



EAST AND WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITIES BOARD OF DIRECTORS MEETING

THURSDAY, NOVEMBER 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** Secretary/Treasurer Lovejoy
- II. Roll Call** Secretaries Dietz & Lovejoy
- III. Joint Meeting Chair for November 2022: Secretary/Treasurer Lovejoy**
- IV. Approval of Regular Meeting October 2022**
- V. Treasurer's Report** Finance/Treasurers
- VI. EDDDA Pedestrian "CulturAlley" Concept**
- VII. Action Items** (45 min.)
 - A. Regular Action Items**
 - 1. Joint Board Actions**
 - a) 2023 Event Calendar
 - b) Nominating Committee
 - c) Waiver of Absences
 - 2. EDDDA Actions Only**
 - a) Reappropriation of Funds for Holiday Lights & Snow Removal
 - b) Open Door Dearborn Grant: Red Eye Smoke Shop
 - 3. WDDDA Actions Only**
 - a) Open Door Dearborn Grant: Robusto's
- VIII. Old Business**
- IX. Committee Reports**
- X. DDDA Executive Management Team**
- XI. Economic Development Department Report**
- XII. Call to Board of Directors**
- XIII. Call to Audience** 3 min./guest
- XIV. Adjournment**

AGENDA OVERVIEW

JOINT ACTIONS

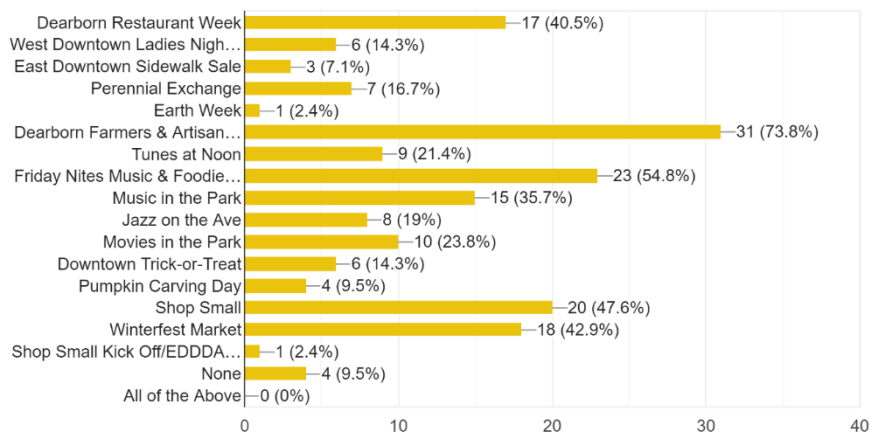
2023 Event Calendar

As noted last month at the Joint DDDA Board meeting in October, the DDDA Boards annually set their following year of calendar of events in August, however, as the DDDAs are transitioning staffing, the Boards determined that surveying of the Boards, committees and community were needed to help prioritize events for 2023. The Promotions Committee felt that the Boards and Committee Survey wasn't definitive as to any prioritization, therefore, they agreed to pushing out a community survey via eblast and social media.

The most attended events based on the 42 survey takers were (in order) Farmers Market, DRW, Friday Nites Foodie Rallies, Shop Small, Winterfest Market, Jazz on the Ave and Music in the Park. The favorite events were (in order) Friday Nites, DRW, Shop Small, Music in the Park, and tied Farmers Market and Jazz on the Ave. Almost 70% said they did not have a least favorite, and then it was a smattering for each event for the remaining survey takers. There were great comments and suggestions which the Committee and staff should review, but otherwise a majority of people felt that the more activity the better. There were definitely areas where improvements were noted that the Committee is aware of, but the Committee does recommend surveying attendees of each event to garner more input over the next year especially since those who filled out the survey may not represent those who attend certain events.

Did you attend any of the following events in Downtown Dearborn that the DDDAs host over the last few years (pre and post COVID)? (select all that apply)

42 responses



Last month, the DDDAs approved moving forward with the DRW and DFAM events for 2023 with DRW planned for March 3-12 (moved up this coming year due to Ramadan) and DFAM from June 16-September 15 (reducing the duration due to weather conditions, product availability and recommending shifting the market times to 4-9pm).

In reviewing the survey detail and taking into consideration staffing transition and capacity, the following schedule is recommended for 2023 for the remainder of events the DDDAs typically host:

EVENT/PROMOTION	JOINT DDDA PROMOTION/EVENT DATES	EDDDA ONLY	WDDDA ONLY
Dearborn Restaurant Week	March 3-12, 2023		
Historic Preservation Month Tour and Promotion	May 2023		
Ramadan Promotions	March 22 - April 21, 2023		
Spring Perennial Exchange		May 20, 2023	
Movies in the Park		June 30, July 14, August 18, and September 15, 2023	June 9, July 7, August 11, September 8, 2023
Ladies Night Out & Adventures on the Ave Promotion			June 1-3, 2023
Dearborn Farmers & Artisans Market			June 16-September 15, 2023
Kids Days at the Market			June 16, July 21, August 18, 2023
Friday Nite Music & Food Rallies			June 23, July 28, August 25, 2023
Fall Perennial Exchange			September 16, 2023
Adopt- a- Tree Well	October 1 - November 1, 2023		
Pumpkin Carving	October 28, 2023		
Trick-or-Treat	October 28, 2023		
Small Business Saturday and Shop Small Promotions	November 25 - December 24, 2023		

Winterfest Market			December 9, 2023
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Due to budget constraints for the EDDDA and a need for reappropriating funds for holiday lights and snow removal, budget cuts for a number of potential events for the EDDDA are being recommended to cover these costs. Those include a farmers market in the East, Sidewalk Sale, Green Week and reducing Summer Music Series/Jazz on the Ave/Music In the Park until a new concept is developed and planned. It is recommended that the EDDDA activate City Hall Park during the summer and that the new staff and Promotions Committee work to develop concepts that will be brought to the Board for approval by February. Also, it is recommended that the WDDDA determine whether to proceed with Tunes at Noon for next summer or not by February as well.

Nominating Committee

Annually at this time of year, the DDDAs need to appoint three Board members each to the Nominating Committees that will develop the slate of officers for 2023. The slate of officers consists of the Chair, Vice Chair and Treasurer/Secretary and serve as the Executive Committee.

The Nominating Committee typically will meet once to discuss potential candidates and coordinate outreach, then reach out to fellow board members to inquire as to their interest and ability to serve on the Executive Committee, and then the Nominating Committee will meet one last time to finalize its recommendations.

Typically each Nominating Committee will have three members from the Board, and usually the Boards have had one current Executive Committee member, one Administrative Board member and one Board member not seeking to be on the Executive Committee. It doesn't happen every year this way, but this is the goal.

The following individuals were recommended for the Nominating Committees:

WDDDA

Jackie Lovejoy (agreed to serve)

Devon O'Reilly

Zaineb Hussein (agreed to serve)

EDDDA

Khalil Dabaja (agreed to serve)

Jay Kruz (agreed to serve)

Zaineb Hussein (agreed to serve)

The Nominating Committee will have until January 6 to confirm a slate of officers to recommend. At the January 19, 2023, Board meeting, the Boards then must call for any further nominees, then if not, approve the slate recommended, and then can vote on the final slate (a two-step process in the meeting).

Waiver of Absences

Quarterly, the DDDAs review the attendance list and consider any waivers of absences from Board members. Resolutions are attached for June-October meeting waivers.

EDDDA ACTIONS ONLY

Reappropriation of Funds for Holiday Lights and Snow Removal

The EDDDA Board authorized expending up to \$35,000 for holiday and Ramadan lighting, and up to \$69,390 for snow removal at the October Joint Board meeting. The EDDDA Board budgeted \$20,000 for Holiday Lights and Ramadan Lighting for FYE2023, and there is \$18,502 remaining. The Board budgeted \$32,500 for Snow Removal. The financial gap between the two accounts and what the Board has authorized spending up to is \$53,388 (\$16,498 of which is holiday/Ramadan lights and \$36,890 is snow).

The Executive Committee met to review potential areas in which to reappropriate funds from to cover these costs for FYE2023. Below is the recommendation.

Reappropriate \$16,498 from Community Promotions #51-00 to Holiday Lights and Ramadan Lighting #34-90 and \$32,802 from Community Promotions #51-00 to Snow Removal #34-90 using the following items:

- SEO \$2500 (\$0 will remain)
- Earth Week \$2000 (\$0 will remain)
- Farmers & Artisans Market \$15,000 (\$0 will remain)
- Photography \$2300 (½ of budget)
- Sidewalk Sale \$2500 (\$0 will remain)
- Wayfinding \$10,000 (½ of budget)
- Music Series/Jazz \$15,000 (leaves \$10,000 for some sort of summer events)
- Remaining Balance of Fall Promotions after 2022 is completed

For a total of \$49,300 + Fall Promotions Balance

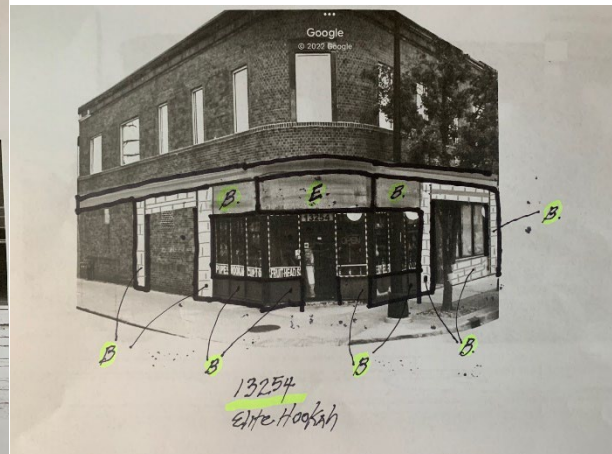
For the remaining gap it is recommended that the Board amend its budget and utilize reserve funds for snow removal or any other landscape and maintenance overages projected for this year. A budget amendment should be brought forward in January (latest February) after a closer projection of snow removal and landscape/maintenance costs are determined.

Open Door Dearborn Grant: Elite Hookah d/b/a Red Eye Smoke Shop

Mazen Munaser has submitted an Open Door Dearborn Grant Request for his property at 13254 Michigan Avenue located within the EDDDA. The applicant plans to renovate their facade including removing existing EFIS and replacing with brick or refinishing existing limestone, new LED channel letter signage instead of existing awning, new ceramic floor instead of existing vinyl/laminate floor, new counter and showcases. An architectural sketch and 3 quotes have been provided for review. The applicant proposes to retain Elite Hookah on the main floor. The estimated total cost for facade improvements is \$24,500. The grant amount requested for Level III construction is \$10,000.

On October 26, 2022, The DEV Committee recommended conditional approval of the \$10,000 Level III grant for exterior facade and interior improvements. Grant is conditioned upon applicant following all the revised elements indicated under below and securing all appropriate City of Dearborn building and sign permits. The letters on the sketches represent the approved conditions and treatment.

- A. - Remove EFIS, retain and repair the existing limestone
- B - Remove EFIS and replace it with stone or brick as permitted in the EDDDA Design Guidelines
- C - Paint black or replace the door with a new black aluminum doorway. Paint sidewalls black (Socotra)
- D - Reinstall limestone medallion over door
- E. - Retain EFIS, paint to match limestone, and place a new sign on the curved corner EFIS panel (Elite).
- F. Proposed sign - placed on curved panel on painted EFIS (E), Scale down size of sign to meet permit standards.
- G. Window signs must be reduced to meet permit requirement and LED window lights must be removed per city ordinance.



WDDDA ACTIONS ONLY

Open Door Dearborn Grant: Robusto's

Jonathan Yono has submitted an Open Door Dearborn Grant Request for the property at 22263 Michigan Avenue located within the WDDDA. The applicant plans to renovate the former Le Cigar Bar into a new cigar lounge and install a new wall sign on the front facade facing West Village Commons Plaza. An architectural sketch and 3 quotes have been provided for review. The applicant is in the process of completing the interior renovation on the main floor. The restaurant / lounge contains approximately 2,000 sq. ft. The estimated total cost for facade sign is \$4,200 (low bid). The grant amount requested for Level I construction is \$2,500. Refer to documents in supplemental packet.

On October 26, 2022, The DEV Committee approved the \$2,500 Level I grant for the new Robusto's Cigar Lounge and Bar. Grant is conditioned upon applicants securing an approved City of Dearborn sign permit and it is noted that all other temporary and existing signage needs to be removed.

OLD BUSINESS

Platform Structure Policy

One platform structure is requested for use thus far for 2023 from The Great Commoner in the WDDDA. Executive Management is working to secure a service provider to remove the platforms in front of Noah's BBQ and La Fork. The previous provider was not able to secure appropriate insurance. The platforms will be stored at the City DPW Yard.

EDDDA Pedestrian Alley

A stakeholder meeting was held on Oct. 19 to review the preferred concept, and as a presentation at the Board meeting this month, SmithGroup will review the concept with the Board. As noted, there is a funding gap that the EDDDA will need to pursue additional funding to construct the project, however, survey and engineered drawings can proceed. Economic Development Department is determining whether the survey work can be done in-house or not for a cost savings. The AANM has offered to host a stakeholder meeting at their facility to educate and entice supporters of the AANM to financially support this project, as well as other funding options are being pursued. At a minimum, the EDDDA needs to begin dedicating additional funding towards the project over the next three years to complete all details of the project.

The cost is projected at \$2.5 million for both East/West alleys and including north running portion of the alley in the Neckel Lot that is in severe disrepair and traffic flow changes would be required to achieve design. The cost estimates do also take into consideration stormwater mitigation, as well contingency and mobilization fees. Refer to the supplemental packet for projected costs and design. The EDDDA has \$1,575,436 of the projected funded through the CIP already dedicated to this project and the RAP grant from MEDC. Opportunities for additional funding lie in multiple areas, such as contributions from the Parking SAD since it will improve the Neckel Lot, City sewer/stormwater funding, private donations, art grants and more. If necessary, the project could be staggered to accommodate funding as it is available, but the RAP grant must be completed by 2026.

WDDDA Library Parking Lot Conversion

A meeting was held on Oct. 13 with SmithGroup, the Library, Sanitation and ED to review and discuss final concept needs before going into engineer drawings. Budget estimates are coming in higher, as well as a few other needs have been identified. A detailed budget concept will be provided before the November Board meeting, and recommending that the WDDDA budget additional dollars to this project.

Grease Issue/Dumpster at Wellesley Lot

No further information.

Vision Plan

Awaiting any modifications from Administration and recommended course of action with Council. Tentative goal is to adopt in December.

The refreshed strategic plan will be facilitated in the first quarter of 2023.

Scooter Program

Due to staffing capacity to be able to facilitate the creation of a scooter ordinance, the Administration will be working towards a Spring 2023 launch for a scooter program. A timeline is being drafted to navigate the process over the next six months by the Economic Development Department. While the Mobility/Bike Share Committee is disappointed that this program couldn't be launched this Fall, they encourage the Boards to continue to articulate its support of this program and build further outreach on it.

EDDDA Landscape & Maintenance RFP

Proposals were due back November 9 – awaiting word from Purchasing regarding review and next steps.

Board Orientation Packet

A packet of materials has been pulled together for the Boards for training purposes. The packet was provided at the table at the last meeting. If you were unable to attend and still don't have a packet, please let Executive Management know.

South Connector Streetscape Internal Kick-Off

A kickoff meeting was held with Department staff to review the needs of the South Connector Streets. Meetings are being set up this month to discuss needs and concepts with property owners and businesses.

Wellesley Lot & Lot E Design Concepts

SmithGroup via the POW! Strategies contract will be starting work on these two lots next month and will be looking to connect with the local businesses in the area, Police and ED to discuss needs. Meetings are being set up this month to discuss needs and concepts.

POW! Strategies Contract Wrap-Up

Contract with POW! Strategies terminates December 31. The office files and remaining equipment will be moved on December 6 and after that the team will be completely remote. In the meantime, the Executive Management Team is wrapping up marketing and holiday events, preparing for soft launch of new website Nov. 21, completing the holiday light curtain property agreements and installations, overseeing holiday décor installations, finishing the removal and storage of the platforms, shoring up Open Door Dearborn applications, completing content for the recruitment packet and DDA promotional materials, working with Octane on the recruitment video, finalizing payables and receivables, preparing a bid for multi-modal improvements, managing the MOM and RAP grants, preparing PA57 year-end reporting, scheduling meetings for community conversations around streetscape and parking lot improvements, preparing initial communication for DRW sponsors and

restaurants, and finalizing action plans to turn over and train staff, among other housekeeping items to wrap-up.

