- Litter Pick up- Fairlane Grounds	-	22,152	43,825	43,825	10,080	(15,840)	17,905	43,825	25,920	25,920	25,920
Annuals & Perennials/ Plant Materials Fall Seasonal Materials, Winter Seasonal Materials- Fairlane Grounds	4,230	8,276	15,000	24,021	4,021	(20,000)	-	24,021	30,000	30,000	30,000
Complete Streets Planning/ Design Planning/ Downtown Master Plan	-	-	10,000	20,000	-	-	20,000	20,000	10,000	10,000	10,000
On-Street Bike Racks	-	516	6,500	5,513	-	-	5,513	5,513			6,500
Building / Business Incentive	-	-	30,000	15,000	-	-	15,000	15,000	40,000	40,000	40,000
Total District Beautification	\$ 107,127	\$ 142,364	\$ 326,230	\$ 341,243	\$ 132,273	\$ (135,990)	\$ 72,980	\$ 341,330	\$ 396,000	\$ 415,000	\$ 411,500
DOWNTOWN DEVELOPMENT/Community Promotions											
Branding	18,861	-	65,000	251,500	59,871	(126,663)	64,966	251,500	120,000	30,000	30,000
General Marketing- (Banners, Printing, Social Media)	7,054	4,625	20,000	15,296	3,882	(4,062)	7,352	15,296	33,750	33,750	33,750
Dearborn Community Fund Sculpture Initiative	5,900	5,900	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Henry Ford Promotion Pkg	5,600	5,600	5,600	5,600	5,600	-	-	5,600	5,600	5,600	5,600
Website (Constant Contacts - 3 yrs.)	427	275	230	230	226	-	4	230	230	230	230
Website Hosting (1yr renewal) & Domain Reg	424	985	1,000	1,000	534	-	466	1,000	1,350	1,350	1,350
Holiday Promotions / Holly Berry Brunch Program	-	3,950	15,000	15,000	16,144	(6)	(1,150)	15,000	14,665	14,665	14,665
Friday Nites Concert Series & Food Truck Rally	47,082	34,328	45,000	45,000	21,890	(1,375)	21,735	45,000	44,600	44,600	44,600
W.Village Commons Programs & Wagner Place Programs	2,450	10,368	30,000	30,000	10,479	(285)	19,236	30,000	29,600	29,600	29,600
Wagner Place Park Equipment	-	-	15,000	15,000	-	-	15,000	15,000	15,000	-	-
Other Community Development	22,745	13,336	-	1,757	1,580	(258)	(81)	1,757	2,000	2,000	2,000
Graphic Design	-	1,474	5,000	5,000	-	(580)	4,420	5,000	5,000	5,000	5,000
Photography	-	1,825	3,200	3,200	1,850	-	1,350	3,200	5,000	5,000	3,200
Metro Mode/Issue Media	-	30,000	24,000	24,000	12,000	-	12,000	24,000	24,000	24,000	24,000
Mobile App	-	-	-	1,197	1,197	-	-	1,197			
CTM Brochure Distribution	-	5,852	4,250	4,250	-	(2,625)	1,625	4,250	4,250	4,250	4,250
Main Street Materials	-	790	1,000	1,000	-	-	1,000	1,000			
Big Read	-	1,000	-	-	-	-	-	-	1,000	-	1,000
Martian Marathon	-	619	500	500	-	-	500	500	500	500	500
Shop Small Business Saturday	-	7,201	6,500	6,500	3,665	(269)	2,566	6,500	7,000	7,000	7,000
Art month, Art Spark, Pocket Park Mural, POP- Student	-	1,500	5,000	5,000	5,500		(500)	5,000	5,000	5,000	5,000
Fall Promotions	-	476	500	500	193	-	307	500	300	300	300
Bike Dearborn	-	-	-	250	250	-	-	250			
Restaurant week	-	12,465	20,000	20,000	17,478	(500)	2,022	20,000	16,500	16,500	16,500
Farmer's Market	2,500	6,818	20,000	20,000	11,369	(329)	8,302	20,000	22,000	22,000	22,000
Total Marketing & Promotion	\$ 113,043	\$ 149,387	\$ 292,780	\$ 477,780	\$ 173,709	\$ (136,952)	\$ 167,119	\$ 477,780	\$ 363,345	\$ 257,345	\$ 256,545

	FY2017	FY2018	FY2019					FY2020	FY2021	FY2022	
	Audited	Audited	Adopted	Amended	Actual	Budget	Budget	Projected	Proposed	Proposed	Proposed
	Actual	Actual	Budget	Budget		(Encumbered)	Remaining	Budget	Budget	Budget	Budget
PLANNING & ADMINISTRATION											
Insurance & Bonds	700	2,985	2,670	2,670	2,220	-	450	2,670	3,730	3,900	4,070
Audit Services	447	329	382	382	382	-	-	382	400	400	400
Director's Expenses											
Executive Director	95,203	94,570	48,000	48,000	34,670	(31,315)	6,698	48,000	47,996	47,996	47,996
Operations Manager	-	-	30,950	30,950	20,005	-	-	30,950	30,950	30,950	30,950
Design and Planning Manager	12,500	-	12,000	12,000	6,400	-	-	12,000	12,000	12,000	12,000
Event Manager/ Farmers' Market Manager	-	9,771	27,900	27,900	19,763	-	-	27,900	27,900	27,900	27,900
Communications Manager- PR	30,000	30,064	40,000	40,000	28,893	(11,107)	0	40,000	40,000	40,000	40,000
Salaries & Wages-Part Time	5,305	5,202	-	89	87	-	2	87	-	-	-
Building Rental	-	-	11,000	11,010	9,115	(1,895)	-	11,010	11,010	11,010	11,010
Repair & Maintenance Supplies	-	-	10,000	10,000	-	-	10,000	10,000	-	-	-
Office Expenses	1,805	3,350	7,950	7,938	2,133	-	5,805	8,315	26,600	26,600	27,600
Office Cleaning	-	-	-	900	675	(225)	-	900	900	900	900
Memberships	413	413	938	938	513	-	425	938	940	940	940
Other Operating Expenses	-	-	1,250	1,250	-	-	1,250	1,250	1,250	1,250	1,250
Total Planning & Administration	\$ 146,373	\$ 146,684	\$ 193,040	\$ 194,027	\$ 124,854	\$ (44,542)	\$ 24,631	\$ 194,402	\$ 203,676	\$ 203,846	\$ 205,016
PRINCIPAL & INTEREST EXPENSE											
Other Operating Expenses	150,000	150,000	-	-	-	-	-	-	-	-	-
Total Principal & Interest Expense	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 537,897	\$ 708,335	\$ 962,660	\$ 1,163,660	\$ 563,776	\$ (317,484)	\$ 282,400	\$ 1,146,452	\$ 1,198,241	\$ 1,118,021	\$ 1,121,661

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Network Relocation

Date Adopted:
Resolution by:
Seconded by:

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

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

WHEREAS: The previous internet connections and equipment were lost as a result of flooding; therefore be it

RESOLVED: Relocating the internet and network equipment to a storage room in the DDDA office suite will prevent future damage to equipment and it will improve access and reliability of internet and network services; therefore be it

RESOLVED: The EDDDA authorizes a rewiring and cable installation into the new equipment storage area; be it further

RESOLVED: The EDDDA authorizes the purchase of a new firewall with Jensen IT in the amount of \$561, split evenly with the WDDDA; be it further

RESOLVED: The EDDDA authorizes the Executive Director to execute a contract with CBTS for network relocation and wiring installation services at a cost of \$2239.97, split evenly with the WDDDA.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Network Relocation

Date Adopted:
Resolution by:
Seconded by:

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

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

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RESOLVED: The WDDDA authorizes the Executive Director to execute a contract with CBTS for network relocation and wiring installation services at a cost of \$2239.97, split evenly with the EDDDA.

Yes:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA Comcast Internet

Date Adopted:
Resolution by:
Seconded by:

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

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

WHEREAS: The previous internet connections and equipment were lost as a result of flooding;
therefore be it

RESOLVED: The EDDDA authorizes the Executive Director to execute a contract with Comcast
for Internet services and equipment at a total cost of \$187.30 per month, split
evenly with the WDDDA; and be it further

RESOLVED: The EDDDA authorizes a one-time installation fee of \$49.00, split evenly with the
WDDDA.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA's Comcast Internet

Date Adopted:
Resolution by:
Seconded by:

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

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

WHEREAS: The previous internet connections and equipment were lost as a result of flooding; therefore be it

RESOLVED: The WDDDA authorizes the Executive Director to execute a contract with Comcast for Internet services and equipment at a total cost of \$187.30 per month, split evenly with the EDDDA; and be it further

RESOLVED: The WDDDA authorizes a one-time installation fee of \$49.00, split evenly with the WDDDA.

Yes:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Ladies Night Event 2019 Shuttle Transportation

Adopted on:
Moved by:
Seconded by:

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

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

WHEREAS: The shuttle and transportation services between the East and West Downtowns originally planned for the event cancelled the week of the event; and

WHEREAS: Transportation between the two downtowns was essential to the success of the event and the partnering businesses; and

WHEREAS: The executive boards of the EDDDA and WDDDA authorized the Executive Director to seek an alternate transportation service provider; therefore be it

RESOLVED: The EDDDA authorizes reimbursing POW! Strategies in amount of \$500 for Ladies Night transportation services with TOP Limousine Services, split evenly with the WDDDA.

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Ladies Night Event 2019 Shuttle Transportation

Adopted on:
Moved by:
Seconded by:

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

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

WHEREAS: The shuttle and transportation services between the East and West Downtowns originally planned for the event cancelled the week of the event; and

WHEREAS: Transportation between the two downtowns was essential to the success of the event and the partnering businesses; and

WHEREAS: The executive boards of the EDDDA and WDDDA authorized the Executive Director to seek an alternate transportation service provider; therefore be it

RESOLVED: The WDDDA authorizes reimbursing POW! Strategies in amount of \$500 for Ladies Night transportation services with TOP Limousine Services, split evenly with the EDDDA.