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

October 20, 2022

PA 57 Meeting - 8:15 AM- 8:30AM/ Joint Board Meeting 8:30 AM – 9:30 AM

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

MINUTES

MEMBERS PRESENT

WEST DDA: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy (phone, then joined 9:00 am in person), Mayor Abdullah Hammoud (joined 9:01am), Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly

EAST DDA: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud (joined 9:01 am), Director Zaineb A. Hussein, Director Khalil Dabaja, Director Jay P. Kruz and Director Zo Olabi

MEMBERS ABSENT

WEST DDA: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

EAST DDA: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah

NON-MEMBERS PRESENT :

CITY OF DEARBORN: Licia Yangouyian (Legal), Becky Schultz (Legal), Meryl McKeever (Finance), Massara Zwayen (Planning), Jordan Twardy (ED), Steve Horstman (ED), Cristina Sheppard-Decius (DDDA), Helen Lambrix (DDDA), Janet Bloom (DDDA), Steve Deisler (DDDA)

OTHERS: N/A

I. Call to Order

WDDDA Chairperson Sam Abbas called the meeting to order at 8:10am

II. Roll Call

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

DDDA's Operations Manager Janet Bloom called the roll for Board Members for West DDDA. No quorum was present. Quorum reached at 9:00 am.

III. Joint Meeting Chair for October 2022: Vice Chairman Matthew Dietz

IV. PA57 Information Session #2-2022

1. PA57 Report - Cristina Sheppard-Decius
2. Q&A - Director
3. Close PA57 Information Session at 8:33 am

V. Approval of Regular Meeting September 2022 Minutes

A. Approval of Regular Meeting September 2022 Minutes:

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

WDDDA - A motion to approve the minutes was made by Chairman Zaineb Hussein, seconded by Director Amanda Bright McClanahan. Voice vote passed unanimously. Motion passed. Minutes approved.

VI. Treasurer's Report

EDDDA: Meryl McKeever from Finance reviewed the financial statement dated September 30, 2022. Revenue to date totaled \$10,305. Total expenditures totaled \$165,804. The current cash position equals \$1,001,133 and it is estimated the EDDDA's cash position at the end of the fiscal year would be \$730,849.

WDDDA: Meryl McKeever from Finance reviewed the financial statement dated September 30, 2022. Revenue to date totaled \$13,856. Total expenditures totaled \$90,945. The current cash position equals \$1,368,326 and it is estimated the WDDDA's cash position at the end of the fiscal year will be \$1,089,202.

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

VII. Action Items

A. Regular Action Items

1. Joint Board Actions

a) Holiday Curtain Lights & Super Wrapped Trees

The East Dearborn Downtown Development Authority (EDDDA)

authorized a budget of \$10,000 for the rental and installation of holiday lights on buildings and trees in FYE2023, with West Dearborn Downtown Development Authority (WDDDA) authorizing a budget for the same services for \$50,000.

A competitive bid solicitation for the lowest bidder was conducted by City of Dearborn Purchasing Department and Santa's Light Crew was found to be the lowest bidder.

The EDDDA authorizes up to \$35,000 in expenditures to Santa's Light Crew for the rental and installation of holiday lights, from the Contract Services budget account # 297-6100-911-34-90 with the ability for the Executive Board to redistribute \$25,000 to do holiday decor with Santa's Light Crew from the Contract Services budget. The WDDDA authorizes up to \$50,000 in expenditures for the same services expending from account #296-6100-911-34-90.

It was also resolved that the Manager of the DDDAs is authorized to administer, sign contracts and expend the funds for the holiday lights as authorized, subject to review and approval of Corporation Counsel.

For WDDDA, motion to approve was made by Director Zaineb Hussein, and seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Zaineb Hussein made the motion to approve. Seconded by Director Jay Kruz. A voice vote passed unanimously. Motion approved.

b) Snow Removal

The EDDDA authorized a budget of \$32,500 and the WDDDA authorized a budget of \$47,450 for snow removal services FYE2023.

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 DDDAs, through City of Dearborn procurement processes, recommends awarding the competitively solicited contract for snow removal services to Frank's Landscaping & Supplies, LLC, for a term of one year starting November 1, 2022, with up to four, one-year renewal options.

The estimated cost for the contract for the 2022/23 season is \$69,390 for the EDDDA, and \$77,450 for the DPW/SAD for EDDDA areas and the

estimated cost for the contract for the 2022/2023 season for WDDDA is \$44,440 with \$3300 for DPW/Public Facilities and \$77,450 for the DPW/SAD.

It is resolved that the EDDDA and WDDDA authorizes the Manager of the DDDAs to execute the snow removal contract with Frank's Landscaping & Supplies, LLC, on behalf of the EDDDA up to \$69,390 for snow removal services for the 2022/2023 snow season, from the snow removal budget line account #297-6100-911-34-90, subject to the review and approval of Corporation Counsel and for the WDDDA for up to \$44,440 for snow removal services for the 2022/2023 snow season, from the snow removal budget line account #296-6100-911-34-90, subject to the review and approval of Corporation Counsel

The EDDDA directs the Executive Committee to review and recommend where to reappropriate funds from as needed for the snow removal contract or whether an amendment to the EDDDA FYE2023 budget is necessary.

For WDDDA, motion to approve was made by Director Tahrik Alcodray, and seconded by Director Devon O'Reilly. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Jay Kruz made the motion to approve. Seconded by Vice Chairperson Matthew Dietz. A voice vote passed unanimously. Motion approved.

c) 2023 Event Calendar (DRW & DFAM)

The Promotions and Executive Committees have reviewed the 2023 calendar of events and recommend approving one event for the EDDDA for 2023 until further review of staffing capacity as the Board transitions staffing from POW! Strategies, Inc., to the Economic Development Department staff and review of the community event survey results. The one event recommended is the Dearborn Restaurant Week on March 3 - March 12, 2023.

It was resolved that the EDDDA agrees to approve hosting the Dearborn Restaurant Week for the 2023 event season, which is funded by the Community Promotions Budget account #297-6100-911-51-00.

The Promotions and Executive Committees have reviewed the 2023 calendar of events and recommend approving two events for the WDDDA for 2023 until further review of staffing capacity as the Board transitions staffing from POW! Strategies, Inc., to the Economic Development

Department staff and review of the community event survey results. The two events recommended are the Dearborn Restaurant Week on March 3 - March 12, 2023, and the Dearborn Farmers & Artisans Market from June 16-September 15, 2023.

It is resolved that the WDDDA agrees to approve hosting the Dearborn Restaurant Week for the 2023 event season, which is funded by the Community Promotions Budget account #296-6100-911-51-00, and the Dearborn Farmers and Artisans Market, which is funded by the account #296-6110-911-34-90.

For WDDDA, motion to approve was made by Secretary-Treasurer Jackie Lovejoy, and seconded by Chairperson Sam Abbas. A voice vote passed unanimously. Motion approved.

For EDDDA, Mayor Abdullah Hammoud made the motion to approve. Seconded by Director Khalil Dabaja. A voice vote passed unanimously. Motion approved.

d) 2023 Board & Committee Meeting Calendar

The East Dearborn Downtown Development Authority (EDDDA) and the West Dearborn Downtown Development (WDDDA) meet monthly to handle the economic, planning and financial matters of the downtown district per the requirements of Public Act 197.

The EDDDA and WDDDA Boards select July 20, 2023, and October 19, 2023, to better collaborate, share information and opinions with the public in an open Public Information Meeting, fulfilling the requires of Public Act 57.

The EDDDA and WDDDA Boards will continue to meet jointly on the third Thursday of every month at 8:00 a.m. at the Dearborn Administrative Center (DAC).

The attached proposed EDDDA/WDDDA joint Board meeting schedule will be adopted for the 2023 calendar year.

The EDDDA/WDDDA joint Committee meetings of the Design/Economic Vitality, Promotions/Organization, Steering, Executive, Bike Share/Mobility and Branding/Website Committees will be held on the attached proposed schedule for 2023 via Zoom or in-person as needed.

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Secretary-Treasurer Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

For EDDDA, Director Zaineb Hussein motioned to approve. Seconded by Director Mayor Abdullah Hammoud. A voice vote passed unanimously. Motion approved.

e) Extension of Octane Design Contract for DRW Graphic Services

The design assets for Dearborn Restaurant Week are with Octane Design and will need updating for the 2023 event, therefore, an amendment to the branding contract with Octane Design will be required in an amount not to exceed \$10,125, to be split equally with EDDDA and WDDDA. It was resolved that the EDDDA agrees to approve expenditures up to \$5062.50, expending from account #297-6100-911-51-00, and the WDDDA agrees to approve expenditures up to \$5062.50, expending from account #296-6100-911-51-00, with Octane Design for graphic design services for the marketing and promotional materials for Dearborn Restaurant Week 2023. It was resolved the Manager of the DDDAs is authorized to execute contracts on behalf of the EDDDA and WDDDA with Octane Design, subject to review and approval by Corporation Counsel.

For WDDDA, motion to approve was made by Mayor Abdullah Hammoud, and seconded by Secretary-Treasurer Jackie Lovejoy. A voice vote passed unanimously. Motion approved.

For EDDDA, Mayor Abdullah Hammoud made the motion to approve. Seconded by Director Zaineb Hussein. A voice vote passed unanimously. Motion approved.

2. EDDDA Actions Only

a) Appointment of Interim Secretary/Treasurer

The EDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the City Council.

The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer.

The Secretary/Treasurer position was vacated on October 10, 2022, and the EDDDA Vice-Chairperson asked for an EDDDA board member to fill the current open position of Secretary-Treasurer and Khalil Dabaja has offered to fill the open executive position.

There were no additional nominations so nominations closed and the Board elected Khalil Dabaja as the Secretary/Treasurer of the EDDDA for the remainder of 2022 until the 2023 elections.

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

b) Landscape & Maintenance Contract Incentive

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

As the bid is being prepared for the next multi-year contract, set up as two Years with three, one-year renewals, the bid committee suggested implementing an incentive-based contract not to exceed 10% of the total contract price to help achieve compliance in a timely manner and a high level of performance.

The EDDDA authorizes using an incentive-based contract of up to 10% of the total contract for the awardee of the EDDDA Landscape and Maintenance contract.

It was resolved the recommended awardee will be brought to the EDDDA Board for approval at a future meeting of the Board.

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

3. WDDDA Actions Only

a) Dearborn Community Fund Mural Project

The WDDDA budgeted for a crosswalk mural on West Village Drive for the FYE2022 budget, which was carried forward to FYE2023 via PO#102516, in the amount of \$18,000 with the Dearborn Community Fund.

The Dearborn Community Fund collaborated with the WDDDA and Padzieski Gallery in securing artists, volunteers and logistics for the crosswalk mural on West Village Drive between Mason and Monroe Streets adjacent to Wagner Park. They also assisted with the completing the artwork on the remaining utility box at Wagner Park near Black Box.

The WDDDA secured the street closure and logistics with Dearborn City Council, POW! Strategies, Inc., DPW and Police, and area businesses, and provided the social media and communications about the project.

It was resolved that the WDDDA recognizes and authorizes the expense of \$18,000 for the utility box and crosswalk mural to the Dearborn Community Fund as budgeted from account #296-6100-911-34-90.

For WDDDA, motion to approve was made by Chairperson Sam Abbas, and seconded by Director Tahrik Alcodray. A voice vote passed unanimously. Motion approved.

VIII. Old Business

None noted

IX. Committee Reports

Promotions: Helen - Holiday promotions - TV and radio media secured.

WDIV/Audacy/iHeart Radio. WWJ is offering to have 5 retailers come to the station and do personal promos which will run the entire promotional period. Santa Pops will be taking place over holidays and working out retail locations that people can get a picture with Santa.

Design/Economic Vitality (DEV): Steve Deisler - Four new grants coming to DEV, three are in the East and one is in the West. Three platforms available for East. Still working on platform ordinance with the ED team. Green Brain is being put in for another grant with Match on Main. We are also moving one platform. Mike Kirk is stepping down from DEV Committee. He has the DDDAs thanks for his many contributions. We have lost other members but are adding a potential three more, one being an architect. Working on getting contractor lined up to store platform.

Bike Share - Steve Deisler- scooter ordinance -working with city - hope to have for next week's meeting.

X. DDDA Executive Management Team

A. Pedestrian Alley Stakeholder Preferred Concept Review - Oct. 19

B. South Connector Streetscape Internal Kick-Off - Oct. 21

C. Former WDDDA board member Jeff Lynch dropped off thank you card at DDDA offices. Janet Bloom read the card to the boards.

XI. Economic Development Department Report

Jordan - platforms - memo is circulating with recommendation to put the 4 in storage.

Leases end October 31. If any of those locations want to renew, we can shepard to council. We have two pathways - adjacent to business which is on the sidewalk - we can handle administratively and won't need to go to council. Path two is to work with boards to build a process to preselect areas. Then a business would just come to DDDA and it would go through administrative review. It would streamline processes. Plan to have no later than December. Memo will be given to Cristina to pass along to boards.

Staffing plan - an offer has been made for Deputy Director position. That person will start the first week of November. Civil Service approved all positions. Taking to City Council 10/25/22 and will get new requisitions, then post positions. Still on track to hire by December 1, 2022.

XII. Call to Board of Directors

No comments at this time

XIII. Call to Audience

No comments at this time

XIV. Adjournment

Meeting adjourned at 10:15 a.m. A motion was made by Chairperson Sam Abbas, seconded by Mayor Abdullah Hammoud.

Approved by:

Jackie Lovejoy, Secretary-Treasurer, WDDDA

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

Financial Statement Summary

		FY2021	FY2022	FY2023					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Revenue									
296-0000-311.40-00	Property Tax Capture	\$ 852,811	812,618	\$ 794,700	\$ 794,700	\$ 546,074	\$ -	\$ 248,626	69%
	Brownfield Tax Capture	247,631	244,839	219,600	219,600	-	-	219,600	0%
Tax Revenue Total:		\$ 1,100,442	\$ 1,057,457	\$ 1,014,300	\$ 1,014,300	\$ 546,074	\$ -	\$ 468,226	
296-6110-330.01-90	Farmer's Market Federal Grant	-	-	1,500	1,500	-	-	1,500	0%
296-6110-369.90-00	Farmer's Market Miscellaneous	11,745	26,961	20,000	20,000	80	-	19,920	0%
296-6100-365.90-00	Donations from a Private Source	2,855	35,130	31,750	31,750	2,500	-	29,250	8%
296-6100-322.40-10	Events Revenue	(3,900)	10,725	5,375	5,375	-	-	5,375	0%
296-0000-361.10-05	Interest Income	94	(7,942)	363	363	2,785	-	N/A	767%
Donations & Farmer's Market Total:		\$ 15,463	\$ 67,534	\$ 58,988	\$ 58,988	\$ 5,365	\$ -	\$ 56,045	9%
296-0000-391.91-01	Contributions from the General Fund	35,105	35,105	45,105	45,105	15,035	-	30,070	33%
General Fund Contribution Total:		35,105	35,105	45,105	45,105	15,035	-	30,070	33%
Total Revenues:		\$ 1,151,010	\$ 1,160,096	\$ 1,118,393	\$ 1,118,393	\$ 566,474	\$ -	\$ 554,341	51%
296-6100-911.30-40	Audit Services	400	400	400	400	-	-	400	0%
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%
296-2972-463.34-90	Sanitation Contractual Services	28,260	22,260	35,920	35,920	-	11,565	24,355	32%
296-6100-911.34-90	Development Contractual Services	544,163	451,489	608,035	738,535	93,741	162,603	482,191	35%
296-6110-911.34-90	Farmer's Market Contractual Services	19,821	19,755	25,000	25,000	8,676	1,437	14,887	40%
296-6100-911.41-75	Water/Sewage	4,873	4,430	4,873	6,628	760	1,676	4,192	37%
296-6100-911.43-82	Copier Repair & Maintenance Services	886	446	350	350	-	-	350	0%
296-6100-911.44-10	Building Rental	10,830	11,415	12,140	12,140	4,000	2,000	6,140	49%
296-6100-911.51-00	Community Promotion	179,457	138,518	248,230	301,417	33,414	53,294	214,709	29%
296-6100-911.52-10	Insurance	5,829	6,013	11,826	11,826	3,944	-	7,882	33%
296-6100-911.53-00	Communications	1,046	957	1,093	1,093	389	439	265	76%
296-6100-911.58-10	Training & Transportation	725	670	3,500	3,500	-	-	3,500	0%
296-6100-911.60-10	Office Supplies	63	1,461	1,500	1,500	10	-	1,490	1%
296-6100-911.60-20	Postage	-	2	350	350	5	-	345	1%
296-6100-911.61-90	Non-Capital Equipment	4,426	-	25,000	29,290	-	17,854	11,436	61%
296-6100-911.62-40	Planting Materials	21,944	26,682	67,332	67,332	-	10,039	57,293	15%
296-6100-911.65-00	Memberships	148	462	940	940	-	-	940	0%
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	247,631	244,839	219,600	219,600	-	-	219,600	0%
296-6100-980-96-34	Facilities Fund	37,500	-	-	-	-	-	-	0%
Total Expenditure		\$ 1,108,002	\$ 929,799	\$ 1,296,089	\$ 1,485,821	\$ 144,939	\$ 260,907	\$ 1,079,975	27%
Revenues Over/(Under) Expenditures		\$ 43,008	\$ 230,297	\$ (177,696)	\$ (367,428)	\$ 421,535	\$ (260,907)	\$ (525,634)	