Yes:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA Volunteer T-Shirts

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The EDDDA recognizes the value in community involvement and volunteerism with the district; and

WHEREAS: The WDDDA and EDDDA routinely recruit volunteers to assist with community events and projects; and

WHEREAS: The EDDDA's support of the Eastborn Neighborhood Clean Up event budgeted for volunteer t-shirts;

WHEREAS: It is recommended that the EDDDA and WDDDA invest in 150 volunteer t-shirts to be used for multiple events and promotion of the DDDAs, including the Eastborn Neighborhood Clean Up; therefore be it

RESOLVED: The EDDDA approves an amount up to \$620 for 100 of the 150 volunteer shirts; be it further

RESOLVED: The Executive Director is authorized to initiate a contract with PrintCitee LLC for 150 volunteer t-shirts at a cost of \$940.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

DDDA Volunteer T-Shirts

Date Adopted:

Moved by:

Seconded by:

WHEREAS: The EDDDA recognizes the value in community involvement and volunteerism with the district; and

WHEREAS: The WDDDA and EDDDA routinely recruit volunteers to assist with community events and projects; and

WHEREAS: The EDDDA's support of the Eastborn Neighborhood Clean Up event budgeted for volunteer t-shirts;

WHEREAS: It is recommended that the EDDDA and WDDDA invest in 150 volunteer t-shirts to be used for multiple events and promotion of the DDDAs, including the Eastborn Neighborhood Clean Up; therefore be it

RESOLVED: The WDDDA approves an amount up to \$320 for 50 of the 150 volunteer shirts; be it further

RESOLVED: The Executive Director is authorized to initiate a contract with PrintCitee LLC for 150 volunteer t-shirts at a cost of \$940.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Photography_Summer 2019

Date Adopted:

Resolution by:

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

WHEREAS: The WDDDA and EDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of the downtown through walking, shopping, and holiday environment shots; and

WHEREAS: The WDDDA and EDDDA mutually agree to divide the costs for a photographer to capture 2019 summer event and general district photography; therefore, let it be

RESOLVED: The EDDDA authorizes up to \$1875 from the Photography budget # 297-6100-911-51-00 for FYE2019 and FYE2020 for summer event and general district photography; be it also

RESOLVED: EDDDA authorizes the Executive Director to execute the contracts with On Location Photography and JWhite Photography for the following amounts:

FYE 2019	COST	PROVIDER	BOARD
Perennial Exchange May 18 EDDDA	\$600	JWhite Photography	EDDDA
Friday Nites June 7 WDDDA	\$1600	JWhite Photography	WDDDA
Music in the Park June 12 EDDDA	\$375	On Location Photography	EDDDA
Farm to Table June 15 WDDDA	\$600	JWhite Photography	WDDDA
FYE2020			
Movies in the Park July 19 EDDDA	\$375	On Location Photography	EDDDA
Tunes at Noon July 16 WDDDA	\$375	On Location Photography	WDDDA
1/2 Day of General Shots WDDDA/EDDDA in July/August	\$1050	On Location Photography	Split Equally EDDDA/WDDDA

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Photography_Summer 2019

Date Adopted:

Resolution by:

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

WHEREAS: The WDDDA and EDDDA recognize the need to build an inventory of photography that best demonstrates the culture, life and vibrancy of the downtown through walking, shopping, and holiday environment shots; and

WHEREAS: The WDDDA and EDDDA mutually agree to divide the costs for a photographer to capture 2019 summer event and general district photography; therefore, let it be

RESOLVED: The WDDDA authorizes up to \$3100 from the Photography budget # 296-6100-911-51-00 for FYE2019 and FYE2020 for summer event and general district photography; be it also

RESOLVED: WDDDA authorizes the Executive Director to execute the contracts with On Location Photography and JWhite Photography for the following amounts:

FYE 2019	COST	PROVIDER	BOARD
Perennial Exchange May 18 EDDDA	\$600	JWhite Photography	EDDDA
Friday Nites June 7 WDDDA	\$1600	JWhite Photography	WDDDA
Music in the Park June 12 EDDDA	\$375	On Location Photography	EDDDA
Farm to Table June 15 WDDDA	\$600	JWhite Photography	WDDDA
FYE2020			
Movies in the Park July 19 EDDDA	\$375	On Location Photography	EDDDA
Tunes at Noon July 16 WDDDA	\$375	On Location Photography	WDDDA
1/2 Day of General Shots WDDDA/EDDDA in July/August	\$1050	On Location Photography	Split Equally EDDDA/WDDDA

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farm to Table Special Event Liquor License

Adopted:

Resolution by:

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

WHEREAS: The Farm-to-Table FunDinner event organized by the WDDDA will attract visitors to the district and raise necessary funds downtown events; and

WHEREAS: A special event liquor license through the State of Michigan is needed for the Farm-to-Table event to be successful; and therefore, be it

RESOLVED:

1. The WDDDA authorizes the application for a special liquor license to serve alcohol on June 15, 2019, to be located on West Village Drive between Mason and Monroe Streets, adjacent to Wagner Place West located at 22001 Michigan Avenue for the Farm-to-Table FunDinner be considered for approval. It is the consensus of this body that the application be for issuance.
2. The WDDDA authorizes the following expenditures associated with the license and application:
 - \$50.00 for the application fee to be reimbursed to POW! Strategies, Inc. ;
and
 - Up to \$1500 for the insurance bond with Nickel & Saph.
3. The WDDDA authorizes the Chairperson, and the Vice-Chairperson, acting as Interim-Secretary, to execute the liquor license application; and
4. The WDDDA authorizes the Executive Director to execute a contract with Nickel & Saph for the special event liquor license bond.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Wagner Park Event Amenities

Date Adopted:
Moved by:
Seconded by:

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

WHEREAS: The WDDDA plans to host a majority of its events at Wagner Park and recognizes the importance of having the proper event amenities in order to promote safety, security, comfort, and accessibility to all event attendees;

WHEREAS: The WDDDA budgeted \$15,000 for FYE2019 and \$15,000 for FYE2020 for Wagner Park event amenities; therefore be it

RESOLVED: The WDDDA authorizes the expenditure of \$3,284 plus shipping costs from 296-6100-911-51-00 to purchase event amenities for Wagner Park including Bollard Covers and Class III Road Closure Barricades; be it further

RESOLVED: The WDDDA Executive Director is authorized to execute contracts on behalf of the WDDDA for these amenities with the vendors listed below:

Vendor	Purpose	Amount
Ideal Shield	Fabric Bollard Covers	\$1233.98
TransSupply	Class III Barricades	\$2049.50

Yes:
No:
Abstained:
Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Farmers & Artisans Market_Service Providers Amendment II_ 2019

Date Adopted:
Moved by:
Seconded by:

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

WHEREAS: The WDDDA authorized a budget of \$25,540 in expenditures, \$23,500 in income for the Farmers & Artisans Market, and specific service providers for the event at its January 17, 2019 Joint DDDA Board meeting; and

WHEREAS: A modification to the selected vendors and expenditures is recommended due to receiving lower price for the creation of A-frames from Malkomedia compared to Postnet; therefore, be it

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

Vendor	Purpose	Amount
Taste the Local Difference	Advertisement- magazine	\$ 100.00
Edible WOW LLC	Advertisement- magazine	\$ 1,700.00
Mlchigan Agritourism Association	Advertisement- magazine	\$ 125.00
Bewick Publications	advertisement- newspaper	\$ 300.00
Beshara Printing	posters- 100 & yard signs & brochure	\$ 710.00
Ann Arbor Symphony Orchestra	opening day entertainment	\$ 300.00
Gary Niemenski	musical entertainment at the market	\$ 540.00
Amy Loskowski	musical entertainment at market	\$ 1080.00
Robin Horlock	musical entertainment opening day	\$400.00
Dearborn School of Music	musical entertainment at market	\$ 405.00
Larry Arbour	musical entertainment at market	\$135.00
Jimmy's Party Rentals	bounce house	\$ 300.00
PostNet	printing of market bags & A frame signs	\$1000.00

Essential IT, LLC	web hosting and maintenance/updates	\$ 720.00
Malko Media	banners- over the street & market tents	\$ 1,775.00
Michigan Farmers Market Assoc. (MIFMA)	Dues for membership- advertisement	\$200.00
Nickel & Saph	Insurance	\$1500.00
Facebook via POW! Strategies	Social Media	\$500.00
Brendels Septic	Portajohns	\$1929.00

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Friday Nites Banner Patches 2019

Date Adopted:

Moved by:

Seconded by:

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

WHEREAS: The Friday Nites events sponsored by the WDDDA has been successful in bringing visitors to the District and growing in numbers each year; and

WHEREAS: Banner patches for the 20 Friday Nites street pole banners are needed to reflect the new location of the events at Wagner Park; therefore, be it

RESOLVED:

1. The WDDDA authorizes the expenditure of \$540 from the Community Promotions Budget # 296-6100-911-51-00 for banner patches on the Friday Nites street pole banners provided by Malkomedia; and
2. The WDDDA director is authorized to execute contract on behalf of the WDDDA.

Yes:

No:

Abstained:

Absent:

Adopted:

DEARBORN BIKE SHARE MEETING

April 25, 2019

9:00am

Attendance: Dave Norwood, Tim Harrison, Cristina Sheppard-Decius, Patrick (Zagster), Jeff Lynch, Ellen Goedert, Marc Brigolin.