Balance Sheet

Current

Equity in Pooled Cash Position	\$ 1,368,326
Current Assets	
Current Receivables	11,215
Unearned Income	554,341
Current Liabilities	
Current Liabilities	-
Encumbrances	(260,907)
Uncommitted Budget	(1,079,975)
Estimated Ending Cash Position	\$ 593,000

Expenditure Details		FY2021	FY2022	FY2023						
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %	
Beautification										
296-2972-463.34-90	Sanitation Contractual Services	\$ 28,260	22,260	\$ 35,920	\$ 35,920	\$ -	\$ 11,565	\$ 24,355	32%	
296-6100-911.34-90	Holiday Décor & Installation	1,440	1,461	50,000	50,000	1,498	-	48,502	3%	
296-6100-911.34-90	Ramadan Lighting	-	-	10,000	10,000	-	-	10,000	0%	
296-6100-911.34-90	Landscape & Maintenance	303,486	139,069	172,350	172,350	-	32,366	139,984	19%	
296-6100-911.34-90	Snow Removal	36,500	40,585	47,450	47,450	-	-	47,450	0%	
296-6100-911.34-90	Michigan Ave Lightpoles	-	-	25,000	25,000	-	-	25,000	0%	
296-6100-911.34-90	Planning: Streetscapes (South Connectors)	-	-	10,000	10,000	-	-	10,000	0%	
296-6100-911.34-90	Pest Control	-	-	8,500	8,500	-	-	8,500	0%	
296-6100-911.34-90	Platform Dining	21,503	24,041	-	-	2,249	(2,249)	-	0%	
296-6100-911.34-90	Bike Facilities & Scooters	-	-	10,000	10,000	-	2,592	7,408	26%	
296-6100-911.34-90	Streetscape Enhancements	-	37,679	20,000	93,539	18,000	11,579	63,960	32%	
296-6100-911.62-40	Planting Materials	21,944	26,682	67,332	67,332	-	10,039	57,293	15%	
Total Beautification		\$ 413,133	291,777	\$ 456,552	\$ 530,091	\$ 21,747	\$ 65,892	\$ 442,452	17%	
Development										
296-6100-911.51-00	General Marketing (banners, printing, social media)	13,384	25,954	\$ 40,000	\$ 40,000	\$ 7,568	\$ 10,500	\$ 21,932	45%	
296-6100-911.51-00	Branding / Graphic Design	40,506	50,584	35,000	76,687	1,818	39,868	35,001	54%	
296-6100-911.51-00	CTM Brochure Distribution	1,803	292	-	-	-	-	-	0%	
296-6100-911.51-00	Photography	-	2,214	2,500	4,000	-	-	4,000	0%	
296-6100-911.51-00	Metro Mode / Issue Media	10,501	4,500	4,500	4,500	1,002	-	3,498	22%	
296-6100-911.51-00	Website Hosting & Domain Registration	1,074	714	1,680	1,680	113	-	1,567	7%	
296-6100-911.51-00	Henry Ford Promotion Package	5,600	-	5,600	5,600	5,600	-	-	100%	
296-6100-911.51-00	Community Art Enhancement	-	3,000	5,000	5,000	-	-	5,000	0%	
296-6100-911.51-00	Dearborn Art Month	-	-	1,000	1,000	-	-	1,000	0%	
296-6100-911.51-00	Fall Promotions	150	88	1,000	1,000	-	-	1,000	0%	
296-6100-911.51-00	Shop Small Business Saturday/Holiday Promotions	20,755	23,090	33,500	33,500	-	1,000	32,500	3%	
296-6100-911.51-00	Restaurant Week	37,021	10,989	16,500	16,500	180	1,000	15,320	7%	
296-6100-911.51-00	Tunes at Noon	1,300	2,864	5,000	5,000	2,411	-	2,589	48%	
296-6100-911.51-00	Friday Nites Concert Series	6,153	7,474	30,000	30,000	10,697	219	19,084	36%	
296-6100-911.51-00	Movies In the Park	2,889	2,132	5,000	5,000	2,200	413	2,387	52%	
296-6100-911.51-00	Ladies Night Out	-	90	4,500	4,500	-	100	4,400	2%	
296-6100-911.51-00	Perennial Exchange	-	189	700	700	275	-	425	39%	
296-6100-911.51-00	Kids Day	-	2,369	10,000	10,000	1,551	193	8,256	17%	
296-6100-911.51-00	Farmer's Market Promotions	2,700	-	-	-	-	-	-	0%	
296-6100-911.51-00	Wayfinding	-	-	20,000	30,000	-	-	30,000	0%	
296-6100-911.51-00	Downtown Day Sale	-	-	2,500	2,500	-	-	2,500	0%	
296-6100-911.51-00	SEO/SEM	-	-	5,000	5,000	-	-	5,000	0%	
296-6100-911.51-00	Beer Festival	-	-	2,000	2,000	-	-	2,000	0%	
296-6100-911.51-00	Covid Comeback Market	35,621	-	-	-	-	-	-	0%	
296-6100-911.51-00	Social District	-	1,975	10,000	10,000	-	-	10,000	0%	
296-6100-911.51-00	Swag	-	-	2,500	2,500	-	-	2,500	0%	
296-6100-911.51-00	Translation Services	-	-	1,000	1,000	-	-	1,000	0%	
296-6100-911.51-00	Earth Day	-	-	3,000	3,000	-	-	3,000	0%	
296-6100-911.51-00	Volunteer Recognition	-	-	750	750	-	-	750	0%	
296-6110-911.34-90	Farmer's Market Contractual Services	19,821	19,755	25,000	25,000	8,676	1,437	14,887	40%	
296-6100-911.34-90	Building / Business Incentives	7,500	10,000	25,000	65,000	20,000	-	45,000	31%	
Total Development		\$ 206,778	168,273	\$ 298,230	\$ 391,417	\$ 62,091	\$ 54,730	\$ 195,459	30%	
Planning & Administration										
296-6100-911.34-90	Pow Strategies	173,054	194,635	186,718	186,718	40,954	49,498	96,266	48%	
296-6100-911.34-90	Pow Strategies - SmithGroup	-	-	41,518	58,479	11,040	68,818	(21,380)	137%	
296-6100-911.34-90	PR Monitor	-	-	1,500	1,500	-	-	1,500	0%	
		\$ 173,054	194,635	\$ 229,735	\$ 246,696	\$ 51,994	\$ 118,316	\$ 76,386	69%	
various (comment)	Other Office Expenses	9,097	10,409	19,959	19,959	4,348	439	19,364	24%	
296-6100-911.34-90	Office Cleaning	680	4,021	-	-	-	-	-	0%	
296-6100-911.44-10	Building Rental	10,830	11,415	12,140	12,140	4,000	2,000	6,140	49%	
296-6100-911.61-90	Non-Capital Equipment (lighting, repairs)	4,426	-	25,000	29,290	-	17,854	11,436	61%	
296-6100-435.41-75	Water / Sewage	4,873	4,430	4,873	6,628	760	1,676	4,192	37%	
296-6100-435.98-00	Undistributed Appropriation	-	-	30,000	30,000	-	-	30,000	0%	
296-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	247,631	244,839	219,600	219,600	-	-	219,600	0%	
296-6100-980.96-34	Facilities Fund-Bryant Library	37,500	-	-	-	-	-	-	0%	
Total Planning & Administration		\$ 488,091	469,749	\$ 541,307	\$ 564,313	\$ 61,102	\$ 140,285	\$ 367,118	36%	
Total Expenditure		\$ 1,108,002	929,799	\$ 1,296,089	\$ 1,485,821	\$ 144,939	\$ 260,907	\$ 1,079,975	27%	

Financial Statement Summary		FY2021	FY2022	FY2023					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
297-0000-311.40-00	Property Tax Capture	\$ 386,278	\$ 589,096	\$ 528,900	\$ 528,900	\$ 623,397	\$ -	N/A	118%
	Brownfield Tax Capture	457,004	274,220	261,200	261,200	-	-	261,200	0%
Tax Revenue Total		\$ 843,282	\$ 863,316	\$ 790,100	\$ 790,100	\$ 623,397	\$ -	\$ 261,200	79%
297-0000-330.05-14	Local Community Stabilization Authority	23,965	24,712	20,713	20,713	26,550	-	N/A	128%
297-6100-365.90-00	Donations from a Private Source	10,250	24,300	23,750	23,750	-	-	23,750	0%
297-0000-361.10-05	Interest Income	97	(6,479)	298	298	1,891	-	N/A	635%
297-6100-322.40-10	Events Revenue	(4,800)	10,300	6,250	6,250	-	-	6,250	0%
297-6100-369.90-00	Miscellaneous Income	-	14,613	31,906	31,906	1,805	-	30,101	6%
Donation Revenue Total		\$ 29,512	\$ 67,446	\$ 82,917	\$ 82,917	\$ 30,246	\$ -	\$ 60,101	36%
297-0000-391.91-01	Contributions from the General Fund	22,620	37,620	41,220	41,220	13,740	-	27,480	33%
Contribution Total		\$ 22,620	\$ 37,620	\$ 41,220	\$ 41,220	\$ 13,740	\$ -	\$ 27,480	33%
Total Revenue		\$ 895,414	\$ 968,382	\$ 914,237	\$ 914,237	\$ 667,383	\$ -	\$ 348,781	73%
Expenditure									
297-6100-911.30-40	Audit Services	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	\$ -	800	0%
297-2972-463.34-90	Sanitation Contractual Services	10,845	27,565	41,220	41,220	35,475	2,750	2,995	93%
297-6100-911.34-90	Development Contractual Services	324,419	378,571	423,405	510,250	104,210	128,168	277,872	46%
297-6100-911.43-82	Copier Repair & Maintenance Services	886	446	350	350	-	-	350	0%
297-6100-911.44-10	Building Rental	10,830	11,415	12,140	12,140	4,000	2,000	6,140	49%
297-6100-911.51-00	Community Promotion	157,917	122,898	161,530	205,365	18,293	43,915	143,157	30%
297-6100-911.52-10	Insurance	6,234	6,937	10,996	10,996	3,664	-	7,332	33%
297-6100-911.53-00	Communications	1,046	957	1,093	1,093	389	439	265	76%
297-6100-911.58-10	Training & Transportation	1,075	475	3,500	3,500	-	-	3,500	0%
297-6100-911.60-10	Office Supplies	63	1,526	1,500	1,500	10	-	1,490	1%
297-6100-911.60-20	Postage	-	8	350	350	5	-	345	1%
297-6100-911.61-90	Non-Capital Equipment	-	-	5,000	6,430	-	-	6,430	0%
297-6100-911.62-40	Planting Materials	30,395	65,325	52,500	52,500	10,250	9,150	33,100	37%
297-6100-911.65-00	Memberships	148	462	940	940	-	-	940	0%
297-6100-911.68-90	Other Operating Expenses	-	-	14,203	14,203	14,203	-	-	100%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	457,004	274,220	261,200	261,200	-	-	261,200	0%
Total Operating Expenditures		\$ 1,001,662	\$ 891,605	\$ 990,727	\$ 1,122,837	\$ 190,499	\$ 186,422	\$ 745,916	34%
297-6100-435.45-10	Architect & Engineering Services	-	-	59,501	59,501	-	16,831	42,670	28%
297-6100-435.45-20	Construction Contractor	-	-	137,785	137,785	-	137,147	638	100%
297-6100-435.98-00	Undistributed Appropriations	-	-	5,694	5,694	-	-	5,694	0%
Total Capital Expenditures		-	-	202,980	202,980	-	153,978	49,002	76%
Total Expenditure		\$ 1,001,662	\$ 891,605	\$ 1,193,707	\$ 1,325,817	\$ 190,499	\$ 340,400	\$ 794,918	40%
Revenues Over/(Under) Expenditures		\$ (106,248)	\$ 76,777	\$ (237,538)	\$ (411,580)	\$ 476,884	\$ (340,400)	\$ (446,137)	
Balance Sheet									
						Current			
Equity in Pooled Cash Position						\$ 1,001,133			
Current Assets						-			
Current Liabilities						348,781			
						(14,203)			
						(340,400)			
						(794,918)			
Estimated Ending Cash Position						\$ 200,393			