AGENDA

I. 2019 Plans, Stations & Other Amenities

A. UofM Dearborn Feedback on Installation/Usage

- UofM Dearborn community so excited. Students were going to suggest bike sharing and were happening it was already a project in progress. Installation went fairly well. Installed last Tuesday, in time for new chancellor's inauguration.
- Seeing Beaumont bikes on campus, so you know people are riding bikes and coming from somewhere else.
- Future meeting set with UofM Dearborn campus police to discuss bike safety guidelines on campus.

B. Location Announcements/Marketing

Student Government Healthy Lifestyles Day – Mid-April

- Event did not happen; but chancellor's inauguration was attended by more than 600 people and bikeshare was promoted then.

C. Coordination of Moving Station in EDDDA – Dave coordinate with DPW

- Some opportunities at Bingham & Schaefer and Bingham & Warren. Warren preferable to Schaefer, but some concerns about parking and Warren safety. Pat to get committee access to a heat map of the area.

D. Other Locations & Sponsors?

1. Fairlane Town Center – interested in 3 locations

- Have not heard back. Pat will take the lead on outreach here.

2. Warren/Dix – near Warren & Schaefer interest/need space

3. Wagner Place – Chris Small/Jeff Lynch update?

- Meeting w/ leadership scheduled to see if this location makes sense.

- E. MMTP/Bike Network Update – Road linkages needed–
www.walkbike.info/dearborn
- F. Scooters – Spin – Ford/Zagster follow up? Scooter etiquette education needed.
- G. Adaptive Bikes – Healthy Dearborn follow up/grants? UofM Dearborn interest to collaborate

II. Marketing & Membership

- A. Connecting the Dots:
 - 1. Marketing that Coordinates with Henry Ford to partner with students to go to HF, Union, Downtown and Fairlane; Cristina to Set Up a Separate Meeting to Discuss
 - Marketing should pick-up in August when students return to campus.
- B. Blog volunteer?
 - Downtown Dearborn Blog from the Promo committee looking for an article on bike share. Someone could write a post for the month of May for bike month- Tim?
- C. Zagster Promotions for May?
- D. Pushing Bike Share on Social Media during Month of May
- E. Walk N Roll Ride May 1 at Oakwood Hospital

Bikedearborn = ½ off annual membership BY A CERTAIN DATE – PICK DATE.

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

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

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

Pat: Will send additional marketing info for annual membership discount promotion for month of May.

Downtown Dearborn Promotions Committee

Attendance: Jean Smith, Cristina Sheppard-Decius, Maryanne Bartles, Maria Marzolo, Katie Merritt, Kalette Willis, Tom Wither (AAW), Ellen Goedert

Meeting Date:
April 24, 2019
10:00 am

Meeting Location:
DDDA Office
13615 Michigan Avenue

- I. Guest Presenter: AAW Funding
 - a. Raising funds for city to move to electronic vehicles.
 - i. Reallocating money from gas expenses to these costs.
 - b. AAW CouPons and partnering organizations.
- II. Presentation: Kalette Willis- TrenchTown
 - a. Caribbean mini festival in City Hall Park.
 - b. Utilize stage for Jazz on the Ave.
 - c. Kalette is a DJ and would have music.
 - d. Food trucks with Caribbean food in area.
- III. Impact Analysis/Sponsor Recaps:
 - a. Board Requirement – Standardize Format
 - i. Standardize format for event import and analysis.
 - b. Due:
 - i. Shop Small/Winterfest
 - ii. Martian Marathon
- IV. Second Quarter Events Tasks & Updates
 - a. Martian Marathon – survey businesses
 - i. Overall attendance low; Jean to get more stats from Jodi.
 - b. Ladies Night final to do's
 - c. Perennial Exchange
 - i. Looking for a 2nd speaker. Geoff no longer available.
 - d. Farm to Table: Save the Date out?
 - e. Summer Events
- V. Volunteer/Committee Needs
 - a. Street Team Coordinator Update – Add job descriptions to handbook – edits needed.
 - i. Operations Manager and Intern working on volunteer handbook drafts.
 - b. Committee/Event Needs – List of Volunteer Duties/Time/Responsibilities

- c. Volunteer Management Plan:
 - i. Outreach
 - ii. Tracking Form - <https://forms.gle/CFr83W2ffJ53CrYp7>
 - d. Volunteer Recognition Event: March/April 2020 (need one this year too)
 - i. Previous discussions on combing this with open house. Still an option?
 - ii. This year's event can be smaller than one planned for 2020.
- VI. Sponsorships
- a. Policy – reviewing with legal this week
 - b. Reminder: Send List of sponsors to TF for tracking purposes
 - c. What do we Need Sponsors for?
 - d. CRA- Community Reinvestment Act- Banks has to donate certain amounts of money to local community. Should explore this option.
- VII. Printing Deadlines
- a. Summer Brochure – April 15 (Final deadline)
 - b. CTM Brochure
- VIII. Metromode Contract
- a. Advisory Committee Meeting: Tentatively May 20
 - b. Entrepreneur Sessions: June, September, November
 - c. Instagram Takeover Opportunity – Volunteer?
- IX. Social/Online Communication
- a. Events Ready to be Live?
 - b. Business & Community Leader Profiles: [Create a List on Google to Share with TannerFriedman and Interns](#)
 - c. Blogging – Schedule/Sign Up Here:
https://docs.google.com/spreadsheets/d/1eWVUKGTr7N-rYZgsnBtQMSQICFmHizjdOZnKsRz_nsg/edit?usp=sharing