Expenditure Details		FY2021	FY2022	FY2023					
		Audited	Unaudited	Adopted	Amended	Actual	Encumbered	Balance	Actual %
Beautification									
297-2972-463.34-90	Sanitation Contractual Services	\$ 10,845	\$ 27,565	\$ 41,220	\$ 41,220	\$ 35,475	\$ 2,750	\$ 2,995	93%
297-6100-911.34-90	Holiday Décor & Installation	\$ 1,402	\$ 4,410	10,000	10,000	1,498	-	8,502	15%
297-6100-911.34-90	Ramadan Lighting	\$ -	\$ -	10,000	10,000	-	-	10,000	0%
297-6100-911.34-90	Landscape & Maintenance	\$ 70,206	\$ 72,913	65,170	65,170	36,850	10,388	17,932	72%
297-6100-911.34-90	Snow Removal	\$ 25,000	39,460	32,500	32,500	-	(562)	33,062	-2%
297-6100-911.34-90	Platform Dinning	\$ -	5015	-	-	-	-	-	0%
297-6100-911.34-90	Artspace, Public Space Design	\$ 5,638	\$ 9,020	-	-	-	-	-	0%
297-6100-911.34-90	Dumpster Enclosures	\$ -	\$ -	15,000	15,000	-	-	15,000	0%
297-6100-911.34-90	Streetscape Enhancements	\$ 150	\$ 2,905	15,000	39,884	1,368	34,734	3,782	91%
297-6100-911.62-40	Planting Materials	\$ 30,395	\$ 65,325	52,500	52,500	10,250	9,150	33,100	37%
Total Beautification		\$ 143,636	\$ 226,613	\$ 241,390	\$ 266,274	\$ 85,441	\$ 56,460	\$ 124,373	53%
Development									
297-6100-911.51-00	General Marketing (banners, printing, social media)	\$ 11,549	\$ 21,031	\$ 20,000	\$ 20,000	\$ 9,239	\$ 12,363	\$ (1,602)	108%
297-6100-911.51-00	Branding / Graphic Design	67,129	54,646	32,500	64,235	-	31,735.00	32,500	49%
297-6100-911.51-00	Photography	-	363	2,500	4,600	-	-	4,600	0%
297-6100-911.51-00	Metro Mode / Issue Media	24,501	4,500	4,500	4,500	1,002	-	3,498	22%
297-6100-911.51-00	CTM Brochure Distribution	1,802	292	-	-	-	-	-	0%
297-6100-911.51-00	Website Hosting & Domain Registration	714	714	1,680	1,680	113	-	1,567	7%
297-6100-911.51-00	Henry Ford Promotion Package	5,600	-	5,600	5,600	5,600	-	-	100%
297-6100-911.51-00	Community Art Enhancement	-	-	5,000	5,000	-	-	5,000	0%
297-6100-911.51-00	Community Garden	-	750	-	-	-	-	-	0%
297-6100-911.51-00	Art Month	-	-	1,000	1,000	-	-	1,000	0%
297-6100-911.51-00	Fall Promotions	348	88	1,000	1,000	-	-	1,000	0%
297-6100-911.51-00	Shop Small Business Saturday-Holiday Promotions	5,755	13,698	16,000	16,000	-	688.00	15,312	4%
297-6100-911.51-00	Restaurant Week	1,145	7,975	10,000	10,000	180	(1,284.00)	11,104	-11%
297-6100-911.51-00	Homage to Black Excellence	17,396	5,151	-	-	-	-	-	0%
297-6100-911.51-00	Movies in the Park	3,043	2,435	2,300	2,300	1,419	413.00	468	80%
297-6100-911.51-00	Music in the Park	7,347	124	-	-	-	-	-	0%
297-6100-911.51-00	City Hall Park Events	4,764	561	700	700	-	-	700	0%
297-6100-911.51-00	Wayfinding	-	-	10,000	20,000	-	-	20,000	0%
297-6100-911.51-00	Summer Music Series (formerly Jazz on the Ave)	-	10,570	25,000	25,000	741	-	24,259	3%
297-6100-911.51-00	Covid Comeback Marketing	6,300	-	-	-	-	-	-	0%
297-6100-911.51-00	Other Community Development	525	-	-	-	-	-	-	0%
297-6100-911.51-00	Volunteer Recognition	-	-	750	750	-	-	750	0%
297-6100-911.51-00	Green Earth Week	-	-	2,000	2,000	-	-	2,000	0%
297-6100-911.51-00	Sidewalk & Downtown Sale	-	-	2,500	2,500	-	-	2,500	0%
297-6100-911.51-00	SEO/SEM	-	-	2,500	2,500	-	-	2,500	0%
297-6100-911.51-00	Translation Services	-	-	1,000	1,000	-	-	1,000	0%
297-6100-911.51-00	East Farmers Market	-	-	15,000	15,000	-	-	15,000	0%
297-6100-911.34-90	Building / Business Incentives	40,903	15,000	45,000	90,000	12,500	2,500	75,000	17%
Total Development		\$ 198,821	\$ 137,898	\$ 206,530	\$ 295,365	\$ 30,794	\$ 46,415	\$ 143,156	26%
Planning & Administration									
297-6100-911.34-90	Pow Strategies	180,441	225,784	186,718	186,718	40,954	44,010	101,754	46%
297-6100-911.34-90	Pow Strategies - SmithGroup	-	-	41,518	58,479	11,040	37,098	10,341	82%
297-6100-911.34-90	PR Monitor	-	-	1,500	1,500	-	-	1,500	0%
		\$ 180,441	\$ 225,784	\$ 229,735	\$ 246,696	\$ 51,994	\$ 81,108	\$ 113,594	54%
various (comment)	Other Office Expenses	10,252	11,611	19,529	19,529	4,068	439	15,022	23%
297-6100-911.34-90	Office Cleaning	680	4,064	-	-	-	-	-	0%
297-6100-911.34-90	Pest Control	-	-	1,000	1,000	-	-	1,000	0%
297-6100-911.44-10	Building Rental	10,830	11,415	12,140	12,140	4,000	2,000	6,140	49%
297-6100-911.61-90	Non-Capital Equipment (light poles)	-	-	5,000	6,430	-	-	6,430	0%
297-6100-911.68-90	DCC Gun Range ArtSpace Loan Payment	-	-	14,203	14,203	14,203	-	-	100%
297-6100-980.92-75	Transfer to Brownfield Redevelopment Authority	457,004	274,220	261,200	261,200	-	-	261,200	0%
297-6100-435.45-10	Architect & Engineering Services	-	-	59,501	59,501	-	16,831	42,670	28%
297-6100-435.45-20	Construction Contractor	-	-	137,785	137,785	-	137,147	638	100%
297-6100-435.98-00	Undistributed Appropriations	-	-	5,694	5,694	-	-	5,694	0%
Total Planning & Administration		\$ 659,207	\$ 527,094	\$ 745,787	\$ 764,178	\$ 74,265	\$ 237,525	\$ 403,386	41%
Total Expenditure		\$ 1,001,662	\$ 891,605	\$ 1,193,707	\$ 1,325,817	\$ 190,499	\$ 340,400	\$ 794,918	40%

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2023-EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; 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 EDDDA and WDDDA approved Dearborn Restaurant Week and Dearborn Farmers & Artisans Market at the October 20, 2022, Joint Board meeting; and

WHEREAS: The Promotions Committee has reviewed and offers the attached additional events schedule for 2023 for board review and approval; so let it be

RESOLVED: The EDDDA agrees to approve the following events and promotions for the 2023 event season, which are funded by the Community Promotions Budget account # 297-6100-911-51-00:

Event	Date
Dearborn Restaurant Week	March 3-12, 2023
Historic Preservation Month Tour and Promotion	May 2023
Ramadan Promotions	March 22 - April 21, 2023
Spring Perennial Exchange	May 20, 2023
Movies in the Park	June 30, July 14, August 18, and September 15, 2023

Adopt- a- Tree Well	October 1 - November 1, 2023
Pumpkin Carving	October 28, 2023
Trick-or-Treat	October 28, 2023
Small Business Saturday and Shop Small Promotions	November 25 - December 24, 2023

; and furthermore

RESOLVED: The EDDDA directs the Promotions Committee and Economic Development staff to develop concepts for activating City Hall Park during the summer and bring back to the EDDDA for consideration no later than the February 2023 Board meeting.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2023-WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) and East Dearborn Downtown Development Authority (EDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The WDDDA and EDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; and

WHEREAS: The EDDDA and WDDDA approved Dearborn Restaurant Week and WDDDA also approved Dearborn Farmers & Artisans Market at the October 20, 2022 Joint Board meeting; and

WHEREAS: The Promotions Committee has reviewed and offers the attached events schedule for 2023 for board review and approval; so let it be

RESOLVED: The WDDDA agrees to approve the following events and promotions for the 2023 event season, which are funded by the Community Promotions Budget account # 296-6100-911-51-00:

Event	Date
Dearborn Restaurant Week	March 3-12, 2023
Historic Preservation Month	May 2023
Ramadan Promotions	March 22 - April 21, 2023
Movies in the Park	June 9, July 7, August 11, September 8, 2023
Ladies Night Out/Adventures on the Ave	June 1-3, 2023

Dearborn Farmers & Artisans Market	June 16-September 15, 2023
Kids Days at the Market	June 16, July 21, August 18, 2023
Friday Nite Music & Food Rallies	June 23, July 28, August 25, 2023
Fall Perennial Exchange	September 16, 2023
Adopt -a- Tree Well	October 1 - November 1, 2023
Pumpkin Carving	October 28, 2023
Trick-or-Treat	October 28, 2023
Small Business Saturday and Shop Small Promotions	November 25 - December 24, 2023
Winterfest Market	December 9, 2023

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2023 Officer Nominating Committee- EDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) recognizes the need to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee; therefore, be it

RESOLVED: The EDDDA board authorizes Board members Zaineb Hussein, Khalil Dabaja, and Jay Kruz to be appointed to the 2023 Officer Nominating Committee.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2023 Officer Nominating Committee - WDDDA

Date Adopted:

Motioned by:

Seconded by:

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) recognizes the need to form a Nominating Committee for the annual nomination of officers to be elected by the board and serve as the Executive Committee; therefore, be it

RESOLVED: The WDDDA board authorizes Board members Zaineb Hussein, Jackie Lovejoy, and Devon O'Reilly to be appointed to the 2023 Officer Nominating Committee.

Yes:

No:

Abstained:

Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-EDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

Eric Woody - July 2022;
Jay Kruz - August 2022;
Amanda Bright McClanahan - October 2022;
Kamal Turfah - October 2022;
Khalil Dabaja - September 2022;
Zo Olabi - July 2022;
so let it be

RESOLVED: The EDDDA agrees to approve the presented absence waivers and excuses the absence as indicated by Eric Woody, Jay Kruz, Amanda Bright McClanahan, Kamal Turfah, Khalil Dabaja, and Zo Olabi for the monthly meetings conducted from June 2022- October 2022.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Board Attendance Absence Waivers-WDDDA

Date Adopted:

Motioned by:

Seconded by:

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

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

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

Sam Abbas- August 2022;
Mohammed Hider - June 2022, July 2022 and October 2022;
Amanda Bright McClanahan - October 2022;
so let it be

RESOLVED: The WDDDA agrees to approve the presented absence waivers and excuses the absences of Sam Abbas, Mohammed Hider, and Amanda Bright McClanahan for monthly meetings conducted from June 2022 to October 2022.

Yes:

No:

Abstained:

Absent:

Board Absences- Updated through Oct 2022

East DDDA Board	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022
Vice Chairperson Eric Woody							absent			OFF BOARD
Vice Chairperson Matthew Dietz						absent				
Mayor Abdullah Hammoud				absent		absent	absent		absent	
Director Mustapha Hawily			absent	absent		absent	OFF BOARD	OFF BOARD	OFF BOARD	OFF BOARD
Director Zaineb Hussein								absent		
Director Jay P. Kruz			absent					absent		
Director Amanda Bright McClanahan								absent		absent
Director Hamzah Nasser			absent	absent		absent		absent		absent
Director Kamal Turfah	excused									absent
Director Khalil Dabaja									absent	
Director Zo Olabi							absent			
West DDDA Board	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022
Chairperson Sam Abbas	absent							absent		
Vice Chairperson Mohammed Hider			excused			absent		absent		absent
Secretary-Treasurer Jackie Lovejoy		excused								
Mayor Abdullah Hammoud				excused		absent	absent		absent	
Director Thomas L. Clark				excused	excused					
Director Zaineb Hussein								absent		
Director Jeff Lynch									OFF BOARD	OFF BOARD
Director Amanda Bright McClanahan								absent		absent
Director Karen Nigosian					excused	absent	OFF BOARD	OFF BOARD	OFF BOARD	OFF BOARD
Director Audrey A. Ralko		excused	excused							absent
Director Devon O'Reilly										
Director Tahrik Alcodray										

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

FYE2023 EDDDA Reappropriations for Holiday Lighting and Snow Removal

Adopted:

Motioned by:

Seconded by:

WHEREAS: The EDDDA board has budgeted funds for holiday lights and Ramadan lighting and for snow removal for this fiscal year, FYE2023, but there still remains a gap in funding so monies are being requested to be reappropriated ; and

WHEREAS: The EDDDA board budgeted \$20,000 for holiday lights and Ramadan lighting and \$32,500 for snow removal for FYE2023 ; and

WHEREAS: The EDDDA board authorized up to \$35,000 for holiday and Ramadan lighting and up to \$69,390 for snow removal at its October 2023 Board meeting; and

WHEREAS: The financial gap between the two accounts and what the EDDDA board has authorized spending up to is \$53,388 with \$16,498 attributed to the holiday and Ramadan lights and \$36,890 for snow removal; and

WHEREAS: The EDDDA board directed the Executive Committee to determine where best to reappropriate funds from and recommends reappropriating \$16,498 from Community Promotions account #297-6100-911-51-00 to Holiday Lights and Ramadan Lighting account #297-6100-911-34-90, and \$32,802 from Community Promotions account #297-6100-911-51-00 to Snow Removal account #297-6100-911-34-90; and

WHEREAS: The reappropriations recommended are from the following line items of Community Promotions: SEO \$2500, Dearborn Farmers & Artisans Market \$15,000, Photography \$2300, Sidewalk Sale \$2500, Wayfinding \$10,000, Music Series/Jazz on the Ave \$15,000, remaining balance of Fall Promotions after 2022 is completed, for a total of \$49,300 plus Fall Promotions balance; so therefore, let it be

RESOLVED: The EDDDA board approves to reappropriate funds of \$16,498 from Community Promotions account #297-6100-911-51-00 to Holiday Lights and Ramadan Lighting, account #297-6100-911-34-90 and \$32,802 from Community Promotions account #297-6100-911-51-00 to Snow Removal account #297-6100-911-34-90.

Yes:
No:
Abstained:
Absent:

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

EDDDA Open Door Dearborn Business Incentives Program - Grant Application: Michigan & Bingham LLC,
Mazen Munaser, 13254 Michigan Ave. (DBA Red Eye Smoke Shop)

Date Adopted:

Motioned by:

Seconded by:

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

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

WHEREAS: Mazen Munaser, applicant and owner of Red Eye Smoke Shop is leasing the lower retail space at 13254 Michigan Ave., and plans to renovate the facade and interior main floor unit of the two story building for a new smoke shop. Mr Munaser also owns the property 13252 Michigan Avenue to the east (Socotra Juice); and

WHEREAS: The applicant has applied to the EDDDA for a Level III grant from the Open-Door Dearborn grant program in the amount of \$10,000 for facade improvements and interior renovation; and

WHEREAS: Mr. Munaser plans to clean and repair the limestone, and replace the newly installed EFIS material with stone or brick material. The repairs and new materials will match what is being applied to the storefront next door at 13252 Michigan Ave. A new business sign will be installed on the base floor band above the door located at the corner of the building. The interior renovation includes demolition and new flooring. The stated renovations are anticipated to be completed by the end of fall 2022; and

WHEREAS: A sketch and 3 quotes have been provided for the improvements. Mr. Munaser has agreed to the details of the exterior and interior repairs outlined in the supplemental board documents. The quotes include USAF Construction for \$25,475.00, AK Interior Design for \$23,500 and Quality Carpet and Construction at \$21,829;

WHEREAS: The Design/EV Committee met on October 26, 2022, and recommended conditional approval of the \$10,000 grant, subject to the following conditions:

- Remove EFIs, retain and repair the existing limestone
- Remove EFIS and replace it with stone or brick as permitted in the EDDDA Design Guidelines
- Paint black or replace the door with a new black aluminum doorway. Paint entry door way sidewalls black (Socotra)
- Reinstall limestone medallion over door
- Retain EFIS, paint to match limestone, and place a new sign on the curved corner EFIS panel (Elite).
- Proposed sign - placed on curved panel on painted EFIS (E), Scale down size of sign to meet city sign permit standards.
- Window signs must be reduced to meet permit requirements and LED window lights must be removed per city ordinance.

RESOLVED: The EDDDA hereby awards a Level III grant up to \$10,000 from the Open Door Dearborn Business Grant Program to Mazen Munaser, dba Red Eye Smoke Shop, located at 13254 Michigan Ave., from account #297-6100-911-34-90, contingent upon meeting required conditions imposed by Design/EV Committee; and subject to review and approval of Corporation Counsel; be it further

RESOLVED: This award is also conditioned upon the owner of the building at 13254 Michigan Avenue removing the improperly installed stucco/EIFS material on the outside of the building, and comply with all Dearborn Code provisions, including issuance of a certificate of occupancy.

Yes:

No:

Abstained:

Absent:

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Open Door Dearborn Business Incentives Program - Grant Application: Robusto's Cigar Bar,
22263 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, Jonathan Yono, plans to renovate the interior and exterior sign located at 22263 Michigan Avenue in the WDDDA District; and

WHEREAS: The applicant has applied for Level I of the Open Door Dearborn grant program, requesting a grant of \$2,500 for a new sign to be located on the exterior facade of the building; and

WHEREAS: At the October 26, 2022, regular meeting of the Design/EV Committee, the committee unanimously approved recommending to the WDDDA Board funding the applicant for a Level I Open Door Dearborn Grant in the amount of \$2,500.00, with a requirement to follow all required WDDDA and City design guidelines and secure a city sign permit; so let it be

RESOLVED: The WDDDA awards a Level I grant for \$2,500.00 from the Open Door Dearborn grant program from account #297-6100-911-34-90 to Robusto's Cigar Bar, for a new business sign conditioned upon receiving all required city permits, removal of existing signage and temporary signage on metal canopy, and subject to review and approval of Corporation Counsel.

Yes:

No:

Abstained:

Absent:



CONCEPT REVIEW

SCHAEFER ALLEY PROJECT

EAST DOWNTOWN DEARBORN

OCTOBER 19TH, 2022

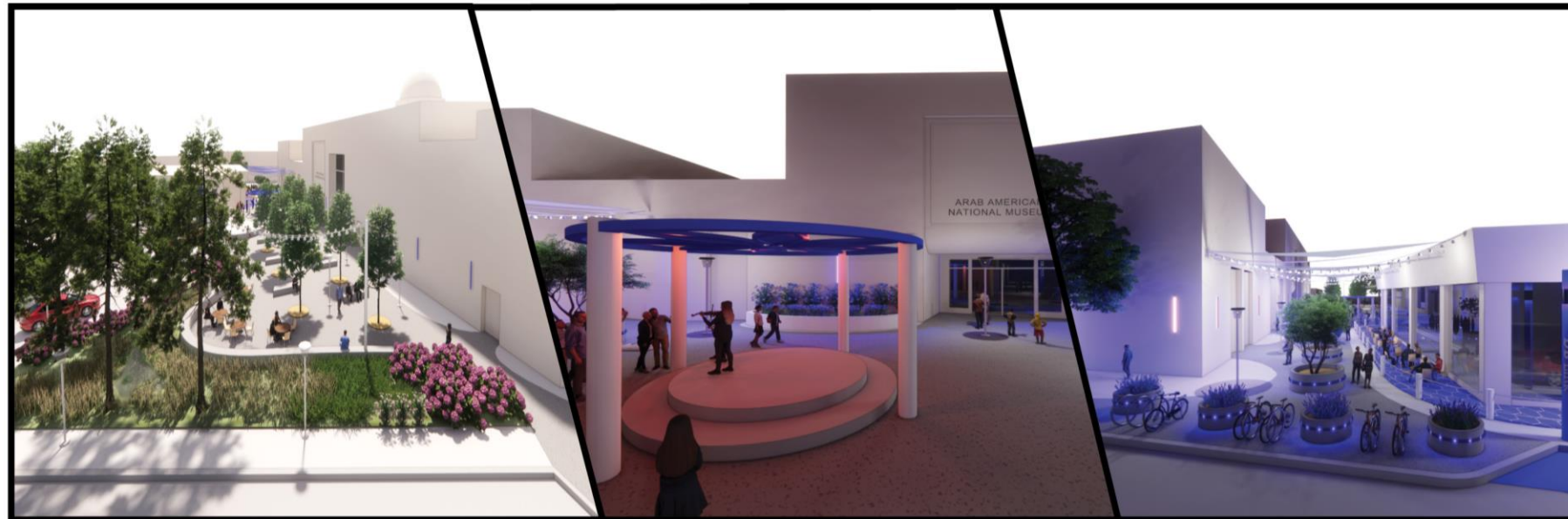
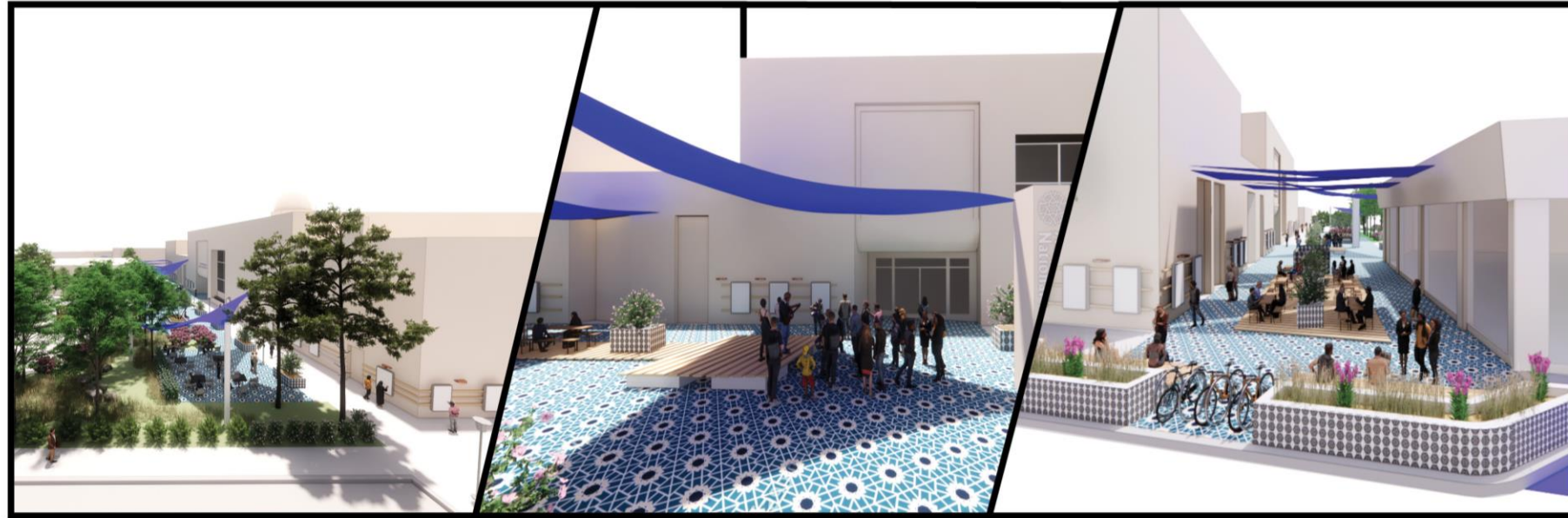
TODAY'S AGENDA

- Introductions
- What We Heard
- Preferred Concept Plan
- Cost Opinion
- Discussion

OVERVIEW OF FEEDBACK

Stakeholder's Liked:

- Special pavement
- Central dining area
- Shade sails and new lighting
- Open plaza
- Stage
- Supplemental dining area (near Neckel)
- Parking lot intervention

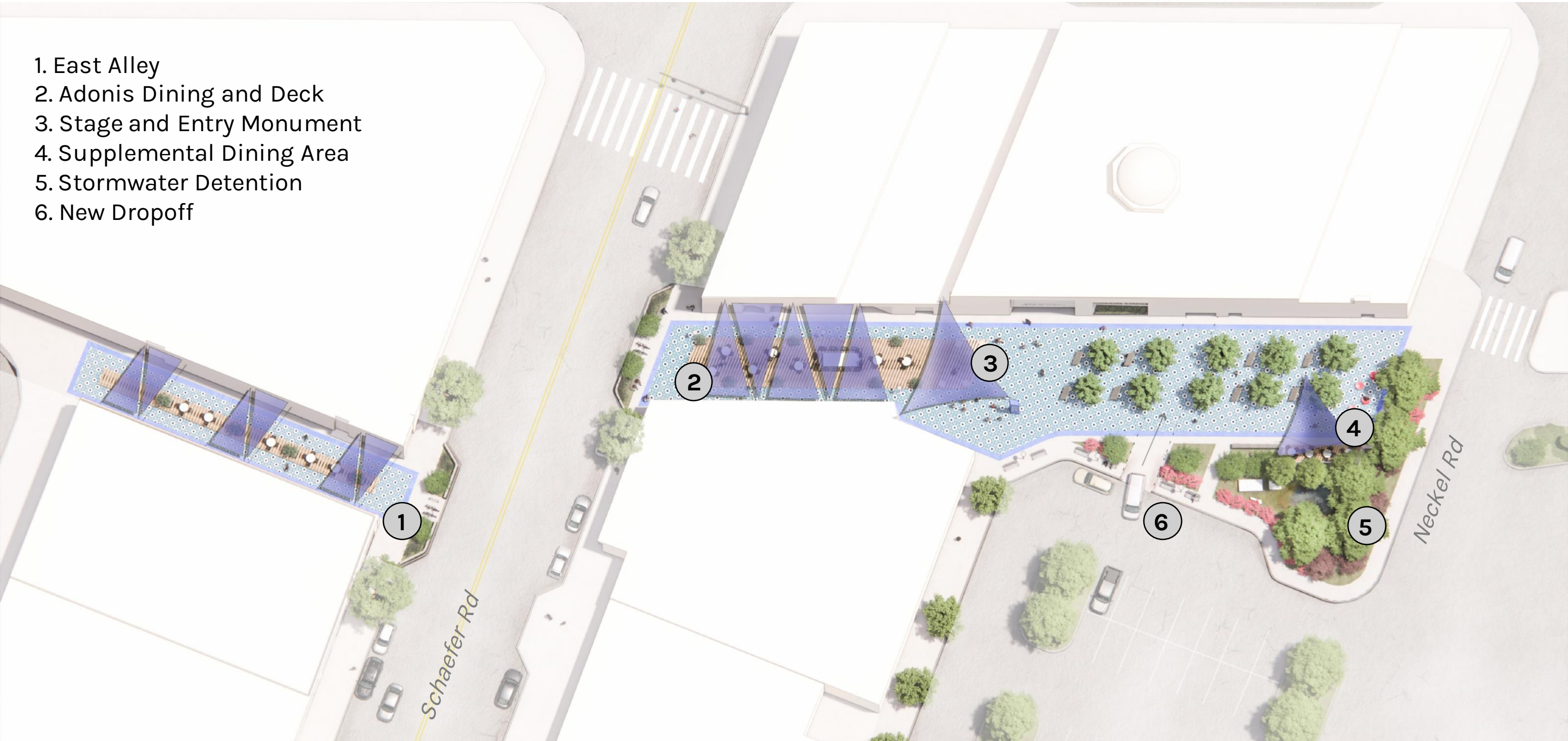


Stakeholder's Expressed Concern About/ Disliked:

- Maintenance of art installations
- Mounted display cases
- Delivery access for the museum
- Snow removal

CONCEPT PLAN

- 1. East Alley
- 2. Adonis Dining and Deck
- 3. Stage and Entry Monument
- 4. Supplemental Dining Area
- 5. Stormwater Detention
- 6. New Dropoff



CONCEPT PLAN

ADONIS DINING AREA

1. Planters, bike racks & benches (behind plants)
2. Deck & dining area sits above stormwater drain
3. Artistic transformer screen
4. Sails & festoon lights



CONCEPT PLAN

STAGE AND ENTRY

1. Entry monument & stage gathering area
2. Seat walls and plaza
3. New drop off and seating
4. Reuse and Supplement existing lighting



CONCEPT PLAN

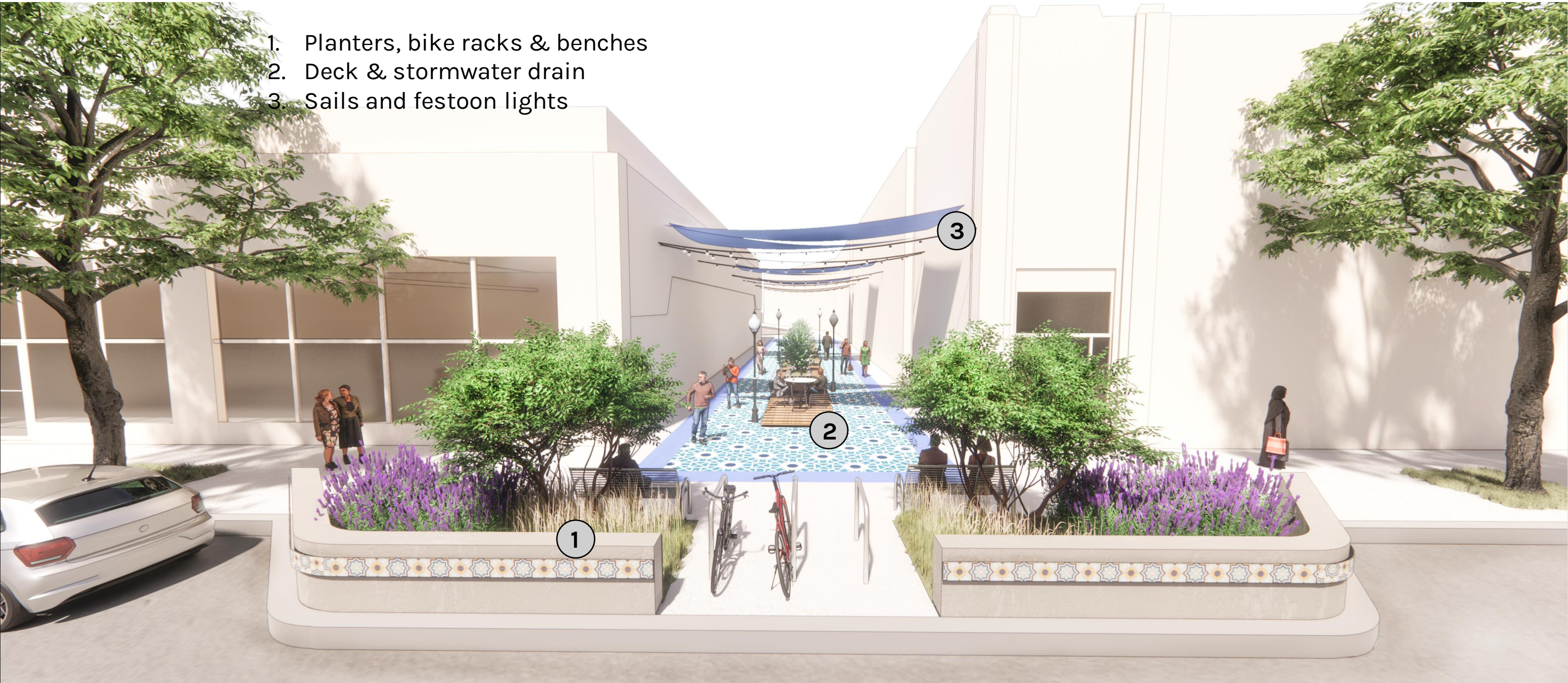
NECKEL STORMWATER AND DINING



CONCEPT PLAN

EAST ALLEY

- 1. Planters, bike racks & benches
- 2. Deck & stormwater drain
- 3. Sails and festoon lights



COST OPINION

Cost Summary

West Alley & Parking Lot

Subtotal : \$ 1,432,050

East Alley

Subtotal : \$ 352,386

*Project Subtotal : \$
1,784,486*

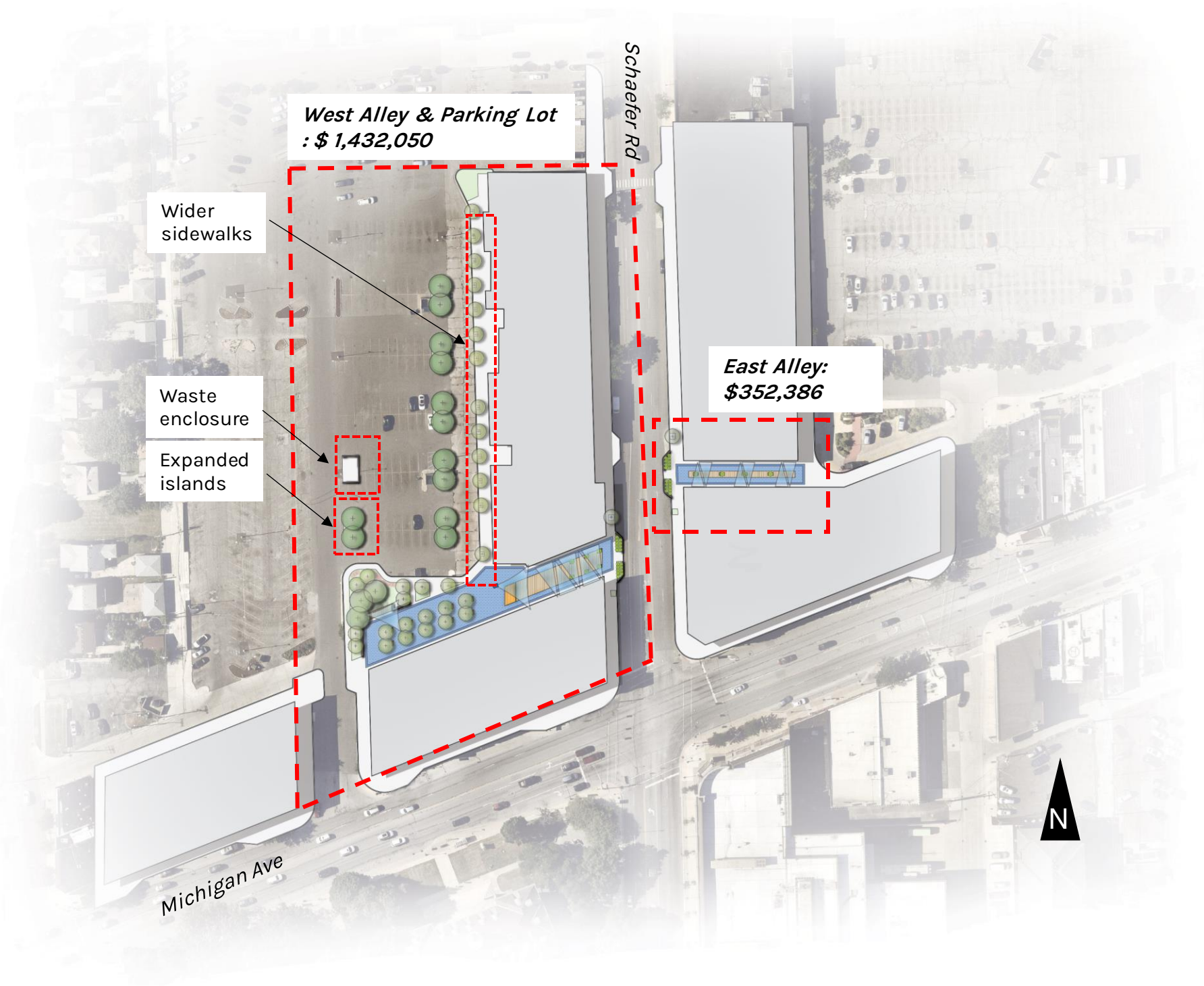
Mobilization (10% of Subtotal): \$ 178,443