d. Student Instagram Take Over – re-earth in the Fall

DATE	EVENT	CHAMPION
Feb. 11-17	Dearborn Restaurant Week	Sam Abbas
March	Reading Month	Maryanne Bartles
April	Art Month	Emma Jean Woodyard
April 13	Martian Marathon	Mo Hider
May 1	Ladies Night	Chris Sickle
May 4	Free Comic Book Day	Katie Merritt
May 18	Spring Perennial Exchange	Katie Merritt
June 7	Wagner Park Opening Day	Ford Land
June 7 – Sept. 27	Farmers Market	Jean Smith (need a chairperson)
June 7, July 12, Aug. 9	Kids Days	
June 5-July 10	Music in the Park	Julia Kapliango
June 14, July 19, Aug. 9 & Sept. 14	Movies in the Park (West & East Alternate)	
June 15	Farm to Table	Maria Marzolo
June 28, July 26 & Aug. 23	Friday Nites	Jim Jernigan
July 17-Aug. 21	Jazz on the Ave	Kalette Willis
July 16 – Aug. 20	Tunes at Noon	
Sept. 21	Farm-to-Table	(do we want this at this time?)
	Fall Perennial Exchange	Katie Merritt
	Trick-or-Treat	
	Doggone Dearborn	
	Pumpkin Carving	
	Shop Small	
	Winterfest Market	

- We need event chairs/champions for events listed. Who would be a good fit for these events? Shoulder tap people.
- Kalette noted that Artspace Anniversary celebration event is on Sept. 21st.

Downtown Dearborn

Design & Economic Vitality Committee

April 24, 2019 @ 2pm

DDDA Office, 13615 Michigan Ave.

Attendance: Steve Hortsman, Mark Guido, Cristina Sheppard-Decius, Ellen Goedert, Mike Kirk, Jackie Lovejoy, Scott Saionz (by phone), Adam Easterly (by phone).

1 Spring/Summer Amenities

- Trash Receptacles – EDDDA
 - Updates on estimated costs of additional trash cans as well as options for which style to choose.
 - Scott Saionz offered recommendations from the executive board on style of can and number to purchase now. Survey to be created and sent to committee members.
- Wagner Park Amenities
 - Anticipated amenities include bistro tables and chairs, bollard covers, and anti-ramming road blockades. Executive Management team seeking quotes and contacting purchasing for RFQs.
 - Covers, tables/chairs, and temporary blockades to be ready by the start of summer events on June 7th. Anti-ramming blockades will likely arrive later in the summer. Temporary blockades may need to be used until they arrive.

2 Open Door Dearborn Incentives

- Idea adopted by the Boards at April 2019 Meeting.
- Design Guidelines to be presented and voted on by the board at May Meeting.
- Target Recruits
- Communication
- City Coordination

RRC & Development Site Updates

- Brady Site – April 30 Open House
 - How is this being marketed?
 - Continued conversation about this site is necessary. There is much confusion in the community the museum is being moved/destroyed if this landed is used for another purpose.
- 5050 Schaefer.
- Howard & Between Decks (go back out after Brady)
- City Hall Design – Sept. Stormwater Repair; RFP within month
- RRC List (Façade Targets) -EDDDA <https://drive.google.com/open?id=1VIVN1D1QGcqYv7cACXYFl7w-5Jq2Jpl4>

3 Streets Updates: Connector Streets/EDDDA Parking Lots/ Cultural Trail/MMTP

4 Tackling Vacancies Property Owner Roundtable

- June 26 (Tentatively)
- Finalize Agenda
- Takeaways/Resources

5 Incubator Hubs –

- Follow Up Needed with City on Commissary/Commercial Kitchens
- Private Incubator exploring Artspace

6 Entrepreneur Round Table/ Metromode: June, September, November

7 On-Deck Planning

- Meeting with Southwest Detroit Business Association/Michigan Ave. Biz - schedule meeting; what's their boundary?
- Downtown Master Plan/Vision Document – bid this out
- Liquor License Process – needs to be clearly defined locally (single source document); Sgt. Faith

OBJECTIVE	ASSIGNED TO:	NEXT STEPS:	BUDGET/ VOLUNTEER NEEDS/NOTES
Objective: Recruit Businesses (1.75)	Adam/Hassan/ Andrea	TASKS	IMPORTANT DOCS
<i>Ecosystem— Networking/Incubator/Shared Space/Accelerators/ Pop Ups (2)</i>	<i>Hassan/Reaching out for New UofM Rep</i>	<ul style="list-style-type: none"> • Recruitment of an Incubator/Co-Working Space • Metromode Follow Up • Partners • Funding!! • Hub Location: Commercial Kitchen Needed – <u>Discuss Code Issues in downtown districts</u> 	Metromode DRAFT Summary Launch Lab Framework Launch Dearborn Vision Plan Draft Entrepreneur Ecosystem Committee Notes
<i>Business Start-up/Recruitment Incentive (4.67)</i>	<i>Andrea/Stacey/Steve/Jackie</i>	<ul style="list-style-type: none"> • Incentives to Boards • Innovate this Space - Recruitment Marketing Campaign with Key Retail Properties - develop <ul style="list-style-type: none"> • EDDDA Intercept Survey – Sent for Rebid • Vacancy Roundtable – See above 	Open Door Dearborn Vacancy Roundtable Business Promotion Micro-Grant link Open Door Dearborn Incentive link
<i>Business Assistance Programs/Trainings</i>	<i>Steve/Stacey/Hassan</i>	<ul style="list-style-type: none"> • Round Table with Entrepreneurs for Strategy on Needs/Missing Links • <u>Website Resource Draft – Partnership to Manage</u> • Hubs: Tech Lab @Artspace; Kitchen Connect; FEAST Detroit – Commercial Kitchen Needed 	https://staceygrant1.wixsite.com/launchlab Business Resource Incentives Document

Objective: Redevelop Sites (1.8)	Steve/Doug/ Mike/Jennife r	TASKS	
Redevelopment Ready Marketing of Sites (1.8)	Doug/Steve/Mi ke/Jennifer	<ul style="list-style-type: none"> • PRIORITY 1 SITES: Brady & MI; 5050 • RRC NEXT STEPS: • Tour of Top 10 Development Sites – <u>schedule with Ford Land</u> – coordinate event - Lease sites (Developer Road Show) & separate development sites (DABOR partnership potential) • Howard & Michigan RFP – marketing needed? 	
Design Guidelines/Façade Improvement Program (2.25)	Hassan/ Mike/Steve	<ul style="list-style-type: none"> • Final Guidelines • Sponsor Recruitment/Sale Sheet; • Lending Partners Needed (ie: Comerica, Huntington, Chase) • Meet with CRA Wayne County – HASSAN – Status? • Finalize and Approach Design Assistance Firms – Inquiring with City on any recommended architects 	<p>Candidates for Façade Program: Merchants, Jiu Jitsu, and refer to previous list identified for EDDDA; -FBC Code presentation and user guide; FBC Code -Business Overlay & Sample Guidelines; Committee Notes; Suggested Design Asst. Firms</p>
		<ul style="list-style-type: none"> • • 	
Objective: Streetscape/Walkabi lity Improvements (4) – 2 votes	Mark G		
Streets		<ul style="list-style-type: none"> • Connector Streets & Michigan Ave • Multi-Modal Plan – (Jeff) ▪ Amenities for Spring 2019 <ul style="list-style-type: none"> ○ Trash Cans Spring 2019 ○ Tree Well Planters/Sidewalk Cafes ○ Mural Seating Area – need concept design (volunteer?) • Artspace Landscaping/Campus Plan – discussed preliminarily with Kim Moore <ul style="list-style-type: none"> • Schaefer Lighting – contract in process • Bike Share Spring 2019 launched 	<p>Presentation for Connector Streets & Michigan Ave.</p> <p>MMTP draft plan link</p> <p>Tree Well Overview Overall Rendered Plan Schaefer Rendered Plan</p>
Public Spaces		<ul style="list-style-type: none"> • Sidewalk Café/Design Cheat Sheets - SmithGroup ▪ Alley in AANM Lot – need concept – part of Parking Lot CIP ▪ Wagner Place Event Amenities 2019 - SmithGroup <ul style="list-style-type: none"> • Art in Public Spaces Plan – 2020 • Sculpture Initiative 2019 confirmed 	<p>Using Public Sidewalks How To Sheet DRAFT</p> <p>FYE2020 - Art In Public Spaces Plan budgeted</p>

Objective: Branding (2.6)	Cristina	Draft Summary of Visioning & Survey Summary	www.brandingdearborn.com
Wayfinding (3.83)		Visioning Session Takeaways	



EXECUTIVE REPORT

5/12/19

DOWNTOWN DEARBORN STEERING & EXECUTIVE COMMITTEE

- Michigan Main Street has provided a list of services and benefits for being a part of the Michigan Main Street Program. POW! Strategies is reviewing and developing a cost/benefit analysis per contract. The plan is to present these in a work session with the Boards in a meeting with Michigan Main Street so that questions can be asked of them.
- Sent Legal example service agreements from Downtown Grand Rapids, Inc. for review, discussion and estimate on time necessary to develop a similar agreement for the DDDAs with an umbrella organization.
- Steering Committee sending draft MOU between the DDDAs to legal for review.
- A pledge of commitment for Board members will be drafted. Legal to review draft and then bring to Boards for discussion.
- Passing around a “Committee Sign Up” grid for the Board to assign themselves to a committee or cause.
- Sponsor Policy in legal review.
- Presented FYE2020 budgets to Council on May 9
- Vision Plan – drafting RFP scope of services to be bid.
- Purchasing Policy draft discussions between Legal and Purchasing.
- Volunteer time tracking form created and being tested by Promotions Committee.