Contingency (25% of Subtotal): \$ 446,109

Project Total: \$ 2,408,988*

***Does not include:**

- Artwork (murals, custom screens, projection art, etc)
- Tables and chairs





QUESTIONS AND COMMENTS

EAST DOWNTOWN DEARBORN

OCTOBER 19TH, 2022

Dearborn West Alley Concept Plan

Dearborn, Michigan

Opinion of Probable Construction Costs (Preliminary Design Level)

October 19th 2022

SmithGroup

Project No.12312

Cost Summary

West Alley and parking lot:		
	Subtotal	\$1,432,050.00
East Alley:		
	Subtotal	\$352,386.00
	Project Subtotal	\$1,784,436.00
	Mobilization (10% of total)	\$178,443.60
	Contingency (25% of total)	\$446,109.00
Project Total		\$2,408,988.60

This opinion of probable construction costs is conceptual in nature:

- 1. Does not include Architects design fee or construction administration fees.*
- 2. Does not include escalation.*
- 3. Does not include permitting or jurisdictional approvals.*
- 4. Does not include utility tap fees.*
- 5. Does not include in-kind services or self-performed services.*
- 6. Cost opinion does not cover any local jurisdictional code compliance.*
- 7. Does not include land acquisition.*
- 8. Does not include artwork such as projection art, murals, or artistic transformer screen.*
- 9. Does not include furnishings associated with food and beverage service like tables and chairs.*
- 10. Opinion of costs is in 2022 construction dollars.*
- 11. Summary may change upon receipt of geotechnical reports and topographic survey.*

Dearborn West Alley Concept Plan

Dearborn, Michigan

Opinion of Probable Construction Costs (Preliminary Design Level)

October 5th 2022

SmithGroup

Project No.12312

Category	Work Item	Notes	Units	Quantity	Unit Cost	Total Cost	Subtotal
Demolition							
	Curb		LF	1,628	\$8	\$13,024	
	Concrete Walks		SF	12,823	\$4	\$51,292	
	Asphalt Pavement		SF	6,303	\$4	\$25,212	
	Concrete Road		SF	18,826	\$6	\$112,956	
						Subtotal Demo	\$202,484
Paving and Hardscape							
	Special pavement		SF	9,436	\$25	\$235,900	
	Concrete Sidewalk		SF	9,416	\$10	\$94,160	
	Deck walk		SF	2,420	\$30	\$72,600	
	Concrete pad (trash enclosure)		SF	803	\$15	\$12,045	
	Concrete Wall (30" high)		LF	127	\$500	\$63,500	
	Seat Wall (30" high)		LF	82	\$750	\$61,500	
	Asphalt Pavement (heavy duty)		SF	10,939	\$8	\$87,512	
	Curb		LF	1,535	\$25	\$38,375	
						Subtotal Paving and Hardscape	\$665,592
Plants and Planters							
	Planter bed plants (includes soil)		SF	4,240	\$16	\$67,840	
	Parking lot island plants (includes soil)		SF	4,578	\$20	\$91,560	
	2" Mulch		SF	4,058	\$3	\$12,174	
	Planters (freestanding)		EA	6	\$3,000	\$18,000	
	Planter Rail (16" high)		LF	540	\$30	\$16,200	
	Trees (25')		EA	38	\$1,200	\$45,600	
	Trees (15')		EA	8	\$800	\$6,400	
	Irrigation		Allowance	1	\$25,000	\$25,000	
						Subtotal Planters and Plants	\$282,774
Utilities							
	Street lights (relocated)		EA	4	\$3,500	\$14,000	
	Street lights (new)		EA	4	\$5,000	\$20,000	
	Electrical Service Box (stage)		EA	1	\$5,000	\$5,000	
	Electrical Outlet		EA	4	\$1,500	\$6,000	
	Festoon Lights		Allowance	1	\$12,000	\$12,000	
	Stormwater infiltration / sewer line		EA	1,000	\$35	\$35,000	
	Garbage enclosure (in parking lot; includes fence and wall)		EA	1	\$12,000	\$12,000	
	Sewer Modification		EA	1	\$8,000	\$8,000	
						Subtotal Lighting	\$112,000
Site Elements/Furnishings							
	Trash Receptacles		EA	2	\$1,000	\$2,000	
	Bike loops		EA	6	\$1,200	\$7,200	

Dearborn West Alley Concept Plan

Dearborn, Michigan

Opinion of Probable Construction Costs (Preliminary Design Level)

October 5th 2022

SmithGroup

Project No.12312

Category	Work Item	Notes	Units	Quantity	Unit Cost	Total Cost	Subtotal
Demolition							
	Curb		LF	1,628	\$8	\$13,024	
	Concrete Walks		SF	12,823	\$4	\$51,292	
	Asphalt Pavement		SF	6,303	\$4	\$25,212	
	Concrete Road		SF	18,826	\$6	\$112,956	
	Subtotal Demo						\$202,484
Paving and Hardscape							
	Special pavement		SF	9,436	\$25	\$235,900	
	Concrete Sidewalk		SF	9,416	\$10	\$94,160	
	Deck walk		SF	2,420	\$30	\$72,600	
	Benches		EA	6	\$2,000	\$12,000	
	Sails (40' x 18')		Allowance	2	\$15,000	\$30,000	
	Sails (25' x 12')		Allowance	5	\$12,000	\$60,000	
	Top Chairs		Allowance	4	\$2,000	\$8,000	
	Alley Identification Sign		Allowance	1	\$15,000	\$15,000	
	Kiosk		Allowance	1	\$15,000	\$15,000	
	Entry Marker		Allowance	1	\$20,000	\$20,000	
	Subtotal Site Elements						\$169,200

Sub Total	\$1,432,050
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Dearborn East Alley Concept Plan

Dearborn, Michigan

Opinion of Probable Construction Costs (Preliminary Design Level)

October 5th 2022

SmithGroup

Project No.12312

Category	Work Item	Notes	Units	Quantity	Unit Cost	Total Cost	Subtotal
Demolition							
	Curb		LF	81	\$8	\$648	
	Concrete Walks		SF	4,422	\$4	\$17,688	
	Asphalt Pavement		SF	340	\$4	\$1,360	
	Subtotal Demo						\$19,696
Paving and Hardscape							
	Special pavement		SF	2,301	\$25	\$57,525	
	Concrete Sidewalk		SF	1,791	\$10	\$17,910	
	Deck		SF	812	\$30	\$24,360	
	Concrete Wall (30" high)		LF	48	\$500	\$24,000	
	Asphalt Pavement (heavy duty)		SF	185	\$8	\$1,480	
	Curb		LF	81	\$25	\$2,025	
	Subtotal Paving and Hardscape						\$127,300
Plants and Planters							
	Planter bed plants (includes soil)		SF	230	\$16	\$3,680	
	2" Mulch		SF	230	\$3	\$690	
	Planters (freestanding)		EA	6	\$3,000	\$18,000	
	Planter Rail (16" high)		LF	54	\$30	\$1,620	
	Irrigation		Allowance	1	\$10,000	\$10,000	
	Trees (25')		EA	1	\$1,200	\$1,200	
	Subtotal Planters and Plants						\$35,190
Utilities							
	Street lights (relocated)		EA	4	\$3,500	\$14,000	
	Street lights (new)		EA	4	\$5,000	\$20,000	
	Festoon		Allowance	1	\$12,000	\$12,000	
	Electrical Outlet		EA	2	\$1,500	\$3,000	
	Stormwater infiltration / sewer line		EA	600	\$35	\$21,000	
	Subtotal Utilities						\$70,000
Site Elements/Furnishings							
	Trash Receptacles		EA	2	\$1,000	\$2,000	
	Bike loops		EA	6	\$1,200	\$7,200	
	Benches		EA	2	\$2,000	\$4,000	
	Sails (25' x 12')		Allowance	6	\$12,000	\$72,000	
	Alley Identification Sign		Allowance	1	\$15,000	\$15,000	
	Subtotal Site Elements						\$100,200

Dearborn East Alley Concept Plan

Dearborn, Michigan

Opinion of Probable Construction Costs (Preliminary Design Level)

October 5th 2022

SmithGroup

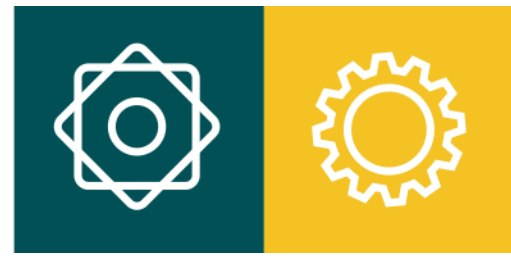
Project No.12312

Category	Work Item	Notes	Units	Quantity	Unit Cost	Total Cost	Subtotal
Demolition							
	Curb		LF	81	\$8	\$648	
	Concrete Walks		SF	4,422	\$4	\$17,688	
	Asphalt Pavement		SF	340	\$4	\$1,360	
	Subtotal Demo						\$19,696
Paving and Hardscape							
	Special pavement		SF	2,301	\$25	\$57,525	
	Concrete Sidewalk		SF	1,791	\$10	\$17,910	

Sub Total	\$352,386
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JOINT DDDA EXECUTIVE COMMITTEE MEETING MINUTES



November 7, 2022

9 a.m.

Attendees: Jackie Lovejoy, Jordan Twardy, Steve Horstman, Matthew Dietz (joined 9:30am), Khalil Dababja (joined 9:30am), Sam Abbas (joined 10:00am), (Cristina Sheppard-Decius, Steve Deisler, and Janet Bloom.

1. JOINT BOARD MEETING AGENDA ITEMS

a. 2023 Event Calendar

Cristina - Earth Week, tie in with other activities but not DDDA led.

Promotions Committee wants activation in City Hall Park.

Jordan - Not interested in bringing Jazz back and only other event that is in question is Tunes at Noon - check ROI and audience. Move forward Dearborn Restaurant Week, Dearborn Farmers & Artisans Market, summer festival for East and Winterfest. Plus Movies and Friday Nites.

Board will need to discuss Tunes and other programming at City Hall Park and bring other events to table.

City calendar is in the works - not sure on timing.

Jordan - bring list to meeting of proposed events.

Cristina - remaining committees, meetings and calendars - turn over to ED to schedule out 2023 meetings.

b. Nomination Committee

Cristina - Nominate people to nomination committee, who will then work on putting together slate for executive committee that will be presented in January. Appoint one executive committee member and two non-executive committee members for this process. Generally one meeting to begin, then divide up who to call, then put together who is interested and bring recommended slate to board for January.

Matthew - former Chief of Staff was one before for administration, so check with Zaineb or Amanda. Khalil open to doing and Matthew concurred. Also reach out to Jay and Kal.

Sam - consider asking Zaineb, Devon and Jackie.

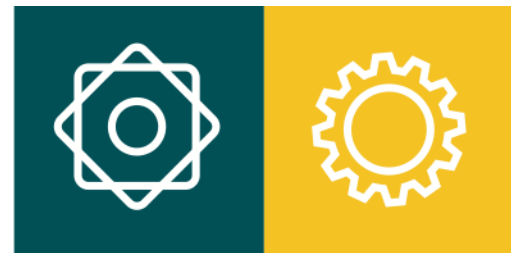
c. Waiver for Absences

Janet to pull together for board packets along with tracking absence spreadsheet.

2. WDDDA ONLY ITEM

a. Open Door Dearborn Grant: Robusto's

Steve D. - Robusto's applied for sign grant, Level I, for up to \$2500. DEV Committee gave approval to sketch for sign. They plan to open in the next few weeks. Awning will need to be removed and sign permit must be received from city.



3. EDDDA ONLY ITEM

- a. Reappropriation of Funds for Holiday Light Curtains & Snow Removal
Cristina - Suggest to use from some of these funds: Farmers Market in East if not proceeding (\$15,000), Earth Week (\$2,000), Summer Music Series (\$24,000 but keep in mind Homage to Black Excellence was around \$5100 last year and that is not budgeted this year), Community Art Enhancement (\$5,000), Photography (\$4600), SEO/SEMMktg (push off to July use all or some of it).

Matthew - Some funds from Wayfinding might be useable. Ramadan - \$10,000; \$2000 from Earth Week; \$15,000 Farmers Market; East Sidewalk Sales (\$2500),

Gap: \$61,890.

Use remaining Fall Promotions balance. Don't need to use funds balance yet for snow removal until you see how season goes. May have funds available so check in January.

Steve D. - For this year - Open Door Grants coming through for East - \$45,000 budgeted. Applicants for this year: Bora Bora - \$10,000, Elite, \$10,000K, Green Brain \$7500, and Baba's \$7500 and another applicant is preparing so that taps all the funds.

Cristina - may amend budget.

Current List:

SEO-\$2500

Earth Week - \$2000

DFM - \$15,000

Photography - \$2300

Sidewalk - \$2500

Wayfinding - \$10,000

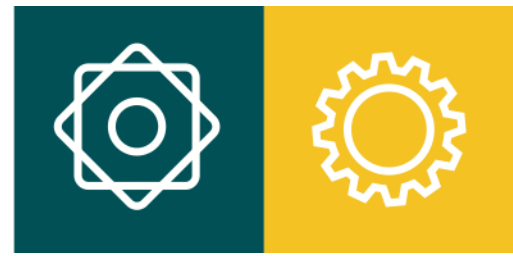
Summer Music Series - \$15,000

- b. Open Door Dearborn Grant: Elite Hookah

Bora Bora is next door. Been working with both locations since they applied a surface not allowed by city. Working with them to adjust and reapply stone/brick material for both locations. Working with applicants and building owners - original limestone must be cleaned and fixed. Where signage in curved area - that can be painted and remain with same material. \$10,000 recommendation from DEV. Must get approval of design and materials. Need to make sure LED lighting and excessive signage a condition of the grant. West has \$15,000 left in their budget.

- c. Presentation: Pedestrian Alley Design Concept

Cristina - Needs to double back with Smithgroup but hope they can present last design concept at the meeting. Then we can finalize concept, then talk budget and what would be needed for the project.



2. NEW BUSINESS/DISCUSSION
 - a. Lots E & Wellesley Design Kick Off
Smithgroup wants to do kickoff meetings this month - need to know if we can utilize. Jordan - go ahead and set dates.
5. OLD BUSINESS
 - a. Staffing Update & Transitioning
Jordan - all reqs are approved; by board meeting positions will be posted. First Day would be Dec. 19. Deputy Director starts Nov. 14.
Meetings/Committees to turn over in November. Need to work with DRW sub-committee November and December. Helen setting up Bandwango and working getting merchants on the system.
 - b. EDDDA L&M Contract RFP/ITB
Janet - is due on Nov. 9; will check with Purchasing.
 - c. Vision Plan – Need final edits from Administration by Nov. 15 (no later)
6. CALL TO EXEC COMMITTEE

DECEMBER ITEMS SLATED

- Vision Plan Adoption
Jordan - will speak to Zaineb to check on timing and their direction on it before it goes to board.
-

JANUARY ITEMS

- Executive Board Elections
- Committee Appointments
- DRW marketing items over \$10,000

December 6 is office move by DPW- items will be on second floor at former EDC location.

December 7 - Comcast service cancelation date



DOWNTOWN DEARBORN STEERING COMMITTEE MINUTES



November 9, 2022

9 a.m.

Attendees: Steve Horstman, Steve Deisler, Cristina Sheppard-Decius, and Janet Bloom.

1. Bylaws & 501(c)3 Application: Still with Legal Department. Recommendation is a meeting between Legal and Economic Development to push this forward. Additionally, a Chairperson is vital for this committee to continue this work. Staff should be acting in a support role, not leading it.
2. Cristina mentioned there is a Michigan Main Street cohort training coming up on November 19. She will send out an invitation to additional members that should consider training in capacity building.
3. Steve Deisler continues his efforts for content creation surrounding DGRI/DEGC. Cristina is examining the original pitch deck and updating with any appropriate material.
4. Cristina stated other duties of this committee should continue to be raising friends & funds for further events and programming. Eventually these duties would be handled by the DDI.



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



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



Thursday, October 27, 2022

10:00 a.m.

Attendees: Tracy Besek, Steve Deisler, George Moroz, Steve Horstman, Julia Schlau, Jordan Twardy, Cristina Sheppard-Decius, and Janet Bloom.

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

Jordan - MOGO - financial incentive to not leave scooters around. Billing continues unless you park scooter at racks.

Run as pilot program - do closed routes; there is warm reception - launch by end of 2023 - bike share and scooters. Bike Share has an ordinance so need to set up a scooter ordinance. In plan, we had added scooter locations on maps.

Do as a resolution as a pilot program and do closed routes (safe locations).

Cristina - due to the capital investment, suggest not to do MOGO since they also need to get their buy in on doing the community too. Put into contract that vendor can't cancel contract without noting liquidation penalties.

Steve D. - need to reestablish relationships with SPIN and MOGO to refresh the relationship and to help learn all the details.

Cristina - Beaumont and Kosch Family have contributed to program and they would like to see it active again.
Plan launch by Fall to tap into university student use.

Jordan - Will frame out a project plan to see what they will package and take to city council.



DOWNTOWN DEARBORN BIKE SHARE/MOBILITY COMMITTEE MINUTES



George - keep the bike and scooter programs separate - due to separate safety concerns and easier to manage. The Henry Ford at this time is open to bike share but not warm to scooters at this time.

Tracy - Is the city looking into jurisdiction - Cherry Hill, Military and the like for biking infrastructure? MOGO's question - does the city have the infrastructure to support bike share.

Jordan - need to look at the Master Plan and stormwater plan and look at all the multi-modal routes. The stormwater plan is on the clock to complete in two years. Align CBDG and ARPA funds. It might be best to do parts of the plan.

The Bike Share/Scooter plan is intended for an August 2023 launch, knowing bike share will be easier than scooter.

Cristina - pavement markings and signage needed in the West and budget is there and Smithgroup is tied into. For East, no budget currently but do have the soft estimate for the bike lanes and signage. East might need to scale back on marketing dollars the next one to two years to help cover this cost.

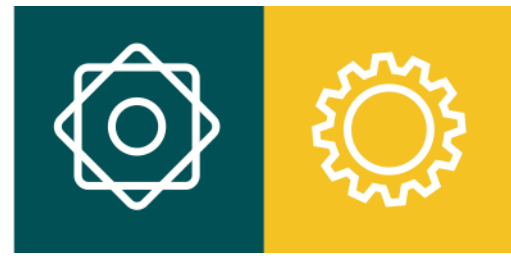
Tracy - as a resident and advocacy group, asks for a seat at the table as decisions move through.

Steve D. - this committee has been a great resource and wealth of knowledge and should continue to be in the process and maybe consider even adding a few more participants.

Cristina - Healthy Dearborn recently wrapped up. Jay Kruz is interested in nominating a street in East Dearborn that runs into one of the schools by Schlaff. Cristina will connect Tracy and Jay via email.



DOWNTOWN DEARBORN DESIGN/EV COMMITTEE MINUTES



Join Zoom Meeting

<https://zoom.us/j/323245564?pwd=NnhnNlVNSE1tVTdHNlVMak91dC9nZz09>

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>

October 26, 2022

2 p.m.

Attendees: Eric Blaine, Sayeid Arbid (Baba's), Yousaf M., Adam Munaser, Jackie Lovejoy (joined 2:08pm), Steve Deisler, Cristina Sheppard-Decius (joined 2:25 pm), and Janet Bloom

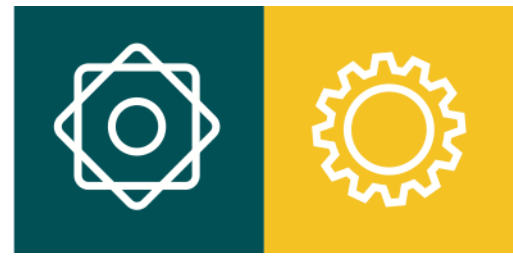
Agenda

- I. Open Door Dearborn
 - a. Applicants
 - i. WDDDA –
 1. Robusto's - signage - \$2500; just need to make sure building officials approve. Jackie recommends to support with getting building permits. Need to get board approval Nov. 17.
 - ii. EDDDA –
 1. Bora Bora Juice Update
As part of Bora Bora - approved up to \$10,000 for facade improvements and inside updates. None of that going to the sign. New stone bottom and top. Cleaning up limestone by removing some efface. Recommendation to paint door black unless it is being replaced. Board gave direction to DEV to come to an agreeable design. Jackie Lovejoy makes the motion with changes and seconded by Eric Blaine. Motion approved. Cristina- not in sign band so double check with building dept. that they are okay with that.
 2. Elite Hookah - \$7500 to interior work/\$2500 to facade work. Need sketch of sign. Retain limestone at top.



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.



Requested - sketch of sign, design of sign and one more sign quote. Motion: Eric Blaine, seconded by Jackie Lovejoy.

3. Baba's (Level III)
Annuals to be planted each year. Recommended pruning. Any work on Michigan Ave. side - get MDOT approval. Any work on Maple side - get City of Dearborn approval. Motion to support and come back with quotes on the project: motioned by Jackie Lovejoy, and seconded by Eric Blaine. Motion passed.
4. Green Brain (Level III)
5. K&W Real Estate Update (did final inspection happen?)
6. Leo Farhat

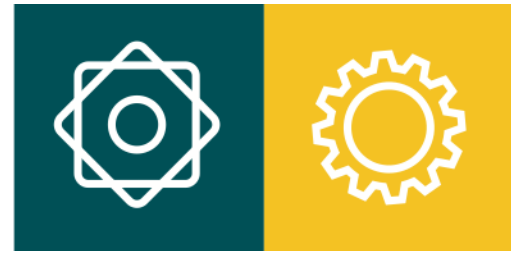
II. Available Properties & Development Updates

- III. Business Welcome Packet –
https://docs.google.com/document/d/1r7bYhnabWwd6n_c4HQ6x7tWvaiM7x_LFQzsfqEhrFI/edit
- a. Elements
 - b. integrating into new website

- IV. Project/Program Updates
- a. Vision Plan
 - b. Scooter Ordinance
 - c. Library Lot – Greenspace Conversion
 - d. Pedestrian Alley
 - e. Lot E & Wellesley Lot



DOWNTOWN DEARBORN PROMOTIONS COMMITTEE MINUTES



October 26, 2022

9 a.m.

Attendees: Katie Merritt, Julie Schaefer, Jackie Lovejoy, Elizabeth Curran, Steve Horstman, Helen Lambrix, Janet Bloom, and Cristina Sheppard Decius.

A. Storytelling Time– What’s Happening Around Town

Julie - Library celebrating 100 years. Program this Friday 3-5 pm.

Jackie - Executive Beer Tasting at The Henry - Nov. 10 tickets \$55.

Elizabeth - ServPro is sponsoring Downey Brewing’s first trivia night on Nov. 17.

B. Event Survey Results

44 surveys received. The top events of DFM, DRW, Winterfest, Shop Small, Music in the Park and Friday Nites bubbled to the top. DFM has lots of competition and timing on Friday may be challenging. Helen to reach out to Eastern Market to see how their sales were.

Helen - Vendors had a hard time shutting down due to so many customers at night. Consider doing an evening “artisans” market and set standard on types of vendors for quality control.

C. Finalize 2023 Event Schedule

Steve H. - need to know plans in City Hall Park and if any work being done to be able to plan events.

Winter Market for 2023 - tent is expensive, would like outdoor ice rink but would need to find viable location. Temporary spot could be between West parking decks or maybe City Hall Park.

Take list of 2023 events to boards. Steve will check with Jordan and Mayor’s office on intent of events. Plan on six months for planning, minimum.

D. 2nd/3rd Quarter Events/Promotions

Join Zoom Meeting
<https://zoom.us/j/308973055?pwd=Sy9GNlBxGZ4UmgxRlZrRzk3WTdHQT09>

Meeting ID: 308 973 055

Password: 123811

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

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

Meeting ID: 308 973 055

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

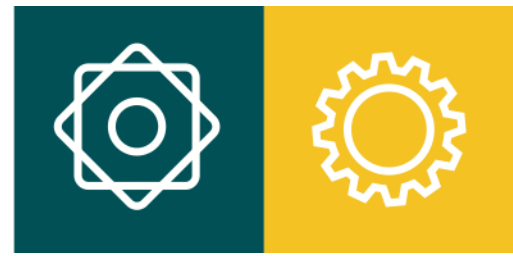
Join by Skype for Business
<https://zoom.us/skype/308973055>



Mission:

Collaborating to create a vibrant Downtown Dearborn experience for all.

- a. Trick-or-Treat/Pumpkin Carving
50 businesses signed up. Date is Oct. 29. Plan is to do painting again since it was popular in addition to craft supplies and regular use of knives with kids. Helen waiting on map from Octane, then will run copies and distribute. Also will have maps at pumpkin carving. Bring copies to Katie to pass and also to libraries.
- b. Event Volunteer Needs
Helen reaching out to neighborhood associations and still need more help. Katie Merritt, Chris Sickie, and two UofM volunteers, plus Janet and Steve H. are lined up.
- E. 4th Quarter Event Plans
 - a. Shop Small Marketing Plan
Bandwango is getting set up. Helen has been reaching out to businesses. It was confusing if they didn't read Helen's email first - Bandwango didn't really branded as Downtown Dearborn. Media is getting set up. Katie - it took 15 minutes to set up, including finding a picture to use. Helen and Cristina to speak offline about gift portion of Bandwango.
- F. 1st Quarter 2023 Events
 - a. DRW Committee Recruitment
Sam Abbas, Moe Hiden, Anton Botosan were . Also suggest Sam Haidar with Modern Greek.
 - b. DRW Sponsorship & Restaurant Recruitment
Steve H. would like Sam Abbas to be the restaurant recruiter for participation. Cristina will connect Sam and Steve on that suggestion. We will send updated restaurant and sponsor recruitment packets and lists after Bandwango is done.
- G. Social Media Report
September report: 107K impressions, almost 2 million impressions for the year. Engagement was 6,290, with over 62,500 for year so that's over the goal set. 5.9% engagement. Almost 20,000 in followers- trying to reach before end of year, would be 2,000 over original goal.



H. Volunteer Management

- a. Committee Needs – Promotions Committee
Need to update rosters and do recruitment.
- b. Volunteer Recruitment & Training Packet – Complete by Nov. 1
Janet and Jackie to meet week of Nov. 7 due to travel/event schedules.



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

Total Followers

January: 16,785
 February: 16,885
 March: 18,295
 April: 18,356
 May: 18,499
 June: 18,861
 July: 19,180
 August: 19,431
 September: 19,640
 October:
 November:
 December:
 GOAL: 20,000

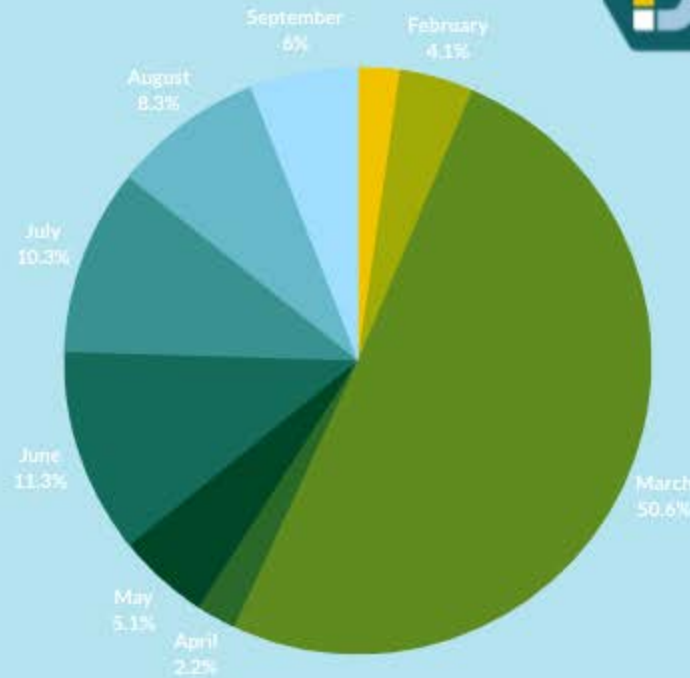
New Followers

January: 64
 February: 113
 March: 1,408
 April: 61
 May: 141
 June: 314
 July: 286
 August: 231
 September: 166
 October:
 November:
 December:
 Total: 2,846
 Goal: 4,000 New Followers

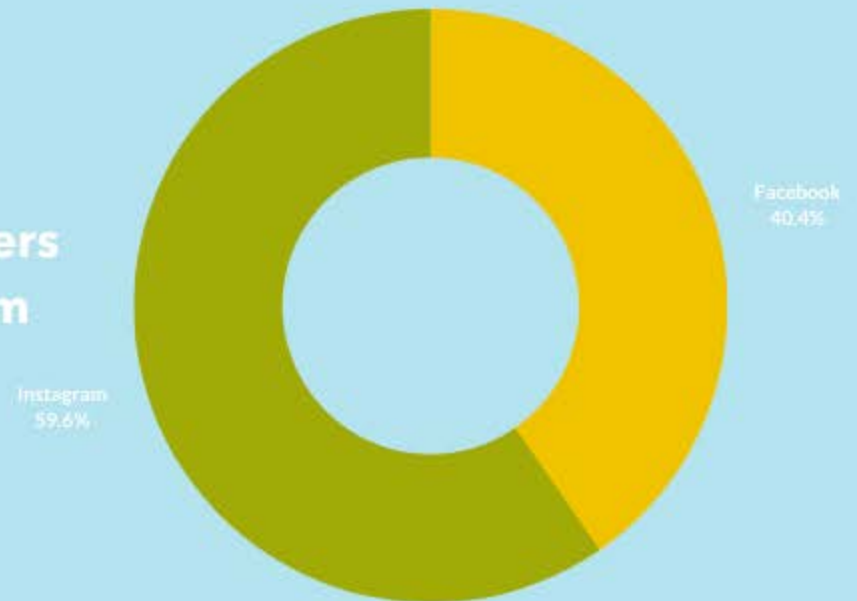


DEARBORN
 Downtown

New Follower Growth Per Month



New Followers Per Platform





DEARBORN Downtown

IMPRESSIONS 2022

GOAL: 3M+

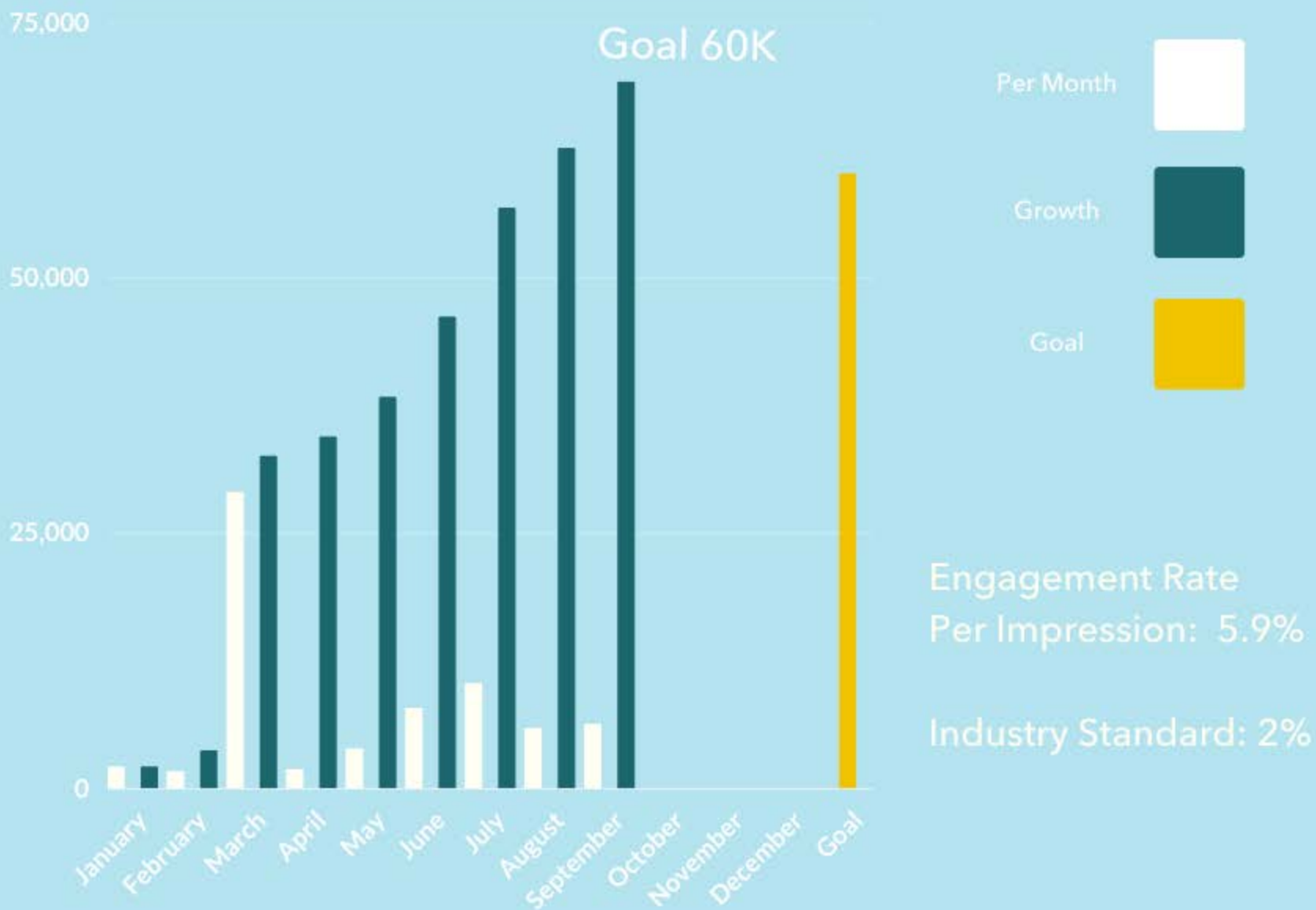


Goal

Each Monthh

Growth

ENGAGEMENT 2022



**JOINT DDDA BOARD OF DIRECTORS
ADOPTED RESOLUTIONS
OCTOBER 2022**

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2022 EDDDA/WDDDA Schedule of Joint Meetings - EDDDA