***Michigan Main Street Training, MDA & MSOC Trainings Invitation

- June 19 – Pontiac – MSOC – Inter-Communications & Conflict Resolution – Open Invitation – notify Cristina Sheppard-Decius
- **PA 57 Seminar- South Lyon 1:00 pm**
05/15/19 - 05/15/19

Is your organization on the path to becoming compliant?

Join the MDA at one of 10 seminars offered across the State of Michigan for a one-hour overview of the reporting requirements all Downtown Development Authorities must now follow. The new website requirements and bi-annual informational meetings will be explained and examples from compliant communities will be shared. Treasury’s new reporting form will also be available.

Location: South Lyon City Hall Auditorium
335 S. Warren St.
South Lyon, MI 48178

[Registration](#) ends on **May 15, 2019**

- May 31 – Petoskey – MDA - The Value of Local Developers
Creativity + Passion + Love of Downtown + Proven Success = Investment in
Your Own Backyard. [Register here.](#)

PROMOTIONS/ORGANIZATION

- Please refer to committee notes. A Ladies Night report will be provided at the June Board meeting. This coming week is The Perennial Exchange and Eastborn Clean Up on May 18; and then the Memorial Day Parade on May 27.
- Bringing a branding update to the June 20 Joint Board meeting. They have worked to develop the personalities and messaging, and some initial mood boards.
- Visitor Rack Card for CTM in production and distribution by end of May.
- Summer Series Brochure in production and distribution by end of May
- Wagner Park Amenities – in process of procuring quotes for anti-ram blockades and bistro tables.
- Artspace resident Kalette Willis is planning a summer-long of DJ night on Friday nights featuring Caribbean and Reggae music.
- Open City entrepreneur event with Metromode will be June 20 at the Fishnet Studios.

DESIGN/ECONOMIC VITALITY

Joint Items

- Design Guidelines are in final draft form, but not ready to be presented to the Boards yet. These will be first approved by the Design/EV Committee and then sent to the Boards in June.
- Tackling Vacancies Property Owner Roundtable schedule for June 26 at Wagner Place.

WDDDA

- Connector Streets construction anticipated to start late summer. Bidding still in process.
- Brady Site – Gateway Redevelopment – MEDC presentation held on April 30.
- Wagner Place tenants begin construction next week. Jolly Pumpkin projected to open in August. DTE moving forward with underground connections.
- Speed signs for Wagner Place parking deck to be added to address pedestrian conflict in deck.
- Wagner Place streetscape to be finished upon completion of DTE connections. Pavement markings and landscape materials to be installed this month.

EDDDA

- Intercept Survey – waiting on bid results.
- Schaefer Lighting project – PO in process..
- Sustainable Parking Lot project – REQ for design/build RFP submitted. Expecting about 3-4 month process.
- Artspace Connector is ready for lease beginning of June.
- Trash Receptacles – bids for new trash receptacles in process and will be ready for Board approval in June. Artist receptacles will be explored later in summer.

METROMODE STORIES



FEATURE STORY

ARTS AND CULTURE

How Dearborn nurtures its arts scene

MIKE GALBRAITH WEDNESDAY, MAY 08, 2019



KIDS AND EDUCATION

Michigan and national contests celebrate student inventors at The Henry Ford

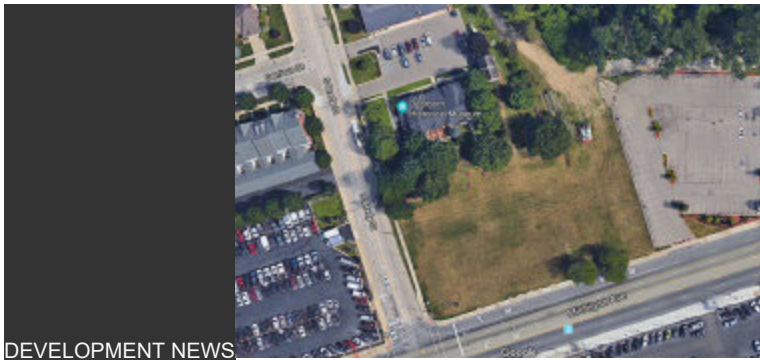
MJ GALBRAITH THURSDAY, APRIL 25, 2019



ENTREPRENEURSHIP

Dearborn's Andalus Mediterranean Grill thrives thanks to word of mouth

TIMOTHY J. SEPPALAWEDNESDAY, APRIL 24, 2019



DEVELOPMENT NEWS

COMMUNITY DEVELOPMENT

Dearborn looks to public on high-profile site development

MJ GALBRAITHTHURSDAY, APRIL 18, 2019

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