Adopted: October 20, 2022

Motioned by: Director Zaineب Hussein

Seconded by: Mayor Abdullah Hammoud

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) meets monthly to handle the economic, planning and financial matters of the downtown district per the requirements of Public Act 197;

WHEREAS: The EDDDA Board wishes to continue working closely with the West Dearborn Downtown Development Authority (WDDDA) to better collaborate, share information and opinions, and create a cohesive Dearborn; and

WHEREAS: The EDDDA and WDDDA Boards select July 20, 2023, and October 19, 2023, to better collaborate, share information and opinions with the public in an open Public Information Meeting, fulfilling the requires of Public Act 57; be it

RESOLVED: The EDDDA Board will continue to meet jointly with the WDDDA on the third Thursday of every month at 8:00 a.m. at the Dearborn Administrative Center (DAC); be it also

RESOLVED: The attached proposed EDDDA/WDDDA joint Board meeting schedule will be adopted for the 2023 calendar year; furthermore,

RESOLVED: The EDDDA/WDDDA joint Committee meetings of the Design/Economic Vitality, Promotions/Organization, Steering, Executive, Bike Share/Mobility and Branding/Website Committees will be held on the attached proposed schedule for 2023 via Zoom or in-person as needed.

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaineب A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2023 WDDDA/EDDDA Schedule of Joint Board Meetings - WDDDA

Adopted: October 20, 2022

Motioned by: Mayor Abdullah Hammoud

Seconded by: Director Jackie Lovejoy

WHEREAS: The West Dearborn Downtown Development Authority (WDDDA) meets monthly to handle the economic, planning and financial matters of the downtown district per the requirements of Public Act 197;

WHEREAS: The WDDDA Board wishes to continue working closely with the East Dearborn Downtown Development Authority (EDDDA) to better collaborate, share information and opinions, and create a cohesive Dearborn; and

WHEREAS: The EDDDA and WDDDA Boards select July 20, 2023, and October 19, 2023, to better collaborate, share information and opinions with the public in an open Public Information Meeting, fulfilling the requires of Public Act 57; be it

RESOLVED: The WDDDA Board will continue to meet jointly with the EDDDA on the third Thursday of every month at 8:00 a.m. at the Dearborn Administrative Center (DAC); be it also,

RESOLVED: The attached proposed EDDDA/WDDDA joint Board meeting schedule will be adopted for the 2023 calendar year; furthermore,

RESOLVED: The EDDDA/WDDDA joint Committee meetings of the Design/Economic Vitality, Promotions/Organization, Steering, Executive, Bike Share/Mobility and Branding/Website Committees will be held on the attached proposed schedule for 2023 via Zoom or in-person as needed.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly.

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Election of Interim Secretary/Treasurer Remainder 2022- EDDDA

Date Adopted: October 20, 2022

Motioned by: Director Zaineب Hussein

Seconded by: Vice Chairperson Matthew Dietz

WHEREAS: The EDDDA shall be under the supervision and control of a board consisting of the Mayor and members appointed by the Mayor subject to approval by the City Council; and

WHEREAS: The officers of the EDDDA shall be elected annually by the Board and shall consist of a Chair, Vice-Chair and Secretary-Treasurer; and

WHEREAS: The Secretary/Treasurer position was vacated on October 10, 2022; and

WHEREAS: The EDDDA Vice-Chairperson asked for an EDDDA board member to fill the current open position of Secretary-Treasurer and Khalil Dabaja has offered to fill the open executive position; therefore, be it

RESOLVED: If there are no additional nominations, nominations are closed and the Board elects Khalil Dabaja as the Secretary/Treasurer of the EDDDA for the remainder of 2022 until the 2023 elections.

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaineب A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2023-EDDDA

Date Adopted: October 20, 2022

Motioned by: Mayor Abdullah Hammoud

Seconded by: Director Khalil Dabaja

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; 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 Promotions and Executive Committees have reviewed the 2023 calendar of events and recommend approving one event for the EDDDA for 2023 until further review of staffing capacity as the Board transitions staffing from POW! Strategies, Inc., to the Economic Development Department staff and review of the community event survey results. The one event recommended is the Dearborn Restaurant Week on March 3 - March 12, 2023; so let it be

RESOLVED: The EDDDA agrees to approve hosting the Dearborn Restaurant Week for the 2023 event season, which is funded by the Community Promotions Budget account #297-6100-911-51-00.

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaineb A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Event Schedule for 2023-WDDDA

Date Adopted: October 20, 2022

Motioned by: Secretary-Treasurer Jackie Lovejoy

Seconded by: Chairperson Sam Abbas

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) recognize the benefit of marketing and promoting businesses and activities in the District; and

WHEREAS: The EDDDA and WDDDA value programming events and activities to engage the community and bring a vibrancy and a positive economic impact to the districts; and

WHEREAS: The Promotions and Executive Committees have reviewed the 2023 calendar of events and recommend approving two events for the WDDDA for 2023 until further review of staffing capacity as the Board transitions staffing from POW! Strategies, Inc., to the Economic Development Department staff and review of the community event survey results. The two events recommended are the Dearborn Restaurant Week on March 3 - March 12, 2023, and the Dearborn Farmers & Artisans Market from June 16-September 15, 2023; so let it be

RESOLVED: The WDDDA agrees to approve hosting the Dearborn Restaurant Week for the 2023 event season, which is funded by the Community Promotions Budget account #296-6100-911-51-00, and the Dearborn Farmers and Artisans Market, which is funded by the account #296-6110-911-34-90.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly.

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Lights Rental and Install- FYE2023-EDDDA

Date Adopted: October 20, 2022

Motioned by: Director Zaineb Hussein

Seconded by: Director Jay Kruz

WHEREAS: The East Dearborn Downtown Development Authority authorized a budget of \$10,000 for the rental and installation of holiday lights on buildings and trees in FYE2023;

WHEREAS: A competitive bid solicitation for the lowest bidder was conducted by City of Dearborn Purchasing Department and Santa's Light Crew was found to be the lowest bidder; therefore, let it be

RESOLVED: The EDDDA authorizes up to \$35,000 in expenditures to Santa's Light Crew for the rental and installation of holiday lights, from the Contract Services budget account # 297-6100-911-34-90 with the ability for the Executive Board to redistribute \$25,000 to do holiday decor with Santa's Light Crew from the Contract Services budget; and let it be

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

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaineb A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Holiday Lights Rental and Install- FYE2023-WDDDA

Date Adopted: October 20, 2022

Motioned by: Director Zaineb Hussein

Seconded by: Chairperson Sam Abbas

WHEREAS: The West Dearborn Downtown Development Authority authorized a budget of \$50,000 for the rental and installation of holiday lights on buildings and trees in FYE2023;

WHEREAS: A competitive bid solicitation for the lowest bidder was conducted by City of Dearborn Purchasing Department and Santa's Light Crew was found to be the lowest bidder; therefore, let it be

RESOLVED: The WDDDA authorizes up to \$50,000 in expenditures to Santa's Light Crew for the rental and installation of holiday lights, from the Contract Services budget account # 296-6100-911-34-90; and let it be

RESOLVED: The Manager of the DDDAs is authorized to administer and sign agreements with property owners to allow for the installation of lights on their properties, and secure the necessary insurance; furthermore

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

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrir Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly.

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Landscape/Maintenance Incentive-based Contract - EDDDA

Date Adopted: October 20, 2022

Motioned by: Director Zaineب Hussein

Seconded by: Vice Chairperson Matthew Dietz

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

WHEREAS: As the bid is being prepared for the next multi-year contract, set up as two years with three, one-year renewals, the bid committee suggested implementing an incentive-based contract not to exceed 10% of the total contract price to help achieve compliance in a timely manner and a high level of performance; therefore, be it

RESOLVED: The EDDDA authorizes using an incentive-based contract of up to 10% of the total contract for the awardee of the EDDDA Landscape and Maintenance contract; furthermore, let it be

RESOLVED: The recommended awardee will be brought to the EDDDA Board for approval at a future meeting of the Board.

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaineب A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Octane Extension of Design Services for DRW 2023- EDDDA

Date Adopted: October 20, 2022

Motioned by: Mayor Abdullah Hammoud

Seconded by: Director Zaineب Hussein

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for the Dearborn Restaurant Week event, with programming, marketing and promotions in the districts from now until the end of the event to grow the economy and engage the community support local dining; 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 design assets for Dearborn Restaurant Week are with Octane Design and will need updating for the 2023 event, therefore, an amendment to the branding contract with Octane Design will be required in an amount not to exceed \$10,125, to be split equally with the WDDDA, so let it be

RESOLVED: The EDDDA agrees to approve expenditures up to \$5062.50 with Octane Design for graphic design services for the marketing and promotional materials for Dearborn Restaurant Week 2023, expending from account #297-6100-911-51-00; and let it be

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

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaineب A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Octane Extension of Design Services for DRW 2023- WDDDA

Date Adopted: October 20, 2022

Motioned by: Mayor Abdullah Hammoud

Seconded by: Secretary-Treasurer Jackie Lovejoy

WHEREAS: The East Dearborn Downtown Development Authority (EDDDA) and West Dearborn Downtown Development Authority (WDDDA) are preparing for the Dearborn Restaurant Week event, with programming, marketing and promotions in the districts from now until the end of the event to grow the economy and engage the community support local dining; and

WHEREAS: The design assets for Dearborn Restaurant Week are with Octane Design and will need updating for the 2023 event, therefore, an amendment to the branding contract with Octane Design will be required in an amount not to exceed \$10,125, to be split equally with the WDDDA, so let it be

RESOLVED: The WDDDA agrees to approve expenditures up to \$5062.50 with Octane Design for graphic design services for the marketing and promotional materials for Dearborn Restaurant Week 2023, expending from account #296-6100-911-51-00; and let it be

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

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly.

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

EAST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2022/2023 Snow Removal Bid Award - EDDDA

Date Adopted: October 20, 2022

Motioned by: Director Jay Kruz

Seconded by: Vice Chairperson Matthew Deitz

- 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 \$32,500 for snow removal services FYE2023; 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, recommends awarding the competitively solicited contract for snow removal services to Frank's Landscaping & Supplies, LLC, for a term of one year starting November 1, 2022, with up to four, one-year renewal options; and
- WHEREAS:** The estimated cost for the contract for the 2022/23 season is \$69,390 for the EDDDA, and \$77,450 for the DPW/SAD; therefore, let it be
- RESOLVED:** The EDDDA authorizes the Manager of the DDDAs to execute the snow removal contract with Frank's Landscaping & Supplies, LLC, on behalf of the EDDDA up to \$69,390 for snow removal services for the 2022/2023 snow season, from the snow removal budget line account #297-6100-911-34-90, subject to the review and approval of Corporation Counsel; and furthermore
- RESOLVED:** The EDDDA directs the Executive Committee to review and recommend where to reappropriate funds from as needed for the snow removal contract or whether an amendment to the EDDDA FYE2023 budget is necessary.

Yes: Vice Chairperson Matthew Dietz, Mayor Abdullah Hammoud, Director Khalil Dabaja, Director Zaine A. Hussein, Director Jay P. Kruz, and Director Zo Olabi.

No:

Abstained:

Absent: Director Amanda Bright McClanahan, Director Hamzah Nasser and Director Kamal Turfah.

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

2022/2023 Snow Removal Bid Award - WDDDA

Date Adopted: October 20, 2022

Motioned by: Director Tahrik Alcodray

Seconded by: Director Devon O'Reilly

- 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 \$47,450 for snow removal services FYE2023; 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, as well as the public facilities of the Bryant Library and Commandant's Quarters; and
- WHEREAS:** The DDDAs, through City of Dearborn procurement processes, recommends awarding the competitively solicited contract for snow removal services to Frank's Landscaping & Supplies, LLC, for a term of one year starting November 1, 2022, with up to four, one-year renewal options; and
- WHEREAS:** The estimated cost for the contract for the 2022/23 season is \$44,440 for the WDDDA, \$3300 for DPW/Public Facilities and \$77,450 for the DPW/SAD; therefore, let it be
- RESOLVED:** The WDDDA authorizes the Manager of the DDDAs to execute the snow removal contract with Frank's Landscaping & Supplies, LLC, on behalf of the WDDDA up to \$44,440 for snow removal services for the 2022/2023 snow season, from the snow removal budget line account #296-6100-911-34-90, subject to the review and approval of Corporation Counsel; and furthermore
- RESOLVED:** The WDDDA directs the Executive Committee to review and recommend where to reappropriate funds from as needed for the snow removal contract or whether an amendment to the WDDDA FYE2023 budget is necessary.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly.

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko

WEST DEARBORN DOWNTOWN DEVELOPMENT AUTHORITY

Streetscape/Crosswalk Mural and Utility Box Art 2022- WDDDA

Approved: October 20, 2022
Motioned by: Chairperson Sam Abbas
Seconded by: Director Tahrik Alcodray

WHEREAS: The WDDDA recognizes the benefit of engaging initiatives that market the districts as destination locations and encourages patronage of businesses; and

WHEREAS: The WDDDA budgeted for a crosswalk mural on West Village Drive for the FYE2022 budget, which was carried forward to FYE2023 via PO#102516, in the amount of \$18,000 with the Dearborn Community Fund; and

WHEREAS: The Dearborn Community Fund collaborated with the WDDDA and Padzieski Gallery in securing artists, volunteers and logistics for the crosswalk mural on West Village Drive between Mason and Monroe Streets adjacent to Wagner Park;

WHEREAS: They also assisted with the completing the artwork on the remaining utility box at Wagner Park near Black Box; and

WHEREAS: The WDDDA secured the street closure and logistics with Dearborn City Council, POW! Strategies, Inc., DPW and Police, and area businesses, and provided the social media and communications about the project; let it be

RESOLVED: The WDDDA recognizes and authorizes the expense of \$18,000 for the utility box and crosswalk mural to the Dearborn Community Fund as budgeted from account #296-6100-911-34-90.

Yes: Chairperson Sam Abbas, Secretary-Treasurer Jackie Lovejoy, Mayor Abdullah Hammoud, Director Tahrik Alcodray, Director Thomas L. Clark, Director Zaineb A. Hussein, and Director Devon O'Reilly.

No:

Abstained:

Absent: Vice Chairperson Mohammed Hider, Director Amanda Bright McClanahan and Director Audrey A. Ralko